



LEARNING MANAGEMENT SYSTEM (LMS) CHECKING YOUR TRAINING ORDER HISTORY

Training orders are placed anytime you register for a course through the LMS. Orders may be placed by a Learner, manager, or an Administrator. This QRG will guide you through the steps to check the history of all training orders placed in your name.

1. Log into the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. From the LMS home page, click the **Learning** link in the left navigation menu.

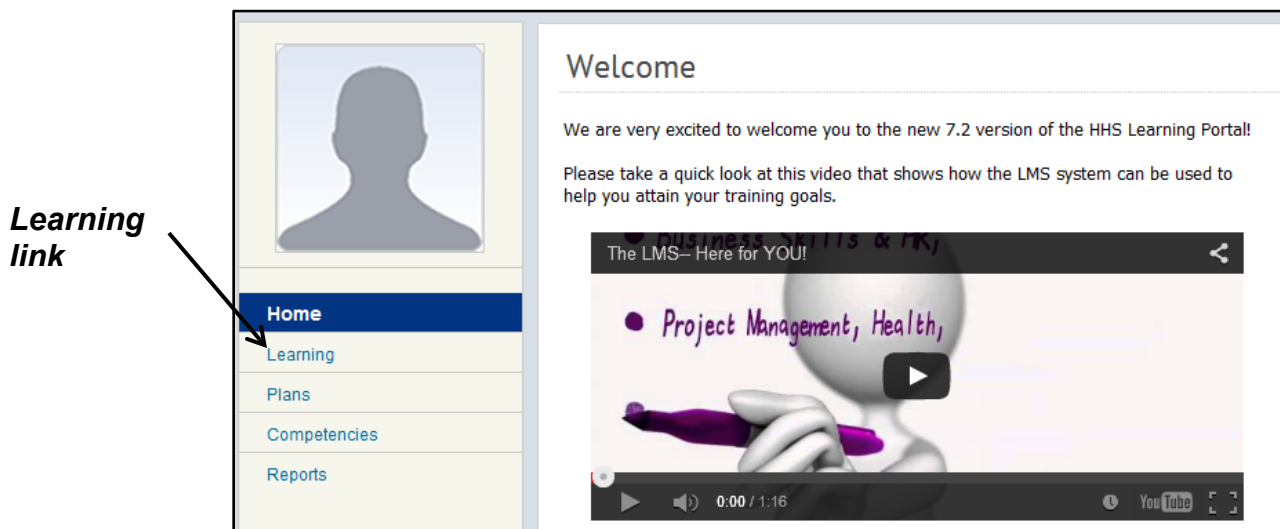


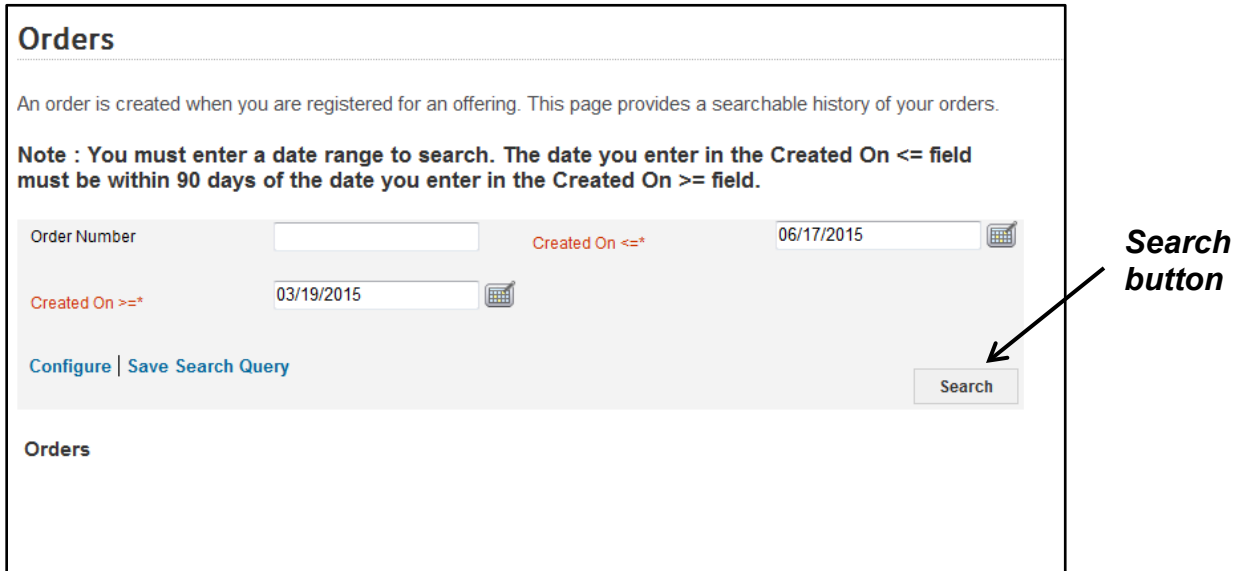
Figure 1 – Learning link on the LMS home page

3. Click the **Order** link.

The screenshot shows a user interface for 'Current Learning'. On the left is a vertical sidebar with a user profile picture at the top. Below the profile are several menu items: Home, Learning, **Current Learning** (highlighted in blue), Completed Learning, Certifications, Curricula, Continuing Education Plans, Recommendations, Orders, Plans, Competencies, and Reports. An arrow labeled 'Orders link' points to the 'Orders' menu item. The main content area is titled 'Current Learning' and contains a list of learning items. The first item is 'Books 24x7' (ID: 00002006, Version: 1.0) with a duration of 00:00 hours. The second item is 'Getting Started with Safari' (ID: ID_APASA_A01_DT_ENUS, Version: 2.2) with a duration of 01:00 hours. Each item has a small icon of a computer monitor with a mouse cursor and a status box indicating 'Training Content' and 'Status: Not Evaluated (Unlimited attempts)'.

Figure 2 – Orders link on the Current Learning page


4. Enter search criteria into the Orders search field and click the **Search** button.




Orders

An order is created when you are registered for an offering. This page provides a searchable history of your orders.

Note : You must enter a date range to search. The date you enter in the Created On <= field must be within 90 days of the date you enter in the Created On >= field.

Order Number Created On <=* 

Created On >=* 

[Configure](#) | [Save Search Query](#)

Orders

Search button (with arrow pointing to the Search button)

Figure 3 – Search button on the Orders search page

NOTE: Clicking the **Search** button without entering any data will display all orders.

Orders

An order is created when you are registered for an offering. This page provides a searchable history of your orders.

Note : You must enter a date range to search. The date you enter in the Created On <= field must be within 90 days of the date you enter in the Created On >= field.

Order Number Created On <=*

Created On >=*

[Configure](#) | [Save Search Query](#)

Orders [Print](#) | [Export](#) | [Modify Table](#)

Showing 8 out of 8 results

Order Number	Learner	Person Type	Title	Version	Price	Part Number	Status	Created On	Mandatory
02491514	NIH Learner	Other	Clinical Center Training Test		0.00 USD	00085197	Billed	04/16/2015	<input type="checkbox"/>
02491515	NIH Learner	Other	NIH LMS People Administrator	FY15	0.00 USD	00085148	Cancelled	04/20/2015	<input type="checkbox"/>
02491518	NIH Learner	Other	NIH LMS Local Learning Registrar	FY15	0.00 USD	00085200	Cancelled	04/27/2015	<input type="checkbox"/>
02491576	NIH Learner	Other	NIH LMS Local Learning	FY15	0.00 USD	00085200	Cancelled	05/12/2015	<input type="checkbox"/>

Figure 4 – Sample Orders search results with no specified Order Number

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>