



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.

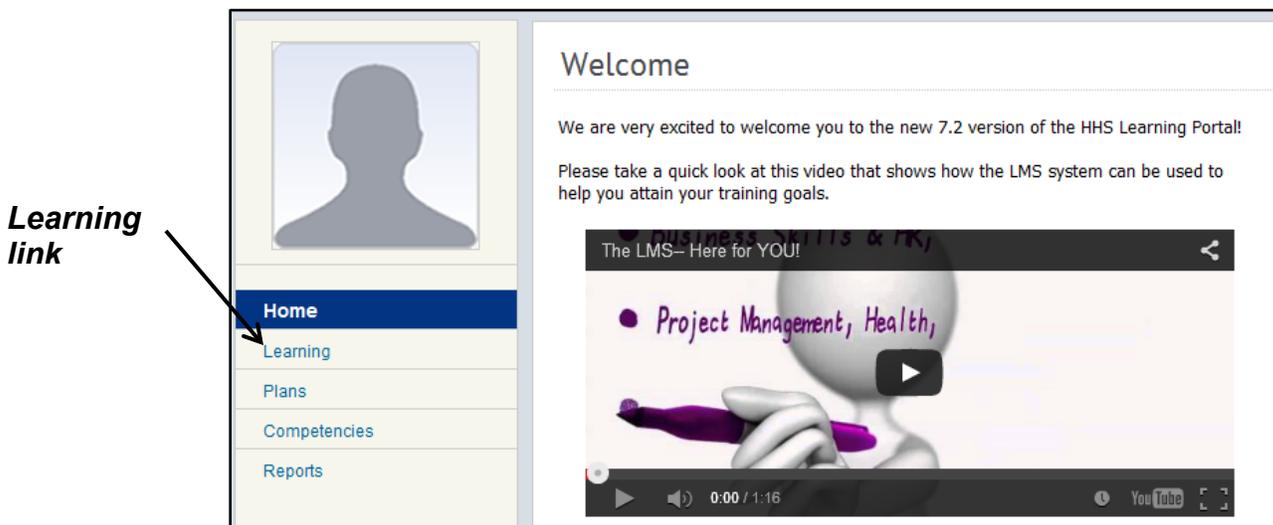


Figure 1 – Learning link on the LMS home page

3. Click the **Order** link.

The screenshot shows a user interface for 'Current Learning'. On the left is a vertical sidebar with a navigation menu. The menu items are: Home, Learning, **Current Learning** (highlighted in blue), Completed Learning, Certifications, Curricula, Continuing Education Plans, Recommendations, **Orders** (indicated by an arrow from the text 'Orders link'), Plans, Competencies, and Reports. 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. Below it, a box shows 'Training Content: Books 24x7' and 'Status: Not Evaluated (Unlimited attempts)'. The second item is 'Getting Started with Safari' (ID: ID_APASA_A01_DT_ENUS, Version: 2.2) with a duration of 01:00 hours. Below it, a box shows 'Training Content: SS_CO-id_apsa_a01_dt_enus' and 'Status: Not Evaluated (Unlimited attempts)'. The text 'Orders link' is written in bold black font to the left of the sidebar, with an arrow pointing to the 'Orders' menu item.

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

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 refer to the [LMS Support Page](#).