LEARNING MANAGEMENT SYSTEM (LMS)
VIEW TEAM ORDER HISTORY

Supervisors can view the order history of their team in the LMS.
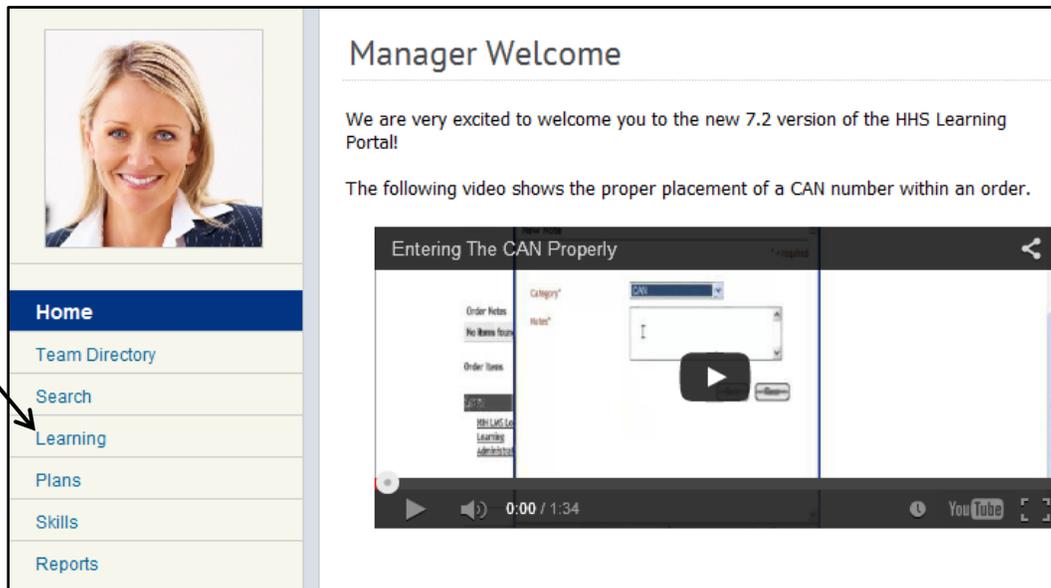
1. Log on to the LMS.

2. Click the **My Team** icon.

My Team icon

Figure 1 – My Team icon

3. Click the **Learning** link in the left navigation menu.

Learning link

Figure 2 – Learning link

4. Select **Order History** link from the menu on the left.

Order History link

Figure 3 – Order History link

5. Use the **Created On >=** and **Created On <=** pick icons to specify a 90 day range of order history. If you know the specific Order Number, enter it in the Order Number field after specifying the date range. Click the **Search** button to create the filtered view.

Created On >= pick icon

Created On <= pick icon

Search button

Orders

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

Order Type
- ● Order
- ○ Subscription Order

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 <=*	07/01/2015
Created On >=*	04/02/2015		

Configure | Save Search Query

Search

Orders

Figure 4 – Created On >= and Created on <= fields and Search button

NOTE: Created On >= means the date is equal to or after the date specified in the field. Created On <= means the date is equal to or before the date specified in the field. Created On >= 04/15/2015 and Created On <= 07/15/2015 means the inclusive date range between 04/15/2015 – 07/15/2015.

6. Click the **Order Number** link to view order details.

Order Number link

Figure 5 – Order Number link

7. Details of the Order Number will be displayed, including a list of all team members that were included in the original order along with their current registration status.

Order Details: Order Number 02492007

Order Contact   NIH Manager
Created On   06/25/2015
Order Status   Confirmed

Order Items   Modify Table

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
New Features for End Users in Microsoft Office 2007	NIH Manager	Online Training	Confirmed	Price Notes Drop	0.00 USD	
Manipulating Data in Excel 2013	NIH Manager	Online Training	Confirmed	Price Notes Drop	0.00 USD	
Manipulating Data in Excel 2013	NIH LearningAdmin	Online Training	Confirmed	Price Notes Drop	0.00 USD	
Manipulating Data in Excel 2013	NIH LocalLearningRegistrar	Online Training	Confirmed	Price Notes Drop	0.00 USD	
Manipulating Data in Excel 2013	People Admin	Online Training	Cancelled	Price Notes	0.00 USD	This team member has changed job positions and this training is no longer applicable to their current role.
				Total		0.00 USD

Cancel

Figure 6 – Sample Order Details page

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