Supervisors can view the order history of their team in the LMS.

1. Log on to the LMS.
2. Click the **My Team** icon.
3. Click the **Learning** link in the left navigation menu.
4. Select **Order History** link from the menu on the left.
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.

![Figure 4 – Created On >= and Created on <= fields and Search button](Image)

**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.

![Figure 5 – Order Number link](image-url)
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.

![Sample Order Details page](image)

**Order Details: Order Number 02492007**

<table>
<thead>
<tr>
<th>Title</th>
<th>Learner</th>
<th>Delivery Type</th>
<th>Status</th>
<th>Actions</th>
<th>Price</th>
<th>Cancellation Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Features for End Users in Microsoft Office 2007</td>
<td>NIH Manager</td>
<td>Online Training</td>
<td>Confirmed</td>
<td>Price Notes Drop</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Manipulating Data in Excel 2013</td>
<td>NIH Manager</td>
<td>Online Training</td>
<td>Confirmed</td>
<td>Price Notes Drop</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Manipulating Data in Excel 2013</td>
<td>NIH Learning Admin</td>
<td>Online Training</td>
<td>Confirmed</td>
<td>Price Notes Drop</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Manipulating Data in Excel 2013</td>
<td>NIH Local Learning Registrar</td>
<td>Online Training</td>
<td>Confirmed</td>
<td>Price Notes Drop</td>
<td>0.00 USD</td>
<td></td>
</tr>
<tr>
<td>Manipulating Data in Excel 2013</td>
<td>People Admin</td>
<td>Online Training</td>
<td>Cancelled</td>
<td>Price Notes Drop</td>
<td>0.00 USD</td>
<td>This team member has changed job positions and this training is no longer applicable to their current role.</td>
</tr>
</tbody>
</table>

**Total** 0.00 USD

Figure 6 – Sample Order Details page

If you experience trouble with this process, please refer to the LMS Support Page.