



LEARNING MANAGEMENT SYSTEM (LMS) **ADD/REVIEW A CAN ON AN ORDER – MANAGER OR ALTERNATE MANAGER**

This QRG will guide Managers or Alternate Managers through the task of adding or reviewing a CAN on a training order. When approving training orders in the LMS, the order must contain a valid CAN to ensure the proper obligation of funds in NBS.

NOTE: A report named “Registrations Needing Approval” is available to allow you to identify pending orders with CANs that require modification. For instructions on running this report, see the following LMS tip sheet, [TS77-S: Running the Registrations Needing Approval Report](#)

1. Log on to the LMS.
2. Click the **My Team** icon.



Figure 1 – My Team icon

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

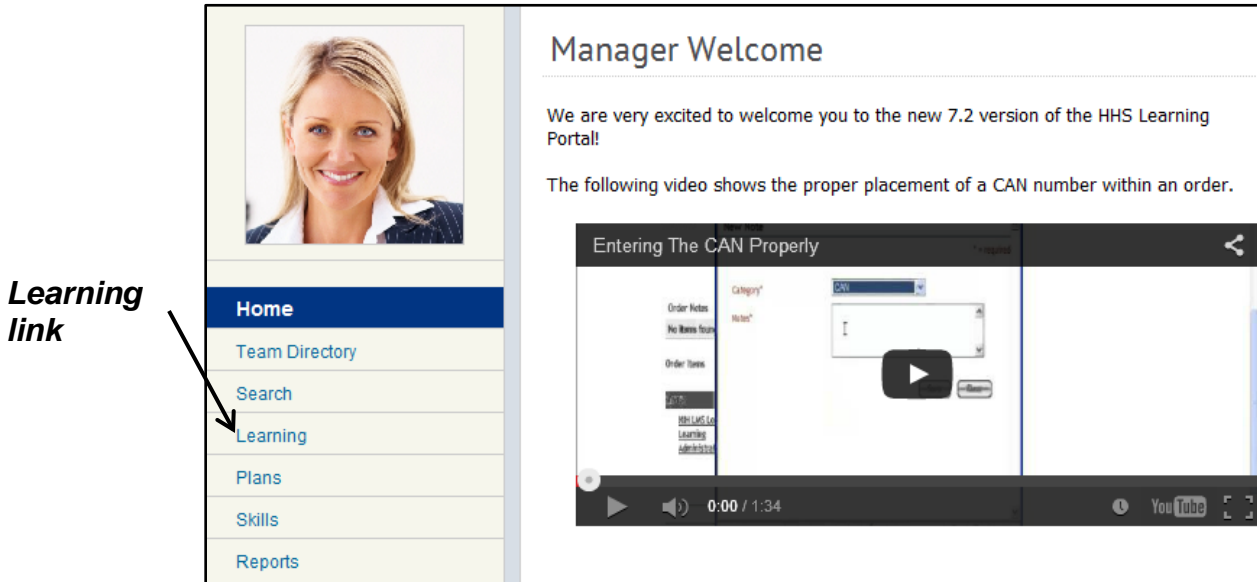


Figure 2 – Learning link

4. Click the **Order History** link.

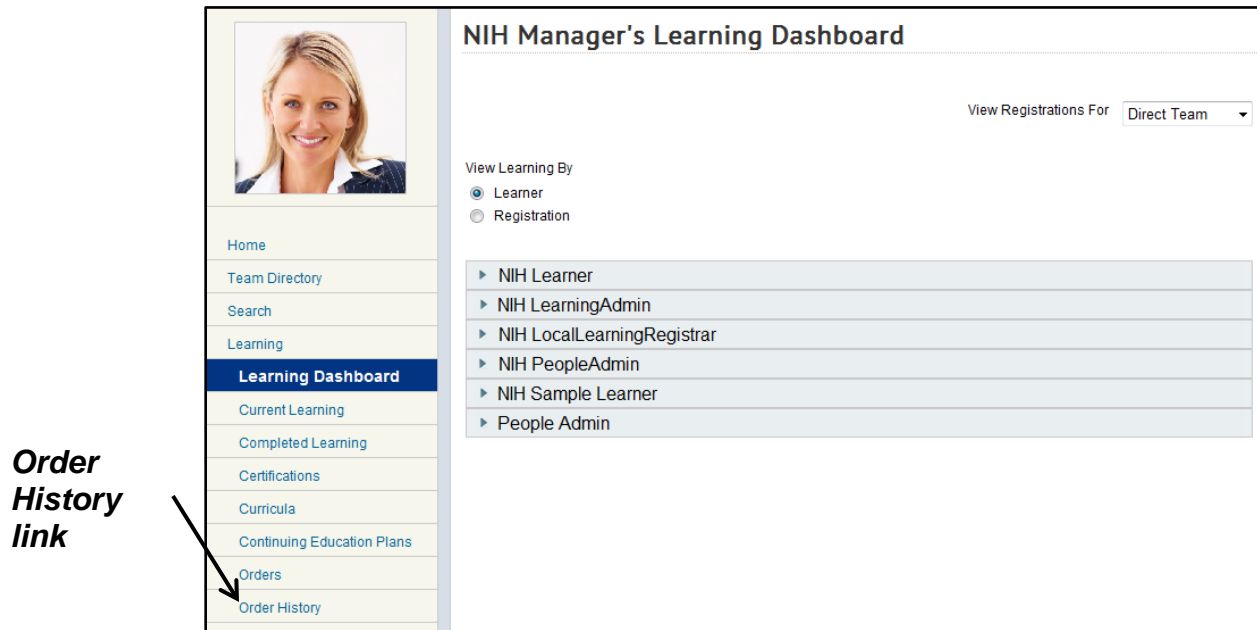


Figure 3 – Order History

5. Enter an order number in the Order Number field and click the **Search** button.

Order Number field

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](#)

Orders

Figure 4 – Order Number field

- The Orders search results page will show a list of all of your team members registered with the specified order number. Click the **Order Number** link for the team member.

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 <=* Created On >=*

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

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

Showing 1 out of 1 results

Order Number	Learner	Person Type	Title	Version	Price	Part Number	Status	Created On	Mandatory
02492159	NIH Learner	Other	The No FEAR Act	2.2	0.00 USD	FGOV_01_A17_LC_ENUS	Confirmed	06/30/2015	<input type="checkbox"/>

Order Number link



Figure 5 – Order Number link

7. Click the **Add CAN** link.

Order Details: Order Number 04140268

Order Contact
Created On 03/13/2017
Order Status [Confirmed](#)
Billed To HNAM4A2

Order Notes [Add CAN](#)
No items found

Order Items

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
NIH LMS People Administrator		Instructor led	Confirmed	Change Learner Reschedule Add CAN Drop	225.00 USD	
Total						225.00 USD

**Add
CAN
link**

Figure 6 – Notes link

8. Review the CAN note. If no CAN is present, click the **Add Note** link.

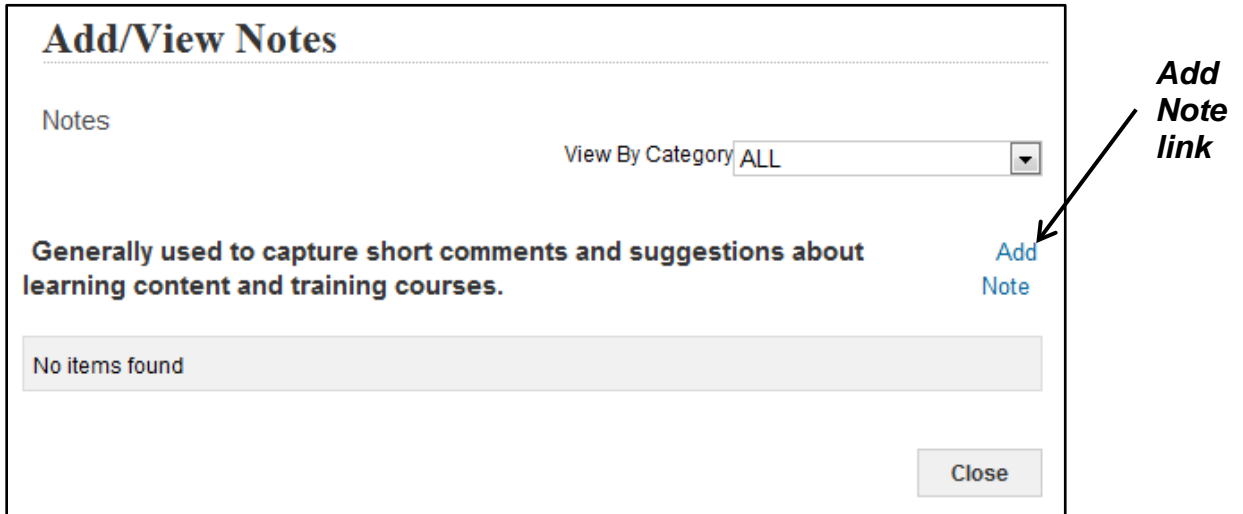


Figure 7 – Add Note link

9. Select **CAN (7-digit number only)** from the Category pull-down menu.

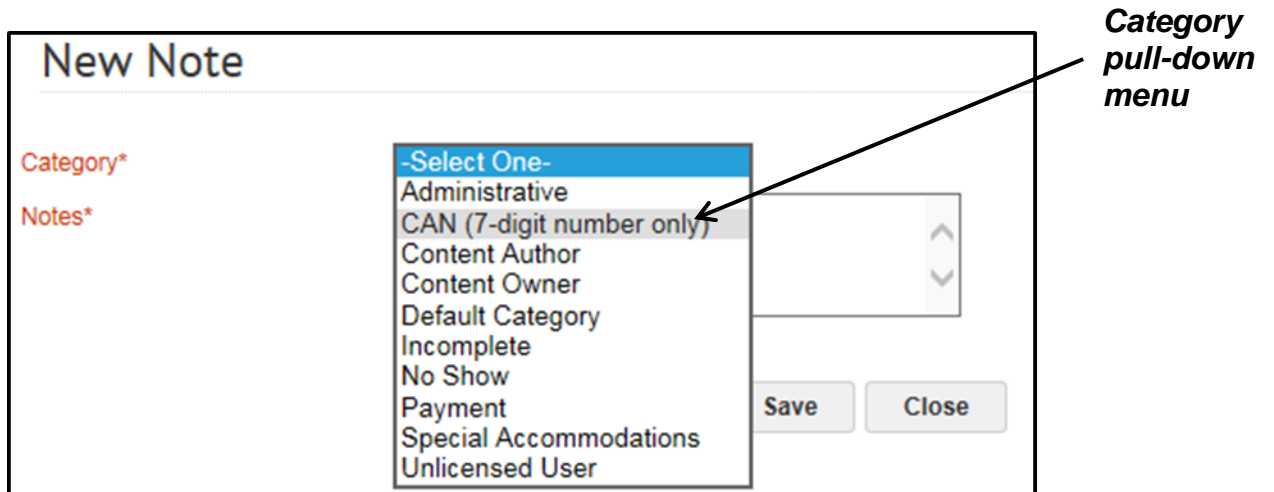


Figure 8 – CAN option on the Category pull-down menu

10. In the **Notes** field, enter a new/corrected CAN to be used for the order. Click the **Save** button to save the Note.

Notes field

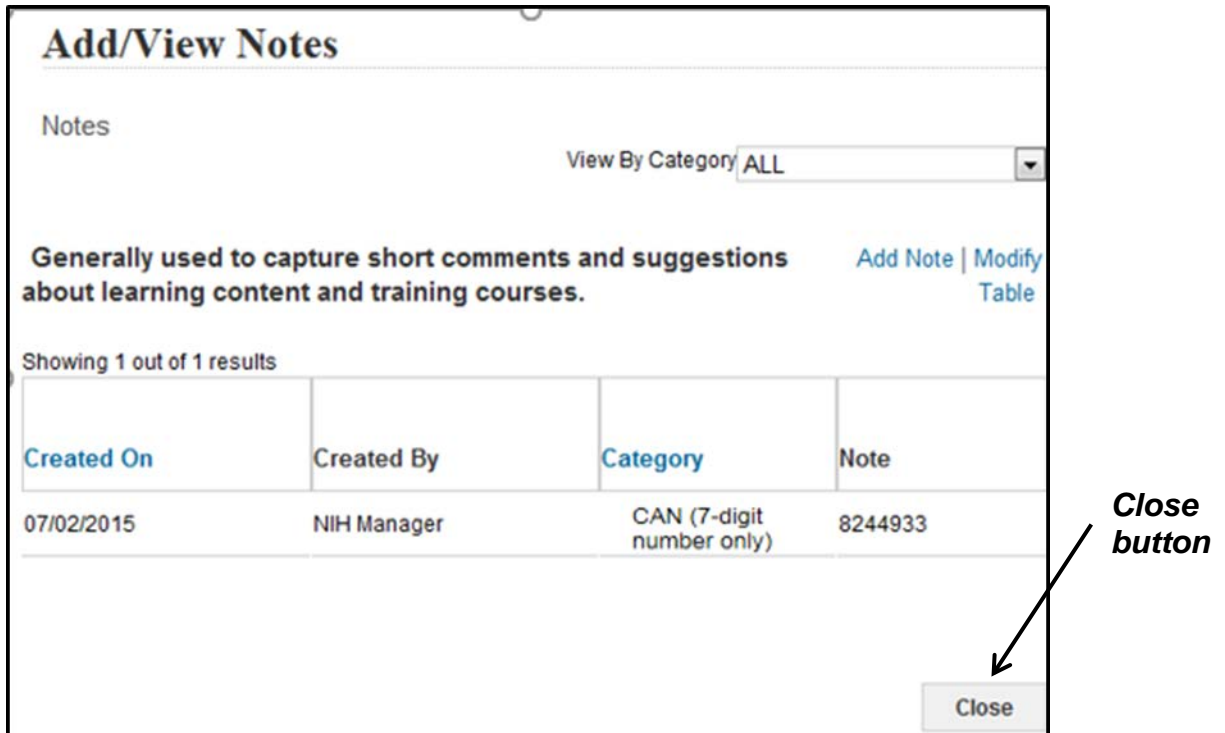
The screenshot shows a 'New Note' dialog box. It contains a 'Category*' dropdown menu with 'CAN (7-digit number only)' selected, and a 'Notes*' text area containing '8244933'. At the bottom right, there are 'Save' and 'Close' buttons. An arrow from the text 'Notes field' on the left points to the text area. Another arrow from the text 'Save button' on the right points to the 'Save' button.

Save button

Figure 9 – Notes field

Note: The CAN field only accepts the 7-digit CAN. Fiscal year information is not necessary and will generate an error.

11. The CAN Note should now be shown. Click the **Close** button to return to the Order Number.



The screenshot shows a web interface titled "Add/View Notes". At the top, there is a "Notes" section with a "View By Category" dropdown menu set to "ALL". Below this, a descriptive text states: "Generally used to capture short comments and suggestions about learning content and training courses." To the right of this text are links for "Add Note" and "Modify Table". Below the text, it says "Showing 1 out of 1 results". A table with four columns is displayed: "Created On", "Created By", "Category", and "Note". The table contains one row of data: "07/02/2015", "NIH Manager", "CAN (7-digit number only)", and "8244933". At the bottom right of the table area, there is a "Close" button. An arrow points from the text "Close button" to this button.

Created On	Created By	Category	Note
07/02/2015	NIH Manager	CAN (7-digit number only)	8244933

Figure 10 – Add/View Notes page with added CAN

To continue the process and approve the order with the modified CAN, refer to the LMS tip sheets [TS75-S: Approving Orders—Manager](#) or [TS76-S: Approving Orders—Alternate Manager](#)

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