



LEARNING MANAGEMENT SYSTEM (LMS) ADD/REVIEW A CAN ON AN ORDER – AAO

This QRG will guide Additional Approver for Orders (AAO) through the task of adding or reviewing the CAN number 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.

A report named Registrations Pending My 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 My Approval Report](#).

1. Log on to the LMS.
2. Select the **Admin** icon.



Figure 1 – Admin icon

3. Click **Order History** in the Registrar menu on the left.

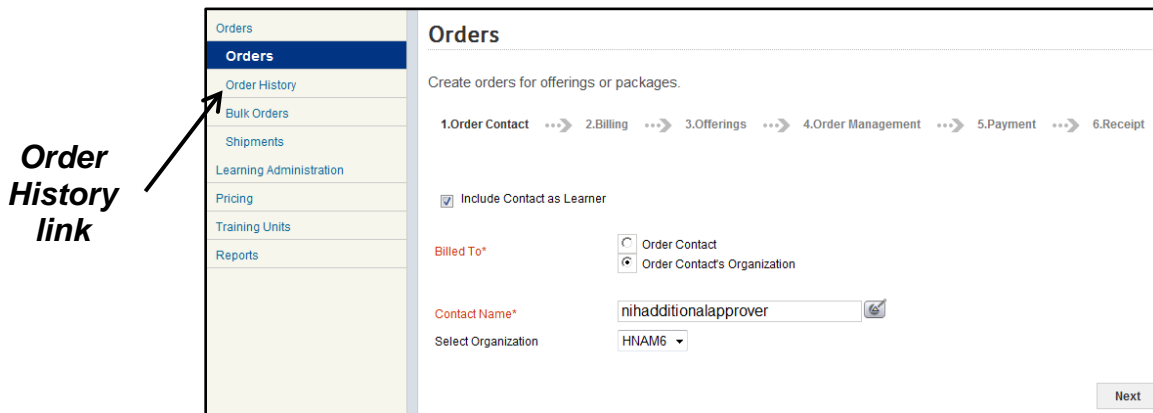


Figure 2 – Order History link

4. Enter the number of the order to be modified in the Order Number field and click the **Search** button.

Order History

Manage orders for offerings or packages.

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.

Search Orders

Order Number	<input type="text"/>	Base Organization	<input type="text"/>
Title	<input type="text"/>	Learner Name	<input type="text"/>
Bill-To Organization	<input type="text"/>	Order Contact	<input type="text"/>
Price	<input type="text"/>	Created On <=*	07/02/2015
Created On >=*	04/03/2015	Method Of Payment	-Select One-

Show Orders for Private Offerings Only

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

Orders

Order Number field (arrow pointing to the Order Number input field)

Search button (arrow pointing to the Search button)

Figure 3 – Order Number field and Search button

5. From the Orders search results, click the **Order Number** link.

**Order
Number
link**

Order History

Manage orders for offerings or packages.

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.

Search Orders

Order Number Base Organization

Title Learner Name

Bill-To Organization Order Contact

Price Created On <=*

Created On >=* Method Of Payment

Show Orders for Private Offerings Only

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

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

Showing 1 out of 1 results

Order Number	Order Contact	Bill-To Organization	Price	Status	Title	Learner Name	Offering Type	Created On	Version	Mandatory
02492060	NIH Manager	HNAM6	683.00 USD	Confirmed	NIH LMS People Administrator		Public	06/29/2015	FY15	<input type="checkbox"/>

Figure 4 – Order Number link

6. 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

[Cancel](#)

**Add
CAN
link**

Figure 5 – Add CAN link

IMPORTANT! Do not use the **Change Learner** link to replace a person on an order. If a person needs to be substituted for another on a roster, please contact the NIH Training Center at 301-496-6211 or training1@od.nih.gov.

7. Click the **Add Note** link.

Add/View Notes

Notes

View By Category

Generally used to capture short comments and suggestions about learning content and training courses.

[Add Note](#)

No items found

[Close](#)

**Add
Note
link**

Figure 6 – Add Note link

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

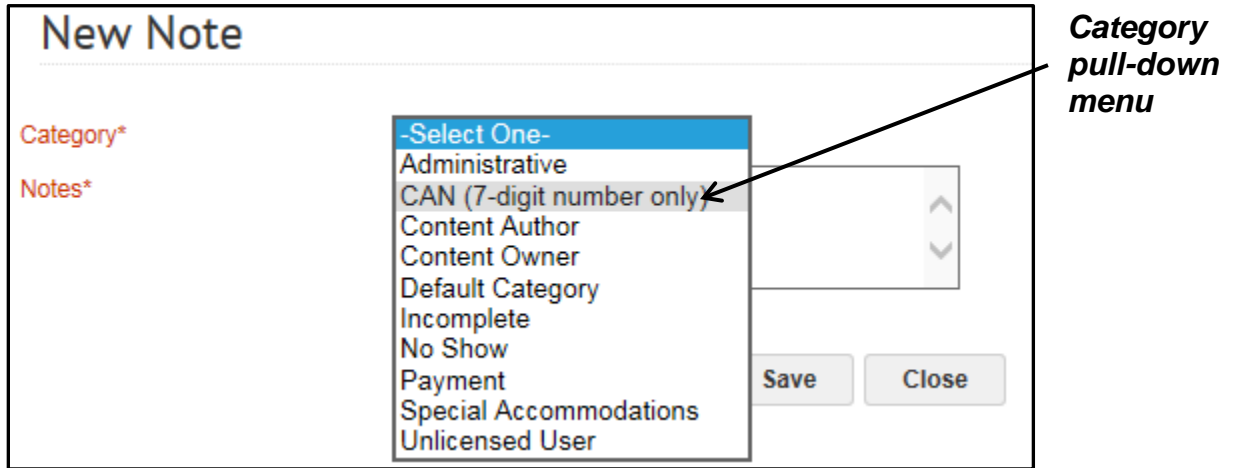


Figure 7 – CAN option on the Category pull-down menu

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

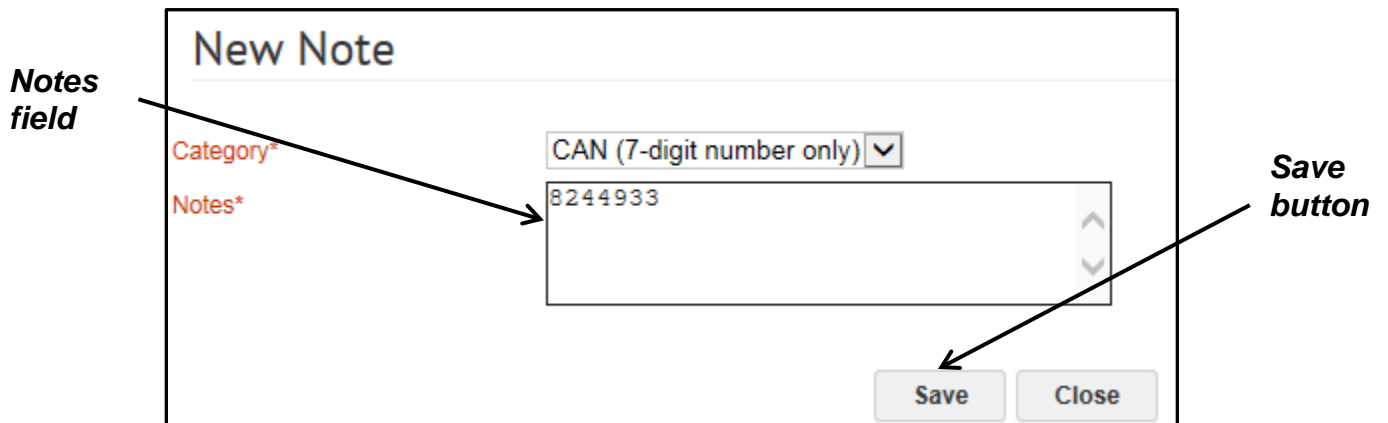
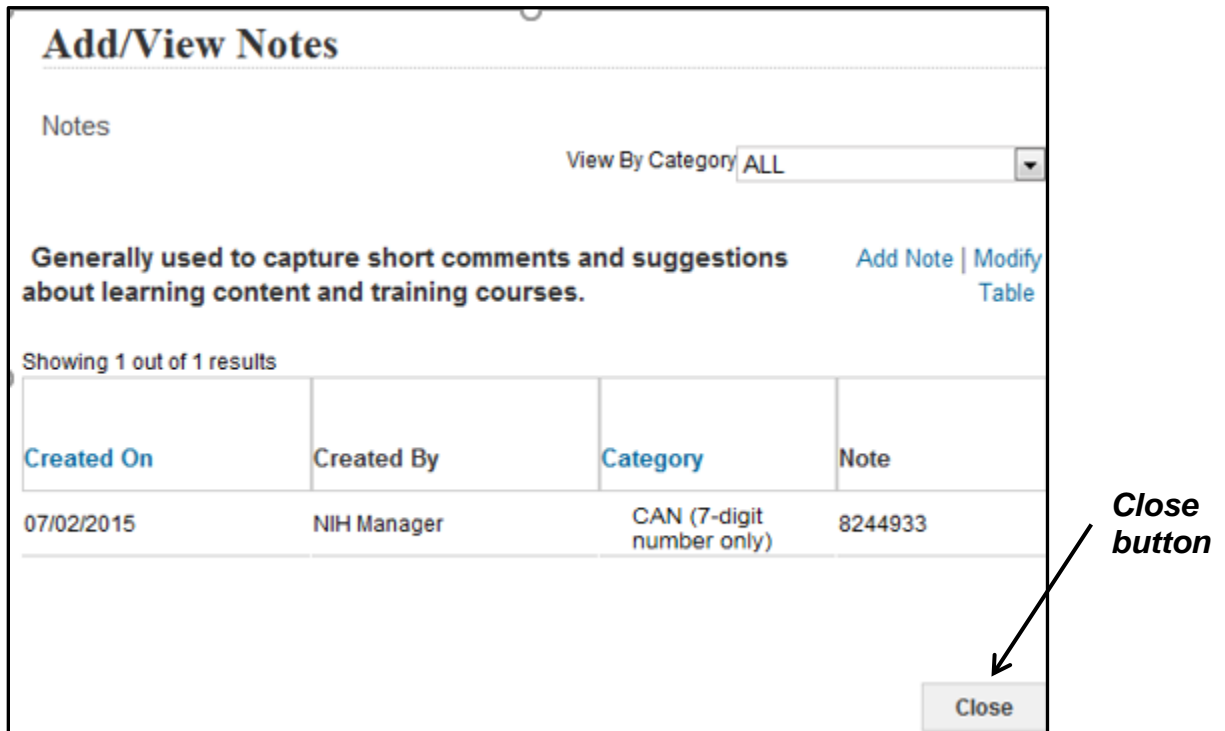


Figure 8 – Notes field

Note: Enter a 7-digit CAN number only without any additional text. Fiscal year prefix information is not necessary.

10. 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 reads: "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 9 – 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>