



LEARNING MANAGEMENT SYSTEM (LMS) CHECKING ORDER DETAILS – LEARNER

This QRG will guide you through the steps to check the order status, check who has made approvals, and verify the CAN number assigned for all orders placed in your name. Orders are placed anytime you register or someone registers you for a course through the LMS.

1. Log on to the LMS.

NOTE: For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Click the **Orders** link.

The screenshot shows the LMS interface. On the left is a navigation sidebar with a user profile icon at the top. Below the icon are links: Home, Learning, **Current Learning** (highlighted), Completed Learning, Certifications, Curricula, Continuing Education Plans, Recommendations, and **Orders** (indicated by an arrow and the text 'Orders link'). The main content area is titled 'Current Learning' and contains a list of learning items. The first item is 'NIH-OER Your Role and Responsibility for Handling Financial Conflict of Interest' with a status of 'Confirmed Registration' and a duration of '03:00 hours'. Below it is 'Training Content: Online Prerequisite Tutorial' with a status of 'Not Evaluated (Unlimited attempts)'. The bottom item is 'Training Content: URL to the FCOI Archived Webinar - MUST BE LOGGED NIH NETWORK TO VIEW' with a status of 'Not Evaluated (Unlimited attempts)'. There is also a 'Hide Learning Assignments' button.

Figure 2 – Orders link

- Click the **Search** button without entering an Order Number to display all orders for your account.

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 <=* 07/06/2015

Created On >=* 04/07/2015

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

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

Showing 12 out of 12 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 Registrar	FY15	0.00 USD	00085200	Cancelled	05/12/2015	<input type="checkbox"/>
02491768	NIH Learner	Other	NIH LMS People Administrator	FY15	0.00 USD	00085148	Cancelled	06/09/2015	<input type="checkbox"/>
02491774	NIH Learner	Other	NIH LMS People Administrator	FY15	0.00 USD	00085148	Cancelled	06/10/2015	<input type="checkbox"/>
02491828	NIH Learner	Other	Getting Started with Safari	2.2	0.00 USD	ID_APSA_A01_DT_ENUS	Confirmed	06/15/2015	<input type="checkbox"/>

Search button

Figure 3 – Search button and Order Search Results

- To see the history of a particular order, enter the Order Number into the Order Number field and click the **Search** button.

Order Number field

Search button

The screenshot shows the 'Orders' search page. At the top, there is a header 'Orders' and a sub-header 'An order is created when you are registered for an offering. This page provides a searchable history of your orders.' Below this is a note: '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.' The search criteria are: Order Number: 02491514, Created On <=*: 07/06/2015, and Created On >=*: 04/07/2015. There are links for 'Configure' and 'Save Search Query', and a 'Search' button. Below the search criteria, there is a table of results. The table has columns: Order Number, Learner, Person Type, Title, Version, Price, Part Number, Status, Created On, and Mandatory. One result is shown for Order Number 02491514, Learner NIH Learner, Person Type Other, Title Clinical Center Training Test, Version, Price 0.00 USD, Part Number 00085197, Status Billed, Created On 04/16/2015, and Mandatory checkbox.

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"/>


Figure 4 – Search button and Order Search results


- To view additional details about the order, click the link for a specific Order Number.

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 1 out of 1 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"/>

Order Number link

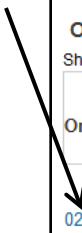


Figure 5 – Order Number link

6. This screen will show you the order details. The Status column will indicate whether the order is Pending Approval, Confirmed, Cancelled, or Billed. To see who approved the order, click on the **Audit Trail** icon.

Order Status column

Audit Trail icon

Order Details: Order Number 02491514

Order Contact: NIH Learner
Created On: 04/16/2015
Order Status: Delivered

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
Clinical Center Training Test	NIH Learner	Online Training	Billed	Price Notes	0.00 USD	
Total						0.00 USD

Figure 6 – Order Status column and Audit Trail icon

7. In order to view the CAN assigned to a particular NIH Training Center order, In the Actions column click the **Notes** link.

Order Details: Order Number 02491514

Order Contact: NIH Learner
Created On: 04/16/2015
Order Status: Delivered

Order Items [Modify Table](#)

Title	Learner	Delivery Type	Status	Actions	Price	Cancellation Reason
Clinical Center Training Test	NIH Learner	Online Training	Billed	Price Notes	0.00 USD	
Total						0.00 USD

Notes link

Figure 7 – Notes link

If you experience trouble with this process, please refer to the [LMS Support Page](#).