



LEARNING MANAGEMENT SYSTEM (LMS) VIEW TEAM ORDER HISTORY

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

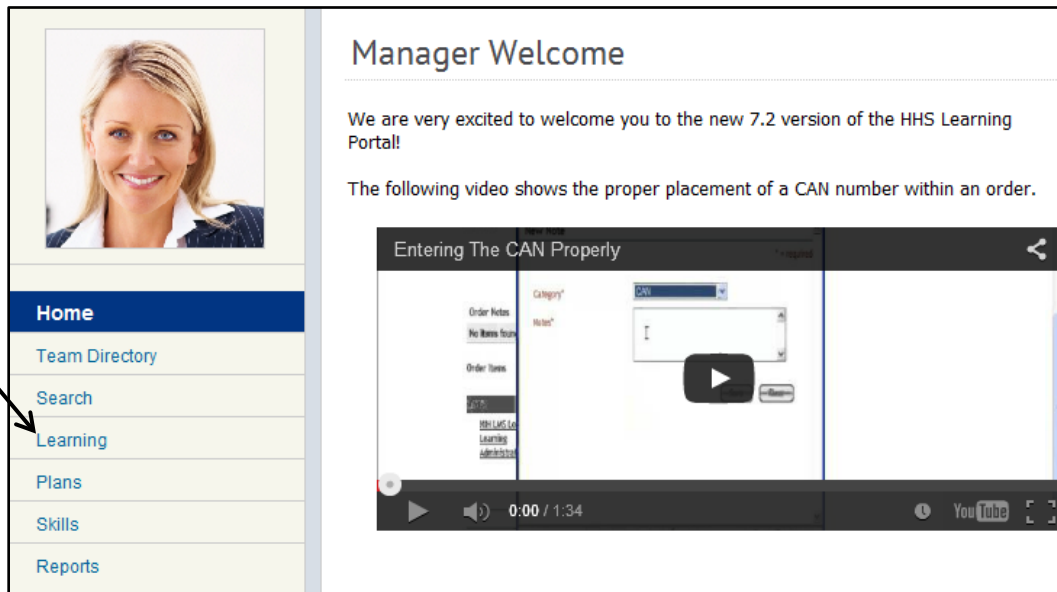
1. Log on to the LMS.
2. Click the **My Team** icon.



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.

The screenshot shows the NIH Manager's Learning Dashboard. On the left is a vertical navigation menu with the following items: Home, Team Directory, Search, Learning, Learning Dashboard (highlighted in blue), Current Learning, Completed Learning, Certifications, Curricula, Continuing Education Plans, Orders, Order History, and Learning Summary. An arrow points from the text 'Order History link' to the 'Order History' menu item. The main content area is titled 'NIH Manager's Learning Dashboard' and includes a user profile picture, a 'View Registrations For' dropdown menu set to 'Direct Team', and 'View Learning By' radio buttons for 'Learner' (selected) and 'Registration'. Below these are expandable menu items: NIH Learner, NIH LearningAdmin, NIH LocalLearningRegistrar, NIH PeopleAdmin, NIH Sample Learner, and People Admin.

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.

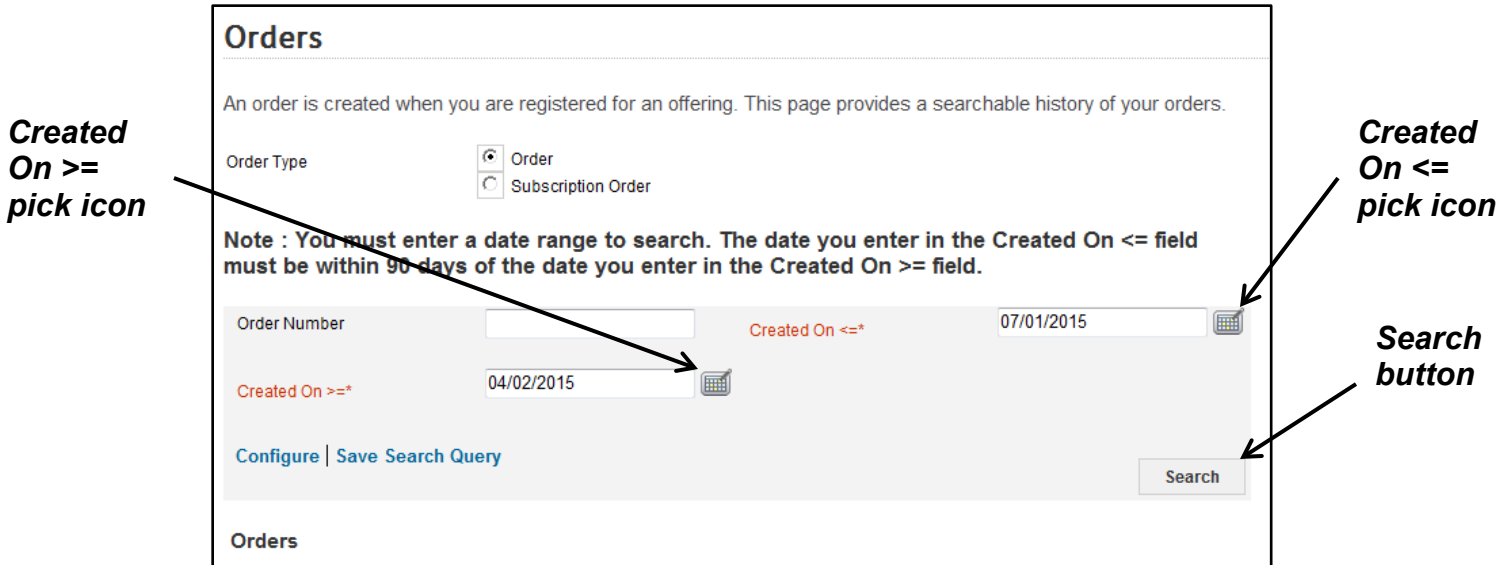


Figure 4 – Created On >= and Created on <= fields and Search button

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**

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

Showing 14 out of 14 results

Order Number	Learner	Person Type	Title	Version	Price	Part Number	Status	Created On	Mandatory
02492007	NIH LearningAdmin	Other	Manipulating Data in Excel 2013	2.2	0.00 USD	MO_ADEL_A03_DT_ENUS	Confirmed	06/25/2015	<input type="checkbox"/>
02492007	NIH LocalLearningRegistrar	Other	Manipulating Data in Excel 2013	2.2	0.00 USD	MO_ADEL_A03_DT_ENUS	Confirmed	06/25/2015	<input type="checkbox"/>
02492007	NIH Manager	Other	Manipulating Data in Excel 2013	2.2	0.00 USD	MO_ADEL_A03_DT_ENUS	Confirmed	06/25/2015	<input type="checkbox"/>
02492007	NIH Manager	Other	New Features for End Users in Microsoft Office 2007	2.2	0.00 USD	239866_ENG	Confirmed	06/25/2015	<input type="checkbox"/>
02492007	People Admin	Other	Manipulating Data in Excel 2013	2.2	0.00 USD	MO_ADEL_A03_DT_ENUS	Cancelled	06/25/2015	<input type="checkbox"/>

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	

Figure 6 – Sample Order Details page

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