



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.

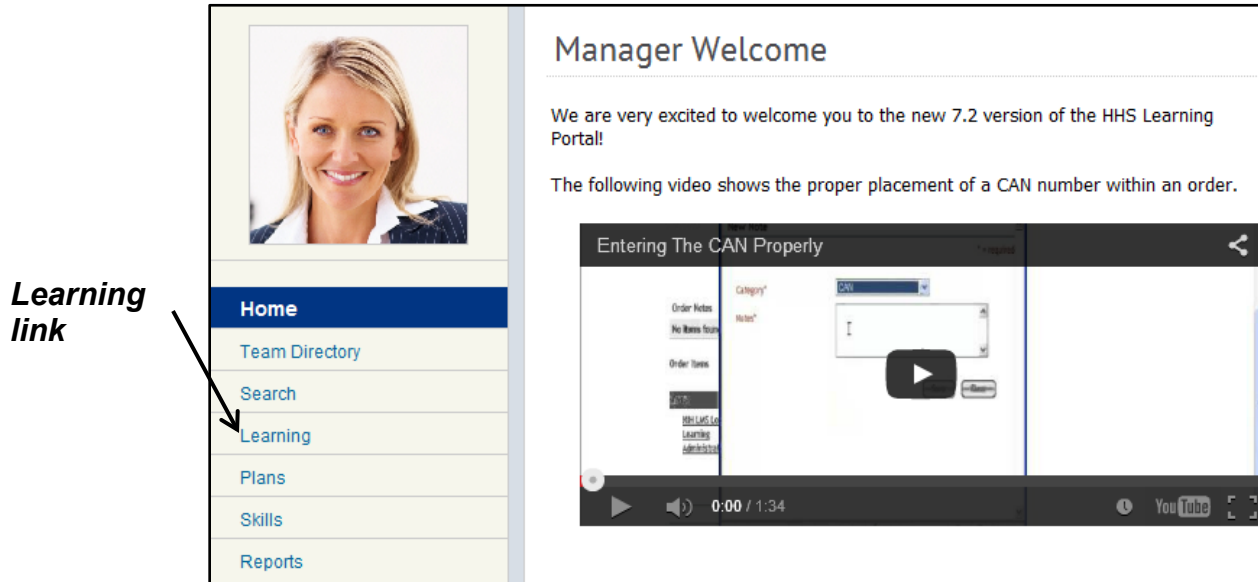


Figure 2 – Learning link

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

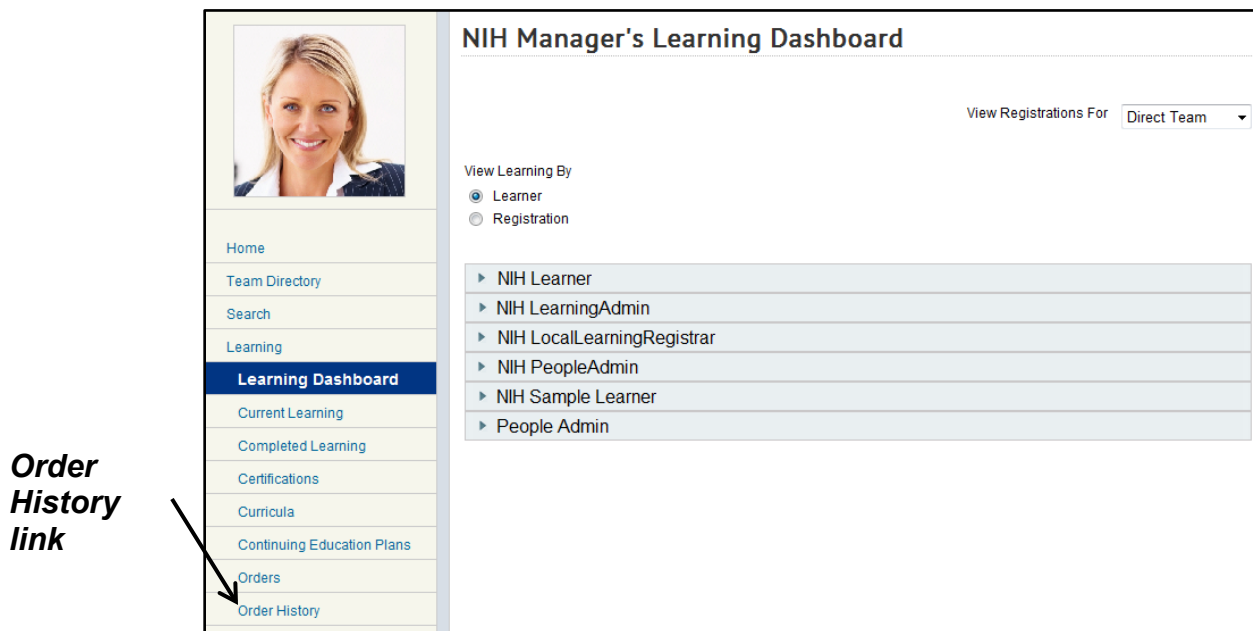


Figure 3 – Order History

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](#) Search

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	☐

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

[Cancel](#)

**Add
CAN
link**

Figure 6 – Notes link

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

Add/View Notes

Notes

View By Category **ALL**

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

[Add Note](#)

No items found

Close

Figure 7 – Add Note link

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

New Note

Category*

Notes*

-Select One-
Administrative
CAN (7-digit number only)
Content Author
Content Owner
Default Category
Incomplete
No Show
Payment
Special Accommodations
Unlicensed User

Save Close

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 web form titled "New Note". On the left side, there are two labels: "Category*" and "Notes*", both in red. To the right of "Category*" is a dropdown menu with the text "CAN (7-digit number only)" and a downward arrow. Below the dropdown is a text input field containing the number "8244933". At the bottom right of the form are two buttons: "Save" and "Close".

**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.

Add/View Notes

Notes

View By Category

Generally used to capture short comments and suggestions about learning content and training courses. [Add Note](#) | [Modify Table](#)

Showing 1 out of 1 results

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

Close button (arrow pointing to the Close button)

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 refer to the [LMS Support Page](#).