

ADD/REVIEW A CAN ON AN ORDER--MANAGER OR ALTERNATE MANAGER

This tip sheet will guide Managers or Alternate Managers through the task of adding or reviewing a CAN number on a training order.

When approving training orders in the LMS, the order must also 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*”.

To add a CAN to a training order:

1. Log on to the LMS.

NOTE: For instructions about logging on, see LMS tip sheet *TS02-L: Employee Log On*.

2. Select **Team Home** from the Go To: drop-down menu.



Go To:
drop-
down
menu

Figure 1: LMS Welcome Screen; Go To: Drown Down Menu

3. Click the **Team Learning** tab
4. Click the **Order History** link from the vertical navigation on the left side of the page.
5. Enter the number of the order to be modified in the **Order Number** search field.
6. Click **Search**.
7. From the Orders search results, click the **Order Number** link.

The screenshot shows the LMS interface with the following elements:

- Navigation Tabs:** Team Home, My Team, Team Success Plans, **Team Learning** (selected), Team Skills, Reports.
- Left Navigation Menu:** Team Enrollments, Team Transcripts, Learning Requests, Certifications, Team Curricula, Catalog, **Order History** (highlighted), Continuing Education.
- Search Form:** Order Number: 01472015, Person: [blank], Search button.
- Table:**

Order Number	Learner	Person Type	Title	Version	Price	Part Number	Status
01472015	NIH Learner1NIHTC	Federal	NIH NIHITS- LMS Transition Test Course 4.0	4.0	341.40 USD	00043723	Pending Approval

Team Learning Tab

Order History Link

Order Number Link

Figure 2: Order History Search Results

8. In the Actions column of the Order Items table, click **Notes**.

The screenshot shows the 'Order Details' page for Order Number 01472015. The page includes a navigation menu on the left with options like 'Team Enrollments', 'Team Transcripts', and 'Order History'. The main content area displays order information such as 'Order Contact: NIH Learner1NIHTC' and 'Order Status: Confirmed'. Below this is the 'Order Items' table:

Title	Learner	Delivery Type	Status	Actions	Price
NIH NIHITS-LMS Transition Test Course 4.0	NIH Learner1NIHTC	Instructor led	Pending Approval	Change Learner Price Notes Drop	341.40 USD
Total					341.40 USD

An arrow labeled 'Notes Link' points to the 'Notes' link in the Actions column of the first row.

Figure 3: Order Details Page

9. Review the CAN note. If a change is needed, click the **Add Note** link on the Add/View Notes pop-up.

The screenshot shows the 'Add/View Notes' pop-up window. It features a 'View By Category' dropdown menu set to 'ALL'. Below the menu is a description: 'Generally used to capture short comments and suggestions about learning content and training courses.' To the right of this text are two links: 'Add Note' and 'Modify Table'. An arrow labeled 'Add Note Link' points to the 'Add Note' link. Below the description, it says 'Showing 1 out of 1 results' and displays a table with one note:

Created On	Created By	Category	Note
09/11/2012	NIH AdditionalApprover1NIHTC	CAN	01472045

A 'Close' button is located at the bottom right of the window.

Figure 4: Add/View Notes Screen

10. From the Category drop-down menu, select **CAN**.
11. In the **Notes** field, enter a **new/corrected CAN number** to be used for the order.
12. Click **Save** to record the change.

The screenshot shows a 'New Note' pop-up window. It contains two main input fields: a 'Category*' drop-down menu with 'CAN' selected, and a 'Notes*' text area containing '01472015'. At the bottom right, there are 'Save' and 'Close' buttons. Three arrows point to these elements with labels: 'Drop-down Menu' points to the category field, 'Notes Field' points to the text area, and 'Save Button' points to the 'Save' button.

Figure 5: New Note Pop-Up

13. Verify that the CAN you just added now appears. If you are modifying an existing CAN, it will appear at the top of the *Notes* table of the *Add/View Notes* pop-up.
14. Click **Close**.

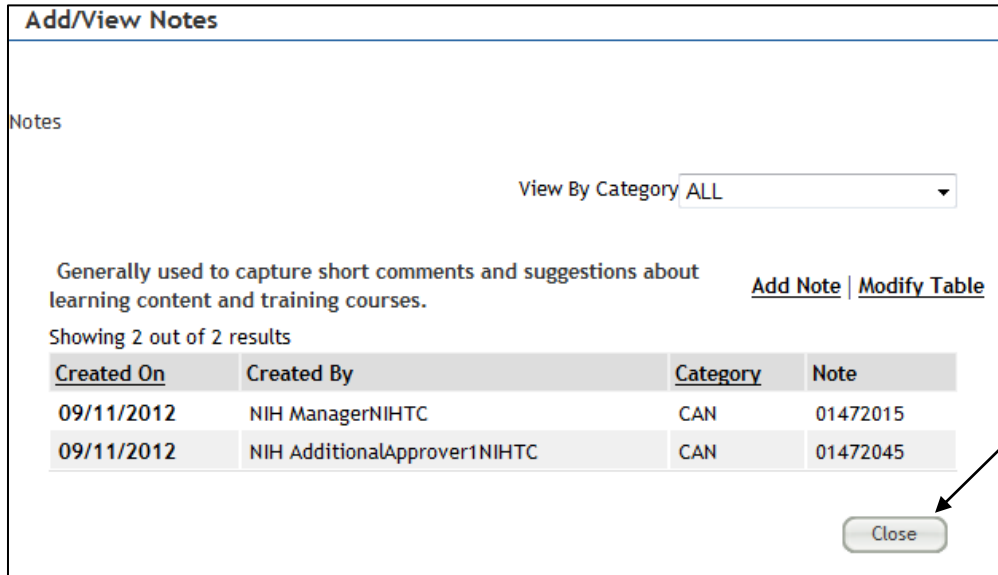


Figure 6: Add/View Notes Pop-up; Modified CAN

15. 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 contact the NIH HR Systems Support Helpdesk at HRSystemsSupport@mail.nih.gov.