

VIEW TEAM ORDER HISTORY

Tip Sheet

Using the supervisor role, this tip sheet will guide you through the steps to view the order history of your team.

## Viewing your Team Order History:

- 1. Log on to the LMS.
  - NOTE: For instructions about logging on, refer to the Log-On Instructions (TS02-L) tip sheet.
- 2. Select the **Team Home** role in the drop-down **Go To** menu.

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- Figure 1: Go To: drop-down menu
- 3. Select the Team Learning tab, and then select Order History from the menu on the left.

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Team Enrollments	Team Order History							
Team Transcripts								
Learning Requests								
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Figure 2: Team Learning tab

- 4. Enter search criteria in the fields of your choosing.
- 5. Click **Search**. The orders based on your search criteria will now be displayed.
  - NOTE: If you do not enter search criteria, it may take longer to receive results.
- 6. Click the **Order Number** to view order details.

If you experience trouble with this process, please contact the helpdesk for support at LMSSupport@mail.nih.gov.



