

## VIEW TEAM ORDER HISTORY

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.



Figure 1: Go To: drop-down menu

Go To:  
drop-down  
menu

3. Select the **Team Learning** tab, and then select **Order History** from the menu on the left.

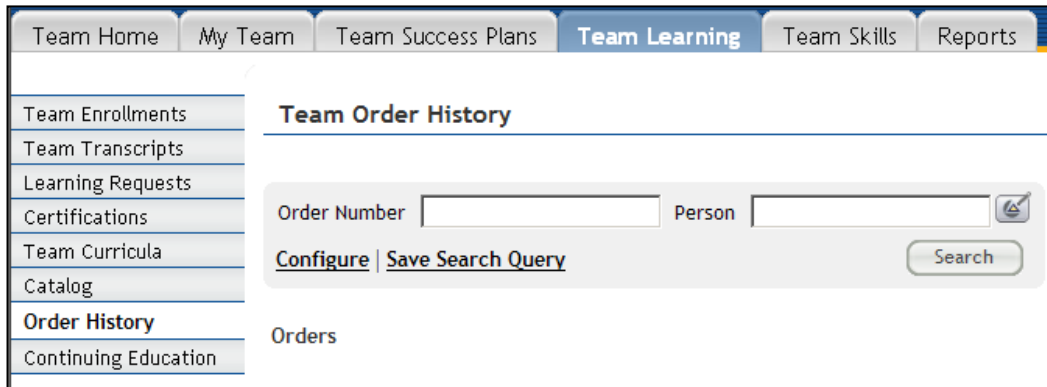


Figure 2: Team Learning tab

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](mailto:LMSSupport@mail.nih.gov).**