ADD/REVIEW A CAN ON AN ORDER (AAO)

This tip sheet will guide Additional Approver For Orders (AAO) through the task of adding or reviewing the 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 Pending My 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 My 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 **Registrar's Desk** from the **Go To**: drop-down menu.

Go To: drop-down menu

Figure 1: LMS Welcome Screen

3. Click the **Order History** link from the vertical navigation on the left side of the page.

4. Enter the number of the order to be modified in the **Order Number** search field.

5. Click **Search**.

6. From the Orders search results, click the **Order Number** link.

Figure 2: Order History

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

Figure 3: Order Details Page

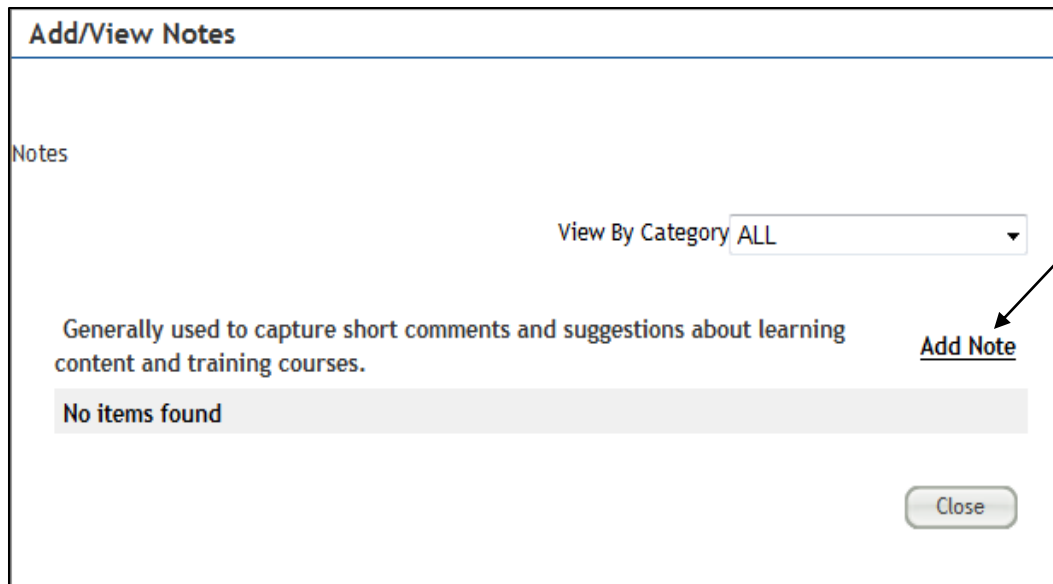8. Click **Add Note** on the Add/View Notes pop-up.

Add Note Link

Figure 4: Add/View Notes Screen

9. From the Category drop-down menu, select **CAN**.

10. In the Notes field, enter a **new/corrected CAN number** to be used for the order.

11. Click **Save** to record the change.

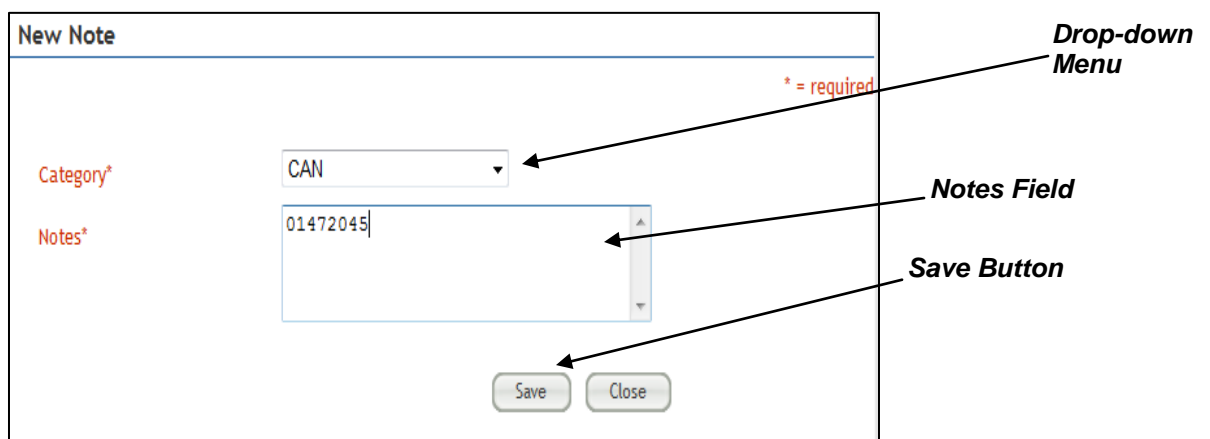

Drop-down Menu

Notes Field

Save Button

Figure 5: New Note Pop-up Screen

12. Verify that the CAN number you just added now appears. If you are modifying and existing CAN, it will appear at the top of the *Notes* table of the *Add/View Notes* pop-up.

13. Click **Close**.

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

14. To continue the process and approve the order with the modified CAN, refer to LMS tip sheet, *TS71-S: Approving Orders—AAO.*

If you experience trouble with this process, please contact the NIH HR Systems Support Helpdesk for at HRSystemsSupport@mail.nih.gov