

## 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.

**Orders Tab**

**Order History**

**Order Number Search Field**

**Search Button**

**Order Number Link**

Order Number	Order Contact	Bill-To Organization	Price	Status	Title	Learner Name	Offering Type	Created On	Version
<a href="#">01472015</a>	NIH Learner1NIHTC	HNAM4	341.40 USD	Confirmed	NIH NIHITS- LMS Transition Test Course	NIH Learner1NIHTC	Public	09/11/2012	4.0

Figure 2: Order History

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

The screenshot displays the 'Order Details' page for Order Number 01472015. The page includes a navigation menu at the top with tabs for 'Orders', 'Learning Administration', 'Learning Requests', 'Pricing', 'Training Unit', and 'Reports'. The main content area shows order details such as 'Order Contact: NIH Learner1NIHTC', 'Created On: 09/11/2012', 'Order Status: Confirmed', and 'Billed To: HNAM4'. Below this, there is an 'Order Notes' section with an 'Add Note' link and a message 'No items found'. The 'Order Items' section contains a table with columns for Title, Learner, Delivery Type, Status, Actions, and Price. The table lists one item: 'NIH NIHITS-LMS Transition Test Course 4.0' for learner 'NIH Learner1NIHTC' with a price of 341.40 USD. The 'Actions' column for this item includes links for 'Change Learner', 'Reschedule', 'Notes', and 'Drop'. An arrow labeled 'Notes Link' points to the 'Notes' link in the Actions column. At the bottom right, there is a 'Cancel' button.

Title	Learner	Delivery Type	Status	Actions	Price
<a href="#">NIH NIHITS-LMS Transition Test Course 4.0</a>	<a href="#">NIH Learner1NIHTC</a>	Instructor led	Pending Approval	<a href="#">Change Learner</a> <a href="#">Reschedule</a> <a href="#">Notes</a> <a href="#">Drop</a>	341.40 USD
Total					341.40 USD

Figure 3: Order Details Page

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

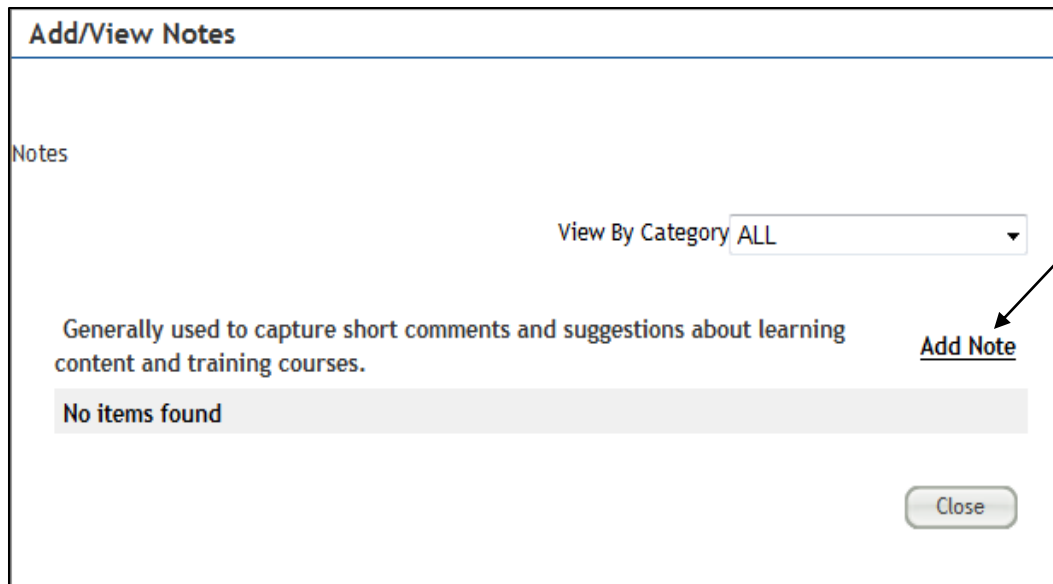


Figure 4: Add/View Notes Screen

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

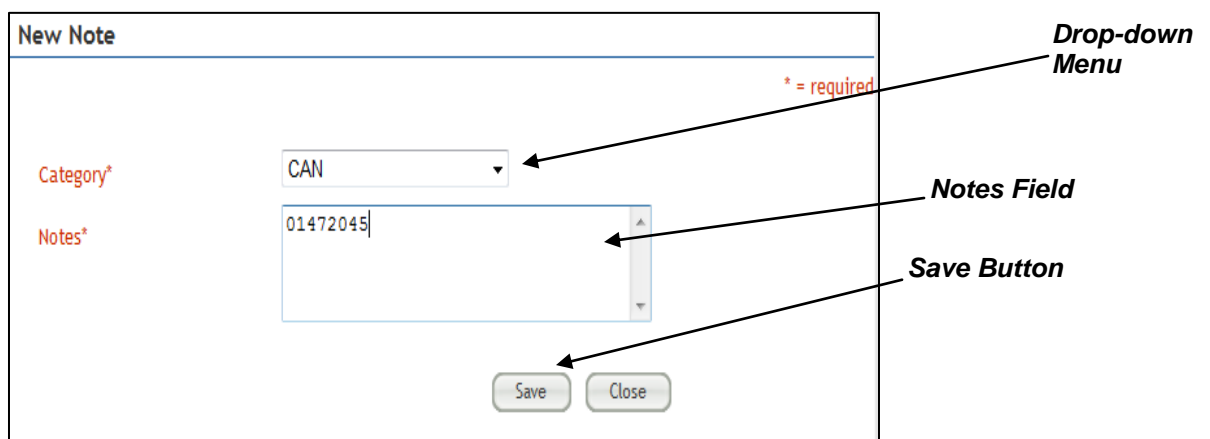


Figure 5: New Note Pop-up Screen

12. Verify that the CAN number 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.
13. Click **Close**.

**Add/View Notes**

Notes

View By Category ALL

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
09/11/2012	NIH AdditionalApprover1NIHTC	CAN	01472045

Close

**Close Button**

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