LEARNING MANAGEMENT SYSTEM (LMS)
VIEW TEAM ORDER HISTORY

Supervisors can view the order history of their team in the LMS.

1. Log on to the LMS.
2. Click the **My Team** icon.
3. Click the **Learning** link in the left navigation menu.
4. Select **Order History** link from the menu on the left.

![Order History link](image-url)
5. Use the **Created On >=** and **Created On <=** pick icons to specify a 90 day range of order history. If you know the specific Order Number, enter it in the Order Number field after specifying the date range. Click the **Search** button to create the filtered view.

**NOTE**: Created On >= means the date is equal to or after the date specified in the field. Created On <= means the date is equal to or before the date specified in the field. Created On >= 04/15/2015 and Created On <= 07/15/2015 means the inclusive date range between 04/15/2015 – 07/15/2015.
6. Click the **Order Number** link to view order details.

![Figure 5 – Order Number link](image)
7. Details of the Order Number will be displayed, including a list of all team members that were included in the original order along with their current registration status.

![Order Details: Order Number 02492007](image)

If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)