LEARNING MANAGEMENT SYSTEM (LMS)
ADD/REVIEW A CAN ON AN ORDER – MANAGER OR ALTERNATE MANAGER

This QRG will guide Managers or Alternate Managers through the task of adding or reviewing a CAN on a training order. When approving training orders in the LMS, the order must contain a valid CAN to ensure the proper obligation of funds in NBS.

NOTE: A report named “Registrations Needing 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 Approval Report

1. Log on to the LMS.

2. Click the My Team icon.

Figure 1 – My Team icon
3. Click the **Learning** link in the left navigation menu.

![Learning link](image)

**Figure 2 – Learning link**

4. Click the **Order History** link.

![Order History link](image)

**Figure 3 – Order History**
5. Enter an order number in the Order Number field and click the **Search** button.
6. The Orders search results page will show a list of all of your team members registered with the specified order number. Click the **Order Number** link for the team member.

![Figure 5 – Order Number link](image-url)
7. Click the **Add CAN** link.

Figure 6 – Notes link
8. Review the CAN note. If no CAN is present, click the **Add Note** link.

![Add Note link](image1)

**Figure 7 – Add Note link**

9. Select **CAN (7-digit number only)** from the Category pull-down menu.

![Category pull-down menu](image2)

**Figure 8 – CAN option on the Category pull-down menu**
10. In the **Notes** field, enter a new/corrected CAN to be used for the order. Click the **Save** button to save the Note.

![Figure 9 – Notes field](image)

**Note:** The CAN field only accepts the 7-digit CAN. Fiscal year information is not necessary and will generate an error.
11. The CAN Note should now be shown. Click the Close button to return to the Order Number.

![Add/View Notes page with added CAN](image)

Figure 10 – Add/View Notes page with added CAN

To continue the process and approve the order with the modified CAN, refer to the LMS tip sheets [TS75-S: Approving Orders—Manager](#) or [TS76-S: Approving Orders—Alternate Manager](#)

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)