

## Order History

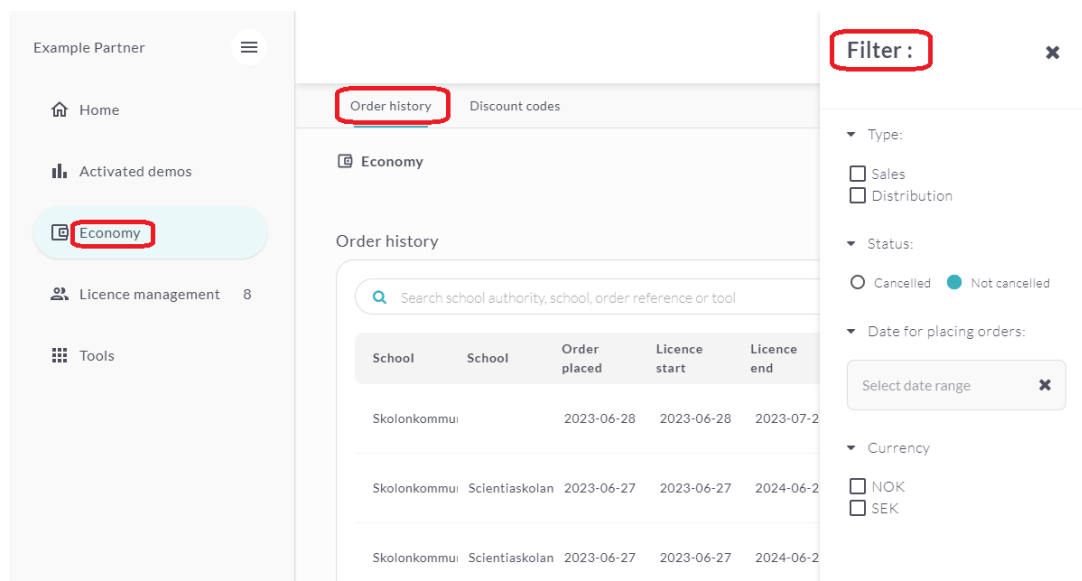
Ulf Kronsell - 2023-07-03 - Order History

In the order history you will find information for each order, it is also possible to search for organisation, school or tool.

In the order history you can filter orders by type, status, date and currency.

The order history displays organisation/school, school unit code, order date, start- and end date for the licences, if it is a distribution or sales order, order created by, value and order reference, tool, ISBN-number, price and any discount.

1. Log in to the Partner portal through [www.skolon.com](http://www.skolon.com). Don't have an account? Contact us at: [support@skolon.eu](mailto:support@skolon.eu)
2. Click **Economy** in the left menu.
3. The order history is displayed and it is possible to search for and filter orders.



The screenshot shows the 'Order history' page in the Skolon Partner portal. The left sidebar has 'Economy' selected. The main content area has a search bar and a table of orders. A 'Filter' panel is open on the right.

School	School	Order placed	Licence start	Licence end
Skolonkommu		2023-06-28	2023-06-28	2023-07-2
Skolonkommu	Scientiaskolan	2023-06-27	2023-06-27	2024-06-2
Skolonkommu	Scientiaskolan	2023-06-27	2023-06-27	2024-06-2

4. Click an order to view detailed information, for instance school unit code, order date, start- and end date for the licences, if it is a distribution or sales order, order created by, value and order reference.
5. In this view you will also see information on licence type, ISBN-number, price and VAT rate.

Example Partner
Peter

- Home
- Activated demos
- Economy
- Licence management 8
- Tools

Order history
Discount codes

**Economy / Order**

Organisation: Skolonkommunen

School: Missing information

School address: testadress 23-4, 234234 Karlshamn 23-4

Skolon ID: mnkENvIE73ZRk4ankvOz5p9cRn2A3D8p1a3OZpt6ttYNxqaRWb

API ID: ILrG90MgHI EaVvK0308TnUVnXzicLrDkwimdKZjyjtGYGzZy6Z

School unit code:

Customer code:

Date order was placed: 2023-06-28

Start and end date: 2023-06-28 - 2023-07-28

Type: Distribution

Order created by: Example Partner

Total value: SEK 0

Order reference: NMWZD

Product	Licence type	Article no	External ID	Number	Unit price	VAT	Total price
Example Tool 4, Huvudmanslicens, 1 mån, 1 st		Organisation	Delivery: 123456456	1	SEK 0	25%	SEK 0

Total (excluding VAT): SEK 0

VAT: SEK 0

Discount: -

Total (including VAT): SEK 0

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