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Order History

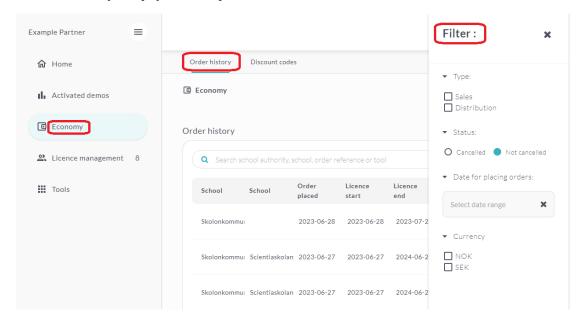
Ulf Kronsell - 2023-07-03 - Order History

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 an 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. Don't have an account? Contact us at: support@skolon.eu
- 2. Click **Economy** in the left menue.
- 3. The order history is displayed and it is possible to search for and filter orders.



- 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 se information on licence type, ISBN-number, price and VAT rate.

