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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 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 displays the Skolon Partner portal interface. On the left, a sidebar menu for 'Example Partner' includes 'Home', 'Activated demos', 'Economy' (highlighted), 'Licence management' (8 items), and 'Tools'. The main content area shows the 'Order history' tab selected, with a search bar and a table of orders. The table has columns for School, School, Order placed, Licence start, and Licence end. The filter sidebar on the right includes sections for Type (Sales, Distribution), Status (Cancelled, Not cancelled), Date for placing orders (with a date range selector), and Currency (NOK, SEK).

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

Home

Activated demos

Economy

Licence management8

Tools

Order historyDiscount codes

Economy / Order

Organisation:Skolonkommunen

School:Missing information

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

Skolon ID:mnkENwIE73ZRk4snkv0z5p9cRn2A3D8p1s3OZpt6ttYHxqaRVb

API ID:ILrG90MgHIeEaVvK03O8TnUVnXalcLrDkvimdKZyjtGYGzZy6Z

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

Terms of ServiceSupport