

Order History

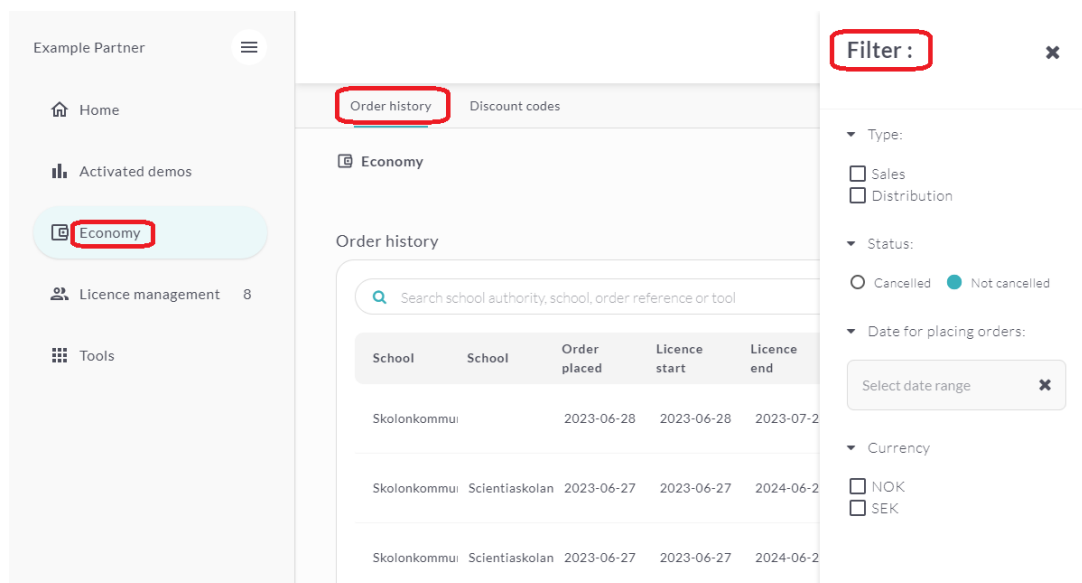
Ulf Kronsell - 2023-07-03 - Order History

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. Don't have an account? Contact us at: 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 Skolon Partner portal interface. On the left, a sidebar menu has 'Economy' selected. The main area is titled 'Order history' and contains a search bar with the placeholder 'Search school authority, school, order reference or tool'. Below the search bar is a table with the following columns: 'School', 'School', 'Order placed', 'Licence start', and 'Licence end'. The table contains three rows of data:

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

On the right, a 'Filter' sidebar is open, showing options for 'Type' (Sales, Distribution), 'Status' (Cancelled, Not cancelled), 'Date for placing orders' (with a date range selector), and 'Currency' (NOK, SEK).

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

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Economy

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Tools

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Order historyDiscount codes

Economy / Order

Organisation:Skolonkommunen

School:Missing information

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

Skolon ID:mnkENvIE73ZRk4ankvOz5p9cRn2A3D8p1s3OZpt6ttYNxqeRWb

API ID:ILrG90MgHIEaVvK0308TnUVnXqicLrDkwimdKZjyjtGYGzZy6Z

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 Service

Support