



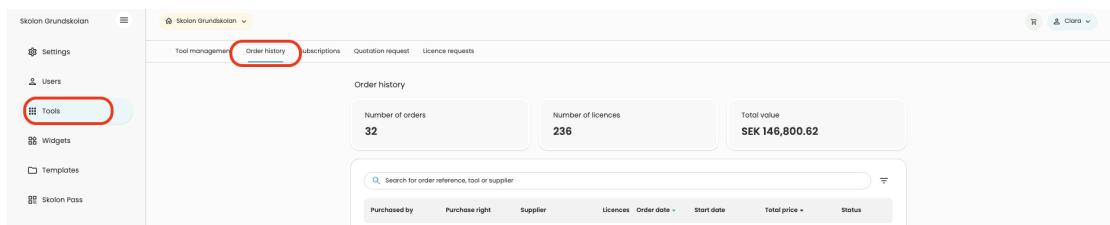
Orderhistory

Clara Hardarsson - 2025-07-11 - [Guides for purchasing through Skolon](#)

Under the heading "Tools/Order History," you will find information about previous purchases made via Skolon.

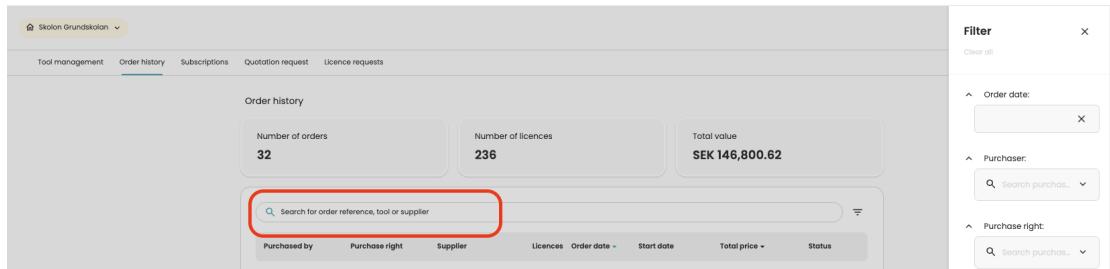
NOTE! All of the organisation's orders can be reviewed by the Organisation Admin at the organisation level, and a single school's orders can be reviewed at the school level by the respective School Admin.

The list shows the orders that have been placed for the current principal/municipality/school. At the top, you will find an overview of the number of orders, the number of licences linked to the orders, and their total value. Below that, the orders are listed and can be sorted by order date (1) and total price (2).



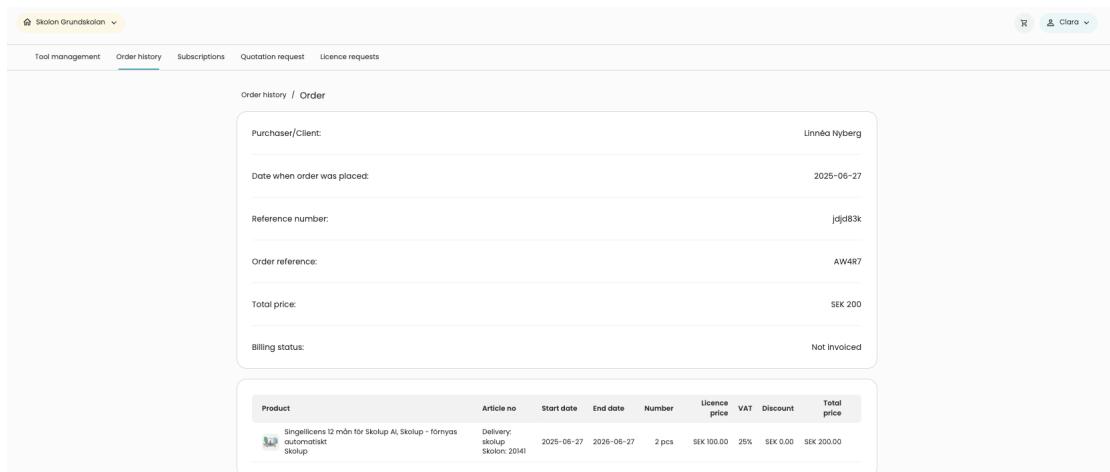
The screenshot shows the Skolon Orderhistory page. On the left, a sidebar menu includes 'Tool management', 'Order history' (which is the active tab and highlighted with a red box), 'Subscriptions', 'Quotation request', and 'Licence requests'. The main content area displays an overview with three boxes: 'Number of orders' (32), 'Number of licences' (236), and 'Total value' (SEK 146,800.62). Below this is a search bar and a filter section with dropdowns for 'Purchased by', 'Purchase right', 'Supplier', 'Licences', 'Order date', 'Start date', 'Total price', and 'Status'. A 'Filter' button and a 'Clear all' button are also present.

You can search for a specific supplier, specific tool, and order reference, and filter the list by order date, purchaser, and purchasing right.



The screenshot shows the Skolon Orderhistory page with a search bar highlighted by a red box. To the right, there is a 'Filter' sidebar with sections for 'Order date', 'Purchaser', and 'Purchase right', each with a search input field. The main content area shows the same overview and filter options as the previous screenshot.

To see details about a specific order, click on the relevant order row.



The screenshot shows the Skolon Orderhistory page for a specific order. The top section displays details: 'Purchaser/Client:' (Linnéa Nyberg), 'Date when order was placed:' (2025-06-27), 'Reference number:' (jdjd83k), 'Order reference:' (AW4R7), 'Total price:' (SEK 200), and 'Billing status:' (Not invoiced). Below this is a table with columns: Product, Article no, Start date, End date, Number, Licence price, VAT, Discount, and Total price. The table shows one item: 'Singellicens 12 mån för Skolup AI, Skolup - förmås automatiskt Skolup' with a start date of 2025-06-27 and an end date of 2028-06-27, 2 pcs, SEK 100.00, 25% VAT, 0.00 discount, and a total price of SEK 200.00.

Get an overview of all your purchases via Skolon

To more easily get an overview of your current licences, and to include them in your order history, purchases must have been made in Skolon. If you have ongoing licences for digital tools from before, you may need to cancel those licences and then complete the purchase in the Skolon App store. Once the purchase has been completed via the Skolon App store, you will have full control over which licences you have, what they cost, and when they expire. Read more about how to make a purchase [here](#).