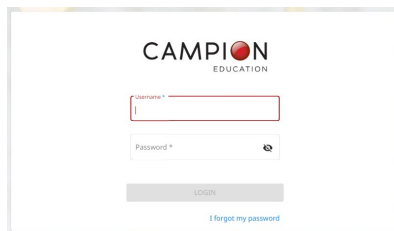


# Digital Purchase Report: User Guide

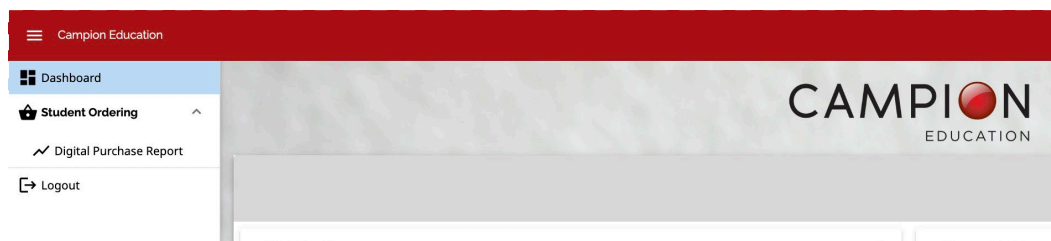
Campion Education has developed the Digital Purchase Report to assist schools with their digital implementation, and to provide a simple and easy way to view the status of student digital purchases.

## How to find the Digital Purchase Report

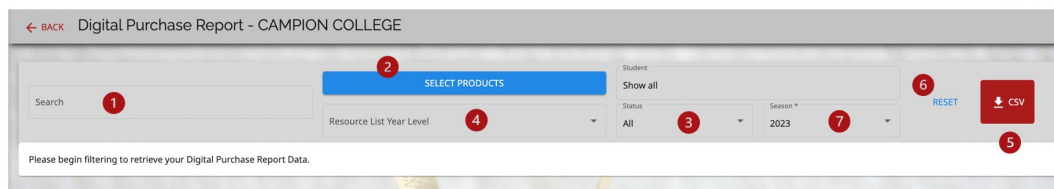
To access the Digital Purchase Report, please log into the School Staff Portal at [app.campion.com.au](http://app.campion.com.au)



Once you have logged into your account, click on Student Ordering / Digital Purchase Report in the left menu:



The main layout will then appear:



## Navigating the Digital Purchase Report

1.	<b>Search field</b>	In this field where you can search for student (by name or email) or search for product (by code or description)
2.	<b>Select Products</b>	The list of digital products on your school's Resource List, including: <b>cCode</b> Digital bundle or Provisioned product <b>eCode</b> Digital Access Code (this is emailed out to parent and student) <b>fCode</b> Fees requested by the school for Campion to collect from parents
3.	<b>Status</b>	Select between All, Paid or Unmatched students
4.	<b>ResourceList Year Level</b>	This is the year level that the digital product is assigned to
5.	<b>CSV</b>	Export/download what is displayed on your screen to a CSV file
6.	<b>Reset</b>	Reset all the filter settings
7.	<b>Season</b>	The full school year that the digital purchases relate to

## Three major ways you may wish to use the Digital Purchase Report

### 1. Has a student purchased a digital text?

Enter in the student first name, surname or email address (in the search field) and select them from the search results. Click on the student's name to display any purchased items.

The screenshot shows the Campion Education interface. At the top, there is a search bar with the text "smith made" and a blue button labeled "SELECT PRODUCTS". To the right of the search bar is a dropdown menu for "Resource List Year Level" and another dropdown for "Status" set to "All". Below the search bar, the student's name "Madeline Smithson" is displayed. Underneath, the "Purchase History" section contains a table with the following data:

Ref code	Description	Purchase Date	Transaction Type	Paid Status
C04980	Jacaranda VIC History Alive 8 LearnON 2E Digital	02 Nov 2022 - 02:14 PM	Home Delivery	Paid
C04984	Camb VIC Essential Maths 8 2E Digital	02 Nov 2022 - 02:14 PM	Home Delivery	Paid

### 2. Who has purchased fees? How do I run an interim paid fee report?

Click on the blue Select Products button to reveal the digital items that are on the ResourceLists. Select the relevant fees (fCode) that you wish to view, or select the fCodes button to select all fCodes. You can also filter this down by selecting the ResourceList year level which will display only the items that appear on that list.

The screenshot shows the "Select Products" dialog box. It has a search bar at the top with a red circle 1 next to it. Below the search bar are three buttons: "Select All" (with a red circle 2), "F Code", and "C Code". Below these buttons is a table with the following data:

<input type="checkbox"/>	Code	Product Description
<input type="checkbox"/>	C03013	Cambridge Essential Maths VC Year 8 Provisioned
<input checked="" type="checkbox"/>	C03014	Jacaranda Humanities Year 8 Provisioned
<input type="checkbox"/>	C11036	Oxford Science Year 8 Provisioned
<input type="checkbox"/>	E00018	Pearson iTomo 2 eBook Digital Access Code
<input type="checkbox"/>	E00042	Know Worship & Love Digital Access
<input type="checkbox"/>	E00044	Oxford Atlas for Australian Schools 3E Digital Access

At the bottom of the dialog box are two buttons: "APPLY" (with a red circle 3) and "CANCEL" (with a red circle 4).

You can extract a report based on your screen view, by clicking on the CSV button.

Note: This is only an **interim** paid purchase report and does not include any refunds that have been processed.

### 3. How can I match unmatched students? I have a new starter, or an incorrect student email address.

In the status field, select Unmatched from the drop-down menu.

This will display any unmatched students in your school.

Status

All

Paid

Unmatched

Student	Year Level
Anne Thurium	Unmatched
Geoffrey Smith	Unmatched
Penelope Blackworth	Unmatched
James Cartwright	Unmatched
Douglas Peddington	Unmatched
Denise Rosewell	Unmatched
Anton Thacker	Unmatched

Click on the student name and a text box area appears:

Anne Thurium Unmatched

Purchase History

Corrected Student Email Address \*

SUBMIT

Ref code	Description	Purchase Date	Transaction Type	Paid Status
C02877	Cambridge VCE Business Management 3&4 3E Provisioned	04 Oct 2022 - 02:10 PM	Late Home Delivery	Paid

Geoffrey Smith Unmatched

Enter in the student's correct school email address and click the submit button.

Corrected Student Email Address \*

johndoe@yourschool.edu.au

SUBMIT

This will then match that student's purchase to their school email address, storing those details in our database. Any provisioned products (MyConnect and Publisher Interactives) will be set up against this school email address.

Note: To filter down the unmatched students, you can also select specific cCodes etc by clicking on the blue Select Products button and selecting one or more items to view.

## Need more help?

If you have questions or need clarity on the Digital Purchase Reports, please reach out to your Campion Account Manager or eLearning Specialist.