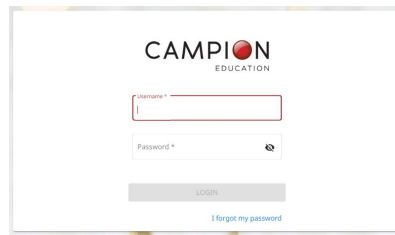


# Digital Purchase Report: User Guide

Campion Education has developed the Digital Purchase Report to assist schools with digital implementation, and to provide an easy way to view the status of students' digital purchases.

## How to find the Digital Purchase Report

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



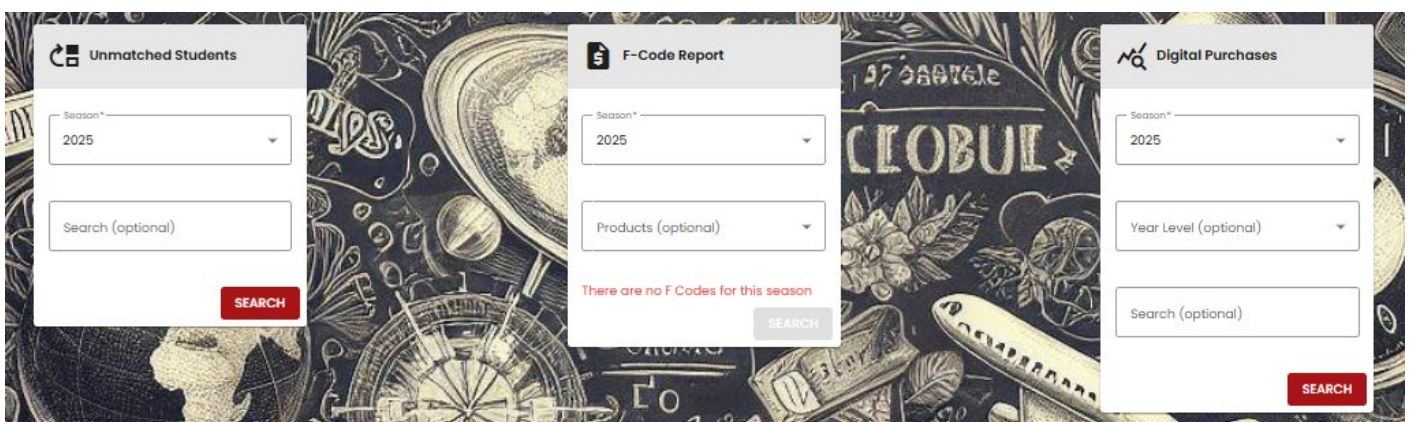
Once you have logged into your account, click on Student Ordering then Digital Purchase Report in the left menu:



## How to use the Digital Purchase Report

Once you are in, you will see the main layout with three options:

- Unmatched Students
- F-Code Report (Fees)
- Digital Purchases



## Unmatched Students


Unmatched Students are students within the school who have items we need to deliver to their dashboard, but we are not able to match the student with their resource. For example, a parent has purchased an eBook but not provided the student's school email address.

### What you can do:

- To see a list of ALL unmatched students, click on the red **SEARCH** button
- To find a SPECIFIC student, enter their name in the search box
- Use the SEASON drop down to choose the right school year – for example, 2025 is the 2025 school year

Once you have your list of Unmatched Students, use the buttons on the right-hand side to

- Add the student's correct school email address to trigger delivery of the resources to the student
- Select specific products
- Download the report as a CSV file


**Unmatched Students**

Season\*  
2025

Search (optional)

**SEARCH**

## F-Code Report (Fees)


The F-Code Report displays a detailed list of fee purchases, such as digital resources or school fees.

### What you can do:

- To view your school's F-Code Report, click the **SEARCH** button to generate the complete report
- Filter using the Products (optional) dropdown before searching
- Use the SEASON drop down to choose the right school year – for example, 2025 is the 2025 school year
- If there are no F-Codes for the school year, a red message will indicate, "There are no F Codes for this season."

Once you have your list of F-Codes, you can:

- Search by student name or email
- Change seasons
- View relevant year levels
- Select specific fees
- Download the report as a CSV file


**F-Code Report**

Season\*  
2025

Products (optional)

There are no F Codes for this season

**SEARCH**

## Digital Purchases

The Digital Purchases section allows you to view provisioned digital items that a student has purchased.

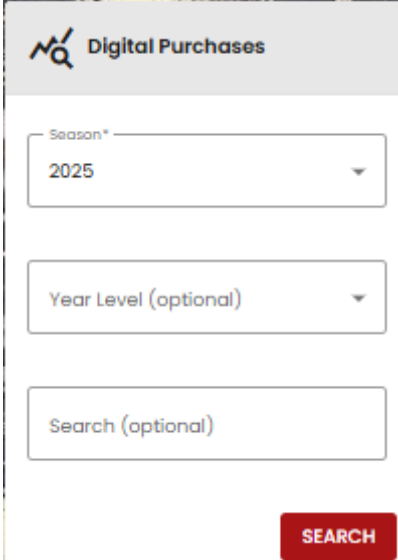
### What you can do:

- Click on the SEARCH button to see purchases
- Filter by year level or student name (optional)
- Use the SEASON drop down to choose the right school year – for example, 2025 is the 2025 school year

Once you have your list, you can:

- Search by student name or email
- Change seasons
- View relevant year levels for the selected season
- Select specific provisioned products
- Download the report as a CSV file

**Note:** The Digital Purchases screen includes filtering options by year level and first name. Unmatched users will appear at the end of the report.



The screenshot shows the 'Digital Purchases' interface. At the top, there is a header with the 'NQ' logo and the text 'Digital Purchases'. Below this, there are three input fields: 'Season\*' with a dropdown menu showing '2025', 'Year Level (optional)' with a dropdown arrow, and 'Search (optional)' with a text input area. At the bottom right, there is a red button labeled 'SEARCH'.

## Need assistance?

For guidance on using the Digital Purchase Report, please contact your Campion Account Manager or [digitalhelp@campion.com.au](mailto:digitalhelp@campion.com.au)