Orders and Licences

Pending Orders

All purchases come through the web admin as Pending Orders records under the Pending Orders tab of the School admin.

- **Credit card payments** will appear with either a status of "Paid" or "Cancelled". They require no manual action.
- **Invoices** will appear as "Pending" and should be set to "Paid" manually when the invoice is paid. The licences are allocated when the Pending Order is created so even if it is not set to "Paid" the school will still have it's licences.

Revision #2
Created 3 March 2023 01:44:26 by David
Updated 5 March 2023 21:21:38 by David