

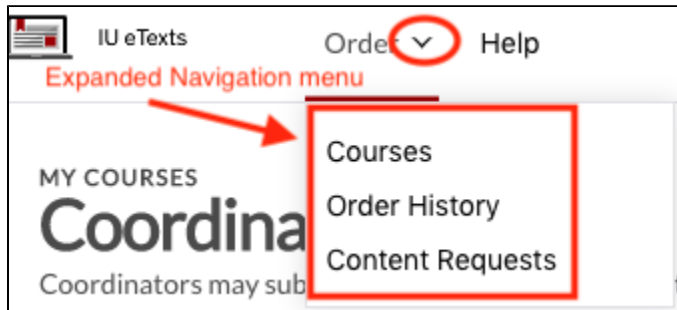
# Order History

Order Tool enables users to review the history of orders to which they have access. They may filter and sort their orders to quickly find a particular order. Order History is always available to users.

Order History enables users to:

1. Find and view past orders to assure their accuracy
2. Check on the status of content requests
3. Edit or cancel orders (if eligible for such workflows)

All users access their Order History through Order Tool's **Navigation menu**.



The Order History experience will vary by user Profile to support different workflows.

[Instructors' Order History](#) presents a rich list of orders, enabling quick status inspection and controls to cancel, edit, or view the order.

[Coordinators' and Program Administrators' Order History](#) presents a compact list of orders, enabling the efficient browsing of many orders for many courses efficiently. They may still quickly cancel, edit, or view particular orders.