4.01.07. Backorders tab



You can view the backorders for an item here. To edit a backorder, double-click the line you wish to edit.



To add a new backorder for this item, click the **New backorder** button. This window will be shown:



- Enter part of the customer name, then press **Tab** to search for the customer.
- Enter the order date, quantity and any comment, then click **OK** to save the new backorder entry.

To delete a backorder, click the line you wish to delete, then click the **Delete backorder** button.

The total stock on backorder is shown below the list.

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