4.01.08. Items - Backorders tab

Back to Item Details window



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. You can also select several at once (using *ctrl/cmd+click* and *shift+click*) or all the backorders in the list using *ctrl/cmd+a* and delete them at once as well.

The total stock on backorder is shown below the list.

// Previous: **4.01.07. Items - Quotes tab** | Next: **4.01.09. Items - Notes tab** //

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