



- **Customer:** The customer the back order is for. Type the first few characters of the customer's name, then press the *Tab* key on the keyboard to select from a list of customers with names starting with what you typed.
- **Order date:** The date the order was made. Set to today's date by default.
- **Quantity:** The number of units of the item to put on back order for this customer.
- **Comment:** Enter anything you wish to have noted or remembered by the system for this back order.

Click the **OK** button to save the new backorder.

To delete a backorder, select the line you wish to delete by clicking on it, then click the **Delete backorder(s)** 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.

The total stock on backorder for all customers (i.e. the total of the values in the *Quantity* column) is shown below the list.

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