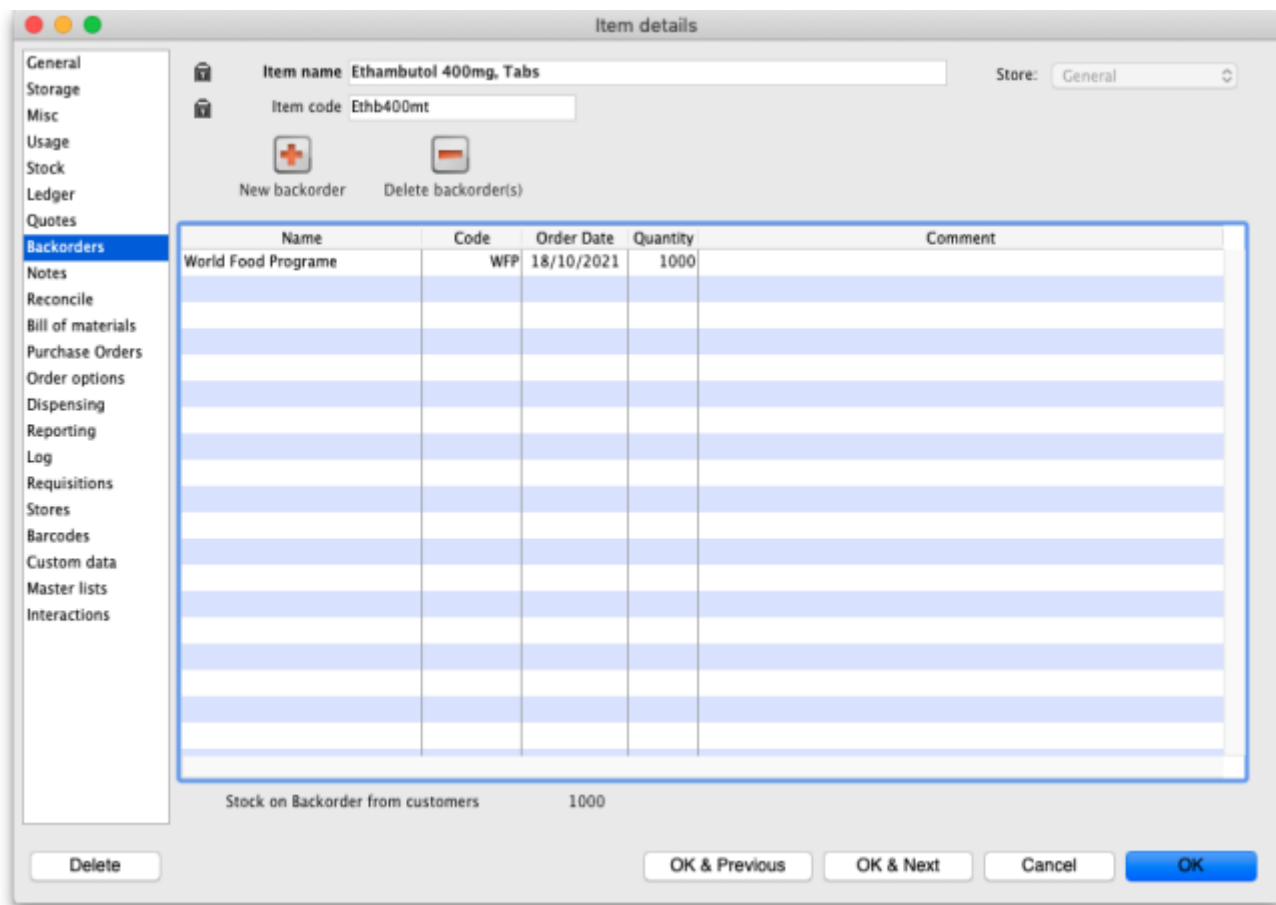
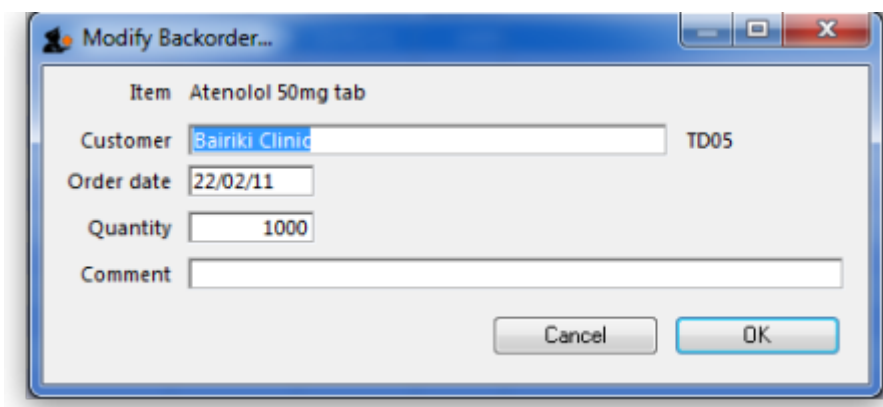


4.01.07. Items - Backorders tab

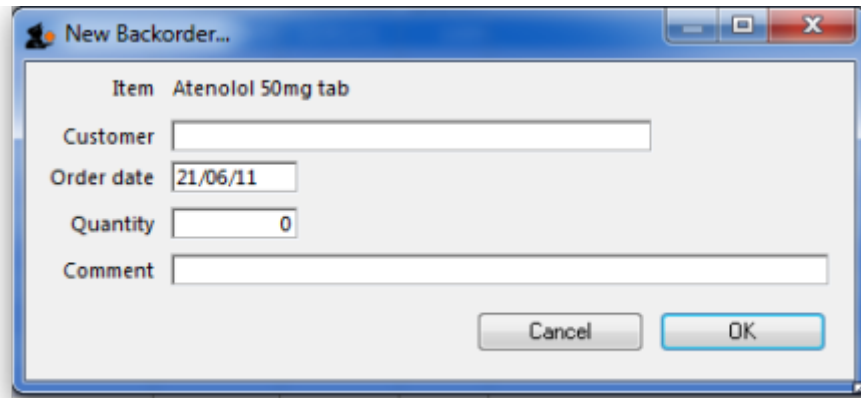
[Back to Item Details window](#)



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.

The total stock on backorder is shown below the list.

Previous: [4.01.07. Items - Quotes tab](#) | | Next: [4.01.09. Items - Notes tab](#)

From:

<https://docs.msupply.org.nz/> - mSupply documentation wiki

Permanent link:

https://docs.msupply.org.nz/items:item_basics:tab_backorders?rev=1578988943

Last update: **2020/01/14 08:02**

