Back

Megan De Freitas - 2024-11-22 - Sales

Overview

The Back plugin on a sales document moves a document to an assigned queue – useful for moving a document from a read-only queue back to a queue where it can be edited.
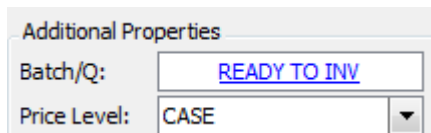
Security

To enable the Back plugin, *Sales Document Back Button* must be enabled in Modules > Security Editor. Enter specific queues where Back will be accessible (* for all) in the sub-setting *Back Queue Access List.*

Enter the queue that the Back plugin will move the document to in the sub-setting *Destination Queue*.

Note: The destination queue must be set, or an error will appear when the Back plugin is selected.

Use

To move a document to the destination queue, click the **Actions** dropdown ( ) on the sales document header and select Back. A confirmation will not appear, but you will see under Additional Properties, in the Batch/Q field, that the batch is now in the destination queue: