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## Sales Document Back Button

Cavallo Support - 2026-02-26 - [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*.

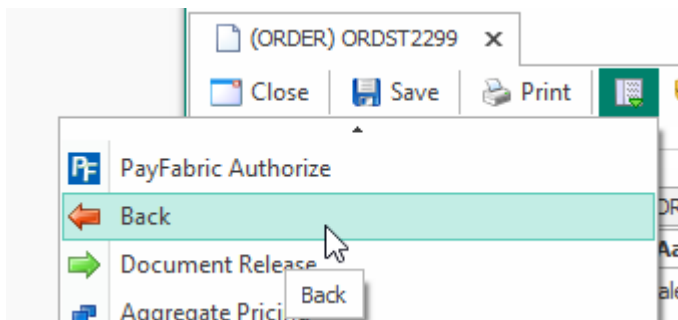
The screenshot shows the Security Editor interface. At the top, there are buttons for 'Select All' (checked) and 'Select None', and a search box containing 'Sales Document Back Button'. Below this is a table with columns 'Access' and 'Name'. The 'Access' column has checkboxes, and the 'Name' column has text. The row for 'Sales Document Back Button\*' is highlighted in light blue. Below the table, there are filter options: 'Name Contains Sales Document Back Button And Name = Se'. Below the filter options, there is a section titled 'Sales Document Back Button' with a list of settings:

Sales Document Back Button	
Back Button	
Back Queue Access List	*
Destination Queue	My Review Batch
Misc	
Close Document After Move	True

**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:

Additional Properties

Batch/Q:	<input type="text" value="MY REVIEW BATCH"/>
Price Level:	<input type="text" value="RETAIL"/> ▼