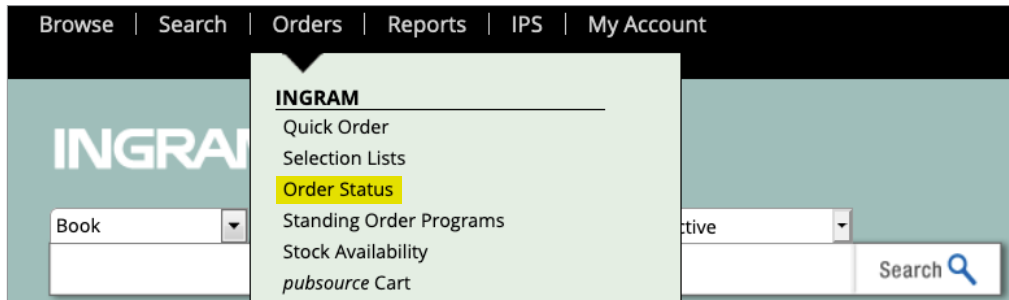
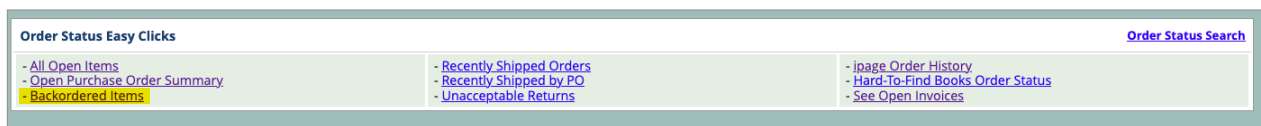


# Canceling Backorders via ipage®

- ✓ Log in to ipage®
- ✓ Hover over the Orders tab at the top of ipage, and then click **Order Status**



- ✓ In the Order Status Easy Click menus in the main body of your page, click **Backordered Item**



- ✓ Click the **Select** box to the left of each item you would like to cancel
- ✓ At the bottom right hand corner of the list, click the **Cancel Selected Items** button

## How Do I Modify a Backorder Cancel Date?

- ✓ In your Backordered Items list, use the checkbox to select backorders that you want to modify.
- ✓ Click the Cancel/Edit Selections button.
- ✓ Follow the on-screen prompts to modify the backorder cancel date.

