Administration Concepts

Understand company and system identities, update branding, and add a company workspace.

- Understand Company, Location, Terminal, and Licence Identities
- Update the Active Company's Identity and Branding
- Add a Company Workspace

Understand Company, Location, Terminal, and Licence Identities

Understand Company, Location, Terminal, and Licence Identities

Overview

This guide will help you choose the correct Muhasib scope when configuring access, devices, transactions, printing, and licensing.

Transactions and reports can be scoped differently by company, location, terminal, user, and licence. A correct licence does not automatically grant role permission, and a terminal master record does not by itself prove licence activation.

Who can do this

You need access to No write permission is required to understand the model. Viewing each record depends on its module permission.

Before you start

Identify the connected database and active company shown in Back Office.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Use Licence Information, company selection, Essentials Setup, and User Management to inspect each identity. This concept article has no single write path.

Understand Company, Location, Terminal, and Licence Identities

Step 1: Confirm the connected database

Step 2: Confirm the active company before changing records

Step 3: Identify the location where work and inventory should be recorded

Step 4: Match the computer's application-terminal record to that location and printer

Step 5: Review Licence Information separately to confirm primary/additional-terminal status

Review Licence Information separately to confirm primary/more-terminal status.

Step 6: Check the user's assigned role, companies, and action permissions

Check your work

You can name the database, company, location, application terminal, licence-terminal type, and user role involved in the intended task.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- If the same word “terminal” appears in licensing and setup, check which identity the screen uses.
- If a company is missing, check role assignment and licence scope before creating another.

Related guides

- Select a Company Workspace
- Register a Muhasib Terminal
- Review and Maintain Muhasib Licence Access
- Audit a User's Effective Access

What to do next

> **Select a Company Workspace**.

Update the Active Company's Identity and Branding

How to Update the Active Company's Identity and Branding in Muhasib ERP

Overview

This guide will help you update the current company's identity, contact, currency display, and logo.

Muhasib updates the active company and reloads company settings. Existing transaction values should not be assumed to change, but reprinted documents may use current branding; check this in your Muhasib installation.

Who can do this

You need access to Company and Branding Settings.

Before you start

Switch to the correct company. Prepare approved legal/contact details and a company logo near the shown 270 x 100 size. Review currency changes with the financial administrator.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Settings → Company and Branding Settings.

Update the Active Company's Identity and Branding

Step 1: Confirm the active company

Step 2: Review Company Name, Address 1/2, Phone 1/2, Email, and Website

Step 3: Review Currency Name, Code, Symbol, Symbol in Words, and Decimal Places

Step 4: Select or replace the logo when required

Step 5: Choose Update

Step 6: Confirm the update prompt

Step 7: Wait for the successful-update message

Check your work

Reopen the settings and preview an approved test receipt/invoice to confirm the intended identity and formatting.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- If Update is unavailable, check the dedicated permission.
- If output does not change, review receipt/invoice display settings and restart requirements.

Related guides

- Add a Company Workspace
- Configure Receipt and Invoice Content
- Switch to Another Company Workspace

What to do next

> **Add a Company Workspace**.

Add a Company Workspace

How to Add a Company Workspace in Muhasib ERP

Overview

This guide will help you add another company record to the connected Muhasib database.

Muhasib creates the company and associates the super-administration role. Initial location, terminal, accounts, payment types, and other defaults are not clearly created by this form in this workflow and must be set up separately when absent.

Who can do this

You need access to Company and Company Add.

Before you start

Make sure a separate company is required, capacity is available, and the super-administration role exists. Prepare identity, contact, currency, registration/tax, and logo information.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → company/setup administration → Company Settings.

Add a Company Workspace

Step 1: Choose New Record

Step 2: Enter a unique Company Name

Step 3: Enter Address 1, Phone 1, and Email; add secondary contact

Enter Address 1, Phone 1, and Email; add secondary contact fields as needed.

Step 4: Enter Currency Code, Currency Name, Currency Symbol, Currency Symbol in

Enter Currency Code, Currency Name, Currency Symbol, Currency Symbol in Words, and Decimal Places.

Step 5: Enter Registration No., NTN, and STRN where applicable

Enter Registration No., NTN, and STRN where needed.

Step 6: Select the company logo if required

Step 7: Choose Save and wait for confirmation

Check your work

Find the company in Company Records and check its assignment through an authorized test role before switching into it.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Use a unique company name.
- A missing super-administration role blocks creation; do not repair roles with direct SQL.
- If plan capacity is reached, resolve the entitlement rather than deleting another company.

Related guides

- Understand Company, Location, Terminal, and Licence Identities
- Update the Active Company's Identity and Branding
- Create a Location
- Create a User Role

What to do next

> **Understand Company, Location, Terminal, and Licence Identities**.