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**.

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