Audit a User's Effective Access

How to Audit a User's Effective Access in Muhasib ERP

Overview

This guide will help you explain and check the actions a user can actually complete without granting unnecessary access.

Effective access is the intersection of account state, role/company rights, plan features/limits, terminal context, settings, and data prerequisites.

Who can do this

You need access to Authorized access to review users, roles, company assignments, and licence information.

Before you start

Record the user, role, company, terminal, plan, intended action, and exact missing/blocked behavior.

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

Where to find it

Back Office → User Management plus Licence Information and the affected module.

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Step 1: Confirm Active User and Allow Login

Step 2: Confirm the user's assigned role

Step 3: Confirm the intended company is assigned to that role

Step 4: Check the parent module/view right

Step 5: Check the exact Add, Update, Delete, Print, Email, SMS, or custom right

Step 6: Confirm the plan includes the feature and has available capacity

Step 7: Check company/location/terminal registration and required configuration/data

Step 8: Restart/re-login after authorized role or licence changes

Step 9: Test both the permitted outcome and a prohibited control action

Check your work

Record a small access matrix showing expected versus observed results. Resolve discrepancies without broadening the role unnecessarily.

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

If something goes wrong

- A hidden form and a disabled operation may have different causes.
- Super-administrator success does not prove an ordinary role is set up correctly.

Related guides

- Understand Why a Module or Action Is Unavailable
- Create a User Role
- Grant and Revoke Muhasib Permissions
- Understand Muhasib Plan Limits and Restricted Access

What to do next

> **Understand Why a Module or Action Is Unavailable**.

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