Create a System User

How to Create a System User in Muhasib ERP

Overview

This guide will help you create an active Muhasib user, assign a role, and control whether the account may sign in.

Muhasib creates the user and role association. Company access and operation rights come from the role; active and allow-login states also control authentication.

Who can do this

You need access to System Users and System Users Add.

Before you start

Create the least-privilege role first. Prepare the user's authorized identity/contact data and a unique username. Communicate credentials securely.

> 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 → Manage System Users.

Create a System User

Step 1: Choose New Record

Step 2: Enter First Name and applicable Last Name, National ID, phone,

Enter First Name and needed Last Name, National ID, phone, mobile, email, and address.

Step 3: Enter a unique User Name

Step 4: Enter a password of at least five characters or the

Enter a password of at least five characters or the stronger organizational minimum.

Step 5: Confirm the password

Step 6: Select the intended User Role

Step 7: Set Active User and Allow Login according to the approved

Set **Active User** and **Allow Login** according to the approved start date/access state.

Step 8: Choose Save

Check your work

Use a controlled sign-in to confirm the intended companies and least-privilege access. Do not test with production credentials on an untrusted device.

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

If something goes wrong

- Correct invalid email, missing username/password, short password, mismatch, or missing role.
- If user capacity is reached, resolve the licence instead of deleting an account casually.

Related guides

- Create a User Role
- Grant and Revoke Muhasib Permissions
- Audit a User's Effective Access
- Sign In to Muhasib ERP

What to do next

> **Create a User Role**.

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