Grant and Revoke Muhasib Permissions

How to Grant and Revoke Muhasib Permissions in Muhasib ERP

Overview

This guide will help you change a role's companies and action permissions, then apply the result to affected users.

The role record and rights change for every assigned user. Existing sessions may keep old access until restart/re-login. Licence features still constrain available actions.

Who can do this

You need access to System Users Rights Update.

Before you start

Document the approved access change and identify all users assigned to the role. Finish critical work before forcing a restart.

> 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 → User Roles and Permissions.

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Step 1: Select the exact role

Step 2: Review assigned companies

Step 3: Expand each relevant permission-tree branch

Step 4: Add or remove the smallest specific rights required

Step 5: Review destructive rights such as Delete and broad communication/reporting rights

Review destructive rights such as Delete and broad communication/reporting rights separately.

Step 6: Choose Update and confirm

Step 7: When warned that logged-in users must restart, choose an appropriate

When warned that logged-in users must restart, choose an appropriate safe restart time.

Step 8: Test with a controlled user

Check your work

Confirm allowed actions work and revoked actions are hidden/blocked across each assigned company without granting unrelated access.

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

If something goes wrong

- If access remains unchanged, restart safely and re-authenticate.
- If a node is absent, check feature entitlement.

Related guides

- Create a User Role
- Audit a User's Effective Access
- Restart Muhasib ERP Safely

What to do next

> **Create a User Role**.

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