# Manage Global and Instance Settings

## How to Manage Global and Instance Settings in Muhasib ERP

## Overview

This guide will help you distinguish company/database-wide settings from workstation-specific settings and change only an approved, evidenced value.

The approved global or local behavior changes for new operations; historical records are not assumed to be recalculated.

## Who can do this

You need access to Relevant settings administration plus business-owner approval for the affected module and workstation/company scope.

## Before you start

Identify setting key/label, current value, consumer forms/services, scope, default, data/external consequences, restart requirement, rollback value, and test case.

> 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 → Application/Global Settings or Instance Settings.

# Manage Global and Instance Settings

## Step 1: Confirm whether the setting belongs to shared database/company behavior or

Confirm whether the setting belongs to shared database/company behavior or this workstation instance.

## Step 2: Record the current value and affected consumers without exposing secrets

## Step 3: Change one approved setting group at a time

## Step 4: Save once and restart only when required

## Step 5: Test a representative affected workflow in an isolated environment

## Step 6: Reopen the setting and reconcile downstream behavior

# Check your work

The stored value, effective scope, consumer behavior, audit evidence, and rollback test match the approved change.

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

# If something goes wrong

- Some setting getters may create defaults, so use a cloned environment for discovery.
- Do not copy instance IDs, tokens, credentials, or connection details into documentation.

# Related guides

- Configure POS Behavior for a Company
- Configure This Workstation's POS Experience
- Configure Diagnostic Logging Safely

# What to do next

> **Configure POS Behavior for a Company**.

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