Update or Retire a Company Workspace

How to Update or Retire a Company Workspace in Muhasib ERP

Overview

This guide will help you update an existing company or determine safely whether it can be retired.

Updates reload company settings. Source blocks deletion of the active company and checks dependencies before removing a company record, but the complete dependency and cascade behavior is not yet proven.

Who can do this

You need access to Company Update for changes; Company Delete plus explicit business approval for removal.

Before you start

Back up the database. Confirm record ID and name, switch away from the company being considered, and review users, transactions, locations, terminals, accounts, inventory, integrations, and reports.

> 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.

Update or Retire a Company Workspace

Step 1: Filter by ID or Company and select the exact record

Step 2: For an update, change only approved fields, choose Update, and confirm

Step 3: For retirement, first disable operational access through approved users/roles/integrations where

For retirement, first disable operational access through approved users/roles/integrations where supported.

Step 4: Attempt Delete only after explicit approval and dependency review

Step 5: Stop if Muhasib reports that the company is current or in use

Check your work

Reopen the company and validate reports, branding, role assignments, and switching behavior. For approved removal, compare and confirm all retained history in a cloned environment first.

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

If something goes wrong

- Never remove a company to solve a licence limit without business-data review.
- Switch to another company before attempting an approved removal.
- Treat any unexpected successful deletion in test as a critical finding.

Related guides

- Add a Company Workspace
- Switch to Another Company Workspace
- Create and Verify a Manual Backup

What to do next

> **Add a Company Workspace**.

Revision #0
Created 2026-09-04 09:19:56 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed