

View Company Dashboard

How to View Company Dashboard in Muhasib ERP

Overview

The **Company Dashboard** provides a real-time graphical overview of an individual company's business performance. It helps users monitor sales activity, billing summaries, notifications, and top-selling items from a single interactive dashboard, enabling faster operational and strategic decisions.

The dashboard automatically updates business insights based on the selected company and work period, making it easier to analyze performance trends without generating multiple reports.

i Example

A branch manager wants to review today's sales, monthly revenue, active orders, and the most popular products. Instead of opening several reports, they can access the Company Dashboard to view all key business metrics in one place.

Before You Begin

Before viewing the Company Dashboard, ensure the following requirements are met.

Requirement	Description
Dashboard Access	You have permission to access the Dashboard & BI module.
Company Data	The selected company contains recorded sales and operational data.
Updated Transactions	Business transactions have been recorded so dashboard statistics can be generated.



Tip

Refresh the dashboard periodically to view the latest business performance and sales activity.

View the Company Dashboard

Step 1: Open the Dashboard

Navigate to:

Back Office → Interactive Dashboard

The **Interactive Dashboard** window opens displaying company performance information.

[Image Placeholder - Interactive Dashboard Window]

Step 2: Select the Sales Type

At the top of the dashboard, select the required sales type.

Option	Description
Sale	Displays statistics for completed sales transactions.
Temp Sale	Displays statistics for temporary or pending sales.

Note

Changing the sales type refreshes all dashboard widgets and charts accordingly.

Step 3: Review the Business Summary Cards

The top section displays important business indicators.

Dashboard Card	Description
Today's Sale	Shows today's total sales during the current work period.
Active Orders	Displays the number of active customer orders.
Active Registers	Shows the number of currently active POS registers or terminals.

Step 4: Analyze the Sales Performance Chart

Review the **Last 30 Days Sales (Work Period-wise)** chart.

This graph displays daily sales performance for the previous thirty days, allowing users to quickly identify sales trends, growth, and fluctuations.

Result

The sales chart provides a visual comparison of daily sales performance over the last thirty days.

[Image Placeholder - Last 30 Days Sales Chart]

Step 5: Review the Billing Summary

The **Billing Summary (Work Period-wise)** section provides a financial snapshot of business performance.

Metric	Description
Today	Sales generated during the current work period.
This Month	Total sales generated during the current month.
This Fiscal Year	Total sales recorded during the current fiscal year.
All Time	Overall sales recorded since system implementation.

[Image Placeholder - Billing Summary]

Step 6: Review System Notifications

The **Unread Notifications** section displays important system alerts and operational messages requiring user attention.

Notification	Purpose
Low Stock Alert	Notifies users when inventory levels fall below the configured minimum stock level.

Notification	Purpose
Expired Stock Alert	Highlights inventory items that have expired or are approaching their expiration date.
System Notifications	Displays other important operational alerts generated by Muhasib ERP.

[Image Placeholder - Unread Notifications]

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Note
Notifications help users respond quickly to inventory and operational events that may require immediate action.

Step 7: View Top 10 Sold Items

The **Top 10 Sold Items** chart displays the best-performing products based on the selected analysis period.

Use this chart to identify popular products, monitor customer demand, and support inventory planning.

The dashboard allows users to analyze sales performance using the following time periods.

Analysis Period	Description
This Work Period	Displays the best-selling items during the current work period.
Last 30 Days	Displays item sales performance over the previous thirty days.
Last 1 Year	Displays yearly sales trends for the most frequently sold products.

[Image Placeholder - Top 10 Sold Items Chart]

Result
Users can quickly identify the highest-performing products and compare sales performance across different time periods.

Step 8: Close the Dashboard

After reviewing the business insights, close the dashboard or continue monitoring live business performance as new transactions are recorded.

Result

☐ **Company Dashboard Viewed Successfully**

- Business performance indicators are displayed in real time.
- Sales trends can be monitored using interactive charts.
- Billing summaries provide quick financial insights.
- Unread notifications help users respond to operational events.
- Top-selling products can be analyzed over multiple time periods.
- Decision-makers can monitor company performance from a single dashboard.

Best Practices

- Review the dashboard regularly to monitor business performance.
 - Use the Sales Type selector to analyze different transaction types.
 - Monitor unread notifications to resolve inventory or operational issues promptly.
 - Compare Top Sold Items across different time periods to identify long-term trends.
 - Use dashboard insights together with detailed reports for strategic business decisions.
 - Refresh the dashboard periodically to view the latest business statistics.
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Frequently Asked Questions

What does the Company Dashboard display?

It displays real-time business information including sales statistics, billing summaries, notifications, sales charts, and top-selling products for the selected company.

Can I change the sales type?

Yes. You can switch between **Sale** and **Temp Sale** to analyze different transaction types.

What information is available in the Billing Summary?

The Billing Summary displays today's sales, monthly sales, fiscal year sales, and overall business sales.

What are the Top 10 Sold Items?

They represent the products with the highest sales volume during the selected analysis period.

Can I compare different time periods?

Yes. The dashboard allows you to analyze product performance for the current work period, the last 30 days, or the last year.

Do dashboard statistics update automatically?

Yes. Dashboard information reflects the latest recorded business transactions.

Related Articles

- [View Master Dashboard](#)
 - [View Top / Least Sold Items](#)
 - [View Top / Least Customers](#)
 - [View Top / Least Suppliers](#)
 - [View Detailed Item Forecast Report](#)
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Next Step

Continue by learning how to **View Top / Least Sold Items** to analyze product performance and identify best-selling and slow-moving inventory.

Product: Muhasib ERP

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