Create a Work Process

How to Create a Work Process in Muhasib ERP

Overview

This guide will help you create a named production stage that can receive or issue work-in-process.

The process becomes selectable in Work Order and WIP workflows.

Who can do this

You need access to WorkProcessesAdd; update/delete rights are separate.

Before you start

Confirm process name, operational definition, normal predecessor/successor, responsible party, location/account implications, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → Manufacturing → Work Processes.

Create a Work Process

Step 1: Search for an existing equivalent process

Step 2: Select New Record

Step 3: Enter a unique, recognizable process name and supported attributes

Step 4: Confirm how it fits the production route

Step 5: Save once

Check your work

Reopen it and confirm Select Work Process displays it to an authorized user.

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

If something goes wrong

- Do not encode changing dates or jobs in a reusable process name.
- Avoid removing a process referenced by history.

Related guides

- Add a BOM, Work Process, and Expense to a Work Order
- Issue Stock to a Work Process
- Retire a Manufacturing Setup Record Safely

What to do next

> **Add a BOM, Work Process, and Expense to a Work Order**.

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