Retire a Manufacturing Setup Record Safely

How to Retire a Manufacturing Setup Record Safely in Muhasib ERP

Overview

This guide will help you stop future use of a status, process, or category without damaging production history.

The value is unavailable for new work while history remains interpretable, subject to form capabilities.

Who can do this

You need access to Relevant update/delete permission and administrative approval.

Before you start

Identify every active and historical reference, replacement value, reporting effect, and approved retirement date.

> 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 → needed setup form.

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Step 1: Locate the exact record

Step 2: Review active work/production/WIP dependencies

Step 3: Reassign open records through approved workflows if required

Step 4: Set inactive when the form supports it

Step 5: Use Delete only if runtime dependency checks prove it unused

Use Delete only if system dependency checks prove it unused and removal is separately approved.

Step 6: Verify historical reports remain readable

Check your work

Confirm new selectors exclude the retired value and old records/reports still show it correctly.

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

If something goes wrong

- Do not delete a referenced setup record.
- If no inactive option exists, keep it and use naming/governance controls pending product guidance.

Related guides

- Create a Work Order Status
- Create a Work Process
- Create a Production Order Category

What to do next

> **Create a Work Order Status**.

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