Maintain Commission Agent Statuses

How to Maintain Commission Agent Statuses in Muhasib ERP

Overview

This guide will help you create or update reusable statuses for commission agents.

The status becomes selectable on agents. Whether it blocks sale assignment/payment requires system confirmation.

Who can do this

You need access to Commission Agent Status Add/Update/Delete for the intended action.

Before you start

Define a small approved lifecycle such as Active, Suspended, or Retired and what each state should permit.

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

Where to find it

Back Office → Sales & Customers → Commission Agent Statuses.

Maintain Commission Agent Statuses

Step 1: Choose New Record or select a status

Step 2: Enter unique name and description

Step 3: Save/update

Step 4: For removal, review assigned agents and delete only with explicit

For removal, review assigned agents and delete only with clear approval.

Check your work

Assign it to a test agent and check master, sale selection, inquiry, payment, and reports.

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

If something goes wrong

- Prefer a retired status over deleting one used historically.

Related guides

- Create a Commission Agent
- Pay a Commission Agent

What to do next

> **Create a Commission Agent**.

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