Workspace and Common Controls

Learn the Back Office layout, Quick Launcher, notifications, permissions, and unavailable actions.

- Navigate the Muhasib Back Office
- Understand Why a Module or Action Is Unavailable
- Use the Muhasib Quick Launcher
- Review and Manage Notifications

Navigate the Muhasib Back Office

How to Navigate the Muhasib Back Office in Muhasib ERP

Overview

This guide will help you recognize the main Back Office areas and open an authorized module or common task safely.

Muhasib advances to the next allowed lifecycle state or preserves the current state for safe diagnosis; the verification section identifies the expected result.

Who can do this

You need access to Use requires the rights and business authority described by the workflow. Database, licence, user, company, or system changes require the responsible administrator.

Before you start

Sign in and confirm the selected company. Module visibility depends on both the subscription and your role.

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

Where to find it

Follow the launch, wizard, login, company-selection, Back Office, or power path described in the procedure; the available starting screen depends on current installation state.

Navigate the Muhasib Back Office

Step 1: Confirm the active company and signed-in user

Step 2: Review visible module tiles. Absence may reflect role permission, plan

Review visible module tiles. Absence may reflect role permission, plan entitlement, settings, or company/terminal context.

Step 3: Open the module that contains your intended task

Step 4: Select the exact transaction, maintenance, inquiry, or report action

Step 5: Keep the resulting form within the same company context until

Keep the resulting form within the same company context until saved or closed.

Step 6: Use the supported power options to switch company, restart, or log out

Check your work

The desired form opens with the correct company/user context and only authorized actions enabled.

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

If something goes wrong

- Diagnose missing actions as permission, plan, setting, capacity, company, or terminal issues before changing settings.
- Do not run synchronization or Day End merely to clear a notification.

- Record version and database revision before requesting support.

Related guides

- Understand Why a Module or Action Is Unavailable
- Use the Muhasib Quick Launcher
- Review and Manage Notifications
- Check the Installed Muhasib Version and Database Revision
- Sign Out and Exit Muhasib ERP Safely

What to do next

> **Understand Why a Module or Action Is Unavailable**.

Understand Why a Module or Action Is Unavailable

Understand Why a Module or Action Is Unavailable

Overview

This guide will help you identify whether an unavailable action is caused by permission, subscription, settings, capacity, company, terminal, or data prerequisites.

Muhasib workspace access is an intersection of licensed features and role permissions. Some forms also hide controls or tabs based on features and data. Granting a role permission cannot enable a feature absent from the plan.

Who can do this

You need access to Use requires the rights and business authority described by the workflow. Database, licence, user, company, or system changes require the responsible administrator.

Before you start

Confirm the intended workstation, database, company/workspace, user or subscription context, and preserve any in-progress work before proceeding.

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

Where to find it

Follow the launch, wizard, login, company-selection, Back Office, or power path described in the procedure; the available starting screen depends on current installation state.

Understand Why a Module or Action Is Unavailable

Step 1: Record the missing/disabled action, current company, user, and terminal

Step 2: Check whether the parent module is visible

Step 3: Ask an administrator to verify the exact view/add/update/delete/custom role permission

Step 4: Review the active plan and feature entitlement in Licence Information

Step 5: Check whether a required setting, company assignment, location, terminal, fiscal

Check whether a required setting, company assignment, location, terminal, fiscal year, working period, account, stock record, or parent master is missing.

Step 6: If a capacity message appears, identify the named resource and

If a capacity message appears, identify the named resource and plan limit.

Step 7: After an authorized change, restart or sign in again when required

Check your work

The intended authorized action appears and succeeds for the correct role without exposing unrelated modules.

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

If something goes wrong

If the expected result is not shown, stop repeated attempts, check the active database/workspace/user/licence context, preserve the exact message, and follow the related recovery article.

Related guides

- Understand Muhasib Plan Limits and Restricted Access
- Grant and Revoke Muhasib Permissions
- Audit a User's Effective Access
- Request Muhasib Support

What to do next

> **Understand Muhasib Plan Limits and Restricted Access**.

Use the Muhasib Quick Launcher

How to Use the Muhasib Quick Launcher in Muhasib ERP

Overview

This guide will help you open a frequently used authorized task directly from the Back Office.

Muhasib advances to the next allowed lifecycle state or preserves the current state for safe diagnosis; the verification section identifies the expected result.

Who can do this

You need access to Use requires the rights and business authority described by the workflow. Database, licence, user, company, or system changes require the responsible administrator.

Before you start

The destination task must be included in the plan, permitted by your role, and available in the selected company.

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

Where to find it

Follow the launch, wizard, login, company-selection, Back Office, or power path described in the procedure; the available starting screen depends on current installation state.

Use the Muhasib Quick Launcher

Step 1: Locate Quick Launcher in Back Office

Step 2: Review the available shortcuts

Step 3: Select the exact intended task

Step 4: Confirm the opened form and company context before entering data

Step 5: Close the form when finished or return to the workspace

The reviewed workspace source includes shortcuts for Sales Order, Delivery, POS Sale, Purchase, GRN, Purchase Order, payment-account transfer, Voucher, Supplier Payment, and Customer Payment. The actual list can vary by build, settings, role, and plan.

Check your work

The shortcut opens the same authorized task available through its module and does not bypass permissions or prerequisites.

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

If something goes wrong

- A missing shortcut does not prove the module is unavailable; open the module and check effective access.
- Current and legacy Quick Launcher settings differ in source. Use the your Muhasib installation's list.

Related guides

- Navigate the Muhasib Back Office

- Configure the Quick Launcher
- Understand Why a Module or Action Is Unavailable

What to do next

> **Navigate the Muhasib Back Office**.

Review and Manage Notifications

How to Review and Manage Notifications in Muhasib ERP

Overview

This guide will help you find, read, print, and—when authorized—remove Muhasib notifications safely.

Muhasib advances to the next allowed lifecycle state or preserves the current state for safe diagnosis; the verification section identifies the expected result.

Who can do this

You need access to Use requires the rights and business authority described by the workflow. Database, licence, user, company, or system changes require the responsible administrator.

Before you start

Understand whether the notification represents an unresolved business condition. Deleting a notification does not necessarily fix the condition that generated it.

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

Where to find it

Follow the launch, wizard, login, company-selection, Back Office, or power path described in the procedure; the available starting screen depends on current installation state.

Review and Manage Notifications

Step 1: Open Notifications from Back Office

Step 2: Use the available filter to locate the message

Step 3: Select a notification and read its complete details

Step 4: Open the referenced workflow or report when the message requires action

Step 5: Choose Print only if a physical or approved PDF record is required

Step 6: After resolving or recording the condition, choose the appropriate removal

After resolving or recording the condition, choose the appropriate removal action:

- **Delete** for the selected message;
- **Delete All Read** for messages already reviewed;
- **Delete All** only after confirming that every listed notification may be removed.

Check your work

The intended notification state/count changes, while unrelated messages remain when using selected or read-only deletion.

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

If something goes wrong

- Use Delete All cautiously; notification removal may not be reversible.
- If messages return, address their source workflow or scheduled process.
- Printed notifications can contain business-sensitive details.

Related guides

- Navigate the Muhasib Back Office
- Complete Day-End Activity Safely
- Understand Back Office Background Operations
- Request Muhasib Support

What to do next

> **Navigate the Muhasib Back Office**.