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.

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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**.

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