Review and Maintain Muhasib Licence Access

How to Review and Maintain Muhasib Licence Access in Muhasib ERP

Overview

This guide will help you identify the licence assigned to this Muhasib installation and choose a safe maintenance action.

Renewal requests refreshed licence information. Deactivation and clearing local licence state require confirmation and then close Muhasib. Clearing local state is not the same as cancelling a subscription or safely transferring primary access.

Who can do this

You need access to Access to licence information and authorization from the subscription owner for renewal, deactivation, or clearing local state.

Before you start

Finish active transactions and record the selected company and database. Deactivation or clearing local state exits Muhasib and can prevent access until activation is restored.

> 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: Open Licence Information from the Back Office licence/help area

Step 2: Review the displayed plan, status, expiry, database ID, instance ID,

Review the shown plan, status, expiry, database ID, instance ID, and terminal type.

Step 3: Confirm that the database and instance belong to the intended workspace

Make sure the database and instance belong to the intended workspace.

Step 4: Choose only the action needed

Choose only the action needed:

- renew or refresh when entitlement should remain on this computer;
- open the portal or purchase route to manage the subscription;
- deactivate when this terminal should be released through the supported service;
- clear local state only as an authorized recovery step.

Step 5: Read every confirmation before proceeding

Check your work

For a refresh or renewal, reopen Licence Information and confirm the status and expiry. For deactivation or cleared state, relaunch and confirm the expected activation screen before attempting recovery.

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

If something goes wrong

- If database or instance identity is unexpected, stop before changing licence state.
- If renewal succeeds in the portal but the client remains stale, use the supported refresh/restart path.
- Preserve service messages when contacting support; do not send tokens or passwords.

Related guides

- Choose the Correct Muhasib Activation Path
- Transfer Primary Muhasib Access to This Computer
- Activate an Additional Muhasib Terminal
- Understand Muhasib Plan Limits and Restricted Access
- Request Muhasib Support

What to do next

> **Choose the Correct Muhasib Activation Path**.

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