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**.

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