Select a Company Workspace

How to Select a Company Workspace in Muhasib ERP

Overview

This guide will help you enter the correct authorized company before performing Muhasib work.

The list contains companies assigned to the signed-in user's role. With only one assignment, Muhasib may select it automatically. Back Office also checks terminal registration and can return to selection when the company is not registered for this terminal.

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 with a role assigned to at least one company. The current terminal must be registered for the selected company where required.

> 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.

Select a Company Workspace

Step 1: On company selection, review the available columns: ID, Company, Address,

On company selection, review the available columns: ID, Company, Address, Contact, Email, and Registration.

Step 2: Enter part of the company name in the filter when the list is long

Step 3: Select the intended company

Step 4: Choose Continue, or double-click the company where supported

Step 5: If you do not want to continue with this account, choose Sign Out

Check your work

In Back Office, confirm the company and user context before creating a transaction or changing settings.

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

If something goes wrong

- If a company is missing, check the role's company assignment and licence scope.
- If selection loops back, check this terminal's company registration rather than choosing another company arbitrarily.
- If no company is assigned, contact an administrator; do not create a duplicate company.

Related guides

- Sign In to Muhasib ERP
- Navigate the Muhasib Back Office
- Switch to Another Company Workspace
- Understand Company, Location, Terminal, and Licence Identities

What to do next

> **Sign In to Muhasib ERP**.

Revision #3
Created 2026-09-04 09:21:09 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed