# Switch to Another Company Workspace

## How to Switch to Another Company Workspace in Muhasib ERP

## Overview

This guide will help you leave the current company context and enter another assigned company without intentionally carrying work between them.

The source closes open child forms, records the switch, shields the workspace, opens company selection, and reloads dashboard context. Form-specific unsaved edits may not all receive the same protection.

## 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

Save, complete, or explicitly cancel every open transaction and master-data form. Check that no background synchronization or critical operation is in progress.

> 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.

# Switch to Another Company Workspace

## Step 1: Note the current company and close completed child forms

## Step 2: Open the Back Office power options

## Step 3: Choose Switch Company

## Step 4: Respond to any unsaved-change prompt conservatively; cancel the switch if

Respond to any unsaved-change prompt conservatively; cancel the switch if work must be preserved.

## Step 5: On company selection, choose the intended assigned company

## Step 6: Wait for the workspace/dashboard to reload

## Step 7: Confirm the new company before opening a form

# Check your work

Confirm company identity and check that newly opened lists/reports show only the expected scope.

> 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

- Select a Company Workspace
- Navigate the Muhasib Back Office
- Sign Out and Exit Muhasib ERP Safely
- Understand Company, Location, Terminal, and Licence Identities

# What to do next

> **Select a Company Workspace**.

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