Common Controls and Keyboard Actions

Use common screens, keyboard and scanner input, printing, previews, labels, and receipts.

- Muhasib Navigation and Common Controls Reference
- Muhasib Keyboard and Scanner Input Reference
- Resolve Printing, Preview, Label, or Receipt Problems

Muhasib Navigation and Common Controls Reference

Muhasib Navigation and Common Controls Reference

Overview

This guide will help you navigate the workspace and use common form, grid, lookup, action, and confirmation controls safely.

You can move through Muhasib without confusing navigation, lookup, save, or state-changing controls.

Who can do this

You need access to Controls appear only when the active role, feature, scope, and record state allow them.

Before you start

Confirm the active company, user, location/terminal, and whether the screen is a master, transaction, inquiry, report, or nested dialog.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Back Office → module tile/button → form; Quick Launch may provide an alternate route.

Muhasib Navigation and Common Controls Reference

Step 1: Read the window title and active company before entry

Step 2: Use New Record/Create to begin and Save to store once

Step 3: Use Select/lookup (... or similar) to choose stable master records

Step 4: Use Add/Edit line actions for nested grids

Step 5: Use Update only after opening the intended record

Step 6: Treat Finalize/Convert/Sync/Submit/Restore as higher-risk state changes

Step 7: Use Inquiry/View Record to verify after every consequential action

Check your work

Window title, selected IDs/names, active company, and stored status all match the intended workflow.

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

If something goes wrong

- A hidden control can reflect permission, feature, setting, limit, or record state.

- Do not double-click state-changing buttons after delayed responses.

Related guides

- Navigate the Muhasib Back Office
- Roles, Permissions, Features, and Limits Reference
- Recover from an Interrupted Save, Finalize, or Conversion

What to do next

> **Navigate the Muhasib Back Office**.

Muhasib Keyboard and Scanner Input Reference

Muhasib Keyboard and Scanner Input Reference

Overview

This guide will help you use keyboard and barcode/scanner input efficiently without entering data into the wrong field or duplicating an action.

Input reaches the intended field and produces one verified selection/action.

Who can do this

You need access to Same as the active form; input devices do not bypass permissions.

Before you start

Confirm keyboard layout, Num Lock, scanner prefix/suffix, barcode symbology, focused control, and test item/customer data.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the intended form and place focus in its documented search/input field.

Muhasib Keyboard and Scanner Input Reference

Step 1: Verify the cursor/focus before typing or scanning

Step 2: Use Tab/Shift+Tab to move through fields; verify runtime behavior before

Use Tab/Shift+Tab to move through fields; check system behavior before relying on Enter/Escape/function keys.

Step 3: Scan one known barcode and confirm the resolved item/quantity

Step 4: For serial/batch input, verify each identity is entered once

Step 5: Avoid repeated Enter/scan while lookup/save is processing

Step 6: Test configured shortcuts in a safe transaction before operational use

Check your work

The shown item/customer/value and resulting line count match the physical input exactly.

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

If something goes wrong

- Scanner suffixes can trigger unintended Enter actions.
- Do not publish shortcut claims until verified on the target POS/form generation.

Related guides

- Find and Add an Item to a Sale
- Print Item Labels
- Prevent and Resolve Duplicate Transactions

What to do next

> **Find and Add an Item to a Sale**.

Resolve Printing, Preview, Label, or Receipt Problems

How to Resolve Printing, Preview, Label, or Receipt Problems in Muhasib ERP

Overview

This guide will help you isolate whether an output problem comes from data, template, permission, printer, paper, driver, or delivery settings.

If this issue is stopping your work, do not worry. Follow the steps one at a time, and check the result before trying again.

The problem is isolated and output is reproduced without changing the source transaction.

Who can do this

You need access to Source view plus PrintReports/print/export rights and operating-system printer.

Before you start

Record source document, preview result, template/layout, printer, paper size, copies, workstation, message, and a known-good comparison.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open the saved source/report → Preview/Print; check Manage Printers and layout settings as authorized.

Resolve Printing, Preview, Label, or Receipt Problems

Step 1: Confirm source data and document status are correct

Step 2: Open preview and distinguish missing data from layout/driver failure

Step 3: Confirm template, company/location/terminal printer, paper size, orientation, margins, and copies

Step 4: Test a non-sensitive output to PDF or alternate approved printer

Step 5: Check PrintReports permission and Windows printer/driver state

Step 6: Correct configuration and reprint a controlled copy

Check your work

Printed/exported content matches preview and source values, is legible, and is uniquely identified.

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

If something goes wrong

- Correct source data before printing; never edit output as a substitute.

- Mark duplicate financial/customer documents according to policy.

Related guides

- Resolve Muhasib Printing Setup Problems
- Print, Export, or Email a Report
- Print Item Labels

What to do next

> **Resolve Muhasib Printing Setup Problems**.