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- Do not publish shortcut claims until verified on the target POS/form generation.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**.

Revision #0
Created 2026-09-04 09:20:38 UTC by Shah Rukh Saeed
Updated 2026-09-07 10:14:00 UTC by Shah Rukh Saeed