Muhasib Navigation and Common Controls Reference

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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.

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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**.

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