Update the Active Company's Identity and Branding

How to Update the Active Company's Identity and Branding in Muhasib ERP

Overview

This guide will help you update the current company's identity, contact, currency display, and logo.

Muhasib updates the active company and reloads company settings. Existing transaction values should not be assumed to change, but reprinted documents may use current branding; check this in your Muhasib installation.

Who can do this

You need access to Company and Branding Settings.

Before you start

Switch to the correct company. Prepare approved legal/contact details and a company logo near the shown 270 x 100 size. Review currency changes with the financial administrator.

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

Where to find it

Back Office → Settings → Company and Branding Settings.

Update the Active Company's Identity and Branding

Step 1: Confirm the active company

Step 2: Review Company Name, Address 1/2, Phone 1/2, Email, and Website

Step 3: Review Currency Name, Code, Symbol, Symbol in Words, and Decimal Places

Step 4: Select or replace the logo when required

Step 5: Choose Update

Step 6: Confirm the update prompt

Step 7: Wait for the successful-update message

Check your work

Reopen the settings and preview an approved test receipt/invoice to confirm the intended identity and formatting.

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

If something goes wrong

- If Update is unavailable, check the dedicated permission.
- If output does not change, review receipt/invoice display settings and restart requirements.

Related guides

- Add a Company Workspace
- Configure Receipt and Invoice Content
- Switch to Another Company Workspace

What to do next

> **Add a Company Workspace**.

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