

Clinics Setup

In the "Clinics Setup" module, users can effortlessly create and manage clinics by providing essential information such as name, address, city, state, postal code, and contact details. The option to activate or deactivate a clinic ensures flexible management.

- [Add or Edit Clinics](#)

Add or Edit Clinics

Overview:

In the "Clinics Setup" module, users can effortlessly create and manage clinics by providing essential information such as name, address, city, state, postal code, and contact details. The option to activate or deactivate a clinic ensures flexible management.

The screenshot displays the 'Add or Edit Clinics' interface in the SaleRise system. The interface is divided into two main sections: 'Clinic' and 'Add Clinic'. The 'Clinic' section on the left shows a list of existing clinics: 'We Care', 'We care 2.0', 'We Care (Queensland)', and 'We Care (Melbourne)'. Each entry has a red trash icon to its right. The 'Add Clinic' section on the right is a form with tabs for 'INFO' and 'CONTACT'. The 'INFO' tab is active, showing fields for 'Name *', 'Address Line 1', 'Address Line 2', 'City *', 'State *', and 'Postal Code *'. At the bottom of the form, there is an 'Active' toggle switch which is currently turned on.

1. Access "Clinics Setup":

- Navigate to the "Clinics Setup" module to create or manage clinics.

2. Add New Clinic:

- Click on "Add New Clinic" to initiate the setup process.

3. Basic Information:

- Fill in the essential details for the clinic.
 - **Clinic Name:** Provide a unique name for the clinic.
 - **Address:** Enter the physical address of the clinic.
 - **City, State, Postal Code:** Specify the location details.

4. Activation Options:

- Choose the activation status for the clinic.
 - **Active:** The clinic is currently operational.
 - **Inactive:** Temporarily deactivate the clinic.

5. Save Basic Details:

- Click "Save" to confirm the basic information set up.

6. Add Contact Information:

- Navigate to the "Contact Information" section to provide additional details.
 - **Email:** Enter the clinic's contact email.
 - **Phone:** Provide a contact phone number.

7. Save Contact Details:

- Click "Save" to confirm the contact information setup.

8. View and Manage Clinics:

- Access the list of clinics with options to edit or deactivate.

9. Edit Clinic Details:

- Click on the edit button to modify clinic information.

The screenshot shows the SaleRise interface for managing clinics. The top navigation bar includes the SaleRise logo, a hamburger menu, the page title 'Appointment / Clinic', a notification bell with '18', a shopping cart icon, and a 'REPORT AN ISSUE' button. The left sidebar contains a 'Sites' section with 'Services' selected, and a list of menu items: Appointment, General, Clinic (highlighted), Doctor, Service, Tags, Extras, Reservations, and Calendar. The main content area is split into two panels. The left panel, titled 'Clinic', features a search bar and a list of clinics: 'We Care', 'We care 2.0', 'We Care (Queensland)' (highlighted in blue), and 'We Care (Melbourne)'. Each item has a red trash icon. The right panel, titled 'Clinic - We Care (Queensland)', contains 'INFO' and 'CONTACT' tabs, an 'Edit Cli' link, and a form with the following fields: Name* (We Care (Queensland)), Address Line 1 (21-A street DHA), Address Line 2, City* (Brisbane City), State* (Queensland), and Postal Code* (5400). At the bottom of the form is an 'Active' toggle switch.

10. **Deactivate Clinic:**

- Temporarily deactivate a clinic when needed.

11. **Reactivation:**

- Easily reactivate a deactivated clinic.