

Extras Setup

The "Extras Setup" module allows users to create and manage additional items (extras) related to health. Users can start by creating groups for extras, adding items to those groups, and managing the items' details.

- [Add or Edit Extras](#)

Add or Edit Extras

Overview:

The "Extras Setup" module allows users to create and manage additional items (extras) related to health. Users can start by creating groups for extras, adding items to those groups, and managing the items' details.

1. Access "Extras Setup":

- Navigate to the "Extras Setup" module to create or manage extras.

2. Create Extra Groups:

- Click on "Create Extra Group" to initiate the setup of a new group.

The screenshot shows the 'Add Extra' form in the SaleRise system. The left sidebar contains a menu with 'Extras' highlighted. The main content area has a header 'Appointment / Extras' and a 'REPORT AN ISSUE' button. Below the header, there is a search bar and a list of items. The 'Add Extra' form is open, showing fields for 'Name *', 'Quantity label', and 'Quantity'. There are also toggle switches for 'Active' and 'Required'. The 'Active' toggle is currently turned on, and the 'Required' toggle is turned off. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

- **Group Name:** Provide a name for the group.
- **Active/Deactivate:** Choose whether the group is active or deactivated.
- **Required Option:** Specify if items in this group are required.

3. Save Group Details:

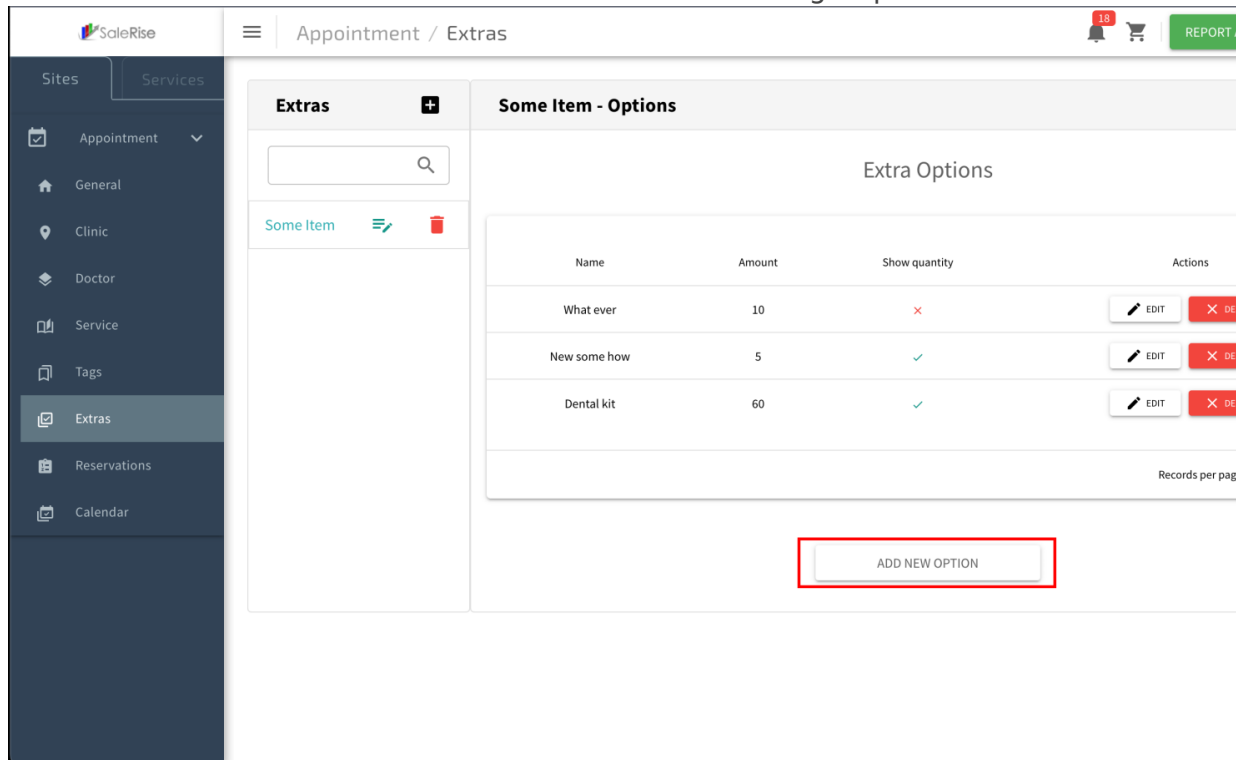
- Click "Save" to confirm the details of the new extra group.

4. Add, Edit, or Delete Items in a Group:

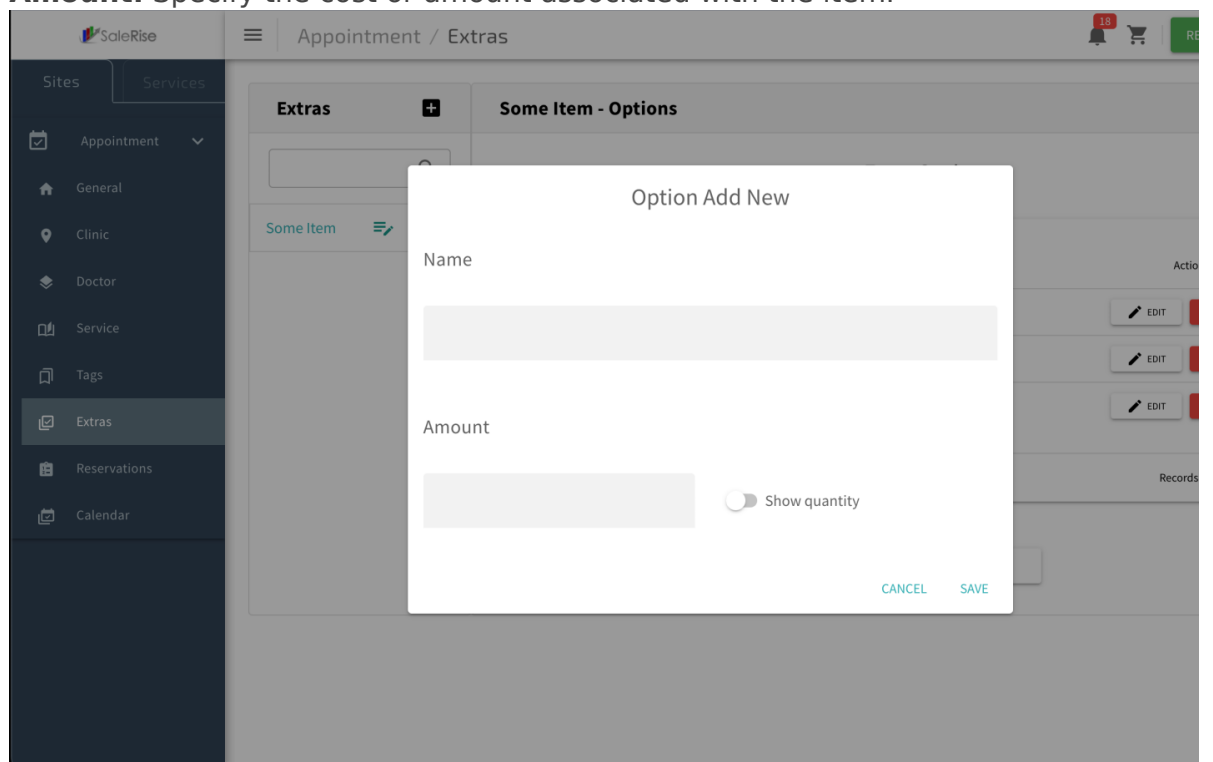
- After creating a group, users can click on the edit button to see a list of items.

This screenshot is similar to the previous one, but it highlights the 'Edit' button (represented by a pencil icon) in the 'Extras' list. The 'Add Extra' form is still visible in the background, showing the same fields and toggle switches.

- **Add Item:** Click on "Add Item" to add a new item to the group.



- **Item Name:** Provide a name for the item.
- **Amount:** Specify the cost or amount associated with the item.



5. Edit Item Details:

- Users can edit existing items in the group.
 - Modify the item name or amount as needed.