

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 SoleRise system. The top navigation bar includes the SoleRise logo, a hamburger menu, the current page title 'Appointment / Clinic', a notification bell with '18' alerts, a shopping cart icon, and a 'REPORT AN ISSUE' button. The left sidebar shows a navigation menu with 'Sites' and 'Services' tabs, and a list of menu items: Appointment, General, Clinic (selected), Doctor, Service, Tags, Extras, Reservations, and Calendar. The main content area is divided into two panels. The 'Clinic' panel on the left features a search bar and a list of four clinics: 'We Care', 'We care 2.0', 'We Care (Queensland)', and 'We Care (Melbourne)', each with a red trash icon. The 'Add Clinic' panel on the right contains a form with the following fields: 'Name *', 'Address Line 1', 'Address Line 2', 'City *', 'State *', and 'Postal Code *'. Above the form are 'INFO' and 'CONTACT' tabs, and below the form is an 'Active' toggle switch.

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.

The screenshot displays the 'Add Clinic' form in the SaleRise application. The interface is divided into a sidebar and a main content area. The sidebar on the left contains navigation options: Sites, Services, Appointment, General, Clinic, Doctor, Service, Tags, Extras, Reservations, and Calendar. The main content area is split into two panels. The left panel, titled 'Clinic', shows a list of existing clinics with a search bar and delete icons. The right panel, titled 'Add Clinic', contains a form for entering clinic details. A red box highlights the '+ Add Clinic' button in the top right of the 'Clinic' panel, with a red arrow pointing to it. The 'Add Clinic' form includes fields for Name, Address Line 1, Address Line 2, City, State, and Postal Code, along with an 'Active' toggle switch. The top of the page features the SaleRise logo, a menu icon, the text 'Appointment / Clinic', a notification bell with '18', a shopping cart icon, and a 'REPORT AN ISSUE' button.

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 displays the SaleRise application interface. The top navigation bar includes the SaleRise logo, a menu icon, the page title 'Appointment / Clinic', a notification bell with '18' alerts, a shopping cart icon, and a 'REPORT AN ISSUE' button. The left sidebar is divided into 'Sites' and 'Services' sections. Under 'Sites', there are icons and labels for 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)', and 'We Care (Melbourne)', each with a red trash icon. The right panel, titled 'Clinic - We Care (Queensland)', contains 'INFO' and 'CONTACT' tabs, an 'Edit Cli' button, 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 this panel is an 'Active' toggle switch.

10. Deactivate Clinic:

- Temporarily deactivate a clinic when needed.

11. Reactivation:

- Easily reactivate a deactivated clinic.

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