

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 application. The interface is structured as follows:

- Header:** Includes the SaleRise logo, a hamburger menu, the breadcrumb 'Appointment / Clinic', a notification bell with 18 items, a shopping cart icon, and a 'REPORT AN ISSUE' button.
- Sidebar:** Contains two main sections: 'Sites' and 'Services'. The 'Services' section is expanded, showing a list of modules: Appointment, General, Clinic (highlighted), Doctor, Service, Tags, Extras, Reservations, and Calendar.
- Main Content Area:** Divided into two panels.
 - Left Panel (Clinic):** Features a search bar and a list of existing clinics. Each entry includes the clinic name and a delete icon (trash can). The listed clinics are: 'We Care', 'We care 2.0', 'We Care (Queensland)', and 'We Care (Melbourne)'.
 - Right Panel (Add Clinic):** Contains a form for adding a new clinic. It has two tabs: 'INFO' (selected) and 'CONTACT'. The form includes the following fields:
 - Name *
 - Address Line 1
 - Address Line 2
 - City *
 - State *
 - Postal Code *At the bottom of the form 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.

The screenshot displays the 'Add Clinic' form in the SaleRise application. The sidebar on the left contains navigation links for Sites, Services, Appointment, General, Clinic, Doctor, Service, Tags, Extras, Reservations, and Calendar. The main content area is titled 'Add Clinic' and features a search bar, a list of existing clinics, and a form to add a new clinic. A red box highlights the '+ Add Clinic' button in the top right of the clinic list, with a red arrow pointing to it. The form fields include Name, Address Line 1, Address Line 2, City, State, and Postal Code, all marked as required with an asterisk. There is also an 'Active' toggle switch at the bottom.

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 web 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. The 'Clinic' option is selected in the 'Sites' section. The main content area shows a list of clinics on the left and a detailed view of 'Clinic - We Care (Queensland)' on the right. The clinic list includes 'We Care', 'We care 2.0', 'We Care (Queensland)', and 'We Care (Melbourne)'. The detailed view shows fields for Name, Address Line 1, Address Line 2, City, State, and Postal Code, along with an 'Active' toggle switch.

10. **Deactivate Clinic:**

- Temporarily deactivate a clinic when needed.

11. **Reactivation:**

- Easily reactivate a deactivated clinic.

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