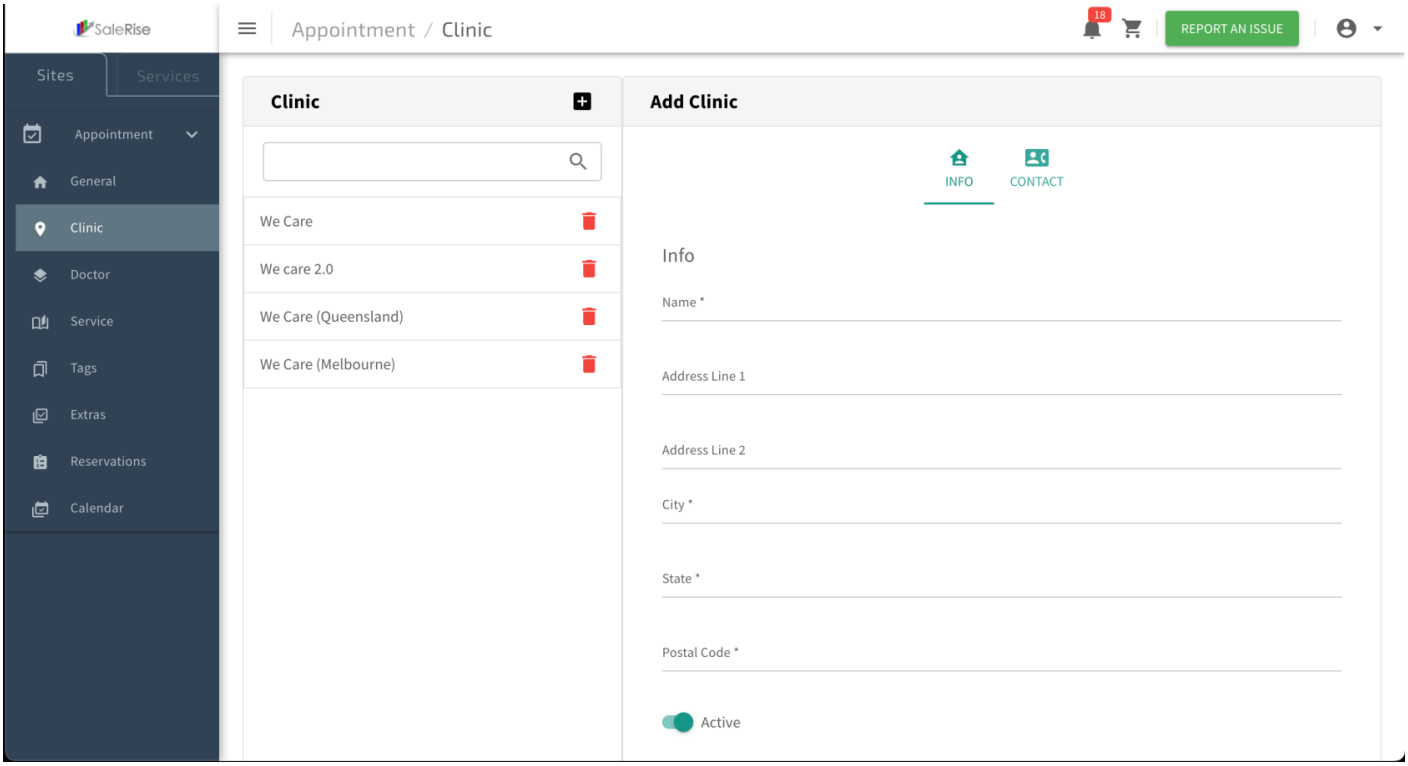
# Add or Edit Clinics

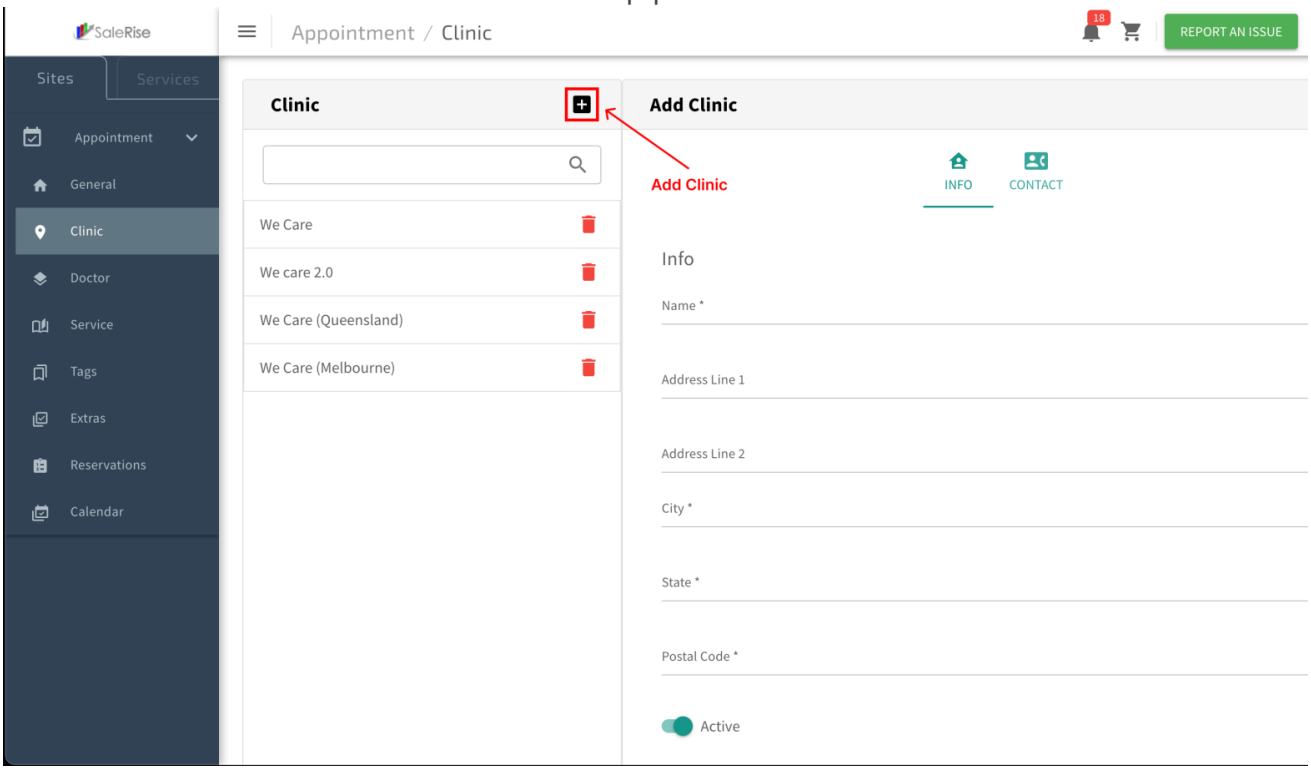
## Overview:

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.



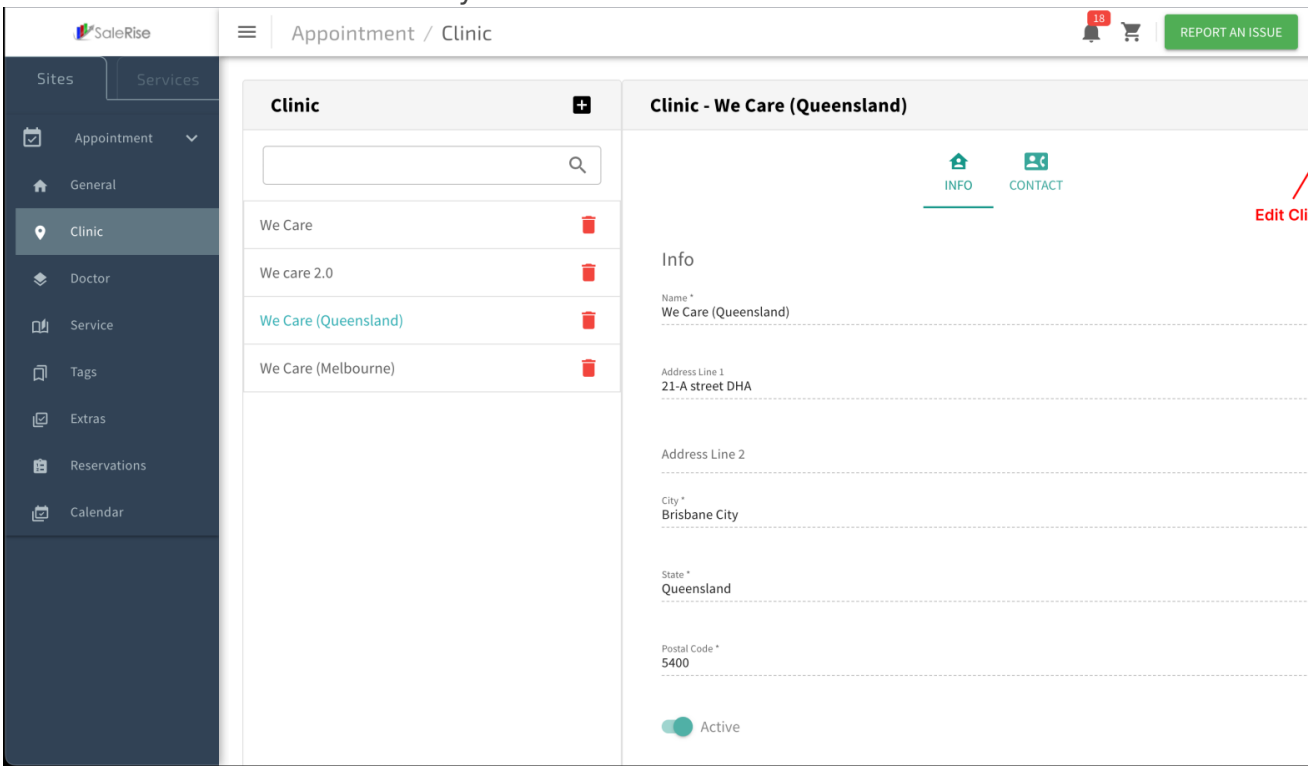

1. **Access "Clinics Setup":**
   - Navigate to the "Clinics Setup" module to create or manage clinics.
2. **Add New Clinic:**

- 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.




10. **Deactivate Clinic:**
    - Temporarily deactivate a clinic when needed.
11. **Reactivation:**
    - Easily reactivate a deactivated clinic.

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