

# 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 application. The left sidebar contains a menu with 'Extras' highlighted. The main content area has a header 'Appointment / Extras' and a 'REPORT AN ISSUE' button. The form is divided into two sections: 'Extras' on the left and 'Add Extra' on the right. The 'Add Extra' section contains fields for 'Name \*', 'Quantity label', 'Quantity', and two toggle switches for 'Active' and 'Required'. At the bottom right 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:

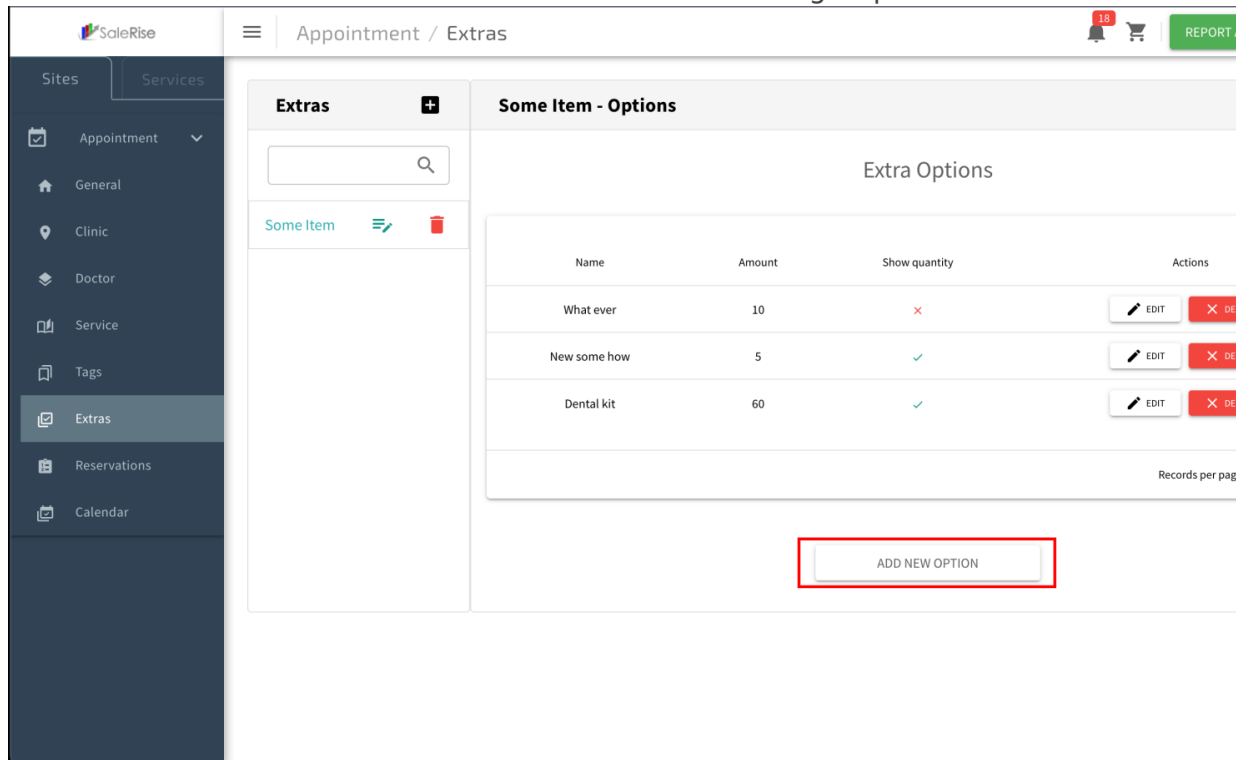
- Click "Save" to confirm the details of the new extra group.

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

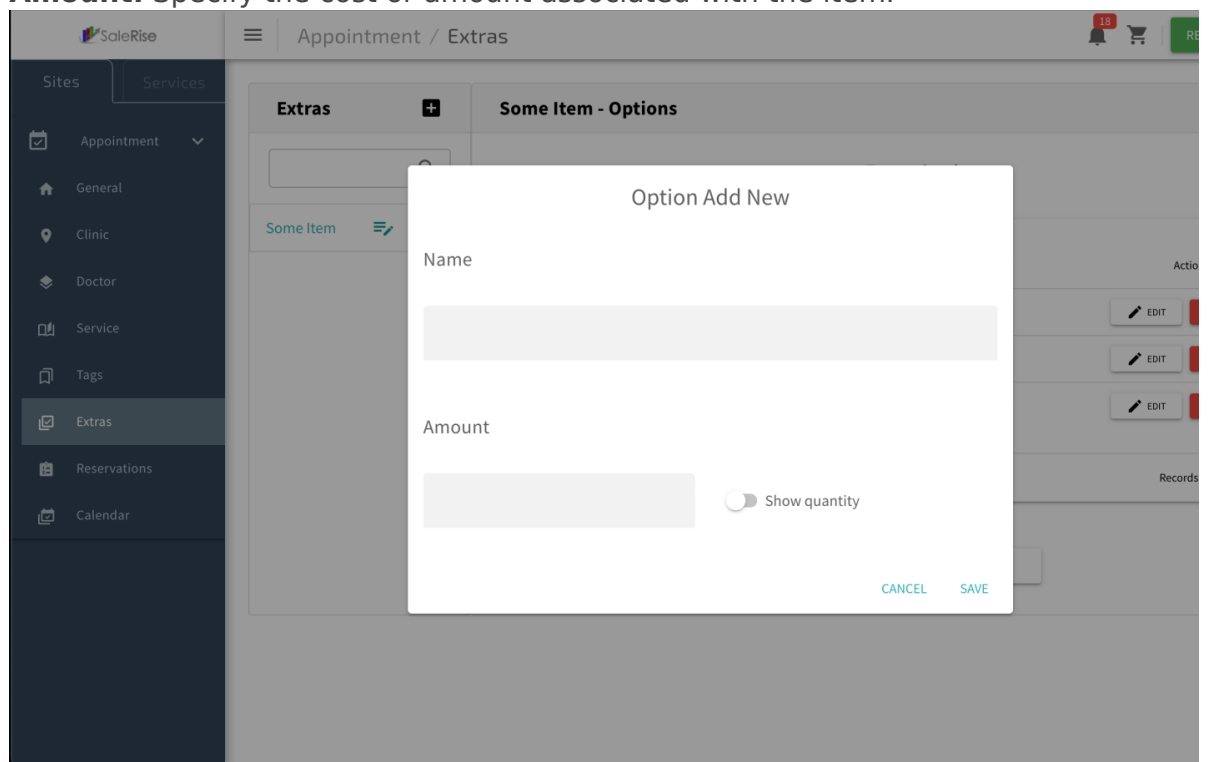
- After creating a group, users can click on the edit button to see a list of items.

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- **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.

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