Company Setup

In the "Company Setup" module, users can effortlessly create and manage a company by providing essential information such as name, address, city, state, postal code, slot, and contact details. The option to activate or deactivate a company ensures flexible management.

- Add or Edit Company

Add or Edit Company

Overview:

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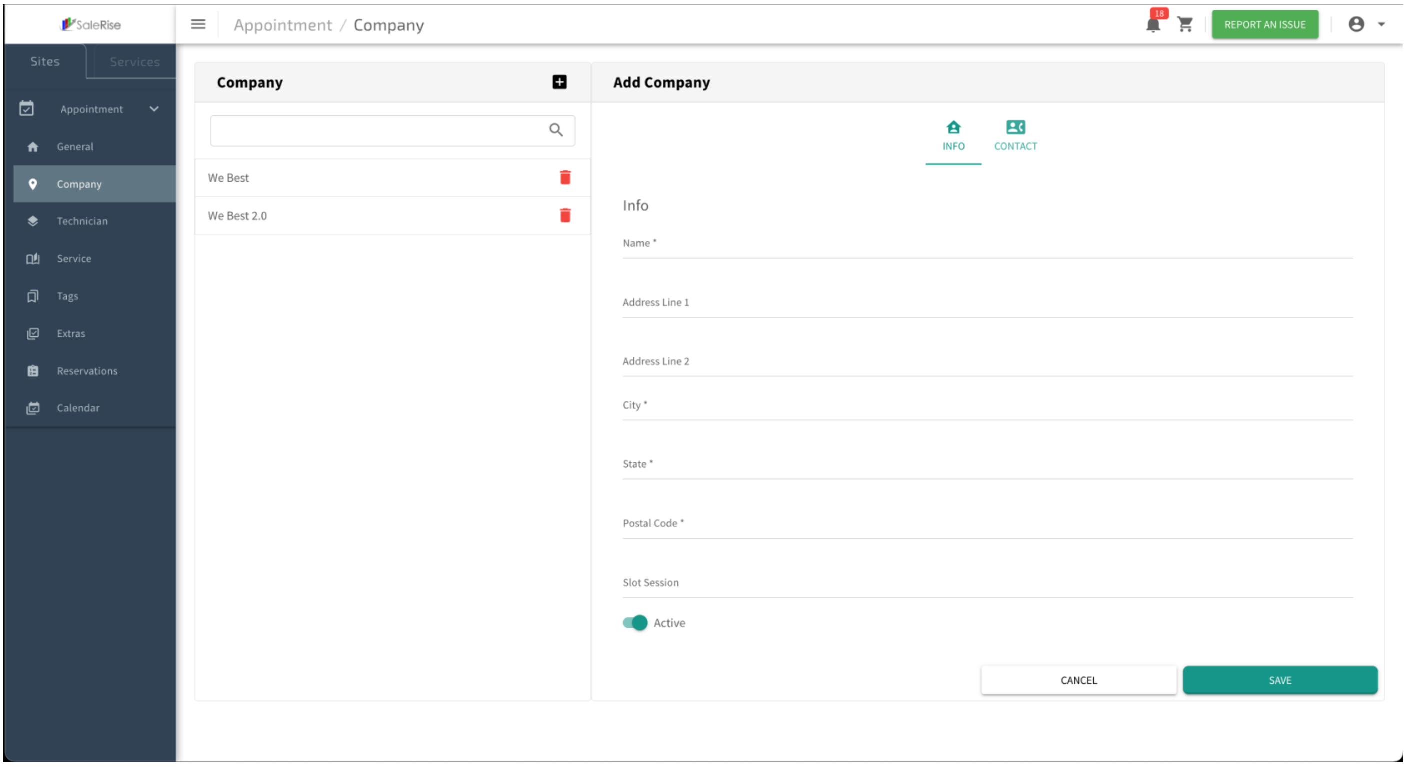
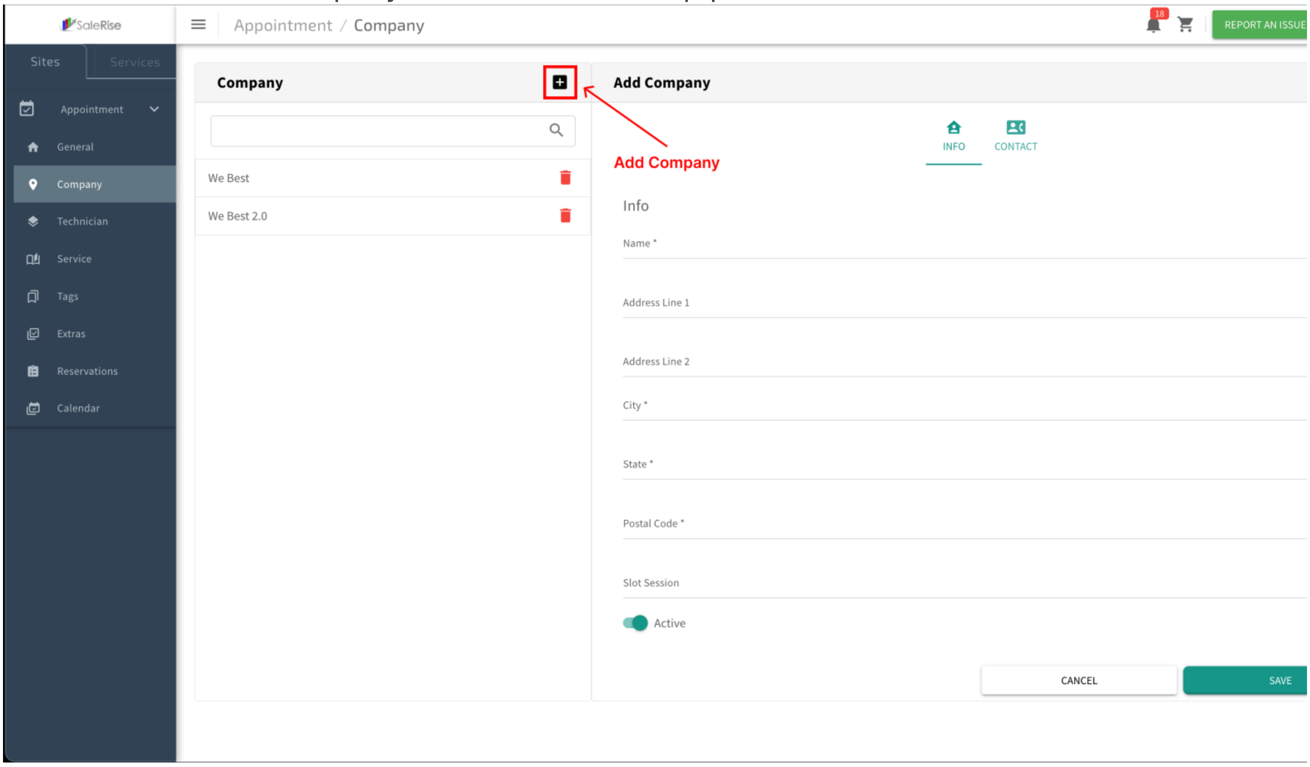


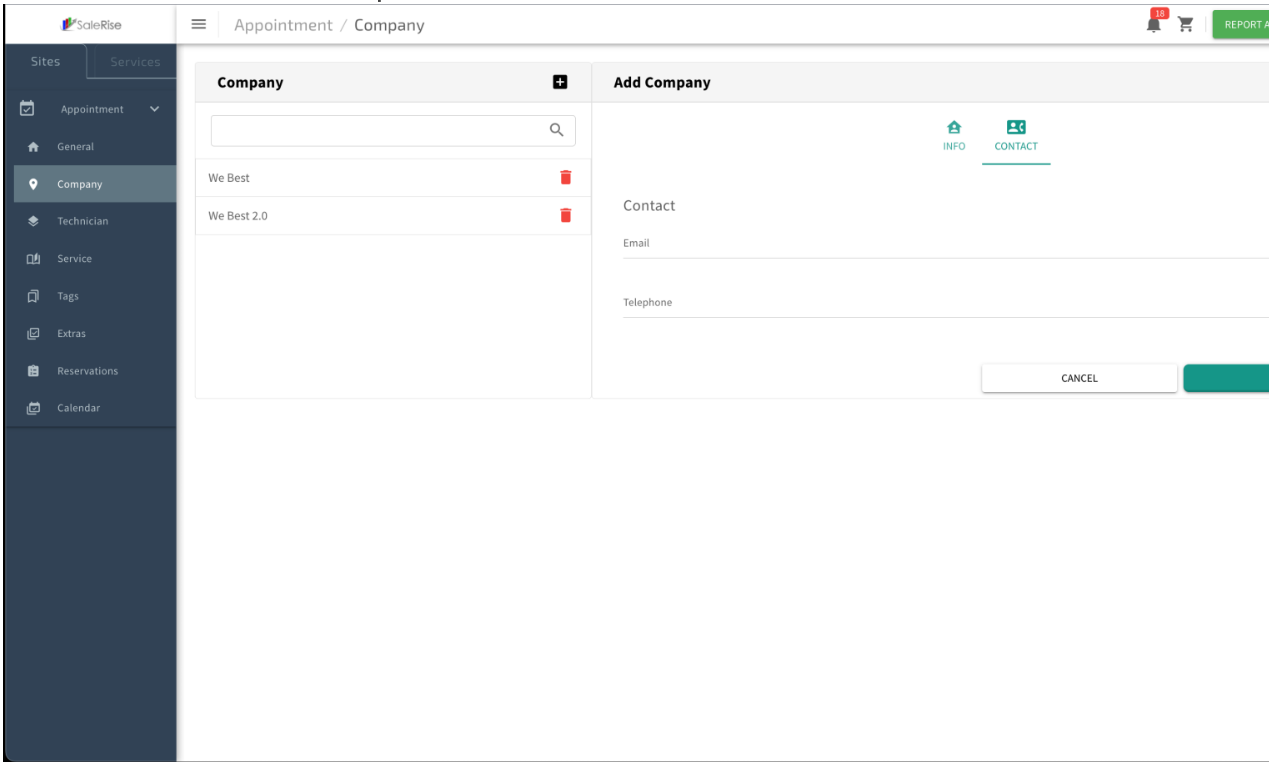
1. **Access "Company Setup":**
   - Navigate to the "Company Setup" module to create or manage the company.
2. **Add New Company:**

- Click on "Add New Company" to initiate the setup process.

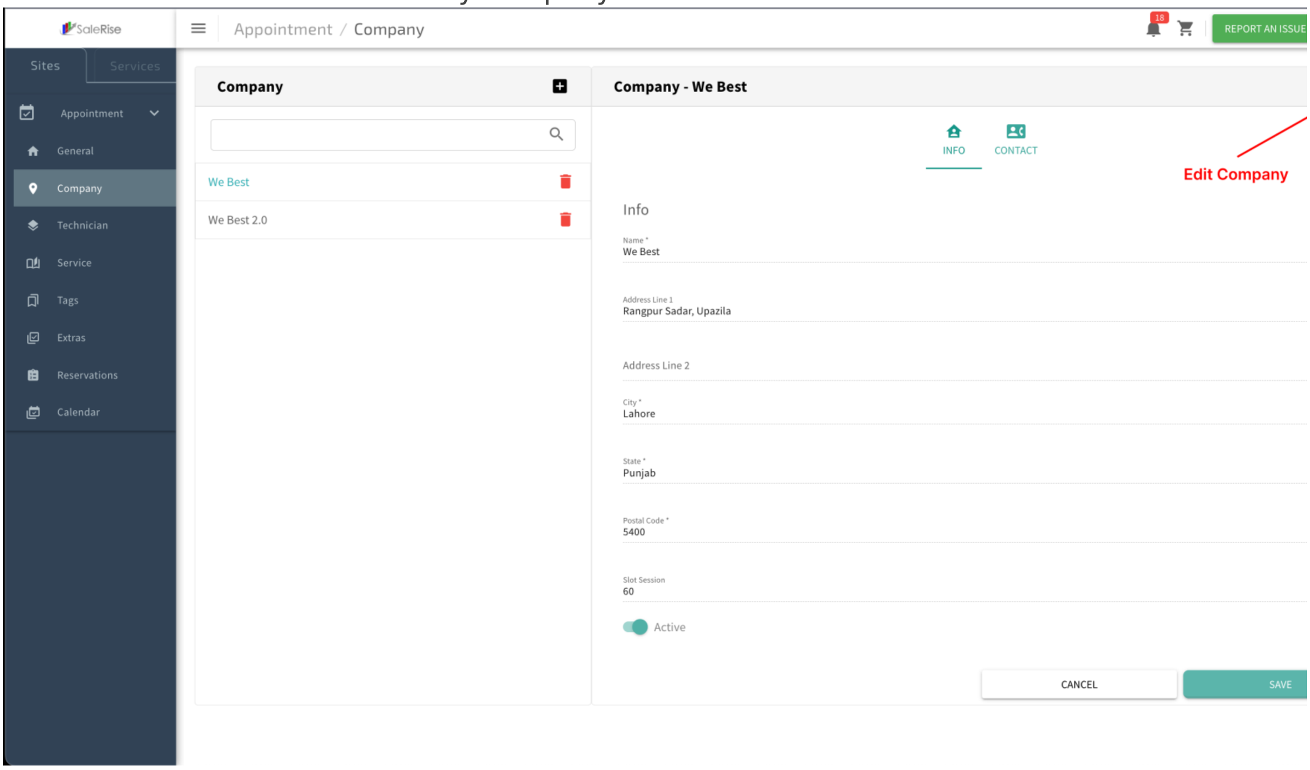


3. **Basic Information:**
   - Fill in the essential details for the clinic.
     - **Company Name:** Provide a unique name for the company.
     - **Address:** Enter the physical address of the company.
     - **City, State, Postal Code:** Specify the location details.
4. **Activation Options:**
   - Choose the activation status for the company.
     - **Active:** The company is currently operational.
     - **Inactive:** Temporarily deactivate the company.
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 company contact email.

- **Phone:** Provide a contact phone number.



7. **Save Contact Details:**
   - Click "Save" to confirm the contact information setup.
8. **View and Manage Company:**
   - Access the list of companies with options to edit or deactivate.
9. **Edit Company Details:**
   - Click on the edit button to modify company information.



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