

# 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:

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.

The screenshot displays the 'Add or Edit Company' interface within the SoleRise application. The top navigation bar includes the SoleRise logo, a hamburger menu, the breadcrumb 'Appointment / Company', a notification bell with a red '13' badge, a shopping cart icon, and a green 'REPORT AN ISSUE' button. A dark sidebar on the left contains a 'Services' tab and a list of menu items: Appointment, General, Company (highlighted), Technician, Service, Tags, Extras, Reservations, and Calendar. The main content area is split into two panels. The left panel, titled 'Company' with a plus icon, shows a search bar and a list of existing companies: 'We Best' and 'We Best 2.0', each with a red trash icon. The right panel, titled 'Add Company', features two tabs: 'INFO' (active) and 'CONTACT'. The 'INFO' tab contains form fields for 'Name \*', 'Address Line 1', 'Address Line 2', 'City \*', 'State \*', 'Postal Code \*', and 'Slot Session'. At the bottom of this panel is an 'Active' toggle switch, which is currently turned on. At the very bottom of the right panel are 'CANCEL' and 'SAVE' buttons.

- 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.

The screenshot displays the SoleRise web application interface for adding a new company. The sidebar on the left contains navigation links for Sites, Services, Appointment, General, Company, Technician, Service, Tags, Extras, Reservations, and Calendar. The main content area is titled 'Appointment / Company' and features a table of existing companies with columns for company name and an 'Add Company' button. A red box highlights this button, and a red arrow points to it from the text 'Add Company' below. The form to the right of the table includes fields for Name, Address Line 1, Address Line 2, City, State, Postal Code, Slot Session, and an Active toggle switch. At the bottom right are 'CANCEL' and 'SAVE' buttons.

### 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.