

Add or Edit Services

Overview:

The "Services Setup" module allows users to create and manage services offered by the Company or Technician. Users can define the service name, set the service amount, specify the duration, and choose to activate or deactivate the service.

1. Access "Services Setup":

- Navigate to the "Services Setup" module to create or manage services.

2. Add New Service:

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

The screenshot displays the 'Add Service' form in the SaleRise application. The interface includes a sidebar with navigation options such as Appointment, General, Company, Technician, Service, Tags, Extras, Reservations, and Calendar. The main content area is titled 'Appointment / Service' and features a table of existing services: 'Electrical Panel Upgrades', 'Lighting Repair', 'Ceiling Fan Installation', and 'Wiring and Rewiring'. A red box highlights a '+' icon in the top right of the table, with a red arrow pointing to it. Below the table is an 'Add Service' form with fields for 'Service Name *', 'Amount *', a toggle for 'Active', and a 'Show Quantity' option. At the bottom right of the form are 'CANCEL' and 'SAVE' buttons.

3. Service Details:

- Fill in the details for the new service.
 - **Service Name:** Provide a descriptive name for the service.
 - **Amount:** Specify the cost or amount associated with the service.
 - **Duration:** Define the time duration of the service (e.g., 30 minutes, 1 hour).
 - **Active/Deactivate:** Choose to activate or deactivate the service.

4. Save Service Details:

- Click "Save" to confirm the details of the new service.

5. Edit Service Details:

- Click on the edit button to modify service information.

The screenshot shows a web application interface for managing services. The top navigation bar includes the logo 'ScaleRise', a menu icon, the text 'Appointment / Service', a notification bell icon with a red '10', a shopping cart icon, and a 'REPORT AN ISSUE' button. The left sidebar contains navigation options: Sites, Services, Appointment (with a dropdown arrow), General, Company, Technician, Service (highlighted), Tags, Extras, Reservations, and Calendar. The main content area is divided into two sections. The left section, titled 'Service', contains a search bar and a list of services: 'Electrical Panel Upgrades' (highlighted in blue), 'Lighting Repair', 'Ceiling Fan Installation', and 'Wiring and Rewiring'. Each service entry has a red trash icon to its right. The right section, titled 'Service - Electrical Panel Upgrades', displays the details for the selected service. It includes a 'Service' section with a 'Service Name *' field containing 'Electrical Panel Upgrades' and an 'Edit S' button. Below this is an 'Amount *' field with the value '200'. There is a toggle switch for 'Active' (currently turned on) and a toggle switch for 'Show Quantity' (currently turned off). At the bottom of this section, there is a 'Quantity Label *' field with the value 'Quantity'. At the very bottom right of the main content area, there are two buttons: 'CANCEL' and 'SAVE'.

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