

# Add or Edit Extras

## Overview:

The "Extras Setup" module allows users to create and manage additional items (extras) related to Tools. 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 system. The form is titled 'Add Extra' and is part of the 'Appointment / Extras' module. It features a search bar, a list of existing items (one labeled 'Some Item'), and input fields for 'Name \*', 'Quantity label', and 'Quantity'. There are also toggle switches for 'Active' (checked) and 'Required'. At the bottom, there are 'CANCEL' and 'SAVE' buttons. A red box highlights the '+' icon in the 'Extras' header.

- **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:

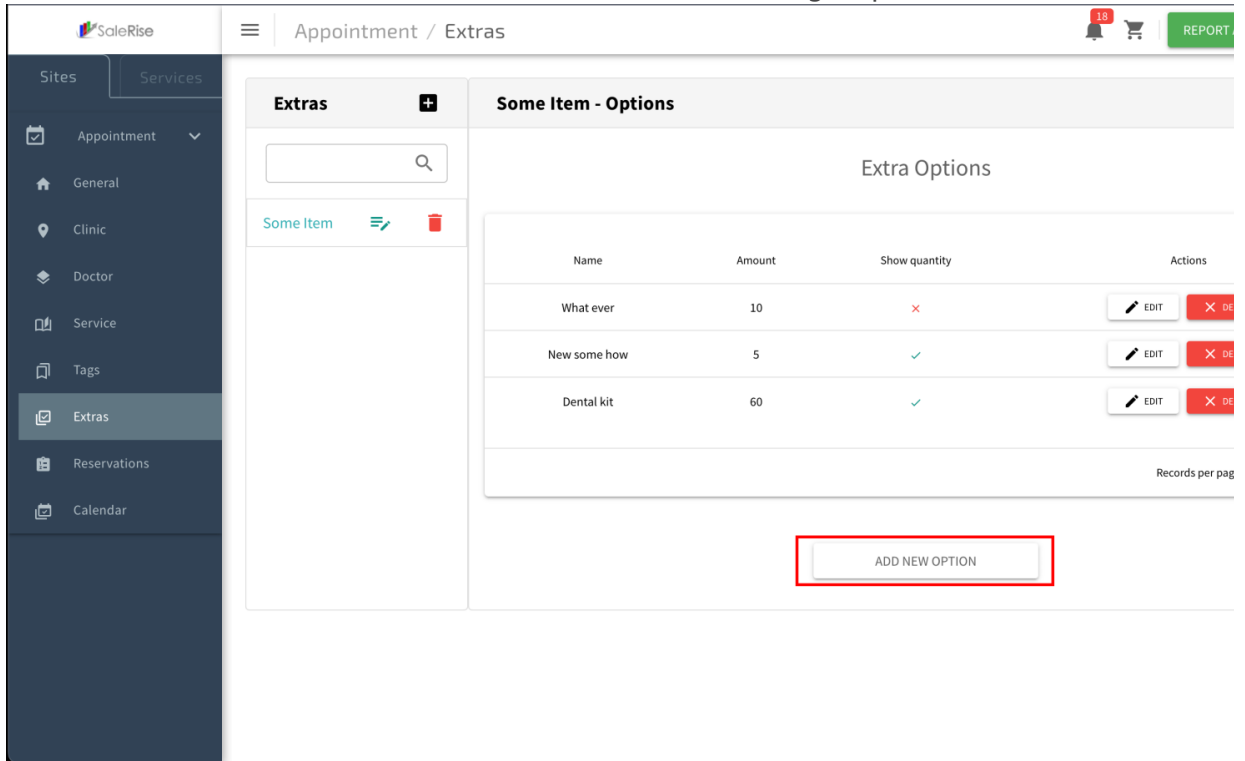
- Click "Save" to confirm the details of the new extra group.

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

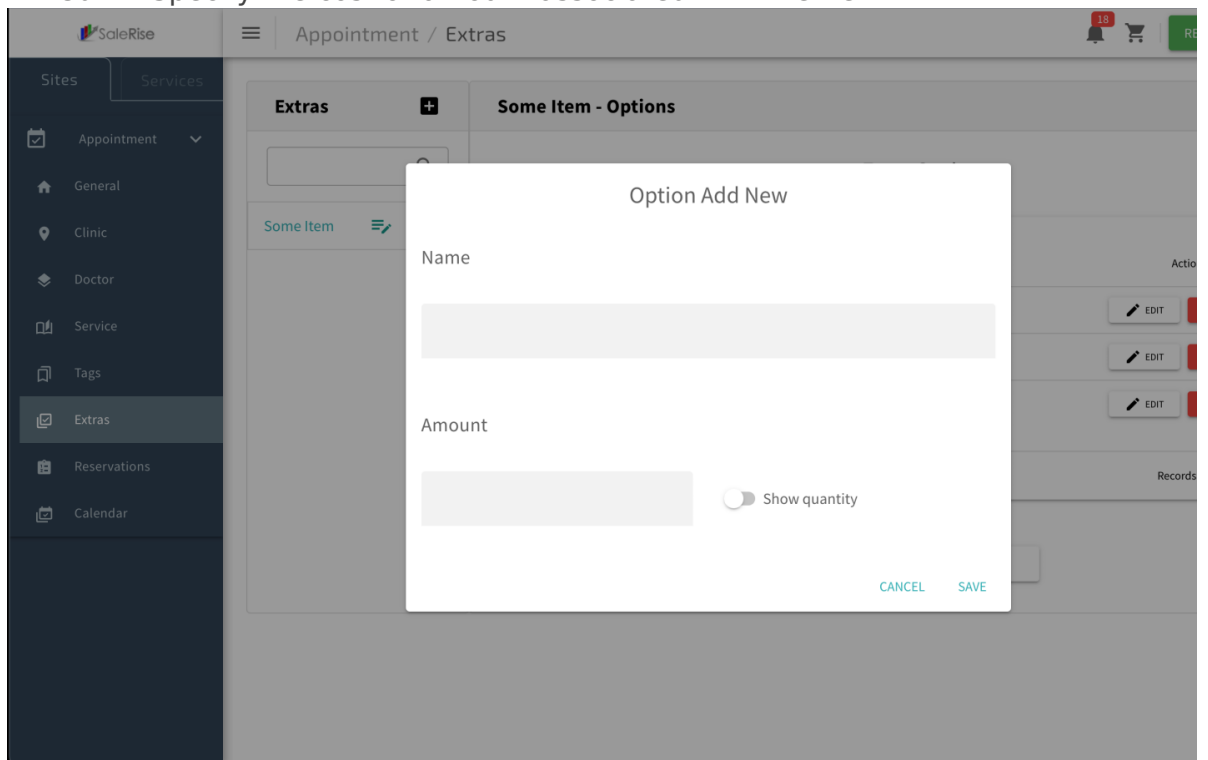
- After creating a group, users can click on the edit button to see a list of items.

The screenshot shows the 'Add Extra' form in the SaleRise system, showing the 'Some Item' list. The form is titled 'Add Extra' and is part of the 'Appointment / Extras' module. It features a search bar, a list of existing items (one labeled 'Some Item'), and input fields for 'Name \*', 'Quantity label', and 'Quantity'. There are also toggle switches for 'Active' (checked). At the bottom, there are 'CANCEL' and 'SAVE' buttons. A red box highlights the edit icon (pencil) next to 'Some Item'.

- o **Add Item:** Click on "Add Item" to add a new item to the group.



- o **Item Name:** Provide a name for the item.
- o **Amount:** Specify the cost or amount associated with the item.



## 5. Edit Item Details:

- Users can edit existing items in the group.
  - o Modify the item name or amount as needed.

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