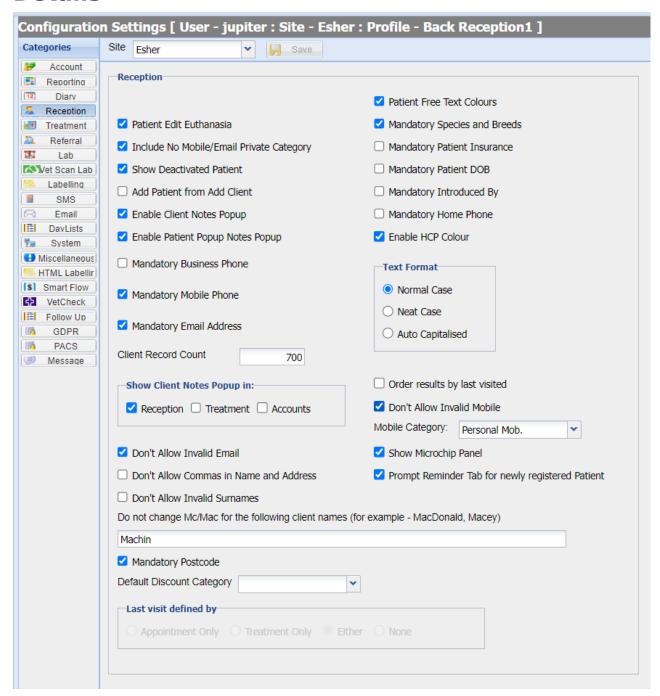# Reception Settings

24/10/2024 12:28 pm BST

Summary

Reception Settings can be accessed via: Administration > Settings and selecting the 'Reception' category.

This page documents each setting.

Details

Patient Edit Euthanasia

Enabled = Allows users to undo euthanasia.

Disabled = Do not allow users to undo euthanasia.

Include No Mobile/Email Private Category

Enabled = Allows Users to select 'No Mobile' and 'No Email' when registering a Client.

Disabled = Forces users to register an Email and Mobile number when registering a Client.

Show Deactivated Patient

Enabled = Display deactivated patients when searching for a Client/Patient.

Disabled = Hides deactivated patients when searching for a Client/Patient.

Add Patient from Add Client

Enabled = When saving a Client, the screen auto-navigates to the Register Patient Screen.

Disabled = When saving a Client, the screen remains on the Reception Screen.

Enable Client Notes Popup

Enabled = Enables Client Popup Notes.

Disabled = Disables Client Popup Notes.

Enable Patient Notes Popup

Enabled = Enables Patient Notes Popup

Disabled = Disables Patient Notes Popup

Mandatory Business Phone

Enabled = Users are unable to save Clients without entering a Business Phone.

Disabled = Users can save Clients without entering a Business Phone.

Mandatory Mobile Phone

Enabled = Users are unable to save Clients without entering a Mobile Phone.

Disabled = Users can save Clients without entering a Mobile Phone.

Mandatory Email Address

Enabled = Users are unable to save Clients without entering an Email Address.

Disabled = Users can save Clients without entering an Email Address.

Client Record Count

Specify the number of results to display when searching for a Client.

Show Client Notes Popup in

This setting determines where popup notes are displayed if the client has one, the options are Reception, Treatment and Accounts. Upon entering the treatment and accounts screen for this client it will display the prompt, for reception is will display upon selection of the client.

Don't Allow Invalid Email

Enabled = Users are unable to save Invalid Email Addresses.

Disabled = Users are able to save Invalid Email Addresses.

Don't Allow Commas in Name and Address

Enabled = Users are unable to save Addresses and Names containing commas.

Disabled = Users are able to save Addresses and Names containing commas.

Don't Allow Invalid Surnames

Enabled = Users are unable to save an invalid Surname

Disabled = Users are able to save an invalid Surname.

Do not change Mc/Mac for the following client names (for example - MacDonald, Macey)

The client name formatting will allow you to configure how the clients names are changed during the save process, when the name starts with *Mc* or *Mac* the following letter will automatically be a capital letter, for example *MacDonald*. For some names this can be a problem therefore this setting allows you to restrict that behaviour, therefore if the name *Macey* is entered this will not appear as *MacEy* when saved.

Mandatory Postcode

Enabled = Users are unable to save Clients without entering Postcode.

Disabled = Users can save Clients without entering Postcode.

Default Discount Category

Registers the Client with the default client Discount Category selected.

Last visit defined by

Last visit can be defined by Appointment Only, Treatment Only, Either or None

Patient Free Text Colours

Enabled = Allows users to type in any colour when registering Patient Details.

Disabled = Users must select a colour from library.

Mandatory Species and Breeds

Enabled = Users are unable to save Patients without entering a Species and Breed.

Disabled = Users can save a Patient without entering a Species or Breed.

Mandatory Patient Insurance

Enabled = Users are unable to save Patients without entering insurance details.

Disabled = Users can save Patients without entering insurance details.

Mandatory Patient DOB

Enabled = Users are unable to save Patients without entering Date of Birth.

Disabled = Users can save Patients without entering Date of Birth.

Mandatory Introduced By

Enabled = Users are unable to save Clients without entering Introduced By.

Disabled = Users can save Clients without entering Introduced By.

Mandatory Home Phone

Enabled = Users are unable to save Clients without entering Home Phone.

Disabled = Users can save Clients without entering Home Phone.

Enable HCP Colour

Enabled = Users are able to assign different HCP colours.

Disabled = Users are unable to assign different HCP colours, its defaulted as green.

Text Format

This setting changes the format of text when saving into the database. For example, if all information was entered into the fields in Reception in lowercase, the following would occur:

Normal Case: jenny smith

Neat Case: Jenny Smith

Auto Capitalised: JENNY SMITH

Order results by last visited

Enabled: Orders Reception search results by Client last visit date.

Disabled: Orders Reception search results not listed by Client last visit date.

Don't allow Invalid Mobile

Enabled: Restrict users from entering an invalid mobile number when registering a Client.

Disabled: Allow users to enter an invalid mobile number when registering a Client.

Mobile Category

Defines the selected mobile option (Private/Business/Other).

Show Microchip Panel

Enabled = Displays the microchip button for sending to VetXML.

Disabled = Hides the microchip button for sending to VetXML.

Prompt Reminder Tab for newly registered Patient

Enabled = Navigates user to Patient reminders tab after saving Patient.

Disabled = User remains on Patient Details screen after saving Patient.