

# Site Administration

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## Summary

This article covers the configuration of Sites. Merlin facilitates the configuration of Main sites, branch sites and virtual sites.

*Note: Changing site name and address fields could invalidate your Merlin License. It is best to contact the MWI Technology Support before making any changes.*

## Details

### Library Configuration

Navigate to Administration > System > Sites > Sites

This library is initially configured on installation by the MWI Technology Team.

You may notice some fields cannot be changed for the main site, these fields are disabled as they are used for licensing purposes. If you wish to change these fields, please contact our Support Team.

#### Site Name

The way in which the site is referred to whilst you work in the Merlin System, eg at log in, in drop-down menus when selecting site, etc.

#### Short Name

Occasionally, when space is limited, Merlin uses a short name to identify a site (e.g. on the Daily Cash screen). This parameter allows the practice to choose the short name for the site (eg Woking > Wkg).

#### Report Name

The report name is the name by which the site is known on printed material eg the site "Woking" may be known as "The Woking Veterinary Surgery" or "Merlin Vets - Woking".

#### View Order

The order in which the sites are displayed in any list from which you have to select a site.

#### Name/No, Address 1, Address 2, Town, County and Post Code

The address details for the site.

#### Phone Fax VAT No Email Address Web Site

The telephone number, fax number, VAT number, email address and website address for the selected site.

#### Account Code

This is a reference field only and has no function.

#### Petlog Site

This is a reference field only and has no function.

#### Destock Site

Specifies the site items are destocked from when dispensed. This enables you to destock from another site's stock centre when logged in at a different site.

#### Locale

This is configured by the MWI Support Team.

#### Time Zone

This is configured by the MWI Support Team.

#### Default Title

The default title used when registering Clients, ie Mr & Mrs, Mr, Mrs, Miss etc.

#### Default Client Category

The default Client Category used when registering Clients, ie Small Animal, Large Animal, Farm etc.

#### Default Supplier

The site's main wholesaler.

#### Default Surcharge VAT

The default surcharge VAT value.

#### Default Write Off VAT

The default write off VAT value.

#### Default Discount VAT

The default discount VAT value.

#### Default Code Entry VAT

The default code entry VAT value for the site is set here.

#### Default Manual Treatment VAT

The default manual treatment VAT value for the site is set here.

Administration > System > Sites > Surgeons/Sites

The Surgeons/Sites screen is used to determine which staff are available at each site.

Using the Surgeons/Sites screen (By Site).

1. Select the 'By Site' tab.
2. Select the Site you want to assign Surgeons to and from.
3. Use the arrows to assign/unassign Surgeons.

Using the Surgeons/Sites screen (By Surgeon).

1. Select the 'By Surgeon' tab.
  2. Select the Surgeon you want to assign Sites to and from.
  3. Use the arrows to assign/unassign Sites.
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