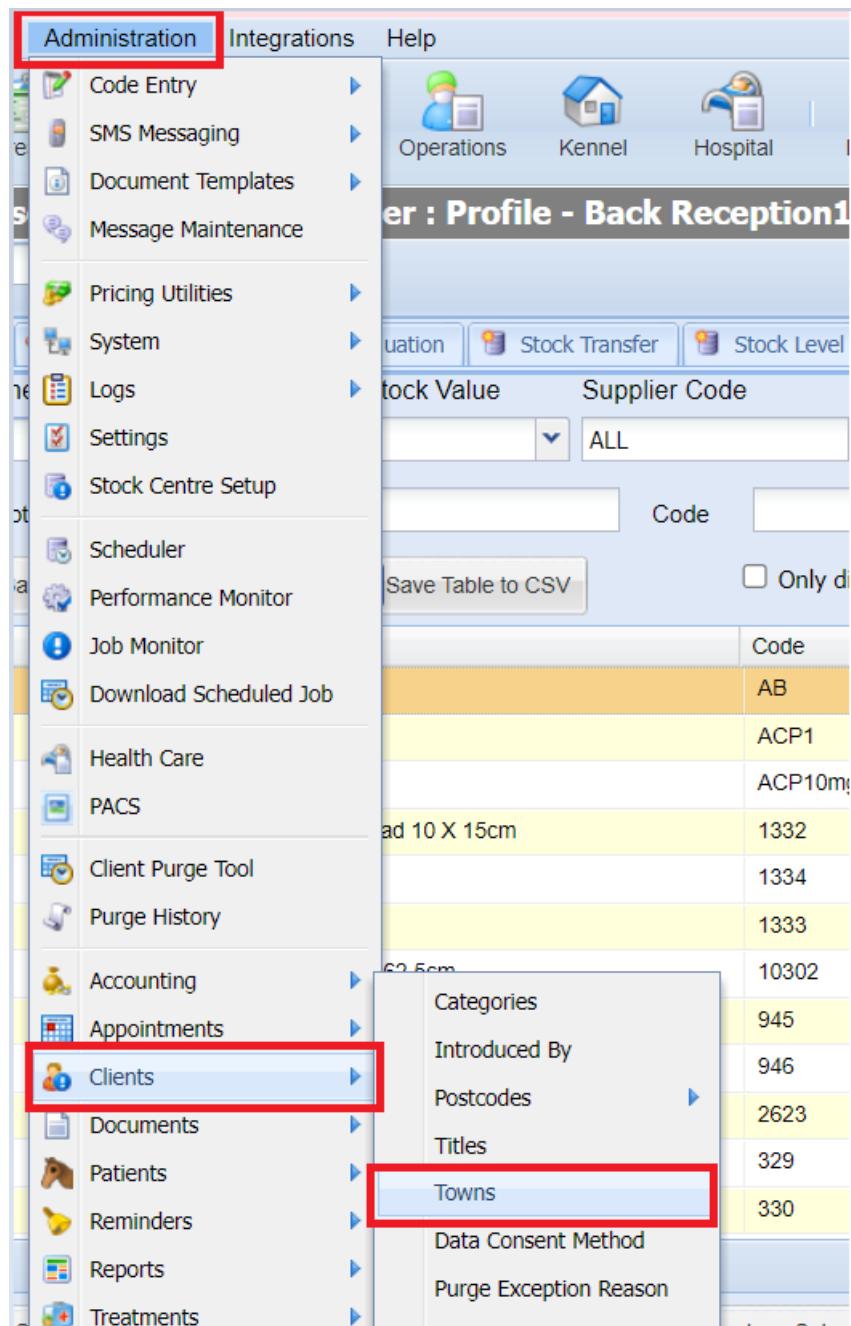


Adding a Town

09/06/2025 11:48 am BST

Adding a Town

1. To add a new town into Merlin. Navigate to Administration>Clients>Town



2. Next enter the town in the top line and tick the 'System' tick box. Click F5 to refresh Merlin

Towns

Search

Refresh

Delete

Name	Description	System
		<input type="checkbox"/>
Abbots langley	Abbots langley	<input checked="" type="checkbox"/>
Aberaeron	Aberaeron	<input checked="" type="checkbox"/>
Aberdare	Aberdare	<input checked="" type="checkbox"/>
Aberdeen	Aberdeen	<input checked="" type="checkbox"/>
Aberdovey	Aberdovey	<input checked="" type="checkbox"/>
Aberfeldy	Aberfeldy	<input checked="" type="checkbox"/>
Abergavenny	Abergavenny	<input checked="" type="checkbox"/>
Abergele	Abergele	<input checked="" type="checkbox"/>
Aberlour	Aberlour	<input checked="" type="checkbox"/>
Abertillery	Abertillery	<input checked="" type="checkbox"/>
Aberystwyth	Aberystwyth	<input checked="" type="checkbox"/>
Abingdon	Abingdon	<input checked="" type="checkbox"/>
Aboyne	Aboyne	<input checked="" type="checkbox"/>
Accrington	Accrington	<input checked="" type="checkbox"/>
Acharacle	Acharacle	<input checked="" type="checkbox"/>
Achnasheen	Achnasheen	<input checked="" type="checkbox"/>
Addlestone	Addlestone	<input checked="" type="checkbox"/>

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Save

Close

Note - This may take 24 hours to take effect in the Client Details screen.