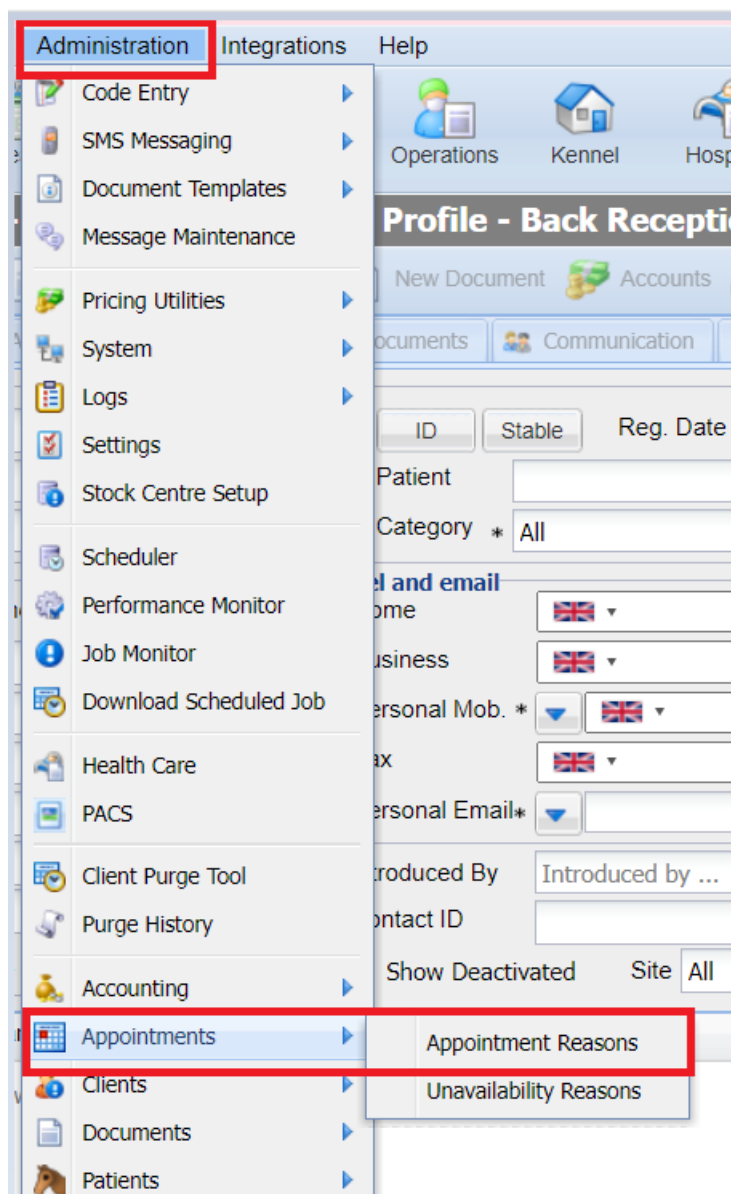


Creating Default Appointment Reasons

17/04/2025 1:44 pm BST

Creating Default Appointment Reasons

1. To add an appointment reason to Merlin, Navigate to Administration>Appointments>Appointment Reasons.



2. The 'Appointment Reasons' screen will open, from here you can use the filter to show only the 'Appointment', 'Hospital' or 'Declined Reasons'

Appointment Reasons

Filters

Type: In Library: Site:

Name	Description	Category	Duration	View Order	Add to Library	Site	Colour	Min Fee Online Book...	Ret Duration	Ret Type	Ret Use
First Vaccina...	First Vaccina...	Appointment	15	0	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Consultation	Consultation	Appointment	10	1	<input checked="" type="checkbox"/>	Esher		0	0	WEEK	<input type="checkbox"/>
Booster	Booster	Appointment	15	2	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Bitch Spay <...	Bitch Spay <...	Hospital	30	3	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Cost issue	Cost issue	Declined Re...	0	3	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Post Op Check	Post Op Check	Appointment	5	3	<input checked="" type="checkbox"/>	Esher		0	0	DAY	<input type="checkbox"/>
RE-CHECK	RE-CHECK	Declined Re...	10	3	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
EXPORT CE...	EXPORT CE...	Appointment	10	4	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Breathing Dif...	Breathing Dif...	Appointment	15	5	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
IDENTICHIP	IDENTICHIP	Appointment	10	5	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
SECOND O...	SECOND O...	Appointment	0	5	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
OBSERVATI...	OBSERVATI...	Appointment	0	6	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
DEMATT 40 ...	DEMATT 40 ...	Appointment	40	7	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
castrate	castrate	Appointment	0	999	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
castration	castration	Appointment	0	999	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Further Invs	Further Invs	Appointment	20	999	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>

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3. In the the top line fill in all the required areas. And 'Save'

Appointment Reasons

Filters

Type: In Library: Site:

Name	Description	Category	Duration	View Order	Add to Library	Site	Colour	Min Fee Onli...	Ret Duration	Ret Type	Ret Use
			0	0	<input type="checkbox"/>	0		0	0		<input type="checkbox"/>
First Vaccinat...	First Vaccinat...	Appointment	15	0	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Consultation	Consultation	Appointment	10	1	<input checked="" type="checkbox"/>	Esher		0	0	WEEK	<input type="checkbox"/>
Booster	Booster	Appointment	15	2	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Bitch Spay <...	Bitch Spay <...	Hospital	30	3	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Cost issue	Cost issue	Declined Rea...	0	3	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Post Op Check	Post Op Check	Appointment	5	3	<input checked="" type="checkbox"/>	Esher		0	0	DAY	<input type="checkbox"/>
RE-CHECK	RE-CHECK	Declined Rea...	10	3	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
EXPORT CE...	EXPORT CE...	Appointment	10	4	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Breathing Dif...	Breathing Dif...	Appointment	15	5	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
IDENTICHIP	IDENTICHIP	Appointment	10	5	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
SECOND OP...	SECOND OP...	Appointment	0	5	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
OBSERVATION	OBSERVATION	Appointment	0	6	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
DEMATT 40 ...	DEMATT 40 ...	Appointment	40	7	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
castrate	castrate	Appointment	0	999	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
castration	castration	Appointment	0	999	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>
Further Invs	Further Invs	Appointment	20	999	<input checked="" type="checkbox"/>	Esher		0	0		<input type="checkbox"/>

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Name - Name of the appointment reason

Description - Description of the appointment reason

Category - Using dropdown list select type of appointment, Appointment, Declined reason or Hospital

Duration - How long the appointment requires

View Order - The order that the appointment will be in the list

Add to Library - Tick to add to the library

Site - Which site this is for

Colour - Assign a colour to show for this appointment on the diary

Ret Duration - If going to be used as a return reason in the follow-up feature

Ref Type - The time Day, Week or Month the appointment needs to be booked for

Ret Use - Tick the box if being used for follow-up feature
