

# Labelling Settings

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## Summary

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

This page documents each setting.

## Details

**Configuration Settings**

Categories	Site	Save
Account	Esher SA	<input type="button" value="Save"/>
Reporting		
Diary		
Reception		
Treatment		
Referral		
Lab		
Vet Scan Lab		
<b>Labelling</b>		
SMS		
Email		
DayLists		
System		
Miscellaneous		
HTML Labelling		
Smart Flow		
VetCheck		
Follow Up		
GDPR		
PACS		
Message		

**Labelling**

Label Size: 3" x 1.5"

Label First Line Position: 8

Treatment Label Drug Info Width Adjustment: 42

Increase Width Adjustment to fix text cut off problem. Decrease Width Adjustment to use left/right blank spaces.

Label Left Margin Position: 0

Treatment Wrap Style Label Printing

Plural Exceptions (for example - 30 ml, 7 daily): s, es, ml, ly, kg, km, ), ], }, in

Show Surgery Phone in Treatment Label

Show Surgery Town in Treatment Label

Show Species in Treatment Label

Hide Dispensed by in Treatment Label

Add Patient Id to Patient Label

Treatment Label Instruction Character Limits: 0

Enter 0 to disable. Maximum allowed is 250 characters for wrap style with no additional info text.

Treatment Label Additional Info Character Limits: 0

Enter 0 to disable. Maximum allowed is 250 characters for wrap style with no Instruction text.

Print Patient Reminders Directly From Label Printer

Reminder Label Style: 1

Show Appointment Site as Location in Appointment Label

Show Branch Address in Appointment Label

Prescribed By Dispensed By defaults to user's surgeon

## Label Size

To set the appropriate label size in Merlin for the labels being used in practice. This will ensure the best printing experience.

### **Label First Line Position**

This default is configured by the MWI Installation Team and is used to modify formatting for practices not using HTML Labelling.

### **Treatment Label Drug Info Width Adjustment**

As above, this is defined on installation. It adjusts the width of the Treatment label.

### **Label Left Margin Adjustment**

Again, this default is configured by the MWI Technology Installation Team for practices not using HTML Labelling.

### **Treatment Wrap Style Label Printing**

Enabled = Wraps the contents of treatment labels where the description is too long for a single line onto a second line.

Disabled = Does not wrap contents of treatment labels.

### **Plural Exceptions**

This list allows users to add exceptions so certain characters or combination of characters are not plural when dispensing labels.

### **Show Surgery Phone in treatment label**

Enabled = Displays surgery phone number on dispensing labels.

Disabled = Hide surgery phone number on dispensing labels.

### **Show Surgery Town in treatment label**

Enabled = Displays Surgery town on dispensing labels.

Disabled = Hides Surgery town on dispensing labels.

### **Show Species in Treatment label**

Enabled = Displays the patient's species on dispensing labels.

Disabled = Hides the patient's species on dispensing labels.

### **Hide Dispensed by in Treatment Label**

Enabled = Hides the dispensed by surgeon on the label.

Disabled = Displays the dispensed by surgeon on the label.

## **Add Patient ID to Patient Label**

Enabled = Displays the Patient's unique Patient ID on the label.

Disabled = Hides the Patient's unique Patient ID on the label.

## **Treatment Label Instruction Character Limits**

Used to restrict the amount of text on a label in the instructions section.

## **Treatment Label Additional Info Character Limits**

Used to restrict the amount of text on a label in the Additional Info section.

## **Print Patient Reminders Directly From Label Printer**

Enabled = Patient reminder labels are printed directly to the label printer

Disabled = Patient reminder labels are generated as a4 label sheets.

## **Reminder Label Style**

Configured by the MWI Installation team. This configures the format of how Reminder labels are printed dependent on the Practice's needs.

## **Show Appointment Site as Location in Appointment Label**

Enabled = Location is set to site address on appointment labels.

Disabled = Location is set to Patient's address.

## **Show Branch Address in Appointment Label**

Enabled = Display branch address on appointment labels.

Disabled = Hide branch address on appointment labels.

## **Prescribed By Dispensed By defaults to user's surgeon**

Enabled = Prescribed and dispensed by names default to the logged in user's Surgeon (if assigned to user) or first listed surgeon (if not assigned).

Disabled = Prescribed and dispensed by names default to the Surgeon selected from the Surgeon list

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