# **Approvals List**

16/09/2025 4:02 pm BST

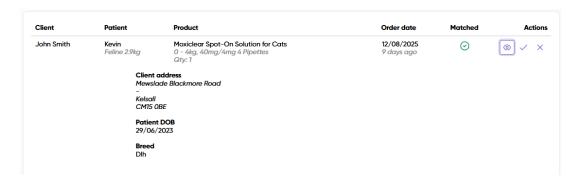
# **Summary**

This page will guide the user through the approvals list from Vetsource prescription requests

## **Details**

Navigate to the primary navigation panel on the left hand side of Merlin and click Daylists > Vetsource Approvals.

This screen will display any approvals to be actioned and can be split across various pages depending on the amount.



Each item is displayed on its own line where the user can view the client, patient, product and order date.

The 'matched' column will display a green tick if the patient has successfully been matched to a patient within your Merlin database. A red cross will display if no match has been found.

The 'Actions' column allows the user to expand the request to view further details of the client and patient.

The user can then either approve or decline the request.

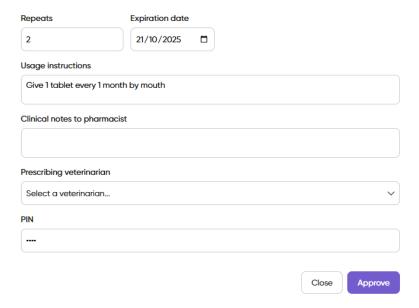
### **Approve**

On approving a request, the user will need to input any approved repeats and expiration dates.

Input usage instructions for the product and any internal clinical notes for the MWI pharmacist related to the prescription.

Note: These clinical notes are required when approving an off license drug or the dosing instructions deviate from the norm.

Select the correct name from the veterinarian list and input the unique pin provided by vetsource.



#### **Decline**

On declining a request, the user will need to select themselves from the veterinarian drop down, select a reason for declining the item, and input their unique pin that is provided to them by Vetsource.



If the reason 'other' is selected, an additional box will display to allow free text for the reason.

Whether approved or declined, an entry will display in the patients history to detail this and the entry will be removed from the approvals list.

