

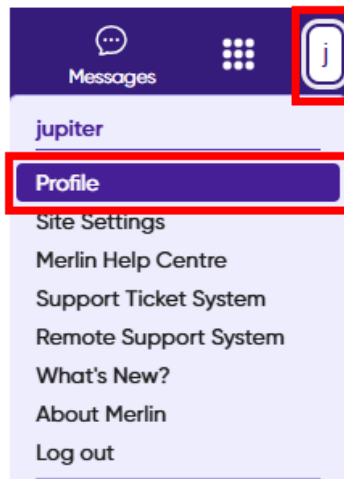
User Profiles

31/07/2025 2:09 pm BST

Summary

Merlin remembers certain preferences of the "logged in" user, unlike system settings which are user specific and not system or site specific.

These saved preferences are known as 'Profile' and can be found in the User Icon menu in the top right hand corner.



Details

User Profile Saved Preferences

The following preferences are saved:

Diary = Number of displayed columns.

Diary = Client Category Filter

Diary = Diary Columns (Selected Surgeons)

Day Lists = Column you last sorted by

Day Lists = Hidden Columns.

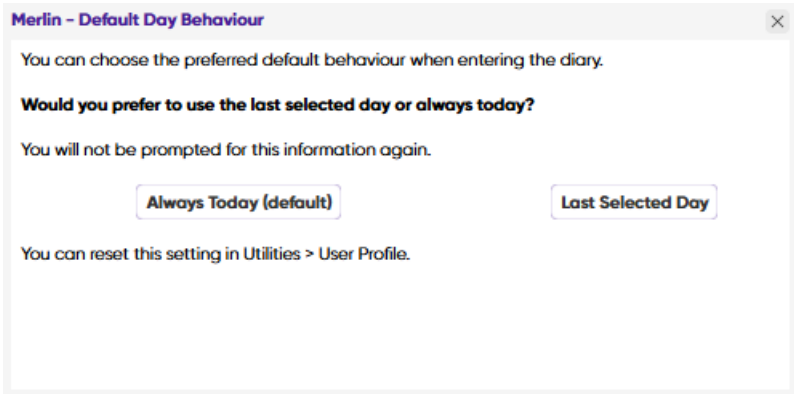
Diary = Site filter (Logged in Site or Last Selected Site)

Day Lists - Site filter (Logged in Site or Last Selected Site)

How do I set it up a User Profile?

The system will automatically remember the details of your preferences depending on your input into Merlin. To access

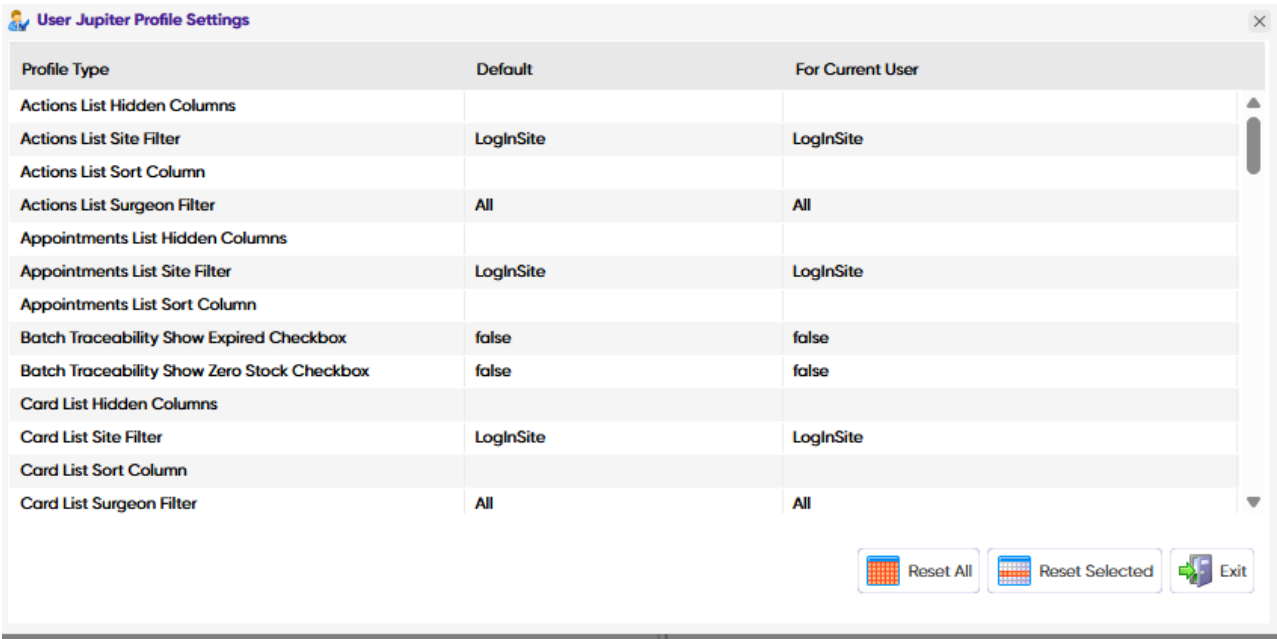
For example, when you first enter the diary or day lists it will ask you to select a site filter preference:



In addition filtering certain screens will be saved.

Viewing User Profiles

- 1. Navigate to xxxxxxxx then select Profile.



Resetting User Profiles

Select 'Reset All' or select a specific item and select 'Reset Selected'.