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## Adopt an Animal Online

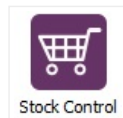
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Creating 'Adoptions' is exactly the same process as creating a Membership in Merlin®.

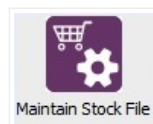
You can create a membership called 'Adopt an Animal' and have 'Variants' such as Tigers, Leopards, Polar Bears and so on.

Adoptions are set up in 3 ways. Firstly, a main group is setup for the adoptions; this is at a zero price and holds all of the variants. Secondly, the variants are set up and are added to the main group ready for sale. Thirdly, for each of these variants the redemptions and renewals are set up and then added on to keep track of customer's visits and to offer them a renewal when their adoption has expired.

1. Double click on the **'Stock Control'** icon.



2. Double click on **'Maintain Stock File'**.



3. Type a code for an Adoption in the **'Product Code'** and click **'New'**. The rest of the boxes should be highlighted now. Fill in the details.

- **'Product Description'** is what you would like to be displayed on the web or till.
- **'Type'** would be **'W – Merlin Membership'**.
- **'Stock Cat. 1'**. Select a category (for example Donations).
- **'Pack Type'** would be **'Units'**.

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**Maintain Stock File**

Master Details

Product Code: ADOPTION | Product Description: Adopt an Animal | Location: Single Branch Only

EPOS Description: | Type: W - Merlin Membership | ☒ Gift Aid | ☒ Inc in Loyalty Scheme

Brand: | Stock Cat. 1: Donation | Stock Cat. 2: | Pack Type: Units

☐ Send to Kitchen Printer | ☐ Members Only

Account Codes: Sales: | Cost: | Stock: |

Buttons: Save, Cancel, Refresh, Status

4. Click **'Save'**. The window should automatically change to the **'Pricing'** tab. Fill in the details.

- **'Pack Size'** is 1.
- **'Last Unit Cost'** is 0.
- Check the **'Selling Price'** option and select **'Standard'** for the VAT.
- Next to the **'Selling Price'** type 0.
- Click **'Add'**.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Visitors | V. |

Product Code: ADOPTION | Product Description: Adopt an Animal | Location: Single Branch Only

This Product has currently no prices.

Add Pack / Price Break:

Pack Size: 1 | Units: | Last Unit Cost: £ 0

Price Break: 1 | Ask for price at sale in EPOS: ☐

Price Scheme: ☒ Selling Price: £ 0 | ☐ Margin: % -1.699999%

Buttons: Add, Clear

Buttons: Save, Cancel, Refresh, Status, Add, Delete

5. Click **'Save'** on the right-hand side. Now you need to create variants for each adoption such as Tiger, Lion, and Rhino etc. You need to repeat step 3 using a different code for your adoption (for e.g. ADOPTIONTIGER).

6. Click **'Save'**. You need to fill in the **'Pricing Tab'**.

- **'Pack Size'** is 1.
- **'Last Unit Cost'** is 0.
- Check the **'Selling Price'** option and select **'Standard'** for the VAT.
- Next to the **'Selling Price'** type in the price of the adoption you are creating (for e.g. £80.00).
- Click **'Add'**.

7. Go back to the **'Master Details'** tab at the top, and type in the **'Product Code'** the main adoption you created or click on the Ellipsis (...) to find it (for e.g. ADOPTION). The information from earlier should already be there.

8. Click on the right arrow at the top to select the **'Variants'** tab. Click on the Ellipsis (...) to select the priced adoption you created. Once selected click **'Proceed'** at the bottom of the window.

9. Click **'Add'**. It should now appear below in the window. Then click **'Save'** on the right hand side.

**Maintain Stock File**

Sales Analysis | Comments | Image | Custom | Merlin Online | Online Image | Ticket | Visitors | **Variants**

Product Code: ADOPTION Product Description: Adopt an Animal Location: Single Branch Only

ADOPTIONTIGER Add Delete

Product Code	Description	Price
ADOPTIONTIGER	Adopt a Tiger	£80.00

Save Cancel Refresh Status

*Maintain Stock File*

You need to repeat steps 5-9 to create all the variants for the adoptions.

### Adoption Redeem

You need to add a redemption code to each priced adoption, to do this you need to create a zero priced redemption.

1. Type a code for the Redemption (for e.g. ADOPTIONRED) in the **'Product Code'** and click **'New'**. The rest of the boxes should be highlighted now. Fill in the details.

- **'Product Description'** is what you would like to be displayed on the web or till.
- **'Type'** would be **'D - Membership Redeem'**.
- **'Stock Cat. 1'**. Select a category (for e.g. Donations).
- **'Pack Type'** would be **'Units'**.

**Maintain Stock File**

Master Details |

Product Code: ADOPTIONRED Product Description: Adoption Redemption Location: Single Branch Only

Master Details

EPOS Description: Type: D - Membership Redeem

☒ Gift Aid ☒ Inc in Loyalty Scheme

Brand: Stock Cat. 1: Donation Stock Cat. 2: Pack Type: Units

☐ Send to Kitchen Printer ☐ Members Only

Account Codes: Sales: Cost: Stock:

Save Cancel Refresh Status

*Maintain Stock File*

2. Click **'Save'**. The window should automatically change to the **'Pricing'** tab. Fill in the details.

- **'Pack Size'** is 1.
- **'Last Unit Cost'** is 0.
- Check the **'Selling Price'** option and select **'Standard'** for the VAT.
- Next to the **'Selling Price'** type 0.
- Click **'Add'**.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Visitors

Product Code: ADOPTIONRED | Product Description: Adoption Redemption | Location: Single Branch Only

This Product has currently no prices.

Add Pack / Price Break:

Pack Size: 1 | Units: | Last Unit Cost: £ 0

Price Break: 1

Ask for price at sale in EPOS: ☐

Price Scheme: ☒ Selling Price ☐ Margin

Selling Price: £ 0 | Margin: % -1.699999%

Add | Clear

Add | Delete

Save | Cancel | Refresh

Status

**Maintain Stock File**

3. Click **'Save'** on the right hand side. This redemption needs to be attached to the priced adoption. In the **'Product Code'** type in the adoption (for e.g. ADOPTIONTIGER). On the **'Master Details'** tab there will be a **'Redemption Code'** box on the left. Either type in the redemption code or click on the **Ellipsis (...)** and select it.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Merlin Onlin...

Product Code: ADOPTIONTIGER | Product Description: Adopt a Tiger | Location: Single Branch Only

Master Details:

EPOS Description: | Type: W - Merlin Membership | Brand: | Stock Cat. 1: Donation | Stock Cat. 2: | Pack Type: Units

☒ Gift Aid ☐ Inc in Loyalty Scheme

☐ Send to Kitchen Printer ☐ Members Only

Account Codes: Sales: | Cost: | Stock: |

Membership Details:

VAT Code: 1) 20.00 - Standard | Length: 1 Year(s) | Discount Level: 0

Redemption Code: ADOPTIONRED | Renewal Code: | Next Renewal Code: | Head Count: 1 Max Age: 0

Edit Wellcome | Edit Card | Edit Renewal

Save | Cancel | Refresh

Status

**Maintain Stock File**

4. Click **'Save'**. Repeat the step above and attach the redemption to all the adoption variants you have (for e.g. Tiger, Lion, Rhino etc.).

## Adoption Renewal

You also need to create a renewal code for each priced adoption. It's up to you whether you want to renew at the same price or a discounted price.

1. Type a code for the Renewal (for e.g. ADOPTIONREN) in the **'Product Code'** and click **'New'**. The rest of the boxes should be highlighted now. Fill in the details.

- **'Product Description'** is what you would like to be displayed on the web or till.
- **'Type'** would be **'W – Merlin Membership'**.
- **'Stock Cat. 1'**. Select a category (for e.g. Donations).
- **'Pack Type'** would be **'Units'**.

2. Click **'Save'**. The window should automatically change to the **'Pricing'** tab. Fill in the details.

- **'Pack Size'** is 1.
- **'Last Unit Cost'** is 0.
- Check the **'Selling Price'** option and select **'Standard'** for the VAT.
- Next to the **'Selling Price'** type in a price for the renewed adoption (for e.g. £60.00 for a 25% discount).
- Click **'Add'**.

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Visitors | V | < | >

Product Code: ADOPTIONREN | Product Description: Adoption Renewal | Location: Single Branch Only

This Product has currently no prices.

Add Pack / Price Break:

Pack Size: 1 | Units: | Last Unit Cost: £ 0

Price Break: 1

Ask for price at sale in EPOS: ☐

Price Scheme:

- ☒ Selling Price: £ 60
- ☐ Margin: % 100.00

Add | Clear

Add | Delete

Save | Cancel | Refresh

Status

**Maintain Stock File**

3. Go back to the **'Master Details'** tab and add the redemption code you created earlier. Click **'Save'**. Now you need to add the renewal to all the priced adoptions you have created (for e.g. Tiger, Lion, Rhino etc.).

**Maintain Stock File**

Master Details | Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | Visitors | V | < | >

Product Code: ADOPTIONREN | Product Description: Adoption Renewal | Location: Single Branch Only

Master Details:

EPOS Description: | Type: W - Merlin Membership | ☒ Gift Aid ☒ Inc in Loyalty Scheme

Brand: | Stock Cat. 1: Donation | Stock Cat. 2: | Pack Type: Units

☐ Send to Kitchen Printer ☐ Members Only

Account Codes:

Sales	Cost	Stock

Membership Details:

VAT Code: 1) 20.00 - Standard | Length: 1 Year(s) | Discount Level: 0

Redemption Code: ADOPTIONRED

Renewal Code: | Next Renewal Code: | Head Count: 1 | Max Age: 0

Edit Wellcome | Edit Card | Edit Renewal

Save | Cancel | Refresh

Status

**Maintain Stock File**

4. Type in the **'Product Code'** the priced adoption (for e.g. ADOPTIONTIGER), all the details will be filled in and you will see that the redemption box has the code we added previously. Below this you need to put in the renewal code you have just created. Either type it in or use the Ellipsis (...) to find it.



5. Click 'Save'. Repeat this step for all the variants.

You could also do the adoptions by a specific animal, for example a "tiger" and have the variants as different adoption packages such as "Silver, Gold, Platinum" and so on. Each package could have a different cost, benefits and content.

Merlin allows you to use this process which ever way best fits your business' needs.

### To Add Adoption Online

In order to add the Adoption online to your website, you need to make sure that the **MAIN** adoption **AND** all the **VARIANTS** are available online and it has been added to a collection.

1. In the '**Maintain Stock File**', type in the product code for the MAIN adoption which has all the variants attached, for example ADOPTION. At the top of the window, find the '**Merlin Online**' tab. click on this. Tick the '**ECommerce Stock**' and '**Enabled for online purchase**' boxes.

2. If you would like to add an online image, you can do this by selecting the '**Online Image**' tab and uploading one.



**Maintain Stock File**

Pricing | Discounts | Quantities | Sales Analysis | Comments | Image | Custom | **Merlin Online** | Online Image

Product Code: ADOPTION | Product Description: Adopt an Animal | Location: Single Branch Only

☒ ECommerce stock | ☒ Enabled for online purchase

Online Price: £ 0.00 | Redeem Code: | ...

Online Gift Aid: £ 0.00 | Gift Redeem Code: | ...

Shipping weight: 0 (grams) Applies only to pack size 1.

Online [long description]

Save | Cancel | Refresh

Status

**Maintain Stock File**

Once you have done this, repeat these steps for all the Variants (for example **ADOPTIONTIGER**).

To make sure the donation goes online, you need to create a **COLLECTION** and add it in. You can do this [here](#).

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