1.   Do I need a user id and password to use MERLIN.net?

A user id and password is not required to use the Public Access section of MERLIN.net. However, you will need a user id and password to run reports in the Financial Template and Financial Pre-Defined sections.

2.   How do you save a MERLIN.net report to Excel for printing or analysis?

Once a report has been created and displayed by accessing MERLIN with Internet Explorer, follow these steps to save the report and open it in a HTML-aware spreadsheet application, such as Microsoft Office Excel:

1.   Click the browser frame that contains the report. This will "select" it.
2.   Choose File > "Save Frame As..."
3.   Specify the file location. In the "Save as type" dropdown box, select Webpage, "HTML only (.htm, .html)." Click "Save" to save the report.
4.   Open Microsoft Excel and go to "File > Open..."
5.   Change the file type to "Web Pages (*.htm; *.html)"
6.   Navigate to the location of the saved report.
7.   Highlight the file name and click "Open".
8.   The report now will appear in the spreadsheet.

3.   How do I bookmark the MERLIN.net URL (Internet address) so that it doesn't have to be typed each time?

Using the Internet Explorer browser, navigate to MERLIN.net. Then, click on "Favorites", and then "Add to Favorites" to add the new bookmark. If you would like to file the MERLIN.net URL in an existing folder, click on "Organize Favorites" and select the folder to add the URL. Then click OK.

4.   Is there formal training for new MERLIN.net users?

New MERLIN.net users receive the *MERLIN.net New User Guide* and the *MERLIN.net Quick Reference Guide.* MMRS also strongly recommends new users view the *Template Tutorial,* available by accessing MERLIN.net and clicking on the Template Queries page.

Check the MMRS Training Schedule on the MMRS website for special labs held throughout the year. Agencies may also request a MERLIN overview session by contacting the MMRS Call Center at 601-359-1343.

5.   Why do the vendor names for vendor numbers starting with 'S' do not show up on MERLIN.net reports?

Vendor numbers starting with "S" may denote an individual's social security number. In compliance with Section 25-1-111, <u>Mississippi Code of 1972, Annotated</u>, as amended, MMRS does not publish the names associated with the vendor numbers that start with 'S' over the Internet.

6. **Sometimes I get only the top part of a MERLIN.net report. Why?**

More than likely, the report is too big. Even if the report seemed to have completed, chances are it may not contain all the information. Try adding additional criteria to "filter" down the data into more manageable sections. Remember, MERLIN.net users are limited to 1,000 rows of data.