Web Restriction User Guide

ProScript Support Helpdesk

0344 209 2601

A McKesson Company

Contents

Last Updated
2012

Introduction

Web Restrictions groups the available products both brands and generics into families which share the same ingredients, strength and form e.g. Paracetamol 500mg Tablets.
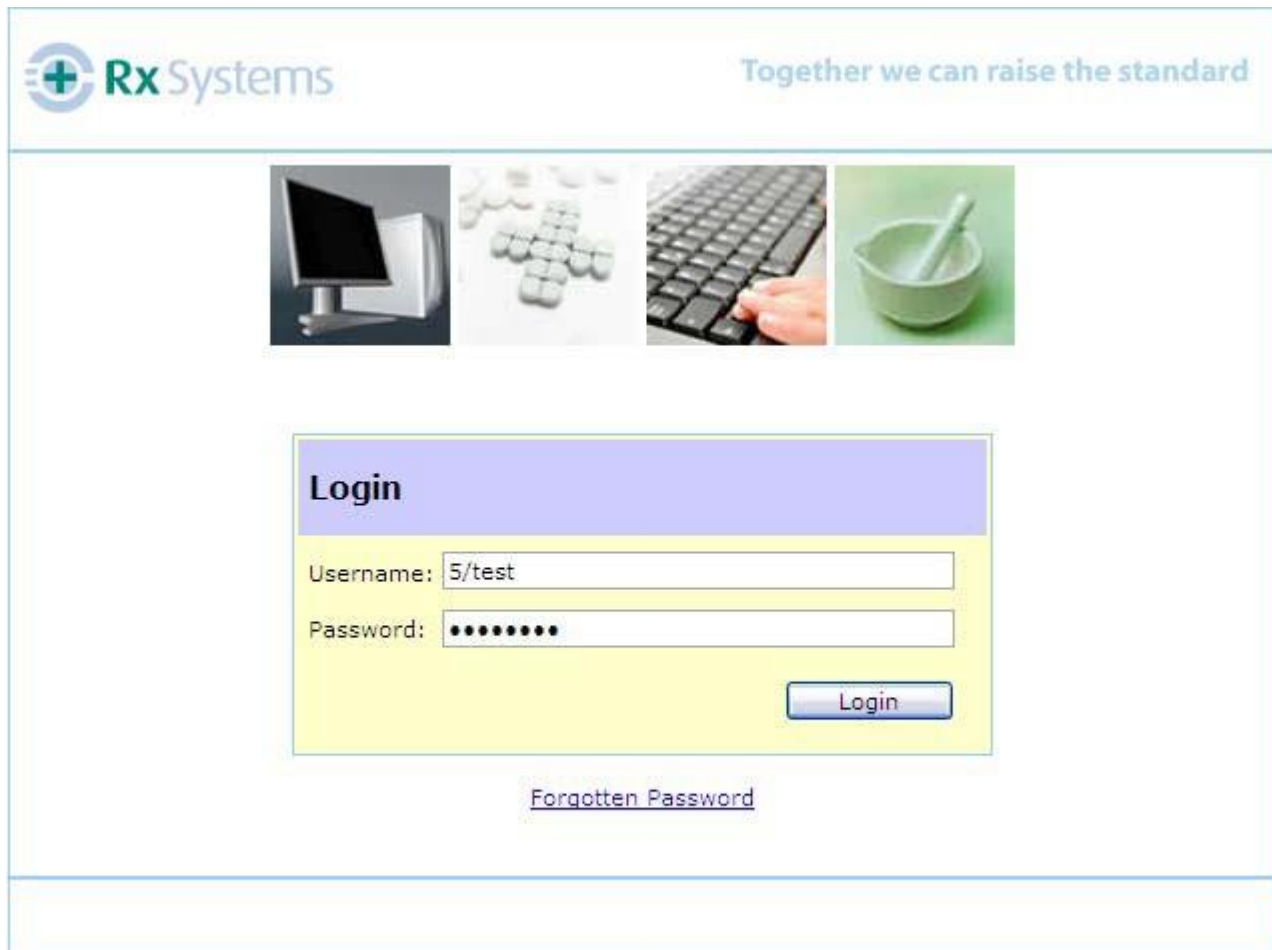
Within a family you can add preferences where you can add one or more products to indicate which choices should be presented to the user for both branded and generic prescriptions, and also a choice of wholesalers too.

This can be used to control which manufacturers' generics are offered, the pack sizes offered and when a brand equalisation is in place and a branded product is offered for a generic prescription.

A McKesson Company

Logging into Web Restrictions

To login into web restrictions you will need to open internet explorer and type in
http://webrestrictions.rxsystems.net.

Enter in your username and password into the login areafollowed by clicking on **Login**. This
information will be sent by your Technology Delivery Manager.

Main Menu Options

From the Main Menu window the following options will be displayed:

Edit Restrictions: - This option will allow you to view and edit any restriction settings for individual branches.

Publish: - Once you have applied your restrictions, clicking on the **Publish** button will publish all the restrictions for overnight loading to all your branches.

Rollback: - This option allows you to roll back restrictions to a previous version when you last published.

Groups: - **This option is for future enhancements PLEASE DO NOT USE**. If you need to remove a branch please contact your Technology Delivery Manager

Edit Own Account: - This option allows you to edit your own account details, edit user details and also you have the ability to set security levels within your branch.

Admin Options: - This option will allow you to edit user accounts as well as editing group's settings. To edit group settings select **Edit User Account** option where you will be able to create a new user for that group or edit an existing user details.

Edit Restrictions

This option is used for adding, viewing or editing your product restrictions. You can search via drug name, supplier and manufacturer or display all products that have been marked with a restriction.

Scenario 1: Setting preferred generics
To restrict the product choice to generics you will need to indicate which products are your preferred items, this is done by putting a **G** against the preferred products.

All other products in the family which are not marked as preference products will be automatically hidden when one or more product preference has been added to the family. To make more than one pack size available, mark the item with a **G** to be available.

Example: The customer wants **Ibuprofen 200mg tabs manufactured by Teva in an 84 pack default supplier AAH** to be in the product choice list.
Action:
1. From the main menu click on **Edit Restrictions**
2. In the drug name field type in **Ibu 200**
3. Click on **Search**
4. A list of products found will be displayed in various pack sizes.

Tip: The Search facility is an intelligent search where you can type in the first word of the product and it will try and find a match e.g. ibu 200. If the return list is very long you can narrow down the results by adding in additional search criteria e.g. searching via Manufacturer.

6. Locate the product, use the drop down list to select the wholesaler and then select the preference from the drop down list. For this example select **AAH** as the wholesaler, and **G** as the preference.

| Ibuprofen 200mg tabs (84) | 1087725 | IBU0121W | G | 1.45 | TEVA | AAH ▼ | G ▼ | Add | View Family |

Note: To set an item so that it is re-ordered from a supplier, the supplier must already be setup on the system and shop PCs. The required wholesaler will be shown against the item you re-order.

7. Once you have finished marking the changes you must publish the restrictions for overnight downloading. Please refer to the publish section for more information.

Result:

8. The product Ibuprofen 200mg tabs (Teva) in an 84 pack will now be shown as the only product choice when the user dispenses it and a generic option for Ibuprofen 200 tabs in ProScript LINK.

9. Additional choices – If you want additional choices, you would then need to repeat steps 2 to 6.

Scenario 2: Setting preferred brands

To restrict the product choice to brand you will need to indicate which products are your preferred items; this is done by putting a **B** against the preferred products. This is more often used for supplier choice.

All relevant products of the same brand in the family which are not marked as preference products will be automatically hidden, when one or more product preference had been added to the family.

Example: The customer wants to only dispense **Subutex 2mg tabs default supplier AAH**
Action:

1. From the main menu click on **Edit Restrictions**
2. In the drug name field type in **Subutex 2mg tabs (RECKITT BENCK)**
3. Click on **Search**
4. A list of products found will be displayed, as shown below.

5. Locate the product, use the drop down list to select the wholesaler and then select the preference from the drop down list. For this example select **AAH** as the wholesaler, and **B** as the preference.

6. Once you have finished marking the changes you must publish the restrictions for overnight downloading. Please refer to the publish section for more information

Result:

7. The product Subutex 2mg tabs will now be shown as the only product choice when the user dispenses it in ProScript LINK, and the product will be placed on the AAH order pad.

Scenario 3: Setting equalisation deals

To restrict the choice of products that are included in the selection list within a product family to a branded product because an equalisation deal is in place, you will need to indicate which branded products are your preferred items both branded and generically written prescriptions.

This can be done by putting an **A** (meaning **All**) against the preferred products, all the products in the family which are not marked as preference products will be automatically hidden when one or more product preference has been added to the family.

Example: The customer wants to only dispense **Tarivid 200mg tabs whenever Ofloxacin 200mg tabs are prescribed**

Action:

1. From the Main Menu click on **Edit Restrictions**
2. In the drug name field type in **Tarivid 200mg tabs**
3. Click on **Search**

4. A list of products found will be displayed.

5. Locate the product, use the drop down list to select the wholesaler and then select the preference from the drop down list. For this example select **AAH** as the wholesaler, and **A** as the preference.

6. You will need to check if there are any restrictions to the family, otherwise any generics that have a restriction by it will appear when dispensing an equalisation deal.

7. Once you have finished marking the changes you must publish the restrictions for overnight downloading. Please refer to the publish section for more information.

Result:

8. The product Tarivid 200mg tabs will now be shown as the only product choice when the user dispenses Ofloxacin 200mg tabs.

Publishing

Once you have finished marking the changes you must publish the restrictions for overnight downloading. This will ensure that all your restrictions are applied to all your branches.

From the Main Menu click on **Publish** button.
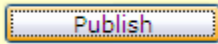
Before you click on the publish button ensure the information in the box is correct.

Note: The branches are each allocated a download time between **9pm – 3am**

To ensure that your changes go out, you must publish your changes before **9pm**

Housekeeping

How to remove restrictions on discontinued items
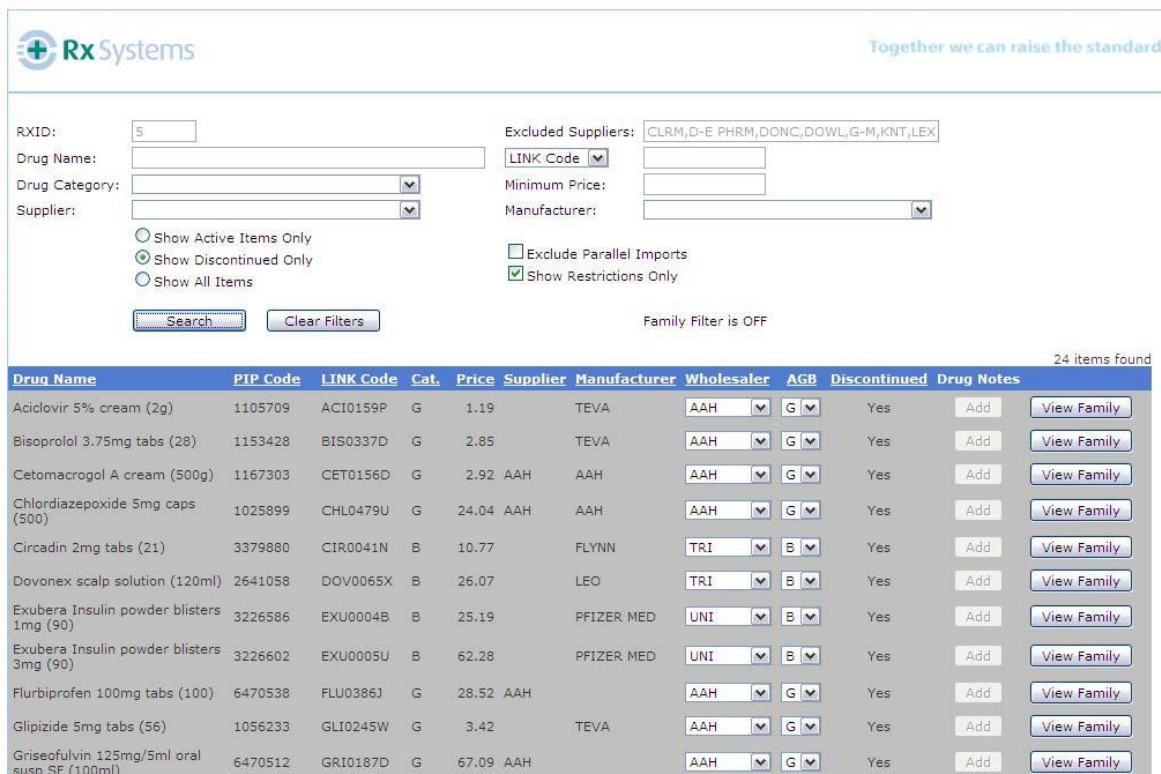
You need to make sure that there are no restrictions applied to discontinued items because they have no effect or value to the restriction file.

Action:
1. From the main menu window, click on **Edit Restrictions**
2. Place a tick in the **Show Discontinued Only** and **Show Restrictions Only** box followed by clicking on the **Search** button.
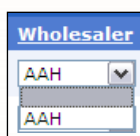

3. A list will appear with all items that have restrictions against, as shown below.

4. To remove the restrictions; click on the Wholesaler drop down arrow and change it so it displays nothing (blank).

5. Once you have repeated the above steps on all discontinued items and where appropriate selected alternative products, you will need to publish the restrictions so they can be downloaded overnight.
6. Click on the **Publish** button from the main menu.

Handy Hint and Tips

Setting items to be ordered from a wholesaler other than AAH

To set an item so that it is re-ordered from a supplier other than AAH. The supplier must already be setup on the ProScript LINK system. If you are assigned to a TPOS scheme your products will be passed to AAH as normal.

Example: The customer wants to order **Lipitor 20mg tabs from UNI**
Action: The customer would search and select the product preferred, and then mark the product with a wholesaler of **UNI**
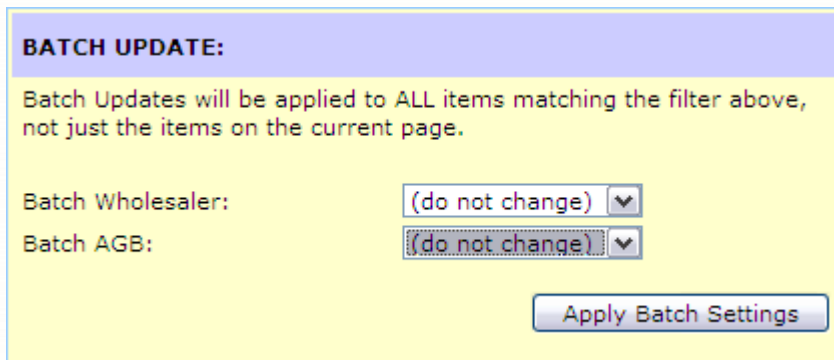**Result:** When Lipitor 20mg tabs are ordered, they will be placed on the Unichem order pad.

Batch Update

You can do a batch update where you can apply all the changes to all items in one go rather than individually.

Example: The customer wants to set all **Lipitor** items to wholesaler **UNI** and batch to **B**
Action: The customer would search for the item, scroll down to the Batch Update window at the bottom of the page, as shown below.
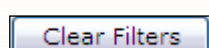

Change the Batch Wholesaler and Batch AGB to your preferred choice i.e. UNI and B, followed by clicking on **Apply Batch Settings** button. This will change all the items to your preferred wholesaler with you preferred AGB markers.

Once you are happy with all the changes, you then need to publish the restrictions for overnight loading by clicking on the **Publish** button from the main menu.

Clearing Filters

Every time you need to carry out a new search click on the **Clear Filters** button. It clears all theinformation out of the fields.

Drug Notes

You can add a drug note against a product simply by clicking in the **Add** button.

You can enter in your notes in the drug notes box, as shown below.

In ProScript LINK it will display a pop up box when the product is dispensed.

No. of items found

To find the number of items on the page when doing a search; this can be found at the top of the list to view this information by adjusting the no. of records displayed.

Notes

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	27 September 2021		Joanne Hibbert-Gorst

Contact us
For more information contact:
Telephone: 0344 209 2601

A McKesson Company