Adding/Removing Restrictions to/from a Restrictions Template

Restrictions determine whether a specific product, either a generic or a brand, displays when attempting to dispense or order an item at branch level.

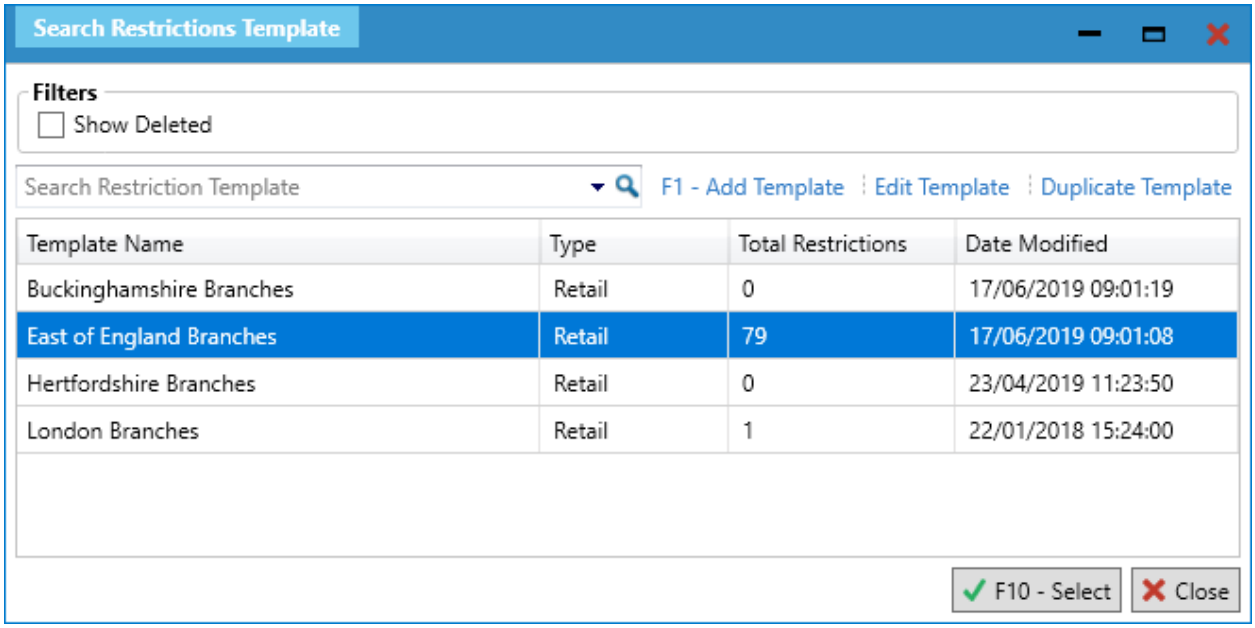
Below is a list of the available restriction types and priorities:

Name	Description
A, a	This can be used for branded or PI items and will restrict to this item whether it is prescribed as a brand or a generic. If the A restriction is applied against a generic item, it will work the same way as applying a G restriction.
B, b	This can be used to restrict to a certain brand or PI. This restriction only applies when the brand is prescribed.
G, g	This can be used to restrict to a certain generic but can also be applied to a branded or PI product for when an item is prescribed generically but you want to restrict to the brand.
M, m	This can be used to restrict to a certain minor ailment item. This restriction only applies when the Minor Ailment Rx type is selected. This restriction type is for Scotland only.
Normal (Priority)	Normal priority restrictions are used for the first preference item, and will supersede low priority restrictions for drugs in the same family. They are displayed as uppercase letters (A, B, G, M).
Low (Priority)	Low priority restrictions will only display in instances where there are no normal priority restrictions, as they are regarded as the second preference item. They are displayed as lowercase letters (a, b, g, m).

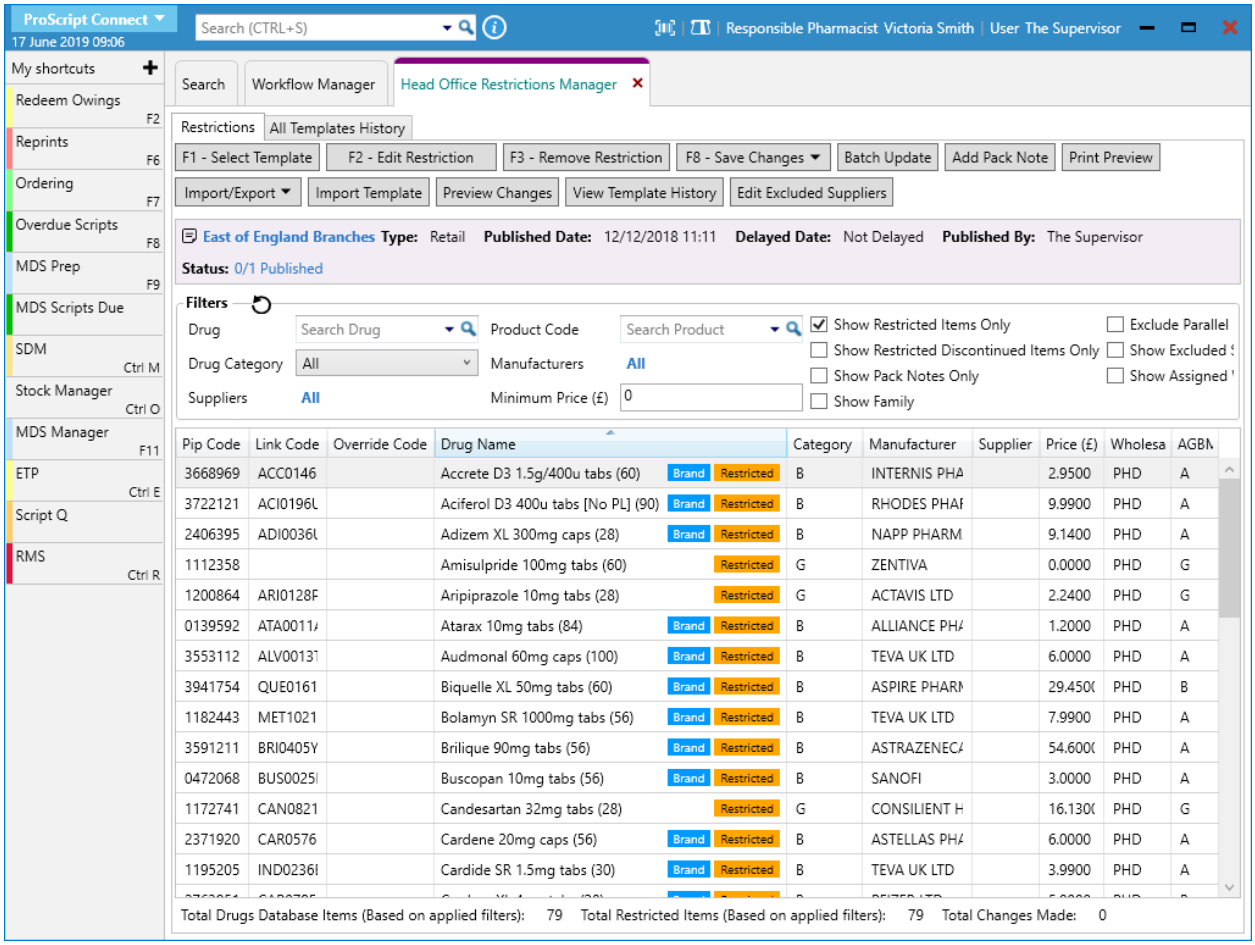
Adding Restrictions to a Restrictions Template

Selecting the Restrictions Template

1. From the Head Office Restrictions Manager, select the **[F1 – Select Template]** button.
2. The Search Restrictions Template window displays, with a list of existing templates on the system. Search for, locate and highlight the template you want to edit.

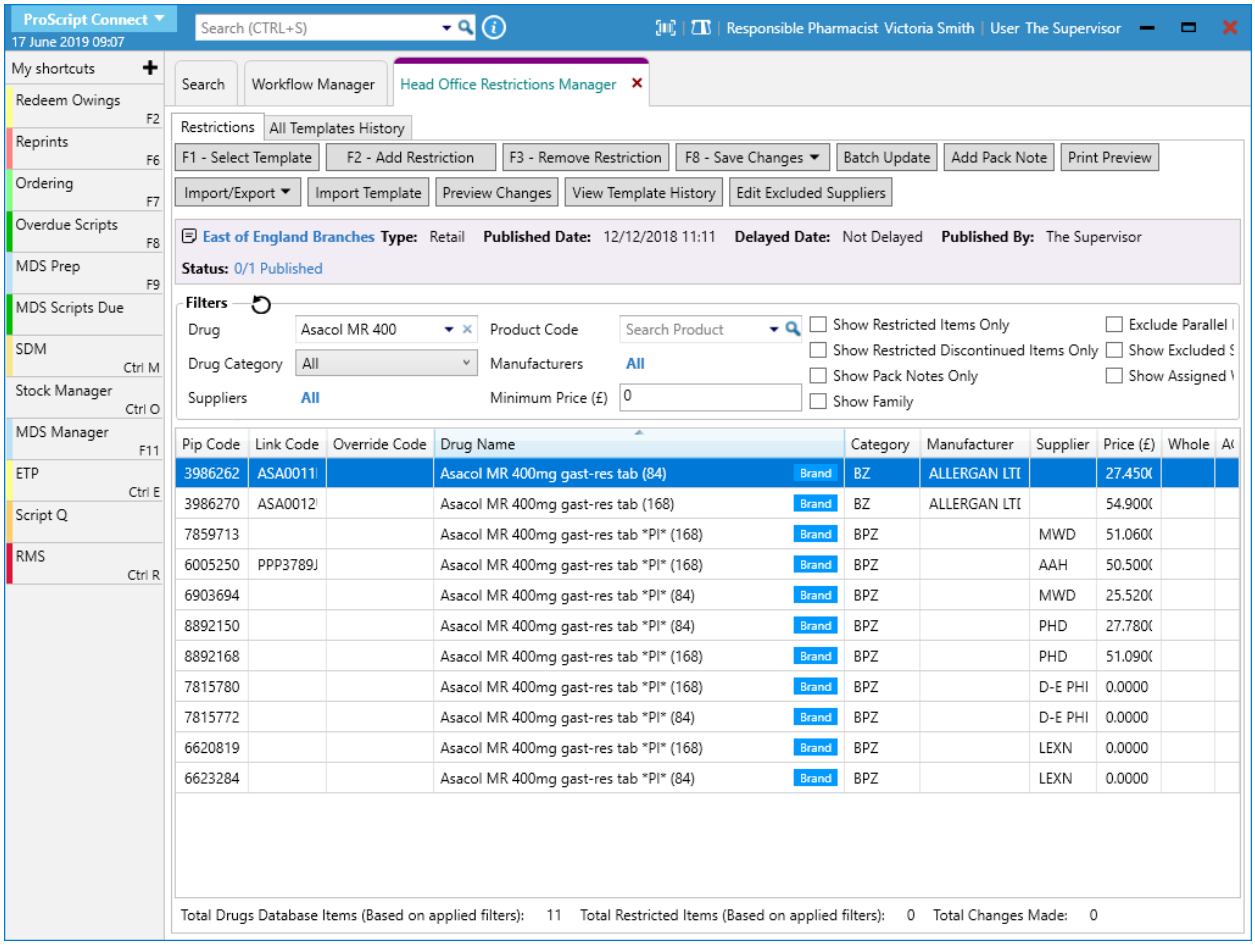


3. Select the **[F10 – Select]** button. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.

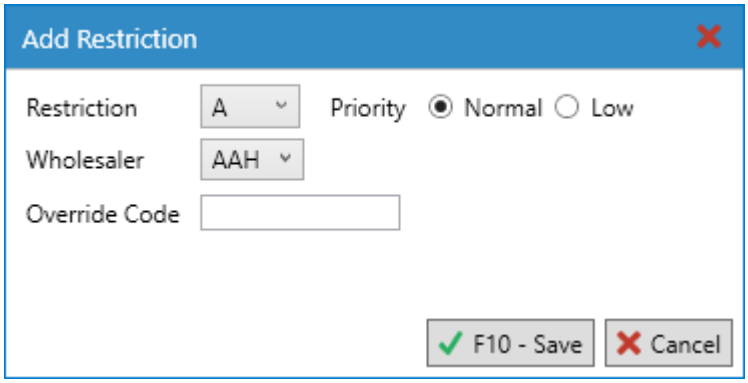


Adding Restrictions

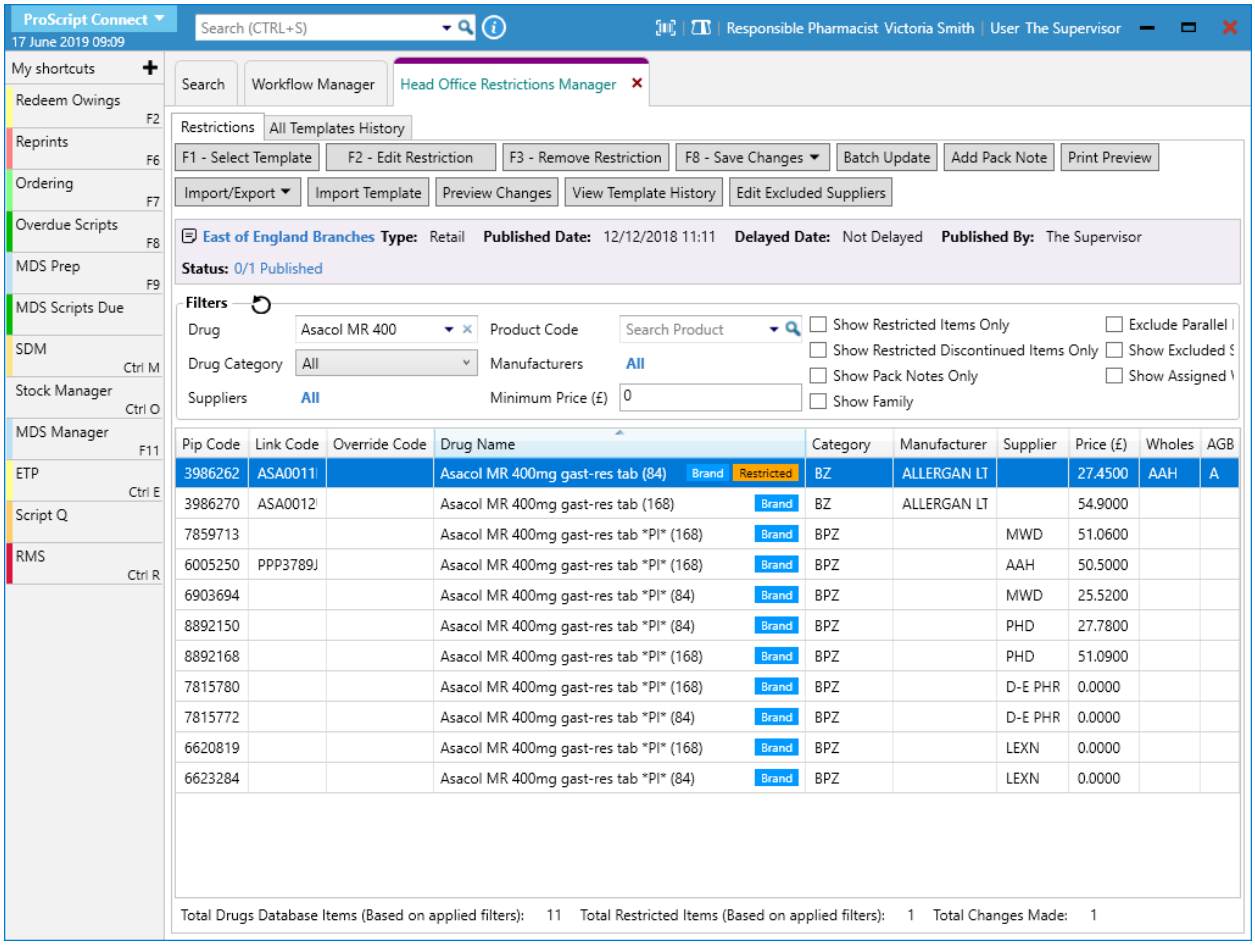
1. From the Head Office Restrictions Manager, use the search fields, tick boxes and drop-down menus in the top *Filters* section to search for a drug on the database. A list of search results displays.



2. Locate and select a drug in the grid and select the **[F2 – Add Restriction]** button. A blank Add Restriction pop-up window for the selected item displays.



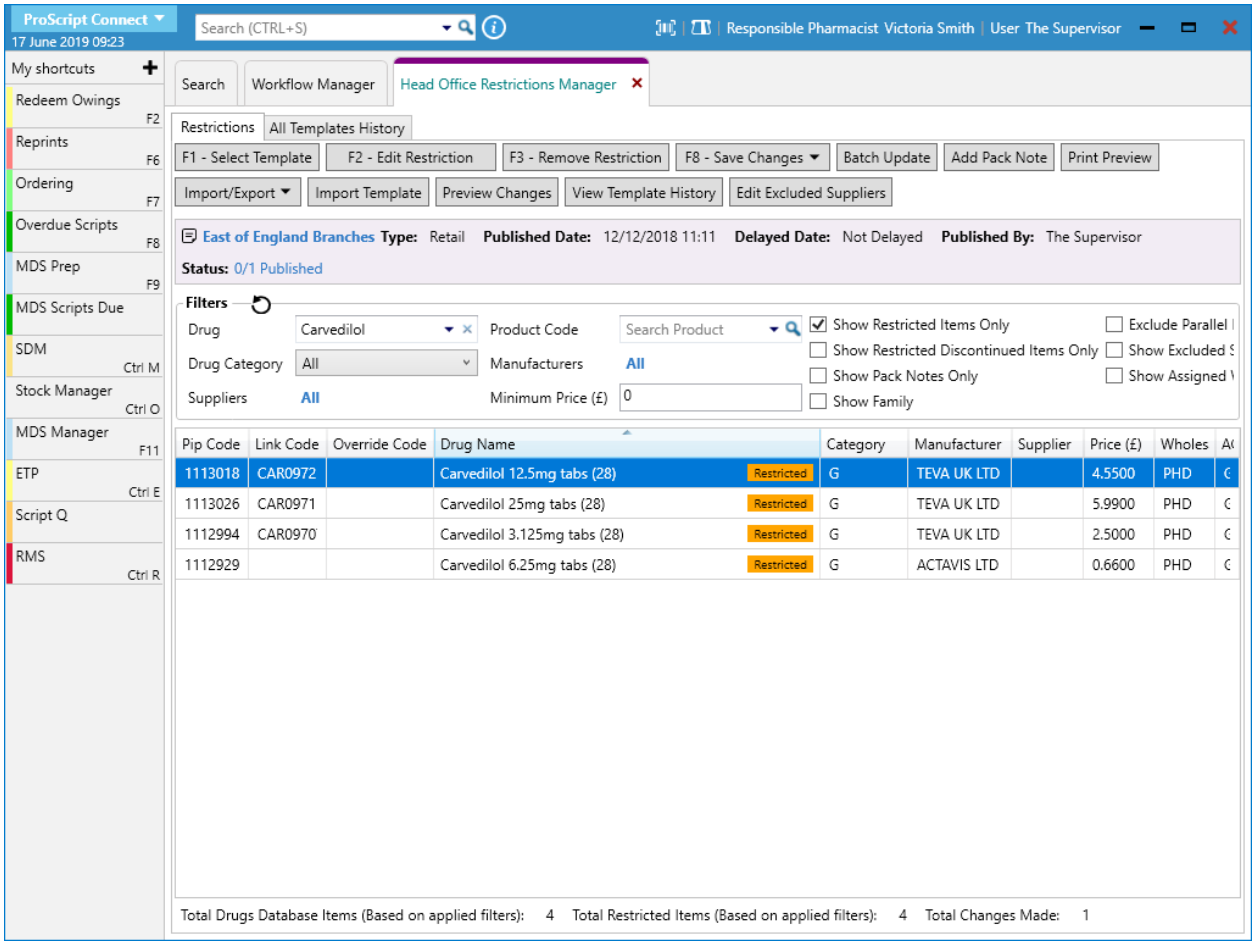
3. Select the *Restriction*, its *Priority*, the *Wholesaler* short code, and enter an *Override Code* if applicable.
4. Select the **[F10 – OK]** button. The Restrictions Manager displays, with the item marked as RESTRICTED.



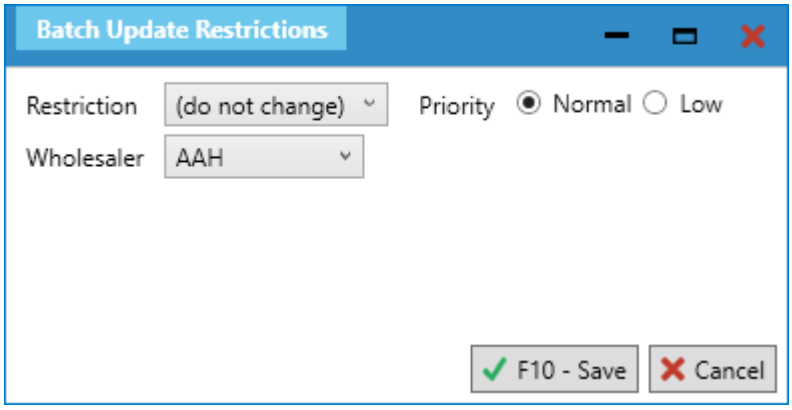
5. Select the **[F8 – Save Changes]** button to save the changes to the template.

Adding Batch Restrictions

1. From the Head Office Restrictions Manager, use the search fields, tick boxes and drop-down menus in the top *Filters* section to search for a set list of drugs on the database. A list of search results displays below.



2. Select the **[Batch Update]** button. The Batch Update Restrictions window displays.

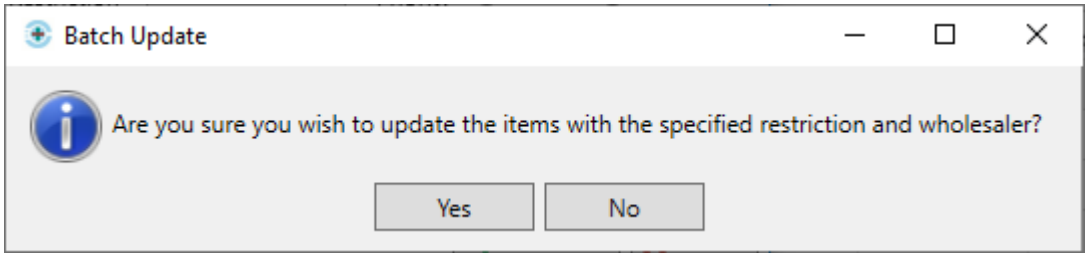


3. From here, you can:
    - Select to update the *Restriction* type and *Wholesaler* at the same time by selecting an available option in both drop-down menus.
    - Select to update only the *Restriction* type or the *Wholesaler*, by selecting an available option in the required drop-down menu. In the

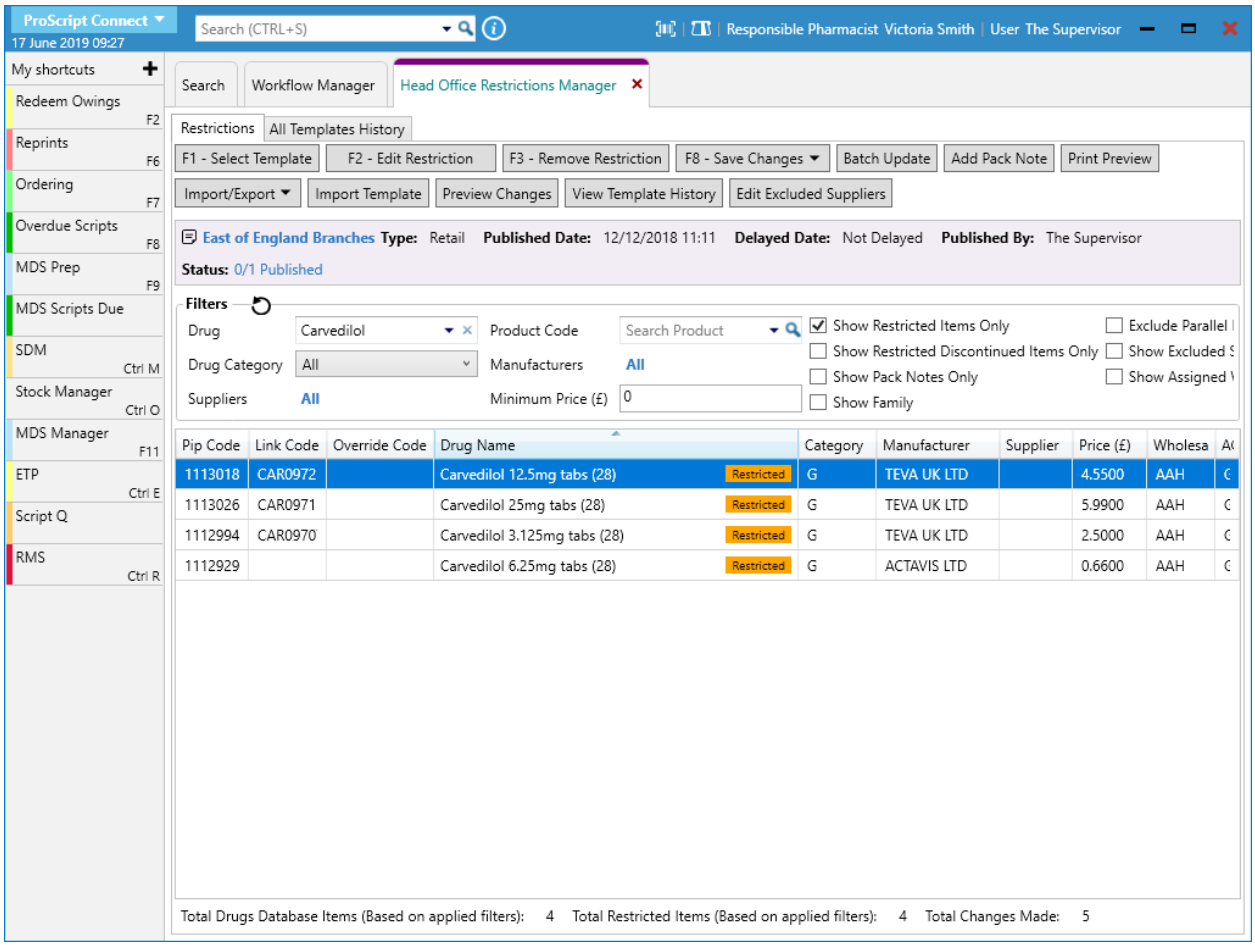
drop-down menu of the field you do not wish to update you can select either:

- *(do not change)* to leave any existing restriction details unchanged
- *(clear)* to remove any existing restriction details

4. Select the **[F10 – Save]** button. A pop-up displays to ask you to confirm you wish to update the items with the specified restriction and wholesaler.



5. Select the **[Yes]** button. The Restrictions Manager displays, with all items in the grid marked as RESTRICTED.

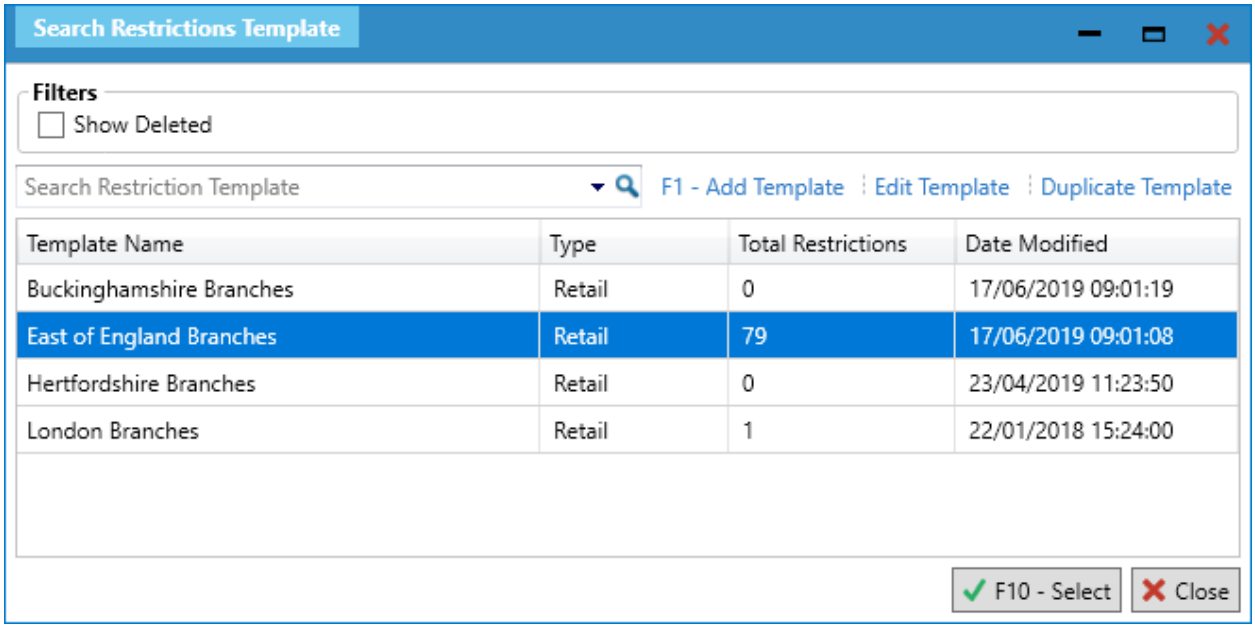


6. Select the **[F8 – Save Changes]** button to save the changes to the template.

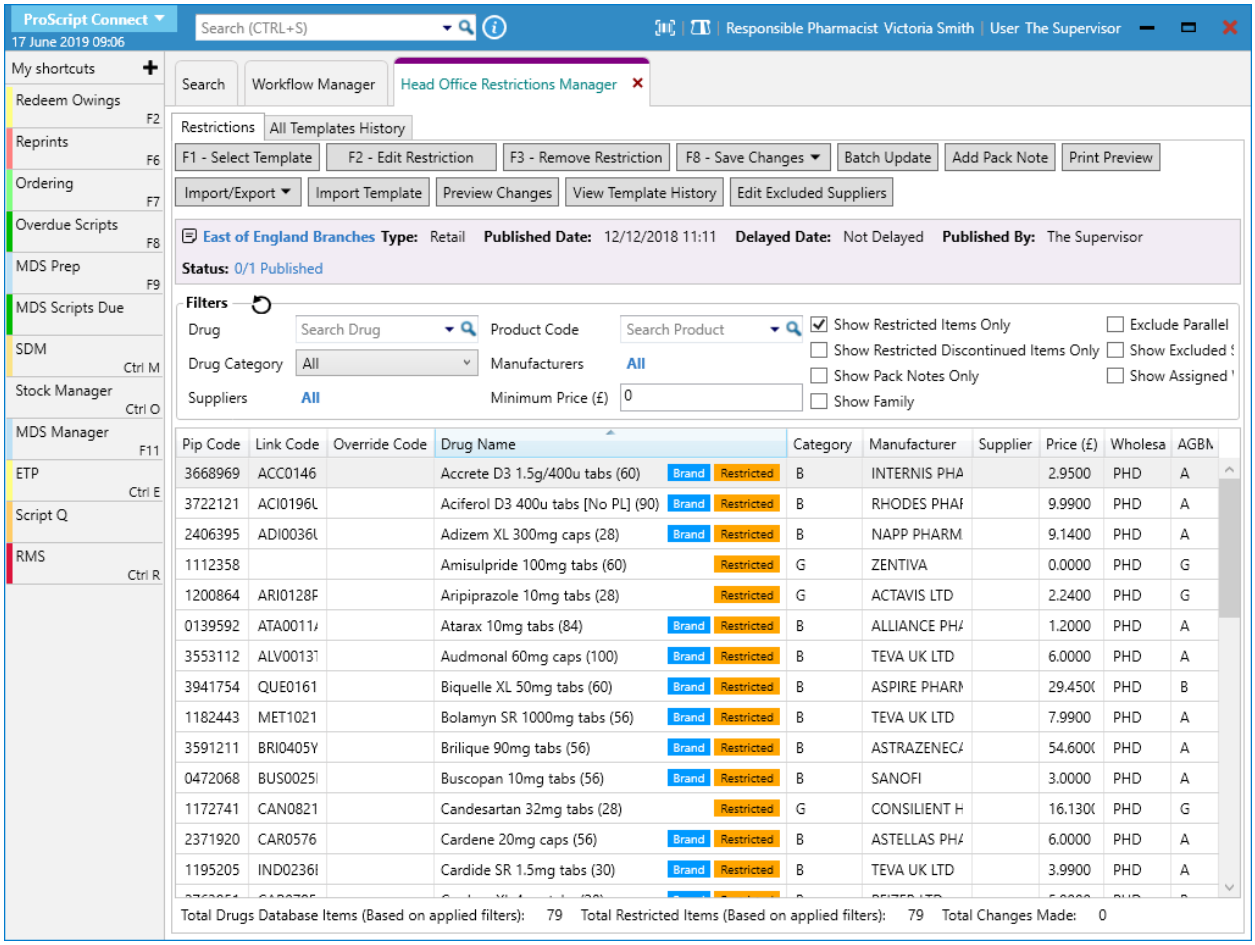
Removing Restrictions from a Restrictions Template

Selecting the Restrictions Template

1. From the Head Office Restrictions Manager, select the **[F1 – Select Template]** button.
2. The Search Restrictions Template window displays, with a list of existing templates on the system. Search for, locate and highlight the template you want to edit.

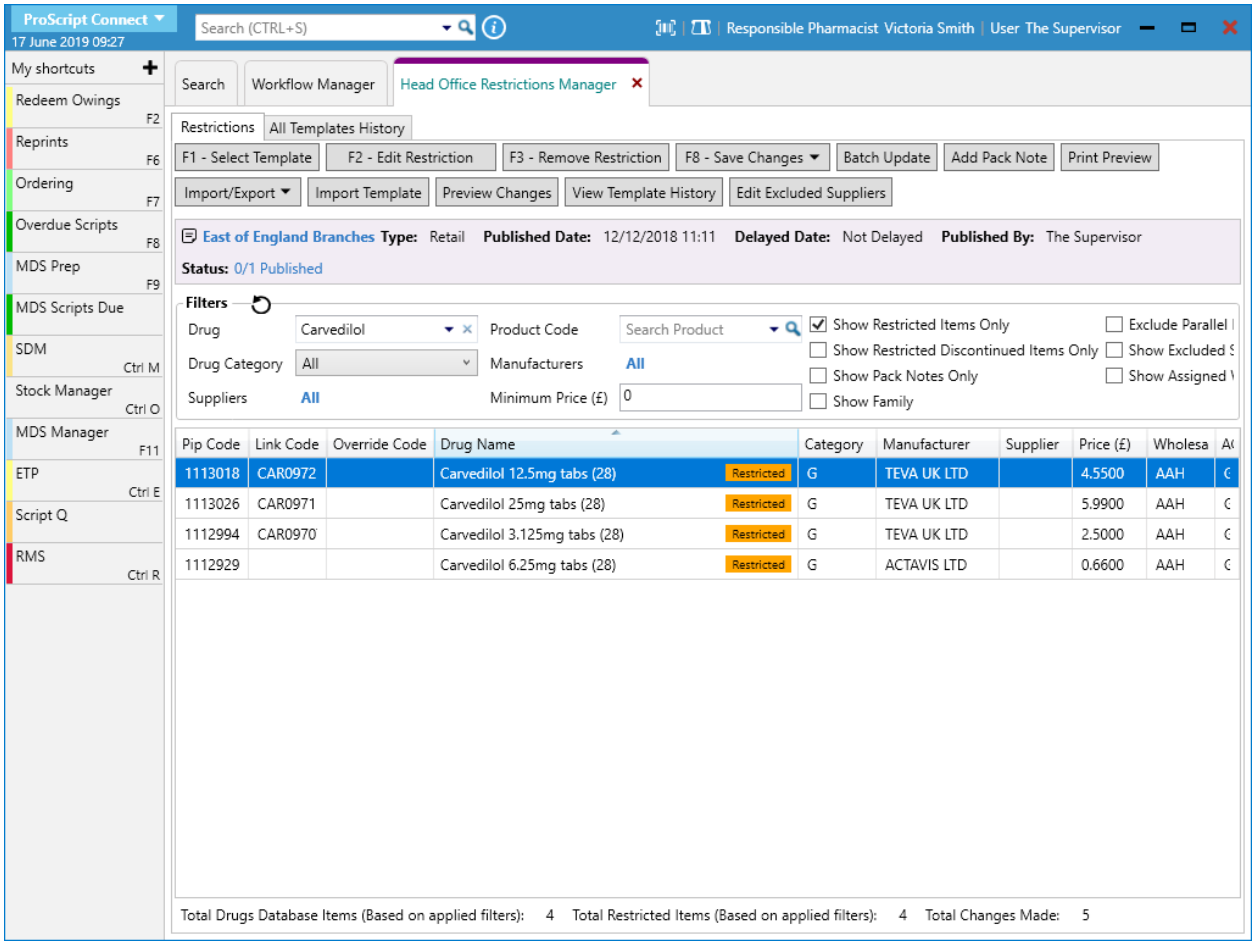


3. Select the **[F10 – Select]** button. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.

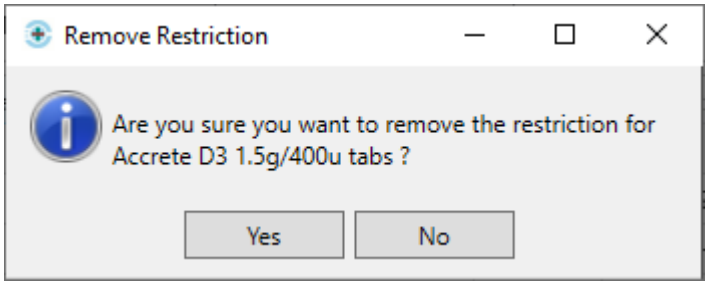


Removing a Restriction

1. From the Head Office Restrictions Manager, use the search fields, tick boxes and drop-down menus in the top *Filters* section to search for a set list of drugs on the database. A list of search results displays below, with any restricted items marked with a RESTRICTED tag.



2. From there, you can:
    - Highlight one RESTRICTED drug in the grid
    - Use **[Ctrl+left-click]** to select the drugs to have their restrictions removed one at a time
    - Use **[Shift+left-click]** to highlight all consecutive drugs within your first and last click range to remove their restrictions
3. Select the **[F3 – Remove Restriction]** button. A pop-up window displays, asking whether you want to remove the restrictions on the selected item(s).



4. Select the **[Yes]** button. The Restrictions Manager displays, where the item(s) are no longer marked as restricted.

5. Select the **[F8 – Save Changes]** button to save the changes to the template.

All drugs that have a restriction applied can have their restrictions removed in one bulk action using the **[Alt+ F3- Remove All Restrictions]** menu option from within the **[F3- Remove Restrictions]** key.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	02/08/2023		Joanne Hibbert-Gorst

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2023.

Contact us

For more information contact:
Telephone: 0344 209 2601