

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.

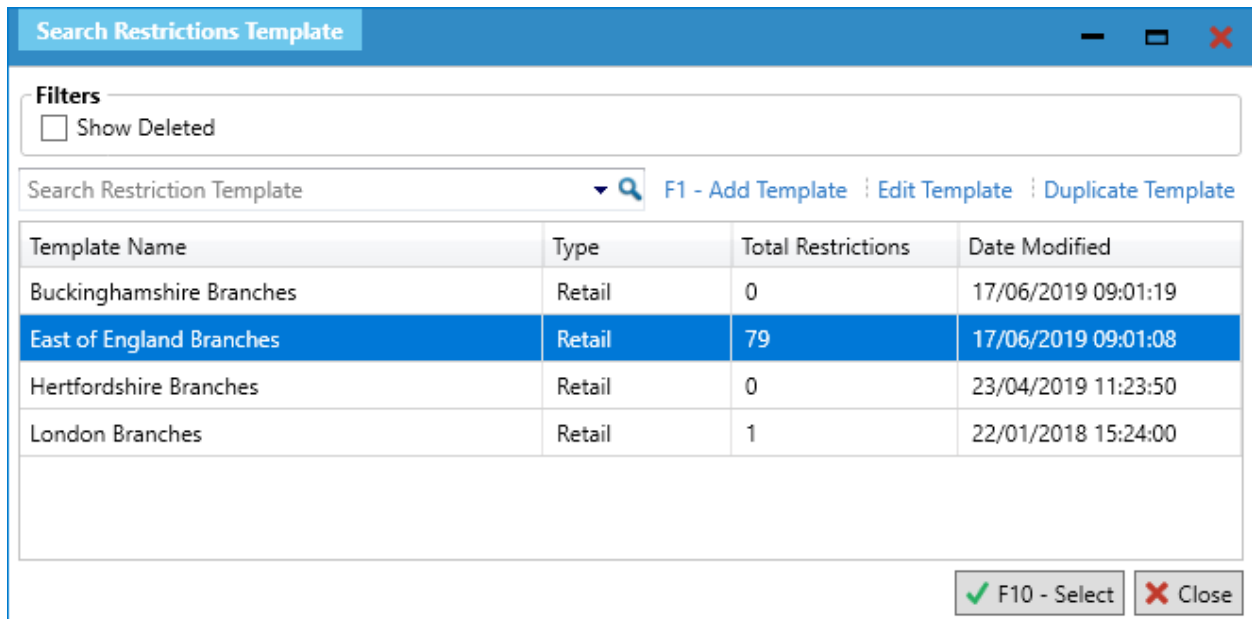
Below is a list of the available restriction types and priorities:

Name	Description
A, a	This can be used for branded or <u>PI</u> 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 <u>Rx</u> 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.



Template Name	Type	Total Restrictions	Date Modified
Buckinghamshire Branches	Retail	0	17/06/2019 09:01:19
East of England Branches	Retail	79	17/06/2019 09:01:08
Hertfordshire Branches	Retail	0	23/04/2019 11:23:50
London Branches	Retail	1	22/01/2018 15:24:00

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

ProScript Connect 17 June 2019 09:06 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS

Search Workflow Manager **Head Office Restrictions Manager**

Restrictions All Templates History

F1 - Select Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview

Import/Export Import Template Preview Changes View Template History Edit Excluded Suppliers

East of England Branches Type: Retail Published Date: 12/12/2018 11:11 Delayed Date: Not Delayed Published By: The Supervisor

Status: 0/1 Published

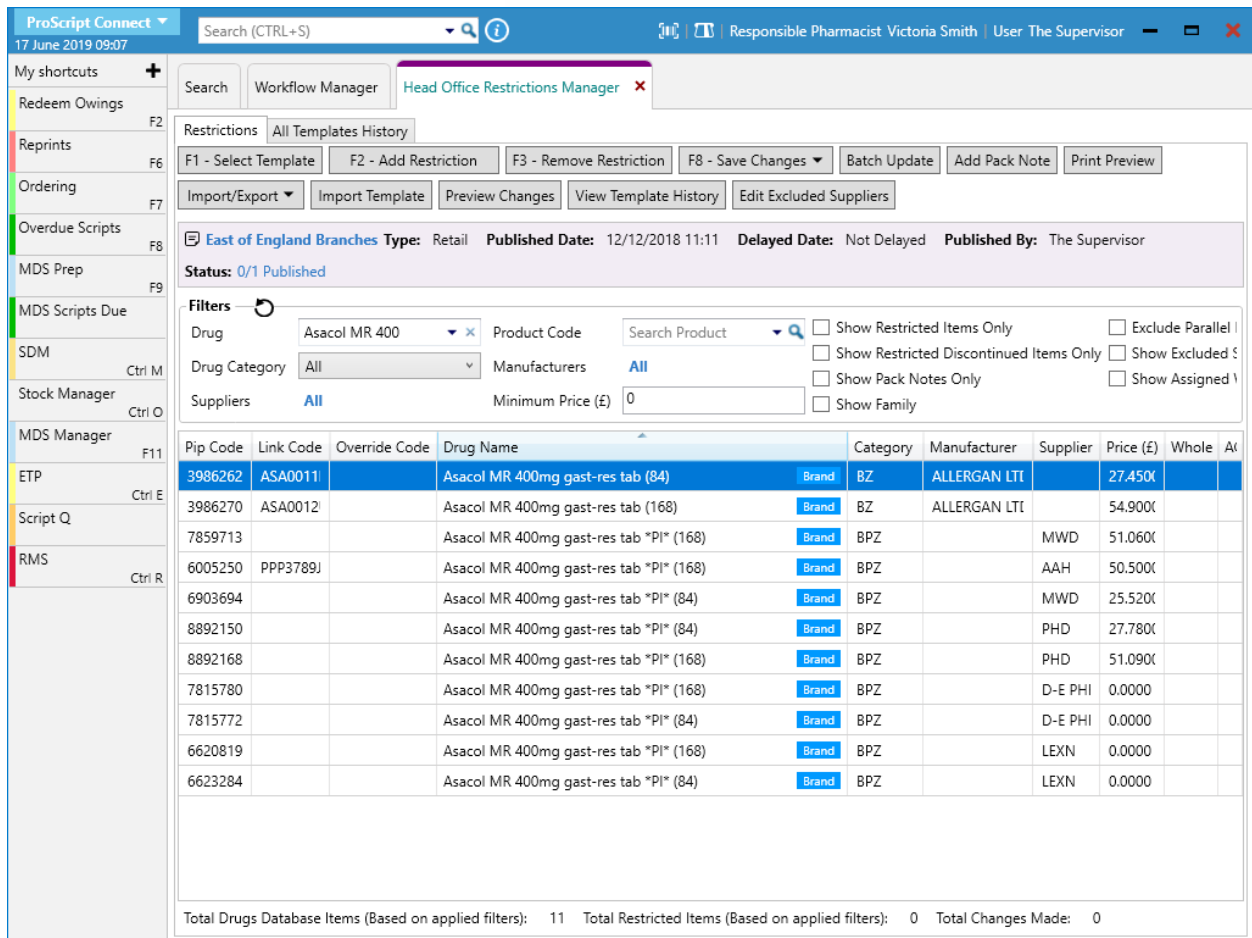
Filters: Search Drug Search Product Show Restricted Items Only Exclude Parallel Show Restricted Discontinued Items Only Show Excluded Show Pack Notes Only Show Assigned Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesa	AGBA
3668969	ACC0146		Accrete D3 1.5g/400u tabs (60) Brand Restricted	B	INTERNIS PHA		2.9500	PHD	A
3722121	ACI0196L		Aciferol D3 400u tabs [No PL] (90) Brand Restricted	B	RHODES PHAF		9.9900	PHD	A
2406395	ADI0036L		Adizem XL 300mg caps (28) Brand Restricted	B	NAPP PHARM		9.1400	PHD	A
1112358			Amisulpride 100mg tabs (60) Restricted	G	ZENTIVA		0.0000	PHD	G
1200864	ARI0128F		Aripiprazole 10mg tabs (28) Restricted	G	ACTAVIS LTD		2.2400	PHD	G
0139592	ATA0011		Atarax 10mg tabs (84) Brand Restricted	B	ALLIANCE PHA		1.2000	PHD	A
3553112	ALV0013		Audmonal 60mg caps (100) Brand Restricted	B	TEVA UK LTD		6.0000	PHD	A
3941754	QUE0161		Biquelle XL 50mg tabs (60) Brand Restricted	B	ASPIRE PHARM		29.4500	PHD	B
1182443	MET1021		Bolamyn SR 1000mg tabs (56) Brand Restricted	B	TEVA UK LTD		7.9900	PHD	A
3591211	BRI0405Y		Brilique 90mg tabs (56) Brand Restricted	B	ASTRAZENECA		54.6000	PHD	A
0472068	BUS0025I		Buscopan 10mg tabs (56) Brand Restricted	B	SANOFI		3.0000	PHD	A
1172741	CAN0821		Candesartan 32mg tabs (28) Restricted	G	CONSILIENT H		16.1300	PHD	G
2371920	CAR0576		Cardene 20mg caps (56) Brand Restricted	B	ASTELLAS PHA		6.0000	PHD	A
1195205	IND0236I		Cardide SR 1.5mg tabs (30) Brand Restricted	B	TEVA UK LTD		3.9900	PHD	A

Total Drugs Database Items (Based on applied filters): 79 Total Restricted Items (Based on applied filters): 79 Total Changes Made: 0

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.



ProScript Connect 17 June 2019 09:07 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

Head Office Restrictions Manager

Restrictions All Templates History

F1 - Select Template F2 - Add Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview

Import/Export Import Template Preview Changes View Template History Edit Excluded Suppliers

East of England Branches Type: Retail Published Date: 12/12/2018 11:11 Delayed Date: Not Delayed Published By: The Supervisor

Status: 0/1 Published

Filters

Drug Asacol MR 400 Product Code Search Product Show Restricted Items Only Exclude Parallel I

Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Excluded S

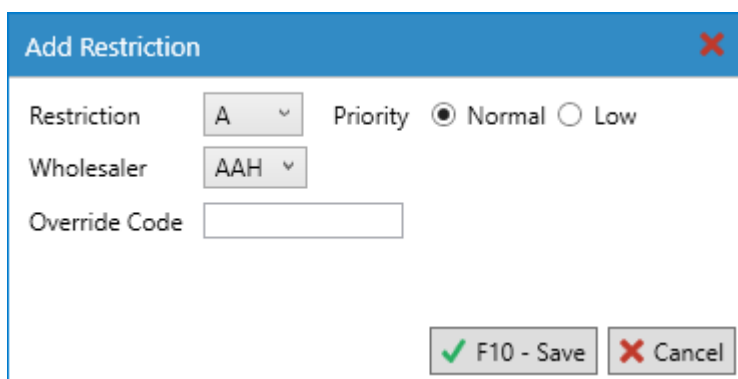
Suppliers All Minimum Price (£) 0 Show Pack Notes Only Show Assigned V

Show Family

Pip Code	Link Code	Override Code	Drug Name	Brand	Category	Manufacturer	Supplier	Price (£)	Whole	At
3986262	ASA0011		Asacol MR 400mg gast-res tab (84)	Brand	BZ	ALLERGAN LTI		27.4500		
3986270	ASA0012		Asacol MR 400mg gast-res tab (168)	Brand	BZ	ALLERGAN LTI		54.9000		
7859713			Asacol MR 400mg gast-res tab *PI* (168)	Brand	BPZ		MWD	51.0600		
6005250	PPP3789J		Asacol MR 400mg gast-res tab *PI* (168)	Brand	BPZ		AAH	50.5000		
6903694			Asacol MR 400mg gast-res tab *PI* (84)	Brand	BPZ		MWD	25.5200		
8892150			Asacol MR 400mg gast-res tab *PI* (84)	Brand	BPZ		PHD	27.7800		
8892168			Asacol MR 400mg gast-res tab *PI* (168)	Brand	BPZ		PHD	51.0900		
7815780			Asacol MR 400mg gast-res tab *PI* (168)	Brand	BPZ		D-E PHI	0.0000		
7815772			Asacol MR 400mg gast-res tab *PI* (84)	Brand	BPZ		D-E PHI	0.0000		
6620819			Asacol MR 400mg gast-res tab *PI* (168)	Brand	BPZ		LEXN	0.0000		
6623284			Asacol MR 400mg gast-res tab *PI* (84)	Brand	BPZ		LEXN	0.0000		

Total Drugs Database Items (Based on applied filters): 11 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 0

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.



Add Restriction

Restriction A Priority Normal Low

Wholesaler AAH

Override Code

✓ F10 - Save ✗ Cancel

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**.

ProScript Connect 17 June 2019 09:09 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings (F2), Reprints (F6), Ordering (F7), Overdue Scripts (F8), MDS Prep (F9), MDS Scripts Due, SDM (Ctrl M), Stock Manager (Ctrl O), MDS Manager (F11), ETP (Ctrl E), Script Q, RMS (Ctrl R)

Search Workflow Manager **Head Office Restrictions Manager**

Restrictions All Templates History

F1 - Select Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview

Import/Export Import Template Preview Changes View Template History Edit Excluded Suppliers

East of England Branches Type: Retail Published Date: 12/12/2018 11:11 Delayed Date: Not Delayed Published By: The Supervisor

Status: 0/1 Published

Filters: Drug: Asacol MR 400 Product Code: Search Product Show Restricted Items Only Exclude Parallel Show Restricted Discontinued Items Only Show Excluded Show Pack Notes Only Show Assigned Show Family

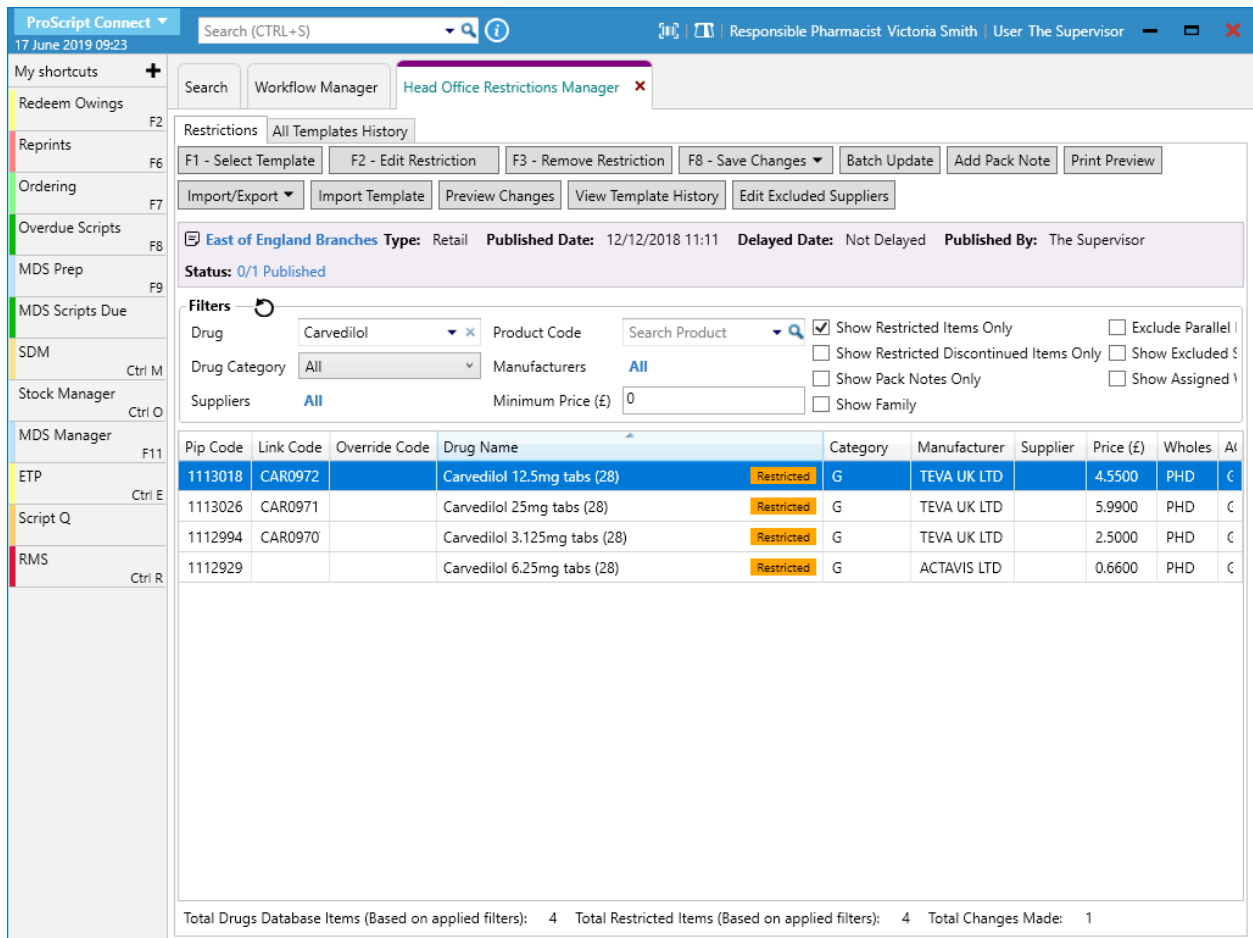
Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholes	AGB
3986262	ASA0011		Asacol MR 400mg gast-res tab (84) Brand Restricted	BZ	ALLERGAN LT		27.4500	AAH	A
3986270	ASA0012		Asacol MR 400mg gast-res tab (168) Brand	BZ	ALLERGAN LT		54.9000		
7859713			Asacol MR 400mg gast-res tab *PI* (168) Brand	BPZ		MWD	51.0600		
6005250	PPP3789J		Asacol MR 400mg gast-res tab *PI* (168) Brand	BPZ		AAH	50.5000		
6903694			Asacol MR 400mg gast-res tab *PI* (84) Brand	BPZ		MWD	25.5200		
8892150			Asacol MR 400mg gast-res tab *PI* (84) Brand	BPZ		PHD	27.7800		
8892168			Asacol MR 400mg gast-res tab *PI* (168) Brand	BPZ		PHD	51.0900		
7815780			Asacol MR 400mg gast-res tab *PI* (168) Brand	BPZ		D-E PHR	0.0000		
7815772			Asacol MR 400mg gast-res tab *PI* (84) Brand	BPZ		D-E PHR	0.0000		
6620819			Asacol MR 400mg gast-res tab *PI* (168) Brand	BPZ		LEXN	0.0000		
6623284			Asacol MR 400mg gast-res tab *PI* (84) Brand	BPZ		LEXN	0.0000		

Total Drugs Database Items (Based on applied filters): 11 Total Restricted Items (Based on applied filters): 1 Total Changes Made: 1

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.



ProScript Connect 17 June 2019 09:23 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

Head Office Restrictions Manager

Restrictions All Templates History

F1 - Select Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview

Import/Export Import Template Preview Changes View Template History Edit Excluded Suppliers

East of England Branches Type: Retail Published Date: 12/12/2018 11:11 Delayed Date: Not Delayed Published By: The Supervisor

Status: 0/1 Published

Filters

Drug Carvedilol Product Code Search Product Show Restricted Items Only Exclude Parallel I

Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Excluded S

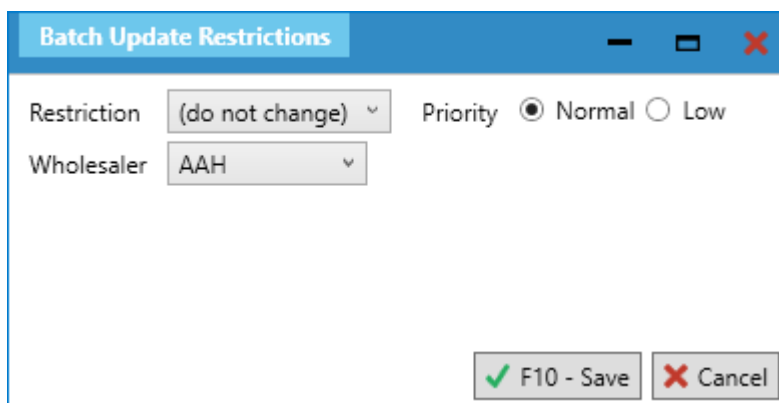
Suppliers All Minimum Price (£) 0 Show Pack Notes Only Show Assigned V

Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholes	At
1113018	CAR0972		Carvedilol 12.5mg tabs (28)	Restricted	G	TEVA UK LTD	4.5500	PHD	C
1113026	CAR0971		Carvedilol 25mg tabs (28)	Restricted	G	TEVA UK LTD	5.9900	PHD	C
1112994	CAR0970		Carvedilol 3.125mg tabs (28)	Restricted	G	TEVA UK LTD	2.5000	PHD	C
1112929			Carvedilol 6.25mg tabs (28)	Restricted	G	ACTAVIS LTD	0.6600	PHD	C

Total Drugs Database Items (Based on applied filters): 4 Total Restricted Items (Based on applied filters): 4 Total Changes Made: 1

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



Batch Update Restrictions

Restriction (do not change) Priority Normal Low

Wholesaler AAH

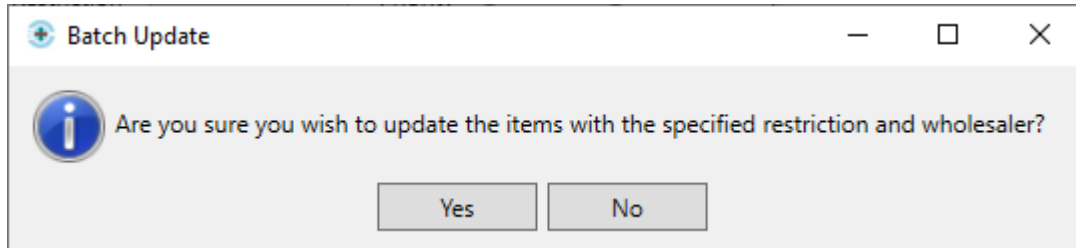
F10 - Save Cancel

3. From here, you can:

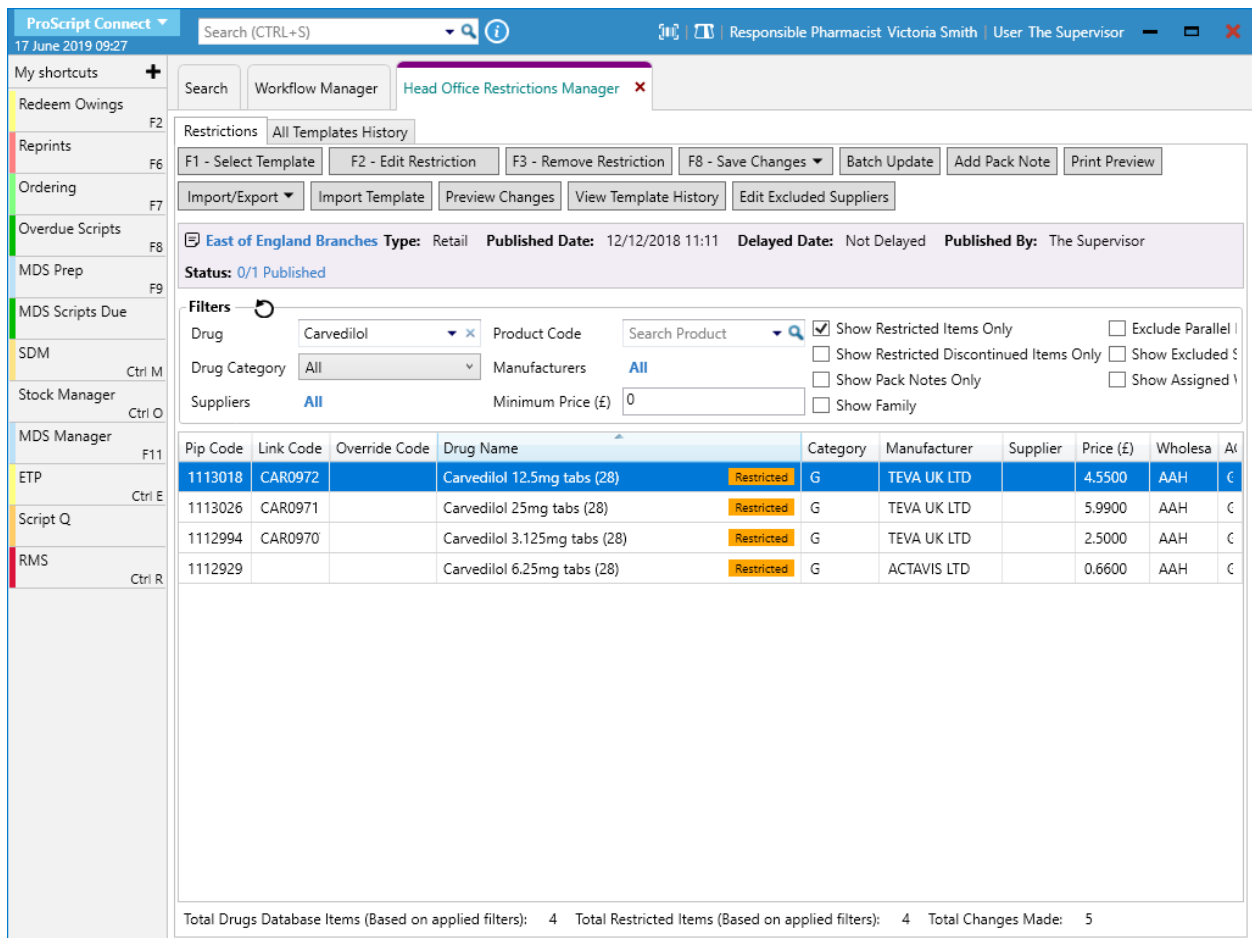
- Select to update the *Restriction* type and *Wholesaler* at the same time by selecting an available option in both drop-down menus.
- Select to update only the *Restriction* type or the *Wholesaler*, by selecting an available option in the required drop-down menu. In the

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**.



The screenshot shows the ProScript Connect interface. The "Head Office Restrictions Manager" window is open, displaying a table of restricted items. The table has columns for Pip Code, Link Code, Override Code, Drug Name, Category, Manufacturer, Supplier, Price (£), Wholesaler, and Action. All items in the table are marked as "Restricted".

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	Action
1113018	CAR0972		Carvedilol 12.5mg tabs (28)	Restricted	G	TEVA UK LTD	4.5500	AAH	⊞
1113026	CAR0971		Carvedilol 25mg tabs (28)	Restricted	G	TEVA UK LTD	5.9900	AAH	⊞
1112994	CAR0970		Carvedilol 3.125mg tabs (28)	Restricted	G	TEVA UK LTD	2.5000	AAH	⊞
1112929			Carvedilol 6.25mg tabs (28)	Restricted	G	ACTAVIS LTD	0.6600	AAH	⊞

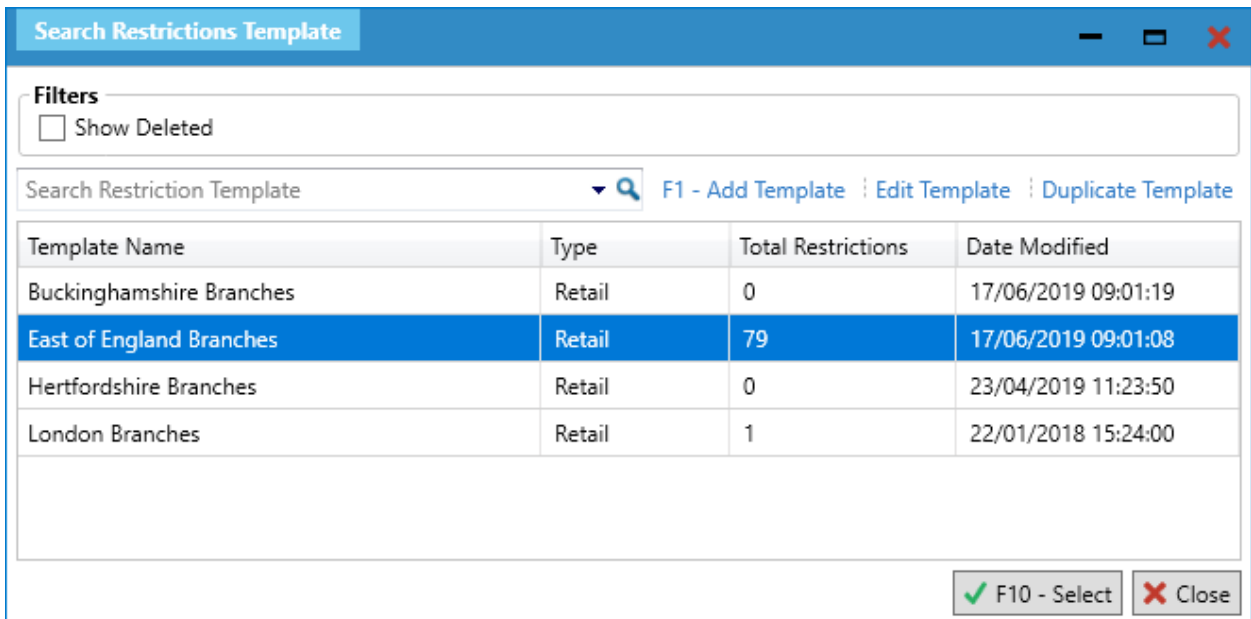
At the bottom of the window, it states: "Total Drugs Database Items (Based on applied filters): 4 Total Restricted Items (Based on applied filters): 4 Total Changes Made: 5".

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.



Template Name	Type	Total Restrictions	Date Modified
Buckinghamshire Branches	Retail	0	17/06/2019 09:01:19
East of England Branches	Retail	79	17/06/2019 09:01:08
Hertfordshire Branches	Retail	0	23/04/2019 11:23:50
London Branches	Retail	1	22/01/2018 15:24:00

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

ProScript Connect 17 June 2019 09:06 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

My shortcuts: Redeem Owings, Reprints, Ordering, Overdue Scripts, MDS Prep, MDS Scripts Due, SDM, Stock Manager, MDS Manager, ETP, Script Q, RMS

Head Office Restrictions Manager

Restrictions: All Templates History

F1 - Select Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview

Import/Export Import Template Preview Changes View Template History Edit Excluded Suppliers

East of England Branches Type: Retail Published Date: 12/12/2018 11:11 Delayed Date: Not Delayed Published By: The Supervisor

Status: 0/1 Published

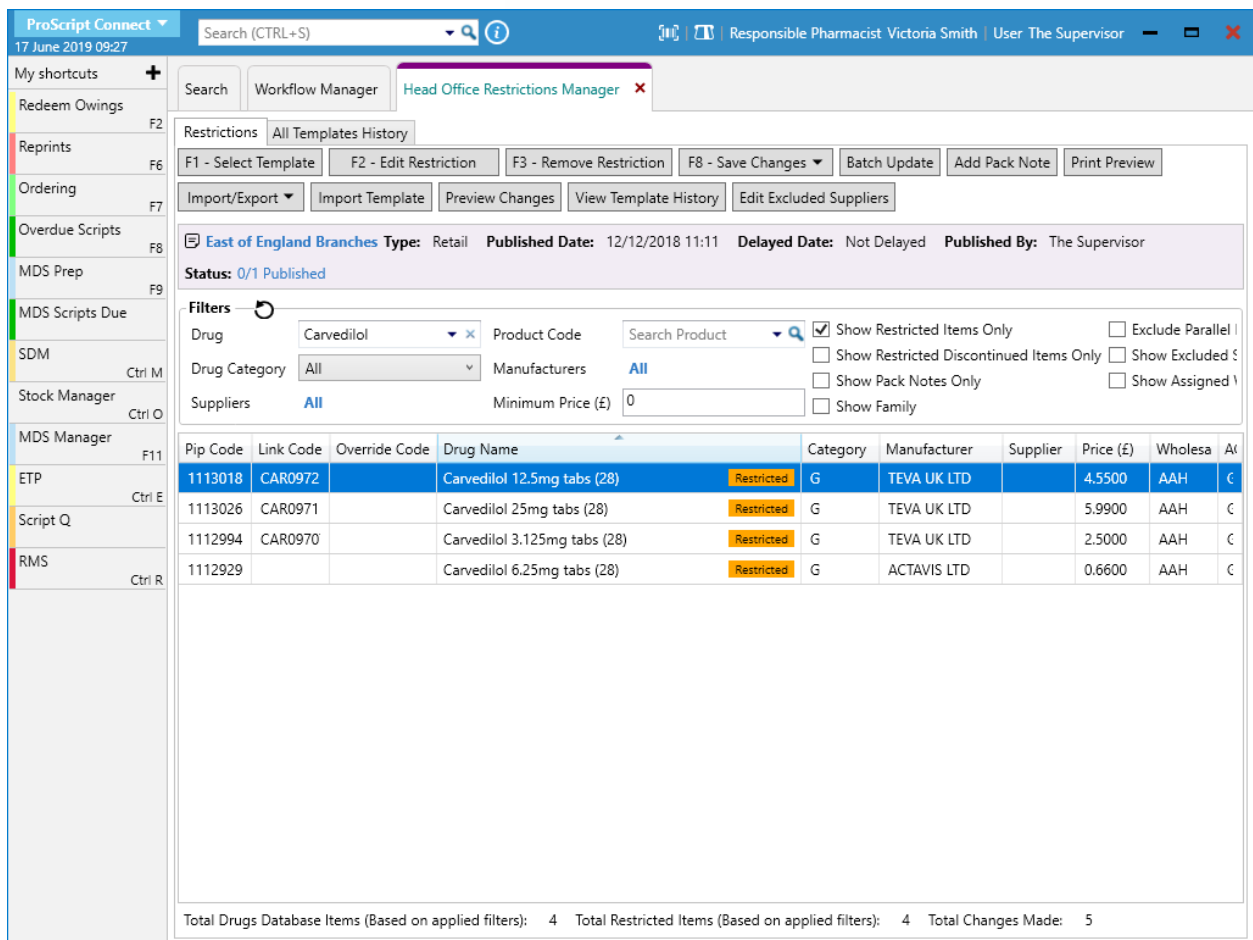
Filters: Search Drug Search Product Show Restricted Items Only Exclude Parallel Show Restricted Discontinued Items Only Show Excluded Show Pack Notes Only Show Assigned Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesa	AGBN
3668969	ACC0146		Accrete D3 1.5g/400u tabs (60) Brand Restricted	B	INTERNIS PHA		2.9500	PHD	A
3722121	ACI0196L		Aciferol D3 400u tabs [No PL] (90) Brand Restricted	B	RHODES PHAF		9.9900	PHD	A
2406395	ADI0036L		Adizem XL 300mg caps (28) Brand Restricted	B	NAPP PHARM		9.1400	PHD	A
1112358			Amisulpride 100mg tabs (60) Restricted	G	ZENTIVA		0.0000	PHD	G
1200864	ARI0128F		Aripiprazole 10mg tabs (28) Restricted	G	ACTAVIS LTD		2.2400	PHD	G
0139592	ATA00111		Atarax 10mg tabs (84) Brand Restricted	B	ALLIANCE PHA		1.2000	PHD	A
3553112	ALV00131		Audmonal 60mg caps (100) Brand Restricted	B	TEVA UK LTD		6.0000	PHD	A
3941754	QUE0161		Biquelle XL 50mg tabs (60) Brand Restricted	B	ASPIRE PHARM		29.4500	PHD	B
1182443	MET1021		Bolamyn SR 1000mg tabs (56) Brand Restricted	B	TEVA UK LTD		7.9900	PHD	A
3591211	BRI0405Y		Brilique 90mg tabs (56) Brand Restricted	B	ASTRAZENECA		54.6000	PHD	A
0472068	BUS0025I		Buscopan 10mg tabs (56) Brand Restricted	B	SANOFI		3.0000	PHD	A
1172741	CAN0821		Candesartan 32mg tabs (28) Restricted	G	CONSILIENT H		16.1300	PHD	G
2371920	CAR0576		Cardene 20mg caps (56) Brand Restricted	B	ASTELLAS PHA		6.0000	PHD	A
1195205	IND0236I		Cardide SR 1.5mg tabs (30) Brand Restricted	B	TEVA UK LTD		3.9900	PHD	A

Total Drugs Database Items (Based on applied filters): 79 Total Restricted Items (Based on applied filters): 79 Total Changes Made: 0

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.



ProScript Connect 17 June 2019 09:27 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User The Supervisor

Head Office Restrictions Manager

Restrictions All Templates History

F1 - Select Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview

Import/Export Import Template Preview Changes View Template History Edit Excluded Suppliers

East of England Branches Type: Retail Published Date: 12/12/2018 11:11 Delayed Date: Not Delayed Published By: The Supervisor

Status: 0/1 Published

Filters

Drug Carvedilol Product Code Search Product Show Restricted Items Only Exclude Parallel I

Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Excluded S

Suppliers All Minimum Price (£) 0 Show Pack Notes Only Show Assigned V

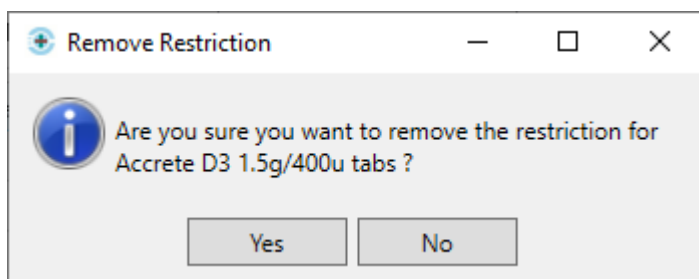
Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	At
1113018	CAR0972		Carvedilol 12.5mg tabs (28)	Restricted	G	TEVA UK LTD	4.5500	AAH	€
1113026	CAR0971		Carvedilol 25mg tabs (28)	Restricted	G	TEVA UK LTD	5.9900	AAH	€
1112994	CAR0970		Carvedilol 3.125mg tabs (28)	Restricted	G	TEVA UK LTD	2.5000	AAH	€
1112929			Carvedilol 6.25mg tabs (28)	Restricted	G	ACTAVIS LTD	0.6600	AAH	€

Total Drugs Database Items (Based on applied filters): 4 Total Restricted Items (Based on applied filters): 4 Total Changes Made: 5

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

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Contact us

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