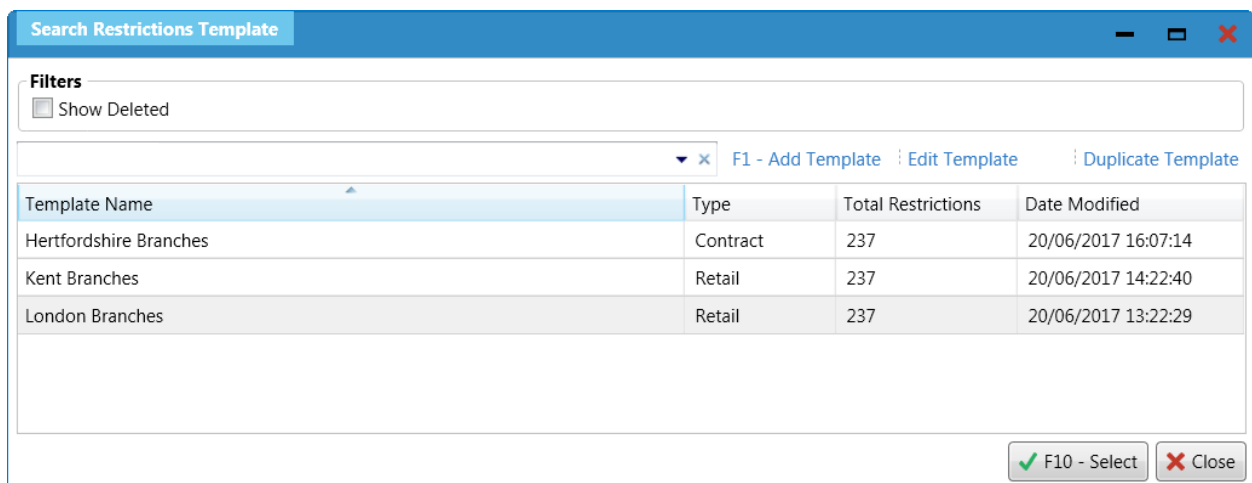


# Adding a New Pack Note to a Restrictions Template

## Selecting the Restrictions Template

1. From the Head Office Restrictions Manager, press **[F1 – Select Template]**.
2. The Search Restrictions Template window displays, with a list of existing templates on the system.



3. From there, search for and highlight the template you want to select.
4. Press **[F10 – Select]**.
5. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.

## Adding a Pack Note

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.
2. A list of search results displays below.

ProScript Connect 21 June 2017 10:34 Search (CTRL+S) Responsible Pharmacist Jonathan Adams | User Victoria Smith

My shortcuts: Redeem Owings, Overdue Scripts, Reprints, MDS Scripts Due, Ordering, MDS, RMS, SDM, ETP, Training, Stock

Search: 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

London Branches Type: Retail Published Date: Not Published Delayed Date: Not Published Published By: Not Published Status: Not Published

Filters: Drug: AMOX 250MG CAPS Product Code: Show Restricted Items Only Exclude Parallel Imports Show Restricted Discontinued Items Only Show Excluded Suppliers Show Pack Notes Only Show Assigned Wholesalers Suppliers: All Minimum Price (£): 0 Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM
1121417	1AMO72		Amoxicillin 250mg caps (500)	G	BRISTOL LABOR		0.0000		
6633622	1AMO45		Amoxicillin 250mg caps (500)	G		LEXN	0.0000		
9901372	03AMO92		Amoxicillin 250mg caps (500)	G		MANI	0.0000		
1120708	1AMO198		Amoxicillin 250mg caps (21)	G	MILPHARM LTD		0.0000		
1126945	1AMO200		Amoxicillin 250mg caps (21)	G	GENESIS PHARM		0.0000		
1147255	1AMO245		Amoxicillin 250mg caps (500)	G	WOCKHARDT U		25.7100		
9905068	03AMO93		Amoxicillin 250mg caps (21)	G		MANI	0.0000		
7610033	4AMO1		Amoxicillin 250mg caps (500)	G		WAYM	0.0000		
5012919	1AMO355		Amoxicillin 250mg caps (15)	G	VIRTUAL GENER		0.0000		
5012927	1AMO356		Amoxicillin 250mg caps (21)	G	VIRTUAL GENER		0.0000		
1094200	1AMO69		Amoxicillin 250mg caps (21)	G	LPC MEDICAL (L		0.0000		
1121680	1AMO71		Amoxicillin 250mg caps (21)	G	BRISTOL LABOR		0.4100		
1073469	1AMO87		Amoxicillin 250mg caps (15)	G	KENT PHARMAC		0.0000		
7660525	1AMO115		Amoxicillin 250mg caps (21)	G		CLRM	1.1900		
7660532	1AMO116		Amoxicillin 250mg caps (500)	G		CLRM	28.3200		

Total Drugs Database Items (Based on applied filters): 54 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 237

3. Highlight a drug in the grid.
4. Click **[Add Pack Note]**.
5. A blank Add Pack Note window for the selected item displays.

**Add Pack Note** [X]

Pack: Amoxicillin 250mg caps

**Applicable Country**  
All

Pack notes:

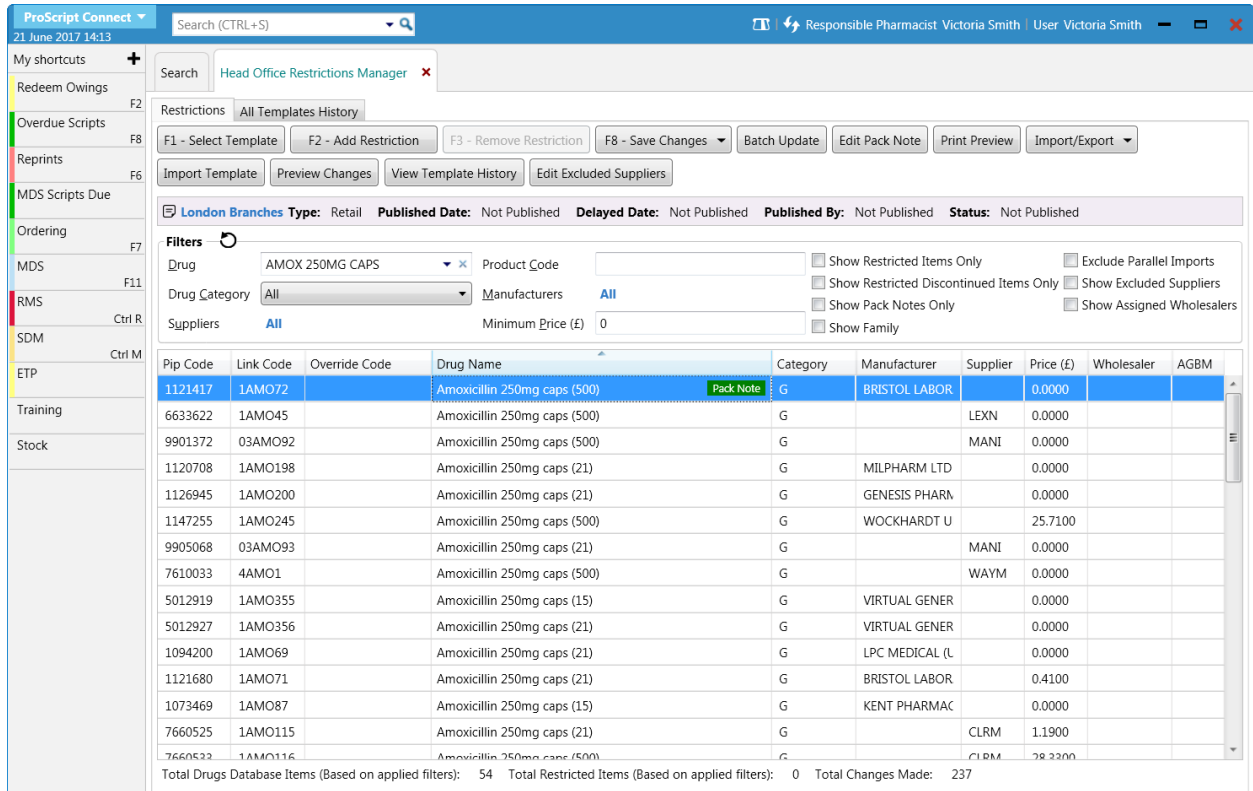
Brand:  Price: 0

Just show notes
  Show notes and force price
  Show notes and get price

Deleted

6. From here, you can:
  - o Select whether to *Just show notes*, *Show notes and force price* or *Show notes and get price*

- Select whether you want your pack note to apply for *All* countries or whether you want a *Custom* pack note for every country
  - Enter the *Pack notes* content in the relevant field
  - Enter the *Brand* and *Price* as required
7. Once you are done, press [**F10 – Save**].
  8. The Head Office Restrictions Manager displays, with the drug for which you have added a drug note marked as **Pack Note**.



ProScript Connect 21 June 2017 14:13

Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts: Redeem Owings (F2), Overdue Scripts (F8), Reprints (F6), MDS Scripts Due, Ordering (F7), MDS (F11), RMS (Ctrl R), SDM (Ctrl M), ETP, Training, Stock

Search: Head Office Restrictions Manager

Restrictions: All Templates History

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

Import Template | Preview Changes | View Template History | Edit Excluded Suppliers

London Branches Type: Retail | Published Date: Not Published | Delayed Date: Not Published | Published By: Not Published | Status: Not Published

Filters: Drug: AMOX 250MG CAPS | Product Code: | Show Restricted Items Only | Exclude Parallel Imports | Drug Category: All | Manufacturers: All | Show Restricted Discontinued Items Only | Show Excluded Suppliers | Suppliers: All | Minimum Price (£): 0 | Show Pack Notes Only | Show Assigned Wholesalers | Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM
1121417	1AMO72		Amoxicillin 250mg caps (500) <b>Pack Note</b>	G	BRISTOL LABOR		0.0000		
6633622	1AMO45		Amoxicillin 250mg caps (500)	G		LEXN	0.0000		
9901372	03AMO92		Amoxicillin 250mg caps (500)	G		MANI	0.0000		
1120708	1AMO198		Amoxicillin 250mg caps (21)	G	MILPHARM LTD		0.0000		
1126945	1AMO200		Amoxicillin 250mg caps (21)	G	GENESIS PHARM		0.0000		
1147255	1AMO245		Amoxicillin 250mg caps (500)	G	WOCKHARDT U		25.7100		
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5012919	1AMO355		Amoxicillin 250mg caps (15)	G	VIRTUAL GENER		0.0000		
5012927	1AMO356		Amoxicillin 250mg caps (21)	G	VIRTUAL GENER		0.0000		
1094200	1AMO69		Amoxicillin 250mg caps (21)	G	LPC MEDICAL (L		0.0000		
1121680	1AMO71		Amoxicillin 250mg caps (21)	G	BRISTOL LABOR		0.4100		
1073469	1AMO87		Amoxicillin 250mg caps (15)	G	KENT PHARMAC		0.0000		
7660525	1AMO115		Amoxicillin 250mg caps (21)	G		CLRM	1.1900		
7660533	1AMO116		Amoxicillin 250mg caps (500)	G		CLRM	28.3200		

Total Drugs Database Items (Based on applied filters): 54 | Total Restricted Items (Based on applied filters): 0 | Total Changes Made: 237

9. Press [**F8 – Save Changes**] to save the changes to the template.

## Revision History

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

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