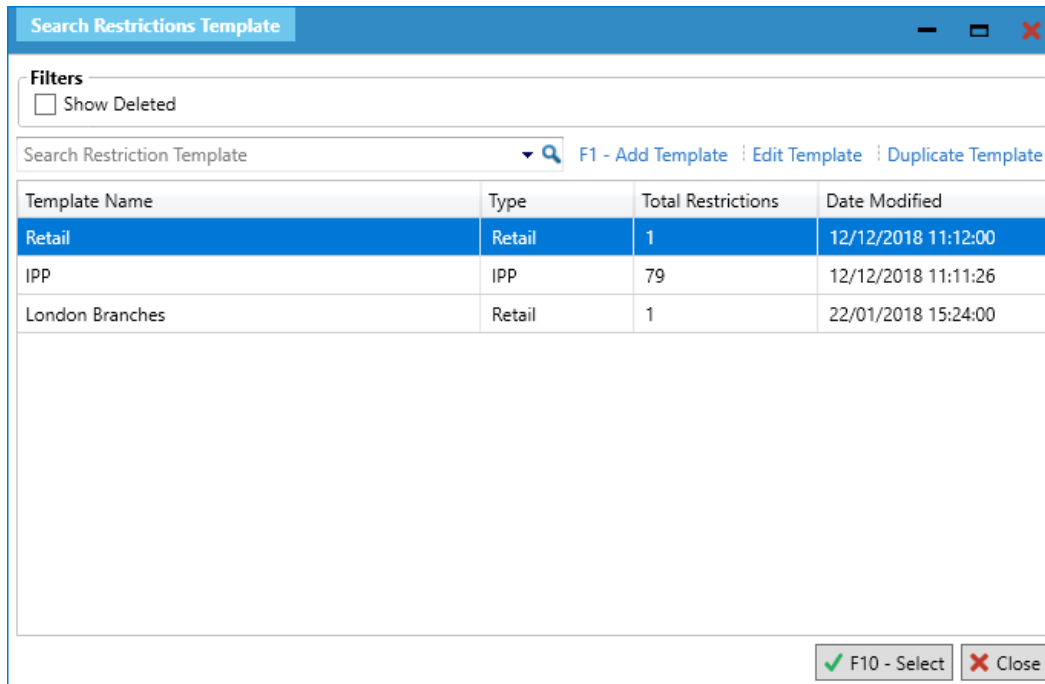


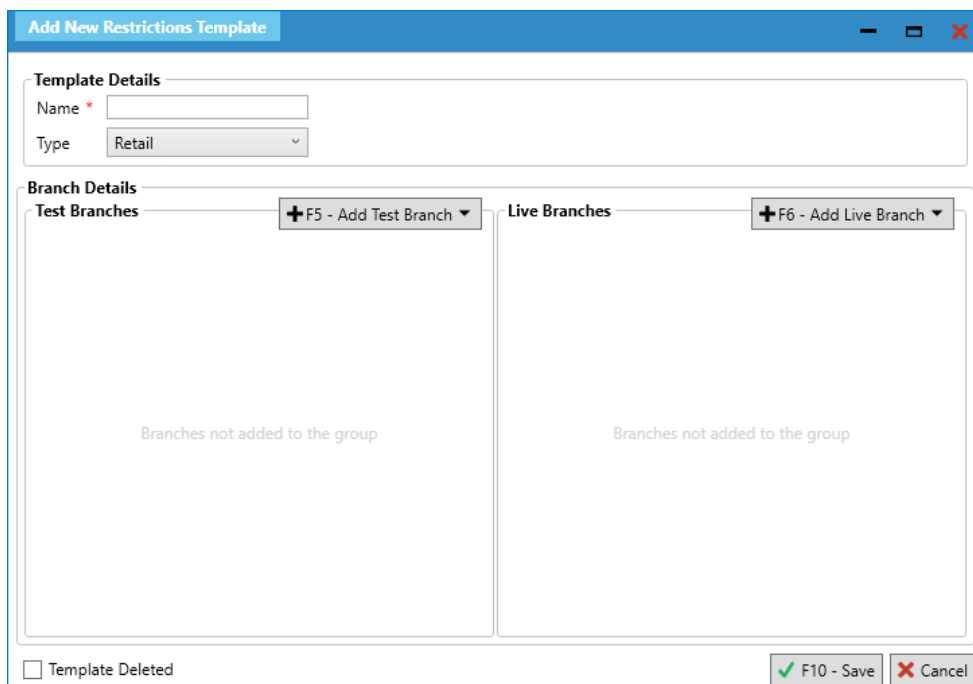
## Adding a New Retail Restrictions Template

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



Template Name	Type	Total Restrictions	Date Modified
Retail	Retail	1	12/12/2018 11:12:00
IPP	IPP	79	12/12/2018 11:11:26
London Branches	Retail	1	22/01/2018 15:24:00

2. From here, click **F1 – Add Template**. A blank Add New Restrictions Template displays.

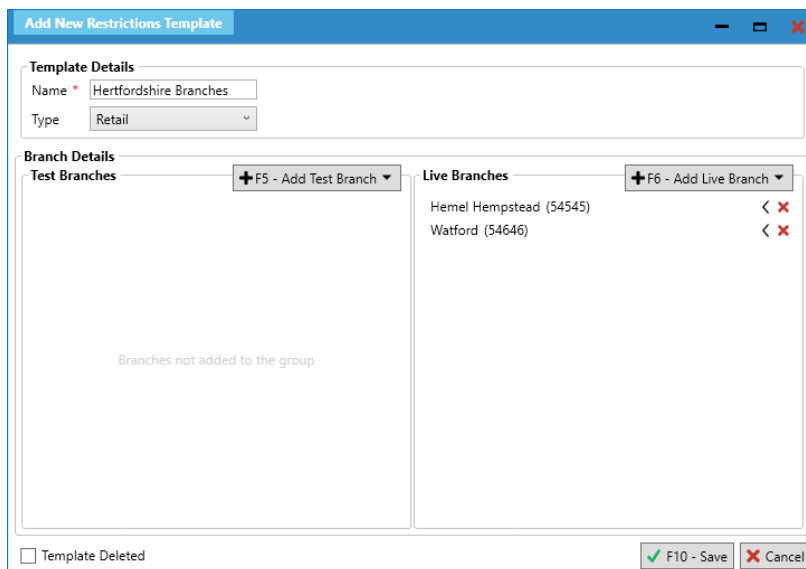


3. From there, you can:

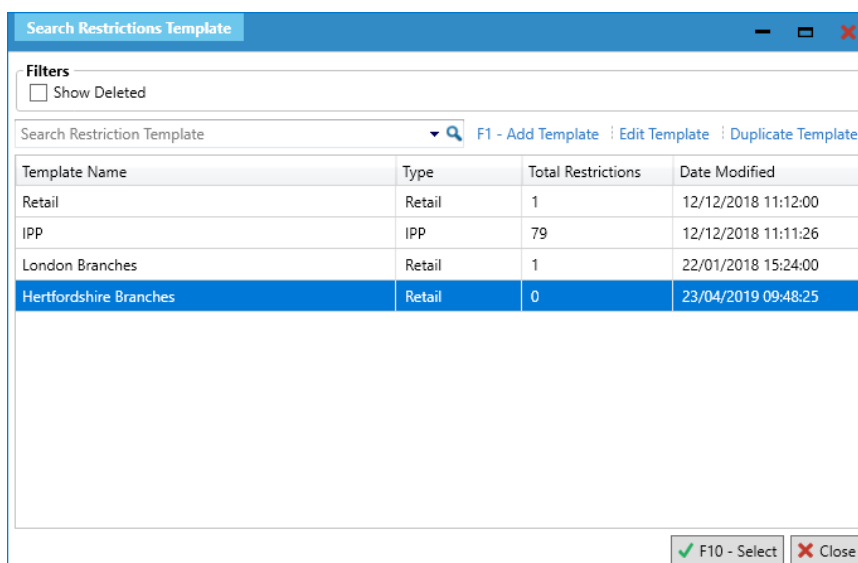
- Enter the template *Name* and select its *Type*.
- Use the **[F5 – Add Test Branch]** button to select a test [branch](#)
- Use the **[F6 – Add Live Branch]** button to select a live [branch](#)
- Use the **[Alt+F5 – Add Test Branch Group]** button to select a test [group](#) of branches
- Use the **[Alt+F6 – Add Live Branch Group]** button to select a live [group](#) of branches



Once added, each branch displays with a < or > to move the branch between a test and live branch, and a red **X** to remove the branch from the list.

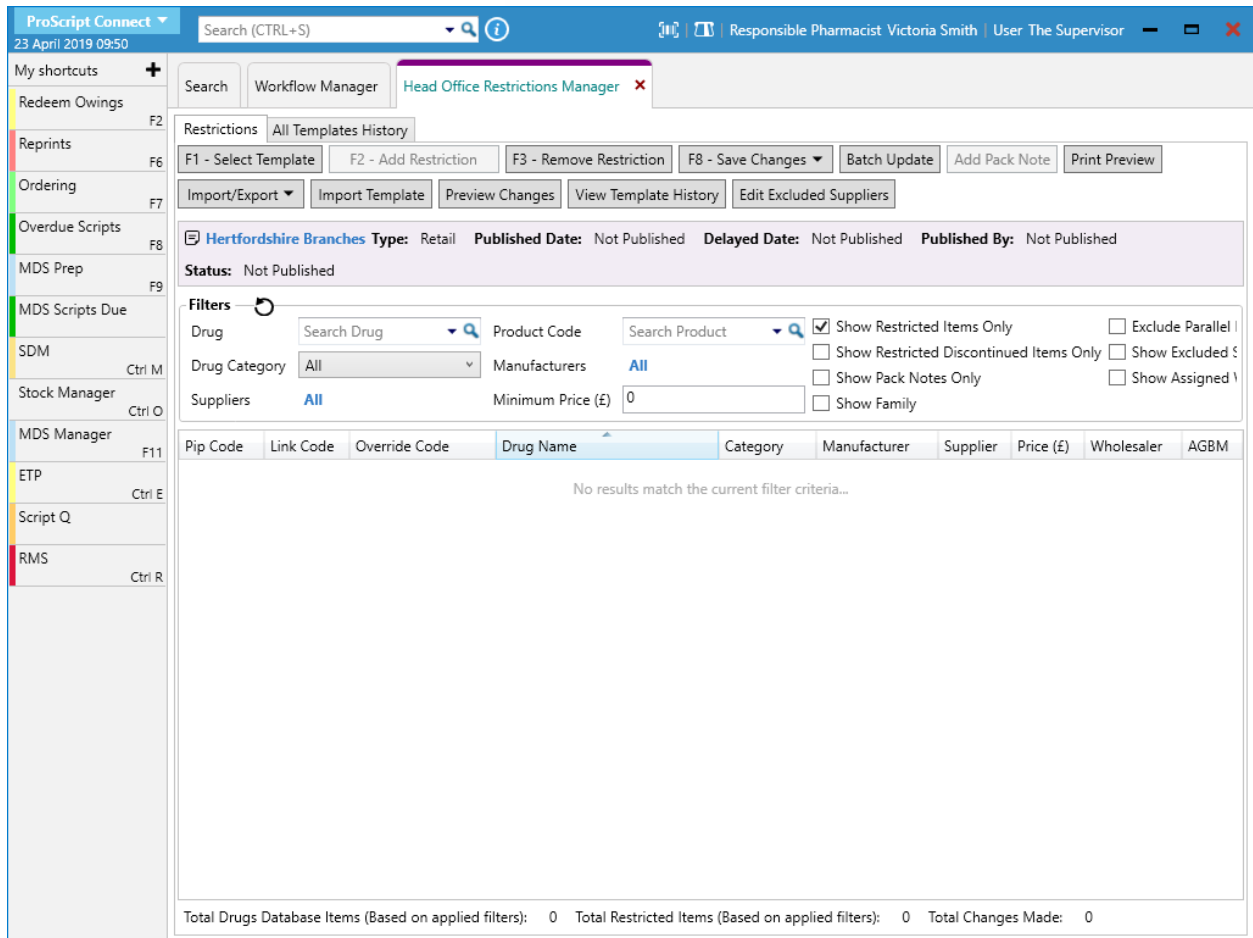


4. Select the **[F10 – Save]** button. The Search Restrictions Template window displays, with the newly-added template in the grid.



Template Name	Type	Total Restrictions	Date Modified
Retail	Retail	1	12/12/2018 11:12:00
IPP	IPP	79	12/12/2018 11:11:26
London Branches	Retail	1	22/01/2018 15:24:00
Hertfordshire Branches	Retail	0	23/04/2019 09:48:25

- Highlight the newly-added template and select the **[F10 - Select]** button. The Head Office Restrictions Manager displays with the newly-added template selected.



## Revision History

Version Number	Date	Revision Details	Author(s)
1.0	18/08/2023		Joanne Hibbert-Gorst

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