
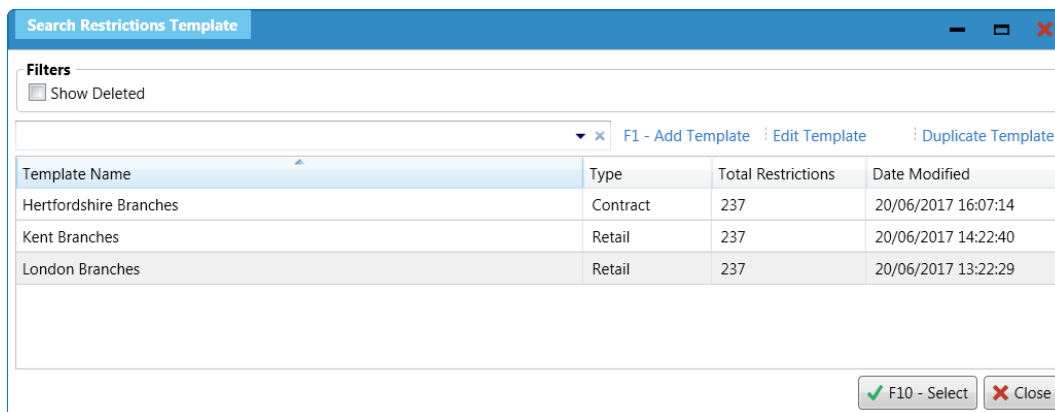


# Canceling a Restrictions Template

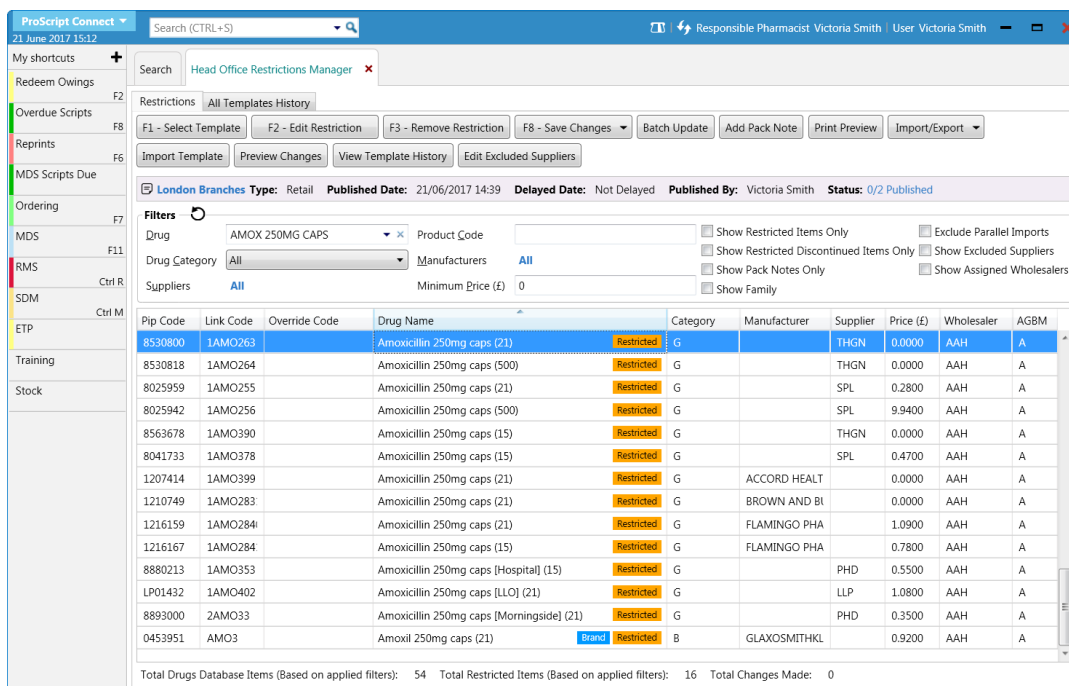
 You can only cancel **delayed** templates.

## 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.

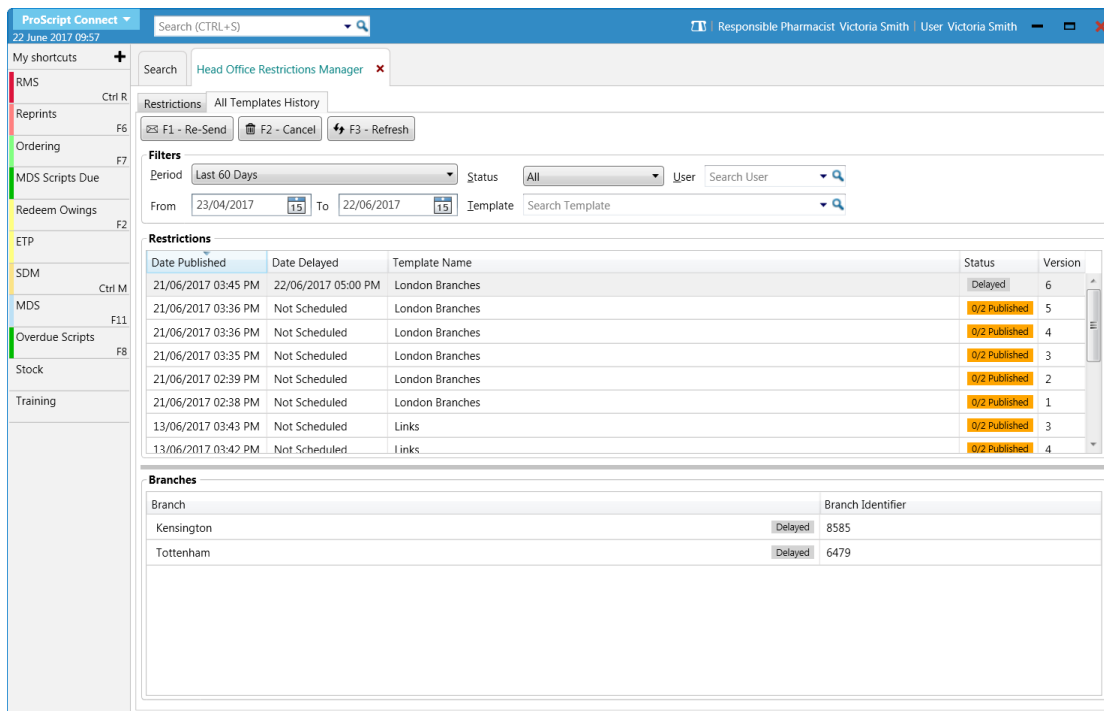


3. From there, search for and highlight the template you want to select.
4. Press **[F10 – Select]**.
5. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.

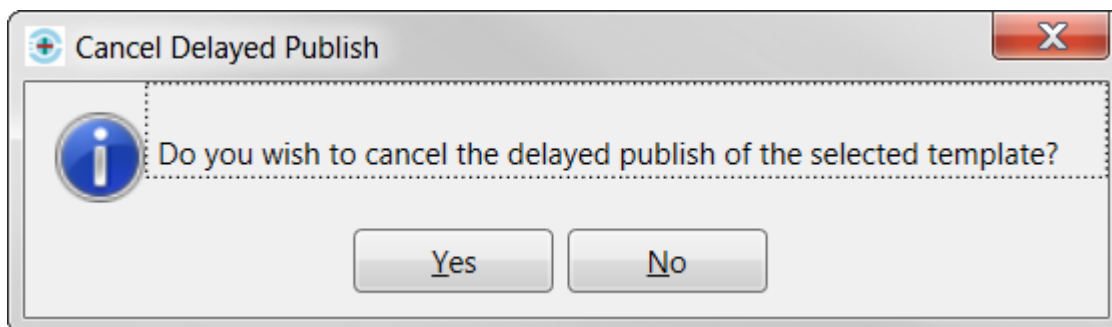


## Cancelling the Restrictions Template

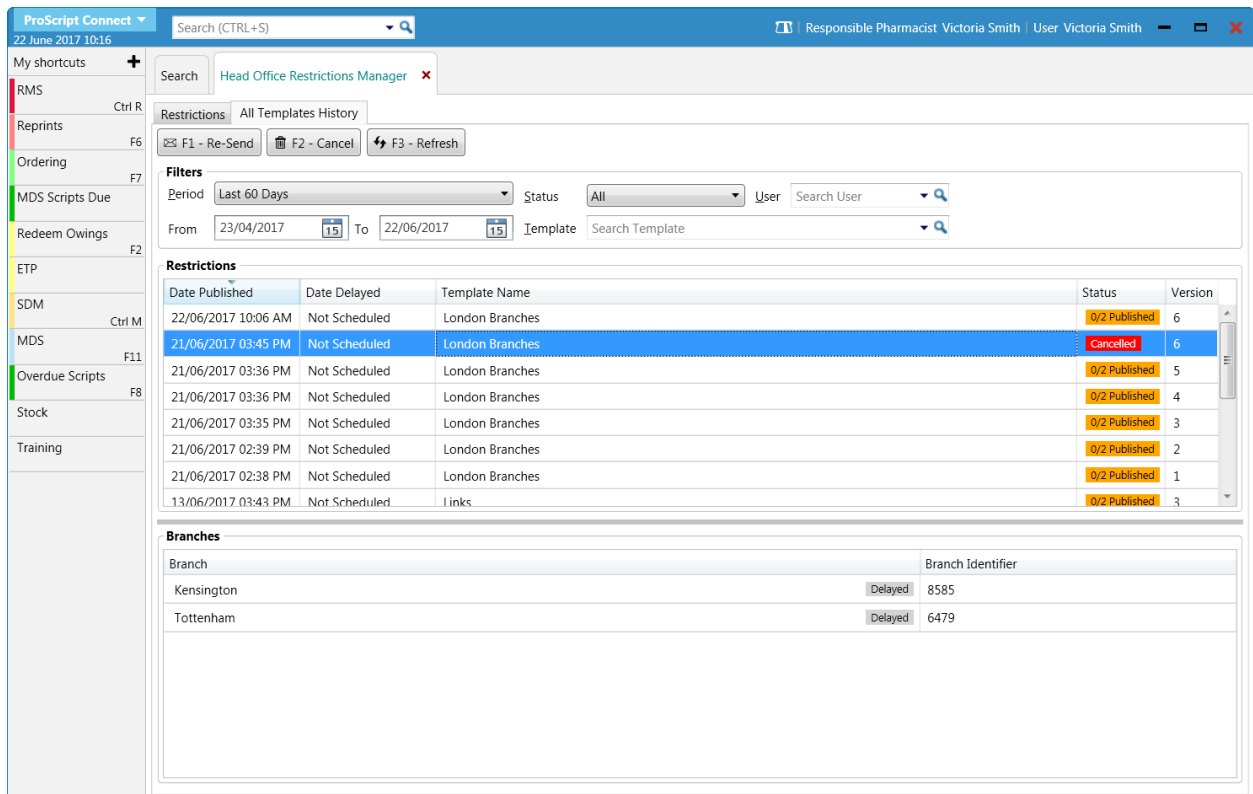
1. From the Head Office Restrictions Manager, click the *All Templates History* tab in the top left-hand corner of the window.
2. The *All Templates History* tab contents display, with a list of all previous template publication instances and their status.



3. Highlight the template you want to cancel and press **[F2 – Cancel]**.
4. A pop-up window displays, asking whether you want to cancel the delayed publish of the selected template.



5. Click **[Yes]**.
6. The *All Templates History* tab contents display, with the template now marked as **Cancelled**.



**Restrictions**

Date Published	Date Delayed	Template Name	Status	Version
22/06/2017 10:06 AM	Not Scheduled	London Branches	0/2 Published	6
21/06/2017 03:45 PM	Not Scheduled	London Branches	Cancelled	6
21/06/2017 03:36 PM	Not Scheduled	London Branches	0/2 Published	5
21/06/2017 03:36 PM	Not Scheduled	London Branches	0/2 Published	4
21/06/2017 03:35 PM	Not Scheduled	London Branches	0/2 Published	3
21/06/2017 02:39 PM	Not Scheduled	London Branches	0/2 Published	2
21/06/2017 02:38 PM	Not Scheduled	London Branches	0/2 Published	1
13/06/2017 03:43 PM	Not Scheduled	Links	0/2 Published	3

**Branches**

Branch	Branch Identifier
Kensington	Delayed 8585
Tottenham	Delayed 6479

## 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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