

# **Cancelling 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.

Search Restrictions Template			– – ×
Filters Show Deleted			
	🔻 🗙 🛛 F1 - Add	Template Edit Templa	te Duplicate Template
Template Name	Туре	Total Restrictions	Date Modified
Hertfordshire Branches	Contract	237	20/06/2017 16:07:14
Kent Branches	Retail	237	20/06/2017 14:22:40
London Branches	Retail	237	20/06/2017 13:22:29
			✓ F10 - Select X Close

- 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.

21 June 2017 15:12	Search (0	TRL+S)	<del>,</del> Q			π	Respo	nsible Pharmacist Vic	toria Smith	User Vic	toria Smith	
My shortcuts 🕂												
Redeem Owings	Search	lead Office R	estrictions Manager									
F2 Overdue Scripts	Restrictions	All Templa	tes History									
F8	F1 - Select	Template	F2 - Edit Restriction	F3 - Remove Restri	ction F8 - Save Chang	es 👻 Bato	h Update	Add Pack Note Pri	nt Preview	Import/	Export 👻	
Reprints E6	Import Tem	Inlate Prev	view Changes View T	emplate History Edit	Excluded Suppliers							
MDS Scripts Due		·										
Ordering	E London	Branches Ty	ype: Retail Publishe	ed Date: 21/06/2017 1	4:39 Delayed Date: 1	lot Delayed	Published E	y: Victoria Smith	Status: 0/2	Published		
F7	Filters -	>										
MDS	Drug	AMOX	C250MG CAPS	× Product <u>C</u> ode			Sh	ow Restricted Items	Only	na Oraki 🥅	Exclude Paralle	I Imports
RMS	Drug <u>C</u> ate	gory All		<u>M</u> anufacturer	s All		Sh	ow Pack Notes Only	iunueu iten		Show Excluded	i Wholesal
Ctrl R	Suppliers	All		Minimum Prie	ce (£) 0		Sh	ow Family				
SDM Ctrl M	Die Certe	U-L C-L	Querit Certe	Dave News			C-1	M	C	Deles (O	14/0-11-11-1	4.0014
ETP	PIp Code	LINK Code	Override Code	Amovicillin 250mg ca	oc (21)	Restricted	Category	Manufacturer	Supplier	Price (±)	wholesaler	AGBM
Training	8520818	14M0264		Amoxicillin 250mg ca	ps (500)	Restricted	6		THON	0.0000		^
Charle	8025959	14MO255		Amoxicillin 250mg ca	ps (200)	Restricted	6		SDI	0.2800	AAH	Δ.
Stock	8025942	1AMO255		Amoxicillin 250mg ca	ps (500)	Restricted	G		SPI	9.9400		Δ
	8563678	14MO390		Amoxicillin 250mg ca	ps (15)	Restricted	G		THON	0.0000		Δ
	8041733	14M0378		Amoxicillin 250mg ca	ps (15)	Restricted	G		SPI	0.4700		Δ
	1207414	1AMO399		Amoxicillin 250mg ca	ps (21)	Restricted	G	ACCORD HEALT		0.0000	AAH	A
	1210749	1AMO283		Amoxicillin 250mg ca	ps (21)	Restricted	G	BROWN AND BU		0.0000	AAH	A
	1216159	1AMO284		Amoxicillin 250mg ca	ps (21)	Restricted	G	FLAMINGO PHA		1.0900	ААН	A
	1216167	1AMO284		Amoxicillin 250mg ca	ps (15)	Restricted	G	FLAMINGO PHA		0.7800	AAH	A
	1216167 8880213	1AMO284 1AMO353		Amoxicillin 250mg ca Amoxicillin 250mg ca	ps (15) ps [Hospital] (15)	Restricted Restricted	G G	FLAMINGO PHA	PHD	0.7800	AAH	A
	1216167 8880213 LP01432	1AMO284: 1AMO353 1AMO402		Amoxicillin 250mg ca Amoxicillin 250mg ca Amoxicillin 250mg ca	ps (15) ps [Hospital] (15) ps [LLO] (21)	Restricted Restricted Restricted	G G	FLAMINGO PHA	PHD	0.7800 0.5500 1.0800	AAH AAH AAH	A A A
	1216167 8880213 LP01432 8893000	1AMO284: 1AMO353 1AMO402 2AMO33		Amoxicillin 250mg ca Amoxicillin 250mg ca Amoxicillin 250mg ca Amoxicillin 250mg ca	ps (15) ps [Hospital] (15) ps [LLO] (21) ps [Morningside] (21)	Restricted Restricted Restricted Restricted	G G G	FLAMINGO PHA	PHD LLP PHD	0.7800 0.5500 1.0800 0.3500	AAH AAH AAH AAH	A A A



## 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.

ProScript Connect	Search (CTRL+S)	<b>-</b> Q					Responsible Pharma	cist Victoria Smith	User Victoria Smith		×
My shortcuts +	Search Head Office Res	trictions Manager 🗙									
Ctrl R Reprints	Restrictions All Template	All Templates History									
F6 Ordering F7	Filters	- Cancel + F3 - Refi	resh								
MDS Scripts Due	Period Last 60 Days		•	<u>S</u> tatus	All	<u>U</u> ser	Search User	- Q			
Redeem Owings F2	From 23/04/2017	15 To 22/06/20	17 15	Iemplate	Search Template			<b>-</b> Q			
ETP	Restrictions										
SDM	Date Published	Date Delayed	Template Na	me					Status	Version	1
Ctrl M MDS	21/06/2017 03:45 PM	22/06/2017 05:00 PM	London Bran	ches					Delayed	6	
F11	21/06/2017 03:36 PM	Not Scheduled	London Bran	ches					0/2 Published	4	Ξ.
Overdue Scripts F8	21/06/2017 03:35 PM	Not Scheduled	London Bran	ches					0/2 Published	3	-
Stock	21/06/2017 02:39 PM	Not Scheduled	London Bran	ches					0/2 Published	2	
Training	21/06/2017 02:38 PM	Not Scheduled	London Bran	ches					0/2 Published	1	
	13/06/2017 03:43 PM	Not Scheduled	Links						0/2 Published	3	
	13/06/2017 03:42 PM	Not Scheduled	Links						0/2 Published	4	Ŧ
	Branches										
	Branch							Branch Identifier			
	Kensington						Delayed	8585			
	Tottenham						Delayed	6479			

- 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.

• Cancel Delayed Publish	X
Do you wish to can	el the delayed publish of the selected template?
	<u>Y</u> es <u>N</u> o

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



ProScript Connect  22 June 2017 10:16	Search (CTRL+S)	÷ Q			1	📧   Responsible Pharma	acist Victoria Smith	User Victoria Smith		
My shortcuts +	Search Head Office Re	estrictions Manager 🛛 🗙								
Ctrl R Reprints F6	Restrictions All Templa	tes History 2 - Cancel <b>4</b> F3 - Ref	resh							
Ordering F7	Filters Period Last 60 Days		Ctatu	с (All	T Use	r Search Llear	<b>*</b> 0			
Redeem Owings	From 23/04/2017	15 To 22/06/20	17 <b>15</b> <u>T</u> emp	late Search Templa		Scaleriosci	+ Q			
ETP F2	Restrictions									
SDM Ctrl M	Date Published 22/06/2017 10:06 AM	Date Delayed Not Scheduled	Template Name London Branches					Status 0/2 Published	Version 6	*
MDS F11	21/06/2017 03:45 PM	Not Scheduled	London Branches					Cancelled	6	
Overdue Scripts F8	21/06/2017 03:36 PM	Not Scheduled	London Branches					0/2 Published	5	-
Stock	21/06/2017 03:35 PM	Not Scheduled	London Branches					0/2 Published	3	
Training	21/06/2017 02:39 PM	Not Scheduled	London Branches					0/2 Published	2	
	21/06/2017 02:38 PM 13/06/2017 03:43 PM	Not Scheduled	London Branches					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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