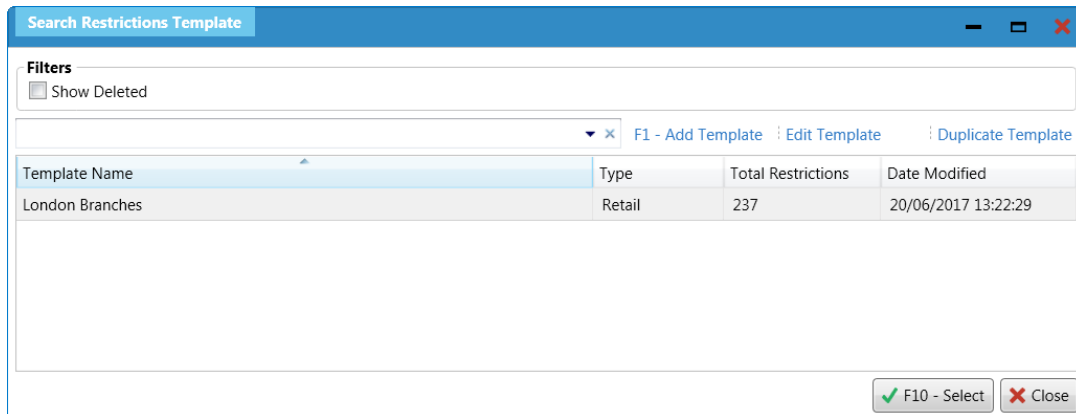


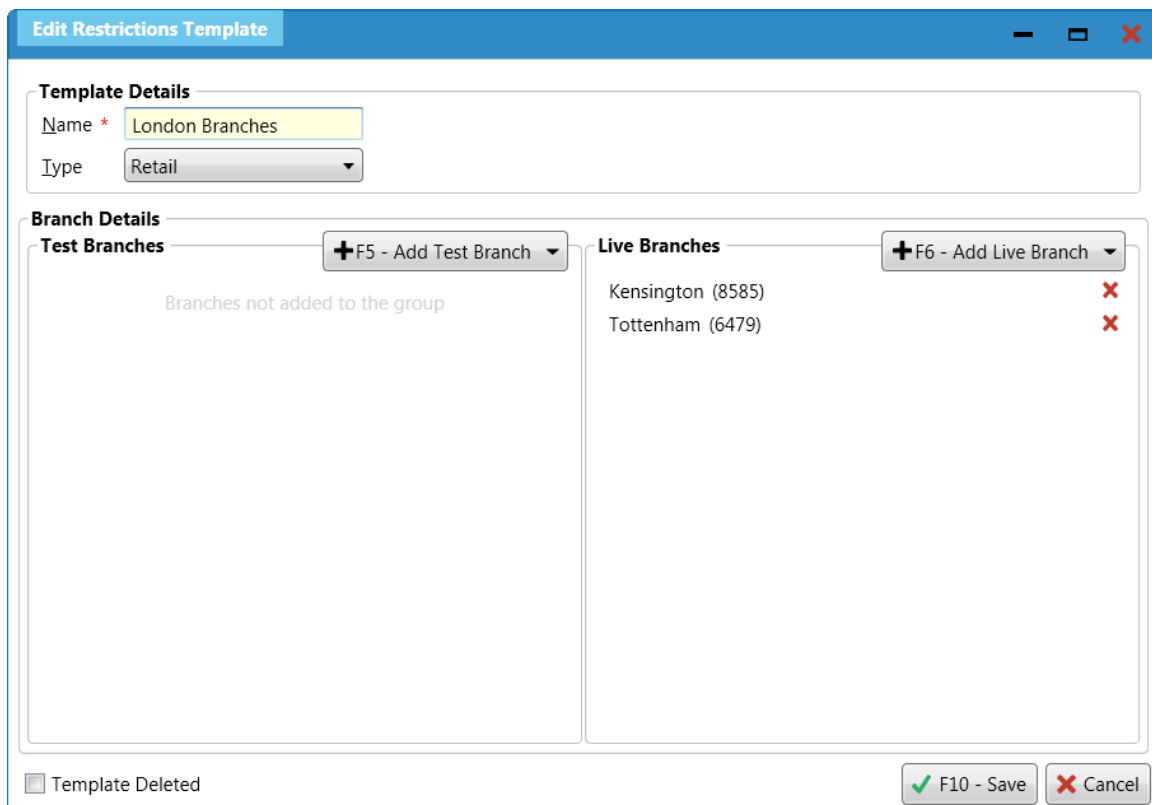
Deleting/Restoring a Restrictions Template

Deleting a Restrictions Template

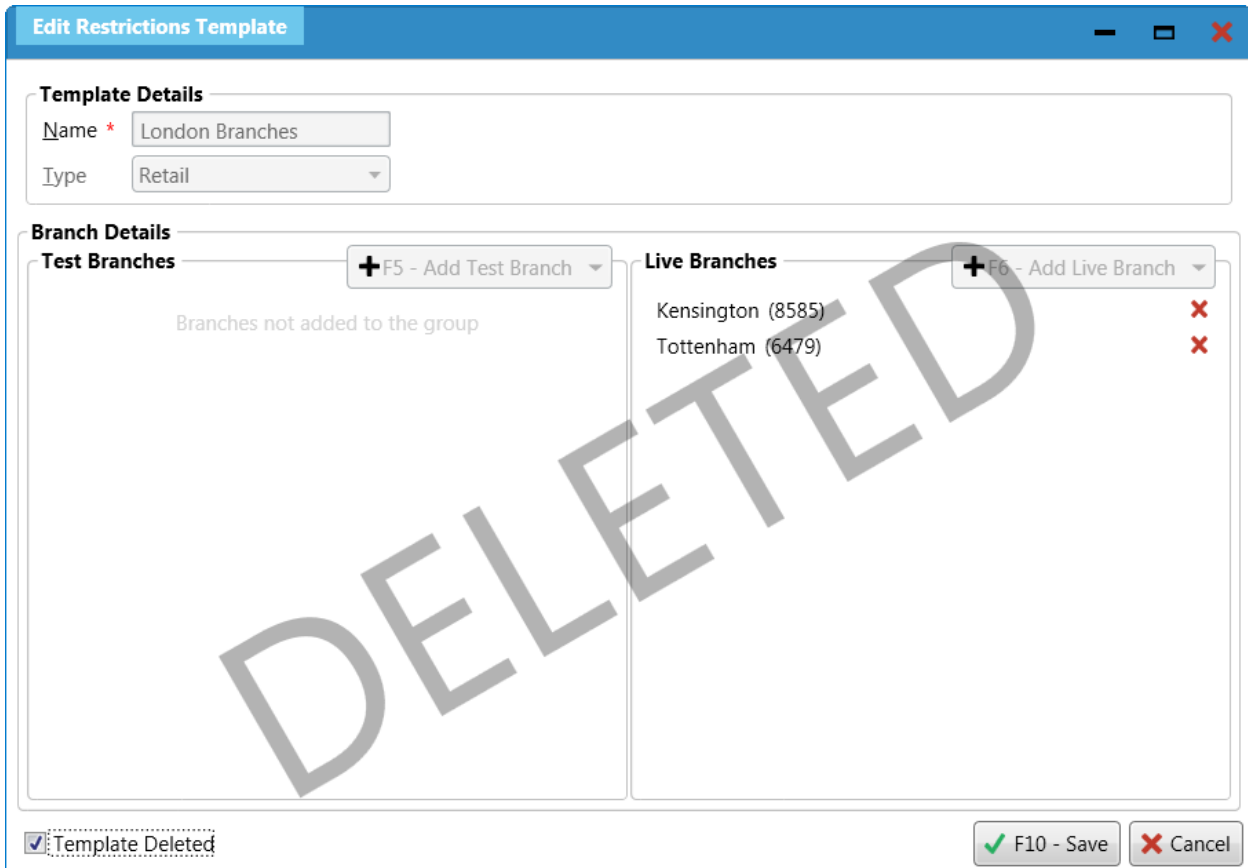
1. From the Head Office Restrictions Manager, press **[F1 – Select Template]**.
2. The Search Restrictions Template window displays, with a list of existing templates on the system.



3. From there, search for and highlight the template you want to edit and click [Edit Template](#).
4. The Edit Restrictions Template window for the selected template displays.



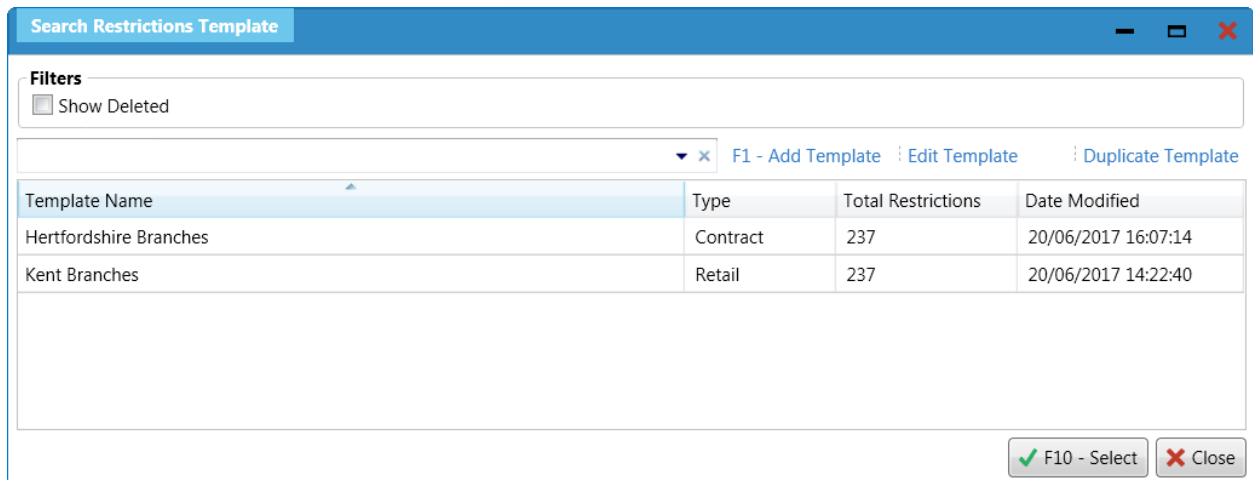
- From the bottom left-hand corner of the Edit Restrictions Template window, select the Template Deleted tick box.
- A DELETED watermark displays across the window.



- Press **[F10 - Save]**.
- The Search Restrictions Template window displays. The template you have just deleted has been removed from the grid.

Restoring a Deleted Restrictions Template

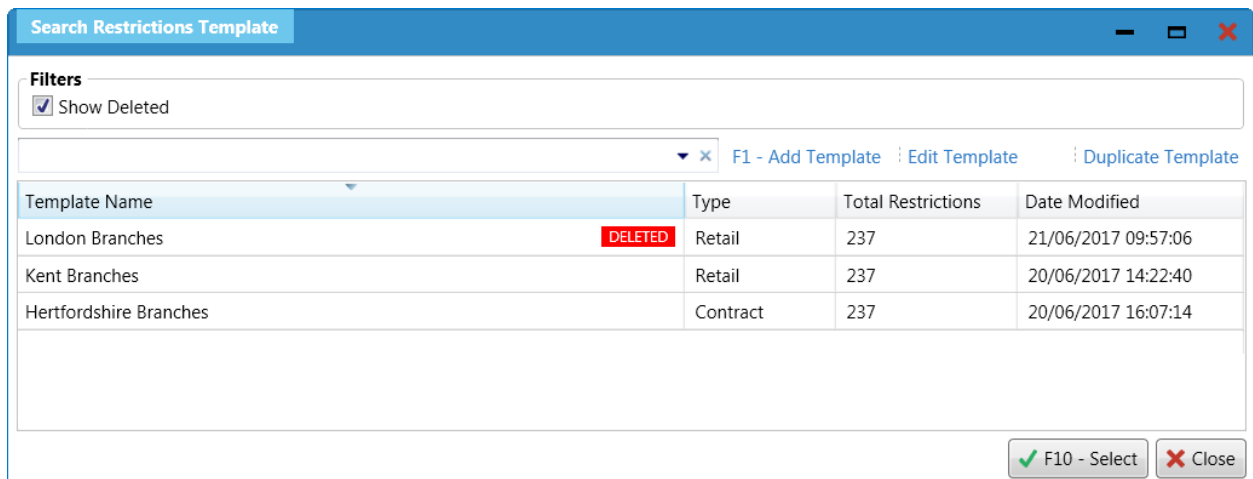
- From the Head Office Restrictions Manager, press **[F1 - Select Template]**.
- The Search Restrictions Template window displays, with a list of existing templates on the system.



The screenshot shows the 'Search Restrictions Template' window. The 'Filters' section has the 'Show Deleted' checkbox unchecked. The table below shows two active templates.

Template Name	Type	Total Restrictions	Date Modified
Hertfordshire Branches	Contract	237	20/06/2017 16:07:14
Kent Branches	Retail	237	20/06/2017 14:22:40

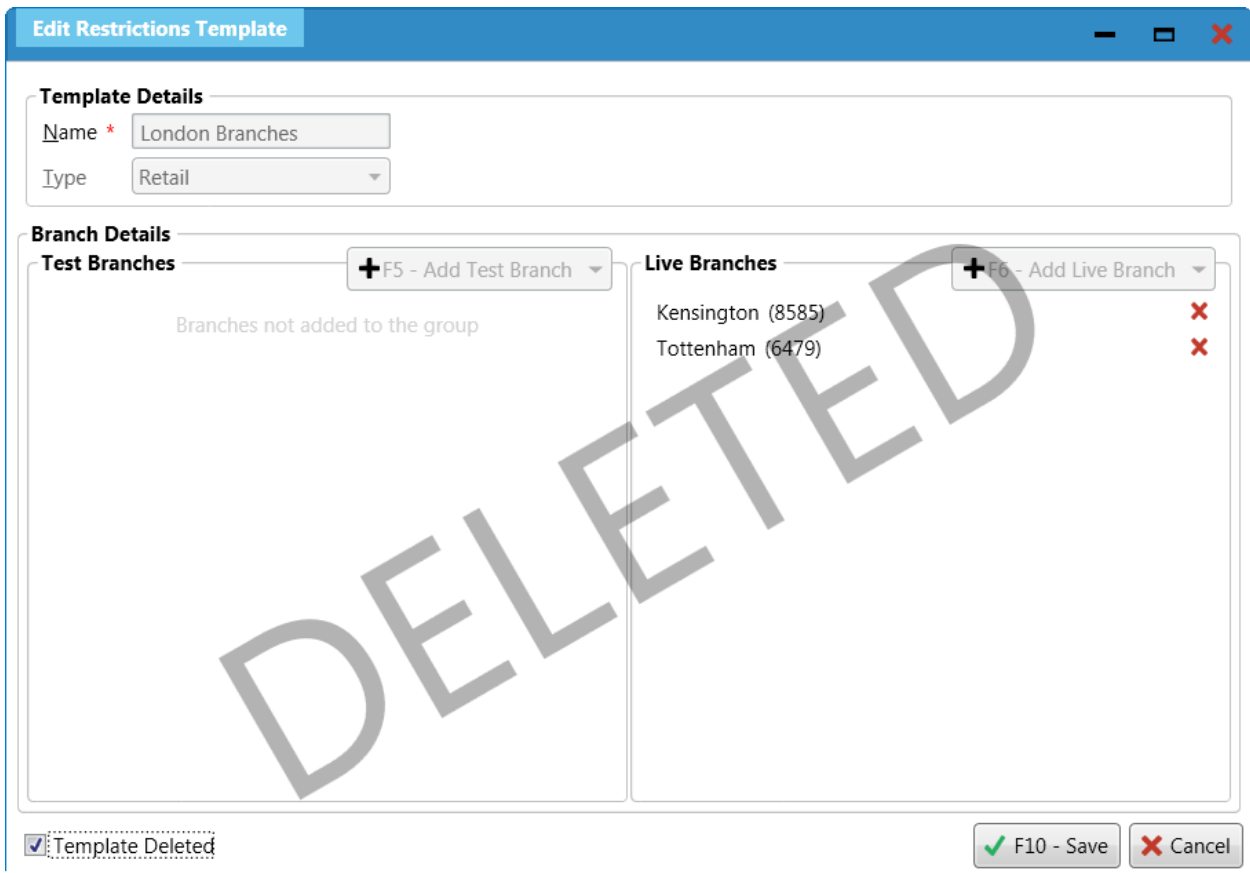
3. Select the Show Deleted tick box.
4. Any deleted templates now display with a **DELETED** tag.



The screenshot shows the 'Search Restrictions Template' window with the 'Show Deleted' checkbox checked. The table now includes a deleted template.

Template Name	Type	Total Restrictions	Date Modified
London Branches	DELETED Retail	237	21/06/2017 09:57:06
Kent Branches	Retail	237	20/06/2017 14:22:40
Hertfordshire Branches	Contract	237	20/06/2017 16:07:14

5. Highlight the **DELETED** template and click [Edit Template](#).
6. The Edit Restrictions Template window displays, with a DELETED watermark.



7. Deselect the Template Deleted tick box.
8. Press **[F10 - Save]**.
9. The Search Restrictions Template window displays. The template you have just restored now displays in the grid.

Revision History

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

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