

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.

Search Restrictions Template			– – ×	
Filters Show Deleted				
	▼ × F1 - Add	I Template 🕴 Edit Templa	te Duplicate Template	
Template Name	Туре	Total Restrictions	Date Modified	
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 edit and click Edit Template.
- 4. The Edit Restrictions Template window for the selected template displays.

Edit Restrictions Template	– = ×
Image: Template Details Name * London Branches Iype Retail	
Branch Details Test Branches Branches not added to the group Uive Branches Kensington (8585) Tottenham (6479)	F6 - Add Live Branch V X X
Template Deleted	✓ F10 - Save X Cancel



5. From the bottom left-hand corner of the Edit Restrictions Template window,

select the I Template Deleted tick box.

6. A DELETED watermark displays across the window.

Edit Rest	rictions Template	– – ×
Templat	e Details	
<u>N</u> ame *	London Branches	
<u>Т</u> уре	Retail	
⊂ Branch D	etails nches	F6 - Add Live Branch - X X
✓ Templa	te Deleted	✓ F10 - Save X Cancel

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

Restoring a Deleted 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	▼ × F1 - Add Ter	mplate Edit Templat	e 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
			✓ F10 - Select X Close

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

Search Restrictions Template			– – ×		
Filters ✓ Show Deleted					
F1 - Add Template Edit Template Duplicate Template					
Template Name	Туре	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		
			✓ F10 - Select X Close		

- 5. Highlight the **DELETED** template and click Edit Template.
- 6. The Edit Restrictions Template window displays, with a DELETED watermark.



Edit Rest	rictions Template						×
Templat <u>N</u> ame * <u>T</u> ype	e Details London Branches Retail						
Branch D. Test Bra	etails nches Branches not a	F5 - Add Test added to the group	Branch -	Live Branches Kensington (8585) Tottenham (6479)	+ ₹δ - Add Liv	e Branch	×××
✓ Templa	te Deleted				✓ F10 - Sav	e 🗙 Car	ncel

- 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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