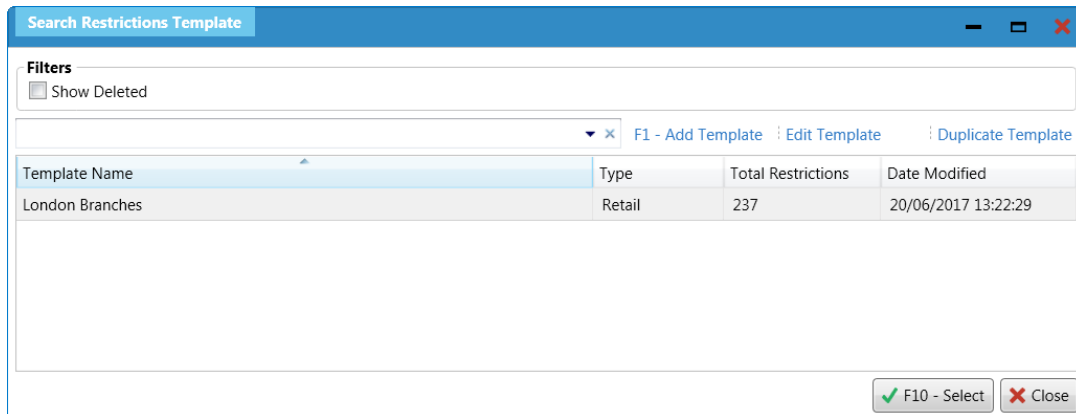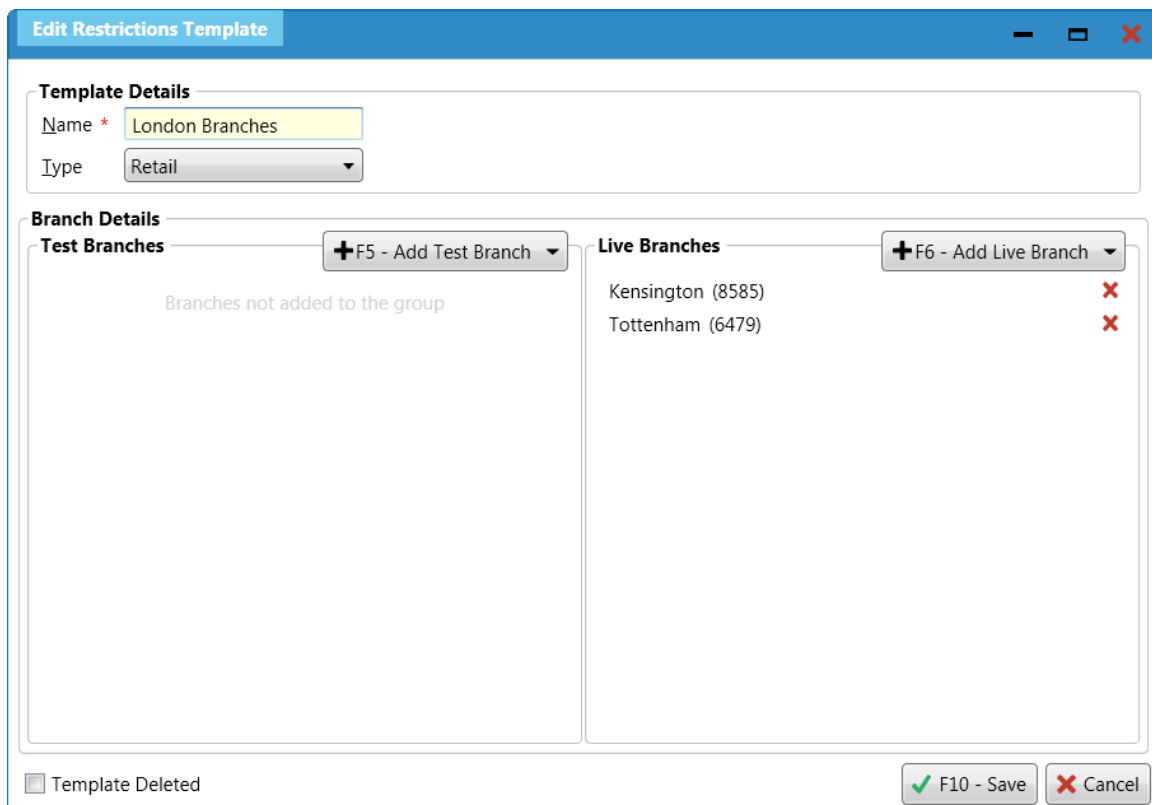# Deleting/Restoring a Restrictions Template
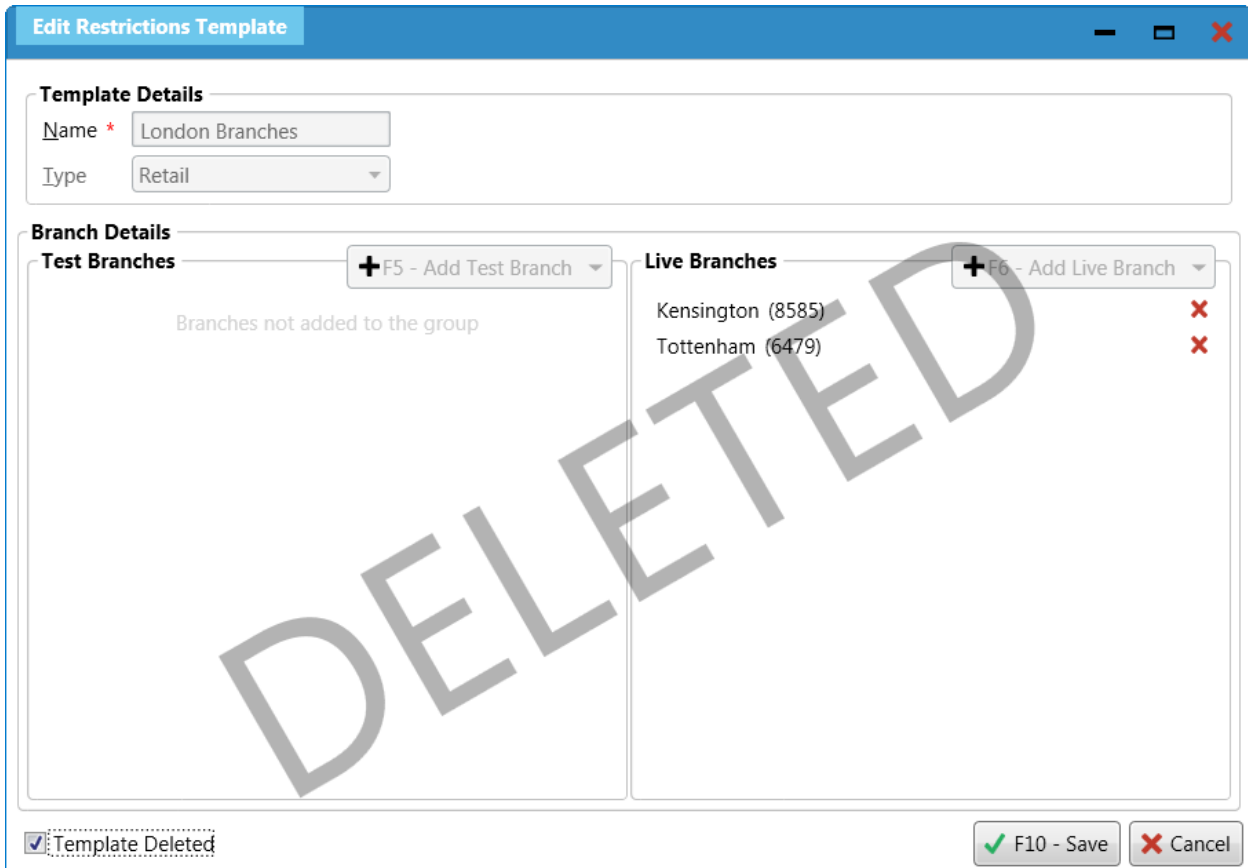
Deleting a Restrictions Template

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.
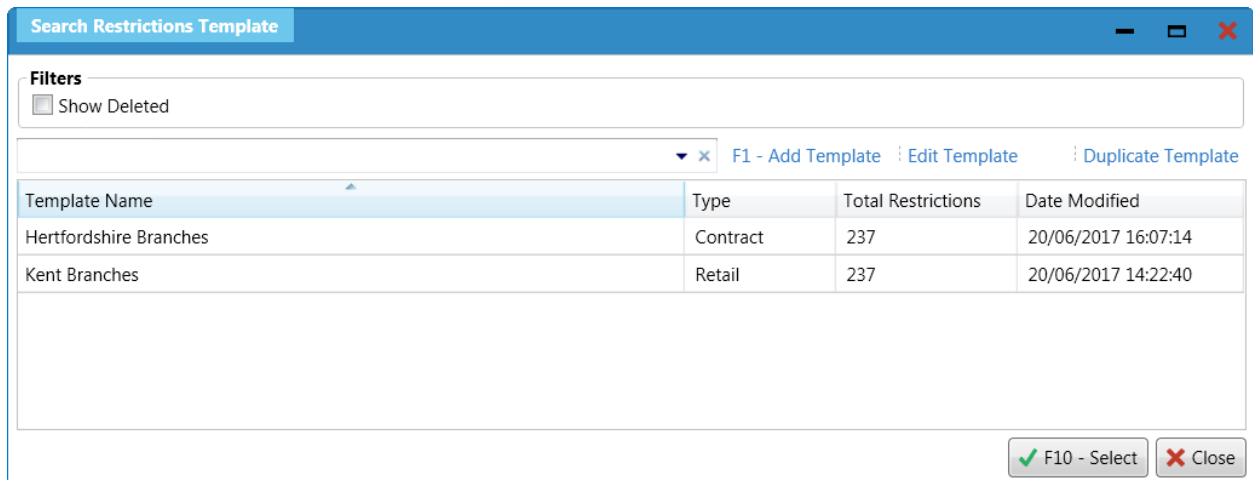4. The Edit Restrictions Template window for the selected template displays.

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

   select the ☑ Template Deleted tick box.

6. A DELETED watermark displays across the window.

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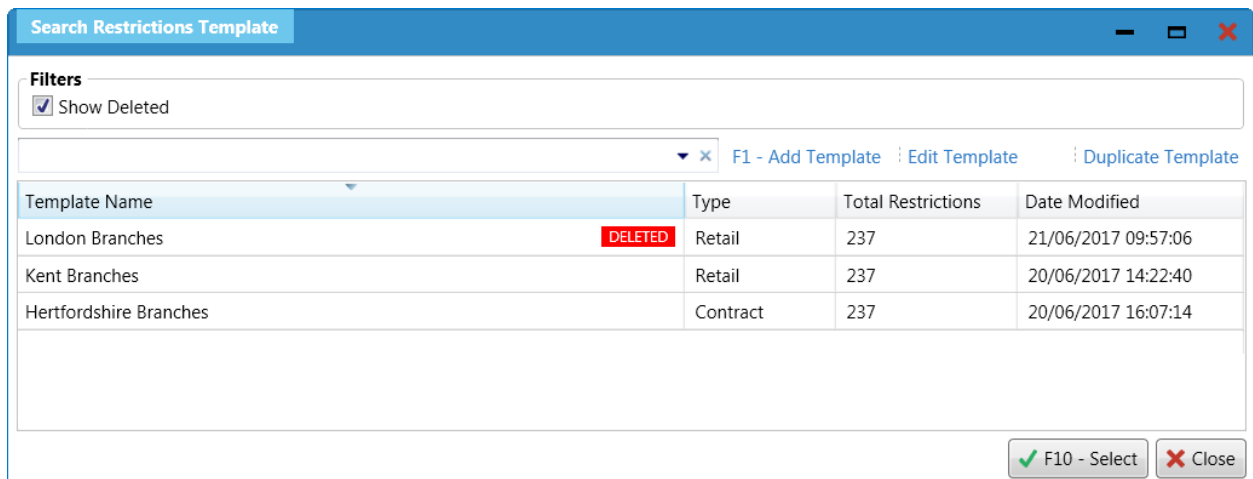
Restoring a Deleted Restrictions Template

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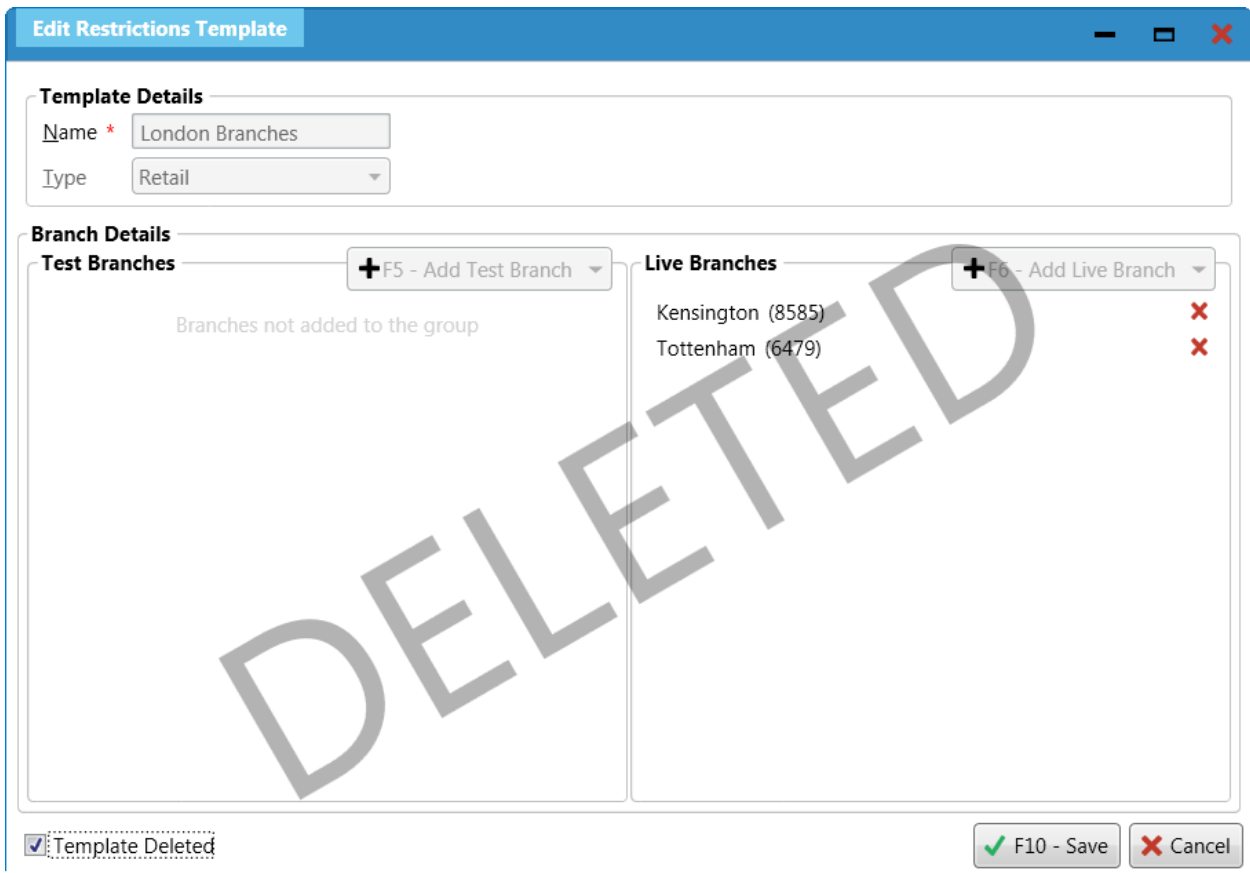
3. Select the ☑ Show Deleted tick box.
4. Any deleted templates now display with a DELETED tag.

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

Contact us
For more information contact:
Telephone: 0344 209 2601