

<u>Deleting a Pack Note from a Restrictions</u> <u>Template</u>

Deleting a pack note from the Head Office Restrictions Manager is <u>irreversible</u>. If you want to restore the pack note, you will have to add a new <u>pack note</u>.

Selecting the Restrictions Template

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- 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	- X 51 Add To	endeta 🦾 Edit Terrela	Durlinte Torrelate
	• X FI - Add Te	mplate Edit Templat	e Duplicate remplate
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
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.

Deleting a Pack Note

- 1. From the Head Office Restrictions Manager, use the search fields, tick boxes and drop-down menus in the top *Filters* section to search for a drug on the database.
- 2. A list of search results displays below.



ProScript Connect	Search (C	TRL+S)	+ Q			🖪 🍫 R	esponsible Pharmacist Vic	toria Smith	User Vict	oria Smith			
My shortcuts +													
Redeem Owings	Search Head Office Restrictions Manager ×												
F2	Restrictions	All Templat	tes History										
Overdue Scripts F8	F1 - Select	Template	F2 - Add Restriction	F3 - Remove Restriction F8 - Save Changes - Batch			h Update Edit Pack Note Print Preview Import/Export						
Reprints			:						<i>.</i>				
F6 MDS Scripts Due	Import Template Preview Changes View Template History Edit Excluded Suppliers												
	E London	Branches Ty	pe: Retail Publishe	d Date: Not Published De	layed Date: Not Published	Publishe	d By: Not Published St	tatus: Not	Published				
Ordering	Filters -C)											
MDS	Drug	AMOX	250MG CAPS	▼ × Product <u>C</u> ode		[Show Restricted Items (Only		Exclude Paralle	Imports		
F11 RMS	Drug <u>C</u> ateo	gory All		 <u>Manufacturers</u> 	All	[Show Restricted Discontinued Items Only Show Excluded Suppliers						
Ctrl R	Suppliers	All		Minimum Price (£)	0	I	Show Pack Notes Only			Show Assigned	wholesale	ers	
SDM Ctrl M							Show runny						
ETP	Pip Code	Link Code	Override Code	Drug Name		Catego	ory Manufacturer	Supplier	Price (£)	Wholesaler	AGBM		
	1121417	1AMO72		Amoxicillin 250mg caps (50)) Pack Not	e G	BRISTOL LABOR		0.0000			Â	
Training	6633622	1AMO45		Amoxicillin 250mg caps (50))	G		LEXN	0.0000				
Stock	9901372	03AMO92		Amoxicillin 250mg caps (50	0)	G		MANI	0.0000			Ξ	
	1120708	1AMO198		Amoxicillin 250mg caps (21)		G	MILPHARM LTD		0.0000				
	1126945	1AMO200		Amoxicillin 250mg caps (21)		G	GENESIS PHARM		0.0000				
	1147255	1AMO245		Amoxicillin 250mg caps (50	0)	G	WOCKHARDT U		25.7100				
	9905068	03AMO93		Amoxicillin 250mg caps (21)		G		MANI	0.0000				
	7610033	4AMO1		Amoxicillin 250mg caps (50	D)	G		WAYM	0.0000				
	5012919	1AMO355		Amoxicillin 250mg caps (15)		G	VIRTUAL GENER		0.0000				
	5012927	1AMO356		Amoxicillin 250mg caps (21)		G	VIRTUAL GENER		0.0000				
	1094200	1AMO69		Amoxicillin 250mg caps (21)		G	LPC MEDICAL (L		0.0000				
	1121680	1AM071		Amoxicillin 250mg caps (21)		G	BRISTOL LABOR		0.4100				
	1073469	1AM087		Amoxicillin 250mg caps (15)		G	KENT PHARMAC		0.0000				
	7660525	1AMO115		Amoxicillin 250mg caps (21)		G		CLRM	1.1900				
	7660522	14MO116		Amovicillin 250ma cana (50)	าเ	G		CIRM	28.5500			Ŧ	
	Total Drugs Database Items (Based on applied filters): 54 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 237												

- 3. Highlight a drug marked as Pack Note in the grid.
- 4. Click [Edit Pack Note].
- 5. The selected item's Edit Pack Note window displays.

Edit Pack Note	
Pack: Amoxicillin 250mg caps (21) MILPHARM	
Applicable Country All	
Pack notes:	
Check for broken pack	
Brand: Price: 0.000	
) Just show notes $\ \ igodot$ Show notes and force price $\ \ igodot$ Show notes and get price	
Deleted Added on 22/01/2018 at 15:13 by Supervisor	

- 6. In the bottom left-hand corner, select the **Oeleted** tick box.
- 7. A DELETED watermark displays across the window.



Edit Pack Note	×					
Pack: Amoxicillin 250mg caps (21) MILPHARM						
Applicable Country All						
Pack notes:						
Check for broken pack						
Brand: Price: 0.000						
✓ Deleted Last edited on 22/01/2018 at 15:15 by Supervisor	el					

- 8. Press [F10 Save].
- 9. The Head Office Restrictions Manager displays. Notice the item is no longer marked as having a pack note.

ProScript Conno 21 June 2017 14:33	ect 🔻	Search (C	(TRL+S)	- Q		Ξ	🖁 l 🍫 Respor	sible Pharmacist Vic	toria Smith:	User Vict	oria Smith	• •		
My shortcuts	+		1.075 0											
Redeem Owings		Search	lead Office Re	estrictions Manager										
Ourselus Corists	F2	Restrictions All Templates History												
Overdue Scripts	F8 F1 - Select Template F2 - Add Restriction F3 - Remove Restriction F8 - Save Changes V Batch Update Add Pack 1							dd Pack Note Pri	Print Preview Import/Export -					
Reprints		Import Tamplata Draview (hanner) View Tamplata Lictory Edit Sydyded Symplian												
MDS Scripts Due	FO	Import ren		view i	East Exclu	ded suppliers								
		E London	Branches Ty	pe: Retail Publishe	d Date: Not Published De	elayed Date: Not Published I	Published By:	Not Published S	tatus: Not	Published				
Ordering	F7	Filters	D											
MDS		<u>D</u> rug	AMOX	250MG CAPS	▼ × Product <u>C</u> ode		Sh	ow Restricted Items	Only		Exclude Parallel	Imports		
RMS	F11	Drug <u>C</u> ates	gory All		 <u>Manufacturers</u> 	All	Sh	ow Restricted Discor	itinued Iten	is Only 🛄	Show Excluded	Suppliers	ore	
	Ctrl R	Suppliers	All		Minimum Price (£)	0	Sh	ow Family			Show Assigned	wholesale	:15	
SDM	trl M					A								
ETP		Pip Code	Link Code	Override Code	Drug Name		Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM		
Tasiaina		1121417	1AM072		Amoxicillin 250mg caps (50	0)	G	BRISTOL LABOR		0.0000			Â.	
Training		6633622	1AMO45		Amoxicillin 250mg caps (50	0)	G		LEXN	0.0000				
Stock		9901372	03AMO92		Amoxicillin 250mg caps (50	0)	G		MANI	0.0000			=	
		1120708	1AMO198		Amoxicillin 250mg caps (21))	G	MILPHARM LTD		0.0000				
		1126945	1AMO200		Amoxicillin 250mg caps (21)	G	GENESIS PHARN		0.0000				
		1147255	1AMO245		Amoxicillin 250mg caps (50	0)	G	WOCKHARDT U		25.7100				
		9905068	03AMO93		Amoxicillin 250mg caps (21))	G		MANI	0.0000				
		7610033	4AMO1		Amoxicillin 250mg caps (50	0)	G		WAYM	0.0000				
		5012919	1AMO355		Amoxicillin 250mg caps (15)	G	VIRTUAL GENER		0.0000				
		5012927	1AMO356		Amoxicillin 250mg caps (21)	G	VIRTUAL GENER		0.0000				
		1094200	1AMO69		Amoxicillin 250mg caps (21)	G	LPC MEDICAL (L		0.0000				
		1121680	1AM071		Amoxicillin 250mg caps (21))	G	BRISTOL LABOR		0.4100				
		1073469	1AM087		Amoxicillin 250mg caps (15)	G	KENT PHARMAC		0.0000				
		7660525	1AM0115		Amoxicillin 250mg caps (21))	G		CLRM	1.1900				
		7660522	14M0116		Amovicillin 250mg caps (50	0)	G		CLRM	28 5500			٣	
		I otal Drugs	Database Ite	ms (Based on applied f	Iters): 54 Total Restricted	d Items (Based on applied filters	i): 0 Total	Changes Made: 2	37					

10. Press **[F8 – Save Changes]** to save the changes to the template.



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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