# Duplicating an Existing Restrictions Template

You can create a duplicate of an existing template from the Head Office Restrictions Manager. This will copy the restrictions and drug notes to a new template, but you will have to manually edit the template name, select an alternative type as required and test/live branches.
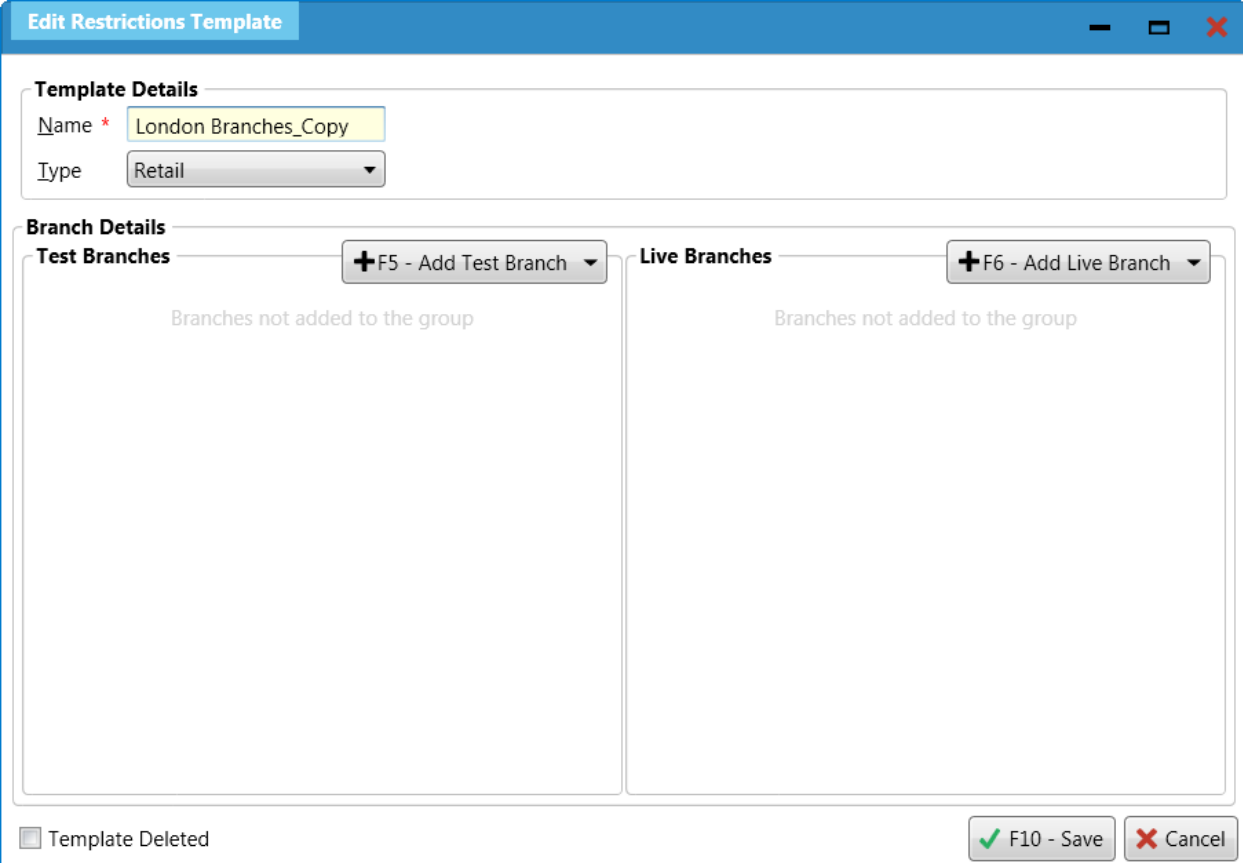
1. From the Head Office Restrictions Manager, press **[F1 – Select Template]**.
2. The Search Restrictions Template window displays, with a list of existing templates on the system.
3. Search for, locate and highlight the template you want to duplicate using the top search field.
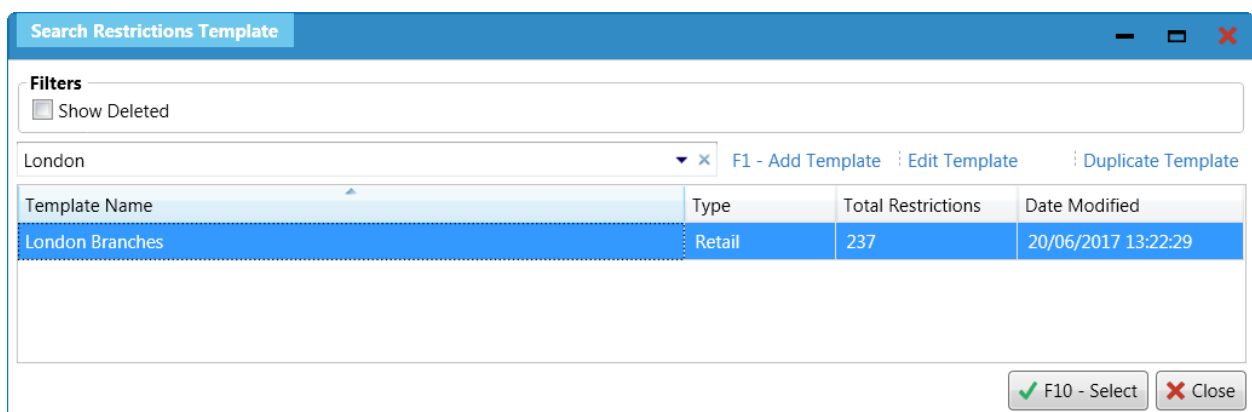
4. Click Duplicate Template.
5. An exact duplicate of the selected template will display below, in the following format: [NAME]_Copy.
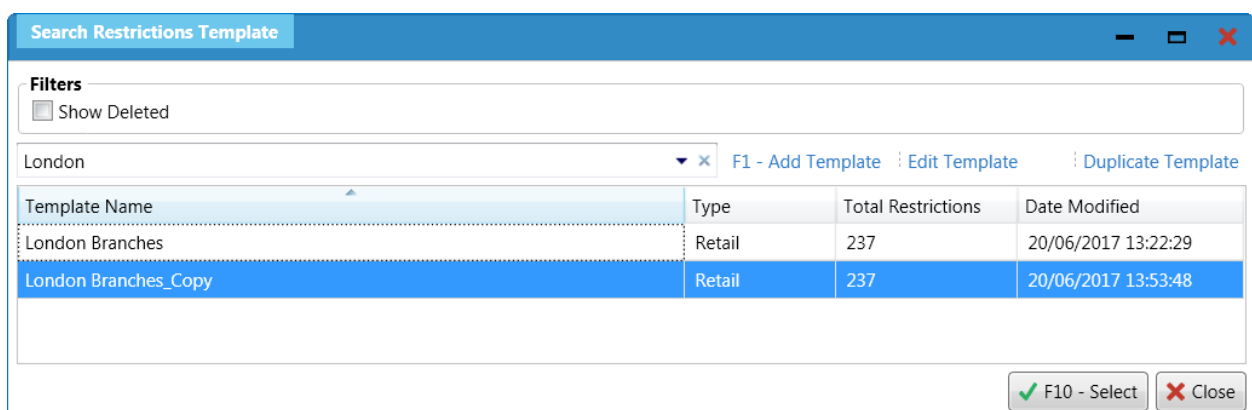
6. Highlight the duplicate template and click Edit Template.
7. The Edit Restrictions Template window for the duplicate template displays.

8. From there, you can:
   - o Edit the name as required
   - o Select an alternative *Type* as required
   - o Press **[F5 – Add Test Branch]** to select a test branch
   - o Press **[F6 – Add Live Branch]** to select a live branch
   - o Press **[Alt+F5 – Add Test Branch Group]** to select a test group of branches
   - o Press **[Alt+F6 – Add Live Branch Group]** to select a live group of branches

Once selected, each branch will display with an adjoining **X**, which you can click to remove that branch from the grid.

9. Press **[F10 – Save].**
10. The Search Restrictions Template window displays, with the recently edited template in the grid.
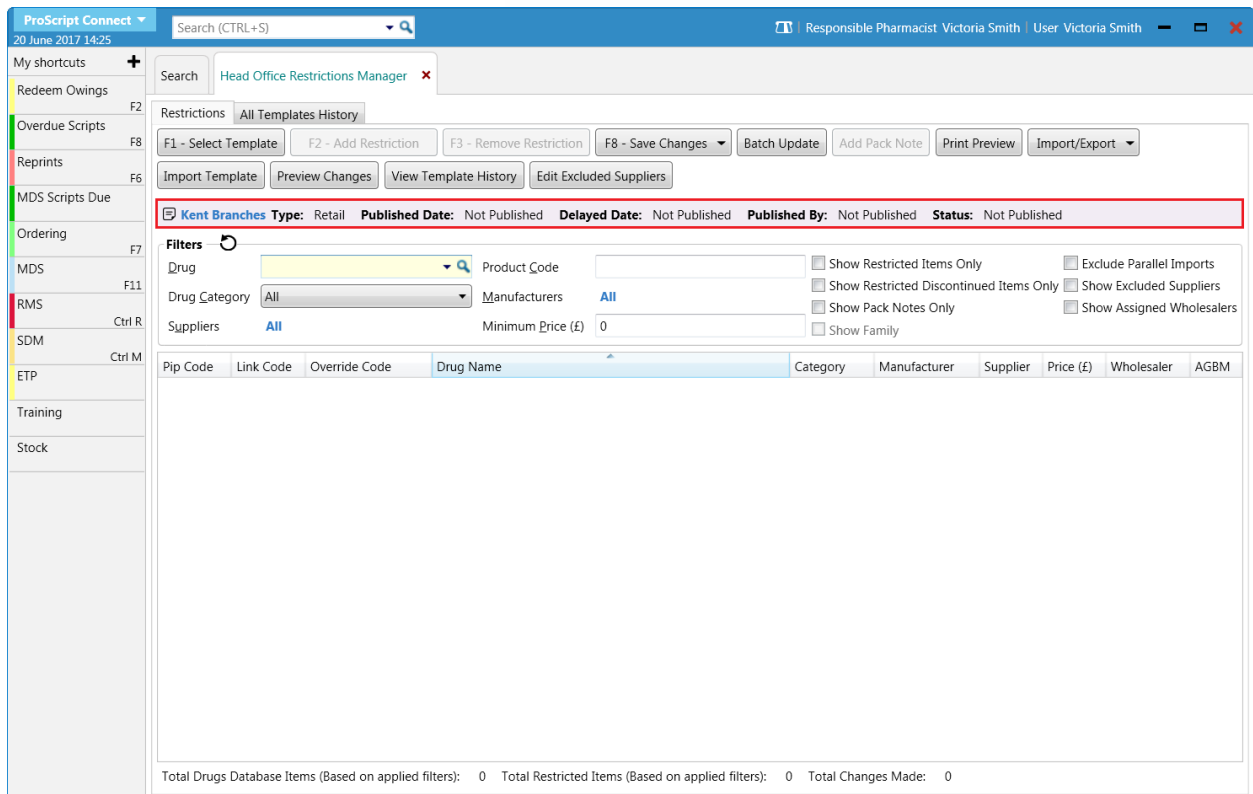
11. Highlight the recently edited template and press **[F10 – Select]**.
12. The Head Office Restrictions Manager displays with the recently edited template selected.

Revision History

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

Contact us

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