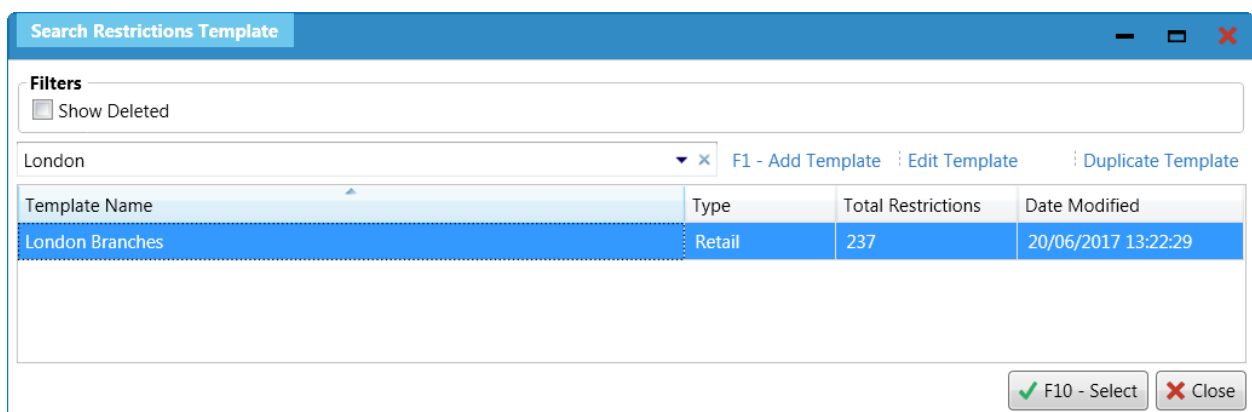


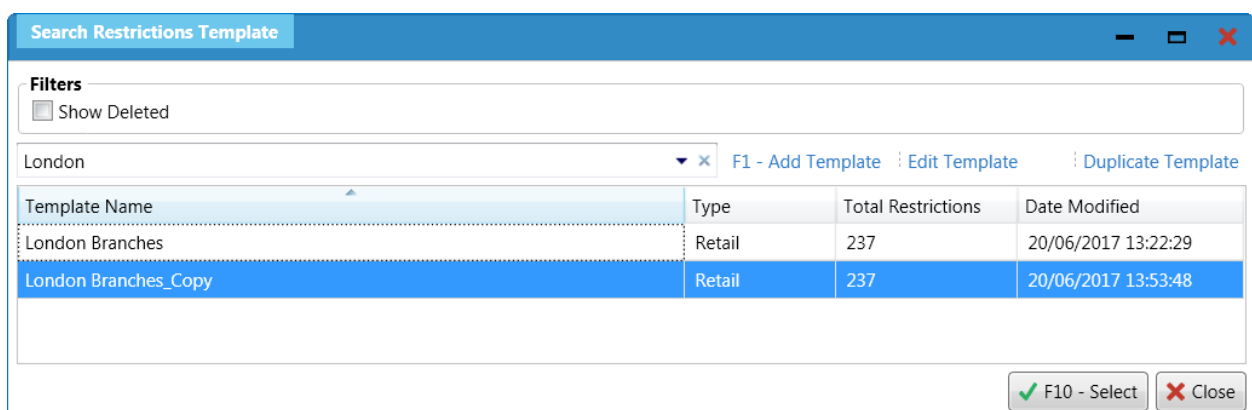
## Duplicating an Existing Restrictions Template

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.

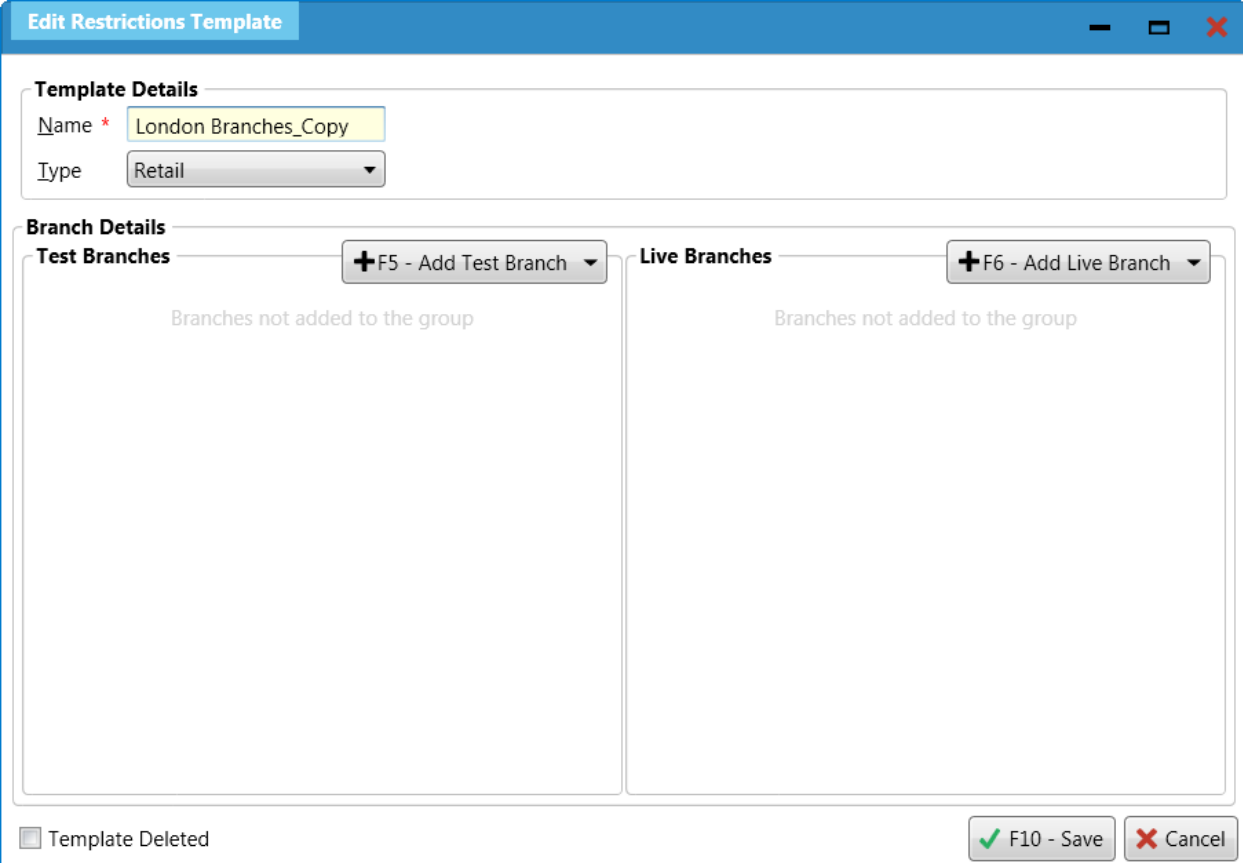
1. From the Head Office Restrictions Manager, press **[F1 – Select Template]**.
2. The Search Restrictions Template window displays, with a list of existing templates on the system.
3. Search for, locate and highlight the template you want to duplicate using the top search field.



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.



**Edit Restrictions Template**

**Template Details**

Name \*

Type

**Branch Details**

**Test Branches**

Branches not added to the group

**Live Branches**

Branches not added to the group

Template Deleted

8. From there, you can:

- Edit the name as required
- Select an alternative *Type* as required
- Press **[F5 - Add Test Branch]** to select a test [branch](#)
- Press **[F6 - Add Live Branch]** to select a live [branch](#)
- Press **[Alt+F5 - Add Test Branch Group]** to select a test [group](#) of branches
- 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.

**Edit Restrictions Template**

**Template Details**

Name \*

Type

**Branch Details**

**Test Branches** + F5 - Add Test Branch

Branches not added to the group

**Live Branches** + F6 - Add Live Branch

Canterbury () ✗

Dover () ✗

Template Deleted ✓ F10 - Save ✗ Cancel

9. Press **[F10 – Save]**.

10. The Search Restrictions Template window displays, with the recently edited template in the grid.

**Search Restrictions Template**

**Filters**

Show Deleted

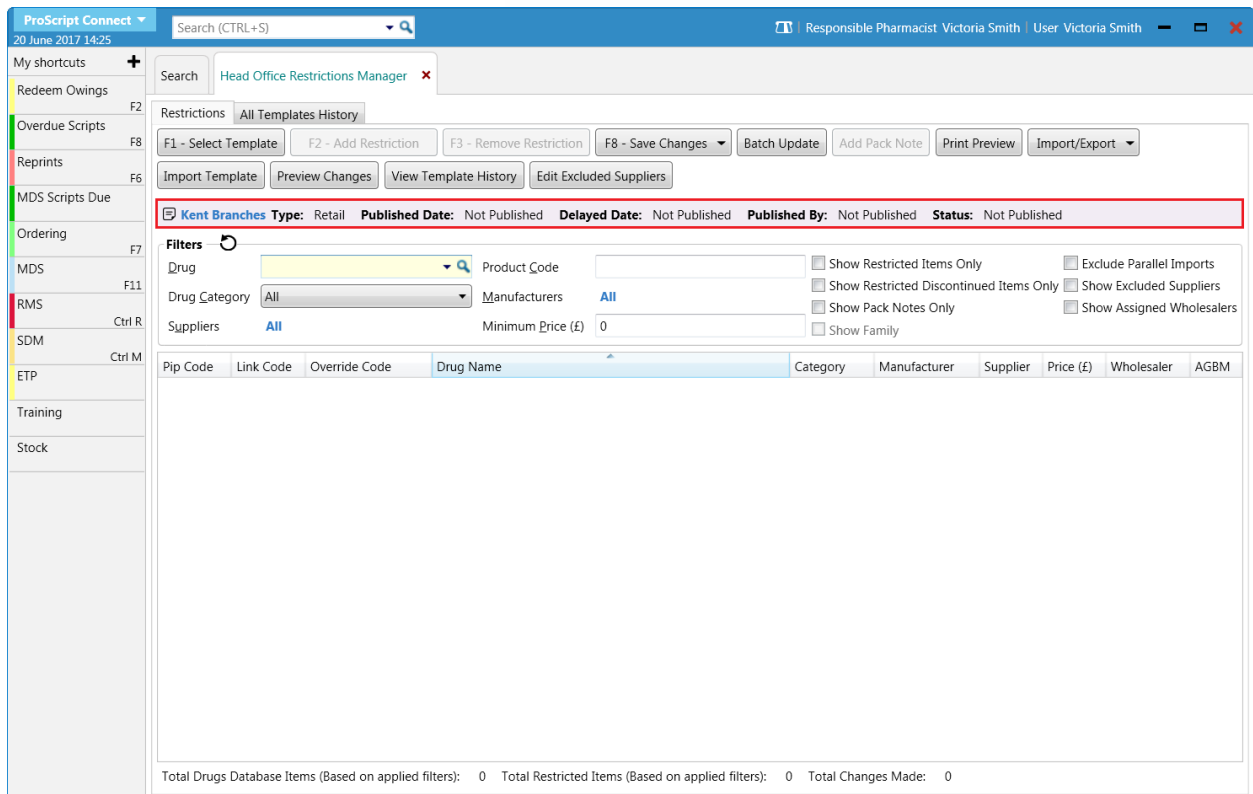
london ✗ F1 - Add Template Edit Template Duplicate Template

Template Name	Type	Total Restrictions	Date Modified
Kent Branches	Retail	237	20/06/2017 13:53:48
London Branches	Retail	237	20/06/2017 13:22:29

✓ F10 - Select ✗ Close

11. Highlight the recently edited template and press **[F10 – Select]**.

12. The Head Office Restrictions Manager displays with the recently edited template selected.



ProScript Connect 20 June 2017 14:25 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts: Redeem Owings, Overdue Scripts, Reprints, MDS Scripts Due, Ordering, MDS, RMS, SDM, ETP, Training, Stock

Search: Head Office Restrictions Manager

Restrictions: All Templates History

F1 - Select Template F2 - Add Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview Import/Export

Import Template Preview Changes View Template History Edit Excluded Suppliers

**Kent Branches** Type: Retail Published Date: Not Published Delayed Date: Not Published Published By: Not Published Status: Not Published

Filters: Drug, Drug Category, Suppliers, Product Code, Manufacturers, Minimum Price (£), Show Restricted Items Only, Show Restricted Discontinued Items Only, Show Pack Notes Only, Show Family, Exclude Parallel Imports, Show Excluded Suppliers, Show Assigned Wholesalers

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM

Total Drugs Database Items (Based on applied filters): 0 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 0

## Revision History

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

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