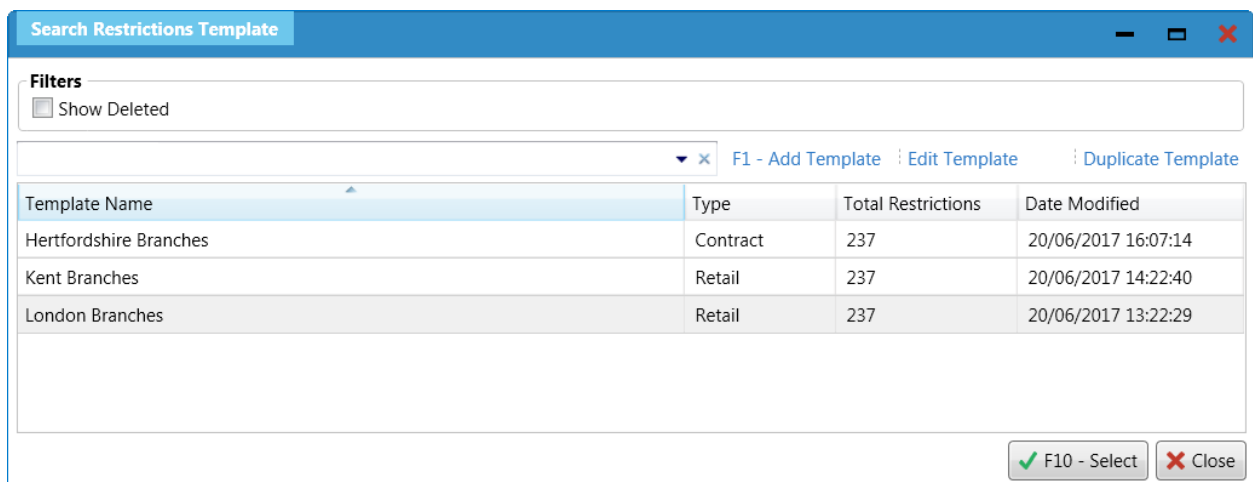


## Editing a Pack Note in a Restrictions Template

### Selecting the 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 select.
4. Press [**F10 – Select**].
5. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.

### Editing 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 21 June 2017 14:13 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User: Victoria Smith

Head Office Restrictions Manager

Restrictions All Templates History

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

Import Template Preview Changes View Template History Edit Excluded Suppliers

London Branches Type: Retail Published Date: Not Published Delayed Date: Not Published Published By: Not Published Status: Not Published

Filters

Drug AMOX 250MG CAPS Product Code Show Restricted Items Only Exclude Parallel Imports

Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Excluded Suppliers

Suppliers All Minimum Price (£) 0 Show Pack Notes Only Show Assigned Wholesalers Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM
1121417	1AMO72		Amoxicillin 250mg caps (500) <b>Pack Note</b>	G	BRISTOL LABOR		0.0000		
6633622	1AMO45		Amoxicillin 250mg caps (500)	G		LEXN	0.0000		
9901372	03AMO92		Amoxicillin 250mg caps (500)	G		MANI	0.0000		
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 (500)	G	WOCKHARDT U		25.7100		
9905068	03AMO93		Amoxicillin 250mg caps (21)	G		MANI	0.0000		
7610033	4AMO1		Amoxicillin 250mg caps (500)	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	1AMO71		Amoxicillin 250mg caps (21)	G	BRISTOL LABOR		0.4100		
1073469	1AMO87		Amoxicillin 250mg caps (15)	G	KENT PHARMAC		0.0000		
7660525	1AMO115		Amoxicillin 250mg caps (21)	G		CLRM	1.1900		
7660532	1AMO116		Amoxicillin 250mg caps (500)	G		CLRM	28.3200		

Total Drugs Database Items (Based on applied filters): 54 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 237

- Highlight a drug marked as **Pack Note** in the grid.
- Click **[Edit Pack Note]**.
- 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
  Show notes and force price
  Show notes and get price

Deleted | Added on 22/01/2018 at 15:13 by Supervisor

- Edit all details as required.
- Once you are done, press **[F10 - Save]**.
- The Head Office Restrictions Manager displays.

ProScript Connect 21 June 2017 14:13 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 Edit Pack Note Print Preview Import/Export

Import Template Preview Changes View Template History Edit Excluded Suppliers

London Branches Type: Retail Published Date: Not Published Delayed Date: Not Published Published By: Not Published Status: Not Published

Filters: Drug: AMOX 250MG CAPS Product Code: Show Restricted Items Only Exclude Parallel Imports Show Restricted Discontinued Items Only Show Excluded Suppliers Show Pack Notes Only Show Assigned Wholesalers Suppliers: All Minimum Price (£): 0 Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM
1121417	1AMO72		Amoxicillin 250mg caps (500)	G	BRISTOL LABOR		0.0000		
6633622	1AMO45		Amoxicillin 250mg caps (500)	G		LEXN	0.0000		
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1126945	1AMO200		Amoxicillin 250mg caps (21)	G	GENESIS PHARM		0.0000		
1147255	1AMO245		Amoxicillin 250mg caps (500)	G	WOCKHARDT U		25.7100		
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5012927	1AMO356		Amoxicillin 250mg caps (21)	G	VIRTUAL GENER		0.0000		
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1073469	1AMO87		Amoxicillin 250mg caps (15)	G	KENT PHARMAC		0.0000		
7660525	1AMO115		Amoxicillin 250mg caps (21)	G		CLRM	1.1900		
7660532	1AMO116		Amoxicillin 250mg caps (500)	G		CLRM	28.3200		

Total Drugs Database Items (Based on applied filters): 54 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 237

9. 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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