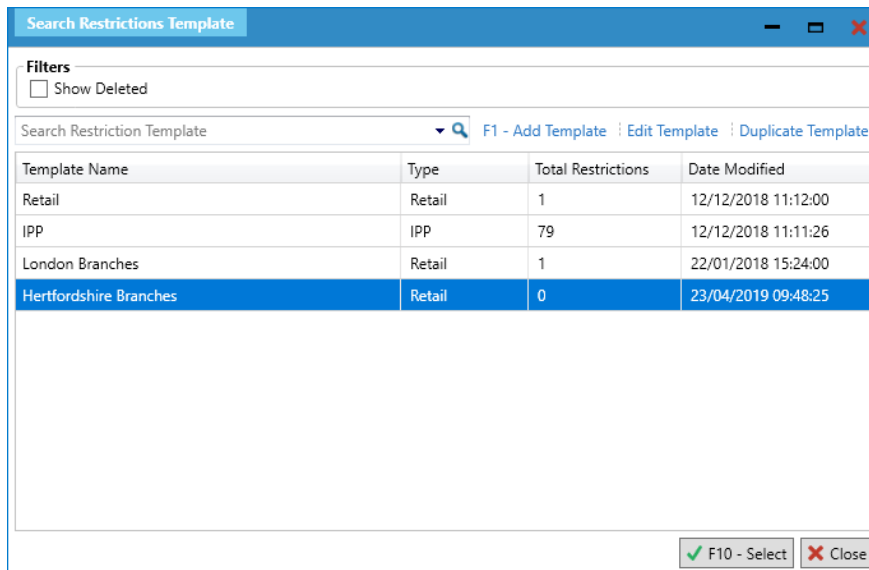


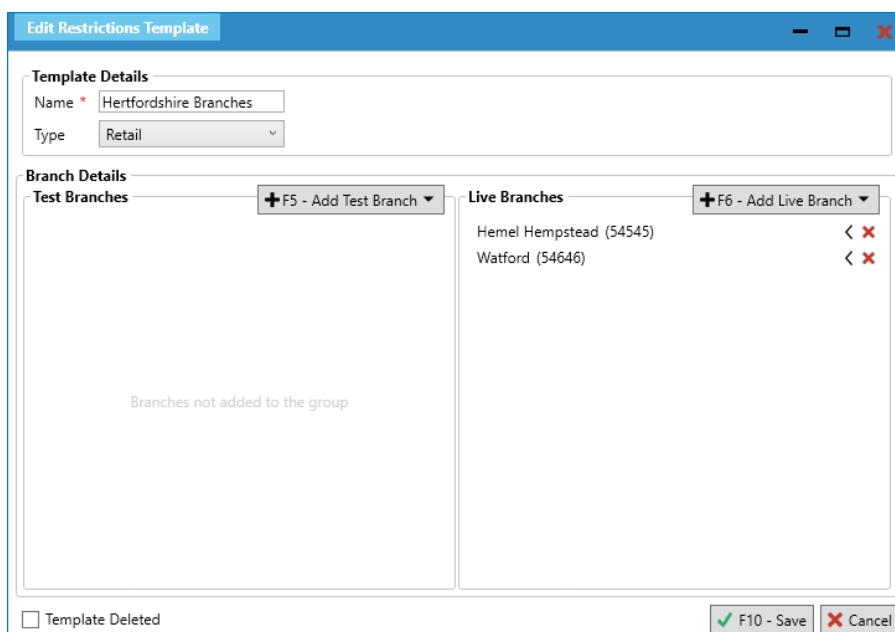
# Editing a Restrictions Template

## Selecting an Existing Template for Editing

1. From the Head Office Restrictions Manager, select the **[F1 – Select Template]** button. The Search Restrictions Template window displays, with a list of existing templates on the system.



2. From there, search for and highlight the template you want to edit and click **Edit Template**. The Edit Restrictions Template window for the selected template displays.



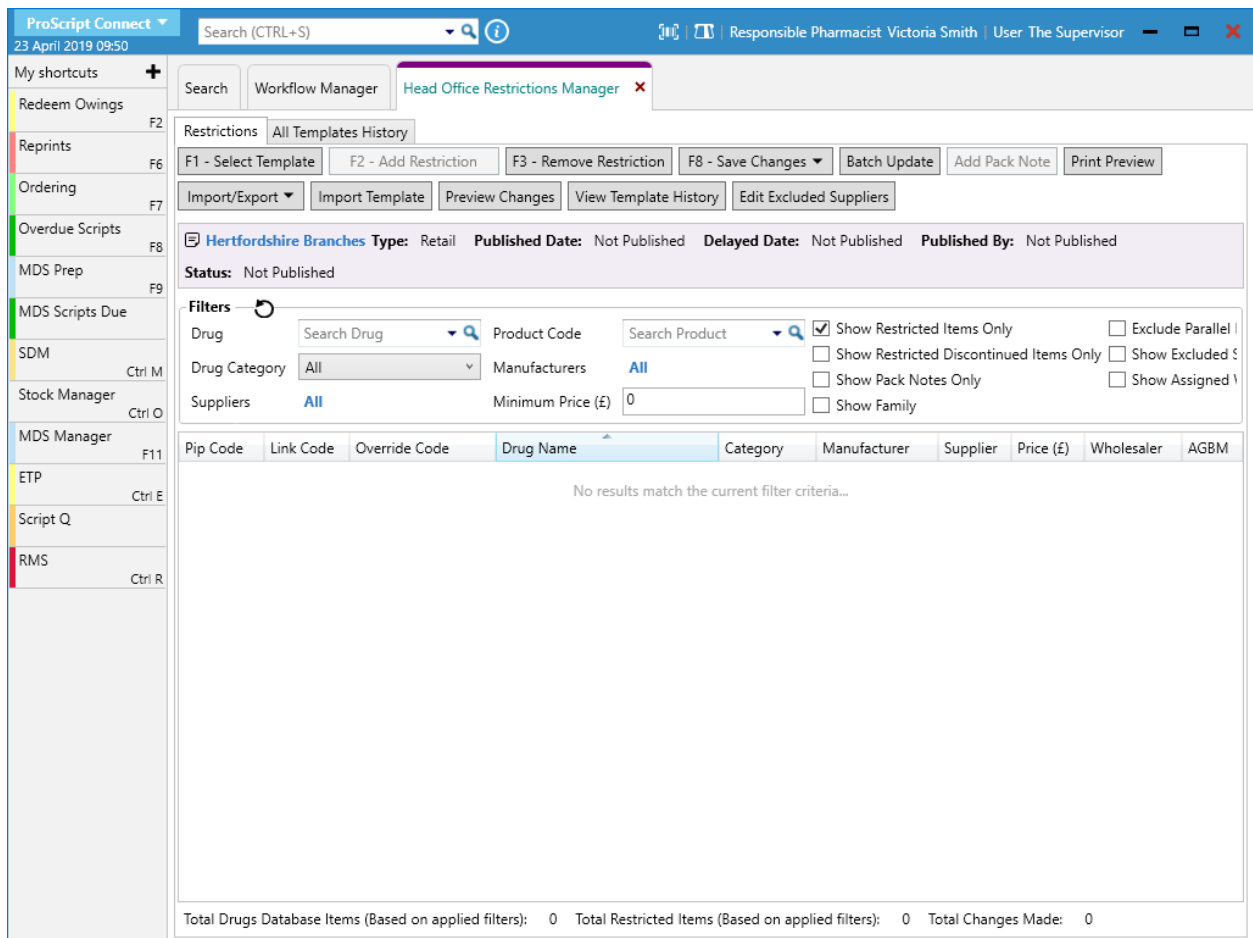
3. Edit the template details as required, and select the **[F10 – Save]** button.



Each branch displays with a < > to move the branch between a test and live branch, and a red **X** to remove the branch from the list.

## Editing the Current Template

1. From the Head Office Restrictions Manager, with the template selected in the pink information bar, click the **Template Name**.



The screenshot displays the ProScript Connect application window. The title bar shows 'ProScript Connect' and the user 'Responsible Pharmacist Victoria Smith | User The Supervisor'. The main window is titled 'Head Office Restrictions Manager' and contains several sections:

- Search and Workflow Manager:** Includes a search bar and a 'Head Office Restrictions Manager' tab.
- Restrictions and Templates:** Features buttons for 'F1 - Select Template', 'F2 - Add Restriction', 'F3 - Remove Restriction', 'F8 - Save Changes', 'Batch Update', 'Add Pack Note', and 'Print Preview'. Below these are buttons for 'Import/Export', 'Import Template', 'Preview Changes', 'View Template History', and 'Edit Excluded Suppliers'.
- Information Bar:** A pink bar displays 'Hertfordshire Branches' with details: Type: Retail, Published Date: Not Published, Delayed Date: Not Published, Published By: Not Published. Below this, the status is 'Not Published'.
- Filters:** A section with search fields for 'Drug' and 'Product Code', and dropdowns for 'Drug Category' (set to 'All'), 'Manufacturers' (set to 'All'), and 'Suppliers' (set to 'All'). It also includes a 'Minimum Price (£)' field set to '0' and several checkboxes for filtering options like 'Show Restricted Items Only', 'Exclude Parallel', etc.
- Table:** A table with columns: Pip Code, Link Code, Override Code, Drug Name, Category, Manufacturer, Supplier, Price (£), Wholesaler, and AGBM. The table is currently empty, displaying 'No results match the current filter criteria...'.
- Summary:** At the bottom, it shows 'Total Drugs Database Items (Based on applied filters): 0', 'Total Restricted Items (Based on applied filters): 0', and 'Total Changes Made: 0'.

2. The Edit Restrictions Template window for the selected template displays. Edit the template details as required and select the **[F10 – Save]** button.

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 ▾

Hemel Hempstead (54545) < ✕

Watford (54646) < ✕

Template Deleted



Each branch displays with a < or > to move the branch between a test and live branch, and a red ✕ to remove the branch from the list.

## Revision History

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

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### Contact us

For more information contact:  
**Telephone: 0344 209 2601**