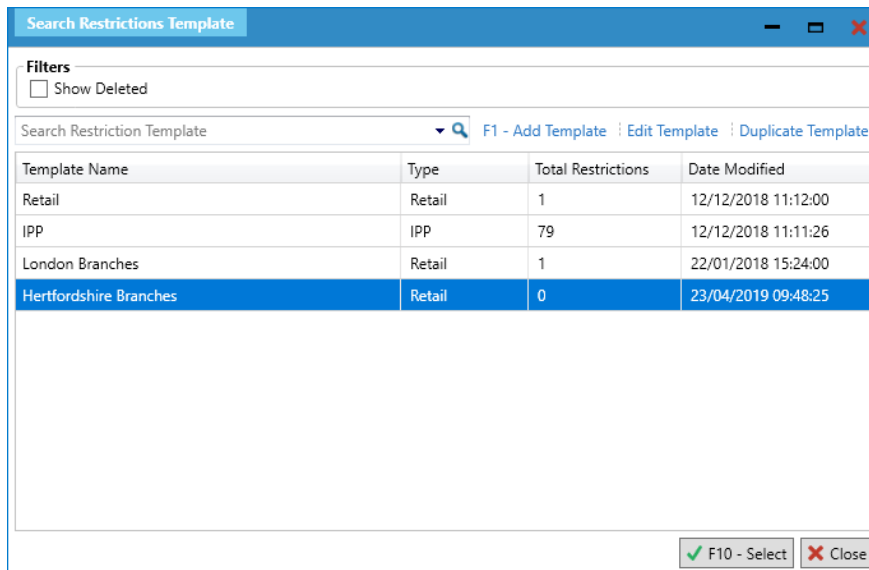# Editing a Restrictions Template

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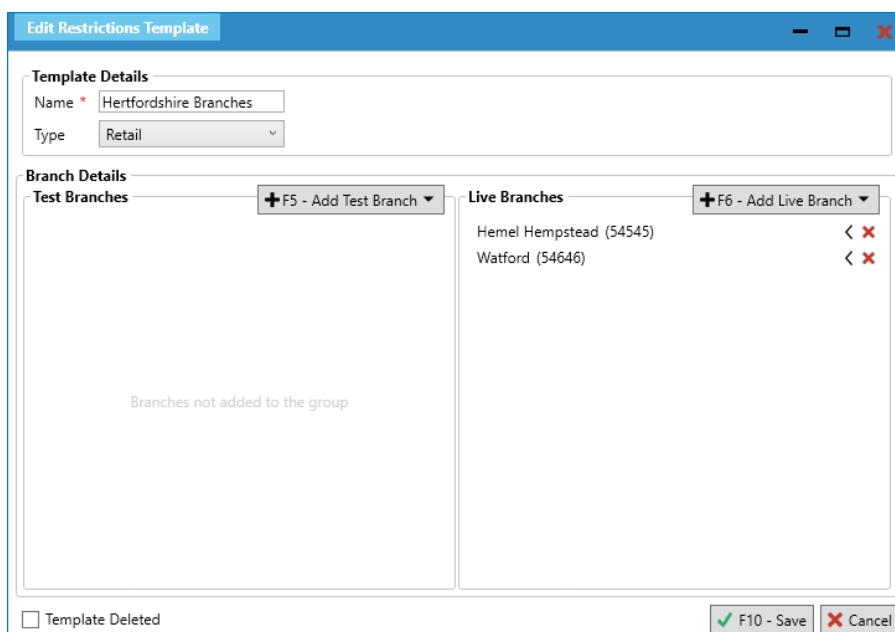
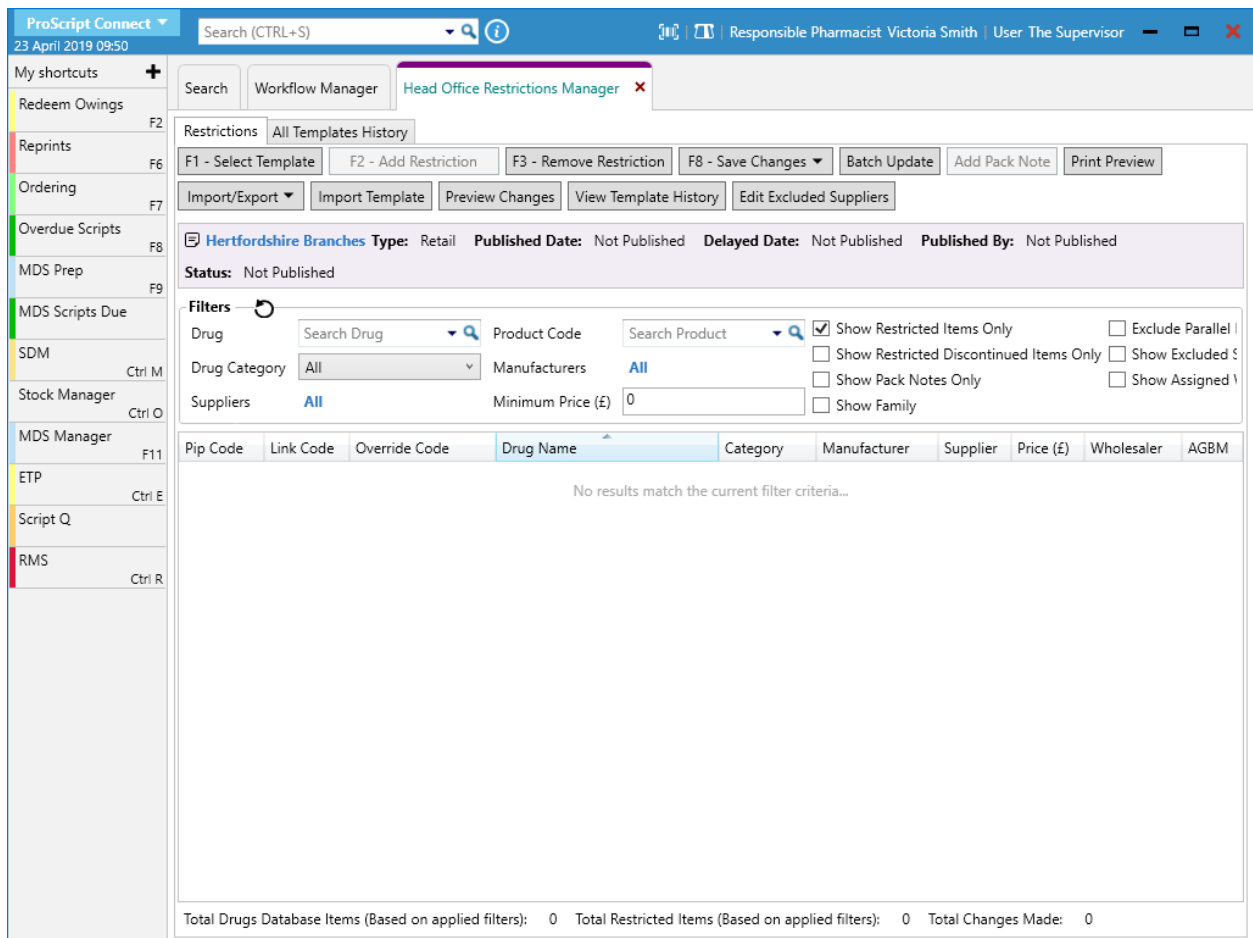3. Edit the template details as required, and select the **[F10 – Save]** button.

💡 Each branch displays with a **<** or **>** 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**.

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

💡 Each branch displays with a **<** or **>** to move the branch between a test and live branch, and a red **X** 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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