

Importing a ProScript Connect Restrictions Template

You can copy the restrictions and drug notes of an existing <u>.csv</u> ProScript Connect template file on your computer through to the currently selected 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. Search for, locate and highlight the destination template using the top search field.
- 4. Highlight the template and press [F10 Select].
- 5. The Head Office Restrictions Manager displays with the destination template selected.

ProScript Connect	Search (CTRL+S) • Q III 🐓 Responsible Pharmacist Victoria Smith User Victoria Smith – 🗖	
20 June 2017 13:46		
My shortcuts	Search Head Office Restrictions Manager ×	
Redeem Owings	FP	
Overdue Scripts	Restrictions All Templates History	
	F3 F1 - Select Template F2 - Add Restriction F3 - Remove Restriction F8 - Save Changes • Batch Update Add Pack Note Print Preview Import/Export •	
Reprints	F6 Import Template Preview Changes View Template History Edit Excluded Suppliers	
MDS Scripts Due		_
	F Hertfordshire Branches Type: Contract Published Date: Not Published Date: Not Published By: Not Published By: Not Published Status: Not Published	
Ordering	F7 Filters	
MDS	Drug Search Drug Product <u>C</u>ode Show Restricted Items Only Exclude Parallel Imports 	
E.	11 Drug Category All Show Restricted Discontinued Items Only Show Excluded Supplier	
Ctrl	IR Supplier All Minimum Price (f)	ers
SDM		
Ctrl	Pip Code Link Code Override Code Drug Name Category Manufacturer Supplier Price (£) Wholesaler AGE	М
LIF		
Training		
Stock		
brook		
	Total Drugs Database Items (Based on applied filters): 0 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 0	

- From the Head Office Restrictions Manager, click [Import/Export] > Import from CSV.
- 7. The Import CSV File window displays.



Import CSV F	ile			×
Import Detai	ils	File	➡ F1 - Select File	
<u>T</u> ype <u>C</u> ountry	Please Select Please Select Image: Select		×	
			🗸 F10 - Import 🗙 Ca	n

- 8. Select the *ProScript Connect* template type.
- 9. Notice the window updates accordingly to display the fields required for a successful ProScript Connect template import.

Import CSV File			- = ×		
The import file -PackCodeIo -OrderCode -Restriction -Wholesaler	e should have the foll 1 : Drug Pack Code Id : AAH Link Code * Code : Restriction Coc Code : Wholesaler Co	owing fields: * de * ode *			
Import Details	Import Details Application File F1 - Select File				
<u>T</u> ype Pros	cript Connect 🔻		×		
<u>C</u> ountry Plea	se Select 🔹				
L					
			✓ F10 - Import X Cancel		



- 10. Press [F1 Select File].
- 11. The Windows Navigator displays. From here, you can search for and locate the relevant .csv template file on your computer.

💽 Open				X
Network •	manchester 🕨 user\$ 🕨	► Downloads	Search Downloads	٩
Organize New folder				0
Libraries Documents Music Pictures Videos Computer S Computer S Computer Apple iPhone	ProScript Connect Restrictions Template			
Vetwork -			[_
File <u>n</u> ame:		•	CSV files (*.csv) Open Cance	• •

- 12. Once you have located the relevant file, highlight it and click **[Open]**.
- 13. The Import CSV File window displays, with the template file path displayed on the right-hand side.

Import CSV File			_	– ×	C
The import -PackCou -OrderCo -Restricti -Wholes -Wholes - Import Details Application _ 	t file should have the follo deId : Drug Pack Code Id ode : AAH Link Code * ionCode : Restriction Cod alerCode : Wholesaler Co ProScript Connect • Please Select •	owing fields: * le * de * File \\manchester	+ F1 - Se r\user\$\	lect File	
		(✓ F10 - Import	× Cance	:



14. Press **[F10 – Import]**.

15. A pop-up window displays, advising you that all items (restrictions and drug notes) of the .csv file will be copied through to the destination template and replace any previous items.

Import Template	X
All items will be replaced. Do you wish to	continue?
<u>Y</u> es <u>N</u> o	

16. Click **[Yes]**.

Revision History

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

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Contact us

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