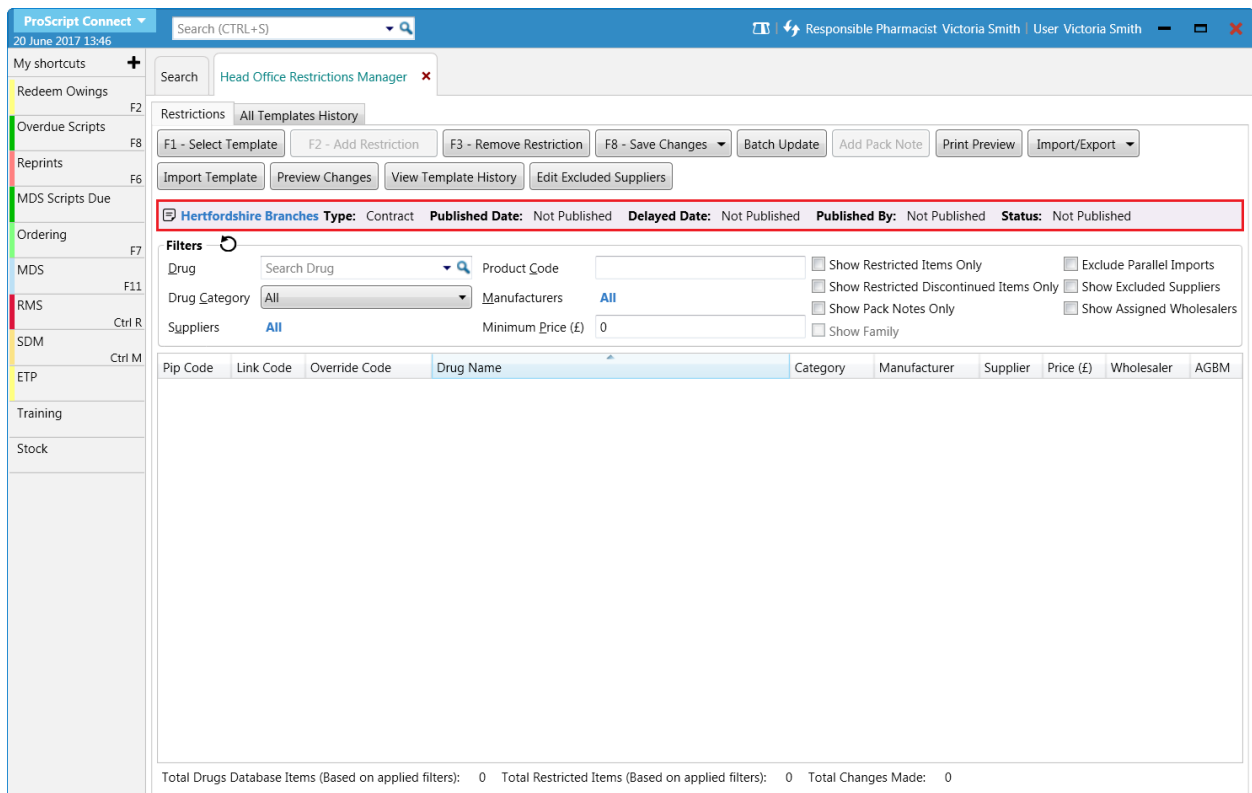


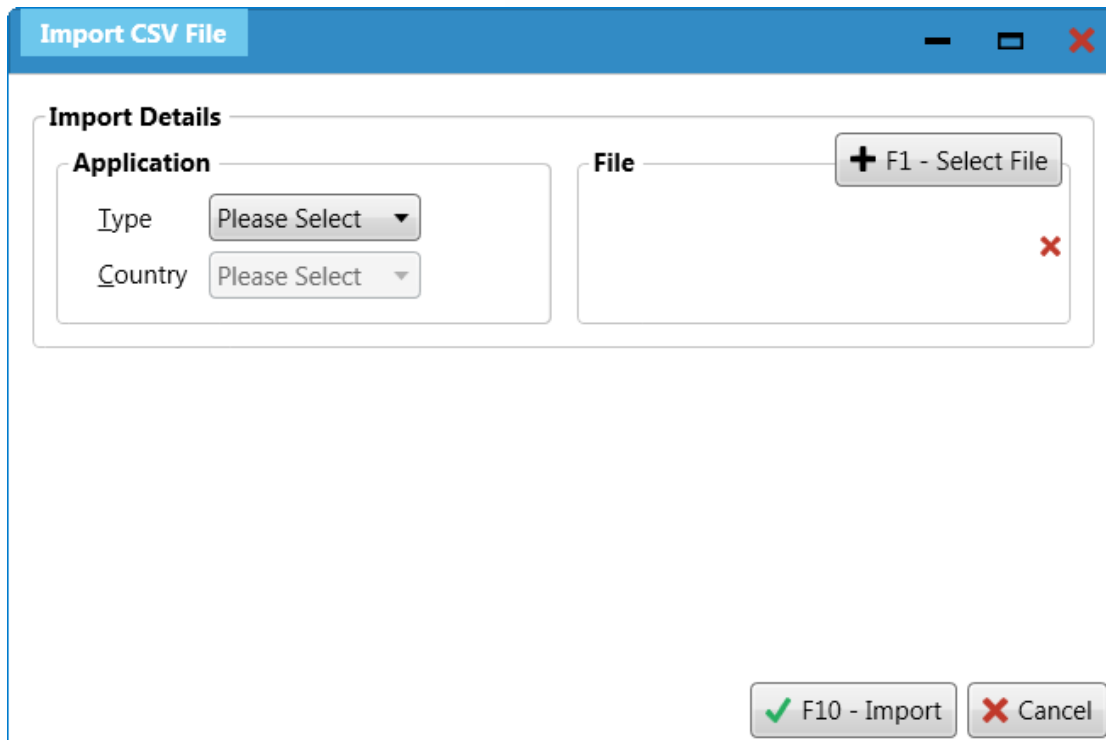
# Importing a ProScript Restrictions Template

You can copy the restrictions and drug notes of an existing .csv ProScript 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.



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



**Import CSV File**

**Import Details**

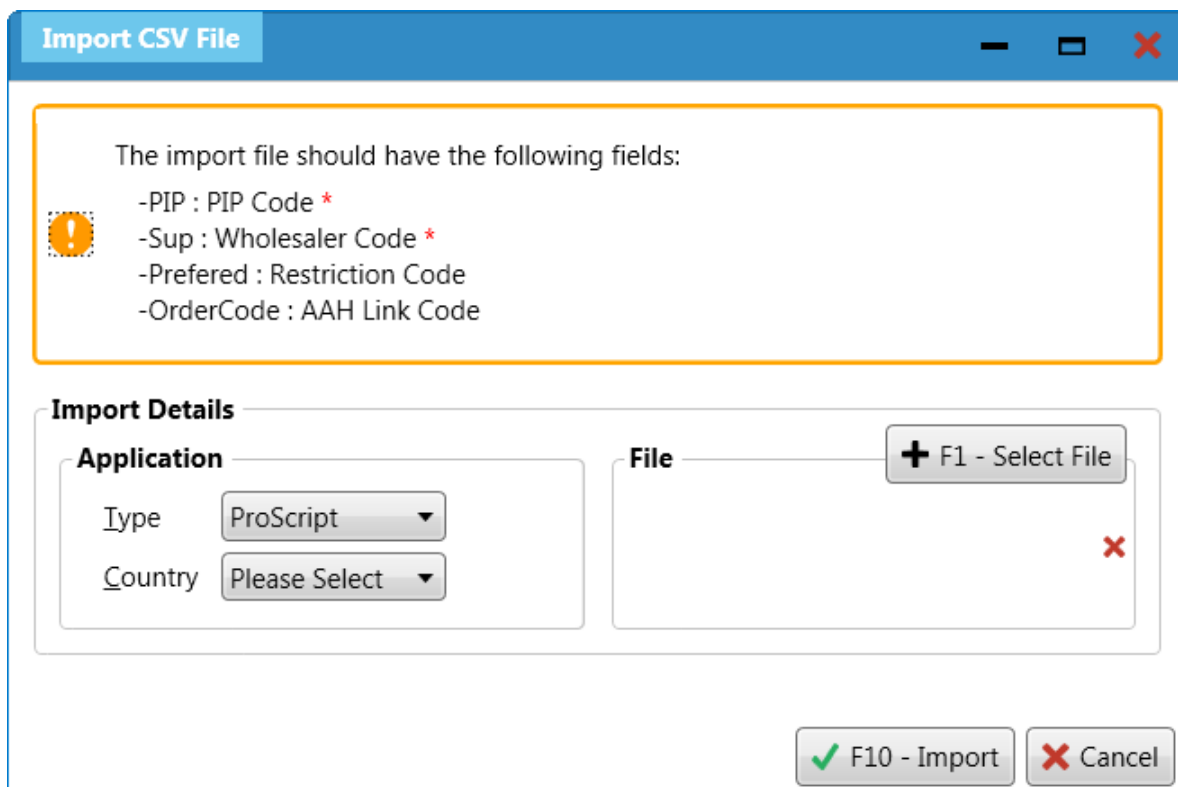
**Application**

Type

Country

**File**

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



**Import CSV File**

The import file should have the following fields:

- PIP : PIP Code \*
- Sup : Wholesaler Code \*
- Preferred : Restriction Code
- OrderCode : AAH Link Code

**Import Details**

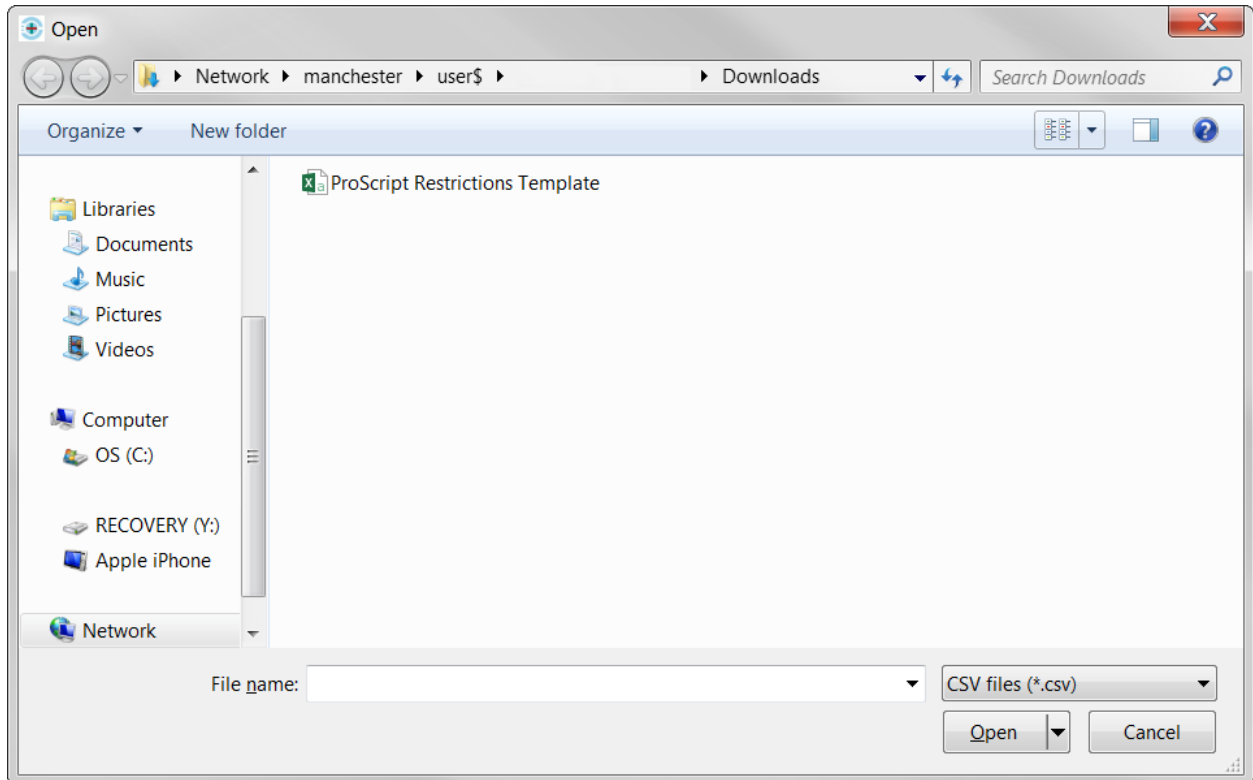
**Application**

Type

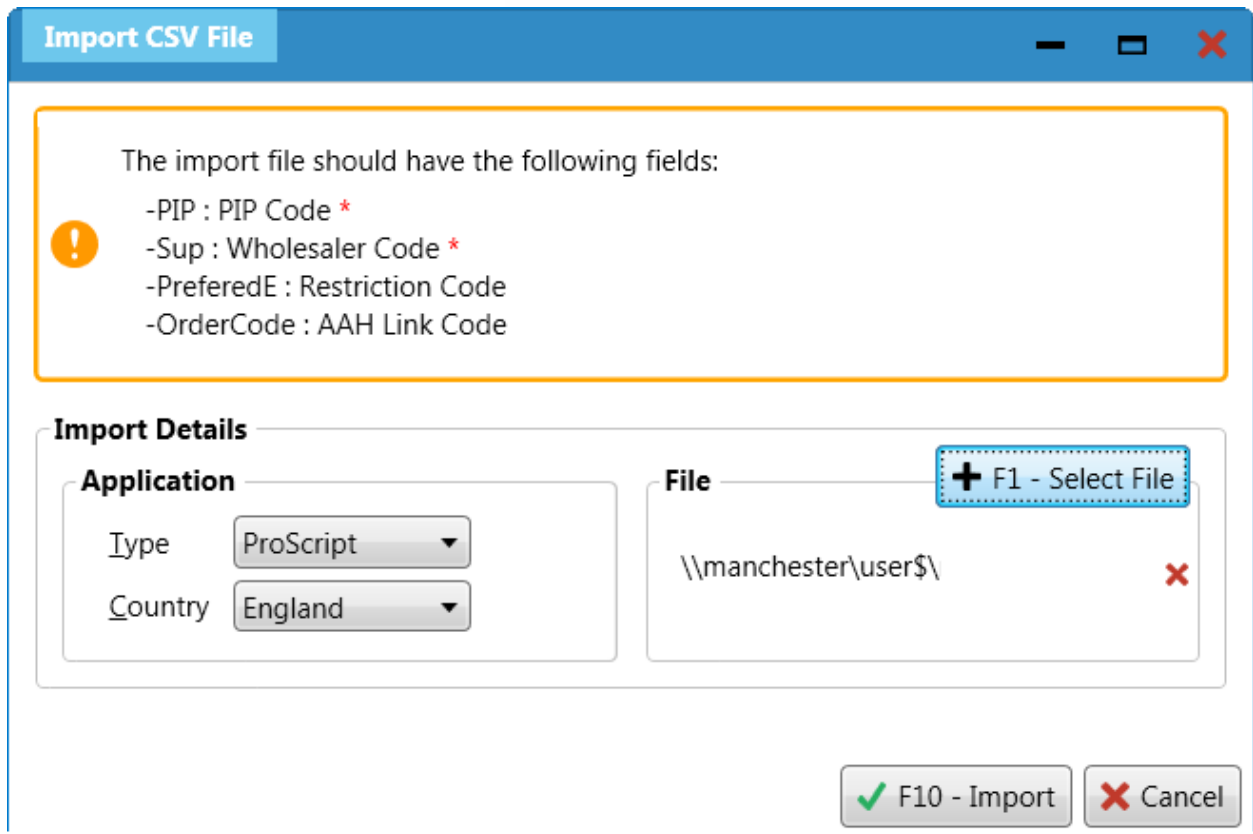
Country

**File**

10. Select the *Country* of the template you want to import ([England](#), [Wales](#), [Northern Ireland](#) or [Scotland](#)).
11. Press **[F1 – Select File]**.
12. The Windows Navigator displays. From here, you can search for and locate the relevant .csv template file on your computer.

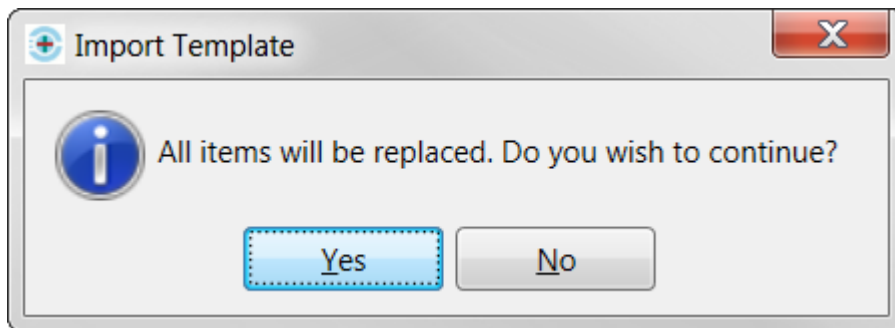


13. Once you have located the relevant file, highlight it and click **[Open]**.
14. The Import CSV File window displays, with the template file path displayed on the right-hand side.



15. Press **[F10 – Import]**.

16. 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.



17. 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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