

Importing an Existing Restrictions Template

You can copy the restrictions and drug notes of an existing template through to the currently selected template. This is a quicker alternative to <u>creating a duplicate template</u>.

- 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 Conne 20 June 2017 13:46	ect 🔻	Search (CTRL+	- S)	+ Q						🖌 Responsib	le Pharmacist Victo	oria Smith L	Jser Victori	a Smith 🚽	- x
My shortcuts	+	Grand Hand	0												
Redeem Owings		Search Head Office Restrictions Manager X													
Overdue Scripts	F2	Restrictions All Templates History F1 - Select Template F2 - Add Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview Import/Export													
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ETP															
Training															
Stock															
		Total Drugs Database Items (Based on applied filters): 0 Total Restricted Items (Based on applied filters): 0 Total Changes Made: 0													

- 6. From the Head Office Restrictions Manager, click [Import Template].
- 7. The Search Restrictions Template window displays, with a list of existing templates on the system.
- 8. Search for, locate and highlight the source template for which you want to import the restrictions and drug notes to the destination template.



Search Restrictions Template			– – ×
Filters			
London	▼ × F1 - Add Te	emplate Edit Templat	e Duplicate Template
Template Name	Туре	Total Restrictions	Date Modified
London Branches	Retail	237	20/06/2017 13:22:29
			✓ F10 - Select X Close

- 9. Press **[F10 Select]**.
- 10. A pop-up window displays, advising you that all items (restrictions and drug notes) of the source template 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	

- 11. Click **[Yes]**.
- 12. The Head Office Restrictions Manager displays. Notice the imported restrictions and drug notes of the source template have been imported and copied through to the destination currently selected template.



20 June 2017 16:01 My shortcuts + Search Head Office Restrictions Manager ×											
My shortcuts + Search Head Office Restrictions Manager ×											
Redeem Owings											
Overdue Scripts All Templates History	Restrictions All Templates History										
F8 F1 - Select Template F2 - Edit 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											
B Hertfordshire Branches Type: Contract Published Date: Not Published Delayed Date: Not Published By: Not Published Status: Not Publ											
Filters D											
MDS Drug Search Drug - Q Product Code Show Restricted Items Only Exclude Parall	I Imports										
FII Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Exclude	Suppliers										
Ctrl R Suppliers All Minimum Price (f) 0 Show Pack Notes Only Show Assigned	wholesalers										
SDM SING Participation Street											
ETP Pip Code Link Code Override Code Drug Name Category Manufacturer Supplier Price (£) Wholesaler	AGBM										
NA41411 1AMO328 Amoxapine 100mg tabs (1) Restricted GQZ SPECIAL ORDER 0.0000 AAH	Α _										
Training 6324461 1AM0329 Amoxapine 100mg tabs (30) Pack Note Restricted GQZ ALLIANCE SPECI 135.070C AAH	A										
Stock 1069301 1AMO178 Amoxicillin 125mg/5ml oral susp (100ml) Restricted G STRIDES SHASU 0.0000 AAH	Α										
1121433 1AMO75 Amoxicillin 125mg/5ml oral susp (100ml) Restricted G BRISTOL LABOR 0.0000 AAH	A										
1195122 1AMO360 Amoxicillin 125mg/5ml oral susp (100ml) Restricted G MEDREICH PLC 0.0000 AAH	A										
5012950 1AMO361 Amoxicillin 125mg/5ml oral susp (100ml) Restricted G VIRTUAL GENER 0.0000 AAH	A										
7875099 1AMO219 Amoxicillin 125mg/5ml oral susp (101 Jeck Note Resmitted G MWD 0.8300 AAH	A										
6331292 1AMO375 Amoxicillin 125mg/5ml oral susp (100ml) Restricted G OTCD 0.0000 AAH	A										
8530859 1AMO267 Amoxicillin 125mq/5ml oral susp (100ml) Pestinited G THGN 0.0000 AAH	A										
6331292 1AMO369 Amoxicilin 125mo/5ml oral susp (100ml) Festilided G UNI 1.0500 AAH	A										
6331292 1AM0388 Amovicilin 125mo/5ml oral sup (100m) Pestided G CVNDSE 0,0000 AAH	A										
1202860 14M0380 Amovini 125mc/5ml ord system (100ml) Exemption 6 CPESCENT PHAI 0 0000 Ad H	Δ										
	A										
135540 LAVOL73 Amoximi 125 mg/smill ords ddg 54 (100mil) Reddeed G BKISTOL LABOK 0.0000 AAH	A										
Total Drugs Database Items (Based on applied filters): 237 Total Restricted Items (Based on applied filters): 237 Total Changes Made: 237											

13. Press **[F8 – Save Changes]** to save the changes to the template.

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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