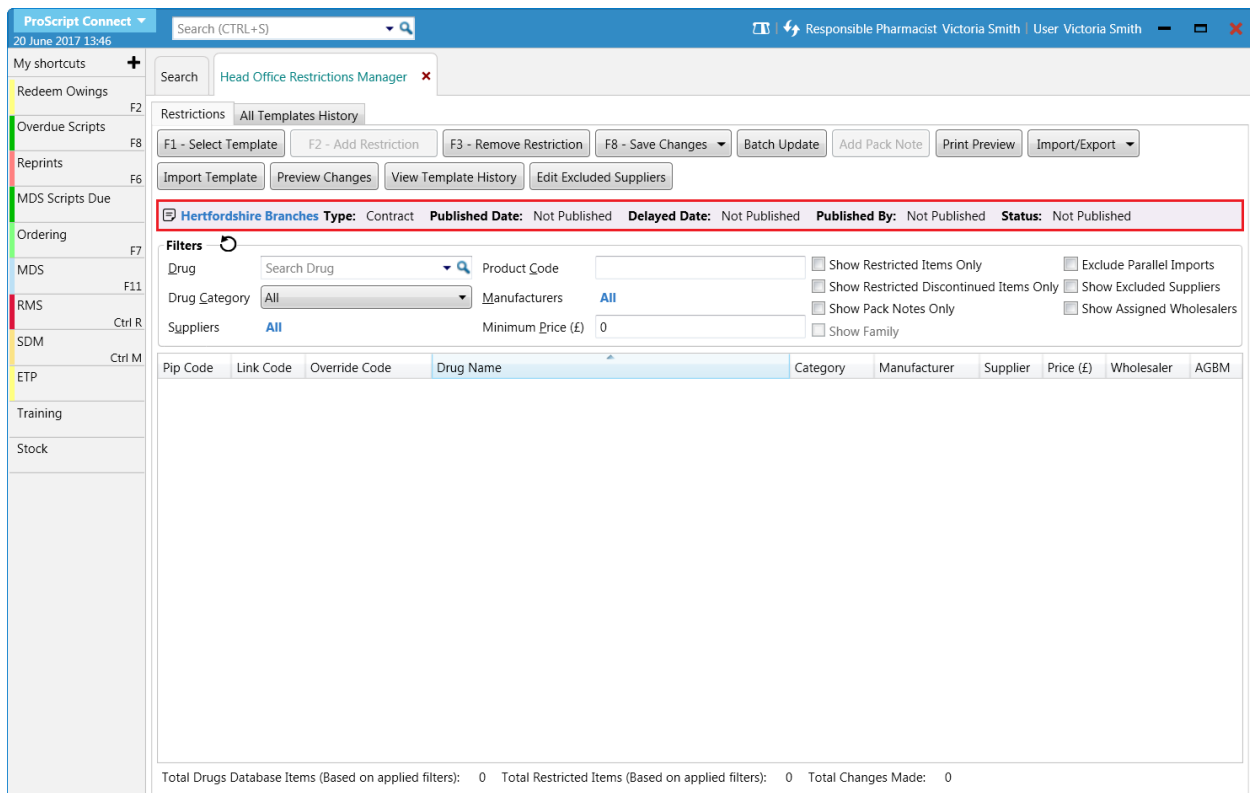


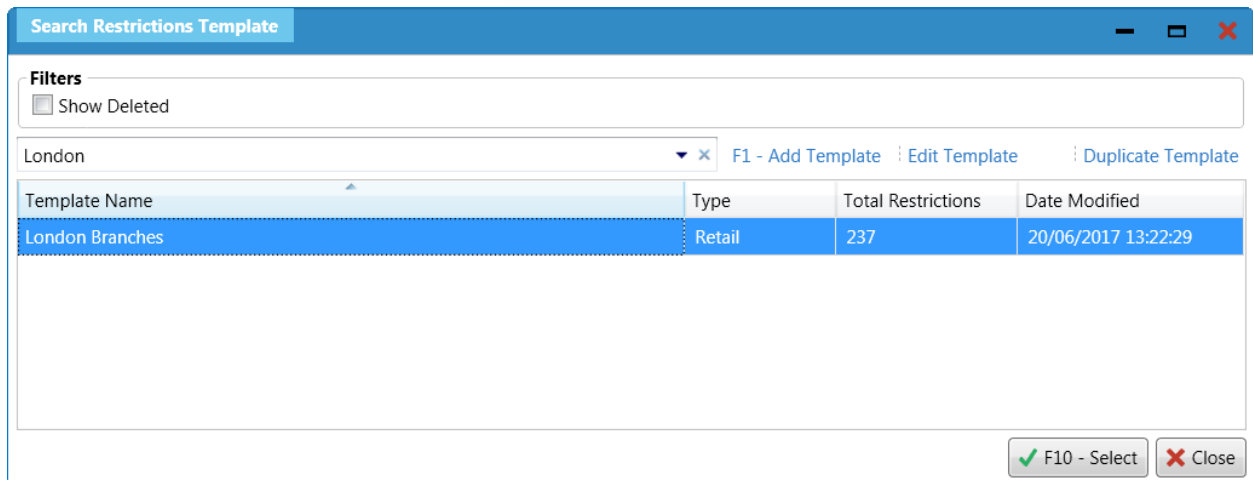
Importing an Existing Restrictions Template

You can copy the restrictions and drug notes of an existing template through to the currently selected template. This is a quicker alternative to [creating a duplicate template](#).

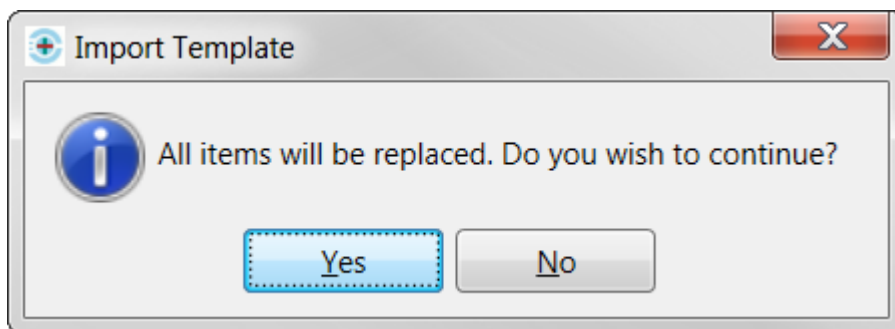
1. From the Head Office Restrictions Manager, press **[F1 – Select Template]**.
2. The Search Restrictions Template window displays, with a list of existing templates on the system.
3. Search for, locate and highlight the destination template using the top search field.
4. Highlight the template and press **[F10 – Select]**.
5. The Head Office Restrictions Manager displays with the destination template selected.



6. From the Head Office Restrictions Manager, click **[Import 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.



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.



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.

ProScript Connect 20 June 2017 16:01 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts: Redeem Owings, Overdue Scripts, Reprints, MDS Scripts Due, Ordering, MDS, RMS, SDM, ETP, Training, Stock

Search: Head Office Restrictions Manager

Restrictions: All Templates History

F1 - Select Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview Import/Export

Import Template Preview Changes View Template History Edit Excluded Suppliers

Hertfordshire Branches Type: Contract Published Date: Not Published Delayed Date: Not Published Published By: Not Published Status: Not Published

Filters: Search Drug Product Code Show Restricted Items Only Exclude Parallel Imports Show Restricted Discontinued Items Only Show Excluded Suppliers Show Pack Notes Only Show Assigned Wholesalers Suppliers: All Minimum Price (£) 0 Show Family

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	A
6324461	1AMO329		Amoxapine 100mg tabs (30)	Pack Note Restricted	GQZ	ALLIANCE SPECI	135.0700	AAH	A
1069301	1AMO178		Amoxicillin 125mg/5ml oral susp (100ml)	Restricted	G	STRIDES SHASU	0.0000	AAH	A
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 (100ml)	Pack Note Restricted	G	MWD	0.8300	AAH	A
6331292	1AMO375		Amoxicillin 125mg/5ml oral susp (100ml)	Restricted	G	OTCD	0.0000	AAH	A
8530859	1AMO267		Amoxicillin 125mg/5ml oral susp (100ml)	Restricted	G	THGN	0.0000	AAH	A
6331292	1AMO369		Amoxicillin 125mg/5ml oral susp (100ml)	Restricted	G	UNI	1.0500	AAH	A
6331292	1AMO388		Amoxicillin 125mg/5ml oral susp (100ml)	Restricted	G	CVNDSH	0.0000	AAH	A
1202860	1AMO380		Amoxicillin 125mg/5ml oral susp (100ml)	Restricted	G	CRESCENT PHAI	0.0000	AAH	A
7540248	1AMO364		Amoxicillin 125mg/5ml oral susp [Kent] (100ml)	Restricted	G	WAYM	0.0000	AAH	A
1138346	1AMO175		Amoxicillin 125mg/5ml oral susp SF (100ml)	Restricted	G	BRISTOL LABOR	0.0000	AAH	A
6584610	1AMO304		Amoxicillin 125mg/5ml oral susp SE (100ml)	Restricted	G	DBM	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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