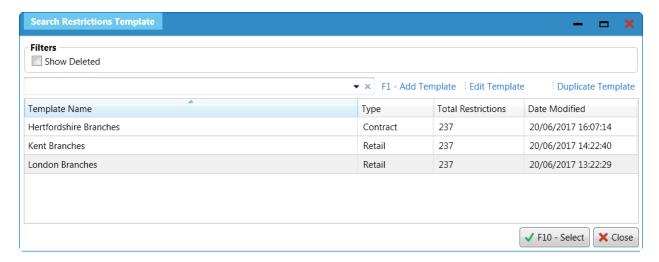


Previewing Restrictions Template Changes

Selecting the Restrictions 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.



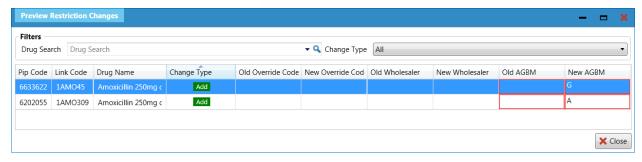
- 3. From there, search for and highlight the template you want to select.
- 4. Press [F10 Select].
- 5. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.

Previewing Template Changes

Whenever you add, edit or delete restrictions on a given template prior to saving and/or publishing the template, these changes will be logged in the Preview Restriction Changes utility, which you can access by clicking [Preview Changes].

The Preview Restriction Changes window will compare the status of restrictions of the previous version of the template with the additions, editions or deletions you have implemented this time around. This enables you to keep track of any changes you have made on a given template.





Revision History

Version Number	Date	Revision Details	Author(s)
1.0	02/08/2023		Joanne Hibbert-Gorst

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Contact us

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