

<u>Printing and/or Exporting a Restrictions</u> <u>Template</u>

Printing a Restrictions Template

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.

Search Restrictions Template			– – ×
Filters Show Deleted	- X 51 Add To	melata i Edit Tamelat	Durlisata Tamplata
Template Name	Type	Total Restrictions	Date Modified
Hertfordshire Branches	Contract	237	20/06/2017 16:07:14
Kent Branches	Retail	237	20/06/2017 14:22:40
London Branches	Retail	237	20/06/2017 13:22:29
			✓ F10 - Select X Close

- 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.



Search (O	CTRL+S)	÷ Q,				🛛 🍫 Respons	ible Pharmacist Vic	toria Smith:	User Vict	oria Smith 🗕	· 🗆 🗙
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E London	Branches Type	e: Retail Publishee	d Date: 21/06/2017 14:39	Delayed Date: No	t Delayed	Published By	Victoria Smith	Status: 0/2	Published		
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8530818	14140255		Amoxiciliin 250mg caps (50	0)	Restricted	G		THGN	0.0000	AAH	A
8025959	14140255		Amoxicillin 250mg caps (21)	Destricted	G		SPL	0.2800		A
8025942	14140200		Amoxicilin 250mg caps (50		Restricted	G		SPL	9.9400	ААН	A
8563678	1AM0390		Amoxicillin 250mg caps (15)	Restricted	G		THGN	0.0000	AAH	A
1207414	14140300		Amoxicillin 250mg caps (15)	Restricted	G		SPL	0.4700		A
1207414	14140393		Amovicillin 250mg caps (21)	Restricted	G	RECORD HEALT		0.0000		A
1210/49	1410205		Amovicillin 250mg caps (21)	Restricted	G			1,0000		A
1210139	14MO284		Amoxicillin 250mg caps (21)	Restricted	G			0.7800		A
8880213	14M0353		Amoxicillin 250mg caps [Ho) spitall (15)	Restricted	G	TLAMINGO FILA	PHD	0.5500		A
1001/132	14MO402		Amovicillin 250mg caps [11	01 (21)	Restricted	G			1.0800	AAH	<u>^</u>
8893000	24M033		Amovicillin 250mg caps [M	orningsidel (21)	Restricted	6		PHD	0.3500	ΔΔΗ	Δ Ξ
0453951	AMO3		Amoxil 250mg caps (21)	Brand	Restricted	B	GLAXOSMITHKI		0.9200	ААН	A
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Import/Export. Import Template F2 - Edit Restriction F3 - Remove Restriction F8 - Save Changes Batch Update Add Pack Note Print Preview. Import/Export. 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Printing a Restrictions Template

- 1. From the Head Office Restrictions Manager, use the top filters and search field to restrict the grid to the items you want to include in your export.
- 2. Click [Print Preview].
- 3. A pop-up window displays, advising you that only the items currently displayed in the grid will be exported, and asking whether you want to continue.



- 4. Click **[Yes]**.
- 5. The template print preview displays.



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	1207414	1AMO399		Amoxicillin 250mg caps (21)	G	ACCORD HEALTHCAR		0.00	AAH	A	No		
	8041733	1AMO378		Amoxicillin 250mg caps (15)	G	E	SPL	0.47	AAH	A	No		
	8563678	1AMO390		Amoxicillin 250mg caps (15)	G		THGN	0.00	AAH	А	No		
	8025942	1AMO256		Amoxicillin 250mg caps (500)	G		SPL	9.94	AAH	A	No		
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- 6. From there, you can either:
 - Click the floppy disk icon to export and save the report on your computer
 - Click the printer 💼 icon to print the report

Exporting a Restrictions Template

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.

Search Restrictions Template			– – ×
Filters Show Deleted	▼ × E1 - Add T	emplate ⁱ Edit Templa	Dunlicate Template
Template Name	Туре	Total Restrictions	Date Modified
Hertfordshire Branches	Contract	237	20/06/2017 16:07:14
Kent Branches	Retail	237	20/06/2017 14:22:40
London Branches	Retail	237	20/06/2017 13:22:29
			✓ F10 - Select X Close

- 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.



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					-			5.5200		*
	Total Drugs Database	Items (Based on applied f	ilters): 54 Total Restricte	d Items (Based on applied fil	ters): 16 Tot	al Changes Made:	0			

Exporting the Restrictions Template

- 1. From the Head Office Restrictions Manager, use the top filters and search field to restrict the grid to the items you want to include in your export.
- 2. Click [Import/Export] > Export to CSV.
- 3. A pop-up window displays, advising you that only the items currently displayed in the grid will be exported, and asking whether you want to continue.



- 4. Click **[Yes]**.
- 5. The Windows navigator displays.



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- 6. Enter a *File name* in the relevant field and click **[Save]**.
- 7. A pop-up window displays, advising you that the export was successfully completed and asking whether you want to view the file.



- 8. Click [Yes].
- 9. The exported template opens in Excel.



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4 17300921000171100 A	AAH	
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7 16096121000171100 A	AAH	
8 16096021000171100 A	AAH	
9 22564121000171100 A	AAH	
10 22564021000171100 A	AAH	
11 21081821000171100 A	AAH	
12 1194221000171110 A	AAH	
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10. From there, you can:

- Click File > Save As to save the report to an alternative location on your computer
- Click **File > Print** to print the report

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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