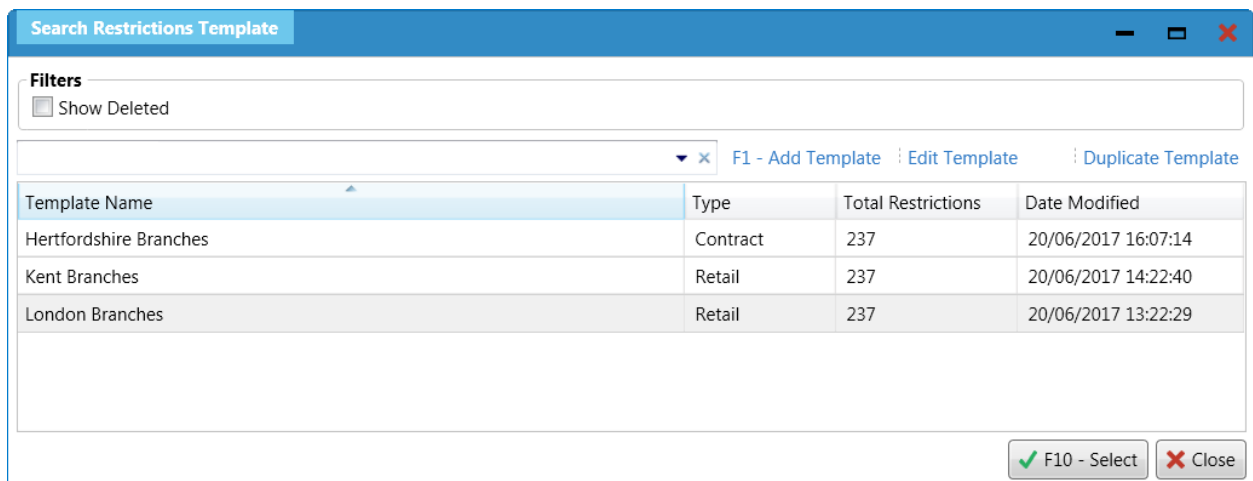


Printing and/or Exporting a Restrictions Template

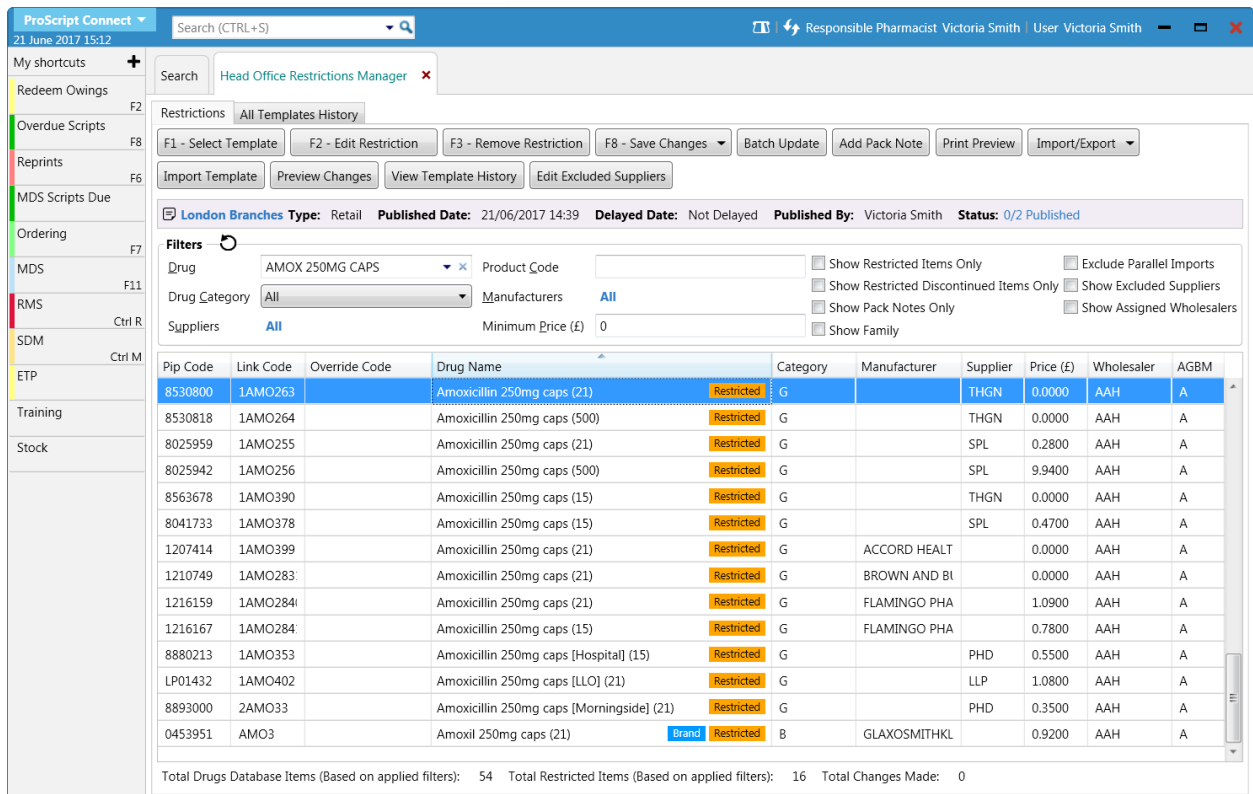
Printing a Restrictions Template

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.



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.



ProScript Connect 21 June 2017 15:12 Search (CTRL+S) Responsible Pharmacist Victoria Smith User: Victoria Smith

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

London Branches Type: Retail Published Date: 21/06/2017 14:39 Delayed Date: Not Delayed Published By: Victoria Smith Status: 0/2 Published

Filters

Drug AMOX 250MG CAPS Product Code Show Restricted Items Only Exclude Parallel Imports

Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Excluded Suppliers

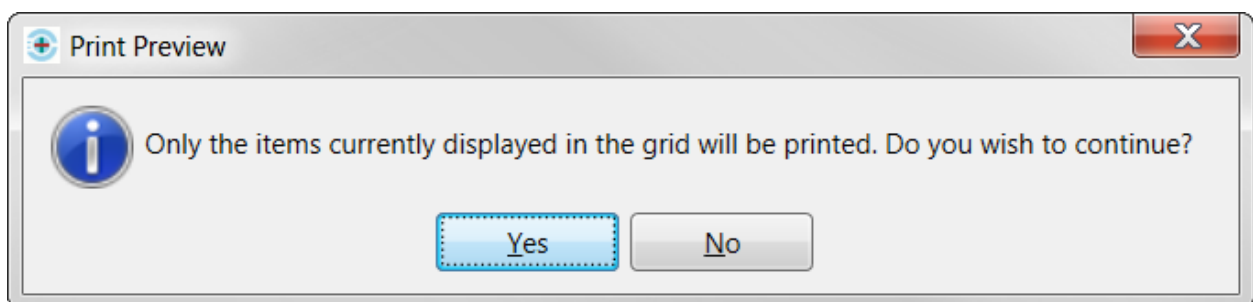
Suppliers All Minimum Price (£) 0 Show Pack Notes Only Show Assigned Wholesalers Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM
8530800	1AMO263		Amoxicillin 250mg caps (21)	G		THGN	0.0000	AAH	A
8530818	1AMO264		Amoxicillin 250mg caps (500)	G		THGN	0.0000	AAH	A
8025959	1AMO255		Amoxicillin 250mg caps (21)	G		SPL	0.2800	AAH	A
8025942	1AMO256		Amoxicillin 250mg caps (500)	G		SPL	9.9400	AAH	A
8563678	1AMO390		Amoxicillin 250mg caps (15)	G		THGN	0.0000	AAH	A
8041733	1AMO378		Amoxicillin 250mg caps (15)	G		SPL	0.4700	AAH	A
1207414	1AMO399		Amoxicillin 250mg caps (21)	G	ACCORD HEALT		0.0000	AAH	A
1210749	1AMO283		Amoxicillin 250mg caps (21)	G	BROWN AND BI		0.0000	AAH	A
1216159	1AMO284		Amoxicillin 250mg caps (21)	G	FLAMINGO PHA		1.0900	AAH	A
1216167	1AMO284		Amoxicillin 250mg caps (15)	G	FLAMINGO PHA		0.7800	AAH	A
8880213	1AMO353		Amoxicillin 250mg caps [Hospital] (15)	G		PHD	0.5500	AAH	A
LP01432	1AMO402		Amoxicillin 250mg caps [LLO] (21)	G		LLP	1.0800	AAH	A
8893000	2AMO33		Amoxicillin 250mg caps [Morningside] (21)	G		PHD	0.3500	AAH	A
0453951	AMO3		Amoxil 250mg caps (21)	B	GLAXOSMITHKL		0.9200	AAH	A

Total Drugs Database Items (Based on applied filters): 54 Total Restricted Items (Based on applied filters): 16 Total Changes Made: 0

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.

Report Preview



Restriction Report

Template Name: London Branches
Applied Filters: Show Restricted Items Only

PIP Code	Link Code	Override Code	Item Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM	Discontinued
1207414	1AMO399		Amoxicillin 250mg caps (21)	G	ACCORD HEALTHCARE		0.00	AAH	A	No
8041733	1AMO378		Amoxicillin 250mg caps (15)	G		SPL	0.47	AAH	A	No
8563678	1AMO390		Amoxicillin 250mg caps (15)	G		THGN	0.00	AAH	A	No
8025942	1AMO256		Amoxicillin 250mg caps (500)	G		SPL	9.94	AAH	A	No
8025959	1AMO255		Amoxicillin 250mg caps (21)	G		SPL	0.28	AAH	A	No

100%

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

F1 - Add Template | Edit Template | Duplicate Template

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

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.

ProScript Connect 21 June 2017 15:12 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Victoria Smith

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

London Branches Type: Retail Published Date: 21/06/2017 14:39 Delayed Date: Not Delayed Published By: Victoria Smith Status: 0/2 Published

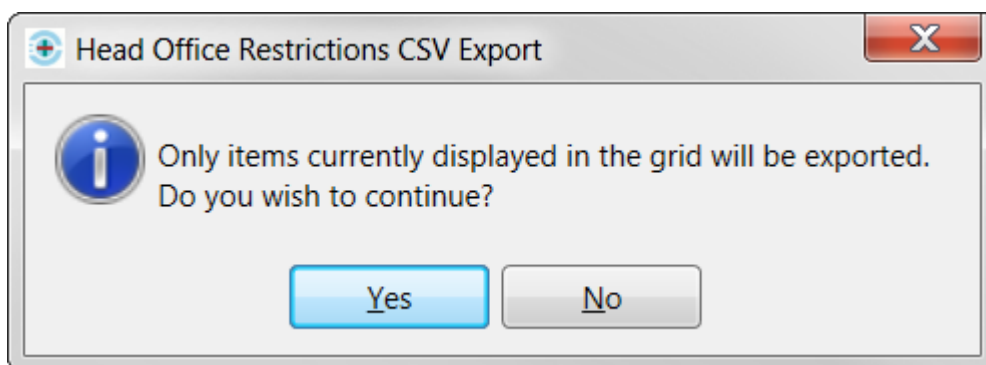
Filters Drug AMOX 250MG CAPS Product Code Show Restricted Items Only Exclude Parallel Imports
 Drug Category All Manufacturers All Show Restricted Discontinued Items Only Show Excluded Suppliers
 Suppliers All Minimum Price (£) 0 Show Pack Notes Only Show Assigned Wholesalers Show Family

Pip Code	Link Code	Override Code	Drug Name	Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBM
8530800	1AMO263		Amoxicillin 250mg caps (21)	G		THGN	0.0000	AAH	A
8530818	1AMO264		Amoxicillin 250mg caps (500)	G		THGN	0.0000	AAH	A
8025959	1AMO255		Amoxicillin 250mg caps (21)	G		SPL	0.2800	AAH	A
8025942	1AMO256		Amoxicillin 250mg caps (500)	G		SPL	9.9400	AAH	A
8563678	1AMO390		Amoxicillin 250mg caps (15)	G		THGN	0.0000	AAH	A
8041733	1AMO378		Amoxicillin 250mg caps (15)	G		SPL	0.4700	AAH	A
1207414	1AMO399		Amoxicillin 250mg caps (21)	G	ACCORD HEALT		0.0000	AAH	A
1210749	1AMO283		Amoxicillin 250mg caps (21)	G	BROWN AND BI		0.0000	AAH	A
1216159	1AMO284		Amoxicillin 250mg caps (21)	G	FLAMINGO PHA		1.0900	AAH	A
1216167	1AMO284		Amoxicillin 250mg caps (15)	G	FLAMINGO PHA		0.7800	AAH	A
8880213	1AMO353		Amoxicillin 250mg caps [Hospital] (15)	G		PHD	0.5500	AAH	A
LP01432	1AMO402		Amoxicillin 250mg caps [LLO] (21)	G		LLP	1.0800	AAH	A
8893000	2AMO33		Amoxicillin 250mg caps [Morningside] (21)	G		PHD	0.3500	AAH	A
0453951	AMO3		Amoxil 250mg caps (21)	B	GLAXOSMITHKL		0.9200	AAH	A

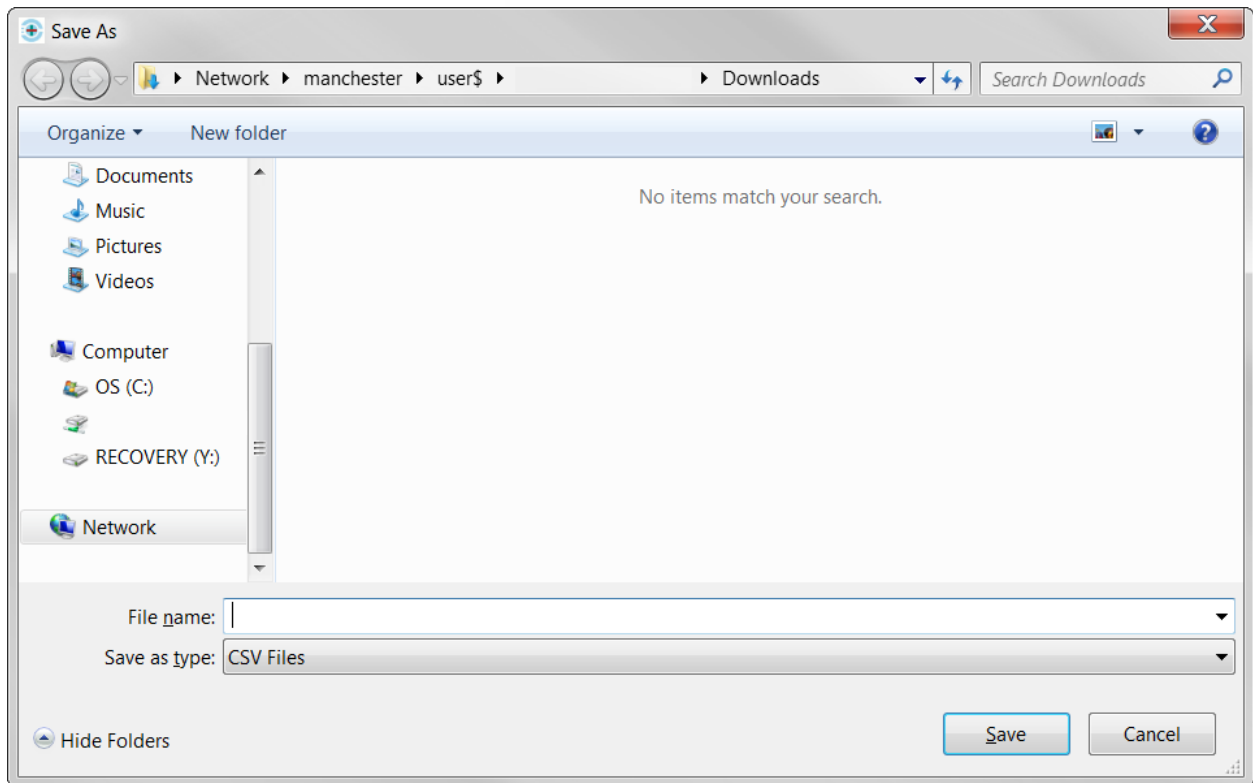
Total Drugs Database Items (Based on applied filters): 54 Total Restricted Items (Based on applied filters): 16 Total Changes Made: 0

Exporting the Restrictions Template

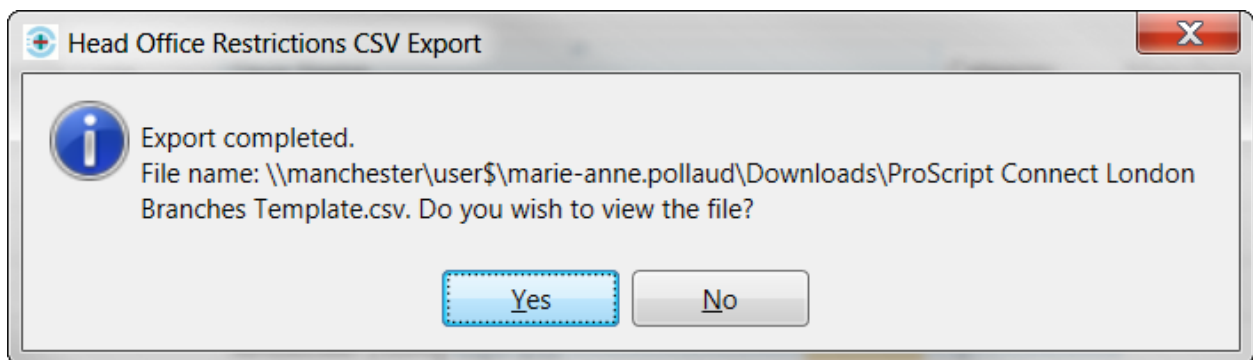
1. From the Head Office Restrictions Manager, use the top filters and search field to restrict the grid to the items you want to include in your export.
2. Click **[Import/Export] > Export to CSV**.
3. A pop-up window displays, advising you that only the items currently displayed in the grid will be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



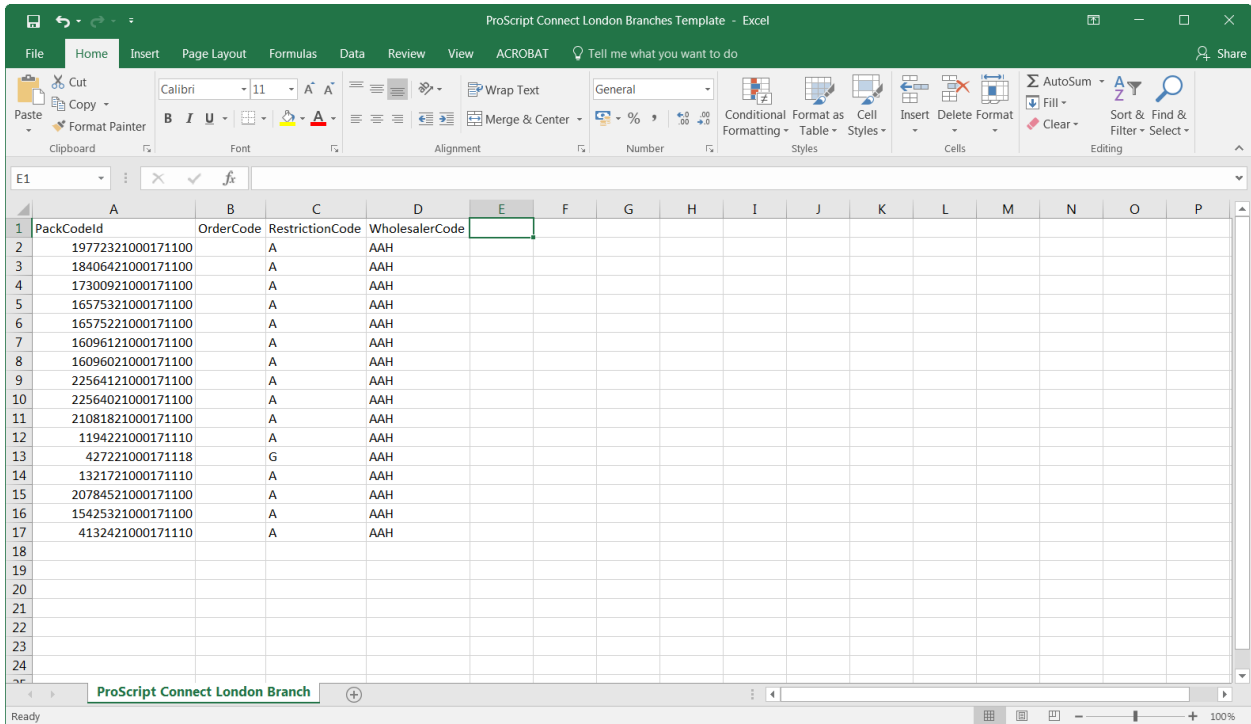
4. Click **[Yes]**.
5. The Windows navigator displays.



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.



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

Not to be reproduced or copied without the consent of AAH Pharmaceuticals Limited 2023.

Contact us

For more information contact:
Telephone: 0344 209 2601