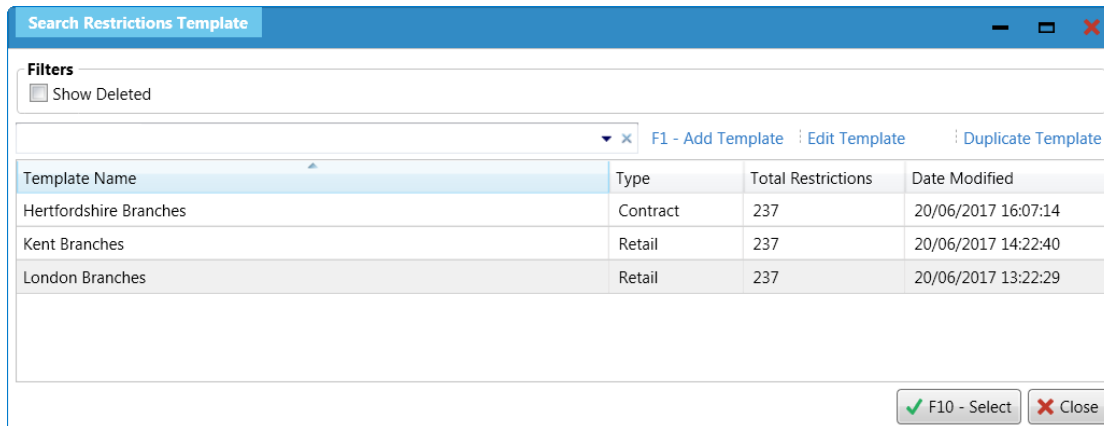


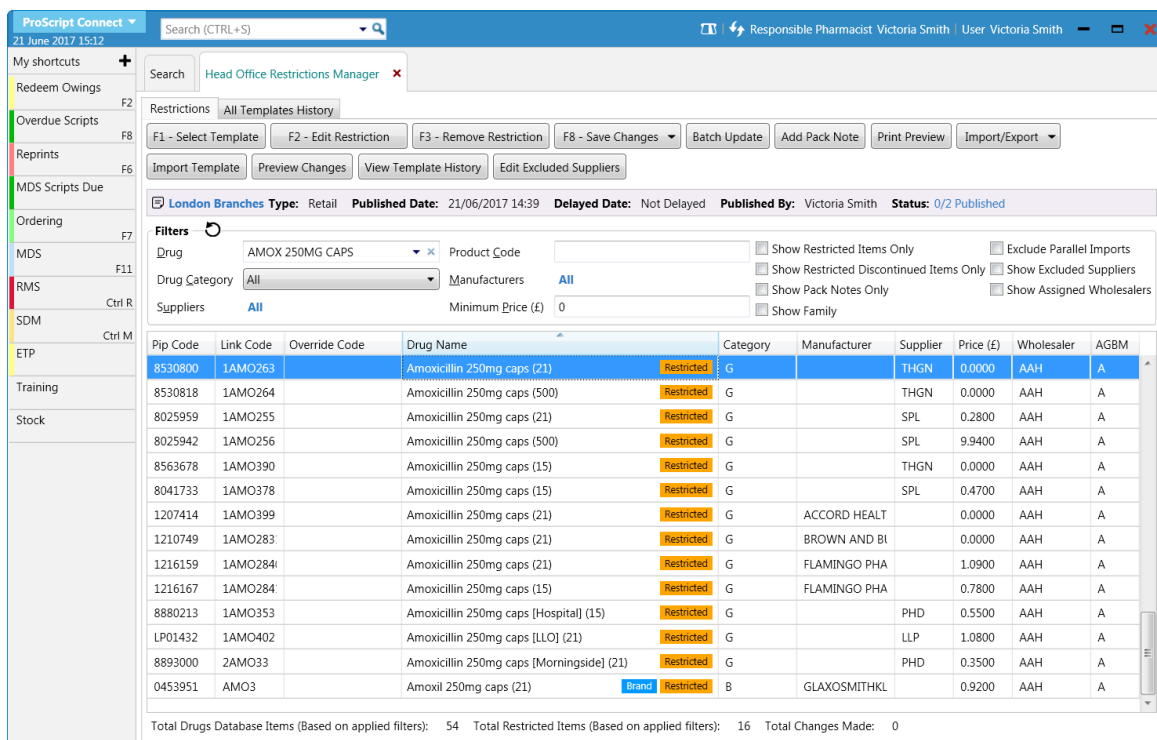
Re-Sending a Restrictions Template

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.

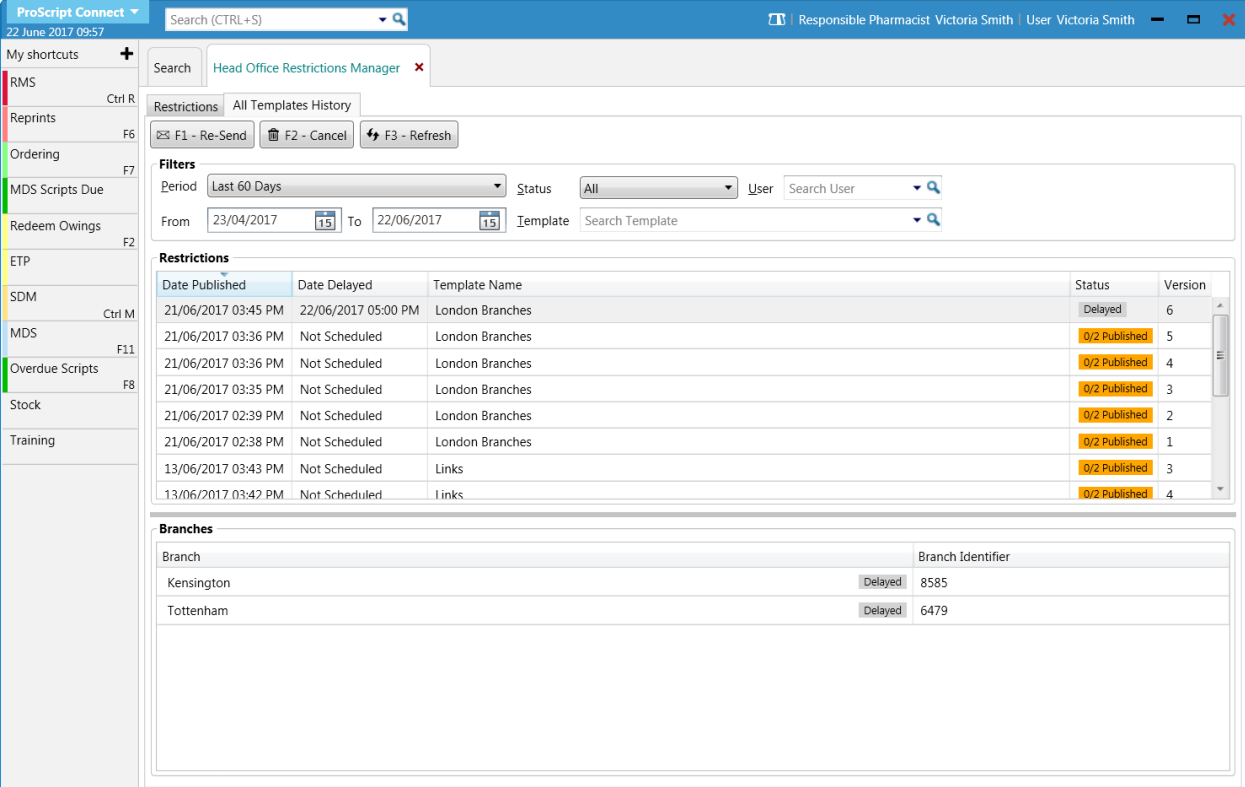


3. From there, search for and highlight the template you want to select.
4. Press **[F10 – Select]**.
5. The Head Office Restrictions Manager displays, with the template now selected, as per the top snippet.



Re-Sending the Restrictions Template

1. From the Head Office Restrictions Manager, click the *All Templates History* tab in the top left-hand corner of the window.
2. The *All Templates History* tab contents display, with a list of all previous template publication instances and their status.



The screenshot shows the ProScript Connect application window. The title bar indicates the user is Victoria Smith, a Responsible Pharmacist. The interface is titled "Head Office Restrictions Manager" and has the "All Templates History" tab selected. Below the title bar, there are search and filter options. The "Filters" section shows a period of "Last 60 Days", a status of "All", and a user search field. The main area displays a table of restrictions with columns for Date Published, Date Delayed, Template Name, Status, and Version. The table contains several rows, with the first row highlighted. Below the table, there is a "Branches" section with a table listing branches and their identifiers.

Date Published	Date Delayed	Template Name	Status	Version
21/06/2017 03:45 PM	22/06/2017 05:00 PM	London Branches	Delayed	6
21/06/2017 03:36 PM	Not Scheduled	London Branches	0/2 Published	5
21/06/2017 03:36 PM	Not Scheduled	London Branches	0/2 Published	4
21/06/2017 03:35 PM	Not Scheduled	London Branches	0/2 Published	3
21/06/2017 02:39 PM	Not Scheduled	London Branches	0/2 Published	2
21/06/2017 02:38 PM	Not Scheduled	London Branches	0/2 Published	1
13/06/2017 03:43 PM	Not Scheduled	Links	0/2 Published	3
13/06/2017 03:42 PM	Not Scheduled	Links	0/2 Published	4

Branch	Branch Identifier
Kensington	Delayed 8585
Tottenham	Delayed 6479

3. Highlight the template you want to re-send and press **[F1 - Re-Send]**.
4. The Resend Template window for the selected template displays.

Resend Template

Filters

Branch Name Branch Identifier Status

Branches

Branch	Status	Branch Identifier
Kensington	Delayed	8585
Tottenham	Delayed	6479

5. From here, you can:

- Press **[F8 – Send Failed Only]** to publish the template to branches for which the publication has failed
- Highlight one or more branches using **[CTRL]/[SHIFT]+left-click** and press **[F9 – Send Selected]** to send the template to the selected branches
- Press **[F10 – Send All]** to send the templates to all the branches

Revision History

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

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