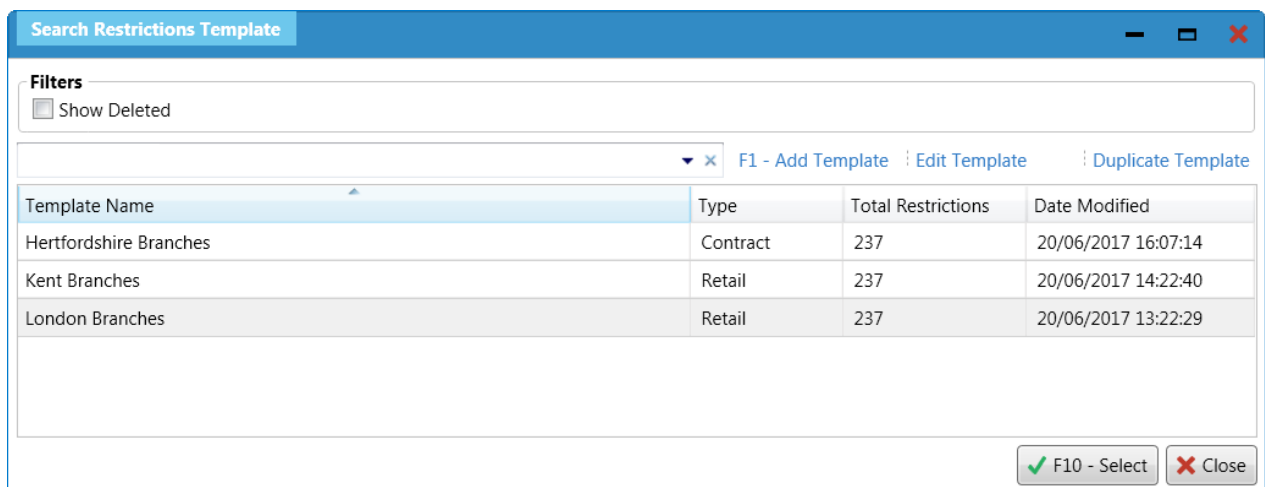# Saving a Restrictions Template

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.

Saving the Restrictions Template

1. Ensure you have added or removed the required restrictions.
2. Ensure you have added, edited or deleted the required pack notes.
3. Once you are done, press **[F8 – Save Changes]**.
4. A green snippet displays at the bottom of the Head Office Restrictions Manager, confirming that you have successfully saved the template.

Revision History

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

Contact us

For more information contact:
Telephone: 0344 209 2601