

Saving and Delaying a Restrictions Template

Saving and delaying a restrictions template means that the restrictions template and its adjoining restrictions and pack notes will be saved on ProScript Connect and will be applied to the template's selected branches at a specific later date and time.

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.

Filters			
Show Deleted			
	▼ × F1 - Add	Template Edit Templa	te Duplicate Templa
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

- 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.



shortcuts	+	Gaunt			•								
deem Owir		Search H	ead Office Re	estrictions Manager									
erdue Scrip	F2	Restrictions	All Templa	tes History									
	F8	F1 - Select	[emplate	F2 - Edit Restriction	F3 - Remove Restriction	F8 - Save Chang	es 🔻 🛛 Bato	h Update	dd Pack Note	nt Preview	Import/I	Export 👻	
rints	F6	Import Tem	plate Prev	view Changes View T	emplate History Edit Exc	luded Suppliers							
S Scripts E	Due	_			· · · · · ·								
ering			-	/pe: Retail Publishe	ed Date: 21/06/2017 14:39	Delayed Date: N	lot Delayed	Published B	y: Victoria Smith	Status: 0/2	Published		
-	F7	Filters -	_					- Ch	ow Restricted Items	Only		Exclude Paralle	Import
	F11	Drug		X 250MG CAPS	Product <u>C</u> ode				ow Restricted Items ow Restricted Discor	· ·			
		Drug <u>C</u> ateg	gory All		<u>M</u> anufacturers	All			ow Pack Notes Only	indea nen		Show Assigned	
1	Ctrl R	S <u>u</u> ppliers	All		Minimum Price (£) 0		🔲 Sh	ow Family				
	Ctrl M	Pip Code	Link Code	Override Code	Drug Name	*		Category	Manufacturer	Supplier	Price (£)	Wholesaler	AGBN
		8530800	1AMO263	overnide code	Amoxicillin 250mg caps (2	21)	Restricted		Manadetarer	THGN	0.0000	AAH	A
ing		8530818	1AMO264		Amoxicillin 250mg caps (5		Restricted	G		THGN	0.0000	AAH	A
(8025959	1AMO255		Amoxicillin 250mg caps (2		Restricted	G		SPL	0.2800	AAH	A
		8025942	1AMO256		Amoxicillin 250mg caps (5	500)	Restricted	G		SPL	9.9400	AAH	А
		8563678	1AMO390		Amoxicillin 250mg caps (1	15)	Restricted	G		THGN	0.0000	AAH	А
		8041733	1AMO378		Amoxicillin 250mg caps (1	15)	Restricted	G		SPL	0.4700	AAH	А
		1207414	1AMO399		Amoxicillin 250mg caps (2	21)	Restricted	G	ACCORD HEALT		0.0000	AAH	А
		1210749	1AMO283		Amoxicillin 250mg caps (2	21)	Restricted	G	BROWN AND BL		0.0000	AAH	А
		1216159	1AMO284		Amoxicillin 250mg caps (2	21)	Restricted	G	FLAMINGO PHA		1.0900	AAH	А
			1AMO284		Amoxicillin 250mg caps (1	15)	Restricted	G	FLAMINGO PHA		0.7800	AAH	А
		1216167			Amoxicillin 250mg caps [H	Hospitall (15)	Restricted	G		PHD	0.5500	AAH	А
		1216167 8880213	1AMO353		Amoxiciliin 250mg caps [P	conficted) (mo)							
			1AMO353 1AMO402		Amoxicillin 250mg caps [L		Restricted	G		LLP	1.0800	AAH	A
		8880213				LO] (21)	Restricted Restricted	G G		PHD	1.0800 0.3500	AAH	A

Saving and Delaying a 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 [F10 Save and Publish].

- = ×
✓ F10 - Confirm X Cancel

4. From there, you can:



Select whether you want to publish the template to your test and live branch(es)

4.

- If you select to *Publish to Live Branch(es)*, you will have the option to:
 - Select whether you want to delay the publication until a certain date and time, which you can manually enter
 - Select to include the pack notes
- 5. In this case, select the **Oelay Until** tick box and enter the date and time until which you want the template publication to be delayed.

Publish Restrictions Template	- = ×
Publish Options	
Publish To Test Branch(es)	
Publish To Live Branch(es)	
Delay Until 22/06/2017	15 Time 17 : 00
Publish Drug Pack Notes	
L	
	✓ F10 - Confirm X Cancel

- 6. Once you are done selecting the relevant options, press [F10 Confirm].
- 7. A pop-up window displays, asking whether you are sure you want to publish.

Publish Restrictions Template
Are you sure you wish to publish?
Yes <u>N</u> o

- 8. Click **[Yes]**.
- 9. A green snippet displays at the bottom of the Head Office Restrictions Manager, confirming that you have successfully saved and published the template (albeit delayed).



10. Notice that the top snippet will also display the date and time at which the template was last published, the date at which it was delayed, and its status.

ProScript Connect ▼ 21 June 2017 15:44	Search (C	(TRL+S)	, Q		77	l 🐓 Responsit	ble Pharmacist Vic	toria Smith	User Vic	toria Smith	
ly shortcuts 🕂	Search	lead Office Restriction	s Manager 🔹								
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F2 Overdue Scripts	Restrictions	All Templates Histor	ry								
F8	F1 - Select	Template F2 - Ed	it Restriction	F3 - Remove Restriction	F8 - Save Changes 💌 Batch	h Update Add	d Pack Note Pri	nt Preview	Import/I	Export 👻	
eprints F6	Import Template Preview Changes View Template History Edit Excluded Suppliers										
IDS Scripts Due			-								
Ordering			ail Publishe	d Date: 21/06/2017 15:45	Delayed Date: 22/06/2017 17:	:00 Published	By: Victoria Smi	th Status	: Delayed		
F7	Filters	-							_		
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Ctrl R DM	Suppliers	All		Minimum Price (£)	0	Show	Family			2	
Ctrl M	Pip Code	Link Code Overric	de Code	Drug Name	<u>۸</u>	Category	Manufacturer	Cumulian	Price (£)	Wholesaler	AGBM
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Revision History

Version Number	Date	Revision Details	Author(s)
1.0	23/08/2023		Joanne Hibbert-Gorst

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