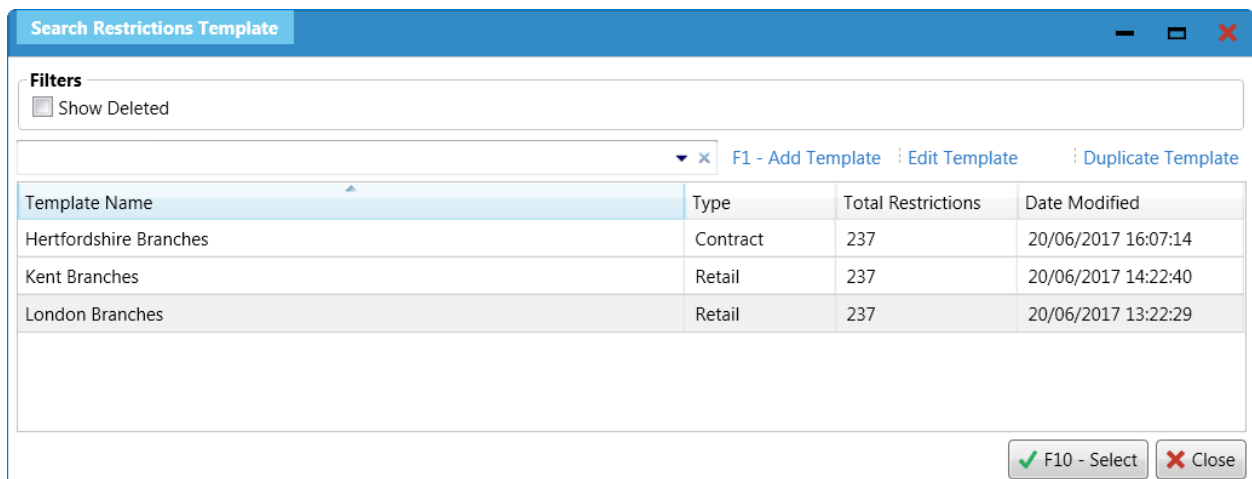


Saving and Publishing a Restrictions Template

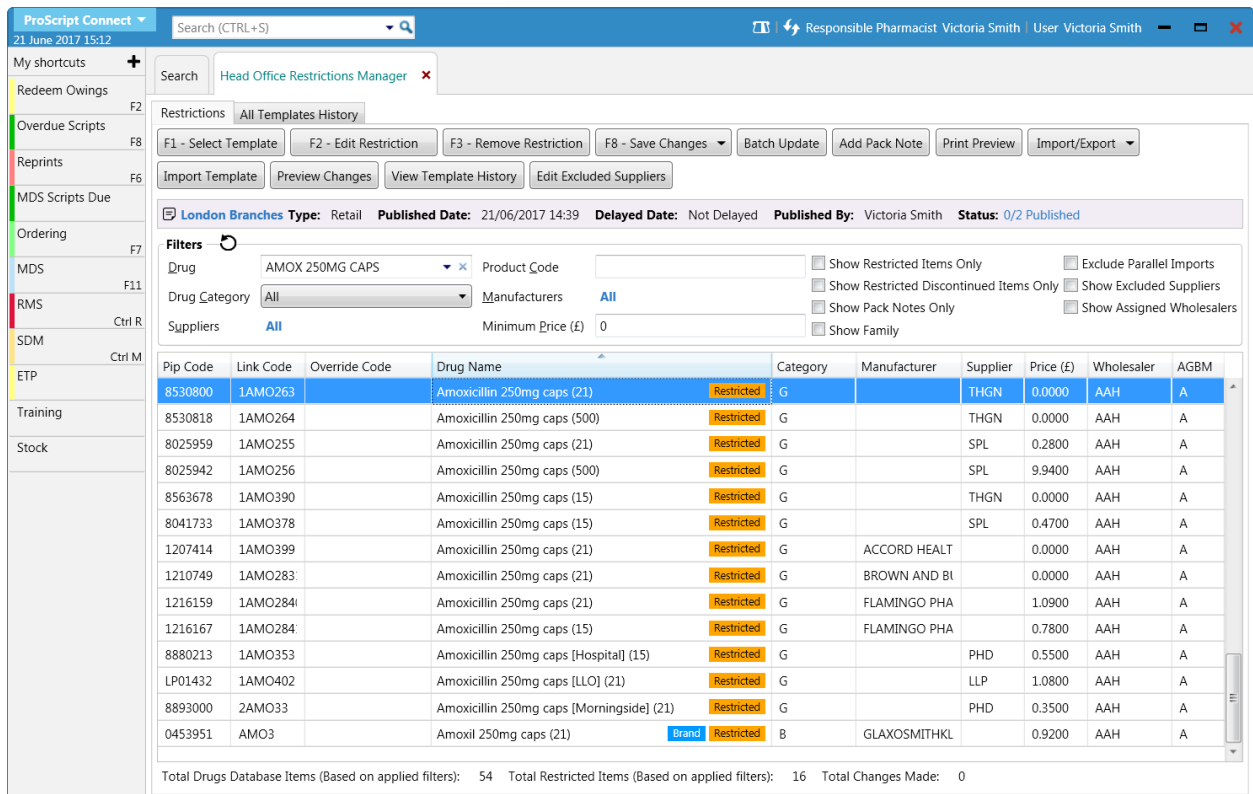
Saving and publishing a restrictions template means that the restrictions template and its adjoining restrictions and pack notes will be saved on ProScript Connect and will be applied to the template's selected [branches](#).

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

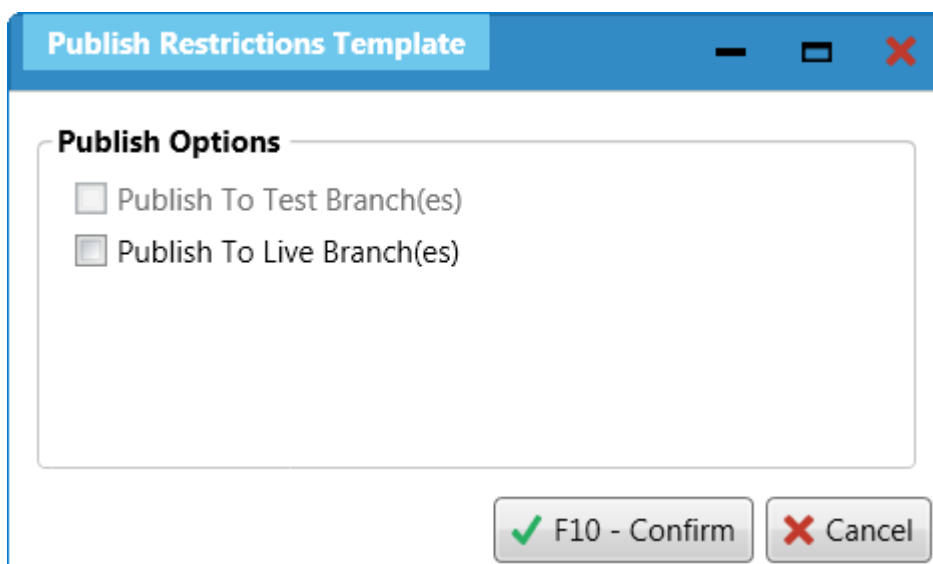
Filters Drug: AMOX 250MG CAPS Product Code Show Restricted Items Only Exclude Parallel Imports Show Restricted Discontinued Items Only Show Excluded Suppliers Show Pack Notes Only Show Assigned Wholesalers Suppliers: All Minimum Price (£) 0 Show Family

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

Saving and Publishing 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]**.



Publish Restrictions Template

Publish Options

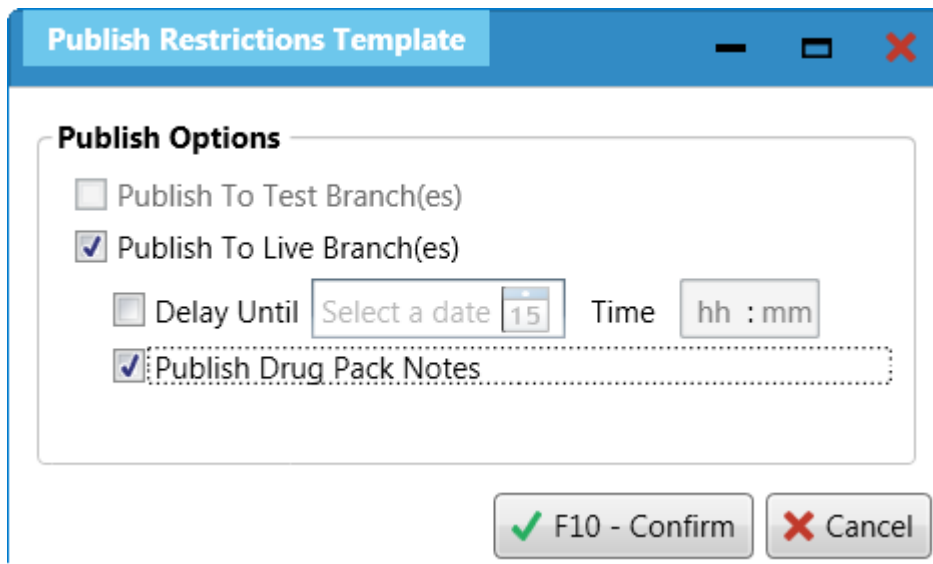
Publish To Test Branch(es)

Publish To Live Branch(es)

✓ F10 - Confirm ✗ Cancel

4. From there, you can:

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



Publish Restrictions Template

Publish Options

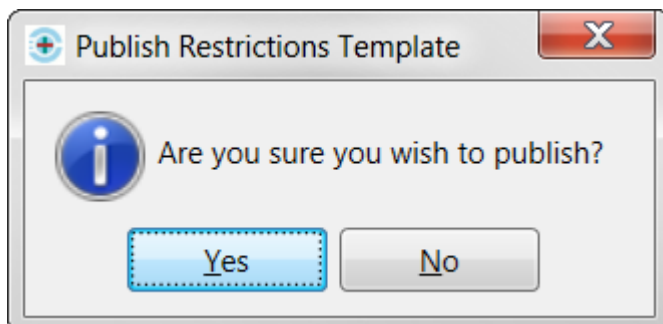
Publish To Test Branch(es)

Publish To Live Branch(es)


Delay Until 15 Time

Publish Drug Pack Notes

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



Publish Restrictions Template

 Are you sure you wish to publish?

7. Click **[Yes]**.
8. A green snippet displays at the bottom of the Head Office Restrictions Manager, confirming that you have successfully saved and published the template.
9. Notice that the top snippet will also display the date and time at which the template was last published, and its status.

ProScript Connect 21 June 2017 15:36 Search (CTRL+S) Responsible Pharmacist Victoria Smith | User Victoria Smith

My shortcuts: Redeem Owings, Overdue Scripts, Reprints, MDS Scripts Due, Ordering, MDS, RMS, SDM, ETP, Training, Stock

Search: 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 15:36 Delayed Date: Not Delayed Published By: Victoria Smith Status: D/2 Published

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

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

Revision History

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

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Contact us

For more information contact:
Telephone: 0344 209 2601