

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.

Template NameTypeTotal RestrictionsDate ModifiedHertfordshire BranchesContract23720/06/2017 16:07:14Kent BranchesRetail23720/06/2017 14:22:40	Search Restrictions Template			– – ×
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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		▼ × F1 - Add	Template Edit Templa	te Duplicate Template
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	London Branches	Retail	237	20/06/2017 13:22:29
				✓ F10 - Select 🗙 Close

- 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.



My shortcuts	+	Course 1														
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		8563678	1AMO390		Amox	icillin 250mg caps (15)		Restricted	G		THGN	0.0000	AAH	А		
		8041733	1AMO378		Amox	icillin 250mg caps (15)		Restricted	G		SPL	0.4700	AAH	А		
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		1210749	1AMO283		Amox	icillin 250mg caps (21)		Restricted	G	BROWN AND B		0.0000	AAH	А		
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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].

- = ×
✓ F10 - Confirm X Cancel

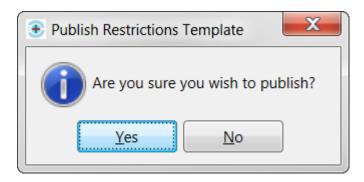
4. From there, you can:



- 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 Select a date 15 Time hh : mm	
✓ Publish Drug Pack Notes	
✓ F10 - Confirm 🗙 Ca	ncel

- 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.



- 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.

AAH 💉 Connect+

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Revision History

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

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