
Client Service Restriction Screen

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[Home](#) > [Client Management \(Search Client\)](#) > [Service Restriction](#) > [New Service Restriction/Update](#)

Business Purpose:

The **Client Management – Service Restriction** page allows the user to create a new or update an existing Client Service Restriction.

How to:

1. To create a new Service Restriction, from the Client Management – Service Restriction List page, click the  **New Service Restriction** action button to go to a new Client Service Restriction detail page.
2. To update/view an existing Service Restriction, from the Client Management – Service Restriction List page, click on the service restriction **ID**.
3. From a dropdown, select the Program* for which the Service Restriction applies to.
4. From a dropdown, select the Reason for service restriction*.
5. Enter the Length of the service restriction in days.
6. Enter Notes regarding this service restriction.
7. Click on  **Save** to save the new Service Restriction or updates.

Important Notes:

1. Service Restriction can be updated as long as it remains active, i.e. not terminated early and not expired.
2. Minimum allowable duration of a Service Restriction is 1 day.