



17.04. Importing prescribers

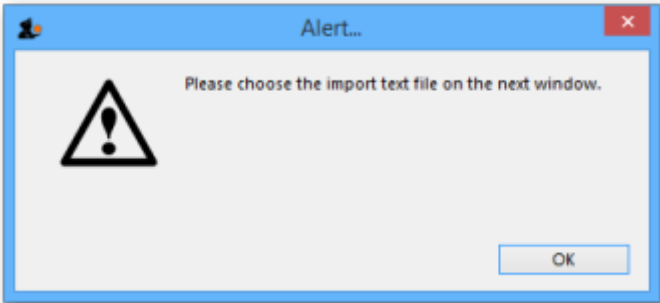


You need to be logged in to the store (dispensary) where the prescribers will prescribe before carrying out these steps.



Applicable in Dispensary mode only

From the *File* menu, choose *Import Prescribers*, and the *Import alert* window is displayed.




You may import a list of prescribers who have the authority to prescribe medicines.

Your list should be in the format of a 6-column spreadsheet, saved as a tab delimited file. The columns should be in the following order:

| Column | Contents | Unique code for each prescriber |
|--------|-------------------|--|
| A | Code | Unique code for each prescriber |
| B | Last name | The prescriber's last name |
| C | First name | The prescriber's first name |
| D | Initials | The prescriber's initials. These will appear on patient labels |
| E | Registration code | The prescriber's registration code |
| F | Category | The category the prescriber belongs to |

Your tab delimited spreadsheet file would appear something like this:

| | A | B | C | D | E | F |
|---|------|-----------|------------|----------|--------------|----------|
| 1 | Code | Last name | First name | Initials | Registration | Category |
| 2 | ph4 | Andrews | James | JA | 122097 | Phys |
| 3 | pd2 | Shrestha | Binod | BS | N/A | Paed |
| 4 | der1 | Fenton | Hilary | HJF | 116953 | Derm |
| 5 | ort2 | Hill | John | JKH | Aus 609-2257 | Ortho |
| 6 | og5 | Robb | Martha | MAR | 148364 | Obs |



If the file you are importing has non-English characters (for example, accents), it is important to make sure the file is saved with a UTF-8 charset. You can check this by opening the file in Notepad (for Windows). When you save the file, you can choose the Charset used, as shown in the image below.



Encoding: ANSI ANSI Unicode Unicode big endian UTF-8

Save Cancel

Choose import options from the preview window and click **OK** to begin import.

The screenshot shows a macOS-style window titled "Import prescribers...". On the left, there are two sections of controls. The first section has two unchecked checkboxes: "First line contains column headers" and "Remove quote characters on import". Below these is a label "If duplicate codes are detected" followed by five radio button options: "Import as new prescriber", "Ask each time" (which is selected), "Skip the duplicate without asking", "Stop the import", and "Update existing prescriber". At the bottom left, a paragraph of text reads: "We recommend you have an up-to-date backup of your data file before attempting import. Click the cancel button below if you are not sure." On the right side of the dialog, there are three buttons at the top: "Previous", "Next", and "Record number 2". Below these is a large table with two columns, "Field" and "Value". The table contains six rows of data:

| Field | Value |
|-------------------|----------|
| Code | p1a1 |
| Last name | Janat |
| First name | Purna |
| Initials | PBJ |
| Registration Code | re454443 |
| Category | senior |
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At the bottom right, there are two more buttons: "Cancel" and "Import now".

If there are non-printable characters before or after the first name, last name or code they will be removed. Any non-printable characters in the first name, last name or code will be replaced with an underscore ().

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Permanent link:

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