## 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:

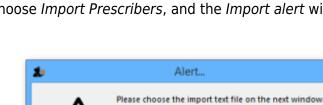
Column Column number letter		Contents	Unique code for each prescriber		
1	A	Code	Unique code for each prescriber		
2	В	Last name	The presciber's last name		
3	С	First name	The presciber's first name		
4	D	Initials	The prescriber's initials. These will appear on patier labels		
5	E	Registration code	The prescriber's registration code		
6	F	Category	The category the presciber belongs to		

OK

Your tab delimited spreadsheet file would appear something like this:

	Α	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





example saved wi the file ir	you are importing has , accents), it is importa th a UTF-8 charset. You n Notepad (for Windows choose the Charset use	nt to make sure I can check this 5). When you say	the file is by opening ve the file,
Encoding:		Save	Cancel
_	Unicode Unicode big endian UTF-8		

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

First line contains column headers	Previous	Next	Record number 2
Prisc line contains column neaders	Field		Value
Remove quote characters on import	Code	plal	
	Last name	Janat	
If duplicate codes are detected	First name	Purna	
Import as new prescriber	Initials	PBJ	
<ul> <li>Ask each time</li> </ul>	Registration Code	re454443	
Skip the duplicate without asking	Category	senior	
Stop the import			
Update existing prescriber			
O opdate existing prescriber			
e recommend you have an up-to-date ckup of your data file before attempting port. Click the cancel button below if you e not sure.			
			Cancel Import now

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

Previous: 17.03. Importing names || Next: 17.05. Importing abbreviations

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Permanent link: https://docs.msupply.org.nz/import\_and\_export:import\_prescribers?rev=1700785003

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Last update: 2023/11/24 00:16