

## 17.05. Importing abbreviations

Importing abbreviations is a great way of quickly entering a large number of abbreviations for use in [dispensary mode](#) (see the [Abbreviations](#) section for details).

To create the import file, create a spreadsheet with two columns like this:

|   | A             | B                    |
|---|---------------|----------------------|
| 1 | <b>Abbrev</b> | <b>Expanded text</b> |
| 2 | od            | once daily           |
| 3 | bd            | twice daily          |
| 4 | tid           | three times daily    |
| 5 | tds           | three times daily    |
| 6 | qid           | four times daily     |
| 7 | qds           | four times daily     |
| 8 | ac            | before food          |
| 9 | pc            | after food           |

Enter the short abbreviation you will type in the *Abbreviation* column. Enter the text this will be expanded to in the *Expanded text* column. Make a new row for each abbreviation.

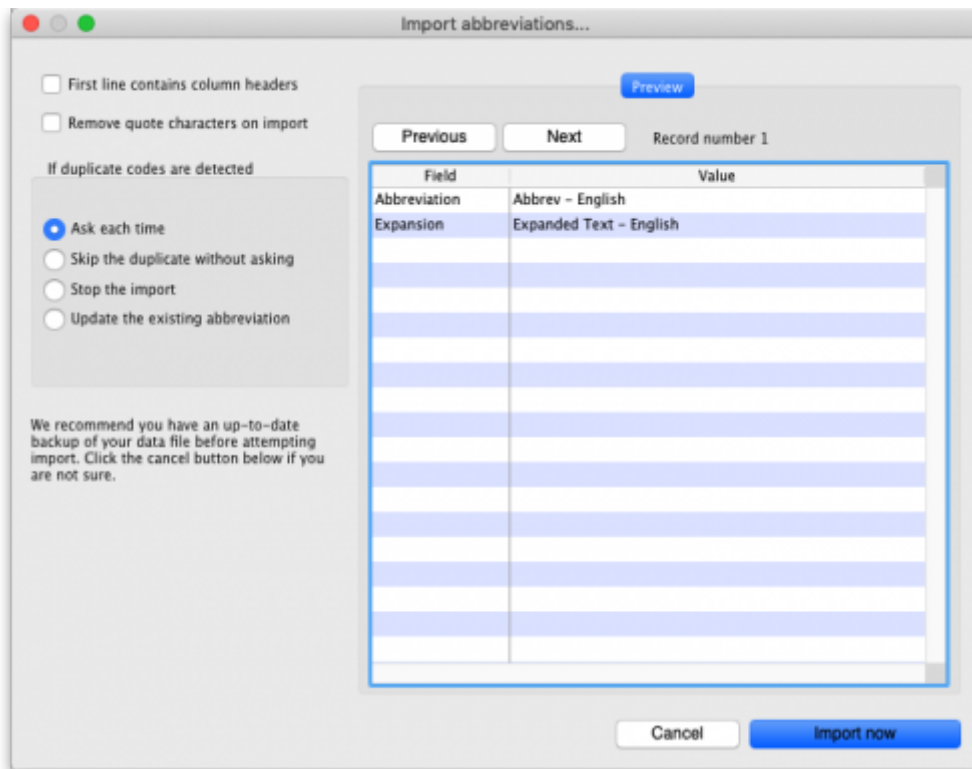


Note: your abbreviations cannot contain the underscore (`_`), period (`.`) or comma (`,`) characters.

If there are any non-printable characters or spaces in the abbreviations they will be removed on import.

When the spreadsheet is complete, export it as a tab delimited text file.

Close the spreadsheet application then choose **File > Import > Import abbreviations...** from the menus in mSupply. Select the file you just created in the window that opens (navigate to it and either double-click it or single-click on it and click on the **Open** button). The following import options window will be displayed:



If the first row in your spreadsheet contained the column headers and not an abbreviation, check the **First line contains column headers** checkbox to tell mSupply to ignore it.

If the spreadsheet software has added quotes around any of the fields during the export to a text delimited file then check the **Remove quote characters on import** checkbox (you can use the **Previous** and **Next** buttons in the preview panel to see if quote characters have been added).

Select one of the options in the *If duplicate codes are detected* section to tell mSupply what it should do if an abbreviation already in mSupply or previously in the spreadsheet is detected.

When you're ready, click on the **Import now** button to carry out the import.

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Last update: **2021/10/08 09:31**

