## Importing abbreviations

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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	В		
1	Abbrev	Expanded text		
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

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:

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• • •	Import abb	previations		
First line contains column headers			Preview	
Remove quote characters on import	Previous	Next	Record number 1	
If duplicate codes are detected	Field		Value	
	Abbreviation	Abbrev - Englis		
Ask each time	Expansion	Expanded Text	- English	
Skip the duplicate without asking				
Stop the import				
Update the existing abbreviation				
opuate the existing abbreviation				
		_		
		_		
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.				
				- 1
		_		
	_			
			Cancel Import now	

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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