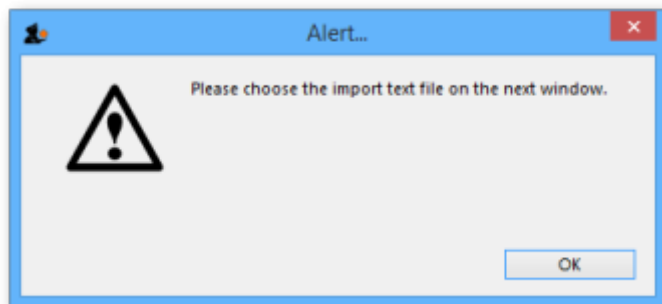


# Importing prescribers

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<note> Applicable in Dispensary mode only</note>

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: <HTML>

</HTML>

| Column 1 | Unique code for each prescriber                |
|----------|--|
| Column 2 | Last name                                      |
| Column 3 | First name                                     |
| Column 4 | Initials - these will appear on patient labels |
| Column 5 | Registration code                              |
| Column 6 | Category                                       |

<HTML>

</HTML>

Your tab delimited spreadsheet file would appear something like this:

|   | A           | B                | C                 | D               | E                   | F               |
|---|-------------|------------------|-------------------|-----------------|---------------------|-----------------|
| 1 | <b>Code</b> | <b>Last name</b> | <b>First name</b> | <b>Initials</b> | <b>Registration</b> | <b>Category</b> |
| 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             |

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