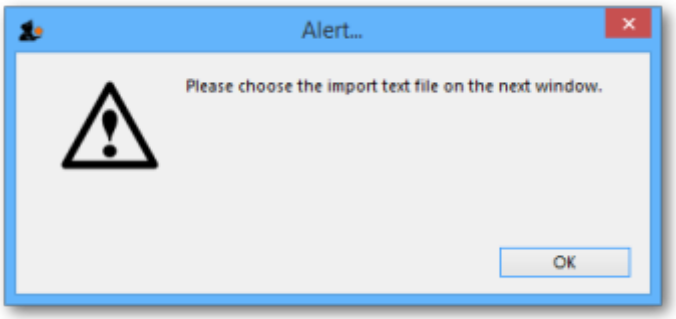
Importing prescribers

*

<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	**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

<note>To continue to the next section of the mSupply® user guide click here</note>

From:
https://docs.msupply.org.nz/ - **mSupply documentation wiki**

Permanent link:
https://docs.msupply.org.nz/import_and_export:import_prescribers?rev=1342022759

Last update: **2012/07/11 16:05**