
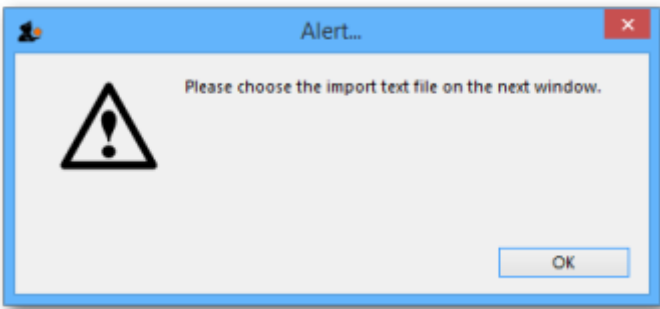


Importing prescribers

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 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: <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

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

☐ First line contains column headers

☐ Remove quote characters on import

If duplicate codes are detected

☐ Import as new prescriber

☒ Ask each time

☐ Skip the duplicate without asking

☐ Stop the import

☐ Update existing prescriber

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.

PreviousNext

Record number 2

Field	Value
Code	p1a1
Last name	Janat
First name	Purna
Initials	PBJ
Registration Code	re454443
Category	senior

Cancel

Import now

Previous: [Importing Customers, Suppliers, Patients](#) Next: [Importing abbreviations](#)

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https://docs.msupply.org.nz/import_and_export:import_prescribers?rev=1416171186

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