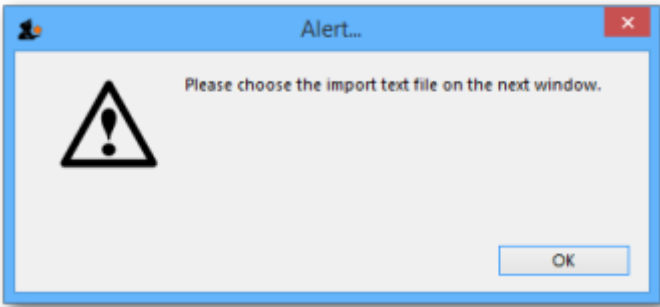


Importing prescribers



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.

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

