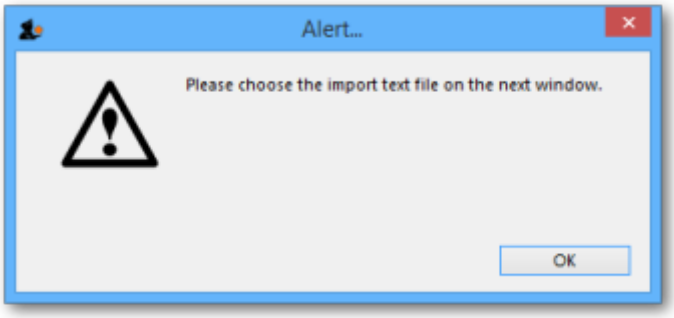
14.04. Importing prescribers

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

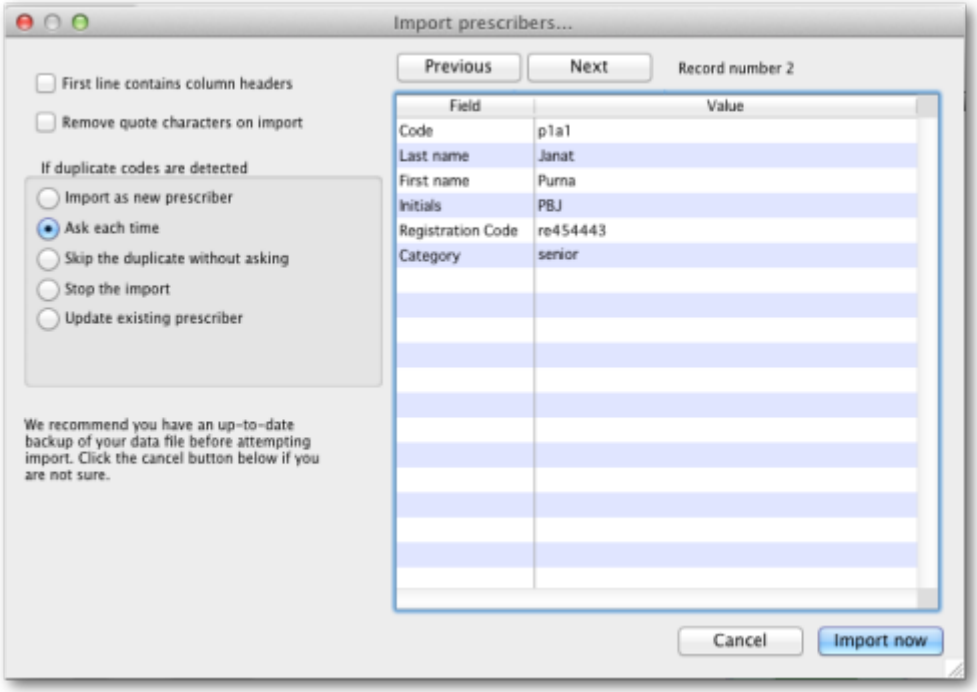
<HTML>

</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: **14.03. Importing names (customers, suppliers, manufacturers, patients)** | Next: **14.05. Importing abbreviations** //

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