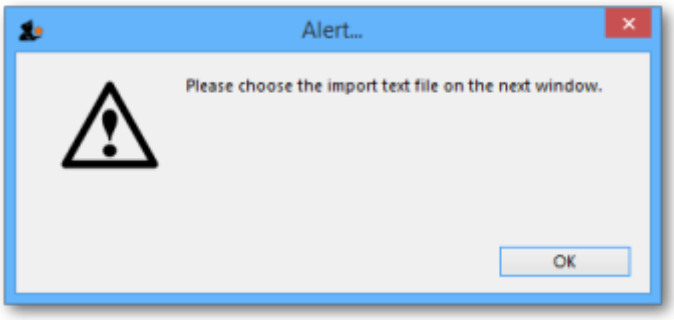
# 15.04. Importing prescribers

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 |

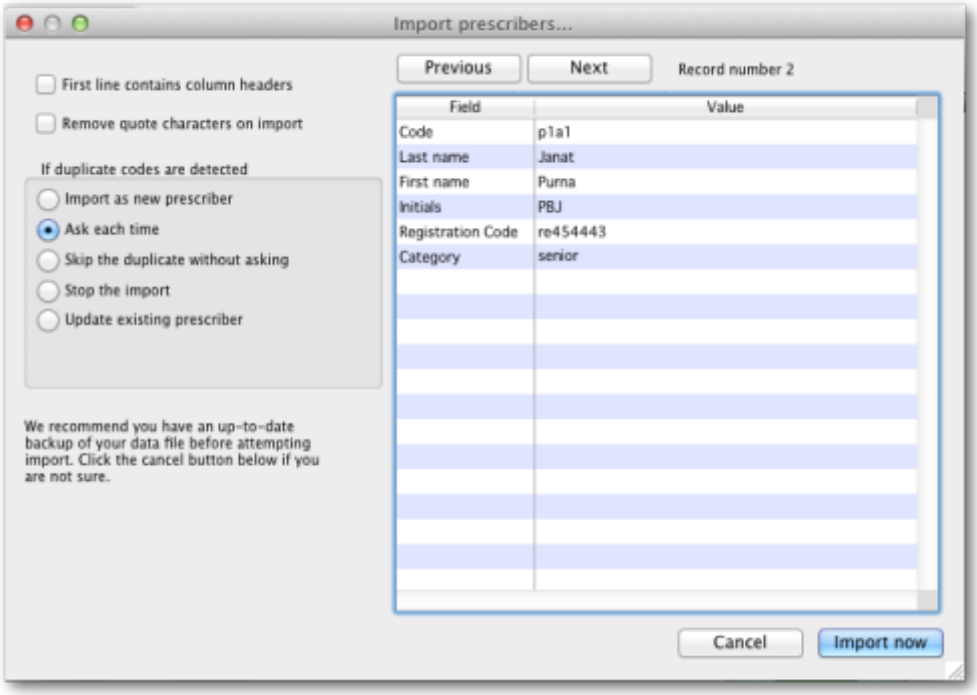
<HTML>

</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:* ***15.03. Importing names (customers, suppliers, manufacturers, patients)*** | | *Next:* ***15.05. Importing abbreviations***

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**https://docs.msupply.org.nz/import_and_export:import_prescribers?rev=1584354901**

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