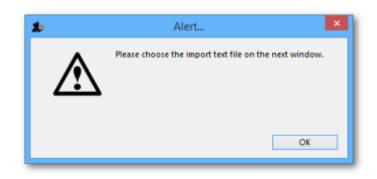
mSupply documentation wiki - https://docs.msupply.org.nz/

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## 16.04. Importing prescribers



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:

	Α	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

If the file you are importing has non-English characters (for example, accents), it is important to make sure the file is saved with a UTF-8 charset. You can check this by opening the file in Notepad (for Windows). When you save the file, you can choose the Charset used, as shown in the image below.					
Encoding:	ANSI ANSI Unicode	Save	Cancel		
	Unicode big endian UTF-8				

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

	Previous	Next	Record number 2	
First line contains column headers				_
Remove quote characters on import	Field	-1-1	Value	
	Code Last name	p1a1 Janat		
If duplicate codes are detected	First name	Purna		
<ul> <li>Import as new prescriber</li> </ul>	Initials	PBJ		
Ask each time	Registration Code	re454443		
Skip the duplicate without asking	Category	senior		
Stop the import				
Update existing prescriber				
Opdate existing prescriber				
e recommend you have an up-to-date				
ckup of your data file before attempting				
port. Click the cancel button below if you e not sure.				
				_
			Cancel	now

Previous: 17.03. Importing names || Next: 17.05. Importing abbreviations

