17.04. Importing prescribers

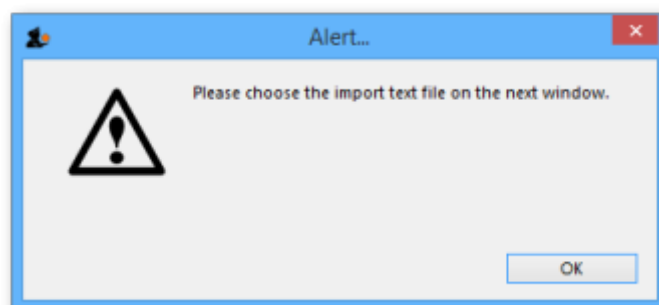⚠️ You need to be logged in to the store (dispensary) where the prescribers will prescribe before carrying out these steps.

ℹ️ 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:
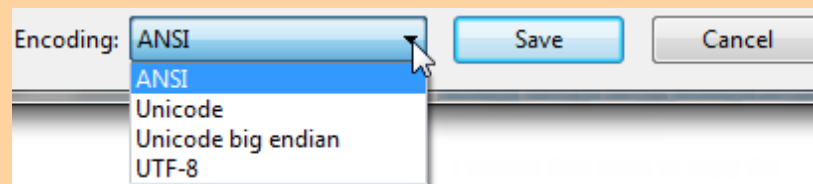
Column number	Column letter	Contents	Unique code for each prescriber
1	A	Code	Unique code for each prescriber
2	B	Last name	The presciber's last name
3	C	First name	The presciber's first name
4	D	Initials	The prescriber's initials. These will appear on patient labels
5	E	Registration code	The prescriber's registration code
6	F	Category	The category the presciber belongs to

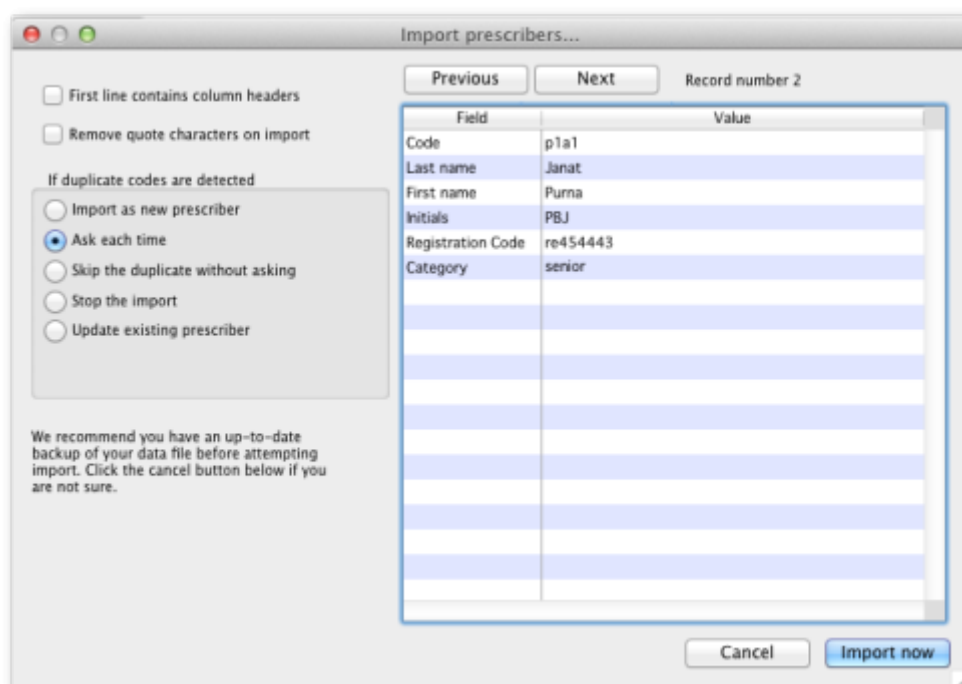Your tab delimited spreadsheet file would appear something like this:

⚠️ 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 ▾   Save   Cancel

ANSI
Unicode
Unicode big endian
UTF-8

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

ℹ️ If there are non-printable characters before or after the first name, last name or code they will be removed. Any non-printable characters in the first name, last name or code will be replaced with an underscore (_).

Previous: **17.03. Importing names** | | _Next:_ **17.05. Importing abbreviations**

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Permanent link:
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