

17.04. Importing prescribers

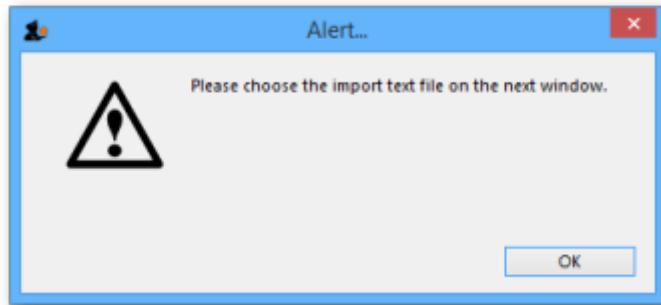


You need to be logged in to the store (dispensary) where the prescribers will prescribe before carrying out these steps.



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.

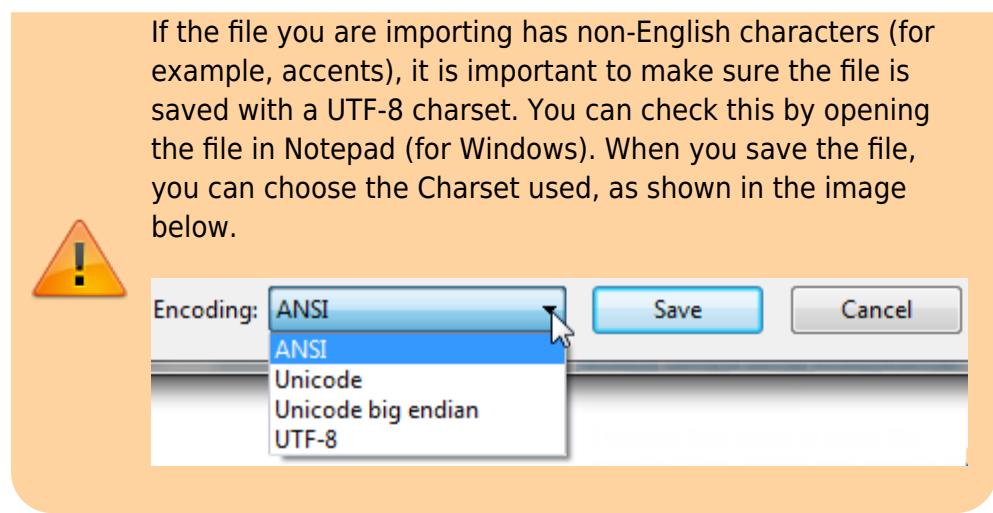
Your list should be in the format of a 6-column spreadsheet, saved as a tab delimited file. The columns should be in the following order:

Column	Contents	Unique code for each prescriber
A	Code	Unique code for each prescriber
B	Last name	The prescriber's last name
C	First name	The prescriber's first name
D	Initials	The prescriber's initials. These will appear on patient labels
E	Registration code	The prescriber's registration code
F	Category	The category the prescriber belongs to

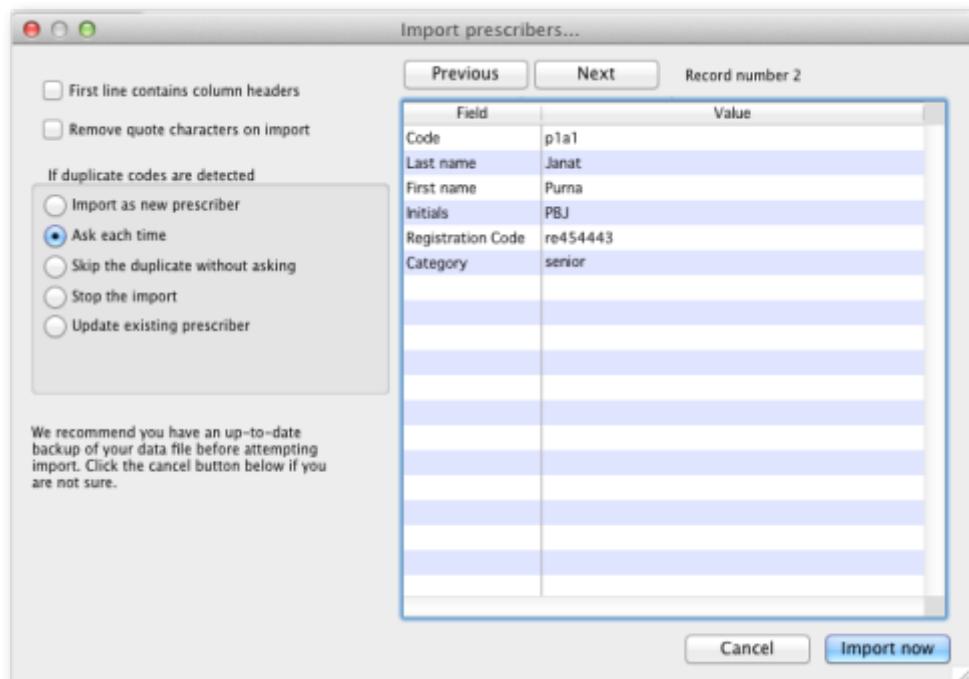
Your tab delimited spreadsheet file would appear something like this:

	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.



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 (_).

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



Permanent link: https://docs.msupply.org.nz/import_and_export:import_prescribers?rev=1700969426

Last update: 2023/11/26 03:30