

16.01. Importing items

You can import a tab-delimited text file of items by choosing **File > Import > Import items....**

- This command only imports (creates) items. You will need to do this when you are configuring mSupply for the first time, or when you are wanting to create a number of new items to your system.
- **This process does not introduce stock.**
- If you would like to import stock, see the [17.02. Importing stock](#) page.

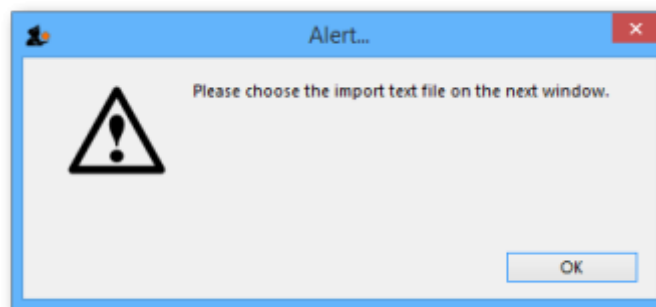


While it is possible to create items and import (introduce) stock at the same time using [Importing items & stock](#), these are logically quite separate activities and we recommend that you keep them separate - you can import much more information about items if you do it separately.

During import you can specify a number of things including:

- What happens with duplicates
- Which [master lists](#) the new items will be added to.
- Which stores the new items will be visible in (if [master lists](#) aren't controlling visibility)

After selecting the menu item you are shown a message asking you to select the file to be imported on the next window:



After clicking OK, a window opens allowing you to select the file to import. After selecting it (by double clicking on the file in the window or clicking on it and clicking on the *Open* button) this window is displayed:

Stores	Visibility
Drug Registration	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>
Hospital Info System	<input type="checkbox"/>
Store 2	<input type="checkbox"/>
Store 3	<input type="checkbox"/>
Store 4	<input type="checkbox"/>

First line contains column headers: If you have used the first line of your import file for column headers, check this box. Then mSupply will ignore the first row in the file, and start importing items from the second row.

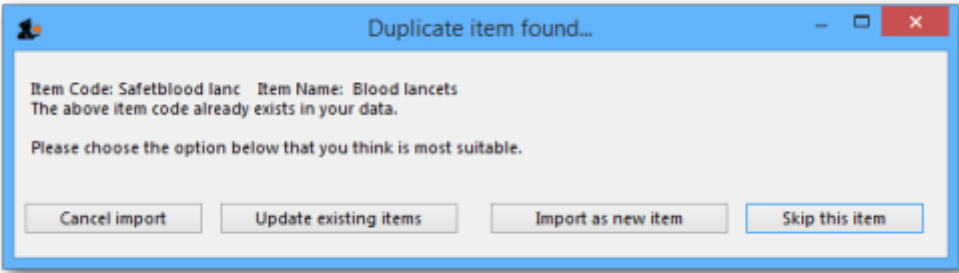
Remove quote characters on import: If this is checked then double quote characters (") are removed from item names as they are imported. This is useful if you have exported the import file from spreadsheet software and it has placed double quote characters around the text.



If you have used double characters in item names (e.g. as a symbol for inches) then they will also be removed if this option is checked.

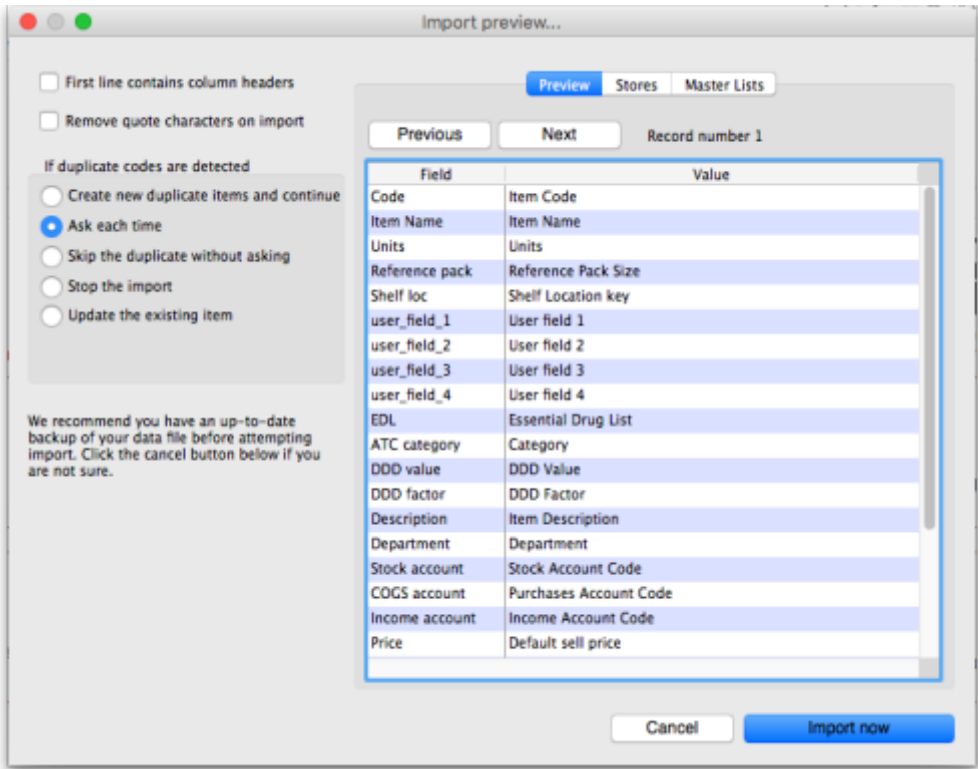
Handling duplicate items: During the import process, mSupply compares the item code in the import file (1st column - see below) against the codes of items already in its database to determine whether an entry is a duplicate item or not. If a duplicate item is found in the import file mSupply will handle it according to your radio button selection in the *If duplicate codes are selected* section:

- **Create new duplicate items and continue:** a new item will be created. Note that you can only use this option if the preference *Item codes must be unique* is not selected in [File > Preferences > Misc](#).
- **Ask each time:** every time a duplicate is detected mSupply will ask you what you want to do. Your options are the same:



- **Skip the duplicate without asking:** the duplicate is ignored and not imported.
- **Stop the import:** if a duplicate is detected mSupply will stop and cancel the whole import i.e. the database will be exactly that same as it was before you started the import.
- **Update the existing item:** the item with the same code already in mSupply will be updated with all the details of the item in the import file.

Preview tab



This tab enables you to see a preview of what will be imported into mSupply and helps you check that mSupply is reading what you expect from the import file.

The left hand column of the table (“Field”) shows you all the fields mSupply is expecting to see (in that order, first at the top, last at the bottom of the table). The right hand column (“Value”) shows you the value that mSupply has read from the file for that field. Use the *Next* and *Previous* buttons to move between the records in the import file.

Stores tab



If the preference *Automatically update item visibility in all stores to match master*

lists used by that store (see [Preferences > Item](#)) is checked, then item visibility is controlled by [master lists](#) and you do not have the option of selecting stores in which the item is visible. The table on this tab will be replaced with this message telling you to use the Master lists tab instead:



Item visibility in stores is controlled by master lists, not by setting visibility in stores directly. Please go to the master list tab to set which master lists this item belongs to.



Item visibility in each store will be turned **on** in accordance with the master lists you have selected, but visibility *won't be* turned off in stores in which the item is already visible but not associated with the selected master lists. This prevents inadvertently removing existing items from stores when your intention is to import items to specific master lists.

The screenshot shows the 'Import preview...' dialog box with the 'Stores' tab selected. On the left, there are checkboxes for 'First line contains column headers' and 'Remove quote characters on import'. Below these are radio buttons for handling duplicates: 'Create new duplicate items and continue', 'Ask each time' (selected), 'Skip the duplicate without asking', 'Stop the import', and 'Update the existing item'. A warning message at the bottom left states: 'We recommend you have an up-to-date backup of your data file before attempting import. Click the cancel button below if you are not sure.' The main area is titled 'Select the stores the item will be visible in' with an 'All/None' checkbox. It contains a table with two columns: 'Stores' and 'Visibility'. The table lists 'Drug Registration' (General, Hospital Info System, Store 2, Store 3, Store 4) and several empty rows. The 'General' row has its 'Visibility' checkbox checked. At the bottom are 'Cancel' and 'Import now' buttons.

Stores	Visibility
Drug Registration	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>
Hospital Info System	<input type="checkbox"/>
Store 2	<input type="checkbox"/>
Store 3	<input type="checkbox"/>
Store 4	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

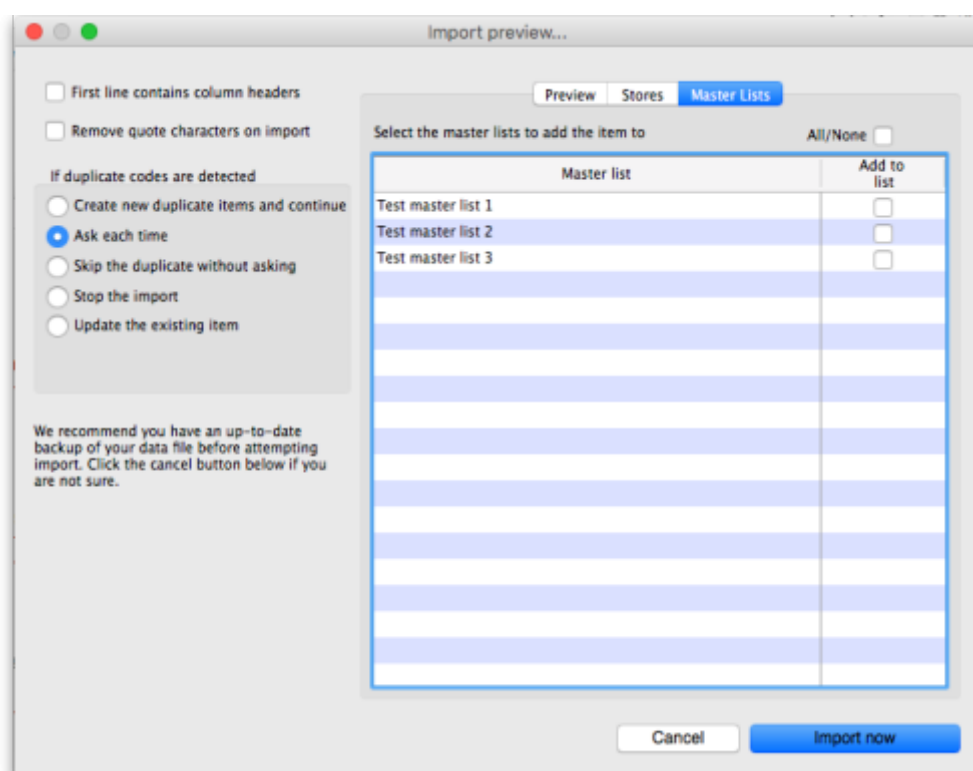
- This is the tab you use to specify which stores the items you import will be visible in.
- The store you are logged into is ticked by default. Simply check the "Visibility" column checkbox for the stores you wish all imported items to be visible in.

Only imported item visibility is affected during the import. If a duplicate item is found in the import file then:



- If you choose to ignore duplicates, then the visibility of the item already in mSupply is not affected by the import process.
- If you chose to update duplicates, then the visibility of the item already in mSupply will be updated to match what you have set on this tab.

Master lists tab



This is the tab you use to determine which master lists the items in the import file will be added to as they are imported. Simply check the “Add to list” column checkbox for the master lists you wish all the items in the import file to be added to.

Any master lists that have the “Automatically add new items to this master list” option checked will have their “Add to list” checkbox checked by default on this tab and you will not be able to uncheck them.

Note that only imported items will be added to the master lists selected. This means that items already in mSupply which match duplicates in the import file that you choose to ignore will not be added to the selected master lists. Similarly, items already in mSupply which are updated because they match duplicates in the import file and the “Update the existing item” option was chosen are added to the selected master lists. And don't worry, if an item is already on a msster list it won't be added again.

Import file format

Field order for the text file:

Column number	Column letter	Field	Description
1	A	item code	18 alphanumeric characters (must be a unique value)
2	B	item name	80 alphanumeric characters
3	C	units	3 alphanumeric characters recommended (ea, ml or mg). Entries in the units list will be created if you import a unit that does not already exist in the data file. 60 characters supported
4	D	reference pack size	integer
The above fields are mandatory, while the following fields are optional and may or may not be included as per your requirements			
5	E	shelf location	60 alphanumeric characters
6	F	user field 1	30 alphanumeric characters
7	G	user field 2	30 alphanumeric characters
8	H	user field 3	30 alphanumeric characters
9	I	user field 4	"true" or "false"
10	J	edl	"true" or "false"
11	K	ATC category	30 alphanumeric characters
12	L	ddd value	8 alphanumeric characters- the ddd and its units
13	M	ddd factor	number greater than zero (default=1)
14	N	item description	The long description for the item. Do not include carriage returns (new lines made with the return or enter key) in your text file.
15	O	item department	The name of the department that the item belongs to. If the department does not exist, mSupply will create it.
16	P	account code for stock	The account code used for stock purchases . Note that these accounts will be created if they don't exist.
17	Q	account code for cost of goods sold	
18	R	income account code	
19	S	Default sell price	

Column number	Column letter	Field	Description
20	T	Category	Category 1. This category is hierarchical and has 3 levels. You can enter different levels separated by :: (for example "Pharmaceuticals::Controlled::Anti-depressants" or "Controlled::Anti-depressants") or just the lowest level with no separator (for example "Anti-depressants"). mSupply will look for an existing category with the levels you define, if it doesn't find one then it will create them and assign the category to the name. If you enter only the lowest level category (for example "Anti-depressants"), mSupply will look for any lowest level category "Anti-depressants" with any or no parent. If it finds one, it will assign the first one it finds to the name being imported, otherwise it will create it with no parent and assign it to the name. We strongly recommend you use the WHO EDL categories for this field
21	U	Category 2	60 alphanumeric characters
22	V	Category 3	60 alphanumeric characters
23	W	Weight	
24	X	Critical stock	"true" or "false"
25	Y	Normal stock	"true" or "false"
26	Z	User field 5	number
27	AA	User field 6	30 alphanumeric characters
28	AB	User field 7	"true" or "false"

All these are in this handy template:

msupply_item_import_template.xlsx

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The chances are that you already have a set of codes that you use internally. In this case open up Excel or a similar spreadsheet program, fill in the item description in the order shown above. For a quick solution, you only need to take account of the first four column, the rest can be ignored.

The third column representing "Units", can be left blank, however, it is better to fill this in. The fourth column "reference pack size" can be set to "1" for all rows unless you know what pack size you want to use as the "standard" (Don't worry about this. The reference pack is used for comparing quotations. You can receive and issue any pack size you like).

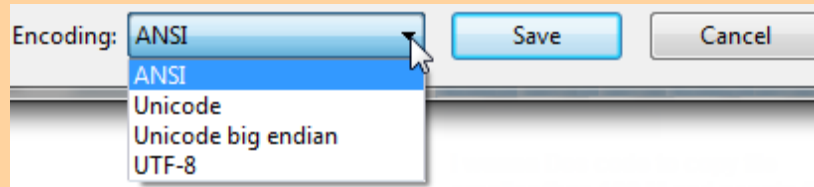
	A	B	C	D
1	Item code	item name	units	Reference pack size
2	ace250t	Acetazolamicea		1
3	ace100t	Acetylsalicylicea		1
4	ace300t	Acetylsalicylicea		1
5	aci200t	Acidovir 200rea		1
6	aci250t	Acidovir sodi rea		1
7	alb400t	Albendazole ea		1
8	alb25i	Albumin, hurea		1
9	abl5i	Albumin, hurea		1
10	alci10	Alcuronium clea		1
11	all100t	Allopurinol 1(ea		1
12	alu13s	Aluminium diea		1

Save a spreadsheet file as shown above as a **tab-delimited text file**, and then import it as

described at the top of this page.



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 image below.



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

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