# 15.05. Importing abbreviations

Importing abbreviations is a great way of quickly entering a large number of abbreviations for use in dispensary mode (see the Abbreviations section for details).

To create the import file, create a spreadsheet with two columns like this:

| | A | B |
|---|---|---|
| 1 | **Abbrev** | **Expanded text** |
| 2 | od | once daily |
| 3 | bd | twice daily |
| 4 | tid | three times daily |
| 5 | tds | three times daily |
| 6 | qid | four times daily |
| 7 | qds | four times daily |
| 8 | ac | before food |
| 9 | pc | after food |

Enter the short abbreviation you will type in the *Abbreviation* column. Enter the text this will be expanded to in the *Expanded text* column. Make a new row for each abbreviation.

Note: your abbreviations cannot contain the underscore (_),
period (.) or comma (,) characters

When the spreadsheet is complete, export it as a tab delimited text file.

Close the spreadsheet application then choose **File > Import > Import abbreviations...** from the menus in mSupply. Select the file you just created in the window that opens (navigate to it and either double-click it or single-click on it and click on the **Open** button). The following import options window will be displayed:

If the first row in your spreadsheet contained the column headers and not an abbreviation, check the **First line contains column headers** checkbox to tell mSupply to ignore it.

If the spreadsheet software has added quotes around any of the fields during the export to a text delimited file then check the **Remove quote characters on import** checkbox (you can use the **Previous** and **Next** buttons in the preview panel to see if quote characters have been added).

Select one of the options in the *If duplicate codes are detected* section to tell mSupply what it should do if an abbreviation already in mSupply or previously in the spreadsheet is detected.

When you're ready, click on the **Import now** button to carry out the import.

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