# Importing prescribers

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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: <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>

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Your tab delimited spreadsheet file would appear something like this:



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



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