# 16.04. Importing prescribers

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>

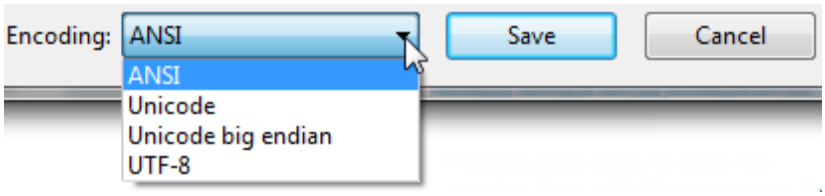
| **Column 1** | **Unique code for each prescriber** |
|---|---|
| Column 2 | Last name |
| Column 3 | First name |
| Column 4 | Initials - these will appear on patient labels |
| Column 5 | Registration code |
| Column 6 | Category |

<HTML>

</HTML>

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.




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

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Last update: **2020/12/16 02:36**