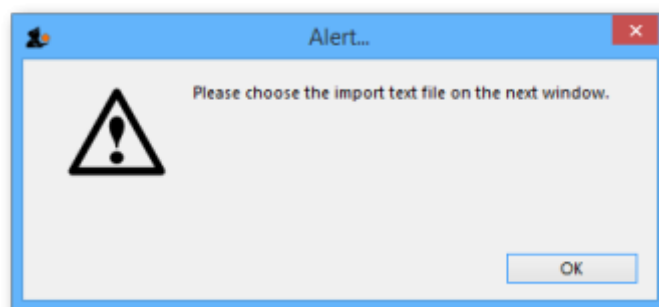


17.04. Importing prescribers



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:

Column number	Column letter	Contents	Unique code for each prescriber
1	A	Code	Unique code for each prescriber
2	B	Last name	The prescriber's last name
3	C	First name	The prescriber's first name
4	D	Initials	The prescriber's initials. These will appear on patient labels
5	E	Registration code	The prescriber's registration code
6	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



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,

[illegible]

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 (_).

Previous: [17.03. Importing names](#) | | Next: [17.05. Importing abbreviations](#)

Permanent link:
[https://docs.ms supply.org.nz/import and export:import prescribers?rev=1692690100](https://docs.ms supply.org.nz/import_and_export:import_prescribers?rev=1692690100)



