# 10.06. Abbreviations for dispensing

Abbreviations are the short codes you can use to quickly enter the patient directions for a medicines when you dispense it to them.

When you are issuing an item you can mix abbreviations and your own text to add common directions quickly.

It is worth mentioning that abbreviations may also be used in other situations e.g. if a significant number of customers live in the same locality, an abbreviated form of their address could be employed. All abbreviations are created in the same way as described below.

To access the functionality, click on the **Special > Abbreviations** menu option. The following window opens, showing a lost of all the current abbreviations that have been entered:

• • •		Ab	breviations				
Add	Delete	Modify	Report				
Abbreviation			Expansion				
10d	ibukin 10 te						
10drp	Nima 10 te						
1c	Nima 1 te bwatin						
ldrps	Katima 1 te	tim nakon ma	atam/taningam ae rootaki				
	_						

As usual, you can sort the list by clicking on the column headers.

## Add an abbreviation

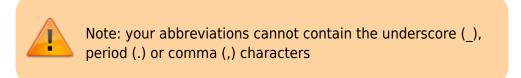
If you change an abbreviation or add a new one, you will see the change immediately (v317 or later), but in a multi-user environment other users will have to log out and log in (use **Switch user** to do this quickly) to see the edited or added abbreviations.

To add an abbreviation, click on the Add button and the following window opens:

1 Add abbreviation	
Abbreviation	
Expansion	
	Cancel OK

Enter the abbreviation that you will type in the *Abbreviation* field and the text that it will be expanded to in the *Expansion* field. When you're done click on the **OK** button.

Do not use actual words in your abbreviation, or else attempting to type the word will result in the expanded text appearing on your label!



#### Edit an abbreviation

To edit an abbreviation, double-click it in the list. A similar window to the add abbreviation window will open, pre-populated with the abbreviation's details:

Le Edit Abbre	×	
Abbreviation	LOmis	
Expansion	Nima 10mls	
	Cancel	ОК

Edit the abbreviation and expansion as required then click on the **OK** button to save it.

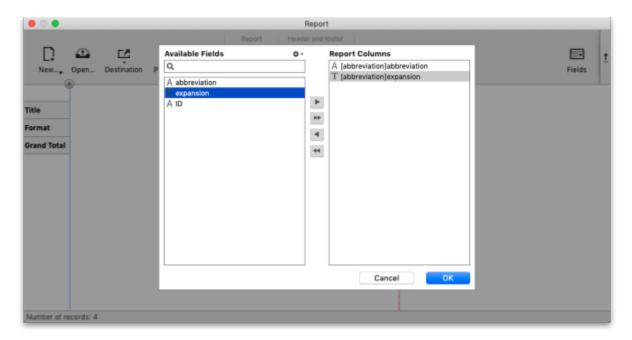
#### Delete an abbreviation

Select a single abbreviation in the list by clicking on it then click on the **Delete** button. You will be asked to confirm the deletion - if you do, it is deleted from the list.

### Print a list of abbreviations

Click the *Report* button to construct a simple report listing all abbreviations. This report can be previewed or printed.

After clicking on the button, you will be shown the report editor window. In older versions of mSupply it looks like this:



- 1. Double-click on **Abbreviation**
- 2. Double-click on Expansion
- 3. Right-click on Detail and set font size to 8 or 9
- 4. You can use the lines on the column headers to adjust column width
- 5. Choose **File > Generate** to print the list

#### In newer versions of mSupply, the report editor will look like this:

• •						Report			
D. New		Destination	陳 Preview	► Execute	Report Clear	Header and fo Header	ooter •	Options	Fields
Title	•								
Format Grand Total									
Number of re	ecords: 4								

Click on the **Fields** button and then double-click on *abbreviation* then *expansion* in the left hand

Available fields section to move them to the Report columns section like this:

• •			Repor	t						
Report Header and footer										
	🕰 🖸	Available Fields	0-	Report Columns	💷 <u>†</u>					
New	Open Destination P	Q		A [abbreviation]abbreviation T [abbreviation]expansion	Fields					
	·	A abbreviation		1 [abbreviation]expansion						
		T expansion A ID	×.							
Title			**							
Format			4							
Grand Total										
			44							
				Cancel OK						
Number of re	cords: 4									

Click on the **OK** button then click on the **Execute** button to run the report and print it out.

# Importing abbreviations

The procedure for importing a file containing your abbreviations is found here.

## Item default directions

Once you have entered abbreviations, don't forget to enter the default directions for all common items - the default directions are the abbreviations that are used by default for an item when it is added to a prescription. Instructions are here.

Previous: 10.05. Prescribers | | Next: 10.07. Diagnoses

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