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17.04. Importing prescribers

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You need to be logged in to the store (dispensary) where the prescribers will prescribe before carrying out these steps.

Applicable in Dispensary mode only

From the *File* menu, choose *Import Prescribers*, and the *Import alert* window is displayed.

Alert...

Please choose the import text file on the next window.

OK

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	Contents	Unique code for each prescriber
A	Code	Unique code for each prescriber
В	Last name	The prescriber's last name
С	First name	The prescriber's first name
D	Initials	The prescriber's initials. These will appear on patient labels
E	Registration code	The prescriber's registration code
F	Category	The category the prescriber belongs to

Your tab delimited spreadsheet file would appear something like this:

	A	В	С	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
	1					



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example saved wi the file in	you are importing has r , accents), it is importan th a UTF-8 charset. You n Notepad (for Windows) choose the Charset used	t to make sure can check this). When you say	the file is by opening re the file,
 Encoding:	ANSI ANSI Unicode Unicode big endian	Save	Cancel
	UTF-8		

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

First line contains column headers	Previous	Next	Record number 2	
First line contains column neaders	Field		Value	
Remove quote characters on import	Code	plal		
	Last name	Janat		
If duplicate codes are detected	First name	Purna		
Import as new prescriber	Initials	PBJ		
 Ask each time 	Registration Code	re454443		
Skip the duplicate without asking	Category	senior		
Stop the import				
Update existing prescriber				
	_			
ckup of your data file before attempting port. Click the cancel button below if you e not sure.				
			Cancel	Import now

printable characters in the first name, last name or code will be replaced with an underscore (_).

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Permanent link: https://docs.msupply.org.nz/import_and_export:import_prescribers

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