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16.04. Importing prescribers



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:

	Α	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

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.						
Encoding:		Save	Cancel			
	Unicode Unicode big endian UTF-8					
			·			

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

	Previous	Next	Becord number 2	
First line contains column headers				_
Remove quote characters on import	Field	-1-1	Value	
	Code	plat		
If duplicate codes are detected	East name	Burga		
 Import as new prescriber 	Initials	PBI		
Ask each time	Registration Code	re454443		
Skip the duplicate without asking	Category	senior		
Stop the import				
Update existing prescriber				
Opdate existing prescriber				
e recommend you have an up-to-date				
ckup of your data file before attempting				
e not sure.				
				_
			Cancel Import	now

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