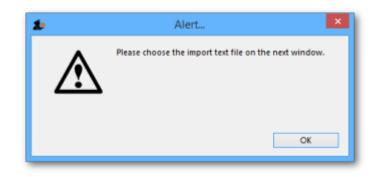
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## 16.04. Importing prescribers





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>

2025/06/07 16:55

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:

	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

example saved wi the file ir	you are importing has , accents), it is importa th a UTF-8 charset. You n Notepad (for Windows choose the Charset use	nt to make sure I can check this 5). When you say	the file is by opening /e the file,
Encoding:		Save	Cancel
_	Unicode Unicode big endian UTF-8		

Choose import options from the preview window and click  $\ensuremath{\textbf{OK}}$  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	
<ul> <li>Ask each time</li> </ul>	Registration Code	re454443	
Skip the duplicate without asking	Category	senior	
Stop the import			
Update existing prescriber			
o opaare existing presenter			
: recommend you have an up-to-date ckup of your data file before attempting port. Click the cancel button below if you : not sure.			
		_	
			Cancel Import now

If there are non-printable characters before or after the first name, last name or code they will be removed. Any nonprintable 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

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Permanent link: https://docs.msupply.org.nz/import\_and\_export:import\_prescribers?rev=1620655773



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