



FELLESKATALOGEN

SharePoint 2013

User guide



LMI

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Functions and status

DRAFT – Working version of a text/package leaflet. The draft version contains alterations compared to the last approved version. Only persons with author licenses will see the draft version of a document.

Side | 2

APPROVED – Main version of a document. The approved version contains no changes, and it is identical to the text/package leaflet published on the website www.felleskatalogen.no. Persons with author or reader licenses can see the approved versions of a document.

CHECK OUT AND DOWNLOAD – Use this function whenever you need to change a text. A copy of the text will be downloaded to your computer, and you have locked the document for editorial changes by others.

REPLACE – Use this function whenever you need to upload a version with editorial changes.

ADD DOCUMENT – Use this function whenever you need to upload a new text/package leaflet (with no earlier versions available in SharePoint).

PUBLISH A MAJOR VERSION – Use this function whenever you would like our editorial staff to look at the latest version with editorial changes. An automatic alert goes from SharePoint to our editorial staff.

PENDING – Status of a version after you have chosen Publish a Major Version.

VERSION HISTORY – Use this function if you would like to see comments and earlier versions (draft and approved) of the document.

EDIT PROPERTIES – Use this function if you would like to change the name of the document.

Log on

Link to SharePoint 2013: <https://fk-web.felleskatalogen.no>

User name:

Password:

Sign me in automatically

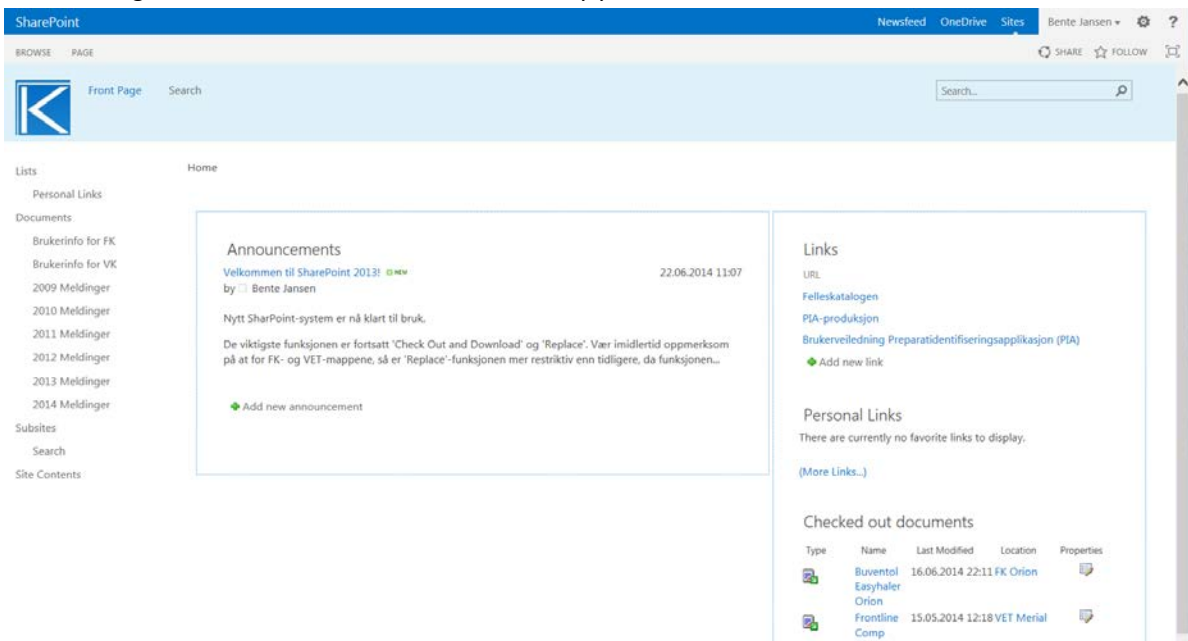
Username and password is the same as the one you used in SharePoint 2007. Choose 'Sign me in automatically'. This is important because this allows you to open documents for viewing without having to reenter username and password. Don't 'Sign out' after use, just shut down the browser window.

New user of SharePoint 2013? Send an email to manus.fk@lmi.no

Overview

FRONT PAGE

From the front page you can navigate to the document folders, read the latest announcements from Felleskatalogen and see all documents checked out by you.



DOCUMENT FOLDERS (FK, MH AND VET)

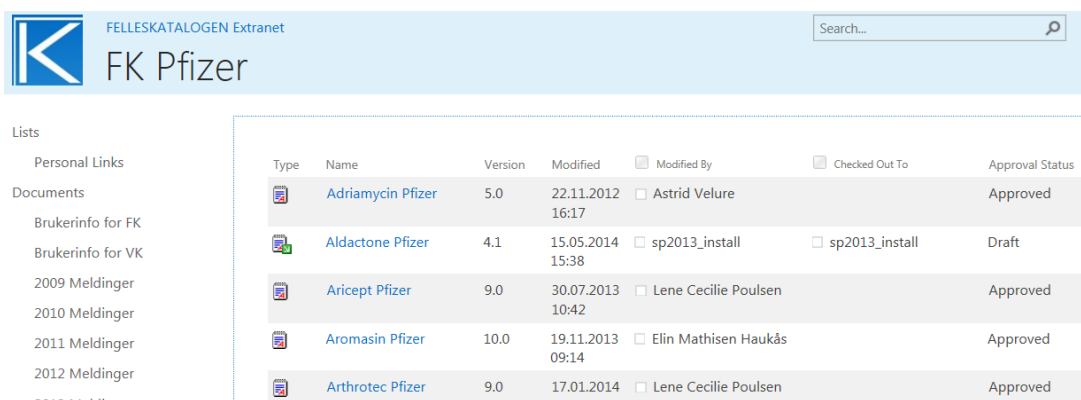
There are three kind of folders available in SharePoint 2013; FK, MH and VET.

FK – For Felleskatalog texts. Use rtf files only.

MH – For package leaflets (PILs). Use doc or docx files only (preferable docx).

VET – For both veterinary Felleskatalog texts and veterinary package leaflets. Use rtf files for veterinary Felleskatalog texts, and doc/docx files for package leaflets.

In the folders you will find all documents for a given marketing holder, and you can check the ‘Approval Status’ for each of them.



How to use

NEW DOCUMENT (APPLY FOR ALL FOLDERS: FK, MH AND VET)

Side | 4

Whenever you have a new document (no earlier versions available in the folder), you should use the function 'Add document'.

	Zeldox Pfizer	17.0	19.02.2014 12:07	<input type="checkbox"/> Astrid Velure	Approv
	Zoloft Pfizer	14.0	26.03.2014 12:01	<input type="checkbox"/> Bente Jansen	Approv
	Zyvoxid Pfizer	10.0	10.04.2014 14:45	<input type="checkbox"/> Bente Jansen	Approv

 Add document

Important! For FK folders you can only upload rtf files. For MH folders you can only upload doc or docx files (preferable docx). For VET folders you can upload both rtf, doc and docx files.

Add a document ✕

Choose a file

Add as a new version to existing files

Version Comments

Choose the file saved on your computer, and add a comment if necessary. Click 'OK'.

FK Pfizer - Test Pfizer.rtf ✕

EDIT

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

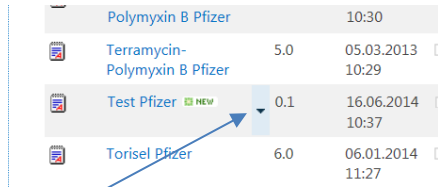
Name * .rtf

Title

Version: 0.1
 Created at 16.06.2014 10:33 by Bente Jansen
 Last modified at 16.06.2014 10:33 by Bente Jansen

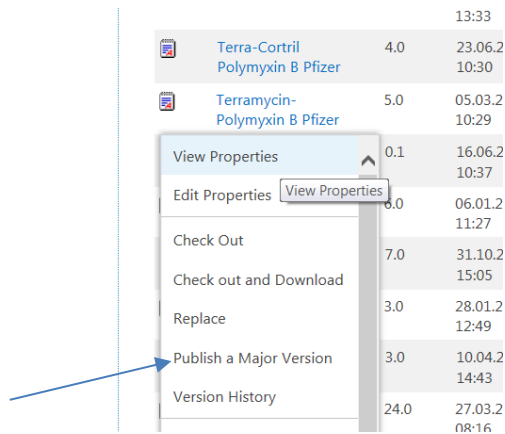
Control the 'Name' of the document and click 'Save'. It is no need to add 'Title'.

Activate the pull-down menu by clicking to the right side of the document name.



Polymyxin B Pfizer		10:30
Terramycin-Polymyxin B Pfizer	5.0	05.03.2013 10:29
Test Pfizer NEW	0.1	16.06.2014 10:37
Torisel Pfizer	6.0	06.01.2014 11:27

Choose 'Publish a Major Version' from the pull-down menu. The document is placed in status 'Pending' and an automatic alert goes to our editorial staff.

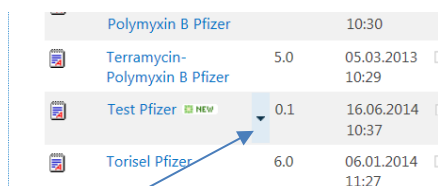


Terra-Cortril Polymyxin B Pfizer	4.0	23.06.2 13:33
Terramycin-Polymyxin B Pfizer	5.0	05.03.2 10:29
Test Pfizer NEW	0.1	16.06.2 10:37
Torisel Pfizer	6.0	06.01.2 11:27
	7.0	31.10.2 15:05
	3.0	28.01.2 12:49
	3.0	10.04.2 14:43
	24.0	27.03.2 08:16

- View Properties
- Edit Properties
- Check Out
- Check out and Download
- Replace
- Publish a Major Version
- Version History

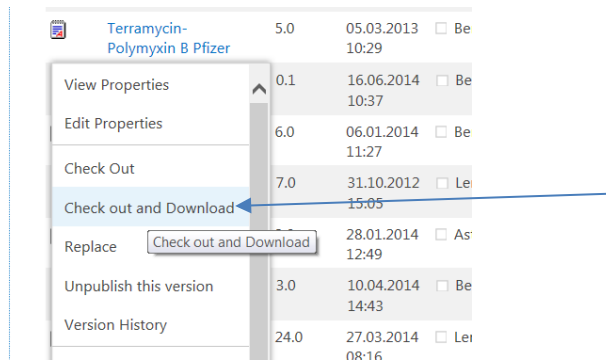
NEW VERSION OF AN EXISTING DOCUMENT (FK TEXT AND VET TEXT)

Activate the pull-down menu by clicking to the right side of the document name.

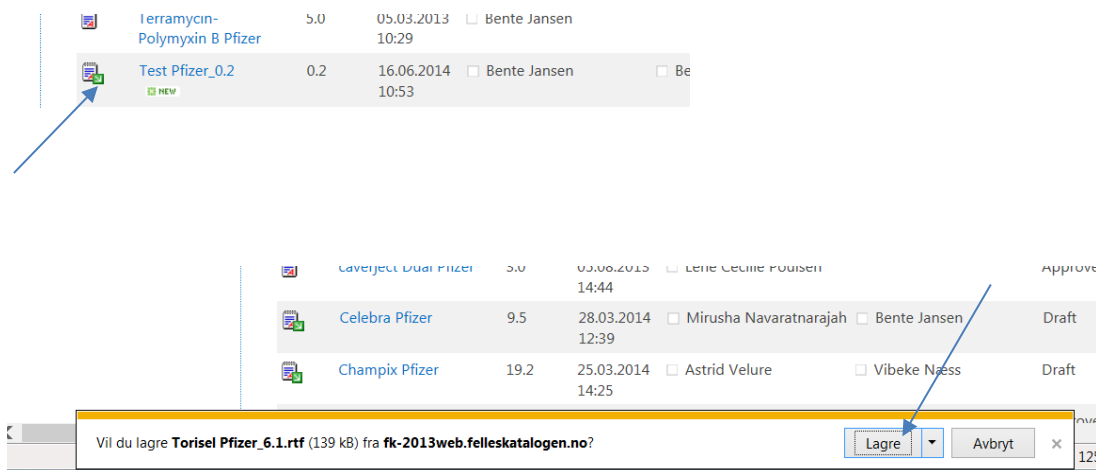


Polymyxin B Pfizer		10:30
Terramycin-Polymyxin B Pfizer	5.0	05.03.2013 10:29
Test Pfizer NEW	0.1	16.06.2014 10:37
Torisel Pfizer	6.0	06.01.2014 11:27

Choose 'Check Out and Download' from the pull-down menu.

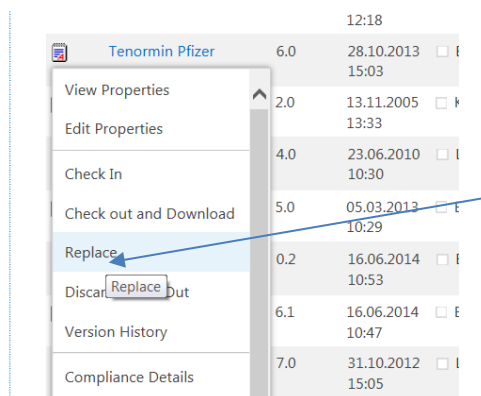


You have now locked the document for editorial changes by others (the document is checked out), and you can choose where you would like to save the document on your computer.



The document gets automatically the version number as a part of its name.

After you have added changes to the text, you must upload the text with changes to SharePoint. Activate the pull-down menu by clicking to the right side of the document name. Choose 'Replace' from the pull-down menu.



Replace document ×

Select a document:

Version comments

FK, bj: Editorial changes

Replacement options

Leave checked out
 Check in as draft
 Publish as new major version

Choose the file saved on your computer, and add a comment if necessary. Click 'Replace'. Under 'Replacement options' you should choose 'Publish as new major version' (default). The document is placed in status 'Pending' and an automatic alert goes to our editorial staff.

Important! The name of the document must be the same as the document name in SharePoint. If not, replacement of document will fail.

NEW VERSION OF AN EXISTING PACKAGE LEAFLET

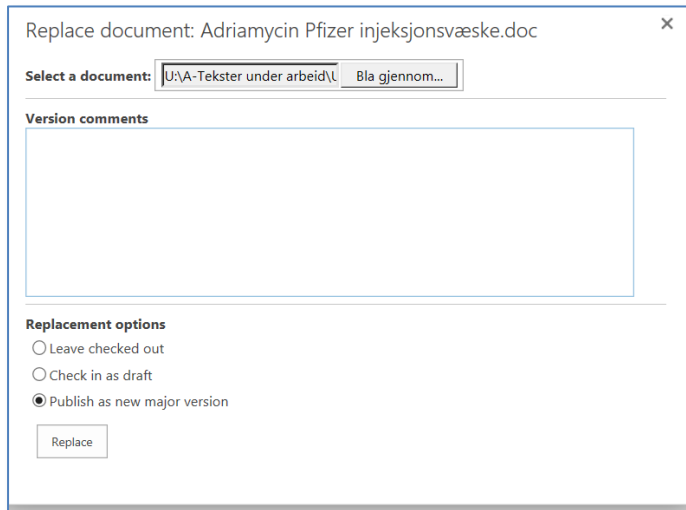
Activate the pull-down menu by clicking to the right side of the document name.

Type	Name	Version
	Adriamycin Pfizer injeksjonsvæske	5.0
	Adriamycin Pfizer pulver til injeksjonsvæske	5.0
	Aldactone Pfizer_PV	8.0
	Aricept Pfizer	4.0
	Aromasin Pfizer	9.1
	Arthrotec Pfizer_PV	10.0
	Atorvastatin Pfizer	3.0

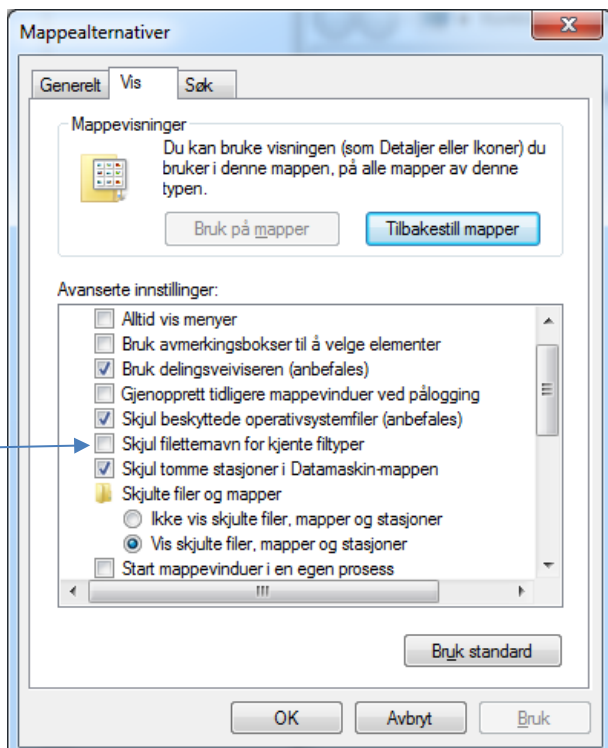
Choose 'Replace' from the pull-down menu.

Type	Name	Version	Modified	Modified By	Checked Out To	Ac
	Adriamycin Pfizer injeksjonsvæske	5.0	05.05.2014 09:06	Liv Holmesland		Ap
	Adriamycin Pfizer pulver til injeksjonsvæske	5.0	05.05.2014 09:06	Liv Holmesland		Ap
	Aldactone Pfizer_PV	8.0	29.04.2013 10:13	Laila Linnebjerg		Ap
	Aricept Pfizer	4.0	17.06.2013 13:34	Britt Hammerud_		Ap
	Aromasin Pfizer	9.1	17.06.2014 10:50	Liv Holmesland		Pe
	Arthrotec Pfizer_PV	10.0	16.12.2013 10:14	Heidi Vestrheim		Ap
	Atorvastatin Pfizer	3.0	17.03.2014 12:57	Liv Kari Aspaas		Ap
	Azitromax Pfizer	8.0	07.10.2013 09:23	Hilde Borhaug		Ap
	BeneFix Pfizer	6.0	13.11.2013 09:18	Liv Holmesland		Ap
	Bosulif PV Pfizer	2.0	21.03.2014 16:16	Heidi Vestrheim		Ap
	Cabaser Pfizer	12.0	20.01.2014 11:08	Laila Linnebjerg		Ap
	Cardizem Retard Pfizer_PV	6.0	08.11.2013 10:28	Liv Kari Aspaas		Ap
	Cardizem UNO Pfizer	6.0	08.11.2013 10:27	Liv Kari Aspaas		Ap

Choose a file saved on your computer, and add a comment if necessary. Click 'Replace'. Under 'Replacement options' you should choose 'Publish a new major version' (default). The document is placed in status 'Pending' and an automatic alert goes to our editorial staff.

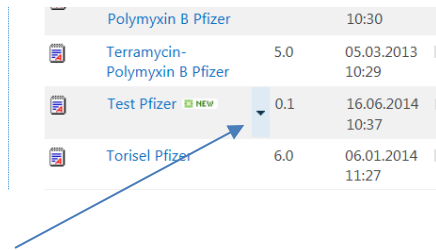


Important! You can only replace a doc file with a doc file, and a docx file with a docx file. We prefer docx files, so if earlier versions are available as doc files, please use 'Add document' instead, and upload the documents as docx files. Please do not delete existing doc files in SharePoint. The editorial staff will delete these files at a later stage. Be aware that SharePoint do not understand that the filename endings .DOC and .doc is the same (or .DOCX and .docx), you should therefore always use small letters in the filename ending. To see the filename endings you have to unhook 'Hide filename endings for known file types' under 'Folder options' in the 'Control panel' on your computer.

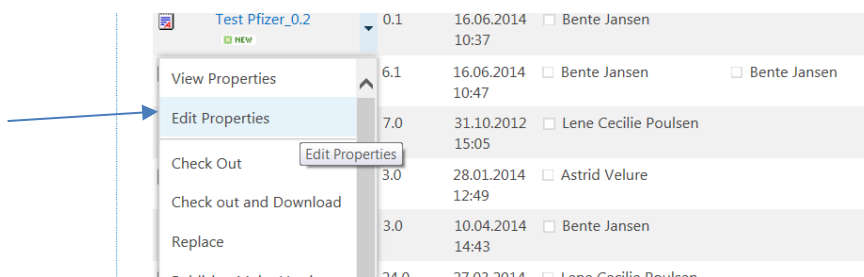


CHANGE NAME OF DOCUMENT

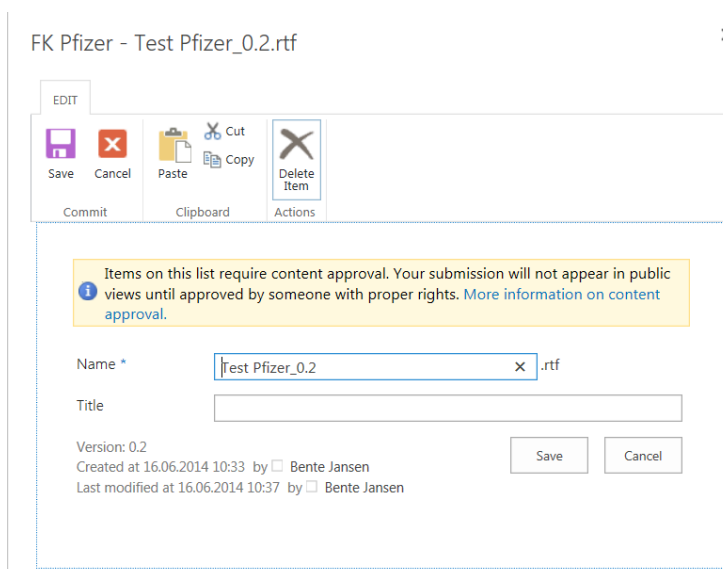
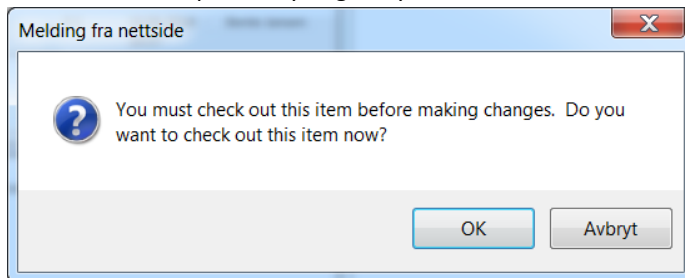
Activate the pull-down menu by clicking to the right side of the document name.



Choose 'Edit Properties' from the pull-down menu.



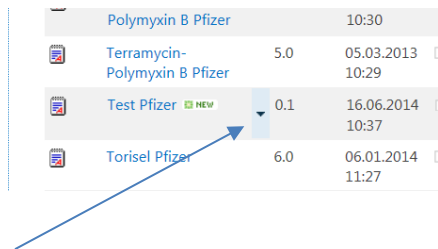
Click 'OK' on the question you get if you would like to check out the document.



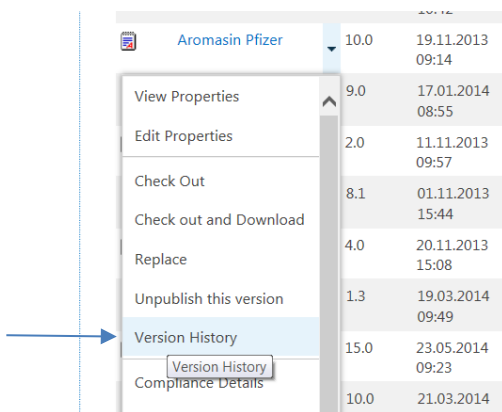
Give the document a new name and click 'Save'. Choose 'Discard Check Out' from the pull-down menu, if there is no need for a new version of the document.

LOOK AT THE VERSION HISTORY

Activate the pull-down menu by clicking to the right side of the document name.



Choose 'Version history' from the pull-down menu.



Version History

No.	Modified	Modified By	Size	Comments
This is the current published major version				
9.0	30.07.2013 10:42	<input type="checkbox"/> Lene Cecilie Poulsen	75,5 KB	
	Approval Status	Approved		
	Title	Aricept Pfizer		
8.2	13.06.2013 16:57	Idapmembership:fk-lcp	68,3 KB	FK-lcp: Forslag til endringer
8.1	06.06.2013 21:34	Idapmembership:lnk-tha	66,2 KB	FK-teksten er oppdatert i henhold til SPC godkjent for Aricept, 16.05.2013.
8.0	08.04.2013 12:50	<input type="checkbox"/> Lene Cecilie Poulsen	62,2 KB	
	Approval Status	Approved		
	Title	Aricept Pfizer		
7.3	05.04.2013 13:39	Idapmembership:lnk-asm	97,5 KB	Kommentar om

Click on the date written in blue to open/save a specific version.

DELETE A DOCUMENT

Please notice our editorial staff by sending an email to manus.fk@lmi.no

Do not delete the document in SharePoint. Our editorial staff will follow up SharePoint at a later stage in the process.