



**FELLESKATALOGEN**

# SharePoint 2013

User guide



**LMI**

**LEGEMIDDELINDUSTRIEN**

---

### Functions and status

---

**DRAFT** – Working version of a text. 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 published on the website [www.felleskatalogen.no](http://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 (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

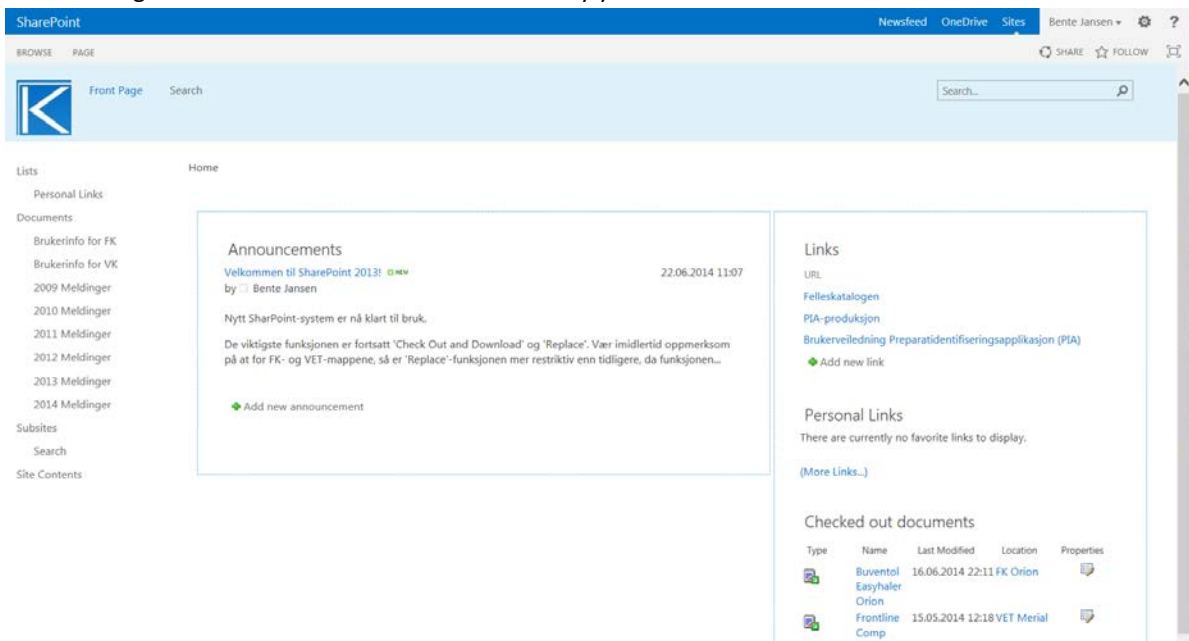
Username and password is the same as the one you used in SharePoint 2007. Choose 'Sign me in automatically'. This is important because this allows you to open documents for viewing without having to reenter username and password. Don't 'Sign out' after use, just shut down the browser window.

New user of SharePoint 2013? Send an email to [manus.fk@lmi.no](mailto: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.



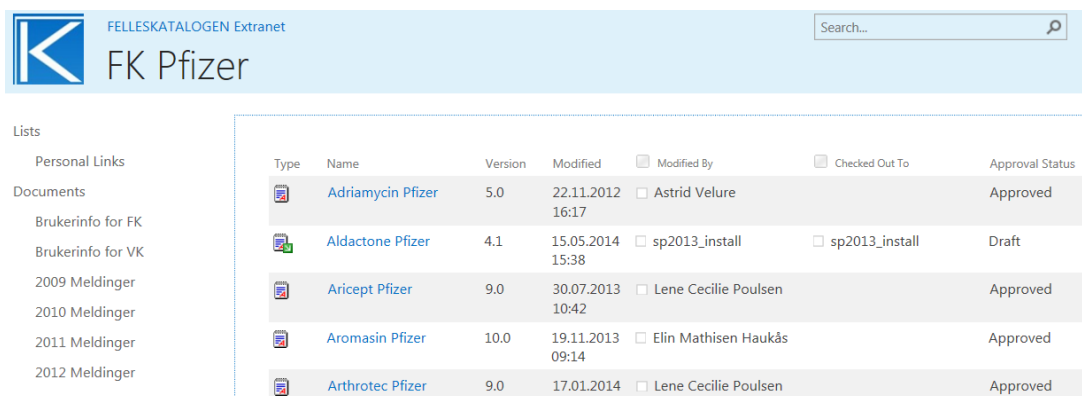
#### DOCUMENT FOLDERS (FK AND VET)

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

**FK** – For Felleskatalog texts. Use rtf files only.

**VET** – For both veterinary Felleskatalog texts. Use rtf files for veterinary Felleskatalog texts.

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

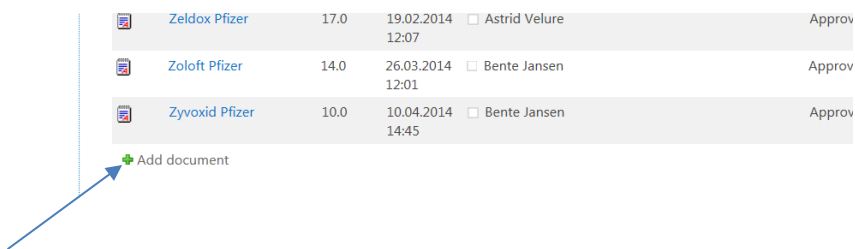


### How to use

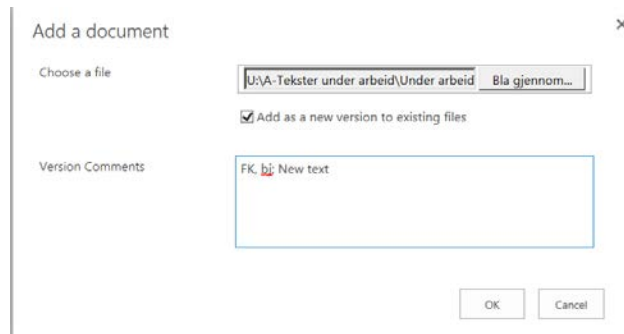
#### NEW DOCUMENT (APPLY FOR ALL FOLDERS: FK AND VET)

Side | 4

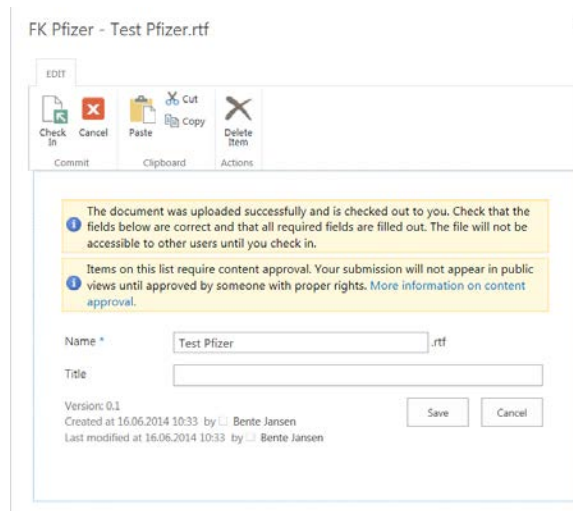
Whenever you have a new document (no earlier versions available in the folder), you should use the function 'Add document'.



**Important!** For FK folders you can only upload rtf files. For VET folders you can upload both rtf, doc and docx files.

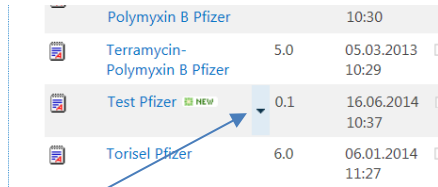


Choose the file saved on your computer, and add a comment if necessary. Click 'OK'.



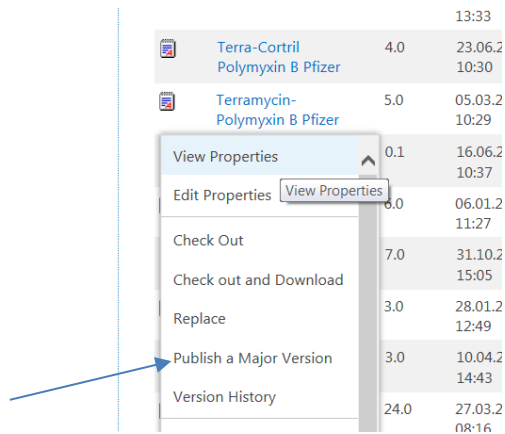
Control the 'Name' of the document and click 'Save'. It is no need to add 'Title'.

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 <span style="color: green;">NEW</span>	0.1	16.06.2014 10:37
Torisel Pfizer	6.0	06.01.2014 11:27

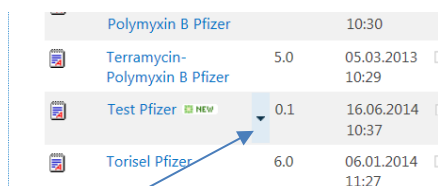
Choose 'Publish a Major Version' from the pull-down menu. The document is placed in status 'Pending' and an automatic alert goes to our editorial staff.



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 <span style="color: green;">NEW</span>	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

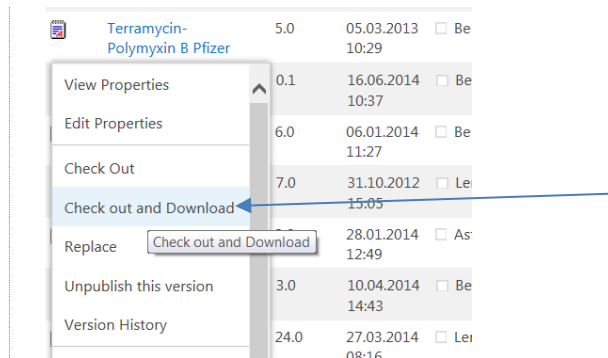
### NEW VERSION OF AN EXISTING DOCUMENT (FK TEXT AND VET TEXT)

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 <span style="color: green;">NEW</span>	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.

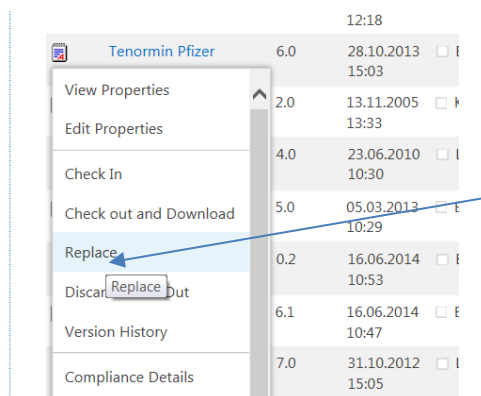


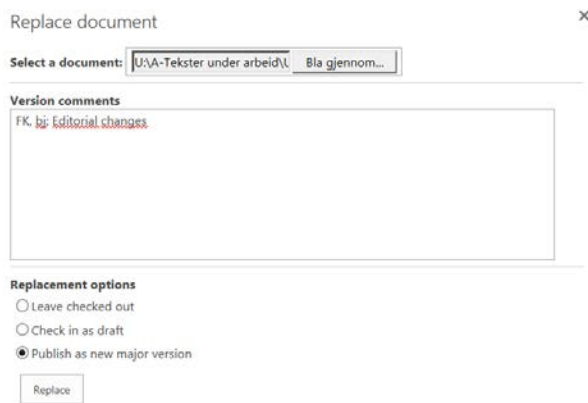
You have now locked the document for editorial changes by others (the document is checked out), and you can choose where you would like to save the document on your computer.



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.



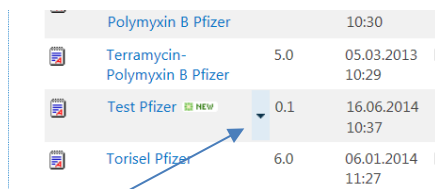


Choose the file saved on your computer, and add a comment if necessary. Click 'Replace'. Under 'Replacement options' you should choose 'Publish as new major version' (default). The document is placed in status 'Pending' and an automatic alert goes to our editorial staff.

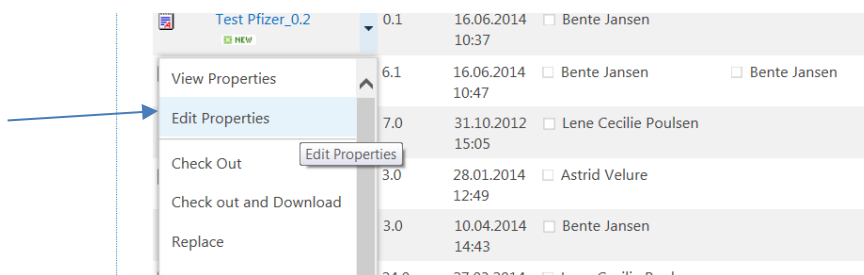
**Important!** The name of the document must be the same as the document name in SharePoint. If not, replacement of document will fail.

### CHANGE NAME OF DOCUMENT

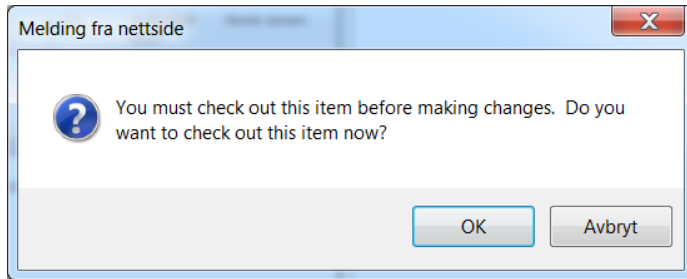
Activate the pull-down menu by clicking to the right side of the document name.



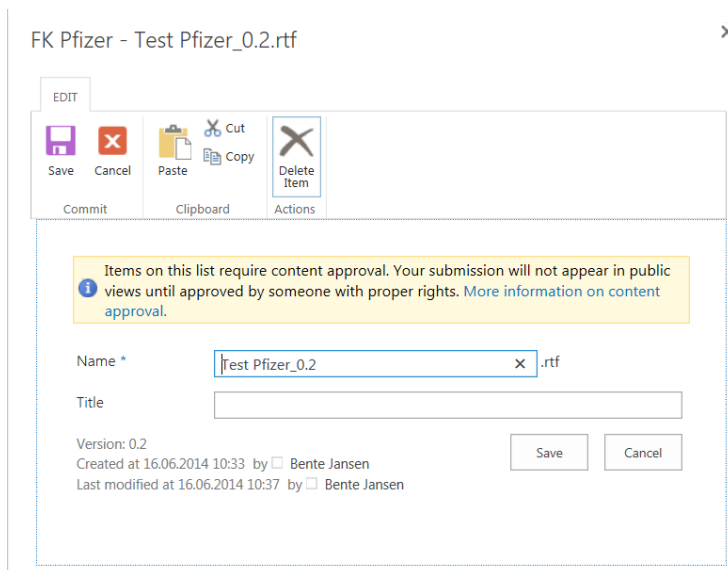
Choose 'Edit Properties' from the pull-down menu.



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



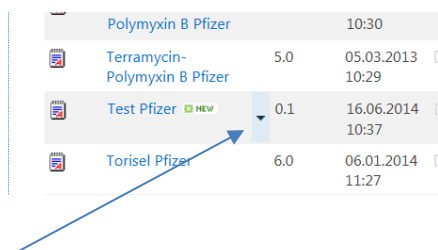
Side | 8



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.

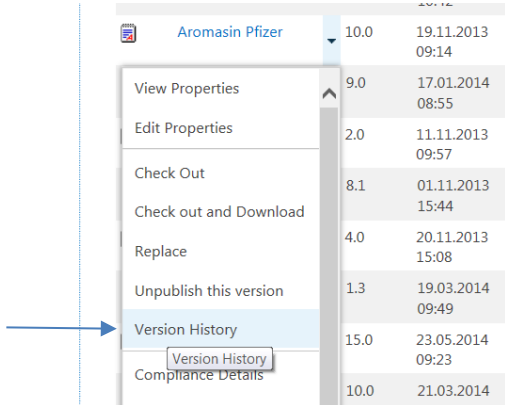
### LOOK AT THE VERSION HISTORY

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	ldapmembership:fk-lcp	68,3 KB	FK, lcp: Forslag til endringer
8.1	06.06.2013 21:34	ldapmembership: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	ldapmembership: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](mailto: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.