



**FELLESKATALOGEN**

# SharePoint Media

User guide



**LMI**

**LEGEMIDDELINDUSTRIEN**

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### Log on

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Link to SharePoint Media: <https://fk-web.felleskatalogen.no/sites/media>

Use the same username and password as for the ordinary SharePoint system. Choose 'Sign me in automatically'. This is important because this allows you to open documents/videos for viewing without having to reenter username and password. Do not 'Sign out' after use, just close the browser window.

User name:

Password:

Sign me in automatically

Sign In

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

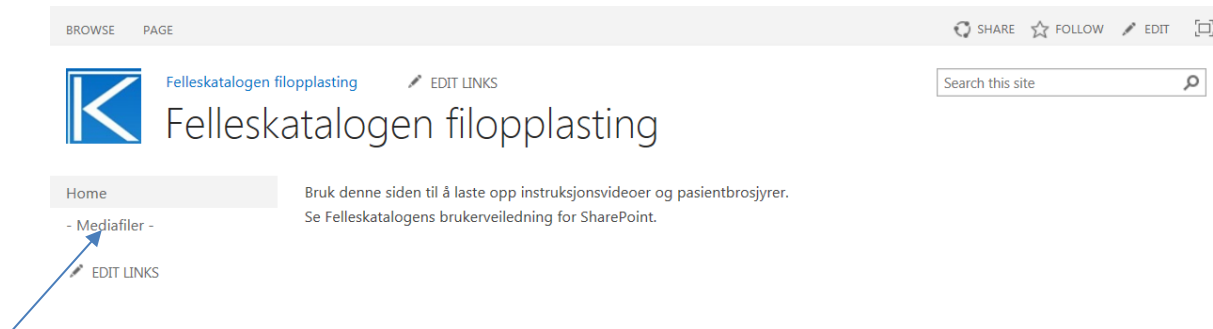
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### How to use

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#### FRONT PAGE

From the front page you must navigate to the media folders – Mediafiler-

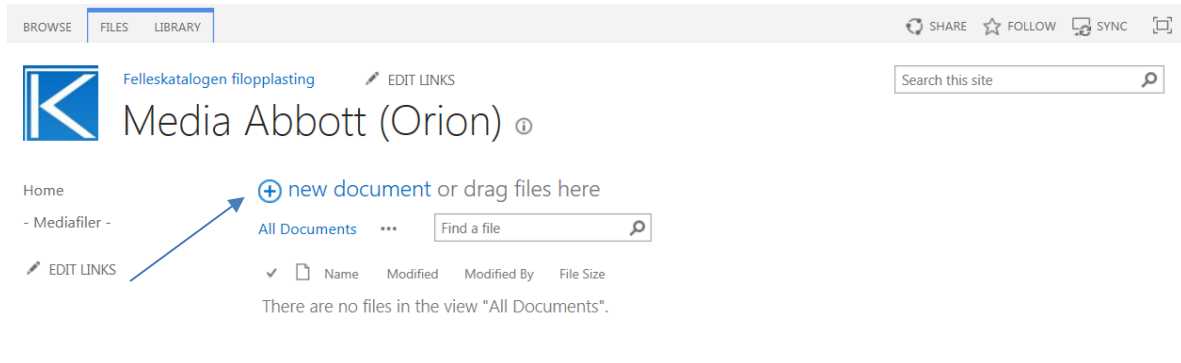


#### MEDIA FOLDERS

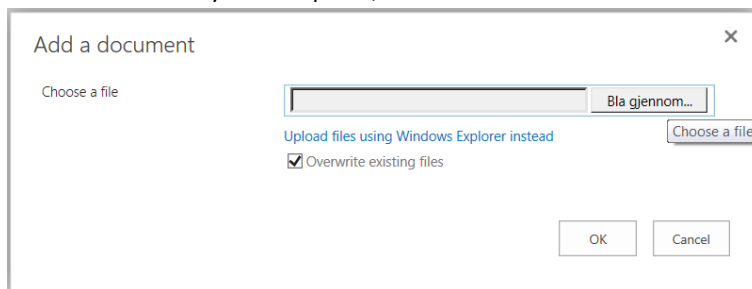
You will have access to one or several media folders, one folder for each MA holder. You can upload all kinds of document types and videos in these folders (pdf-files, mp4 etc.).

#### NEW MEDIA FILE

Whenever you have a new media file, you should use the function 'New document'. You will find this function when you have chosen a media folder. Note! The upper limit in file size is 500 MB.



Choose a file from your computer, and click 'OK'.



It is important that you give the media file a proper name, so that it will be easy for our editorial staff to understand which FK text we shall connect to the particular file. If the file is RMP material, always include 'RMP' in the filename.

Note! The SharePoint system will send us an automatic alert after you have uploaded a new media file.

### Technical requirements for videos

**Video Aspect Ratio:** The video aspect ratio (the ratio between width and height of the video) should be 16:9 (widescreen). See for example <http://www.felleskatalogen.no/medisin/bruk-av-inhalatorer/aerochamber>. If you upload videos with other aspect ratios, Felleskatalogen will adjust the video the best possible way.

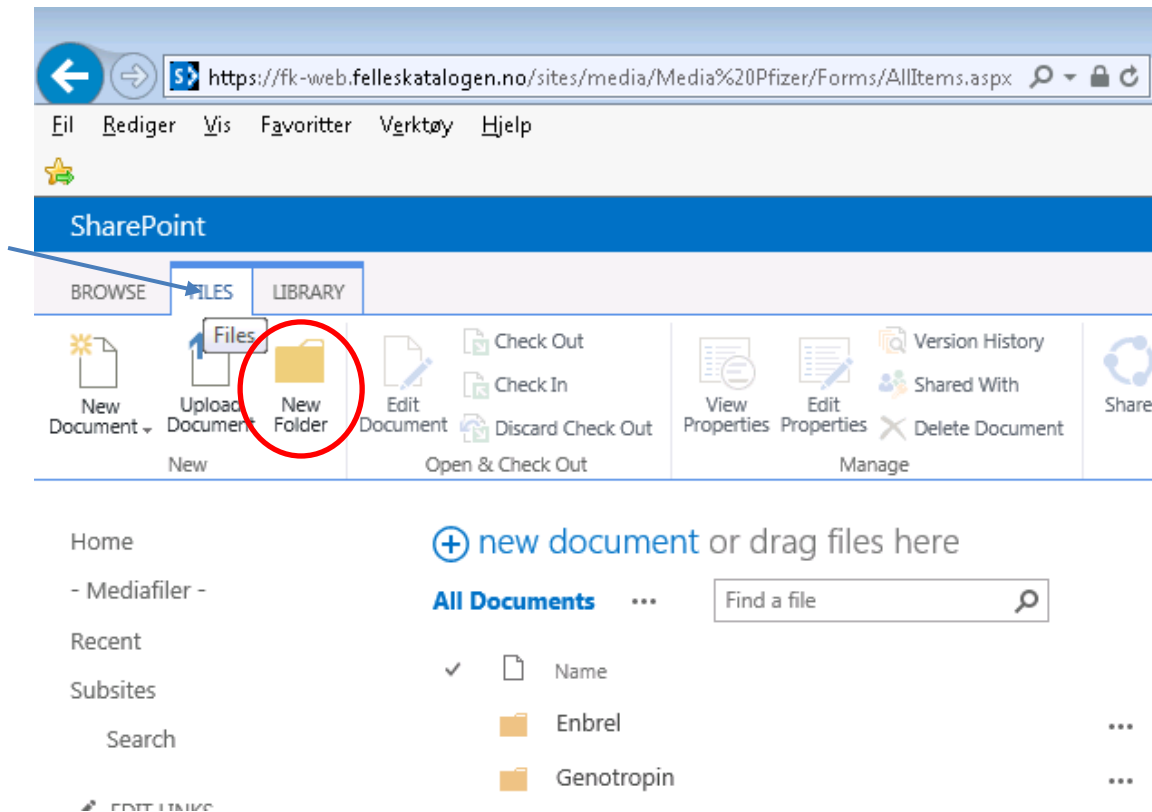
**Video Resolution:** The video resolution shall minimum be 640 × 360. The resolution can be higher than this, but not lower.

**Video Format:** There are no particular video format requirements since Felleskatalogen will convert the uploaded videos to formats that will cover the most used internet browsers. It is sufficient that the video format is commonly known.

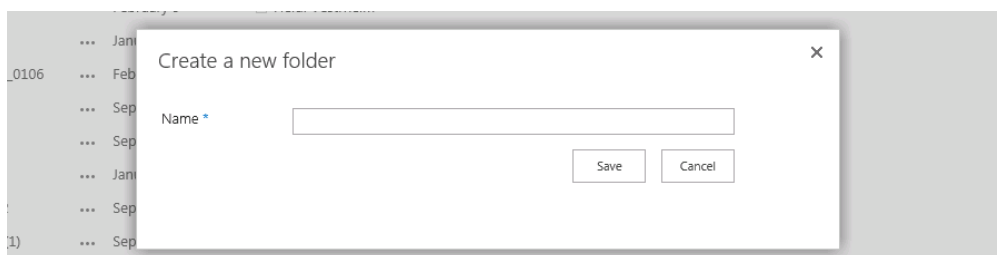
### NEW MEDIA SUBFOLDER

Sometimes it will best to add documents and movies under a subfolder for a particular product (especially if there are several documents/movies for this product). If you would like to add a subfolder under a media folder, go to Files and choose New Folder.

Side | 4



Then give the subfolder a name according to the product.

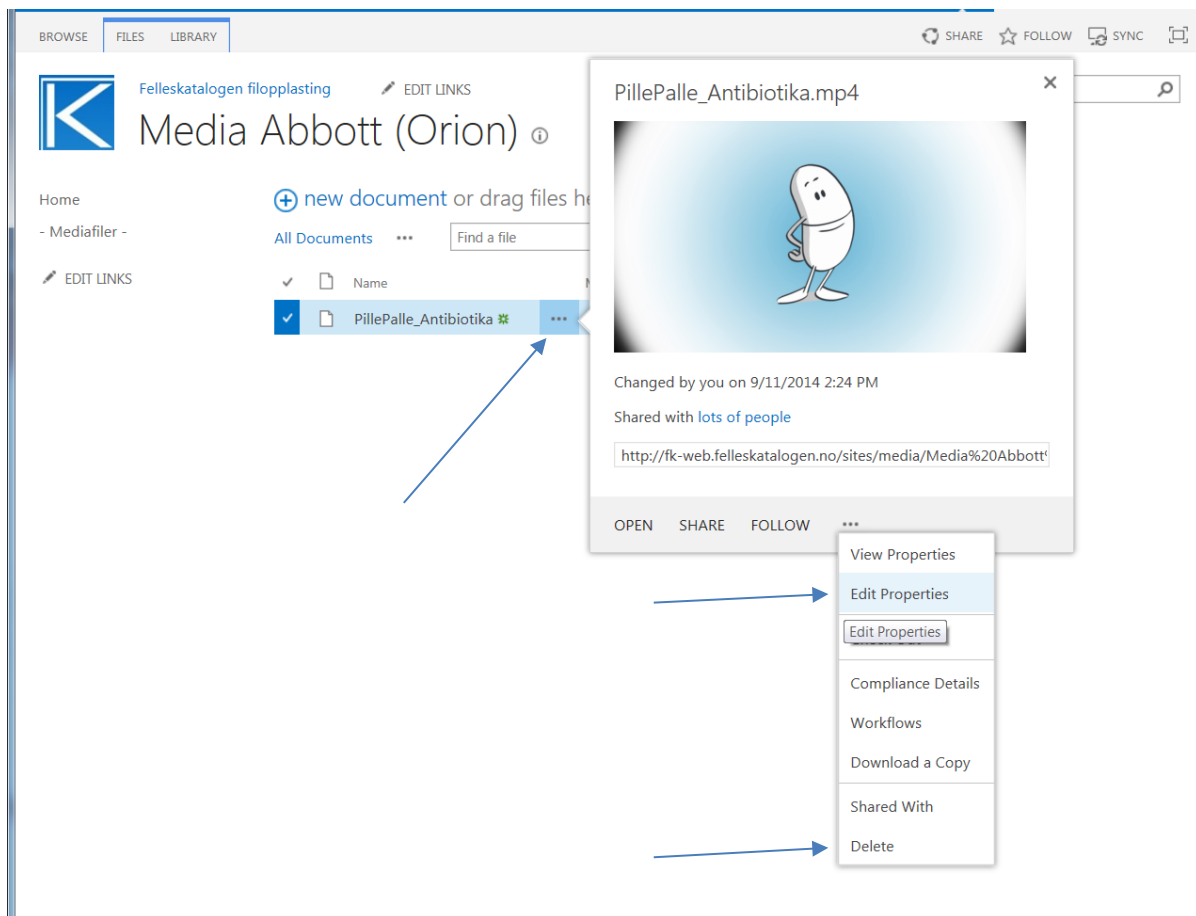


You can upload documents and movies in the subfolder the same way as you do in the main folder.

### CHANGE NAME, DELETE AND PLAY VIDEO

When you upload the media file, the filename will be the same as on your computer. If you would like to change the name, click first of the 3 dots on the right to the filename, and click on the 3 dots in the pop up window, and then choose Edit properties. From the same menu, you can also Delete a file.

From the Pop up window, you can play videos.



### NEW VERSION OF ALREADY EXISTING MEDIA FILE?

Unlike the ordinary SharePoint system, we will not save earlier version(s) of a media file in the system. SharePoint Media is not an archive, but a system for file sharing. This means that you always use the function 'new document', also when the file is a new version of an already existing document/video. Please Delete the old file (which you would like to be replaced), when you upload a new version.

Note! You will always find all the latest version of your media documents/videos in SharePoint Media.