

FK SHARE

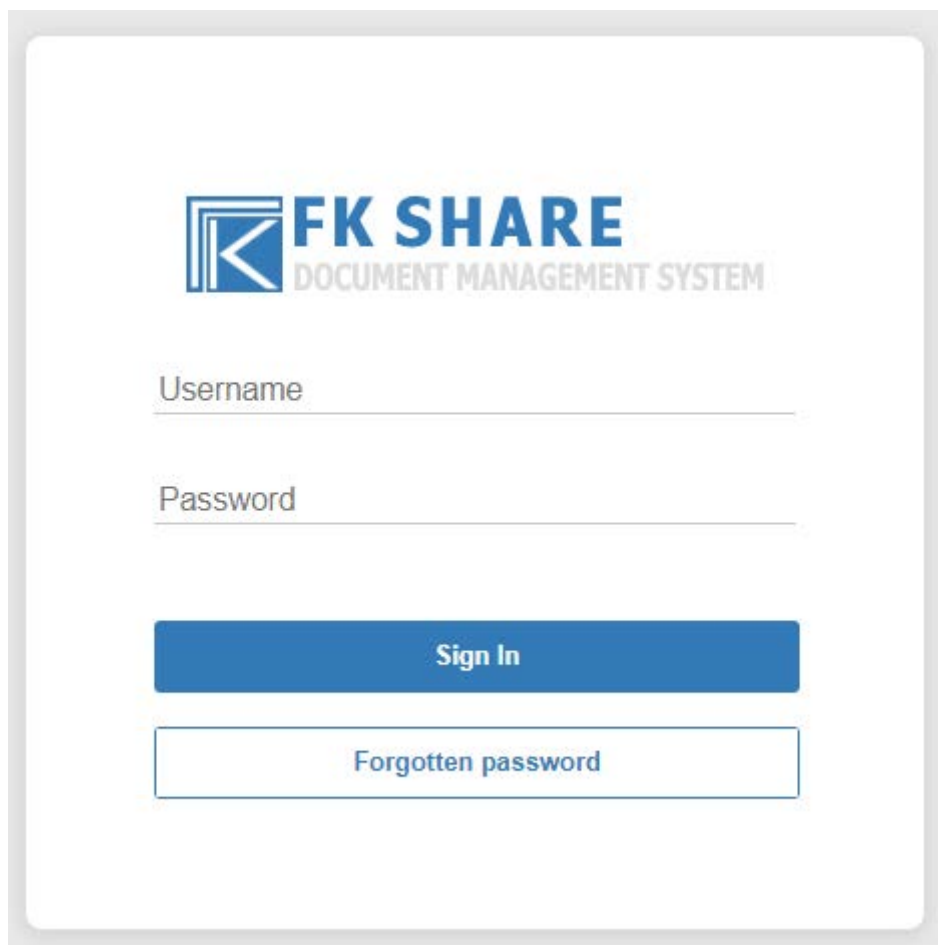
User guide for FK, VET and Media sites

December 2023



Log in

Link to FK SHARE: <https://share.felleskatalogen.no/>

A screenshot of the FK SHARE login page. At the top, there is a logo consisting of a blue square with a white stylized 'K' shape inside, followed by the text 'FK SHARE' in a large, bold, blue font, and 'DOCUMENT MANAGEMENT SYSTEM' in a smaller, grey font below it. Below the logo, there are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields, there is a solid blue button with the text 'Sign In' in white. Below the 'Sign In' button, there is a white button with a blue border and the text 'Forgotten password' in blue.

You will receive your username by email from Felleskatalogen. Follow the instructions in this email to create a password.

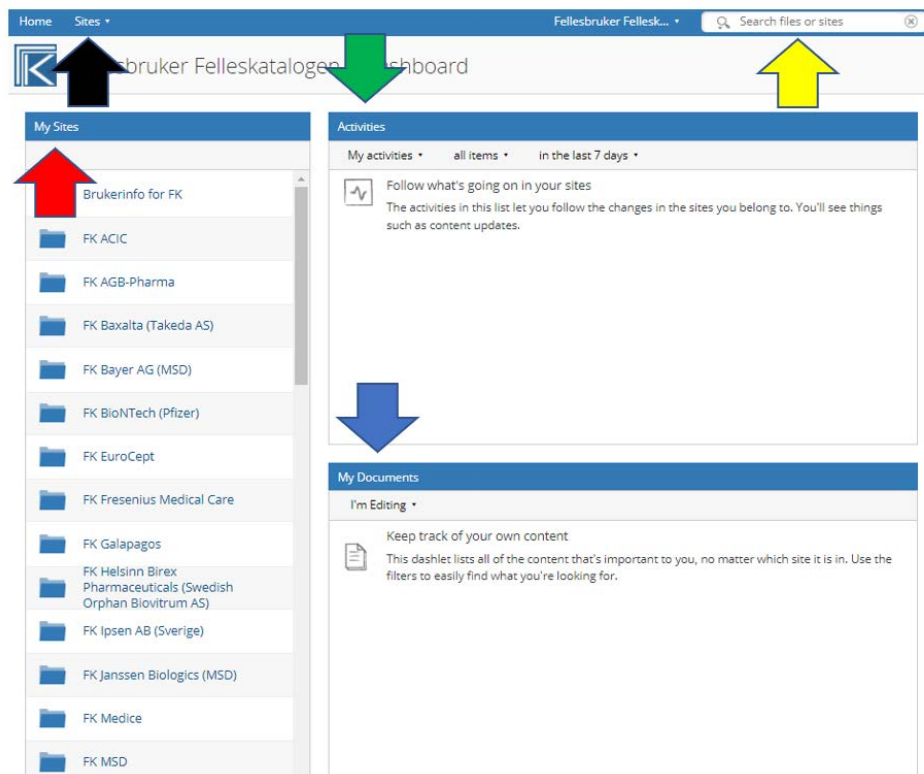
New user needed in FK SHARE? Send an email to redaksjonen@felleskatalogen.no

Overview

Dashboard (front page)

From the dashboard you can navigate to your sites, search for files or sites and see documents you have recently modified or checked out.

- My Sites (red arrow): FK, VET and Media sites that you have access to (Note! The list shows maximum 50 sites so if you have access to more sites than this you must click 'Sites' (black arrow) and then 'My Sites').
- Search field (yellow arrow): Use to search for files or sites that you have access to.
- Activities (green arrow): Shows the latest activities in the sites that you have access to.
- My Documents (blue arrow): Shows the documents that you have recently modified or edited.



Sites (FK, VET and Media)

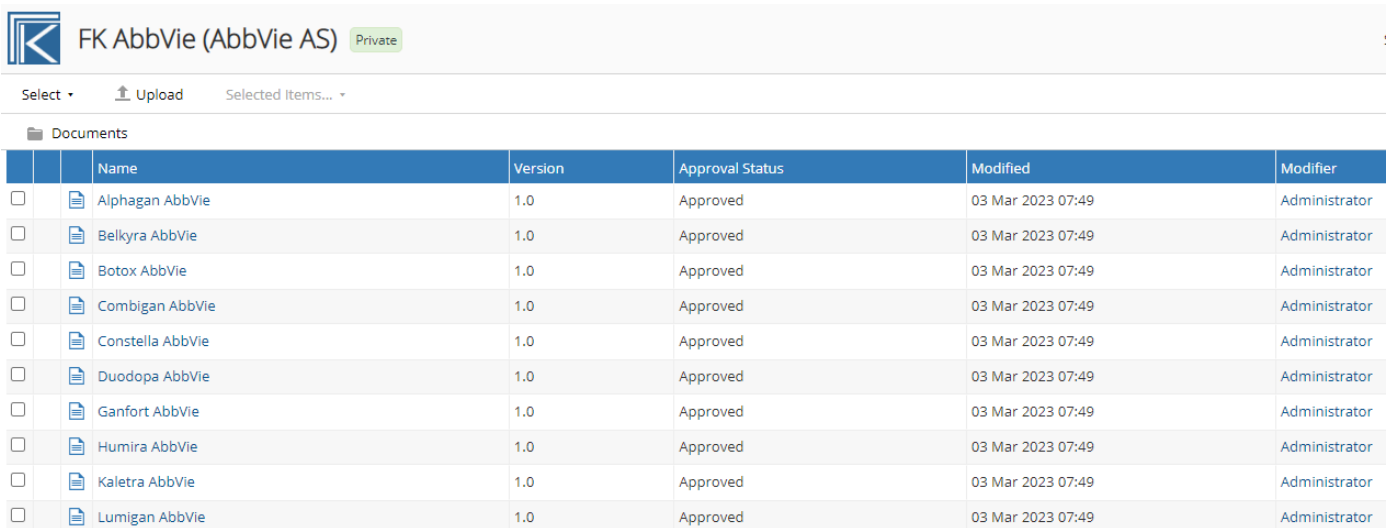
There are three kinds of sites in FK SHARE; FK, VET and Media sites.











FK – For Felleskatalog texts - use rtf documents only.

VET – For veterinary Felleskatalog texts - use rtf documents only.

Media – For instruction and/or educational (RMP) materials - movie format, pdf documents files or audio format.

In the FK and VET sites you will find all documents for a given MAH (and local representative).



	Name	Version	Approval Status	Modified	Modifier
<input type="checkbox"/>	 Alphagan AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Belkyra AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Botox AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Combigan AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Constella AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Duodopa AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Ganfort AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Humira AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Kaletra AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator
<input type="checkbox"/>	 Lumigan AbbVie	1.0	Approved	03 Mar 2023 07:49	Administrator

Functions and statuses in the FK and VET sites

UPLOAD – Use this function whenever you need to upload a new text (with no earlier version available in FK SHARE).

CHECK-OUT AND DOWNLOAD – Use this function whenever you need to edit 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.

PUBLISH A MAJOR VERSION – Use this function when the text is ready for review by the editorial staff at Felleskatalogen. An automatic email goes from FK SHARE to Felleskatalogen.

DRAFT – Working version of a text.

PENDING – Version status of the text after you have chosen Publish a Major Version.

APPROVED – Major version of a text.

VERSION HISTORY – ([CLICK ON THE DOCUMENT TO SEE THIS](#)) – Use this function if you would like to see comments and earlier versions of the document.


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

For detailed information regarding the editorial process, see [Production guidelines for FK texts](#) and [Production guidelines for Veterinary FK texts](#).

How to use FK and VET sites

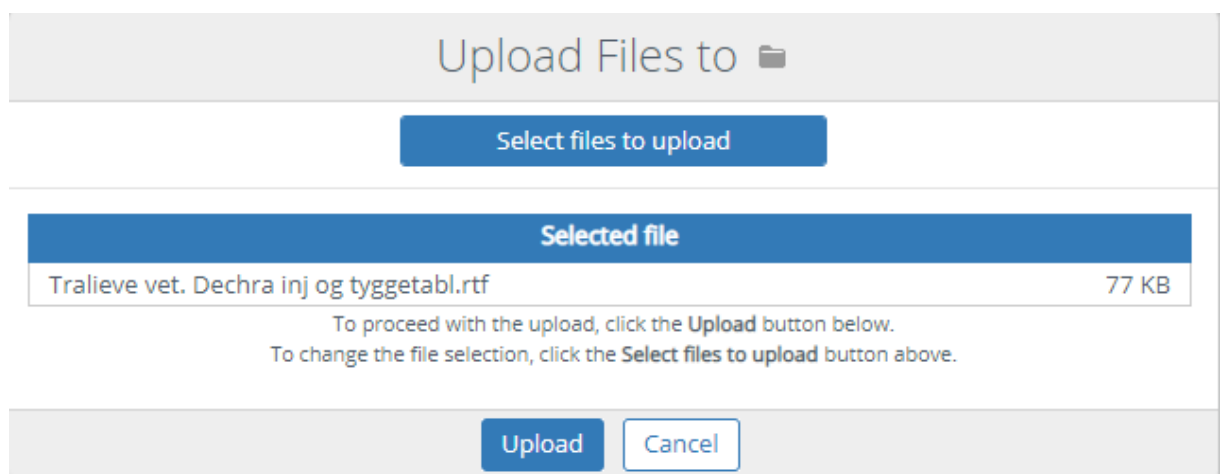
New FK texts and VET texts

When you have a new FK or VET text (no earlier versions available), you should use the function 'Upload'. The document must be a rtf file.



The screenshot shows the top part of the FK AbbVie (AbbVie AS) interface. It includes a header with the logo and a 'Private' status. Below the header, there is a navigation bar with 'Select', 'Upload', and 'Selected Items...' options. A red arrow points to the 'Upload' button. Below the navigation bar, there is a 'Documents' section with a table listing documents. The table has columns for 'Name', 'Version', and 'App'.

	Name	Version	App
<input type="checkbox"/>	Alphagan AbbVie	1.0	App
<input type="checkbox"/>	Belkyra AbbVie	1.0	App
<input type="checkbox"/>	Botox AbbVie	1.0	App
<input type="checkbox"/>	Combigan AbbVie	1.0	App



The screenshot shows the 'Upload Files to' dialog box. It has a title bar 'Upload Files to' and a 'Select files to upload' button. Below the button, there is a 'Selected file' section with a table listing the selected file. The table has columns for 'Name' and 'Size'.

Selected file	Size
Tralieve vet. Dechra inj og tyggetabl.rtf	77 KB

To proceed with the upload, click the **Upload** button below.
To change the file selection, click the **Select files to upload** button above.

At the bottom of the dialog box, there are two buttons: 'Upload' and 'Cancel'.

Choose the correct document from your computer and click 'Upload'.

The uploaded document will then be available as Draft version 0.1.

<input type="checkbox"/>	Tralieve vet. Dechra inj og tyggetabl	0.1	Draft
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Check the document name. If you would like to change the document name, click on 'Edit properties' by activating the pull-down menu:

Edit Properties:

Tralieve vet. Dechra inj og tyggetabl.rtf

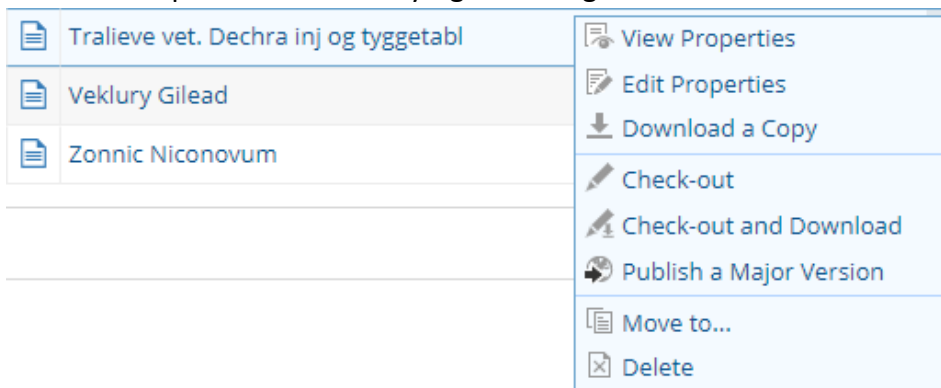
Name:

Tralieve vet. Dechra inj og tyggetabl

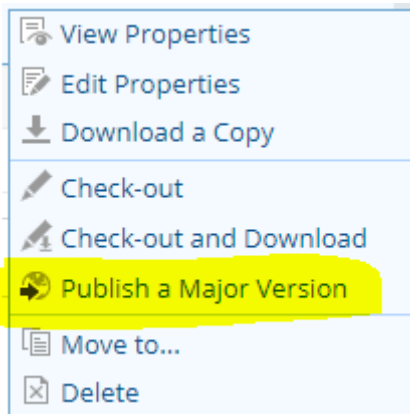
Save

Cancel

Activate the pull-down menu by right-clicking the mouse:

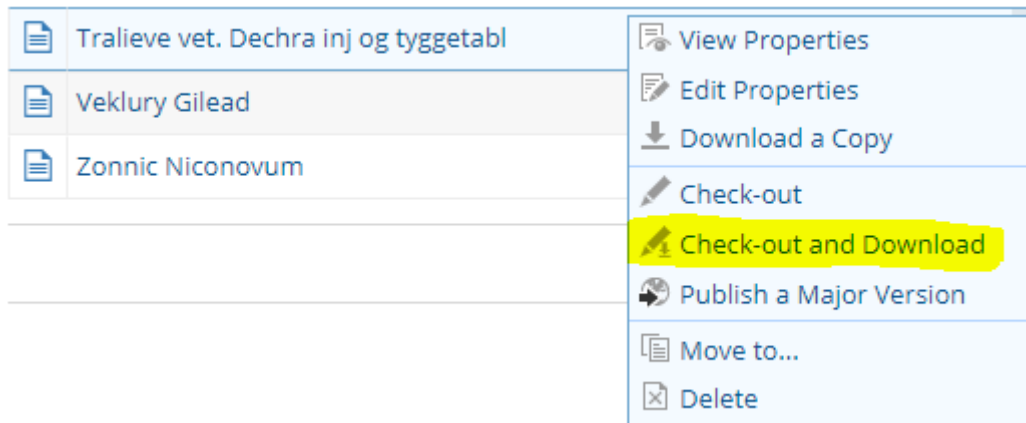


After the document is uploaded, the editorial staff at Felleskatalogen will review the text and suggest editorial changes, if needed, and notify the company to review the changes. The company can either accept the changes or add additional changes. Then choose 'Publish a Major Version' from the pull-down menu. The document is then placed in status 'Pending' and an automatic email goes to the editorial staff.



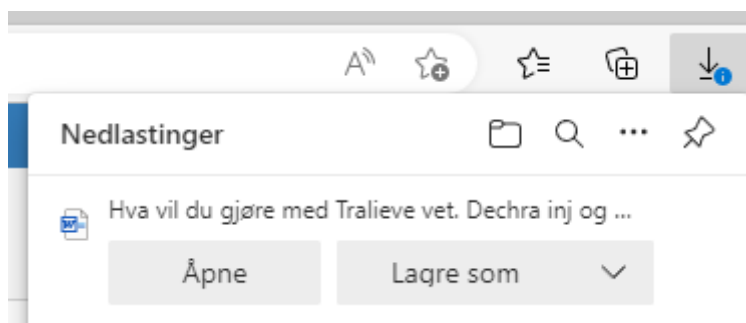
Edit an existing FK text or VET text

Activate the pull-down menu by right-clicking the mouse and choose 'Check-out and Download'.

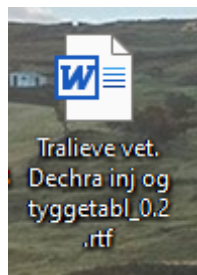


You have now locked the document for editorial changes by others (the document is checked out), and you can choose where you would like to save the document on your computer.

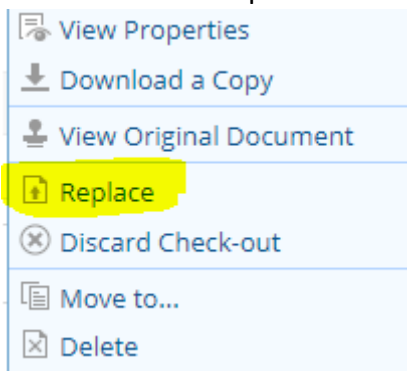
Name	Version	Approval Status	Modified	Modifier	Checked-out To
Tralieve vet. Dechra inj og tyggetabl_0.2	0.1	Draft	05 Mar 2023 14:52	Eivind Kobbevik	Eivind Kobbevik



The document gets automatically the version number as a part of it's name.



Add changes with **Track changes** enabled. After editing the text must be uploaded to FK SHARE. Choose 'Replace' from the pull-down menu.



Replace File

Select a file to upload

Selected file	
Tralieve vet. Dechra inj og tyggetabl_0.2.rtf	71 KB

To proceed with the upload, click the **Upload** button below.
To change the file selection, click the **Select a file to upload** button above.

Version Information

Check in: as Draft
 Publish a Major Version

Comments

Select the edited document to upload and add a comment if needed. Under 'Version Information' you should choose 'Publish a Major Version'. Click 'Upload'. The document is placed in status 'Pending' and an automatic email goes to the editorial staff at Felleskatalogen.

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

Version History

Click on the document name to view the Version History:

<input type="checkbox"/>		Veklury Gilead
<input type="checkbox"/>		Zonnic Niconovum

Zonnic Niconovum.rtf

Document preview is only available for major versions (1.0, 2.0 etc.) but not for working versions (0.1, 0.2 etc.).

Zonnic Niconovum 1.0 Approved

Last modified by Lene Cecilie Poulsen on 03 Mar 2023 19:38

Previous Next 1 / 3 100% Maximize Download

Zonnic «Niconovum»

Nikotinpræparat, middel ved nikotin-afhængighed. ATC-nr.: N07B A01

MUNNPUVLER I PORSJONSPOSE 2 mg og 4 mg: Hver porsjonspose inneh.: Nikotin 2 mg, resp. 4 mg, apatarm, mikrokrySTALLISK cellulose, astatotylpalmitat, titraniumdioxid, acetylsulfamkalium. Mintsmaak.

MUNNSPRAY, opløsning i munspray: 1 spray (0,07 ml) inneh.: Nikotin 1 mg, sukralose, stannol, glyserol, kaliumdihydrogenfosfat, natriumhydroxid, vann, Pepsaryntestemak.

Indikationer: Til behandling av tobakkavhengighet ved å dempe nikotinsug og abstinenssymptomer. Behandlingen skal gjøre røykeslut lettere hos røykere som er motiverte for å slutte, eller gjøre røykeavvikling lettere hos røykere som ikke kan eller vil slutte.

Dosering: Individuell dosering. For å øke sjansene for et vellykket røykesluttforsøk er det viktig å ikke underdosere samt å bruke preparatet lenge nok. Ekstra munnpulver/munnspray bør beholde etter behandling da røykesug plutselig kan oppstå. Rådning kan hjelpe røykere å slutte. **Munnpulver:** Innledningsvis 1 porsjonspose hver time eller hver 2. time. Vanlig dose er 8-12 porsjonsposer daglig. Maks. døgndose er 24 porsjonsposer. **Munnspray:** Sprayes i munnhulen når en sigarett normalt skulle røykes eller om røykesug oppstår. Om røykesug ikke går over i løpet av noen minutter, kan en ny spray tas. **Døgnom 2 sprayer** er nødvendig, kan det fortsettes med 2 sprayer ved hvert doseringstidspunkt. Vanlig dose er 1-2 sprayer hver 1/2-1 time. Maks. dose er 4 sprayer pr. time, 2 sprayer pr. doseringstillelle eller 64 sprayer pr. døgn. **Røykeslutt:** Individuell behandlingstid. Vanligvis minst 3 måneder. Deretter stanses gradvis avvenning. Behandlingen bør seponeres når dosen er redusert til 1-2 porsjonsposer/sprayer daglig. **Røykeavvikling:** Brukes mellom røykeperioder for å forlenge de røykfrie oppholdene og for å redusere røykingen mest mulig. Forsøk på å slutte å røyke bør iverksettes så snart røykeren er motivert, men ikke senere enn 6 måneder etter behandlingsstart. Profesjonell hjelp bør oppsøkes dersom reduksjon i antall sigaretter ikke er oppnådd etter 6 ukers behandling eller det ikke er mulig å iverksette et senere forsøk på å slutte å røyke innen 9 måneder. Regelmessig bruk i >1 år er vanligvis ikke anbefalt. **Spesielle pasientgrupper:** Nedsatt nyre- eller leverfunksjon: Se Forsiktighetsregler. Eldre og ungdom <10 år: Skal ikke brukes uten anbefaling fra lege. **Administrering:** Bli beredt på å røyke eller drikke ved bruk av preparatet. **Munnpulver i porsjonspose:** 1 porsjonspose legges under overleppen i ca. 30 minutter. For å øke frisetningen av nikotin kan posen av og til rystes rundt med tungen. **Munnspray:** Spraydosen vendes til siden og slites mellom kinnet og tennene. Bytt mellom venstre og høyre kinne.

Kontraindikasjoner: Overfølsomhet for innholdsstoffene. **Munnpulver:** Nyttig hjerteslakt (<3 måneder), ustabil og progressiv angina pectoris, primær- og sekundær-angina, alvorlig hypertensjon, slag i akuttstadiet. **Munnspray:** Sam <12 år, ikke-røykere.

Forsiktighetsregler: Fordelene med røykeslutt oppveier normalt enhver risiko forbundet med korrekt administrert nikotinerstatningspreparat. For pasienter med følgende lidelser bør nytte-risikoforholdet vurderes: Hjertelidelse, ustabil eller tilagende angina, inkl. primær- og sekundær-angina, alvorlig hypertensjon, nyttig cerebrovaskulær lidelse og/eller ukontrollert hypertensjon. Diabetikere kan trenge lavere insulindoser som følge av røykeslutt. Følsomhet for angiodem og urucaria. Nedsatt leverfunksjon og/eller nyrefunksjon. Feokromocytom og/eller hypernyose. Gastrointestinale lidelser, inkl. akutte duodeni- og magesår. Overlett arvebegikkelighet kan forekomme, men er mindre skadelig og lettere å avslutte enn røykeavhengighet. Nikotindoser som tolereres av røykere, kan gi alvorlig forgiftning hos barn, og kan være fatale. **Munnpulver:** Inneholder et fenylalaninlignende og kan være skadelig ved fenylketonuri. **Munnspray:** Inneholder små mengder etanol.

Interaksjoner: For utfyllende informasjon om relevante interaksjoner, bruk interaksjonsanalyse. Tobakk røyk inducerer metabolismen av legemidler som metaboliseres via CYP1A2. Røykeslutt kan derfor gi redusert metabolisme og økt blodkonsentrasjon av slike

1

Document Actions

- Edit Properties
- Download a Copy
- Check-out
- Check-out and Download
- Move to...
- Delete

Share

Properties

Version History

Latest Version

1.0	Zonnic Niconovum.rtf
Approved	Lene Cecilie Poulsen 03 Mar 2023 (No Comment)

Older Versions

0.1	Zonnic Niconovum.rtf	
Pending	Lene Cecilie Poulsen 03 M (No Comment)	
0.1	Zonnic Niconovum.rtf	
Draft	Lene Cecilie Poulsen 03 M (No Comment)	

To view the current working version, choose 'Download a Copy' below Document Actions. To view an older version below Version History, you must click on the download button.

Older Versions

0.2	Anagrelide AOP.rtf	
Pending	Lene Cecilie Poulsen 05 Mar 2023	

Delete a document

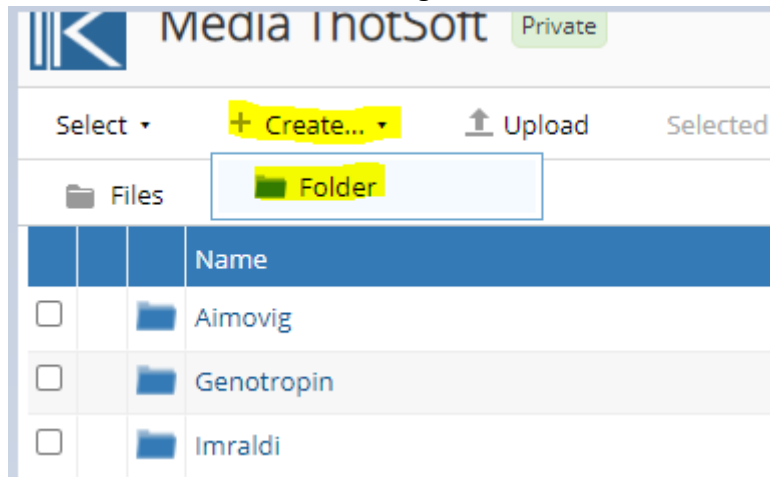
If you would like to delete a document you must notify the editorial staff at Felleskatalogen by sending an email to redaksjonen@felleskatalogen.no

HOW TO USE MEDIA SITES

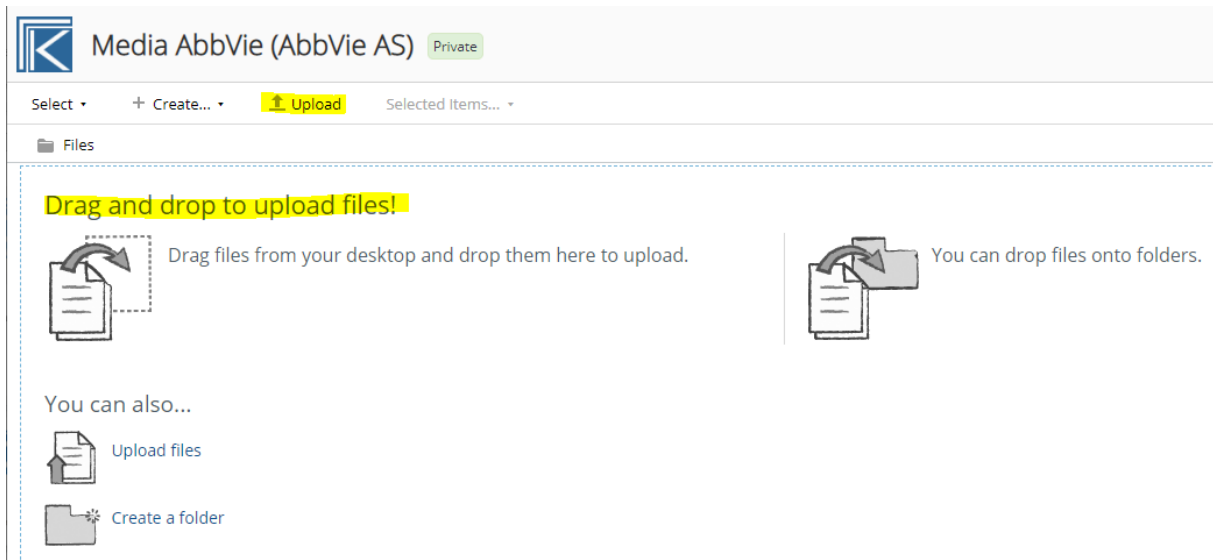
Instruction and/or educational (RMP) materials (movie format, pdf documents files or audio format) should be uploaded to the Media site.

New file

Create a subfolder with the drug name if the subfolder doesn't already exist.



Use the function 'Upload' or 'drag-and-drop' to upload the file. Note! The upper limit in file size is 2 GB. If you have a file greater than 2 GB, please contact the editorial staff redaksjonen@felleskatalogen.no.



The file name should contain the drug name. Always include 'RMP' in the file name if the file is educational (RMP) material.

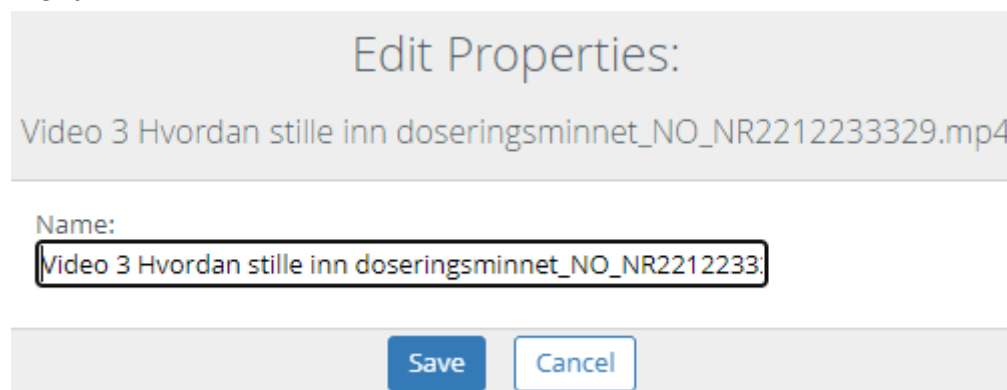
The editorial staff will receive an automatic email once a new media file has been uploaded.

New version of an already existing media file

Only the current version of a media file is stored in FK SHARE (there is no 'Version History'). Use the function 'Upload' if you would like to upload a new version of an already existing file. Send an email to the editorial staff redaksjonen@felleskatalogen.no if you want to delete an old file.

Renaming a folder or a file

If you wish to rename a folder or a file, click on 'Edit Properties' by activating the pull-down menu.



[Preview a file](#)



Click on the file name to preview a file.


Files >  Produodopa



Produodopa_RMP_PatientGuide_v1.0 Feb 2023 1.0

Last modified by Eivind Kobbek on 03 Mar 2023 10:53

☐ Previous Next 1 / 8 - + 115% Maximize Download  

Sikkerhetsinformasjon  Etter krav fra Statens legemiddelverk

Produodopa[®]

(foslevodopa/foskarbidopa)
mot fremskreden Parkinsons sykdom

Denne pasientguiden inneholder viktig sikkerhetsinformasjon som du bør kjenne til.

Ha denne guiden tilgjengelig når du bruker dette legemidlet.

Files >  Omnitrope Sandoz



Video 3 Hvordan stille inn doseringsminnet_NO_NR2212233329.mp4 1.0

Last modified by Lene Cecilie Poulsen on 03 Mar 2023 13:01

▶ 0:00 / 2:17  