

## **Circular letter n° 547 of 29/07/2009 – Operating procedure**

### **Download from the website**

Go to the website [www.fagg.be](http://www.fagg.be).

On the homepage, in the right-hand column, click on 'list of circulars'.

In annex of circular n° 547 of 29/07/2009 you can find:

- the file 'Human (zip)' for medicines for human use,
- the file 'Vet (zip)' for medicines for veterinary use .

This is a ZIP file. Choose the required link.

You get the question if you want to open or to save the file.

Select the option 'save' and download the ZIP file on your PC.

Save this file in a separate folder on your Windows PC (no Macintosh).

(! We recommend to create a folder where you save the file.)

### **Open the MS Access database**

You can find the Access file in the ZIP file. Open the ZIP file.

Move the Access file from the ZIP file to the folder on your PC where you have put the ZIP file.

Click on the Access file 'Human.mdb' or 'Vet.mdb' respectively to open it.

### **Data entry**

Click in the MS Access start screen on the '*start or continue data entry*' button.

You will find an overview of all medicines for human and veterinary use respectively, which have been given a marketing authorisation by the European Commission. The data are ordered firstly according to the name of the marketing authorisation holder (MAH) and secondly according to the authorisation number.

Complete the data as specified in circular n° 547.

You can only complete the columns 'commercialised' and 'comment'.

Close the database via the MS Access menu. The data are automatically saved, so if necessary you can continue working at another moment.

### **Prepare for sending – first step**

When you are done adding the information, click the button '*After data entry and prior to submission, select this button to keep only the records for which my company answered, delete the others. Further data entry is not possible*'. This will remove all records you have not answered from the table. In that way it is easier to send the MS Access database and the government will receive only the information you have added. As soon as you choose this button, you will be asked whether you agree that a series of records will be removed. You must confirm this.

**! Attention: this step will permanently remove all records for which no data have been added. It is not possible to reverse this operation. Do only carry out this step after you have fully completed the list.**

If you look again at the file– by clicking the ‘*start or continue data entry*’ button – you will see that only the records you have sent an answer for are left.

Finally, close the database **and close the Access application completely.**

### **Prepare for sending – second step – Send**

There exist different applications to zip files.

#### **With Winzip**

Click right on the Access File and choose ‘Add to zip’  
The name is mentioned in the field: ‘Add to archive’.  
The name is the same as the name of the Access file + .zip.  
Click on password (*bottom right*) for setting up the password.  
Complete the field password with the letters **psw** and click on OK.  
Confirm your password and click on OK.  
When finished, click on add.  
You have to see a “+” behind the file name.  
Now the file is ready to send it to us.

Send this zip to the mailbox [commercialisation@fagg-afmps.be](mailto:commercialisation@fagg-afmps.be) .

Mention in the subject field of the mail the data as specified in circular n° 547.

#### **With 7-zip**

Open the folder where you have saved the ACCESS file.  
Click right on the Access File and choose ‘7-zip’ and afterwards ‘compress and e-mail’.

Complete the following e-mail address [commercialisation@fagg-afmps.be](mailto:commercialisation@fagg-afmps.be) .

Mention in the subject field of the mail the data as specified in circular n° 547.

If you use **another zip-application** and you have troubles in sending the file, please contact your ICT helpdesk.

### **FAQ**

#### **Q: Which software / screen do I need?**

A: We assume you have Windows 2000 or higher together with MS Access 2000 and that you have a screen resolution of 1024\*768 pixels.

#### **Q: You work with an MS Access 2003 version: how do you proceed?**

A: The MS Access Database is designed for MS Access 2003, but should also have to work with Access 2000. When you open the file under MS Access 2003, the system might ask whether there are macros running. You simply confirm.