European Pharmacopoeia Online
User Manual

Contents

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Access your EDQM account and the European Pharmacopoeia

To access the European Pharmacopoeia Online, you need to create an EDQM account using your e-mail address and password. This account will also grant you access to other EDQM sites like Pharmeuropa and the Formularies. If you already have an account, you only need to complete a simple registration process the first time you sign in.

The European Pharmacopoeia (Ph. Eur.) is a paid resource. If your account is already linked to a licence and you have been assigned a seat by your licence manager, you will gain immediate access to the content upon registering and signing in.

› URL   https://pheur-online.edqm.eu

› Register and sign in   **Initial account creation and registration on the website for a user without an EDQM account**

- On the homepage, click on **Sign in** on the right side of the menu bar
- In the authentication window, click on **No account? Create One**

- Enter your e-mail address and the captcha, then click on **Next**
- Fill in the form with your contact details
- Click on **Finish**
- Follow the instructions received by e-mail to set a password and complete your registration
- Click on **Sign in** to access the site using your EDQM account credentials

Initial registration on the website for a user with an EDQM account

- On the homepage, click on **Sign in** on the right side of the menu bar
- In the authentication window, click on **No account? Create One**

- Enter the same e-mail address you already use on the other EDQM sites and the Captcha, then click on **Next**
- You will receive a green confirmation message that you already have an EDQM account and your access to this application has been granted
- Click on **Sign in** to access the site using your EDQM account credentials

› Access the European Pharmacopoeia if your licence is managed by someone else

If your licence is managed by someone in your organisation, accessing the Ph. Eur. is straightforward.

- **Licence assignment**: your licence manager will either assign a seat to you or authorise your e-mail domain
- **Create your account**: if you are a first-time user, follow the instructions provided above or in the e-mail sent to you to create your account
- Sign in
- **Immediate Access**: once signed in, you should have direct access to the content
- To see full details about your licence, click on your account name on the right side of the menu bar and select **My licence keys**
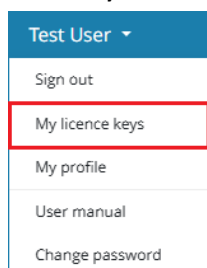
In this section, you will find the activation and expiration dates of your licence, the number of licences assigned and available and the name of your licence owner. To contact your licence owner, click on their name to copy their e-mail address.

If you encounter any issues or if you are unable to access to the Ph. Eur., please contact the person responsible for managing subscriptions in your organisation.

› Manage a licence as a licence owner

If you are responsible for activating and managing the licence key, you are the licence owner. For detailed instructions on how to register your licence key, configure your licence and manage users, please refer to the Manage licences (licence owner/manager) section.

› Sign out

- Click on your account name on the right side of the menu bar
- Select **Sign out**:
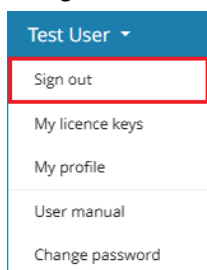
› Change password

- Click on your account name on the right side of the menu bar
- Select Change **password**:
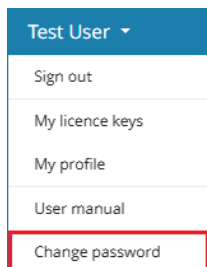
- Enter your old password followed by your new password (make sure it complies with the security rules listed), then confirm your new password:

Enter new password

Old password *

New password *

- Your password must contain at least 10 characters.
- Your password must contain at least 1 uppercase character.
- Your password must contain at least 1 digit.
- Your password must contain at least 1 special character among !@#$%^&*(){}[]-+.
- Your new password can not be identical to any of the 10 previously entered.
- Your password can't be a commonly used password.
- Your password can't be entirely numeric.
- Your password can't be too similar to your other personal information.

New password confirmation *

[Change my password] [Cancel]

- Select **Change my password**, then click on **Continue**. You will be redirected to the homepage

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› Reset password
(forgotten password)

- On the homepage, click on **Sign in** on the right side of the menu bar
- In the authentication window, click on **Forgot your password?**

👤 Sign in

Your e-mail address

Password

[Continue ➤]

[Forgot your password?]

No account? Create one

- Enter your EDQM account e-mail address and click on **Send password reset e-mail**:

Forgot your password?   ×

Enter your e-mail address below, an e-mail will be sent to you to reset your password

Your e-mail address

[Send password reset e-mail]

An e-mail will be sent to you immediately with a link to reset your password.

Note: if you do not receive an e-mail, check that you entered the address you originally registered with and check your spam folder.

› Manage your details

- Click on your account name on the right side of the menu bar
- Select **My profile**:

Test User ▾

Sign out

My licence keys

My profile

User manual

Change password

- Update your contact information and click on **Save**

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of Medicines | du médicament
& HealthCare | & soins de santé

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CONSEIL DE L'EUROPE

› Access the user
manual

- Click on your account name on the right side of the menu bar
- Select **User manual**:

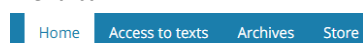| Test User ▾ |
| --- |
| Sign out |
| My licence keys |
| My profile |
| User manual |
| Change password |
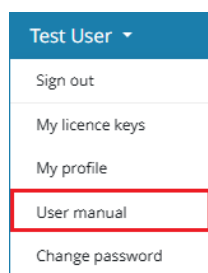
Use the homepage and dashboard

› Homepage overview

The homepage provides essential information and easy access to key resources. The options displayed are tailored based on your connection status and whether you have an active licence.

Menu bar

Home	Access to texts	Archives	Store

- Access **to texts**: click to access the Dashboard and Ph. Eur. texts (visible only to signed-in users with an active licence)
- **Archives**: click to access the archives, which contain PDFs of texts from previous editions of the Ph. Eur. up to the 10th Edition (visible only to signed-in users with an active licence)
- **Store**: click to visit the EDQM Store for licence renewals and other services
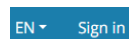
EN ▾	Sign in

- **Language option**: click to switch between the French and English interfaces. The choice of language of the interface determines the language of the content that will be displayed
- **Sign in**: sign in to access full content

News carousel on the homepage

- Stay updated with the latest news and developments from the Ph. Eur. and the EDQM. To access previous news items, click on **See all news**

Licence information panel

- **Not signed in**: users who are not signed in will see a message indicating that a licence is required, along with guidance on how to create an account

Licence needed

A licence is needed to access the European Pharmacopoeia.

First-time visitor with a 365-day licence? Please create an account.
If you already have a 365-day licence and an account, please click on Sign-in.

Need help? Check the Help section or contact us via the EDQM HelpDesk.

Access to European
Pharmacopoeia texts ›

- Signed **in without a licence**: users who are signed in but do not have an active licence will be informed of their status and provided with instructions on how to check their licence keys
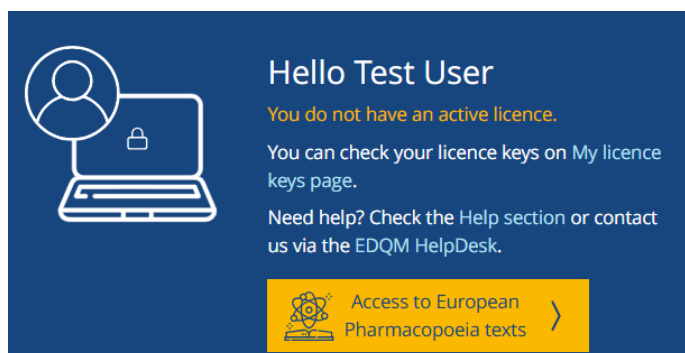
- Signed **in with a licence**: users with an active licence will see a link granting access to the Ph. Eur.
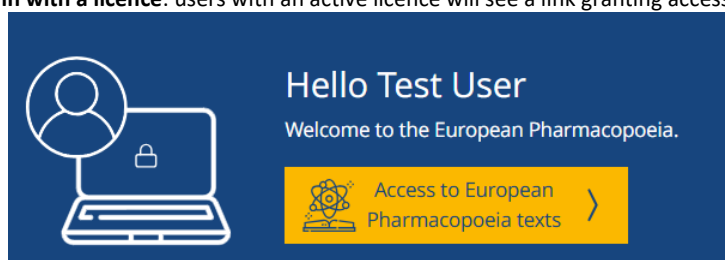
Publication schedule

- **Key Ph. Eur.** dates: the schedule is organised by issue, publication date, correction date and implementation date. The issue currently in force is highlighted

EDQM Store

- **Ph. Eur.** subscription: purchase or renew a 365-day licence to consult the Ph. Eur.
- **Reference** standards: order official reference standards

Help section

- **Support and learning resources** include a user manual, FAQs, HelpDesk access and training materials to help navigate and understand the Ph. Eur.
- **Getting** started: a quick guide is available to help users with license key registration and signing in for the first time.

Useful information section

- **Pharmeuropa Online**: contains drafts of new and revised texts proposed for inclusion in the Ph. Eur.
- **Knowledge** database: provides additional information related to the Ph. Eur. texts. For more information, see › Links at top of texts
- Standard **Terms database**: contains terms and definitions in 35 languages to describe pharmaceutical dose forms, routes and methods of administration, containers, closures, administration devices and units of presentation
  - **CombiStats**: web-based application for performing calculations according to general chapter *5.3* of the Ph. Eur. (separate licence required)
  - **Information** about how to join our experts, how to request new texts or revisions, etc.

› Dashboard overview

The dashboard provides access to the search engine and Ph. Eur. texts, as well as other useful information. To access the dashboard, you must have a licence and be signed in.

Click on the **Access to texts** link in the menu bar to open the dashboard and access the search engine.

Top section

- **Search engine**: the search engine displays at the top of the page. For more information on searching, see Search the European Pharmacopoeia

Left-hand panel

The left-hand panel of the dashboard provides access to many search features as well as to the Table of contents.

- **Advanced toggle button**: deactivated by default; activate it to access additional filters and search possibilities. For more information, see Advanced Search filters
- **Table of contents**: the table of contents offers direct access to the texts. It is ordered partially thematically, partially alphabetically. For more information on using the table of contents, see Table of contents

- **Filters**: **below** the table of contents you will find filters that allow you to apply criteria to your search to display more relevant results. For more information, see Filters

Central section

The central area of the dashboard displays pre-defined content. It is also used to display search results and Ph. Eur. texts. Before a search is launched, it contains the following sections:

- New content
  This section of the dashboard page provides a list of pre-defined searches to quickly access and consult new content (general chapters, monographs and reagents). Click on the links provided to launch these pre-defined searches.
  - o **Consult new texts**: these are new texts published in the latest issue of the Ph. Eur. that are not yet in force and have no previous version
  - o **Consult revised texts**: these are revised texts published in the latest issue of the Ph. Eur. that are not yet in force and have at least one previous version
  - o **Consult corrected texts**: these are corrected texts published in the latest issue of the Ph. Eur. Corrected texts enter into force immediately on the day of their publication and a deadline for implementing the correction is indicated on the search results card
  - o **Consult new reagents**: these are new reagents published in the latest issue of the Ph. Eur. that are not yet in use and have no previous version
  - o **Consult modified reagents**: these are modified reagents published in the latest issue of the Ph. Eur. that are not yet in use and have at least one previous version
- News carousel on the dashboard
  - o Stay updated with the latest news and developments regarding Ph. Eur. texts and recently published issues. To access previous news items, click on **See all news**
- Quick links
  This section provides links to essential information about the Ph. Eur. Use these links to quickly access key resources, in particular the list of general monographs and the General Notices.
- Help section
  This panel, like the support and learning resources on the homepage, is available on the dashboard and beneath Ph. Eur. texts. It offers quick access to guidance for navigating and understanding the Ph. Eur.

Search the European Pharmacopoeia

Search

› Search overview

The Ph. Eur. website is designed to be user-friendly and intuitive. In addition to the basic search, advanced search syntax (including Boolean operators, wildcards and other search operators) can be used to perform more complex searches. Helpful guidance on search syntax is displayed on-screen when you click in the search bar, making it easier to refine and optimise your results.

To further refine your search results, you can combine your query with the table of contents, filters and advanced search filters, helping you to find exactly what you need.

By default, the site searches for and displays content in the language selected for the interface. If you change the language, your current search will be reinitialised. To return to your previous results, simply use your browser's back button.

› Perform a search using the autocomplete feature

The autocomplete feature helps you find what you are looking for more quickly by suggesting possible search terms as you type in the search bar. As soon as you start typing in the search bar, a list of up to 20 suggestions will appear below the search bar. These suggestions are based on words and numbers found in the texts available on the site.

- Click on a term to automatically launch your search

- Further refine your search, if needed, by adding additional terms

| › Clear a search | To clear a search, click on the small '**x**' to the right of the search field. The search results will update accordingly. |

| › Perform a Title/text No. only search | A **Title/text No. only** search allows you to search within English, French and Latin titles, including certain synonyms linked to those titles, or by text number. The autocomplete suggestions provided will be limited to terms related to titles, synonyms or text numbers. |

- Activate the **Title/text No. only** toggle switch found at the right of the search bar
- Select one or more title terms or a text number to automatically launch your search

You can also perform these searches using specific search syntax, as described below:

Title search

To search within English or French titles only, use the **title:** prefix.

Example:

- title:vaccine

finds all texts containing the word 'vaccine' in its title

Text number search

Ph. Eur. text numbers have the following format:

- *Monographs: 4-digit numbers (e.g. 1000)*
- *General chapters: 5-digit numbers (e.g. 50300)*
- *Reagents: 7-digit numbers (e.g. 1095500)*

You can search for text numbers using the **number:** prefix

Example:

- number:1000
- number:50300
- number:1095500

finds the texts whose text numbers are 1000, 50300 or 1095500, respectively

Search for texts that use a specific reagent

To find all texts that mention a specific reagent, just type the reagent number into the search bar. For example, searching for '1095500' will show all texts that include 'water R':

1095500	⬜ Title/text No. only	🔍

Search for the description of a specific reagent

- Activate the **Title/text No. only** toggle switch to search for the reagent itself:

1095500	🔘 Title/text No. only	🔍

By default, the search works on whole words only. If you enter more than one word, the search will suggest texts that contain all the words you have entered (i.e. the equivalent of an **AND** search), regardless of their position in the text.

You can use Boolean operators such as AND (&), OR (||), NOT (-) to refine your search.

AND search

- **Usage**: Search for results containing all of the specified terms. By default, when you enter several terms, an **AND** search is performed

  Example:

  Dilute dissolve / dilute AND dissolve / dilute & dissolve

Finds all texts which contain both 'dilute' and 'dissolve'

OR search

- **Usage**: Search *for* results containing any of the specified terms

  Example:

  dilute OR dissolve / dilute||dissolve

Finds all texts which contain 'dilute' or 'dissolve' or both

NOT search

- **Usage**: **Search** for results that exclude specified terms

  Example:

  dilute NOT dissolve / dilute -dissolve

Finds all texts which contain 'dilute' but which do not contain 'dissolve'

Wildcards are special characters that help you search for different variations of a word, making your search results more flexible and accurate.

Asterisk (*)

- **Usage**: **represents** zero or more characters

  Examples:

  - milli*re finds terms starting with 'milli' and ending with 're' (e.g. 'millilitre', 'millimetre')
  - *meter finds terms ending in 'meter' (e.g. 'chronometer', 'diameter', 'meter')
  - chromato* finds terms starting with 'chromato' (e.g. chromatogram, chromatograms, chromatography, chromatographic)

Question Mark (?)

- **Usage**: **represents** exactly one character

  Examples:

  - m?cro finds terms like *'micro'* and *'macro'*
  - number:???? finds monographs; number:????? finds general chapters; number:??????? finds reagents

Tilde (~)

- **Usage**: performs fuzzy searches

    Examples:

    - ○ **meter~1** finds texts with 'meter' or terms with up to one change (e.g. 'meters', 'metre', 'peter')
    - ○ **chromatogram~2** finds texts with 'chromatogram' or terms with up to two changes (e.g. 'chromatograms', 'chromatograph')

    Note: The maximum allowed value is ~2; anything higher will not work.

› Other search operators

To make your searches more precise, you can use special operators like quotation marks for exact phrases.

These can be combined with Boolean operators. However, it is important to remember that wildcards such as '*', '?' and '~' do not function within quoted search operators.

Quotation Marks: " "

- **Usage**: Search for **an** exact phrase

    Examples:

    - **"freely soluble in water"** finds texts containing the exact phrase 'freely soluble in water'
    - **"freely soluble in water" NOT ethanol AND methanol** finds texts with the exact phrase 'freely soluble in water' also containing the word 'methanol' but not the word 'ethanol'

Ordered proximity search: " "~

- **Usage**: **Search** for terms within a specified number of words of each other, in the same order

    Examples:

    - ○ **"examine by chromatography"~3** finds texts with 'examine by size-exclusion chromatography', 'examine by thin-layer chromatography', 'examine by gas chromatography', etc.
    - ○ **"examine by chromatography"~3 NOT "thin-layer"** same as above, but excludes results with 'thin-layer'

Unordered proximity search: " "~ OR " "~

- **Usage**: Search for terms within a specified number of words of each other, in any order

    - ○ **"solid liquid"~3 OR "liquid solid"~3** finds texts with the words 'solid' and 'liquid', where the words appear within three words of each other, in either order

Specific syntax search: partial:" "

- **Usage**: **Search** for a specific string of characters within words or phrases, allowing for word completion at the extremities

    Examples:

    - ○ **partial:"ly acid"** finds texts with terms like 'slightly acid', 'strongly acid', 'highly acidic', etc.
    - ○ **partial:"hydrat"** finds texts with terms like 'dihydrate', 'pentahydrate', 'hydration', 'hydrates', 'dehydrated', etc.
    - ○ **partial:"hydrat" -number:???? -number:???????** finds texts that are neither monographs nor reagents and that contain terms like 'dihydrate', 'pentahydrate', 'hydration', 'hydrates', 'dehydrated', etc.

Parentheses: ()

- **Usage**: Search **using** combined criteria

Examples:

- **(white OR "pale yellow") AND "crystalline powder"** finds texts containing 'white' or 'pale yellow' and 'crystalline powder'
- **title:vaccine* AND "specified pathogens" AND (avian OR chicken)** finds texts where the title contains a word starting with "vaccine" and that includes the phrase "specified pathogens" and the word "avian" or "chicken" or both
- **(partial:"hydrat" -number:???? -number:???????) AND (title:spectro* OR title:deter*)** finds texts that are neither monographs nor reagents and that contain terms like 'dihydrate', 'pentahydrate', 'hydration', 'hydrates', 'dehydrated', etc. and whose titles contain words that start with 'spectro' or 'deter'

Table of contents

The table of contents is displayed in the left-hand panel. The language it is displayed in (English or French) is based on your selected interface language. Only current and upcoming texts are displayed.

By default, when no document is open, the table of contents displays only the main sections.

Table of contents ⌃

✕ Collapse all

- ☐ 01 General Notices (1)
- ☐ 02 Methods of analysis (282) ⌄
- ☐ 03 Materials for containers an... ⌄
- ☐ 04 Reagents (2934) ⌄
- ☐ 05 General texts (58) ⌄
- ☐ 06 General monographs (22) ⌄
- ☐ 07 Dosage forms (33) ⌄
- ☐ 08 Vaccines (143) ⌄
- ☐ 09 Immunosera (9) ⌄
- ☐ 10 Radiopharmaceutical prepa... ⌄
- ☐ 11 Sutures (11) ⌄
- ☐ 12 Herbal drugs and herbal dr... ⌄
- ☐ 13 Homoeopathic preparation... ⌄
- ☐ 14 Monographs A-C (426) ⌄
- ☐ 15 Monographs D-K (481) ⌄
- ☐ 16 Monographs L-P (508) ⌄
- ☐ 17 Monographs Q-Z (426) ⌄

When you open a document, the corresponding section in the table of contents automatically expands to show all its subsections. You can collapse this section by clicking on the chevron next to it or use the **Collapse All** option to close all expanded sections at once.

Table of contents ⌃

✕ Collapse all

- ☐ 01 General Notices (1)
- ☐ 02 Methods of analysis (282) ⌄
- ☐ 03 Materials for containers an... ⌄
- ☐ 04 Reagents (2934) ⌄
- ☐ 05 General texts (58) ⌃
  - ☐ 5.1. General texts on microb... ⌃
    - 5.1.1. Methods of preparatio...
    - 5.1.2. Biological indicators a...
    - 5.1.3. Efficacy of antimicrobi...
    - 5.1.4. Microbiological quality...
    - 5.1.5. Application of the F co...
    - 5.1.6. Alternative methods f...
    - 5.1.7. Viral safety
    - **5.1.8. Microbiological quali...**
    - 5.1.9. Guidelines for using th...
    - 5.1.10. Guidelines for using t...
    - 5.1.11. Determination of bac...

At any time, you can hide the entire table of contents by clicking on the top-level chevron.

Table of contents ⌄

The texts are organised in a hierarchical structure, allowing you to browse chapters and sub-chapters and view texts in their logical context. Each section title of the table of contents includes:

- **Checkbox** (left of **the** section title):
  - Select one or more checkboxes to launch a search displaying all texts in the selected section(s)
  - Combine your selection with a search to look for specific terms within the selected section

- **Chevron** (right of the section title):
  - Click on one or more chevrons to expand or collapse section headings and subheadings, displaying the corresponding content

- **Title** (**hyperlinks**):
  - Titles and section headers that are linked to a text are presented as hyperlinks
  - Click on a title to open its corresponding page directly

o   Note that some titles also have chevrons which, when expanded, display additional texts underneath

Filters

The **Filters** section appears in the left-hand panel, just below the Table of contents. Use it to refine and tailor your search results for more efficient navigation.

- **Combine filters**: you can combine multiple filters to increase the relevance of your search results
- **Dynamic updates**: each **time** you change the selected filters, the search results are updated immediately
- **Advanced filters**: additional advanced filters and search options can be accessed by activating the **Advanced** toggle switch at the top of the search filters section. For more information, see the Advanced search filters section

Managing filter selections

- When a filter is selected, a small indicator appears next to it showing how many options have been selected
- To remove a specific filter, click on the small '**x**' next to the number of selected items. The search results will update automatically
- A global **summary** of selected filters is also displayed at the top of the search filters section
- To clear all filters at once, click on the '**x**' next to **Clear all**. This will reset all filters to their default state and refresh the search results

Important note: These filters help you to narrow down your search results. However, when selecting multiple filters, it is crucial to ensure that filter interactions between individual filters do not unintentionally exclude relevant results.

› Text type

The **Text type** filter narrows your search results to specific categories of texts. You can filter the content by clicking on the clickable buttons that corresponds to the text type(s) you are interested in.
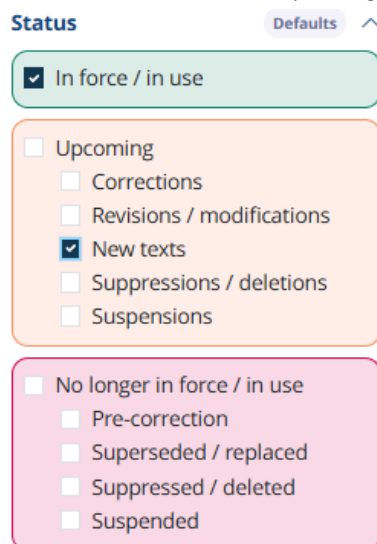
Text type ⌃

General information (8)

General Notices (2)

General chapter (374)

General monograph (62)

Reagent (2940)

Individual monograph (2588)
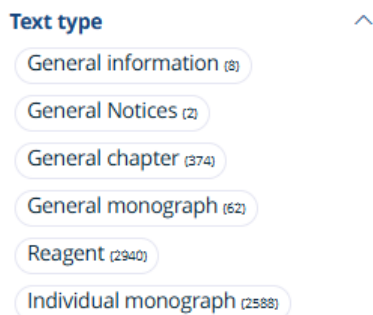
The available types are:

- **General information**: **general** information texts offer valuable background information about the Ph. Eur.
- **General Notices**: the **General** Notices apply to all texts of the Ph. Eur. They are essential reading before starting to use monographs and other texts
- **General monograph**: general monographs cover classes of articles including, but not limited to, dosage forms and homeopathic preparations. General monographs and individual monographs are complementary and whenever an individual monograph is used, it is essential to ascertain whether a general monograph applies to the article in question
- **General chapter**: general chapters provide detailed information on specific analytical methods, procedures or guidelines that are applicable across multiple monographs. Unless otherwise stated, general chapters become mandatory when referred to in a monograph or in another general chapter that is itself referred to in a monograph
- **Individual monograph**: monographs are detailed quality standards that provide specific, mandatory quality requirements for a **particular** substance or medicinal product
- **Reagent**: reagents are used in analytical procedures to test for the presence, quantity or quality of other substances. Reagents **are** essential for various tests and assays described in the monographs and general chapters of the Ph. Eur. They ensure the accuracy and reliability of the analytical results

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› Status

The **Status** filter allows you to narrow your search to one or more specific text statuses. These statuses apply to the General Notices, general monographs, general chapters, individual monographs and reagents.

By default, the 'In force / in use' and 'Upcoming > New texts' statuses are selected.

Status [Defaults] ⌃

☑ In force / in use

☐ Upcoming
  ☐ Corrections
  ☐ Revisions / modifications
  ☑ New texts
  ☐ Suppressions / deletions
  ☐ Suspensions

☐ No longer in force / in use
  ☐ Pre-correction
  ☐ Superseded / replaced
  ☐ Suppressed / deleted
  ☐ Suspended

If a text that is currently in force has an upcoming version, this will be indicated on its search result card.

If you want your search to specifically include the content of upcoming texts, you should select the 'Upcoming' filter or, for the content of previous versions of texts, the 'No longer in force / in use' filter.

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All possible statuses include:

- **In force / in use**: this filter shows texts that have been officially adopted and are currently legally binding, as well as **reagents** that are currently 'in use'. This filter is selected by default


- **Upcoming**: this filter shows changes to texts that are published, but not yet in force or in use
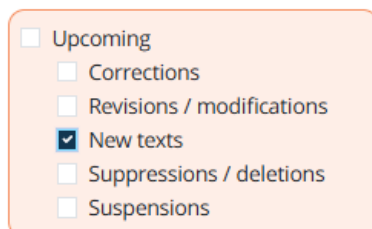
Changes are scheduled to become legally binding on a future date and include:

- o **Corrections**: this filter shows texts with upcoming corrections. A correction is a minor amendment made to a text that is already in force. Corrections are typically issued to fix typographical errors, clarify ambiguities or make other small adjustments that do not significantly alter the meaning or requirements of the text. Corrections should be applied as soon as the text is published or, at the latest, by the correction date indicated on the Search results card and in the Text information panel (see › Status overview)
- o **Revisions / modifications**: this filter shows texts with upcoming revisions and reagents with upcoming modifications. A revision is an amendment made to a text to reflect new scientific knowledge, regulatory requirements or changes in manufacturing practices. Unlike a correction, a revision can be extensive and may significantly alter the content of the text. Revisions must be applied from the implementation date indicated on the Search results card and in the Text information panel (see › Status overview)
- o **New texts**: this filter is selected by default and shows texts that are being published for the first time. New texts are introduced for substances, preparations or analytical methods not previously covered in the Ph. Eur. Once adopted, new texts become part of the Ph. Eur. and must be applied from the implementation date indicated on the Search results card and in the Text information panel (see › Status overview). Upcoming new reagents will also appear via this filter
- o **Suppressions / deletions**: this filter shows texts and reagents that will be removed from the Ph. Eur. This can happen for reasons such as obsolescence, redundancy or regulatory changes. A suppression comes into effect from the implementation date indicated on the Search results card and in the Text information panel (see › Status overview)
- o **Suspensions**: this filter shows texts that will be temporarily withdrawn from use in the Ph. Eur. A suspension comes into effect from the implementation date indicated on the Search results card and in the Text information panel (see › Status overview)

- **No longer in force / in use**: this filter shows versions of texts that are no longer in force or, in the case of reagents, no longer in use. Texts that are no longer in force are no longer legally binding and should not be used for compliance purposes
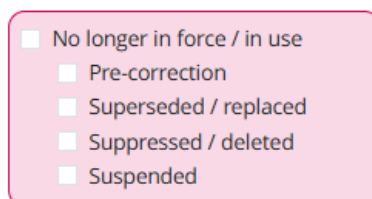
The possible statuses are:

- o **Pre-correction**: displays previous versions of texts that have subsequently been corrected
- o **Superseded/replaced**: displays previous versions of texts that have subsequently been revised. It also displays the last versions of texts before their suppression or suspension. Reagents that

have subsequently been modified are also found via this filter

- o **Suppressed/deleted**: displays records declaring the official suppression of general chapters and monographs from the Ph. Eur. Reagents that have been deleted are also found via this filter
- o **Suspended**: displays records declaring the official withdrawal of texts from the Ph. Eur. but not from the work programme

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Advanced search filters

› Advanced search filters overview

The advanced filters section appears just below the default filters in the left-hand panel. These filters allow you to refine your search further.

By enabling advanced filters, you can:

- use the **Issue** and **Search language** filters;
- **search** by **CAS**, **molecular formulas** and specific **sections** or **subsections**.

How to enable advanced filters

- In the left-hand panel, under **Search filters**, activate the **Advanced** toggle switch
- Additional filter options will appear below the **Text type** and **Status** filters in the same panel
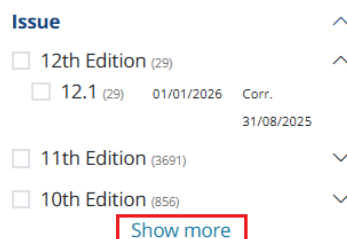
Search filters

⚙ Advanced 🔘

Important note: If you deactivate the Advanced toggle switch after performing a search, any advanced filters previously applied will be removed and the search results will update accordingly. In such cases, you may also be taken back to the first page of the results.

› Issue

The **Issue** filter allows you to select and view texts from specific editions and their issues. Each issue is displayed with its corresponding implementation and correction dates.
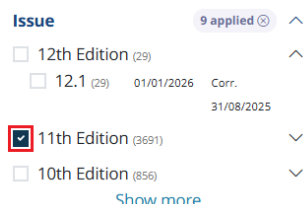
Display options

- Display of editions: only the three most recent editions are shown and the current edition is expanded
- Click on **Show more** to view additional editions and their issue

Issue	^
☐ 12th Edition (29)	^
☐ 12.1 (29) 01/01/2026 Corr. 31/08/2025	
☐ 11th Edition (3691)	⌄
☐ 10th Edition (856)	⌄
Show more	

- Expanded edition: click on the down arrow next to the other editions to display their issues

Selection options

- Select all: each edition has a 'select all' option. Tick the box next to one or more editions in order to limit your search issues within the specified edition(s)
- Individual issue selection: each issue can be selected individually. Tick the box next to one or more issues to limit your searches to the specified issue(s)

Issue	9 applied ⊗ ^
☐ 12th Edition (29)	^
☐ 12.1 (29) 01/01/2026 Corr. 31/08/2025	
☑ 11th Edition (3691)	⌄
☐ 10th Edition (856)	⌄
Show more	

Important note: If searching using the Issue filter, the default selection of the Status filter may affect the results displayed. To ensure that all texts from the desired issue or edition are displayed, select all status options ('In force / In use', 'Upcoming' and 'No longer in force / In use').

› Search language

The 'Search language' filter allows you to specify your preferred language(s) for search results, regardless of the language selected for the interface.

Filter Options

- **English**: select this option to search only English texts (default if you are using the English interface)
- **French**: select this option to search only French texts (default if you are using the French interface)

Search language   1 applied ⊗ ⌃

- ○ English (Default)
- ◉ French
- ○ English + French
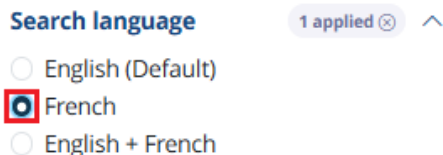
- **English + French**: select this option to search texts in both English and French

Search language   1 applied ⊗ ⌃

- ○ English (Default)
- ○ French
- ◉ English + French
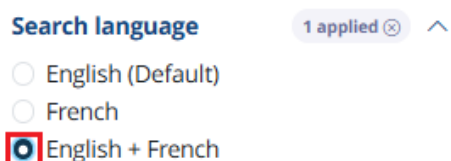
› CAS

The **CAS** search field allows you to search for texts, including reagents, by their CAS Registry Number, a unique numerical identifier assigned to chemical substances by the Chemical Abstracts Service for precise identification.

- Enter a CAS number
- As you type, suggested CAS numbers will appear
- Select the CAS number you want to search for from the suggestions
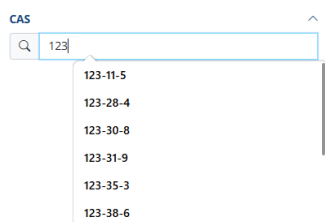
CAS ⌃
🔍 123
- 123-11-5
- 123-28-4
- 123-30-8
- 123-31-9
- 123-35-3
- 123-38-6

The search results will be dynamically updated to display only the texts that match your selected criteria.

› Molecular formula

The **Molecular formula** search field allows you to search for texts, including reagents, by their molecular formula.

- Enter a molecular formula
- As you type, suggested molecular formulas will appear
  Important note: Suggestions *are case-sensitive – make sure to use correct capitalisation*
- Select the molecular formula you want to search for from the suggestions
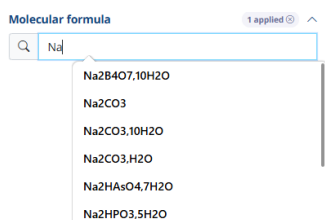
Molecular formula 1 applied ⊗ ⌃
🔍 Na
- Na2B4O7,10H2O
- Na2CO3
- Na2CO3,10H2O
- Na2CO3,H2O
- Na2HAsO4,7H2O
- Na2HPO3,5H2O

The search results will be dynamically updated to display only the texts that match your selected criteria.
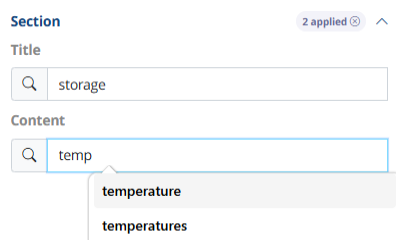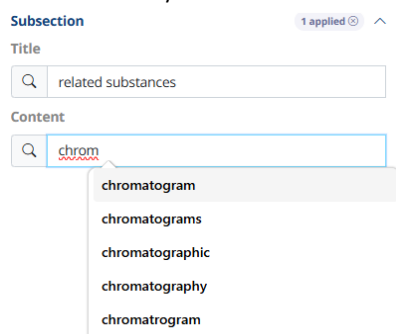
Important note: Molecular formulas can be complex, often containing multiple terms, symbols, spaces and punctuation. The search is exact, meaning that partial or incomplete entries will not return results.

To improve your chances of finding the correct entry, it is strongly recommended to use the wildcard operator *. This allows for more flexible matching when you are unsure of the full or precise formula.

› Section search

The **Section** search field allows you to search for content within specific sections of Ph. Eur. texts. In these texts, sections are presented in all capital letters. Typical sections in monographs are DEFINITION, CHARACTERS, IDENTIFICATION, TESTS, ASSAY, STORAGE and IMPURITIES.

- **Title**: enter the section title you are looking for (e.g. 'storage')
- **Content**: enter the specific content you are searching for within that section (e.g. 'temperature')
- As you type, suggested matching terms will appear for each field
- Select the term you want to search for from the suggestions

The search results will be dynamically updated to display only the texts that match your selected criteria.
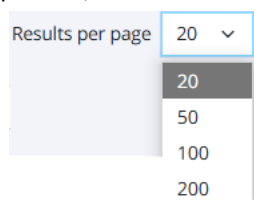
Important note: suggestions only appear for the first term entered in the field.

› Subsection

The **Subsection** search field allows you to search for content within specific subsections of Ph. Eur. texts. In these texts, sections are presented in bold letters. Subsections are often, but not exclusively, found within the TESTS section and typical examples are appearance, pH, freezing point, melting point, boiling point, related substances, loss on drying, microbial contamination and sterility.

- **Title**: enter the subsection title you are looking for (e.g. 'related substances')
- **Content**: enter the specific content you are searching for within that subsection (e.g. 'liquid chromatography')
- As you type, suggested matching terms will appear for each field
- Select the term you want to search for from the suggestions

The search results will be dynamically updated to display only the texts that match your selected criteria.

Important note: suggestions only appear for the first term entered in the field.

Search results

› Search results overview

The search results feature is designed to help you efficiently find and navigate through relevant content. Results are displayed on search cards and can be sorted and exported.
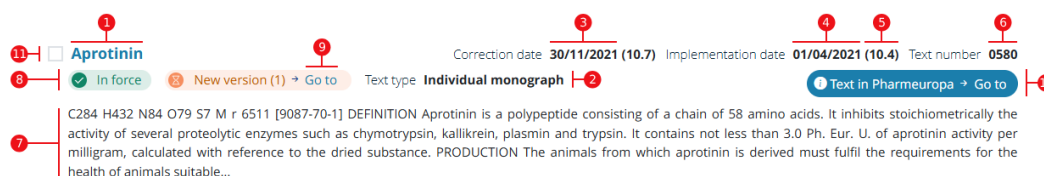
By default, 20 results are displayed per page of search results, but you can change this to 50, 100 or 200:

› Search results card   Each search result is displayed as a card containing key information about the text:

- **Title**: displayed according to the chosen interface language **(1)**
- **Text type**: general chapter, individual monograph, reagent, etc. For more information, see › Text type **(2)**
- **Correction date**: the deadline by which the correction (if applicable) must be applied **(3)**
- **Implementation date**: the deadline by which the information in the new or revised monograph must be implemented **(4)**
- **Issue number**: the issue number corresponding to that version of the text **(5)**
- **Text number**: the official Ph. Eur. text number, used for referencing **(6)**
- **Excerpts**: words from the text providing a quick overview of the content and context. Excerpts are enabled by default, but can be turned off if preferred. For more information, see › Search results: excerpts**(7)**
- **Status**: the current status of the text (only available for official texts). For more information, see › Search results card: status **(8)**
- **Link to new version**: for texts currently in force, a link to the revised version is provided if an update exists **(9)**
- **Pharmeuropa**: an information icon is displayed for texts currently undergoing public consultation in Pharmeuropa **(10)**
- **Tick box**: each search card includes a tick box, allowing selection of one, several or all results to be downloaded in Excel format **(11)**

(11) ☐ **Aprotinin** (1)   (9)   Correction date **30/11/2021 (10.7)** (3)   Implementation date **01/04/2021 (10.4)** (4) (5)   Text number **0580** (6)
(8) ✓ In force   ⊗ New version (1) → Go to   Text type **Individual monograph** (2)   ⓘ Text in Pharmeuropa → Go to (10)
(7) C284 H432 N84 O79 S7 M r 6511 [9087-70-1] DEFINITION Aprotinin is a polypeptide consisting of a chain of 58 amino acids. It inhibits stoichiometrically the activity of several proteolytic enzymes such as chymotrypsin, kallikrein, plasmin and trypsin. It contains not less than 3.0 Ph. Eur. U. of aprotinin activity per milligram, calculated with reference to the dried substance. PRODUCTION The animals from which aprotinin is derived must fulfil the requirements for the health of animals suitable…

› Search results card: status

The search card indicates the current status of the text. Colour coding is associated with each status, to indicate if the status is currently in force (**green**), upcoming (**orange**) or no longer in force (**red**)

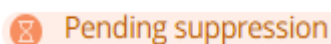- **Text statuses** (general chapters, monographs, etc.)
  - **Green**

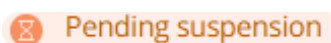   ✓ In force   Indicates the content of the text is legally binding (currently active) and in force

  - **Orange**
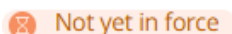
    ⊠ Not yet in force   Indicates the text has been published but is not yet in force
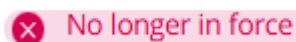
    ⊠ Pending suppression   Indicates the text is scheduled to be suppressed but is currently in force

    ⊠ Pending suspension   Indicates the text is scheduled to be suspended but is currently in force

  - **Red**

    ✗ No longer in force   Indicates the text has been suppressed, superseded or suspended and is no longer in force

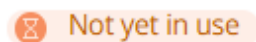   ✗ Pre-correction   Indicates this version of the text has been followed by a corrected version

EDQM — European Directorate for the Quality of Medicines & HealthCare / Direction européenne de la qualité du médicament & soins de santé

COUNCIL OF EUROPE   CONSEIL DE L'EUROPE

- **Reagent statuses**
  - **Green**

    | ✔ In use | Indicates the reagent is currently active and in use |

  - **Orange**

    | ⧖ Not yet in use | Indicates the reagent description has been published but is not yet in use |
    | ⧖ Pending deletion | Indicates the reagent is scheduled to be deleted but is currently in use |
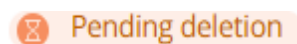
  - **Red**
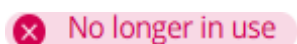
    | ✖ No longer in use | Indicates the reagent description has been deleted or replaced |

› Search results card: Correction date

When a text has been corrected, the correction date is displayed on the search results card. If the deadline for implementing the correction is still in the future, the date is highlighted for greater clarity.

Correction date **31/08/2025 (12.1)**

Once the correction date has passed, the highlighting is removed, indicating that the correction is no longer pending.

Correction date **31/08/2025 (12.1)**

› Search result order: default

Order by | Default | Title | Implementation date | Text number | ⊥⋮
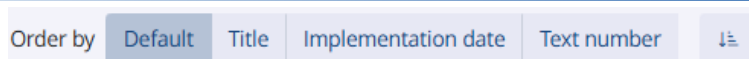
When no specific sorting option is selected, results are displayed in the order of the table of contents.

Within the sections of the table of contents:

- Results are generally sorted alphabetically by title
- If multiple texts share the same title, they are sorted by **implementation or correction date**, with the **most recent version** appearing first

Use the reverse sort button ⊥⋮ to switch between ascending and descending order.

› Search result order: additional options

Order by title

When sorting by **Title**, results are ordered as follows:

- Alphabetically by title (A-Z)
- If multiple texts share the same title, they are sorted by **implementation or correction date**, with the **most recent version** appearing first

Order by implementation date

When sorting by **Implementation date**, results are ordered by:

- **Implementation or correction date**, with the **most recent** texts shown first
- If multiple texts share the same date, they are sorted **alphabetically by title**

Order by text number

When sorting by **Text number**, results are ordered by:
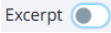
- **Text number** (in ascending order)
- If multiple texts share the same number, they are sorted by **implementation or correction date**, with the **most recent** shown first

For all sorting options, use the reverse sort button ⊥⋮ to switch between ascending and descending order.

| › Search results: excerpts | Excerpts provide a **brief preview** of each search result, allowing you to quickly understand the content of a text without opening it. If the searched term(s) appears multiple times within a single text, up to five excerpts will be shown per result, meaning that not all occurrences may be displayed. |

Excerpts are shown by default: Excerpt ⬤

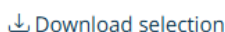However, you can choose a more compact view by deactivating the **Excerpt** toggle button: Excerpt ◯

| › Export result list to XLSX (Excel) / Print result list | After performing a search and reviewing the results, you may want to save or print them for reference, reporting or offline use. You can export the results to an Excel file (XLSX) or prepare them for printing. |

The way your results are displayed on the screen – such as the sorting order and whether excerpts are shown – will directly affect what gets exported.

Export result list to Excel (XLSX)

- Adjust the display settings of the results list
    - Choose your preferred sorting order (see › Search result order)
    - Determine whether or not excerpts should be displayed (see › Search results: excerpts)
- Select the results you wish to export
    - Choose **Select all** to export the entire results list (including results not currently visible on-screen); or
    - Manually select individual results. Your selections will be remembered even if you navigate between search result pages
- Download the file
    - Click on the **Download selection** button to export your chosen results as an Excel file

⬇ Download selection

Print result list

To print your results

- First export the list to Excel using the steps above
- Open the downloaded Excel file
- Use your spreadsheet software's print function to print the results

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Features of the texts

| › Links at top of texts | Above each text, you will find two key links that provide essential background information. These should be reviewed before using the monographs and related content. |

General Notices

Click on the **General Notices** link to open this text, which contains essential information that should be read before consulting any monographs or other text in the Ph. Eur.

📖 General Notices apply to all monographs and other texts.
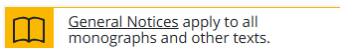
The General Notices apply to all texts in the Ph. Eur.

General monographs

Click on the **general monographs** link to open a list of the general monographs contained in the Ph. Eur.
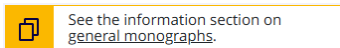
🗗 See the information section on general monographs.

General monographs cover classes of articles including, but not limited to, dosage forms and homeopathic preparations. General monographs and individual monographs are complementary and whenever an individual monograph is used, it is essential to ascertain whether a general monograph applies to the article in question.

In addition to the General Notices and general monographs, two additional links can be found above general chapters and monographs.

Knowledge database

Click on the **Knowledge database** link to open the dedicated page for the selected text.

edqm
European Directorate | Direction européenne
for the Quality | du médicament
of Medicines | & soins de santé
& HealthCare

COUNCIL OF EUROPE
CONSEIL DE L'EUROPE

Knowledge database
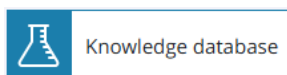
This database provides additional information related to Ph. Eur. texts, including:

- Revision history of the text
- Unpublished content, such as chromatograms and practical guidance on suitable materials for tests
- Ongoing work and updates related to the text
- Links to reference standards and their catalogue numbers
- Access to EDQM Certificates of Suitability (CEPs)

RS store

Click on the **RS store** link to access the EDQM reference standards ordering website.

EDQM reference standards cover chemical substances, herbal products and extracts and biological preparations. They are established exclusively for the specific uses described in the official texts of the Ph. Eur. They are officially valid only for the purposes defined in the corresponding monographs and represent an integral and essential part of the corresponding text(s).

› Toolbar overview
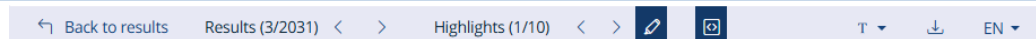
Above each document is a toolbar with several features to help navigate the text. These include switching between search results, adjusting the text display size, downloading a PDF version and toggling between French and English.

Features that are not currently available will appear greyed out. For example, if no search has been performed, the tools for browsing search results will be disabled.

› Toolbar: description of each tool

Go to search results list	
Go to previous result	
Go to next result	
Go to previous highlight in text	
Go to next highlight in text	
Result highlights on (default)	
Result highlights off	
Change marks on (default)	
Change marks off	
Change text size	
Print the HTML text	
Download the text in PDF format	
The English version of the text is open	
The French version of the text is open	
Move to the top of the page	

| › Revised/corrected or deleted text | If the change marks are set to on (e.g. not greyed out) , this means that the text is revised or corrected and contains change marks. |

Text that has been revised or corrected	
Text that has been deleted	

Important note: these indications are not necessarily exhaustive; they are given for information and do not form an official part of the texts.

| › Text information panel overview | To the right of each text, you will find a panel with valuable information about the text. This panel includes: |

- **Text number**: the unique identifier for the text
- **Type**: the category or nature of the text
- **Change issue**: a drop-down menu provides access to all available versions of a text on the site, along with a link to any archived versions published before the 11th Edition. See › Change issue overview

  Important note: The 11th Edition (11.0) is a cumulative version, which means it includes not only new and updated texts but also content carried over from previous editions that was still in force at the time of publication of 11.0. As a result, many texts available on the site have version numbers earlier than 11.0, such as 10.8.

- **Important info**: any critical information related to the text

Official texts also have:

- **Text status indicators**: a traffic light system indicates the status of the text you are viewing, **green** for texts currently in force, **orange** for those not yet in force and **red** for texts no longer in force. For more information, see › Status overview
- **Links to other versions of texts**: the same traffic light system helps you navigate between versions that are in force and those undergoing changes or where a correction has been made. **Green** links point you to versions that are in force, **orange** links point you to versions that are not yet in force and **red** links point you to versions that are no longer in force. For more information, see › Status overview
- **Link to Pharmeuropa**: direct link to the version of the text currently undergoing public consultation in Pharmeuropa, if applicable

| › Status overview | Found in the text information panel (just below the text number and text type), a traffic light system reveals whether a text is in force (**green**), not yet in force (**orange**) or no longer in force (**red**). |

› Status: In force / in use

In force (general chapters and monographs)

The 'In force' status is displayed for texts that have been officially adopted and are currently legally binding.

In force	**In force** as of 01/01/2020 Issue 10.0
In force (corrected, pending correction deadline)	**In force** as of 01/01/2010 Issue 6.6 Correction date: 31/08/2025 Issue 12.1
In force and corrected	**In force** as of 01/01/2020 Issue 10.0 Correction date: 29/02/2024 Issue 11.5
In force and corrected with a link to upcoming revision	**In force** Effective from 01/01/2008 to 31/12/2025 Issue 6.0 Correction date: 30/11/2023 Issue 11.4 New version from 01/01/2026 >
In force with links to two upcoming revisions	**In force** Effective from 01/07/2021 to 30/06/2025 Issue 10.5 New version from 01/01/2026 > New version from 01/07/2025 to 31/12/2025 >
In force and scheduled for suppression, with a link to the suppression record	**In force** Effective from 01/01/2008 to 31/12/2025 Issue 6.0 To be suppressed as of 01/01/2026 >

In use (reagents)

The 'In use' status is displayed for reagents that are currently in use.

In use	**In use** from Issue 12.1
In use with a link to an upcoming update	**In use** from Issue 11.0 to 11.8 New version in use as from Issue 12.1 ›
In use reagent and scheduled for deletion, with a link to the deletion record	**In use** from Issue 11.0 to 11.6 To be deleted as from Issue 11.7 ›

› Status: Upcoming **Not yet in force (general chapters and monographs)**

Upcoming new text	**Not yet in force** Effective as from 01/01/2026 Issue 12.1
Upcoming revision with a link to the version in force	**Not yet in force** Effective as from 01/01/2026 Issue 12.1 Version in force effective from 01/01/2023 to 31/12/2025 ›
Upcoming suppression with a link to the version in force	**Pending suppression** Effective from 01/04/2025 Issue 11.7 Version in force effective from 01/04/2019 to 31/03/2025 ›

Not yet in use (reagents)

Upcoming new reagent	**Not yet in use** In use as from Issue 12.1
Upcoming new version of a reagent with a link to the version in use	**Not yet in use** In use as from Issue 12.1 Version in use from Issue 11.0 to 11.8 ⟩
Upcoming deletion with a link to the reagent in use	**Pending deletion** Effective from Issue 11.7 Version in use from Issue 11.0 to 11.6 ⟩

No longer in force (general chapters and monographs)

No longer in force with a link to the version in force	**No longer in force** Published in Issue 10.0 Effective from 01/01/2020 to 30/06/2024 Version in force effective as of 01/07/2024 ⟩
No longer in force with a link to the corrected version	**No longer in force** Published in Issue 11.3 Effective from 01/01/2024 to 30/06/2025 Version in force (corrected) ⟩
Pre-correction text with a link to the corrected version	Corrected as from 29/02/2024 Issue 11.5 Version in force (corrected) ⟩
Suppression record of a text that is no longer in force	**No longer in force** Suppressed as of 01/04/2025 Issue 11.7

Suppressed text with a link to the suppression record	**No longer in force** Published in Issue 9.7 Effective from 01/04/2019 to 31/03/2025 Suppressed as of 01/04/2025 ›
Suspension record of a text that is no longer in force	**No longer in force** Suspended as of 01/07/2022 Issue 10.8
Suspended text with a link to the suspension record	**No longer in force** Published in Issue 6.0 Effective from 01/01/2008 to 30/06/2022 Suspended as of 01/07/2022 ›

No longer in use (reagents)

Reagent no longer in use with a link to the version in use	**No longer in use** Was in use from Issue 11.0 to 11.8 Version in use as from Issue 12.1 ›
Deletion record of a reagent that is no longer in use	**No longer in use** Deleted since Issue 11.7

› Change issue overview

The links in the status section point to versions that are either in force/in use or being revised/modified. However, more versions of a text may be available as all texts published since 11.0 are available on the site. The drop-down menu provides access to all available versions of a text, along with a link to any archived versions published before the 11th Edition.

Here again you will find traffic light system that helps you to quickly recognise the status of the version you will navigate to: **green** for versions that are in force/in use, **orange** for versions that are not yet in force/in use and **red** for versions that are no longer in force/in use.

› Change issue examples	Links available to versions that are upcoming, in force and no longer in force	Change issue 10.5 ▾ **12.1** Not yet in force **11.8** In force **10.5** No longer in force **Older** ⬀ Go to PDF archives
	Links available to the corrected version (in force) and the pre-correction version (no longer in force)	Change issue 12.1 ▾ **12.1** In force **9.3** Pre-correction **Older** ⬀ Go to PDF archives
	Links available to two versions that are no longer in force (suppressed or suspended)	Change issue 10.8 ▾ **10.8** No longer in force **10.0** No longer in force **Older** ⬀ Go to PDF archives
	Only one upcoming version available (new reagent)	Change issue 12.1 ▾ **12.1** Not yet in use

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› Preconfigured links to texts

When you are browsing through texts and search results, the web addresses (URLs) change depending on the context. If you need to provide a link to a current, pending or specific version of a text, there are preconfigured URLs available that you can use. This same URL system is also used within the online version for the hyperlinks between texts and versions.

Generic URL to open the English version of a text currently in force

Syntax: **https://pheur-online.edqm.eu/content/** + **text number** + **/en/current/**

- Example: https://pheur-online.edqm.eu/content/52200/en/current/

Important note: in the case of a suppressed or suspended text (or deleted reagent), the above link type opens the record of the suppression, suspension or deletion.

Generic URL to open the pending English version of a text, if any

Syntax: **https://pheur-online.edqm.eu/content/** + **text number** + **/en/next/**

- Example: https://pheur-online.edqm.eu/content/52200/en/next/

Important note: in the case of a text that has two pending versions, the version opened is the one that will be implemented first.

Warning: if there is no pending version of the text, you will receive an error message: '404 Page not found'.

Generic URL to open a specific English version of a text (i.e. for a text published in a specific issue)

Syntax: **https://pheur-online.edqm.eu/content/** + **text number** + **/en/** + **issue number** + **/**

- Example: https://pheur-online.edqm.eu/content/52200/en/12.1/

Warning: if there is no version of the text in the specified issue, you will receive an error message: '404 Page not found'.

COUNCIL OF EUROPE

European Directorate | Direction européenne
for the Quality | de la qualité
of Medicines | du médicament
& HealthCare | & soins de santé

CONSEIL DE L'EUROPE

In the above examples, the link is to general chapter 52200. To build the link for another text, you should replace the text number '52200' with the number of the text you choose, which is found in the Text information panel. For example, the following link will point to the current version of reagent 'water R':

https://pheur-online.edqm.eu/content/1095500/en/current/

Important note: the syntax rules for French versions of the texts are identical, except that you should replace 'en' by 'fr'.

› Printing and exporting texts

The website offers two ways to print texts: by downloading a PDF version or printing the HTML version directly. Each method includes different content and serves different purposes.

Option 1: Export and print PDF version

Use this method when you want a clean version of the text without tracked changes. The PDF version also includes higher quality graphics.

To download and print a PDF version:

- At the top of the text, click the **Export text to PDF** button ⤓
- Once the PDF has downloaded, open it using your preferred PDF viewer
- Print the document from the viewer

Important note: it is not possible to include tracked changes in the PDF export.

Option 2: Print HTML version

Use this method when you need to include tracked changes and detailed header information.

What's included in the printout:

- Change marks: all tracked changes are visible unless you disable them in the interface (see › Revised/corrected or deleted text and › Toolbar: description of each tool)
- Custom header (top of each page) includes:
  - All texts: title and print date
  - Official texts: implementation date and Issue number
  - Reagents: Issue number

To print the HTML version:

- At the top of the text, click the **Print text** button 🖶 or press **Ctrl+P**
- A print preview window will appear
- Click **Print** to send the document to your printer or save it as a PDF

Important note: if you print a page with highlighted search results, the highlights will appear in the printout, unless disabled in the interface (see › Toolbar: description of each tool)

Manage licences (licence owner and/or manager)

Beginning with the 12th Edition of the European Pharmacopoeia (Ph. Eur.), licences are valid for 365 days and allow you to access current texts, upcoming and obsolete versions of texts, as well as the archives. The person who activates the licence key automatically becomes the licence owner. A licence owner is by default a licence manager.

› Activate and manage a licence key as a licence owner

If you are responsible for activating and managing the licence key (consisting of 32 characters, starting with "EPID"), you are the licence owner. Your duties include configuring the licence key and assigning seats to users within your organisation. If your licence permits it, you can also enable self-service licencing, which allows users to sign in via their e-mail domain.

- **Create or sign in to your account:** follow the instructions provided in the e-mail sent with your licence key
- Sign in
- **Register your licence key**
  - Click on your account name on the right side of the menu bar
  - Select **My licence keys**
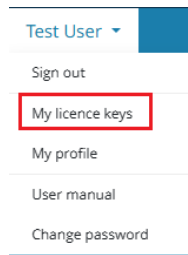
- Click the **Activate a licence** button
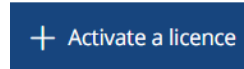
- Click on **Activate a licence and add users manually**:

Activate a licence and add users manually

→

- **To access the Ph. Eur. Immediately**:
  - Enter your licence key
  - Leave the default activation date
  - Click on **Validate**

  After registering your licence key, you will have direct access to the content of the Ph. Eur. and licence management

- **To schedule the activation of your licence to a later date**:
  - Enter your licence key
  - Pick a date via the calendar – by default, you have six months to activate your licence key once it has been created. *Note: the selected date is set to the Paris time zone.*
  - Click on **Validate**

Activate new licence ✕

Enter your licence key to activate

| EPID- |

Choose an activation date ⓘ

| 📅 | 12/08/2025 |

The selected date is set to the Paris time zone (Central European Time – CET/CEST).

Cancel   Validate

Your licence will be activated at the requested date. In the meantime, if you do not have any other active licences, you will not be able to access the content of the Ph. Eur.

Designate licence managers: you can designate other licence managers within your organisation to assist with licence management tasks (see Grant/remove licence manager role).

Revoke your licence: if you are a licence owner and only want to manage licences and do not need to consult the texts, you can revoke your licence (see Revoke your licence).

Transfer ownership: if you no longer need to be the owner of a licence key, you can transfer it to another user (see › Transfer licence key ownership).

For full details, see Manage licences (licence owner/manager).

› View your licences and licence keys

- Click on your account name on the right side of the menu bar
- Select **My licence keys**:

Test User ▾

Sign out

My licence keys

My profile

User manual

Change password
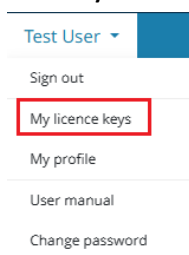
- Licence keys linked to your account are listed under the **My licence keys** section:

My licence keys

+ Activate a licence

All dates displayed are set to the Paris time zone (Central European Time – CET/CEST).

| 🔍 Search in list | All statuses ▾ | Show expired licences (1) |

⚙ EPID-   🗋   🕐 Days left 337   ✓ Active
Owner **Test User**

Activated on   Expires on   Assigned   Available
4 June 2025   4 June 2026   4 / 6   2

⚙ EPID-   🗋   🕐 Active in 61 days
Owner **Test User**

Activated on   Expires on   Assigned   Available
1 September 2025   1 September 2026   1 / 1   0

- If the cog button ⚙ is displayed in front of the licence key, you can manage this licence by clicking anywhere in the EPID box (i.e. you are either the licence owner or a manager)
- Use the search bar to perform full or partial searches based on the licence key or the licence owner's name or e-mail address
- The status drop-down menu allows you to filter your licences by:
  - All statuses
  - Active licences
  - Not yet active licences (e.g. scheduled for activation later)
  - Blocked licences (by the EDQM)
  - Expired licences
- By default, expired licences are only displayed in your list of licences if you do not currently have any active or not-yet-active licences registered. To display your expired licences, either filter them by status (which will show only expired licences) or activate the corresponding toggle switch:

🔵 Show expired licences (1)

› View your licence information

- Click anywhere in the box containing the relevant licence key:

⚙ EPID-_____ _____ ___.🗋   🕐 Days left 344   ✓ Active
Owner **Admin User**

Activated on   Expires on   Assigned   Available
22 May 2025   22 May 2026   1 / 1   0

- Click on **Info & Settings**:

👥 Users (1)   @ Domain names (1)   ⚙ **Info & Settings**

- You will be able to access various information pertaining to your licence:

› Revoke your own licence (licence owner only)

Beginning with the 12th Edition of the Ph. Eur., only licence owners can revoke their own access to a licence. Licence managers can, however, revoke access of other managers and regular users. For more information, see Unassign (revoke) a user.

- Click on your account name on the right side of the menu bar
- Select **My licence keys**:

- Click anywhere in the box containing the relevant licence key:

- Click on the three vertical dots at the end of the row containing the licence owner, then select **Revoke Access**:

- In this example, 'Test User' is revoking her licence, so unless she has another licence, she will not be able to consult the texts any longer

Note: a licence owner can revoke his/her own access (thus freeing up a seat) while remaining able to manage licences. A licence manager cannot do this.

› Assign licences to users

- Click on your account name on the right side of the menu bar
- Select **My licence keys**:

- Click anywhere in the box containing the relevant licence key:

- Click on **Add users**:

Manage licence

✓ Active   🕐 Days left (354)   ⟳ Renew   ⇄ Transfer ownership

👥 Users (53)   @ Domain names (2)   ⚙ Info & Settings

+ Add users   ⚪ Activate automatic revocation
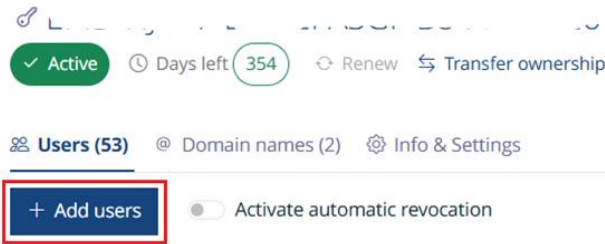
- A popup window is displayed. There are two ways to assign users to a licence:
  1. Enter the e-mail of an individual user, **or multiple e-mail addresses separated by commas,** and click on the **Assign** button (activate the **Can manage** toggle switch if the user(s) will also take on the licence manager role):

Add users   ✕
You can add one or several users by e-mail address, comma separated; or in bulk.

Single or multiple user(s), by e-mail address

| testuser2@test.com | ⚪ Can manage | Assign |

E.g. firstname.surname@test.cc, name@test.cc

In bulk

| 📁   Select a file | Assign |

You can download a template to fill in here

  2. Upload a list of users from an Excel file:
     - Click on the **here** link to download the template:

In bulk

| 📁   Select a file | Assign |

You can download a template to fill in here

     - Fill in the template and save it locally
     - Click on the **Select a file** field
     - Select the file you created with your list of e-mails
     - Click on the **Assign** button

Notes:

- added users will receive a notification that they have been granted access to the Ph. Eur.;

*- users who do not already have an EDQM account will be displayed with the status **Waiting for account creation**:*

🕐 Waiting for account creation

*- once their account has been created (see Access your EDQM account and the European Pharmacopoeia) the status will change to **Active**:*

✓ Active

- it is possible for users to be assigned to more than one licence. If this is the case, they will hold a seat on every licence they are assigned to and a red message will be displayed above their name for the licences to which they have been assigned access:
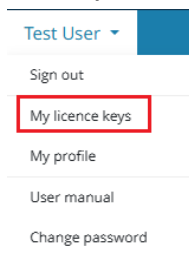
User (17)

Already has another licence   User   ✓ Active
Test Mi Licence 11   from 29 April 2025

- if a user holds a seat on an active licence and on one or more inactive licences, the red message indicated above will only display for their inactive licence(s).

› Grant/remove licence manager role

You can grant the licence manager role when assigning a licence to a user (see › Assign licences to users), but you can also do it afterwards:

- Click on your account name on the right side of the menu bar
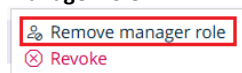- Select **My licence keys**:

- Click anywhere in the box containing the relevant licence key:

Click on the three vertical dots at the end of the row containing the relevant user, then select **Can manage**:
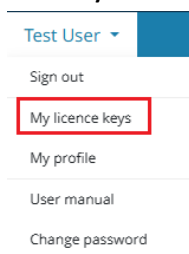

- To remove licence managing rights from a user, repeat the previous steps and select **Remove manager role**:
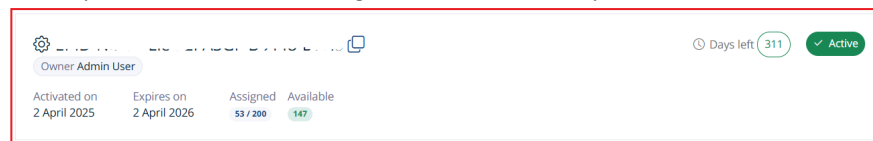

› Unassign (revoke) a user

- Click on your account name on the right side of the menu bar
- Select **My licence keys**:

- Click anywhere in the box containing the relevant licence key:

- Click on the three vertical dots at the end of the row containing the relevant user, then select **Revoke**:


- The user will:
  o no longer be able to consult the texts if they have not been assigned access to another active licence;
  o receive an automatic e-mail notification that their access has been revoked;
  o be displayed in the list of revoked users > Revoked (14).

Note: Revoking a user will free up a seat in the licence.

› Reactivate a revoked user	• Click on your account name on the right side of the menu bar
	• Select **My licence keys**:
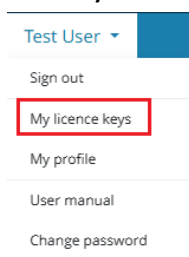
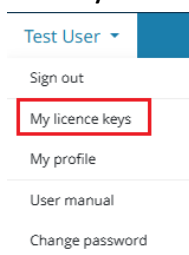- Click anywhere in the box containing the relevant licence key:

- Scroll down to the list of revoked users, click on the three vertical dots at the end of the row containing the relevant user and select **Activate**:
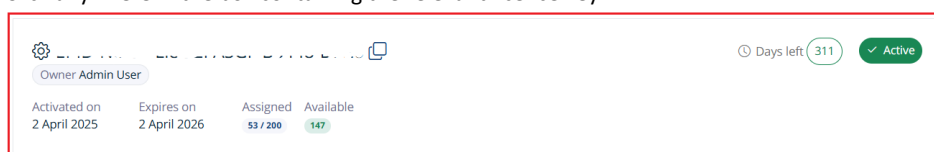

- If enough seats are available on this licence, the user will be re-assigned and will be able to consult the Ph. Eur. texts

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› Remove a revoked user from your list of users	• Click on your account name on the right side of the menu bar
	• Select **My licence keys**:

- Click anywhere in the box containing the relevant licence key:

- Scroll down to the list of revoked users, click on the three vertical dots at the end of the row containing the relevant user and select **Remove from list**:

- The user will be permanently removed from the list of users associated with this licence. If you need to assign a seat to this user again, you will need to add them again (see Assign licences to users)

› Unassign (revoke licences) in bulk	*Coming soon*

› Usage information for seats assigned to users

- Search for users by entering their name or e-mail address in the search field available above the list of users
- The **Last use** and **Days used** columns indicate when the user last used the licence and consulted a text and for how many days this user has used the licence:

- Click on the column headers to sort users by last use or days used

› View and export the list of users for a specific licence

- Click on your account name on the right side of the menu bar
- Select **My licence keys**:
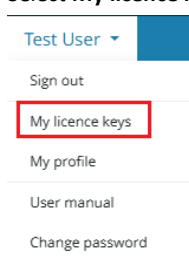
- Click anywhere in the box containing the relevant licence key:

To download a list of all users who have been assigned access to a licence, regardless of whether they have created their account, click on the **Export users** button:

- The downloaded file contains the e-mail addresses of these users along with the following information:
  - whether they can manage the licence;
  - the date their last status changed (active, waiting for account creation);
  - the date the licence was assigned to them;
  - the date they last used their licence (e.g. when they consulted a text);
  - the number of days the licence has been used.
- By default, revoked users do not appear in this export. To download a list of revoked users, select **Revoked** in the status drop-down list (thus only displaying revoked users), then click on **Export Users**:

Note: users who were removed from the list of revoked users will not be included in the download.

- You can also search for specific users using the various filters available and download your search results:

Q test	All status ⌄	Group by	Domains ⌄

To clear your search filters and display all users (including revoked users), click on Reset filters ⊗ .

› Transfer licence key ownership

- When signed in as a licence owner, click on your account name on the right side of the menu bar
- Select **My licence keys**:

Test User ▾
Sign out
My licence keys
My profile
User manual
Change password

- Click anywhere in the box containing the relevant licence key:

⚙ END ... . ⧉   ⊙ Days left (311) ✓ Active
Owner Admin User

Activated on   Expires on   Assigned Available
2 April 2025   2 April 2026   53 / 200 147

- In the **Manage** section, click on **Transfer ownership**:

Manage

🔗 END CITICE COIDICT ... ...
✓ Active ⊙ Days left (324) ↻ Renew ⇄ Transfer ownership

- A new popup window is displayed. Enter the e-mail address of the new licence owner and click on **Transfer**:

Transfer ownership with email   ✕
Owner transfer results is the revocation of your licence. The new owner will have to assign you a seat again if you wish.

Enter new owner email address
_____@____.cc
E.g. firstname.surname@test.cc, name@test.cc   Transfer

Notes:

- *the new owner must already have an EDQM account with access to the Ph. Eur. Online ;*
- *the new owner will receive a notification that the licence ownership has been transferred to him/her.*

› Renew a licence

Coming soon

Self-service licensing management (SSLM)

The self-service licensing feature is a semi-automated tool designed to simplify user management for licences with a large number of seats.

Key features:

- Domain-based access: licence managers can authorise users from specific e-mail domains to claim their own seat
- Automatic seat revocation: users who have not accessed the site recently can be automatically removed to free up seats
- Automatic seat reattribution: if a revoked user logs in again, they are automatically re-assigned a seat, provided a seat is still available.

Who is eligible?

- Licences with 100+ seats (including "Unlimited" licences)
- Universities
- Certain organisation and agencies that are stakeholders of the EDQM

Other customers with licences containing fewer than 100 seats can contact the EDQM via the EDQM HelpDesk to request access to the self-service licensing feature.

Notes:

- *even if SSLM is available, it needs to be configured by the licence owner or a licence manager before it can be used;*
- *if SSLM is automatically available, it is not possible to remove it. Thus, if you do not wish to use it for your users, simply do not configure it;*
- *SSLM needs to be configured for each individual licence key;*
- *starting with the 12th Edition of the Ph. Eur., SSLM only applies to e-mail domains not individually authorised users.*

When SSLM is activated and domain names authorised, if a seat is available, users who have the same e-mail domain will be assigned access upon signing in with their EDQM account and will be visible in the list of users.

- When signed in as a licence owner or manager, go to **My licence keys**
- Click anywhere in the box containing the relevant licence key
- Turn on the **Activate automatic revocation** toggle switch:
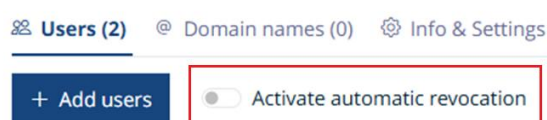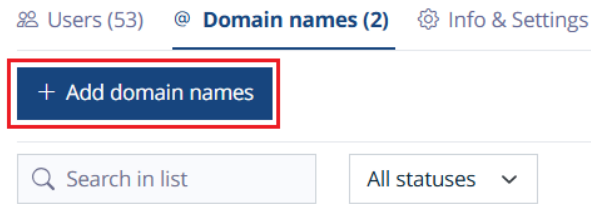

- Confirm the timeframe for user revocation:
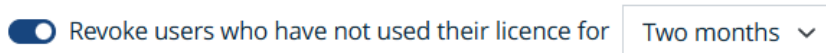
Note: you can change this timeframe at any time

- Add the relevant domain name(s) for your users
- Click on **Domain names**:

- Click on **Add domain names**:

- Type in the domain names you wish to add, then click on **Authorise**:

Add domain names   ✕
You can add one or several domain names, comma separated.

Enter the domain name(s)

test.fr, test.org   [Authorise]

Ex: edqm.eu

- The domains are now added to your list of authorised domains, the Active status is assigned and the date they were added is displayed:

- If you have activated automatic revocation, from now on, users who hold a seat on this licence who have not used their access in the set timeframe will be revoked from the licence
- If users with an authorised e-mail domain name sign in, they will be assigned a seat automatically, provided enough seats are available
- If a new user with this e-mail domain logs in but all currently assigned users have consulted the texts within the set timeframe, this user will not be assigned a seat on this licence upon logging in but may take a seat if another licence has authorised this domain name

› Deactivate/reactivate a domain name

- Click on the three vertical dots at the end of the row containing the relevant domain name, then select **Deactivate**:

- This domain name is now deactivated, and its status is set to **Inactive**:

Domain name ↓	Status ↓
@test.fr	⏸ Inactive
from 2 May 2025

- Users from this domain who currently have access to this licence will keep it, but new users will not be able to claim a seat automatically upon signing in and will need to be added manually by the licence owner or a licence manager. Alternatively, they can claim a seat on another licence if it has been configured to automatically assign new users from this domain
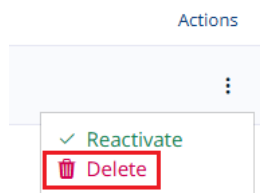
- To reactivate an inactive domain, repeat the previous steps but click on **Reactivate**:
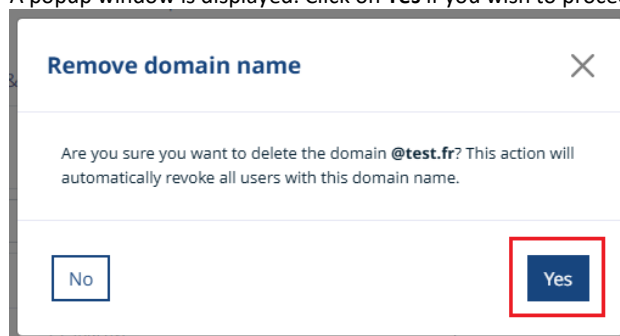
Actions

⋮
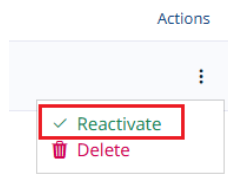
✓ Reactivate
🗑 Delete

The domain will be reactivated and new users with this e-mail domain will be able to claim an available seat on this licence upon signing in.

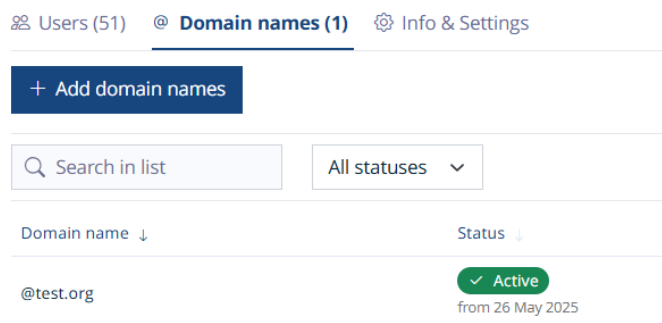› Remove an inactive domain name from the list of authorised domains

- Click on the three vertical dots at the end of the row containing the relevant domain name, then select **Delete**:

Actions

⋮

✓ Reactivate
🗑 Delete

- A popup window is displayed. Click on **Yes** if you wish to proceed:

Remove domain name   ✕

Are you sure you want to delete the domain **@test.fr**? This action will automatically revoke all users with this domain name.

No   Yes

- The domain name is removed from the list of authorised domains:

👥 Users (51)   @ **Domain names (1)**   ⚙ Info & Settings

+ Add domain names

🔍 Search in list   All statuses ⌄

Domain name ↓   Status ↓

@test.org   ✓ Active
                                      from 26 May 2025

- Users with the e-mail domain who are currently assigned to this licence will be automatically revoked and placed in the list of revoked users, except for the licence owner (managers will be revoked too)
- Any new user with this e-mail domain will not be able to claim a seat on this licence upon logging in, but they may if this domain has been configured on another licence which meets the criteria

› Search and filter domain names

- Use the search bar to perform a full or partial search of your list of domains:

- You can also use the **Status** drop-down menu to filter your domains by status (all statuses, active or inactive):

- It is also possible to combine both the search bar and the status filter to refine your search
- To clear your filters and display the full list of domain names, click on **Reset filters**:

› Turn off automatic revocation

- When signed in as a licence owner or manager, go to **My licence keys**
- Click anywhere in the box containing the relevant licence key
- Turn off the **Activate automatic revocation** toggle switch:

Automatic revocation is now deactivated, which means users will no longer be revoked if they do not consult the content within the defined timeframe. New or returning users can, however, still claim seats provided their domain name is authorised and seats are available on the licence.

Frequently asked questions

› Online help

Please refer to the HelpDesk FAQs on the EDQM website.

› Contact us

Submit your questions/issues via the EDQM HelpDesk.