European Pharmacopoeia Online
User Manual

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Software Version European Pharmacopoeia Online 1.2.0, July 2019

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Access to European Pharmacopoeia Online

A new platform is being implemented at the EDQM to allow a single user authentication to provide access to a number of websites, currently including the European Paediatric Formulary (Pharmeuropa PaedForm) and the European Pharmacopoeia Online. This will be extended to other websites in the future, such as Pharmeuropa.

Users must have an EDQM account, which they can enter using their e-mail address and associated password, and which gives access (when registered) to the different sites. Password management is shared between the websites so authorised users will have the same password for all websites in which they are registered. Once the user has signed in to one of the sites, he or she will not be prompted to re-enter the login credentials when switching from one to the other registered sites during the same session.

Note: in addition, in order to consult paid resources, such as the European Pharmacopoeia, users’ accounts must be associated with the appropriate subscription key (refer to Consult the European Pharmacopoeia Online).

› URL
https://pheur.edqm.eu

› Register (to gain access to the Ph.Eur. Online website)
- Click on the registration link in the e-mail you received when you obtained your EPID code or when you were assigned a licence
- Enter your e-mail address (which will serve as the login) and the captcha, then click on ‘Next’

Create account
Step 1 of 2
E-mail ID*

Please enter the e-mail address that will serve as login
Captcha*

- if you already have an EDQM account, your pre-filled profile information will be displayed, click on ‘Register’:

Create an account to validate your licence
First name*

Last name*
Organization*

Job title
Country*

State
Street
City
Postal code
Phone

Mobile
Fax

Register Cancel

You will receive an automatic e-mail, confirming that access to the Ph.Eur. Online website has been granted

- if you do not have an EDQM account yet, fill in your profile information, then click on ‘Register’:

Registration
Enter your information
First name*

Last name*
Organization*

Job title
Country*

State
Street
City
Postal code
Phone

Mobile
Fax

Register Cancel
Two automatic e-mails are sent:
one to confirm that your EDQM account has been created and to allow you to define your password, thus finalising your registration
one to confirm that access to the European Pharmacopoeia Online website has been granted.

Note: make sure you define your password using the link provided in the e-mail containing [EDQM-Account] in the subject line, otherwise you will not be able to sign in.

**Sign in**

- On the homepage, click on 'Sign in' on the right side of the menu bar:

  ![Sign in](image)

- In the authentication window, type in your e-mail ID and password and click on ‘Continue’:

  ![Sign in](image)

  Your account name is then displayed on the right side of the menu bar:

  ![Sign in](image)

**Important note:** all the actions described hereafter, except for the password reset, require the user to be signed in to the website. Your access will not be blocked if you repeatedly enter the wrong password. If you have forgotten your password, you can reset it by using the **Reset password (forgotten password)** function.

**Sign out**

- Hover over your account name on the right side of the menu bar:

  ![Sign out](image)

- Select ‘Sign out’:

  ![Sign out](image)

**Change password**

- Hover over your account name on the right side of the menu bar
- Select ‘Change password’:
• Enter your old password then your new password (make sure it complies with the security rules listed) and confirm your new password:

Enter new password

• Select ‘Change my password’, then click on ‘Continue’, you will be redirected to the homepage.

• On the home page, click on ‘Sign in’ on the right side of the menu bar:

  ![Sign in](image)

• In the authentication window, click on ‘Forgot your password?’:

  ![Forgot your password](image)

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

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

• Hover over your account name on the right side of the menu bar

• Select ‘My profile’:

  ![My profile](image)

  Update your contact information and click on ‘Save’.

  Note: fields marked with an asterisk are mandatory.
Consult the European Pharmacopoeia Online

Management of licences for the Ph. Eur. 10th Edition has been completely revised. New roles and privileges have been defined, as described below.

In order to be able to consult the Ph. Eur. Online website, each EDQM account has to be associated with an active EPID code, which is also referred to as a subscription key. You typically receive one (1) EPID code per subscription, and an EPID code covers one (1) to ‘n’ licences. A subscription includes 3 volumes.

The user activating the EPID code becomes the licence owner, and automatically gains the right to consult the European Pharmacopoeia (holds a licence), but can revoke it (thus freeing a licence). A licence owner is by default a licence manager. A licence manager can assign/unassign licences to individual users (nominative access) and/or can assign licences to shared devices (non-nominative access). An EPID code can have several licence managers.

Each individual user can use their licence to access the website as well as to install the Ph. Eur. application on one personal computer and one personal USB stick.

Once the Ph. Eur. application has been installed on a computer or USB stick, the European Pharmacopoeia can be consulted online, provided an internet connection and the Ph. Eur. Online server are available. If this is not the case, the European Pharmacopoeia can be consulted offline, provided the relevant offline packs have been installed.

> Activate a subscription key

- Hover over your account name on the right side of the menu bar
- Select ‘My subscription keys’
- Enter the EPID code you were provided in the field beneath the “Activate new subscription key” section and click on ‘Save’:

My subscription keys

<table>
<thead>
<tr>
<th>EPID</th>
<th>Subscription</th>
<th>Owner</th>
<th>Activated on</th>
<th>Expire on</th>
<th>Licence count</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>European Pharmacopoeia Online (10.0 - 10.2)</td>
<td>Test User</td>
<td>2019-06-23 12:28:35</td>
<td>-</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

The EPID code will then appear under the “Subscription keys” section:

When you activate an EPID code, you automatically

1. become a licence owner ( at the beginning of the line) and a licence manager ( at the end of the line)
2. are assigned a licence, which allows you to consult the European Pharmacopoeia (the icon is displayed at the beginning of the line).

If you are a licence manager, refer to the Manage licences (licence owner/manager) section for further information.

If you do not need to consult the texts, you can Revoke your licence.

If you no longer need to be the owner of an EPID code, you can transfer it to another user (see Transfer subscription key ownership).

Important note: a subscription key (EPID) can only be activated once but corresponding licences can be assigned to one or more users/devices.

- Hover over your account name on the right side of the menu bar
- Select ‘My subscription keys’:

<table>
<thead>
<tr>
<th>EN</th>
<th>TEST USER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sign out</td>
</tr>
<tr>
<td></td>
<td>My profile</td>
</tr>
<tr>
<td></td>
<td>My subscription keys</td>
</tr>
<tr>
<td></td>
<td>My user</td>
</tr>
<tr>
<td></td>
<td>My devices</td>
</tr>
<tr>
<td></td>
<td>Downloads</td>
</tr>
<tr>
<td></td>
<td>Change password</td>
</tr>
<tr>
<td></td>
<td>User manual</td>
</tr>
</tbody>
</table>

- If you have one or more licences, or if you own one or more subscription keys, they are listed under the “Subscription keys” section, see example for ‘Test User’ below:

<table>
<thead>
<tr>
<th>EPID</th>
<th>Subscription</th>
<th>Owner</th>
<th>Activated on</th>
<th>Expire on</th>
<th>Licence count</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>European Pharmacopoeia Online (10.0 - 10.2)</td>
<td>Test User</td>
<td>2019-06-23 12:28:35</td>
<td>-</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>European Pharmacopoeia Online (10.3 - 10.5)</td>
<td>Gilles</td>
<td>2019-06-24 14:12:56</td>
<td>-</td>
<td>200</td>
<td>2</td>
</tr>
</tbody>
</table>

The eye icon indicates ‘Test User’ has a licence from the 10.0-10.2 subscription key and a licence from the 10.3-10.5 subscription key (i.e. the right to consult the European Pharmacopoeia from version 10.0 to version 10.5).

In addition,

-  indicates ‘Test User’ is the owner of the 10.0-10.2 subscription key (“licence owner” – see above > Activate a subscription key) for which (s)he holds a licence. This is also reflected in the ‘Owner’ column, e.g. the owner of the 10.3-10.5 subscription key from which Test User has a licence is ‘Gilles’

-  indicates ‘Test User’ can manage the licences associated with the 10.0-10.2 EPID (see Manage
licences (licence owner/manager))

- ✗ indicates ‘Test User’ can revoke his/her 10.0-10.2 and/or 10.3-10.5 licences (see below).

- Hover over your account name on the right side of the menu bar
- Select ‘My subscription keys’:

  ![Subscription Keys](image)

- Click on the cross at the end of the line containing the relevant EPID code:

  ![Subscription Keys](image)

In this example, ‘Test User’ is revoking his/her 10.3-10.5 licence, so (s)he will not be able to consult the corresponding texts any longer.

- On the European Pharmacopoeia Online homepage, click on the link corresponding to the edition/supplement you wish to consult.

  The search screen is displayed, with a Table of contents on the left (provided there is enough space on the screen):

  ![Search Screen](image)

The texts are categorised and organised in a hierarchical structure. This structure allows you to access the Ph. Eur. by browsing its chapters and sub-chapters, and to view the texts in their logical context.

- You can expand or collapse a section heading or subheading by clicking on ➔ and ➔
- Clicking on a heading displays the corresponding content (either the text itself or the list of texts/sections included under that heading)
• If the Table of contents is closed, you can open it by clicking on it:

• You can keep it open by clicking on the pin icon; close it by clicking on the cross:

• When the Table of contents is open and pinned, you can increase its size by dragging and dropping it from left to right:

Search the European Pharmacopoeia

Search

› Perform a full text search

A full text search allows you to find a word or words located anywhere in a text. There are 2 options when performing a full text search: 'Standard' or 'Phrase prefix'.

1. Standard

The Standard full text search is the default option for searching.

You can use Boolean operators such as AND (+), OR (||), NOT (-):

- dilute AND dissolve/dilute+dissolve: finds all texts which contain both dilute and dissolve

*Note: by default, when you enter several terms, an “AND” search is performed*

- dilute OR dissolve/dilute||dissolve: finds all texts which contain dilute, or dissolve, or both

- dilute NOT dissolve/dilute–dissolve: finds all texts which contain dilute but which do not contain dissolve

You can group terms by using parentheses:

- (vaccine OR injection) AND human: finds all texts which contain “human” and “vaccine” or “injection” or both

You can use quotation marks (“ ”) for an exact match search:

- “freely soluble in water”: finds texts with the exact phrase “freely soluble in water”

You can use the wildcard * to replace one or more characters:

- milli*re: finds all terms which start with “milli” and end with “re” (such as “millilitre” and “millimetre”)

- *meter: finds all terms which end in “meter” (such as “chronometer”, “diameter” or “meter”
You can use the tilde ~ to perform proximity searches:
- “carbon water”~5: finds texts which contain the words carbon and water in this order, within a 5 word range
or a “fuzzy” search:
- meter~2: finds all texts which have “meter” or a maximum of two changes (such as “ether”, “fever”, “fewer”, “meier”, “metre”, “peter”)
If you wish to search for the heading (title) as displayed in the Table of contents, you should put ‘title:’ in front of the search term:
- title: 5.11: finds the chapter(s)/texts where “5.11” is contained in the title

- In the search screen, enter the search pattern in the Full text field (the ‘Standard’ option is selected by default):

Search

- All ○ Selected Items

Full text

○ Standard ○ Phrase prefix

- Hit the ‘Enter’ key or click on the ‘Search’ button at the bottom of the page; the list of corresponding texts is displayed.

2. Phrase prefix

This option allows you to find phrases that end with a truncated word, e.g. in the chromatogra
finds texts that contain “in the chromatogram” or “in the chromatograms” or “in the chromatography”.
- In the search screen, enter the search pattern in the Full text field, select the ‘Phrase prefix’ option:

Search

- All ○ Selected Items

Full text

○ Standard ○ Phrase prefix

- Hit the ‘Enter’ key or click on the ‘Search’ button at the bottom of the page, the list of corresponding texts is displayed.

In order to retrieve all texts with a specific reagent, simply perform a full text search using the reagent number as search criterion. For example, searching for 1095500 will return all texts with “water R” and “eau R”.

You can also perform a search based on filters by using the specific fields located beneath the Full text search field:

Search

- All ○ Selected Items

Full text

○ Standard ○ Phrase prefix

FILTERS

Text title

Text number

Section title

Subsection title

Implementation date

GAS

Section content

Correction date

Molecular Formula

ex: C19H17NO2A4H2O

Search Clear
Specifying two or more criteria in this set of fields combines them in an “AND” search, i.e. only texts containing all criteria are retrieved.

Notes:
The Text title field searches for French, English and Latin titles.
In addition, you can search for the exact title (by selecting one of the auto-completed values)

or for a word contained in the title

or for a title containing a truncated word

You can enter a date or a supplement number under Implementation date and Correction date.
In addition, the Text number can be entered with or without the leading zeros.

Refine a search By default, searches are performed on all texts contained in the database, but you can refine searches by limiting them to selected items:

1. You can limit your search to certain sections, texts or certain chapters of the Ph. Eur. by first selecting the corresponding area in the Table of contents:

In this example, the query will be limited to the Methods of analysis chapter.

Note: this is the method to be used to limit your search to only one language: for English texts, select the box in front of European Pharmacopoeia 10.0; for French texts, select the box in front of Pharmacopée Européenne 10.0:

English texts:

French texts:
If you go back to the search screen you will see that the ‘Selected items’ radio button is automatically selected. If you deselect it and hit the ‘Enter’ key or click on the ‘Search’ button, the search is rerun on all texts but your selection is kept for later.

2. You can limit the search results to certain texts or chapters after having first performed a full text search on all the texts. To do so,
   - perform a full text search (e.g. ‘water’), the results are displayed:

   **Search results**

   ![Search results screenshot]

   Please note that the search query used is displayed at the top left of the search results page.
   - in the Table of contents, select the chapters and/or texts you wish to limit the search to; the search is automatically updated:

   ![Table of contents screenshot]

   Please note that if you go back to the search screen you will see that the ‘Selected items’ radio button is automatically selected. If you deselect it and press the ‘Enter’ key or click on the ‘Search’ button, the search is rerun on all texts but your selection is kept for later.

3. You can use the field at the top of the search results page to add or change criteria as desired:
After editing the criteria, press the ‘Enter’ key and the search results will be updated (in our example, ‘oxygen’ was added):

Search results

4. After a refined search, you can filter further for more specific results:

- in the search results list, select the relevant texts by checking the box in front of the corresponding title:

- click on the filter link that is then displayed at the top of the list:

- Click on ‘Clear’ at the bottom of the page to completely clear all the search fields and deselect headings you may have checked in the Table of contents.
You can clear an individual field by using the cross on the right side of the field.

**Save a query**
- Perform a search or click on an heading in the Table of contents.
- In the search results screen, click on the 'Save query' button:
  - Enter a name for the query and click on 'Save'.
  - Note: your saved queries can be run on all Ph. Eur. supplements/editions you have access to.

**Run a saved query**
- In the search screen, click on the 'My queries' button:
  - In the list of queries, select the arrow in the green box next to the saved query you wish to perform:
  - Note: you can display your saved query before running it by ticking first the 'Edit the query before running it' checkbox.
Manage a saved query

- In the search screen, click on the ‘My queries’ button:

  ![My queries button](image)

- In the list of queries, select to manage your saved query

  ![List of queries](image)

  - Change the title or delete the saved query:

  ![Change title or delete](image)

Search results

- Results are listed by title according to the order of the Table of contents; this is the default setting but you can choose to sort them by relevance, title, or text number:

  ![Sort options](image)

  In addition, you can choose to display them in ascending or descending order by using the button.

- By default, an excerpt is displayed, but you can choose to have no excerpt displayed or change the length of the excerpts displayed:

  ![Excerpt options](image)

  - By default, 50 results are displayed per page, but you can change the number to the following values:

    ![Result per page options](image)

Export result list to HTML

- In the search results screen, select ‘Tools’, then ‘Export to HTML’:

  ![Tools and Export to HTML options](image)

  Note: the search results exported are those displayed on the screen. Make sure you adjust the number of rows according to your needs, e.g. select ‘unlimited’ if you wish to export the whole list of results.
Print result list

- In the search results screen, select ‘Tools’, then ‘Print...’:

Note: the search results printed are those displayed on the screen. Make sure you adjust the number of rows according to your needs, e.g. select ‘unlimited’ if you wish to export the whole list of results.

Features of the texts

- Links at top of text
  - switches to the French version
  - switches to the English version
  - opens the text in PDF format
  - links to the Knowledge database

- Revised/corrected or deleted text
  - ...... indicates where part of the text has been revised or corrected
  - ........ indicates where part of the text has been deleted

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

- Toolbar and shortcuts
  - go to search screen (Ctrl + F3); Ctrl + Shift + F3: go to search screen and clear
  - go to search results list
  - go to last displayed text
  - go to previous result
  - go to next result
  - change text size
  - hide highlights in text
  - show highlights in text
  - go to previous highlight in text
  - go to next highlight in text
move to the top of the page

Ctrl + mouse wheel: zoom in/out
Ctrl + space: open or close the Table of contents

 Bookmark a text

Each text in a given volume has its own URL.
When you consult a text, you can use your browser’s ‘Favourites’ or ‘Bookmarks’ functionality to return to it with ease later.

*Note: this does not apply to the PDF version of the texts.*

 Export a text to HTML

- In the text screen, select ‘Tools’, then ‘Export to HTML’:

  ![Export to HTML](image)

 Print a text

- In the search results screen, select ‘Tools’, then ‘Print…’:

  ![Print](image)

 Manage licences (licence owner/manager)

 Assign licences to users (nominative access)

- Hover over your account name on the right side of the menu bar
- Select ‘My subscription keys’:

  ![Subscription keys](image)

- Click on the wrench icon at the end of the line containing the relevant EPID code:

  ![Subscription keys](image)

- In the ‘Assign’ section, there are two ways to associate the user(s) with a licence:
  1. Enter the e-mail of an individual user, and click on the ‘Assign’ button (tick the ‘Can manage’ box if the user will play the licence manager role as well):
2. Upload a list of users based on an Excel file:
   - click on the ‘here’ link to download the template:
   - fill in the template and save it locally
   - click on the ‘Multiple users’ radio button
   - click on ‘Choose file’ to select the file you created with your list of e-mails
   - click on the ‘Assign’ button

Note: users who do not have an EDQM account yet,
- will be displayed in the ‘Pending’ section underneath the ‘Licences’ section:

- will be notified by an automatic e-mail that a licence has been assigned to them. The e-mail will contain a link with a token that is specific for their e-mail address. They must use this link to register and gain access to the European Pharmacopoeia Online website. Once they have registered, they will be displayed in the ‘Licences’ section.

- Hover over your account name on the right side of the menu bar
- Select ‘My subscription keys’:

- Click on the wrench icon at the end of the line containing the relevant EPID code:

- In the ‘Pending’ section, click on ‘Cancel’ in the line of the user for whom you wish to cancel the assignment:
Note: if the user(s) have not registered within 30 days, the licence is automatically released and the licence owner/manager is notified by an automatic e-mail.

View and export your list of users

- Hover over your account name on the right side of the menu bar
- Select ‘My users’:

The list of all the users to whom you have assigned a licence is displayed, whether or not they have created their account
- You can search for a user by using the search field:

The search field is located on the right side of the screen.
- You can export the list to an Excel file by using the export icon:

Grant/remove licence manager role

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

- Hover over your account name on the right side of the menu bar
- Select ‘My subscription keys’:

Click on the wrench icon at the end of the line containing the relevant EPID code:

- In the ‘Licences’ section, check or uncheck the box in the ‘Manager’ column:

Click on ‘Confirm’ in the dialogue box.
Unassign licence

• Hover over your account name on the right side of the menu bar
• Select ‘My subscription keys’:

  EN ➤ TEST USER ➤
  
  Sign out
  My profile
  My subscription keys
  My users
  My devices
  Downloads
  Change password
  User manual

• Click on the wrench icon at the end of the line containing the relevant EPID code:

  SUBSCRIPTION KEYS
  1 record / 1

<table>
<thead>
<tr>
<th>EPID</th>
<th>Subscription</th>
<th>Owner</th>
<th>Activated on</th>
<th>Engine-on</th>
<th>licence cause</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPID01A1</td>
<td>European Pharmacopeia Online (10.0 - 10.2)</td>
<td>Test User</td>
<td>2019-06-21 18:15:08</td>
<td>-</td>
<td>50</td>
<td>2</td>
</tr>
</tbody>
</table>

• In the ‘Licences’ section, click on ‘Revoke’ at the end of the line for the user whose access you wish to remove:

The user will not be able to consult the corresponding texts any longer.

Transfer subscription key ownership

• Hover over your account name on the right side of the menu bar
• Select ‘My subscription keys’:

  EN ➤ TEST USER ➤
  
  Sign out
  My profile
  My subscription keys
  My users
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  Downloads
  Change password
  User manual

• Click on the wrench icon at the end of the line containing the relevant EPID code:

  SUBSCRIPTION KEYS
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<th>Activated on</th>
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<th>Licence cause</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPID01A</td>
<td>European Pharmacopeia Online (10.0 - 10.2)</td>
<td>Test User</td>
<td>2019-06-21 18:15:08</td>
<td>-</td>
<td>50</td>
<td>2</td>
</tr>
</tbody>
</table>

• In the ‘Transfer’ section, enter the e-mail of the new owner and click on ‘Transfer’

  TRANSFER
  
  New owner e-mail
  newowner@eas.lt

  Transfer

Note: the new owner must already have an EDQM platform account with access to the Ph. Eur. website.
Export list of licence assignees

• Hover over your account name on the right side of the menu bar
• Select ‘My subscription keys’:

  EN ➔ TEST USER ➔
  Sign out
  My profile
  My subscription keys
  My users
  My devices
  Downloads
  Change password
  User manual

• Click on the wrench icon at the end of the line containing the relevant EPID code:

  Subscription keys

<table>
<thead>
<tr>
<th>EPID</th>
<th>Subscription</th>
<th>Owner</th>
<th>Activated on</th>
<th>Engine on</th>
<th>Licence count</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPID-001A</td>
<td>Test User</td>
<td>Test User</td>
<td>2019-06-21 10:34:35</td>
<td>-</td>
<td>50</td>
<td>2</td>
</tr>
</tbody>
</table>

• At the bottom right of the ‘Licences’ section, click on:

  Licences

<table>
<thead>
<tr>
<th>Assignee</th>
<th>Assignment date</th>
<th>Manager</th>
<th>Access types</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test User</td>
<td>2019-06-21 10:34:35</td>
<td>Test User</td>
<td>Read</td>
</tr>
<tr>
<td>Test User</td>
<td>2019-06-21 10:34:35</td>
<td>Test User</td>
<td>Read</td>
</tr>
</tbody>
</table>

• You can export the list in Excel or CSV format.

Assign a licence to a device (shared device/non-nominative access)

Instead of assigning a licence to an individual user, who will then be able to consult the texts either via the website or via the Ph. Eur. application installed on one personal computer and one personal USB stick (see Consult the European Pharmacopoeia Online), a licence owner or manager can assign a licence to a shared computer/USB stick where the Ph. Eur. application is installed, thus allowing any person using that computer/USB stick to consult the texts via the application.

To do so, the application must first be installed on the shared computer/USB stick (refer to Install the application on a computer – shared device/ Install the application (USB stick) - shared device to be used on a Windows computer), then:

• Hover over your account name on the right side of the menu bar
• Select ‘My devices’:

  EN ➔ TEST USER ➔
  Sign out
  My profile
  My subscription keys
  My users
  My devices
  Downloads
  Change password
  User manual

• Click on the ‘+’ icon in the ‘Shared devices’ section:
• In the ‘Activate a shared device’ page, paste the device ID (that you saved to the clipboard previously) in the ‘Device ID’ field and enter a name for the computer/USB stick you are installing the application on.

• In the ‘EPIDs’ field, choose the subscription(s) that will be available on the shared device

• Click on ‘Activate’, an activation code is generated, copy it:

```
# 1234567890
```

• Go back to the application and paste the activation code into the ‘Activation code’ box, then click on ‘Activate’:

The application is activated:

```
Your application is now activated and will restart.
```

• Click on ‘OK’

If installing to all Windows user sessions

• Under My devices, download the activation file of the shared device and save it to a public location. The licence owner or manager is responsible for communicating the location of this file with potential users of the shared device. The extension of this file is .key

```
\"LL18-0063\nEPID-0010A\n```

• Users of the computer should launch the application using the shortcut found on the user’s desktop

• The Activation window will open. Select the ‘Load from file’ option and browse to the public location where the device activation code (.key) file is stored, then click on ‘Activate’:
The application is activated:

- Click on ‘OK’

Note, if the user of a shared device wishes to use the application offline, they first must download the pack from the website (with their personal account) or from a public location. The licence owner or manager is responsible for communicating the location of this file with potential users of the shared device. The extension of the pack file is .pheur

Note: when you sign in to the European Pharmacopoeia Online website and go to ‘My subscription keys’, you can see the shared device(s) you have activated by hovering over your name and selecting ‘My devices’:

![Shared devices](image)

You can also see that a shared computer/USB stick has been activated by going to the ‘My subscription keys’ page, clicking on the wrench icon at the end of the line containing the relevant EPID code and looking in the ‘Licences’ section:

![Licences](image)

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**Ph. Eur. application**

As described in [Consult the European Pharmacopoeia Online](#), a licence provides the right to consult the texts via the European Pharmacopoeia Online website. It also provides the right to consult Ph. Eur. texts by installing the Ph. Eur. application on a computer or a USB stick.

Once the application is installed on a computer/USB stick, it will

1. Provide access to the online content corresponding to your licence when the computer is connected to the internet and the Ph. Eur. Online server is available
2. Provide offline access - if the offline packs (Ph. Eur. content corresponding to your licence) have been installed - when
the computer is not connected to internet or the Ph. Eur. Online server is unavailable

- Sign in to the European Pharmacopoeia Online website
- Hover over your account name on the right side of the menu bar
- Select ‘Downloads’:

  - In the ‘Application’ section, click on the Operating System on which you will install the application, or click on the USB button:

    Downloads

    APPLICATION

    WINDOWS    LINUX    MAC OS (Planned)    USE

    - Save the corresponding file to a location of your choice.

    - After having downloaded the installation file, execute the setup
    - In the “Choose Installation Options” window, select ‘Only for me’ if you wish to make the software available only to that Windows user session / ‘Anyone who uses this computer’ to make it available to any Windows user session on that computer - requires Administrator rights - and click on ‘Next’:

        European Pharmacopoeia Setup

        Choose Installation Options
        Who should the application be installed for?

        Please select whether you wish to make this software available to all users or just yourself

        ☐ Anyone who uses this computer (all users)
        ☐ Only for me 

        Please install for current user only.

        European Pharmacopoeia 1.1.0

        Next > Cancel

    - In the next window, keep the default destination folder and click on ‘Install’
    - Click on ‘Finish’ to close the Setup dialogue box and launch the application

    Note: a shortcut is created on the desktop of the user(s). If you selected ‘Anyone who uses this computer’ during your installation, all users will have this shortcut. Only users with a licence will be able to log in and activate their device.

    - After launching the application, in the ‘Activation’ box, click on ‘Online’:
The Ph. Eur. Online website opens (sign in with your user account if necessary); the ‘Activate a personal device’ page is displayed:

Activate a personal device

To activate a new device:
• First download the application from the Downloads page and install it on the device.
• In the activation window that will open when you launch the application, you will retrieve the device ID, which will allow you to generate on this page an activation code. You will then have to paste this code in the activation window of the application to finalise the installation.
• Refer to the User manual for detailed instructions.

The device ID and name of the computer are automatically filled in.

Click on ‘Activate’, an activation code is generated, copy it:

Activate a personal device

Your device has been registered to use this license. To activate the application, please now copy this activation key and paste it in the application or download the activation file.

Go back to the application and paste the activation code into the ‘Activation code’ box, then click on ‘Activate’:

The application is activated:
• Click on ‘OK’

Note: when you sign in to the European Pharmacopoeia Online website and go to ‘My subscription keys’, you can see the computer you have activated by hovering over your name and selecting ‘My devices’:

You can also see that a computer has been activated by the screen icon at the beginning of the relevant EPID line(s) in the ’My subscription keys’ page.

• In the application, you are by default in “online” mode and you can see that you can consult the Ph. Eur. online volume for which you have the relevant licence:

You can search and consult the texts by clicking on the box.

Note: Only licence owners and managers can add shared devices

• After having downloaded the installation file (see Install the application on a computer – shared device), execute the installation

• In the “Choose Installation Options” window, select ‘Only for me’ if you wish to make the software available only to that Windows user session / ‘Anyone who uses this computer’ to make it available for any Windows user session on that computer – this option requires Administrator rights - and click on ‘Next’:

• In the next window, keep the default destination folder and click on ‘Install’

• Click on ‘Finish’ to close the Setup dialogue box and launch the application

Note: a shortcut is created on the desktop of the user(s). If you selected ‘Anyone who uses this computer’ during your installation, all users will have this shortcut. After launching the application, in the ‘Activation’ box, click on ‘Copy to clipboard’
Go to the Ph. Eur. Online website (sign in with your licence owner/manager account if necessary), and follow the instructions provided under Assign a licence to a device (shared device/non-nominative access).

Install the application (USB stick) - individual user/personal device to be used on a Windows computer

After having downloaded the installation file for USB (see Download the application), transfer the contents of the zip file to the USB stick

Double-click the ‘start-for-windows.exe’ file

In the ‘Activation’ box, click on ‘Online’:

The Ph. Eur. Online website opens (sign in with your user account if necessary), the ‘Activate a personal device’ page is displayed:

Activate a personal device

To activate a new device:
- First download the application from the Downloads page and install it on the device.
- In the activation window that will open when you launch the application, you will retrieve the device ID, which will allow you to generate on this page an activation code. You will then have to paste this code in the activation window of the application to finalise the installation.
- Refer to the User manual for detailed instructions.

The device ID is automatically filled in.

Click on ‘Activate’, an activation code is generated, copy it
• Go back to the application and paste the activation code into the ‘Activation code’ box, then click on ‘Activate’:

The application is activated:

• Click on ‘OK’

Note: when you sign in to the European Pharmacopoeia Online website and go to ‘My subscription keys’, you can see the USB stick you have activated by hovering over your name and selecting ‘My devices’: My devices

• You can also see that a USB stick has been activated by the icon at the beginning of the relevant EPID line(s) in the ‘My subscription keys’ page:

• After having downloaded the installation file for USB (see Install the application (USB stick) - shared device to be used on a Windows computer), transfer the contents of the zip file to the USB stick
• Double-click the ‘start-for-windows.exe’ file
• In the ‘Activation’ box, click on ‘Copy to clipboard’:

• Go to the Ph. Eur. Online website (sign in with your user account if necessary), and follow the instructions provided under Activate the If the computer on which you wish to install the application is not connected to the internet, follow the
instructions for installing the application, but:

- when you get to the ‘Activation box’, select ‘Save to file’ and select the location where you will save the device ID (e.g. a USB stick or shared drive) – the file is a simple text file that can be opened with any text editor:

  ![Activation](image)

- on a computer connected to the internet, sign in to the Ph. Eur. Online website, hover over your account name and select ‘My devices’:

  ![My devices](image)

  - click on the ‘+’ icon in the ‘My devices’ or ‘Shared devices’ section:

  ![My devices](image)

  - in the ‘Activate a device’ page, paste the device ID (that can be found in the file you saved previously) in the ‘Device ID’ field and enter a name for the computer you are installing the application on
  - click on ‘Activate’
  - click on ‘Download’ to save the activation code to a text file on a USB stick or shared drive – like the file for the device ID, the file is a simple text file that can be opened with any text editor
  - go back to the computer on which you are installing the application, click on ‘Load from file…’:

  ![Activation](image)

  - select the file you saved previously; the code is copied to the box
- click on ‘Activate’
  The application is activated:

```
Activation
Your application is now activated and will restart
OK
```

The application will be in “offline” mode and you will only be able to consult the texts after having imported the relevant packs (see > Download and import a pack file):

- Sign in to the European Pharmacopoeia Online website
- Hover over your account name on the right side of the menu bar
- Select ‘Downloads’:

- In the ‘Offline packs’ tab, click on the pack you wish to download and import into the application:

- Save the corresponding file to a location of your choice.

- Launch the Ph. Eur. application and choose ‘File’ – ‘Import a pack file...’ from the menu bar:
Select the pack file you downloaded in the relevant location and click on ‘Open’:

At the end of the installation process, the pack is displayed in the ‘My local editions’ section
When you click on the pack under ‘My local editions’, you can consult the Ph. Eur. in “offline” mode

Note: the packs are valid by default for 15 days.

Trouble shooting issues with devices and packs

› JavaScript error when importing a pack

Problem: This problem may occur when a pack is corrupt or the media on which it is stored is unstable.
Solution: Ensure that the pack you are installing is not corrupt by downloading it again from ‘Downloads’. Save the pack to a location on the local computer before choosing ‘Import a pack file’.

› My device needs to be replaced

Problem: If your device is broken has been replaced, you need to free your licence for a new device.
Solution: It is possible to change your USB device or computer (up to a maximum of 3 times per year in the case of personal devices). To deactivate a device, go to ‘My devices’. Click on the  next to the device you wish to remove.
Note that it is not possible to deactivate devices where a permanent pack has been installed.

› I need to activate more than one computer or more than one USB stick

Problem: It is not possible to activate more than one computer and one USB stick per user, even if the user has two licences.
Solution: If a user needs to install to more than one computer and/or USB stick, attribute access to the licence(s) via a different e-mail address, or add a shared device (refer to › Install the application on a computer – shared device/› Install the application (USB stick) - shared device to be used on a Windows computer).
Frequently asked questions

Please refer to the Helpdesk FAQs on the EDQM institutional website.

› Contact us
Submit your questions/issues via http://www.edqm.eu/hd