Access

› URL
- http://online.edqm.eu

› Technical requirements
- Internet access (offline functionality available on tablets and smartphones);
- Operating systems:
  - Personal Computer: Windows 2000 and higher, Macintosh and Linux on request
  - Tablets and smartphones: Windows 7 and higher, iOS 5 and higher, Android 3 and higher
- Internet browser (IE8 and higher, Firefox16 and higher, Chrome, Safari -private mode has to be deactivated-, Opera)
- Javascript must be enabled in the Internet browser
- PDF Reader
- Safeview must be installed (not applicable for tablets and smartphones)
- Use of the online version requires that cookies be permitted
- One licence grants access to two computers, but not simultaneously

› Register your EPID code
- Following your purchase, you are sent an EPID code: EPID-AAXXX-XXXXX-XXXXX
- To receive your login and password, you need to register this code at the following address:
  https://www.edqm.eu/register/

› Login
- After registration of the EPID code, you will receive 2 e-mails with login access:
  - Normal user access which may be shared with other users to log in to the Ph. Eur.
  - Administrator access to log in to 'My account'
  Note: you can connect to 'My Account' provided you are already logged in as a normal user

› Login by username and password
- Click on 'Login' on the top right of your screen
- Type in your ID and password
- To remain authenticated the next time you visit the database: Tick the option ‘Remember me’ in the login form
Login by IP
(function only available on PC)

- Click on ‘Login’ on the top right of your screen
- Tick ‘Login as: EPID-AA0000000000 (Recognized by your IP address)’ and click on ‘Login’

Error messages

- Customer does not exist
  You have used either the wrong url or the wrong username.
- Invalid password
  You have used an incorrect password to log in.
  Make sure you have used the correct credentials.

Resend access

Your login access can be resent to your email address:

- Login to the EDQM registration website www.edqm.eu/register
- Click on the EPID code associated with the subscription you need the access for

You will receive 2 emails containing the normal user and the administrative access.

Logout

- Click on (for tablet version only)
- Click on the EPID code on the top right of your screen
- Click on ‘Logout’
My account

NB: You need to be logged in first as a normal user in order to be able to log in to ‘My account’

› Update your details

(function only available on PC)

- Click on the EPID code on the top right of the screen
- Click on ‘My Account’
- Click on ‘Customer details’
- Type in your administrative login and password
- Update your details
- Click on ‘OK’ to save changes

› Computer expiration

You can set the computer expiration period for unused licences. By default this period is set to 30 days.

- Click on (for tablet version only)
- Click on the EPID code on the top right of the screen
- Click on ‘My Account’
- Click on ‘Computer expiration’
- Type in the administrative login and password
- Tick ‘Custom’ and select 10, 20 or 60 days
- Click on ‘OK’
IP addresses  
(function only available on PC)

IP Authentication allows you to log in without typing in the username and password provided the IP address has already been added to the administrative account.

- Click on the EPID code on the top right of the screen
- Click on ‘My Account’
- Type in the administrative login and password
- Click on ‘IP Addresses’
- Click on ‘Add’
- Edit a single IP address or a range of IP addresses
- Click on ‘OK’ to validate

Reports

You can generate reports about the activity of your account:

- Click on the EPID code on the top right of the screen
- Click on ‘My Account’
- Type in the administrative login and password
- Click on ‘Reports’ and select what you want to export (Customer activity, Current permissions or Computers used) and click on ‘Export’ (function only available on PC)

General layout

- Back and forth buttons
  (function only available on PC)

To navigate back and forth, do not use the back and forth buttons in your browser but use the application’s own buttons

- Switch to EN or FR

You can use the language buttons to switch easily between the English and French interfaces.
Quick search

This allows a quick search on the full database. Entering a search term and clicking Search displays the results in the Results page of the main panel.

Search

Table of contents

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

You can expand a branch by clicking on \(\text{\textbullet}\) and hide a branch by clicking on \(\text{\textcircled{}}\).

Clicking on a tree heading displays the node’s corresponding content in the main panel depending on the node type:

- Branch \(\text{\textbullet}\) displays a result list containing all the child nodes of the clicked branch

- Leaf \(\text{\textbullet}\) displays the clicked document

- \(\text{\textbullet}\) Next page displays the next page of texts ordered in alphabetical order

- \(\text{\textbullet}\) Previous page displays the previous page of texts ordered in alphabetical order

- \(\text{\textbullet}\) hides the TOC (function only available on PC)

- \(\text{\textbullet}\) shows the TOC (function only available on PC)

Search form

Full text

To find a word or words located anywhere in a text, use this field:

- Allows you to enter additional words to be searched;

- Allows you to configure specific options for multiple word searches:

Searches are Boolean: you can search with operators like AND, OR, NO and use quotation marks "" or the wildcard * to replace one or more characters.

All languages

If you wish to display results in one language only, click on the all languages button to select English or French.

Search

Click on Search to execute your query.

If the search you specified does not exist in the database, the message ‘Query produced no results’ appears.

Clear

Click on Clear to completely clear all the search fields and to deselect entries in the table of contents.

Display type and ordering results

You can customise the results list by setting the Display type and the Order by options (option available on PC only).
Results

By default, when retrieving results from a query, you find yourself in the Results panel, with results listed by title.

› General layout

Results are sorted by monograph name.

• You can change the way texts are listed by clicking on the column (for the PC version) or by selecting the available option (tablet version).
• You can choose the number of results (20-25-50-100) shown on the page by clicking on next to View (PC version) or by selecting the available option (tablet version).
• You can use the swipe function to navigate through the results pages (tablet version).

› Excerpts

When searching by keyword, you can display results with text excerpts

• To show excerpts, click on next to No excerpts in the Results list and choose the length of excerpts you want to display.

› Queries

It is possible to save searches you make frequently.

• Click on Save query to save your search. You will be prompted for a name.
• Click on Manage queries to handle saved queries; you can edit their names, delete them or run them.
If you wish to print/export the results list, click on **Print results** button.

A popup window will allow you to configure specific options:

- **Sort by**: allows you to sort the results by Title, Version date, Mono number in alphabetical or reverse order;
- **All results**: prints/exports a list of all the documents retrieved by the query;
- **Selected results**: prints/exports the list of the documents selected in the Results view;
- **Current page**: prints/exports the list of the documents shown in the current page of the Results view (20-25-50-100 documents).

Click on **Cancel** to return to the Results table.

Click on **Print** to launch the print/export:

- A printable results list will open in a new tab/window;
- Choose **Print** to send to a printer;
- Choose **Export** to save the results to a file

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You can save documents to view them at a later stage when you are offline provided the homepage's window is not closed.

- **Make a search**
- On the Results page, tick the box next to the documents you want to save for offline viewing
- Click on **Download**

To view them when you are offline (the homepage must not be closed), click on **Download**.
Document

After executing a query and selecting a result, the corresponding document appears in the Document panel.

› Tool bar

A number of tools are available in the tool bar of the Document panel.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Save current document]</td>
<td>Save current document</td>
</tr>
<tr>
<td>![Print current document]</td>
<td>Print current document</td>
</tr>
<tr>
<td>![Previous document in results list]</td>
<td>Previous document in results list</td>
</tr>
<tr>
<td>![Next document in results list]</td>
<td>Next document in results list</td>
</tr>
<tr>
<td>![Previous highlight in document]</td>
<td>Previous highlight in document (function available on tablet and smartphone using the swipe function)</td>
</tr>
<tr>
<td>![Next highlight in document]</td>
<td>Next highlight in document (function available on tablet and smartphone using the swipe function)</td>
</tr>
<tr>
<td>![Toggle highlights in document]</td>
<td>Toggle highlights in document</td>
</tr>
<tr>
<td>![Decrease/Increase font size]</td>
<td>Decrease/Increase font size</td>
</tr>
</tbody>
</table>

› Links at top of document

<table>
<thead>
<tr>
<th>Link</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Document on Français]</td>
<td>switches to the French version</td>
</tr>
<tr>
<td>![Document in English]</td>
<td>switches to the English version</td>
</tr>
<tr>
<td>![PDF]</td>
<td>opens the document in PDF format</td>
</tr>
<tr>
<td>![Knowledge Database]</td>
<td>links to the Knowledge database</td>
</tr>
<tr>
<td>![General Monographs]</td>
<td>links to the General Monographs</td>
</tr>
<tr>
<td>![General Notices]</td>
<td>links to the General Notices</td>
</tr>
</tbody>
</table>
Revised/corrected or deleted texts

- indicates where part of a text has been revised or corrected
- indicates where part of a text has been deleted

These indications are not necessarily exhaustive and are given for information and do not form an official part of the texts.