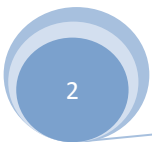


PHARMEUROPA ONLINE

USER GUIDE



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As a general rule, text in *italics* refers to panels/views/menus of the site; text in **bold** refers to clickable items in the site.

HOMEPAGE PRESENTATION

- Go to <http://pharmeuropa.edqm.eu/home/>
- You can change the language by clicking on **EN** and choosing **Français**.

edqm European Directorate for the Quality of Medicines & HealthCare

Pharmeuropa Online

Login EN

Texts for comment

Pharmeuropa Bio & Scientific Notes

Pharmeuropa archives

What's new? Pharmacopoeial harmonisation Readers' tribune Useful information Publications

Texts for comment: 56 drafts added in the last week
EDQM News
Events

Proficiency Testing Scheme (PTS) for 2012: studies planned and registration forms available (to be returned before 13 January 2012)
Supplement 7.5: comments concerning revised texts
Rapid implementation of the revised monograph Human normal immunoglobulin for intravenous administration (0918) from 1 January 2012
Enquiry (until 31 March 2012): introduction of the degree of hydration in monograph titles
Technical guide for the elaboration of monographs – 6th Edition (2011)
Technical guide for the elaboration and use of monographs on human plasma-derived products (2011)

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- From this page you can access the 3 databases:
 - Texts for comment;
 - Pharmeuropa Bio & Scientific Notes;
 - Pharmeuropa archives.
- 5 tabs allow you to access different sections of Pharmeuropa online.

CREATE AN ACCOUNT

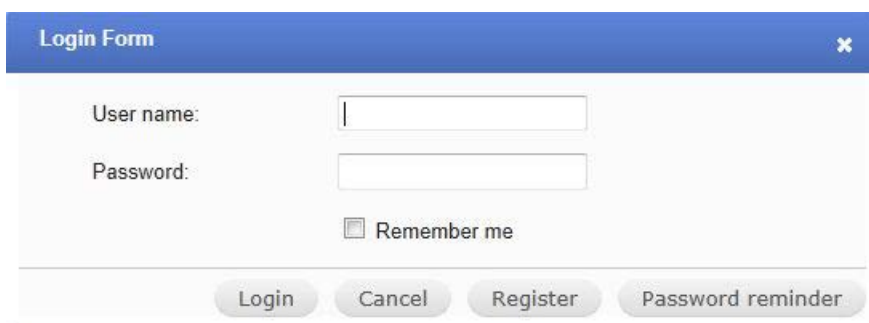
- Click on **Login** at top right.
- Click on **Register** and complete the form.

A username and password will be sent to your email address.

HOW TO LOG IN

VIA THE HOMEPAGE

- Click on **Login** at top right.
- Enter the user name and password that you were supplied (See [Create an account](#)). Click on **Login**.
- If you select **Remember me**, you will be automatically logged on the next time you enter the site.

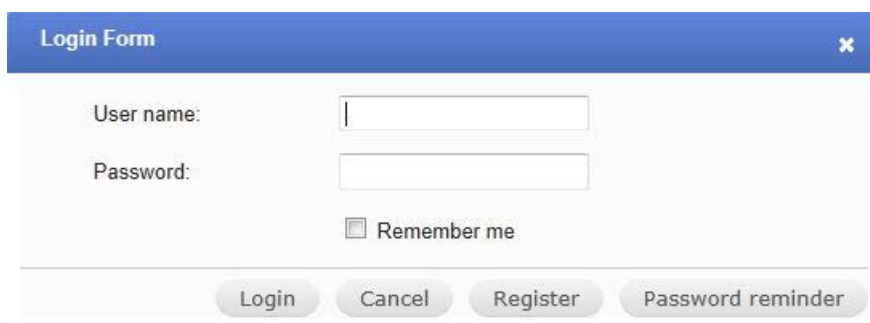


The screenshot shows a 'Login Form' window with a blue header and a close button (X) in the top right corner. The form contains two input fields: 'User name:' and 'Password:'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form, there are four buttons: 'Login', 'Cancel', 'Register', and 'Password reminder'.

- Once logged in, you can access the 3 databases (Texts for comment, Pharmeuropa Bio & Scientific Notes and Pharmeuropa archives).
- Click on the database you wish to access.
- If you have forgotten your username or your password, click on **Password reminder**. You will be prompted to enter your email address. The username and password associated with your email address will be immediately sent by email.

FROM TEXTS FOR COMMENT DATABASE

- Go to <http://pharmeuropa.edqm.eu/textsforcomment/>
- You can change the language by clicking on **Français**.
- Click on **Login**.
- Enter the user name and password that you were supplied (See [Create an account](#)). Click on **Login**.
- If you select **Remember me**, you will be automatically logged on the next time you enter the site.



The screenshot shows a 'Login Form' window with a blue header and a close button (X) in the top right corner. The form contains two input fields: 'User name:' and 'Password:'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form, there are four buttons: 'Login', 'Cancel', 'Register', and 'Password reminder'.

- If you have forgotten your username or your password, click on **Password reminder**. You will be prompted to enter your email address. The username and password associated with your email address will be immediately sent by email.
- Once logged in, you can access the 3 databases (Texts for comment, Pharmeuropa Bio & Scientific Notes and Pharmeuropa archives).

Upon logging in, the default view is the *Search form*, with the *table of contents* at the left.

At the top right you will find several options:

- **Logout:** allows you to logout (useful if you are not on your own computer and don't want someone else to use your access);
- **My Account:** allows you to change your password and contact information, and to configure notifications;
- **Français/English:** a choice of French or English for your language interface.

MY ACCOUNT

To modify your contact details, your username and password, or to configure *notifications*, click on the **My Account** button found at the top right.

CUSTOMER DETAILS

By default a panel opens up with contact information you gave upon registering. You can complete this information further if you wish.

Update Customer Details

First name* Jane Surname* Doe

Street City

State Country* United Kingdom

Postal code POB

Email* someone@someone.co Mobile

Phone Fax

Organisation Job title

[Change password](#)

Configure notifications OK Cancel

Do not forget to click on **OK** to save the modification you may have made.

Clicking on the **Cancel** button brings you back to the site, in the same view that you were before clicking on **My account**.

You can also change your password.

Change password

Old password*

New password*

Validate password*

OK Cancel

Clicking on the **Cancel** button brings you back to the site, in the same view that you were before clicking on **My account**.

NOTIFICATIONS

The *Notifications: Texts for comment* panel allows you to receive email alerts when a specific monograph or any monograph is added to the *Texts for comment database*. You can configure preferences for the type of monograph or the monograph number, and for the frequency of your alerts.

Notifications: Texts for comment [X]

<input type="checkbox"/>	Group name
<input type="checkbox"/>	1: Biological methods and statistical analysis
<input checked="" type="checkbox"/>	6: Biological substances
<input checked="" type="checkbox"/>	6B: Human blood and blood products
<input type="checkbox"/>	7: Antibiotics
<input checked="" type="checkbox"/>	9G: Medicinal gases
<input type="checkbox"/>	10A: Organic chemistry - Synthetic products
<input type="checkbox"/>	10B: Organic chemistry - Synthetic products
<input type="checkbox"/>	10C: Organic chemistry - Synthetic products
<input type="checkbox"/>	10D: Organic chemistry - Synthetic products
<input type="checkbox"/>	11: Organic chemistry - Natural products

Mono number:

Separate multiple monograph numbers with commas
ex.: 0001, 0121, 1500, 20903, 51600

Language: English French

Frequency

Never
 Each update
 Once per day
 Once per week
 Once per month
 Issue complete (3 months before public enquiry deadline)

OK Cancel

GROUP NAME

- Click on one or more groups to receive emails when monographs related to certain European Pharmacopoeia working groups are uploaded to the site.
- Click on all groups (by clicking on the top box) to receive notification for all monographs.

MONO NUMBER

- If you are interested by certain monographs only, enter their official European Pharmacopoeia numbers in the *Mono number field*, separated by commas if there is more than one.

FREQUENCY

- *Never*: click on **Never** to temporarily turn off email alerts that you have configured;
- *Each update*: click on **Each update** to receive an email alert as soon as a text is added to the site;
- *Once per day*: click on **Once per day** to receive a daily email alert containing information on all your chosen monographs;
- *Once per week*: click on **Once per week** to receive a weekly email alert containing information on all your chosen monographs;
- *Once per month*: click on **Once per month** to receive a monthly email alert containing information on all your chosen monographs;
- *Issue complete (3 months before public enquiry deadline)*: click on **Issue complete** to receive an email alert containing information on all your chosen monographs once an issue is complete. The date of this email corresponds to 3 months before the public enquiry deadline, after which no more texts will be added to the given issue.

LANGUAGE

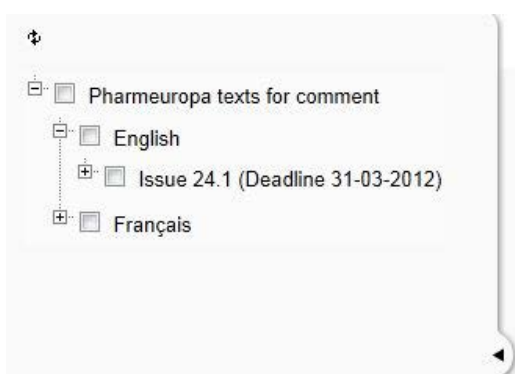
By default, email alerts are for the English versions of texts. To receive alerts for the French versions, click on French. In general, both language version are prepared at the same time and therefore arrive in the site together.

SEARCH FORM



By default, when entering the *Texts for Comment database*, you find yourself in the *Search form*, with the *Table of Contents* open. You cannot browse to the *Results* or *Document* view until you have conducted a search.

TABLE OF CONTENTS



- Only issues open for comment are available.
- You can select one or more issues in the *Table of contents* by clicking in the box associated with the issue.
- To list all the texts in a specific issue:
 - click on the box associated with that issue, then click on the **Search** button, or
 - click on issue's name directly.
- To limit your search to certain criteria, you can also select a specific issue or issues and enter search criteria in the *Search form*.
- Clicking in the *Search form* automatically collapses the *table of contents*.
- To reopen the table of contents, click on the **right arrow**.



- You can also manually close the table of contents by clicking on the **left arrow**.



Note: the *deadline* mentioned next to the *issue number* is the date until which the text is open for public comment.

QUERIES

Manage Queries

Search selected Pharmeuropas Search all

Full text: + Q All languages ▼

Title:



Group:

Reference number:

Monograph number:

Search Clear

FIELDS

- **Full text:**
 - to find a word or words located anywhere in a text, use the *full text* field,
 - the **Add search option** button  allows you to enter additional words to be searched,
 - the **View search options** button  allows you to configure specific options for multiple word searches:

Search Options

Search all words

At least one word

Adjacent words

With proximity range of Words ▼ Unordered ▼

OK Cancel

- **Search all words:** this is the default option. Use this option to search for all the words listed. This is an AND search;
- **At least one word:** use this option to search for one or more of the words listed. This is an OR search;
- **Adjacent words:** use this option to search for exact phrases;
- **Proximity range:** use this option to search for words that are near each other, within the specified range (# Words), in any order (Unordered), or in the order listed (Ordered).



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.

- *Title:*
 - search for a word that appears in one or more titles;
 - a popup window showing up to 10 titles containing your words appears. If you want, you can select a specific title to search.
- *Group*
 - if you wish to search for texts related to a specific European Pharmacopoeia working group, enter the group number in the field. A popup window appears to help you;
 - search for multiple groups by entering group numbers separated by the word “or”.
- *Reference number*
 - if you wish to search for a specific PA/PH reference, enter it in the *Reference number field*. A popup window containing up to 10 references appears to help you.
- *Monograph number*
 - if you wish to search for a text by its official European Pharmacopoeia number (4 digits for monographs or 5 digits for general texts), use the *Monograph number field*;
 - search for multiple monograph numbers by entering the numbers separated by the word “or”.

BUTTONS

- *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:*
 - if a search fails, this is often because other non-related search criteria from a previous search remains in the *search form*;
 - click on the **Clear** button to completely clear all the search fields and to deselect issues in the *table of contents*.



You can manage your queries directly from this screen: click on **Manage queries** at the top left. See [Tools](#) section.

RESULTS



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

GENERAL LAYOUT

By default, 20 results are listed per page, sorted by monograph name.

- You can change the way texts are listed by clicking on the column titles (e.g. one click on **Group** will list results by group; another click on **Group** will reverse the sorting).
- You can choose the number of results (20-25-50-100) shown on the page by clicking on ▼ next to **View**.



Tools ▼ View: 20 results ▼

53 results found. Displaying results 1 to 20. < 1 2 3 >

<input type="checkbox"/>	Monograph	Group	Issue	Posted	Deadline
<input type="checkbox"/>	2.2.40. Near-infrared spectrophotometry spectroscopy Reference number: PA/PH/Exp. PAT/T (09) 3 ANP Monograph number: 20240	PAT	23.3	27.07.2011	30.09.2011
<input type="checkbox"/>	2.6.33. Absence of residual pertussis toxin and irreversibility of pertussis toxoid Reference number: PA/PH/Exp. 15/T (11) 4 ANP Monograph number: 20633	15	23.3	27.07.2011	30.09.2011
<input type="checkbox"/>	5.2. 8. Minimising the risk of transmitting animal spongiform encephalopathy agents via human and Reference number: PA/PH/SG (11) 18 PUB Monograph number: 50208	SG	23.3	27.07.2011	30.09.2011

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.

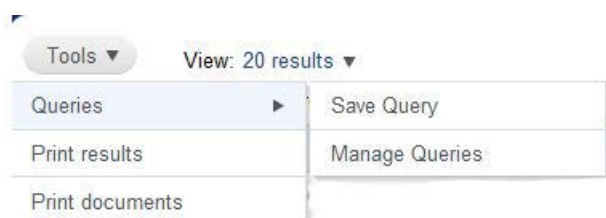


RESULTS LIST FIELDS

- *Monograph*:
 - *Title*: the monograph title, including numbering for general chapters
 - *Reference number*:
 - starts with PA/PH ...
 - A unique identifier for the working document.
 - *Monograph number*: 4 digits for monographs, 5 digits for general texts.
- *Group*: the European Pharmacopoeia working group/group of experts
- *Issue*: the issue number in which the text is published
- *Posted*: the date the document was put online.
- *Deadline*: the date until which the text is open for public comment.

Click on the row containing the text you want to read to open it in the [Document](#) view.

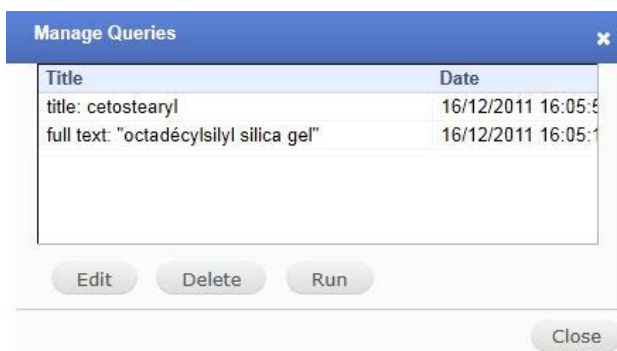
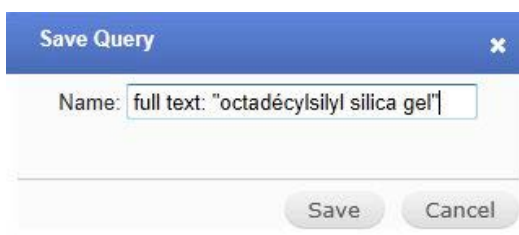
TOOLS



QUERIES

You have the possibility 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.



The name chosen for saved query should be self-explanatory, as it is not possible to visualise or edit the query before running it.

PRINT RESULTS

Print results ✕

Sort by:



All results 11

Selected results 0

Current page 11

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 *Monograph name, Group, Issue, Posted* (date the document has been put online) or *Deadline*, in alphabetical  or reverse  order;
- **All documents:** prints/exports a list of all the documents retrieved by the query;
- **Selected documents:** prints/exports the list of the documents selected in the *Results* view;
- **Documents in 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 in Excel format.

[Print](#) | [Export](#)

01.09.2011

Results list report - NetIS™ technology

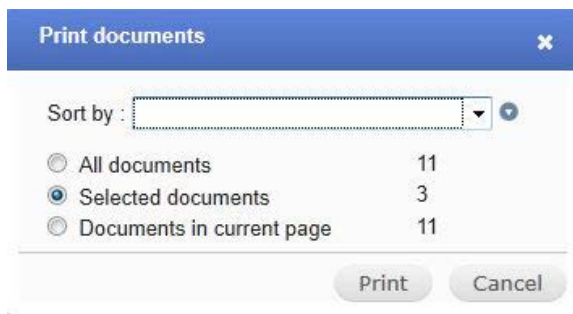
	Monograph	Monograph number	Group	Issue	Deadline
1	Anastrozole	2406	10B	23.3	30.09.2011
2	Cetirizine dihydrochloride	1084	10C	23.3	30.09.2011
3	Famotidine	1012	10C	23.3	30.09.2011
4	Labetalol hydrochloride	0923	10B	23.3	30.09.2011
5	Norethisterone acetate	0850	10B	23.3	30.09.2011
6	Praziquantel	0855	10B	23.3	30.09.2011
7	Progesterone	0429	10B	23.3	30.09.2011
8	Selegiline hydrochloride	1260	10C	23.3	30.09.2011

[Powered by NetIS™ - E-Publishing Platform](#)





Make sure you do not have Popup blockers activated, or add pharmeuropa.edqm.eu to your list of trusted sites.

PRINT DOCUMENTS:



If you wish to print documents from the results list, click on **Print documents**.

A popup window will allow you to configure specific options:

- **Sort by:** allows you to sort the results by *Monograph name*, *Group*, *Issue*, *Posted* (date the document has been put online) or *Deadline*, in alphabetical  or reverse  order;
- **All documents:** prints/exports a list of all the documents retrieved by the query;
- **Selected documents:** prints/exports the list of the documents selected in the *Results* view;
- **Documents in 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 process:

- a PDF file containing all the documents to be printed will be created and will open in a new tab/window;
- You can either print or save this assembled PDF file.



Make sure you do not have Popup blockers activated, or add pharমেuropa.edqm.eu to your list of trusted sites.

DOCUMENT

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



To go back to the Results list, click on the **Results** tab.

TOOL BAR

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



Firefox view



Internet Explorer view



Save current document



Print current document



Search text within the current document (Firefox only)



Previous document in results list



Next document in results list



Previous highlight in document



Next highlight in document



Toggle highlights in document



Decrease/Increase font size

LINKS AT TOP OF DOCUMENT



- **Document in French/Document in English:** allows you to switch to the French or English language version of the document;
- **Acrobat version:** opens the document in PDF format;
- **How to comment/Pour commenter:** link to the commenting procedure.

Deadline

 Deadline: 31.03.2012
Pharmeuropa - Issue 24.1

When in the *Document* view, the deadline information displayed at the top right of the document, above the Pharmeuropa issue, corresponds to the date at which the document will be closed for public comment.

DOCUMENT BODY

In the *Document* view elements (paragraphs, table cells, titles, etc.) are numbered.

You are invited to refer to these numbers when submitting comments.

Mobile phase: 56

— *mobile phase A:* acetonitrile R, phosphate buffer solution pH 3.1 (1:99 V/V); 57

— *mobile phase B:* acetonitrile R, phosphate buffer solution pH 2.5 (50:50 V/V); 58

Time⁽²⁾ 59 (min) 60	Mobile phase A 61 (per cent V/V) 62	Mobile phase B 63 (per cent V/V) 64
0 - 5 65	100 66	0 67
5 - 27 68	100 → 80 69	0 → 20 70
27 - 40 71	80 72	20 73

Flow rate: 1.0 mL/min. 74

Detection: spectrophotometer at 254 nm. 75

Injection: 10 µL of the test solution and reference solutions (b), (c) and (d). 76