Pharmeuropa Online
User Manual

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Access to Pharmeuropa Online

› URL
https://pharmeuropa.edqm.eu

› Register

• On the homepage, click on ‘Register’ on the right of the menu bar:

- EN - REGISTER - SIGN IN

• Enter the e-mail address that will serve as your 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*

GYPH

Next Cancel

• Enter your profile information, then click on ‘Register’

Note: two automatically generated e-mails are sent:

- one to notify you of the creation of your EDQM account and allow you to set your password:

[EDQM Account] Create your account - Please define your password -- (Compte EDQM) Créer votre compte - Veuillez définir votre mot de passe

[EDQM Access to Pharmeuropa Online granted — [EDQM] L'accès à Pharmeuropa Online a été accordé

• Follow the link in the account creation notification in order to define a password for your account
Note: If you already have an EDQM account (i.e. you already have access to other EDQM applications on the same platform, such as Ph. Eur. Online and PaedForm), after entering your e-mail address and the captcha, you will land directly on the homepage. A message will notify you that you can log in with your existing EDQM credentials. You will receive only the second automatic notification, confirming that access to the Pharmeuropa Online website has been granted to you.

**Sign in**

- On the homepage, click on ‘Sign in’ on the right of the menu bar:

![Sign in page](image)

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

![Sign in window](image)

**Important notes:**
- All the actions described hereafter, except for the password reset, require the user to be signed into the database.
- If you have forgotten your password, you can reset it by using the ‘Forgot your password?’ function, as described later in this manual.

**Sign out**

- On any page, hover over your account name on the right of the menu bar:

![Sign out options](image)

- Select ‘Sign out’:

**Change password**

- Hover over your account name on the right of the menu bar
- Select ‘Change password’:

![Change password options](image)
• 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

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 cannot be identical to any of the 10 previously entered.
• Your password cannot 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 can now use your new password to sign in.

• Type in the URL of Pharmeuropa Online
• On the home page, click on ‘Sign in’ on the right of the menu bar:

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

• Enter your e-mail address and click on ‘Validate’:

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

[Date: 2011-10-23 16:15]

[Qik] Is this an automatically generated e-mail, please do not reply.

Dear [User],

You have requested to reset your password. Please click on the following link to reset your [DQm] account password:

[Link]

* Your new password must meet the following criteria:
• Your password must contain at least 3 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 cannot be identical to any of the 10 previously entered.
• Your password can’t be too similar to your other personal information.

[Qik] Is this an automatically generated e-mail, please do not reply.

[Qik] Is this an automatically generated e-mail, please do not reply.

[Qik] Is this an automatically generated e-mail, please do not reply.

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.
Manage your details

- Hover over your account name on the right of the menu bar
- Select 'My profile':

  EN - TEST USER

  Sign out
  My profile
  Notifications
  Change password
  User manual

- You can update your contact information:

  My profile

  First name*  Last name*
  Organisation*  Job title
  Country*  State
  Street
  Phone  Mobile  Fax

  Save  Cancel
Homepage features

By default, when you follow the URL link to Pharmeuropa Online, the homepage opens. From there, once logged in:

- You can access 3 databases:
  - Texts for comment
  - Pharmeuropa Bio & Scientific Notes
  - Pharmeuropa archives

- 6 tabs allow you to consult different sections of Pharmeuropa Online: What’s new?, Pharmacopoeial harmonisation, Readers’ tribune, Technical information, Useful information and Publications.

Texts for comment database

The Texts for comment database contains proposals for new and revised monographs and general texts that are intended for inclusion in the European Pharmacopoeia and are submitted for public comment.

By default, when you click on the ‘Access’ button to access the Texts for comment database, the search screen opens, with the Table of contents open on the left (provided there is enough space on the screen).

Search for texts

The Table of contents allows you to access the texts for comment by browsing the issues in English and French and viewing them in their logical context.

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

Some of the features of the Table of contents are:

- Only issues open for comment are available
- You can expand or collapse a section by clicking on  and
- You can select one or more issues in the Table of contents by ticking the box associated with the issue
• To list all the texts belonging to a specific issue:
  o Tick the box associated with that issue, then click on the ‘Search’ button, or
  o Click on the issue’s name directly
• Clicking on a text title displays the text itself in a document view
• If the Table of contents is closed, you can open it by clicking on it:

  ![Table of contents](image)

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

  ![Table of contents](image)

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

  ![Table of contents](image)

• **Perform a full text search**
  
  A full text search allows you to find a word or words located anywhere in a text.

  • Enter the query in the search field:

  ![Search](image)

  **Note:** you can learn more on how to perfect your search by using Boolean operators, parentheses, quotation marks (“ ”), wildcards, etc. if you open the ‘Search syntax’ link on the right side below the ‘Full text’ field. Relevant answers can be found in the ‘Online query search syntax’ column.

  • Click on the ‘Search’ button, the list of corresponding documents is displayed
You can also perform a search based on filters by using the specific fields located beneath the ‘Full text’ search field:

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 ‘Title’ field searches for French, English and Latin text 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
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:

**Search**

<table>
<thead>
<tr>
<th>All</th>
<th>Selected Items</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full text</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Filters</th>
<th>Phrase prefix</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
</table>

1. You can limit your search to certain issues or texts by first selecting the corresponding area in the Table of contents:

<table>
<thead>
<tr>
<th>English texts:</th>
<th>French texts:</th>
</tr>
</thead>
</table>

- Click on the issue or text you want to limit your search to.

In this example, the query will be limited to Issue 31.4.

**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 the 'English' option; for French texts, select the box in front of the 'Français' option.

If you go back to the search screen you will see that the 'Selected items' radio button is automatically selected. If you deselect it, keep the full text search 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 issues or texts 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**

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 issues and/or texts you wish to limit the search to; the search is automatically updated:
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, ‘filtration’ was added):

Search results

1 - 2 of 2

4. After a refined search, you can filter further for more specific results. To do so,

• 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:

- Use the 2 selected items as additional filter  
- Select all results of this page  
- Unselect all results of this page  
- Clear recent selection

2.6.12. Microbiological examination of non-sterile products: microbial enumeration tests

METHOD IN THE PRESENCE OF PRODUCT 6.1: Preparation of the sample

Disperse or dissolve usually 1 x 10^6 dilution is prepared the product to be examined in buffered sodium chloride-phosphate buffer solution pH 7.2, phosphate buffer solution pH 7.2 or calcium borate digest broth (1:1). Further dilutions, when necessary, are prepared with the same diluent. Non-sterile products include in water. Sepak the product to be examined usually a 1 x 10^6 dilution

...prepared with the same diluent, nontoxic products. Disperse in isotopic medium, sterilized by filtration or filter the product to be examined with the minimum required quantity of sterile polycarbonate 61 or another non-harmonized sterile surface-active agent. Incubated if necessary at not more than 45°C or at exceptional cases not more than 40°C. Microaerophilie and if necessary maintain the temperature at a stable bath. Add sufficient of the pre-warmed chosen diluent to make a 1 x 10^6 dilution of the original

Neutralization, dilution or filtration. The addition of neutralization removal of antimicrobial activity. If growth is inhibited by a factor greater than 10, then, modify the procedure for the particular examination test to ensure the viability of the results. Neutralization of the procedure in water is advisable, for example: (1) an increase in the volume of the diluent or culture medium, (2) maronization of the general neutralizing agents into the diluent, (3) filtration, (4) or a combination of

Random from the bulk material or from the available containers of the preparation to obtain the required amount, into the contents of a sufficient number of containers to provide the sample. The EXAMINATION OF THE PRODUCT 9.6.1. Membrane filtration is used to filter the sample through a membrane filter. Prepare the sample using a method that has been shown suitable as described in Section 2 and filter the appropriate amount into each of 2 membranes. Stir and filter immediately.

Micro-organisms must be demonstrated. If surface-active substances are used for sample preparation, then absorption for micro-organisms and their compatibility with the effects used must be demonstrated. 2. EXAMINATION METHODS use the membrane filtration method or the plate-count methods, as prescribed. The most-probable-number (MPN) method is generally the least accurate method for microbial counts, however, for certain product groups with a very low biovolume, it may be the most appropriate method.

3.2.6. Sets for the transfusion of blood and blood components

Clear search fields

- Click on 'Clear' at the bottom of the page to completely clear all the search fields and deselect issues and/or texts you may have checked in the Table of contents:

Search

- All  
- Selected items

- Full text

- Standard  
- Phrase prefix

Filter

- Title

Reference number

PA/PH/Exp.

Search  
Clear

You can clear an individual field by using the cross on the right side of the field:

Filter

- Title

- oxygen

Reference number

PA/PH/Exp.

Save a query

You can save a search query for future use.

- Perform a search

- In the search results screen, click on the 'Save query' option:

Save query

Tools

Enter a name for the query and click on 'Save'
Run a saved query

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

![My queries dropdown]

- In the list of queries, select the right arrow in the green box next to the saved query you wish to perform:

![List of queries]

Notes:
- You can display your saved query before running it by ticking first the ‘Edit the query before running it’ checkbox.
- Clicking on the star icon in front of the query name will set this query as a favourite.

Manage a saved query

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

![Search screen]

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

![List of queries]

- Change the title or delete a saved query:
• When you perform a search using the ‘Search’ button, the search results list appears. The following fields describe the items in the list:
  o ‘Title’: the monograph title, including numbering for general chapters
  o ‘Reference number’: starts with ‘PA/PH’ and serves as a unique identifier for the working document
  o ‘Text number’: the official European Pharmacopoeia number (a 4 digits number for monographs and 5 digits number for general texts)
  o ‘Deadline’: the date until which the text is open for public comment
  o ‘Group’: the European Pharmacopoeia working group/group of experts
  o ‘Issue’: the issue number in which the text is published
  o ‘Posted’: the date the document was put online

• By default, the results are listed by posted date in descending order, i.e. most recently posted first:

  • This is the default setting but you can choose to sort them by relevance, text title, text number or group:

  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:

  • By default, 50 results are displayed per page, but you can change the number to the following values:
Export result list to HTML

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

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 print the whole list of results.

Text features

- Links at top of text
  - switches to the French version
  - switches to the English version
  - opens the text in PDF format
  - opens the document in English with the instructions for general users on how to submit a comment
  - opens the document in French with the instructions for general users on how to submit a comment

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 search result
- go to next search result
- change text size
- hide highlights in text
› Public deadline

When in the document view, the ‘Public deadline’ information displayed at the top right of the document corresponds to the date at which the document will be closed for public comment.

› Document body

In the document view the elements (lines, paragraphs, table cells, titles, etc.) are numbered. Manufacturers and other interested parties are invited to refer to these numbers when submitting comments.

Important note: Manufacturers and other interested parties should consult the document “How to comment” by clicking on the link available at the top of each text for the instructions on how to submit a comment.
• In the document view, select ‘Tools’, then ‘Export to HTML’:

The HTML version of the text is created.

*Note: the possibility to export a text to HTML is not available in Internet Explorer.*

• In the document view, select ‘Tools’, then ‘Print...’:

The text is printed out with the elements (lines, paragraphs, table cells, titles, etc.) numbered.

The notifications enable you to receive e-mail alerts when a specific monograph or any monograph is added to the Texts for comment database.

You can configure your preferences for the type of monograph or the monograph number, and for the frequency of your alerts.

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

• Select ‘My notifications’:

The ‘List of my notifications’ is displayed; click on ‘+’ to configure and add a notification:
• ‘Add a new notification’ screen opens, allowing you to set your preferences:

**Add a new notification**

*Name*  
Is active

**CONTENT**

**Groups**

- All groups
- Only selected groups

**Mono number**  
ex: 0001, 0121, 1500, 20903, 51600

**Language**

- Notifications for texts in English
- Notifications for texts in French

**FREQUENCY**

- Each update
- Once per day
- Once per week
- Once per month
- Issue complete

The following options are available:

- **‘Name’**: give a name to the notification
- **‘Content’**:
  - **‘Groups’**: tick the box next to the ‘All groups’ option to receive notification for all groups or choose the ‘Only selected groups’ option and click in the box below to select one or more groups from the drop-down list:

    ![Groups](image)

    You will then receive e-mails when texts related to certain European Pharmacopoeia working groups are uploaded to the site.
  - **‘Mono number’**: if you are interested in certain monograph(s) only, enter their official European Pharmacopoeia number(s) in the ‘Mono number’ field, separated by commas if there is more than one
  - **‘Language’**: choose the language version of texts for which you want to receive alerts. In general, both language versions are prepared at the same time and therefore appear on the site together
- **‘Frequency’**:
  - **‘Each update’**: click on ‘Each update’ radio button to receive an e-mail alert as soon as a text is added to the site
  - **‘Once per day/week/month’**: click on ‘Once per day/week/month’ radio button to receive a daily/weekly/monthly e-mail alert containing information on all your chosen monographs
  - **‘Issue complete’ (3 months before public enquiry deadline)**: click on ‘Issue complete’ radio button to receive an e-mail alert containing information on all your chosen monographs once an issue is complete. The sending of this e-mail, 3 months before the public enquiry deadline, indicates that no more texts will be added to the issue in question.

**Notes**:
- Fields marked with an asterisk are mandatory.
- In order to configure your notification, choose at least a group or a mono number.
- When choosing individual groups from the list, use the cross on the left side of the field to deselect a group.

- Click on ‘Save’
• Your notification appears in the list of your notifications:

List of my notifications

<table>
<thead>
<tr>
<th>Name</th>
<th>Language</th>
<th>Frequency</th>
<th>Monograph</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>My notification</td>
<td>Notifications for texts in English</td>
<td>Each update</td>
<td>Organic chemistry — synthetic and semi-synthetic products</td>
<td></td>
</tr>
</tbody>
</table>

Hover over your account name on the right of the menu bar
Select 'My notifications'
In the list of notifications, select to edit your saved notification:

List of my notifications

<table>
<thead>
<tr>
<th>Name</th>
<th>Language</th>
<th>Frequency</th>
<th>Monograph</th>
<th>Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>My notification</td>
<td>Notifications for texts in English</td>
<td>Each update</td>
<td>Organic chemistry — synthetic and semi-synthetic products</td>
<td></td>
</tr>
</tbody>
</table>

Or select to delete it:
Pharmeuropa Bio & Scientific notes and Pharmeuropa archives

Pharmeuropa Bio & Scientific notes and Pharmeuropa archives databases contain the texts in PDF format, grouped by issue. Pharmeuropa Bio & Scientific notes will contain individual PDF files of scientific articles before an issue is complete.

By default, when you click on the ‘Access' button to access either the Pharmeuropa Bio & Scientific notes or Pharmeuropa archives database, the search screen opens, with the Table of contents open on the left (provided there is enough space on the screen).

Search for texts

The Table of contents allows you to access the texts in PDF format by browsing Pharmeuropa Bio & Scientific Notes organised by year and Pharmeuropa archives by archived volumes and special issues.

Some of the features of the Table of contents are:

- You can select one or more items in the Table of contents by ticking the box associated with the item.
- To list all the documents under a specific item:
  - Tick the box associated with that item, then click on the ‘Search' button, or
  - Click on the item’s name directly
- You can expand or collapse an item by clicking on and
- Clicking on a document title displays the document itself in PDF format
- 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:

Note: The screenshots illustrate the Table of contents of the Pharmeuropa Bio & Scientific notes database.

Perform a full text search

A full text search allows you to find a word or words located anywhere in a document.

- Enter the query in the search field:

  **Search**

  - [ ] All  [ ] Selected items
  - [ ] Full text
  - [ ] Search

  **Note:** you can learn more on how to perfect your search by using Boolean operators, parentheses, quotation marks (" "), wildcards, etc. if you open the 'Search syntax' link on the right side below the 'Full text' field. Relevant answers can be found in the 'Online query search syntax' column.

- Click on the 'Search' button, the list of corresponding documents is displayed

Refine a search

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

**Search**

- [ ] All  [ ] Selected items
  - [ ] Full text
  - [ ] Search

1. You can limit your search to certain items or documents by first selecting the corresponding area in the Table of contents:

   In this example, the query will be limited to **Volume 01-1988-1990** of the Pharmeuropa archives.
Note: this is the method to be used to limit your search to only one language in Pharmeuropa archives: for documents in English, select the box in front of the ‘Pharmeuropa English’ option; for French texts, select the box in front of the ‘Pharmeuropa Français’ option:

**English documents:**

Table of contents

- Pharmeuropa Archives
  - Pharmeuropa English
  - Pharmeuropa Français
  - Pharmeuropa_Special_Issues

**French documents:**

Table of contents

- Pharmeuropa Archives
  - Pharmeuropa English
  - Pharmeuropa Français
  - Pharmeuropa_Special_Issues

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

2. You can limit the search results to certain items or documents after having first performed a full text search on all the documents. To do so,

- perform a full text search (e.g. ‘water’), the results are displayed:

**Search results**

- 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 items and/or documents you wish to limit the search to; the search is automatically updated:

**Search results**

- 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, keep the full text search and press the ‘Enter’ key or click on the ‘Search’ button, the search is rerun on all documents 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, ‘regression’ was added):

Search results

- 1 of 1

- Bio_Sci_Notes, 2017

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

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

- Pharmeuropa_00.00
- Pharmeuropa_01.01
- Pharmeuropa_01.02
- Pharmeuropa_01.03
- Pharmeuropa_01.04
- Pharmeuropa_01.05a
- Pharmeuropa_01.05b

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

- Use the 3 selected items as additional filter

- 1989_Pyrogen
- 1993_Biotech_derived_Products
- 1996_Sterility_Tests
- 1997_Certification_of_Suitability
- 1997_Ph.Eur._in_the_21st_Century
- 1997_Residual_Solvents
- 1998_Dosage_Forms
- 1999_Biologicals_Beyond_2000

• Click on ‘Clear’ at the bottom of the page to completely clear the ‘Full text’ search field and deselect items and/or documents you may have checked in the Table of contents:

Search
You can clear the ‘Full text’ field by using the cross on the right side of the field:

Search

You can save a search query for future use.

• Perform a search

• In the search results screen, click on the ‘Save query’ option:

• Enter a name for the query and click on ‘Save’

Run a saved query

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

• In the list of queries, select the right arrow in the green box next to the saved query you wish to perform:

Notes:
- You can display your saved query before running it by ticking first the ‘Edit the query before running it’ checkbox.
- Clicking on the star icon in front of the query name will set this query as a favourite.

Manage a saved query

• In the search screen, click on the ‘My queries’ button:
• In the list of queries, select to manage your saved query:

![List of queries](image)

• Change the title or delete the saved query:

![List of queries](image)

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**Search results**

> **Layout and options**

When you perform a search using the ‘Search’ button, the search results list appears.

- By default, the results are listed by title, in the ascending order:

![Sort by](image)

- By default, the results are listed by title, in the ascending order:

- The default setting cannot be changed.

- 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:
Export result list to HTML

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

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 print the whole list of results.

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 previous search result
- Go to next search result
- Move to the top of the page

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

Frequently asked questions

Technical requirements

Which internet browsers are supported by this site?
The Pharmeuropa Online site has been designed to be compatible with all major modern web browsers.

Contact us

Who can I contact about technical matters?
Please submit your questions via the EDQM Helpdesk