



European Directorate for the Quality of Medicines & HealthCare

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COUNCIL OF EUROPE

CONSEIL DE L'EUROPE

Unlocking the potential of the Ph. Eur. Online

Module 2: 365-day licence activation and user management made easy

EDQM webinar

1 & 3 July 2025



What you can look forward to in this webinar

- ★ Overview of the new licensing model;
- ★ How to access the Ph. Eur. site;
- ★ Licence activation: find out how to activate your licence quickly and easily;
- ★ Licence management: learn how to efficiently manage user access and roles, including self-service options (authorise domain names and enable automatic revocation) for licences with more than 100 users;
- ★ Licence ownership transfer;
- ★ Licence expiration: a preview of how users will be reassigned to licences in 2026;

New licensing model

Online version only

Before



Print + Online versions

Now



Online version only;
No publication of paper version of the Ph. Eur. in its previous format



Note: the Ph. Eur. website is designed for desktop and laptop computers, but not yet for tablets or smartphones.

New publication schedule

Before



1 edition and 8 supplements – 3 years - e.g. 11.0, 11.1,..., 11.7, 11.8

Now



1 edition composed of 3 issues per year - e.g. 12.1, 12.2 and 12.3

- ✓ The term « **Edition** » will be used for a 1-year package
- ✓ The term « **Issue** » will be used for the 3 publications per « Edition »



365-day licensing model

Before



Subscription : included 3 supplements; maximum validity 18 months

Now

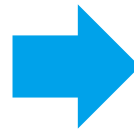


365-day licensing model: access to all contents for 1 year

NOW AVAILABLE

11	11.8	07/2025	ACCESS
11	11.7	04/2025	ACCESS
11	11.6	01/2025	ACCESS

Access to a list of supplements



edqm COUNCIL OF EUROPE European Pharmacopoeia Online

Home Access to texts Archives Store EN Elisabeth Poirier

Webinar: Unlocking the potential of the European Pharmacopoeia Online

Register for our webinar on the 1st of July to discover the new platform. Say goodbye to the "Blue Book" and learn about the Ph. Eur. Online new features and licence management as well as tips for advanced navigation and efficient searching.
Date added due to high demand: 3rd of July.

See all news

Hello Elisabeth Poirier
Welcome to the European Pharmacopoeia.

Access to European Pharmacopoeia texts

About the Ph. Eur. Online

This page provides access to the English and French versions of the European Pharmacopoeia (Ph. Eur.) Online. In the event of any discrepancy between the web (HTML) version and the PDF version, the PDF version shall prevail. If you identify a discrepancy, please contact us via the EDQM HelpDesk.

TERMS AND CONDITIONS: upon the purchase of a licence key for the Ph. Eur., the Licensee acknowledges that he or she has read and agrees to be bound by the following General Terms and Conditions.

PRIVACY NOTICE AND SECURITY POLICY: for information on data

Access to the whole site for 365 days

Accessing the new Ph. Eur. Online website (<https://pheur-online.edqm.eu>)

Accessing the Ph. Eur. Online for the first time

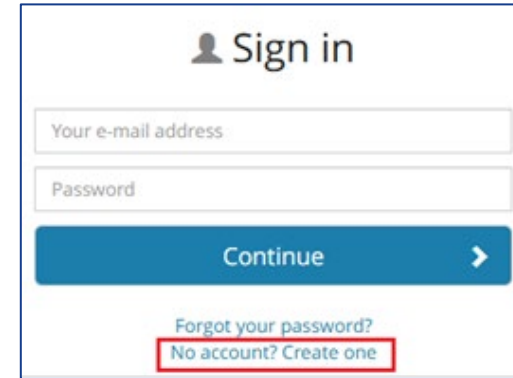
- ★ On the home page, click on **Sign in** on the right side of the menu bar;
- ★ In the authentication window, click on **No account? Create one**;

You already have an EDQM account:

- Enter the same e-mail address you already use on other EDQM websites, and the Captcha, then click on **Next**;
- You will receive a green confirmation message that you already have an EDQM account and your access to this application has been granted.

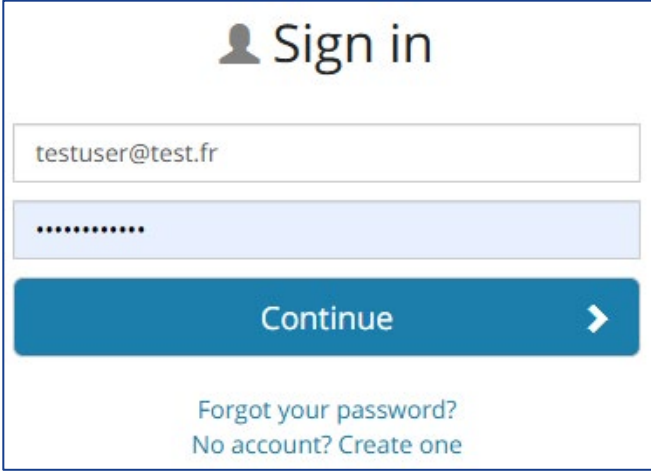
You do not have an EDQM account:

- Enter your e-mail address and the Captcha and click on **Next**;
- Fill in the form with your contact details;
- Follow the instructions received by e-mail to set up a password and complete your registration.

A screenshot of the EDQM 'Sign in' page. At the top right is a 'Sign in' button with a user icon. Below it are two input fields: 'Your e-mail address' and 'Password'. A blue 'Continue' button with a right arrow is positioned below the password field. At the bottom, there are two links: 'Forgot your password?' and 'No account? Create one', with the latter highlighted by a red rectangular box.

Log in to the Ph. Eur. Online

- ★ Click on **Sign in** on the right side of the menu bar;
- ★ Enter your login credentials (your e-mail address and the password you have set up);
- ★ Click on **Continue**;
- ★ You are now signed in to the site.



The image shows a 'Sign in' form with a title 'Sign in' and a user icon. Below the title are two input fields: the first contains the email address 'testuser@test.fr' and the second contains a masked password '.....'. A blue 'Continue' button with a right-pointing arrow is positioned below the password field. At the bottom of the form, there are two links: 'Forgot your password?' and 'No account? Create one'.

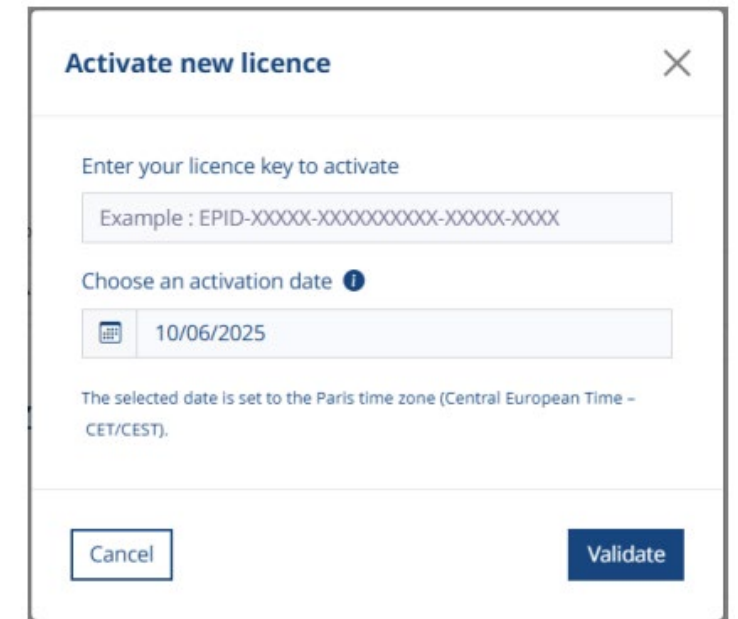
Activate a licence key

Activate an EPID code

- ★ Click on your username on the right side of the menu bar;
- ★ Select **My licence keys**;
- ★ Click on **Activate a licence** and enter the licence key (EPID) you received by e-mail.

Immediate access (activate your licence today):

- ★ Clicking on **Validate** will register your licence key and grant you direct access to the content and licence management.





The screenshot shows a web dialog box titled "Activate new licence" with a close button (X) in the top right corner. Inside the dialog, there is a text input field with the placeholder text "Enter your licence key to activate" and an example: "Example : EPID-XXXXX-XXXXXXXXXXXX-XXXXX-XXXX". Below this is a date selection field with the label "Choose an activation date" and an information icon (i). The date "10/06/2025" is displayed. A note below the date field states: "The selected date is set to the Paris time zone (Central European Time - CET/CEST).". At the bottom of the dialog, there are two buttons: "Cancel" and "Validate".

Activate an EPID code

Schedule the activation of your licence to a later date:

- ★ Pick a date via the calendar;
- ★ Your licence will be activated at the requested date. In the meantime, if you do not have another active licence, you will not be able to access the content of the European Pharmacopoeia.

 EPID-W9CY7-U1OKCPF5G6-J9455-EB1Y 

Owner Admin 777 USER 777

Activated on
15 July 2025

Expires on
15 July 2026

Assigned
1 / 5

Available
4

🕒 Active in 11 days

My licence keys page

Overview of all your licence keys

- ★ Click on your username on the right side of the menu bar;
- ★ Select **My licence keys**;

The screenshot shows the 'My licence keys' interface. At the top, there's a navigation bar with 'Home', 'Access to texts', 'Archives', and 'Store'. On the right, the user's language is set to 'EN' and the name 'Elisabeth Poirier' is displayed. Below the navigation bar, the title 'My licence keys' is prominent, followed by a '+ Add or renew licence' button. A search bar labeled 'Search in list' and a dropdown menu for 'All status' are present. A toggle switch for 'Show expired licences (3)' is also visible. The main content area lists two active licences. Each licence entry includes a gear icon, a unique key (e.g., EPID-8HULJ-3HGWNWCC8B-H0N06-LQMD), a copy icon, and a 'Days left' indicator (281 and 320 respectively) next to an 'Active' status badge. Below each key, there's an 'Owner' field and a table of dates and counts: 'Activated on', 'Expires on', 'Assigned', and 'Available'.

Activated on	Expires on	Assigned	Available
26 February 2025	26 February 2026	2 / 2	0
6 April 2025	6 April 2026	6 / 66	60



<https://pheur-online.edqm.eu/licences>

Unlocking the potential of the Ph. Eur. Online - Module 2: 365-day licence activation and user management made easy

Your licence key information at a glance

- ★ Cog wheel: indicates you can manage this licence (as a licence owner or manager);
- ★ Owner's name (person who activated the licence);
- ★ Licence key's activation date;
- ★ Expiry date/number of days of validity left on this licence key (except for free licences for authorities or experts);
- ★ Number of assigned/available seats;
- ★ Status;
- ★ The copy icon, if you need to share your licence key EPID code.

 EPID-8V4IS-NEMC9AGN7Y-81ZGX-5FZM 

Owner Admin User

Activated on	Expires on	Assigned	Available
28 March 2025	28 March 2026	1 / 1	0

⌚ Days left 278

✓ Active



<https://pheur-online.edqm.eu/licences>

How to search and filter your licence keys

- ★ List your licence keys;
- ★ Search for a licence key (full or partial search);
- ★ Sort licence keys by status;
- ★ Toggle to show expired licences.

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

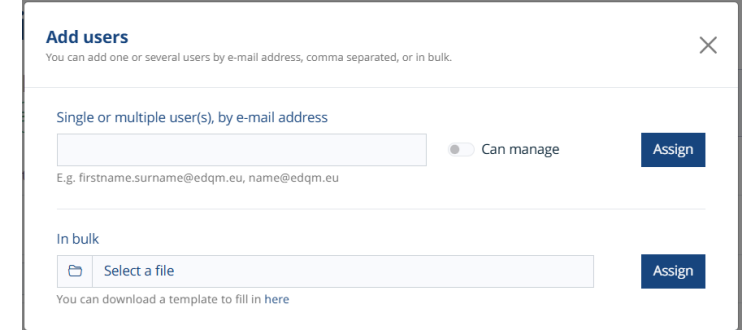
<input type="text" value="Search in list"/>	<div>All statuses</div>	<input type="checkbox"/> Show expired licences (7)
---	-------------------------	--

Managing users

Licence owner and/or manager

Add users manually

- ★ Click on **Add users**;
- ★ Add single or multiple, by e-mail address or in bulk using the template;
- ★ **Can manage** toggle may be switched if the user(s) will have managing rights over the licence key;
- ★ Click on **Assign**;
- ★ All newly assigned users will receive an e-mail notification that they were granted a seat on a licence;
- ★ Assigned/available seats update as users are added;
- ★ If the assignees have an account on the new Ph. Eur. online website:
 - ★ They will display as **Active** in the list of users:
 - ★ They can directly access the texts by logging in and clicking on **Access to texts**.
- ★ If the assignees do not have an account yet they will also receive an e-mail with instructions on how to create an account and their status will be shown as **Waiting for account creation** until they do:



Add users

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

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

E.g. firstname.surname@edqm.eu, name@edqm.eu

☐ Can manage **Assign**

In bulk

Assign

You can download a template to fill in here

✓ Active
from 7 June 2025

⌚ Waiting for account creation
from 15 May 2025

Overview of licence users

★ Information on users :

- ★ Name + e-mail;
- ★ Role;
- ★ Status;
- ★ Assignment date;
- ★ Last use (last access to Ph. Eur. content);
- ★ Days used.

★ Search for users (full or partial search);

★ Display users by status;

★ Group by roles/domains;

★ Action button '...';

★ Activate automatic revocation.

Home Access to texts Archives Store EN Admin User

< Back to my licence keys

Manage licence

EPID-ZR9XY-1SYH40TW1L-TT75F-VEF7

✓ Active ⌚ Days left 326 ↻ Renew ↗ Transfer ownership

3 / 200 Assigned 197 Available

🔗 Users (3) @ Domain names (1) ⚙ Info & Settings

+ Add users ☐ Activate automatic revocation [Export users](#)

🔍 Search in list All statuses Group by Roles

#	Name ↓	Role ↓	Access status ↓	Assignment date ↓	Last use ↓	Days used ↓	Actions
Owner (1)							
	Already has another licence Admin User marie.itty@edqm.eu	Owner	✓ Active from 22 May 2025	22 May 2025 15:42	20 June 2025	12	⋮
Manager (1)							
	Test User testuser2@test.com	Manager	✓ Active from 23 June 2025	23 June 2025 15:33	-	0	⋮
User (1)							
	Test User testeurjj@test.jj	User	✓ Active from 30 June 2025	30 June 2025 10:36	-	0	⋮
> Revoked (1)							

1 - 3 of 3 results Page 1 of 1

Users who are assigned to several licences

- ★ It is technically possible, for a user, to be assigned to several licences;
- ★ However, with this new site, a warning will be displayed if a user present in your list of users is already holding a seat on another active licence.

Already has another licence

Test User

basicusertest@test.cc

- ★ In this specific case, we advise you to check whether this user should be revoked from one of the licences. Please note that revoking a user from a specific licence only revokes them from this licence and not from any other licence they may also hold a seat on.

Managing users

Home Access to texts Archives Store EN Admin User

Manage licence

EPID-ZR9XY-1SYH40TW1L-TT75F-VEF7

Active Days left 326 Renew Transfer ownership

2 / 200 Assigned 198 Available

Users (2) Domain names (1) Info & Settings

+ Add users Activate automatic revocation Export users

Search in list All statuses Group by Roles

#	Name	Role	Access status	Assignment date	Last use	Days used	Actions
Owner (1)							
	Already has another licence Admin User marie.ity@edqm.eu	Owner	Access revoked from 30 June 2025	22 May 2025 15:42	20 June 2025	12	
Manager (1)							
	Test User testuser2@test.com	Manager	Active from 23 June 2025	23 June 2025 15:33	-	0	
User (1)							
	Test User testeurjj@test.jj	User	Active from 30 June 2025	30 June 2025 10:36	-	0	
> Revoked (1)							

1 - 3 of 3 results Page 1 of 1

- ★ Click on the three dots: ⋮
- ★ Grant/remove managing rights;
- ★ Revoke a user;
- ★ Revoke your own access as a Licence owner (only role able to do so): you no longer hold a seat but can still manage the licence;
- ★ An e-mail notification is sent to manually revoked users;
- ★ Assigned/available seats update as users are revoked.

Manage revoked users

- ★ Two options: **reactivate** user or **remove** user from the list;
- ★ Reactivate a user: the user will keep their previous role (assignee/manager);
- ★ Assigned/available seats update as users are reactivated;
- ★ Remove the user from the list: the user will no longer be associated with this licence unless s/he is added back via the '**Add users**' button;
- ★ An e-mail notification is sent to manually reactivated users;
- ★ No e-mail notification is sent to revoked users removed from the list.

Self-service licensing management (SSLM)

Licence owner and/or manager

SSLM overview

- ★ Available for licences with 100 + seats (including ‘Unlimited’ licences).

Key features:

- ★ Domain-based access: licence managers/owners can authorise domain names so that users from these domain names can automatically be granted a seat and access the Ph. Eur. texts upon logging in;
- ★ Automatic seat revocation (optional): users who have not accessed the site for 2 months are automatically revoked to free up seats.

Manage domain names

[Home](#) [Access to texts](#) [Archives](#) [Store](#) EN ▾ Elisabeth Poirier ▾

[< Back to my licence keys](#)

Manage licence

[🔗 EPID-DVBIG-BKLA03XGO7-B2DYE-48XE](#)

✓ Active

🕒 Days left **248**

🔄 Renew

🔗 Transfer ownership

104
Assigned

∞
Available

[👤 Users \(104\)](#) [@ Domain names \(2\)](#) [⚙️ Info & Settings](#)

[+ Add domain names](#)

All status ▾

Domain name ▾	Status ▾	Created on ▾	Actions
@coe.int	✓ Active from 3 April 2025	26 March 2025 14:19	⋮
@edqm.eu	✓ Active from 7 April 2025	7 April 2025 10:47	⋮

1 - 2 of 2 results Page 1 ▾ of 1 < >

Manage domain page: overview

Available information:

- ★ Name;
- ★ Status + date;
- ★ Created on;
- ★ Action buttons;

Search and filters:

- ★ Full/partial;
- ★ Sorting via column header;
- ★ Display by status;

Users (23) @ **Domain names (2)** Info & Settings

+ Add domain names

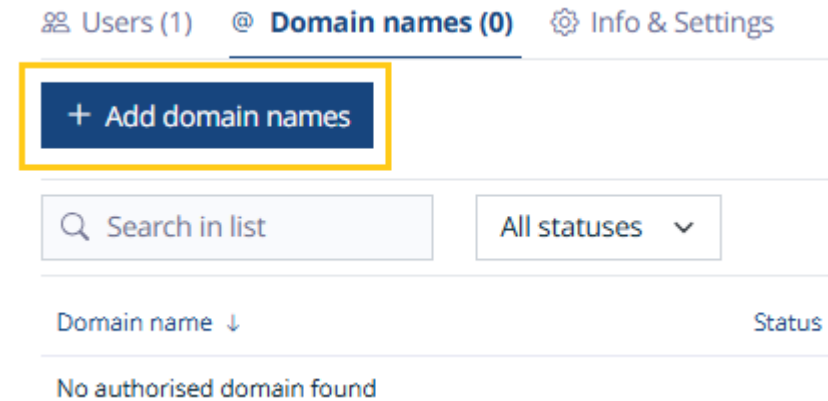
Search in list All statuses ▾

Domain name ▾	Status ▾	Created on ▾	Actions
@test.com	✓ Active from 2 July 2025	2 July 2025 09:33	⋮
@test.eu	Ⓜ Inactive from 4 June 2025	26 May 2025 16:42	⋮

1 - 2 of 2 results Page 1 ▾ of 1 < >

Manage domain names: add domains

- ★ Click on **Add domain names**;
- ★ Enter the domain name(s) and click on **Authorise**;
- ★ The domain has been added to the list of authorised domains:
 - users with an e-mail ending with this domain will automatically be granted a seat on this licence upon logging in, provided there are still seats available;
 - an e-mail is automatically sent to the end users when a licence is granted or revoked, except for users using the SSLM.



Manage domain names: deactivate/reactivate a domain

- ★ Click on the 3 dots at the end of the domain line and select **Deactivate**:
- ★ Choose whether you wish to keep or revoke assigned users with this domain name;
- If you clicked on 'Revoke all users', the concerned users will display in the list of revoked users in the users tab;
- ★ The domain is now marked as inactive. You can reactivate it via the 3 dots, in which case the revoked users will be able to gain their seat again upon logging in (if seats are available). Reactivating a domain will not automatically reactivate the previously assigned users.

Manage domain names: remove a domain

- ★ **Remove** a domain name: click on the 3 dots at the end of the domain line and select **Remove**;
- ★ If you confirm the removal, all users with an e-mail address ending with this domain name will be automatically revoked and will be visible in the list of revoked users in the users tab;
- ★ These users can be granted a new licence manually, or by adding this domain name again and having them log in (provided that there are seats available).

Manage automatic seat revocation

- ★ Turn on the **Activate automatic revocation** toggle;  Activate automatic revocation
- ★ From now on, users who have not used the site (e.g. accessed the texts) for 2 months will lose their seat;
- ★ If a revoked user logs in again after 2 months, provided that:
 - their e-mail domain is still authorised,
 - there is a seat available on this licence,then they will be able to gain a seat again on this licence automatically and will be able to access the Ph. Eur. texts again.

Info & settings

Info & settings

[Home](#) [Access to texts](#) [Archives](#) [Store](#) EN ▾ Elisabeth Poirier ▾

[Back to my licence keys](#)

Manage licence

[🔗 EPID-DVBIG-BKLA03XGO7-B2DYE-48XE](#)

✓ Active

🕒 Days left **248**

🔄 Renew

🔗 Transfer ownership

104
Assigned

∞
Available

[👤 Users \(104\)](#) [@ Domain names \(2\)](#) [⚙️ Info & Settings](#)

Licence information

Number of seats
∞

Issue date
24/01/2025 10:55:36

Activation date
24/01/2025 10:57:32

Expiration date
24/01/2026

Owner information

Name
Elisabeth Poirier

Email
elisabeth.poirier@edqm.eu

If you wish to transfer ownership of the licence, click on the link underneath your licence key.

Transferring ownership

Transfer licence key ownership

- ★ Go to **My licence keys**;
- ★ Click on **Transfer ownership**;
- ★ Enter the e-mail address of the new owner and click on **Transfer** (NB: the new owner must have an account on the platform);

Manage licence

🔗 EPID-NJR67-LI8O2PASGF-B8448-DP26

✓ Active ⌚ Days left 282 ↻ Renew ➡ Transfer ownership

Transfer ownership

If you transfer ownership, you will lose access to this licence. To regain access, ask the new licence owner to assign you to the licence.

Enter the e-mail address of the new owner

testuser@test.fr

Transfer

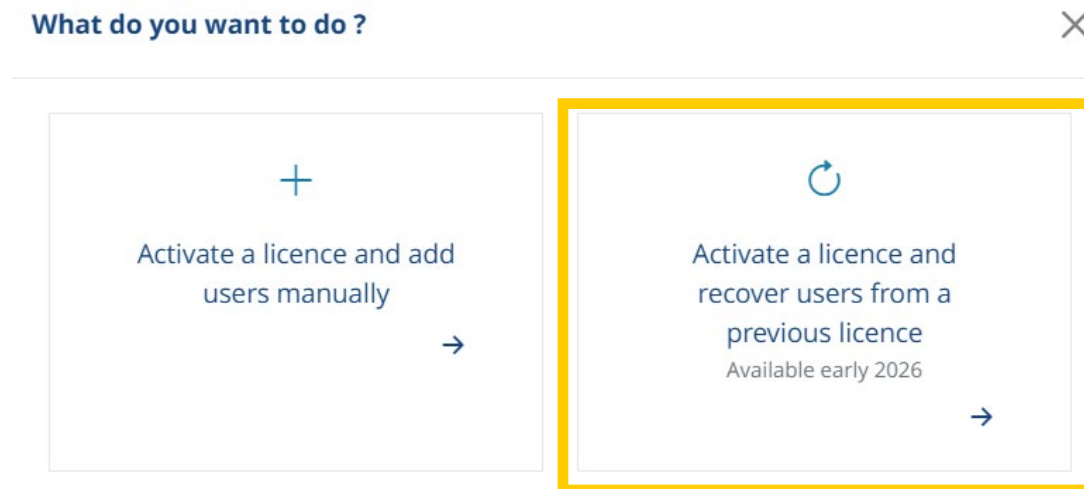
E.g. firstname.surname@edqm.eu, name@edqm.eu

- ★ The licence ownership will be transferred, and the new owner will be notified by e-mail;
- ★ The previous owner can no longer manage this licence and will no longer have access to the texts if s/he does not have a seat on another licence.

Licence expiration

Licence expiration

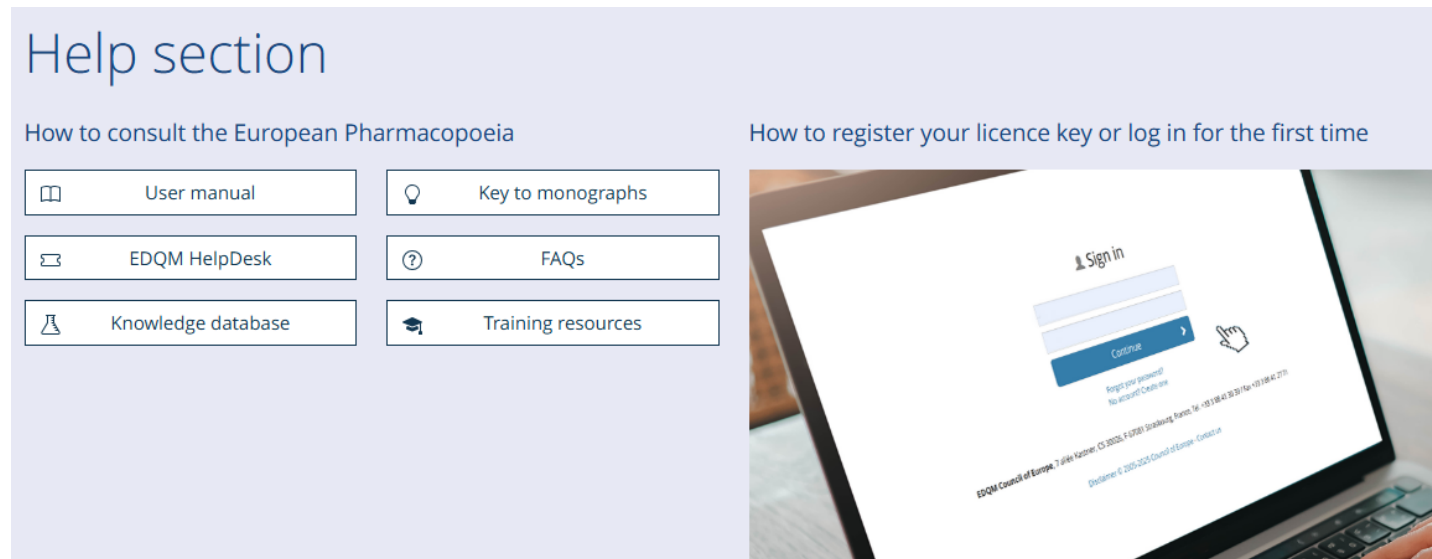
- ★ From the expiry date onwards, users assigned to this licence will no longer be able to access Ph. Eur. texts;
- ★ In early 2026, a new feature will allow you to activate a new licence and recover users from a previous licence;
- ★ The system will let you activate the new licence on the **expiry date** of the old one.



Supporting documentation

Supporting documentation

- ★ Detailed information about the use of the site can be found in the [User manual](#)
- ★ If you need help to access the site for the first time and/or activate your first licence key, see the [Quick start guide](#);
- ★ Find all additional resources in the [Help section](#) of the site, or at the bottom of any page while browsing the Ph. Eur. contents.



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