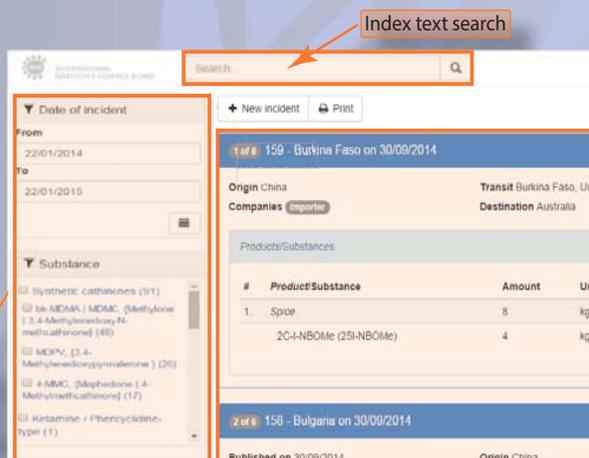




## HOW TO SEARCH FOR AN INCIDENT?

### Index Text Search

The full-text index search is a powerful method to search available incidents. It can be done using the search field located at the top of the screen. Enter in 3 or more characters of the term(s) you are trying to find. The full-text index search looks up information in all fields of an incident, as well as within text and pdf attachments which are indexed as part of the search .



## WHAT IS IONICS?

The **Project ION** Incident Communication System (**IONICS**) is the secure online communication platform dedicated to real-time communication of incidents involving suspicious shipments, trafficking and manufacture or production of new psychoactive substances (NPS). The platform has the following features:

- Offers customizable email “push” alerts to inform users of new incidents such as suspicious shipments, illicit manufacture and production sites, and seizures of NPS;
- Provides registered users real-time information on NPS incidents worldwide, at no charge to governments;
- Provides focal point contact details for each incident to facilitate direct contact and the launching of bilateral/ multi lateral investigations;
- Offers powerful searches of past NPS communications using both index text searches and incident facet searches of incident information;
- Allows for the secure sharing of additional information such as shipping documents, photographs and videos.

The following browsers are supported:



Firefox 20+



Internet Explorer 9+



Google Chrome 30+



Safari 6+



ios 6+



Android 4+

### Search - Filter by facets

Filtering incident by facets is another method to find incidents in IONICS. Click the **search all incidents** item in the main menu. A new work window will appear.

Here all incidents will appear from which you can filter by selecting facets such as **product, substance, country of incident, transit, origin, and destination**, to narrow down your search results. Incidents will be displayed on the right hand side.

### Combination Search

For more powerful searches, you can use a combination of both index text search and facet filter. Start with the index text search and then select facets to further narrow down your search results.

## WANT MORE INFORMATION ABOUT IONICS?

NPS Operational Project  
International Narcotics Control Board  
Vienna International Centre  
P.O. Box 500  
A-1400 Vienna, Austria  
Telephone: +43-1-26060

E-Mail: [nps@incb.org](mailto:nps@incb.org)



<https://ionics.incb.org/>

### How to LOGIN AND NAVIGATE?

To login, open any standard browser to the following address: <https://ionics.incb.org/>

A window will open where you can enter your **username, password** and then press **login**.



The main screen of IONICS will open. The work area is divided in three sections:

- A. Header (with index text search)
- B. Work Window
- C. Main Menu (navigation bar)



### How to EDIT YOUR PREFERENCES?

To select the criteria for the incidents you will be notified about (email push alert), select the **preferences** function in the main menu. A new screen will appear (pictured). From this screen, you will be able to select the **countries** tab and the **substances** tab where you can customize email push alerts for new incidents published in the system.



### How to ENTER AN INCIDENT?

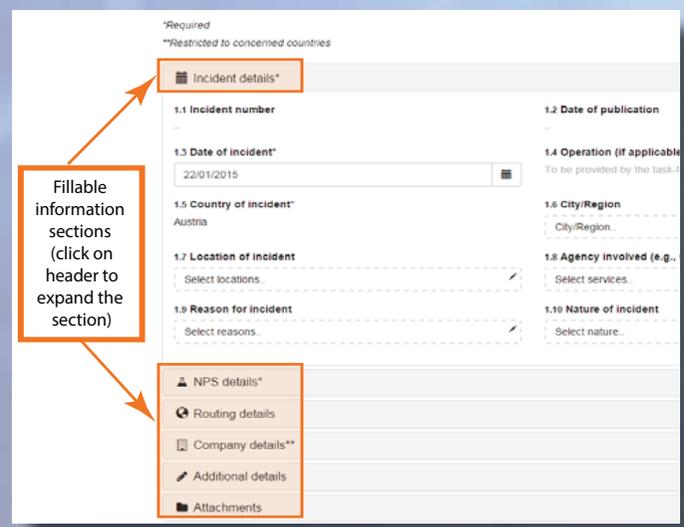
To enter a new incident click on the **add incident** function (under my incidents in the main menu):



The following work window will appear where select information for the new incident can be entered. Note, a few fields are mandatory (indicated by an asterisk \*) and are required to publish an incident.

Information details are divided into 5 main sections:

- 1) Incident details
- 2) NPS details (both "products" and substances)
- 3) Routing details
- 4) Company details (importer, exporter, shipper, etc.)
- 5) Additional details
- 6) Attachments (photographs, videos, ppt, Excel, Word and PDF documents)



Fillable information sections (click on header to expand the section)

### How to PUBLISH AN INCIDENT?

To make the information entered in the incident available to all IONICS users, it must first be published. Click **Save and publish** to immediately publish the incident, or alternatively click **Save** for later editing and publication.



### How to UNPUBLISH/ CHANGE/ UPDATE AN INCIDENT?

To view all your incidents (published and unpublished) click on the **view my incidents** item under **my incidents** in the main menu:



A new work window will appear showing all saved incidents. To unpublish, edit or delete an incident, select the gear icon located at the right of each incident.

