INTRODUCTION
This manual will explain in short the main functionalities of the Iris web application.

Iris has two main areas:

- a public area that is accessible by anyone over the internet consisting of the Iris map. On the Iris map the last imported news items by the Iris crawlers are displayed as well as items published by the WCO;

- a members area where users have additional access to the advanced search, where they can see historical data that is not published anymore on the Iris map. As part of the member’s area, authorized users are also able to access further analytical tools and set up an automatic alert function that provides them with summaries on information of interest. In order to access this area users need to connect through using their WCO Members’ website log-on and password (=the log-on and password that an individual uses when accessing WCO Members’ website);

For WCO’s Member Customs Administrations, in order to sign-in and receive a member’s account, please sign-in via the WCO website (www.wcoomd.org).

NOTE: If you will change your password on the members website after the account is created in the Iris, it won’t be automatically also updated in to Iris. Also if you update the password on the Iris website it won’t update it automatically on the members’ website.
**IRIS MAP**

The numbers are displayed in case there are multiple news for one country. When clicked there will be displayed one icon for each news.

By unchecking this checkbox you will see the news items in both French and English. When checked only the items in the current language are displayed.

Filter news by your preferred language.

You can zoom in and out by using these two buttons or by using the scroll of your mouse.

By clicking on the icon you will see the available categories and their corresponding icons.

By clicking on a news icon the details of the news will be displayed in a pop-up.
NEWS AREA

If you want to search through the news items insert a search string and click enter.

Click on the news title in order to see the details in a pop-up.

Use the scroll in order to see more items.

By clicking Show more older items are displayed in the list.
CONNECT (...to the Members Area)

Click on connect in order to access the login page. The link is displayed on all the pages.
Advanced Search (Members Area)

By clicking this item you can always access the menu.

Use the inputs to insert the search criteria.

By clicking on the logo you are always redirected to the map page.

Press on the button after you inserted the search criteria in order to run the search.

Press on reset in order to cancel your search.
Alerts (Members Area)
By selecting alerts at level of your user profile, you will receive a daily newsletter from the IRIS system with the news from the selected categories that were published in the last 24 hours.

**ALERTS**

Categories:
- Drugs
- Explosions
- Improvised Explosive Devices (IEDs)
- IPR enforcement
- Generic enforcement issues
- Revenue assurance
- Procedures and facilitation
- Tariff and trade affairs
- Capacity building
- Generic Customs matters
- WCO CEN
- Risk Precursors Chemicals
- Environment
- Security

Set alerts