



## **NDSWeb Update - July 2022**

The Home Office moved to the latest version of the National controlled Drug System (NDS) on 12 July 2022. As a result, there are some small changes to the functionality and appearance for NDSWeb users.

The purpose of this document is to highlight those changes and outline the steps you need to take to successfully log in to the new website.

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## 1. Logging into the new version of NDSWeb:

**Step 1:** **First time login only:** Existing NDSWeb users will login with **the same username and password** as before, before they may be prompted to reset their password, dependent on the requirements below.

**Step 2:** If an account has a password expired or the password does not comply with the new requirements (listed below) then the system will prompt the user to reset the password:

- have at least one digit
- have at least one uppercase letter
- have at least one lowercase letter
- have at least one special character
- be from 10 to 32 characters in length

**Step 3:** If the account is active and the password is valid then the system will log the user in.

**Step 4:** If the user has forgotten a password, then the user must recover it with the 'Forgot Password' option.

## 2. Resetting your own password

There is no need to contact DFLU directly with password reset requests unless the below steps do not work

**Step 1:** If a user has forgotten their password, they can click on the 'Forgot password?' link that appears on the login credentials screen:

The screenshot displays the login interface. At the top, there is a green 'Log in' button. Below it are two input fields: 'User name' and 'Password'. Both fields have a red border and a red error message below them: 'Username is required' and 'Password is required'. At the bottom, there are two buttons: 'Forgot password?' and 'Register'. The 'Forgot password?' button is highlighted with a red rectangular box. The version number 'v2.1.2.75' is visible in the bottom right corner.

**Step 2:** By clicking the 'Forgot password?' this generates a second page where the user needs to enter the username and email address into the relevant fields and then click on the captcha to submit the request for the password recovery.

 Password recovery ?

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 User name

Required

@ Email

Required

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Step 3:** The user will then receive an email with a link to reset their password. This link will be active for **1 hour only** before it expires:

You have recently requested to reset your password for account 'MARKGILES32'. Please click the button below to continue.

[Reset password](#)

Your reset password token expires on 30 May 2022 at 2:11 PM (UTC time).

In case you have not requested to reset your password, please click the following link: [Cancel](#)

Thank you.

### 3. The New NDSWeb Interface

The processes for when to use NDSWeb are unchanged and it will work in a very similar way to the previous version when you input information. There will be a new user interface which will look a little different and there have been several changes made which have allowed more frequent system refreshes.

When a user logs into the new version of NDSWeb, the vertical menu is displayed as below:



The breakdown of each of these has been simplified below:

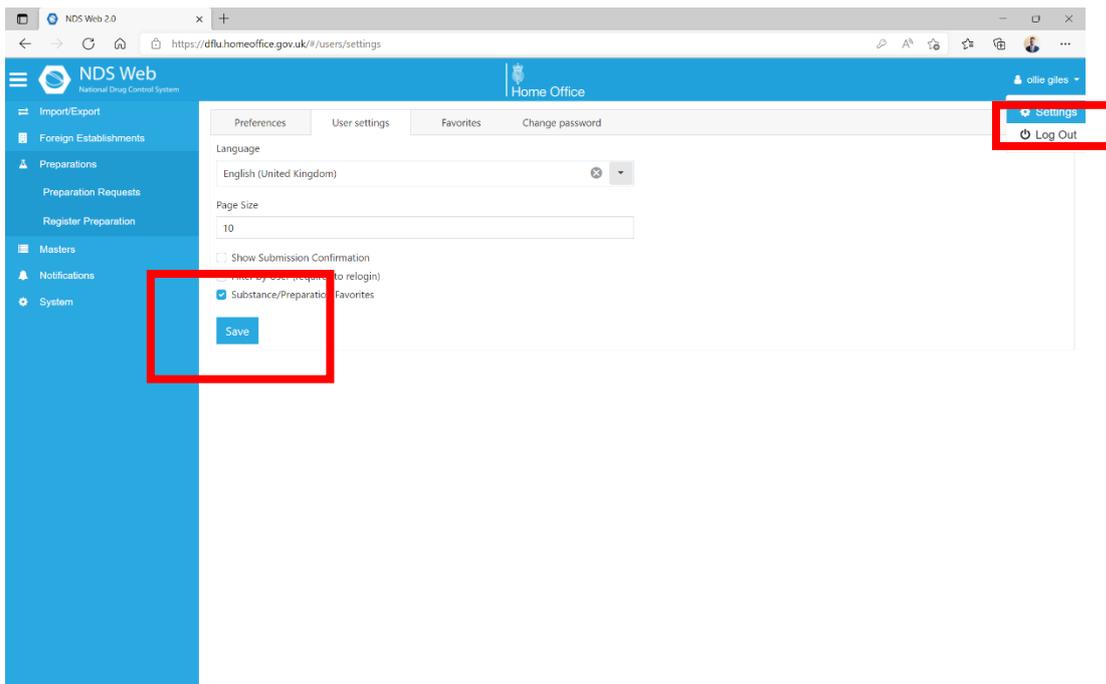
MAIN MENU	SUB-MENUS
<b>Foreign Establishments</b>	<ul style="list-style-type: none"><li>• Foreign Establishment Requests</li><li>• Register Foreign Establishment</li></ul>
<b>Preparations</b>	<ul style="list-style-type: none"><li>• Preparation Requests</li><li>• Register Preparation</li></ul>
<b>Import/Export</b>	<ul style="list-style-type: none"><li>• Status</li><li>• Request Import Controlled Drugs</li><li>• Request Export Controlled Drugs</li><li>• Request Import Precursors</li><li>• Request Export Precursors</li></ul>
<b>Notifications</b>	<ul style="list-style-type: none"><li>• User Guides</li><li>• Privacy Policy</li><li>• INCB Yellow/Green List</li><li>• Link to Import/Export Gov page</li><li>• Precursor Chemical wallchart</li></ul>

*\*\* As highlighted above, As mentioned above, there is a new 'Notifications' page on the website to keep users up to date with important news, alerts and general guidance*

## 4. Creating Favourites within Preparations

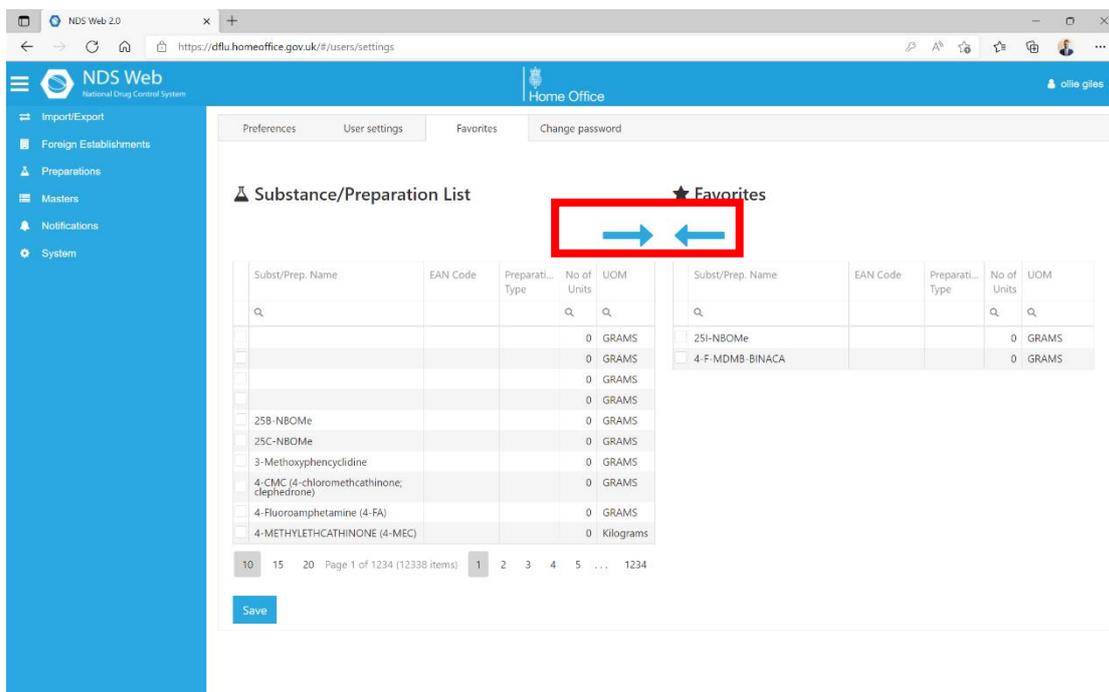
In the new version of NDSWeb, it is now possible to create a list of Substance/Preparations 'favourites' to save scrolling through and selecting something from the exhaustive list.

**Step 1:** Log into NDSWeb and select 'Settings' at the top right of the screen. If you navigate across to 'User Settings'. You will see an option to enable Substance/Preparation Favourites. Select this and click 'Save'



The screenshot shows the NDS Web 2.0 interface. The 'Settings' tab is selected at the top right, and the 'User settings' sub-tab is active. In the 'User settings' section, the checkbox for 'Substance/Preparation Favourites' is checked. A red box highlights the 'Settings' and 'Log Out' buttons at the top right, and another red box highlights the 'Save' button at the bottom of the settings form.

**Step 2:** Use the blue arrows to add/remove Substances/Preparations to your Favourites list. When finished, click 'Save' at the bottom of the page.

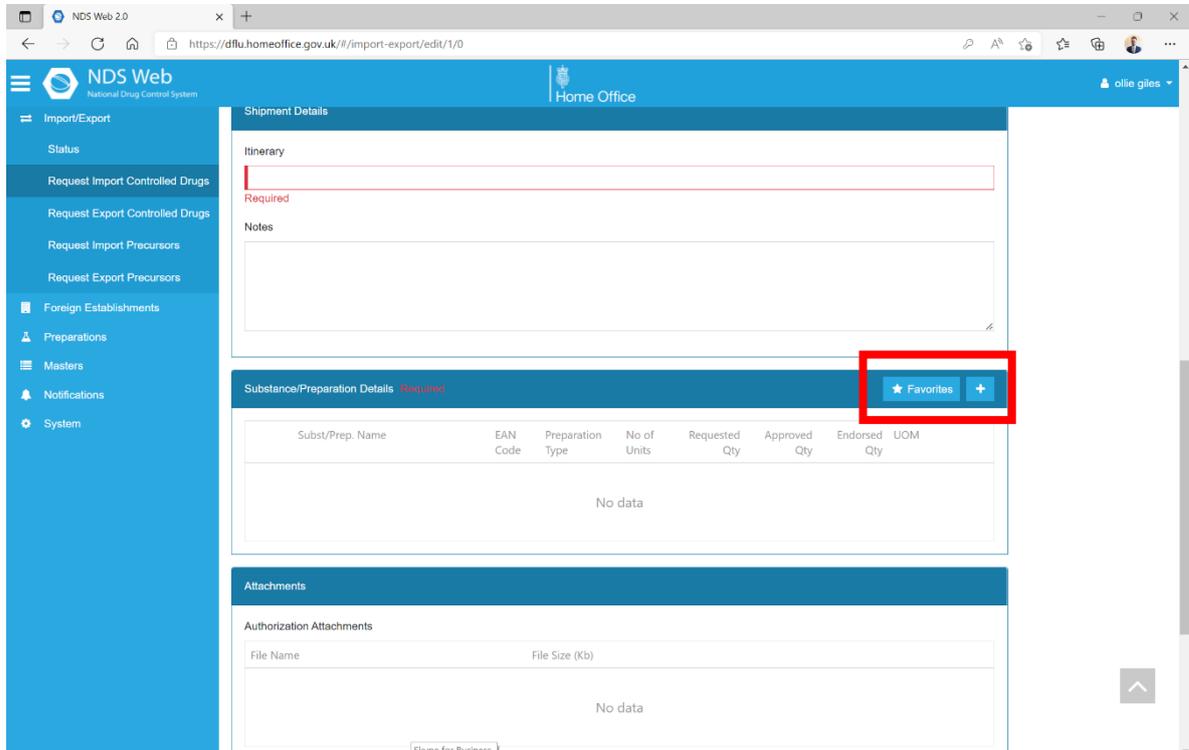


The screenshot shows the 'Substance/Preparation List' page. The 'Favorites' list is visible at the top right, containing two items: '25I-NBOMe' and '4-F-MDMB-BINACA'. A red box highlights the blue arrows used to move items between the main list and the favorites list. The 'Save' button is located at the bottom of the page.

Subst/Prep. Name	EAN Code	Preparati... Type	No of Units	UOM
25I-NBOMe			0	GRAMS
4-F-MDMB-BINACA			0	GRAMS

Subst/Prep. Name	EAN Code	Preparati... Type	No of Units	UOM
25I-NBOMe			0	GRAMS
4-F-MDMB-BINACA			0	GRAMS

**Step 3:** If you now begin a new 'Request Import Controlled Drugs' request, when you come to the Substance/Preparation Details, you will see a blue box that either says 'Favourites' or 'All. Make sure 'Favourites' is selected, then click the + icon to select from the dropdown list.



**Step 4:** Your Favourites will now appear in the dropdown menu for you to select.

