



# NATA Portal Facility Reference Guide

**August 2024**

## Browser Compatibility

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NATA Portal is Compatible with both desktop and mobile

(Windows PC, OS X, Android and iOS)

Supports the latest versions of the following browsers:

Google Chrome, Microsoft Edge, Mozilla Firefox and Apple Safari



No Support for Internet Explorer



If you need any further assistance, please contact your Client Coordinator or email [portalsupport@nata.com.au](mailto:portalsupport@nata.com.au)

# NATA Portal - Facility Reference Guide

## Table of Contents

Getting Started .....	4
NATA Portal Access .....	4
Registration and password setup.....	4
Setting up 2 Step Verification.....	4
Setting up your login password after your welcome link is expired.....	6
Dashboard.....	8
Viewing and Editing Profile Information .....	10
Change Password after login.....	11
Change 2 Step Verification details.....	12
Switching Roles (If you are registered for more than 1 role).....	13
Facilities and Sites .....	14
Facility Details and Documents.....	15
Facility documents.....	15
Site details and documents.....	17
Uploading Site documents.....	18
Jobs .....	19
Searching/Filtering Jobs .....	19
Accessing Job Details Page .....	20
Uploading Job documents .....	22
Invoices.....	23
Publications.....	24
Your Subscriptions - Subscribing and Unsubscribing.....	25
Resources and Forms .....	26
Contact NATA .....	27

## Getting Started

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### NATA Portal Access

An Authorised Representative is registered for NATA Portal when their facility's application for accreditation is accepted. If a new Authorised Representative is nominated, a portal account is registered for the new Authorised Representative after their nomination is accepted. Portal access of the outgoing Authorised Representative is removed at the same time.

An Authorised Representative may request access for additional facility staff by completing the Portal access request form available at the NATA website, portal home page.

An Authorised Representative can request a list of approved facility staff users, and request removal of current users, by emailing [portalsupport@nata.com.au](mailto:portalsupport@nata.com.au).

### Registration and password setup

Once registered on the NATA Portal, you will receive a registration confirmation email to set up a password for the NATA Portal login. Follow and complete the steps to set your password. You will need to:

1. Click on the link in the registration email to set your password, the system will show you the screen where you can enter your password.
2. Enter your chosen password and confirm and submit.
3. Next you will be asked to set up your 2 Step verification by entering your mobile number starting with country code +61 and no leading zeros +6140569XXXX.

### Setting up 2 Step Verification

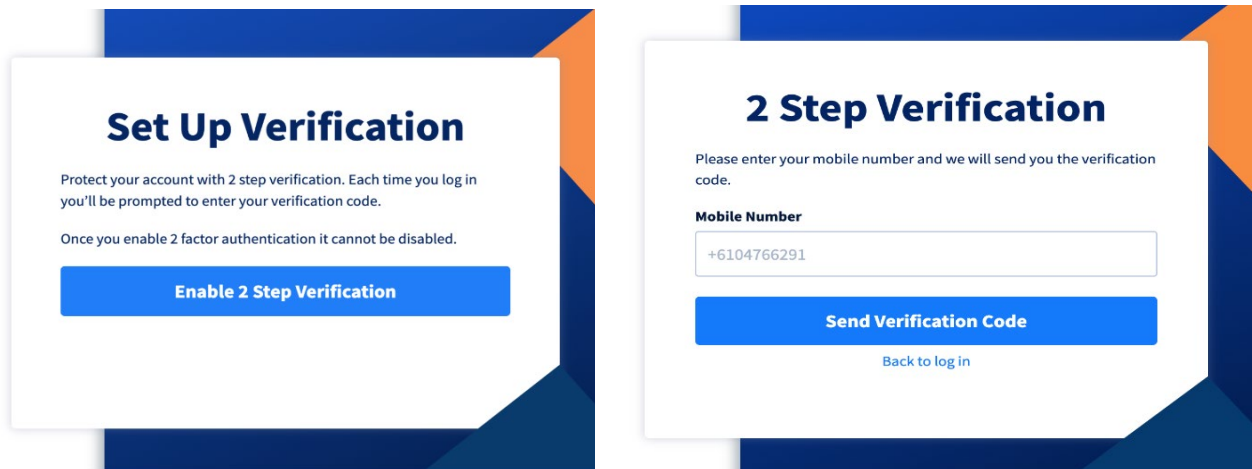
2 Step Verification allows for added security to your access of the NATA Portal. It allows you to verify that you are the legitimate holder of the login credentials by sending you a code to your mobile device and only allowing you access once inputting this code.

Please note that the steps of receiving and inputting a new verification code will need to be repeated when Accessing the Portal from another device (e.g. another computer) or after 15 days when the verification expires if you choose the option to remember it for 15days.

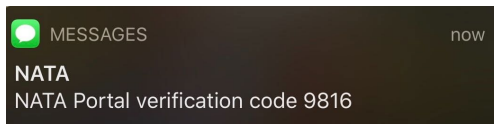
# NATA Portal - Facility Reference Guide

## Steps to setup 2 step verification

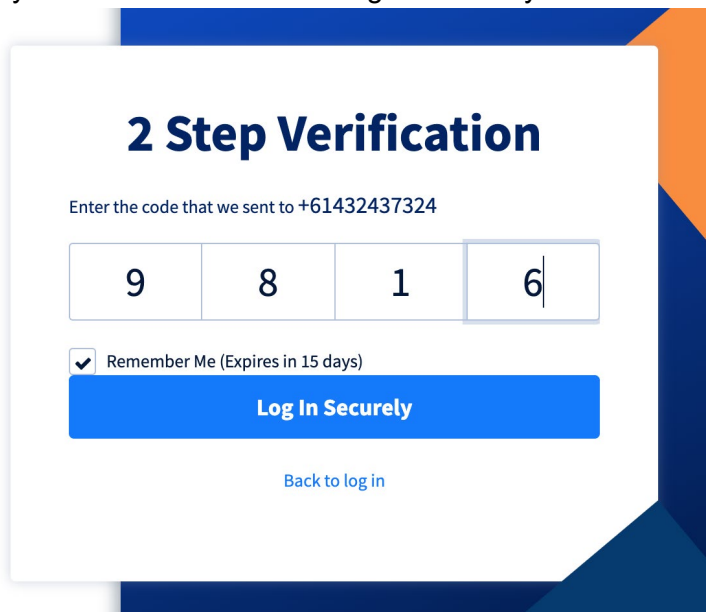
1. Using your email address and your newly set password, log in to NATA Portal. Here you will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image below).



2. Click on 'Enable 2 Step Verification' and enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +6140569XXXX. You will then receive a Verification code to your mobile device as shown below



3. Use your Verification code to Log-in Securely into the NATA Portal.



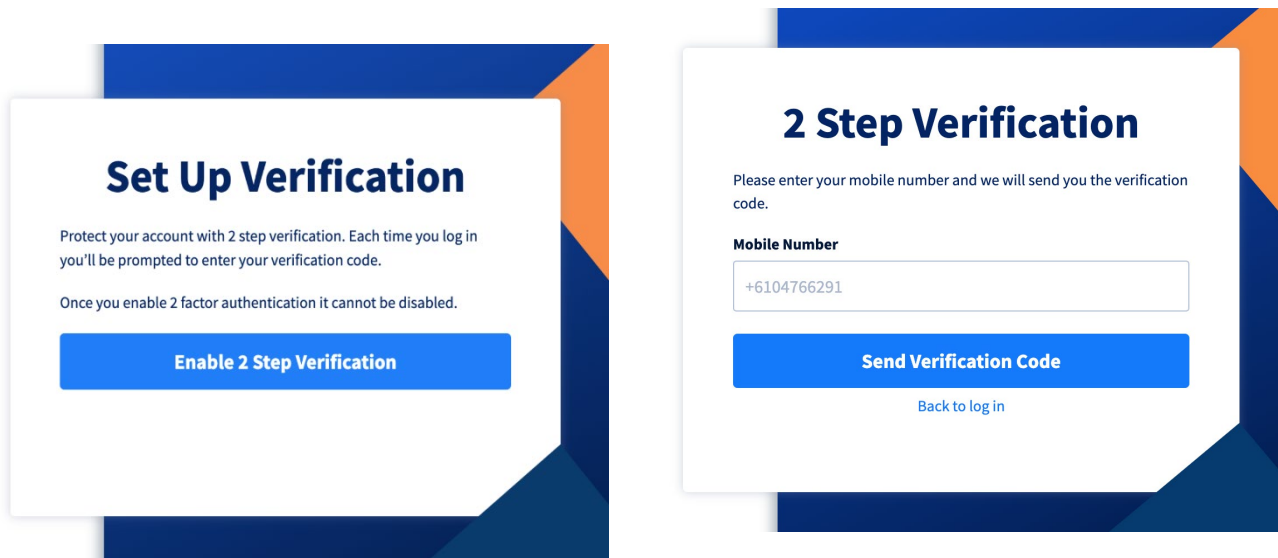
# NATA Portal - Facility Reference Guide

## Setting up your login password after your welcome link is expired

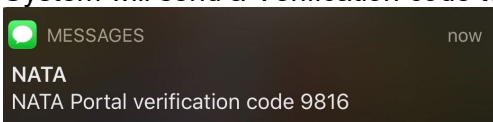
The initial welcome email link to set password will expire in 48hrs, after this you can directly visit <https://nataportal.nata.com.au/#/> and click on reset password to generate another activation link.

If the link in your registration confirmation has expired, you can use the steps below to setup your password:

1. Ensure you are using an approved browser (see list on page 2 of this Guide)
2. Visit <https://nataportal.nata.com.au/#/> and click on 'Click here to reset password link' just below the Log In button
3. Enter your registered email and submit, this will send you an email notification to reset your password
4. Access the email and click on the button 'Reset your Password'.

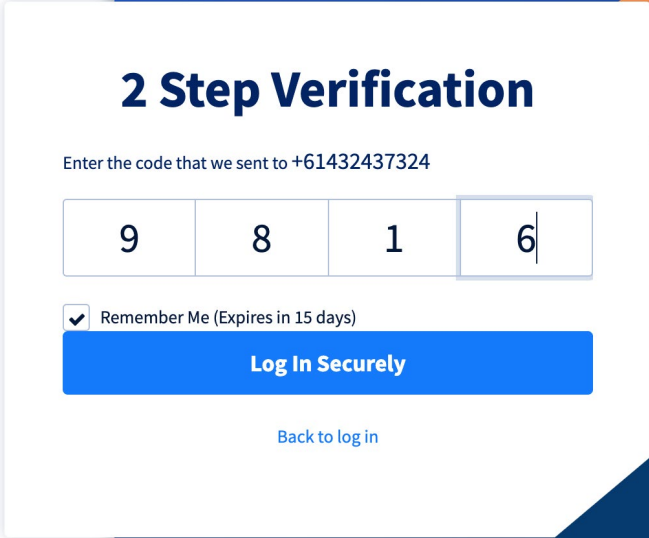


5. It will ask you to set your password, once you have done that the system will ask you to login using the email and password
6. On Successful login, it will ask you to set up 2 factor Authentication, click on the button '*Enable 2 Step Verification*' to set that up.
7. You will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image on the right)
8. Enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +6140569XXXX.
9. System will send a Verification code to your mobile device as shown below



## NATA Portal - Facility Reference Guide

10. Enter the 4-digit code as shown below and click on 'Log-in Securely' to login into the NATA Portal.



**2 Step Verification**

Enter the code that we sent to +61432437324

9	8	1	6
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Remember Me (Expires in 15 days)

**Log In Securely**

[Back to log in](#)

# NATA Portal - Facility Reference Guide

## Dashboard

Once you are logged in to the Portal, you will be taken to the Dashboard view. Here you see the following 4 information panels showing latest updates from all their respective areas of the Portal:

- Notifications panel
- Jobs panel
- Invoices to be paid panel and
- Recent Publications panel

**Notifications Panel** – This panel will list the latest 5 notifications for new uploaded site and job documents, latest publications, system notifications and any profile notifications.

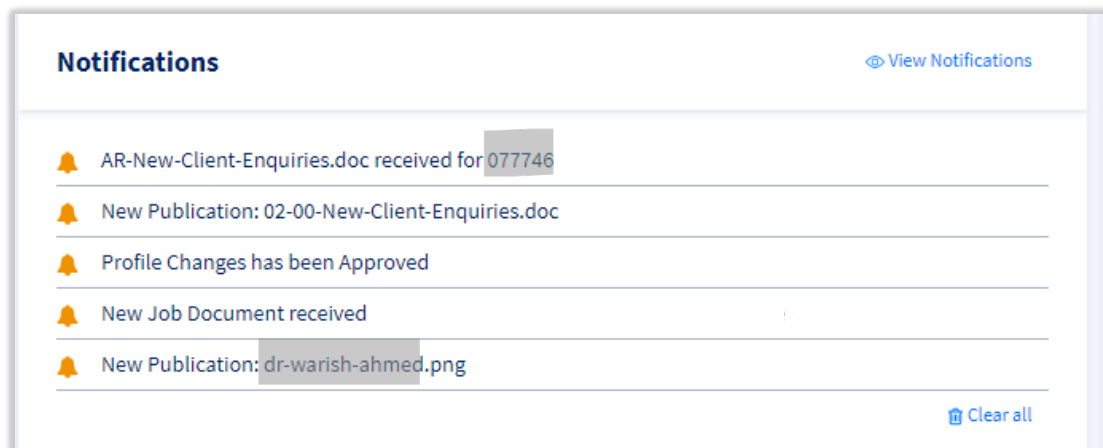
By clicking on the notification, you can directly access the relative information. As soon as you click on the notification it will disappear from the dashboard, but it will also be listed on the Notifications page.

You can clear all the dashboard notifications by clicking on 'Clear all'. To view all the notifications, click on 'View Notifications' where all the notifications you received will be listed unless you delete them.

Note: All the new NATA Portal notifications will also be visible at the top of the screen with the bell icon



that displays a number showing how many *Unread* notifications you have.



**Jobs Panel** – This panel will list 5 latest jobs from across all the Facility/sites you are registered for. For every job you can see Job Number, Job Type, Visit Date, Site name, suburb, state, Site ID and job Status information. You can also click on the job number and directly access that specific job information from the Dashboard. You can also click on 'View All Jobs' to view all the jobs for your facility/Sites.



# NATA Portal - Facility Reference Guide

**Jobs** [View All Jobs](#)

Job ID	Job Type	Visit Date	Site Name	Suburb	State	Site ID	Status
077788	SRV	24/10/2019	Site 1 - Sydney laboratories	PARKVILLE	NSW	025043	In Progress
077787	DTV	22/10/2020	Melbourne Laboratories	ORANGEVILLE	NSW	025044	In Progress
077786	ARE	20/10/2020	Brisbane Laboratories	LINDFIELD WEST	VIC	024045	In Progress
075162	VAR	10/07/2020	Site 1 - Sydney laboratories	ADELAIDE	SA	001108	In Progress
076828	ASS	25/09/2020	Melbourne Laboratories	ORANGEVILLE	NSW	024897	In Progress

**Invoices to be paid panel** – This panel will list any latest invoices that are due to be paid. Every listing will show the Invoice ID, Invoice Type, due by date and the amount due.

**Invoices to be paid** [View All Invoices](#)

Invoice ID	Invoice Type	Due By	Amount
PRO300742		13/10/2020 11:00	\$1046.48
CRD7853		19/10/2020 11:00	\$-2001.08

**Recent Publications panel** – This panel list the top 5 updated publications by NATA. Every listing will show the name of the Publication, its file path and date it got updated. You can click on the eye icon to quickly view the publication. You can also click on 'View all Publications' link and access the 'Publications' area of the portal.

**Recent Publications** [View All Publications](#)

Name	File Path	Updated
Test doc2.docx	Portal Cheat Sheets/Technical Assessor/	27/10/20
dr-warish-ahmed.png	Newsletters/NATA News/	20/10/20
03-02-19-Office-Coordinator.pdf	Publications for Consultation/Meeting Ag...	19/10/20
Animal-Health-ISO-IEC-17025-Appendix.zip	Publications for Consultation/Applicatio...	16/10/20

## Accessing Dashboard from other pages



If you want to go back to Dashboard from any other pages on the Portal, click on the '**NATA World Recognised Accreditation**' logo on the left-hand top corner OR

AR-Dashboard

Click on the 'Dashboard' link from the breadcrumb menu, displayed just above the page Title.

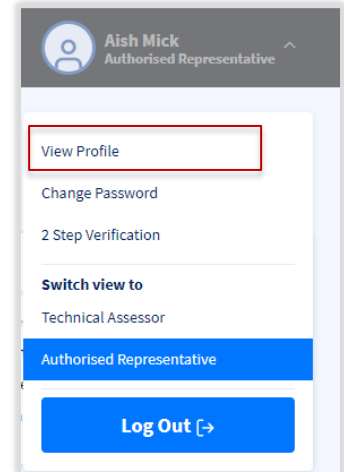
Dashboard > Contact NATA

## Viewing and Editing Profile Information

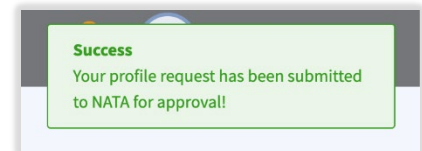
Users can view their profile information on the NATA Portal. If there are any changes required to be made to your profile, you can edit the profile information and submit it for approval. Once approved by NATA our systems will be updated and users will be able to see the updated information on the profile.

To view and edit your profile information, follow the below steps:

1. Once you have logged in to the NATA Portal, click on your profile name at the top right corner of your screen.
2. A dropdown as shown on the left will appear, click on View Profile.
3. You will then be directed to your Profile Page showing all your profile information.
4. Click [Edit Profile](#) to edit your profile information, here you will be able to make all the necessary changes to your profile information. The fields are shown in the below image.

A screenshot of the 'Edit Profile' form in the NATA Portal. The form is divided into two main sections: 'Details' and 'Address and Billing Details'. The 'Details' section includes fields for 'First Name\*' (Aish), 'Last Name\*' (Mick), 'Email Address\*' (aish.mick@hotmail.com), and 'Phone\*' (0234560987). The 'Address and Billing Details' section includes fields for 'Address\*' (7 Leeds Street, Pemulwuy), 'Billing Address' (7 Leeds Street, Pemulwuy), 'Country' (Australia), 'State' (NSW), 'Suburb' (Rhodes), and 'Post Code' (2138). At the top right of the form are two buttons: 'Change Password' and 'Save Changes'. A 'Cancel' link is located at the bottom left.

Click on [Save Changes](#) once complete. You will be directed back to your Profile Page and will receive the alert shown on the right.



**Please note:** Your changes will not be reflected immediately. They are subject to approval by the NATA Portal System Administrator. Only once approved, they will reflect on your profile.

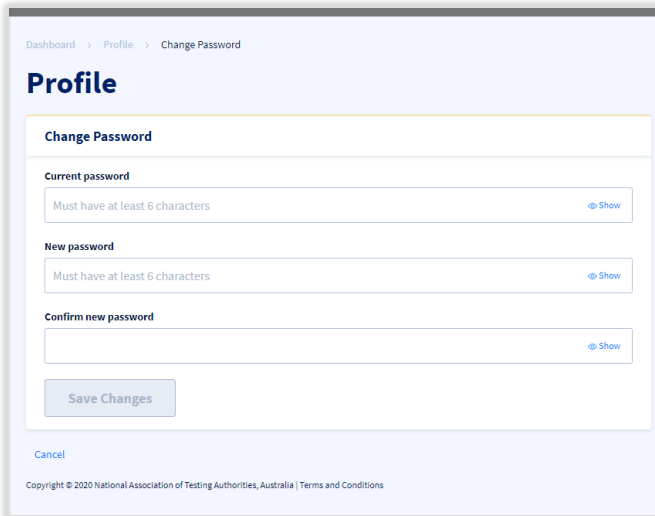
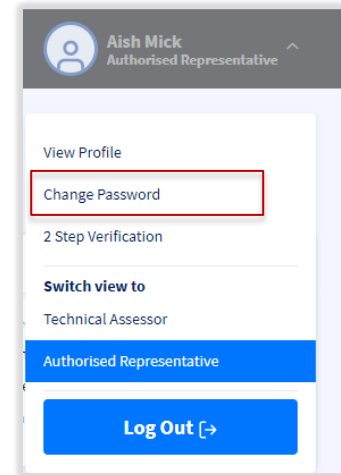
# NATA Portal - Facility Reference Guide

## Change Password after login

Users can change their login passwords only when logged into their Portal account.

To change your password:

1. Click on the 'Change Password' option from the drop-down profile menu as highlighted in the image on the right.
2. The system will load up the below screen where you will have to enter the current password, new password and save changes.



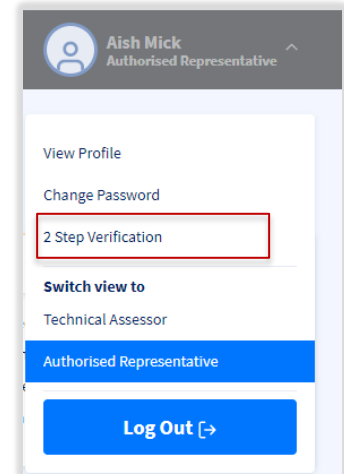
3. Once the changes are saved, you can start using the changed password.

# NATA Portal - Facility Reference Guide

## Change 2 Step Verification details

You can update your mobile number in your profile. This is the number used for the 2-step verification process.

1. Login to NATA Portal using your email and password
2. Once logged in, click on the profile icon on the right-hand corner to load the drop-down menu
3. Click on the '2 Step Verification' from the profile drop down menu as shown below, and the system will load the screen to change your 2 step verification details.
4. Enter the new mobile number prefix with +61 and click on 'Send Verification Code'.
5. The system will send a code to your updated mobile number, enter the code and submit.
6. The mobile number will be updated for 2 step notification on your profile.

A screenshot of the '2 Step Verification' form. The title is 'Profile' and the section is '2 Step Verification'. Below the title, it says 'Please enter your mobile number and we will send you the verification code.' There is a text input field for 'Mobile Number' containing '+61434678075'. A blue button labeled 'Send Verification Code' is below the input field. At the bottom left, there is a 'Cancel' link and a copyright notice: 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.A screenshot of the '2 Step Verification' form. The title is 'Profile' and the section is '2 Step Verification'. Below the title, it says 'Enter the code that we sent to'. There are four input fields for the code, containing the digits '1', '8', '5', and '7'. A blue button labeled 'Submit' is below the input fields. At the bottom left, there is a 'Cancel' link and a copyright notice: 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.

# NATA Portal - Facility Reference Guide

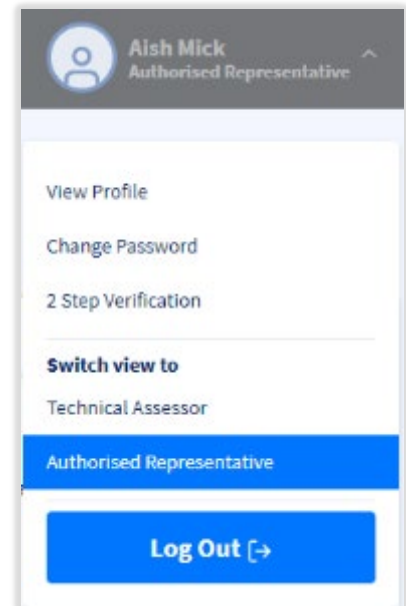
## Switching Roles (If you are registered for more than 1 role)

The portal caters for different types of users. If you are eligible for one of the other user types, you might be able to have more roles on the Portal.

You can easily switch profile between these roles with just one click without logging off from the Portal.

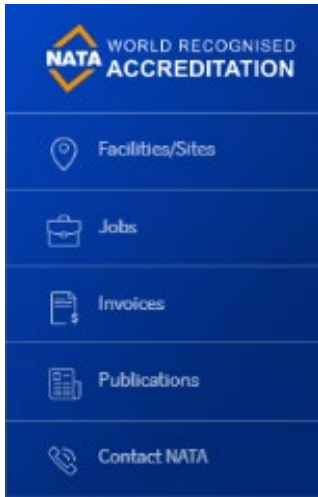
To switch profile and view the data related to other profile:

1. Click on your profile name on the right corner of the screen.
2. A profile drop-down menu will appear as shown on the left, if you are registered for more than 1 role you will see the 'switch view to' section and roles listed in there.
3. The profile you are currently viewing will be highlighted in Blue.
4. Click on the role you want to switch to, the system will ask you to confirm if you really want to switch your view, click 'OK' and the system will show you data relevant to your selected role.
5. You will now see information related to the switched role.



# NATA Portal - Facility Reference Guide

## Facilities and Sites



NATA Portal allows users to view list of all Facilities/Sites they are registered for on one page. To view the facilities and sites, click on the 'Facilities/Sites' on the left-hand side menu.

The system will take you to the Facilities/Sites page where all the facilities and sites you are registered for will be listed.

By default, you will be shown only 5 entries but if you wish to see more entries then you can do that by selecting a different value from the 'Show' drop down menu in the Navigation pane.

Every facility/Site listing will show Facility name, Facility number, Site Name, Site Number, Status, State and Suburb/City information.

Users can directly access the Facility/Site page by clicking on their respective names.

### Facilities/Sites

Facilities

[Clear Filters](#)

Facility Name	Facility Number	Site Name	Site Number	Status	State	Suburb/City	Actions
<input type="text" value="Facility Name"/>	<input type="text" value="Facility NO."/>	<input type="text" value="Search name"/>	<input type="text" value="Site ID"/>	All	All	<input type="text" value="Search suburb"/>	
National Measurement Institute (NMI)	000001	Trade Measurement Laboratory, Adelaide	024680	Operative	SA	EDWARDSTOWN	<a href="#">✎</a>
National Measurement Institute (NMI)	000001	Acoustics, Ultrasonics and Vibration Project, Lindfield	014535	Operative	NSW	LINDFIELD WEST	<a href="#">✎</a>
National Measurement Institute (NMI)	000001	Temperature Standards Project	014108	Operative	NSW	LINDFIELD WEST	<a href="#">✎</a>
National Measurement Institute (NMI)	000001	Impedance Standards Project	014443	Operative	NSW	LINDFIELD WEST	<a href="#">✎</a>
National Measurement Institute (NMI)	000001	Optical Standards Project	014105	Operative	NSW	LINDFIELD WEST	<a href="#">✎</a>

Show 5 Page 1 / 4

# NATA Portal - Facility Reference Guide

## Facility Details and Documents

Facility page can be accessed by clicking on the facility name listed on the Facilities/Sites landing page. The Facility page displays Facility details and list the Sites that you have access to.

**Facility Details** includes Facility name, email and address.

**Sites panel** will display all the sites you have access to from that specific Facility. Every site listed will show Site Name, Site number, Status, State and Suburb/City information.

You can also search and filter the listed sites using any of the fields. Just type the keyword in the relative search box or select the value if it is a drop down and the system should show you the desired results. All the listings can also be sorted by any of its listed fields.

The screenshot shows the NATA Portal interface for a facility named 'ABC Facility Pty. LTD'. The page is divided into two main sections: 'Facility Details' and 'Sites'.

**Facility Details:**

Facility	ABC Facility Pty. LTD
Email Address	contact@abc.com.au
Address	
Suburb	
State	null, null

**Sites:**


Site Name	Site Number	Status	State	Suburb/City	Actions
Site 1 - Sydney laboratories	025043	Operative	NSW	RHODES	[Action Icon]
Site 2 - Melbourne	025044	Applicant	VIC	CAMBERWELL	[Action Icon]
Site 3 - Brisbane	025045	Pre-Applicant	null		[Action Icon]

The 'Sites' table includes search filters for Site Name, Site ID, Status, State, and Suburb/City. The status filter is currently set to 'All'. The page also shows a 'Clear Filters' button and pagination information (Page 1 of 1).

## Facility documents

Only the Authorised Representative has access to Facility related documents. This section is not visible to any other facility users.

### View documents sent by NATA

By default, the Authorised Representative will see the '**Received Facility Documents**' section where all the documents sent by NATA will be listed. You can download the documents by selecting the document and clicking on the  icon.

To download all the listed document, click on the select all check box and then click on the 'Download All' button.

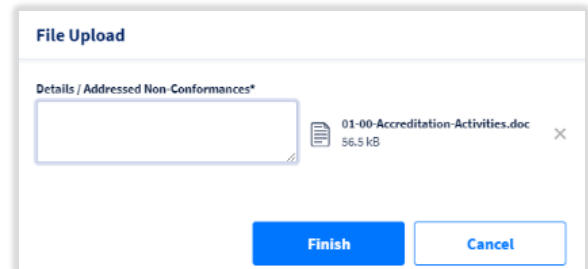
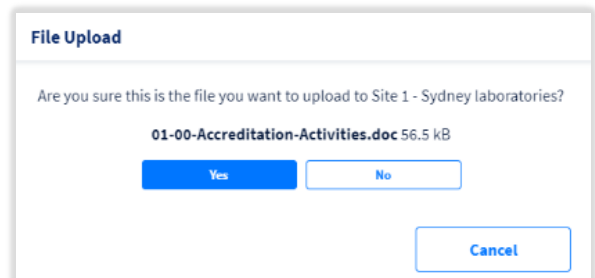
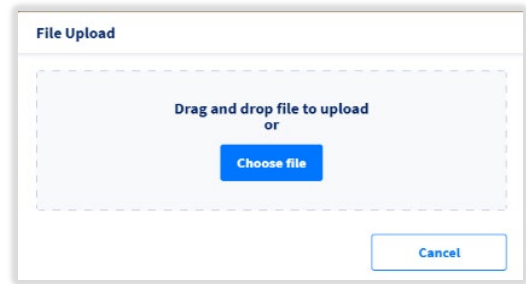
# NATA Portal - Facility Reference Guide

## Upload facility related documents for NATA

The Authorised Representative can upload the facility related documents on the NATA Portal.

To upload a document, click on the heading '**Submitted Facility Documents**' and:

- Click on the '**Upload Document**' button, a pop-up window for file upload will be shown.
- Click on Choose file and the system will load your file explorer, select the file you want to upload
- The system will ask you to check and confirm the document selected is the right one, if it is click on 'Yes' or click on 'No' and select the right document.
- Once you select 'Yes', the system will ask you to enter a small description (up to 299 characters), enter the description and click on 'Finish'.
- The system will perform a virus scan on the document and if no threats are found, it will list the document under **Submitted Site documents**.



Please note once the file is submitted on the portal it cannot be removed by the user.

To request a document be removed, contact your client coordinator or use the Contact NATA section of the portal or email [portalsupport@nata.com.au](mailto:portalsupport@nata.com.au).

To upload multiple files, zip them into 1 file and then upload. Users can upload a file size of maximum 150MB.



# NATA Portal - Facility Reference Guide

## Site details and documents

Site page can be accessed by clicking on the site name listed on the Facilities/Sites landing page. Site page displays the following 6 information panels showing relative information.

1. **Site Details** panel displays Facility name and number, Site name, site number and Status
2. **Contact Details** panel displays Phone, email and address information
3. **Client Coordinator** panel displays name, phone and email address of the client coordinator.

The screenshot shows the NATA Portal interface for 'Site 1 - Sydney laboratories'. The top navigation bar includes 'Facilities/Sites', 'Jobs', 'Invoices', 'Publications', and 'Contact NATA'. The main content area is divided into three panels:

- Site Details:** Facility Name: ABC Facility Pty. LTD, Facility Number: 020855, Site Name: Site 1 - Sydney laboratories, Site Number: 025043, Site Status: Operative.
- Contact Details:** Phone: 0234509877, Email: contact@abc.com.au, Address: 7 Leeds Street, Suburb: RHODES, State: NSW, AU.
- Client Coordinator:** Name: Kate Green, Phone: 0234509877, Email: kate.green@nata.com.au.

4. **Jobs** panel lists all the jobs for that specific site listing job number, job type, status, stage, visit date, Lead Assessor name and email information for every job entry.

The screenshot shows the 'Jobs' panel with a table of job entries. The table has the following columns: Job Number, Job Type, Status, Stage, Visit Date, Lead Assessor Name, and Lead Assessor Email. The table contains three rows of data:

Job Number	Job Type	Status	Stage	Visit Date	Lead Assessor Name	Lead Assessor Email
077788	SRV	In Progress	Initiation	19/10/2020 11:00	John Blue	john.blue@nata.com.au
077786	ARE	In Progress	Initiation	27/09/2020 10:00	Mark Schembri	Mark.Schembri@nata.com.au
077787	DTV	In Progress	Initiation	07/06/2020 10:00	Janet Copland	Janet.Copland@nata.com.au

To see more jobs listed, select the other value from the 'Show' drop down in the navigation panel and the system will show you the desired results provided there are entries to show. You can also navigate between the pages using the navigation pane. More job details can be accessed by clicking on the specific Job number.

5. **Received Site Documents** panel lists all the documents received from NATA. User can see document name, description and date uploaded information for every document listed.

### Viewing and downloading documents

To preview a document, click on  icon

To Download a document, click on  icon

User can also download all or some of the selected documents by selecting the documents and clicking on the 'Download Selected' button.

### Searching/filtering and sorting documents


To search a particular document enter the keyword in the document name search bar and as you enter the system will filter the documents for you. To search the documents by date uploaded.

## NATA Portal - Facility Reference Guide

6. **Submitted Site Documents** panel lists documents submitted by the user from the Portal. Every listing shows document name, description, date uploaded and uploaded by information. To view submitted site documents section, click on the heading 'Submitted Site Documents'

### Viewing and downloading documents

To preview a document, click on  icon

To Download a document, click on  icon

User can also download all or some of the selected documents by selecting the documents and clicking on the 'Download Selected' button.

### Searching/filtering and sorting documents

User also have ability to search/filter a particular document by entering the keyword in the document name, date uploaded and uploaded by search fields.

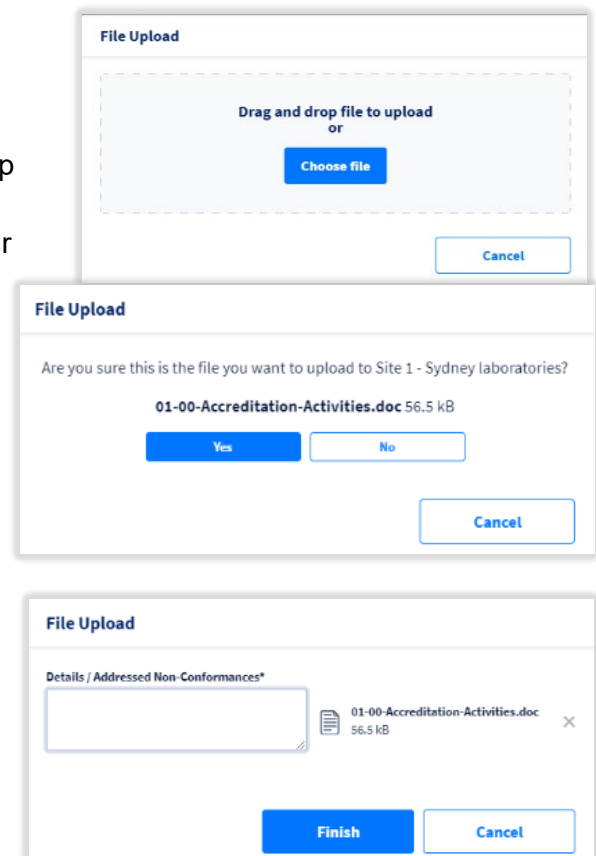
## Uploading Site documents

To upload a document, click on the '**Submitted Site documents**' heading and:

- Click on the '**Upload Document**' button, a pop-up window for file upload will be shown.
- Click on Choose file and the system will load your file explorer; select the file you want to upload.
- The System will ask you to check and confirm the document selected is the right one, if it is click on 'Yes' or click on 'No' and select the right document.
- Once you select 'Yes', the system will ask you to enter a small description (up to 299 characters), enter the description and click on 'Finish'.
- The system will perform a virus scan on the document and if no threats found it will list the document under '**Submitted Site documents**'.

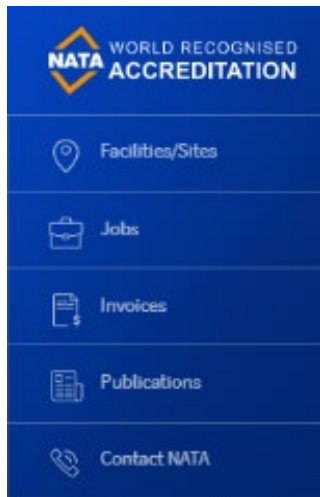
Please note once the file is submitted on the portal it cannot be removed by the user. To request a document be removed, contact your client coordinator or use the Contact NATA section of the portal or email [portalsupport@nata.com.au](mailto:portalsupport@nata.com.au).

To upload multiple files, zip them into 1 file and then upload. Users can upload a file size of maximum 150MB.



# NATA Portal - Facility Reference Guide

## Jobs



NATA Portal allows user to view list of all the jobs across all Facility/Sites they are registered for.

To view all the jobs, click on the 'Jobs' tab from the left-hand side menu. The system will take you to the Jobs page, listing all the Jobs across all the facility/Sites.

Every job listed on the page will show Job Id, job type, status, visit date, Facility name, Facility ID, Site name and Site id.

All the listed jobs can be searched, filtered and sorted by any of the listed fields.

## Searching/Filtering Jobs

Jobs can be searched/filtered from across several pages listing jobs. Users can search jobs by entering a keyword in the search box or by selecting the desired value from the drop down if applicable.

Job ID	Job Type	Status	Visit Date	Facility	Facility ID	Site	Site ID
07716	SRV	Completed	28/10/2020 11:00	ABC Facility Pty LTD	020855	Site 1 - Sydney laboratories	025043
07716	ARE	Completed	27/09/2020 10:00	ABC Facility Pty LTD	020855	Site 1 - Sydney laboratories	025043
07717	QTV	Completed	07/06/2020 10:00	ABC Facility Pty LTD	020855	Site 1 - Sydney laboratories	025043
07718	ASS	Completed	11/11/2020 11:00	ABC Facility Pty LTD	020855	Site 2 - Melbourne	025044

**To search/filter jobs by Job Id**, enter the keyword in the search field just below heading 'Job Id' and system will show the desired result.

**To search/filter jobs by Job Type**, select the job type from the drop-down list just below heading 'Job Type' and the system will show you the desired results

**To search/filter jobs by Job Status**, select the status from the status drop down list just below heading 'Status' and the system will show the desired results

**To search/filter jobs by the Visit date**, enter the date value in the search field just below the heading 'Visit Date' and the system will show the desired results

**To search/filter jobs by the Facility name**, enter the keyword in the search field just below the heading 'Facility' and the system will show the desired results


## NATA Portal - Facility Reference Guide

To search/filter jobs by the Facility id, enter the id in the search field just below the heading 'Facility ID' and the system will show the desired results

To search/filter jobs by the Site name, enter the keyword in the search field just below the heading 'Site' and the system will show the desired results

To search/filter jobs by the Site id, enter the id in the search field just below the heading 'Site ID' and the system will show the desired results

To clear filters after performing search operation, click on 'Clear Filters' to bring back the original display of the jobs page.

To sort jobs by any of the listed fields, click on the  icon next to the specific field and jobs will be sorted as desired.

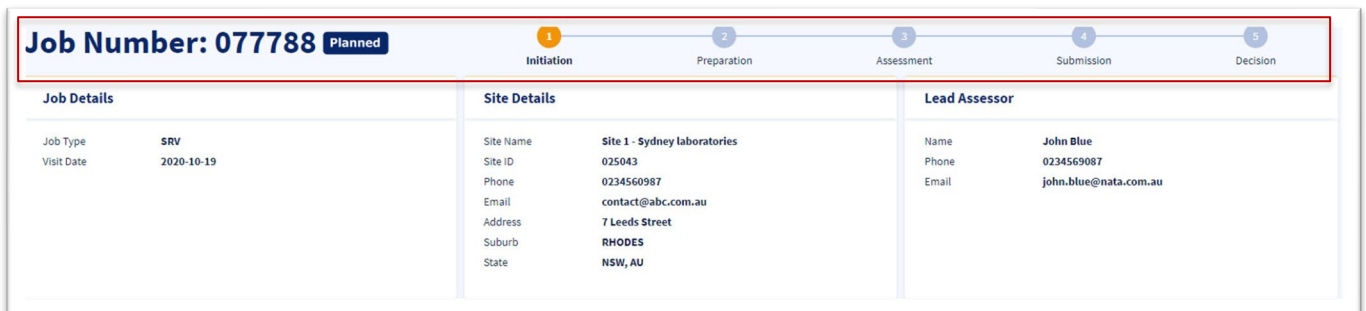
### Accessing Job Details Page

User can access job details page directly by clicking on the job number. Jobs are listed on the on the Dashboard, sites page and on the Jobs page. Job details page can be accessed from any of these pages for the listed jobs.

Job details page display below listed information for that specific job;

- Job details
- Site details
- Lead Assessor details
- Received and submitted job documents

### Job details, Site details and Lead Assessor details



Job Number: 077788 <span>Planned</span>		1 Initiation 2 Preparation 3 Assessment 4 Submission 5 Decision				
<b>Job Details</b>		<b>Site Details</b>		<b>Lead Assessor</b>		
Job Type	SRV	Site Name	Site 1 - Sydney laboratories	Name	John Blue	
Visit Date	2020-10-19	Site ID	025043	Phone	0234569087	
		Phone	0234560987	Email	john.blue@nata.com.au	
		Email	contact@abc.com.au			
		Address	7 Leeds Street			
		Suburb	RHODES			
		State	NSW, AU			

**Job details** including job number, job type and job stage are listed on the top of the page. As the job progress the job status and job stage information will be changed on the job details page. Every job goes through 5 stages; Initiation, Preparation, Assessment, Submission and Decision, as the job progress through different stages the information will be reflected on the jobs page.

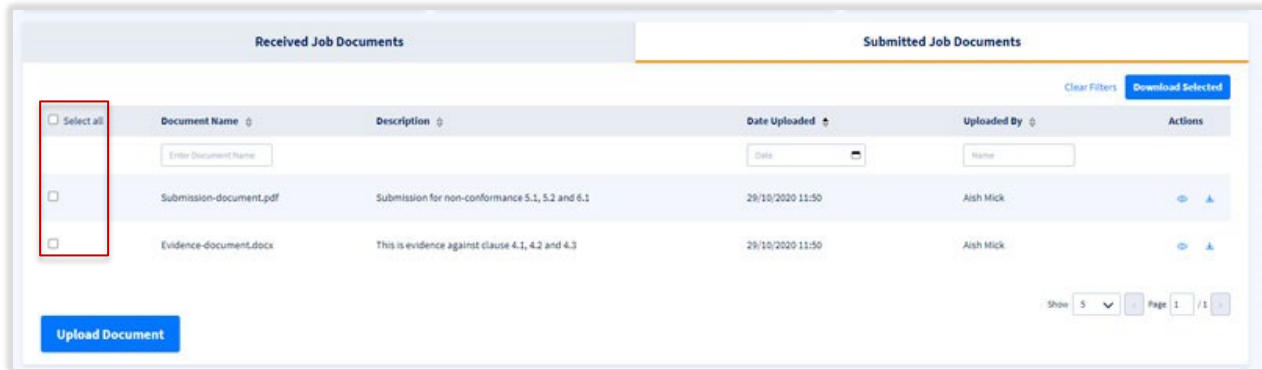
**Site details** including site name, site ID, phone, emails and address are displayed in its own panel just below the job stage information.

**Lead Assessor details** including lead assessor name, email and phone number are listed next to the site details panel below the job stage information.

# NATA Portal - Facility Reference Guide

## Received Job documents and Submitted Job documents

Every job will have received and submitted job document panels displayed on the job details page. User can switch between these two panels by just clicking on the panel heading. Active job document panel will be displayed with an orange underline as shown below;



**Received Site Documents** panel lists all the documents received from NATA, showing document name, description and date uploaded for every document listed.

### Viewing and downloading documents

To preview a document, click on icon

To Download a document, click on icon

User can also download all or some of the selected documents by selecting the documents by ticking the checkbox on the left and clicking on the 'Download Selected' button. User can also select all the documents with one click using 'Select all' check box on the top.

### Searching/filtering and sorting documents

To search a particular document enter the keyword in the document name search bar and as you enter the system will filter the documents for you. To search the documents by date uploaded.

**Submitted Site Documents** panel lists documents submitted by the user from the Portal. Every listing shows document name, description, date uploaded and uploaded by information.

### Viewing and downloading documents

To preview a document, click on icon

To Download a document, click on icon

User can also download all or some of the selected documents by selecting the documents and clicking on the 'Download Selected' button.

### Searching/filtering and sorting documents

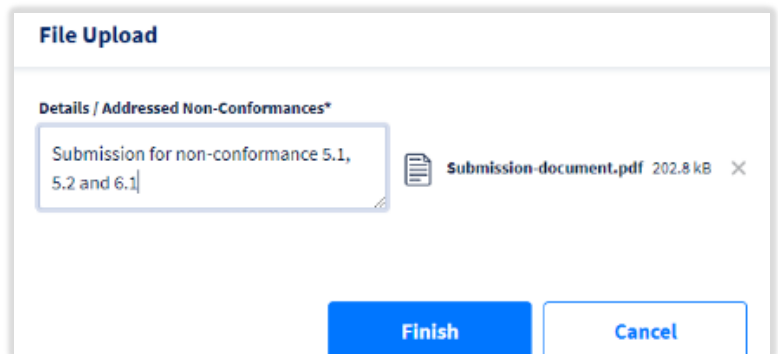
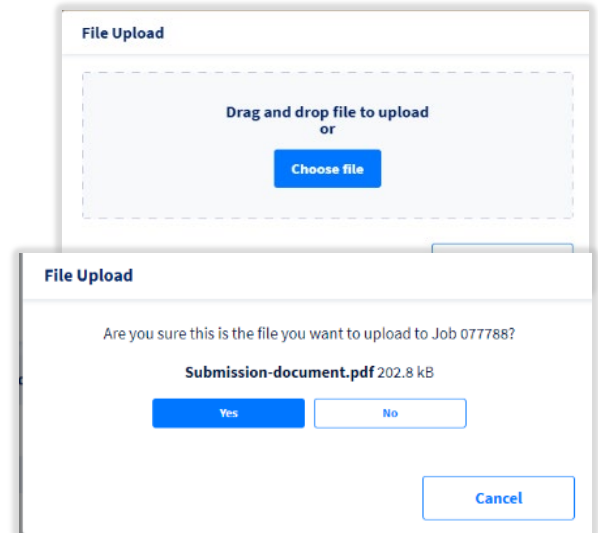
User also have ability to search/filter a particular document by entering the keyword in the document name, date uploaded and uploaded by search fields.

# NATA Portal - Facility Reference Guide

## Uploading Job documents

To upload a document, click on the **'Submitted Job Documents'** heading and:

- Click on the **'Upload Document'** button, a pop-up window for file upload will be shown.
- Click on Choose file and the system will load your file explorer; select the file you want to upload.
- The System will ask you to check and confirm the document selected is the right one if it is click on 'Yes' or click on 'No' and select the right document. Once you select 'Yes',
- The system will ask you to enter a small description (up to 299 characters), enter the description and click on 'Finish'.
- The system will perform a virus scan on the document and if no threats are found, it will list the document under **Submitted Site documents**.

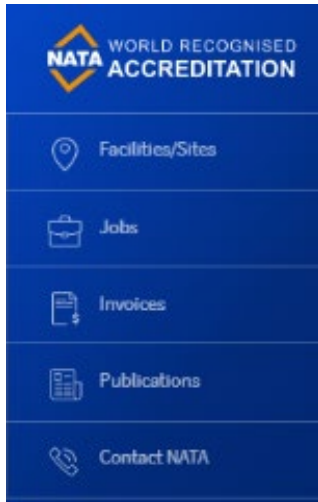


Please note once the file is submitted on the portal it cannot be removed by the user. To request a document be removed, contact your client coordinator or use the Contact NATA section of the portal or email [portalsupport@nata.com.au](mailto:portalsupport@nata.com.au).

To upload multiple files, zip them into 1 file and then upload. Users can upload a file size of maximum 150MB.

# NATA Portal - Facility Reference Guide

## Invoices




Users can view outstanding invoices information from across all the facilities/sites they are registered for on the NATA Portal. Invoices cannot be paid via the portal.

To access invoices, click on the 'Invoices' tab from the left-hand side menu and the system will load the 'Invoices' page.

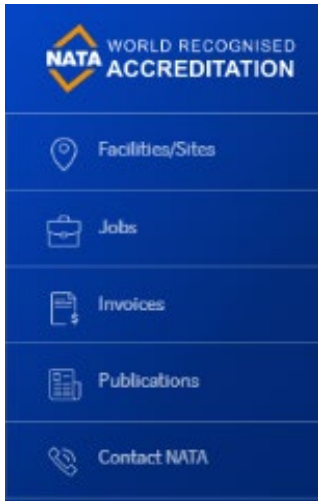
Each invoice listing will show the Invoice ID, Invoice type, due by date, Facility Name, Job number (if applicable) and amount due.

Invoices can be searched/filtered by Invoice ID, Invoice Type, due by date, job number (if applicable) and amount due by entering the relevant keyword in the search boxes listed under the respective headings.

Invoices can also be sorted by ascending or descending order by any of the listed fields. To sort by a particular field, click on the sort  icon next to that respective field heading and the system will sort the entries for you.

Invoice ID	Invoice Type	Due By	Facility Name	Job Number	Amount Due
PRO300742	Prorata Invoice	13/10/2020	Site 1 - Sydney laboratories		\$1046.48
TAW706847	Time @ Work Invoice	28/10/2020	Melbourne Laboratories	076871	\$6531.94
TAW706734	Time @ Work Invoice	28/10/2020	Brisbane Laboratories	075809	\$554.40
CRD7853	Credit Invoice	19/10/2020	Site 1 - Sydney laboratories		\$-2001.08
TAW706725	Time @ Work Invoice	28/10/2020	Melbourne Laboratories	Multiple	\$831.60

## Publications



NATA Portal allows all users to access NATA Publications and manage notifications for subscriptions.

To navigate to Publications, click on the left menu panel as shown on the left.

You will land on the Publications page with a view of 5 Recently Updated Publications, followed by the list of all the publications folders and subfolders listing the documents.

To preview a Publication, click on this icon



To Download a Publication, click on this icon

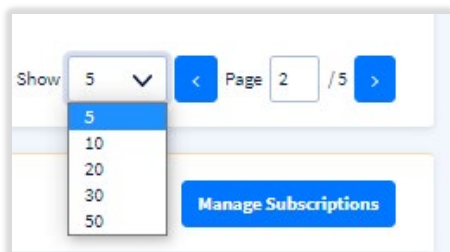


### Publications

Recently Updated Publications [Clear Filters](#)

Name	Date Updated	Actions
<input type="text" value="Search"/>	<input type="text" value="Date"/>	
User-Registration.pdf	2020-03-22 21:45:52	
Life-Sciences-ISO-IEC-17025-Annex-Food-allergen-proteins-and-gluten.pdf	2020-03-18 01:42:17	

Users can control how many entries they want to see in the recently updated Publications panel and can change the number by selecting from the show drop down. Users can also navigate between the different pages using the navigation pane.





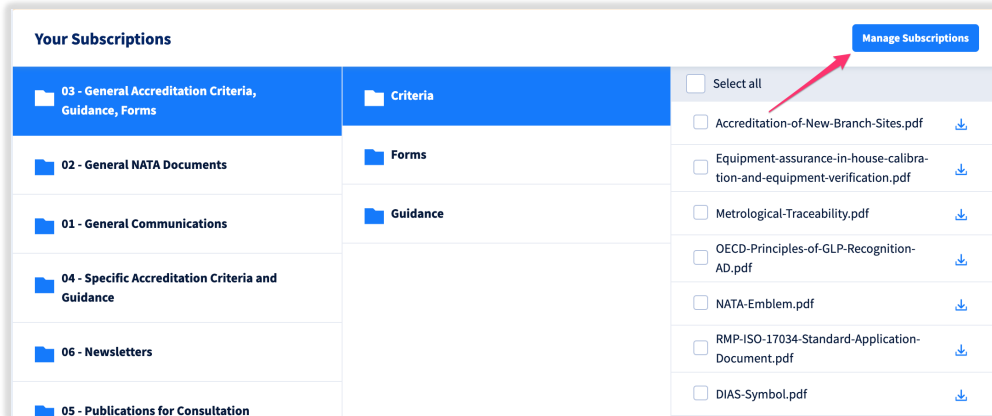
# NATA Portal - Facility Reference Guide



## Your Subscriptions - Subscribing and Unsubscribing

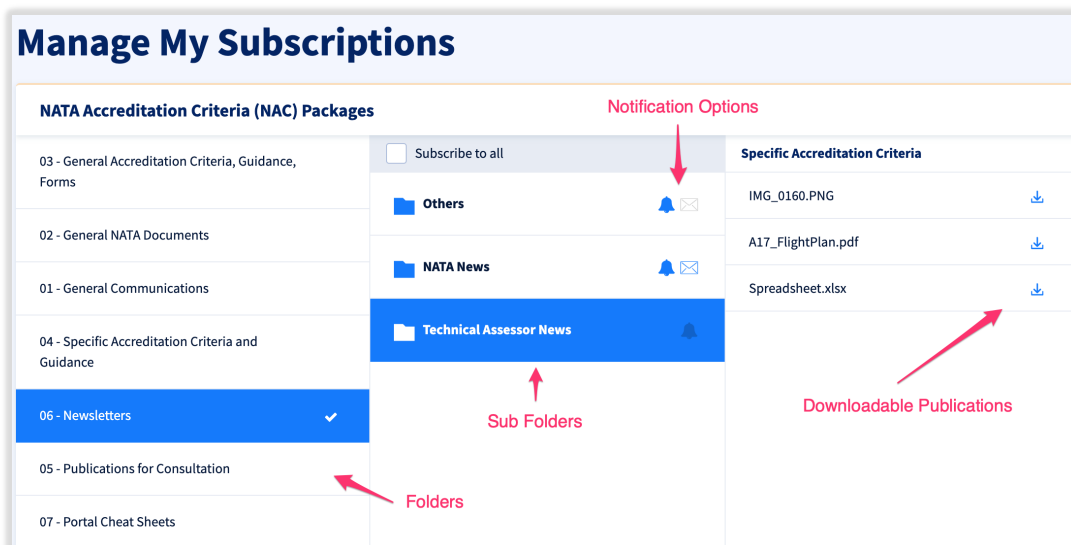
All users will have access to the full list of Publications. Your Subscriptions allows you to subscribe to publication folders for which you want to receive email and/or dashboard notifications whenever the document is updated under that folder.

### To manage your Subscriptions for notifications.

1. Scroll down to the Your Subscriptions section of the Publications page
2. Click on the 'Manage Subscriptions' button located in the below image



3. View the Folders available. Navigate to the Folder to which you wish to Subscribe to receive notifications when a document in that folder is updated on the Portal.
4. Choose your Notification Options for Subfolders.
  - a. Select the bell icon  to receive a dashboard notification, similarly, deselect to stop notifications
  - b. Select the Mail icon  to also receive email notifications on your registered email when Publications are uploaded in that sub folder, similarly, deselect to stop email notifications.













## Resources and Forms

The Resources and Forms section of the portal is designed to provide a comprehensive repository of essential resources like User guides, videos and forms that can be used by the facilities to interact with NATA and utilise the resources for accreditation related activities.

Users can access and view these resources by clicking on the  icon on the right of the listed resource.

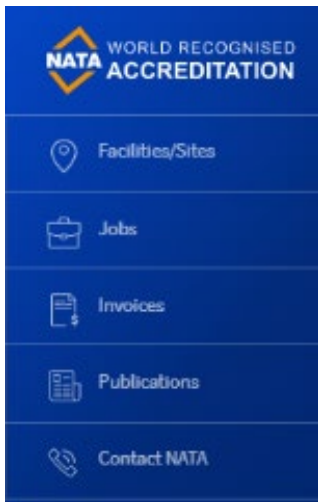
### Resources And Forms

Resources, Training Material, User guides and more [Clear Filters](#)

Type	Name	Date Updated	Actions
<input type="text" value="Search"/>		<input type="text" value="Date"/>	
	Request portal access for additional facility staff	10/09/2024 09:34:38	
	Facility Details Update Form	10/09/2024 09:34:38	
	Accreditation Matters 2024 Highlights	10/09/2024 09:34:38	
	Facility User Portal Reference Guide	24/04/2023 23:34:48	
	Facility Documents Reference Guide	10/09/2023 23:34:48	

## Contact NATA

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The Contact NATA page is used to report portal functionality issues or unusual activity in your portal account and submit general requests (e.g. deleting submitted documents).

Alternatively, users can email [portalsupport@nata.com.au](mailto:portalsupport@nata.com.au) directly.

To access this page, click on the 'Contact NATA' link on the left-hand side menu.

Your query will be submitted to NATA and a confirmation will be displayed on the screen.