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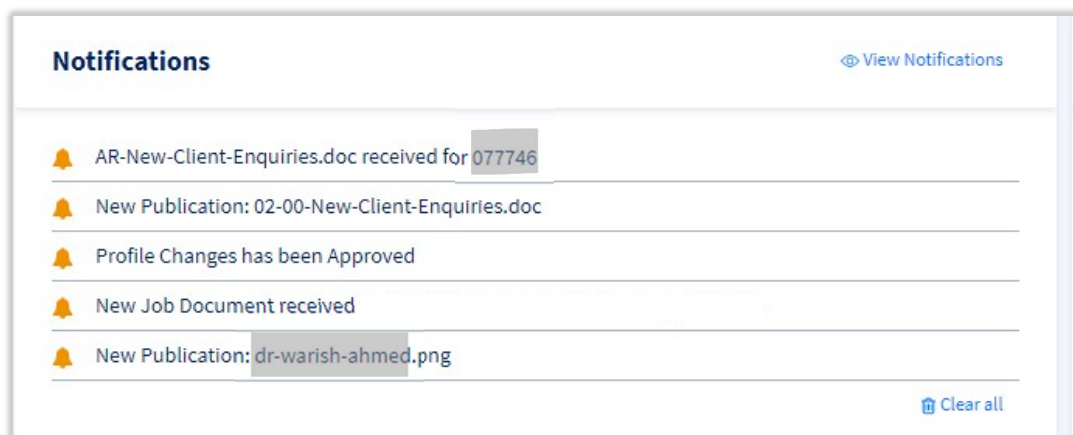
By clicking on the notification, you can directly access the relative information. As soon as you click on the notification it will disappear from the dashboard, but it will also be listed on the Notifications page.

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

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.

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.

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.