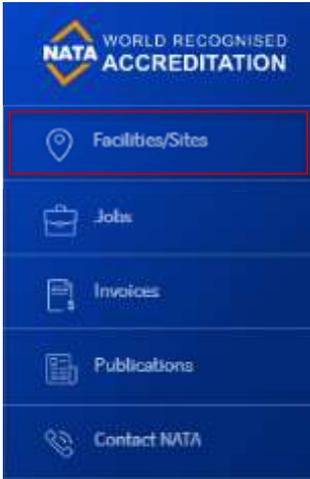


# NATA Portal - Facility Reference Guide

## 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.

Facility Name	Facility Number	Site Name	Site Number	Status	State	Suburb/City	Actions
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>

# NATA Portal - Facility Reference Guide

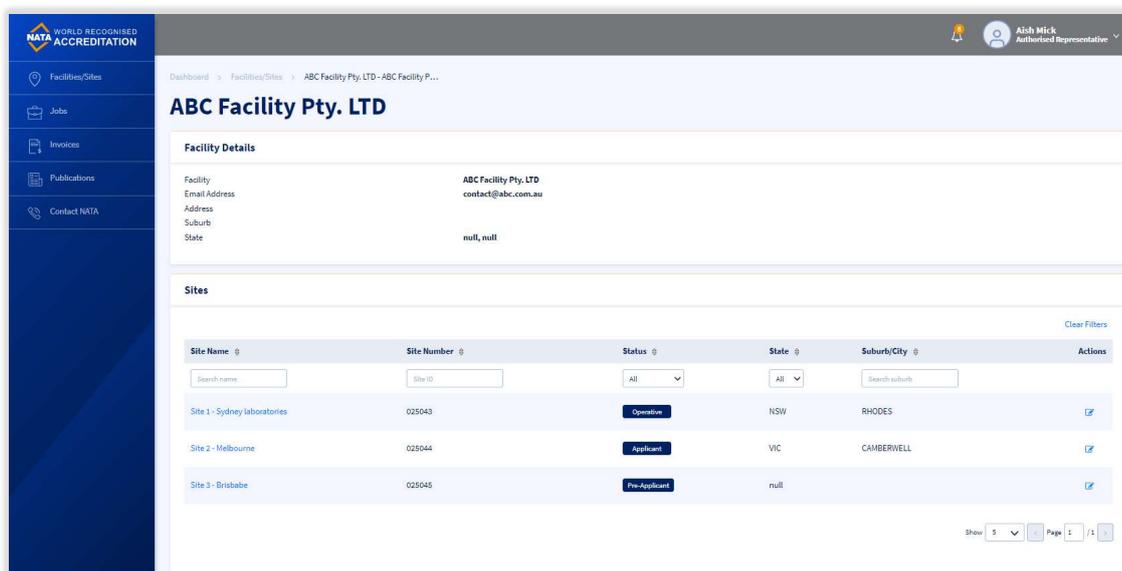
## Facility Details and Documents

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.



## 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.

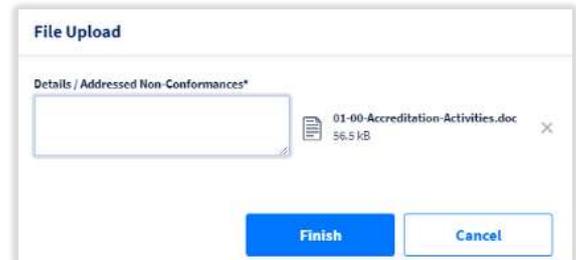
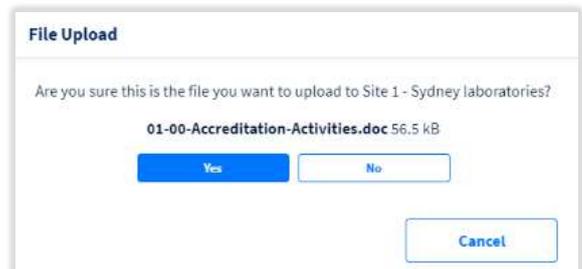
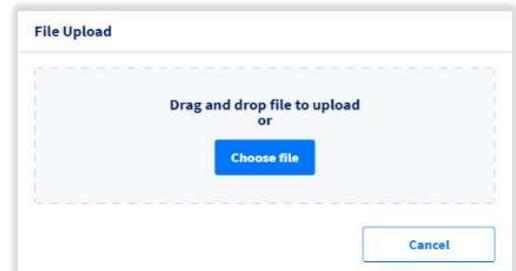
# NATA Portal - Facility Reference Guide

## 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.