NATA Portal - Facility Reference Guide

Publications

	NATA Portal allows all users to access NATA Publications and manage notifications for subscriptions.
Facilities/Sites	To navigate to Publications, click on the left menu panel as shown on the left.
John	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.
Publications	To preview a Publication, click on this icon
Contact NATA	To Download a Publication, click on this icon

ublications		
Recently Updated Publications		
		Clear Filters
Name 🔤	Date Updated ⊖	Actions
Search	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	© 7

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.



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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

Your Subscriptions	Manage Subscriptio	
03 - General Accreditation Criteria, Guidance, Forms	Criteria	Select all
02 - General NATA Documents	Forms	Equipment-assurance-in-house-calibra- tion-and-equipment-verification.pdf
01 - General Communications	Guidance	Metrological-Traceability.pdf
04 - Specific Accreditation Criteria and		OECD-Principles-of-GLP-Recognition- AD.pdf
Guidance		NATA-Emblem.pdf
06 - Newsletters		RMP-ISO-17034-Standard-Application- Document.pdf
		DIAS-Symbol.pdf

- 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 is to also receive email notifications on your registered email when Publications are uploaded in that sub folder, similarly, deselect to stop email notifications.

