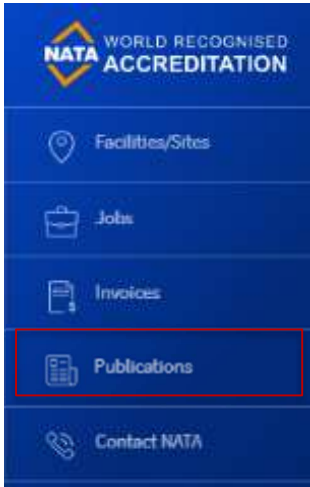


NATA Portal - Facility Reference Guide


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 

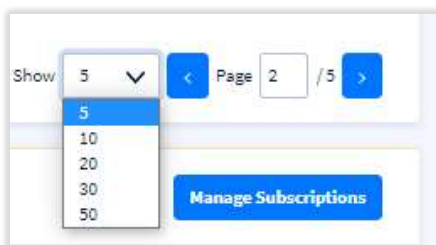
To Download a Publication, click on this icon 

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.



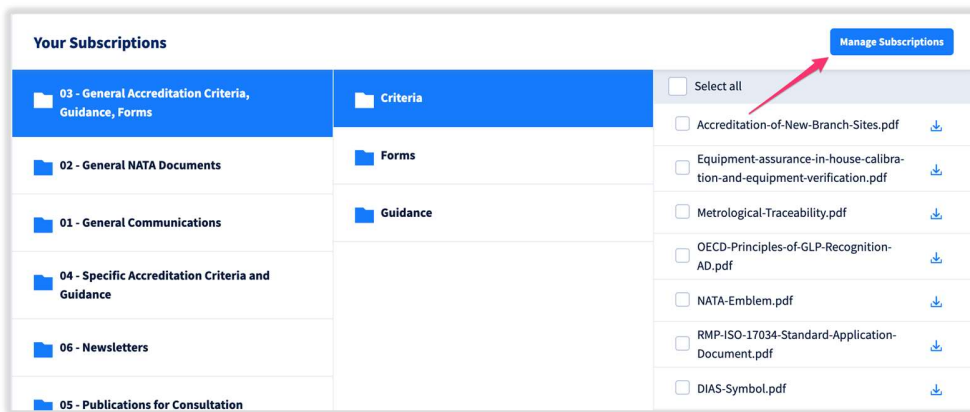
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Your Subscriptions - Subscribing and Unsubscribing

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



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.

