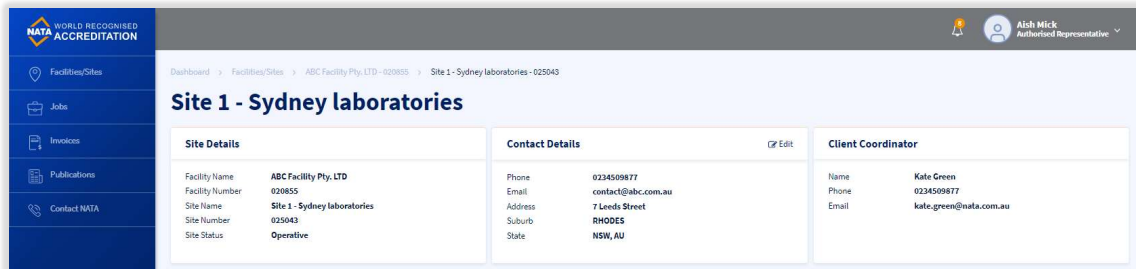


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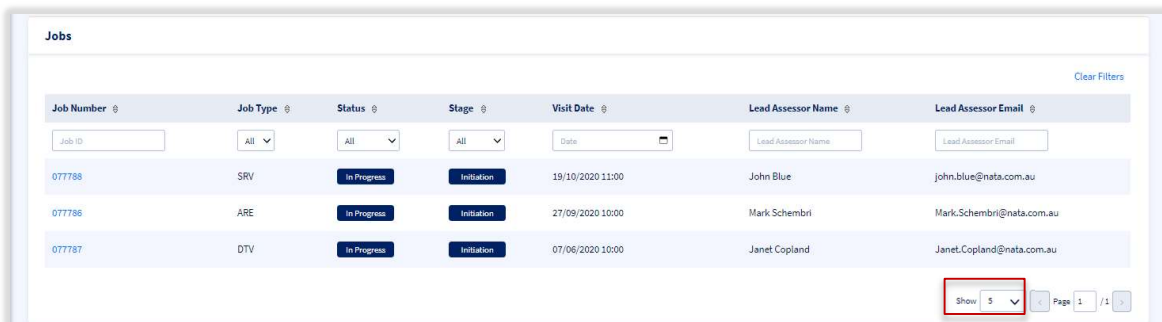
Site details and documents

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.



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.



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 entering the system will filter the documents for you. To search the documents by date uploaded.

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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.

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

