

NATA Portal – Technical Assessor Reference Guide

August 2024

NATA Portal - Technical Assessor Reference Guide

The NATA Portal is our preferred method for communicating job related information and documents with our Technical Assessors. Technical Assessors are requested to keep their profile information up to date using the portal.

If you need any further assistance, please contact us at technicalassessors@nata.com.au or portalsupport@nata.com.au

Browser Compatibility

NATA Portal is Compatible with both desktop and mobile (Windows PC, OS X, Android and iOS)

Supports the latest versions of the following browsers:

Google Chrome, Microsoft Edge, Mozilla Firefox and Apple Safari



No Support for Internet Explorer



NATA Portal - Technical Assessor Reference Guide

Table of Contents

Getting Started.....	4
Registration and password setup	4
Setting up 2 Step Verification.....	4
Setting up your login password after your welcome link is expired	6
Accessing Dashboard	8
Marking Profile information as up to date	9
View and Edit Profile Information	11
Acknowledging Continuing Assessor Competency.....	14
Change Password after login	16
Change 2 Step Verification details	17
Switching Roles (If you are registered for more than 1 role).....	18
Jobs - Job details and Job documents	19
Searching/Filtering Jobs	19
Accessing Job Details Page.....	20
Received Job documents and Submitted Job documents	21
Uploading Job related documents.....	22
Publications and Subscriptions	24
Publication Subscriptions for notification	25
Useful Resources	26
Contact NATA.....	27

Getting Started

Registration and password setup

Technical Assessors will be automatically registered to the portal as part of their welcome to NATA. Once registered, you will receive an email to set up a password for the NATA Portal login. Follow and complete the steps to set your password.

1. Click on the link in the registration email to set your password, system will show you the screen where you can enter your password.
2. Enter your chosen password and confirm and submit.
3. Next you will be asked to set up your 2 Step verification by entering your mobile number starting with country code +61 and no leading zeros +6140569XXXX.

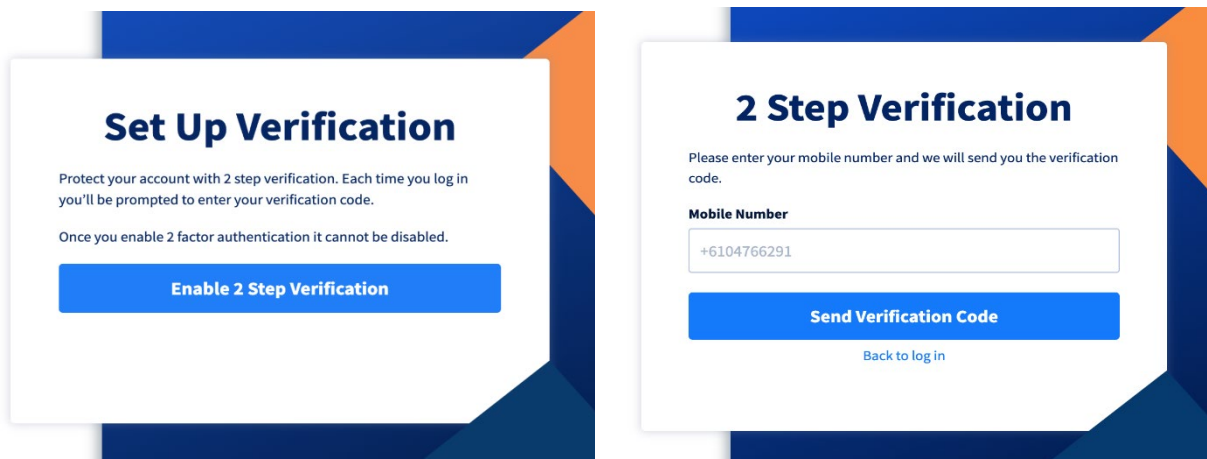
Setting up 2 Step Verification

2 Step Verification allows for added security to your access of the NATA Portal. It allows you to verify that you are the legitimate holder of the login credentials by sending you a code to your mobile device and only allowing you access once inputting this code.

Please note that the steps of receiving and inputting a new verification code will need to be repeated when Accessing the Portal from another device (e.g. another computer) or after 15 days when the verification expires if you choose the option to remember it for 15days.

Steps to setup 2 step verification

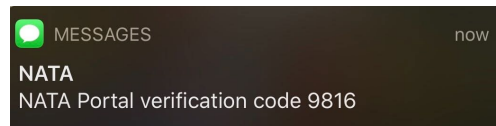
1. Using your email address and your newly set password, log in to NATA Portal. Here you will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image below).



2. Click on 'Enable 2 Step Verification' and enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +61405699876. You will

NATA Portal - Technical Assessor Reference Guide

then receive a Verification code to your mobile device as shown below



3. Use your Verification code to Log-in Securely into the NATA Portal.

A screenshot of the NATA Portal 2 Step Verification login screen. The screen has a white background with a blue and orange geometric design on the right side. The title '2 Step Verification' is in large, bold, dark blue font. Below the title, it says 'Enter the code that we sent to +61432437324'. There are four input boxes for the verification code, containing the digits '9', '8', '1', and '6' from left to right. Below the input boxes, there is a checkbox labeled 'Remember Me (Expires in 15 days)' which is checked. Below the checkbox is a blue button with the text 'Log In Securely'. At the bottom, there is a link that says 'Back to log in'.

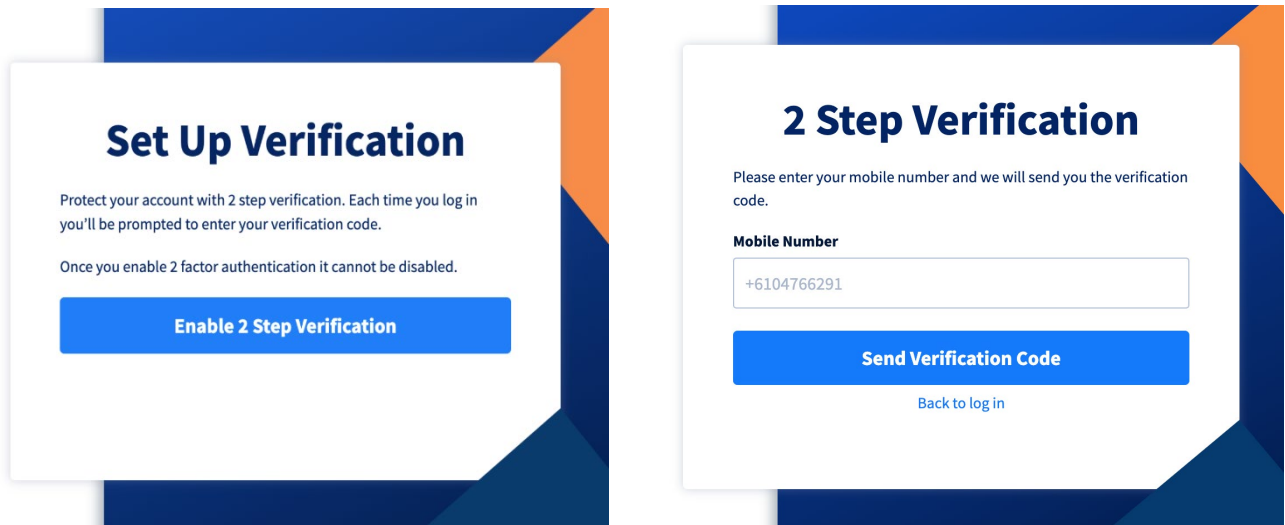
NATA Portal - Technical Assessor Reference Guide

Setting up your login password after your welcome link is expired

The initial welcome email link to set password will expire in 48hrs, after this you can directly visit <https://nataportal.nata.com.au/#/> and click on reset password to generate another activation link.

If the link in your registration confirmation has expired, you can use the steps below to setup your password:

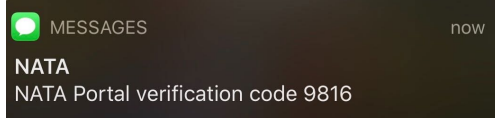
1. Visit <https://nataportal.nata.com.au/#/> and click on 'Click here to reset password link' just below the Log In button
2. Enter your registered email i.e. [XXXXX](#) and submit, this will send you an email notification to reset your password
3. Access the email and click on the button 'Reset your Password', ensure you are not opening the link in IE any other browser should work



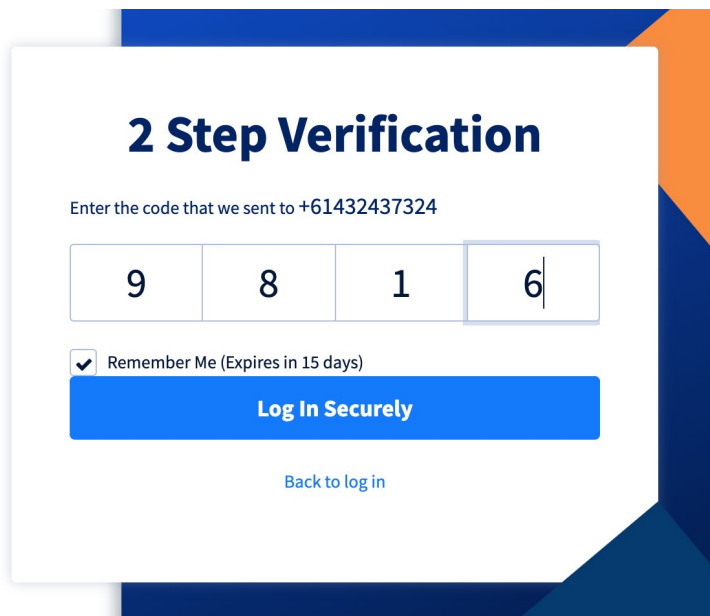
4. It will ask you to set your password, once you have done that the system will ask you to login using the email and password
5. On Successful login, it will ask you to set up 2 factor Authentication, click on the button 'Enable 2 Step Verification' to set that up.
6. You will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image on the right)
7. Enter your Mobile contact number in the correct format i.e. starting with country code +61 and no leading zeros +61405699876.

NATA Portal - Technical Assessor Reference Guide

8. System will send a Verification code to your mobile device as shown below



9. Enter the 4-digit code as shown below and click on 'Log-in Securely' to login into the NATA Portal.

A screenshot of a web-based login interface titled '2 Step Verification'. Below the title, it instructs the user to 'Enter the code that we sent to +61432437324'. There are four input boxes for the code, containing the digits '9', '8', '1', and '6' from left to right. Below the input boxes is a checkbox labeled 'Remember Me (Expires in 15 days)' which is checked. A prominent blue button labeled 'Log In Securely' is positioned below the checkbox. At the bottom of the form, there is a link that says 'Back to log in'.

NATA Portal - Technical Assessor Reference Guide

Accessing Dashboard


Once you are logged in to the Portal, you will be taken to the Dashboard view.

The Dashboard includes a quick view of information that has been recently updated on the portal; it also allows you to quickly access the information with one click. As a Technical Assessor you can see the following information panels on the Dashboard;

- **Latest Notifications**
- **Recently uploaded Meeting Documents**
- **Recently added Publications to which you are subscribed**

Clicking on any of the Notifications or Jobs will automatically navigate you to the location in the portal where you will find the source. For example, if you click on the job number you will be directed to the Jobs details page.

The screenshot shows the NATA Portal Dashboard. On the left is a blue sidebar with the NATA logo and navigation links: Home, Publications, and Contact NATA. The main content area is divided into three sections: 1. Notifications: A list with one item 'New Publications (in-world-shield.png)' and a 'View all' link. 2. Jobs: A table with columns: Job ID, Job Type, Valid Date, Site Name, Suburb, State, Site ID, and Status. It lists five jobs with details like '07792 CRE', '07689 REC', '07684 ASD', '07679 DRV', and '07776 DFV'. 3. Recent Publications: A table with columns: Name, File Path, and Updated. It lists five publications including 'social-thumb.png', 'in-world-shield.png', 'NATA-RCPI-reengineering Clinical governance Wk.pdf', 'ISO 15181-Office Coordinator.pdf', and 'Annual Health-ISO-RC-17025 Appendix.pdf'.

Note: All NATA Portal notifications will be visible at the top of the screen with the bell icon  that displays a number showing how many *unread* notifications you have.

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

Dashboard > Contact NATA

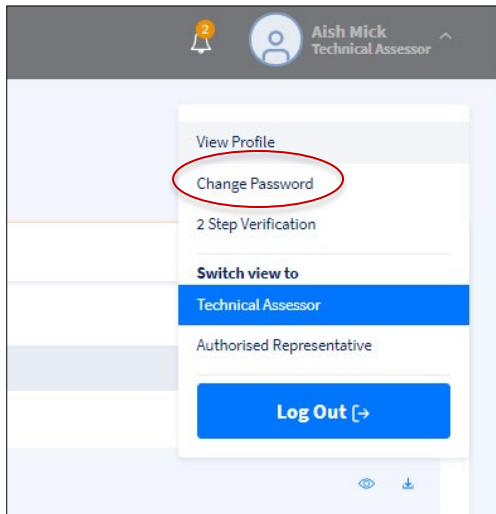
Click on the 'Dashboard' link from the breadcrumb menu on the page, displayed just above the page Title.

NATA Portal - Technical Assessor Reference Guide

Marking Profile information as up-to-date

Periodically, NATA will contact you to confirm your profile details. Once you have reviewed all the current profile information in the portal and if no changes are required, you will be able to mark your profile as up-to-date.

To view your profile, click on the profile icon and select 'View Profile' from the drop down.



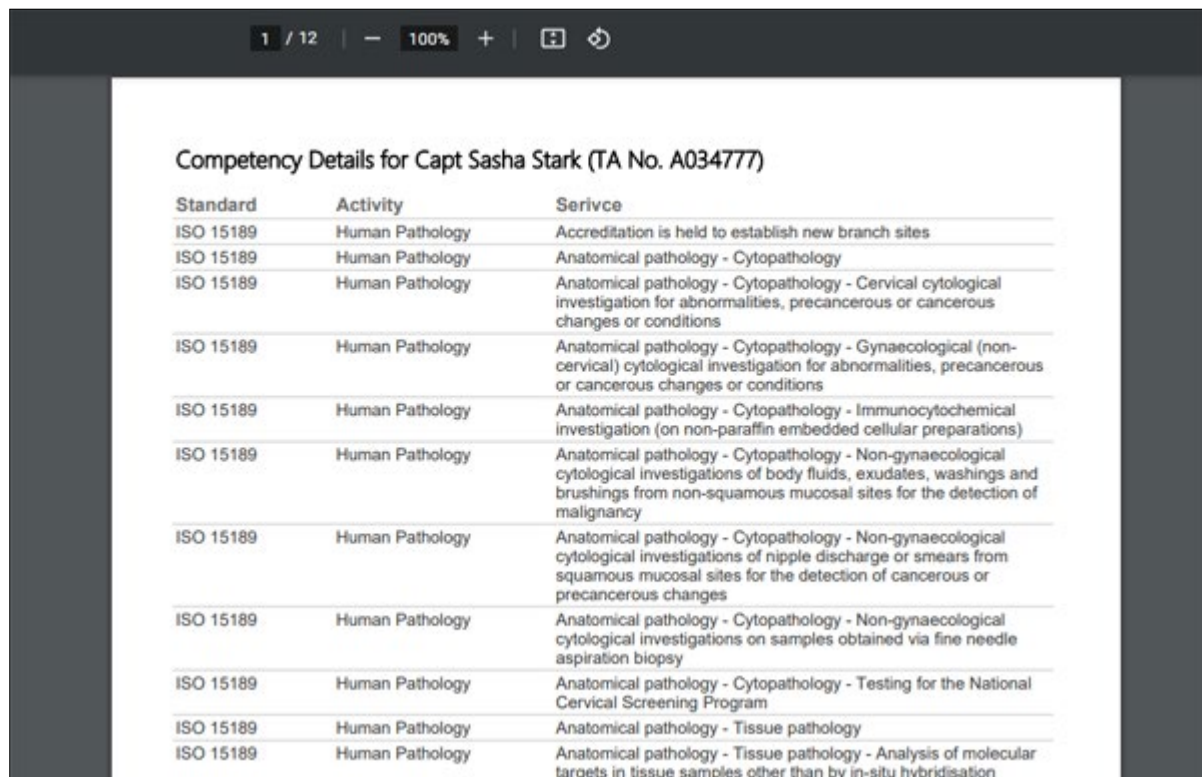
Once you click on the 'View Profile' menu item the system will load all the profile information you have registered with us.

A screenshot of the NATA Portal 'Profile' page. The page is divided into several sections: 'Personal Details', 'Competency Details', 'Email Details', 'Phone Details', 'Home Address', and 'Work Address'. The 'Personal Details' section shows 'Position Title: Technical Assessor', 'First Name: Sasha', and 'Last Name: Stark'. The 'Competency Details' section has a 'View Competencies' button. The 'Email Details' section shows two email addresses: 'Work: sashasee@gmail.com' (Primary) and 'Personal: sashasee@yahoo.com'. The 'Phone Details' section shows three phone numbers: 'Work: +610234567891', 'Mobile: +610403459873', and 'Home: +610234560974' (Primary). The 'Home Address' section shows 'Address: 17 Bulli Road', 'Suburb: PEMULWUY', 'Country: AUSTRALIA', 'State: NSW', and 'Post Code: 2145'. The 'Work Address' section shows 'Address: 7 Leeds Street', 'Suburb: AARONS PASS', 'Country: AUSTRALIA', 'State: NSW', and 'Post Code: 2850' (Primary). At the top right of the profile page, there is a message: 'Profile is up to date' with a red arrow pointing to the 'Mark Profile up to date' button. Below this message are 'Edit Profile' and 'Change Password' buttons. A note at the bottom states: 'Notes: • The above email will be used as the primary contact for all NATA correspondence. • Above address details are for registration/identification purpose only, any changes made to the profile details will only appear on the profile once approved by NATA. • To change the appointed Authorised Representative or Facility details please complete the Facility Details Update (FDU) form and upload it on the Portal at the Site level or email us the form on portalsupport@nata.com.au.'

You will see the **'Mark profile is up to date'** button is disabled because you must view your competencies (competency is/are the area(s) of technical expertise which you are qualified to assess) to ensure they are up to date as well along with all the other profile information. To view competency, click on the 'View Competency' button and this will open your competency PDF in

NATA Portal - Technical Assessor Reference Guide

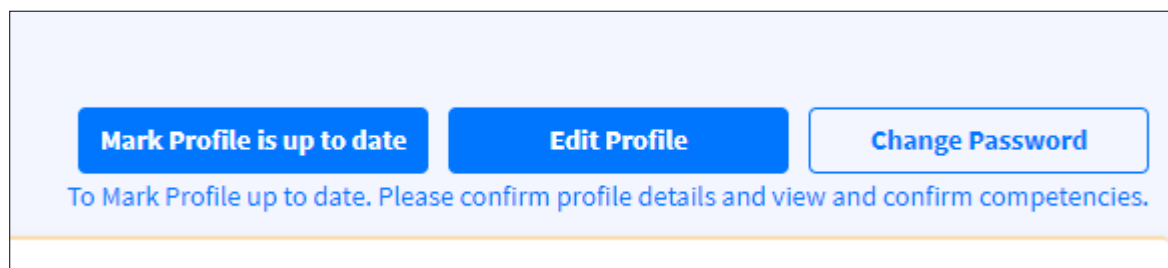
a new window if you are using Google Chrome or download the PDF into your downloads folder on your computer if using Microsoft Edge browser.



The screenshot shows a PDF document titled "Competency Details for Capt Sasha Stark (TA No. A034777)". The document contains a table with three columns: Standard, Activity, and Service. The table lists various ISO 15189 standards and their corresponding activities and services.

Standard	Activity	Service
ISO 15189	Human Pathology	Accreditation is held to establish new branch sites
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Cervical cytological investigation for abnormalities, precancerous or cancerous changes or conditions
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Gynaecological (non-cervical) cytological investigation for abnormalities, precancerous or cancerous changes or conditions
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Immunocytochemical investigation (on non-paraffin embedded cellular preparations)
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Non-gynaecological cytological investigations of body fluids, exudates, washings and brushings from non-squamous mucosal sites for the detection of malignancy
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Non-gynaecological cytological investigations of nipple discharge or smears from squamous mucosal sites for the detection of cancerous or precancerous changes
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Non-gynaecological cytological investigations on samples obtained via fine needle aspiration biopsy
ISO 15189	Human Pathology	Anatomical pathology - Cytopathology - Testing for the National Cervical Screening Program
ISO 15189	Human Pathology	Anatomical pathology - Tissue pathology
ISO 15189	Human Pathology	Anatomical pathology - Tissue pathology - Analysis of molecular targets in tissue samples other than by in-situ hybridisation

View the PDF and ensure the competency information is up to date and then go back to the profile page and mark your profile as up to date by clicking on the **'Mark Profile is up to date'** button.



The screenshot shows a profile page with three buttons: "Mark Profile is up to date", "Edit Profile", and "Change Password". Below the buttons, there is a message: "To Mark Profile up to date. Please confirm profile details and view and confirm competencies."

In case you need to make changes to any of the profile details and competency details refer to Editing profile Information cheat sheet.

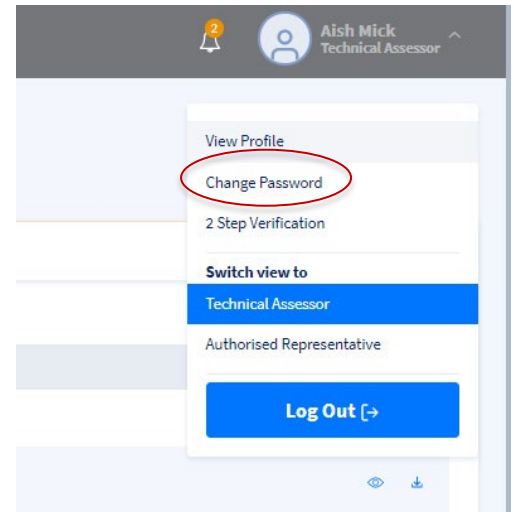
NATA Portal - Technical Assessor Reference Guide

View and Edit Profile Information

Users can view their profile information on the NATA Portal. If there are any changes required to be made to your profile, you can edit the profile information and submit it for approval. Once approved by NATA users will be able to see the updated information on the profile.

To view and edit your profile information, follow the below steps:

1. Once you have logged in to the NATA Portal, click on your profile name at the top right corner of your screen.
2. A dropdown as shown below will appear, click View Profile.
3. You will then be directed to your Profile Page where you will be able to see all your profile information including email, phone, address and competency details (competency is/are the area(s) of technical expertise which you are qualified to assess) that you have provided to us. Click on [Edit Profile](#) button to edit these details.

A screenshot of the NATA Portal 'Profile' page. The page has a header with 'Dashboard' and 'Profile' links. The main content is divided into several sections: 'Personal Details' (Position Title: Technical Assessor, First Name: Sashi, Last Name: Stark), 'Email Details' (Work: sasetee@gmail.com, Personal: sasetee@yahoo.com), 'Phone Details' (Work: +610234567893, Mobile: +610403459873, Home: +610234560974), 'Home Address' (17 Bulbi Road, PENHURBY, AUSTRALIA, NSW, 2145), and 'Work Address' (7 Leeds Street, AARONS PASS, AUSTRALIA, NSW, 2850). There are buttons for 'View Competencies', 'Edit Profile', and 'Change Password'. A red arrow points to the 'Edit Profile' button. At the bottom, there are 'Notes' regarding email and address details.

4. The system will load the edit profile page and you will be able to make all the necessary changes to your profile information. The fields are shown in the below image.

NATA Portal - Technical Assessor Reference Guide

Edit Profile Change Password Save Changes

Personal Details

Position Title
Technical Assessor

First Name*
Sasha

Last Name*
Stark

Competency Details

[View Competencies](#)

Suggest Changes

Not Required

[Upload a document with suggested changes to competencies](#)

Email Details

Type Email Primary

Work: svestee@gmail.com ☒

Personal: svestee@yahoo.com ☐

Phone Details

Type Phone Primary

Work: +61 0234567890 ☐

Mobile: +61 0423456789 ☐

Home: +61 0234567890 ☒

Home Address

Address* 17 Budo Road ☒

Country* State

AUSTRALIA NSW

Suburb* Post Code*

PENRITH 2145

Work Address

Address* 7 Leeds Street ☐

Country* State

AUSTRALIA NSW

Suburb* Post Code*

ARMODNS PASS 2850

- You will also be able to change your primary contact details by clicking on the radio button listed next to the field. You must have at least one type of email, phone and address marked as 'Primary' to let us know your preferred email, phone and address to communicate. Remember if you do want to change your primary email, you must use the changed email to login to the portal once the changes are approved.
- You can also suggest changes to your competency by entering them into the 'suggest changes' box and if required upload a document listing competency change by clicking on the 'Upload a document with the suggested changes to competencies' button.
- Once you click on the button to upload a document the system will give you an option to choose the file to upload or drag and drop.
- Select the file to upload or drag and drop the file in the upload section and the system will then display the file to be uploaded and ask you to confirm. If you are sure that's the file to upload click on confirm button and the system will do a quick virus scan and upload the file.

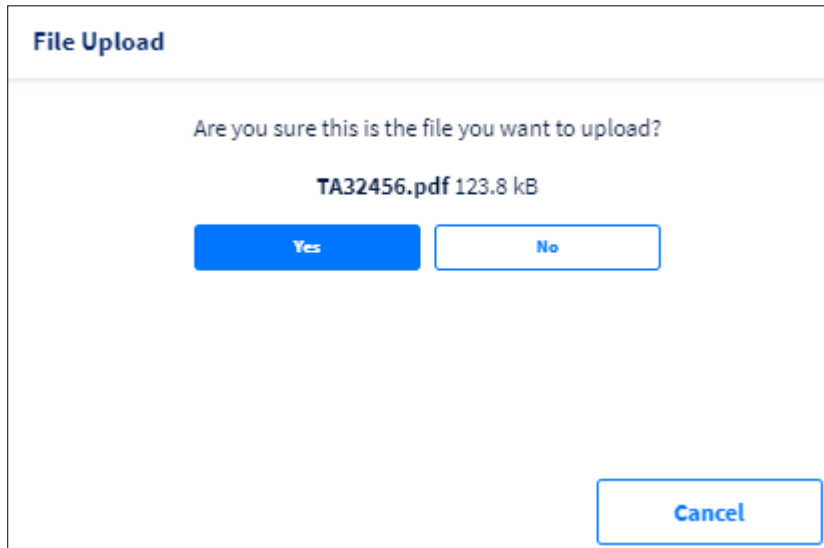
File Upload

Drag and drop file to upload
or

[Choose file](#)

[Cancel](#)

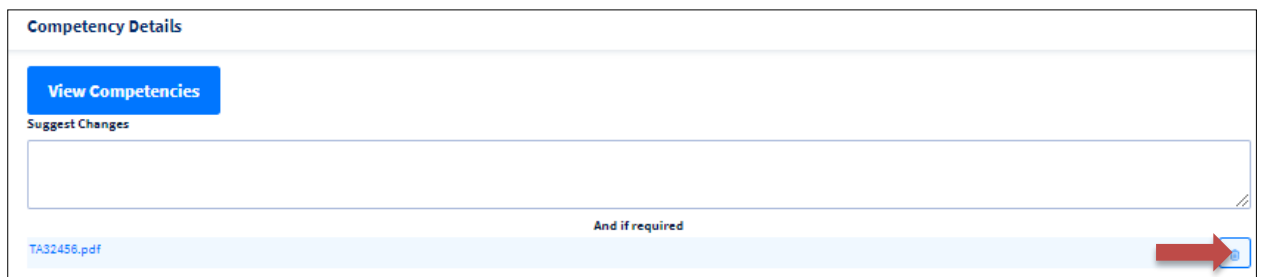
NATA Portal - Technical Assessor Reference Guide



File Upload

Are you sure this is the file you want to upload?

TA32456.pdf 123.8 kB



Competency Details

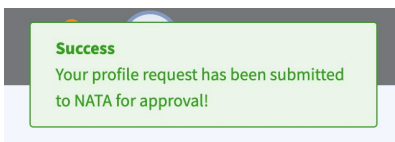
Suggest Changes

And if required

TA32456.pdf

In case you want to upload a different file at this stage, you can delete the file and upload a new one by clicking the delete icon on the file.

- Click on once you have completed editing your profile. You will be directed back to your Profile Page and will receive the alert shown below.



Success

Your profile request has been submitted to NATA for approval!

Please note: Any profile changes suggested by you will not be reflected immediately as these are subject to approval by the NATA. Once approved they will be reflected on your profile and you will receive a notification on your dashboard and registered email informing that the profile changes has been made.

You will be contacted if a request to make profile changes is rejected.

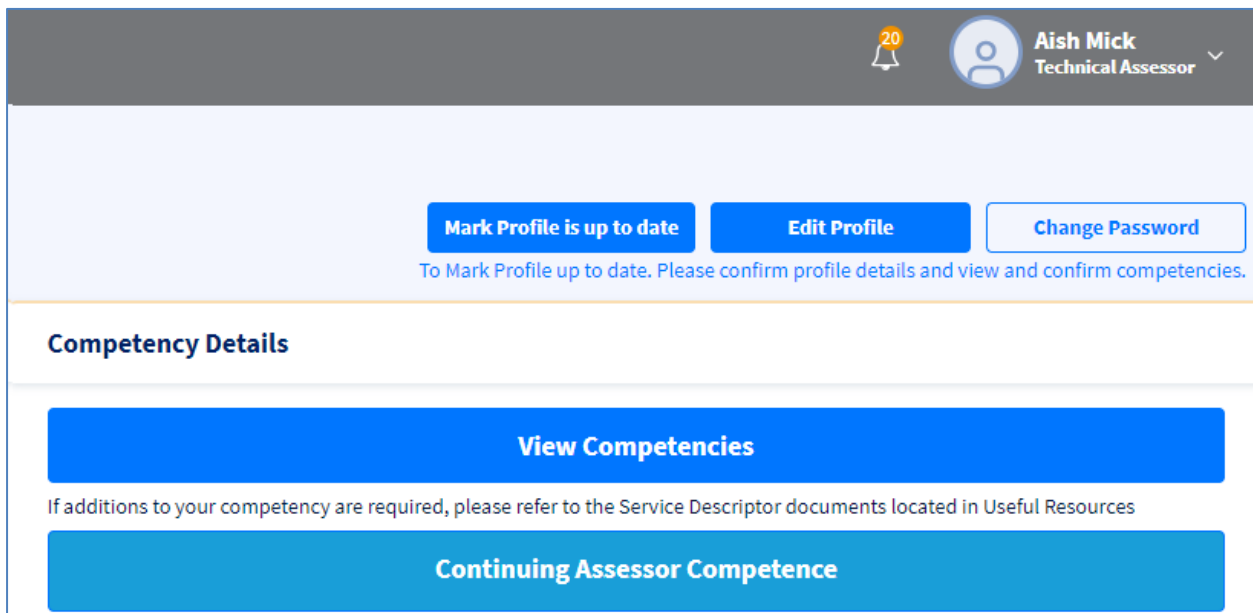
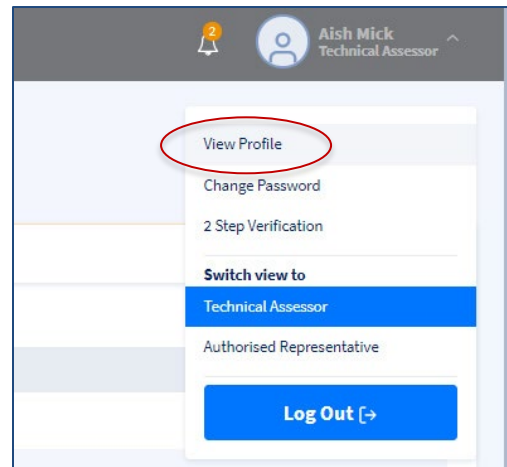
NATA Portal - Technical Assessor Reference Guide

Acknowledging Continuing Assessor Competency

As part of our commitment to maintain the highest standards of service and compliance, NATA continuously seeks to ensure that our peer review process is supported by our Volunteer Technical assessors with the most current and relevant expertise in their respective fields.

Periodically, all our Technical Assessors will be requested to acknowledge the up-to-date status of their competency as a NATA technical assessor. TA's will receive a reminder from the portal every 2 years to perform this action and will be able complete it within the NATA portal using the steps below:

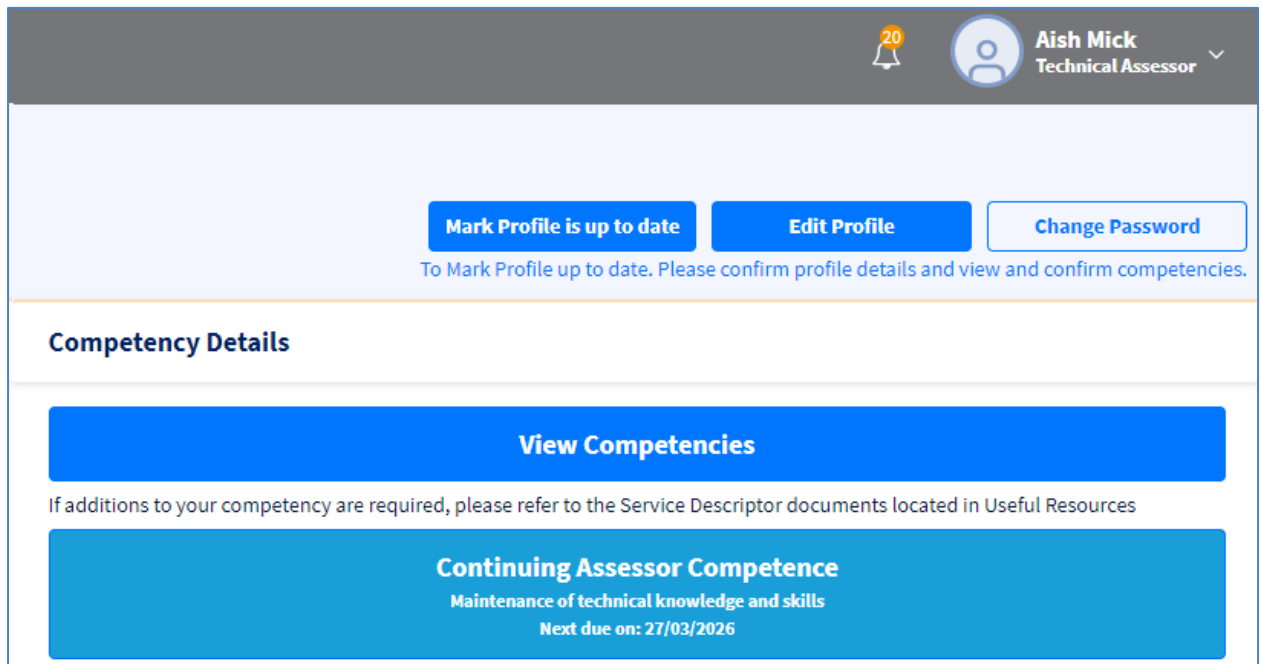
1. Once you have logged in to the NATA Portal, click on your profile name at the top right corner of your screen.
2. A dropdown as shown below will appear, click View Profile.
3. You will then be directed to your Profile Page where you will be able to see all your profile information including a blue button 'Continuing Assessor Competency' as shown below in the picture.



4. Click on the 'Continuing Assessor Competency' button, the system will load a pop window with few options to select and acknowledge how technical competency has been maintained.

NATA Portal - Technical Assessor Reference Guide

5. Select the appropriate options and click on 'Submit' button, you must select at least one option.
6. As soon as you submit your acknowledgment, the 'Continuing Assessor Competency' button will be updated with when its next due as shown is the pic below:



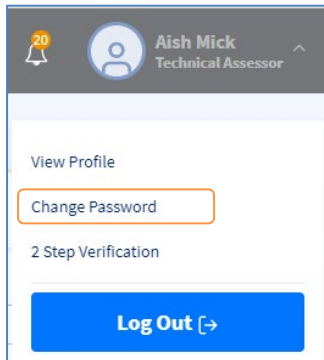
7. When you are approaching the due date, an automatic notification will be generated from the system to remind you to complete the acknowledgement again.

NATA Portal - Technical Assessor Reference Guide

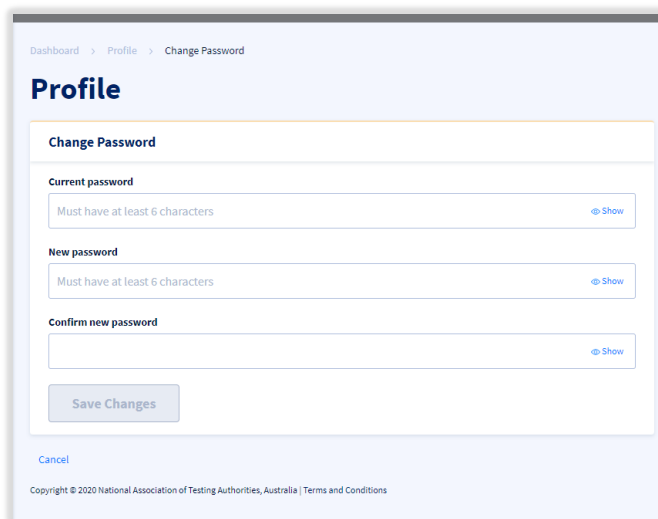
Change Password after login

You can change your password once you are logged in to the portal by using the steps below:

1. click on the 'Change Password' option from the drop-down profile menu as highlighted in the below image.



2. The system will load up the below screen where you will have to enter the current password and the new password twice to confirm and save the changes.

A screenshot of the 'Change Password' form in the NATA Portal. The form is titled 'Profile' and 'Change Password'. It contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Each field has a placeholder text 'Must have at least 6 characters' and a 'Show' button with an eye icon. Below the input fields is a 'Save Changes' button. At the bottom left, there is a 'Cancel' link. At the bottom, there is a copyright notice: 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.

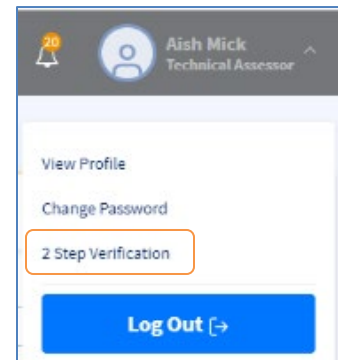
3. Once the changes are saved, you can start using the changed password for logging in-to the Portal.

NATA Portal - Technical Assessor Reference Guide

Change 2 Step Verification details

If your mobile number gets changed, you can update your mobile number for the 2-step verification process from your profile by using the steps below:

1. Login to NATA Portal using your email and password
2. Once logged in, click on the profile icon on the right-hand corner to load the drop-down menu
3. Click on the '2 Step Verification' from the profile drop down menu as shown below, and the system will load the screen to change your 2 step verification details.
4. Enter the new mobile number prefix with +61 and click on 'Send Verification Code'.
5. The system will send a code to your updated mobile number, enter the code and submit.
6. The mobile number will be updated for 2 step notification on your profile.

A screenshot of the '2 Step Verification' form in the NATA Portal. The form is titled '2 Step Verification' and contains the instruction: 'Please enter your mobile number and we will send you the verification code.' Below this, there is a label 'Mobile Number' and a text input field containing '+61434678075'. A blue 'Send Verification Code' button is positioned below the input field. At the bottom left of the form, there is a 'Cancel' link. The footer of the page reads 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.A screenshot of the '2 Step Verification' form in the NATA Portal, showing the step for entering a verification code. The form is titled '2 Step Verification' and contains the instruction: 'Enter the code that we sent to'. Below this, there are four input boxes containing the digits '1', '8', '5', and '7'. A blue 'Submit' button is positioned below the input boxes. At the bottom left of the form, there is a 'Cancel' link. The footer of the page reads 'Copyright © 2020 National Association of Testing Authorities, Australia | Terms and Conditions'.

NATA Portal - Technical Assessor Reference Guide

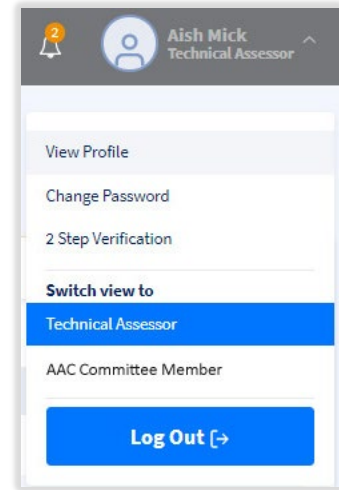
Switching Roles (If you are registered for more than 1 role)

The portal caters for different types of users. If you are eligible for one of the other user types, you might be able to have more roles on the Portal.

You can easily switch profile between these roles with just one click without logging off from the Portal.

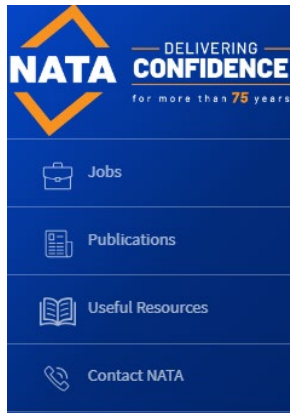
To switch profile and view the data related to other profile:

- Click on your profile name on the right corner of the screen
- A profile drop-down menu will appear as shown on the left, if you are registered for more than 1 role you will see the 'switch view to' section and roles listed in there
- The profile you are currently viewing will be highlighted in Blue.
- Click on the role you want to switch to, the system will ask you to confirm if you really want to switch your view, click 'OK' and the system will show you data relevant to your selected role.
- You will now see information related to the switched role.



NATA Portal - Technical Assessor Reference Guide

Jobs - Job details and Job documents



All the jobs that you are currently associated with NATA can be viewed on the Jobs page. Jobs page can be accessed by clicking on the 'Jobs' tab from the left-hand navigation.

The system will take you to the Jobs landing page listing all the jobs that you are assigned to. Every job entry listed on the jobs page will display Job ID, Job Type, job status, visit date, facility name, facility number, and site name and site number.

Searching/Filtering Jobs

Jobs can be searched/filtered from across several pages listing jobs. Users can search for jobs by entering a keyword in the search box or by selecting the desired value from the drop down if applicable.

The screenshot shows the 'Jobs' page in the NATA Portal. It features a table with columns for Job ID, Job Type, Status, Visit Date, Facility, Facility ID, Site, and Site ID. There are search and filter boxes for each column. The table lists four jobs, all with a status of 'In Progress'.

Job ID	Job Type	Status	Visit Date	Facility	Facility ID	Site	Site ID
077788	SRV	In Progress	28/10/2020 11:00	ABC Facility Pty LTD	020855	Site 1 - Sydney Laboratories	025043
077786	ARE	In Progress	27/09/2020 10:00	ABC Facility Pty LTD	020855	Site 1 - Sydney Laboratories	025043
077787	QTV	In Progress	07/06/2020 10:00	ABC Facility Pty LTD	020855	Site 1 - Sydney Laboratories	025043
077789	ASS	In Progress	11/11/2020 11:00	ABC Facility Pty LTD	020855	Site 2 - Melbourne	025044

To search/filter jobs by Job Id, enter the keyword in the search field just below heading 'Job Id' and system will show the desired result.

To search/filter jobs by Job Type, select the job type from the drop-down list just below heading 'Job Type' and the system will show you the desired results

To search/filter jobs by Job Status, select the status from the status drop down list just below heading 'Status' and the system will show the desired results

To search/filter jobs by the Visit date, enter the date value in the search field just below the heading 'Visit Date' and the system will show the desired results

NATA Portal - Technical Assessor Reference Guide


To search/filter jobs by the Facility name, enter the keyword in the search field just below the heading 'Facility' and the system will show the desired results

To search/filter jobs by the Facility ID, enter the ID in the search field just below the heading 'Facility ID' and the system will show the desired results

To search/filter jobs by the Site name, enter the keyword in the search field just below the heading 'Site' and the system will show the desired results

To search/filter jobs by the Site id, enter the id in the search field just below the heading 'Site ID' and the system will show the desired results

To clear filters after performing search operation, click on 'Clear Filters' to bring back the original display of the jobs page.

To sort jobs by any of the listed fields, click on the  icon next to the specific field and jobs will be sorted as desired.

Accessing Job Details Page

Users can access job details page directly by clicking on the job number. Jobs are listed on the Dashboard, sites page and on the Jobs page. The job details page can be accessed from any of these pages for the listed jobs.

The job details page display below listed information for that specific job.

- Job details
- Site details
- Lead Assessor details
- Received and submitted job documents

Job details, Site details and Lead Assessor details

Job Number: 077788 Planned		
<div>1 Initiation2 Preparation3 Assessment4 Submission5 Decision</div>		
Job Details	Site Details	Lead Assessor
Job Type Visit Date	Site Name Site ID Phone Email Address Suburb State	Name Phone Email
SRV 2020-10-19	Site 1 - Sydney laboratories 025043 0234560987 contact@abc.com.au 7 Leeds Street RHODES NSW, AU	John Blue 0234569087 john.blue@nata.com.au

Job details including job number, job type and job stage are listed on the top of the page. As the job progress the job status and job stage information will be changed on the job details page. Every job goes through 5 stages; Initiation, Preparation, Assessment, Submission and

NATA Portal - Technical Assessor Reference Guide

Decision, as the job progress through different stages the information will be reflected on the jobs page.

Site details including site name, site id, phone, emails and address are displayed in its own panel just below the job stage information.

Lead Assessor details including lead assessor name, email id and phone number are listed next to the site details panel below the job stage information.

Received Job documents and Submitted Job documents

Every job will have received and submitted job document panels displayed on the job details page. User can switch between these two panels by just clicking on the panel heading. Active job document panel will be displayed with an orange underline as shown below;



Received Site Documents panel lists all the documents received from NATA, showing document name, description and date uploaded 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 by ticking the checkbox on the left and clicking on the 'Download Selected' button. User can also select all the documents with one click using 'Select all' check box on the top.

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.

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.

Viewing and downloading documents

NATA Portal - Technical Assessor Reference Guide

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 Job related documents

Users can submit job related documents in the 'Submitted Job Documents' panel on the Jobs page. While accessing the job details page, by default the users will see the 'Received Job Documents' tab where all the documents uploaded by NATA will appear.

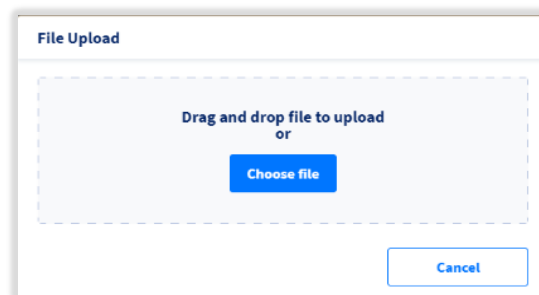
Click on 'Submitted Job Documents' heading to view the area where you can upload documents as shown below:



The screenshot shows the 'Submitted Job Documents' tab in the NATA Portal. The interface includes a search bar with a 'Select all' checkbox and a 'Document Name' search field. Below the search bar is a table with columns for 'Document Name', 'Description', 'Date Uploaded', 'Uploaded By', and 'Actions'. The table is currently empty, displaying 'No data for table'. There is an 'Upload Document' button at the bottom left of the table area. On the right side of the table, there are links for 'Clear Filters' and 'Download Selected'.

To upload a document',

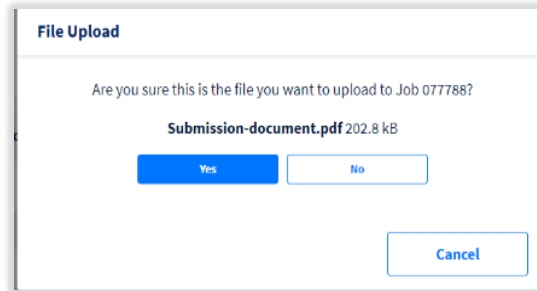
- Click on the 'Upload Document' button, a pop-up window for file upload will be shown.
- Click on Choose file and the system will load your file explorer; select the file you want to upload.



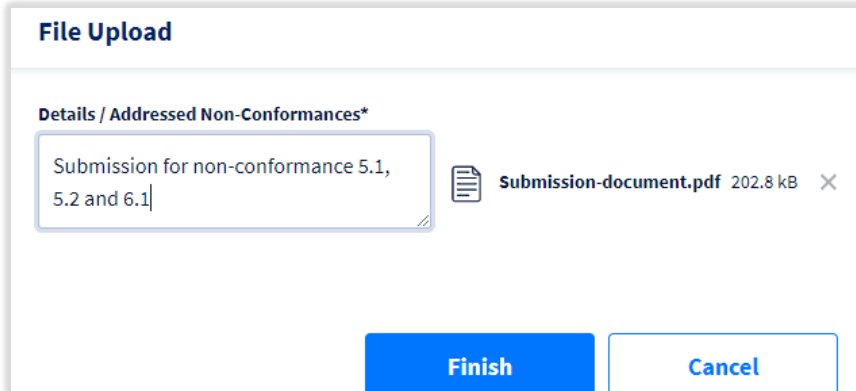
The screenshot shows the 'File Upload' pop-up window. It has a title bar 'File Upload'. Inside, there is a dashed box with the text 'Drag and drop file to upload or'. Below this is a blue 'Choose file' button. At the bottom right, there is a 'Cancel' button.

NATA Portal - Technical Assessor Reference Guide

- 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'.



A confirmation dialog box titled "File Upload". It asks, "Are you sure this is the file you want to upload to Job 077788?". Below the question, it shows "Submission-document.pdf 202.8 kB". There are two buttons: "Yes" (highlighted in blue) and "No". A "Cancel" button is located at the bottom right.



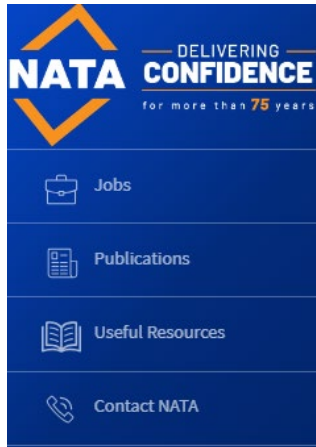
A "File Upload" details screen. It has a header "File Upload" and a sub-header "Details / Addressed Non-Conformances*". Below this is a text input field containing "Submission for non-conformance 5.1, 5.2 and 6.1". To the right of the text field is a file icon and the text "Submission-document.pdf 202.8 kB" with a close button (X). At the bottom, there are two buttons: "Finish" (highlighted in blue) and "Cancel".

- 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, only NATA staff have access to delete the submitted document.

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

Publications and Subscriptions



The NATA Portal allows all users to access NATA Publications and manage notification subscriptions.

To navigate to Publications, click on 'Publications' in the left menu panel as shown in the image on the left

You will land on the Publications page with a view of Recently Updated Publications. The latest updated Publications can be viewed or downloaded from the recently updated Publications listing.





To preview a Publication, click on this icon 

To Download a Publication, click on this icon 

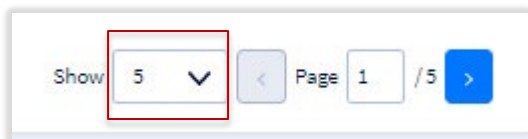
Publications

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	 

By default, 5 latest updated publications will be listed but you can choose to see more by selecting a different option from the pagination drop down



The list can also be searched and filtered by name and date. To search/filter by name type a search keyword in the search box just below the 'Name' label and press enter on the keyboard, the system must display the desired results. To search/filter by date type the desired date in the search box below 'Date Updated' label and press enter on the keyboard, the system must display the desired search results.

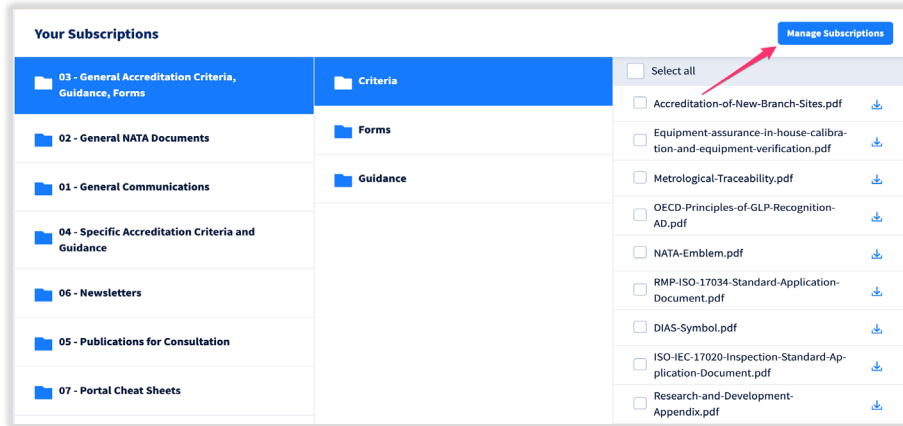
NATA Portal - Technical Assessor Reference Guide

Publication Subscriptions for notification

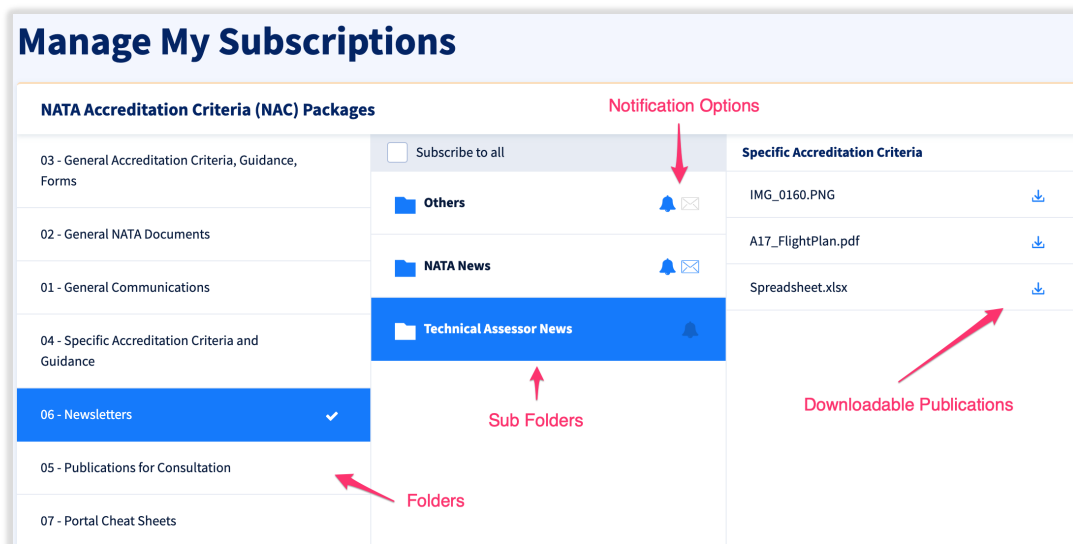
All **Members** will have access to the full list of Publications. Your Subscriptions allows you to subscribe to publications for which you want to receive notifications.

Manage Your Subscriptions

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.




NATA Portal - Technical Assessor Reference Guide

Useful Resources



All Technical Assessors have access to the Useful Resources section on the NATA Portal. This can be accessed by clicking on the 'Useful Resources' tab on the left-hand side menu once logged into the portal.

Technical Assessors will be able to access several resources, training materials, NATA Portal user guides, forms and more in this section.











To access the listed resources, click on the eye icon  on the right to view the more details.

Dashboard > Useful Resources

Useful Resources

Resources, Training Material, User guides and more

[Clear Filters](#)

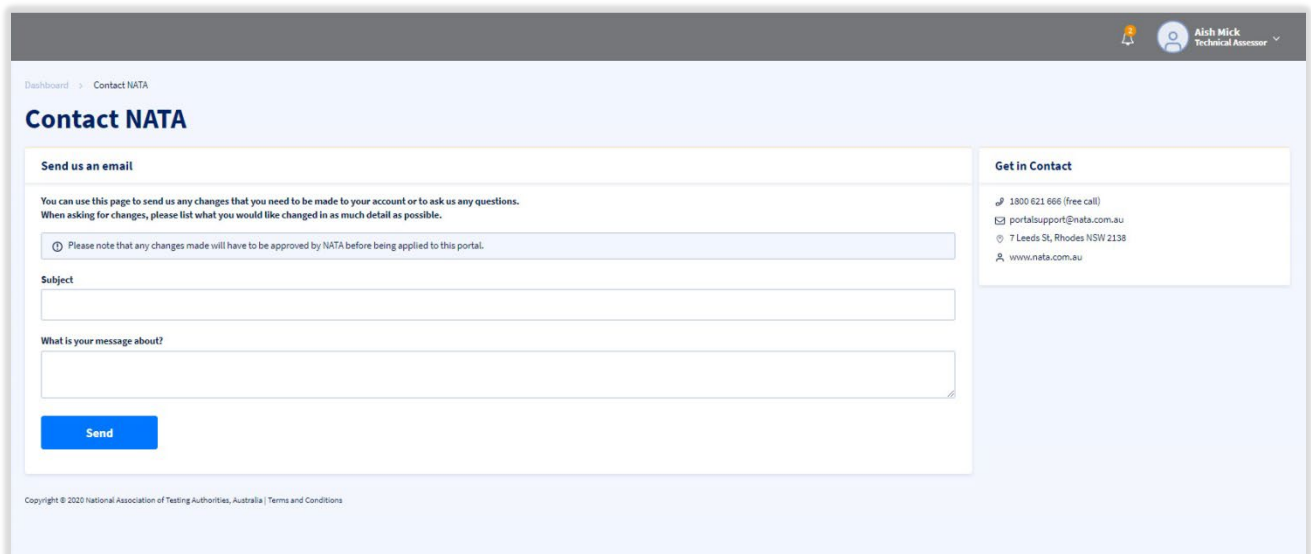
Type	Name	Date Updated	Actions
	<input type="text" value="Search"/>	<input type="text" value="Date"/>	
	Expense Claim Form	24/07/2024 09:34:38	
	SAI Global Website	22/08/2023 09:34:38	
	Information Security Awareness	21/08/2023 09:34:38	
	Technical Assessors - User Reference Guide	23/05/2023 23:34:38	
	Enhanced Funtionality on the Portal	24/05/2023 23:34:48	

Contact NATA



Portal users also have access to 'Contact NATA' form on the portal to submit any query from the NATA Portal. To access this page, click on the 'Contact NATA' link on the left-hand side menu.

The system will take you to the Contact NATA page showing the form. Enter subject and a brief description about your query in the 'What is your message about' data field and submit. Your query will be submitted to NATA and a confirmation will be displayed on the screen.

A screenshot of the 'Contact NATA' form in a web portal. The page has a light blue header with a user profile 'Aish Mick Technical Assessor' and a notification bell. The main content area is titled 'Contact NATA' and includes a breadcrumb 'Dashboard > Contact NATA'. The form is divided into two main sections: 'Send us an email' and 'Get in Contact'. The 'Send us an email' section contains a note about account changes, a 'Subject' field, a 'What is your message about?' text area, and a 'Send' button. The 'Get in Contact' section lists contact details: a phone number (1800 621 666), an email address (portalsupport@nata.com.au), a physical address (7 Leeds St, Rhodes NSW 2138), and a website (www.nata.com.au). A copyright notice is visible at the bottom left of the page.