

# NATA Portal - Technical Assessor Reference Guide

## 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

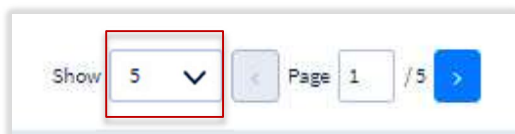
You will land on the Publications page with a view of Recently Updated Publications. The latest updated Publications can be viewed or downloaded from the recently updated Publications listing.

To preview a Publication, click on this icon 

To Download a Publication, click on this icon 

Name	Date Updated	Actions
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 in the search box below 'Date Updated' label and press enter on the keyboard, the system must display the desired search results.

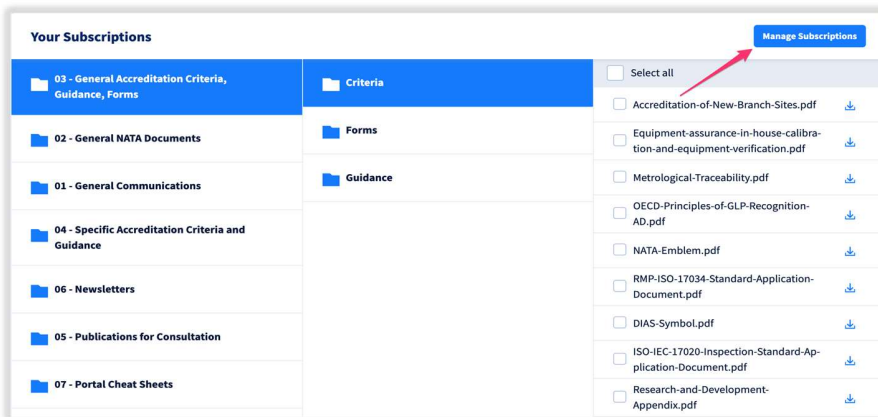
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## Publication Subscriptions for notification



All users 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.

