



NATA Portal – Committee Members Reference Guide

July 2020

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The purpose of this document is to act as a Guide on how to use the NATA Portal.

If you need any further assistance, please contact your Sector Manager or Ann-Marie Key on 03 9274 8200 or Ann-Marie.key@nata.com.au

1. Getting Started

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



Registration

Your completed Registration Form will automatically be submitted to NATA for approval. Once approved as a Committee Member, you will receive an email to set up a password for the NATA Portal login. Follow and complete the steps to set your password.

Setting up 2 Step Verification

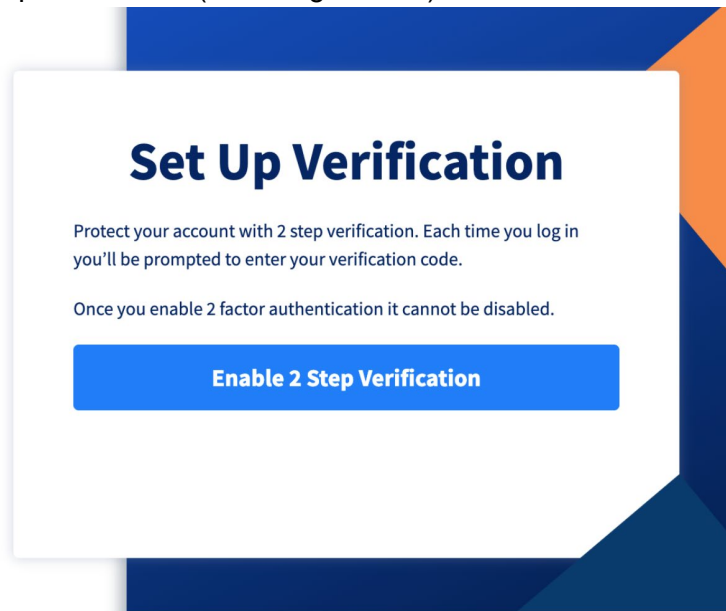
2 Step Verification allows for added security to your access of the NATA Portal. It allows you to verify that you are the legitimate holder of the login credentials by sending you a code to your mobile device and only allowing you access once inputting this code.

Please note that the steps of receiving and inputting a new verification code will need to be repeated when:

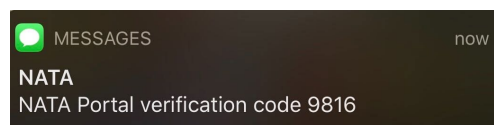
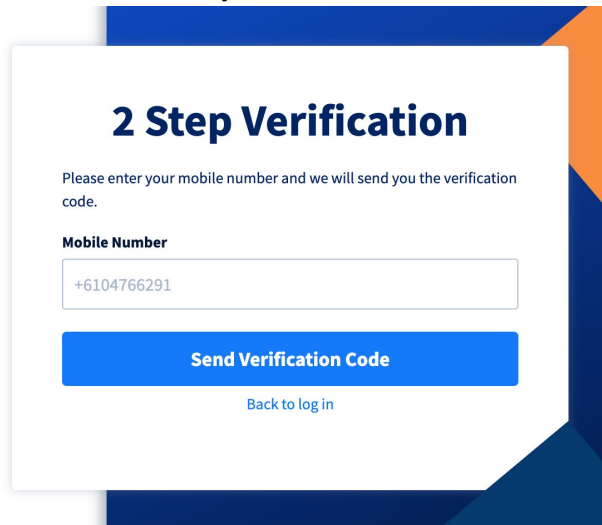
- Accessing the Portal from another device (e.g. another computer)
- After 15 days when the verification expires

Steps

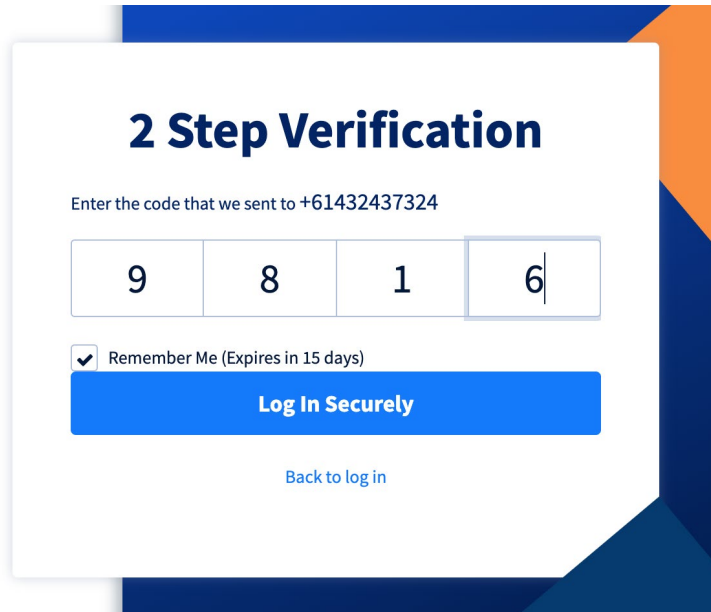
1. Using your email address and your newly set password, log in to NATA Portal. Here you will be presented with a Set Up Verification screen where you will be able to enable your 2 Step Verification (see image below)



2. Click on *Enable 2 Step Verification*
3. Enter your Mobile contact number in the correct format. You will then receive a Verification code to your mobile device as shown below.



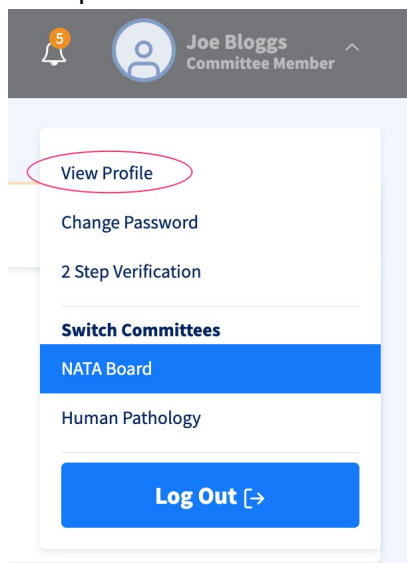
4. Use your Verification code to Log-in Securely into the NATA Portal.




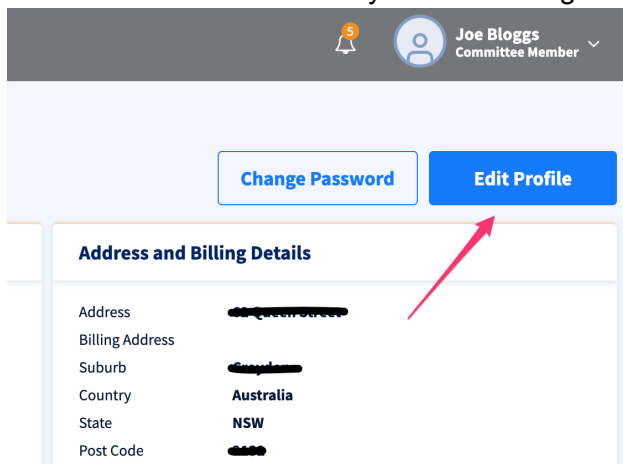
Editing Profile Information

To 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.



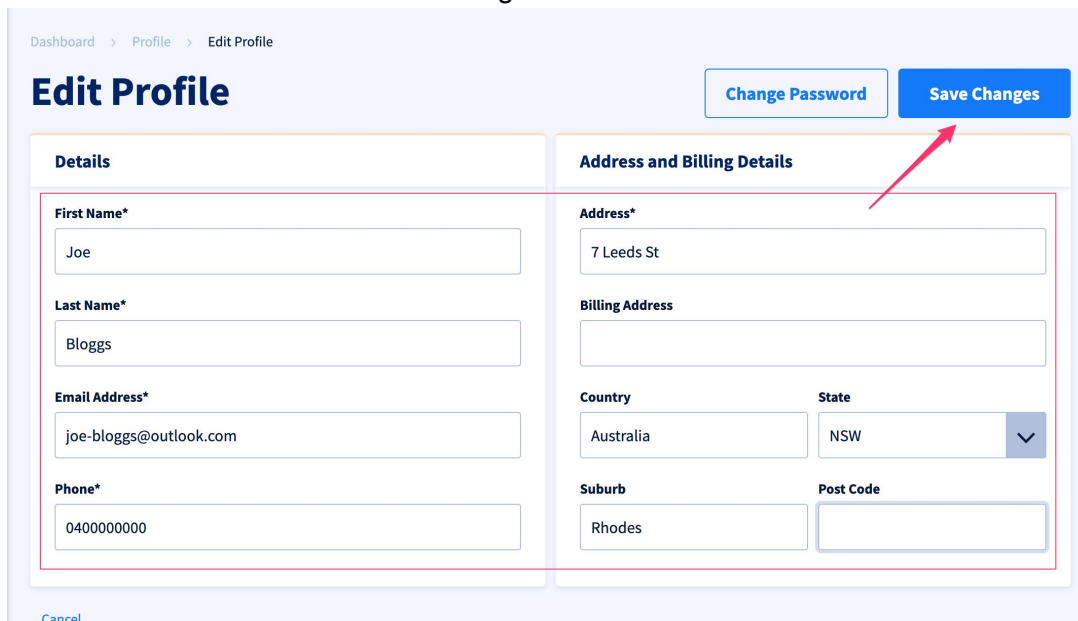
3. You will then be directed to your Profile Page. click 



The screenshot shows the top navigation bar with a notification bell icon, a profile picture, and the name 'Joe Bloggs Committee Member'. Below this, there are two buttons: 'Change Password' and 'Edit Profile'. A red arrow points to the 'Edit Profile' button. Below the buttons is a section titled 'Address and Billing Details' with the following information:

Address	[Redacted]
Billing Address	[Redacted]
Suburb	[Redacted]
Country	Australia
State	NSW
Post Code	[Redacted]

4. From here you will be able to make all the necessary changes to your profile information. The fields are shown in the below image.



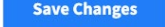
The screenshot shows the 'Edit Profile' page with a breadcrumb trail: 'Dashboard > Profile > Edit Profile'. At the top right, there are two buttons: 'Change Password' and 'Save Changes'. A red arrow points to the 'Save Changes' button. The form is divided into two main sections: 'Details' and 'Address and Billing Details'. The 'Details' section contains the following fields:

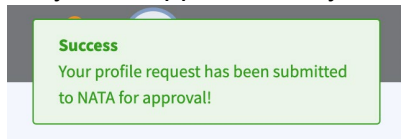
- First Name*: Joe
- Last Name*: Bloggs
- Email Address*: joe-bloggs@outlook.com
- Phone*: 0400000000

The 'Address and Billing Details' section contains the following fields:

- Address*: 7 Leeds St
- Billing Address: [Empty field]
- Country: Australia
- State: NSW (dropdown menu)
- Suburb: Rhodes
- Post Code: [Empty field]

At the bottom left of the form, there is a 'Cancel' link.

5. Click on  once complete. You will be directed back to your Profile Page and will receive the alert shown below. Please note: Your changes will not be reflected immediately. They are subject to approval by the NATA Portal System Administrator. Only once approved, they will reflect as per the green box below.



Success
Your profile request has been submitted to NATA for approval!

Dashboards and Switching Committees


When logged into the NATA Portal your default page will be displayed in the grey banner on the Dashboard.

The Dashboard includes a quick view of information pertaining to the Committee you are viewing. This includes:


- Your pending Notifications
- Upcoming Meetings
- Recently uploaded Meeting Documents
- Recently added Publications to which you are subscribed

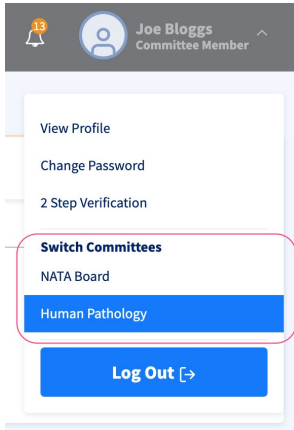
Clicking on any of the Notifications or Upcoming Meetings will automatically navigate you to the location in the portal where you will find the source. For example, if you click on a new comment posted on a Forum discussion, you will be navigated to that discussion.

The screenshot shows the NATA Portal dashboard for the Human Pathology committee. The top navigation bar includes the NATA logo, the committee name 'Human Pathology', and a user profile for 'Joe Bloggs, Committee Member'. The dashboard is divided into four main sections: Notifications, Upcoming meetings, Recent Documents, and Recent Publications. The Notifications section lists several new comments and an invite. The Upcoming meetings section shows a 'Board Meeting' on 27/03/20 at 11:00 am. The Recent Documents section is currently empty. The Recent Publications section lists three documents: 'User-Registration.pdf', 'Life-Sciences-ISO-IEC-17025-Annex-Food-allergen-proteins-and-gluten.pdf', and 'word-test.docx'. A sidebar on the left contains navigation links for Publications, Forum, Members, Calendar, Meeting Documents, and Contact NATA. A 'Content pages' link is highlighted in the sidebar. Red arrows point to the 'Human Pathology' header, the 'Active Committee' label, the 'Notifications' bell icon, the 'Content pages' link, and the 'Quick view of all content with Shortcuts to content pages and documents' text.

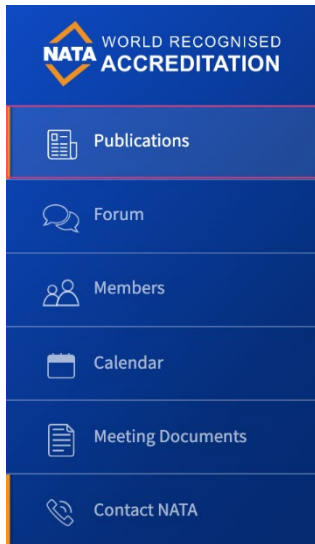
Note: All NATA Portal notifications will be visible at the top of the screen with the bell icon  that displays a number showing how many *Unread* notifications you have

If you are a member of multiple Committees, there is an option to switch the Committee you are actively viewing. Follow the below steps to switch Committees.

1. Click on your profile on the top right corner of the screen 
2. Choose which Committee you wish to view as shown in the below image



3. A prompt will ask you to confirm the switch of Committees and the grey banner will be updated.



2. Publications

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

To navigate to Publications, click on the left menu panel as shown below

You will land on the Publications page with a view of Recently Updated Publications

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	

To preview a Publication, click on this icon . To Download a Publication, click on this icon

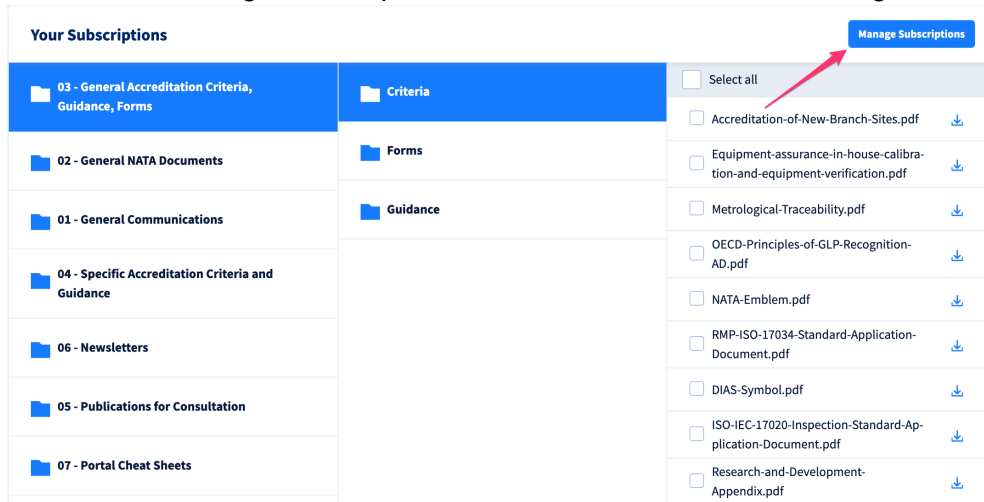
Your Subscriptions - Subscribing and Unsubscribing

All Committee 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

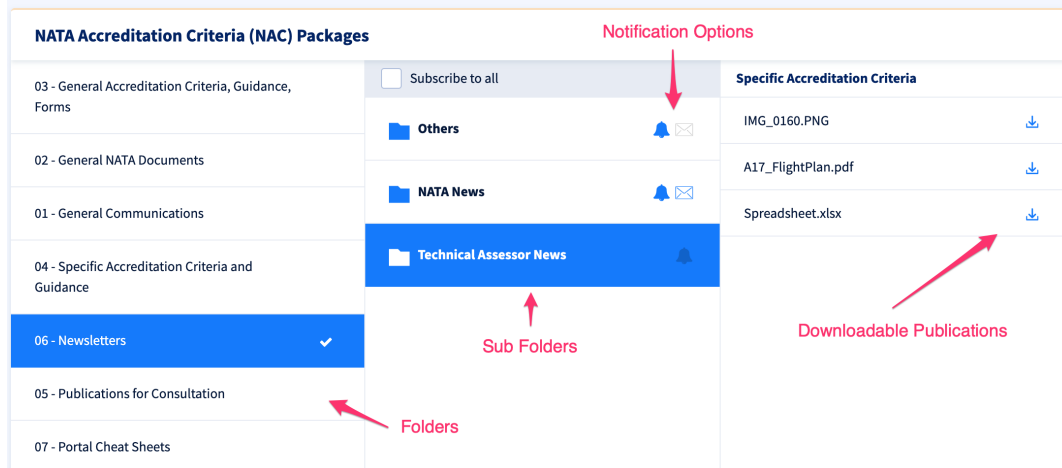


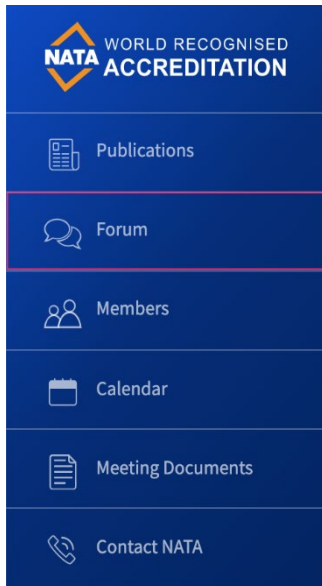
3. View the Folders available. Navigate to the Folder to which you wish to Subscribe to notifications

4. Choose your Notification Options for Subfolders

- Select the bell icon  to receive Notifications within the NATA Portal
- Select the Mail icon  to also receive Email notifications when Publications are uploaded in that sub folder

Manage My Subscriptions





3. Forums

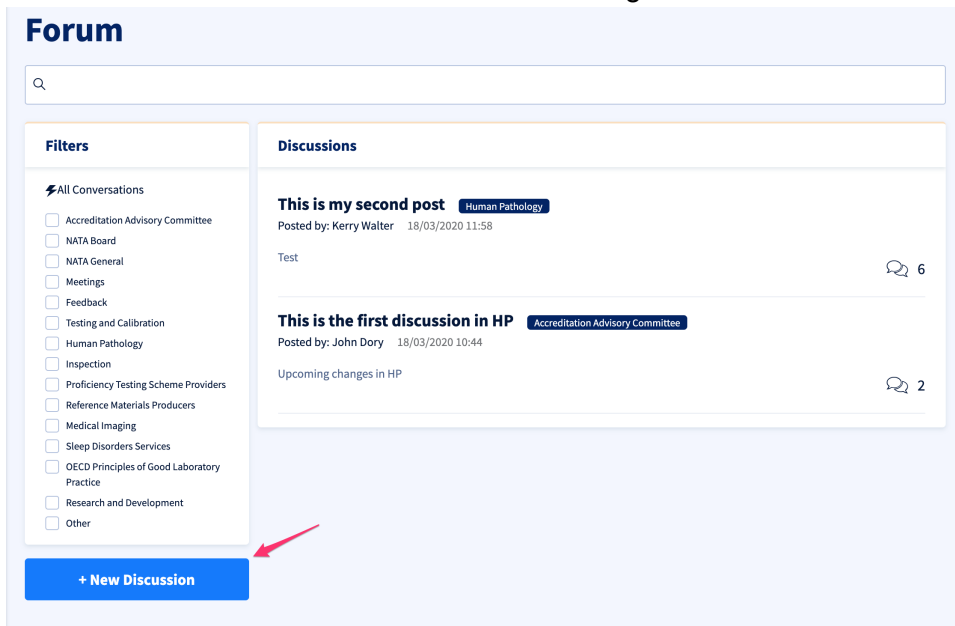
Creating new Forum discussions

Each Committee has its own Forum platform for discussions. Discussions and replies can include attachments and hyperlinks. They can also be Filtered, Searched and Followed/Unfollowed for notifications.

Click on the Forum menu item to navigate to the Forum of your actively viewed Committee.

NOTE: A New Discussion can only be initiated by users with relevant administrative privileges. Once a Discussion has been initiated, anyone in the committee can add comments.

Click on  located in the below image



1. Give your Discussion a Title, Category and Description. Include formatting and attachments where relevant.

2. Click on Post

Add New Discussion

Add New Discussion

Discussion Title

NATA Board Meeting Feedback

Category

NATA Board

Description

B **I** **S** **U** **Link** **Quote** **Code** **List** **Image** **Attachment** **Undo** **Redo**

Attachments

Hello NATA Board Members,

The purpose of this discussion is to create platform where all NATA Board members can give feedback on the issues discussed in the NATA Board meeting.

Post Discussion

Post **Cancel**

Your Discussion will appear on the Forum page for your Committee. As soon as you post the discussion on the Forum page, all Committee members will be notified (through Notifications) about the new post. Members can *Filter* all Discussions by the selected Categories as seen below.

Forum

Q

Discussion

Filters

All Conversations

- Accreditation Advisory Committee
- NATA Board **Discussion Filter**
- NATA General
- Meetings
- Feedback
- Testing and Calibration
- Human Pathology

Discussions

NATA Board Meeting Feedback **NATA Board**

Posted by: Joe Bloggs 24/03/2020 17:16

Replies (Discussion Thread)

Hello NATA Board Members,


The purpose of this discussion is to create platform where all NATA Board members can give feedback on the issues discussed in the NATA Board meeting.

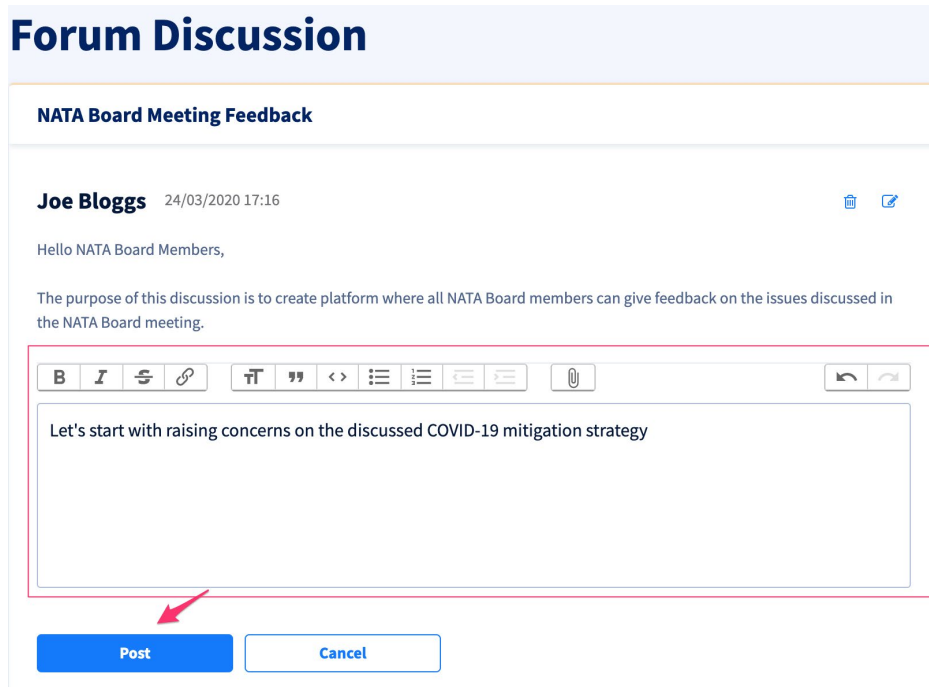
0


Replying to a Discussion

To reply to a Discussion follow the steps and images below.

1. Open up a discussion by clicking on the Discussion Title in the Forum page
2. Click the **Reply** button in the Forum page



3. Enter your discussion Reply as seen in the below image. Include formatting and attachments if required
4. Click the  button.



By default, Members who *Create* and *Reply* to Discussions are *Following* the Discussion and will receive NATA Portal Notifications  whenever members post replies on the Discussion.

Members can also download Discussion and Reply Attachments. All Attachments pertaining to that Discussion will show under *Related Documents* (shown in below image)



Following and Un-following Discussions

To stop receiving notifications of the viewed discussion, click . To receive notifications of the viewed discussion, click .

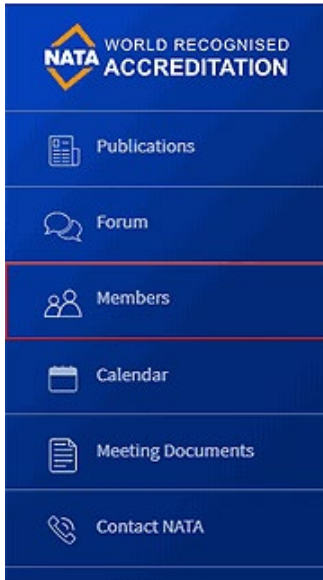
Forum Discussion

The screenshot shows a forum discussion titled "NATA Board Meeting Feedback". At the top right, there is a "Follow and Unfollow" link. Below the title, there are two posts. The first post is by "Joe Bloggs" on 24/03/2020 at 17:16. It contains the text "Hello NATA Board Members," and "The purpose of this discussion is to create platform where all NATA Board members can give feedback on the issues discussed in the NATA Board meeting." To the right of this post are icons for deleting and editing. The second post is by "Jon Smith" on 25/03/2020 at 11:24, with the text "Let's start with raising concerns on the discussed COVID-19 mitigation strategy". Below this post is an "Attachments" section containing a file named "COVID-19 Mitigation.docx" with a download icon. A red arrow points from the "Attachment" label to this file. To the right of the posts, there are two buttons: a blue "Reply" button and a red "Unfollow" button. Below these buttons is a "Related Documents" section containing a link to "COVID-19 Mitigation.docx" with a download icon. A red arrow points from the "All Attachments" label to this link.

Editing and Deleting a Forum Discussion

To Remove a Discussion or Reply that you have created, click . To Edit a Discussion or Reply you have created, click .

NOTE: you can only delete a Discussion or Reply that was initiated by you. You cannot delete someone else's Discussion or Reply.



4.Members

Accessing Members Details

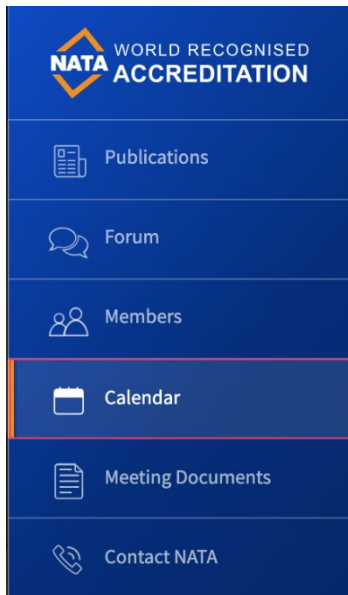
Each Committee has a 'Members' page listing contact details of each of the Committee members registered for the Committee.

Click on the 'Members' tab from the left-hand side menu, the system will load all the members details on the right-hand side.

Committee Members		
John Dory PROJECT MANAGER ☎ 0405822075 ✉ swetsee@gmail.com	Kerry Walter COMMITTEE TESTER ☎ 0403455678 ✉ swetsee@yahoo.com	Paul Sioutas INFRASTRUCTURE HEAD ☎ 0234567867 ✉ paul.sioutas@nata.com.au
Sridhar Kanakaraj CM ☎ 0413007791 ✉ tharumsei@gmail.com	Thu-Anh Pham STAKEHOLDER ☎ 61484953817 ✉ thu-anh.pham@nata.com.au	Web Admin WEBADMIN ☎ 0406788978 ✉ webadmin@nata.com.au

Every Committee member registered for the specific Committee will be listed here showing the following details:

- Name
- Position
- Phone Number
- Email Address



5. Calendar

The Calendar is a way for Members to View and Search for upcoming events in their Committee with a friendly and easy to use Calendar. Events can only be created by Committee administrators and they can be 'all day' events or an hourly range.

Click on the Calendar menu item to navigate to the Calendar of your actively viewed Committee.

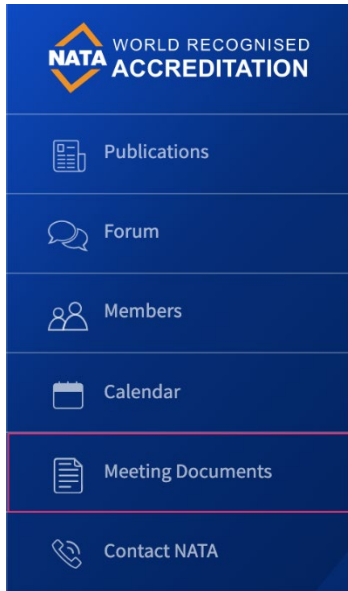
Looking at the Calendar you will be able to:

- Navigate months and redirect to Today
- Switch views from Monthly and Weekly views
- View past and upcoming events

Calendar

A screenshot of the NATA Calendar interface. At the top, there is a search bar. Below it, a navigation bar shows 'Today', 'Date Navigation' (with left and right arrows), 'March 2020', 'Month / Week View' (with left and right arrows), and 'Month Week' buttons. The calendar grid shows days from Sun to Sat. Events are listed as blue boxes: 'Created on Laptop' on Tue 24, 'Board Meeting' on Thu 26, 'Annual Meeting 2020' on Fri 19, and 'Annual dinner 2020' on Sat 20. A red arrow labeled 'Events' points to the 19th, and a red oval highlights the 19th and 20th.

You will also receive a NATA Portal notification when an Event is created for your Committee



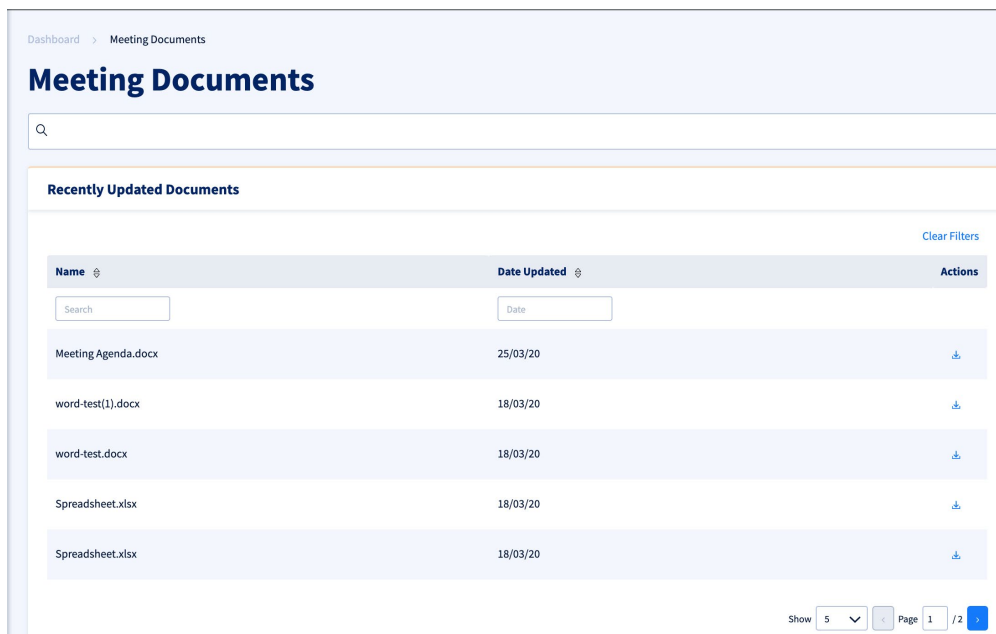
6. Meeting Documents

Uploading and Navigating Meeting Documents

Meeting Documents provides a way for Committee Members to Upload, Download and Share meeting documentation related to their Committee. It provides a folder like structure and is simple to navigate. You can only see the folders you have been given access to by your Committee Administrator.

Click on the Meeting Documents menu item to navigate to the Meeting Documents of your actively viewed Committee.

Documents that have been recently uploaded will be listed in the Recently Updated Documents section of the Meeting Documents page.



On the Meeting Documents page, you will have the ability to:

- Navigate meeting Folders and Sub folders you have access to
- Find documents in the Sub folders
- Upload documents
- Select and Download documents

See image below

Documents

Documents		File Uploads
Meeting Documents - March	March 10th	<input type="checkbox"/> Select all Upload Document
Meeting Documents - April	March 17th	<input type="checkbox"/> Meeting Agenda.docx ↓
Meeting Documents - May	March 24th	<input type="checkbox"/> Meeting Outcomes.docx ↓
Meeting Documents - June		<input type="checkbox"/> Meeting Minutes.png ↓
		Download Selected

↑ Folders
↑ Sub folders
↑ File selection and Downloads

Please note once the document has been uploaded only forum admins have rights to delete it, if you need to remove a document that you have uploaded contact your Forum admin or email your request to portalsupport@nata.com.au

7. Searching

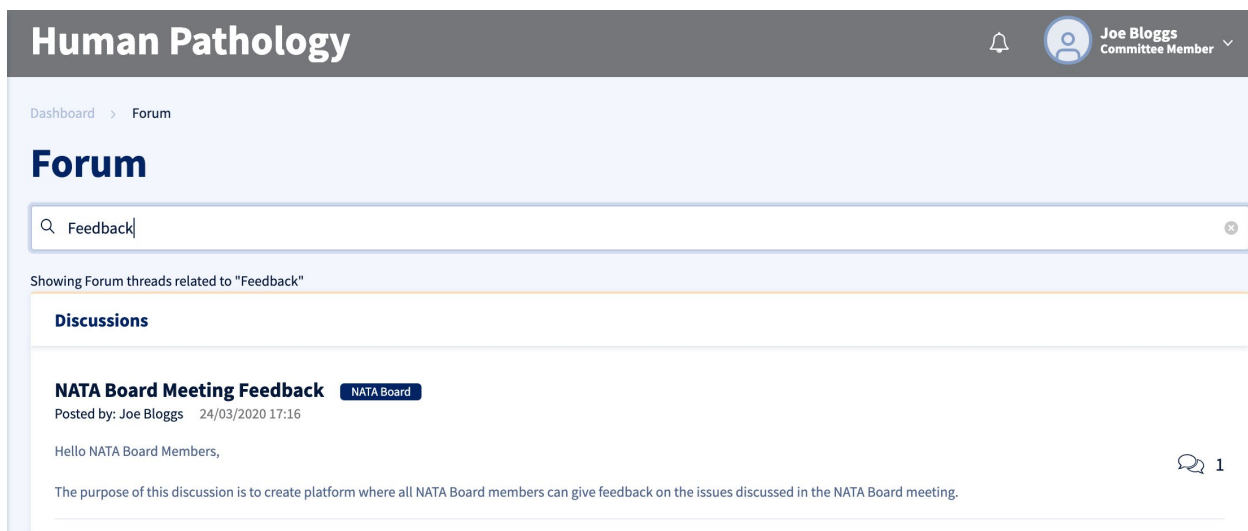
Each content page in the NATA Portal allows you to search content. To perform a search on any page, enter the keyword in the search box at the top of the page and press Enter on your keyboard.

Highlighted below are the different options you can use to perform a search on each page. The images demonstrate a view of how the results will be displayed once the search is performed.

Forum Search

You can search Forum Discussions by:

- Discussion title
- Posted by (Member names)
- Discussion body



The screenshot shows the 'Human Pathology' forum page. At the top right, there is a user profile for 'Joe Bloggs, Committee Member'. Below the header, the breadcrumb 'Dashboard > Forum' is visible. The main heading is 'Forum'. A search bar contains the text 'Feedback'. Below the search bar, it says 'Showing Forum threads related to "Feedback"'. Under the 'Discussions' section, a thread titled 'NATA Board Meeting Feedback' is shown, posted by 'Joe Bloggs' on '24/03/2020 17:16'. The thread content starts with 'Hello NATA Board Members,' and 'The purpose of this discussion is to create platform where all NATA Board members can give feedback on the issues discussed in the NATA Board meeting.' There is a '1' next to a speech bubble icon, indicating one reply.

Committee Search

You can search Committee Members by:

- Member name
- Member role
- Discussion description
- Contact number
- Email address

Members

🔍 Eric

Committee Members

Eric Lo
BUSINESS SERVICES

📞 0404566504

✉ er.l@na.co.au

Calendar Search

You can search Calendar Events by:

- Event name

You will find the date and time of the event as shown below

Dashboard > Calendar

Calendar

🔍 Board Meeting

Showing future meeting events related to "Board Meeting".

🕒 Board Meeting	27/03/20 11:00 am
-----------------	-------------------

Meeting Documents Search

You can search Meeting Documents by:

- Document Title
- Content within the document given it is a text file (e.g. docx, pdf)

Dashboard > Meeting Documents

Meeting Documents

🔍 Agenda

Search Results [Clear Filters](#)

Name	Date Updated	Actions
<input type="text" value="Search"/>	<input type="text" value="Date"/>	
Meeting Agenda.docx	2020-03-25 02:43:59	📄

Show 5 Page 1 / 1