



National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

How to Run a Report to Obtain Dwelling Details

This Quick Reference Guide (QRG) will take you through the process required to run a report in the NRAS portal to obtain dwelling details.

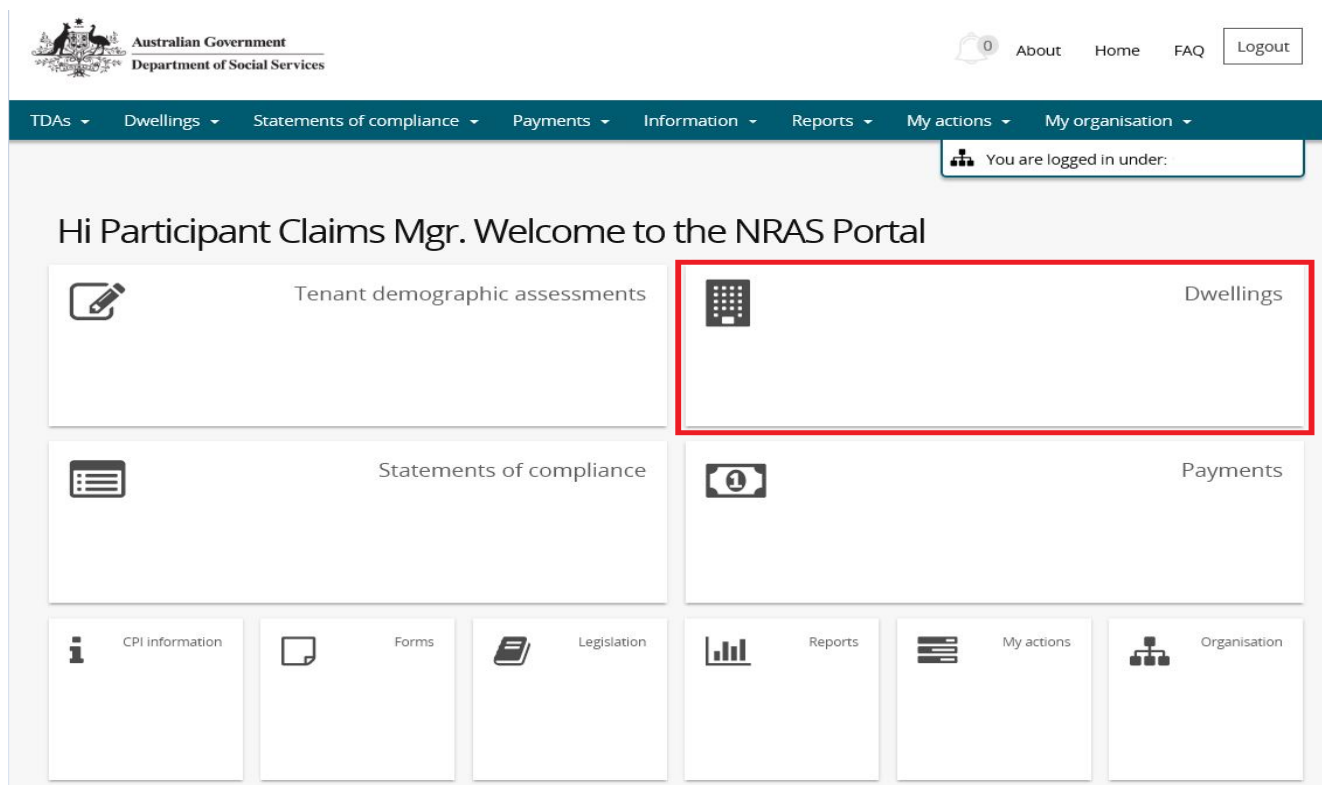
Access levels required to undertake this process:

- Participant Read Write User; or Participant Claims User.

! Do not use the navigation buttons on your web browser while working in the portal. Using the back, forward or refresh buttons on your browser will cause you to lose the information you have entered.

Use the **Back** and **Continue** buttons to move through the different sections.

1. Log in to the [NRAS Portal](#).
2. At the Disclaimer, click **I Agree**.
3. Click the **Dwellings** tile or select **Dwellings>Search Dwelling**.



The screenshot shows the NRAS Portal dashboard for a Participant Claims Manager. At the top left is the Australian Government logo and 'Department of Social Services'. On the top right are links for 'About', 'Home', 'FAQ', and a 'Logout' button. Below this is a navigation bar with dropdown menus for 'TDAs', 'Dwellings', 'Statements of compliance', 'Payments', 'Information', 'Reports', 'My actions', and 'My organisation'. A notification box says 'You are logged in under:'. The main content area features a welcome message: 'Hi Participant Claims Mgr. Welcome to the NRAS Portal'. Below this are several tiles: 'Tenant demographic assessments' (with a pencil icon), 'Dwellings' (with a grid icon and highlighted by a red border), 'Statements of compliance' (with a list icon), 'Payments' (with a coin icon), 'CPI information' (with an 'i' icon), 'Forms' (with a document icon), 'Legislation' (with a book icon), 'Reports' (with a bar chart icon), 'My actions' (with a list icon), and 'Organisation' (with a hierarchy icon).

OR



This screenshot shows the same NRAS Portal navigation bar as above. The 'Dwellings' dropdown menu is expanded, showing two options: 'List of dwellings' and 'Search dwelling', both of which are highlighted with a red border. The rest of the page layout is identical to the previous screenshot.

4. The Search dwellings window opens.

Australian Government
Department of Social Services

About Home FAQ Logout

TDA's Dwellings Statements of compliance Payments Information Reports My actions My organisation

You are logged in under: !

Search dwellings

Advanced Basic

Dwelling details

Dwelling ID:

Building/Floor:

Status: Active

Street:

Dwelling reference:

Suburb:

Dwelling year count:

State: Please Select

Property manager:

Postcode:

[Clear search](#)

- To search for a dwelling, select or enter search criteria in the **Dwelling details** search fields. If no search criteria is entered, the search results will default to all Dwellings with a Status of Active.
- The available search criteria defaults to **Basic**, you can select **Advanced** to display additional search fields.

Search dwellings

Advanced Basic

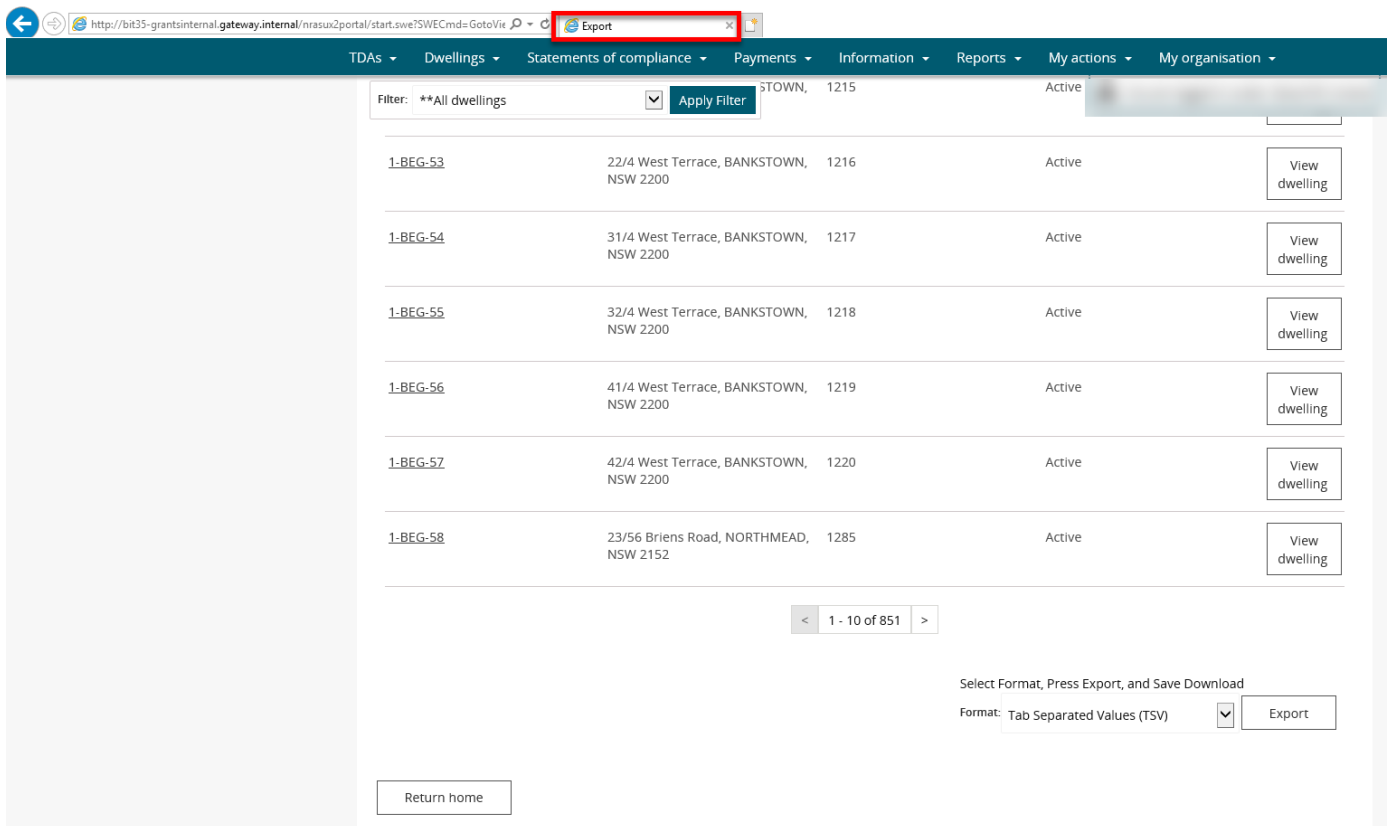
7. Once all search fields are entered Click **Run search**.

[Clear search](#)

8. To **Export**, select the type of file and then select **Export**. The recommended format is Tab Separated Values (TSV).




9. Where you are exporting data for more than one item, please allow the system time to process the request. Do not click **Export** again as this will override the request and only extract one line of data. To check if the export request is working the text on the browser tab changes to **Export**.



10. Once the Export process is complete, you will be prompted to either **Open** or **Save** the report.

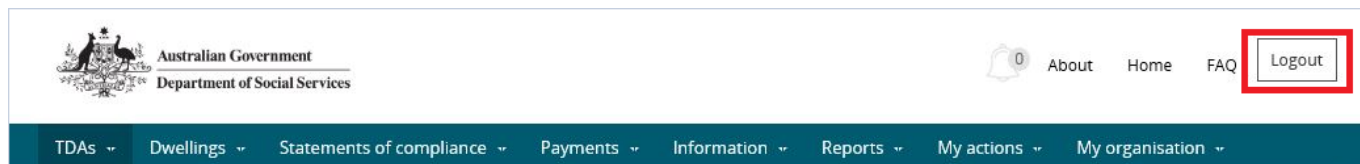


11. Your Report will either be opened or saved to the specified location.

 All records in the report will be displayed or saved.

Logging out of the NRAS Portal

12. To log out of the NRAS Portal click **Logout**.



For technical support enquiries, please contact nrasithelpdesk@dss.gov.au or 1300 911 235.