



National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

Exporting Data from the Portal

This Quick Reference Guide (QRG) will take you through how to export data from the lists of Dwellings, Tenant Demographic Assessments (TDAs), Statements of Compliance (SoC) or Payments.

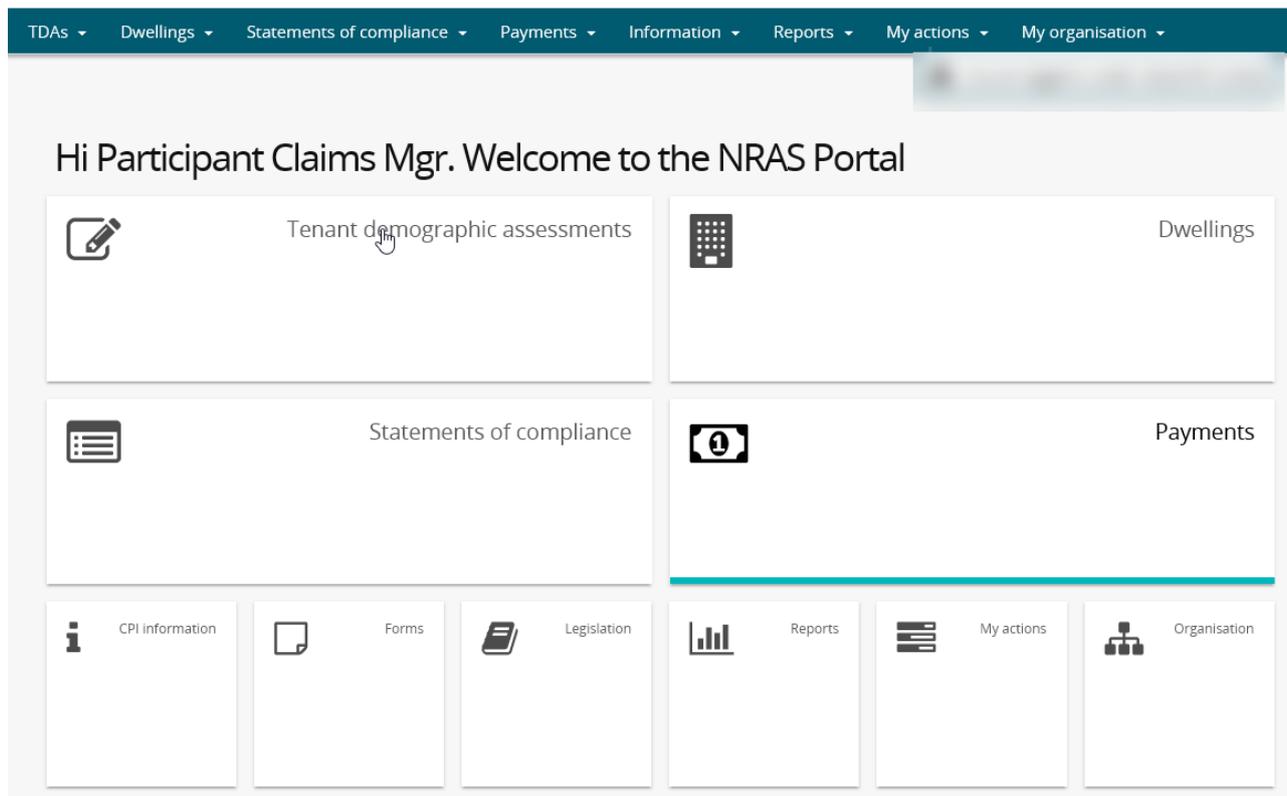
Access Required:

- Participant Read Only User; 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.

- Log in to the [NRAS Portal](#).
- At the Disclaimer, click **I Agree**.
- You are able to export data from various areas of the Portal where it contains a lists of dwellings, TDAs, SoCs, or Payments. Click on the appropriate area where you want to visit. For example, click the **Tenant demographic assessments** tile or use the navigation menu to select "List of TDAs" or "List of Dwellings", etc.



The screenshot shows the NRAS Portal dashboard. At the top is a dark blue navigation bar with dropdown menus for TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. Below the navigation bar is a light grey header area with the text "Hi Participant Claims Mgr. Welcome to the NRAS Portal". The main content area features a grid of tiles. The top row has two large tiles: "Tenant demographic assessments" (with a pencil icon) and "Dwellings" (with a grid icon). The second row has two large tiles: "Statements of compliance" (with a list icon) and "Payments" (with a coin icon). The bottom row consists of six smaller tiles: "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 person icon).

OR

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

List of TDA's
Search TDA's
Submit new TDA

You are logged in under: [User Name]

Tenant Claims Mgr. Welcome to the NRAS Portal

- The page with the list of data (TDA/Dwelling/SoCs/Payments – depending on what data you would like to export) opens.

Tenant Demographic Assessments (TDAs)

This page provides a list of filtered TDAs.

Submit new TDA Search TDAs

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions
	N/A, N/A, ACT 2615		11/07/2018 09:38:58 AM	Submitted	01/05/2014	27/04/2015	Actions
	N/A, N/A, ACT 2615		09/07/2018 01:14:45 PM	Submitted	09/07/2018	07/04/2019	Actions
	N/A, N/A, ACT 2615		03/07/2018 11:59:15 AM	Submitted	01/05/2018	30/08/2018	Actions

- To **Export**, navigate to the bottom right of the page, select the type of file and then select **Export**. The recommended format is Tab Separated Values (TSV).

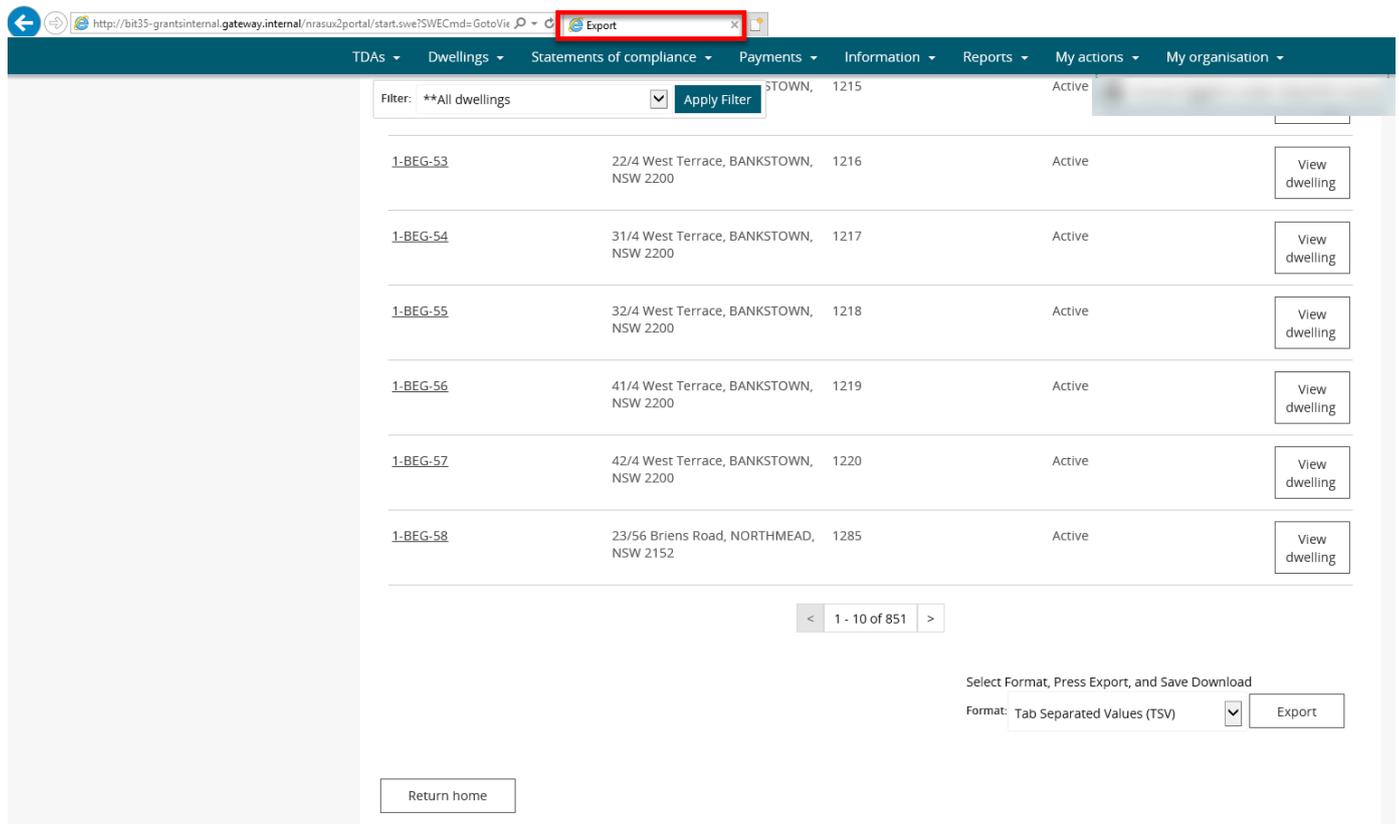
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Select Format: Comma Separated Values (CSV)
Tab Separated Values (TSV)
Hypertext Markup Language (HTML)

Export

Return home

6. 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**.



The screenshot shows a web browser window with the URL <http://bit35-grantsinternal.gateway.internal/nrasuz2portal/start.swe?SWECmd=GotoView>. The browser tab is labeled "Export". The page content includes a navigation menu with items like "TDAs", "Dwellings", "Statements of compliance", "Payments", "Information", "Reports", "My actions", and "My organisation". Below the menu is a table of dwellings with columns for ID, address, and status. A filter dropdown is set to "**All dwellings". At the bottom right, there is a "Format" dropdown set to "Tab Separated Values (TSV)" and an "Export" button. A "Return home" button is located at the bottom left.

ID	Address	Status
1-BEG-53	22/4 West Terrace, BANKSTOWN, NSW 2200	Active
1-BEG-54	31/4 West Terrace, BANKSTOWN, NSW 2200	Active
1-BEG-55	32/4 West Terrace, BANKSTOWN, NSW 2200	Active
1-BEG-56	41/4 West Terrace, BANKSTOWN, NSW 2200	Active
1-BEG-57	42/4 West Terrace, BANKSTOWN, NSW 2200	Active
1-BEG-58	23/56 Briens Road, NORTHMEAD, NSW 2152	Active

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



The screenshot shows a file dialog box with the text "Do you want to open or save **output.csv** from". The "Open" and "Save" buttons are highlighted with a red box. There is also a "Cancel" button and a close button (X).

8. 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

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



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