




## National Rental Affordability Scheme (NRAS) Portal Quick Reference Guide

# Delete a draft TDA

This Quick Reference Guide (QRG) will take you through the steps to delete a draft TDA in the NRAS Portal.

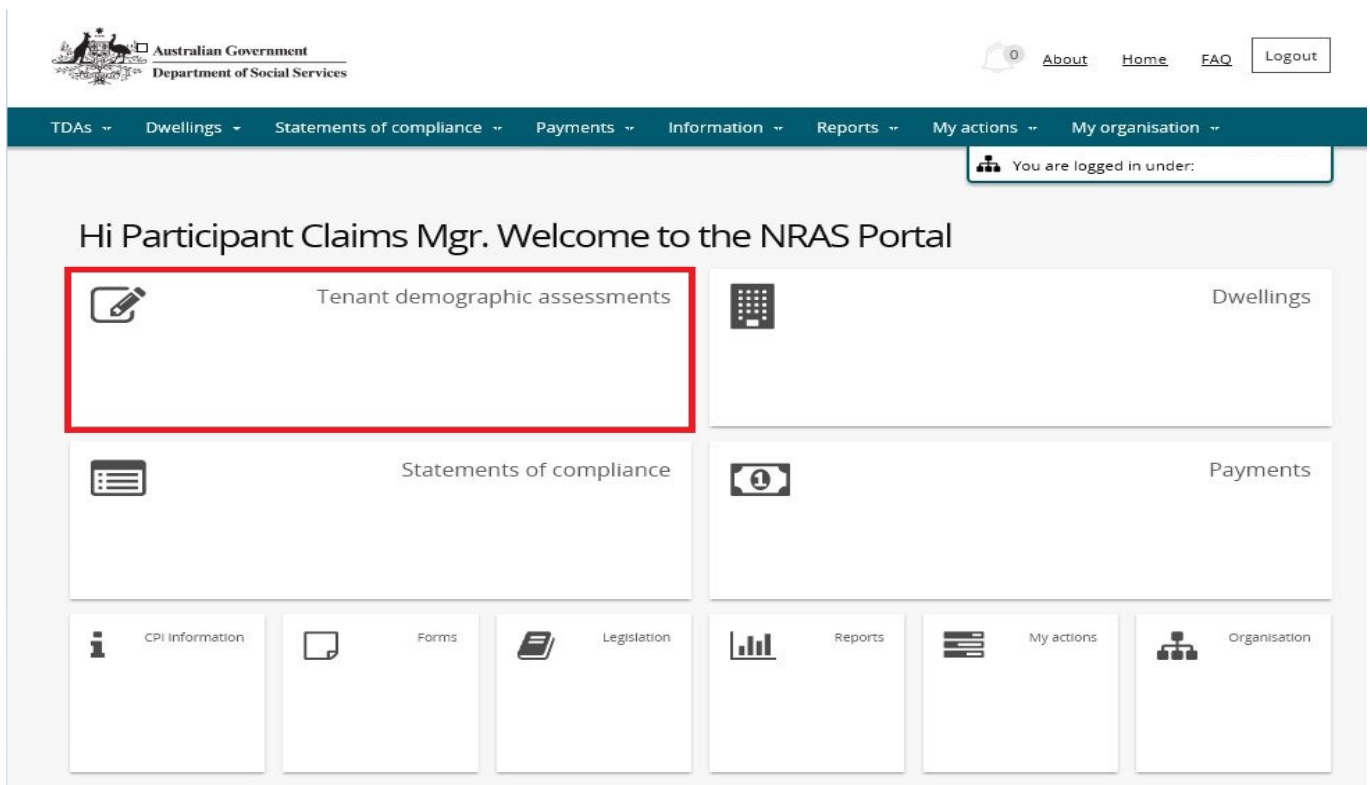
Access Required:

- 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. There are two ways to navigate to the Search TDA screen from the main page: through the Tenant demographic assessments tile (see steps 4 to 5) or through the drop down menu (see step 6).
4. Click the **Tenant demographic assessments** tile. A list of all TDAs will be displayed, then select the **Search TDAs** button.



The screenshot shows the NRAS Portal dashboard. At the top left is the Australian Government Department of Social Services logo. At the top right are links for About, Home, FAQ, and a Logout button. Below the header is a navigation menu with items: TDAs, Dwellings, Statements of compliance, Payments, Information, Reports, My actions, and My organisation. A user notification box says "You are logged in under:". The main content area displays a grid of tiles. The first tile, "Tenant demographic assessments", is highlighted with a red border. Other tiles include "Dwellings", "Statements of compliance", "Payments", "CPI Information", "Forms", "Legislation", "Reports", "My actions", and "Organisation".

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TDAs ▾ Dwellings ▾ Statements of compliance ▾ Payments ▾ Information ▾ Reports ▾ My actions ▾ My organisation ▾

Filter: 1. Submitted TDAs Apply Filter

You are logged in under:

### Tenant Demographic Assessments (TDAs)

This page provides a list of filtered TDAs.

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions
			06/06/2018 11:36:49 AM	Submitted	01/05/2017	30/04/2018	

Submit new TDA Search TDAs

OR

5. At the **Welcome screen**, select **TDAs>Search TDAs**.

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You are logged in under:

List of TDAs  
**Search TDAs**  
Submit new TDA

## Participant Claims Mgr. Welcome to the NRAS Portal

Tenant demographic assessments

Dwellings

6. Enter required search criteria, then select the **Run Search** button. Results matching your entered search criteria will be returned.

The Dwelling ID and TDA ID search fields on the **Search TDAs** page are both case insensitive. If you do not have the Dwelling or TDA details or you wish to view all TDAs you have access to, leave the all search criteria blank.

Click **Advanced** to display additional search fields.

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You are logged in under:

## Search TDAs

Advanced Basic

Dwelling ID:

TDA ID:

Dwelling status: Please Select ▾

TDA status: Submitted ▾

Dwelling reference:

Property manager:

Submitted by:

Submitted date: dd/mm/yyyy

Effective date: dd/mm/yyyy

Lease start date: dd/mm/yyyy

Pathway: Please Select ▾

Clear search

Run search

Return home

7. Results matching the entered search criteria will be returned.

Results (1)

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions
[REDACTED]	[REDACTED]	[REDACTED]	07/11/2017 08:45:40 AM	Draft	01/05/2016	30/10/2016	Actions

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) [v] [Export]

8. On the Results section of the screen, select **Actions>Delete TDA** for the TDA.

De

Results (1)

Dwelling ID	Dwelling address	TDA ID	Submitted date	Status	Effective date	TDA end date	Actions
[REDACTED]	[REDACTED]	[REDACTED]	07/11/2017 08:45:40 AM	Draft	01/05/2016	30/10/2016	Actions

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) [v] [View TDA] [Delete TDA]

9. A message will be displayed “Are you sure you want to delete the selected record in ‘All TDA’s’”.


Message from webpage

Are you sure you want to delete the selected record in 'All TDA's'?

[OK] [Cancel]

10. Select the **OK** button.


11. The TDA will be deleted.

 For more assistance creating TDAs refer to Quick Reference Guides.

## Logging out of the NRAS Portal

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



 For technical support enquiries, please contact [nrasithelpdesk@dss.gov.au](mailto:nrasithelpdesk@dss.gov.au) or 1300 911 235.