



Add a Model Report scope

ROVER guide

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This guide takes you through the steps on how to add a vehicle scope in a Model Report application.

Please ensure you have all the vehicle specification details before you start as you will be unable to save this section of the application until all fields have been completed.

Recommended browsers: [Chrome](#), [Firefox](#) and [Microsoft Edge](#).

Add a vehicle specification page

To **add a vehicle specification**, ensure you are signed in to ROVER (navigate to [Welcome to ROVER](#) and select the **Sign in** button) and open the relevant draft Model Report application.

On the **Model Report details** page, answer the questions. If you select the checkbox for **The Model Report Works Instructions details the manufacturing process of the vehicle** on this page, please follow the instructions in this guide on how to [add a manufacture vehicle specification page](#). If you left the checkbox unselected, follow the instructions on how to [add a pre-modification and post-modification vehicle specification page](#).

Once the page has refreshed, a vehicle specifications (scope) section will appear on the page where you will need to add the vehicle scope name. ROVER will then create a vehicle specification form and this is where you will need to enter the vehicle specification details. You can enter in as many vehicle specifications as needed for your Model Report.

Please note that if your Model Report type is for a specialist and enthusiast vehicle (SEV), then you will also need to link the SEV approval to the vehicle scope. The instructions are outlined in [Linking a vehicle specification page to a SEV approval](#) in this guide.

Add a manufacture vehicle specification page

1. Select the **Add Vehicle specification** button to add the name of the vehicle scope.
2. Enter the **Manufacture vehicle specification name**.

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3. Enter the **display order**. This will add the vehicle scope form to the application menu in the order you specify and you may find this helpful if you are adding multiple vehicle scopes to your application.
4. Select the **Add** button.
5. Repeat the above steps to add multiple vehicle scopes.

The image shows two screenshots of a web application interface. The top screenshot shows a table with columns for 'Manufacture vehicle specification' and 'Display Order'. A blue button labeled 'Add Vehicle specification' is highlighted with a circled '1'. Below the table is a yellow message box that says 'There are no records to display.' The bottom screenshot is a modal dialog titled 'Add Vehicle specification' with a close button (X) in the top right corner. It contains two input fields: 'Manufacture vehicle specification name*' (highlighted with a circled '2') and 'Display Order' (highlighted with a circled '3'). At the bottom right of the modal is a blue button labeled 'Add' (highlighted with a circled '4').

Add a pre-modification and post-modification vehicle specification page

1. Select the **Add Vehicle specification** button to add the name of the vehicle scope.
2. Enter the **Pre-modification vehicle specification name**.
3. Enter the **Post-modification vehicle specification name**.
4. Enter the **display order**. This will add the vehicle scope form to the application menu in the order you specify and you may find this helpful if you are adding multiple vehicle scopes to your application.
5. Select the **Add** button.
6. Repeat the above steps to add multiple vehicle scopes.

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Please provide the names of all vehicle specifications covered by the Model Report*

Vehicle specifications are details about the vehicle identified in the Model Report Scope. If the Model Report Scope includes multiple vehicles with different vehicle characteristics, you can provide more than one set of vehicle specifications.

1 Add Vehicle specification

Pre-modification vehicle specification	Post-modification vehicle specification ↑	Display Order ↑
There are no records to display.		

Add Vehicle specification

2 Pre-modification vehicle specification name*

3 Post-modification vehicle specification name*

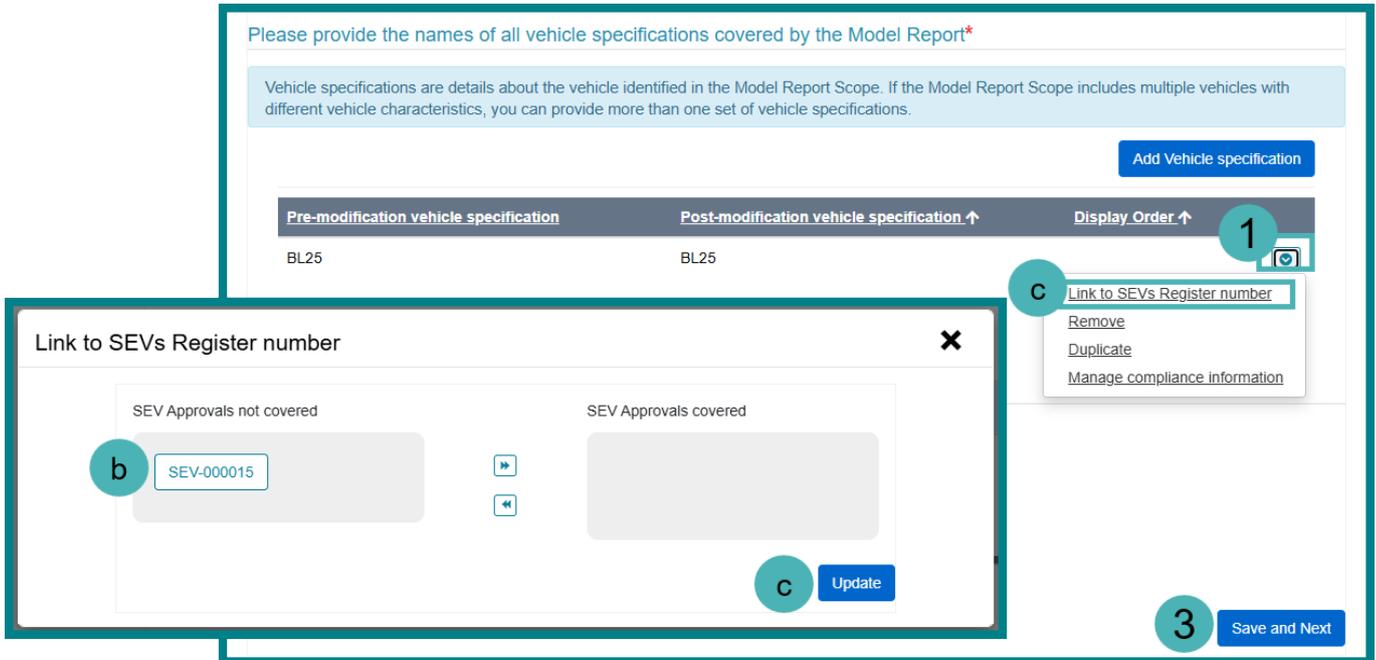
4 Display Order

5 Add

Linking a vehicle specification page to a SEV approval

If your application is for the Model Report type **SEVs**, you will need to link each SEV approval to the corresponding SEVs Register number.

1. Select the **action menu** button and complete the following:
 - a. Select the **Link to SEVs Register number** from the dropdown options to link a SEV approval.
 - b. Select the relevant **SEV Approval** and select the **arrows** to move it across to the **SEVs Approvals covered** box.
 - c. Select the **Update** button.
2. Repeat the above steps to link additional SEV Approvals.
3. Select the **Save and Next** button.



Model Report scope

To complete the Model Report scope part of your application, you will need to complete all the fields in the vehicle specification form pages you created. The vehicle specification form fields changes depending on the type of Model Report you have selected.

You will either need to provide the **Pre-modification** and **Post-modification specifications** or the **Manufacture specifications**.

When completing the **Pre-modification** and **Post-modification specifications**, you can choose to complete all the form fields manually or complete the pre-modification fields first, then copy the fields across to the post-modification fields and update as required.

Please note that you must complete all the form fields before you can save and continue with your application. If you leave a vehicle specification page without saving it first, you may lose all the information you entered.

The vehicle specification page includes several field types, such as free text, dropdown options, checkboxes, and document uploads.

Add pre-modification specifications

First, select the relevant **Vehicle specification** in the application menu, which will appear with the name you provided earlier. If you cannot see it, refresh the page.

1. Enter the **free text** fields.
2. Select the relevant **checkbox**.
3. Select the relevant option from the **dropdown** list.

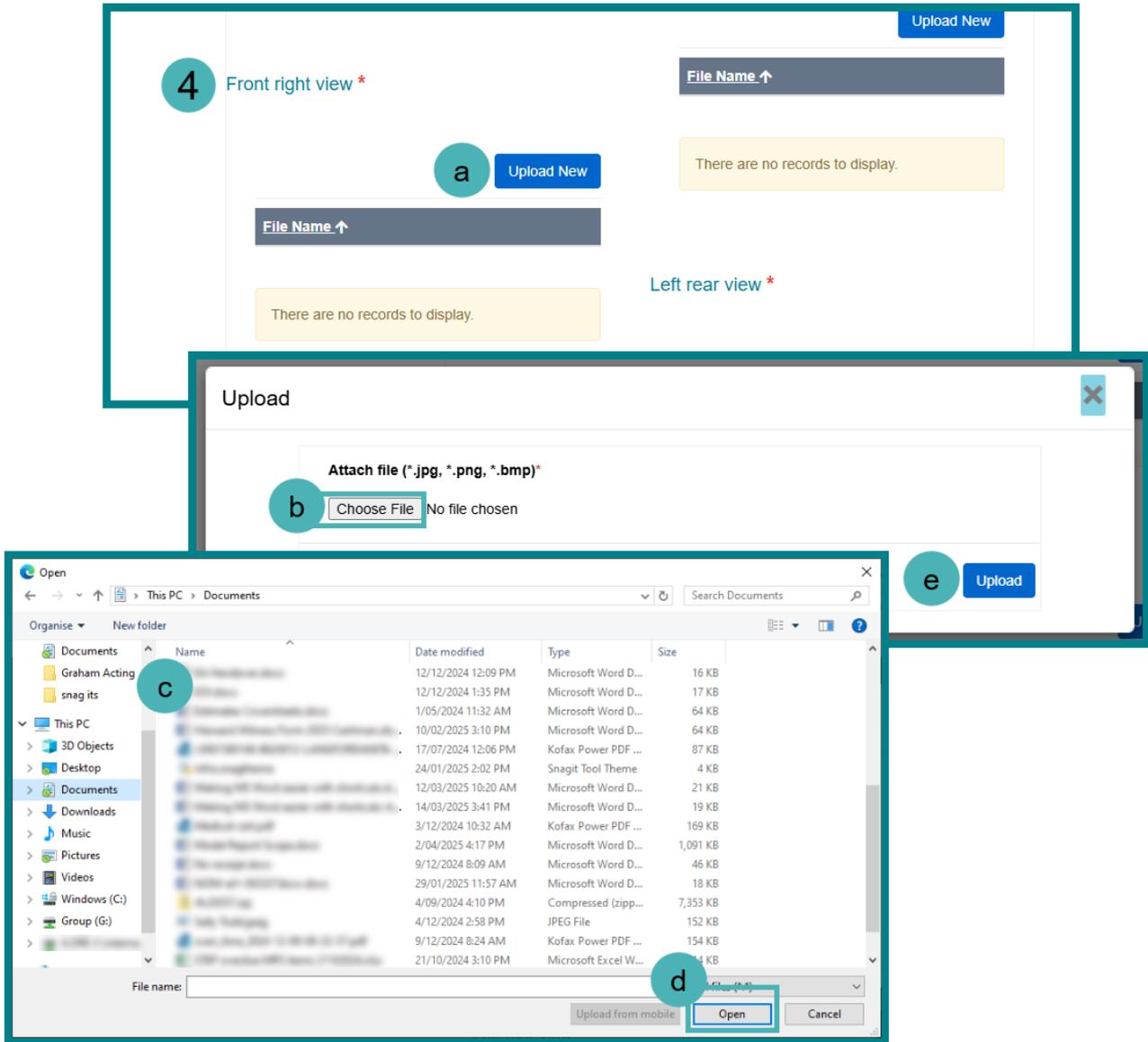
Vehicle Specification

[Copy Pre-modification information into Post-modification](#)

Pre-modification vehicle specification name* <input type="text"/>	Post-modification vehicle specification name* <input type="text"/>
	Display Order <input type="text"/>
Pre Modification Specification	Post Modification Specification
Build date ?	Build date ?
1 Start Month (MM)* <input type="text"/>	Start Month (MM)* <input type="text"/>
Start Year (YYYY)* <input type="text"/>	Start Year (YYYY)* <input type="text"/>
End Month (MM)* <input type="text"/>	End Month (MM)* <input type="text"/>
End Year (YYYY)* <input type="text"/>	End Year (YYYY)* <input type="text"/>
2 <input type="checkbox"/> No end date, this is the current model or variant of the model	<input type="checkbox"/> No end date, this is the current model or variant of the model
	Compliance level* <input type="radio"/> Standard <input type="radio"/> Non-standard
Motive Power* <input type="text"/>	Motive Power* <input type="text"/>
3	

4. Upload the relevant documents to all the remaining fields:

- a. Select the **Upload New** button.
- b. Select the **Choose File** button.
- c. Select a .jpg, .png or .bmg type from your device.
- d. Select the **Open** button.
- e. Select the **Upload** button.



Add post-modification specifications

1. Enter the **Post-Modification Specifications** fields using one of the following methods:
 - a. Select the **Copy Pre-modification information into Post-modification** button which will copy the free text fields across and updated the information if required, or
 - b. Enter the **Post-Modification Specifications** fields manually.
2. Select **Save and Next** button.

Vehicle Specification

a Copy Pre-modification information into Post-modification

Pre-modification vehicle specification name*

Post-modification vehicle specification name*

Display Order

1 Post Modification Specification

Build date ?

Start Month (MM)*

Start Year (YYYY)*

End Month (MM)*

End Year (YYYY)*

No end date, this is the current model or variant of the model

b

Build date ?

Start Month (MM)*

Start Year (YYYY)*

End Month (MM)*

End Year (YYYY)*

No end date, this is the current model or variant of the model

Compliance level*

Standard

Non-standard

2 Save and Next

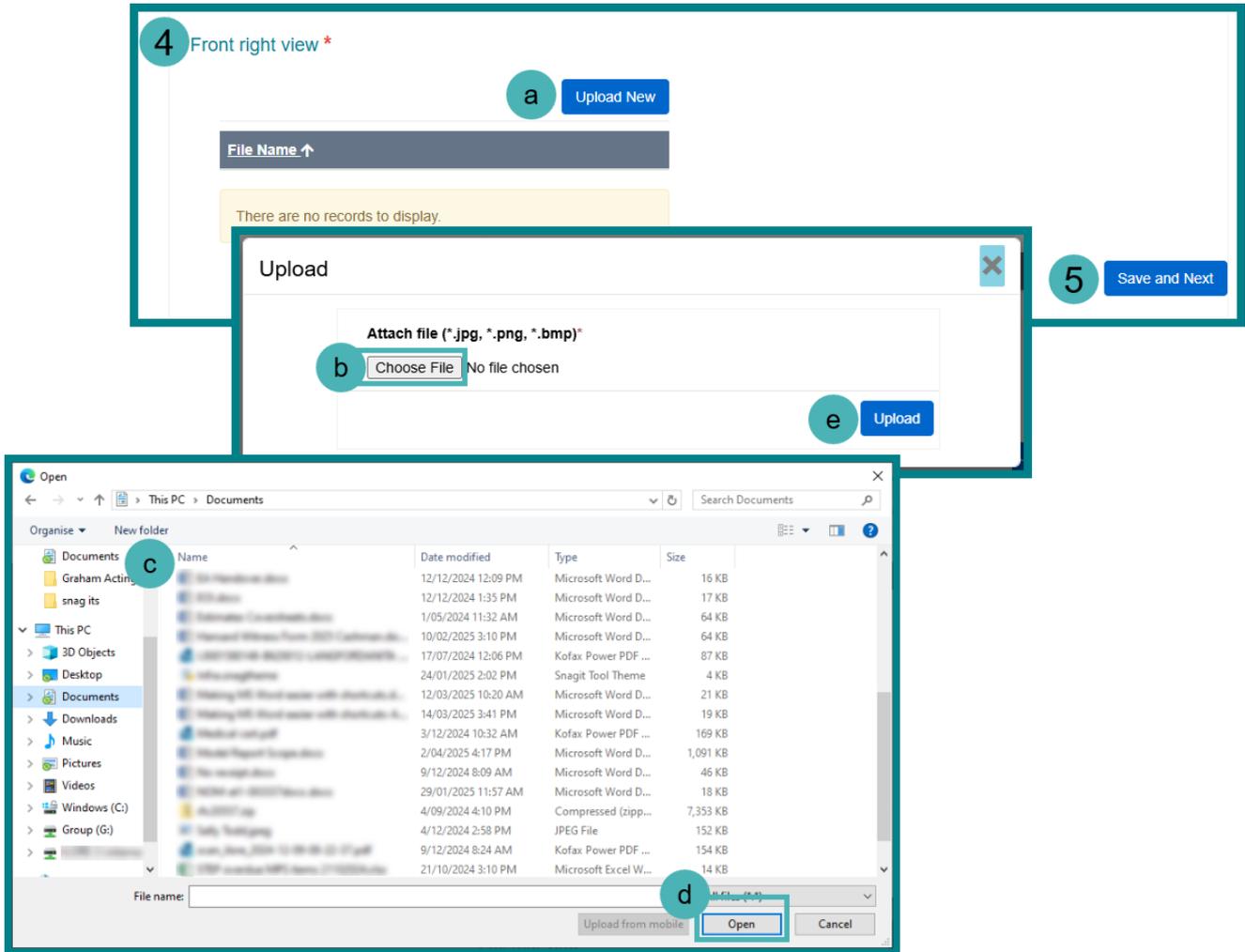
Add manufacture specifications

First, select the relevant **Vehicle specification** in the application menu, which will appear with the name you provided earlier. If you cannot see it, refresh the page.

1. Enter the **free text** fields.
2. Select the relevant **checkbox**.
3. Select the relevant option from the **dropdown** list.

The screenshot shows a 'Vehicle Specification' form. At the top, there is a section for 'Post-modification vehicle specification name*' with an empty text input field. Below that is 'Display Order' with an input field containing the number '1'. A section titled 'Manufacture Specification' follows, with a sub-section 'Build date range' containing a help icon. A teal box highlights the date range fields, with a callout '1' pointing to the 'Start Month (MM)*' field. Below this are fields for 'Start Year (YYYY)*', 'End Month (MM)*', and 'End Year (YYYY)*'. A callout '2' points to a checkbox labeled 'No end date, this is the current model or variant of the model'. At the bottom, a 'Motive Power*' dropdown menu is highlighted with a callout '3'.

4. Upload the relevant documents to all the remaining fields:
 - a. Select the **Upload New** button.
 - b. Select the **Choose File** button.
 - c. Select a .jpg, .png or .bmg type from your device.
 - d. Select the **Open** button.
 - e. Select the **Upload** button.
5. Select **Save and Next** button.



Further information

For further information, please visit [Vehicles | Department's website](#) or submit an online enquiry via the [Contact us—RVS | Department's website](#) page.

Quick links

- [Welcome to ROVER](#)
- [RAV Public Search](#)
- [Road Vehicle Standards legislation | Department's website](#)
- [RVS guides and resources | Department's website](#)
- [RVS legislation glossary of terms | Department's website](#)