

Australian Government

Department of Infrastructure, Transport, Regional Development, Communications and the Arts



ROVER guide: How to upload multiple recall reports using the bulk report template

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How to upload multiple recall reports using the bulk report template

Before you can you can upload multiple reports using the bulk report template, need to create an account in ROVER, the department's online applications and approvals portal.

Instructions on how to create a ROVER account are available here.

Recommended browsers

The recommended browsers to use when accessing ROVER are: <u>Chrome</u>, <u>Firefox</u> or <u>Microsoft Edge</u>. Internet Explorer and Safari are not recommended.

Step 1.

Download and rename the template. Go to the department's ROVER template: Recall progress reporting <u>webpage</u> and click on the Microsoft Excel template called **Recall progress reporting**.

Step 2.

Copy your reporting details into the template. Insert information into the **Recall ID** column and relevant reporting information into the other columns provided.

2	А	В	С	D	E	F	G	н	1	J											
Т	Recall ID	Total secollard	D +1-C	De etificad	De etilie d	De alifie d	D - stiff - d	De alifie d	De alifie d	De alifie d	De alifie d	De etilie d	De etificad	Postified	ified Written off	Total unrectified	Total unrectified	Details of new injuries or deaths, if	Details of variations to recalls	Details of variation to number of	Details of change to communication
4	Recall ID	Total recalled	Rectified	written off	in market	stock on hand	applicable	strategy, if applicable	affected products, if applicable	strategy, if applicable											
2																					
3																					
4																					
5																					

Step 3.

Once you have inserted all the reporting details, click the **Save as CSV** button on the righthand side of the template. This will automatically convert the document to a CSV file that ROVER can read.

1	4	B	C	D	E	F	G	н	1		ĸ	L
10	lecall ID	Total recalled	Rectified	Written all	Total unrectified	Total unrectified	Details of new injuries or deaths, if applicable	Details of variations to recalls	Details of variation to number of affected products, it applicable	Details of change to communication		
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8		-		-	-							
9				-	1					1		

Step 4.

To upload your bulk report to ROVER, sign in to <u>ROVER</u> and click the **Recalls** icon.

	Rove	R							
		Applications	Approvals	Payments	Authority to act	Recalls	AVV	RAV	Profile
My Applications	New Applications					\leq			

Step 5.

Click on the **Submit progress reporting** button.

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	Recalls										
			Applications	Approvals	Payments	Authority to act	Recalls	AVV	RAV	Profile	
\leftarrow					3			(=)			
	Notify of a recall	Submit progre	ss reporting	Cont	act the depar	tment					
					$\backslash / >$						

Step 6.

Select Upload a .csv file and click the Upload New button.

Submit progress reporting	
How would you like to report? *	
 Provide a single recall's details via ROVER form Upload a .csv file 	
A template to upload progress reporting for multiple recalls is available on	the department's website.
Please provide your progress report below:	
Upload New	

Then choose the file from its location on your computer and click **Start Upload**.

	Select *.csv file	•	
Mo	Choose File	No file chosen	
	Start Upload	Close	
Ap	provarnamo		

Step 7.

If you want to upload other documents that relate to a specific recall, select **Upload documentation relating to a specific recall** and upload the files.



Step 8.

To submit your report when you have uploaded all the files, click the **Submit** button.

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Upload documentation relating to a specific recall	Submit

Your files will now be uploaded and your bulk recalls report in ROVER will be complete.

Further information

For more ROVER user guides, please visit <u>ROVER resources</u> or submit an <u>online enquiry</u>.