



Australian Government
Department of Infrastructure, Transport,
Regional Development and Communications



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

Here are instructions on how to bulk upload multiple recall reports in ROVER.

Step 1. Download and rename the template.

Go to the department's website [here](#) 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.

	A	B	C	D	E	F	G	H	I	J
1	Recall ID	Total recalled	Rectified	Written off	Total unrectified in market	Total unrectified stock on hand	Details of new injuries or deaths, if applicable	Details of variations to recalls strategy, if applicable	Details of variation to number of affected products, if applicable	Details of change to communication strategy, if applicable
2										
3										
4										
5										

Step 3. Save as a CSV file

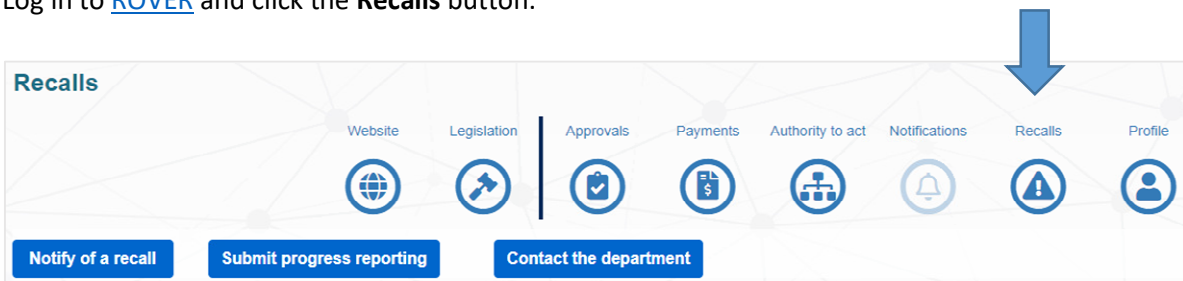
Once completed, click the **save as .csv** button on the right hand side of the template. This will automatically convert the document to a CSV file that ROVER can read.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Recall ID	Total recalled	Rectified	Written off	Total unrectified in market	Total unrectified stock on hand	Details of new injuries or deaths, if applicable	Details of variations to recalls strategy, if applicable	Details of variation to number of affected products, if applicable	Details of change to communication strategy, if applicable		
2												
3												
4												
5												
6												
7												
8												
9												


Save as CSV

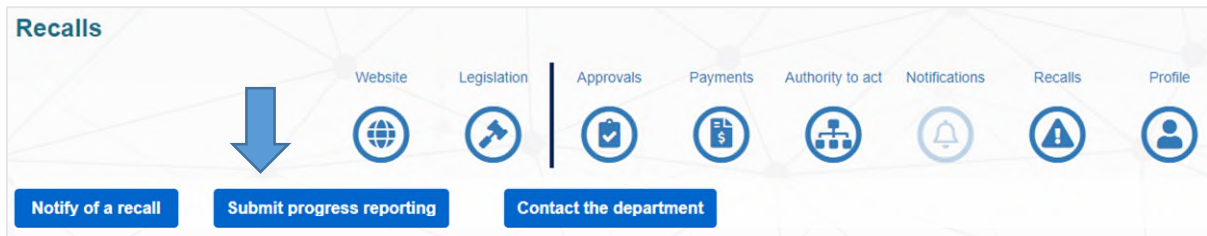
Step 4. Upload your bulk report to ROVER.

Log in to [ROVER](#) and click the **Recalls** button.



The screenshot shows the ROVER user interface. At the top, there is a navigation bar with the following items: Website, Legislation, Approvals, Payments, Authority to act, Notifications, Recalls, and Profile. The 'Recalls' item is highlighted with a blue arrow pointing to it. Below the navigation bar, there are three buttons: 'Notify of a recall', 'Submit progress reporting', and 'Contact the department'.

Click the **Submit progress reporting** button.



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



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



Step 5. Upload related documents.

You can also upload other documents that relate to a specific recall. To do this, select **Upload documentation relating to a specific recall** and upload the files.



Step 6. Submit your report.

Once you have uploaded all the files, click the **submit** button.



Your files will now be uploaded and your bulk recalls report in ROVER has been completed.