

Australian Government

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

## Add a Model Report scope

## **ROVER** guide

April 2025

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 your start as you will be unable to save this section of the application until all fields have been completed.

Recommended browsers: <u>Chrome</u>, <u>Firefox</u> and <u>Microsoft Edge</u>.

## Add a vehicle specification page

To **add a vehicle specification**, ensure you are signed in to ROVER (navigate to <u>Welcome to ROVER</u> 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 <u>add a manufacture vehicle specification page</u>. If you left the checkbox unselected, follow the instructions on how to <u>add a pre-modification and post-modification vehicle</u> <u>specification page</u>.

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 <u>Linking a vehicle</u> <u>specification page to a SEV approval</u> 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.

#### **OFFICIAL**

- 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.

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.	
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Add Vehicle specification	×
Manufacture vehicle specification name* 2 Display Order 3	

# 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.

Please provide the names of all veh	icle specifications covered by the Model Report*	1
Vehicle specifications are details about the different vehicle characteristics, you can p	e vehicle identified in the Model Report Scope. If the Model Report Scope includes multiple vehicles with provide more than one set of vehicle specifications.	
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#### 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.

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Link to SEVs Regi	ster number		×	Duplicate Manage compliance information
b SEV Approva	ls not covered	SEV A	pprovals covered	
			C Update	3 Save and Next

## 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*	Post-modification vehicle specification name*
	Display Order
Pre Modification Specification	Post Modification Specification
Build date 9	Build date 😧
Start Month (MM)*	Start Month (MM)*
Start Year (YYYY)*	Start Year (YYYY)*
End Month (MM)*	End Month (MM)*
End Year (YYYY)*	End Year (YYYY)*
2 INo end date, this is the current model or variant of the model	No end date, this is the current model or variant of the model
	Compliance level* <ul> <li>Standard</li> <li>Non-standard</li> </ul>
Motive Power*	Motive Power*

- 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.

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### 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
Pre Modification Specification	Post Modification Specification
Build date 😧	Build date 😧
Start Month (MM)*	Start Month (MM)*
	b
Start Year (YYYY)*	Start Year (YYYY)*
End Month (MM)*	End Month (MM)*
End Year (YYYY)*	End Year (YYYY)*
No end date, this is the current model or variant of the model	No end date, this is the current model or variant of the model
	Compliance level*
	O 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.

Display Order	
1	
Manufacture Specification	
Build date range 🥹	
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	

- 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.

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## **Further information**

For further information, please visit <u>Vehicles | Department's website</u> or submit an online enquiry via the <u>Contact us—RVS | Department's website</u> page.

## Quick links

- Welcome to ROVER
- RAV Public Search
- Road Vehicle Standards legislation | Department's website
- <u>RVS guides and resources | Department's website</u>
- <u>RVS legislation glossary of terms | Department's website</u>