Australian Government

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

ROVER guide: How to download Register of Approved Vehicles entries

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How to download Register of Approved Vehicles entries

This guide supports internal organisation reconciliation processes by allowing details of RAV batch entries to be downloaded. It also allows you to see which of your vehicles have been entered on the RAV.

ROVER account holders with authority to act on behalf of an organisation and who have the appropriate level of access and functions can download RAV entry summary records as an Excel spreadsheet.

You will need **Standard Access** with **RAV management** or **account admin** function.

You can search the RAV in two ways:

- RAV details using date range, batch status, category, approval number or RAV organisation, or
- RAV invoice using the invoice number.

This user guide shows you the steps to follow in ROVER for each type of search.

Recommended browsers

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

> **Note:** Red asterisks * in ROVER forms indicate **mandatory** fields. These fields must be filled in before proceeding further.
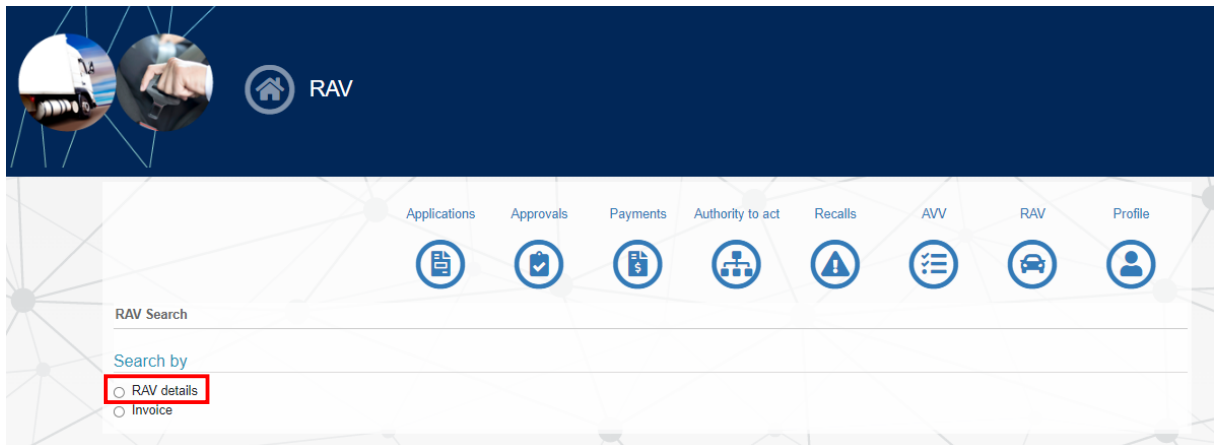
How to search by RAV details

Step 1

Once you have signed in to ROVER, click on the **RAV** icon at the top of the page.
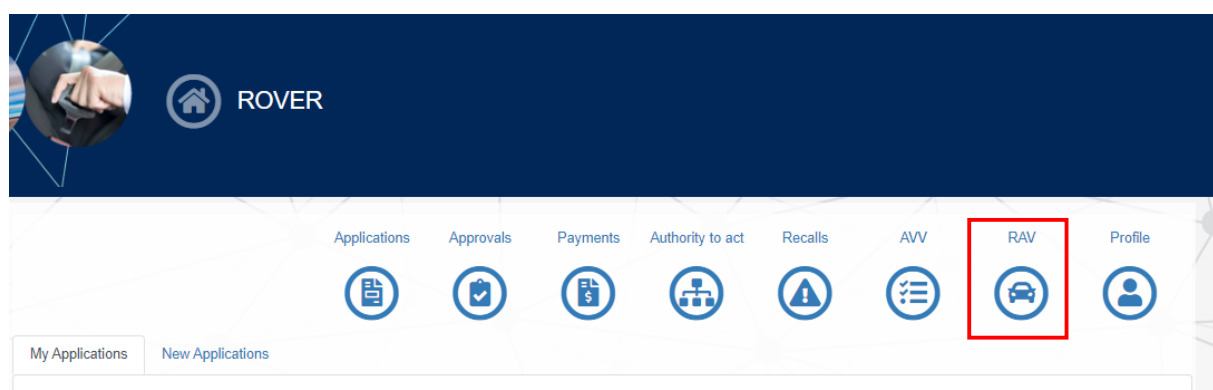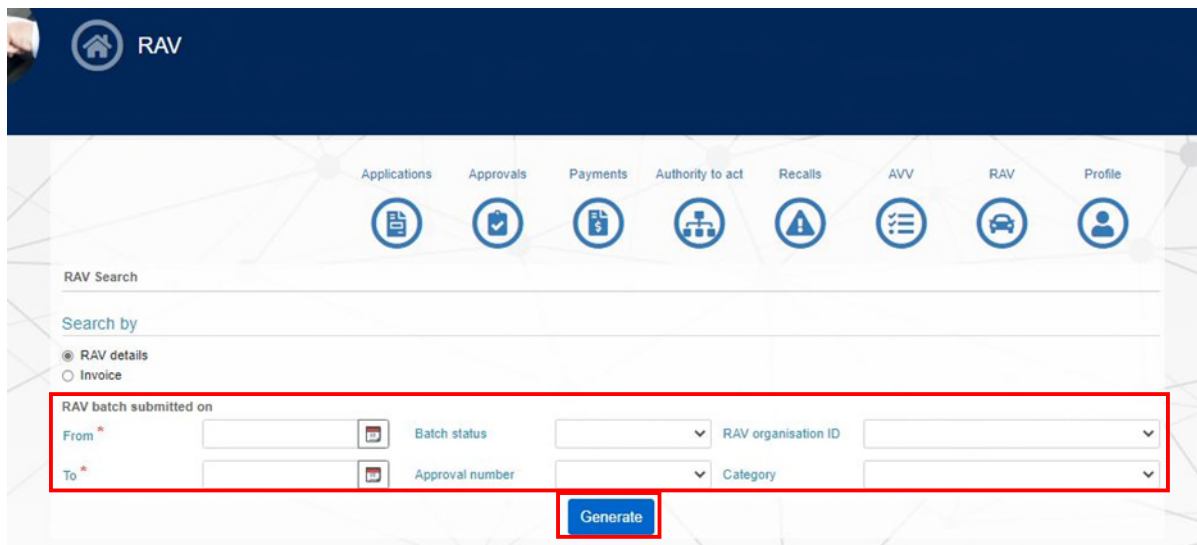
Step 2

When the **RAV** page appears, select **RAV details**.

Step 3

Under **RAV batch submitted on**, select the date range you want to search. You can refine the search by selecting **Batch status**, **Approval number**, **RAV organisation ID** and/or **Category**.

Note: The maximum date range is 60 days.

Step 4

Once you have set the search parameters, click the **Generate** button (see above).
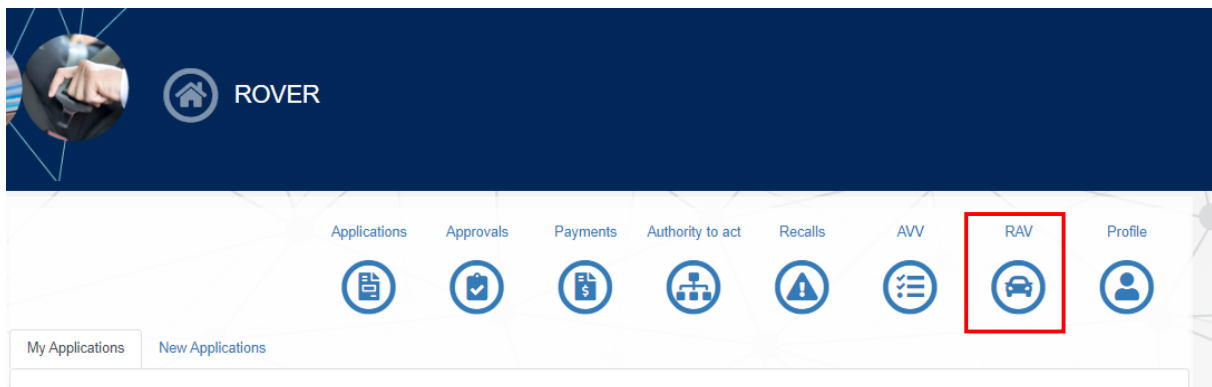
Step 5

Once ROVER has generated your summary, if it contains records, you can download it as a .xlsx file.
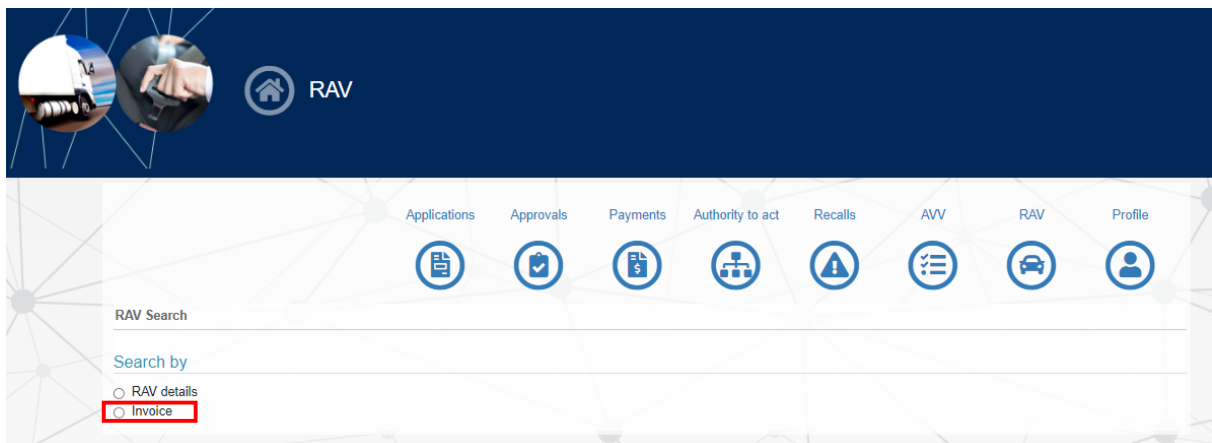
How to search by RAV invoice

Step 1

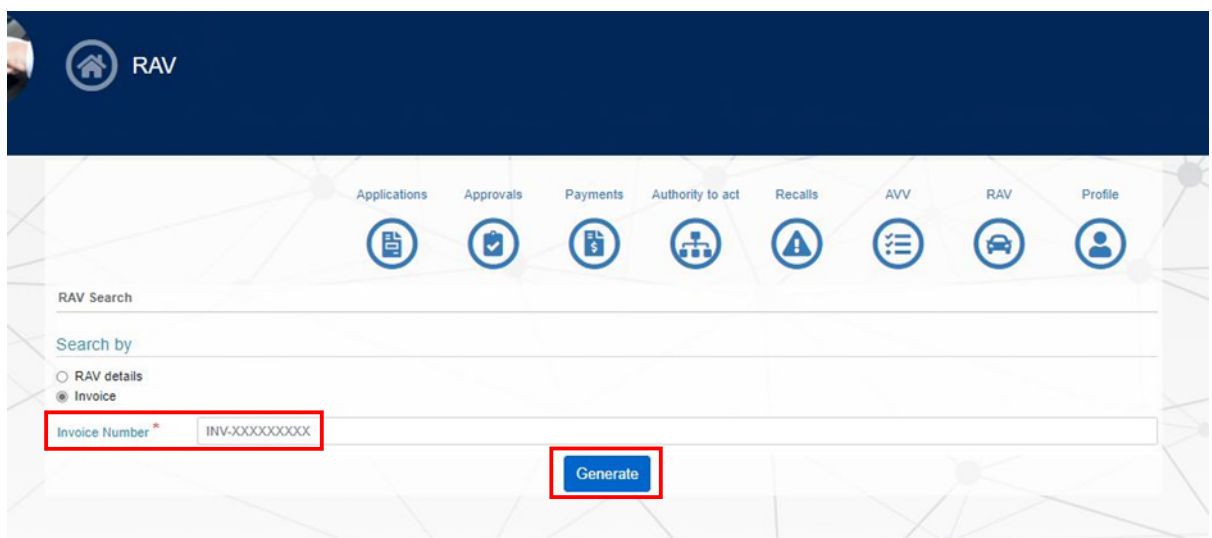Once you have signed in to ROVER, click on the **RAV** icon at the top of the page.

Step 2

Select **Invoice**.

Step 3

Type in the **Invoice Number** you want to find.

Step 4

Next, click on the **Generate** button to complete your search.

Step 5

Once your **RAV summary** has been generated you can download it as a .xlsx file.

Further information

For more information about ROVER, please visit ROVER resources or submit an online enquiry.