



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 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: [Chrome](#), [Firefox](#) or [Microsoft Edge](#). Internet Explorer and Safari are not recommended.

### Step 1.

Download and rename the template. Go to the department's ROVER template: Recall progress reporting [webpage](#) 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
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

### Step 3.

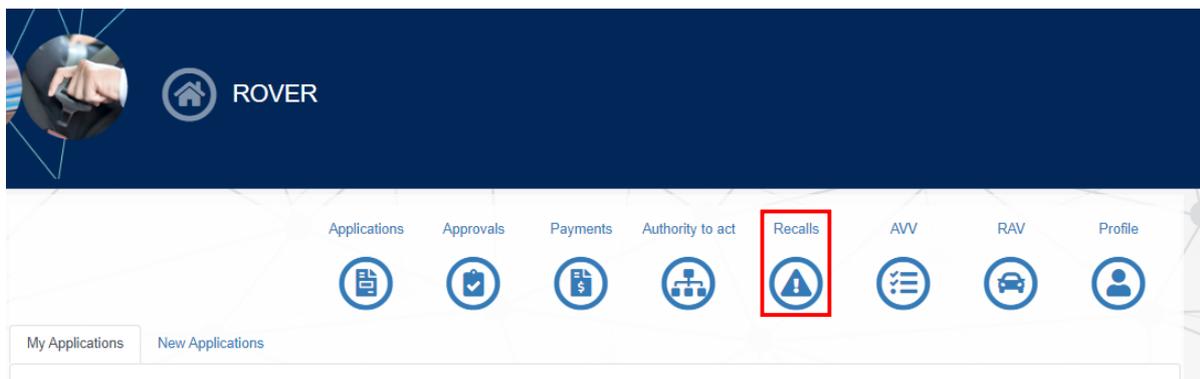
Once you have inserted all the reporting details, click the **Save as CSV** button on the righthand side of the template. This will automatically convert the document to a CSV file that ROVER can read.

A	B	C	D	E	F	G	H	I	J	K	L
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			

Save as CSV

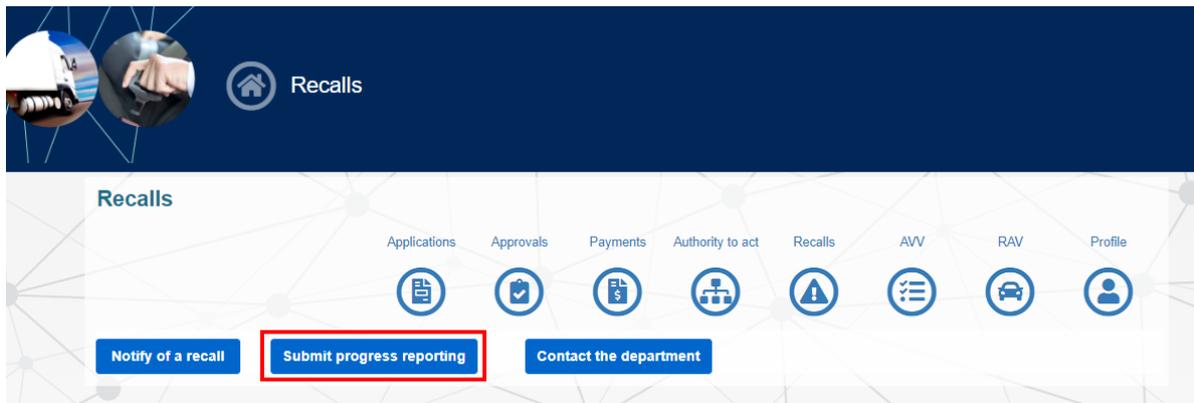
### Step 4.

To upload your bulk report to ROVER, sign in to [ROVER](#) and click the **Recalls** icon.



## Step 5.

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



## Step 6.

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 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.



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 [ROVER resources](#) or submit an [online enquiry](#).