



# Upload multiple recall reports using the bulk report template

## ROVER guide

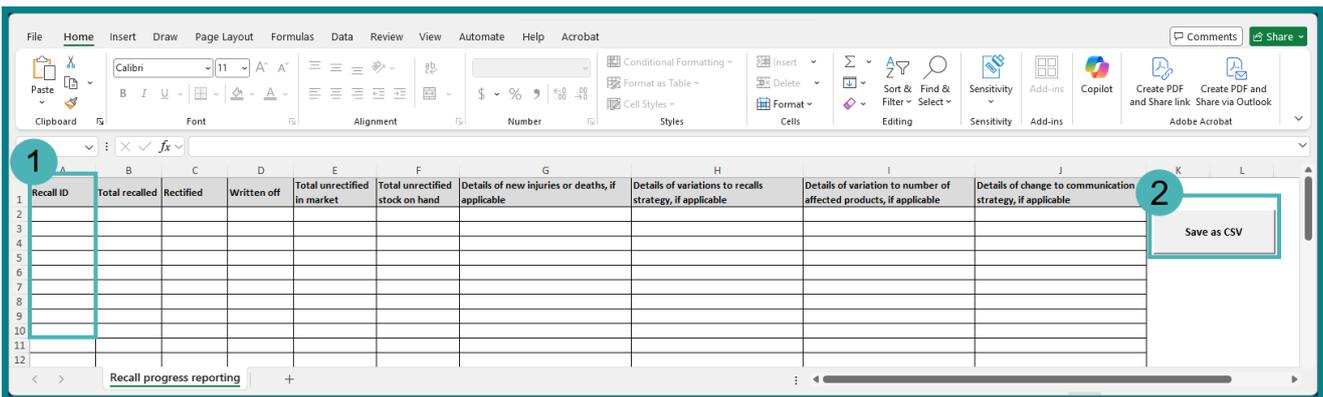
March 2026

This guide steps you through how to upload multiple recall reports using the bulk report template.

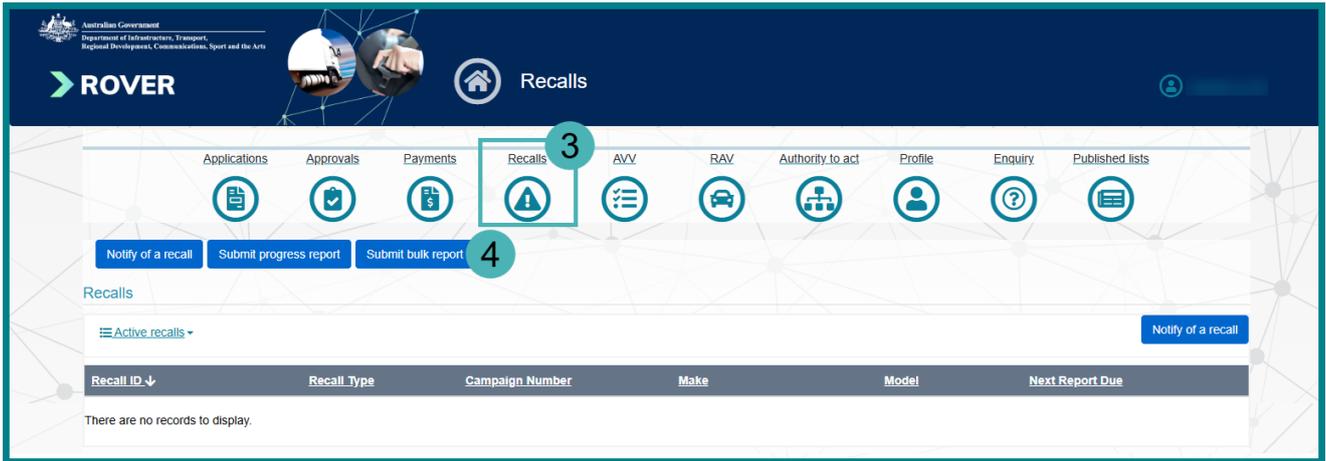
### Upload multiple recall reports using the bulk report template

To **upload multiple recall reports using the bulk report template**, ensure you are signed in to ROVER (navigate to [Welcome to ROVER](#) and select the **Sign in** button) and download [ROVER template: Recall progress reporting](#). Rename the file and follow these steps:

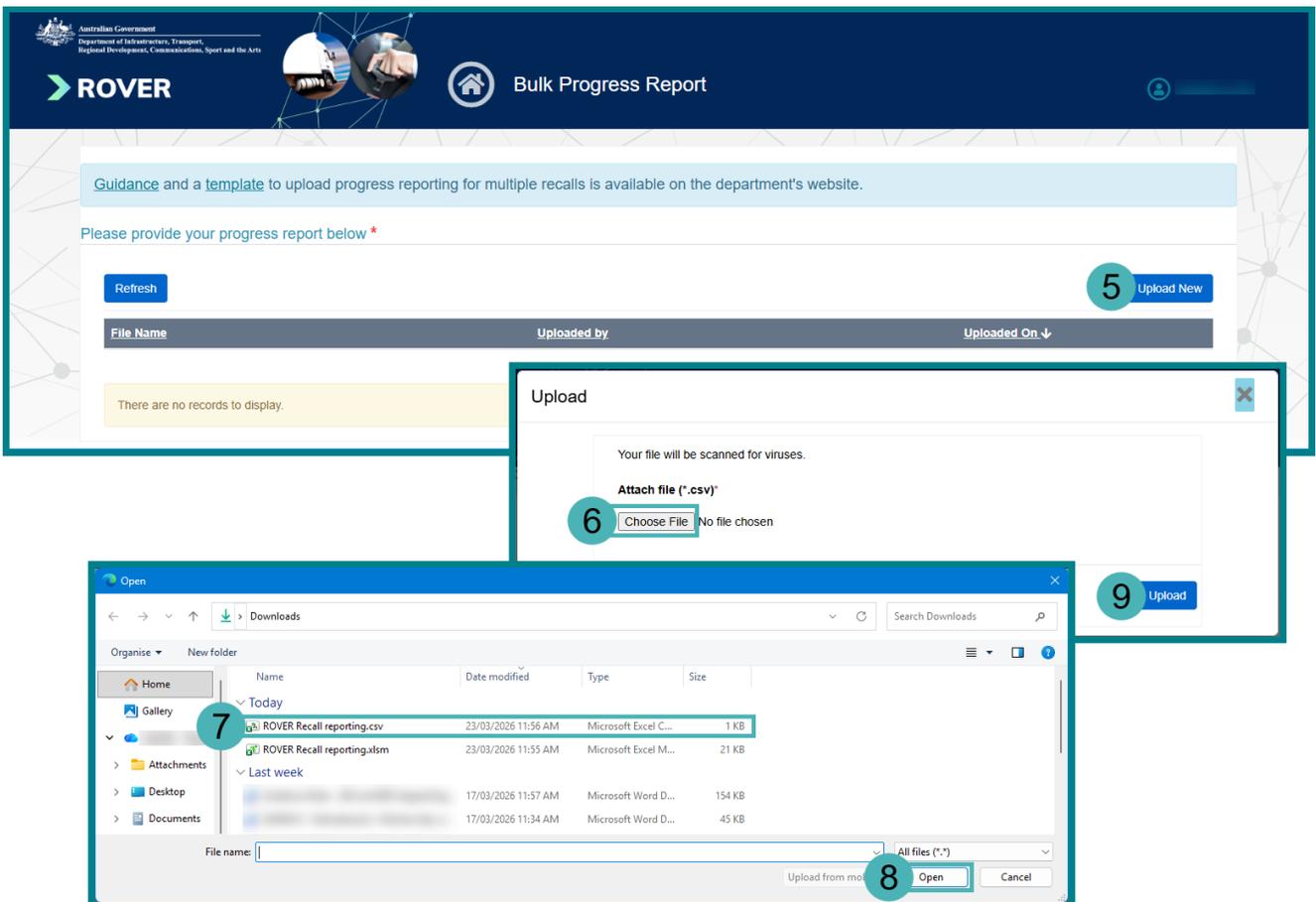
1. Open the file, enter the **Recall ID** and relevant reporting information into the other columns.
2. Select the **Save as a CSV** button.



- Open ROVER and select the **Recalls** icon.
- Select the **Submit bulk report** button.



- Select the **Upload New** button.
- Select the **Choose File** button.
- Select the saved CSV file from your device.
- Select the **Open** button.
- Select the **Upload** button.



- Select the **Submit** button.

## Further information

For further information, please visit [Vehicles | Department's website](#) or submit an online enquiry via the [Contact us—RVS | Department's website](#) page.

### Quick links

- [Welcome to ROVER](#)
- [Vehicle Recalls | Department's website](#)
- [Road Vehicle Standards legislation | Department's website](#)
- [RVS guides and resources | Department's website](#)
- [RVS legislation glossary of terms | Department's website](#)