

EROL user guide - environment reports

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Introduction

This document provides instructions for the use of EROL in submitting environmental reports to the Department of Primary Industries via the internet.

Please refer to the EROL Mineral, Coal or Petroleum user manual for more detailed descriptions of any of the steps below.

To apply for an EROL user account

1. Go to the [EROL home page](http://erol.minerals.nsw.gov.au) <http://erol.minerals.nsw.gov.au>.
2. Click "Exploration & Environmental Report Online Lodgement".
3. Click "Apply for an account".
4. Type your account application details.
5. Click "Submit Application".

To log in to EROL

1. Go to the [EROL home page](http://erol.minerals.nsw.gov.au) <http://erol.minerals.nsw.gov.au>.
2. Click "Exploration & Environmental Reports Online Lodgement".
3. Type your username and password.
4. Click "Login".

To prepare your report for submission

1. Once logged in, click "Prepare New Report for Submission".
2. In the Title Code drop-down list, select your title type.
3. In the Title Number field, type your title number.
4. In the Report Type drop-down list, select "Environmental".
5. Click "Continue".
6. On the new web page enter the required data into the appropriate fields.
7. Click "Continue".

To attach electronic files

Once a report has been prepared for submission, you will automatically be directed to the [Add New File](#) page.

Attachment rules:

- PDF preferred - no MSWord or Excel files

To attach a single file (max. size = 8 Mb each):

1. In the Digital File Description field, type a description of the file.
2. To complete the Attach Digital File field, click "Browse" and select the correct file from your computer. Click "Open".
3. Click "Save Prepared Report".

To attach multiple files (max. 10 files – 8 Mb total):

1. Click "Batch Upload Multiple Files".
2. For each file to be uploaded, click "Browse" and select the file from your computer. Click "Open".
3. Click "Upload Files".
4. On the new web page, if the files are correct, click "Close".
5. On the redisplayed [Add New File](#) page, click "Refresh File List".
6. In the Digital File Description field, type a description of the first file.
7. Click "Add Next Description" and type a description of this file into the Digital File Description field.
8. Repeat steps 5, 6 and 7 until all batch uploaded files have been described.
9. Click "Save Prepared Report".

Once a report has been saved, you will automatically be redirected to the [EROL home page](#).

To edit or submit saved reports

1. Log in to EROL.
2. Once logged in, click "Saved Reports".
3. Select your report from the list.
4. **Submit, edit or delete** reports or add files to the report by clicking on the buttons at the bottom of the page.

To edit & resubmit rejected reports

1. Log in to EROL.
2. Once logged in, click "Rejected Reports".
3. Select your report from the list.
4. Edit, delete or resubmit reports or add files to the report by clicking on the buttons at the bottom of the page.

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Disclaimer: The information contained in this publication is based on knowledge and understanding at the time of writing (May 2009). However, because of advances in knowledge, users are reminded of the need to ensure that information upon which they rely is up to date and to check currency of the information with the appropriate officer of New South Wales Department of Primary Industries or the user's independent adviser.