NHVR

Strategic Local Government Asset Assessment Project

Guide to Expressing Interest for SLGAAP via NHVR Portal

NHVR

nhvr.engagementhub.com.au

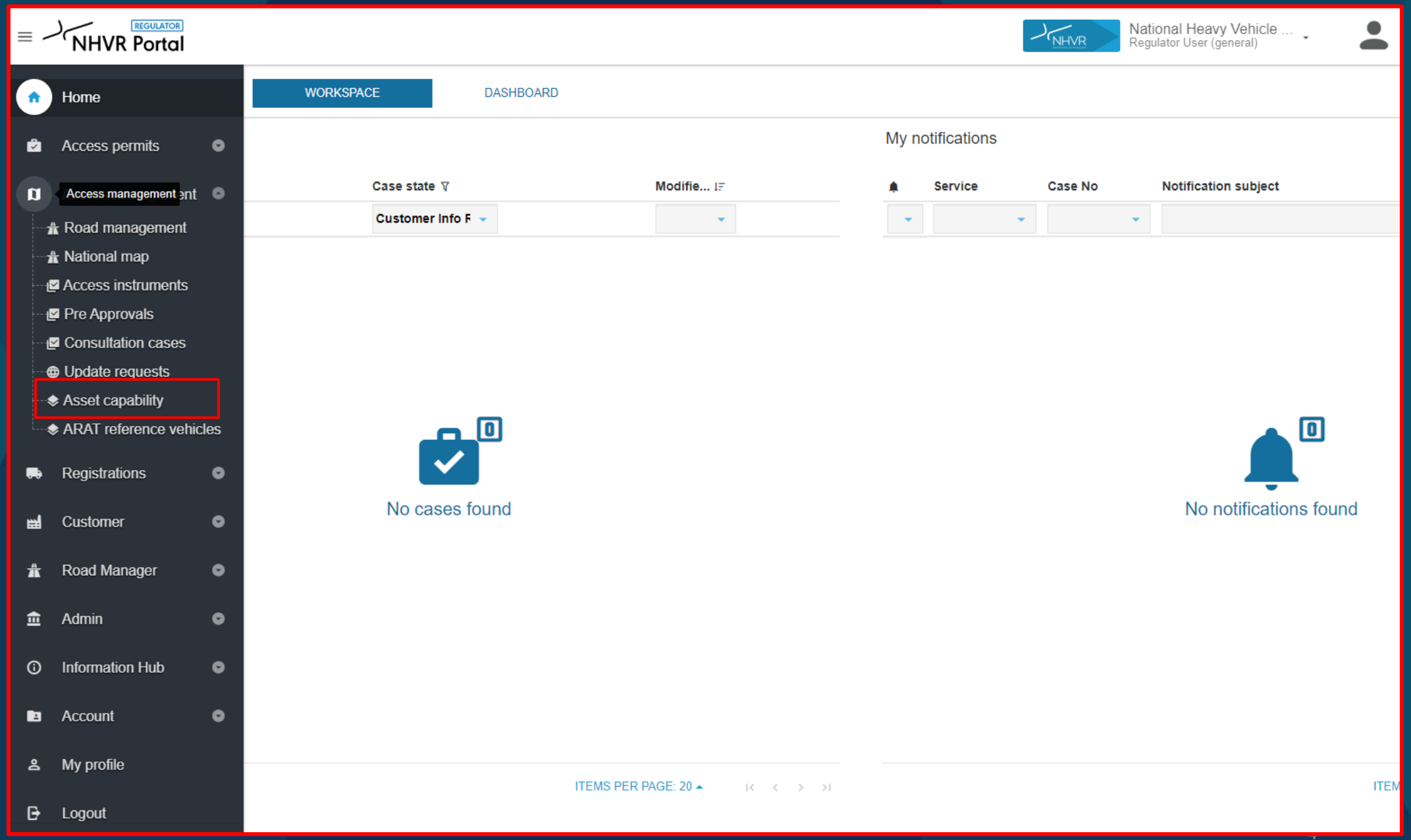
Asset Details

- ❑ Asset Name
- ❑ Asset Type (bridge or culvert)
- ❑ Road Manager Asset ID

*Refer next slide

Step-by-step guide

Step 1: Go to the Asset Capability Module in NHVR Portal

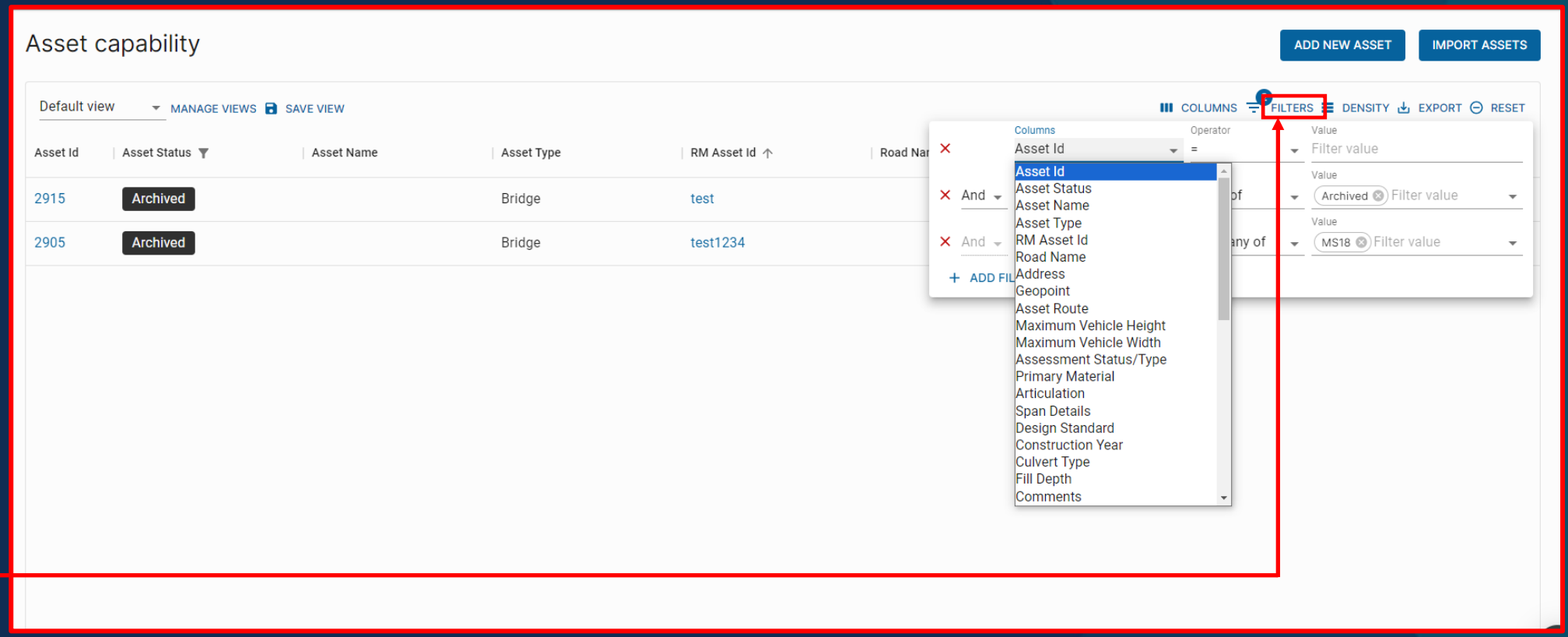


Step 2: Check if assets are already loaded within your LGA

- Is the asset already loaded within your Local Government Area account?

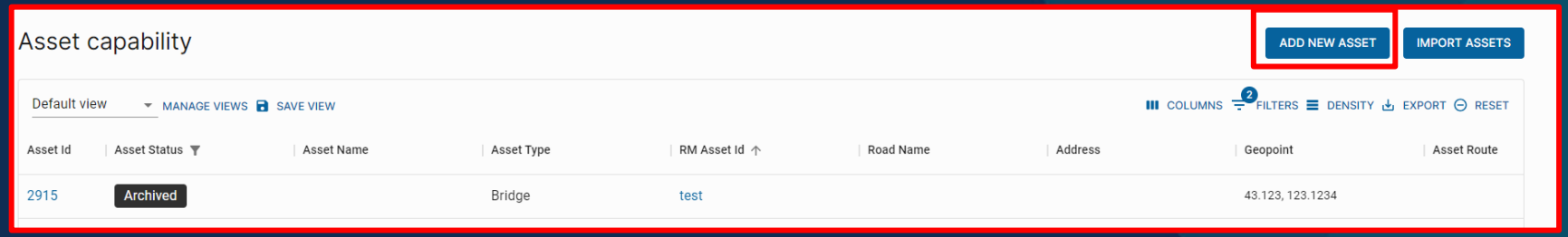
If **yes**, go to step 5
If **no**, go to step 3

Use filters to search for asset if required



Do you want to bulk upload your asset data?
If **yes**, go to 'Slide 8 – Bulk Upload'
If **no**, go to step 3 below

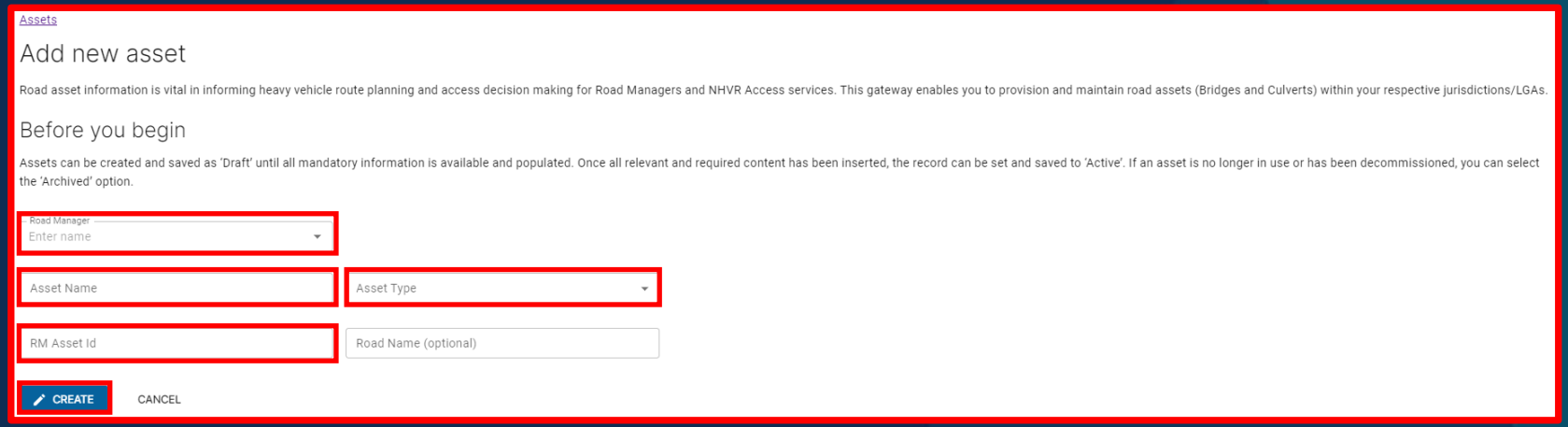
Step 3: Click add new asset



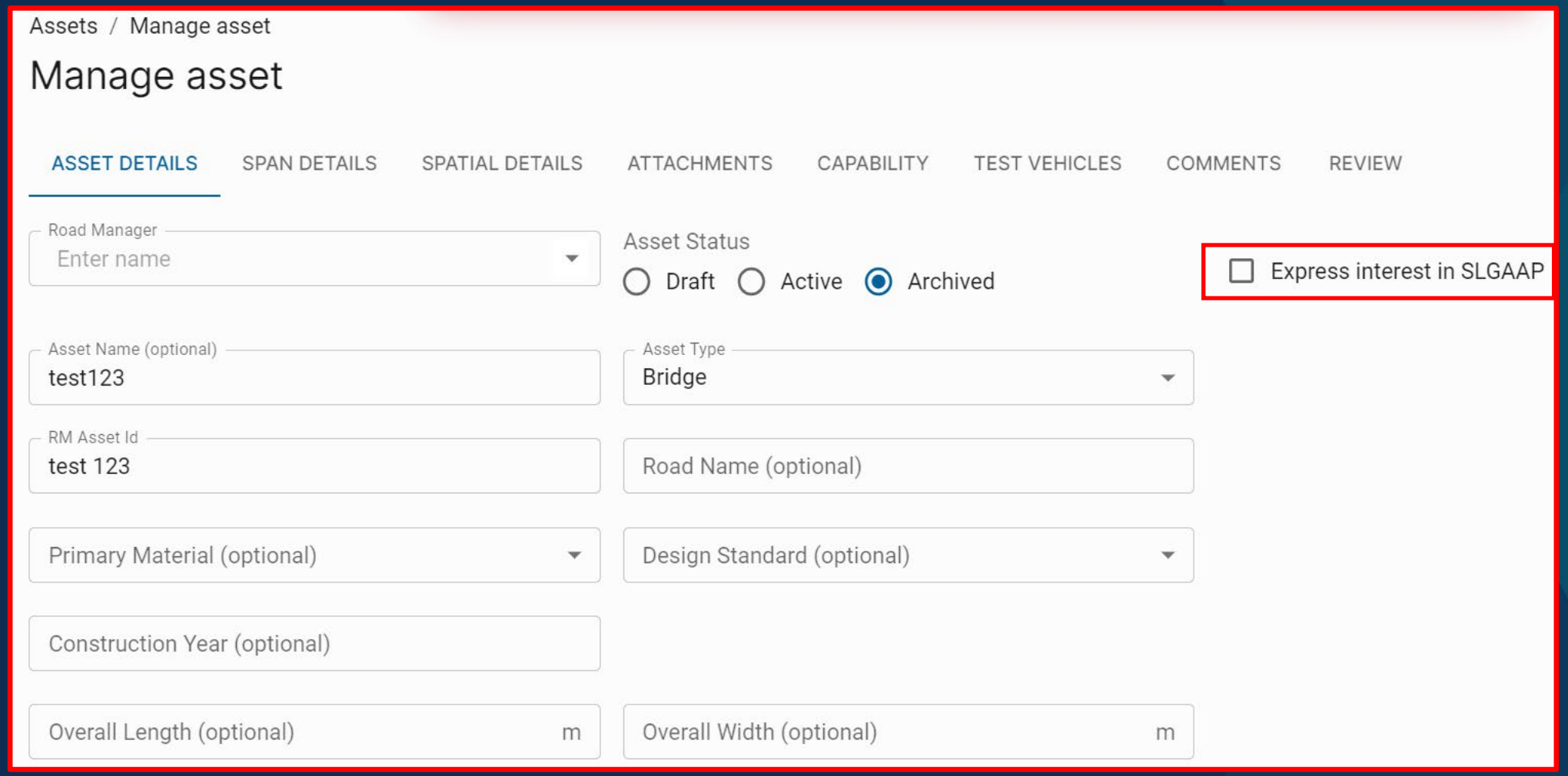
Step 4: Enter all required data fields within the New Asset Gateway and click create

- Required fields to create asset:

  Road manager name
  Asset name
  Asset Type (bridge/culvert)
  RM Asset ID

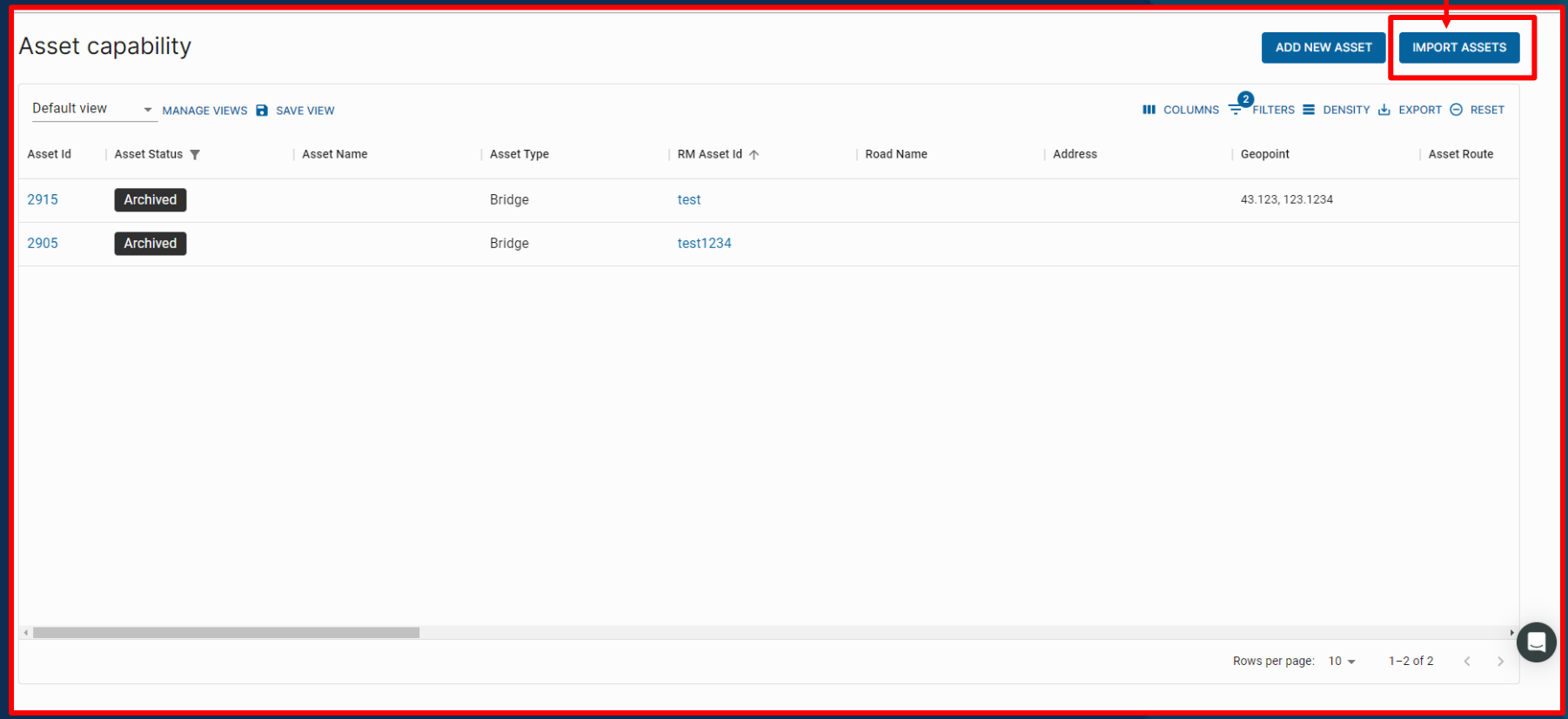


Step 5: Tick the ‘Express interest in SLGAAP’ button



Bulk Upload

Click ‘Import Assets’ to open data import tool

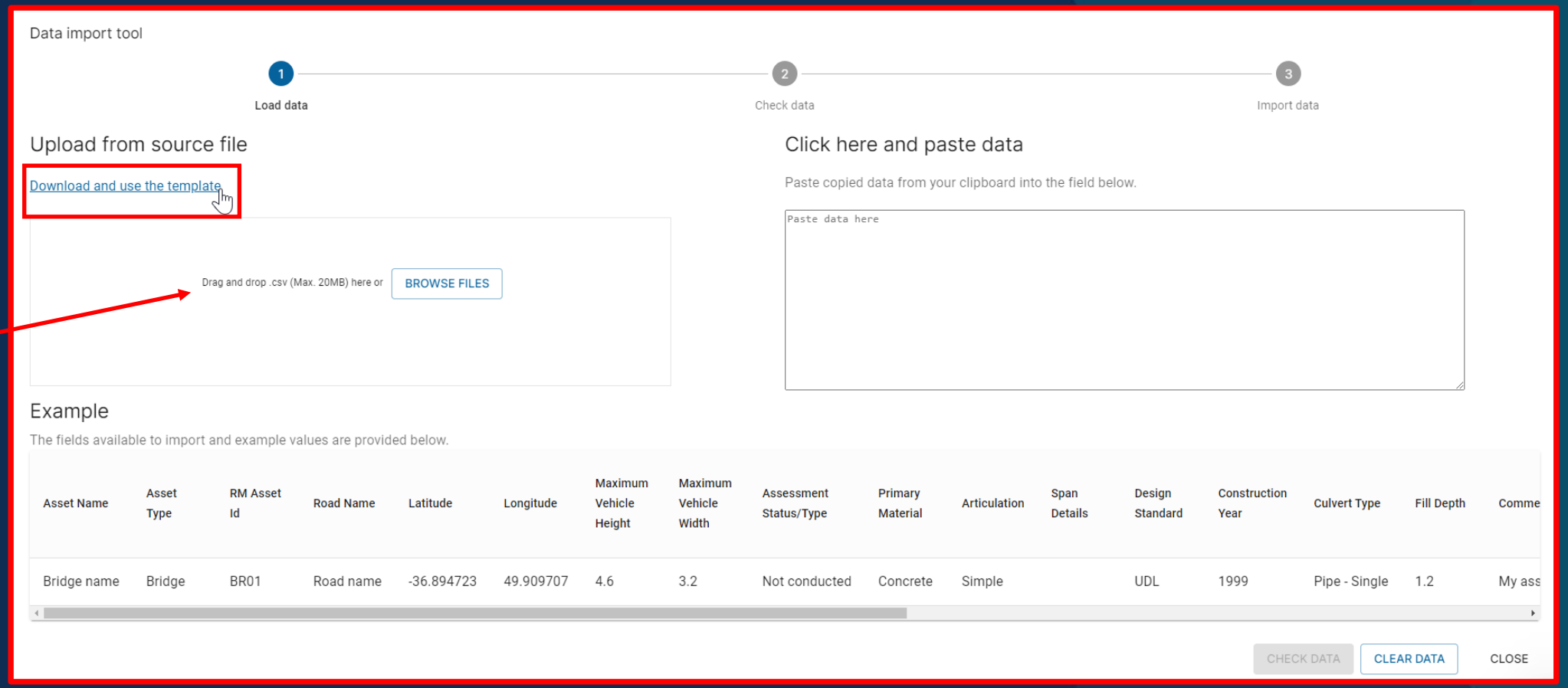


Bulk Upload

1. Download and complete the asset template

2. Upload completed template to data import tool

NOTE:
This section provides data examples/formats to follow

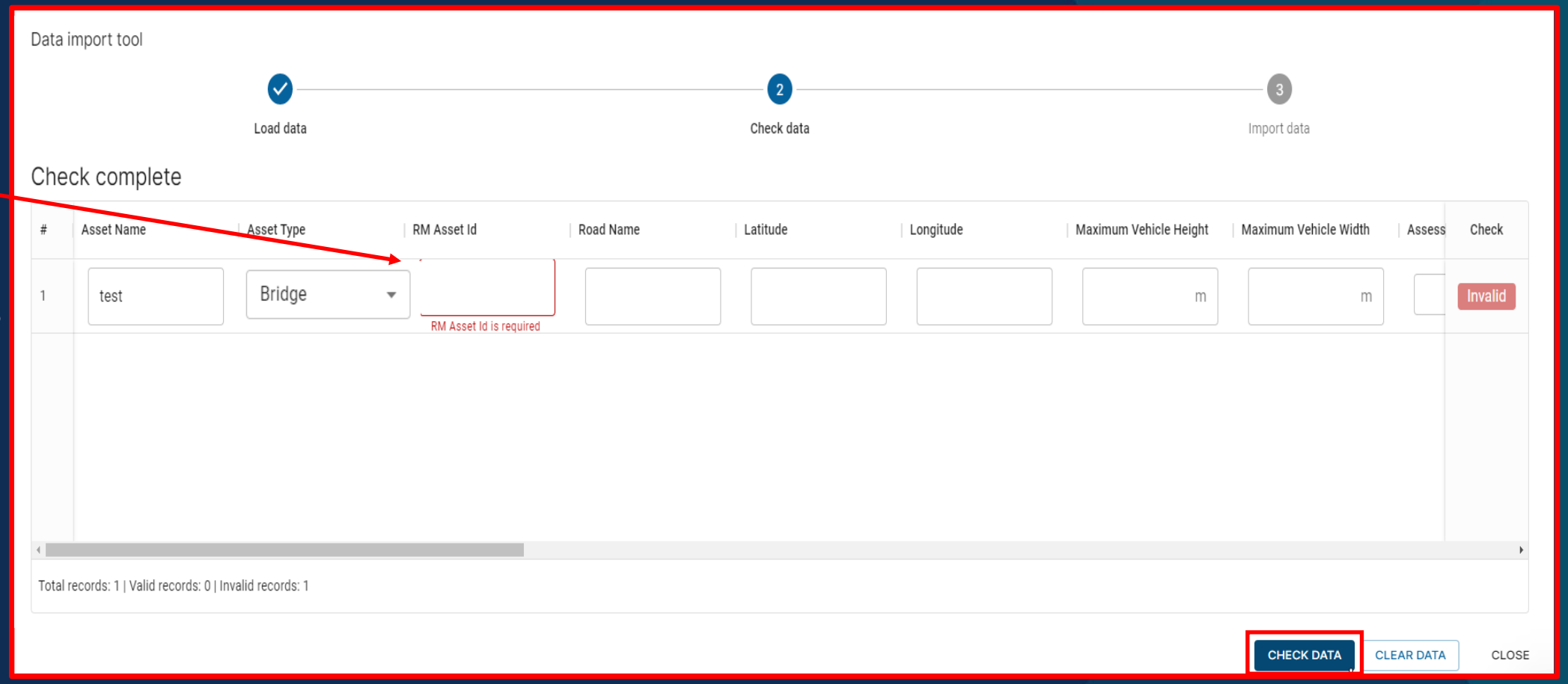


Bulk Upload

3. Click ‘Check Data’ to show any validation errors in red

4. Fix any data errors

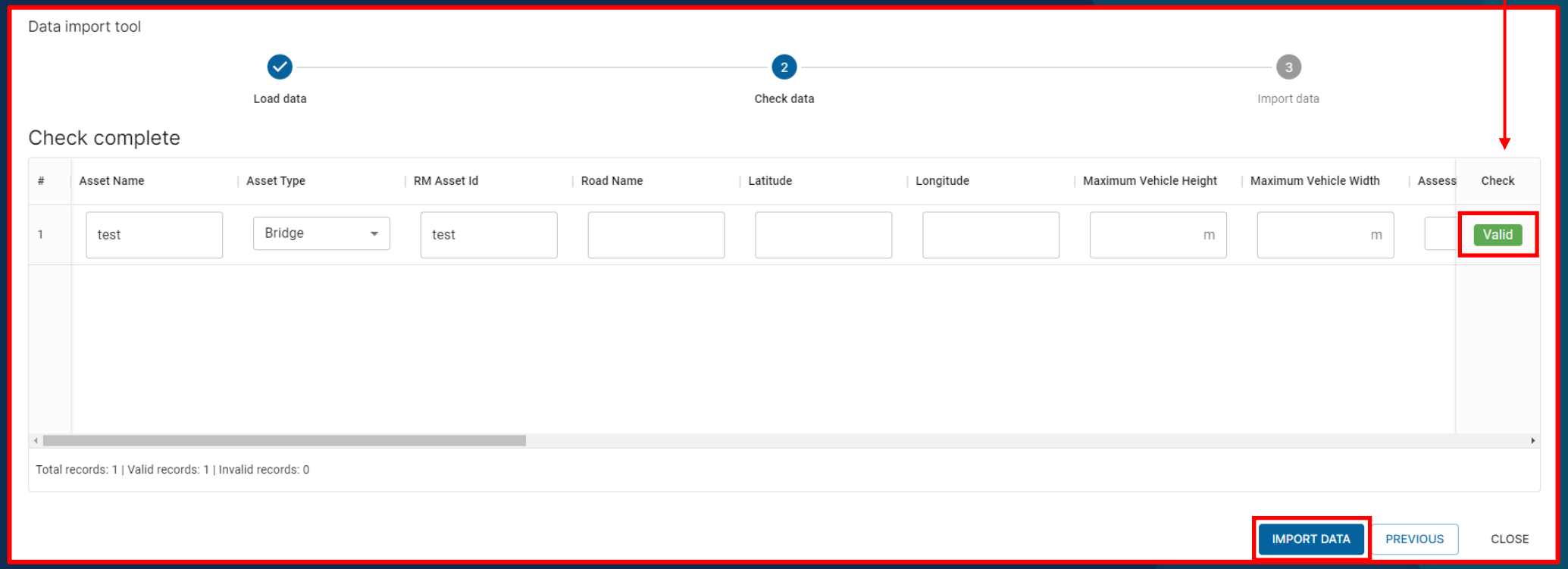
NOTE:
This section shows any data validation errors in red



Bulk Upload

5. Once data errors are fixed, green ‘valid’ box will display on right side

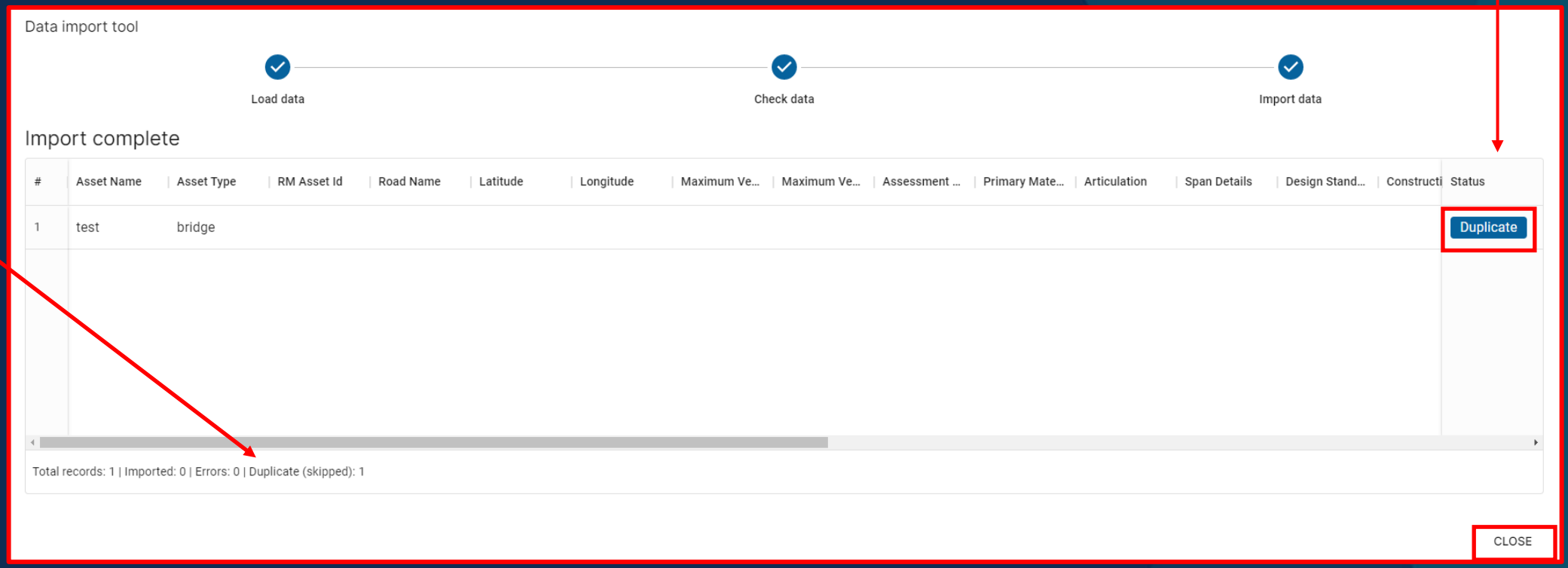
6. Click ‘Import Data’

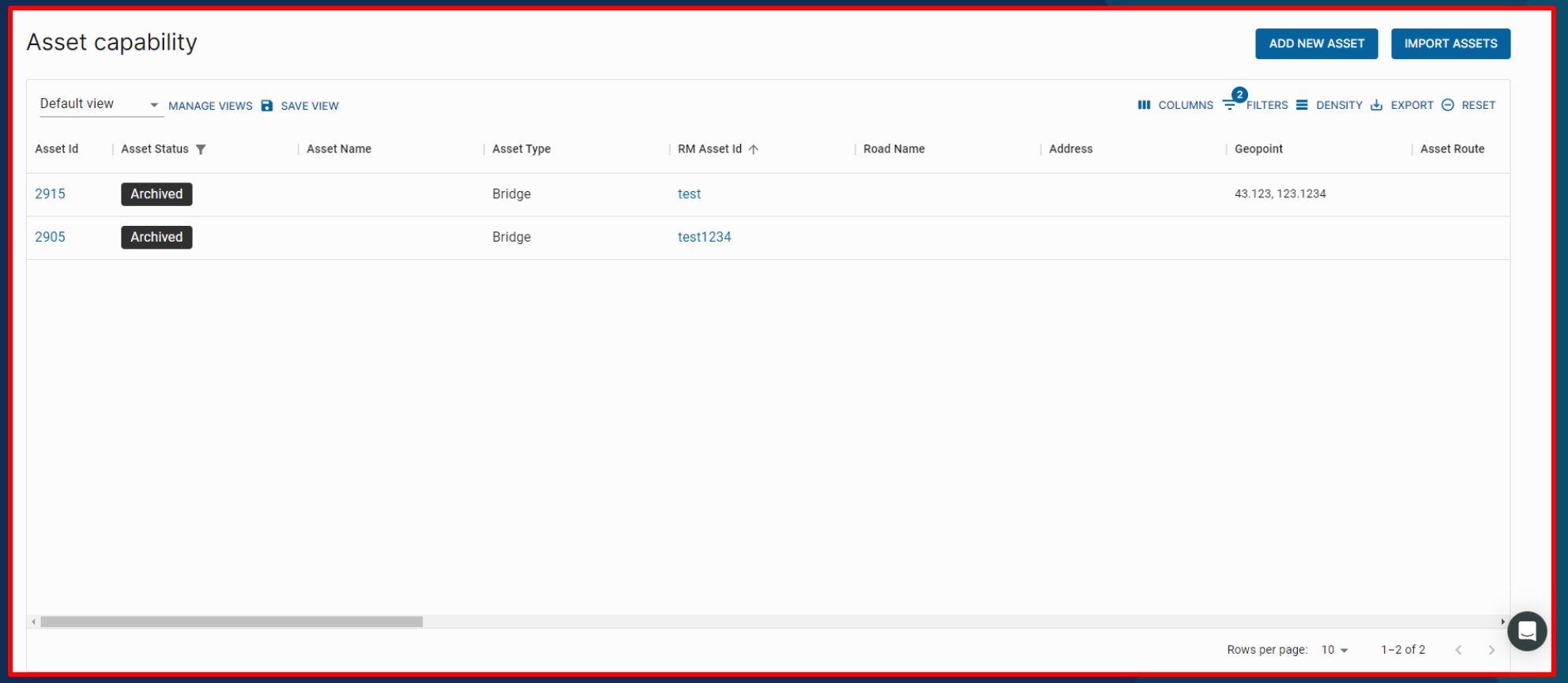


Bulk Upload

NOTE:
Any duplicate assets will be skipped.

7. Close the tool.



Bulk Upload

If you are happy with the bulk upload, click on each uploaded asset **ID** to open and express interest in SLGAAP (Step 5)