# Transcript: Complete a Technical Report on the RRAM Portal

Thank you for watching this tutorial video brought to you by Earth Resources Regulation at the Department of Jobs, Precincts and Regions. The Resource Rights Allocation and Management Portal – more commonly referred to as RRAM – provides an easy way to manage licence applications, renewals, fee payments and more all online.

In this video, I'm going to show you how to complete a technical report on the RRAM Portal.

Before we navigate to the RRAM Portal, I encourage you to reference the Earth Resources website at earthresources.vic.gov.au. On our “Legislation & regulations” webpage, you can examine legislation pertaining to Victoria’s earth resources. You can also review guidance materials and fact sheets regarding annual reporting. While you prepare your annual report on the RRAM Portal, utilizing the resources on our website can be helpful.

Now, let's move to the RRAM Portal and begin.

First, navigate to the RRAM Portal's webpage at https://rram.force.com. Input your username and password to log in.

If you do not recall your username or do not have access to the email address used at registration, please contact RRAM Support for assistance.

Once logged in, navigate to and click the “Tenements” tab near the top of the screen.

Locate the desired tenement in the tenement list.

If you do not see your tenement listed, select the “All Tenements” option in the “View” field above, and click the “Go!” button. Your tenement should now appear in the list.

Click on the number of the tenement you are reporting for this year.

At this point, you will be reviewing the tenement record. Near the top of the page, place your mouse pointer over the “Legislative Reports” hover link, and click on the “New Legislative Report” button.

The “New Legislative Report” page will appear. From the drop-down list for “Record Type of new record,” select the type of report you wish to create. We will select “Annual / Technical Report - Minerals.”

Click on the “Continue” button.

The “Legislative Report Edit” page will appear.

Input the appropriate information into the report, including the mandatory reporting period and “Type of Report” information.

To attach appropriate files before submission, you will first save the report. Do not place a check in the “Submit This Report” box nor the “I agree” box. We will mark the boxes after we add our attachments.

For now, click the “Save” button.

With the report saved, place your mouse pointer over the “Notes & Attachments” hover link and click on the “Attach File” button.

The “Attach File” page will appear. Click the “Choose File” button. Locate the file you wish to attach and click the “Open” button. Now, click the “Attach File” button. The RRAM Portal will now attach your file.

Click the “Done” button to return to the legislative report.

The file will now be listed in the “Notes & Attachments” list on the report.

Please note that if your files are too large to attach to the report, meaning greater than 25 megabytes for a single file, please contact GSV for assistance at gsv.mineraltenements@ecodev.vic.gov.au.

We are now ready to submit the report.

Click the “Edit” button near the top of the page on the report.

Near the bottom of the page, the “Submission” and “Terms and Conditions” sections will appear. Place a check in the “Submit This Report” box and the “I agree” box after you have reviewed the terms and conditions. Click the “Save” button.

Great job! You have submitted the technical report.

We hope you appreciate this tutorial video. If you need assistance beyond the content of this video, please contact us via email at RRAM.Support@ecodev.vic.gov.au. You can also contact us at 0436 627 407. Thank you.