



MARS Portal User Guide Activation and Submission Preparation

MARS | Queensland Reconstruction Authority

The *Management and Reporting System (MARS)* is a product of the Queensland Reconstruction Authority.

Document details

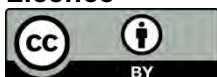
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Copies

Copies of this publication are available on our website at www.qldreconstruction.org.au/funding/mars

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Table of contents

1 Introduction	4
2 Login and navigate around MARS.....	5
2.1 Login to MARS	5
2.2 Navigating around MARS.....	6
3 Activations and events	8
3.1 Request activation.....	8
3.2 Updating an activation request.....	9
3.3 View activated events	10
4 Preparing your submission.....	11
4.1 Create a submission	11
4.1.1 Add supporting documents at the submission level.....	13
4.2 Populate a submission	15
4.2.1 Import line item(s)	17
4.2.2 Manually add a line item	18
4.2.3 Bulk photo upload	19
4.2.4 Manually add photos to a line item	22
4.3 Modify views and columns	24
4.4 Move line items to a submission	26
4.5 Validate data quality	27
4.5.1 Addressing validation messages	30
4.5.2 Validation report.....	32
4.6 Lodgement	33
5 Responding to queries	36
6 Managing submission data in unassigned line items tab.....	38
6.1 Unassigned line items tab	38
7 Glossary.....	39
7.1 Line item - notification	39
7.2 Submission - lodgement restrictions	39
7.3 Submission - lodgement warnings	40

1 Introduction

Background	The Management and Reporting System (MARS) was developed by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications. The system aims to improve efficiency in requesting and activating disaster funding, as well as lodging and assessing funding submissions for disaster events occurring from 1 November 2018.
Purpose	The purpose of this document is to guide the user through key activities for activation and submission preparation in the MARS Portal.
Audience	This user guide is intended for MARS Portal users in an applicant organisation, i.e. the resources most likely to build or lodge a Disaster Recovery Funding Arrangements (DRFA) submission.
Pre-requisites	<p>This user guide has been designed with a focus on system functionality, and assumes that users have:</p> <ul style="list-style-type: none"> • basic PC skills • basic knowledge of Microsoft applications • an understanding of the DRFA.

2 Login and navigate around MARS

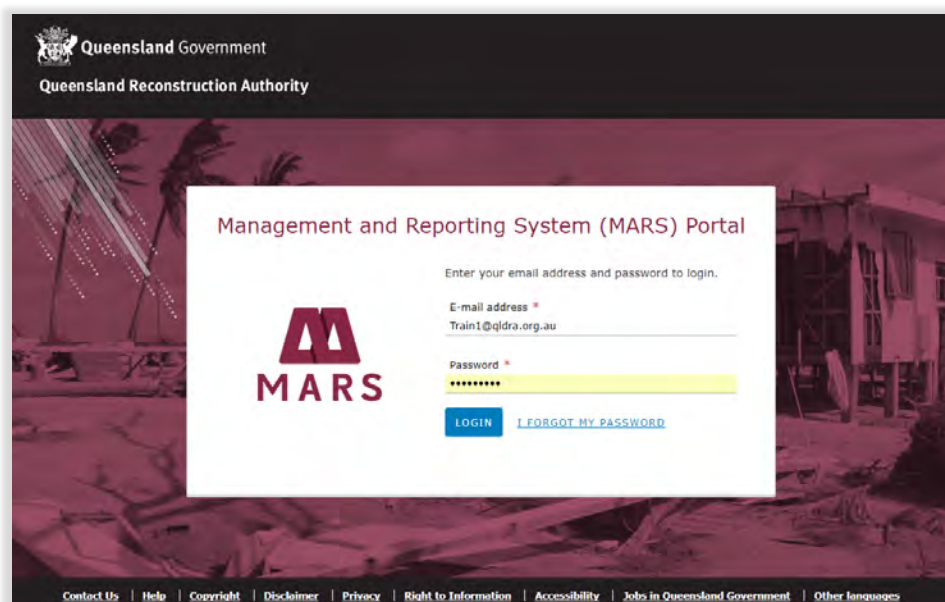
2.1 Login to MARS

Open the Chrome browser. MARS works best in Chrome, but can also be used in Internet Explorer (IE).



To navigate to the MARS Portal, type the web address (URL) into the browser. This can be located on the QRA website, and will also be provided to newly registered users. If you are not a registered user, please refer to the QRA website to access a user registration request form.

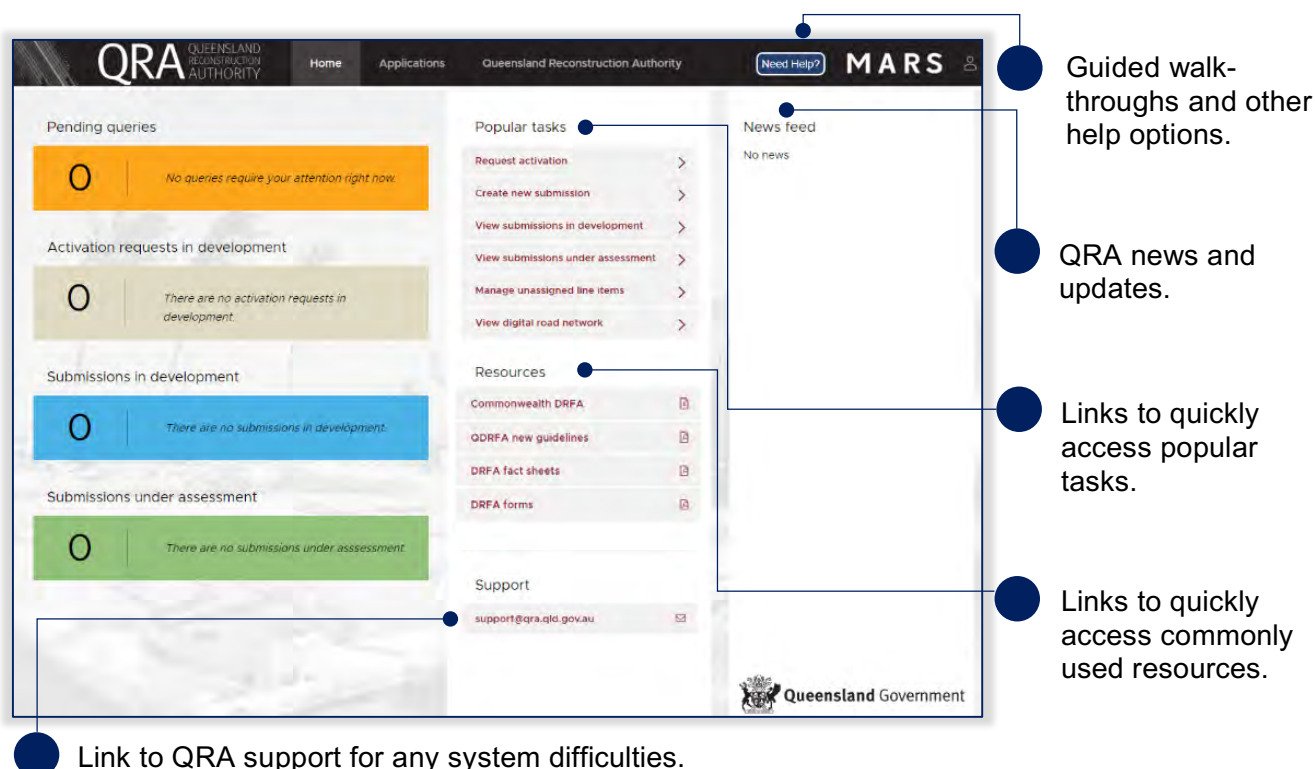
Enter login details, then click **login**.

The screenshot shows the login page for the Management and Reporting System (MARS) Portal. At the top, it says "Queensland Government" and "Queensland Reconstruction Authority". The main heading is "Management and Reporting System (MARS) Portal". Below this, it says "Enter your email address and password to login." There are two input fields: "E-mail address *" with the text "Train1@qldra.org.au" and "Password *" with a masked password "*****". Below the password field is a blue "LOGIN" button and a link that says "I FORGOT MY PASSWORD". The background of the page shows a damaged building and palm trees. At the bottom, there is a footer with links: "Contact Us", "Help", "Copyright", "Disclaimer", "Privacy", "Right to Information", "Accessibility", "Jobs in Queensland Government", and "Other languages".

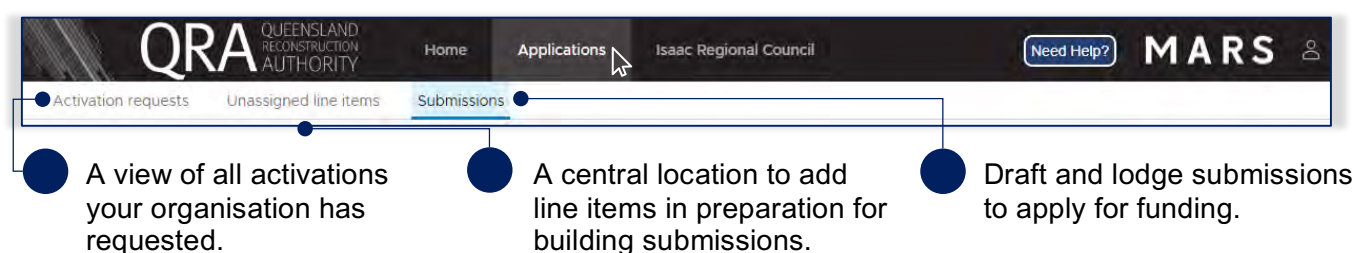
If this is your first time accessing the MARS Portal, it is recommended you follow the prompt to **take a tour of MARS**.

2.2 Navigating around MARS

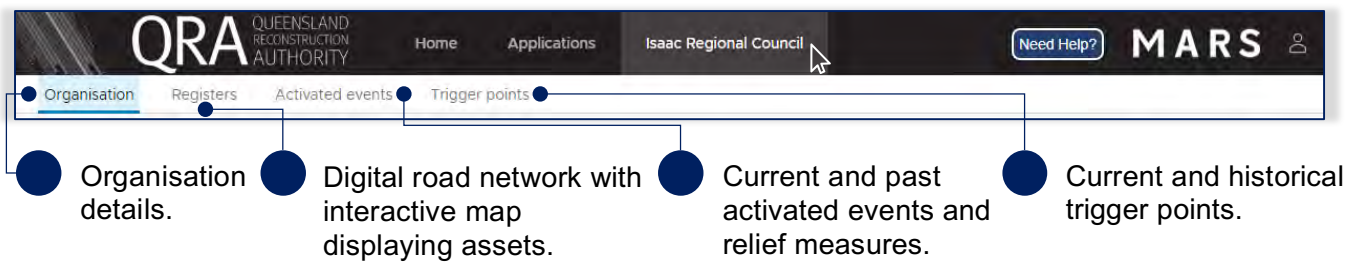
The landing page displays a dashboard of current activity, news, general resources and links to common tasks.




Clicking **applications** on the navigation bar will display the tabs shown below.



Clicking the **organisation name** on the navigation bar will display the tabs shown below.



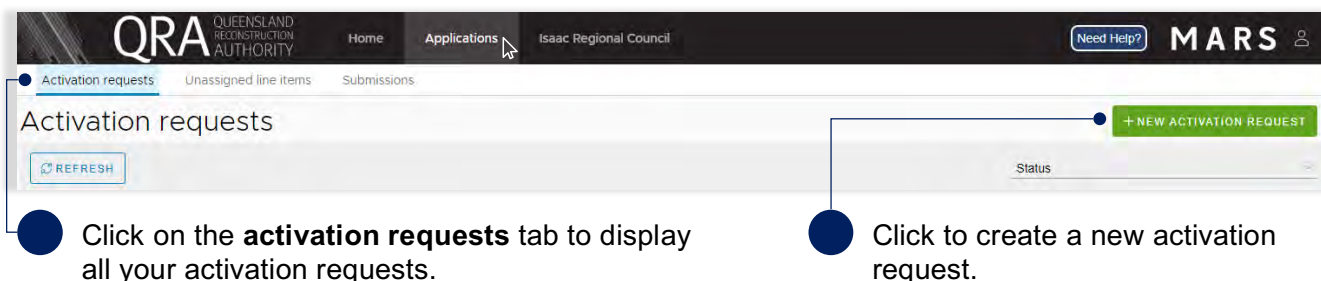
To update **organisation** details, please contact Support@gra.qld.gov.au.

 The digital road network is the most recent data provided to QRA by each organisation.

3 Activations and events

3.1 Request activation

Organisations can request activation for relief measures in relation to a disaster event. The image below shows how to request and view activations by your organisation.



Creating a **new activation request** will display a form. Complete all the fields in the form, as shown below.

3.2 Updating an activation request

Once an activation request has been saved, it will be displayed in the list on the **activation requests** tab.

Activation requests

+ NEW ACTIVATION REQUEST

REFRESH

Status

This page provides a status of the activation request for the Event, you can see the status of each activation here.

Sequence no.	Request event type	Event start date	Event end date	Request status
39	Severe storm	Jul 3, 2018	Jul 3, 2018	Draft

Click to view, edit, lodge or withdraw request details.

Current status of the activation request.

The image below shows available options once the activation request has been saved and in draft.

WITHDRAW SAVE LODGE

Supporting documents (1)

+ ADD DOCUMENTS

#	File name	Description	Uploaded date	Actions
1	Activation Request Isaac June 18.docx (11 KB)	Supporting documents	22-08-2018	DOWNLOAD DELETE

Update required fields and click to lodge the activation request.

Click to withdraw the activation request. An activation request can still be withdrawn after being **lodged**.

Once in **draft**, supporting documents can be attached to the activation request.

Changes can be made to an activation request after lodgement to provide additional information or request additional relief measures. Click the activation request to view it.

Activation requests

Unassigned line items Submissions

Activation requests » #39 Lodged

WITHDRAW EDIT

Click on the activation request header to return to the activation list page.

Click the edit button to update the request.

Update details as required and click the **re-lodge** button to send the updated activation request to QRA. Alternatively, click the **cancel editing** button to cancel changes made.

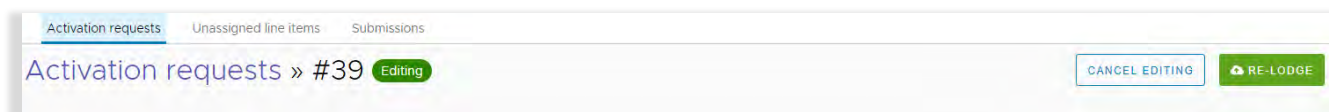


Table 1 Activation request status definitions

Status	Definition
Draft	The request is still with the organisation and has not been lodged with QRA.
Lodged	The request is with QRA and is under assessment.
Awaiting additional information	QRA requires additional information in order to complete the assessment and has requested the information from the organisation.
Withdrawn	The request has been withdrawn by the organisation.
Declined	The request has been declined by QRA.



For additional guidance, refer to **my activations** in the **need help?** menu.

3.3 View activated events

Once an event has been activated, all related requests and their status will be available in MARS. They can be viewed in the **activated events** tab where the status of all activations are listed by relief measure and grouped by financial year.

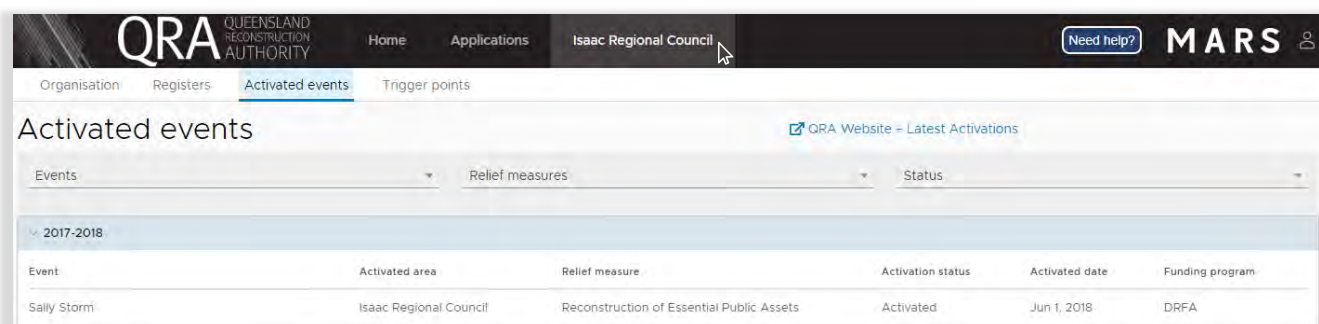


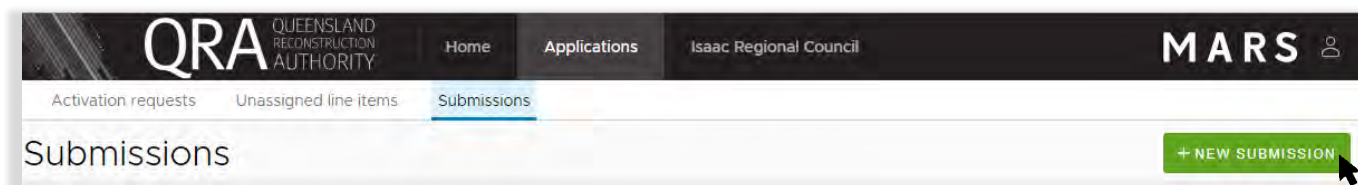
Table 2 Relief measure activation status

Status	Definition
Activated	Relief measure has been activated for the requested local government area for the eligible disaster event.
Under review	Request to activate is currently being reviewed and assessed by QRA.
Declined	Request to activate the relief measure has been declined.

4 Preparing your submission

4.1 Create a submission

Navigate to **applications** in the navigation bar and the **submissions** tab to view all submissions that have been created by your organisation. To create a submission click the **new submission** button as shown below.



Creating a **new submission** will display the following pop-up window. Complete all required fields as shown below.



For demonstration purposes only, a Reconstruction of Essential Public Asset submission is illustrated in this user guide.

New submission

Event * Sally Storm

Submission type * Reconstruction of Essential Public Assets

Organisation reference * South East Sub 1

Expenditure type Estimates

Description Gravel Road damage

* Required fields.

CANCEL SAVE

All fields marked with a * are required to save.



For submissions created by Department of Transport and Main Roads or organisations with more than one benchmark region, an additional field will display to capture the benchmark region/district related to that submission.

Once your new draft submission has been saved, the submission details will display, as shown below.

The screenshot displays the 'Submissions' page for a draft submission (DRAFT: 000001) in development. The page is divided into several sections:

- Navigation:** A sidebar on the left allows users to navigate between 'Details', 'Line items (0)', 'Validation check' (indicated by a red dot), and 'Lodgement'.
- Submission Details:** A central form containing fields for:
 - Event * (Sally Storm)
 - Submission type * (Reconstruction of Essential Public Assets)
 - Organisation reference * (South East Sub 1)
 - Expenditure type * (Estimates)
 - Submission contact ** (Select contact ...)
 - Construction start date (If construction has commenced provide the actual start date)
 - Submission description (Gravel Road damage)
 - A checkbox for 'All evidence to support this claim has been provided'.
 - A section for 'Supporting evidence alternate lodgement method' with a note: 'If all supporting evidence is not included in this submission, please advise an alternate lodgement method for providing supporting evidence, e.g. USB'.
- Supporting Documents:** A section on the right titled 'Supporting documents (0)' with an '+ ADD DOCUMENTS' button. It includes instructions: 'Documents attached here are in addition to your submission form and photos, e.g. general ledger, engineering report. Go to the line items page to import a submission form and upload asset photos.'
- Actions:** At the top right, there are buttons for 'DELETE', 'SAVE', and 'PRINT'.

Four callouts with blue circles point to specific features:

- Callout 1:** Navigate between the **details, line items, validation checks** and **lodgement** pages.
- Callout 2:** Click to **save** updates.
- Callout 3:** Supporting documents for submission can be attached.
- Callout 4:** Option to print, sign and attach the submission if the authorised person wishes to sign a hard copy.



For submissions created by Department of Transport and Main Roads an additional field will display to capture the local government areas included in the submission.

4.1.1 Add supporting documents at the submission level

Supporting documents that relate to the whole submission can be added to a draft submission. Add supporting documents by clicking the **add documents** button, as shown below. Non jpeg line item evidence should also be uploaded at the submission level, clearly referenced to the relevant line item e.g. videos, inspection reports and geotechnical reports.

Unassigned line items Submissions

Submissions » DRAFT: 000001 in development DELETE SAVE PRINT

Details

Event * Sally Storm

Submission type ** Restoration of Essential Public Assets

Organisation reference * South East Sub 2

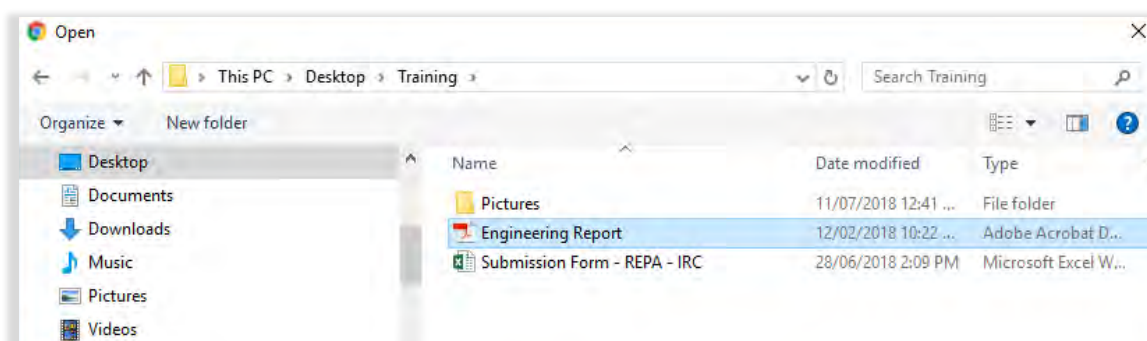
Supporting documents (0) + ADD DOCUMENTS

No documents to display



Please note, all photo evidence relating to a specific location should be attached to the relevant line item on the **line items** page.

Select and attach the supporting document as per standard Microsoft application.



Click **I agree** to confirm your understanding of the advisory message.

Acknowledgement

I understand that all documents attached to this submission will be removed from the portal after lodgement and stored within QRA's Record Management System.

CANCEL I AGREE

Further details are required before the supporting document is uploaded, as shown below.

Document details

Engineering Report.PDF

Document type: Engineering report

Description: Damage report

Business case
Certification
Cover letter and submission documents
Engineering report
General ledger
Tax invoice
Video
Other

PROCEED

Select the type of document from the drop down menu.

Type a description of the document and click **proceed** to continue.

Once the file is uploaded, the document is displayed as shown below.

Supporting documents (1)

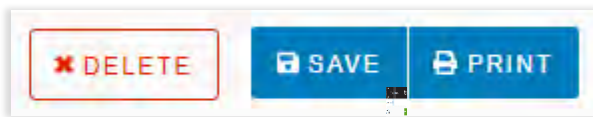
+ ADD DOCUMENTS

#	File name	Document type	Description	Uploaded date	Actions
1	Engineering Report.PDF (234 KB)	Engineering report	Damage report	22-08-2018	DOWNLOAD DELETE

Click **download** to view document.

Click **delete** to remove document.

Click **save**, as shown below.



For additional guidance, refer to **my submissions** in the **need help?** menu.

4.2 Populate a submission

The image below shows a view of the **line items** page and basic navigation options.

Submission views

Command bar

Interactive map

Line item grid

Map widgets

Submission details

References		Asset details	
Id	# Phot...	Pre e...	Post ...
No Rows To Show			

Table 3 Submission view options











Submission views	Definition
	Split screen between photos, map and line items
	Full screen display of photos and map
	Full screen display of line items
	Pop-out screen of photos and map

Table 4 Map widget options

Map widgets	Definition
	Photo toggle – past photos uploaded in MARS can be toggled on/off (show/hide).
	Photo filter – filter photos by photo type e.g. pre-event, post-event
	Map layers – show/hide a map layer e.g. chainage, suburbs, fishways
	Base maps – change the base map e.g. satellite imagery, topography
	Measurement tools – measure distance or area between points, select a point on the map and see its coordinates
	Map legend – displays the symbols and detail about the information displayed on the map

4.2.1 Import line item(s)

Organisations can import line items into MARS using an Excel submission form that has already been populated. This is the most appropriate option if you already use software that automatically populates the Excel submission form, or if you prefer to build your submission offline.

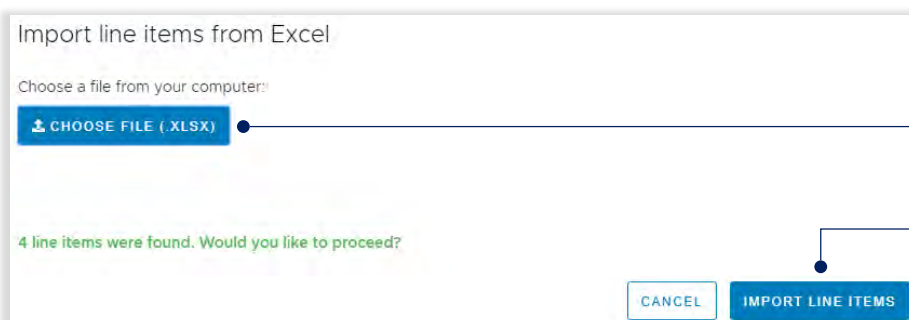
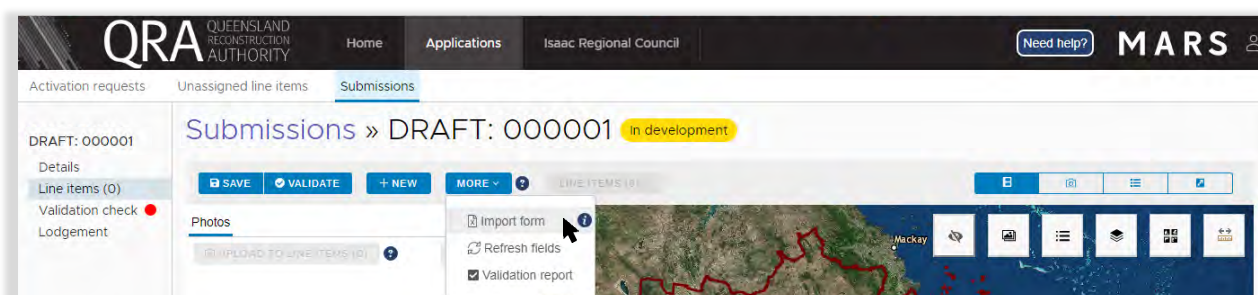
The following submission forms can be directly imported into MARS:

- Reconstruction of Essential Public Assets (REPA)
- Immediate Reconstruction Works (IRW)
- Emergency Works (EW)
- Counter Disaster Operations (CDO)



Excel submission forms and an overview of submission types can be found on QRA's website, or requested from your Regional Liaison Officer. Please ensure you are accessing the latest versions.

The images below show how to import an Excel submission form.



Click to attach a document as per standard Microsoft applications.

Click to import.

During the import, four key data quality checks automatically occur:

1. The Excel form being imported is correct for the submission type.
2. The organisation name on the import form is the same as the organisation selected.
3. Treatments in the Excel form are the same as the treatments in the system.
4. The asset listed on the form is a registered asset for that organisation.

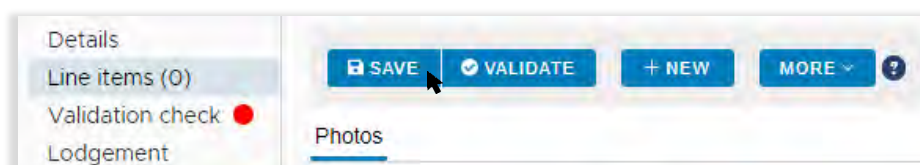
After import, the line item grid should look similar to the image below.



Notification...	Validations	# Phot...	Pre e...	Post ...	Com...	Type	Name	Number	Road width (m)	Site name	Descripti
	Validations Incomplete			8,700.jpg 8,900.jpg 9,111.jpg		Road - gravel	Barmount Road	70	6.00	1	Road 6m, D
	Validations Incomplete			8,700.jpg 8,900.jpg 9,111.jpg		Road - gravel	Barmount Road	70	6.00	2	Erosic roads

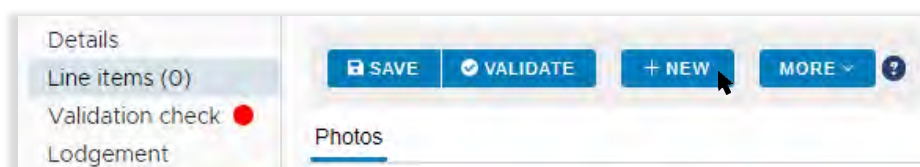
Line items are displayed in ***bold and italics*** to illustrate that a change has been made and must be saved.

In the command bar click the **save** button to continue as shown below.

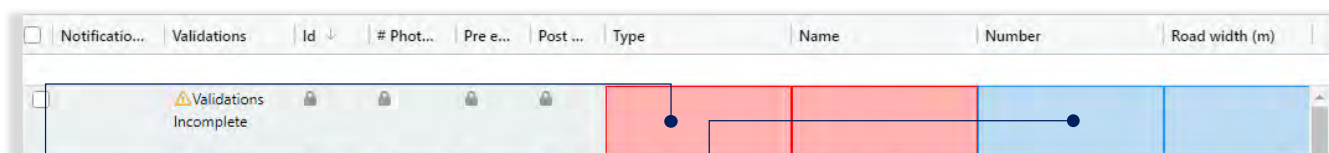


4.2.2 Manually add a line item

To manually add a line item to a submission, click on the **new** button, as shown below.



A new line will be visible at the top of the line item grid, as shown below.

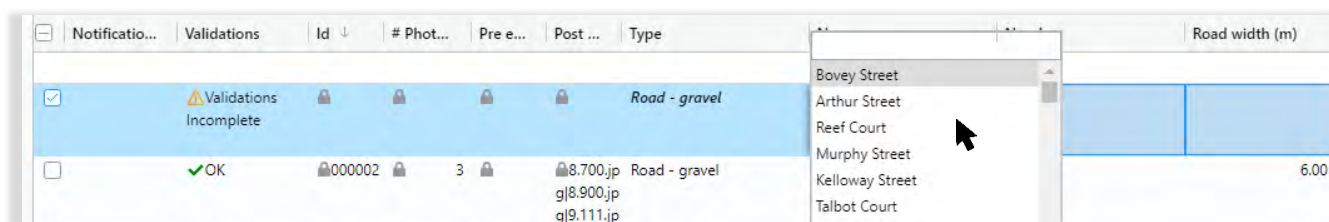


Notification...	Validations	Id ↓	# Phot...	Pre e...	Post ...	Type	Name	Number	Road width (m)
	Validations Incomplete								

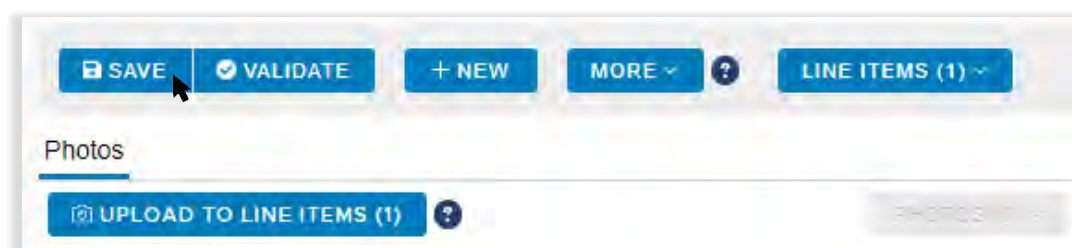
Red fields are required to save the submission.

Blue fields are recommended. If not included here, it is likely that QRA will request this information during assessment.

To populate a required field with a drop-down menu, double click and select an asset. Alternatively, start typing in the field to filter options, as shown below.



Once all required fields are entered, click **save** to update changes, as shown below.



When a new line item is saved, it will display at the bottom of the grid. All line items have a unique Id and are displayed in ascending order.

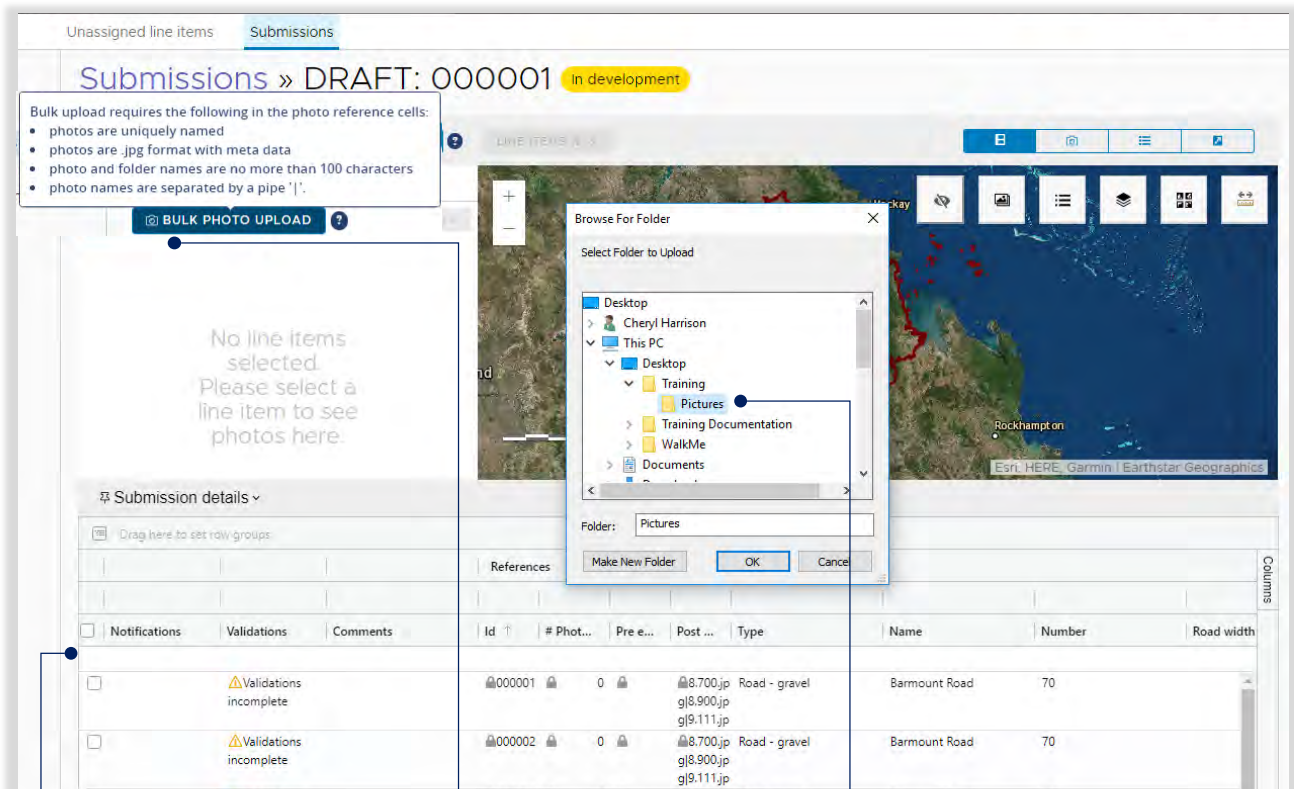
4.2.3 Bulk photo upload

Photos can be automatically assigned to line items in MARS based on the information provided in the photo reference columns on the Excel submission form. After upload, photos are available to view on the map. The requirements for the bulk photo upload are as follows:

- Photo names must be captured in the photo reference fields (pre/post/completion) on the relevant line item in the Excel submission form before the form is imported.
- The cell may contain several photo names, with each name separated by the | (pipe) symbol within the cell (any spaces between the pipes are treated as part of the file name).
- Photos must be in *jpg* format and are case sensitive.
- Photos must be uniquely named i.e. one unique file name per photo.
- Each file name must be less than 100 characters.

If using software that automatically populates the Excel submission form, ensure the software can insert photo names in the relevant cell as described above. If populating an Excel submission form manually, talk to your RLO about minimising manual effort by just inserting a folder name per line. QRA has developed a photo name conversion plug-in to convert a folder name into the required format.

The following image displays the process of uploading multiple photos using the **bulk photo upload** button. This function is only available when no line items are selected.



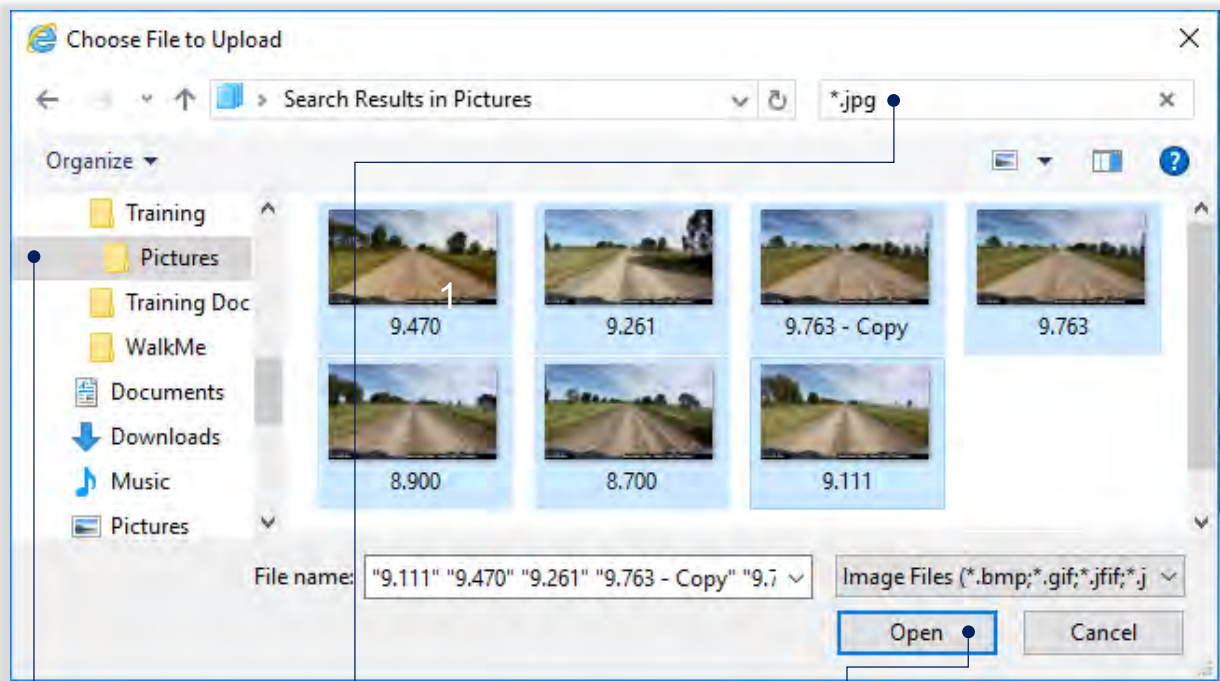
Ensure no individual line items are selected.

Select the **bulk photo upload** button.


Select the parent folder that stores the photo files.

Internet browser

MARS works best in Google Chrome, but is also supported by Internet Explorer (IE). When selecting bulk upload in IE, the below image will be shown. If multiple folders exist, open the parent folder, type *.jpg into the search field, select all the photos (Ctrl A) and click open as shown below.



- 1 Select the parent folder.
- 2 Type *.jpg into the search field to extract all folders/files.
- 3 Select all (Ctrl A) and click **open**.

 If all photos are in the parent folder the search step is not required.

Once the photo file has been selected, the below pop-up will provide a summary of the photos to be uploaded. Only photos with a known reference (from the Excel submission form) will be imported.



- Number of photos uploading.
- Number of photo references in the columns.
- Click to upload the selected photos.

The photos are uploaded and assigned to their referenced line items. Selecting an individual line item will display further information. The interactive photo display zooms in to the selected asset and the damaged area will display in orange on the map, along with the photos, as shown below.

The screenshot displays the 'Submissions' page for 'DRAFT: 000001' in development. It features a map view with a red line indicating a road segment. On the left, there's a 'Photos' section with two uploaded photos: '8.700.jpg' and '8.900.jpg', both labeled 'PostEvent' and 'IRC - Lotus Creek'. Below this is a 'Submission details' section. At the bottom, a table lists line items with columns for Notifications, Validations, Comments, Id, # Photos, Pre event photos, Post event photos, Type, Name, and Number. Two line items are shown, both for 'Barmount Road' with a 'Number' of 70. The first item has an ID of 000001 and the second has an ID of 000002. Both have 3 photos and are marked as 'Validations incomplete'.

Selected line item.

Photos uploaded for the selected line item.

Photos are placed on the map using the meta data stored in the photo.

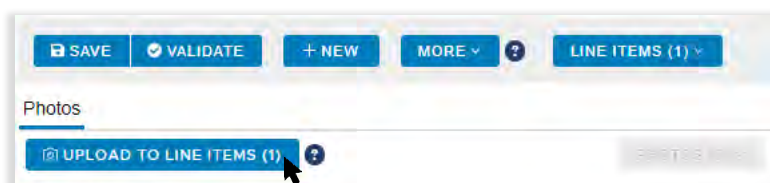
Non jpeg line item evidence should be uploaded on the **submission details** page, clearly referenced to the relevant line item e.g. videos, inspection reports and geotechnical reports (see section 4.1.1).

4.2.4 Manually add photos to a line item

Photos can be manually added to a line item, either after importing an Excel submission form or after creating a new line item. Select one or more line items to upload the photo(s).

The screenshot shows a table with columns: Notifications, Validations, Comments, Id, # Photos, Pre event photos, Post event photos, Type, and Name. The first row is selected, showing a line item with ID 000001, 3 photos, and a 'Validations incomplete' status. The 'Post event photos' column contains the text '8.700.jpg|8.900.jpg|9.111.jpg'. The 'Type' is 'Road - gravel' and the 'Name' is 'Barmount Road'.

Once a line item(s) has been selected, the **upload to line items** button will be available. Click to attach photos as per standard Microsoft applications. Use the *Ctrl* key to select more than one photo.



Select a photo type.

Choose type of photo

Please select the type of photo(s) you are uploading to this line item.

PRE-EVENT

POST-EVENT

UNDER CONSTRUCTION

COMPLETION

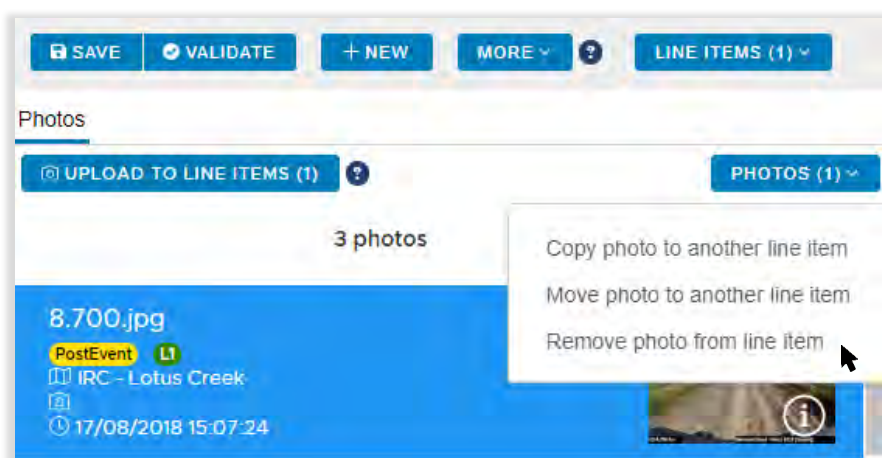
CANCEL

PROCEED

Table 5 Photo upload types

Code	Definition
Pre-event	Evidence demonstrating the pre-disaster condition of the asset
Post-event	Evidence demonstrating the post-disaster damage of the asset, captured after the event
Under construction	Evidence demonstrating approved works underway, at any stage prior to completion
Completion	Evidence demonstrating completed approved works

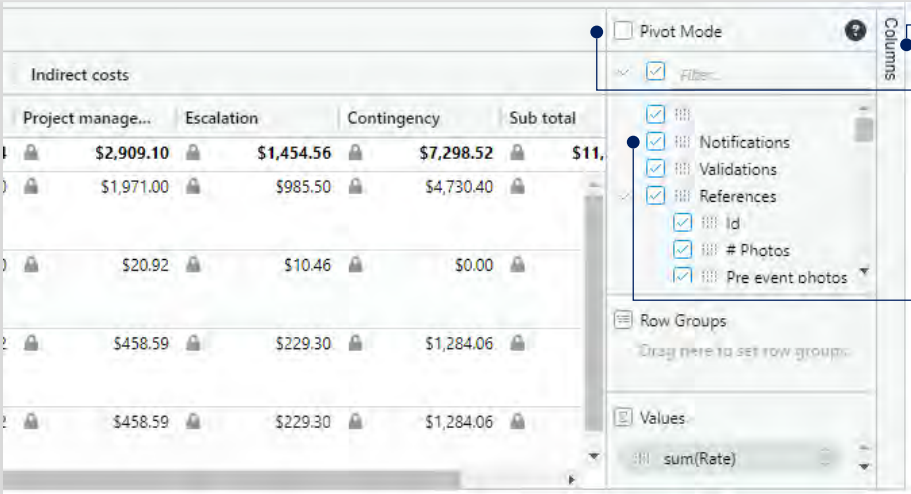
Once photo(s) have been uploaded to the line item(s), select a photo and click the **photos** button for additional options, as shown below.



Manually uploading photos will not update the photo reference columns in the grid. The photo reference columns are populated from an imported Excel submission form only. Please ensure the correct photos are added to the associated line item.

4.3 Modify views and columns

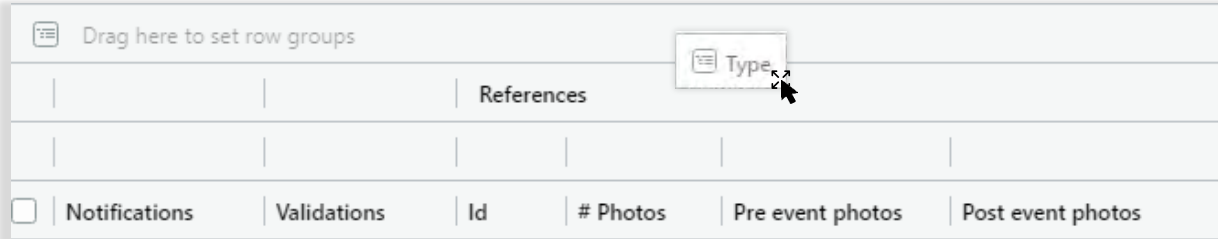
The line item grid structure can be easily customised for better views.



The screenshot shows a grid with columns: Project management..., Escalation, Contingency, and Sub total. A 'Columns' menu is open on the right, showing options like Notifications, Validations, References, Id, # Photos, and Pre event photos. Annotations with blue circles point to the 'Columns' menu, the 'Pivot Mode' checkbox, and the 'Id' checkbox.

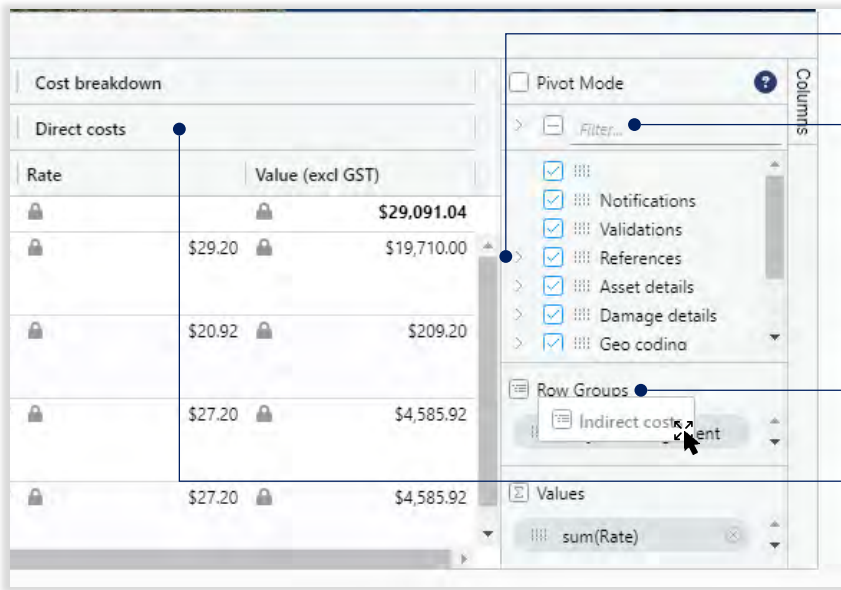
- On the right-hand side of the grid, click **columns**.
- Pivot mode displays totals for the submission.
- De-select the checkbox beside the column header to remove it from view.

Columns and rows can also be grouped by dragging and dropping the header into the **drag here to set row groups** row, as shown below.



The screenshot shows a row with the header 'Drag here to set row groups'. Below it, a row contains the header 'References'. A 'Type' button is visible next to the 'References' header. Below that, a row contains the headers 'Notifications', 'Validations', 'Id', '# Photos', 'Pre event photos', and 'Post event photos'.

Columns and rows can be grouped and filtered as shown below.

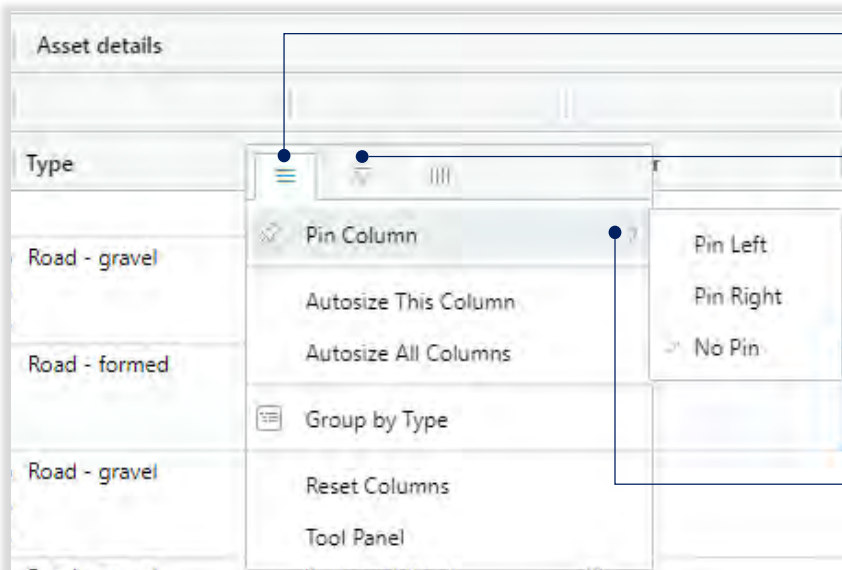


Rows are grouped by column headers. Click ">" to expand or collapse the group.

Begin typing to narrow down the column list.

Columns and rows can be groups. Drag and drop a column header here.

Individual columns and rows can be further customised, as shown below.



Hover over the column header until the filter option is displayed. Click to view the drop down menu.

The filter tab is to filter data in that column.

Pin columns for a more customised experience.



Headers and views will return back to the default view once the submission is exited or the page is reloaded.

4.4 Move line items to a submission

To move line item(s) to a new or draft submission, select the line item(s) to be moved, as shown below.

Notifications	Validations	Comments	Id ↑	# Photos	Pre event photos	Post event photos	Type	Name
	Validations incomplete		000001	3		8.700.jpg 8.900.jpg 9.111.jpg	Road - gravel	Barmount Road

Once the line item(s) are selected, click on the **line items** button and select **move to submission** from the pull down menu, as shown below.

Submissions » DRAFT: 000001 In development

Photos

3 photos

8.700.jpg
PostEvent LI
 IRC - Lotus Creek
 17/08/2018 15:07:24

-- Line item editing --

- Clone
- Delete
- Undo
- Populate chainage from coordinates
- Populate coordinates from chainage

-- Line item assignment --

- Move to submission
- Move to unassigned

Line item(s) can be moved to either a new submission or a draft submission, as shown below.

Move

Submission	Org Reference	Event
<input type="radio"/> DRAFT: 008286	Gravel Roads Sub 1	Severe Tropical Cyclone Debbie and Associated Rainfall and Flooding, 28 March - 6 April 2017
<input type="radio"/> DRAFT: 008287	South East Sub 1	Sally Storm
<input checked="" type="radio"/> DRAFT: 008288	South East Sub 2	Sally Storm

Click here to assign the line item(s) to a new submission. You will be prompted to enter details in order to create a new submission.

Select which draft submission to move line item(s) first then click here.

Once a line item(s) has been moved, it will be removed from the original submission and moved to the new specified location.

4.5 Validate data quality

Validations are automated checks of the submission data against the submission requirements and/or the digital road network data. This is initiated manually by clicking the **validate** button. A validation check must be completed before a submission can be lodged with QRA.

The status of the validation check is visible through a traffic light symbol on the side bar beside the validation check page (refer to table below for status detail).

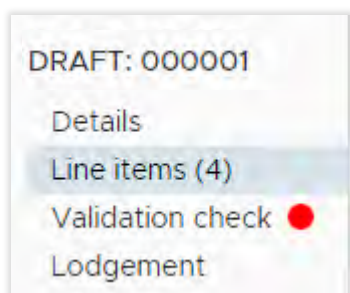
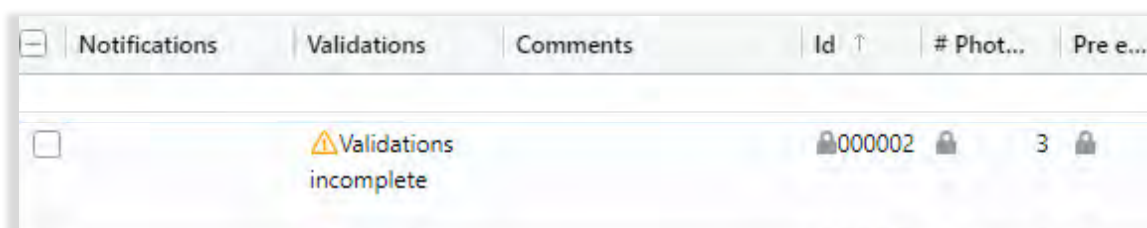


Table 6 Validation check status types

Code	Definition
Validation check	A validation check is required. A submission cannot be lodged until the validation check has been completed. When a change is made to a line item a new validation check is required.
Validation check	Validation check has been completed but messages on line items must be addressed or a reason entered as to why it cannot be cleared in the comments field on the line.
Validation check	A validation check was completed successfully with no messages to address.

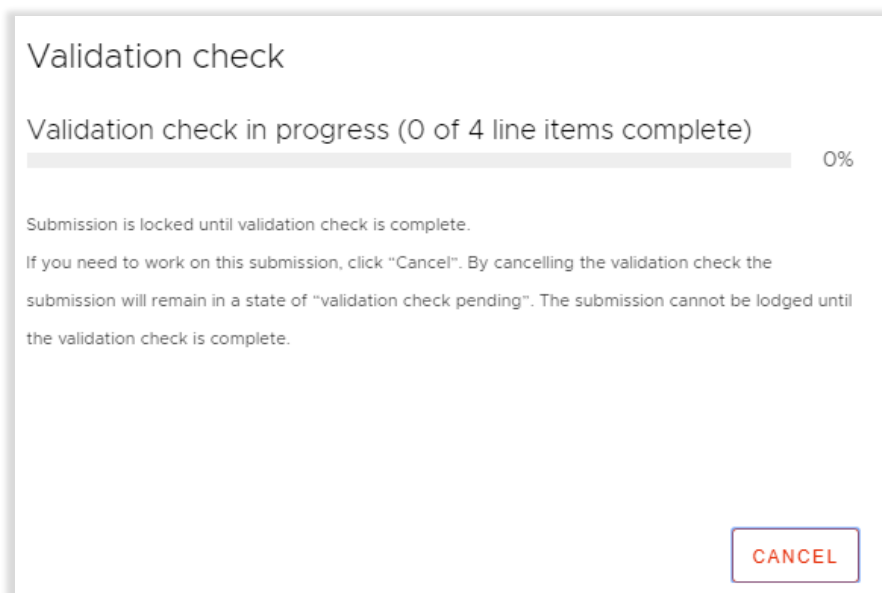
An incomplete validation message is visible on each line item as shown below.



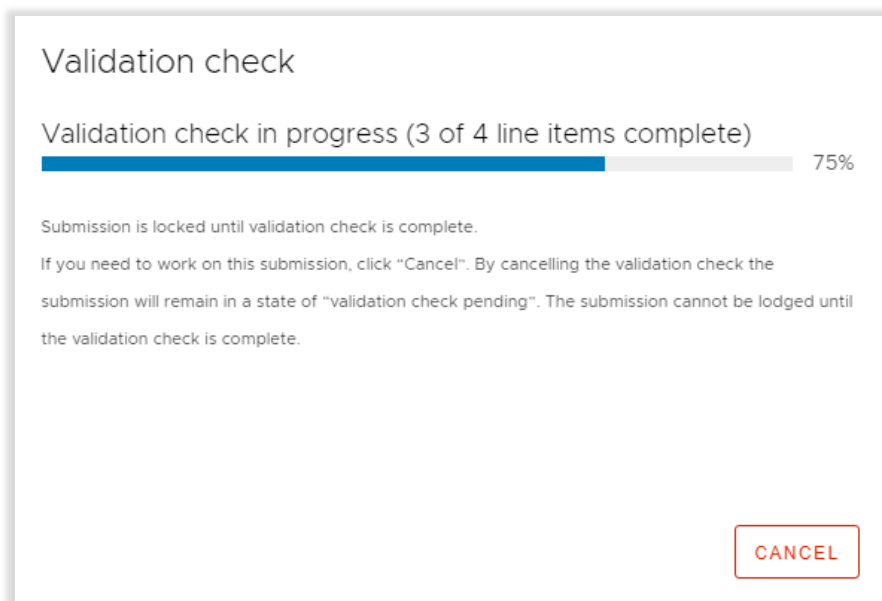
To run the validation check, click the **validate** button on the line items page.



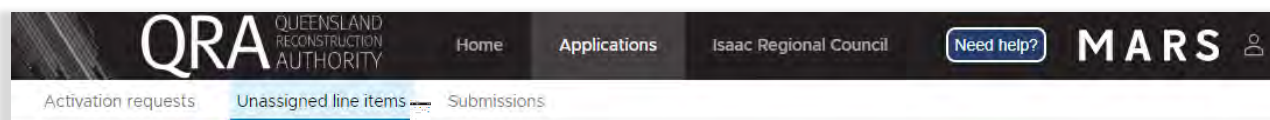
During the validation check, the system will display the following pop-up as shown below.



The system will continue to show the progress of the check. The submission is locked until the validation check is complete, or if the check is cancelled.



While the check is in progress, you can navigate to other sections/tabs in the portal or to another submission.



Once complete, a validation summary is available as shown below:

Validation check

Validation result: Complete

Lines total	4
Lines validated	4
Lines awaiting validation	0
Lines validated - messages	0
Lines validated - no messages	4

CLOSE
VIEW VALIDATION DETAILS

Click on the **view validation details** button to navigate to the **validation check** page.

The validation check page displays a summary of all validation messages and associated line items.

QRA

QUEENSLAND
RECONSTRUCTION
AUTHORITY

Home
Applications
Isaac Regional Council

Need help?
MARS

Activation requests
Unassigned line items
Submissions

DRAFT: 000001

Details
Line items (4)
Validation check
Lodgement

Submissions » DRAFT: 000001 in development
EDIT LINE ITEMS

Status: Complete
Lines total: 4
Lines validated: 4
Lines awaiting validation: 0
Lines validated - messages: 0
Lines validated - no messages: 4

No validation messages

Navigate to the **line items** page to display validation check messages.

Validations	Comments	Id	# Photos	Pre event photos	Post event photos
✓OK		000001	3		8.700.jpg 8.900.jpg 9.11.jpg

4.5.1 Addressing validation messages

If messages are associated with line items, all messages must be cleared or a comment added to explain why they cannot be cleared prior to lodgement.

The screenshot shows a 'Validation check' modal window. At the top, it says 'Validation result: Complete - review messages'. Below this is a summary table:

Lines total	4
Lines validated	4
Lines awaiting validation	0
Lines validated - messages	1
Lines validated - no messages	3

At the bottom of the modal are two buttons: 'CLOSE' and 'VIEW VALIDATION DETAILS'. A callout points to the 'VIEW VALIDATION DETAILS' button, stating: 'Click on the **view validation details** button to navigate to the **validation check** page.'

Another callout points to the 'Lines validated - messages' row in the summary table, stating: 'All messages found on the submission.'

On the **validations check** page, all validation messages will be displayed.

The screenshot shows the 'Submissions' page in the MARS portal. The submission is 'DRAFT: 000001' with a status of 'In development'. The summary shows: Lines total: 5, Lines validated: 5, Lines awaiting validation: 0, Lines validated - messages: 2, Lines validated - no messages: 3.

Under 'Line items validation message summary', there is a message: 'Duplicate in submission - This line item is duplicated within this submission.' with a value of \$11,739.96 and a count of 2. A callout points to this message, stating: 'Each message must be addressed prior to lodgement i.e. cleared or explained with a comment.'

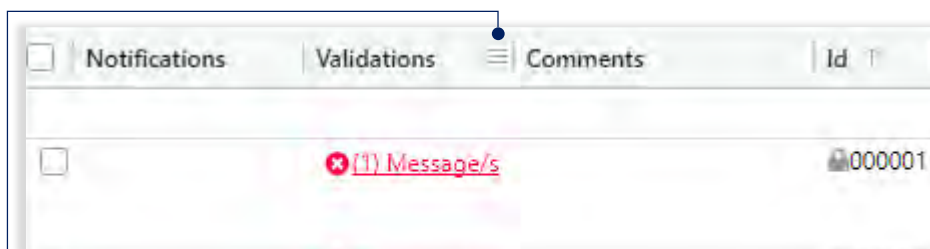
Below the message is a table of line items:

ID	Asset name	Description	Chainage start	Chainage end	Value
000001	Barmount Road	Road Wearing Surface Damage (Width: 6m, Depth: 50mm)	8700	9262	\$5,869.98
000005	Barmount Road	Road Wearing Surface Damage (Width: 6m, Depth: 50mm)	8700	9262	\$5,869.98

A callout points to the '000001' ID in the first row, stating: 'Line item reference.'

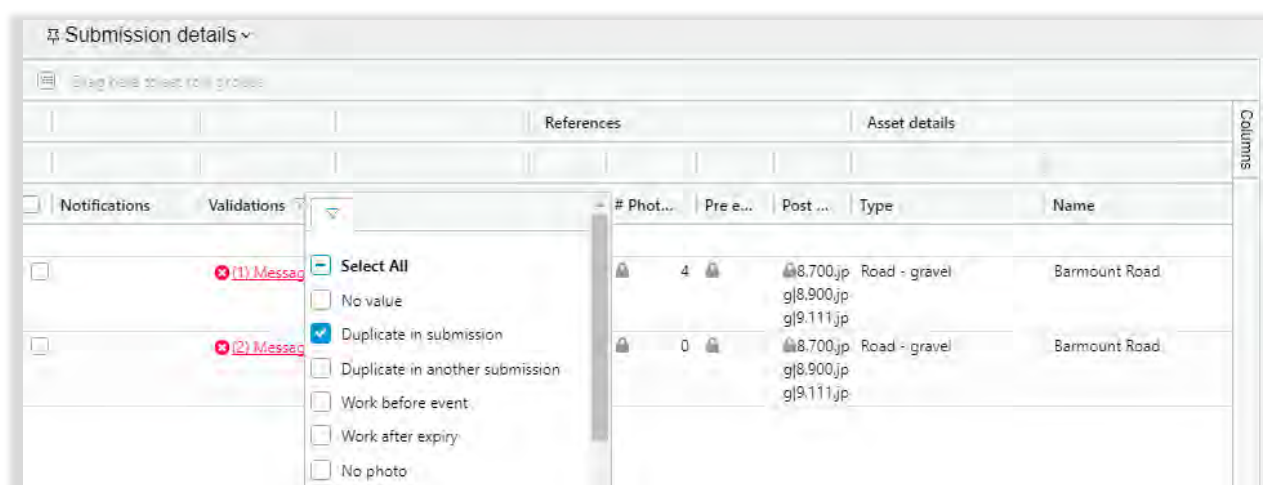
At the top right of the submission details, there is an 'EDIT LINE ITEMS' button. A callout points to this button, stating: 'To return to the **line items** page and address messages.'

On the line items page, filter messages as shown below.

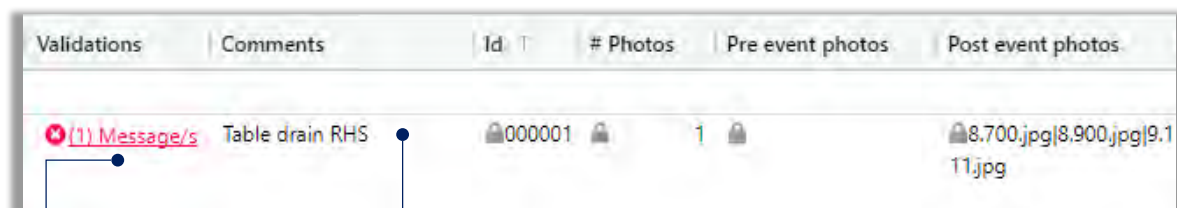


Click the filter icon beside the column header.

To filter validation messages, select the validation message from the filter list. This will display only line items with the selected message(s) in the grid.



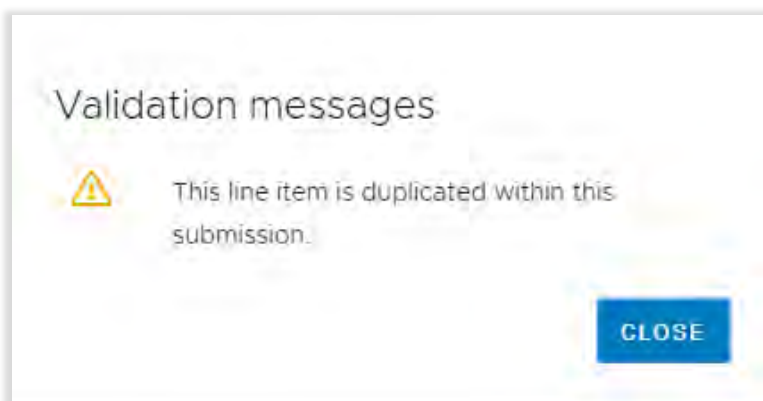
Validation messages will display when selecting the message link in **validations** column as shown below.



Click to view the validation message.

If the validation message cannot be cleared through adjusting submission data, please use the **comments** column to record the reason the validation message cannot be cleared.

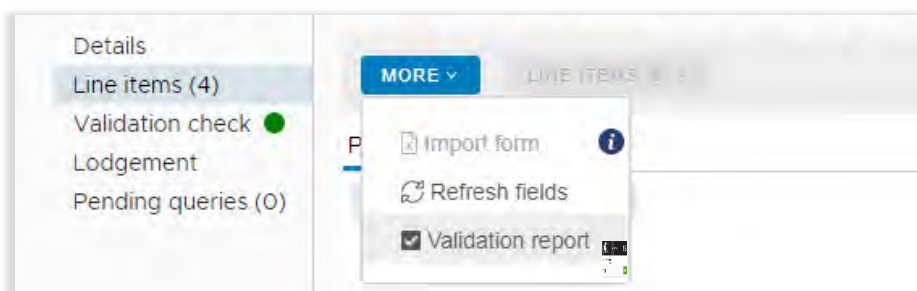
An example of a validation message is shown below.



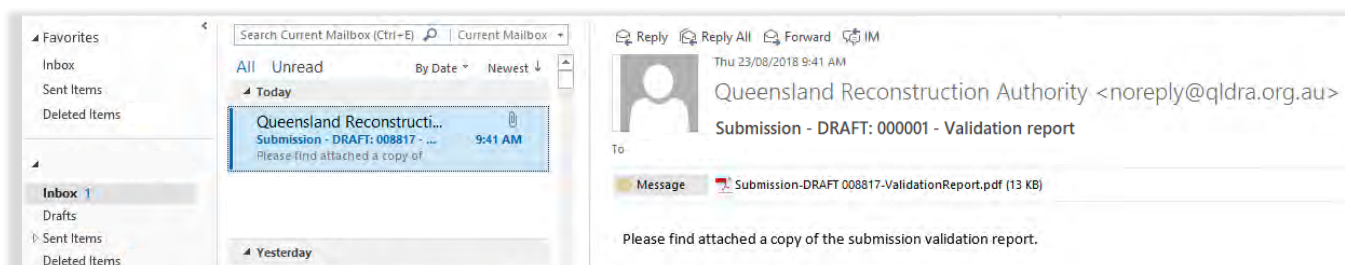
For additional guidance, refer to **my submissions** in the **need help?** menu.

4.5.2 Validation report

A validation report can be generated and emailed to the user to help manage validation messages. Click the **more** button and select **validation report** from the list as shown below.



The validation report is emailed to the person who is logged into MARS. Click on the PDF attachment to download the validation report.



Please note, any missing information or validation messages may result in requests for information from QRA as part of the assessment process.

4.6 Lodgement

In order to proceed with lodgement, all required information must be provided. Lodgement restrictions and warning messages will be presented. Lodgement restrictions must be addressed in order to lodge the submission, as shown below. Lodgement warnings will not restrict submission lodgement, but missing information may result in requests from QRA during the assessment process.

Submissions » DRAFT: 000001 In development

Submission lodgement

Lodgement restrictions

⚠ No submission contact chosen, a contact must be selected prior lodgement. Please return to the details page.

Lodgement warnings

Please note that the submission may not meet the minimum requirements for assessment. You may still be able to lodge this submission but additional information will be requested by QRA, which may impact assessment and approval processing times.

⚠ Please return to the details page and confirm all supporting evidence has been included in the submission, or advise of the alternate method for providing.

Click on the **lodgement page** to proceed with lodging a submission.

If submission requirements have not been met, a message will display in red.

Warning messages will not restrict submission lodgement, but additional information may be requested by QRA.

Click on the **details** page to make changes to your submission, as shown below.

Submissions » DRAFT: 000001 in development

Details

Event * Sally Storm

Submission type * Reconstruction of Essential Public Assets

Organisation reference South East Sub 1

Expenditure type * Estimates

Submission contact ** Select contact...

Construction start date If construction has commenced provide the actual start date

Submission description Gravel Road damage

☐ All evidence to support this claim has been provided

Supporting evidence alternate lodgement method If all supporting evidence is not included in this submission, please advise an alternate lodgement method for providing supporting evidence, e.g. USB

Ensure all ** fields are entered in order to lodge a submission.

Check all evidence to support this claim has been provided within this MARS submission.

If the above is not checked, the system requires that the alternate method for supplying information is recorded e.g. USB.

Please refer to glossary for all lodgement restrictions and warnings.

When all lodgement restrictions have been addressed, the submission can be lodged. The submission should be lodged by the CEO (or accountable officer) to certify that information has been reviewed and approved.

The screenshot shows the 'Submission lodgement' form. It is divided into two main sections: 'Lodgement restrictions' and 'Lodgement details'.

Lodgement restrictions:

- Lodgement restrictions:** No lodgement restrictions identified.
- Lodgement warnings:** No lodgement warnings identified.

Lodgement details:

- Submission contact:** Eric Engineer
- Supporting evidence:** All evidence to support this claim has been provided
- Acknowledgement:** I, **Eric Engineer**, **certify that:**
 - the funding approved will only be used for the specified restoration of eligible essential public assets in accordance with the Commonwealth Determination and the Queensland Disaster Relief and Recovery Arrangements
 - the proposed/completed restoration works are required at the specified location(s) as a direct result of an activated disaster event
 - the photographs supplied are a true and accurate record of the event related damage to the assets
 - the submission excludes costs ineligible under the NDRRA arrangements and all the amounts claimed are exclusive of GST
 - the submission is a true and accurate record of the Works required to repair event related damage
 - as the delivery agent, we are aware that the treatments

At the bottom of the form, there is a checkbox labeled 'I AGREE' which is checked, and a green button labeled 'LODGE SUBMISSION'.

Callouts:

- All restriction and warnings have been addressed.** (Points to the 'No lodgement restrictions/warnings identified' status)
- The legal disclaimer requires the person lodging the submission to certify that all information is true and correct.** (Points to the 'I, Eric Engineer, certify that:' section)
- Click to lodge submission.** (Points to the 'LODGE SUBMISSION' button)

After lodgement, the submission is assigned a unique reference number. In this case the reference number is **IRC.0051.1718**. The status of the submission has been changed to **lodged**, as shown below and is now with QRA for action.

The screenshot shows the 'Submissions' tab in the MARS Portal. The breadcrumb navigation shows 'Submissions » IRC.0051.1718F.REC'. The status of the submission is 'Lodged'.

For additional guidance, refer to **my submissions** in the **need help** menu.

5 Responding to queries

After a submission has been lodged, a new page is created to display and respond to queries raised by QRA. The nominated submission contact will receive an email notification that there are queries to address. Queries requiring a response can be accessed on the **pending queries** page as shown below.

The screenshot shows the 'Submissions' page for submission 'IRC.0051.1718F.REC'. The left sidebar contains a navigation menu with 'Details', 'Line items (4)', 'Validation check' (marked with a green dot), 'Lodgement', and 'Pending queries (2)' (highlighted with a blue dot and a callout line). The main content area is titled 'Line item queries' and lists two queries for 'Barmount Road'. Each query has a 'Question' section and an 'Answer' section with a text input field (placeholder: 'Enter response here'). To the right of each answer field is an 'Action' section with buttons for document upload (+ document icon), photo upload (+ camera icon), save (lock icon), and lodge (arrow icon). A callout line points to the 'Pending queries (2)' link in the sidebar. Another callout line points to the 'Answer' text input field for the first query. A third callout line points to the 'Action' buttons for the first query.

Queries page is now available.

Type a descriptive response to the query.

Buttons to upload a document and photo, save progress or lodge individually.

Once query responses are lodged to QRA, they will no longer appear on the **pending queries** page. Responses can be viewed on the **line items** page in the new **queries** tab.

The screenshot shows the 'Submissions' page for submission ID 'IRC.0051.1718F.REC'. The left sidebar contains links for 'Details', 'Line items (4)', 'Validation check' (with a green status dot), 'Lodgement', and 'Pending queries (2)'. The main content area has tabs for 'Photos' and 'Queries'. The 'Queries' tab is active, showing a query for '000002' dated 'Vfm - Aug 1, 2018'. A notification box states: 'Please confirm treatment required - description notes bulk fill but treatment requested is heavy formation grading'. Below this is a table with columns for 'Notifications' and 'Validations'. At the bottom, a blue bar indicates '1 QUERY' with an 'OK' button.

- 1 Click the **line items** page to view queries.
- 2 Click the **queries** tab to view query. Queries relating to the whole submission do not require a line item to be selected.
- 3 Select the line item with the query notification.
- 4 View queries and responses.

6 Managing submission data in unassigned line items tab

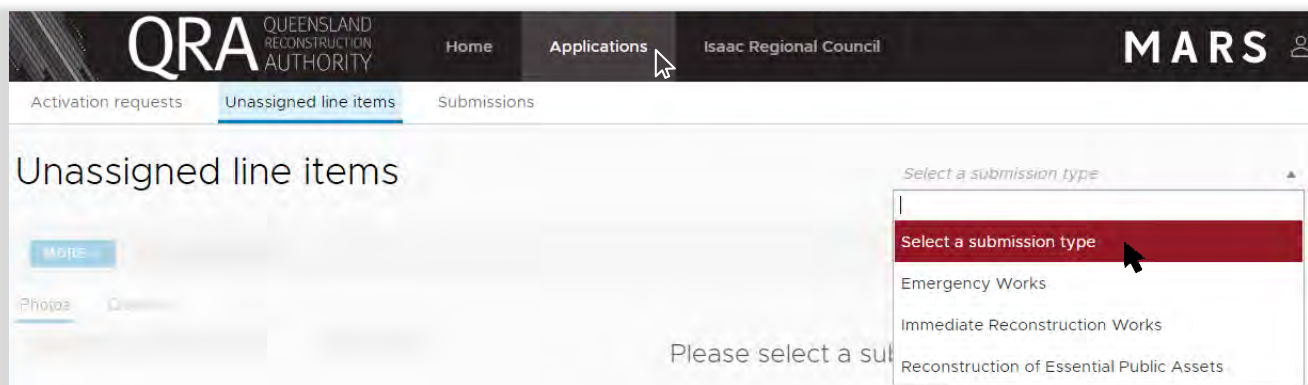
6.1 Unassigned line items tab

The **unassigned line items** tab is a central repository to sort and group line items for Emergency Works, Immediate Reconstruction Works and Reconstruction of Essential Public Assets submissions.

Creating unassigned line items may be a suitable option if:

- The organisation has not yet received confirmation of activation but would like to start capturing submission data.
- The organisation has not yet decided how to group line items for a submission.


Navigate to the **unassigned line items** tab. Select submission type as shown below.



The steps to add line items in the unassigned line items tab are the same as the submission process. Unassigned line items do not have any rates or values. This information will be available when data is moved to a draft submission and the event has been selected.

Refer to the following sections when using the unassigned line items area:

- 4.2.1 Import line item(s)
- 4.2.2 Manually add a line items
- 4.2.3 Bulk photo upload
- 4.2.4 Manually add photos to a line item
- 4.3 Modifying views and columns
- 4.4 Moving line items to a submission

 For additional guidance, refer to **my queries** in the **need help?** menu.

7 Glossary

7.1 Line item - notification

Notification	Description
Asset – no chainage	QRA does not have chainage in the digital road network.
Unverified asset	QRA does not have a record of the asset in the digital road network.
Required information	Required information missing. Line item must have a value.
Indirect line	A line item is an indirect cost. No damage is associated with this line.
Queries	A question has been raised for referencing this line item.

7.2 Submission - lodgement restrictions

Message	Action
No submission contact chosen, a contact must be selected prior to lodgement. Please return to the details page.	Return to the details page, select a submission contact . If one is not available please contact your RLO.
The submission needs to have at least one line item.	Return to the line item page. At least one line must exist in a submission before it can be lodged.
Unsaved submission details, please save changes to details prior to lodgement.	Return to the details page and save changes.
Unsaved line items, please save changes to line items prior to lodgement.	Return to the line items page and save changes.
Line item is missing required information, please review line items flagged as required information missing.	Return to the line items page and enter information into the value field (red).
An activation for this submission type has not yet been approved. Please contact your QRA Regional Liaison Officer for further information.	Return to the organisation section and check the status of activated events for your area.
A validation check needs to be completed. Return to the line items page and select validate .	A validation check has not been completed on the latest data provided. Return to the line items page and click the validate button.
A validation check is complete but there are unresolved validation messages. Return to the line items page and address each message i.e. clear message or explain in a comment.	Validation check is complete, return to the line items page and either address the message by clearing it or address it by providing a comment as to why they cannot be cleared.
Your user permissions do not allow you to lodge a submission. Please contact QRA support.	The person logged on does not have permission to lodge the submission with QRA on behalf of the organisation.
This submission has been identified as having costs already incurred. The submission must be supported by a detailed general ledger or detailed transaction report. Please return to the details page in the supporting documents section and add evidence of expenditure in an Excel file or editable text file.	When the submission type is for actual costs incurred, a document type of 'general ledger' must be attached to the submission.

7.3 Submission - lodgement warnings

Message	Action
Line items missing recommended information. Review the line items by looking for missing values highlighted in blue.	Recommended fields will help with the assessment process. Return to the line items page and enter any blue highlighted fields.
Line items have outstanding validation messages. Please address the validation messages on the line items page.	Line items have validation messages that are still not resolved. Return to the line items page and view validation messages.
Please return to the details page and confirm all supporting evidence has been included in the submission, or advise an alternate method for providing evidence e.g. USB.	Return to the details page and check whether all evidence to support this claim has been provided and if not please add alternate lodgement method.



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