



QUEENSLAND RECONSTRUCTION AUTHORITY

**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.

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Copies

Copies of this publication are available on our website at <https://www.qra.qld.gov.au/funding/mars-disaster-funding-application-portal>

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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 • already been set up with access to the MARS Portal, with the user profile types of either Activation Officer, Submission Builder, or both.

2 Login and navigate around MARS

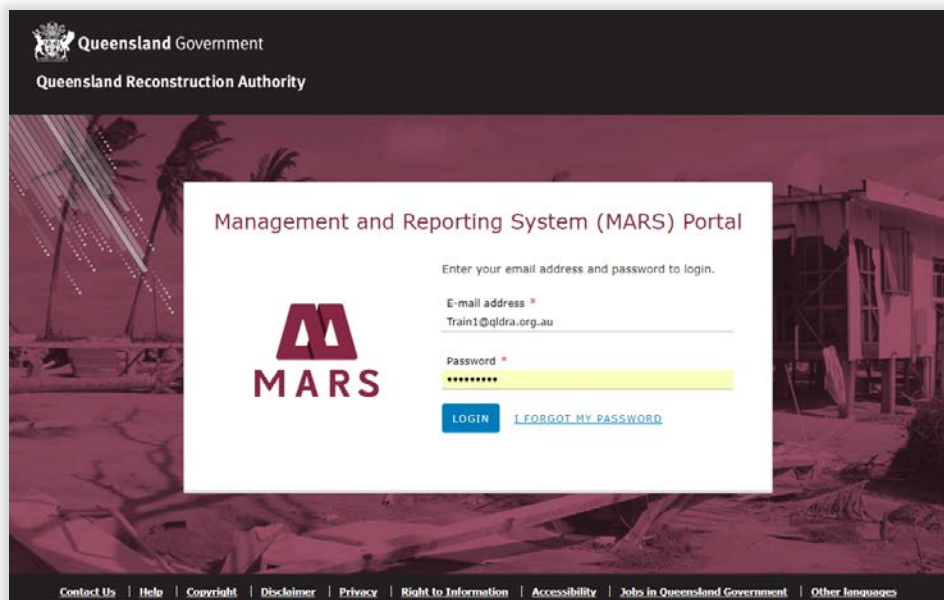
2.1 Login to MARS

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 MARS Portal login page. At the top, it displays the Queensland Government logo and the Queensland Reconstruction Authority name. The main heading is "Management and Reporting System (MARS) Portal". Below this, there is a login form with the following fields and options:

- Enter your email address and password to login.
- E-mail address * (with the example email Train1@qdra.org.au)
- Password * (with a masked password field)
- A blue "LOGIN" button
- A blue link for "I FORGOT MY PASSWORD"

At the bottom of the page, there is a footer with various 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.

The screenshot shows the MARS portal dashboard. The navigation bar at the top includes 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Queensland Reconstruction Authority', 'Need Help?', and 'MARS'. The main content area is divided into several sections: 'Pending queries' (orange), 'Activation requests in development' (yellow), 'Submissions in development' (blue), 'Submissions under assessment' (green), 'Popular tasks' (grey), 'Resources' (white), and 'Support' (white). A 'News feed' section on the right shows 'No news'. Callouts point to various elements: 'Guided walk-throughs and other help options.' points to the 'Need Help?' button; 'QRA news and updates.' points to the 'News feed'; 'Links to quickly access popular tasks.' points to the 'Popular tasks' list; 'Links to quickly access commonly used resources.' points to the 'Resources' list; and 'Link to QRA support for any system difficulties.' points to the 'Support' link.

- Guided walk-throughs and other help options.
- QRA news and updates.
- Links to quickly access popular tasks.
- Links to quickly access commonly used resources.
- Link to QRA support for any system difficulties.

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


The screenshot shows the 'Applications' navigation bar. The navigation bar includes 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need Help?', and 'MARS'. Below the navigation bar, three tabs are visible: 'Activation requests', 'Unassigned line items', and 'Submissions'. Callouts point to each tab: 'A view of all activations your organisation has requested.' points to 'Activation requests'; 'A central location to add line items in preparation for building submissions.' points to 'Unassigned line items'; and 'Draft and lodge submissions to apply for funding.' points to 'Submissions'.

- A view of all activations your organisation has requested.
- A central location to add line items in preparation for building submissions.
- Draft and lodge submissions to apply for funding.

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



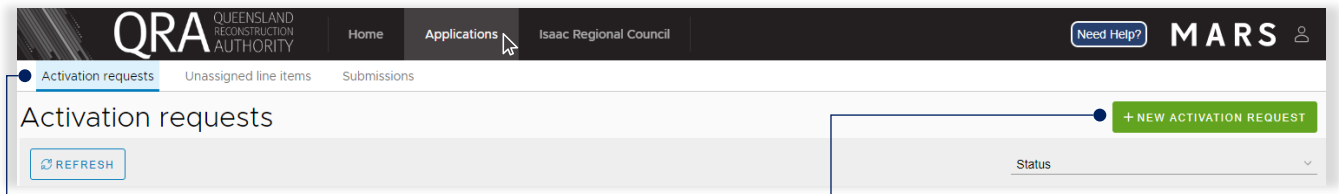
To update **organisation** details, please contact support@qra.qld.gov.au.

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

3 Activations and events

3.1 Request activation

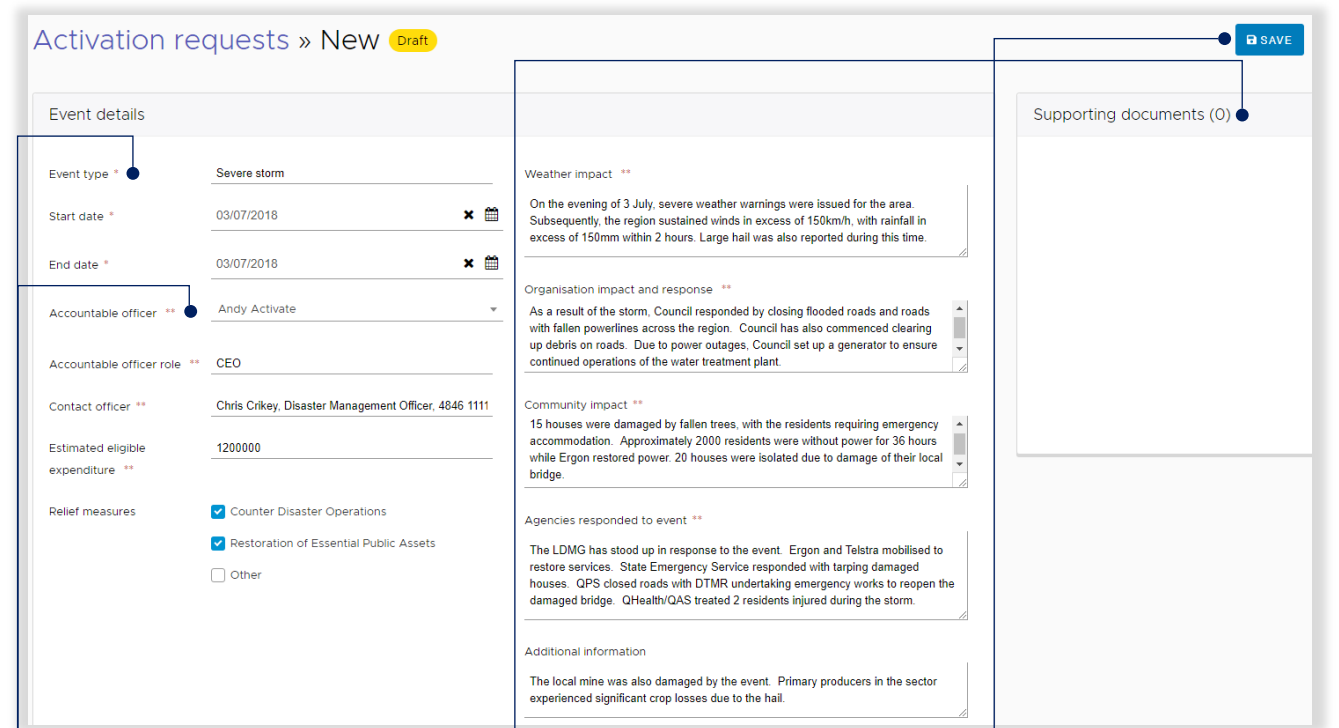
Organisations can request activation for relief measures in relation to a disaster event. The image below shows how to request and view activations by your organisation.



Click on the **activation requests** tab to display all your activation requests.

Click to create a new activation request.

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



Fields marked with * are required to save. Fields marked with ** are required to lodge.

Supporting documentation can be uploaded after save.

Click here to save the request.

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.

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.

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.

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.

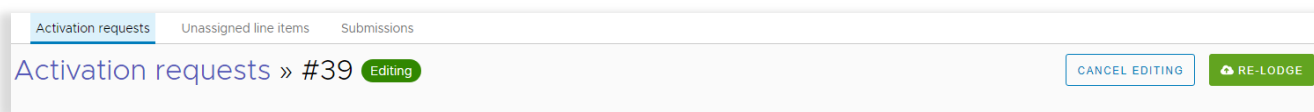


Table 1 Activation request status definitions

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.

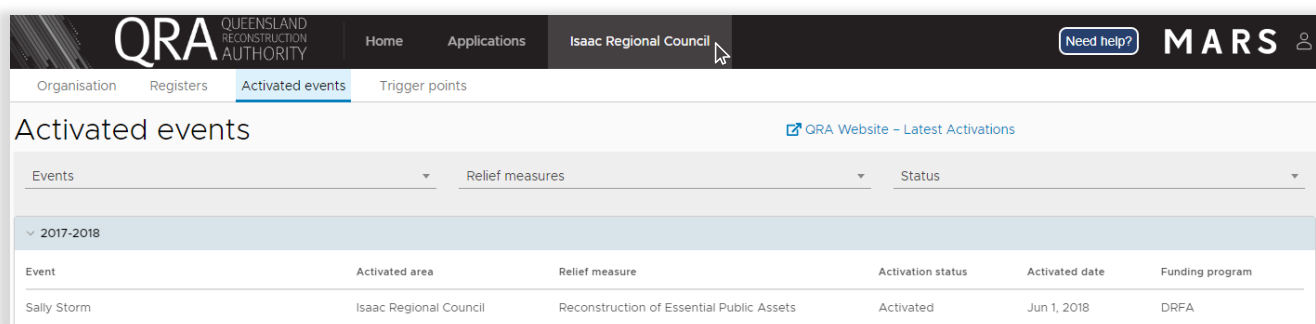


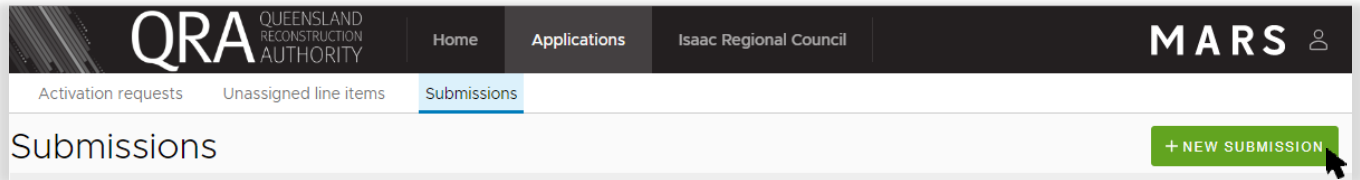
Table 2 Relief measure activation status

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 and click **save**.



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 on the **details** page, as shown below.

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

- Navigation:** A top bar contains 'Activation requests', 'Unassigned line items', and 'Submissions' (highlighted).
- Submission Summary:** A header area shows 'Submissions » DRAFT: 000001' with a yellow 'In development' tag. It includes buttons for 'DELETE', 'PRINT', and 'SAVE'. Summary statistics are provided: Version Number 1, Previous recommended value: \$0.00, Submission value: \$0.00, Revised recommended value: \$0.00, Phase: Pre-approval, Previous approved date: N/A, Submission date lodged: N/A, and Revised recommended date: N/A.
- Details Panel:** A left-hand panel with a 'Details' tab. It contains a 'Validation check' indicator (a red dot) and a 'Lodgement' section. The main details area includes:
 - Event: Sally Storm
 - Submission type: Reconstruction of Essential Public Assets
 - Organisation reference: South East Sub 1
 - Expenditure type: Estimates
 - Construction start date: If construction has commenced provide the actual start date
 - Submission description: Gravel Road damage
- Supporting Documents:** A right-hand panel titled 'Supporting documents (0)' with an '+ ADD DOCUMENTS' button. It contains 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.'

● Navigate between the **details, line items, validation checks** and **lodgement** pages.

● Supporting documents for submission can be attached.

● Option to print, sign and attach the submission if the authorised person wishes to sign a hard copy.

● Click to **save** updates.

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 be uploaded on the **submission details** page, clearly referencing the relevant line item e.g. videos, inspection reports and geotechnical reports.

Submissions » DRAFT: 000001 in development ✖ DELETE 🖨️ PRINT 💾 SAVE

Version Number	1	Previous recommended value:	\$0.00	Submission value:	\$0.00	Revised recommended value:	\$0.00
Phase	Pre-approval	Previous approved date:	N/A	Submission date lodged:	N/A	Revised recommended date:	N/A

Details

Event * ▼
Sally Storm

Submission type * ▼
Reconstruction of Essential Public Assets

Organisation reference * ▼
South East Sub 1 ?

Expenditure type * ▼
Estimates

Supporting documents (0) ?

+ ADD DOCUMENTS

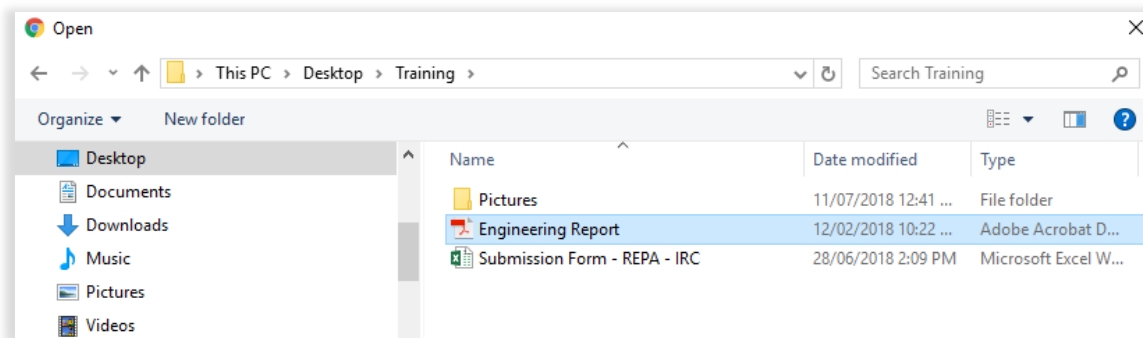
Documents attached here are in addition to your submission form and photos
e.g. general ledger, engineering report.

Go to the line items page to import a submission form and upload asset
photos.



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.

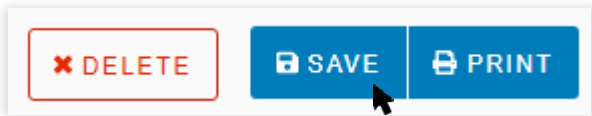
Supporting documents (1) ⓘ

+ ADD DOCUMENTS ⓘ

#	1
File name	Engineering report.PDF(234 KB)
Document type	Engineering Report
Description	Damage report
Uploaded date	29-11-2018
Actions	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.

The screenshot displays the MARS portal interface for a submission. At the top, the navigation bar includes 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. The main header shows 'Submissions » DRAFT: 000001' with a yellow 'In development' tag and 'DELETE', 'SAVE', and 'PRINT' buttons. Below this is a 'Command bar' with 'VALIDATE', '+ NEW', and 'MORE' buttons. The left sidebar contains 'Details', 'Line items (0)', 'Validation check', and 'Lodgement'. The main content area features an 'Interactive map' of Queensland with a red outline, 'Map widgets' for navigation, and a 'Line item grid' table. The table has columns for 'Notifications', 'Validations', 'Comments', 'Id', '# Phot...', 'Pre e...', 'Post ...', 'Type', 'Name', 'Number', and 'Road wic'. A 'Submission View' dropdown is also visible. A message on the map area states: 'No line items selected. Please select a line item to see photos here.'

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.

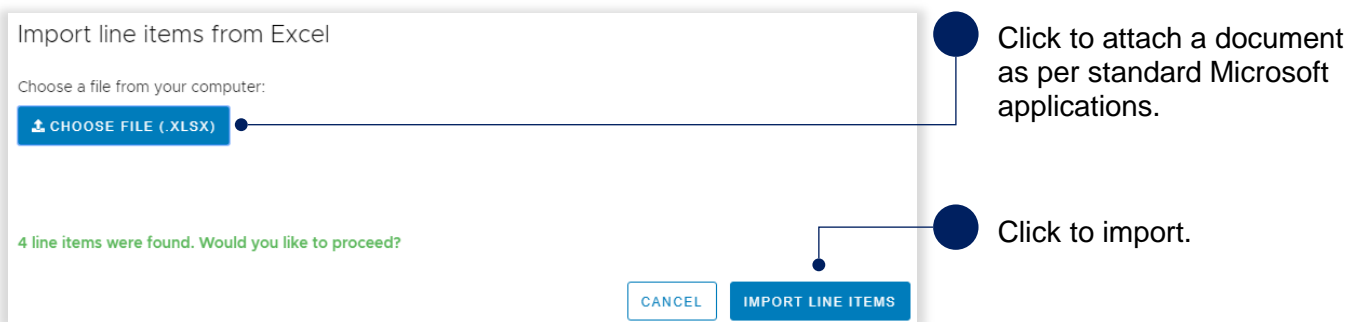
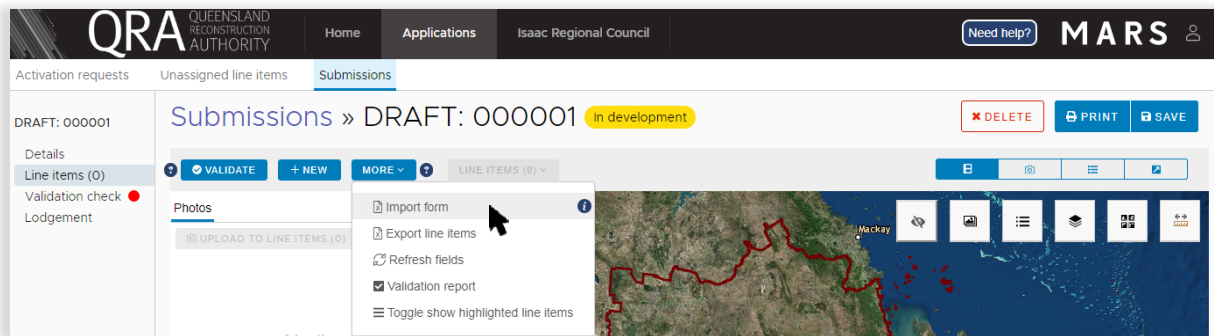
The following submission forms can be directly imported into MARS:

- 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.



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.

Notificatio...	Validations	# Phot...	Pre e...	Post ...	Com...	Type	Name	Number	Road width (m)	Site name	Descripti
<input type="checkbox"/>	Validations Incomplete			8.700j		Road - gravel	Barmount Road	70	6.00	1	Road 6m, D
<input type="checkbox"/>	Validations Incomplete			8.700j		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 bottom of the line item grid, as shown below.

Notificatio...	Validations	Id ↓	# Phot...	Pre e...	Post ...	Type	Name	Number	Road width (m)
<input type="checkbox"/>	Validations Incomplete								
<input type="checkbox"/>									

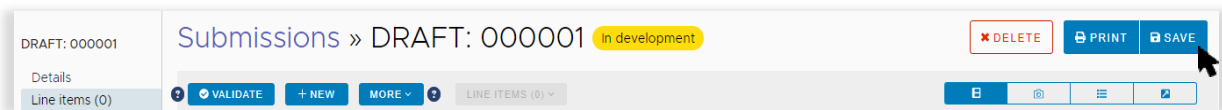
Red fields are required to save the submission.

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.



All line items have a unique ID and are displayed in ascending order.

4.2.3 Bulk photo upload

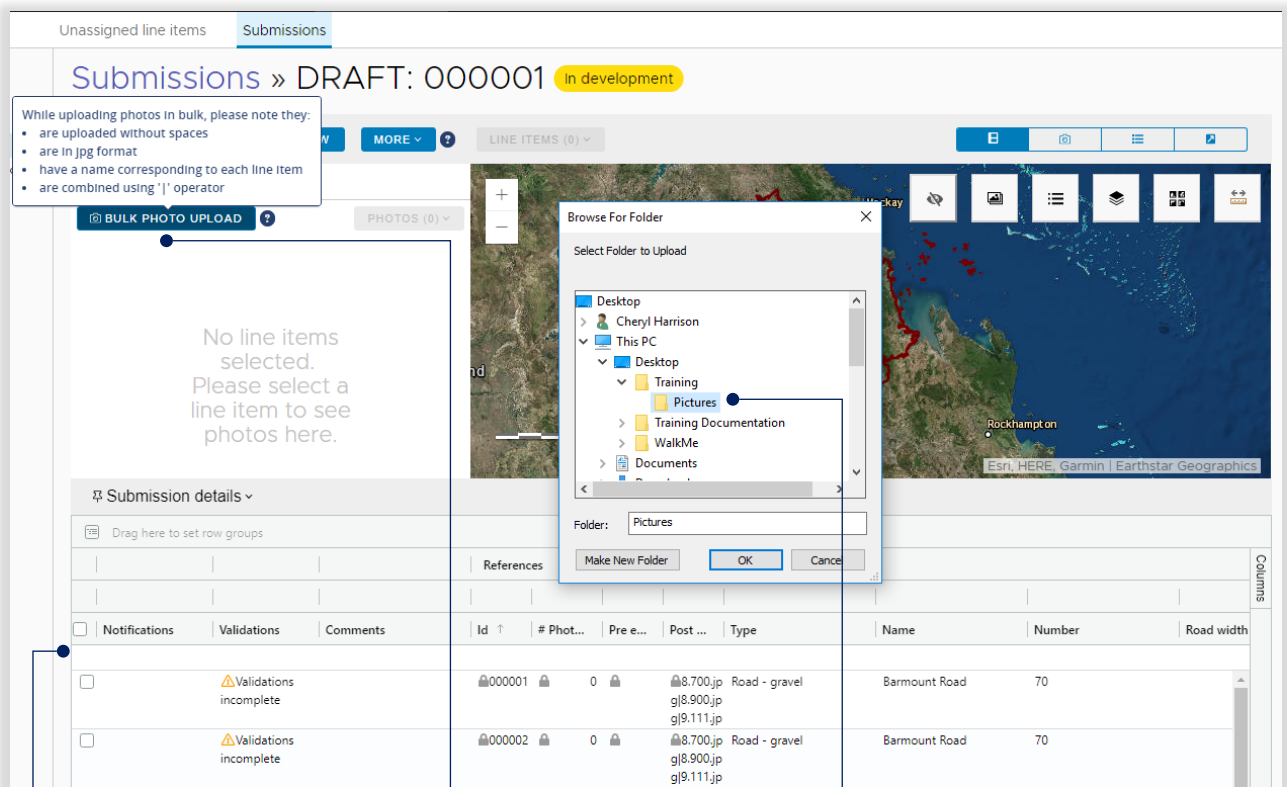
Photos can be automatically assigned to line items in MARS based on the information provided in the photo reference columns on the Excel submission form. After upload, photos are available to view on the map. The requirements for the bulk photo upload are as follows:

- 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.



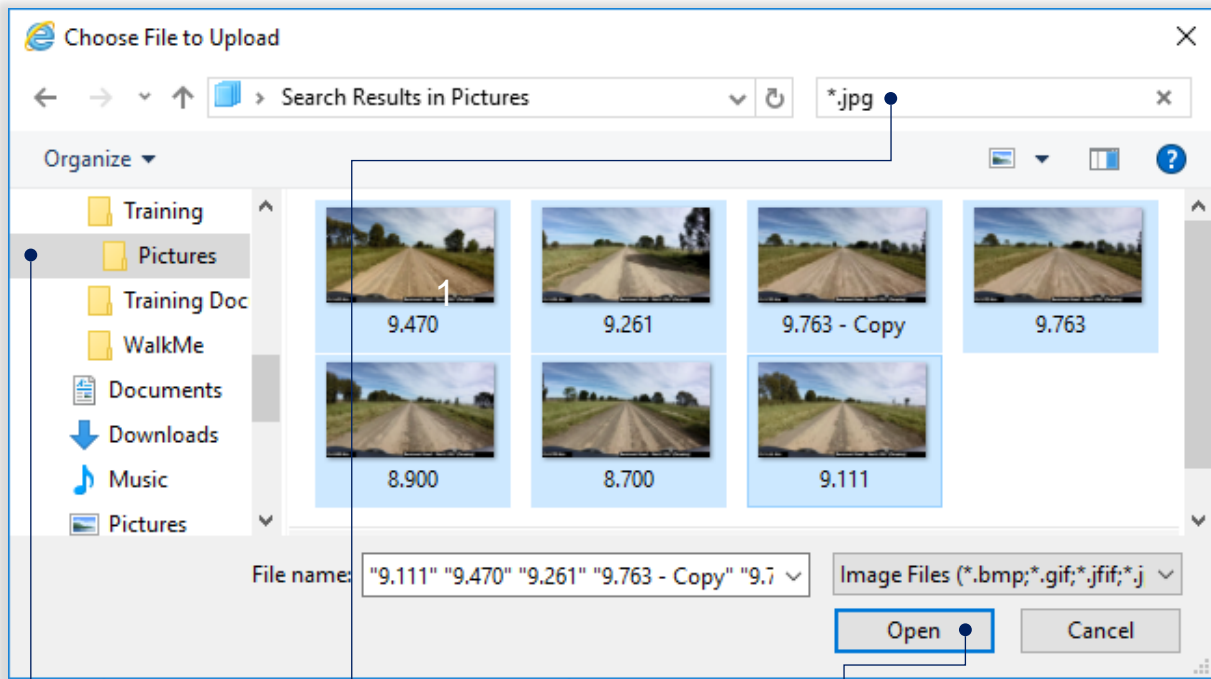
Ensure no individual line items are selected.

Select the **bulk photo upload** button.


Select the parent folder that stores the photo files.

Internet Explorer browser

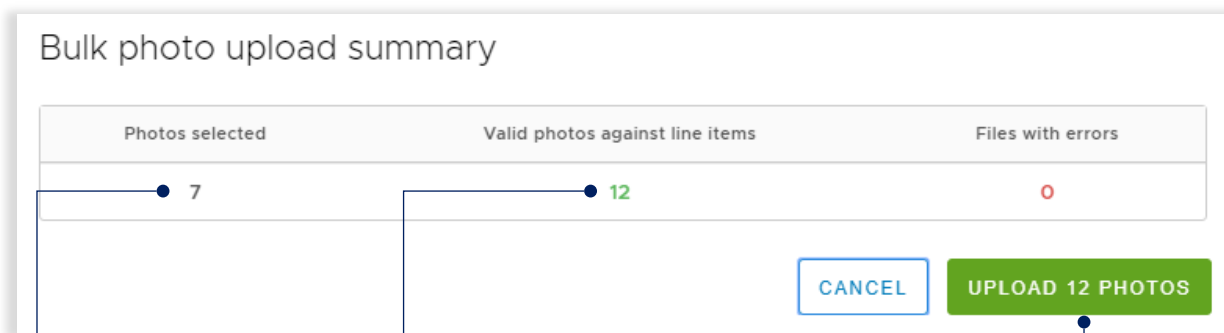
MARS works best in Google Chrome, but is also supported by Internet Explorer (IE). When selecting bulk upload in IE, the below image will be shown. If multiple folders exist, open the parent folder, type *.jpg into the search field, select all the photos (Ctrl A) and click open as shown below.



- 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.



- 1 Number of photos uploading.
- 2 Number of photo references in the columns.
- 3 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 damage area being claimed will display in orange on the map, along with the photos, as shown below.

The screenshot shows the 'Submissions' page for 'DRAFT: 000001' in development. It features a map of a rural area with a road highlighted in orange. A photo gallery on the left shows two photos: '8.700.jpg' and '8.900.jpg', both labeled 'Post-event' and 'IRC - Lotus Creek'. Below the map is a table of line items. The first row is selected, showing details for 'Barmount Road' with ID '000001' and 3 photos. The table columns include Notifications, Validations, Comments, Id, # Photos, Pre event photos, Post event photos, Type, Name, and Road width.


Notifications	Validations	Comments	Id	# Photos	Pre event photos	Post event photos	Type	Name	Road width
<input checked="" type="checkbox"/>	⚠ Validations incomplete		000001	3		8.700.jpg 8.900.jpg 9.111.jpg	Road - gravel	Barmount Road	70
<input type="checkbox"/>	⚠ Validations incomplete		000002	3		8.700.jpg 8.900.jpg 9.111.jpg	Road - gravel	Barmount Road	70

Selected line item. Photos uploaded for the selected line item. Photos are placed on the map using the meta data stored in the photo.

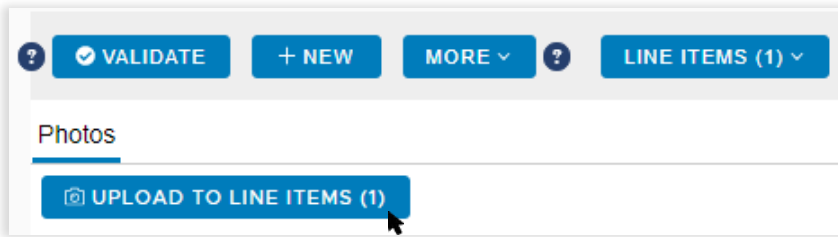
4.2.4 Manually add photos to a line item

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).

Notifications	Validations	Comments	Id	# Photos	Pre event photos	Post event photos	Type	Name
<input checked="" type="checkbox"/>	⚠ Validations incomplete		000001	3		8.700.jpg 8.900.jpg 9.111.jpg	Road - gravel	Barmount Road

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

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.

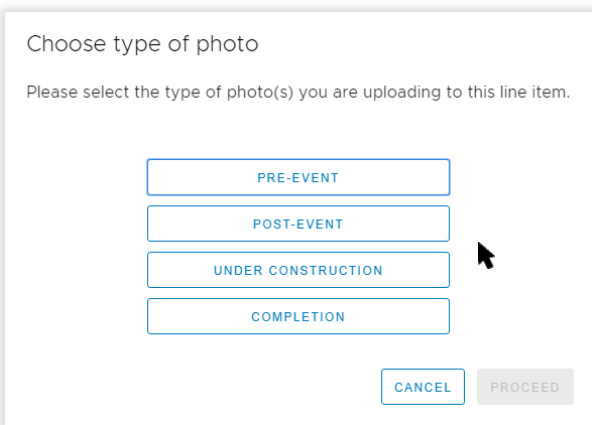
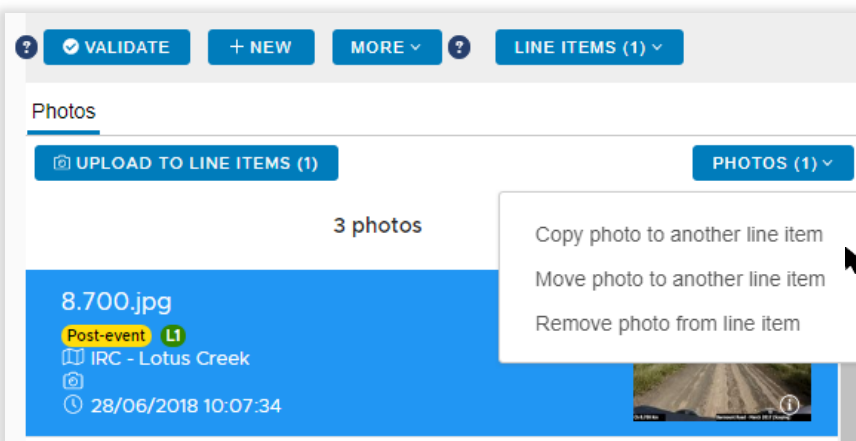



Table 5 Photo upload types

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.

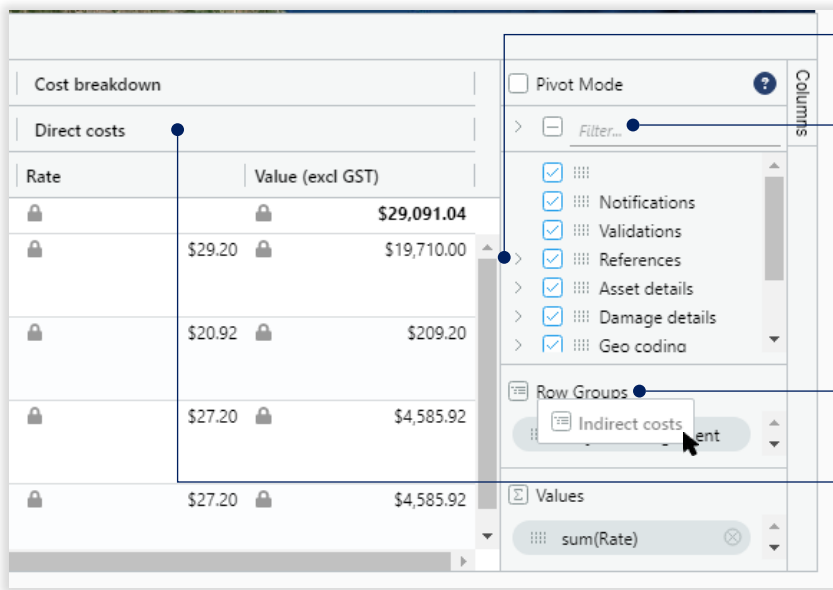
On the right-hand side of the grid, click **columns**.

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.

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

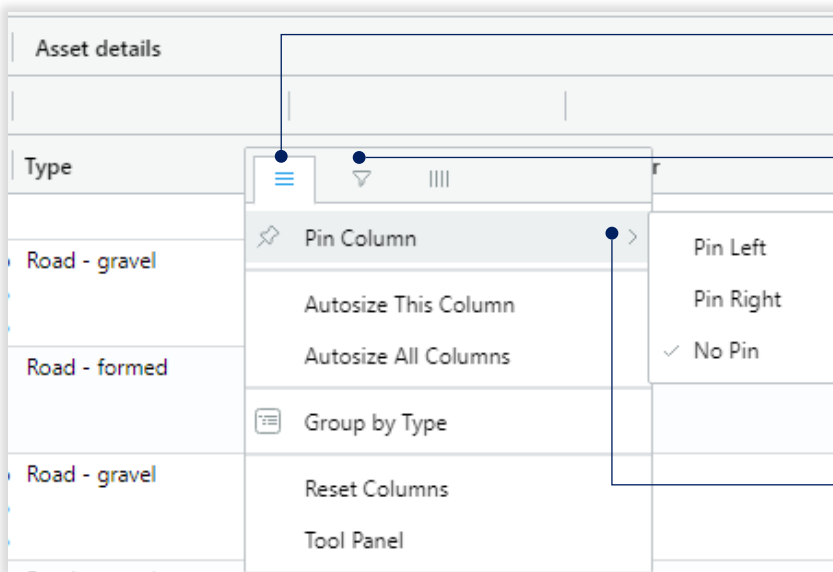


Rows are grouped by column headers. Click “>” to expand or collapse the group.

Begin typing to narrow down the column list.

Columns and rows can be grouped. 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.

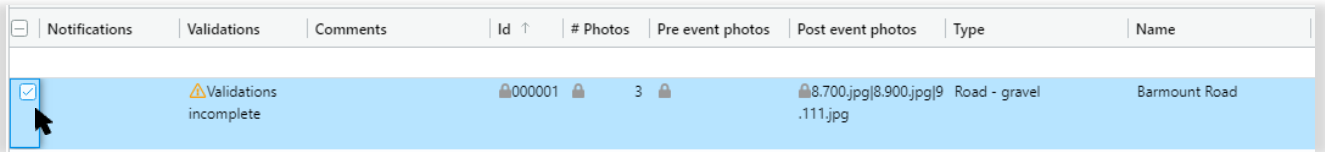
The filter tab is to filter data in that column.

Pin columns for a more customised experience.

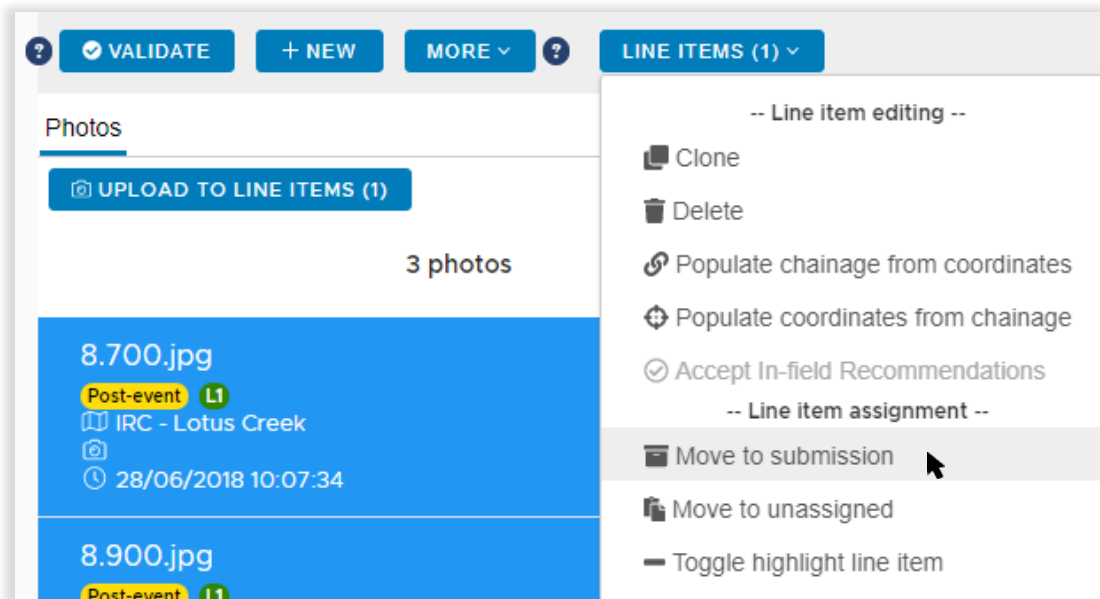
 Headers and views will revert to the default view once the submission is exited or the page is reloaded.

4.4 Move line items to a submission

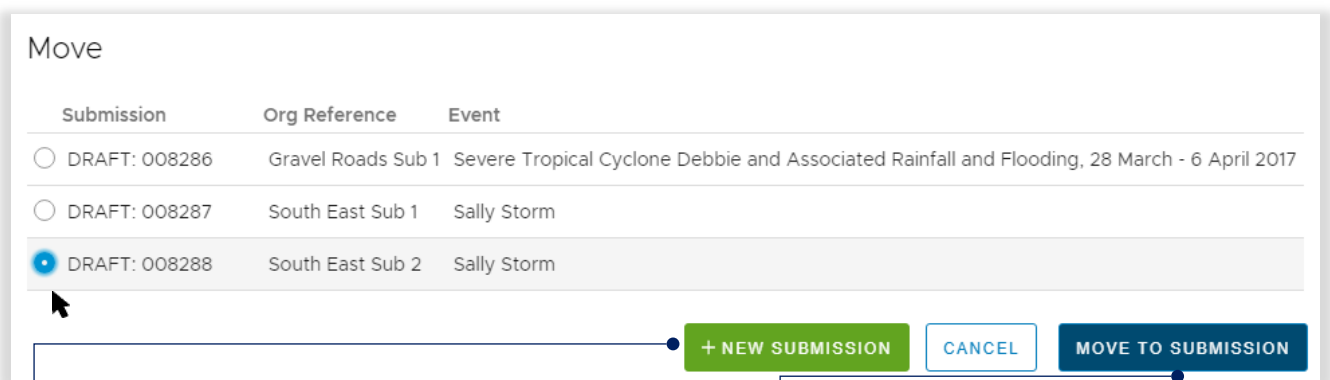
To move line item(s) to a new or draft submission, select the line item(s) to be moved, as shown below.



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.



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



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).

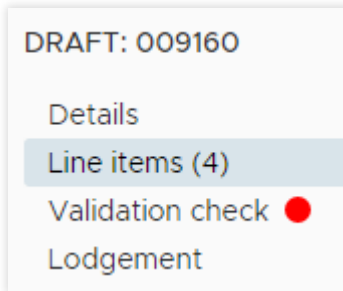
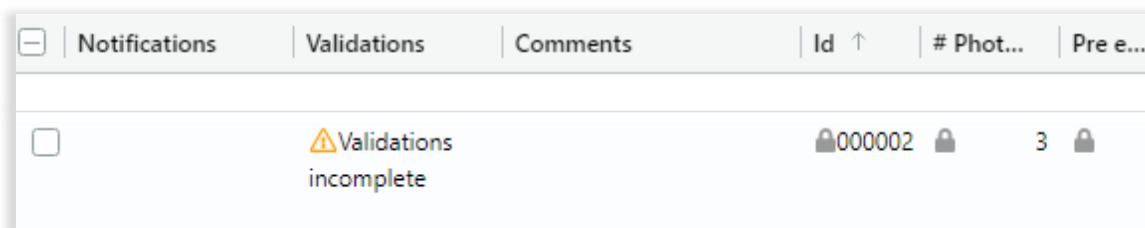


Table 6 Validation check status types

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.

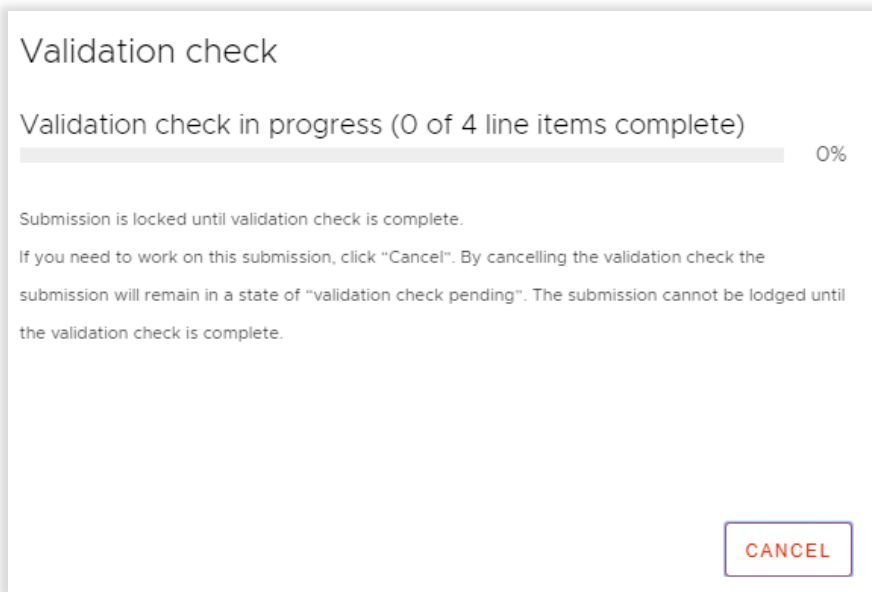
An incomplete validation message is visible on each line item as shown below.



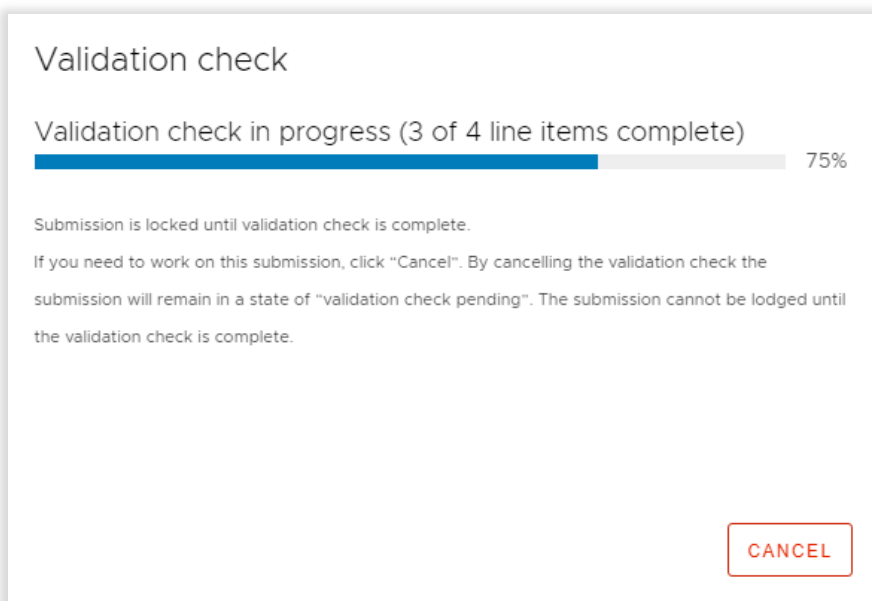
To run the validation check, click the **validate** button on the line items page.



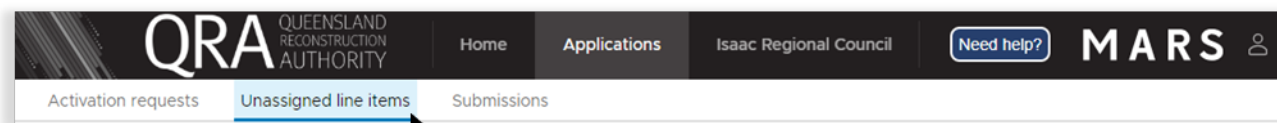
During the validation check, the system will display the following pop-up as shown below.



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.



When the validation check is complete, a summary will display 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.

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.

Validation check

Validation result: Complete - review messages

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

CLOSE VIEW VALIDATION DETAILS

All messages found on the submission.

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

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

Submissions » DRAFT: 000001 in development

DELETED PRINT SAVE

Status: Complete - review messages Lines total: 5 Lines validated: 5 Lines awaiting validation: 0 Lines validated - messages: 2 Lines validated - no messages: 3

Line items validation message summary

Duplicate in submission - This line item is duplicated within this submission.	\$11,739.96	2
--	-------------	---

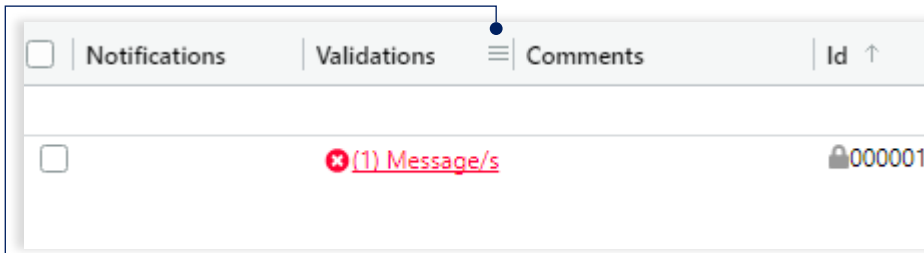
Duplicate in submission - This line item is duplicated within this submission. (2 line items)

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

Each message must be addressed prior to lodgement i.e. cleared or explained with a comment.

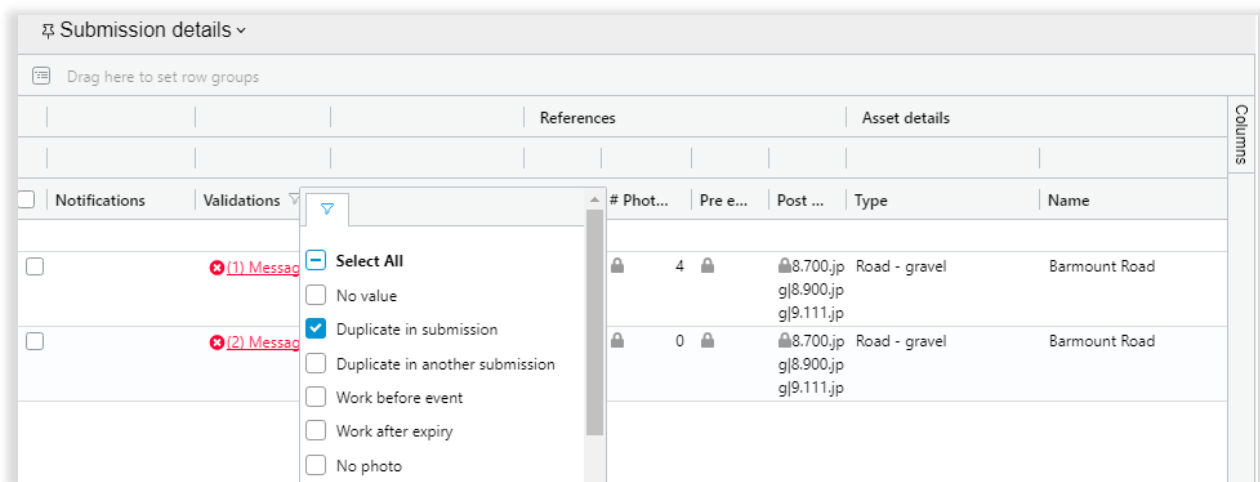
Line item reference.

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

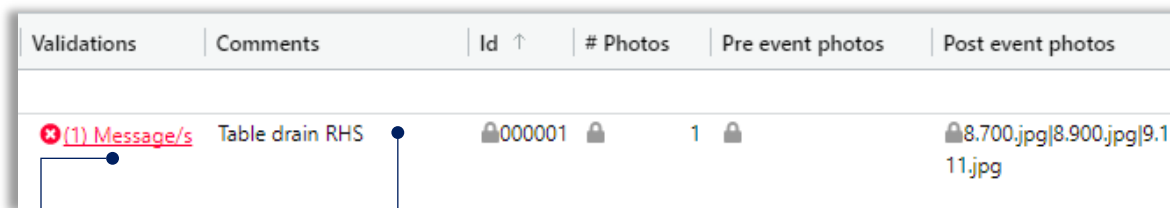


Click the filter icon beside the column header.

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.



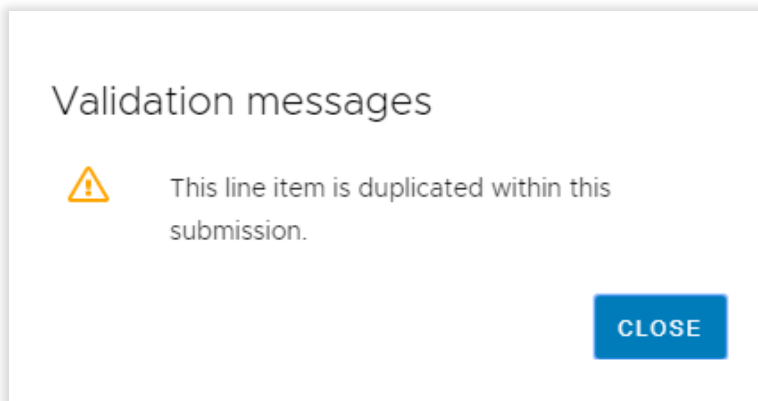
Validation messages will display when selecting the message link in **validations** column as shown below.



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.

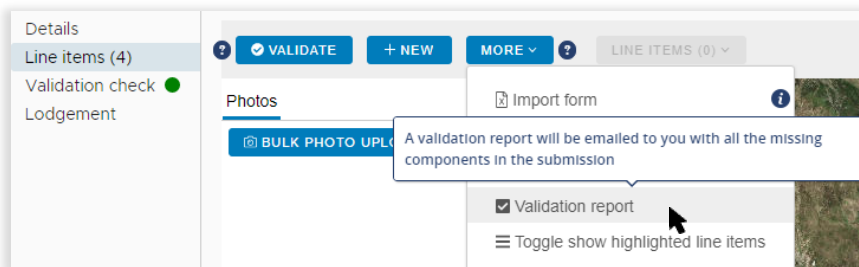
An example of a validation message is shown below.



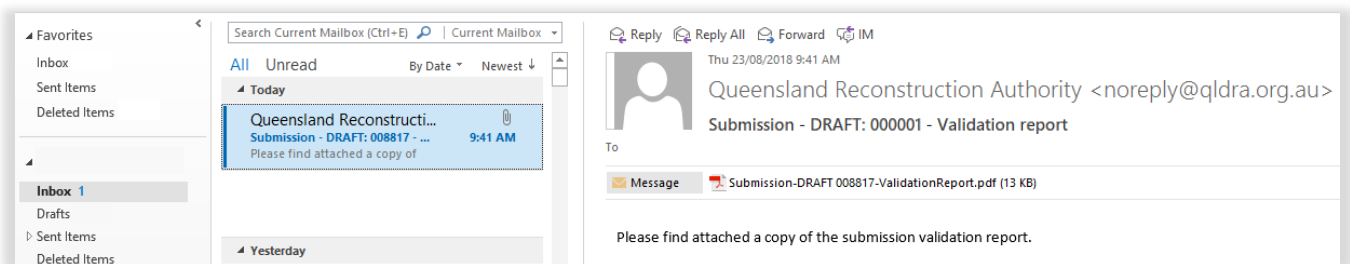
For additional guidance, refer to **my submissions** in the **need help?** menu.

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.



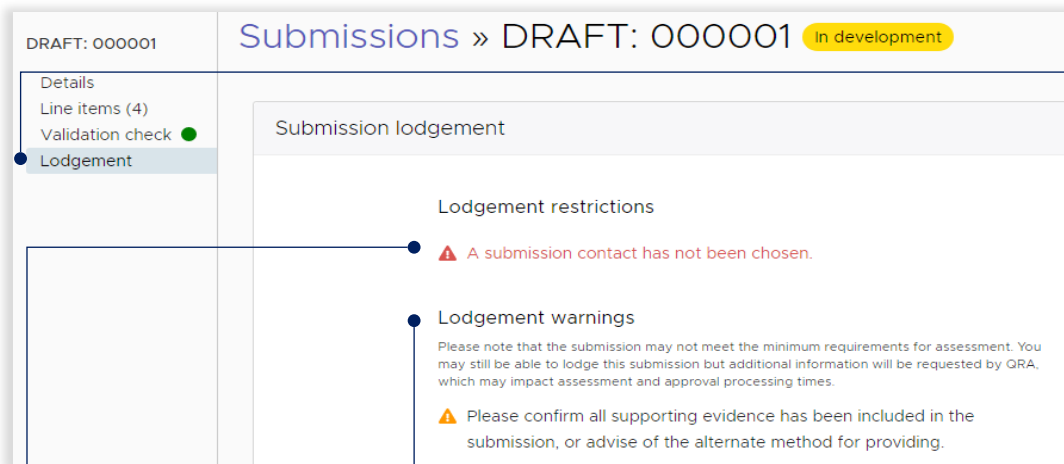
The validation report is emailed to the person who is logged into MARS. Click on the PDF attachment to download the validation report.



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.



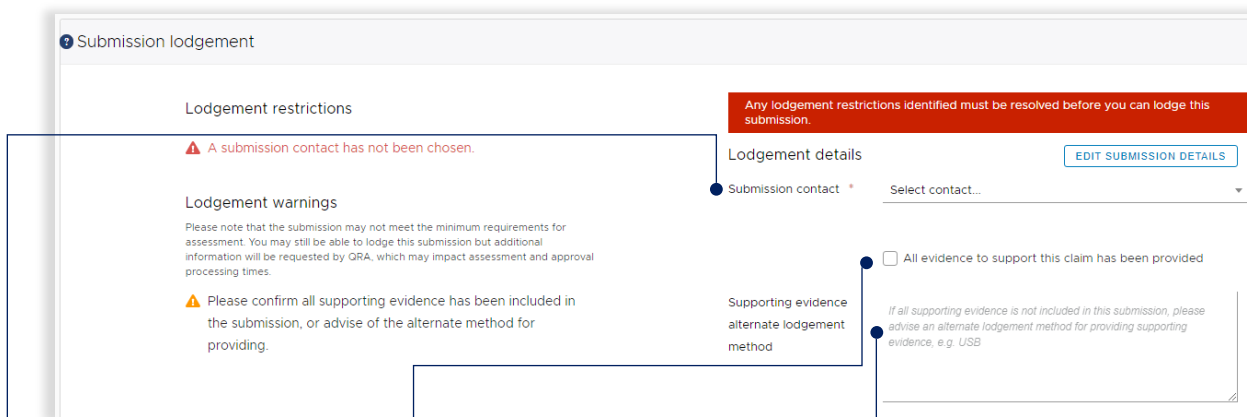
Click on the **lodgement page** to proceed with lodging a submission.

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.

 Please refer to glossary for all lodgement restrictions and warnings.

On the **lodgement page** add submission contact and details, as shown below.



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.

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' interface. It is divided into two main sections: 'Lodgement restrictions' and 'Lodgement details'.
 - **Lodgement restrictions:** Shows 'No lodgement restrictions identified.' and 'No lodgement warnings identified.' with green checkmarks.
 - **Lodgement details:** Includes fields for 'Submission contact' (Eric Engineer), 'Supporting evidence' (All evidence to support this claim has been provided), and 'Acknowledgement'. The acknowledgement section contains a 'certify that:' statement with a bulleted list of conditions and a checked 'I AGREE' checkbox.
 - **Buttons:** An 'EDIT SUBMISSION DETAILS' button is in the top right, and a green 'LODGE SUBMISSION' button is at the bottom right.
 Three callouts with blue circles and lines point to specific elements:
 1. Points to the 'No lodgement restrictions/warnings' status: 'All restriction and warnings have been addressed.'
 2. Points to the 'I AGREE' checkbox: 'The legal disclaimer requires the person lodging the submission to certify that all information is true and correct.'
 3. Points to the 'LODGE SUBMISSION' button: 'Click to lodge submission.'

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 a navigation bar with three tabs: 'Activation requests', 'Unassigned line items', and 'Submissions' (which is highlighted). Below the tabs, the text 'Submissions » IRC.0051.1718F.REC' is displayed, followed by a green 'Lodged' status badge.

 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.RES, which is in a 'Lodged' state. The left sidebar contains navigation options: Details, Line items (4), Lodgement, and Pending queries (2). The main content area is titled 'Line item queries' and lists two queries:

- Query 1:** Barmount Road - 8700 to 9262. Question: 'Please provide further evidence (i.e. maintenance records), to support the claimed road width of 6 m.' It has an 'Answer' text box and an 'Action' menu with buttons for '+ [document icon]', '+ [photo icon]', a save button, and a lodge button.
- Query 2:** Barmount Road - 9262 to 9937. Question: 'Please confirm treatment required - description states bulk fill but treatment requested is heavy formation grading.' It also has an 'Answer' text box and an 'Action' menu with similar buttons.

Annotations with blue circles and lines point to the 'Pending queries (2)' link in the sidebar, the 'Answer' text boxes, and the 'Action' buttons.

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 IRC.0051.1718F.RES. The left sidebar has 'Line items (4)' selected. The main content area shows the 'Line items' page with a 'Queries' tab selected. A query notification is displayed for line item 000002, dated Aug 1, 2018. The notification text is: 'Please confirm treatment required - description notes bulk fill but treatment requested is heavy formation grading.'

Annotations with blue circles and lines point to the 'Line items (4)' link, the 'Queries' tab, the query notification, and a '1 QUERIES' notification at the bottom of the page.

- 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

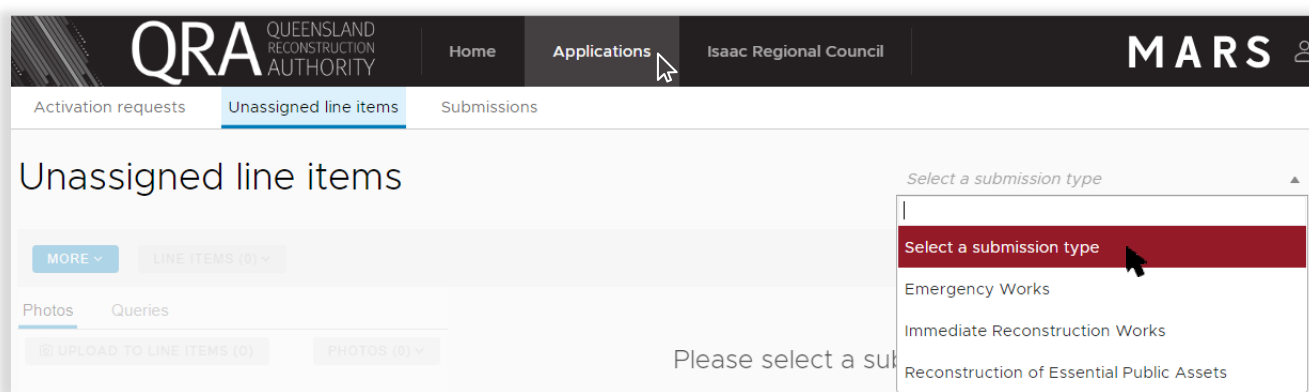
6.1 Unassigned line items tab

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 to QRA. Only users registered with the profile type Organisation Executive can lodge submissions. User Access Forms can be accessed on the QRA website.
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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