



QUEENSLAND RECONSTRUCTION AUTHORITY

# **MARS Portal user guide in-field assessment**

**MARS | Queensland Reconstruction Authority**

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

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### Copies

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# 1 Introduction

<b>Background</b>	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.
<b>Purpose</b>	The purpose of this document is to guide the user through actions relating to an in-field assessment in the MARS Portal. An in-field assessment (IFA) is a combined assessment (Compliance and Value for Money) conducted in close consultation with an applicant. It is undertaken at QRA's discretion and can only be done on a draft submission.
<b>Audience</b>	This user guide is intended for MARS Portal users in an applicant organisation, i.e. the authorised users most likely to build or lodge a Disaster Recovery Funding Arrangements (DRFA) submission.
<b>Pre-requisites</b>	<p>This user guide has been designed with a focus on system functionality, and assumes users have:</p> <ul style="list-style-type: none"> <li>• basic PC skills</li> <li>• basic knowledge of Microsoft applications</li> <li>• an understanding of the Disaster Recovery Funding Arrangements (DRFA)</li> <li>• already been set up with access to the MARS Portal, with the role of Submission Builder as a minimum</li> <li>• been involved in preparing the draft submission in MARS.</li> </ul>
<b>Support</b>	For MARS Portal technical support, please contact the QRA Support Team on <a href="mailto:support@gra.qld.gov.au">support@gra.qld.gov.au</a>

## 2 In-field assessment (IFA) set up and views

### 2.1 IFA set-up

Organisations can request an IFA on a draft submission. The draft submission should be in MARS and include supporting evidence. It should also be validated in MARS to ensure any discrepancies or issues can be addressed. The request for an IFA is done in consultation with the relevant QRA Regional Liaison Officer and does not require an action in MARS.

If QRA confirms they will undertake an IFA, the QRA assessment team will access the draft submission in MARS and identify the line items in the submission to be included in the IFA. These line items cannot be edited by the organisation once an IFA has been created and will be locked in a view-only state. New lines can be added to the draft submission by the organisation but will not be included in the IFA unless requested during IFA.

Once the IFA record has been created by QRA, the organisation can see this on the submission details page. The page will now display an **in-field assessment** badge, and an in-field assessment summary section, as shown below.

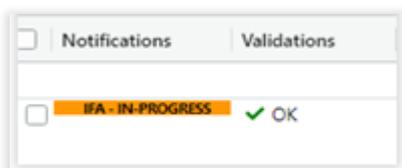
The screenshot shows the MARS portal interface for a submission. The top navigation bar includes 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. The main content area is titled 'Submissions » DRAFT: 010646' and includes a yellow 'In development' badge and a blue 'In-field assessment' badge. The 'Details' section on the left lists submission information such as Event (Sally Storm), Submission type (Reconstruction of Essential Public Assets), Organisation reference (South East), and Expenditure type (Estimates). The 'In-field assessment: IRC:IF011718F.REC' section on the right provides details like Proposed state date (Nov 19, 2018), Actual state date (Nov 20, 2018), Address (Grosvenor Complex Batchelor Parade MORANBAH QUEENSLAND 4744), Meeting participants (Eric Engineer), Compliance assessor (Cheryl Harrison), Regional liaison officer (Luke Del Favero), In-field state (Scheduled), and VIM assessor (Cate Moore). A 'Supporting documents' table below shows one document: 'Damage report' uploaded on 20-11-2018. Two callouts with blue circles and lines point to the 'In-field assessment' badge and the 'In-field assessment summary' section.

In-field assessment badge.

In-field assessment summary.

### 2.2 IFA line item view

On the line items page, each line item included in the IFA will display the **IFA-in-progress** notification, and is locked until the IFA is complete. Line items not included or removed from the IFA will not have the notification and can be updated by the organisation at any time.



## 3 IFA completion

### 3.1 Viewing IFA recommendations

When QRA assessors have completed the IFA, the submission lines will be unlocked for the organisation to review. The image below shows the updated IFA summary on the right of the **submission details** page.

The screenshot shows the MARS portal interface for the 'Submissions' page. The breadcrumb trail is 'Submissions » DRAFT: 010646'. The page is in 'In development' and 'In-field assessment' status. The left sidebar shows 'Details' with 'Line items (6)', 'Validation check' (green dot), and 'Lodgement'. The main content area is divided into two sections: 'Details' and 'In-field assessment: IRC.IF01.1718F.REC'. The 'Details' section includes dropdown menus for 'Event' (Sally Storm), 'Submission type' (Reconstruction of Essential Public Assets), 'Organisation reference' (South East), and 'Expenditure type' (Estimates). The 'In-field assessment' section displays a table of dates and other details.

In-field assessment: IRC.IF01.1718F.REC			
Proposed state date:	Nov 19, 2018	Proposed end date:	Nov 21, 2018
Actual state date:	Nov 20, 2018	Actual end date:	Nov 20, 2018
Address:	Grosvenor Complex, Batchelor Parade, MORANBAH, QUEENSLAND 4744	Meeting participants:	Eric, Engineer
Regional liaison officer:	Luke Del Favero	Compliance assessor:	Cheryl Harrison
VTM assessor:	Cate Moore	In-field state:	Final

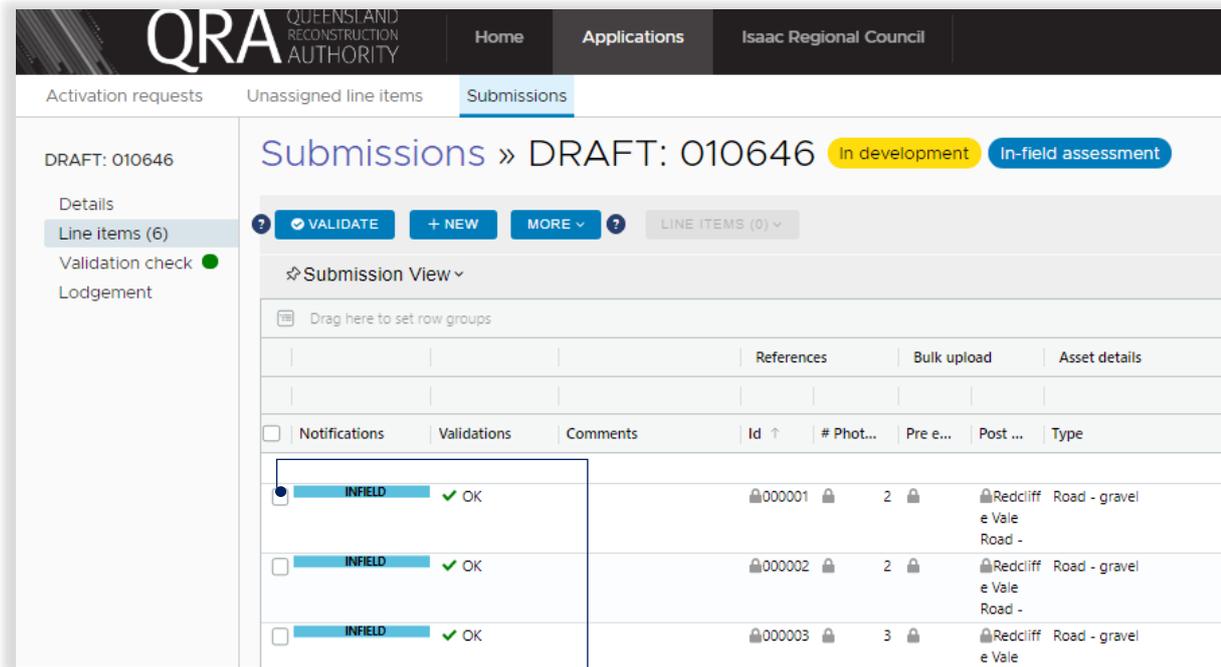
Navigate to the **line items** page to see the full grid view.

The screenshot shows the 'Submissions' page for DRAFT: 010646. The breadcrumb trail is 'Submissions » DRAFT: 010646'. The page is in 'In development' and 'In-field assessment' status. The left sidebar shows 'Details' with 'Line items (6)'. The main content area has a toolbar with buttons for 'VALIDATE', '+ NEW', and 'MORE'. A dropdown menu is open, showing 'LINE ITEMS (0)'. Two blue circles with arrows point to specific elements: one points to the 'Line items (6)' link in the sidebar, and the other points to the 'LINE ITEMS (0)' dropdown menu.

Click to view **line items** page.

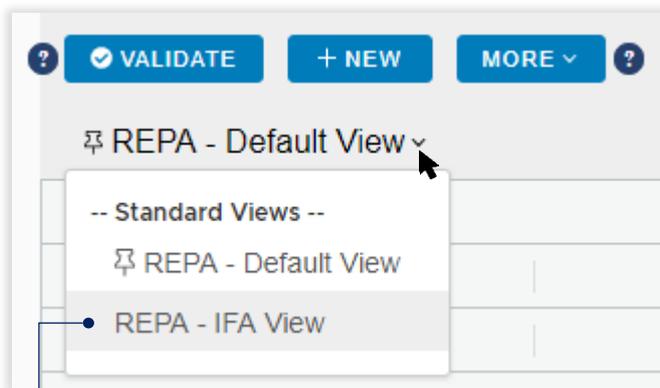
Click to change layout to line items only view.

On the **line items** page the notification column has been updated to indicate the line items included in the IFA, as shown below.



In-field notification flag

View the IFA line items by clicking the default view pull-down menu and selecting **IFA view**, as shown below.



Click to view IFA updates.

Scroll across the grid to view IFA columns on the right. Note these columns are read-only. The last column on the right is the **difference** column, showing the changes made per line item during the IFA.

Rate	Value (excl GST)	Project Manage...	Escalation	Contingency	Total Value	Indirect Total	Difference
🔒	🔒 \$2,389.20	🔒 \$238.92	🔒 \$119.46	🔒 \$467.44	🔒 \$3,215.02	🔒 \$825.82	🔒 \$129.45
🔒	\$29.20	🔒 \$438.00	🔒 \$43.80	🔒 \$21.90	🔒 \$84.10	🔒 \$587.80	🔒 \$-587.79
🔒	\$27.20	🔒 \$81.60	🔒 \$8.16	🔒 \$4.08	🔒 \$18.28	🔒 \$30.52	🔒 \$-112.12

### 3.2 Accepting IFA recommendations

IFAs are conducted in close consultation with the organisation with the aim of coming to an agreement on final recommendations. Following an IFA an organisation can either accept the recommendations captured by QRA, or make changes to the submission data. Any line items changed from what was agreed during the IFA will need to be re-assessed by QRA after lodgement.

To accept the recommendations captured by QRA in the IFA, select one or more line items and **accept in-field recommendations** from the **line items** button as shown below.

The screenshot shows the 'LINE ITEMS (2)' dropdown menu with the following options:

- Line item editing --
- Clone
- Delete
- Populate chainage from coordinates
- Populate coordinates from chainage
- Accept In-field Recommendations** (highlighted)
- Line item assignment --
- Move to submission
- Move to unassigned
- Highlight selected line items
- Remove highlight from selected line items

Below the table, two line items are highlighted in blue:

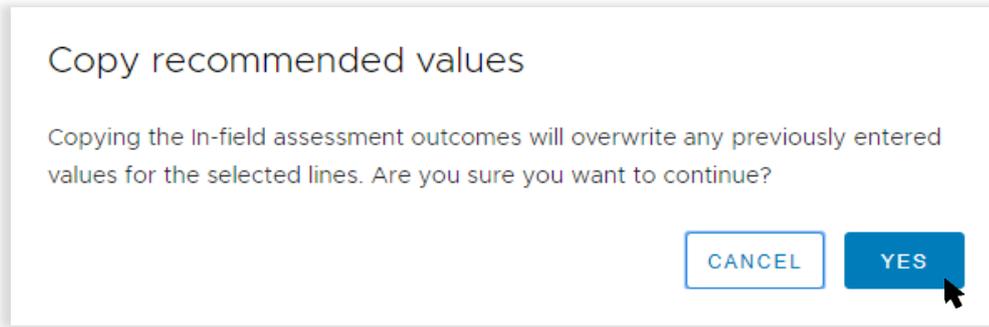
<input checked="" type="checkbox"/>	INFIELD	✓ OK
<input checked="" type="checkbox"/>	INFIELD	✓ OK

Annotations:

- Select one or more line items.
- Select to **accept in-field recommendations** from the **line items** button.

 During an IFA if a line item was made ineligible/not recommended with a value of \$0.00, the line item needs to be deleted before lodgement.

Accepting the recommended values will copy the values in the IFA columns, and overwrite the original submitted values in the draft submission. Click **yes** to continue.

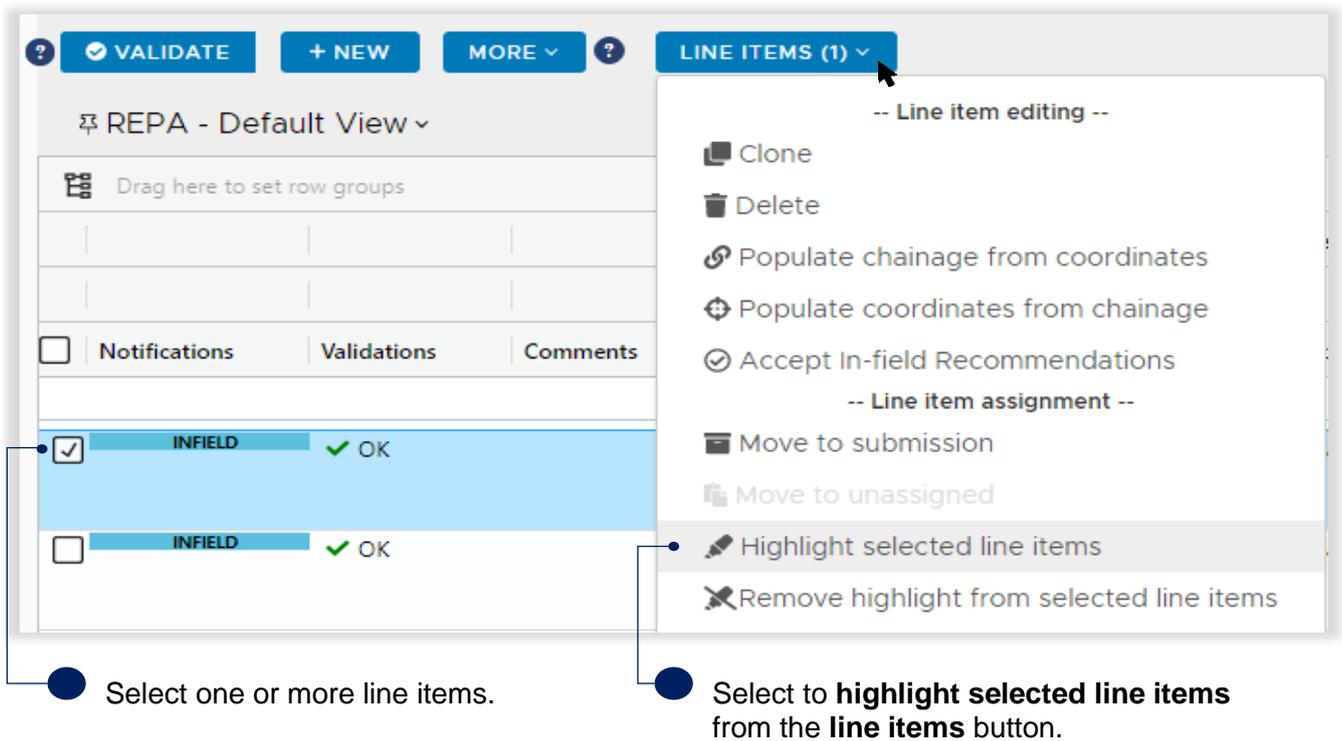


### 3.2.1 Tracking options

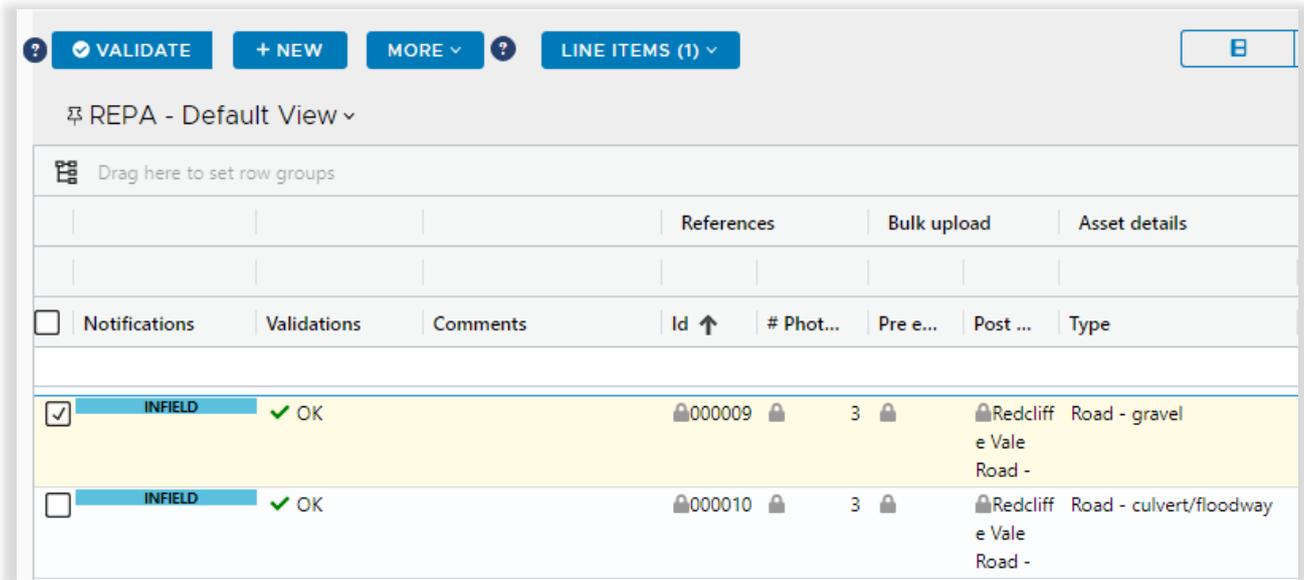
Line items can be highlighted to help track progress of reviewing line items after an IFA. Use highlighting to:

- identify line items as you accept IFA recommendations, or
- identify which line items have been actioned i.e. accepted recommendations or changed data.

Select one or more line items, and select **highlight selected line items** from the **line items** button, as shown below.

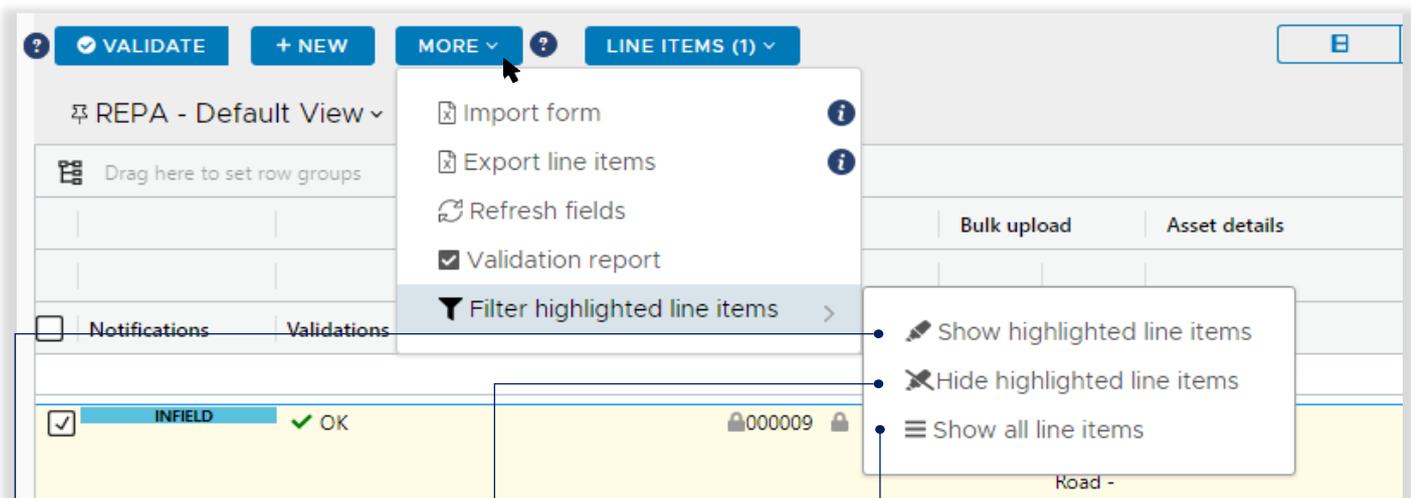


Selected line items are highlighted in the grid. Continue as you progress through the submission per line item.



### 3.2.2 Filtering highlighted lines

To change views of highlighted line items, select the **filter highlighted line items** from the **more** button as shown below.



Select to only show line items that have been highlighted.

Select to only show line items that have *not* been highlighted.

Select to show all line items in the grid.

## 4 Lodging a submission

Organisations should aim to lodge their submission in the MARS Portal within five business days of IFA completion. Guidance on updating and validating line items, and lodging submissions in the MARS Portal can be found in the [MARS Portal user guide – activations and submission preparation](#).



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