

Tip sheet: selecting user profiles in MARS

MARS is the Management and Reporting System online portal administered by the Queensland Reconstruction Authority (QRA) to support councils and state agencies with disaster funding applications.

When completing the User Access Request Form you will be asked to select a User Profile so the QRA team can set up the right access to meet your user requirements.

User Profile Types

1. **View only** – can view all areas
2. **Activation Officer** – can view, edit and lodge activation requests
3. **Submission Builder** – can view all, plus edit submissions and be nominated as the submission contact
4. **Progress Report Builder** - can view all, plus edit progress reports
5. **Organisation Executive** – (all actions) can view, edit and lodge all functions

Ability to add new users in your organisation

6. **Authorised Delegate** – this is required if the CEO, Director-General or equivalent wants another user to be able to approve future access requests for user profile types 1/2/3/4. (Note the CEO or DG or equivalent is required to approve user type 5).

Here are a few council scenarios to help you select the appropriate User Profile.

Case study: Council A	
Scenario	“We only have a few staff who do everything, but the CEO still checks submissions and lodges to QRA.”
CEO access	Form section 1. User information and declaration: CEO adds own details, ticks profile 5 (Organisation Executive) and signs. Form section 2. Authorisation: CEO adds own details and signs.
Other staff access	Form section 1. User information and declaration: Individual user adds own details, ticks required user profile type, and signs. Form section 2. Authorisation: CEO adds own details and signs all forms.
Case study: Council B	
Scenario	“We often use consultants for building submissions and progress reports, but the CEO still checks them and lodges to QRA.”
CEO access	Form section 1. User information and declaration: CEO adds own details, ticks profile 5 (Organisation Executive) and signs. Form section 2. Authorisation: CEO adds own details and signs.
Consultant access	Form section 1. User information and declaration: Consultant adds own details, ticks profile 3 (Submission Builder) and 4 (Progress Report Builder), and signs. Form section 2. Authorisation: CEO adds own details and signs.
Case study: Council C	
Scenario	“We have several staff in senior roles, and the CEO would like the Director of Works to manage all QRA activities on their behalf.”
Director of Works access	Form section 1. User information and declaration: Director of Works adds own information, ticks profiles 5 (Organisation Executive) AND 6 (Authorised Delegate) and signs. Form section 2. Authorisation: CEO adds own details and signs.
Other staff access	Form section 1. User information and declaration: Individual user adds own details, ticks required user profile type, and signs. Form section 2. Authorisation: Director of Works adds own details and signs all forms.