



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

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 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. |
| Audience | 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. |
| Pre-requisites | This user guide has been designed with a focus on system functionality, and assumes users have: <ul style="list-style-type: none"> • basic PC skills • basic knowledge of Microsoft applications • an understanding of the Disaster Recovery Funding Arrangements (DRFA) • already been set up with access to the MARS Portal, with the role of Submission Builder as a minimum • been involved in preparing the draft submission in MARS. |
| Support | For MARS Portal technical support, please contact the QRA Support Team on support@qra.qld.gov.au |

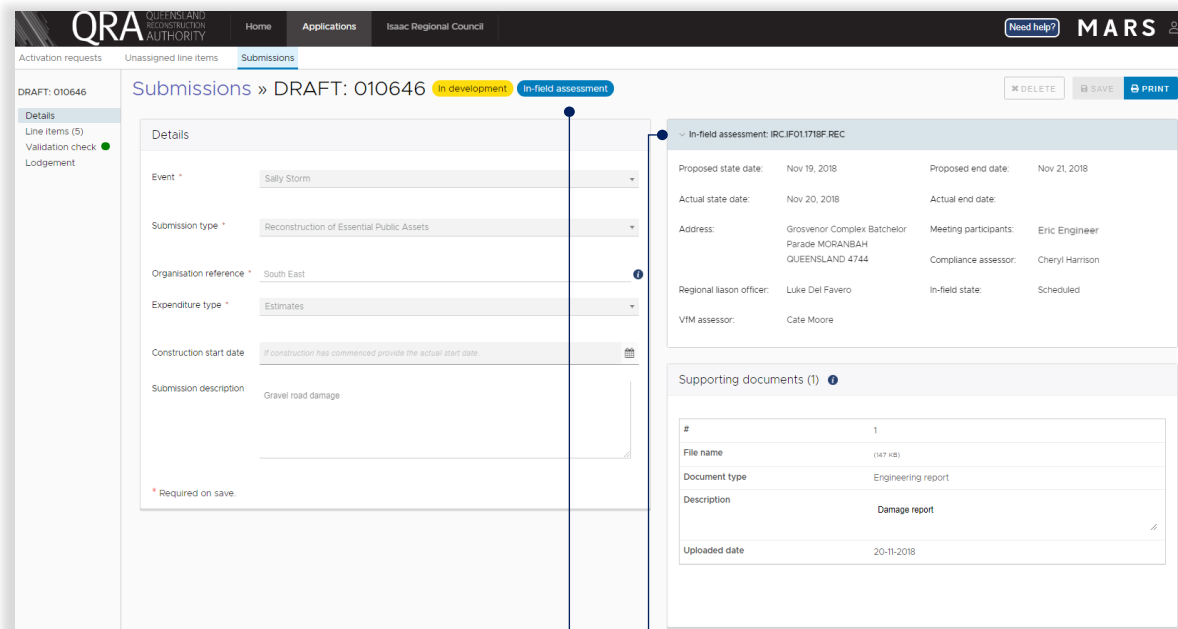
2 In-field assessment (IFA) set up and views

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.

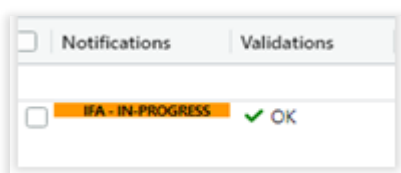


In-field assessment badge.

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.

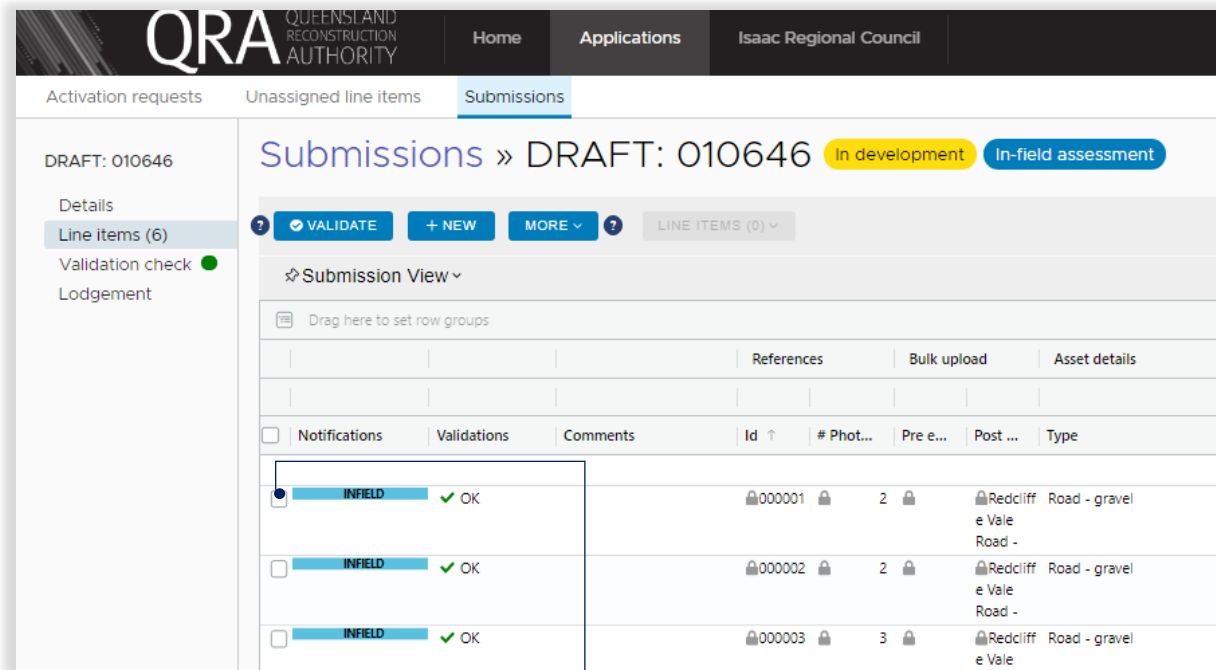
The screenshot shows the MARS portal interface for a submission. The top navigation bar includes 'QRA QUEENSLAND AND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. The main header shows 'Submissions » DRAFT: 010646' with status tags 'In development' and 'In-field assessment'. On the left, a sidebar lists 'Details', 'Line items (6)', 'Validation check', and 'Lodgement'. The main content area is divided into two sections: 'Details' on the left and 'In-field assessment: IRC:IF01.1718F REC' on the right. 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 contains a table of dates and personnel:

| | | | |
|---------------------------|---|-----------------------|-----------------|
| 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.

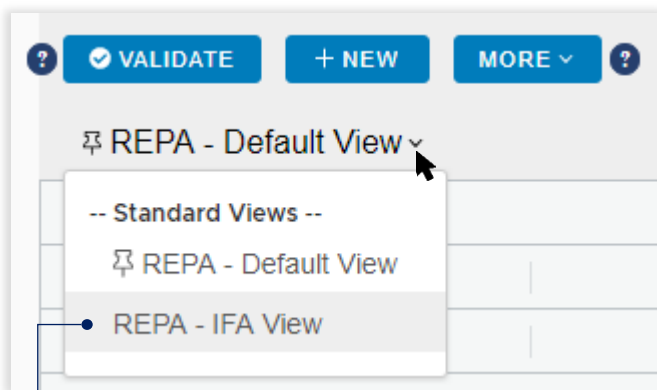
This screenshot shows the same submission details page as above, but with annotations. A blue circle points to the 'Line items (6)' link in the left sidebar, with the text 'Click to view line items page.' A second blue circle points to the 'LINE ITEMS (0)' dropdown menu in the top right of the main content area, with the text '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 **difference** column, shows the changes made per line item during the IFA as shown below.

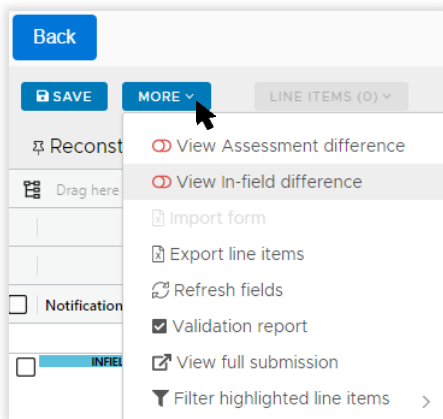
| Value (excl GST) | Project Manage... | Escalation | Contingency | Total Value | Indirect Total | Difference | Vfm comments | Compliance comments |
|------------------|-------------------|------------|-------------|-------------|----------------|--------------|--|---|
| \$39,674.31 | \$3,967.43 | \$1,124.21 | \$5,237.01 | \$50,002.96 | \$6,361.22 | \$-18,736.49 | | |
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$-8,512.45 | | This is a duplication of the line below. Ineligible. |
| \$18,025.03 | \$1,802.50 | \$510.76 | \$2,379.30 | \$22,717.59 | \$2,890.06 | \$0.00 | Recommended, pending eligibility confirmation. | Spacing between damage photos approx 300 meters. Council to |

The **difference** column shows the changes made per line item during the IFA.

The comments provided during the IFA by the assessors.

3.2 Highlighting changes between IFA outcome and draft submission

The difference between the finalised IFA and the draft submission can be displayed prior to lodgement. Select **view in-field difference** from the **more** button as shown below.



Fields displayed as purple in the original submission data indicate where the assessors have made changes during the IFA.

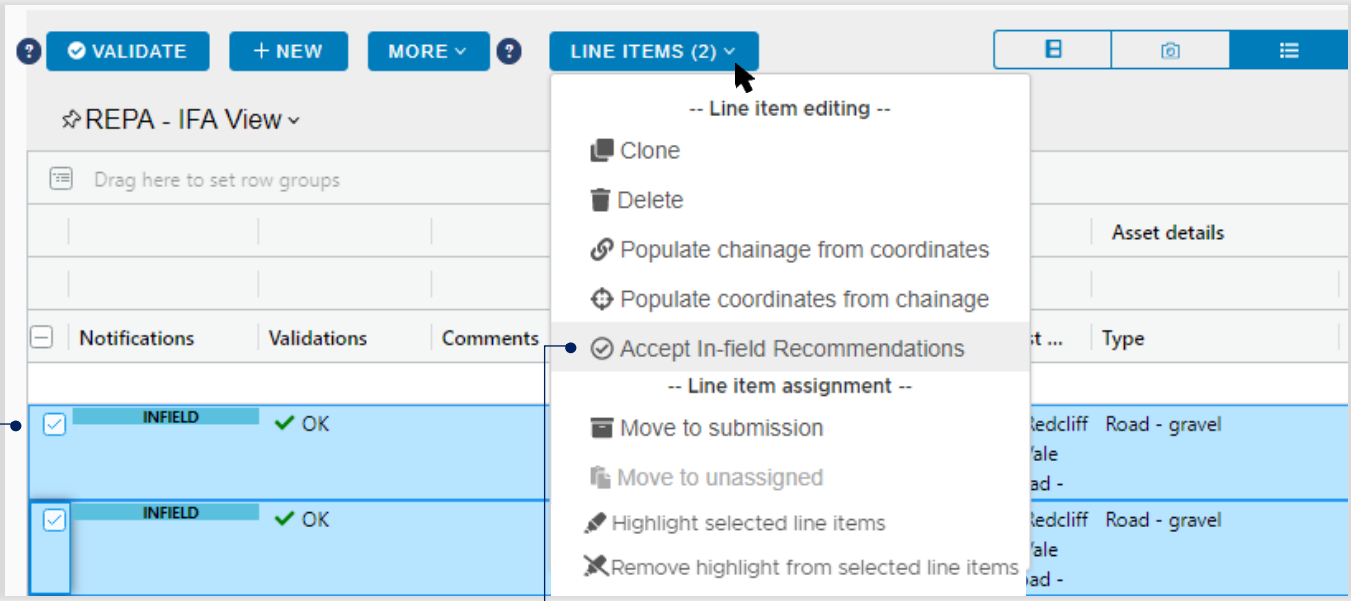
| Treatment | Unit | Length (m) | Width (m) | Depth (m) | Quantity | Rate | Cost breakdown | | | | Line item values | |
|---|------|------------|-----------|-----------|----------|----------|------------------|-----------------|----------------|-------------|------------------|------------------------|
| | | | | | | | Direct costs | | Indirect costs | | Sub total | Total value (excl GST) |
| | | | | | | | Value (excl GST) | Project mana... | Escalation | Contingency | | |
| Gravel resheeting (excludes supply of material) | m3 | 562.00 | 6.00 | 0.050 | 168.600 | \$40.06 | \$54,540.58 | \$5,454.06 | \$1,545.46 | \$7,199.35 | \$8,744.81 | \$68,739.45 |
| Heavy formation grading incorporating 50mm of imported material | m3 | 562.00 | 6.00 | 0.050 | 168.600 | \$106.91 | \$18,025.03 | \$1,802.50 | \$510.76 | \$2,379.30 | \$2,890.06 | \$22,717.59 |
| Gravel resheeting (excludes supply of material) | m3 | 675.00 | 6.00 | 0.050 | 202.500 | \$40.06 | \$8,112.15 | \$811.22 | \$229.87 | \$1,070.80 | \$1,300.67 | \$10,224.04 |

4 After an IFA assessment – next steps

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 accept the recommendations captured by QRA, and/or make changes to the submission data. Where recommendations are not accepted, those line items will need to be re-assessed by QRA after lodgement.

4.1 Accepting IFA recommendations

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 'REPA - IFA View' interface. At the top, there are buttons for 'VALIDATE', '+ NEW', 'MORE', and 'LINE ITEMS (2)'. The 'LINE ITEMS (2)' dropdown menu is open, showing options: 'Clone', 'Delete', 'Populate chainage from coordinates', 'Populate coordinates from chainage', 'Accept In-field Recommendations' (which is highlighted), 'Move to submission', 'Move to unassigned', 'Highlight selected line items', and 'Remove highlight from selected line items'. Below the menu, a table of line items is visible, with two rows highlighted in blue. Each row has a checkbox, the word 'INFIELD', and a green checkmark with 'OK' next to it.


● Select one or more line items.

● Select to **accept in-field recommendations** from the **line items** button.

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.

Copy recommended values

Copying the In-field assessment outcomes will overwrite any previously entered values for the selected lines. Are you sure you want to continue?

 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.

4.1.1 Making changes to line items after an IFA

If accepting the IFA recommendation changes may be required to ensure the draft submission reflects the recommendation. These may include:

- adding mandatory data to any cloned/added line items
- populating co-ordinates from chainage where any length reductions were made or vice-versa
- removing any unnecessary photos from reduced chainages or adding additional photos where required.

4.1.2 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.

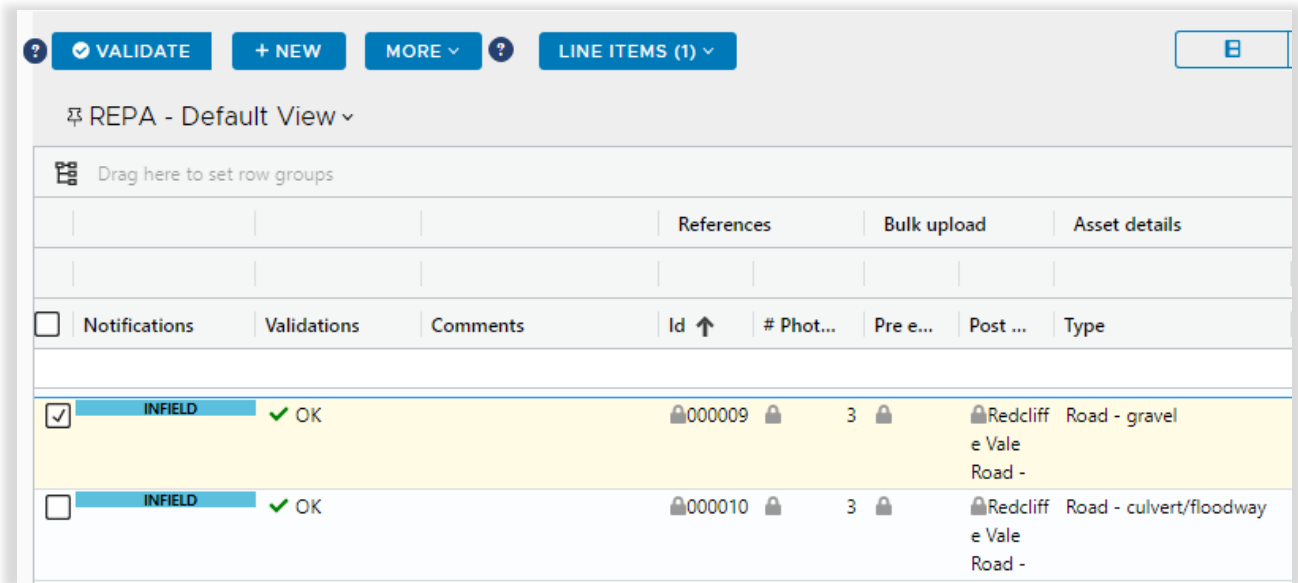
Select one or more line items, and select **highlight selected line items** from the **line items** button, as shown below.

The screenshot displays the MARS Portal interface for a project named 'REPA - Default View'. At the top, there are buttons for 'VALIDATE', '+ NEW', 'MORE', and 'LINE ITEMS (1)'. Below these is a table with columns for 'Notifications', 'Validations', and 'Comments'. Two line items are listed, both labeled 'INFIELD' with a '✓ OK' status. The first line item is selected, indicated by a checkmark in a box. A dropdown menu is open from the 'LINE ITEMS (1)' button, showing options for 'Line item editing' (Clone, Delete, Populate chainage from coordinates, Populate coordinates from chainage, Accept In-field Recommendations) and 'Line item assignment' (Move to submission, Move to unassigned, Highlight selected line items, Remove highlight from selected line items). Two callout boxes with blue circles and lines point to the selected line item and the 'Highlight selected line items' option in the dropdown menu.

Select one or more line items.

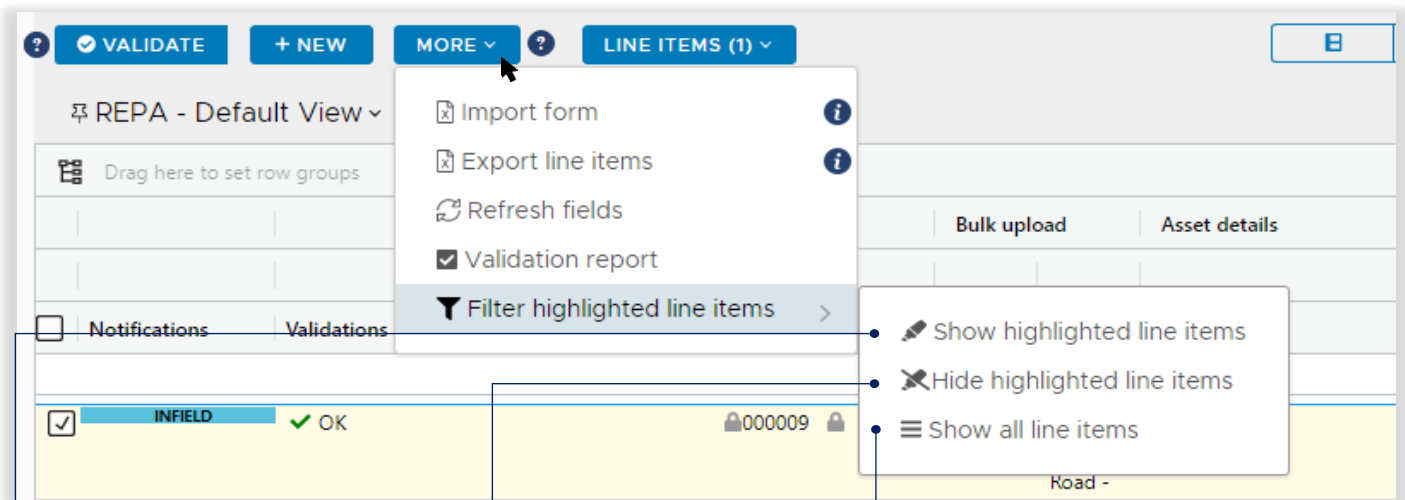
Select to **highlight selected line items** from the **line items** button.

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



4.1.3 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.

4.2 Not accepting the IFA recommendation

If during review you do not accept the changes recommended by QRA's assessment team, additional/different information should be provided to enable assessment on lodgement. Changes could include:

- updating treatment
- changing coordinates and chainage
- adding supporting documents
- adding photos to the line items
- adding comments in the **comments** field.

4.3 Validate the submission

After an IFA a submission must be validated. Each validation message must be addressed prior to lodgement i.e. cleared or explained with a comment.

Review each validation message to make the change where possible. 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.



Refer to the **MARS Portal user guide – activations and submission preparation and need help** menu for help in updating and lodging the submission to QRA.

5 Lodging a submission

Organisations should aim to lodge their submission in the MARS Portal within five business days of IFA completion unless another timeframe has been agreed. 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](#). Contact your RLO or assessors should you have any problems with the lodgement.