QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal user guide
Activation and submission preparation

MARS | Queensland Reconstruction Authority

Queensland
Government

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

Document details

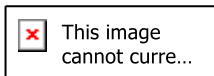| Security classification	Approved for public distribution
Date of review of security classification	August 2019
Authority	Queensland Reconstruction Authority
Document status	FINAL
Version	2.3

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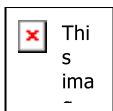
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Copies
Copies of this publication are available on our website at https://www.qra.qld.gov.au/funding/mars-disaster-funding-application-portal

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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. MARS is used for 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	This user guide has been designed with a focus on system functionality, and assumes that users have: • 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.
Support	For MARS Portal technical issues or queries please contact support: Support@qra.qld.gov.au

2   Log in and navigate around MARS

2.1   Log in 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 www.qra.qld.gov.au into the browser window. The link to MARS 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 access request form.

Registered

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

ℹ   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.

Guided walk-throughs and other help options.

QRA news and updates.

Quick links to popular tasks.

Quick links to commonly used resources.

Link to QRA support for any system enquiries.

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

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.

Organisation details.

Digital road network with interactive map displaying selected assets.

Current and past activated events and relief measures.

Current and historical trigger points.

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

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

3   Activations and events

3.1   Create an activation request

Organisations can create activation requests for relief measures in relation to a disaster event. The image below shows how to request and view activations for your organisation. Navigate to the **applications** section.

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 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 to **save** the request.

3.2 Update 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 **lodged** 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.
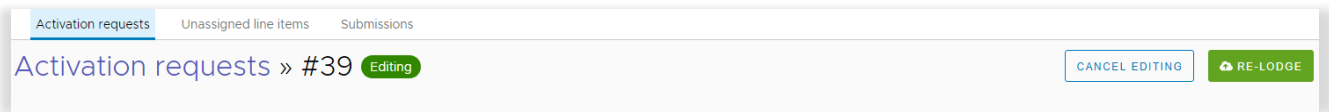

Table 1 Activation request status definitions

Status	Definition
Draft	The request is being developed by the organisation and has not been lodged to QRA.
Lodged	The request is lodged and under assessment by QRA.
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 in MARS.

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 **organisation** section on the **activated events** tab where the status of all activations is listed by relief measure and grouped by financial year.
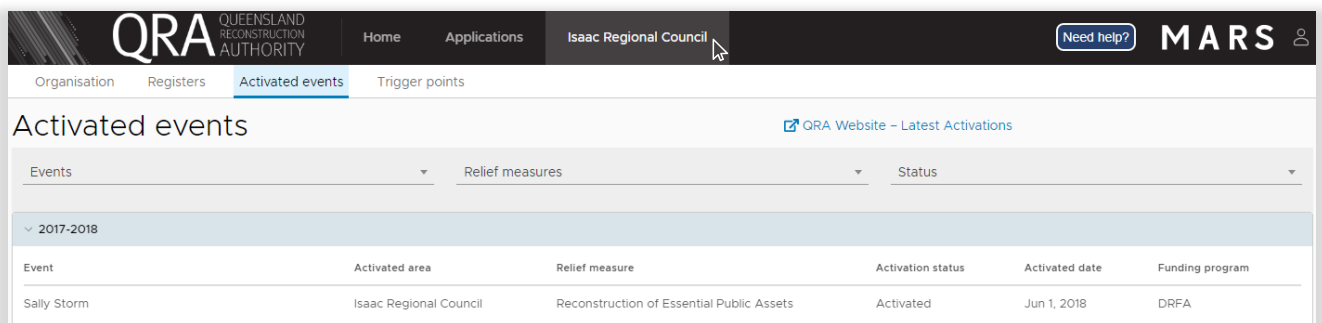

Table 2 Relief measure activation status

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   Prepare a submission

4.1   Create a submission

Navigate to **applications** on the navigation bar, and then the **submissions** tab to view all submissions that have been created by your organisation. Click **new submission**, as shown below.
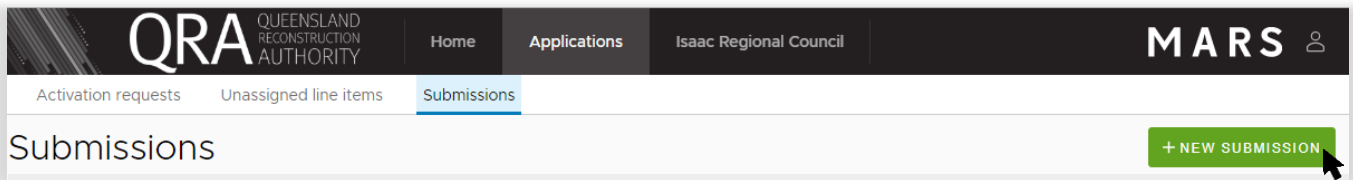
> ℹ️ For demonstration purposes only, a Reconstruction of Essential Public Asset submission is illustrated in this user guide.

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

All fields marked with a *
are required to save.

> ℹ️ 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.

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

Navigate between the **details, line items, validation check, lodgement** and **submission history** pages.

Tick to allow market price lines to be included.

Attach supporting documents.

> ℹ️ 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. 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. Add supporting documents by clicking the **add documents** button, as shown below.

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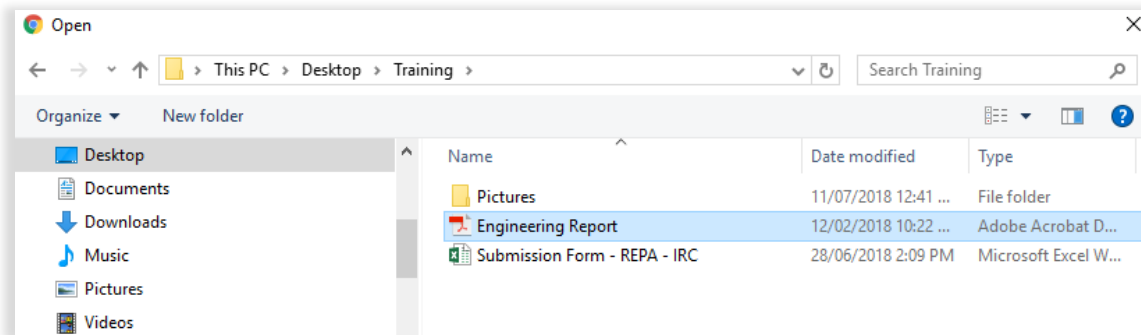
Click **I agree** to confirm your understanding of the advisory message.

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

Select the type of document from the drop-down menu.

Business Case
Certification
Cover Letter and Submission Documents
Engineering Report
General Ledger
Other
Tax Invoice
Video
TMR photo report
Schedule-of-rates

PROCEED

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

Once the file is uploaded, a document summary 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.

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

4.2 Populate a submission

The image below shows a view of the **line items** page and basic navigation options.
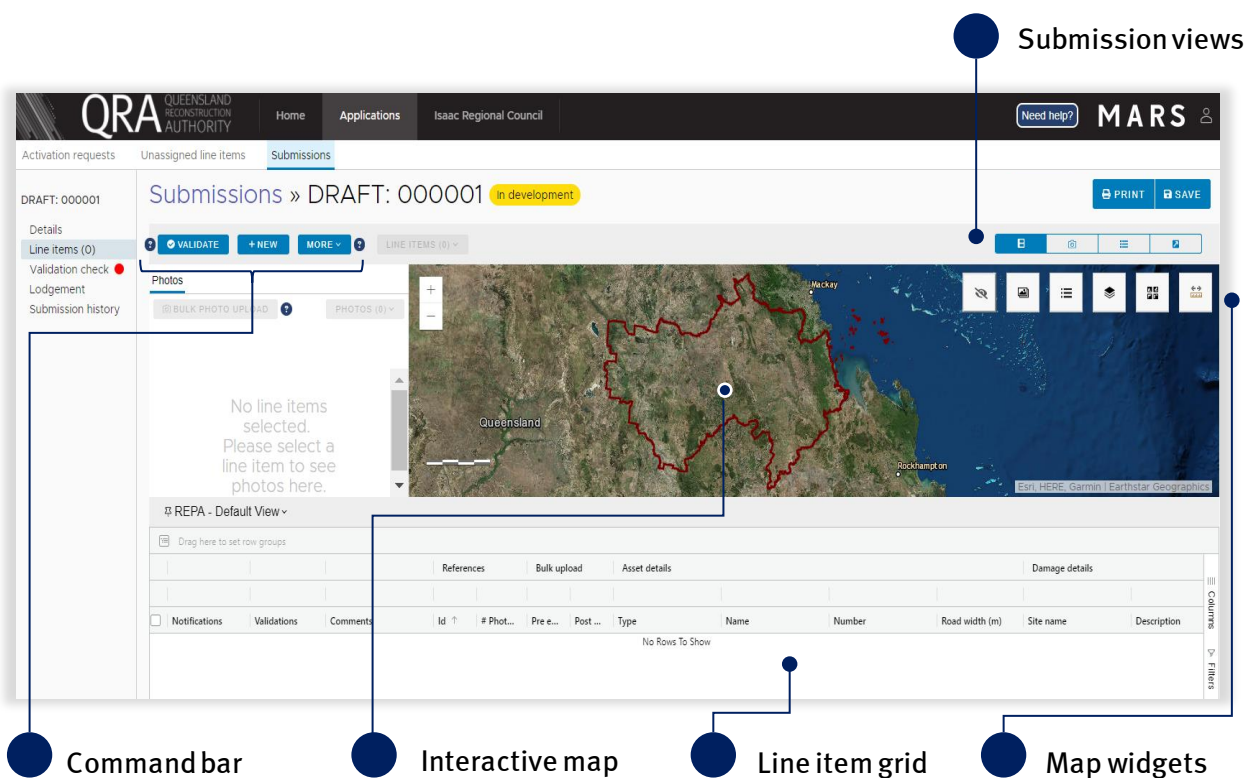
Table 3 Submission view options

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 items

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.
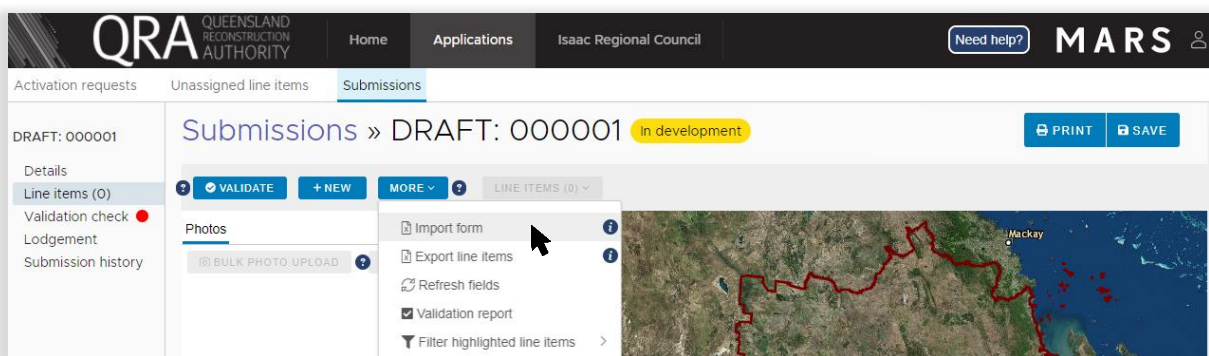
Import line items from Excel

Choose a file from your computer:

⬆ CHOOSE FILE (.XLSX) ●─────────── ● Click to attach a document as per standard Microsoft applications.

4 line items were found. Would you like to proceed?

CANCEL   **IMPORT LINE ITEMS** ●────── ● Click to import.

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

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
☐		⚠Validations Incomplete	🔒	🔒	🔒8.700.j pg|8.900. jpg|9.111.j	🔒	*Road - gravel*	*Barmount Road*	*70*	*6.00*	*1*	*Road 6m, D*
☐		⚠Validations Incomplete	🔒	🔒	🔒8.700.j pg|8.900. ipg|9.111.j	🔒	*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.

DRAFT: 000001   Submissions » DRAFT: 000001 In development   🖨 PRINT 💾 SAVE

Details
Line items (0)   ❓ ✔ VALIDATE + NEW MORE ∨ ❓ LINE ITEMS (0) ∨   🗄 📷 ☰ ↗

> ℹ The grid is automatically saved every 15 seconds.
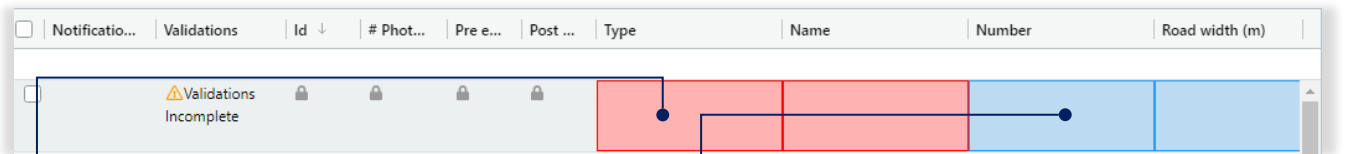
4.2.2 Manually add a line item

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

DRAFT: 000001   Submissions » DRAFT: 000001 In development   🖨 PRINT 💾 SAVE

Details
Line items (0)   ❓ ✔ VALIDATE + NEW MORE ∨ ❓ LINE ITEMS (0) ∨   🗄 📷 ☰ ↗

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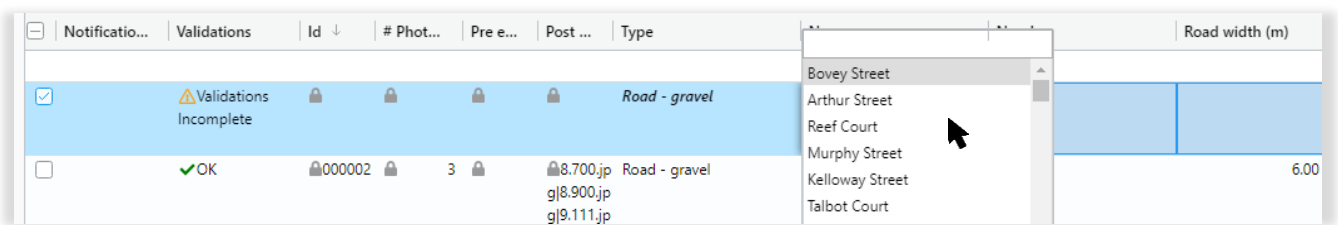

Red fields are required to save the submission.

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

ℹ When adding a new line for an Immediate Reconstruction Works submission, a **standard line** and a **project management line** option is available.

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

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

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

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 <u>before</u> 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.
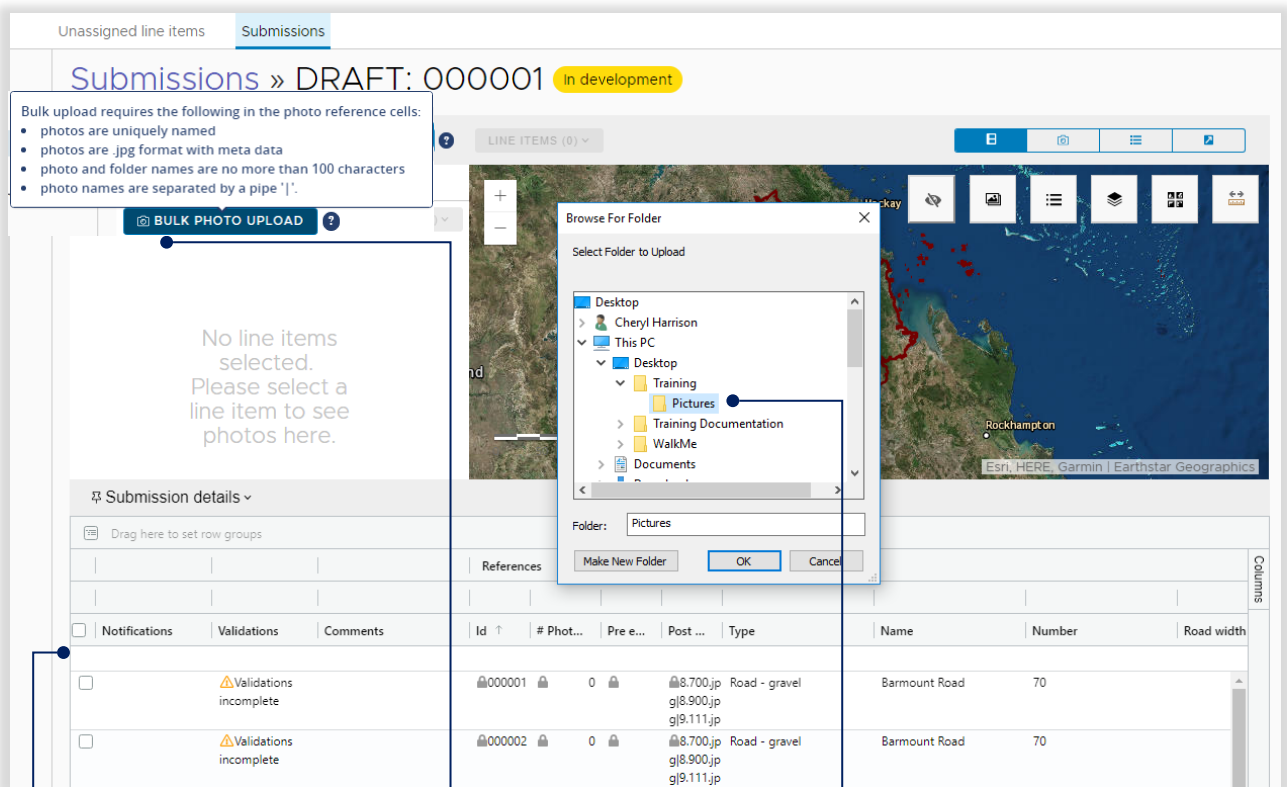
Ensure <u>no</u> individual line items are selected.

Select the **bulk photo upload** button.

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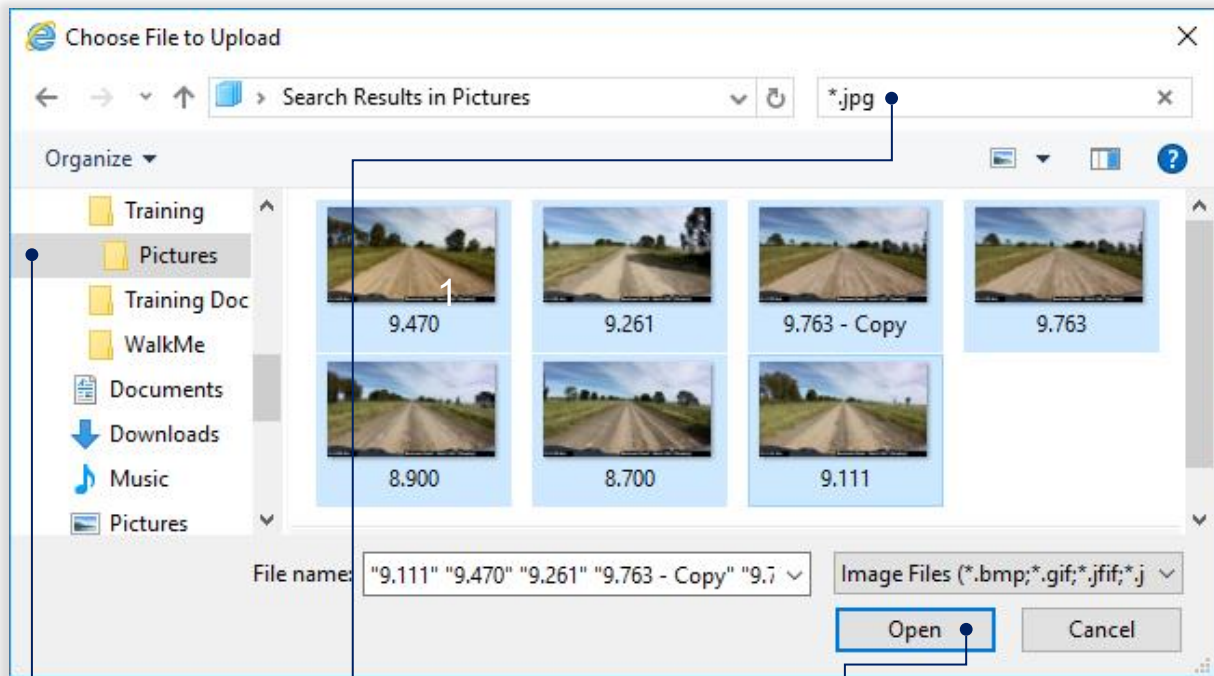
1 Select the parent folder.	**2** Type *.jpg into the search field to extract all folders/files.	**3** Select all (Ctrl A) and click **open.**

> ℹ️ 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.
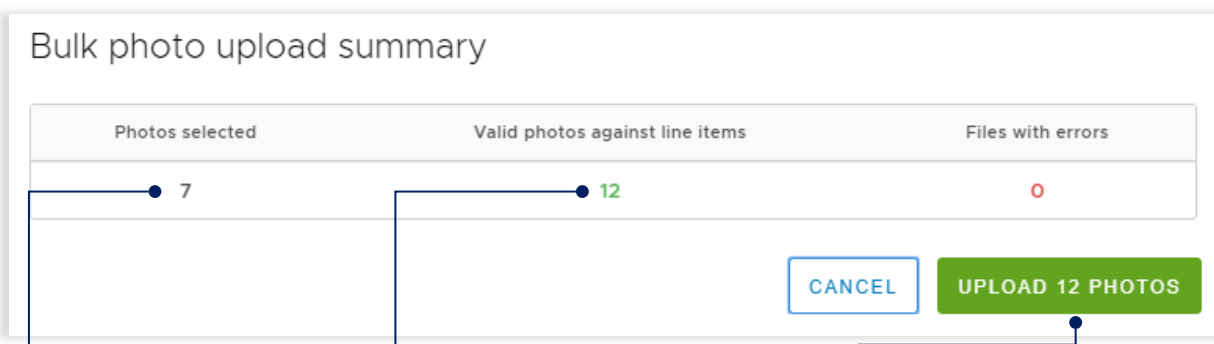
Number of photos uploading.	Number of photo references in columns.	Click to upload selected photos.

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.

Selected line item.

Photos uploaded for the selected line item.

Filter photos and photo view.

Photos are placed on the map using the metadata stored in the photo.

Table 5 Photo category legend

Photo level icon	Definition
L1	L1 – Photo has metadata and coordinates are within specified boundaries.
L2	L2 - Photo has metadata but coordinates place the photo outside of the specified boundaries.
L3	L3 - Photo does not contain metadata and cannot be placed accurately on the map.

4.2.4 Manually add photos to 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).
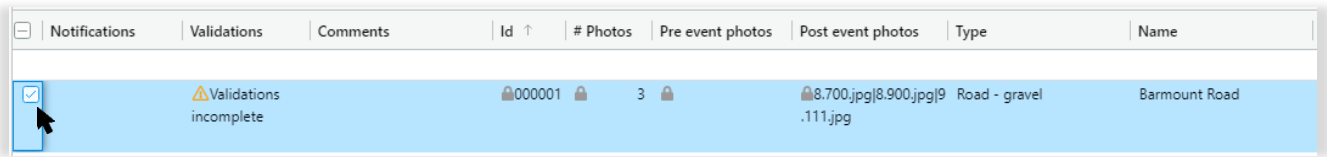
	Notifications	Validations	Comments	Id ↑	# Photos	Pre event photos	Post event photos	Type	Name
☑		⚠Validations incomplete		🔒000001 🔒	3 🔒		🔒8.700.jpg|8.900.jpg|9 .111.jpg	Road - gravel	Barmount Road

> ℹ️ 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. Refer to section 4.1.1 Add supporting documents at the submission level.

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.
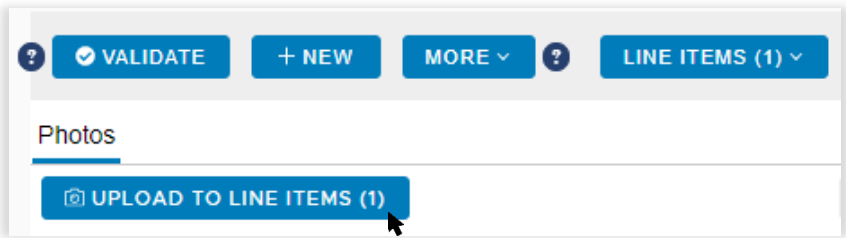
Select a photo type.
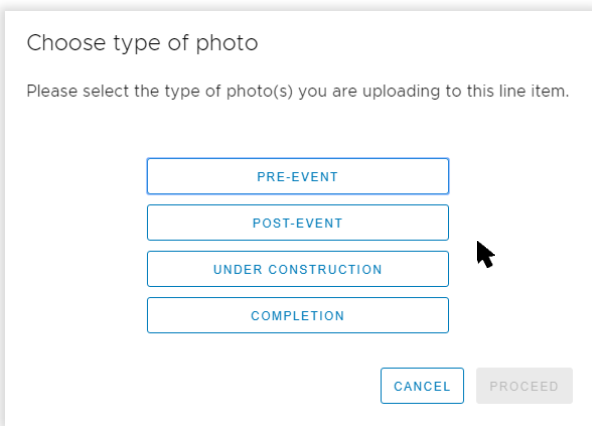
Table 6 Photo upload types

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.

> ℹ️ 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.

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.
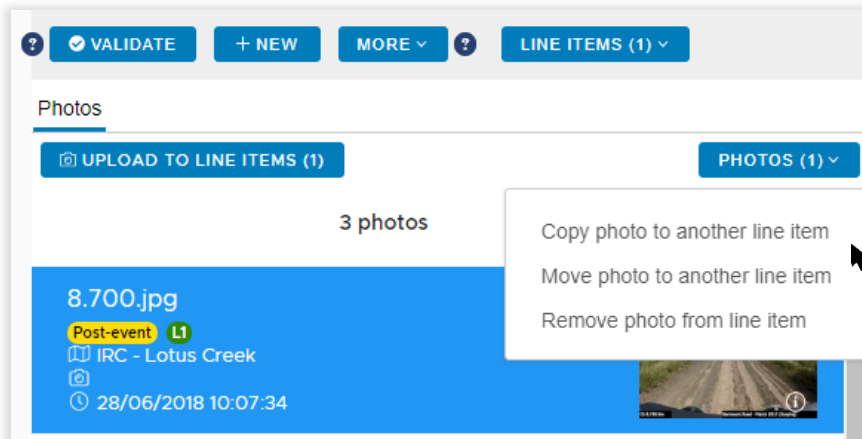
4.2.5 Order photo panel by filename or date taken

The photo panel can be ordered by filename or date taken. Once the required line item(s) have been selected, click the sort drop-down icon to display the **sort by filename** and **sort by date taken** options.
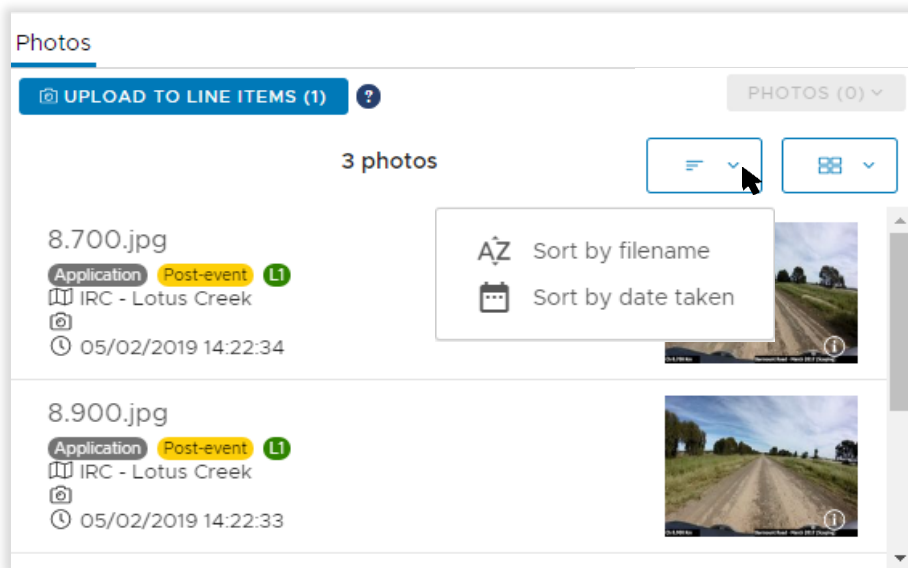
4.3 Highlight line items

Line items can be highlighted for various purposes depending on the user's needs, for example:
- mark lines that need further attention
- track progress of internal review.

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

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 though the submission per line item.

4.3.1 Filter 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.

4.4 Include market price before lodgement

If the awarded schedule of rates has been received before the submission has been lodged, the organisation can update the rate in accordance with the schedule of rates.

4.4.1 Enable market price update

On the **line items** page, the rate column has been defaulted to benchmark rate and locked as shown below.

Rate for estimate method is locked.

If one or more line items has an estimate method of **market price** and an awarded tender of rates for a REPA submission has been obtained before lodgement, return to the **details page** to unlock the gird. Tick the **market price** box to unlock the rate column in the grid as shown below.

Market price ☑ Where tender has been awarded prior to lodgement, check this box to enable the rate on market price lines to be updated as per the schedule of rates. The schedule of rates must be attached as a supporting document in excel format.

Ticking this box will unlock all line items with an estimate method of market price.

Save before continuing.

🖶 PRINT 🖫 SAVE
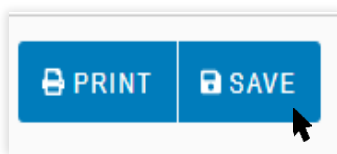
The line items with estimate method of market price have been unlocked and the awarded rate can be entered into the grid.

ⓘ Refer to section **add supporting documents at the submission** level to attach the schedule of rates to the submission.

4.4.2 Filter market price lines

On the **line items** page, hover over the **notifications** header in the grid to view the menu option and click to expand options.

☐ Notifications ≡

Hover and click to view filter options.

To filter notifications column, select **market price not provided.** This will display only line items with the selected option in the grid.

▽

⊟ Select All
☑ Market price not provided
☐ Indirect line
☐ Queries
☐ Unverified asset
☐ Asset - no chainage

All **market price not provided** line items are filtered to the top of the grid.
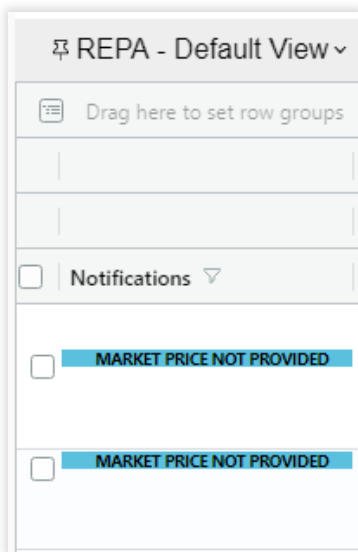
4.4.3 Update market price

Scroll right to the **rate** column. Double-click in the **rate** field and enter the awarded market price as per the schedule of rates for each line item with a **market price not provided**.

4.5 Modify views and columns

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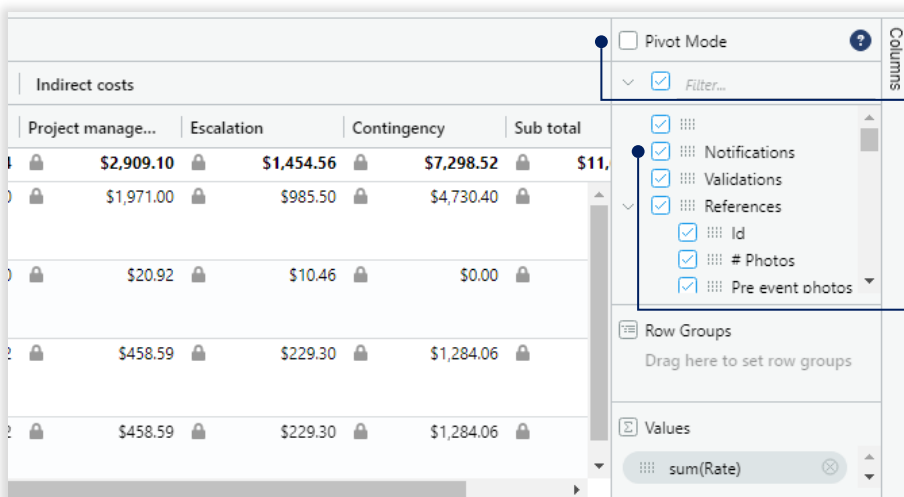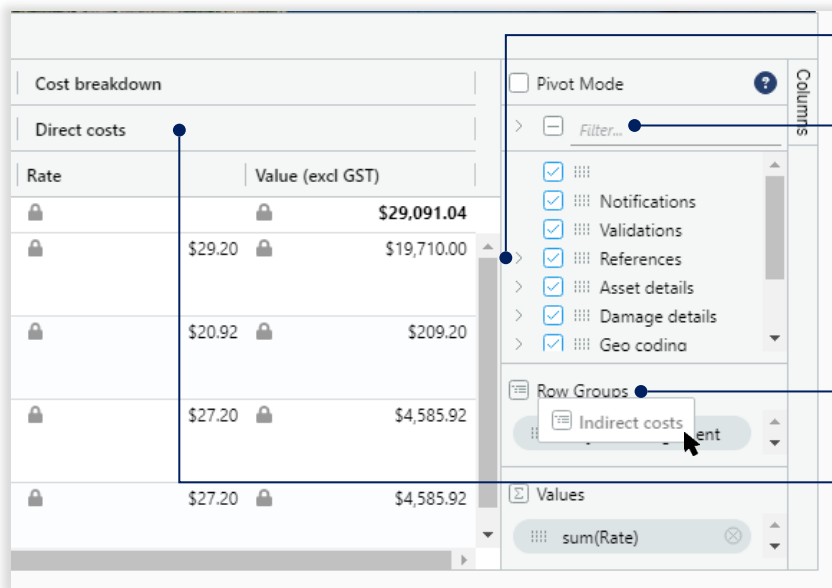

On the right-hand side of the grid, click **columns**.

Pivot mode displays totals for the submission.

De-select the checkbox beside the column header to remove 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.
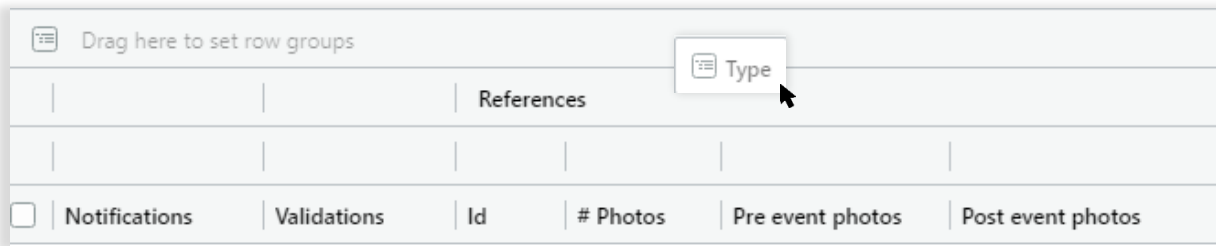
Columns and rows can be grouped and filtered as shown below.

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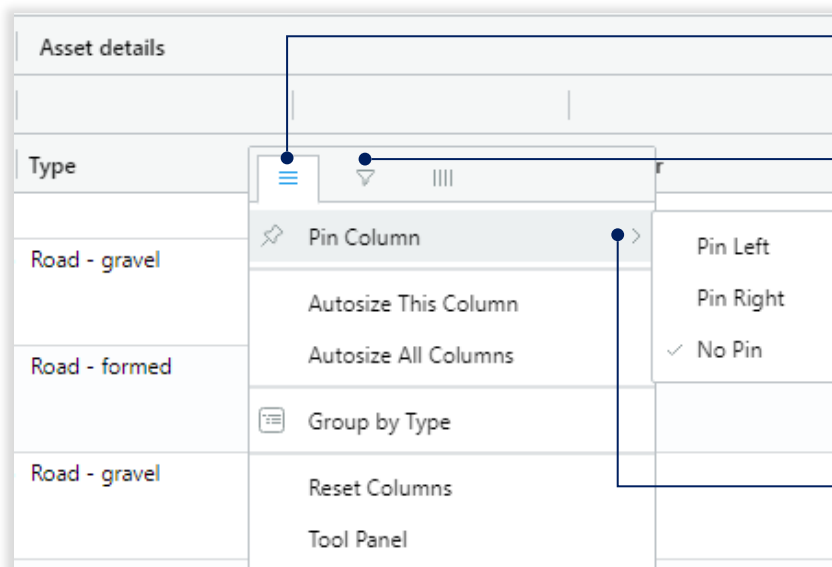
Hover over the column header until the menu option is displayed. Click to view the drop-down menu.

Use filter tab 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.

4.6 Move line items to a submission

To move line items to a new or draft submission, select line item(s) to be moved.

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.

> ⓘ To move line items to the **unassigned line items** tab select **move to unassigned** (for Reconstruction of Essential Public Assets submissions only).

Line items can be moved to either a new submission or a draft submission.

Select draft submission to move line items to, then click **move to submission**.

Click to move line items to a new submission.

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

4.7 Validate data quality

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

DRAFT: 000001

Details
Line items (4)
Validation check 🔴
Lodgement
Submission history
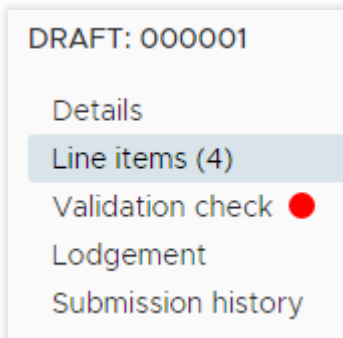
Table 7 Validation check status types

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.

	Notifications	Validations	Comments	Id ↑	# Phot...	Pre e...
☐		⚠️Validations incomplete		🔒000002 🔒	3 🔒	
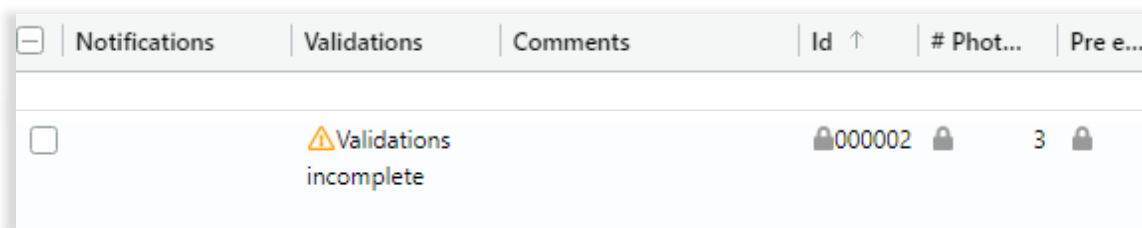
To run the validation check, click the **validate** button on the line items page.

Details
Line items (4)

? ✓ VALIDATE   + NEW   MORE ⌄ ?
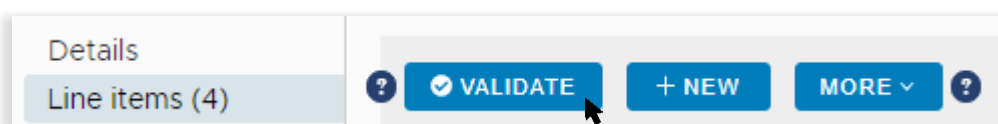
During the validation check, the system will display the following pop-up.

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.

Please note:
- when a validation check is cancelled and restarted it will continue where it left off
- subsequent validation checks will only review line items that have been changed since the last check.

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:

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

> ⓘ If the validation check has failed, the validation result will display **error**. The following message will be displayed in relation to the error: **An unexpected error has occurred during validation. Please contact QRA support.** This can be done by emailing support@qra.qld.gov.au

If there are no validation message to address the validation check page will appear as shown below.

The outcome of the validation check can also be viewed on the **line items page**.

4.7.1 Address validation messages

All validation messages should be addressed prior to lodgement either by amending the information or providing a comment that explains the discrepancy.

Number of validation messages on submission.

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

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

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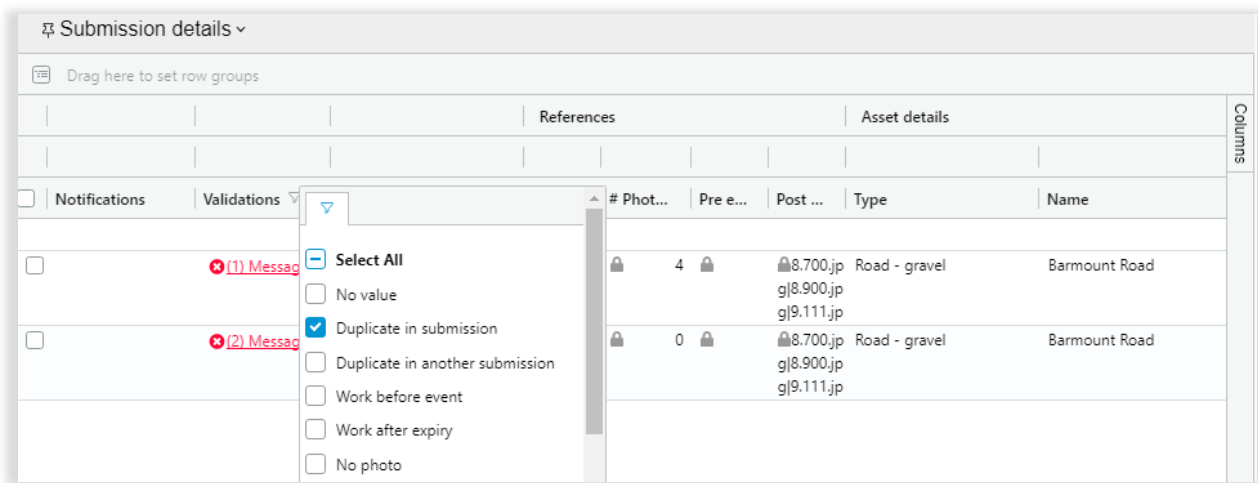
Line item reference.

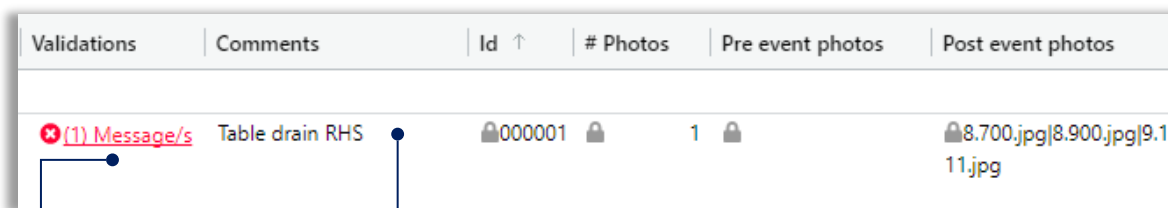On the line items page, filter messages as shown below.
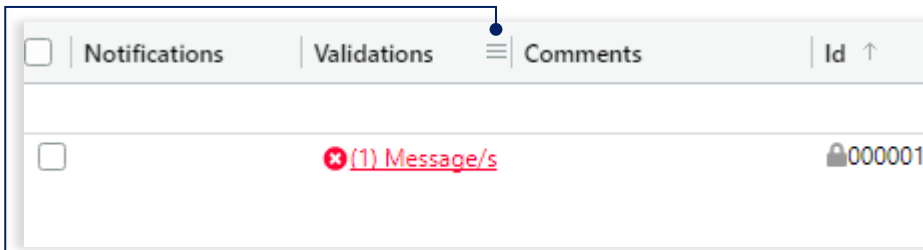
Click the filter icon beside the column header.

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.
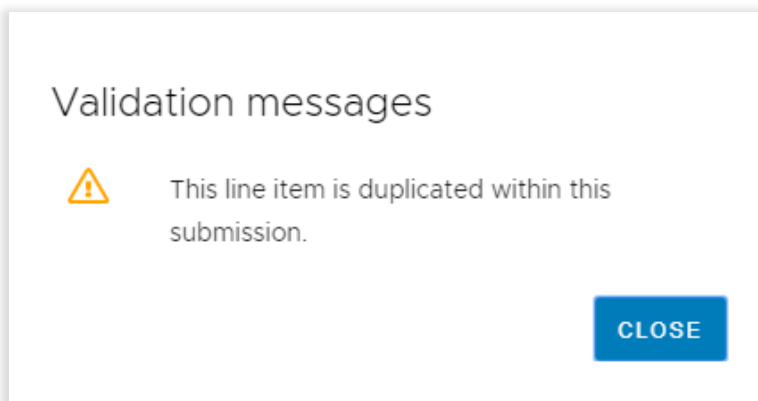

Validation messages will display when selecting the message link in **validations** column as shown below.

Click to view validation message.

If the validation message cannot be cleared through adjusting submission data, use the **comments** column to record the reason the validation message cannot be cleared.
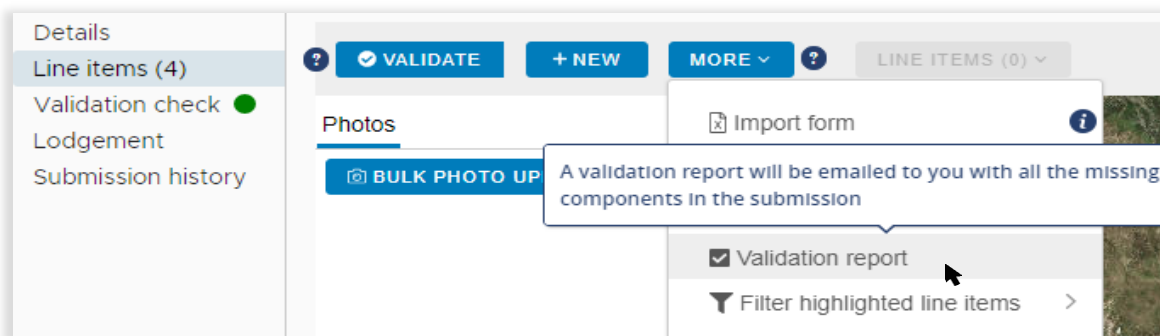
An example of a validation message is shown below.

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

4.7.2 Validation report

A validation report can be generated and emailed to the user to help address 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.
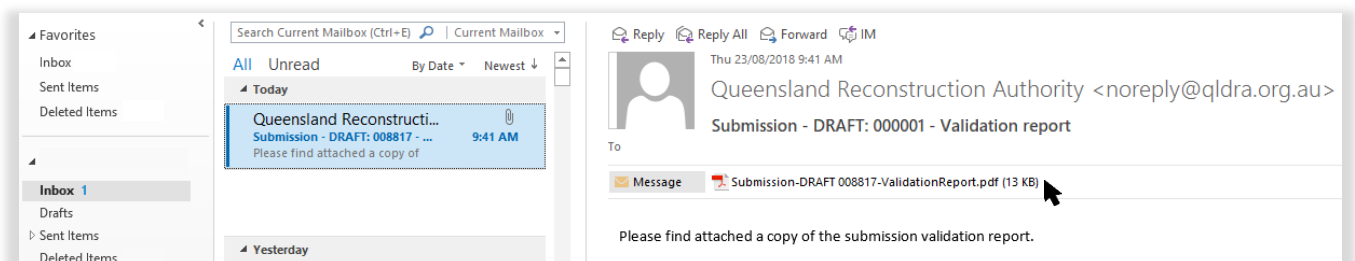
> ℹ Please note, any missing information or validation messages may result in requests for information from QRA as part of the assessment process.

4.8 Digital road network (DRN) update

When the DRN for your organisation has been updated in MARS, some asset records may be impacted. Impacted lines are visible in two ways:

- on the lodgement page after running a validation check
- within the notification column of each affected line item.

4.8.1 View the DRN change on the submission lodgement page

After a validation check (refer to section **4.6 Validate data quality**), navigate to the submission **lodgement** page to view lodgement restriction relating to DRN.

Lodgement restriction pertaining to a DRN update.

4.8.2 Addressing impacted line items

To address the impacted lines, the asset(s) need to be re-selected. Navigate to the **line items** page and filter the **notifications** column by **asset requires re-selection**.

Select **asset requires re-selection** to filter line items.

Impacted line items will display the below notification message.

Notification message indicating the line items impacted.

To re-select the asset, double click the asset name to edit the field.

Delete the asset name. Begin typing asset name and select it from the drop-down menu as shown below. Once the asset has been re-selected, the notification and lodgement restriction will be removed.

Delete and begin typing the asset name to narrow down the selection.

Select the asset name from the drop-down list.

4.9 Delete a submission

Deleting a submission is a permanent action. Submissions should only be deleted if the user does not intend to lodge that submission at all in future. An alternative to deleting may be to only delete data from the line items page and add new data. To delete a submission, navigate to the **submission details** page and scroll to the bottom of the page. Click **delete submission** as shown below.

ⓘ A submission's unique sequential number (for example: IRC.**0001**.1718G.REC) will not be regenerated once the submission has been deleted.

On the advisory message, MARS requires the user to manually input the draft submission number to avoid accidental deletion. Enter submission number and click **delete** as shown below (this action cannot be reversed).

Enter submission number.

ⓘ If the submission number is not entered correctly in the above advisory message, the delete option will be greyed out and unavailable for selection.

4.10 Lodgement

In order to proceed with lodgement, all required information must be provided. Lodgement restrictions and warning messages will display. Lodgement restrictions must be addressed to lodge the submission. 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.

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.

> ℹ️ Refer to **MARS validations** under **additional resources** on the **need help** menu in MARS for more information.

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

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

Tick to confirm **all evidence to support this claim** has been provided within this MARS submission.

If the above is not ticked, 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 with a MARS access role of Organisation Executive), to certify that information has been reviewed and approved.

All restriction and warnings have been addressed.

The legal disclaimer requires the person lodging the submission to certify that all information is true and correct.

Click to **lodge submission.**

After lodgement, the submission is assigned a unique reference number. In this example 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.

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

Table 9 Submission progression status definitions

Status	Definition
Approved	QRA CEO has approved following assessment.
Lodged	Submission has been lodged and is awaiting approval.
In development	A lodged or draft submission is with council for review.
Returned	Initiated by QRA in consultation with the organisation. Organisation does not intend to re-lodge under the same event. If event name needs to be changed, a submission is 100 per cent ineligible or there is a superseded error, the submission will be returned rather than withdrawn.
Withdrawn	Initiated by QRA. Organisation intends to amend and re-lodge.
In-field	Submission is part of an in-field assessment.

5   Respond to assessment queries

After a submission has been lodged, a new page is created to respond to assessment 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.

Click to view **pending queries** page.

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.

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.

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

6 Estimate updates

The term **estimate updates** refers to changes to the estimated reconstruction costs of Reconstruction of Essential Public Assets (REPA) submissions under Disaster Recovery Funding Arrangements (DRFA). Estimate updates include:

- market price update (approved submission)
- scope change
- estimate method change
- reprosecution requested by council.

All REPA submissions and estimate updates must be lodged with QRA within nine (9) months (by 31 March) following the financial year of the disaster. Applicants should seek advice from their QRA Regional Liaison Officer prior to requesting and lodging an estimate update.

> ⓘ Please refer to **MARS Portal user guide – estimate updates** for steps on how to complete an estimate update.
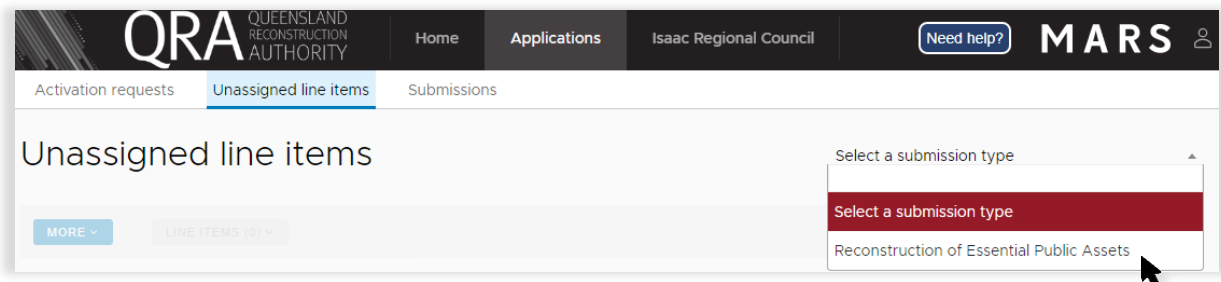
7   Manage submission data in unassigned line items

The **unassigned line items** tab is a designated area to sort and group line items for Reconstruction of Essential Public Assets submissions prior to creating a submission.

Creating unassigned line items may be a suitable option if:

- the event has not yet been activated but the organisation 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 to 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 items
- 4.2.2 Manually add a line item
- 4.2.3 Bulk photo upload
- 4.2.4 Manually add photos to line item
- 4.3.1 Filter highlighted lines
- 4.5 Modify views and columns
- 4.6 Move line items to a submission

ⓘ   For additional guidance, refer to **my unassigned line items** in the **need help** menu in MARS.