



QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal user guide

Estimate updates

MARS | Queensland Reconstruction Authority

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	June 2019
Authority	Queensland Reconstruction Authority
Document status	FINAL
Version	1.3

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Copies

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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 estimate updates in the MARS Portal.
Audience	This user guide is intended for MARS Portal users for all estimate updates on an approved 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 Submission Builder, or Organisation Executive.

2 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
- re prosecution requested by council.

2.1 Request estimate updates

With the exception of market price updates, estimate updates must be requested through the organisation's QRA Regional Liaison Officer (RLO). QRA can then enable the relevant fields within MARS.

Market price updates can be enabled by the organisation in the MARS Portal when actual tender rates have been obtained for REPA works.

Estimate updates must be lodged to QRA within nine (9) months of the end of the financial year of the event (by 31 March).



To access MARS, or for basic navigation, please refer to **MARS Portal user guide – activation and submission preparation** on the [QRA website](#) for more information.

3 Market price update (approved submission)

When a market price estimate method has been selected on one or more line items, and has not been provided before submission lodgement, this option will automatically be made available to the organisation. The user can update each market price line with the awarded rate as per the schedule of rates.

3.1 Provide market price

On an approved submission from the details page, click the **provide market price** button as shown below.

The screenshot shows the MARS portal interface. 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 » IRC.0001.1718G.REC' and is marked as 'Approved'. A sidebar on the left lists 'Details', 'Line items (4)', 'Validation check', 'Lodgement', 'Pending queries (0)', and 'Submission history'. The main content area displays submission details: 'Version Number: 1', 'Phase: Pre-approval', 'Previous recommended value: \$0.00', 'Previous approved date: N/A', 'Submission value: \$68,739.45', 'Submission date lodged: 10-04-2019', 'Revised recommended value: \$31,230.04', and 'Revised recommended date: 10-04-2019'. A 'PROVIDE MARKET PRICE' button is visible in the top right corner of the main content area. Three callouts with blue circles and lines point to: 1) the 'Details' link in the sidebar, 2) the 'Approved' status indicator, and 3) the 'PROVIDE MARKET PRICE' button.

On the details page.

Approved submission.

Click **provide market price** to enable to change rates to awarded schedule of rates.

To update market price rates click **yes** to continue as shown below.

The dialog box is titled 'Create Estimate Update' and contains the text 'Do you wish to create an estimate update?'. Below the text are two buttons: 'NO' and 'YES'. A mouse cursor is pointing at the 'YES' button.

The approved submission changes to a **draft** state to enable updates to the submission, and unlocks all line items with an estimate method of market rate.

3.2 Add supporting documents

Supporting documents relating to the market price (e.g. tender or schedule of rates) should be added to the details page. Add supporting documents by clicking the **add documents** button, as shown below.

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'. Below this, the breadcrumb trail shows 'Activation requests', 'Unassigned line items', 'Submissions', and 'Delivery programs'. The main header indicates the submission is a 'DRAFT' for 'IRC.0001.1718G.REC: DRAFT' with a status of 'In development'. Action buttons for 'DELETE', 'PRINT', and 'SAVE' are visible. The submission details table shows: Version Number 2, Phase Estimate update, Previous recommended value \$31,230.04, Submission value \$31,230.04, Revised recommended value \$0.00, Previous approved date 10-04-2019, Submission date lodged: N/A, and Revised recommended date: N/A. The 'Details' section includes fields for Event (Sally Storm), Submission type (Reconstruction of Essential Public Assets), Organisation reference (Estimate Method), Expenditure type (Estimates), and Construction start date (with a note: 'If construction has commenced provide the actual start date.'). A 'Market price' checkbox is checked, with a tooltip explaining that it enables the rate on market price lines to be updated as per the schedule of rates. The 'Supporting documents (0)' section contains a '+ ADD DOCUMENTS' button and 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.'

Market price check box enabled after clicking provide market price button.



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

3.3 Filter market price line items

On the lines items page, filter lines to display those with an estimate method of market price as shown below.

The screenshot shows the QRA portal interface. The top navigation bar includes 'Home', 'Applications', and 'Isaac Regional Council'. The main content area is titled 'Submissions » IRC.0001.1718G.REC: DRAFT' with a 'in development' badge. Below the title are buttons for 'VALIDATE', '+ NEW', and 'MORE'. A table of line items is displayed with columns: Notifications, Validations, Comments, Id, # Photos, and Pre event photos. Two rows are visible, both with 'OK' in the Validations column. A blue circle highlights the 'Notifications' column header, and another blue circle highlights the funnel icon in the header.

Navigate to the line items page.

Hover over the notification column header and click the icon for options.

Select **market price not provided** from the list to display only those line items with an estimate method of market price.

The screenshot shows the 'Submission View' page. A dropdown menu is open for the 'Notifications' column. The menu options are: 'Select All', 'Market price not provided' (which is selected and highlighted in blue), 'PM line', and 'Queries'. The 'Market price not provided' option is the one to be selected according to the instructions.

The notification for each line item with an estimate method of market price displays.

Click the funnel icon to hide the selection box.

The screenshot shows the 'Submission View' page with the 'Notifications' column. The 'MARKET PRICE NOT PROVIDED' notification is displayed in a blue box, indicating that the filter has been applied successfully.

3.4 Update market price

Scroll to the right of the grid to update the market price **rate** column with awarded schedule of rates. Continue to provide all awarded rates for every market price line item. Once the estimate method rate has been updated, the **market price not provided** notification will be removed.

Submission View							Cost breakdown
Treatment details							Direct costs
Estimate method	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate
Market price	Gravel resheeting (excludes supply of material)	m ³	562.00	6.00	0.050	168.600	40.50

Double-click in the rate row and enter awarded rate.

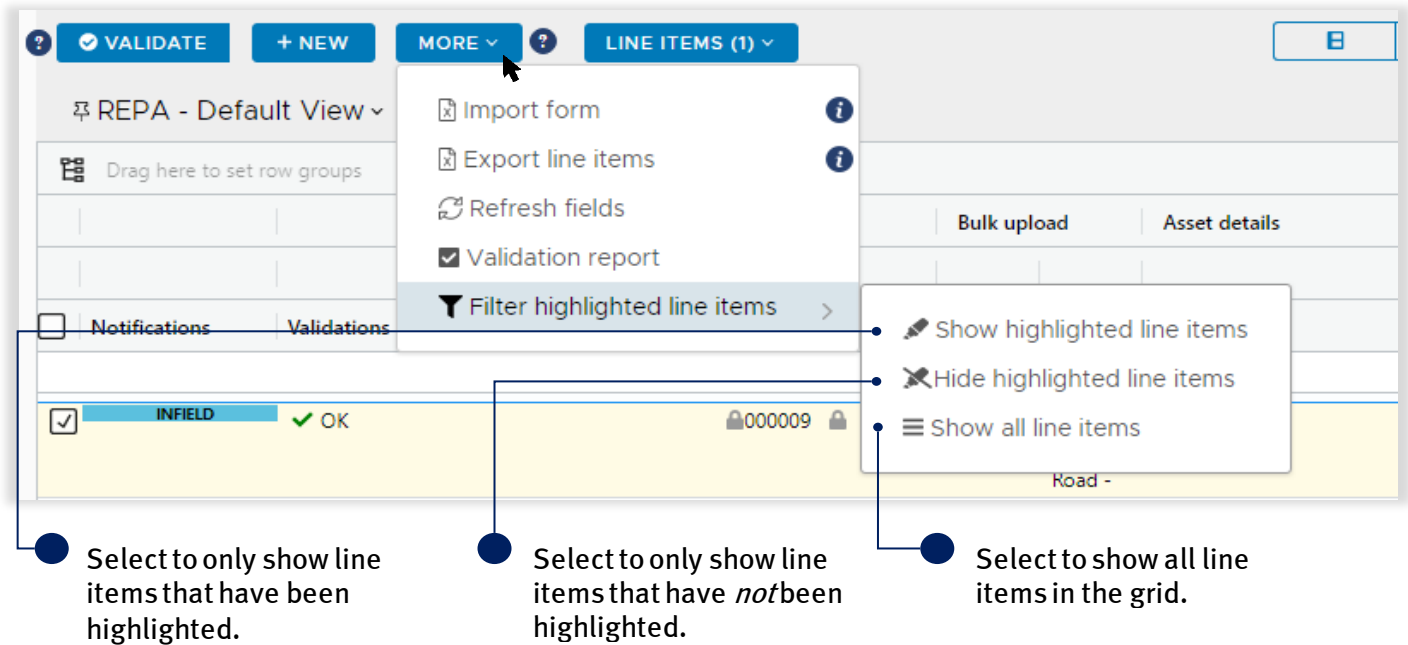
Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the [QRA website](#) for more information:

- 4.5 Validate data quality
- 4.6 Lodgement

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

3.5 Filter highlighted line items

Line items within a submission can be filtered and displayed by those that have been highlighted and those not highlighted as shown below. 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 Scope change

A change in scope is any change to QRA's original estimated reconstruction cost (ERC) for reconstruction works. These changes may be but are not limited to, additional or lesser quantities, change in treatments, additional works, change in works location and works removed from scope.

The following information can be amended/added in a scope change:

- new line item (must be the same asset already in submission)
- geo coding (chainage and coordinates)
- treatment details (treatment, length, width, depth)
- photos
- reason for update (required)
- comments (validations and additional information).

When a scope change has been enabled, the approved submission reverts back to a **draft** state to allow updates to the submission. An estimate update notification will display, as shown below.

The screenshot displays the QRA MARS portal interface for a submission titled "IRC.0030.1819E.REC: DRAFT". The submission is currently in a "Draft" state, indicated by a yellow "in development" badge. The submission details show a version number of 2, a phase of "Estimate update", and a previous recommended value of \$10,418.69. The submission value is also \$10,418.69, and the submission date lodged is N/A. The submission is associated with the "Reconstruction of Essential Public Assets" project and is categorized as a "Scope change".

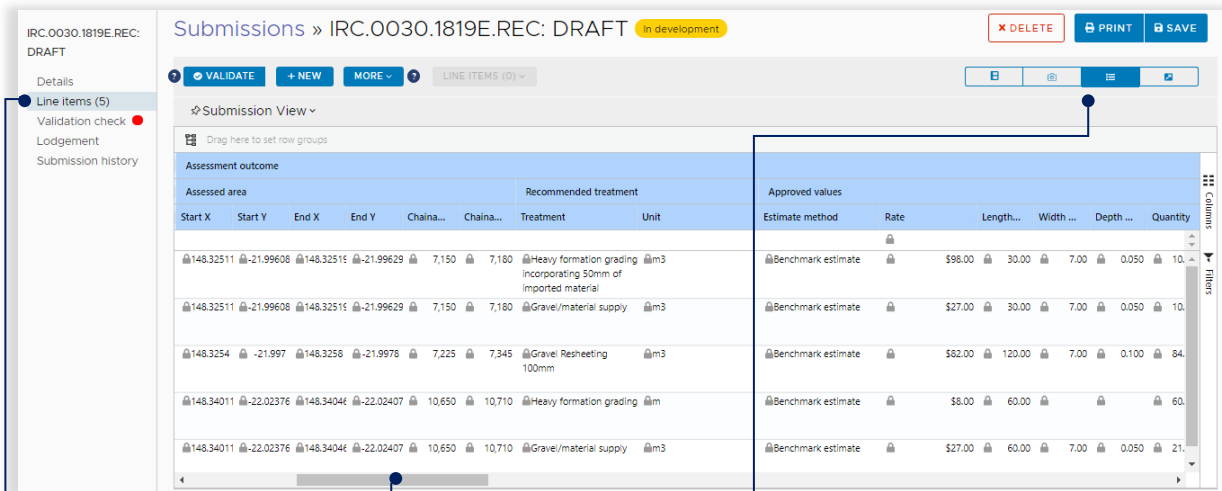
The "Details" section includes fields for Event (Sally Storm), Submission type (Reconstruction of Essential Public Assets), Organisation reference (Scope change), Expenditure type (Estimates), Construction start date, Submission description, and Market price. A notification in the "Estimate update" field states: "A scope change request has been accepted by QRA. The scope of this submission can now be changed." The "Supporting documents" section shows one document: "Engineering report.pdf (147 KB)", which is an "Engineering Report" type, with a description of "Damage report" and an upload date of 16-04-2019.

Two callouts highlight key features:

- Approved submission in a draft state.** This callout points to the "DRAFT" status and the "in development" badge.
- Notification that scope change request has been accepted by QRA.** This callout points to the "Estimate update" notification text.

4.1 Update line items

On the line items page, scroll to the right to see assessment outcome. Continue to scroll to view the grid details and update as required.

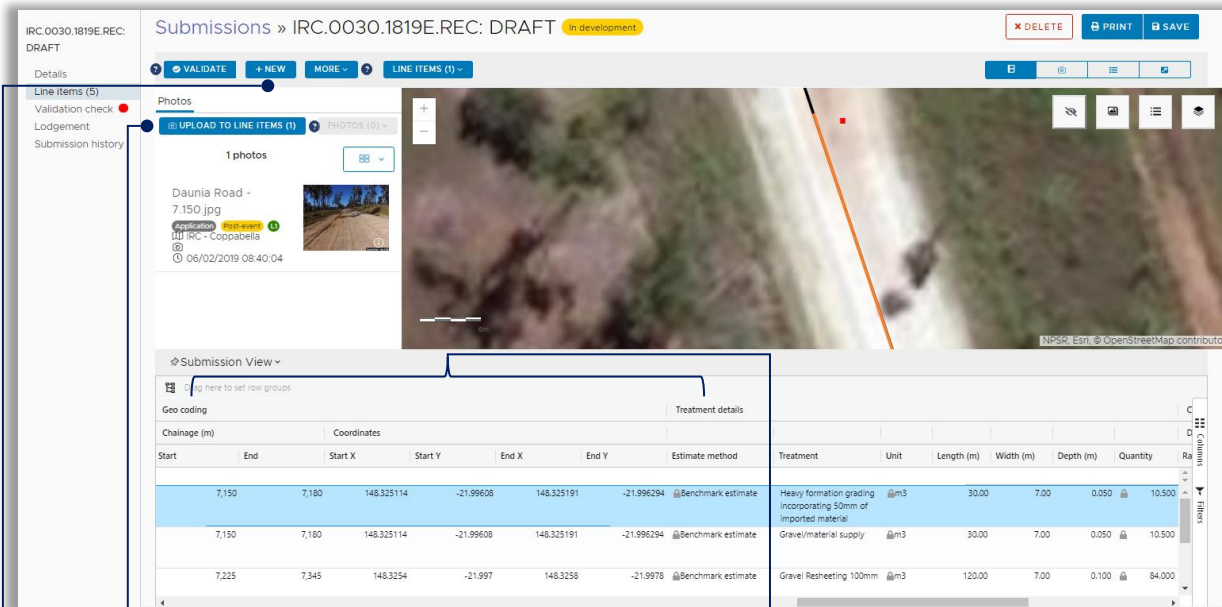


Navigate to details page.

Keep scrolling to right past assessment outcome to update line items.

Change line item view.

On the grid, all editable fields are unlocked as shown below.



Add a line item. Note: asset must already appear in approved submission.

Select a line and add a photo.

Update geo coding and treatment details as required.

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the [QRA website](#) for more information:

- 4.2.2 Manually add a line item
- 4.2.4 Manually add photos to a line item
- 4.5 Validate data quality

A **reason for update** must be provided on any line item that has changed. This is required following validation.

Submission View ▾			
Drag here to set row groups			
<input type="checkbox"/> Notifications	<input type="checkbox"/> Validations	<input type="checkbox"/> Comments	<input type="checkbox"/> Reason for update
<input type="checkbox"/>	REQUIRED INFORMATION ⊗ (1) Message/s		

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the [QRA website](#) for more information:

- 4.6 Lodgement



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

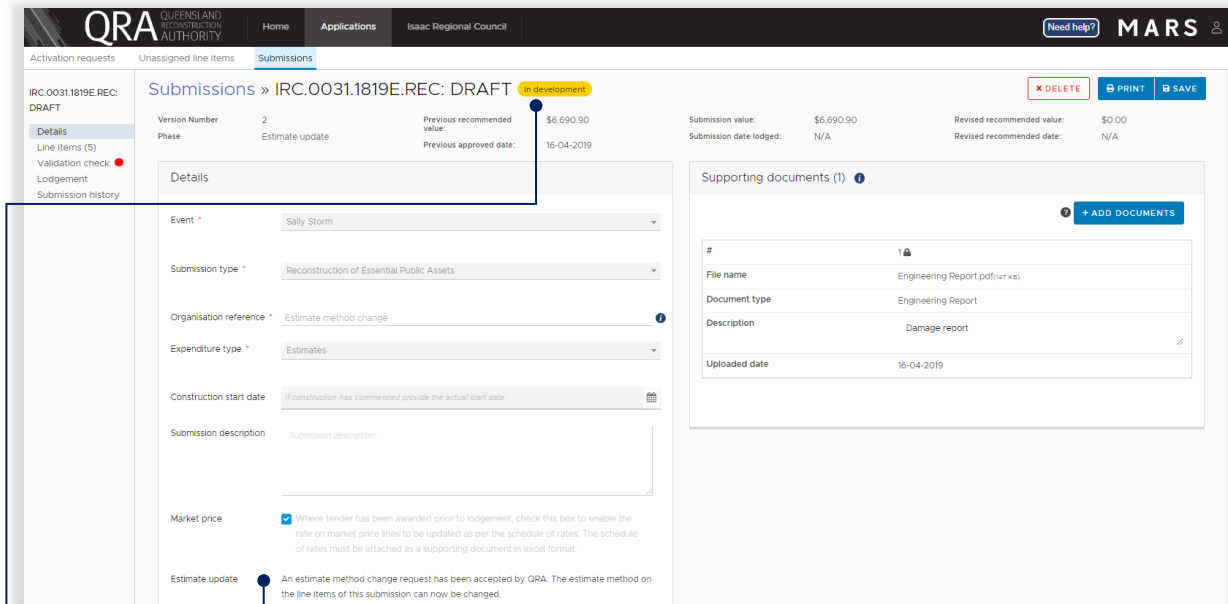
Refer to the following section in this user guide for information regarding filtering highlighted and non-highlighted line items:

- [3.5 Filter highlighted line items](#)

5 Estimate method change

Changing the estimate method from benchmark to market or vice-versa for approved works requires QRA to enable the relevant fields in MARS. Refer to section [2.1 Request estimate updates](#) for more information.

When an estimate method change has been enabled, the approved submission reverts back to a **draft** state to allow updates to the submission with an estimate update notification as shown below.

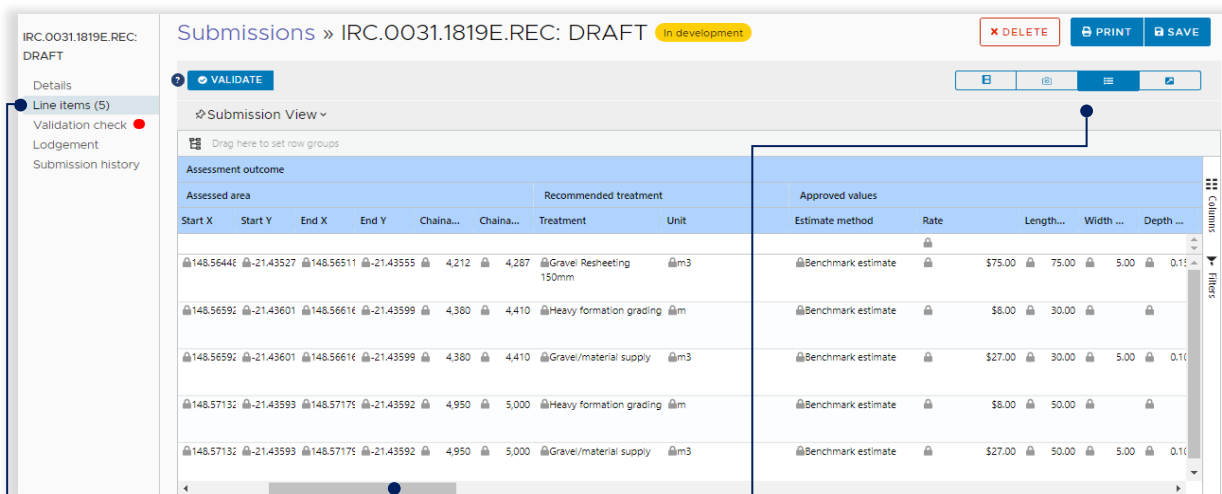


Approved submission changes to draft state.

Notification that estimate method change request has been accepted by QRA.

5.1 Change estimate method

On the line items page, scroll right to see assessment outcome. Continue to scroll to view the grid details and change line items that require an estimate method change.



Navigate to details page.

Scroll right, past assessment outcome to update line items.

Change line item view.

On the grid, scroll right to the **estimate method** column and change method as required. Press backspace to remove current entry. Select an estimate method from the list.

Double click in the estimate method field to change to edit mode.

When benchmark rate is selected the rate column is locked for that line item.

If market price has been selected scroll right and enter awarded price as per the schedule of rates (please refer to section [3.2 Add supporting documents](#) to attach the schedule of rates).

Estimate method change to market price.

Enter the awarded schedule of rates price.

Refer to the following sections in the **MARS Portal user guide – Activation and submission preparation** on the [QRA website](#) for more information:

- 4.5 Validate data quality
- 4.6 Lodgement

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

Refer to the following section in this user guide for information regarding filtering highlighted and non-highlighted line items:

- [3.5 Filter highlighted line items](#)

6 Reprosecution

A reprosecution refers to an organisation requesting that QRA review the assessment outcome following approval. This involves reviewing the adjustments made in the original assessment based on additional evidence to support the submission/asset eligibility.

When a reprosecution has been enabled, the approved submission reverts back to a **draft** state to allow updates to the submission. An estimate update notification will display, as shown below.

The screenshot shows the 'Submissions' page for submission IRC.0033.1819E.REC: DRAFT. The submission is in a 'Draft' state. A yellow notification bubble says 'in development'. A callout points to the 'Draft' label, stating: 'Approved submission changes to a draft state.' Another callout points to the 'Estimate update' notification, stating: 'Notification that reprosecution request has been accepted by QRA.'

6.1 Reprosecution of line items

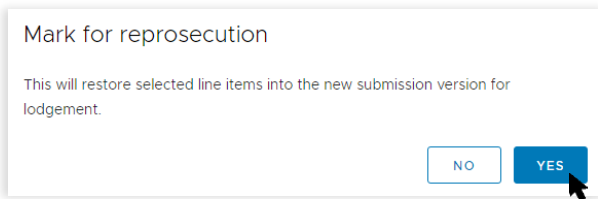
Navigate to the **reprosecution lines** page to view all line items that have been made ineligible/not recommended (both full and partial). Select lines to reprosecute as shown below.

The screenshot shows the 'Reprosecution lines' page. A callout points to the 'Reprosecution lines' link in the left sidebar, stating: 'Click to view reprosecution page.' Another callout points to a checkbox in the table, stating: 'Select line items to reprosecute.' A third callout points to the 'MARK FOR REPROSECUTION' button, stating: 'Click mark for reprosecution button.'

Id	# Phot...	Type	Name	Number	Estimate method	Start	End	Start X	Start Y	End X	End Y	Treatment
000003	3	Road - gravel	Turrawulla Road	506	Benchmark estimate	33,850	33,860	148.39795	-21.37927	148.39785	-21.37927	Heavy formation grading
000003	3	Road - gravel	Turrawulla Road	506	Benchmark estimate	33,860	33,930	148.39785	-21.37927	148.39716	-21.37930	Heavy formation grading

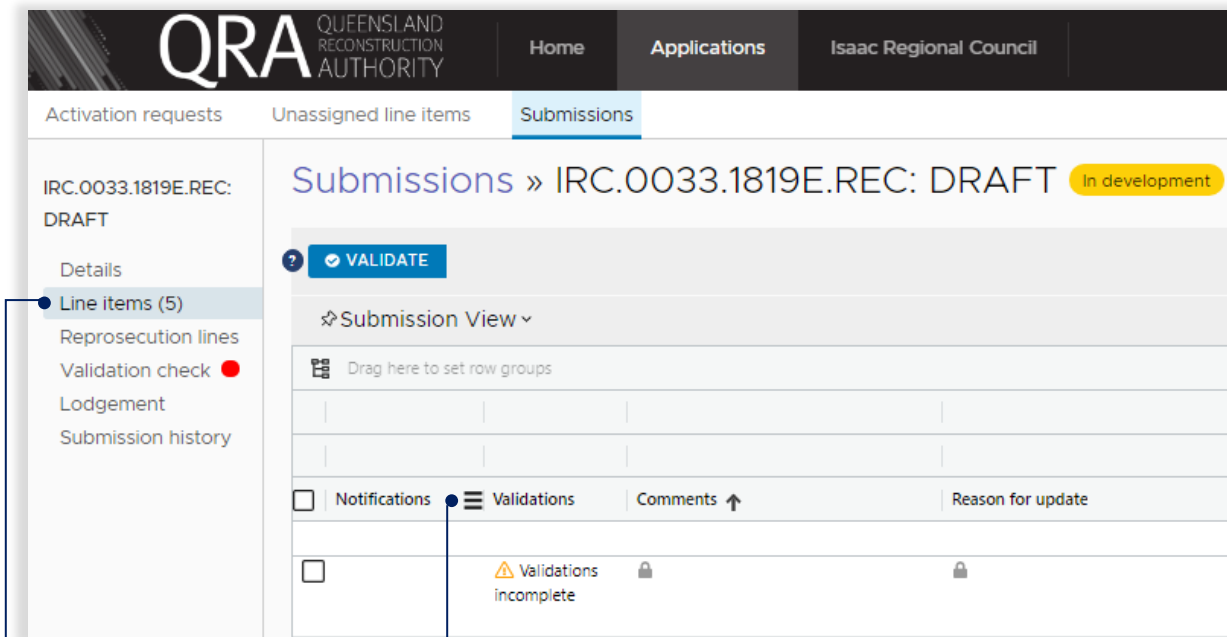
When a line item has been split by an assessor, all lines included in that split will appear in this section. When the ineligible line is reprosecuted, all lines in the split are restored to the line items.

To restore selected lines click **yes** to continue. Line items are moved to the line items page.



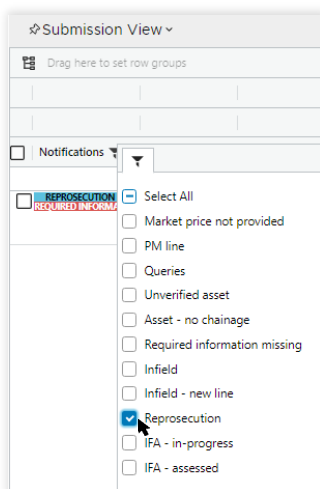
6.2 Filter re prosecuted line items

On the line items page, filter the lines to display those that have been re prosecuted as shown below. Select **re prosecution** from the list to display only those line items that have been re prosecuted. Click the funnel to remove the selection box.



Navigate to line items page.

Hover over notification column header and click icon to display options.



6.3 Update reprocessed line items

Navigate to **line items** page and add additional evidence to reprocessed lines to support your claim as shown below. On a reprocessed line the organisation can:

- add photos
- add comments
- add reason to update (required).

The screenshot shows the QRA portal interface. The top navigation bar includes 'Home', 'Applications', and 'Isaac Regional Council'. The main content area is titled 'Submissions' and shows a submission for 'IRC.0033.1819E.REC: DRAFT' in a 'Draft' state. The submission details include a 'VALIDATE' button and a 'Photos' section with an 'UPLOAD TO LINE ITEMS (1)' button. Below this, two photos of 'Turrawulla Road - 33.850' are displayed. A 'Submission View' table is shown with columns for 'Notifications', 'Validations', 'Comments', and 'Reason for update'. A 'REPROSECUTION LINE' section is highlighted in blue, with a warning 'REQUIRED INFORMATION' and 'Validations incomplete'. Three callout boxes with blue circles and lines point to the 'UPLOAD TO LINE ITEMS' button, the 'Comments' column, and the 'Reason for update' column.

Click to upload photo(s).

Enter any additional comments.

Enter a reason for update (required).

Refer to the following sections in the **MARS Portal user guide – activation and submission preparation** on the [QRA website](#) for more information:

- 4.5 Validate data quality
- 4.6 Lodgement



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

Refer to the following section in this user guide for information regarding filtering highlighted and non-highlighted line items:

- [3.5 Filter highlighted line items](#)