



QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal user guide
**Activation and submission
preparation**

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	November 2019
Authority	Queensland Reconstruction Authority
Document status	FINAL
Version	2.7

Copyright

This publication is protected by the *Copyright Act 1968*.

© The State of Queensland (Queensland Reconstruction Authority), November 2019.

Licence



This work is licensed by State of Queensland (Queensland Reconstruction Authority) under a Creative Commons Attribution (CC BY) 4.0 International licence. To view a copy of this licence, visit: www.creativecommons.org/licenses/by/4.0/

In essence, you are free to copy, communicate and adapt this *MARS Portal user guide – Activation and submission preparation*, as long as you attribute the work as follows.

Attribution

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

Interpreter



The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding this report, you can access the Translating and Interpreting Services via www.qld.gov.au/languages or by phoning 13 14 50.

Disclaimer

While every care has been taken in preparing this publication, the State of Queensland accepts no responsibility for decisions or actions taken as a result of any data, information, statement or advice, expressed or implied, contained within. To the best of our knowledge, the content was correct at the time of publishing.

Copies

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

Contact

Queensland Reconstruction Authority
 Phone (07) 3008 7200
info@qra.qld.gov.au
www.qra.qld.gov.au

Table of contents

1 Introduction	5
2 Log in and navigate around MARS	6
2.1 Log in to MARS	6
2.2 Navigate around MARS	7
3 Activations and events	8
3.1 Create an activation request	8
3.2 Update an activation request	9
3.3 View activated events	10
4 Prepare a submission	11
4.1 Create a submission	11
4.1.1 Add supporting documents at the submission level	13
4.2 Populate a submission	15
4.2.1 Import line items	16
4.2.2 Manually add a line item	17
4.2.3 Bulk photo upload	18
4.2.4 Manually add photos to line item	22
4.2.5 Order photo panel by filename or date taken	23
4.3 Manage line item data	24
4.3.1 Grid keyboard shortcuts	24
4.3.2 Modify views and columns	25
4.3.3 Highlight line items	26
4.3.4 Move line items to a submission	27
4.3.5 Clone line items	28
4.3.6 Copy/move photos	29
4.4 Include market price before lodgement	32
4.4.1 Enable market price update	32
4.4.2 Filter market price lines	33
4.4.3 Update market price	34
4.4.4 Exporting line items	35
4.5 Validate data quality	35
4.5.1 Address validation messages	39
4.5.2 Validation report	41
4.6 Digital road network (DRN) update	42
4.6.1 View the DRN change on the submission lodgement page	42
4.6.2 Address impacted line items	42
4.7 Delete a submission	44
4.8 Lodgement	45
4.8.1 Re-lodge a withdrawn submission	47
5 Respond to assessment queries	48
5.1 Filtering line item queries	48

5.2 Viewing query responses 49

6 Assessment outcome..... 50

7 Estimate updates..... 51

8 Manage submission data in unassigned line items 52

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	<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 Disaster Recovery Funding Arrangements (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 [MARS Portal user access form](#).

Registered



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



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 Navigate around MARS

The landing page displays a dashboard of current activity, news, general resources and links to common tasks.

The screenshot shows the MARS dashboard with the following sections and callouts:

- Guided walk-throughs and other help options:** Points to the 'Need Help?' button in the top right navigation bar.
- QRA news and updates:** Points to the 'News feed' section on the right, which currently shows 'No news'.
- Quick links to popular tasks:** Points to the 'Popular tasks' list in the center, including 'Request activation', 'Create new submission', 'View submissions in development', 'View submissions under assessment', 'Manage unassigned line items', and 'View digital road network'.
- Quick links to commonly used resources:** Points to the 'Resources' section, which includes links for 'Commonwealth DRFA', 'GDRFA new guidelines', 'DRFA fact sheets', and 'DRFA forms'.
- Link to QRA support for any system enquiries:** Points to the 'Support' section at the bottom, which provides the email address 'support@qra.qld.gov.au'.

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

The screenshot shows the 'Applications' page with the following tabs and callouts:


- Activation requests:** A view of all activations your organisation has requested.
- Unassigned line items:** A central location to add line items in preparation for building submissions.
- Submissions:** Draft and lodge submissions to apply for funding.

Clicking the organisation name on the navigation bar will display the tabs shown below.

The screenshot shows the 'Isaac Regional Council' page with the following tabs and callouts:

- Organisation:** Organisation details.
- Registers:** Digital road network (DRN) with interactive map displaying selected assets.
- Activated events:** Current and past activated events and relief measures.
- Trigger points:** Current and historical trigger points.

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

 The DRN 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.

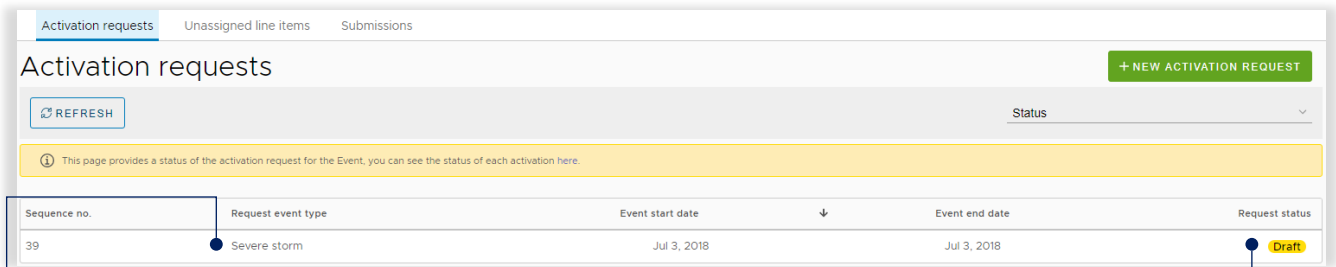
Fields marked with * are required to save. Fields marked with ** are required to lodge.

Supporting documentation can be uploaded after save.

Click to **save** the request.

3.2 Update an activation request

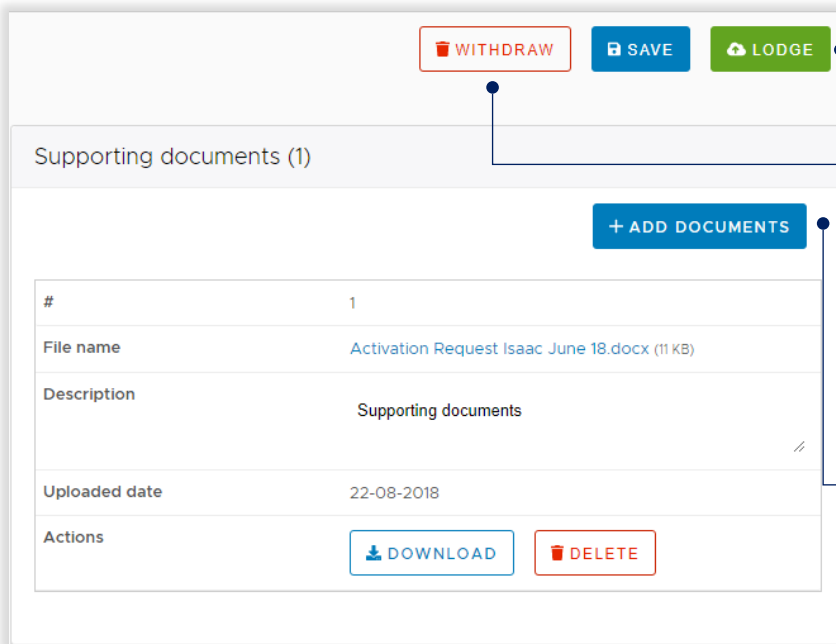
Once an activation request has been saved, it will be displayed in the list on the **activation requests** tab.



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 in draft.

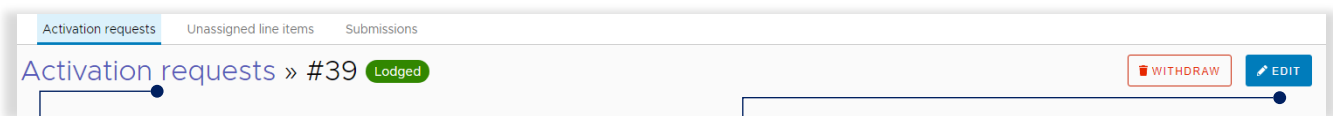


Update required fields and click to lodge the activation request.

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.

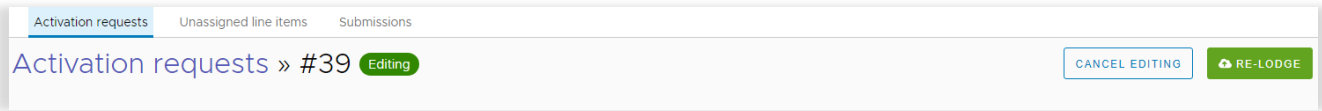


Table 1 Activation request status definitions

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.

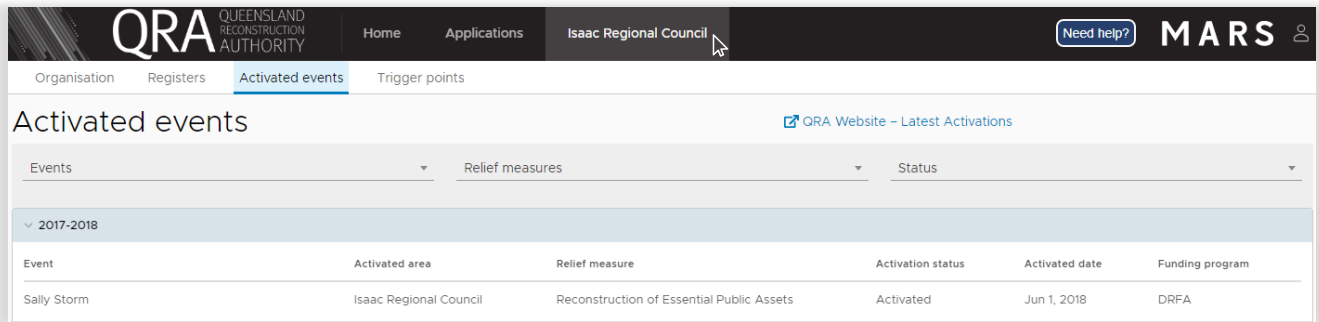


Table 2 Relief measure activation status

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.

Search for a submission in the search field by submission number.

Click the drop-down arrow to filter submission list by selection.



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**.

* Required fields.

All fields marked with a * are required to save.



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.

The screenshot displays the 'Submissions' page for a draft submission (DRAFT: 000001) in a 'development' state. The page is divided into several sections:


- Navigation:** A sidebar on the left contains links for 'Details', 'Line items (0)', 'Validation check', 'Lodgement', and 'Submission history'.
- Submission Summary:** A top section shows key details: Version Number 1, Phase Pre-approval, Previous recommended value \$0.00, Submission value \$0.00, Revised recommended value \$0.00, Submission date lodged N/A, and Revised recommended date N/A. Buttons for 'PRINT' and 'SAVE' are visible.
- Details Section:** A form with the following fields:
 - Event: Sally Storm
 - Submission type: Reconstruction of Essential Public Assets
 - Organisation reference: South East Sub 1
 - Expenditure type: Estimates
 - Construction start date: If construction has commenced provide the actual start date.
 - Submission description: Gravel Road damage
 - Market price: A checkbox labeled '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.'
- Supporting Documents:** A section titled 'Supporting documents (0)' with an '+ ADD DOCUMENTS' button and explanatory text: '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.'

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.

 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.

Submissions » DRAFT: 000001 In development PRINT SAVE

Version Number	1	Previous recommended value:	\$0.00	Submission value:	\$0.00	Revised recommended value:	\$0.00
Phase	Pre-approval	Previous approved date:	N/A	Submission date lodged:	N/A	Revised recommended date:	N/A

Details

Event * ▼
Sally Storm

Submission type * ▼
Reconstruction of Essential Public Assets

Organisation reference * ▼
South East Sub 1 i

Expenditure type * ▼
Estimates

Supporting documents (0) i

+ ADD DOCUMENTS ➔

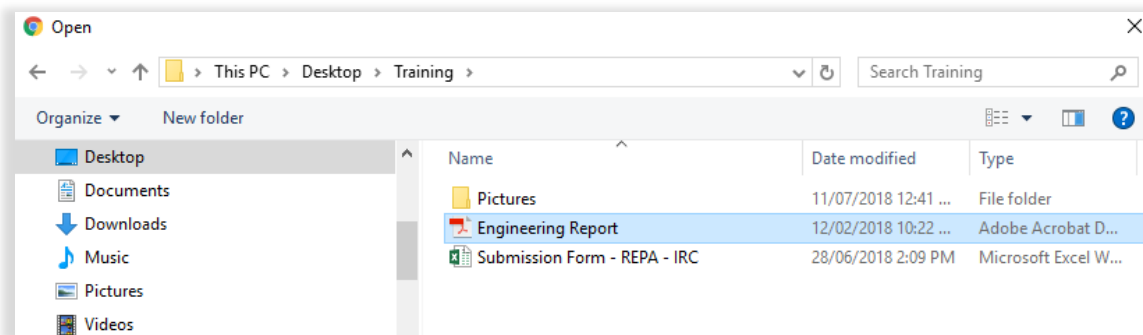
Documents attached here are in addition to your submission form and photos e.g. general ledger, engineering report.

Go to the line items page to import a submission form and upload asset photos.



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.

Acknowledgement

I understand that all documents attached to this submission will be removed from the portal after lodgement and stored within QRA's Record Management System.

CANCEL I AGREE ➔

Further details are required before the supporting document is uploaded, as shown below.

Document details

Engineering Report.PDF

Document type	<input type="text" value="Engineering report"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Business Case Certification Cover Letter and Submission Documents Engineering Report General Ledger Other Tax Invoice Video TMR photo report Schedule-of-rates </div>
Description	<input type="text" value="Damage report"/>

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

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) ?

#	1
File name	Engineering report.PDF(234 KB)
Document type	Engineering Report
Description	Damage report
Uploaded date	29-11-2018
Actions	<input type="button" value="DOWNLOAD"/> <input type="button" value="DELETE"/>

Click **download** to view document.

Click **delete** to remove document.

Click **save**, as shown below.



 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.

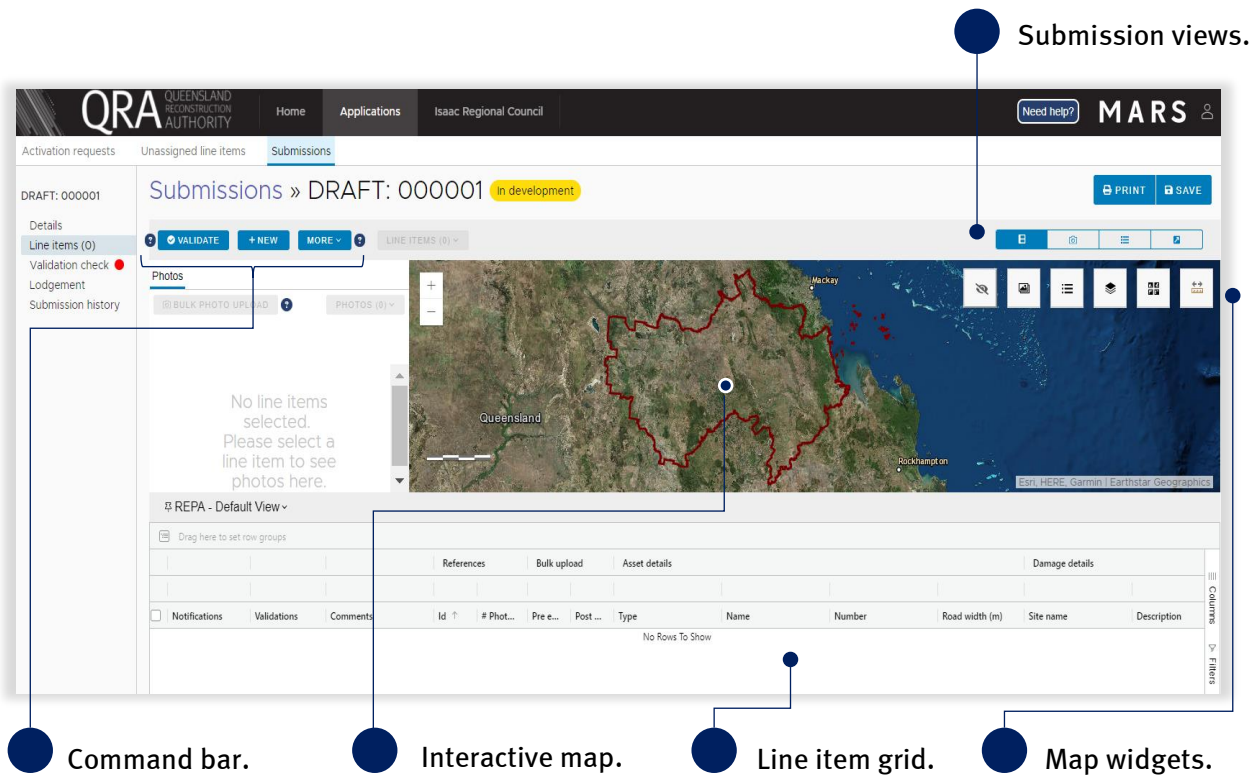


Table 3 Submission view options











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.

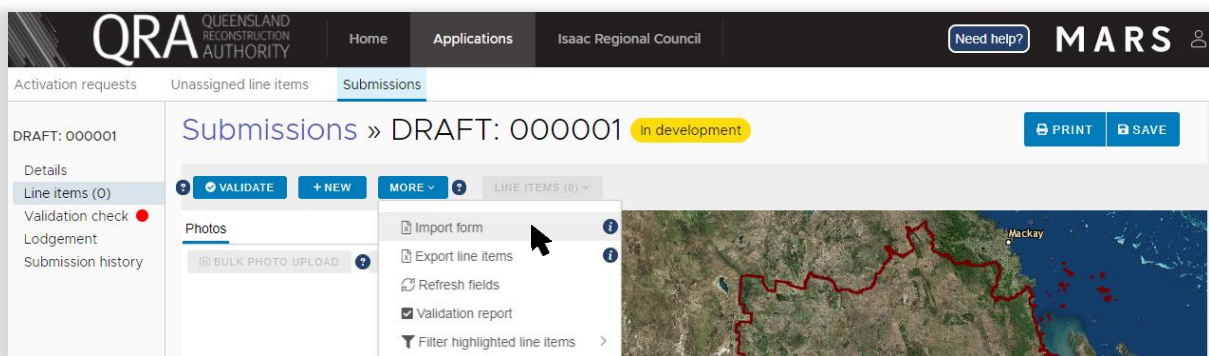
The following submission forms can be directly imported into MARS:

- 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 the [QRA 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.



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

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.

Import line items from Excel

Choose a file from your computer:

CHOOSE FILE (.XLSX)

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

IMPORT LINE ITEMS


Click to attach a document as per standard Microsoft applications.

Click to import.

After import, the line item grid should look similar to the image below.

Validations	# Phot...	Pre e...	Post ...	Com...	Type	Name	Number	Road width (m)	Site name	Descripti
<i>Validations Incomplete</i>			<i>8.700.j pg 8.900. ipg 9.111.j</i>		<i>Road - gravel</i>	<i>Barmount Road</i>	<i>70</i>	<i>6.00</i>	<i>1</i>	<i>Road 6m, L</i>
<i>Validations Incomplete</i>			<i>8.700.j pg 8.900. ipg 9.111.j</i>		<i>Road - gravel</i>	<i>Barmount Road</i>	<i>70</i>	<i>6.00</i>	<i>2</i>	<i>Erosic roads</i>

Line items are displayed in ***bold and italics*** to illustrate that a change has been made and must be saved.

 The grid has an auto-save function that is triggered every 15 seconds.

Click the **save** button in the command bar to manually save updates.

DRAFT: 000001 Submissions » DRAFT: 000001 in development **PRINT** **SAVE**

VALIDATE **+ NEW** **MORE** **LINE ITEMS (0)**

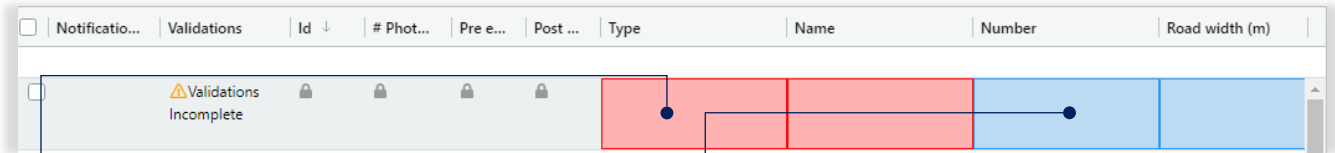
4.2.2 Manually add a line item

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**

VALIDATE **+ NEW** **MORE** **LINE ITEMS (0)**

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



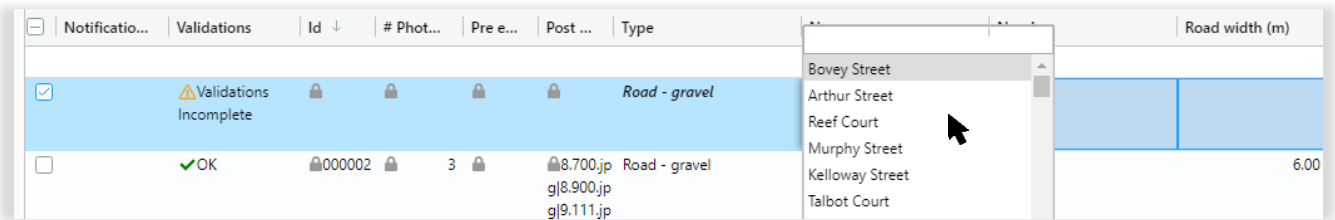
Red fields are required to save the submission.

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



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.



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




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

4.2.3 Bulk photo upload

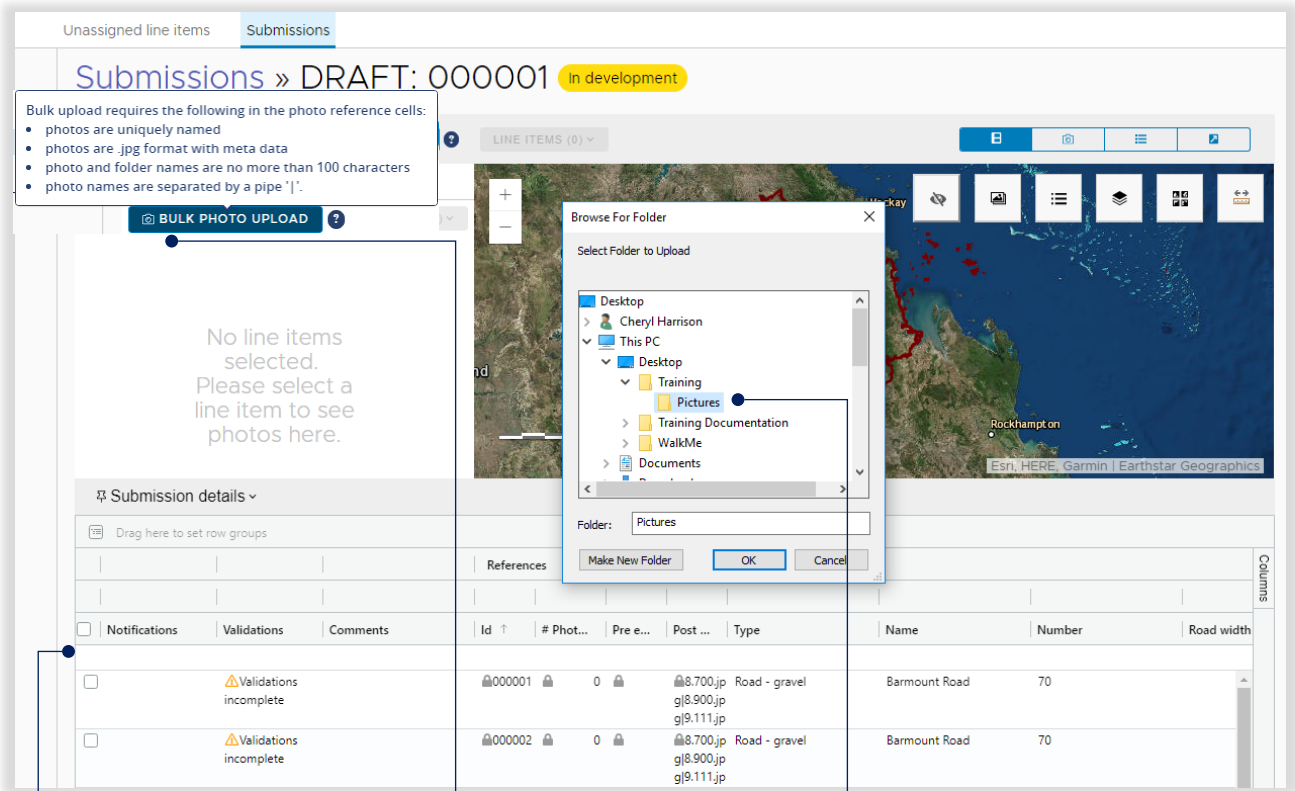
Photos can be automatically assigned to line items in MARS based on the information provided in the photo reference columns on the Excel submission form. After upload, photos are available to view on the map. The requirements for the bulk photo upload are as follows:

- Photo names must be captured in the photo reference fields (pre/post/completion) on the relevant line item in the Excel submission form before 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.
- 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.



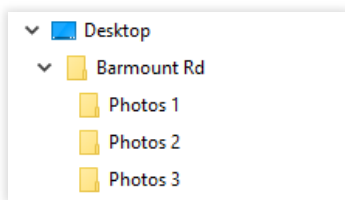
Ensure no individual line items are selected.

Select the **bulk photo upload** button.

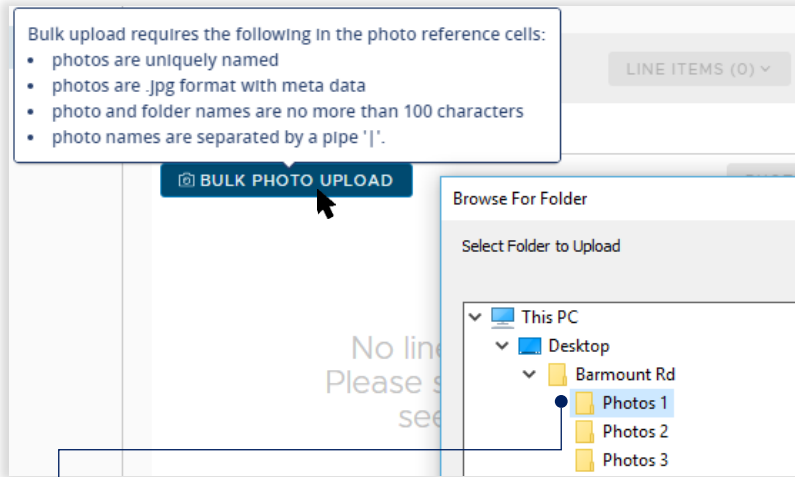
Select the parent folder that stores the photo files.

Bulk photo upload in batches

Bulk photo upload can be impacted by browser capacity if uploading large amounts of photos. One option to alleviate this issue is to divide the photos into smaller batches, reducing the number of photos uploaded at one time. Separate the photos into multiple folders.



Using the bulk upload button, select one of the folders as shown below.

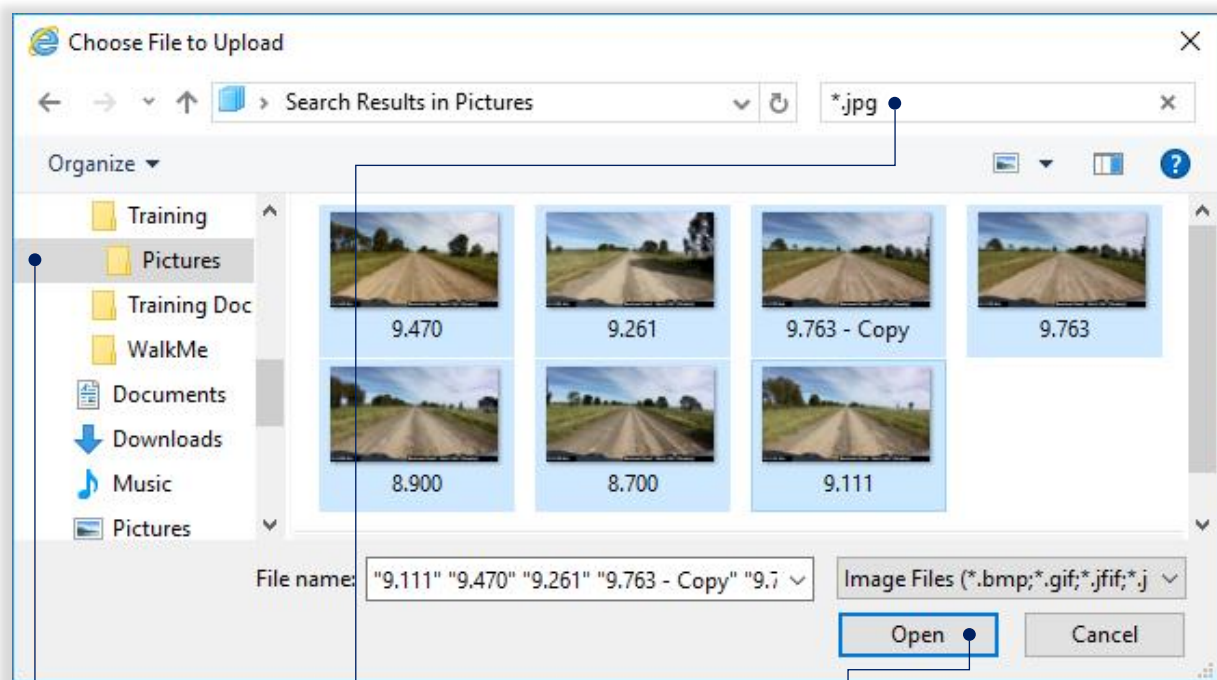


1 Select one of the folders with reduced photos.

Repeat bulk upload for each folder that contains photos for the submission.

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**.

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.

Bulk photo upload summary

Photos selected	Valid photos against line items	Files with errors
7	12	0

- 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.

Submissions » DRAFT: 000001 in development

Photos

PHOTOS (0)

3 photos

- 8.700.jpg
Post-event (1)
IRC - Lotus Creek
28/06/2018 10:07:34
- 8.900.jpg
Post-event (1)
IRC - Lotus Creek

REPA - Default View

References	Bulk upload	Asset details
Id ↑	# Phot...	Pre e...
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
000001	3	8.700.jp Road - gravel g 8.900.jp g 9.111.jp
000002	3	8.700.jp Road - gravel g 8.900.jp g 9.111.jp

Selected line item.

Photos uploaded for the selected line item.

Filter photos and photo view.

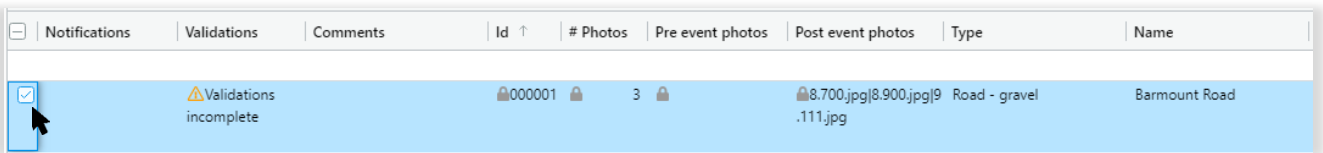
Photos are placed on the map using the metadata stored in the photo.

Table 5 Photo category legend

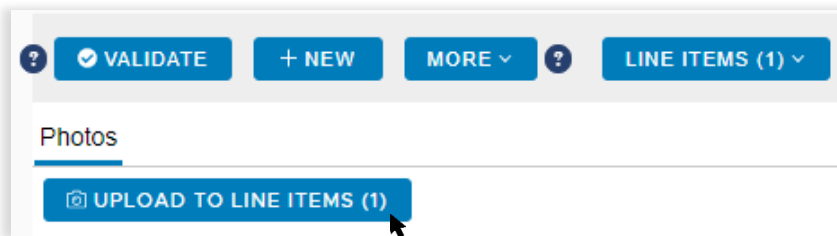
Photo level icon	Definition
	L1 – Photo has metadata and coordinates are within specified boundaries.
	L2 - Photo has metadata but coordinates place the photo outside of the specified boundaries.
	L3 - Photo does not contain metadata and cannot be placed accurately on the map.

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).



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.



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](#).

Select a photo type.

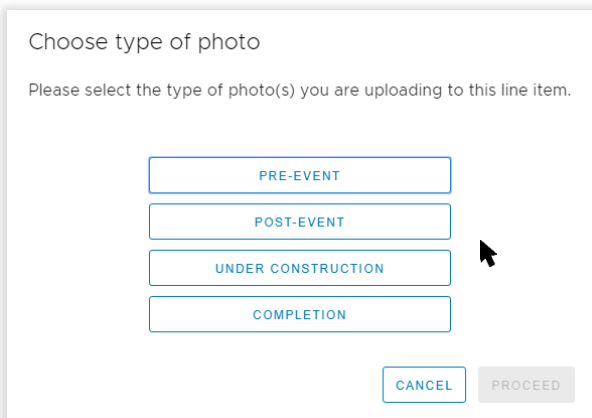
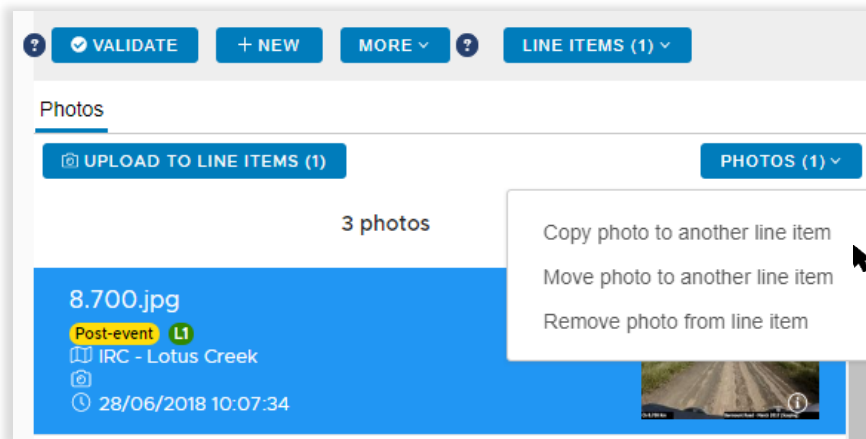


Table 6 Photo upload types

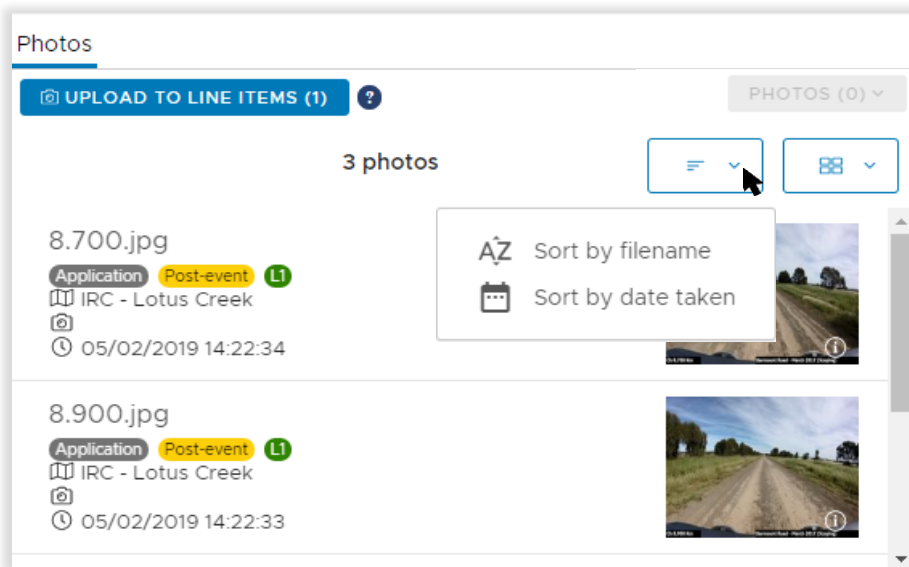
Code	Definition
Pre-event	Evidence demonstrating the pre-disaster condition of the asset.
Post-event	Evidence demonstrating the post-disaster damage of the asset, captured after the event.
Under construction	Evidence demonstrating approved works underway, at any stage prior to completion.
Completion	Evidence demonstrating completed approved works.


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. Refer to section [4.3.6 Copy/move photos](#) in this document for more information.



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.



 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.

4.3 Manage line item data

MARS offers various functionality for managing data in the submission grid such as:

- grid keyboard shortcuts
- modify views and columns
- highlight line items
- move line items
- clone line items
- copy and move photos.

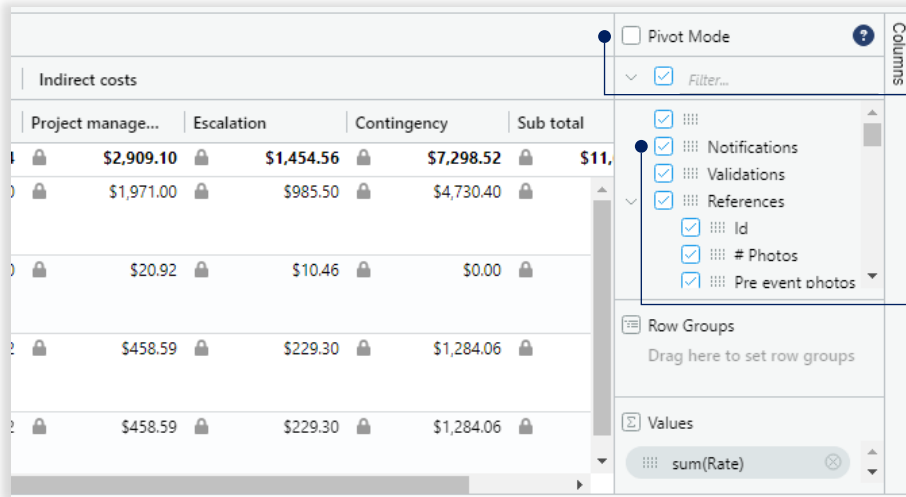
4.3.1 Grid keyboard shortcuts

Table 7 Keyboard shortcuts

Keyboard keys	Explanation
Any	Active cell is highlighted (blue).
Single-click	Clicking on a cell gives the cell focus. If there is a value in the cell and you begin typing the original data will be replaced.
Double-click	If there is a value in the cell that needs to be updated.
Arrow keys	To move focus to the selected cell up, down, left and right.
Ctrl + left/right	To move to start or end of the line.
Home or End	To move to the first or last row.
PgUp or PgDn	Scroll one page up or down.
F2 key	Changes the cell to be editable.
Enter key	Will put the cell into edit mode if it is an editable cell.
Space bar	Will select the cells row or deselect the row if already selected.
Tab key	In edit mode: To move focus from editable cell to editable cell across the grid. The cell will be in edit mode once tabbed into the cell.
Ctrl+D	Use Ctrl+D on the keyboard to copy down the value in the top cell of a selected range.

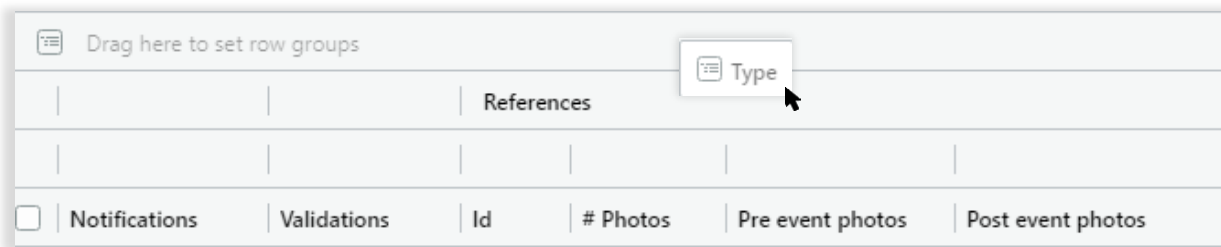
4.3.2 Modify views and columns

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

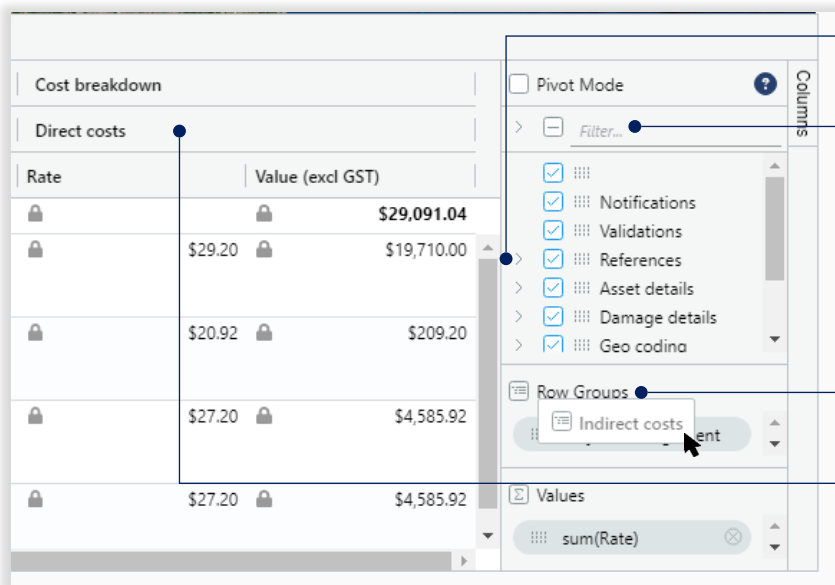


- On the right-hand side of the grid, click **columns**.
- Pivot mode displays totals for the submission.
- De-select the checkbox beside the column header to remove from view.

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.

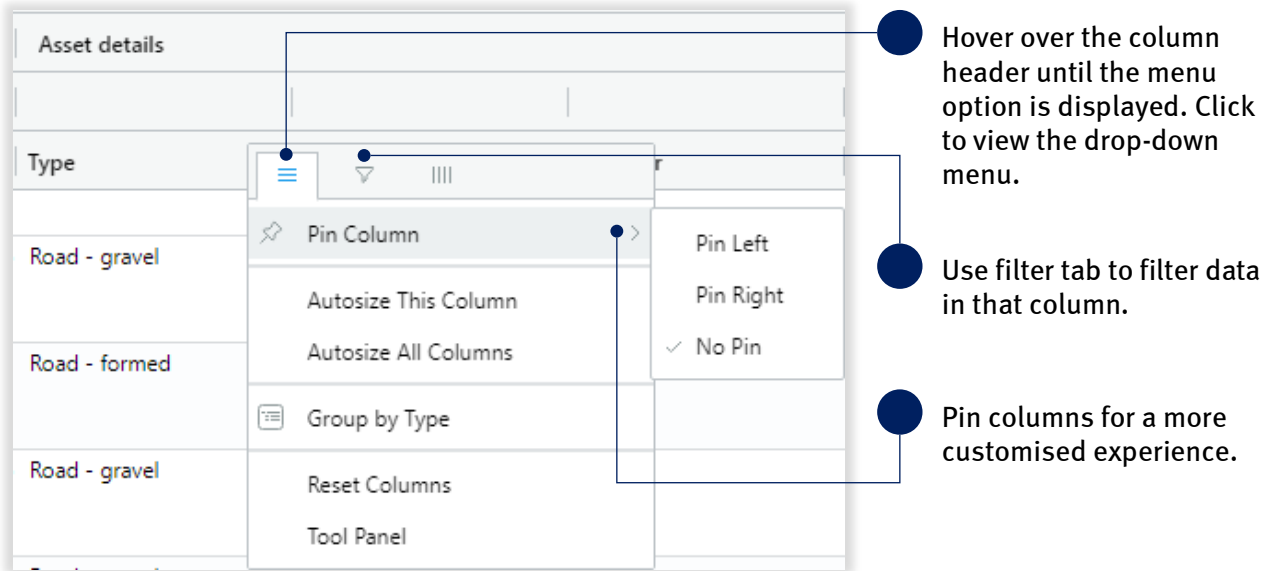



Columns and rows can be grouped and filtered as shown below.



- 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.



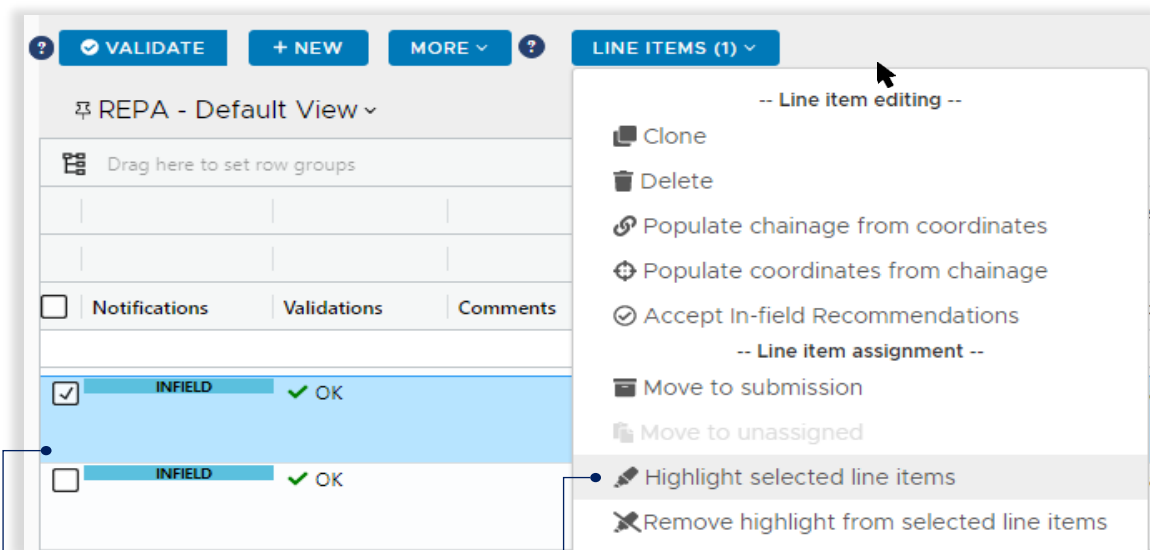
 Headers and views will revert to the default view once the submission is exited or the page is reloaded.

4.3.3 Highlight line items

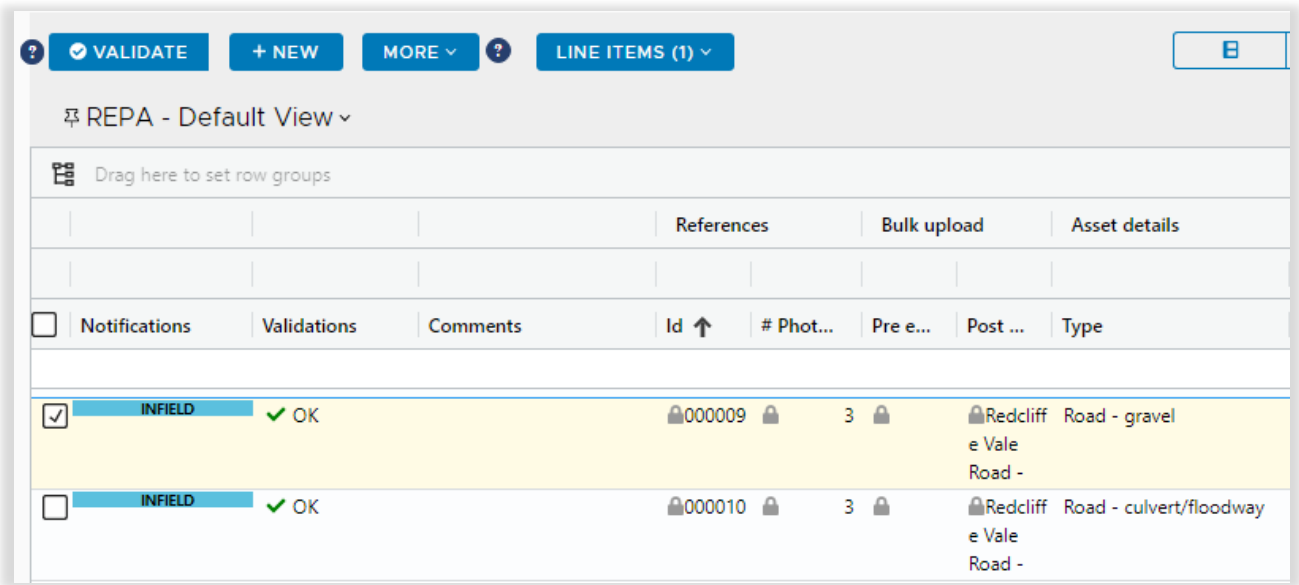
Line items can be highlighted for various purposes such as:

- marking lines that need further attention
- tracking progress of internal review.

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

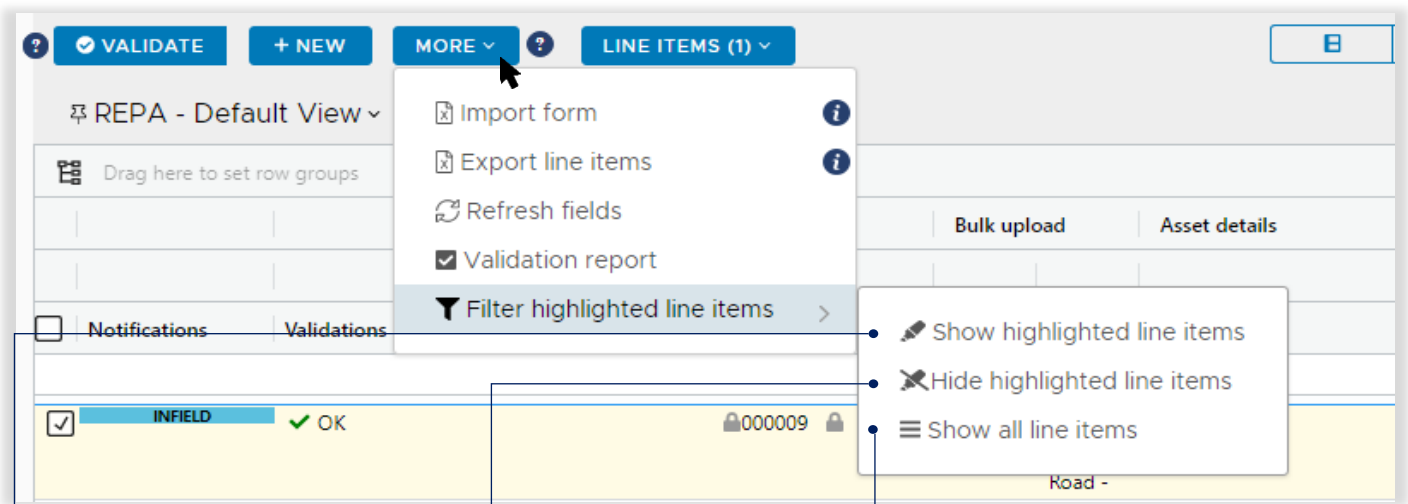


Selected line items are highlighted in the grid. Continue as you progress through the submission per line item.



4.3.3.1 Filter highlighted lines

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



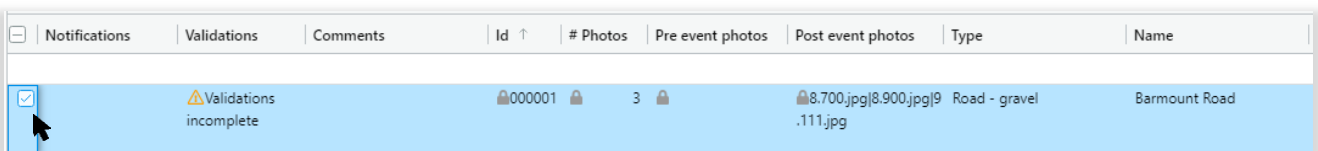
Select to only show line items that have been highlighted.

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

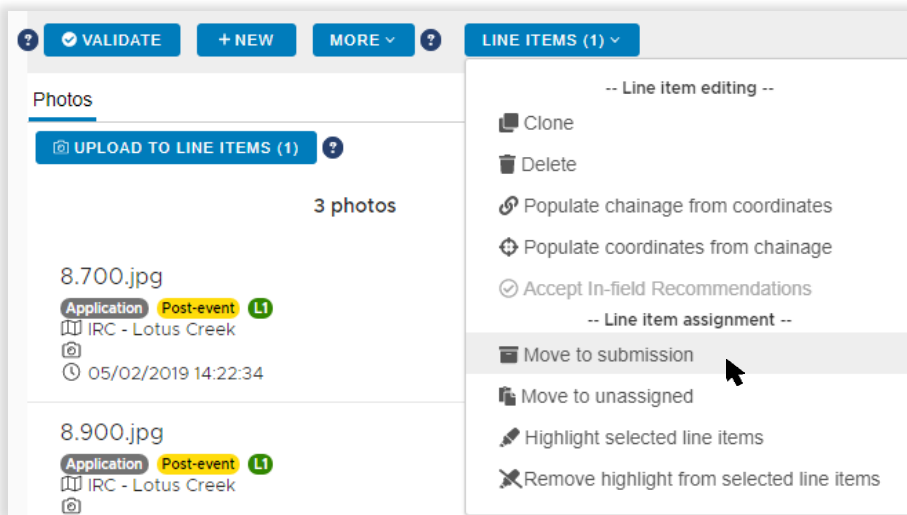
Select to show all line items.


4.3.4 Move line items to a submission

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

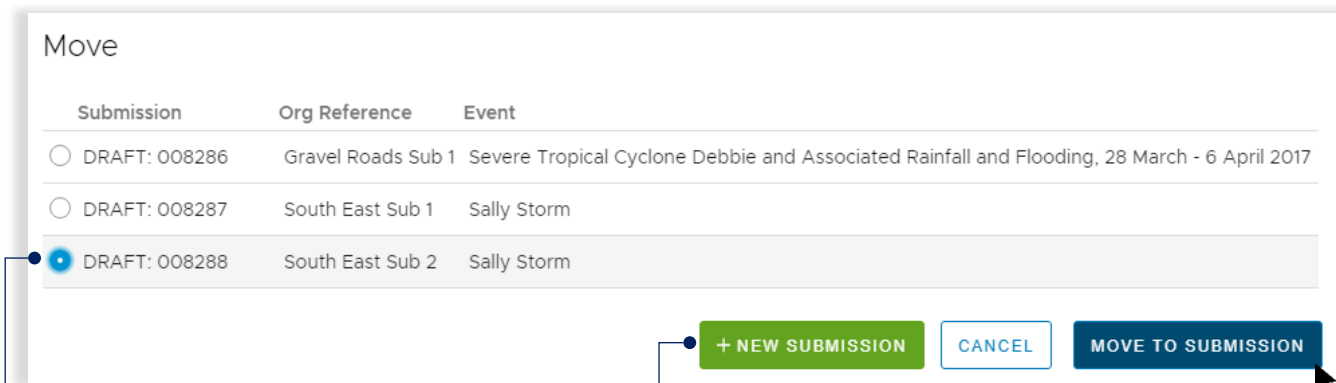


Once the line item(s) are selected, click on the **line items** button and select **move to submission** from the pull-down menu, as shown below.



 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 a new submission or a draft submission.



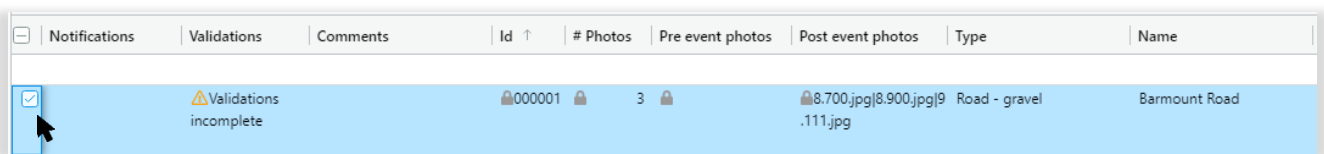
Select draft submission to move line items to, then click **move to submission**.

Click to move line items to a new submission.

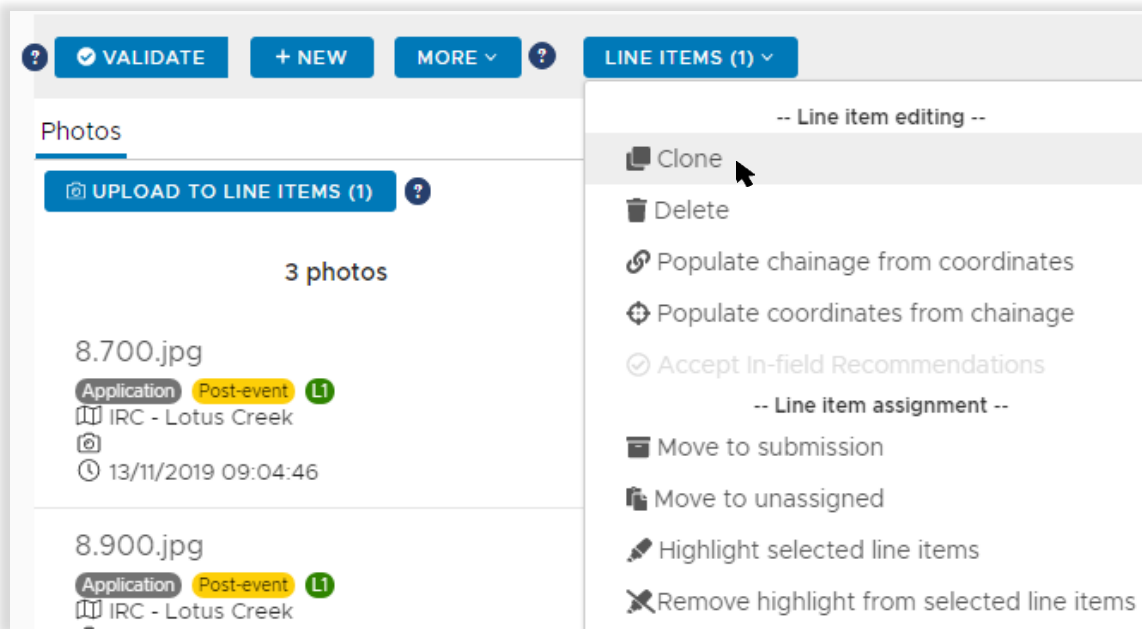
Once a line item has been moved, it will be removed from the original submission and moved to the new specified location.

4.3.5 Clone line items

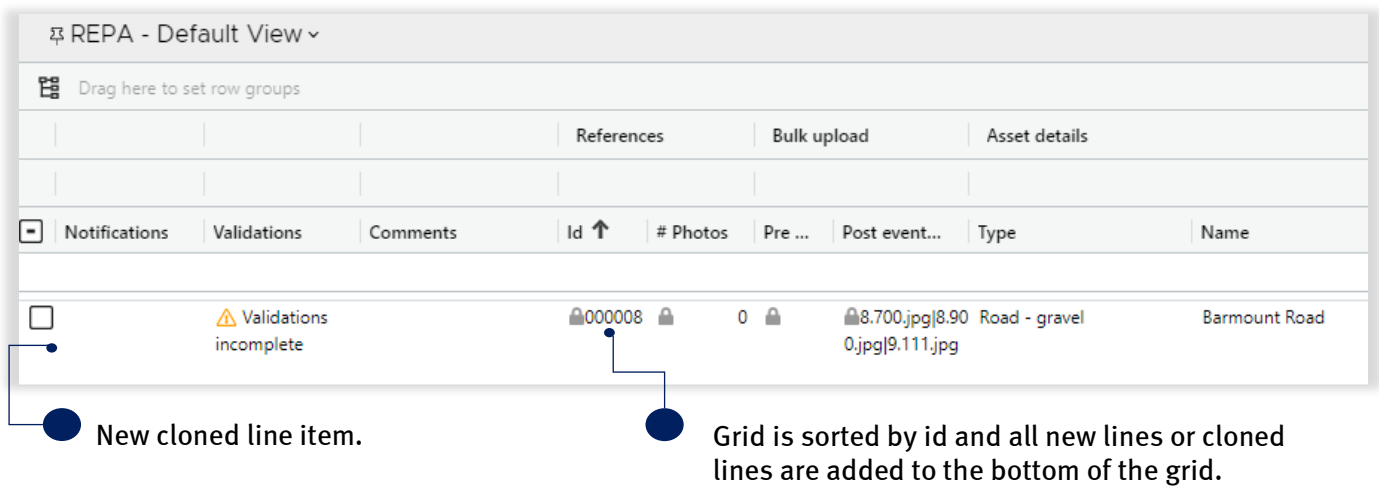
Line items can be cloned to help copy a line item with similar data. Select a line item to clone.




Once the line item is selected, click on the **line items** button and select **move to submission** from the pull-down menu, as shown below.



Scroll to the bottom of the grid or **Ctrl+End** to view new cloned line item. Update line as required.

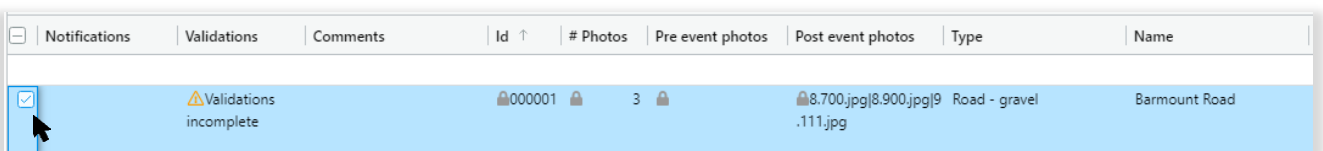


 Photos are not cloned with the new line and must be added manually or in bulk.

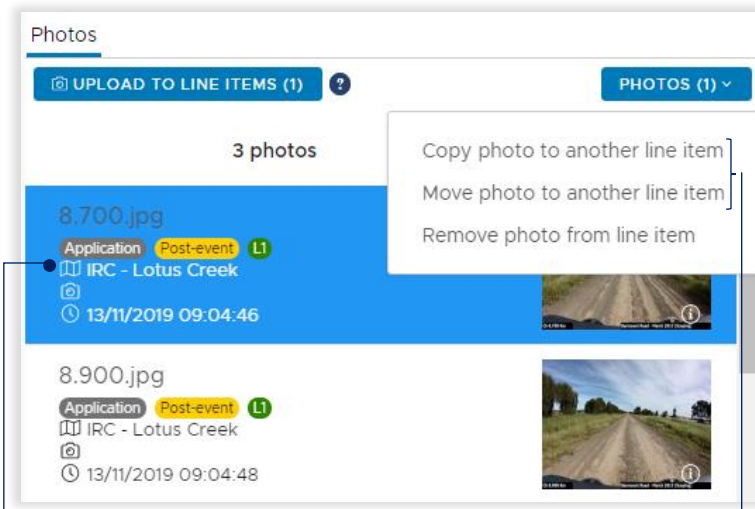
4.3.6 Copy/move photos

MARS has the flexibility to copy/move photos from one line to another within the current submission or to a line item in another draft submission.

To move/copy a photo, select line item(s) to be moved.



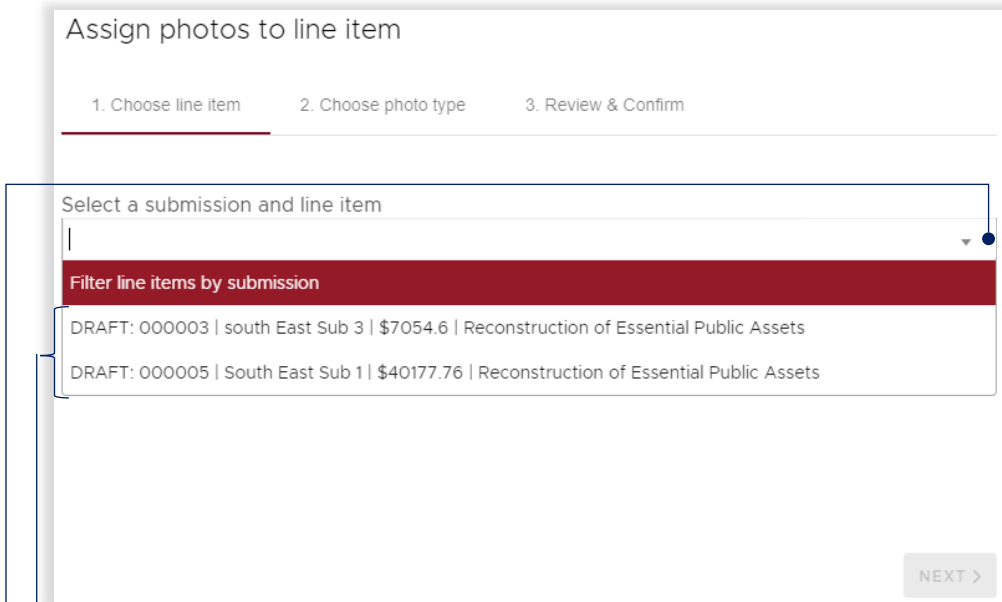
Once the line item is selected, select the photo to copy/move from the photos section. Click on the **photos** button and select **copy photo/move photo** from the pull-down menu, as shown below.



Select photo to copy/move.

Select to **copy/move photo** to another line item from the **photos** button.

Select the current submission or another draft submission from the drop-down list as shown below.



Click to view list of submission.

Select current submission or a draft submission to move/copy photo to from the list.

Select line item to copy/move the photo to and click **next**.

The screenshot shows a web interface titled "Assign photos to line item". At the top, there are three steps: "1. Choose line item", "2. Choose photo type", and "3. Review & Confirm". The first step is active. Below the steps, it says "Select a submission and line item" followed by "DRAFT: 000005 | South East Sub 1 | \$40177.76 | Reconstruction of Essential Public Assets". A table lists line items with columns "Line item name" and "Asset name". The table has four rows, all with "Barmount Road" as the asset name. The row with line item name "000004" is highlighted in blue. A "NEXT >" button is at the bottom right.

Line item name	Asset name
000001	Barmount Road
000002	Barmount Road
000003	Barmount Road
000004	Barmount Road

Click to view list of line items within the selected submission.

Select line item to copy/move photo to and click **next**.

Select the photo type and click **next** to continue.

The screenshot shows the same "Assign photos to line item" interface, but now step "2. Choose photo type" is active. It asks the user to "Please inform the type of photo you are assigning to this line item." There are four radio button options: "PRE-EVENT", "POST-EVENT", "UNDER CONSTRUCTION", and "COMPLETION". The "POST-EVENT" option is selected and highlighted in blue. At the bottom, there are "< BACK" and "NEXT >" buttons.


Select photo type and click **next**.

View summary of which photo is being moved to which location and click **assign # photos to select line item** button.

Assign photos to line item

1. Choose line item 2. Choose photo type 3. Review & Confirm

The following 1 photos...



...will be assigned to the following line item...

Line item name	Asset name
000004	Barmount Road

...under the Photo Type Post-event

[< BACK](#) **ASSIGN 1 PHOTOS TO SELECTED LINE ITEM**

Review summary before continuing and click **assign # photos to selected line item**.

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.

REPA - Default View

Drag here to set row groups

Treatment details							Cost breakdown		
							Direct costs		
Estimate method	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate	Value (excl GST)	
Market price	Gravel/material supply	m ³	562.00	6.00	0.050	168.600	\$30.00	\$5,058.00	\$23,503.00
Market price	Heavy formation grading	m	562.00			562.000	\$10.00	\$5,620.00	

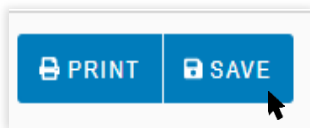
Rate for estimate method is locked.

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 grid. 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.



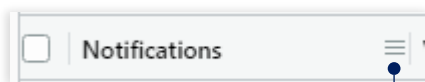
The line items with estimate method of market price have been unlocked and the awarded rate can be entered into the grid.



Refer to section [4.1.1 Add supporting documents at the submission level](#) to attach the schedule of rates to the submission.

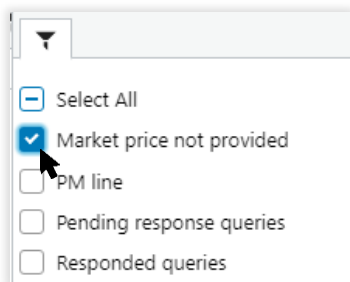
4.4.2 Filter market price lines

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

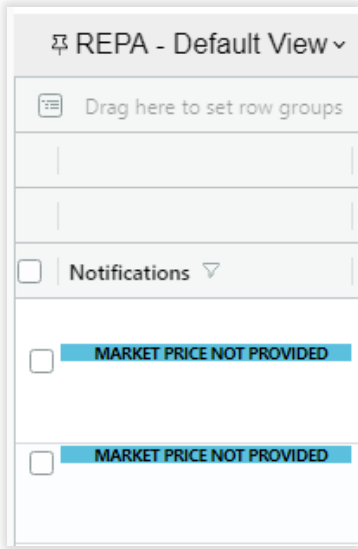


Hover and click to view filter options.

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




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



4.4.3 Update market price

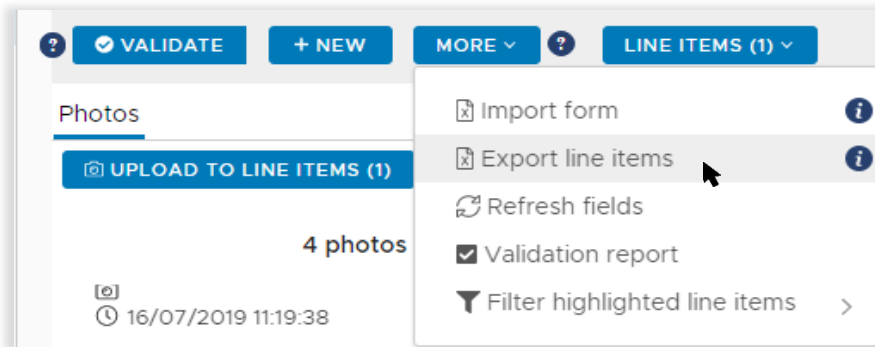
Scroll right to the **rate** column. Double-click in the **rate** field and enter the awarded market price as per the schedule of rates for each line item with a **market price not provided**.

Treatment details							Cost breakdown	
							Direct costs	
Estimate method	Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate	Value (excl GST)
Market price	Gravel/material supply	m ³	562.00	6.00	0.050	168.600	30	\$5,058.00
Market price	Heavy formation grading	m	562.00			562.000	\$10.00	\$5,620.00

 MARS can accept rates for market price updates to two decimal places. Ensure the schedule of rates values match the values provided in MARS before lodgement.

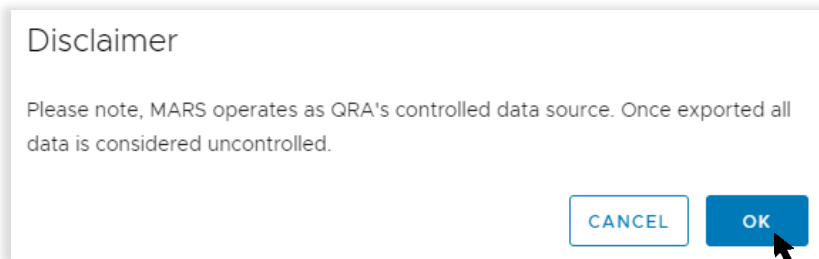
4.4.4 Exporting line items

Line items can be exported from the grid. Only the data in the current view on the grid will be exported to an Excel document. To export data select **export line items** from the **more** button as shown below.

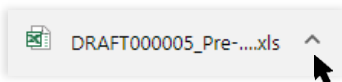


Only information displayed in the grid will be exported. Refer to [4.3.2 Modify view and columns](#) for more information.

Click **OK** to confirm your understanding of the advisory message.



The export can be viewed by clicking the Excel document downloaded at the bottom of the browser window.



Exported line items do not include any hidden columns or filtered information. Refresh browser to clear all the filters on the grid.

4.5 Validate data quality

Validations are automated checks of the submission data against the submission requirements and/or the 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).

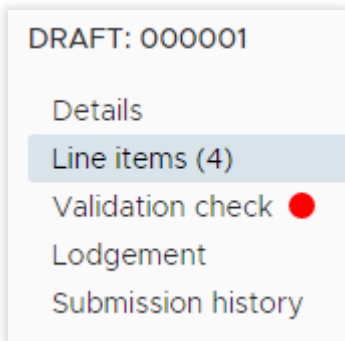
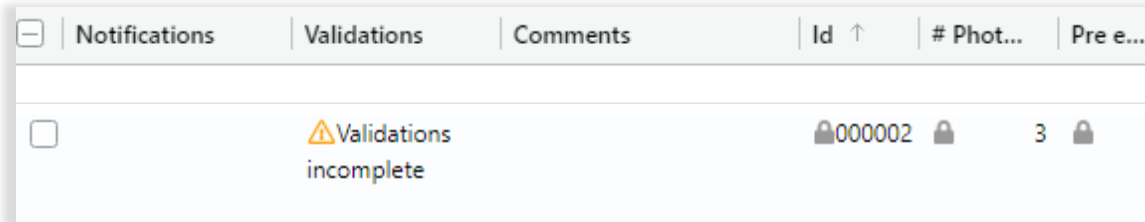


Table 7 Validation check status types

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.

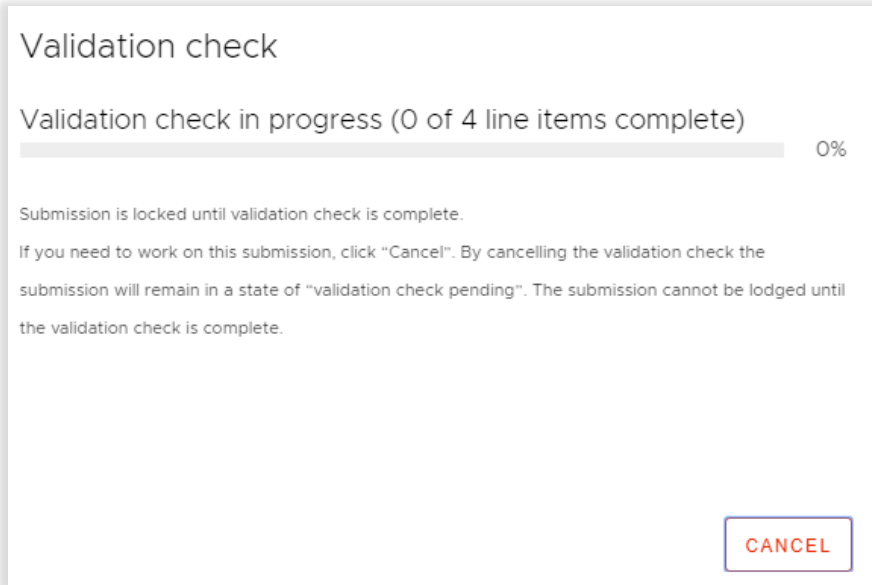
An incomplete validation message is visible on each line item as shown below.



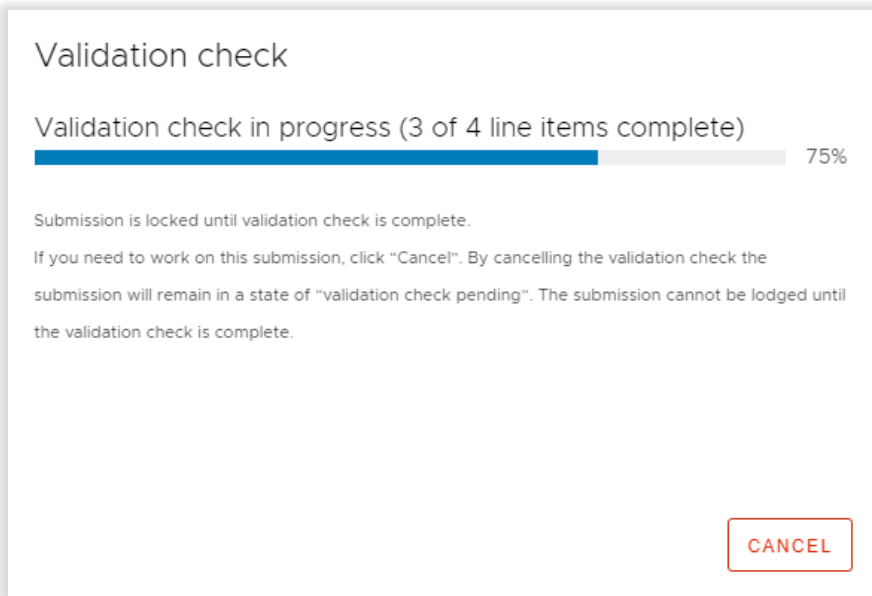
To run the validation check, click the **validate** button on the line items page.



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.

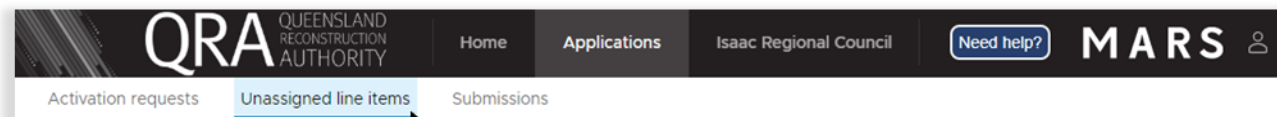


Please note:



- 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:

Validation check

Validation result: Complete

Lines total	4
Lines validated	4
Lines awaiting validation	0
Lines validated - messages	0
Lines validated - no messages	4

CLOSE
VIEW VALIDATION DETAILS

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

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

The screenshot shows the MARS portal interface. At the top, there's a navigation bar with 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. Below this, there are tabs for 'Activation requests', 'Unassigned line items', and 'Submissions'. The main content area shows 'Submissions » DRAFT: 000001' with a yellow 'in development' tag and an 'EDIT LINE ITEMS' button. A summary bar displays: Status: Complete, Lines total: 4, Lines validated: 4, Lines awaiting validation: 0, Lines validated - messages: 0, and Lines validated - no messages: 4. Below this, it says 'No validation messages'.

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

Validations	Comments	Id ↑	# Photos	Pre event photos	Post event photos
✓ OK	🔒	🔒000001	🔒 3		🔒8.700.jpg 8.900.jpg 9.11.jpg

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

4.5.1 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.

Lines total	4
Lines validated	4
Lines awaiting validation	0
Lines validated - messages	1
Lines validated - no messages	3

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. Validation messages can be addressed on the **line items** page (see below) or on the **validation check** page. There are two ways to address messages on the **validation check** page:

1. Bulk edit - message entered will be populated in the comments field on all line items with the same message.
2. Line item edit - message entered will be populated on a single line item.

Status:	Lines total: 5	Lines validated: 5	Lines awaiting validation: 0	Lines validated - messages: 2	Lines validated - no messages: 3
---------	----------------	--------------------	------------------------------	-------------------------------	----------------------------------

ID	Asset name	Description	Chainage start	Chainage end	Value	Comment
000001	Barmount Road	Road Wearing Surface Damage [Width: 6m, Depth: 50mm]	8700	9262	\$5,686.20	
000005	Barmount Road	Road Wearing Surface Damage [Width: 6m, Depth: 50mm]	8700	9262	\$5,686.20	

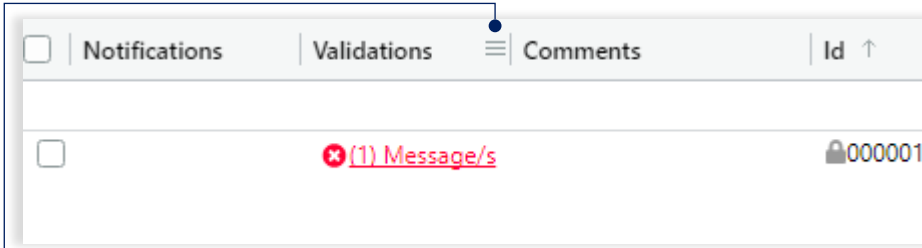
Each message must be addressed prior to lodgement i.e. cleared or explained with a comment.

Click to address validation message in bulk.

Line item reference.

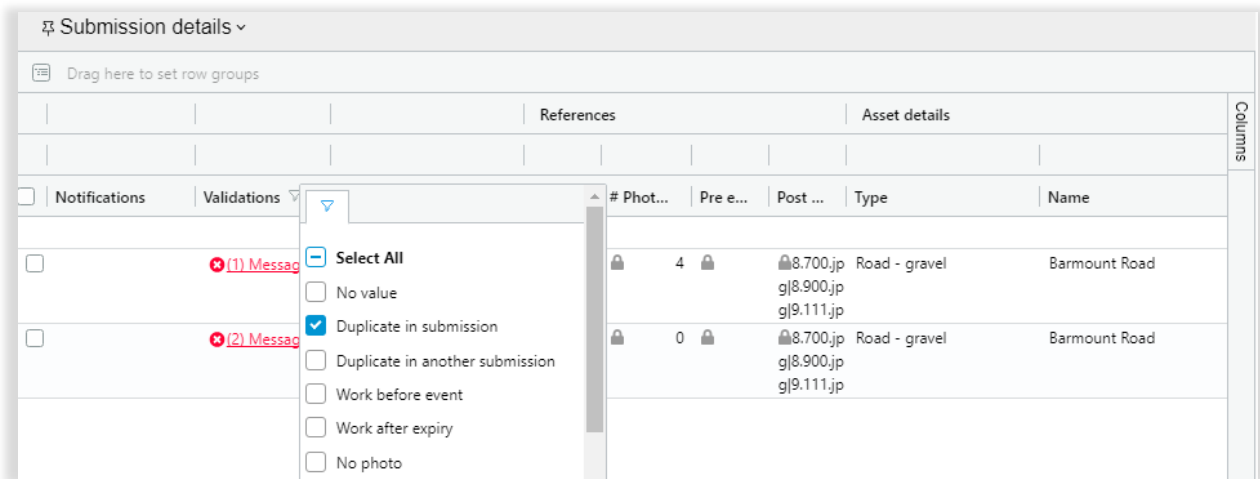
Click to address validation message by line item.

On the **line items** page, filter messages as shown below.

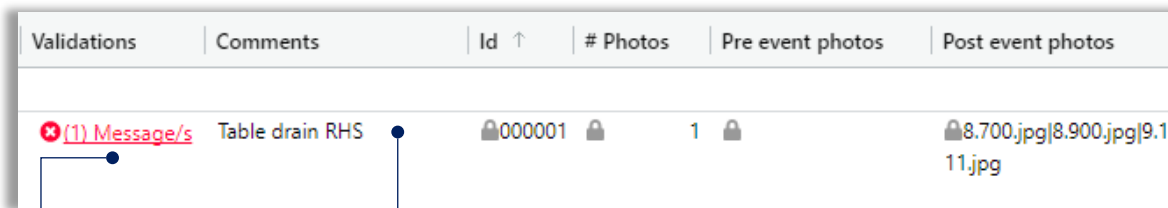


Click the filter icon beside the column header.

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.



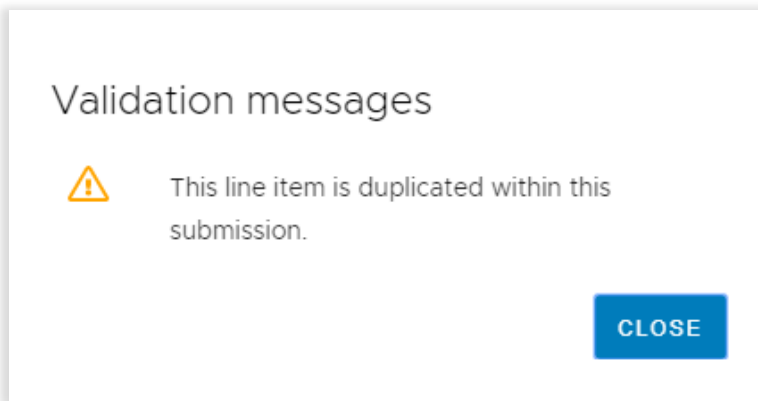
Validation messages will display when selecting the message link in **validations** column as shown below.




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.

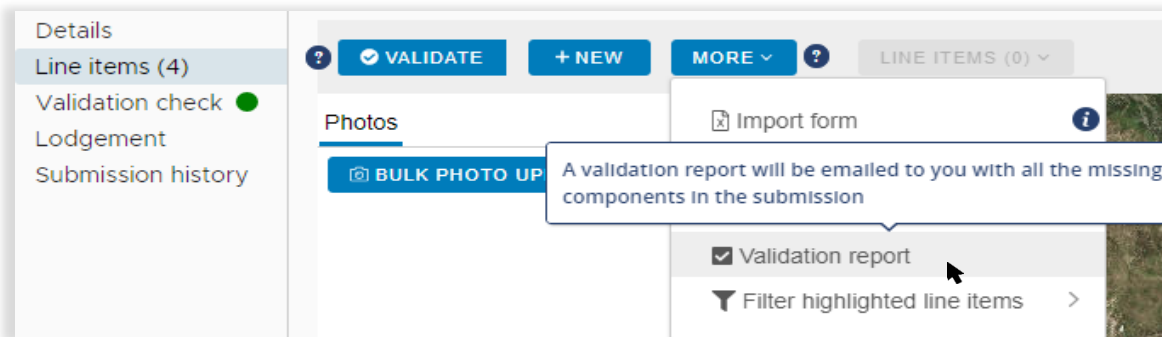
An example of a validation message is shown below.



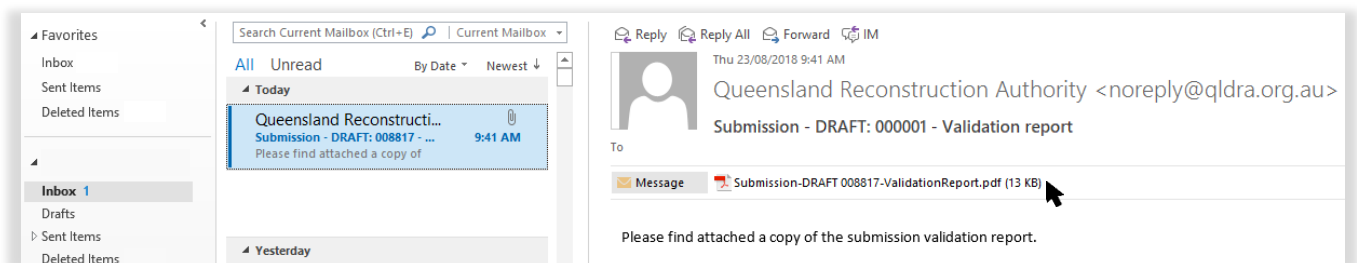
 For additional guidance, refer to **my submissions** in the **need help** menu in MARS.


4.5.2 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.



 Please note, any missing information or validation messages may result in requests for information from QRA as part of the assessment process.

4.6 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.

4.6.1 View the DRN change on the submission lodgement page

After a validation check (refer to section [4.5 Validate data quality](#)), navigate to the submission lodgement page to view lodgement restriction relating to DRN.

The screenshot shows the 'Submissions' page for 'DRAFT: 000001' in development. The left sidebar has a 'Lodgement' menu item highlighted. The main content area shows 'Submission lodgement' with a section for 'Lodgement restrictions'. Two messages are displayed:

- ⚠ The digital road network has been updated and an asset has been removed. Please return to the line item section and update the asset for all line items flagged as deactivated asset
- ⚠ A submission contact has not been chosen.

● Lodgement restriction pertaining to a DRN update.

4.6.2 Address 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**.

The screenshot shows the 'REPA - Default View' page with a table of line items. The 'Notifications' column is expanded, showing a list of notification types. The 'Asset requires re-selection' option is selected, which filters the table to show only those line items.

Id	# Phot...
000001	3
000002	3
000003	3

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

Impacted line items will display the below notification message.

<input type="checkbox"/>	Notifications	Validations	Comments	Id
<input type="checkbox"/>	ASSET REQUIRES RE-SELECTION	⚠ Validations incomplete		000001

● Notification message indicating the line items impacted.

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

<input type="checkbox"/>	Notifications	Validations	Comments	Id	# Phot...	Pre e...	Post ...	Type	Name
<input checked="" type="checkbox"/>	ASSET REQUIRES RE-SELECTION	⚠ Validations incomplete		000001	3		8.700.jp g 8.900.jp g 9.111.jp	Road - gravel	Barmount Road

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.

<input type="checkbox"/>	Notifications	Validations	Comments	Id	# Phot...	Pre e...	Post ...	Type	Name
<input checked="" type="checkbox"/>	ASSET REQUIRES RE-SELECTION	⚠ Validations incomplete		000001	3		8.700.jp g 8.900.jp g 9.111.jp	Road - gravel	Barmount Road
<input type="checkbox"/>		⚠ Validations		000002	3		8.700.jp	Road - gravel	Barmount South Road

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

● Select the asset name from the drop-down list.

4.7 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.

The screenshot shows the MARS portal interface. At the top, there's a navigation bar with 'QRA QUEENSLAND RECONSTRUCTION AUTHORITY', 'Home', 'Applications', 'Isaac Regional Council', 'Need help?', and 'MARS'. Below this, there are tabs for 'Activation requests', 'Unassigned line items', 'Submissions', and 'Delivery programs'. The 'Submissions' tab is active. On the left, there's a sidebar with 'DRAFT: 000001' and a list of actions: 'Details', 'Line items (4)', 'Validation check', 'Lodgement', and 'Submission history'. The main content area shows 'Construction start date' with a note 'If construction has commenced provide the ac...', 'Submission description' with a text area containing 'Gravel Road damage', and 'Market price' with a checkbox and explanatory text. At the bottom right, there's a red 'DELETE SUBMISSION' button. On the right side, there's a table with 'Description: Damage report', 'Uploaded date: 08/08/2019', and 'Actions: DOWNLOAD, DELETE'.



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).

The screenshot shows a confirmation dialog box titled 'Delete Submission - DRAFT: 000001?'. It contains the text 'Are you sure you wish to delete submission DRAFT: 000001?' and a 'Warning:' section with a bullet point: 'All line items, documents and photos related to this submission will also be deleted.' Below this, it says 'If you wish to continue, please type the submission to confirm:' followed by a text input field containing 'DRAFT: 000001'. At the bottom right, there are two buttons: 'CANCEL' and 'DELETE'.

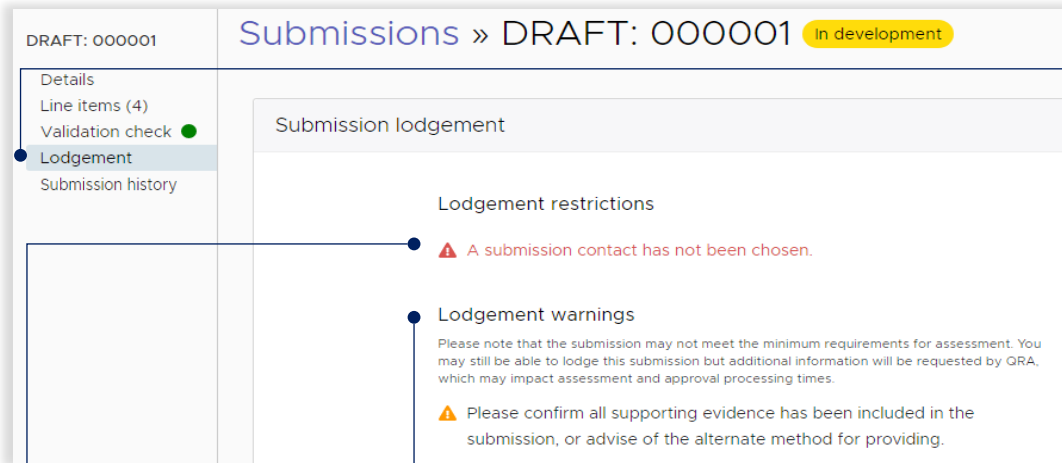
Enter submission number.



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

4.8 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.



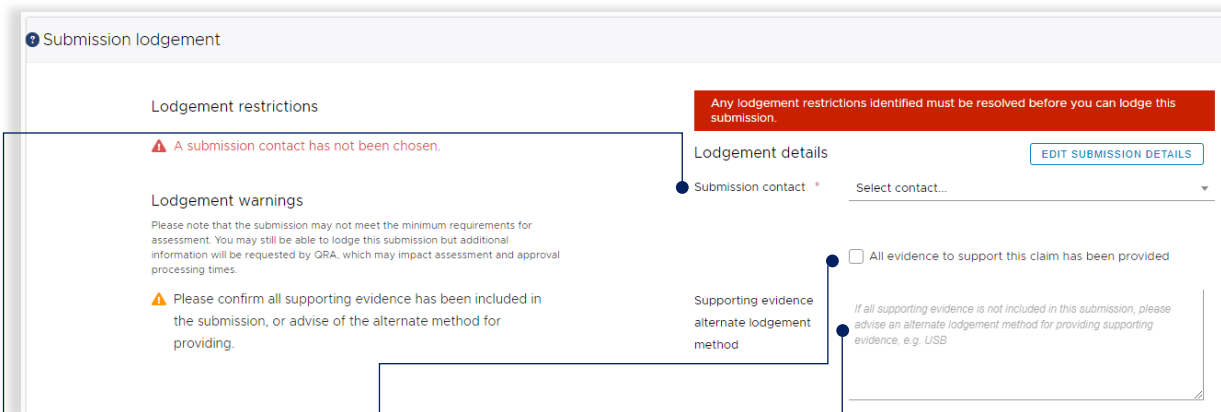
Click on the lodgement page.

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.

 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.

The screenshot shows the 'Submission lodgement' page. On the left, there are two sections: 'Lodgement restrictions' with a green checkmark and 'No lodgement restrictions identified.', and 'Lodgement warnings' with a green checkmark and 'No lodgement warnings identified.'. On the right, under 'Lodgement details', there is an 'EDIT SUBMISSION DETAILS' button, 'Submission contact' (Eric Engineer), 'Supporting evidence' (All evidence to support this claim has been provided), and 'Acknowledgement' (I, certify that: ...). Below this is a checked 'I AGREE' box and a green 'LODGE SUBMISSION' button. Three callout boxes point to these elements: '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.', and '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.

The screenshot shows the MARS portal navigation bar with three tabs: 'Activation requests', 'Unassigned line items', and 'Submissions'. Below the tabs, the text 'Submissions » IRC.0051.1718F.REC' is displayed next to a green 'Lodged' button.

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

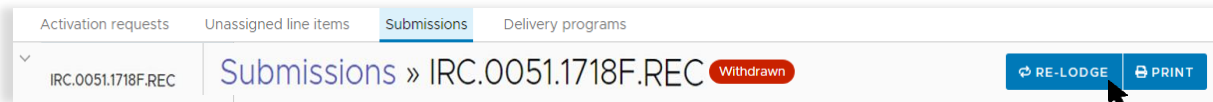
Table 8 Submission progression status definitions

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.

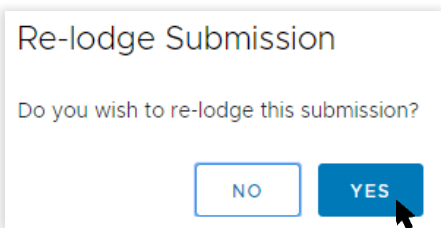
4.8.1 Re-lodge a withdrawn submission

When an amendment to a submission is required, QRA can withdraw a submission to enable the organisation to make changes. Contact support@qra.qld.gov.au to request the submission to be withdrawn, or alternatively you may be contacted if QRA requires a submission to be updated.

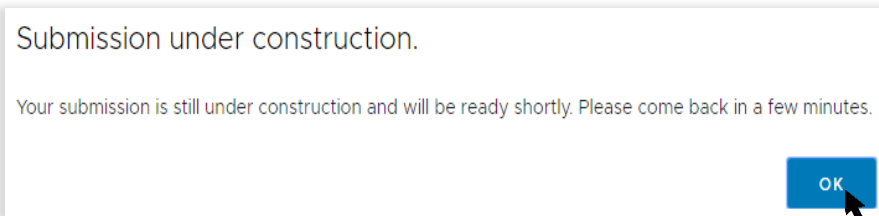
To begin updating a withdrawn submission click to open the withdrawn submission from the submission list, then click **re-lodge** as shown below.




Click **yes** to confirm your understanding of the advisory message.






The submission will be returned to **in development** to update. Click **ok** to the advisory message as shown below.




 Click refresh in the browser window to update data.

The submission displays the new version and is ready to be updated.



-  Submission displays a new version number.
-  Submission number is retained for the life of the submission.
-  Withdrawn submission is returned to **in development**.

 New assets cannot be introduced to a withdrawn submission. Please create a new submission for any new assets. New line items can be added to a withdrawn submission if the asset already exists in the submission.

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.

The screenshot shows the 'Submissions' page for submission ID IRC.0018.1819L.REC. The left sidebar contains navigation options: Details, Line items (4), Validation check (green dot), Lodgement, Pending queries (2), and Submission history. The main content area displays two line item queries. The first query is for 'Barmount Road - 8700 to 9262 (id: 000001)' with a question: 'Please provide further evidence (i.e. maintenance records), to support the claimed road width of 6m.' The second query is for 'Barmount Road - 9262 to 9937 (id: 000003)' with a question: 'Please confirm treatment required - description states bulk fill but treatment requested is heavy formation grading.' Each query has an 'Answer' field with a placeholder 'Enter response here' and an 'Action' menu with icons for document upload, photo upload, save, and lodge. Callouts point to the 'Pending queries (2)' link in the sidebar, the asset name and location, the answer input field, and the action buttons.

- Click to view **pending queries** page.
- Asset name, chainage and line item location.
- Type a descriptive response to the query.
- Buttons to upload a document and photo, save progress or lodge individually.

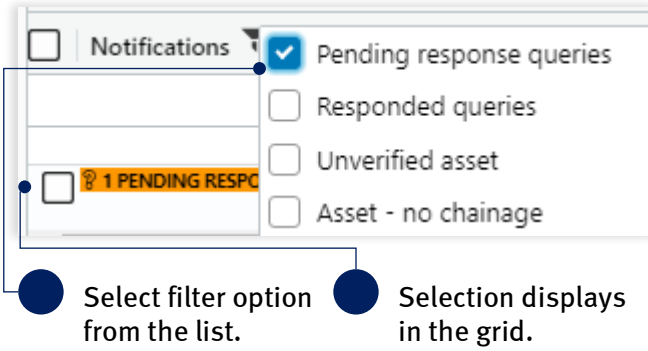
5.1 Filtering line item queries


To view line items with queries, return to the **line items** page and filter line items. Hover over notification header and click on the menu icon.

The screenshot shows the 'Line items' page. The left sidebar contains navigation options: Details, Line items (4), Validation check (green dot), Lodgement, Pending queries (2), and Submission history. The main content area has a 'MORE' button and a 'LINE ITEMS (1)' dropdown. Below these are tabs for 'Photos' and 'Queries'. A table is displayed with a header 'REPA - Default View' and a row with a checkbox, a 'Notifications' header, a 'Validations' header, and a 'Comments' header. A callout points to the 'Notifications' header.

- Click to view **line items** page.
- Hover over notifications header and click menu.

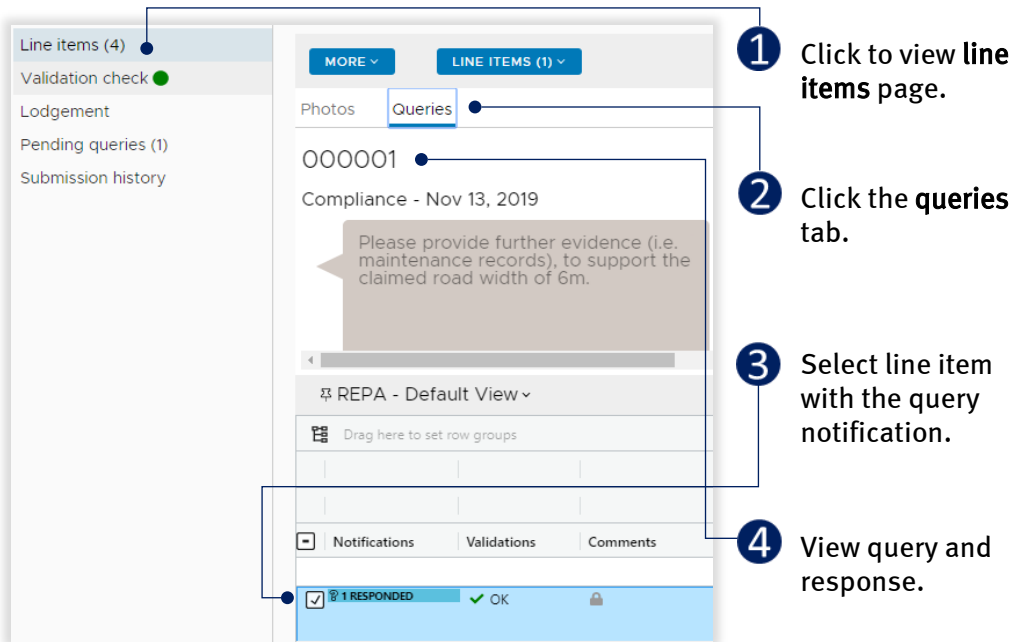
Select filter option from the list. The selected option filters the grid to display selection.




 Submission queries do not require a line item to be selected.

5.2 Viewing query responses

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 **queries** tab. Refer to section [5.1 Filtering line item queries](#) for more information and select **responded queries** from the list.



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

6 Assessment outcome

Once the submission has been approved the assessment outcome is available to view. On the **line items** page, scroll to the right of the grid to view the assessment outcome (blue headings).

REPA - Final Outcome View - Default

Drag here to set row groups

Assessment outcome													
Assessed area						Recommended treatment		Approved values					
Start X	Start Y	End X	End Y	Chainage Start	Chainage End	Treatment	Unit	Rate	Length...	Width ...	Depth ...	Quantity	Total value
148.325114	-21.99608	148.325191	-21.99629	7,150	7,180	Heavy formation grading incorporating 50mm of imported material	m3	\$95.00	30.00	7.00	0.050	10.500	\$8,482.50
148.325114	-21.99608	148.325191	-21.99629	7,150	7,180	Gravel/material supply	m3	\$30.00	30.00	7.00	0.050	10.500	\$315.00

Columns

Filters

7 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.

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](#) on the QRA website for steps to complete an estimate update.

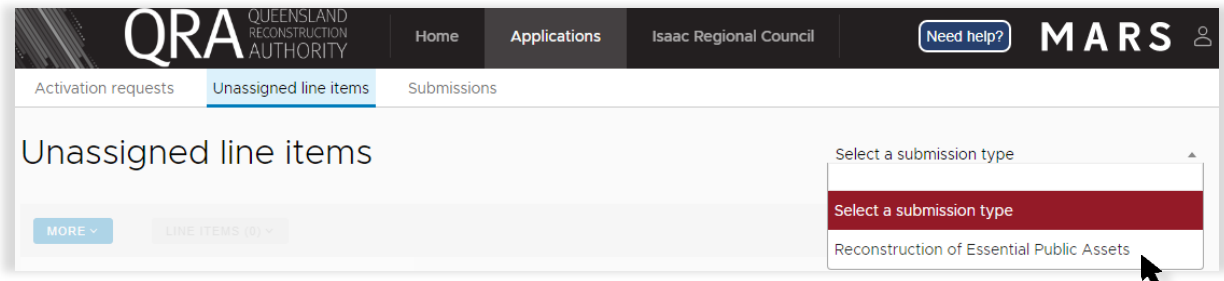
8 Manage submission data in unassigned line items

The **unassigned line items** tab is a designated area to sort and group line items for REPA 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 Manage line item data](#)

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