Management and Reporting System (MARS) Portal

Quick Reference Guide: Bulk upload of photo evidence to a submission

Step	Instruction	Screenshot
1	Navigate to Submissions from the landing page.	
2	Open draft submission (2a) and click Line items (2b).	Isaac Regional Council 21
3	Click Upload in the photo panel command bar.	Organisation Det 2b Line Items (601) Validation Check O Lodgement Submission History Registers \alpha Assigned
4	 Open your file folder where photos are saved and drag and drop your folder of photos of a particular photo type to the upload section in the photo panel. Only photos in a jpg format can be uploaded. It is recommended that no more than 5,000 photos be uploaded at one time. 	Activated events Trigger points Applications Activation requests Expressions of interest Unassigned line items Delivery programs C Collapse
5	Choose Auto Assigned as the upload type (5a) and click Next (5b). Note that line items must have co- ordinates populated for MARS to be able to automatically assign photos to line items.	Photo upload wizard Process type 1 Process type Choose the upload process 5a AUTO ASSIGNED UPLOAD Uploads photos and attempts to assign to lines based on
6	Choose your photo type (e.g. post-event) and click Next .	7 3 Auto assigned upload summary BULK UPLOAD (FORMER PROCESS) Uploads photos and assigns based on information specified in the photo ref columns on the line items
7	Confirm Upload. MARS will display successfully uploaded photos (indicated by a [⊘] in the Upload section of the photo panel); and will process photos by attempting to assign uploaded photos to line items based on photo co- ordinates.	CANCEL NEXT

Step	Instruction	Screenshot
8	Once photo processing is complete, click Unassigned (8a) in the photo panel command bar. View unassigned photos on the map . These photos are identified on the map by purple icons (8b).	Details Line Items (601) Validation Check () Lodgement Submission History (2) 1614 photos () 15 () () (3) () () () () () (4) () () () () () (2) 1614 photos () () () () (2) () () () () () () (2) () () () () () () () (2) () () () () () () () () () () (2) ()
9	Unassigned photos may indicate missing line items, photos without geo location information, or photos of assets with a single co-ordinate point (like damaged road signs that require replacing). Add any missing line items in the submission line items grid. Select unassigned photos on the map using the photo image selection tool	Remove photo Wall Road_CH7980_20210210_170450 Directed in the condition of the condition
10	Edit photos and click Run auto assign. Some photos may remain in unassigned pho	otos. These can be manually assigned to line items by selecting the photo(s) on the map using the photo
	image selection tool 🐨 🗢 , clicking Edit photos and Assign photo to line.	
11	Complete preparing your photo evidence by reviewing Assigned photos (11a) and proceeding to validation and submission lodgement (11b).	Details Line Items (601) Validation Check ⊘ Lodgement Submission History 111a Image: Second contract of the sec

Please contact your <u>Regional Liaison Officer</u> if you have any questions.