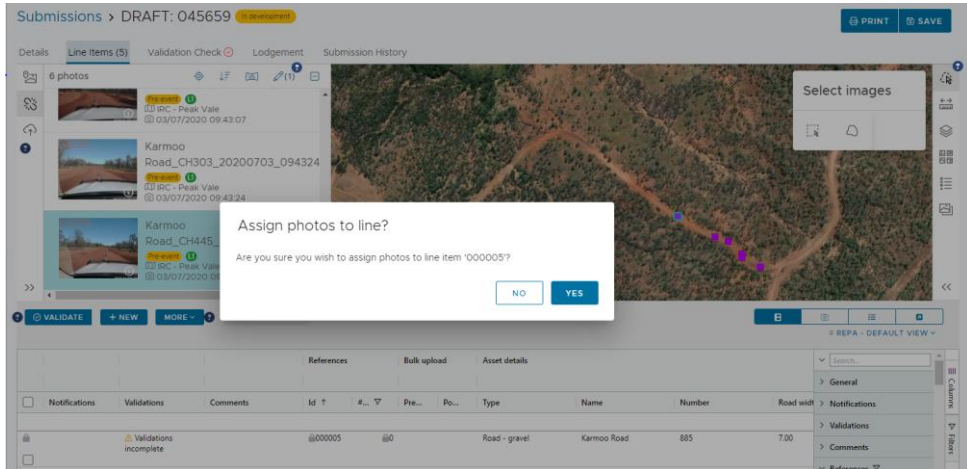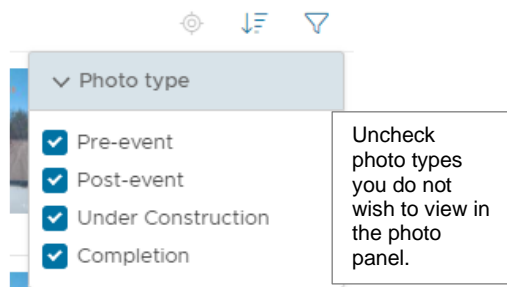# Management and Reporting System (MARS) Portal

Enhancement summary

Enhancements have been made to **photo functionality** in the Management and Reporting System (MARS) Portal.

1. A new way of **assigning Unassigned photos** in a submission **to a line item in the submission**. A 'drag and drop' function is now available – allowing a user to select a photo, or group of photos, on the map or in the photo panel, and to 'drag and drop' the selected photos to the applicable line item. Detailed instructions are listed below. The existing photo to line item assignment function remains.
2. The ability to **filter photos** in the photo panel **by photo type**. Detailed instructions are listed below.

#	MARS Action	Screenshot
Assign Unassigned photo(s) using 'drag and drop' function		
1	Click the **Unassigned** option ( ) in the photo panel and use the **Locate photo** ( ) function to find unassigned photos on the map.	
2	Filter the line items grid as needed, for example, on a particular asset, or for photos with no (or 0) assigned photos (as indicated in the screenshot).	
3	Click the **Select images** option ( ) on the map, and using either the rectangular ( ) or free form ( ) selection option, select relevant unassigned photos.	
4	If selected photos are not visible in the photo panel, use the **Sort by selected** option (Sort by selected) in the photo panel to view all selected photos. These photos will be highlighted in the photo panel (as indicated in the screenshot).	

Please refer to the **MARS Portal user guide – Upload photo evidence to submission** for more information on uploading photo evidence to a submission.

#	MARS Action	Screenshot
5	'Drag' the selected photos to the applicable line item and 'drop' the selected photos on the line item to assign them. The photo selection will appear in a dotted line when dragged and the line item number will appear as hover text as indicated in the screenshot when the correct line item is selected.	
6	A confirmation message will display. Select **Yes** if the correct line item ID is displayed in the confirmation message. Selecting No will cancel the action. After confirming the photos to line assignment, the selected photos will no longer appear in the Unassigned photos option in the photo panel, and the photo count in the command bar will adjust accordingly. The photo count column (#Photos) on the updated line item will also adjust accordingly.	
Filter photos by photo type		
7	In the photo panel in a submission, click the **Filter** (∇) button in the command bar. Uncheck photo types you do not wish to view in the photo panel. Refresh the page or check the photo types if you wish to view all photos again.	

Please refer to the **MARS Portal user guide – Upload photo evidence to submission** for more information on uploading photo evidence to a submission.