



QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal User Guide

Submission preparation: upload photo evidence to submission

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	October 2022
Authority	Queensland Reconstruction Authority
Document status	FINAL
Version	1.2

Copyright

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

© The State of Queensland (Queensland Reconstruction Authority), October 2022.

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 –Submission preparation: upload photos*, 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 TO MARS..... 6**
- 3 UPLOAD PHOTO EVIDENCE FOR SUBMISSION LINE ITEMS 7**
 - 3.1 UPLOAD PHOTOS TO A SUBMISSION 8
 - 3.1.1 *Navigate to a submission*..... 8
 - 3.1.2 *Navigate to submission line items* 8
 - 3.1.3 *Select photo(s) to bulk upload to a submission* 9
 - 3.1.3.1 Bulk upload photos using geolocation information in photos 11
 - 3.1.3.2 Bulk upload photos using photo references in submission line items 12
 - 3.1.4 *Select and upload photo(s) to a single line item in a submission* 13
 - 3.1.5 *View photo upload status* 14
 - 3.2 WORK WITH UNASSIGNED PHOTOS IN A SUBMISSION 15
 - 3.2.1 *'Drag and drop' photos not yet assigned to line items to assign them to a line item* 16
 - 3.2.2 *Edit photos not yet assigned to line items* 17
 - 3.3 WORK WITH ASSIGNED PHOTOS IN A SUBMISSION 19
 - 3.3.1 *Edit photos assigned to line items* 20
 - 3.3.2 *View more line item information about a photo* 22
- 4 APPENDIX OF PHOTO UPLOAD TYPES AND PHOTO CATEGORY TYPES..... 23**

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 upload of photo evidence to support a submission in the MARS Portal.
Audience	This user guide is intended for MARS Portal users in an applicant organisation, i.e. the resources most likely to build or lodge a Disaster Recovery Funding Arrangements (DRFA) submission.
Pre-requisites	This user guide has been designed with a focus on system functionality, and assumes that users have: <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@gra.qld.gov.au

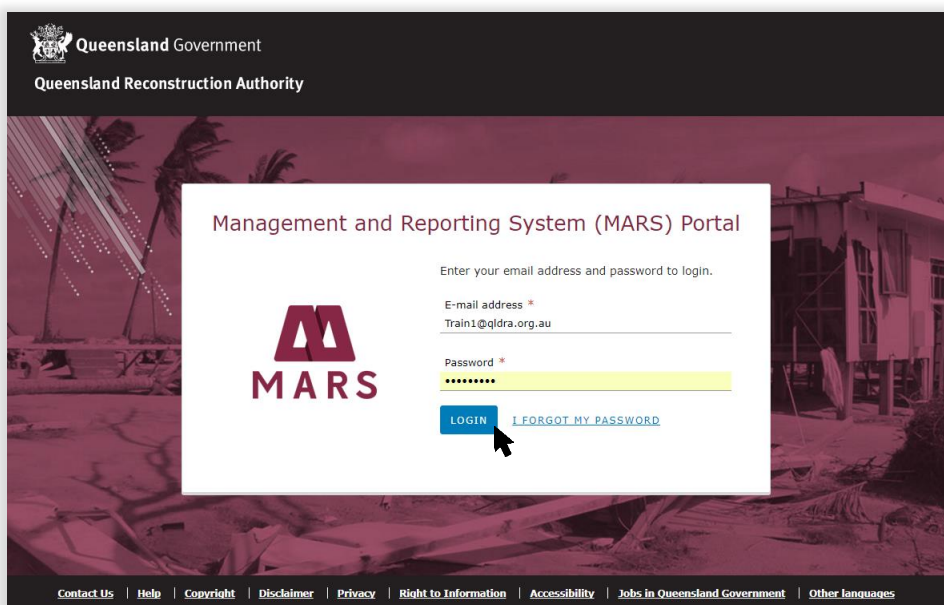
2 Log in to MARS

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](#).

Once you have clicked the MARS Portal Login link, the login screen below will be displayed to 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**. This tour of MARS provides an **overview of key functionality**.

3 Upload photo evidence for submission line items

Users can choose to **upload multiple photos** to a submission at one time (**bulk upload**) or can choose to **upload photo(s) to a single line item**.

MARS will **automatically assign bulk uploaded photos to a submission line item** based on either:

- the **geo location information** in the uploaded photo, or
- the information provided in the **photo reference columns** on a submission line item. This is relevant if your organisation is using software that automatically populates the Excel submission form for import of line items to MARS.

After upload, photos automatically assigned to line items are **available to view on the interactive map**.

The MARS process to upload photo evidence for submission line items consists of three steps described in detail below:



- Line items must have **co-ordinates populated** for MARS to be able to automatically assign photos to line items. Photos of assets with single co-ordinate points or non-road assets (like damaged road signs that require replacing) can either be bulk uploaded to MARS with photo references or directly assigned to a line item. These photos are unable to be automatically assigned by MARS to a line item based on geo location information.
- **Unassigned** photos are photos that MARS has **not** been able to automatically assign to line items based on photo geo location or photo reference information.

These photos require review to identify the associated submission line items.

3.1 Upload photos to a submission

3.1.1 Navigate to a submission

Navigate to **Submissions** on the **left-hand navigation pane** to view **Current / Active submissions** that have been created by your organisation. Draft submissions (in a progression status of **In development**) can be filtered and the submission you wish to work with can be clicked to open, as shown below.

Submissions + NEW SUBMISSION

Search

Submission	Org reference	Submission type	Phase	Expenditure type	Event	Submission value	Date lodged	Approved date	Progression
DRAFT: 045598	South East Sub 1	Reconstruction of	Essential Public Asse...	Pre-approval	Estimates	Sally Storm			In development

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

2 The default presentation of the **Submissions** list is **Current/Active submissions** for your organisation. Click the drop down arrow to **change this filter** if required to **completed or inactive submissions** or to **all submissions**.

3 Click the **filter** next to a column name to filter the submission list by selection. Multiple options can be selected. Uncheck selections to remove the filters.

3.1.2 Navigate to submission line items

Click the **Line items** tab in the open submission, the image below shows a view of the **line items** page and the available navigation options.

QRA/ MARS

Isaac Regional Council

Submissions > DRAFT: 045598 (In development)

Details | **Line items (0)** | Validation Check | Lodgement | Submission History

0 photos

No line items selected. Please select a line item to see photos here.

Map side bar

Navigation pane

Photo side bar. See Table 1 below for a description of each option.

Photo panel

Command bar

Line items grid

Interactive map for photo display

Submission details view options. See Table 2 below for a description of each option.

Submission default grid view. You can navigate to saved personal grid views from here.

Notifications	Validations	Comments	Id	# Ph...	Pre...	Po...	Type	Name	Number	Road width (m)	Site name	Description
---------------	-------------	----------	----	---------	--------	-------	------	------	--------	----------------	-----------	-------------

Table 1 Photo side bar options

These options can be selected during the MARS photo upload process to perform photo upload and to view photo assignment to line items.








Photo side bar options	Description
	Assigned photos: Photo panel area to view and work with photos assigned to line items (either automatically by MARS, or by user action).
	Unassigned photos: Photo panel area to view and work with photos not yet assigned to line items.
	Upload photos: Photo panel area to perform photo upload and view photo upload status.

Table 2 Submission details view options

These options can be selected to manage how the photo panel and interactive map, and line items grid display on screen.

Submission details view options	Description
	Split single screen to show photo panel, interactive map and line items grid.
	Full screen display of photo panel and interactive map.
	Full screen display of line items grid.
	Pop-out screen of photo panel and interactive map. This submission view can be used in conjunction with the full screen display of line items grid to allow viewing of the submission line item(s) on one screen and viewing of the photo panel and interactive map on a second screen.

3.1.3 Select photo(s) to bulk upload to a submission

Open the file folder with the photos you wish to upload to this submission. Click on the **Upload photos** option in the photo panel side bar, and select the folder, or the photos from your file folder, for this submission, and drag and drop the photos to the photo upload area, as shown below.



A **photo upload wizard** will open, to guide you through the bulk photo upload process, allowing you to choose whether you are:

1. Bulk uploading photos for MARS to automatically assign to line items, where possible – using geo location information in photos (refer to: [Bulk upload photos using geolocation information in photos](#) section for detailed upload instructions); or

This option requires co-ordinates to be populated to line items. This option is available for **Reconstruction of Essential Public Assets (REPA)** and **Immediate Reconstruction Works (IRW)** submissions.

2. Bulk uploading photos already referenced in a line item using the Excel submission form import (refer to: [Bulk upload photos using photo references in submission lines](#) section for detailed upload instructions).

This option is relevant for non REPA or IRW submissions like *Emergency Works submissions* and if your organisation is *using software that automatically populates the Excel submission form for import of line items to MARS*. The following are the requirements for photo references in the Excel submission form for import of line items to MARS:

- Unique photo names (less than 100 characters) are required in the photo reference fields (pre/post/completion) on the relevant line item.
- Several photos can be uploaded to a line item. Each photo name is required to be separated by the | (pipe) symbol within the photo reference field

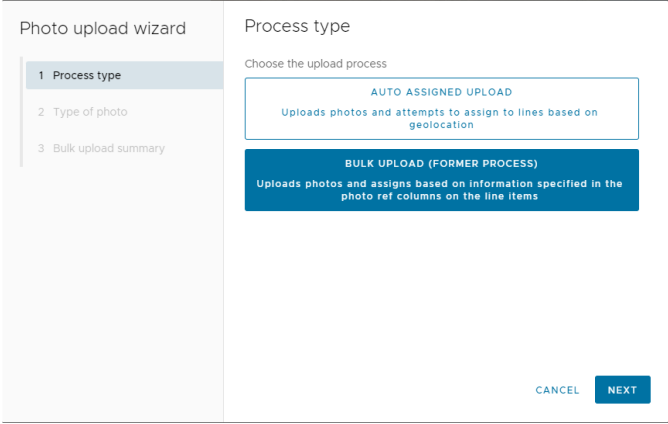
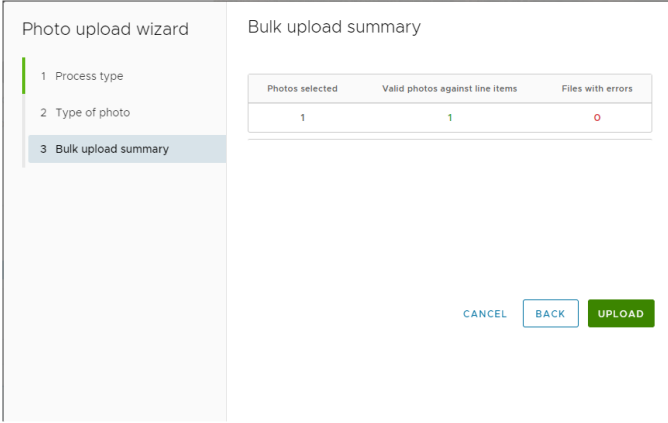
3.1.3.1 Bulk upload photos using geolocation information in photos

Follow the steps listed below to upload photos for MARS to automatically assign the photo to line items using geolocation information in the photo:

#	Step	Photo Upload Wizard Screenshot
1	Click the Auto Assigned Upload process type in the photo upload wizard and click Next to continue.	
2	Click the type of photo you are uploading and click Next to continue. Refer to the appendix in this document for a description of the photo types.	
3	A summary of the photos to upload is presented. Click Upload to start the upload process. Refer to the section: View photo upload status for detailed instructions on photo upload and processing progress and status.	

3.1.3.2 Bulk upload photos using photo references in submission line items

If using software that automatically populates the Excel submission form for import of line items to MARS, photo names included in the photo reference fields will be assigned to the associated submission line items by following the steps listed below:

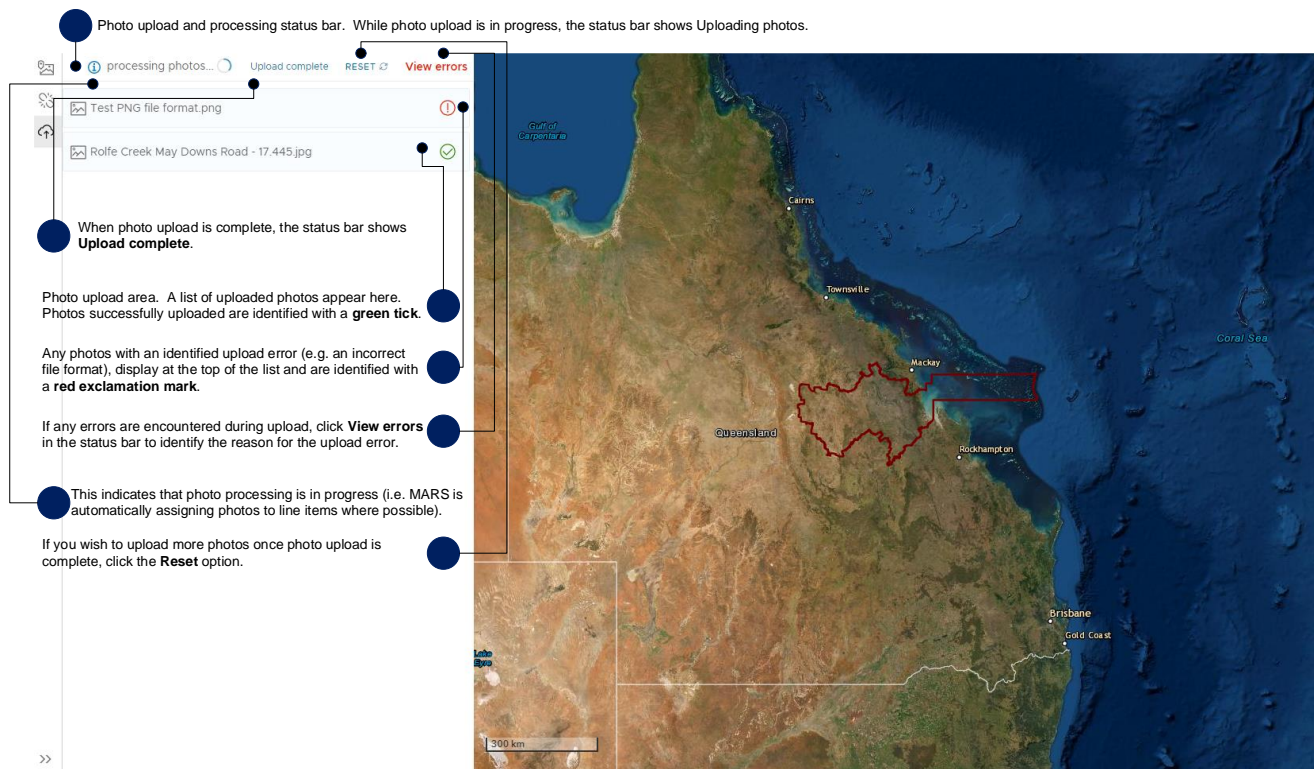
#	Step	Photo Upload Wizard Screenshot
1	<p>Click the Bulk Upload (Former Process) process type in the photo upload wizard and click Next to continue.</p>	 <p>Note that this page in the upload wizard may only display the Bulk Upload (Former Process) option if this is the only bulk photo upload option available for your submission type (e.g. an Emergency Works submission).</p>
2	<p>The type of photo is determined by the photo reference column for the photo name.</p> <p>A summary is presented. Click Upload to start the upload process for the photos in the correct file format that have been found in the submission line items photo reference columns.</p> <p>Details of the Files with errors will display below the summary; listing the photo file names with an error and the error message relevant to the file. Error message examples may include if there is no reference in the photo reference columns for the upload photo name; or if the photo is in an invalid file format (i.e. is not a jpg file format).</p> <p>Refer to the section: View photo upload status for detailed instructions on photo upload and processing progress and status.</p>	

3.1.4 Select and upload photo(s) to a single line item in a submission

#	Step	Photo Upload Wizard Screenshot
1	To upload photos to a single line item in a submission, check the line item in the submission.	
2	Open the file folder with the photo(s) you wish to upload to the selected submission line item. Click on the Upload photos option in the photo panel side bar, select the photo(s) for the selected submission line item from your file folder, and drag and drop the photos to the photo upload area.	
3	When the photo upload wizard opens, click the Direct Upload process type.	
4	Click Next to continue	
5	Click the type of photo you are uploading and click Next to continue. Refer to the appendix in this document for a description of the photo types.	
6	A summary of the photos to upload is presented. Click UPLOAD to start the upload process. Refer to the section: View photo upload status for detailed instructions on photo upload and processing progress and status.	

3.1.5 View photo upload status

Photo upload and processing progress is indicated, as shown below.



Once photo processing is complete, you can continue to work with photos in either the Assigned photos or Unassigned photos option in the photo panel side bar.

If internet connectivity is lost during photo upload, photos not uploaded will appear in the photo upload area with a red exclamation mark. All photos successfully uploaded (i.e. identified with a green tick in the photo upload area) will continue processing, and once your browser is refreshed, you will be able to see the photos on the map and in the Assigned photos or Unassigned photos option in the photo panel side bar

3.2 Work with Unassigned photos in a submission

To view uploaded photos not automatically assigned to line items by MARS, click on the **Unassigned photos** option in the photo panel side bar. There are several photo command bar options available, as shown below.

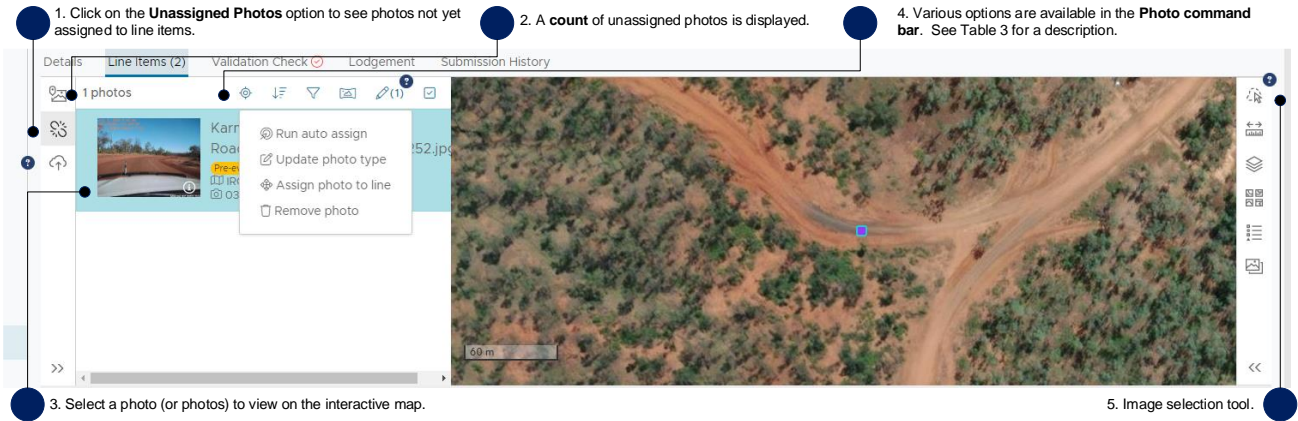






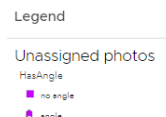


Table 3 Photo command bar options

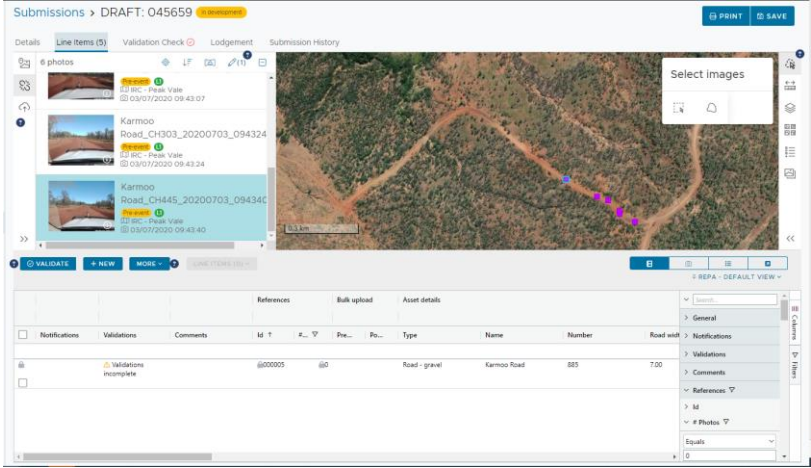

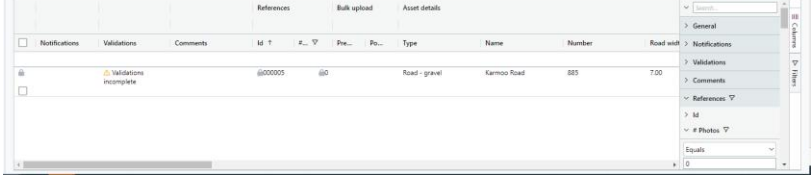
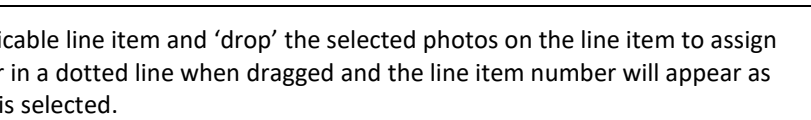
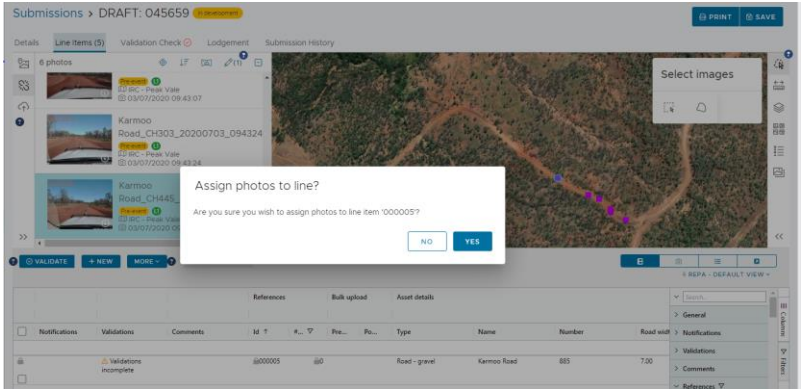
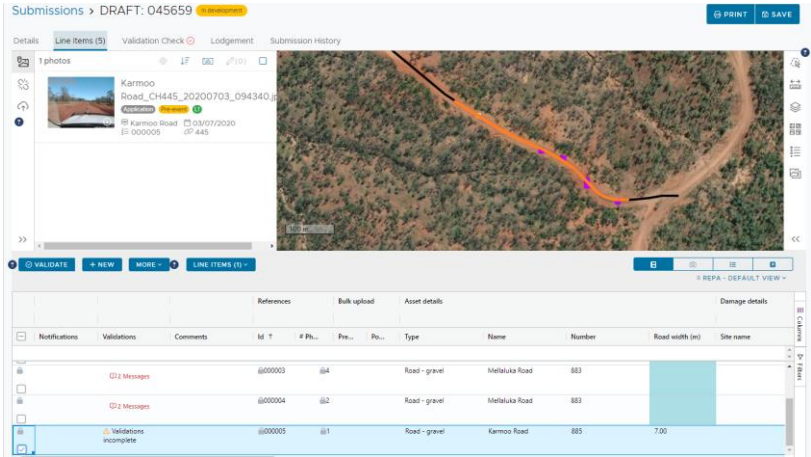
Photo command bar options	Description
	Locate photo. Click this option for a selected photo to zoom in to the photo location on the interactive map.
	Sort photos. Click this option if you wish to sort the listed photos by selected photos, file name or date taken. <i>Photos where chainage has been updated can also be sorted by chainage on the Assigned photos option.</i>
	Filter photos. Click this option if you wish to filter photos by photo type (e.g. all pre-event photos or all completion photos or a combination of photo types).
	Switch view. Click this option if you wish to change the default photo view presents in the photo panel. The <i>default photo view</i> shows the photo and associated details as follows for Assigned photos: <ol style="list-style-type: none"> 1. Application stage 2. Photo type (Refer to the appendix in this document for a description of the photo types.) 3. Photo category (Refer to the appendix in this document for a description of the photo categories.) 4. Asset name of the assigned submission line item 5. Date taken 6. Line item Id of the assigned submission line item 7. Photo chainage.
	Edit photos. Click this option if you wish to run the auto assign function after adding more lines items, update information associated with this photo in relation to photo type or assigned line item, or if you wish to remove a photo. The number in brackets indicates the number of photo(s) selected for editing.
	Select photos. Click this option if you wish to select all photos in the photo panel. Click this option again if you wish to deselect all photos in the photo panel. If you only wish to deselect certain photos, click these photos individually in the photo panel.

A new photo layer has been added to the interactive map to help visually identify Unassigned photos. Unassigned photos (with no direction or angle) will be identified with a purple square on the map as per this legend.



3.2.1 'Drag and drop' photos not yet assigned to line items to assign them to a line item

If after reviewing unassigned photos, you identify line items requiring photos to be assigned to them, you can choose to 'drag and drop' the selected photos to a specific submission line item.

#	Step	Screenshot
1	Filter the line items grid as needed, for example, on a particular asset, or for photos with no (or 0) assigned photos.	
2	Click the Select images option (📷) on the map, and using either the rectangular (📏) or free form (📍) selection option, select relevant unassigned photos.	
3	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.	
4	'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 when the correct line item is selected.	
5	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.	
6	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 Assigned photos photo panel, the Assigned photos photo count, and the photo count column (#Photos) on the updated line item will also adjust accordingly.	

3.2.2 Edit photos not yet assigned to line items

If after reviewing unassigned photos, additional line items are added to the submission, you can choose to run the auto assign function again for MARS to automatically assign photos to line item. To run the auto assign function again, or to assign an unassigned photo to a specific submission line item, or to update the photo’s photo type, click the **Edit photos** option in the photo command bar, as shown below. Each photo edit action is described in the table below.

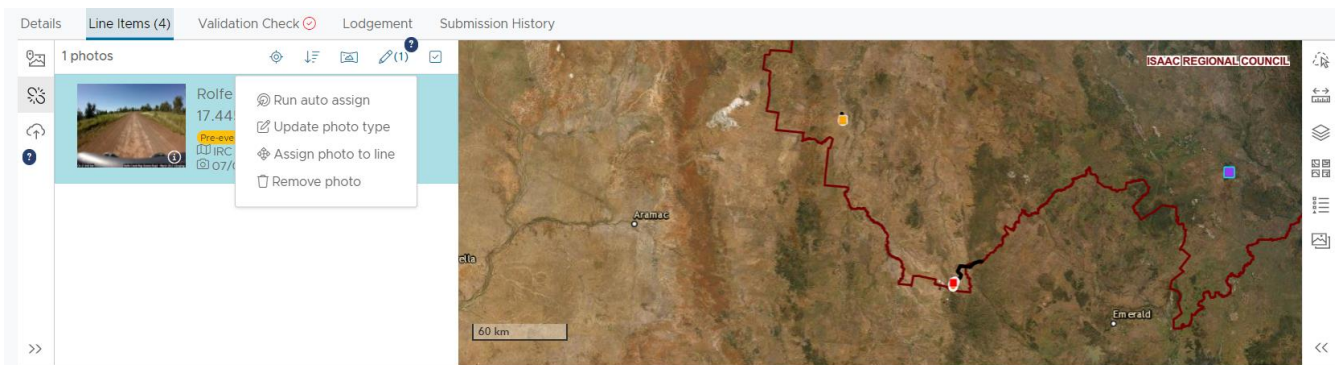






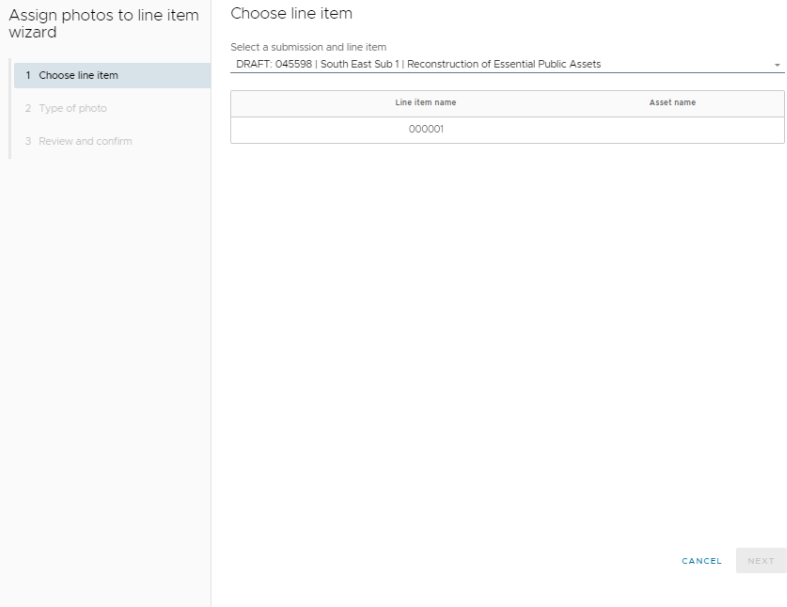
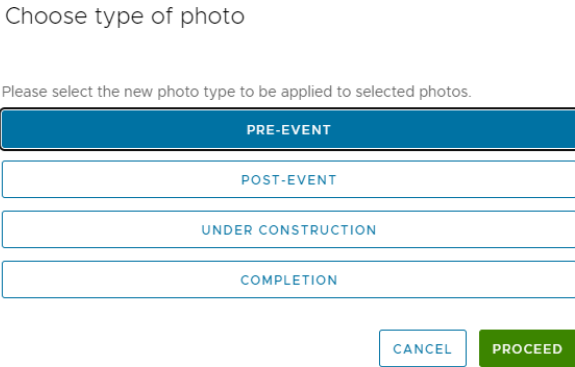
Photo edit action	Description
<p>If you choose to prepare your submission from uploaded photos or if you identify that line items are missing from the submission based on the unassigned photos list, line items will need to be created by clicking New in the line items grid command bar.</p> <p>Refer to the MARS Activation and submission preparation user guide for more information on creating submission line items.</p> <p>Once new line items have been added to the submission (with their co-ordinates populated), <i>select unassigned photos</i> by using the Image selection tool on the map options side bar, then click Run auto assign.</p> <p>Images can be selected on the interactive map using rectangular selection  or freeform selection . Selected photos are shaded in blue in the photo panel.</p>	<p>Photos automatically assigned to line items will be removed from the Unassigned photos option and the photo count will be updated accordingly.</p>

Photo edit action	Description
<p>To <i>assign unassigned photos to a specific line item</i>, select the unassigned photo(s) using the Image selection tool on the map options side bar, and click Assign photo to line item.</p> <p>Images can be selected on the interactive map using rectangular selection  or freeform selection . Selected photos are shaded in blue in the photo panel.</p>	<p>The Assign photos to line item wizard will open, to guide you through the photo assignment process, allowing you to:</p> <ol style="list-style-type: none"> 1. Choose the submission and line item you wish to assign the selected photo(s) to, 2. Review and confirm the assign photo(s) action.  <p>Selected photos assigned to line items will be removed from the Unassigned photos option and the photo count will be updated accordingly.</p>
<p>If you identify photo(s) with the <i>incorrect photo type assigned on upload</i>, select the photo(s) for photo type update using the Image selection tool on the map options side bar, and click Update photo type.</p>	<p>To update the photo type, choose the new photo type, and click Proceed, as shown below.</p> 

Photos can be removed too, however, photos not yet assigned to line items are removed when lodging the submission.

3.3 Work with Assigned photos in a submission

To review photos automatically assigned to line items by MARS, or photos directly uploaded to a line item, **check all line items** in the submission, and click on the **Assigned photos** option in the photo panel side bar. There are several photo command bar options available, as shown below. For a detailed description of the photo command bar options, refer to [Table 3 in this document](#).

The screenshot displays the MARS portal interface for managing photo evidence. At the top, there are tabs for 'Details', 'Line Items (4)', 'Validation Check', 'Lodgement', and 'Submission History'. Below the tabs, a photo gallery on the left shows '6 photos' with thumbnails and details for two items: 'Mellaluka Road_CH227_20200608_094802' and 'Mellaluka Road_CH240_20210419_113201.jpg'. An interactive map in the center shows a road network with a highlighted section. A 'Photo command bar' at the bottom of the map area contains buttons for 'VALIDATE', '+ NEW', 'MORE', and 'LINE ITEMS (4)'. Below the map, there are sections for 'References', 'Bulk upload', 'Asset details', and 'Damage details'. At the bottom, a table lists submission details with columns for 'Notifications', 'Validations', 'Comments', 'Id', '# Ph...', 'Pre...', 'Po...', 'Type', 'Name', 'Number', 'Road width (m)', and 'Site name'.

3.3.1 Edit photos assigned to line items

To update information associated with an assigned photo, click the **Edit photos** option in the photo command bar as shown below. Each photo edit action is described in the table below.






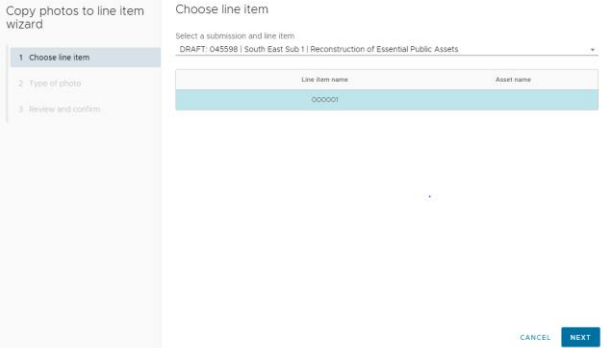
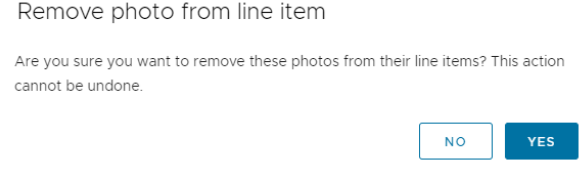
Photo edit action	Description
<p><i>Chainage from the Digital Road Network (DRN) data can be updated to photos based on the photo coordinates. This function adds chainage, if required, to existing uploaded photos, or photos uploaded through photo references.</i></p> <p>Note that this function is only available for In development submissions or new submissions from Go Live. This function will not be available on already lodged submissions.</p>	<p>Select all photos by clicking the Select photos option in the command bar and click Update photo chainage</p>
<p>If you identify photo(s) with the <i>incorrect photo type assigned on upload</i>, select the photo(s) for photo type update using the Image selection tool  on the map options side bar, and click Update photo type.</p> <p>Photos can be selected on the interactive map using rectangular selection  or freeform selection .</p> <p>Selected photos are shaded in blue in the photo panel, and the location of the photo is identified on the interactive map with a blue block.</p> <p>Photos can also be selected in the photo panel, rather than using the image selection tool.</p>	<p>To update the photo type, choose the new photo type, and click Proceed, as shown below.</p> <p>Choose type of photo</p> <p>Please select the new photo type to be applied to selected photos.</p> <div data-bbox="802 1379 1382 1637"> <p><input checked="" type="radio"/> PRE-EVENT</p> <p><input type="radio"/> POST-EVENT</p> <p><input type="radio"/> UNDER CONSTRUCTION</p> <p><input type="radio"/> COMPLETION</p> <p><input type="button" value="CANCEL"/> <input type="button" value="PROCEED"/></p> </div>

Photo edit action	Description
<p>If you identify photo(s) that you wish to <i>reuse or copy to another line item in this submission or to another submission</i>, select the photo(s) to be copied either by using the image selection tool on the map options side bar, or selecting the photos in the photo panel, and click Copy photo.</p>	<p>A Copy photos to line item wizard will open, to guide you through the copy process, allowing you to:</p> <ol style="list-style-type: none"> 1. Choose the submission and line item you wish to copy the selected photo(s) to, 2. Review and confirm the copy action. 
<p>If you identify photo(s) that you wish to <i>move to another line item in this submission or to another submission</i>, select the photo(s) to be copied using the image selection tool on the map options side bar, or selecting the photos in the photo panel, and click Move photo.</p>	<p>A Reassign photos to another line item wizard will open, to guide you through the photo move process, allowing you to:</p> <ol style="list-style-type: none"> 1. Choose the submission and line item you wish to move the selected photo(s) to, 2. Review and confirm the move action.
<p>If you identify photo(s) that should be removed from a line item, select the photo(s) to be removed in the photo panel, and click Remove photo.</p>	<p>To confirm photo removal, choose Yes, as shown below. Choosing No on this message will retain the photo against the line item.</p> 

3.3.2 View more line item information about a photo

Photo and line item information can be viewed by clicking the **information icon** (📄) on the photo in the photo panel. Clicking the information icon, opens the photo image viewer. Several functions are available to view the photo as described below.

The screenshot shows a photo viewer interface. On the left is a large photo of a dirt road with a blue sky and trees. Below the photo are two callout boxes: 'Ch 99.550 Km' and 'Pioneer Road - July 2016'. On the right is a 'Photo details' panel with a table of metadata. Below that is a 'Line item details' panel with another table. At the bottom of the photo viewer are three callout boxes with icons for rotate, zoom in/out, and original photo.

Photo details	
Name	Pioneer Road - 99.550.jpg
Photo phase	Discovery
Chainage	N/A
Date taken	07/06/2022
Time taken	5:45:10 am
Size	286 KB
Latitude	-22.7028411
Longitude	146.5738808
Direction	
Suburb	Mistake Creek
Stage	Assessment
Original	📄

Line item details	
Line item reference	000001
Treatment	Light formation grading
Chainage start	1
Chainage end	51
Length	50
Quantity	50

Photo 1 of 1

Click these buttons to rotate the photo in the photo image viewer.

Click these buttons to zoom in and out on the photo in the photo image viewer.

Click this button to view the original photo after photo rotation or zoom in/out.

The photo image viewer displays photo information based on the photo metadata.

Click this link to view the photo in full screen. The full screen view of the photo opens in another tab.




The photo image viewer displays line item information based on the photo(s) referenced in the line item. Use the scroll bar to view all line item information.

4 Appendix of photo upload types and photo category types

Table 4 Photo upload types

Photo upload type	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.

Table 5 Photo category types

Photo category type	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.