MARS Portal User Guide

Submission Preparation: Upload Photo Evidence to Submission

MARS | Queensland Reconstruction Authority

Document details

Security classification	Approved for public distribution
Date of review of security classification	18/10/2023
Authority	Queensland Reconstruction Authority
Document status	Published
Version	1.4

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1. Practical Guide to Photo Evidence

To claim the eligible costs for the reconstruction of an eligible asset damaged by a disaster activated under the Disaster Recovery Funding Arrangements (DRFA), submissions must be supported by visual and geospatial evidence. Quality, geotagged and well managed jpg photos are the best way to provide this evidence.

The requirements of the photo evidence from the checklist defined in [Photo evidence](#) on the QRA website:

- There is at least one pre-event photo that will be included per line item in the submission (this is not essential for a CDO submission)

- There is at least one post-event photo that will be included per line item in the submission (this is not essential for a CDO submission)

- Each photo is clear and the post-event damage is easy to see

- Each photo is a .jpg file type

- Each photo has been taken within the local government area

- Each photo was taken within 50m of the asset and the damaged area

- Each photo retains its location metadata

Requirements for photo references in an Excel submission form for importing 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

- When uploading multiple photos to a line item, each photo name is required to be separated by the | (pipe) symbol within the photo reference field

2. Upload Photo Evidence to Submission Line Items

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

When you upload photos in bulk, MARS will automatically assign photos to line items based on either:

- the geo location information in the photos metadata, 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.

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 automatically assign to line items based on photo geo location or photo reference information.
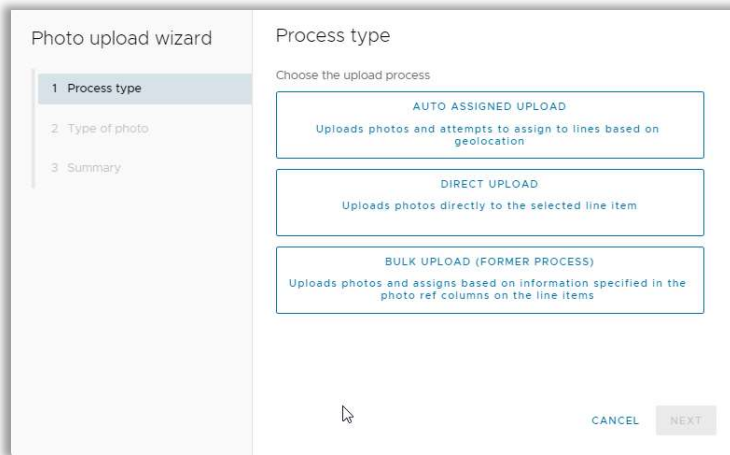
After upload, photos automatically assigned to line items are available to view on the interactive map.

2.1. Upload Photos

To upload photos, from the line item tab in the submission, (select the line item first to upload to a specific line item) select **Upload Photos** then either select the photo(s) from your file browser and drop them into the upload image box or select **Browse** then search for the photos on your file browser.

Follow the prompts in the Photo upload wizard to complete the upload.

- **Auto Assigned Upload** – MARS will automatically assign photos to line items using geo location information in the photos and requires the line item co-ordinates to be populated. This option is available for Reconstruction of Essential Public Assets (REPA) and Immediate Reconstruction Works (IRW) submissions.

- **Direct Upload** – assigns the photo to the selected line item. It is recommended to ensure the geo-location in the photo's metadata is correct when using this option.

- **Bulk Upload** – this option will assign photos to line items with the photo already referenced in the line item. 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.

Table 1 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.
Under construction	Evidence demonstrating approved works underway, at any stage prior to completion.
Completion	Evidence demonstrating completed approved works.

Table 2 Photo category types

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

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 (these are 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.

2.2. Search, Filter and Sort Photos

In the search box, start to type a word you are expecting to be included in the file name of a photo in the list. From the second letter, the list of photos will filter to include any corresponding photos. If the photo does not appear, select all line items, and run the search again and check the unassigned photos.
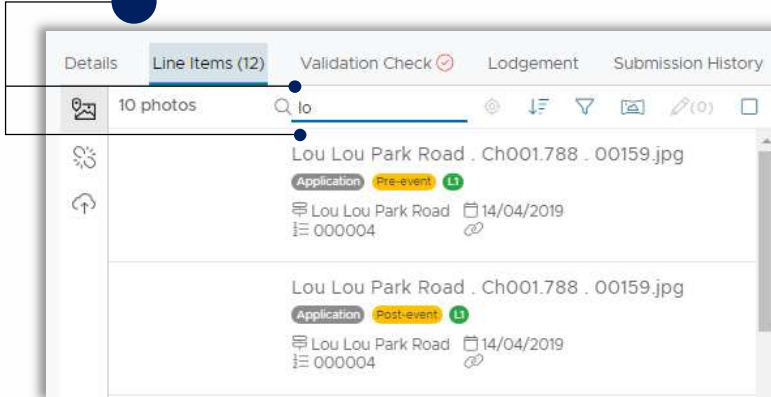
Select the sort icon to sort the photos by selected, filename, chainage, date taken or line.
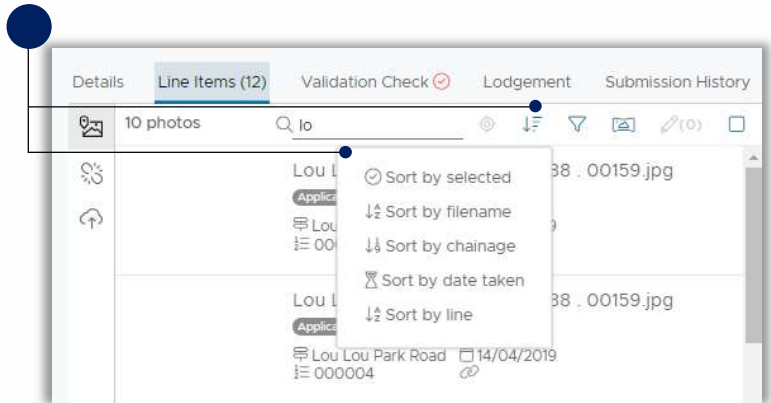
Select the **Filter icon** (funnel) to filter the photos by Photo type and date taken.
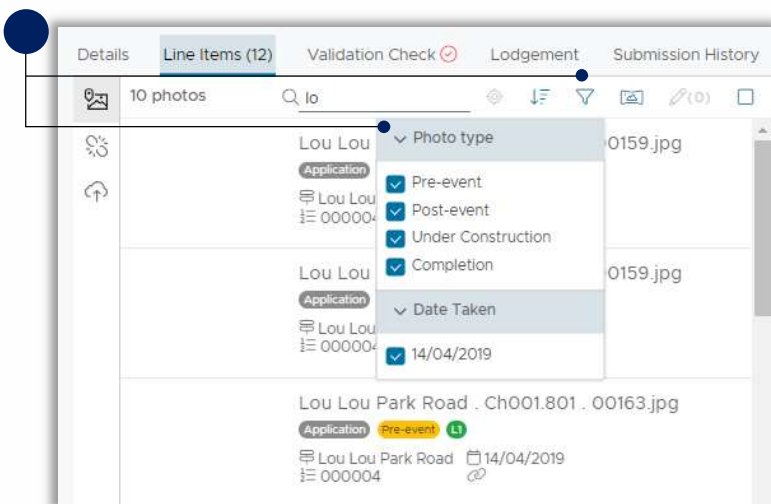
2.3. Review Unassigned Photos

To review photos that haven't been automatically assigned to line items, select **Unassigned** from the photo panel side bar. To locate where the photo was taken on the map, select the photo, then select the **Locate Photo** icon (target) from the photo menu options.
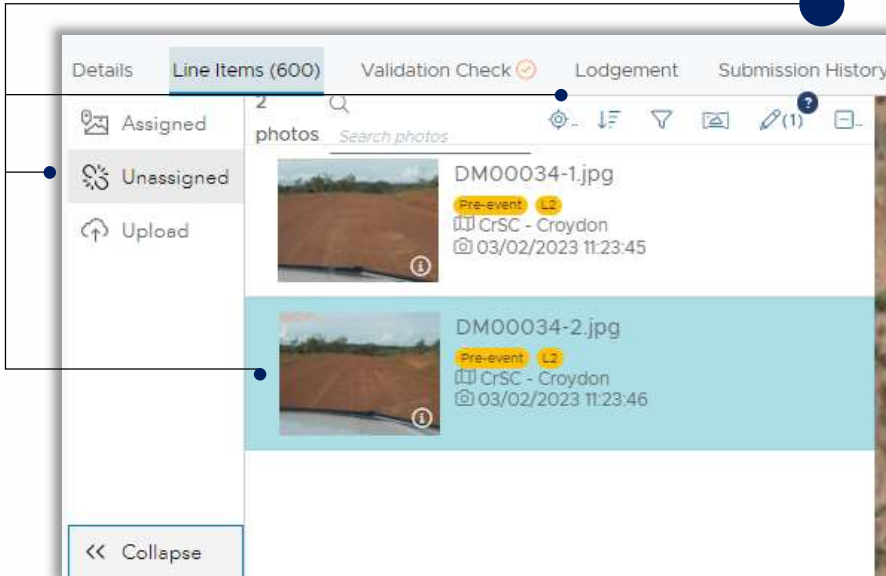

Assign the Photo to a Line Item

There are three (3) ways to assign a photo from the Unassigned section to be assigned to a line item:

1. Drag and drop the photo to the line item

2. Automatically assign it using Run auto assign

3. Assign the photo to a line item using the assign photos to line item wizard

Select the photo, then select the **Edit** icon (pencil) followed by the appropriate option.
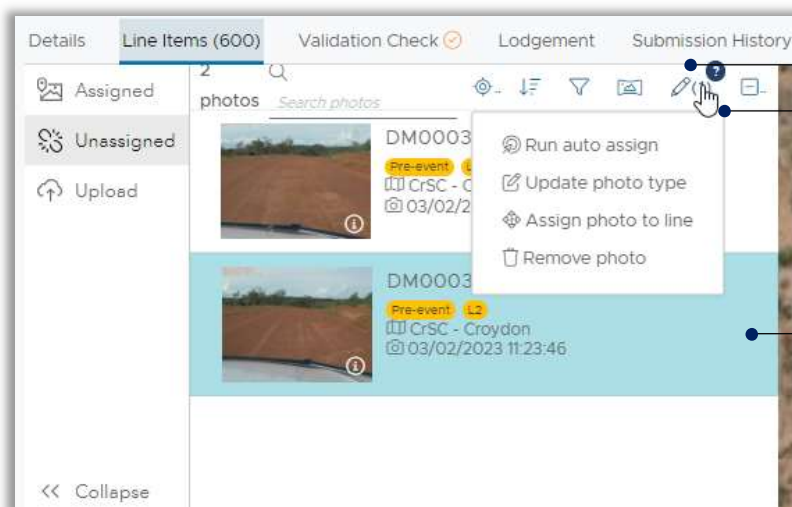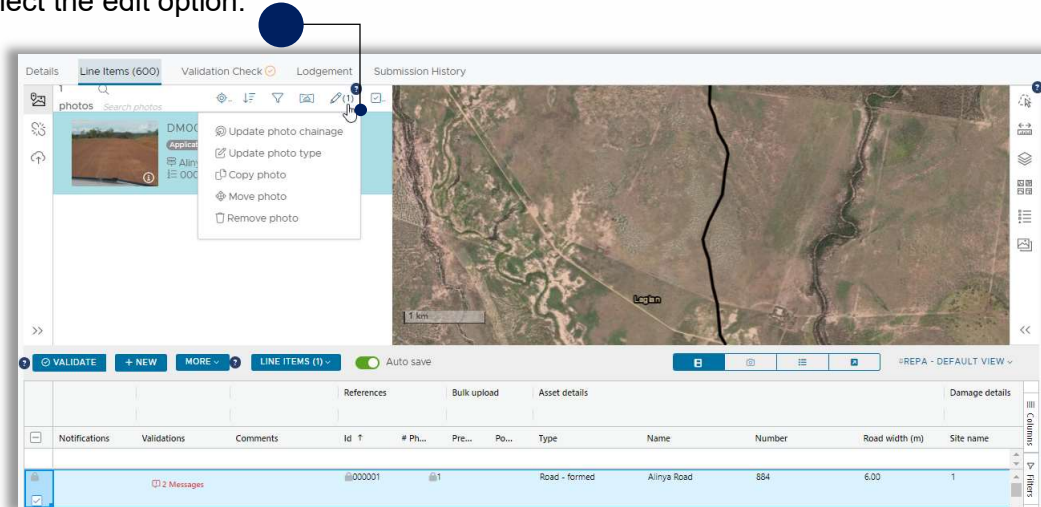
2.4. Review Assigned Photos

To review photos assigned to line items select the line item(s) you want to review then select the **Assigned photos** icon from the photo panel side bar.
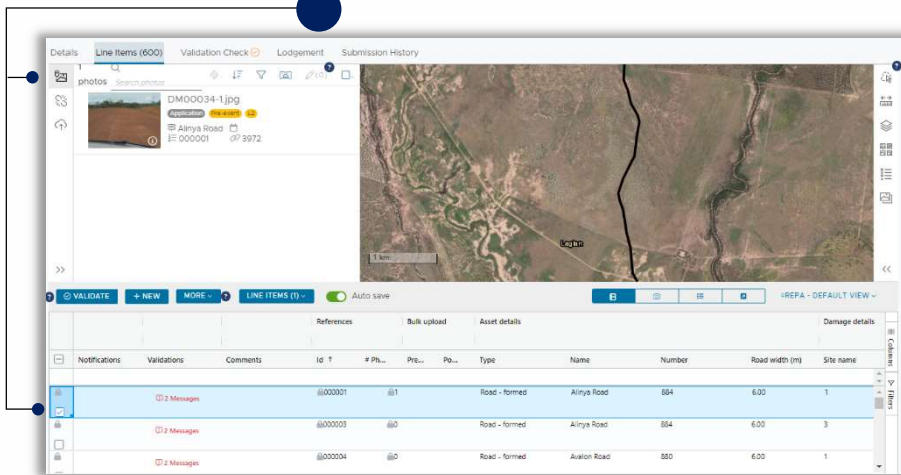
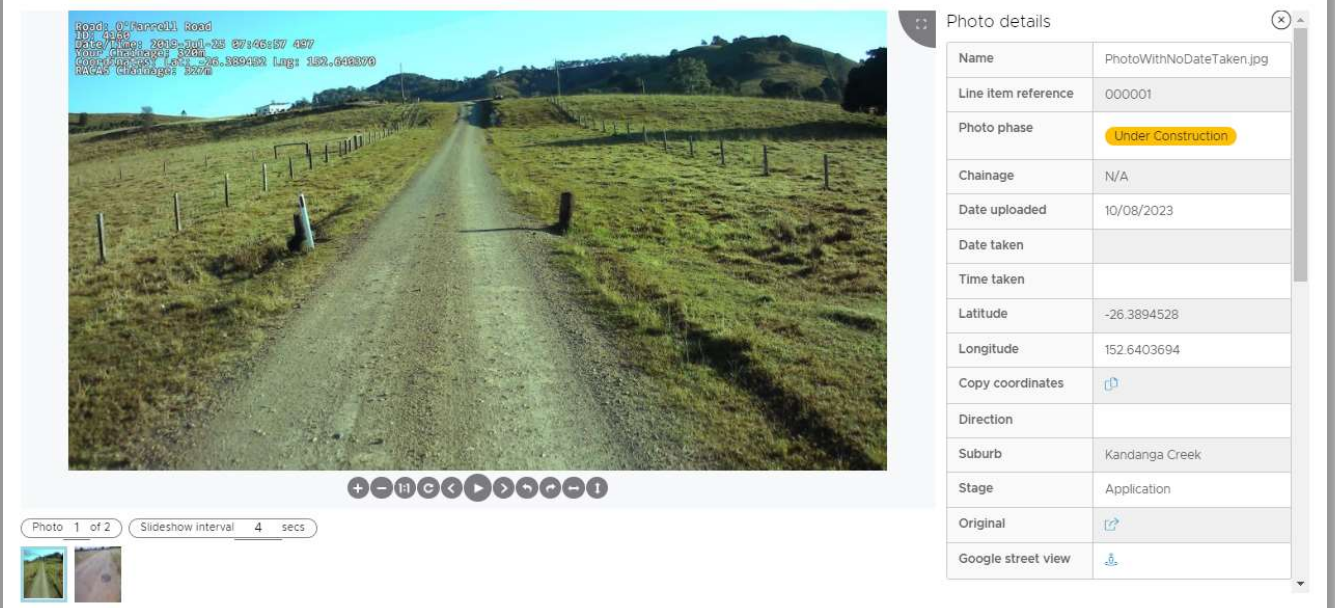## 2.4.1. Edit Photos Assigned to Line Items

To edit an assigned photo, select the **Edit Photos** icon (pencil) from the photo command bar then select the edit option.

- **Update photo chainage** – Chainage from the Digital Road Network (DRN) data can be updated and added to the photos. This is only available for In development submissions or new submissions from Go Live

- **Update photo type** – Use this to change the photo to Pre-event, Post-event, Under Construction or Completion

- **Copy photo** – use this to copy the photo to another line item

- **Move photo** – use this to move the photo to another line item

- **Remove photo** – use this to delete the photo

2.4.2. View Photo Details

You can view the photo's details by selecting the information icon on the photo (ⓘ).

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