



QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal user guide

In-field assessment

MARS | Queensland Reconstruction Authority

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

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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

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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. The system aims to improve efficiency in 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 actions relating to an in-field assessment in the MARS Portal. An in-field assessment (IFA) is a combined assessment (Compliance and Value for Money) conducted in close consultation with an applicant. It is undertaken at QRA's discretion and can only be done on a draft submission.
Audience	This user guide is intended for MARS Portal users in an applicant organisation, i.e. the authorised users 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 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 role of Submission Builder as a minimum • been involved in preparing the draft submission in MARS.
Support	For MARS Portal technical support, please contact the QRA Support Team on support@qra.qld.gov.au

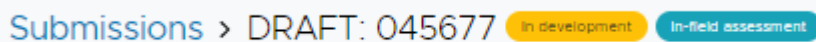
2 In-field assessment (IFA) set up and views

2.1 IFA set-up

Organisations can request an IFA on a draft submission. The draft submission should be in MARS and include supporting evidence. It should also be validated in MARS to ensure any discrepancies or issues can be addressed. The request for an IFA is done in consultation with the relevant QRA Regional Liaison Officer and does not require an action in MARS.

If QRA confirms they will undertake an IFA, the QRA assessment team will access the draft submission in MARS and identify the line items in the submission to be included in the IFA. These line items cannot be edited by the organisation once an IFA has been created and will be locked in a view-only state. New lines can be added to the draft submission by the organisation but will not be included in the IFA unless requested during IFA.

Once the IFA record has been created by QRA, the organisation can see this on the submission details page. The page will display an **in-field assessment** badge as shown below.

A screenshot of a submission details page. It shows a breadcrumb trail: 'Submissions > DRAFT: 045677'. To the right of the draft ID are two badges: a yellow one labeled 'in development' and a blue one labeled 'in-field assessment'.

An **In-field assessment summary section** will also display on the right of the submission **Details** page. The **In -field state** will be **Scheduled** and the proposed start and end dates, the address for the in-field assessment, your Regional Liaison officer and the organisation's meeting participants will be recorded as shown below.

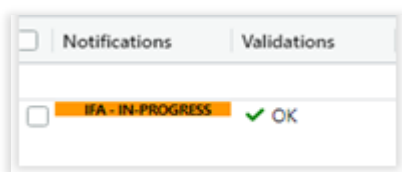
Additional			
Version number:	1	Submission value:	\$43,124.88
Phase:	Pre-approval	Recommended value:	\$0.00
Submission date lodged:	N/A	Project funding (incl trigger point):	\$0.00
Approved date:	N/A	Trigger point deduction:	\$0.00
		Contribution:	\$0.00

In-field assessment: IRC.IF02.1819E.REC			
Proposed start date:	19/11/2018	Proposed end date:	21/11/2018
Actual start date:		Actual end date:	
Address:	Grosvenor Complex Batchelor Parade, MORANBAH	Meeting participants:	Eric Engineer
Regional liaison officer:	Luke Del Favero	Compliance assessor:	
VM assessor:		In-field state:	Scheduled

Supporting documents (0) ?	
<p>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.</p>	

2.2 IFA line item view

On the line items tab, each line item included in the IFA will display the **IFA-in-progress** notification, and is locked until the IFA is complete. Line items not included or removed from the IFA will not have the notification and can be updated by the organisation at any time.



3 IFA completion

3.1 Viewing IFA recommendations

When QRA assessors have completed the IFA, the submission lines will be unlocked for the organisation to review. The **In-field assessment summary section** on the right of the submission **Details** page will display an **In -field state** of **Final**.

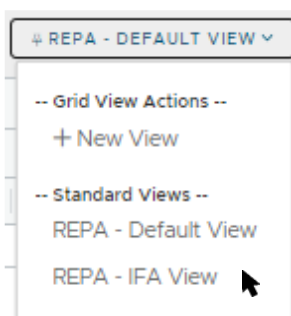
Navigate to the **line items** tab and change the submission details layout to **View line items only** by clicking the below option:



In the **line items** grid, the notification column has been updated to indicate the line items included in the IFA, with an infield notification flag as shown below.

Drag here to set row groups		References	Bulk upload	Asset details			
Notifications	Validations	Comments	Id ↑	# Phot...	Pre e...	Post ...	Type
<input type="checkbox"/>	INFIELD ✓ OK		000001	2			Redcliff e Vale Road - gravel Road -
<input type="checkbox"/>	INFIELD ✓ OK		000002	2			Redcliff e Vale Road - gravel Road -
<input type="checkbox"/>	INFIELD ✓ OK		000003	3			Redcliff e Vale Road - gravel e Vale

View the IFA line items by clicking the default view pull-down menu and selecting **REPA - IFA view**.



Scroll across the grid to view IFA columns on the right. Note these columns are read-only. The **difference** column, shows the changes made per line item during the IFA as shown below.

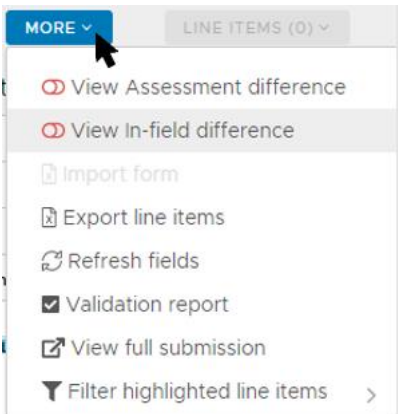
Value (excl GST)	Project Manage...	Escalation	Contingency	Total Value	Indirect Total	Difference	Comments
\$39,674.31	\$3,967.43	\$1,124.21	\$5,237.01	\$50,002.96	\$6,361.22	\$-18,736.49	
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$-8,512.45	This is a duplication of the line below. Ineligible.
\$18,025.03	\$1,802.50	\$510.76	\$2,379.30	\$22,717.59	\$2,890.06	\$0.00	Recommended, pending eligibility confirmation. Spacing between damage photos approx 300 meters. Council to

The **difference** column shows the changes made per line item during the IFA.

The comments provided during the IFA by the assessors.

3.2 Highlighting changes between IFA outcome and draft submission

The difference between the finalised IFA and the draft submission can be displayed prior to lodgement. Select **view in-field difference** from the **more** button as shown below.



Fields displayed as purple in the original submission data indicate where the assessors have made

Treatment	Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate	Cost breakdown				Line item values	
							Direct costs		Indirect costs		Sub total	Total value (excl GST)
							Value (excl GST)	Project mana...	Escalation	Contingency		
						\$54,540.58	\$5,454.06	\$1,545.46	\$7,199.35	\$8,744.81	\$68,739.45	
Gravel resheeting (excludes supply of material)	m3	562.00	6.00	0.050	168.600	\$40.06	\$6,754.12	\$675.41	\$191.38	\$891.54	\$1,082.92	\$8,512.45
Heavy formation grading incorporating 50mm of imported material	m3	562.00	6.00	0.050	168.600	\$106.91	\$18,025.03	\$1,802.50	\$510.76	\$2,379.30	\$2,890.06	\$22,717.59
Gravel resheeting (excludes supply of material)	m3	675.00	6.00	0.050	202.500	\$40.06	\$8,112.15	\$811.22	\$229.87	\$1,070.80	\$1,300.67	\$10,224.04

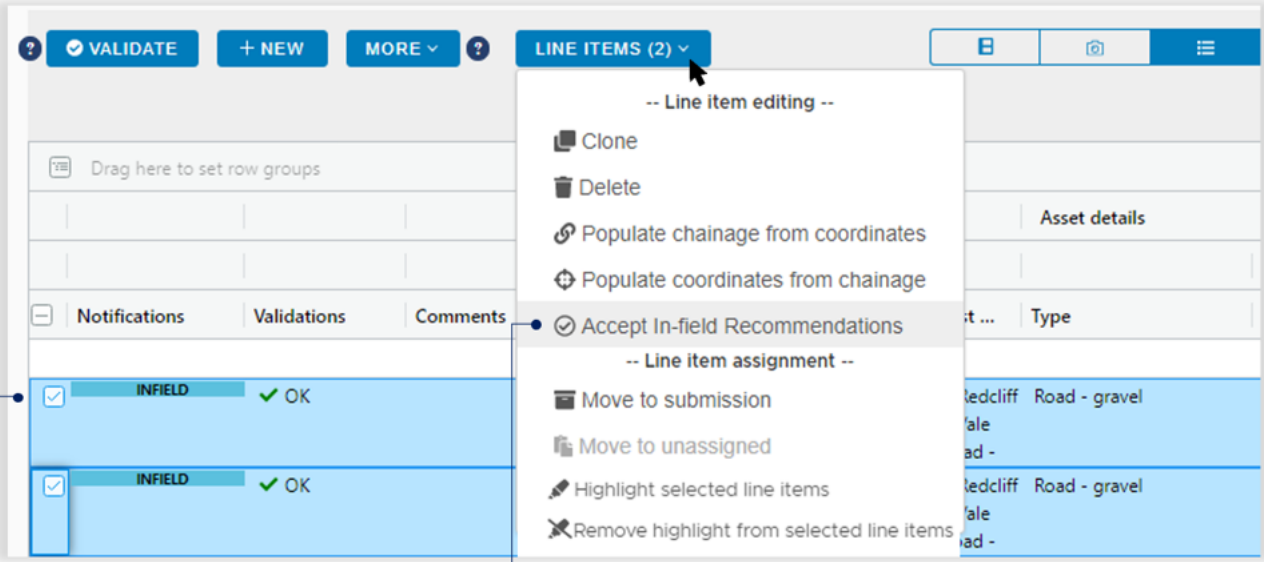
changes during the IFA.

4 After an IFA assessment – next steps

IFAs are conducted in close consultation with the organisation with the aim of coming to an agreement on final recommendations. Following an IFA an organisation can accept the recommendations captured by QRA, and/or make changes to the submission data. Where recommendations are not accepted, those line items will need to be re-assessed by QRA after lodgement.

4.1 Accepting IFA recommendations

To accept the recommendations captured by QRA in the IFA, select one or more line items and **accept in-field recommendations** from the **line items** button as shown below.



The screenshot shows the MARS Portal interface with two line items selected. The 'LINE ITEMS (2)' button is open, displaying a menu with the following options:

- Line item editing --
- Clone
- Delete
- Populate chainage from coordinates
- Populate coordinates from chainage
- Accept In-field Recommendations** (highlighted)
- Line item assignment --
- Move to submission
- Move to unassigned
- Highlight selected line items
- Remove highlight from selected line items

Two callout boxes provide instructions:

- Select one or more line items.
- Select to **accept in-field recommendations** from the **line items** button.

Accepting the recommended values will copy the values in the IFA columns, and overwrite the original submitted values in the draft submission. Click **yes** to continue.

Copy recommended values

Copying the In-field assessment outcomes will overwrite any previously entered values for the selected lines. Are you sure you want to continue?

CANCEL

YES

During an IFA, if a line item was made ineligible/not recommended with a value of \$0.00, the line item needs to be deleted before lodgement.

4.1.1 Making changes to line items after an IFA

If accepting the IFA recommendation changes may be required to ensure the draft submission reflects the recommendation. These may include:

- adding mandatory data to any cloned/added line items
- populating co-ordinates from chainage where any length reductions were made or vice-versa
- removing any unnecessary photos from reduced chainages or adding additional photos where required.

4.1.2 Tracking options

Line items can be highlighted to help track progress of reviewing line items after an IFA. Use highlighting to:

- identify line items as you accept IFA recommendations, or
- identify which line items have been actioned i.e. accepted recommendations or changed data.

Guidance on highlighting line items in the MARS Portal can be found in the **Highlight line items section** in the [MARS Portal user guide – activations and submission preparation](#).

4.1.3 Filtering highlighted lines

Highlighted lines filtering can be used to view tracked progress of your IFA review.

Guidance on filtering highlighted line items in the MARS Portal can be found in the **Filter highlighted lines section** in the [MARS Portal user guide – activations and submission preparation](#).

4.2 Not accepting the IFA recommendation

If during review you do not accept the changes recommended by QRA's assessment team, additional/different information should be provided to enable assessment on lodgement. Changes could include:

- updating treatment
- changing coordinates and chainage
- adding supporting documents
- adding photos to the line items
- adding comments in the **comments** field.

4.3 Validate the submission

After an IFA a submission must be validated. Each validation message must be addressed prior to lodgement i.e. cleared or explained with a comment.

Review each validation message to make the change where possible. If the validation message cannot be cleared through adjusting submission data, please use the comments column to record the reason the validation message cannot be cleared.

5 Lodging a submission

Organisations should aim to lodge their submission in the MARS Portal within five business days of IFA completion unless another timeframe has been agreed. Guidance on updating and validating line items, and lodging submissions in the MARS Portal can be found in the [MARS Portal user guide – activations and submission preparation](#). Contact your RLO or assessors should you have any problems with the lodgement.