QRA QUEENSLAND RECONSTRUCTION AUTHORITY

MARS Portal User Guide

Draft Reviews

MARS | Queensland Reconstruction Authority

Queensland Government

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Contents

1. Draft Review (DR) – Set Up and Line Item View 5
1.1. Draft Review – Set Up 5
2. Responding to Draft Review Queries 7
3. Draft Review Completion 8
3.1. Viewing Draft Review Recommendations 8
3.2. Highlighting Changes Between Draft Review Outcome and Draft Submission 9
4. After a Draft Review – Next Steps 10
4.1. Accepting Draft Review Recommendations 10
4.1.1. Making Changes to Line Items After a Draft Review has been Accepted 11
4.1.2. Tracking Options 11
4.2. Validate the Line Items 11
4.3. Not Accepting the Draft Review Recommendations 11

1. Draft Review (DR) – Set Up and Line Item View

1.1. Draft Review – Set Up

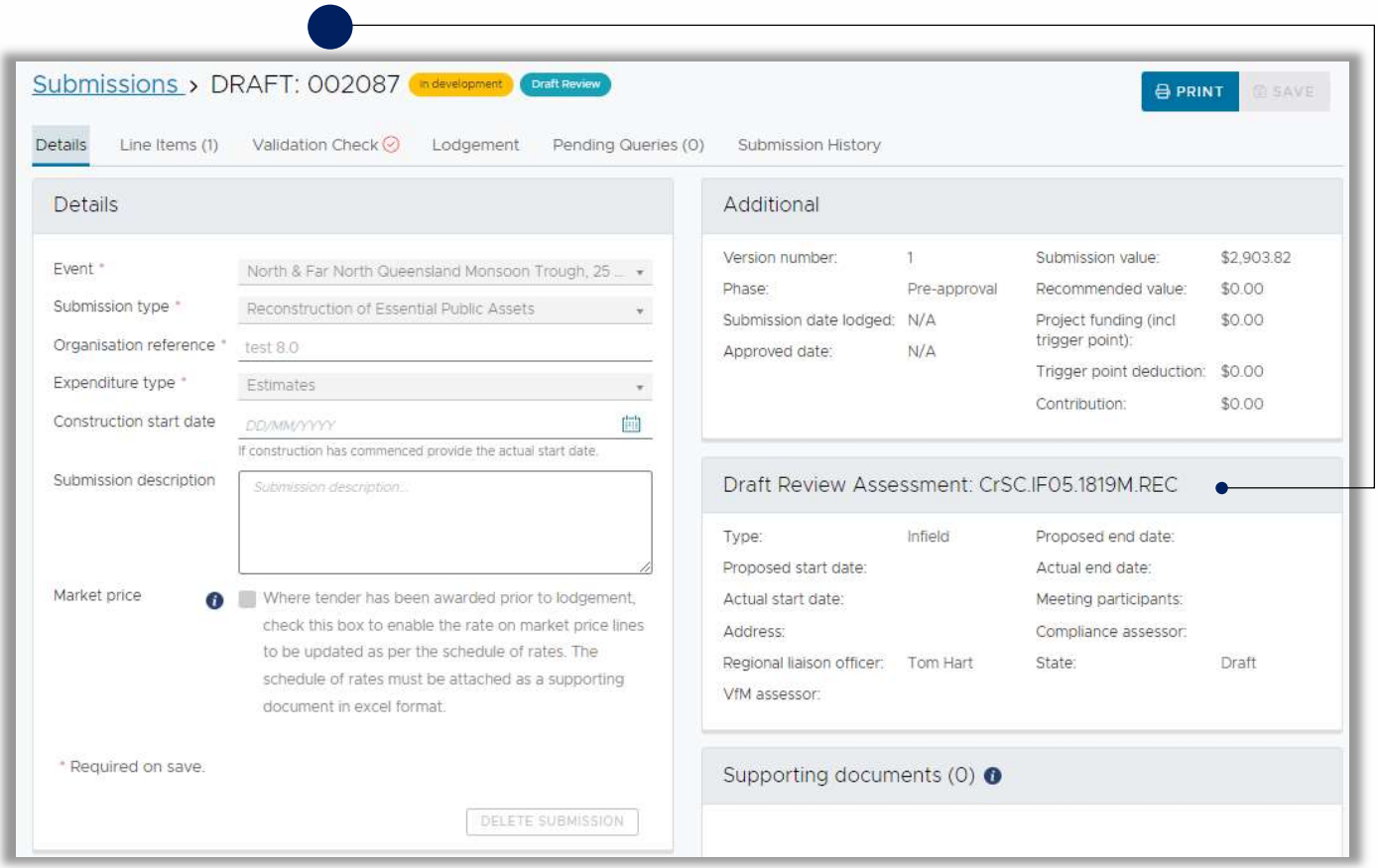
You can request a DR (or In Field Assessment) in consultation with your QRA Regional Liaison Officer (RLO) on a draft submission in MARS that has:

- Supporting evidence
- Submission contact specified (this is to ensure that automated emails for queries and DR completion are received by the submission contact)
- Validated line items

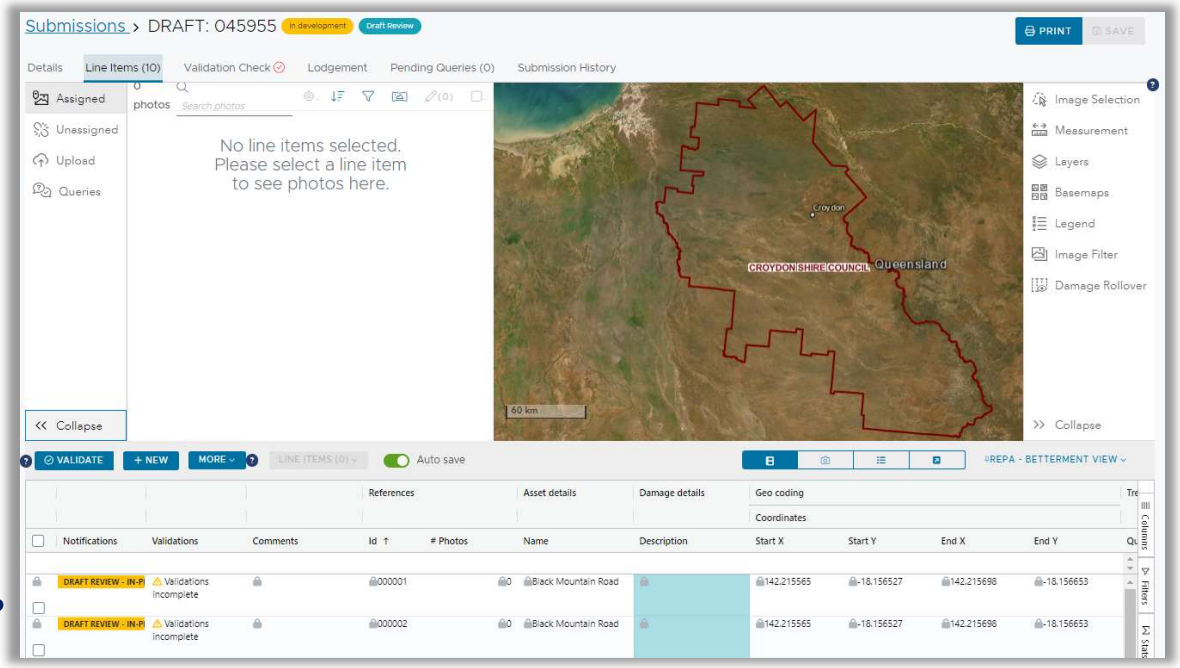
If QRA confirms they will undertake a DR, the QRA assessment team will access the draft submission in MARS and identify the line items to be included in the DR. These line items cannot be edited by the organisation once a DR has been created and will be locked in a view-only state. New lines can be added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

Once the DR has been created, it will display a **Draft Review** badge.

On the right side of the Details tab, is a **Draft Review Assessment** tile, which contains the Draft Review administration details.



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

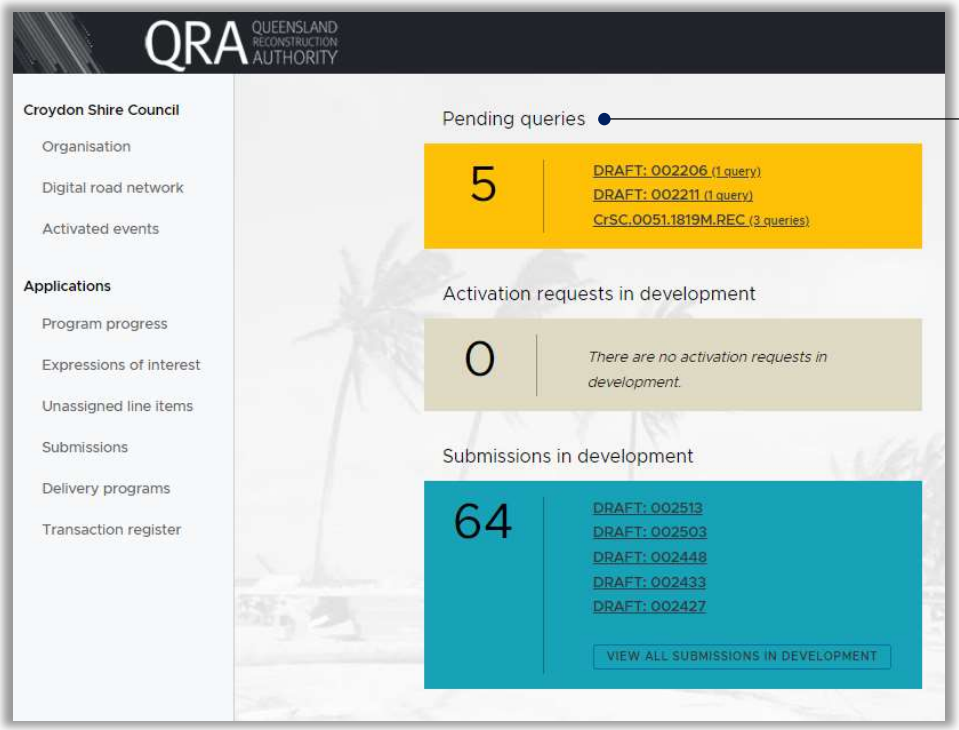


2. Responding to Draft Review Queries

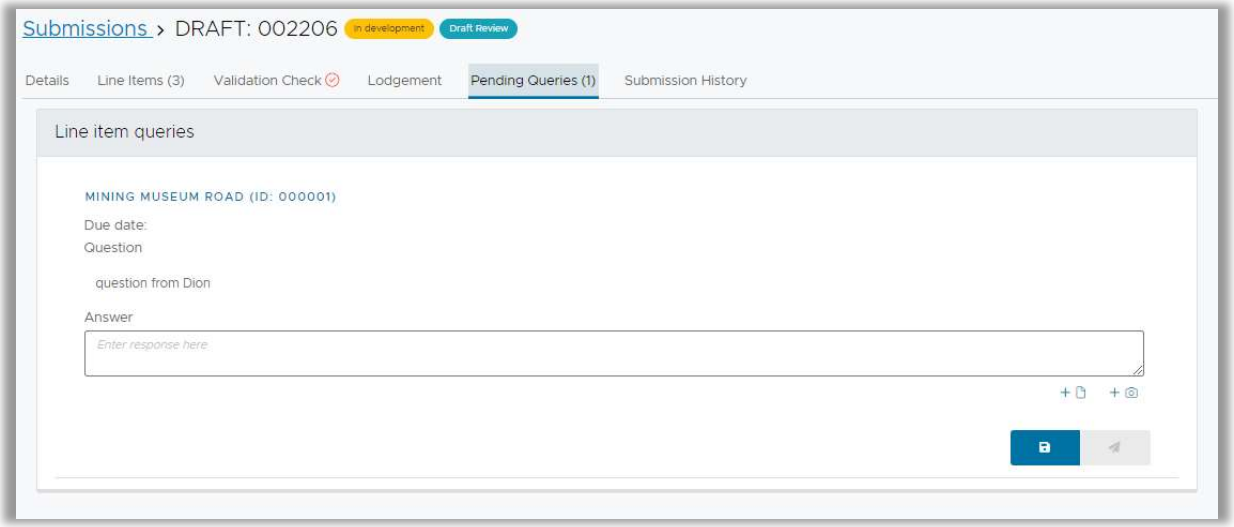
QRA assessors can record queries on (a) submission or specific line item(s) during an DR.

When QRA assessors have batched the queries for the organisation, the submission contact will receive an automated email titled 'Draft Review Queries for Submission [Submission Name]'. This email will list the submissions in the DR and the number of queries included in the submission.

Organisations can access their queries on the **Pending queries** dashboard on the MARS landing page.



Select the submission name link and the submission will open on the **Pending Queries** tab



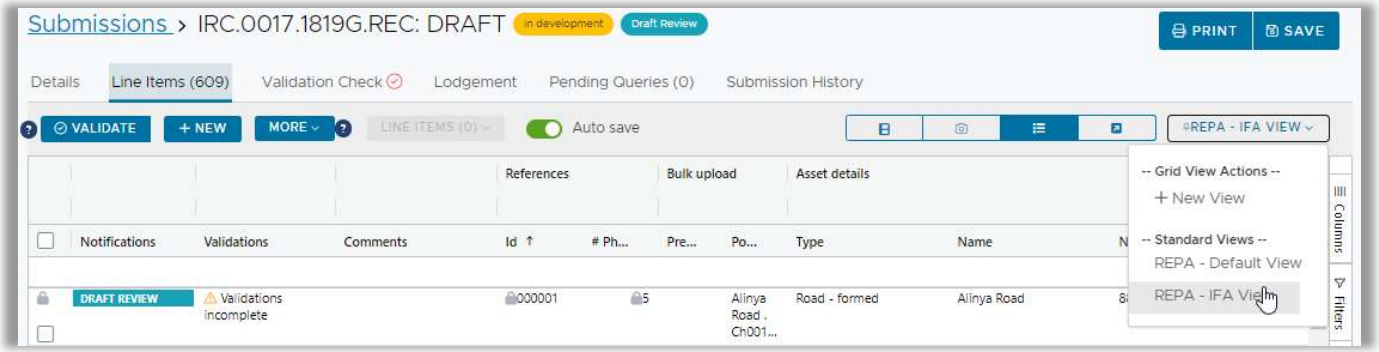
Queries must be answered and accepted by QRA for the DR to be completed. Refer to the MARS Portal user guide – activations and submission preparation for guidance on **responding to assessment queries** in the MARS Portal.

3. Draft Review Completion

3.1. Viewing Draft Review Recommendations

When QRA assessors have completed the DR, the submission contact will receive an automated email titled 'Draft Review Complete for Submission [Submission Name]' and the submission lines will be unlocked for the organisation to review. The **Draft Review Assessment summary section** on the right of the submission **Details** tab will display a **Draft Review state** of **Final.**

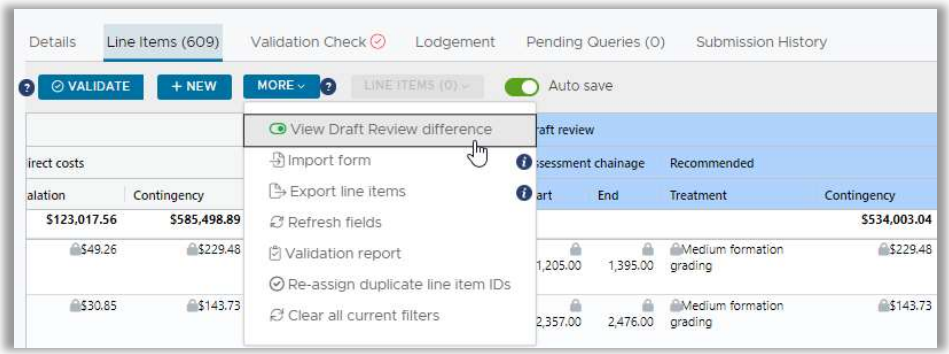
Navigate to the **Line Items** tab and change the submission details layout to **View line items only** and set the view to **REPA – IFA View**.



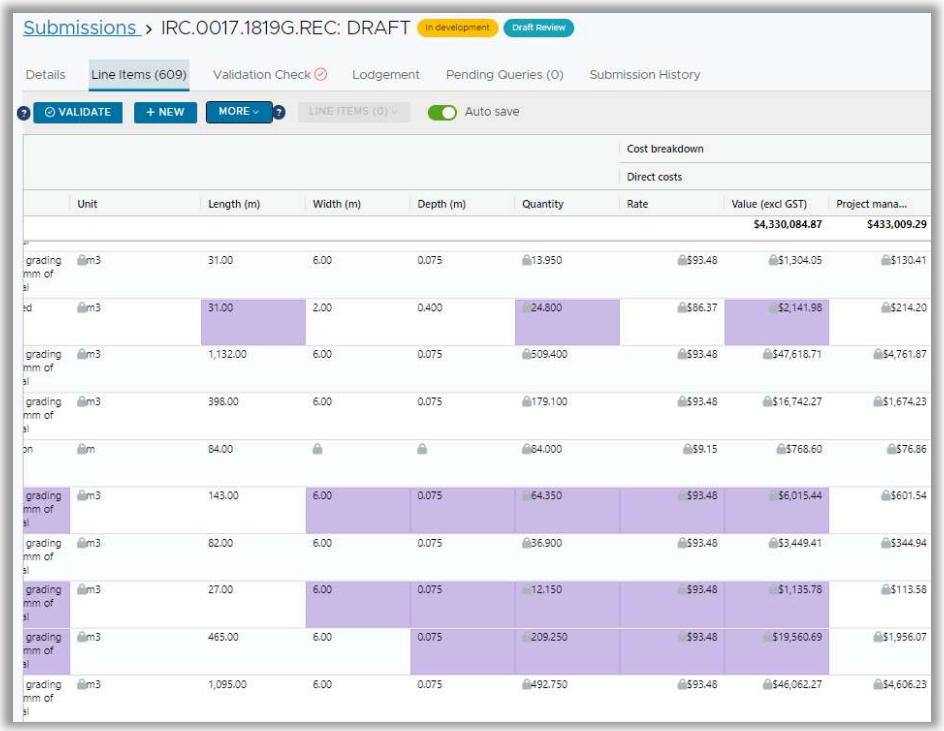
Scroll across the grid to the right to view the Draft Review columns. The **Difference** column shows the changes made per line item during the DR, and the Comments columns show the Compliance and VfM assessor comments.

3.2. Highlighting Changes Between Draft Review Outcome and Draft Submission

The difference between the finalised DR and the draft submission can be displayed prior to lodgement. Select **View Draft Review difference** from the **More** menu.



Fields displayed as purple in the original submission data indicate where the assessors have made changes during the DR.



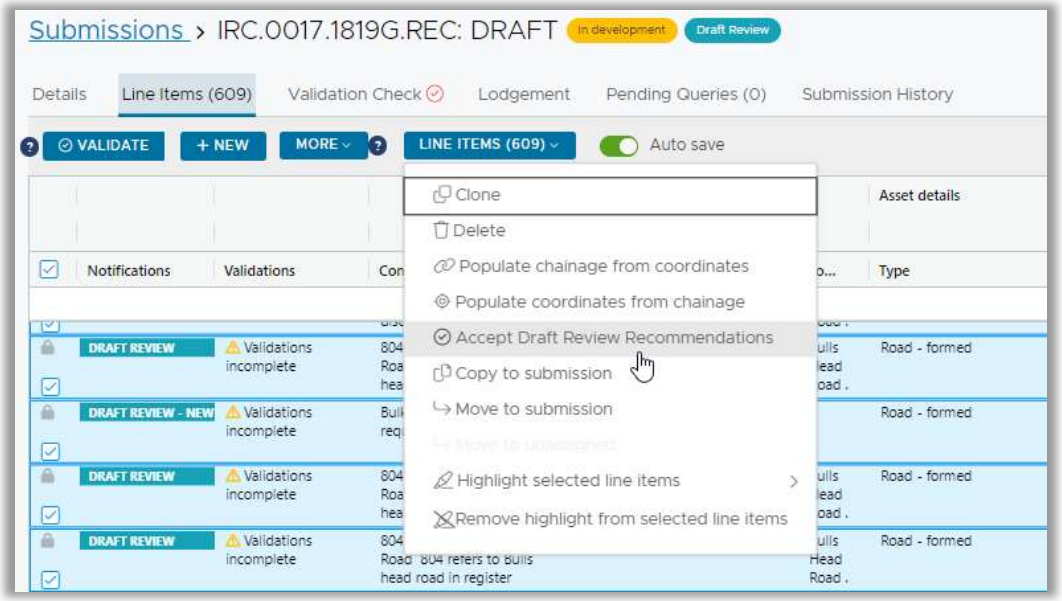
4. After a Draft Review – Next Steps

Following a DR, your organisation can accept the recommendations captured by QRA, and/or make changes to the submission. Where recommendations are not accepted, those line items will need to be re-assessed by QRA after lodgement.

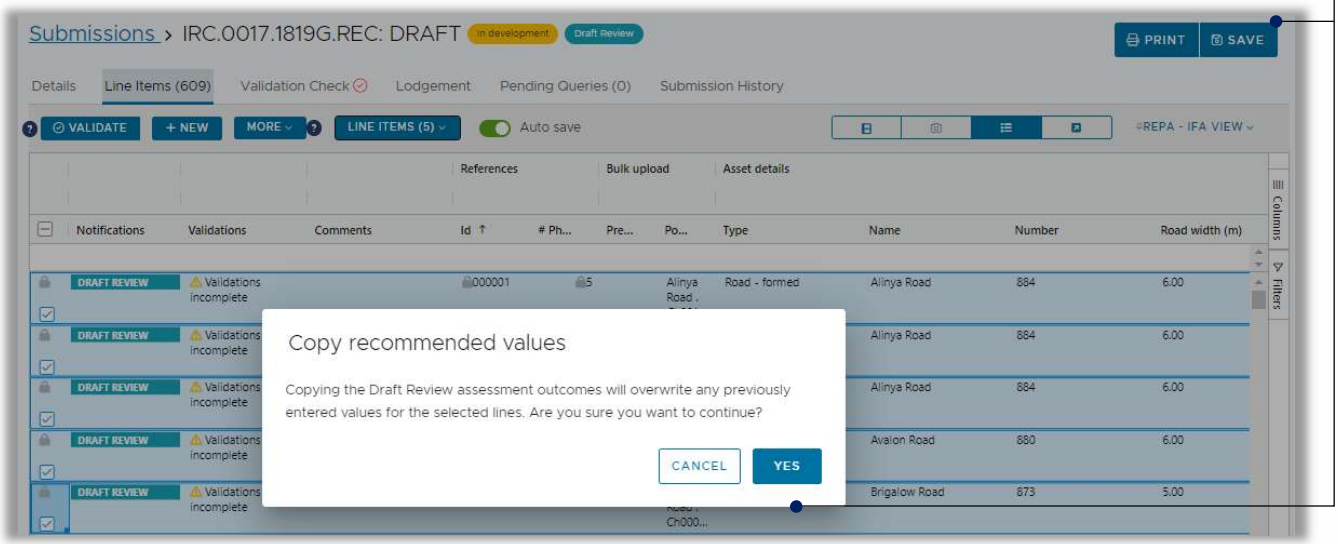
Your organisation should aim to lodge their submission in the MARS Portal within five business days of the DR being accepted, unless another timeframe has been agreed. Contact your RLO or assessors should you have any problems with the lodgement.

4.1. Accepting Draft Review Recommendations

Accepting the recommended values will copy the values in the DR columns, and overwrite the original submitted values in the draft submission. To accept the recommendations captured by QRA in the DR, select one or more line items then select the Line Items menu and select **Accept Draft Review Recommendations**.



Select **Yes** then select **Save** to update the recommended values.



4.1.1. Making Changes to Line Items After a Draft Review has been Accepted

If changes are required after a draft review has been accepted, refer to MARS Portal user guide – activations and submission preparation for guidance on updating line items in the MARS Portal.

4.1.2. Tracking Options

Line items can be highlighted to help track progress of reviewing line items after a DR has been accepted. Refer to MARS Portal user guide – activations and submission preparation for guidance on highlighting line items in the MARS Portal.

4.2. Validate the Line Items

Review each validation message to make the change where possible. If the validation message cannot be cleared through adjusting the submission data, please use the comments column to record the reason the validation message cannot be cleared. Each validation message must be addressed prior to lodgement i.e. cleared or explained with a comment. Refer to the MARS Portal user guide – activations and submission preparation for guidance on validating line items in the MARS Portal

4.3. Not Accepting the Draft Review Recommendations

If you do not accept the changes recommended by QRA's assessment team, additional/different information must 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

Refer to MARS Portal user guide – activations and submission preparation for guidance on updating line items in the MARS Portal.

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