



MARS Portal User Guide

Draft Reviews

MARS | Queensland Reconstruction Authority

Document details

Security classification	Approved for public distribution
Date of review of security classification	26/09/2023
Authority	Queensland Reconstruction Authority
Document status	Published
Version	3.01

Copyright

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

© The State of Queensland (Queensland Reconstruction Authority) July 2023.

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:

<http://www.creativecommons.org/licenses/by/4.0/au/>

In essence, you are free to copy, communicate and adapt this publication, as long as you attribute the work to the State of Queensland (Queensland Reconstruction Authority).

To view a copy of this licence, visit www.creativecommons.org/licenses/by/4.0/.

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 www.qra.qld.gov.au.

Further copies are available upon request to:

Queensland Reconstruction Authority

PO Box 15428

City East

QLD

4002

Phone (07) 3008 7200

info@qra.qld.gov.au

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:

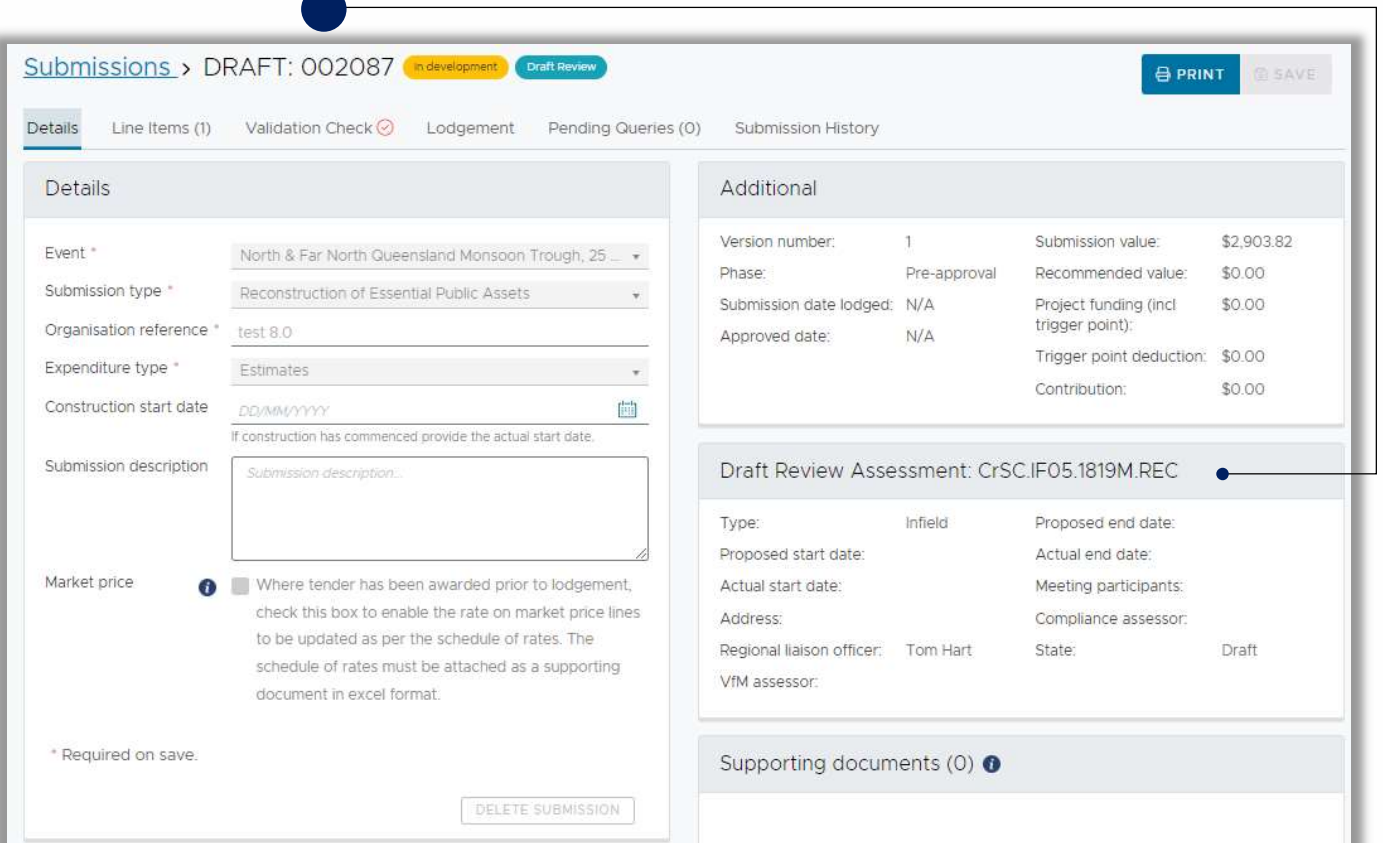
- Supporting evidence
- Submission contact specified (this is to ensure that automated emails for queries and DR completion are received by the submission contact)
- Validated line items

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.

The screenshot displays the 'Submissions' interface for a draft review (DR) with ID 045955. The interface is divided into several sections:

- Header:** Shows 'Submissions > DRAFT: 045955' with status indicators 'In development' and 'Draft Review'. Buttons for 'PRINT' and 'SAVE' are visible.
- Navigation:** Includes tabs for 'Details', 'Line Items (10)', 'Validation Check', 'Lodgement', 'Pending Queries (0)', and 'Submission History'.
- Left Panel:** Contains options for 'Assigned', 'Unassigned', 'Upload', and 'Queries'.
- Map:** A satellite map showing the 'CROYDON SHIRE COUNCIL' area in Queensland, Australia, with a red boundary. A 50 km scale bar is present.
- Right Panel:** Lists various map tools: 'Image Selection', 'Measurement', 'Layers', 'Basemaps', 'Legend', 'Image Filter', and 'Damage Rollover'.
- Table:** A table with columns for 'Notifications', 'Validations', 'Comments', 'Id', '# Photos', 'Name', 'Description', and 'Geo coding' (Start X, Start Y, End X, End Y). Two line items are listed, both with a 'DRAFT REVIEW - IN-P' notification and 'Validations incomplete' status.

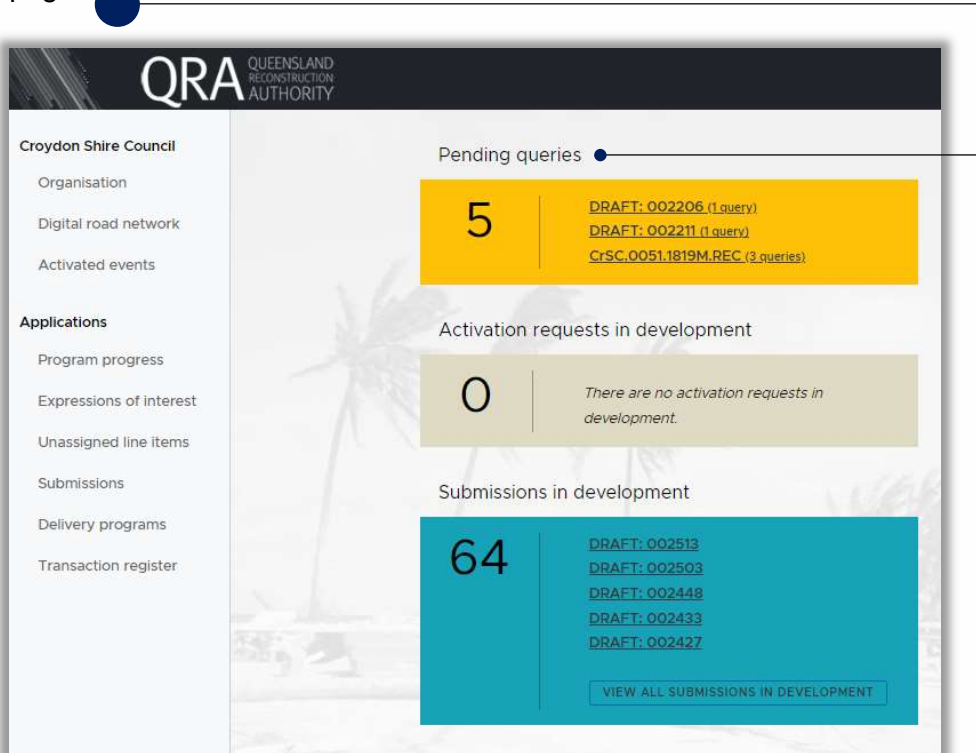
Notifications	Validations	Comments	Id	# Photos	Name	Description	Start X	Start Y	End X	End Y
DRAFT REVIEW - IN-P	Validations incomplete		0000001	0	Black Mountain Road		142.215565	-18.156527	142.215698	-18.156653
DRAFT REVIEW - IN-P	Validations incomplete		0000002	0	Black Mountain Road		142.215565	-18.156527	142.215698	-18.156653

2. Responding to Draft Review Queries

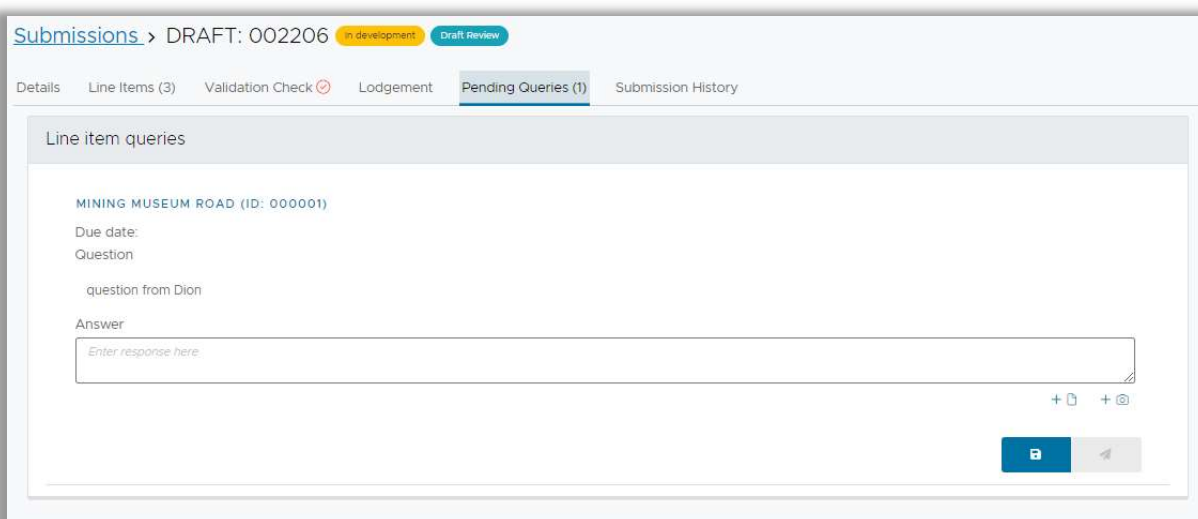
QRA assessors can record queries on (a) submission or specific line item(s) during an DR.

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**.

Draft Review Assessment: IRC.IF01.1819G.REC

Type:	Infield	Proposed end date:	09/08/2019
Proposed start date:	06/08/2019	Actual end date:	22/08/2019
Actual start date:	06/08/2019	Meeting participants:	N/A - Sean Robinson unable to attend
Address:	QRA offices	Compliance assessor:	Lianne Schade
Regional liaison officer:	Luke Del Favero	State:	Final
VfM assessor:	Richard Maxwell		

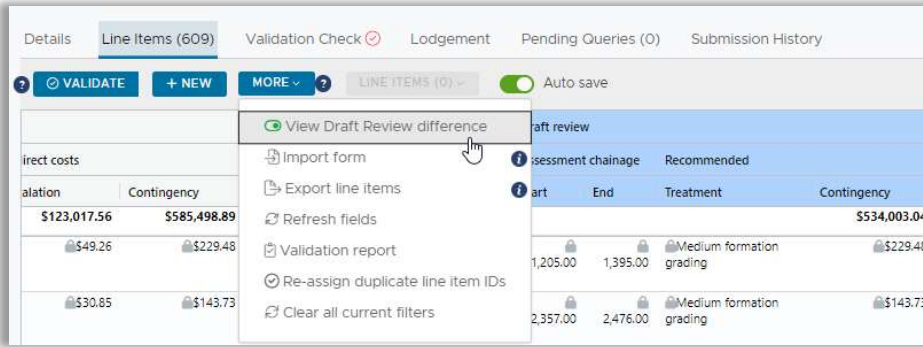
Navigate to the **Line Items** tab and change the submission details layout to **View line items only** and set the view to **REPA – IFA View**.

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.

Assessment chainage		Recommended					Comments	
Start	End	Treatment	Contingency	Total Value	Indirect Total	Difference	Compliance comme...	VfM comments
			\$534,003.04	\$5,013,634.67	\$646,724.02	-\$543,579.48		
1,205.00	1,395.00	Medium formation grading	\$229.48	\$2,191.09	\$276.74	\$0.00	Ok	Okay
2,357.00	2,476.00	Medium formation grading	\$143.73	\$1,372.32	\$174.58	\$0.00	Ok	Okay
2,476.00	3,280.00	Medium formation grading	\$971.07	\$9,271.79	\$1,179.53	\$0.00	Ok	Okay
0.00	383.00	Medium formation grading	\$462.59	\$4,416.79	\$561.89	\$0.00	Ok	Okay
50.00	106.00	Medium formation grading	\$67.64	\$645.80	\$82.16	\$0.00	Ok	Okay
596.00	618.00	Heavy formation grading incorporating 75mm of imported	\$101.80	\$971.98	\$123.65	\$0.00	Ok - photos yes	Okay
1,006.00	1,035.00	Heavy formation grading	\$50.95	\$486.48	\$61.89	\$0.00	Ok	Okay

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.

Submissions > IRC.0017.1819G.REC: DRAFT In development Draft Review

Details Line Items (609) Validation Check Lodgement Pending Queries (0) Submission History

VALIDATE + NEW MORE LINE ITEMS (0) Auto save

Cost breakdown							
Direct costs							
Unit	Length (m)	Width (m)	Depth (m)	Quantity	Rate	Value (excl GST)	Project mana...
						\$4,330,084.87	\$433,009.29
grading mm of sl	31.00	6.00	0.075	13,950	\$93.48	\$1,304.05	\$130.41
sd	31.00	2.00	0.400	24,800	\$86.37	\$2,141.98	\$214.20
grading mm of sl	1,132.00	6.00	0.075	509,400	\$93.48	\$47,616.71	\$4,761.67
grading mm of sl	398.00	6.00	0.075	179,100	\$93.48	\$16,742.27	\$1,674.23
zn	84.00			84,000	\$9.15	\$766.60	\$76.66
grading mm of sl	143.00	6.00	0.075	64,350	\$93.48	\$6,015.44	\$601.54
grading mm of sl	82.00	6.00	0.075	36,900	\$93.48	\$3,449.41	\$344.94
grading mm of sl	27.00	6.00	0.075	12,150	\$93.48	\$1,135.78	\$113.58
grading mm of sl	465.00	6.00	0.075	209,250	\$93.48	\$19,560.69	\$1,956.07
grading mm of sl	1,095.00	6.00	0.075	492,750	\$93.48	\$46,062.27	\$4,606.23

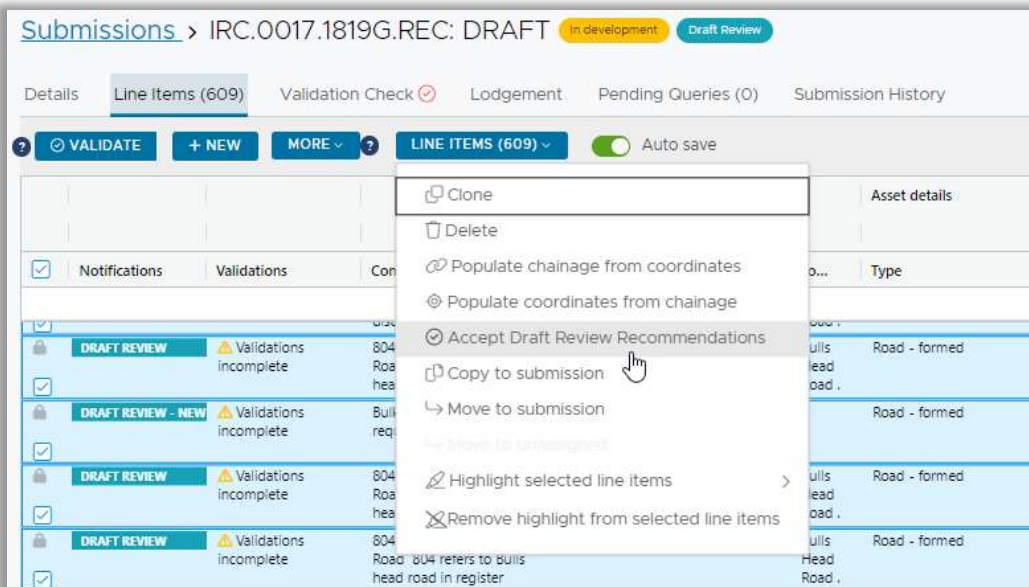
4. After a Draft Review – Next Steps

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.

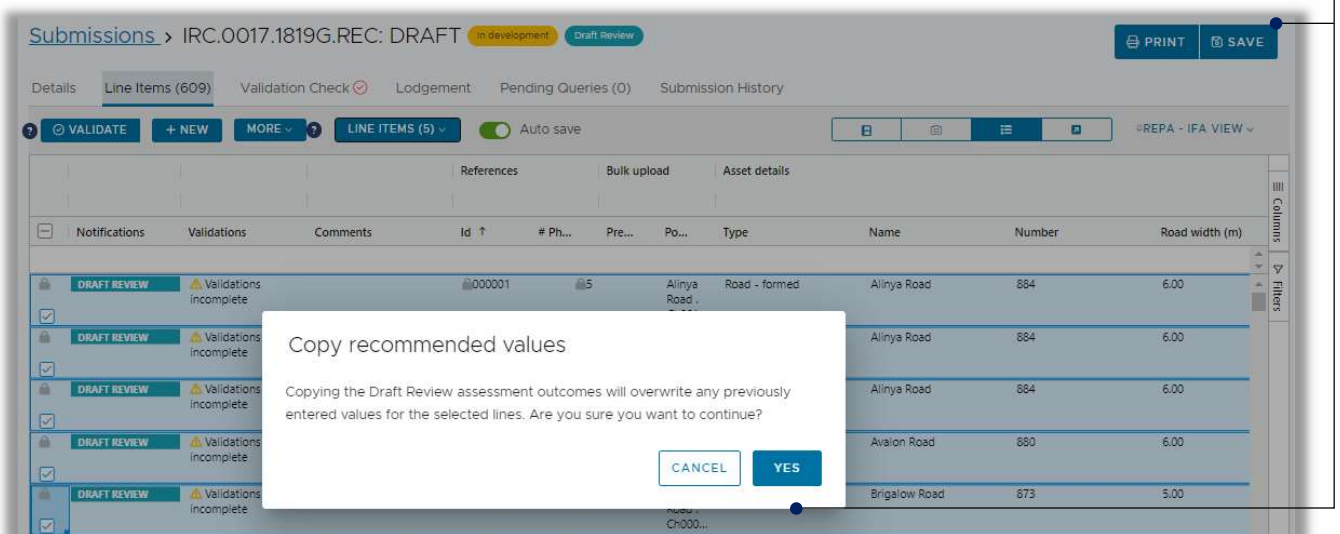
Your organisation should aim to lodge their submission in the MARS Portal within five business days of the DR being accepted, unless another timeframe has been agreed. Contact your RLO or assessors should you have any problems with the lodgement.

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.



Queensland Reconstruction Authority

PO Box 15428
City East QLD 4002
Phone (07) 3008 7200
info@qra.qld.gov.au
www.qra.qld.gov.au