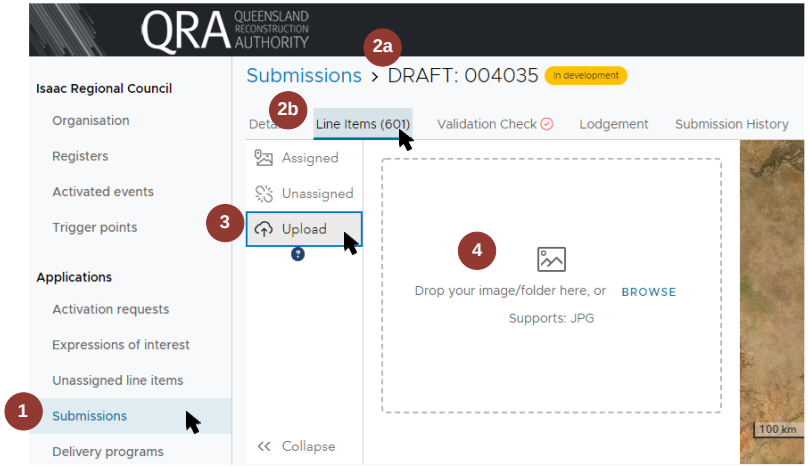
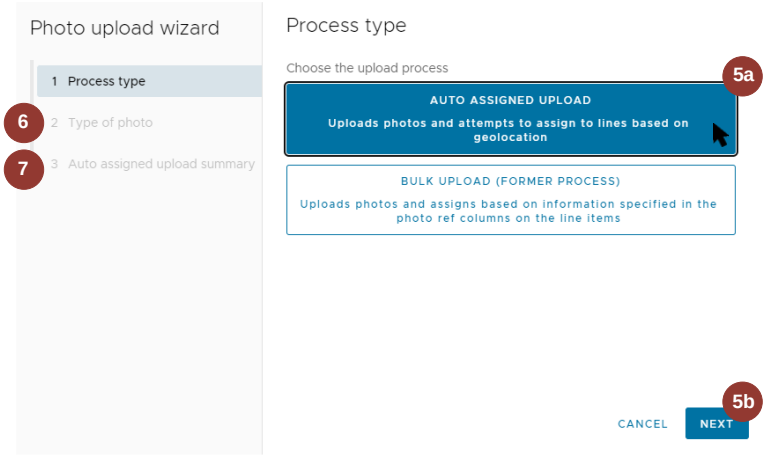
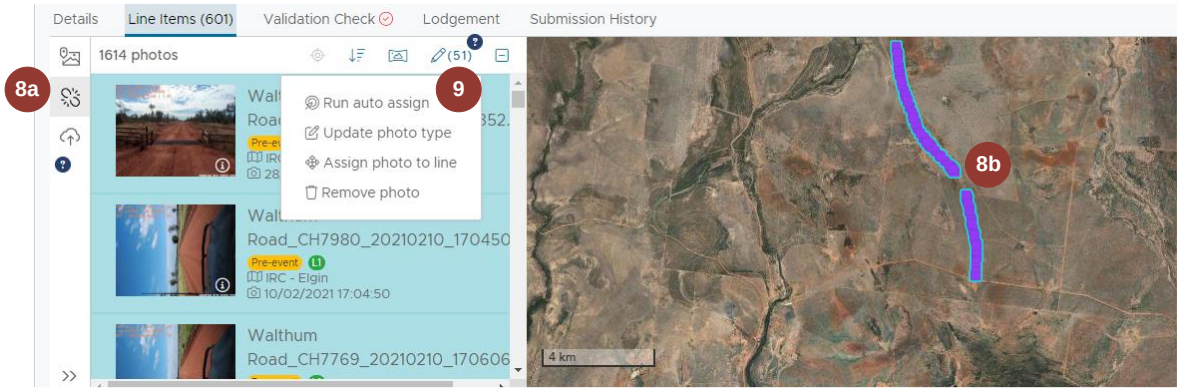
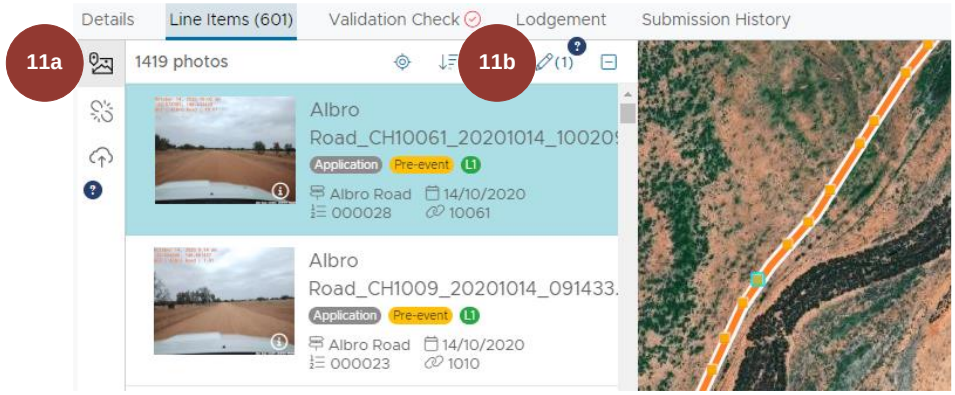
Management and Reporting System (MARS) Portal

Quick Reference Guide: Bulk upload of photo evidence to a submission

Step	Instruction	Screenshot
1	Navigate to **Submissions** from the landing page.	
2	Open **draft** submission (2a) and click **Line items** (2b).	
3	Click **Upload** in the photo panel command bar.	
4	Open your file folder where photos are saved and drag and drop your folder of photos of a particular photo type to the upload section in the photo panel. • *Only photos in a jpg format can be uploaded.* • *It is recommended that no more than 5,000 photos be uploaded at one time.*	
5	Choose **Auto Assigned** as the upload type (5a) and click **Next** (5b). *Note that line items must have co-ordinates populated for MARS to be able to automatically assign photos to line items.*	
6	Choose your **photo type** (e.g. post-event) and click **Next**.	
7	**Confirm Upload**. MARS will display successfully uploaded photos (indicated by a ✓ in the Upload section of the photo panel); and will process photos by attempting to assign uploaded photos to line items based on photo co-ordinates.	

<table>
<tr><th>Step</th><th>Instruction</th><th>Screenshot</th></tr>
<tr><td>8</td><td>Once photo processing is complete, click Unassigned (8a) in the photo panel command bar. View unassigned photos on the map. These photos are identified on the map by purple icons (8b).</td><td rowspan="2"> 
</td></tr>
<tr><td>9</td><td>Unassigned photos may indicate missing line items, photos without geo location information, or photos of assets with a single co-ordinate point (like damaged road signs that require replacing).

Add any missing line items in the submission line items grid. Select unassigned photos on the map using the photo image selection tool , click Edit photos and click Run auto assign.</td></tr>
<tr><td>10</td><td colspan="2">Some photos may remain in unassigned photos. These can be manually assigned to line items by selecting the photo(s) on the map using the photo image selection tool , clicking Edit photos and Assign photo to line.</td></tr>
<tr><td>11</td><td>Complete preparing your photo evidence by reviewing Assigned photos (11a) and proceeding to validation and submission lodgement (11b).</td><td> 
</td></tr>
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Please contact your Regional Liaison Officer if you have any questions.