



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Major Project Coordination Services Interactive Map

Beneficiary's
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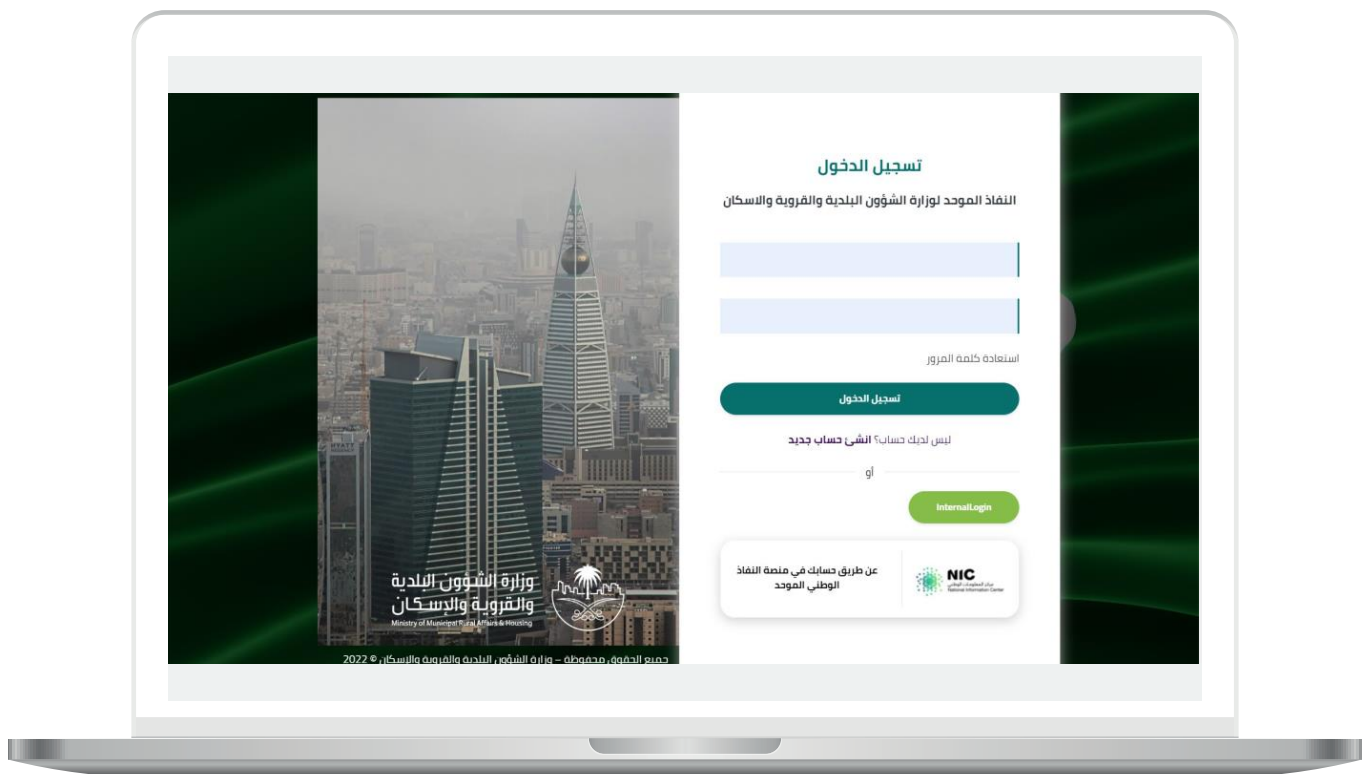
Unscheduled Project Coordination Request

Coordination Report Cancellation Request

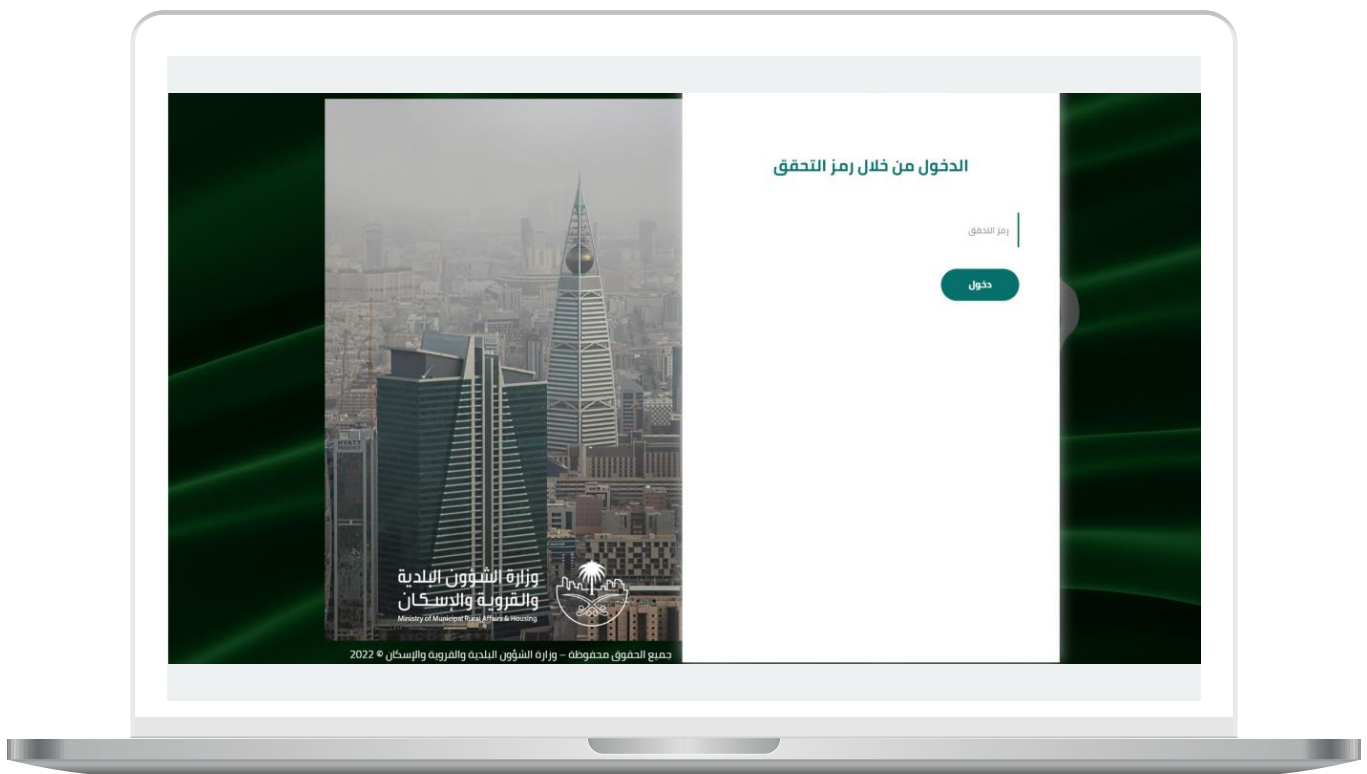


Login to the System

1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.

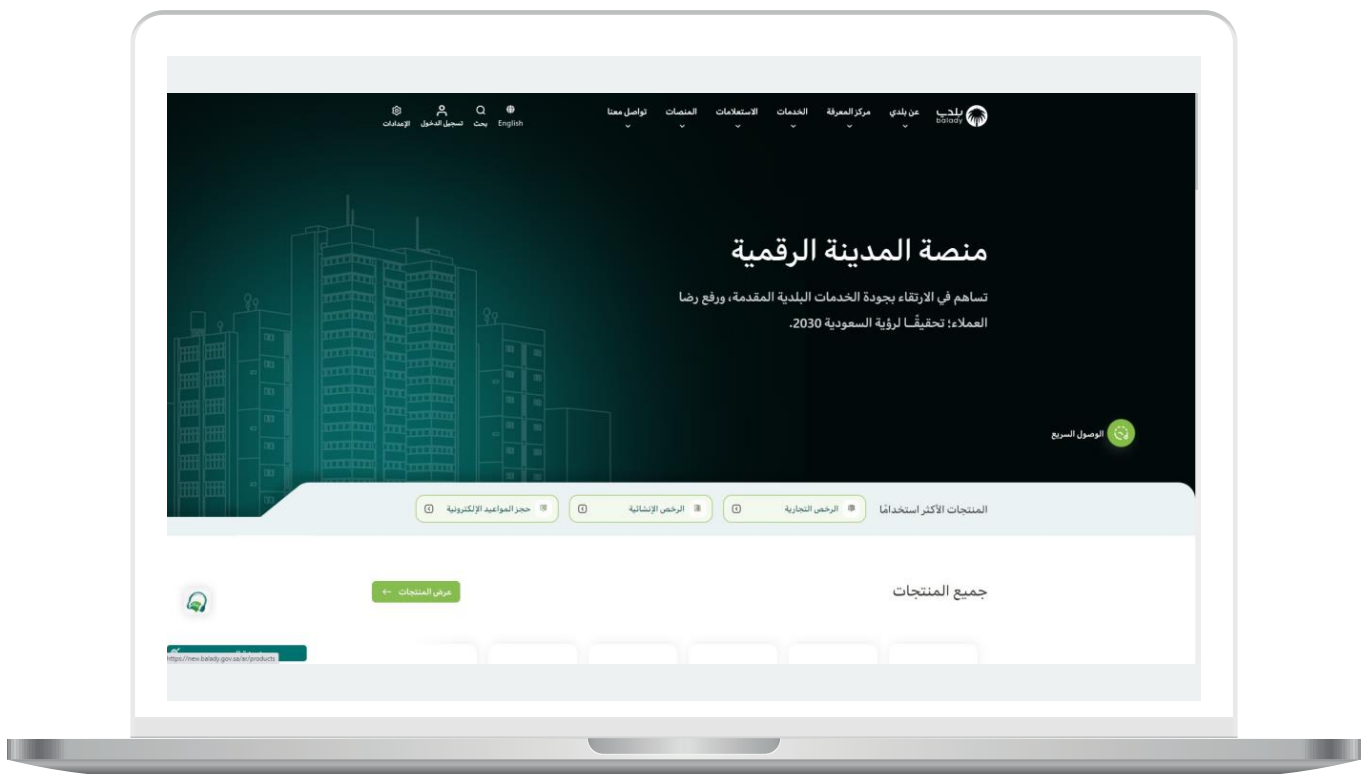


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

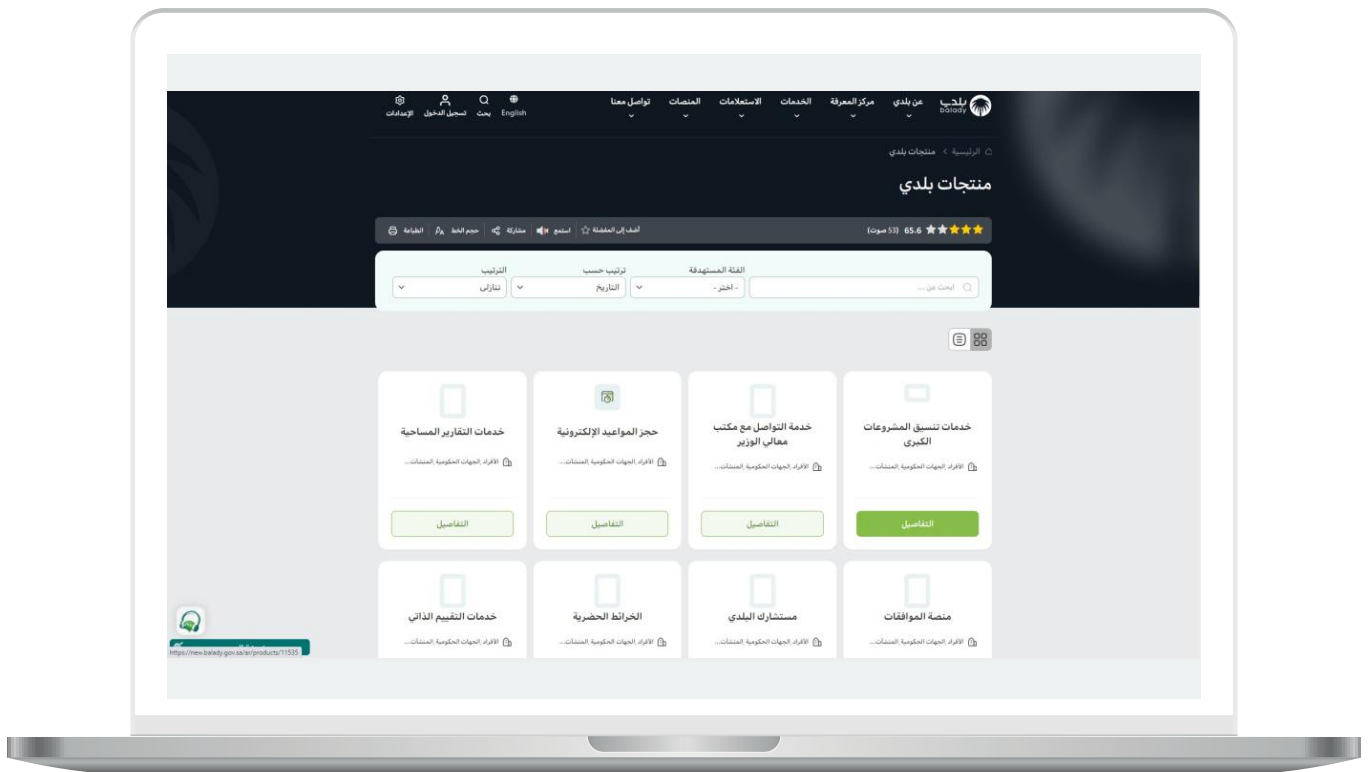


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

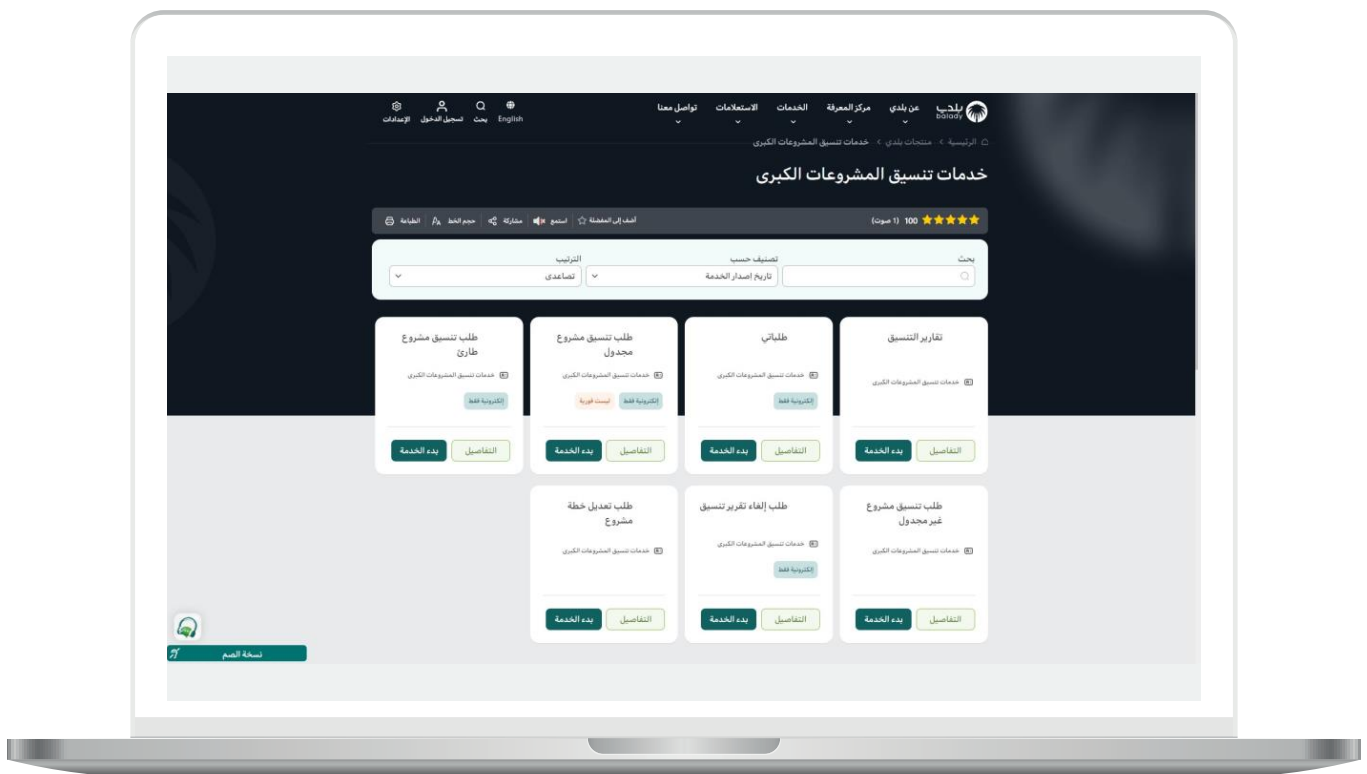
The user then clicks the **(View Products)** button.



4) Then select **(Major Projects Coordination Services)** as shown in the figure below.

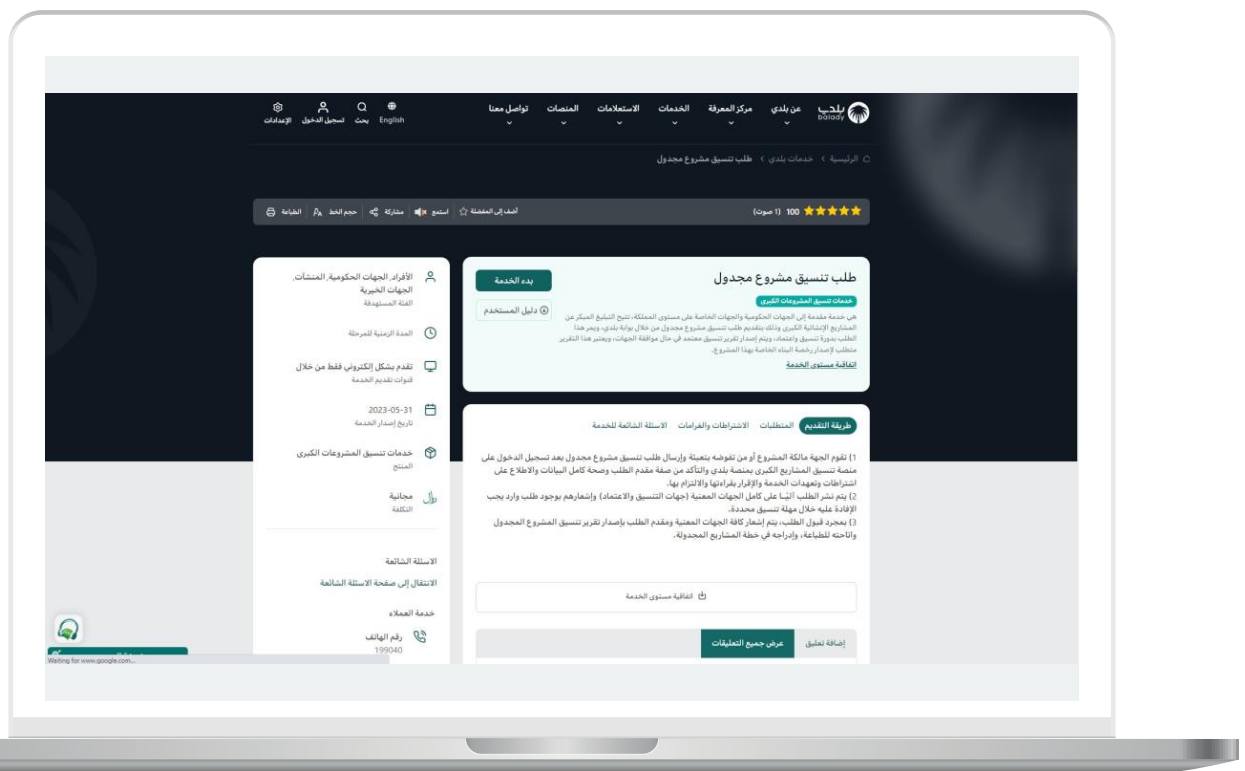


5) The following screen appears, which includes major project coordination services, where details of any service can be viewed through the **(Details)** button.

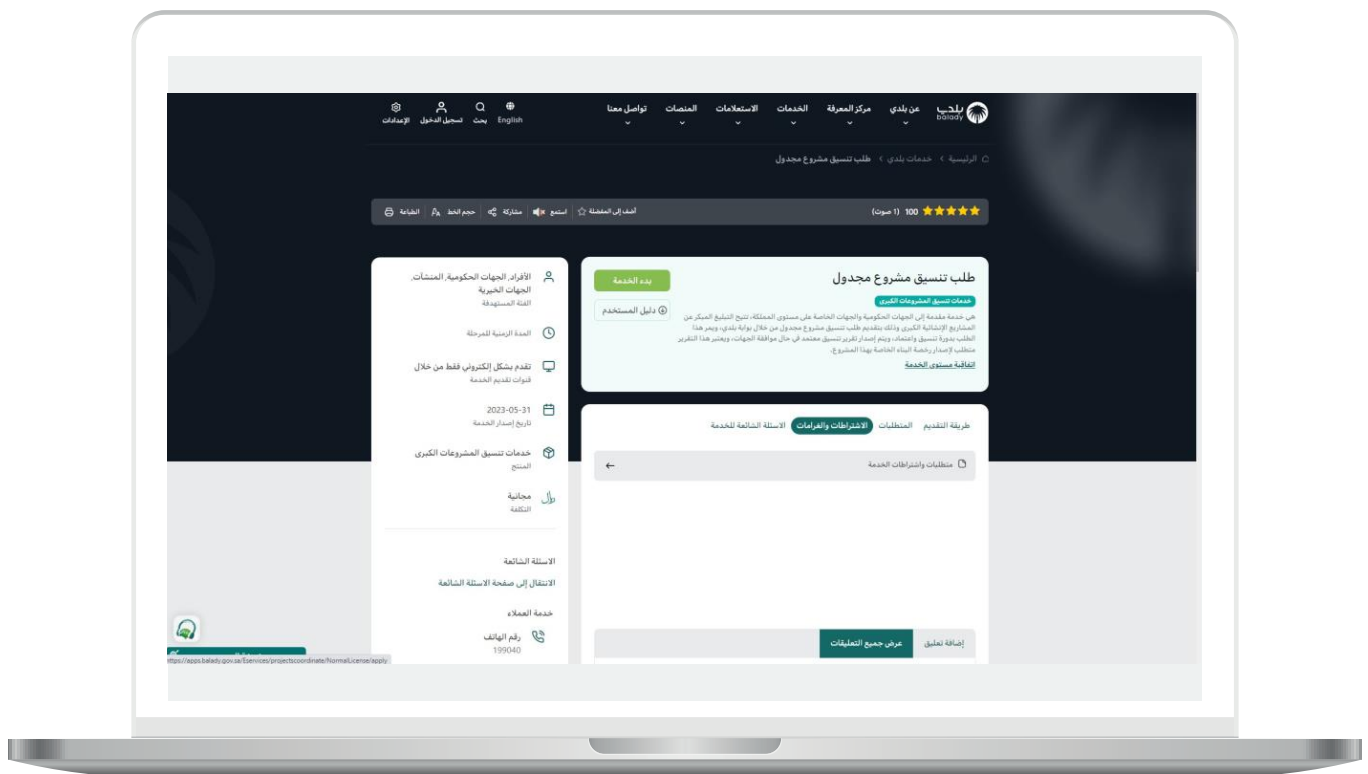


Scheduled Project Coordination Request

1) After selecting this service, the following screen appears, where the user can view submission methods, requirements, conditions, and penalties, etc.



3) The following figure shows the **(Conditions and Penalties)** section, where the service can be started by clicking the **(Start Service)** button.



4) The system verifies the user's mobile number by entering the (**Mobile Number**) field and then clicking the (**Verify**) button, as shown below.

الطلب للطلب ← إنشاء رقم دائم خدمة لتسويق المشروعات / مشروع جديد

بيانات الطلب

رقم الهوية

اسم مقدم الطلب

نوع نظام

رقم الجوال

تحقق

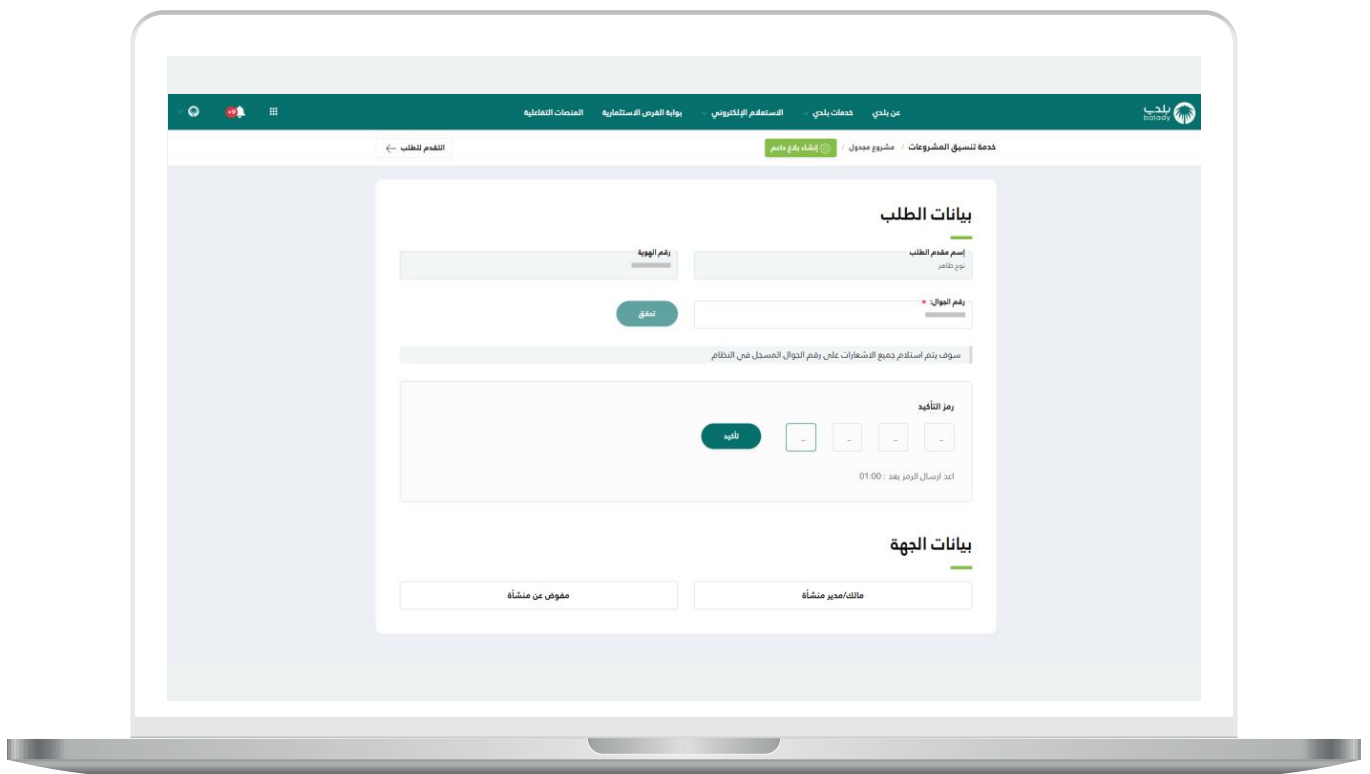
موظف يتم استخدام جميع الاشارات على رقم الجوال المسجل في النظام

بيانات الجهة

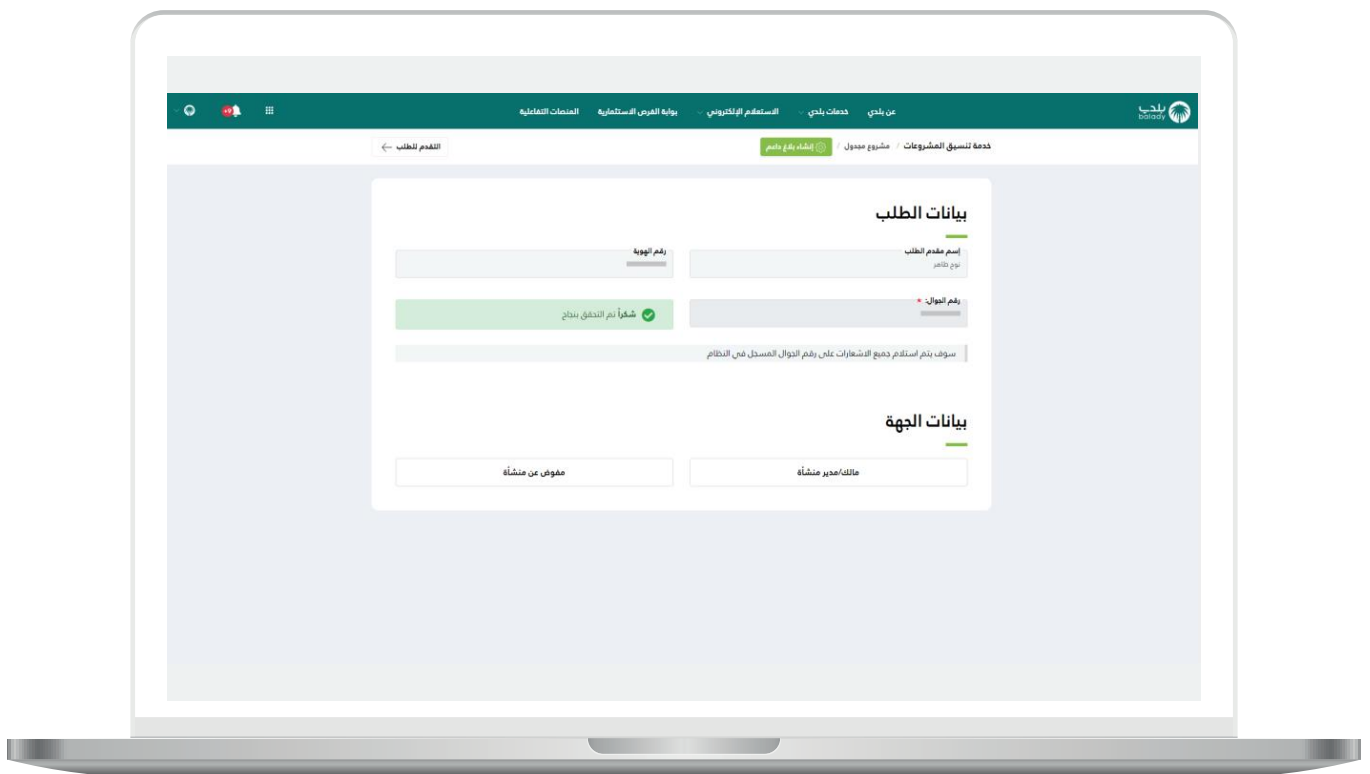
مفوض عن منشأة

مالك/مدير منشأة

- 5) The user enters the Verification Code sent via SMS into the (Verification Code) field and clicks (Confirm).



6) Upon successful mobile number verification, a confirmation message appears, as shown in the figure. The user then selects the Entity Type from the following options: **(Owner or Manager of an Establishment)** or **(Authorized Representative)**.

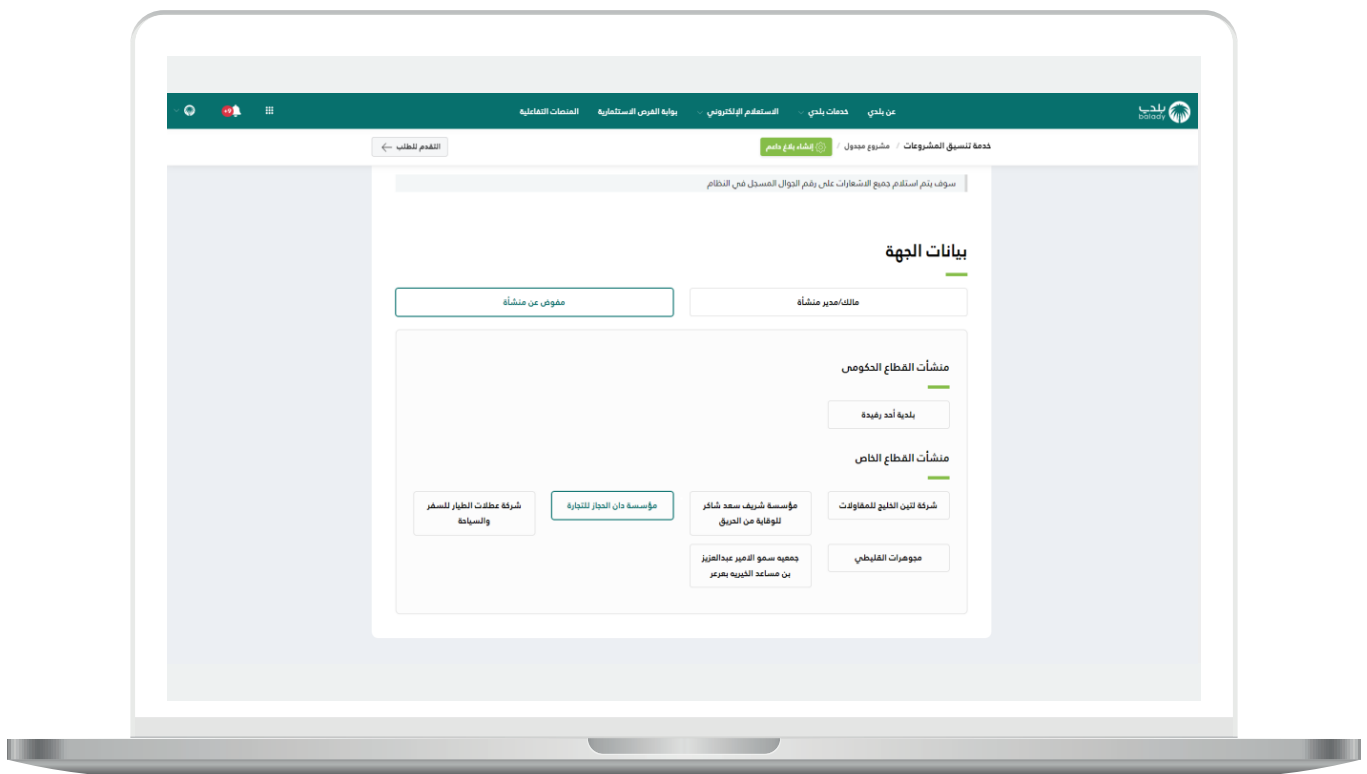


7) If the user selects **(Owner or Manager of an Establishment)**, the system prompts for the **(Commercial Register)**, which must be entered before clicking **(Browse)**.

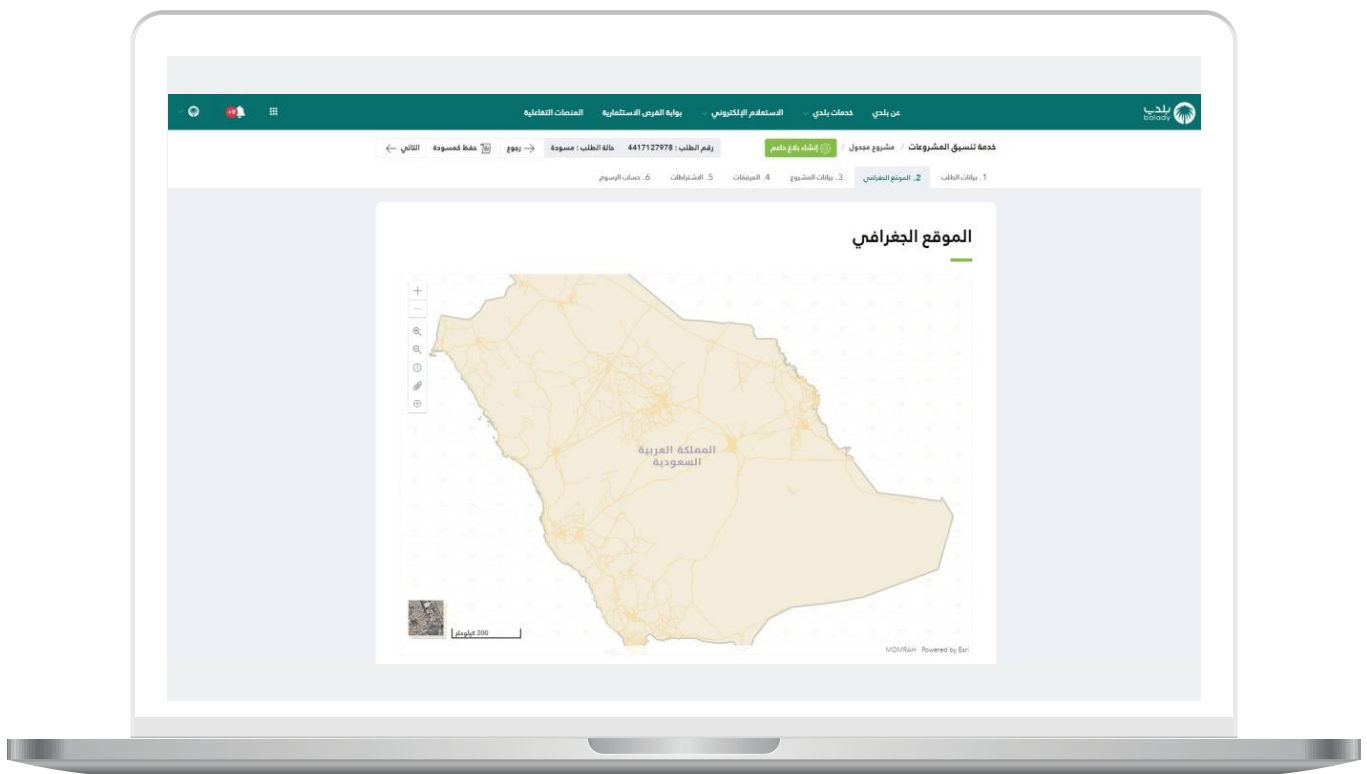
The screenshot shows a web application interface on a laptop. The top navigation bar is dark green with white text and icons. The main content area is light gray. The form is titled 'بيانات الطلب' (Request Data) and is divided into two main sections: 'بيانات الطلب' (Request Data) and 'بيانات الجهة' (Entity Data). The 'بيانات الطلب' section includes fields for 'رقم الهوية' (ID Number), 'اسم مقدم الطلب' (Requester Name), 'نوع نشاط' (Activity Type), 'رقم الجواز' (License Number), and a green checkmark indicating successful registration. The 'بيانات الجهة' section includes fields for 'مفوض عن منشأة' (Authorized by Establishment), 'مالك/مدير منشأة' (Owner/Manager of Establishment), and a section for 'بيانات المؤسسة / الشركة' (Company Data) with a 'تسجيل تجاري' (Commercial Registration) field and an 'استعراض' (View) button.

8) If the user selects **(Authorized Representative)**, the system displays **(Government Entities)** and **(Private Sector Entities)** for selection.

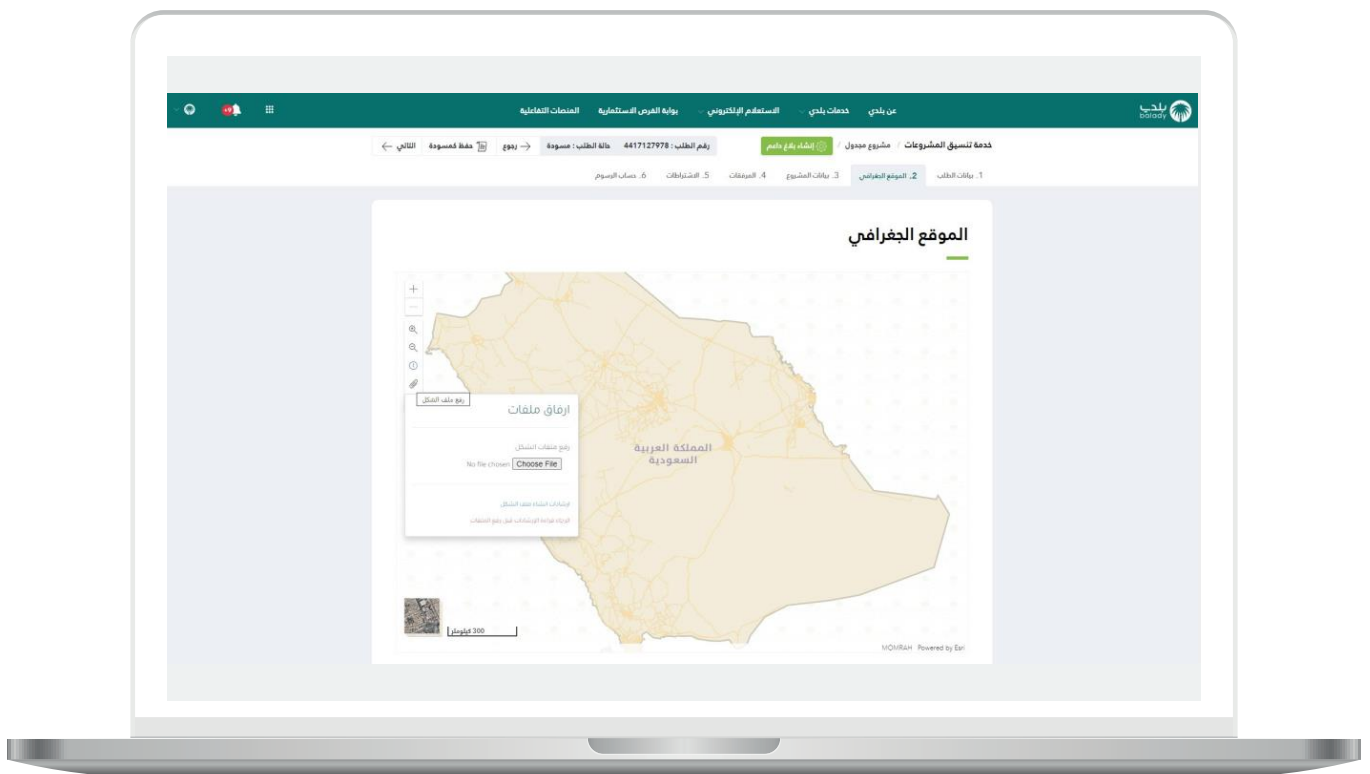
After making a selection, the user clicks **(Proceed with Request)**.



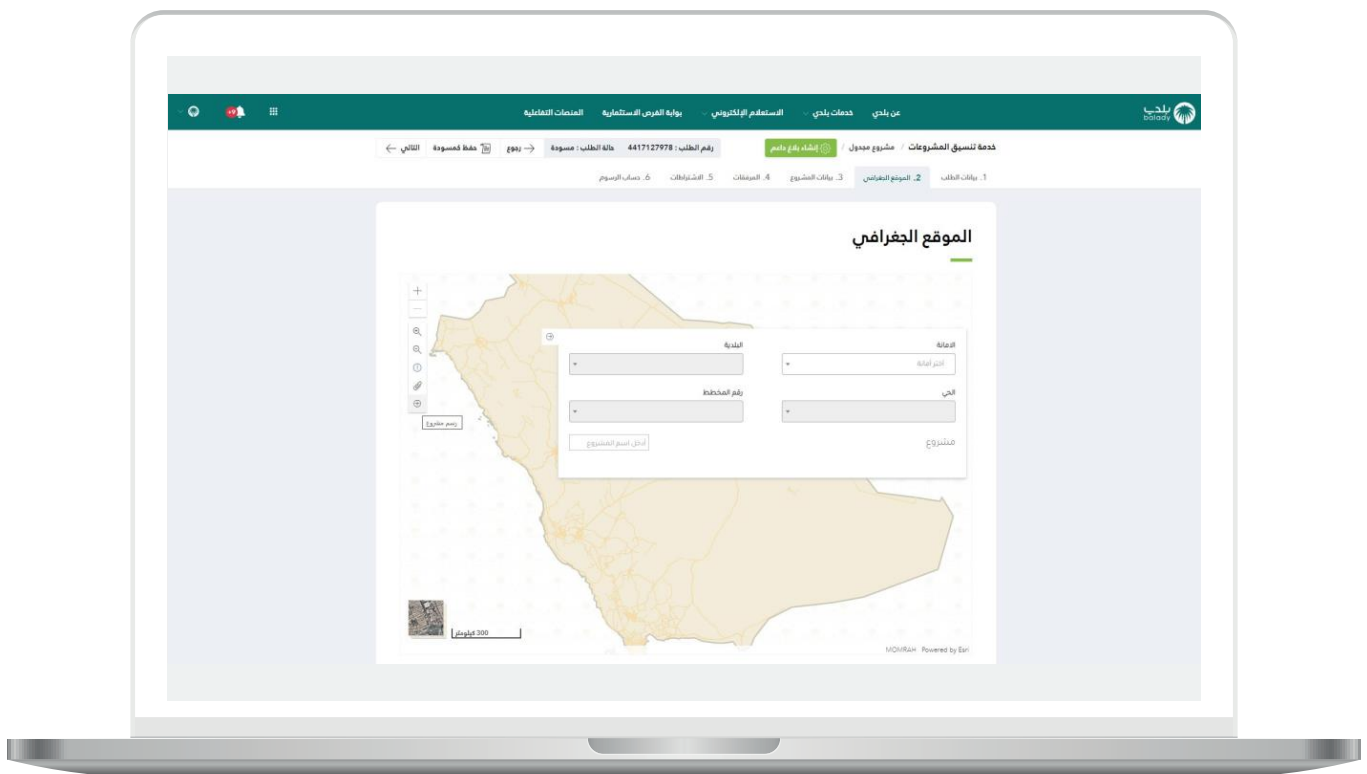
9) The user is then redirected to the **(Geographic Location)** stage, where a digital map is displayed for site selection.



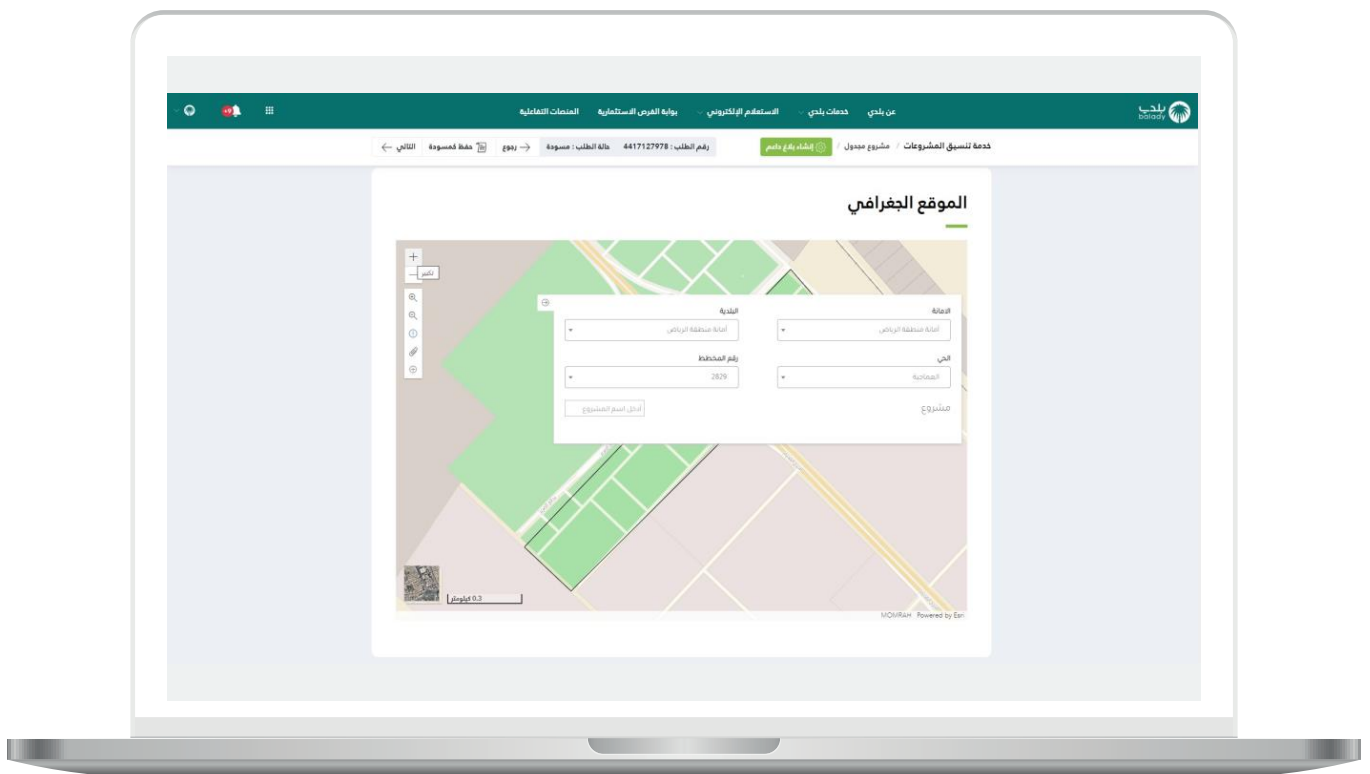
10) The user can define the location by clicking **(Upload File)** then selecting the file from their device using the **(Choose File)** button.



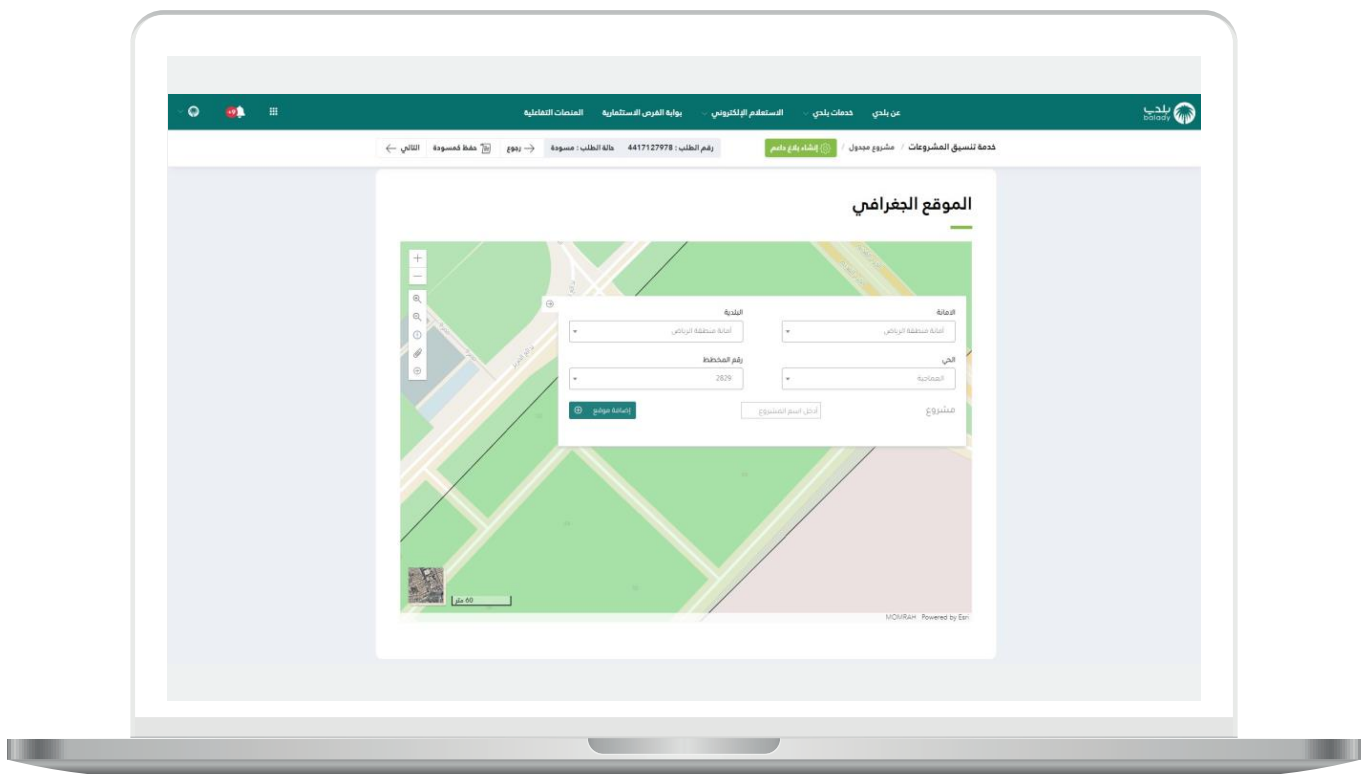
11) Alternatively, the user can manually input the location details by clicking (**Draw Project**) and selecting values from dropdown lists in the following order: (**Municipality, Secretariat, District, Plan Number**).



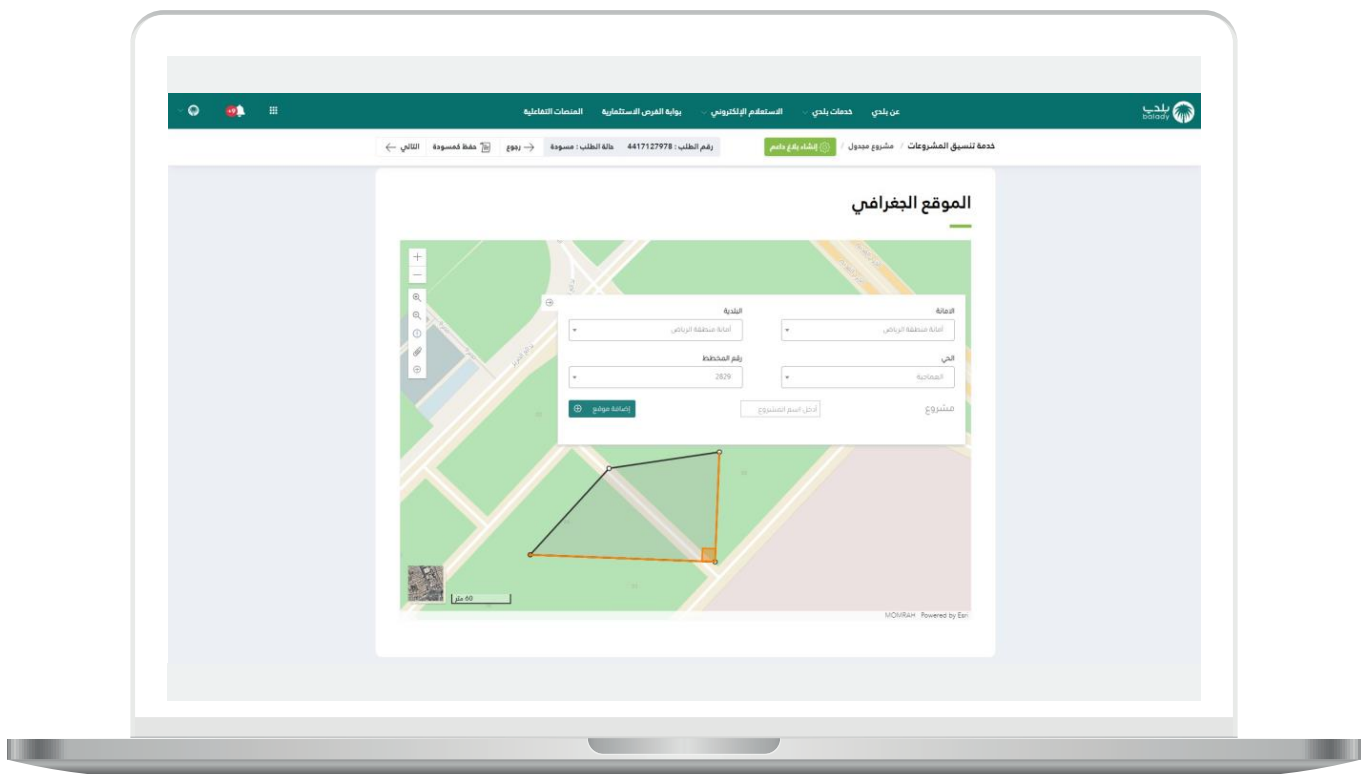
12) The map can be zoomed in using the (+) button.



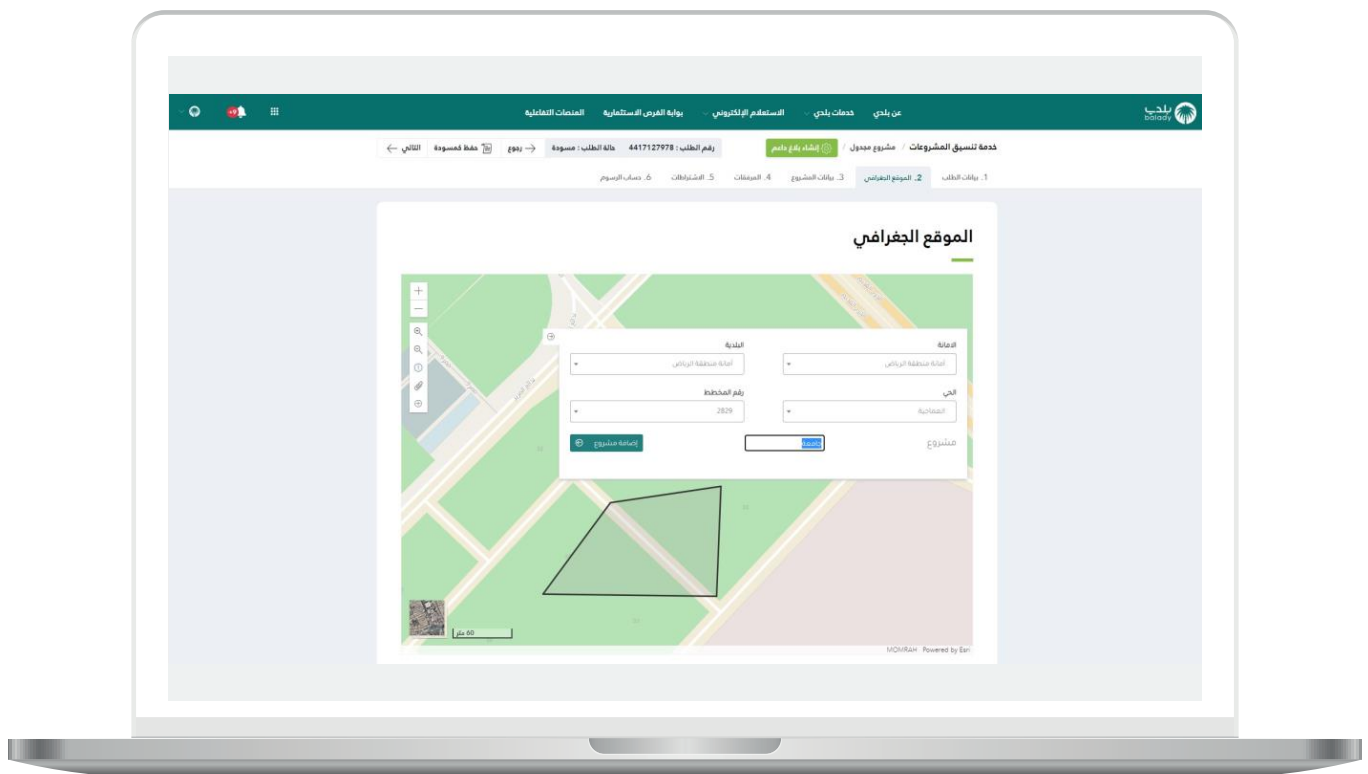
13) The user clicks **(Add Location)**, and manually draws the site boundaries on the map.



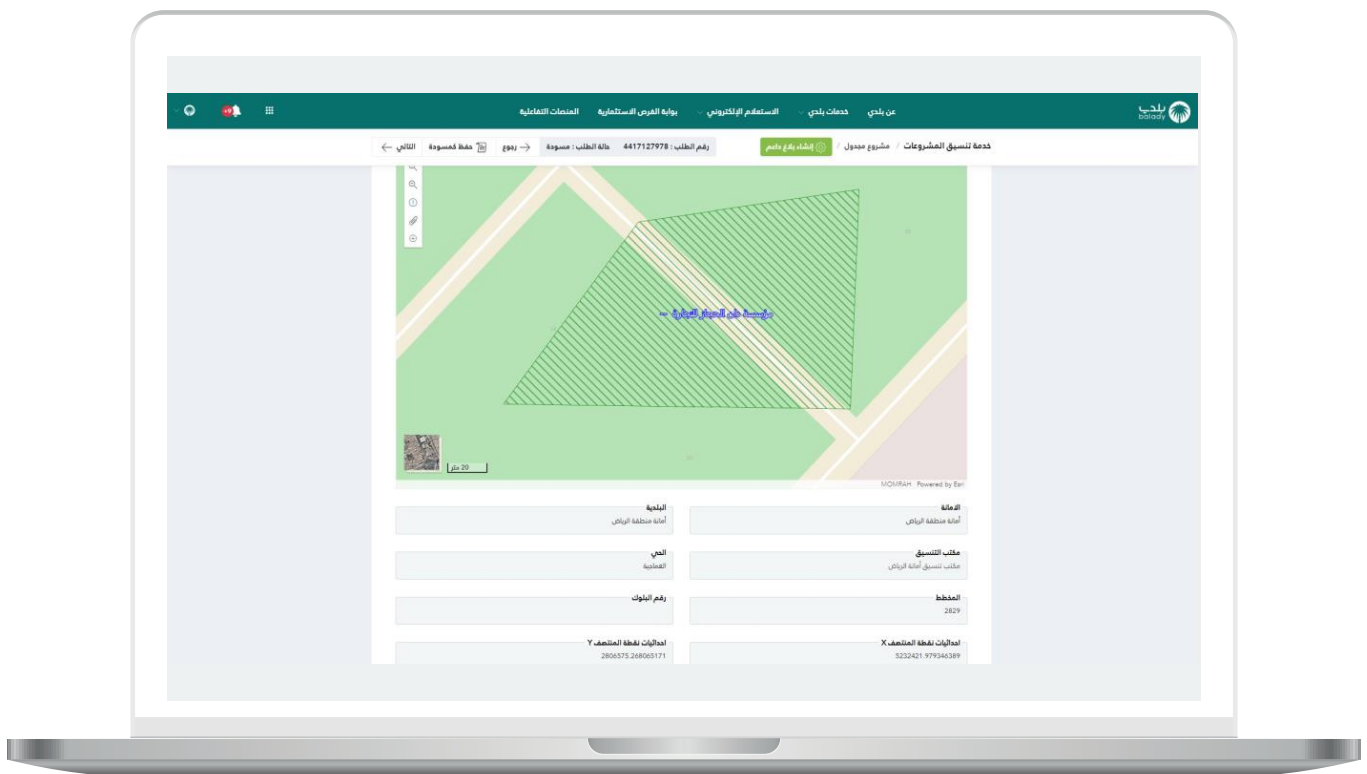
14) After finalizing the drawing, the user double-clicks to confirm it.



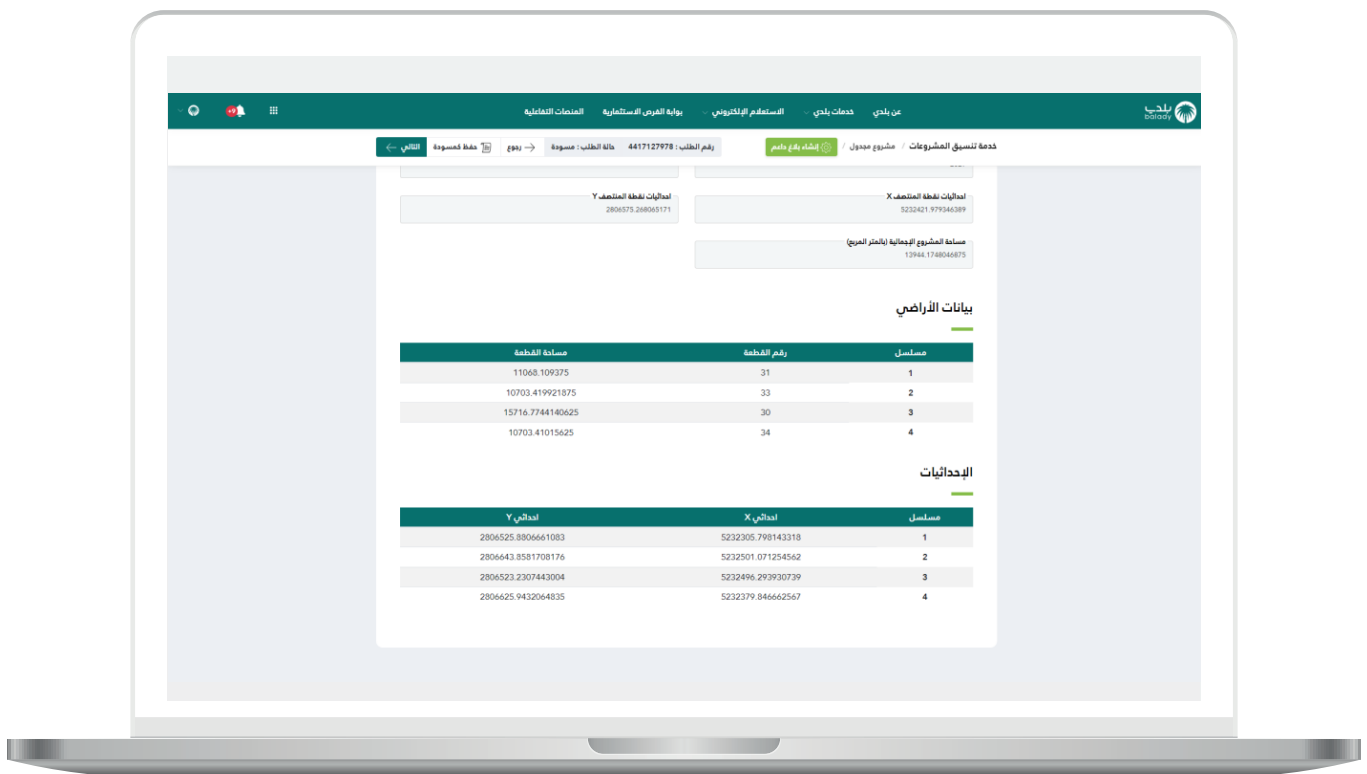
15) The **(Project)** field is then filled, followed by clicking **(Add Project)**.



16) The drawing is finalized, as shown in the figure.



17) The user can scroll down to review additional fields and proceed to the next stage by clicking (**Next**). The request can also be saved as a draft using (**Save as Draft**) or revisited using (**Back**).



18) The user moves to the **(Project Details)** stage, where they enter values for the following fields: Project Name, Contract Number, Project Budget (**SAR**), Number of Floors, and Project Description.

Dropdown lists are used to select **(Main Project Category)** and **(Sub-project Category)**.

Additionally, the **(Project Start Date)** and **(Project End Date)** are selected via the electronic calendar.

The screenshot shows a web application interface for project management. The top navigation bar includes links for 'من بلدي' (From My City), 'خدمات بلدي' (My Services), 'الاستخدام الإلكتروني' (Electronic Usage), 'بوابة العرض الاستشارية' (Consultative Display Portal), and 'المنتجات التفاعلية' (Interactive Products). The user is logged in as 'مستخدم' (User) with a profile icon.

The main content area displays the 'بيانات المشروع' (Project Data) form. The form includes the following fields:

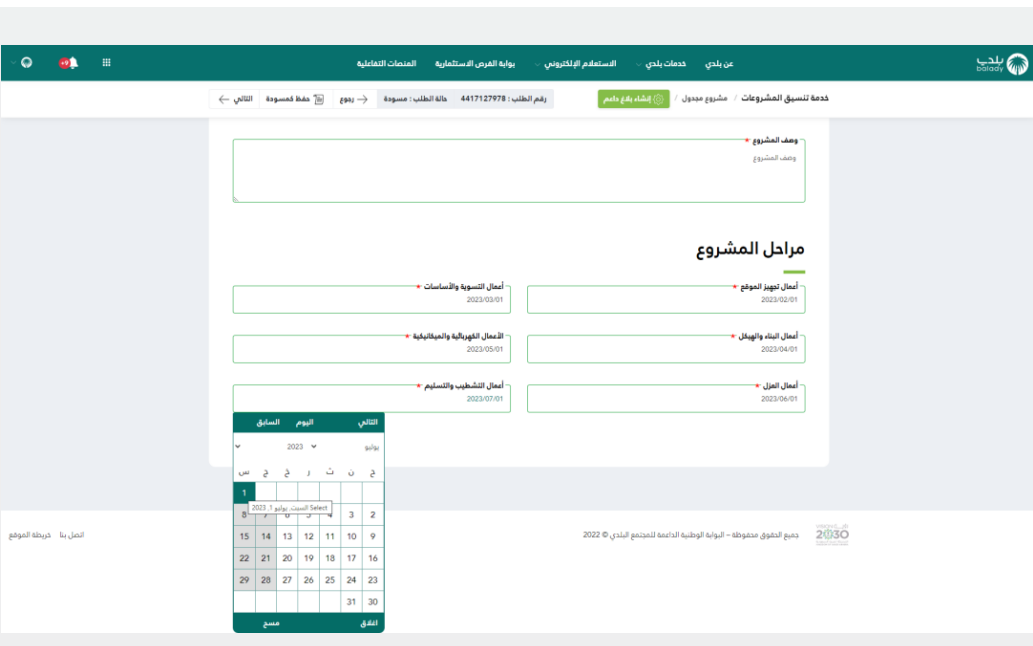
- رقم العقد (Contract Number): 4417127978
- اسم المشروع (Project Name): [Input Field]
- تصنيف المشروع الرئيسي (Main Project Category): [Dropdown Menu]
- تاريخ بداية المشروع (Project Start Date): [Calendar Icon]
- تاريخ نهاية المشروع (Project End Date): [Calendar Icon]
- عدد الطوابق (Number of Floors): [Input Field]
- ميزانية المشروع (Project Budget): [Input Field]
- وصف المشروع (Project Description): [Text Area]

Below the 'بيانات المشروع' section is the 'مراحل المشروع' (Project Stages) section, which includes:

- أعمال البناء والهيكل (Construction and Structure Work): [Input Field]
- أعمال التجهيز والاساسات (Equipment and Foundations Work): [Input Field]
- الأعمال الخدمية والمهنية (Service and Professional Work): [Input Field]
- أعمال توير الموقع (Site Work): [Input Field]

19) The user must also fill in the **(Project Phases)** section using the electronic calendar, covering: Site Preparation, Excavation & Foundations, Structural Works, Electrical & Mechanical Works, Insulation Works, Finishing Work & Delivery.

The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.



The screenshot displays the 'مراحل المشروع' (Project Phases) section of the beneficiary portal. The interface includes a header with navigation links and a sidebar with a calendar view. The main content area contains a form for project phases, with a calendar view showing the month of January 2023. The calendar is currently showing the month of January 2023, with the date 1st highlighted. The form includes fields for project description, project phases, and a calendar view. The calendar is currently showing the month of January 2023, with the date 1st highlighted. The form includes fields for project description, project phases, and a calendar view. The calendar is currently showing the month of January 2023, with the date 1st highlighted.

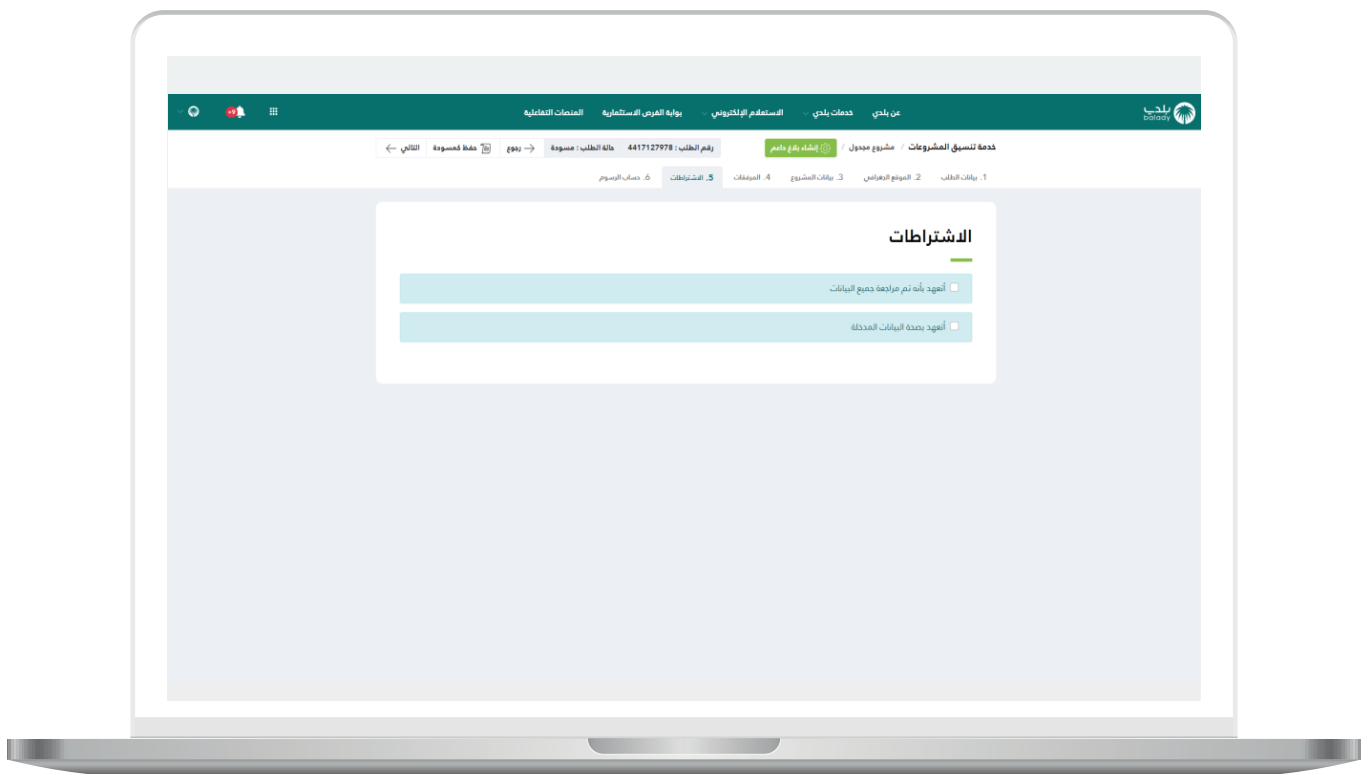
20) The user reaches the **(Attachments)** stage, where they upload the necessary documents by clicking the Attachment Field and selecting the file from their device.

Additional attachments can be added under the **(Additional Attachments)** section by entering a **(Document Name)**, selecting the file in the **(Attachment)** field, and clicking **(Upload)**.

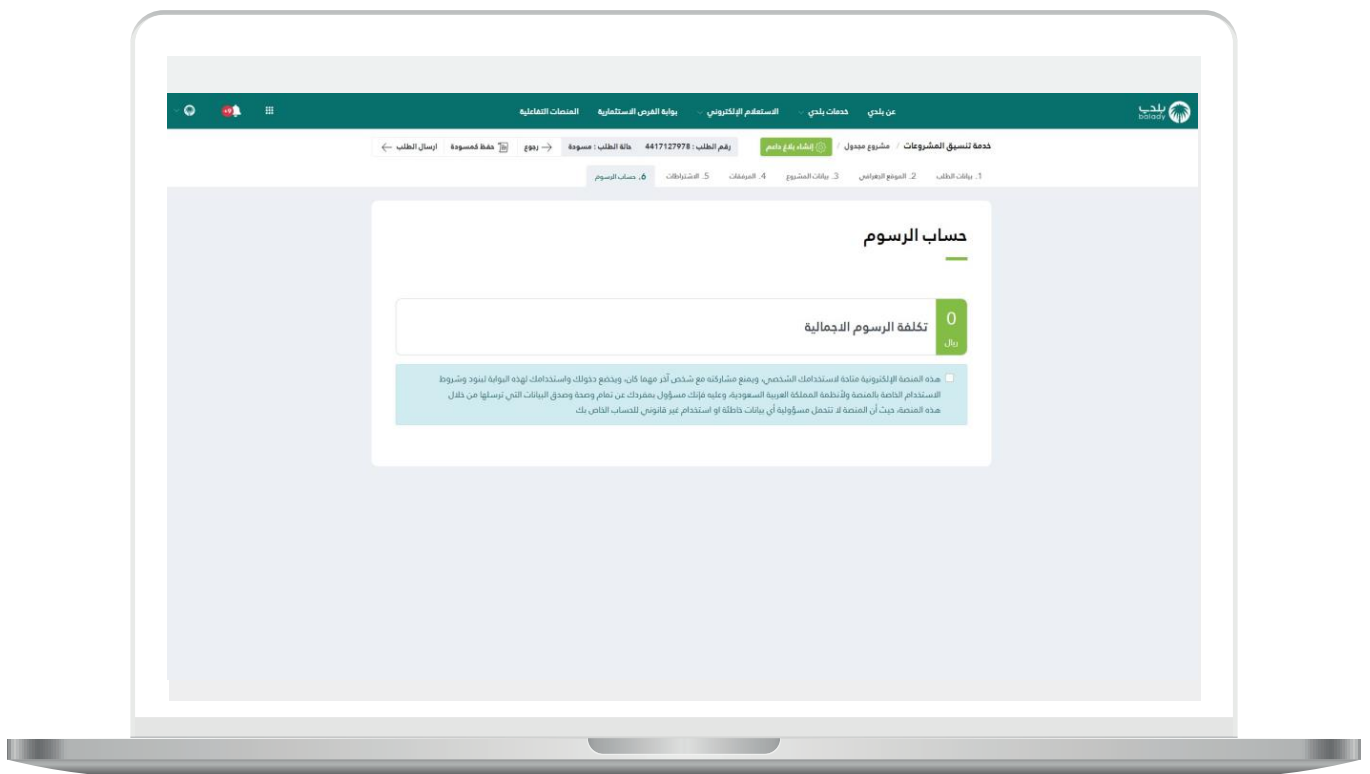
The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.

The screenshot displays the 'المرفقات' (Attachments) stage of the system. The interface is in Arabic and shows a list of required attachments with fields for document names and attachment selection. Below this is a section for 'مرفقات إضافية' (Additional Attachments) with fields for document name and attachment selection, and an 'Upload' button. The top navigation bar includes links for 'من بلدي', 'خدمات بلدي', 'الاستعلام الإلكتروني', 'بوابة الفحص الاستشارية', and 'المنتجات التفاعلية'. The breadcrumb trail shows: 'خدمة لتسويق المشروعات / مشروع جديد / إنشاء ملف باسم'.

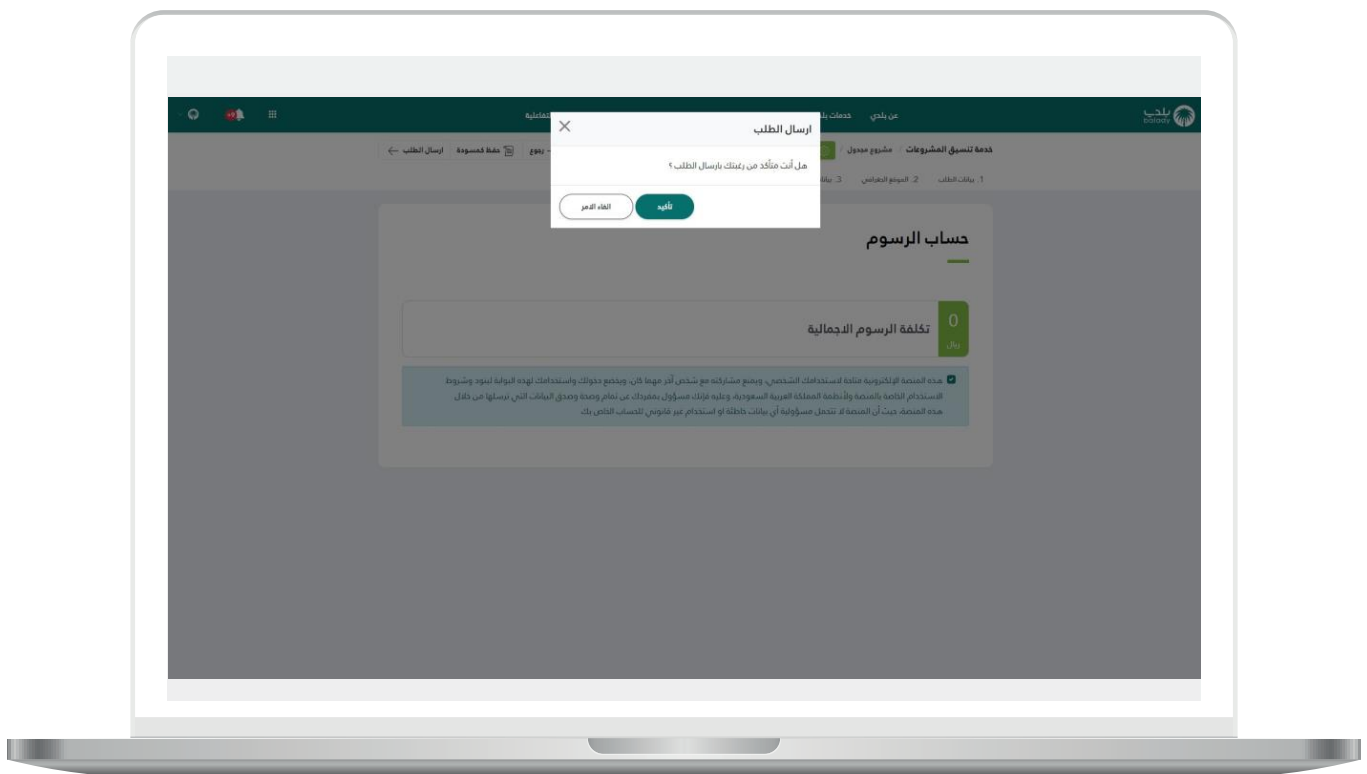
21) The user proceeds to the **(Conditions)** stage, where they must read and agree to the terms before clicking **(Next)**. The request can be saved as a draft or revisited using **(Back)**.



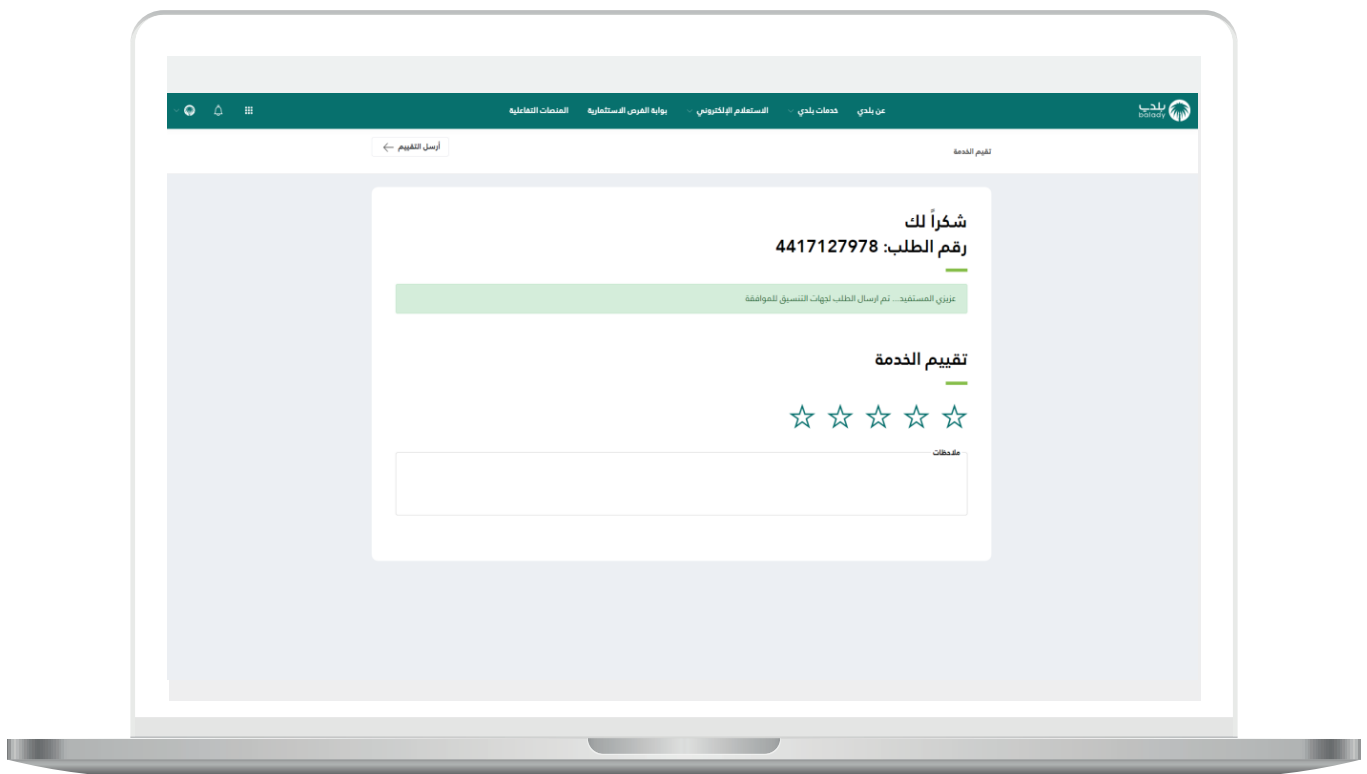
22) The user reaches the **(Fee Calculation)** stage, where the total cost of fees is displayed. The user must agree by selecting the acknowledgment checkbox. After that, they click **(Submit Request)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.



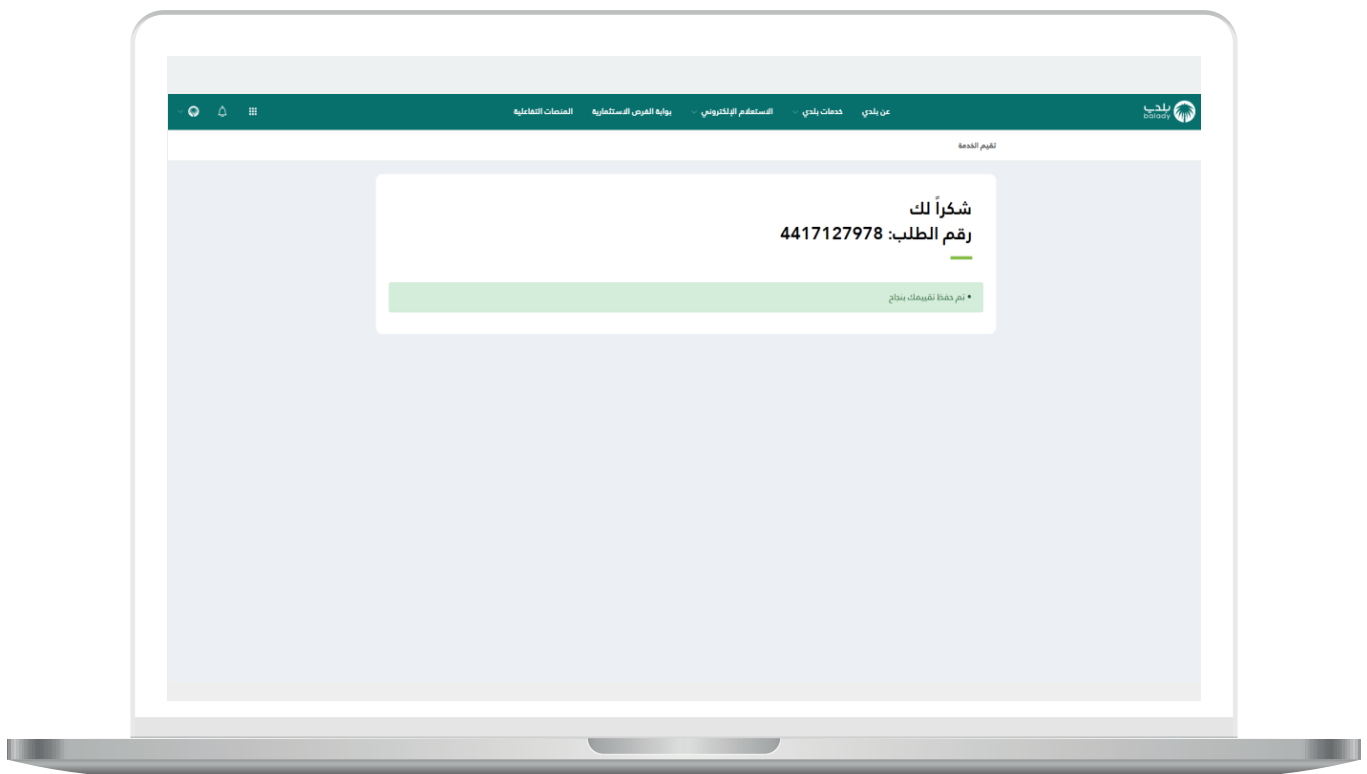
23) A confirmation message appears, prompting the user to click (**Confirm**) to finalize the submission or (**Cancel**) to discard the process.



24) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the (Comments) field, and clicking the (Submit Evaluation) button.

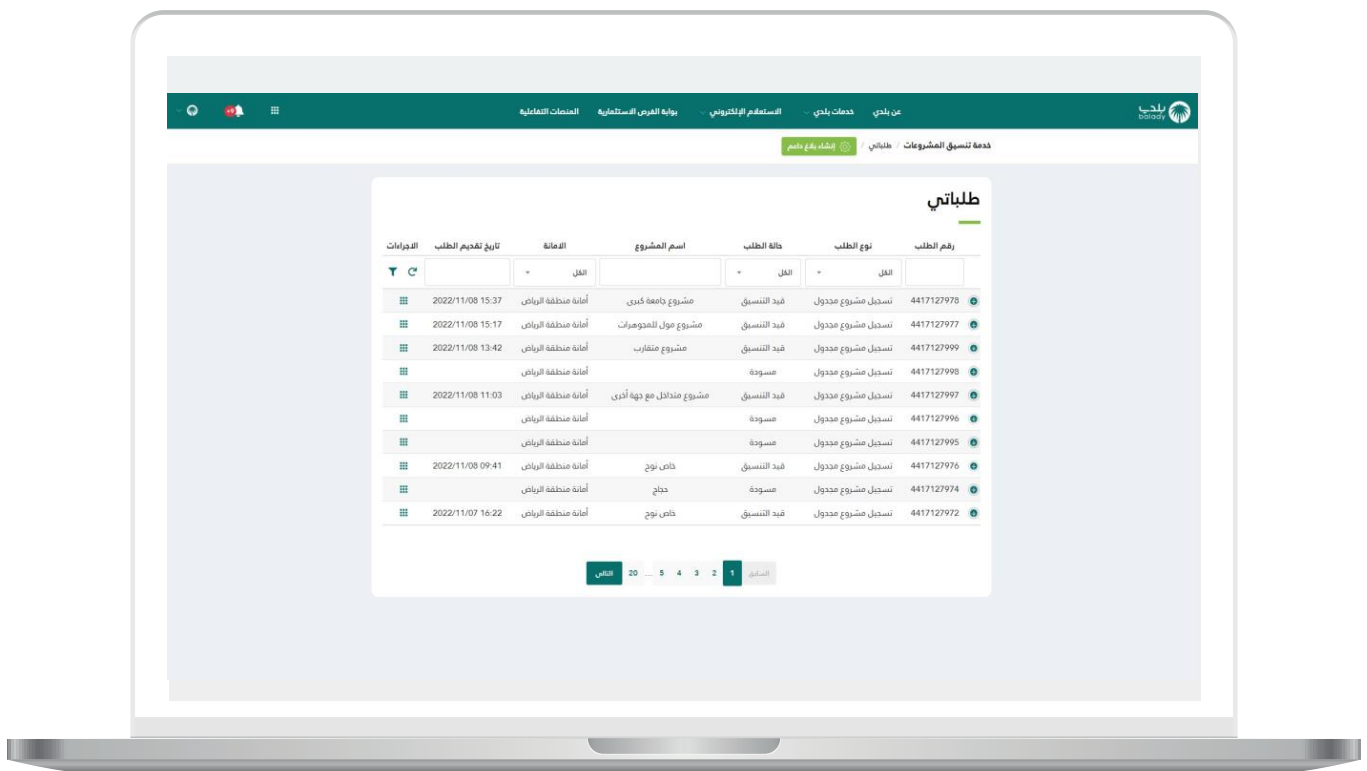


25) The system confirms that the Evaluation has been successfully saved.

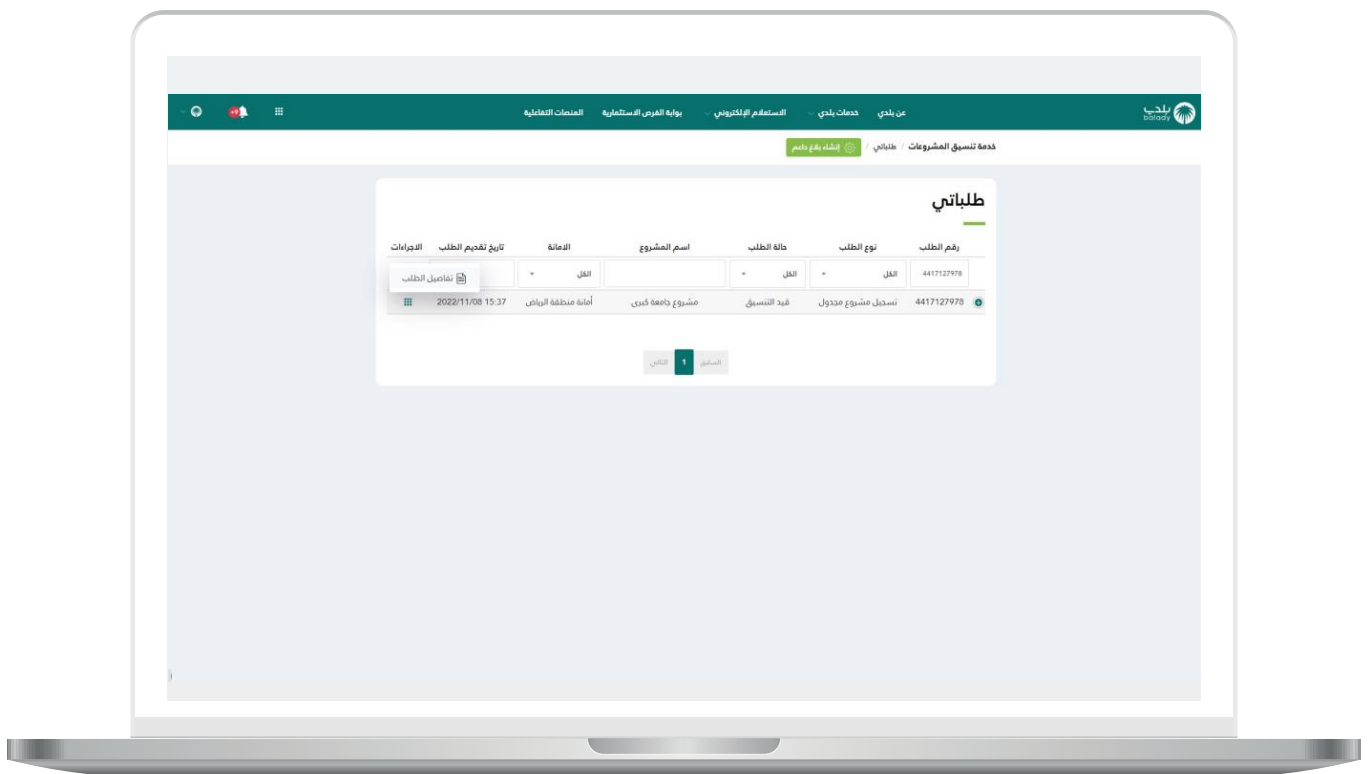


My Requests

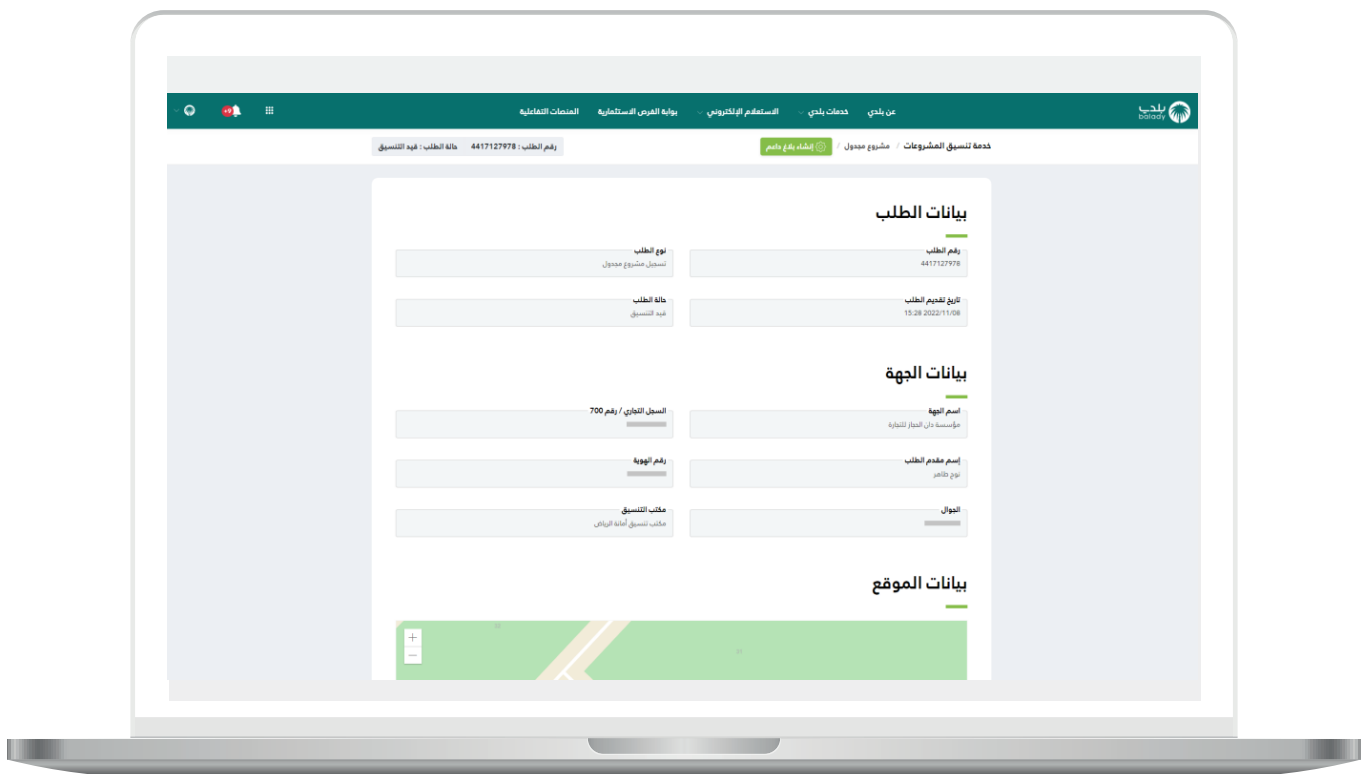
1) The user is redirected to the **(My Requests)** screen.



2) After searching for a request using the **(Request Number)** field, its status appears as **(Under Coordination)**. The user can view the request details by clicking the green box in the **(Actions)** column and selecting **(Request Details)**.

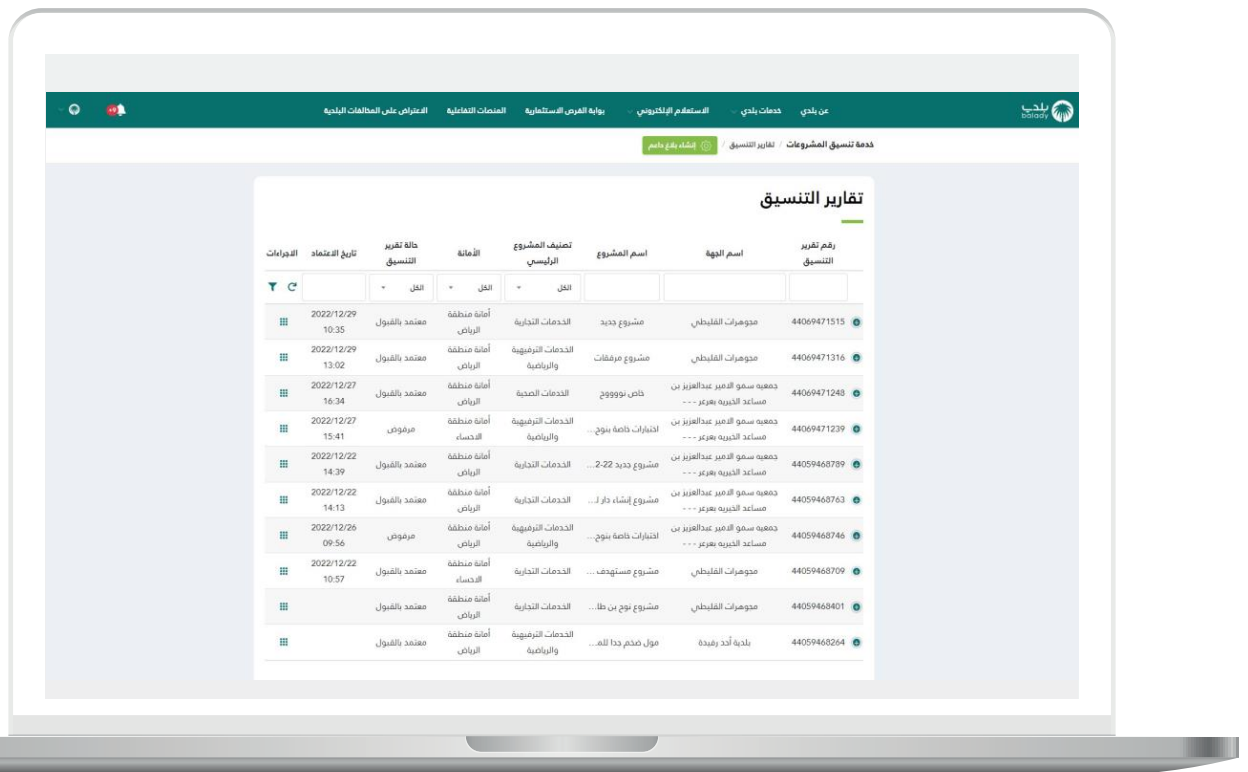


3) Upon clicking (**Request Details**), the request information is displayed, as shown in the figure below.

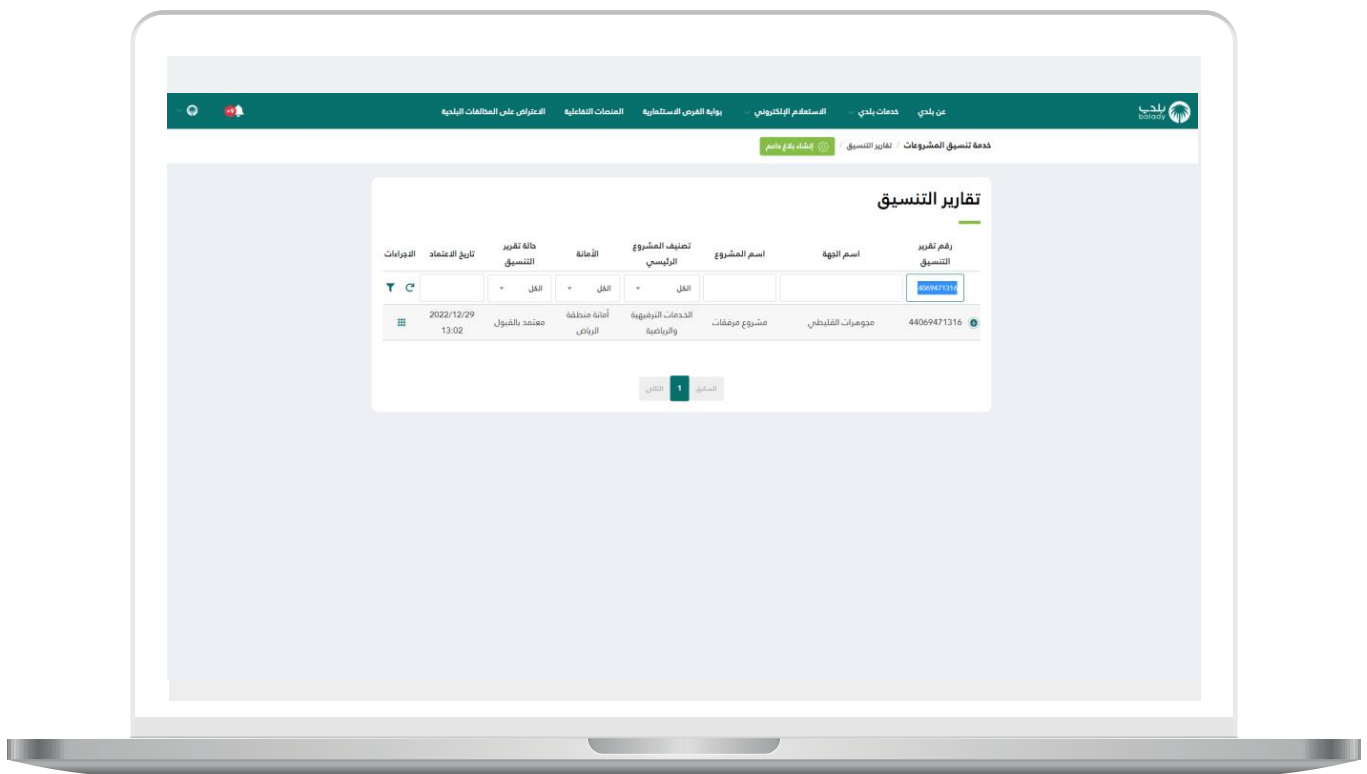


Coordination Reports

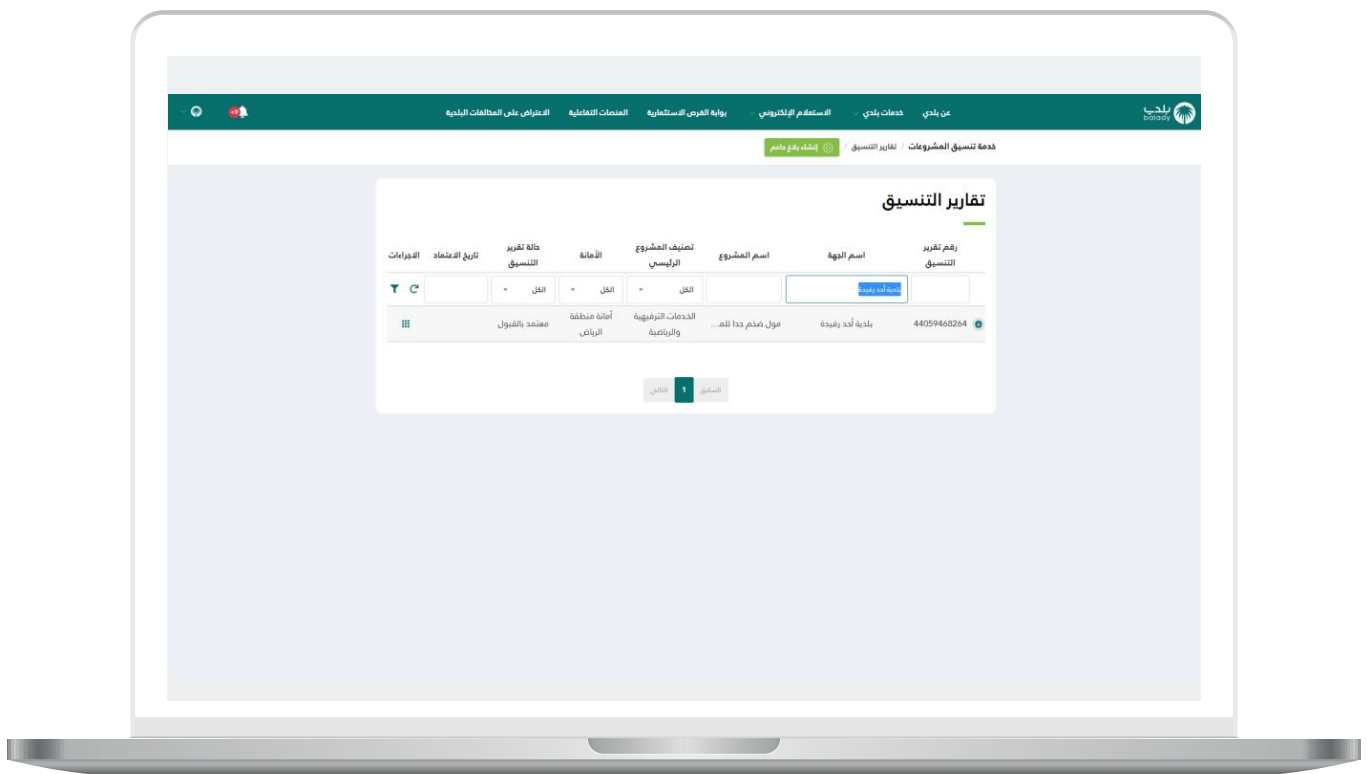
1) The following screen appears, allowing the user to search for any Coordination Report using various search filters and perform actions on each report, which will be explained in detail.



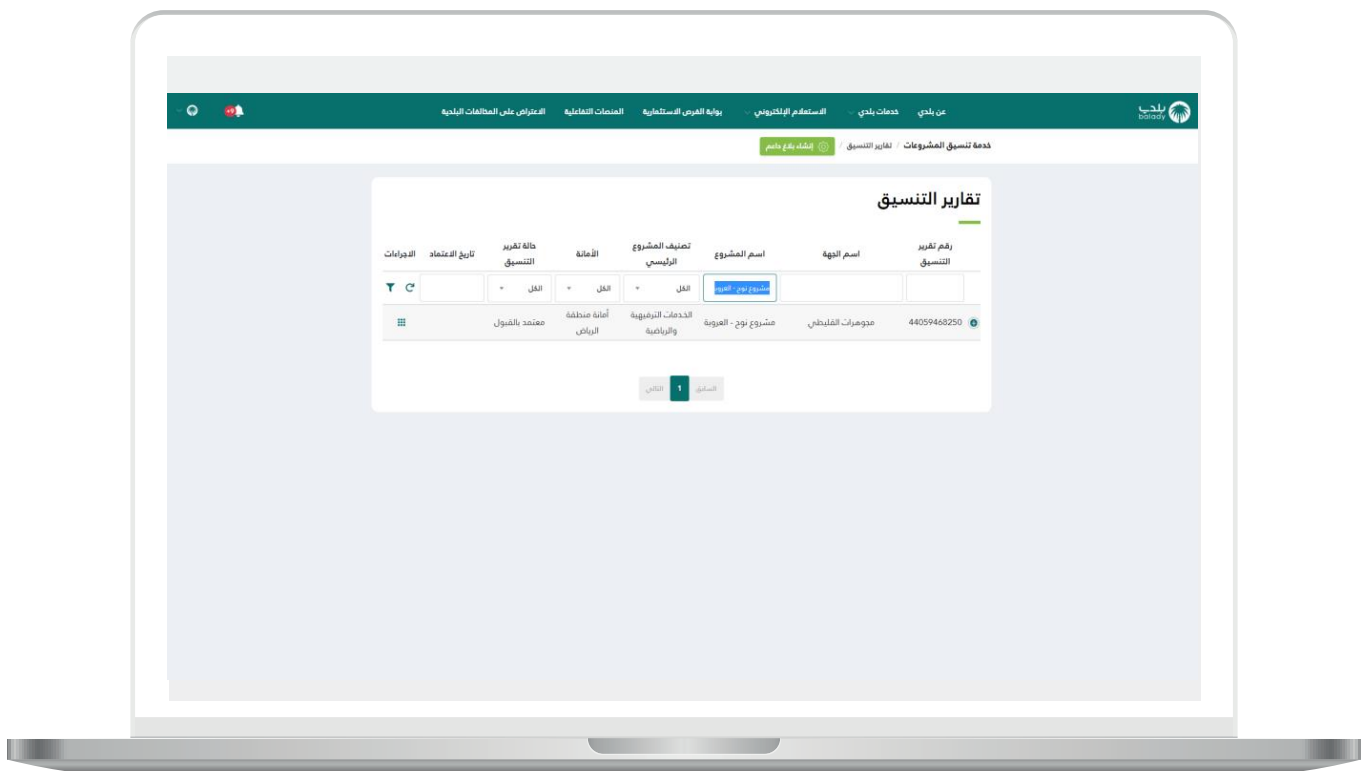
2) The user can search by entering a value in the **(Coordination Report Number)** field and pressing Enter on the keyboard.



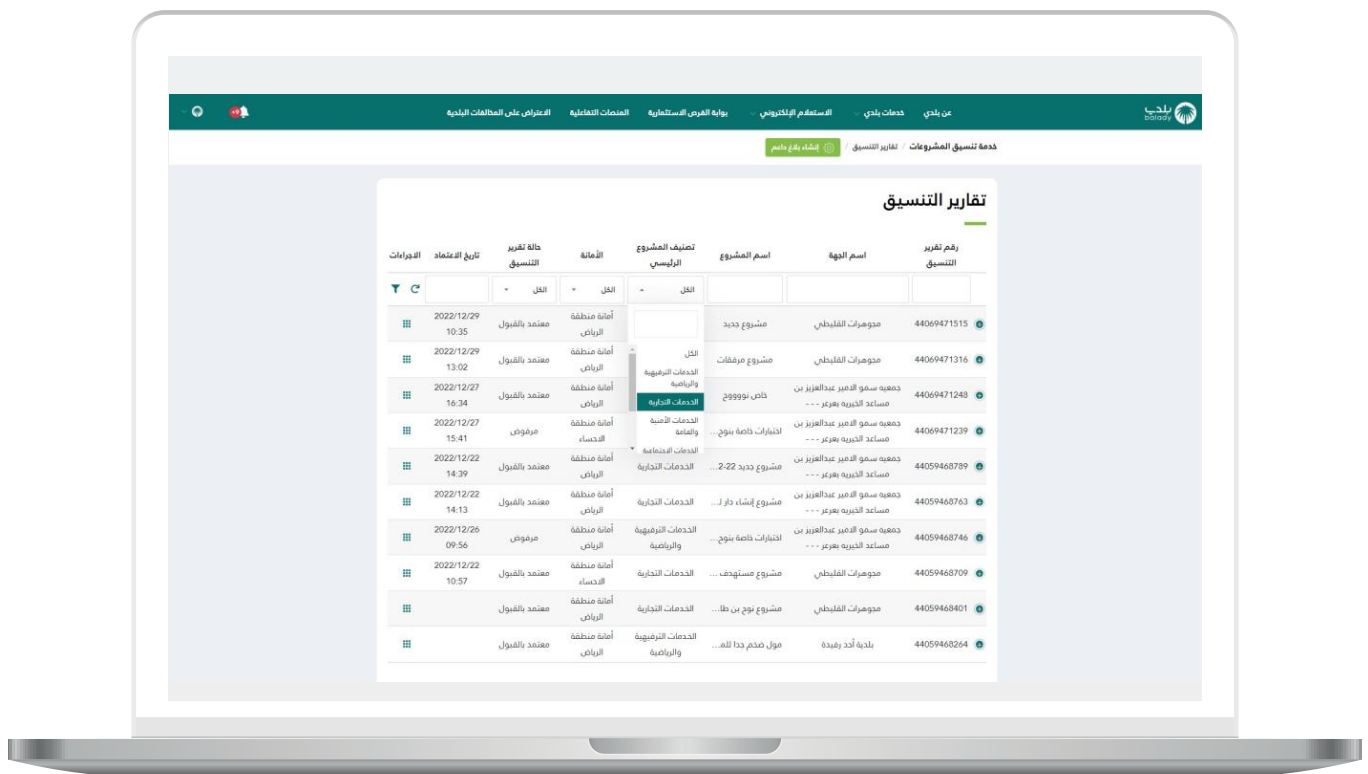
3) The user can search by entering a value in the **(Entity Name)** field and pressing Enter on the keyboard.



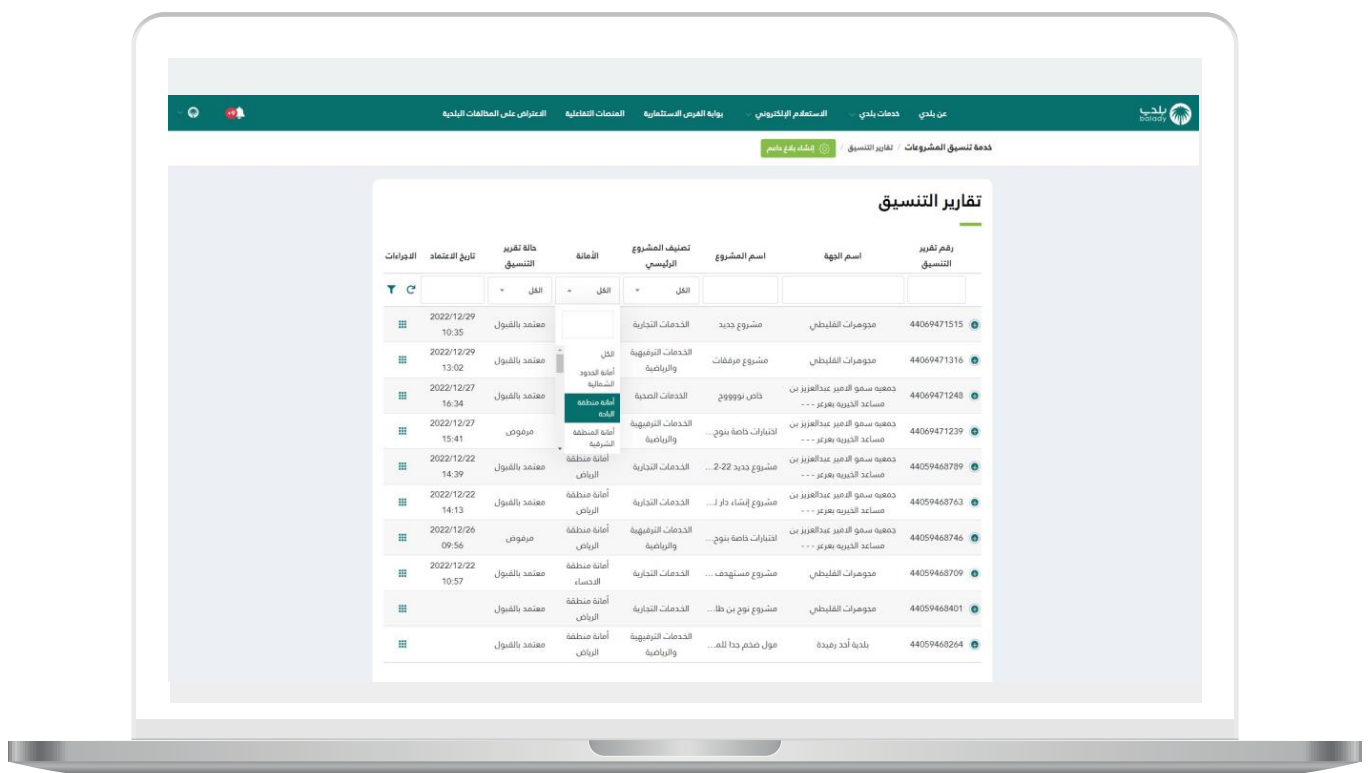
- 4) The user can search by entering a value in the **(Project Name)** field and pressing Enter.



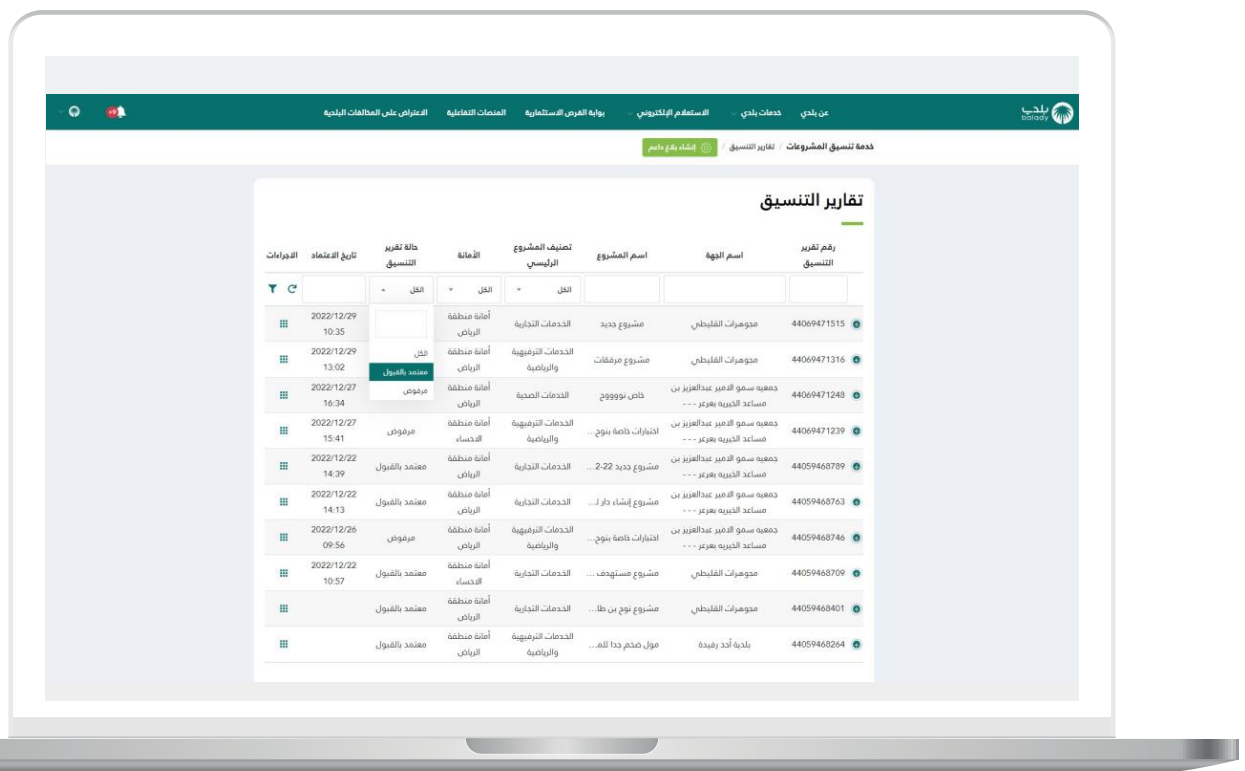
5) The user can search by selecting a value from the dropdown list in the **(Main Project Category)** field, as shown in the figure below.



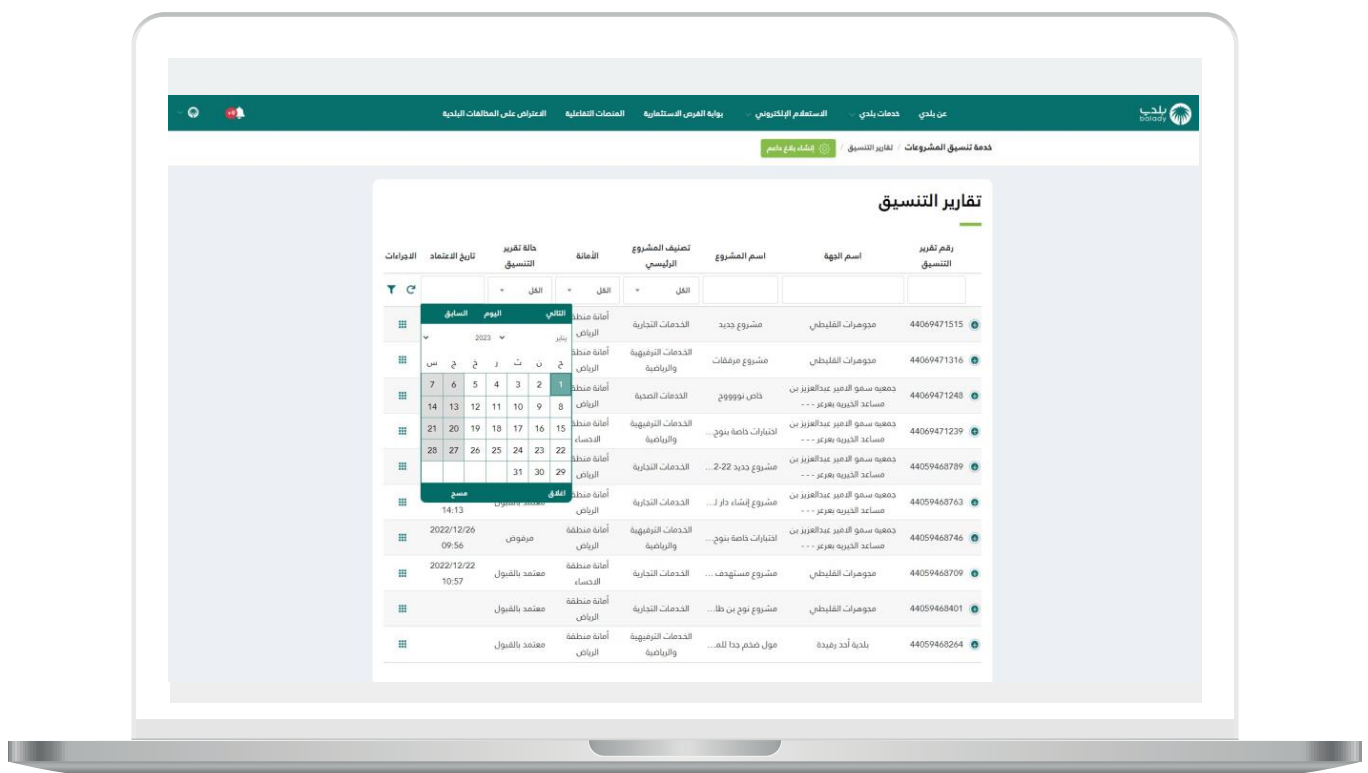
6) The user can search by selecting a value from the dropdown list in the (**Municipality**) field, as shown in the figure below.



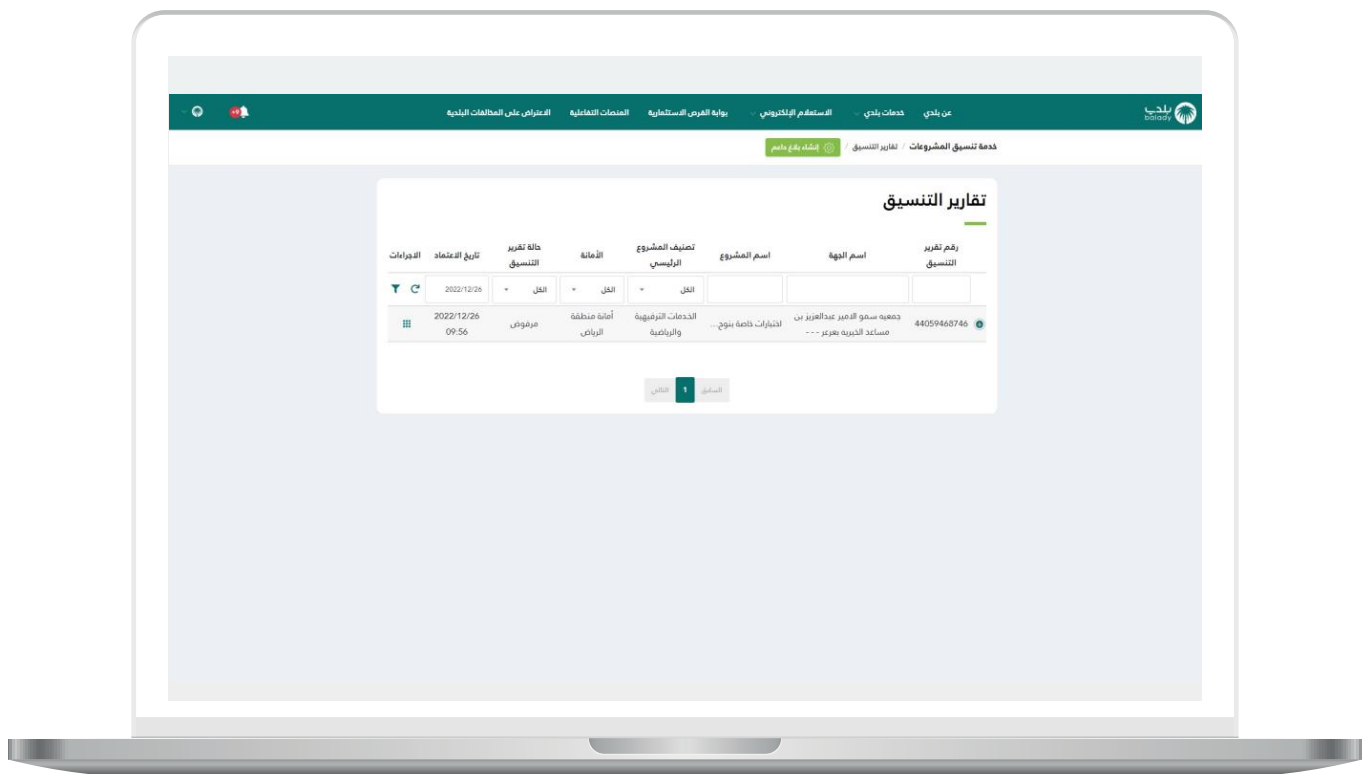
7) The user can search by selecting a value from the dropdown list in the **(Main Project Category)** field, as shown in the figure below.



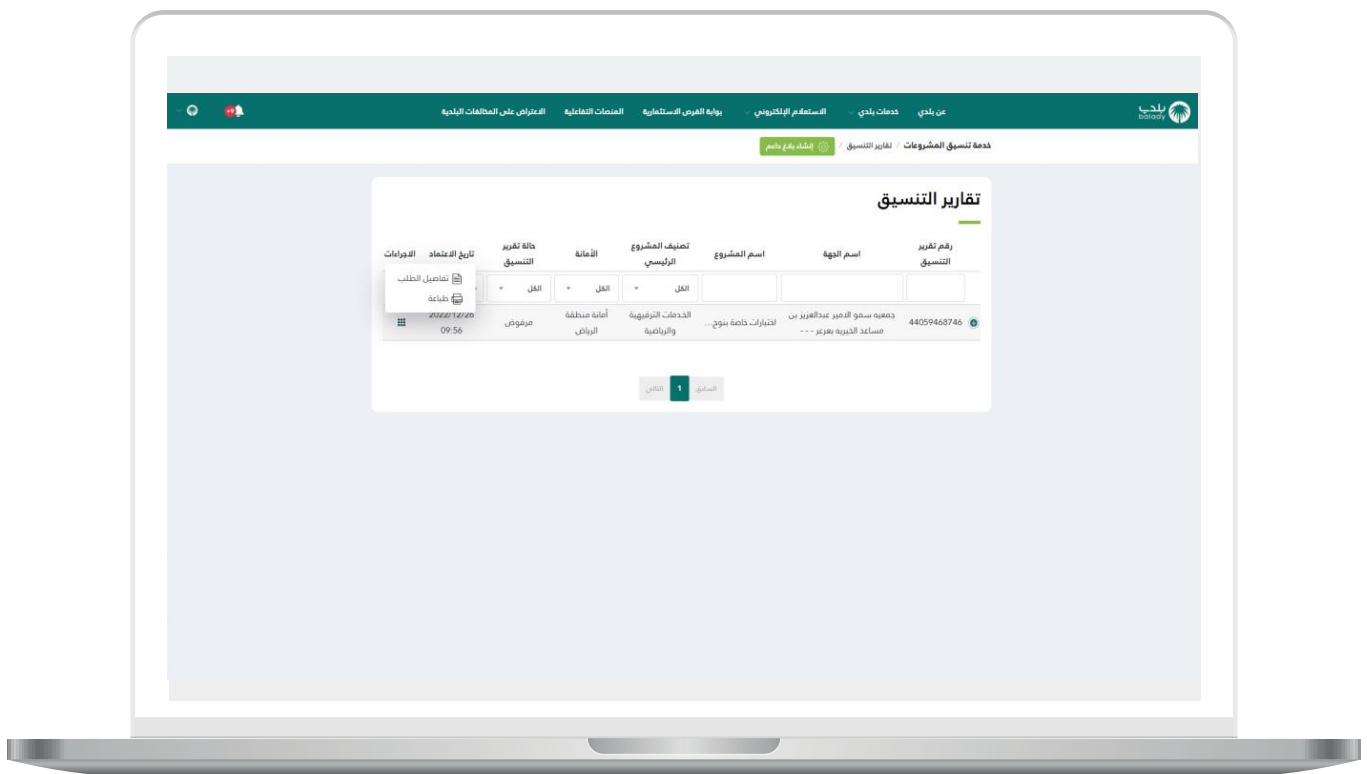
8) The user can also search by selecting a value from the electronic calendar in the **(Approval Date)** field, as shown in the figure below.



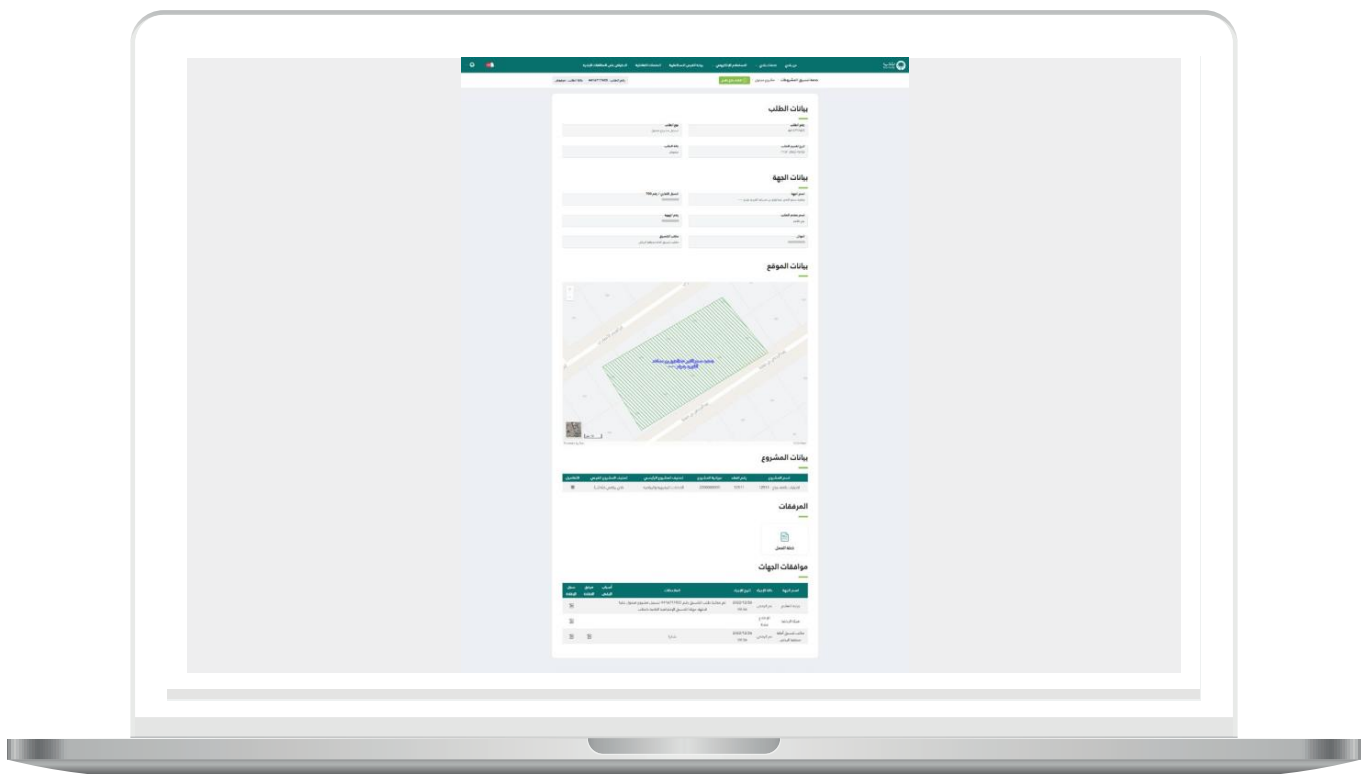
9) The search results then appear.



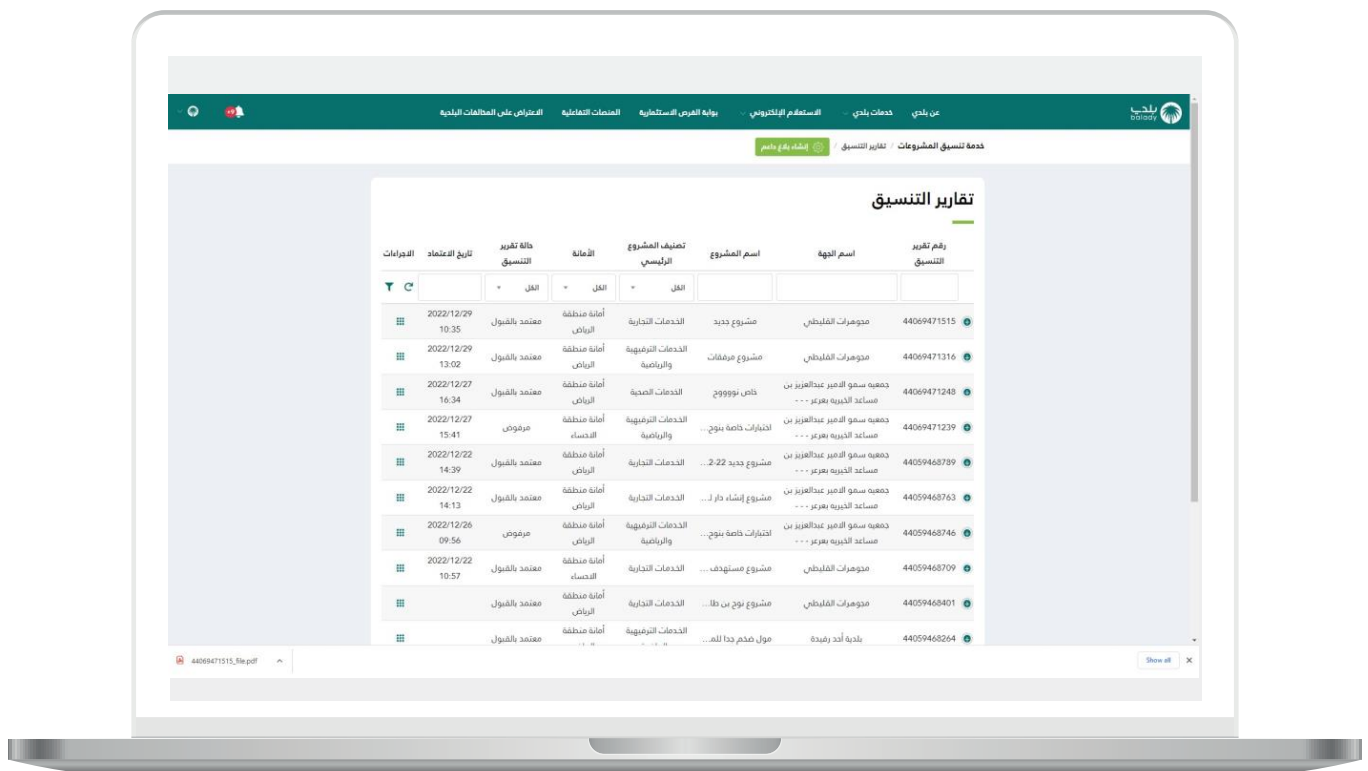
10) The following actions can be performed on any Coordination Report: View Request Details and Print. These actions can be accessed by clicking the green box in the **(Actions)** column.



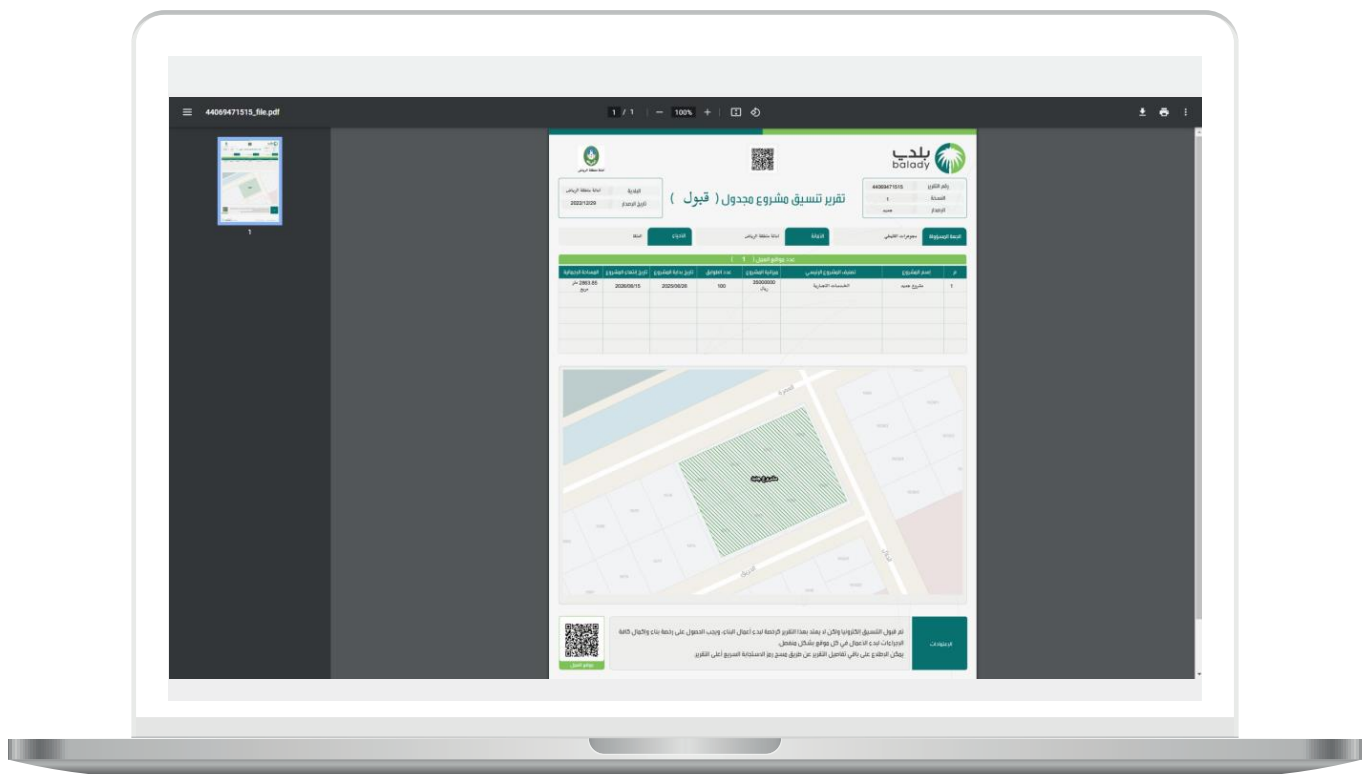
11) Upon clicking (**Request Details**), the following screen appears.



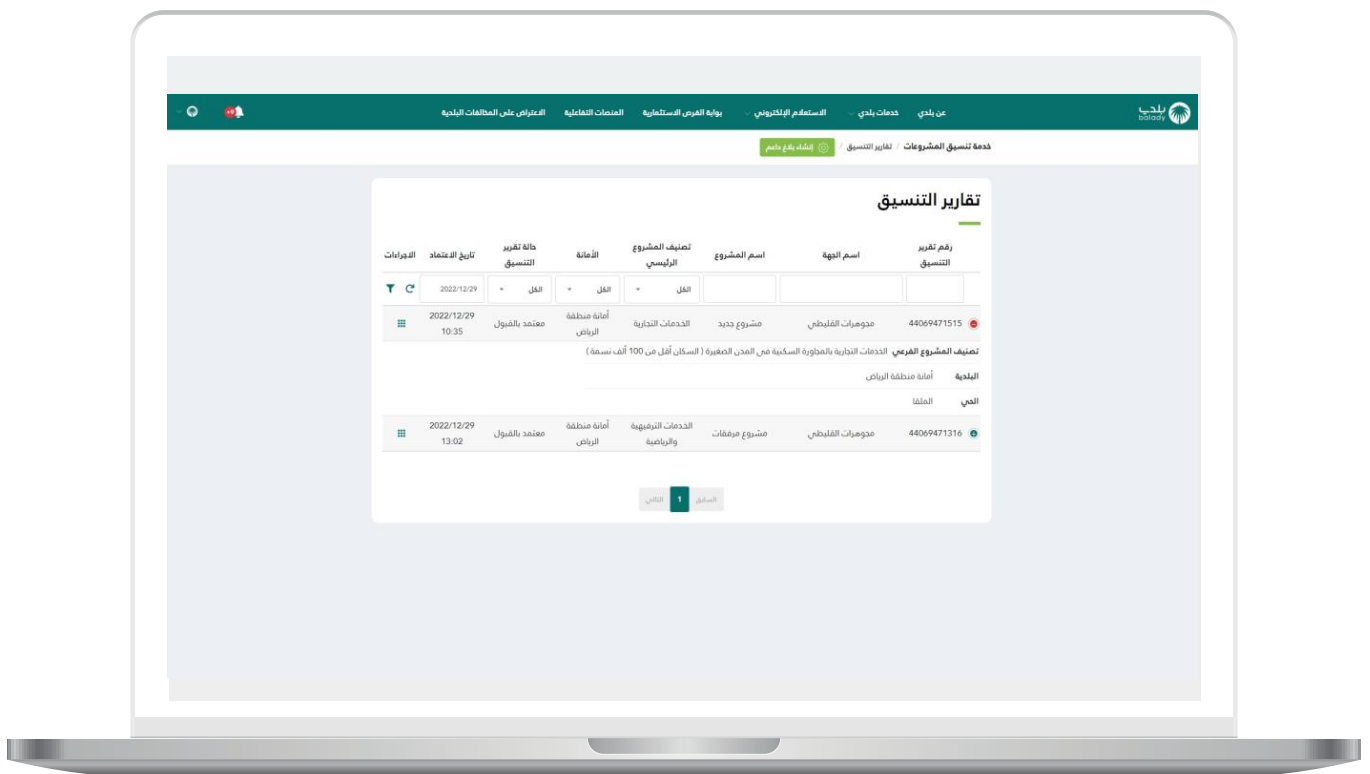
12) Upon clicking (**Print**), the file is downloaded, as shown in the screen below.



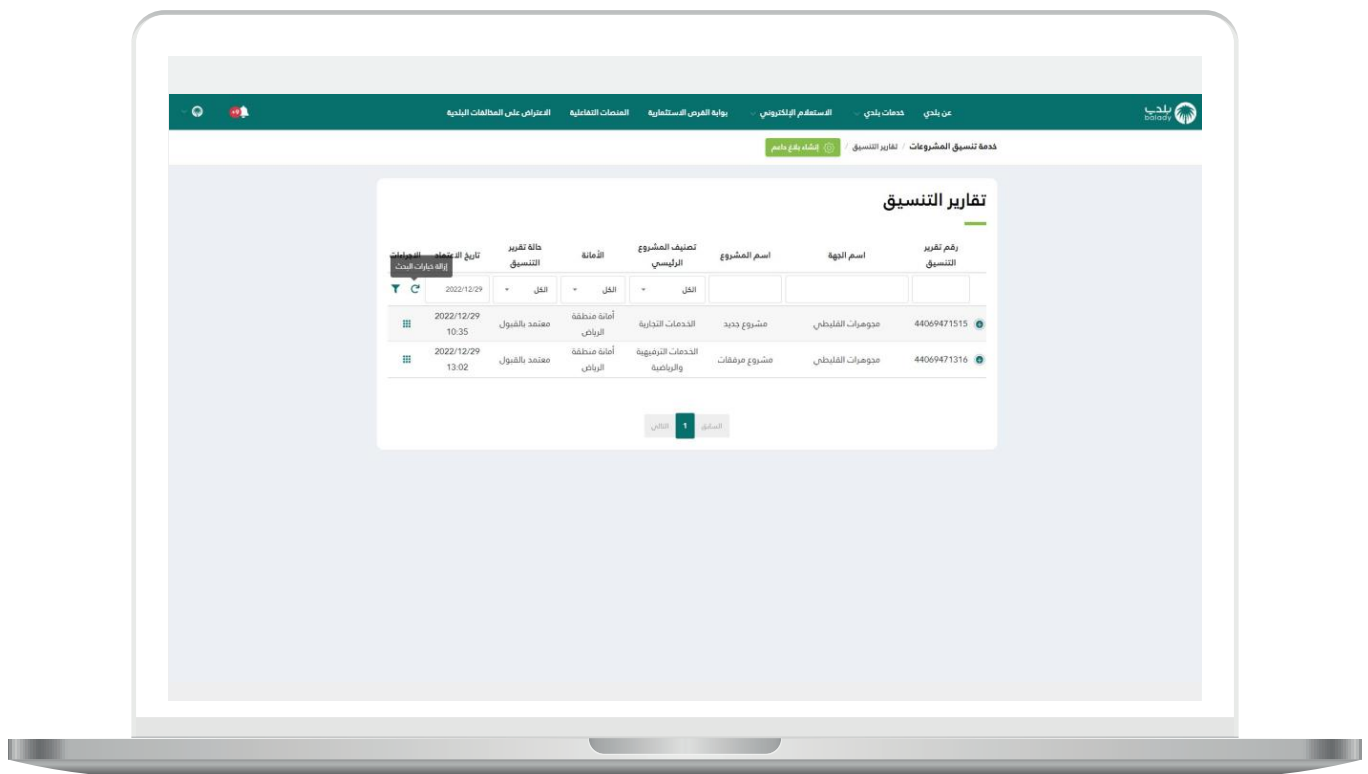
13) Upon opening the downloaded file, the Coordination Report is displayed, as shown in the figure below.



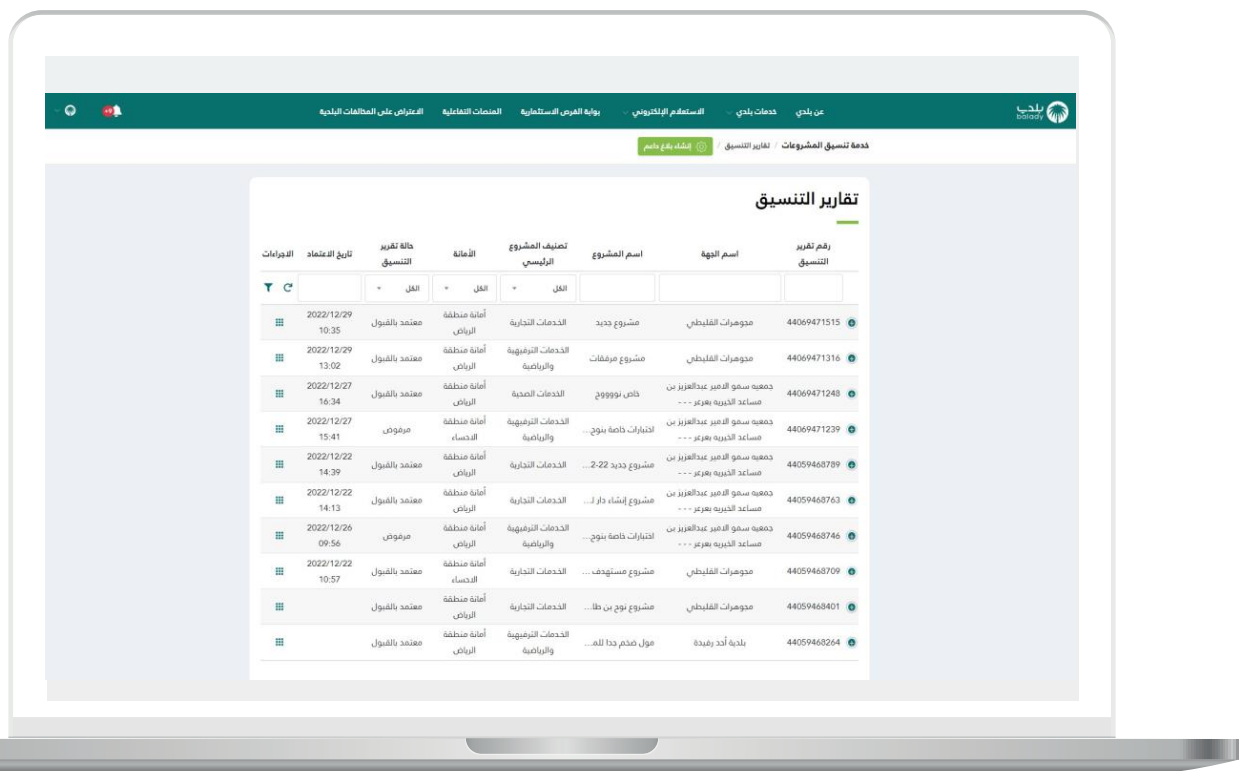
14) The (+) icon can be clicked to expand and view additional request details in the table, including **(Sub-project Category, Secretariat, District)**.



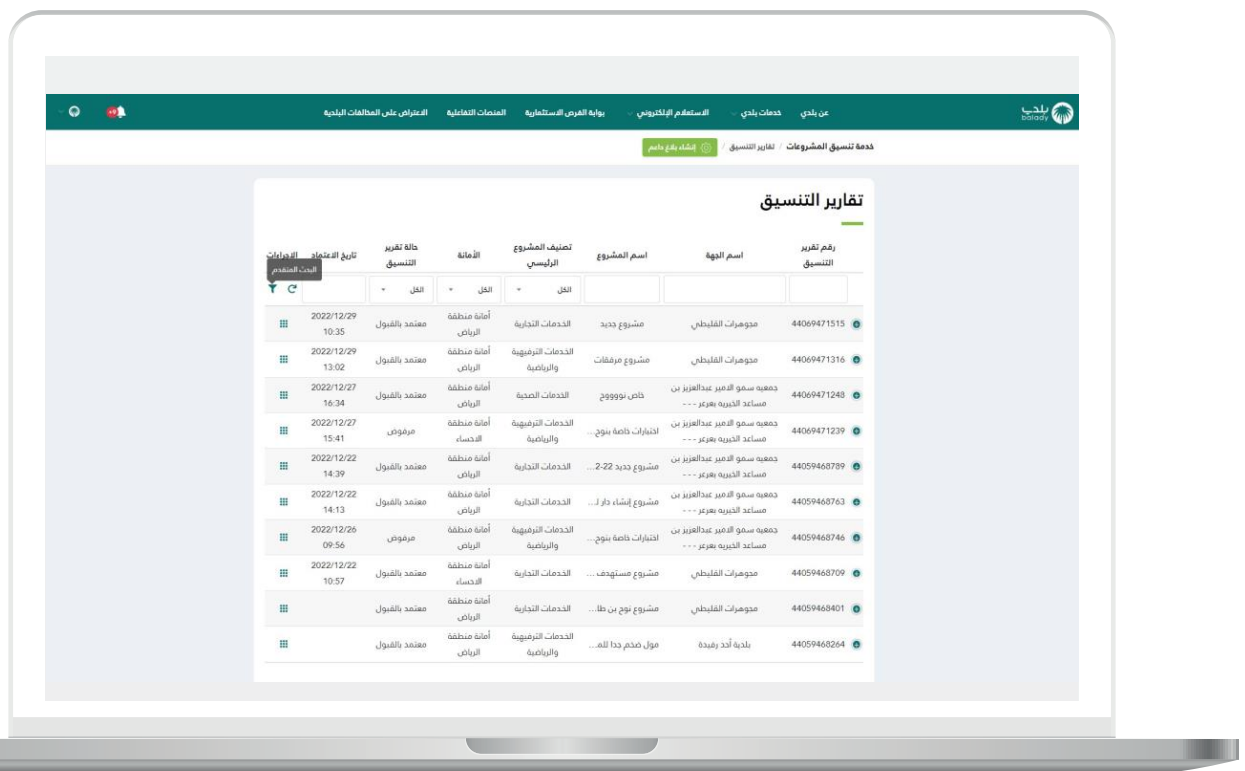
15) Search filters can be reset by clicking the circular arrow icon.



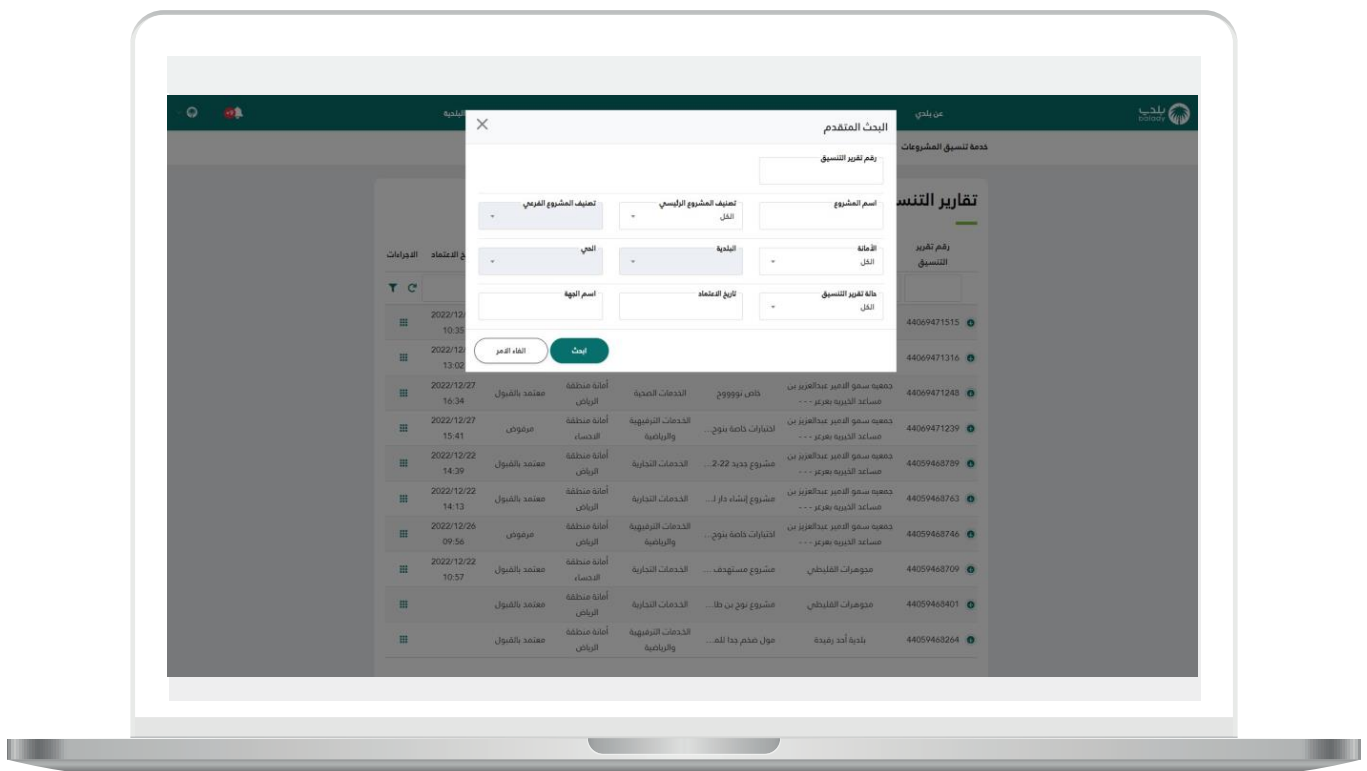
16) This clears all search filter values.



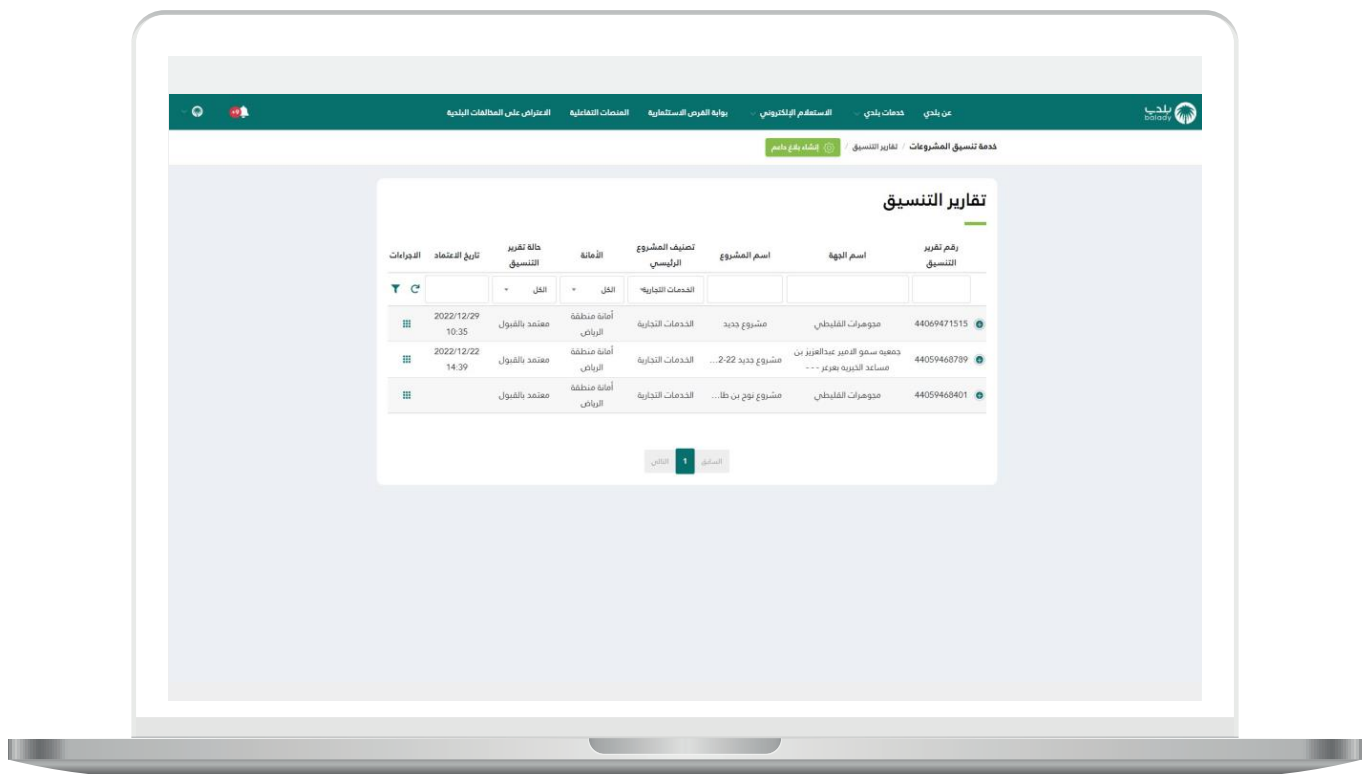
17) The Advanced Search options can be displayed by clicking the funnel icon.



18) A small pop-up window appears, allowing the user to enter values in the fields and then click (**Search**).

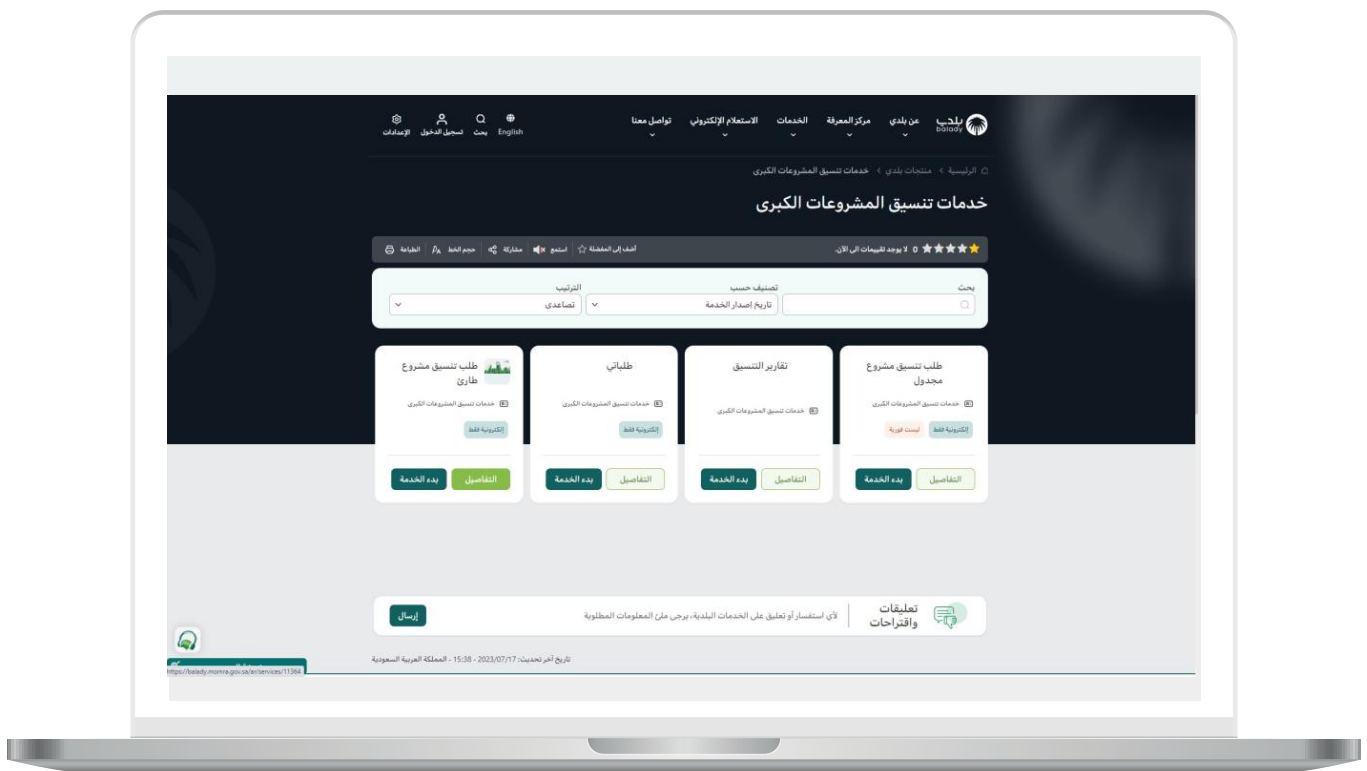


19) The search results are then displayed as shown below.

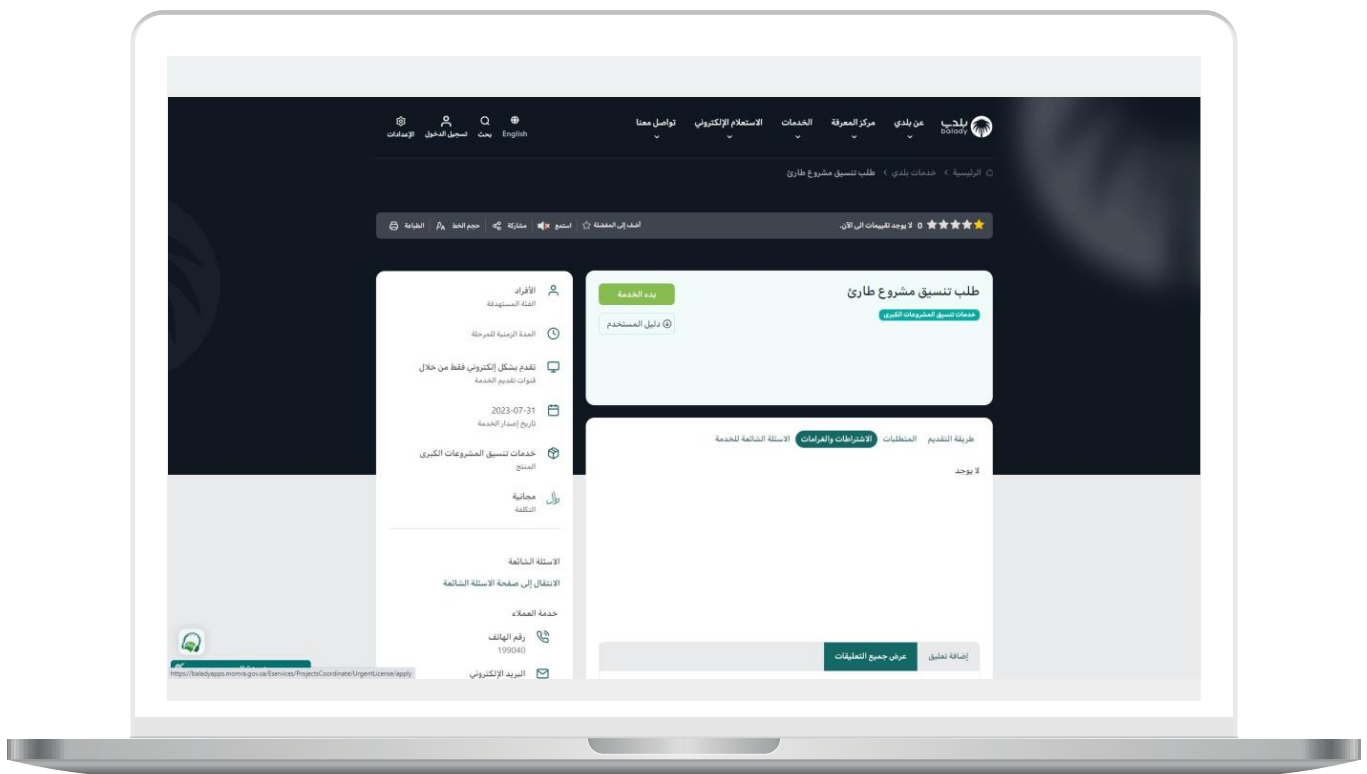


Emergency Project Coordination Request

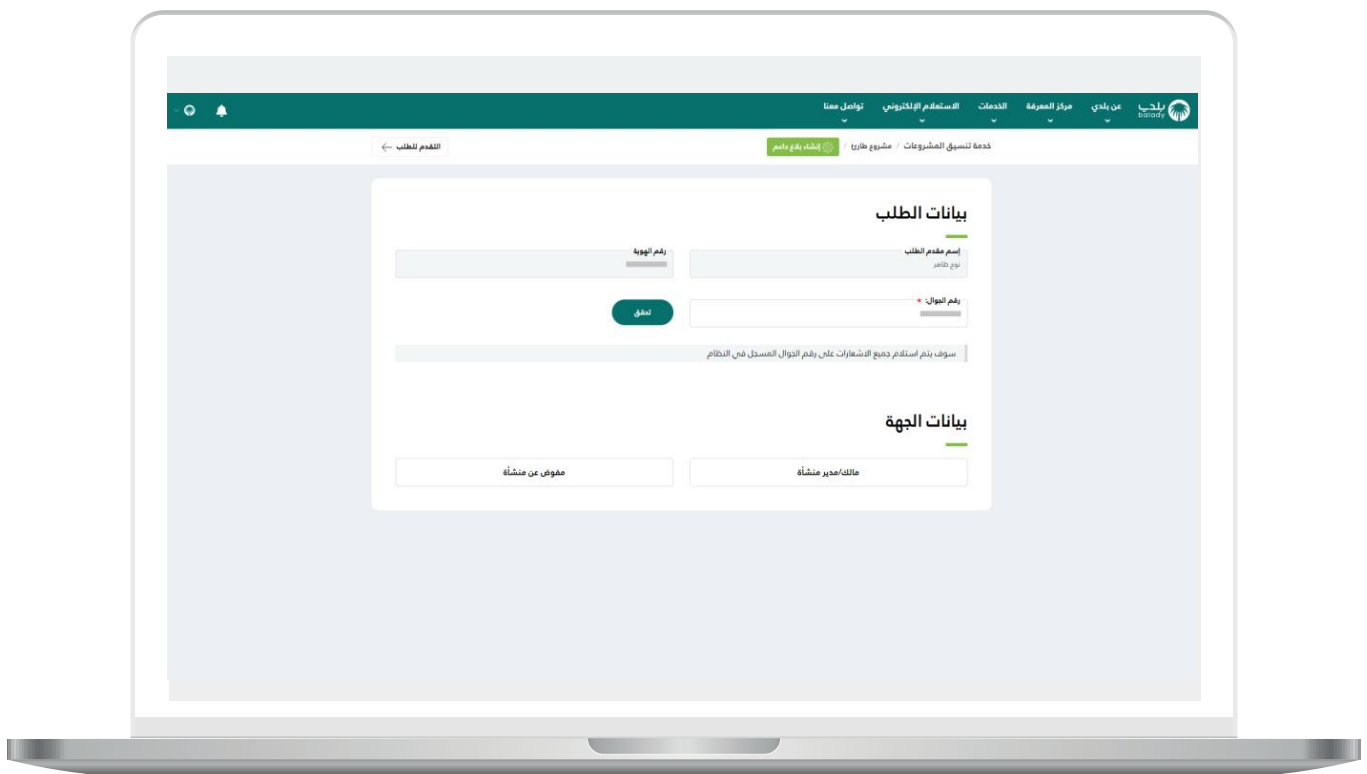
1) The user selects this service by clicking the **(Details)** button.



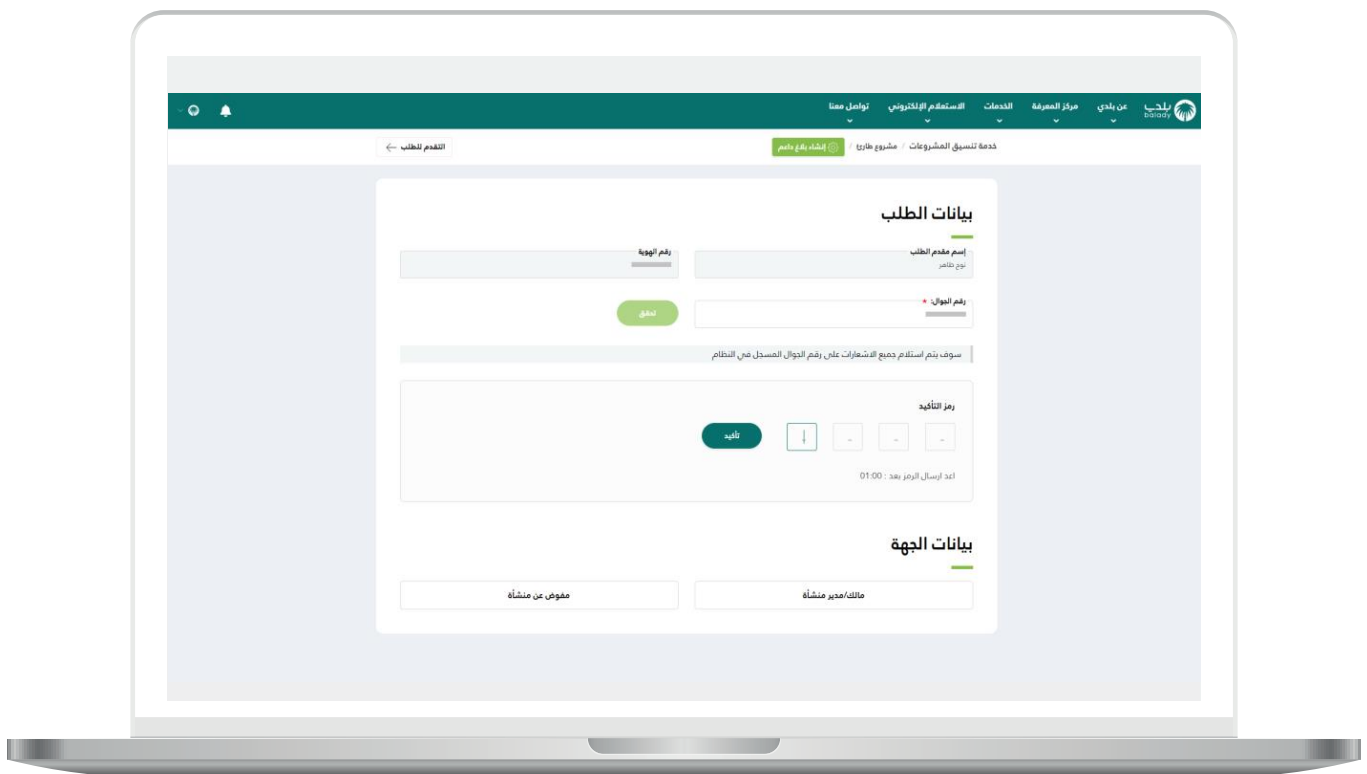
2) The next screen appears, where the user can view Application Process, Requirements, Conditions, and Penalties, etc. The service can be initiated by clicking **(Start Service)**.



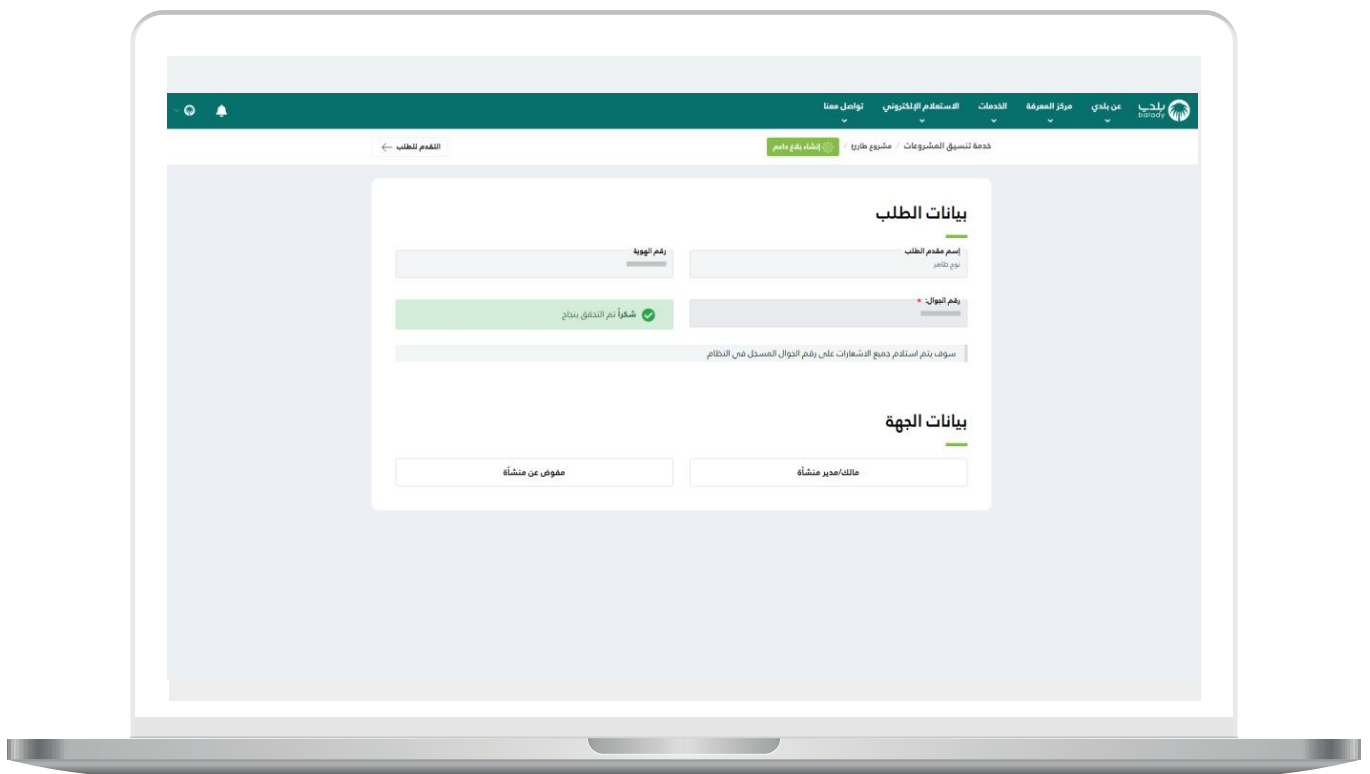
3) The system verifies the user's mobile number by entering the (**Mobile Number**) field and then clicking the (**Verify**) button, as shown below.



- 4) The user enters the Verification Code sent via SMS into the (Verification Code) field and clicks (Confirm).



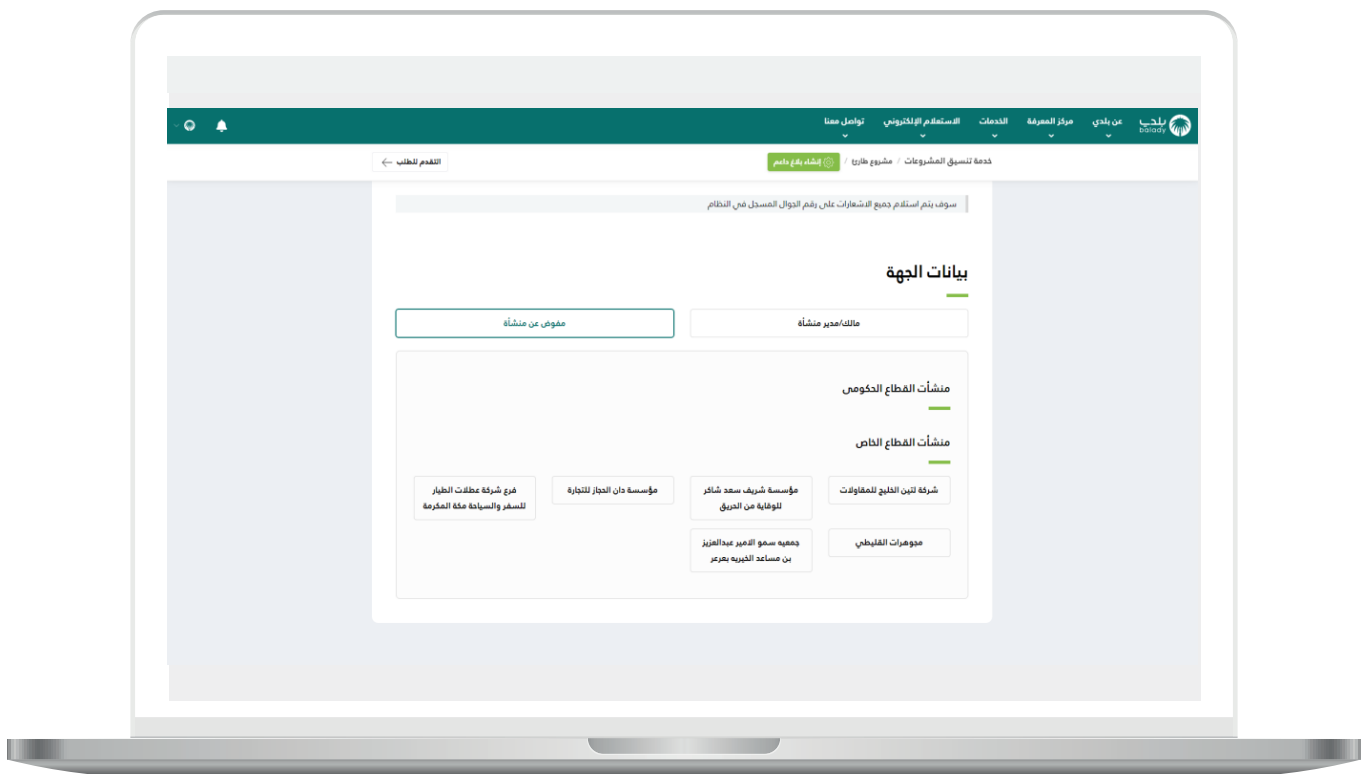
5) Upon successful mobile number verification, a confirmation message appears, as shown in the figure. The user then selects the Entity Type from the following options: **(Owner or Manager of an Establishment)** or **(Authorized Representative)**.



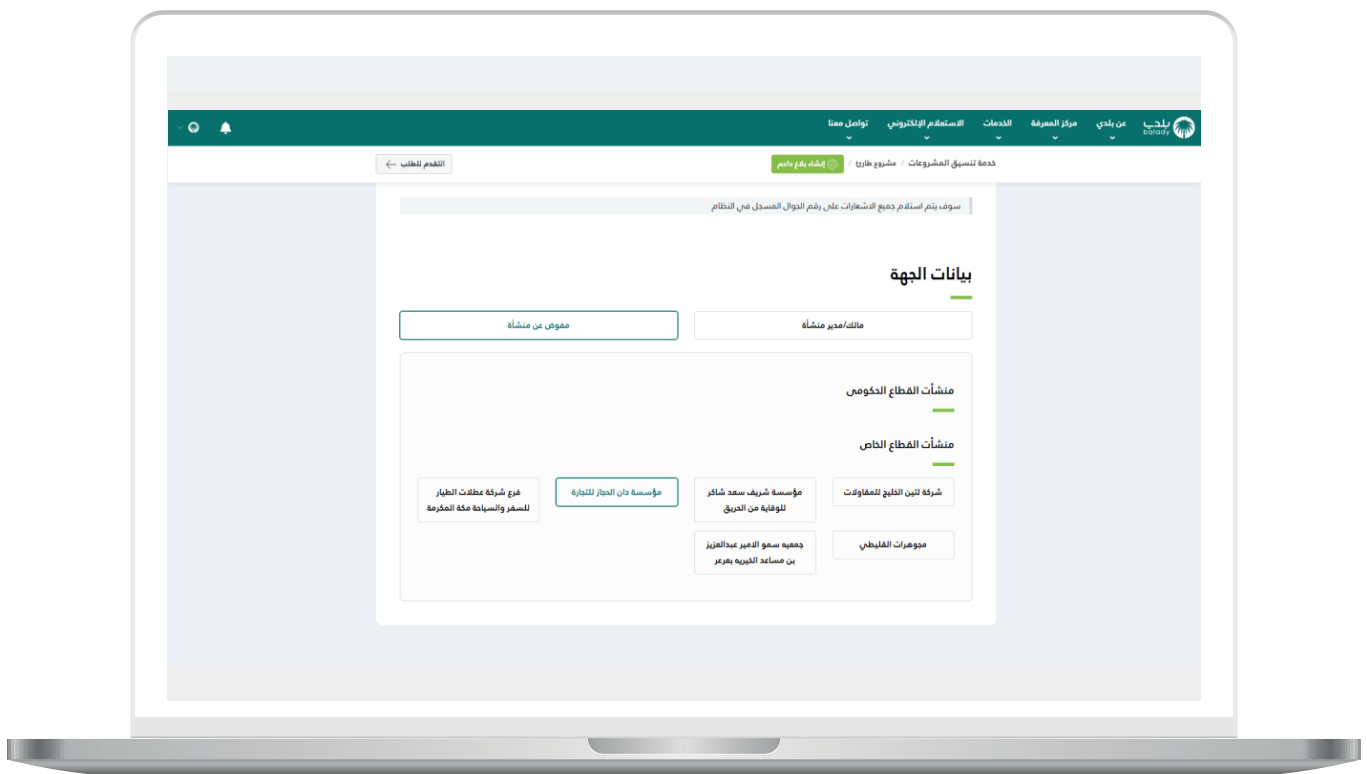
6) If the user selects **(Owner or Manager of an Establishment)**, the system prompts for the **(Commercial Register)**, which must be entered before clicking **(Browse)**.

The screenshot shows a web application interface on a laptop. The top navigation bar is dark green with white text and icons. Below it, a breadcrumb trail reads 'خدمة تنسيق المشروعات / مشروع طارق / إنشاء رقم دائم'. The main content area is titled 'بيانات الطلب' (Request Data). It contains several input fields: 'رقم الهوية' (ID Number), 'اسم مقدم الطلب' (Requester Name), 'رقم الجوال' (Mobile Number), and a green confirmation message 'شكراً تم التحقق بنجاح' (Thank you, verification successful). Below this, there is a section titled 'بيانات الجهة' (Entity Data) with fields for 'مفوض عن منشأة' (Authorized by Establishment), 'مالك/مدير منشأة' (Owner/Manager of Establishment), and 'التمثيل التجاري' (Commercial Representation). A green 'استعراض' (Browse) button is located at the bottom of the form.

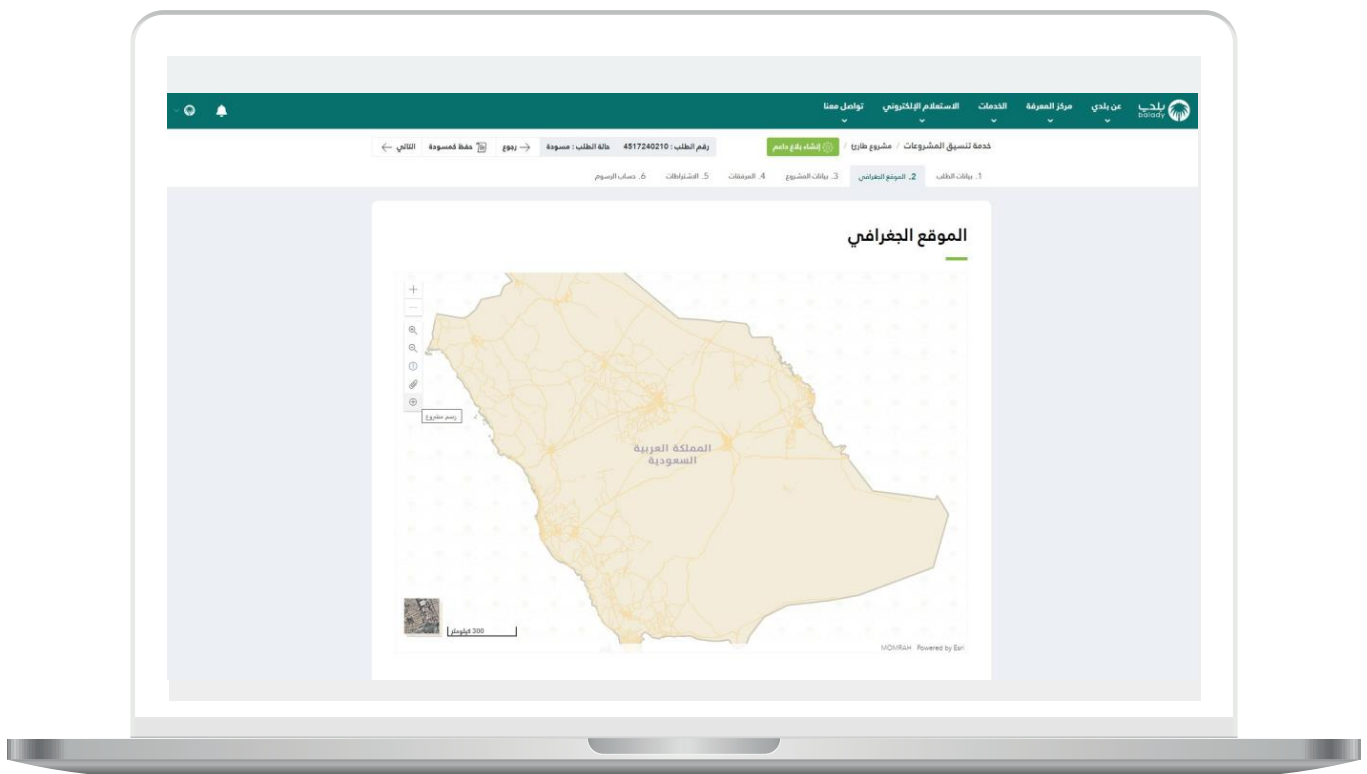
7) If the user selects **(Authorized Representative)**, the system displays **(Government Entities)** and **(Private Sector Entities)** for selection.



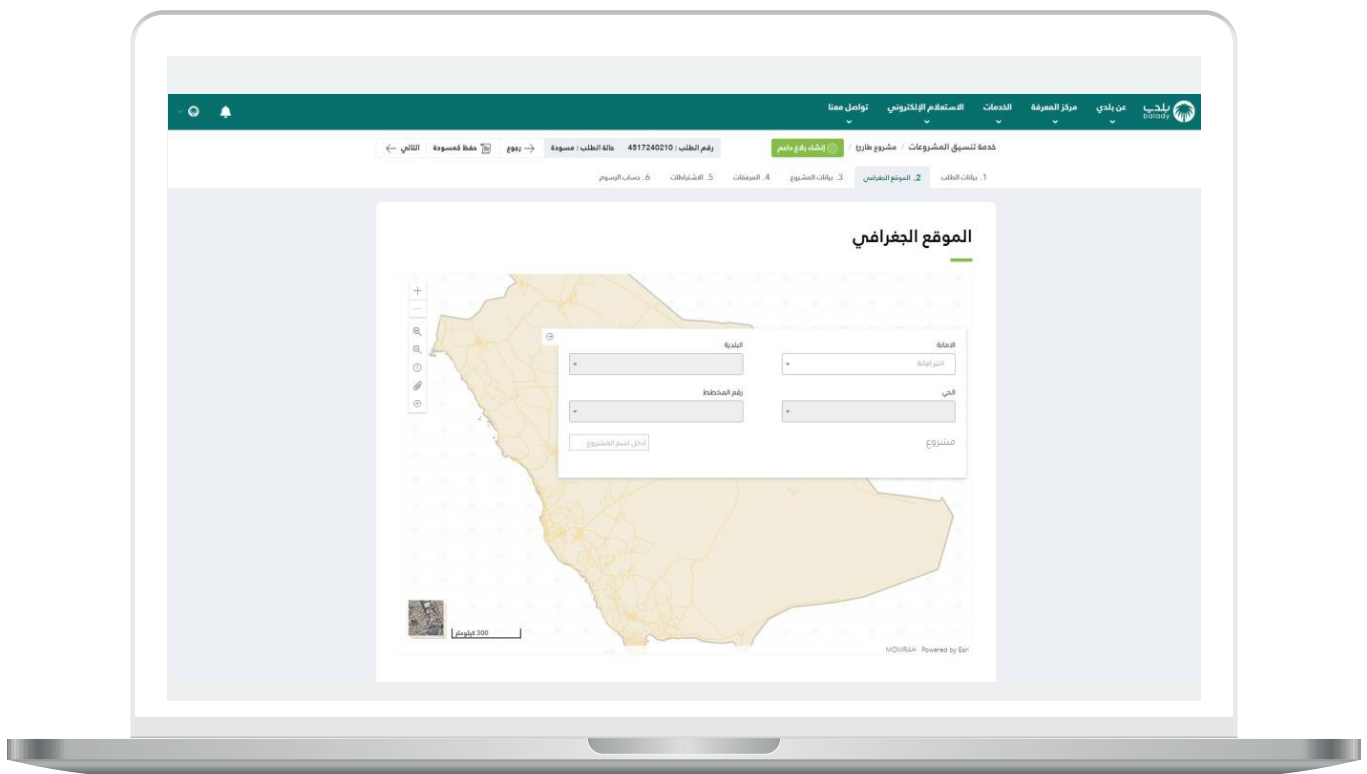
8) After making a selection, the user clicks (Proceed with Request).



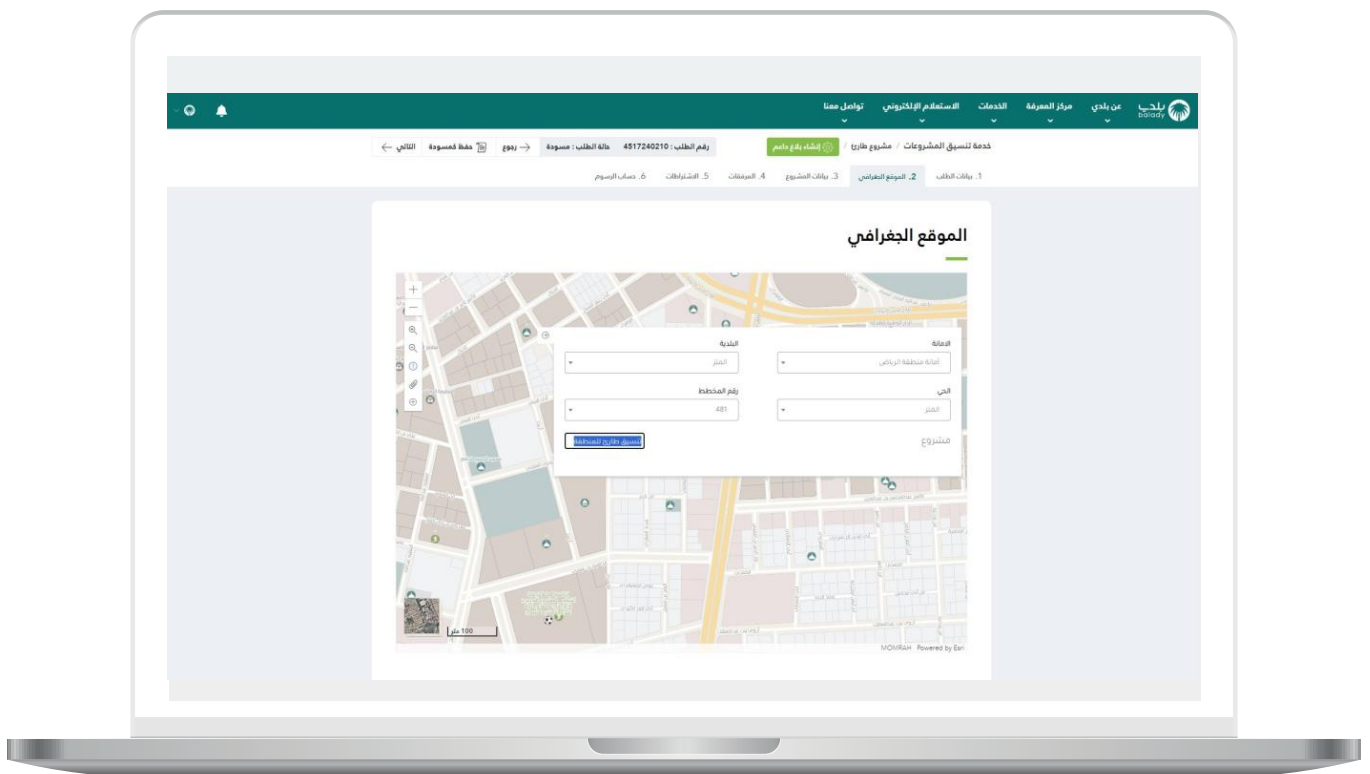
9) The user is redirected to the **(Geographical Location)** stage, where a map appears to mark the project location using the **(Draw Project)** tool.



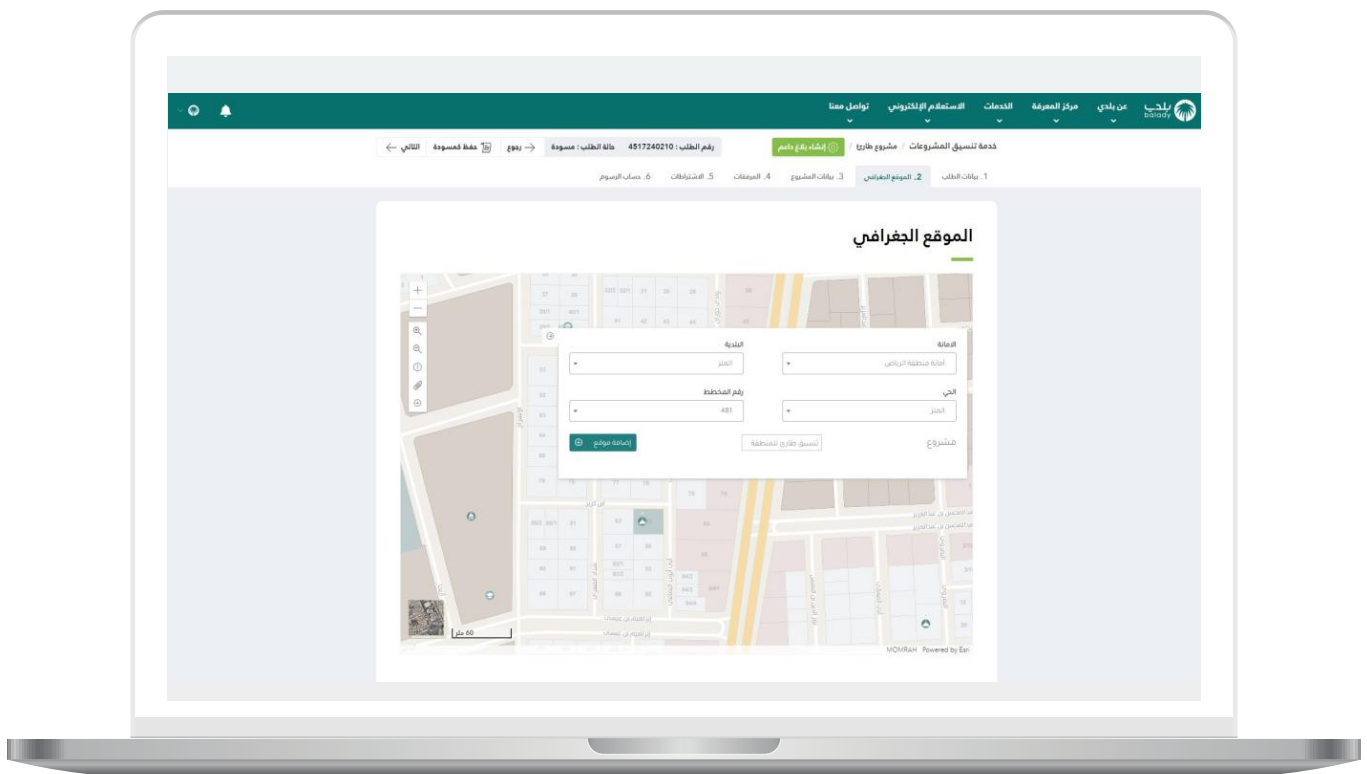
10) The location is set by selecting values from the following dropdown lists in sequence: **(Municipality, Secretariat, District, and Plot Number)**.



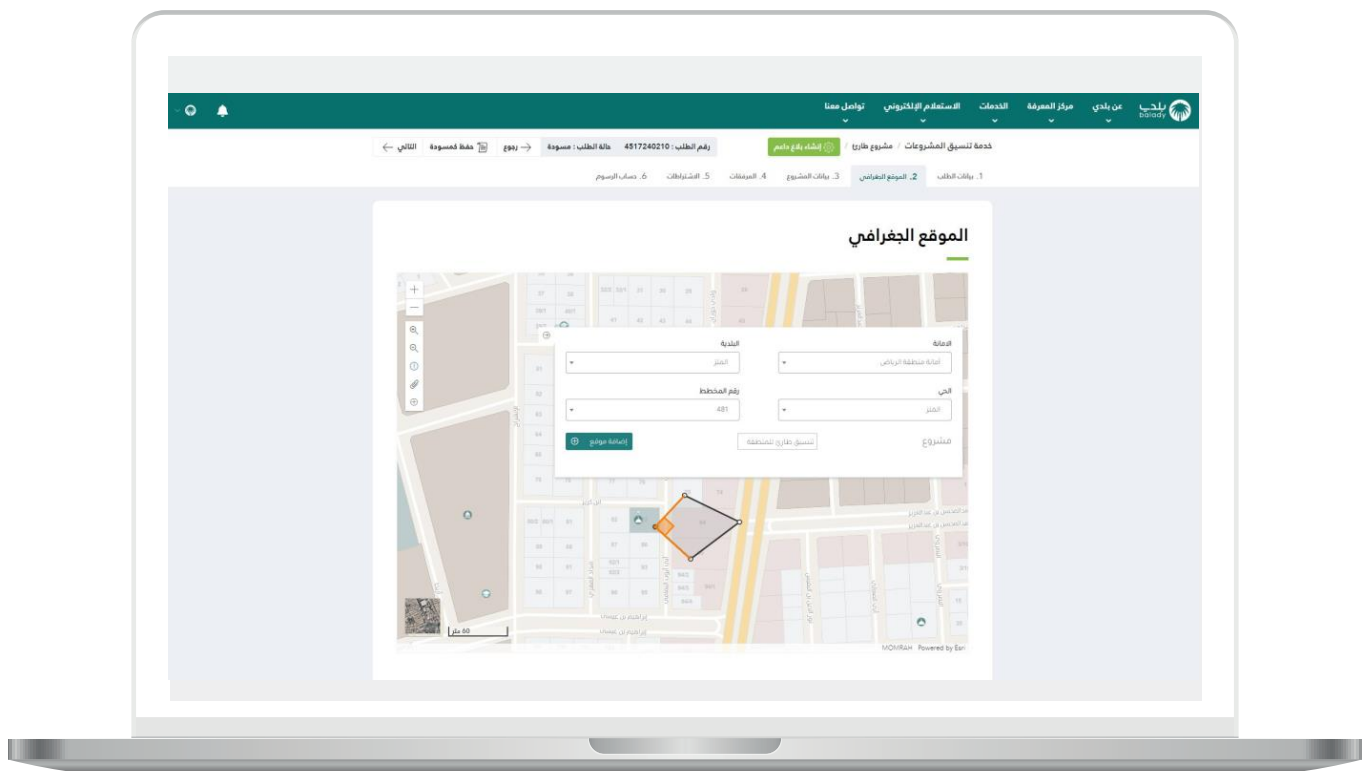
11) The (Project) field is then completed.



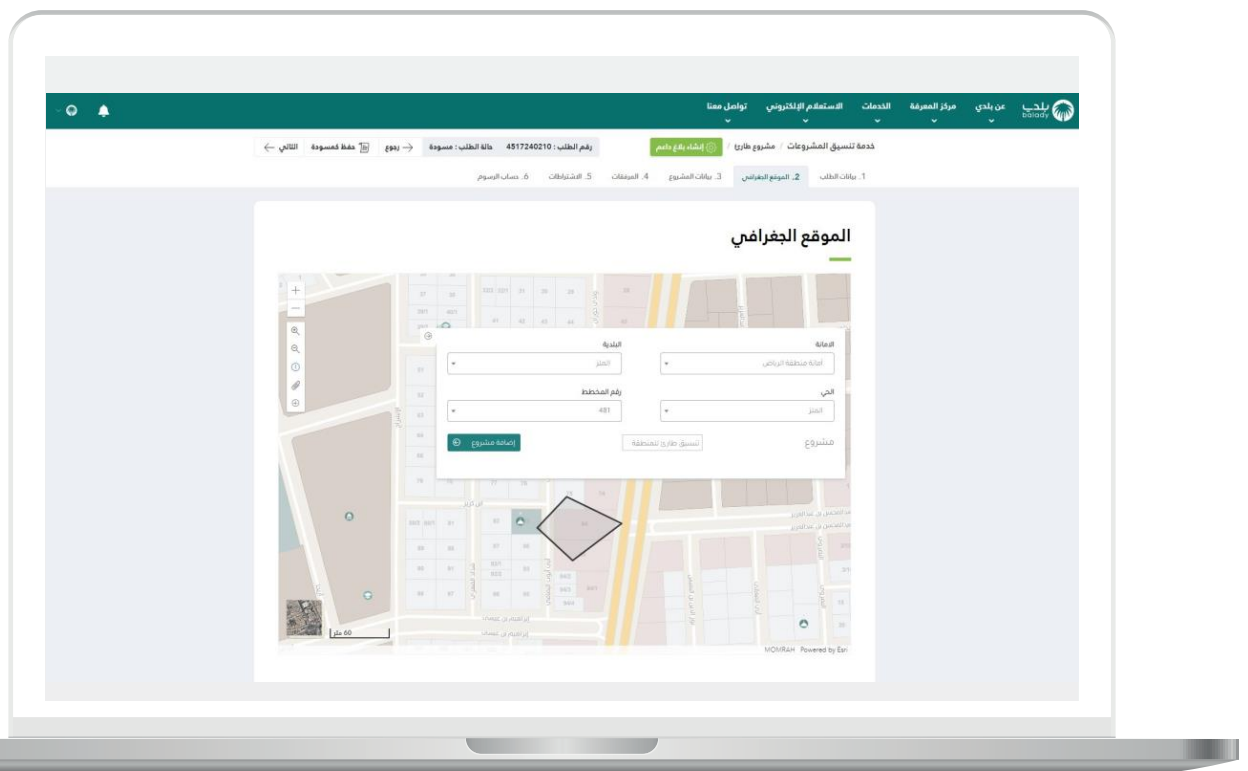
12) After zooming into the map using the (+) button, the (Add Location) button becomes visible and is clicked.



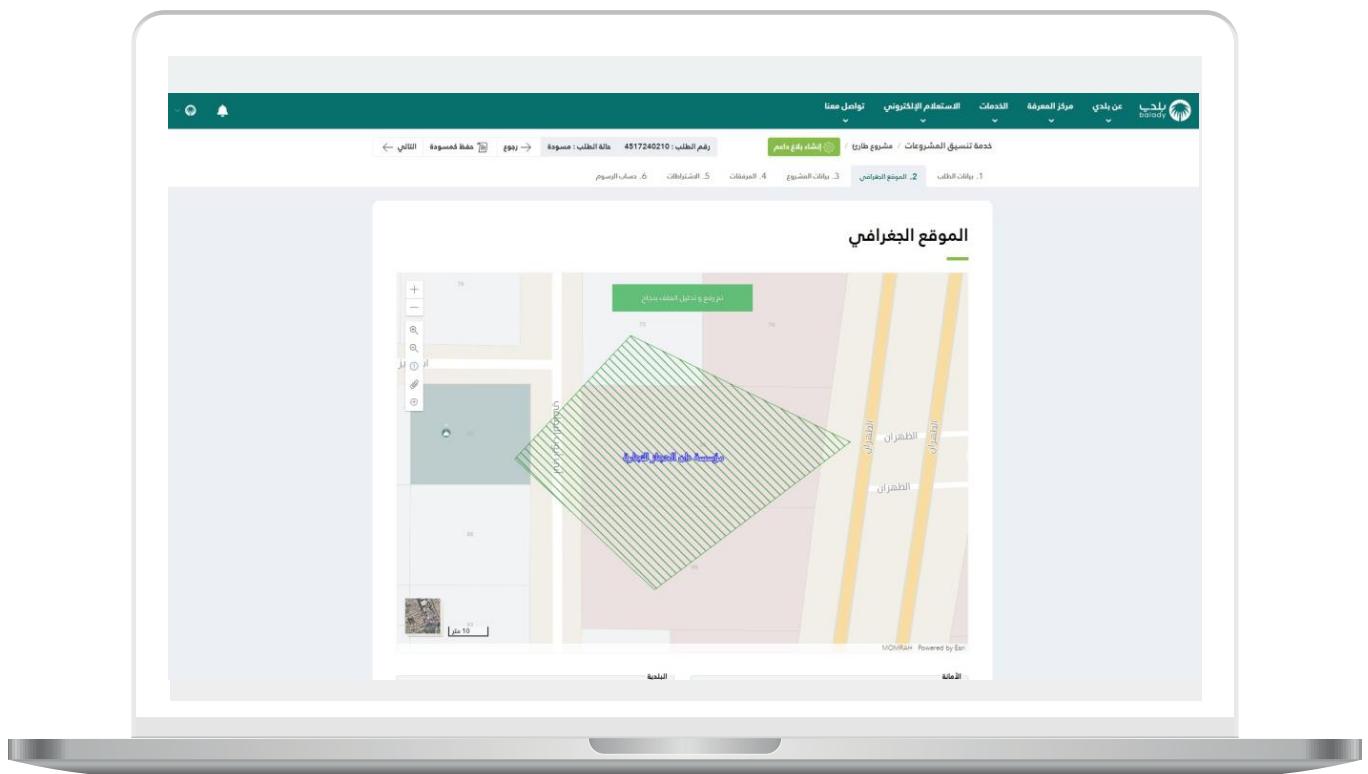
13) The shape is drawn on the map, and once completed, the user double-clicks to approve it.



14) The user then clicks **(Add Project)**.



15) The drawing is finalized, as shown in the figure.



16) The user can scroll down to review additional details. The **(Next)** button is clicked to proceed to the next stage, with the option to save the request as a draft using the **(Save as Draft)** button or return to the previous step using the **(Back)** button.

The screenshot shows a web application interface for project coordination services. The interface is in Arabic and displays a form for project details. The form includes fields for project name, location, and other details. Below the form is a table of project data.

مساحة القطعة	رقم القطعة	مستل
1033.51732683485	74	1
1724.76338657343	85	2
1808.89909460563	84	3
901.197323134913	75	4
750.023944943434	83	5

17) The user proceeds to the **(Project Information)** stage, where the following fields are completed: **(Project Name, Contract Number, Main Project Category, Sub-Project Category, Project Budget (SAR), Number of Floors, and Project Description)**.

Additionally, the **(Project Start Date)** and **(Project End Date)** are selected via the electronic calendar.

The screenshot shows a web application interface for project management. The top navigation bar includes links for 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), and 'تواصل معنا' (Contact Us). The main content area displays the 'بيانات المشروع' (Project Data) form, which includes the following fields:

- رقم الطلب: 4817240210 (Request Number)
- حالة الطلب: مسودة (Request Status: Draft)
- إشعار بلغ دائم (Permanent Notification)
- خدمة لتنسيق المشروعات / مشروع طابعا (Project Coordination Service / Project Type)
- 1. يانات الطلب (Request Data)
- 2. الموانع المزمعة (Expected Obstacles)
- 3. يانات المشروع (Project Data)
- 4. المرفقات (Attachments)
- 5. الاشتراطات (Conditions)
- 6. حساب الرسوم (Fees Calculation)

The 'بيانات المشروع' section contains the following fields:

- اسم المشروع (Project Name)
- رقم العقد (Contract Number)
- تصنيف المشروع الرئيسي (Main Project Category)
- تصنيف المشروع الفرعي (Sub-Project Category)
- تاريخ بداية المشروع (Project Start Date)
- تاريخ نهاية المشروع (Project End Date)
- ميزانية المشروع ليزال سعودي (Project Budget in Saudi Riyals)
- عدد الطوابق (Number of Floors)
- وصف المشروع (Project Description)

The 'مراحل المشروع' (Project Stages) section contains the following fields:

- أعمال تنوير الموقع (Site Illumination Work)
- أعمال التنسوية والاساسات (Grading and Foundation Work)
- أعمال البناء والهيكال (Building and Structural Work)
- الاعمال الكهربائية والحياتية (Electrical and Life Work)

18) The user must also fill in the **(Project Phases)** section using the electronic calendar, covering: Site Preparation, Excavation & Foundations, Structural Works, Electrical & Mechanical Works, Insulation Works, Finishing Work & Delivery.

The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.

The screenshot shows the 'مراحل المشروع' (Project Phases) section of the system. The interface is in Arabic and includes the following elements:

- Header:** Contains navigation links such as 'الرئيسية', 'مركز المعرفة', 'الخدمات', 'الاستعلام الإلكتروني', 'تواصل معنا', and 'عن بلدي'.
- Form Fields:**
 - تاريخ بداية المشروع:** 2023/08/03
 - تاريخ نهاية المشروع:** 2023/10/23
 - عدد الطوابق:** 4
 - ميزانية المشروع (أريال سعودي):** 120000000
 - وصف المشروع:** جسرية رياضية
- مراحل المشروع (Project Phases):** A section with a timeline showing various stages:
 - أعمال التجهيز الموقع:** 2023/08/03
 - أعمال التأسيس والأساسات:** 2023/08/03
 - أعمال البناء والتجهيز:** 2023/08/03
 - أعمال الكهرباء والميكانيكية:** 2023/08/03
 - أعمال التشطيب والتسليم:** 2023/08/10
 - أعمال العمل:** 2023/08/10

19) The user reaches the **(Attachments)** stage, where they upload the necessary documents by clicking the Attachment Field and selecting the file from their device.

Additional attachments can be added under the **(Additional Attachments)** section by entering a **(Document Name)**, selecting the file in the **(Attachment)** field, and clicking **(Upload)**.

The screenshot shows the 'المرفقات' (Attachments) stage of the application. The interface is in Arabic and displays a list of required documents for upload. Each document has a text input field for the name and a button labeled 'أضف ملف' (Add File) to select a file from the device.

المرفقات

- خط العمل (المرفق رقم 001)
- خط العمل (المرفق رقم 002)
- خط الأمن والسكينة (المرفق رقم 003)
- خط الأمن والسكينة (المرفق رقم 004)
- مخطط الموقع (المرفق رقم 005)
- مخطط الموقع (المرفق رقم 006)
- مستند أسباب الحاجة الخاصة للمشروع (المرفق رقم 007)
- مستند أسباب الحاجة الخاصة للمشروع (المرفق رقم 008)

مرفقات إضافية

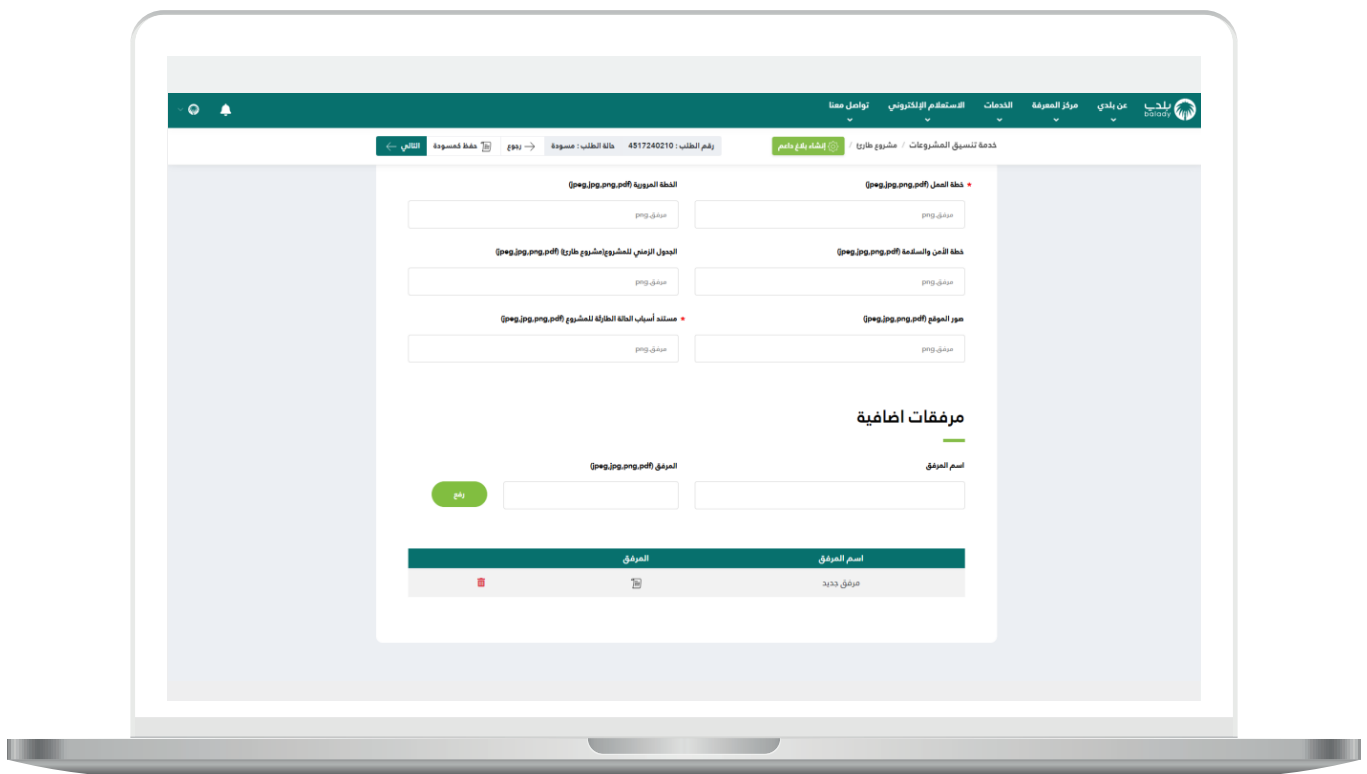
اسم المرفق:

المرفق (المرفق رقم 009):

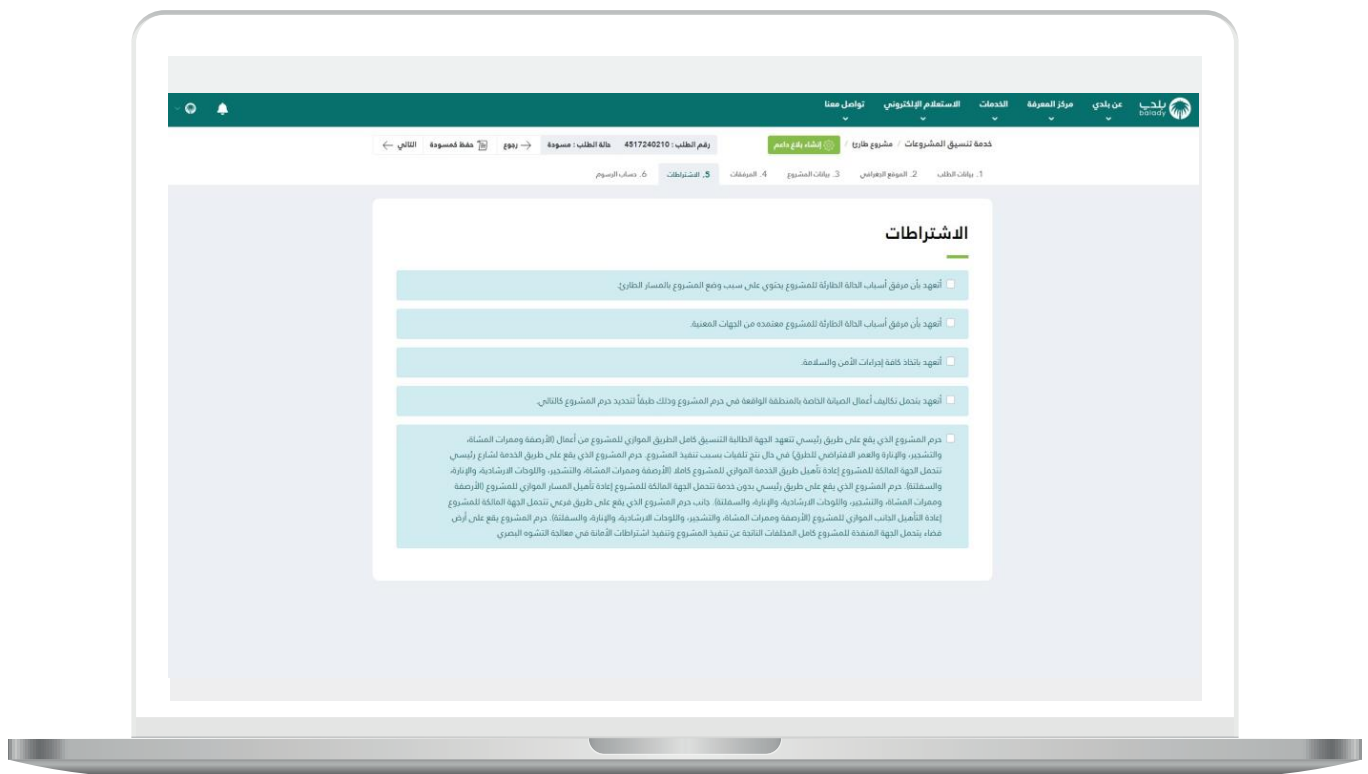
رفع

اسم المرفق

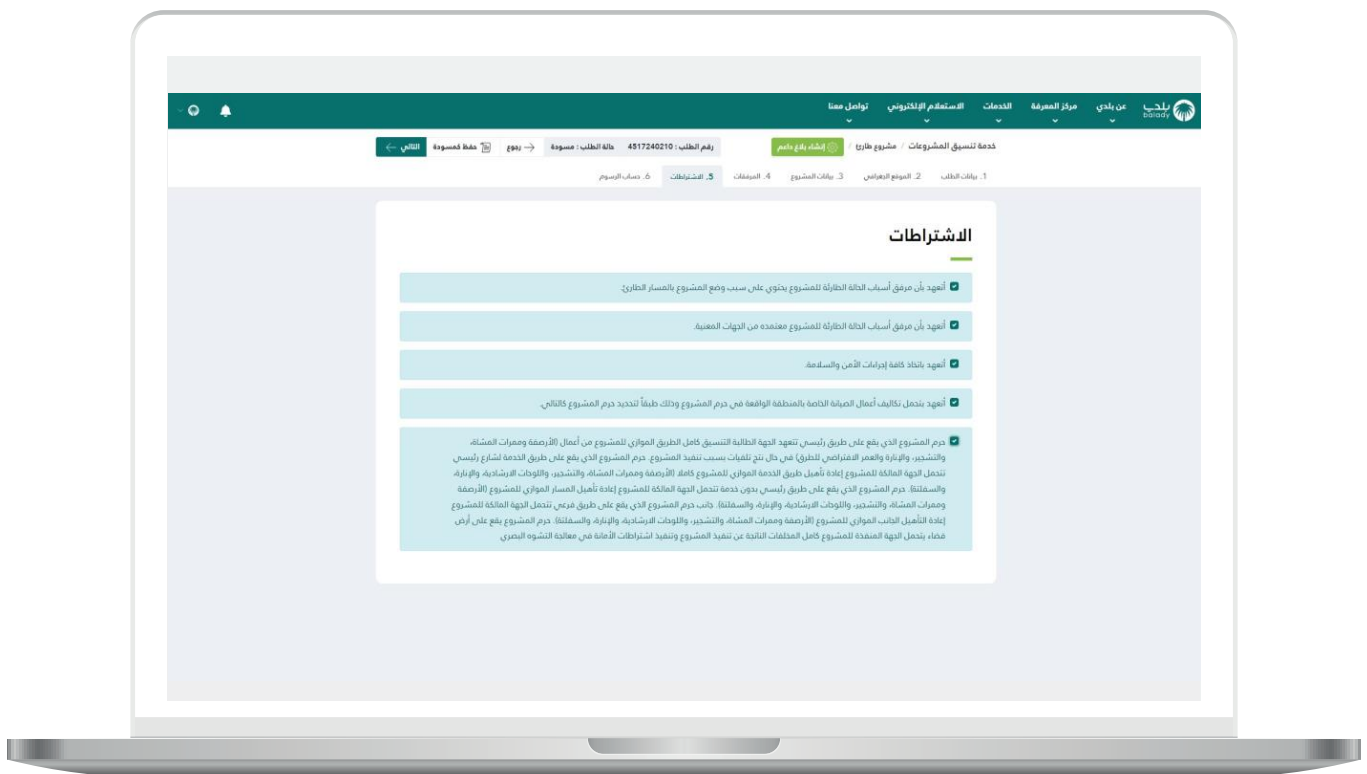
20) The user clicks **(Next)** to proceed, with the option to **(Save as Draft)** or return to the previous step using **(Back)**.



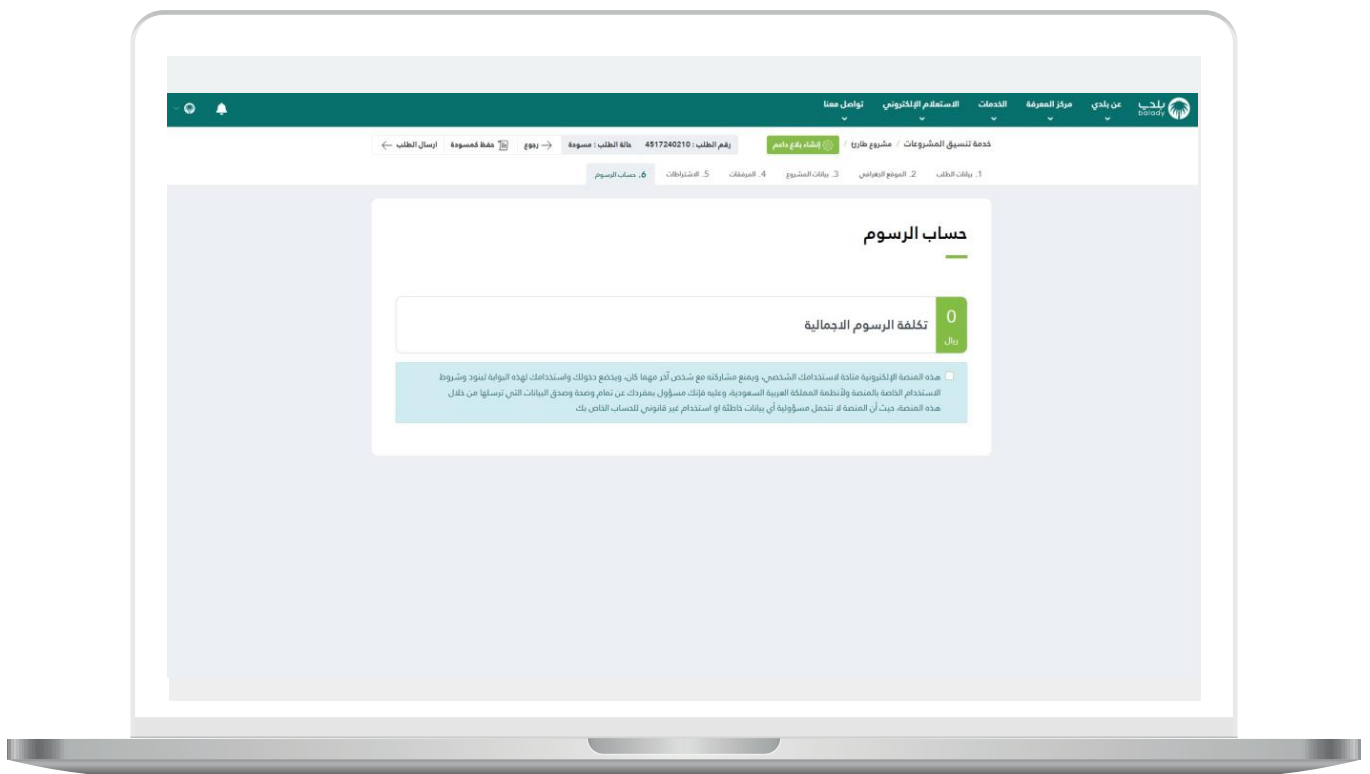
21) The user proceeds to the **(Conditions)** stage, where they read the terms and conditions and agree to the acknowledgments.



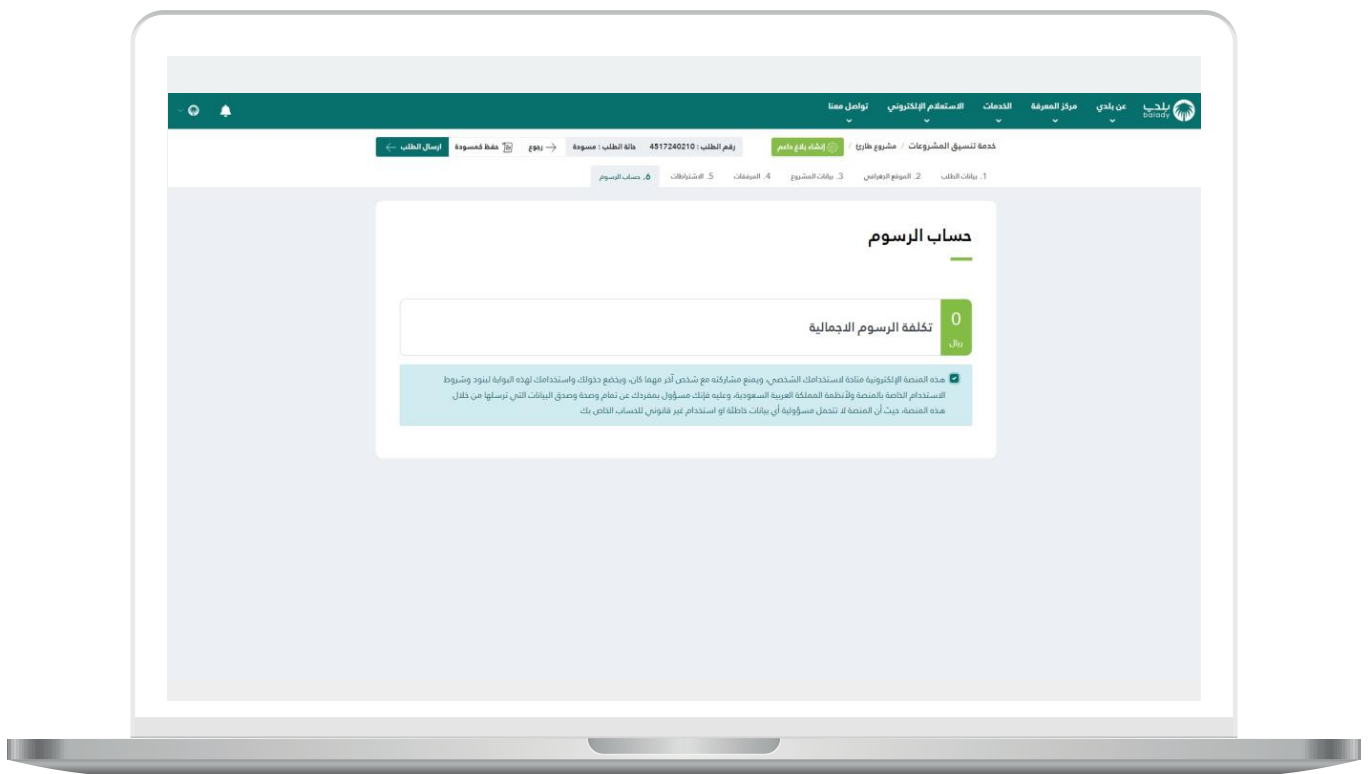
22) The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.



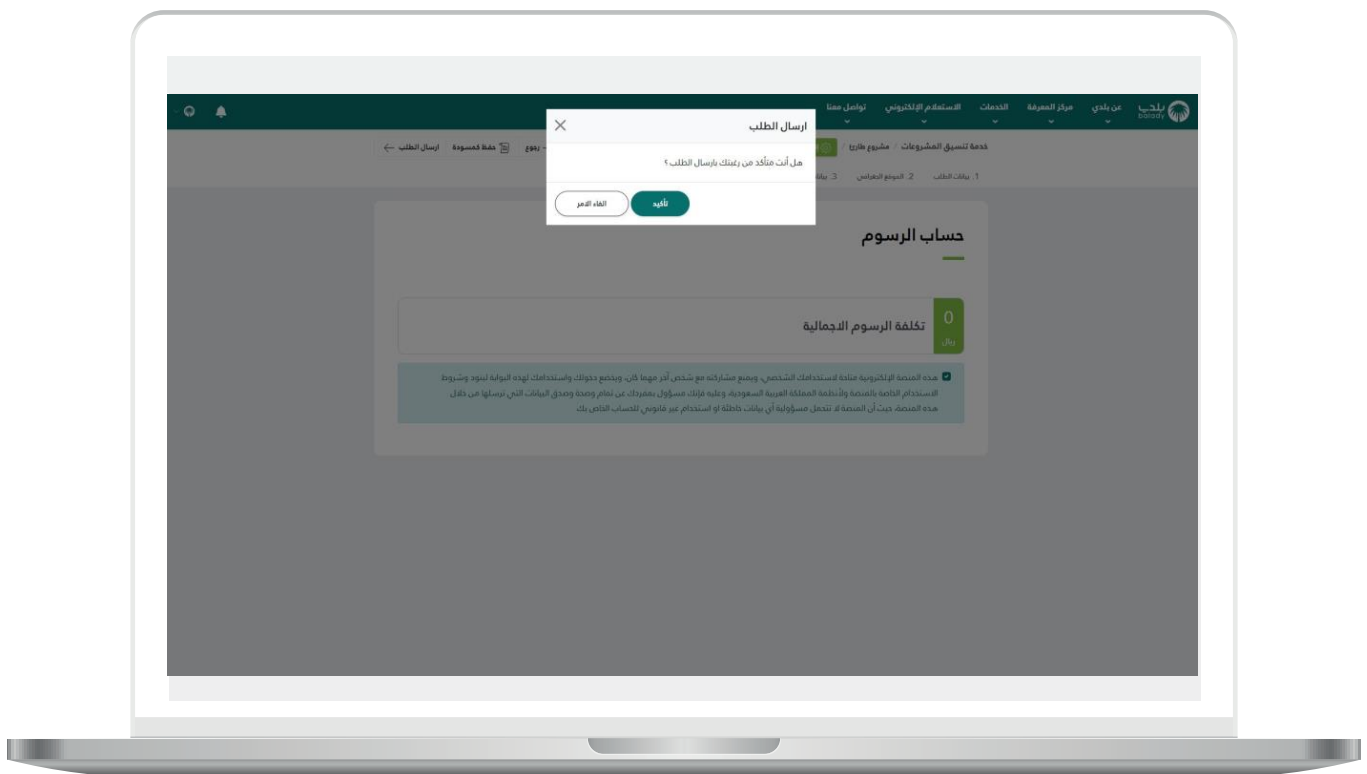
23) The user is then redirected to the **(Fee Calculation)** stage, where the total service fee is displayed. The user must agree by selecting the acknowledgment checkbox.



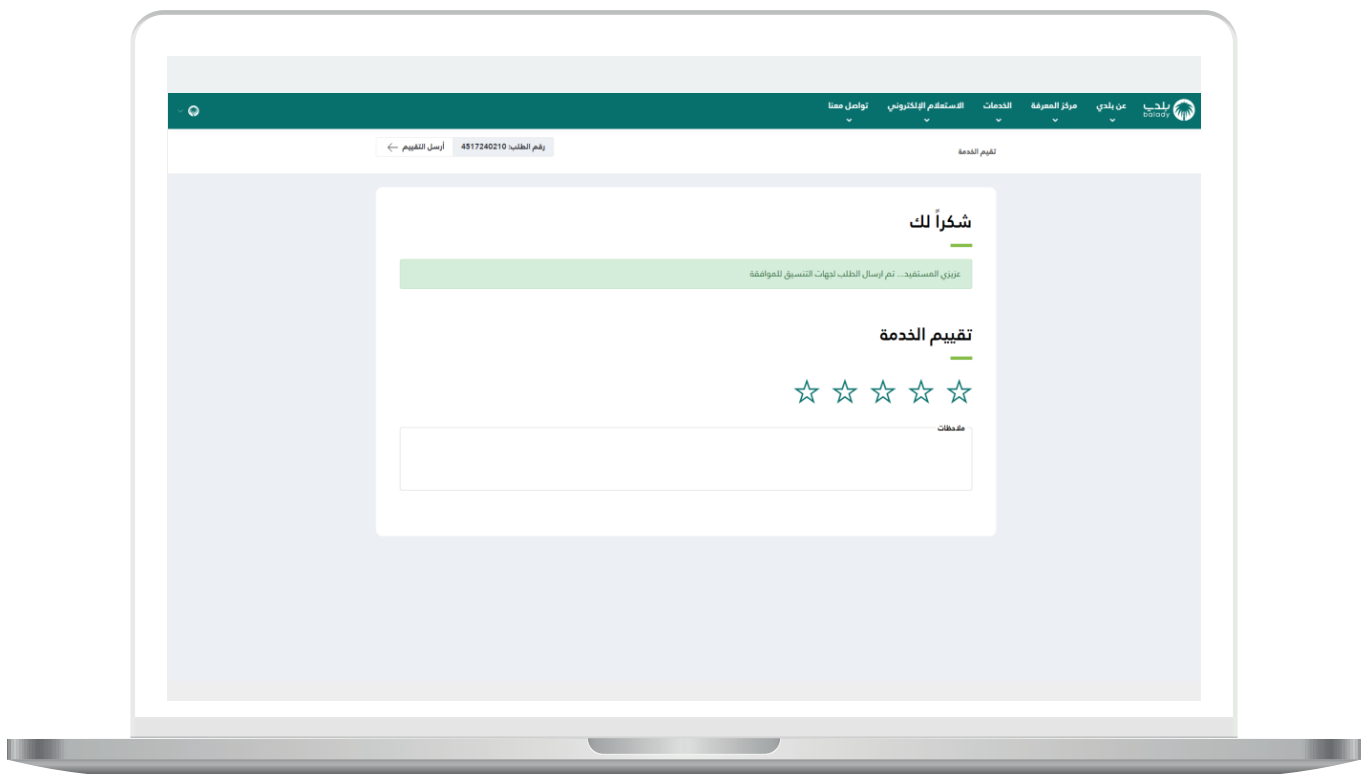
24) After that, they click **(Submit Request)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.



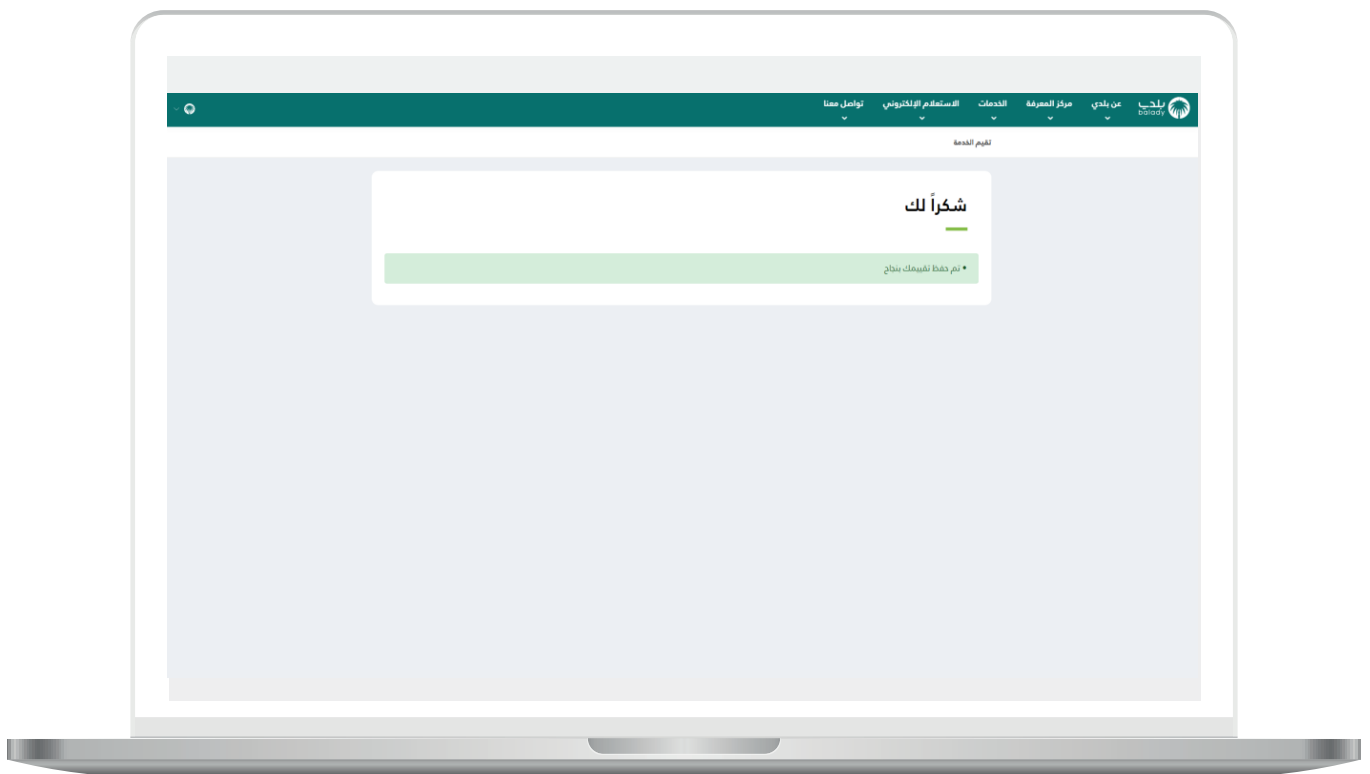
25) A confirmation message appears, prompting the user to click **(Confirm)** to finalize the submission or **(Cancel)** to discard the process.



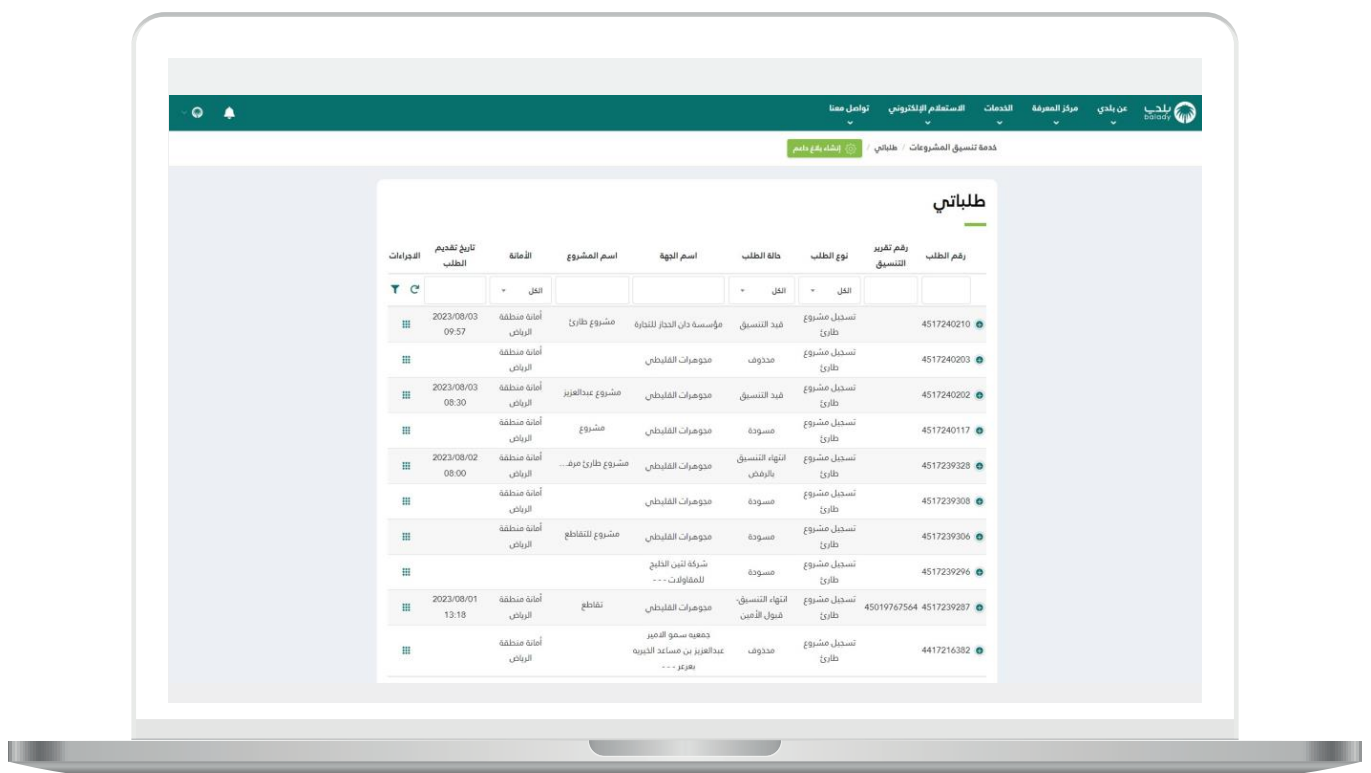
26) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



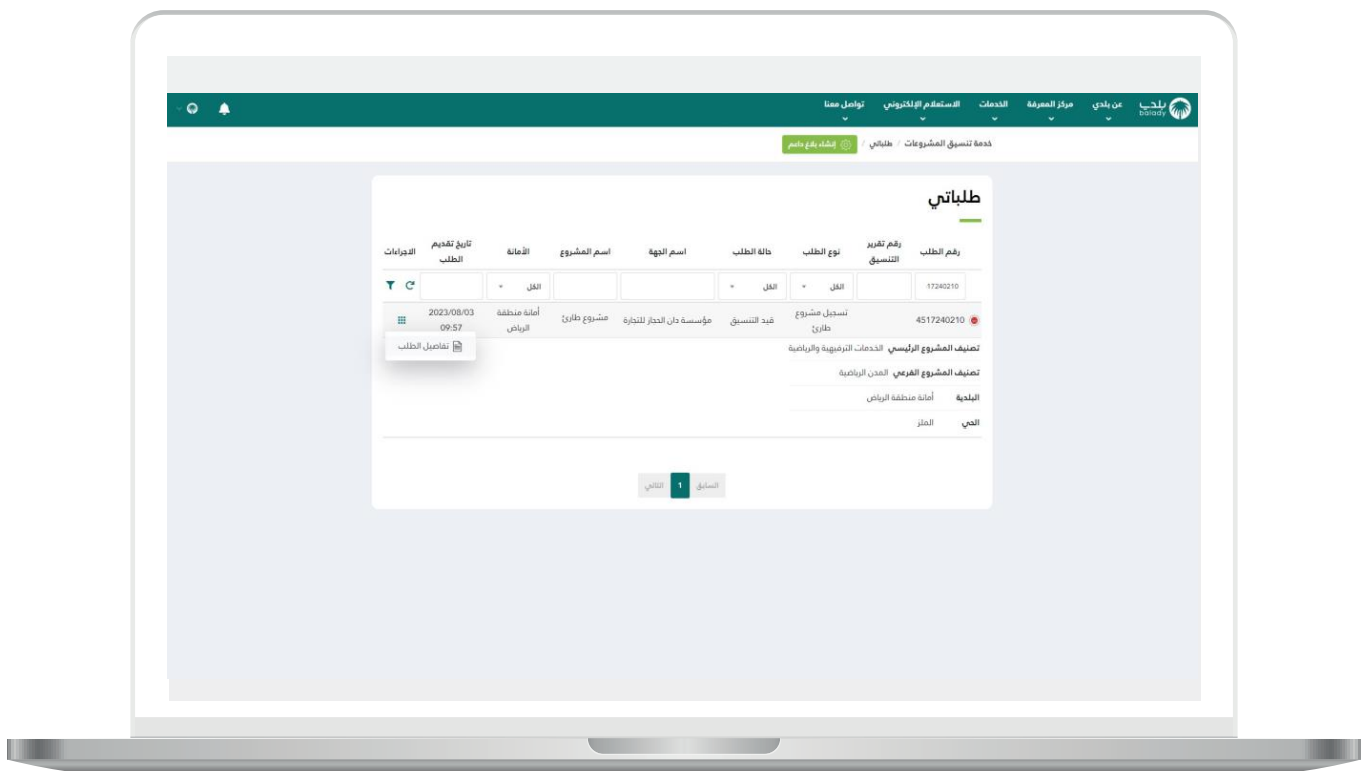
27) The system confirms that the Evaluation has been successfully saved.



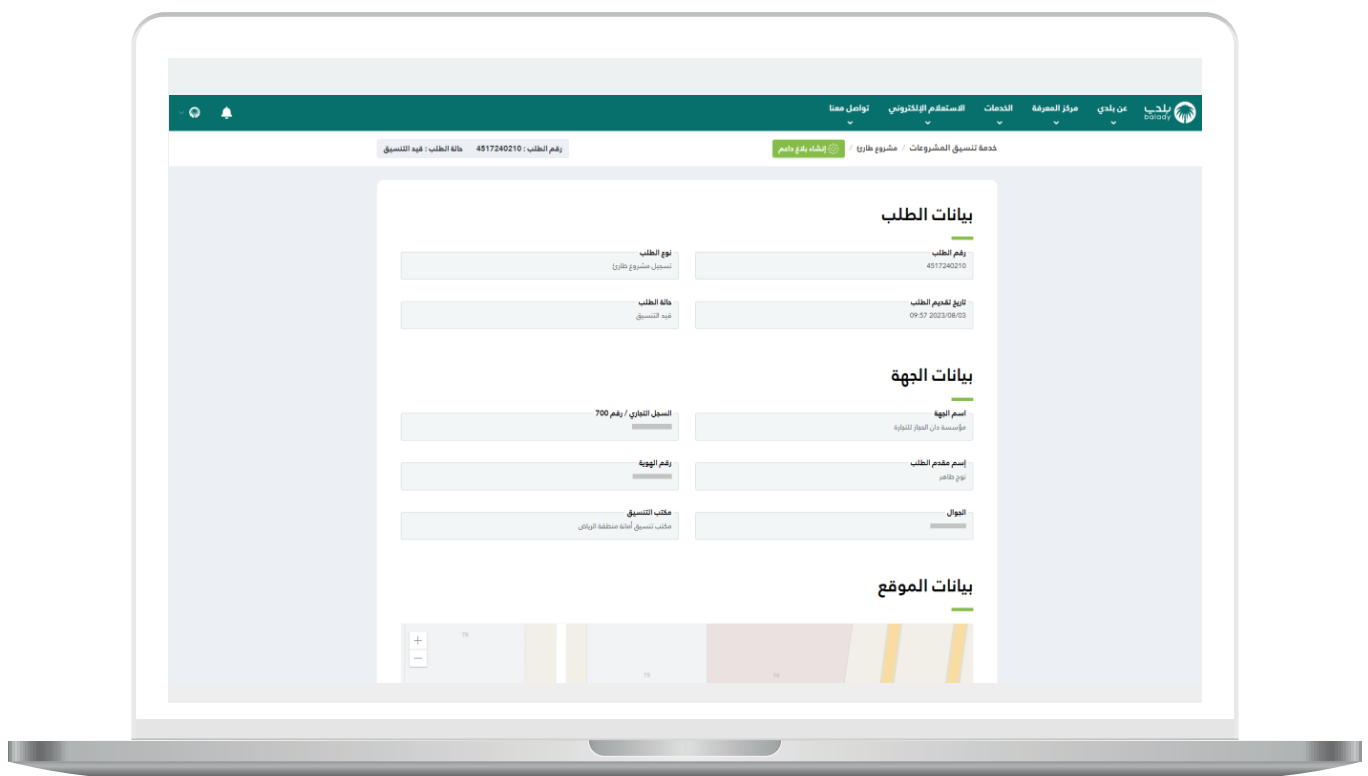
28) The user is redirected to the **(My Requests)** screen.



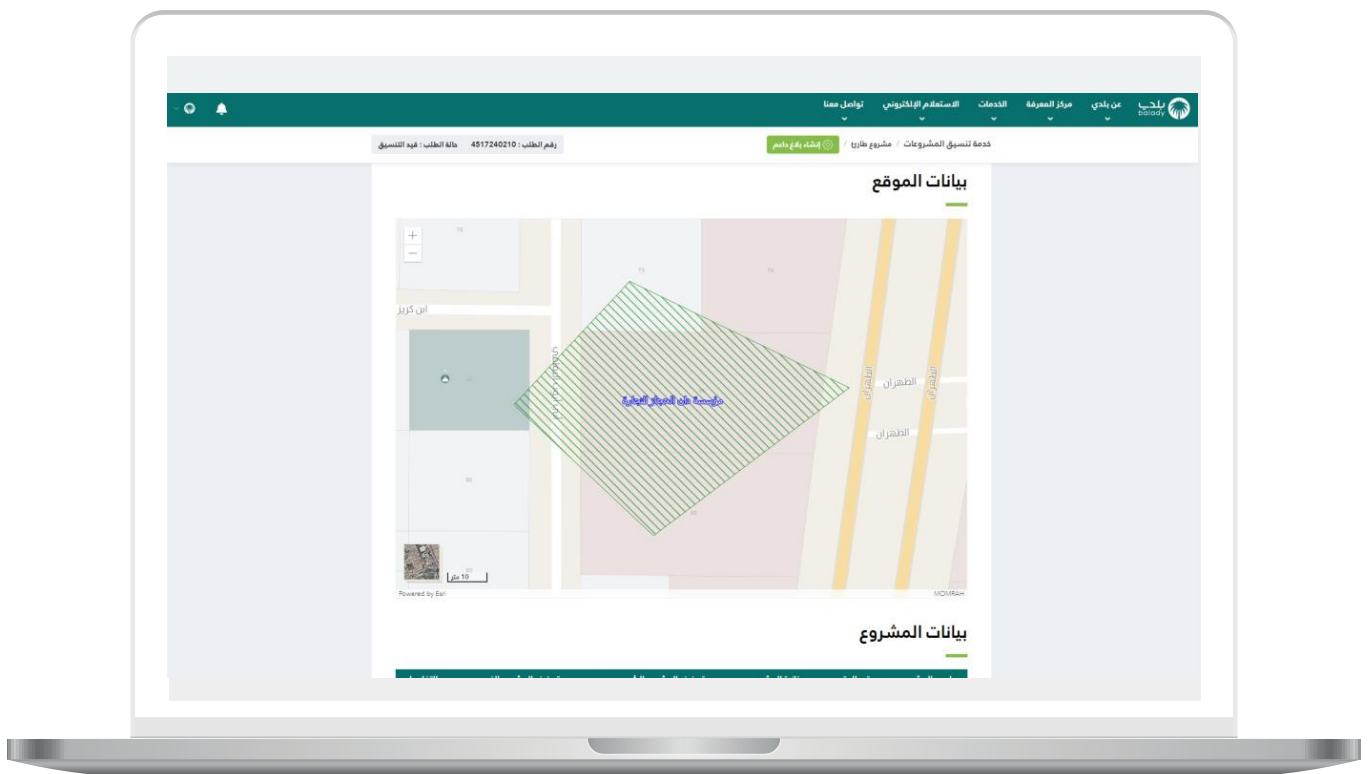
29) After searching for a request using the **(Request Number)** field, its status appears as **(Under Coordination)**. The user can view the request details by clicking the green box in the **(Actions)** column and selecting **(Request Details)**.



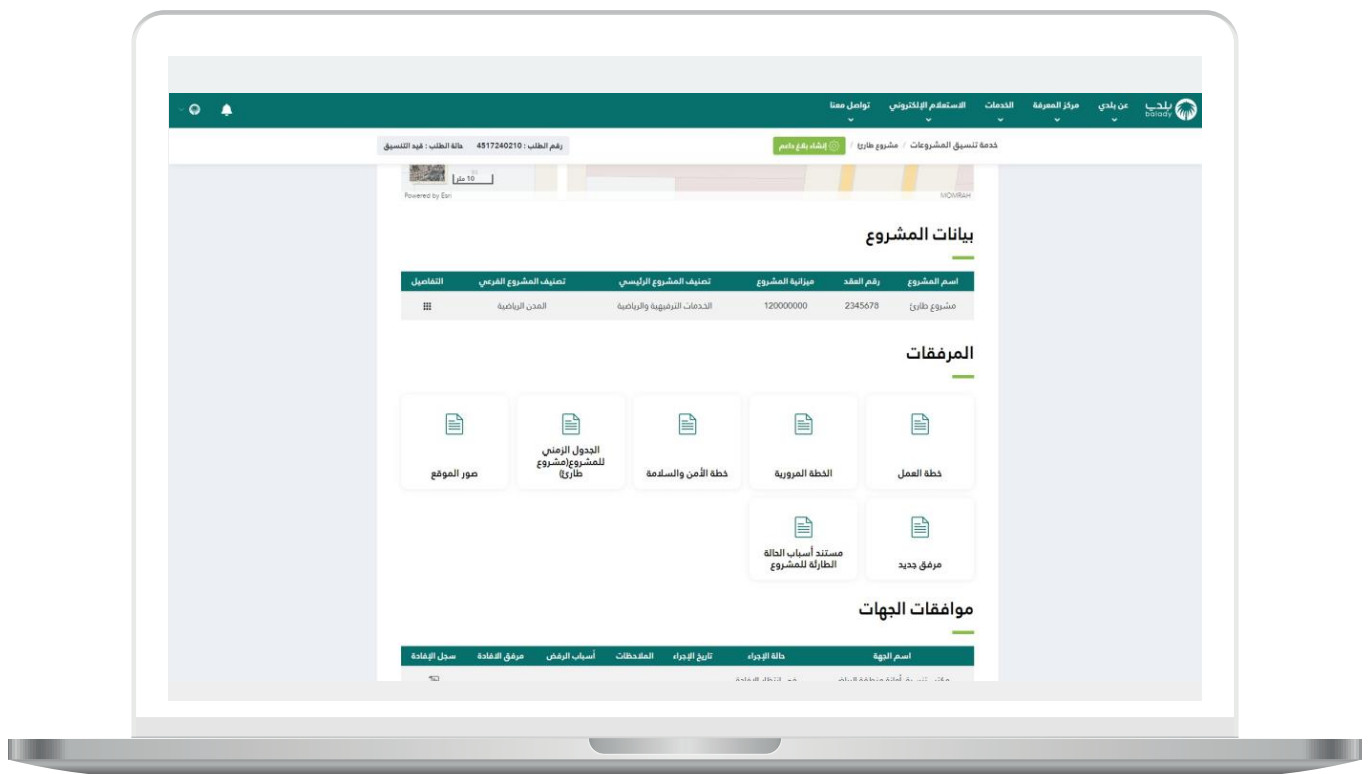
30) Upon clicking **(Request Details)**, the request information is displayed, as shown in the figure below.



31) The following screen represents the second part of the request details.

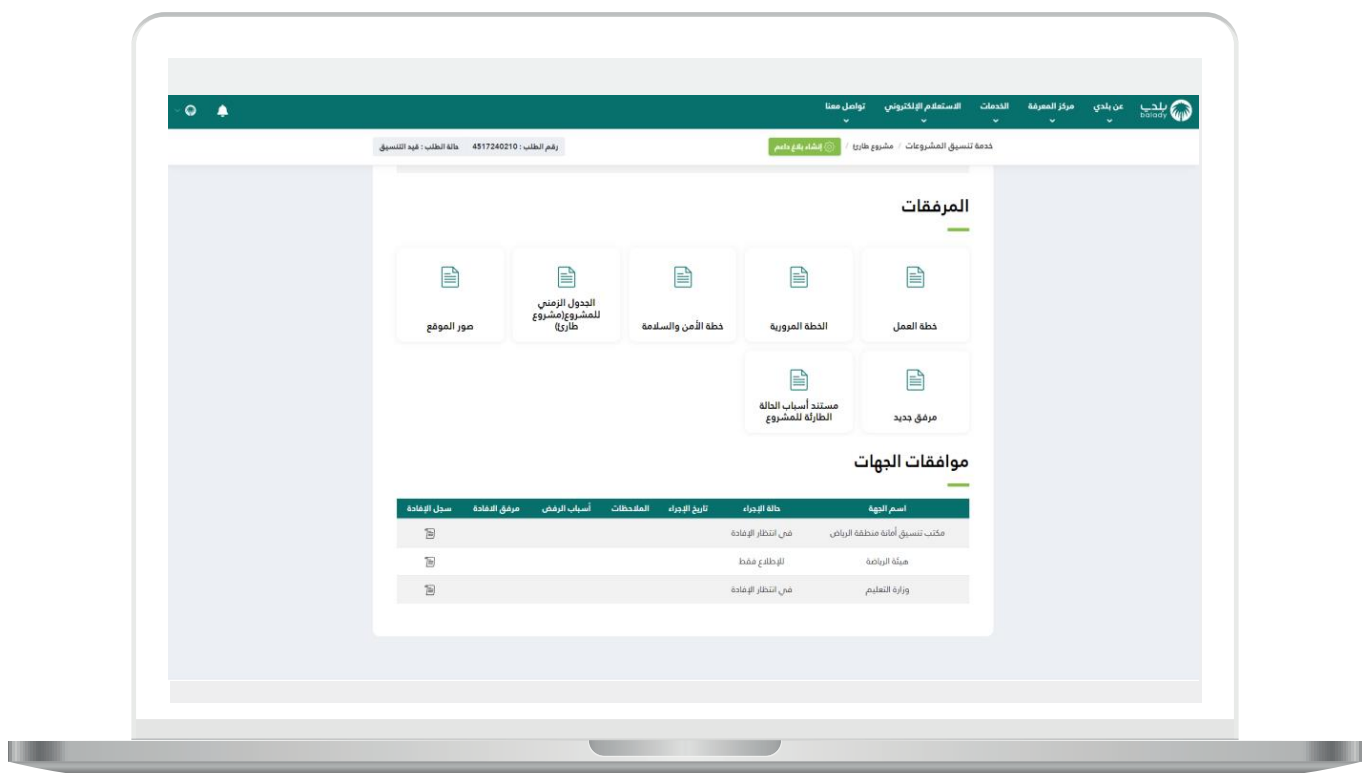


32) The following screen represents the third part of the request details.

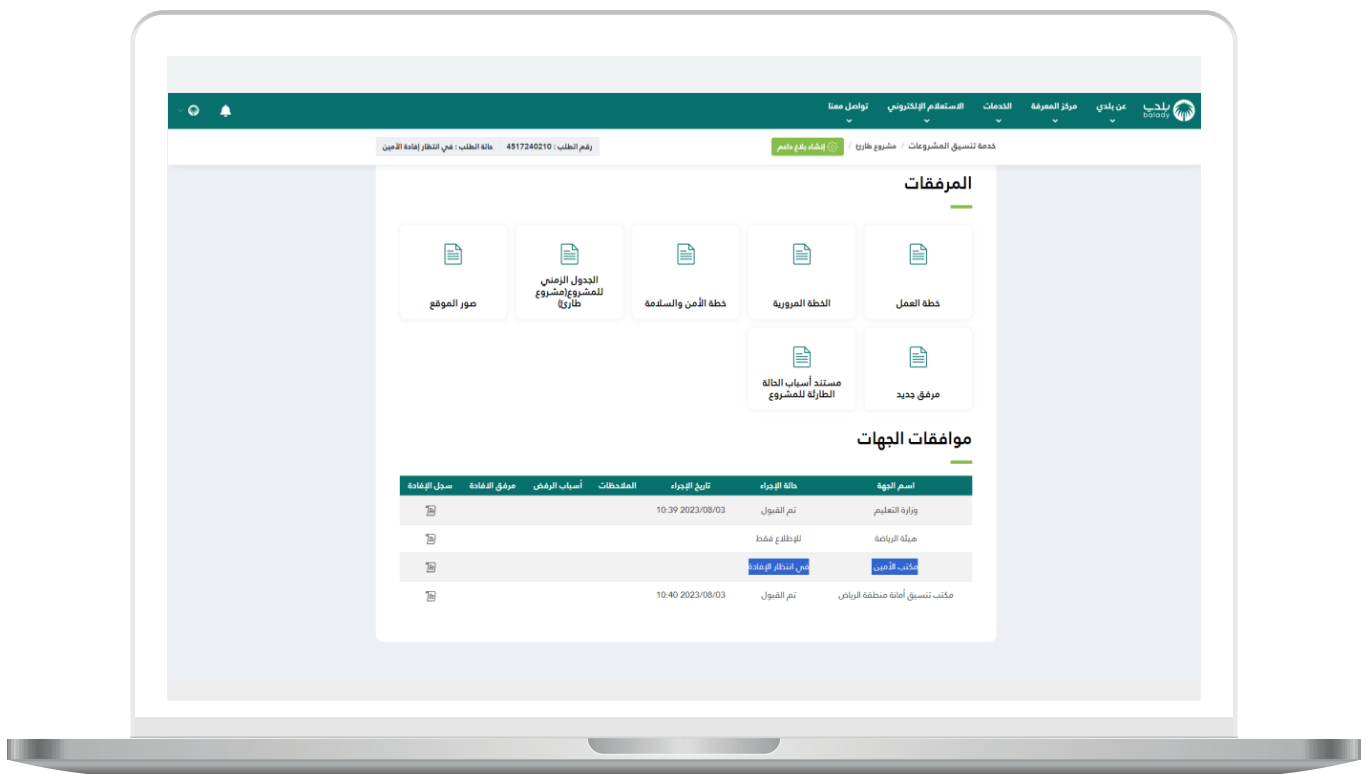


33) The following screen represents the fourth part of the request details, showing entity approvals.

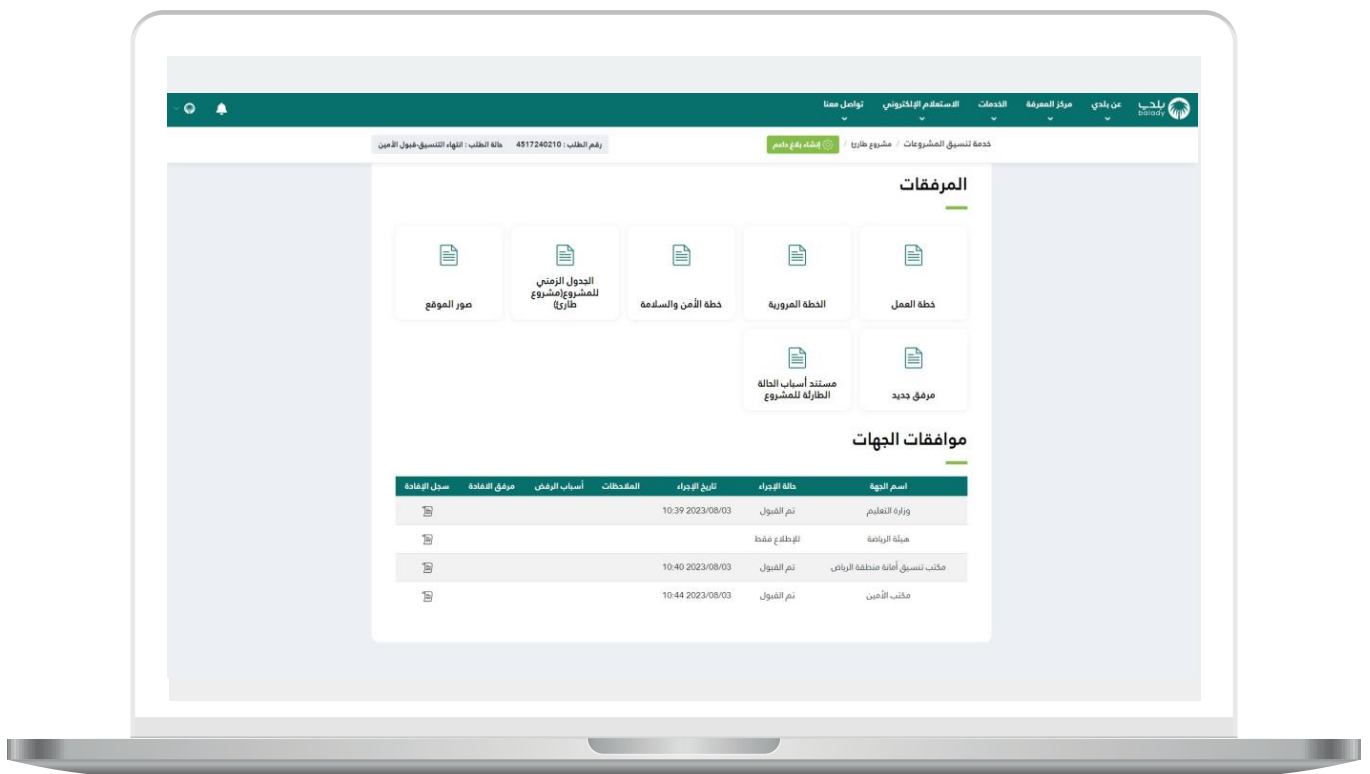
Once all entities approve the request, a new entity, (**Municipality Mayor's Office**), appears.



34) The following screen displays the (Municipality Mayor's Office) after all entities approve the request.

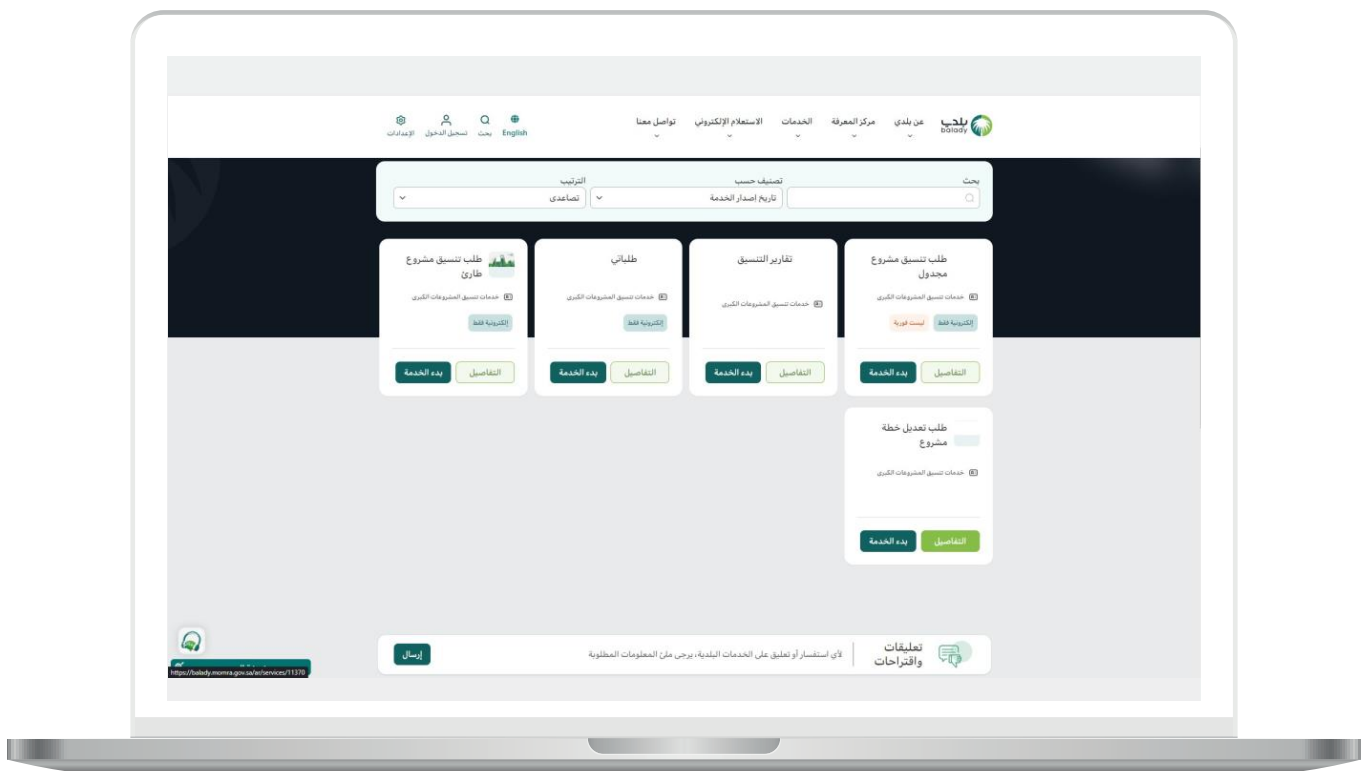


35) Once the request is accepted, the **(Status)** for all entities updates to **(Approved)** Project Plan Modification Request



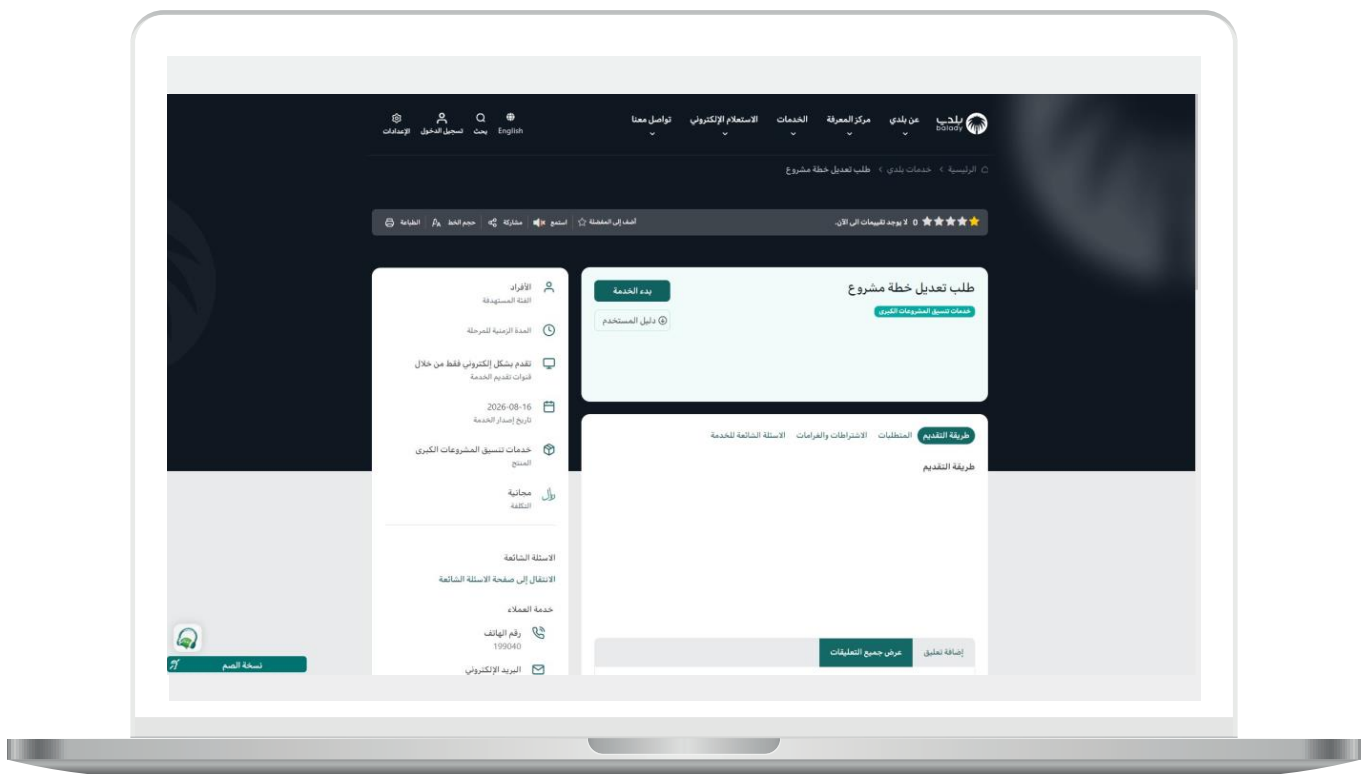
Project Plan Modification Request

1) The user selects this service by clicking the **(Details)** button.

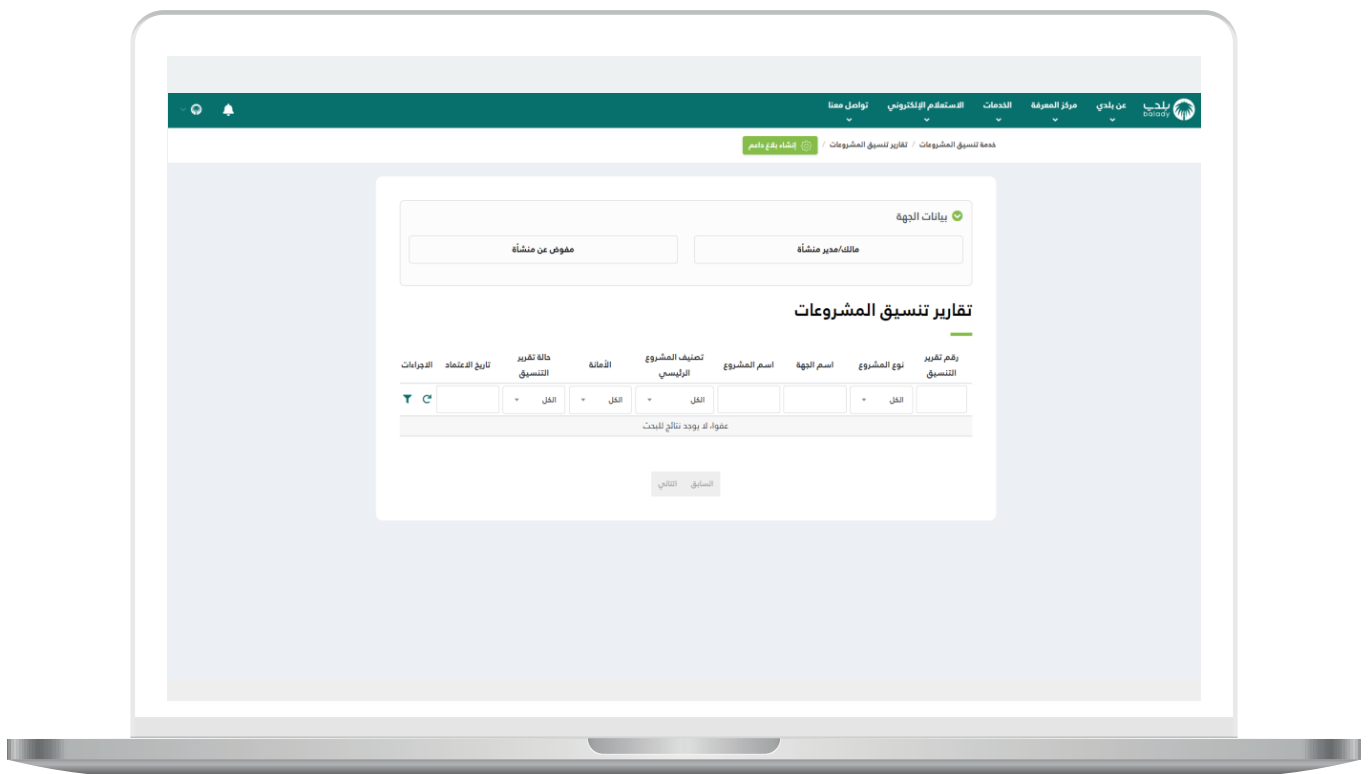


2) The next screen appears, allowing the user to view submission steps, requirements, conditions, and penalties.

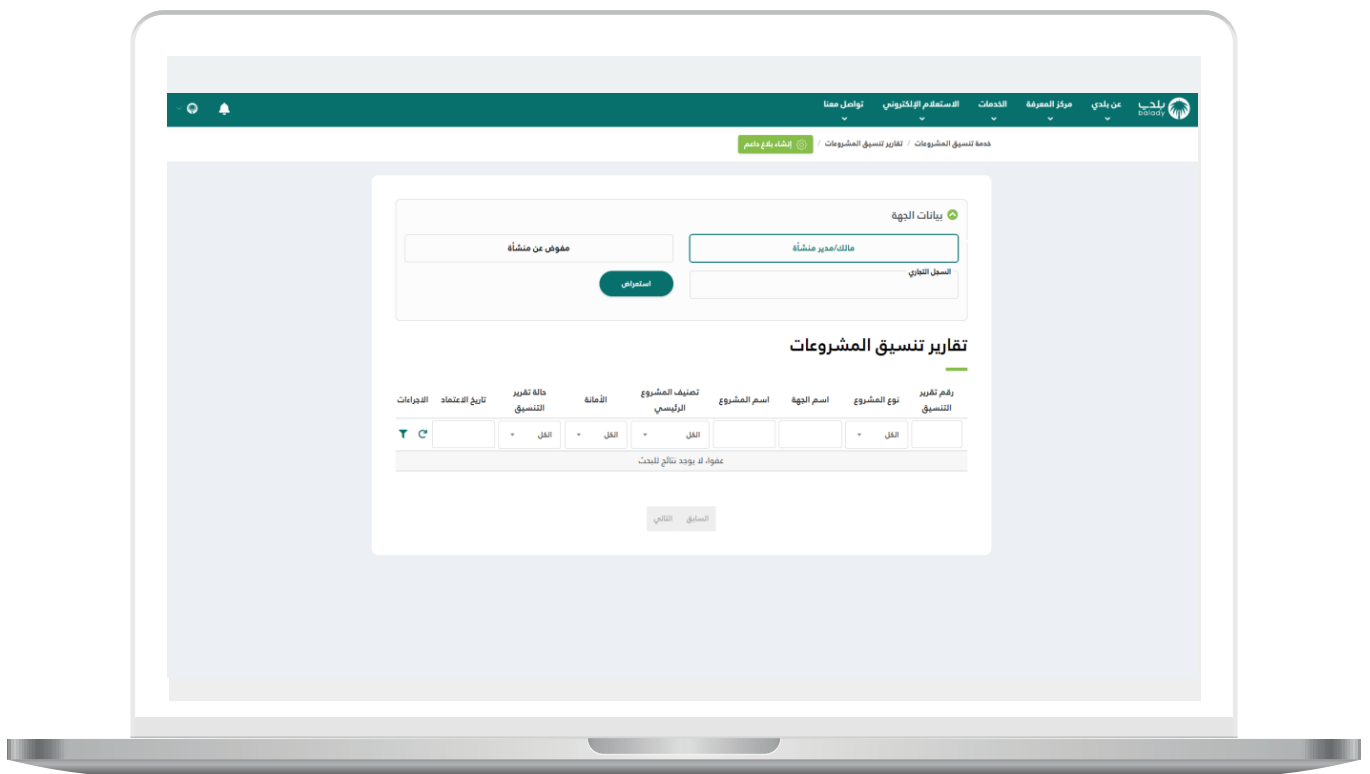
The service can be started by clicking **(Start Service)**.



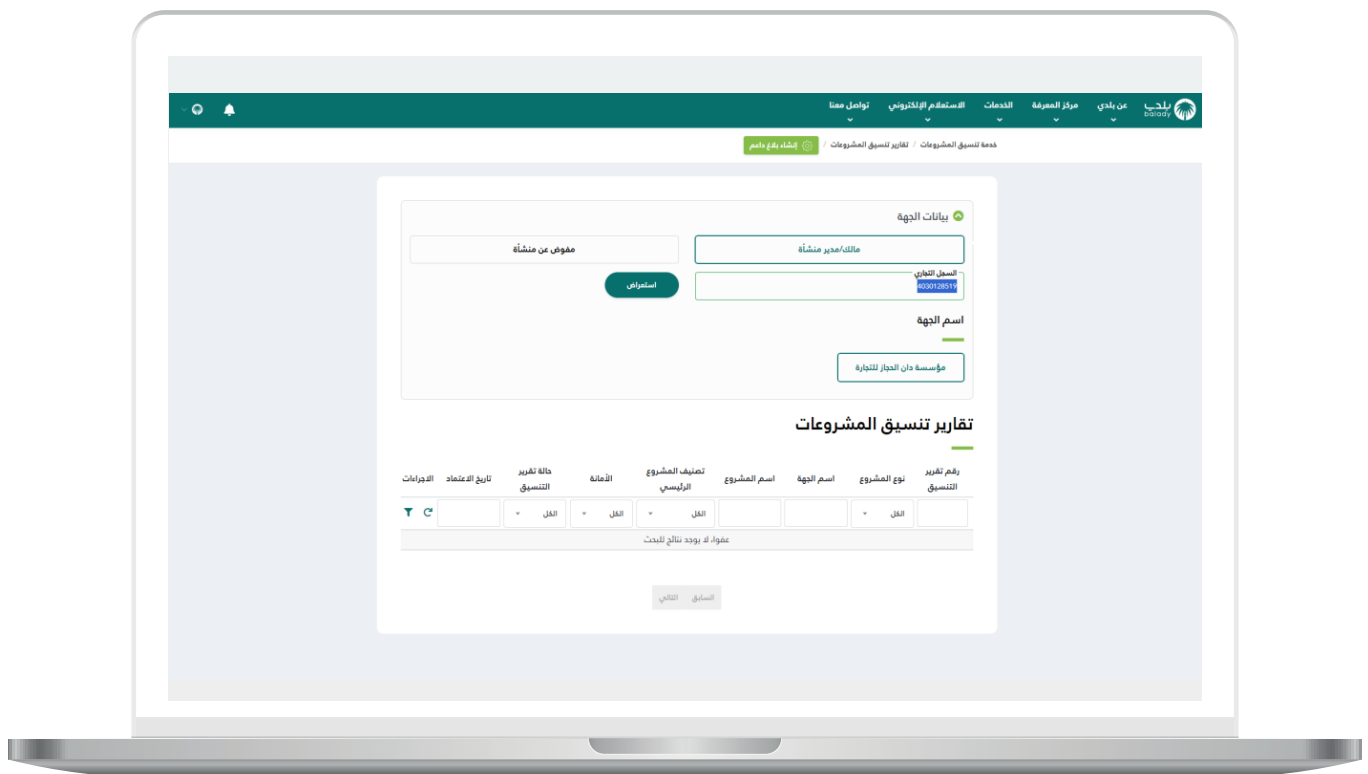
3) The user selects the applicant's role as either (**Owner or Manager of an Establishment**) or (**Authorized Representative of an Establishment**).



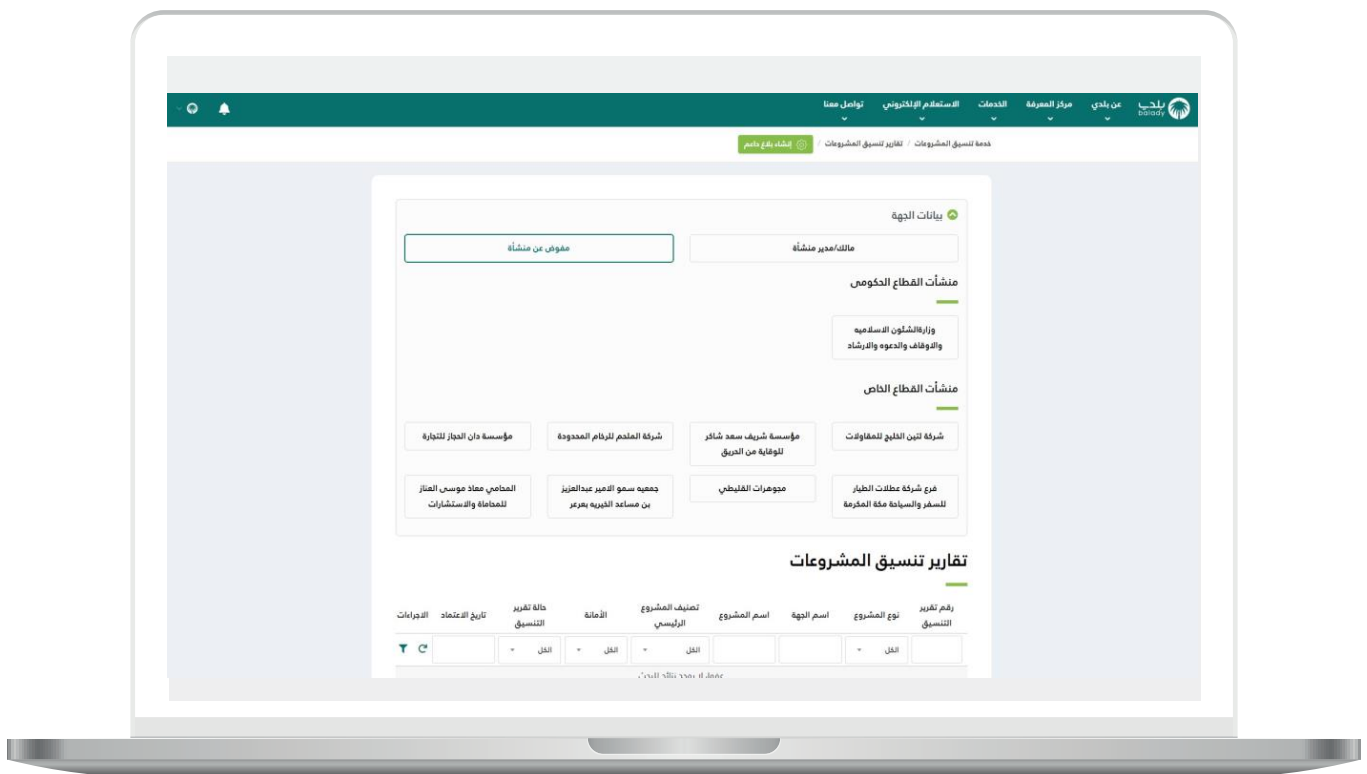
4) If (Owner or Manager of an Establishment) is selected, a new field (Commercial Registration) appears for completion before clicking (Browse).



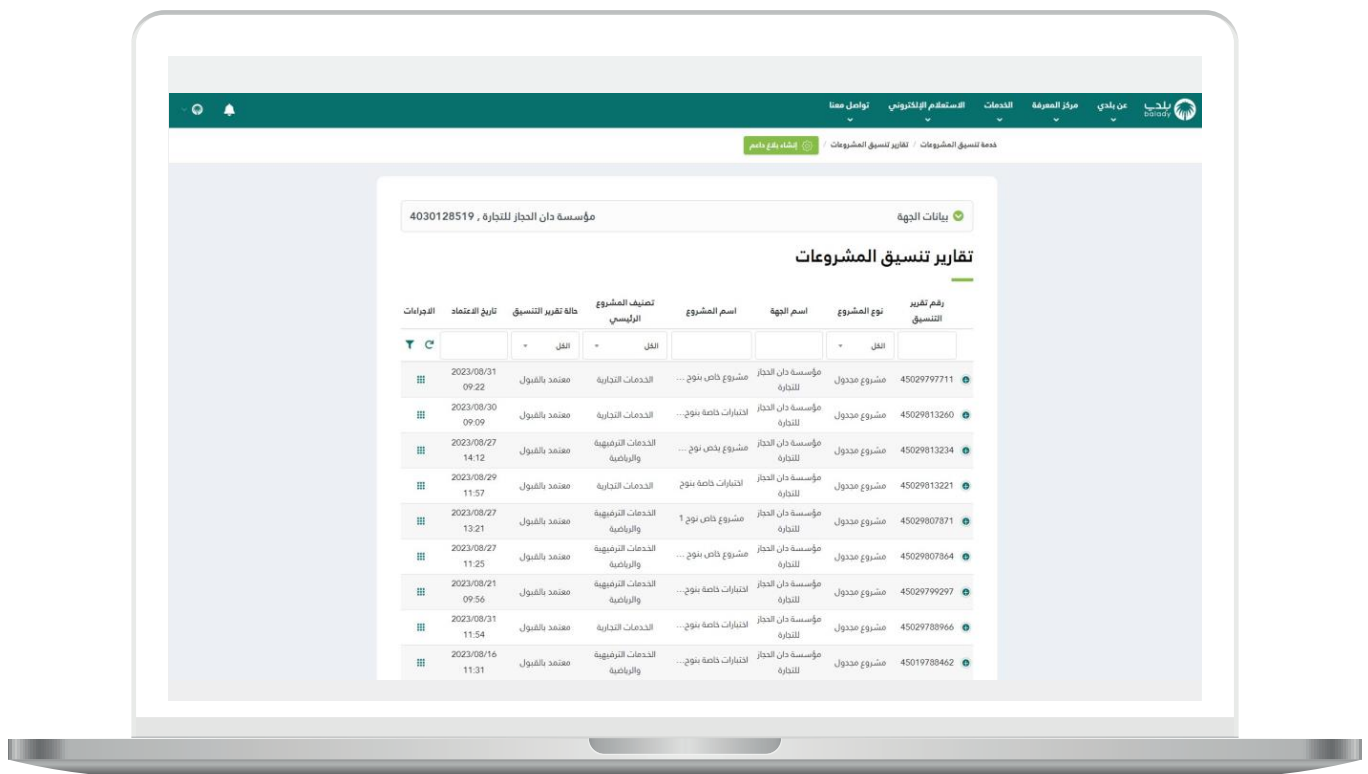
5) The system retrieves the establishment's details.



6) If (Authorized Representative of an Establishment) is selected, the user must choose between (Government Sector Establishments) and (Private Sector Establishments).

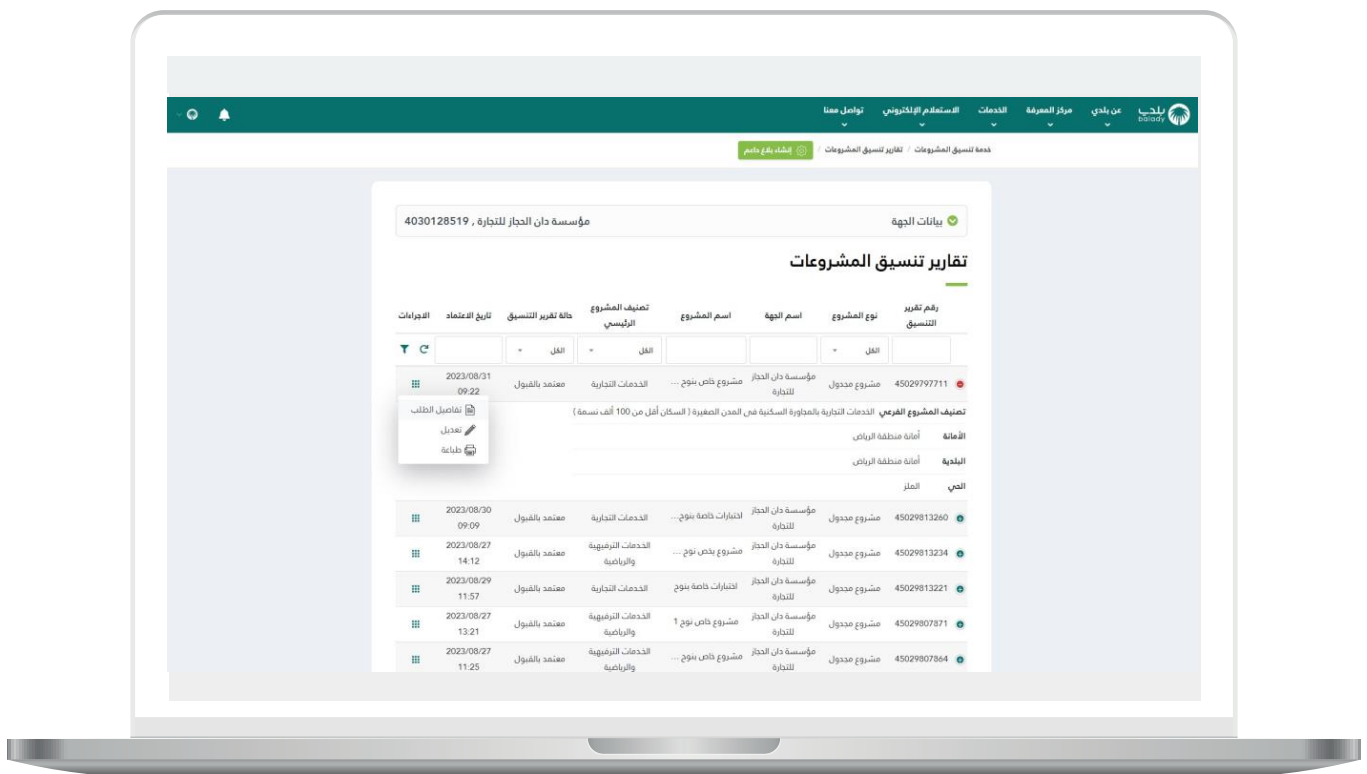


7) After selecting the establishment, a list of project coordination reports related to it is displayed.



8) Clicking the green plus icon  expands project details, showing fields like (Sub-Project Classification, Municipality, Secretariat, District).

The user can perform (View Request Details, Modify, or Print) actions via the green action box.



9) Clicking (View Request Details) displays the request information.

The screenshot shows a web application interface for viewing request details. The interface is in Arabic and displays the following information:

بيانات التقرير (Report Data):

نوع المشروع	مشروع محدود
رقم التقرير للتسويق	45029797711
تاريخ الاعتماد	2023/08/31
حالة التقرير للتسويق	مقيد بالمشروع

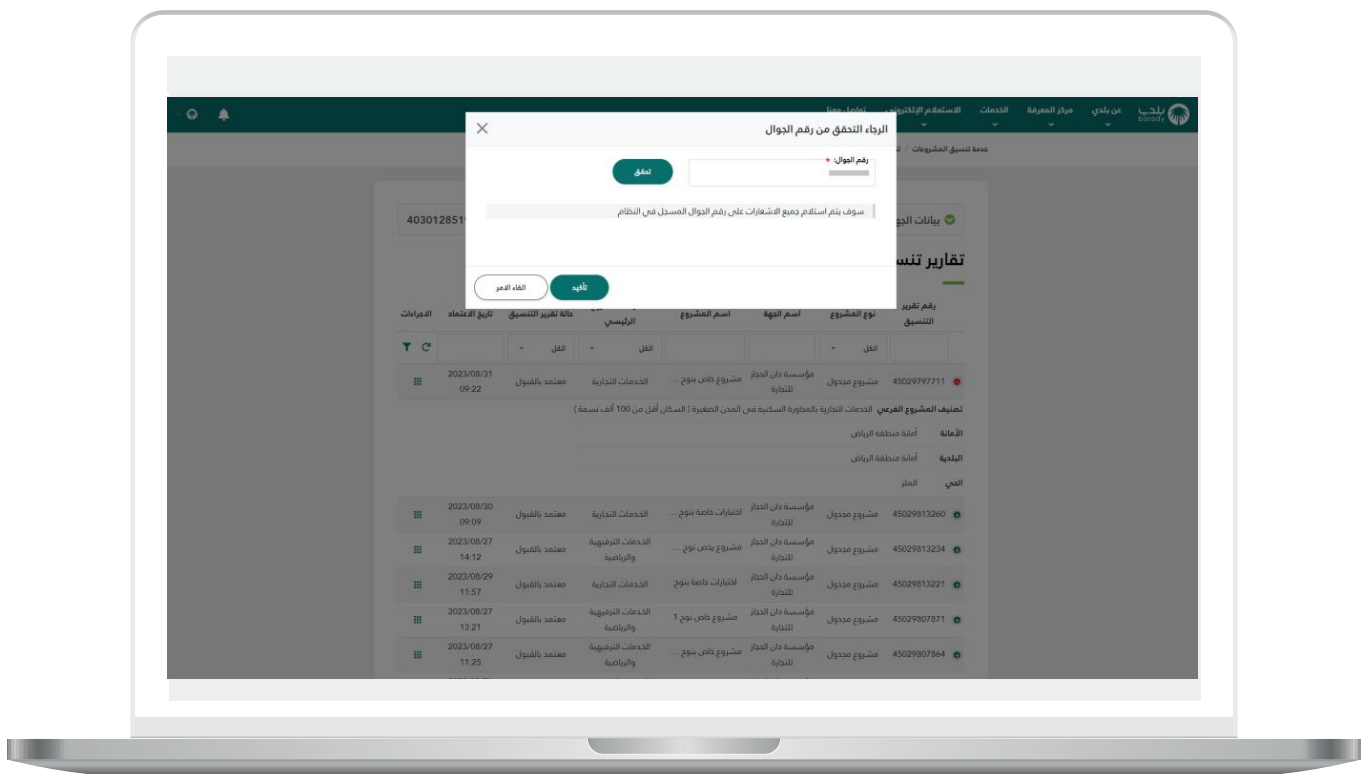
بيانات الطلب (Request Data):

نوع الطلب	تعديل خطة مشروع
رقم الطلب	4517269431
حالة الطلب	مقيد بالمشروع
تاريخ تقديم الطلب	08:52 2023/08/31

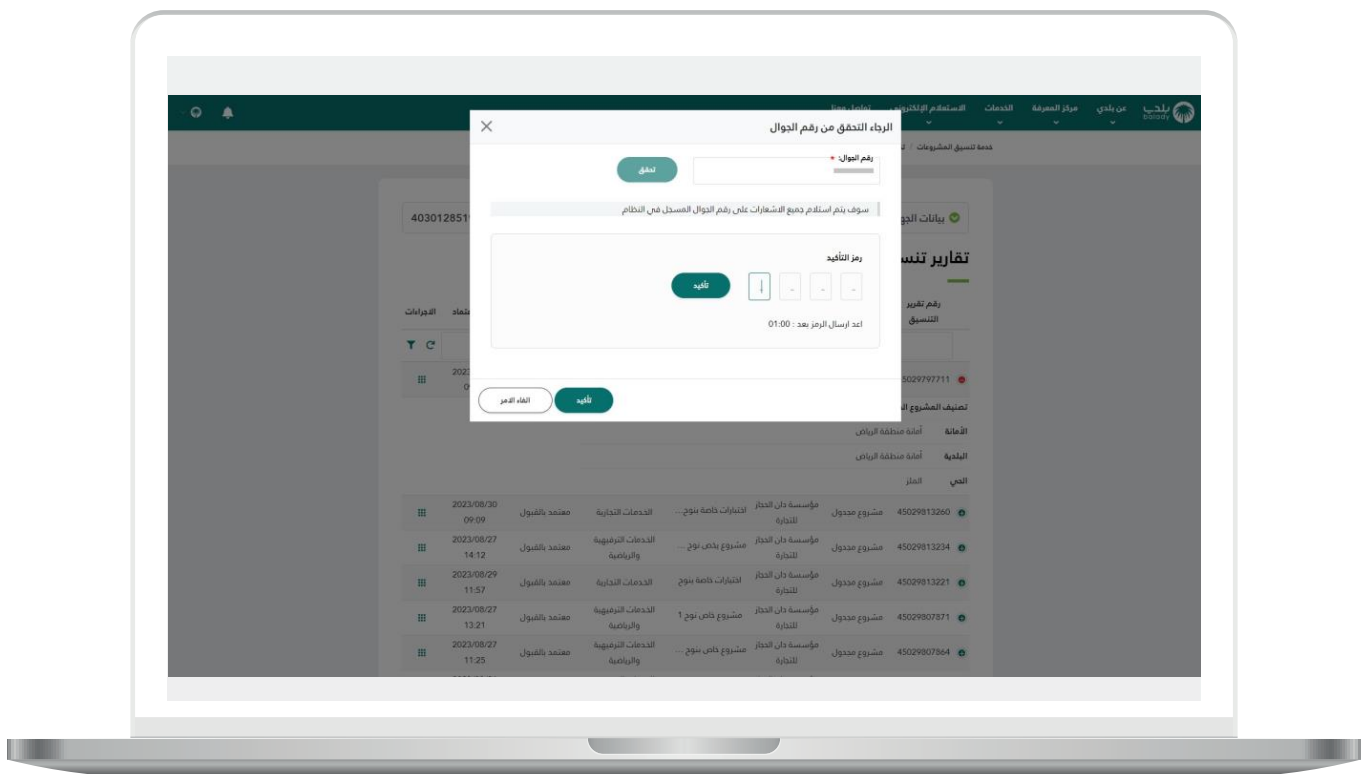
بيانات الجهة (Entity Data):

الاسم التجاري / رقم 700	اسم الجهة
رقم الهوية	مؤسسة نان الجاز للتجارة
مكتب التسويق	اسم مقدم الطلب
	نوع نظام
	الرجوع

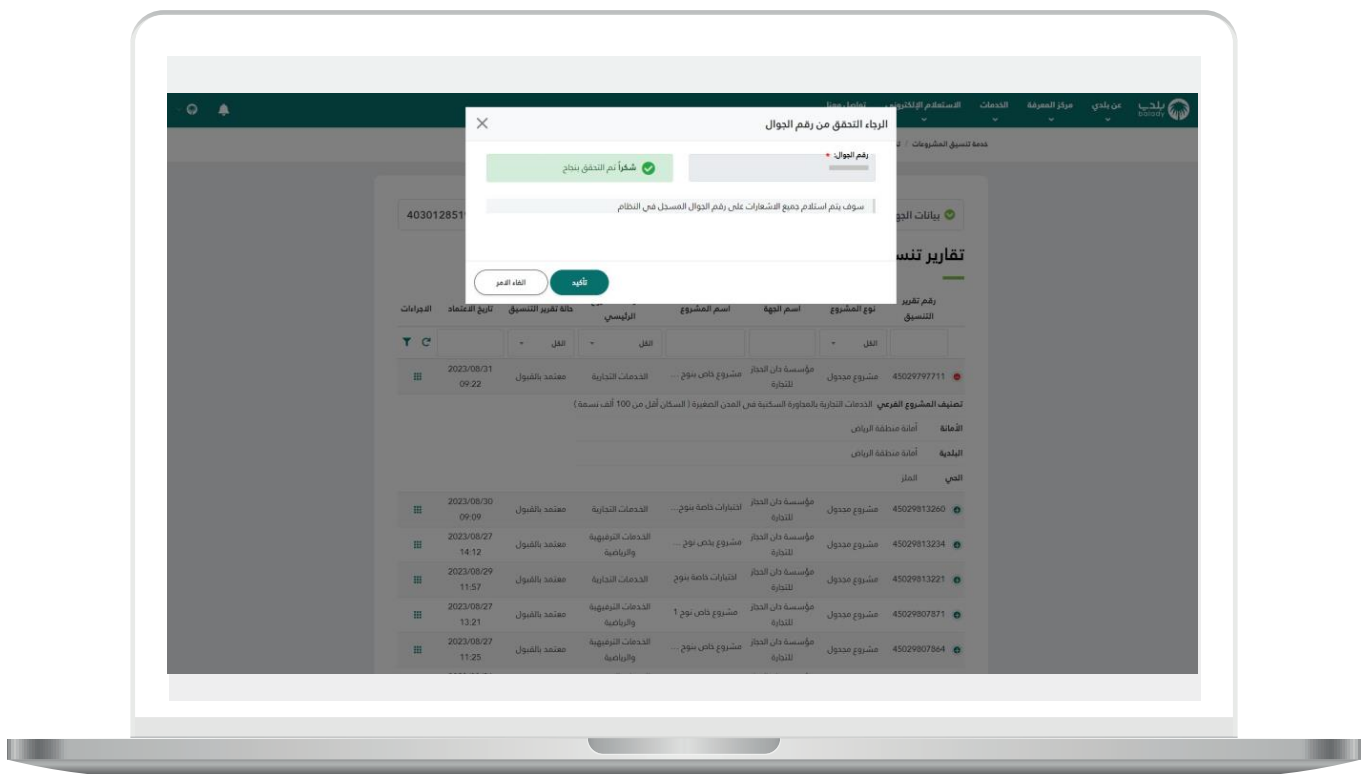
10) Clicking (**Modify**) prompts the system to verify the user's mobile number by entering the Mobile Number field and clicking (**Verify**).



- 11) The user enters the Verification Code sent via SMS into the (Verification Code) field and clicks (Confirm).



12) A confirmation message appears, after which the user clicks **(Confirm)**.



13) The system redirects the user to the **(Report Details)** stage, where they click **(Next)**.

The screenshot shows the 'Report Details' stage of the system. The interface is in Arabic and displays a form with three main sections: 'بيانات التقرير' (Report Data), 'بيانات الطلب' (Request Data), and 'بيانات الجهة' (Authority Data). Each section contains input fields for various details.

بيانات التقرير (Report Data):

- رقم تقرير التنسيق: 45028797711
- نوع المشروع: مشروع محلي
- حالة تقرير التنسيق: مقبولة (مقبول)
- تاريخ الانتهاء: 2023/08/01

بيانات الطلب (Request Data):

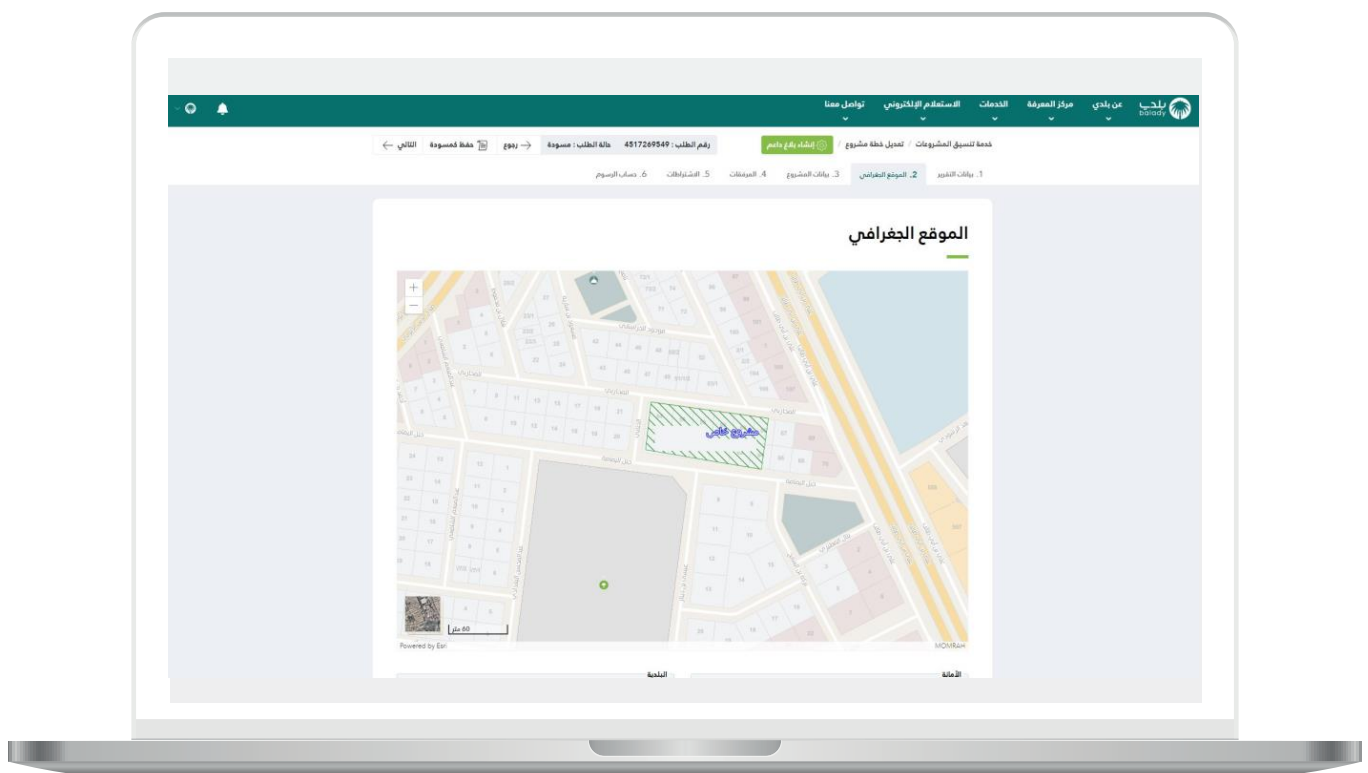
- رقم الطلب: 4517269549
- نوع الطلب: تعديل خطة مشروع
- تاريخ تقديم الطلب: مسودة
- حالة الطلب: مسودة

بيانات الجهة (Authority Data):

- اسم الجهة: مؤسسة دبي للتجارة
- اسم مدير الطلب: نوح خالص
- التمويل التجاري / رقم: 700
- رقم الهوية: [Field]

The form is displayed on a laptop screen, and the background features a decorative pattern of overlapping circles.

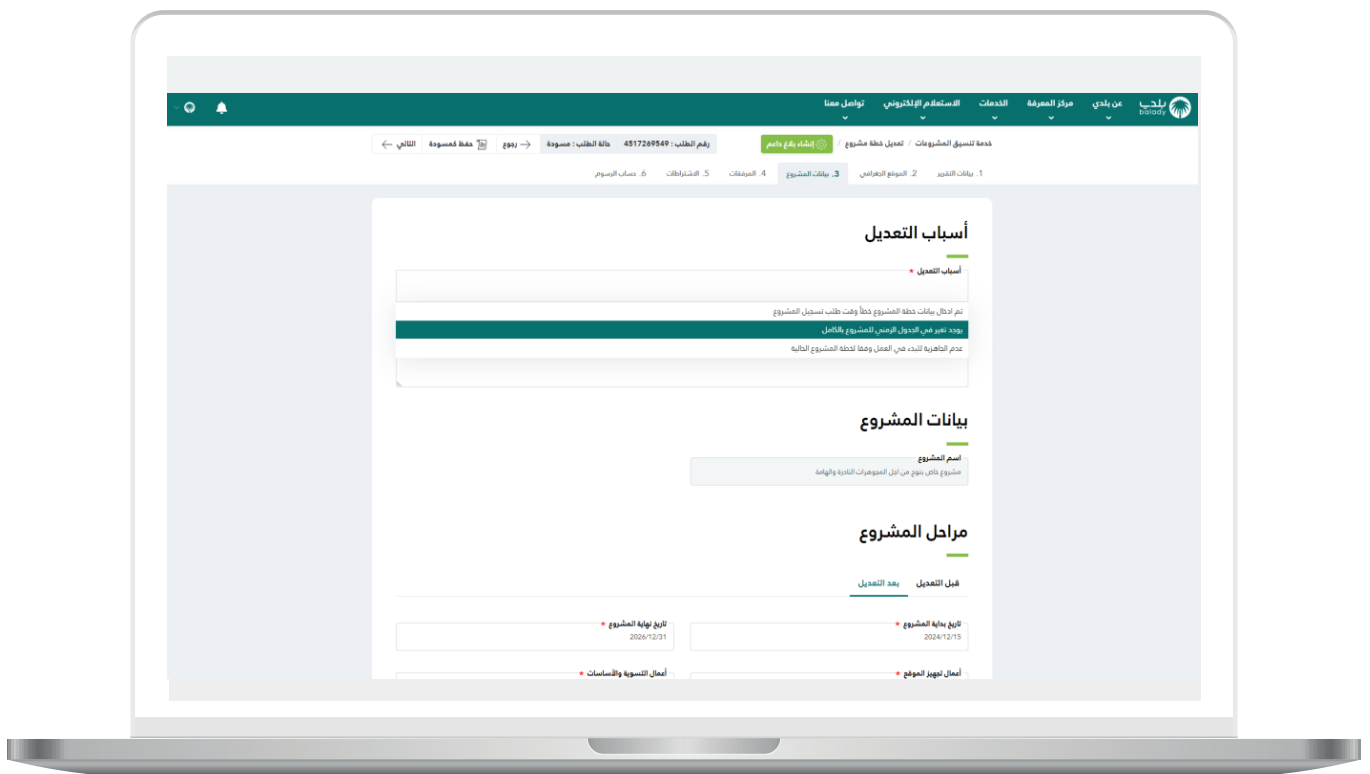
14) The user is then redirected to the **(Geographic Location)** stage, where a map appears showing the project's location.



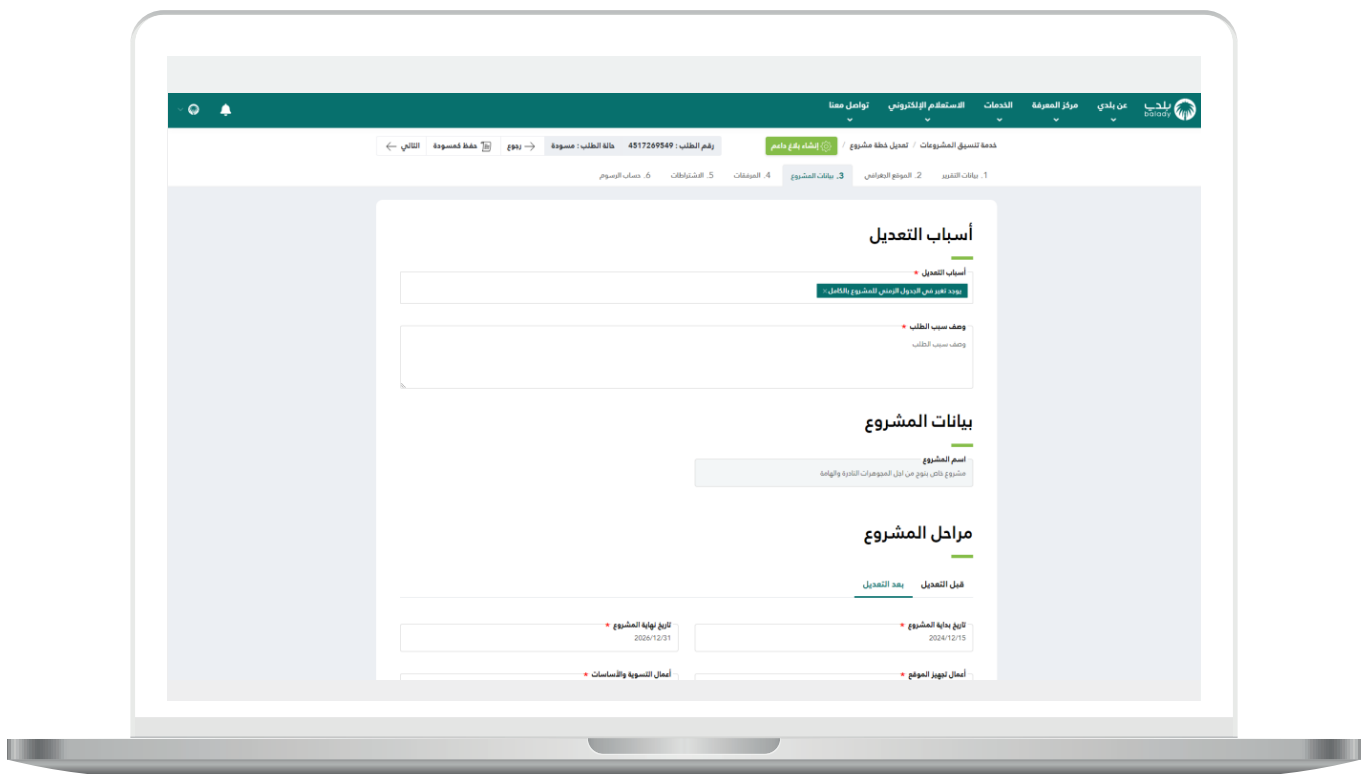
15) Clicking **(Next)** takes the user to the **(Project Information)** stage, where they enter details such as Modification Reasons and Request Description.

The screenshot shows the 'أسباب التعديل' (Reasons for Modification) stage of the project information form. The form is displayed on a laptop screen. The interface is in Arabic and includes a navigation bar at the top with links for 'الرئيسية' (Home), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلام الإلكتروني' (Electronic Inquiry), and 'تواصل معنا' (Contact Us). The main content area is titled 'أسباب التعديل' and contains several input fields and buttons. The form is divided into sections: 'أسباب التعديل' (Reasons for Modification), 'بيانات المشروع' (Project Data), and 'مراحل المشروع' (Project Stages). The 'أسباب التعديل' section includes a dropdown menu for 'أسباب التعديل' and a text area for 'وصف سبب الطلب'. The 'بيانات المشروع' section includes a dropdown menu for 'اسم المشروع' and a text area for 'مشروع ناشئ من أجل الموجهات التوجيهية والهيكل'. The 'مراحل المشروع' section includes a dropdown menu for 'مراحل المشروع' and a text area for 'تاريخ نهاية المشروع'. The form also includes a 'تأكيد' (Confirm) button and a 'رجوع' (Back) button. The bottom of the screen shows a decorative pattern.

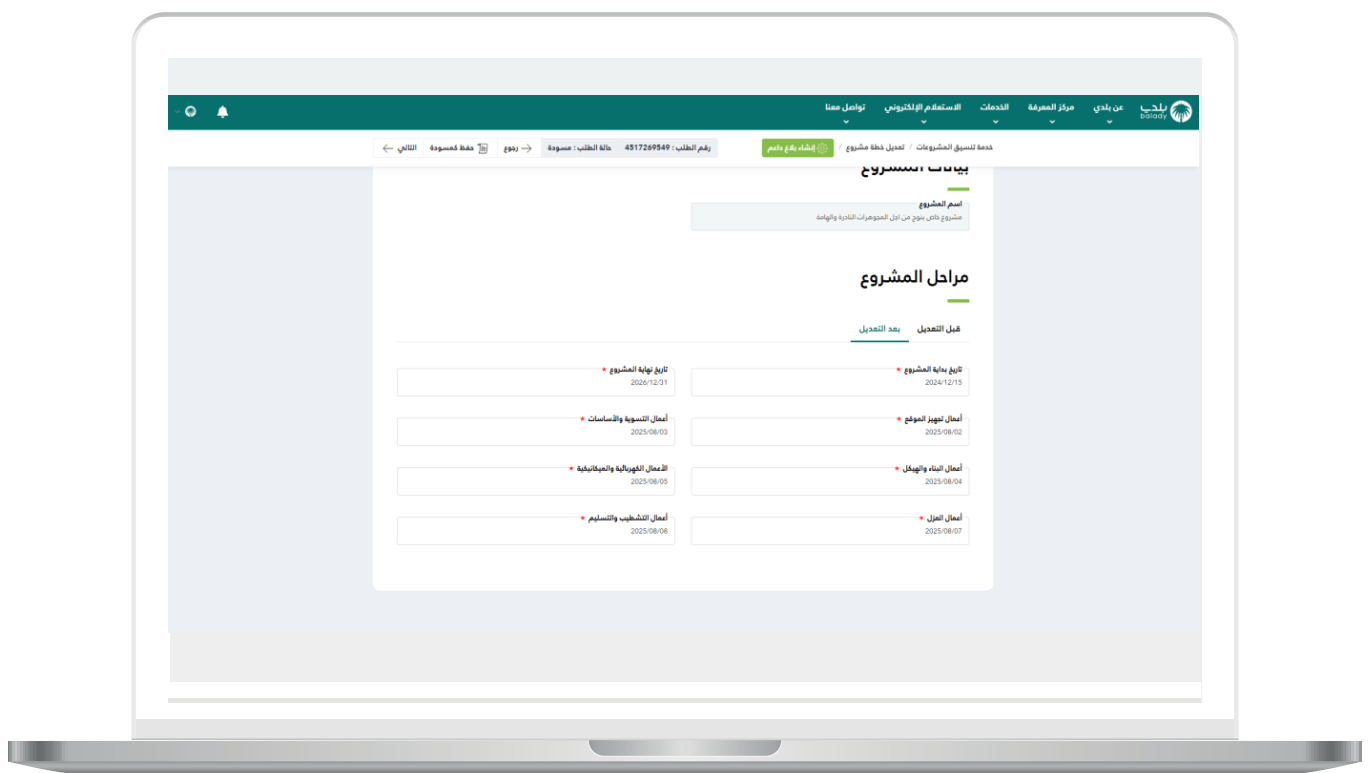
16) The following screen displays the available options in the (Modification Reasons) dropdown menu.



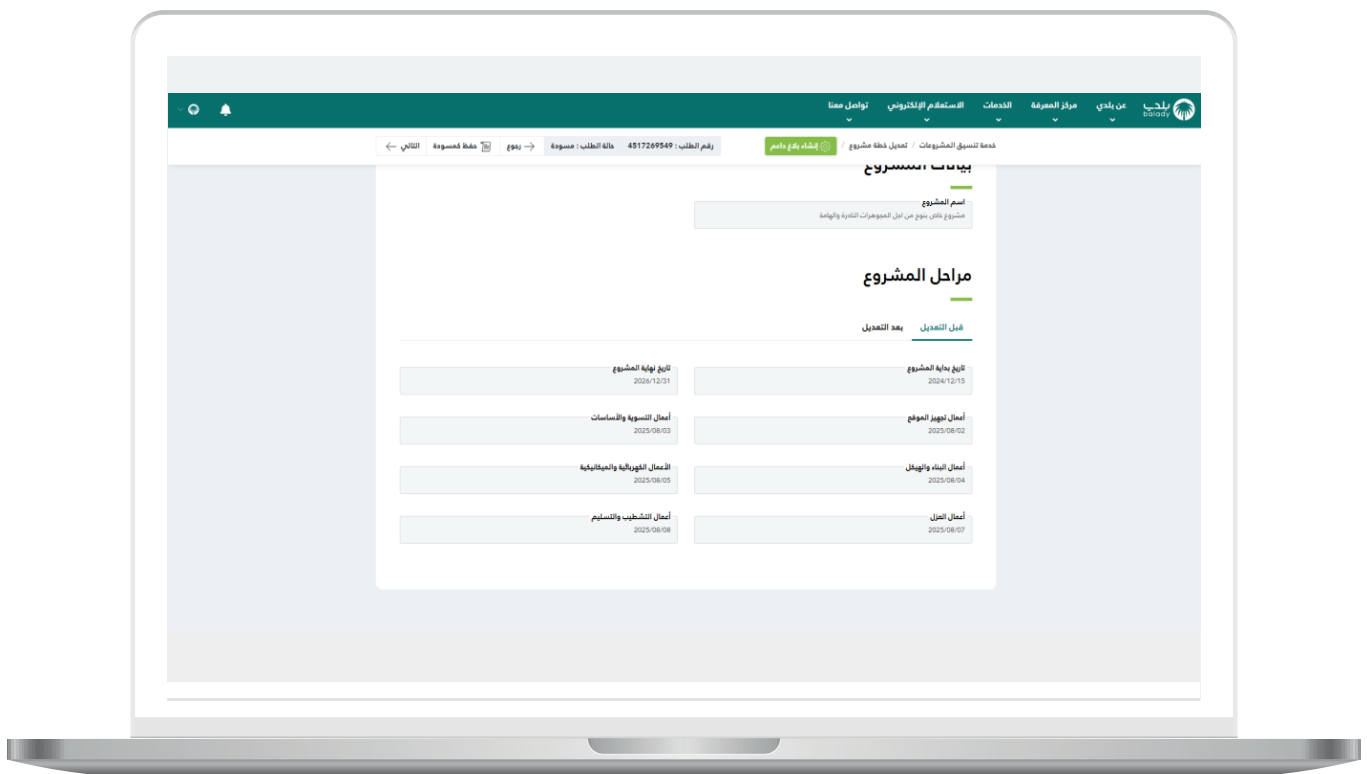
17) The user selects one modification reason with the option to select multiple reasons.



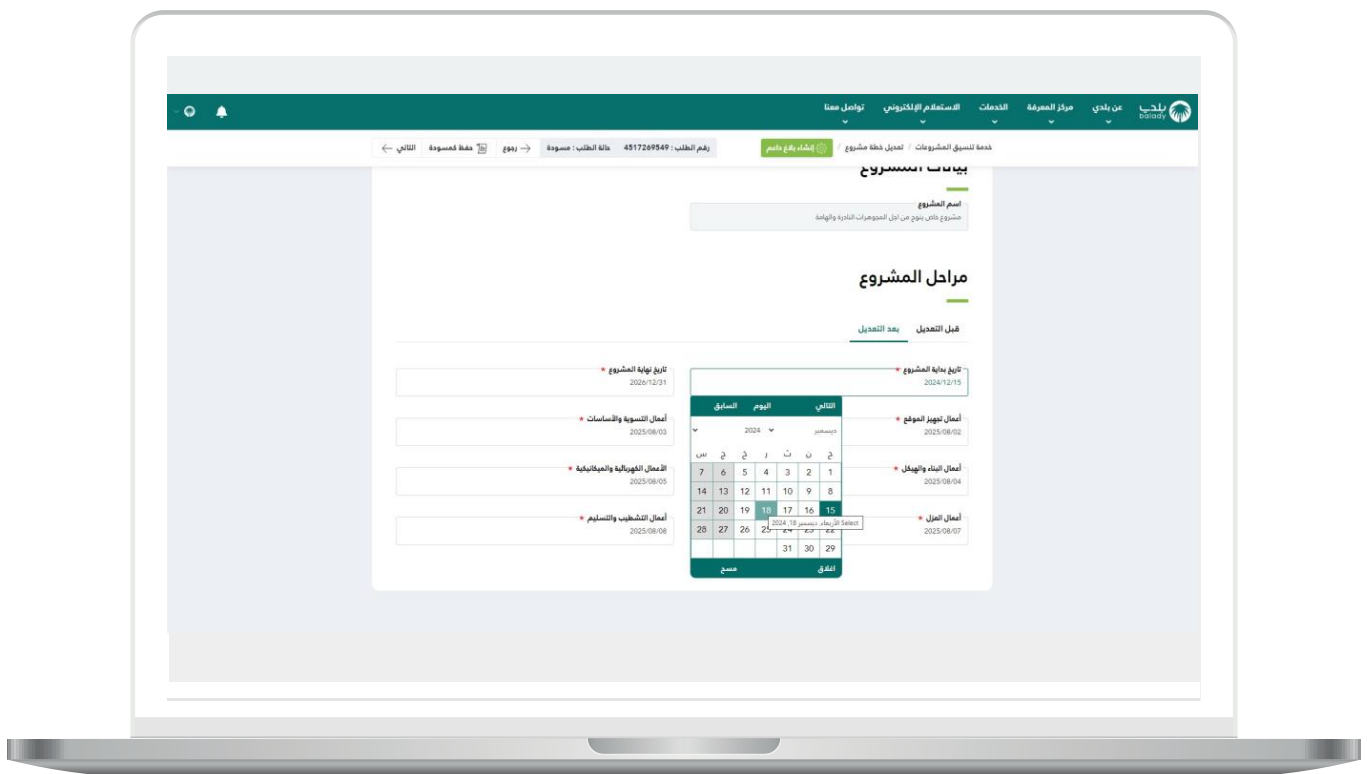
18) The user then modifies the relevant fields in the **(Project Stages)** section under the **(After Modification)** subsection.



19) The following screen displays the **(Before Modification)** subsection, allowing the user to compare changes.

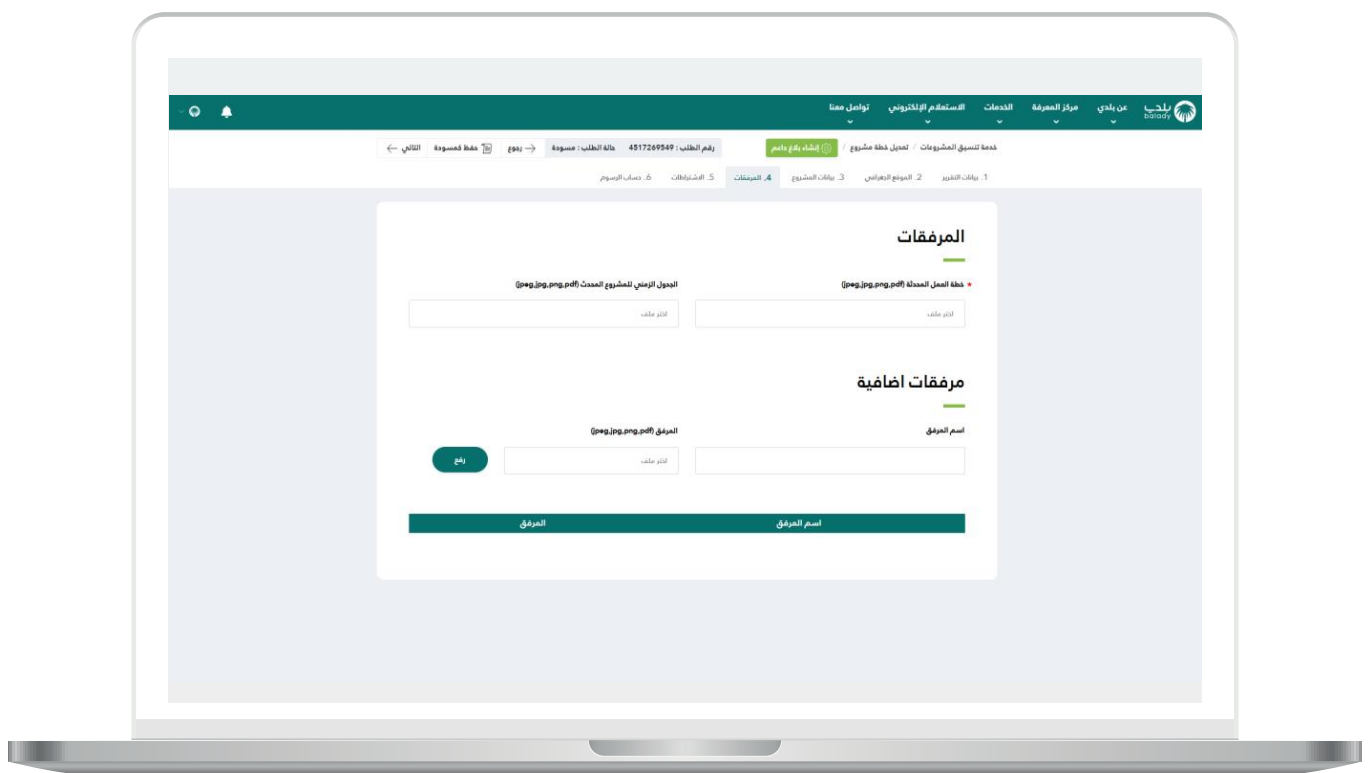


20) The user selects the necessary dates from the electronic calendar and clicks **(Next)** to proceed. The user can **(Save as Draft)** to return later or go **(Back)** to the previous step.

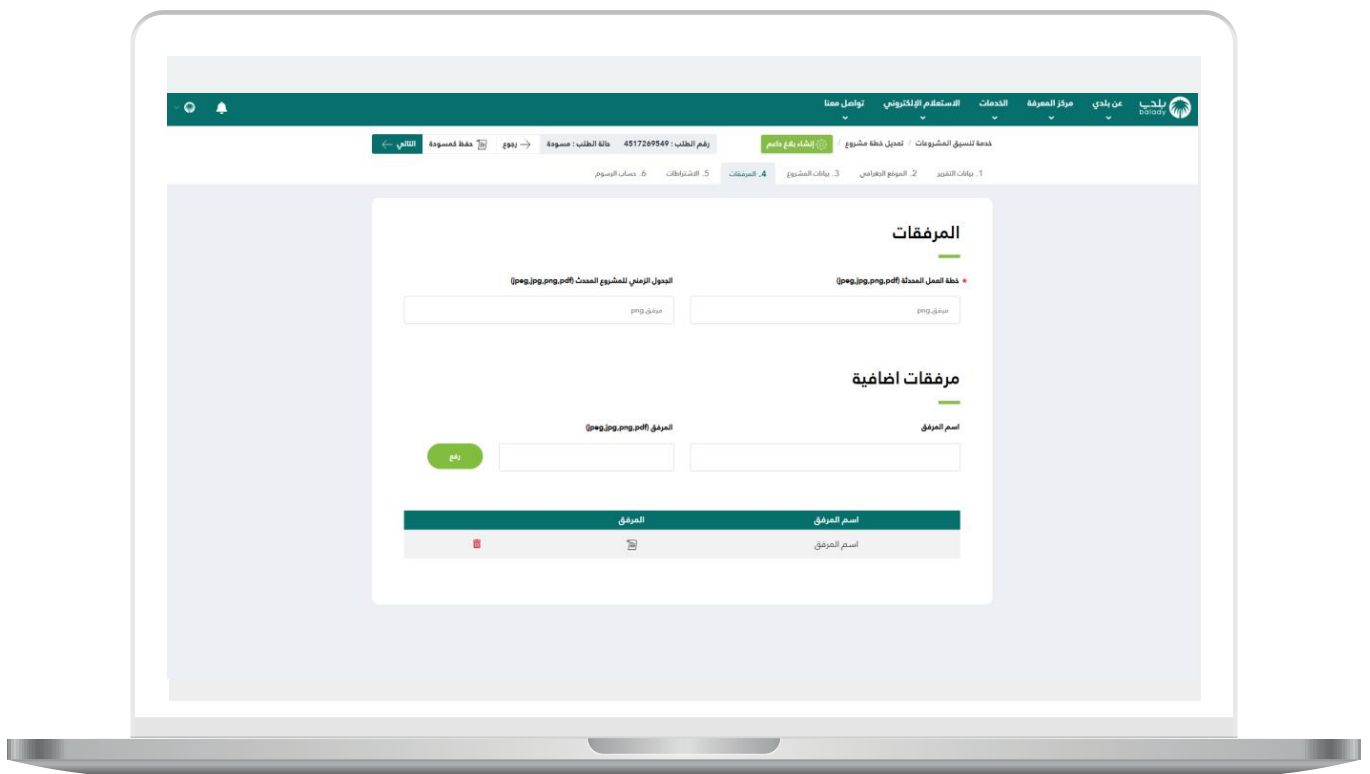


21) The user reaches the **(Attachments)** stage, where they upload the necessary documents by clicking the Attachment Field and selecting the file from their device.

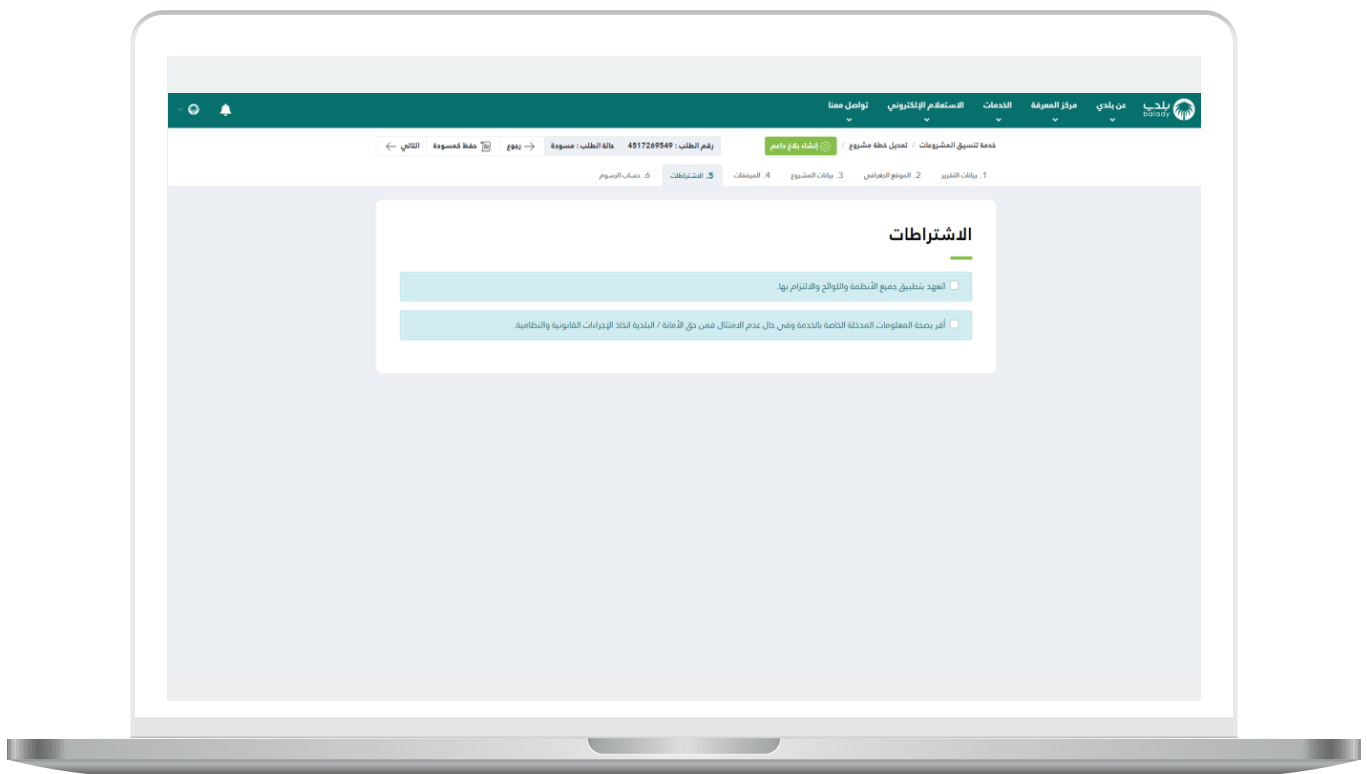
Additional attachments can be added under the **(Additional Attachments)** section by entering a **(Document Name)**, selecting the file in the **(Attachment)** field, and clicking **(Upload)**.



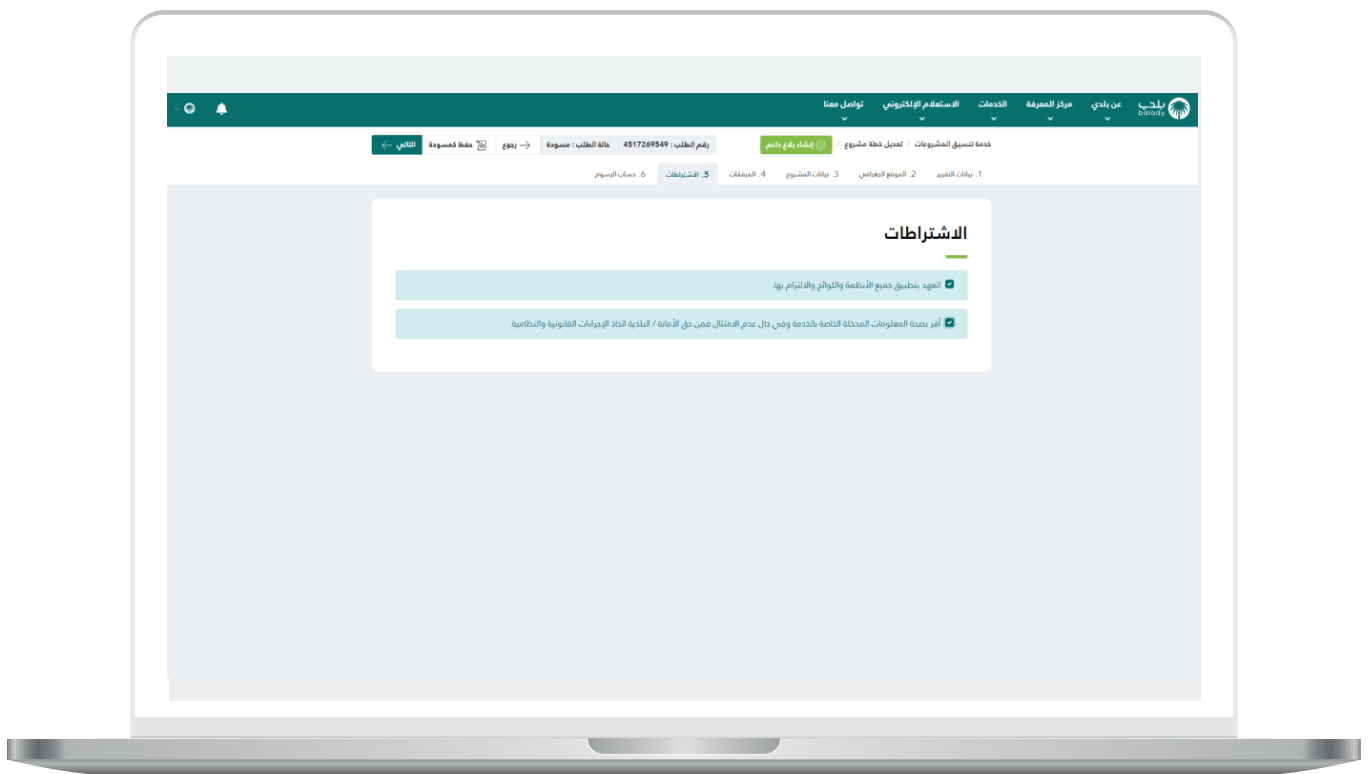
22) The user clicks **(Next)** to proceed, with the option to **(Save as Draft)** or return to the previous step using **(Back)**.



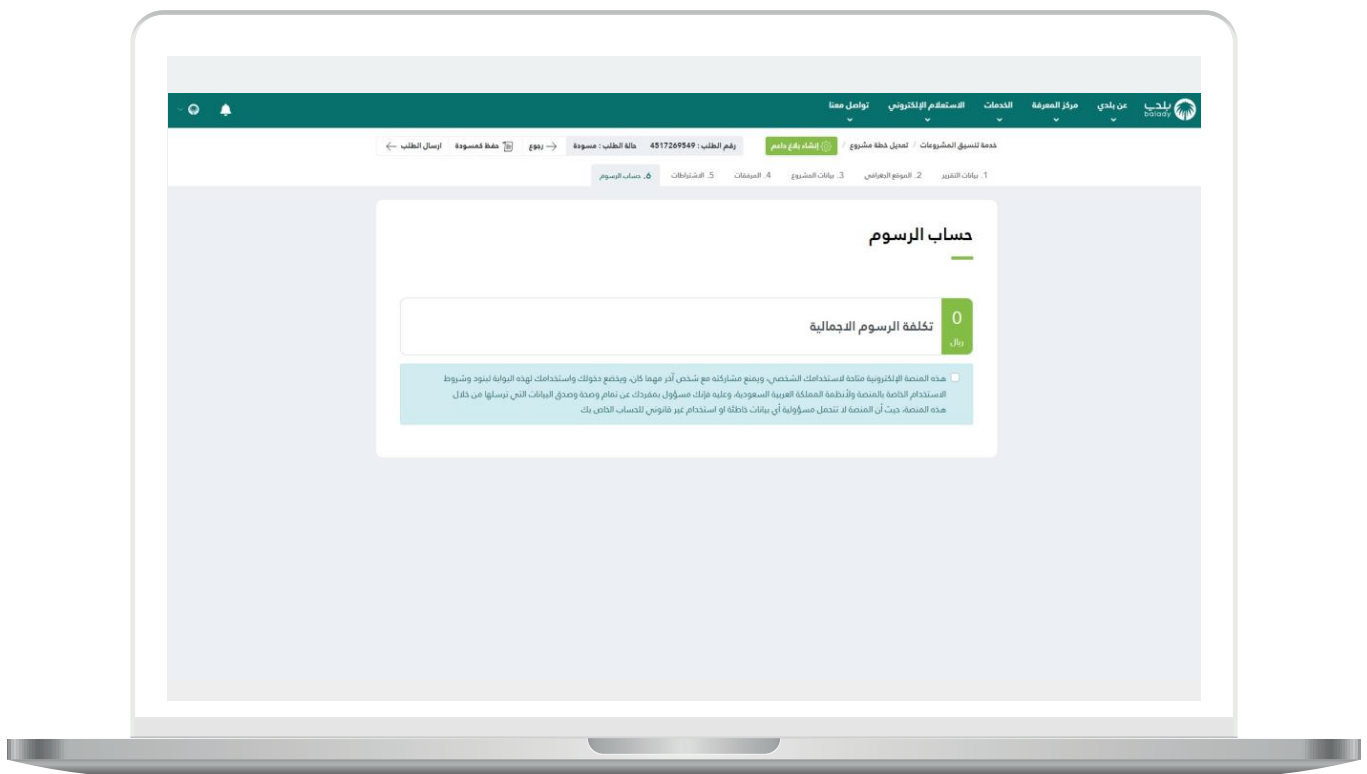
23) The user proceeds to the **(Conditions)** stage, where they read the conditions and agree to the acknowledgments.



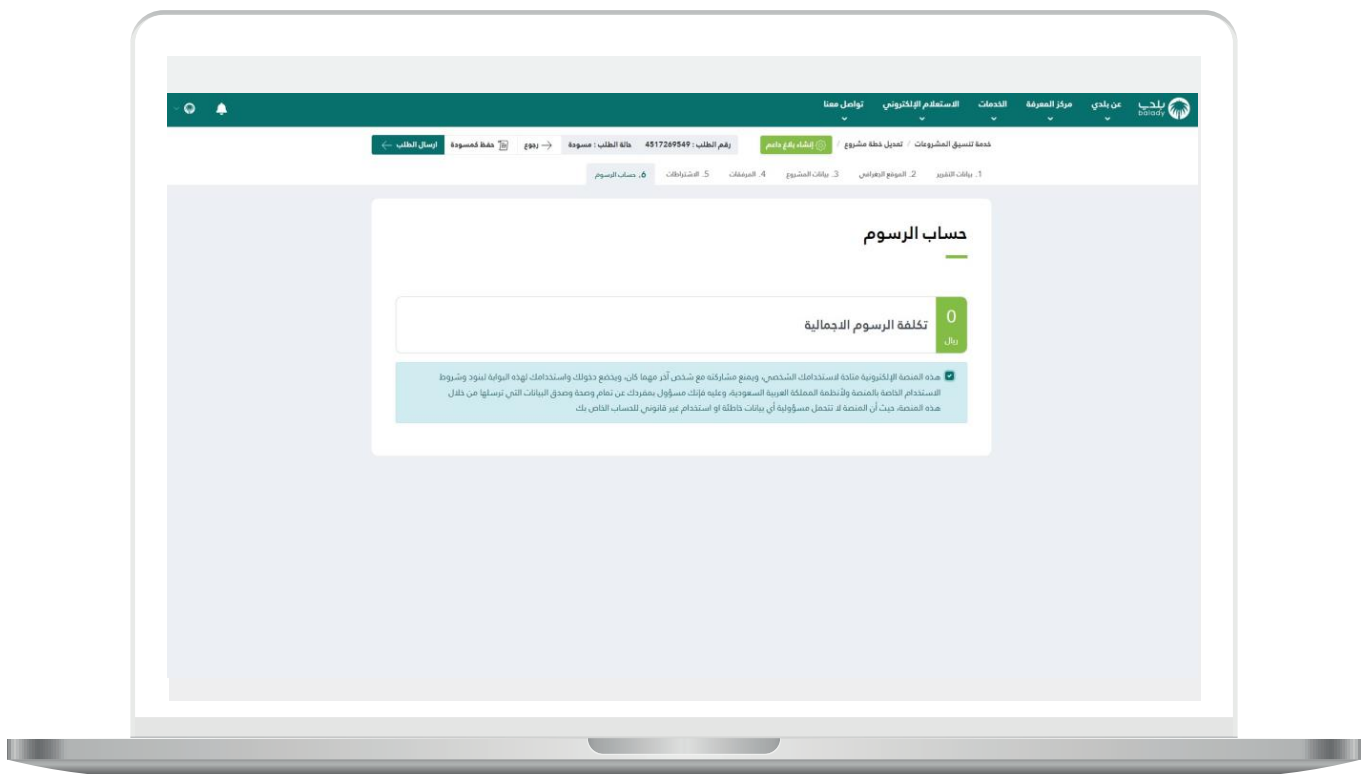
24) The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.



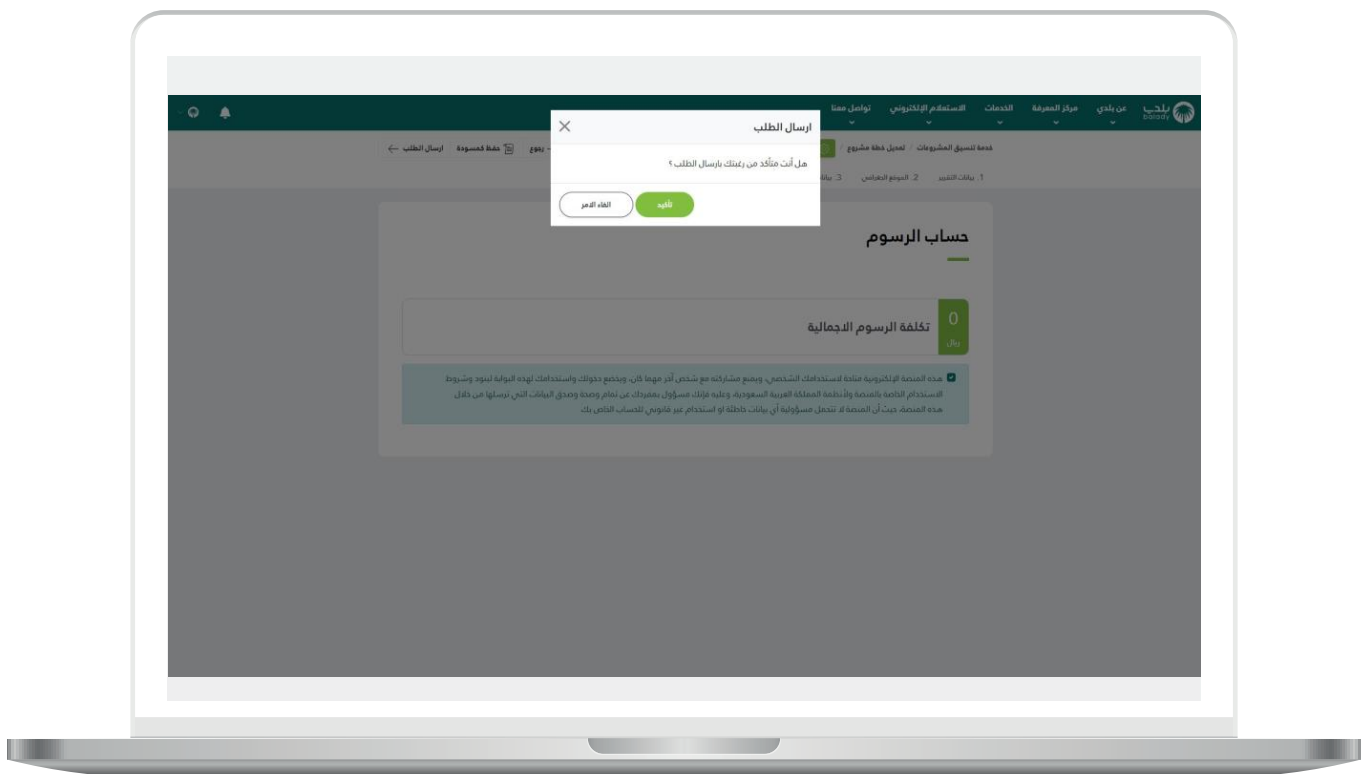
25) The user reaches the **(Fee Calculation)** stage, where the total cost of fees is displayed. The user must agree by selecting the acknowledgment checkbox.



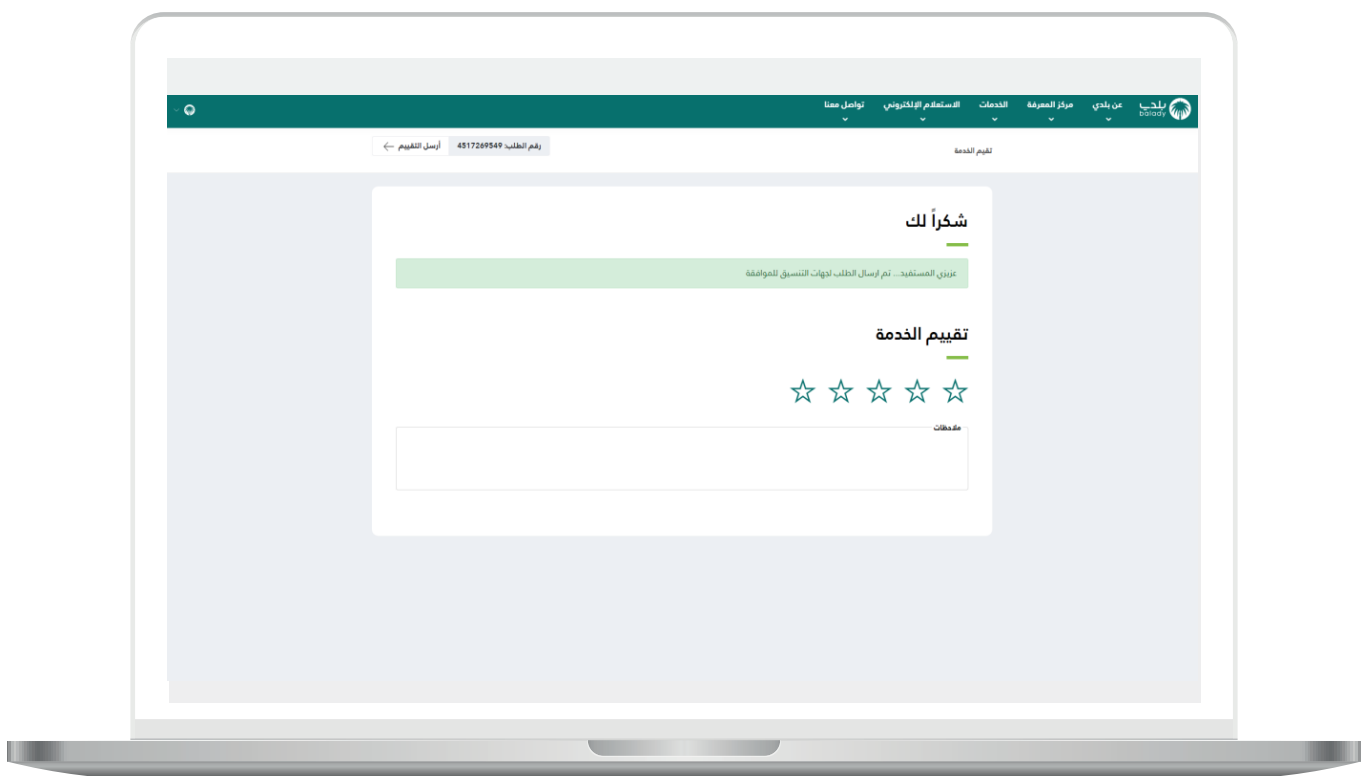
26) After that, they click **(Submit Request)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.



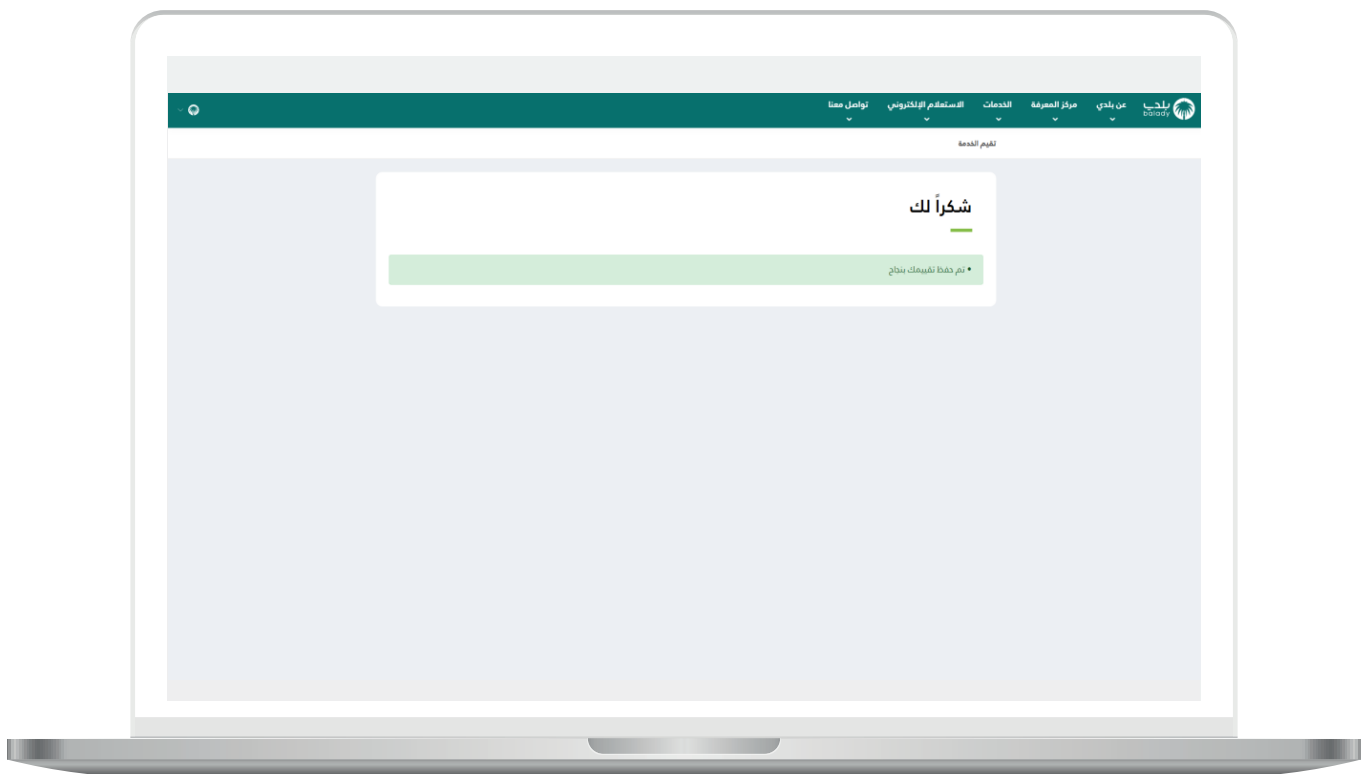
27) A confirmation message appears, prompting the user to click (**Confirm**) to finalize the submission or (**Cancel**) to discard the process.



28) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.

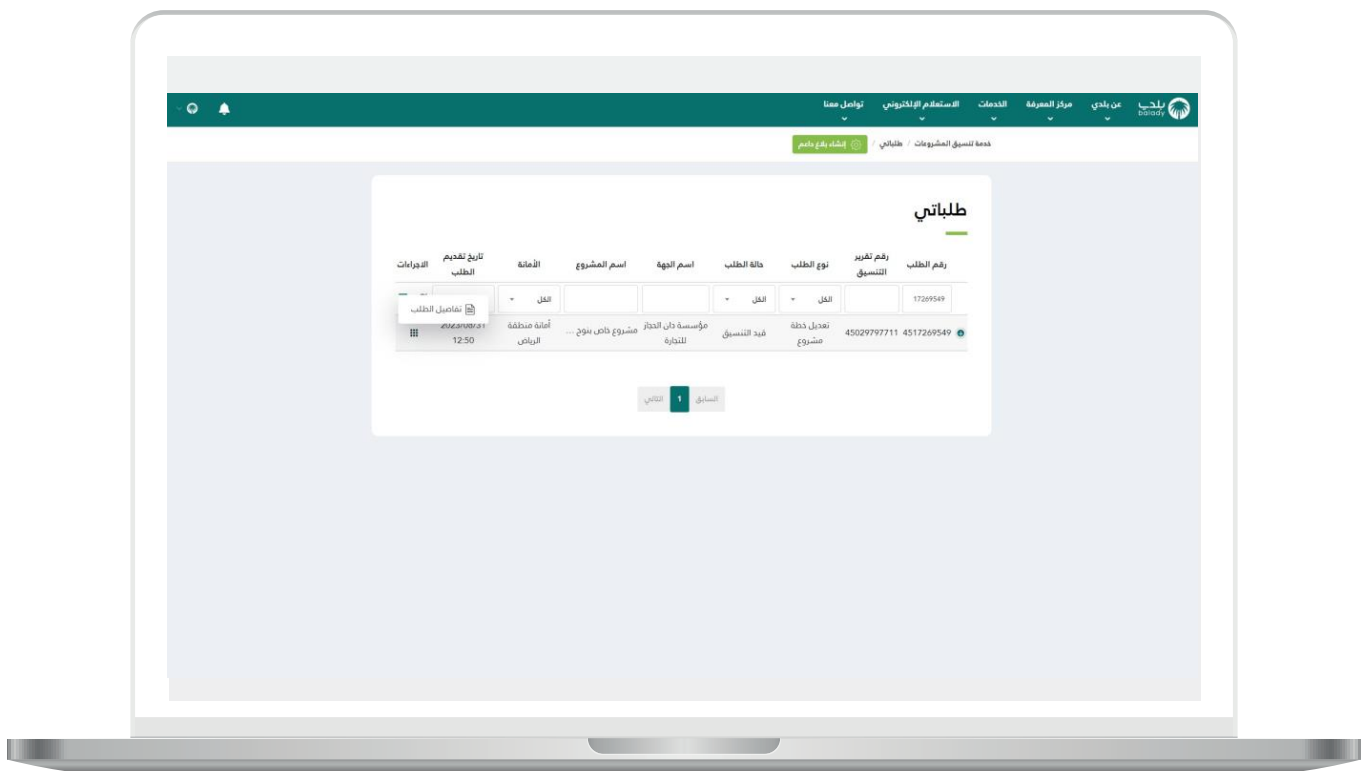


29) The system confirms that the Evaluation has been successfully saved.

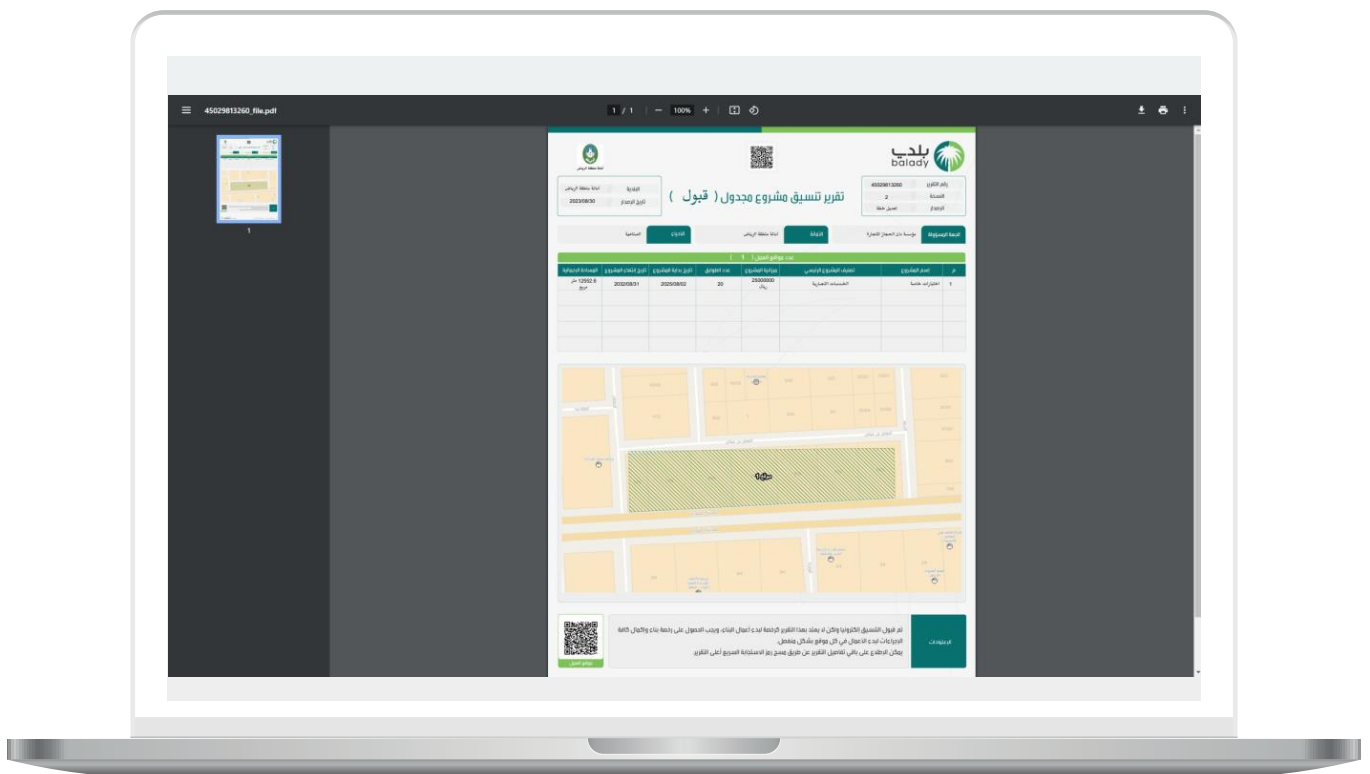


30) The user is redirected to the **(My Requests)** screen.

Searching by Request Number shows the request status as **(Under Coordination)**. The user can access request details by clicking the green action box and selecting **(View Request Details)**.

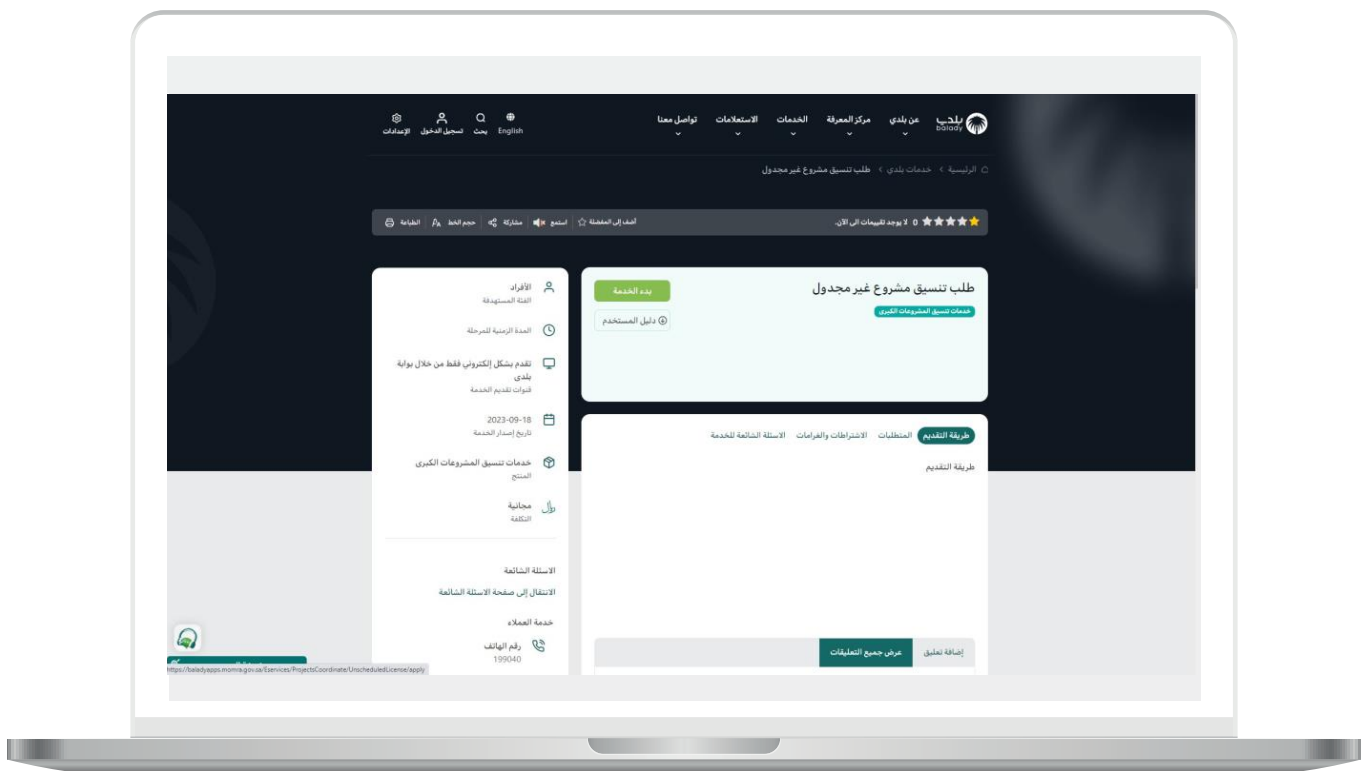


31) If the user clicks (**Print**), the report is generated and printed, as shown in the below screen.

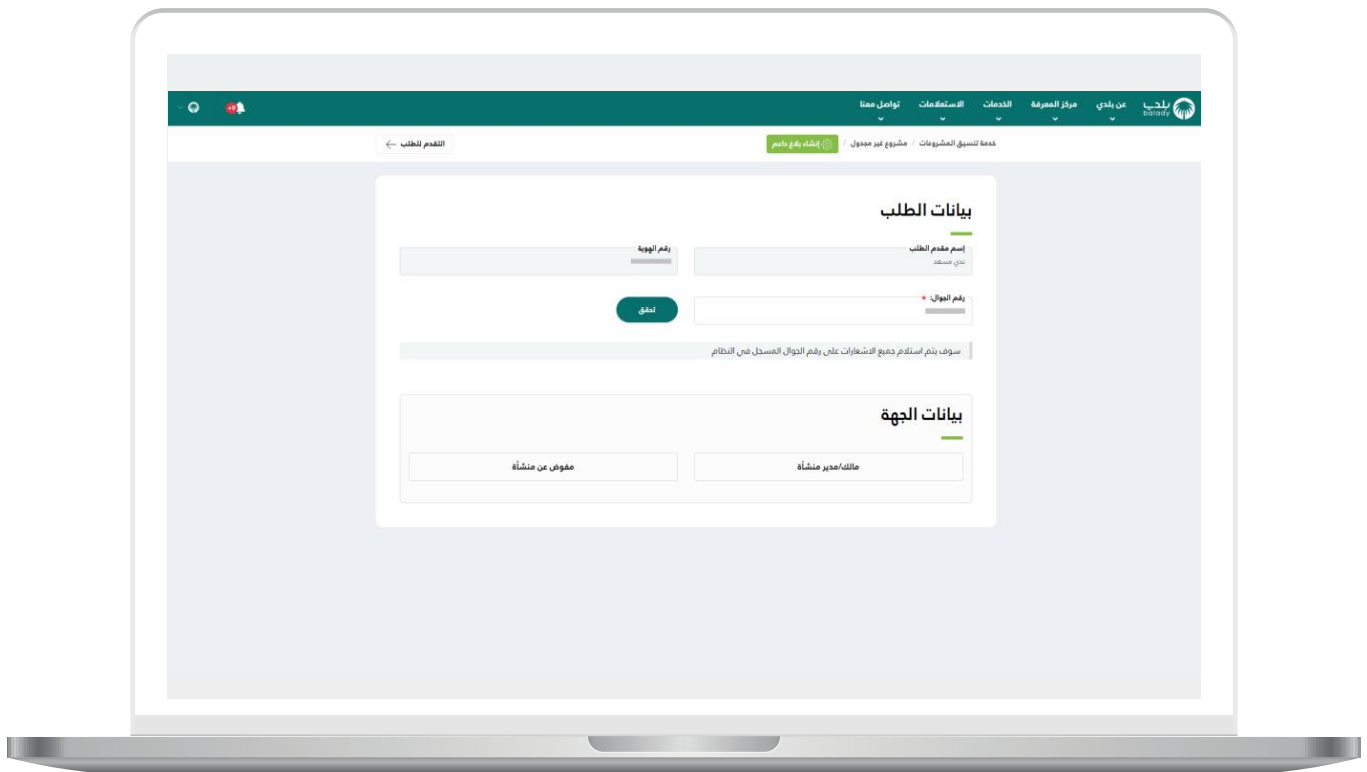


Unscheduled Project Coordination Request

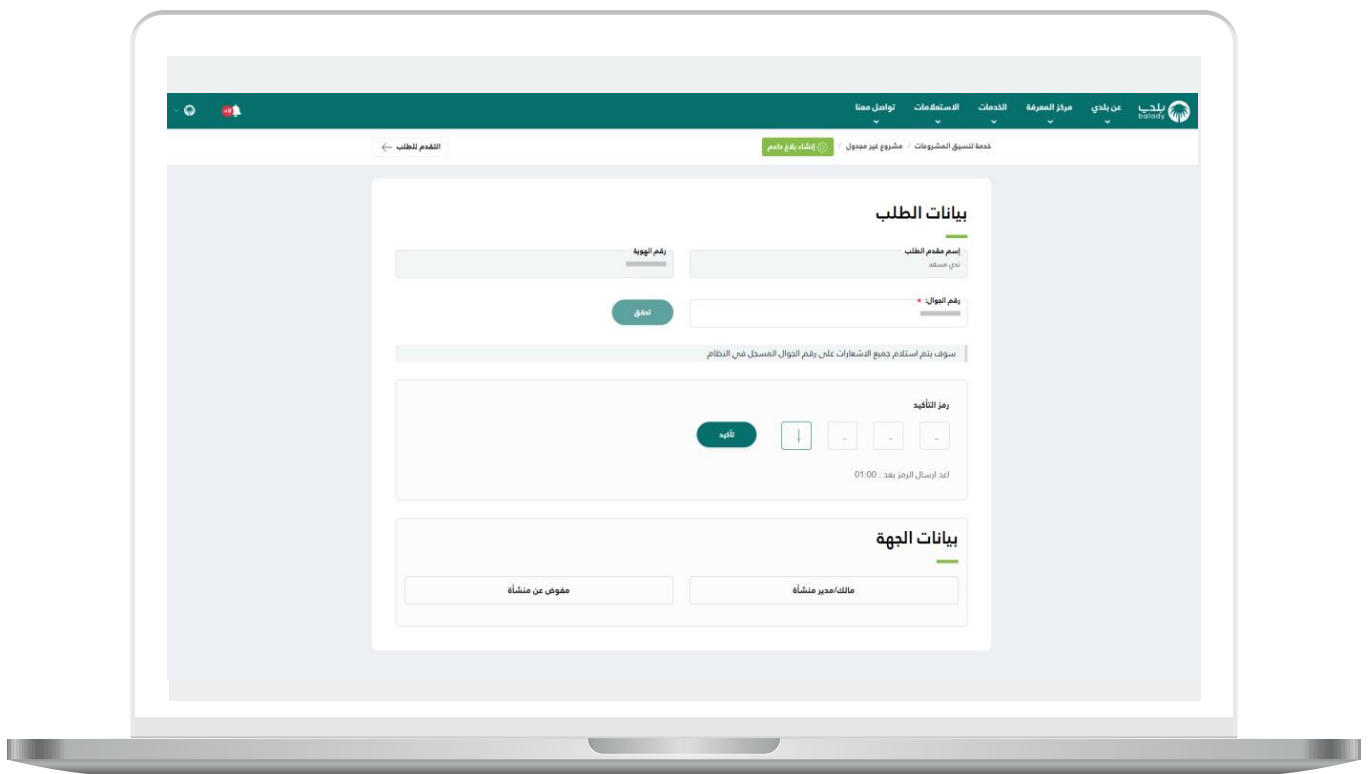
1) After selecting this service, the following screen appears, where the user can view the Application Process, Requirements, Conditions, and Penalties, etc. The service can be started by clicking **(Start Service)**.



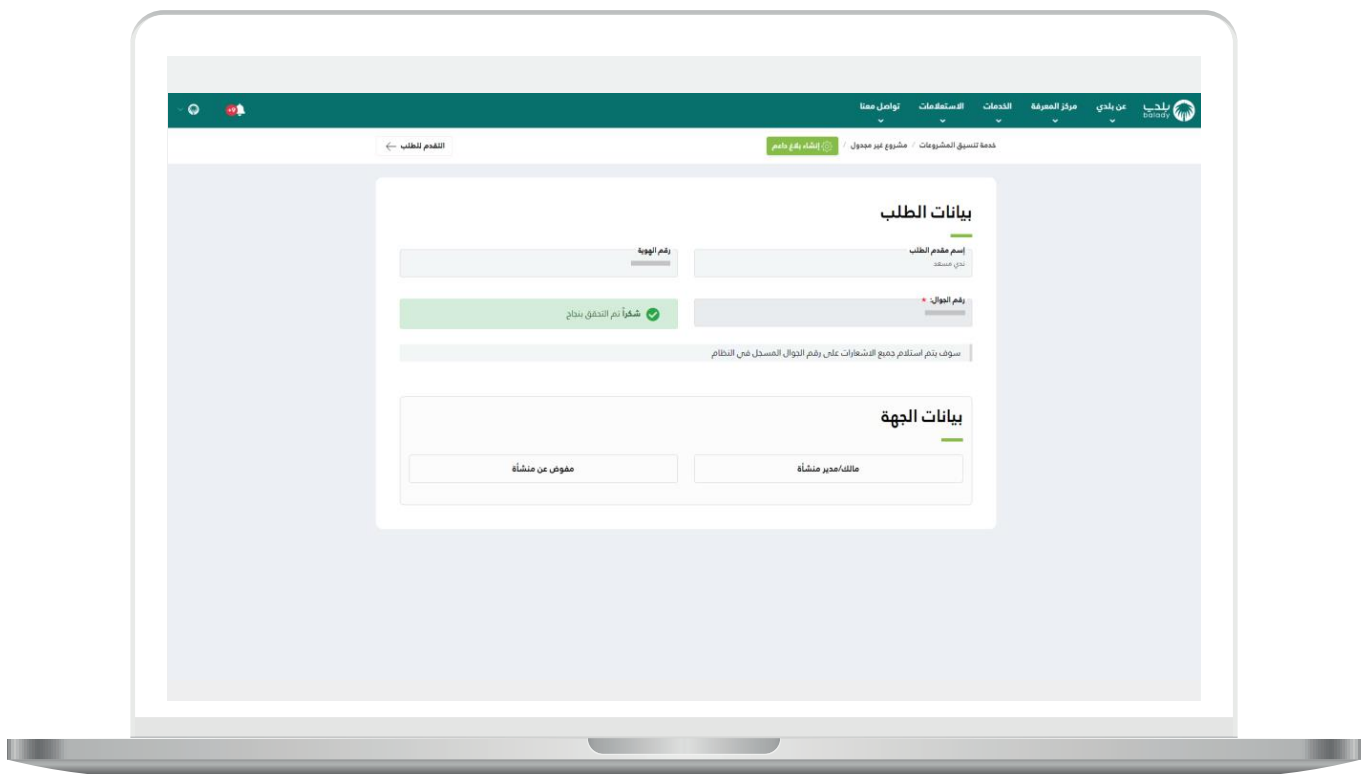
2) The system verifies the user's mobile number by entering the (**Mobile Number**) field and then clicking the (**Verify**) button, as shown below.



- 3) The user enters the Verification Code sent via SMS into the (Verification Code) field and clicks (Confirm).

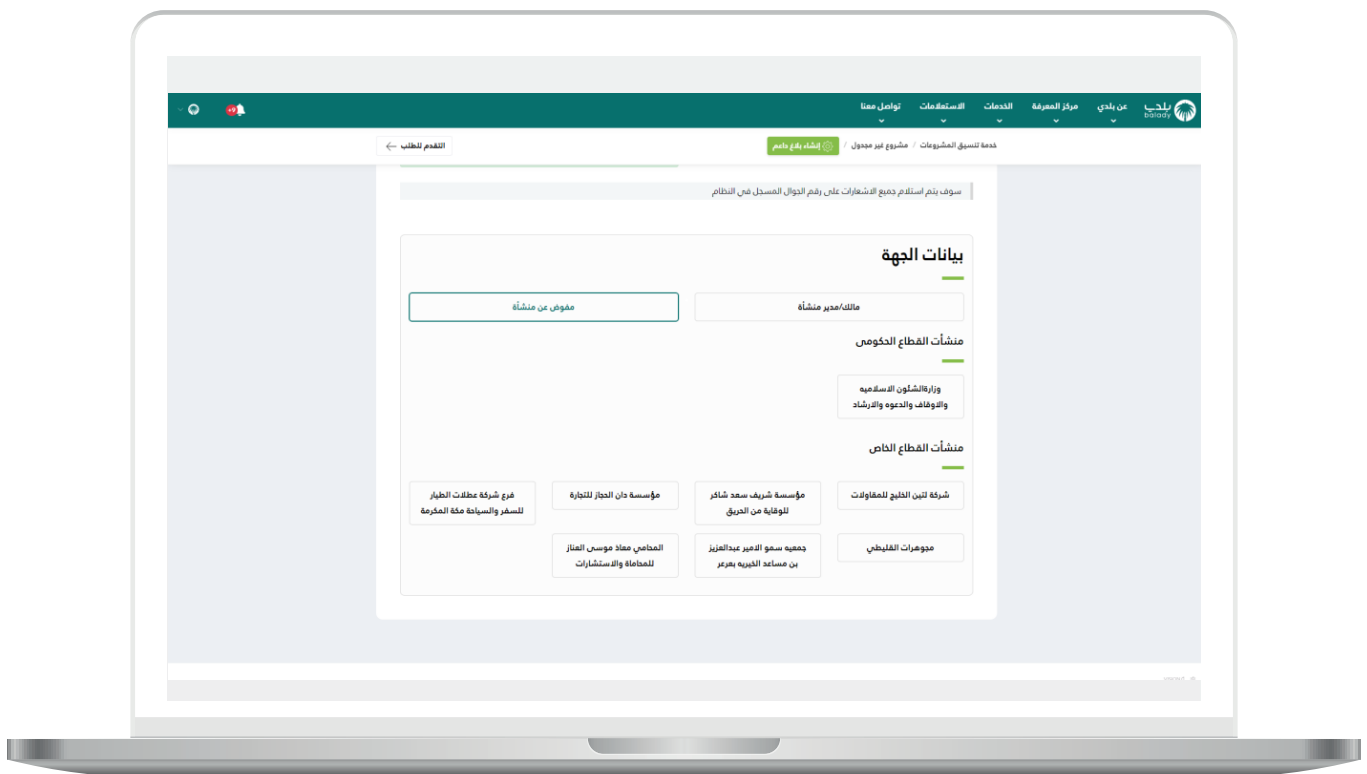


4) Upon successful mobile number verification, a confirmation message appears, as shown in the figure. The user then selects the Entity Type from the following options: **(Owner or Manager of an Establishment)** or **(Authorized Representative)**.

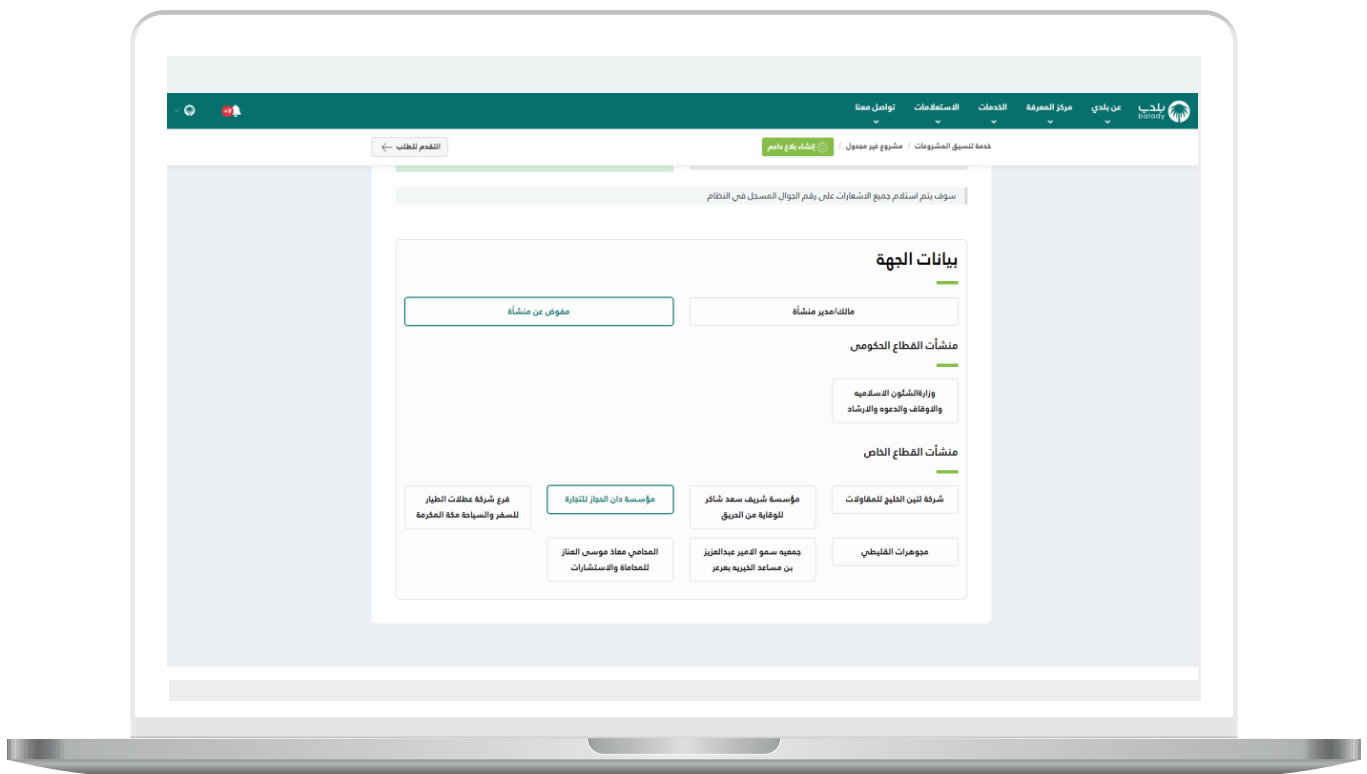


5) If the user selects **(Owner or Manager of an Establishment)**, the system prompts for the **(Commercial Register)**, which must be entered before clicking **(Browse)**.

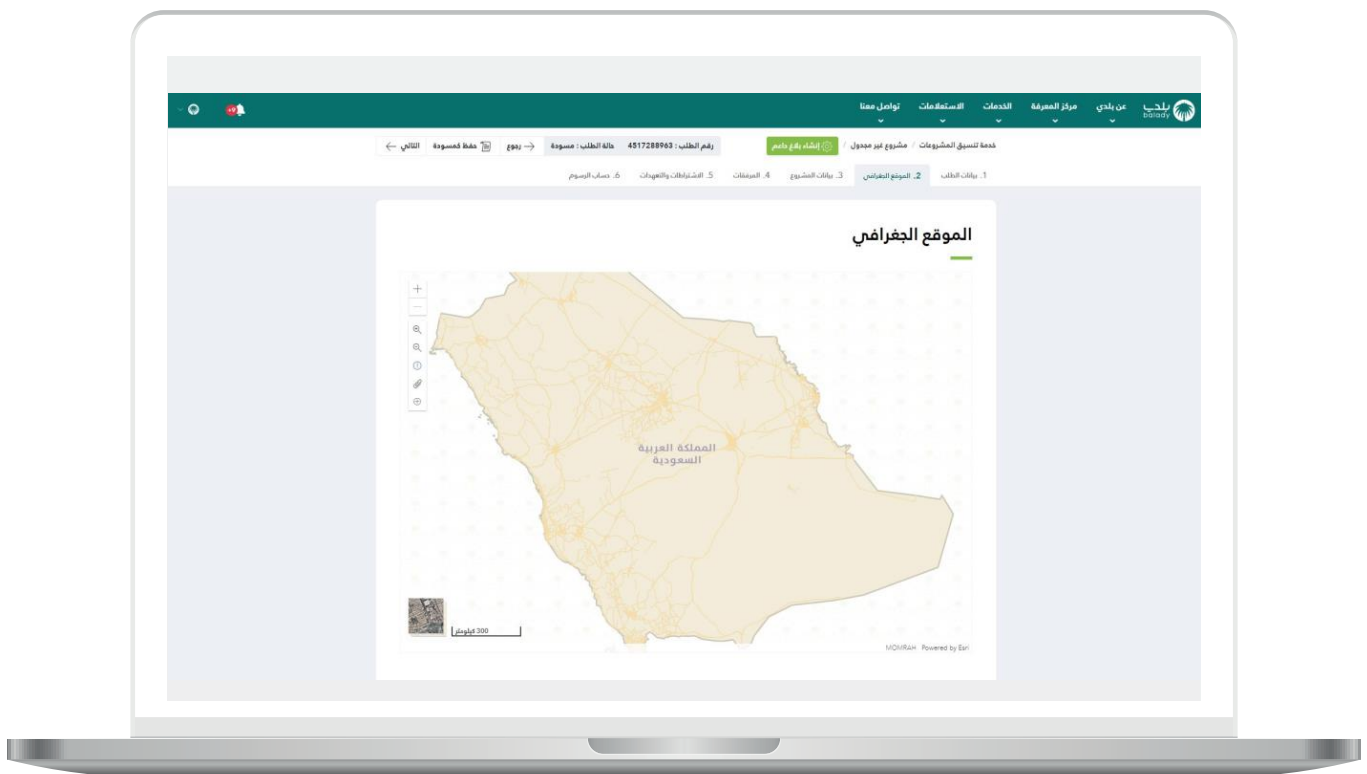
6) If the user selects **(Authorized Representative)**, the system displays **(Government Entities)** and **(Private Sector Entities)** for selection.



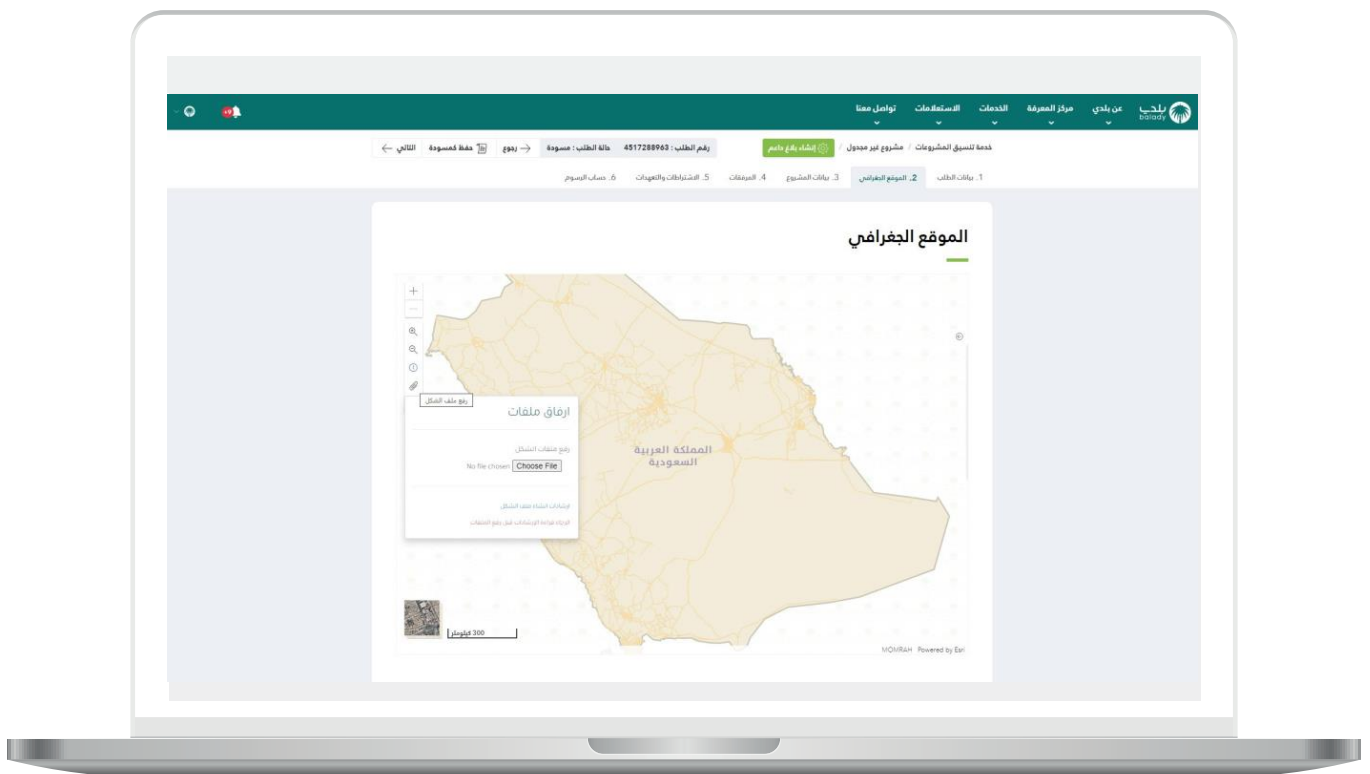
7) After making a selection, the user clicks (Proceed with Request).



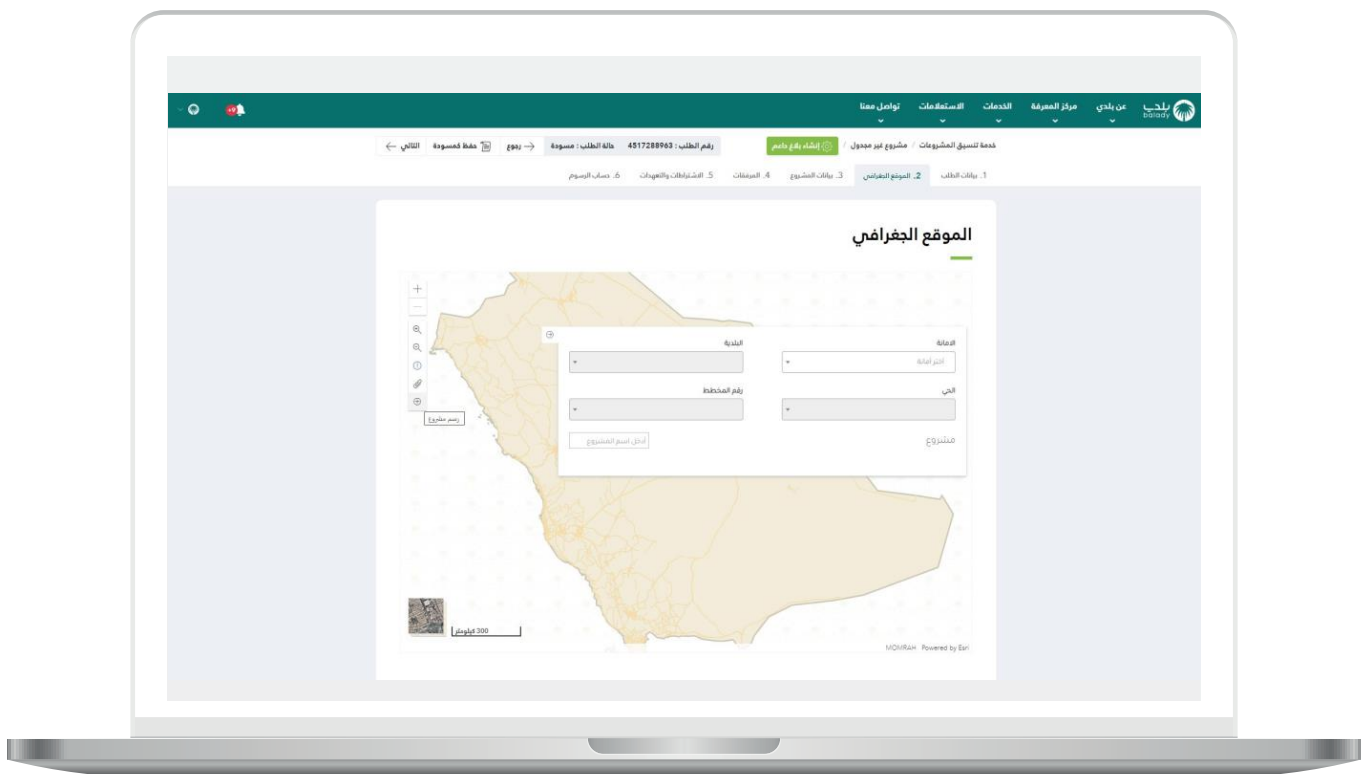
8) The user is then redirected to the **(Geographic Location)** stage, where a digital map is displayed for site selection.



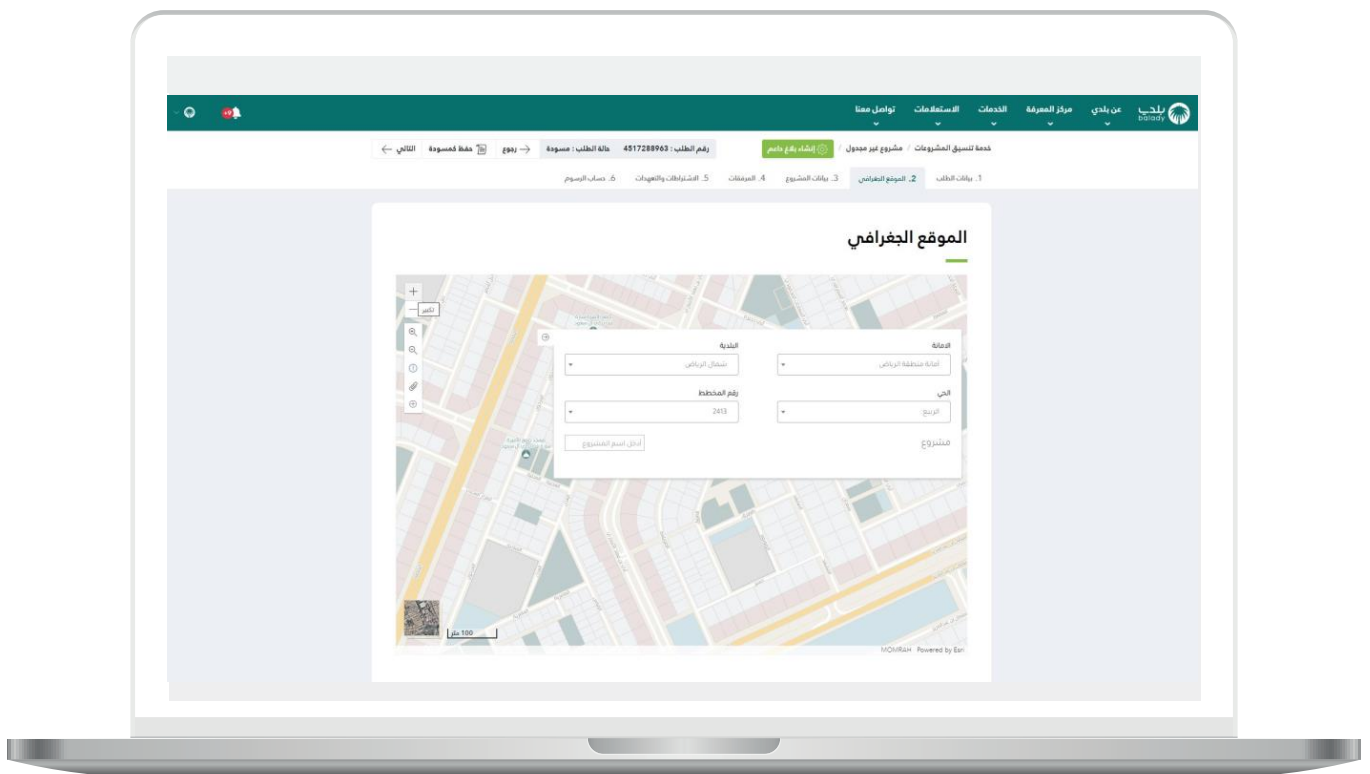
9) The user can select the location by clicking (**Upload Shape File**), then clicking (**Choose File**) and selecting the coordinates file from their device.



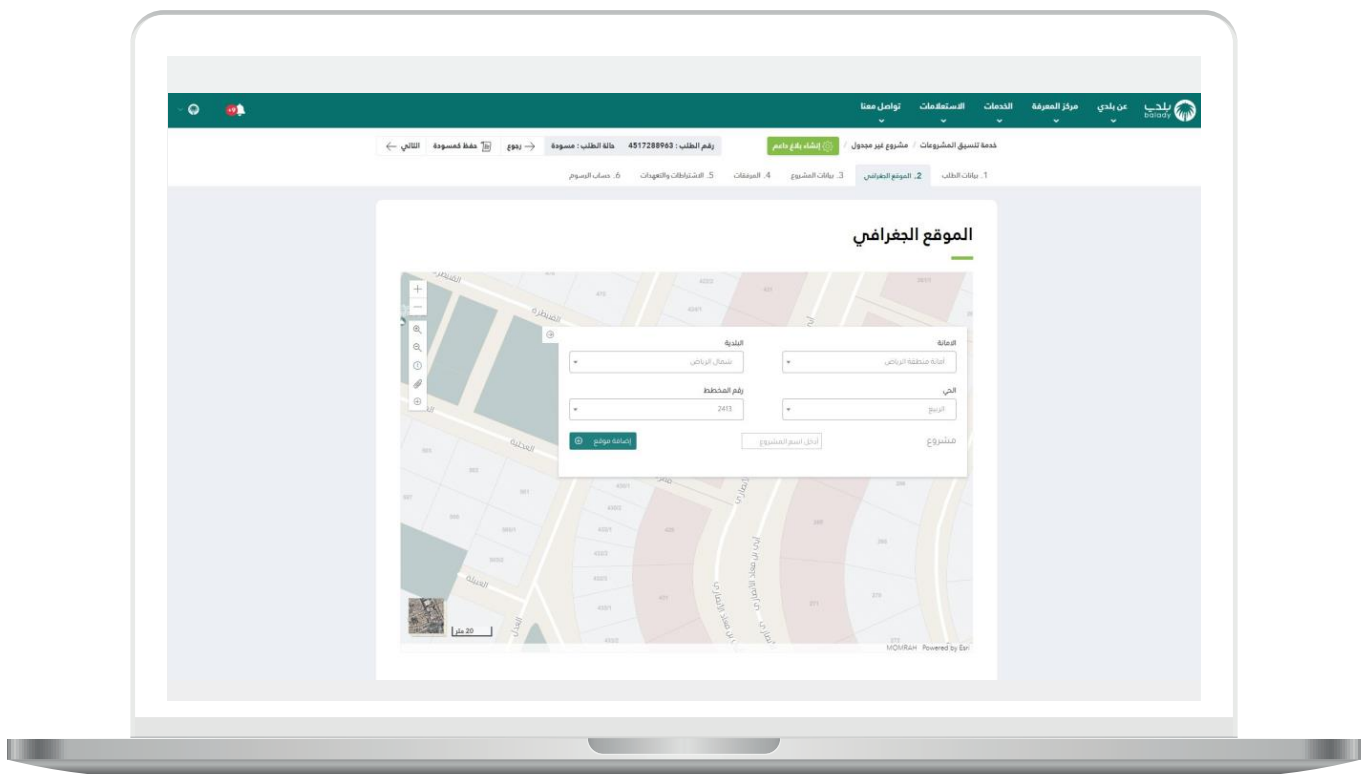
10) Alternatively, the user can manually input the location details by clicking **(Draw Project)** and selecting values from dropdown lists in the following order: **(Municipality, Secretariat, District, Plan Number)**.



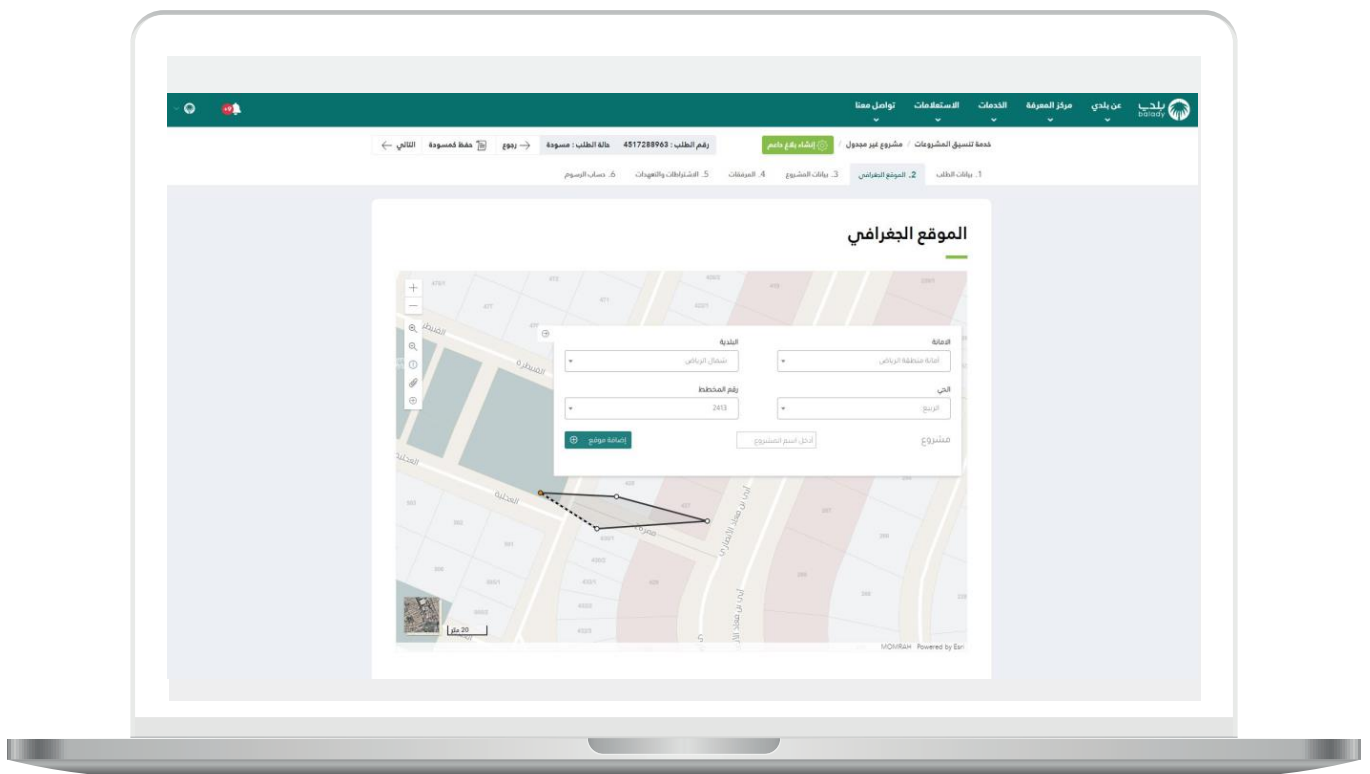
11) The map can be zoomed in using the (+) button.



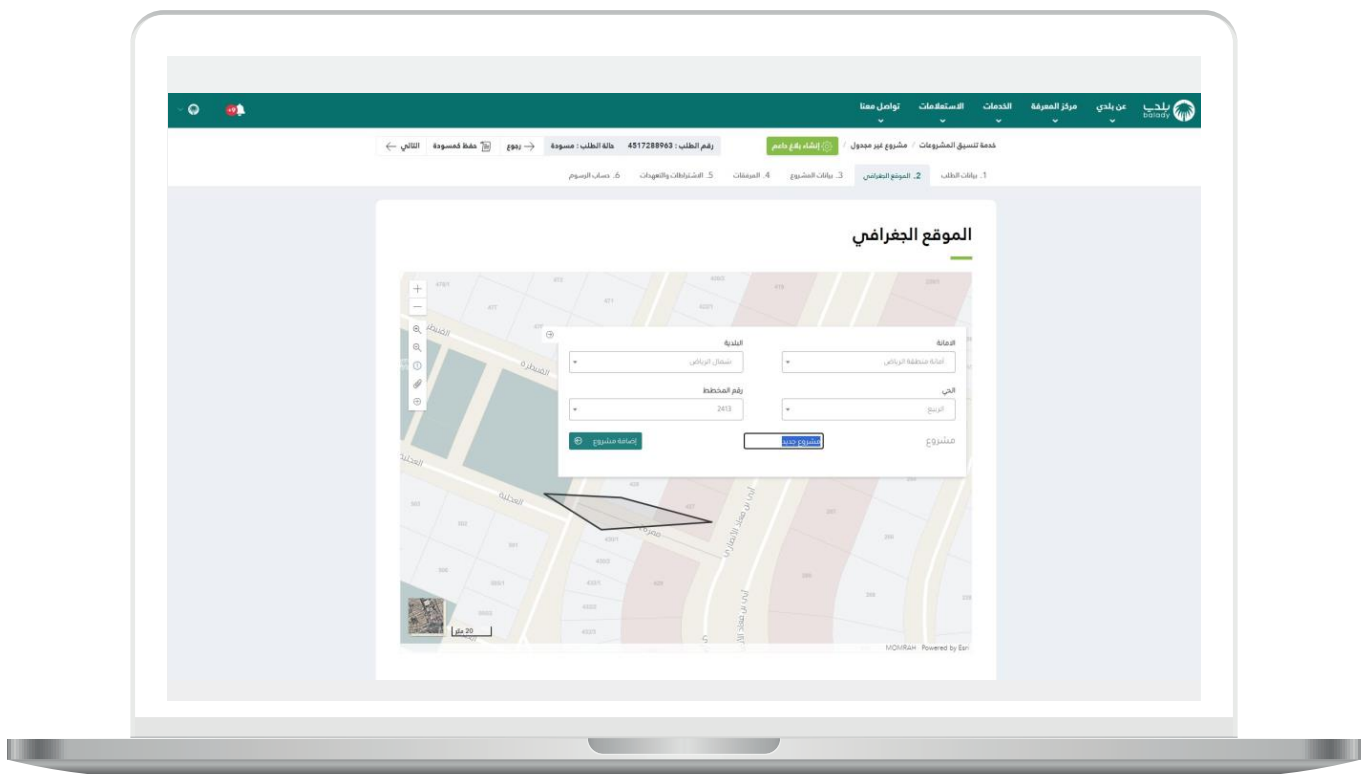
12) The user clicks (**Add Location**) and manually draws the site boundaries on the map.



13) After finalizing the drawing, the user double-clicks to confirm it.



14) The (Project) field is then filled, followed by clicking (Add Project).



16) The user moves to the **(Project Details)** stage, where they enter values for the following fields: Project Name, Contract Number, Project Budget (**SAR**), Number of Floors, and Project Description.

Dropdown lists are used to select **(Main Project Category)** and **(Sub-project Category)**.

The screenshot shows a web application interface for project management. The top navigation bar includes links for 'الرئيسية', 'عن بلدي', 'مركز المعرفة', 'الخدمات', 'الاستشارات', 'تواصل معنا', and 'خدمة لتسويق المشروعات / مشروع غير محدود'. Below the navigation bar, there is a breadcrumb trail: 'الرئيسية > بيانات الطلب: 4517288963 > حالة الطلب: مسودة > ربيع > خطة المسودة > التالي <'. The main content area is titled 'بيانات المشروع' and contains several input fields with red asterisks indicating required fields. The fields are organized into two columns:

- Left Column:**
 - رقم العقد *
 - تصنيف المشروع الفرعي *
 - عدد الطوابق *
 - وصف المشروع *
- Right Column:**
 - اسم المشروع *
 - تصنيف المشروع الرئيسي *
 - ميزانية المشروع (ريال سعودي) *
 - مراحل المشروع

The 'مراحل المشروع' section includes fields for:

- تاريخ بداية المشروع *
- تاريخ نهاية المشروع *
- أعمال التسوية والأساسات *
- أعمال البناء والتهيئة *
- أعمال الكهربية والميكانيكية *

17) The user must also fill in the **(Project Phases)** section using the electronic calendar, covering: Project Start Date, Project End Date, Site Preparation, Excavation & Foundations, Structural Works, Electrical & Mechanical Works, Insulation Works, Finishing Work & Delivery.

The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.

The screenshot displays the B7 project management system interface. The header includes navigation links: **الرئيسية** (Home), **عن بلدي** (About My City), **مركز المعرفة** (Knowledge Center), **الخدمات** (Services), **الاستعلامات** (Inquiries), **تواصل معنا** (Contact Us), and **البلدية** (Municipality). The main content area is titled **خدمة لتسيق المشروعات / مشروع غير محمول** (Project Coordination Service / Project Not Loaded). The form includes fields for **تعريف المشروع الرئيسي** (Main Project Definition), **مزايا المشروع (نيل سعودي)** (Project Advantages (Saudi National)), **وصف المشروع** (Project Description), and **عدد الطوابق** (Number of Floors). Below these fields is a section titled **مراحل المشروع** (Project Phases) which contains a calendar for scheduling project phases. The calendar shows dates from 2023/10/01 to 2023/10/31. The phases listed are: **تاريخ نهاية المشروع** (Project End Date), **تاريخ بداية المشروع** (Project Start Date), **أعمال التجهيز والمعدات** (Equipment and Preparation Work), **أعمال البناء والتجهيز** (Construction and Preparation Work), and **أعمال التشطيب والتسليم** (Finishing and Delivery Work).

18) The user reaches the (**Attachments**) stage, where they upload the necessary documents by clicking the Attachment Field and selecting the file from their device.

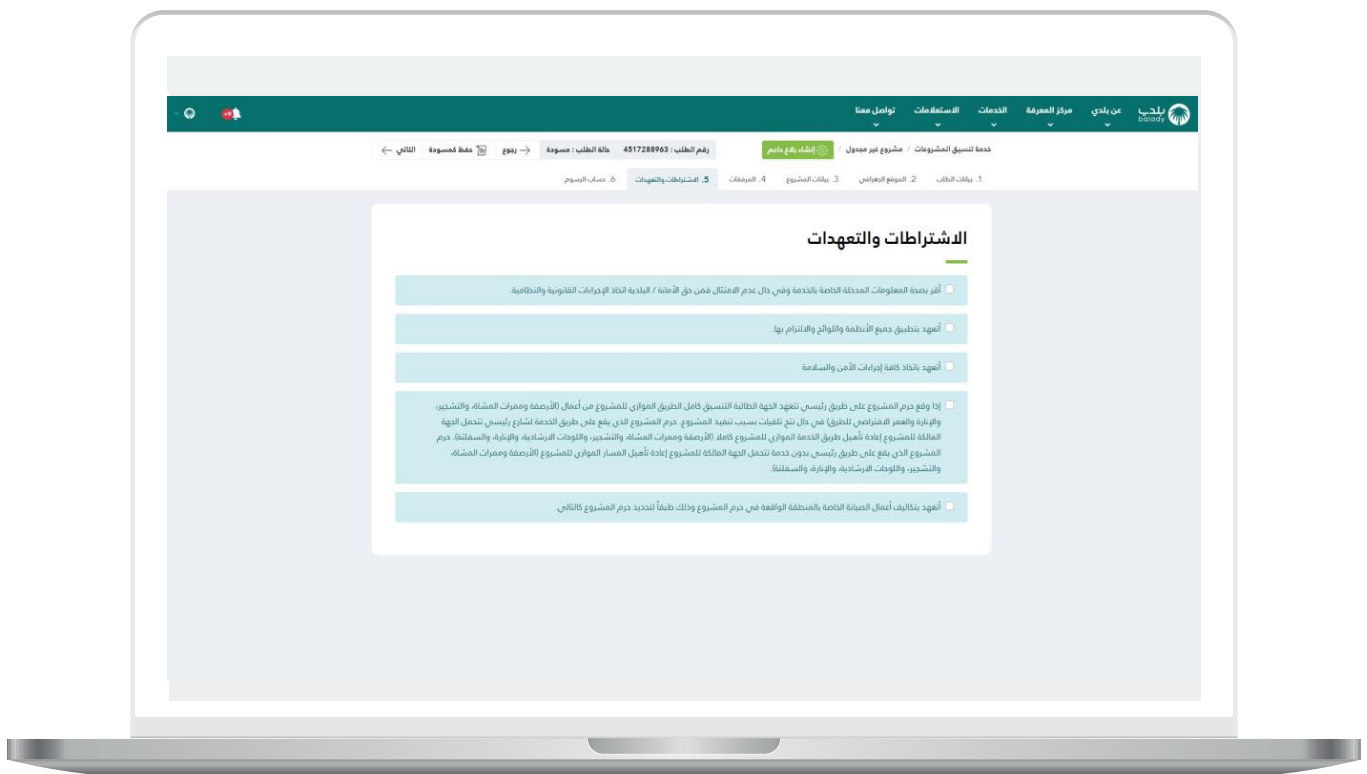
Additional attachments can be added under the (**Additional Attachments**) section by entering a (**Document Name**), selecting the file in the (**Attachment**) field, and clicking (**Upload**).

The user then clicks (**Next**) to continue, (**Save as Draft**) to store the request, or (**Back**) to return to the previous stage.

The screenshot shows a web application interface for the 'Attachments' stage. At the top, there is a navigation bar with the B8 logo and the text 'User Guide for Major Project Coordination Services - Beneficiary'. Below the navigation bar, there is a header section with the following text: 'خدمة تنسيق المشروعات / مشروع غير محمول / إنشاء بقة باسم' and 'رقم الطلب: 451728963 حالة الطلب: مسودة'. The main content area is titled 'المرفقات' (Attachments) and contains several input fields for document names and attachment fields. The fields are organized into two sections: 'المرفقات' (Attachments) and 'مرفقات إضافية' (Additional Attachments). The 'المرفقات' section has four rows, each with a text input field for the document name and a file selection button. The 'مرفقات إضافية' section has a single row with a text input field for the document name and a file selection button. At the bottom of the form, there is a green button labeled 'تالي' (Next) and a green button labeled 'حفظ المسودة' (Save Draft). The interface is clean and modern, with a light blue and white color scheme.

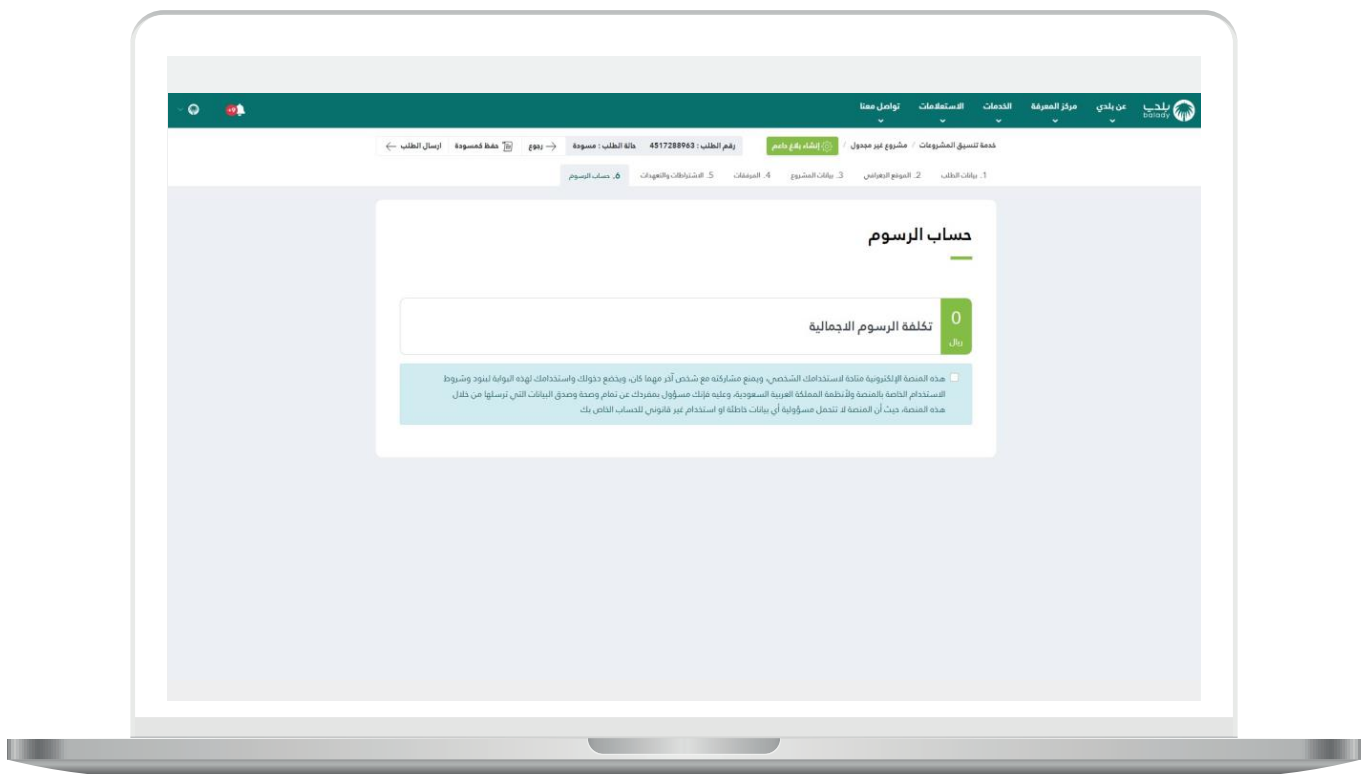
19) The user proceeds to the **(Conditions and Acknowledgments)** stage, where they read the conditions and agree to the acknowledgments.

After that, they click **(Next)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.

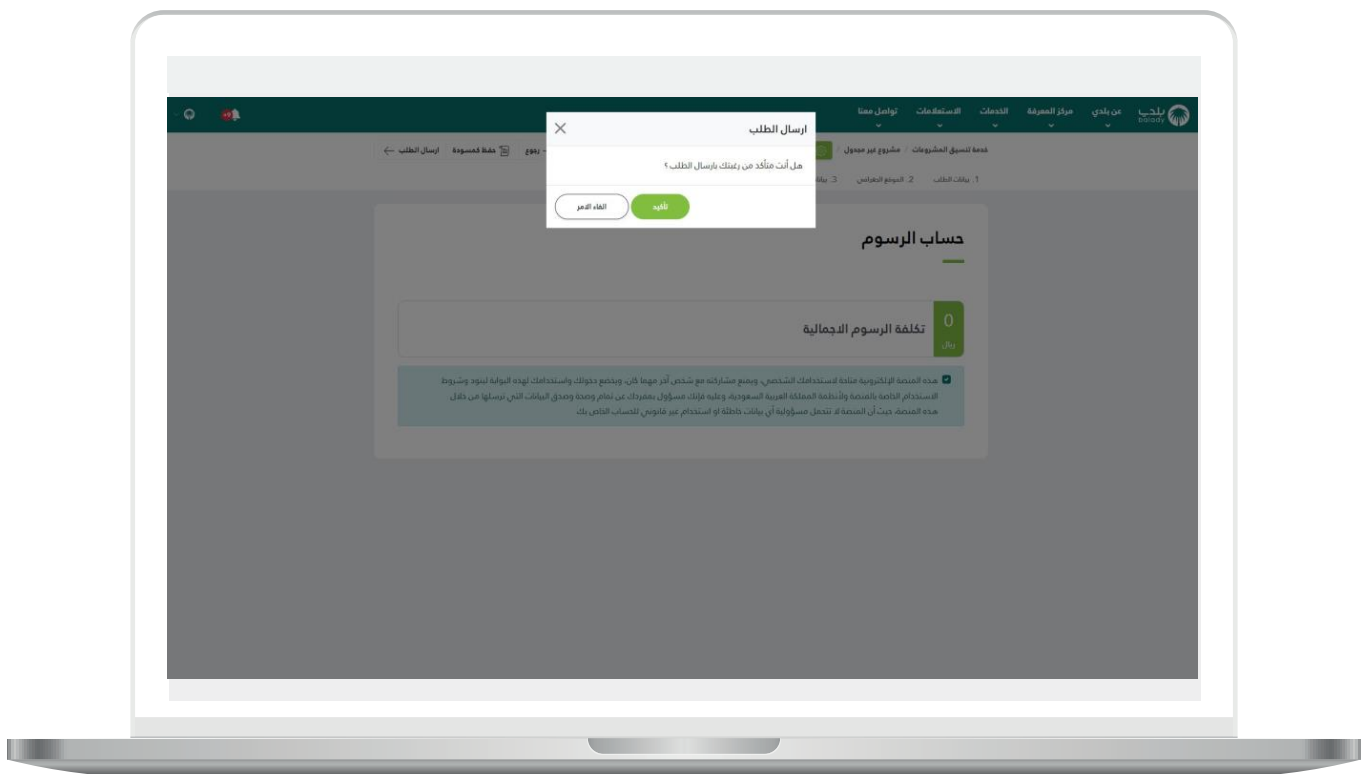


20) The user reaches the **(Fee Calculation)** stage, where the total cost of fees is displayed. The user must agree by selecting the acknowledgment checkbox.

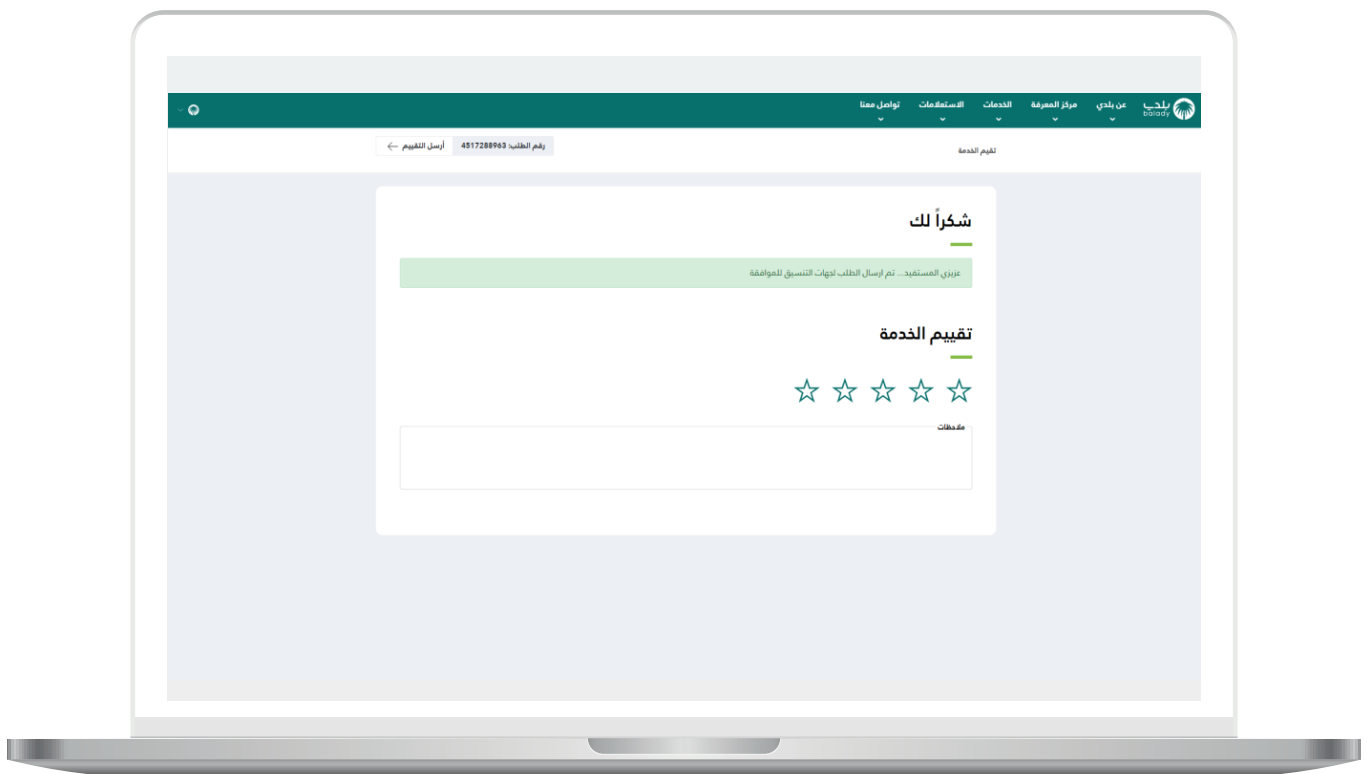
After that, they click **(Submit Request)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.



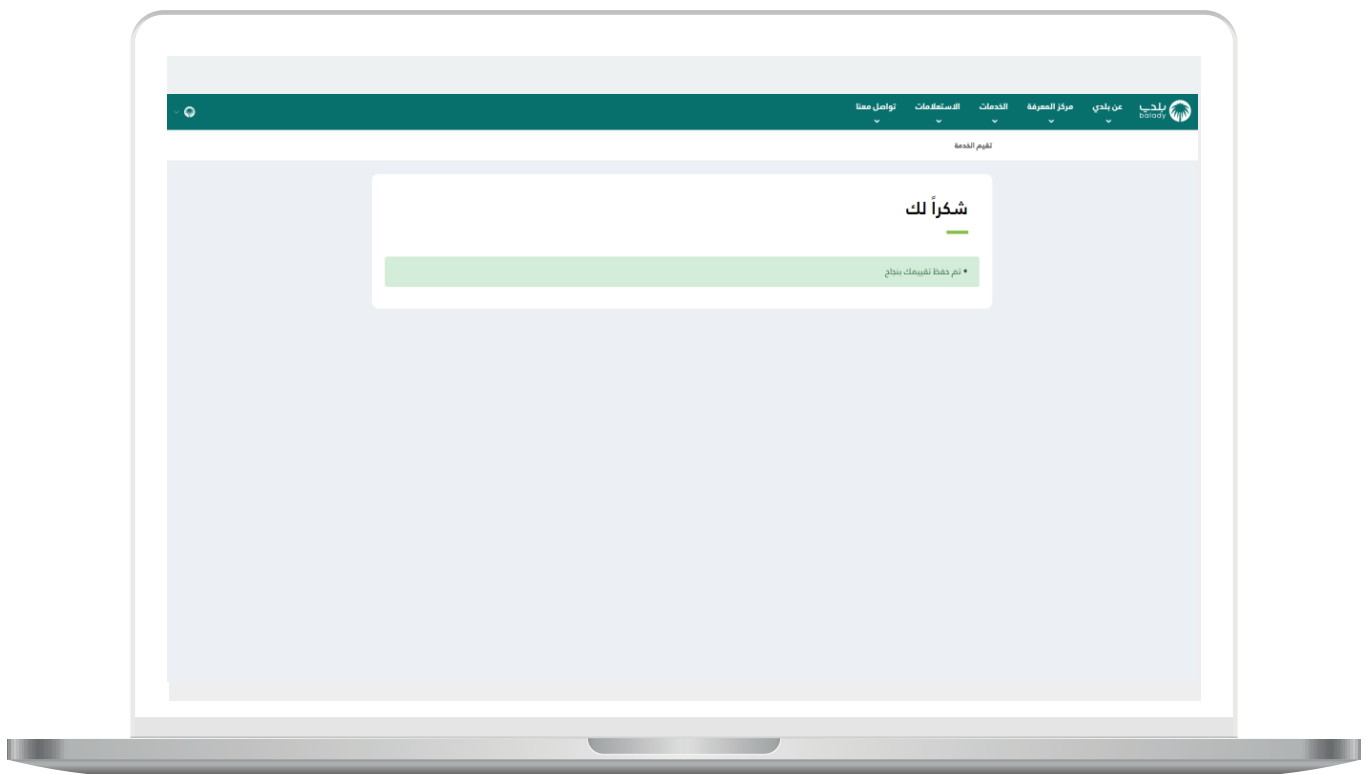
21) A confirmation message appears, prompting the user to click (**Confirm**) to finalize the submission or (**Cancel**) to discard the process.



22) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



23) The system confirms that the Evaluation has been successfully saved.



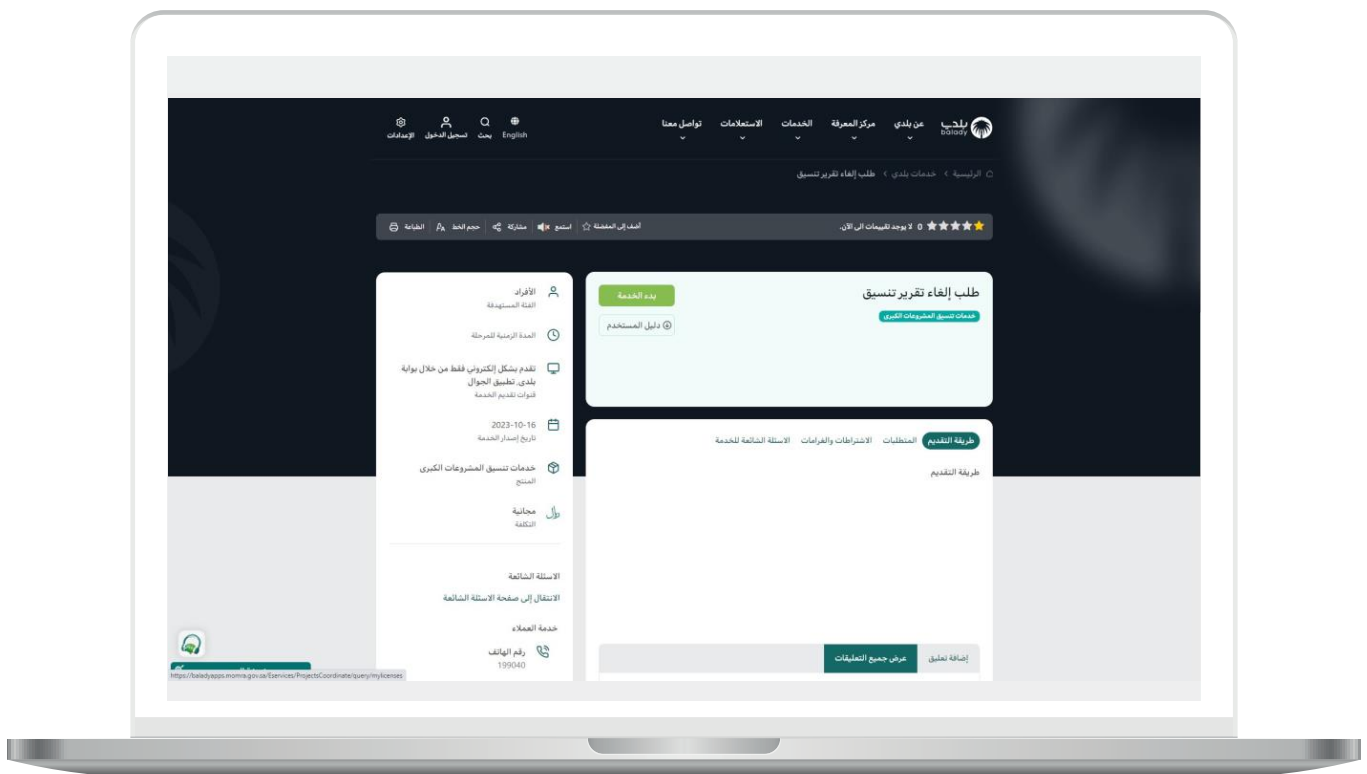
Coordination Report Cancellation Request

A project's coordination report may be canceled in the following cases:

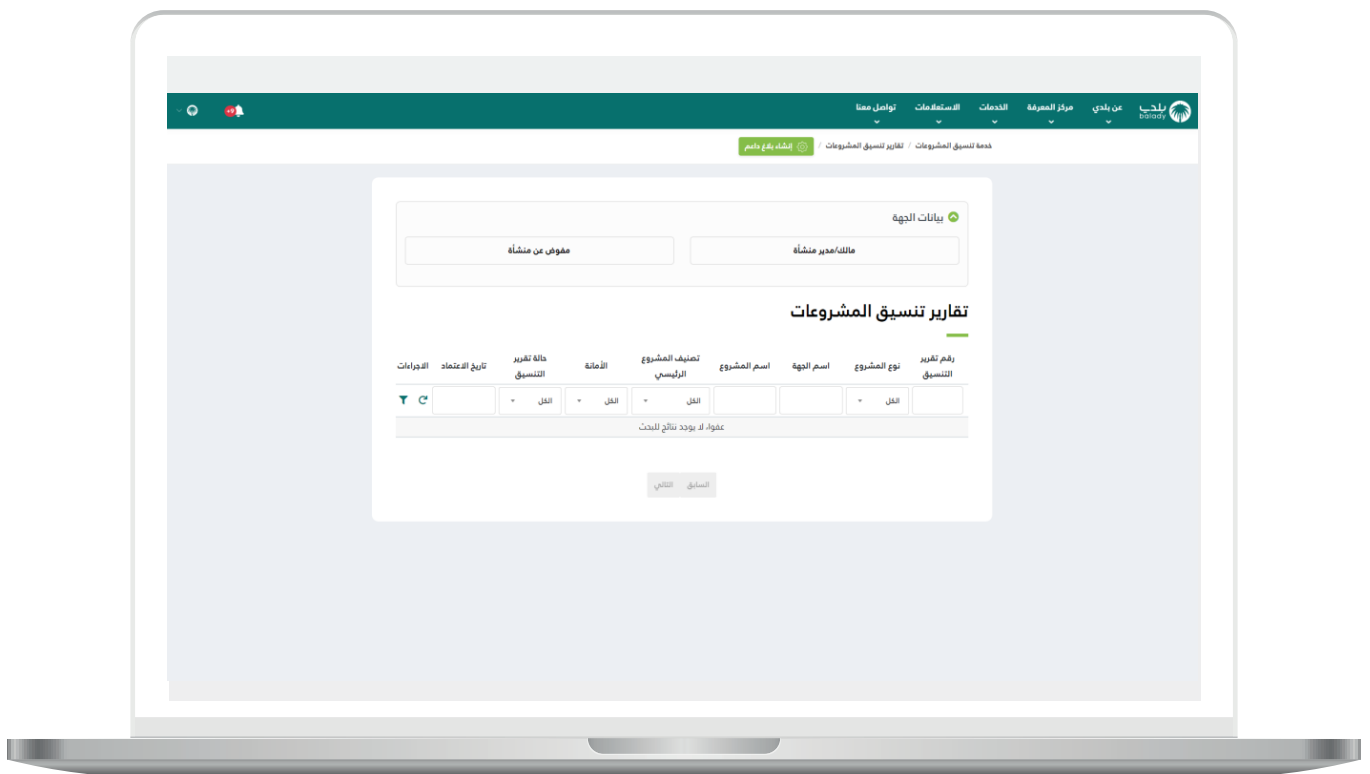
- By the owning entity of the report, providing a reason for cancellation and attaching the mandatory document, after which the request undergoes a coordination and approval process.
- By the Coordination Office, with the option to specify a reason for cancellation (**attachment is not mandatory**).
- By the system, if the project's start date is reached and no building permit has been issued, in which case the system states the reason.



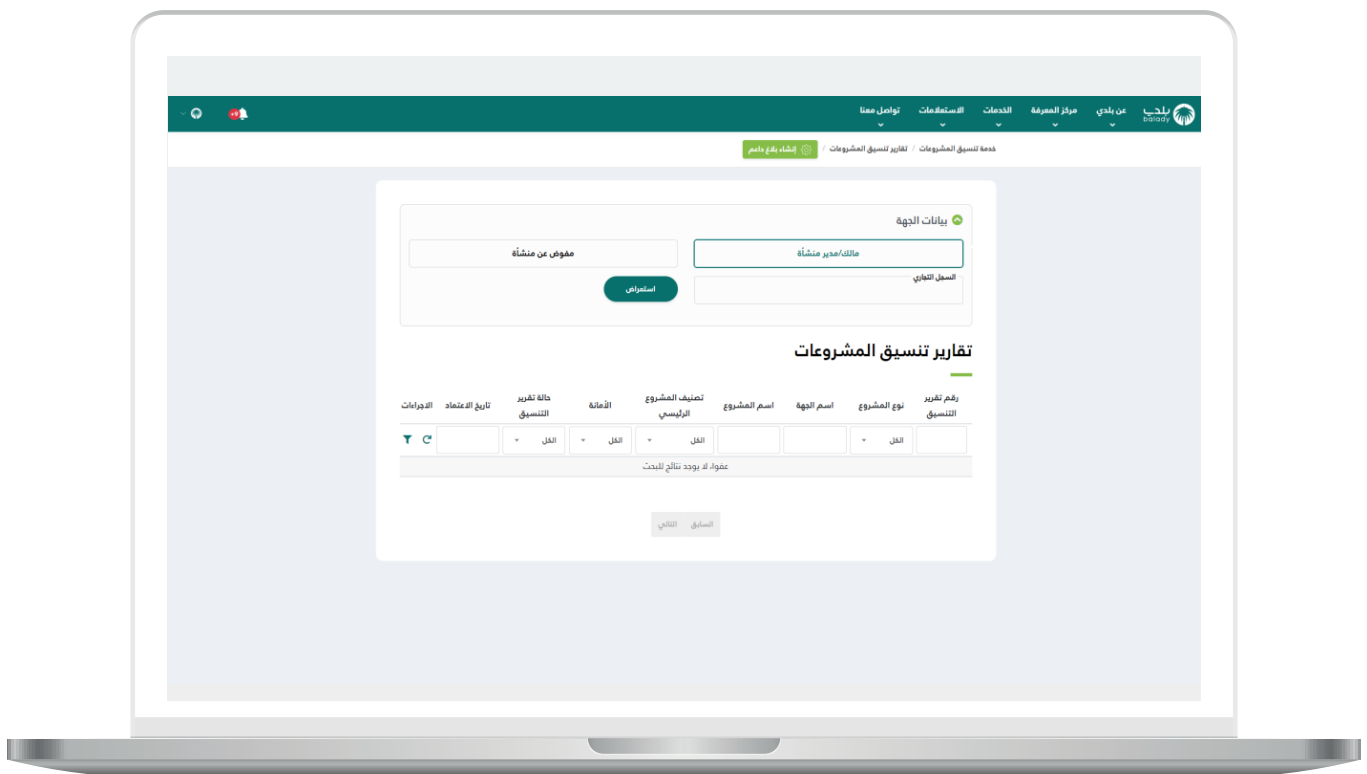
1) After selecting this service, the following screen appears, where the user can view the Application Process, Requirements, Conditions, and Penalties, etc. The service can be started by clicking **(Start Service)**.



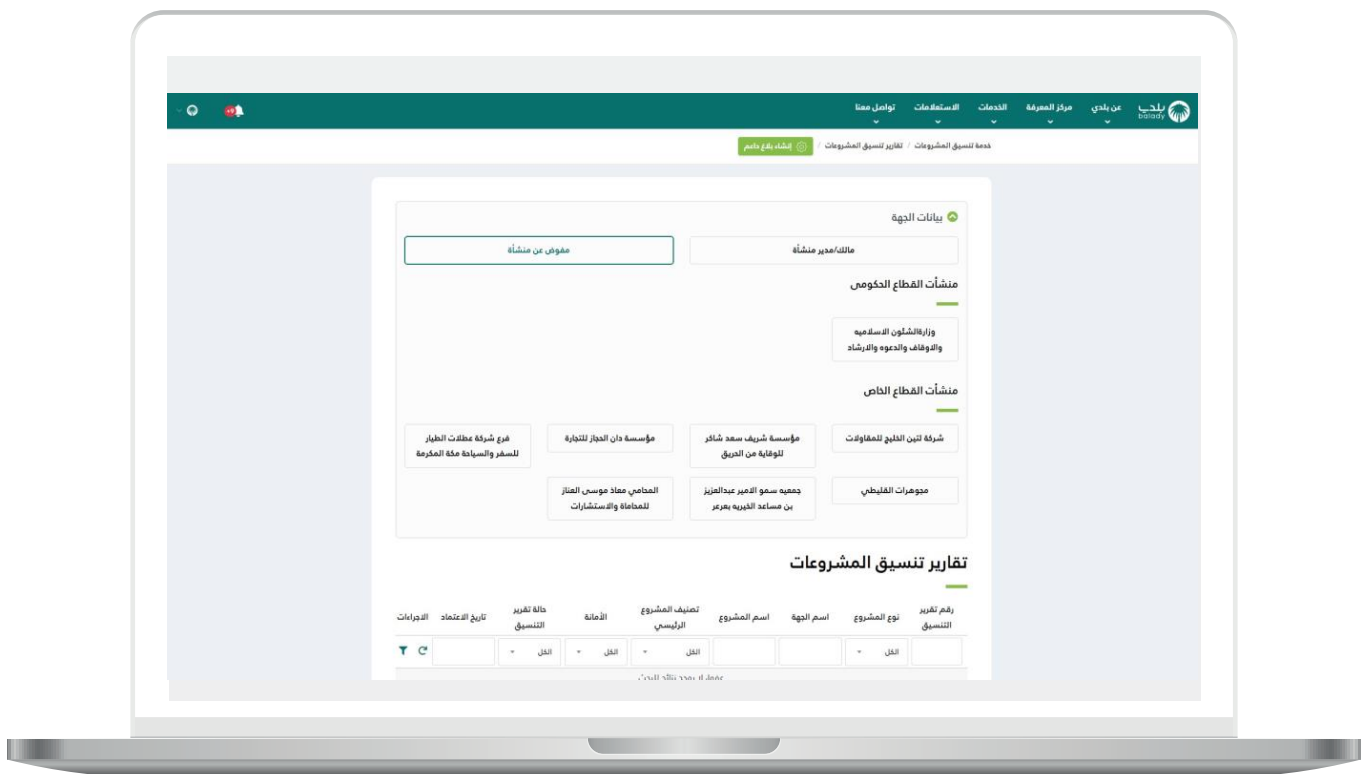
2) The user selects the entity type from the following options: (**Owner or Manager of an Establishment**) or (**Authorized Representative**).



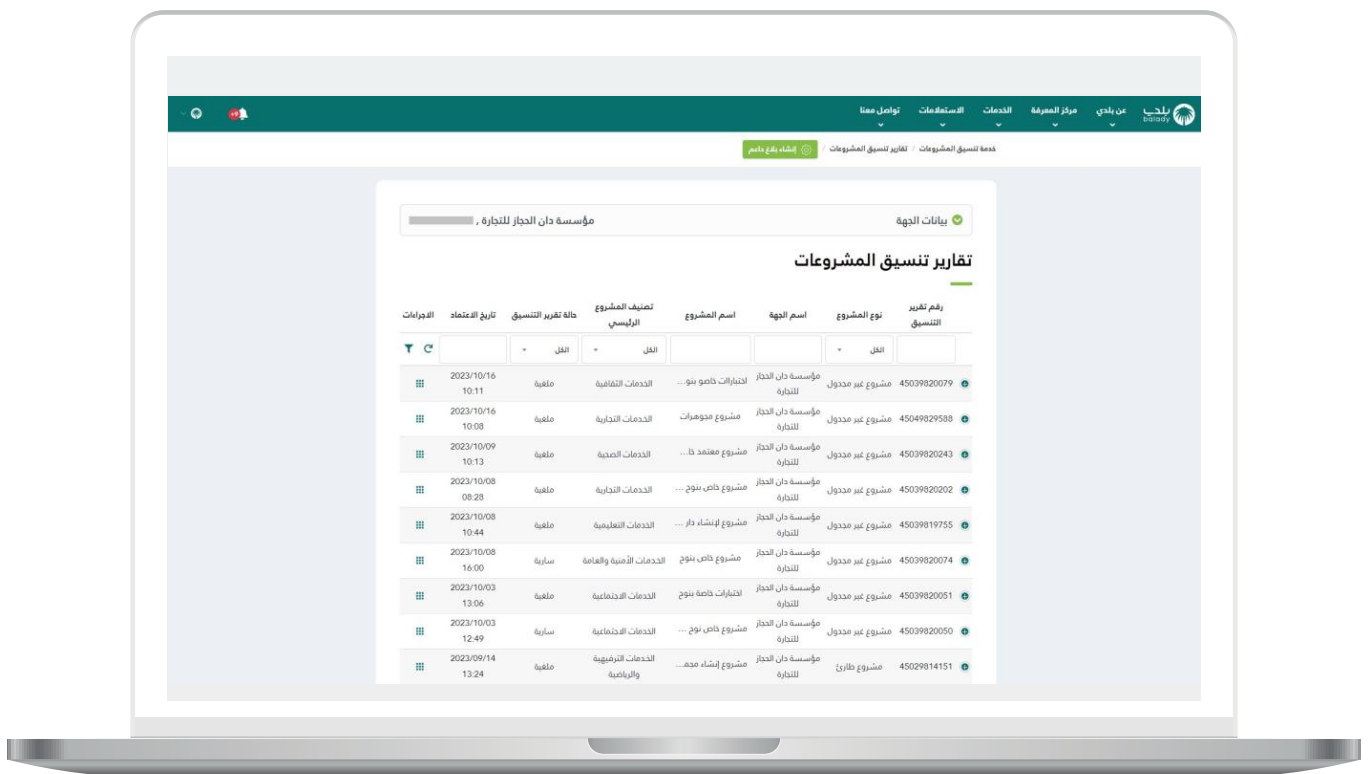
3) If the user selects **(Owner or Manager of an Establishment)**, a new field labeled **(Commercial Registration Number)** appears. The user must fill this field and click **(Browse)**.



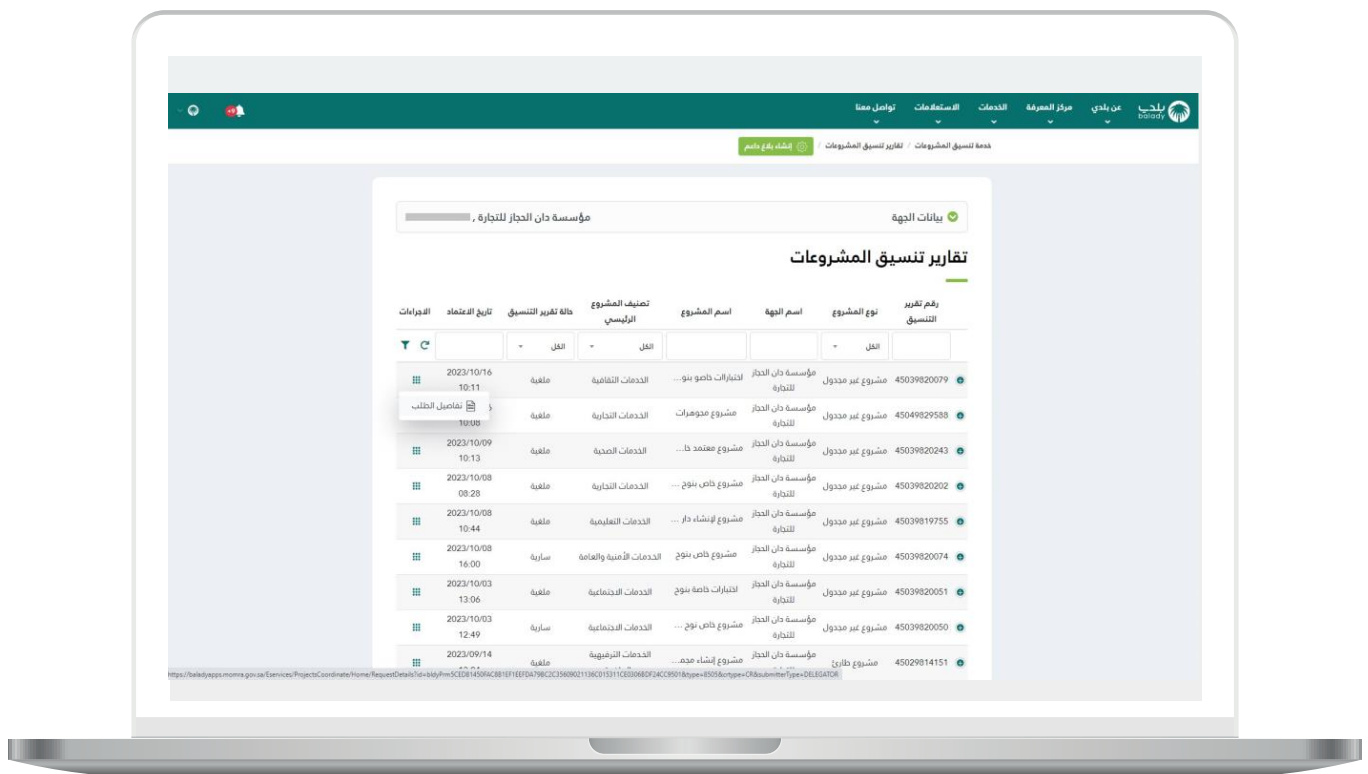
4) If the user selects **(Authorized Representative)**, the system displays two options: **(Public Sector Entities)** and **(Private Sector Entities)**, from which the user must select.



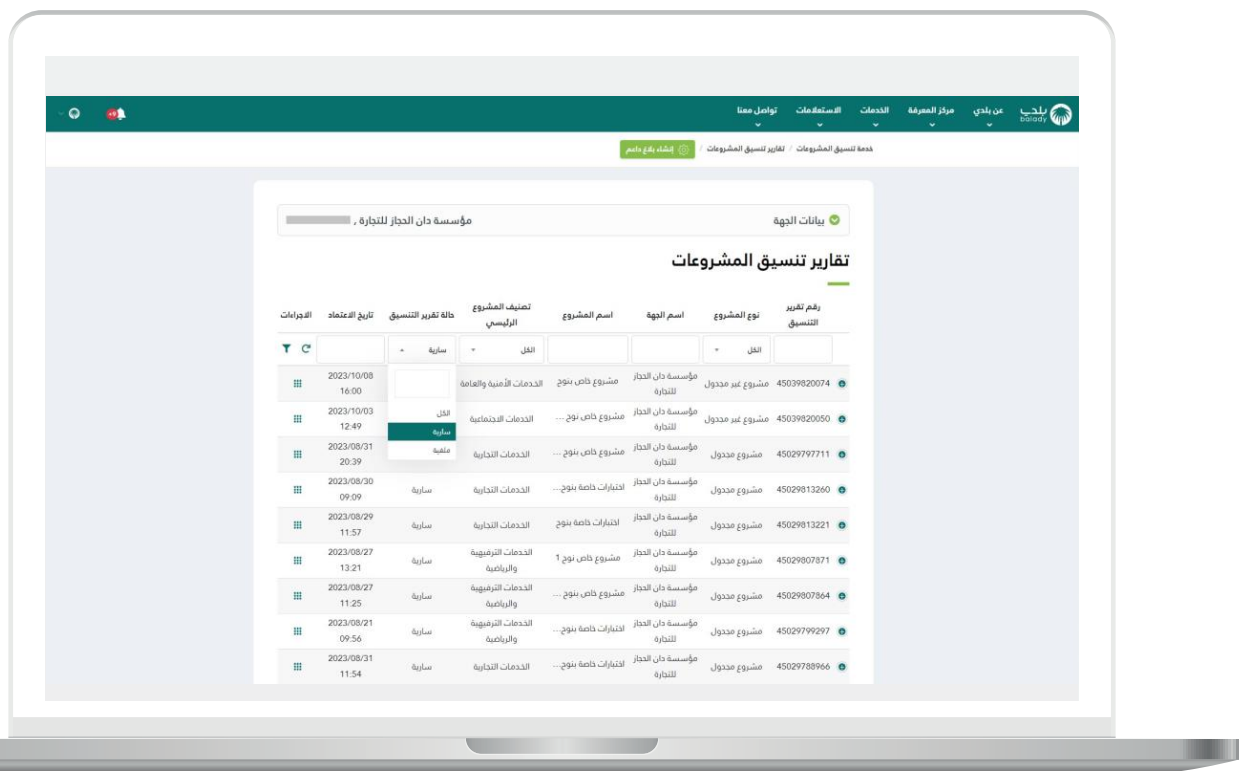
5) After selection, the user proceeds to the next screen.



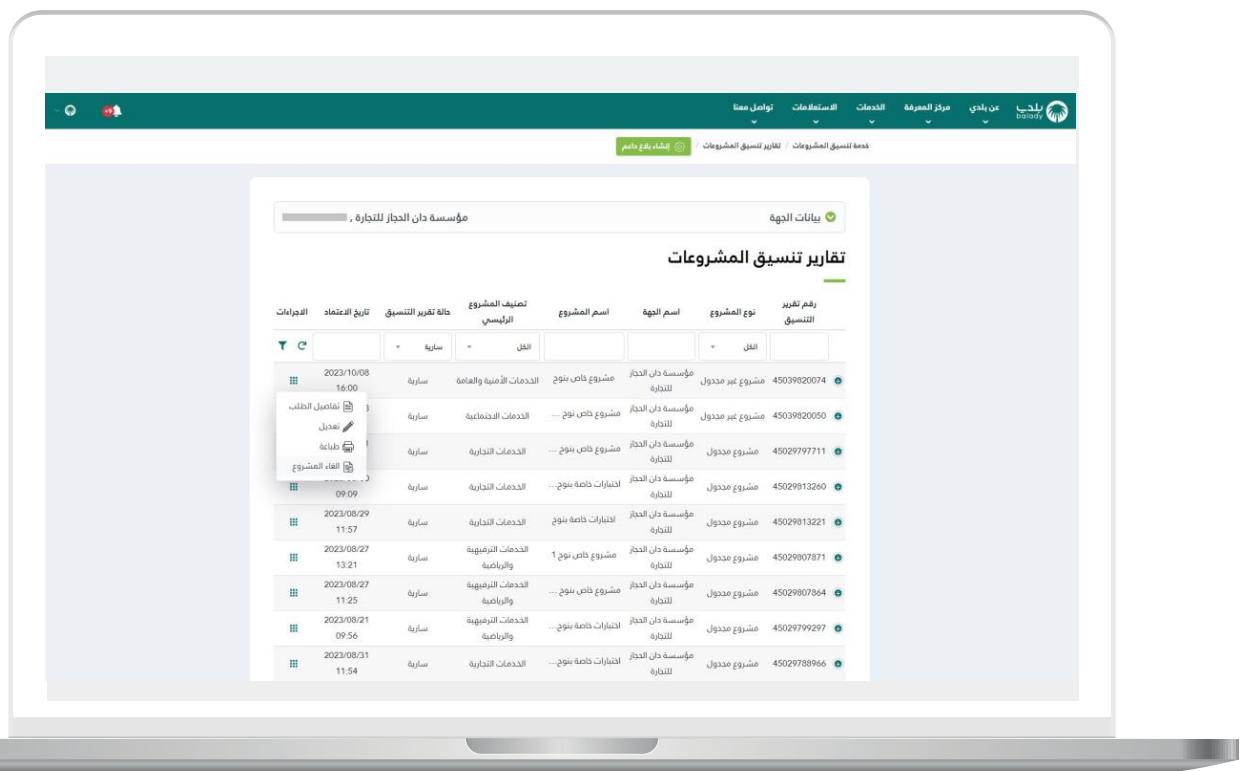
6) The user can view request details by clicking the green box in the (Actions) column and selecting (Request Details) if the report status is (Canceled).



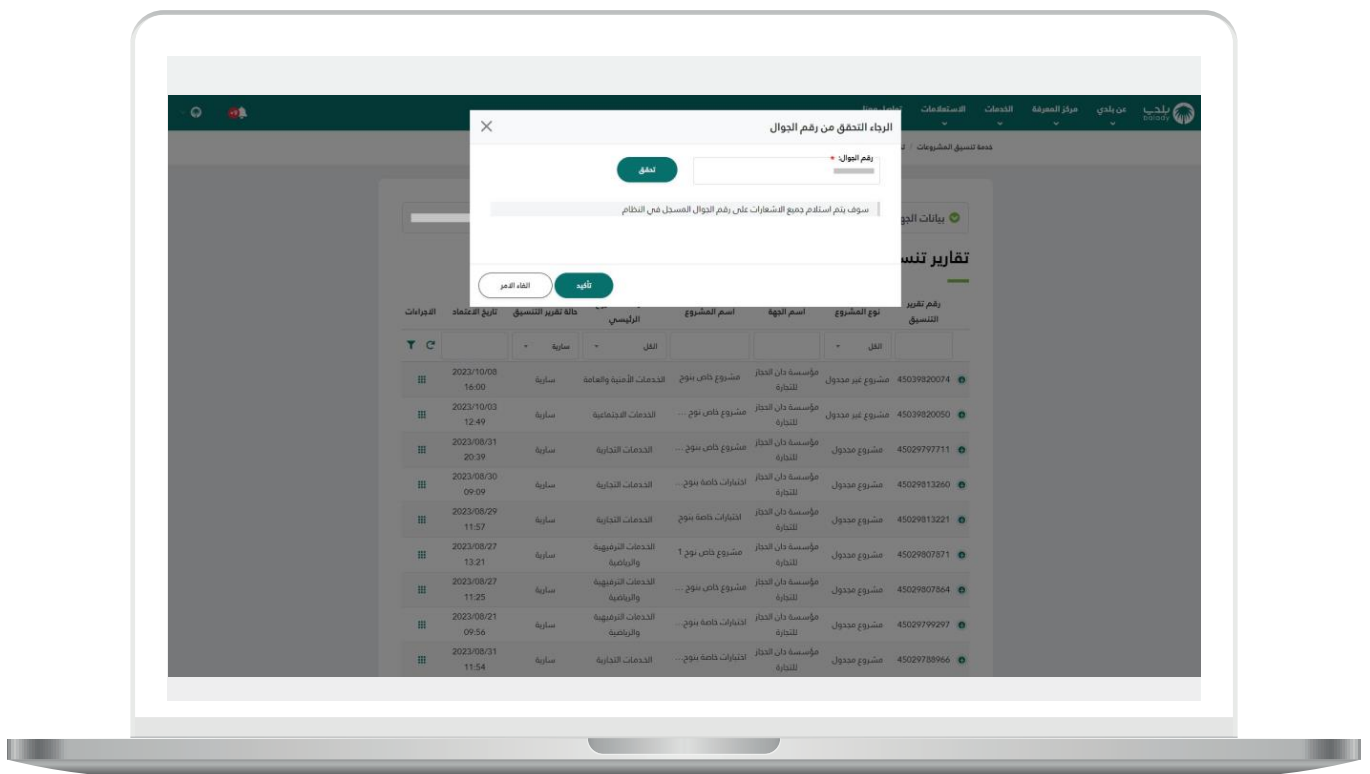
7) The user may also select **(Active)** from the **(Coordination Report Status)** dropdown menu to display active reports that can be canceled.



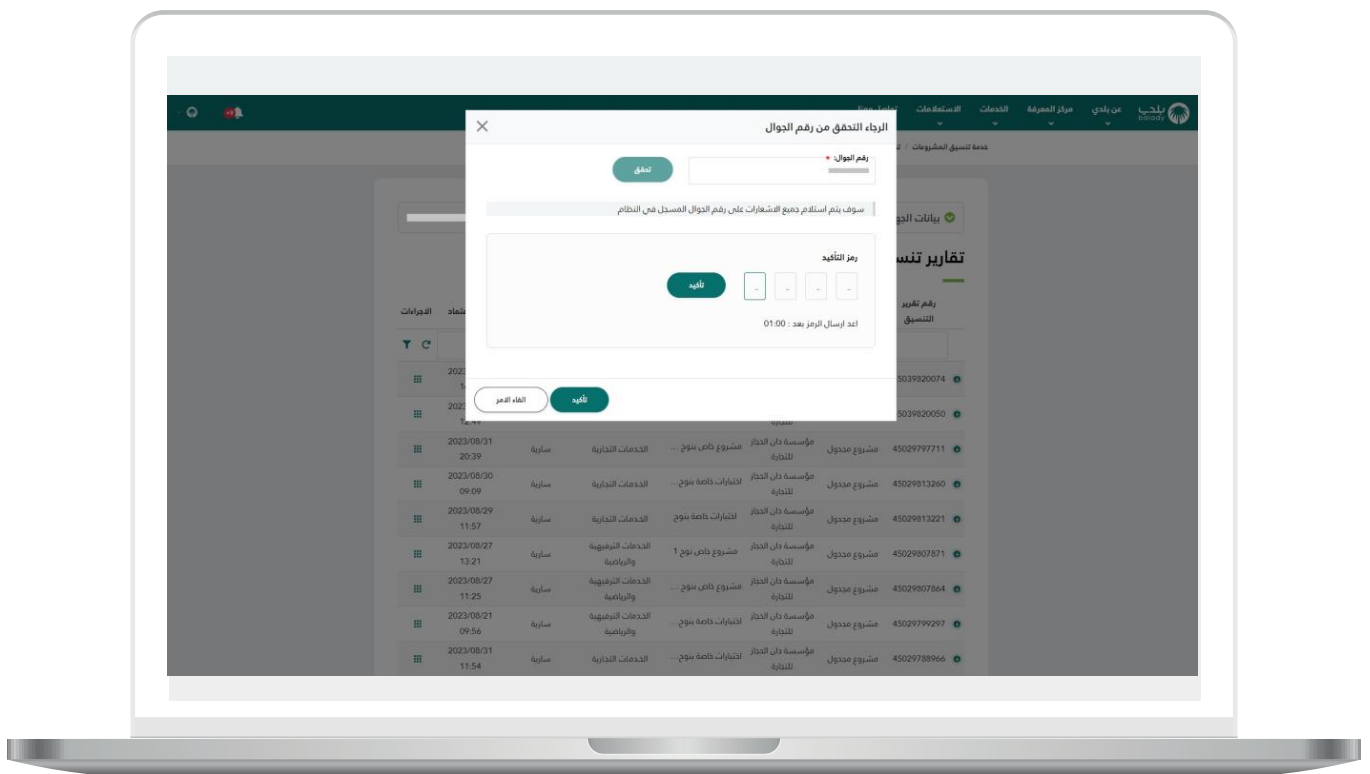
8) Once the active reports are listed, the user clicks the green box in the (Actions) column and selects (Cancel Project).



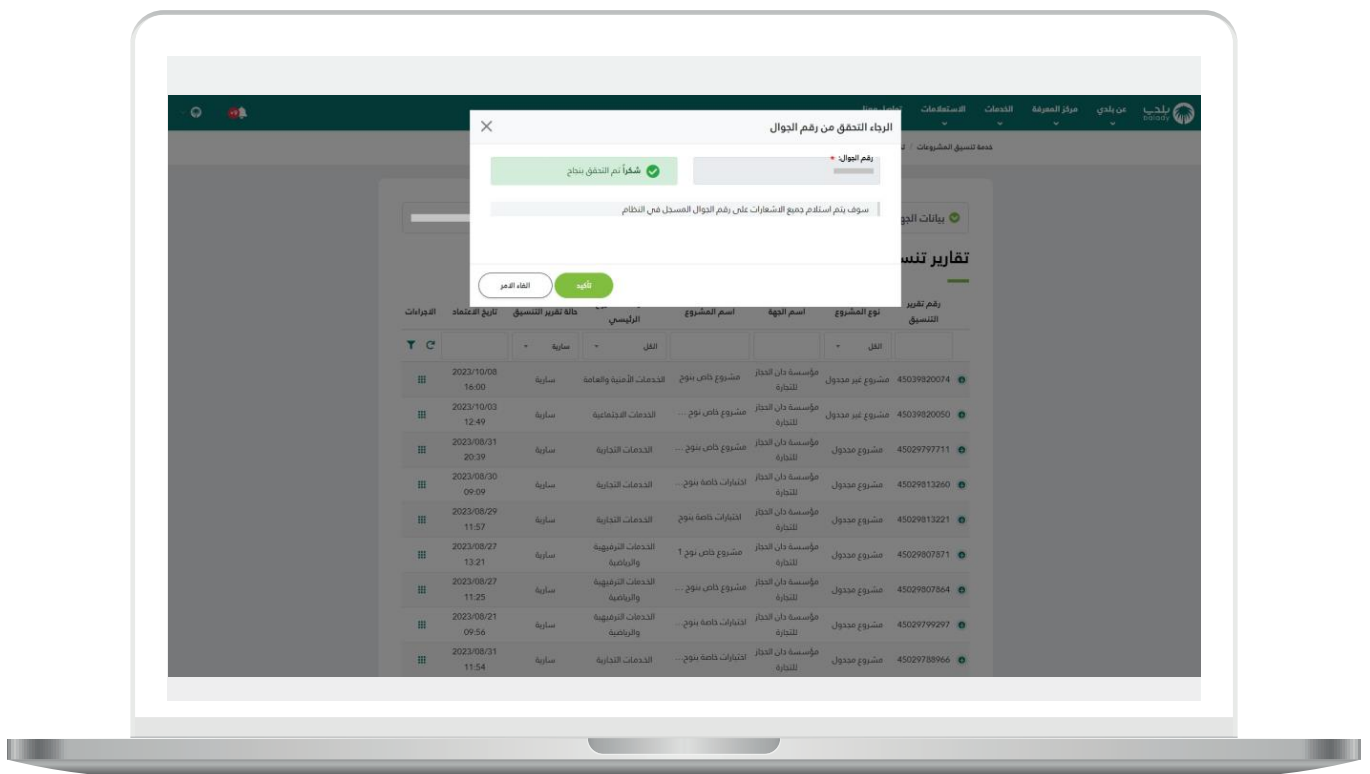
9) The system verifies the user's mobile number by entering the (**Mobile Number**) field and then clicking the (**Verify**) button, as shown below.



- 10) The user enters the Verification Code sent via SMS into the (Verification Code) field and clicks (Confirm).



11) A confirmation message appears, after which the user clicks **(Confirm)**.



12) The system redirects the user to the **(Report Details)** stage, where they click **(Next)**.

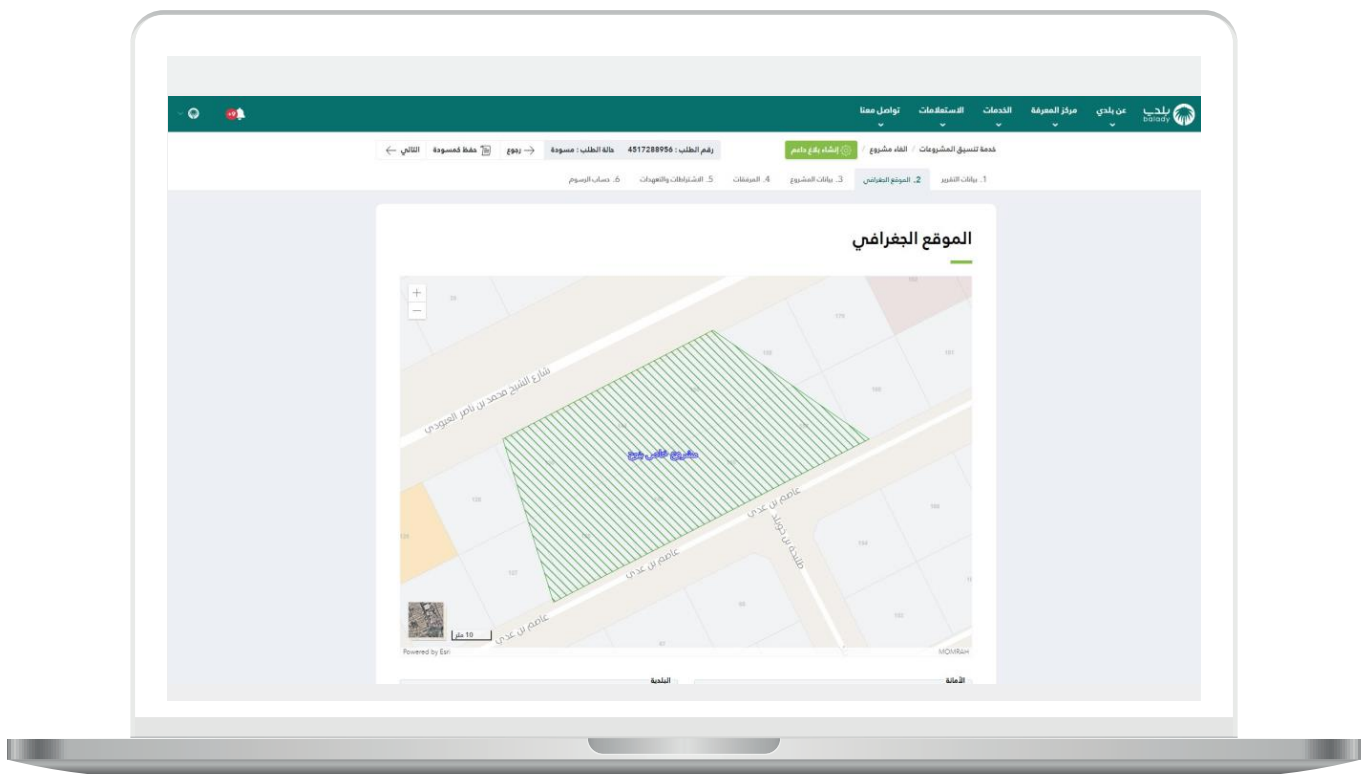
The screenshot shows a web application interface for reporting project details. The header includes the logo and navigation links: 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'تواصل معنا' (Contact Us), and 'بلدي' (My City). The main content area is titled 'بيانات التقرير' (Report Data) and contains three sections: 'بيانات التقرير' (Report Data), 'بيانات الطلب' (Request Data), and 'بيانات الجهة' (Authority Data). Each section has a table with input fields for various details.

بيانات التقرير	
رقم التقرير للتتبع	45039620074
نوع المشروع	مشروع غير محدود
تاريخ الاعتماد	2023/10/08
حالة تقرير التتبع	مدرسة

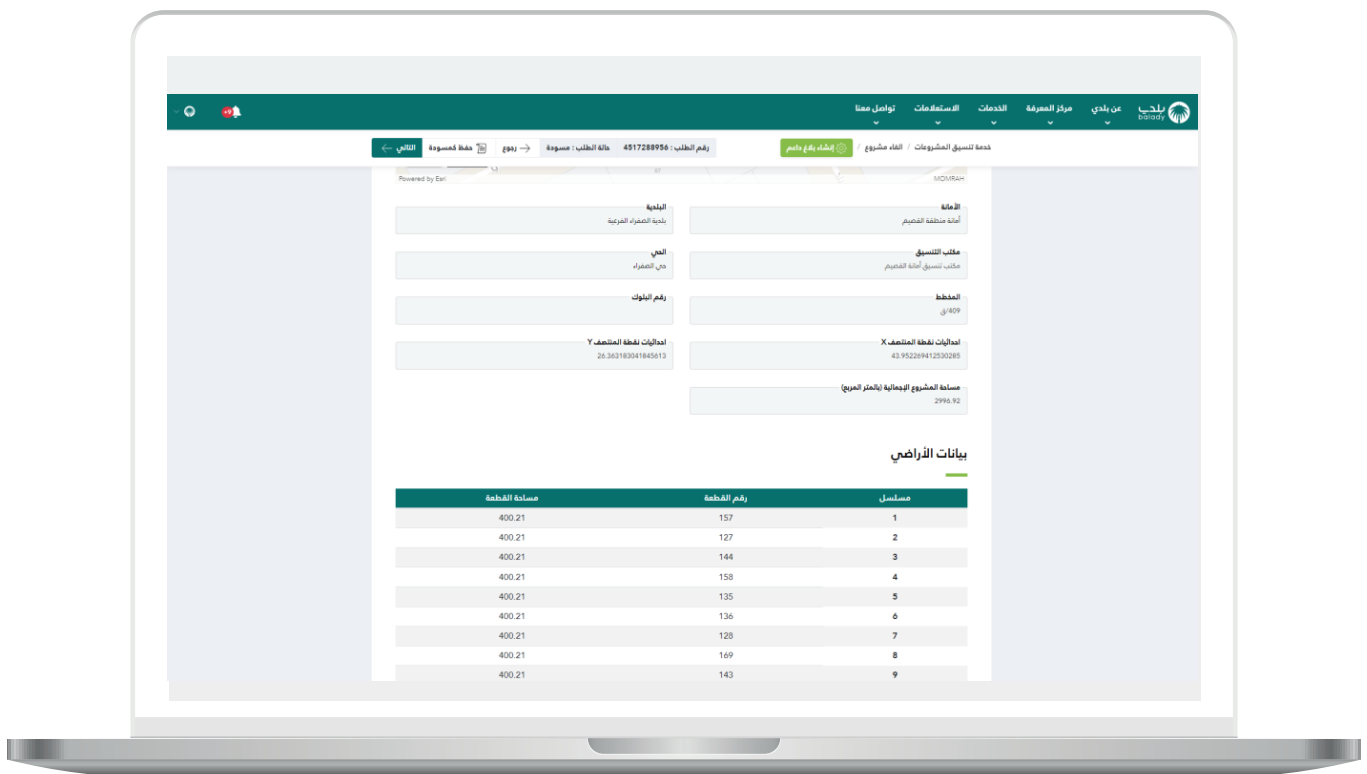
بيانات الطلب	
رقم الطلب	4517289956
نوع الطلب	القاء تقرير لتتبع مشروع
تاريخ تقديم الطلب	
حالة الطلب	مستوبة

بيانات الجهة	
اسم الجهة	مؤسسة داني الحار النجارية
اسم مدير الطلب	د. حار
الاسم التجاري / رقم 700	
رقم الهوية	

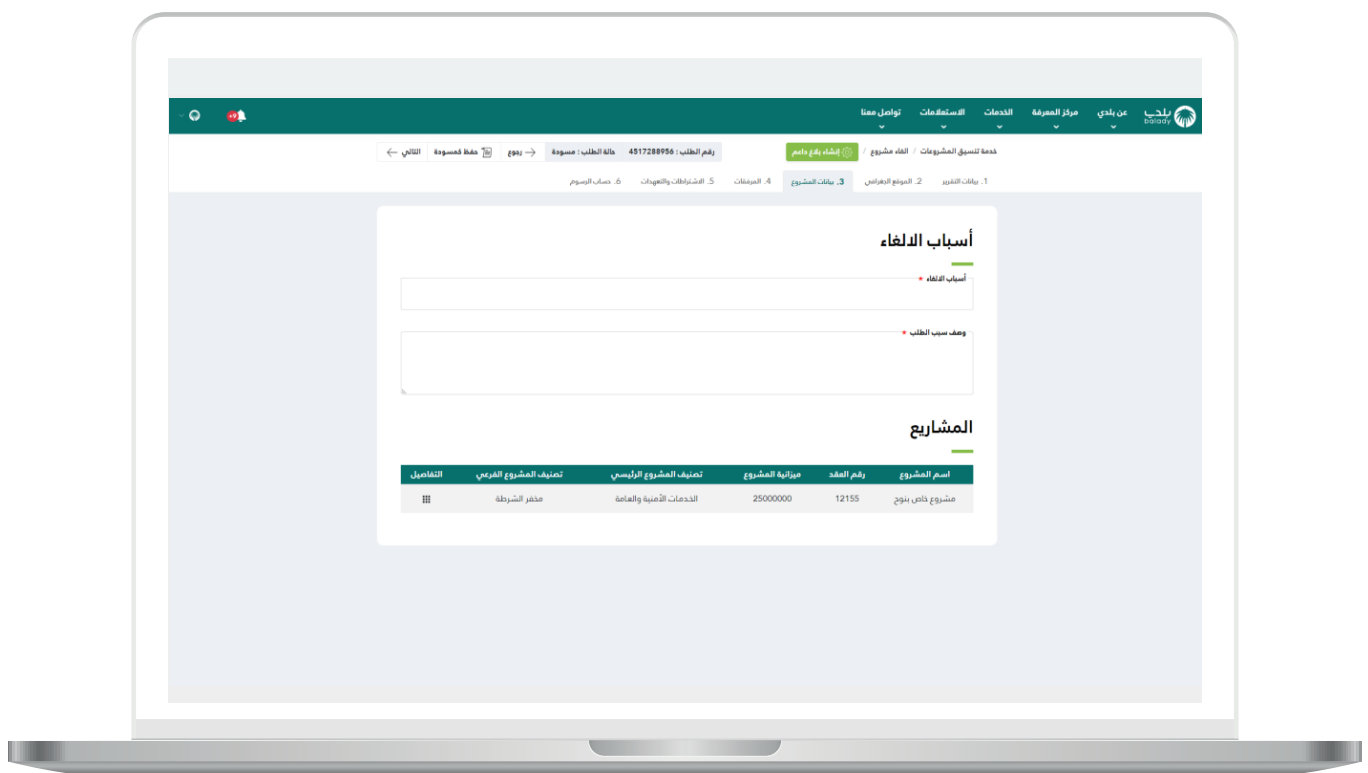
13) The system then directs the user to the Geographical Location stage, displaying the project's location on a map.



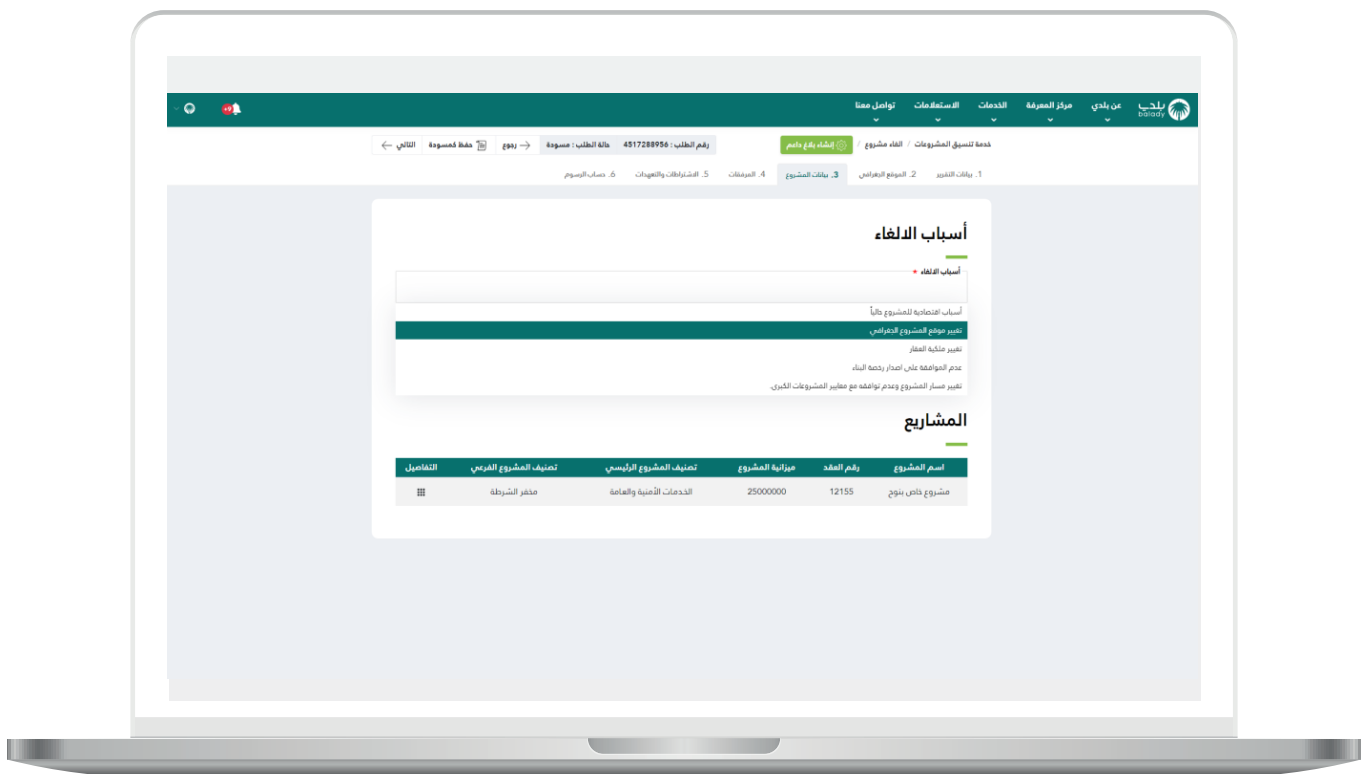
14) The user scrolls down to review additional data and clicks (Next).



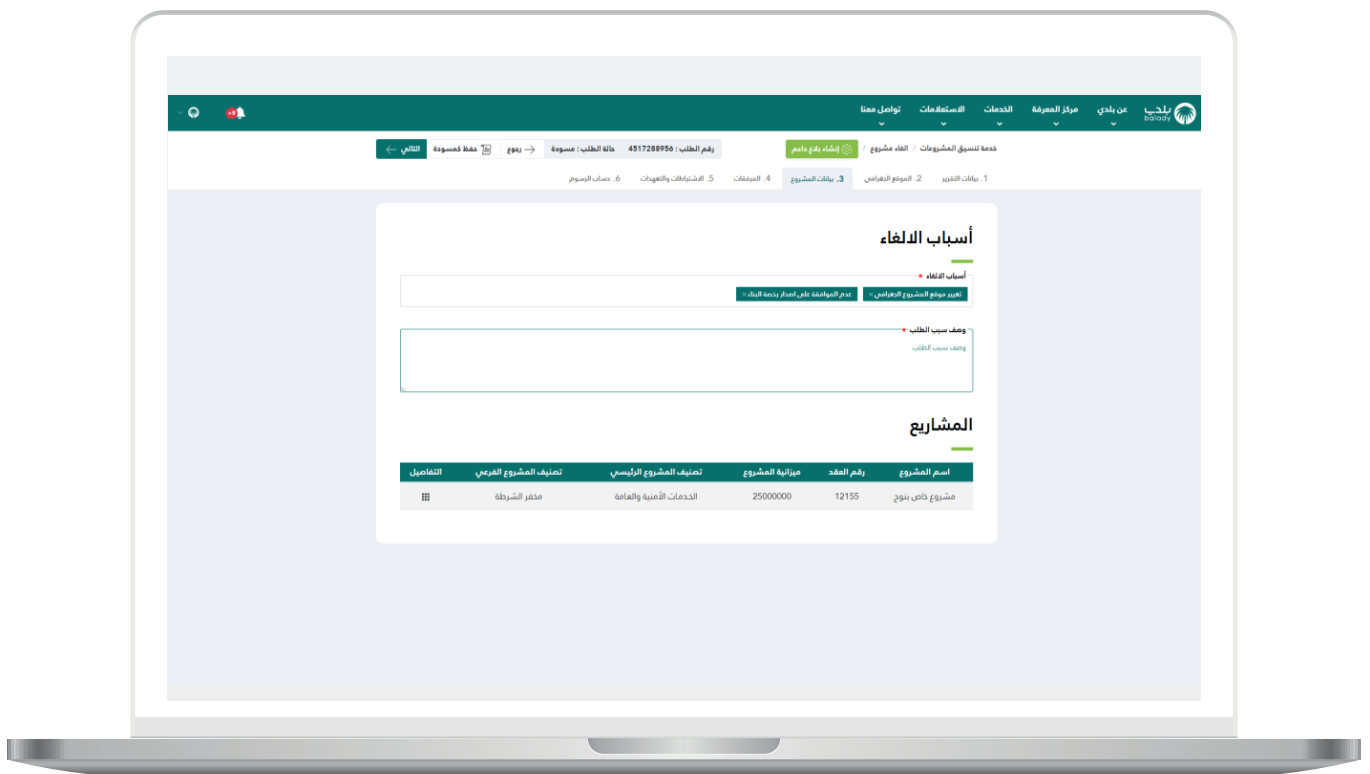
15) The user selects a value from the **(Cancellation Reason)** dropdown menu.



16) The system displays a list of Cancellation Reasons in a dropdown menu.



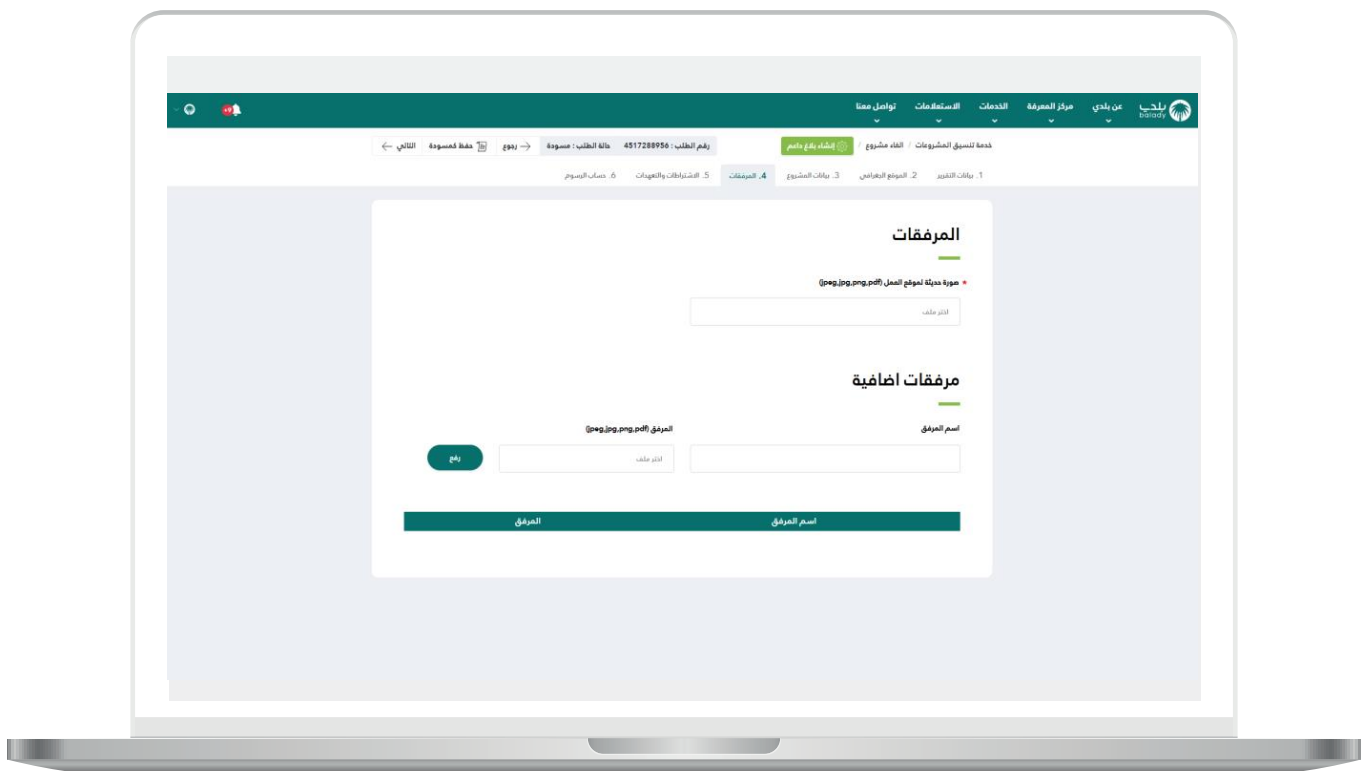
17) The user enters the Reason Description in the designated field and clicks **(Next)** to proceed. The request can be **(Saved as Draft)** or the user can go **(Back)**.



18) The user reaches the **(Attachments)** stage, where they upload the necessary documents by clicking the Attachment Field and selecting the file from their device.

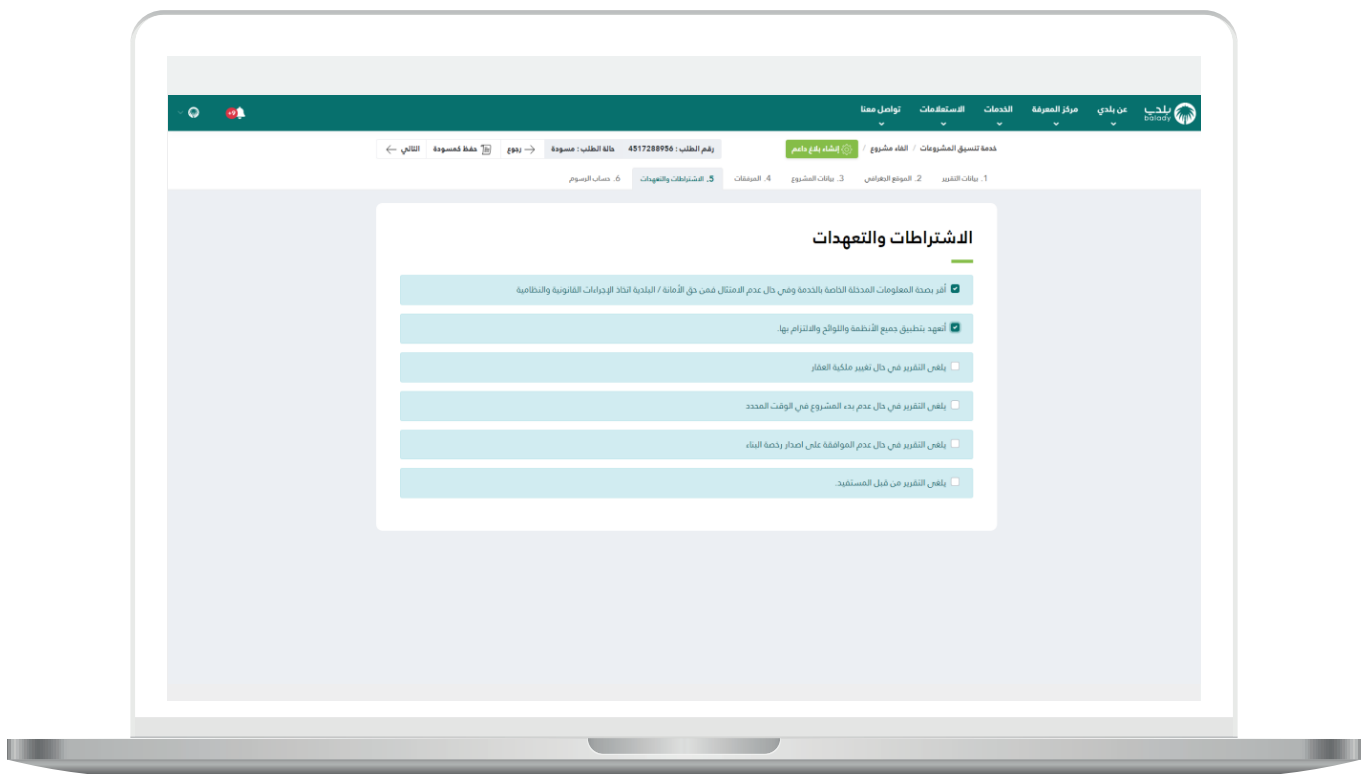
Additional attachments can be added under the **(Additional Attachments)** section by entering a **(Document Name)**, selecting the file in the **(Attachment)** field, and clicking **(Upload)**.

The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.



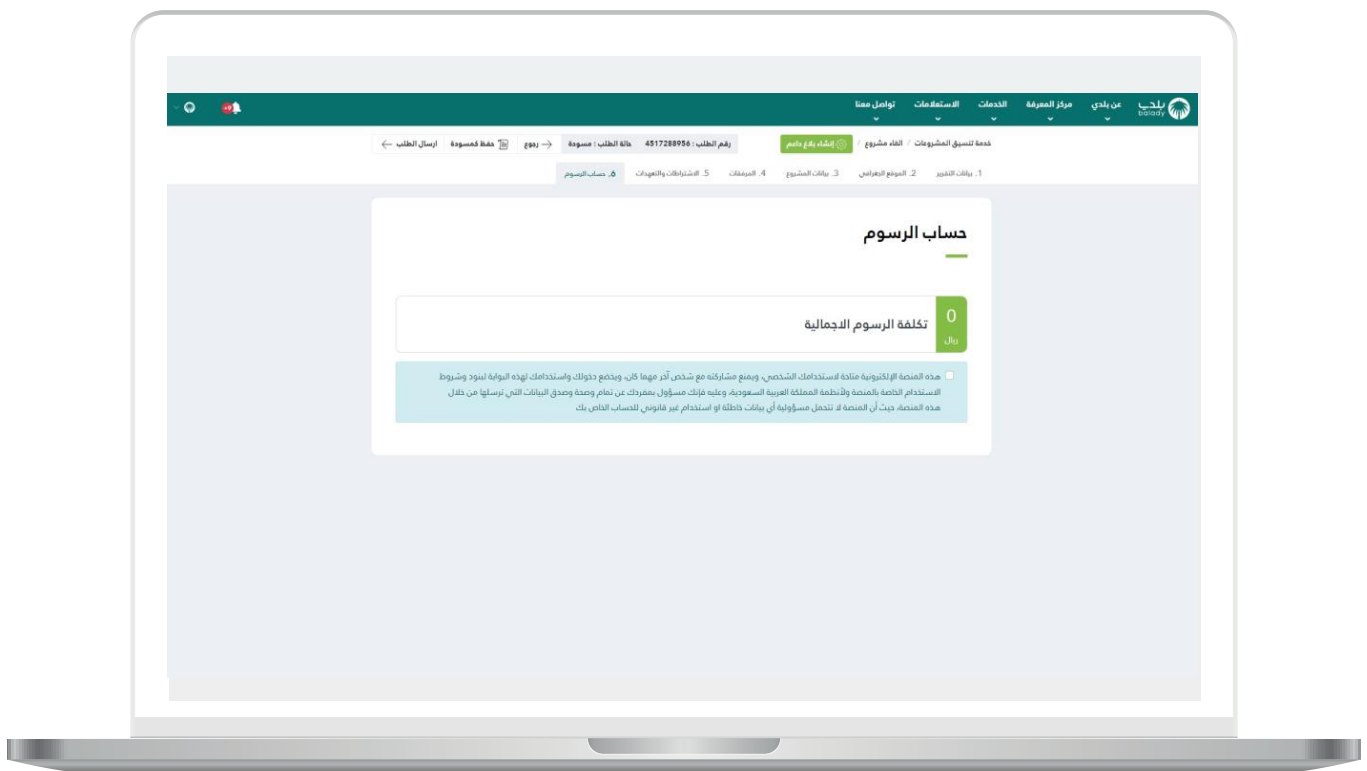
19) The user proceeds to the **(Conditions and Acknowledgments)** stage, where they read the conditions and agree to the acknowledgments.

After that, they click **(Next)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.

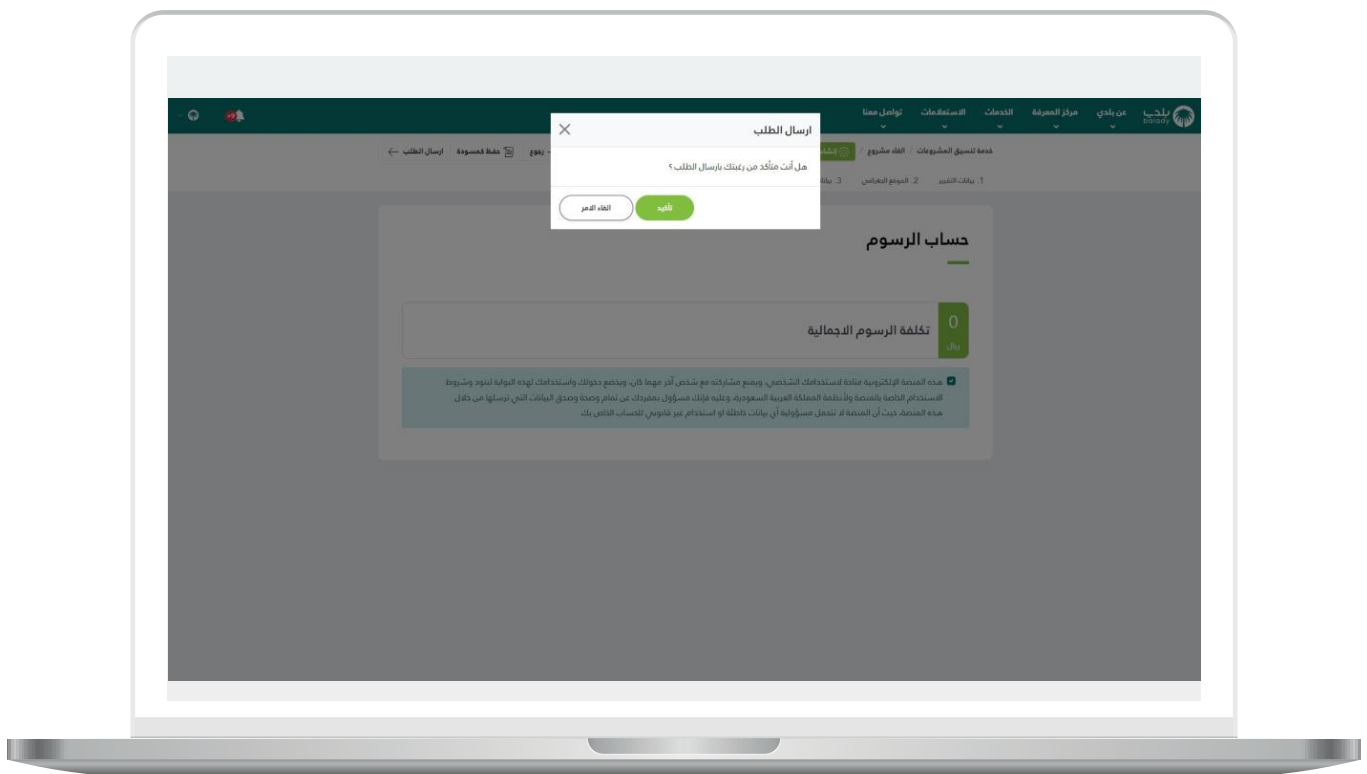


20) The user reaches the **(Fee Calculation)** stage, where the total cost of fees is displayed. The user must agree by selecting the acknowledgment checkbox.

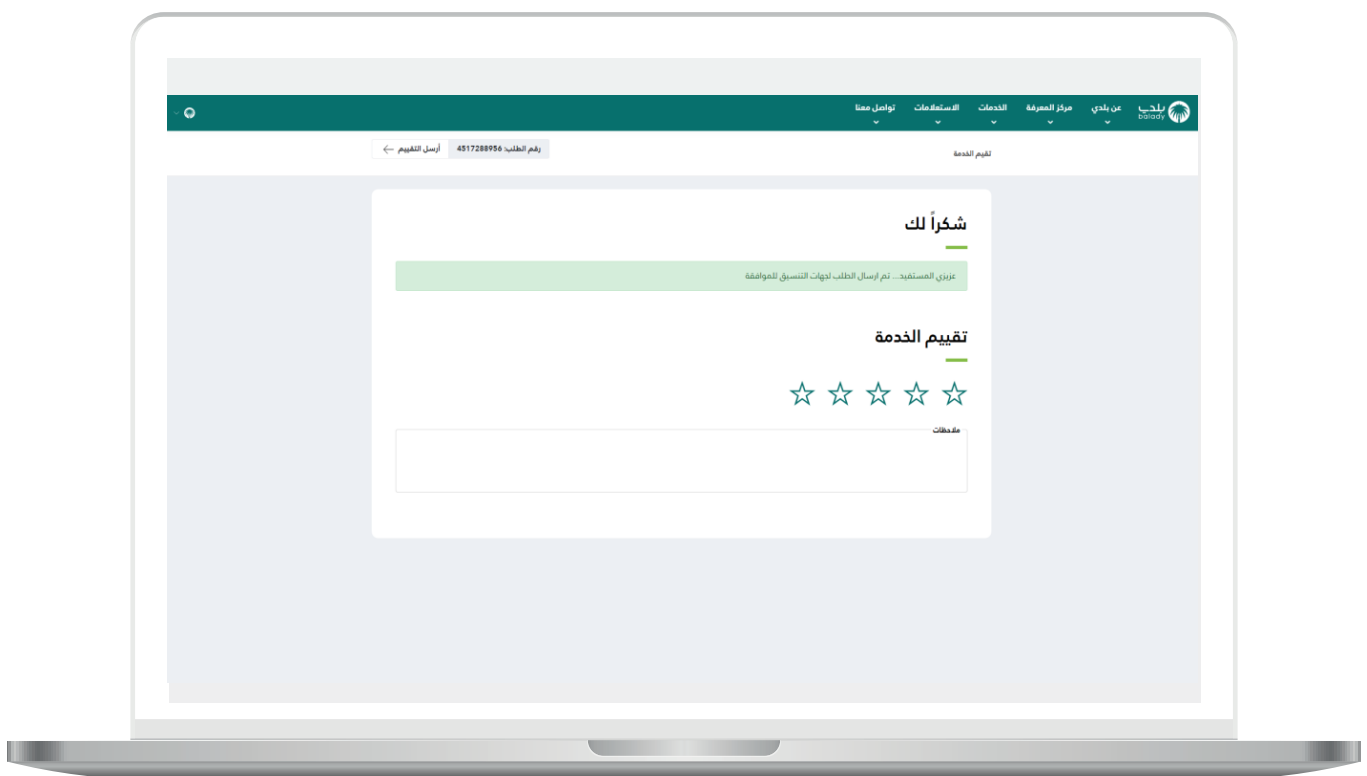
After that, they click **(Submit Request)**, with the option to **(Save as Draft)** for future reference or to return to the previous stage using the **(Back)** button.



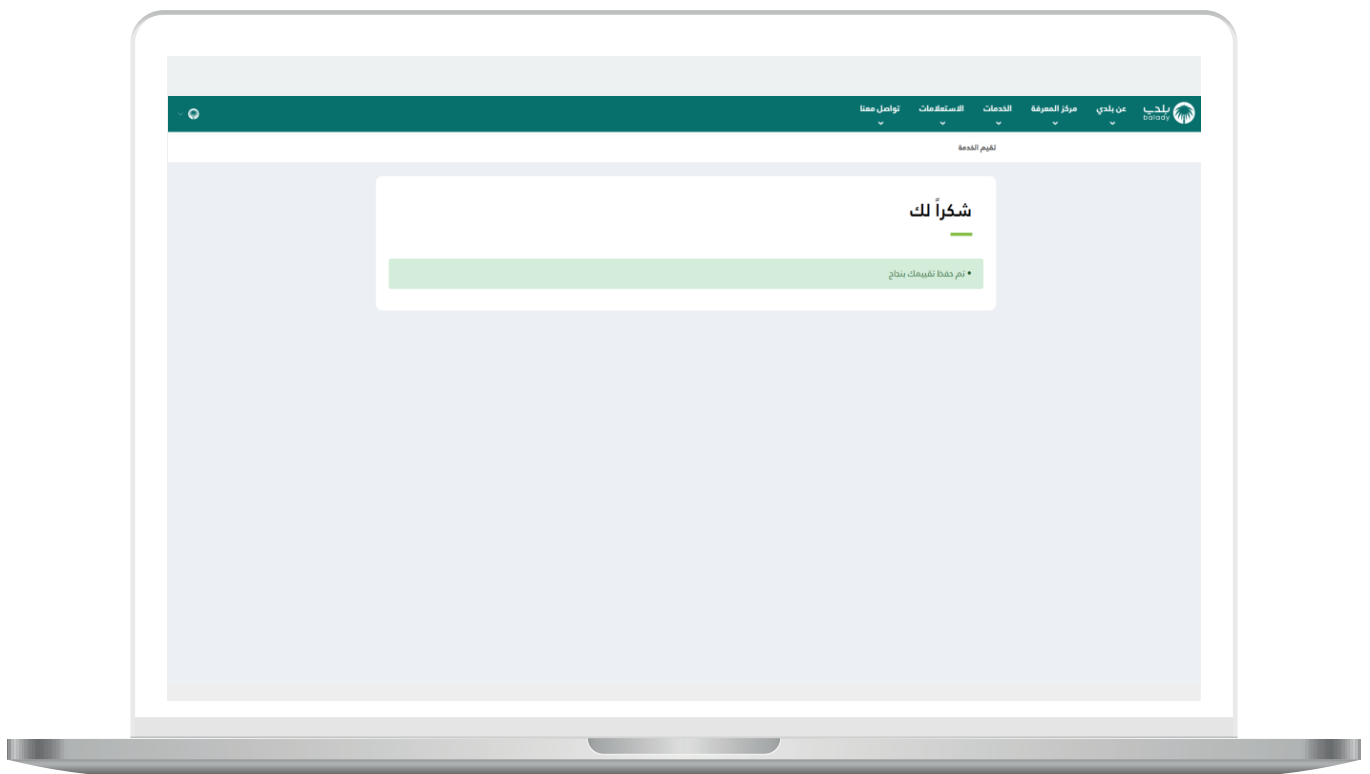
- 21) A confirmation message appears, prompting the user to click (**Confirm**) to finalize the submission or (**Cancel**) to discard the process.



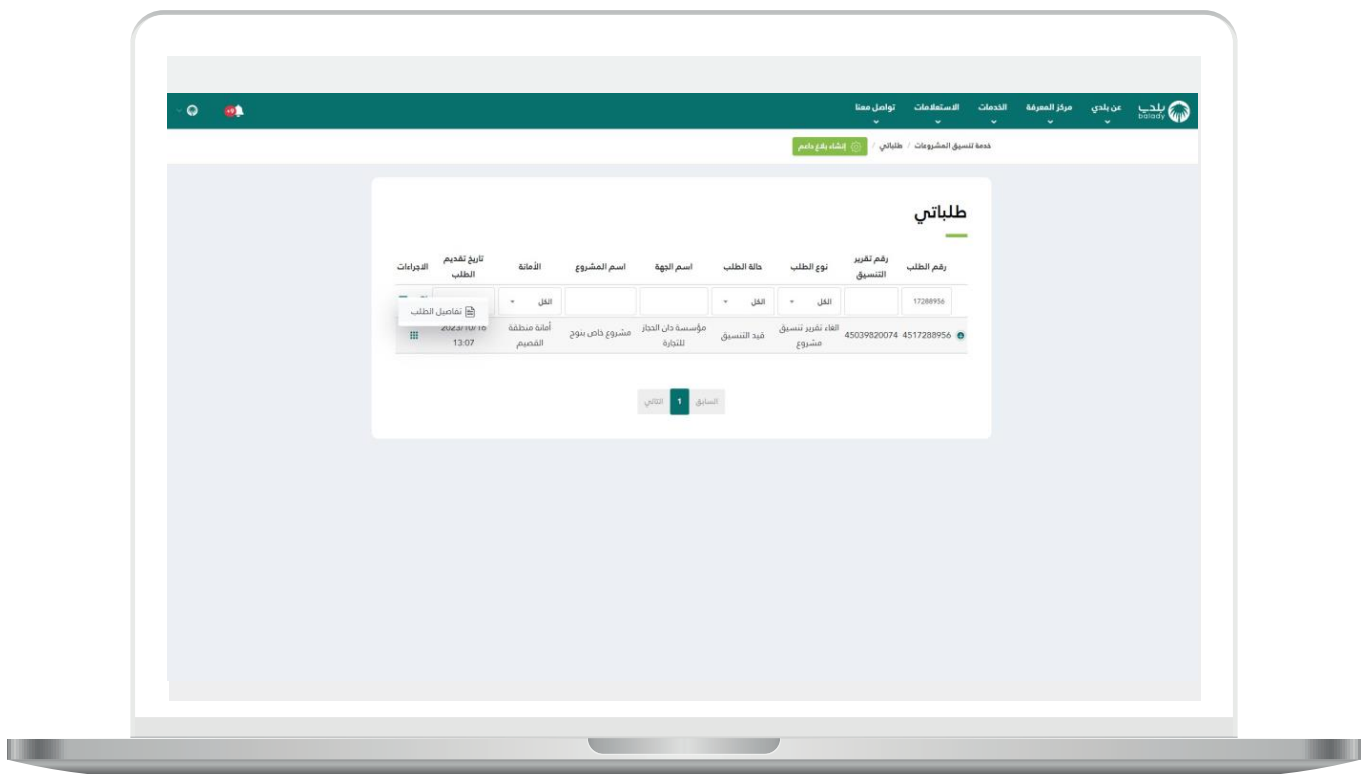
22) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



23) The system confirms that the Evaluation has been successfully saved.



24) The user is redirected to the **(My Requests)** screen. After searching for the request using the **(Request Number)** field, the request status appears as **(Under Coordination)**. The user can view details by clicking the green box in the **(Actions)** column and selecting **(Request Details)**.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

