



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for the Service to
Modifying the Reservation of
a Mobile Cart License Location

Beneficiary's
Copy

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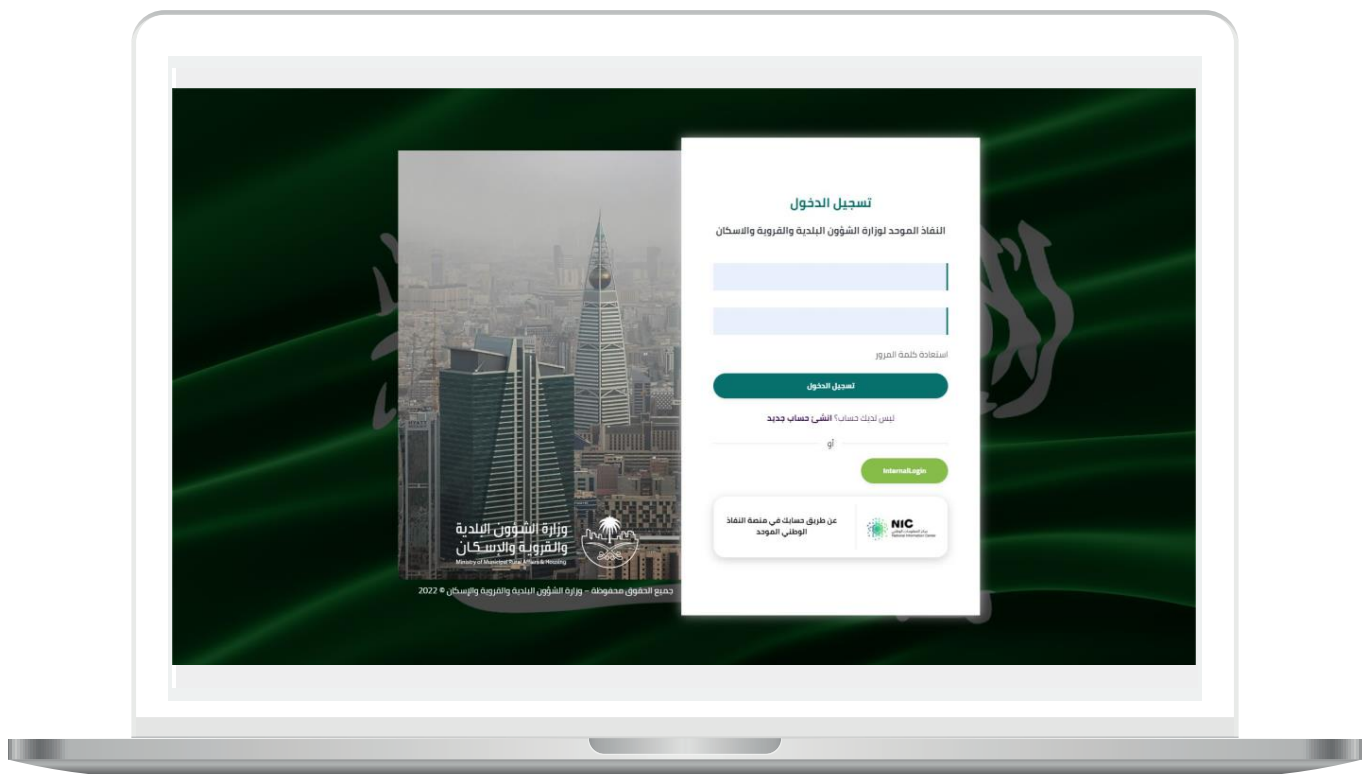
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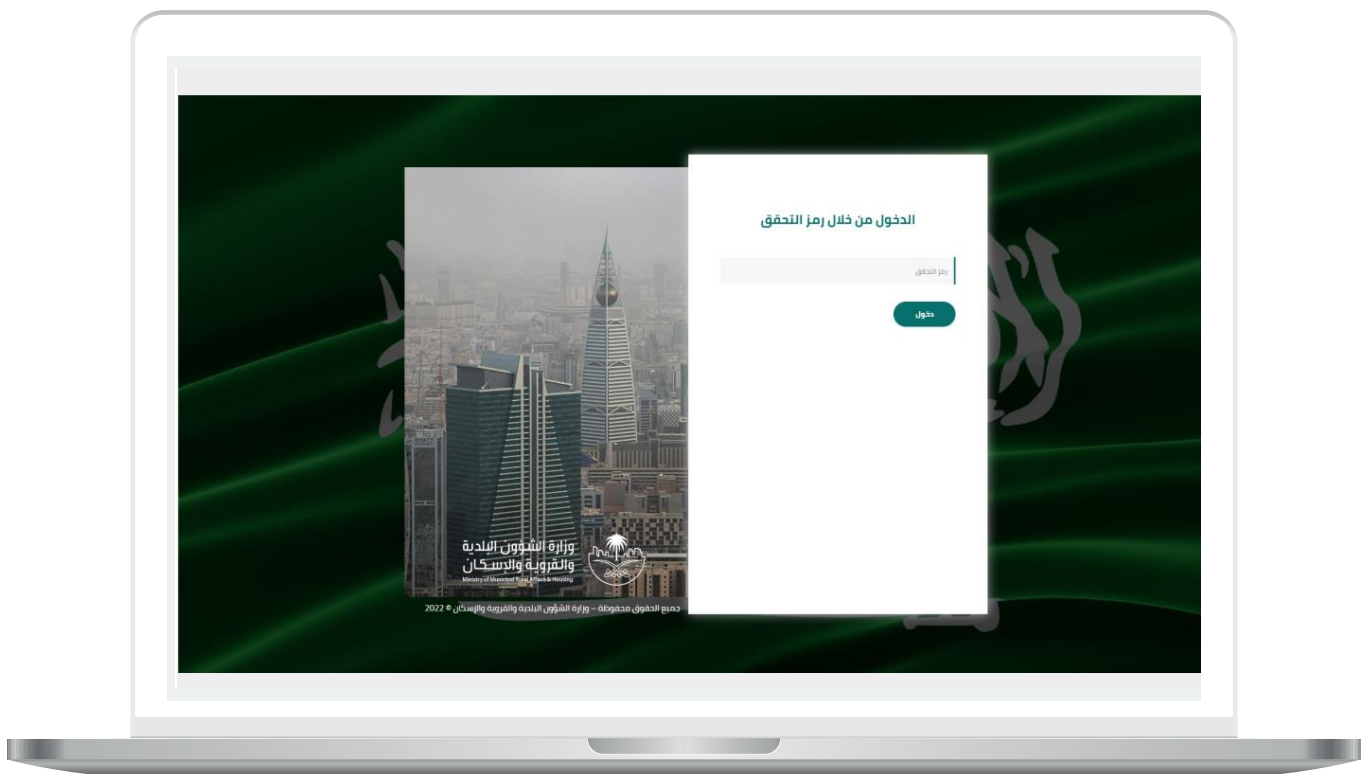


Login to the System

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

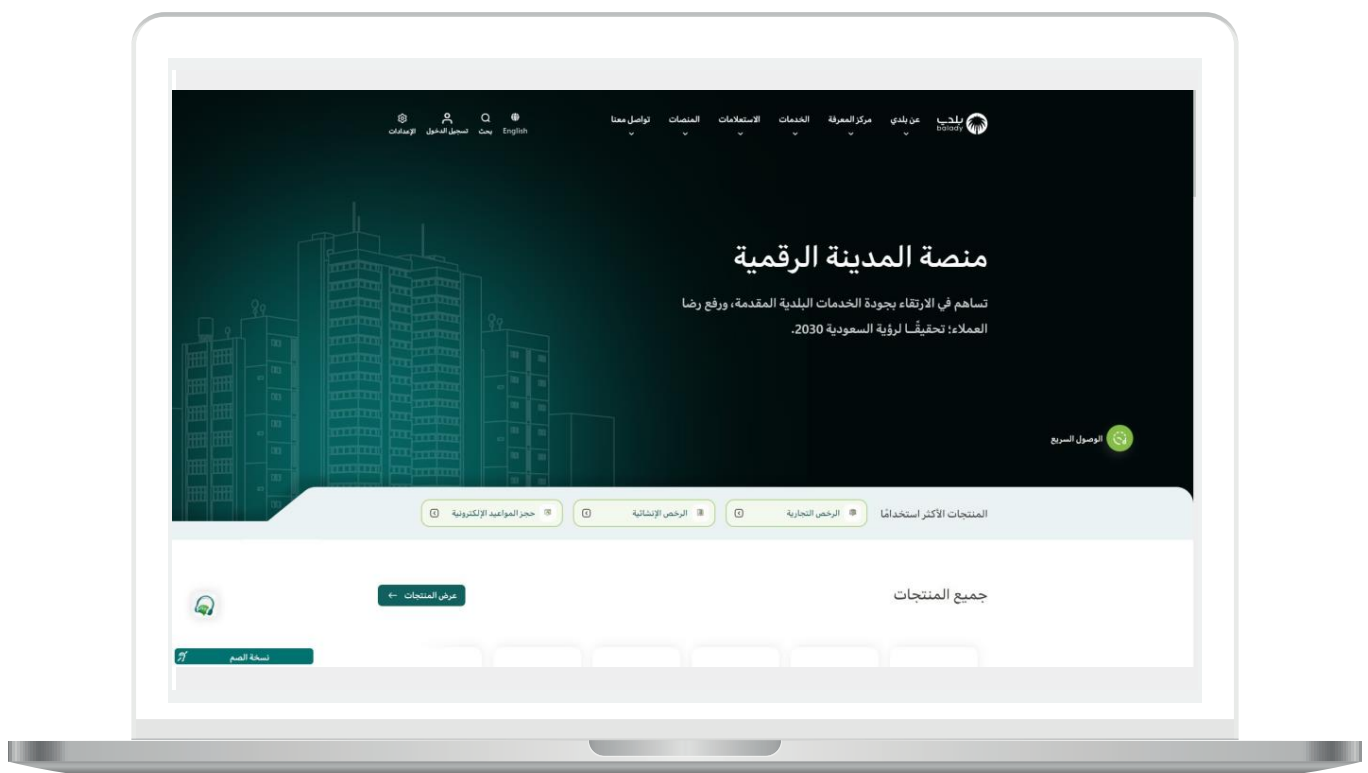


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.



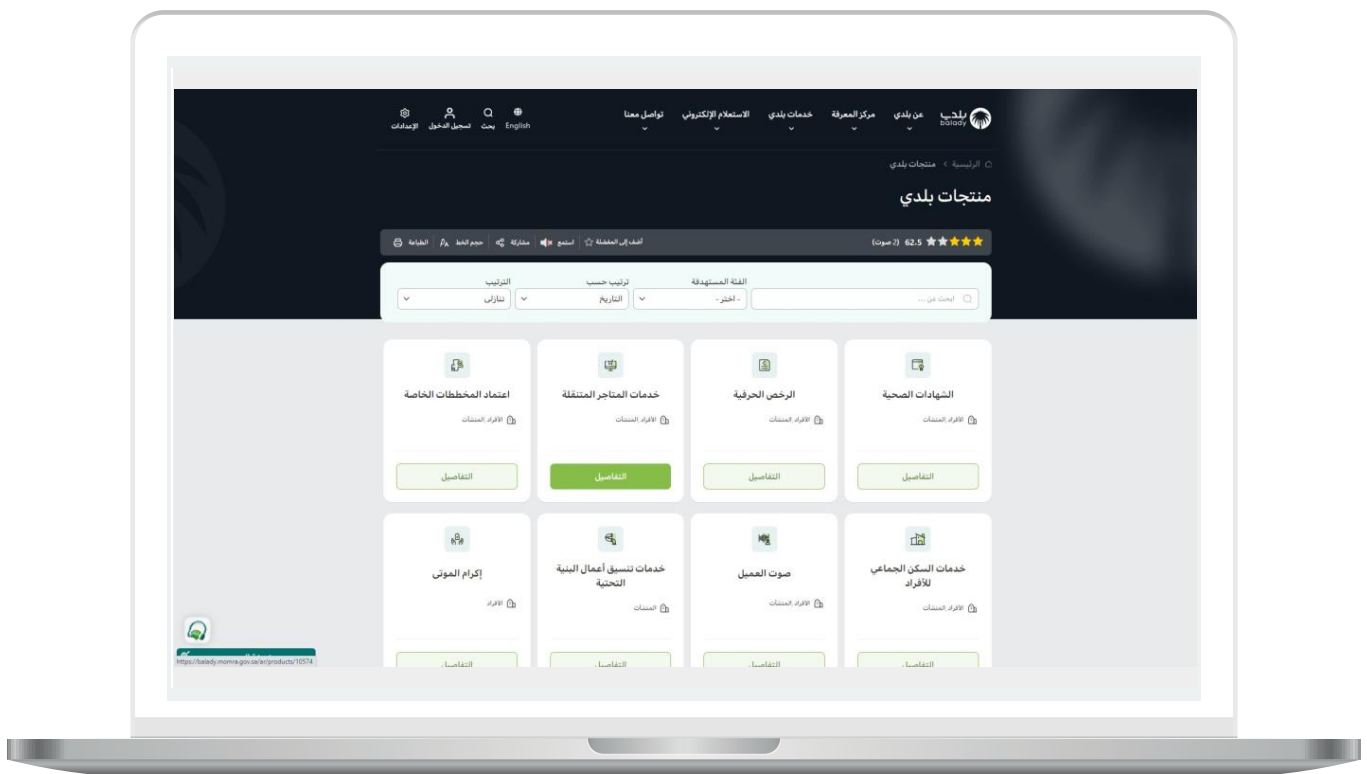
3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

To start the service application, the user must click the **(View Products)** button.

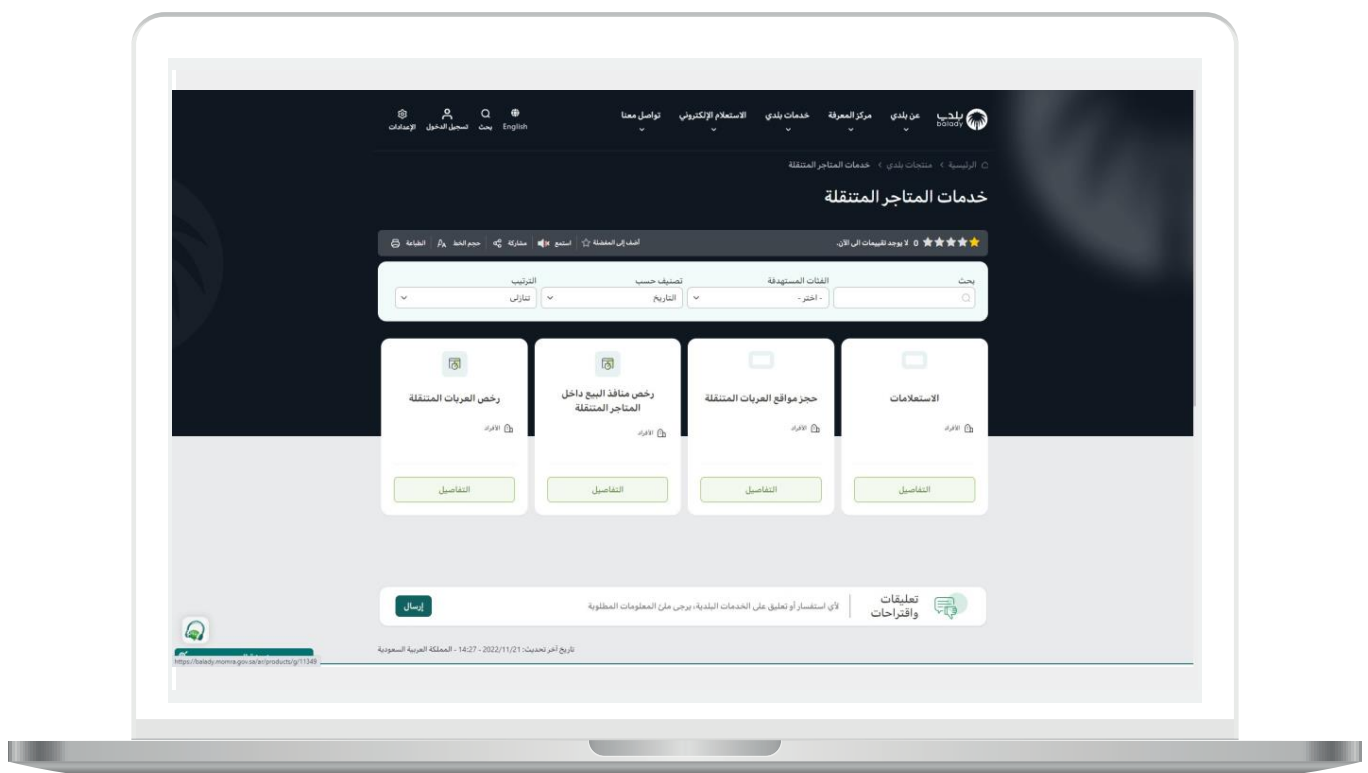


Steps to Request the Service

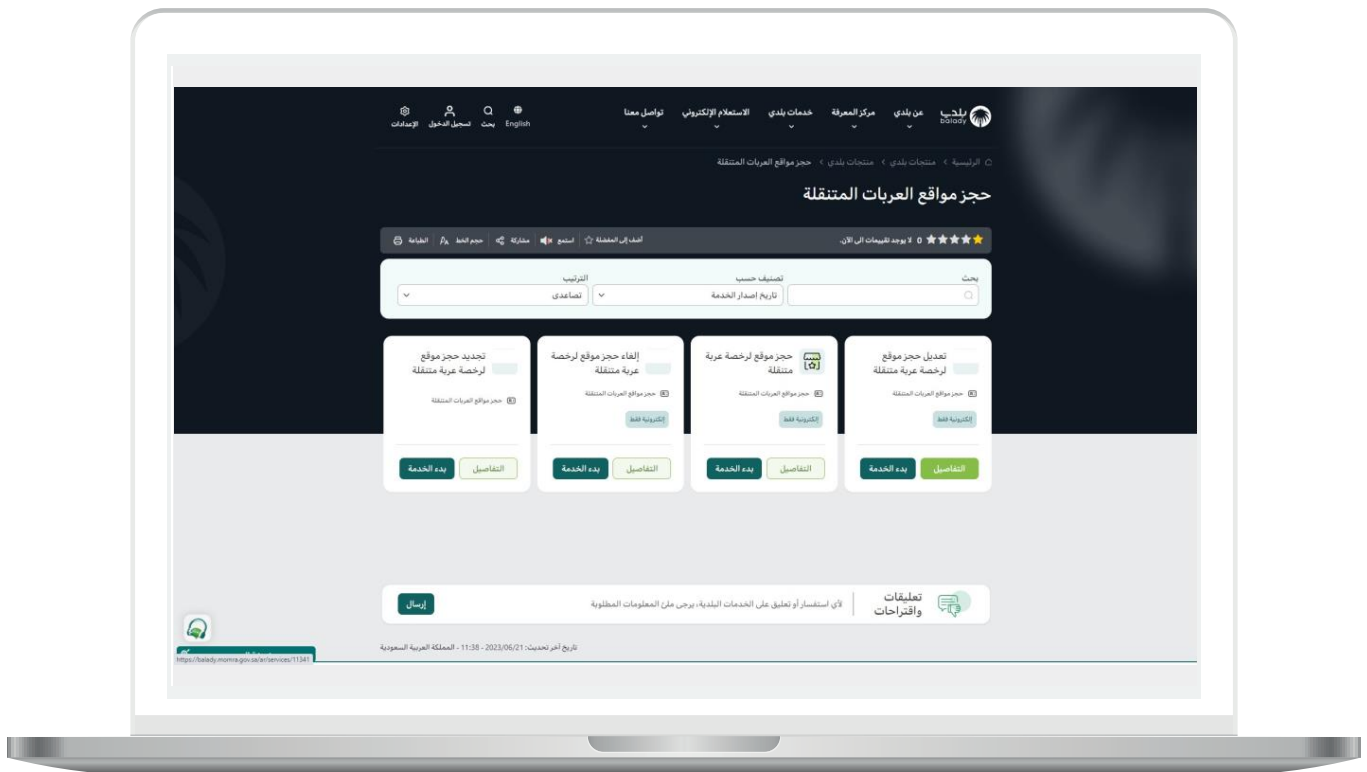
1) To begin the application process, select **(Mobile Store Services)** as shown below.



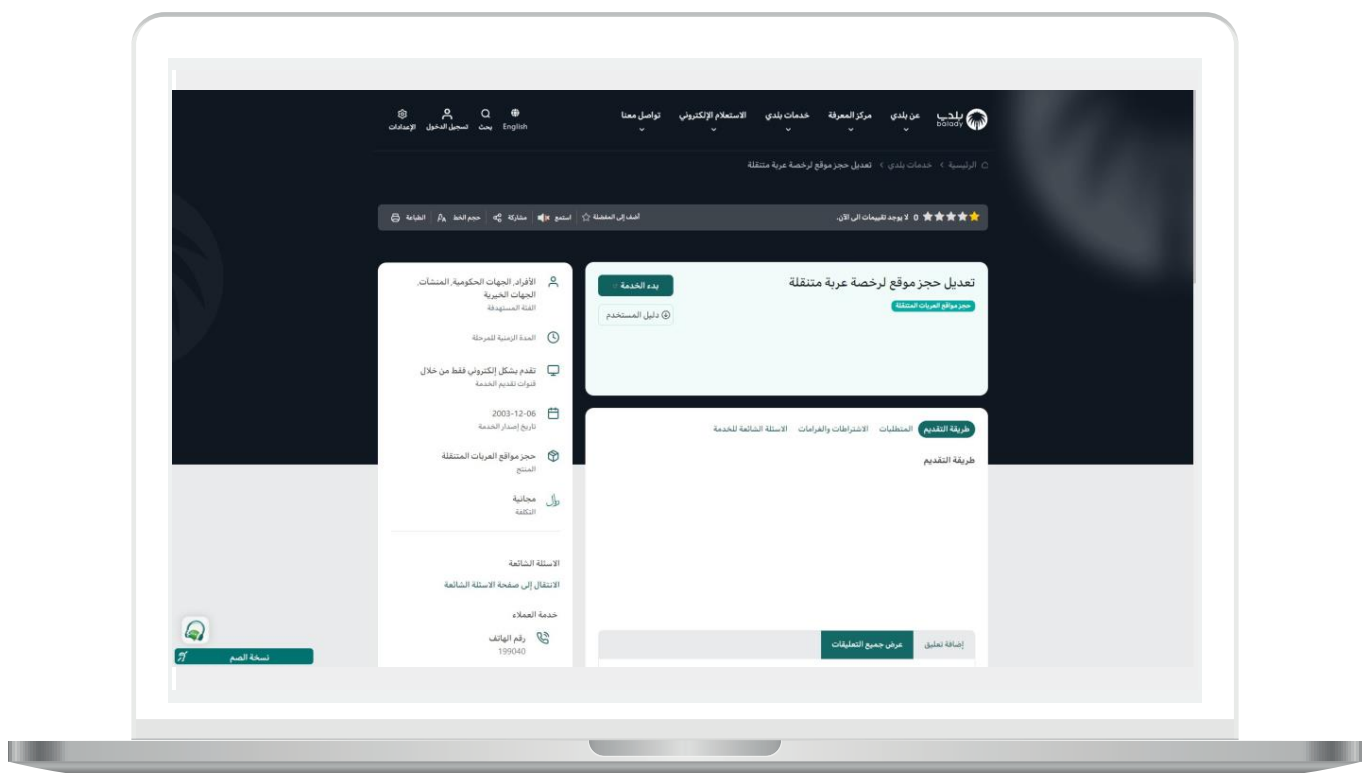
2) The following screen appears, where (Mobile Cart Location Reservations) is selected.



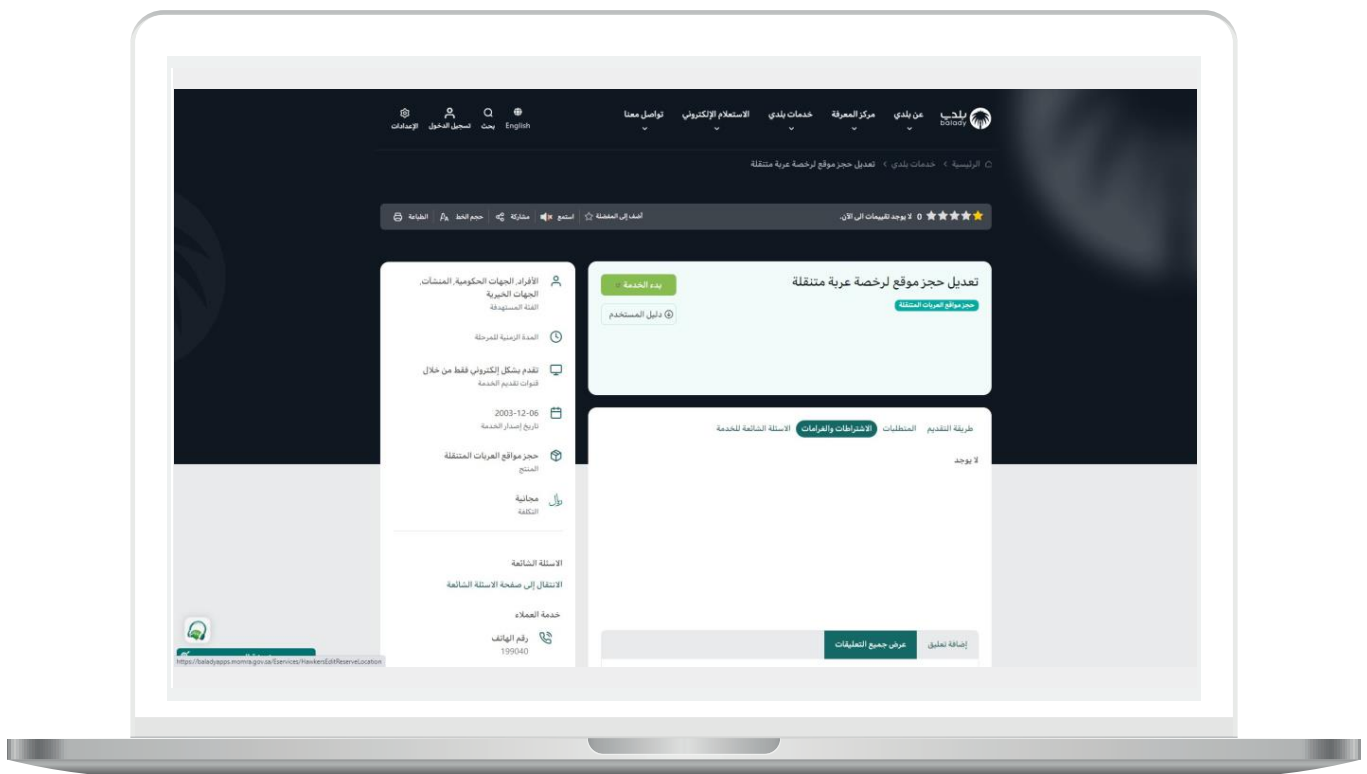
3) The next screen appears, where the user clicks the **(Details)** button under the **(Modify the Reservation of a Mobile Cart License Location)** service.



4) The following screen appears, allowing the user to review service requirements through the green menu on the right, including (**How to Apply, Requirements, Conditions and Penalties, etc.**).



5) To start the application process, the user clicks **(Start Service)**.



6) The next screen appears, where the user's mobile number is verified by entering the value in the **(Mobile Number)** field and clicking the **(Verify)** button.

The screenshot shows a web application interface on a laptop screen. The page is titled 'صفحة مقدم الطلب' (Request Page). It contains the following sections and fields:

- Header:** Includes navigation links: 'الرئيسية', 'الخدمات الإلكترونية', 'تواصل معنا', 'عن بلدي', 'مركز المساعدة', 'خدمات بلدي', 'الاستعلام الإلكتروني', and 'تواصل معنا'.
- Section: صفحة مقدم الطلب (Request Page):**
 - Field: 'اسم مقدم الطلب' (Requester Name) with value 'عائشة عبدالمجيد'.
 - Field: 'رقم الجوال' (Mobile Number) with a red asterisk and a 'تحقق' (Verify) button.
 - Text: 'سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام' (You will receive all notifications on the registered mobile number).
- Section: بيانات الرخصة (License Data):**
 - Field: 'اسم الرخصة' (License Name) with value 'أر.أ'.
 - Field: 'تاريخ نهاية الترخيص' (License End Date) with value '1445/10/19'.
 - Field: 'النشاط' (Activity) with value 'ممارسة مهنة بيع الأدوية'.
- Section: بيانات حجز الموقع الحالي (Current Location Booking Data):**
 - Field: 'المنطقة' (Area) with value 'أمانة منطقة الرياض'.
 - Field: 'الحي' (District) with value 'خالد'.
 - Field: 'وصف المسار' (Route Description) with value 'مسار داخل مبنى العزات المعمورة'.
 - Field: 'التاريخ بداية الحجز' (Booking Start Date) with value '2023/06/24'.
 - Field: 'التاريخ نهاية الحجز' (Booking End Date) with value '2023/06/29'.

7) A verification code is sent to the user's mobile phone, which must be entered in the (**Confirmation Code**) field, then click (**Confirm**), as shown in the next screen.

صفحة مقدم الطلب

اسم مقدم الطلب

رقم الهاتف

رمز التأكيد

بيانات الرخصة

اسم الرخصة

نوع الرخصة

تاريخ انتهاء الترخيص

بيانات حجز الموقع الحالي

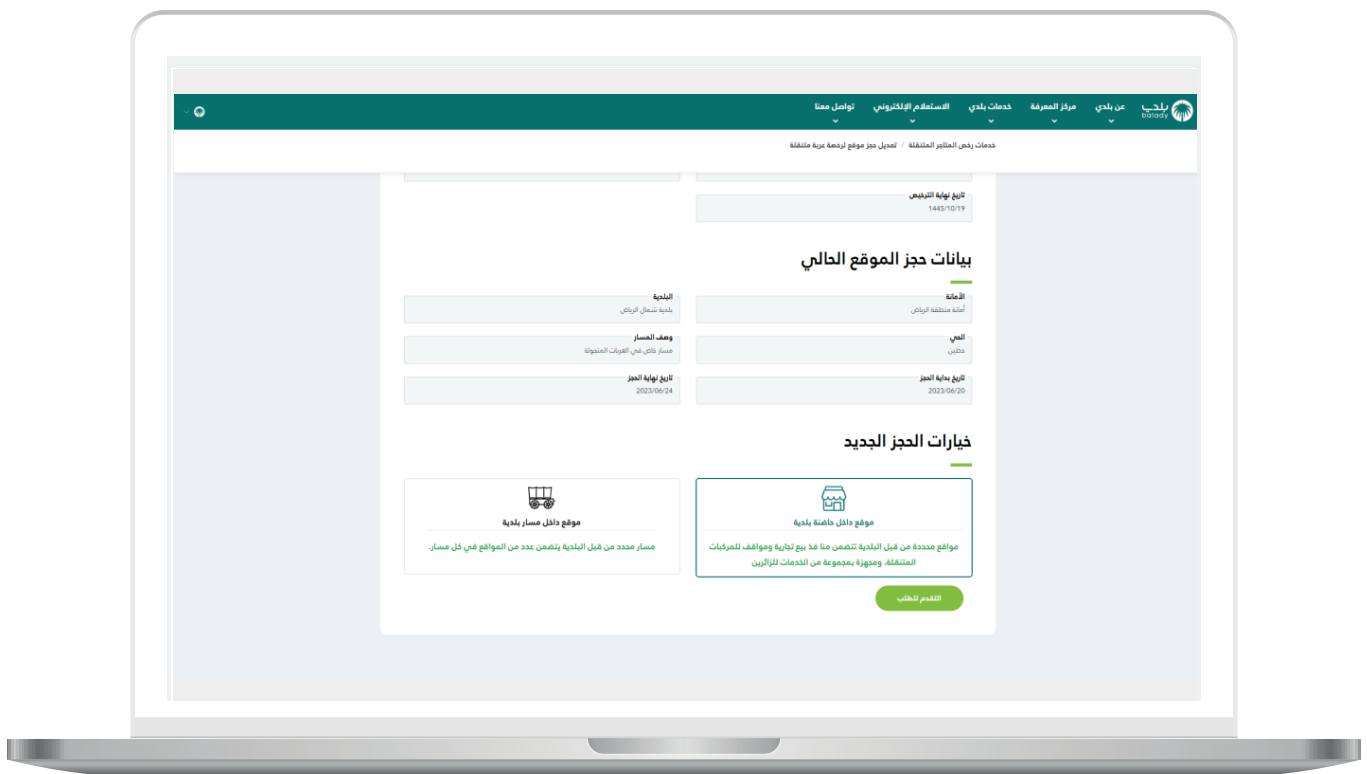
ساعة حصة بيع الأمانة

8) A message appears stating (**Thank you, verification was successful**), as shown on the screen below, after which the user selects the location type from the available options.

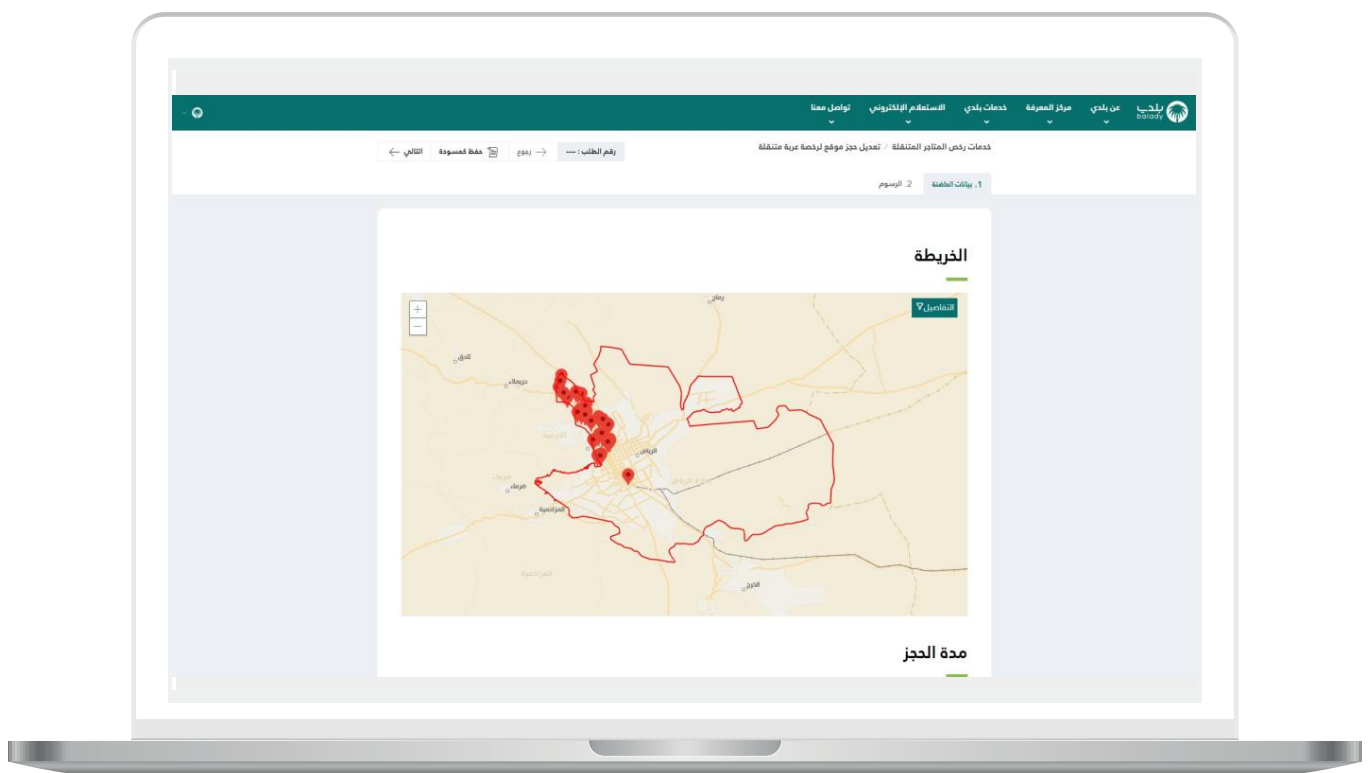
The screenshot displays a web application interface with a dark green header containing navigation links: 'الرئيسية', 'عن بلدي', 'مركز المساعدة', 'خدمات بلدي', 'الاستعلام الإلكتروني', and 'تواصل معنا'. Below the header, a breadcrumb trail reads 'خدمات رخص المواقف المختلفة / تعديل حجز موقع ترخيص عربة متنقلة'. The main content area is titled 'صفحة مقدم الطلب' and features a green success message: 'شكراً، تم التحقق بنجاح'. Below this, a note states: 'سوف يتم استلام جميع الإشعارات على رقم الجوال المسجل في النظام'. The form is divided into three sections: 'بيانات الرخصة' (License Data) with fields for 'اسم مقدم الطلب' (Applicant Name), 'رقم الجوال' (Mobile Number), 'الترخيص' (License), 'نوع الرخصة' (License Type), and 'تاريخ نهاية الترخيص' (Expiration Date); 'بيانات حجز الموقع الحالي' (Current Location Booking Data) with fields for 'البلدية' (Municipality), 'وصف المسار' (Route Description), and 'تاريخ بداية الحجز' (Booking Start Date); and 'بيانات الحجز' (Booking Data) with fields for 'البلدية' (Municipality), 'نوع المنطقة المراد' (Desired Area Type), 'الحج' (Booking), and 'تاريخ بداية الحجز' (Booking Start Date).

Municipal Incubator Site

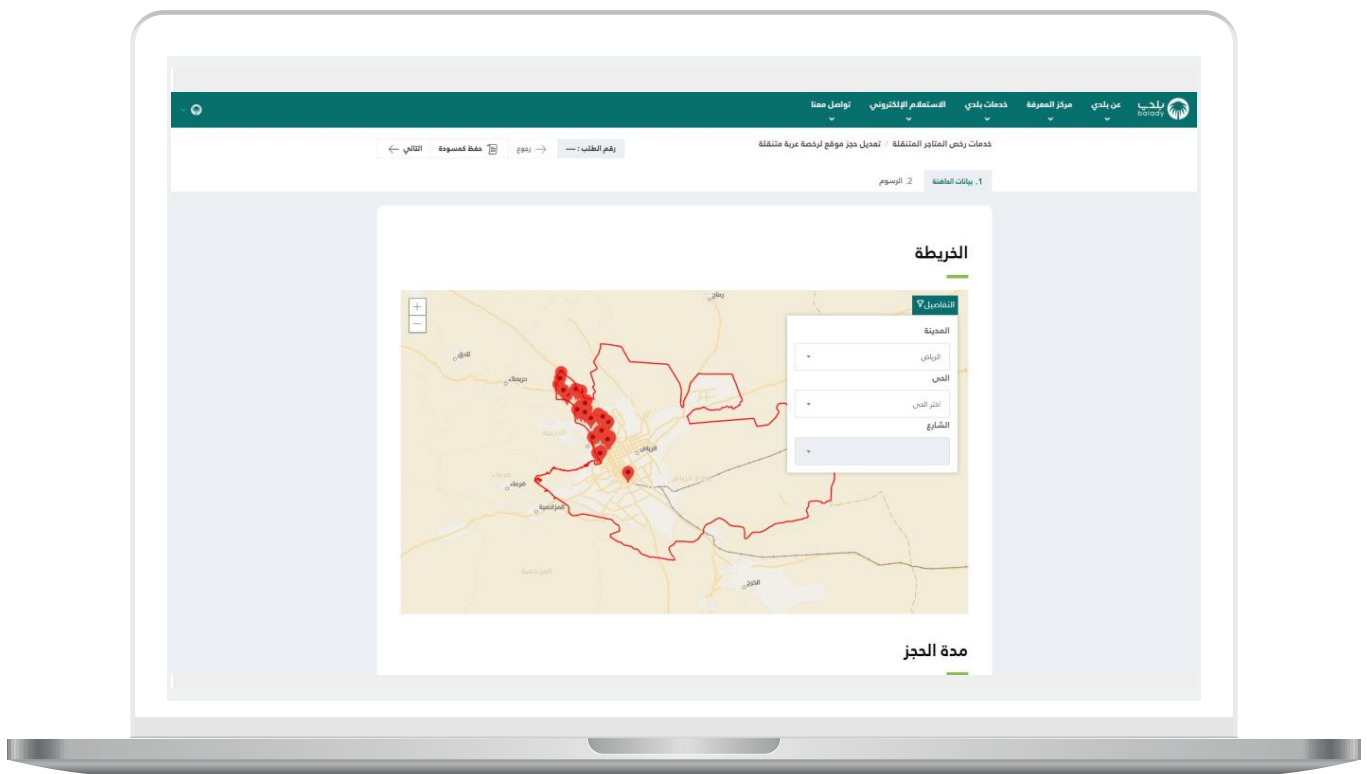
1) If the option (**Municipal Incubator Site**) is selected, the (**Proceed with Request**) button appears and must be clicked.



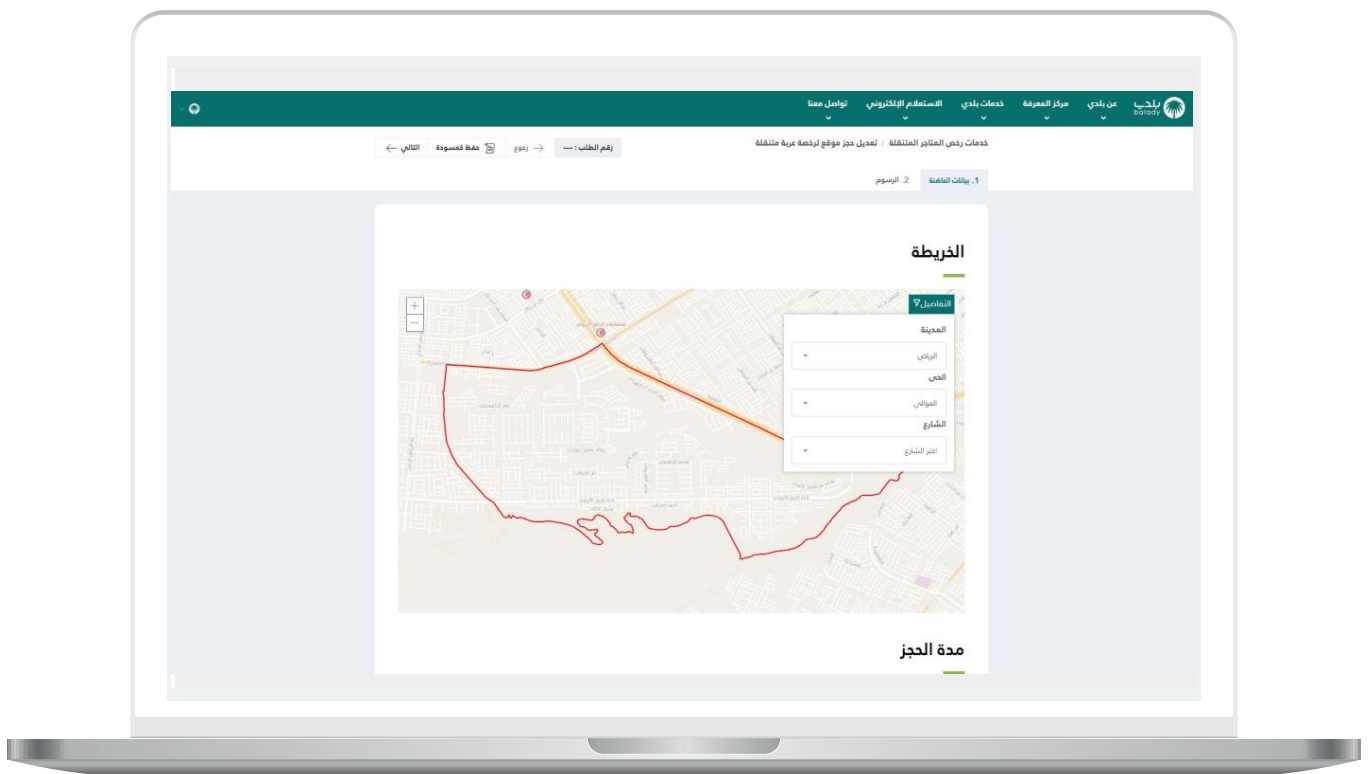
2) The next screen appears, representing the **(Incubator Information)** stage, where the user selects the geographic location on the map.



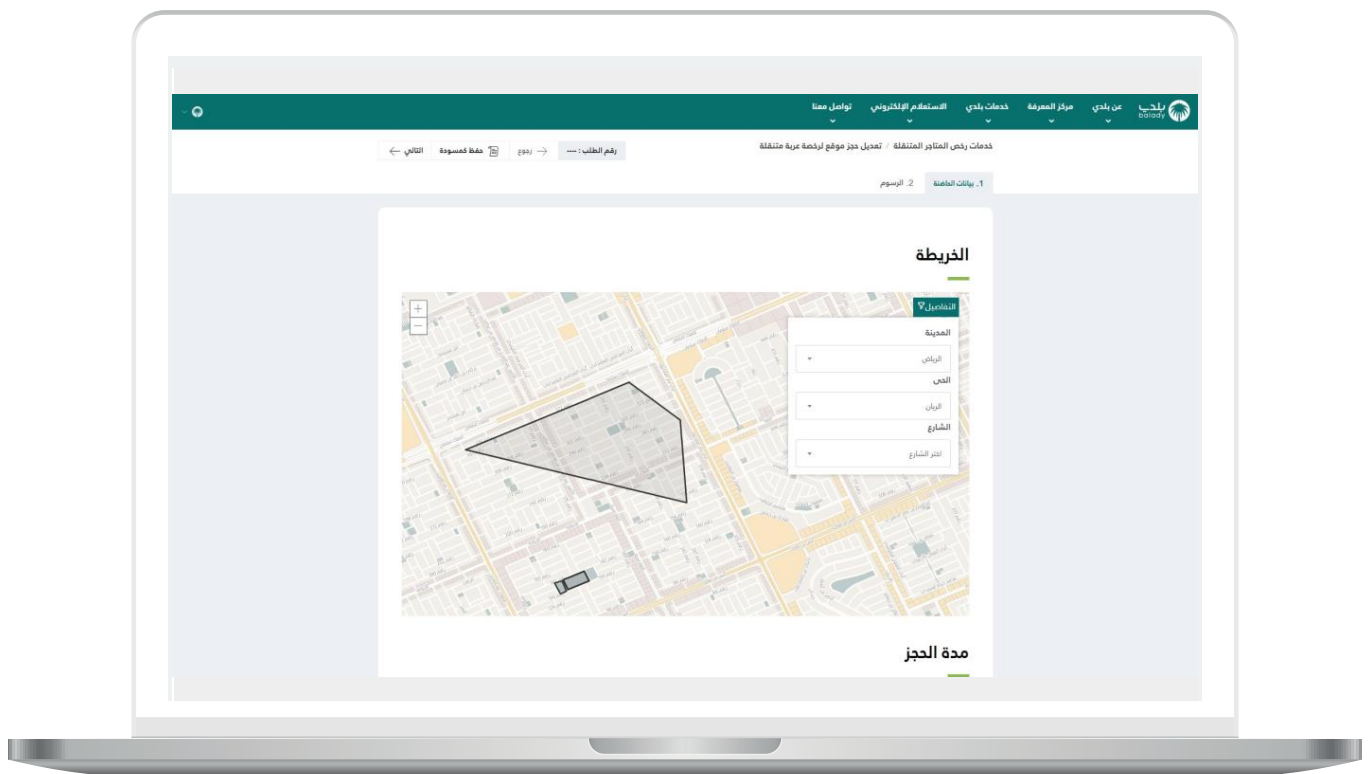
3) After clicking the **(Details)** button, the following fields appear and must be selected in order: **(City, District, Street)**.



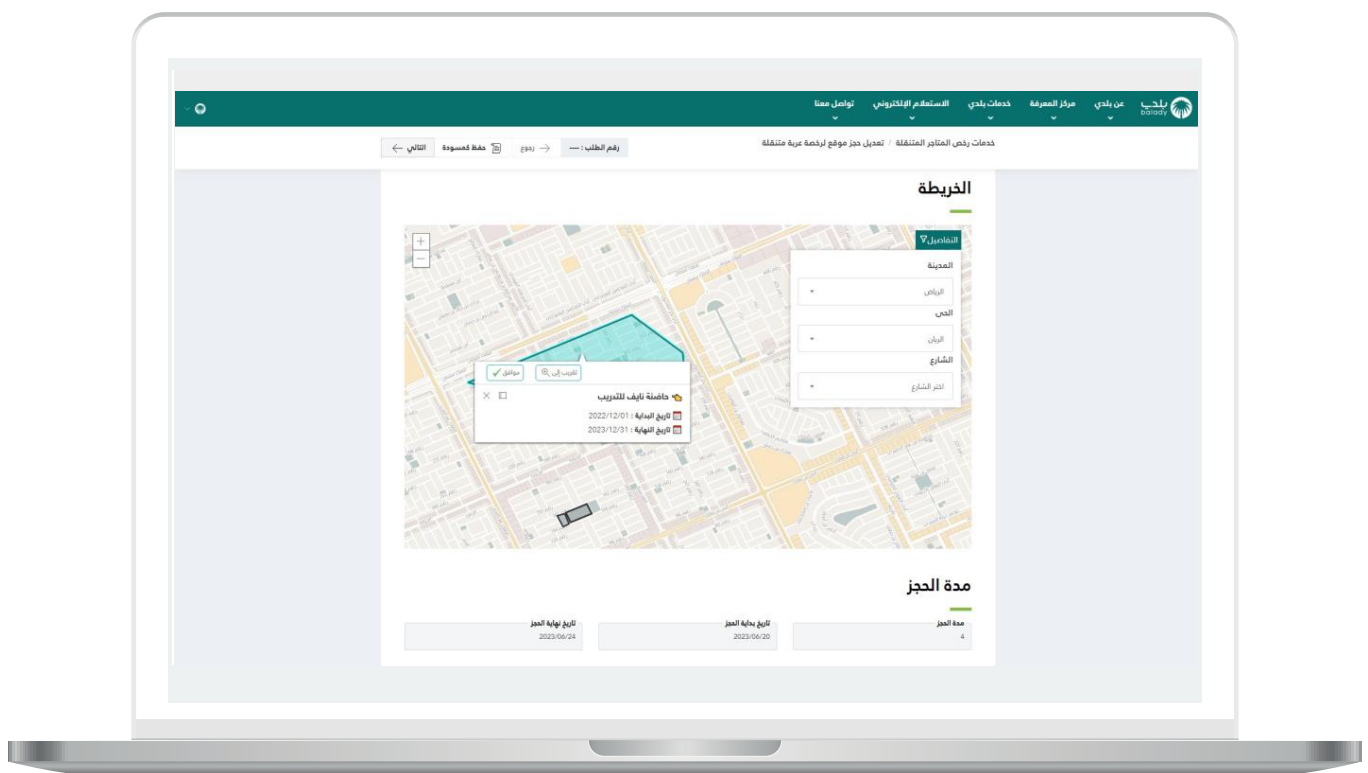
4) Once the fields are selected, the map is displayed as shown below.



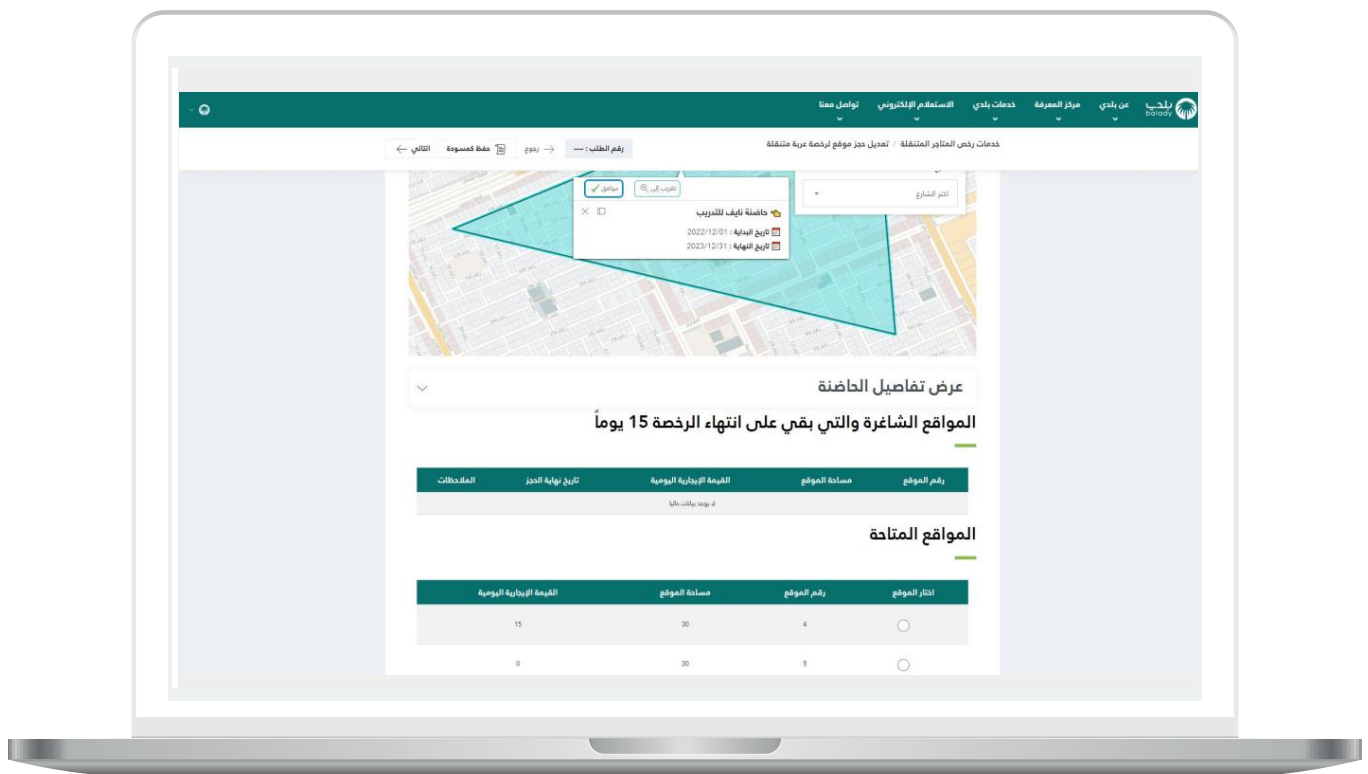
5) The desired incubator is selected, and the user clicks on it.



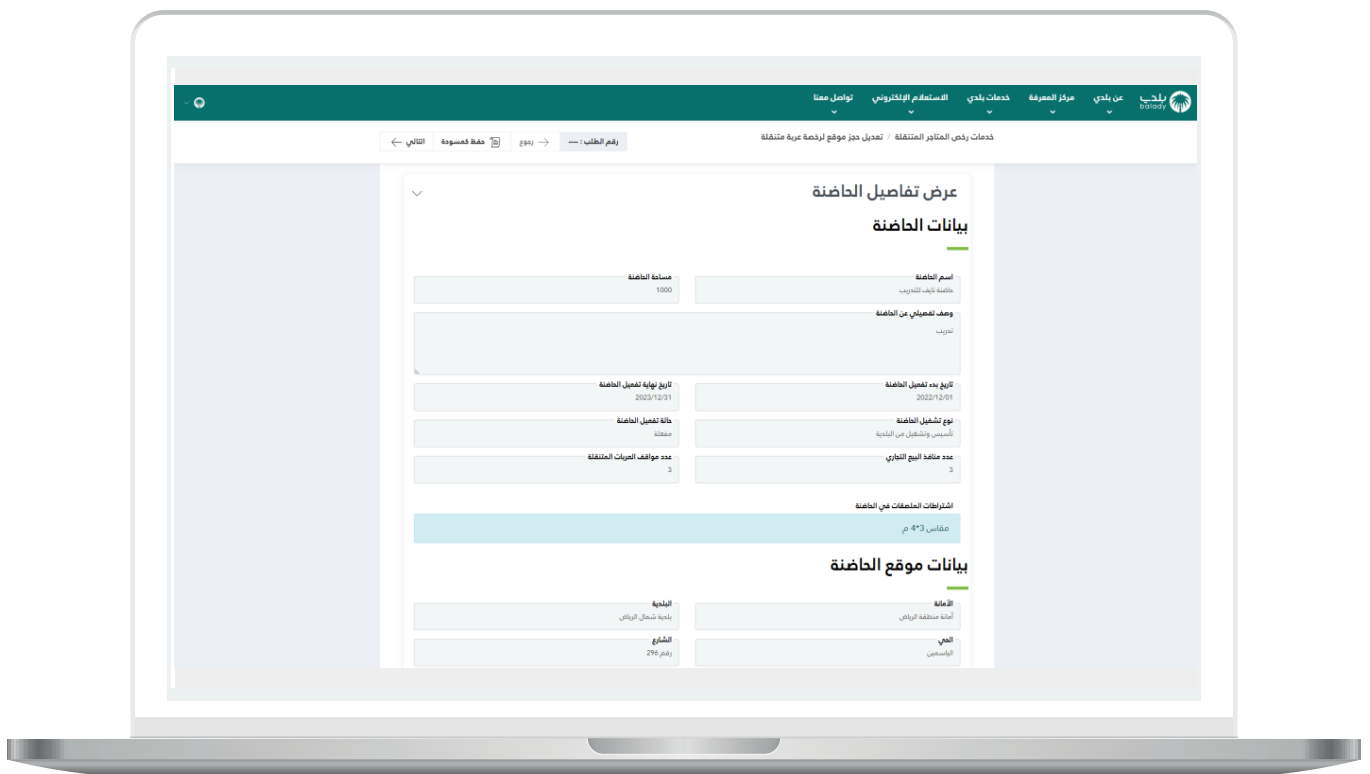
6) After selecting the incubator on the map, a clarification message appears, allowing the user to zoom in using the **(Zoom In)** button or confirm the location by clicking **(Confirm)**.



7) After clicking **(Confirm)**, details are displayed as shown below. The user can also view the incubator details by clicking **(View Incubator Details)**.

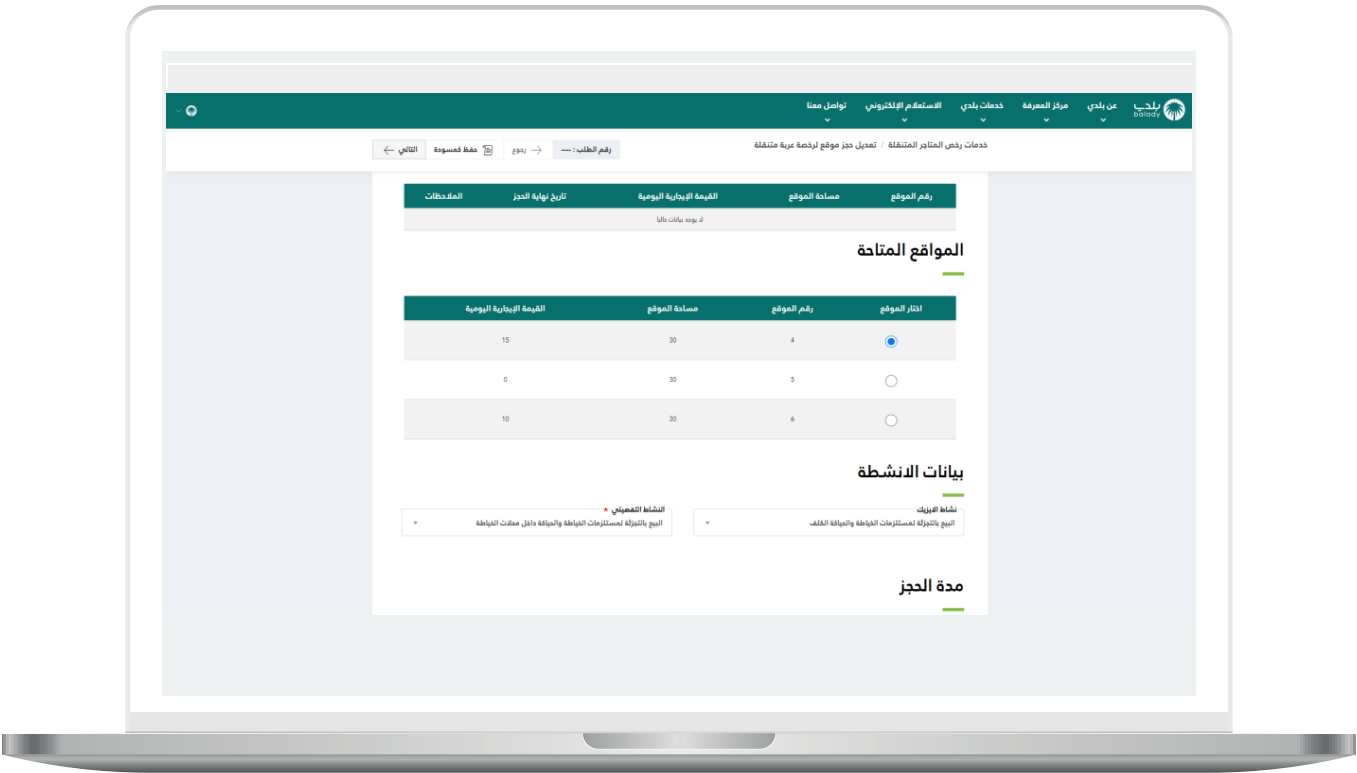


8) The incubator information is then displayed, as shown below.

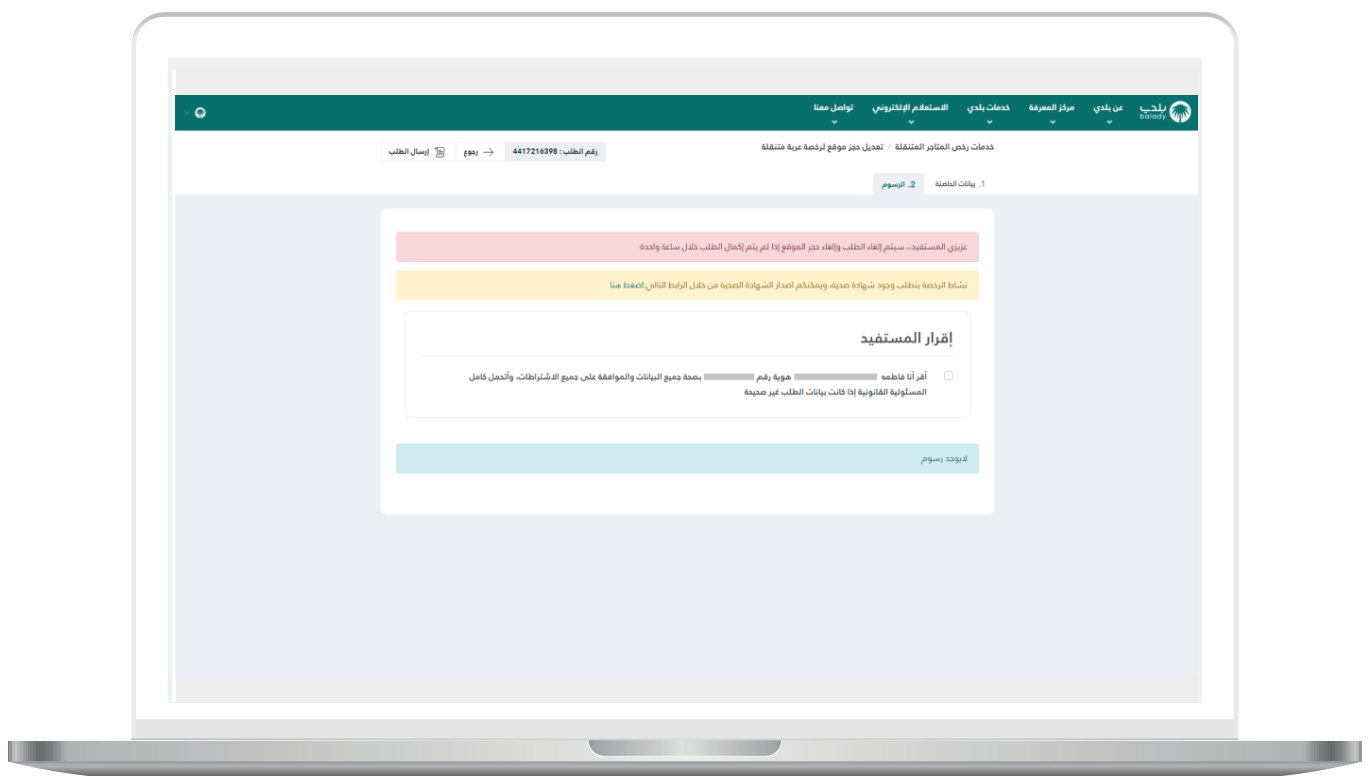


9) The user selects the location from the available locations table.

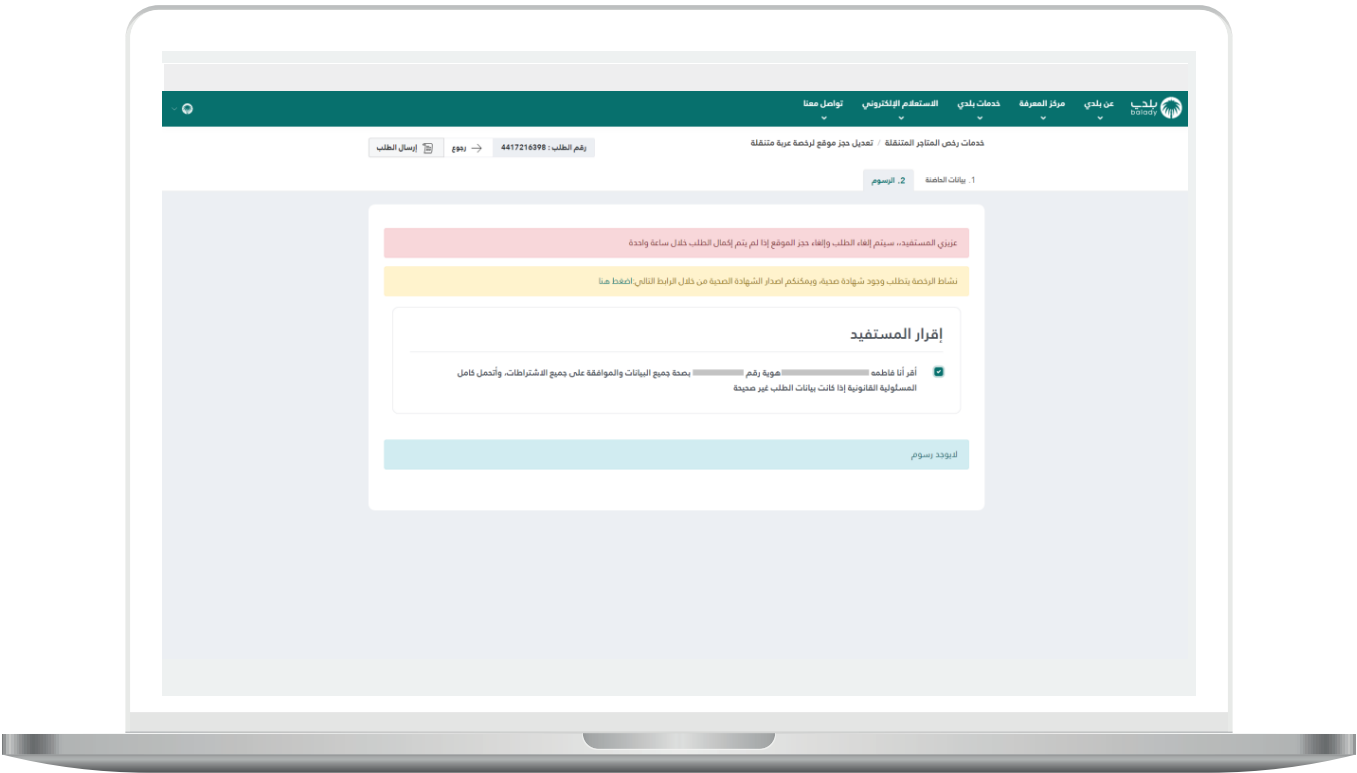
Then, the dropdown lists for (**ISIC Activity**) and (**Detailed Activity**) are selected sequentially. The user then clicks the (**Next**) button to proceed.



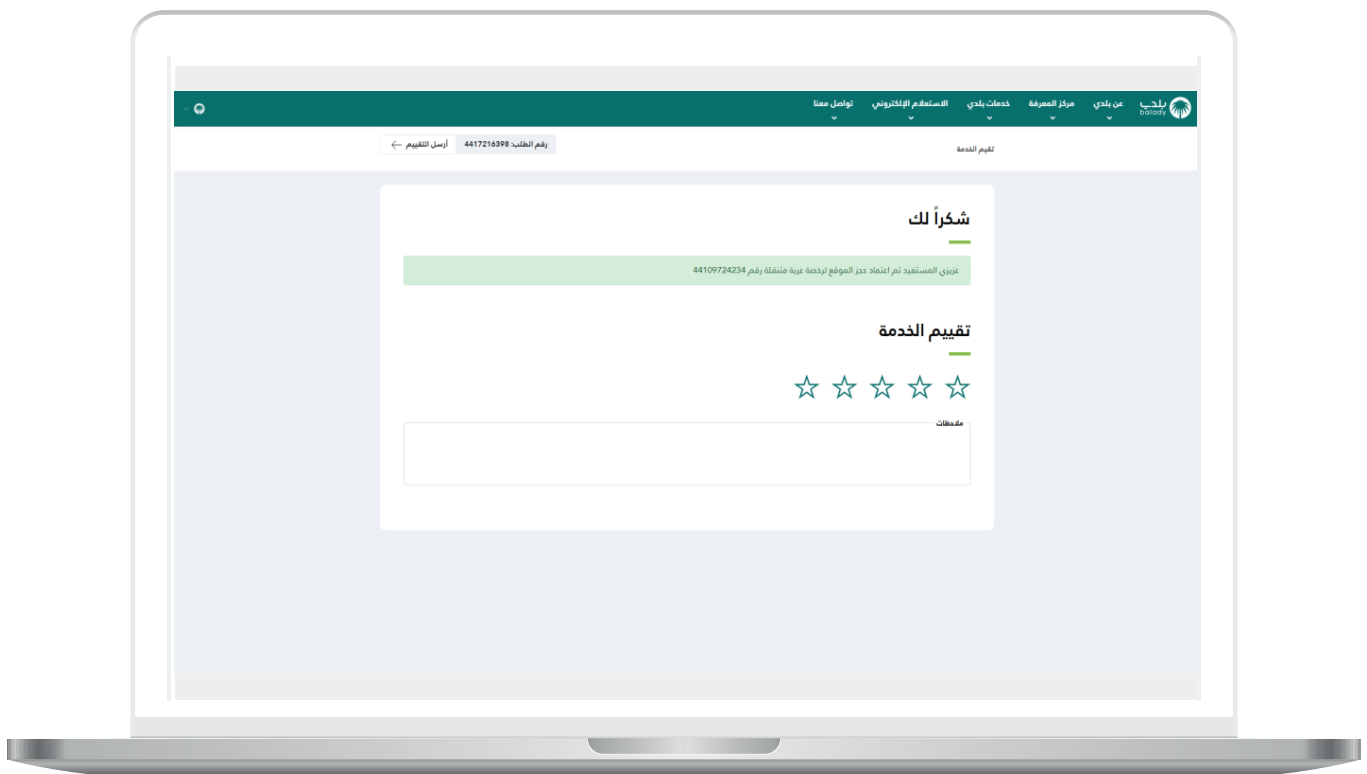
10) The user is directed to the **(Fees)** stage, where the declaration is agreed upon.



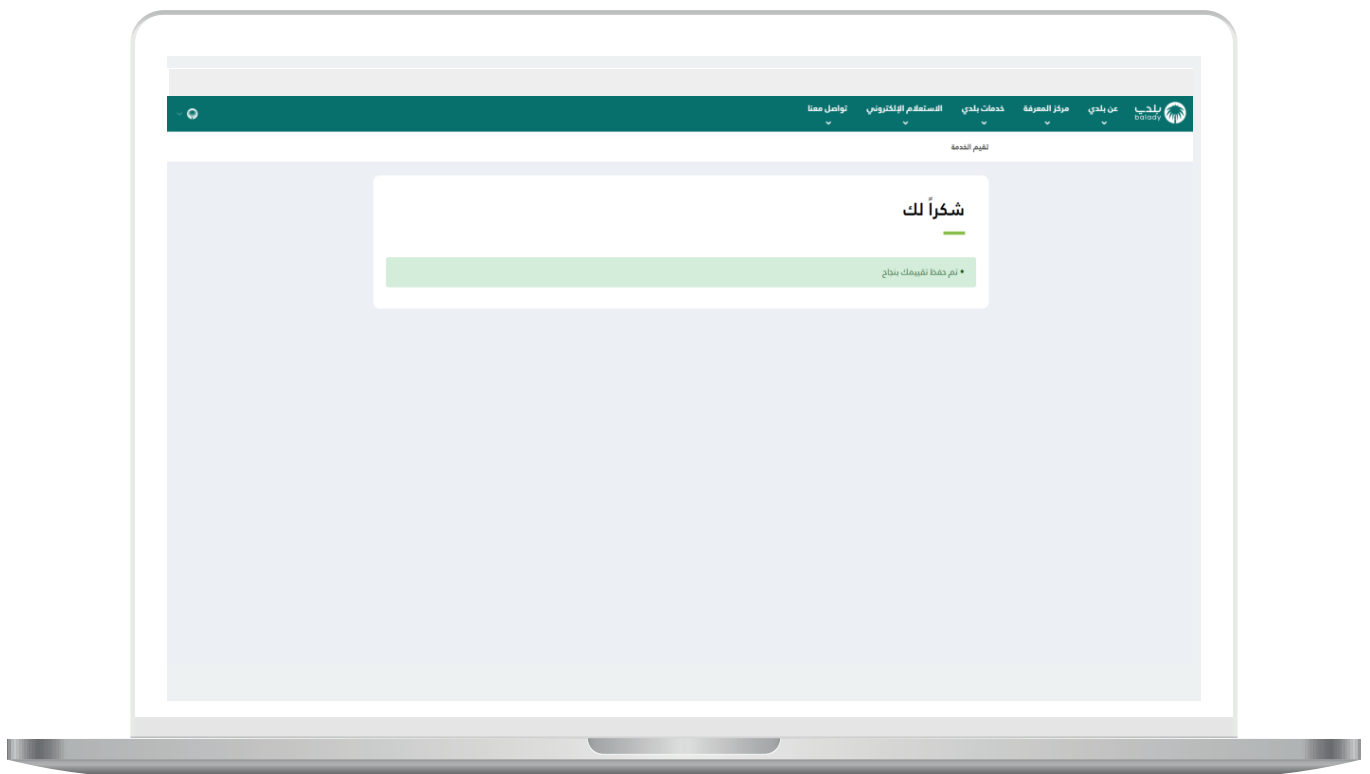
11) The user then clicks **(Submit Request)**.



12) After the request is submitted, the user can evaluate the service by selecting the number of stars displayed, entering comments in the (Notes) field, and then clicking the **(Submit Evaluation)** button.

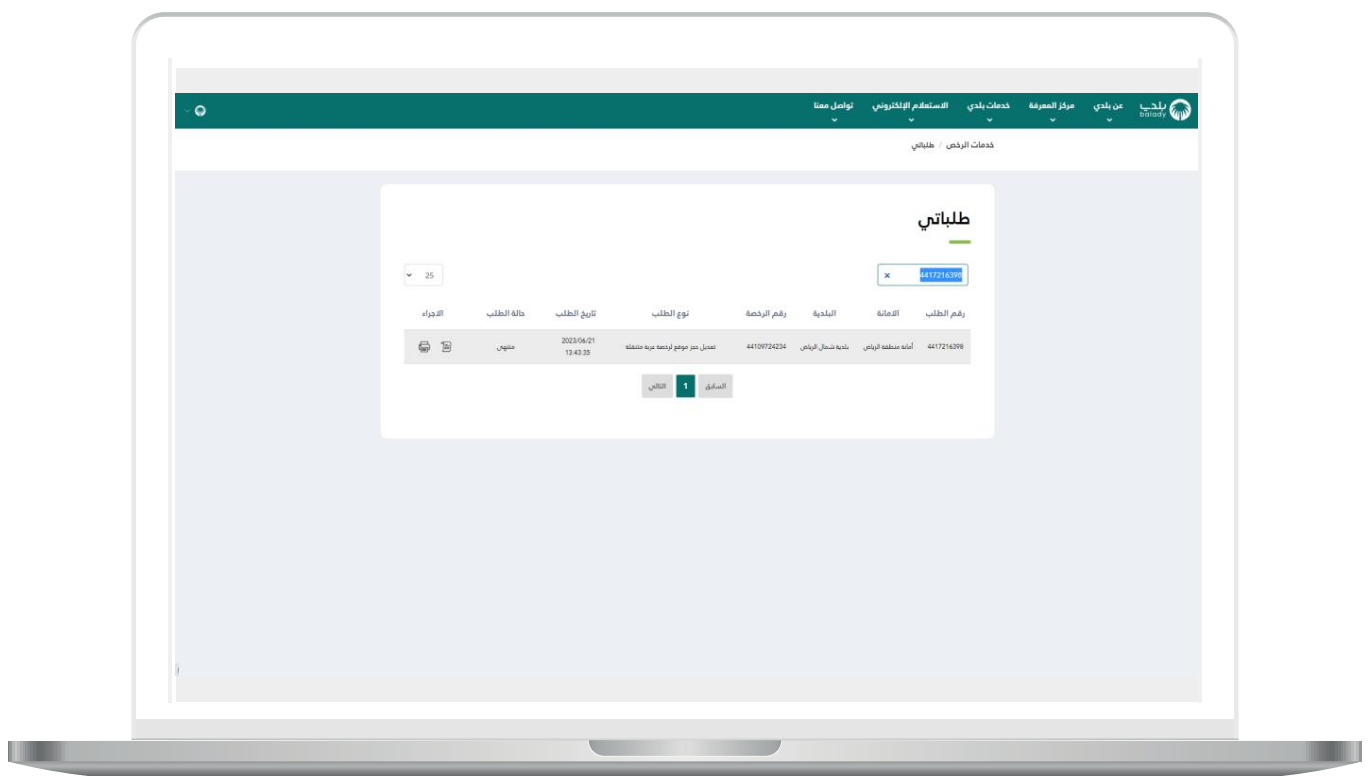


13) The evaluation is successfully saved, and a confirmation message is displayed.

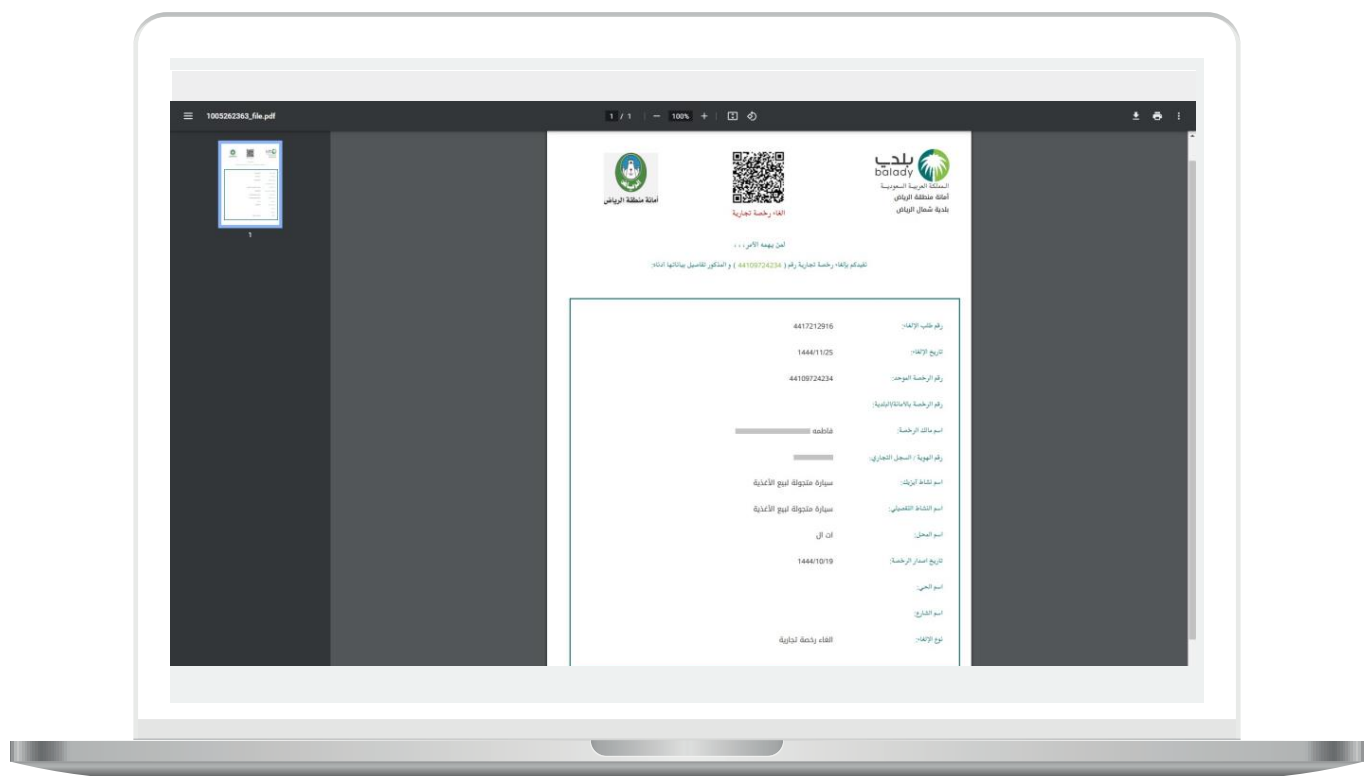


14) The user is then directed to the **(My Requests)** screen, as shown below, where they can track the request, which will have the status **(Completed)**.

The request can be printed by clicking the printer icon in the **(Action)** column.

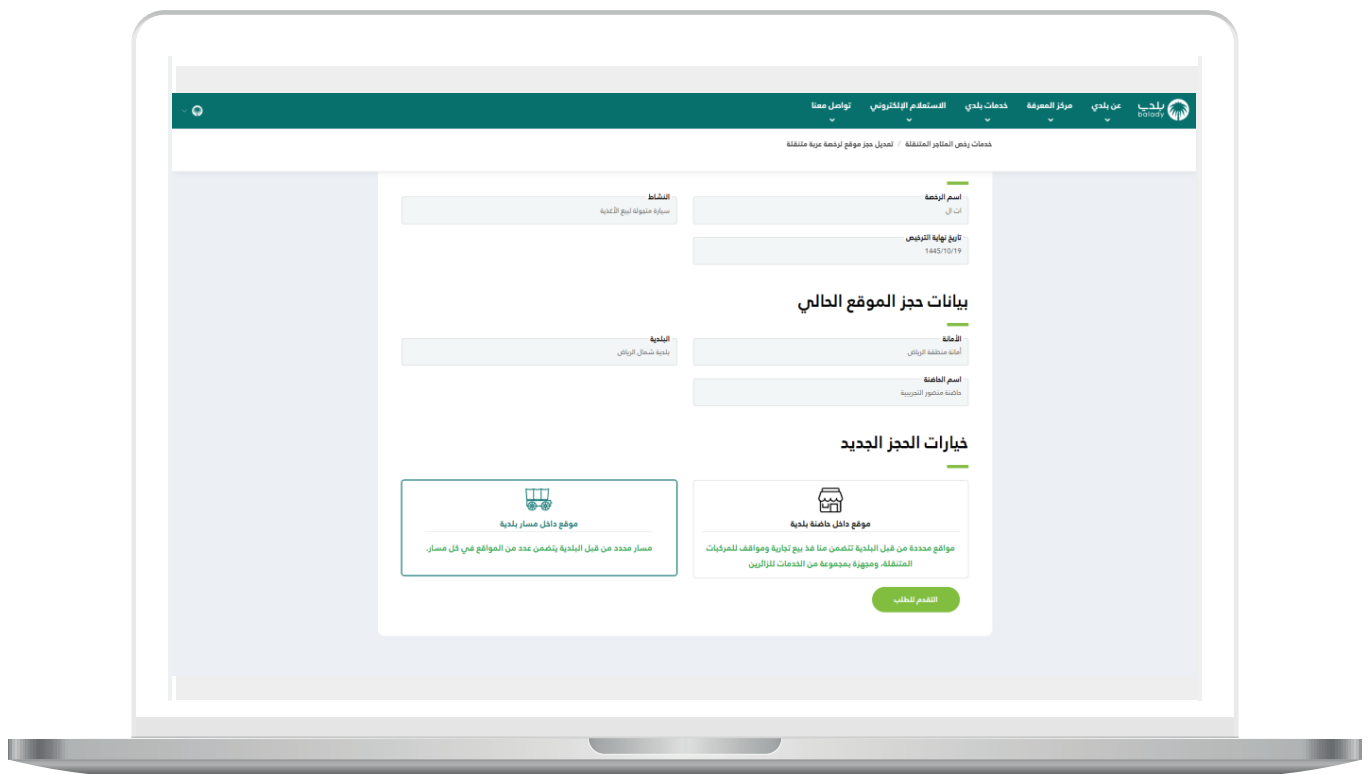


15) The form is then displayed as shown below.

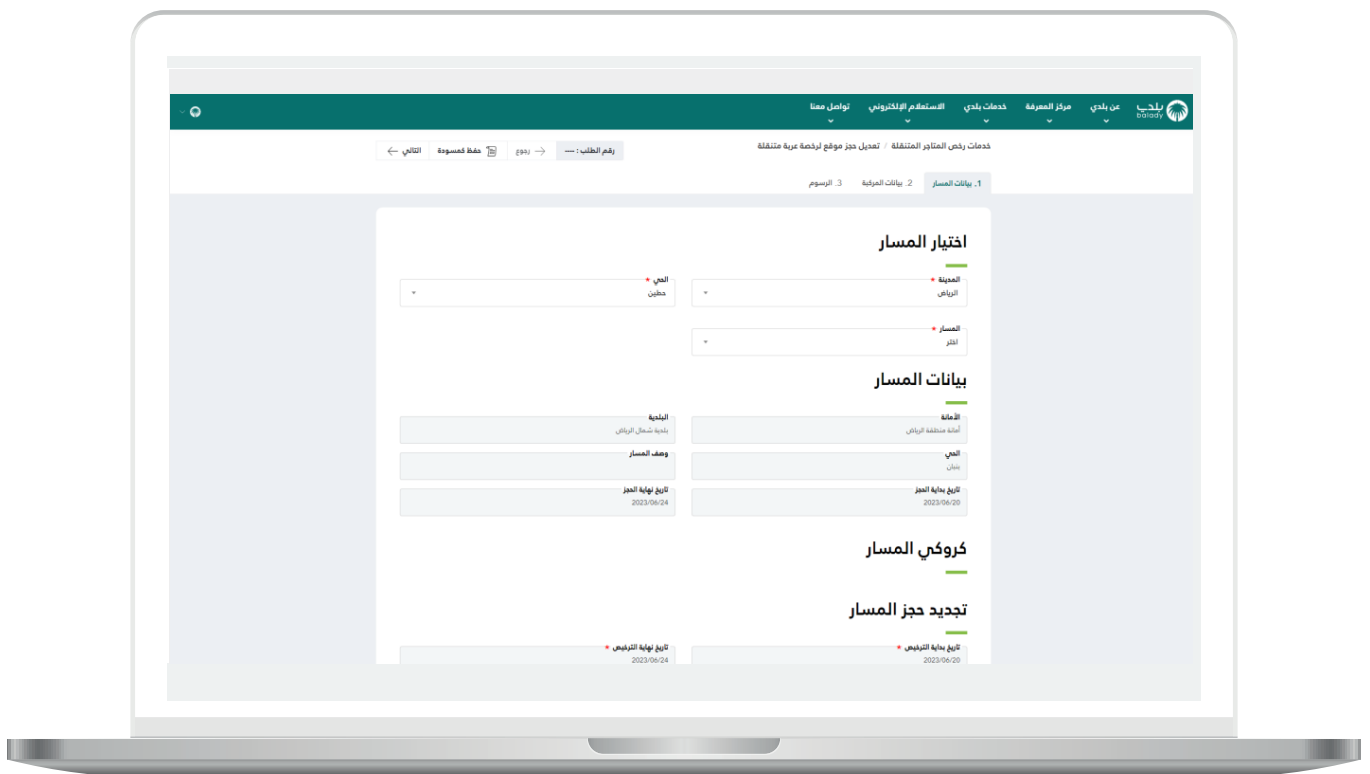


Municipal Route Site

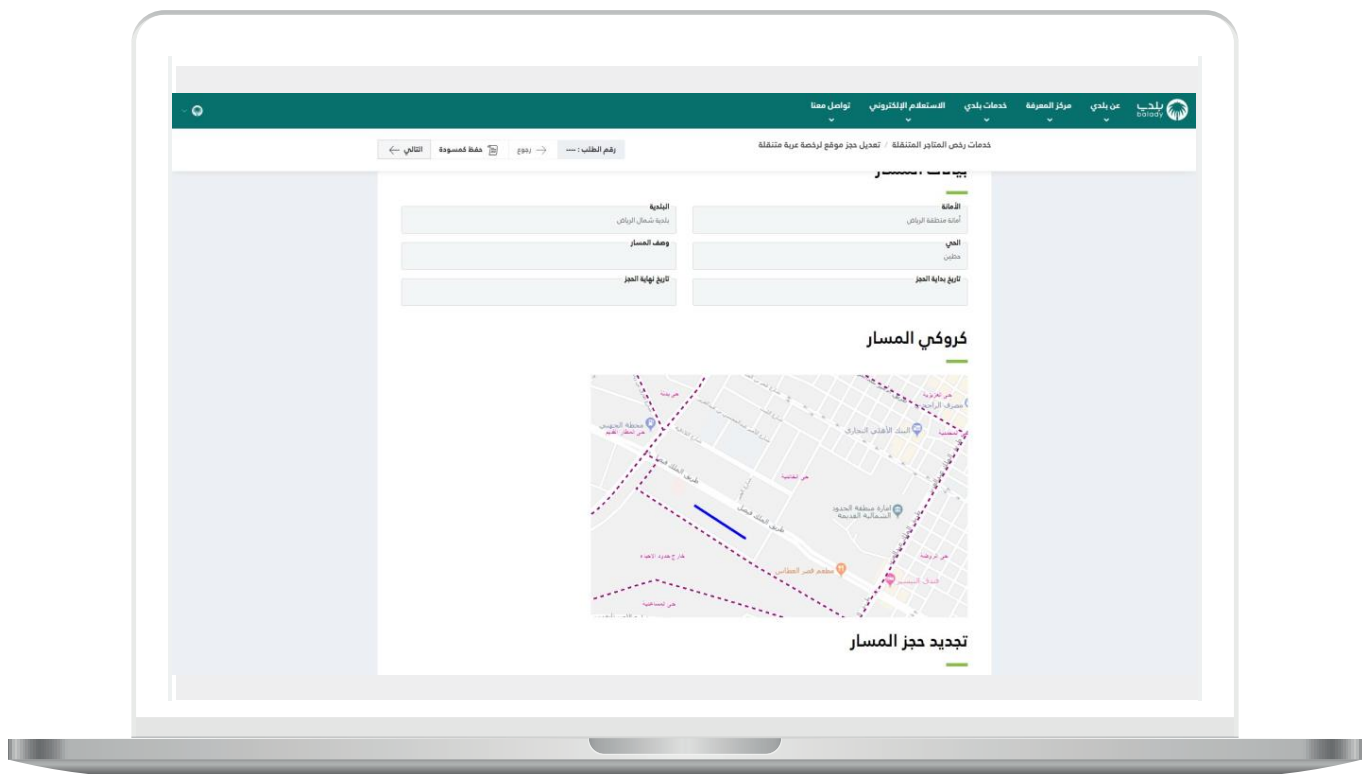
1) If the option (**Municipal Route Site**) is selected, the (**Proceed with Request**) button appears and must be clicked.



2) The next screen appears, representing the **(Route Information)** stage, where the user selects the geographic location by choosing values from the following dropdown lists sequentially: **(City, District, Route)**.



3) The route sketch is then displayed on the map, as shown below, and the user clicks the **(Next)** button to proceed.



4) The user is directed to the **(Vehicle Information)** stage and clicks the **(Next)** button to continue.

عن بلدي

مركز الصرفة

خدمات بلدي

الاستعلام الإلكتروني

تواصل معنا

بلدي

Boddy

خدمات رخص المتاجر المتعلقة / تعديل حجز موقع لرخصة عربية متنقلة

رقم الطلب : 4417216401 → ردود ← حالة كمسودة التالي ←

1. بيانات المسار2. بيانات المركبة3. الرسوم

بيانات المركبة

اسم الرخصة

ات لي

عربي المركبة

2

موديل المركبة

2000

رقم الترخيص

255133

طول المركبة

3

ارتفاع المركبة

2

سنة الصنع

2000

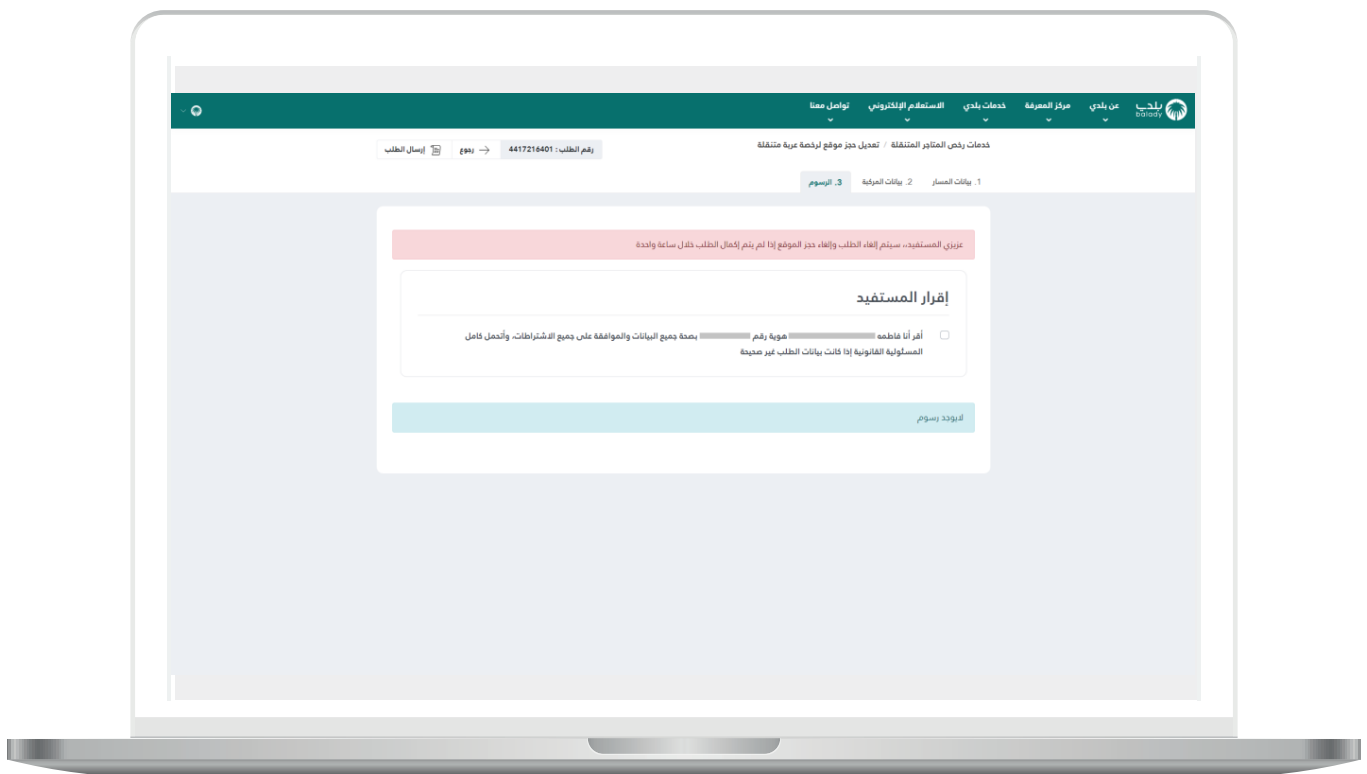
رقم الهيكل

968405251

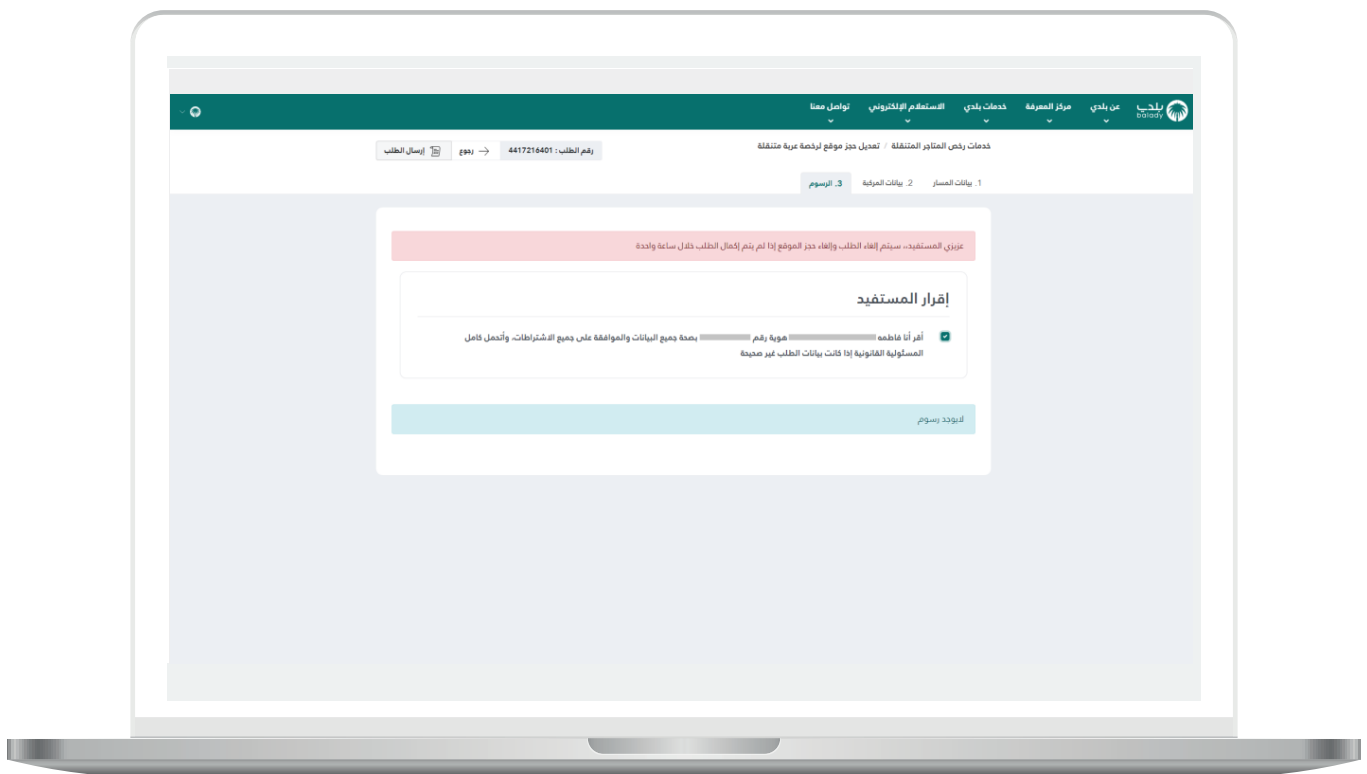
بيانات اللوحات

اللوحة لودحات

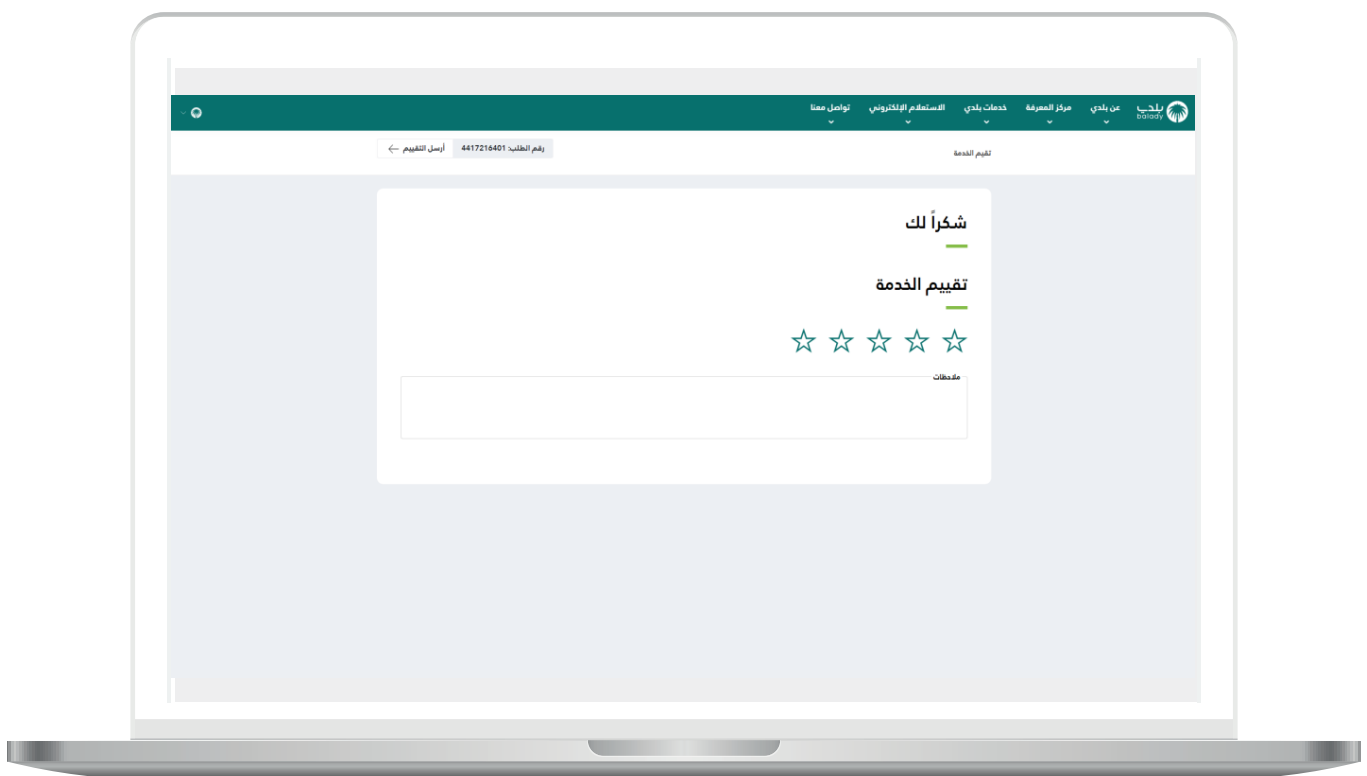
5) The user is directed to the **(Fees)** stage, where the declaration is agreed upon.



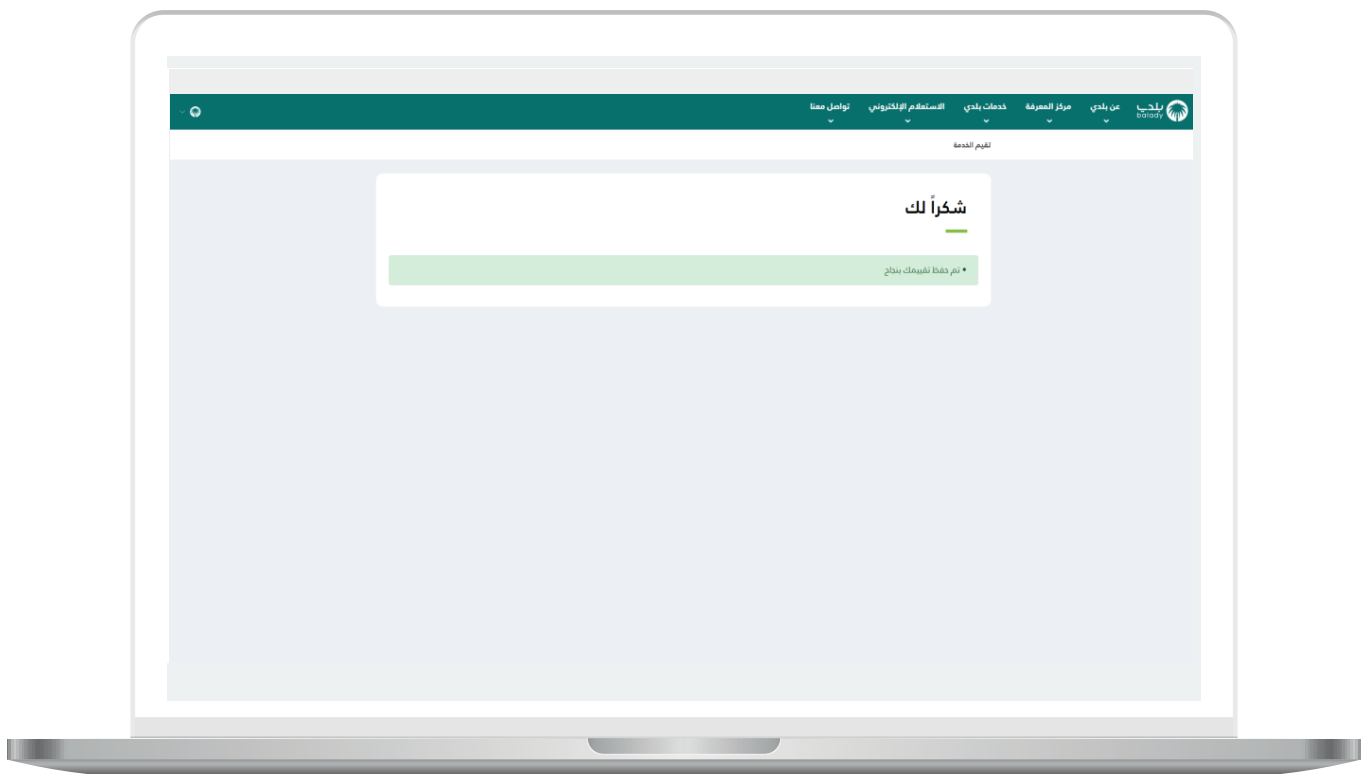
6) The user then clicks (Submit Request).



7) The user is then allowed to rate the service by selecting the number of stars shown and entering comments in the **(Comments)** field before clicking the **(Submit Evaluation)** button.

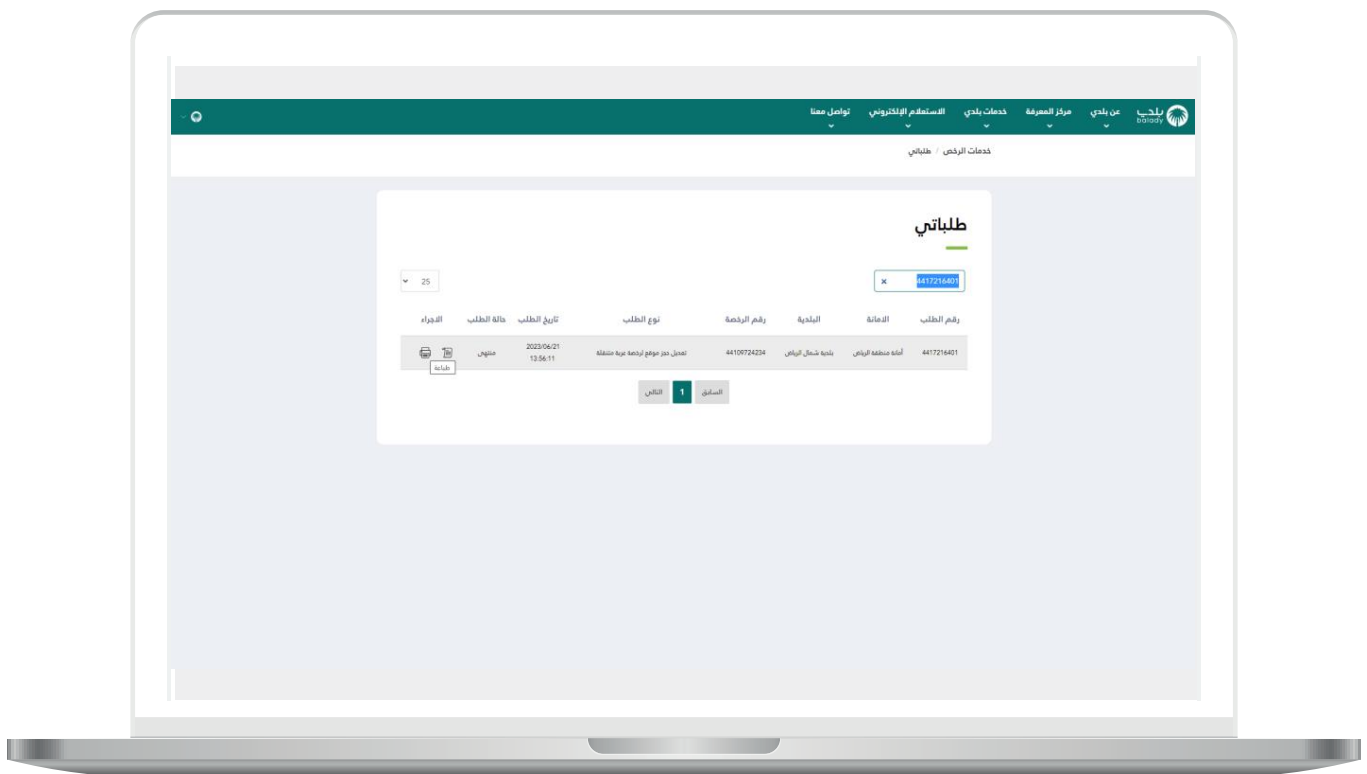


8) The evaluation is successfully saved, and a confirmation message is displayed.

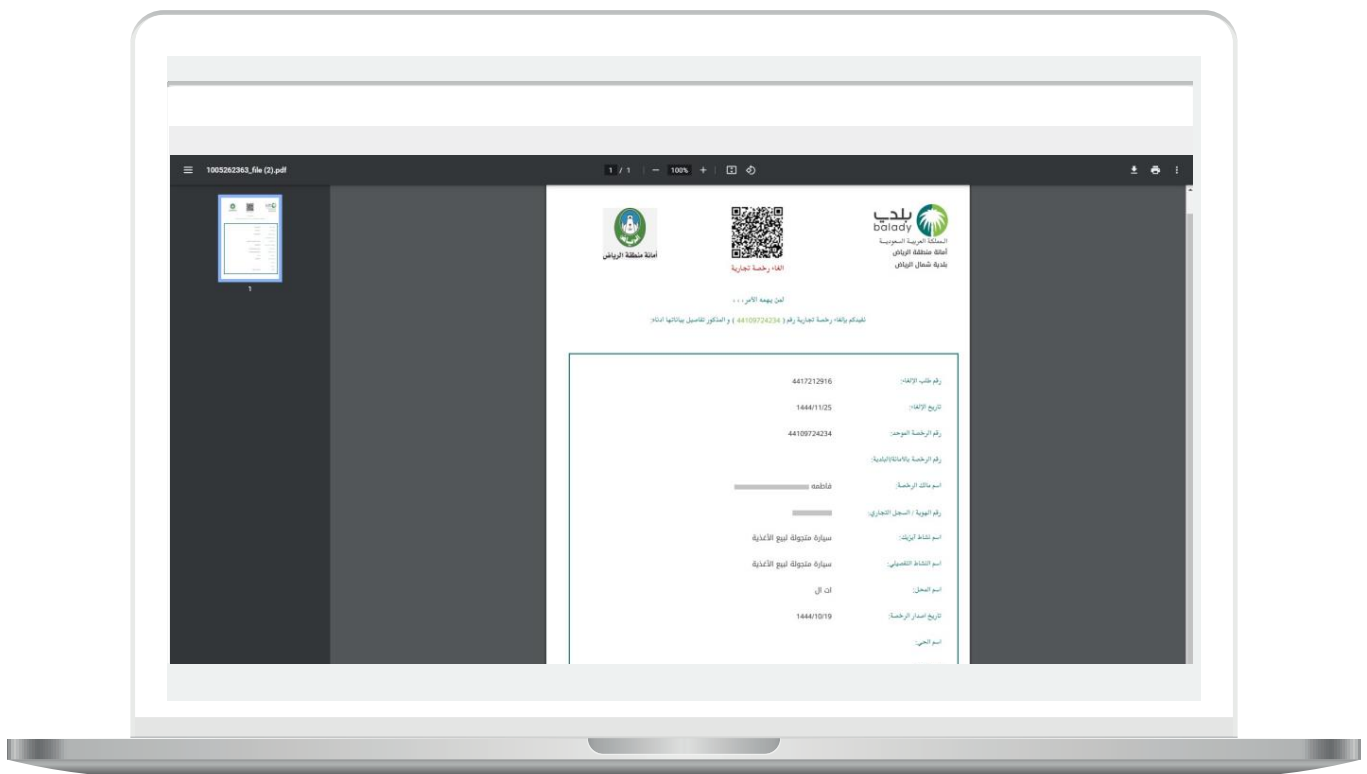


9) The user is then directed to the **(My Requests)** screen, as shown below, where they can track the request, which will have the status **(Completed)**.

The request can be printed by clicking the printer icon in the **(Action)** column.



10) The form is then displayed as shown below.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

