



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

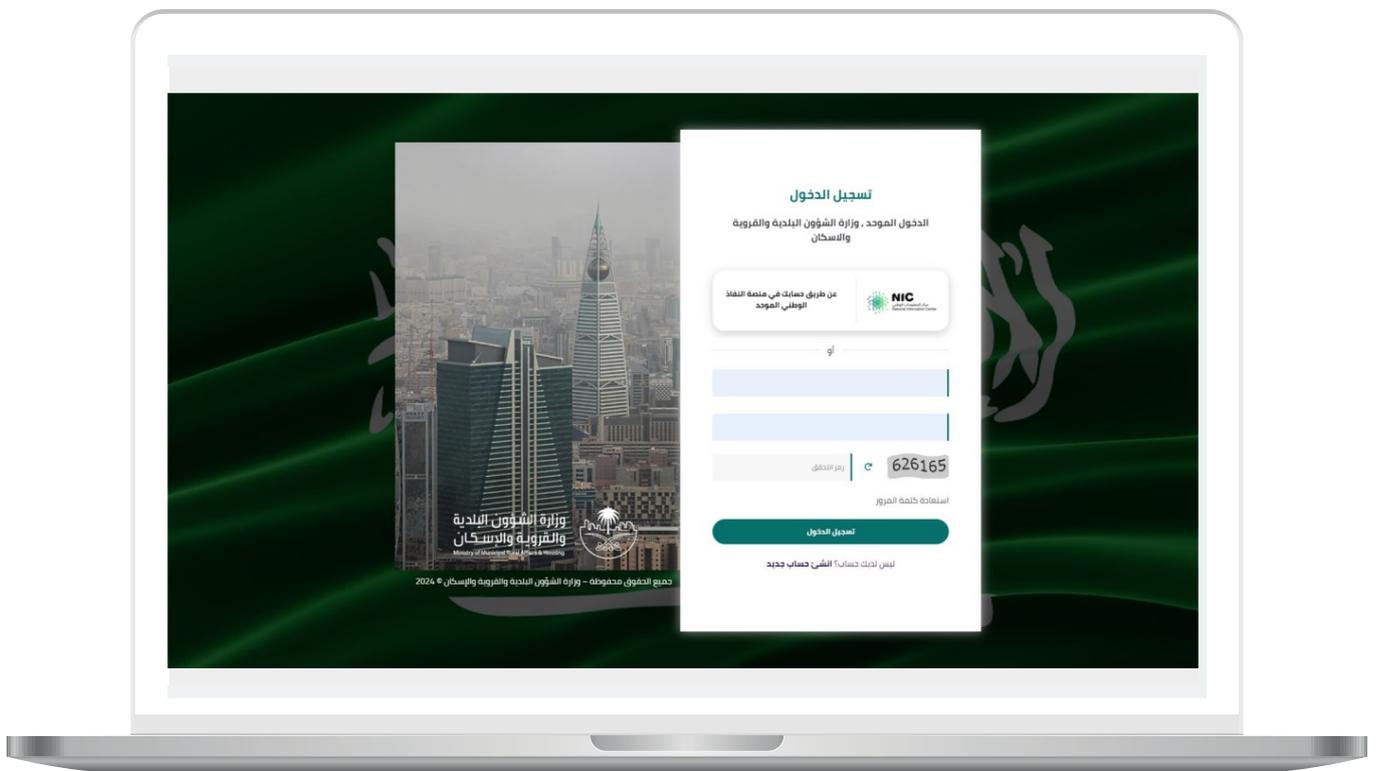
User Guide for Excavation Services (Nasseq)

Building Connection Excavation Permit Request

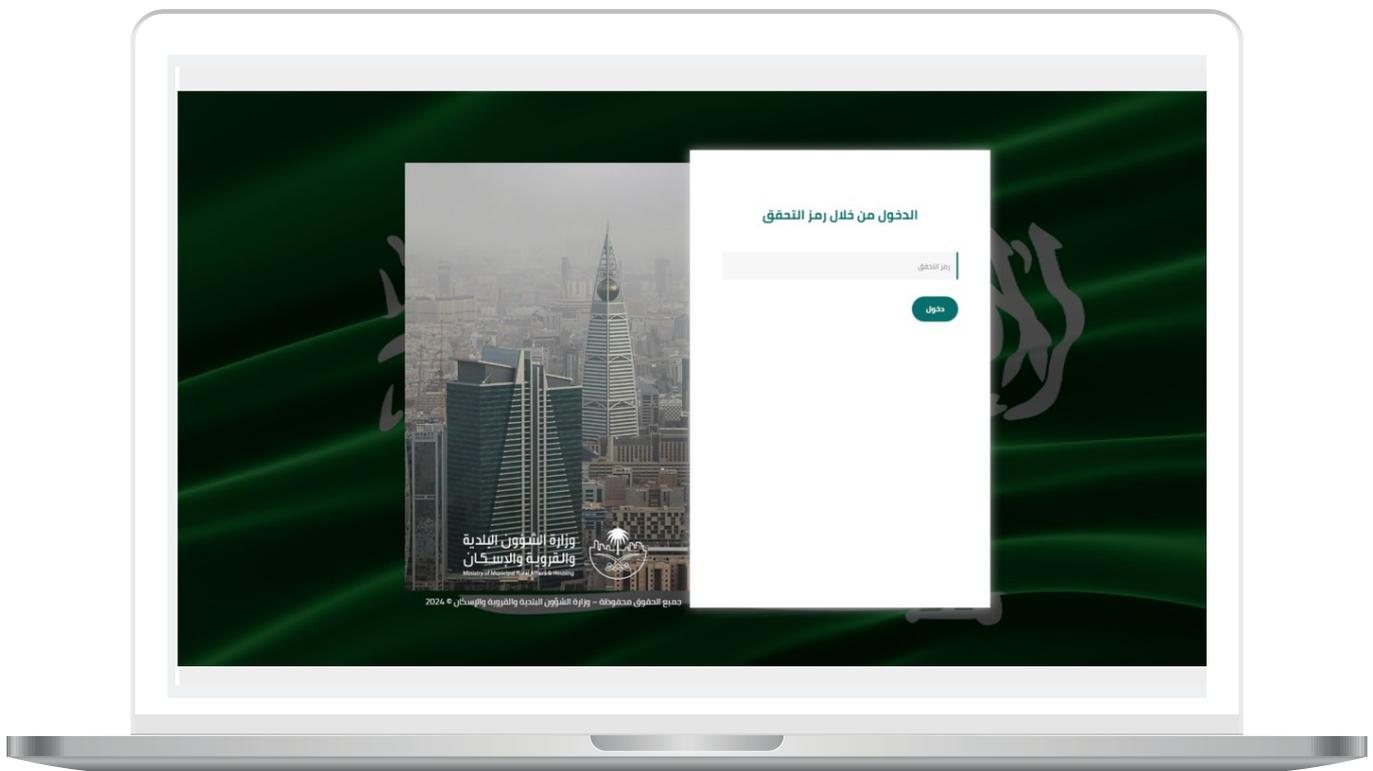
Beneficiary's
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Login to the System

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.

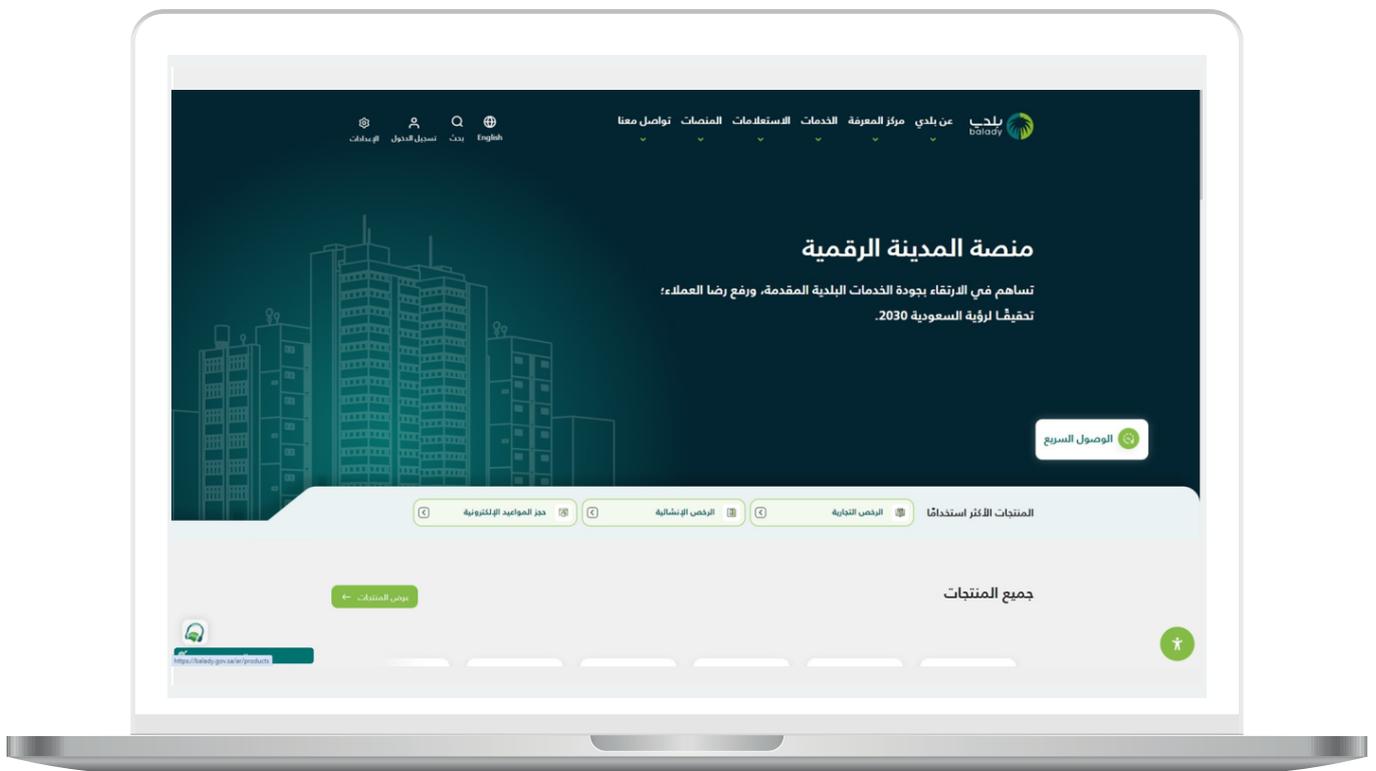


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.

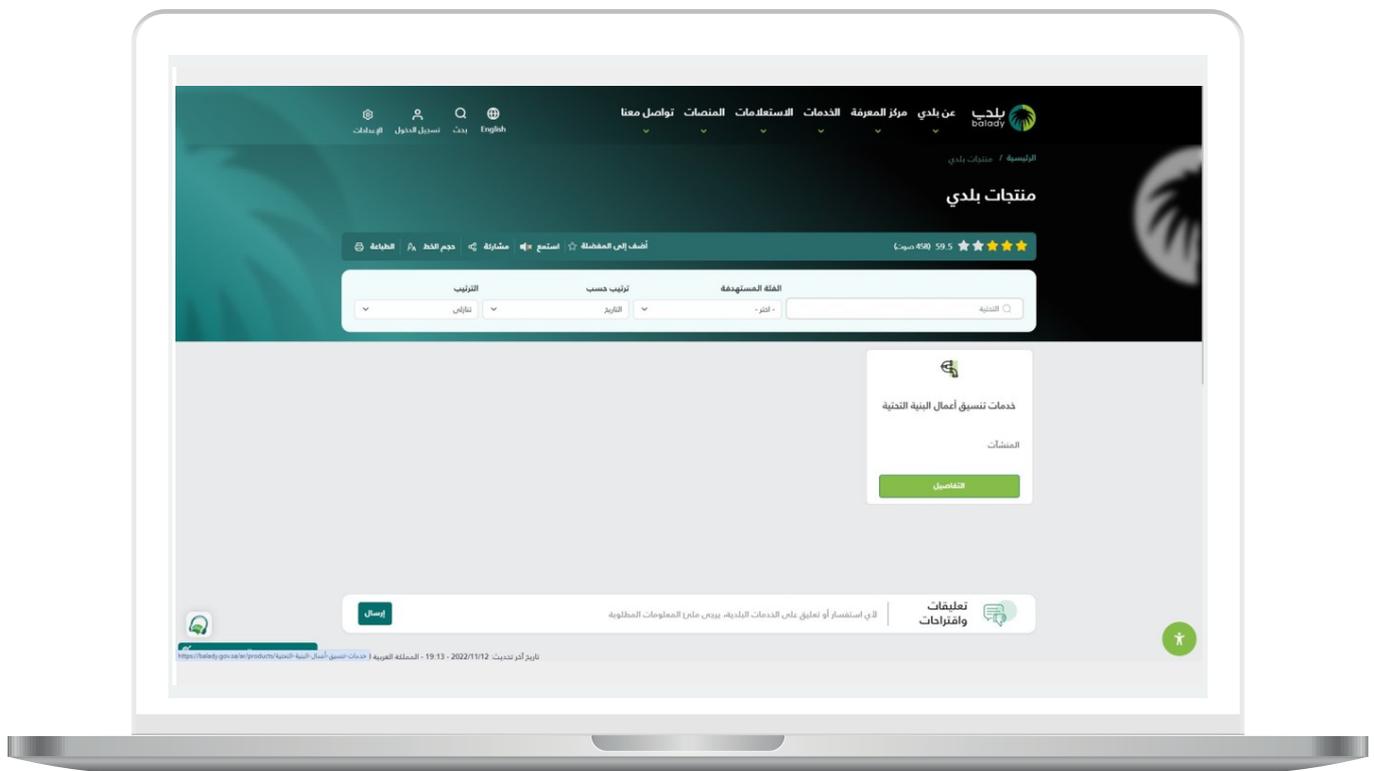


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

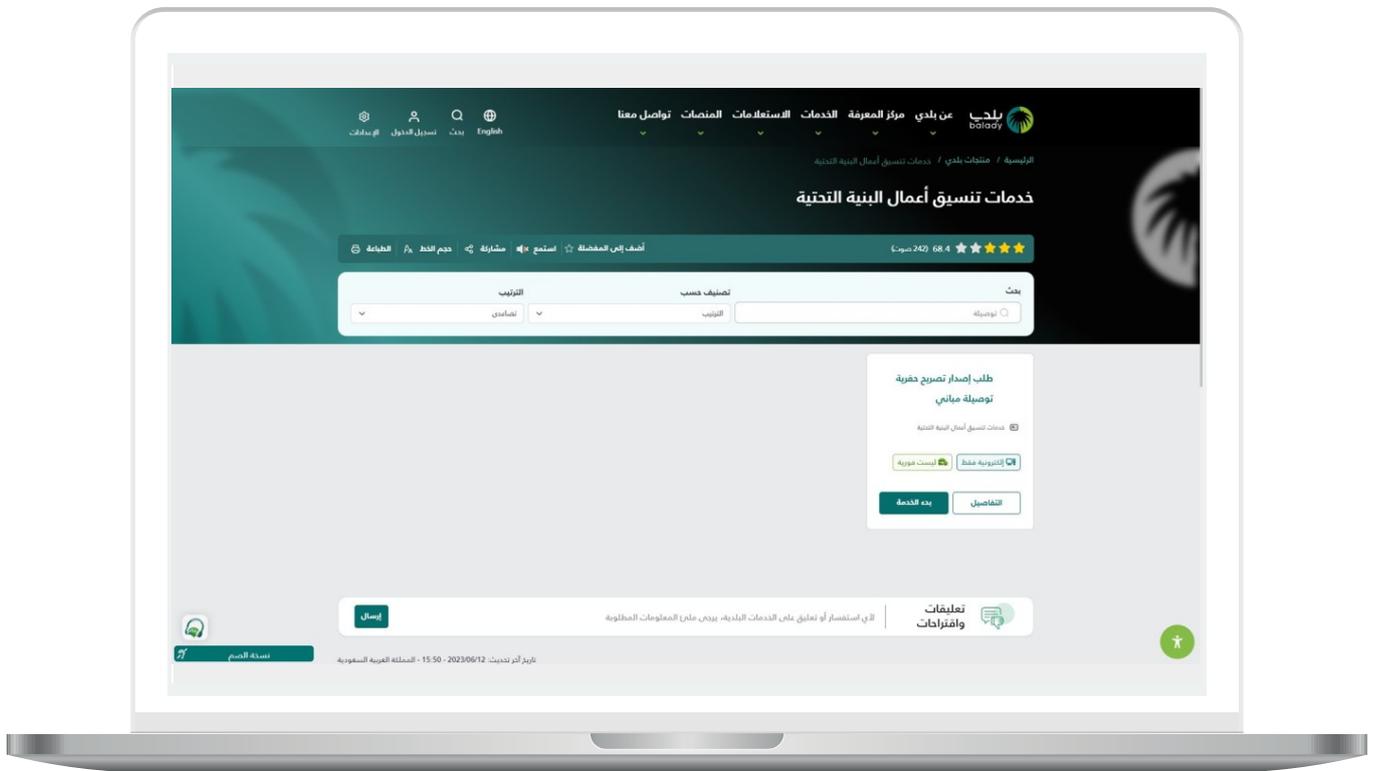
The user then clicks the **(View Products)** button.



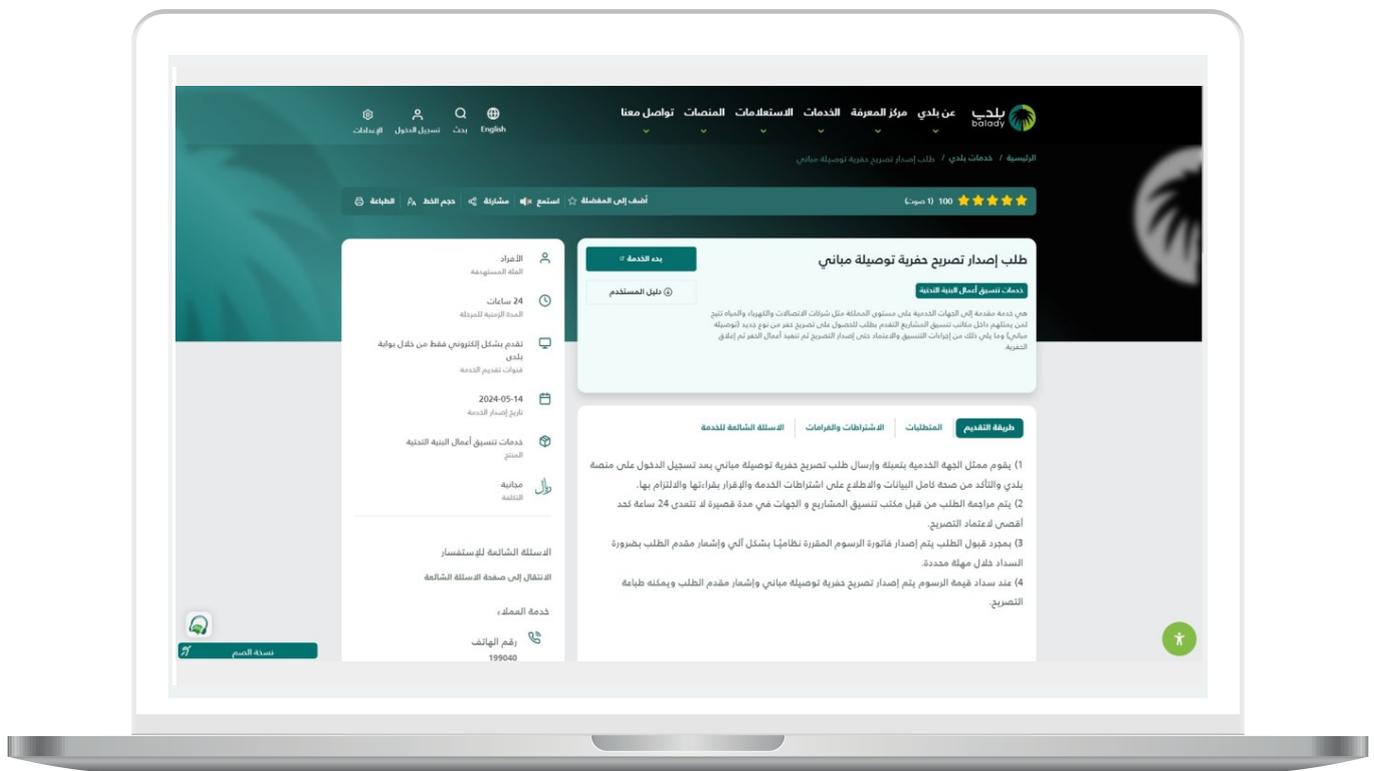
4) The user searches for (Infrastructure Coordination Services).



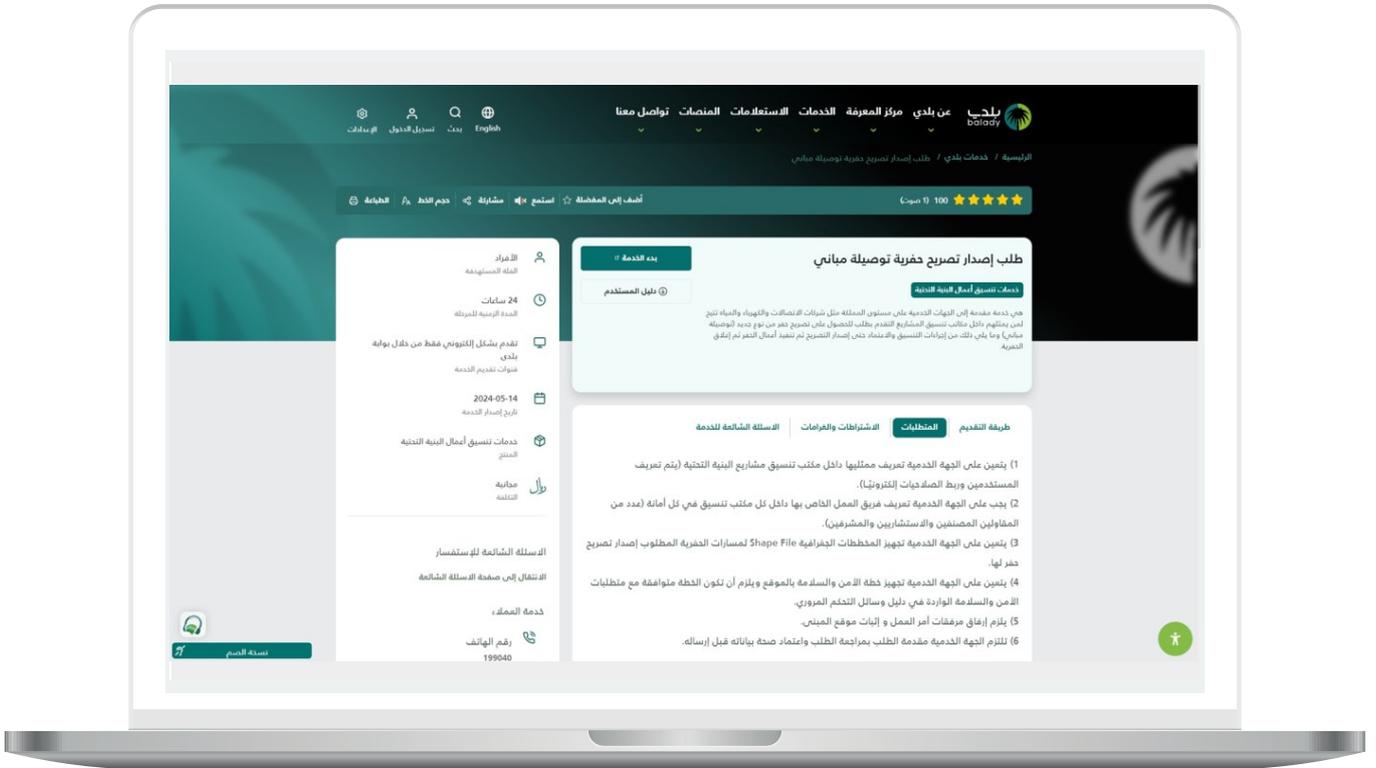
5) The user then searches for the service (Building Connection Excavation Permit Request).



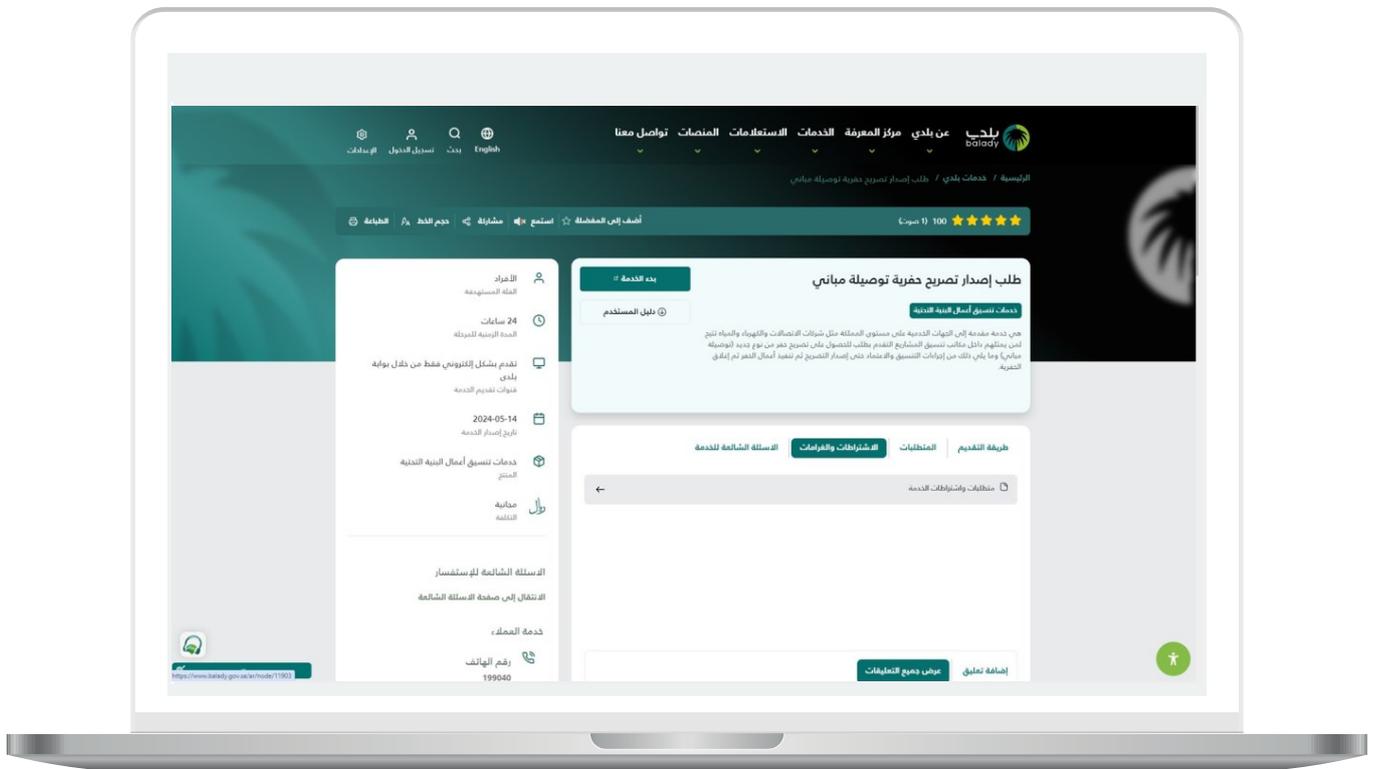
6) The system redirects the user to the service card, where they can review the application process.



7) The user can also review the service requirements.

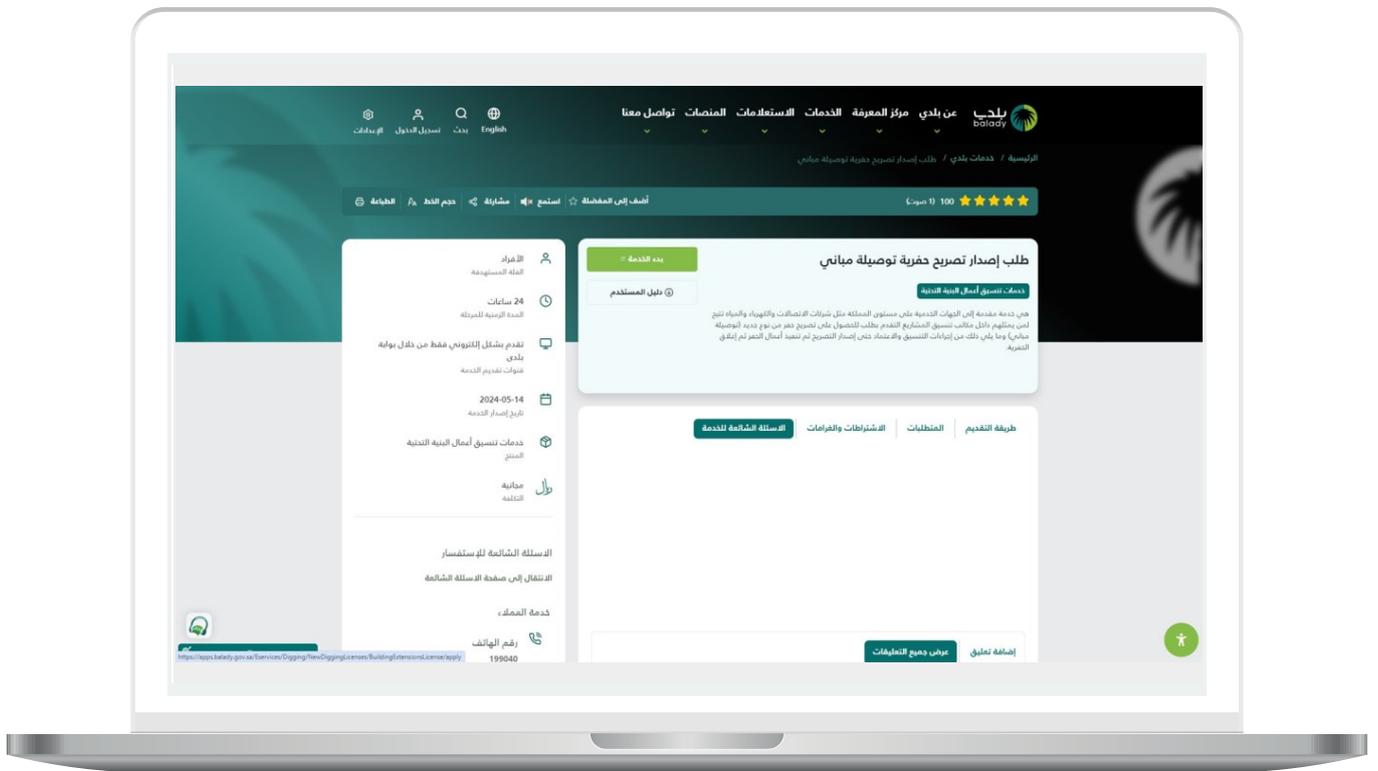


8) Additionally, the user can view applicable conditions and fines.



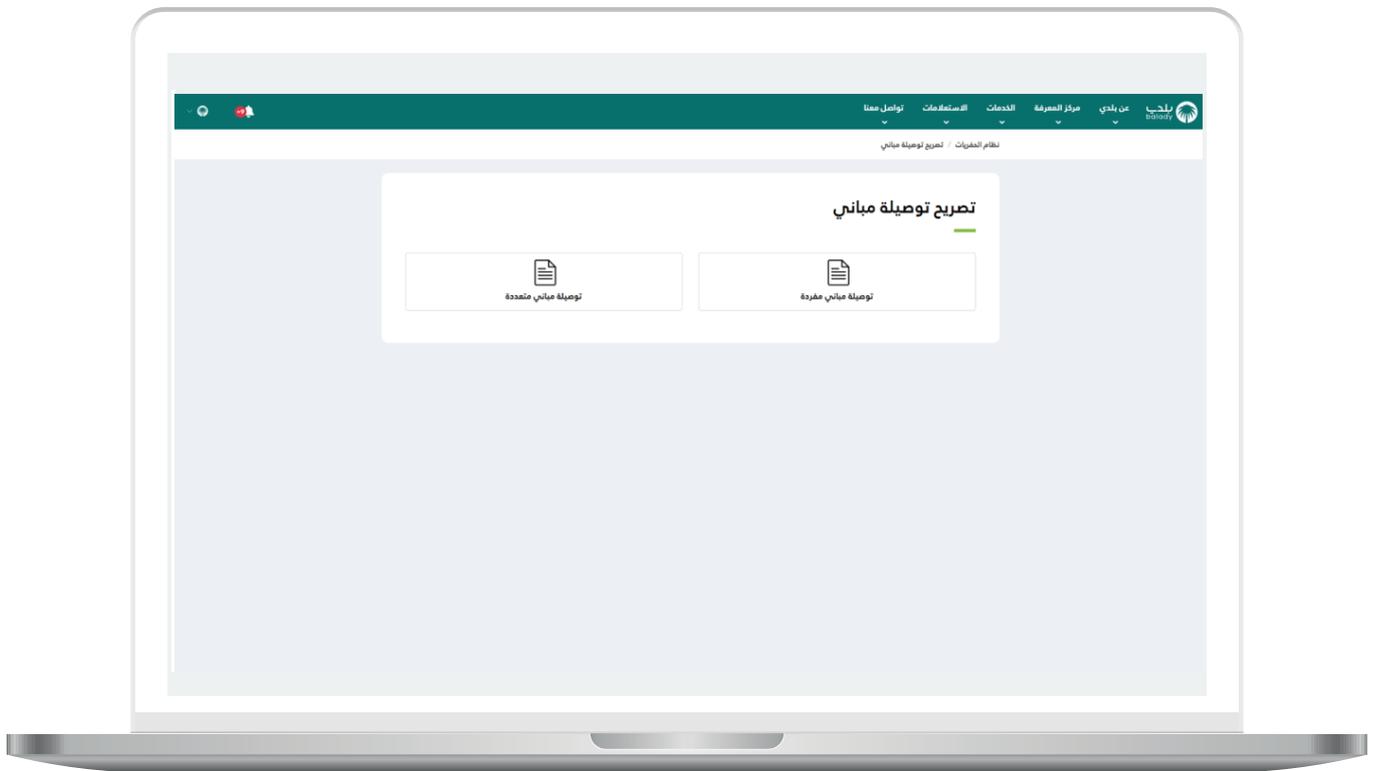
9) The user can access (Frequently Asked Questions).

The user then clicks the (Start Service) button to initiate a service request.



10) After clicking **(Start Service)**, the following screen appears, where the user selects the type of building connection permit from the available options: **(Single Building Connection, Multiple Building Connection)**.

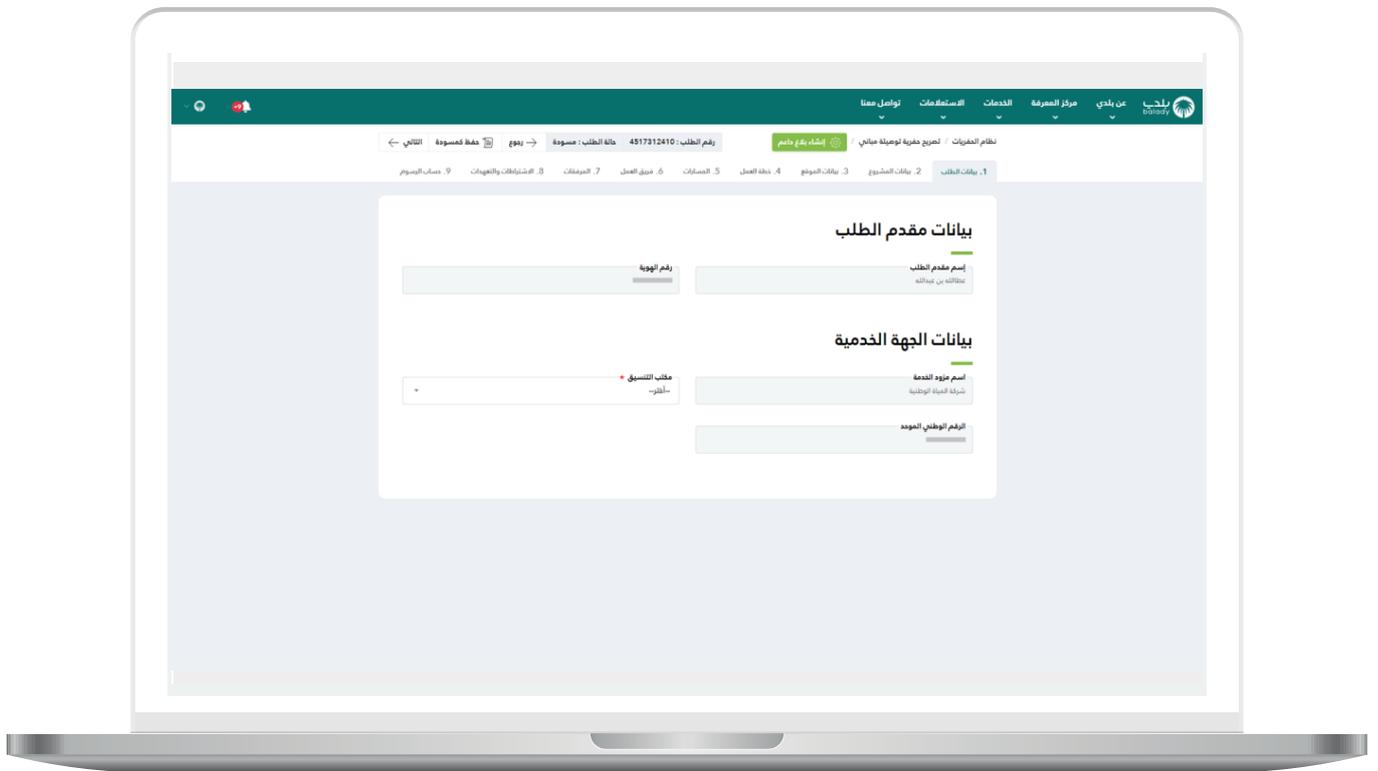
Each option will be explained in detail.



Single Building Connection

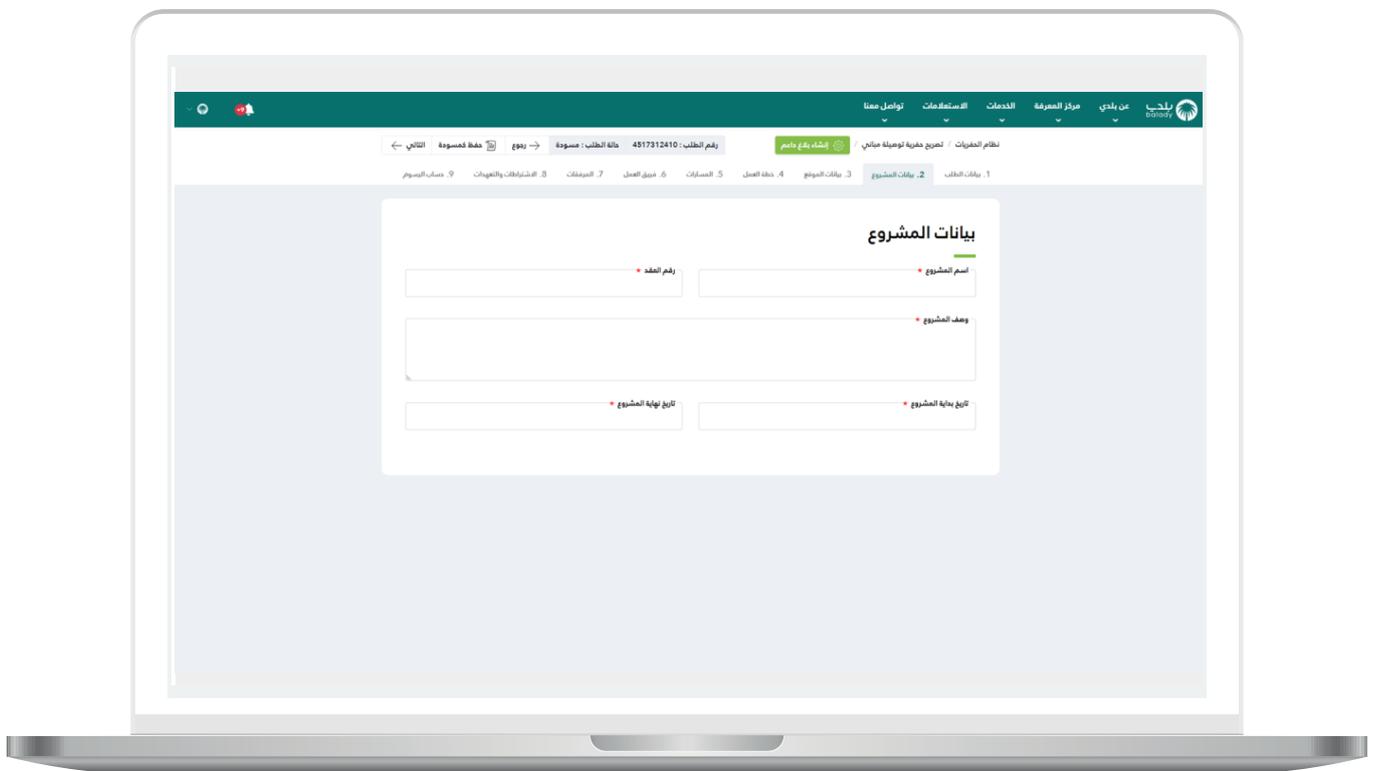
1) If **(Single Building Connection)** is selected, the following screen appears, representing the first stage **(Request Information)**. The system displays the applicant's details and the service provider's details. The user selects **(Coordination Office)** from the dropdown menu.

Then, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



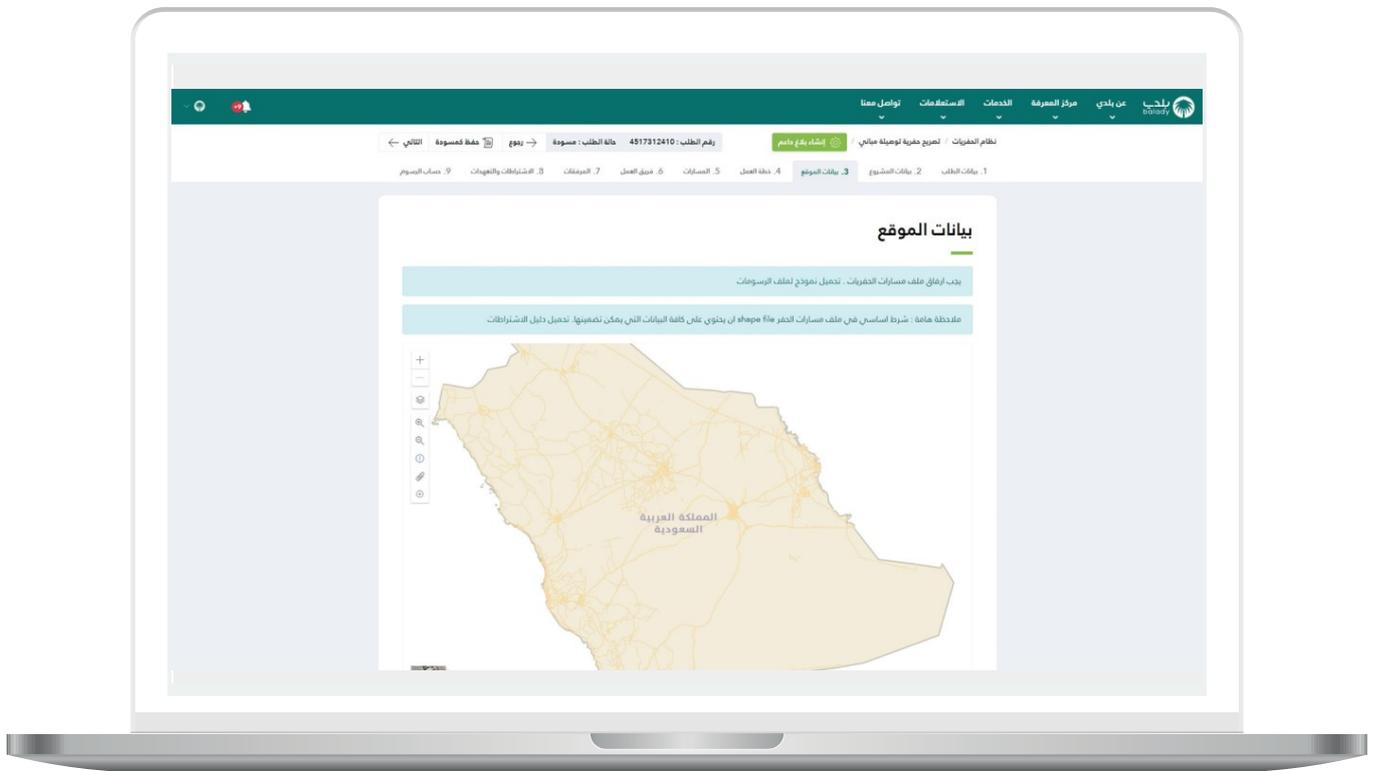
2) The user is then directed to the **(Project Information)** stage, where the following fields must be filled: **(Project Name, Contract Number, Project Description)**. The project duration is selected by choosing values from the electronic calendar for both **(Project Start Date, Project End Date)**.

Then, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

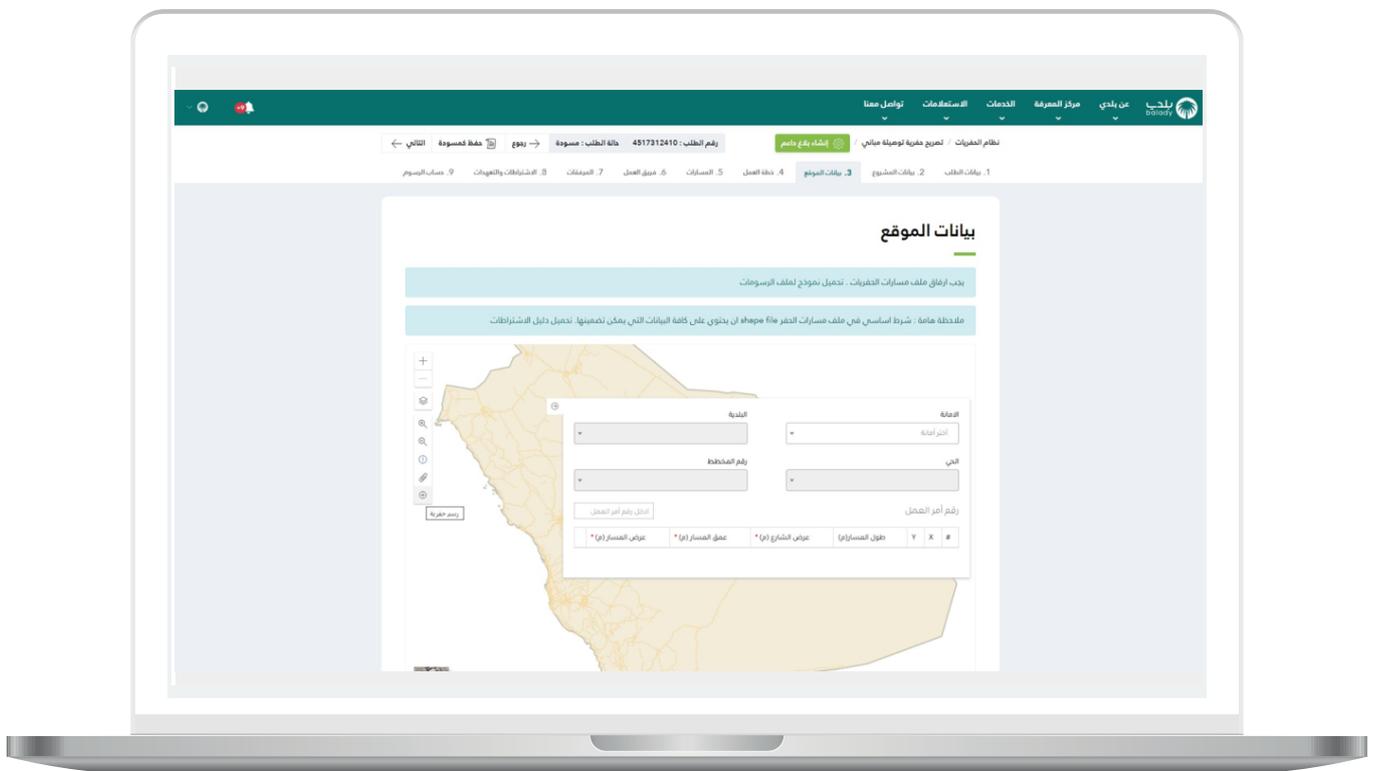


The screenshot displays the 'بيانات المشروع' (Project Information) form within the Nasseq web application. The form is presented in a white box on a light blue background. The title 'بيانات المشروع' is centered at the top of the form. Below the title, there are four input fields arranged in two rows. The first row contains 'رقم المقعد' (Seat Number) and 'اسم المشروع' (Project Name). The second row contains 'وصف المشروع' (Project Description) and 'تاريخ بداية المشروع' (Project Start Date). The third row contains 'تاريخ نهاية المشروع' (Project End Date) and another field, likely for 'رقم الطلب' (Request Number), which is partially visible at the top of the form. The top of the application interface shows a navigation bar with the logo of 'بلدية دبي' (Dubai Municipality) and various menu items like 'الرئيسية', 'الخدمات', 'الاستعلامات', 'تواصل معنا', 'مرکز المعرفة', 'عن بلدي', and 'نظام المطبات'. A breadcrumb trail at the top of the form indicates the current step: '1. بيانات الطلب', '2. بيانات المشروع', '3. بيانات الموقع', '4. خطة العمل', '5. المسارات', '6. سير العمل', '7. الميزنات', '8. الاشتراطات والتجهيزات', '9. حساب اليوم'.

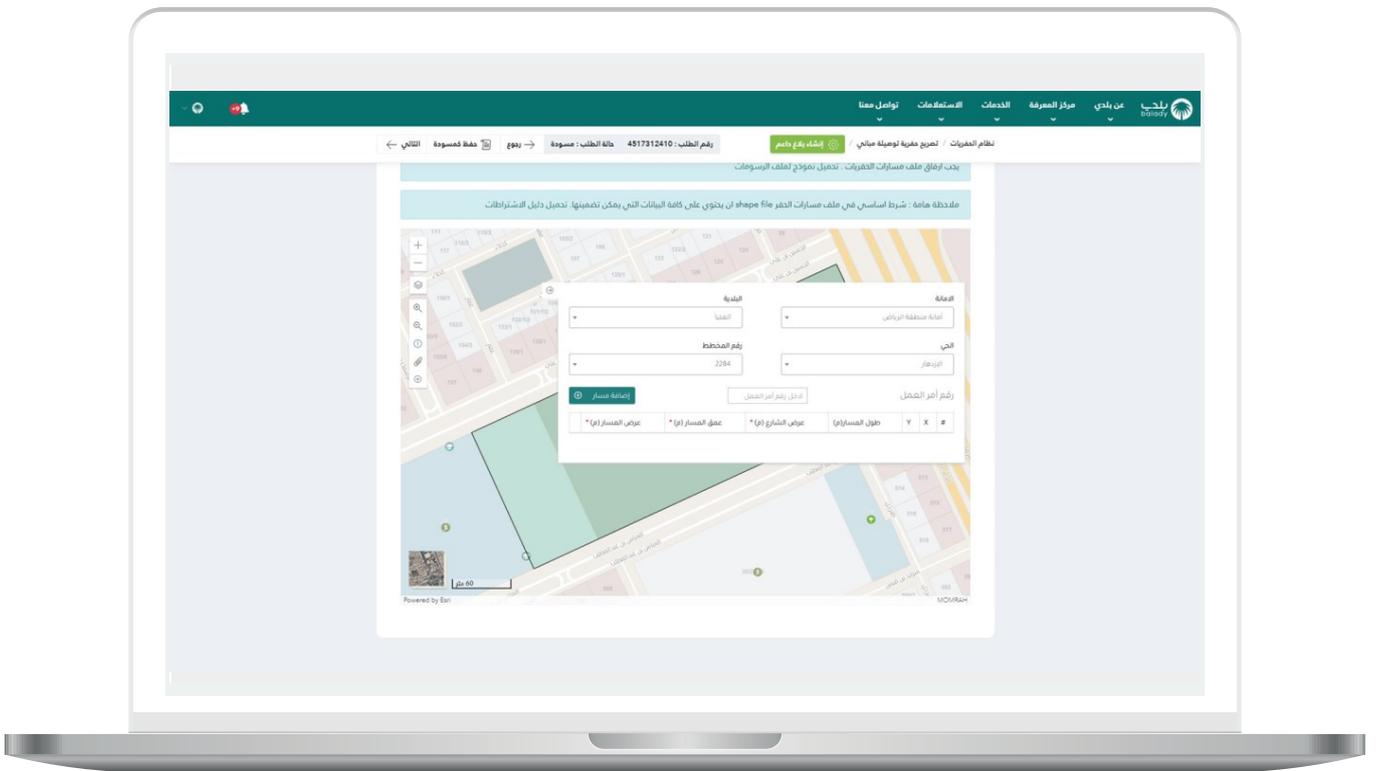
3) The user is then directed to the **(Site Information)** stage, where the excavation location must be specified. Multiple methods are available for this step.



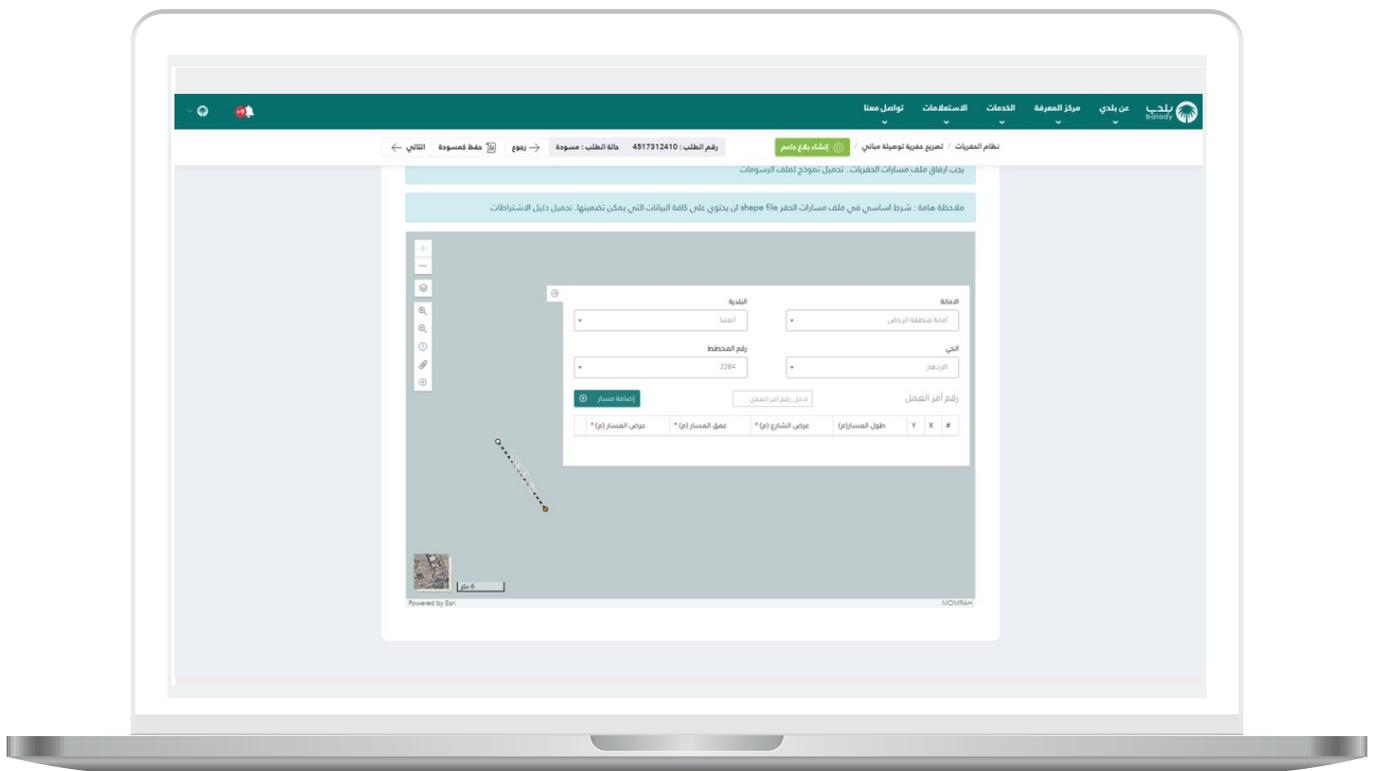
4) After clicking the plus icon (**Draw Excavation**), dropdown lists appear for selecting the excavation location, including (**Municipality, District, Plot Number**).



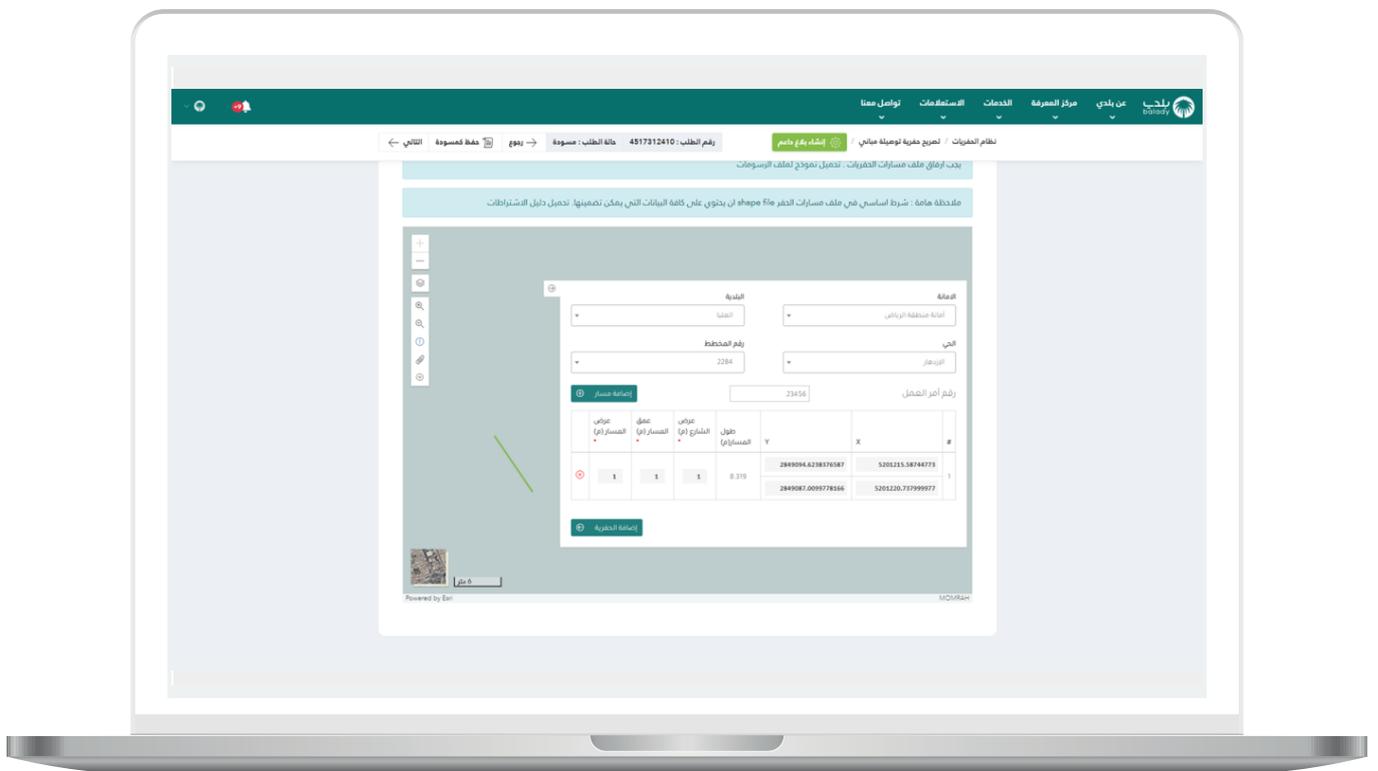
5) Once the area is selected on the map, the user clicks **(Add Route)**.



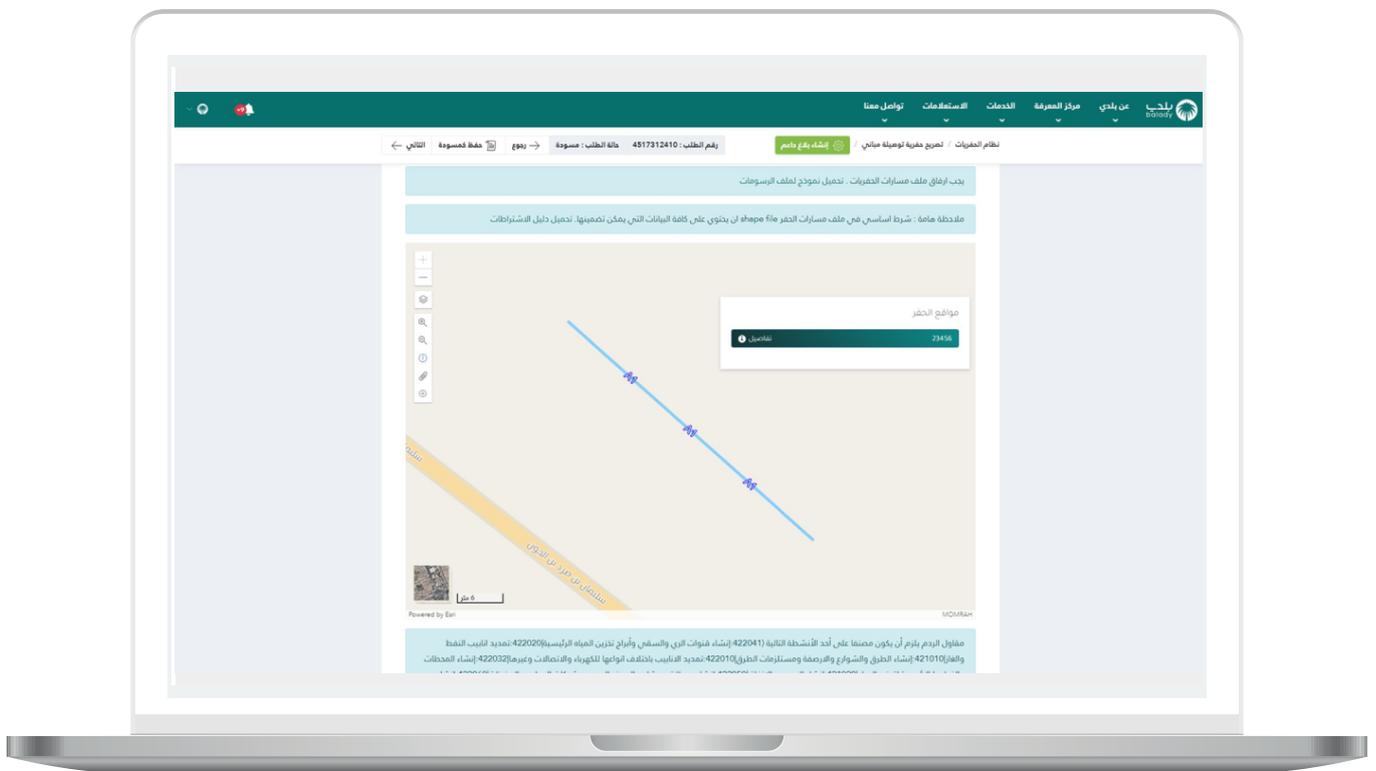
6) The user then draws the route on the map, as shown.



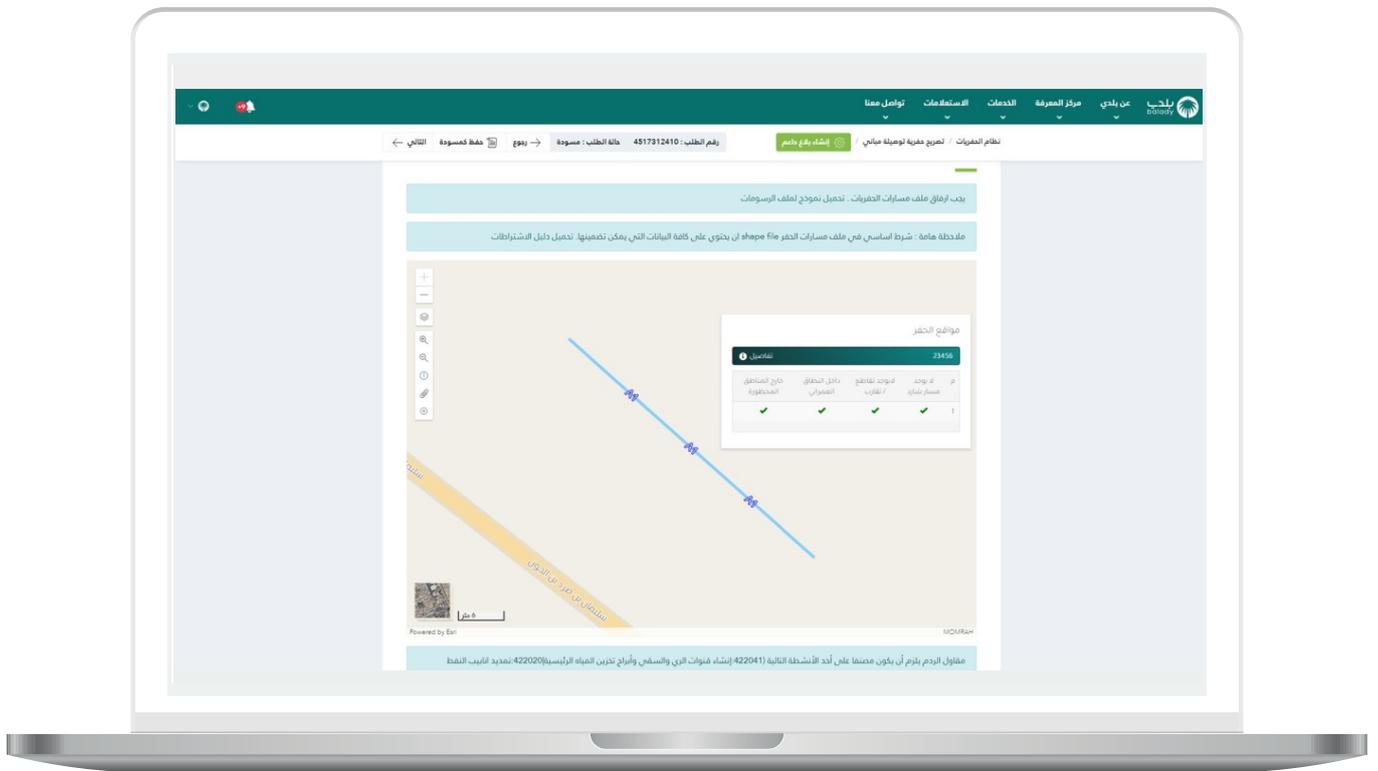
7) The user enters the **(Work Order Number)** and fills in the following fields: **(Street Width, Route Depth, Route Width)**, then clicks **(Add Excavation)**.



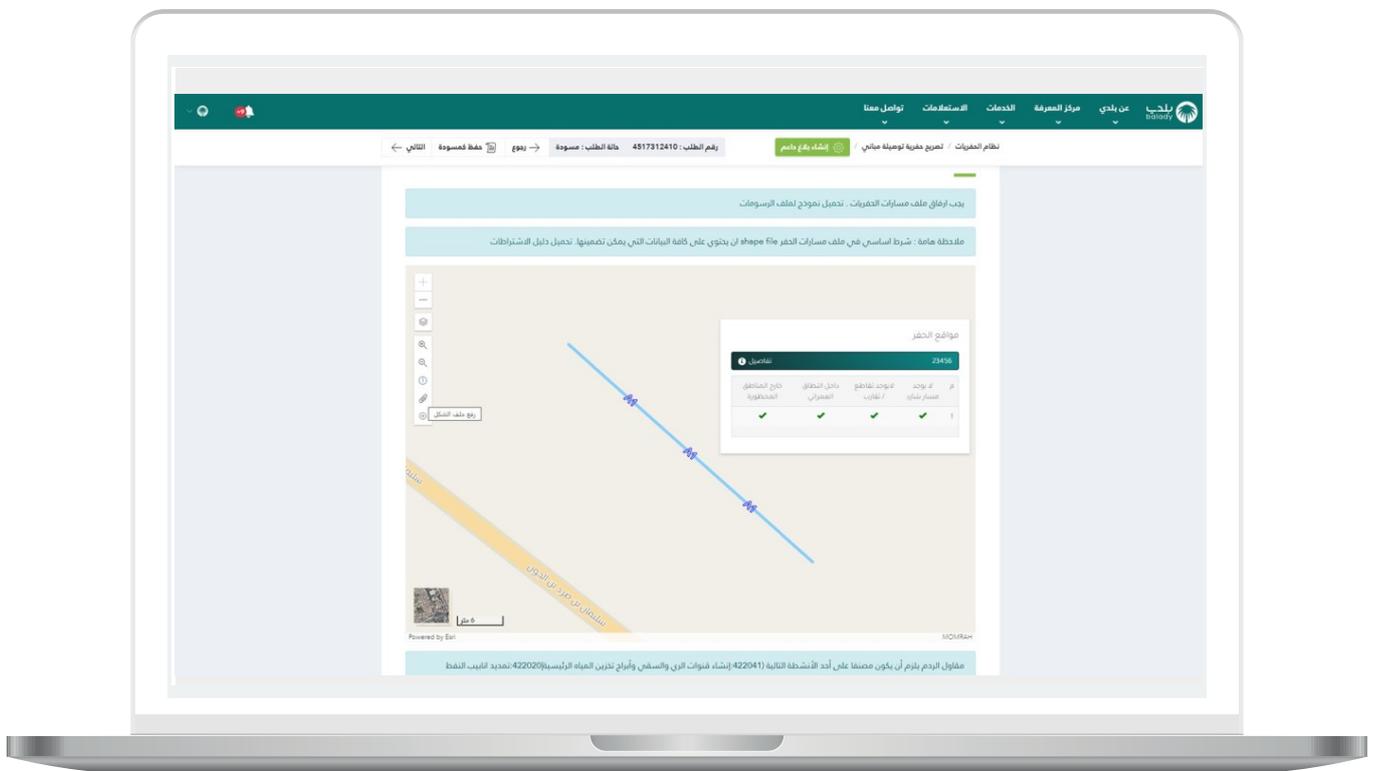
8) The system adds the excavation to the map, as shown.



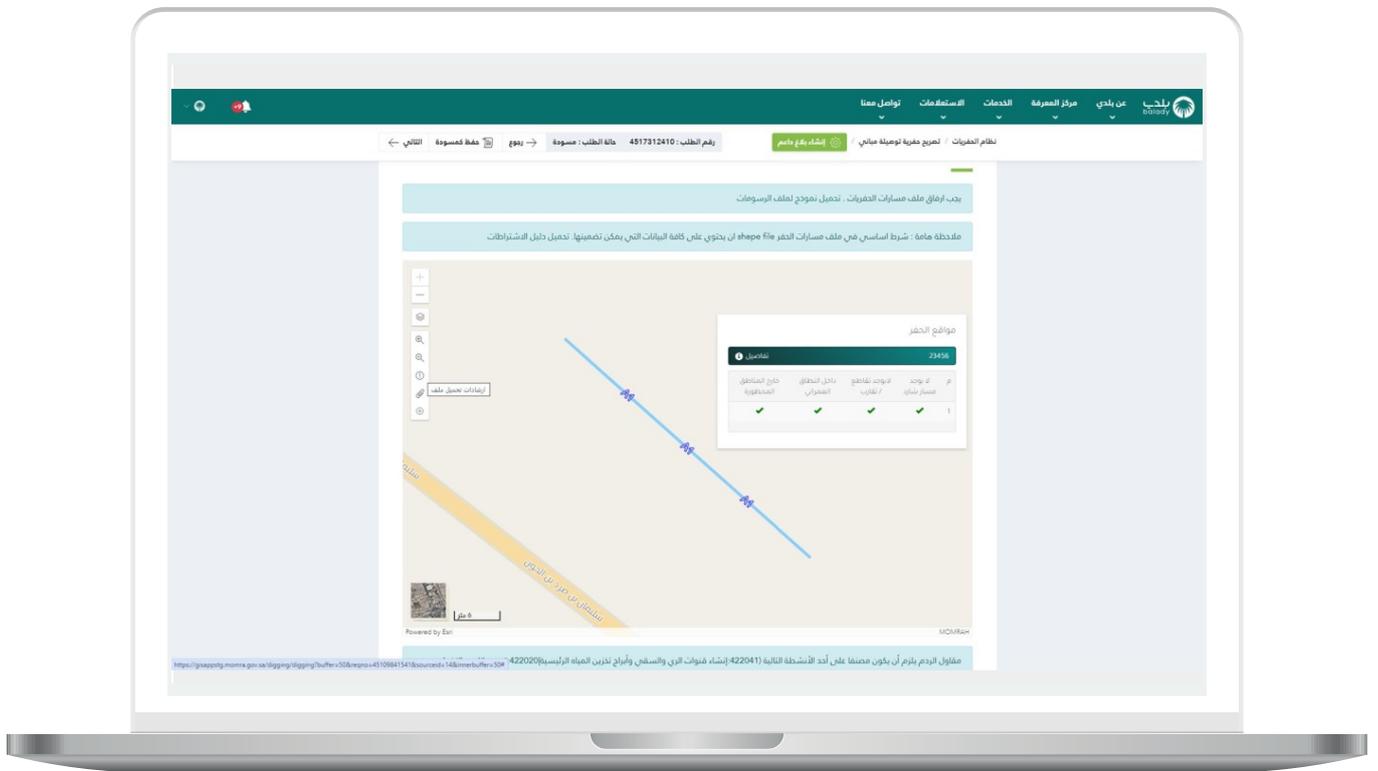
9) After clicking the **(Details)** menu, excavation details are displayed.



10) The excavation can be added by uploading its coordinates through **(Upload Shape File)**, then selecting the file from the device.



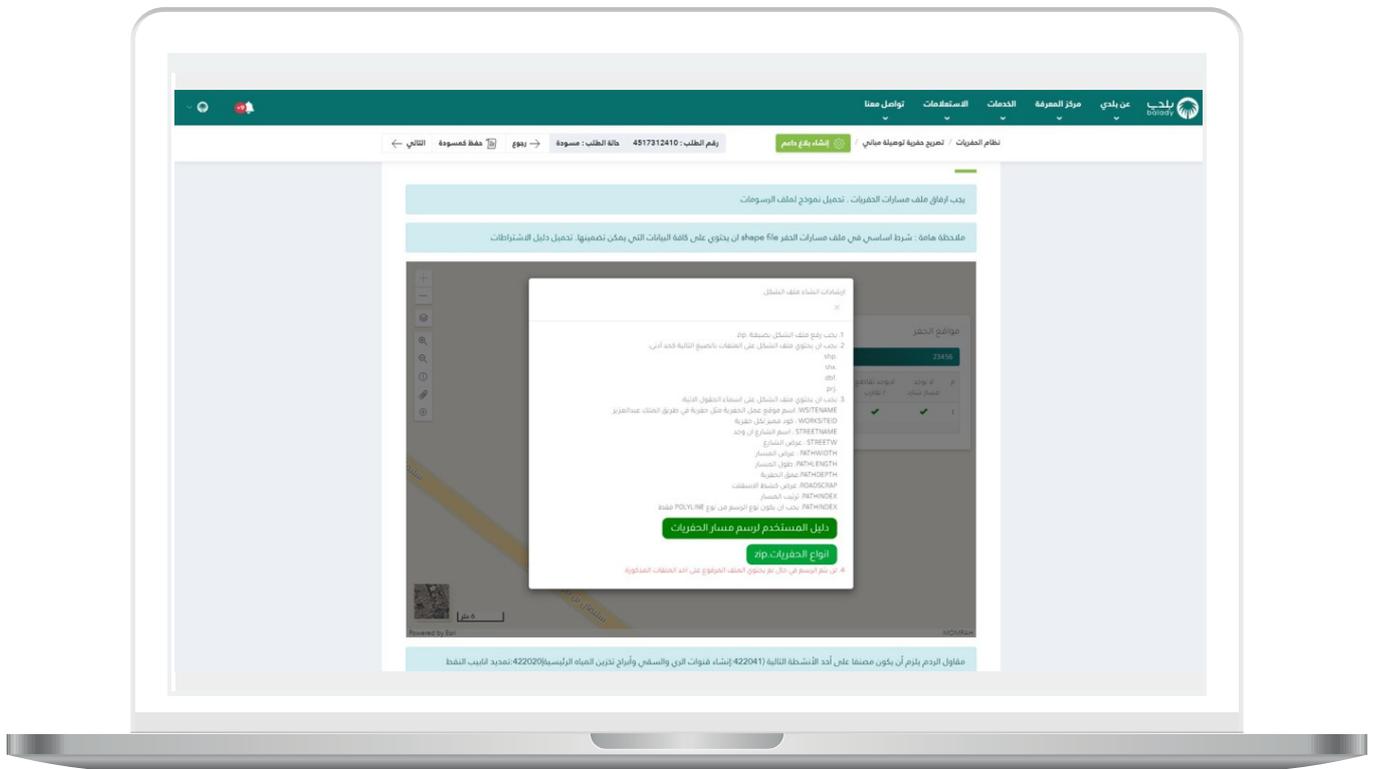
11) Users can view **(File Upload Instructions)** by clicking the exclamation mark icon.



12) A pop-up screen appears, displaying the following:

- Instructions for creating the shape file.
- User guide for drawing the excavation route.
- Types of excavations in a compressed file.

Then, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



13) The user is then directed to the **(Work Plan)** stage, where required fields in the **(Worksite, Work Plan)** sections must be filled.

The screenshot displays the Nasseq web application interface for a Building Connection Excavation Permit Request. The page is titled "موقع العمل" (Worksite) and "خطة العمل" (Work Plan). The interface is in Arabic and includes a navigation menu at the top with options like "عن بلدي", "مركز المعرفة", "الخدمات", "الاستعلامات", and "تواصل معنا". The main content area is divided into two sections: "موقع العمل" and "خطة العمل".

موقع العمل (Worksite) Section:

- العناية الرئيسية: أمانة محافظة جدة
- رقم أمر العمل: 23454
- خريطة الموقع: [خريطة الموقع]
- تاريخ أمر العمل: [تاريخ أمر العمل]
- نوع الشبكة: [نوع الشبكة]
- رقم رخصة البناء: [رقم رخصة البناء]

خطة العمل (Work Plan) Section:

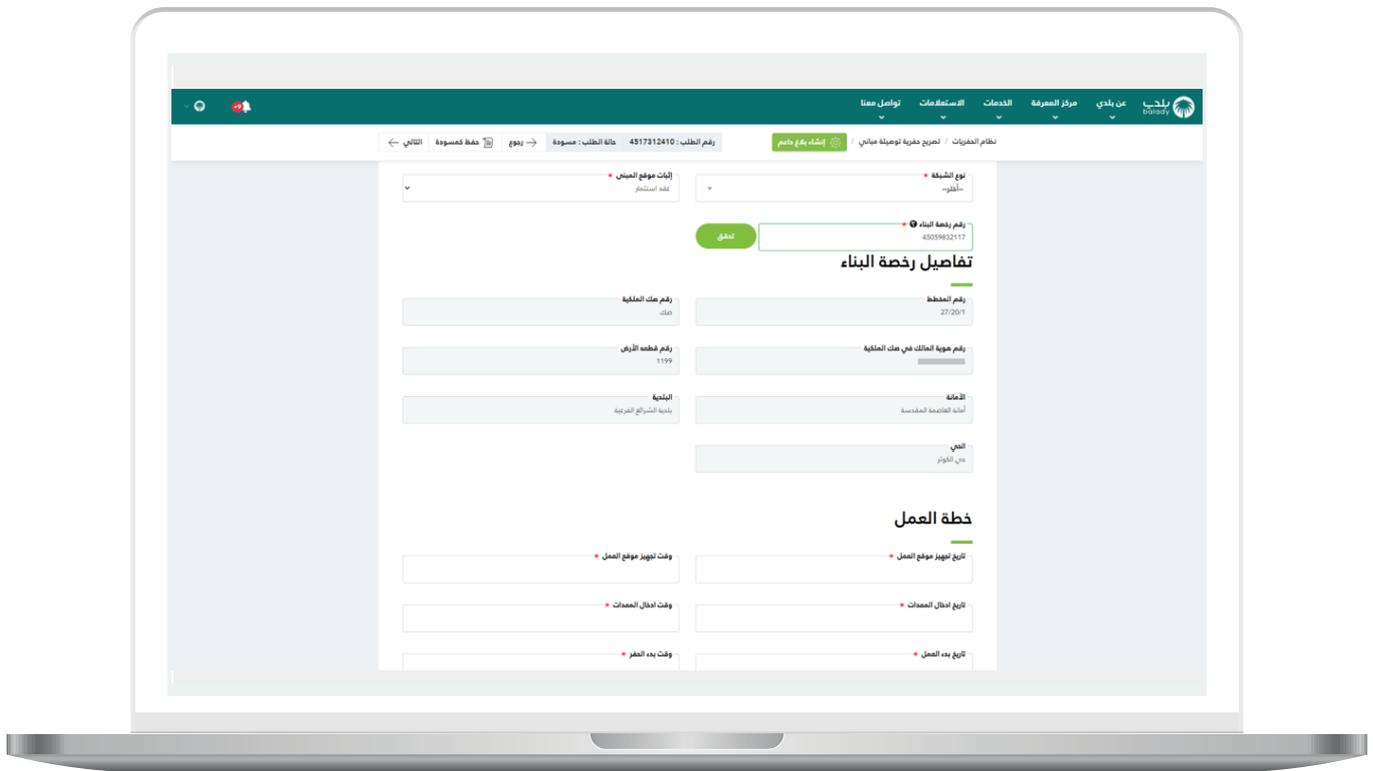
- تاريخ تهيؤ موقع العمل: [تاريخ تهيؤ موقع العمل]
- تاريخ انقضاء الخدمات: [تاريخ انقضاء الخدمات]
- وقت بدء العمل: [وقت بدء العمل]
- وقت إنهاء العمل: [وقت إنهاء العمل]
- وقت بدء الحفر: [وقت بدء الحفر]

The interface includes a "تأكيد" (Confirm) button and a breadcrumb trail at the top: "نظام الترخيص / تصريح حفرة لخدمة مجاني / إنشاء رقم جديد / رقم الطلب: 4517312410 / حالة الطلب: مسودة / نوع / خطة المسودة / التالي".

14) A value is selected from the **(Building Location Proof)** dropdown menu.

The screenshot displays the Nasseq web application interface for a Building Connection Excavation Permit Request. The page is titled "نظام المخبرات / تصريح حفرة توصيلة مجاني" and includes a navigation bar with "عن بلدي" and "مركز المعرفة". The main content area shows a form with various fields and a dropdown menu for "إثبات موقع الحفريات". The dropdown menu is open, showing options: "الزور", "مركز ملكية", "خطو إيجان", "صور استخدام", and "صورة الحفريات". The "خطو إيجان" option is selected. Below the dropdown, there is a "خطة العمل" section with a "تأكيد" button. The form also includes fields for "رقم أمر العمل", "طبيعة العمل", "تاريخ أمر العمل", "نوع الشبكة", "رقم رخصة البناء", "تاريخ تجهيز موقع العمل", "تاريخ انقضاء الصناديق", "تاريخ بدء العمل", "تاريخ بدء الحفر", "تاريخ بدء التجهيزات / الإرسابات", "تاريخ بدء الردم والتسفلتة", "تاريخ انتهاء العمل", "طريقة الحفر", "نوع الشبكة", "رقم رخصة البناء", "تاريخ تجهيز موقع العمل", "تاريخ انقضاء الصناديق", "تاريخ بدء العمل", "تاريخ بدء الحفر", "تاريخ بدء التجهيزات / الإرسابات", "تاريخ بدء الردم والتسفلتة", and "مدة الحفر بالأيام".

15) After entering the **(Building Permit Number)** and clicking **(Verify)**, the system displays the permit details if the number is valid.



16) In the **(Work Plan)** section, the fields must be filled with appropriate values.

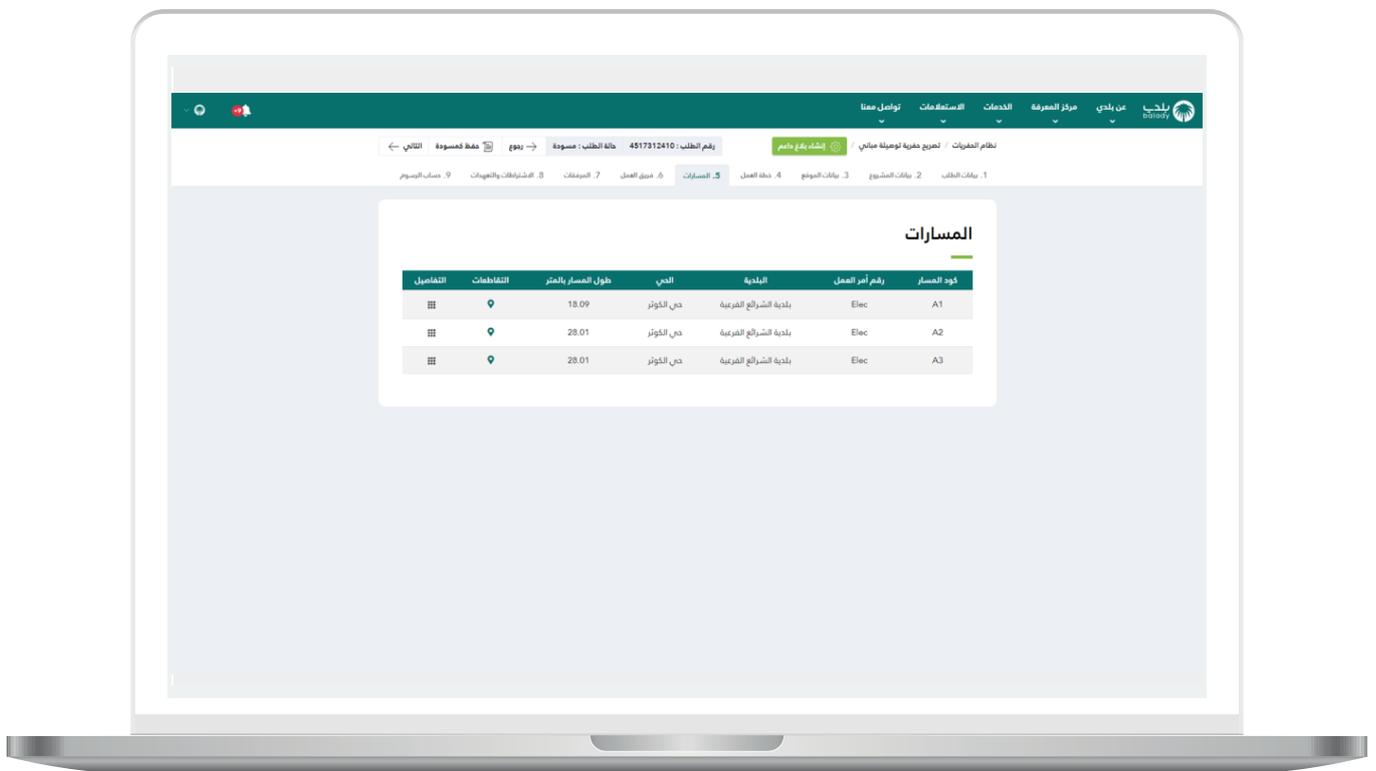
Once completed, the user clicks **(Next)** to proceed, with the option to save as a draft using **(Save as Draft)** or return using **(Back)**.

The screenshot shows the 'خطة العمل' (Work Plan) section of the Nasseq system. The form is displayed on a laptop screen and contains various input fields for scheduling and execution details. The form is organized into two columns of input fields, each with a red asterisk indicating a required field. The fields are as follows:

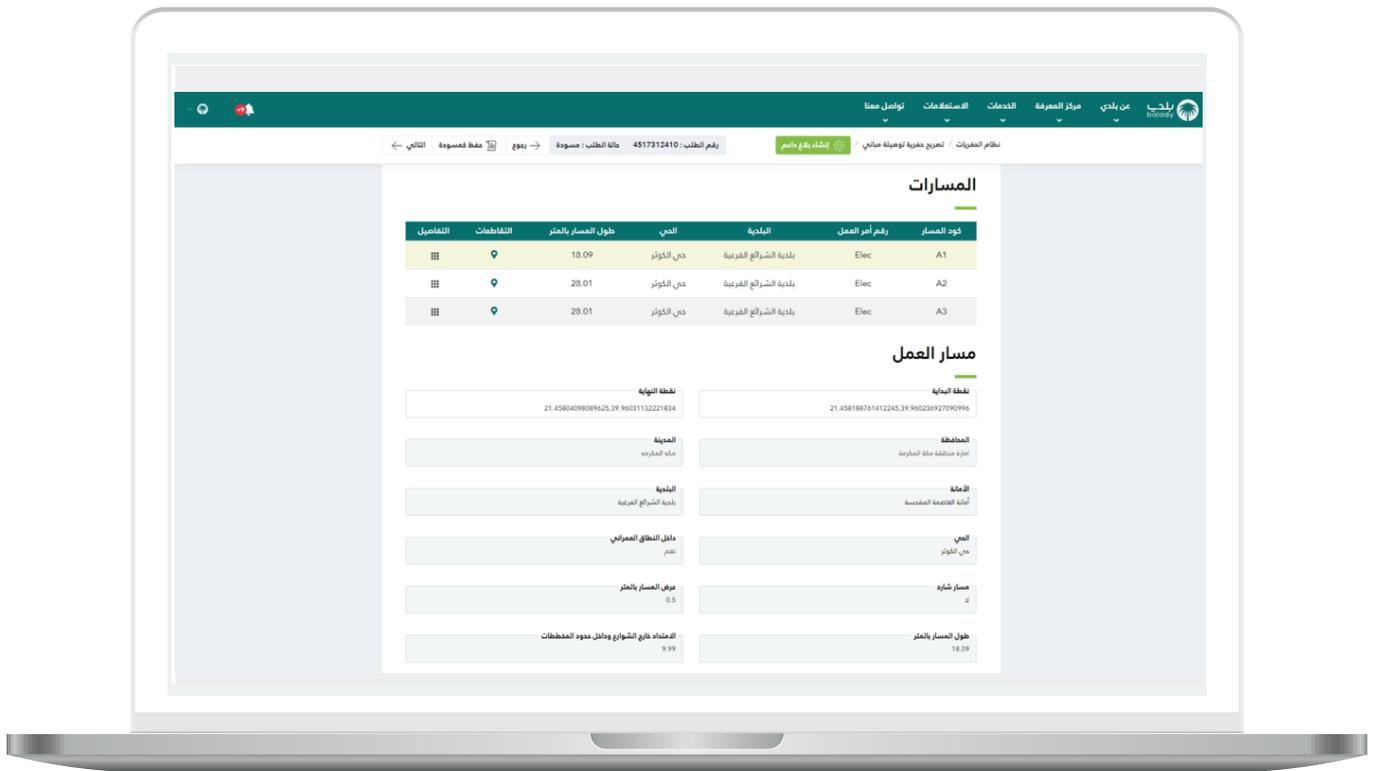
Field Label (Arabic)	Field Label (English)
وقت تجهيز موقع العمل *	Work site preparation time *
تاريخ تجهيز موقع العمل *	Work site preparation date *
وقت ادخال المعدات *	Equipment entry time *
تاريخ ادخال المعدات *	Equipment entry date *
وقت بدء النظر *	Start of work time *
تاريخ بدء العمل *	Start of work date *
وقت بدء (وضع التجهيزات / الإرسالات) *	Start of (equipment / shipments) *
تاريخ بدء (وضع التجهيزات / الإرسالات) *	Date of (equipment / shipments) *
وقت بدء الردم والسفلة *	Start of backfilling and trenching *
تاريخ بدء الردم والسفلة *	Date of backfilling and trenching *
تاريخ انتهاء العمل *	Work completion date *
مدة النظر بالتراكم *	Accumulated work duration *
عدد غرف التجهيز *	Number of preparation rooms *
حل المشاكل لأن إدخال معدات ثقيلة *	Solve problems for heavy equipment entry *

17) The **(Routes)** stage appears, showing three routes.

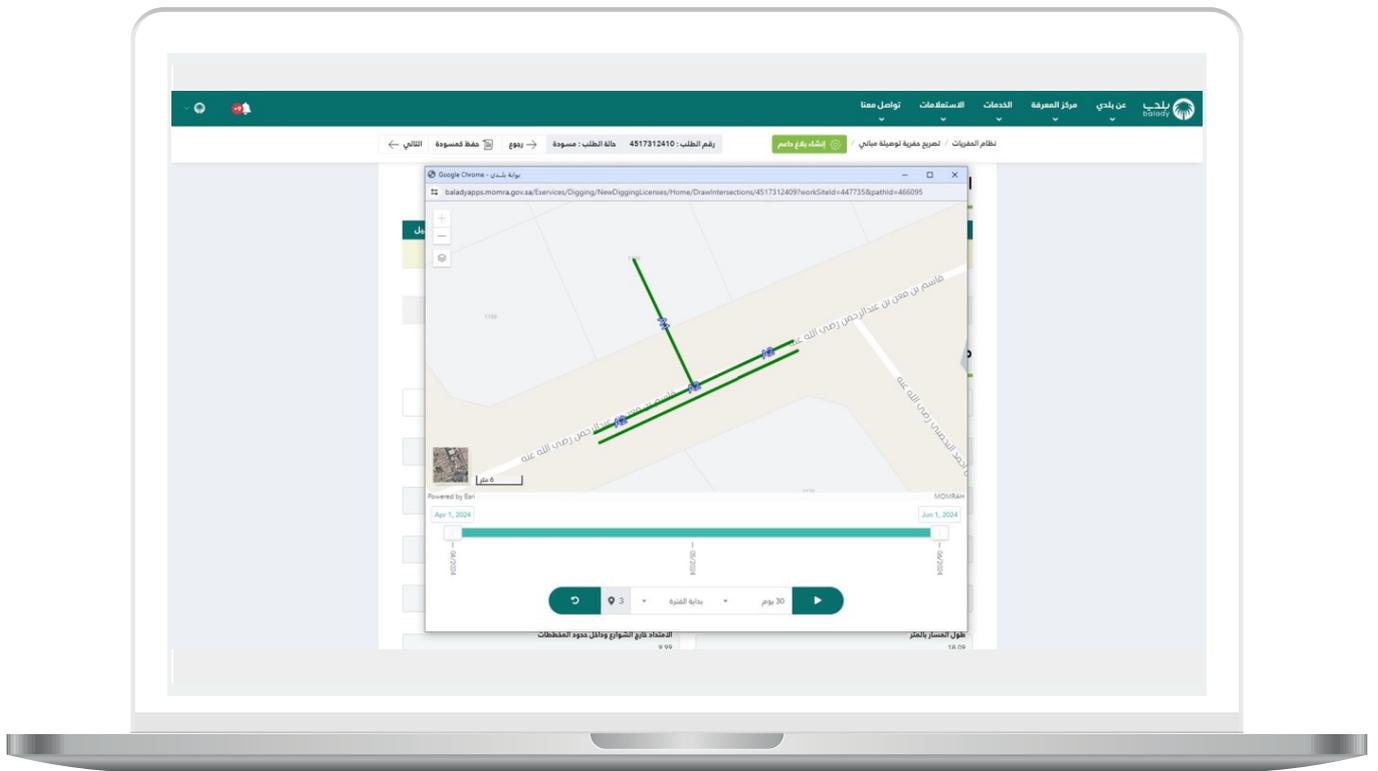
Users can view details of each route by clicking the black box in the **(Details)** column.



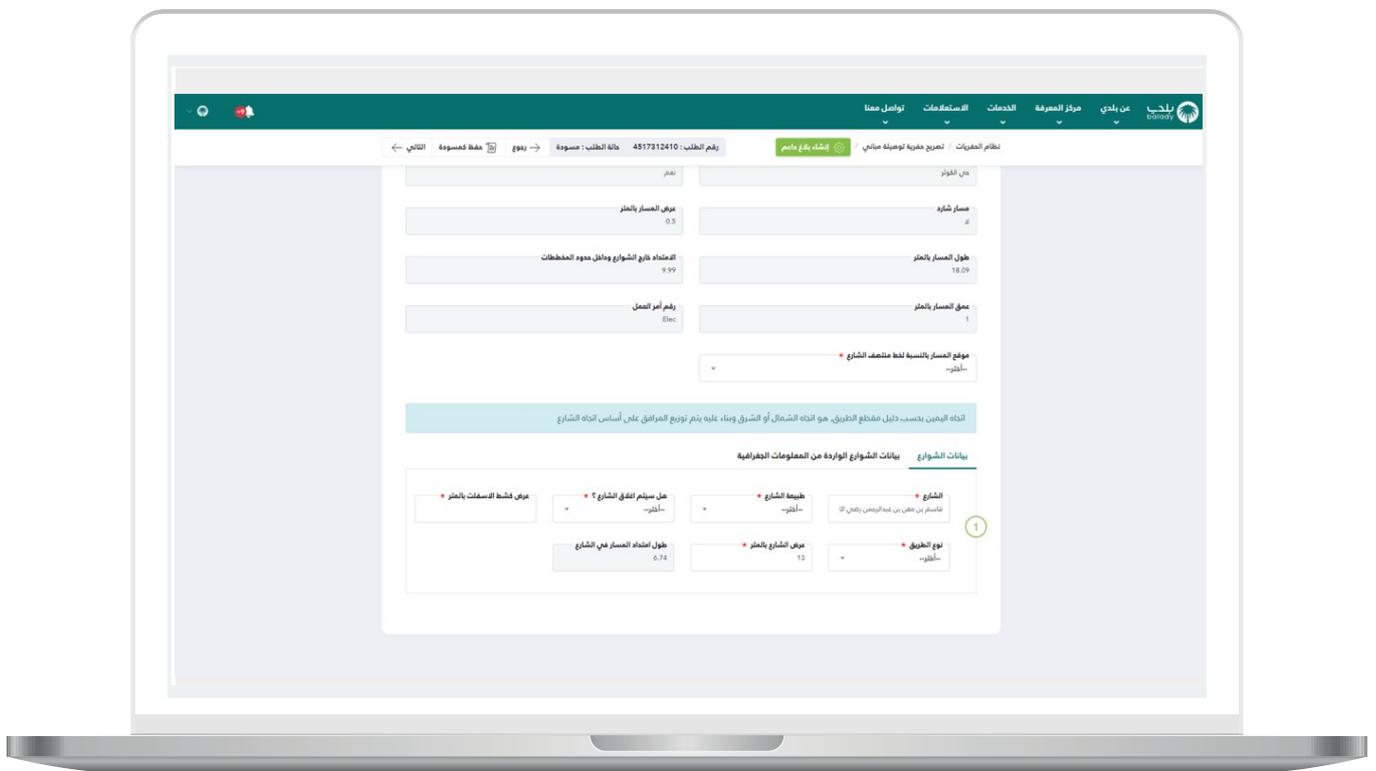
18) When route details are viewed, the screen appears as follows.



19) Users can check for intersections (if any) by clicking the intersection icon



20) At the bottom of the details screen, the user selects **(Route Position Relative to Street Centerline)** from the dropdown menu and fills out the **(Street Data)** section.



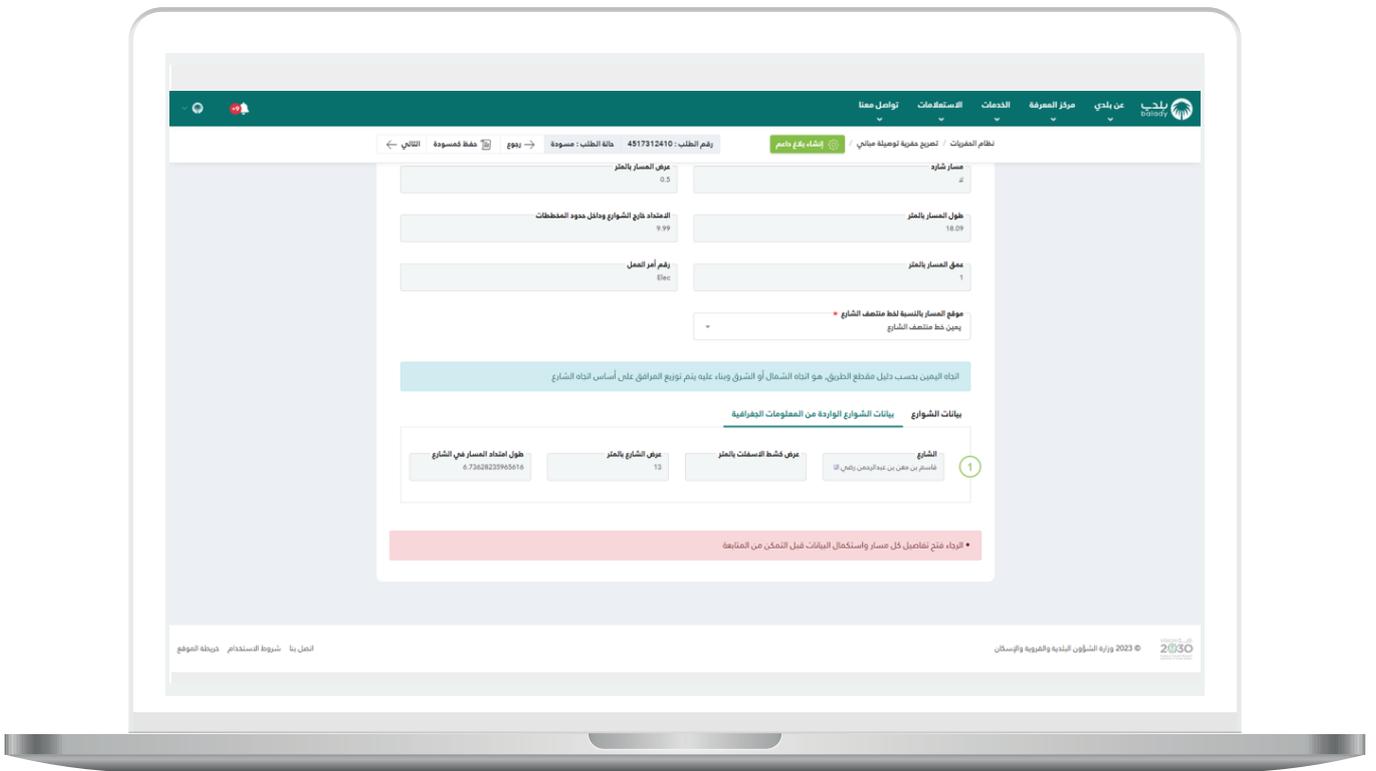
22) The **(Street Data from Geographic Information)** section appears. Once completed, the user clicks **(Next)** to proceed.

The screenshot displays the 'Street Data from Geographic Information' section of the Nasseq web application. The form is structured as follows:

رقم الطلب: 4517312410	حالة الطلب: مسموعة	تاريخ الرفع: 05/05/2023
من الكوثر	مسار شارع	طول المسار بالمتر
عمق المسار بالمتر	رقم أمر العمل	موقع المسار بالنسبة لخط متصفاف الشارع
بيانات الشوارع	طول امتداد المسار في الشارع	عرض الشارع بالمتر
عرض نشطة التسففت بالمتر	الشارع	

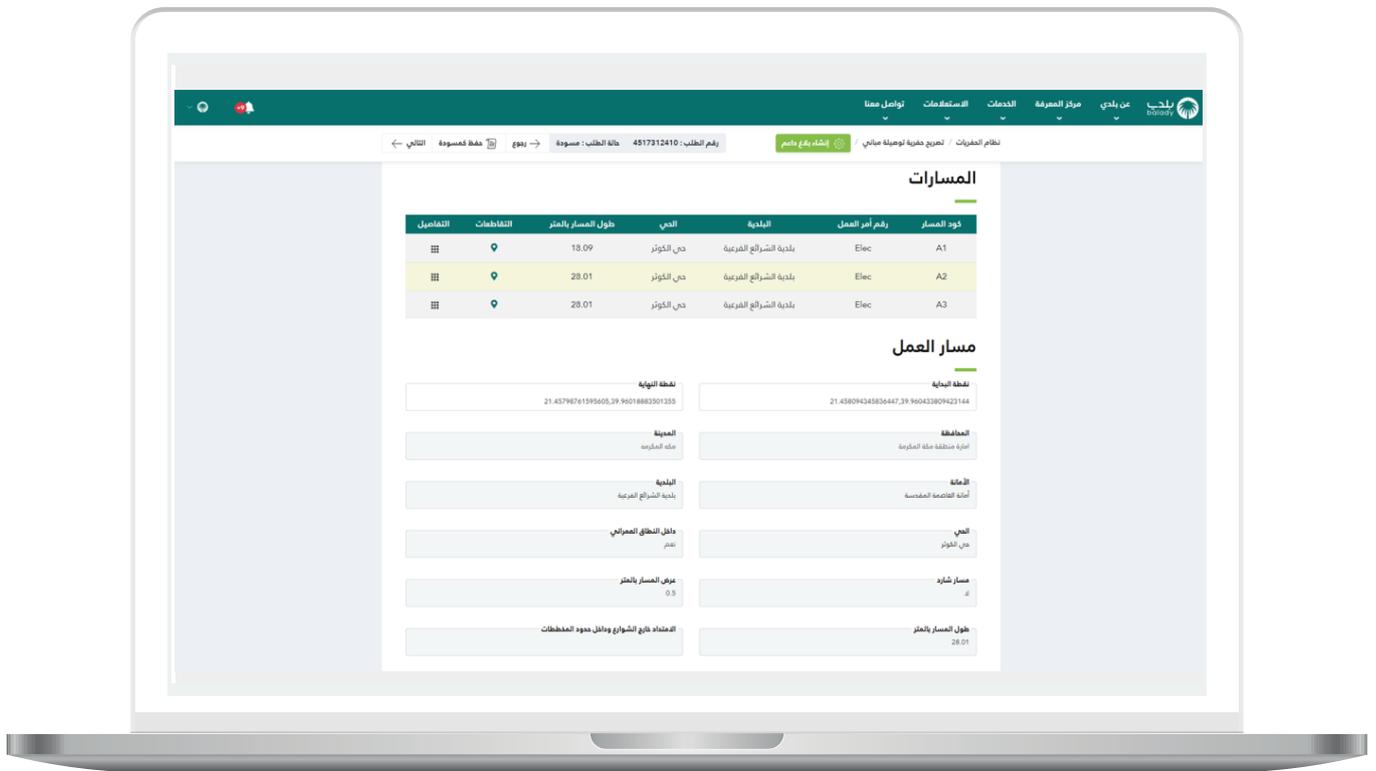
A green button labeled 'التالي' (Next) is located at the bottom right of the form. The page footer includes the text '© 2023 وزارة الشؤون البلدية والقروية والإسكان' and the year '2030'.

23) If the required data for each route is not entered, the system displays a restriction message.



24) The user then opens the second route details screen and fills in the data as done for the first route, followed by the third route.

Once completed, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return using **(Back)**.



25) The user is then directed to the **(Work Team)** stage, where required fields in the following sections must be completed: **(Field Supervisor from the Service Provider Data, Engineering Consulting Office Data, Contractors Data)**.

The screenshot shows the 'بيانات المشرف الميداني من الجهة الخدمية' (Field Supervisor Data) form. The form is displayed on a laptop screen and includes the following sections:

- بيانات المشرف الميداني من الجهة الخدمية**: A dropdown menu for selecting the field supervisor.
- بيانات المكتب الاستشاري الهندسي**: Fields for 'المكتب الاستشاري الهندسي' (Engineering Consulting Office) and 'اسم مدير المشروع' (Project Manager).
- بيانات المقاولين**: Fields for 'المقاول' (Contractor) and 'مسؤوليات ومهام المقاول' (Contractor Responsibilities and Tasks).

The form also includes a 'تعين كمشرف رئيسي' (Assign as Main Supervisor) checkbox and a 'تعين كمقاول رئيسي' (Assign as Main Contractor) checkbox. The form is part of a larger application interface with a navigation bar at the top and a breadcrumb trail below the form.

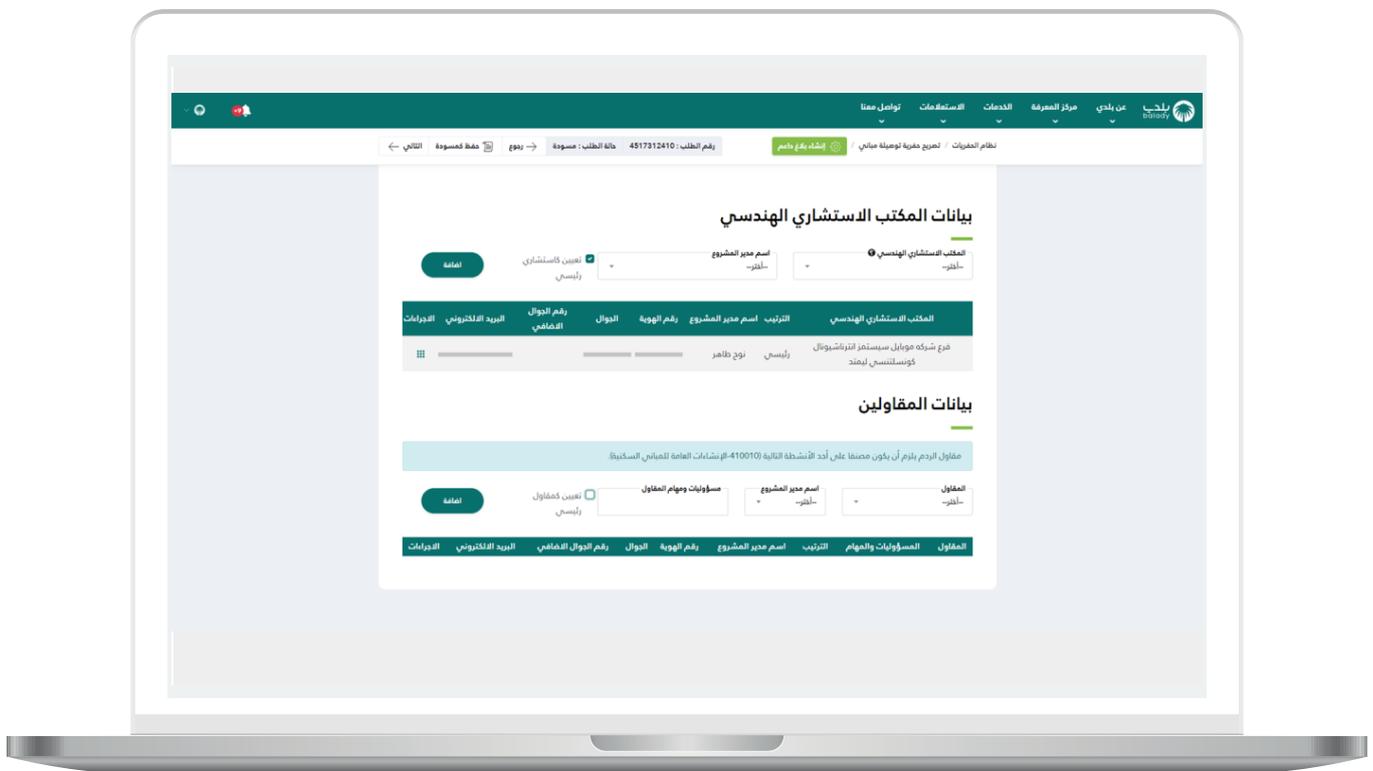
26) The dropdown menu (**Field Supervisor from the Service Provider**) is selected, and the fields are automatically populated. Users can modify values for (**Mobile Number, Additional Mobile Number, Email**).

The screenshot displays the Nasseq web application interface. The top navigation bar includes the logo and menu items: 'عن بلدي', 'مرکز المعرفة', 'الخدمات', 'الاستعلامات', 'تواصل معنا'. The breadcrumb trail shows: 'نظام المطبات / تصحيح عملية توكيلة مجالي / إنشاء باع دائم'. The main content area is titled 'بيانات المشرف الميداني من الجهة الخدمية' and contains several input fields: 'الاسم' (Name), 'رقم الهوية' (ID Number), 'رقم الجوال الخليجي' (Mobile Number), 'البريد الالكتروني' (Email), 'رقم الجوال الإضافي' (Additional Mobile Number), and 'عدد سنوات الخبرة' (Years of Experience). Below this is the 'بيانات المكتب الاستشاري الهندسي' section with fields for 'المكتب الاستشاري الهندسي' (Engineering Consulting Firm), 'اسم مدير المشروع' (Project Manager Name), and 'الترتيب' (Ranking). A 'تعيين كاستشاري رئيسي' (Set as Main Consultant) checkbox is also present. At the bottom, there is a 'بيانات المقاولين' (Contractor Data) section with a table header: 'المكتب الاستشاري الهندسي', 'الترتيب', 'اسم مدير المشروع', 'رقم الهوية', 'النوال', 'رقم الجوال الإضافي', 'البريد الإلكتروني', 'القرارات'.

27) Consultants are added in the **(Engineering Consulting Office)** section by selecting values from the dropdown menus **(Consulting Office, Project Manager Name)** and clicking **(Add)**.

Note: At least one consultant must be designated as **(Primary Consultant)** by selecting the checkbox **(Assign as Primary Consultant)**.

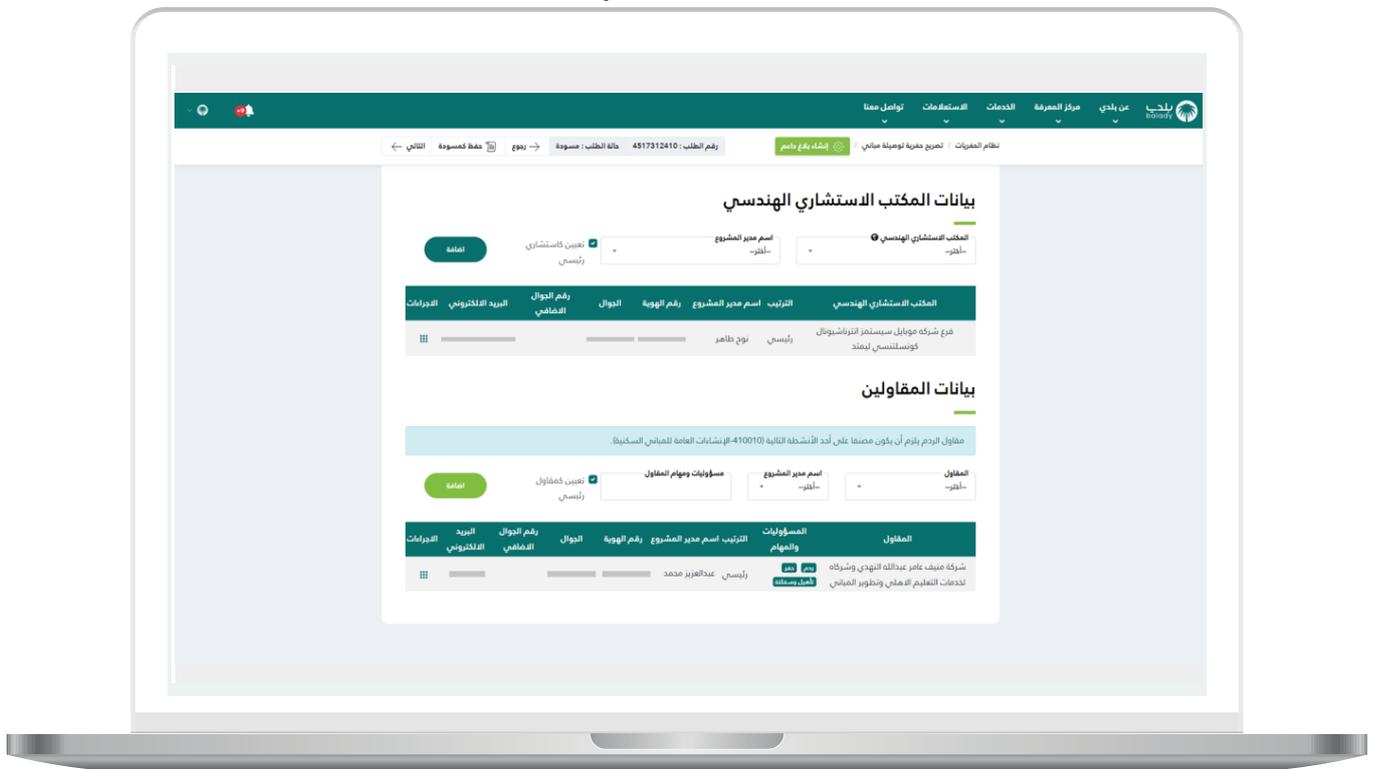
By clicking the action box in the **(Actions)** column, users can view details by clicking **(Details)**, modify consultant data using **(Edit)**, or remove a consultant using **(Delete)**.



28) Contractors are added in the **(Contractors Data)** section using the same method. Users select values from the dropdown menus **(Contractor, Project Manager Name)** and choose contractor responsibilities using **(Contractor Responsibilities & Tasks)**, with the option to select multiple responsibilities/tasks. Note: At least one contractor must be designated as **(Primary Contractor)** by selecting the checkbox **(Assign as Primary Contractor)**.

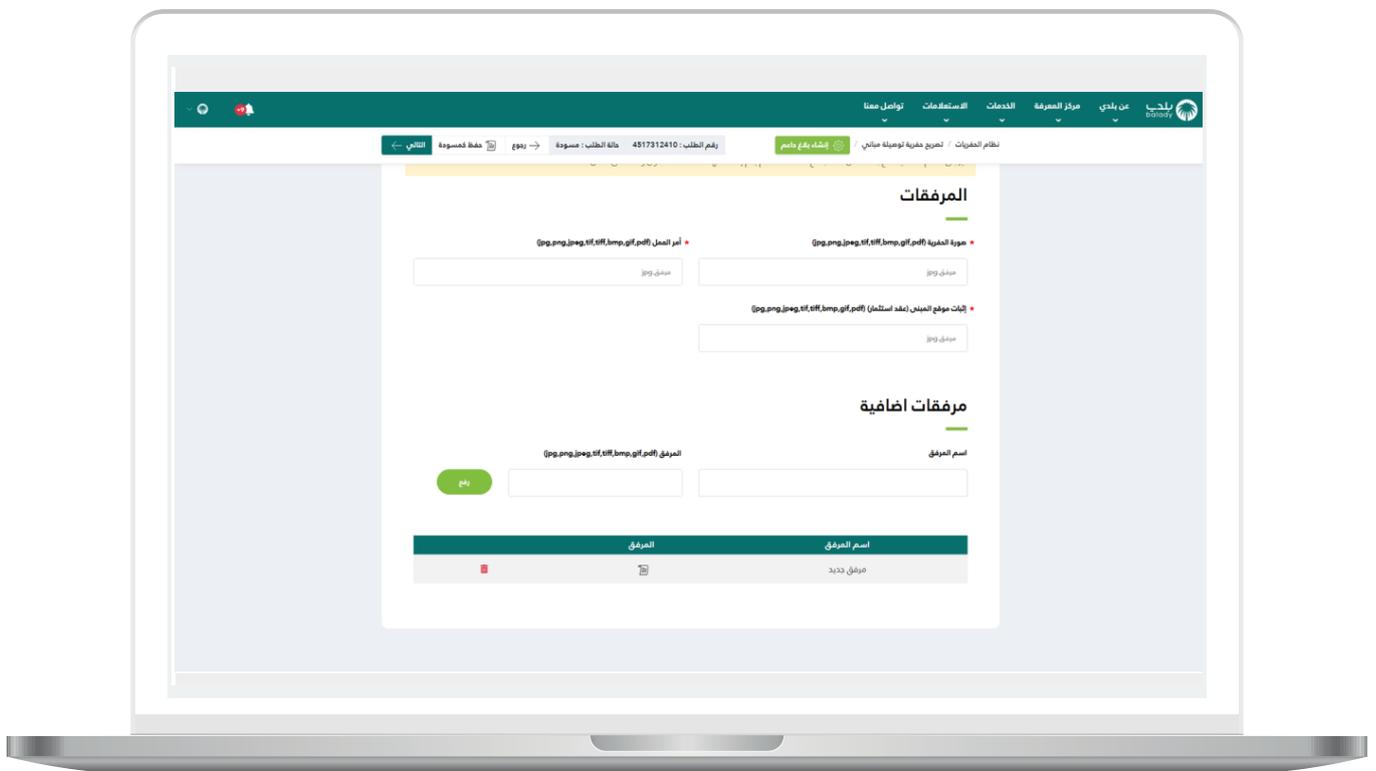
By clicking the action box in the **(Actions)** column, users can view details by clicking **(Details)**, modify contractor data using **(Edit)**, or remove a contractor using **(Delete)**.

Then, the user clicks **(Next)** to proceed.

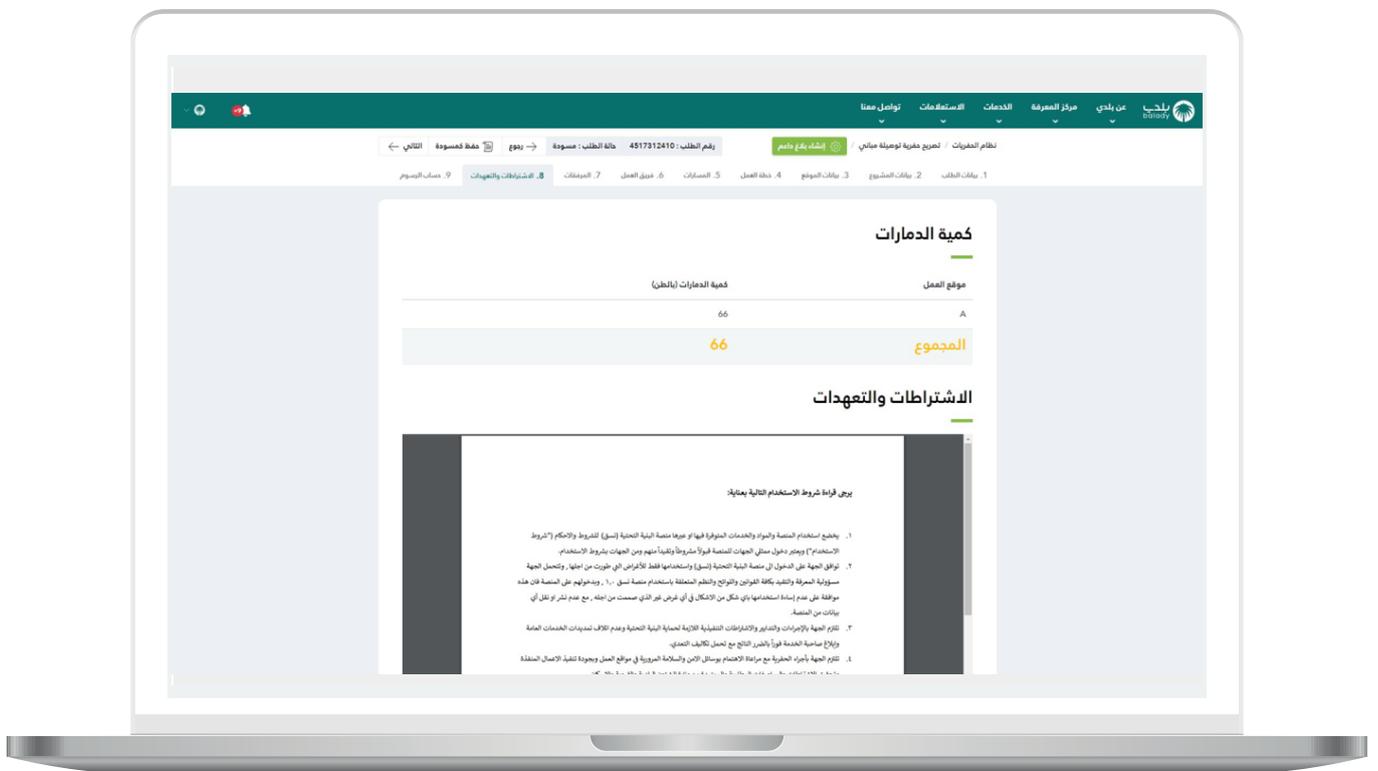


30) Additional attachments can be added by entering a **(File Name)**, selecting the file, and clicking **(Upload)**.

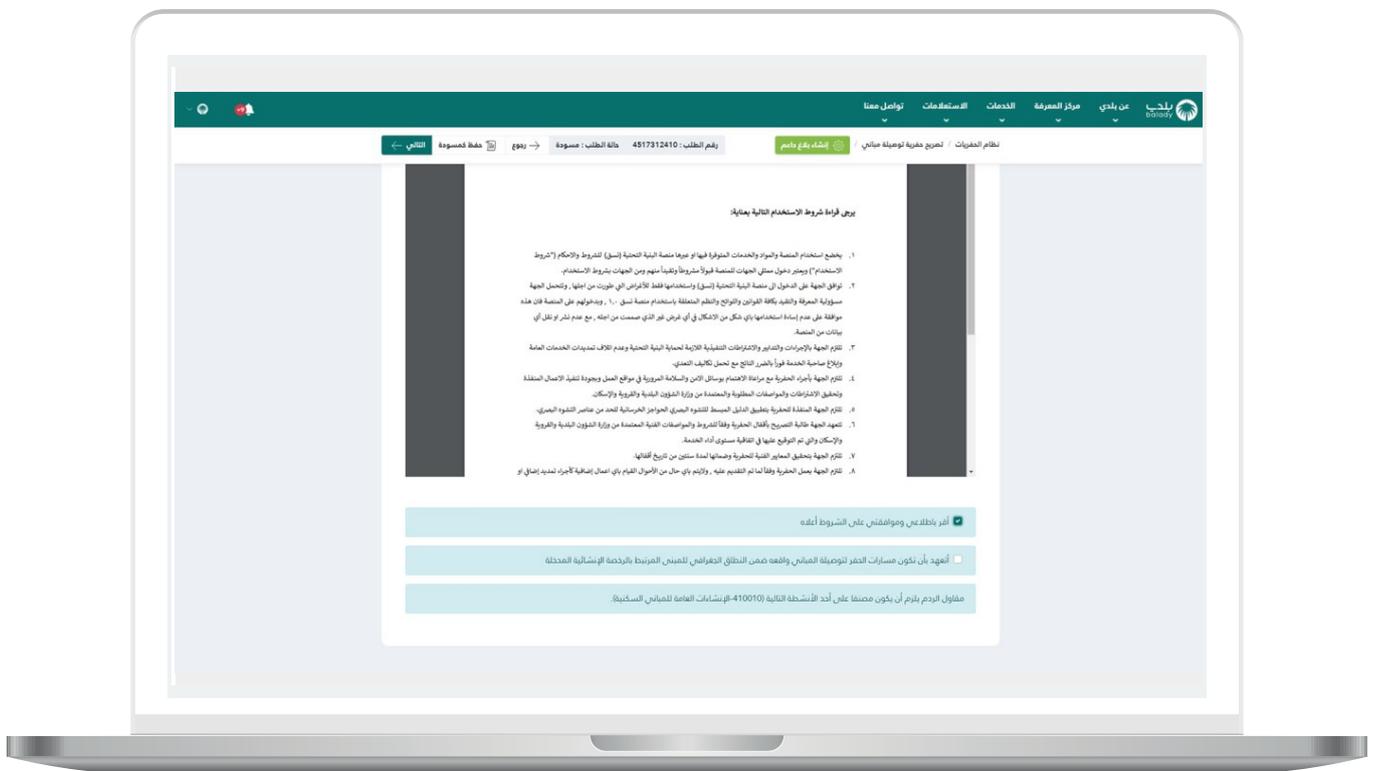
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



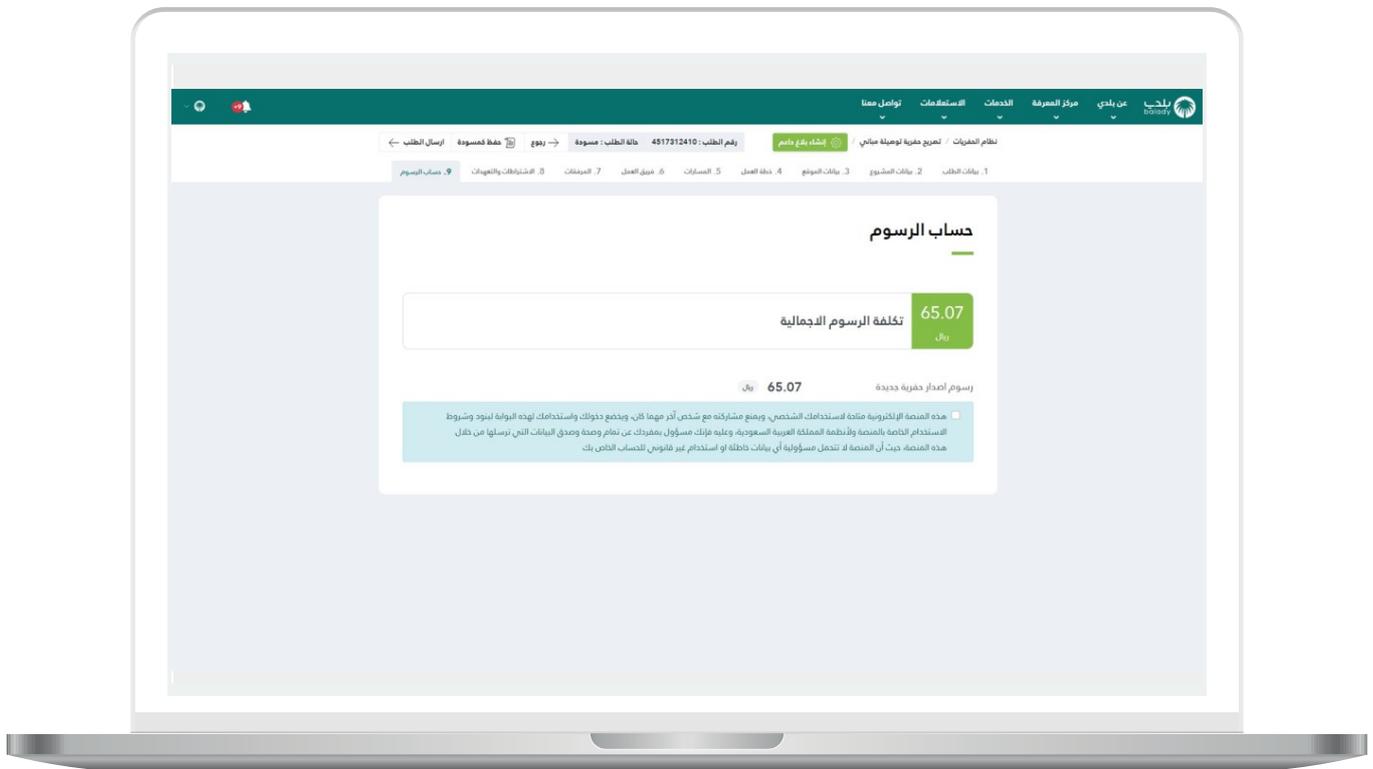
31) The user is then directed to the **(Requirements & Declarations)** stage, which includes sections for **(Excavated Material Quantity, Requirements & Declarations)**.



32) At the bottom of the screen, the user reviews the requirements and agrees to the declarations before clicking **(Next)**, with the option to save as a draft using **(Save as Draft)** or return using **(Back)**.



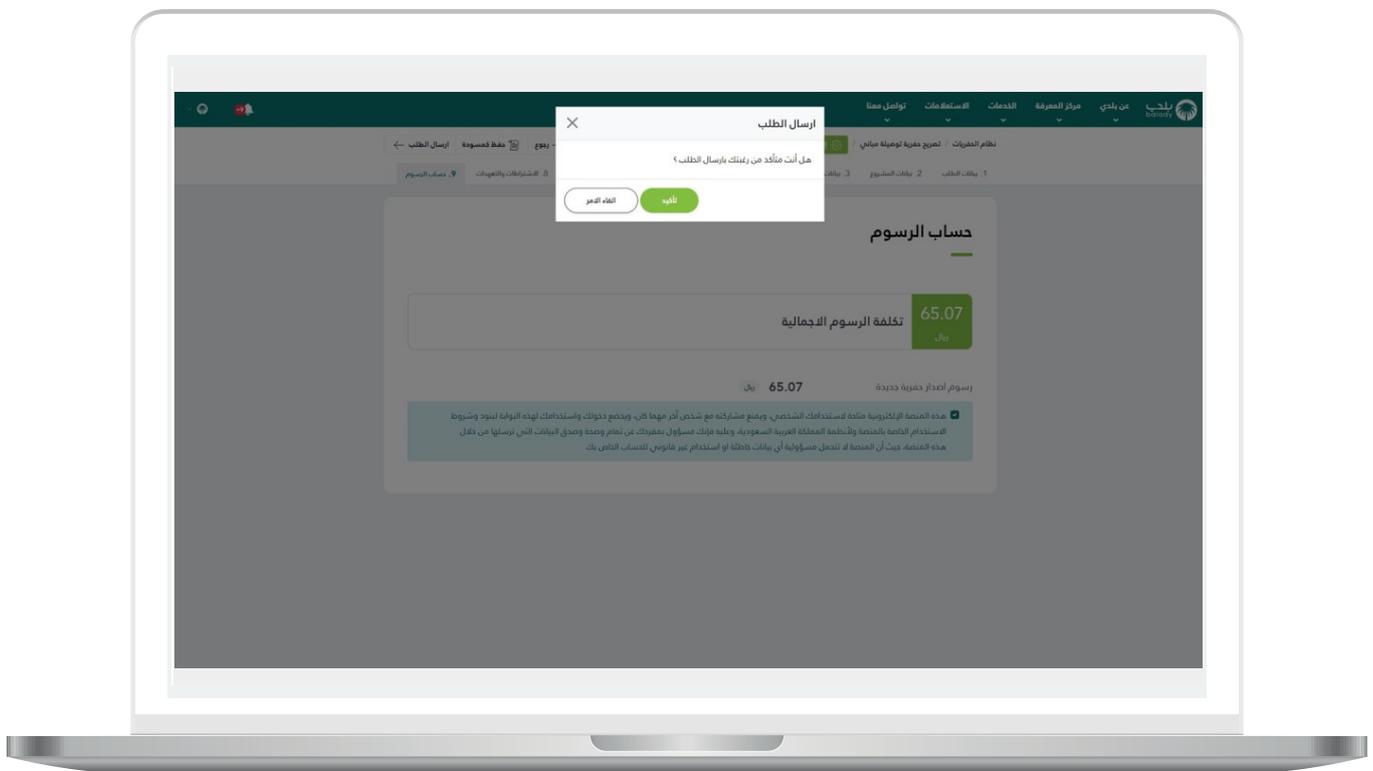
33) The user is then directed to the **(Fee Calculation)** stage, where the total service fee is displayed. The user must agree to the terms by selecting the acknowledgment checkbox.



35) A confirmation message appears, prompting the user to click (**Confirm**) to proceed with submission. The user can also choose to cancel the process by clicking (**Cancel**).

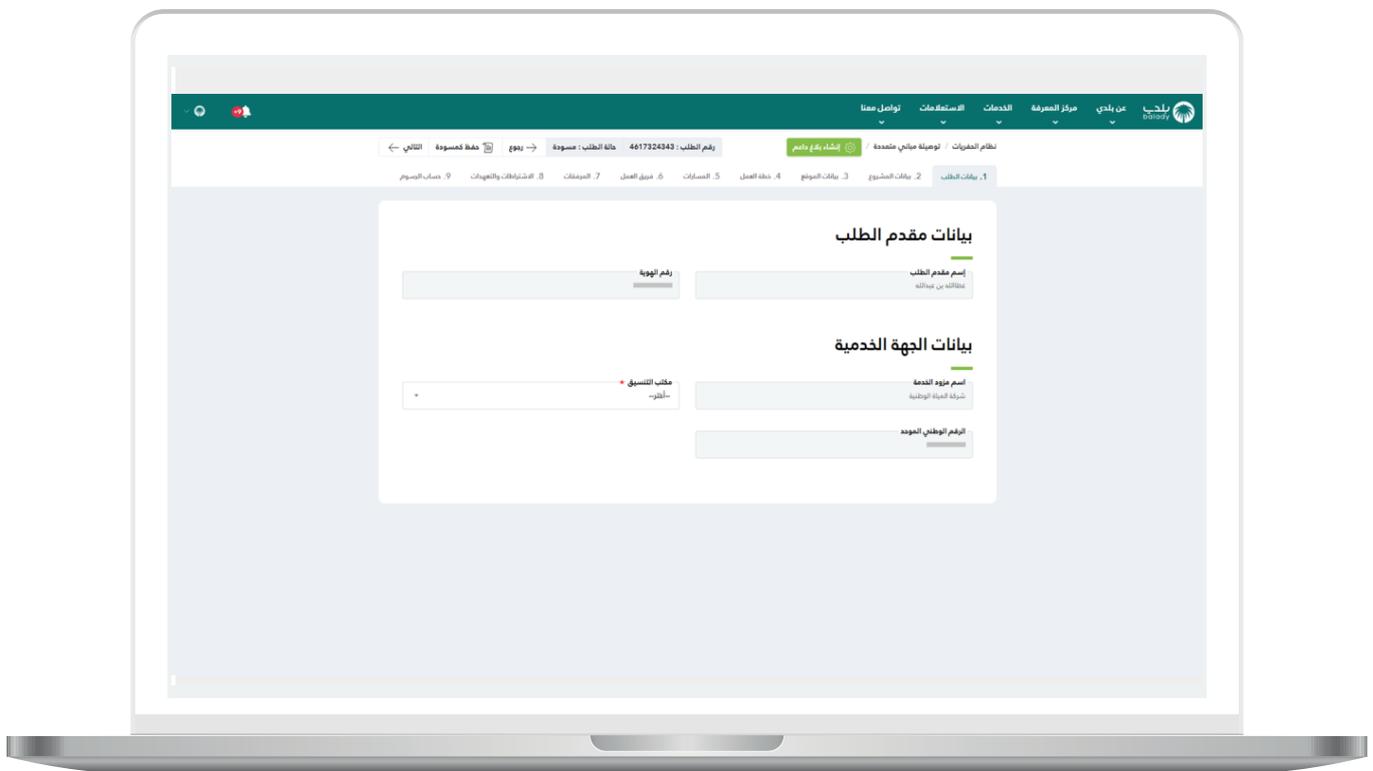
Note:

After completing (**Excavation Permit Issuance**), a (**Coordination Report**) will be automatically generated.

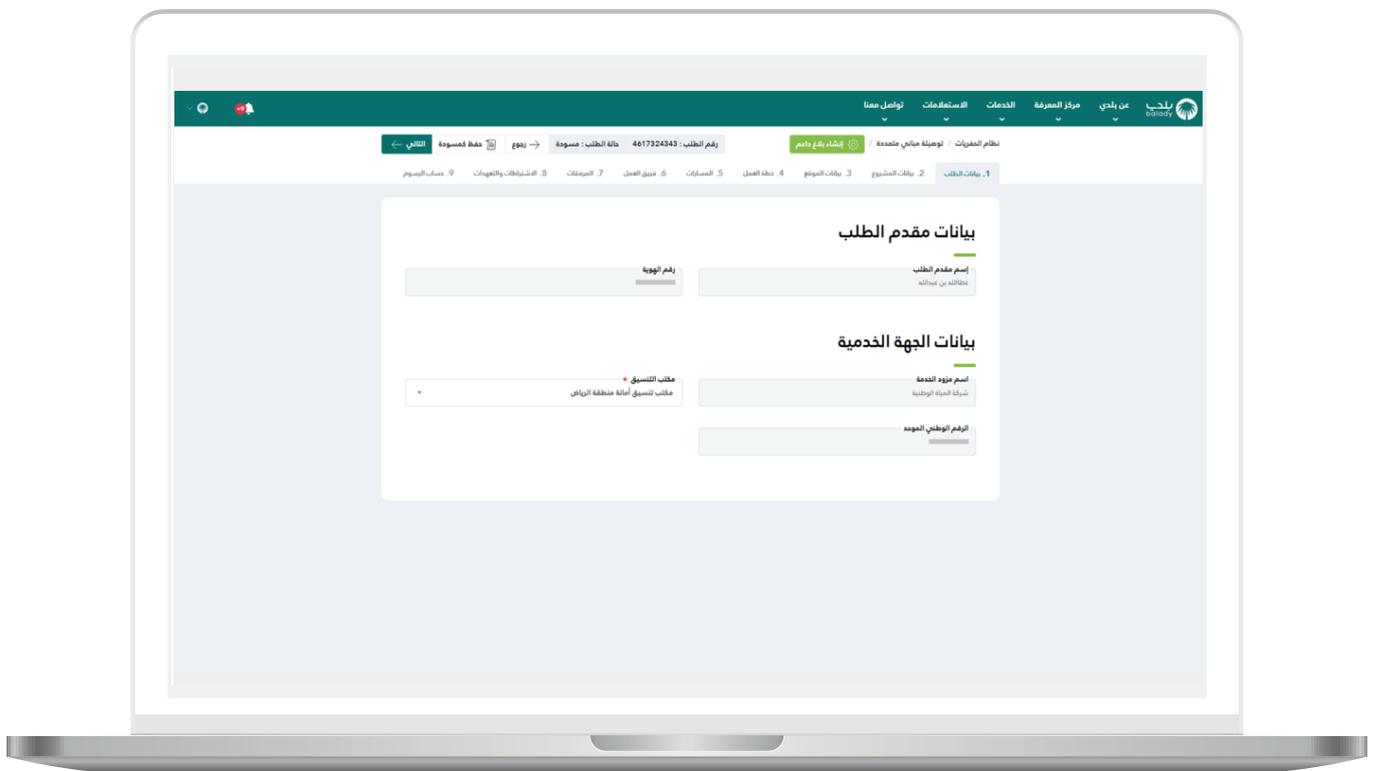


Multiple Building Connection

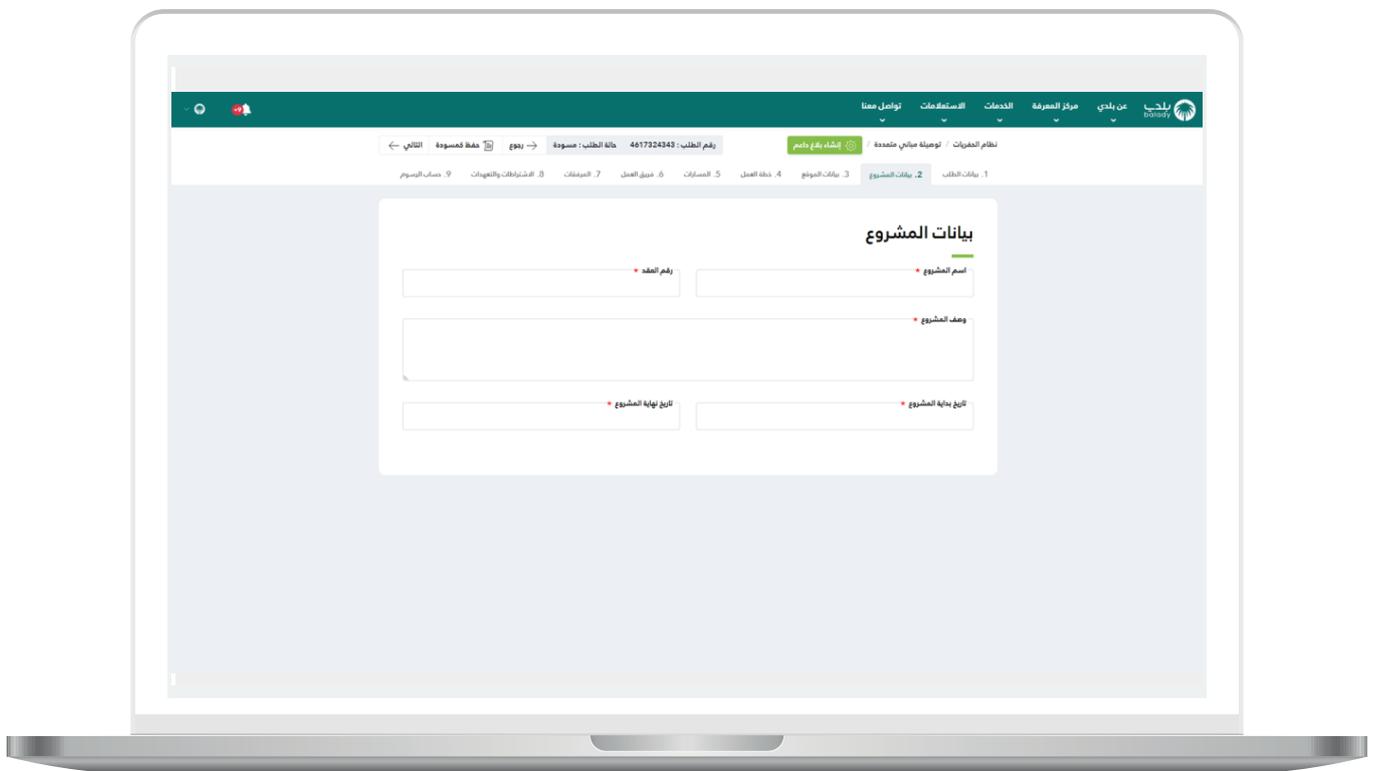
1) If **(Multiple Building Connection)** is selected, the following screen appears, representing the first stage, **(Request Information)**. The system displays the applicant's details and service provider information. The user selects **(Coordination Office)** from the dropdown list.



2) The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



3) The user is then directed to the **(Project Information)** stage, where the following fields must be completed: **(Project Name, Contract Number, Project Description)**. The project duration is selected using the calendar fields **(Project Start Date, Project End Date)**.

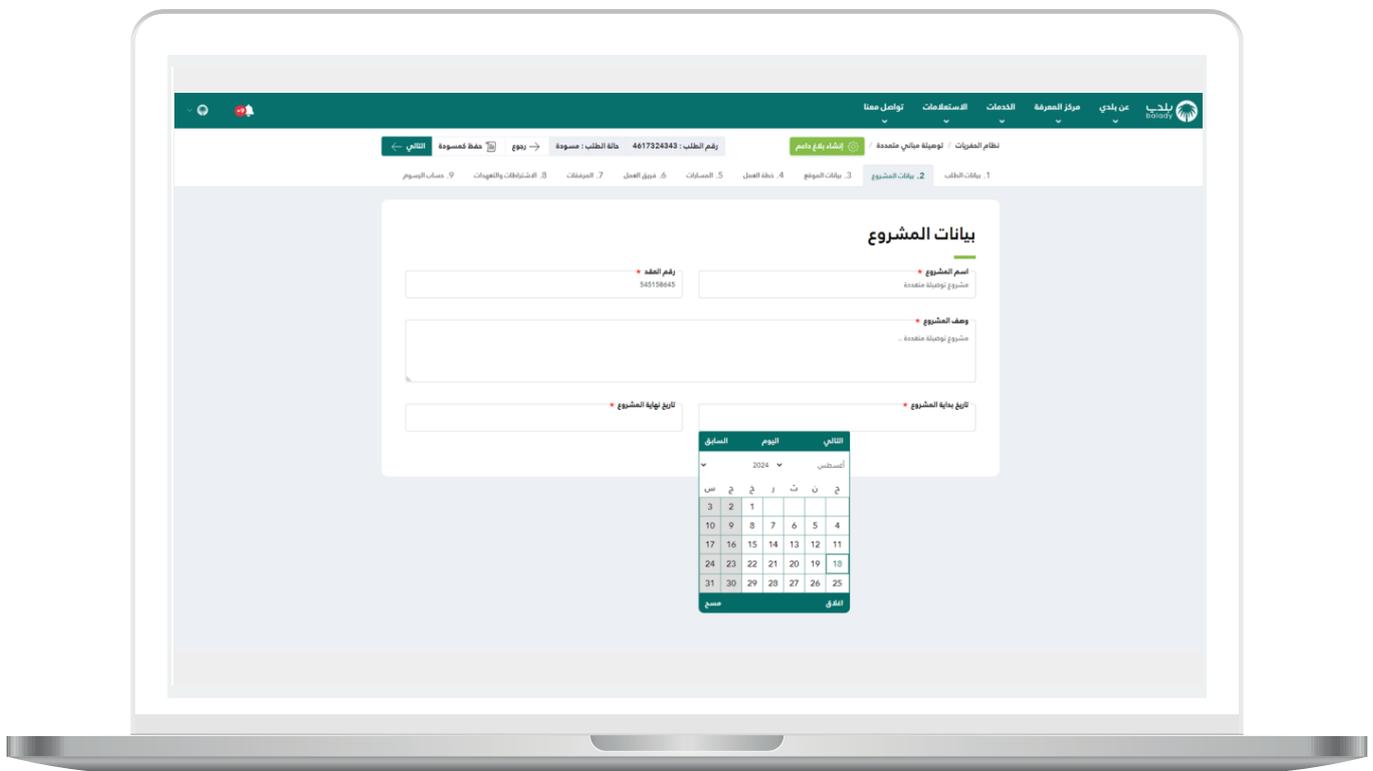


The screenshot displays the 'بيانات المشروع' (Project Information) form within the Nasseq web application. The form is presented in a white box on a light blue background. The form fields are as follows:

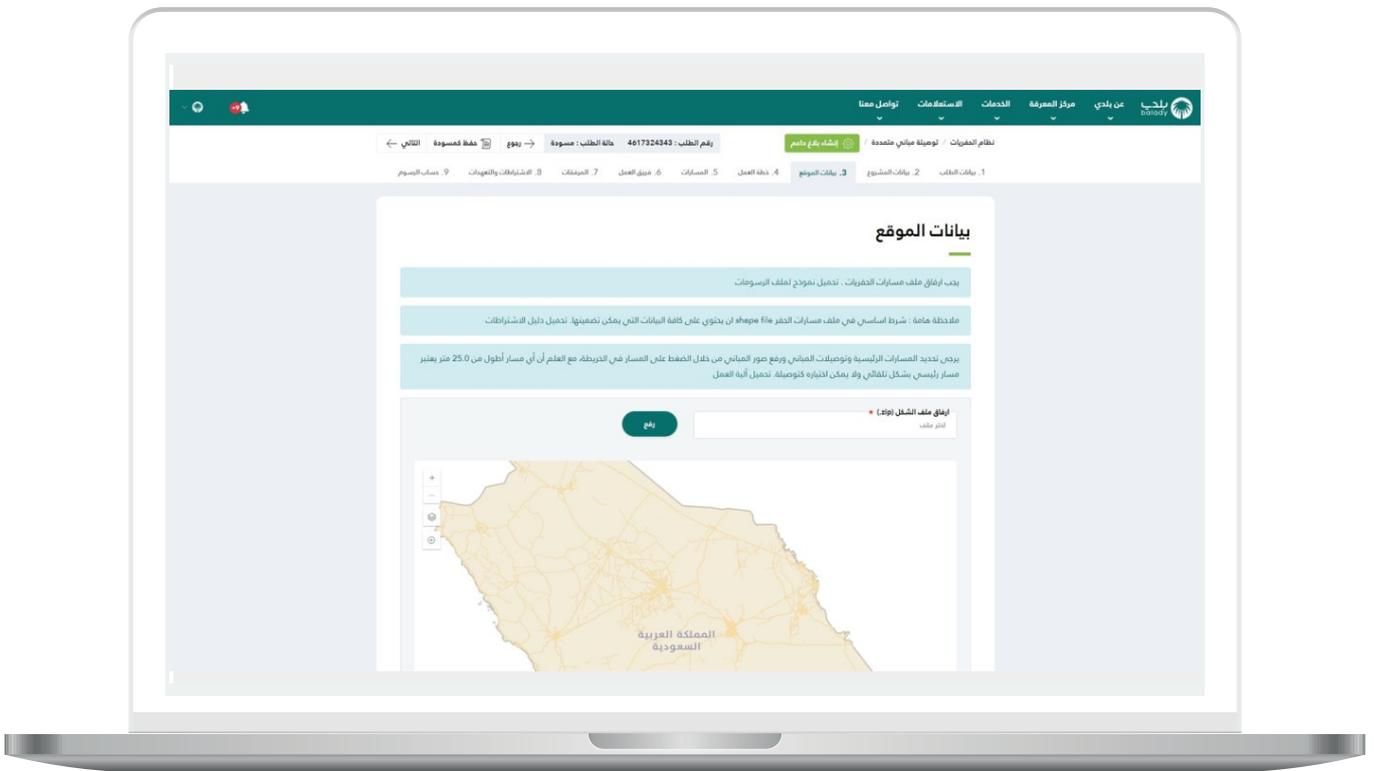
- رقم العقد** (Contract Number): A text input field.
- اسم المشروع** (Project Name): A text input field.
- وصف المشروع** (Project Description): A large text area for detailed description.
- تاريخ بداية المشروع** (Project Start Date): A date selection field.
- تاريخ نهاية المشروع** (Project End Date): A date selection field.

The application interface includes a top navigation bar with the 'بلدي' (Municipality) logo and various service links. A breadcrumb trail at the top of the form area shows the following steps: 1. بيانات الطلب, 2. بيانات المشروع, 3. بيانات الموقع, 4. خطة العمل, 5. المصارف, 6. حيز العمل, 7. الترخيصات, 8. الاشتراطات والتجهيزات, 9. صاب اليوم.

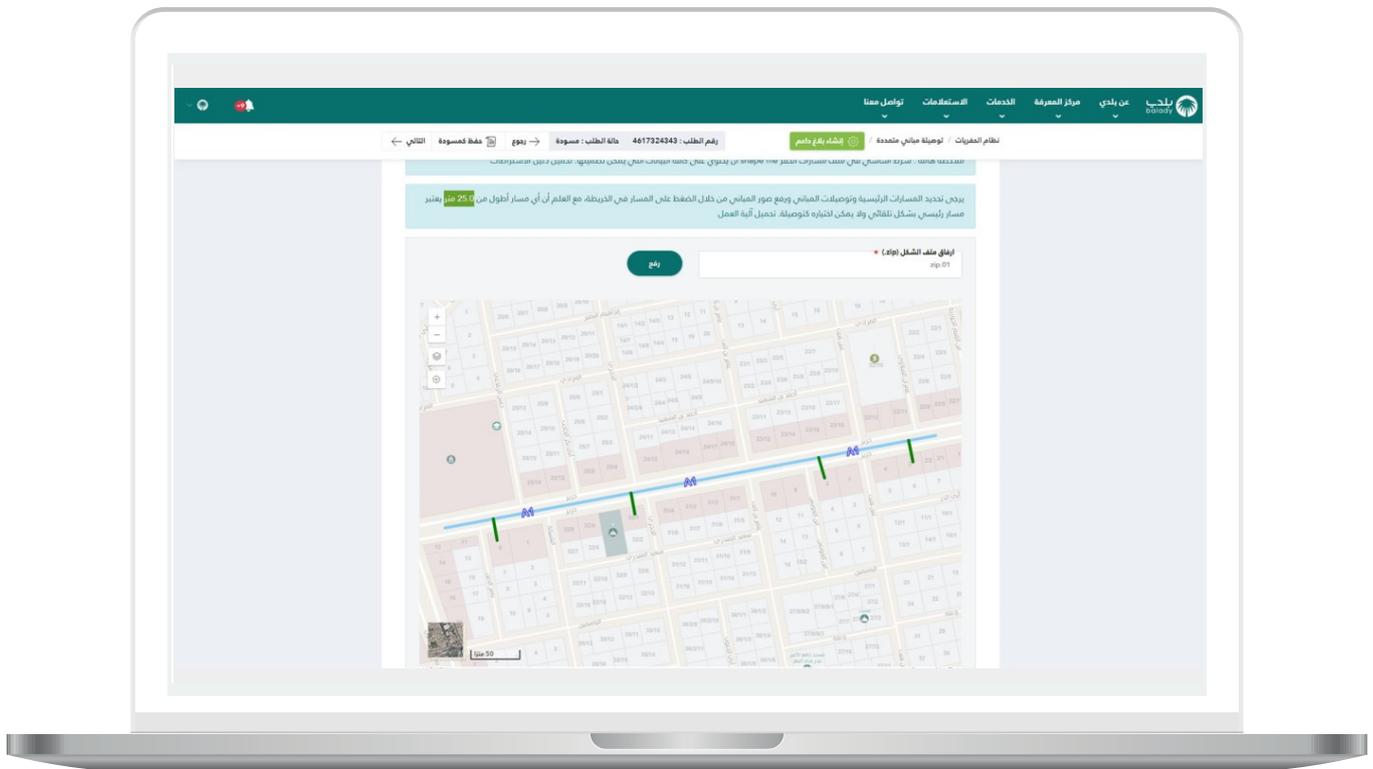
4) The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



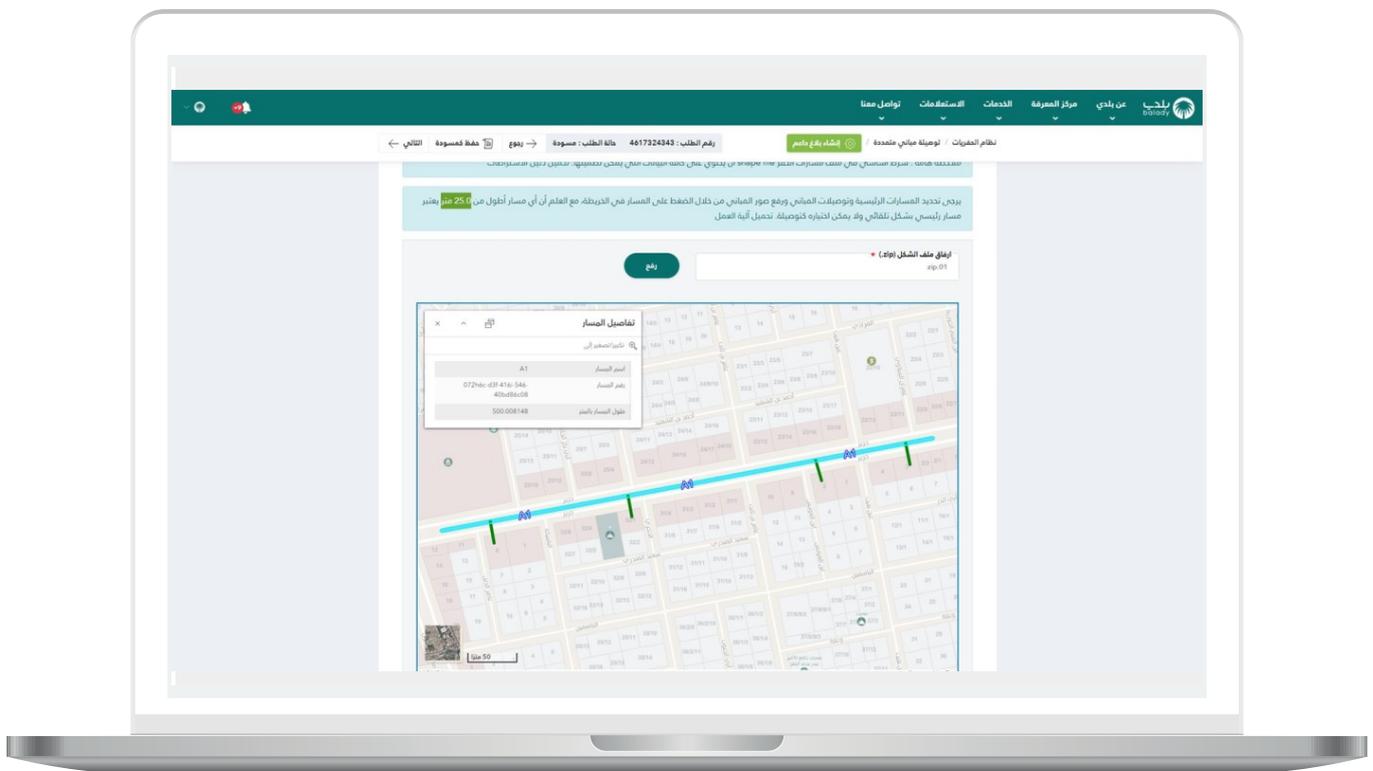
5) The user is then directed to the **(Location Information)** stage and uploads a shape file by selecting **(Attach Shape File)** and choosing a **(.zip)** file from the device.



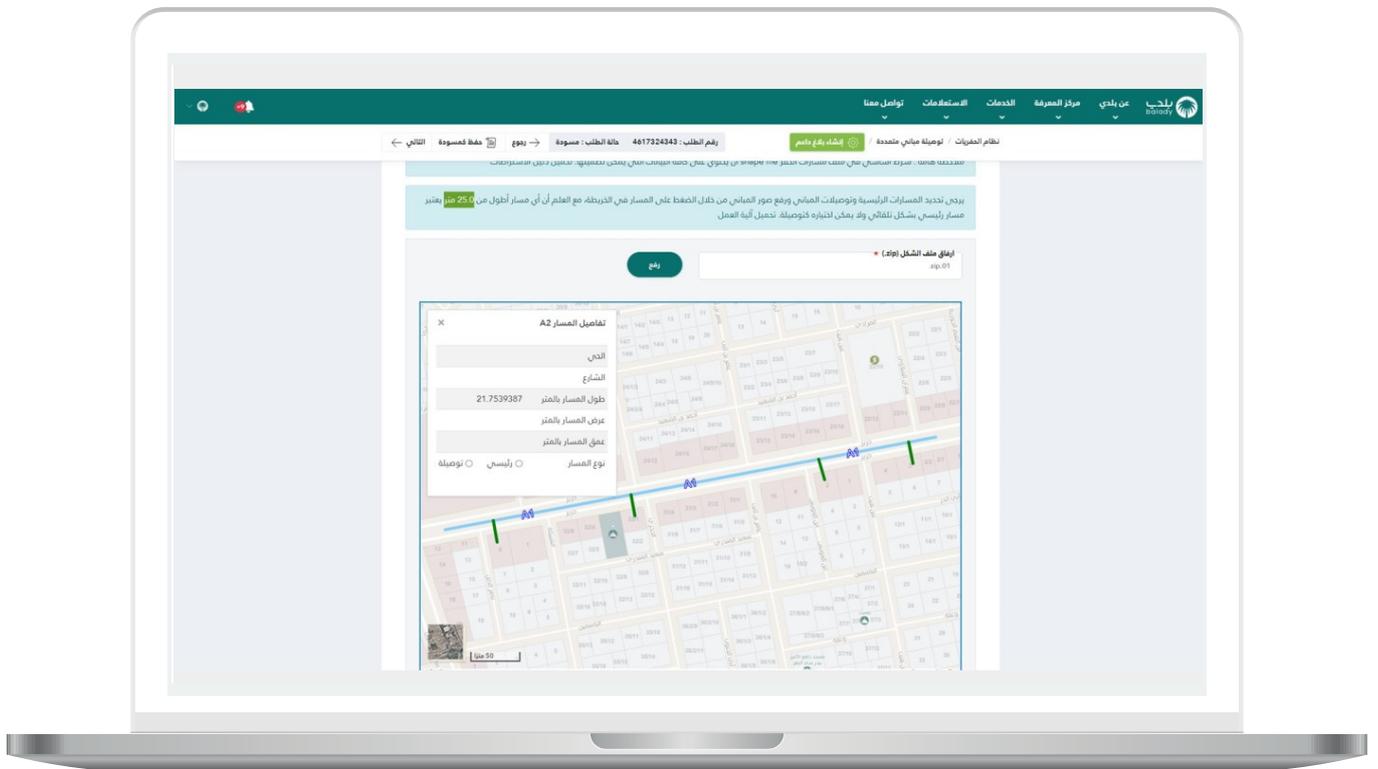
6) Once uploaded, the route(s) are displayed on the map. The user must click on each route and determine whether it is a **(Main Route)** or a **(Connection Route)**.



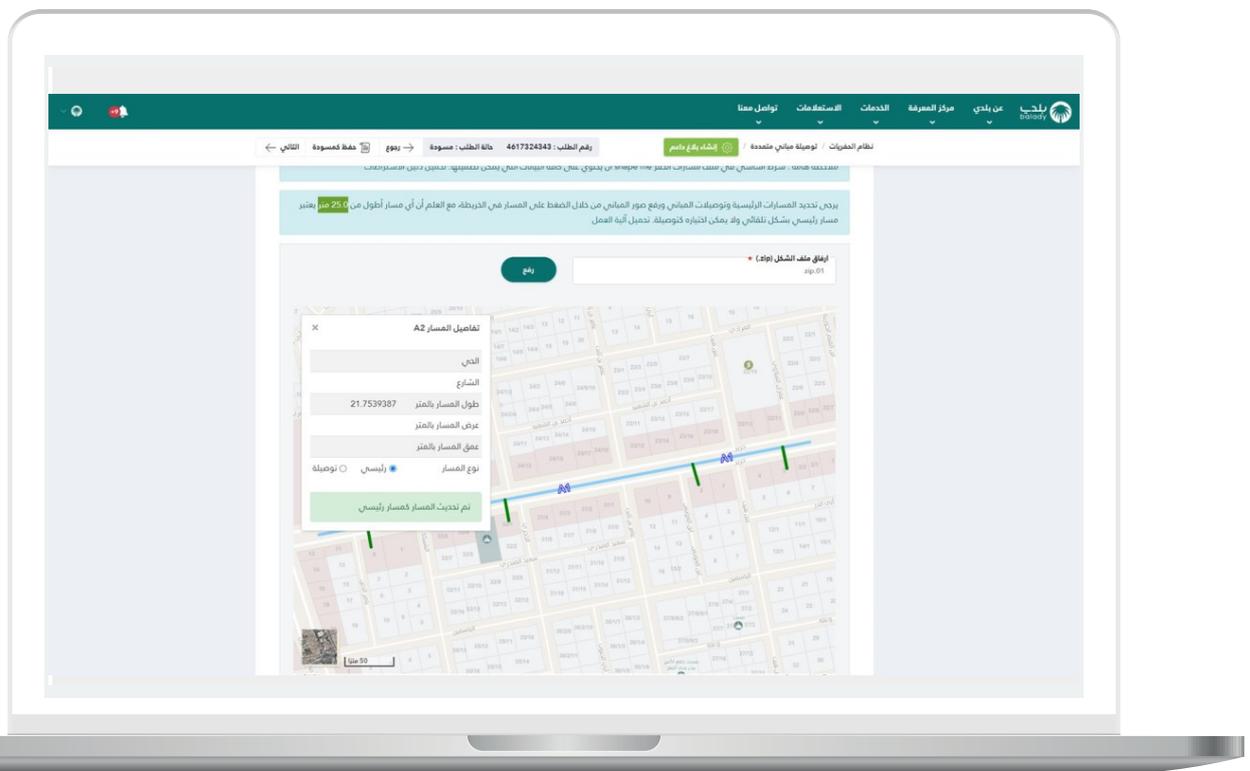
7) When clicking on the first route, a small window appears displaying the route details. If the route length is greater than **(25 meters)**, the system does not allow selecting between **(Main Route)** or **(Connection Route)**, as it defaults to a **(Main Route)**.



8) If the route length is less than (25 meters), the system allows the user to select whether it is a (Main Route) or a (Connection Route).

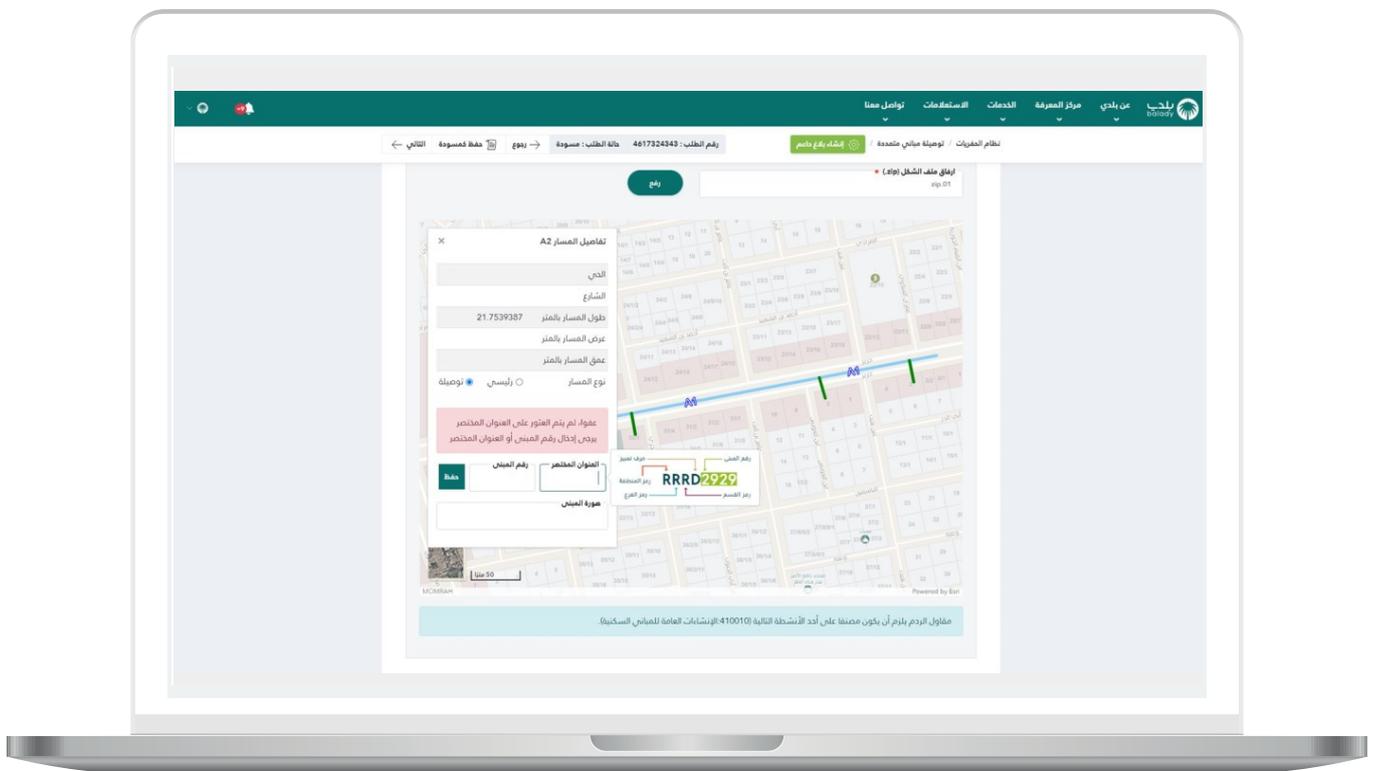


9) If **(Main Route)** is selected, the route is updated accordingly, and a confirmation message is displayed.



10) If **(Connection Route)** is selected, additional fields appear that require input: **(Short Address, Building Number)**. The user must also upload an attachment **(Building Image)**.

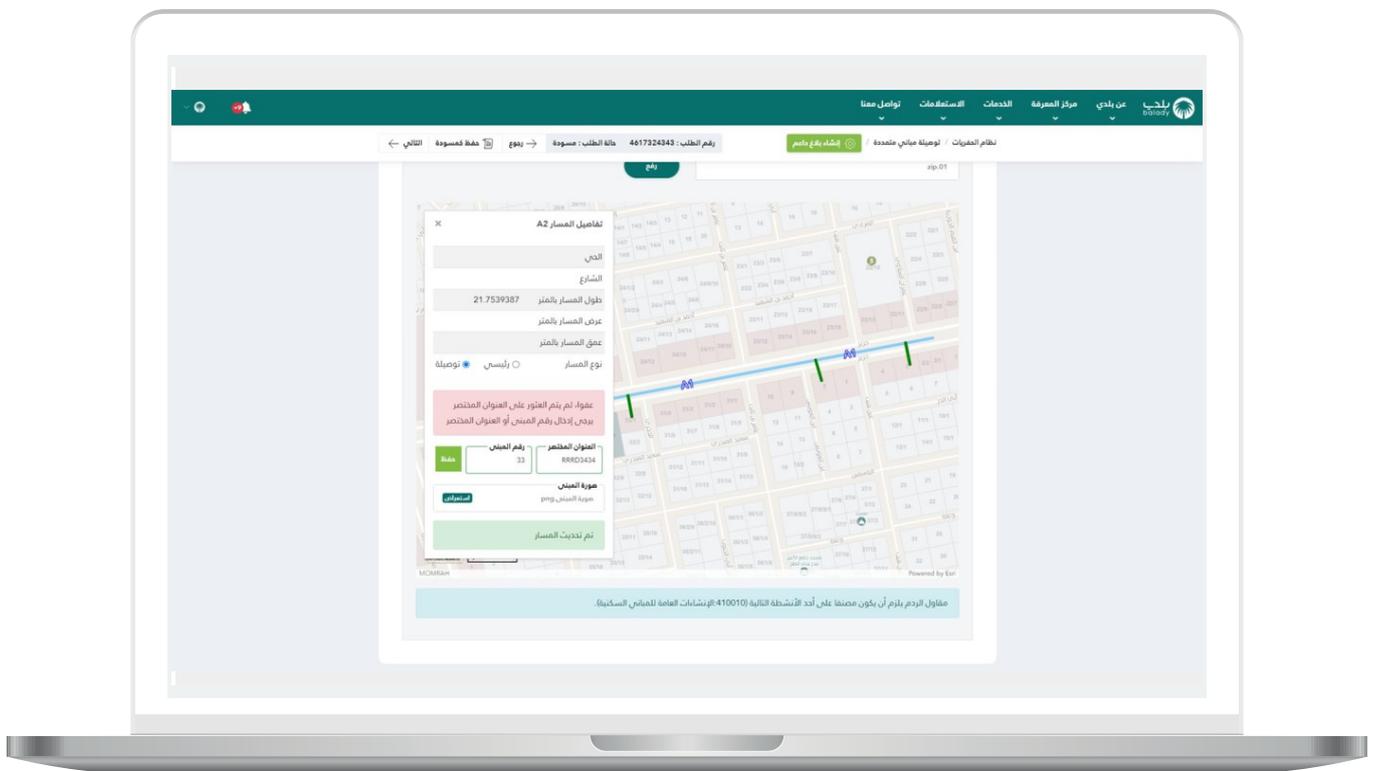
The user then clicks **(Save)**.



11) The system updates the route accordingly.

Then, the user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

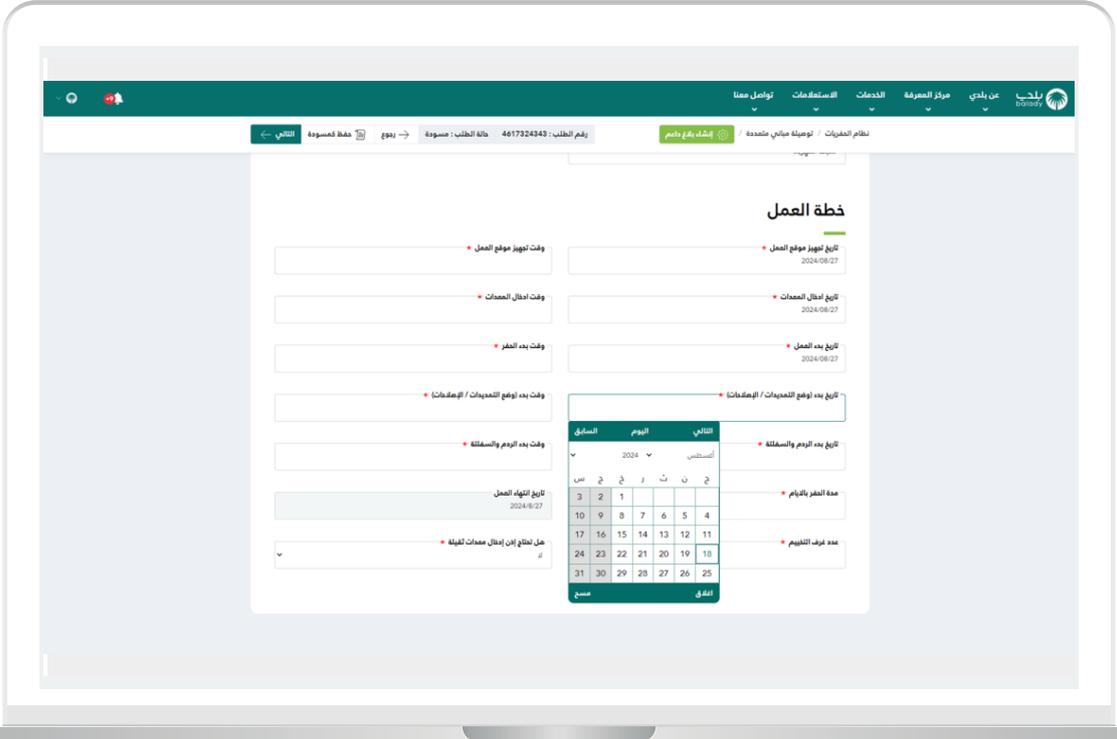
Note: At least one route must be selected as a **(Connection)**.



12) The user is then directed to the **(Work Plan)** stage, where required fields in the **(Worksite, Work Plan)** sections must be filled.

The screenshot displays the 'موقع العمل' (Worksite) and 'خطة العمل' (Work Plan) sections of the Nasseq web application. The interface is in Arabic and includes a navigation menu at the top with options like 'عن بلدي', 'مركز المعرفة', 'الخدمات', 'الاستعلامات', and 'تواصل معنا'. The main content area is divided into two columns. The left column contains the 'موقع العمل' section, which includes fields for 'المدينة الرئيسية' (Main City), 'طبيعة العمل' (Nature of Work), and 'تاريخ أمر العمل' (Work Order Date). The right column contains the 'خطة العمل' section, which includes fields for 'تاريخ تجهيز موقع العمل' (Worksite Preparation Date), 'تاريخ انقضاء التصاريح' (Permit Expiry Date), and 'تاريخ بدء العمل' (Work Start Date). The interface also features a breadcrumb trail at the top of the content area: '1. بيانات الطلب', '2. بيانات المشروع', '3. بيانات الموقع', '4. خطة العمل', '5. التصاريح', '6. سير العمل', '7. الترخيصات', '8. المشتريات والتجهيزات', '9. حساب اليوم'.

13) Once completed, the user clicks the **(Next)** button to proceed to the next stage.



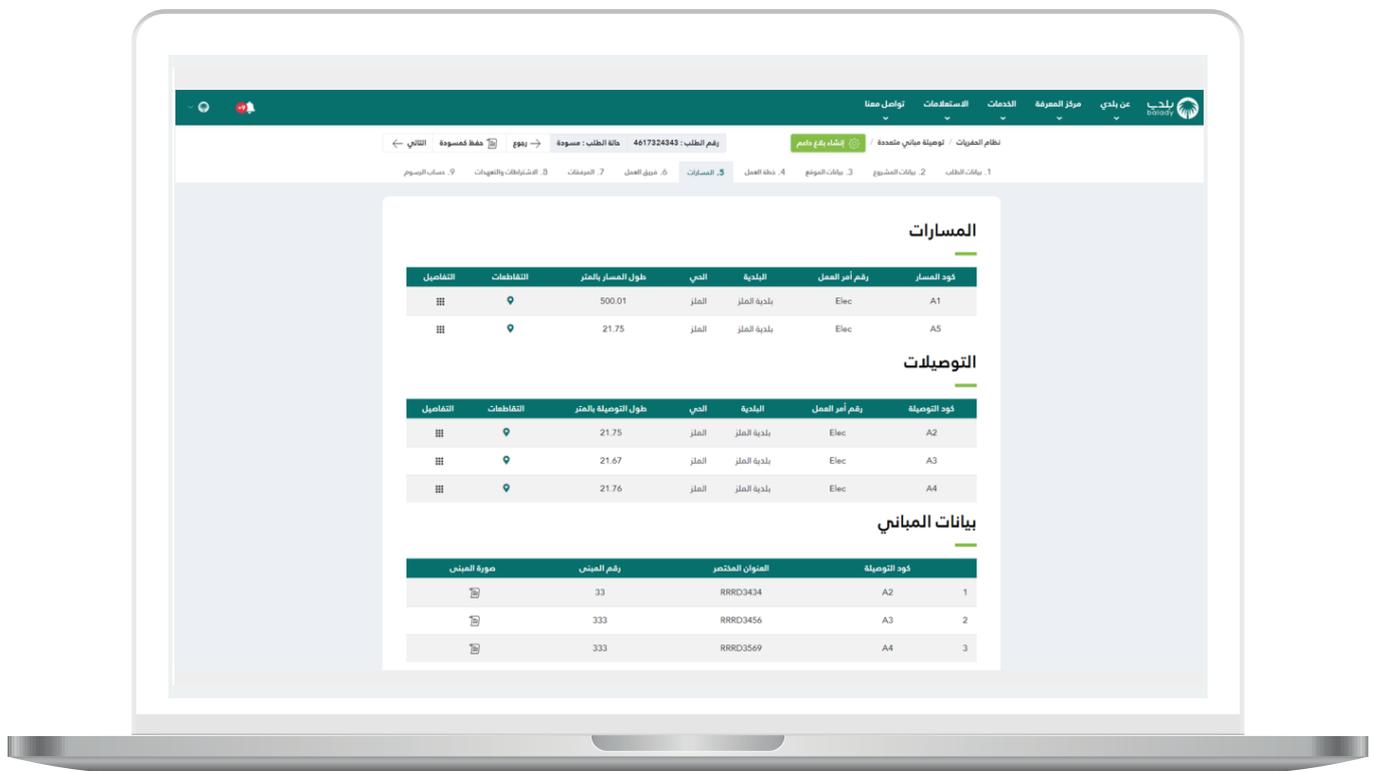
The screenshot displays the 'خطة العمل' (Work Plan) form in the Nasseq application. The form is divided into several sections for data entry:

- تاريخ تهيؤ موقع العمل** (Work site preparation date): 2024/08/27
- تاريخ إكمال المهدات** (Completion date of the work): 2024/08/27
- تاريخ بدء العمل** (Start date of work): 2024/08/27
- تاريخ بدء أوقع التعميرات / الإصلاحات** (Start date of repairs/works): 2024/08/27
- تاريخ بدء الزوم والسفلة** (Start date of the work and the work): 2024/08/27
- تاريخ انتهاء العمل** (End date of work): 2024/08/27
- هل تطلع إلى إكمال مهدات كفيلا** (Do you see the completion of the work well?):

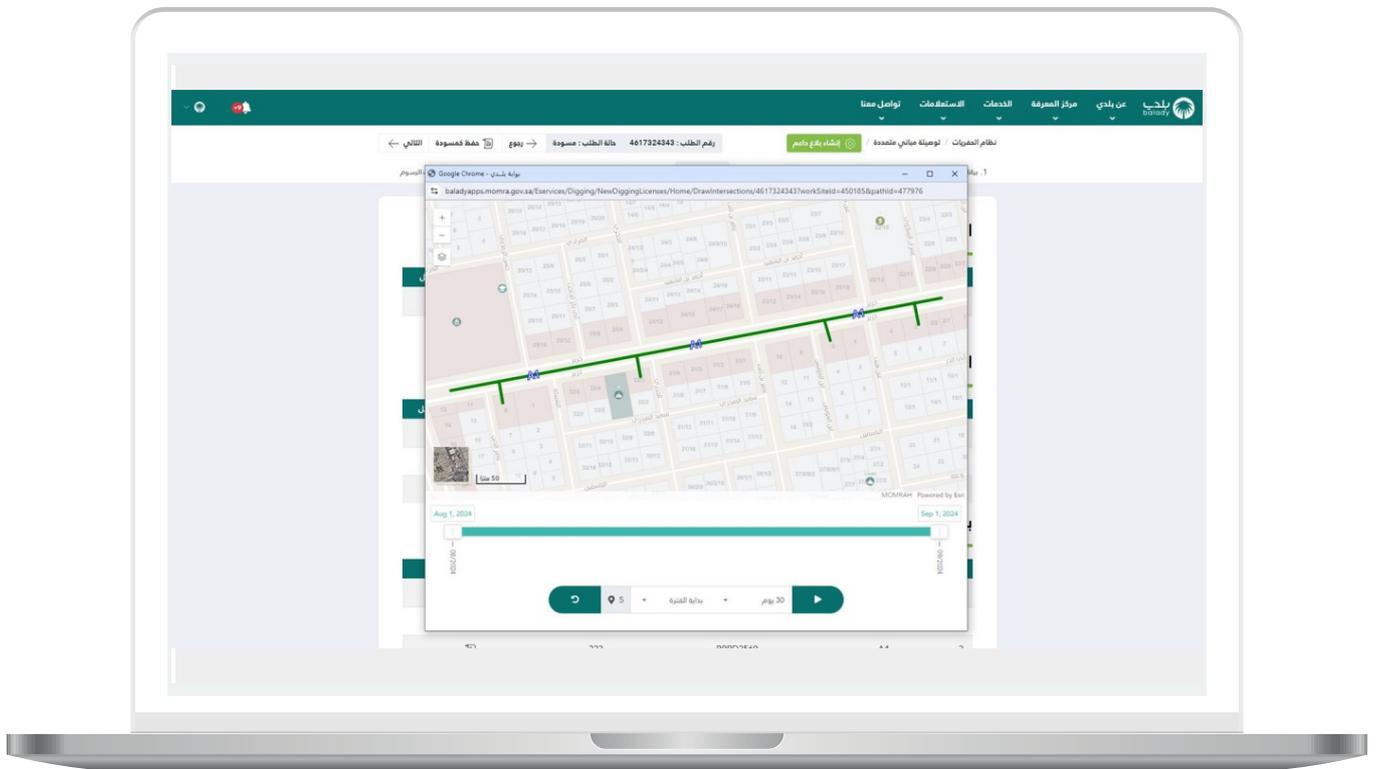
The form also includes a calendar view for August 2024, showing the days of the week (السابق, التالي) and the dates from 3 to 31. The calendar is currently set to August 2024.

14) The **(Routes)** stage appears, where the user fills in the route and connection data. The system displays **(2 routes)** and **(3 connections)**.

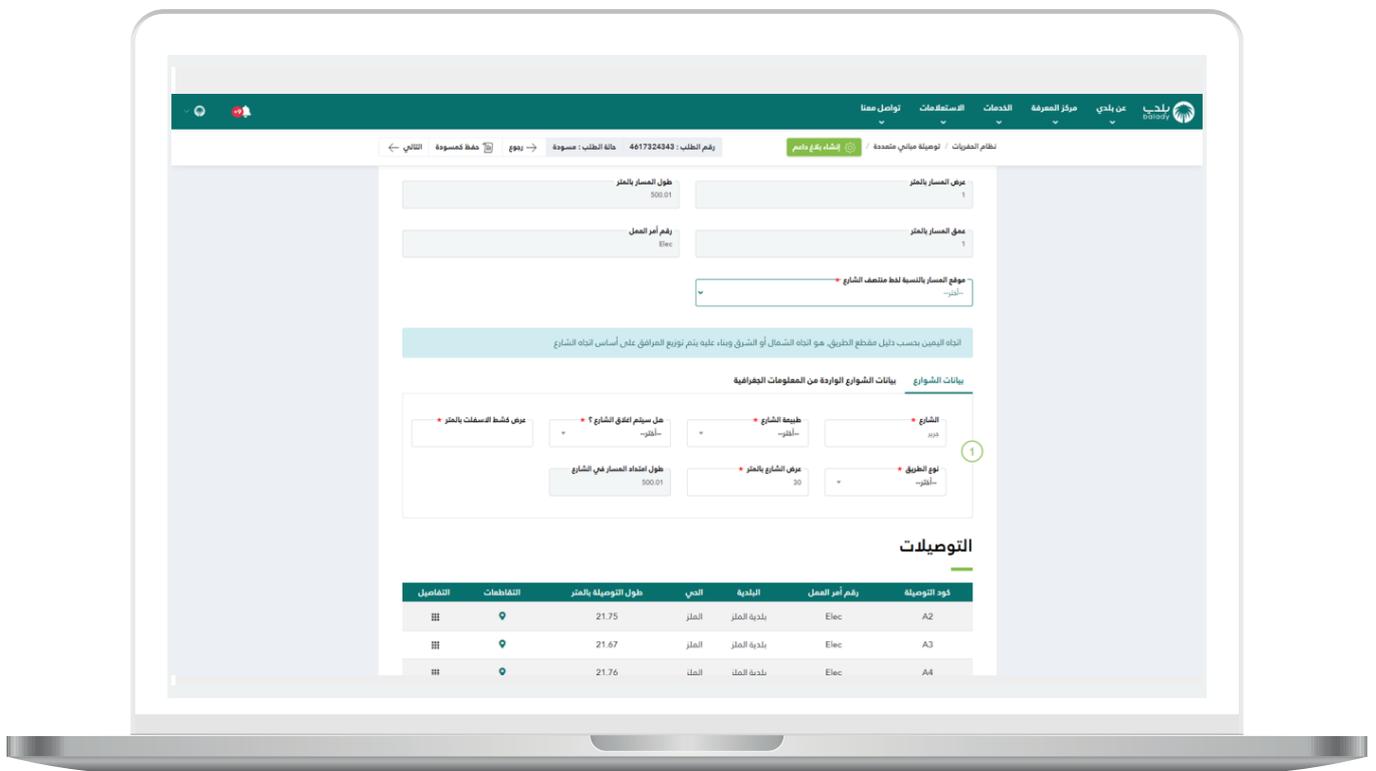
The user can check for intersections by clicking the intersection symbol and view route details by clicking the black box under the **(Details)** column.



15) After clicking the intersection symbol, the following screen appears.



17) At the bottom of the details screen, the user selects **(Route Position Relative to Street Centerline)** from the dropdown menu and fills out the **(Street Data)** section.



18) The **(Street Type)** dropdown list contains the following options: **(Concrete, Dirt, Pavement)**.

Note: If **(Concrete, Pavement)** is selected, a new field **(Asphalt Milling Width in Meters)** appears.

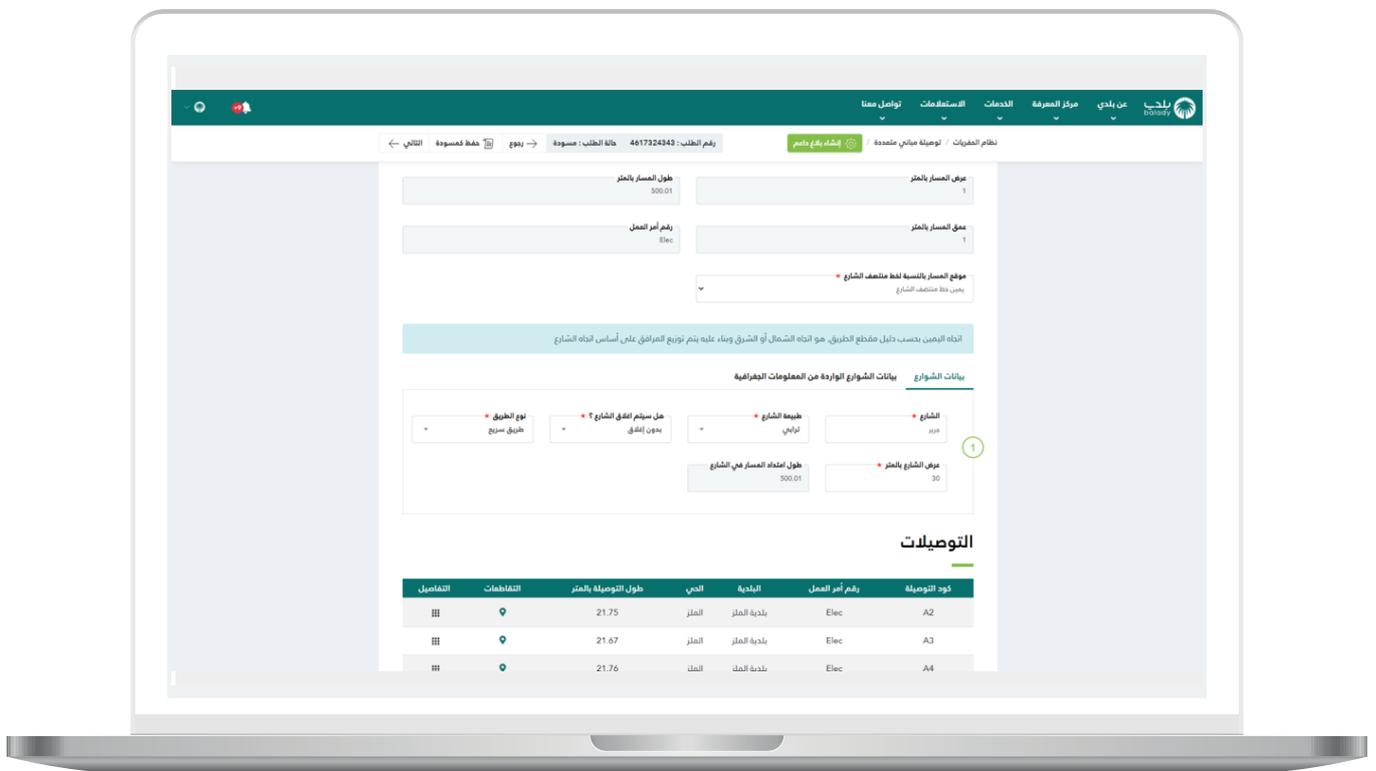
The screenshot displays the 'Building Connection Excavation Permit Request' form in the Nasseq system. The form is titled 'نظام المطبات / توصية مجازي متممه' and includes a 'تجاهل' (Ignore) button. The form fields are as follows:

- طول المسار بالمتر** (300.01)
- عرض المسار بالمتر** (1)
- رقم أمر العمل** (Elec)
- موقع المسار بالنسبة لنقط متصف الشارع** (يتم ذلك منتصف الشارع)
- التجاهل** (22) - **عرض كشط الاسفلت بالمتر**
- عمل سبام لتفك الشارع 2** (بجون إنفاق)
- طبيعة الشارع** (أسفلت)
- الشارع** (جبر)
- طول ابتداء المسار في الشارع** (300.01)
- عرض الشارع بالمتر** (20)
- نوع الطريق** (طريق سريع)

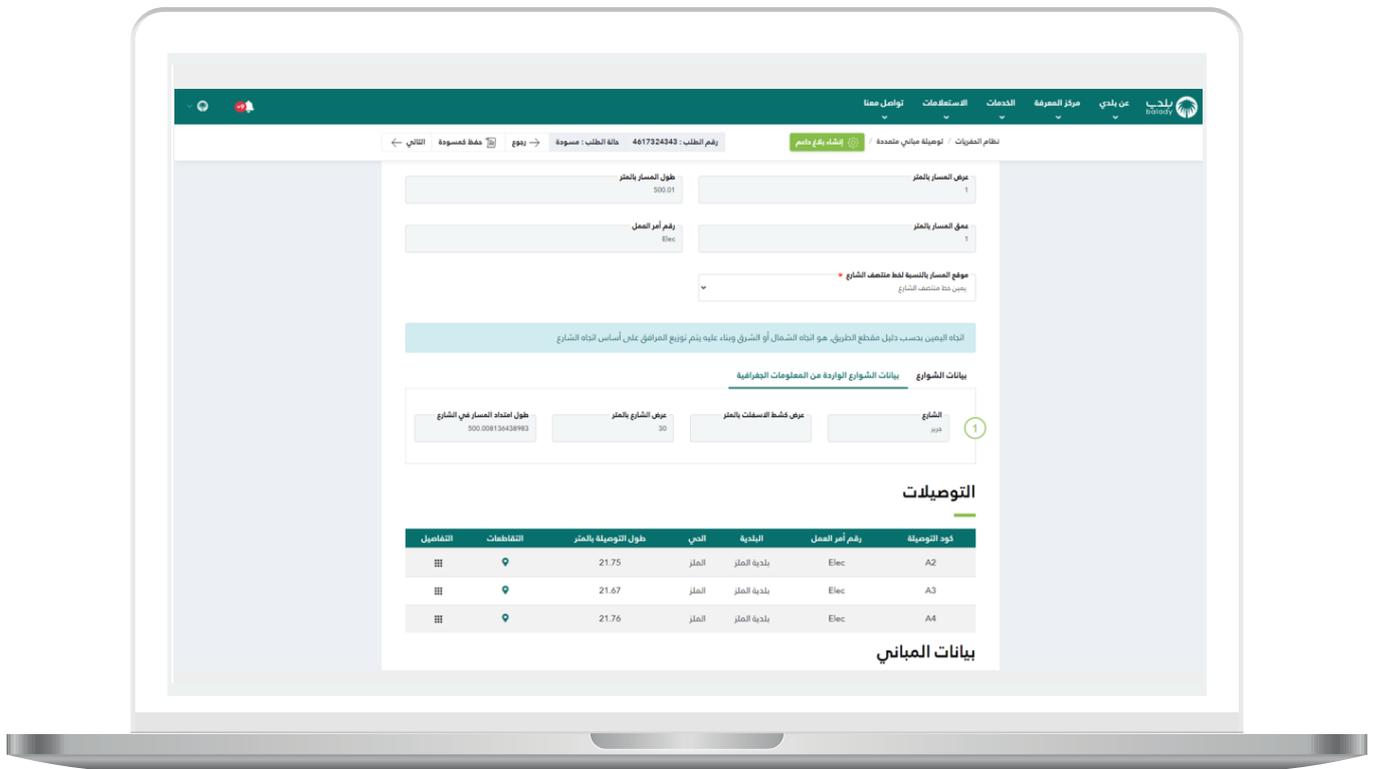
Below the form, there is a section titled 'التوصيلات' (Connections) with the following table:

كود التوصيلة	رقم أمر العمل	البلدية	الحي	طول التوصيلة بالمتر	التقاطعات	التفاصيل
A2	Elec	بلدية العنبر	العنبر	21.75		
A3	Elec	بلدية العنبر	العنبر	21.67		
A4	Elec	بلدية العنبر	العنبر	21.76		

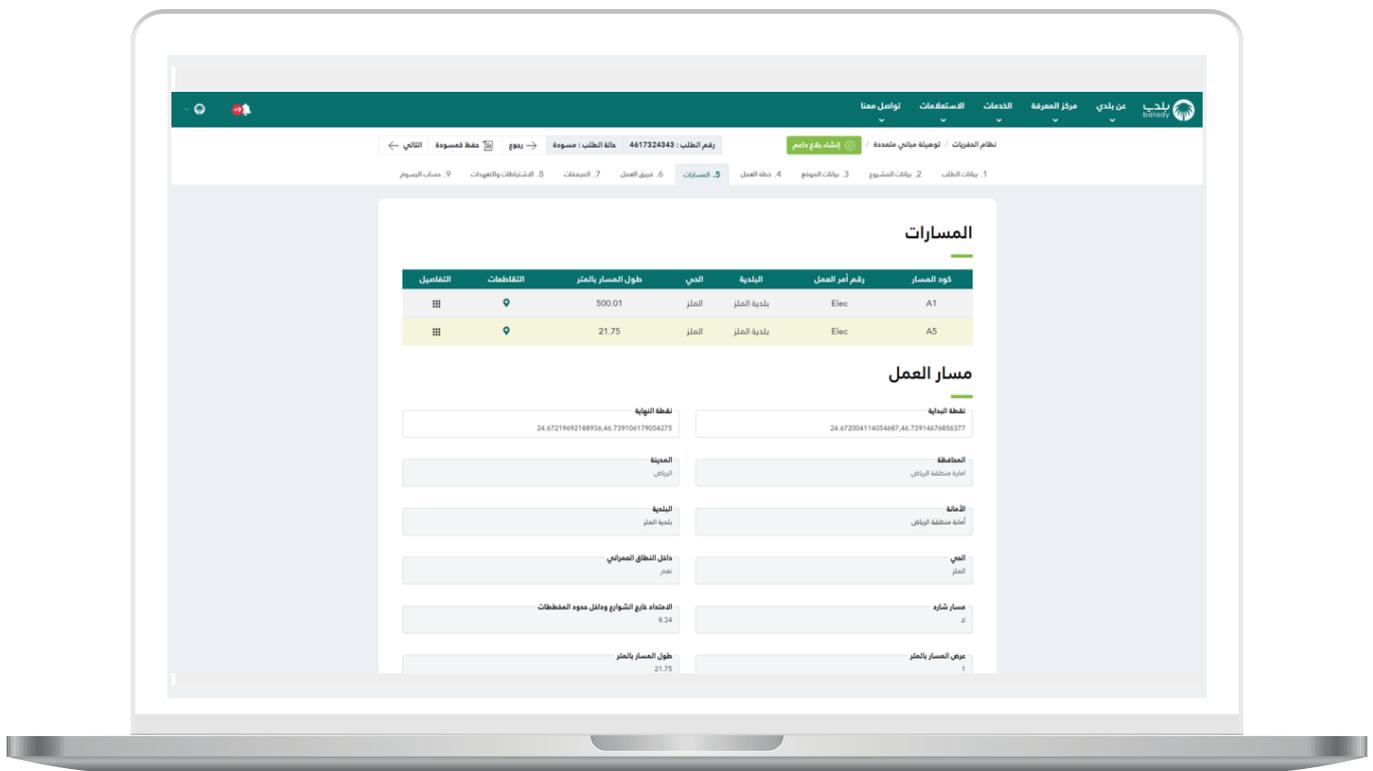
19) If **(Dirt)** is selected, the **(Asphalt Milling Width in Meters)** field does not appear.



20) The (Street Information from Geographic Data) section appears.



21) The user then selects the second route to fill in its data.



22) The second route data is completed using the same method.

The screenshot displays the Nasseq web application interface for requesting an excavation permit. The page is in Arabic and shows a form for entering excavation details. The top navigation bar includes the Nasseq logo and various menu items like 'Home', 'Services', 'Registration', and 'My Account'. The main content area contains several input fields and a table of connections.

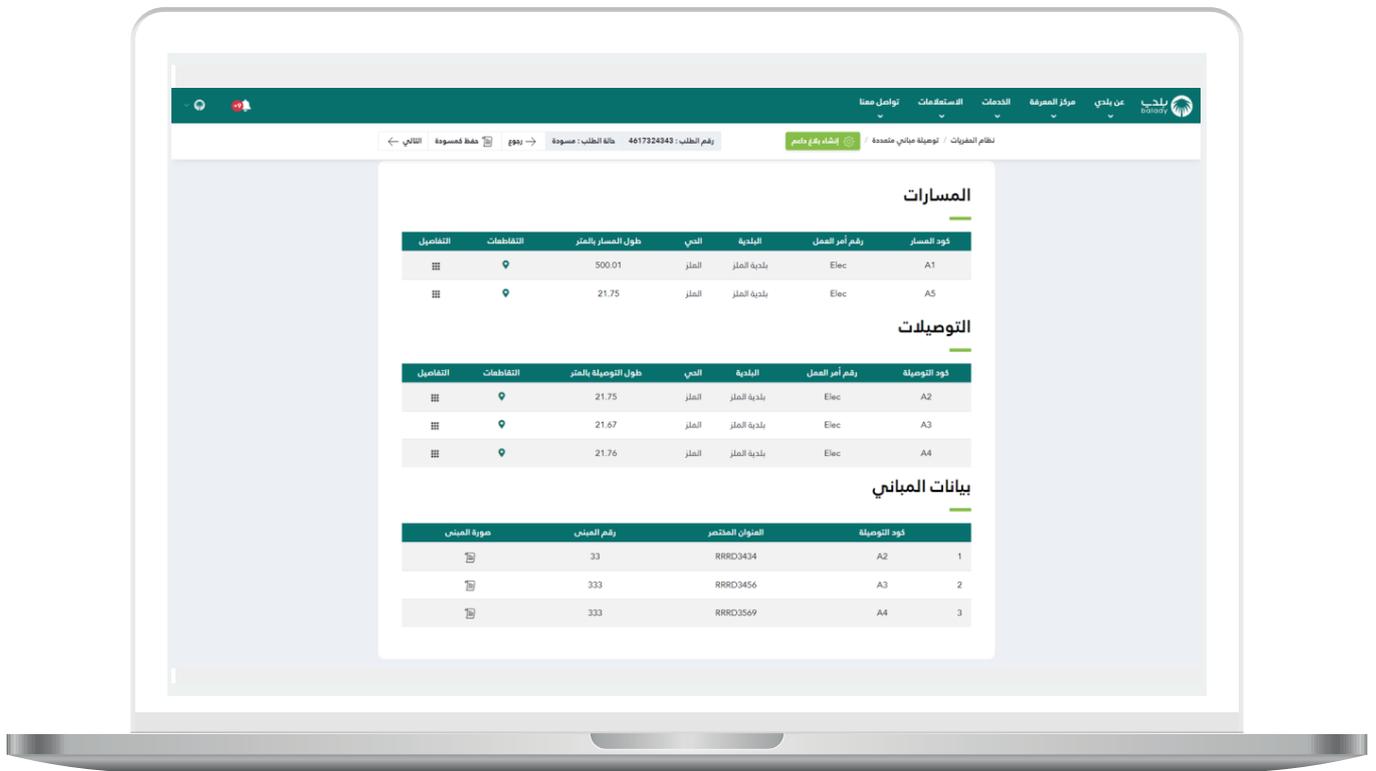
Form Fields:

- عرض الحصار بالمتر: 1
- عمق الحصار بالمتر: 1
- موقع الحصار بالنسبة لنقط متلف الشارع: [Dropdown menu]
- بيانات الشوارع: [Dropdown menu]
- نوع الطريق: [Dropdown menu]
- هل سيتم انقاع الشارع؟: [Dropdown menu]
- طبيعة الشارع: [Dropdown menu]
- شمارع: [Input field]
- طول الحداد الحصار في الشارع: 21.46
- عرض الشارع بالمتر: 30

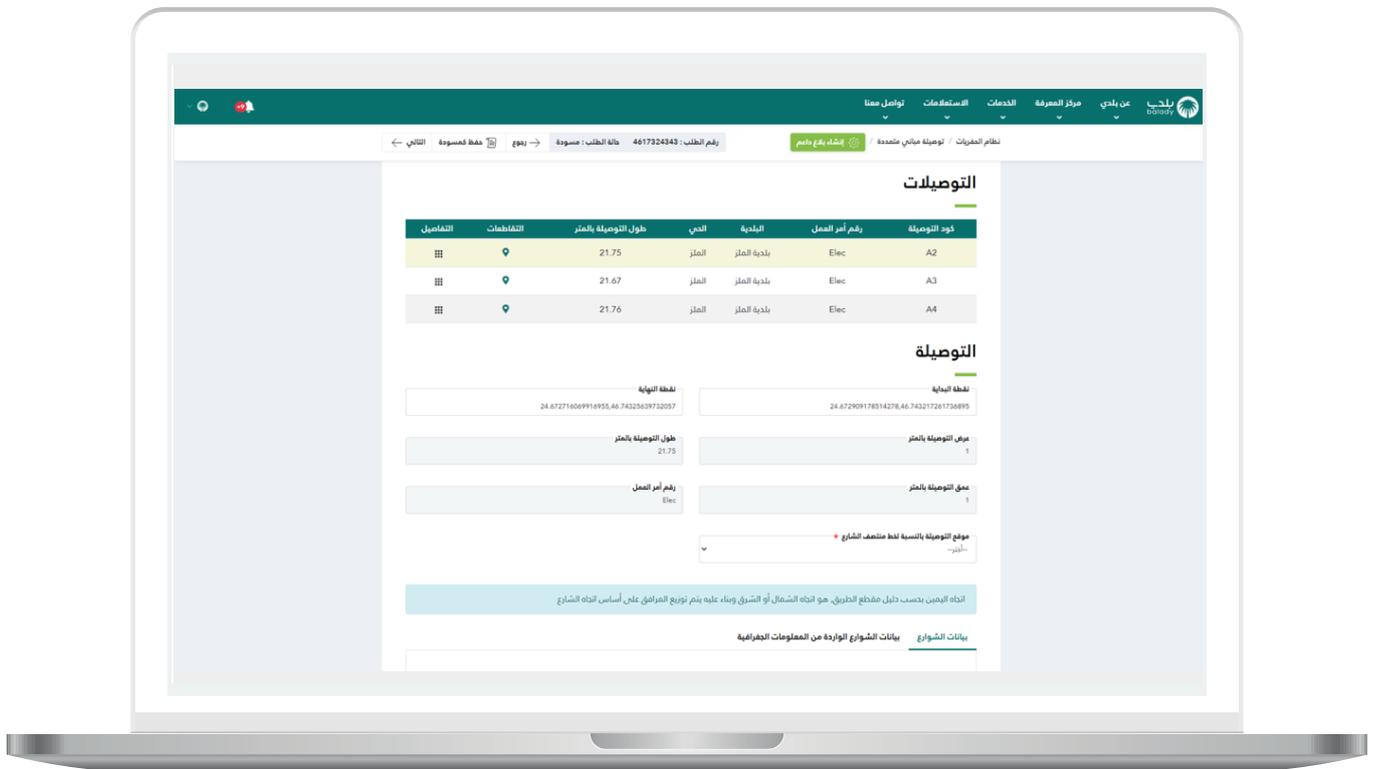
التوصيلات (Connections Table):

كود التوصيلة	رقم أمر العمل	البلدية	الحي	طول التوصيلة بالمتر	التقاطعات	التفاصيل
A2	Eliec	بلدية المثلث	المثلث	21.75	[Location icon]	[Details icon]
A3	Eliec	بلدية المثلث	المثلث	21.67	[Location icon]	[Details icon]

23) The connection data is then entered.

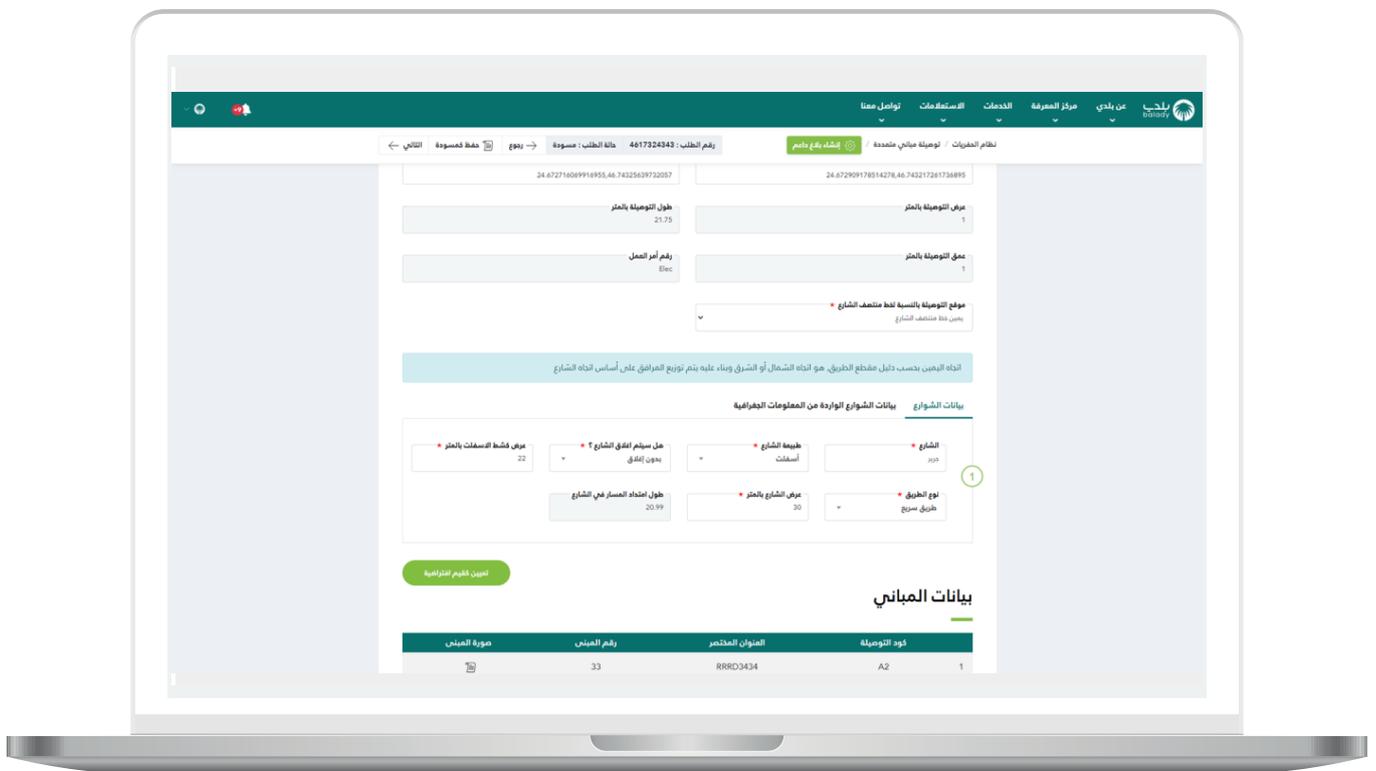


24) The following screen displays the first connection details.

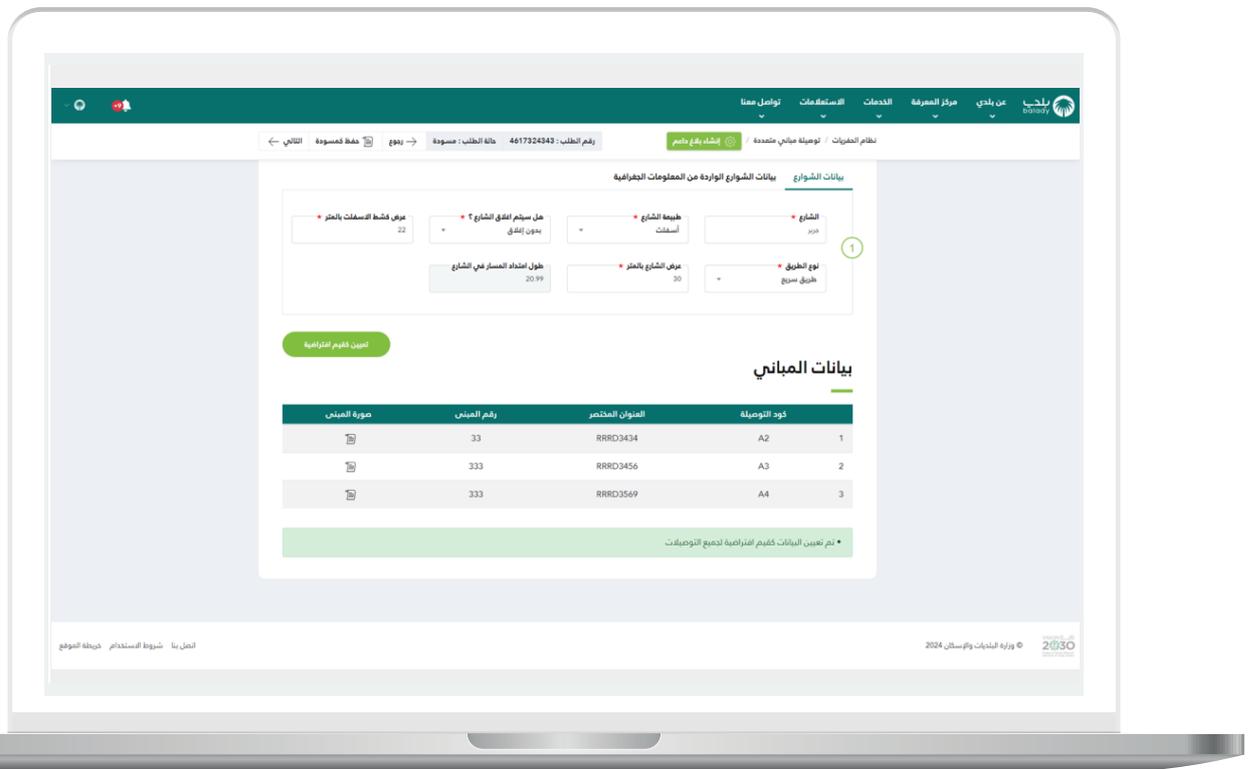


25) At the bottom of the screen, the user selects **(Route Position Relative to Street Centerline)** from the dropdown list and fills in the **(Street Information)** section.

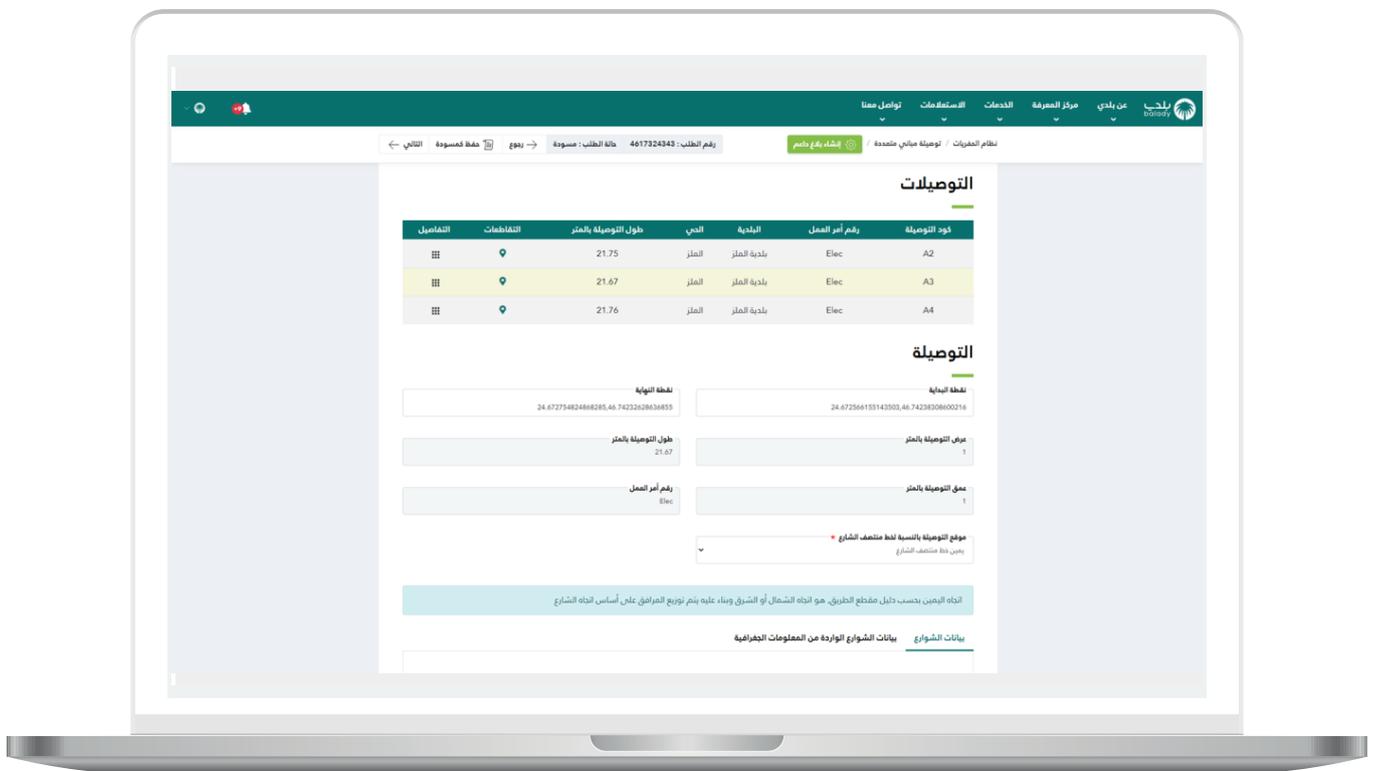
Note: By clicking **(Set as Default Values)**, the user can apply the selected dropdown values for **(Connection Position Relative to Street Centerline, Street Type, Will the Street Be Closed?, Road Type)** to all other connections **(Saved/Unsaved)**.



26) The system applies these values as default for all subsequent connections and displays a confirmation message.



27) The second connection data is completed in the same way as the first connection.



28) The second connection data is copied from the first connection, except for the **(Asphalt Milling Width in Meters)** field.

The screenshot displays the 'بيانات الشوارع' (Street Data) form in the Nasseq application. The form is titled 'بيانات الشوارع' and includes a section for 'بيانات الشوارع الواردة من المعلومات الجغرافية' (Street Data from Geographical Information). The form contains several input fields and a table for connection details.

بيانات الشوارع

بيانات الشوارع الواردة من المعلومات الجغرافية

رقم أمر العمل: Elec

موقع التوصيلة بالنسبة لطب مختلف الشارع:

الجهة المصنوع بحسب دليل مقطع الطريق، هو اتجاه الشمال أو الشرق وبناء عليه يتم توزيع المرافق على أساس اتجاه الشارع

بيانات الشوارع

بيانات الشوارع الواردة من المعلومات الجغرافية

شماره الشارع:

طبيعة الشارع:

هل سيتم انقاع الشارع؟:

عرض قشط الاسفلت بالمتري:

عرض الشارع بالمتري: 30

طول امتداد المسار في الشارع: 21.14

نوع الطريق:

تعيين تخريم افتراضية

بيانات التوصيلة

رقم التوصيلة	العنوان المختصر	رقم العدس	حجيرة الصين
1	RRRD3434	33	<input type="text"/>
2	RRRD3456	333	<input type="text"/>
3	RRRD3569	333	<input type="text"/>

29) The user enters the **(Asphalt Milling Width in Meters)** field value.

The screenshot displays the 'بيانات الشوارع' (Streets Data) section of the Nasseq application. The 'عرض طبقة الإسفلت بالمتر' (Asphalt Milling Width in Meters) field is highlighted with a green box and a circled '1', indicating where the user should enter the value. The form includes various other fields for street details and a table for building data.

بيانات الشوارع

بيانات الشوارع الواردة من المعلومات الجغرافية

رقم أمر العمل: Elec

رقم الطلب: 4817324942 حالة الطلب: مسودة

موقع التوسعة بالمتر: 1

موقع التوسعة بالنسبة لطبقة منتصف الشارع:
 يمين 55 منتصف الشارع

اتجاه اليمين بحسب دليل مقطع الطريق، هو اتجاه الشمال أو الشرق وبناء عليه يتم توزيع المرافق على أساس اتجاه الشارع

بيانات الشوارع

بيانات الشوارع الواردة من المعلومات الجغرافية

رقم الشارع: 30

طبيعة الشارع: طبقة الإسفلت

هل سيتم إتلاف الشارع؟: لا

عرض طبقة الإسفلت بالمتر: 21.14

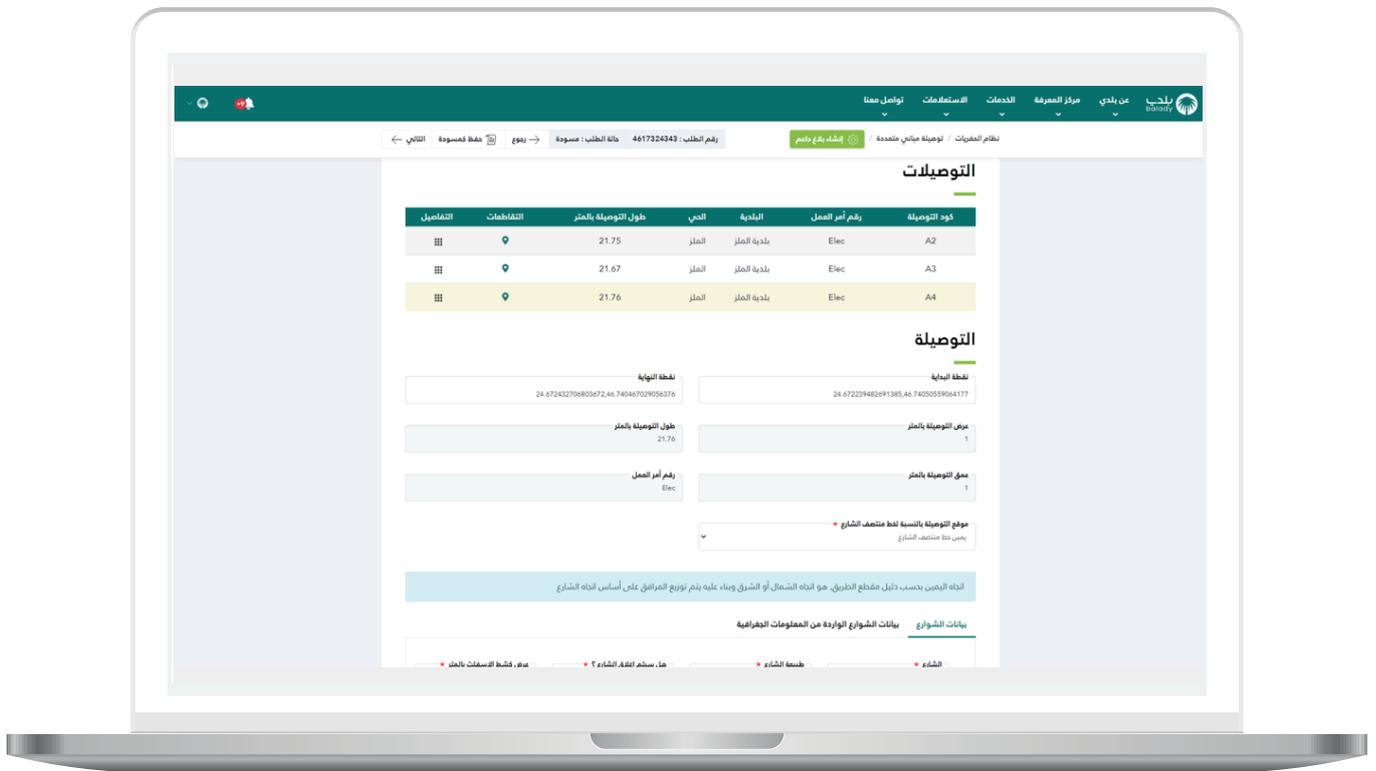
نوع الطريق: طريق سريع

تكوين فائز افتراضية

بيانات المباني

رقم التوسعة	المنزل المختصر	رقم المبنى	مساحة المبنى
1	RRRD3434	33	33
2	RRRD3456	333	333
3	RRRD3569	333	333

30) The third connection data is completed using the same method.

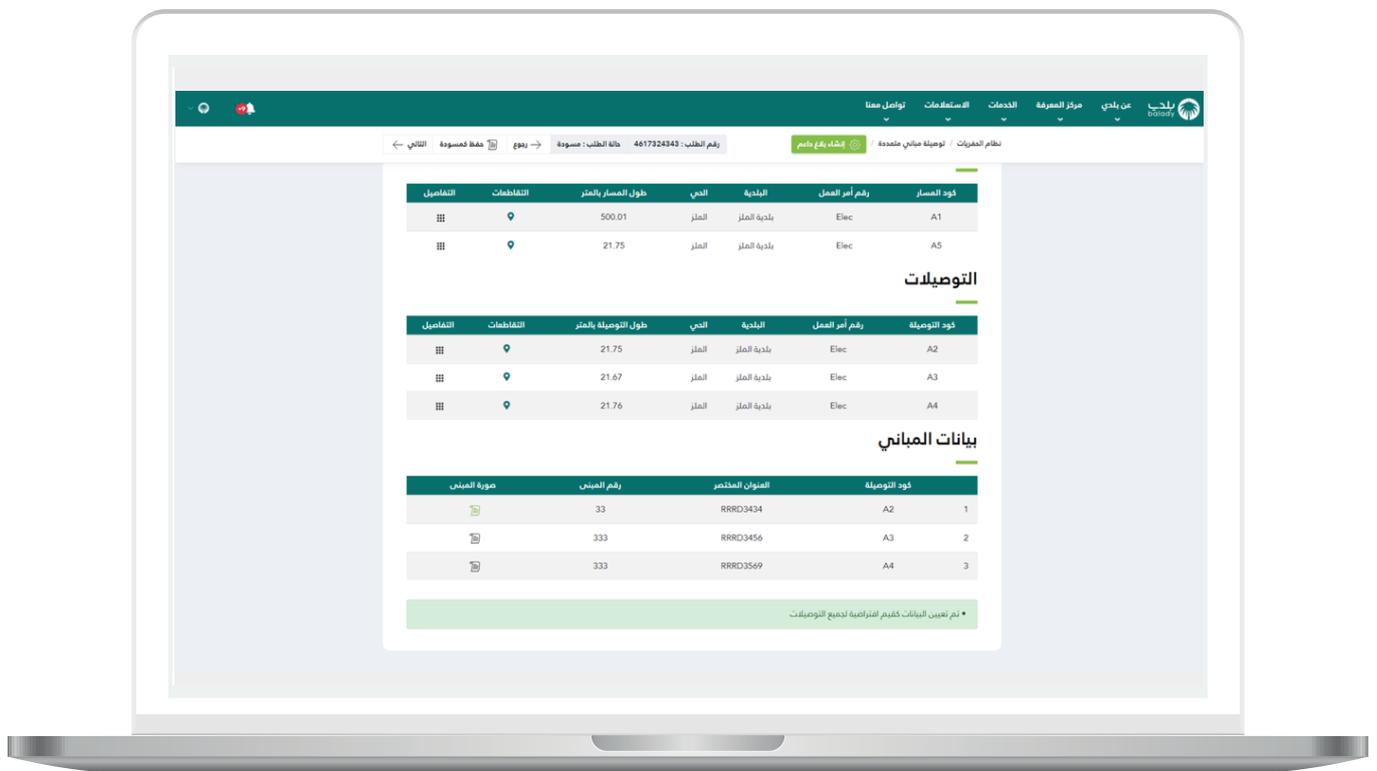


31) The user enters the **(Asphalt Milling Width in Meters)** field value, with the option to edit other fields.

The screenshot displays the 'بيانات الشوارع' (Streets Data) form in the Nasseq application. The form is used for entering street information for excavation permits. It includes fields for street name, location, width, and length. The 'عرض الشارع بالمتر' (Street width in meters) field is highlighted with a green circle and a red asterisk, indicating it is a required field. The form also includes a 'تكوين خانم افتراضية' (Default form configuration) button and a 'بيانات المباني' (Building Data) section at the bottom.

الشارع	طبيعة الشارع	عرض الشارع بالمتر	طول امتداد المسار في الشارع
الشارع التجاري	أسفلت	15	0
الشارع حجري	أسفلت	30	20.77

32) Once completed, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return using **(Back)**.



33) The user is then directed to the **(Work Team)** stage, where required fields in the following sections must be completed: **(Field Supervisor from the Service Provider Data, Engineering Consulting Office Data, Contractors Data)**.

The screenshot displays the 'بيانات المشرف الميداني من الجهة الخدمية' (Field Supervisor Data) form. The form is divided into three main sections:

- بيانات المشرف الميداني من الجهة الخدمية**: Includes a dropdown menu for 'المشرف الميداني من الجهة الخدمية'.
- بيانات المكتب الاستشاري الهندسي**: Includes a dropdown for 'المكتب الاستشاري الهندسي', a text field for 'اسم مدير المشروع', and a checkbox for 'تعيين كاستشاري رئيسي'.
- بيانات المقاولين**: Includes a dropdown for 'المقاول', a text field for 'اسم مدير المشروع', and a text field for 'مسؤوليات ومهام المقاول'.

Below the form, there is a table with the following columns:

المكتب الاستشاري الهندسي	الترتيب	اسم مدير المشروع	رقم الهوية	الذوال	رقم الجوال الشخصي	البريد الإلكتروني	الادارات
--------------------------	---------	------------------	------------	--------	-------------------	-------------------	----------

34) The dropdown list (Field Supervisor from the Service Provider) is selected, and the following fields are auto-filled (Name, ID Number, Years of Experience). The user can only edit (Mobile Number, Additional Mobile Number, Email).

نظام الخيرات / توصية مالي متقدمة / إنشاء باع باسم / رقم الطلب: 4617324343 / حالة الطلب: مسودة / ربيع / خطة خمسة / التالي

1. بيانات الطلب 2. بيانات المشروع 3. بيانات الموقع 4. حالة العمل 5. المصارف 6. ميعاد العمل 7. الترخيصات 8. الدراسات والتقارير 9. صواب اليوم

بيانات المشرف الميداني من الجهة الخدمية

المشرف الميداني من الجهة الخدمية *

رقم الهوية 15

رقم الجوال الخليجي 15

الاسم عبدالله شافعي

التوال 15

البريد الالكتروني 15

بيانات المكتب الاستشاري الهندسي

المكتب الاستشاري الهندسي *

تعيين كاستشاري رئيسي

اسم مدير المشروع *

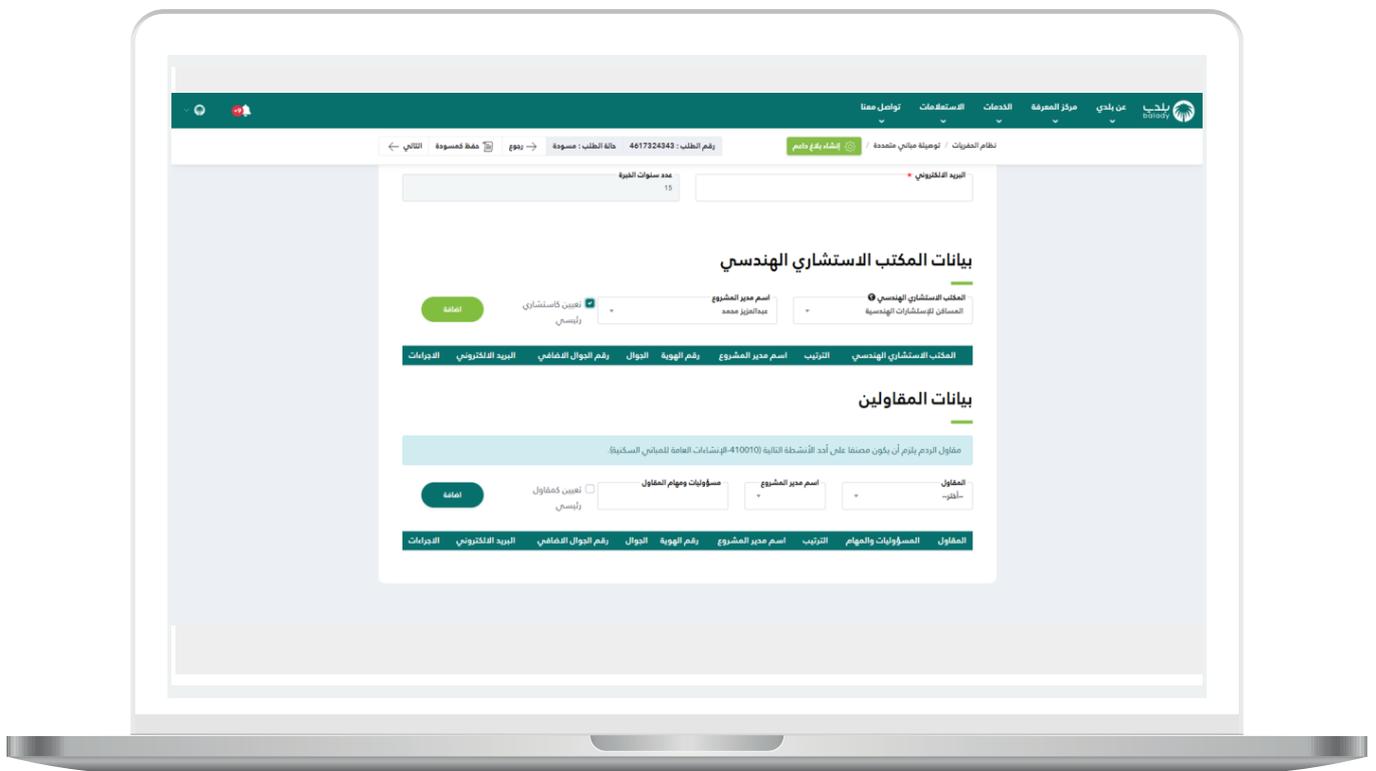
المكتب الاستشاري الهندسي *

الاسم	الترتيب	اسم مدير المشروع	رقم الهوية	التوال	رقم الجوال الخليجي	البريد الالكتروني	التواريخ
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بيانات المقاولين

35) Consultants are added in the **(Engineering Consulting Office)** section by selecting values from the dropdown menus **(Consulting Office, Project Manager Name)** and clicking **(Add)**.

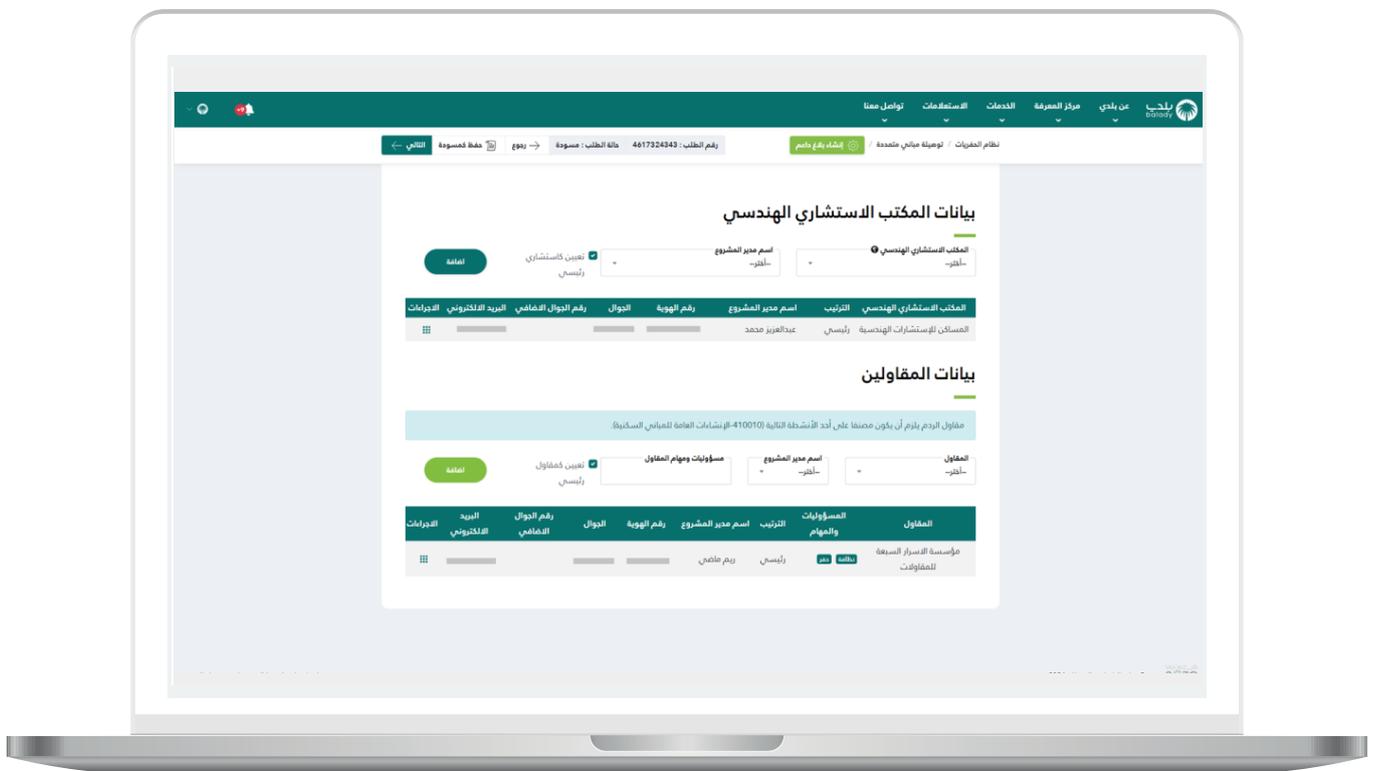
Note: At least one consultant must be designated as **(Primary Consultant)** by selecting the checkbox **(Assign as Primary Consultant)**.



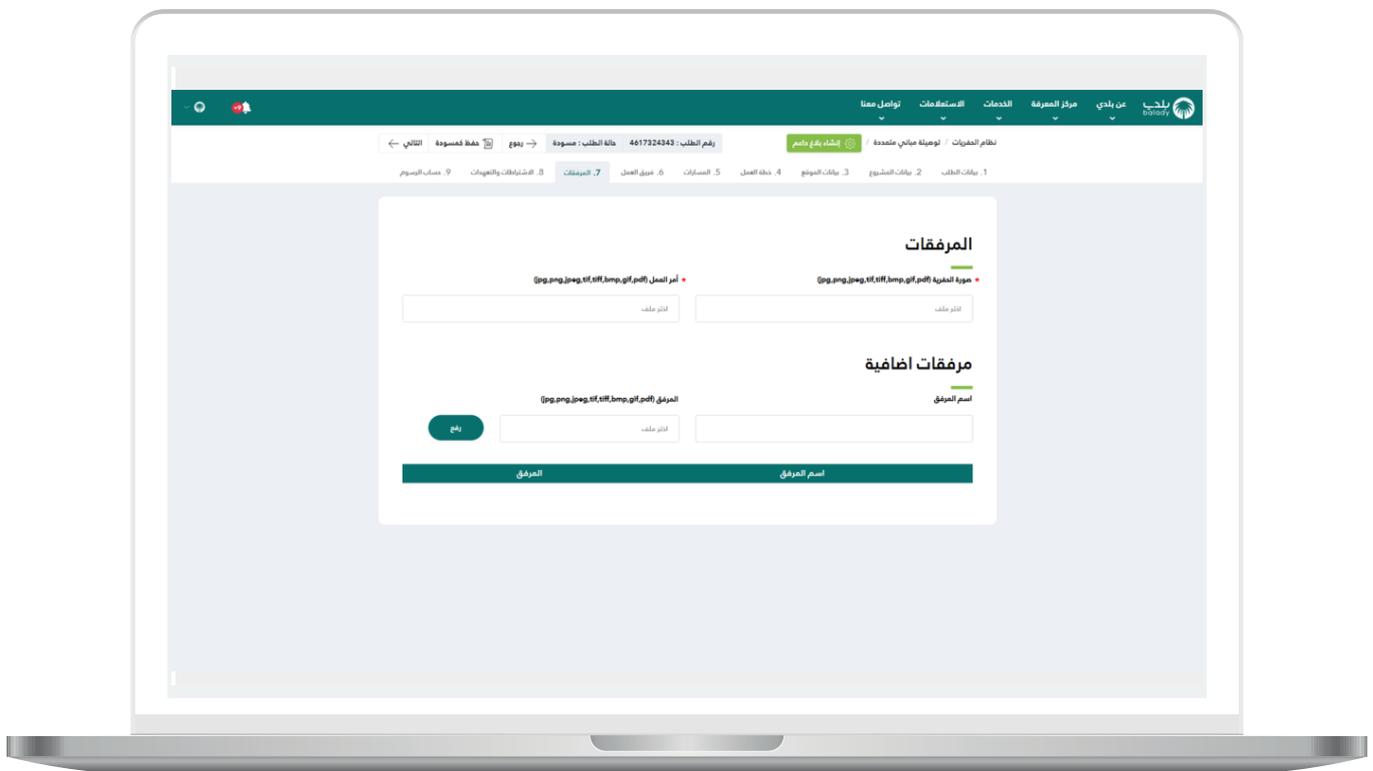
36) Contractors are added in the **(Contractors Data)** section using the same method. Users select values from the dropdown menus **(Contractor, Project Manager Name)** and choose contractor responsibilities using **(Contractor Responsibilities & Tasks)**, with the option to select multiple responsibilities/tasks.

Note: At least one contractor must be assigned as a main contractor by selecting the checkbox **(Set as Main Contractor)**.

Then, the user clicks **(Next)** to proceed, with the option to save the request as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

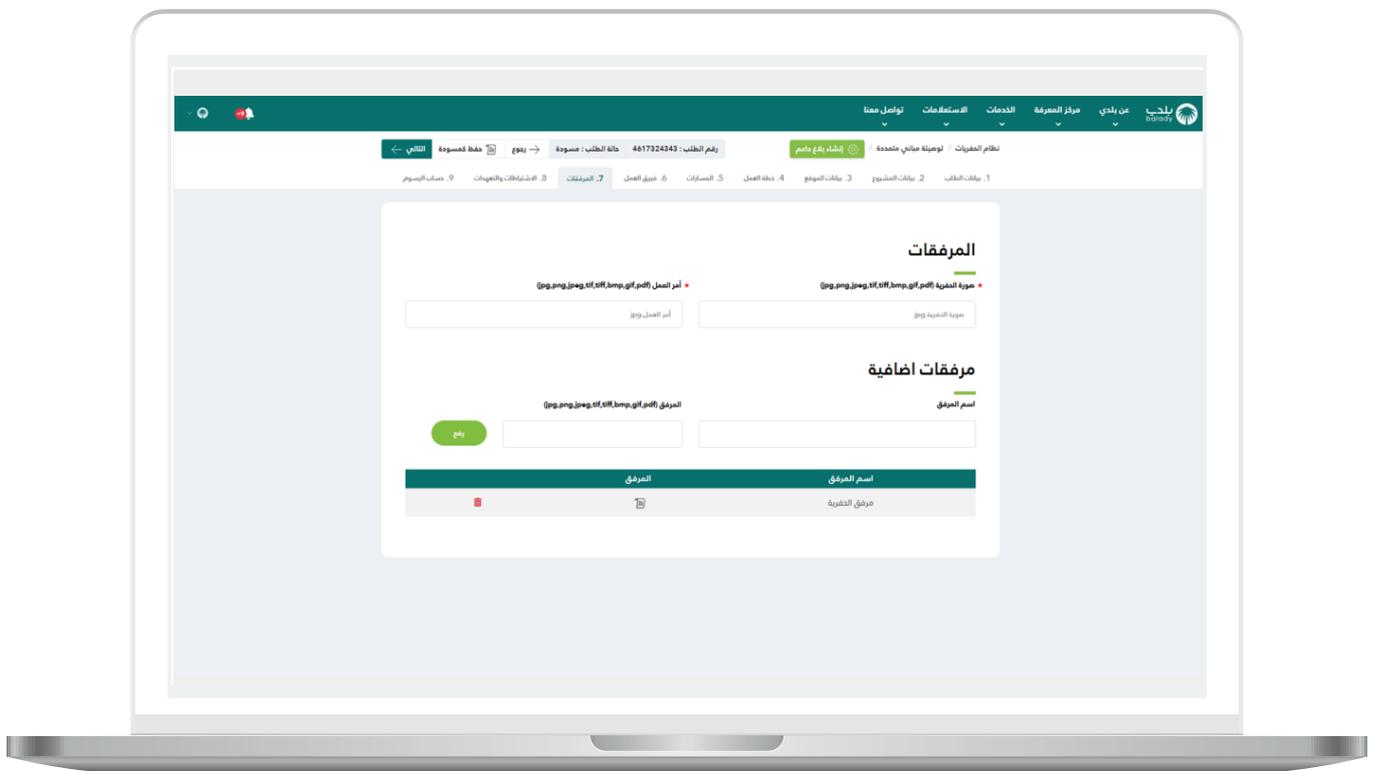


37) The user is then directed to the **(Attachments)** stage, where required attachments must be uploaded by selecting a file from the device.

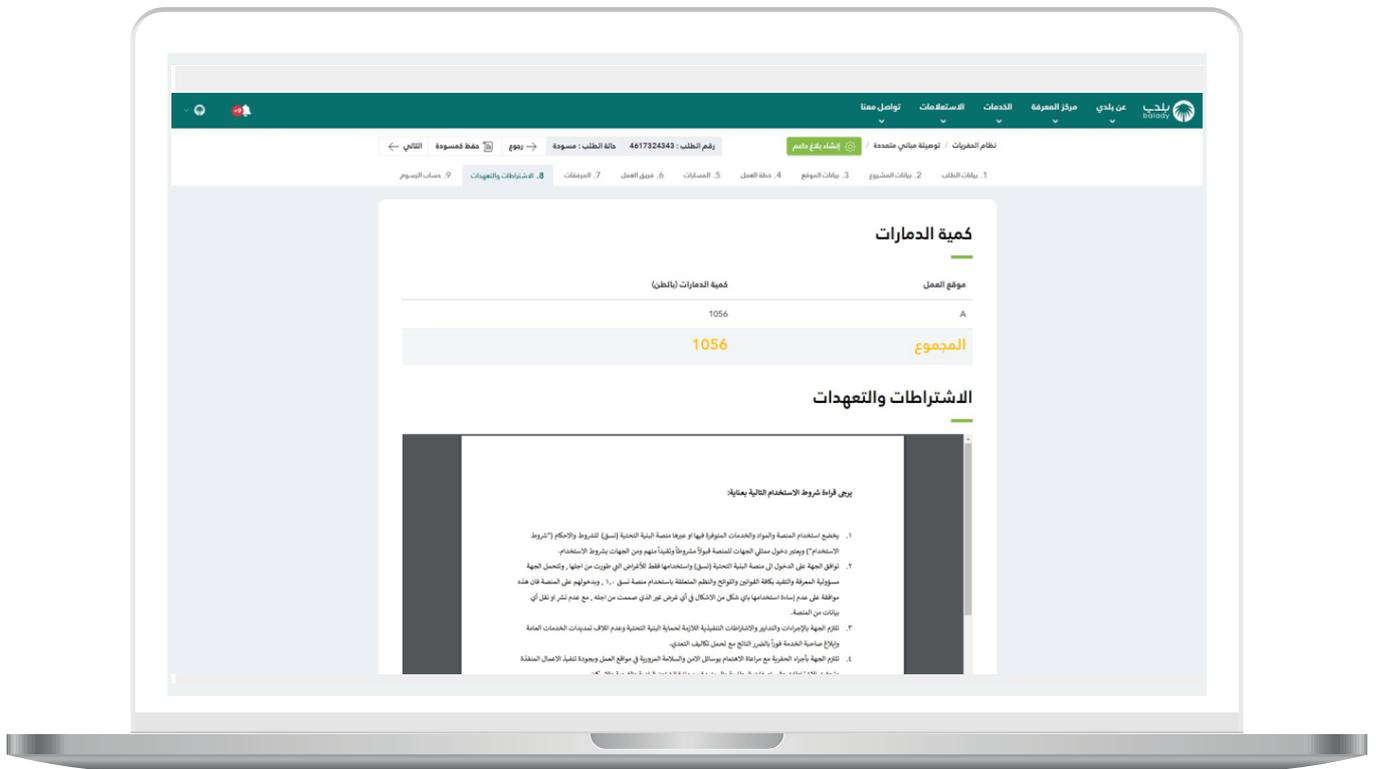


38) Additional attachments can be added by entering a value in the **(Attachment Name)** field, selecting the file in the **(Attachment)** field, and clicking **(Upload)**.

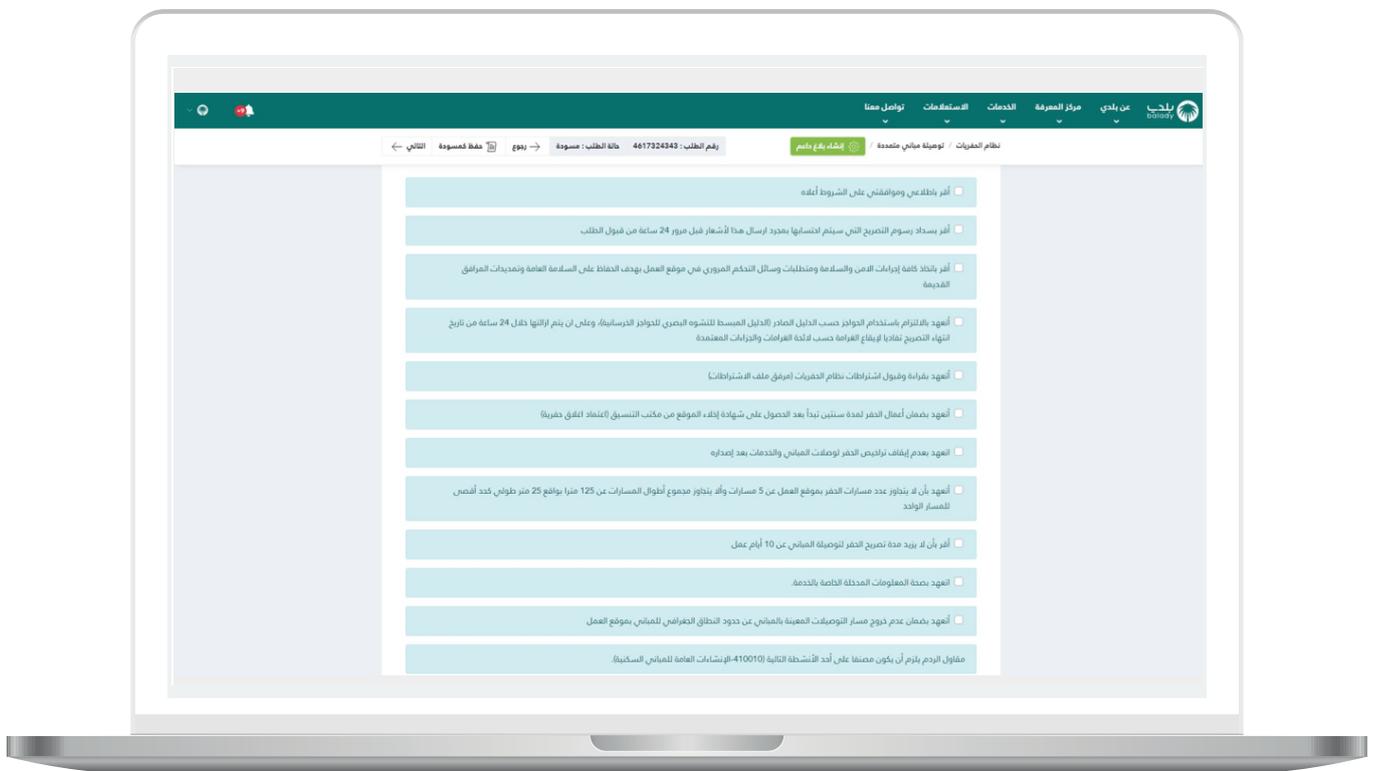
The user then clicks **(Next)** to proceed to the next stage.



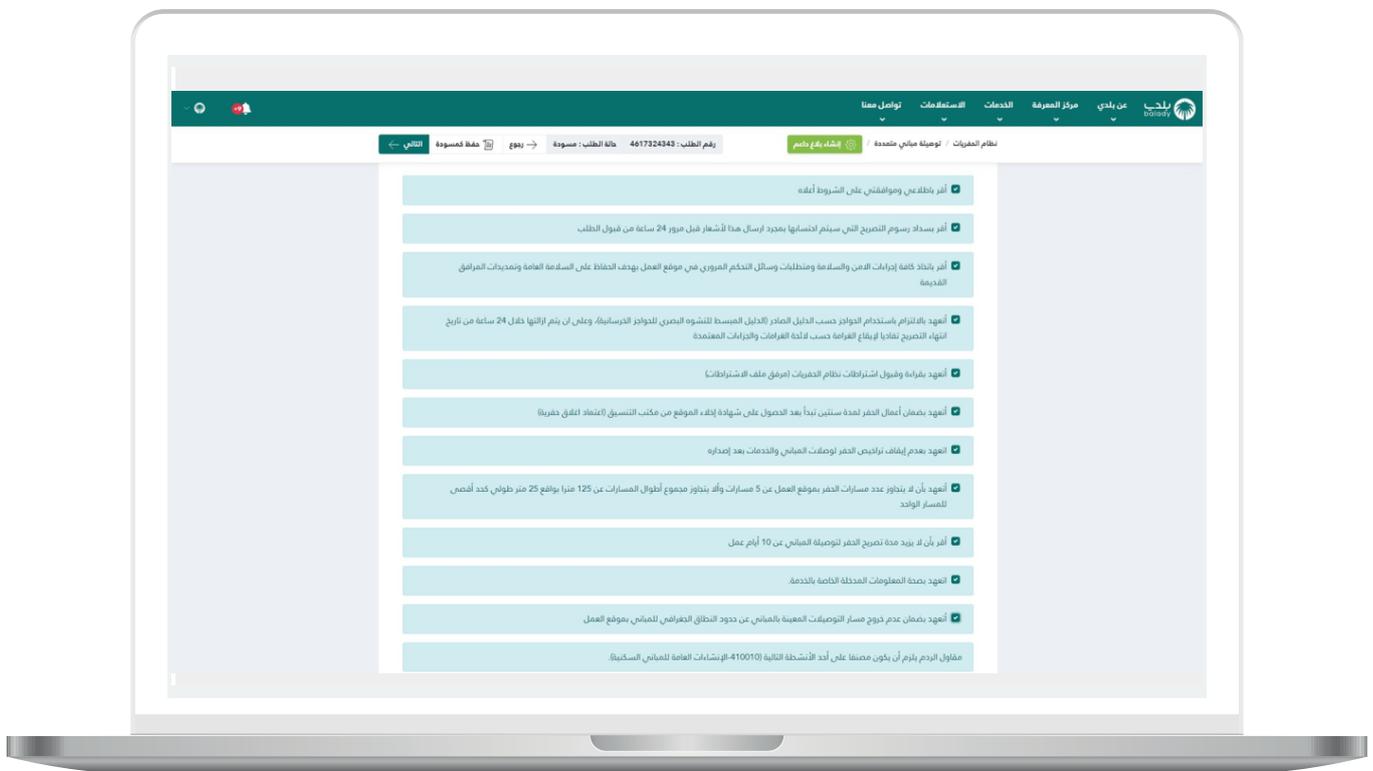
39) The user is directed to the **(Requirements and Commitments)** stage, where sections appear for **(Excavation Waste Quantity, Requirements, and Commitments)**.



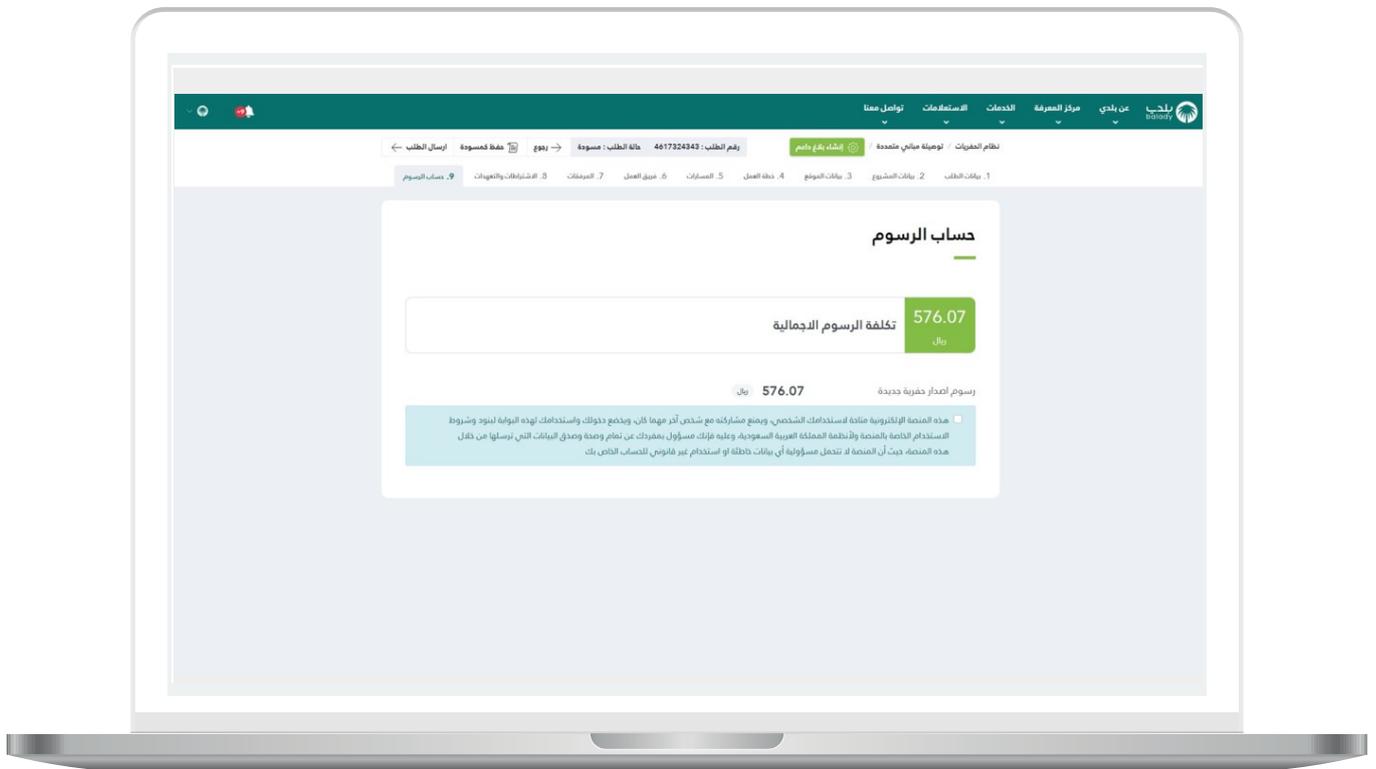
40) At the bottom of the screen, the user reads and agrees to the commitments.



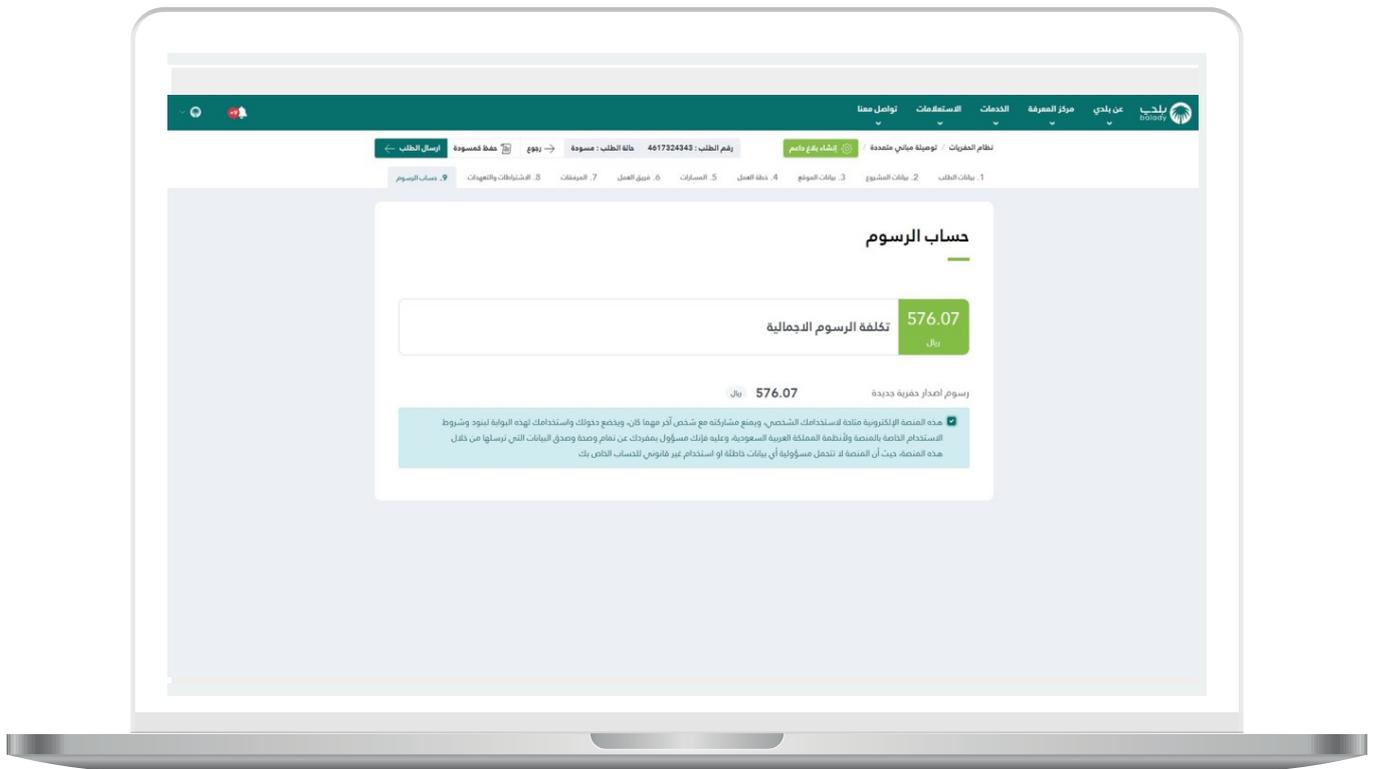
41) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



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



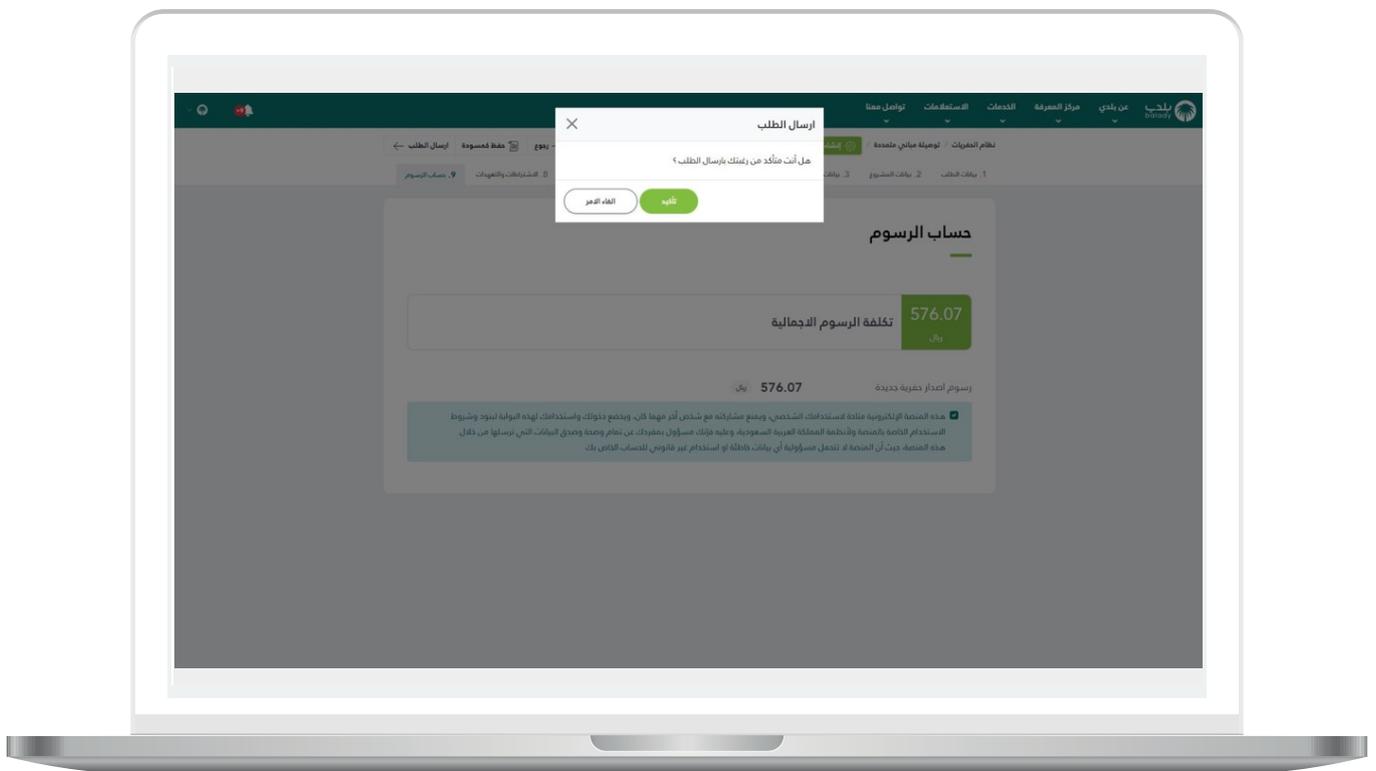
43) Then, the user clicks the **(Submit Request)** button.



44) A confirmation message appears, prompting the user to click (**Confirm**) to proceed with submission. The user can also choose to cancel the process by clicking (**Cancel**).

Note:

After completing (**Excavation Permit Issuance**), a (**Coordination Report**) will be automatically generated.



 | **199040 Direct Contact Number**

 | **@Balady_CS Customer Service**

