وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Managing Operational Plans for the Madinati Platform

Beneficiary's Copy

Contents

Introduction 03

Main Interface of the Madinati Platform 04

Operational Plan Services 05

- Driver Information 07
- Plan Contracts 08
- Modifying an Operational Plan 16
- Viewing Trips 23
- Modifying a Trip 27

Settings Manager (Municipality Employee) 28

- Viewing Operational Plan 29
- Viewing Trips 32

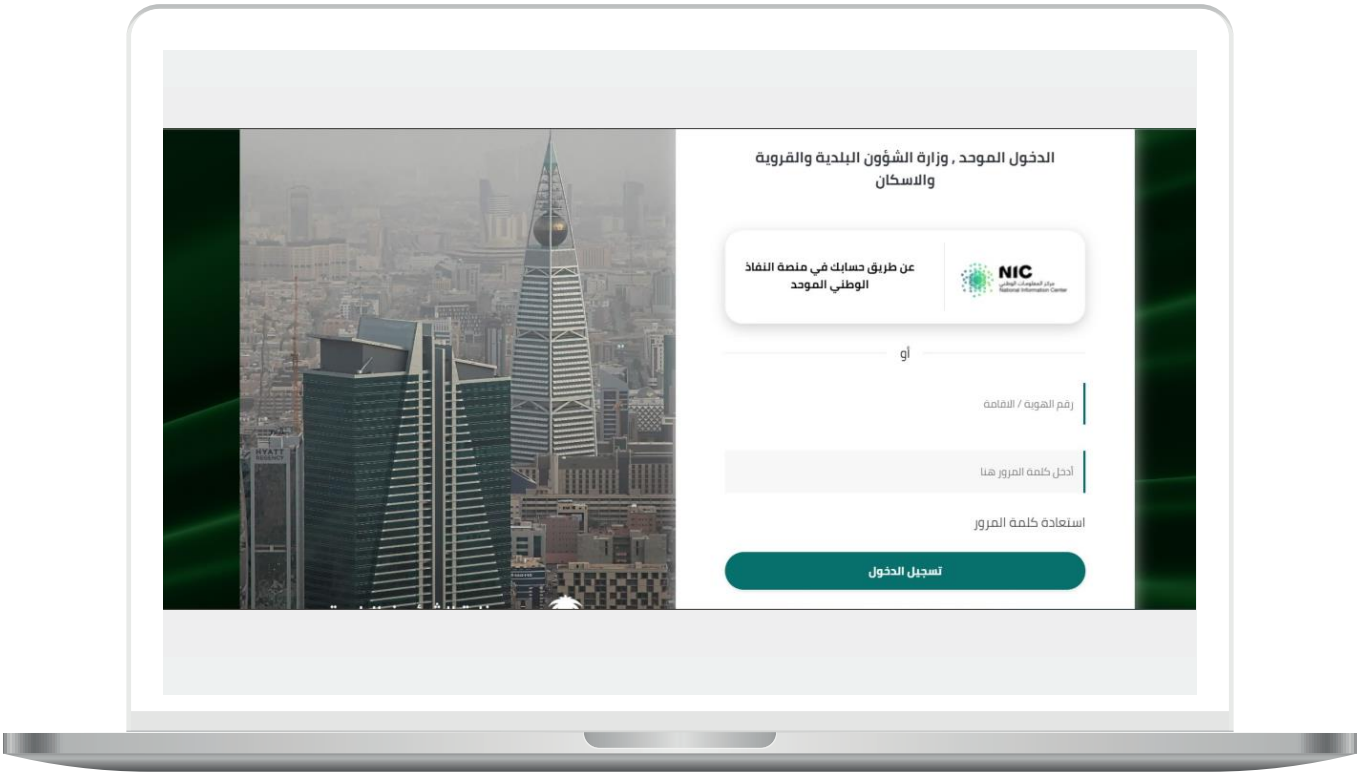
Introduction

The User Guide aims to provide a clear and simplified explanation of how to use the system for this service.

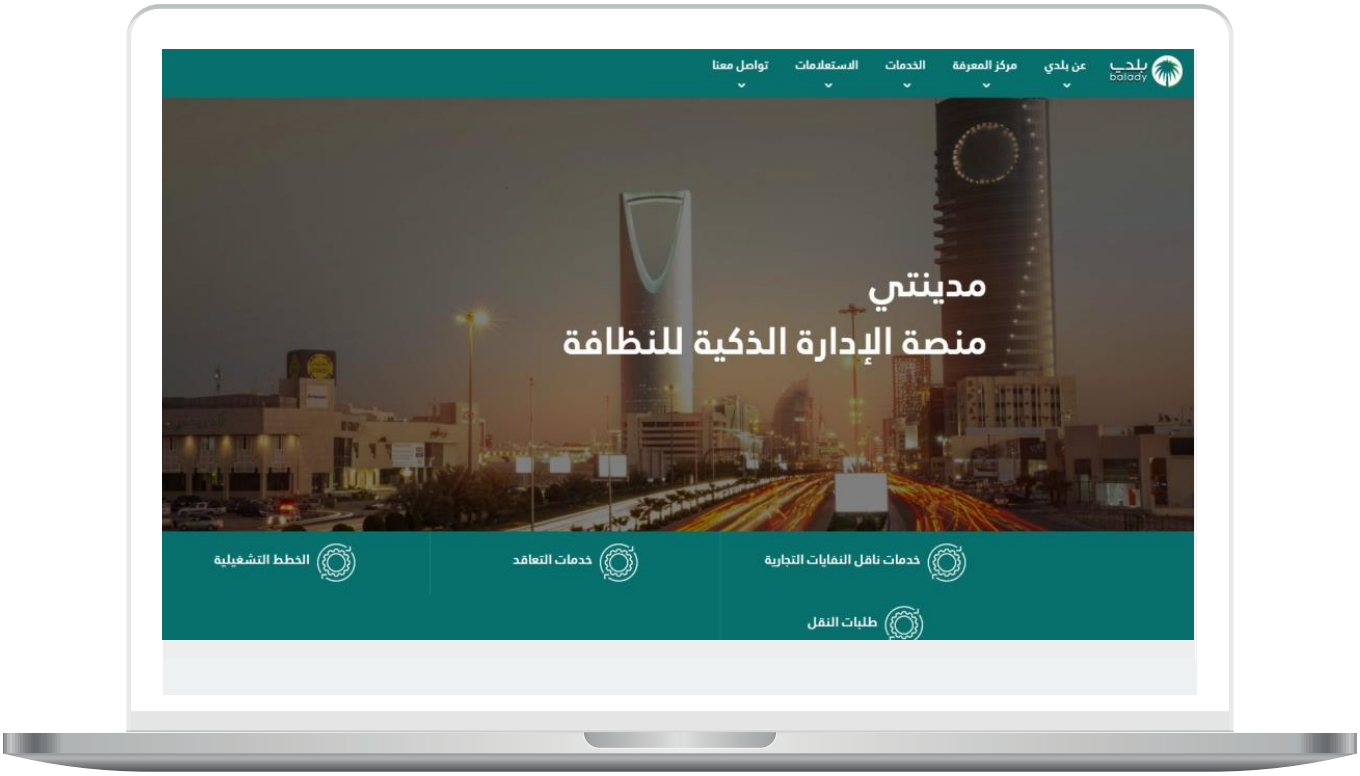
Each screen in the user interface is explained with illustrative screen-shots.

1) Users can access the system using the designated link for the Madi-nati platform for settings managers: https://ssoapp.balady.gov.sa

2) To log in, follow these steps: Enter the National ID/Iqama Number and password.



Main Interface of the Madinati Platform

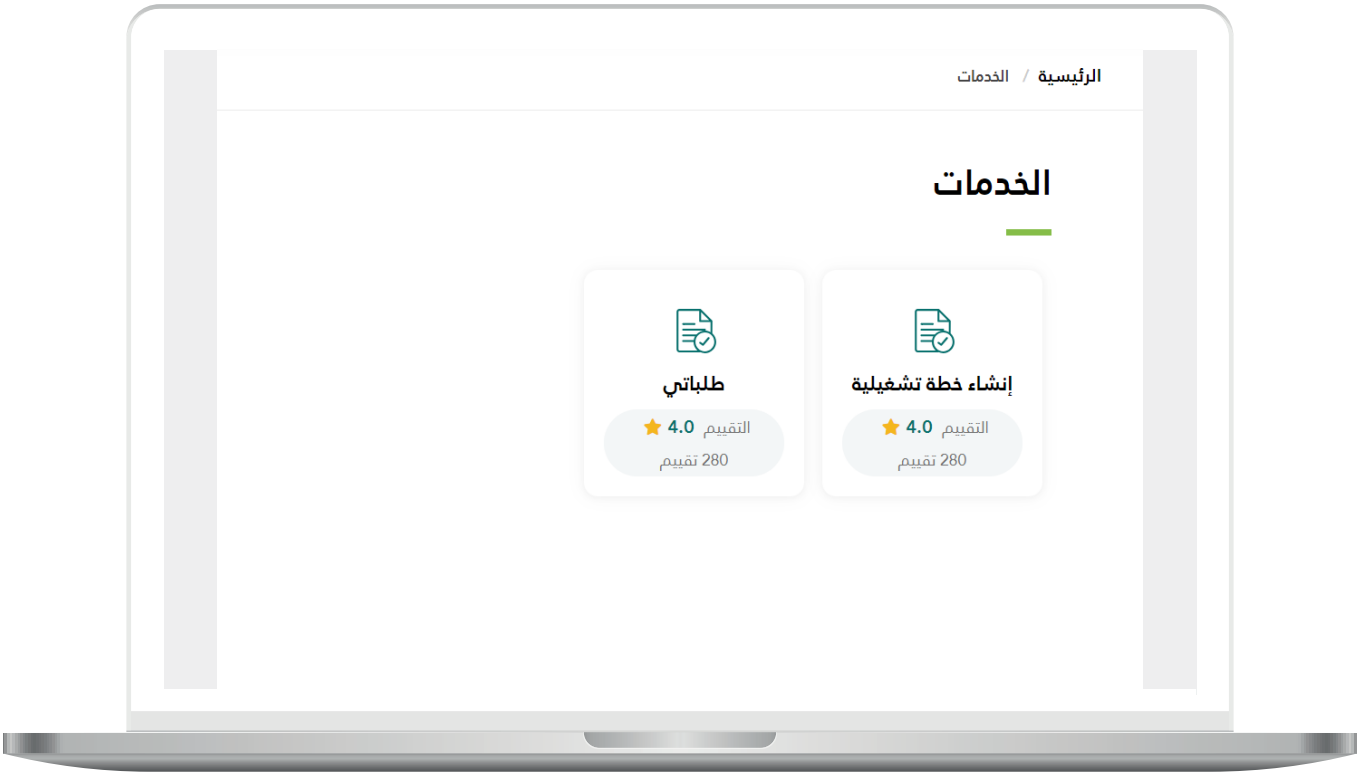


Operational Plan Services:

It includes: Create Operational Plan and My Requests.

Ceate Operational Plan: Scheduling vehicle routes to collect construction container waste at contracted container locations on specific days and times according to the agreement.

My Requests: Managing and modifying operational plans, as well as viewing and managing alerts.



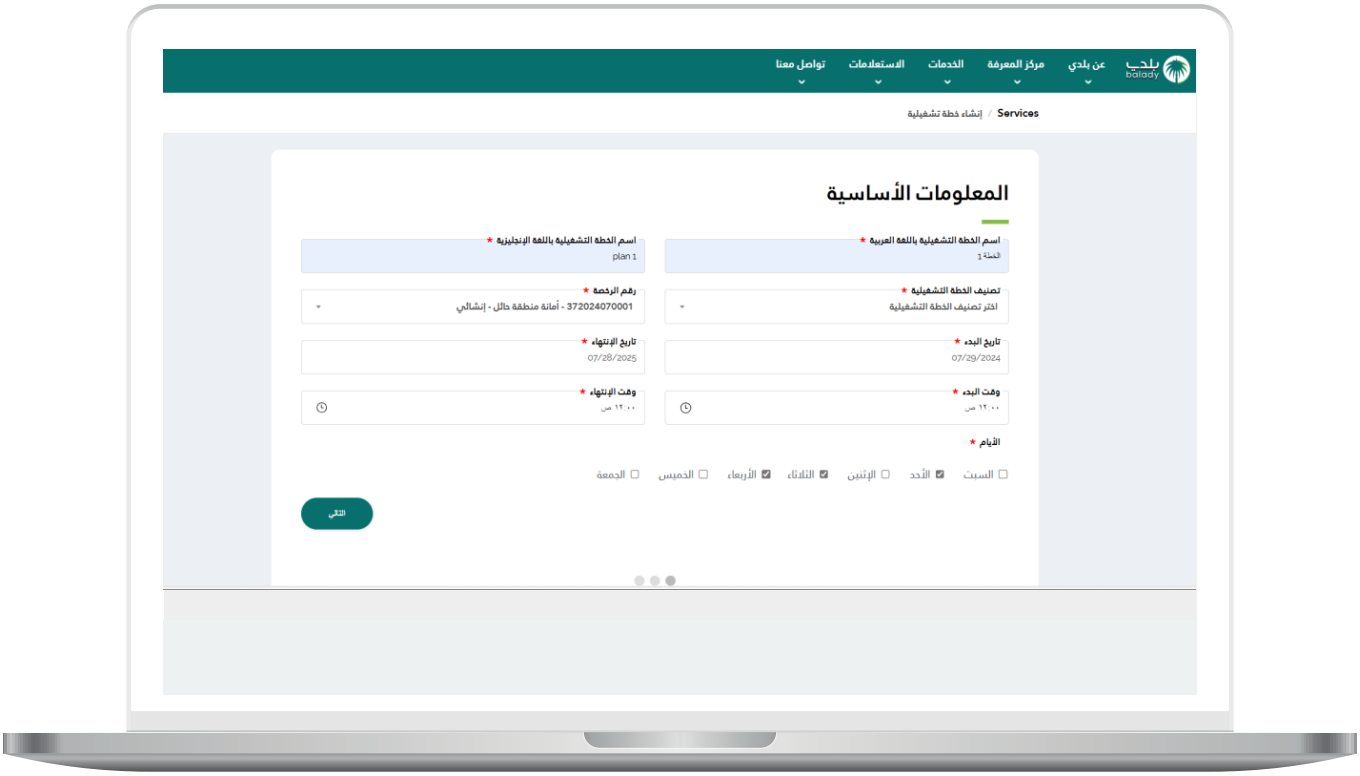
When selecting (**Create Operational Plan**), the following fields must be completed:

Plan name in Arabic and English.

Classification of an operational plan: A basic plan or an alternative plan. Transporter's license number.

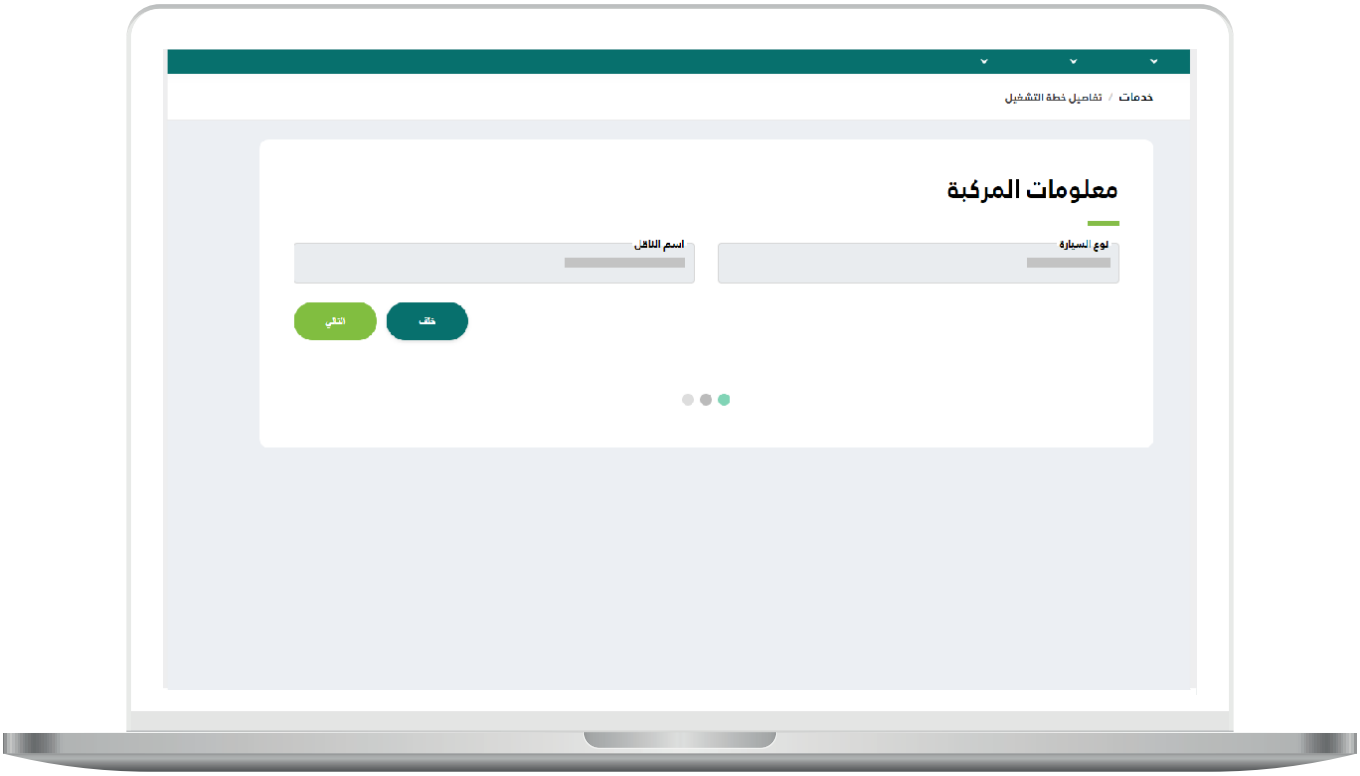
Start and end date and time of the plan. Select the days of the week for repeating the plan.

Then click (**Next**).



Driver Information

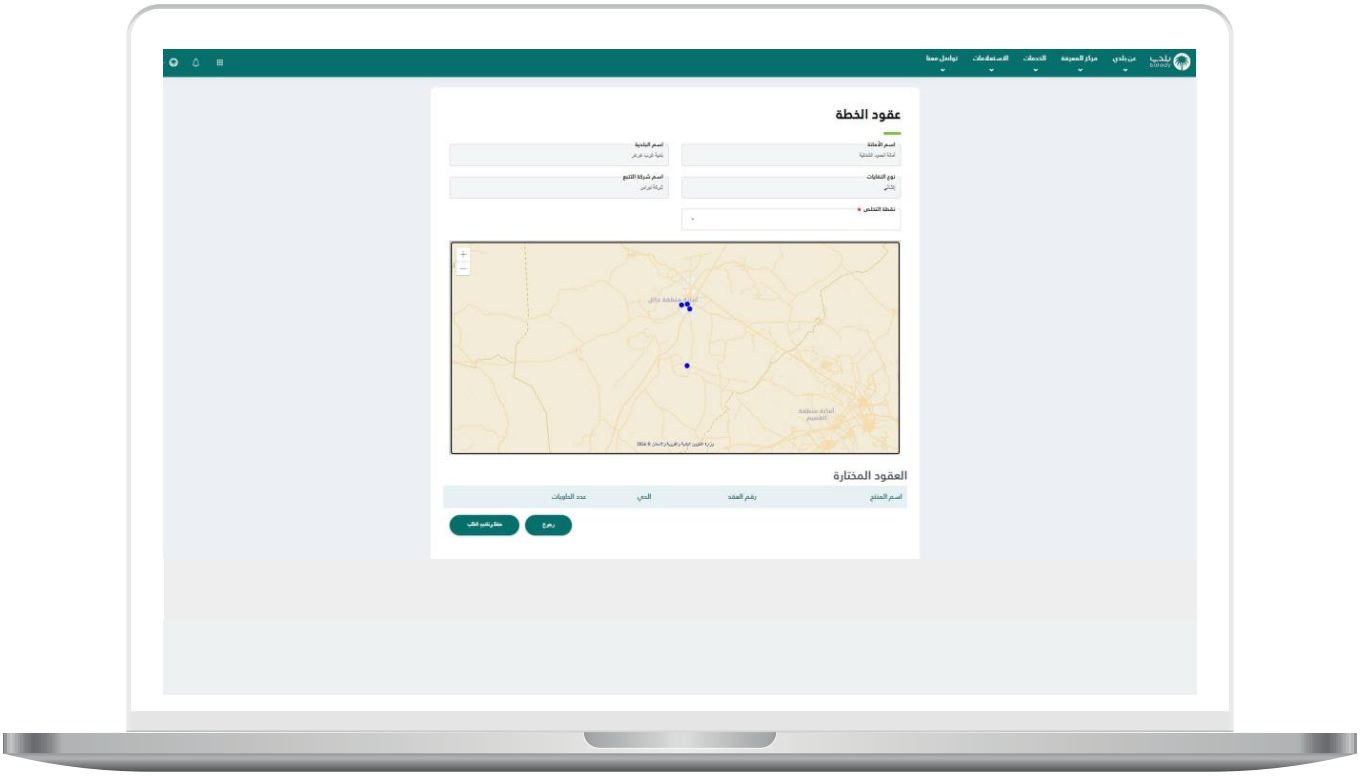
Select the vehicle and driver assigned to the plan.



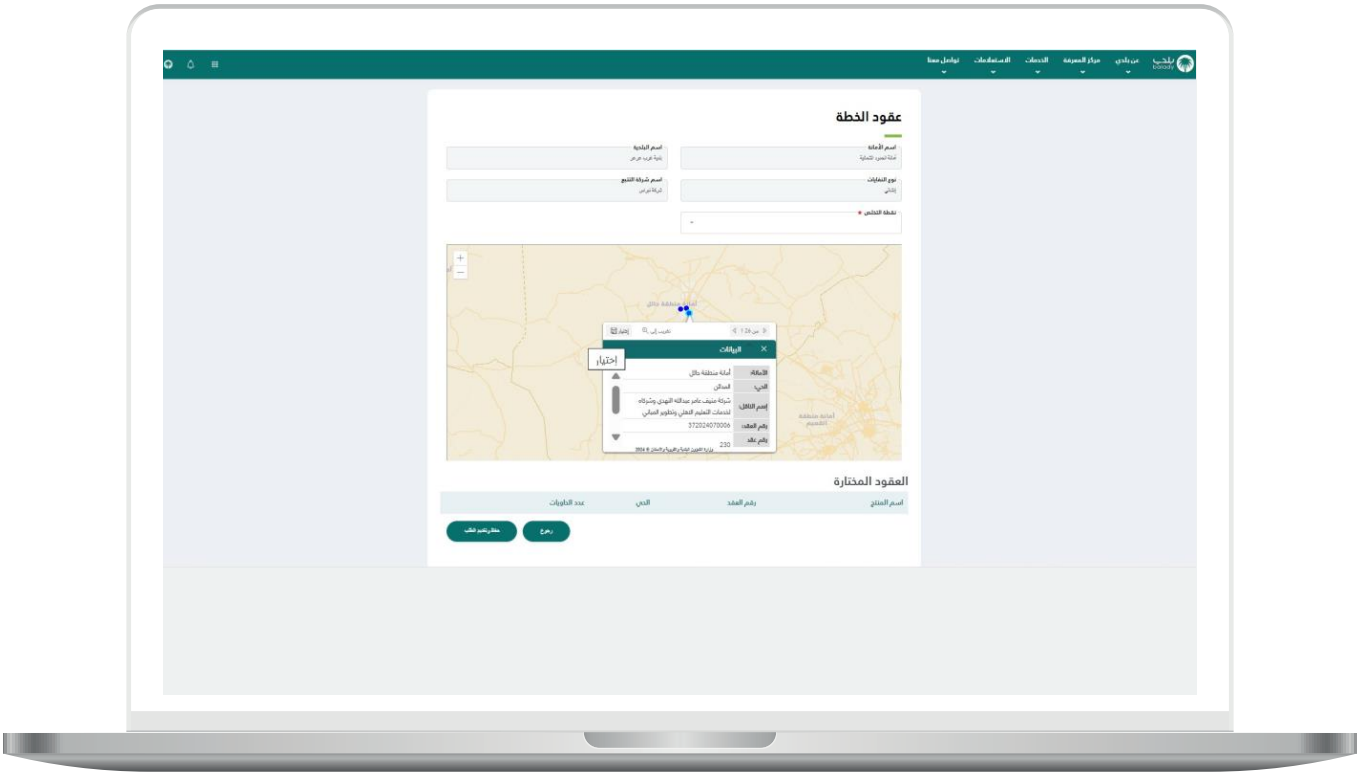
Plan Contracts

1) Choose contracts with the transporter for containers in districts displayed on the map to include them in the selected vehicle's route.

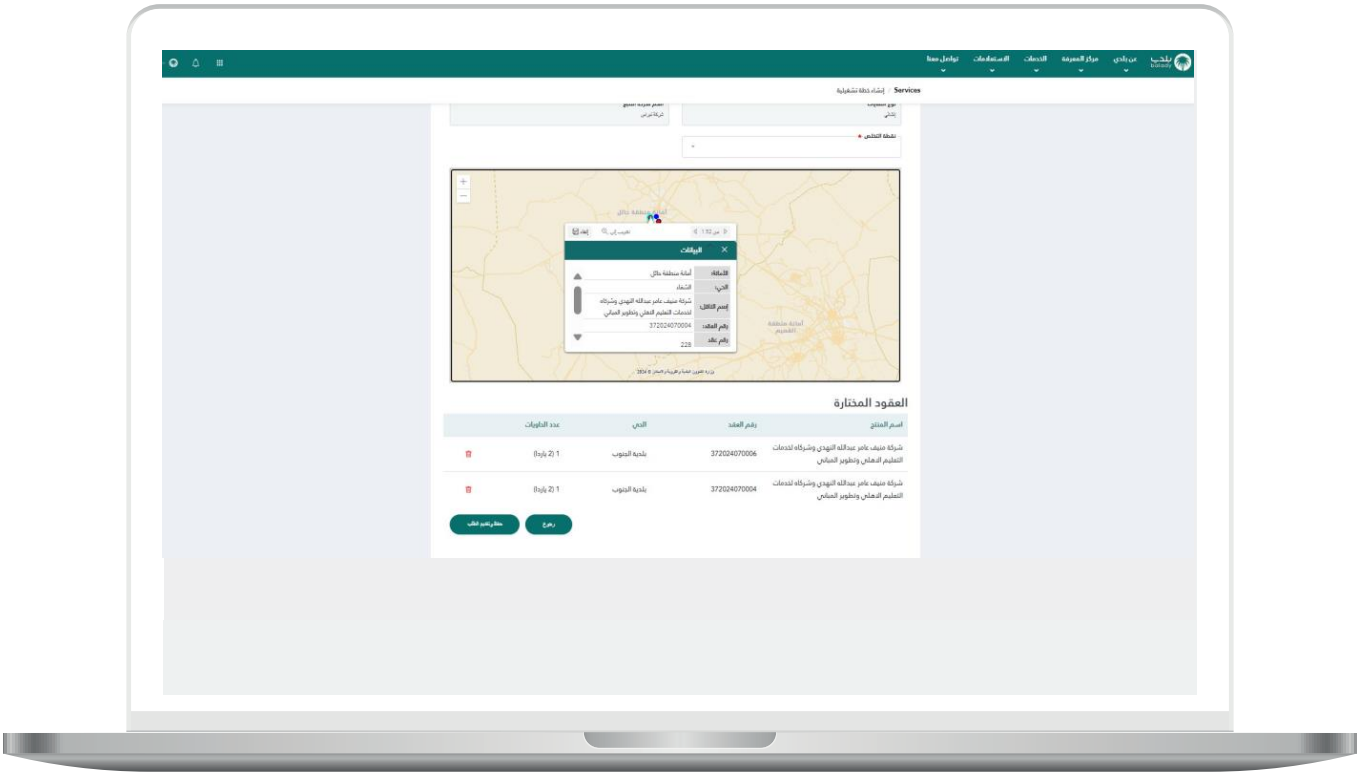
Region data is displayed based on the transporter’s records, and a disposal point is selected for the plan.



2) Contracts appear in blue on the map; when a contract is selected, it turns red, and its details appear below the map.

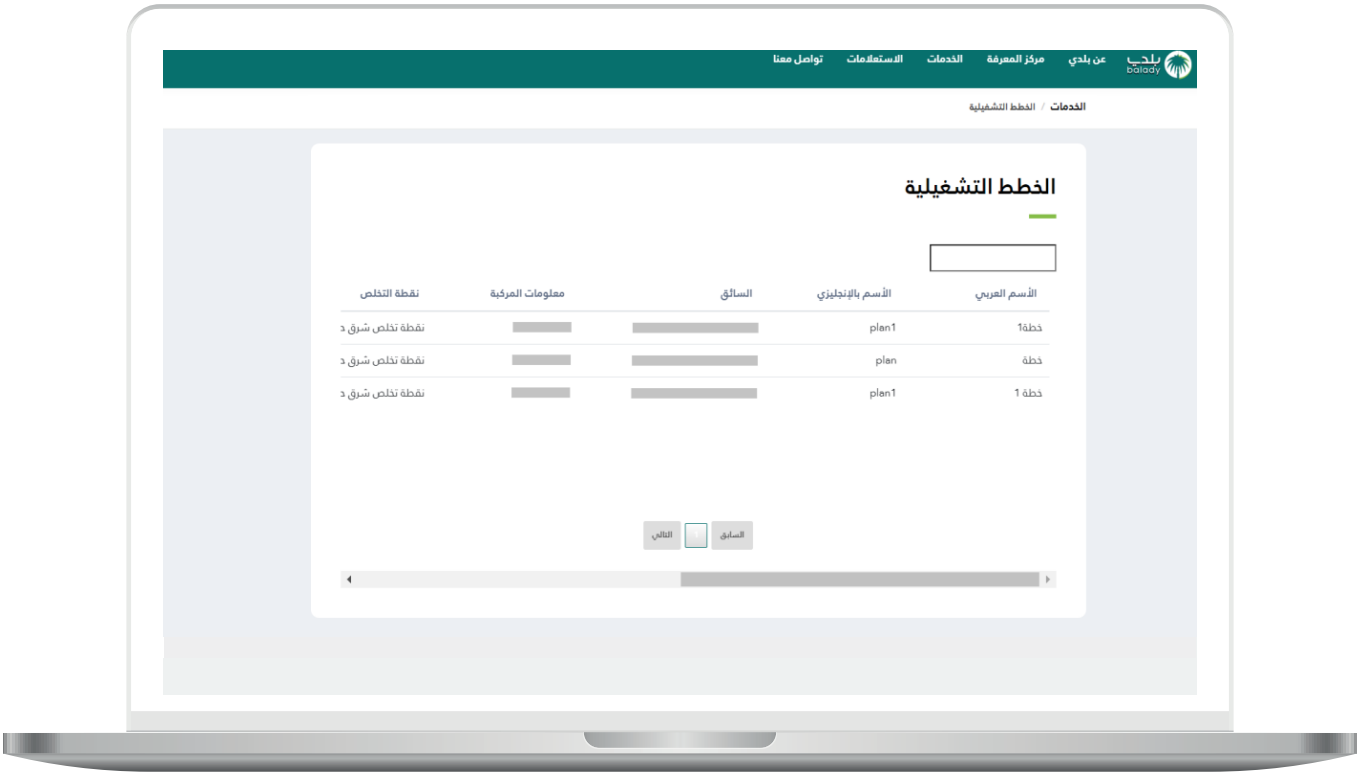


3) All selected contracts are listed for the transporter with options to delete them, either by selecting them on the map and canceling or by clicking the delete icon. Then click (**Save and Submit Request**).

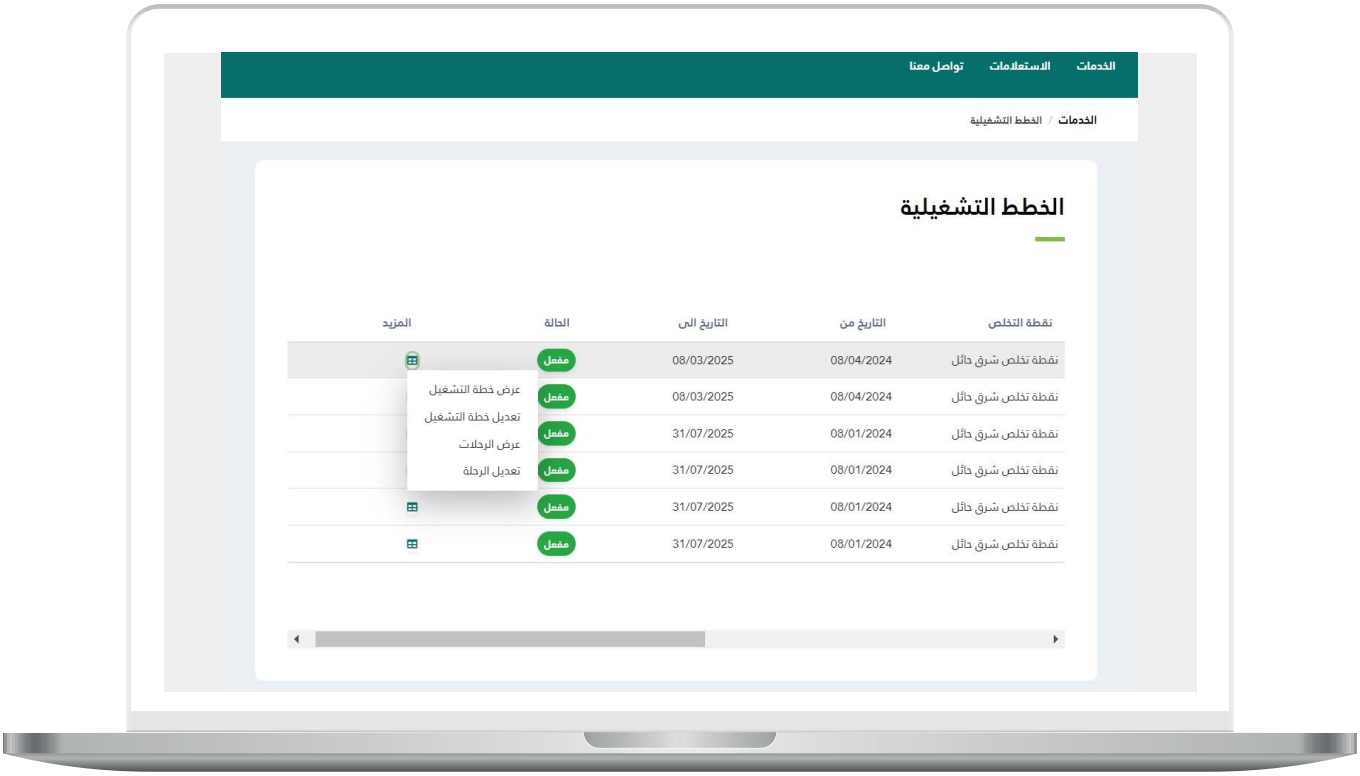


4) All operational plans for the transporter will be displayed for viewing or modification.

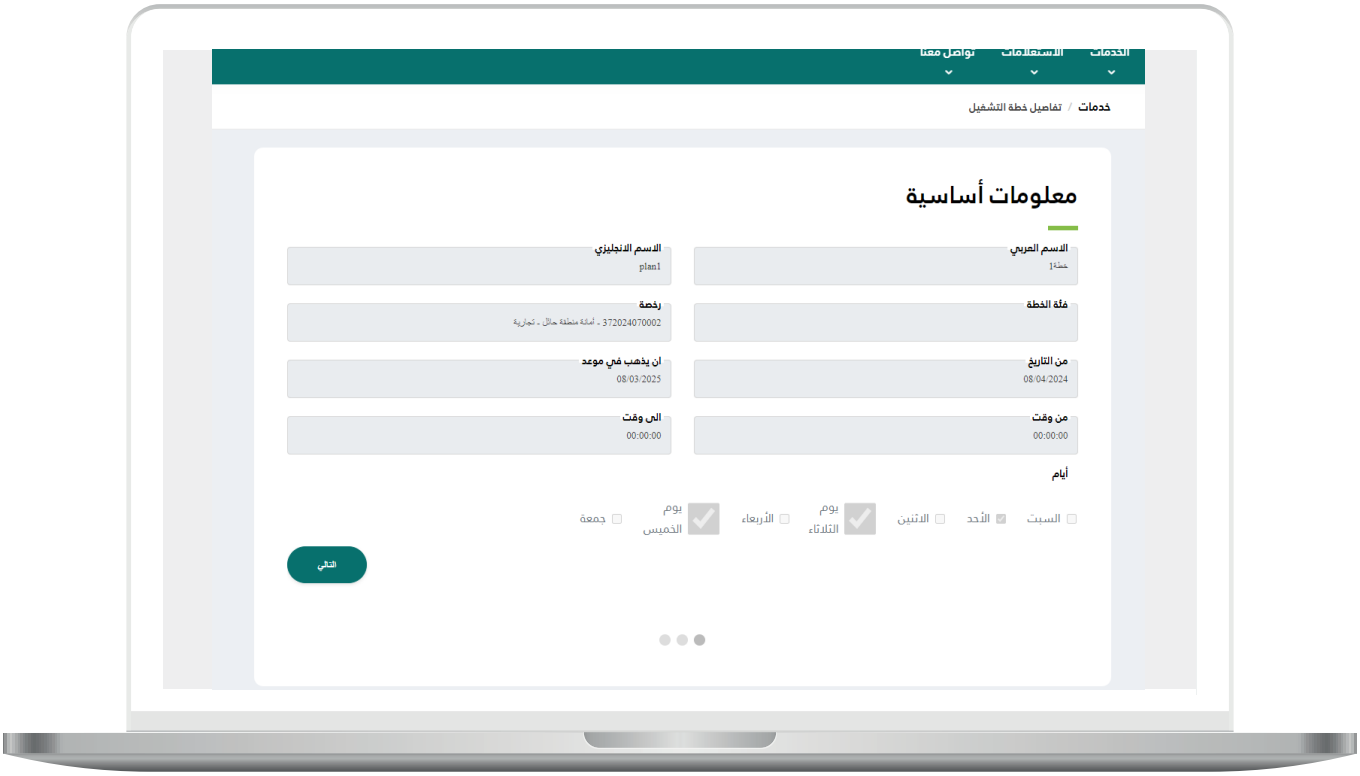
Viewing Operational Plans All data entered for the plan are displayed as shown.



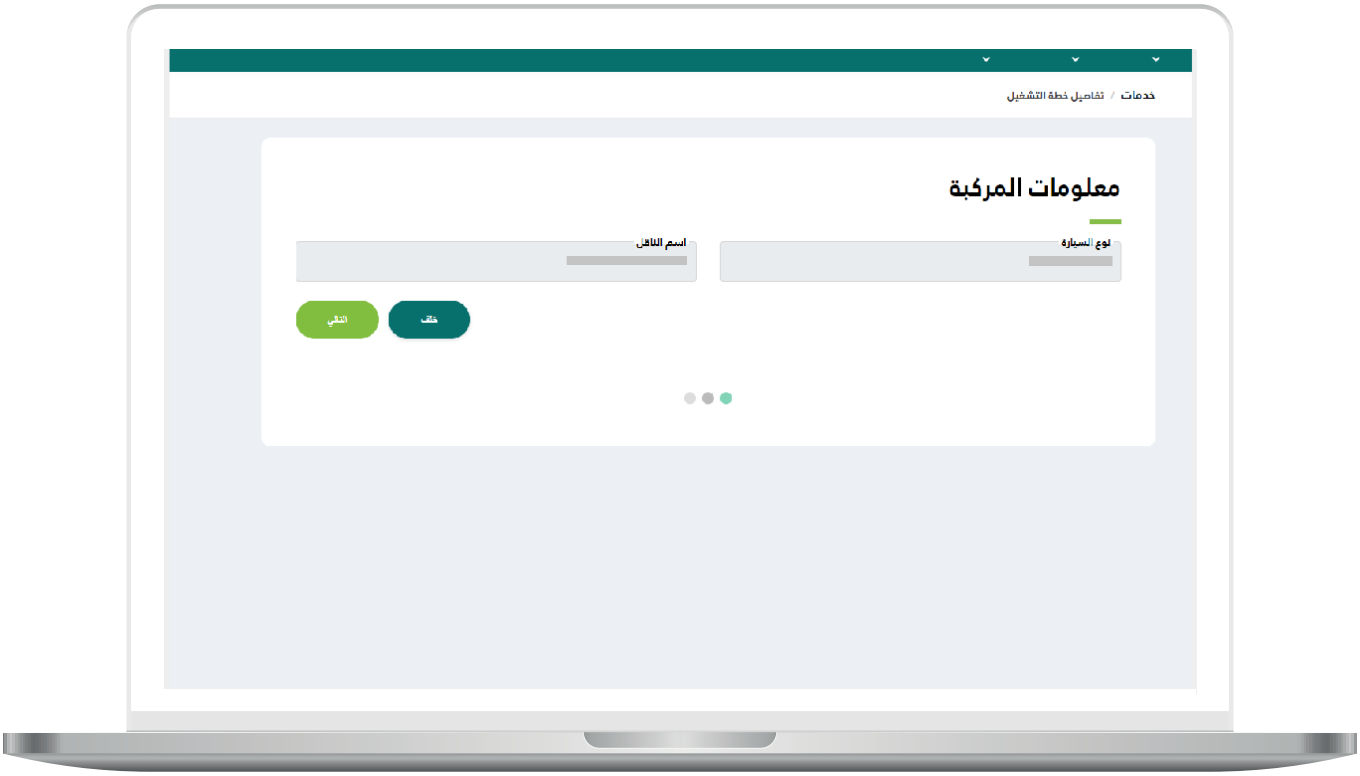
5) Select the plan, click the icon ⊞, and choose (**View Operational Plan**) from the dropdown menu. All pages of the plan will be displayed.



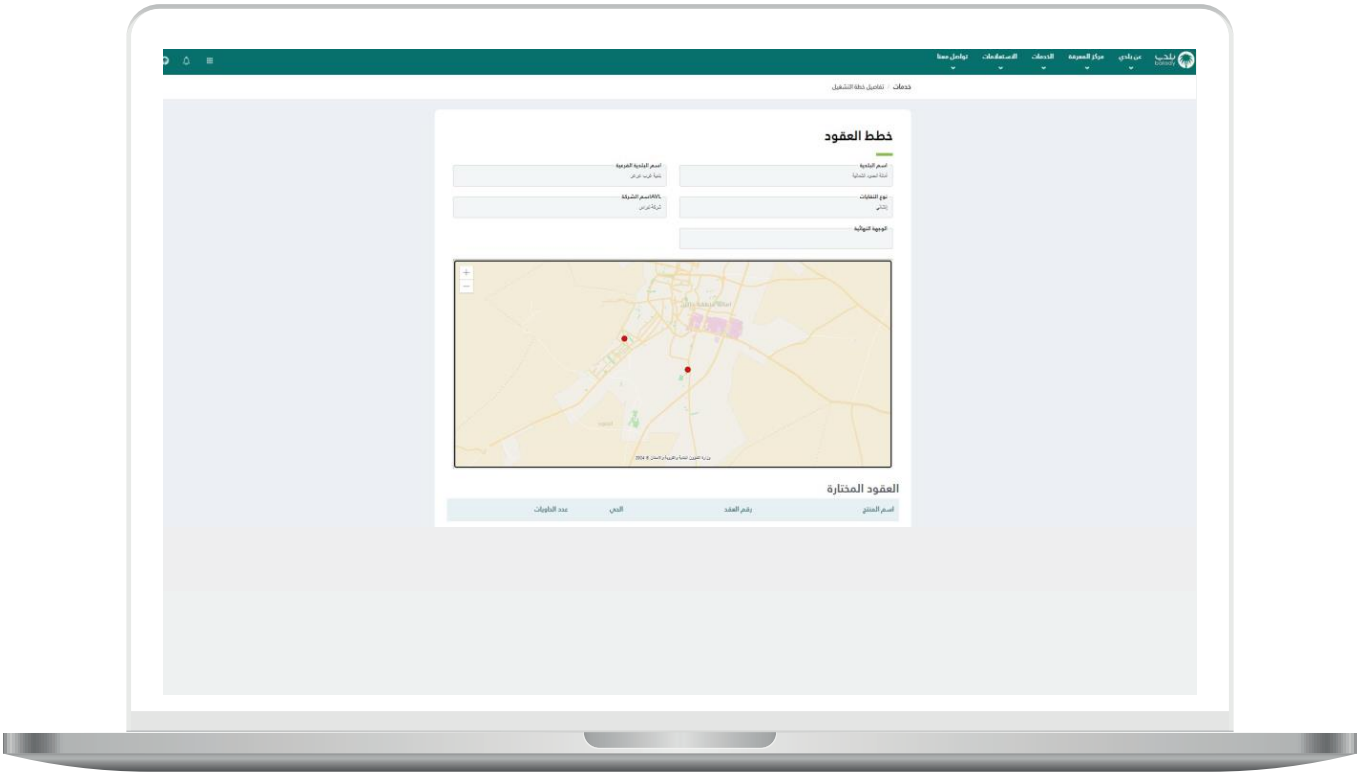
6) The operational plan pages are then displayed (**Basic Information**), followed by clicking the (**Next**) button.



7) The Driver Information page is then displayed, followed by clicking the (**Next**) button.



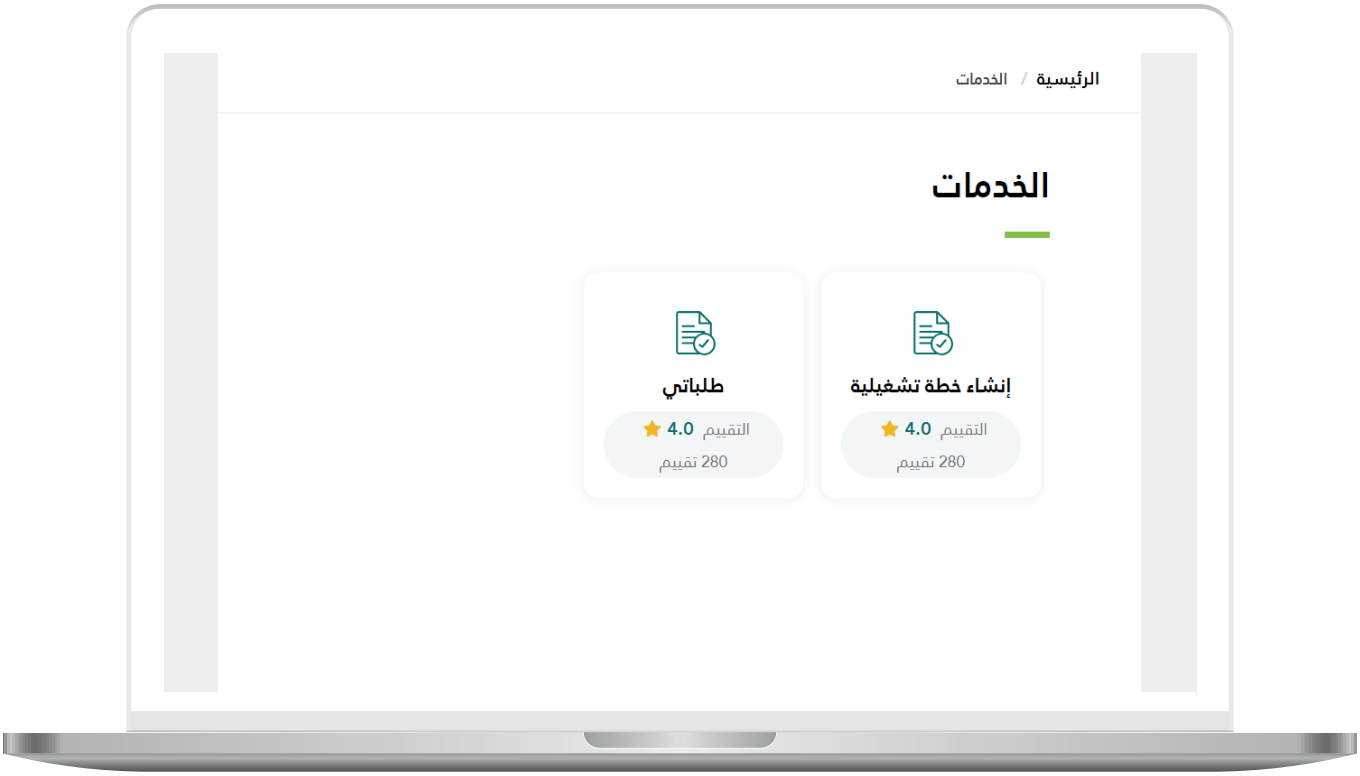
8) The Plan Contracts page is then displayed.



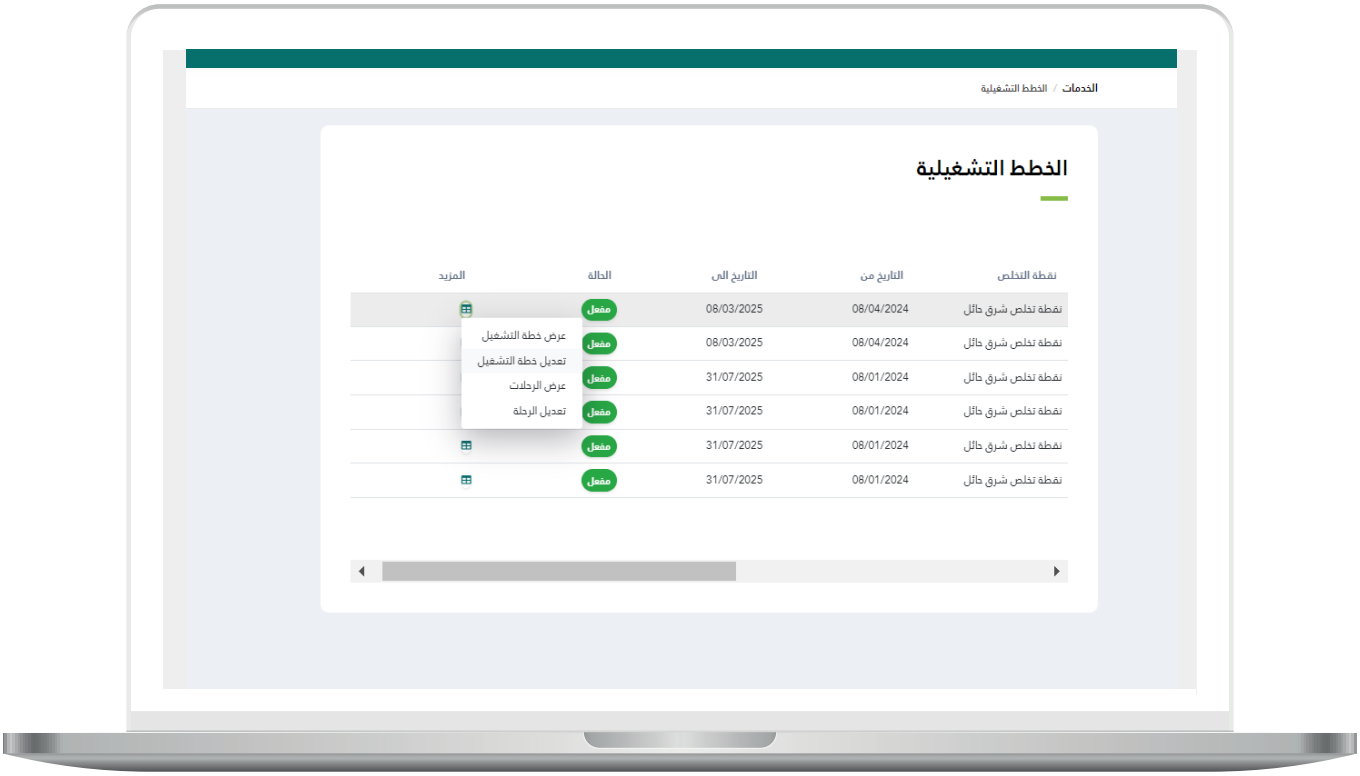
Modifying an Operational Plan

1) Edit, add, or delete plan details, such as drivers or contracts on the map.

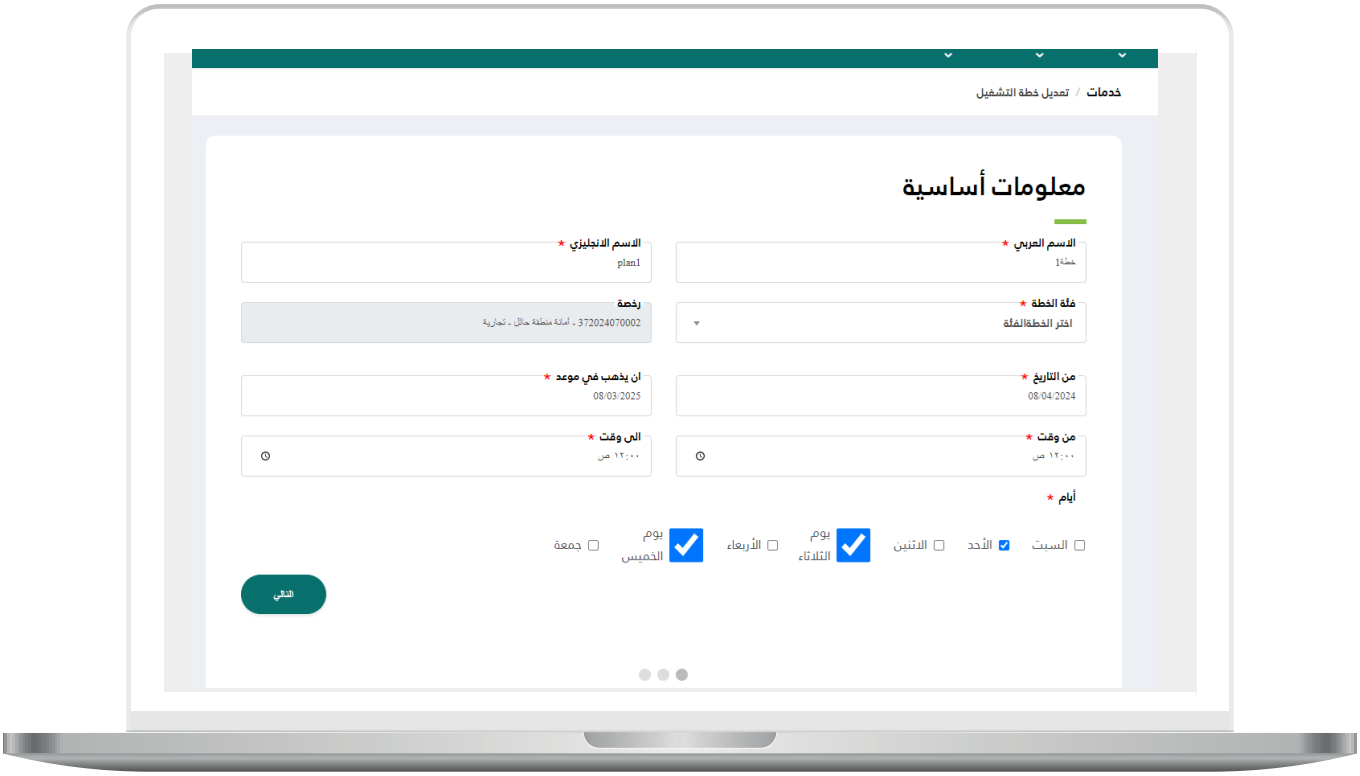
Log in to the transporter's account, select (**Operational Plans**), then (**My Requests**), and a list of operational plans will appear for management.



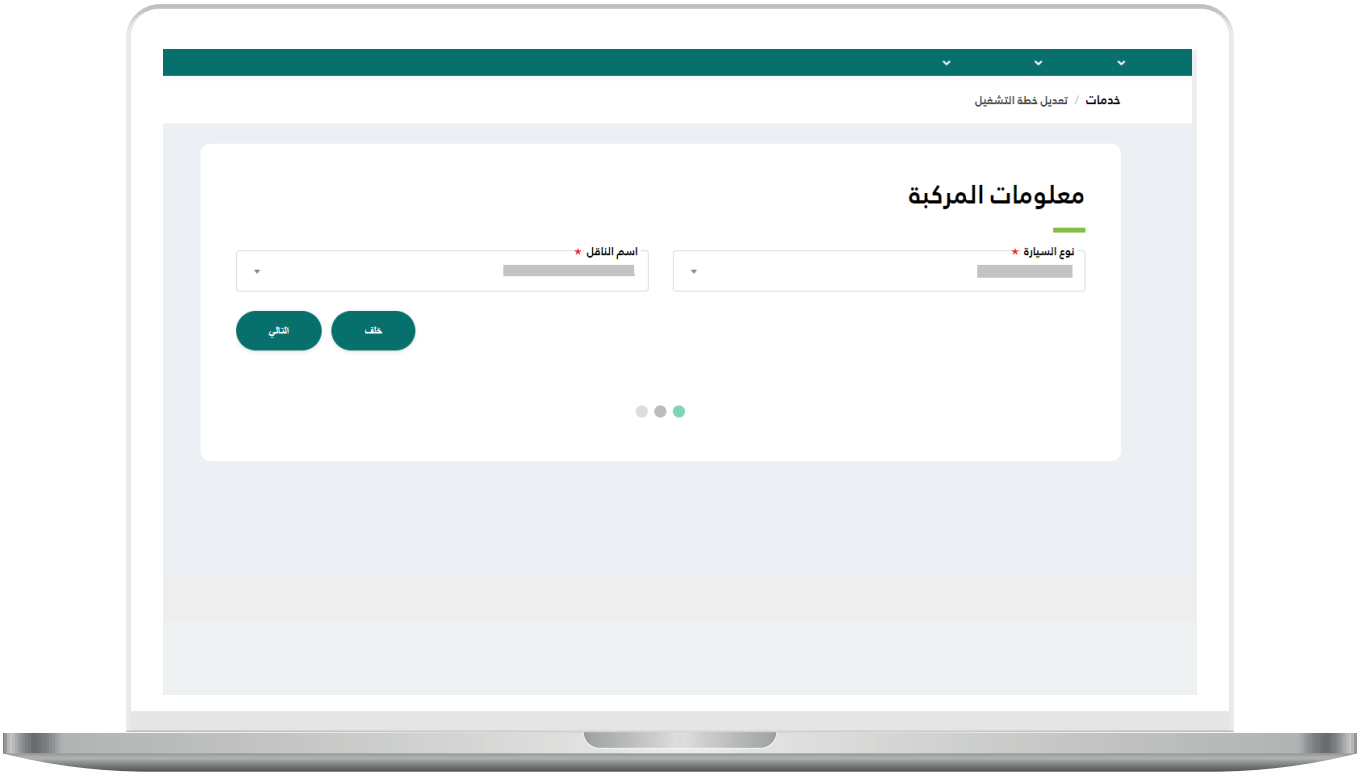
2) Select the plan, click the icon ⊞ , and choose (**Modify Operational Plan**) from the dropdown menu.



3) The Basic Information page will appear for editing, then click (**Next**).



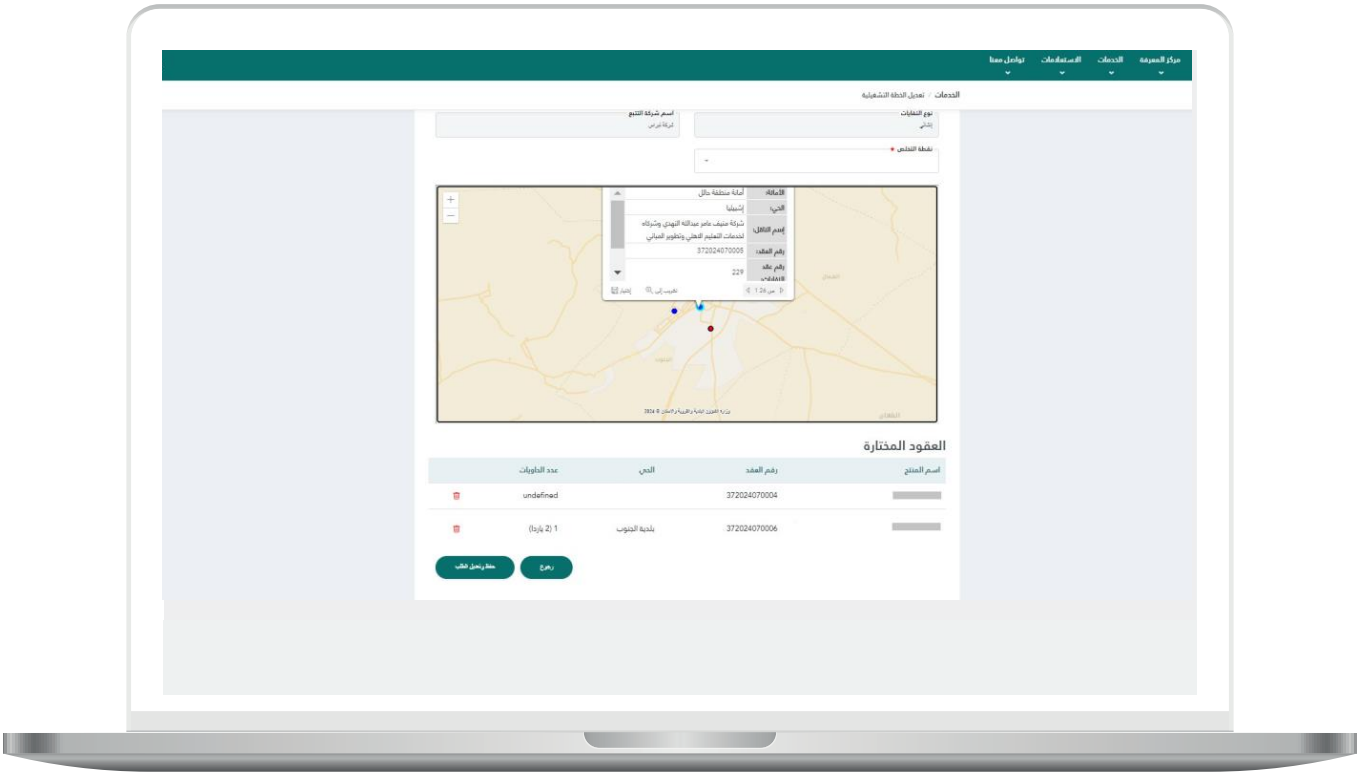
4) Go to the Driver Information page to edit the vehicle or driver, then click (**Next**).



5) Go to the Plan Contracts page to edit selected contracts.

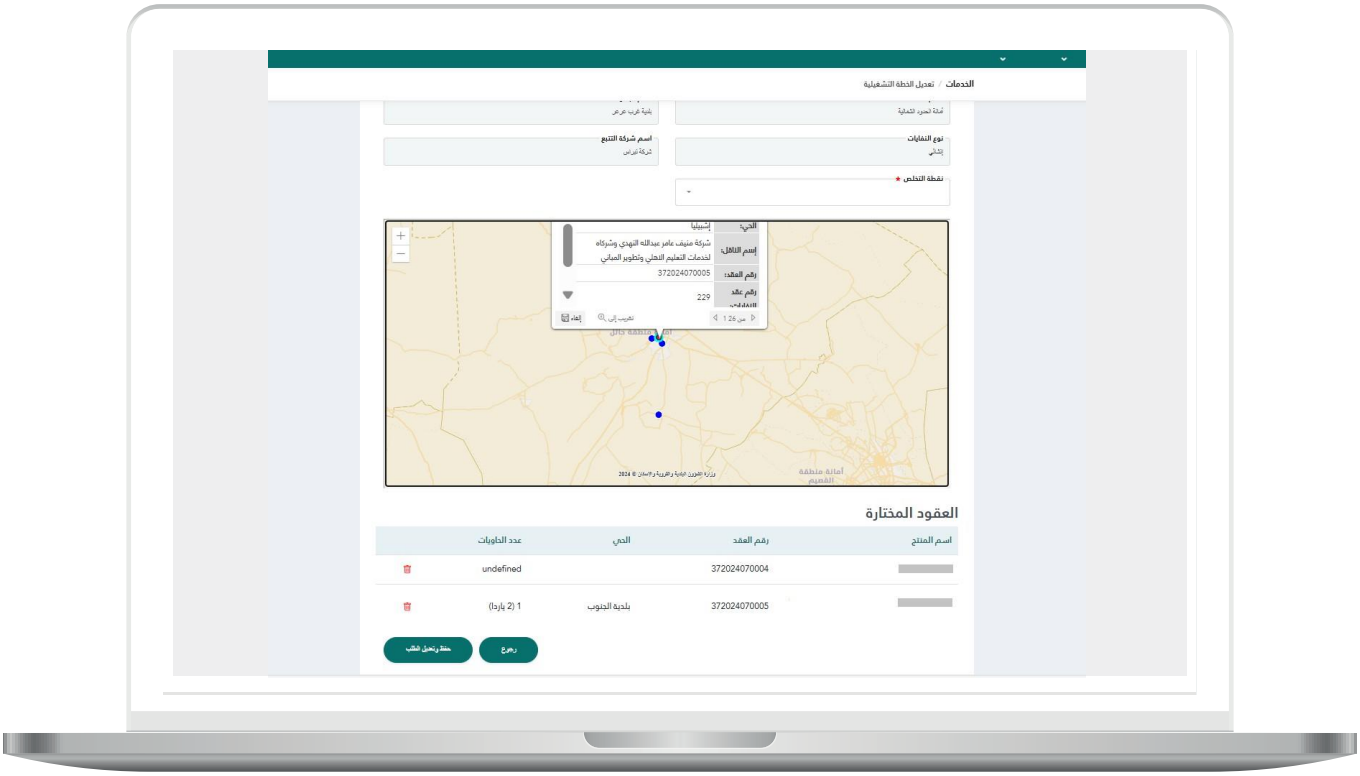
Then the plan name is selected from the list of selected contracts, where it appears on the map to select the contract for addition or leave it unselected for deletion from the map.

Either select (**Delete**) from the list or select the contract on the map and then click (**Cancel**).

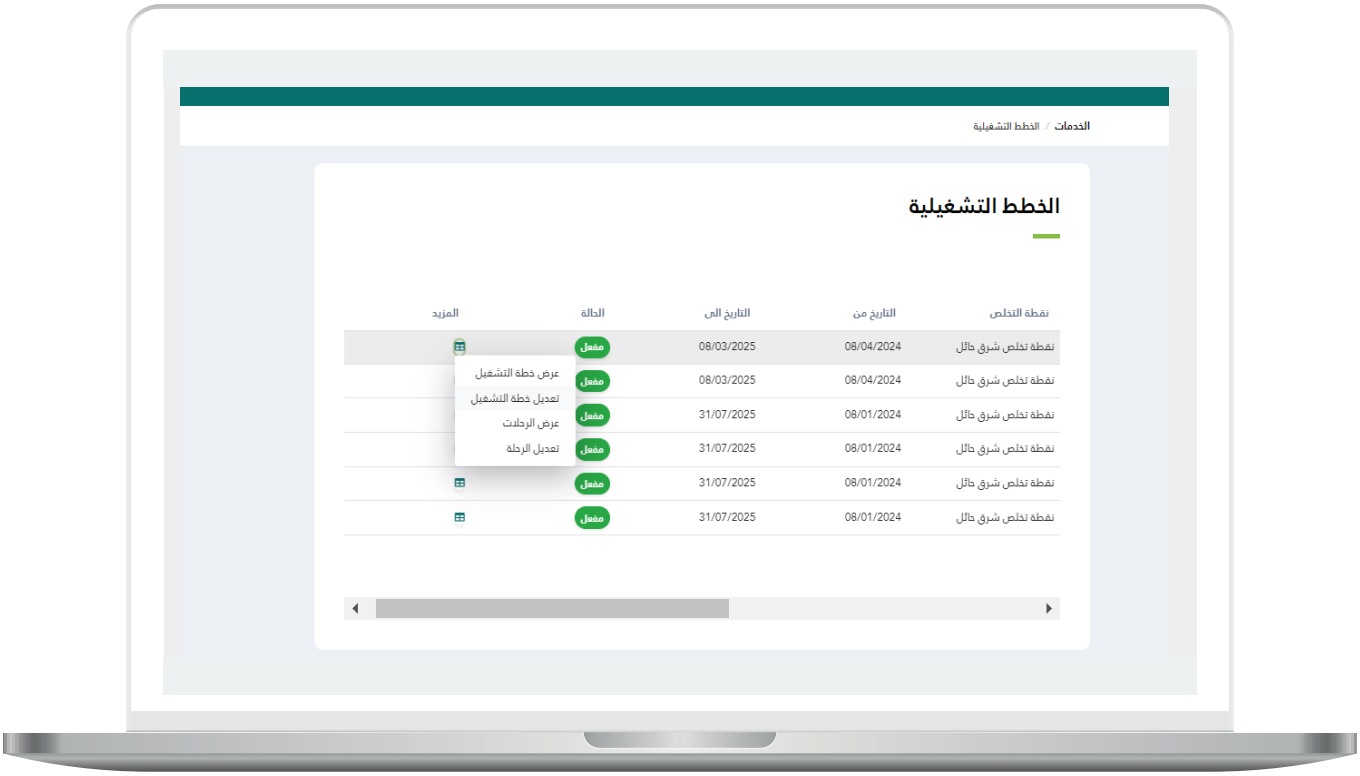


6) To add a contract, select it on the map, view its details, and click (**Select**).

Then click (**Save and Modify Request**).



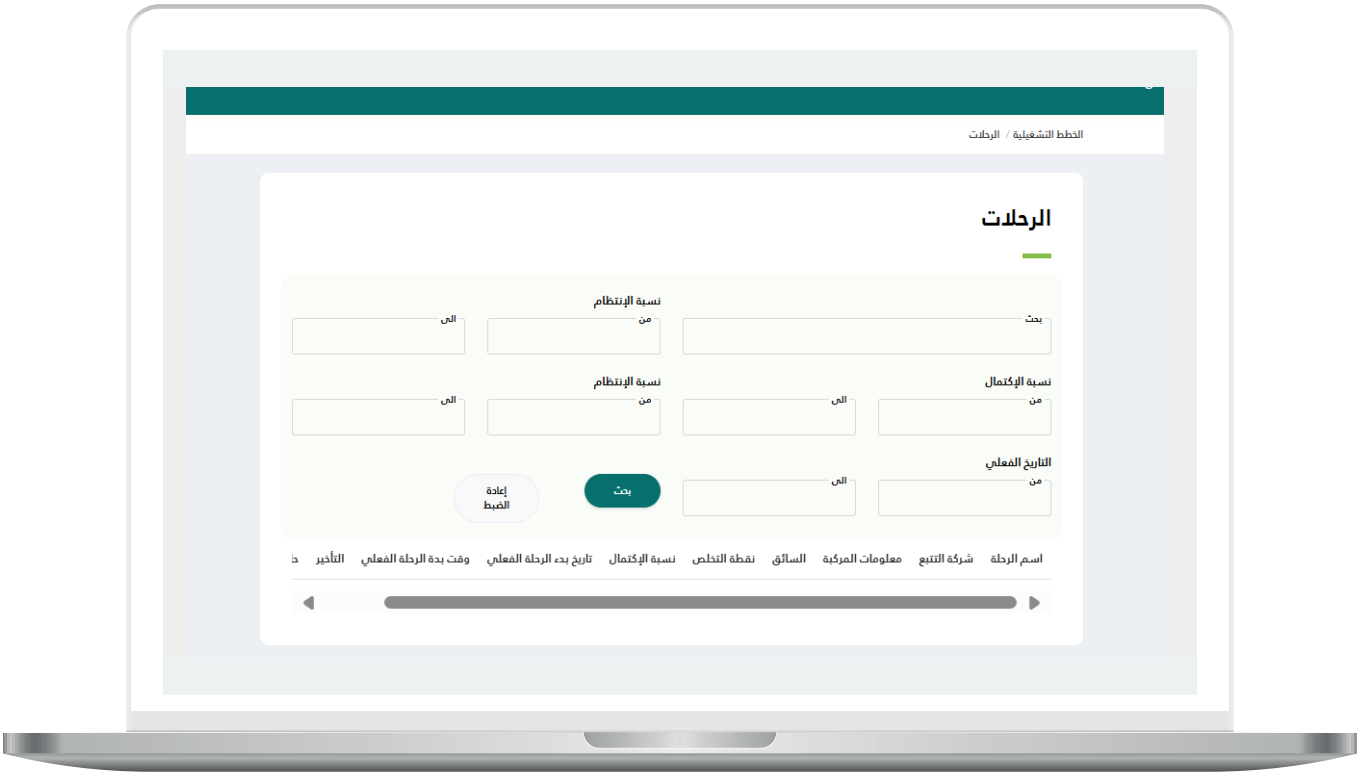
7) The operational plan list will reappear.



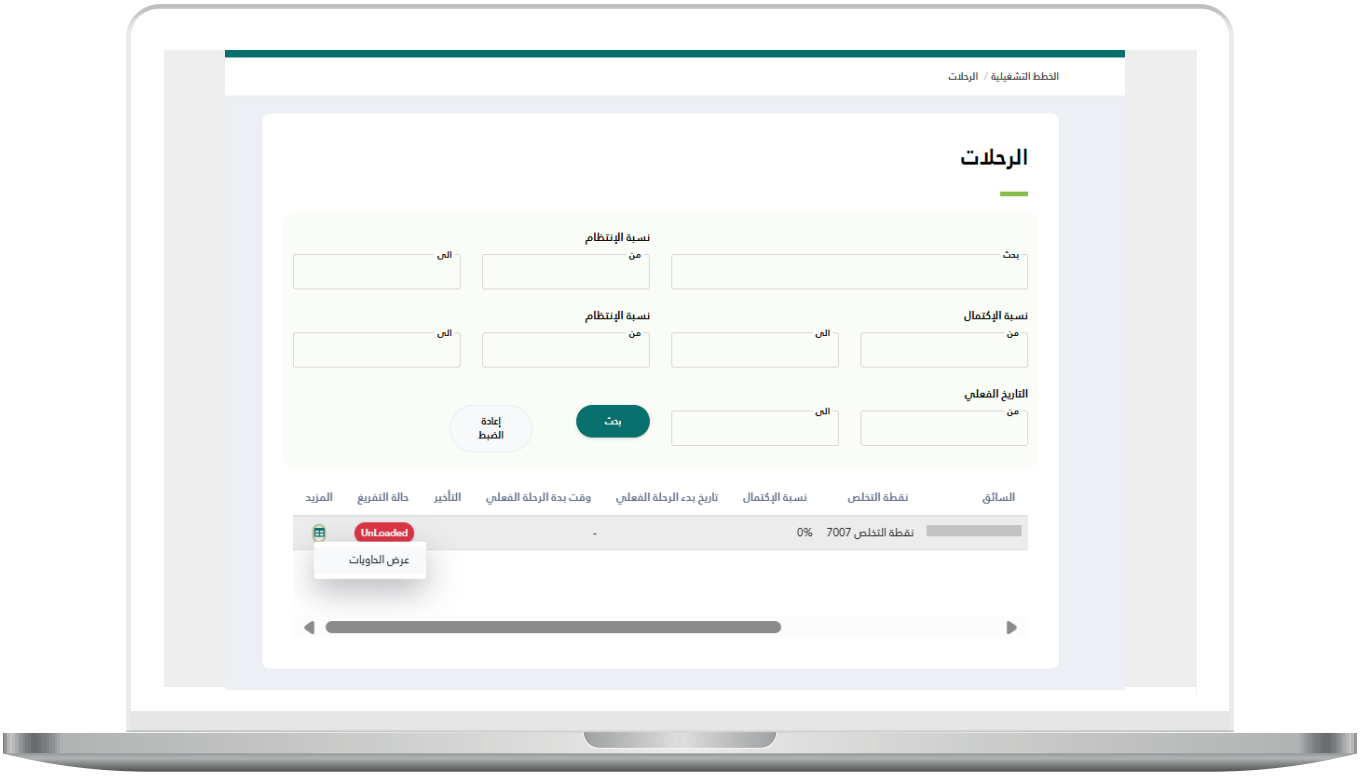
Viewing Trips

Trips completed by the driver based on the plan are displayed for the day.

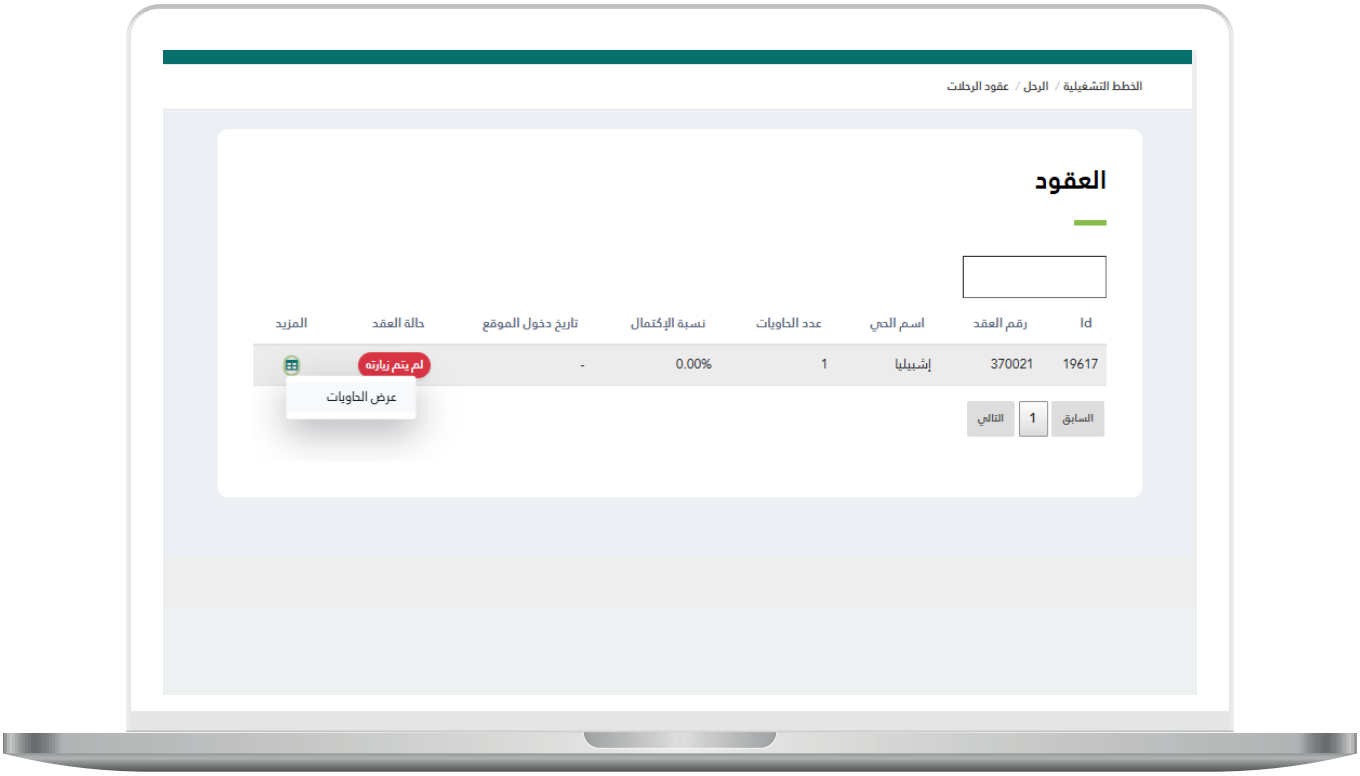
1) From the (**Operational Plans**) page, select the plan, click the icon ⊞, and choose (**View Trip**) to display all recorded trips and their daily completion percentage.



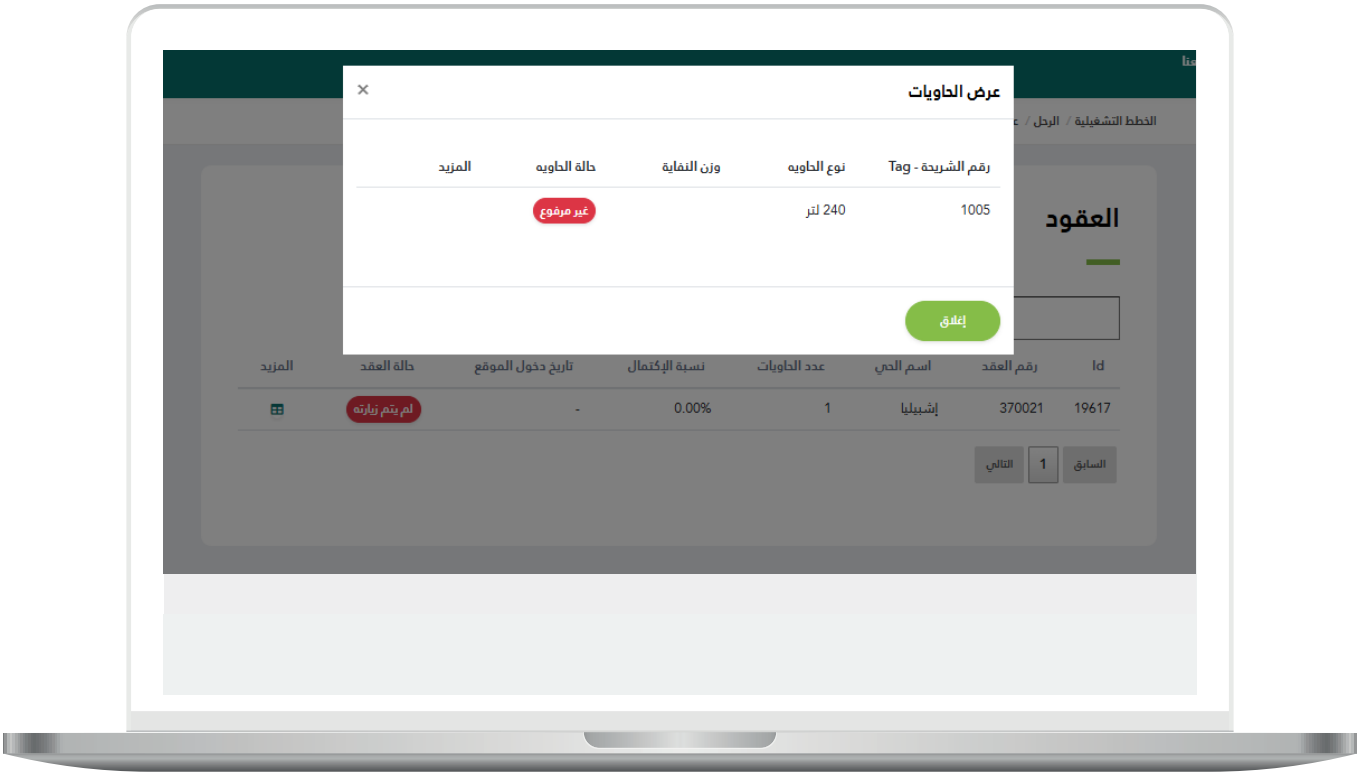
2) To view container details in the trip, click the icon ⊞ for the trip and select (**View Containers**).



3) A list of container data in the contract will be displayed; click the icon ⊞ to view lifting details.



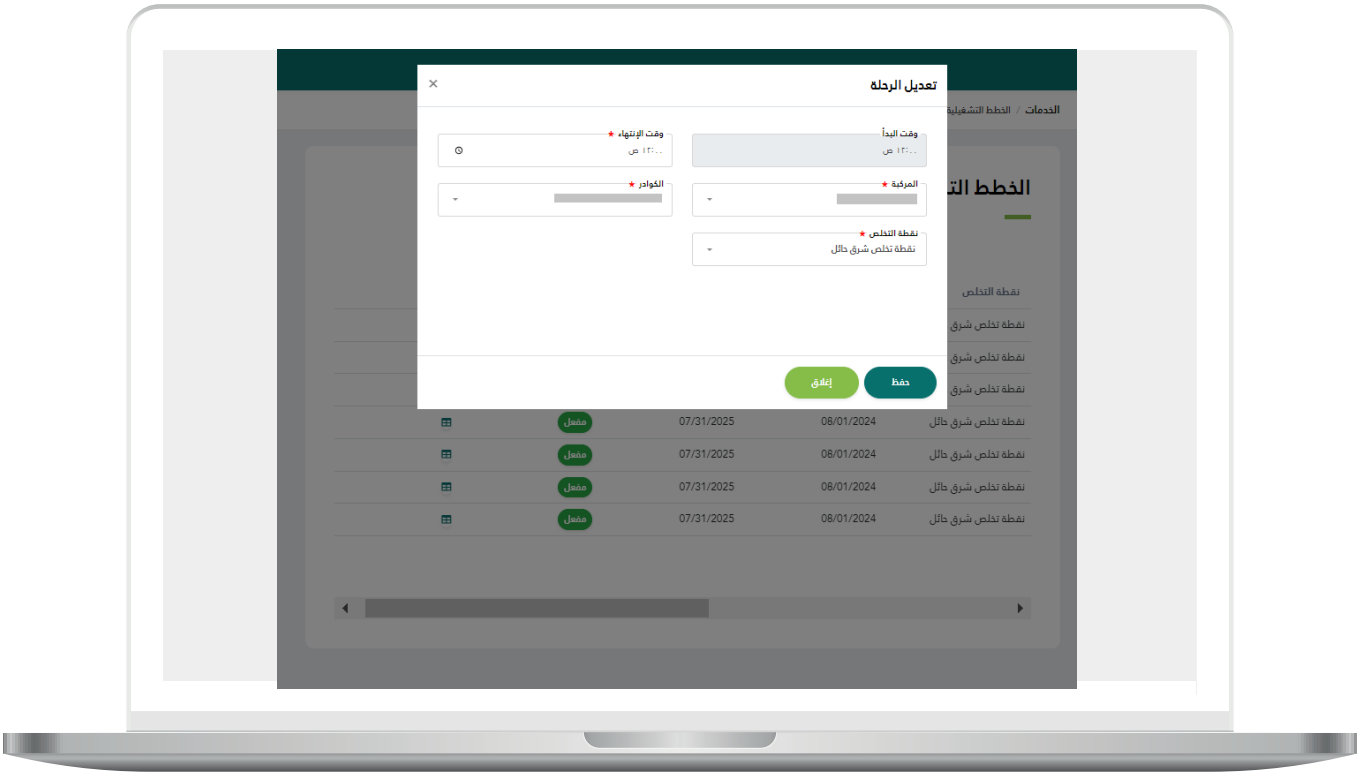
4) Container data and lifting status for each container will be displayed.



Modifying a Trip

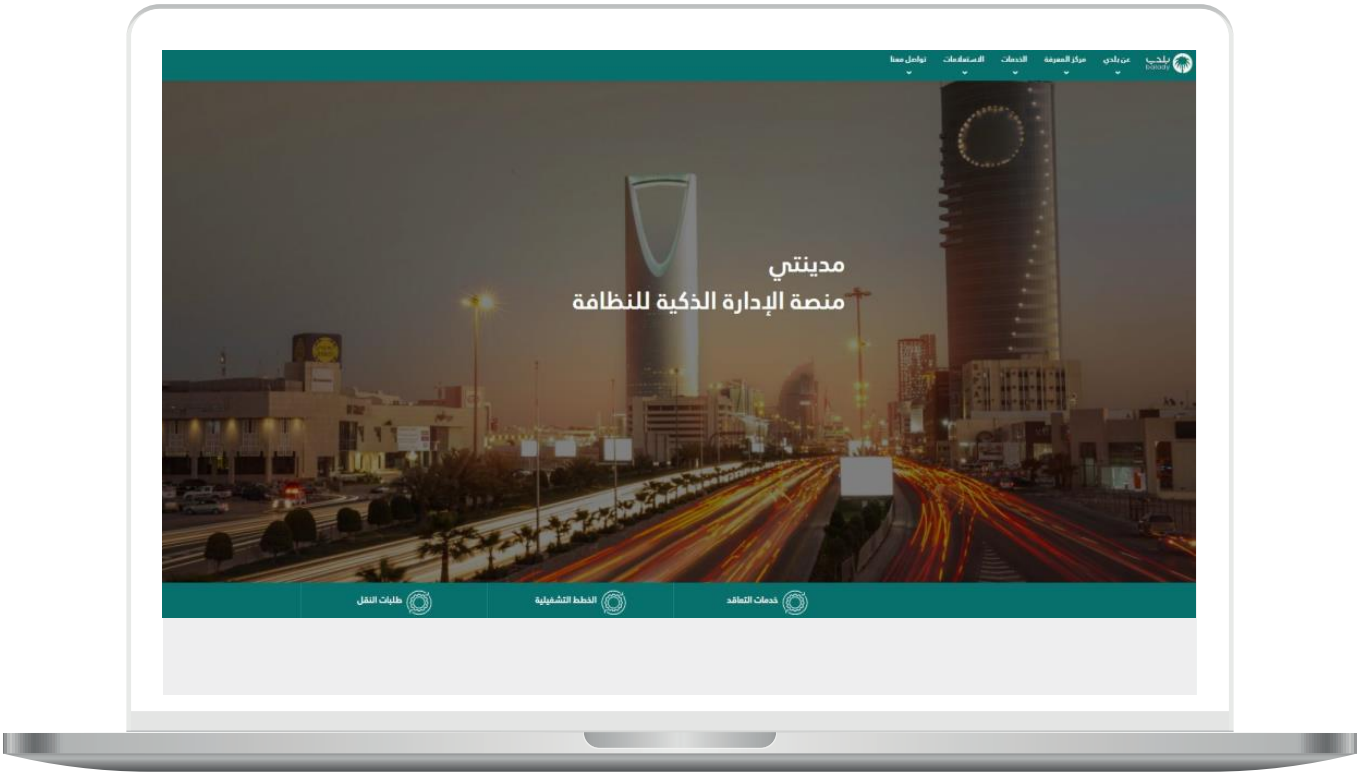
The trip can be modified for the driver, such as changing the driver, vehicle, disposal point, or trip times.

Note: The trip is modified for one day only, and then the trip data reverts to the previously saved plan.



Settings Manager (Municipality Employee)

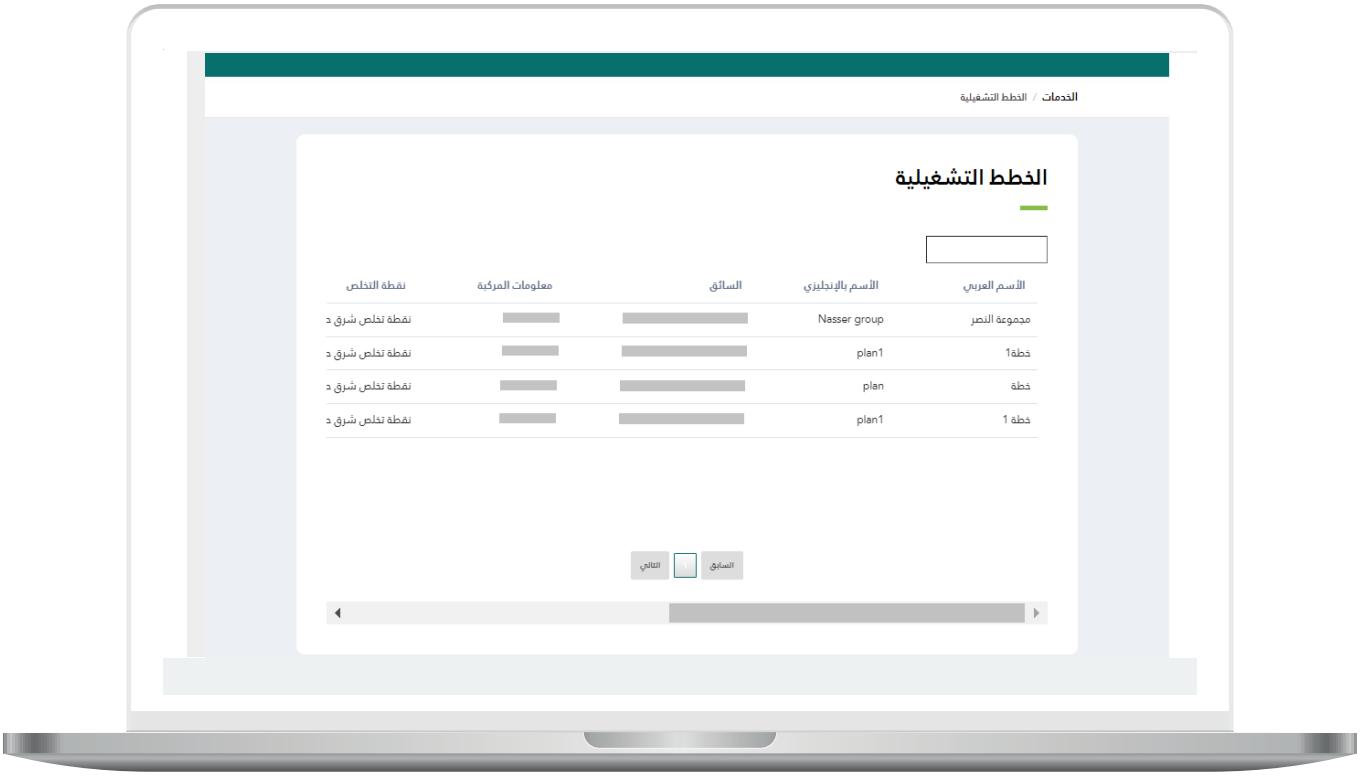
The settings managers can view operational plans and trips for contractors by logging into their account on the platform, selecting (**Operational Plans**), and then (**My Requests**).



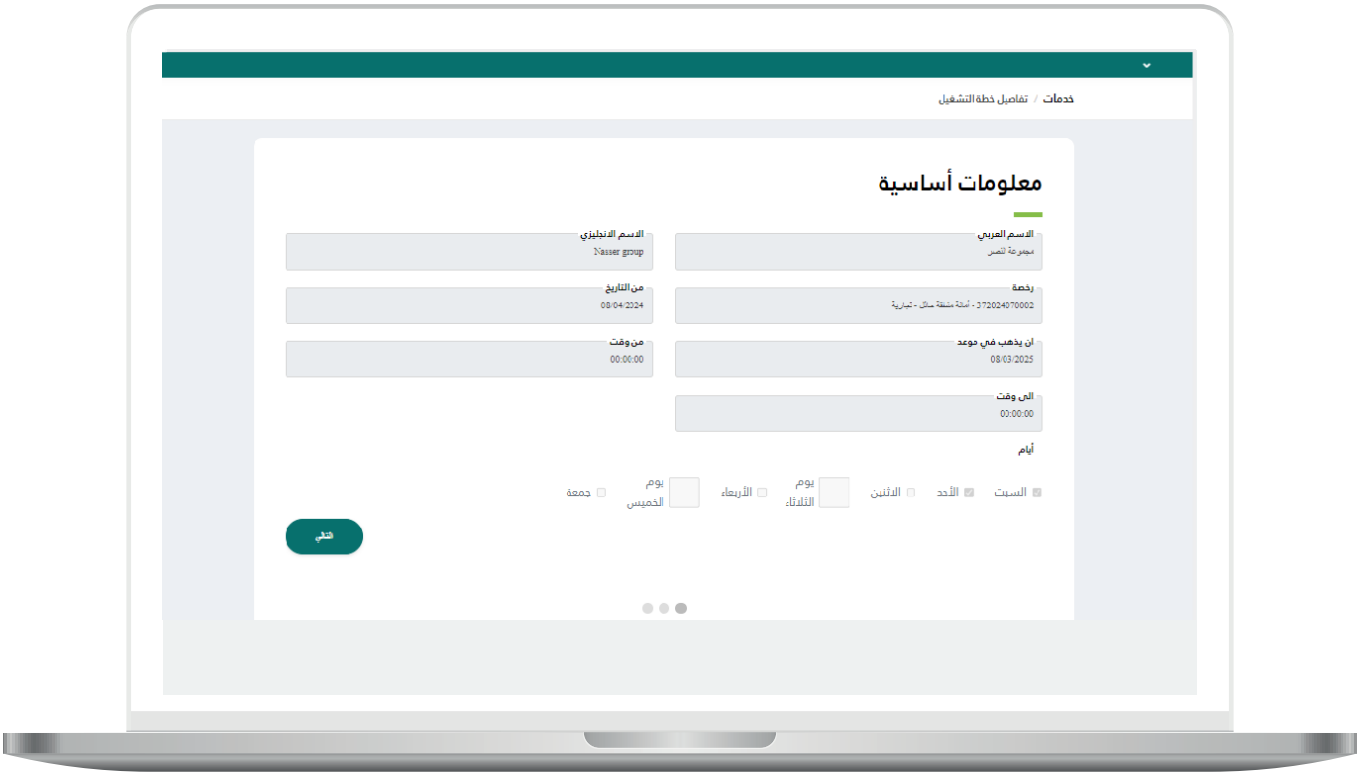
A list of operational plans will be displayed.

Viewing Operational Plan

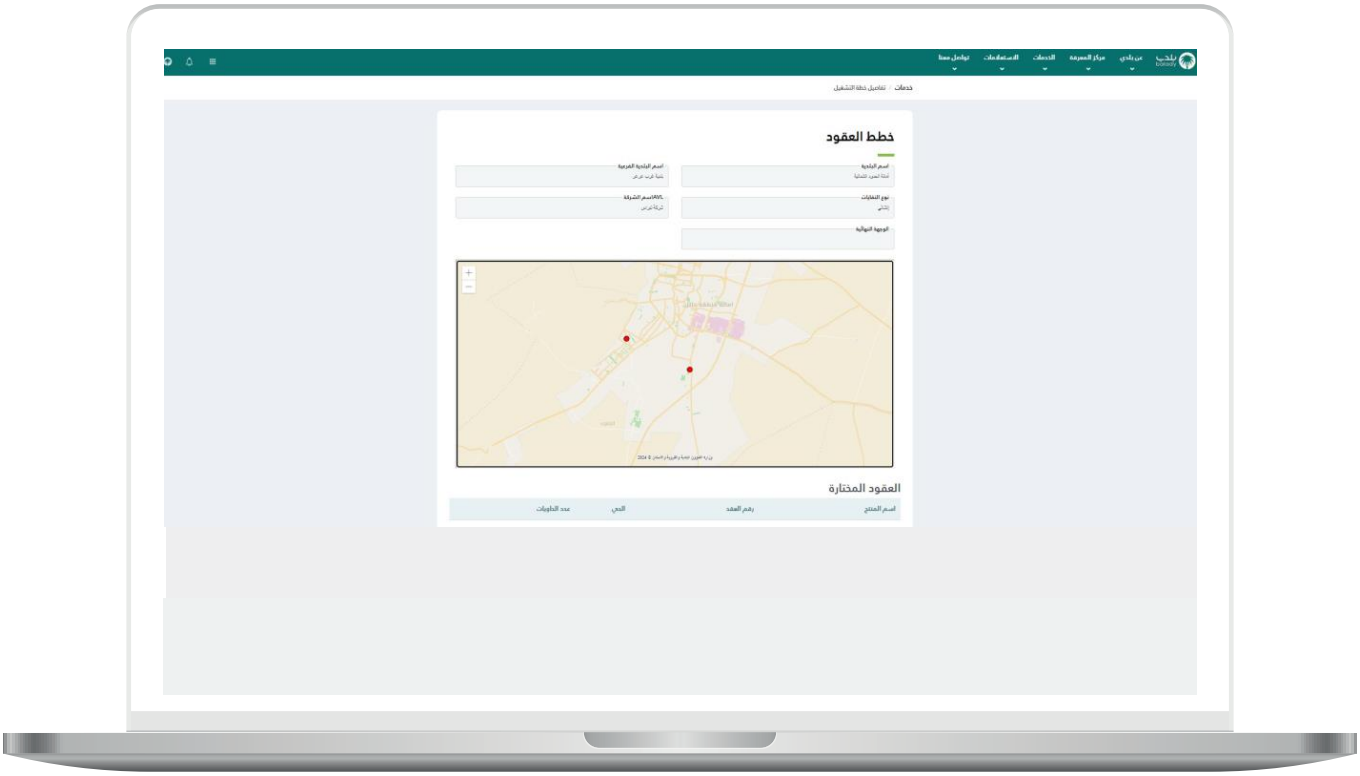
1) From the list of plans, select the plan, click the icon, and choose (**View Operational Plan**) from the dropdown menu.



2) The Basic Information page is displayed, then click (Next).



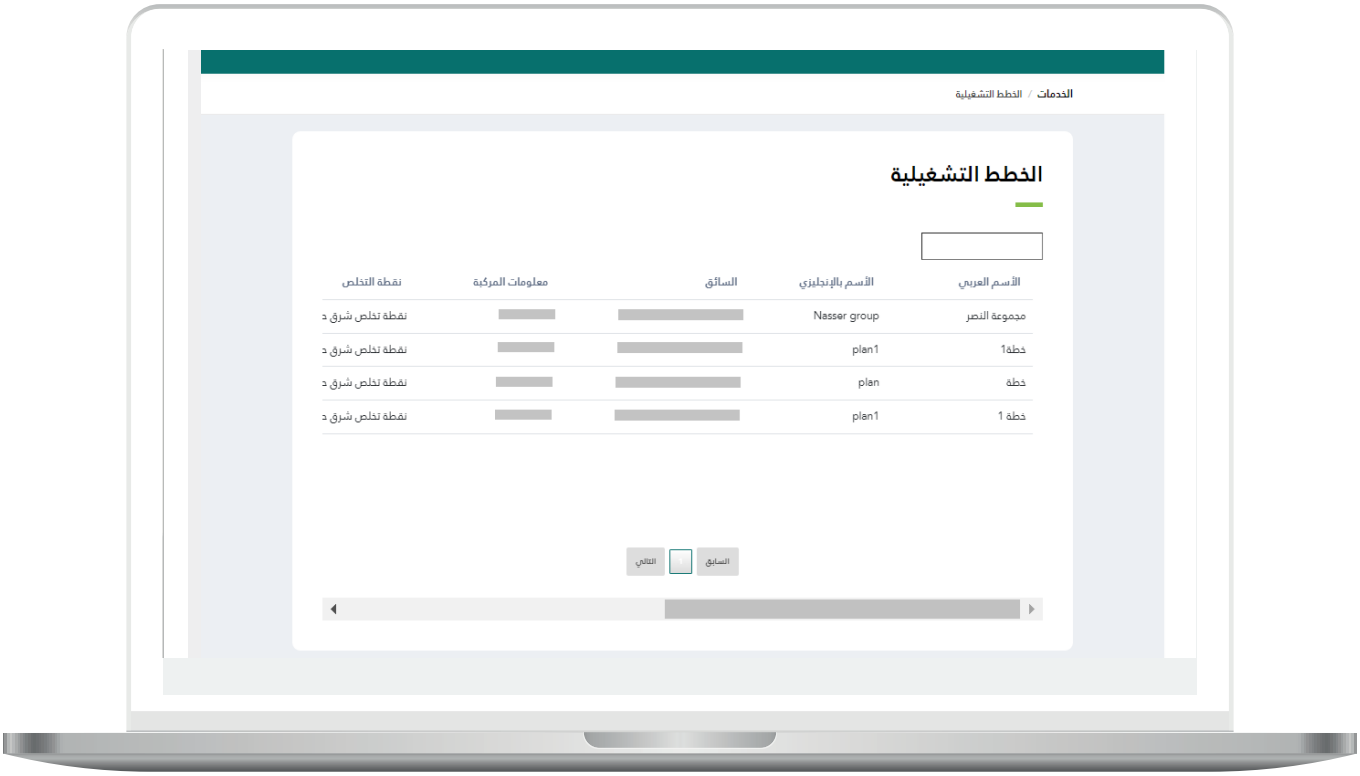
3) The Plan Contracts page is displayed, showing the selected contracts on the map or as a list. Then click (**Next**) to return to the operational plans list.



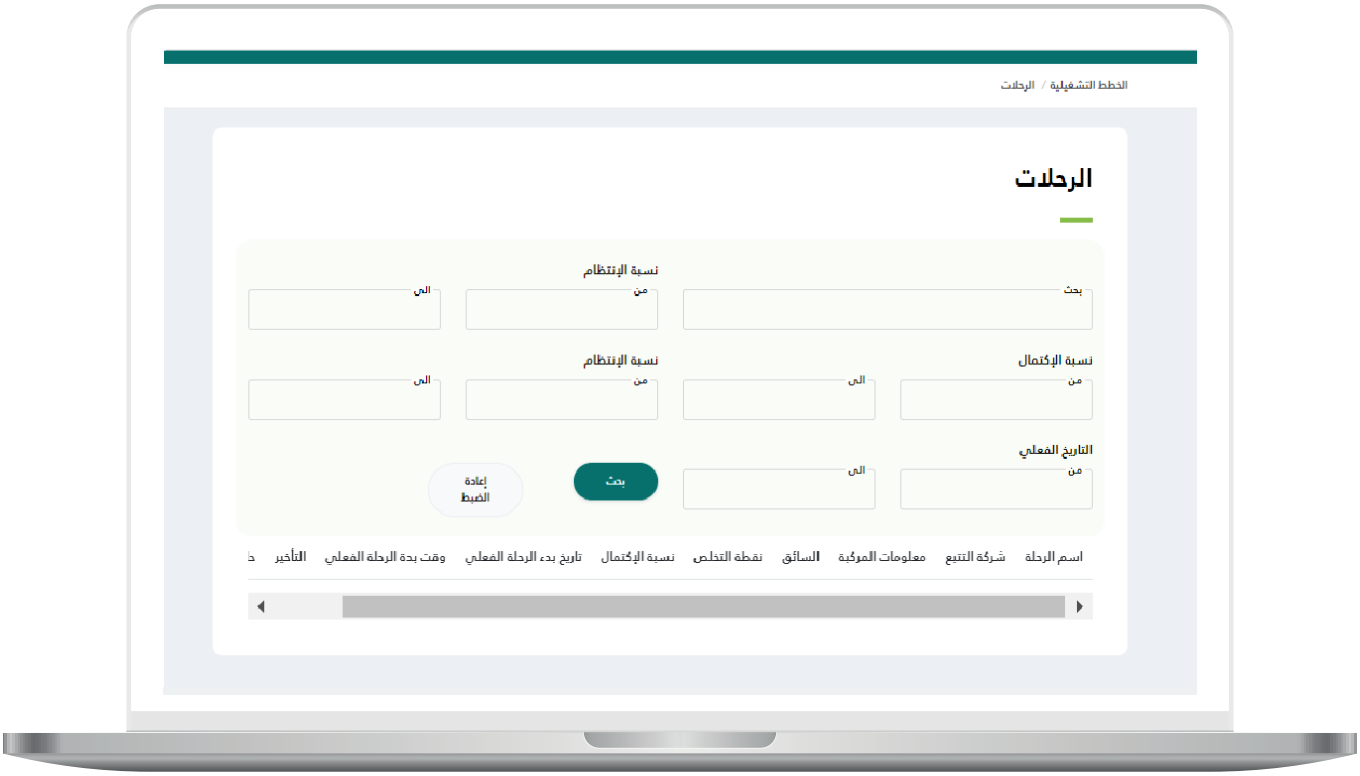
Viewing Trips

1) From the list of plans, select the plan, click the icon ⊞, and choose (**View Trip**) from the dropdown menu.

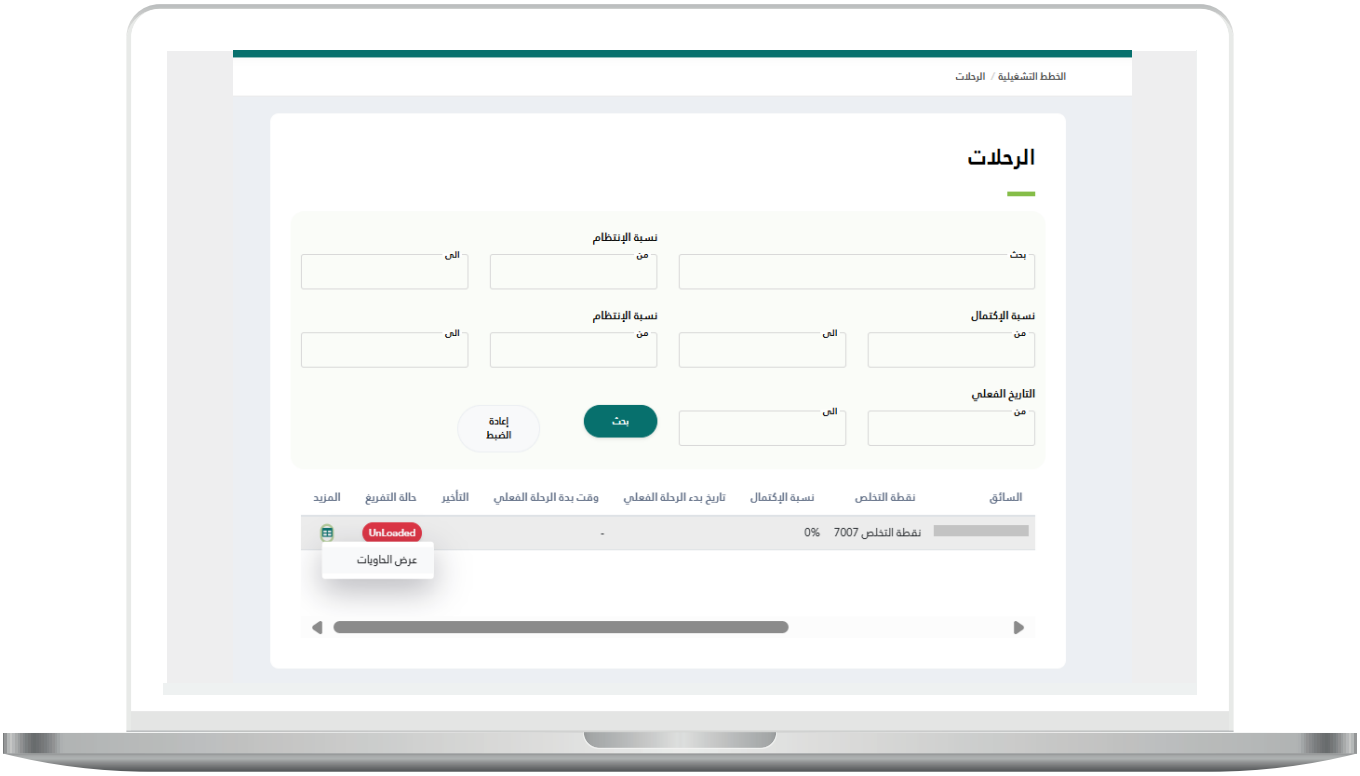
Trips completed by the driver based on the plan are displayed for the day.



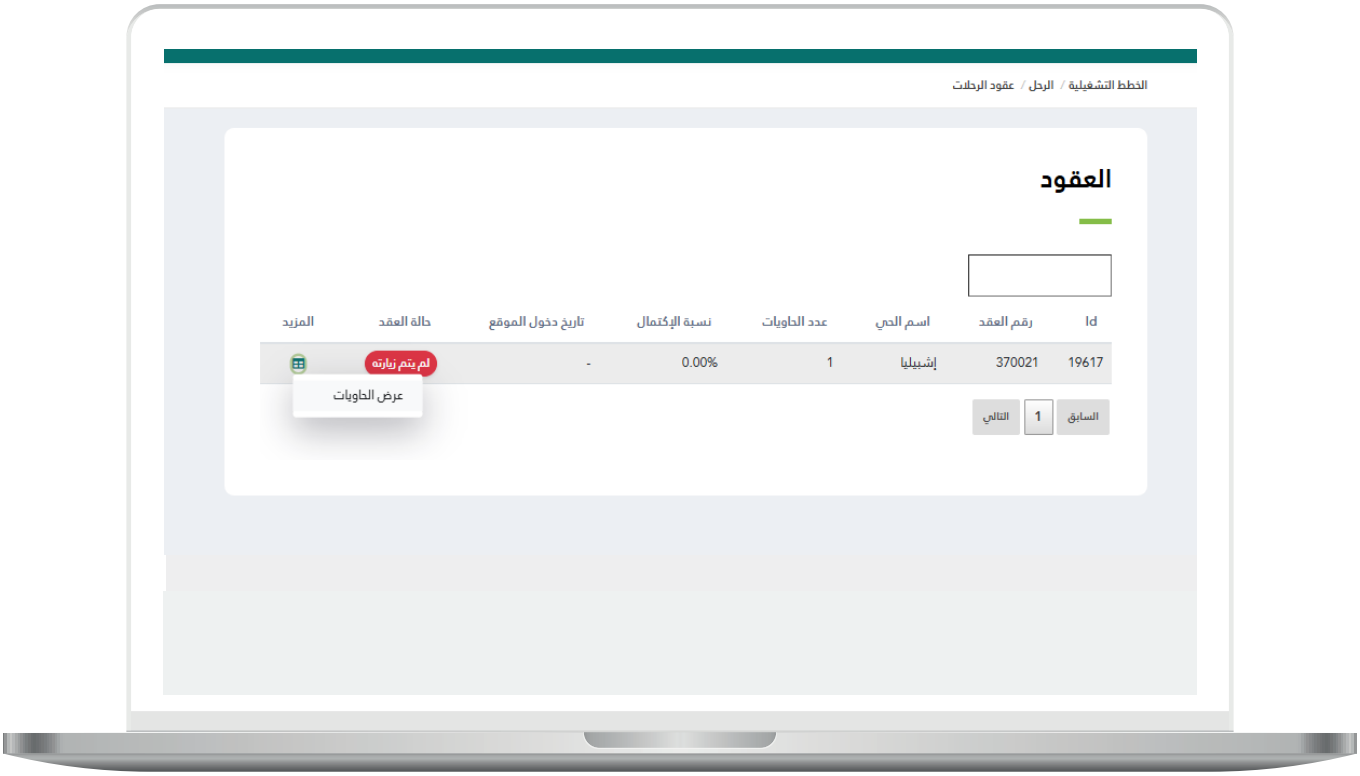
2) From the (**Operational Plans**) page, select the plan, click the icon ⊞ , and choose (**View Trip**) to display all recorded trips and their daily completion percentage.



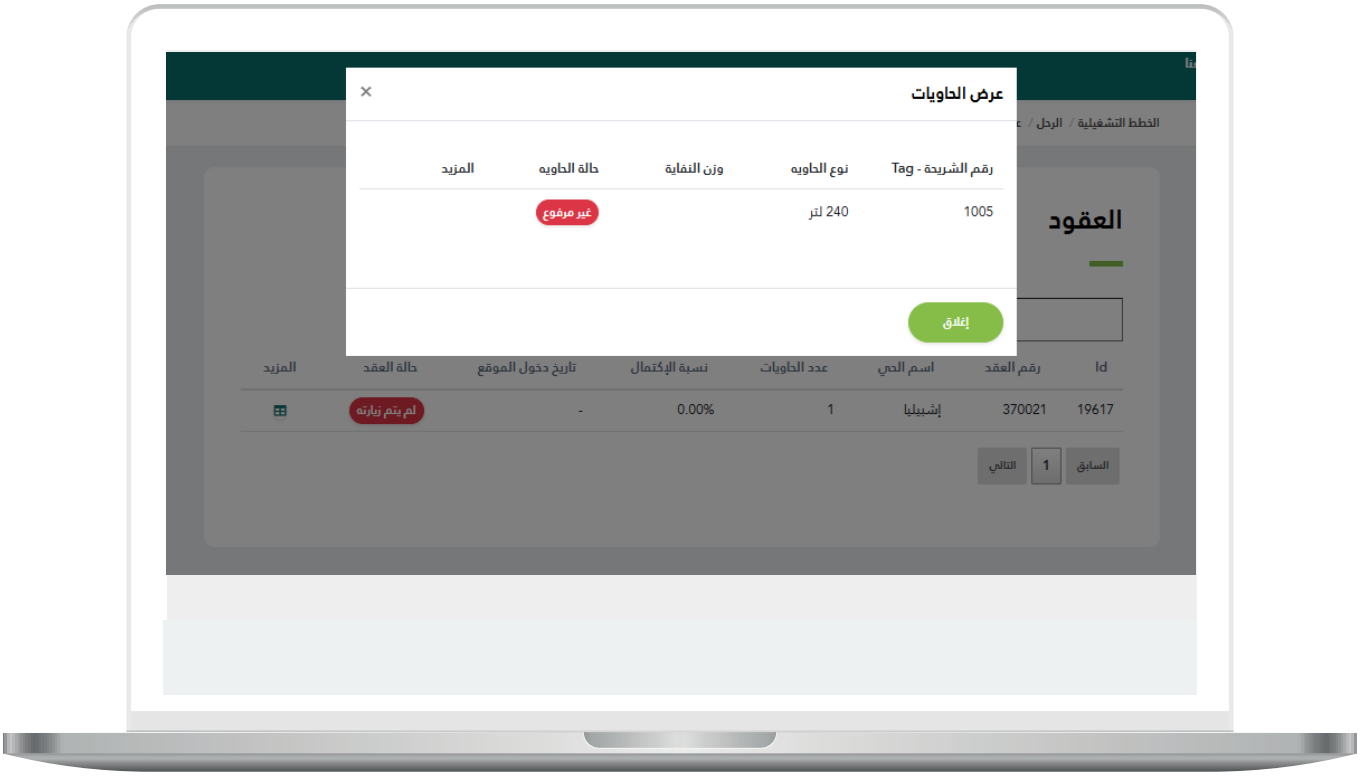
3) To view container details in the trip, click the icon ⊞ for the trip and select (**View Containers**).



4) A list of container data in the contract will be displayed; click the icon ⊞ to view lifting details.



5) Container data and lifting status for each container will be displayed.



199040 Direct Contact Number

@Balady_CS Customer Service