



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Managing Operational Plans for the Madinati Platform

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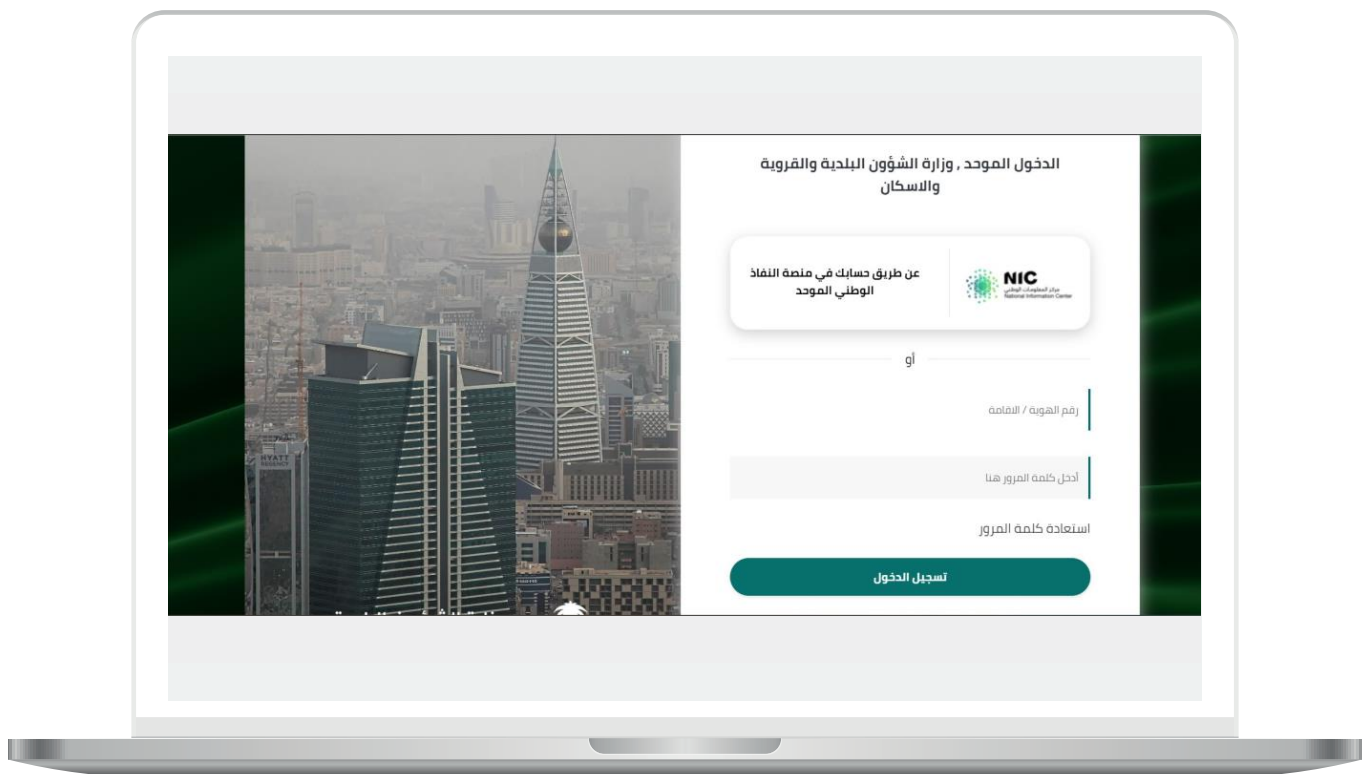


Introduction

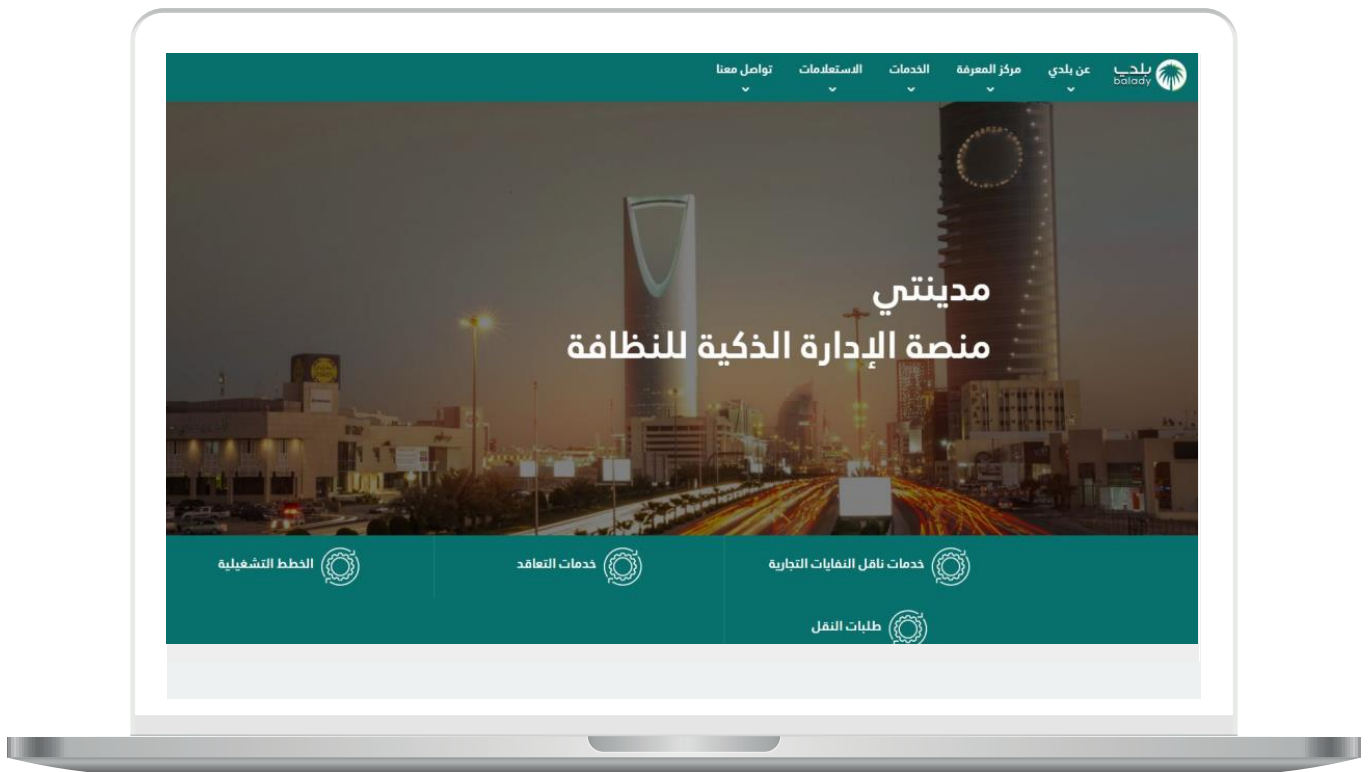
The User Guide aims to provide a clear and simplified explanation of how to use the system for this service.

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

- 1) Users can access the system using the designated link for the Madinati 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

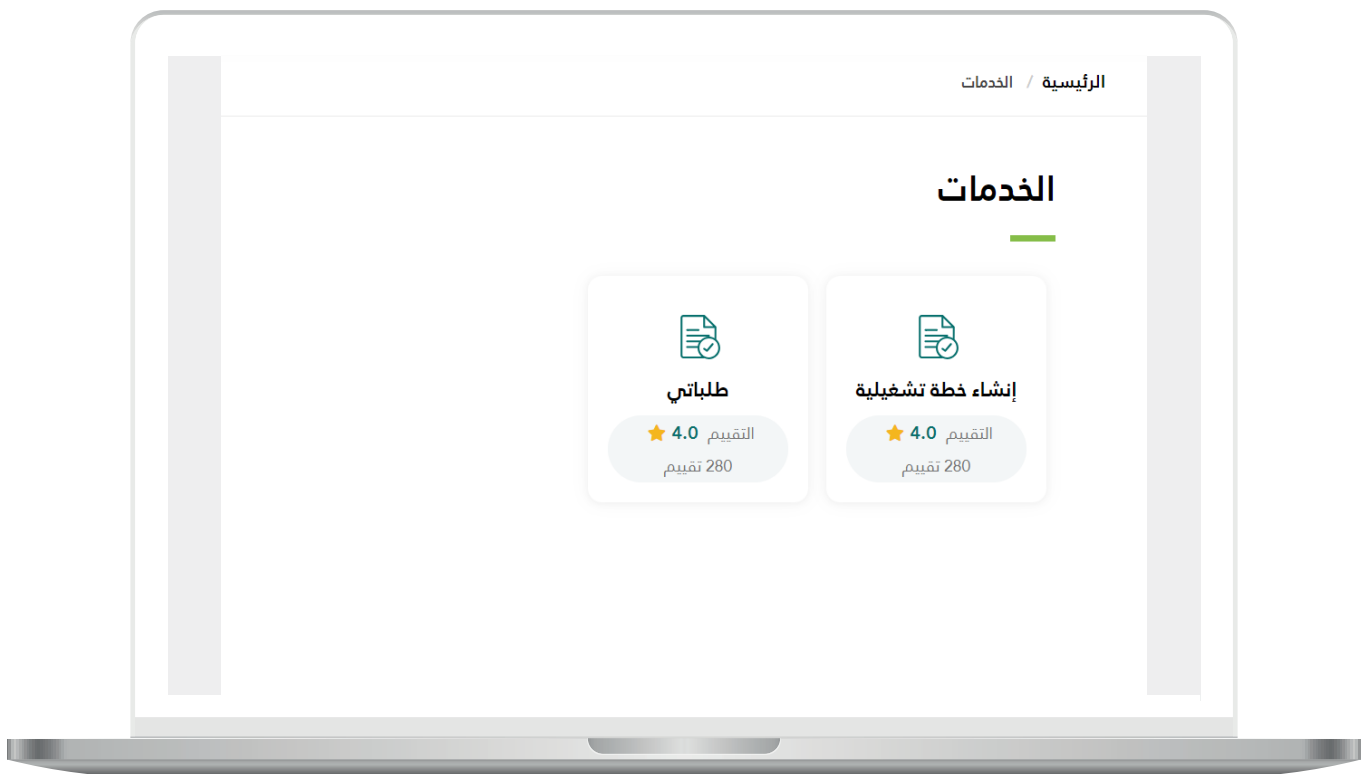


Operational Plan Services:

It includes: Create Operational Plan and My Requests.

Create 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.

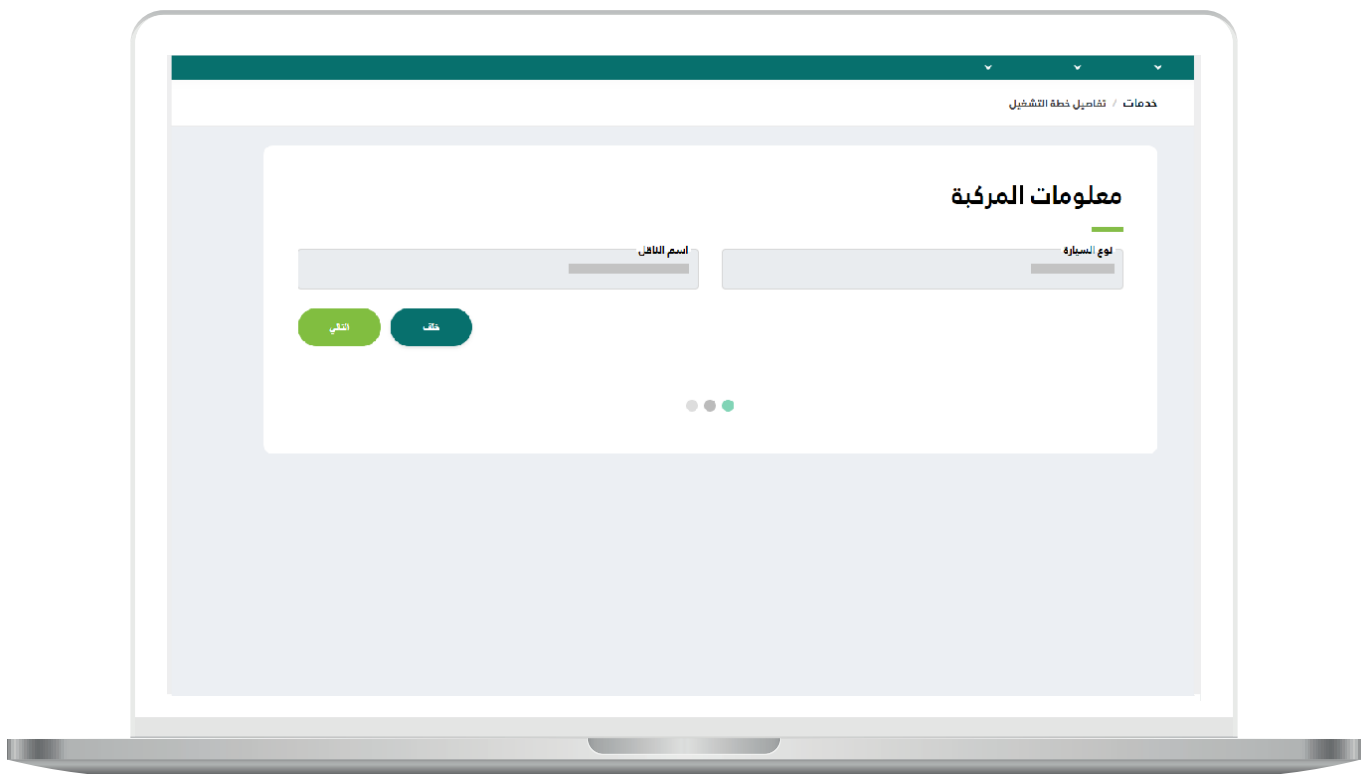
Then click **(Next)**.

The screenshot displays the 'المعلومات الأساسية' (Basic Information) form on the Madinati Platform. The form is titled 'إشياء خطة تشغيلية / Services' and contains the following fields and options:

- اسم الخطة التشغيلية باللغة الإنجليزية** (Plan name in English): Input field with 'plan 1' entered.
- اسم الخطة التشغيلية باللغة العربية** (Plan name in Arabic): Input field with 'الخطة 1' entered.
- رقم الرخصة** (License number): Input field with '372024070001' entered.
- تصنيف الخطة التشغيلية** (Plan classification): Dropdown menu with 'أخر تصنيف الخطة التشغيلية' selected.
- تاريخ البدء** (Start date): Input field with '07/28/2025' entered.
- تاريخ الانتهاء** (End date): Input field with '07/29/2024' entered.
- وقت البدء** (Start time): Input field with '١٢:٠٠' entered.
- وقت الانتهاء** (End time): Input field with '١٢:٠٠' entered.
- الأيام** (Days): Checkboxes for 'الجمعة' (Friday), 'الخميس' (Thursday), 'الأربعاء' (Wednesday), 'الثلاثاء' (Tuesday), 'الاثنين' (Monday), 'الأحد' (Sunday), and 'السبت' (Saturday). The 'الأربعاء' checkbox is checked.
- التالي** (Next): A green button at the bottom left of the form.

Driver Information

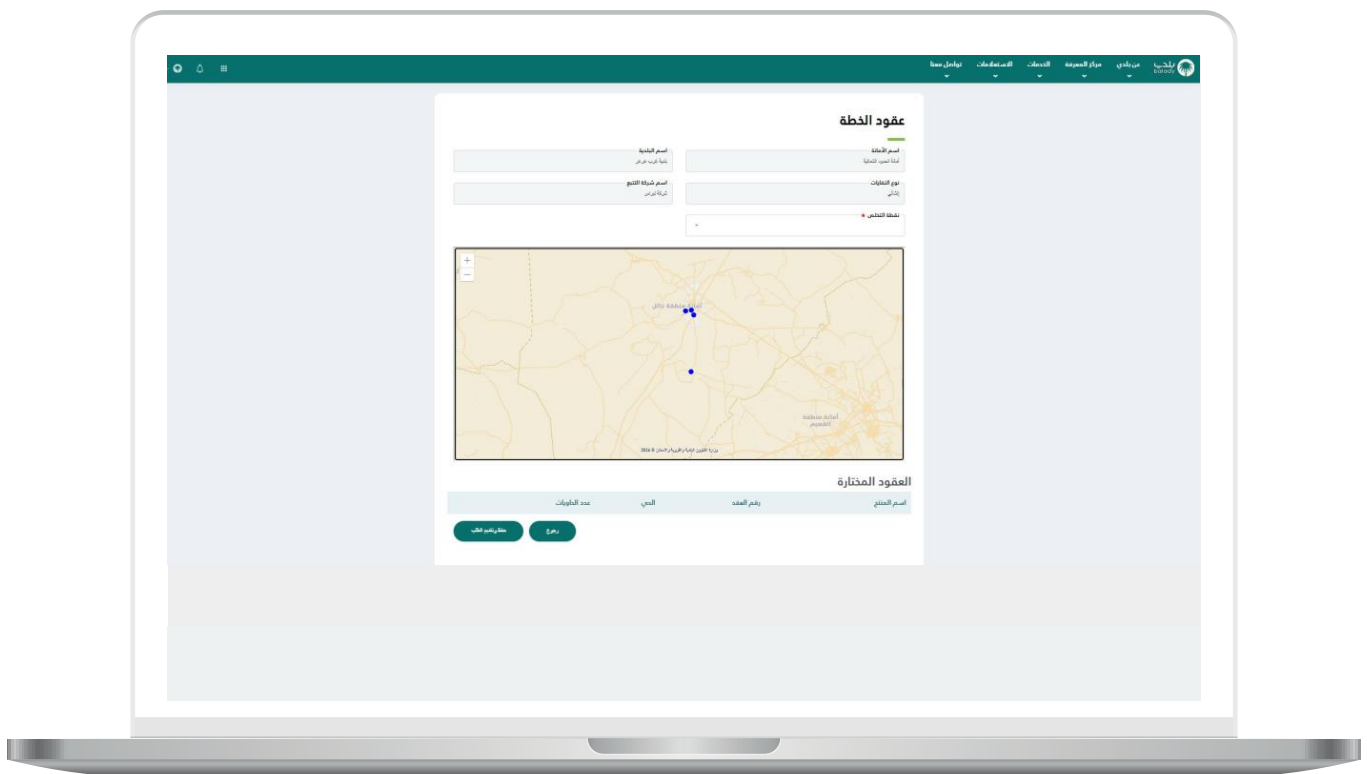
Select the vehicle and driver assigned to the plan.



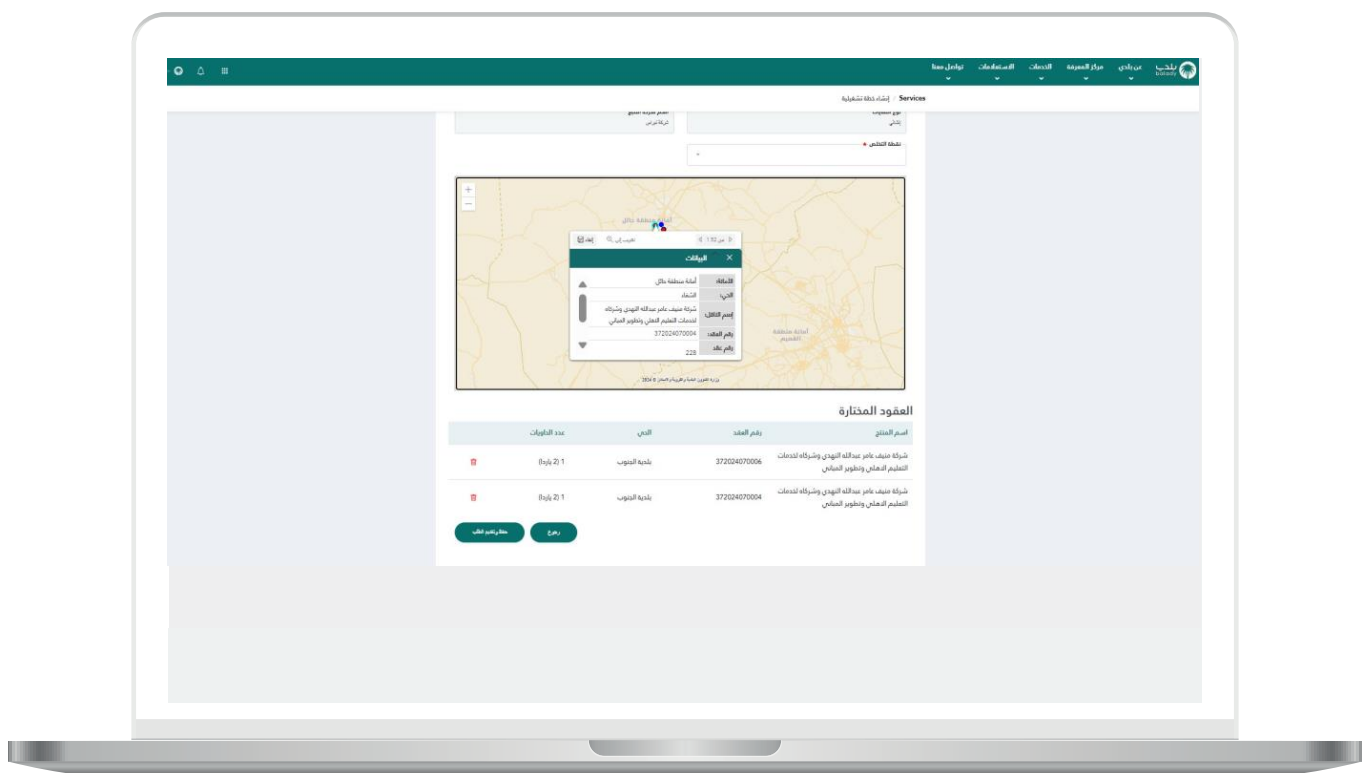
Plan Contracts

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.

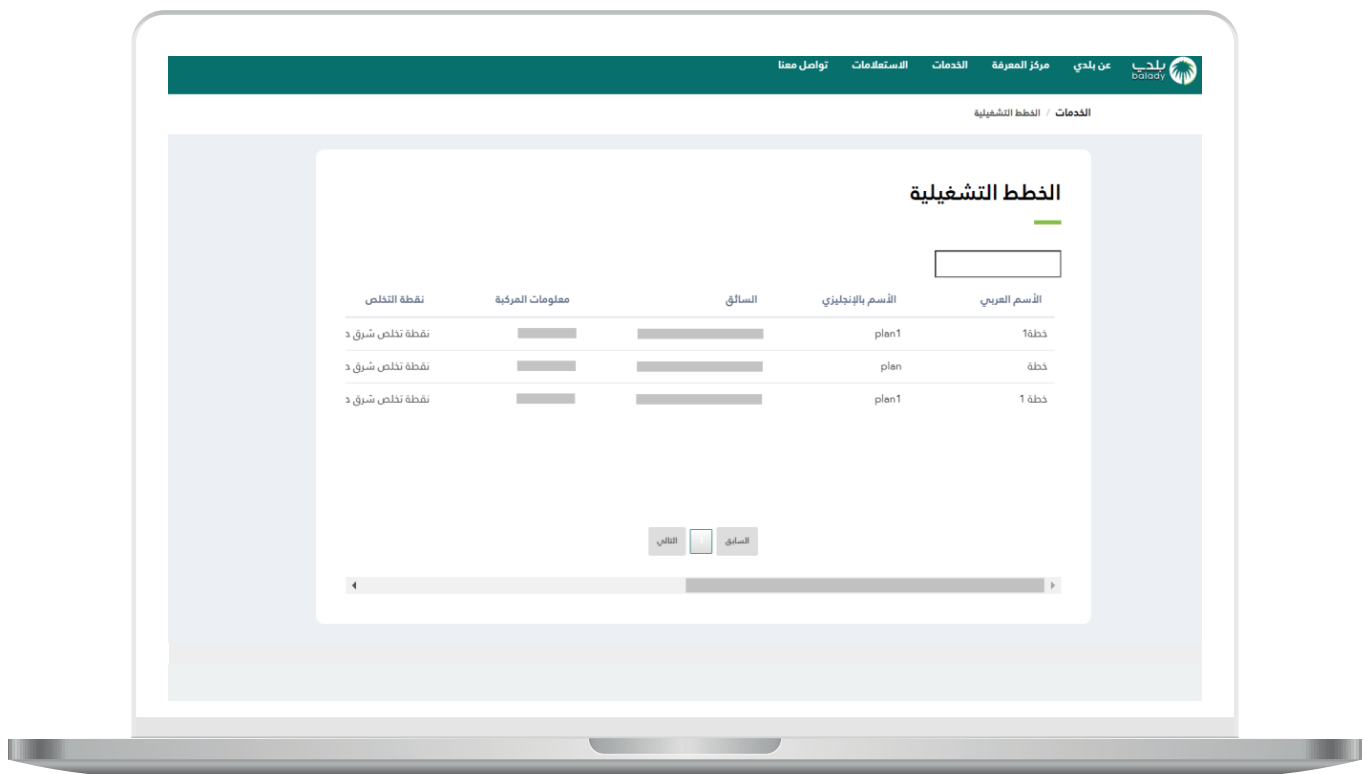



3) All selected contracts are listed for the transporter with options to delete them, either by selecting them on the map and canceling or by clicking the delete icon 🗑️. Then click **(Save and Submit Request)**.

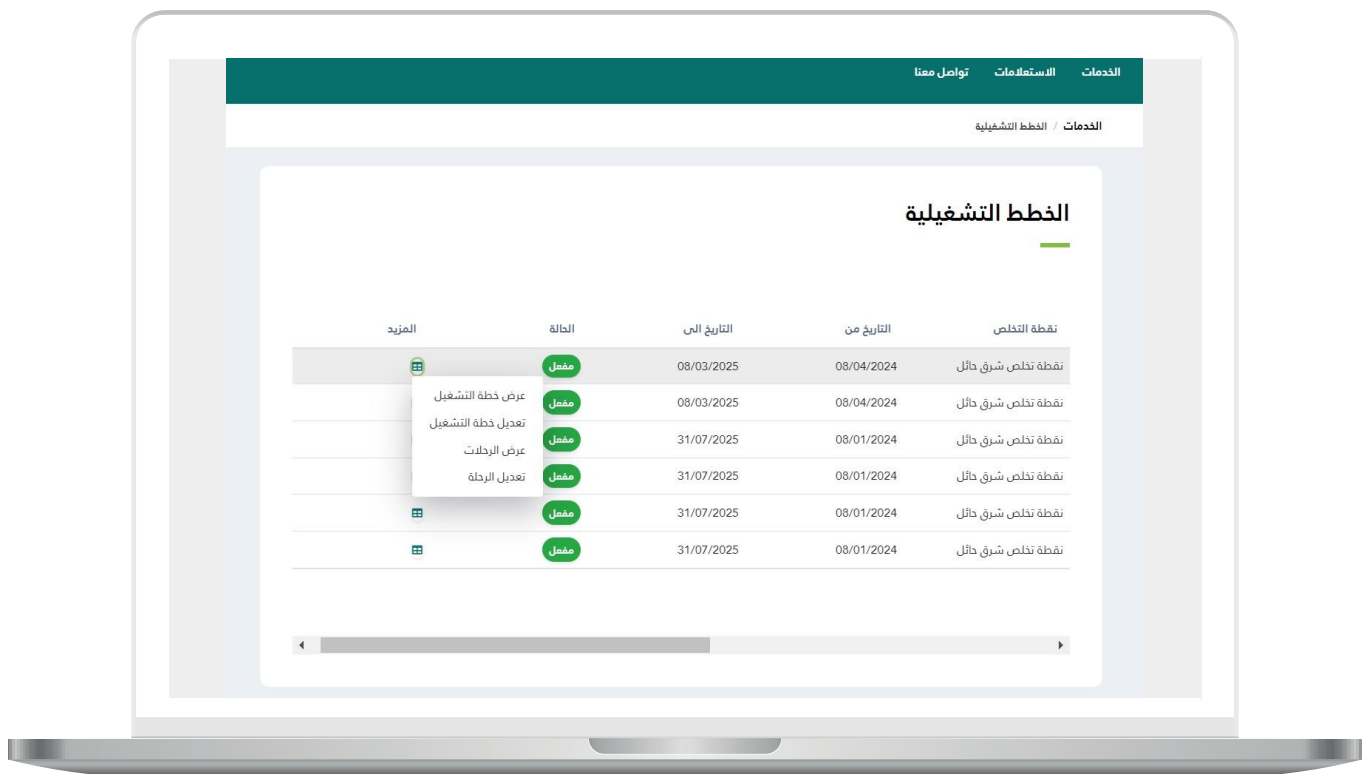


4) All operational plans for the transporter will be displayed for viewing or modification.

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.

The screenshot shows a laptop displaying a web application interface. At the top, there is a dark green header with navigation links: 'الخدمات' (Services), 'الاستعلامات' (Inquiries), and 'بوابات معنا' (Our Portals). Below the header, a breadcrumb trail reads 'خدمات / تفاصيل خطة التشغيل' (Services / Operation Plan Details). The main content area is titled 'معلومات أساسية' (Basic Information) and contains several input fields and checkboxes. The fields are arranged in two columns:

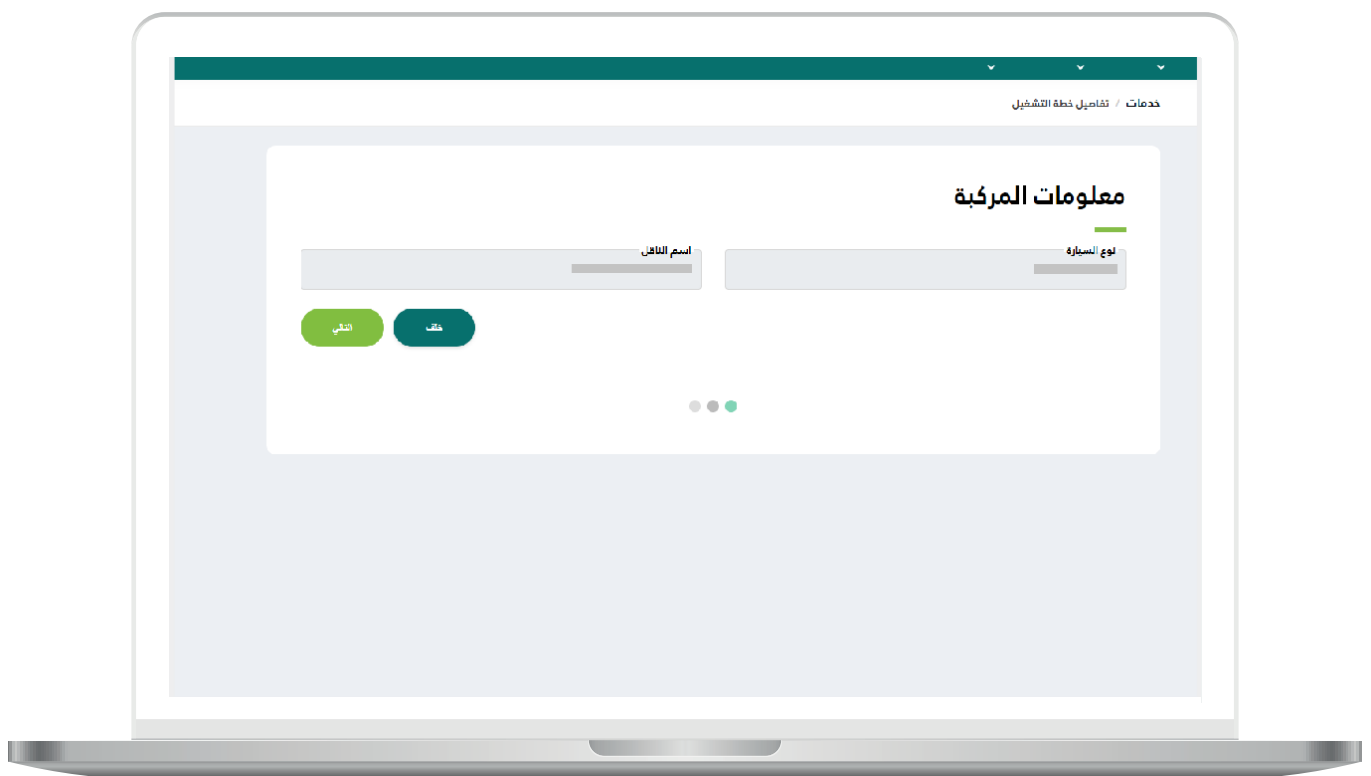
- الاسم العربي** (Arabic Name): حنان
- الاسم الانجليزي** (English Name): plan1
- رقعة** (Map): 372024070002 - أمانة منطقة جازل - توارية
- من التاريخ** (From Date): 08/04/2024
- من وقت** (From Time): 00:00:00
- ان يذهب في موعد** (When to go): 08/03/2025
- الى وقت** (To Time): 00:00:00

Below the fields, there is a section for 'أيام' (Days) with checkboxes for each day of the week:

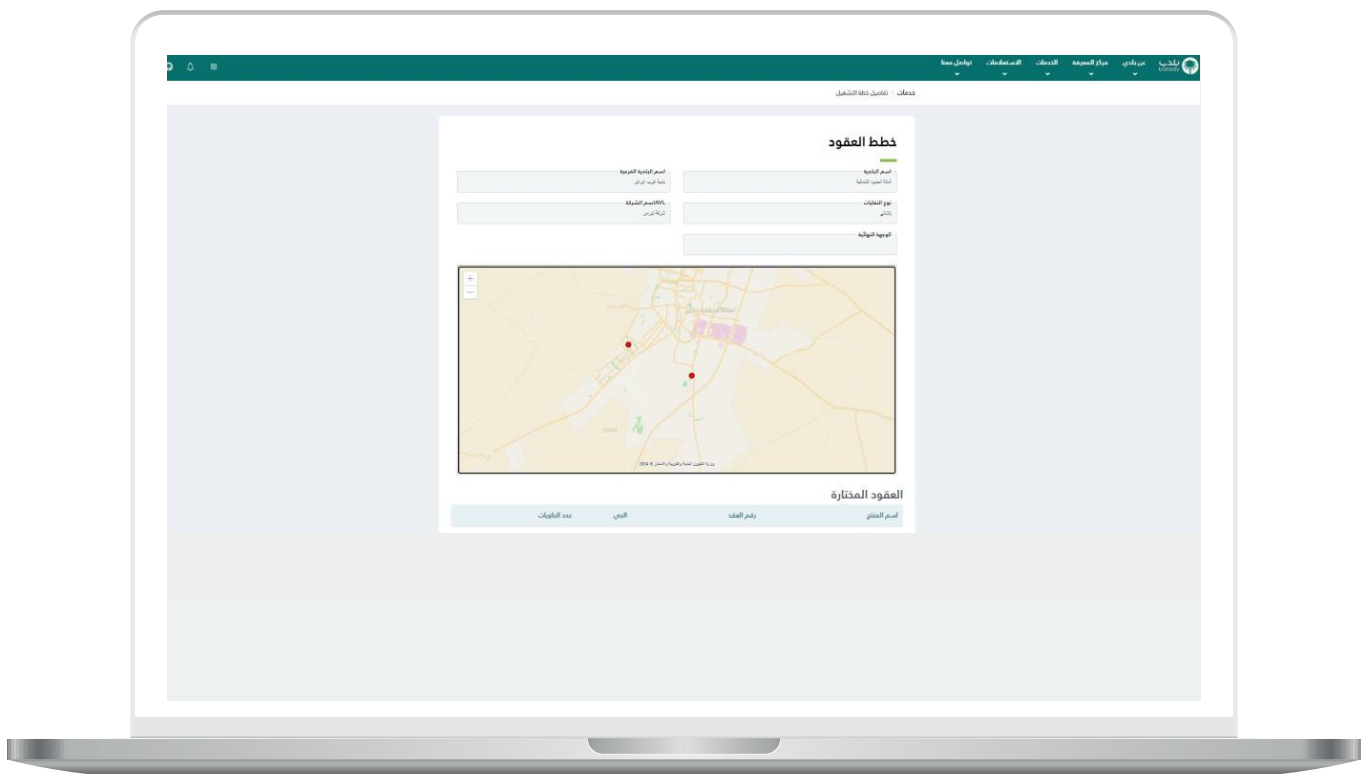
- السبت ☐
- الأحد ☒
- الاثنين ☐
- الثلاثاء ☒
- الأربعاء ☐
- الخميس ☒
- الجمعة ☐

At the bottom left of the form, there is a green button labeled 'التالي' (Next). At the bottom center, there are three small dots, with the middle one being filled, indicating the current step in a sequence.

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



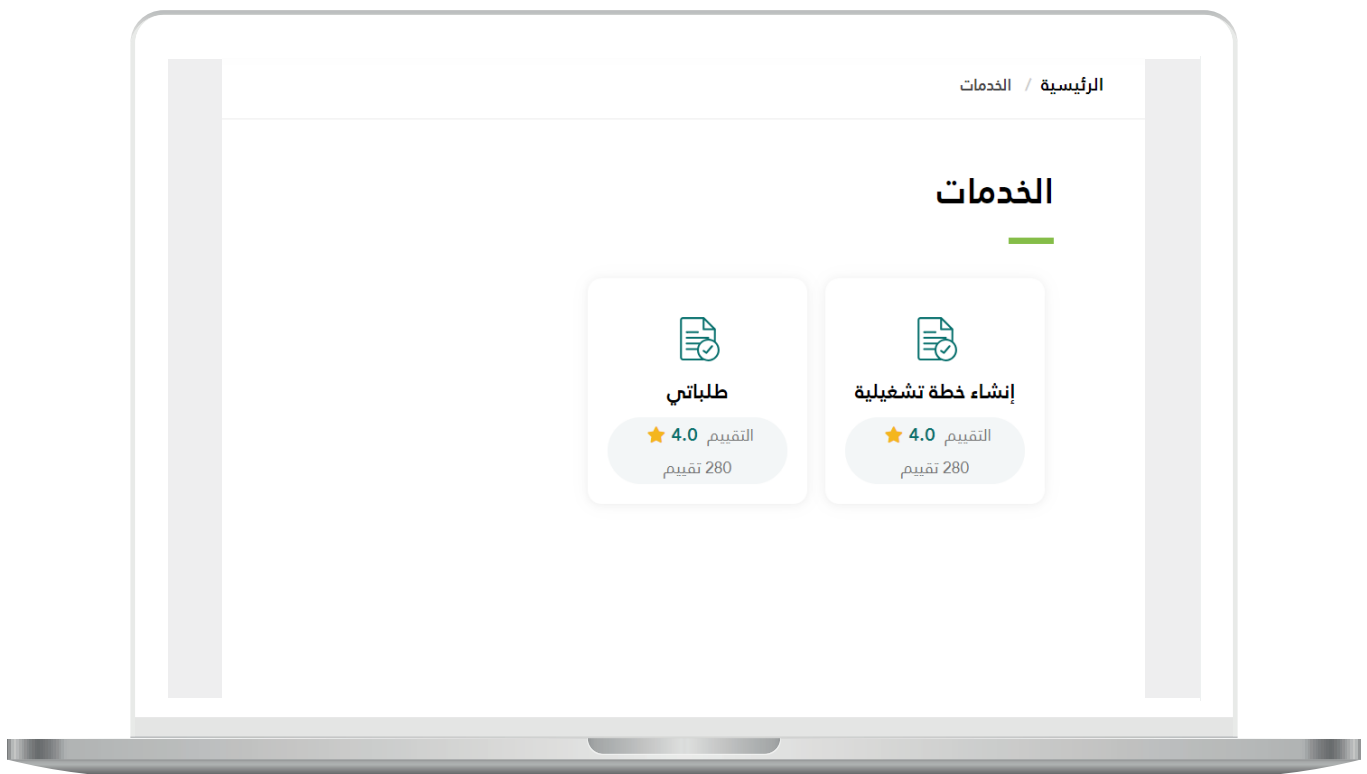
8) The Plan Contracts page is then displayed.




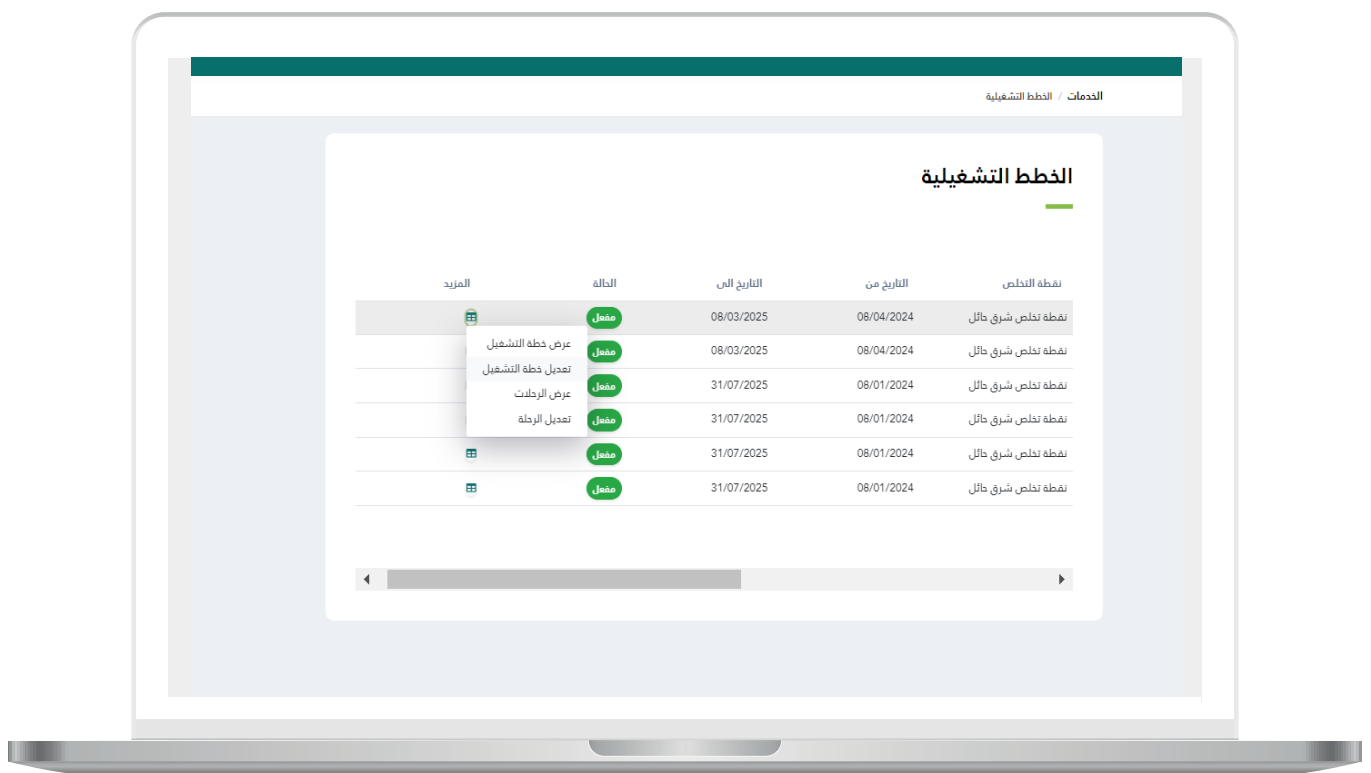
Modifying an Operational Plan

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.



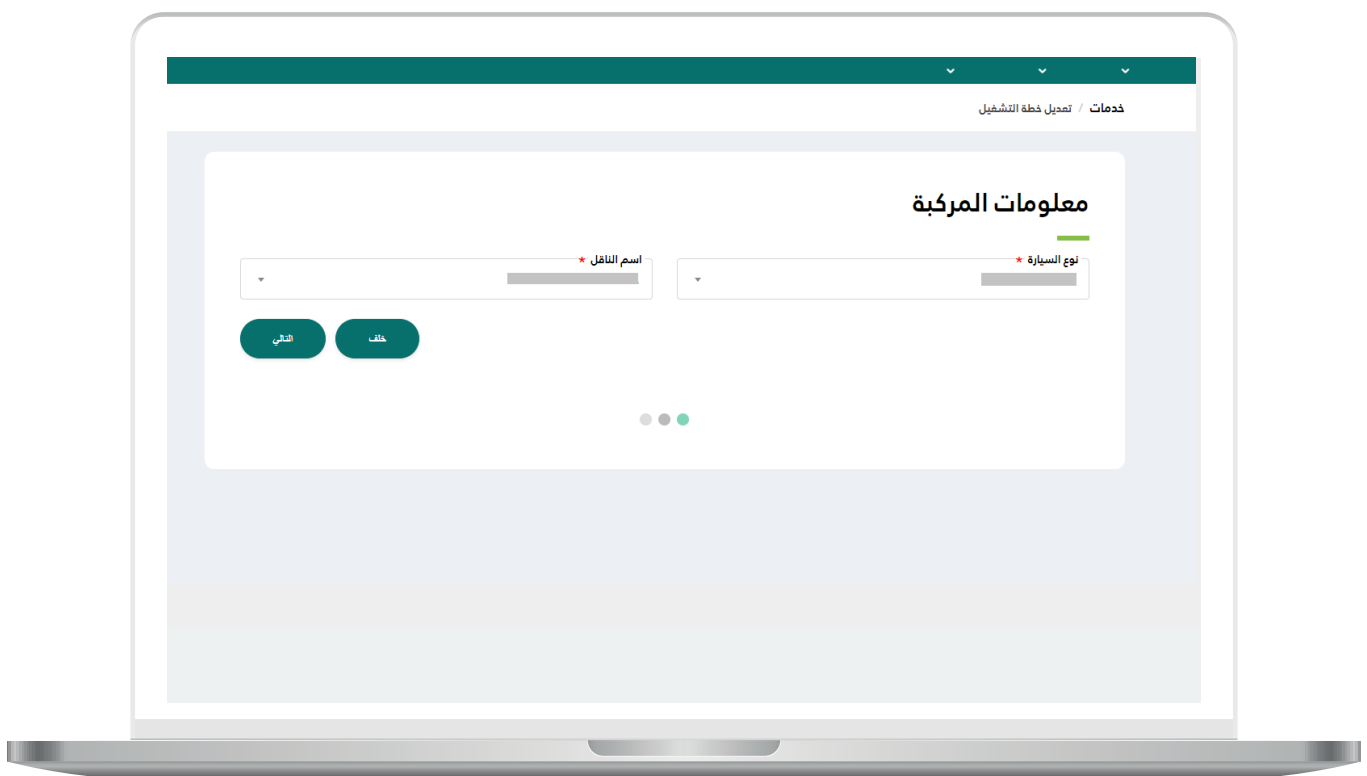
3) The Basic Information page will appear for editing, then click **(Next)**.

The screenshot shows a web application interface for editing an operational plan. The page is titled 'معلومات أساسية' (Basic Information) and is part of a 'خدمات / تعديل خطة التشغيل' (Services / Edit Operation Plan) section. The form contains several fields and checkboxes:

- الاسم العربي *** (Arabic Name): A text input field containing 'خطة 1'.
- الاسم الانجليزي *** (English Name): A text input field containing 'plan1'.
- رقم *** (Number): A text input field containing '372024070002 - أمانة منطقة حائل - تجارية'.
- من التاريخ *** (From Date): A date picker showing '08/04/2024'.
- إلى وقت *** (Until Time): A time picker showing '١٢:٠٠'.
- من وقت *** (From Time): A time picker showing '١٢:٠٠'.
- أيام *** (Days): A section with checkboxes for days of the week:
 - السبت ☐
 - الأحد ☒
 - الاثنين ☐
 - الثلاثاء ☒
 - الأربعاء ☐
 - الخميس ☒
 - الجمعة ☐

At the bottom left, there is a green button labeled 'التالي' (Next). At the bottom center, there are three small dots indicating the current step in a sequence.

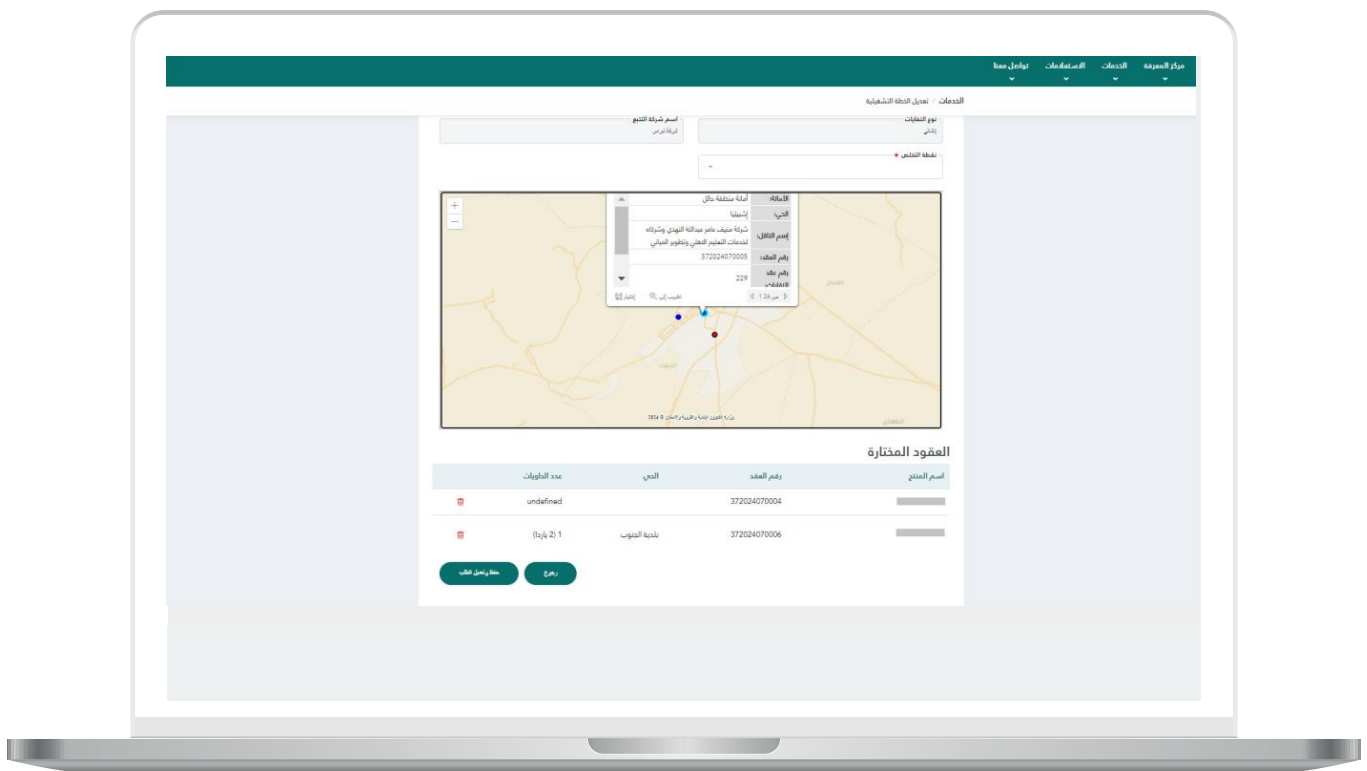
4) Go to the Driver Information page to edit the vehicle or driver, then click **(Next)**.



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

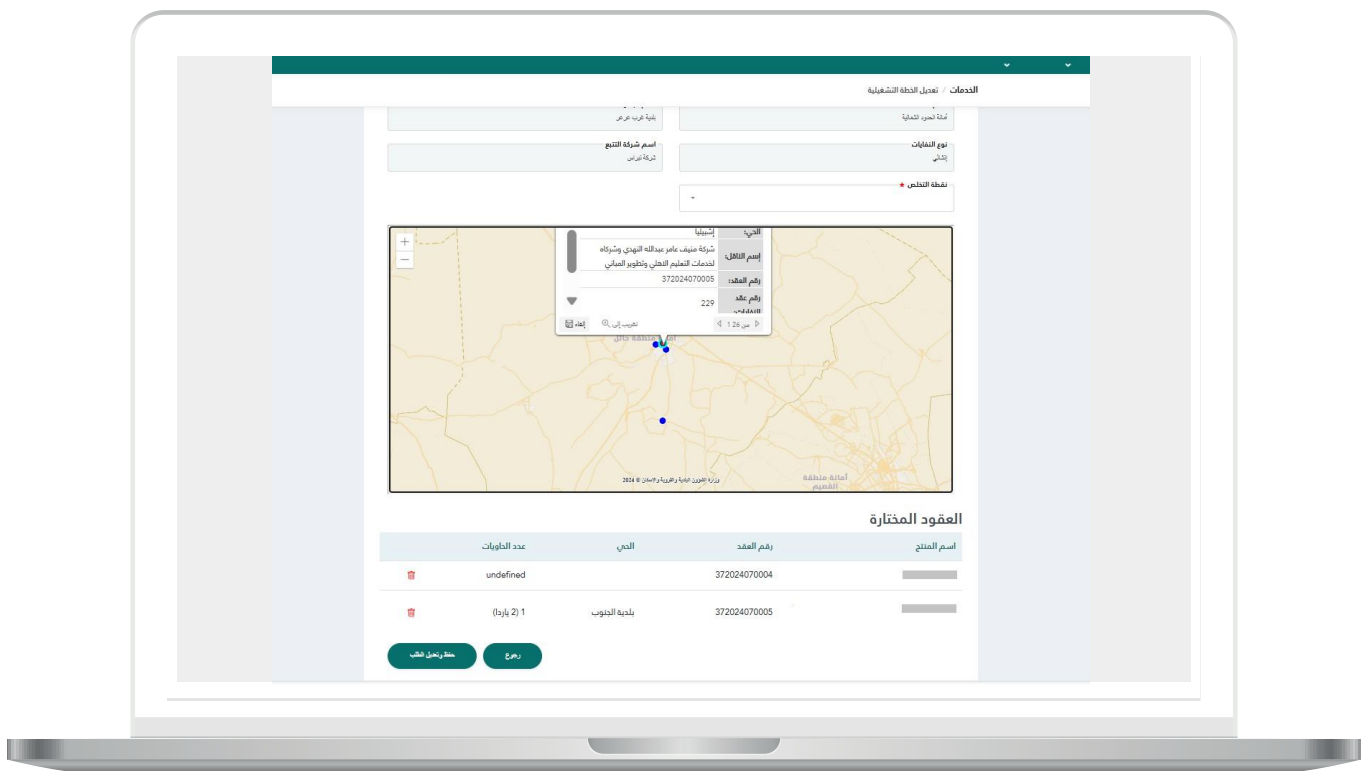
Then the plan name is selected from the list of selected contracts, where it appears on the map to select the contract for addition or leave it unselected for deletion from the map.

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

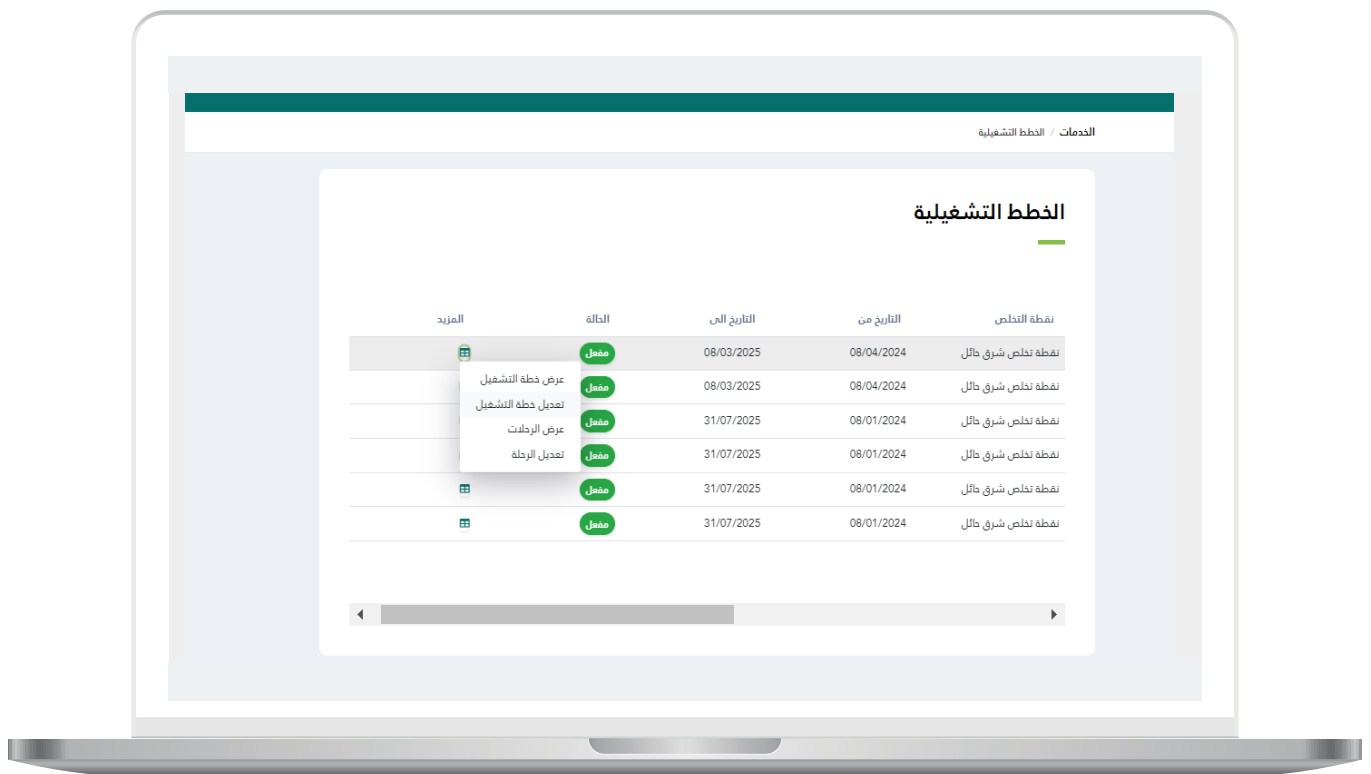


6) To add a contract, select it on the map, view its details, and click (Select).

Then click (Save and Modify Request).




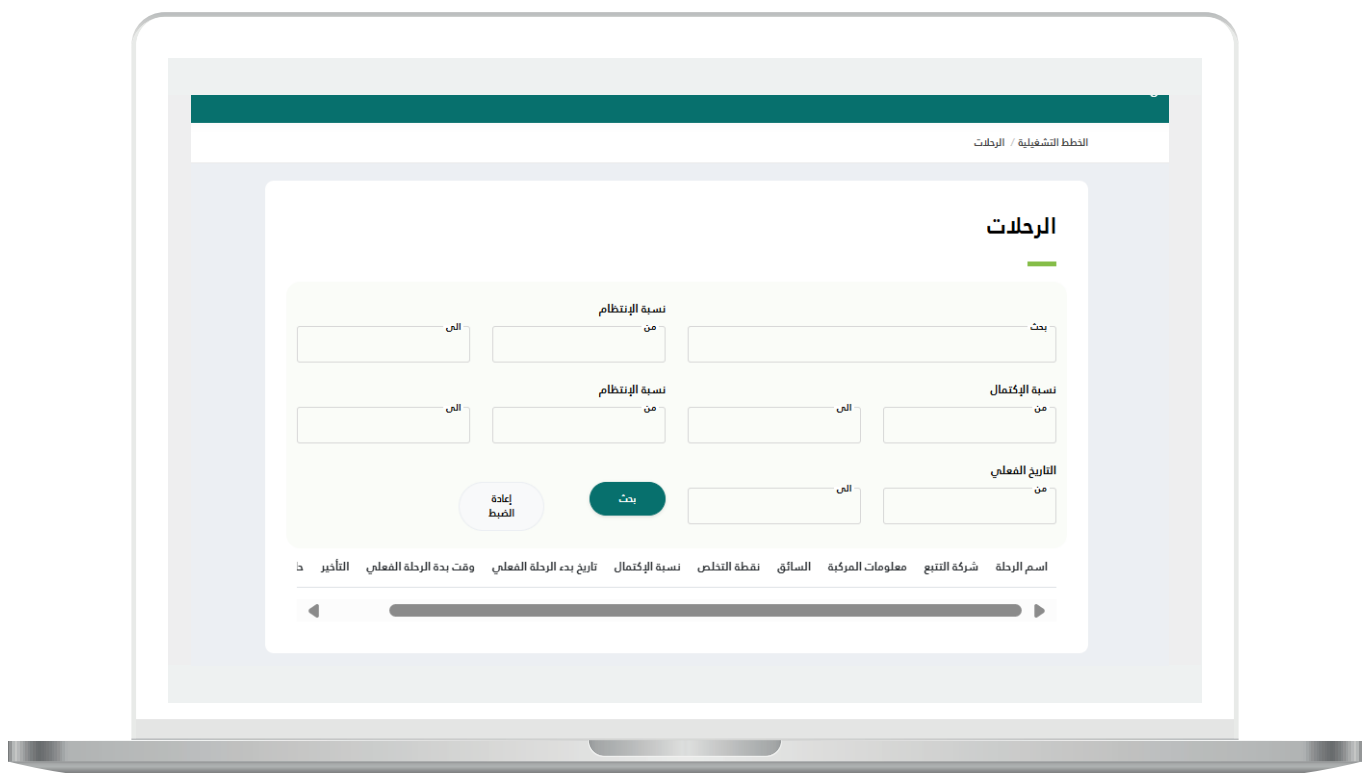
7) The operational plan list will reappear.




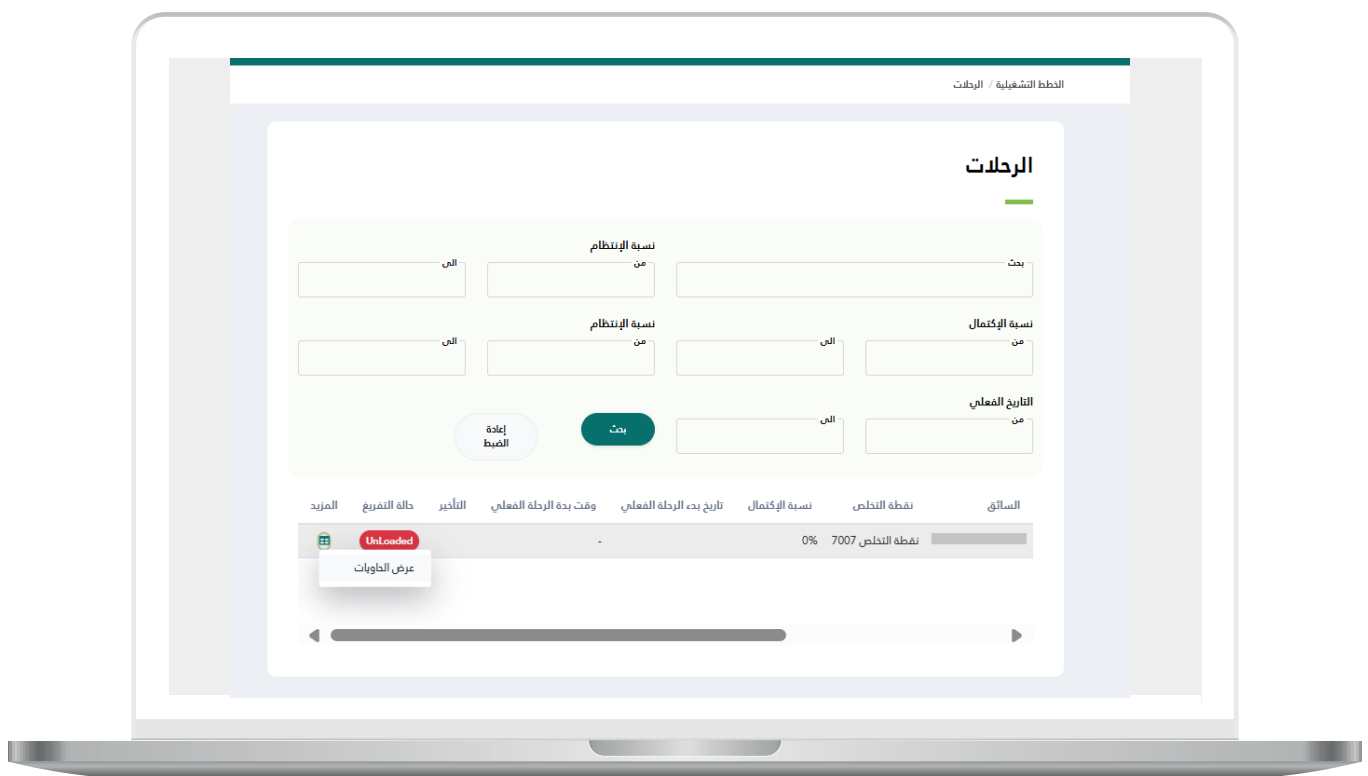
Viewing Trips


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

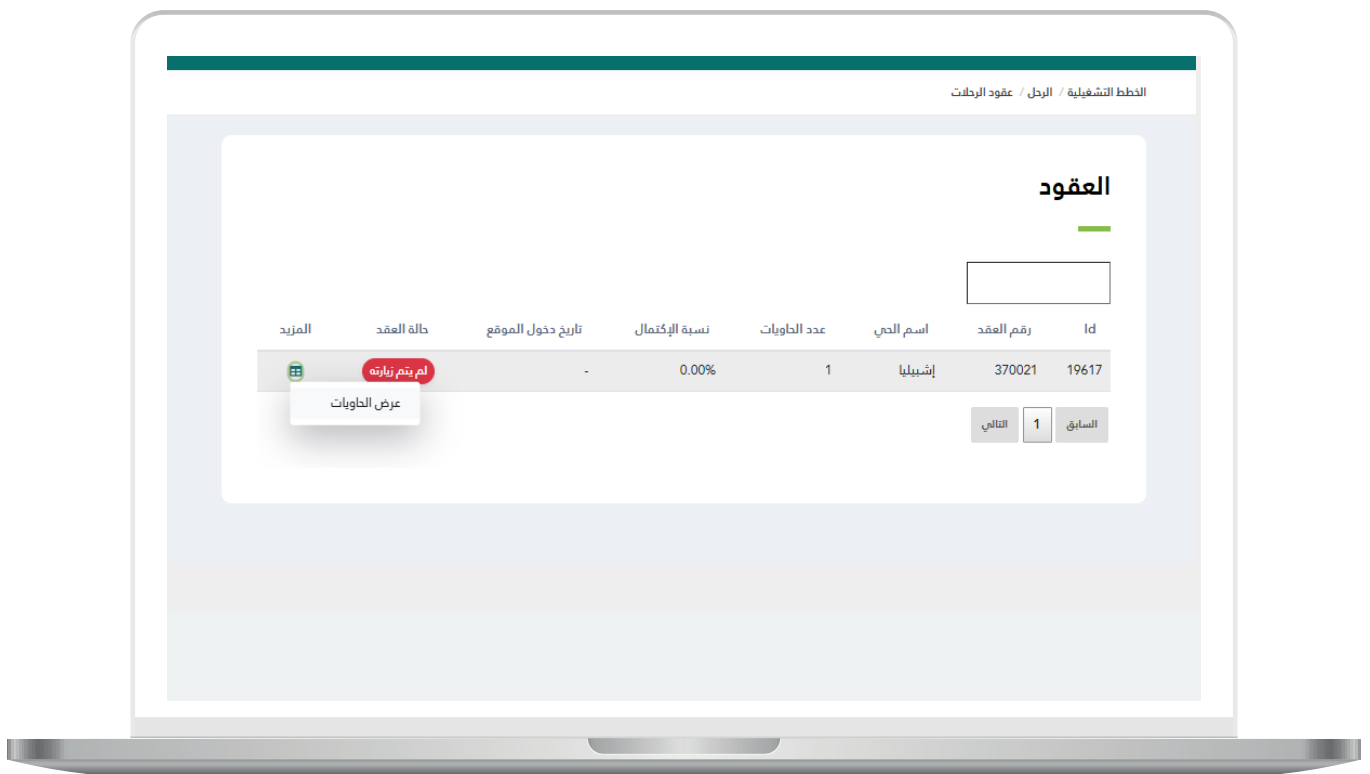
- 1) From the **(Operational Plans)** page, select the plan, click the icon , and choose **(View Trip)** to display all recorded trips and their daily completion percentage.



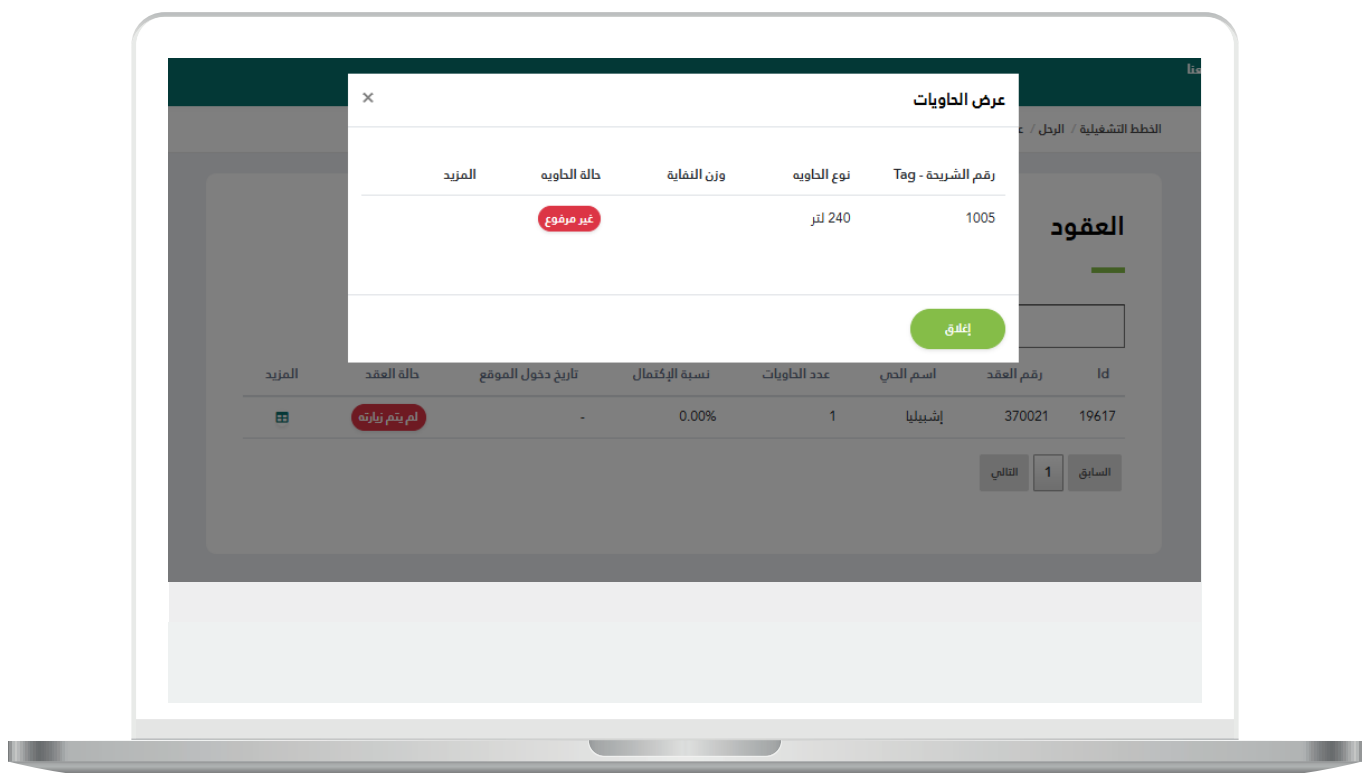
2) To view container details in the trip, click the icon  for the trip and select **(View Containers)**.



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



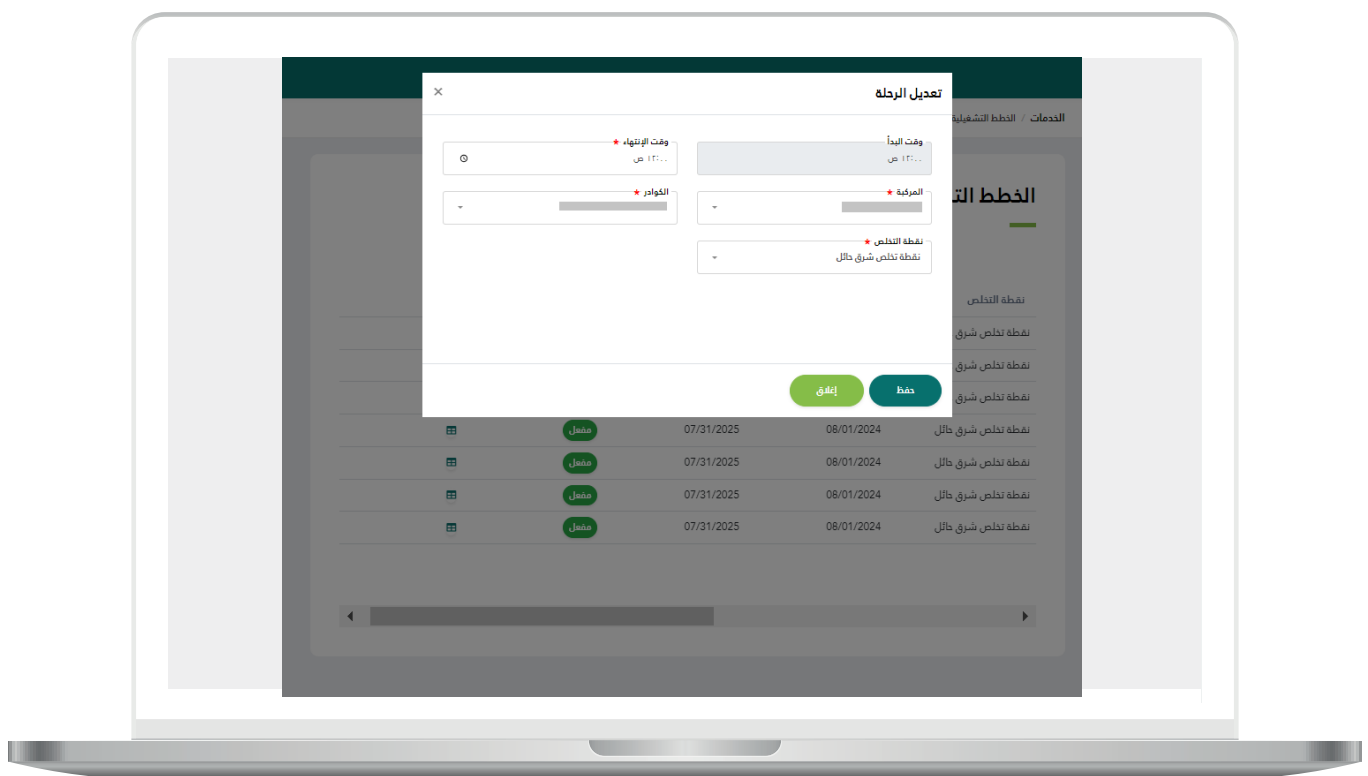
4) Container data and lifting status for each container will be displayed.



Modifying a Trip

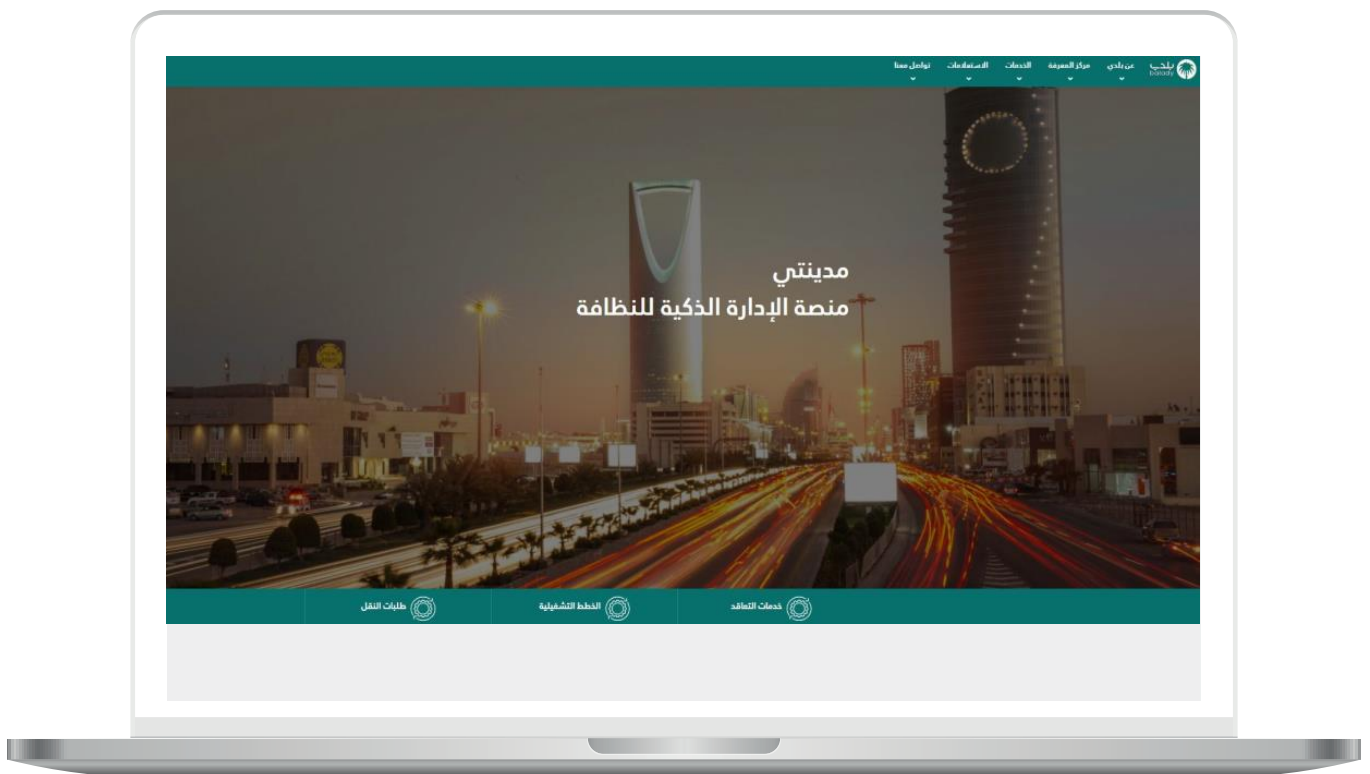
The trip can be modified for the driver, such as changing the driver, vehicle, disposal point, or trip times.

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




Settings Manager (Municipality Employee)

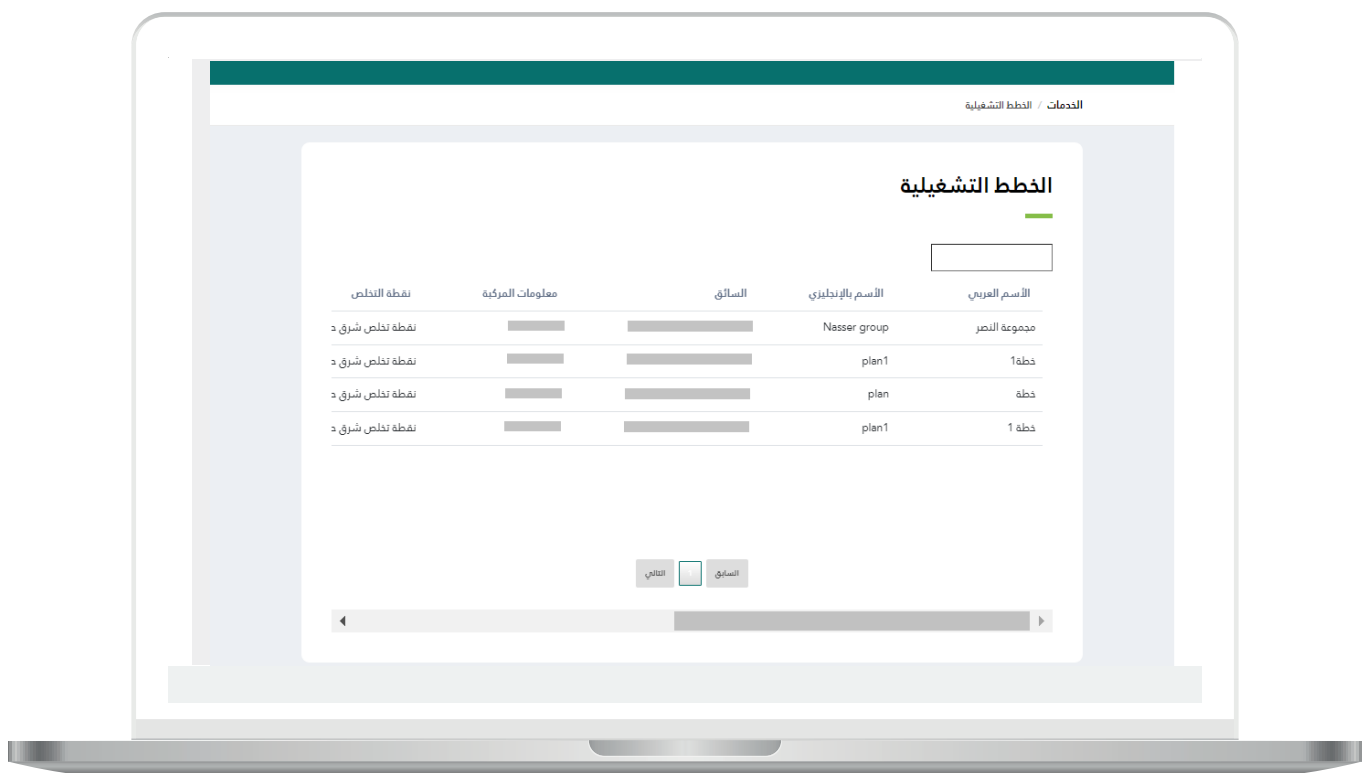
The settings managers can view operational plans and trips for contractors by logging into their account on the platform, selecting (**Operational Plans**), and then (**My Requests**).



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.



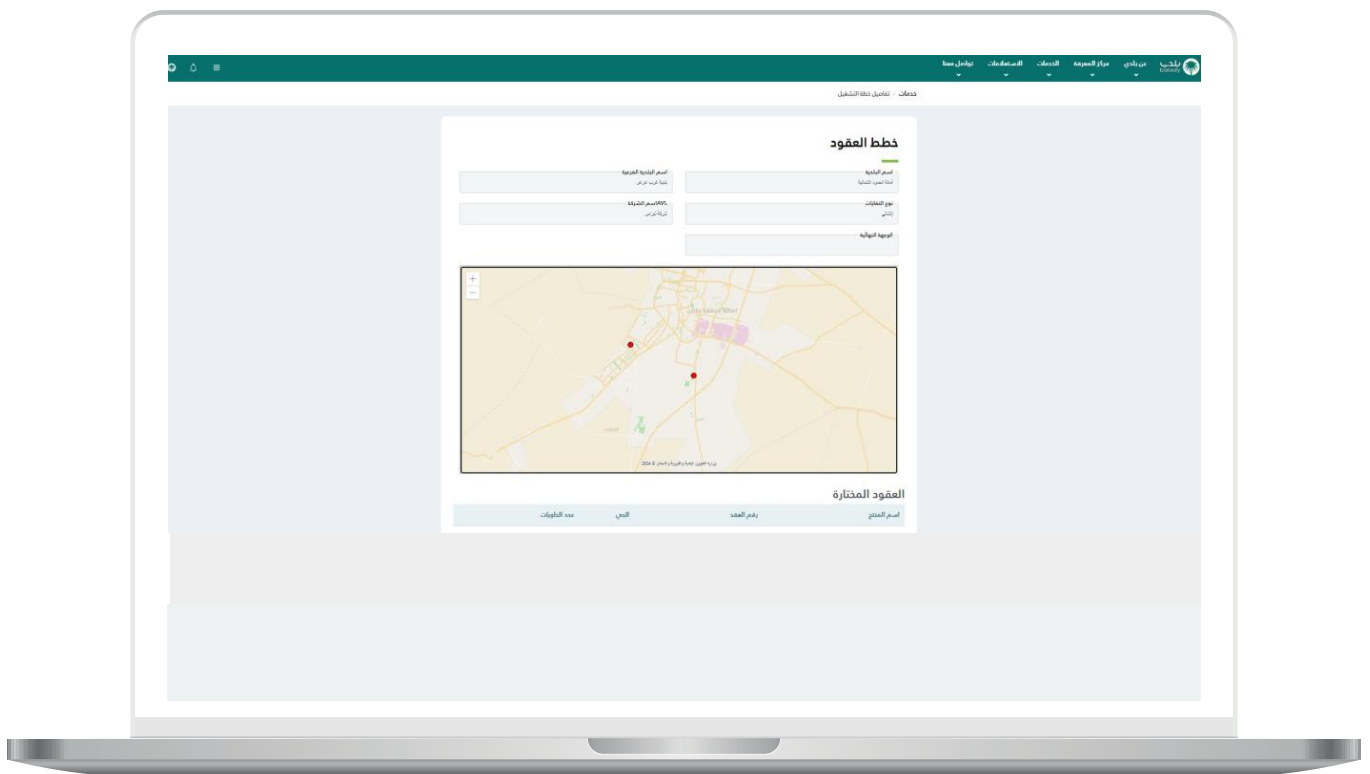
2) The Basic Information page is displayed, then click (Next).

The screenshot shows a laptop displaying a web application interface. The page title is 'معلومات أساسية' (Basic Information). The interface includes the following fields and options:


- الاسم العربي** (Arabic Name): Input field with the value 'مجموعة الشمس' (Shams Group).
- الاسم الانجليزي** (English Name): Input field with the value 'Nasser group'.
- رقصة** (Room): Input field with the value '37202470002 - وحدة منطقة سكن - تجارية'.
- من التاريخ** (From Date): Input field with the value '08/04/2024'.
- من وقت** (From Time): Input field with the value '00:00:00'.
- أن يختب في موعد** (Select Date): Input field with the value '08/03/2025'.
- الى وقت** (To Time): Input field with the value '00:00:00'.
- أيام** (Days): Radio button options for 'السبت' (Saturday), 'الأحد' (Sunday), 'الاثنين' (Monday), 'الثلاثاء' (Tuesday), 'الأربعاء' (Wednesday), 'الخميس' (Thursday), and 'جمعة' (Friday).
- يوم** (Day): Radio button options for 'الجمعة' (Friday), 'الخميس' (Thursday), 'الأربعاء' (Wednesday), 'الثلاثاء' (Tuesday), 'الاثنين' (Monday), 'الأحد' (Sunday), and 'السبت' (Saturday).

A green button labeled 'تالي' (Next) is located at the bottom left of the form. The page is part of a multi-step process, as indicated by the three dots at the bottom center of the form area.

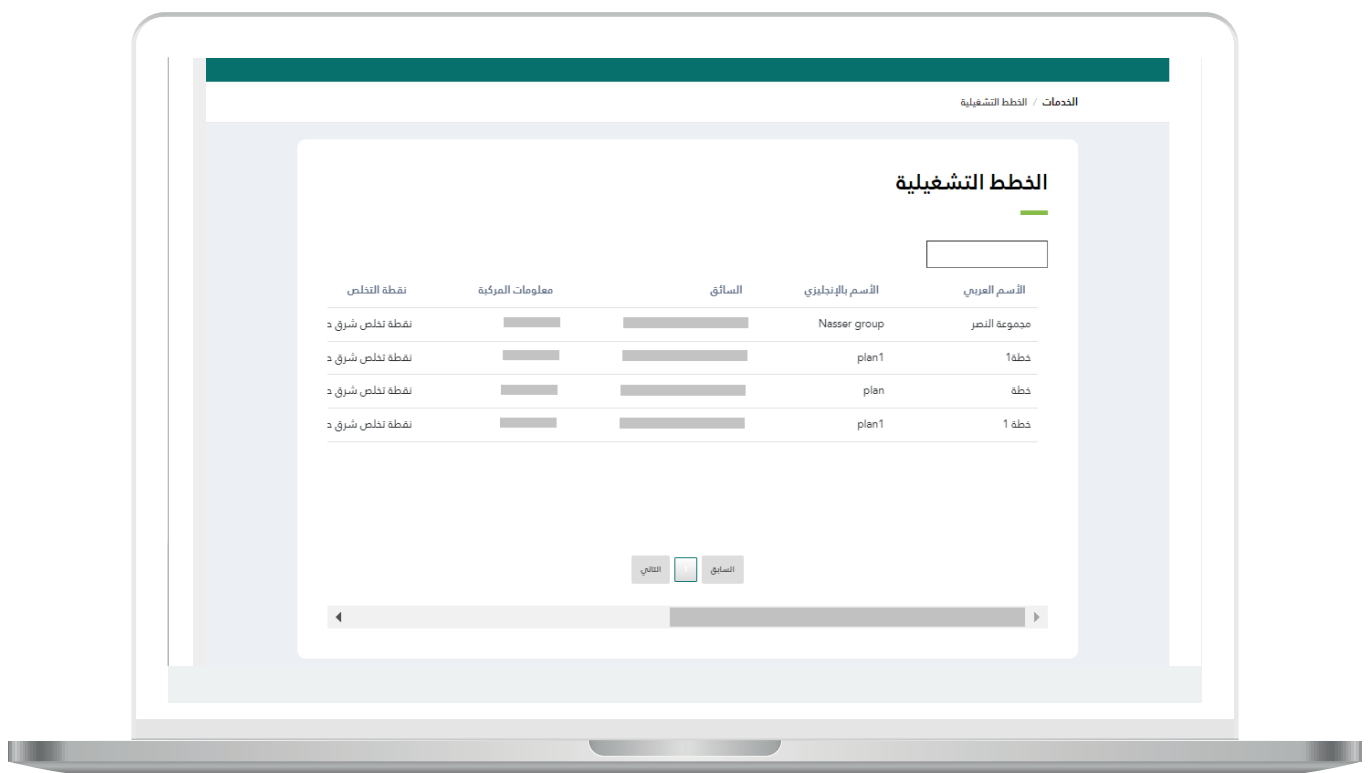
3) The Plan Contracts page is displayed, showing the selected contracts on the map or as a list. Then click **(Next)** to return to the operational plans list.




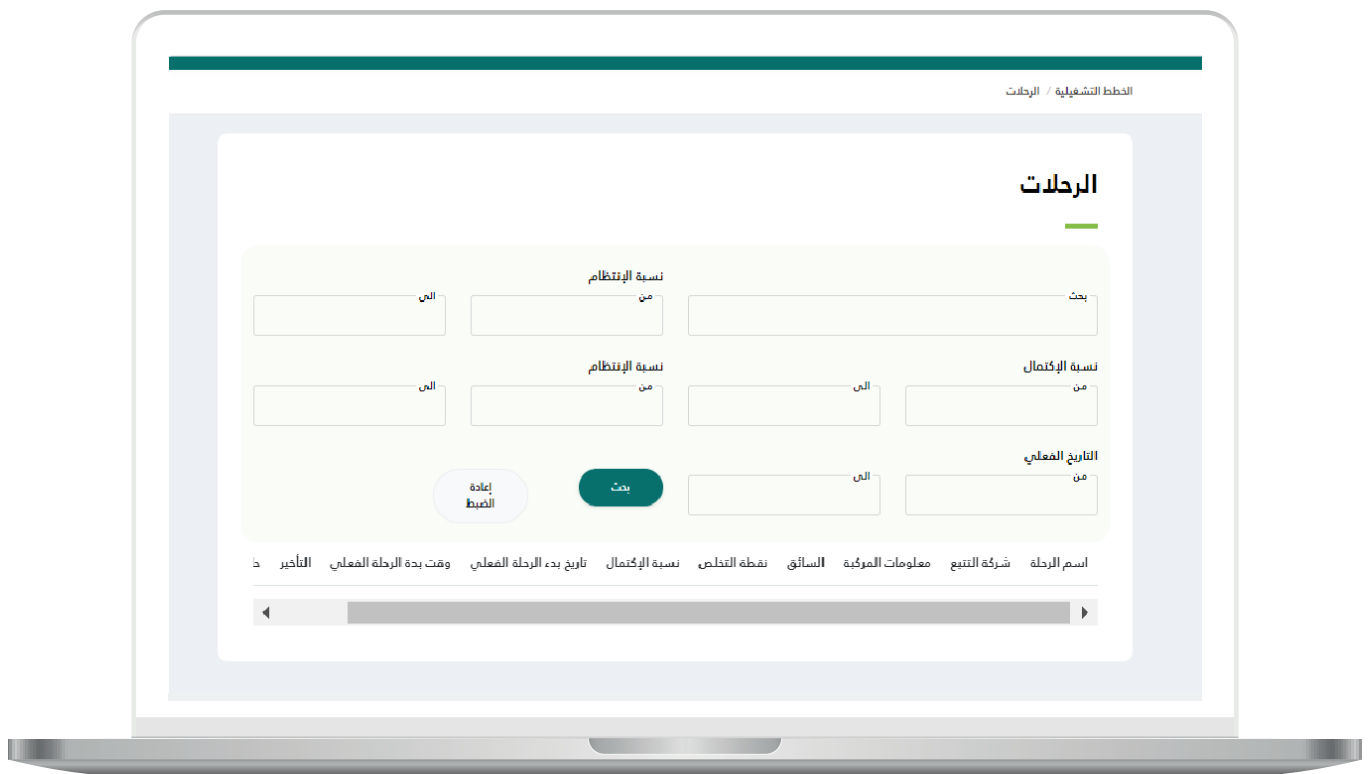
Viewing Trips


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

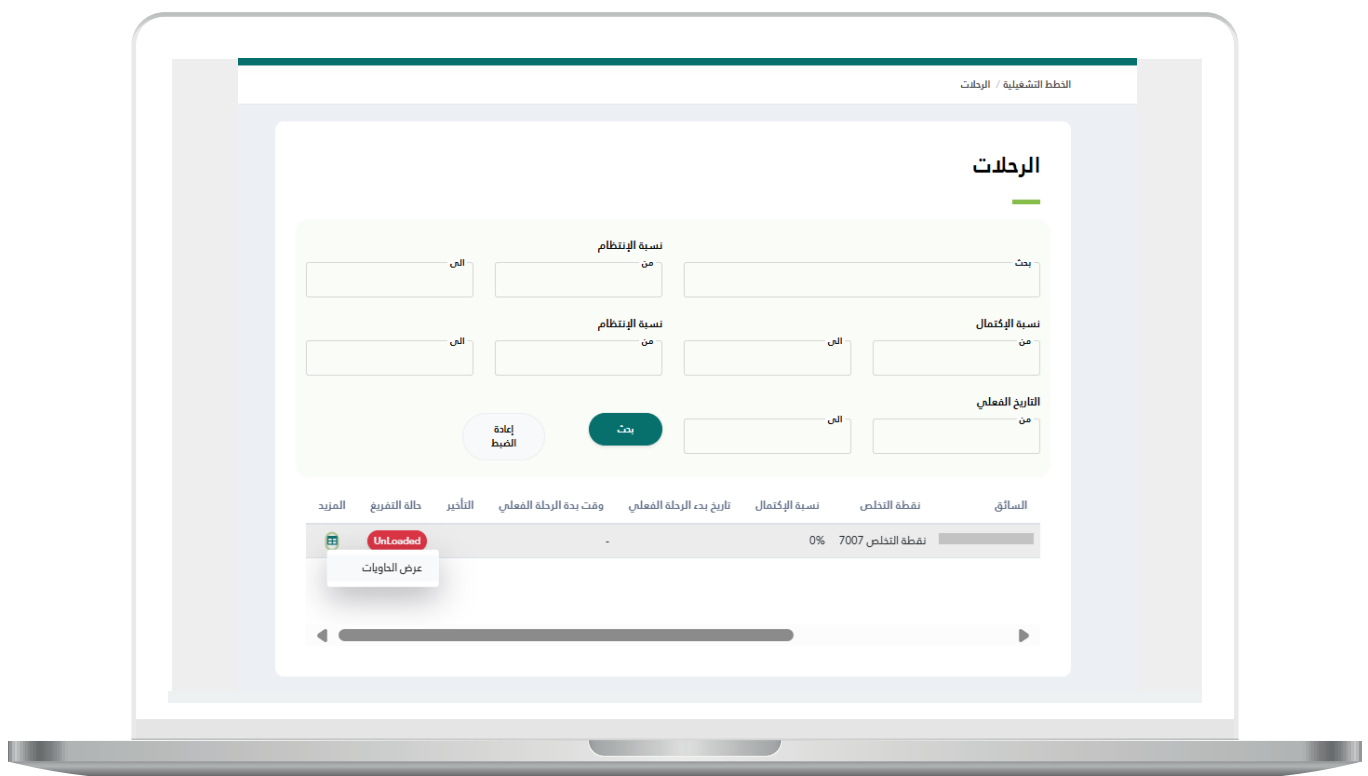
Trips completed by the driver based on the plan are displayed for the day.




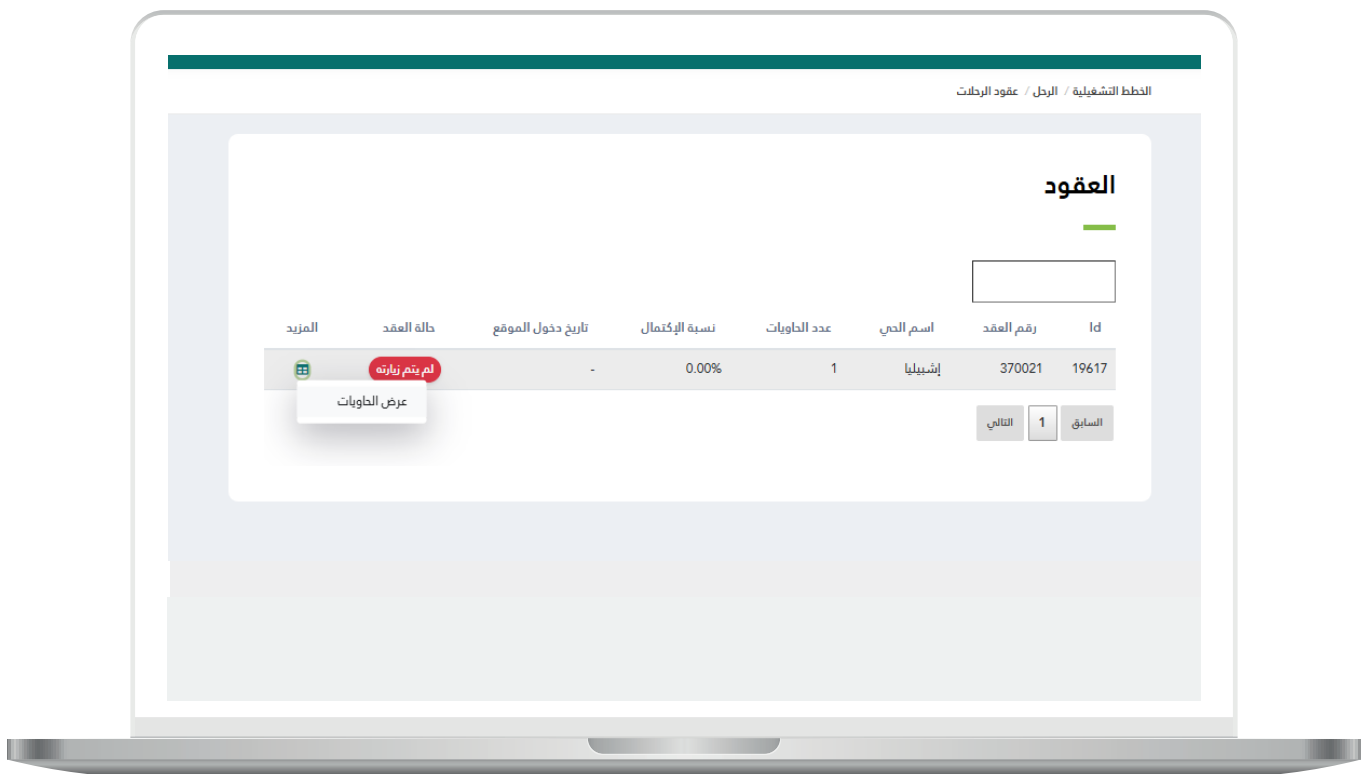
2) From the **(Operational Plans)** page, select the plan, click the icon , and choose **(View Trip)** to display all recorded trips and their daily completion percentage.



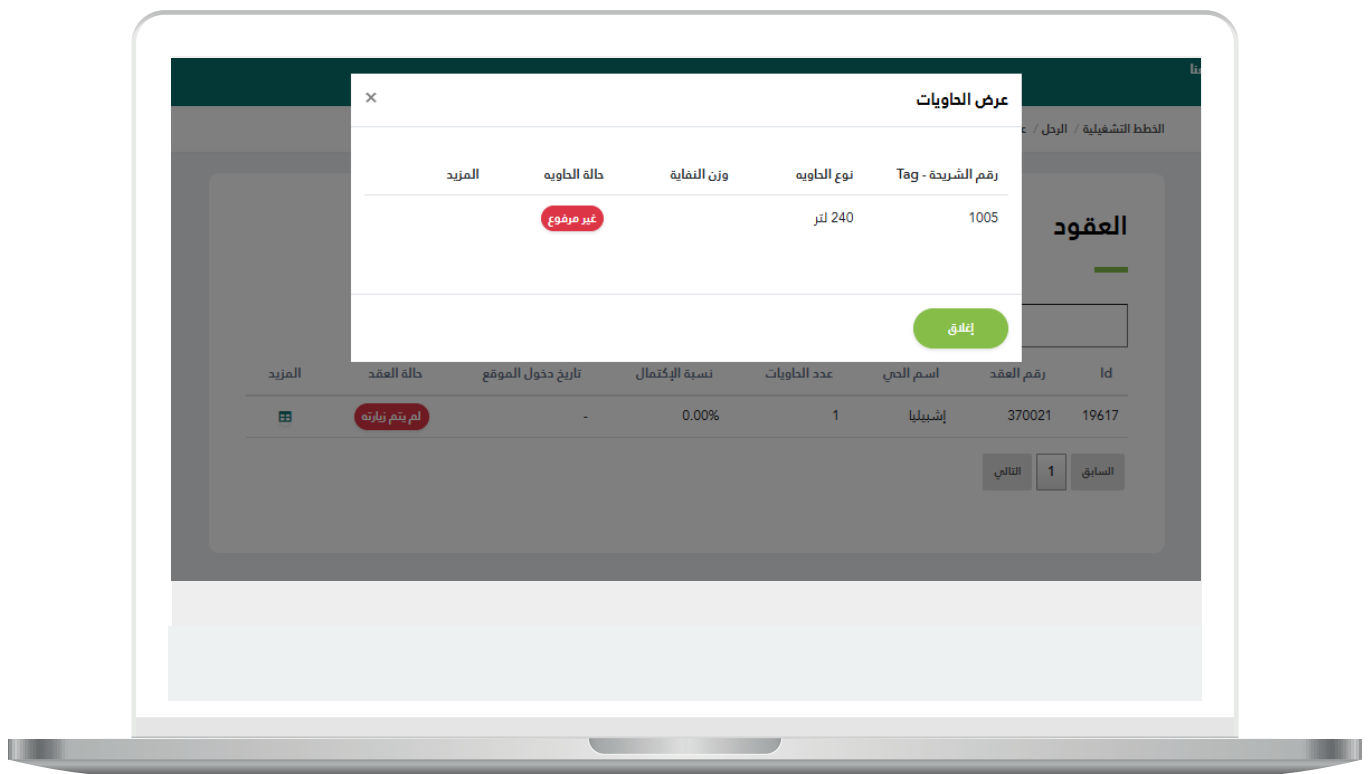
3) To view container details in the trip, click the icon  for the trip and select **(View Containers)**.



- 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

