



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

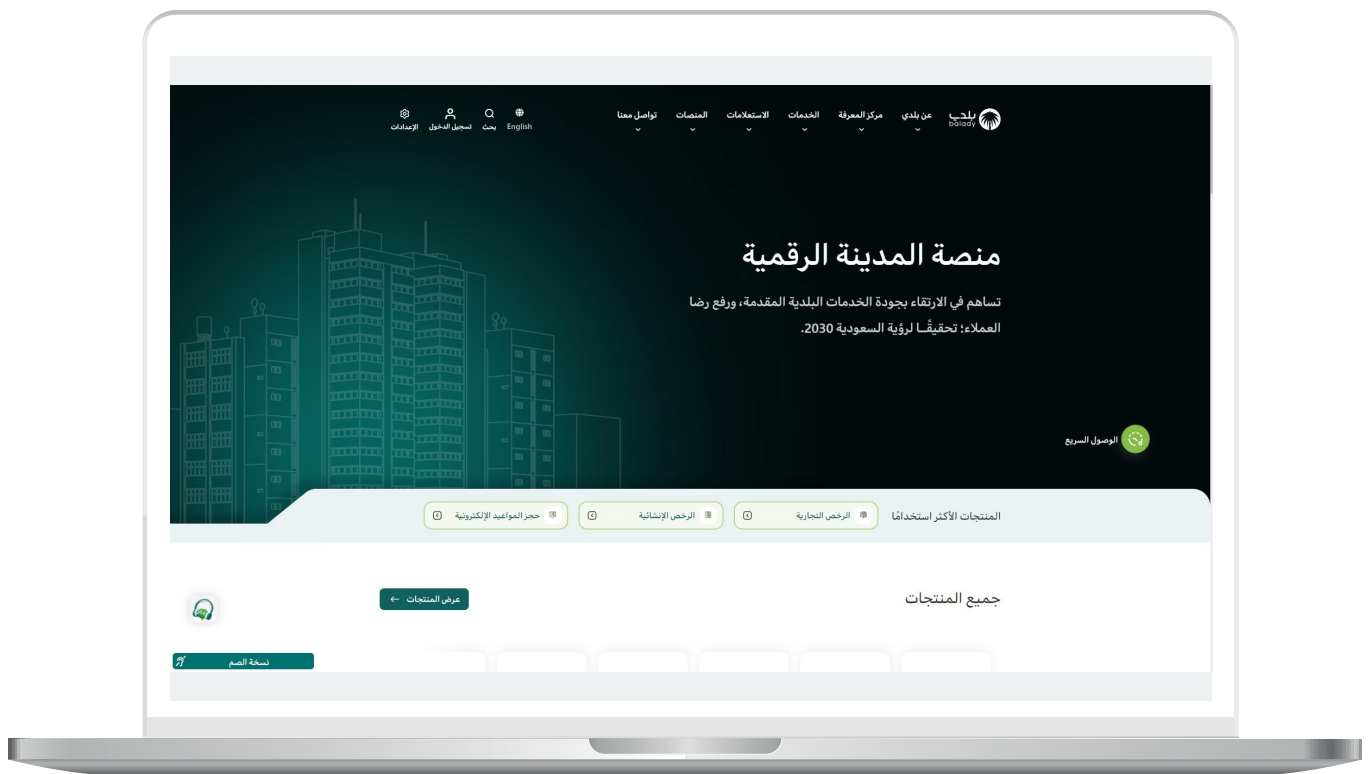
User Guide for the Inquiry Service for Vacant Land Fencing

Beneficiary's
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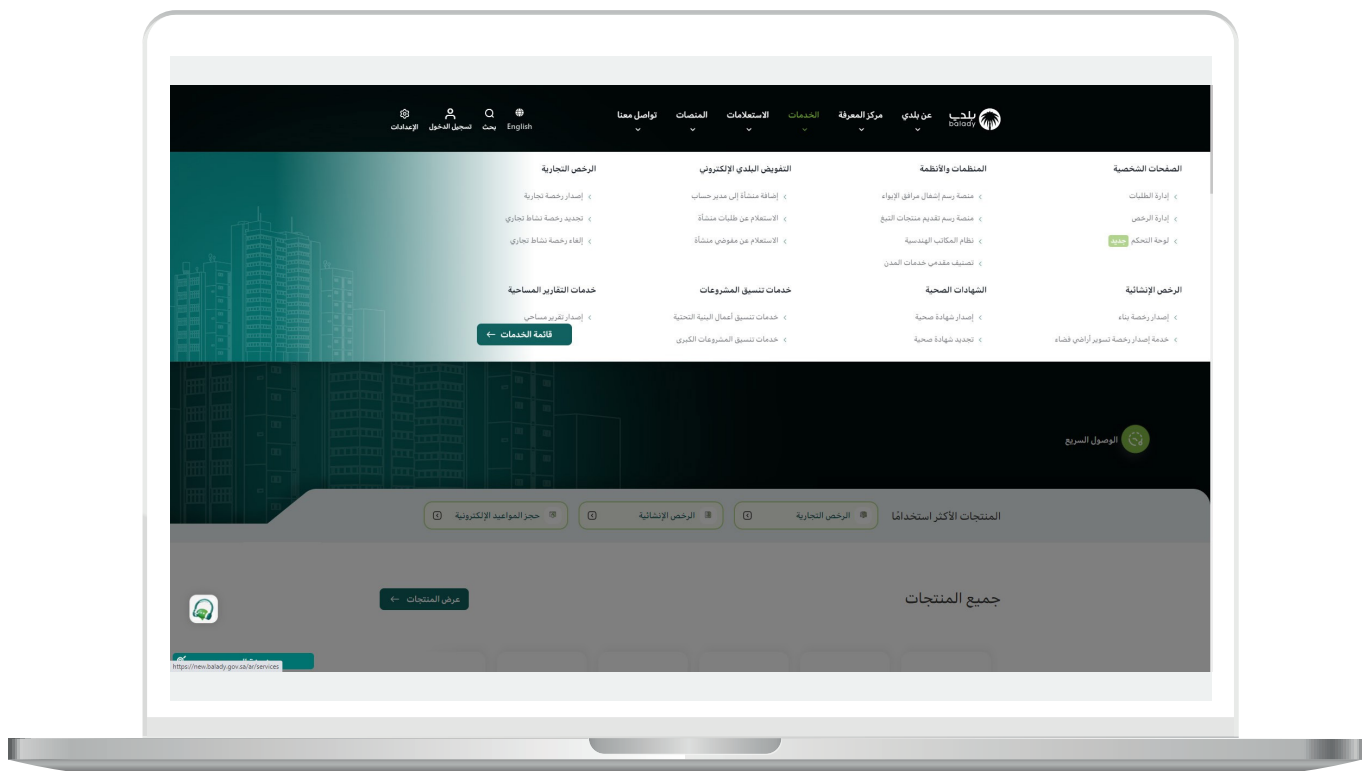
Steps to Request the Service

1) After accessing the (**Balady**) platform, the following screen appears.

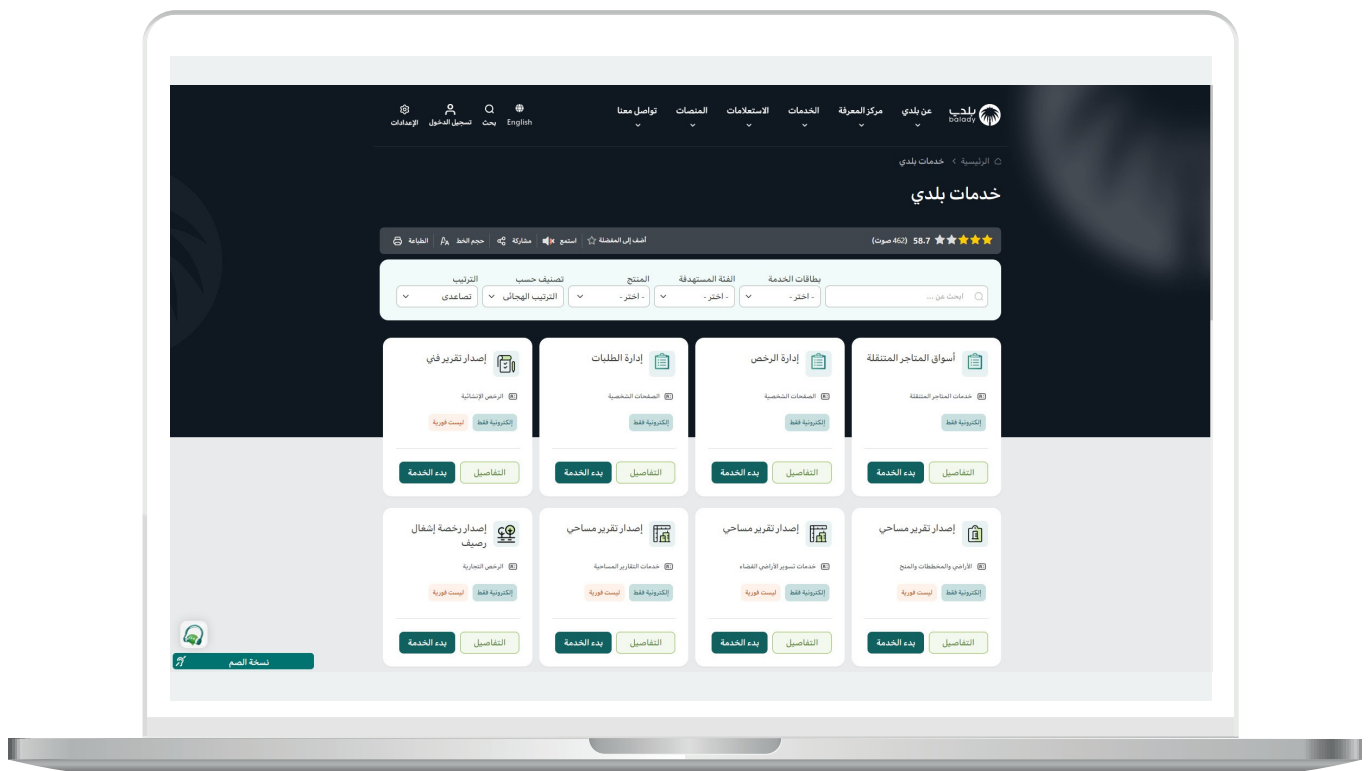
The user clicks on the (**Services**) menu at the top of the screen.



2) The user then clicks on the **(Services List)** button, as shown below.

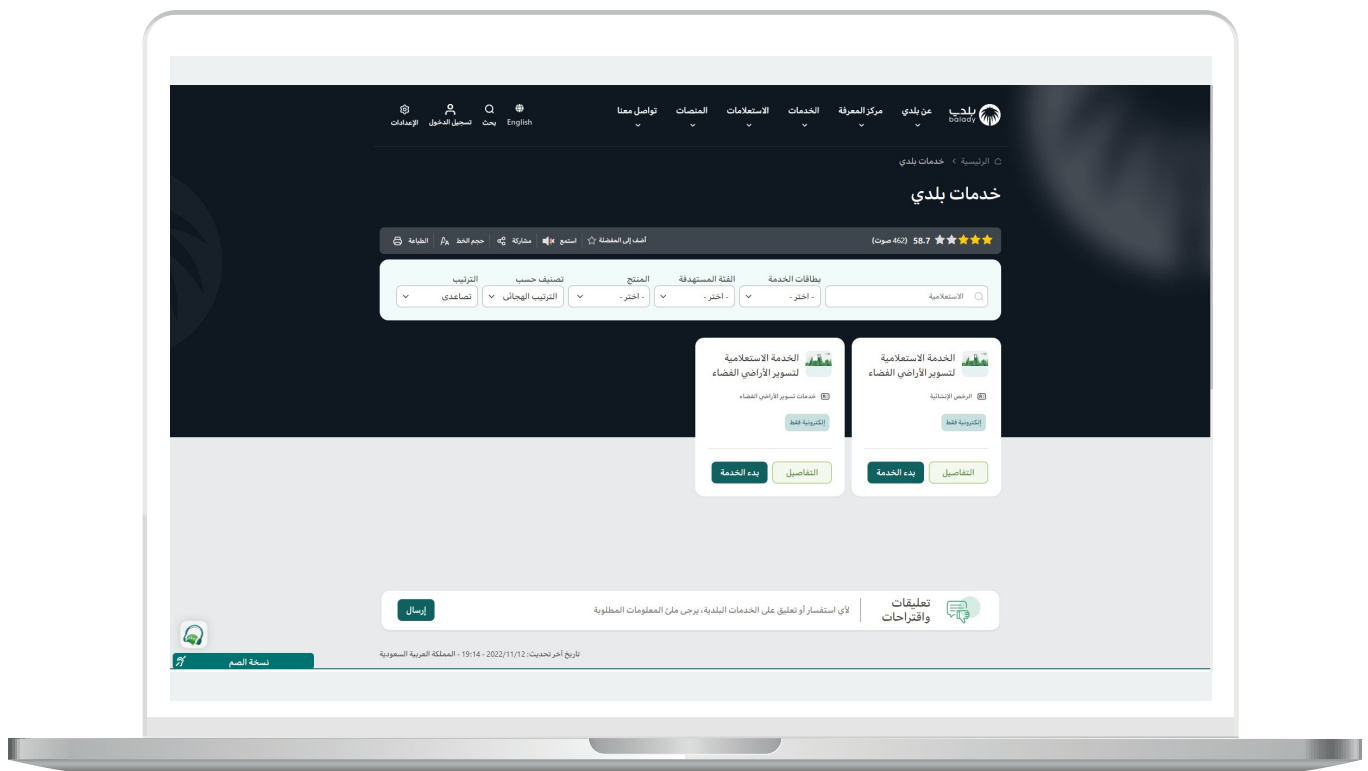


3) The complete list of (**Balady**) services appears, where the user searches for the (**Inquiry Service for Vacant Land Fencing**).

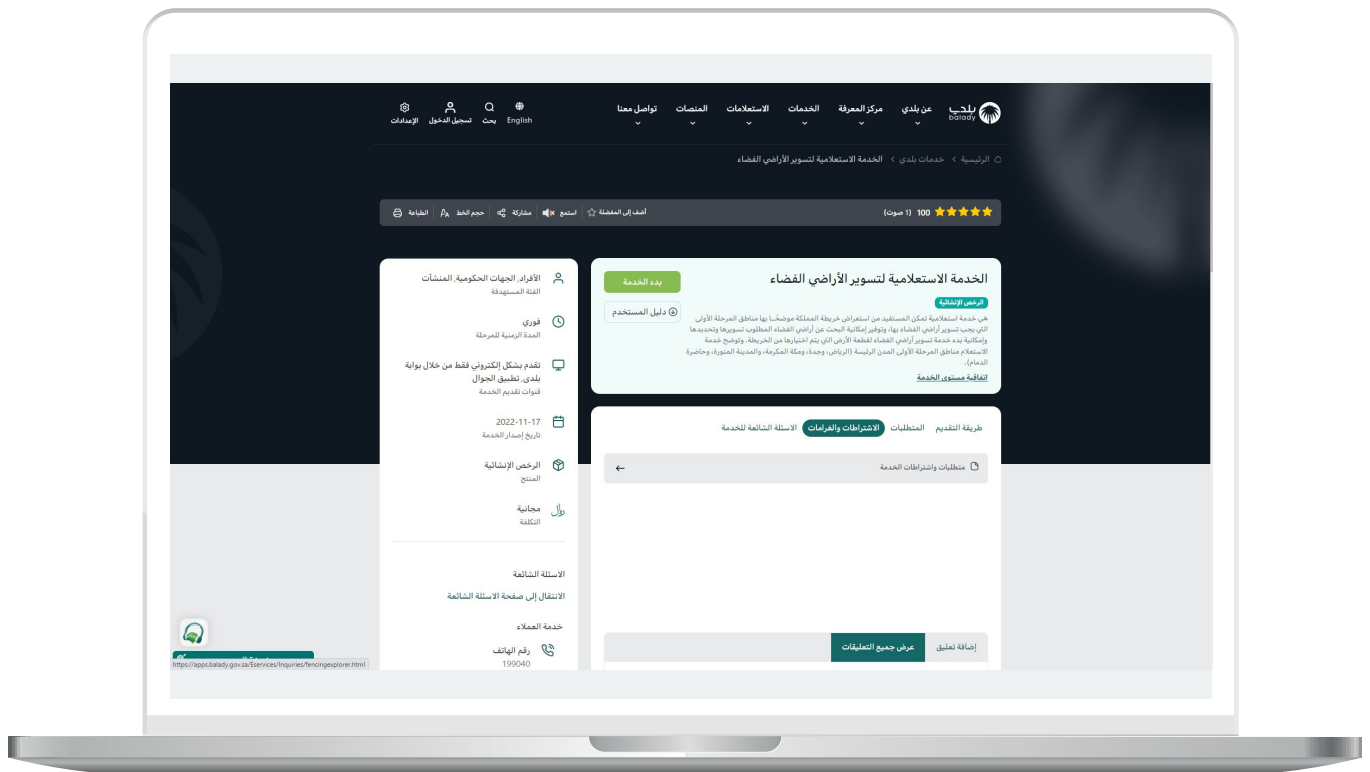


4) The result appears as shown below, displaying two services with the same name but different main service categories: (**Construction Licenses**) and (**Vacant Land Fencing Services**).

The user can view service details by clicking on the (**Details**) button.

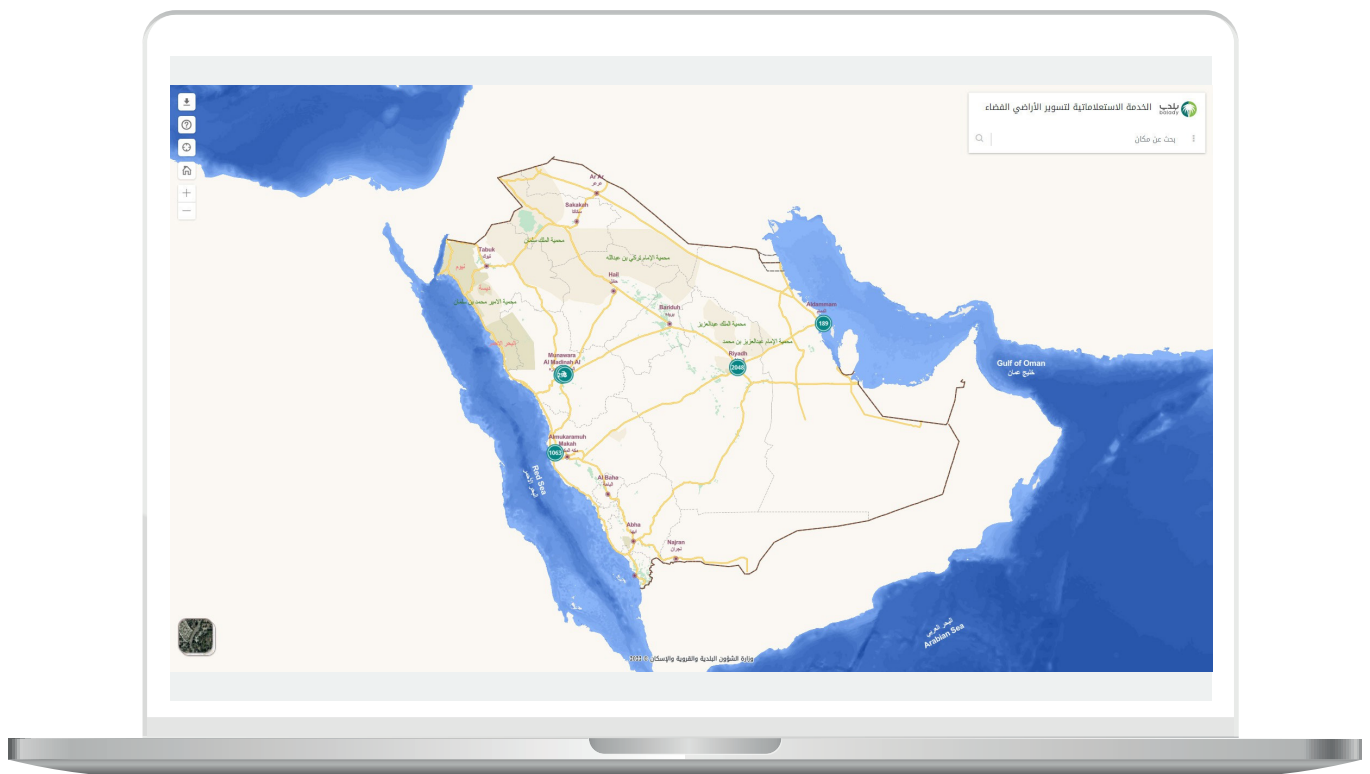


5) The user then clicks on the **(Start Service)** button, as shown below.

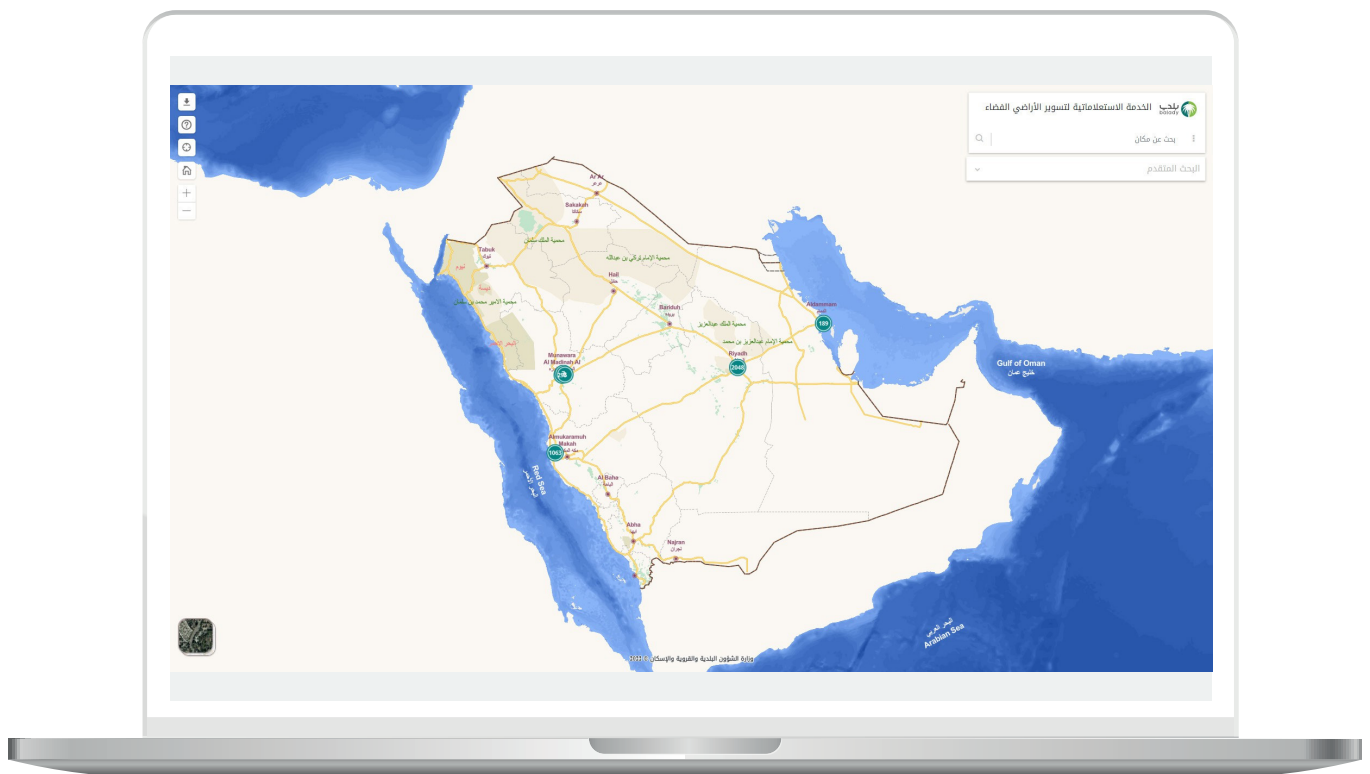


6) After the geographic map appears, as shown below, the user clicks on the three vertical dots to display the advanced search fields.

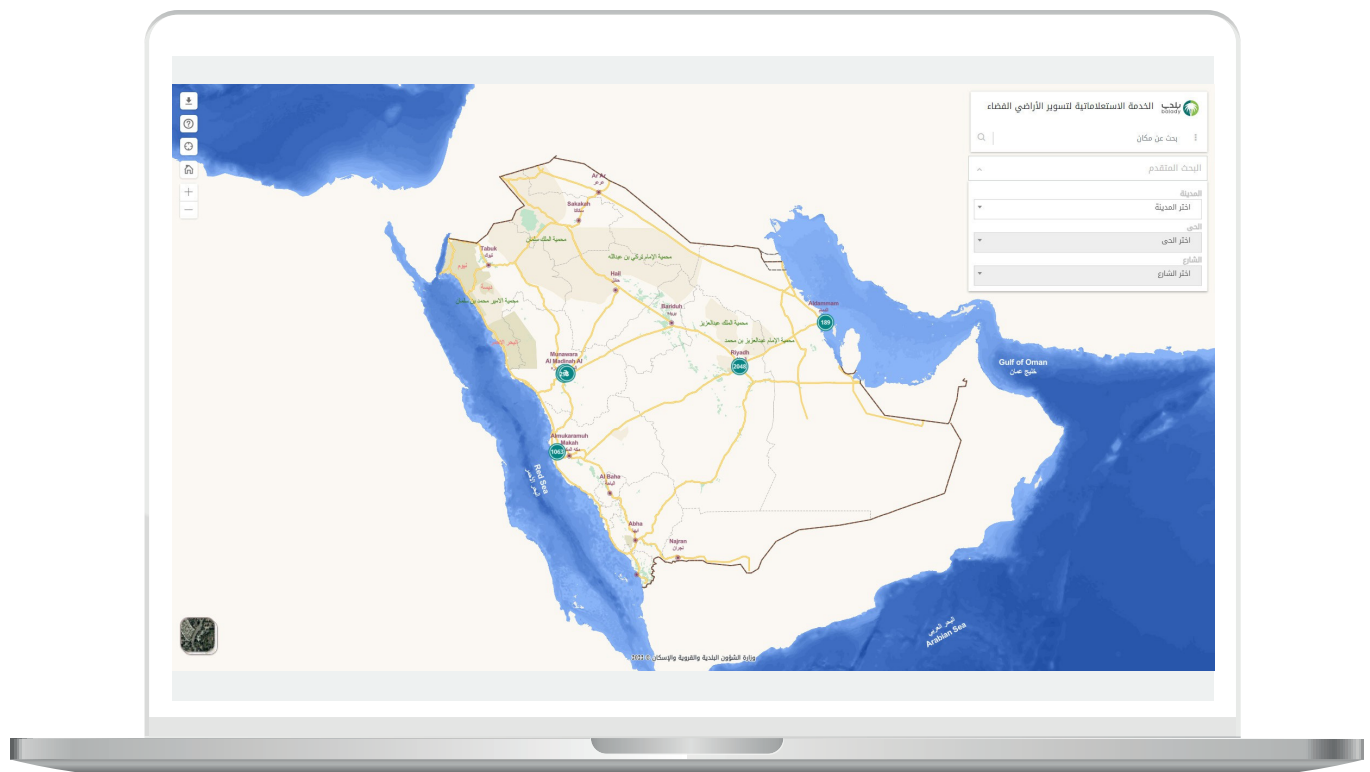
The system allows searching for any city by entering the city name in the **(Search for a Place)** field, displaying results based on the entered value.



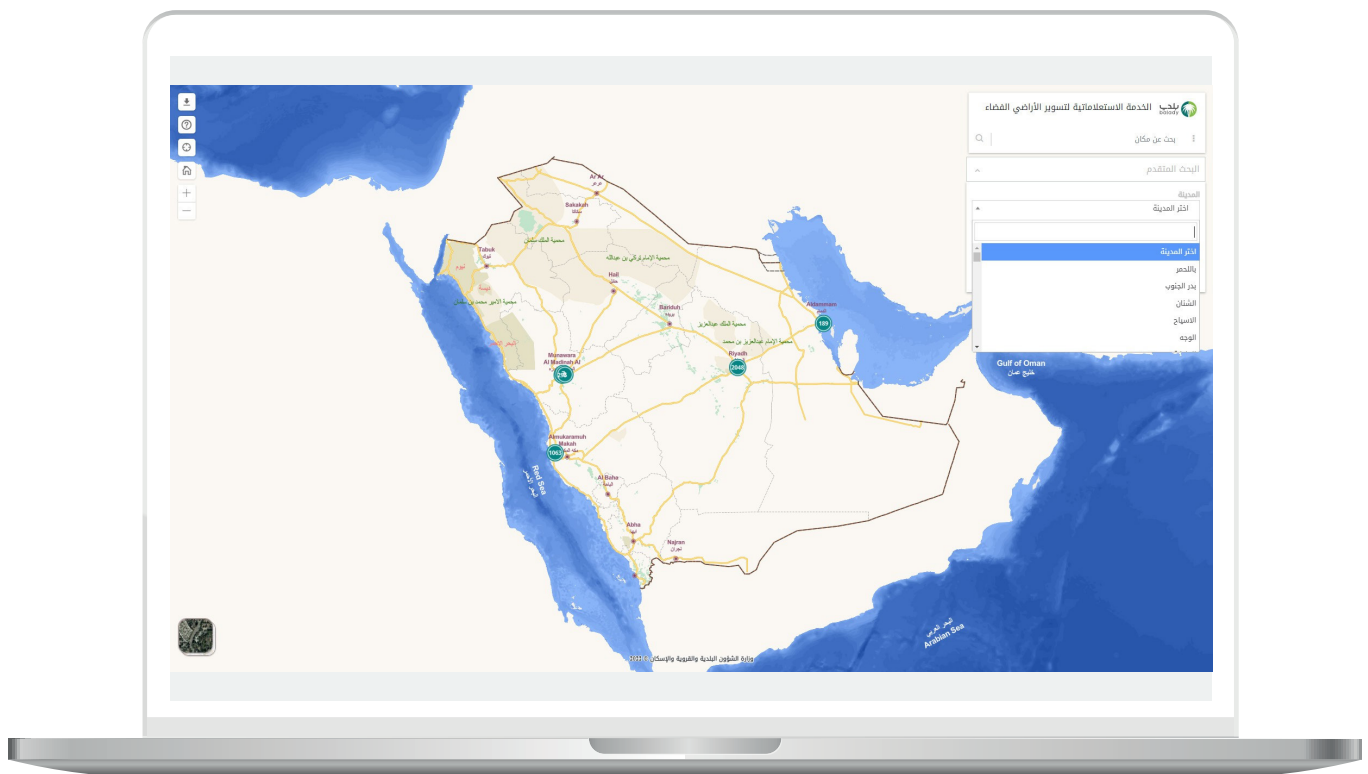
7) The (Advanced Search) menu appears, as shown below.



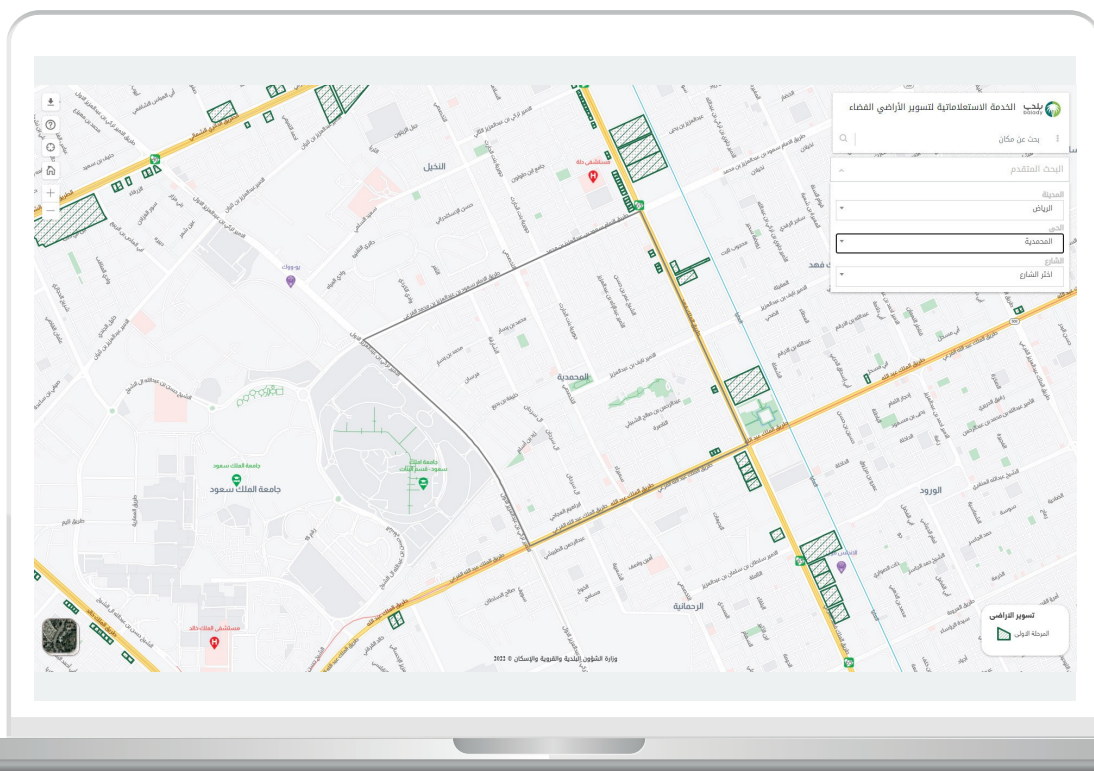
8) After clicking on it, the following dropdown lists appear: (**City, District, Street**), which the user selects in order.



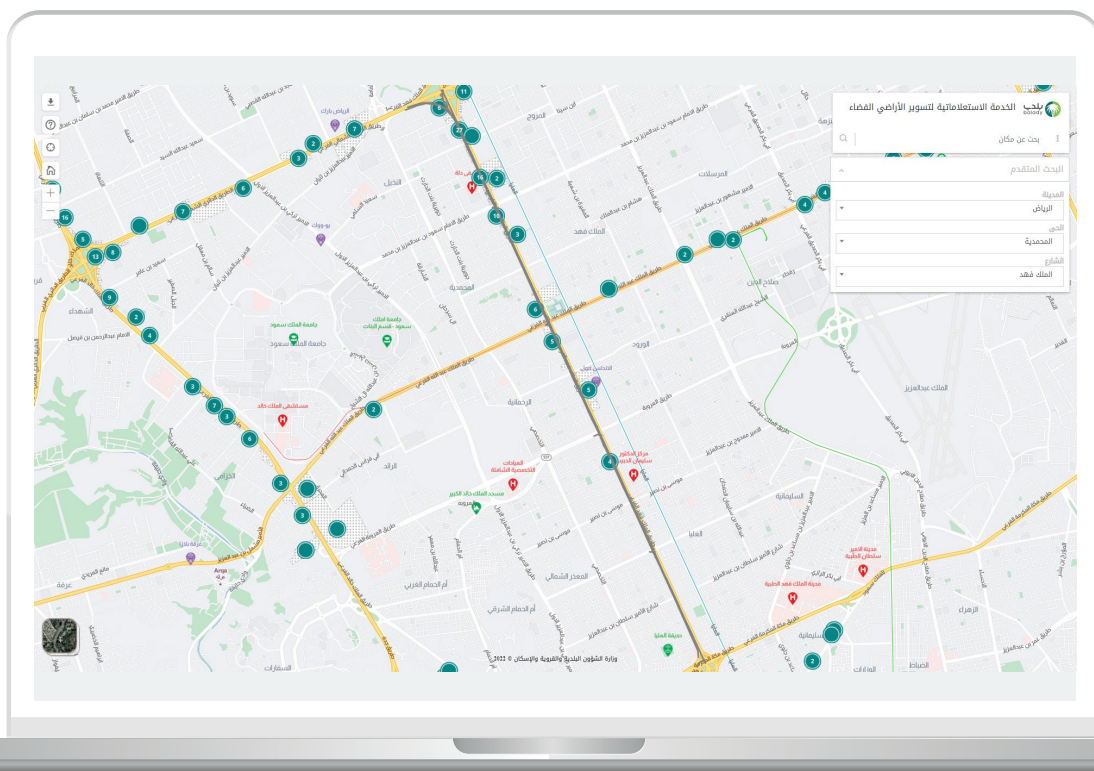
9) Clicking on the **(City)** dropdown list displays all cities, with the option to enter a city name in the search field.



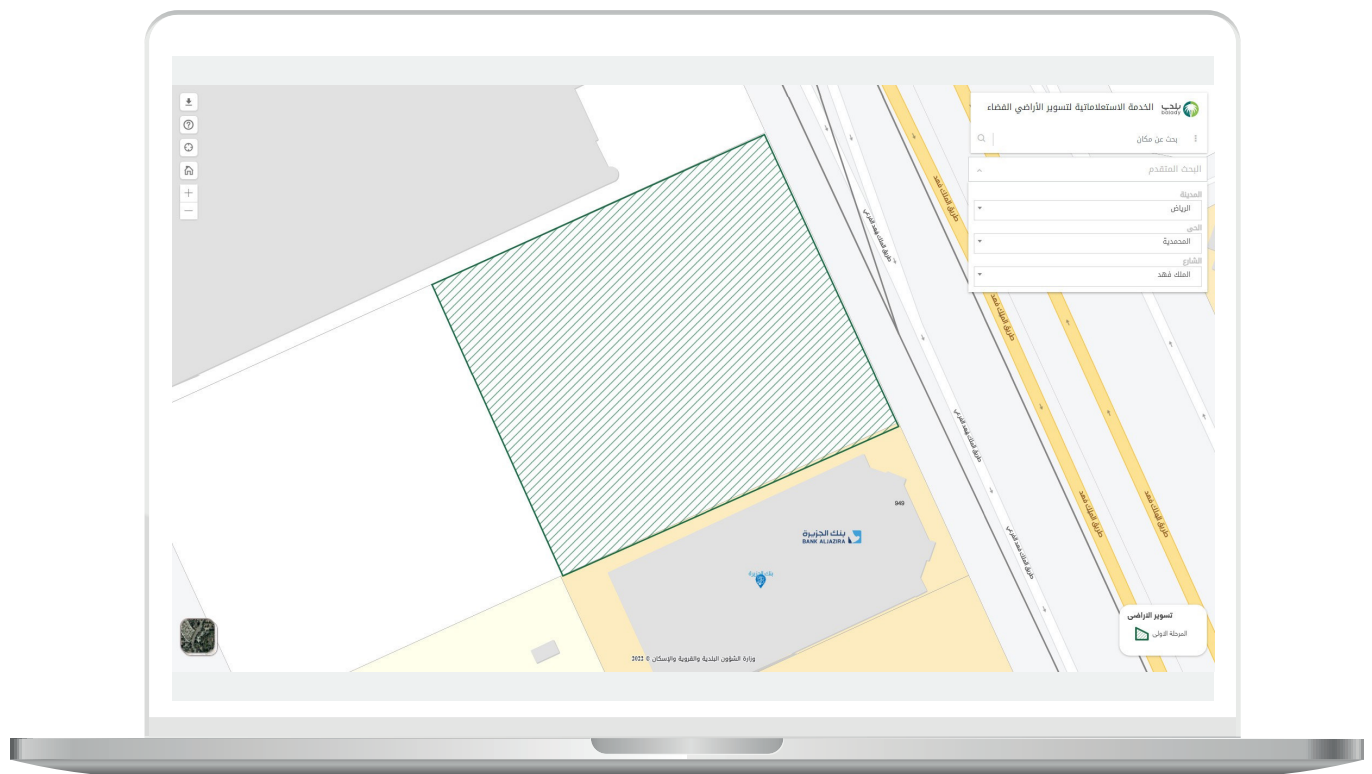
11) After selecting a district, it is highlighted on the map, as shown below.



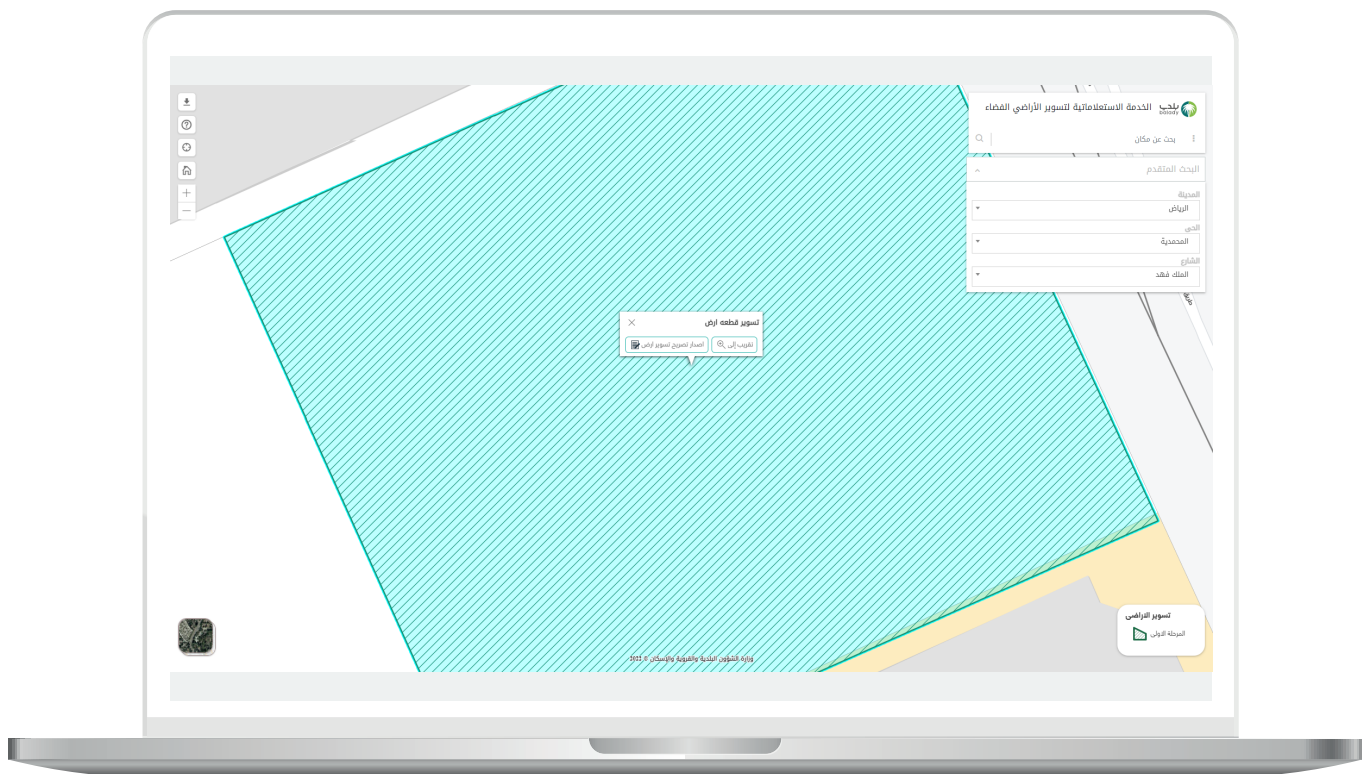
12) After selecting a street, it is highlighted on the map, as shown below.



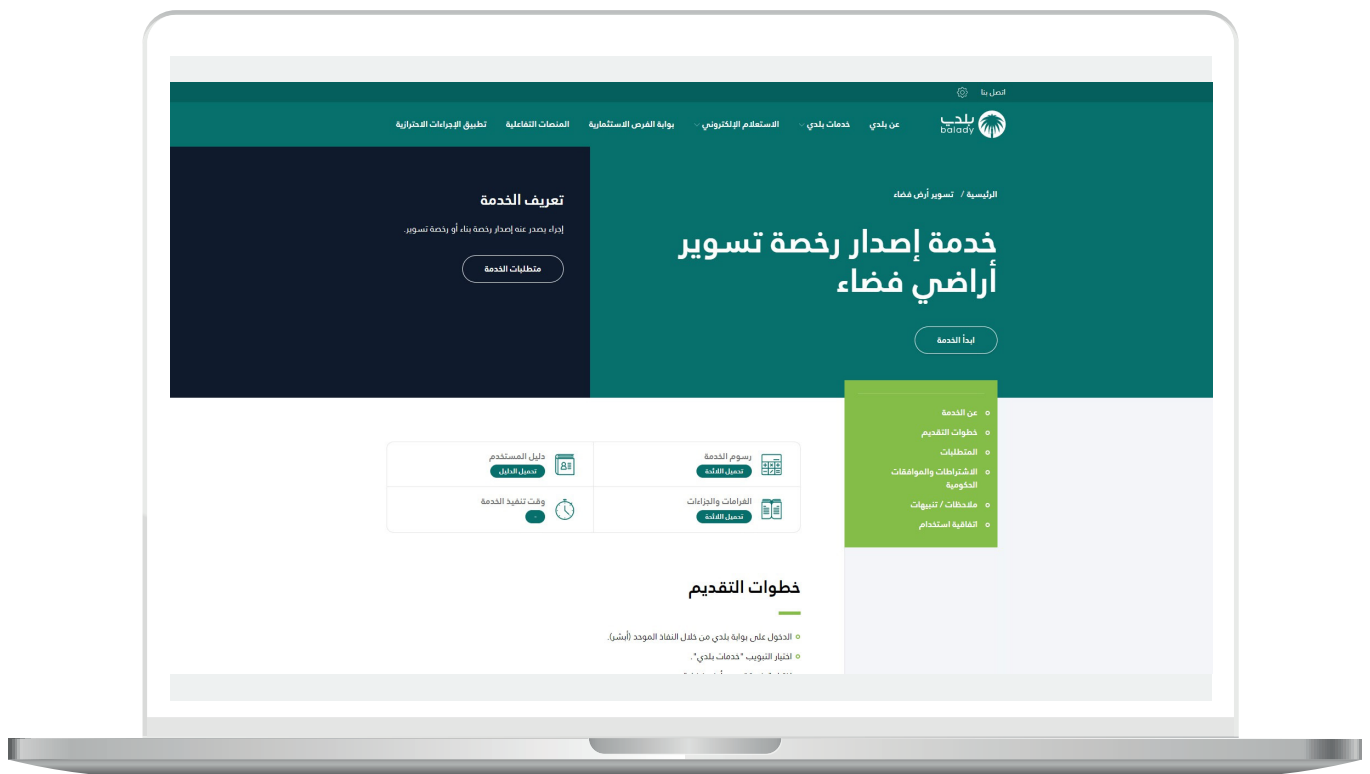
13) The user zooms in by clicking the (+) sign at the top left of the screen to view the fenced lands.



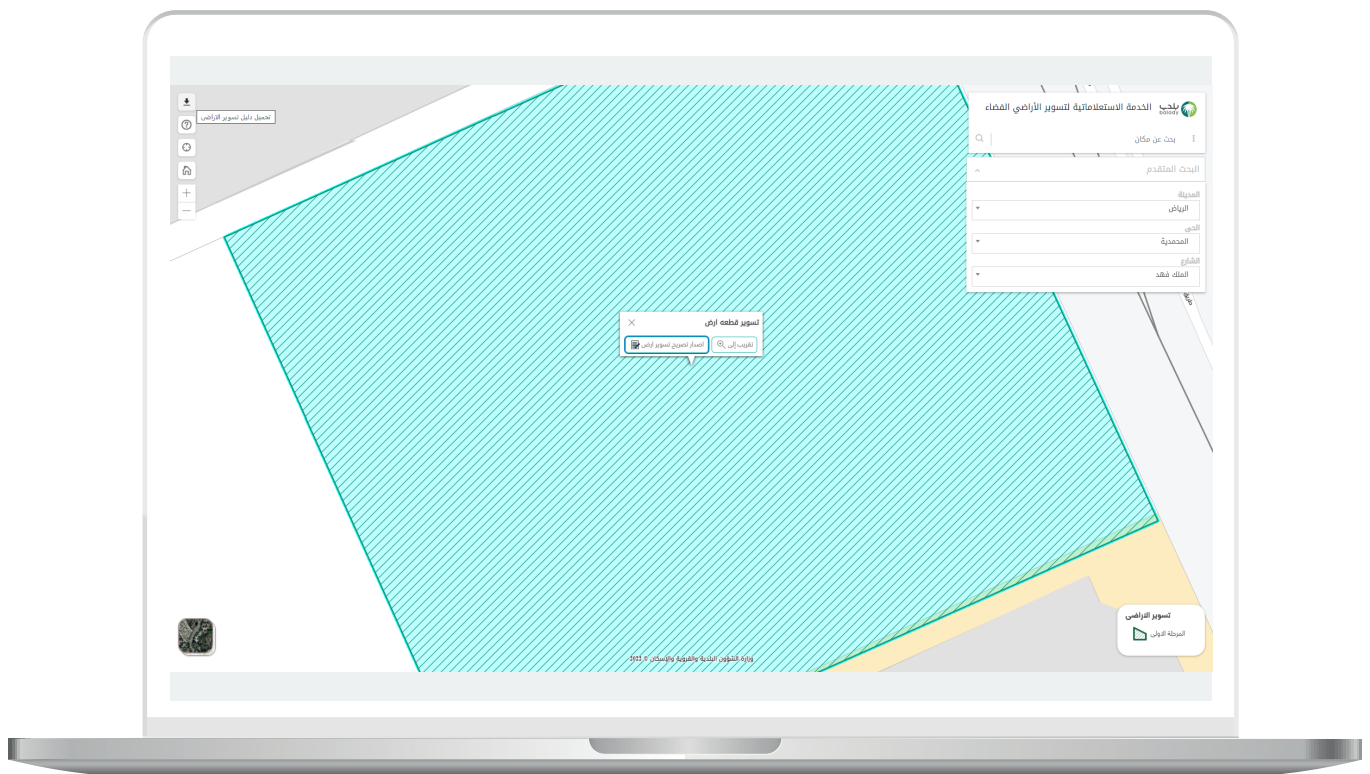
14) Clicking on a fenced land presents two options: (**Zoom to**) and (**Issue a Vacant Land Fencing Permit**).



15) Clicking on (Issue a Vacant Land Fencing Permit) directs the user to the (Vacant Land Fencing License Issuance Service) to start the service process.



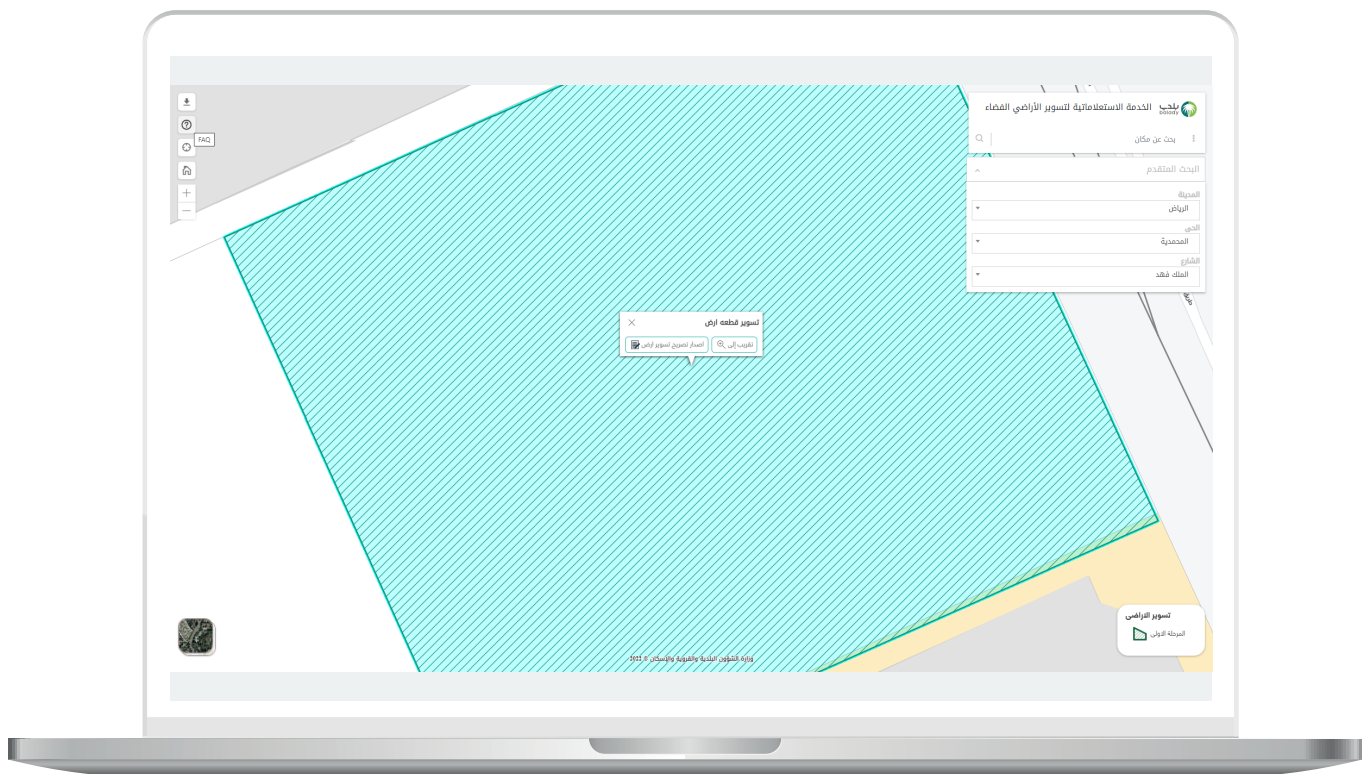
16) The menu at the top left of the screen provides several actions, such as downloading the **(Vacant Land Fencing Guide)** by clicking the downward arrow icon.



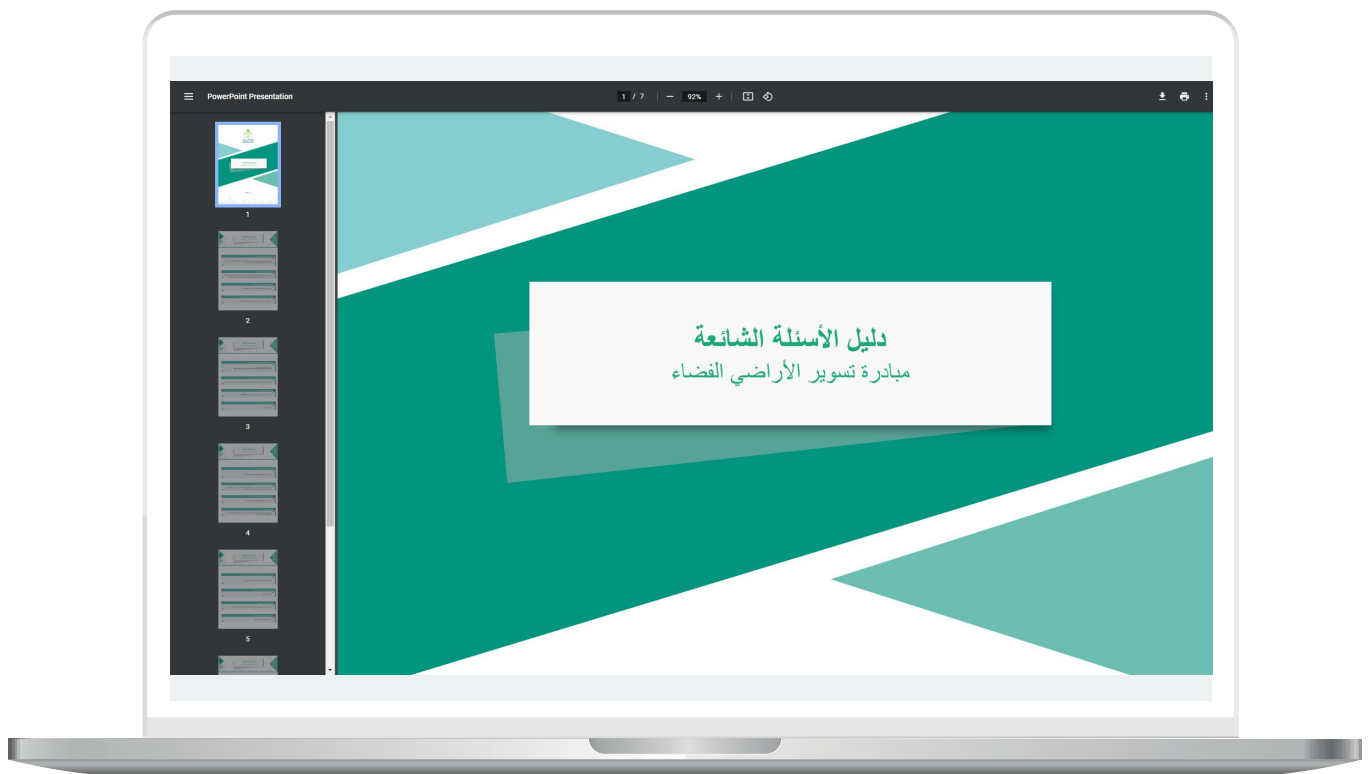
17) The guide is then displayed, as shown below.



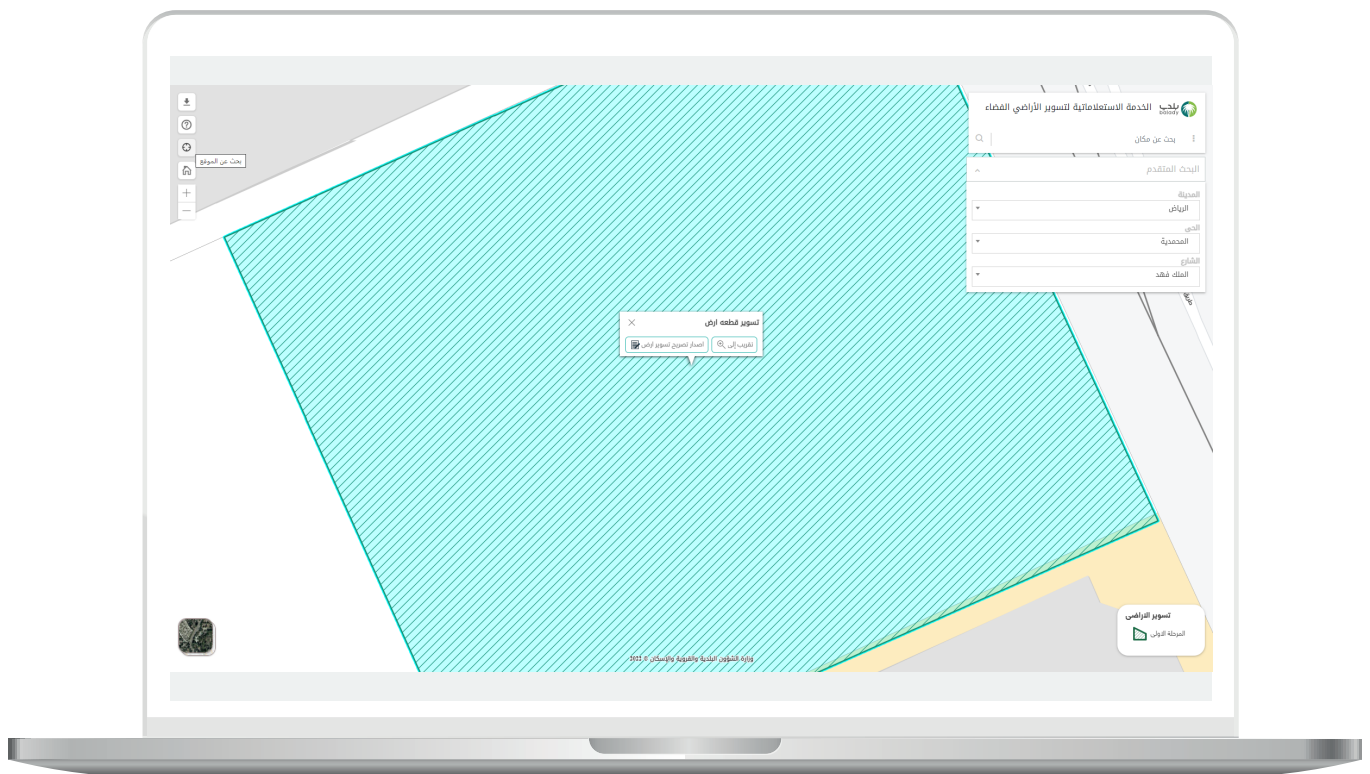
18) The user can view the FAQ document by clicking on the (?) icon.



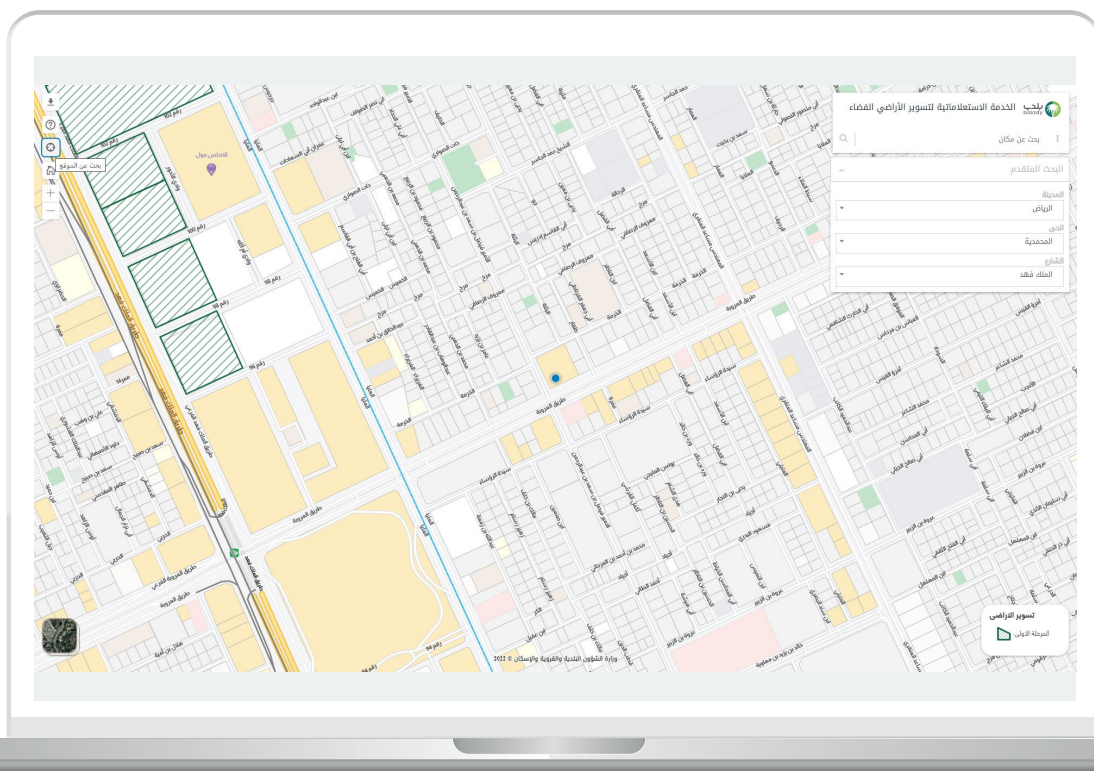
19) The Frequently Asked Questions guide is displayed, as shown below.



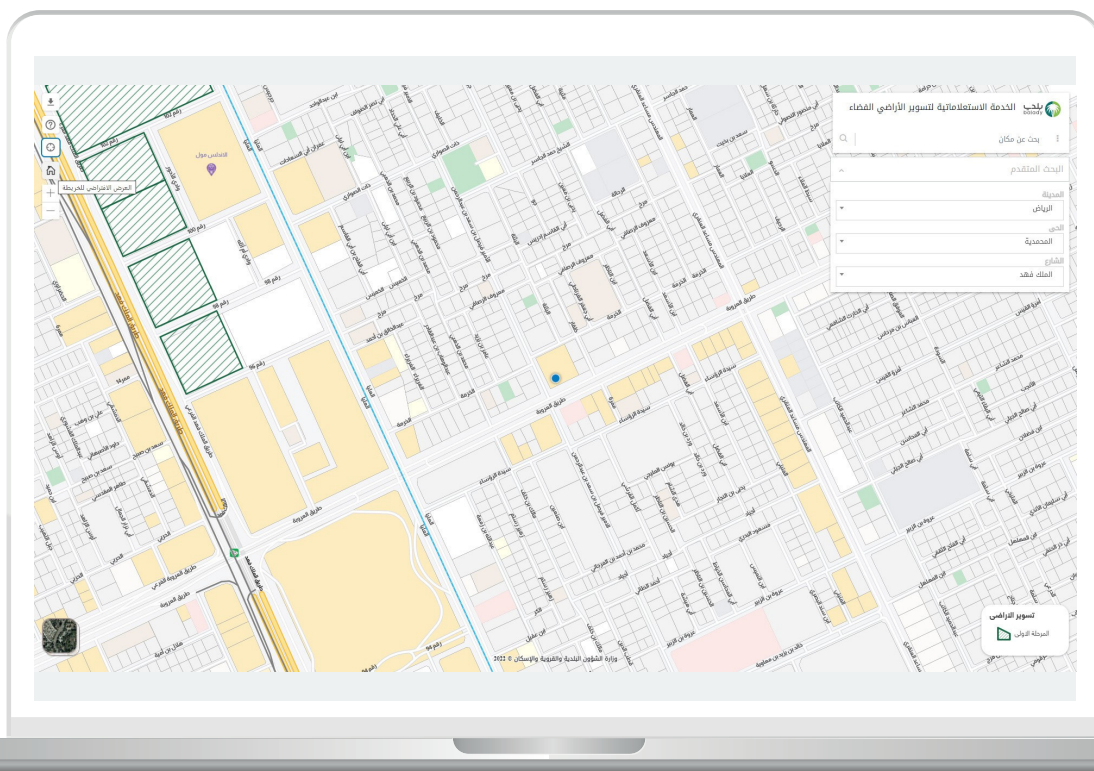
20) Searching for a location is possible by clicking the circle icon (Search for Location).



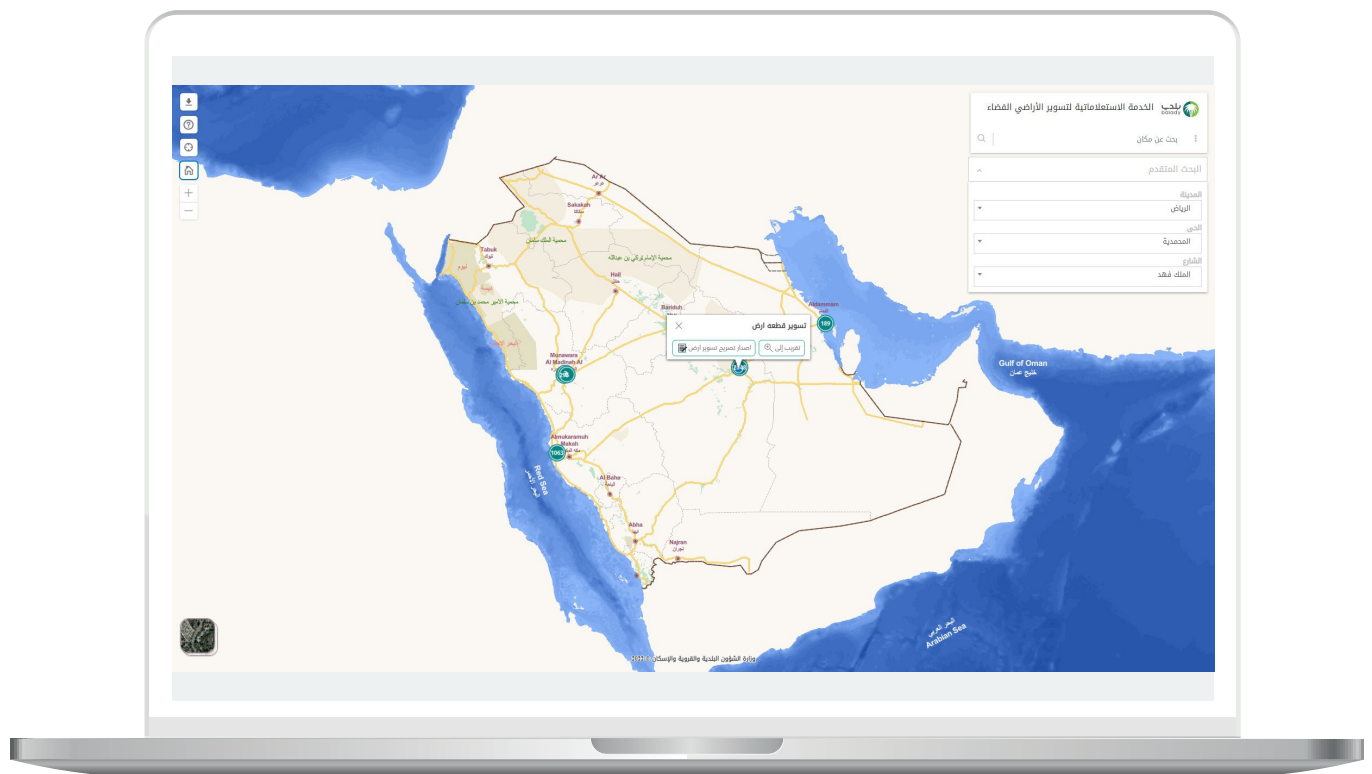
21) The location is displayed, as shown below.



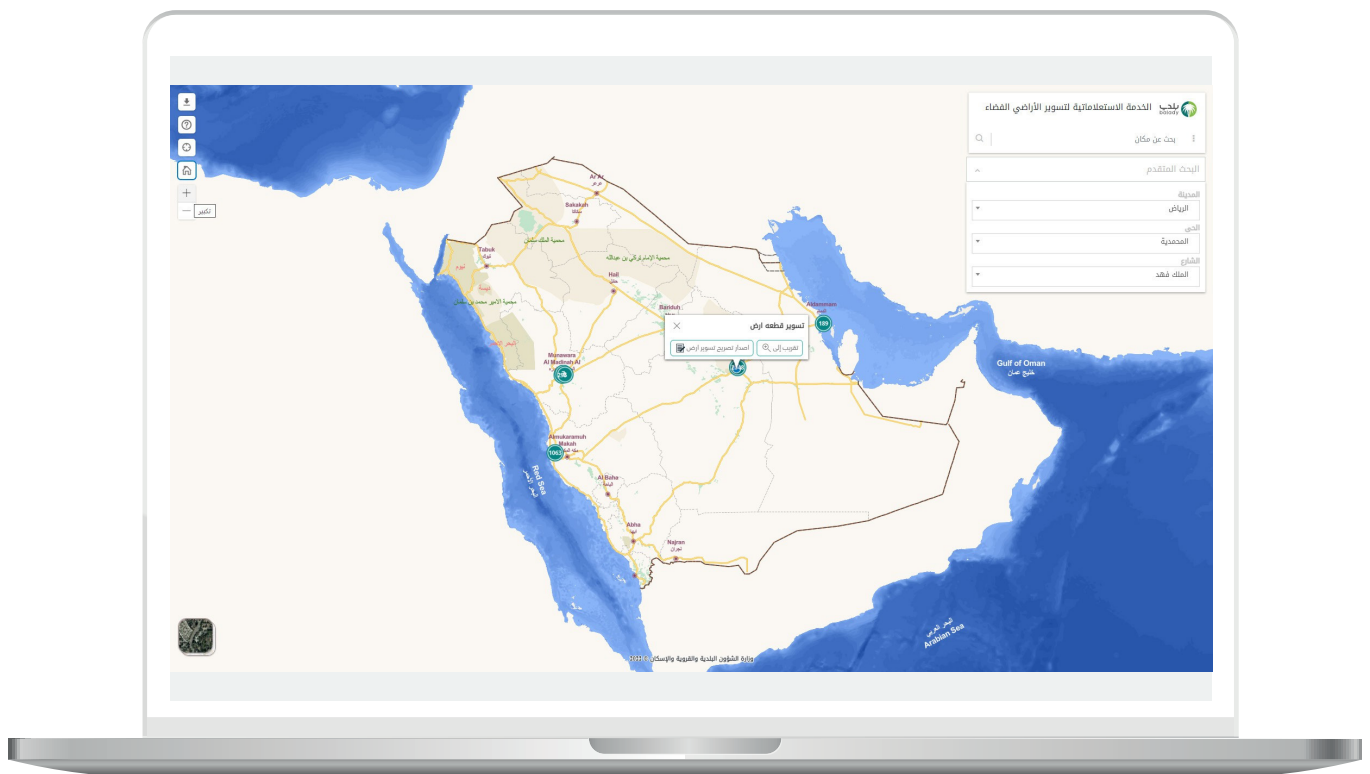
22) The map can be reset to **(Default Map View)** by clicking the home icon.



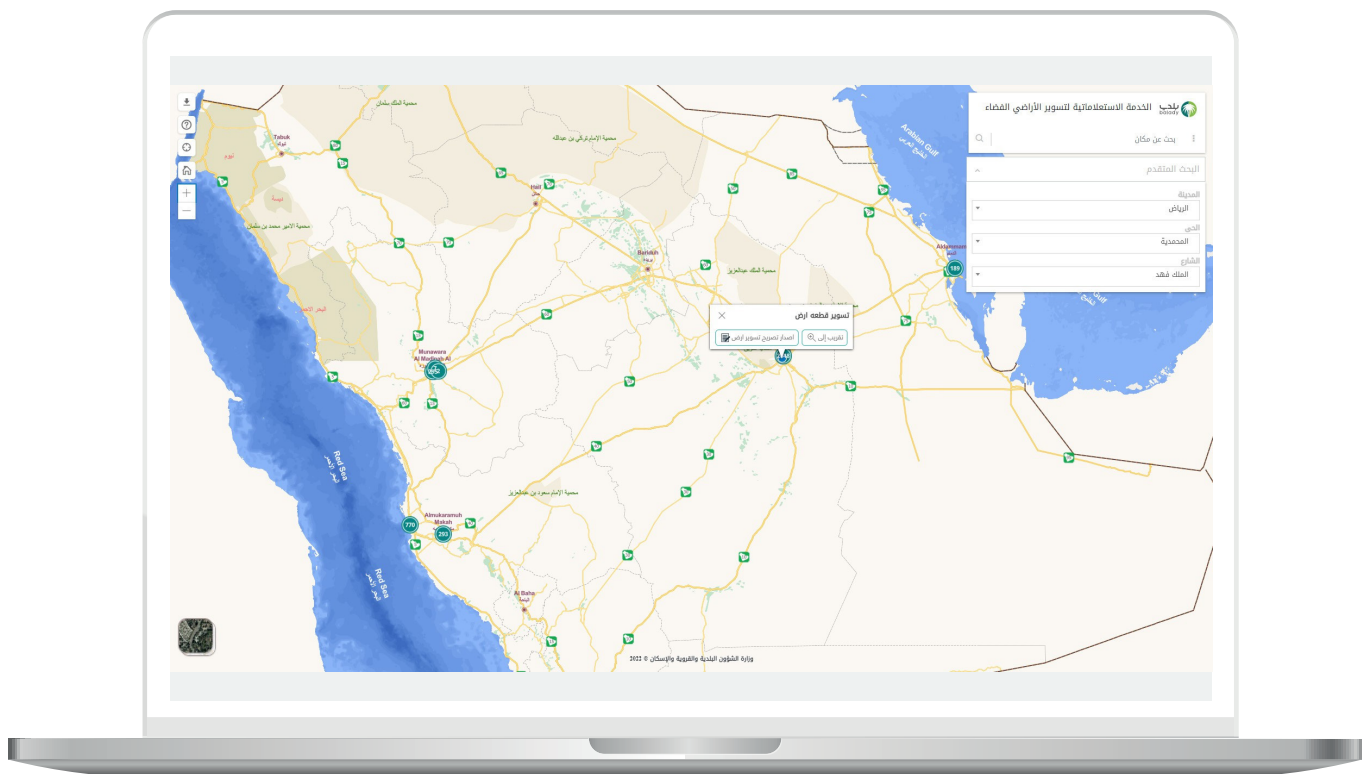
23) The map is restored to its original view.



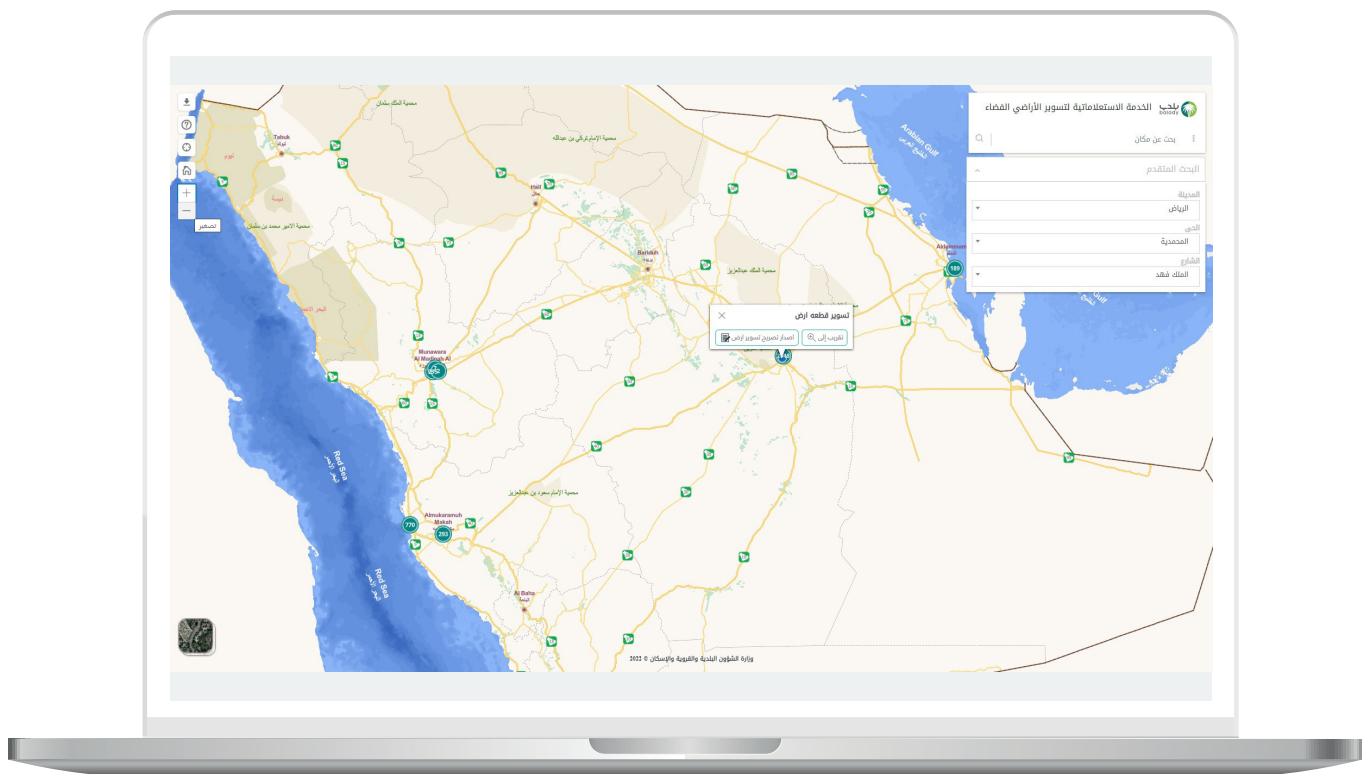
24) The user can zoom in on the map by clicking the (+) sign.



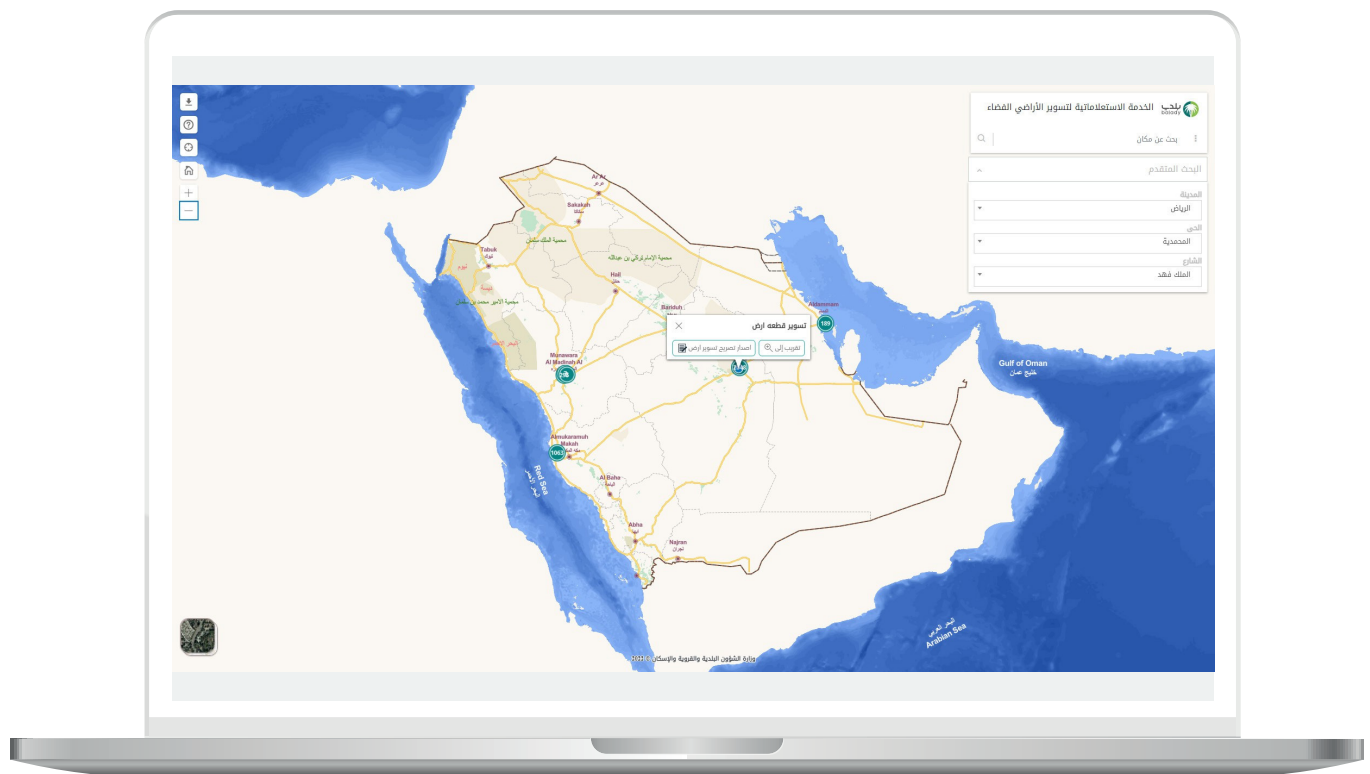
25) The zoomed-in map appears, as shown below.



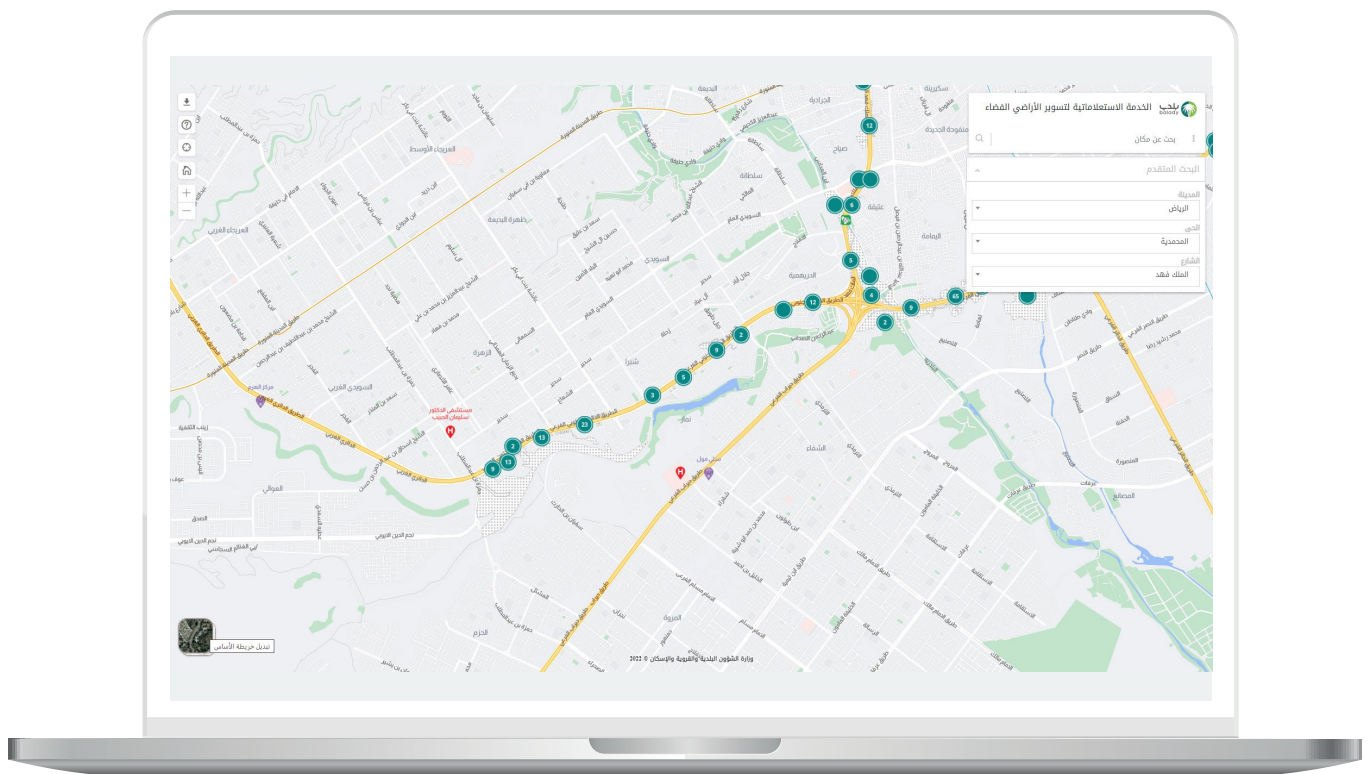
26) The user can zoom out of the map by clicking the (-) sign.



27) The zoomed-out map appears, as shown below.



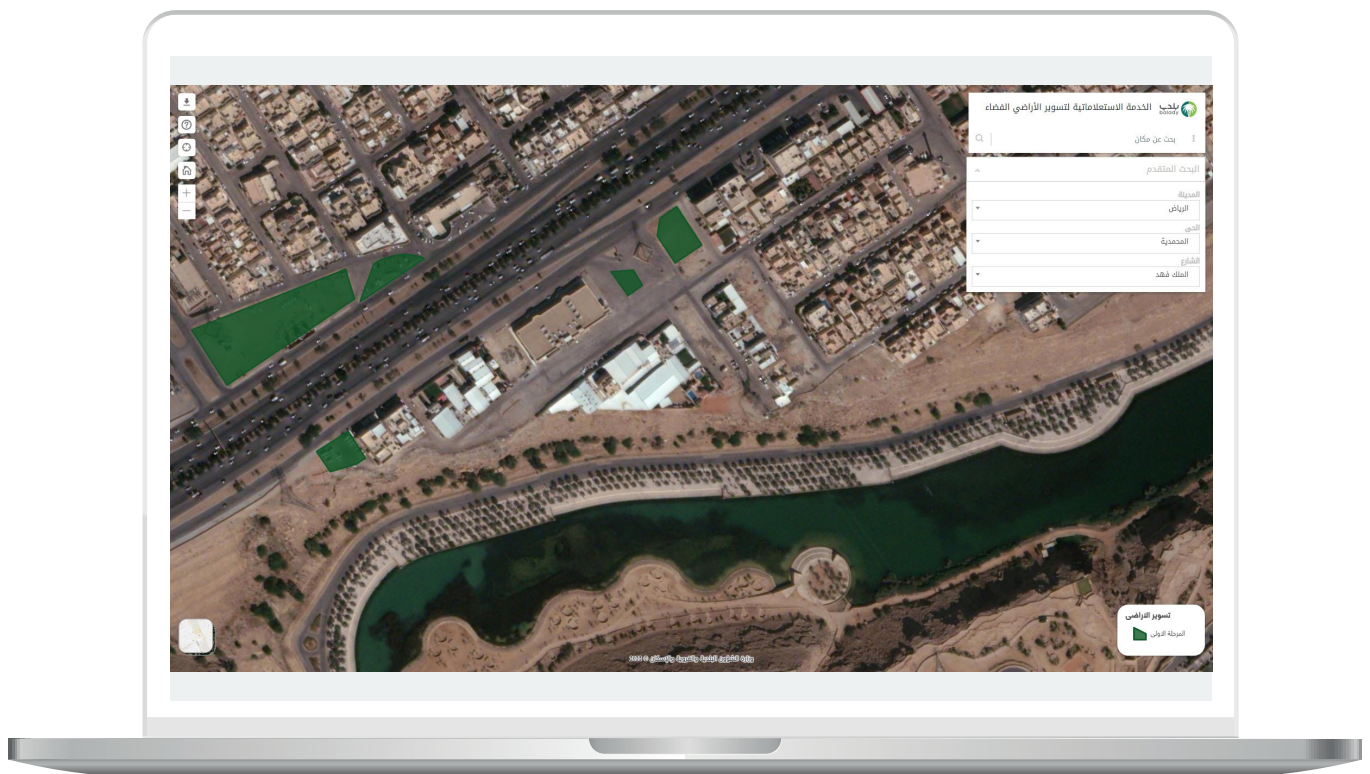
28) The user can view the natural map by clicking (**Switch Base Map**) at the bottom left of the screen, as shown below.



29) The natural map is displayed, as shown below.



30) After zooming in, the map appears as follows.



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

