



وزارة البلديات والإسكان

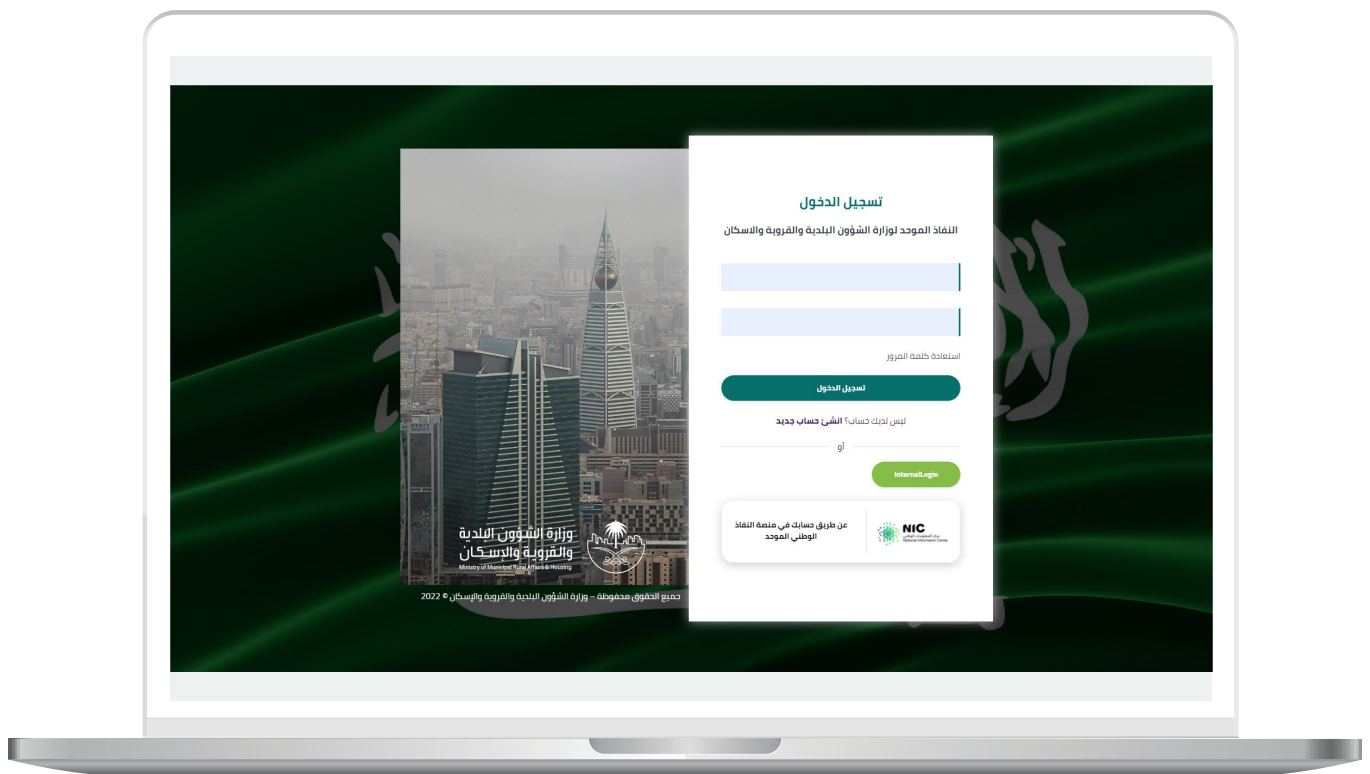
Ministry of Municipalities and Housing

## User Guide for Excavation Services (Interactive Map)

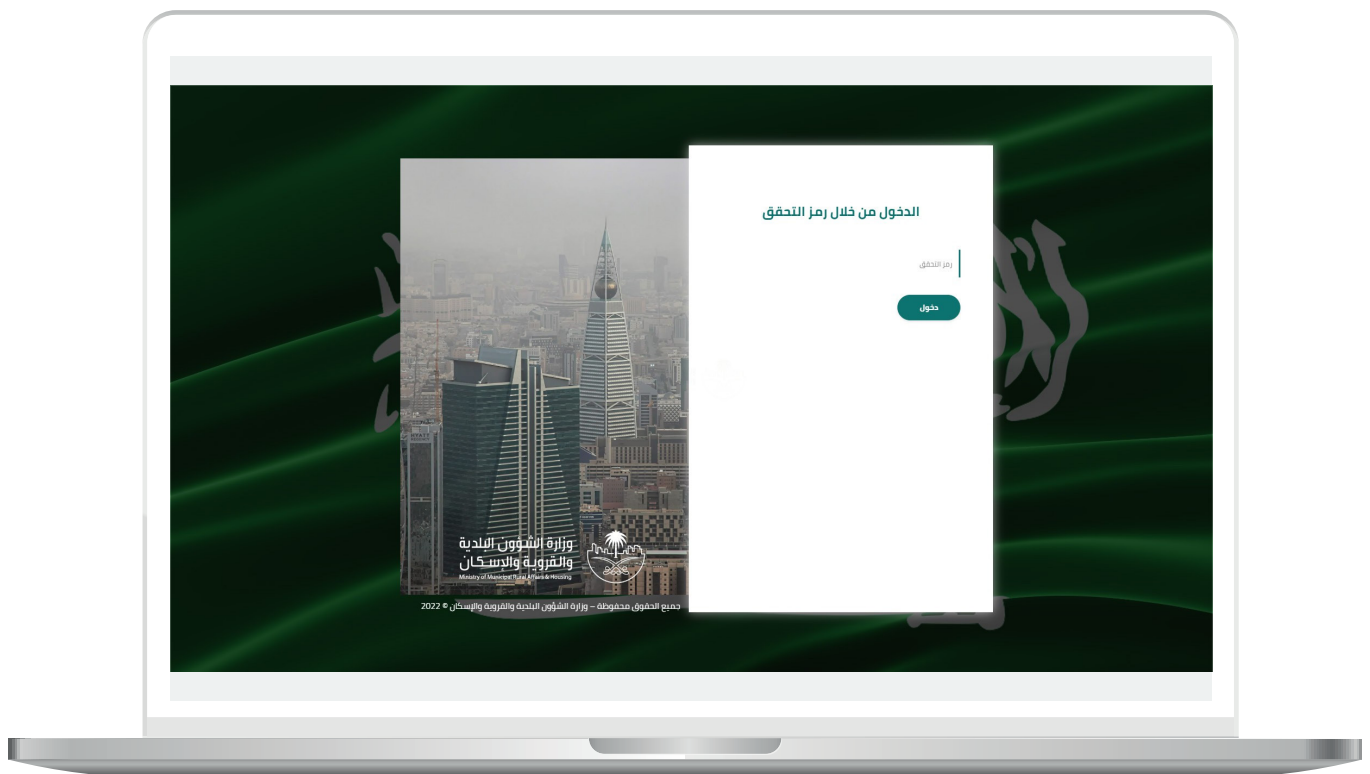
Beneficiary's  
Copy

## Logging into the System Requests

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

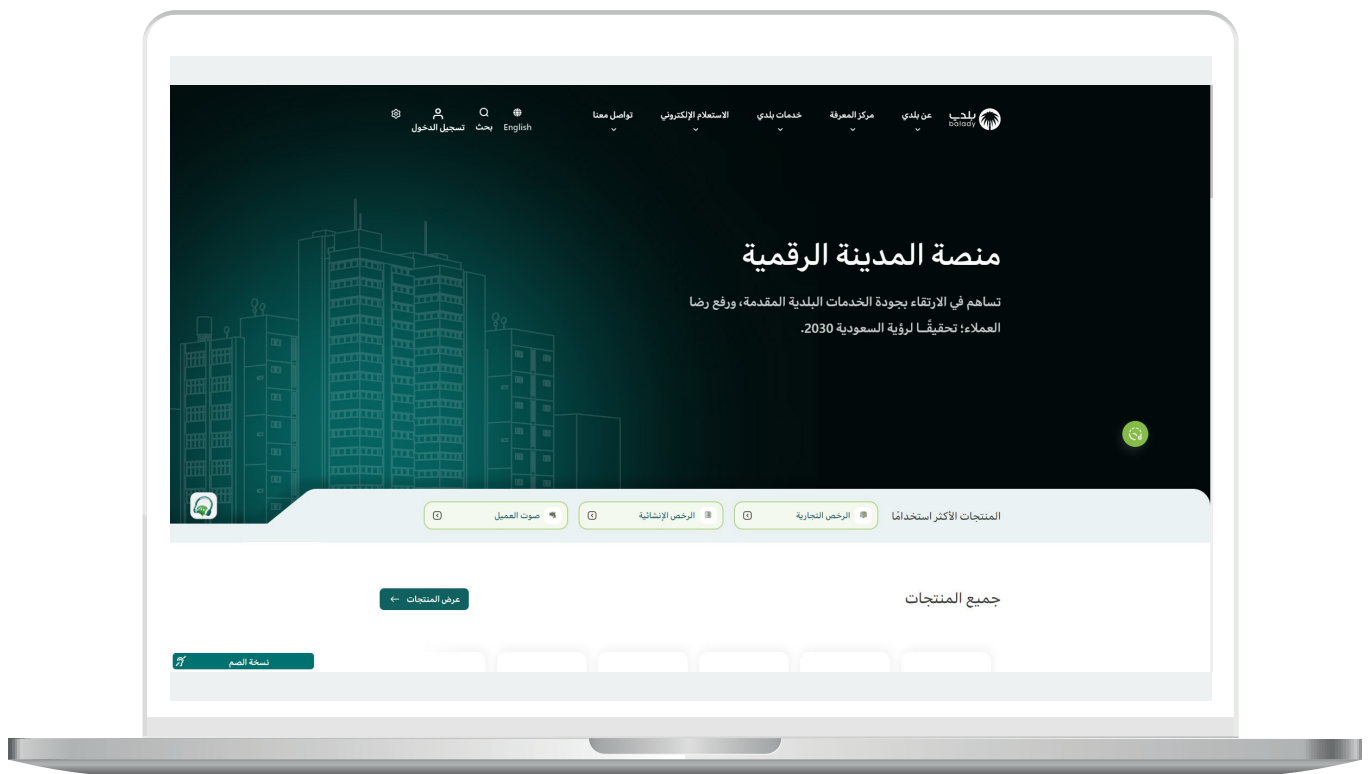


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

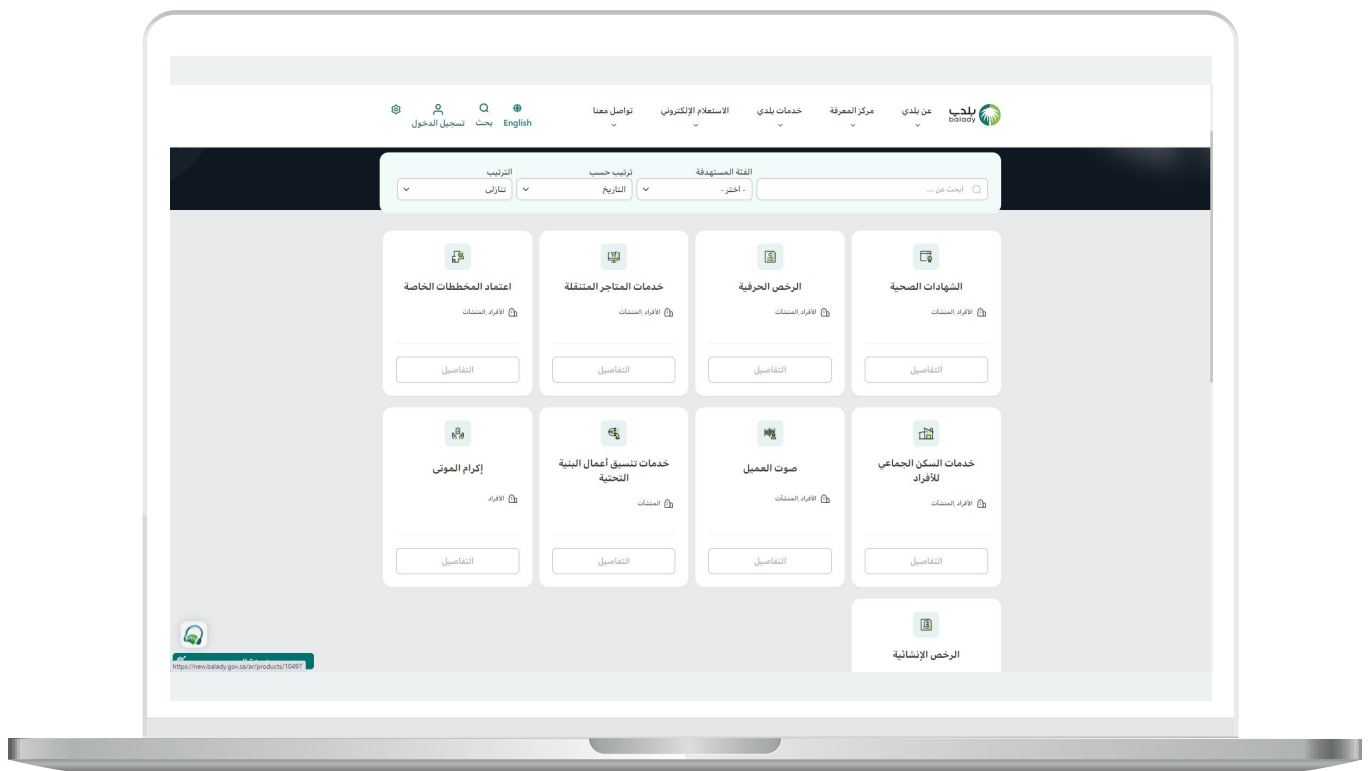


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

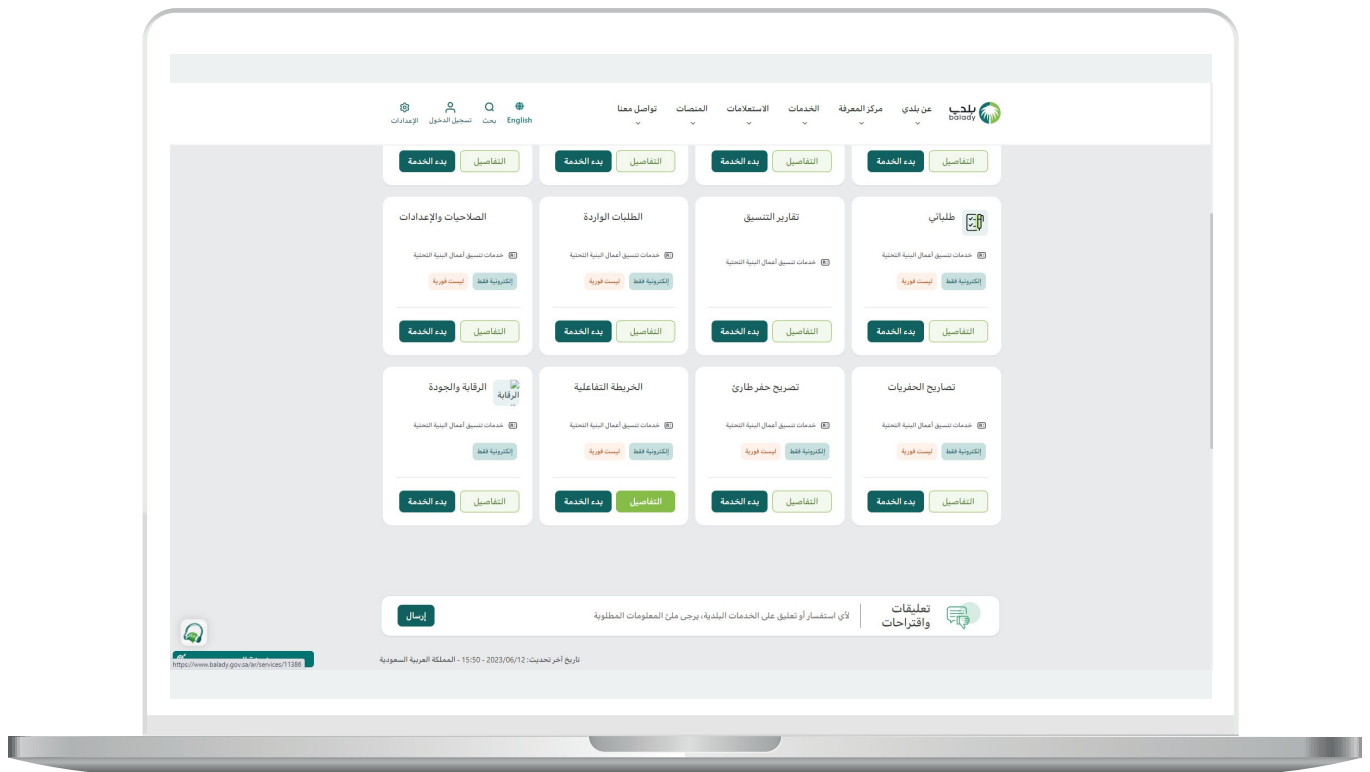
The user then clicks the **(View Products)** button.



4) The user selects (**Infrastructure Coordination Services**) from the displayed options.

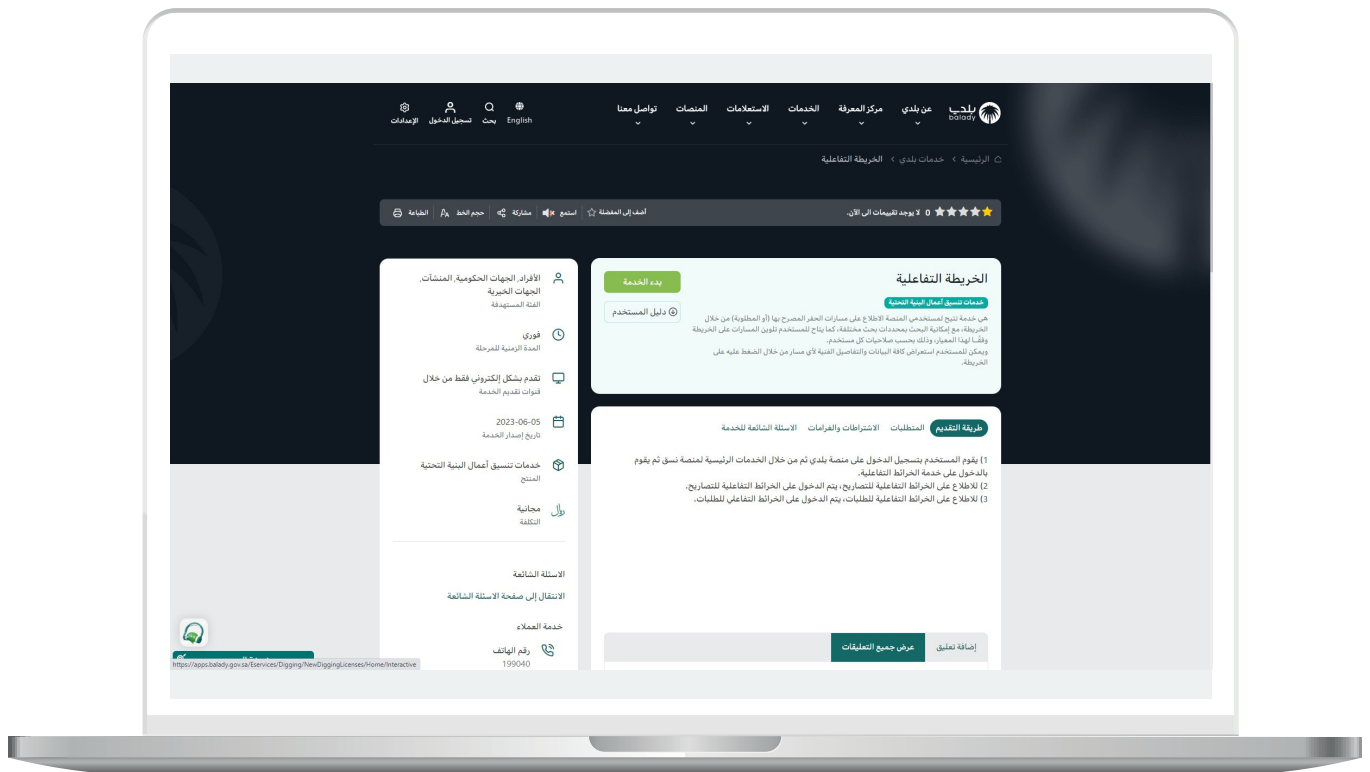


5) Then, the user selects the (Interactive Map) service.

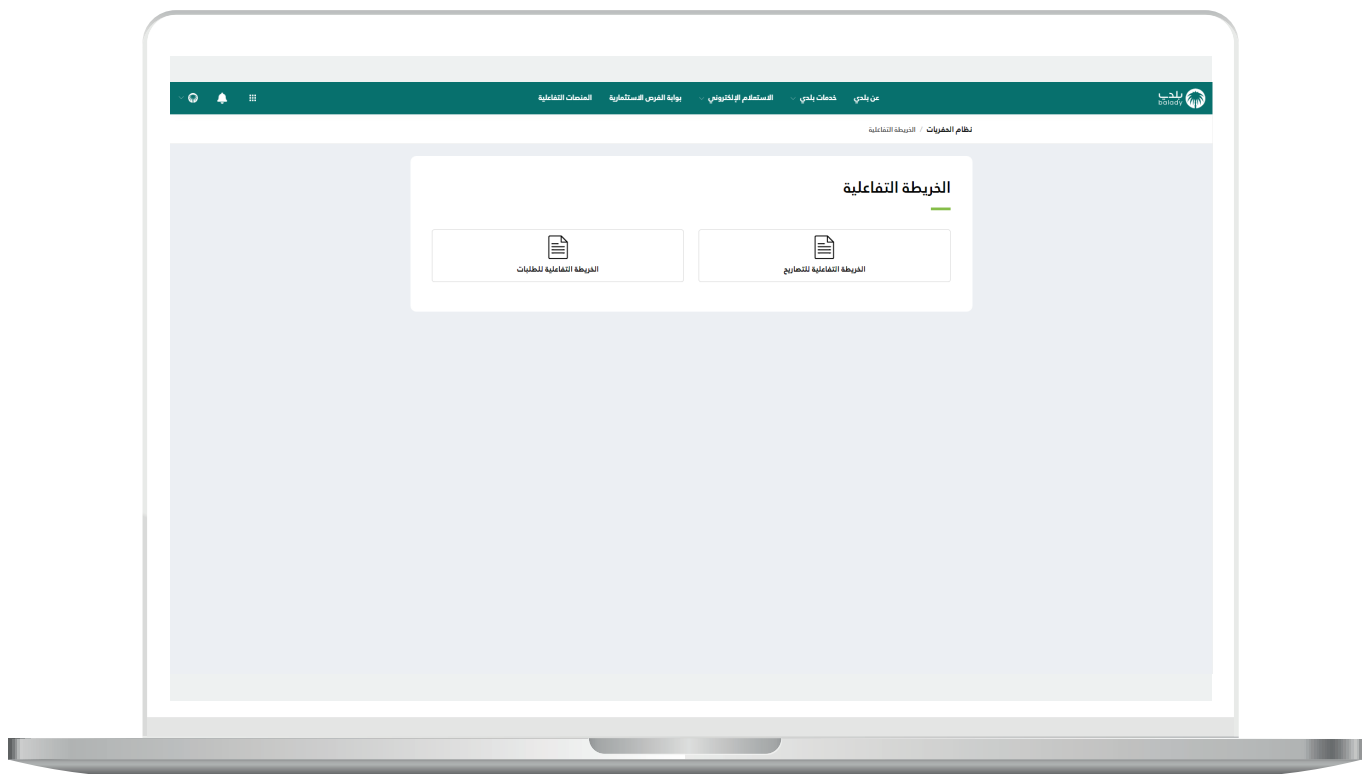


6) The system redirects the user to the service card, where they can review the application process.

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



7) The following screen appears, displaying the available search options, including: **(Interactive Permit Map)**, (Interactive Map). The user can proceed based on their requirements.





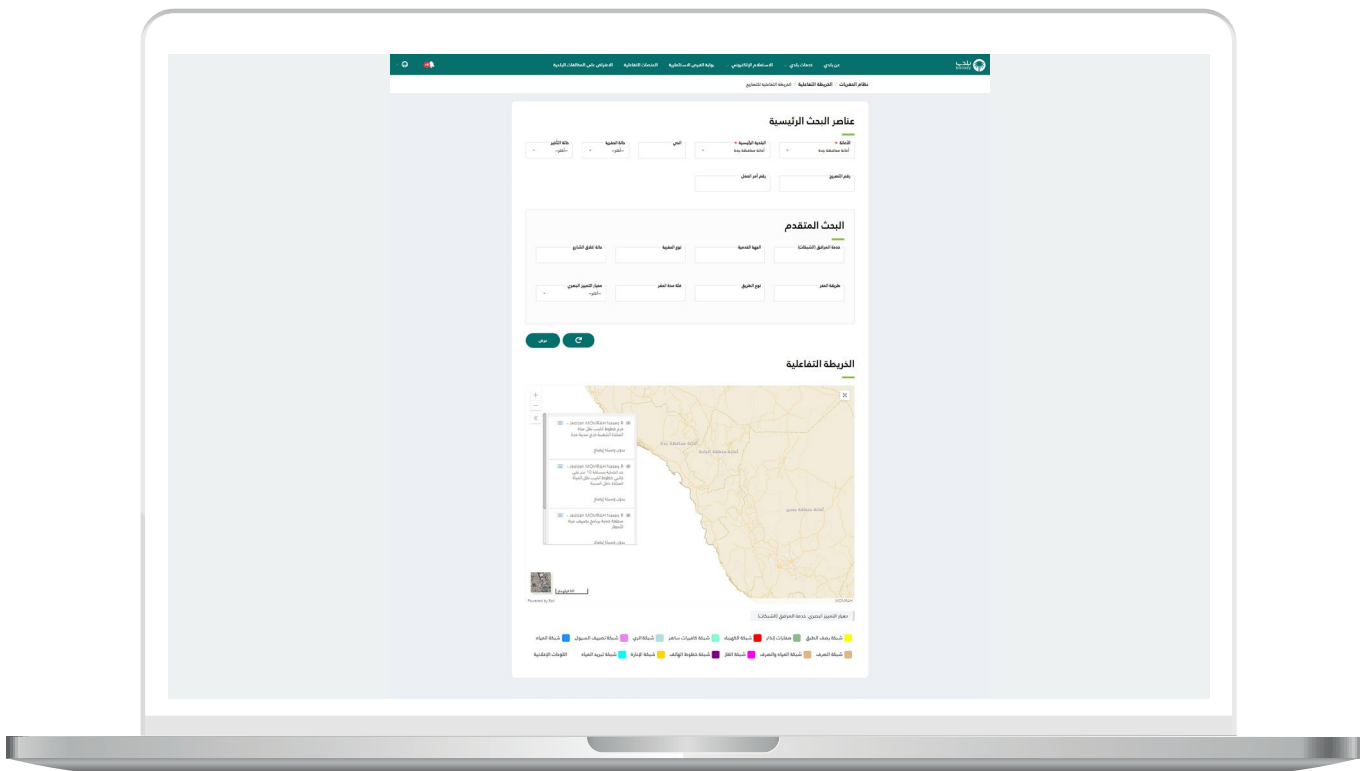
## Interactive Permit Map

1) After selecting this option, the following screen appears, where the system allows searching by filling in one or more search criteria in the **(Main Search Elements)** section, then clicking the **(View)** button, as shown in the screenshot below.

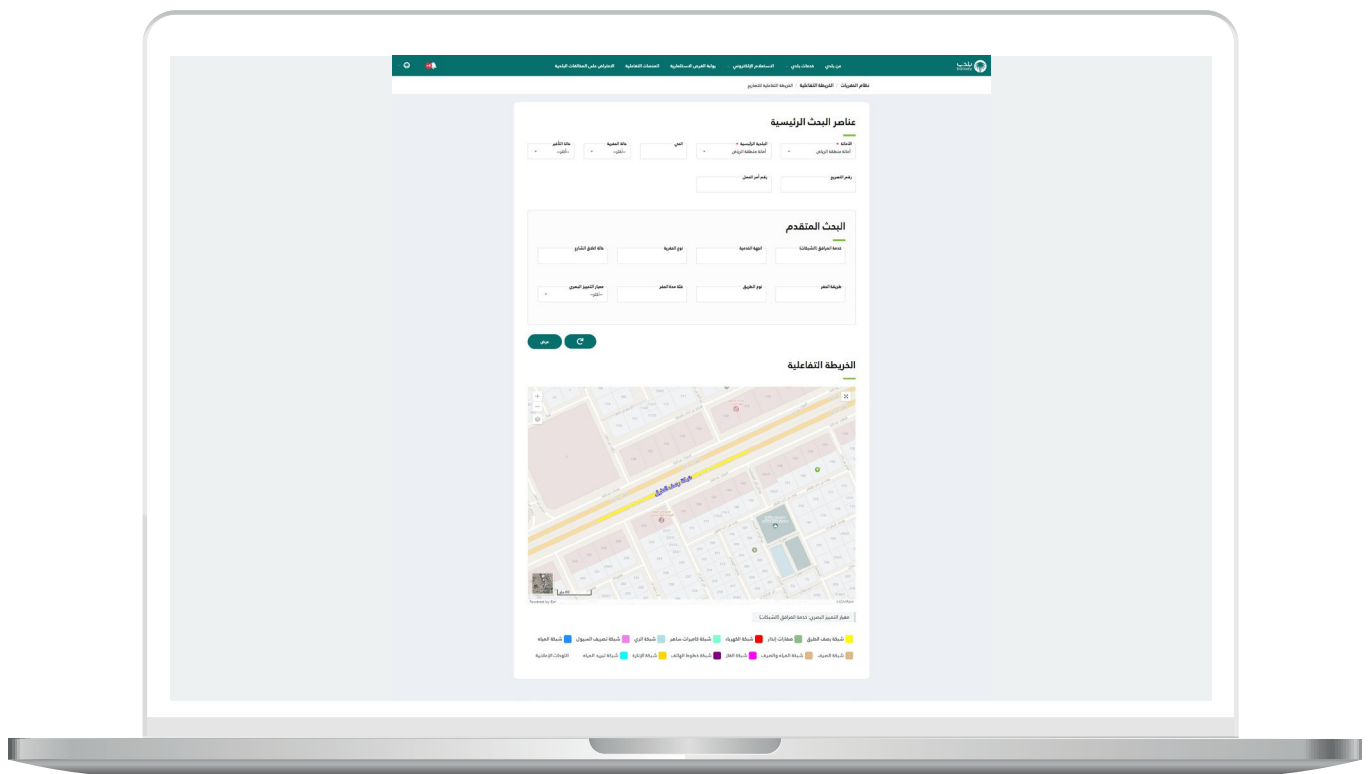
Advanced search is also available through the **(Advanced Search)** section.

If the following setting is enabled **(Verify displaying geographic layers according to the jurisdiction of the responsible coordination office based on the geographic location)**, new permissions will be assigned to entities on the Nasseq platform at the coordination office level to control the display of designated geographic layers. These permissions include:

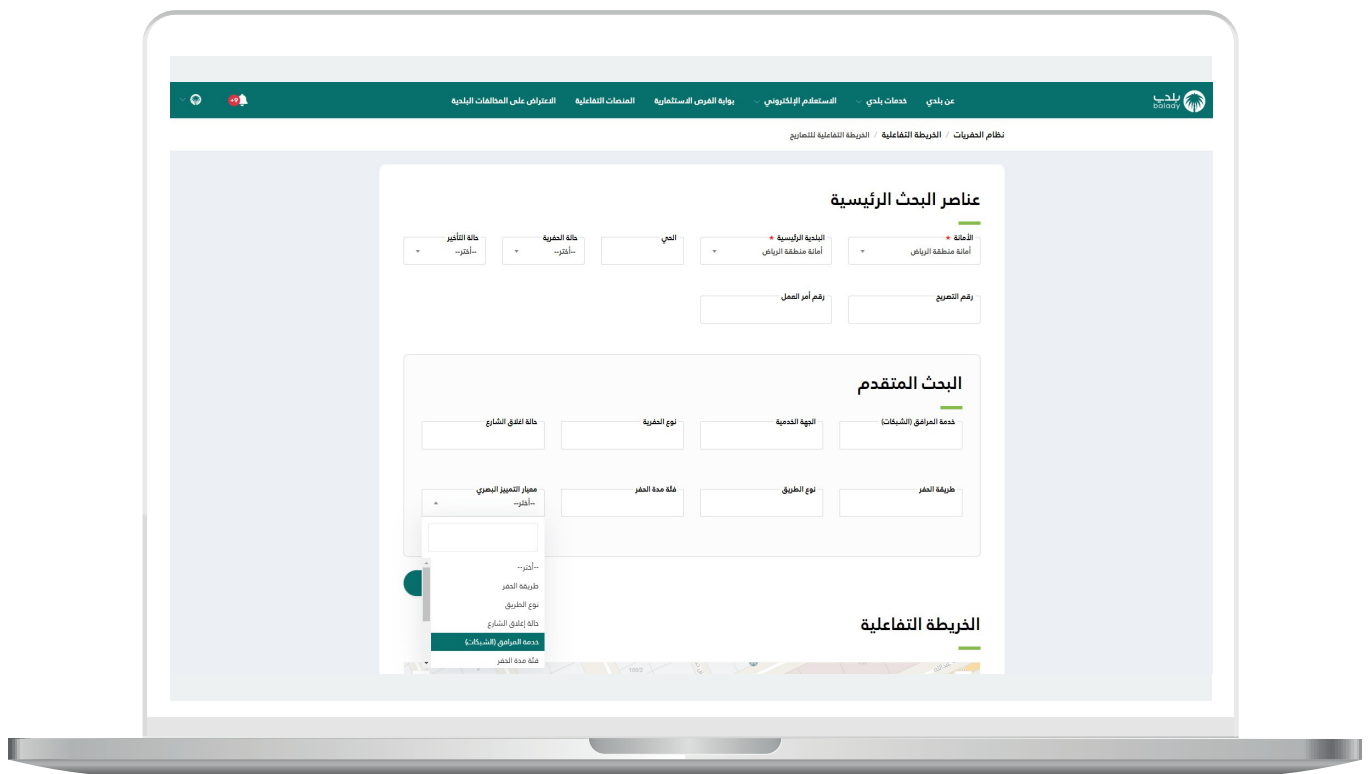
- Display all designated geographic layers.
- Display only the layers owned by the entity.
- Do not display any designated geographic layers.



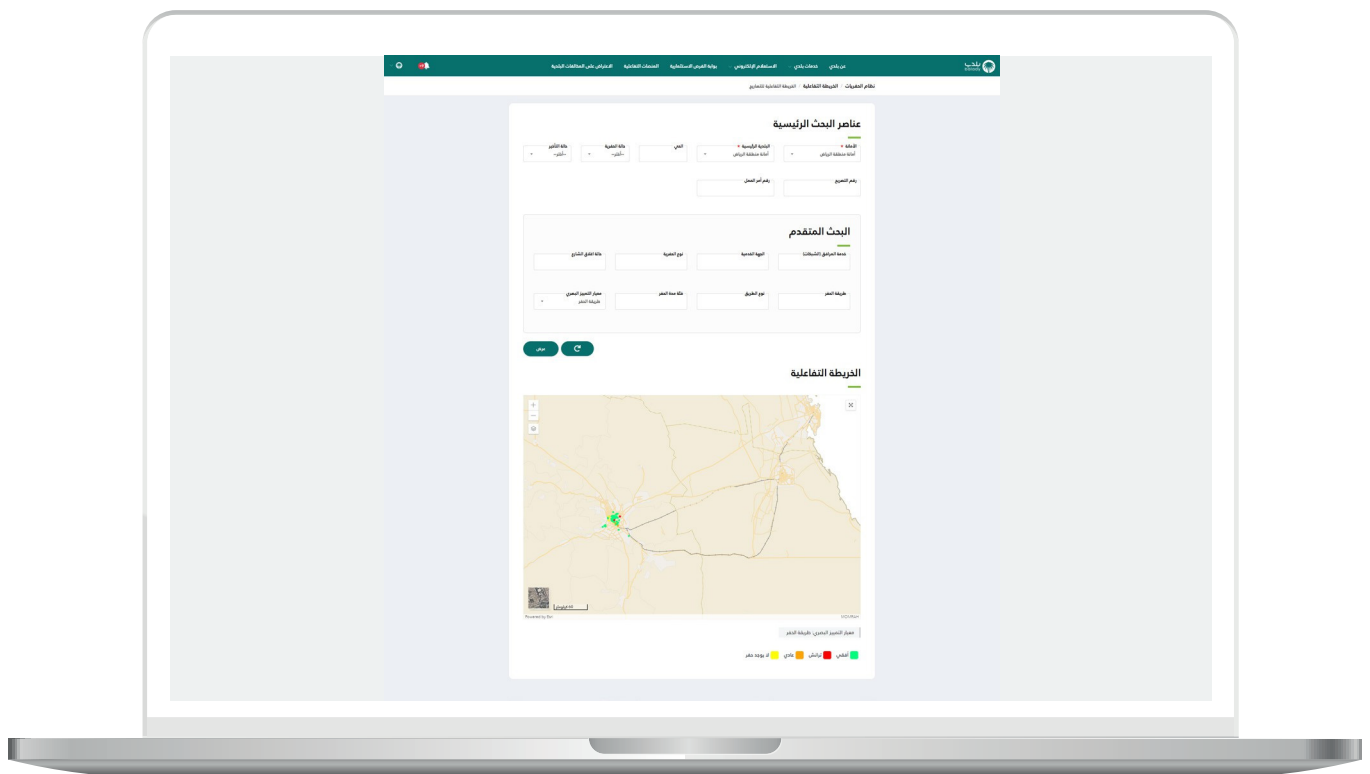
2) The excavation routes are then displayed on the map according to the search criteria, as shown in the screenshot below. A yellow line on the map represents the excavation path.



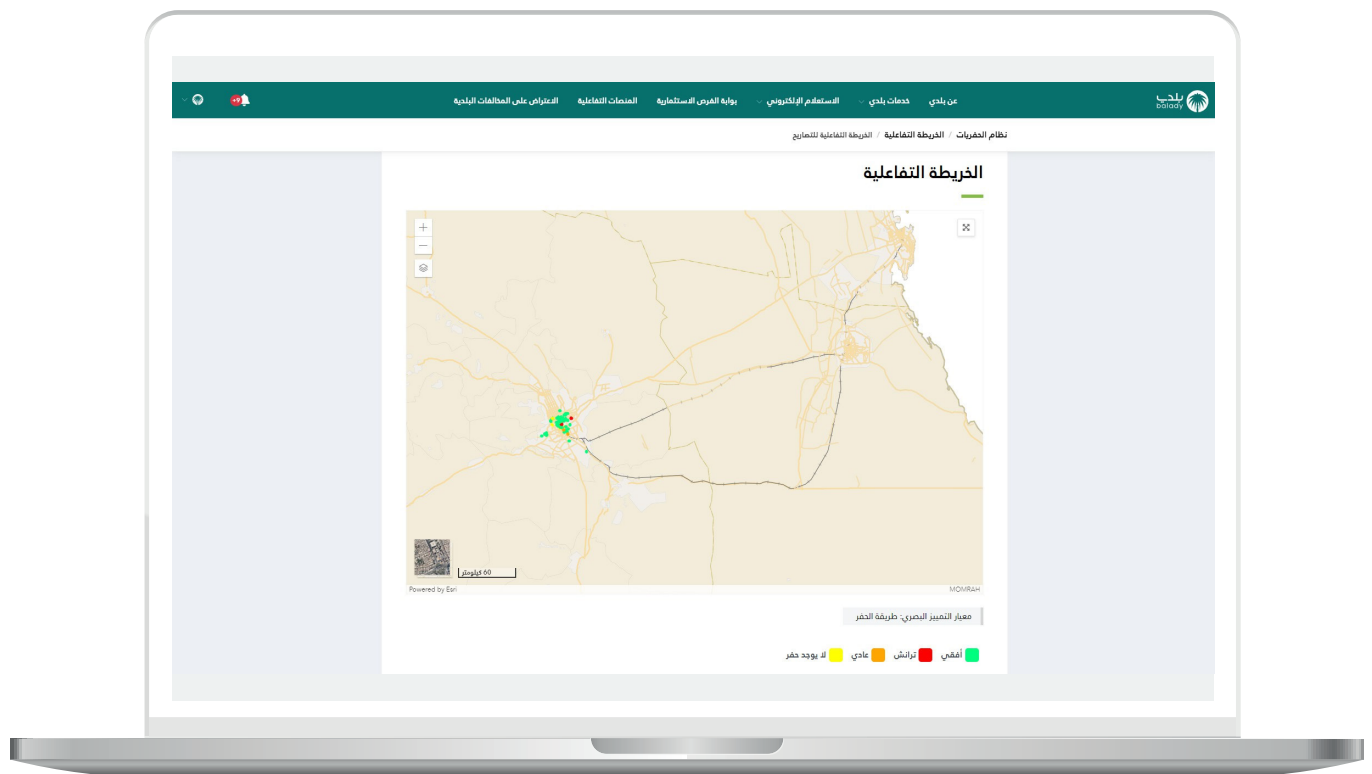
3) The screenshot below shows the values available in the dropdown menu for **(Visual Excellence Standard)**, with all values displayed.



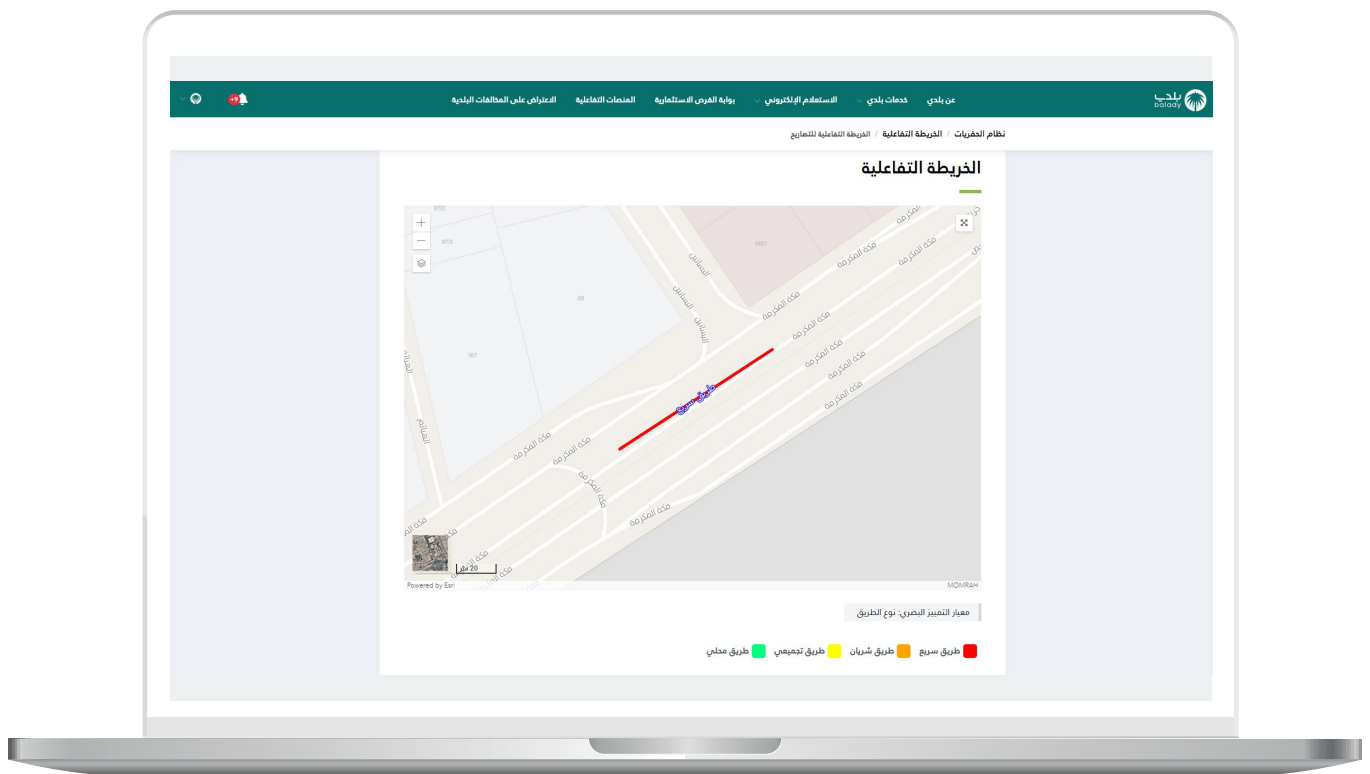
4) The search was performed using the (**Excavation Method**) value from the (**Visual Excellence Standard**) dropdown menu, which includes the following types: (**Horizontal, Trench, Standard, No Excavation**). Each type is represented by a specific color.



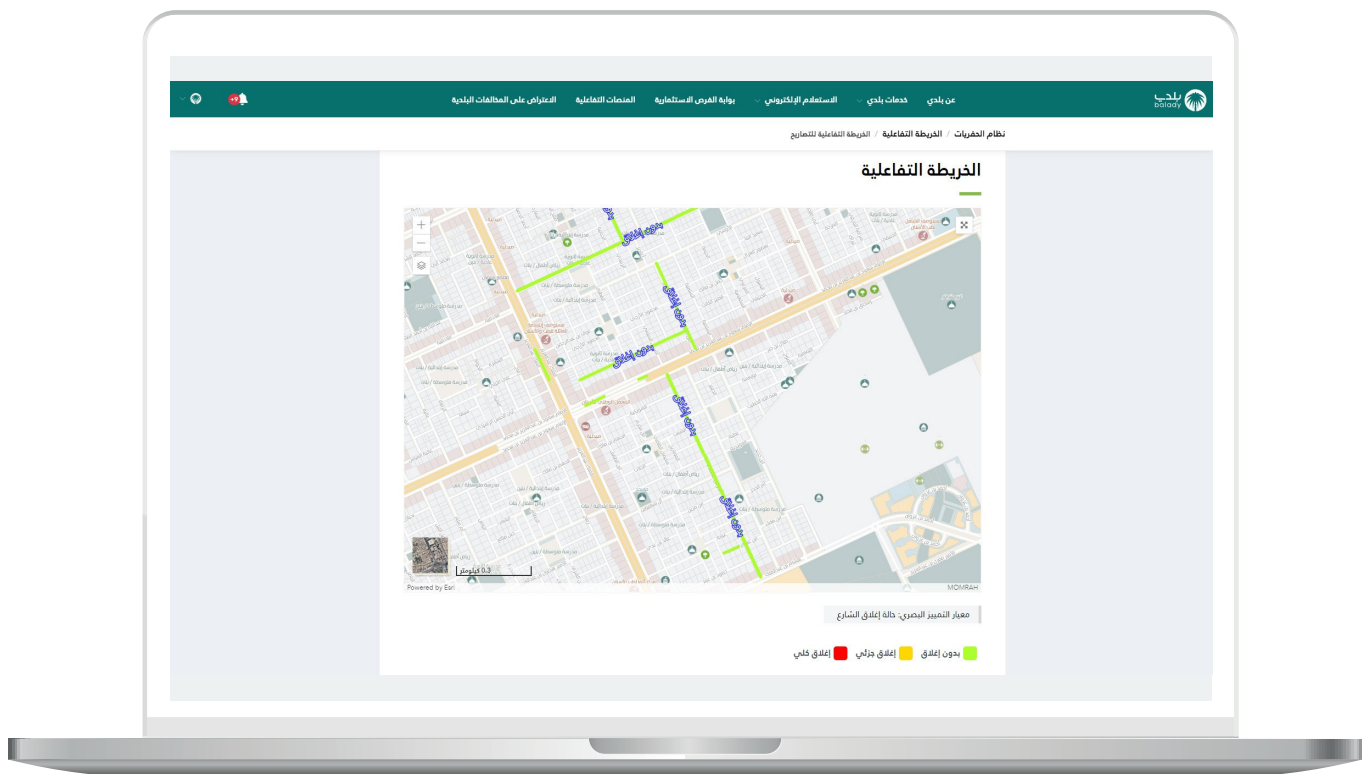
5) After zooming in on the map, excavation routes appear, as shown in the screenshot below.



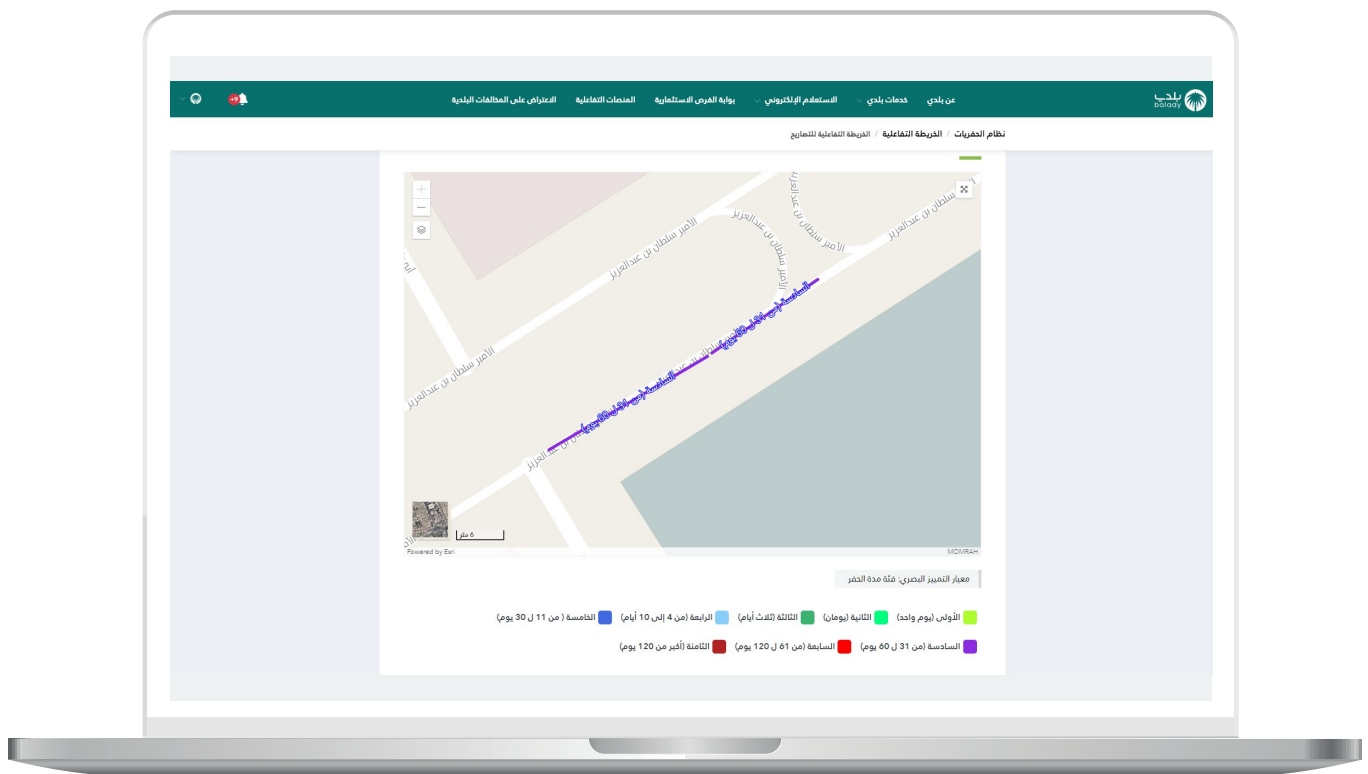
6) The search was performed using the **(Road Type)** value from the **(Visual Excellence Standard)** dropdown menu, which includes the following types: **(Main Road, Arterial Road, Collector Road, Local Road)**. Each type is represented by a specific color.



7) The search was performed using the (Street Closure Status) value from the (Visual Excellence Standard) dropdown menu, which includes: (No Closure, Partial Closure, Full Closure). Each type is represented by a specific color.

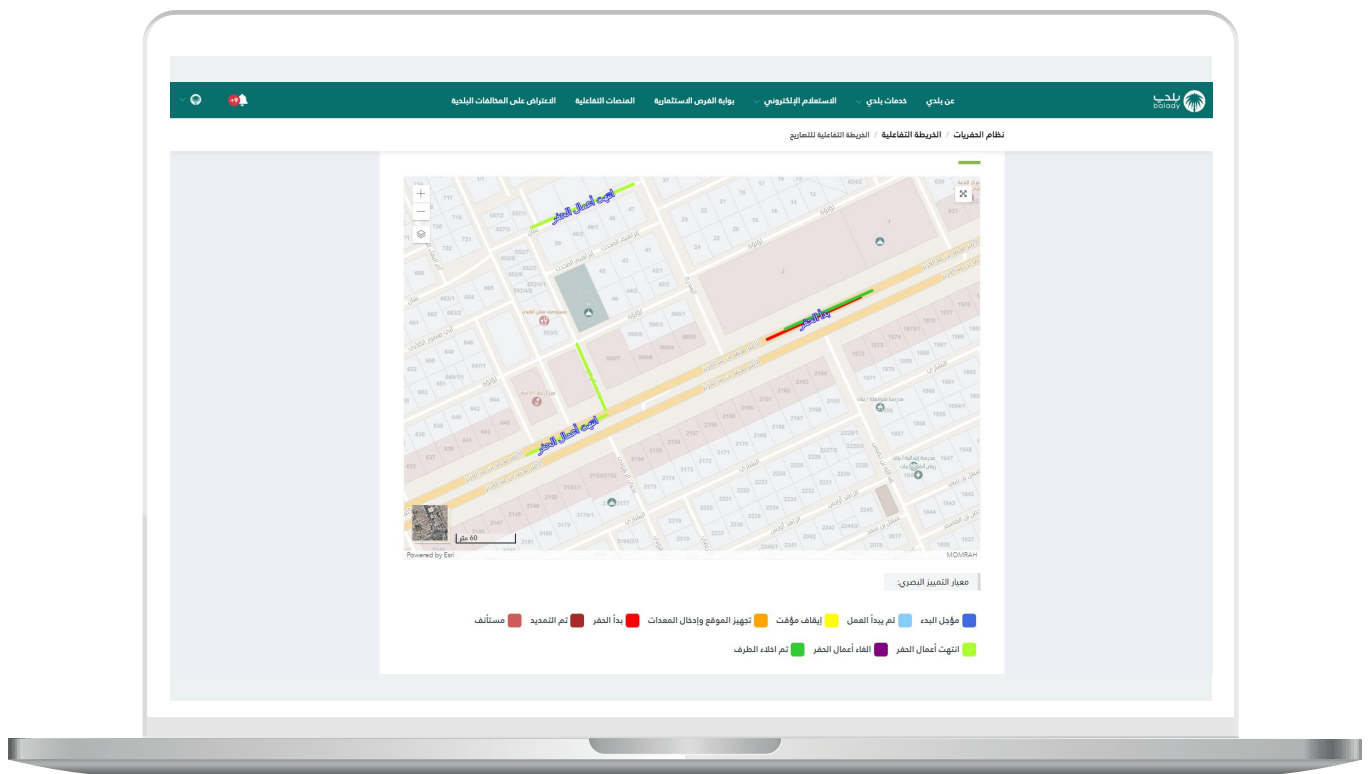


8) The search was performed using the (**Excavation Duration Category**) value from the (**Visual Excellence Standard**) dropdown menu, with each type represented by a specific color.

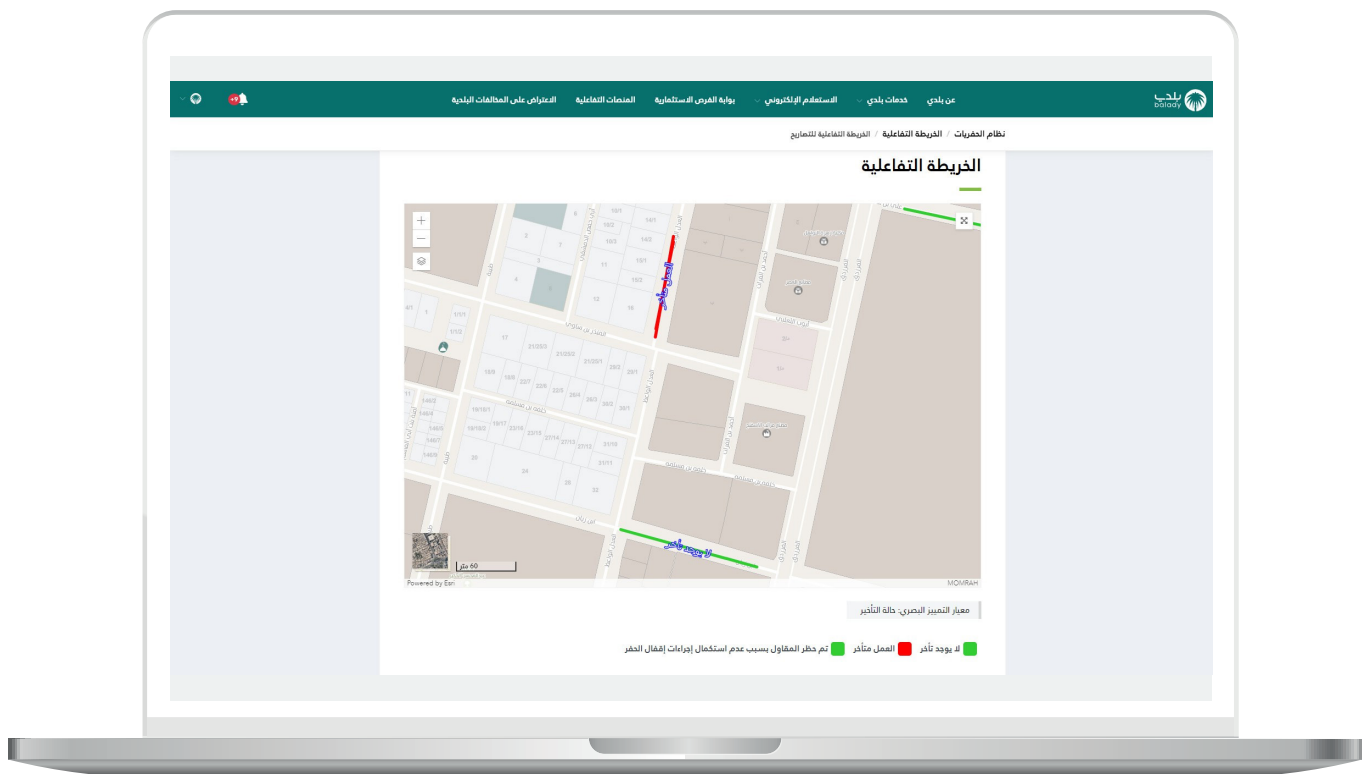




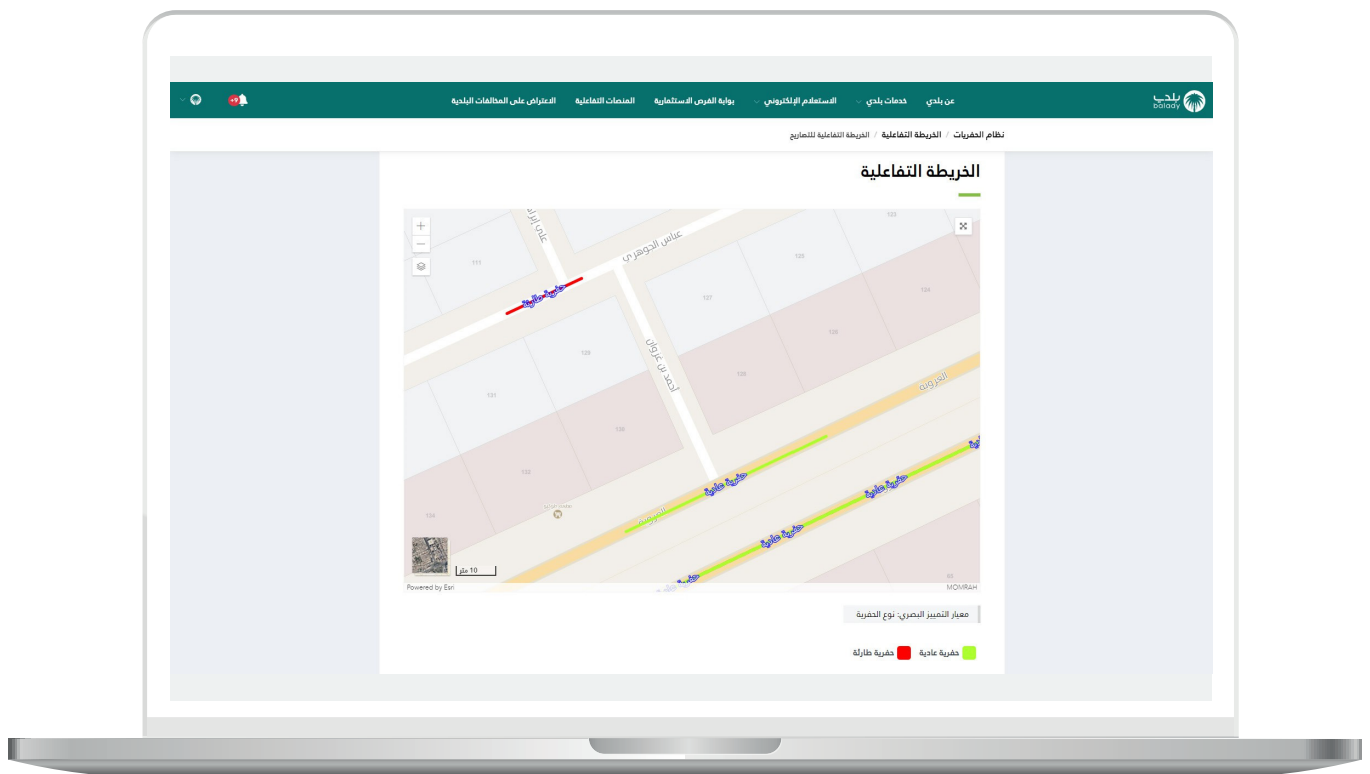
9) The search was performed using the **(Excavation Status)** value from the **(Visual Excellence Standard)** dropdown menu, which includes: **(Postponed Start, Not Started, Temporarily Suspended, Site Preparation and Equipment Mobilization, Excavation Started, Extended, Resumed, Excavation Completed, Excavation Canceled, Clearance Completed)**. Each type is represented by a specific color.



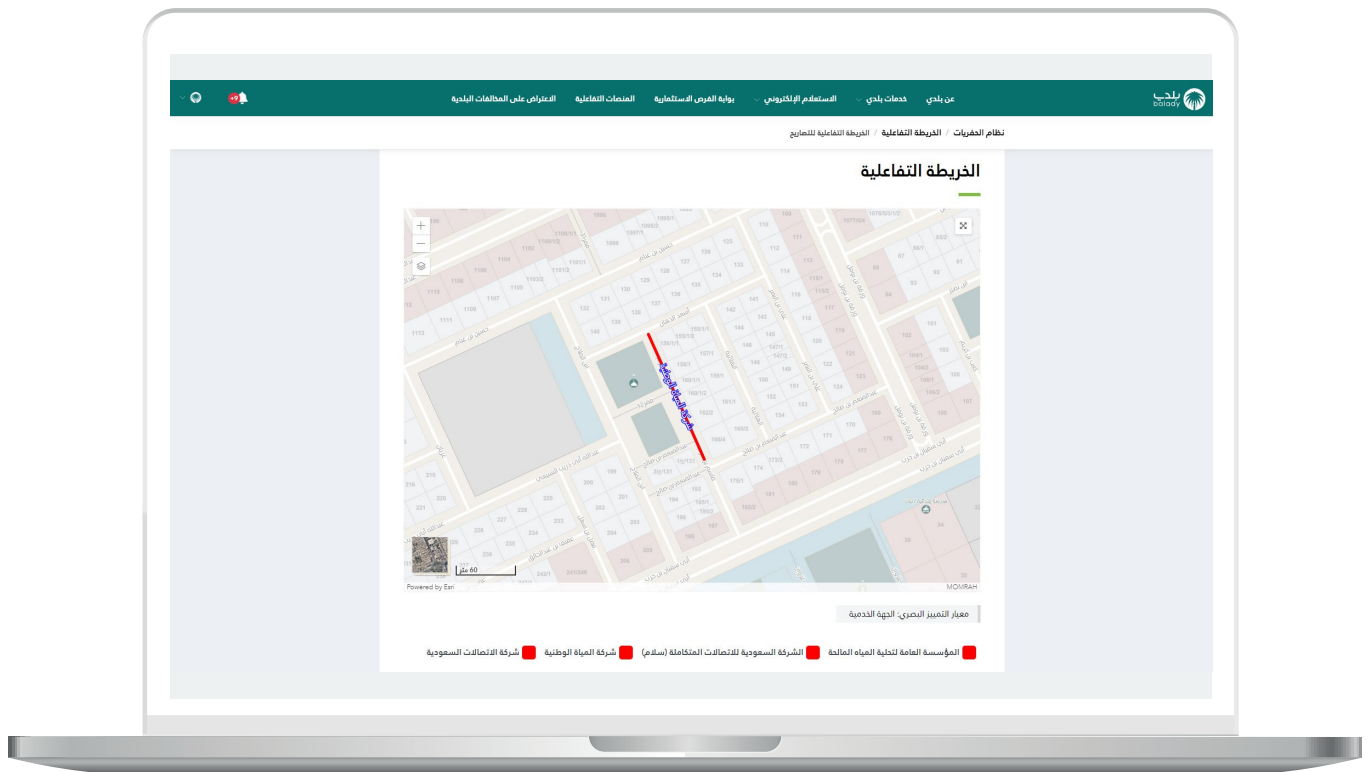
10) The search was performed using the **(Delay Status)** value from the **(Visual Excellence Standard)** dropdown menu, with each type represented by a specific color.



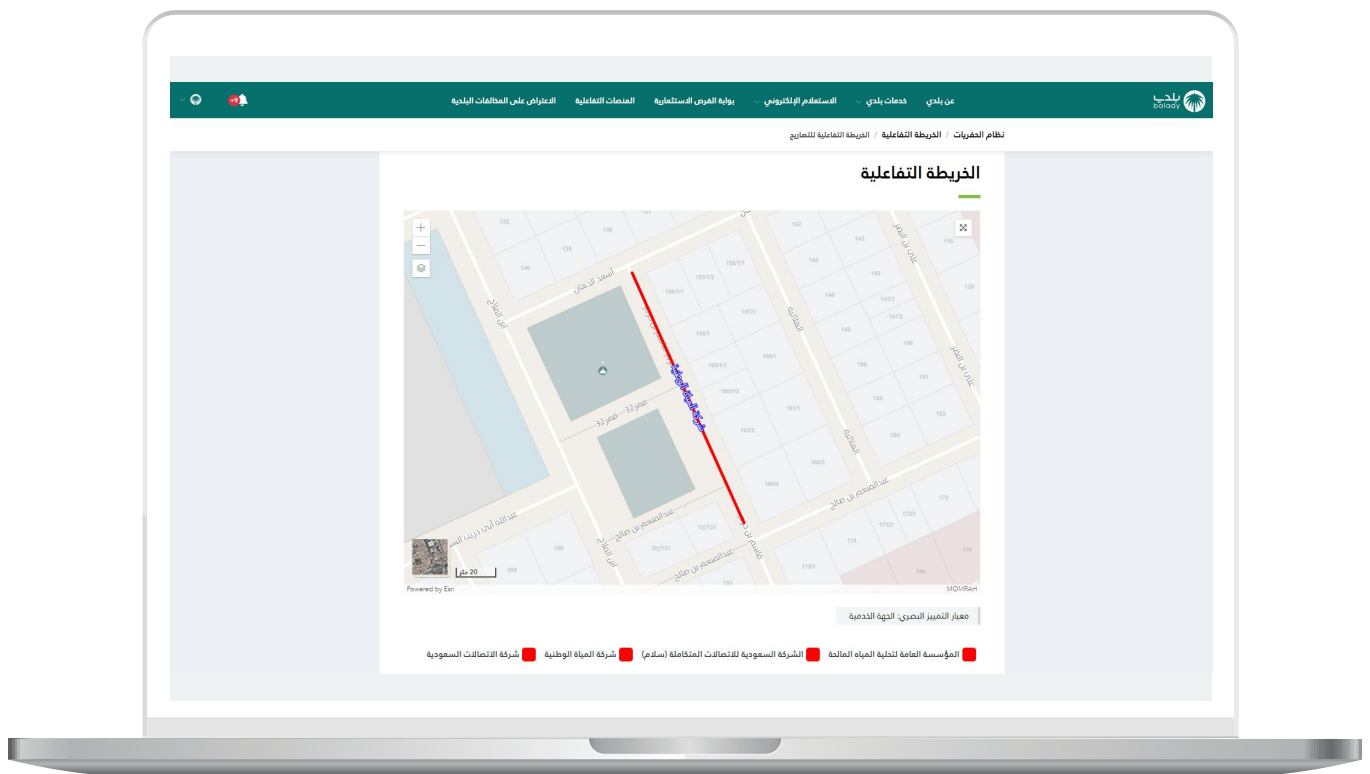
11) The search was performed using the **(Excavation Type)** value from the **(Visual Excellence Standard)** dropdown menu, which includes: **(Standard Excavation, Emergency Excavation)**. Each type is represented by a specific color.



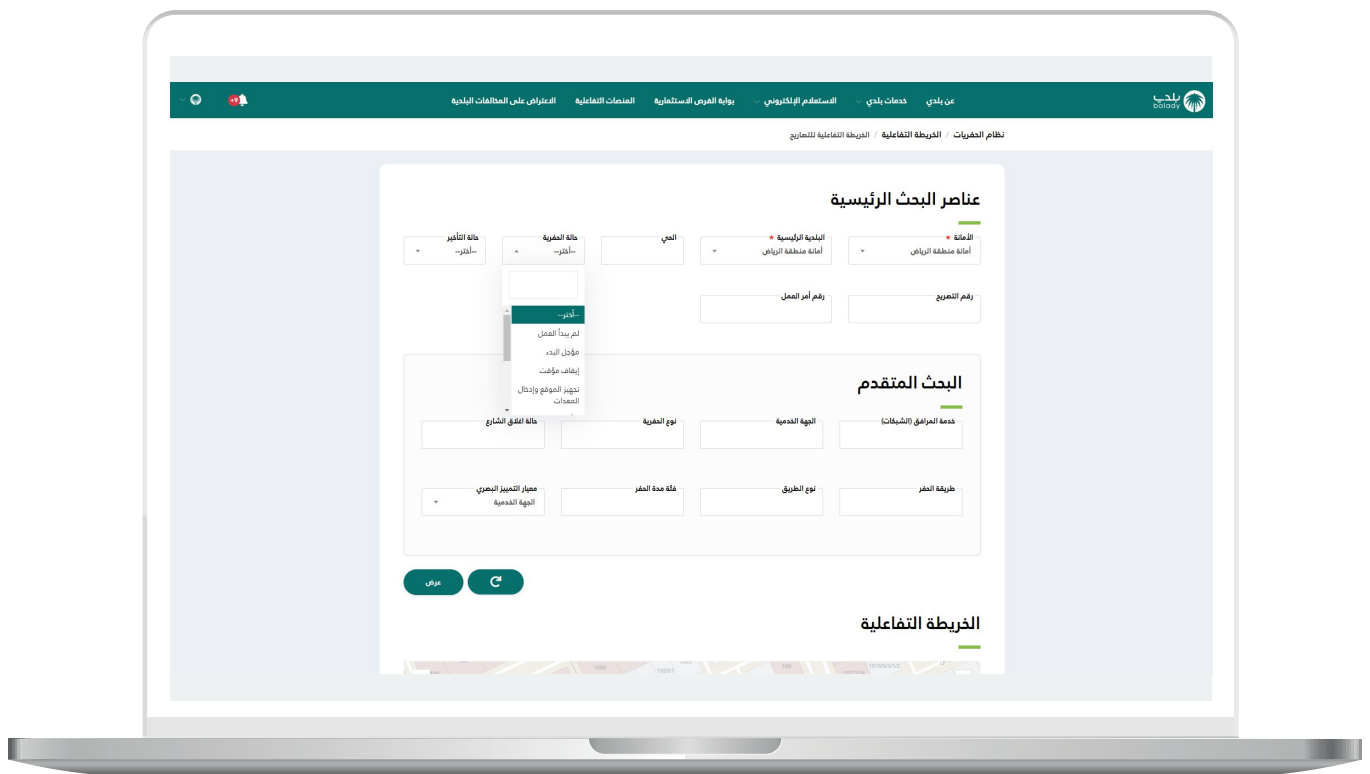
12) The search was performed using the (**Service Entity**) value from the (**Visual Excellence Standard**) dropdown menu, with each type represented by a specific color.



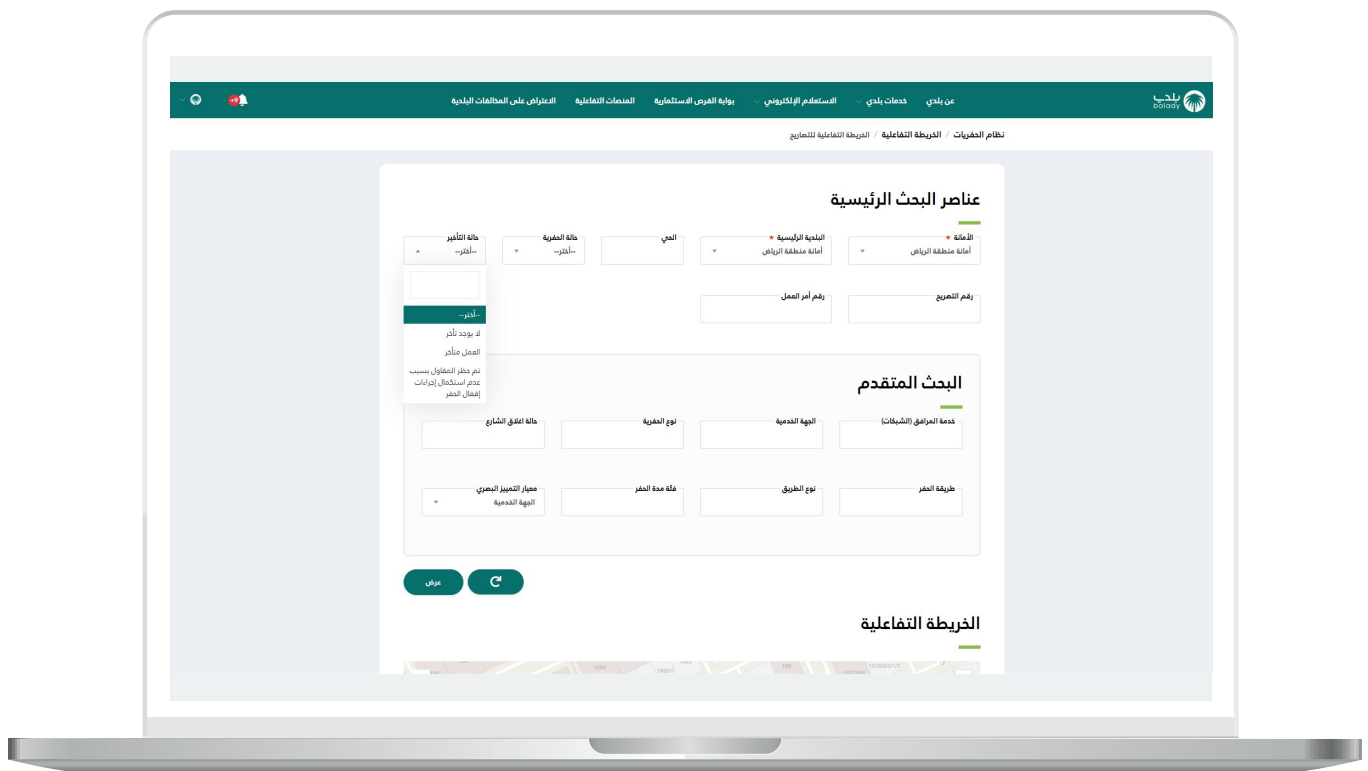
13) After zooming in on the map, excavation routes appear, as shown in the screenshot below.



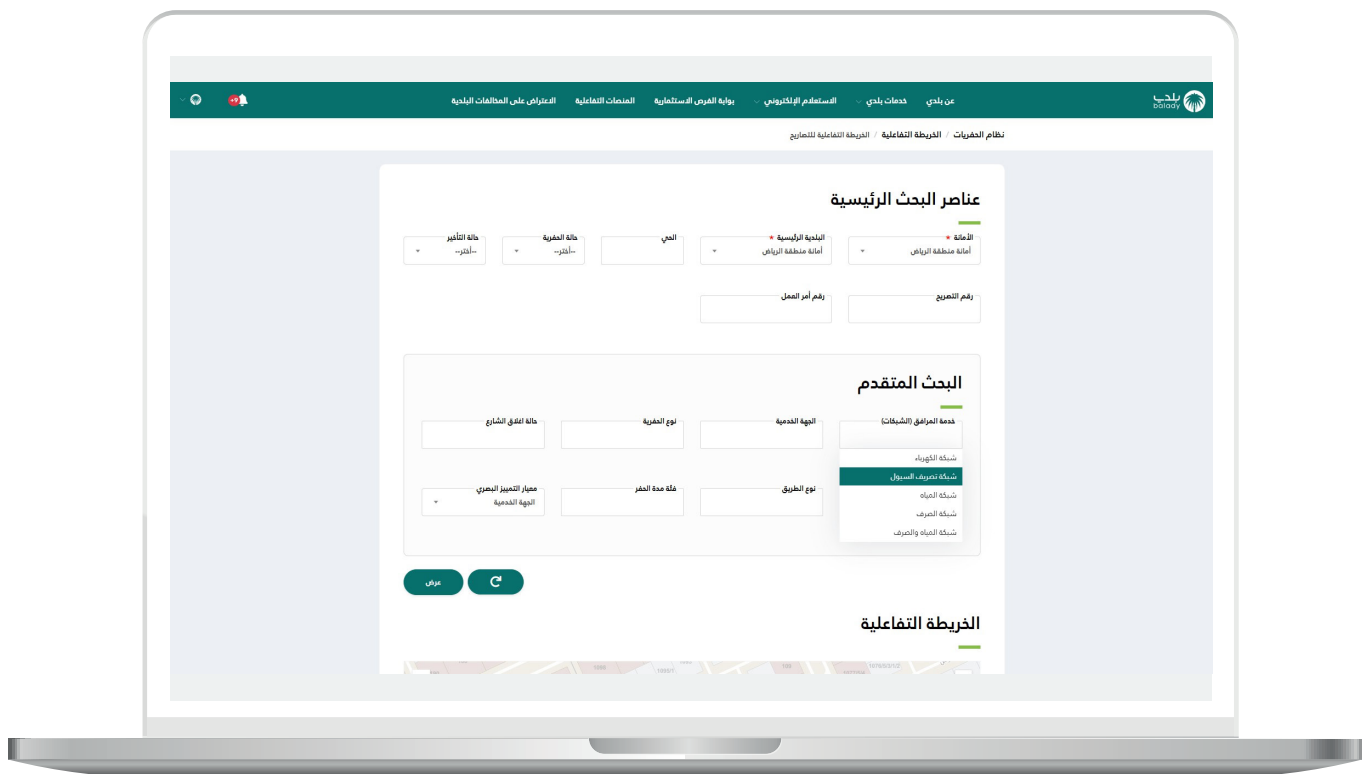
14) The screenshot below displays the values available in the (Excavation Status) dropdown menu, where any value can be selected for search.



15) The screenshot below displays the values available in the (**Delay Status**) dropdown menu, where any value can be selected for search.



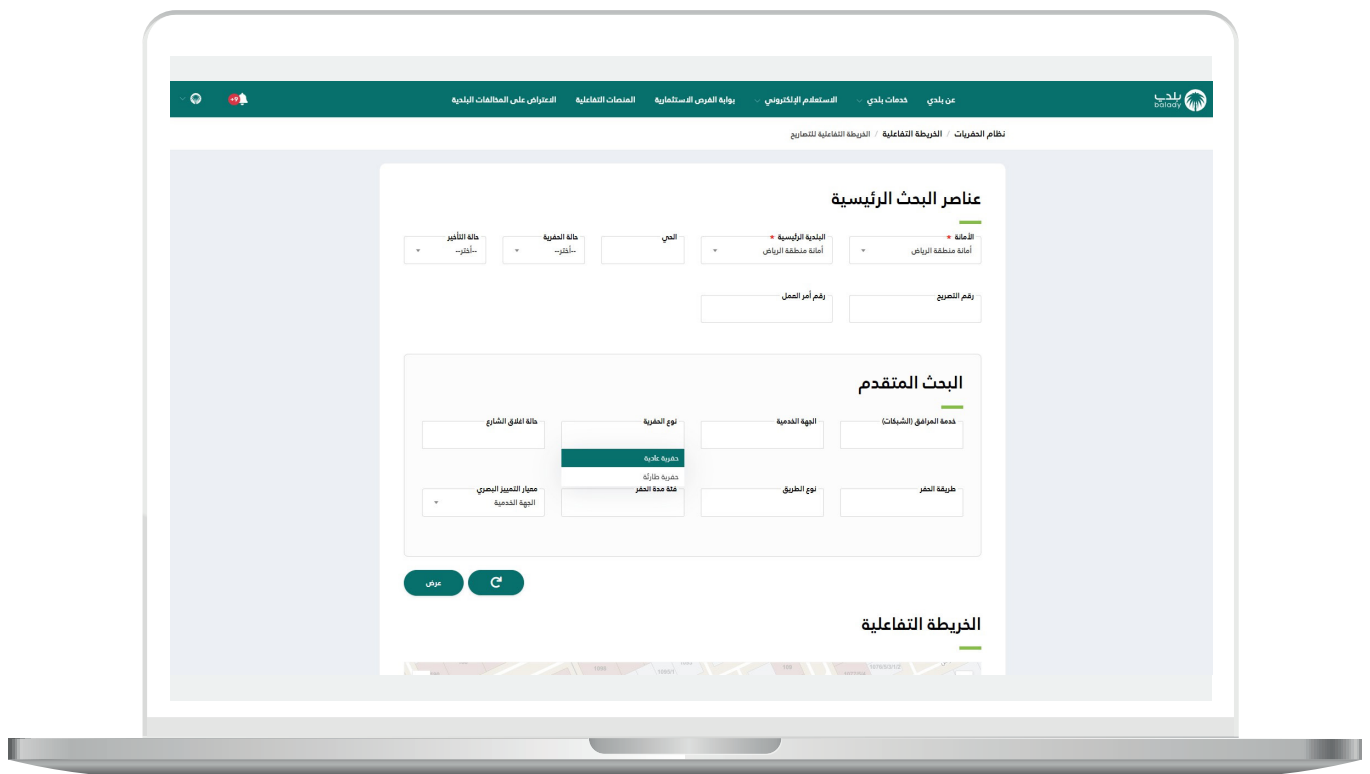
16) The screenshot below displays the values available in the (Utility Service - Networks) dropdown menu, where any value can be selected for search.



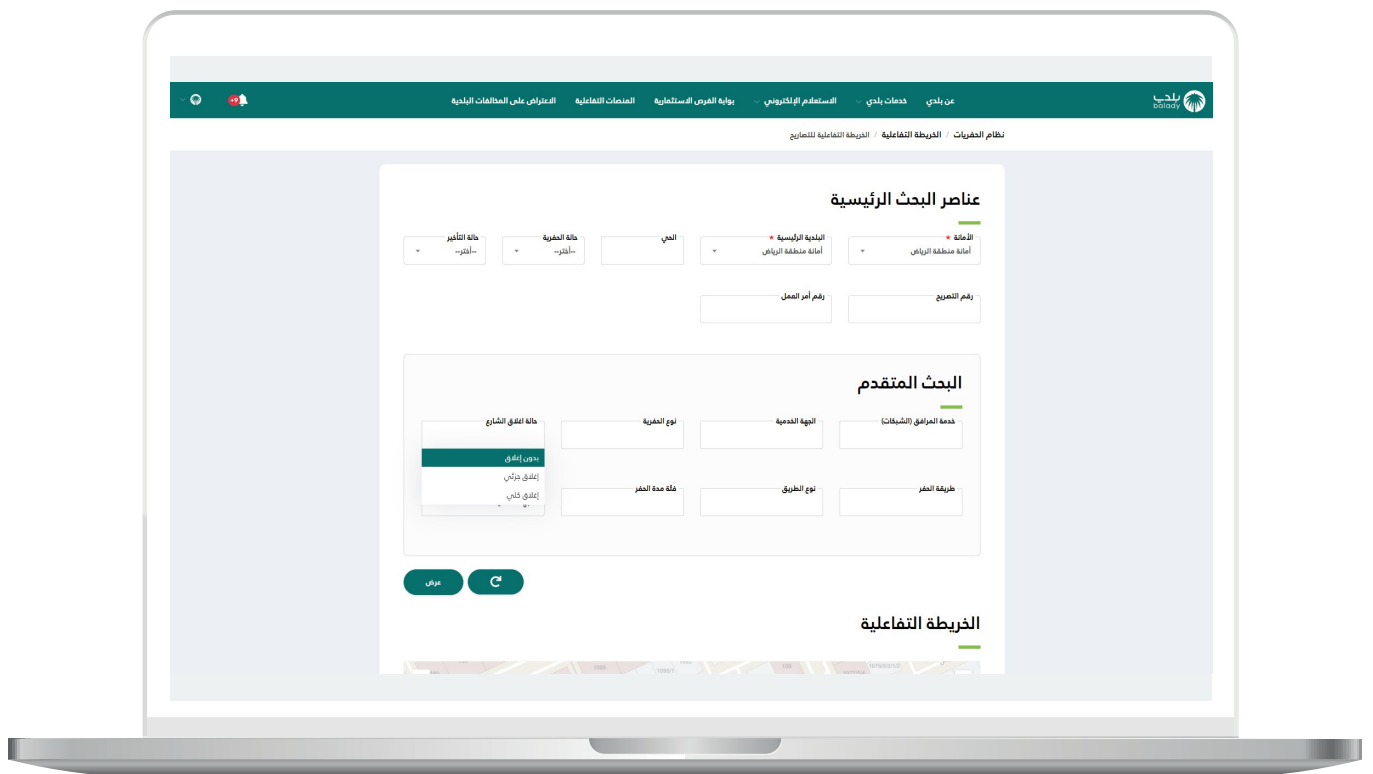




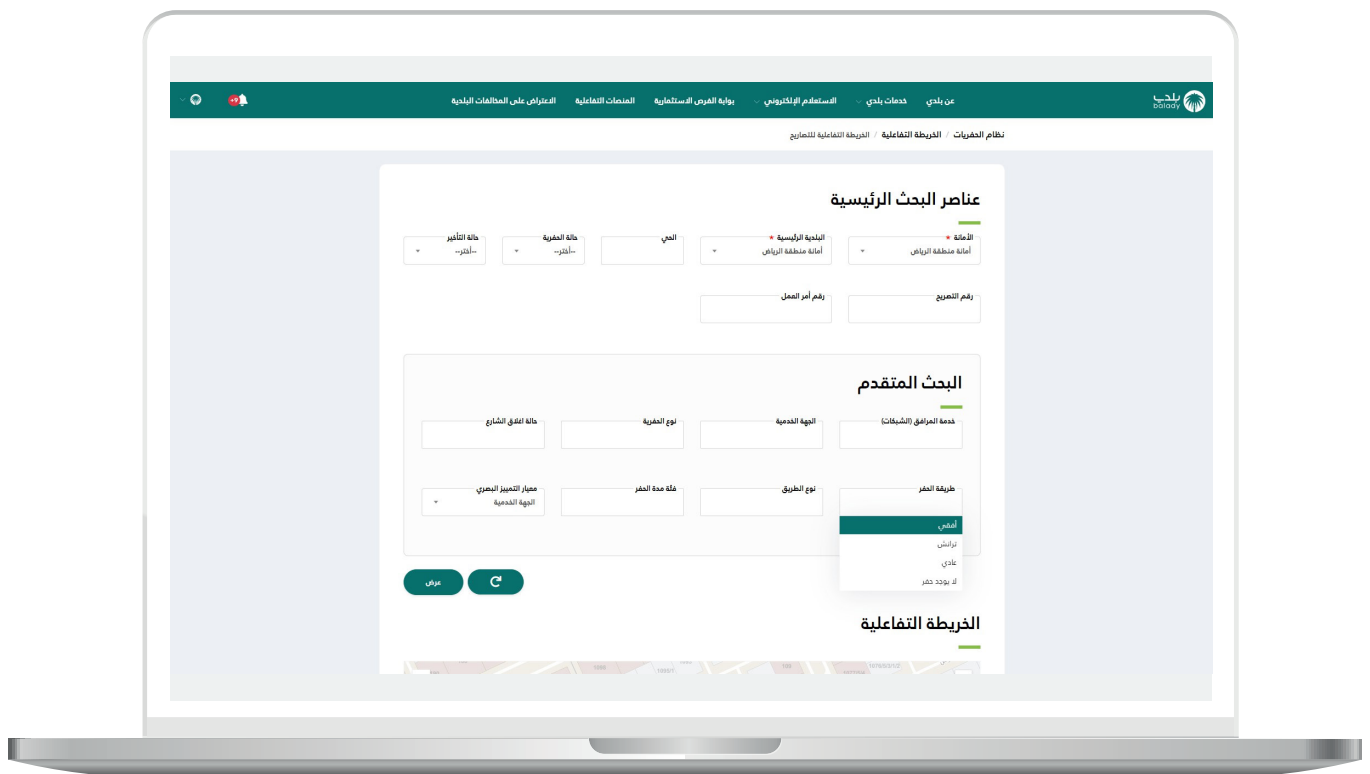
18) The screenshot below displays the values available in the (**Excavation Type**) dropdown menu, where any value can be selected for search.



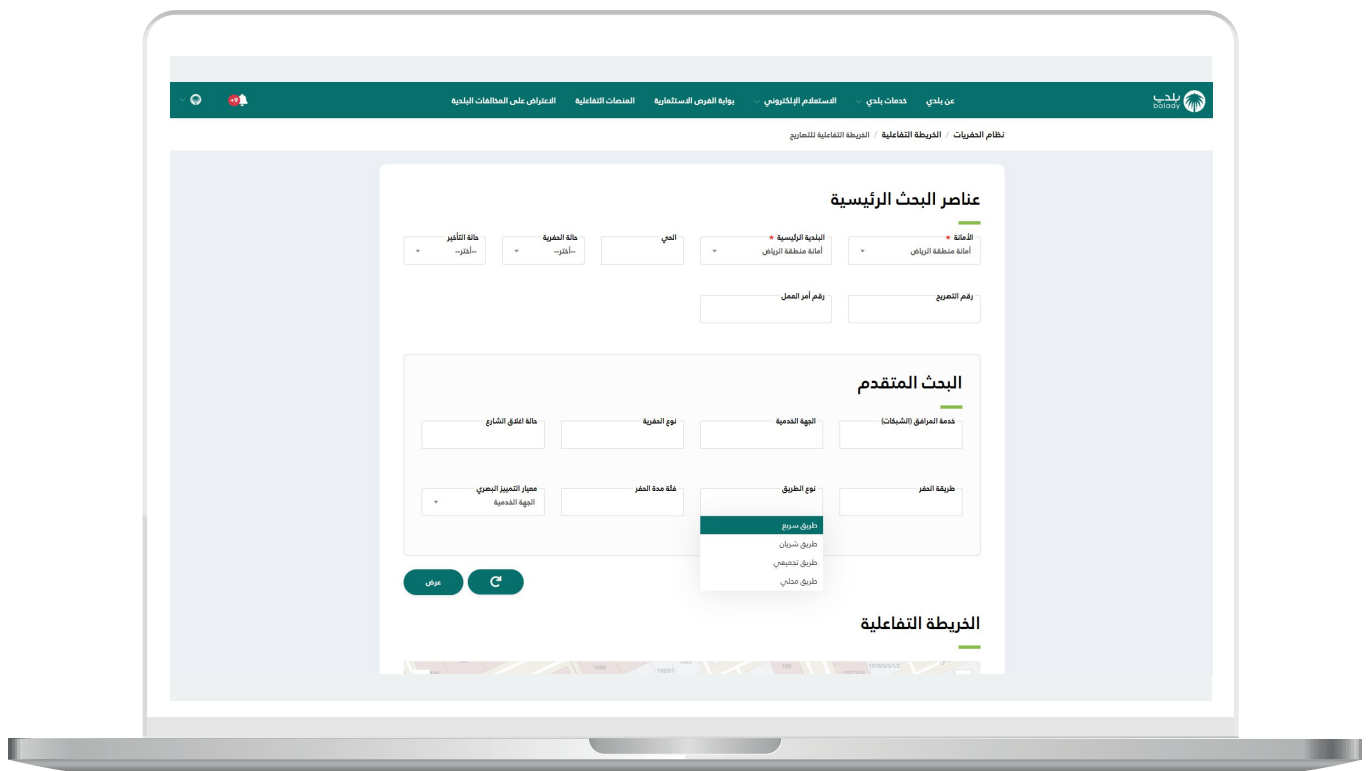
19) The screenshot below displays the values available in the **(Street Closure Status)** dropdown menu, where any value can be selected for search.



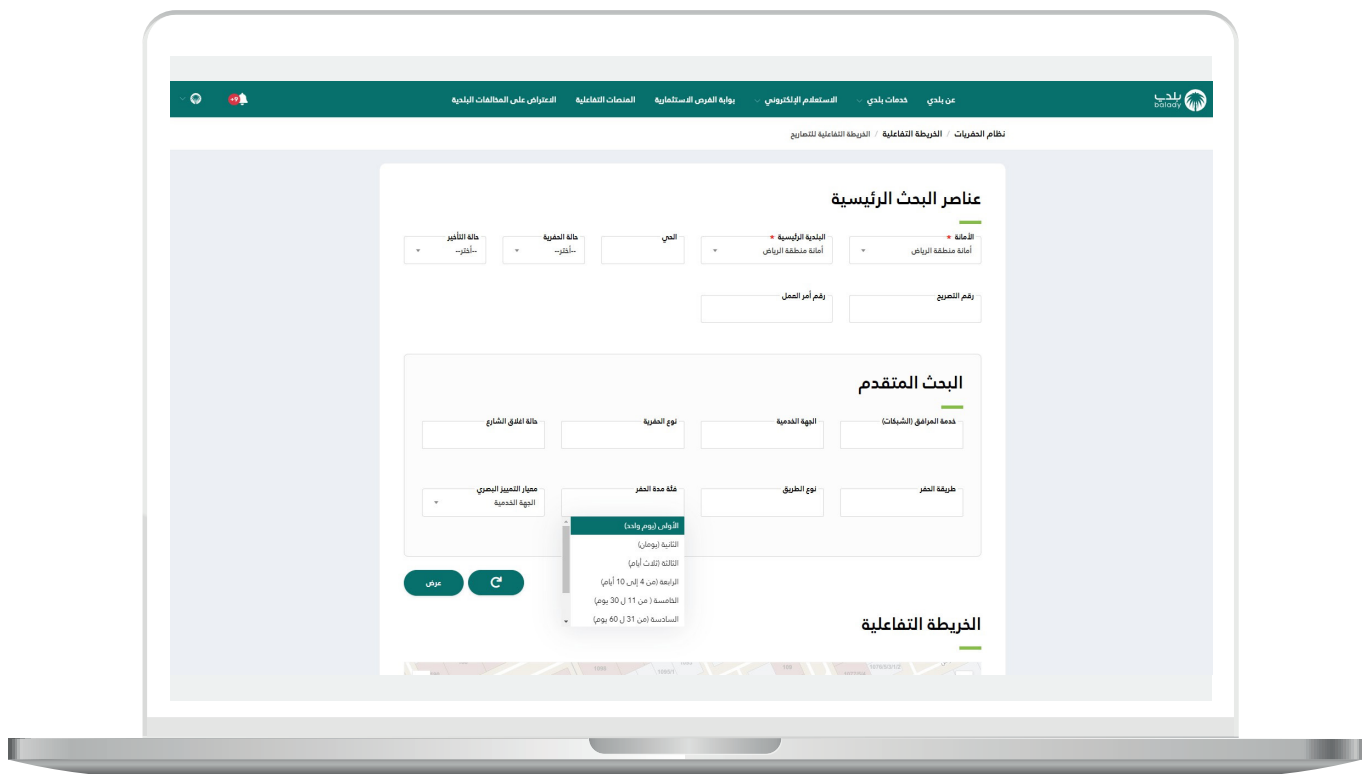
20) The screenshot below displays the values available in the (**Excavation Method**) dropdown menu, where any value can be selected for search.



21) The screenshot below displays the values available in the (Road Type) dropdown menu, where any value can be selected for search.

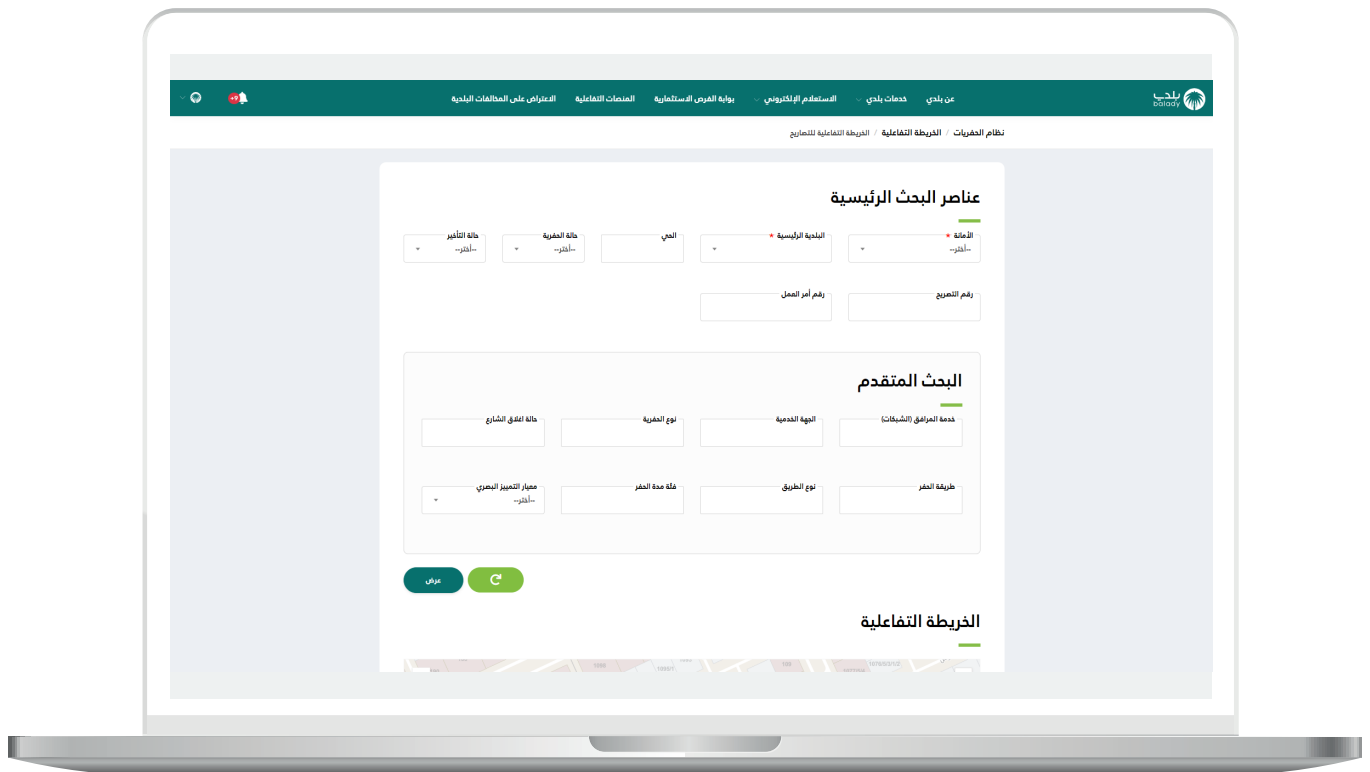


22) The screenshot below displays the values available in the (Excavation Duration Category) dropdown menu, where any value can be selected for search.





24) After clicking the **(Reset Search Filters)** button, all search filters are cleared, as shown in the screenshot below.

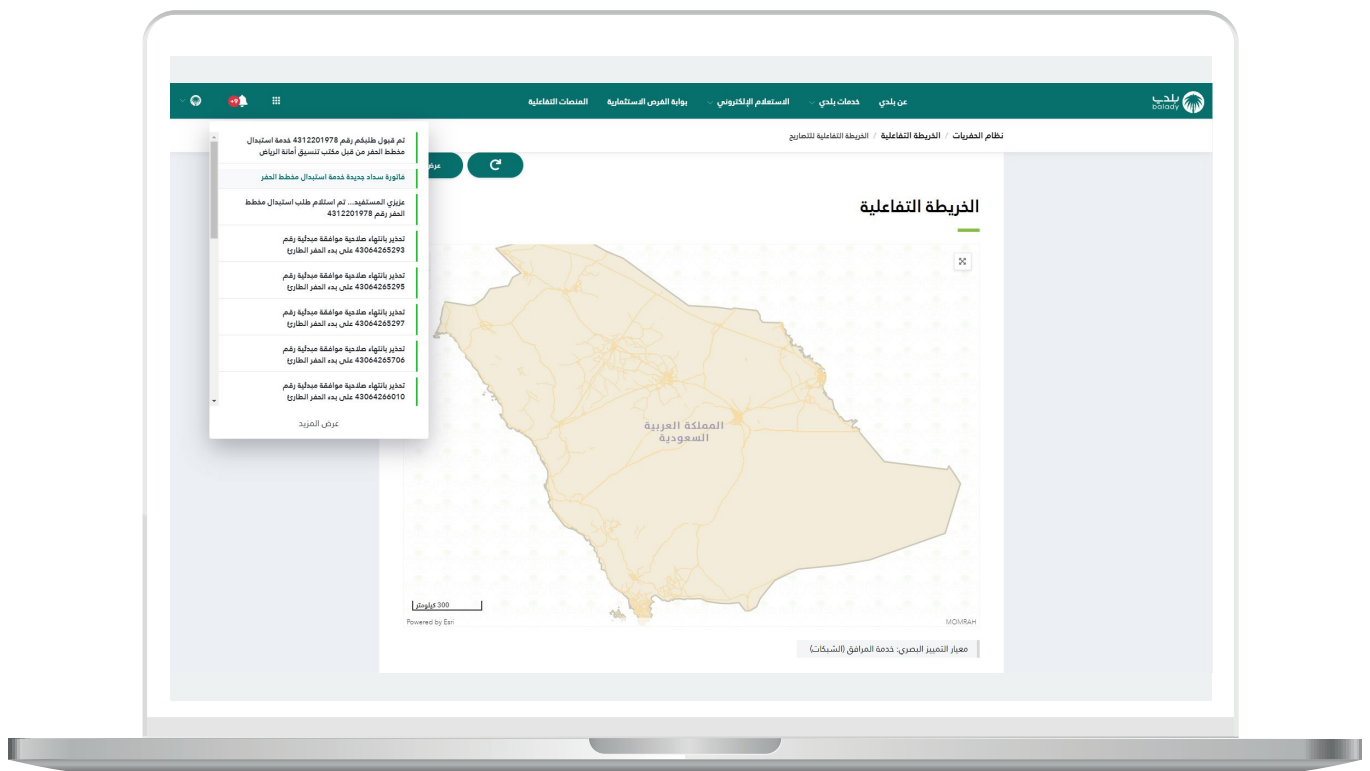




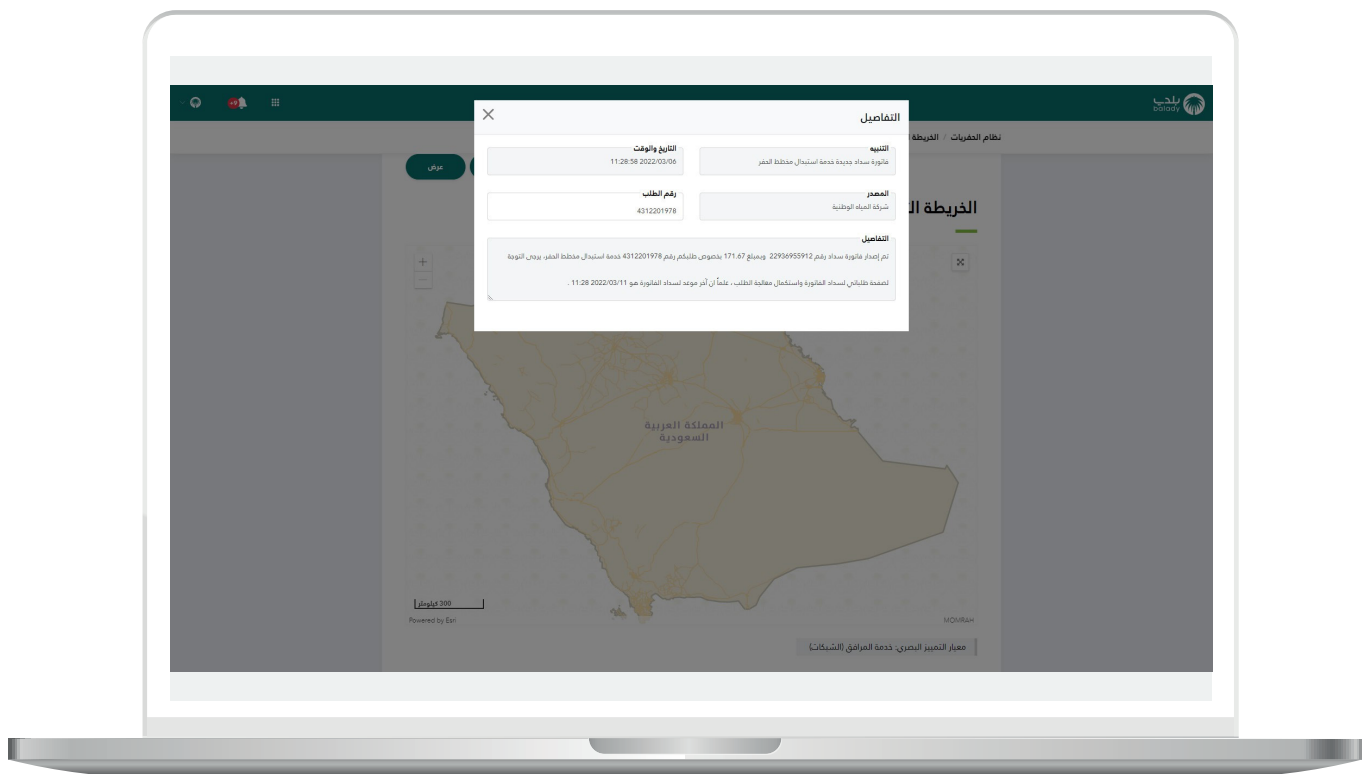
25) The user can view their notifications by clicking the bell icon in the top-left corner of the screen.

It is displayed that there are more than (9) notifications for the current user.

After the notification list appears, the user can view the details of any notification by clicking on it.



26) After clicking a notification, its details are displayed, as shown in the screenshot below.



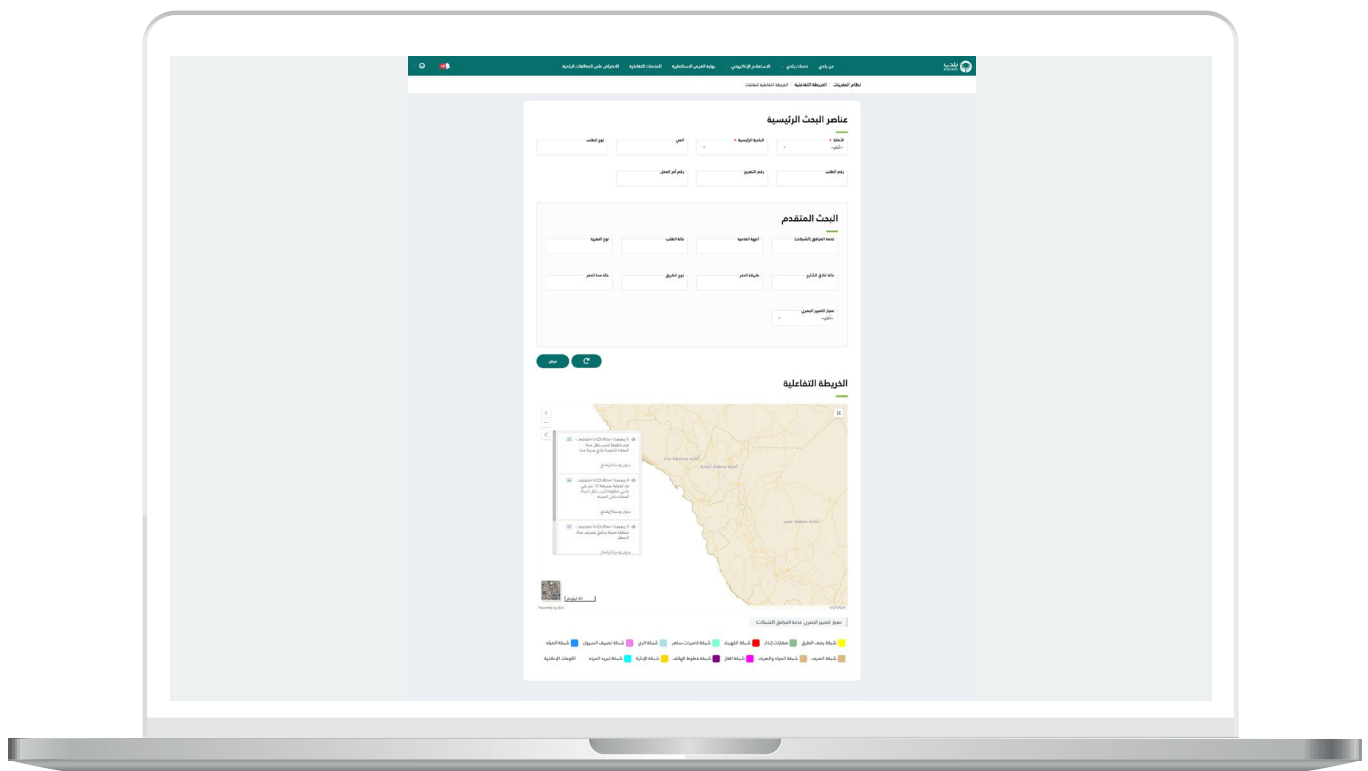
## Interactive Request Map

1) After selecting this option, the following screen appears, where the system allows searching by filling in one or more search criteria in the **(Main Search Elements)** section, then clicking the **(View)** button, as shown in the screenshot below.

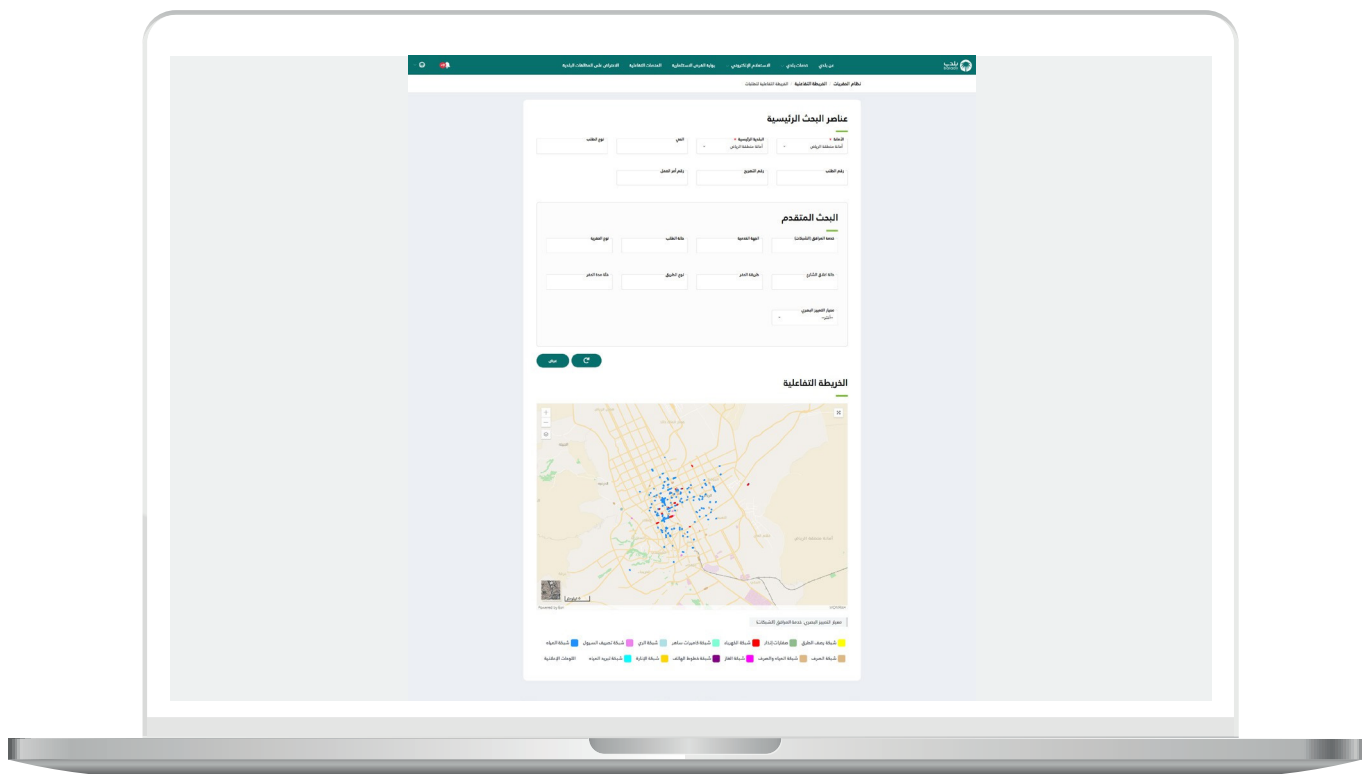
Advanced search is also available through the **(Advanced Search)** section.

If the following setting is enabled **(Verify displaying geographic layers according to the jurisdiction of the responsible coordination office based on the geographic location)**, new permissions will be assigned to entities on the Nasseq platform at the coordination office level to control the display of designated geographic layers. These permissions include:

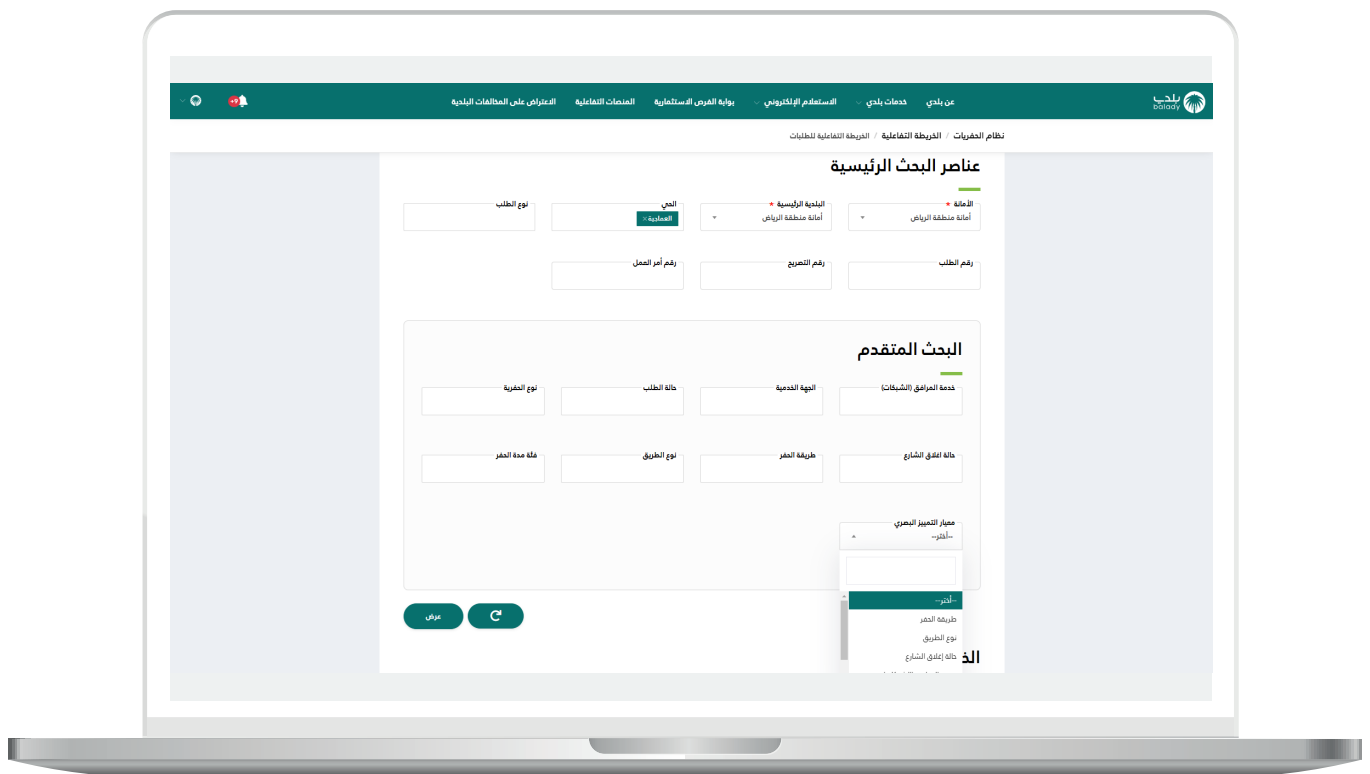
- Display all designated geographic layers.
- Display only the layers owned by the entity.
- Do not display any designated geographic layers.



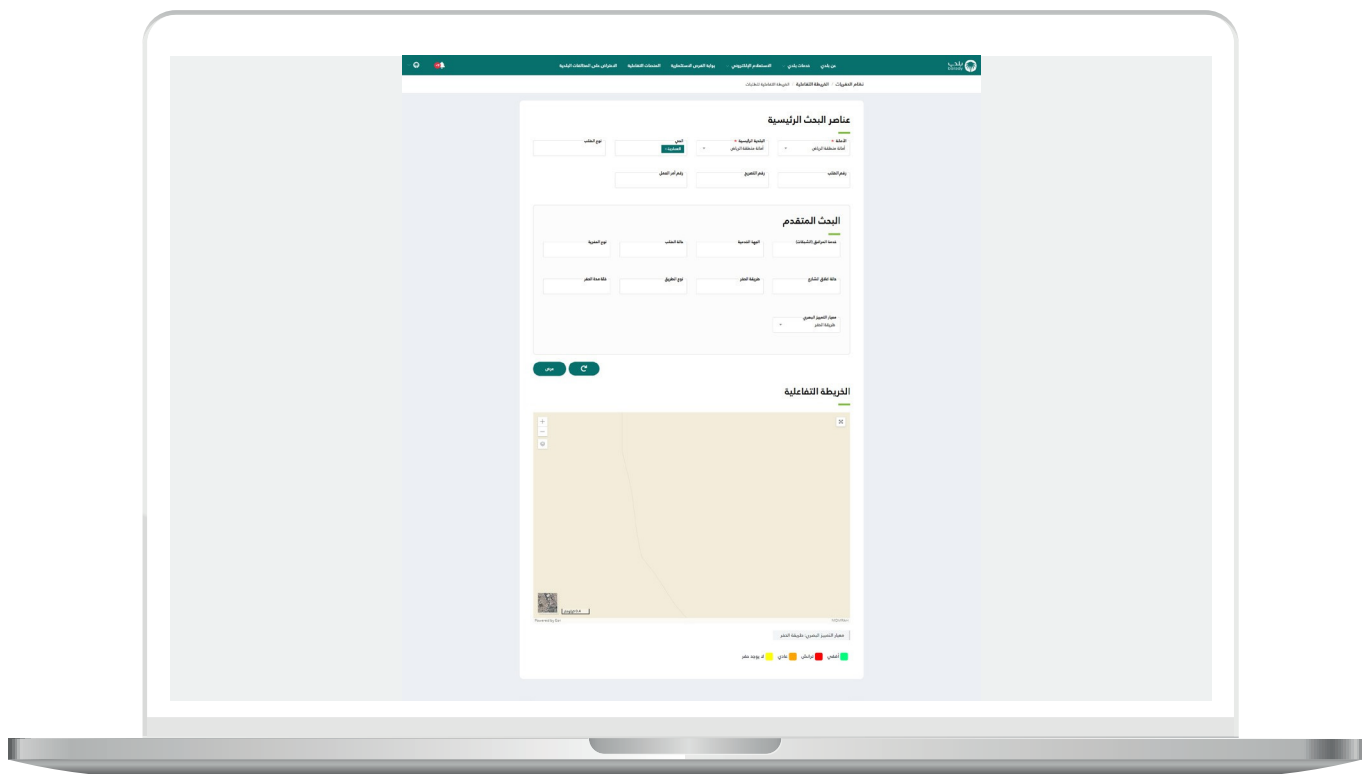
2) The excavation routes are then displayed on the map according to the search criteria, as shown in the screenshot below. Several lines appear on the map in red, purple, and blue, each representing an excavation path.



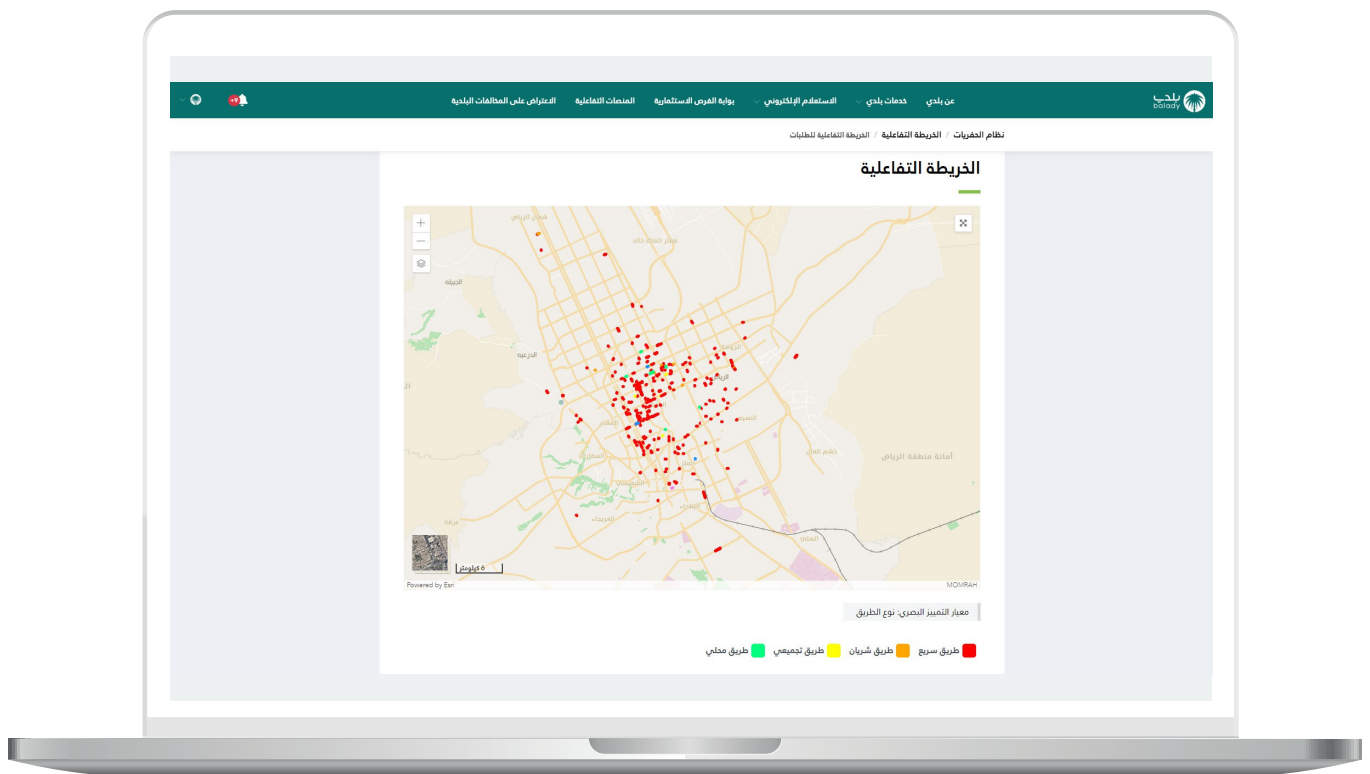
3) The screenshot below shows the values available in the dropdown menu for (Visual Excellence Standard), with all values displayed.



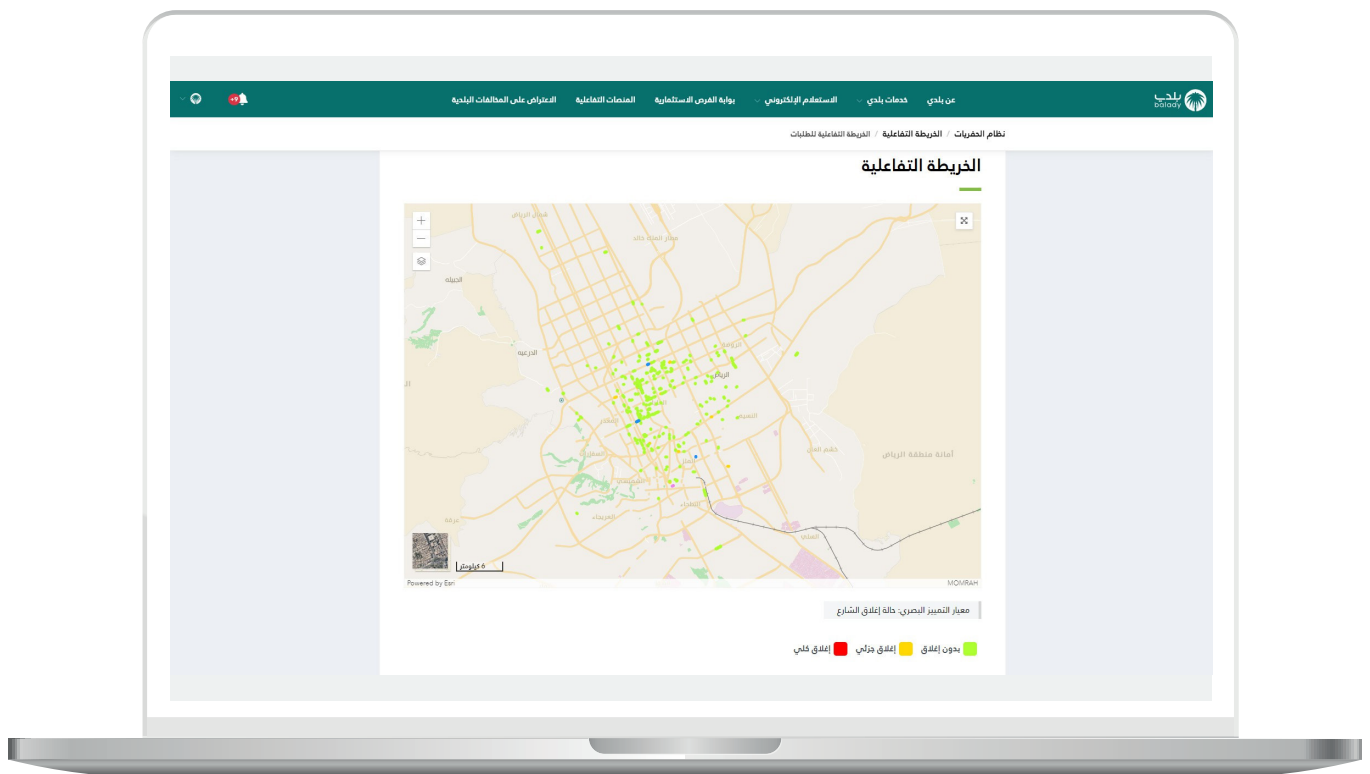
4) The search was performed using the (**Excavation Method**) value from the (**Visual Excellence Standard**) dropdown menu, which includes the following types: (**Horizontal, Trench, Standard, No Excavation**). Each type is represented by a specific color.



5) The search was performed using the **(Road Type)** value from the **(Visual Excellence Standard)** dropdown menu, which includes the following types: **(Main Road, Arterial Road, Collector Road, Local Road)**. Each type is represented by a specific color.

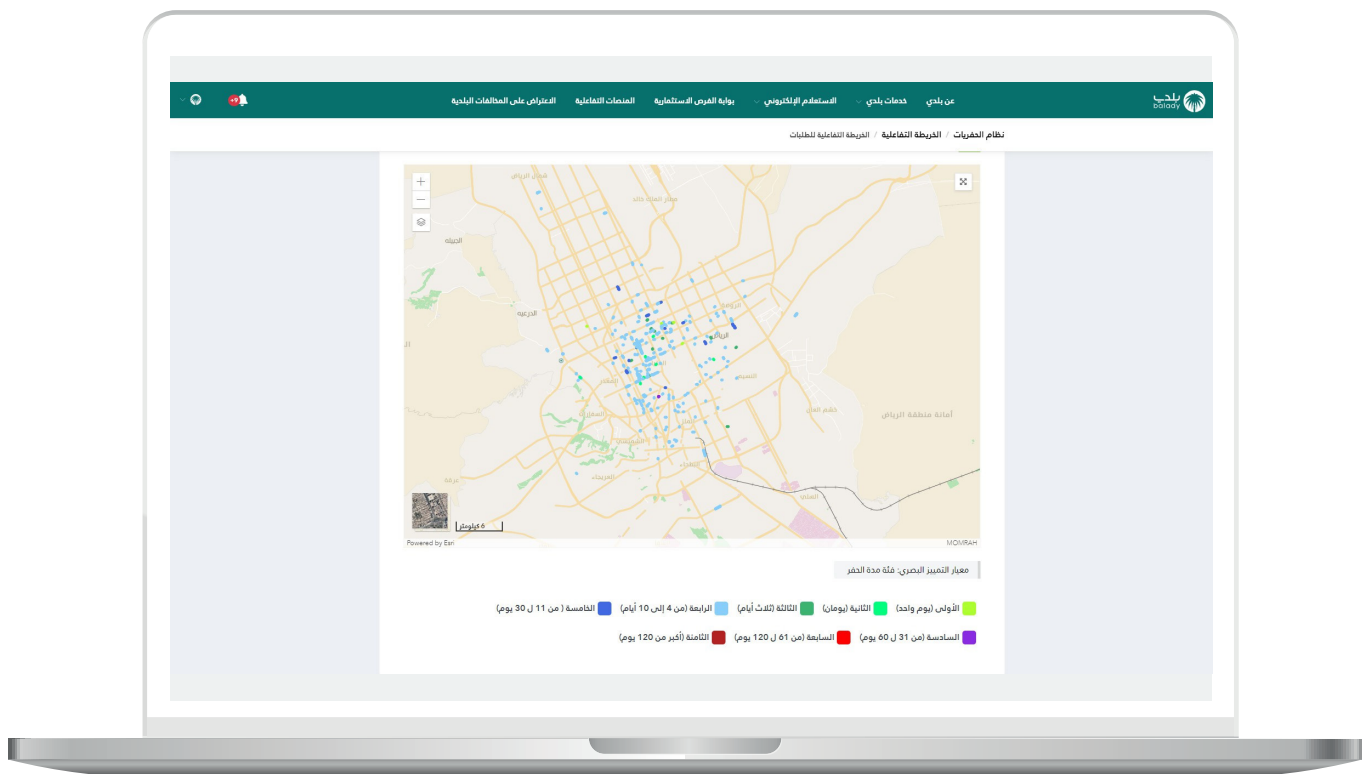


6) The search was performed using the **(Street Closure Status)** value from the **(Visual Excellence Standard)** dropdown menu, which includes: **(No Closure, Partial Closure, Full Closure)**. Each type is represented by a specific color.

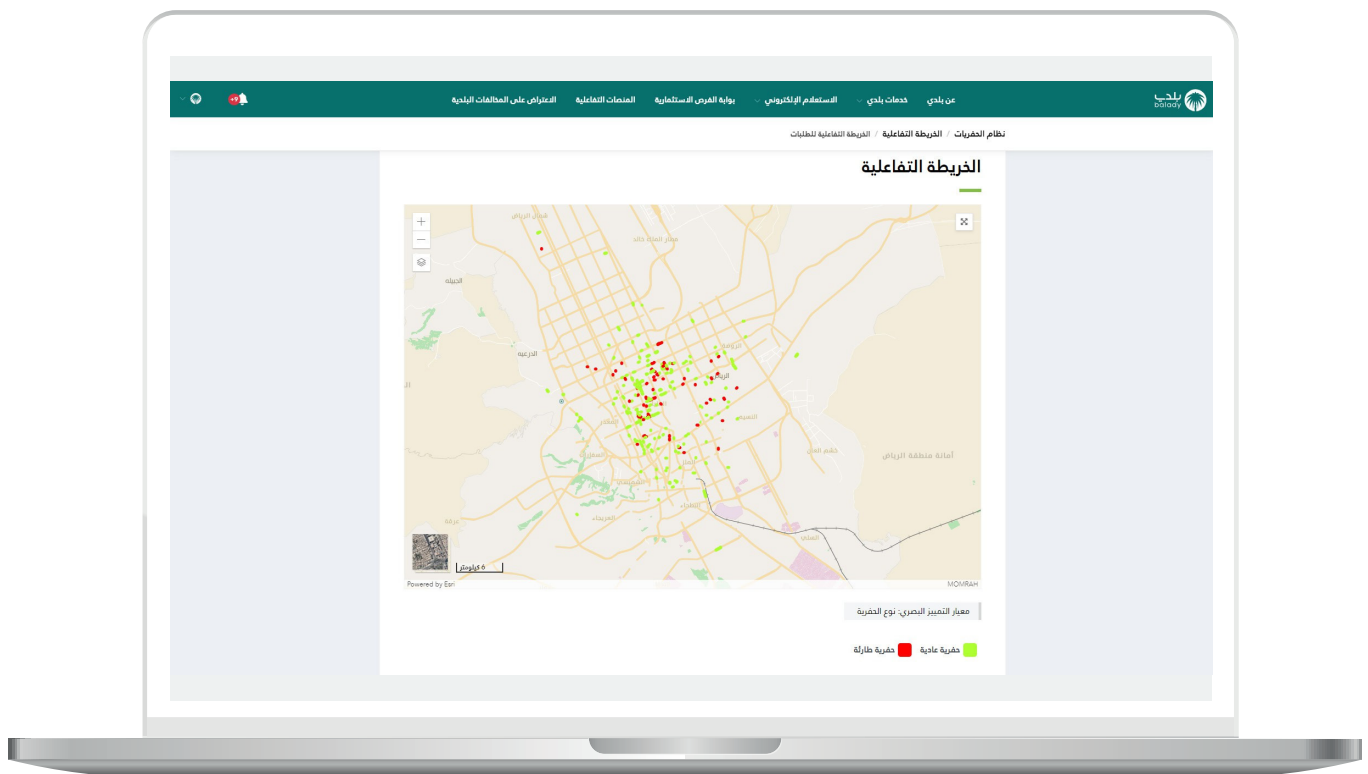




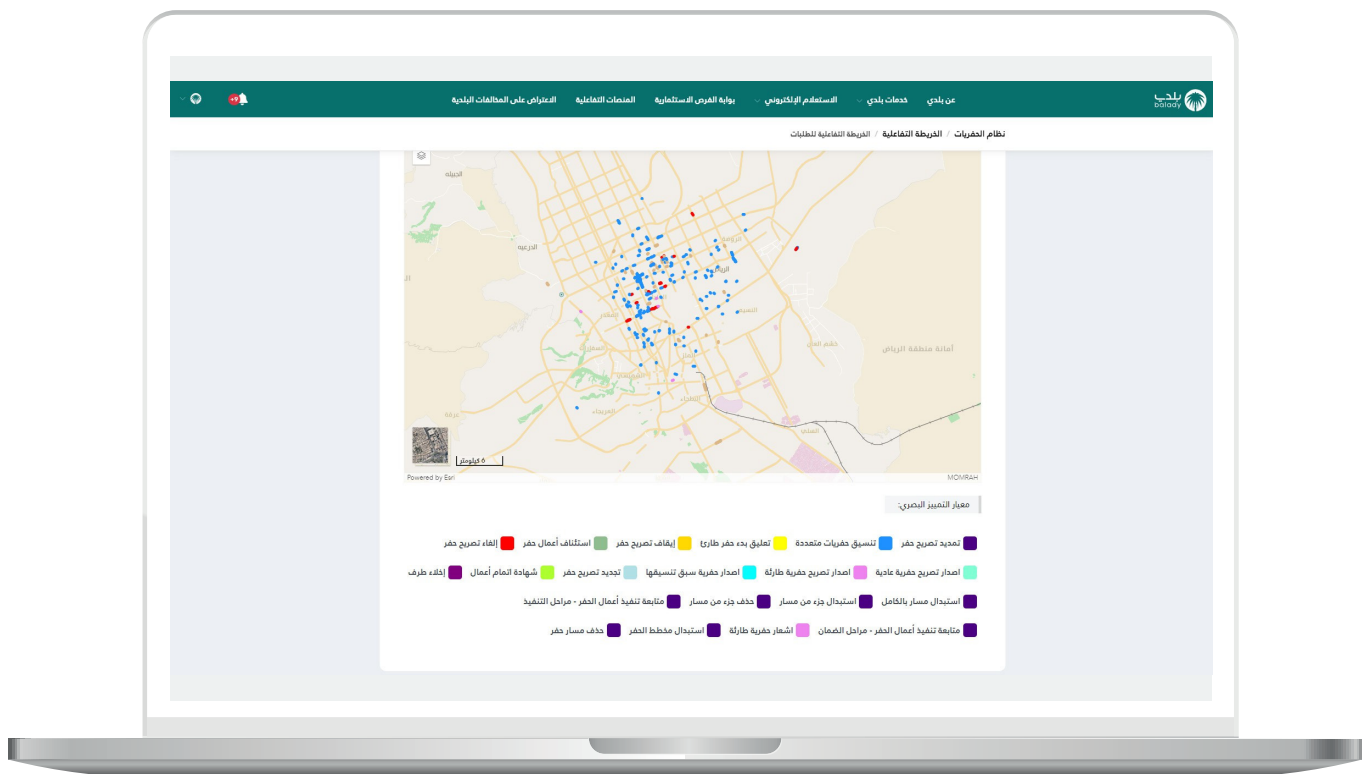
7) The search was performed using the (**Excavation Duration Category**) value from the (**Visual Excellence Standard**) dropdown menu, with each type represented by a specific color.



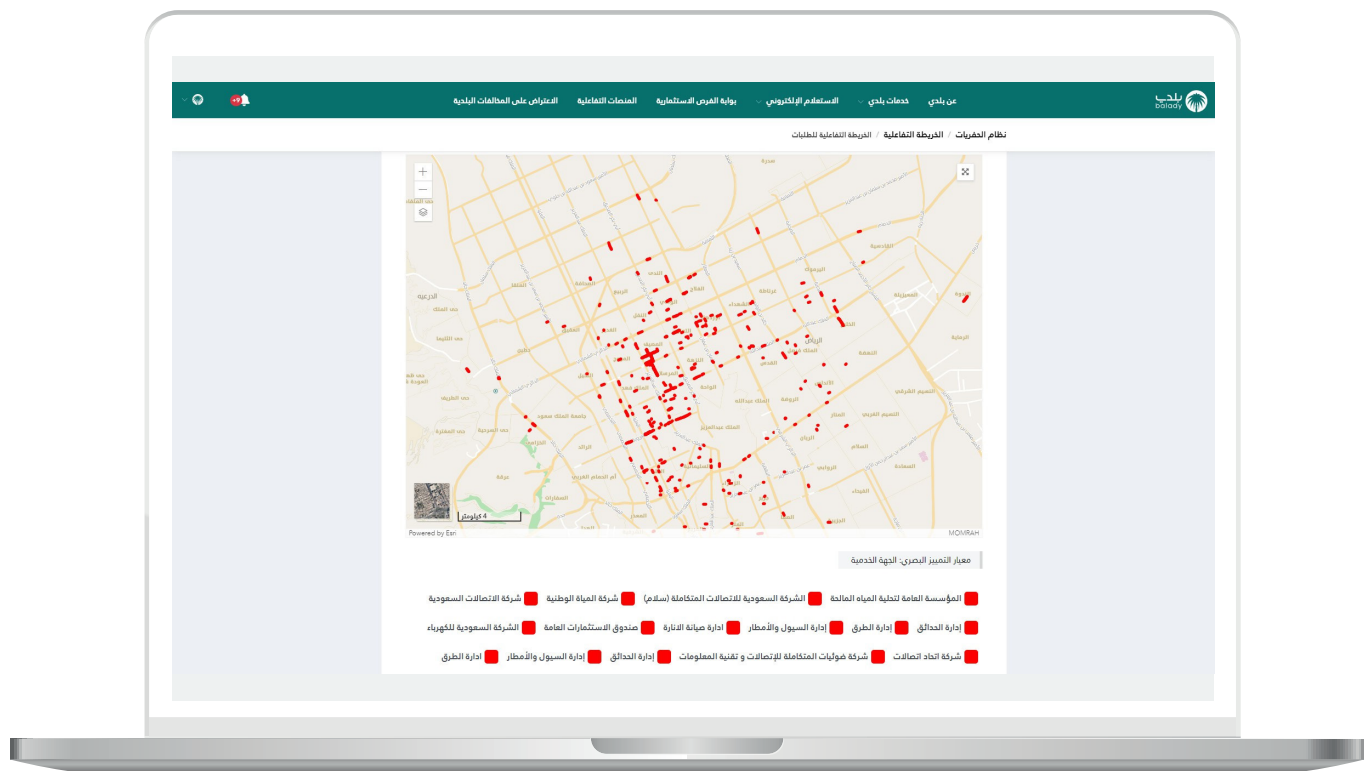
8) The search was performed using the **(Excavation Type)** value from the **(Visual Excellence Standard)** dropdown menu, which includes: **(Standard Excavation, Emergency Excavation)**. Each type is represented by a specific color.



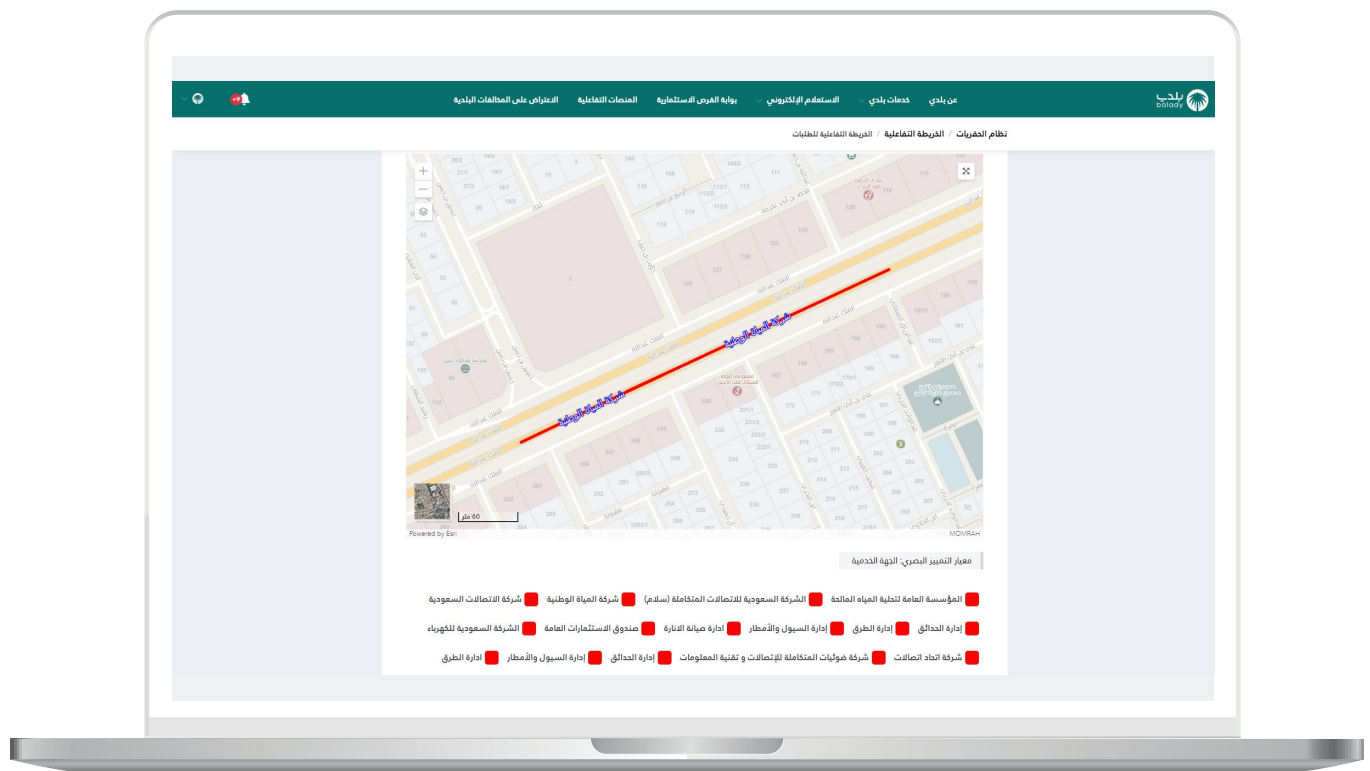
9) The search was performed using the **(Request Type)** value from the **(Visual Excellence Standard)** dropdown menu, which includes: (Extension of Excavation Permit, Coordination of Multiple Excavations, Suspension of Emergency Excavation Start, Excavation Permit Suspension, Resumption of Excavation Works, Excavation Permit Cancellation, Issuance of Standard Excavation Permit, Issuance of Emergency Excavation Permit, Issuance of Previously Coordinated Excavation, Excavation Permit Renewal, Certificate of Work Completion, Clearance Certificate, Full Route Replacement, Partial Route Replacement, Deleting Part of a Route, Emergency Excavation Notification, Excavation Plan Replacement, Excavation Route Deletion). Each type is represented by a specific color.



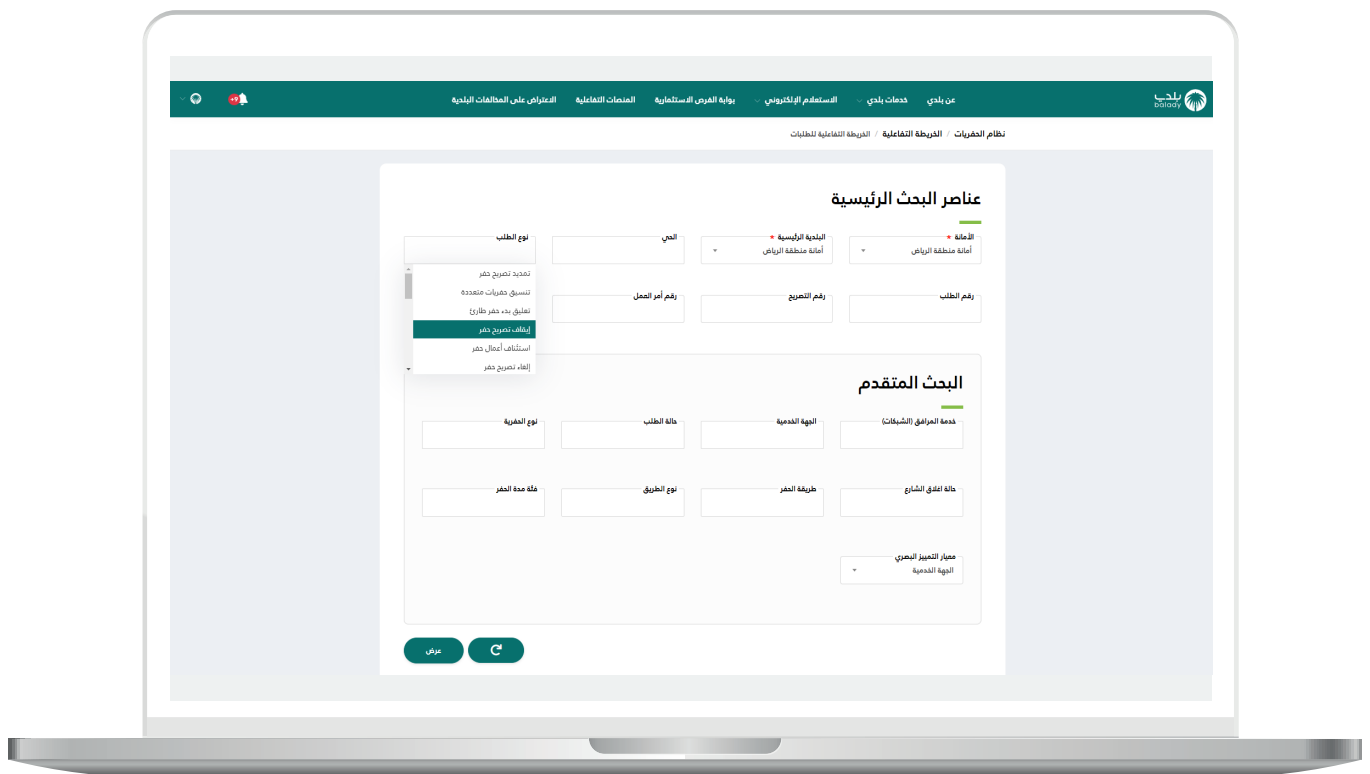
10) The search was performed using the (**Service Entity**) value from the (**Visual Excellence Standard**) dropdown menu, with each type represented by a specific color.



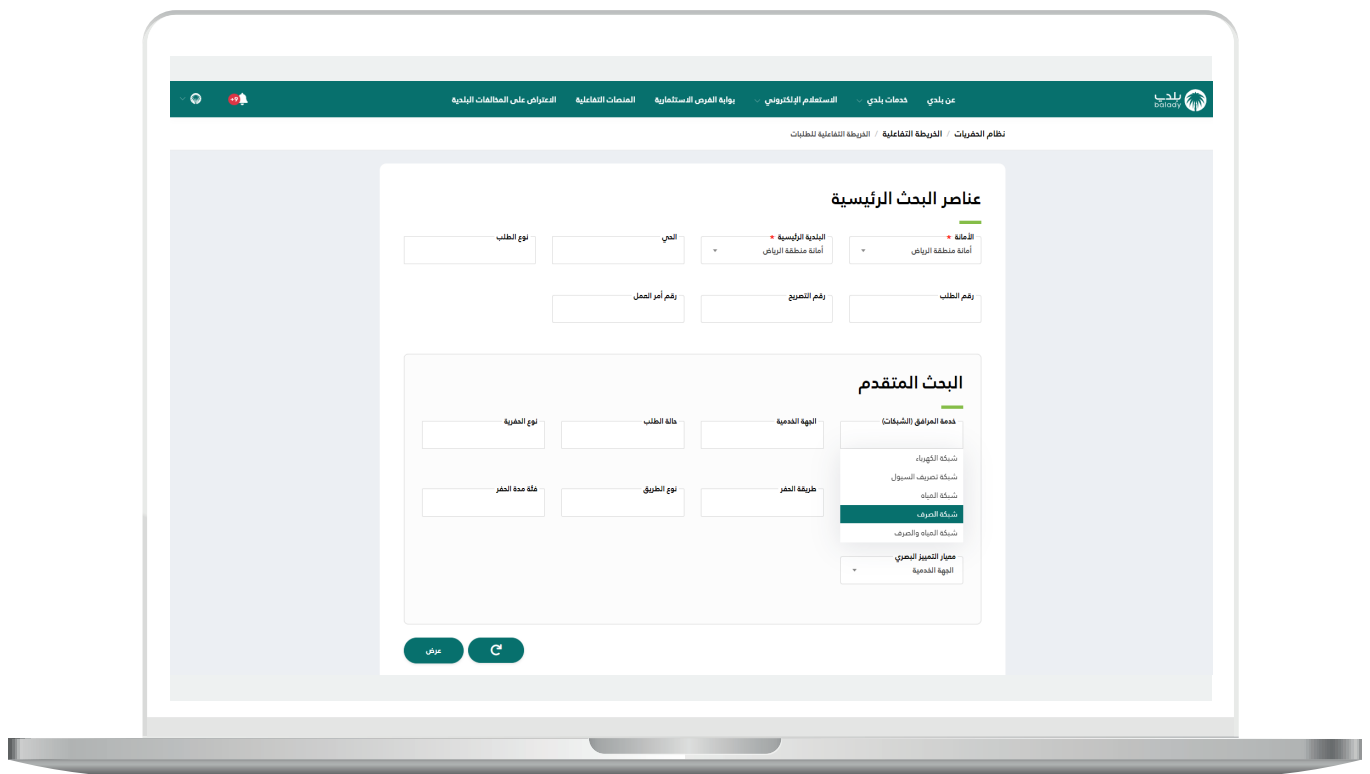
11) After zooming in on the map, excavation routes appear, as shown in the screenshot below.



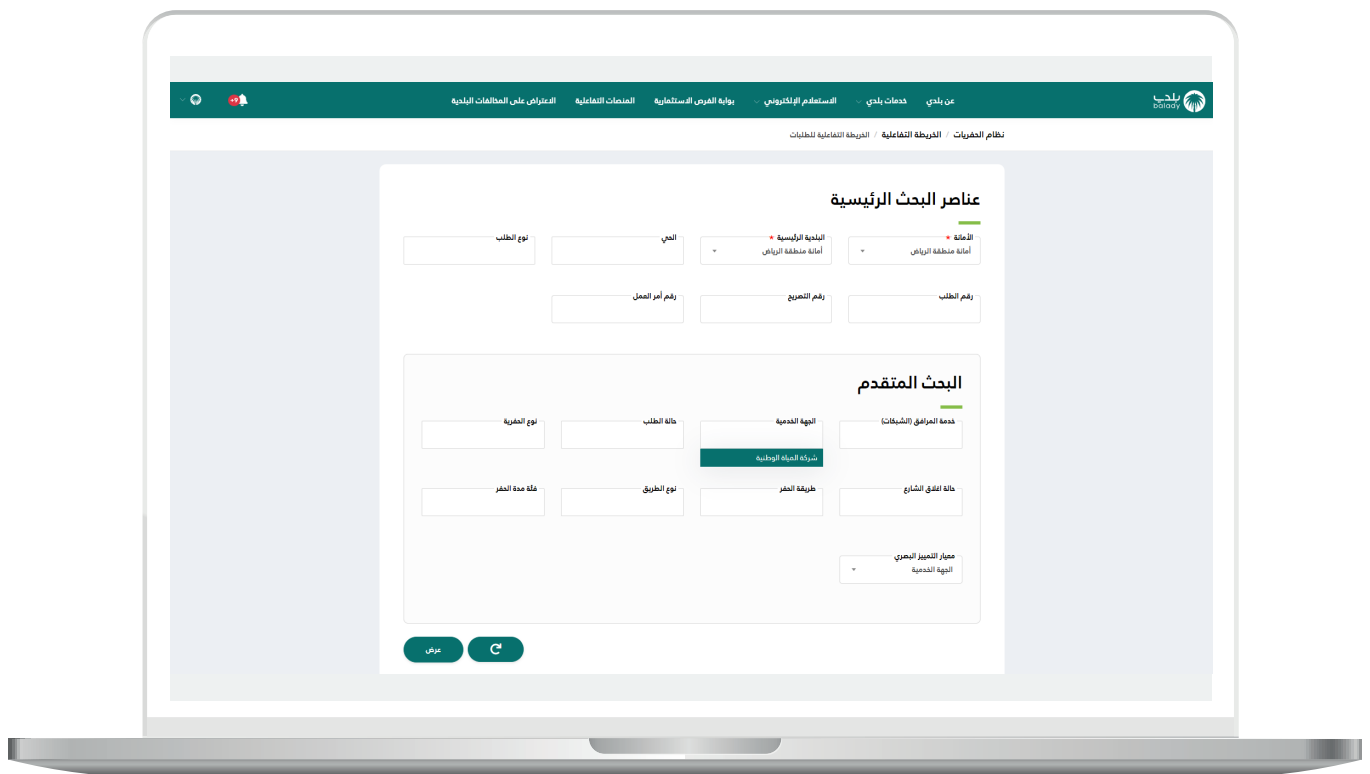
12) The screenshot below displays the values available in the **(Request Type)** dropdown menu, where any value can be selected for search.



13) The screenshot below displays the values available in the (Utility Service - Networks) dropdown menu, where any value can be selected for search.

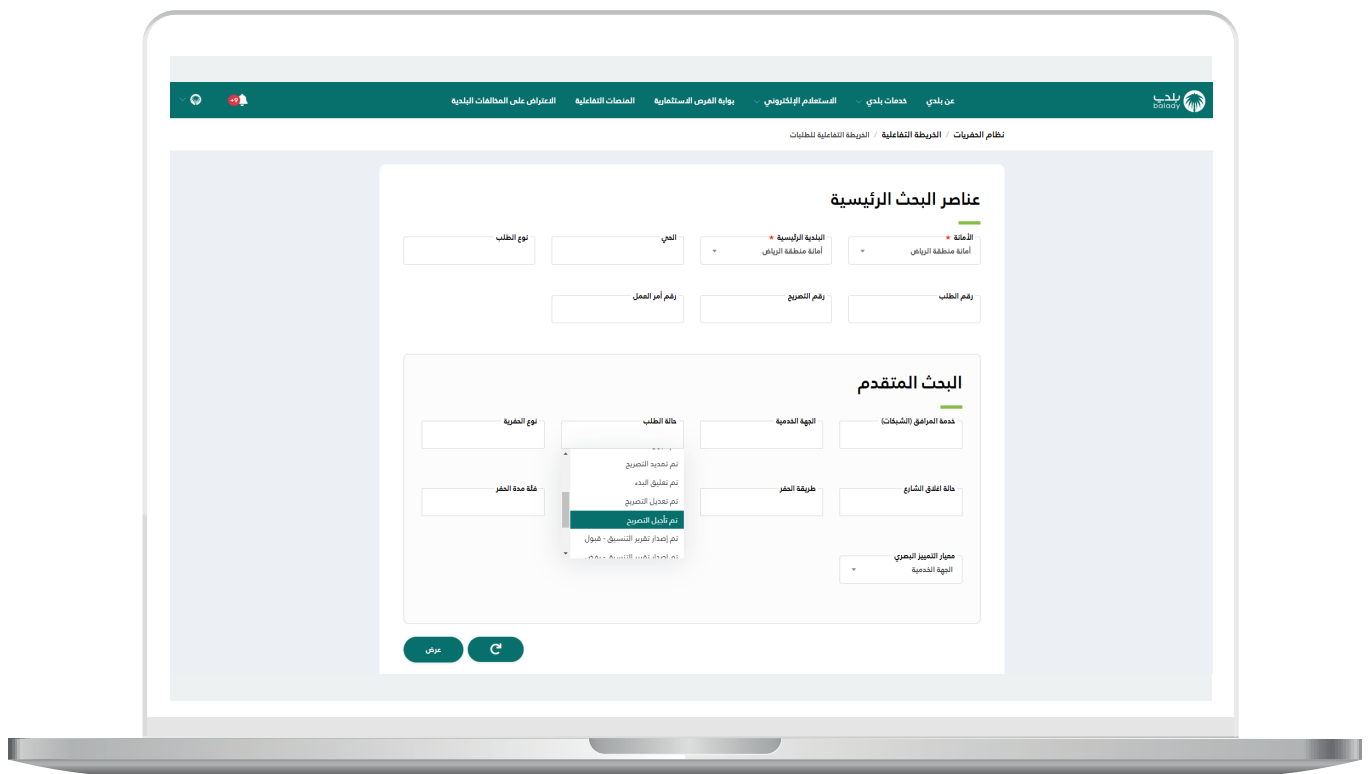


14) The screenshot below displays the values available in the (Service Entity) dropdown menu, where any value can be selected for search.

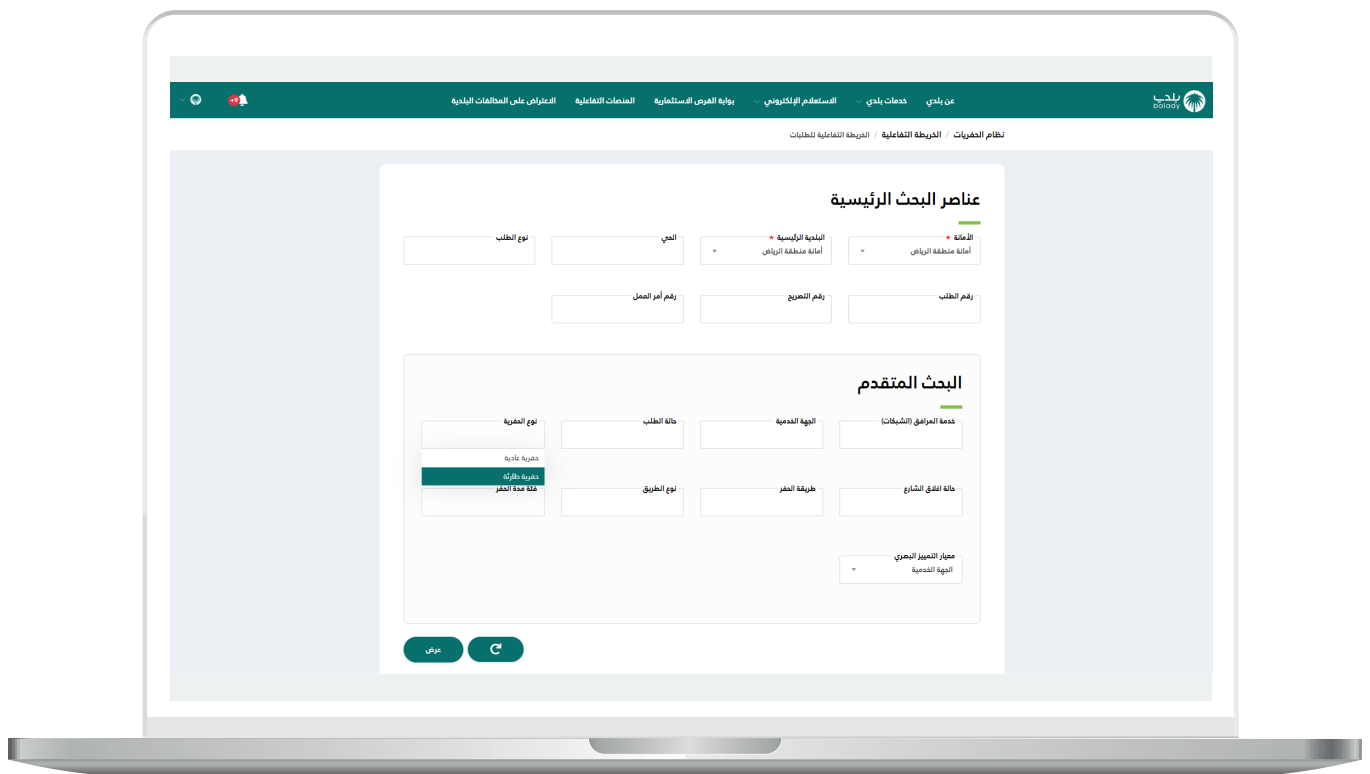




15) The screenshot below displays the values available in the **(Request Status)** dropdown menu, where any value can be selected for search.

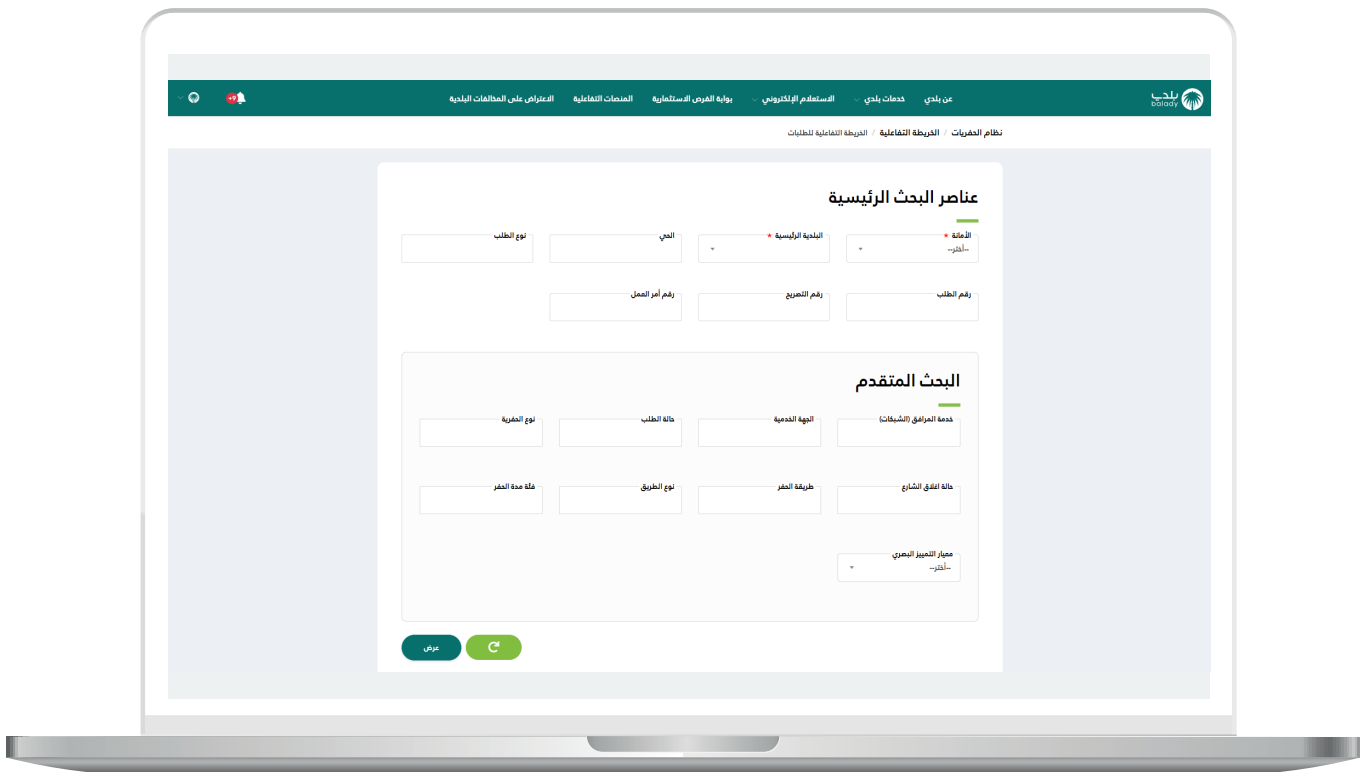


16) The screenshot below displays the values available in the (**Excavation Type**) dropdown menu, where any value can be selected for search.





18) After clicking the **(Reset Search Filters)** button, all search filters are cleared, as shown in the screenshot below.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

