



وزارة البلديات والإسكان  
Ministry of Municipalities and Housing

User Guide for Excavation Services (Nasseq)

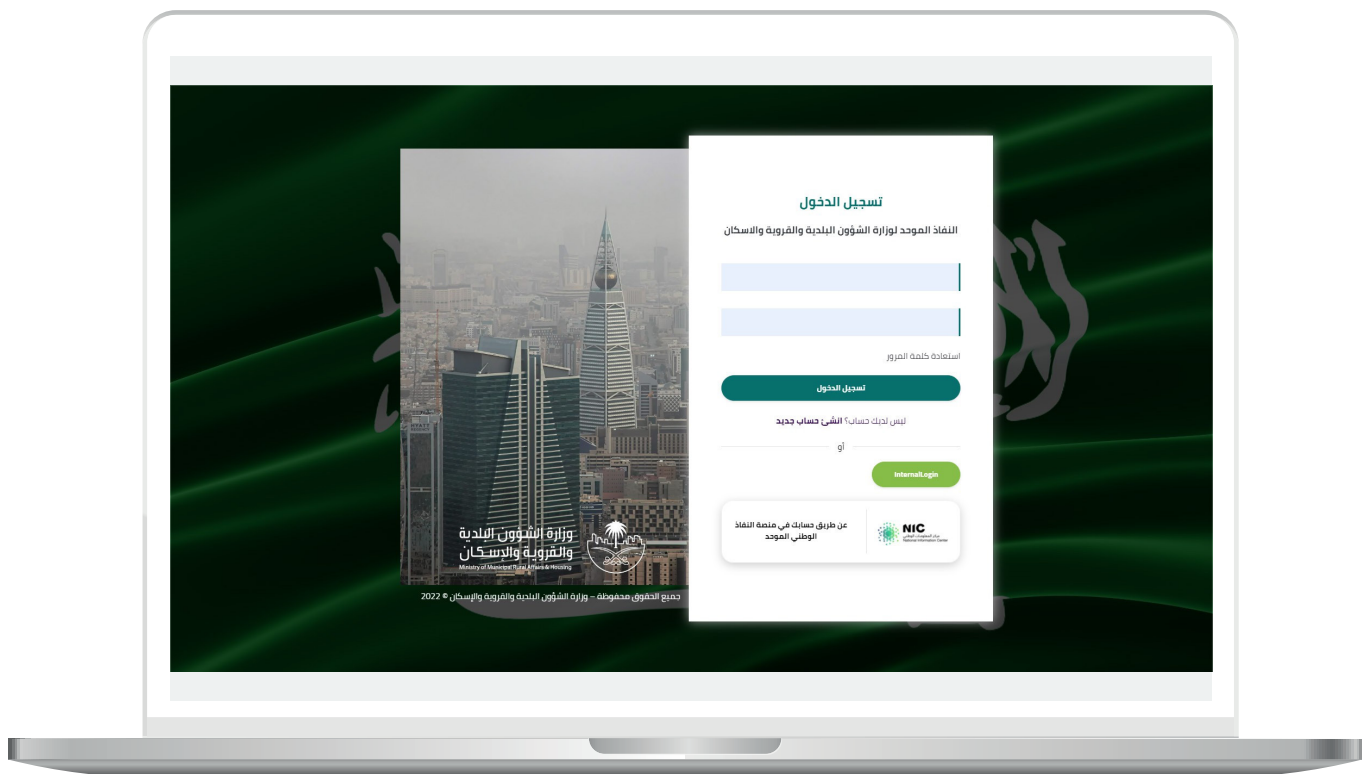
# Coordination Reports

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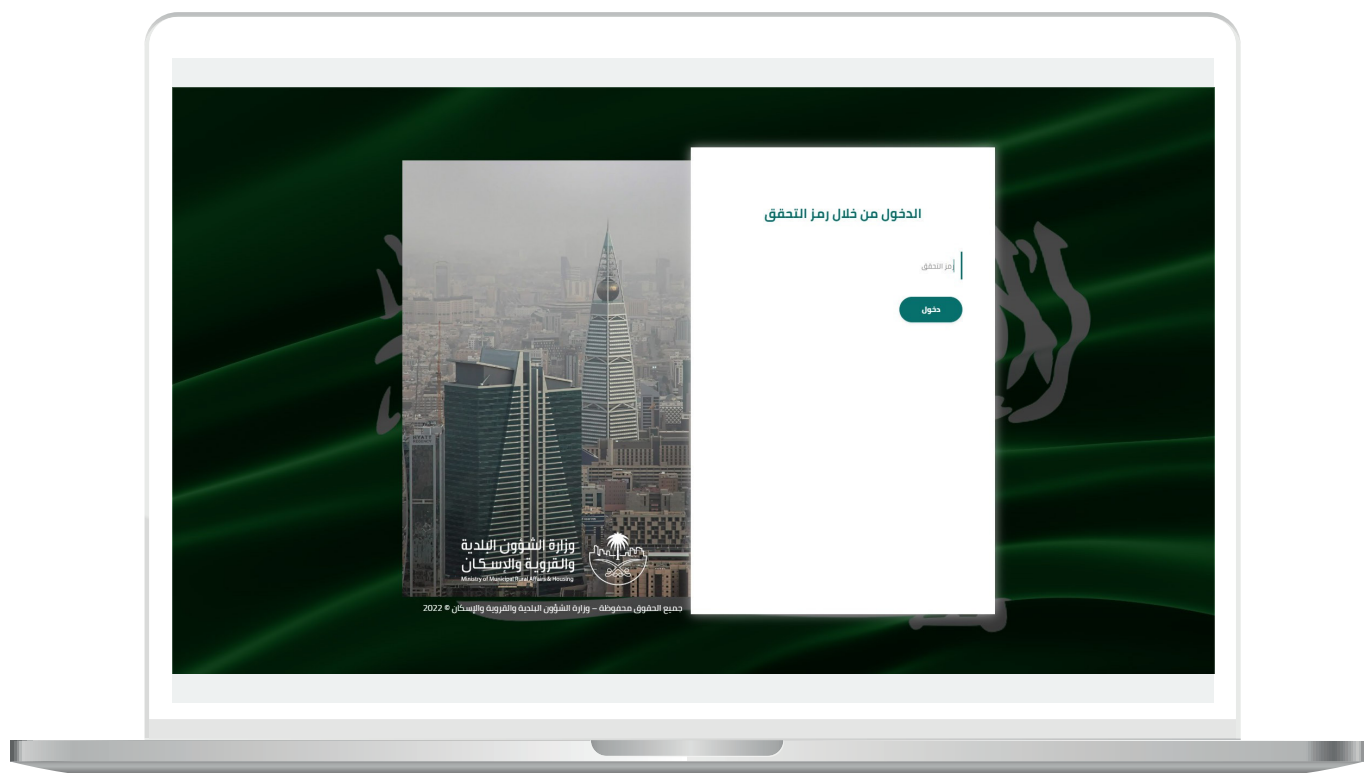
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## Logging into the System Requests

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.

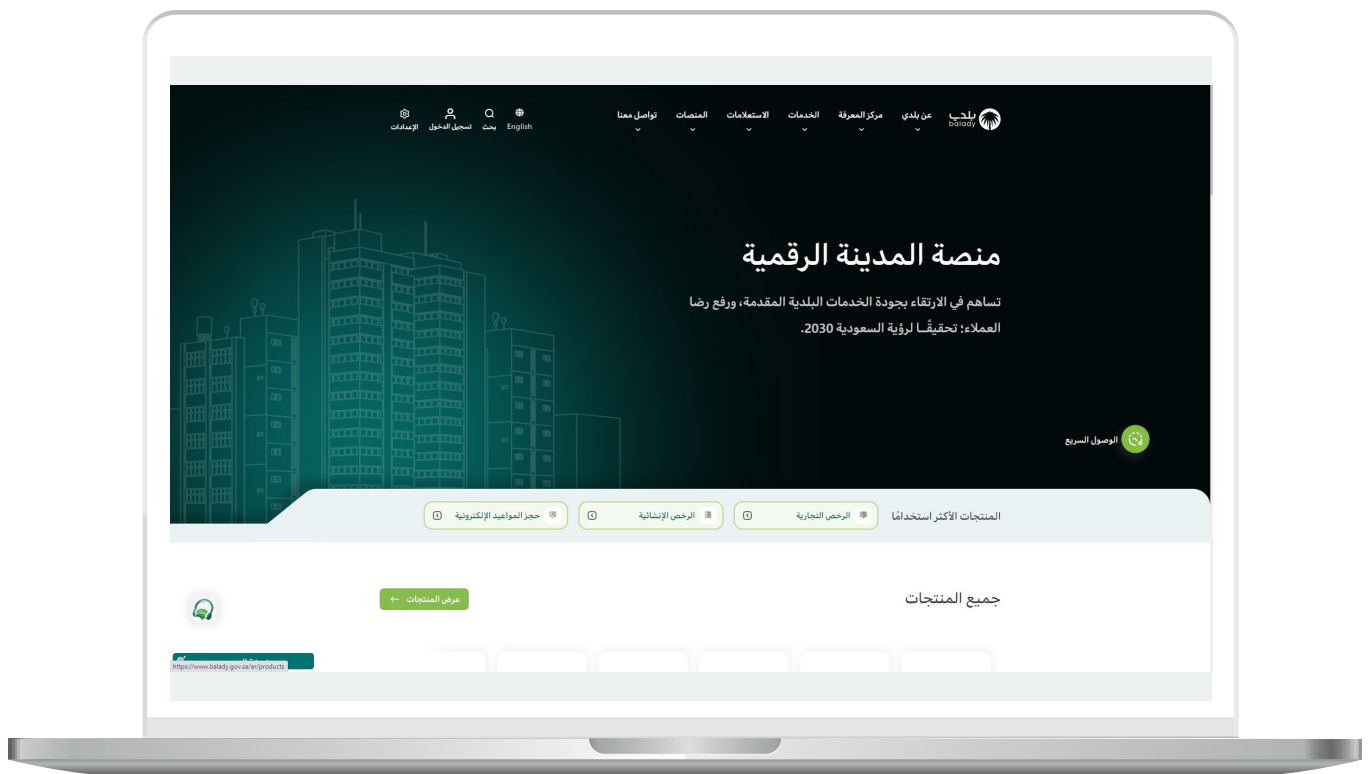


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

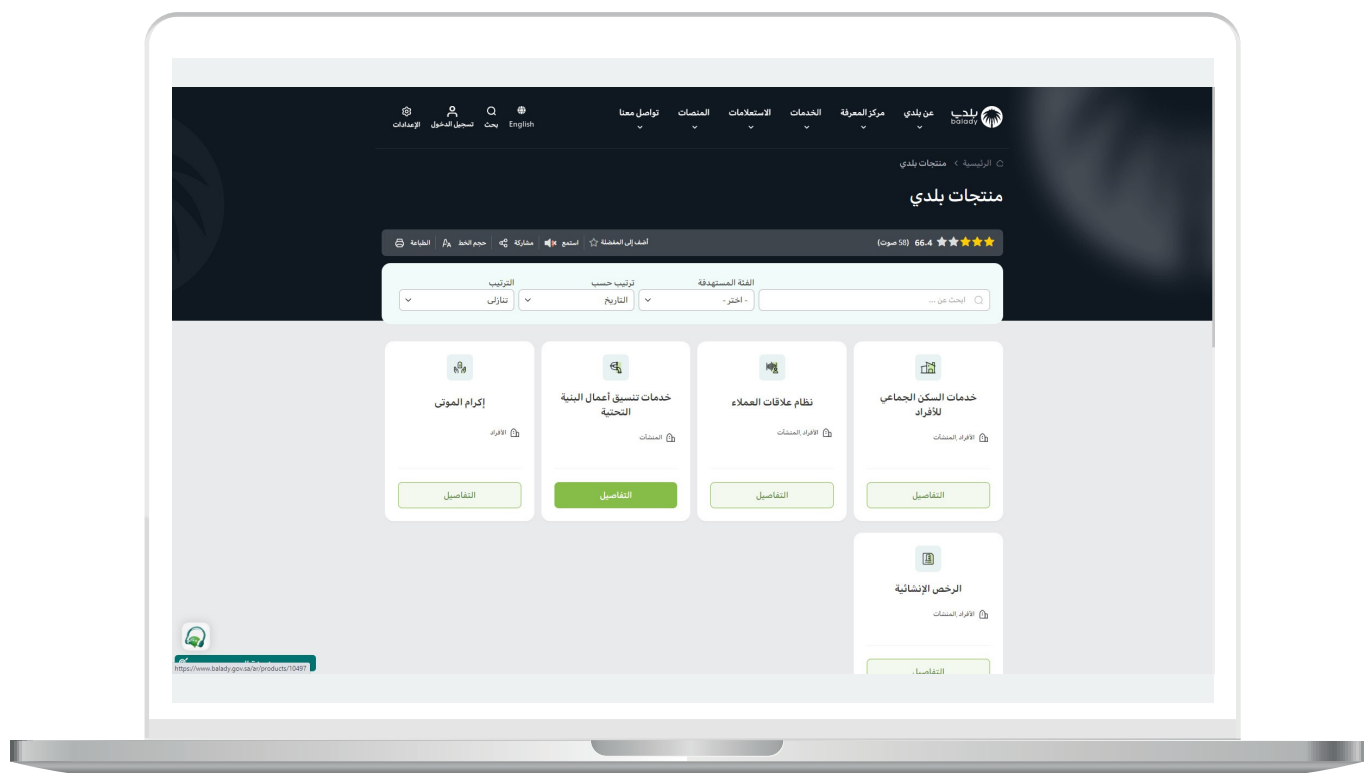


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

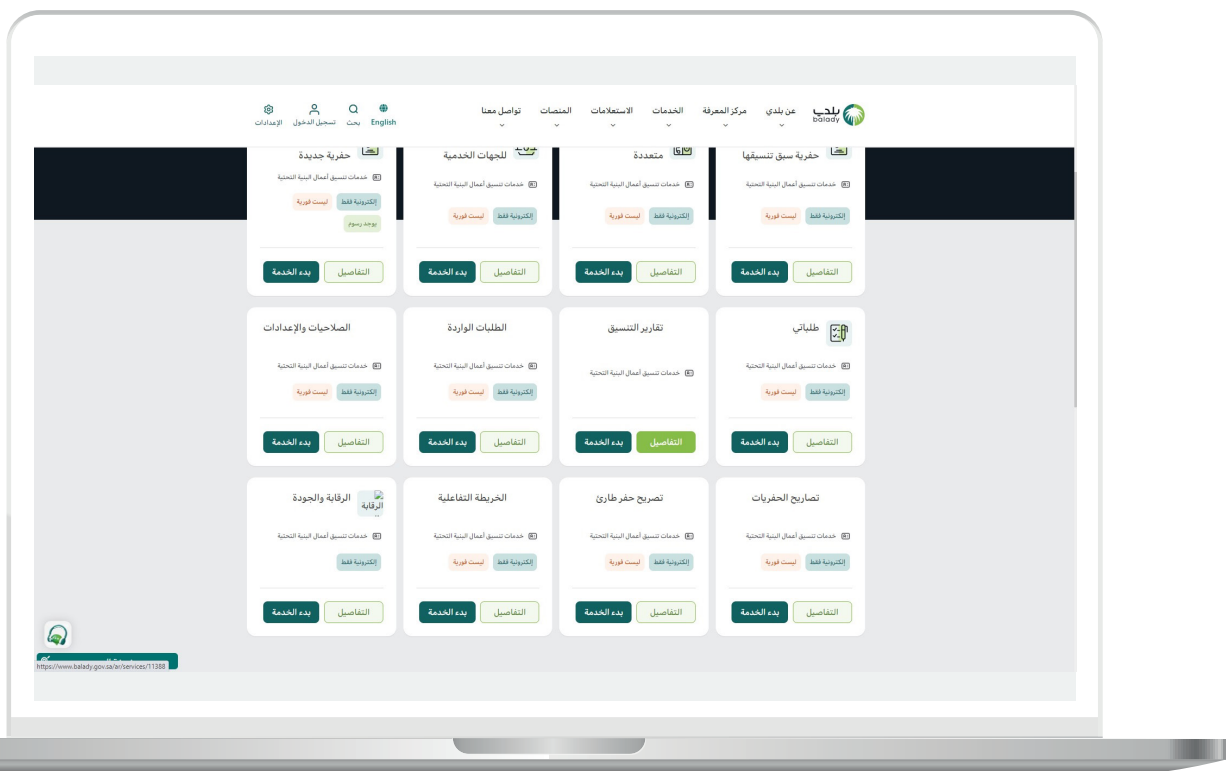
The user then clicks the **(View Products)** button.



4) From the next screen, the user selects (Infrastructure Coordination Services).

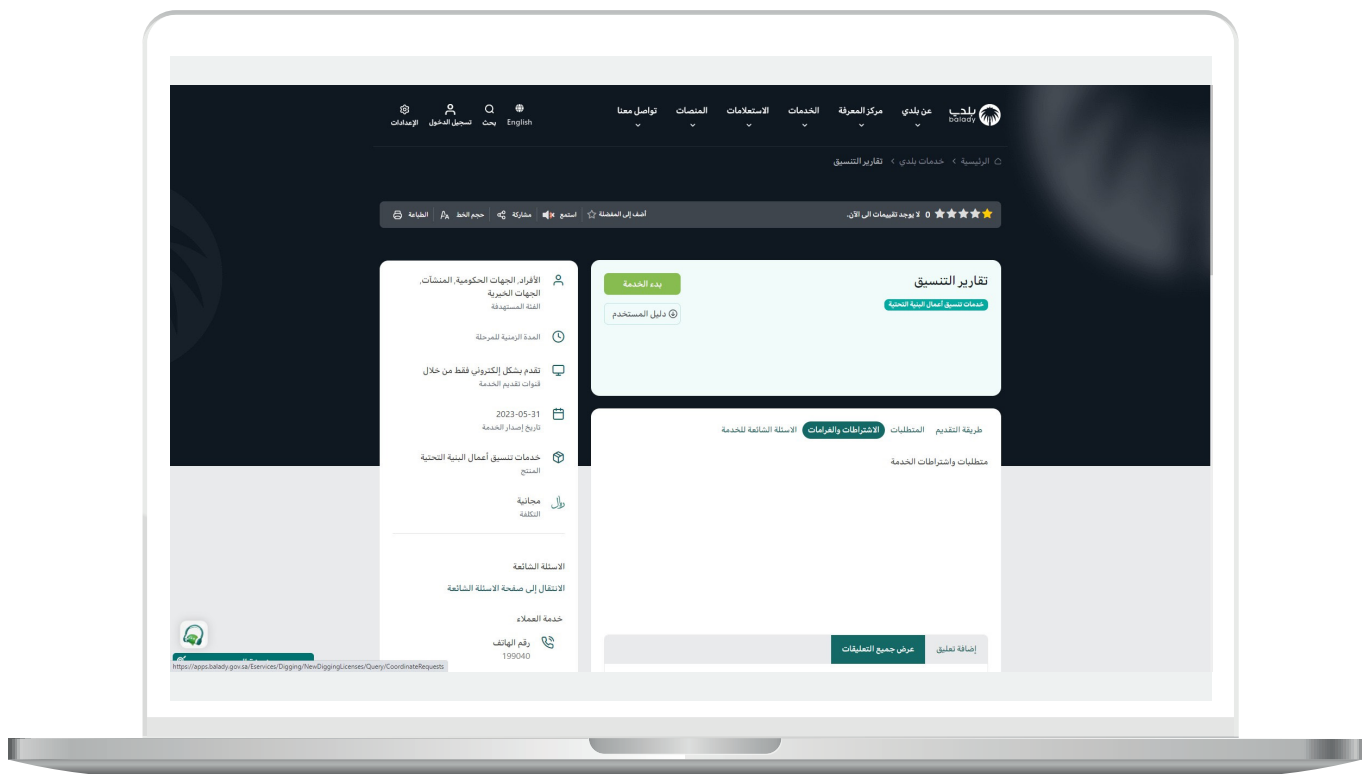


## 5) The user selects (Coordination Reports) service.

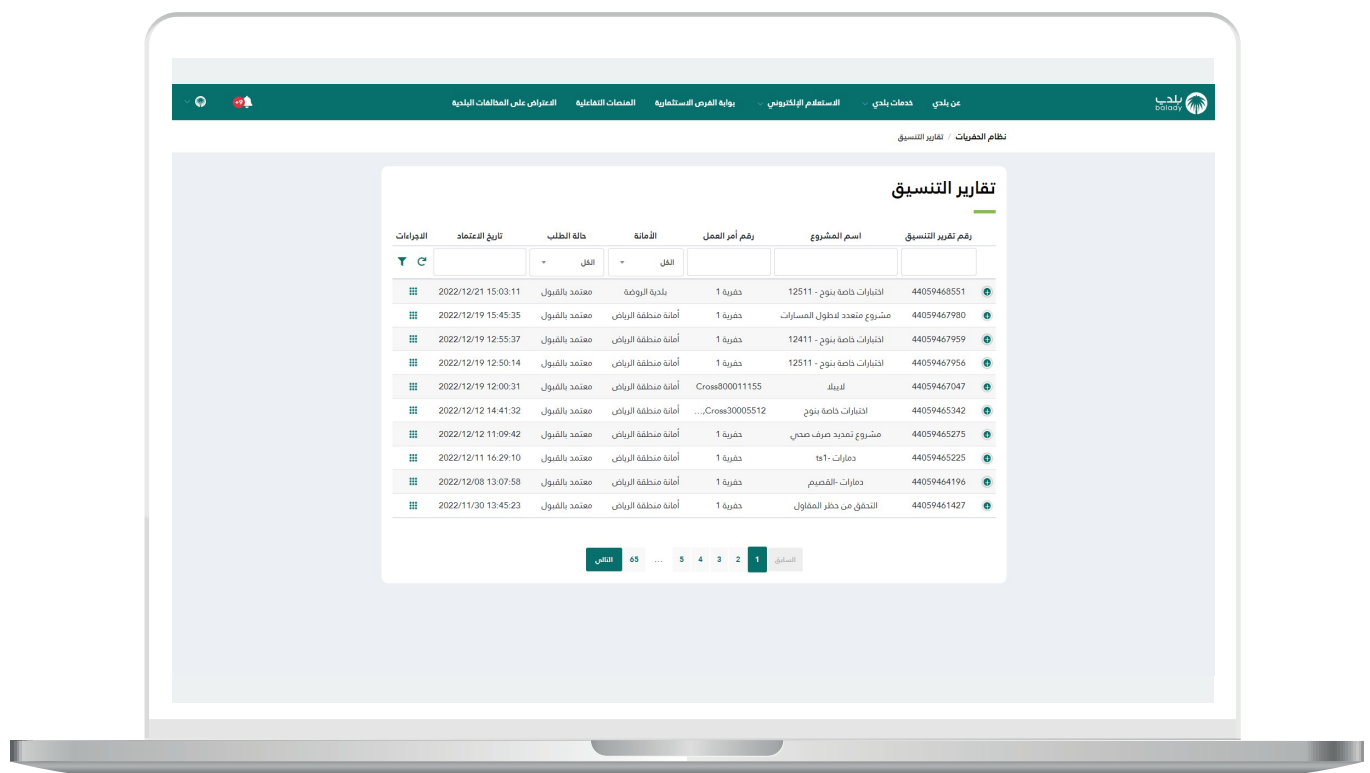


6) The system redirects the user to the service card, where they can review the application process.

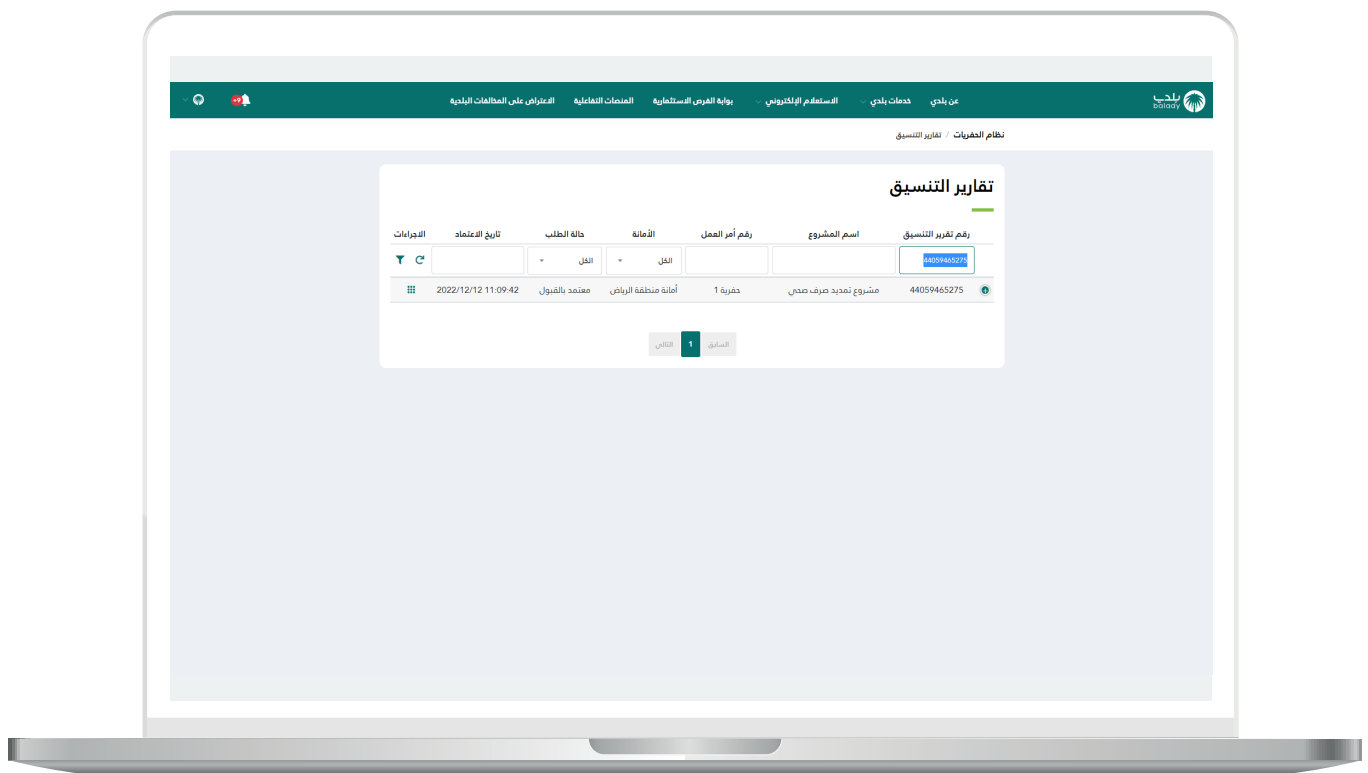
The user then clicks the **(Start Service)** button to initiate a service request.



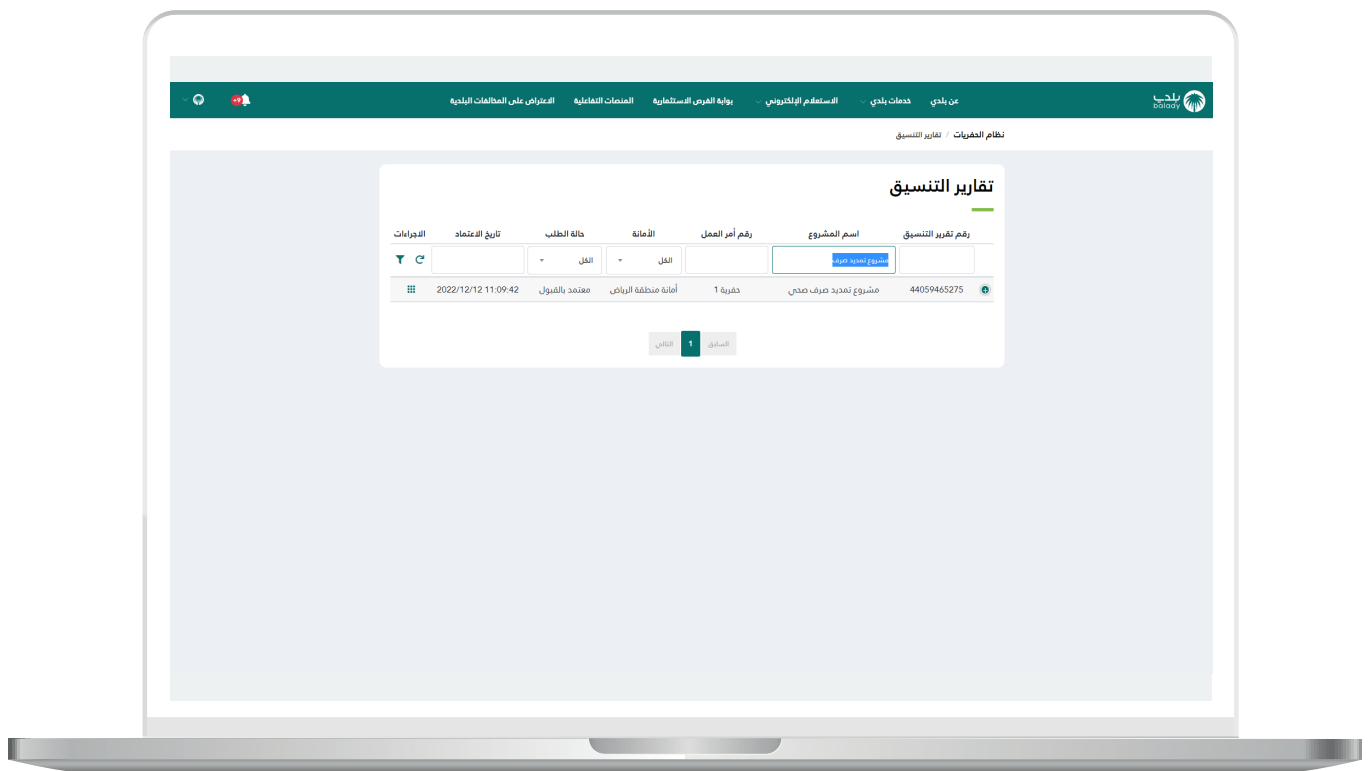
7) The following screen appears, allowing the user to search for any Coordination Report using various search filters and perform actions on each report, which will be explained in detail.



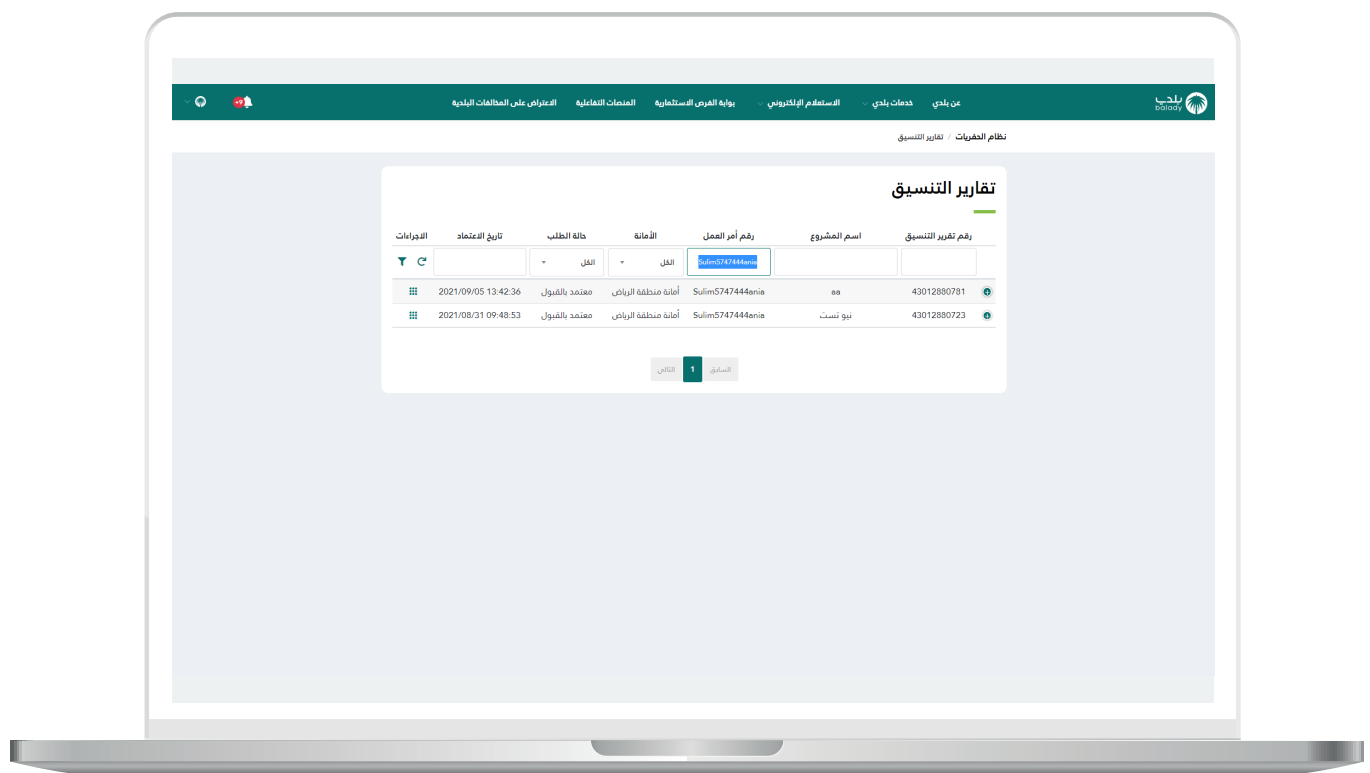
8) The user can search by entering a value in the **(Coordination Report Number)** field and pressing **(Enter)** on the keyboard.



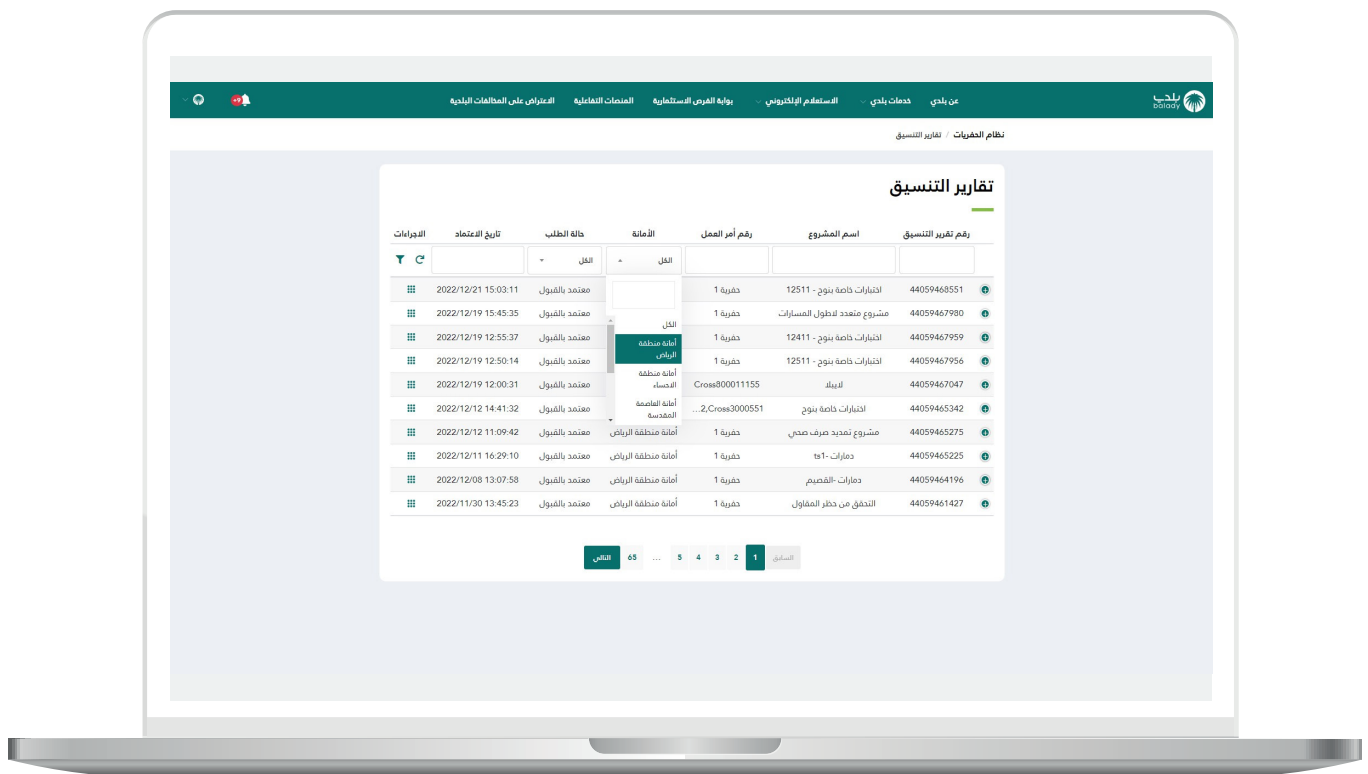
9) The user can search by entering a value in the **(Project Name)** field and pressing **(Enter)**.



10) The user can search by entering a value in the **(Work Order Number)** field and pressing **(Enter)** on the keyboard.

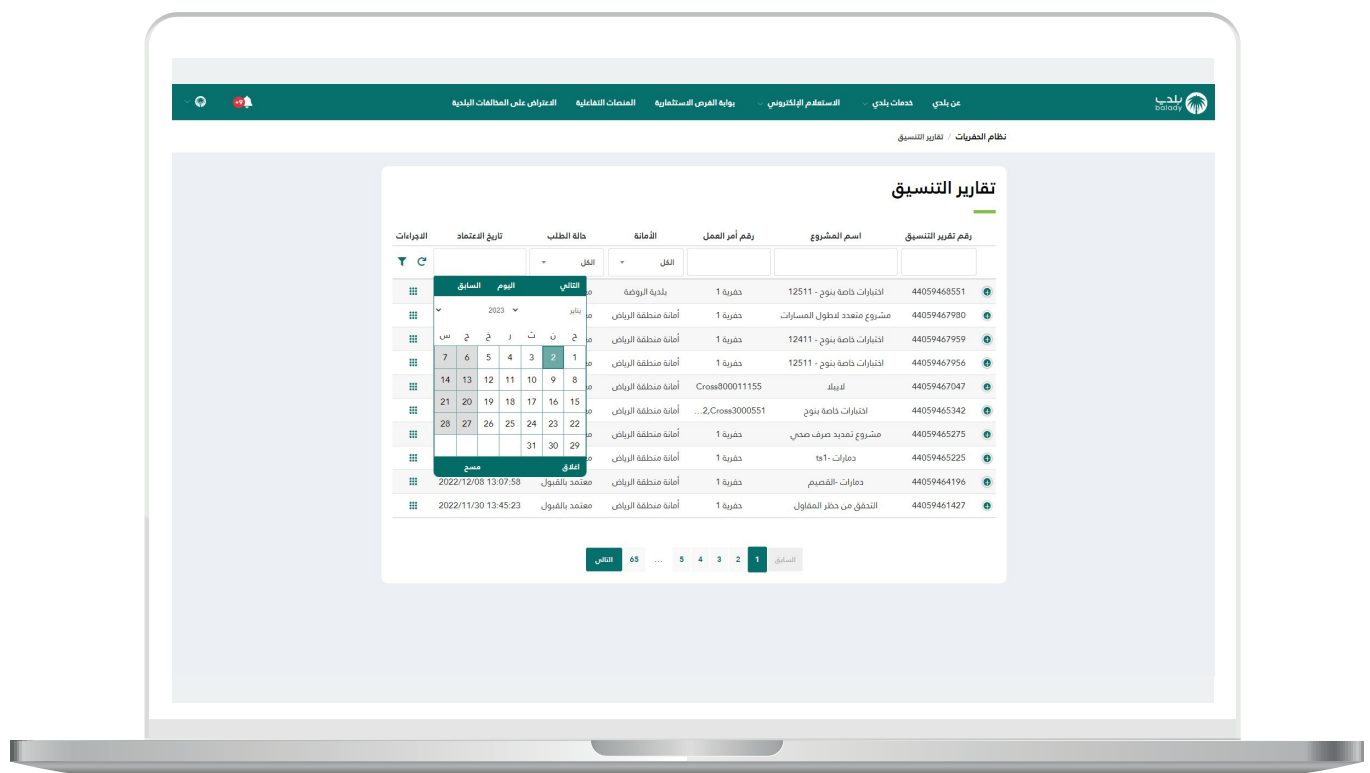


11) The user can search by selecting a value from the dropdown list in the (**Municipality**) field, as shown in the figure below.

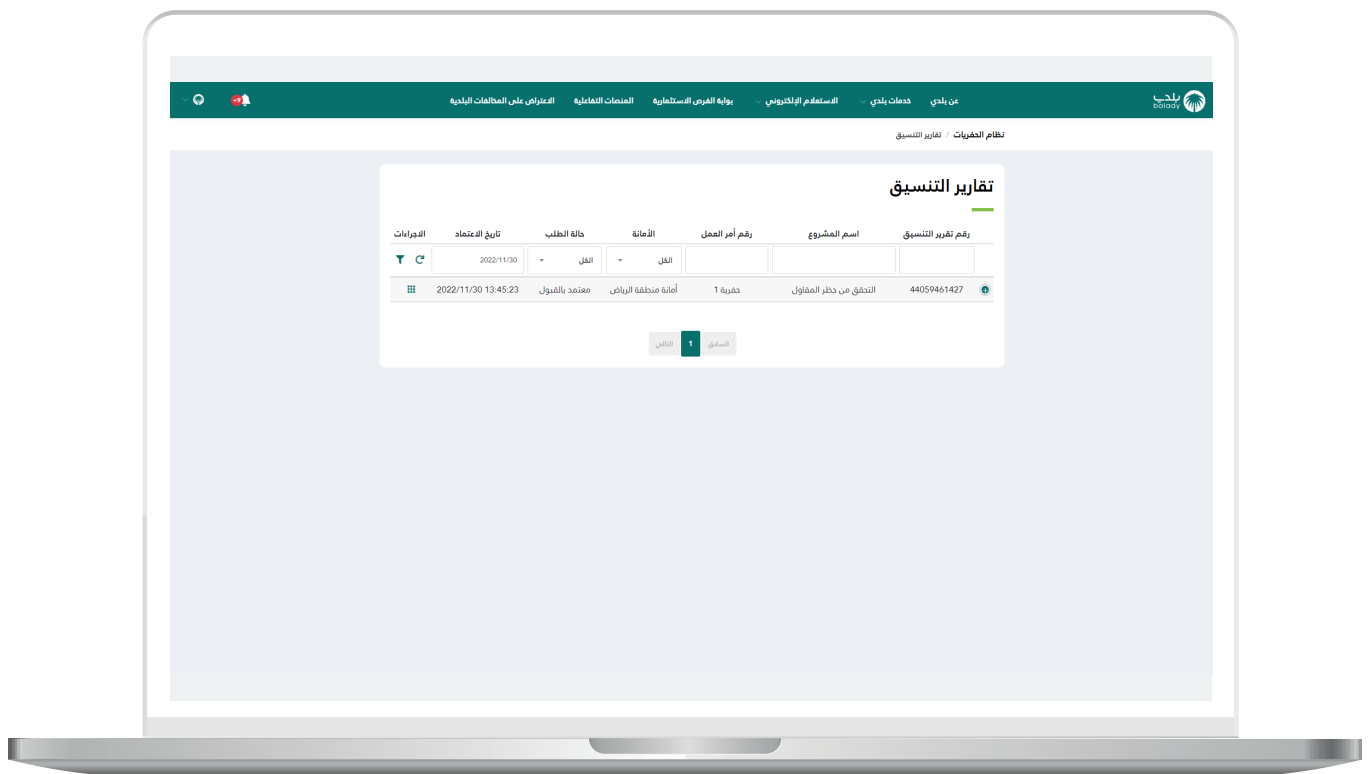




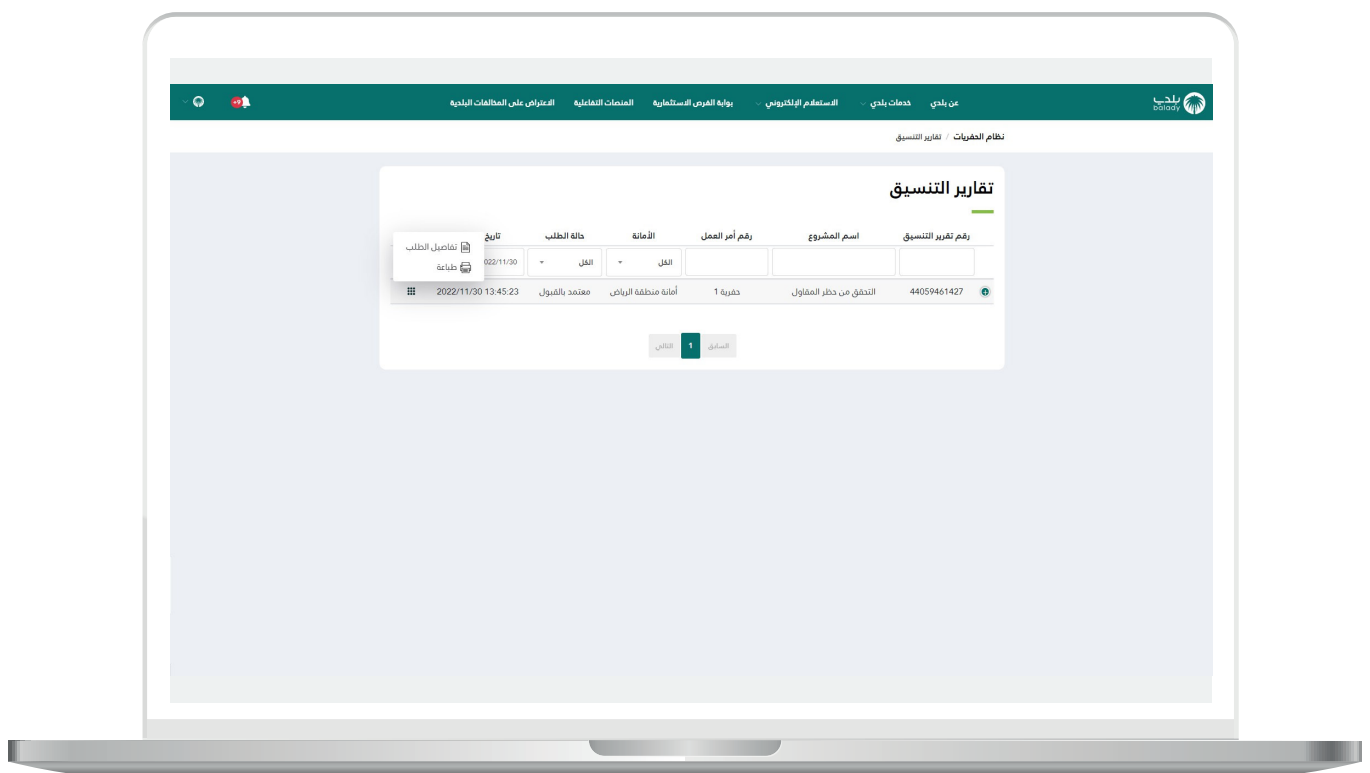
13) The user can also search by selecting a value from the (Approval Date) electronic calendar, as shown below.



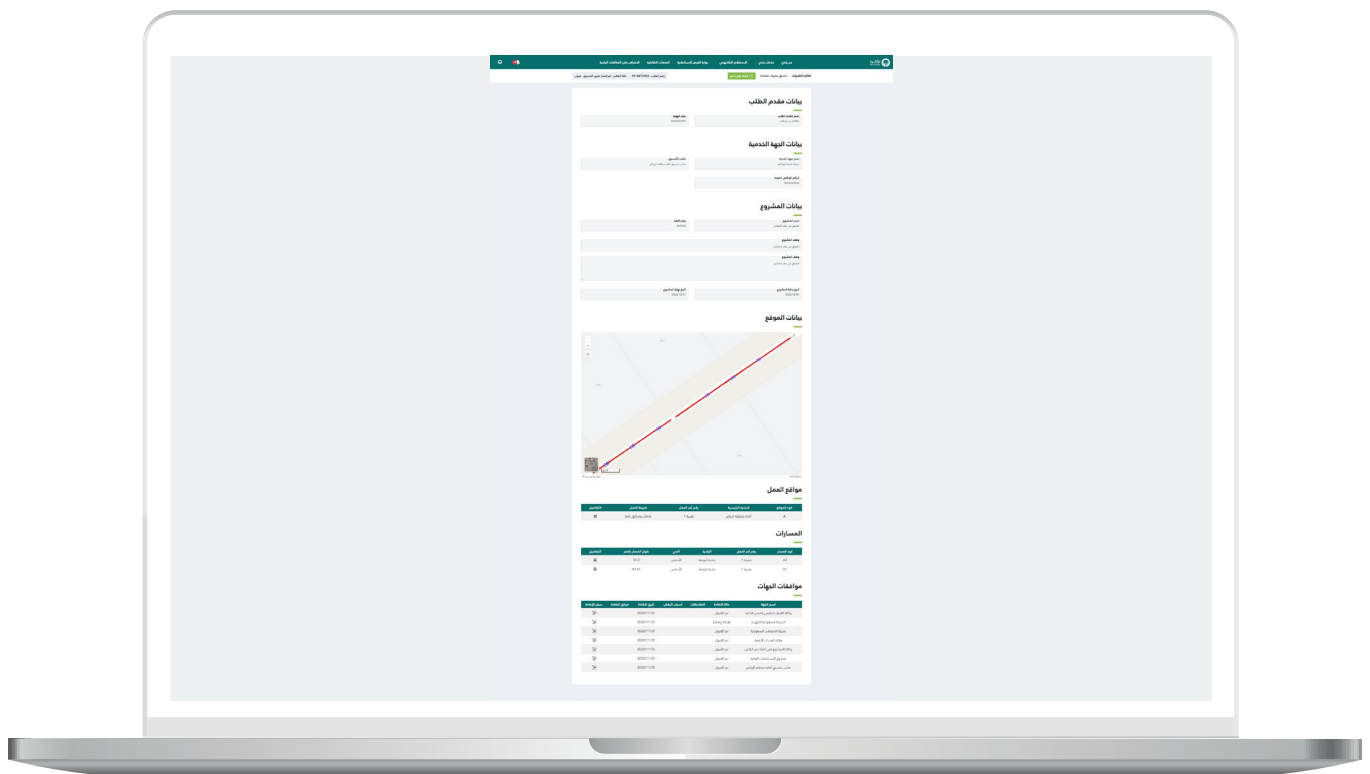
14) The search results then appear.



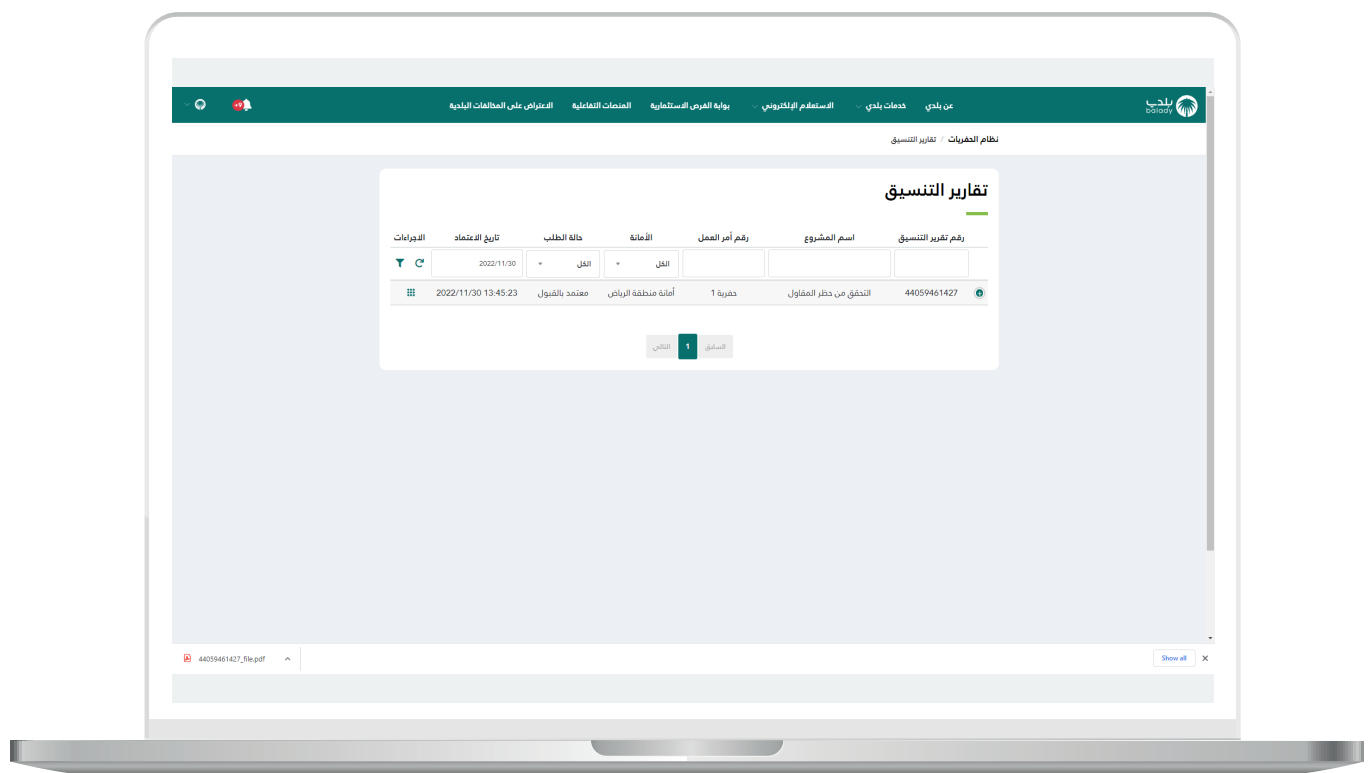
15) The following actions can be performed on any Coordination Report: View Request Details and Print. These actions can be accessed by clicking the green box in the **(Actions)** column.



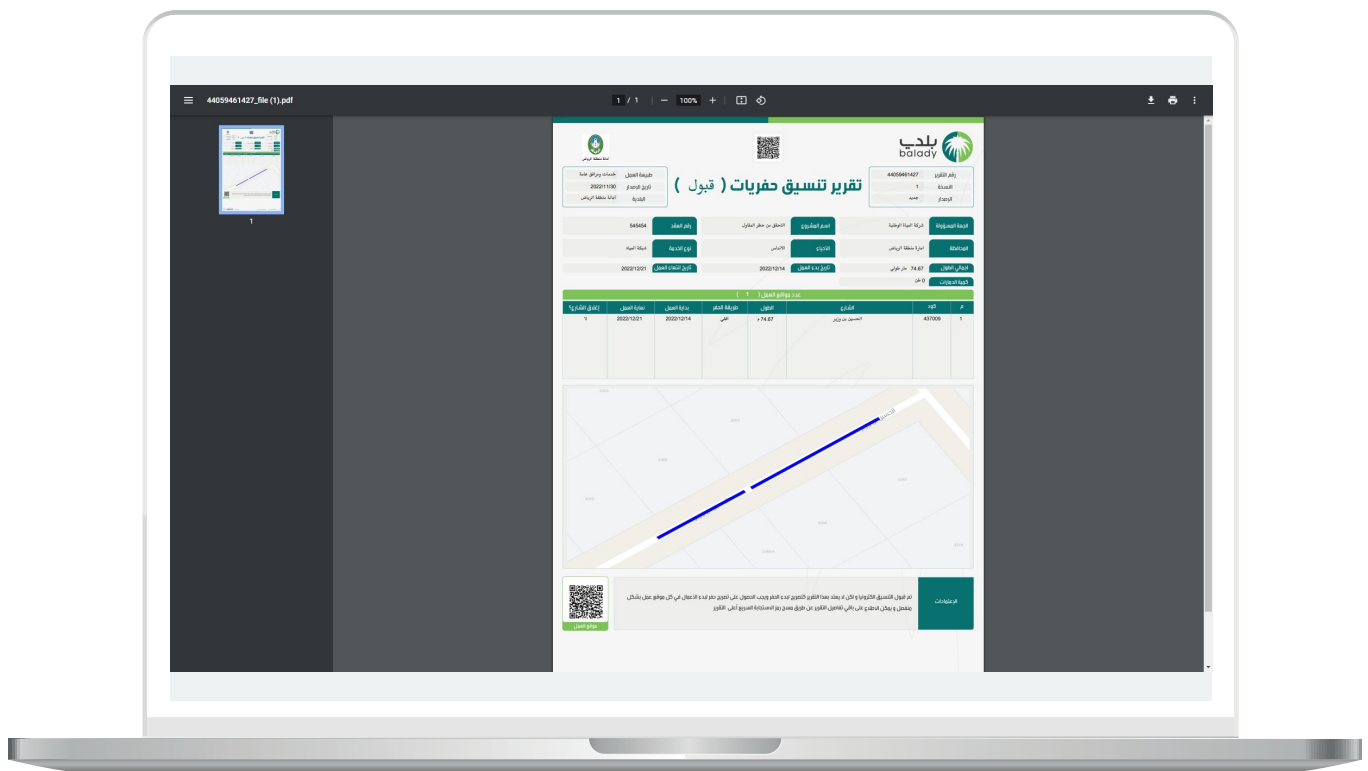
16) Upon clicking **(Request Details)**, the following screen appears.



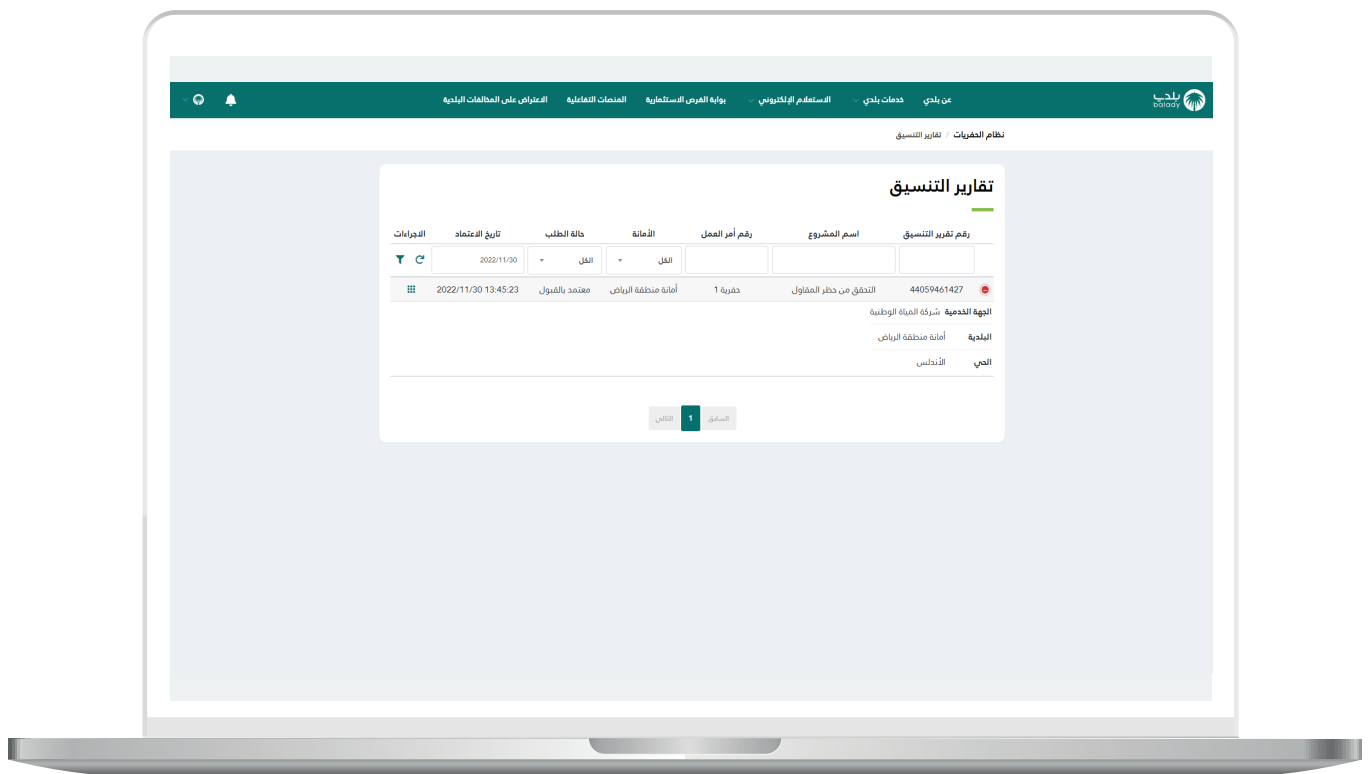
17) Upon clicking (**Print**), the file is downloaded, as shown in the screen below.



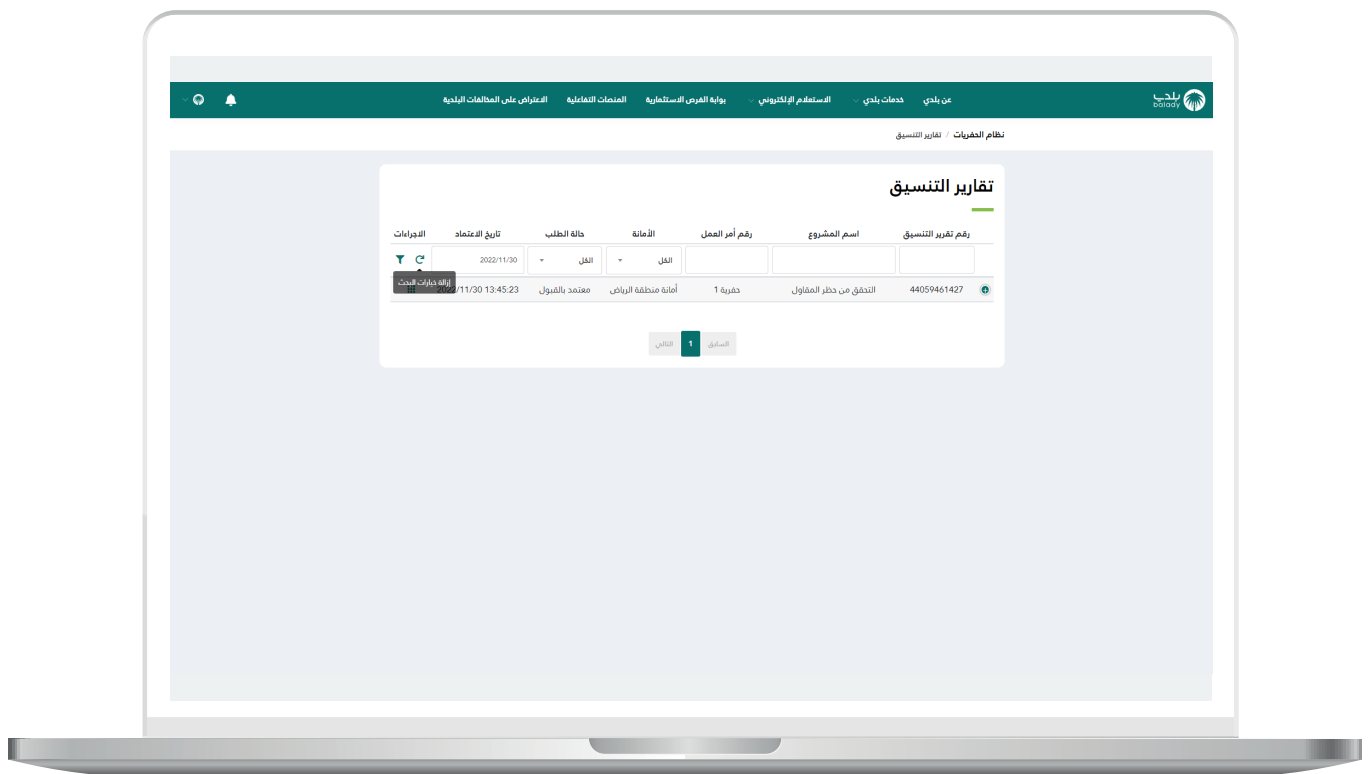
18) Upon opening the downloaded file, the Coordination Report is displayed, as shown in the figure below.



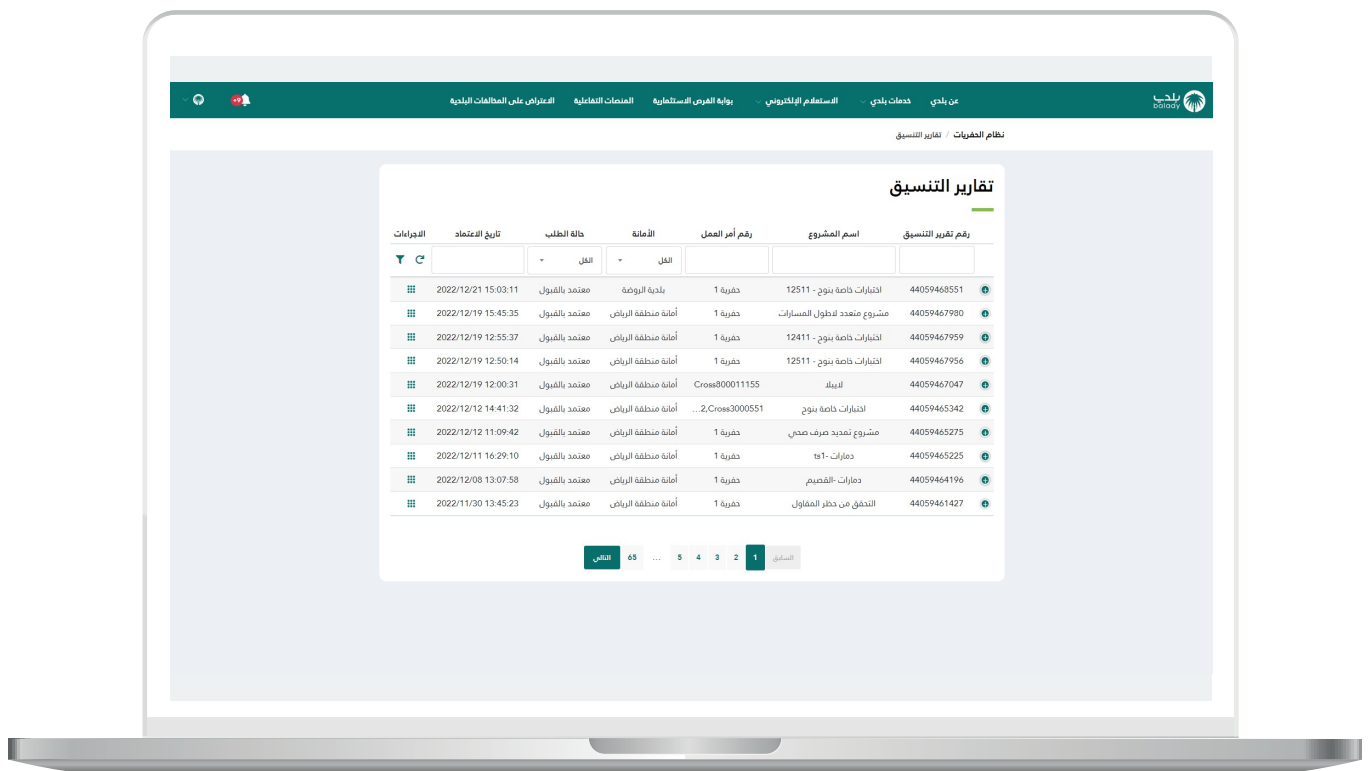
19) The user can click the (+) icon to expand the request details in the table, including (Service Authority, Municipality, District).



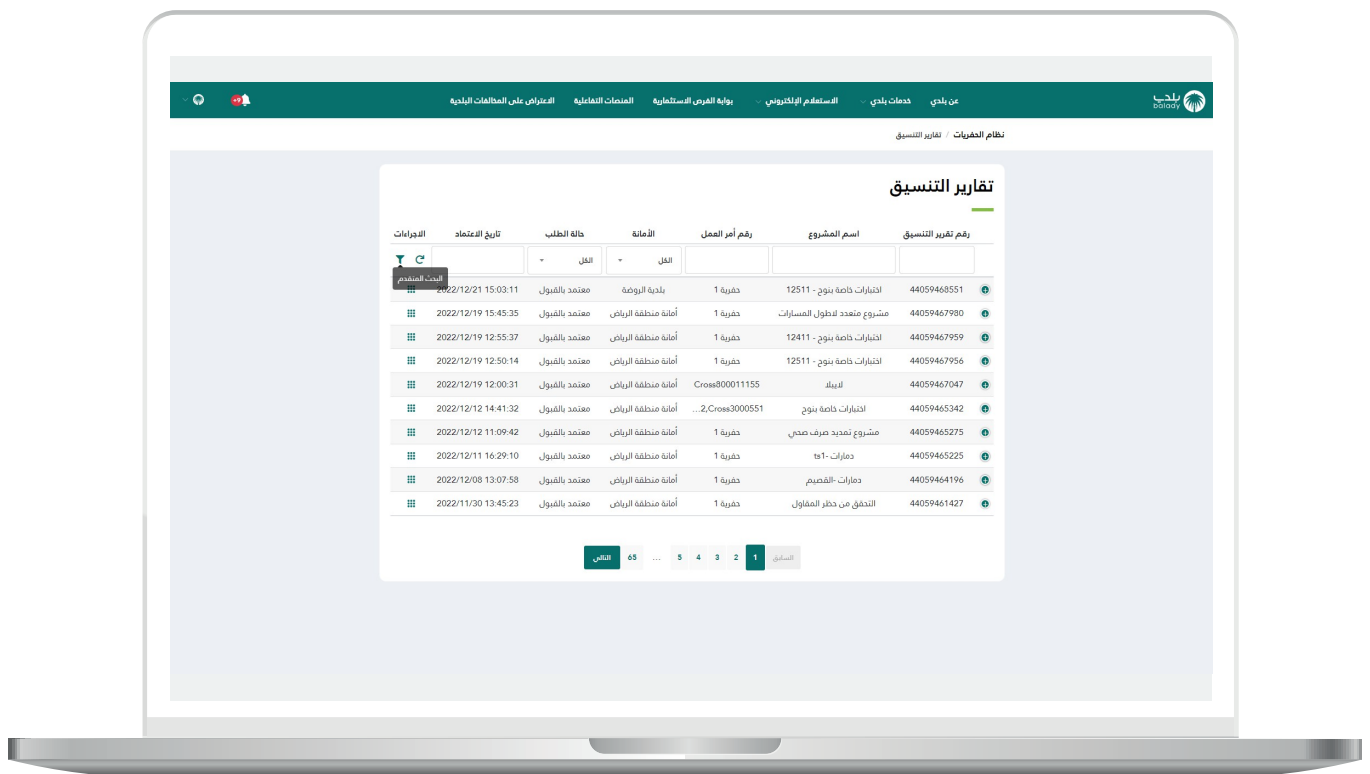
20) Search filters can be reset by clicking the circular arrow icon.



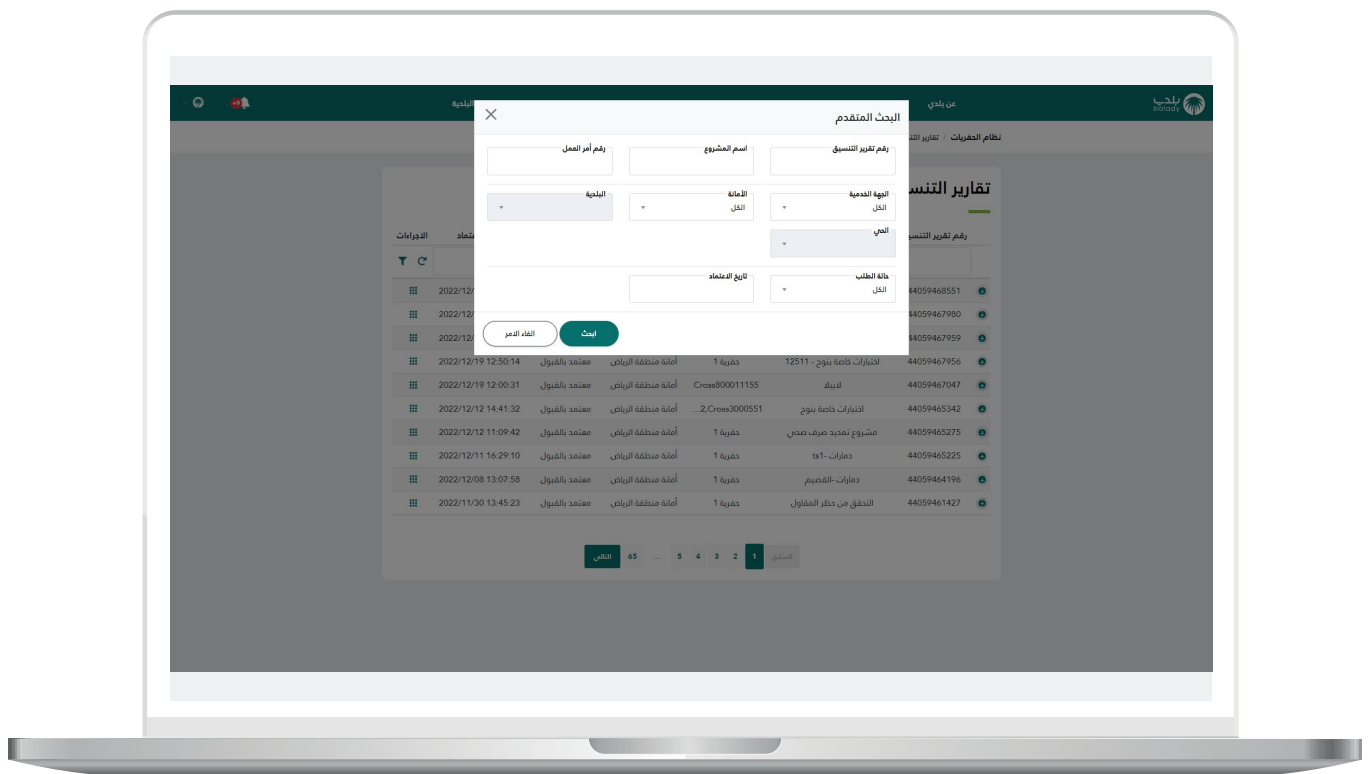
21) This clears all search filter values.



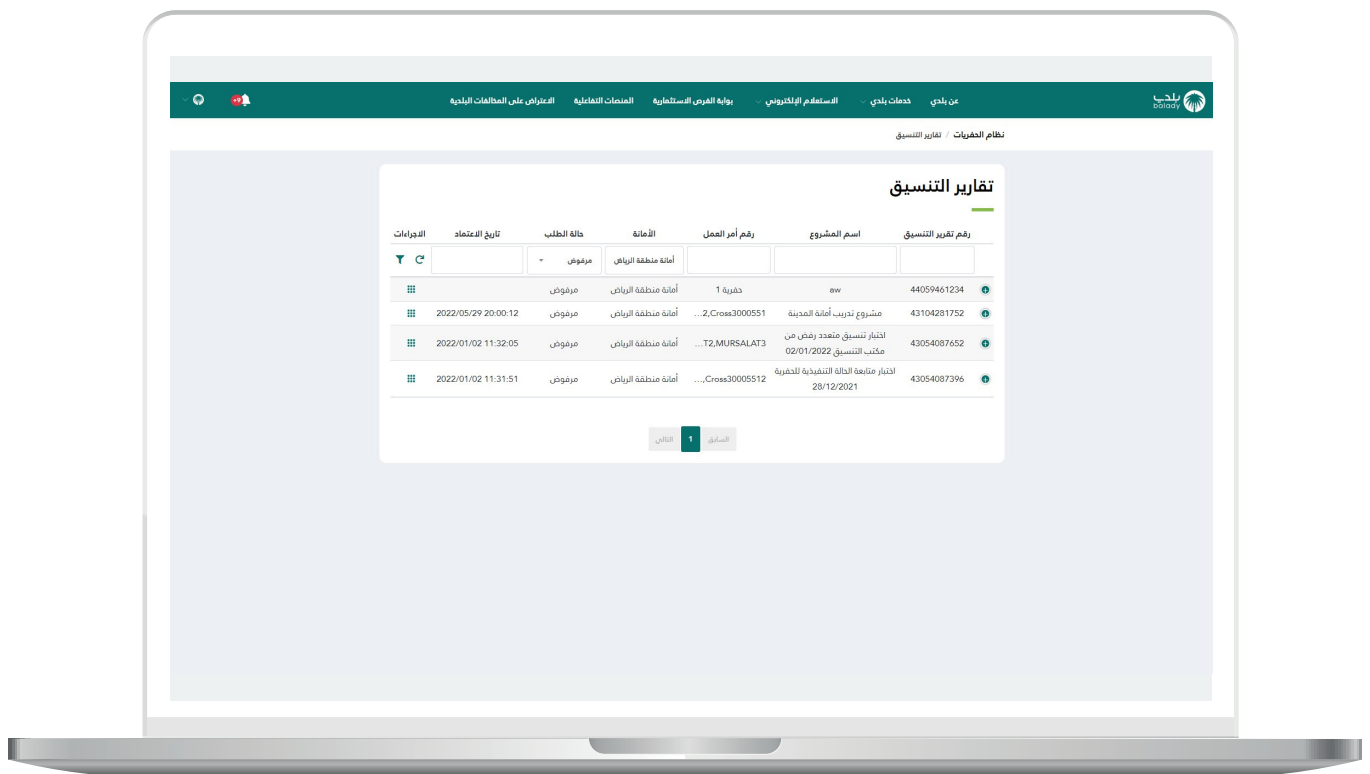
22) The Advanced Search options can be displayed by clicking the funnel icon.



23) A small pop-up window appears, allowing the user to enter values in the fields and then click (**Search**).



24) The search results are then displayed as shown below.



 | 199040 Direct Contact Number

 | @Balady\_CS Customer Service

