



وزارة البلديات والإسكان
Ministry of Municipalities and Housing

User Guide for Excavation Services (Nasseq)

Excavation Permits

Beneficiary's
Copy

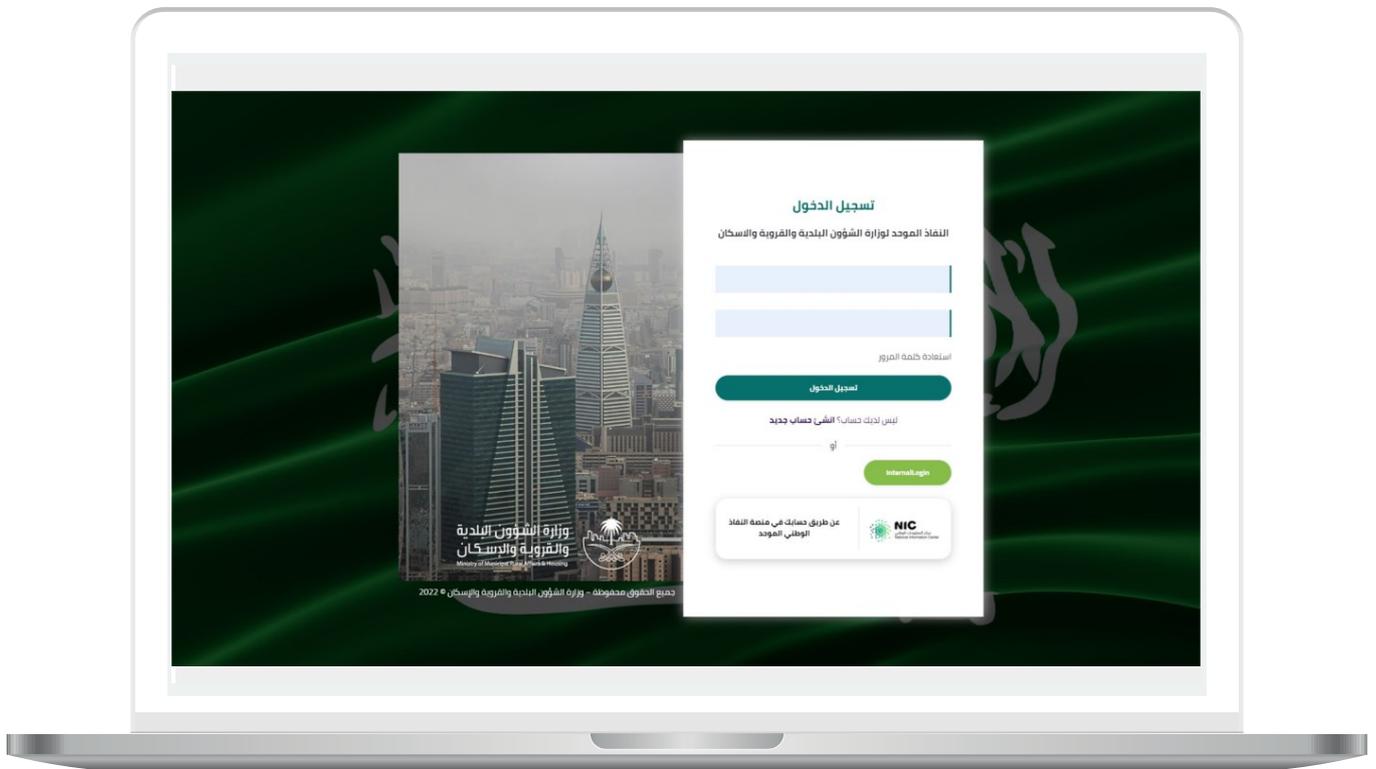
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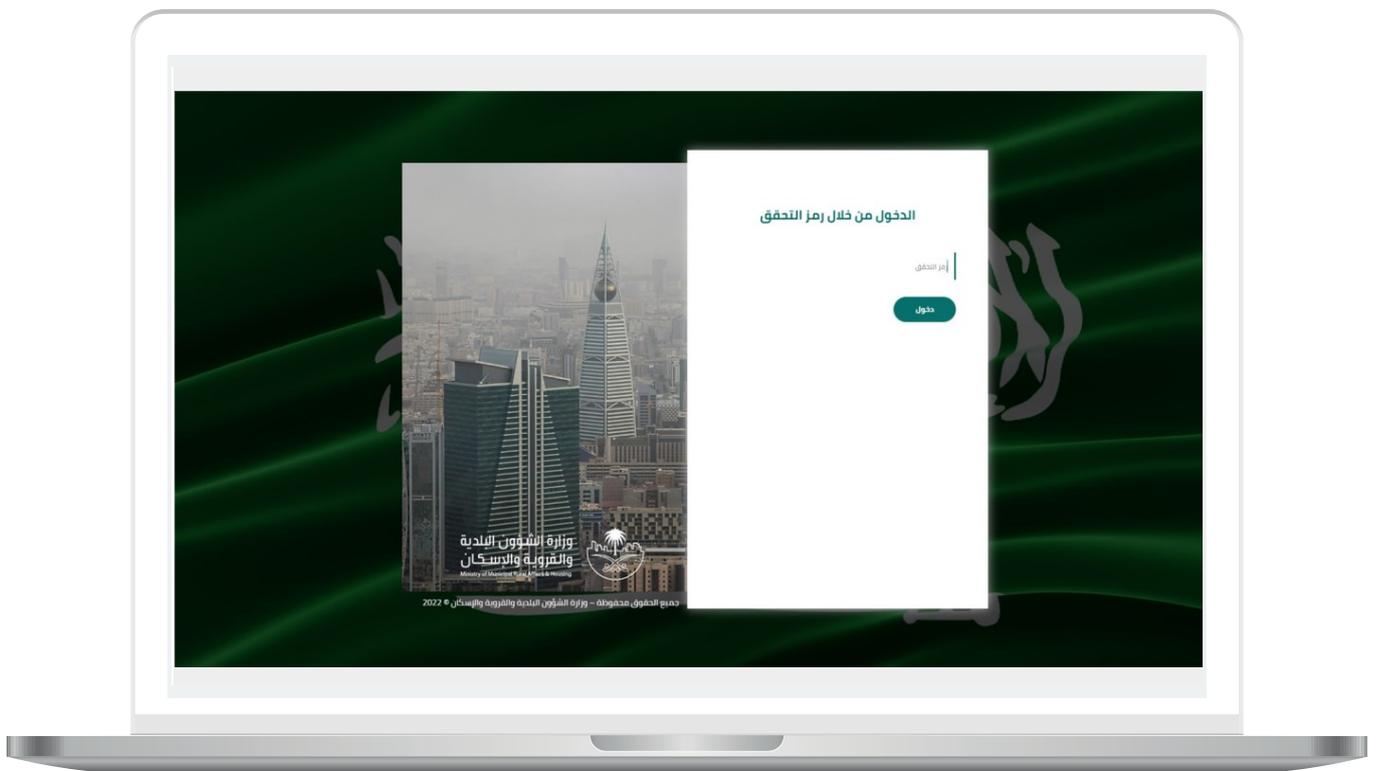


Login to the System

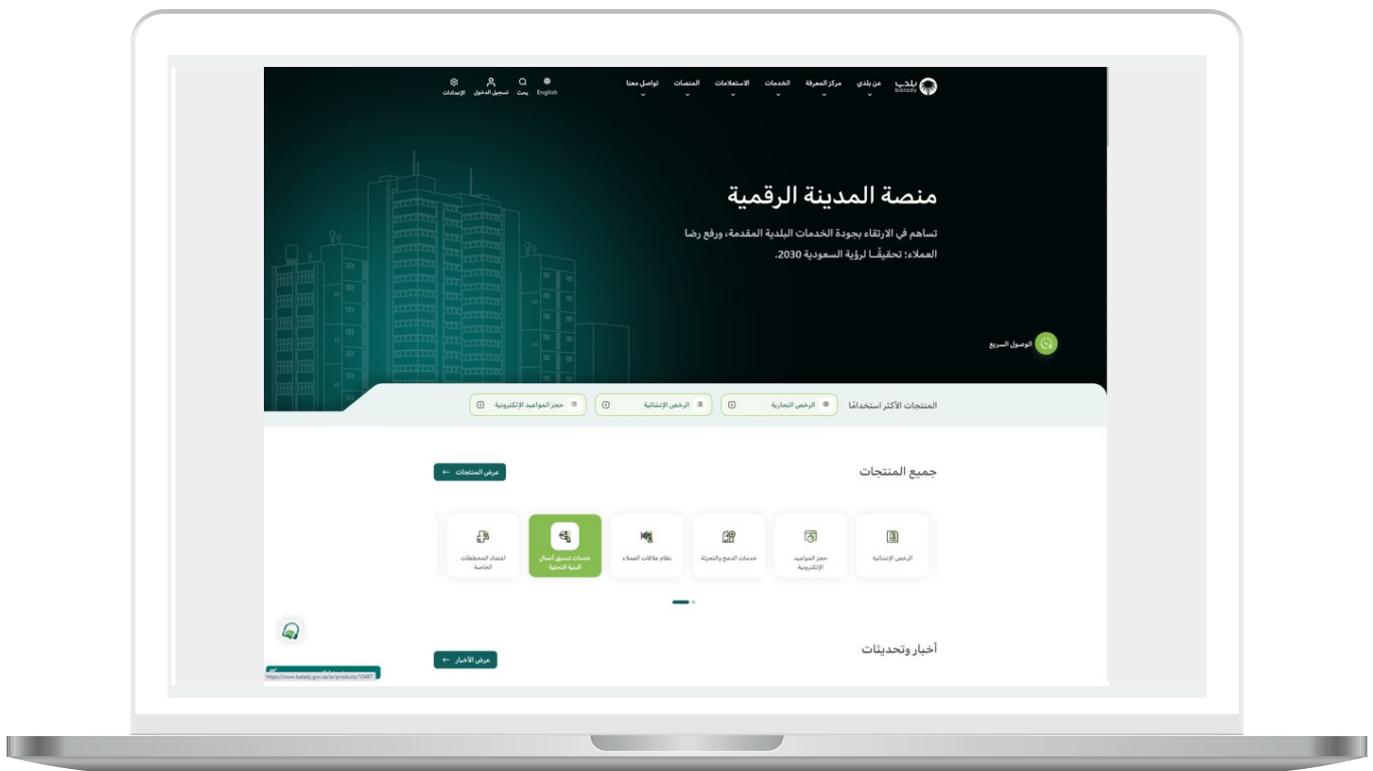
1) After accessing the system link, the following screen will appear, where the user enters their details (**National ID/Iqama Number, Password**) and then clicks the (**Login**) button.



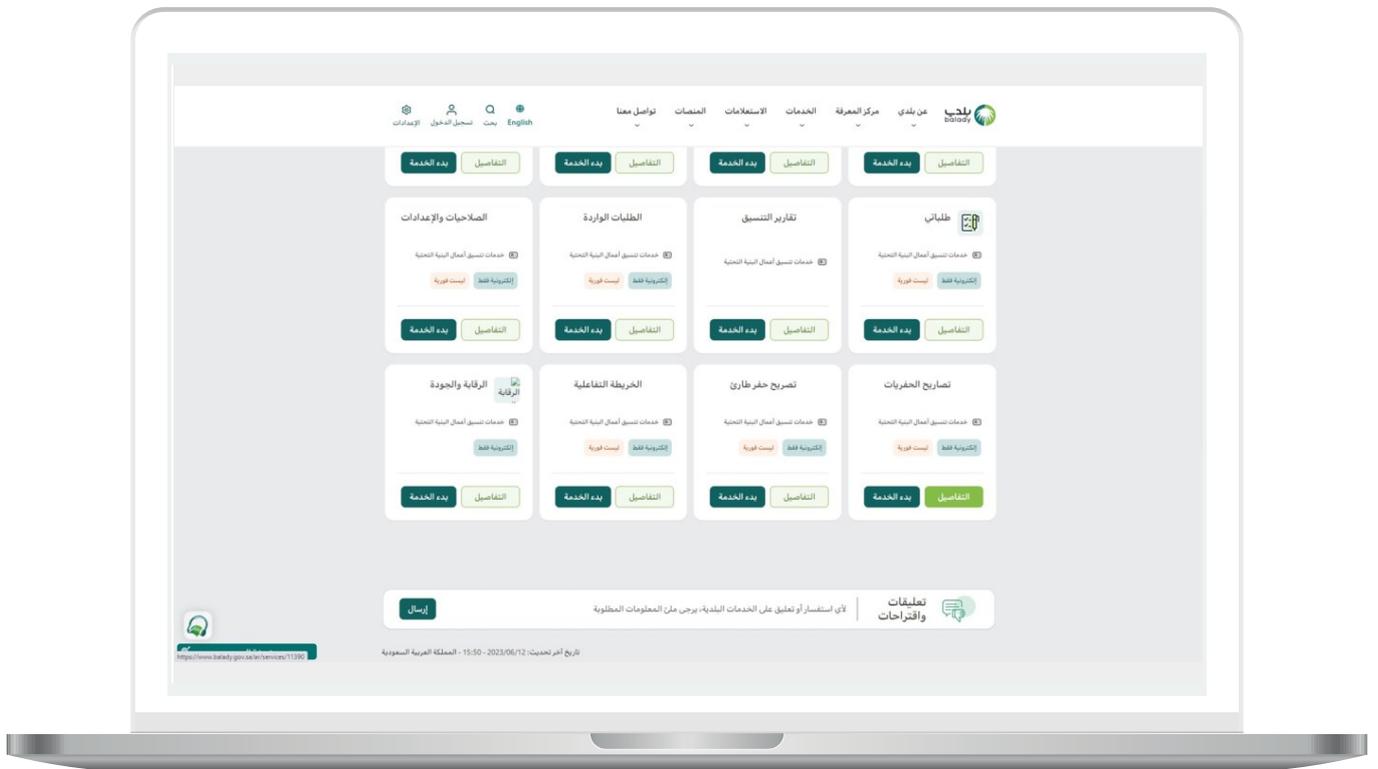
2) A verification code will then be sent to the user's mobile phone, which they need to enter in the **(Verification Code)** field and click the **(Login)** button, as shown in the following screenshot.



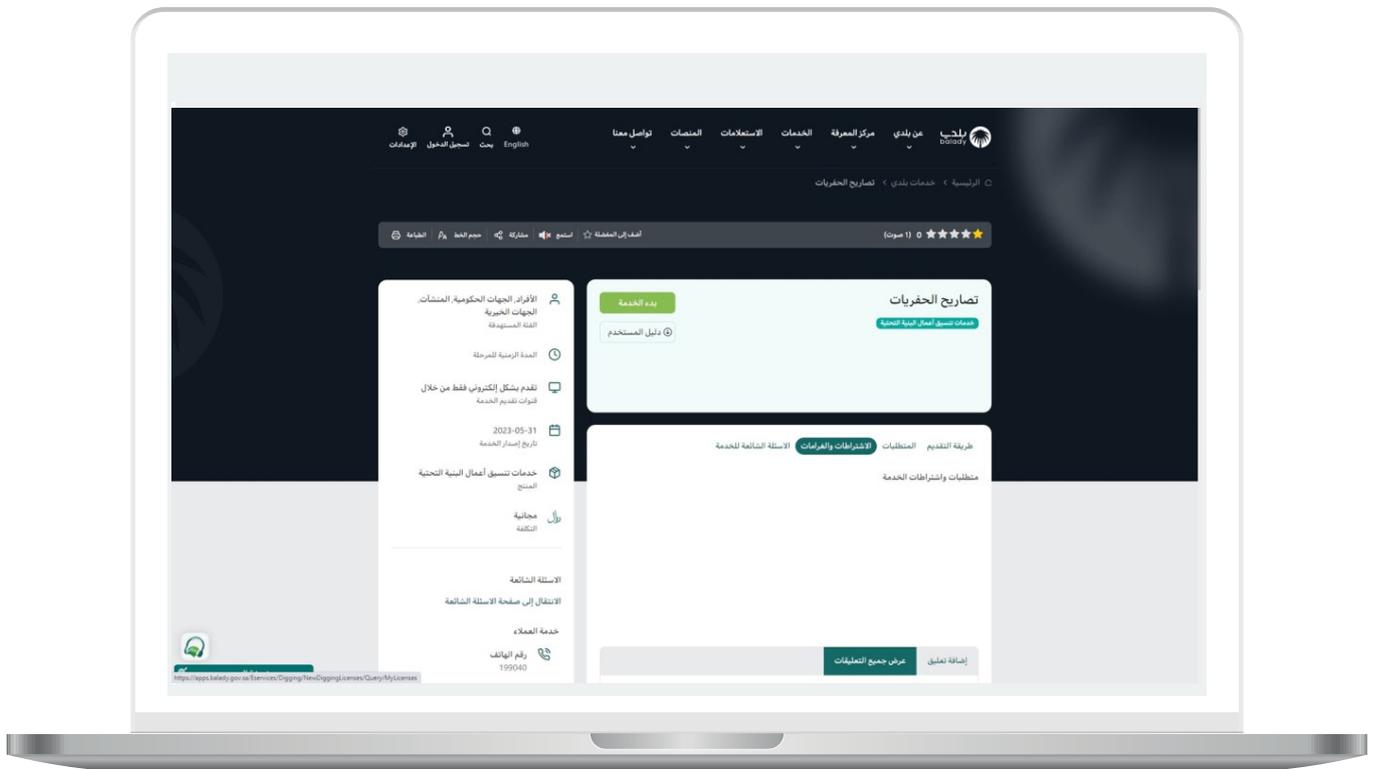
3) After accessing the Balady platform, the homepage appears as shown below, where the user selects **(Infrastructure Coordination Services)** from the **(Balady Services)** menu.



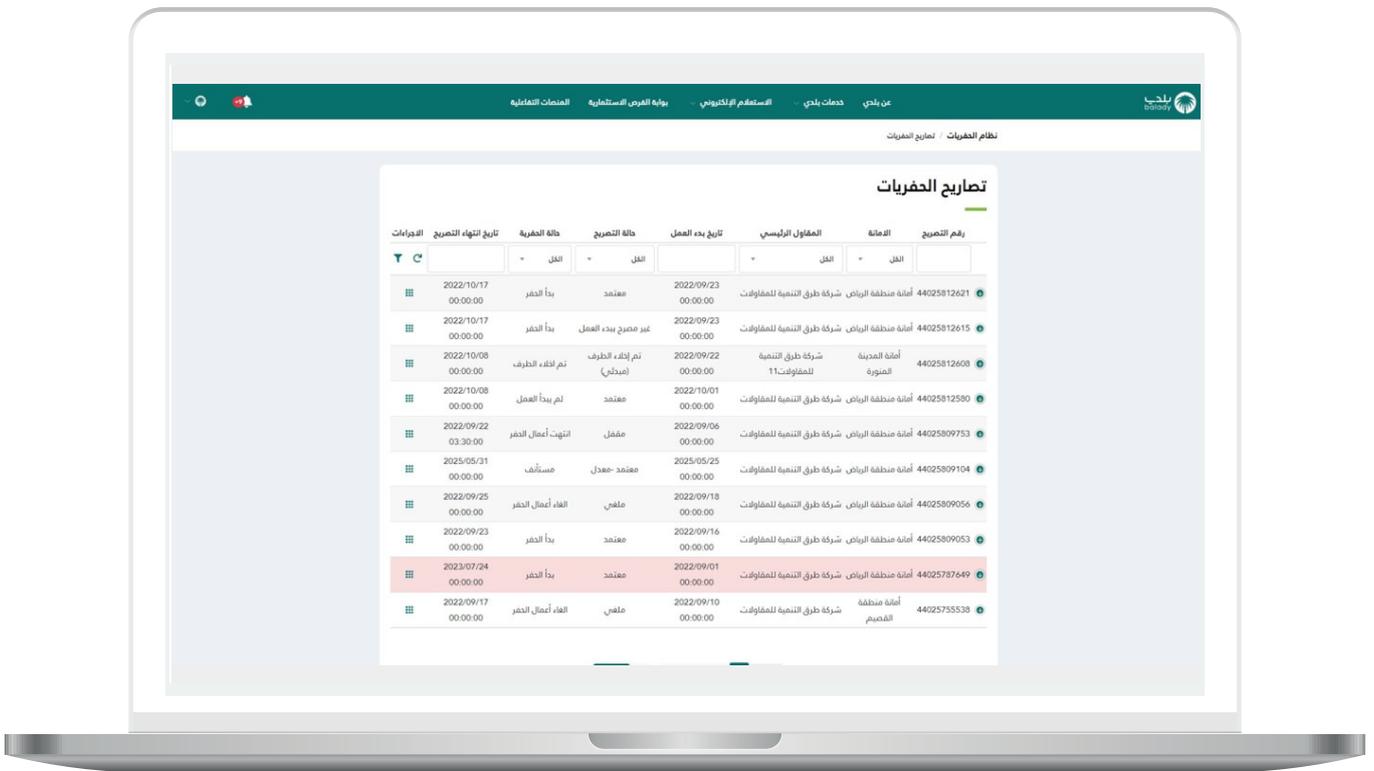
4) The user then selects (Excavation Permits) as shown below.



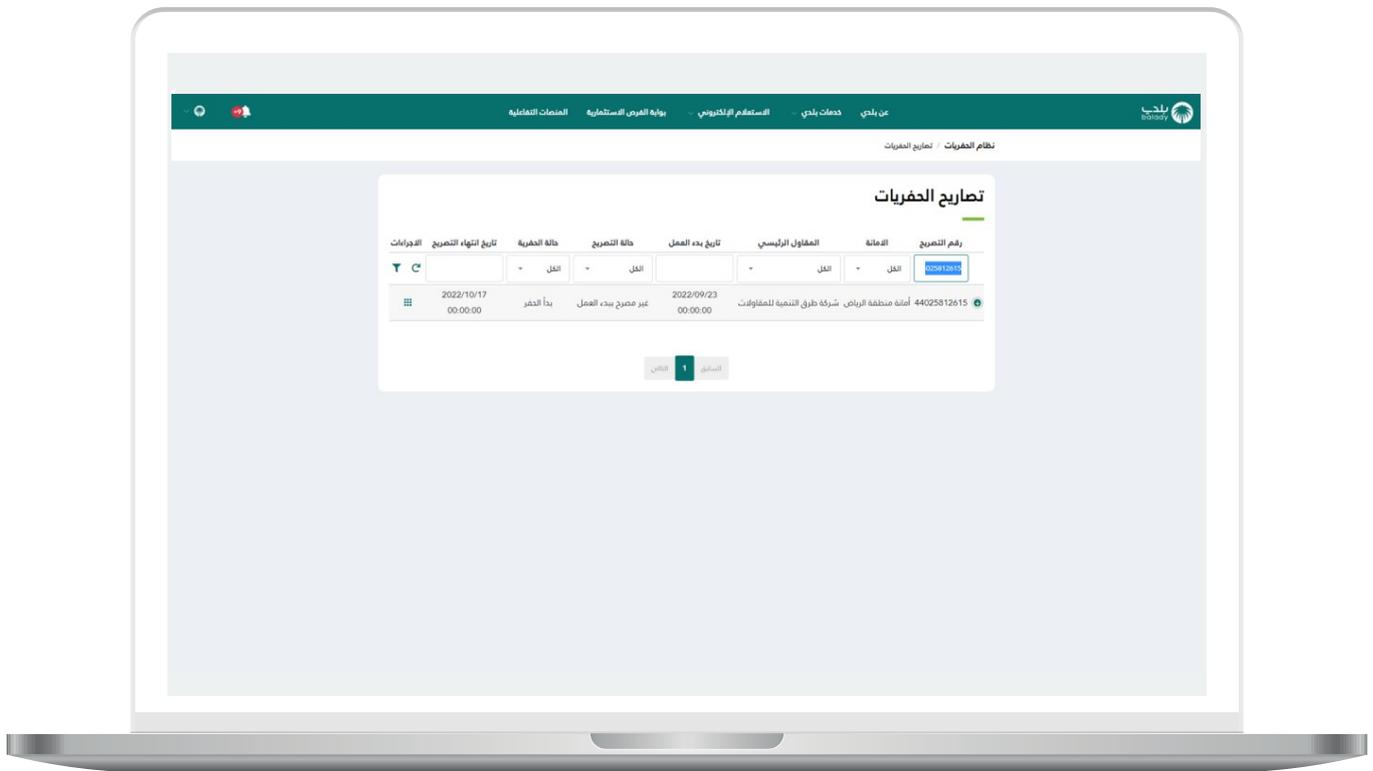
5) The user clicks on **(Start Service)** as displayed below.



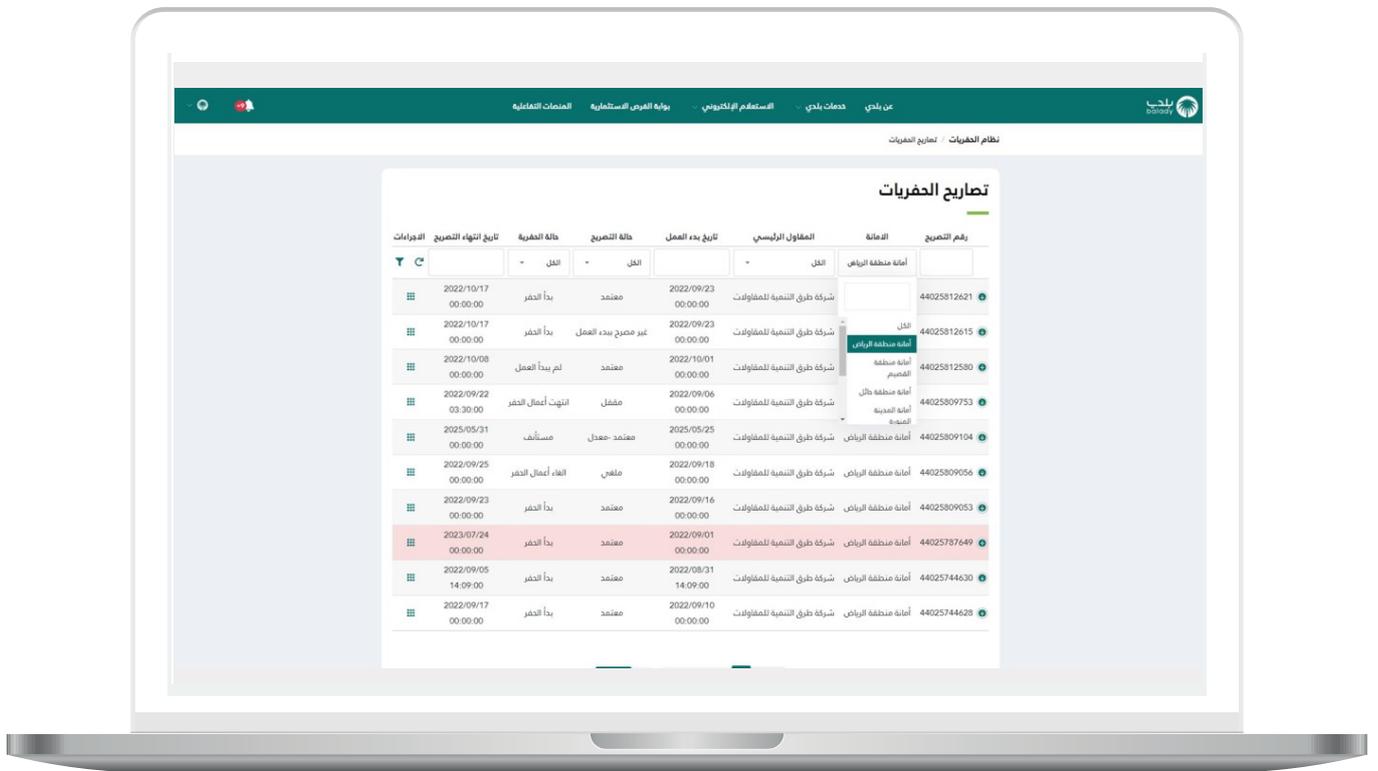
6) The following screen appears, allowing the user to search for any permit using search filters. Users can also perform actions on each permit, which will be explained in detail.



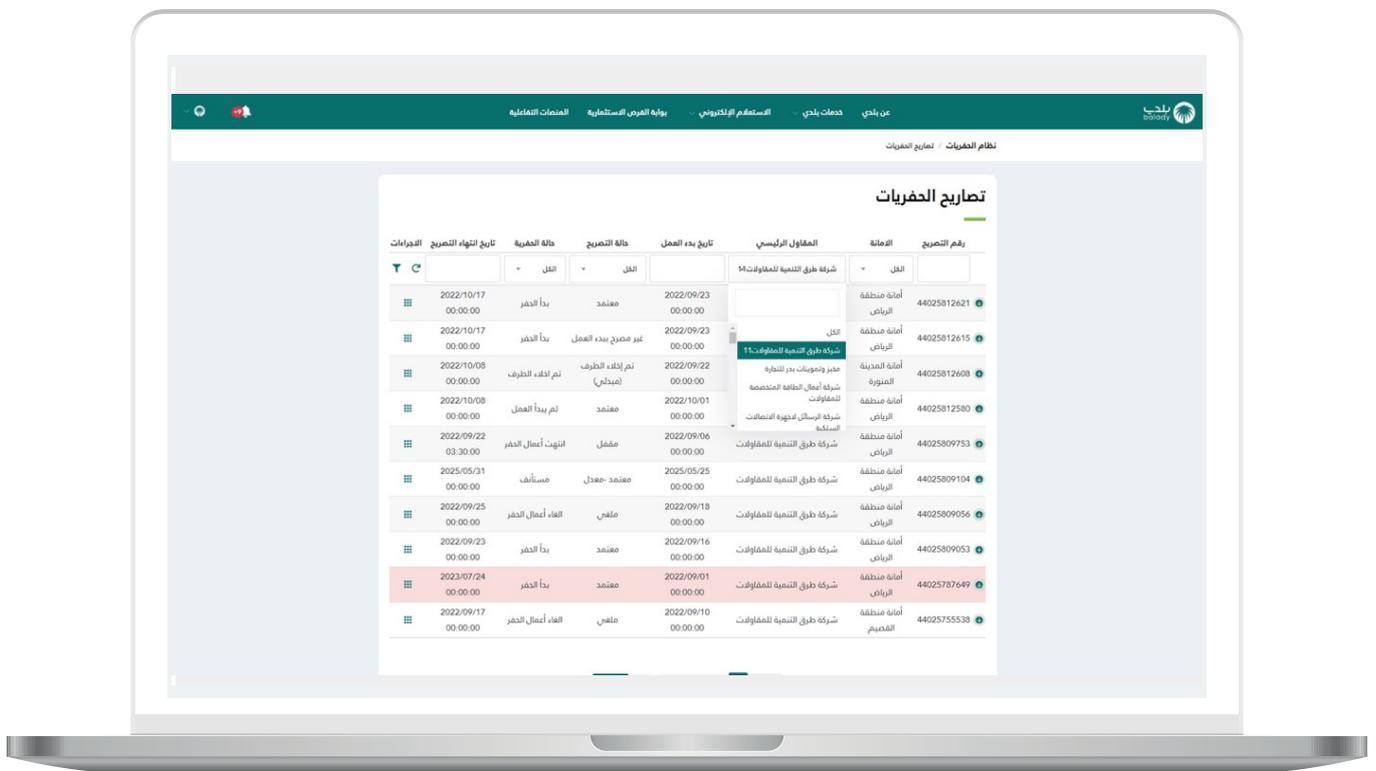
7) A search can be performed by entering the **(Permit Number)** field value and pressing the **(Enter)** key on the keyboard.



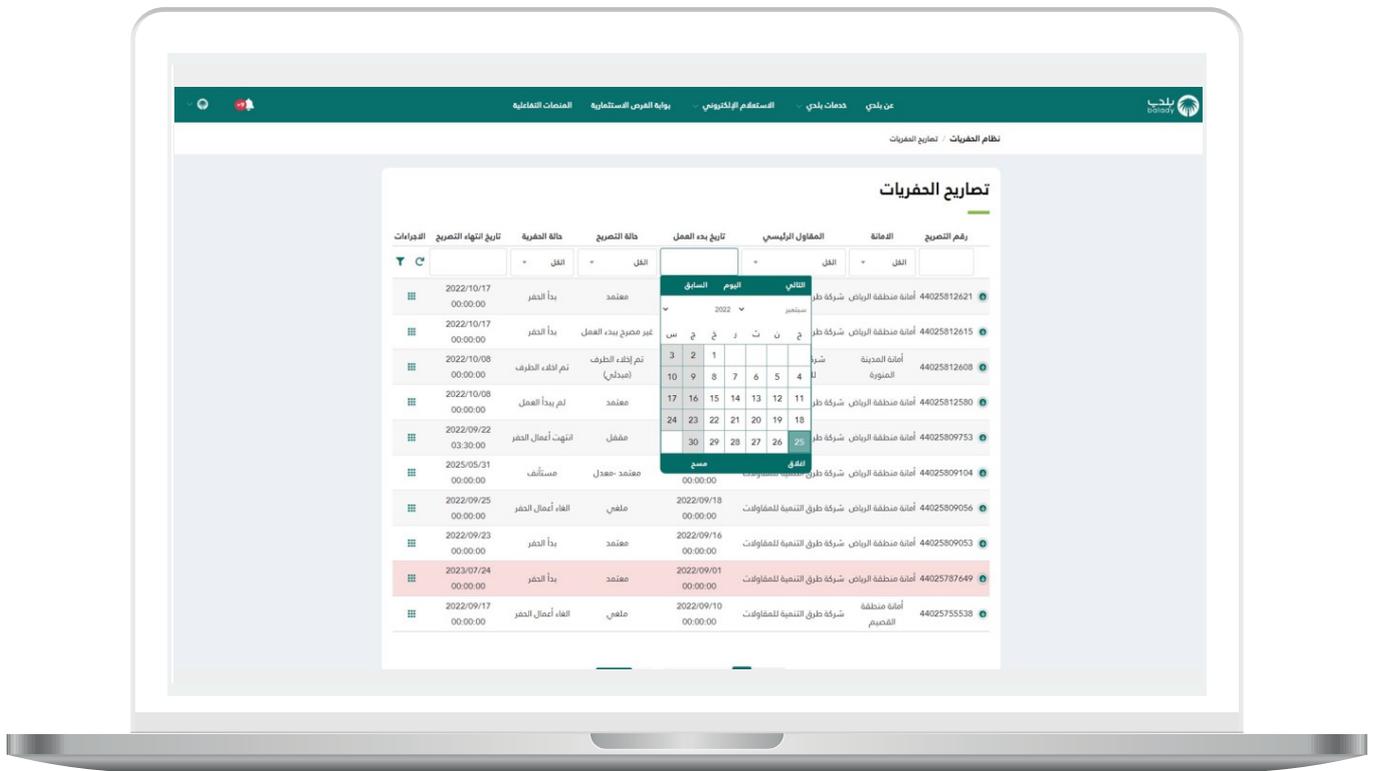
8) The user can search by selecting a value from the dropdown list in the **(Municipality)** field, as shown in the figure below.



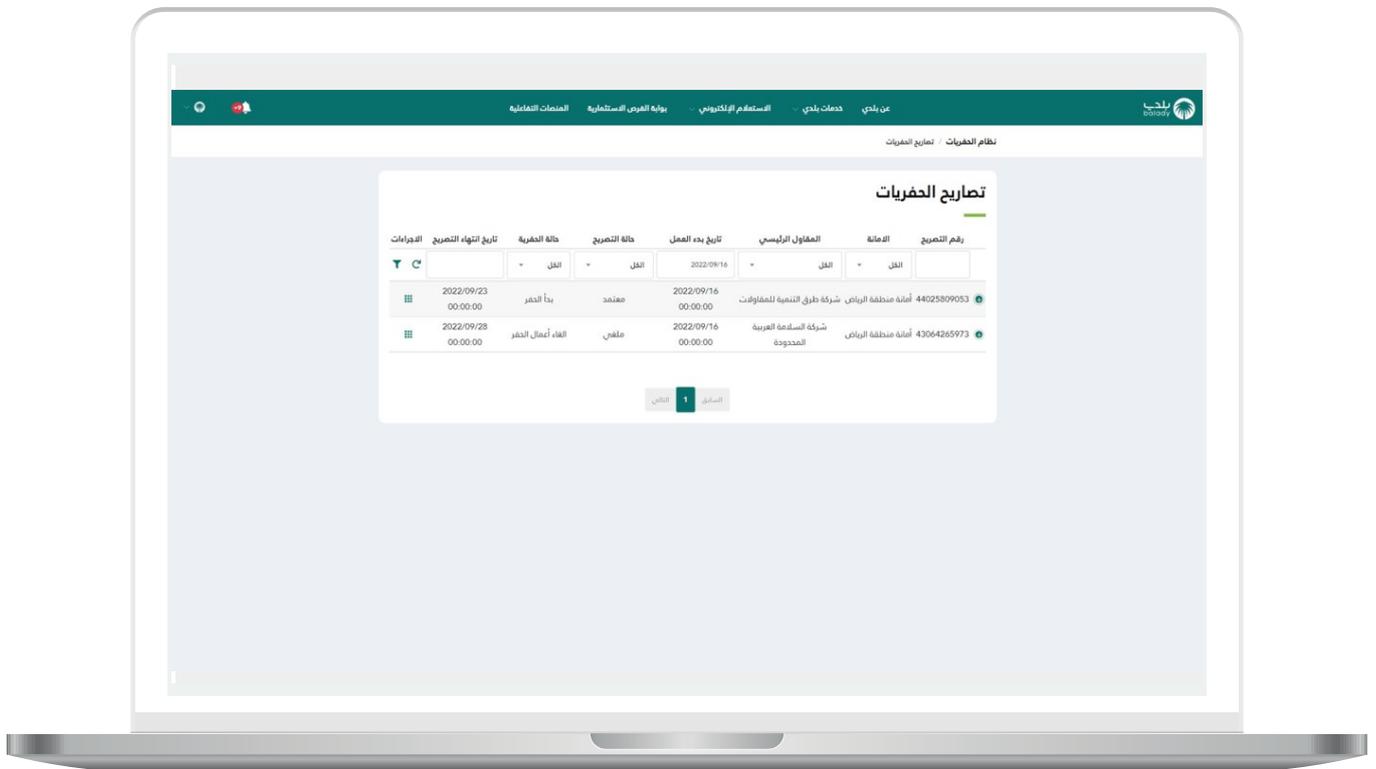
9) The user can search by selecting a value from the **(Main Contractor)** dropdown menu, as shown below.



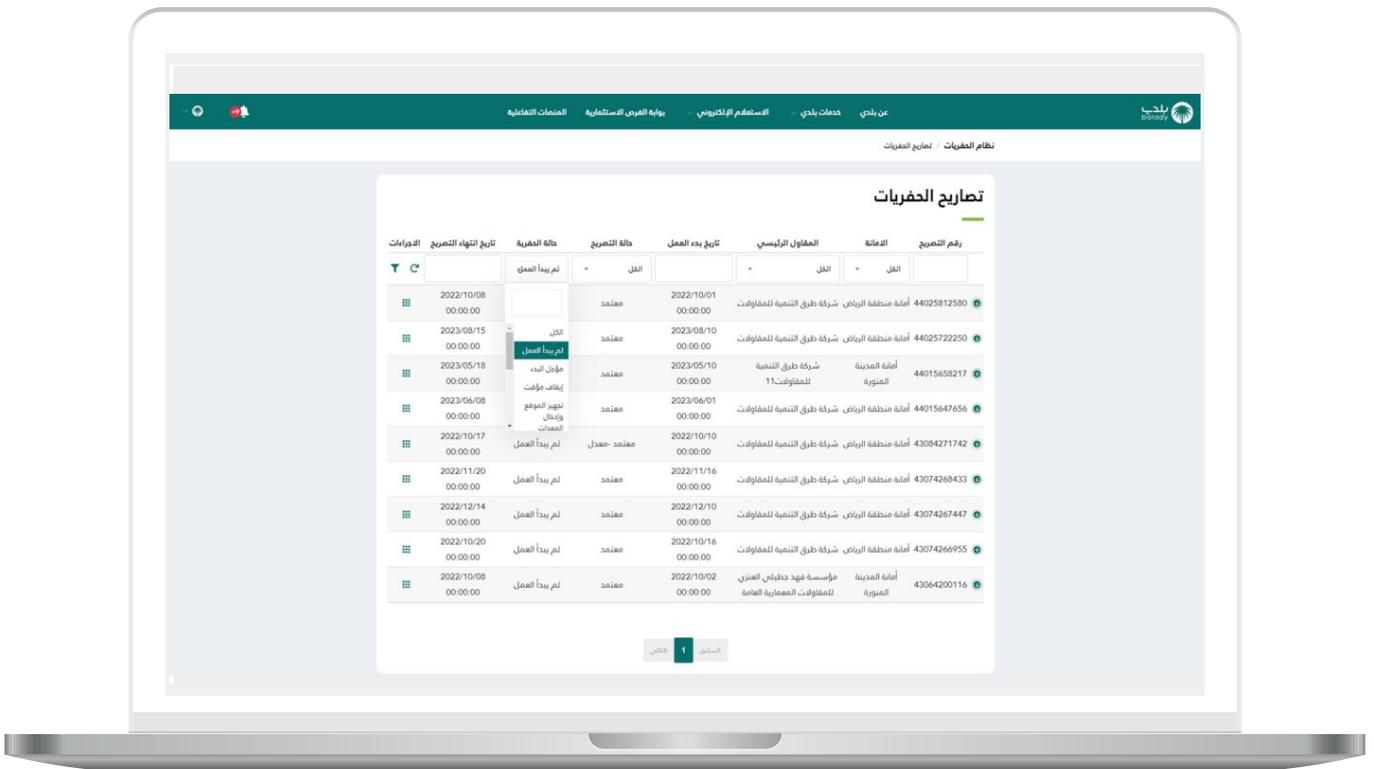
10) The user can also search by selecting a date from the electronic calendar for **(Work Start Date)**, as shown below.



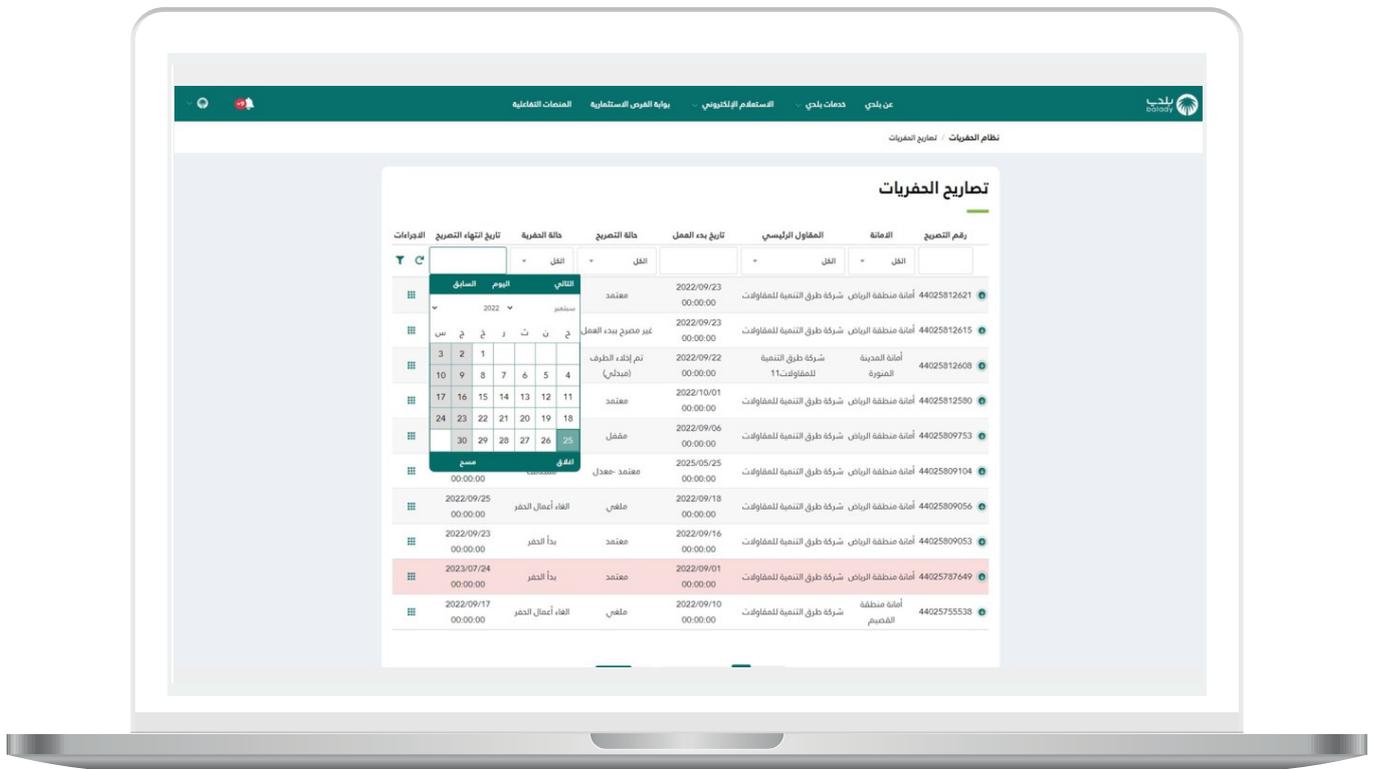
11) The search results will then be displayed as follows.



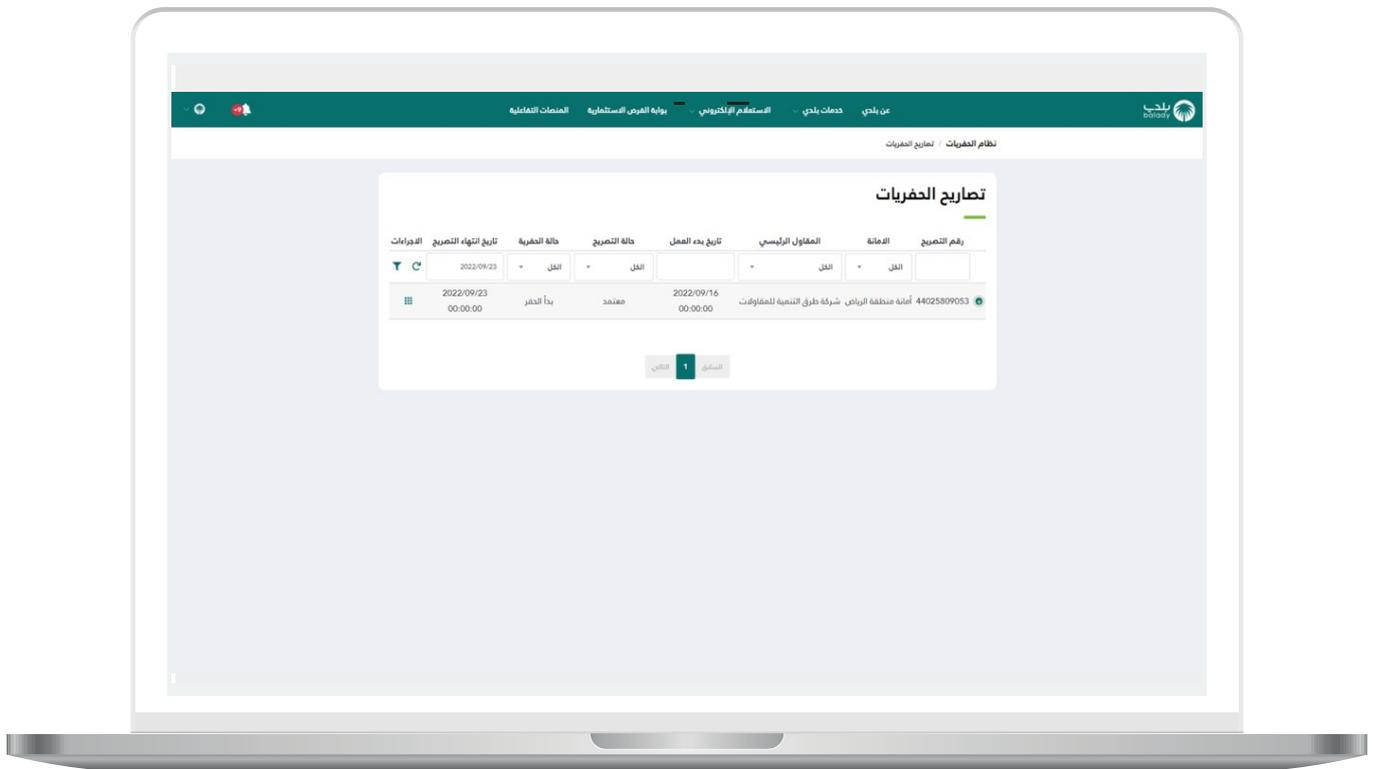
13) The user can search by selecting a value from the (Excavation Status) dropdown menu, as shown below.



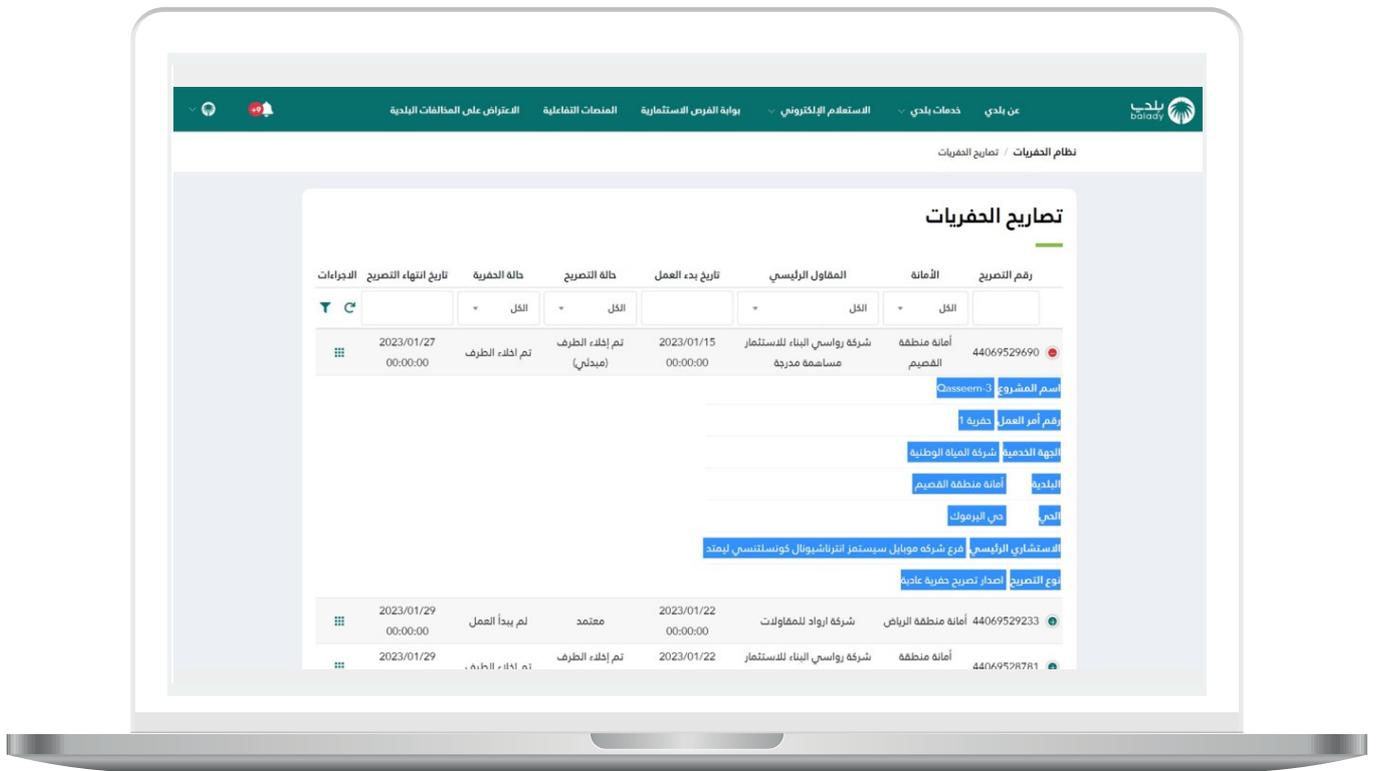
14) The user can also search by selecting a date from the electronic calendar for (Permit Expiration Date), as shown below.



15) The search results will then be displayed as follows.

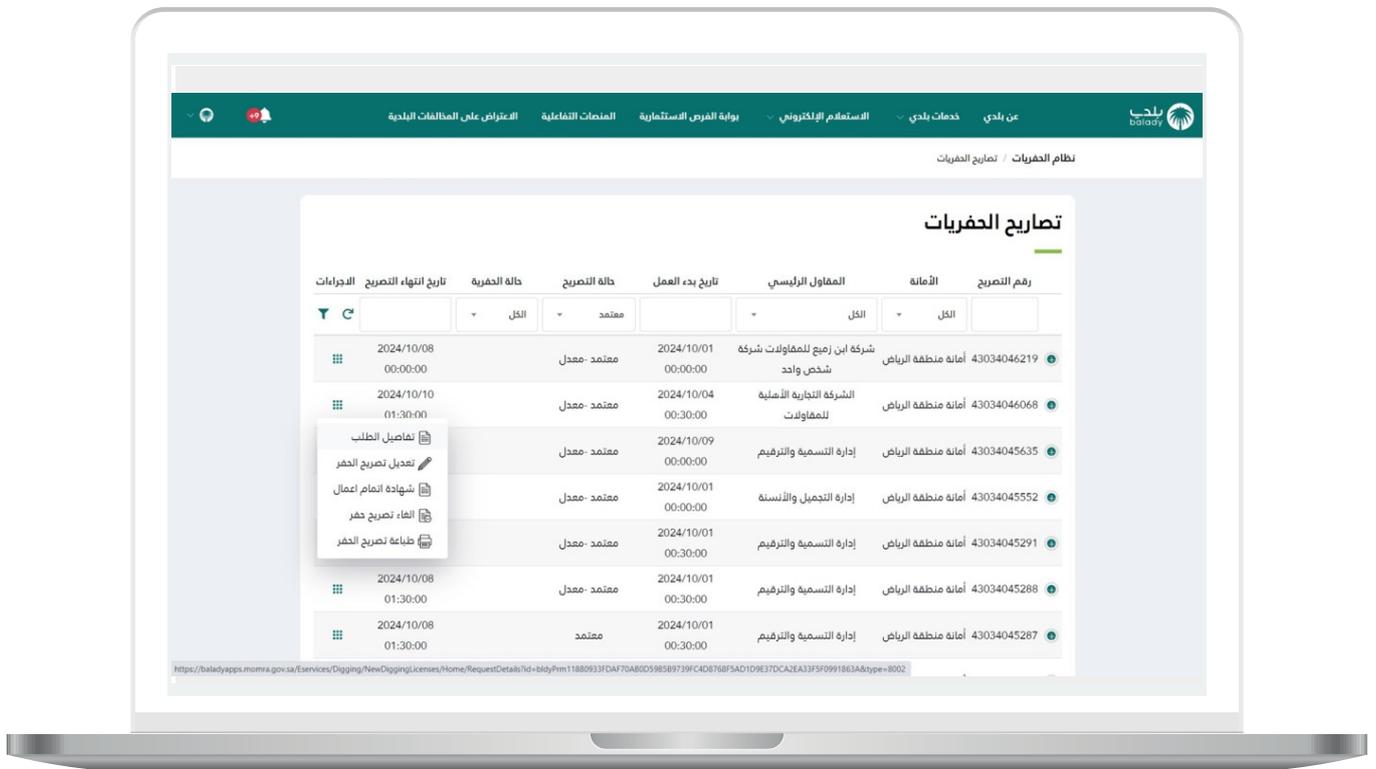


16) The user can click the (+) icon to view permit details in the table, including (Project Name, Work Order Number, Secretariat, Municipality, District, Main Consultant, Permit Type).



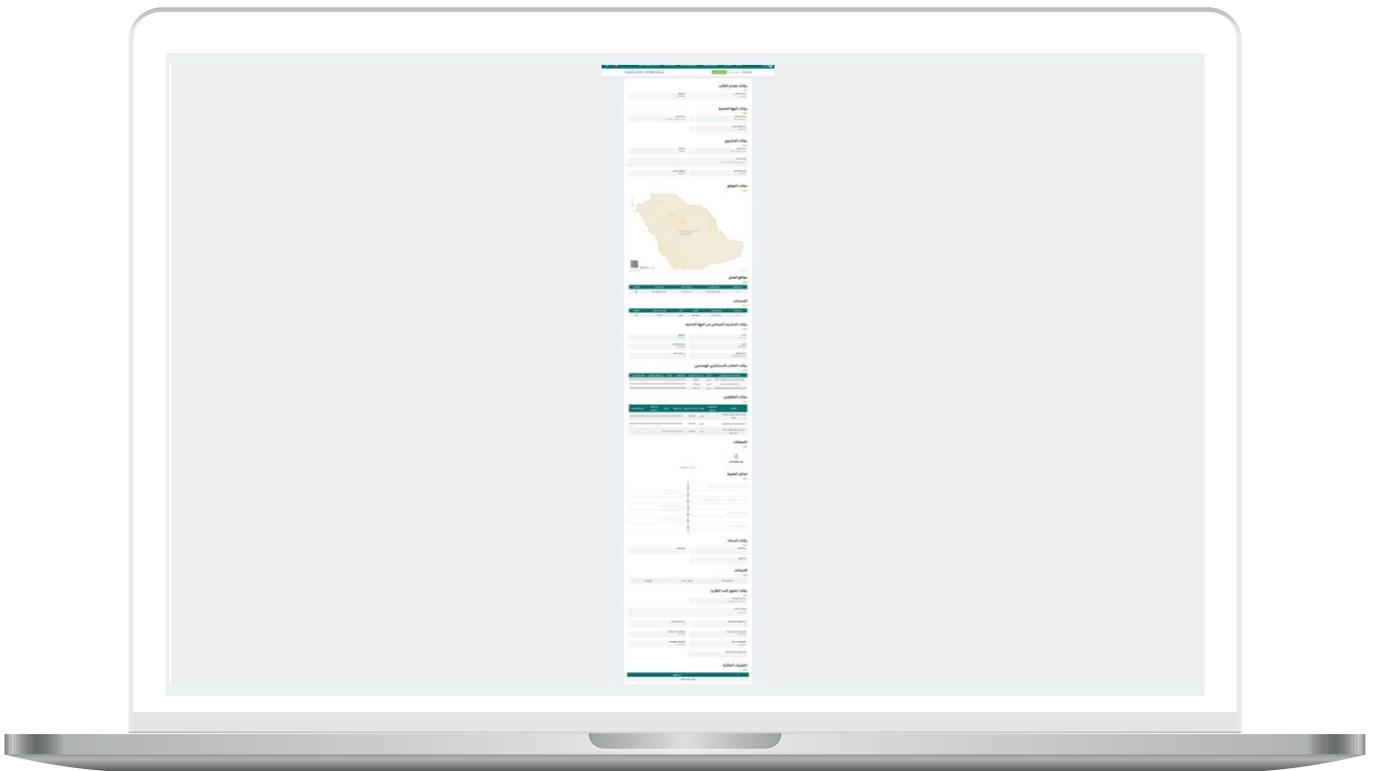
17) The system allows the user to perform actions on the permit by clicking the green box in the **(Actions)** column, which will be explained in detail.

Additionally, the user can issue a **(Clearance Certificate)** after submitting a **(Work Completion Certificate Request)**.

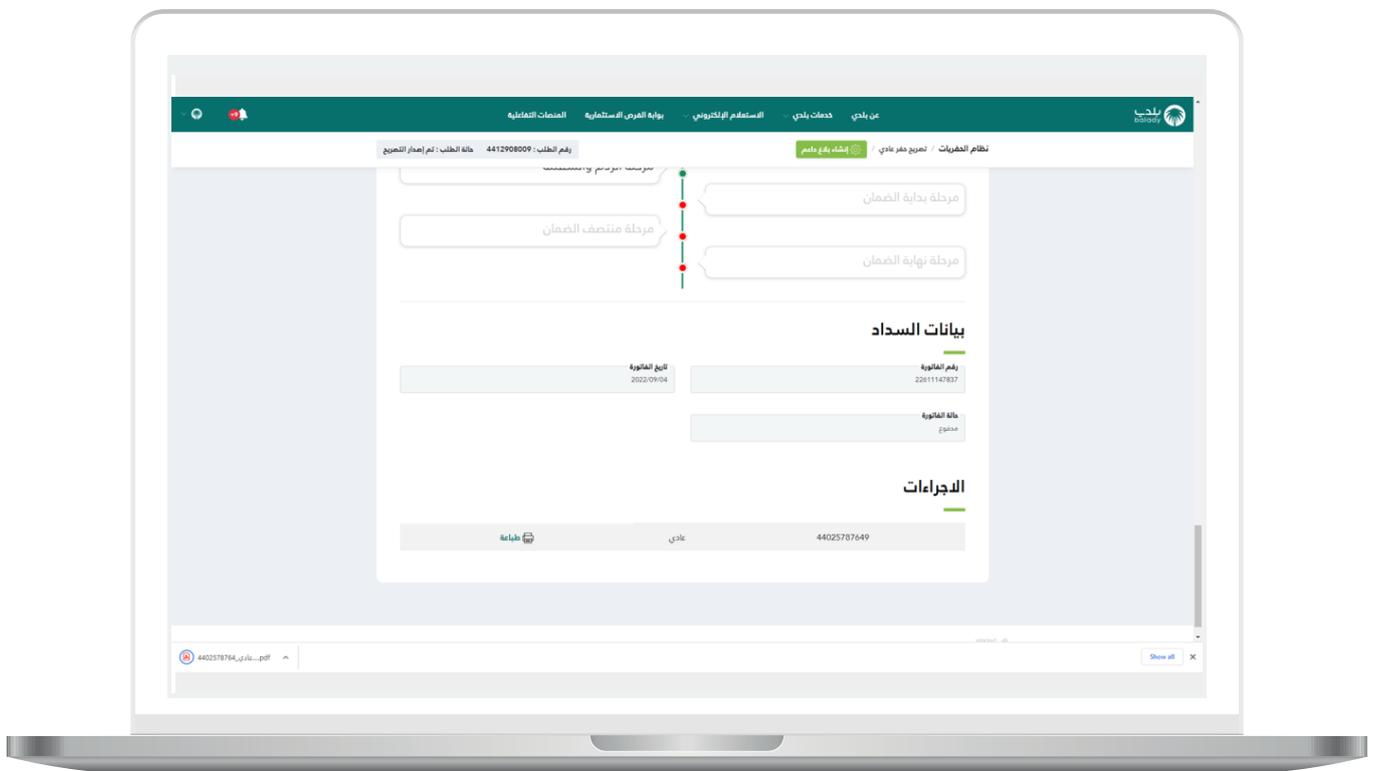


Request Details

1) After clicking **(Request Details)**, the screen appears as follows, displaying all request details.

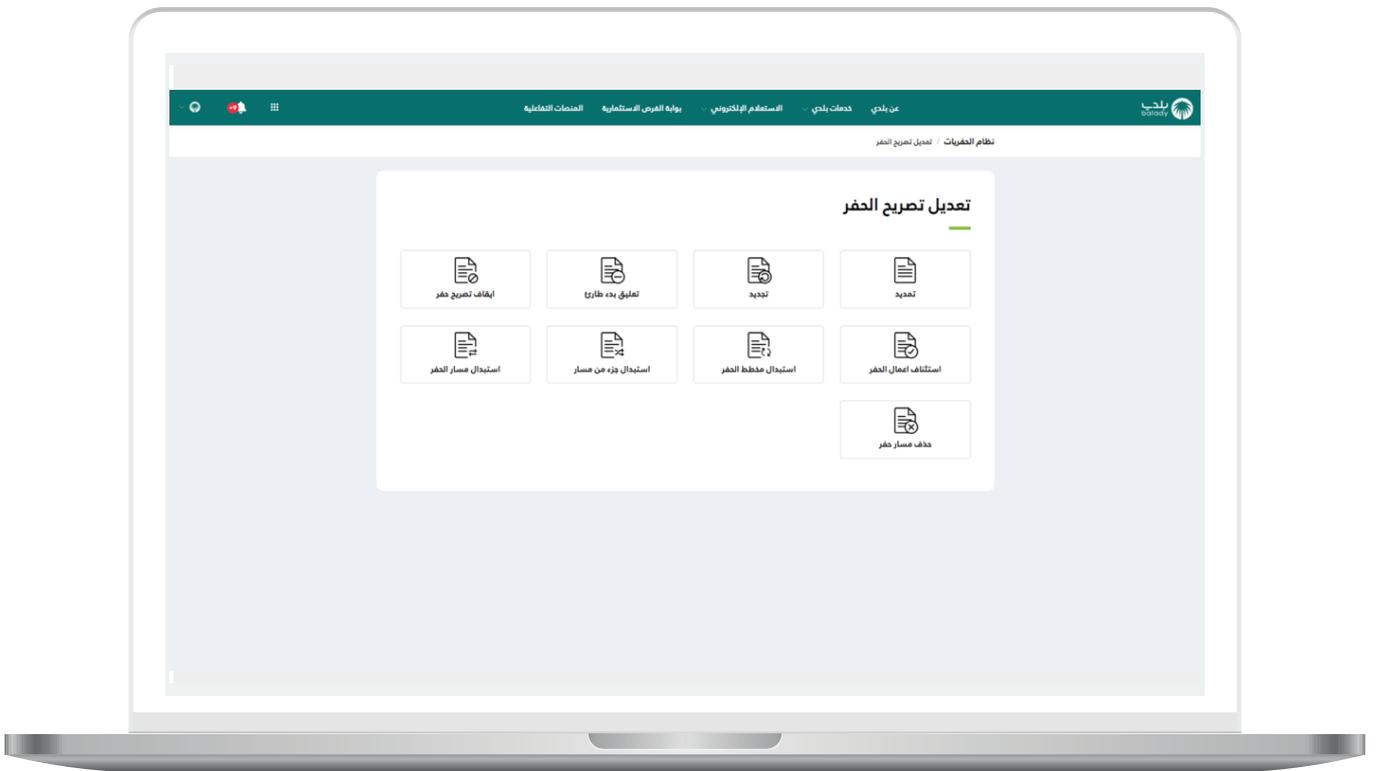


2) The permit can be printed by clicking **(Print)**, which downloads the file at the bottom left of the screen, as shown below.



Excavation Permit Modification

After selecting **(Excavation Permit Modification)**, the possible actions available to the user appear and will be explained in detail.

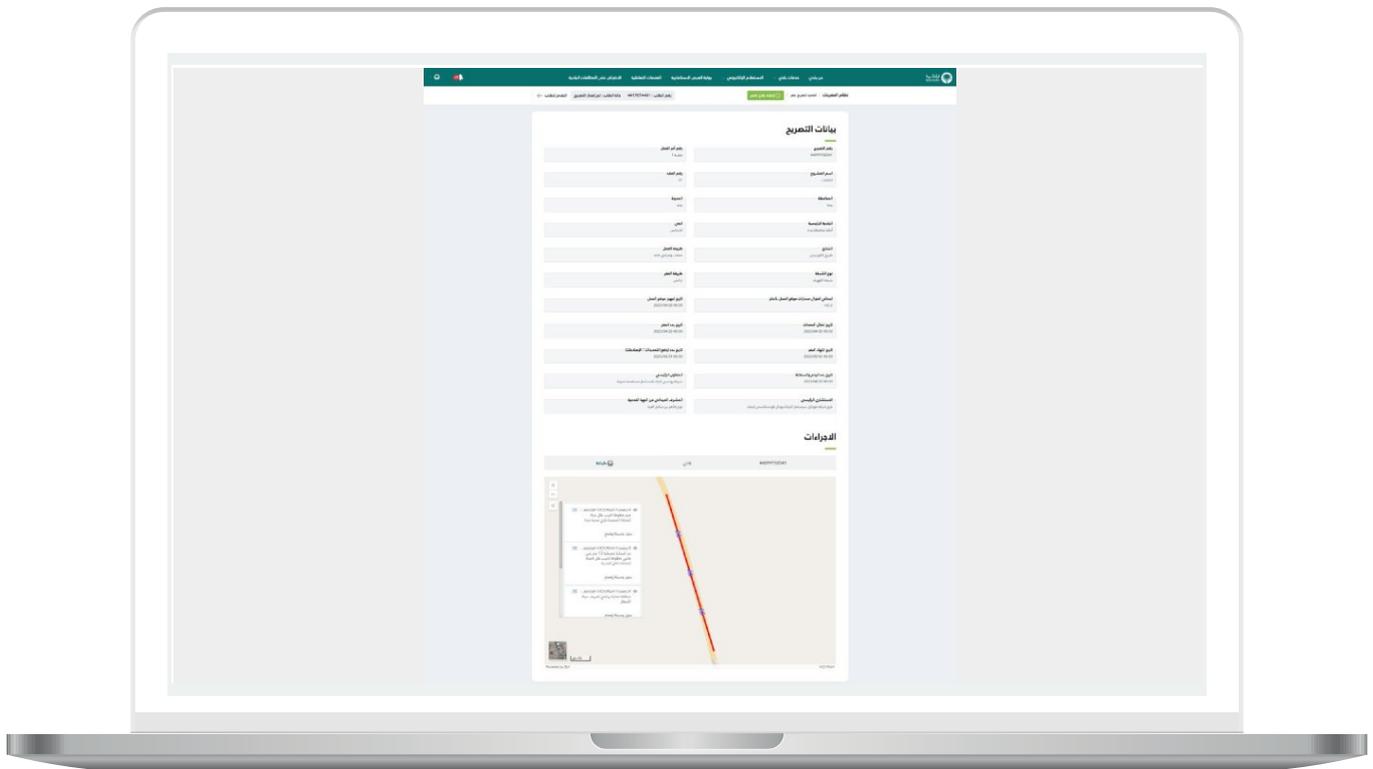


Extension

1) After clicking **(Extension)**, the permit details are displayed as follows. The user clicks **(Proceed with Request)** to initiate the process.

Note: If the setting **(Verification of displaying geographic layers according to the authority of the designated coordination office based on its geographical location)** is enabled at the responsible coordination office, new permissions will be added for authorities in the Nasseq platform at the coordination office level to control the display of designated geographic layers, as follows:

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



2) The user is then taken to the **(Extension Information)** stage, where required field values must be entered, including **(Reason for Extension Request, Description of the Request, Requested Extension Period in Days, Excavation Work Completion Percentage)**.

The user then clicks **(Next)** to continue, **(Save as Draft)** to store the request, or **(Back)** to return to the previous stage.

عن بلدي خدمات بلدي الاستعلام الإلكتروني بوابة الفرص الاستثمارية الخدمات التشغيلية

نظام التصاريح / التمديد لتجديد دفتر

بيانات التمديد 1. بيانات التمديد 2. بيانات التمديد 3. التصاريح المتأجلة 4. المرفقات 5. الاشتراكات 6. حساب الرسوم

بيانات الطلب

اسم مقدم الطلب
رقم الطلب
حالة الطلب

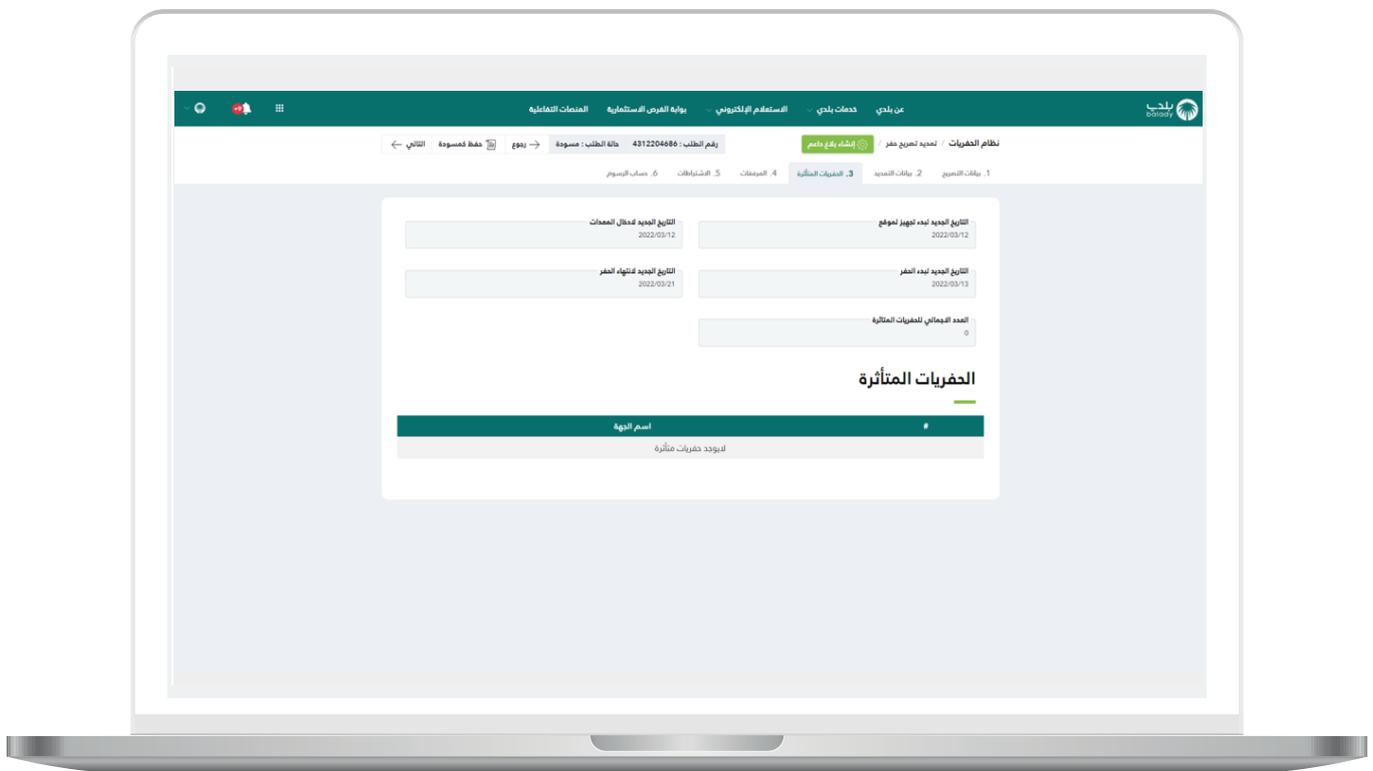
حساب الترخيص
التاريخ لحدوث الطلب
البلدية الرئيسية

بيانات التمديد

سبب طلب التمديد
هدف سبب الطلب
نسبة اكمال اعمال الحفر
فترة التمديد المطلوبة بالايام

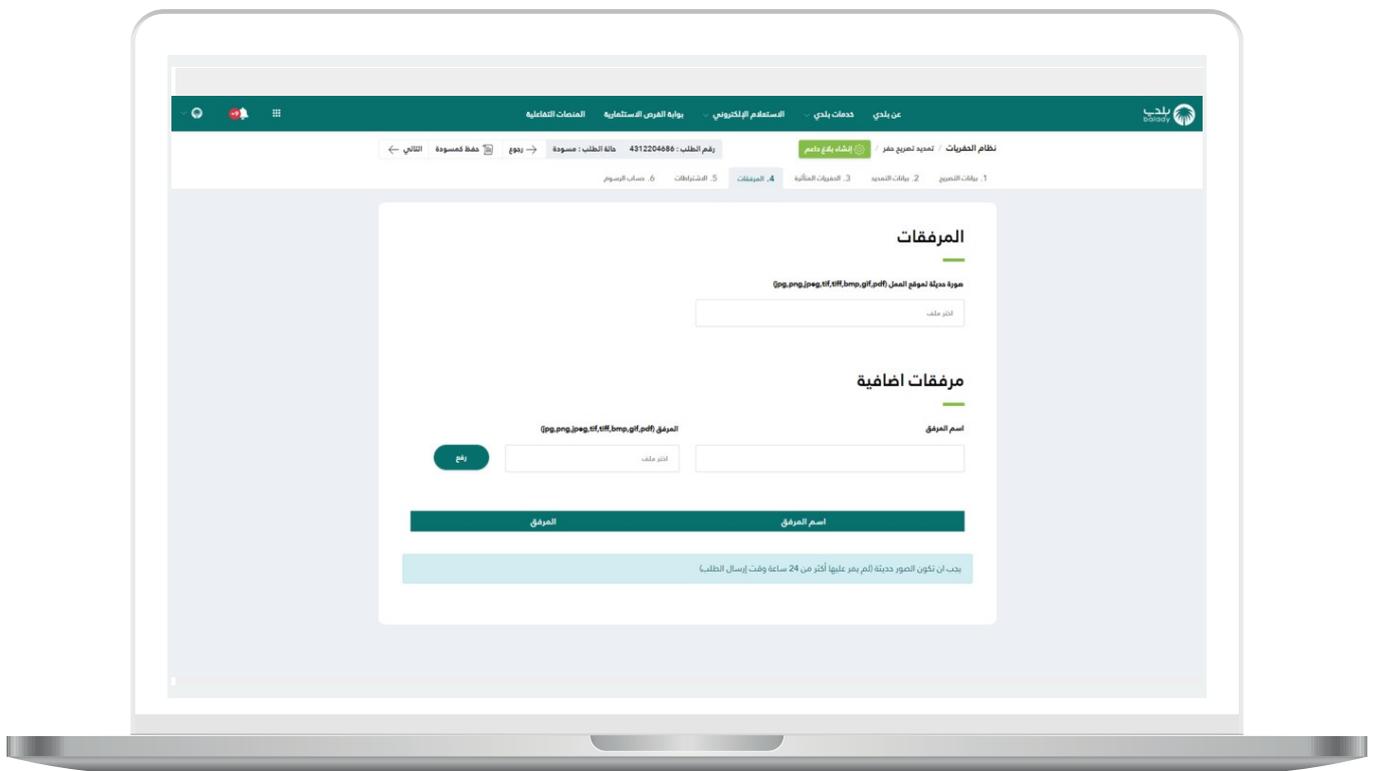
3) The user proceeds to the **(Affected Excavations)** stage, where a list of affected excavations, if any, is displayed.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

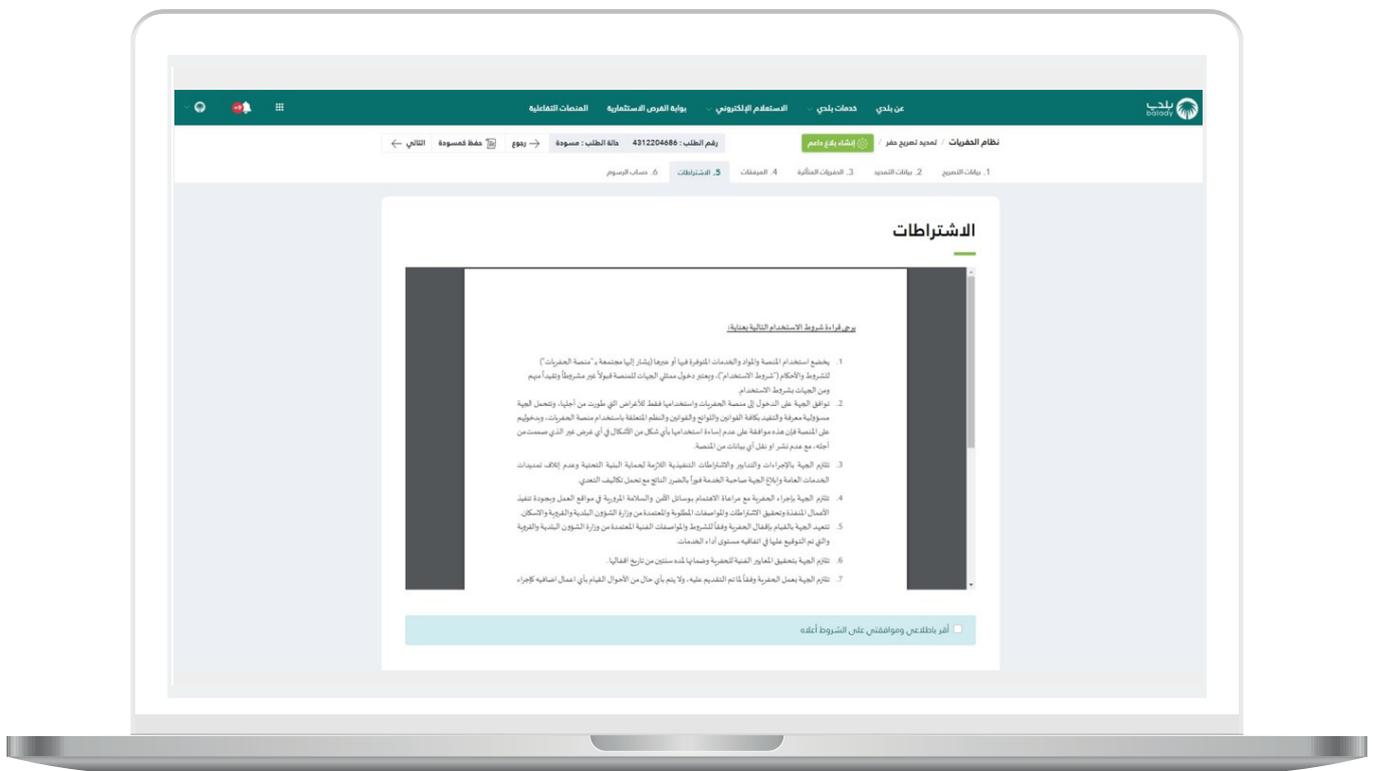


4) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

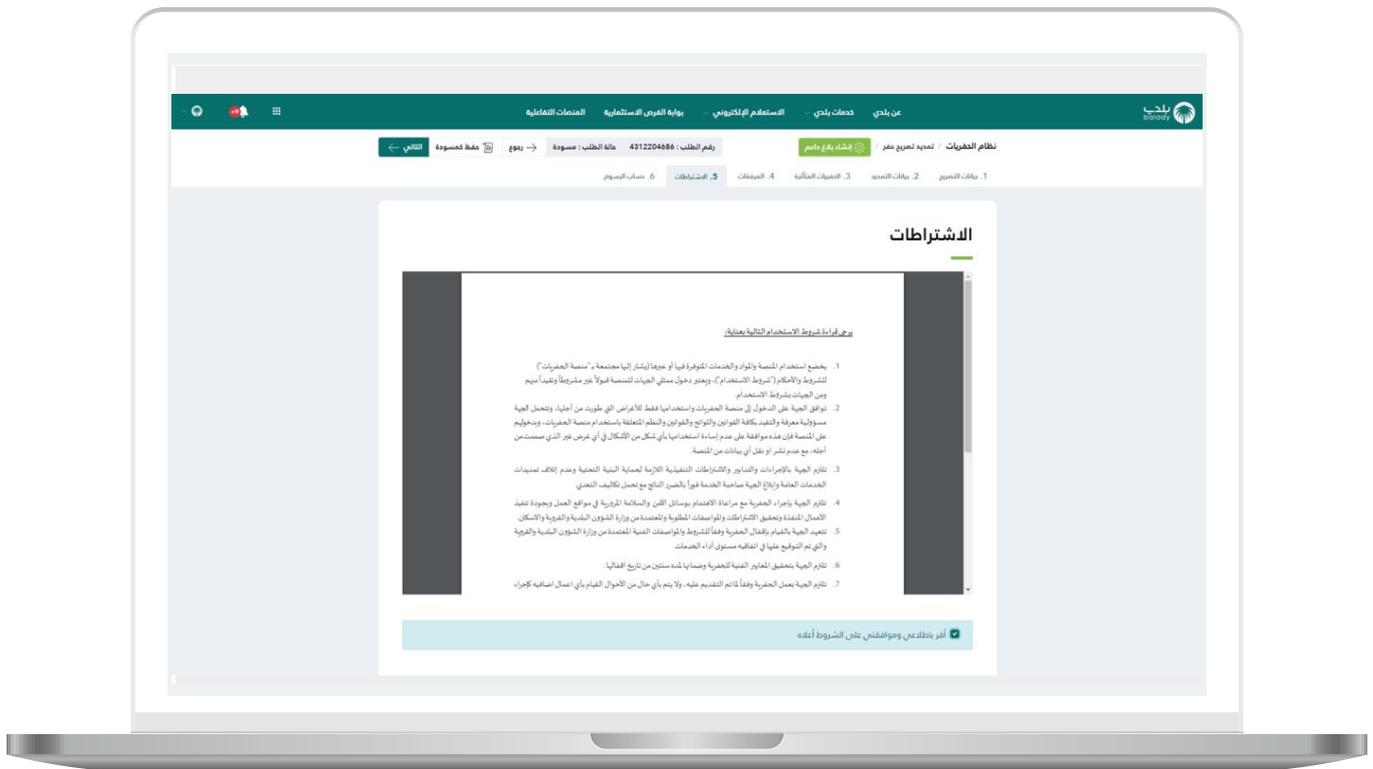
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



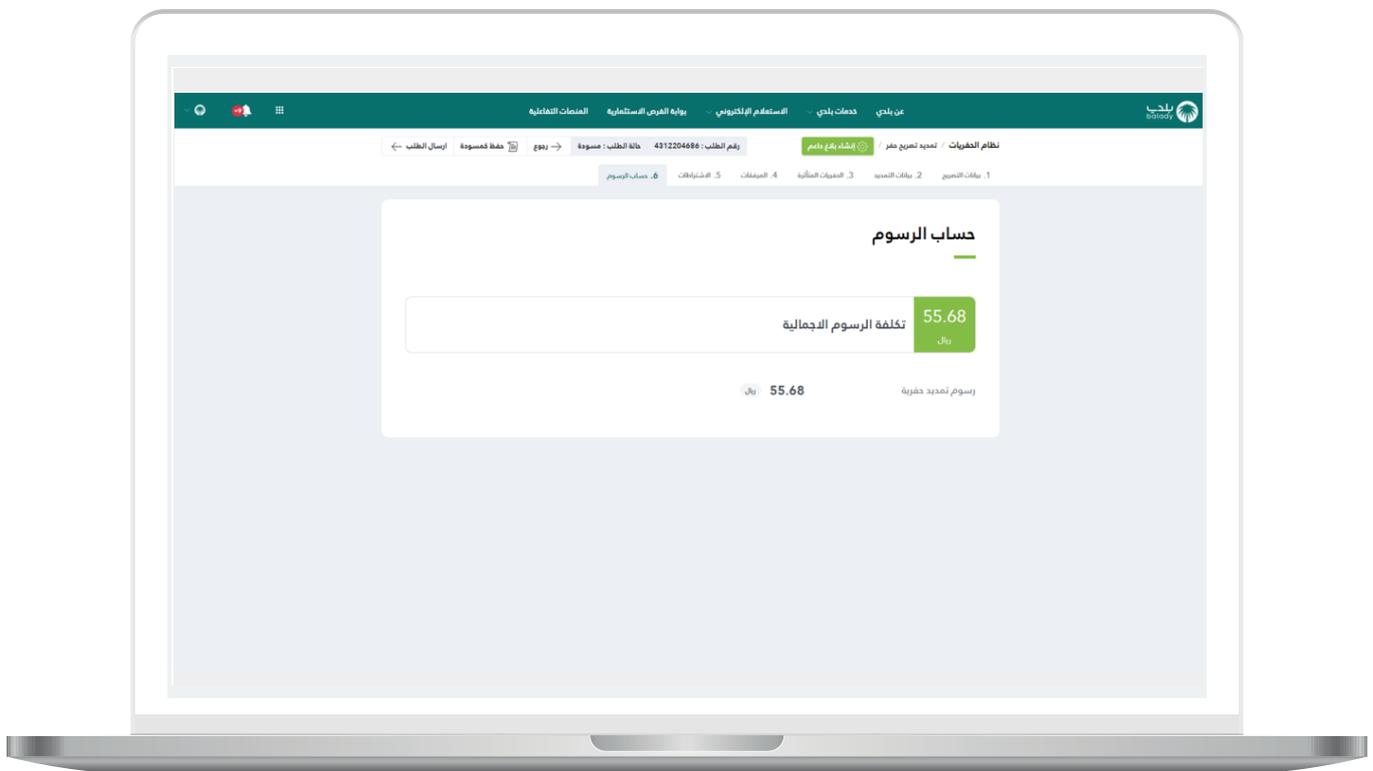
5) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



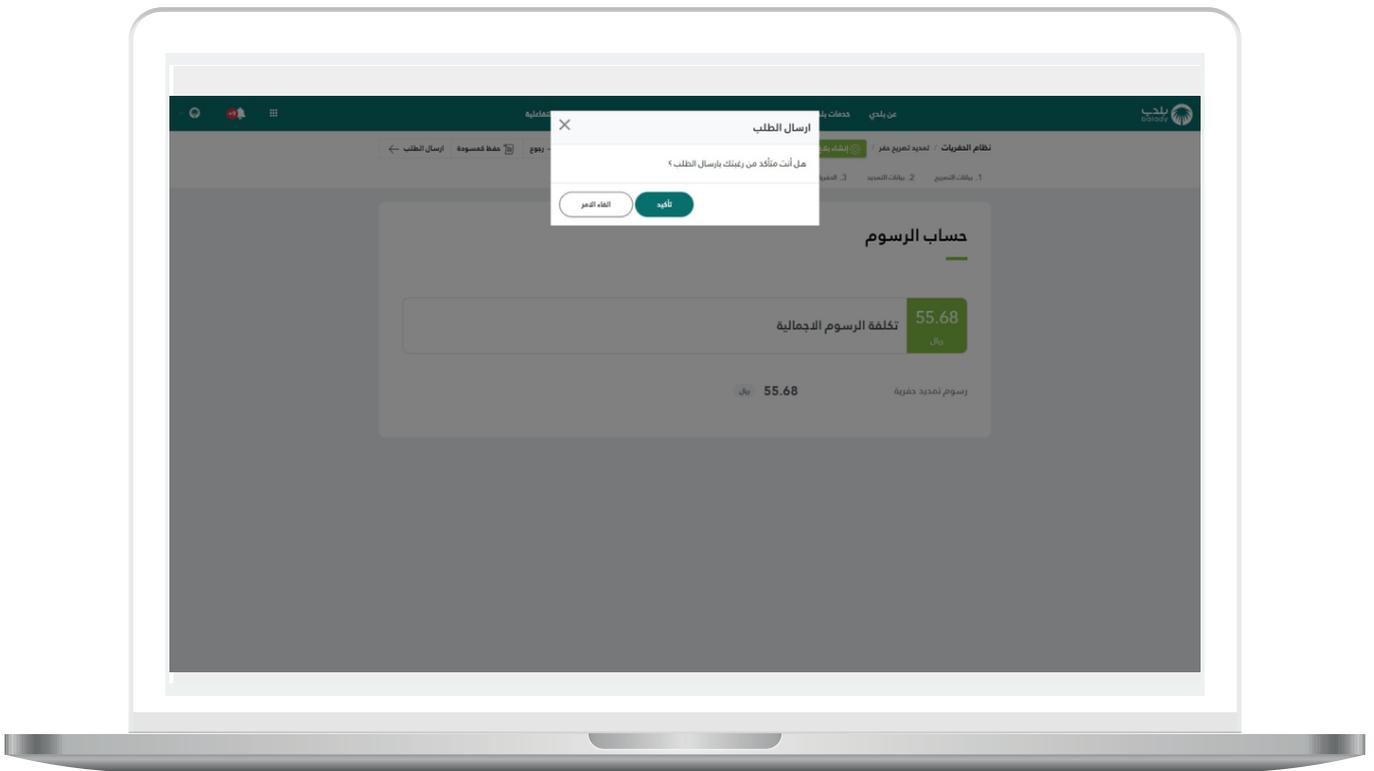
6) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



7) The user is then taken to the **(Fee Calculation)** stage, where the total cost is displayed. The request can be submitted by clicking **(Submit Request)**, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

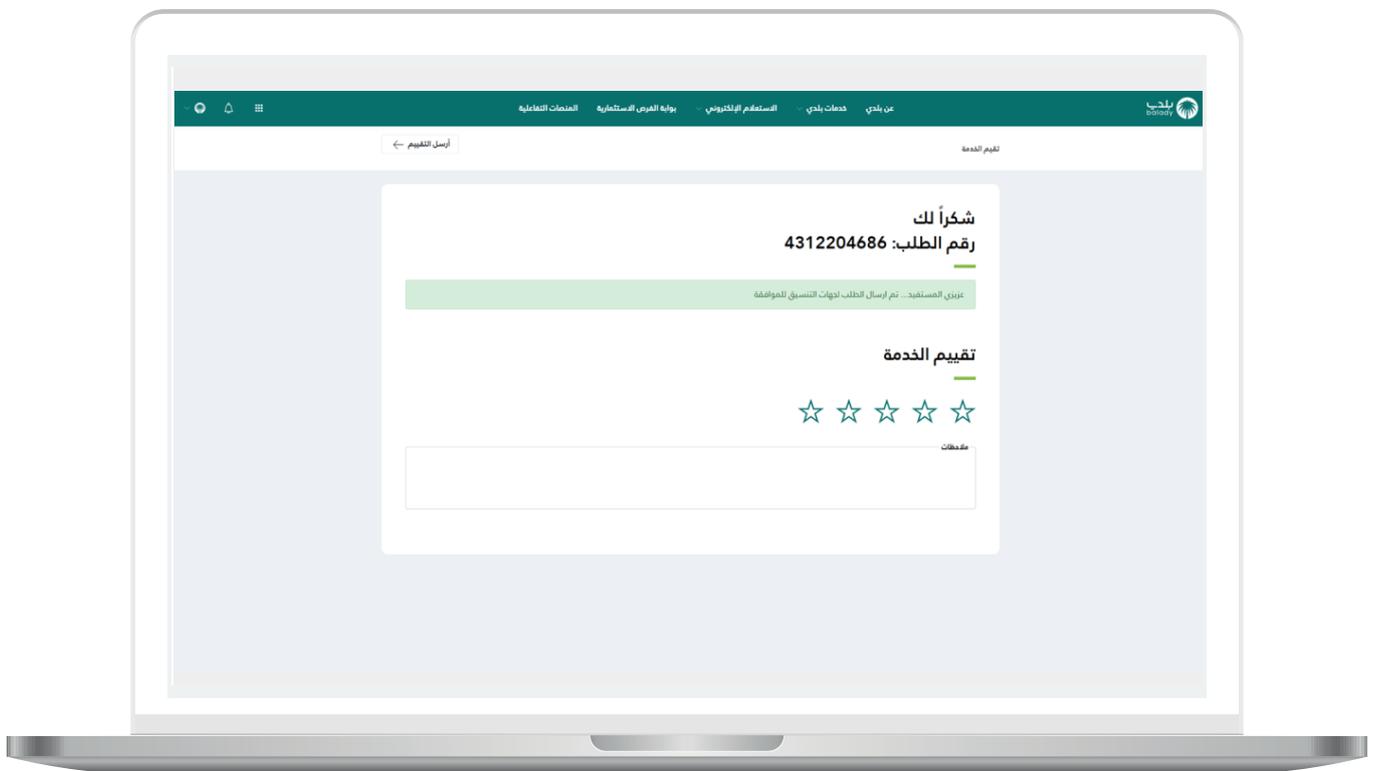


8) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.

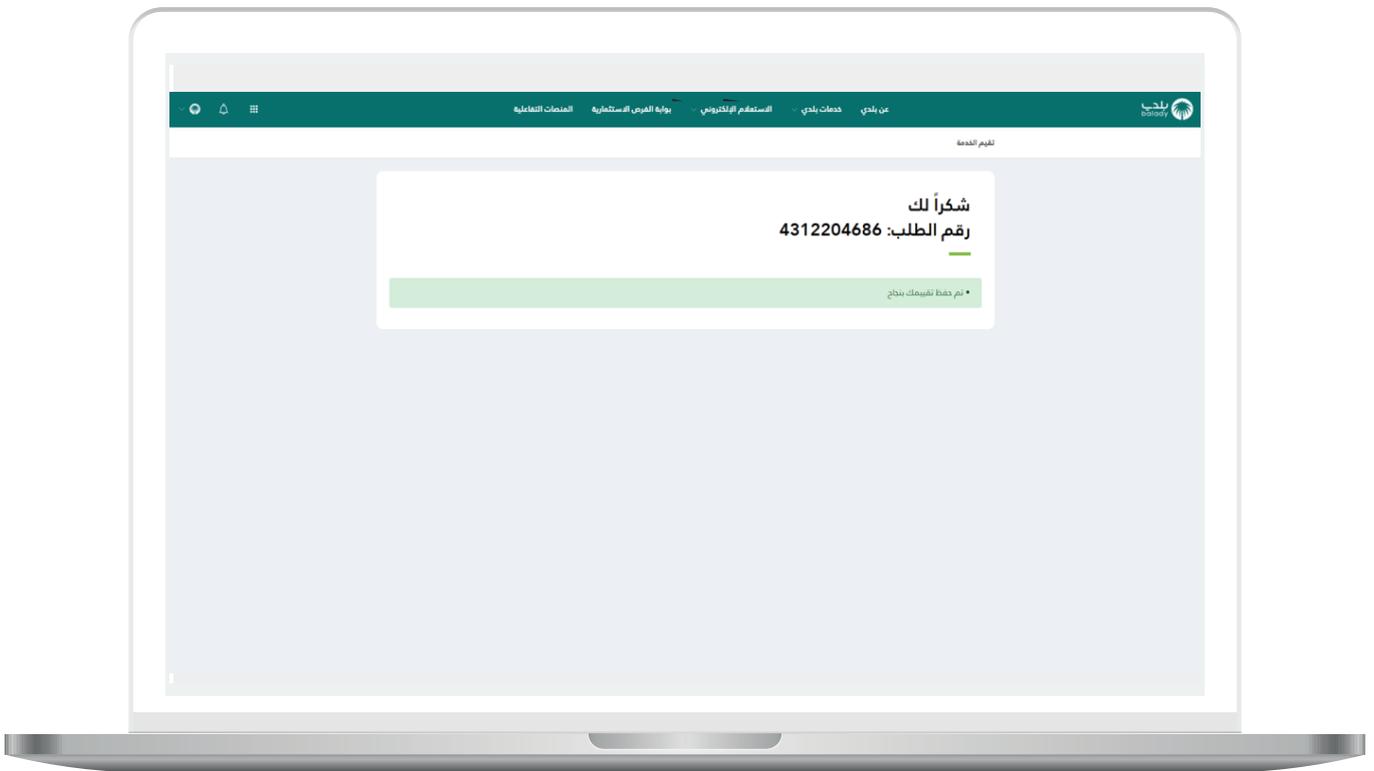


9) The request is then sent to the coordination authorities, with a notification message confirming the submission.

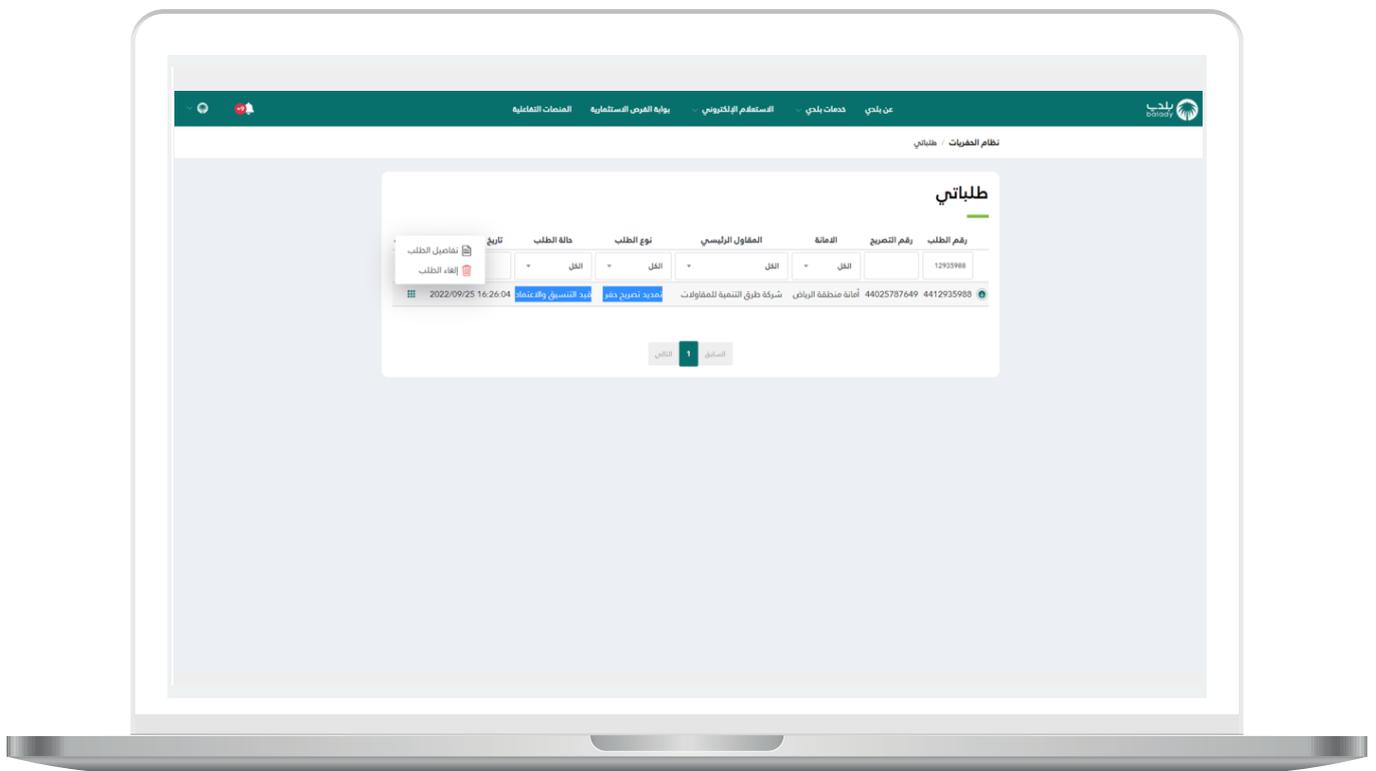
The user can evaluate the service by selecting a star rating and entering a value in the **(Comments)** field, then clicking **(Submit Evaluation)**.



10) The evaluation is successfully saved, and a confirmation message appears.

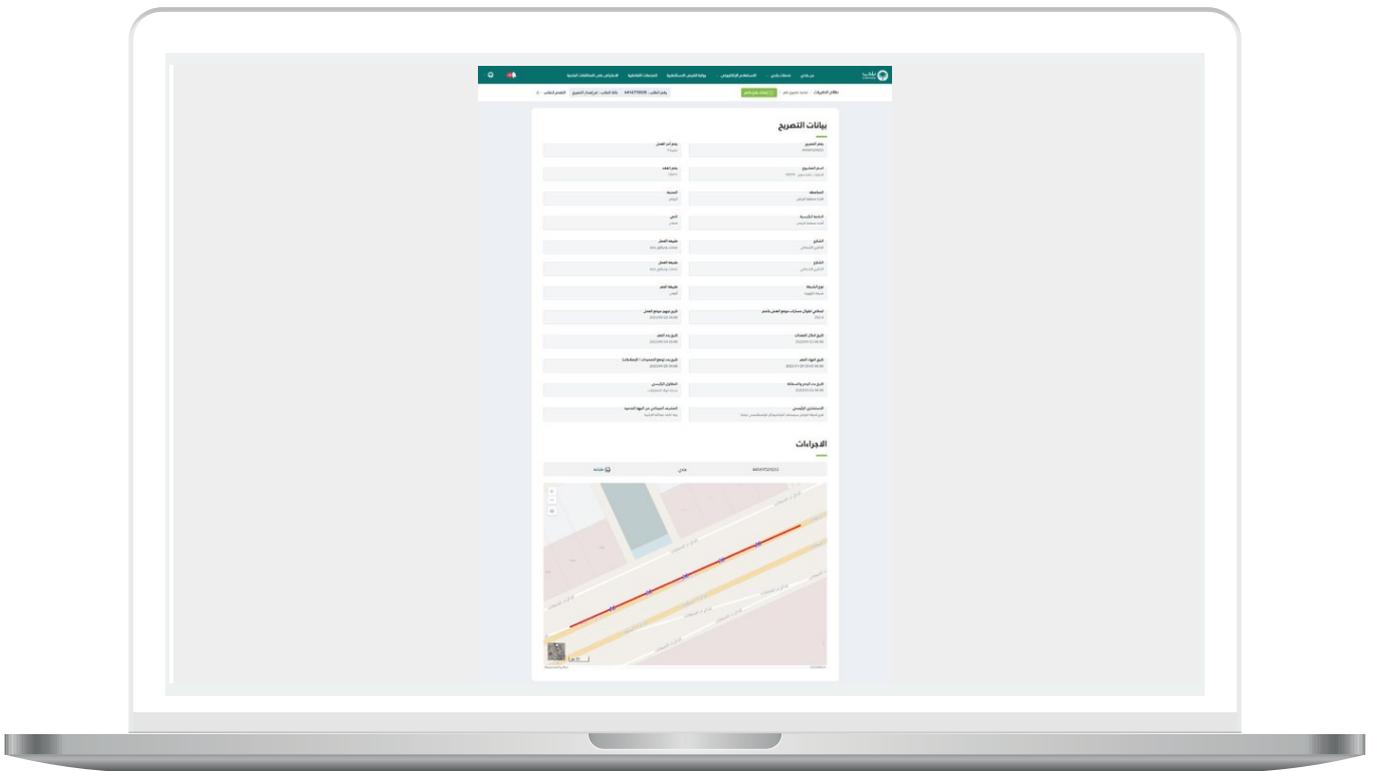


11) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.



Renewal

- 1) After clicking **(Renewal)**, the permit details are displayed as follows. The user clicks **(Proceed with Request)** to initiate the process.

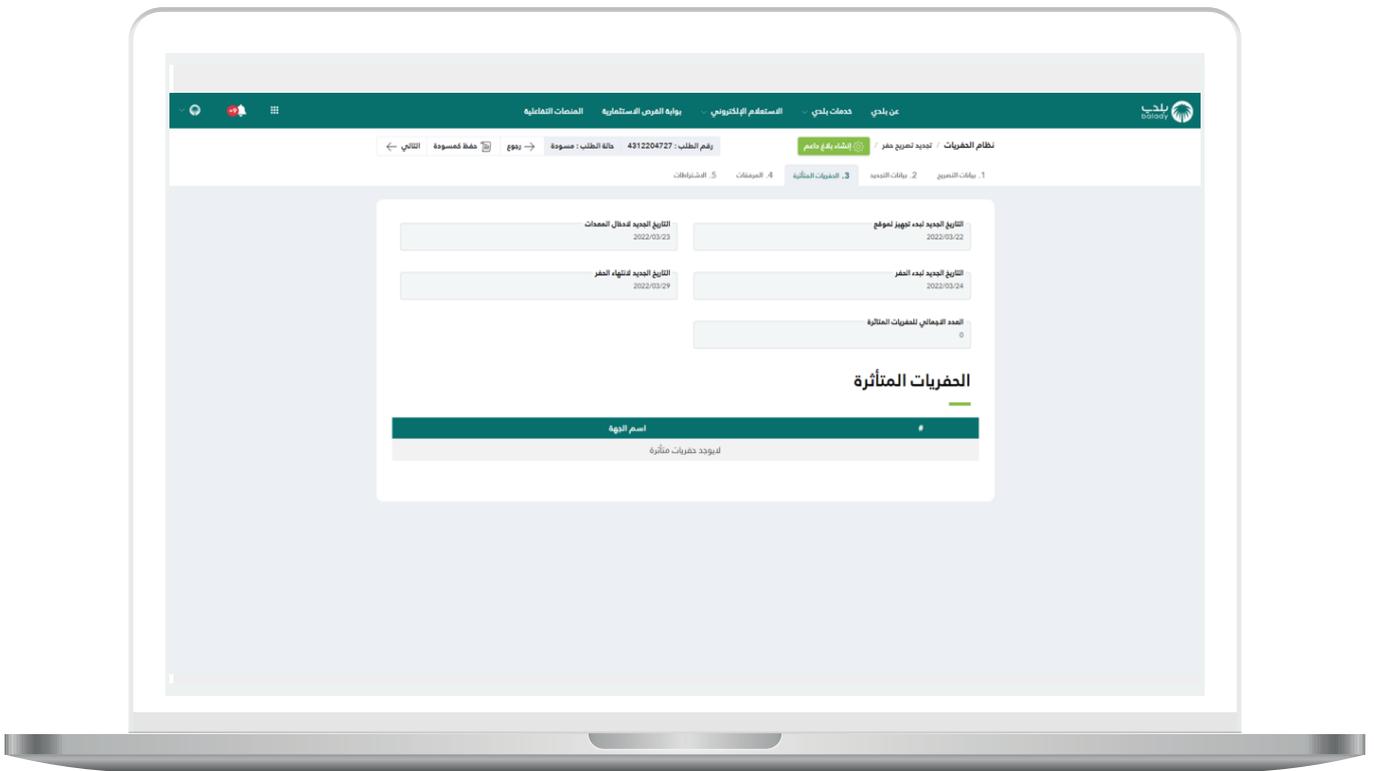


2) The user is then directed to the **(Renewal Information)** stage, where required field values must be entered, including **(Reason for Renewal Request, Description of the Request, Requested Renewal Period in Days, Excavation Work Completion Percentage)**.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

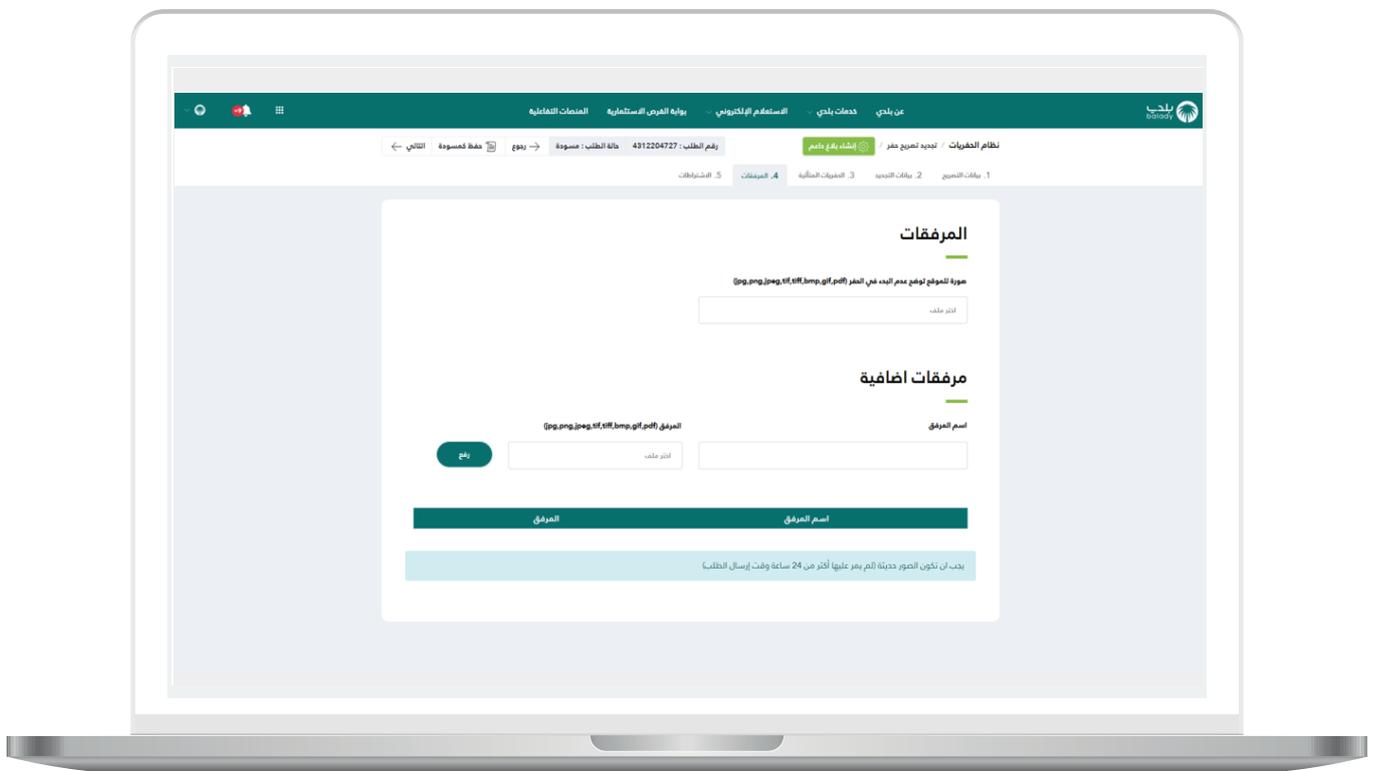
The screenshot displays the 'بيانات الطلب' (Request Information) form in the Nasseq web application. The form is organized into two main sections: 'بيانات الطلب' (Request Information) and 'بيانات التجديد' (Renewal Information). The 'بيانات الطلب' section includes fields for 'اسم مقدم الطلب' (Requester Name), 'رقم الطلب' (Request Number), and 'حالة الطلب' (Request Status). The 'بيانات التجديد' section includes fields for 'سبب طلب التجديد' (Reason for Renewal), 'وصف سبب الطلب' (Description of Request Reason), 'نسبة إنجاز أعمال الحفر' (Excavation Work Completion Percentage), and 'فترة التجديد المطلوبة بالأيام' (Requested Renewal Period in Days). The form is displayed on a laptop screen, and the header includes the Nasseq logo and navigation links.

3) The user is then directed to the **(Affected Excavations)** stage, where a list of affected excavations is displayed. The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft for later reference by clicking **(Save as Draft)** or return to the previous stage by clicking **(Back)**.

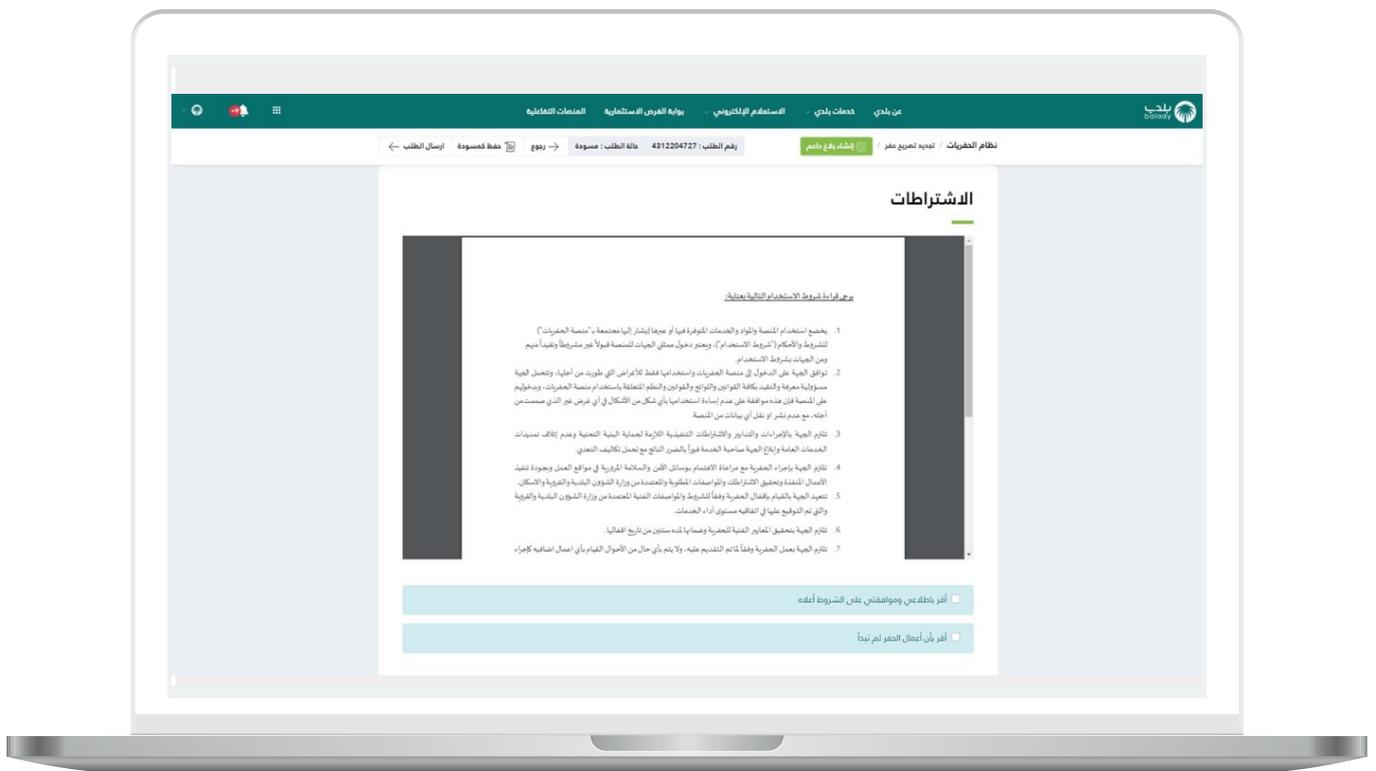


4) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

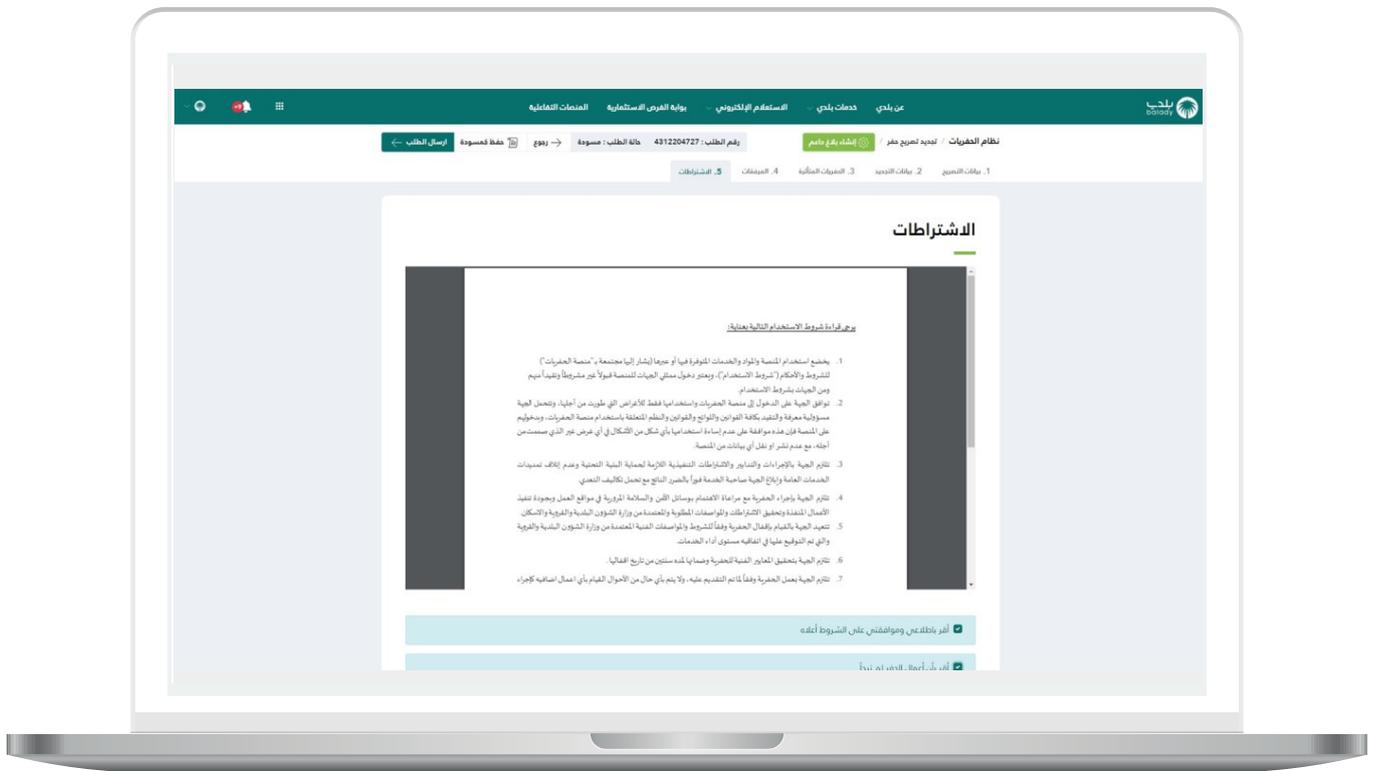
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



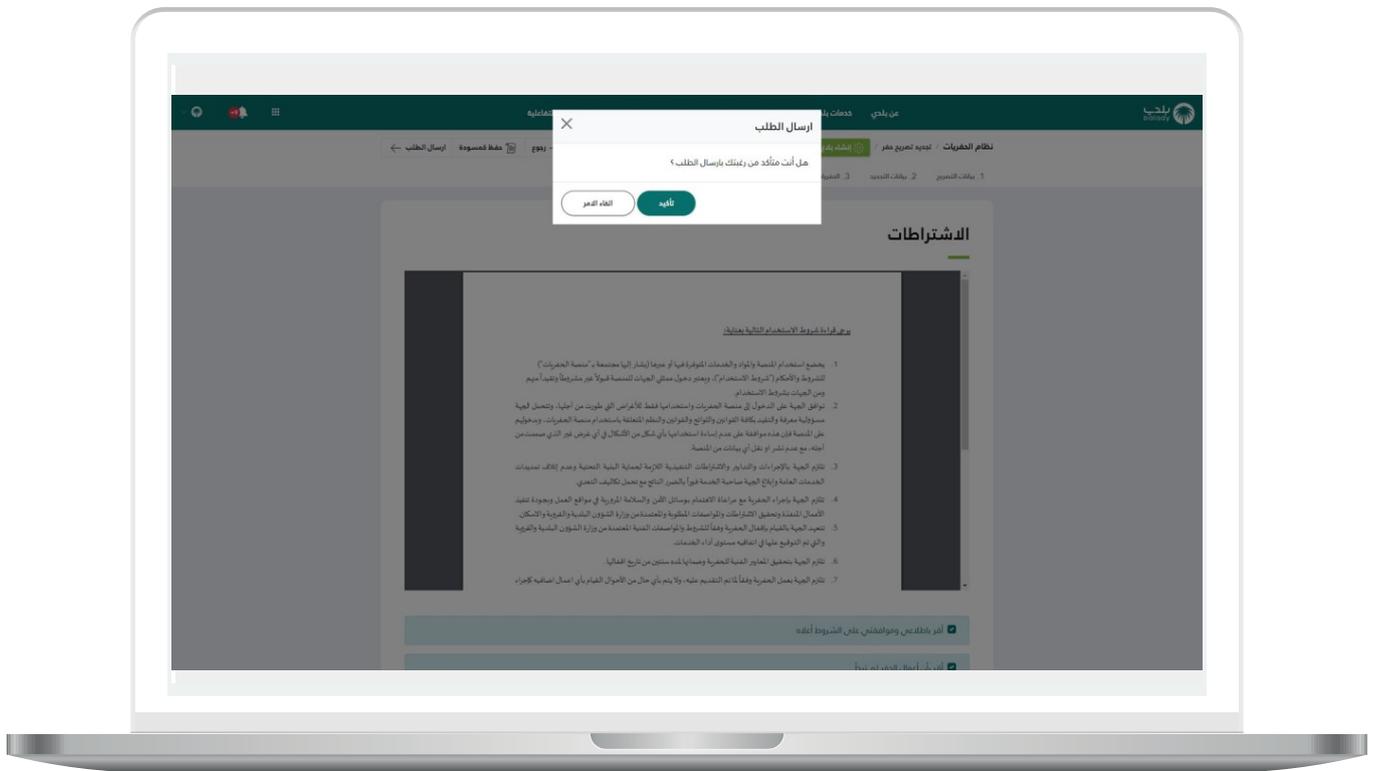
5) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



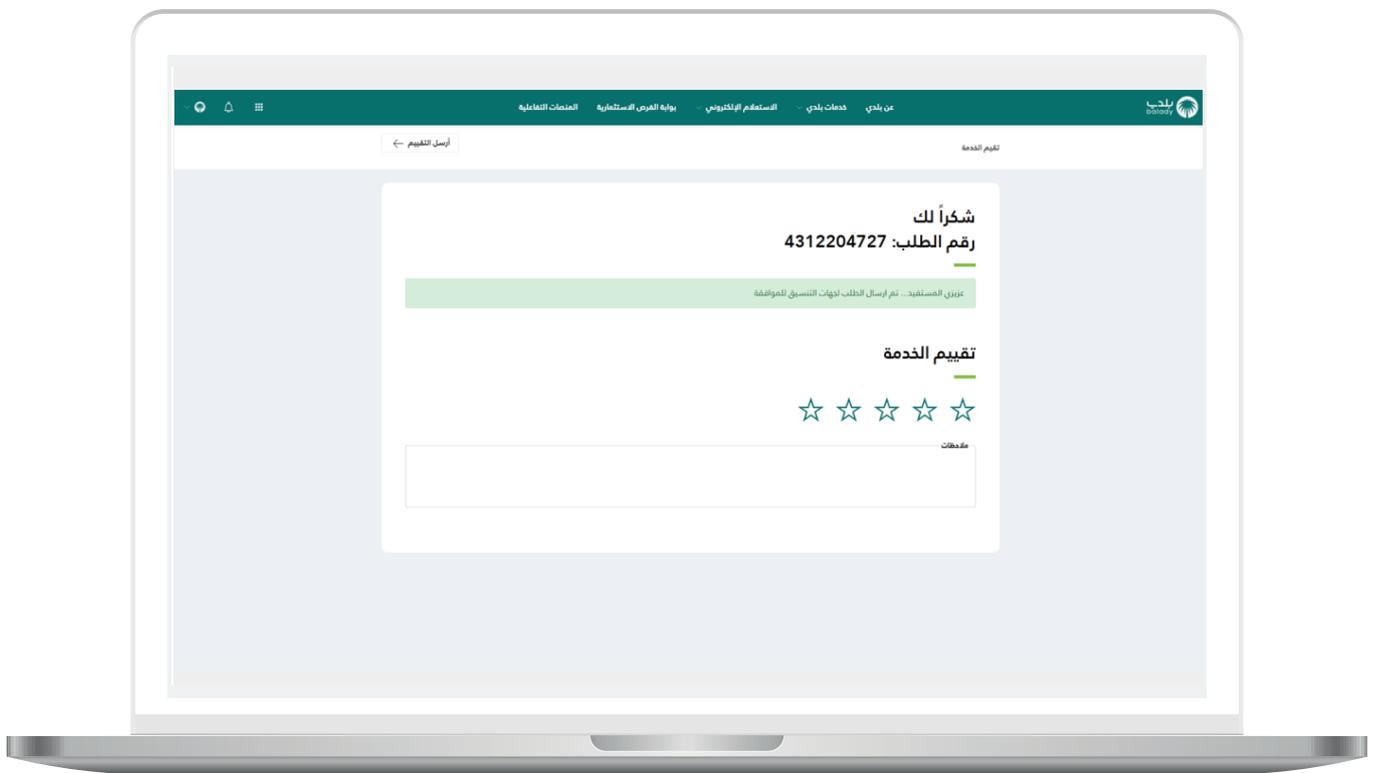
6) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



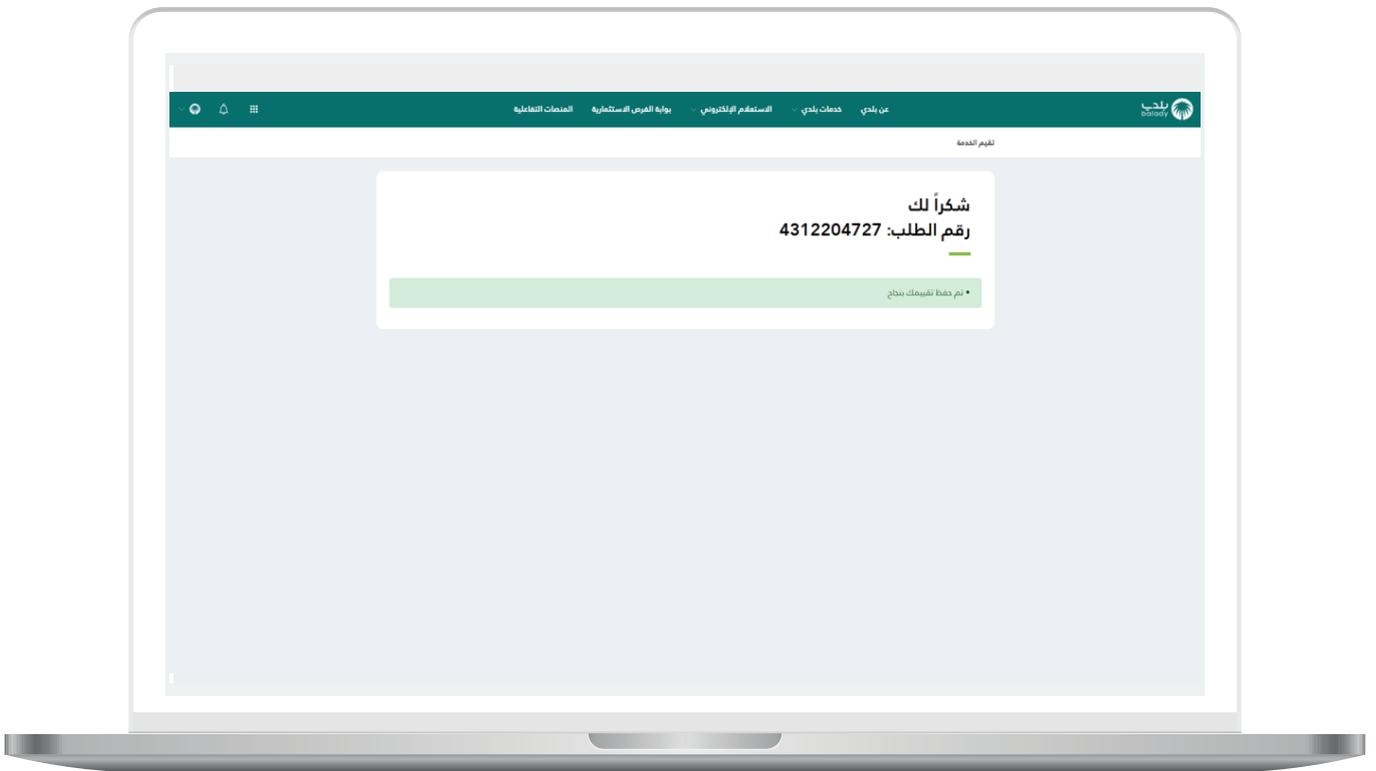
7) A confirmation message appears, prompting the user to click (**Confirm**) to complete the request submission or (**Cancel**) to abort the process.



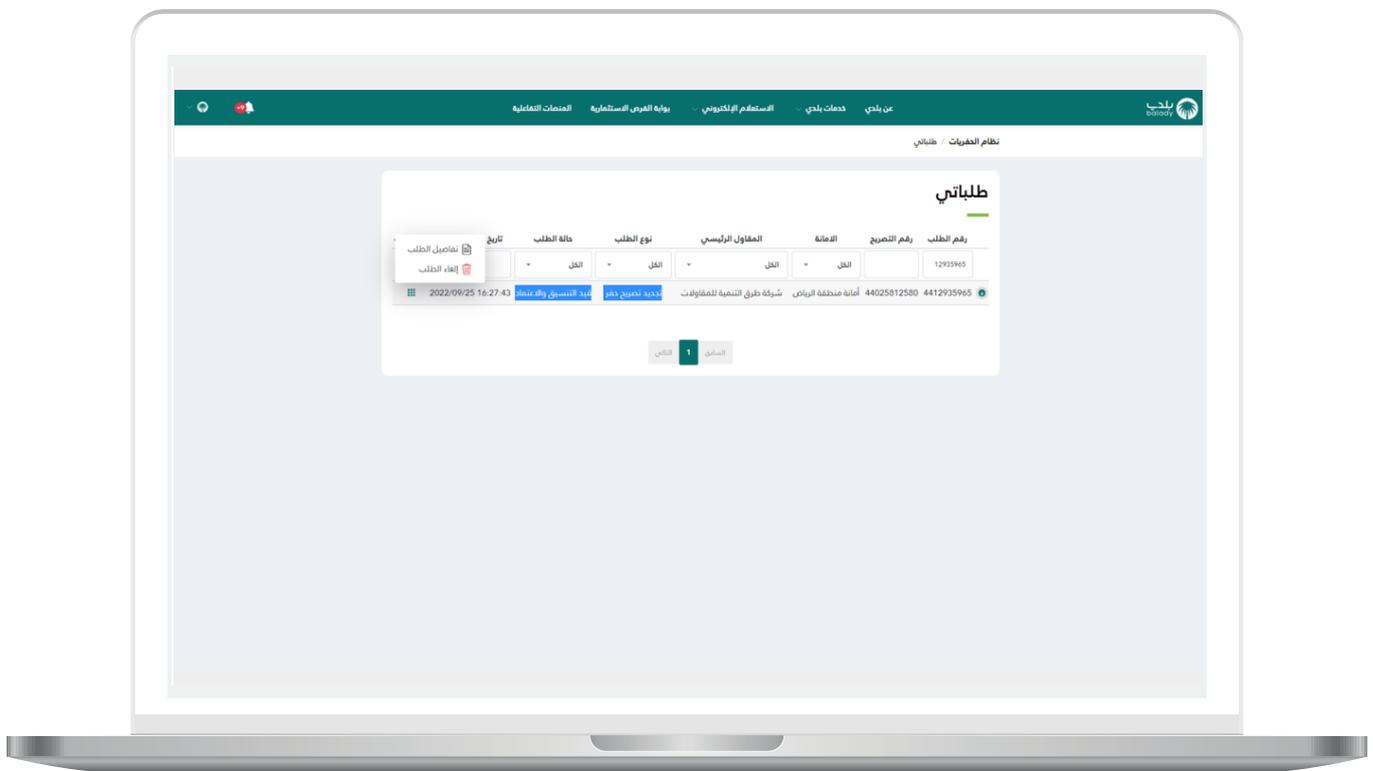
8) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



9) The evaluation is successfully saved, and a confirmation message appears.

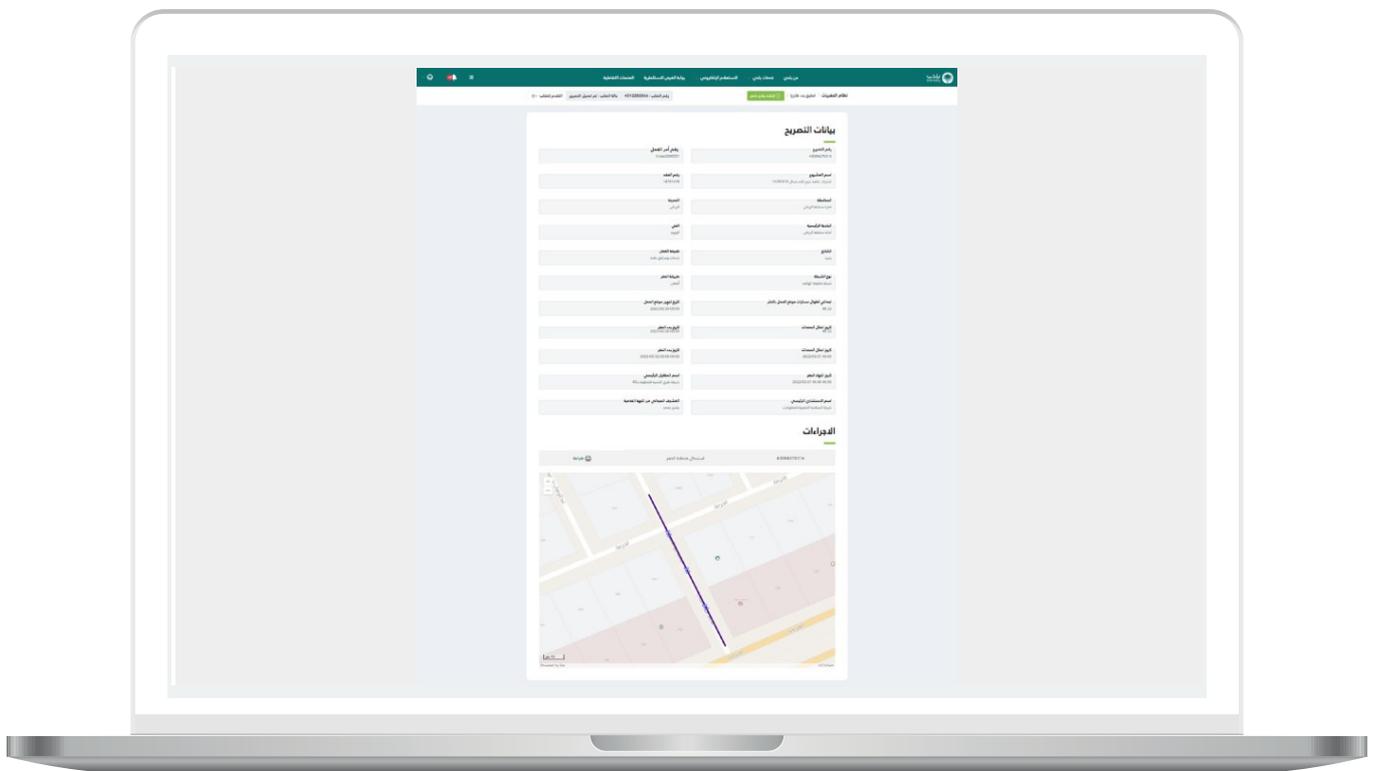


10) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.



Emergency Start Suspension

1) After clicking **(Emergency Start Suspension)**, the permit details are displayed as follows. The user clicks **(Proceed with Request)** to initiate the process.

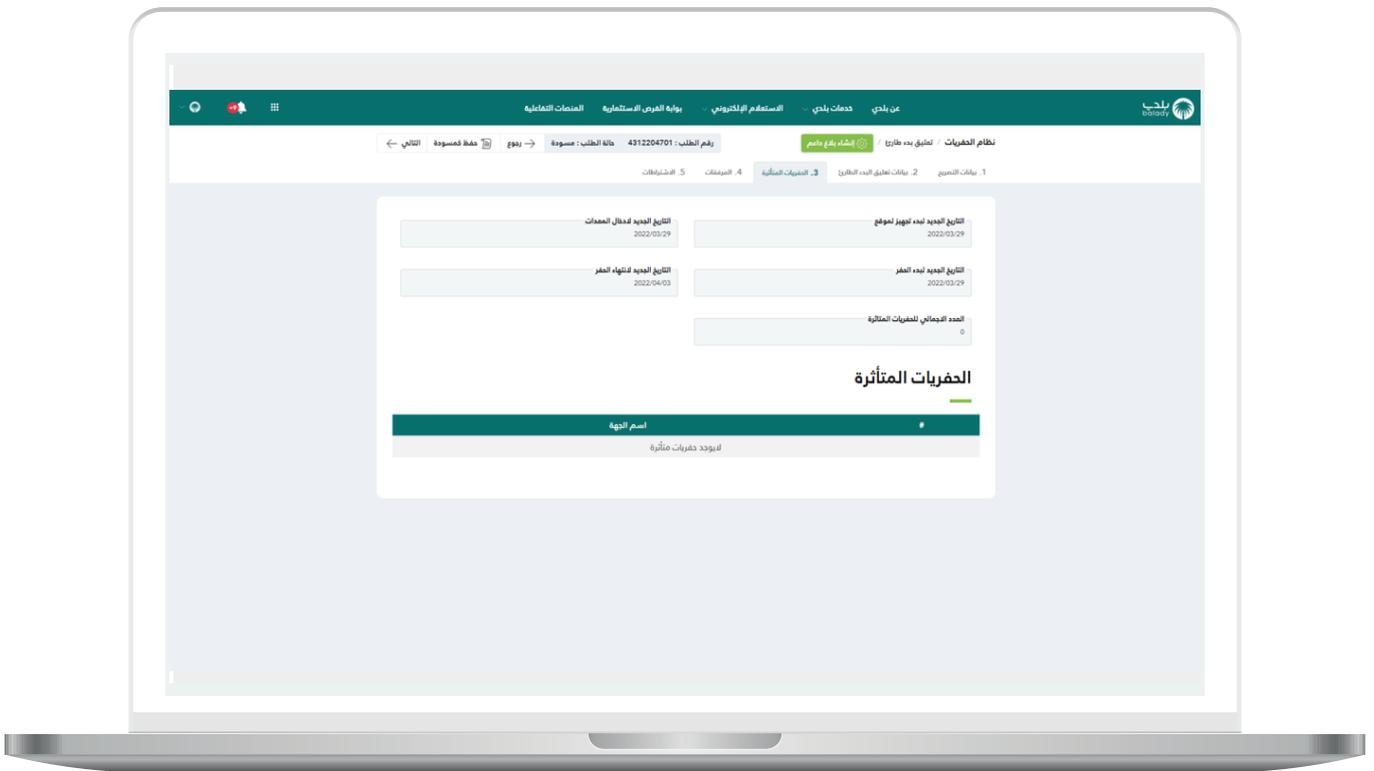


2) The user is then directed to the **(Emergency Start Suspension Information)** stage, where required field values must be entered, including **(Reason for Suspension Request, Description of the Request, Requested Suspension Duration in Days, Excavation Work Completion Percentage)**.

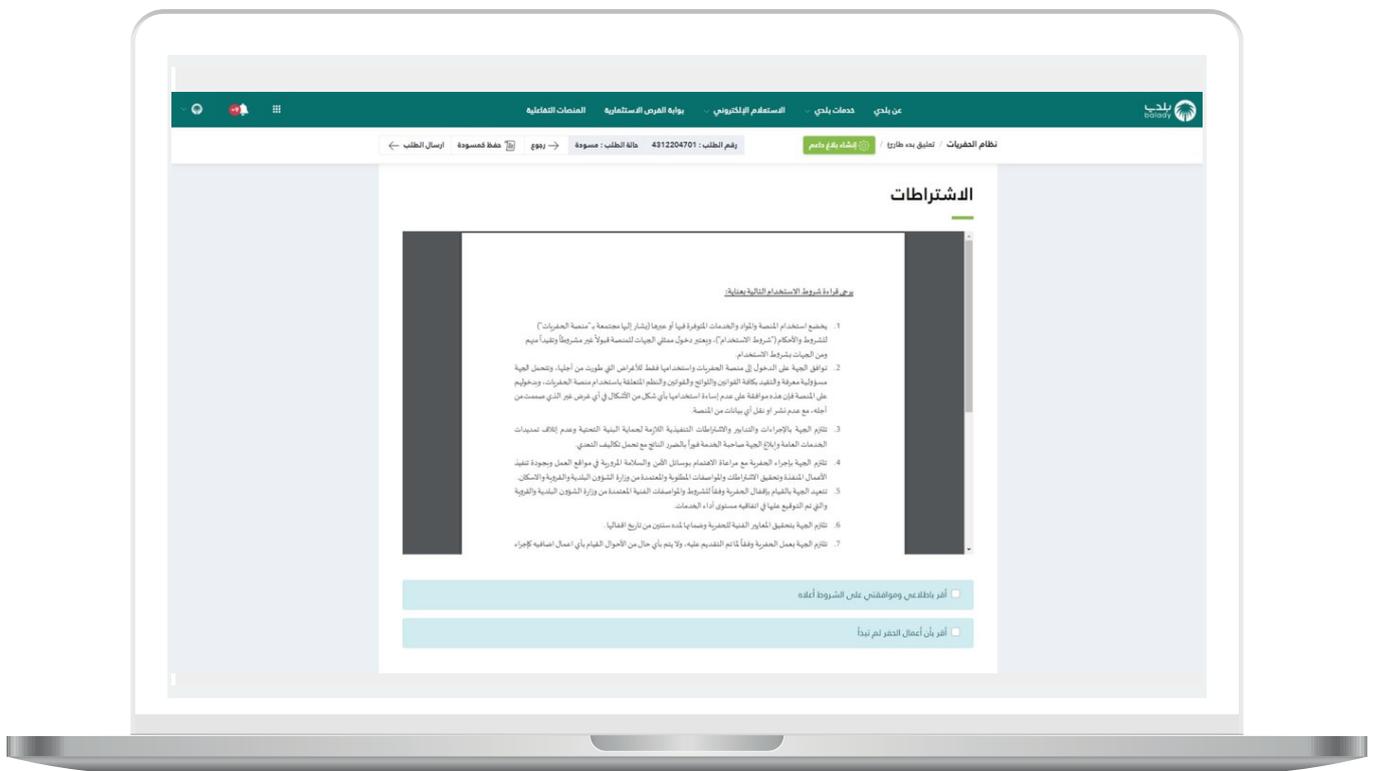
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

The screenshot displays the 'بيانات الطلب' (Request Data) form in the Nasseq system. The form is organized into two main sections: 'بيانات الطلب' and 'بيانات تعليق البدء الطارئ'. The 'بيانات الطلب' section includes fields for 'مكتب التنسيق' (Coordination Office), 'اسم مقدم الطلب' (Requester Name), 'تاريخ تقديم الطلب' (Request Submission Date), and 'الحالة الطلب' (Request Status). The 'بيانات تعليق البدء الطارئ' section includes fields for 'سبب طلب تعليق البدء الطارئ' (Reason for Emergency Start Suspension Request), 'وصف سبب الطلب' (Request Description), 'نسبة إنجاز أعمال الحفر' (Excavation Work Completion Percentage), and 'مدة التعليق المطلوبة بالأيام' (Required Suspension Duration in Days). The form is presented on a laptop screen, and the background shows a navigation menu and a breadcrumb trail.

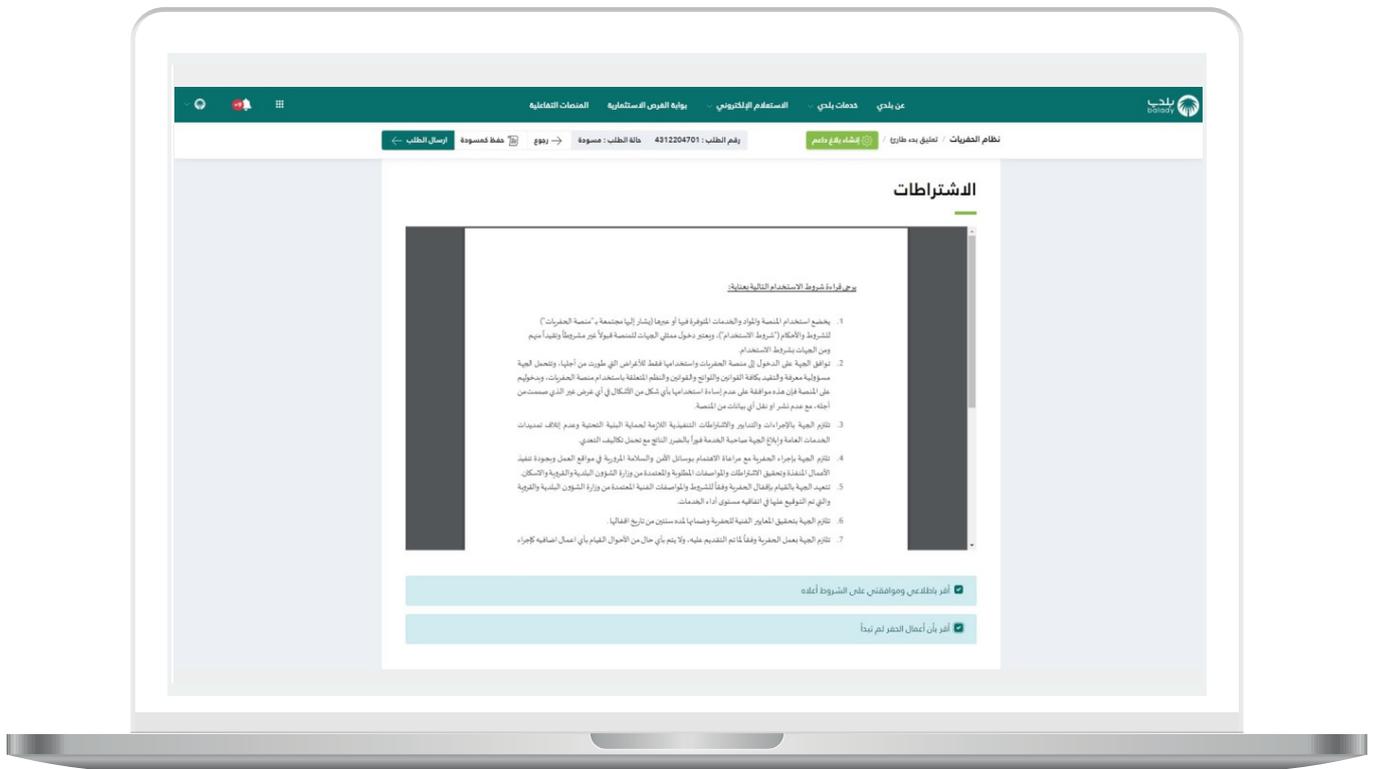
3) The user is then directed to the **(Affected Excavations)** stage, where a list of affected excavations is displayed. The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft for later reference by clicking **(Save as Draft)** or return to the previous stage by clicking **(Back)**.



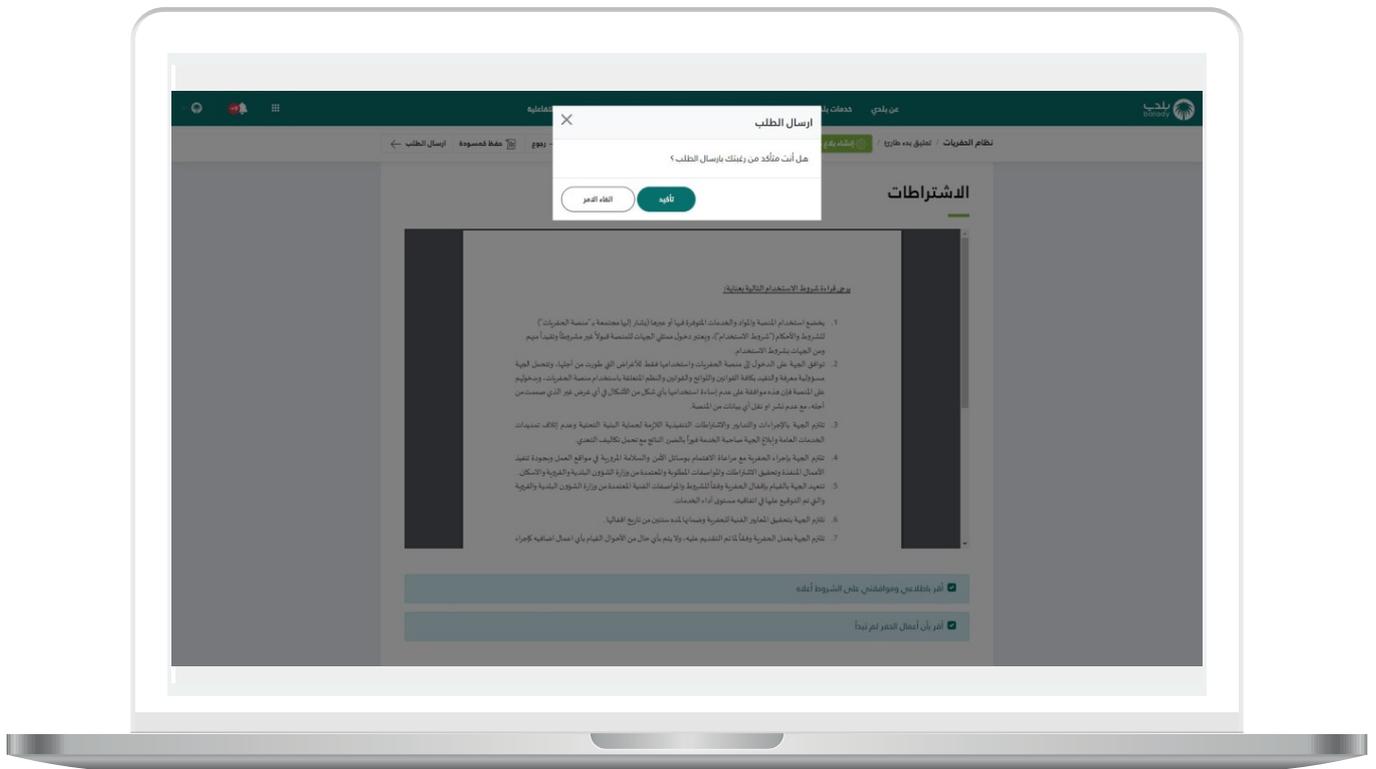
5) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



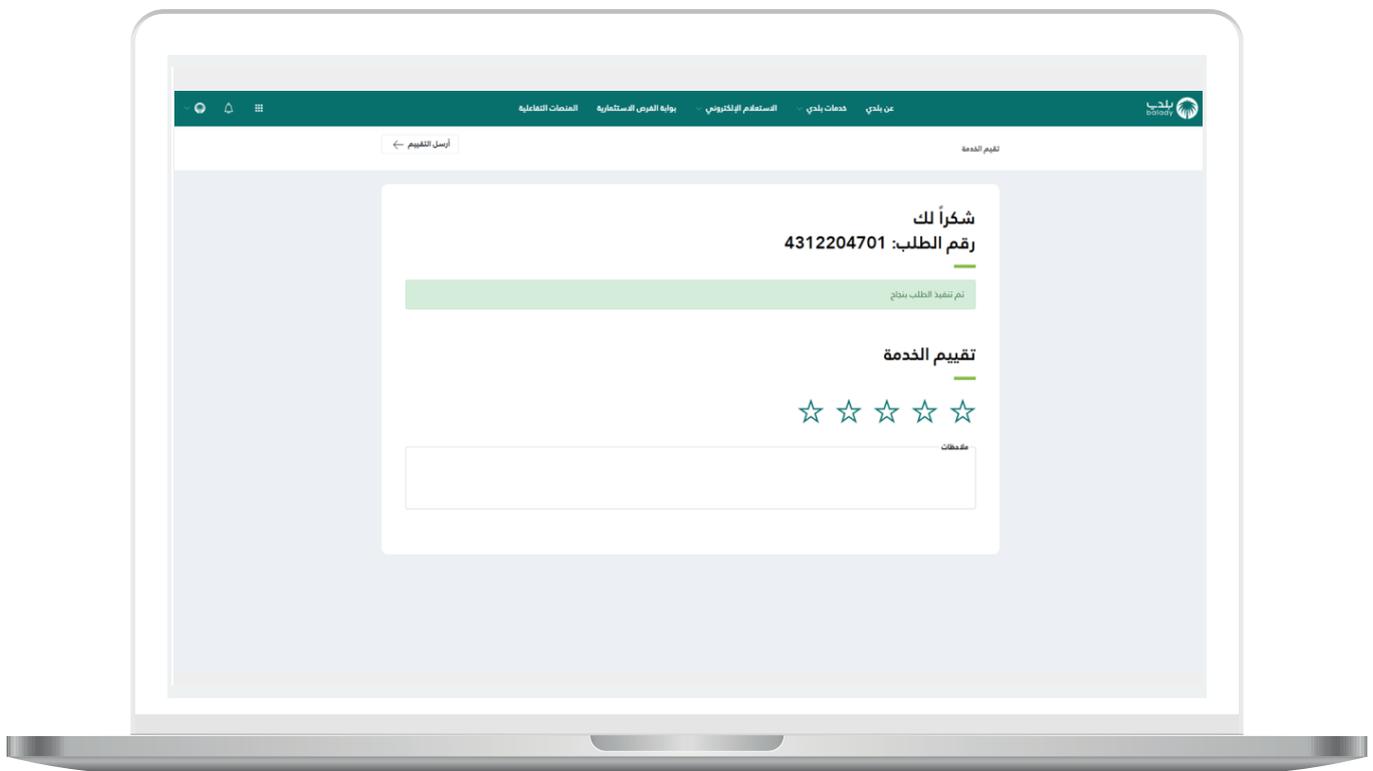
6) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



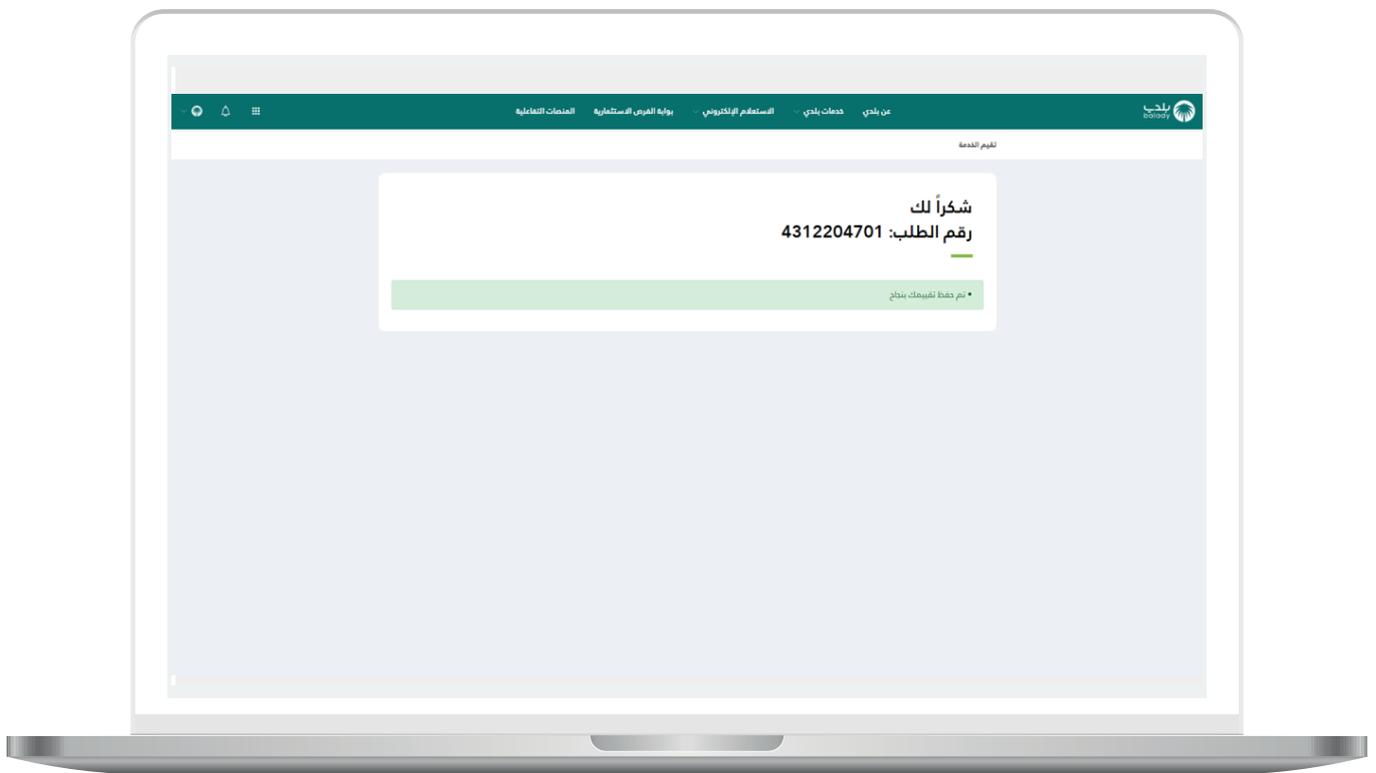
7) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.



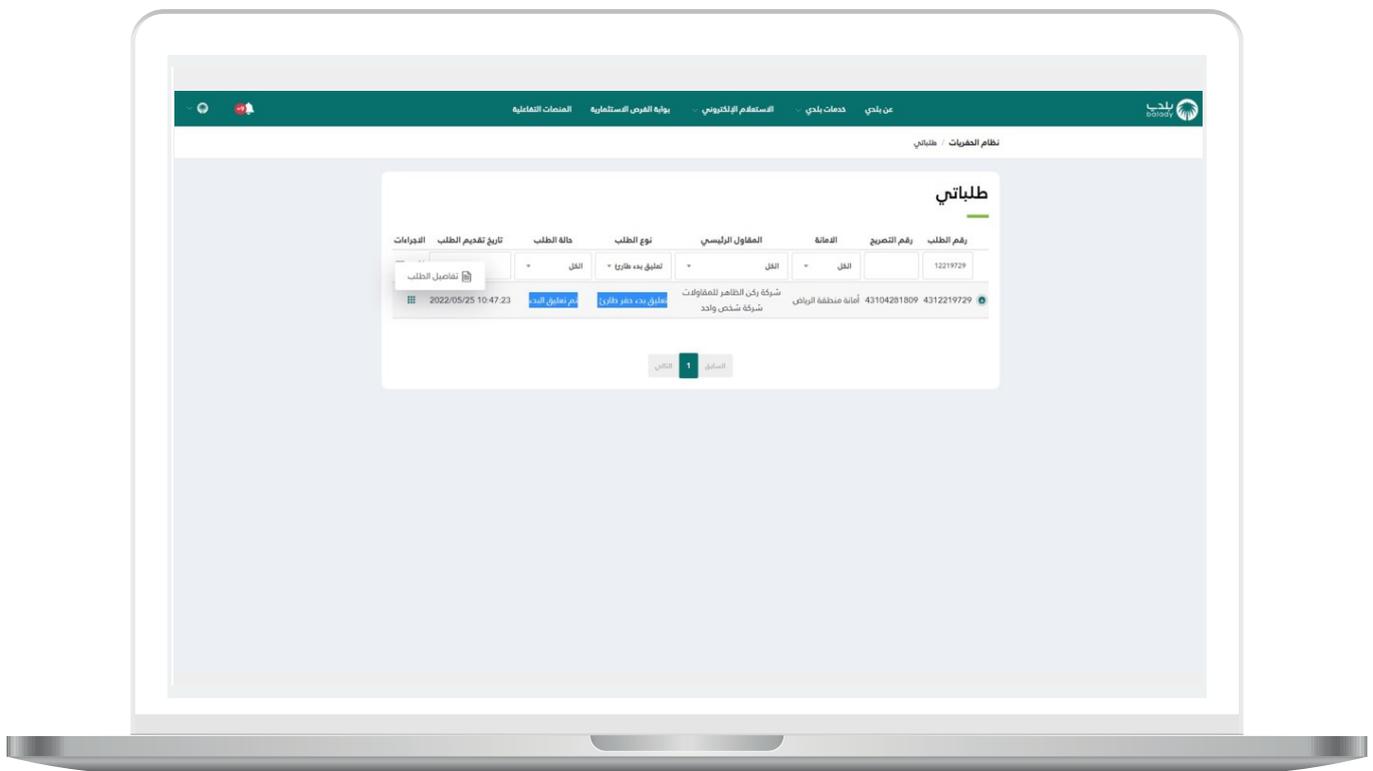
8) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



9) The evaluation is successfully saved, and a confirmation message appears.

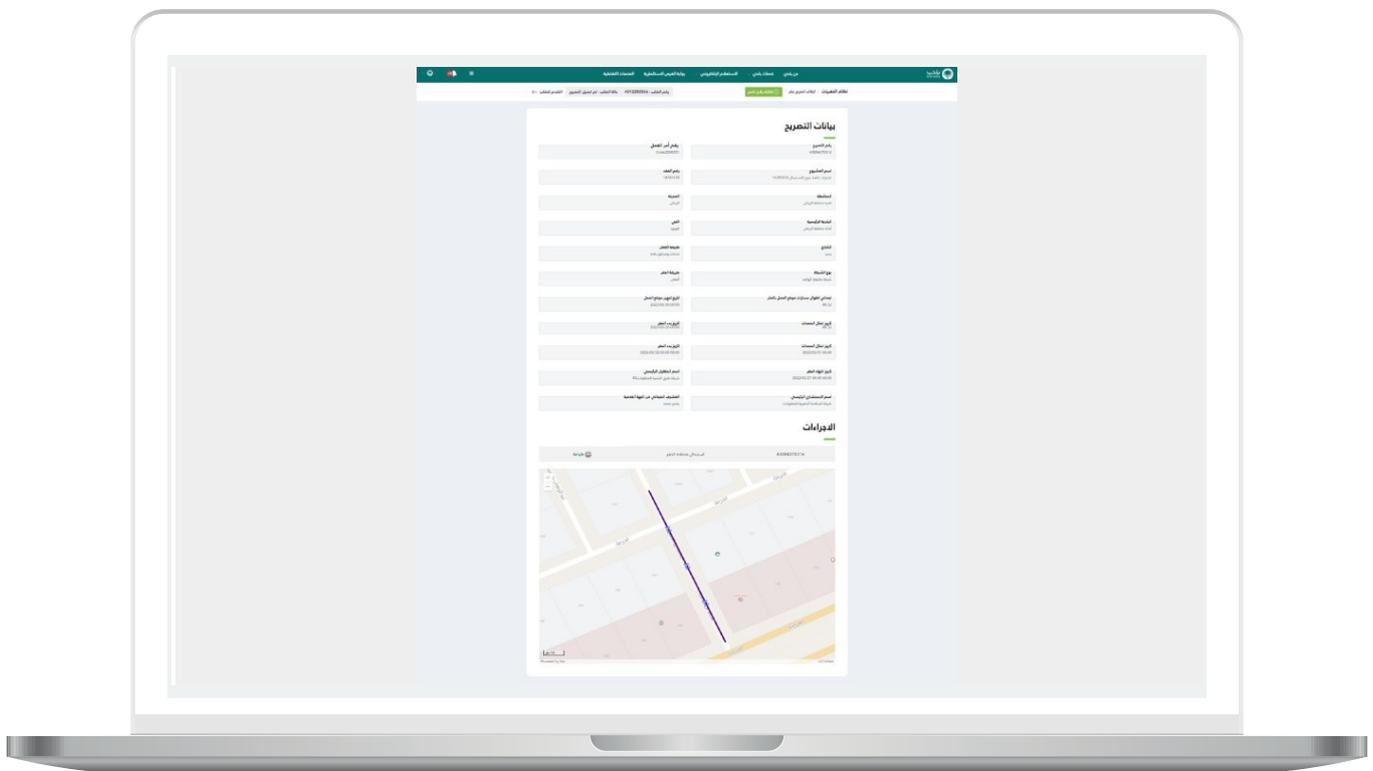


10) The user is then directed to the **(My Requests)** screen to track the request. The request status is updated to **(Start Suspended)**, and the user can view request details by clicking **(Request Details)** in the **(Actions)** column.



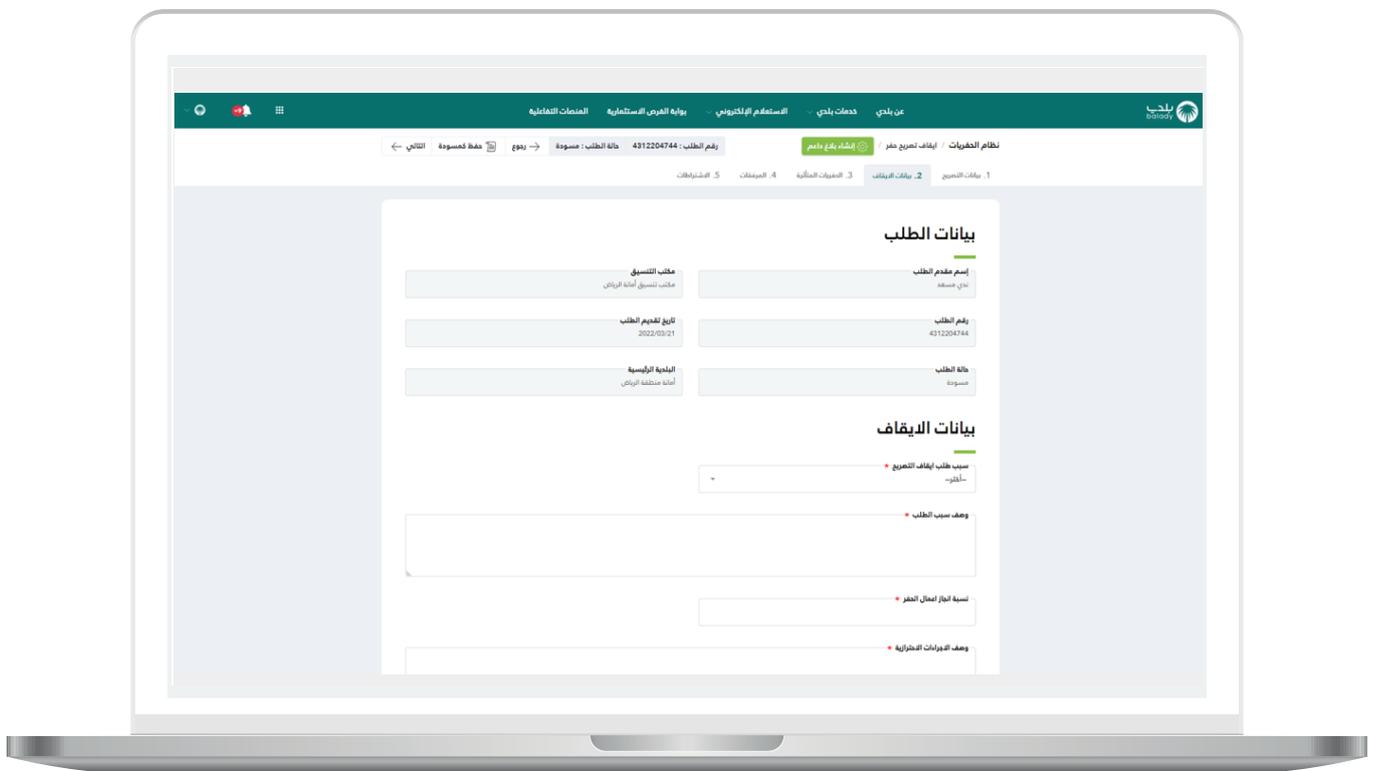
Excavation Permit Suspension

1) After clicking **(Excavation Permit Suspension)**, the permit details are displayed. The user then clicks **(Proceed with Request)** to start the process.



2) The user is then directed to the **(Suspension Details)** stage, where the required fields are filled, including **(Reason for Suspension Request, Request Description, Excavation Work Completion Percentage, Description of Precautionary Measures, Suspension Start Date, Suspension Time, Suspension Duration in Days)**.

The user may also select the **(Indefinite Suspension)** checkbox if the suspension duration is unknown.



3) The second section of the screen.

The screenshot displays the 'بيانات الإيقاف' (Stop Data) form within the Nasseq web application. The form is titled 'بيانات الإيقاف' and includes several input fields and a checkbox. The fields are:

- سبب طلب إيقاف التصريح** (Reason for request to stop the permit): A dropdown menu.
- وصف سبب الطلب** (Description of the request): A text input field.
- نسبة إنجاز أعمال الحفر** (Percentage of excavation work completion): A text input field.
- وصف الدورات المتبقية** (Description of remaining cycles): A text input field.
- أيقاف لتول غير محدد** (Indefinite stop): A checkbox.
- تاريخ بداية الإيقاف** (Start date of stop): A date input field.
- وقت الإيقاف** (Stop time): A time input field.
- تاريخ الاستئناف** (Resumption date): A date input field.
- مدة الإيقاف بالتمام** (Duration of stop in full): A text input field.

The form is displayed on a laptop screen, and the background shows the application's navigation menu and header.

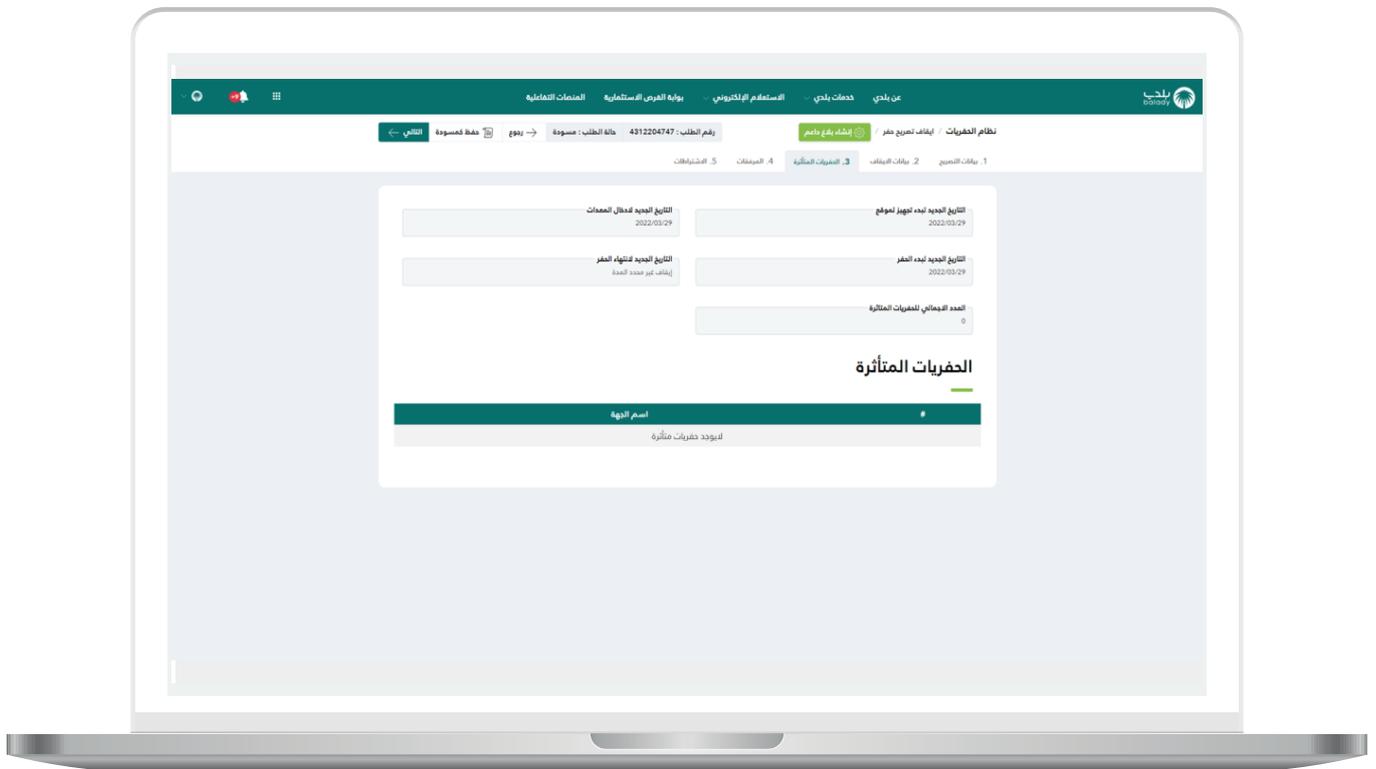
4) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

The screenshot displays the 'بيانات الايقاف' (Stop Data) form within the Nasseq web application. The form is titled 'بيانات الايقاف' and contains several sections for data entry:

- سبب طلب الايقاف التصريح** (Reason for stop request): A dropdown menu with the selected option being 'وجود مخالفة في موقع العمل' (Violation at the work site).
- وصف سبب التوقف** (Description of stop reason): A text input field with the entered text 'وتف سبب التوقف'.
- نسبة انجاز اعمال التمرير** (Percentage of completion): A text input field with the value '2'.
- وصف الاجراءات التخريبية** (Description of destructive actions): A text input field with the entered text 'وصف الاجراءات التخريبية'.
- الوقت الذي لم يتم محدد** (Time not specified): A checkbox that is currently unchecked.
- وقت الايقاف** (Stop time): A text input field with the value '00:30'.
- التاريخ بداية الايقاف** (Start date of stop): A text input field with the value '2022/03/01'.
- تاريخ الاستئناف** (Appeal date): A text input field with the value '2022/03/04 00:30'.
- مدة التوقف بالايام** (Stop duration in days): A text input field with the value '3'.

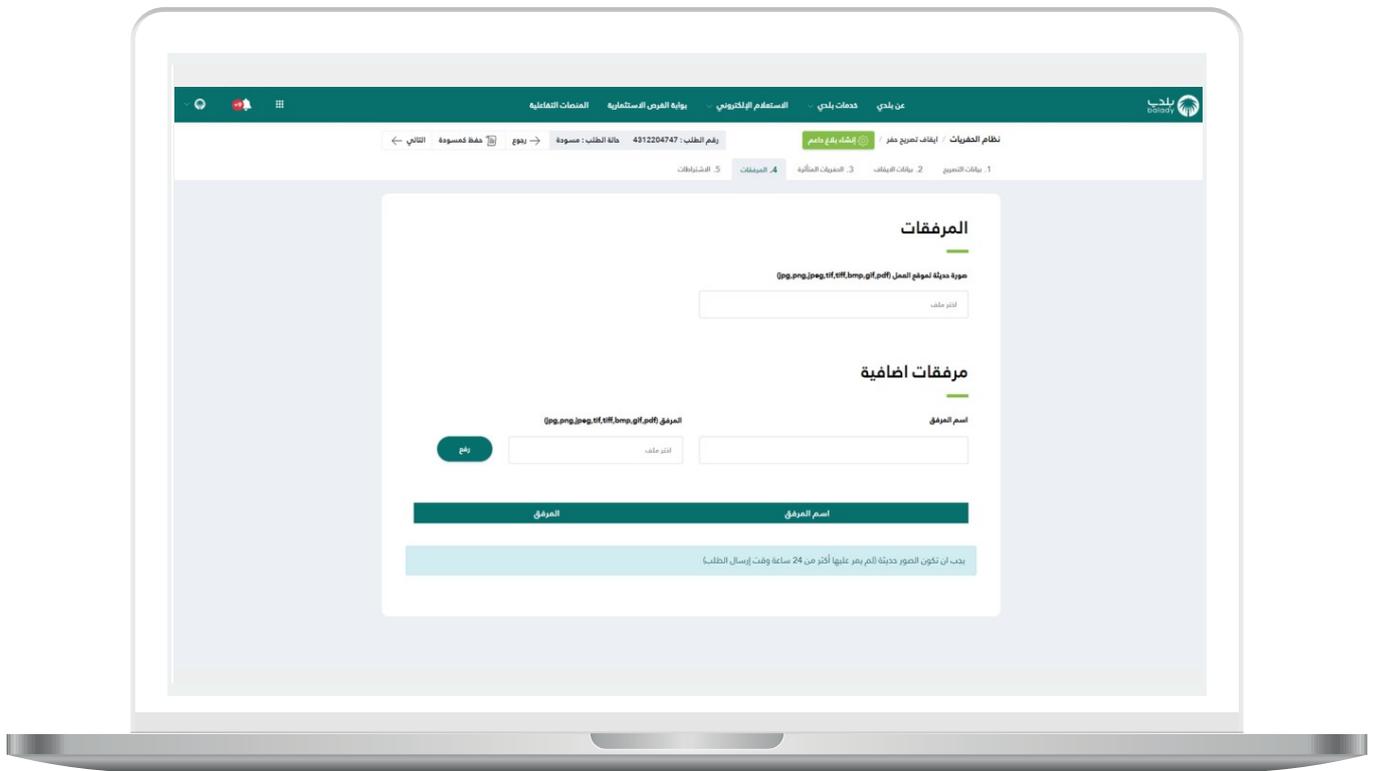
The form is displayed on a laptop screen, and the application's navigation bar is visible at the top, showing the user's profile and various system icons.

5) The user is then directed to the **(Affected Excavations)** stage, where a list of affected excavations is displayed. The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft for later reference by clicking **(Save as Draft)** or return to the previous stage by clicking **(Back)**.

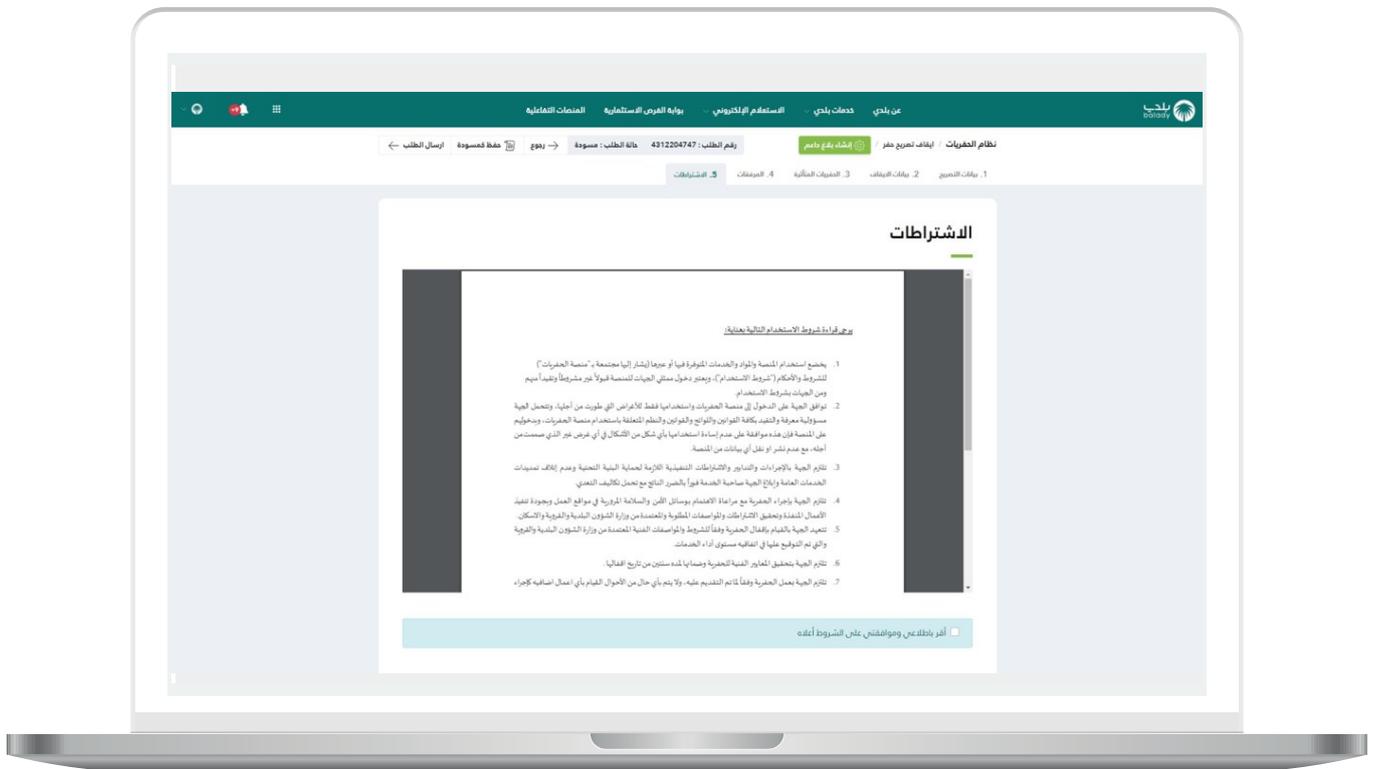


6) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

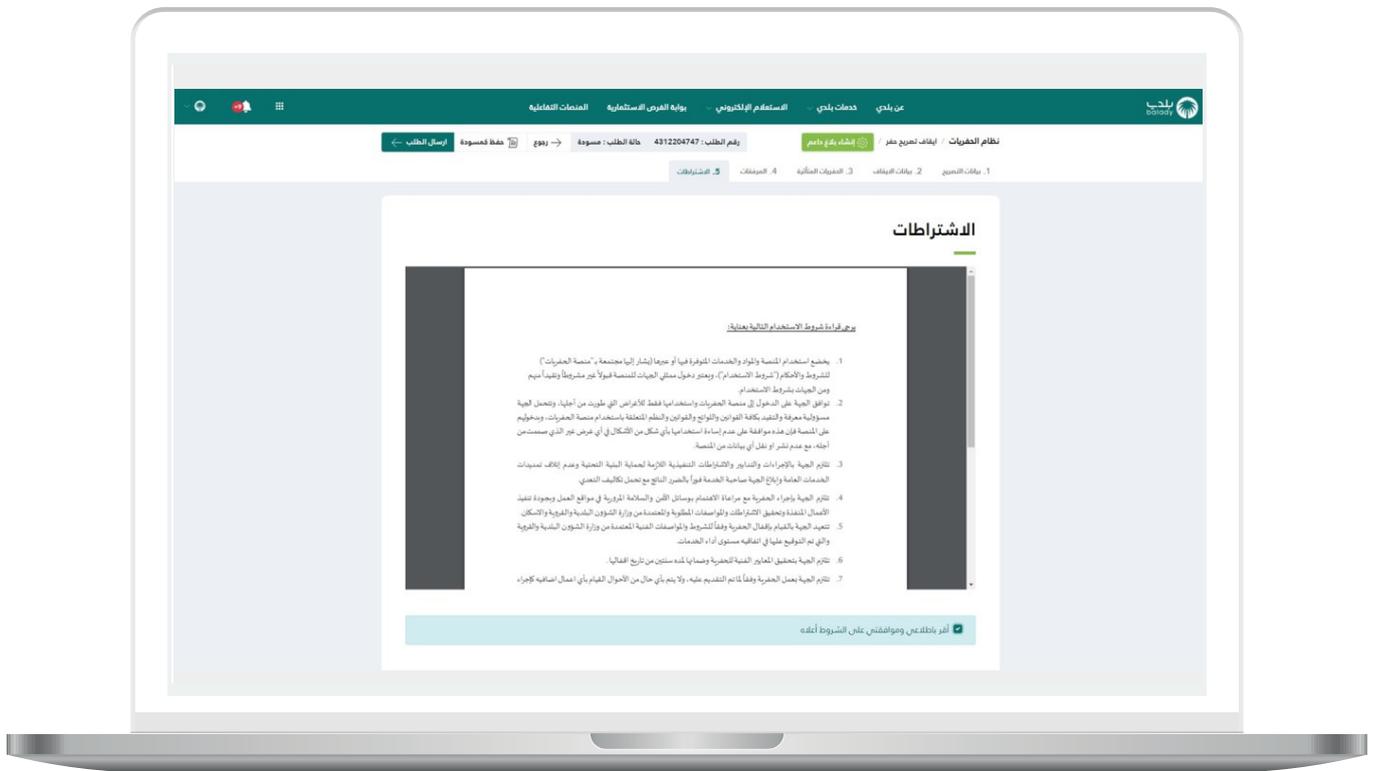
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



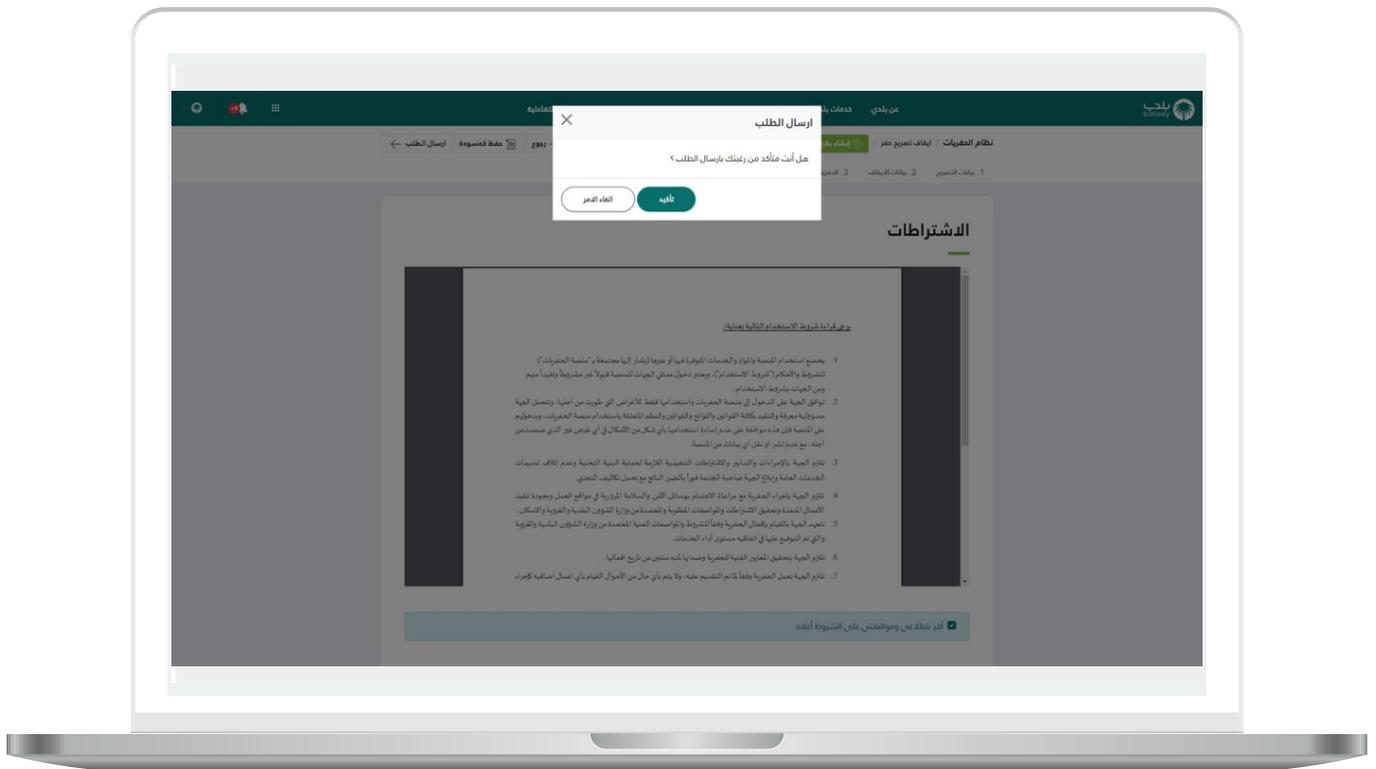
7) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



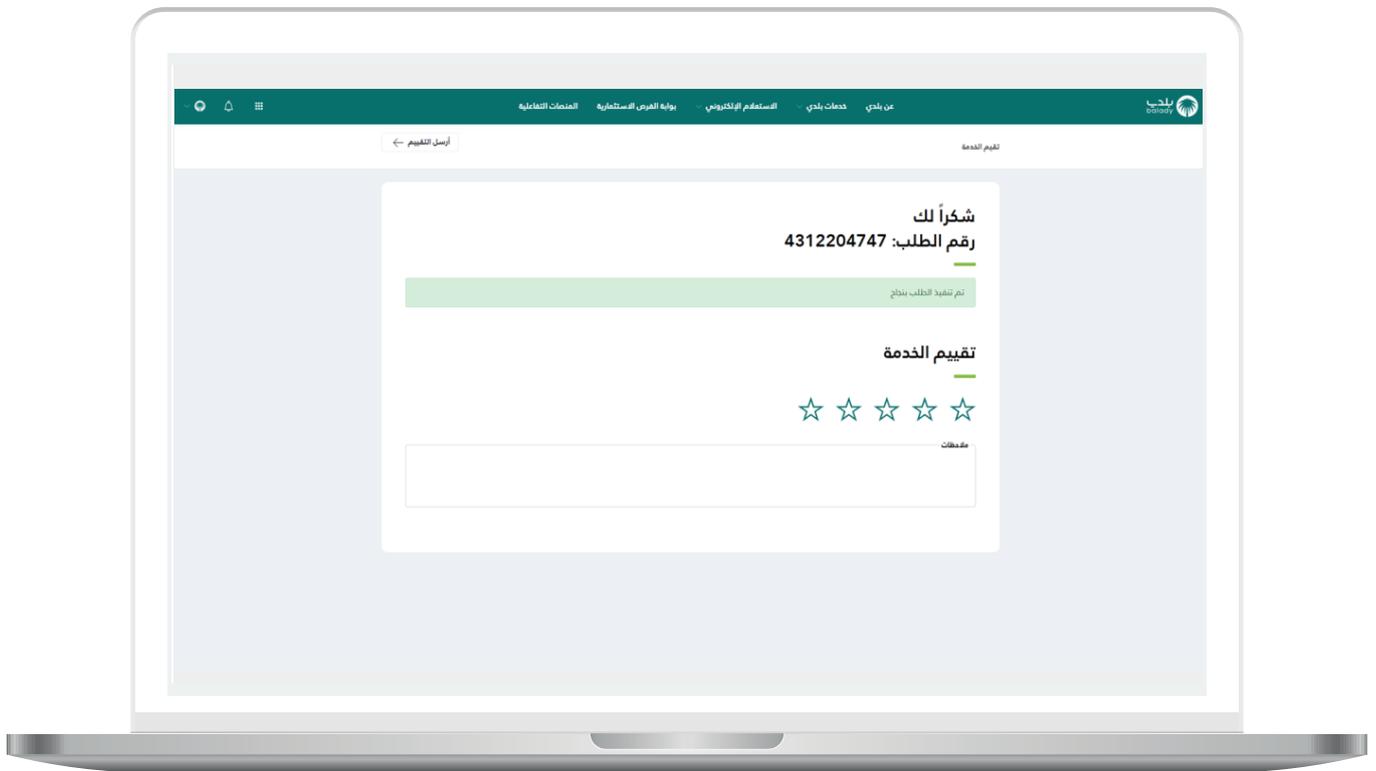
8) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



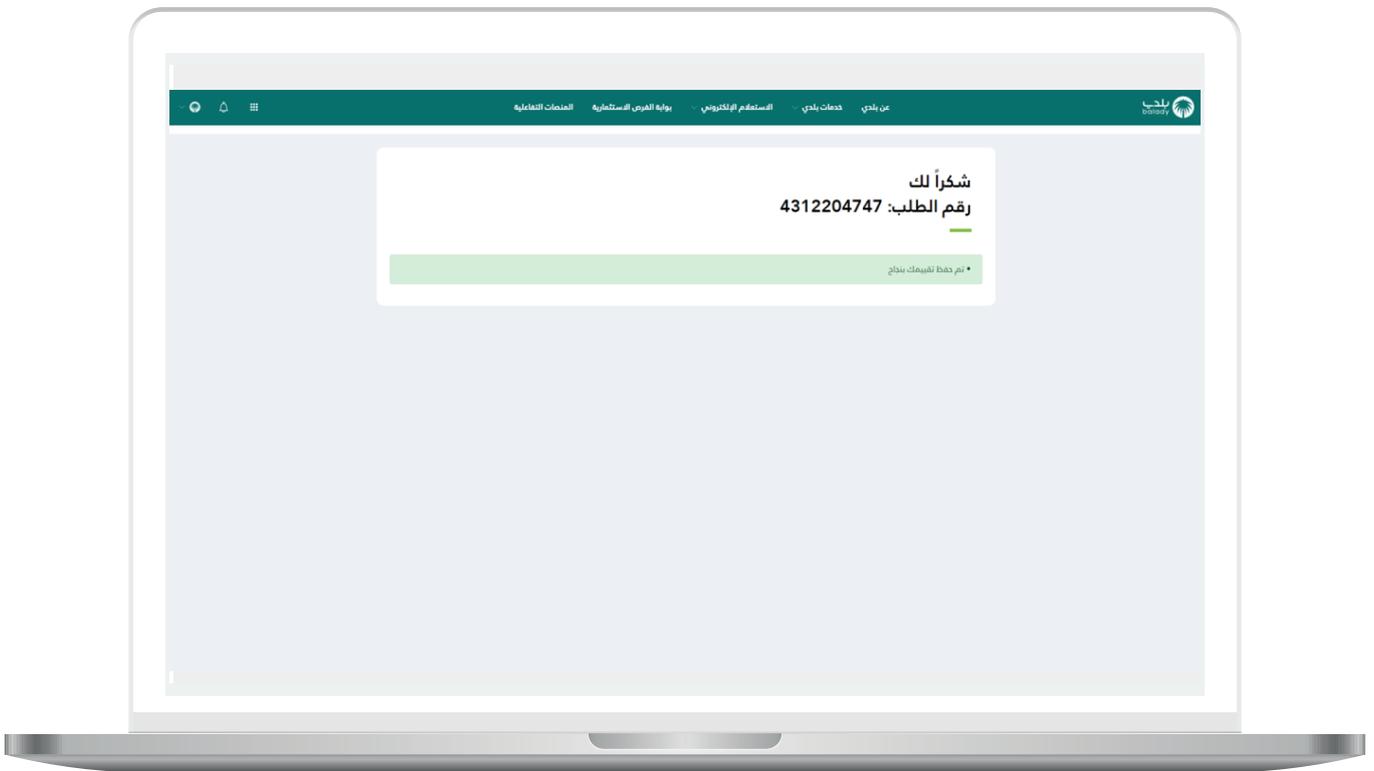
9) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.



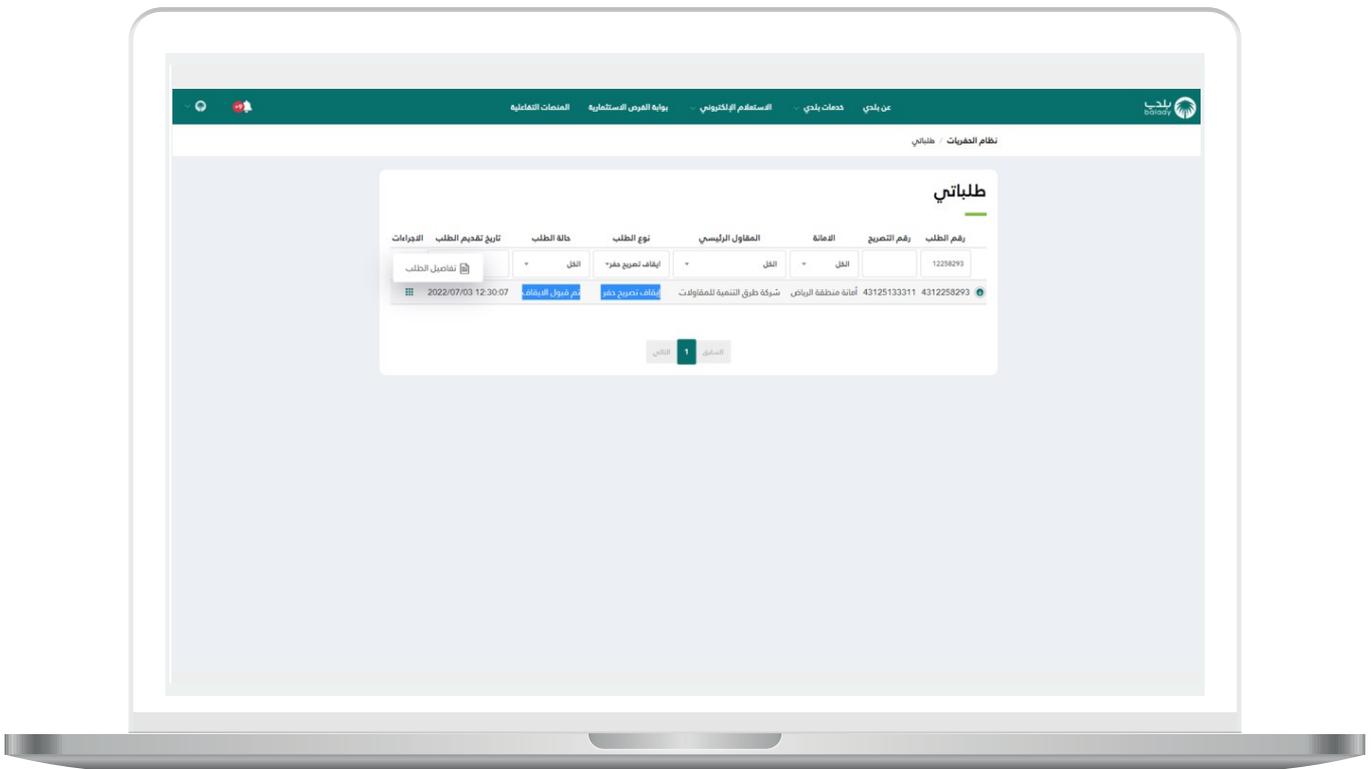
10) The process is then successfully completed, allowing the user to rate the service by selecting the number of displayed stars, entering a value in the **(Comments)** field, and clicking **(Submit Evaluation)**.



11) The evaluation is successfully saved, and a confirmation message appears.

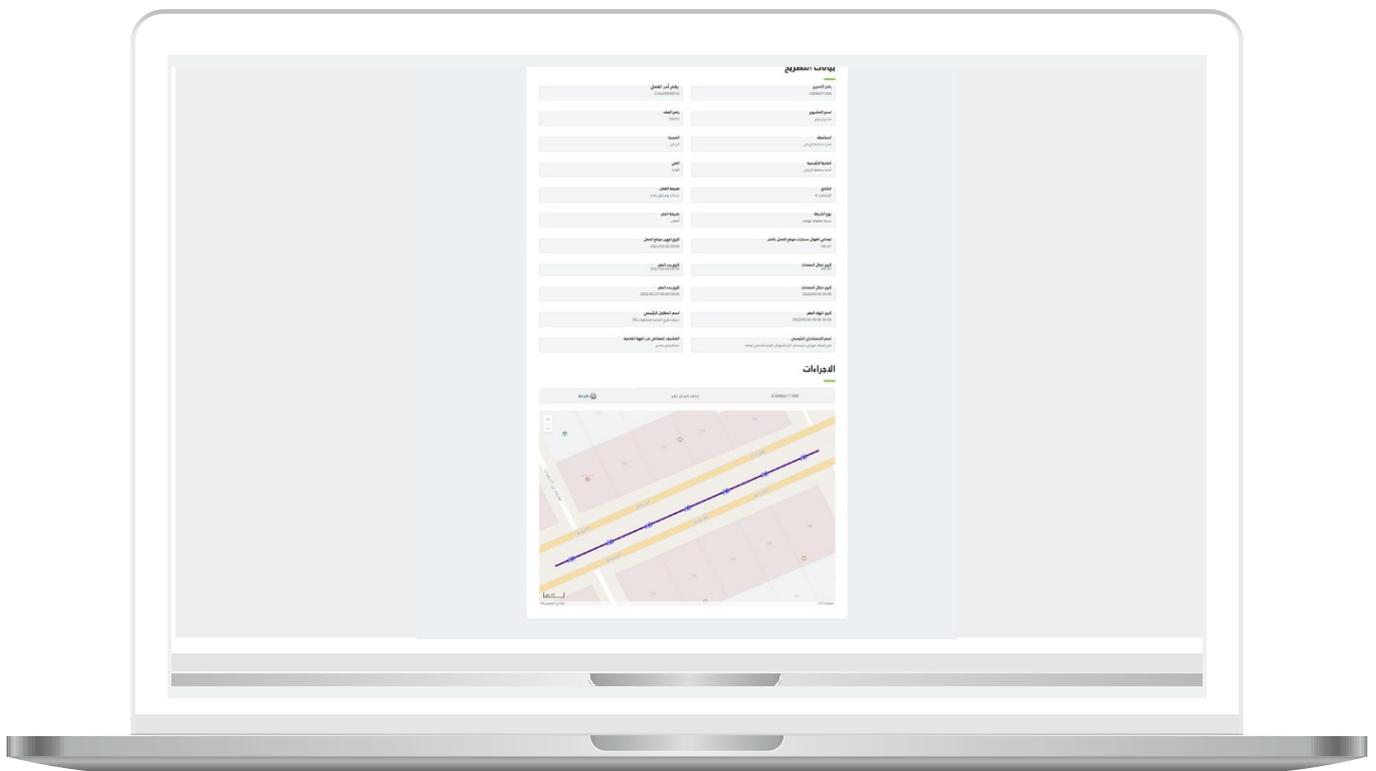


12) The user is then directed to the **(My Requests)** screen to track the request. The request status will be **(Stop Approved)**, and the user can view the request details by clicking on the square in the **(Actions)** column and selecting **(Request Details)**.



Resumption of Excavation Work

1) After clicking **(Resumption of Excavation Work)**, the excavation permit details are displayed. The user then clicks **(Proceed with Request)** to start the process.



2) The user is then directed to the **(Resumption Data)** stage, which includes **(Requested Resumption Date and Requested Resumption Time)**.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

نظام الحفرات / استئناف اعمال الحفر / إنشاء بضع جديد

رقم الطلب: 4312204751 - حالة الطلب: مسودة

1. بيانات الترخيص 2. بيانات استئناف اعمال الحفر 3. المخرجات المثالية 4. المرفقات 5. الشروط

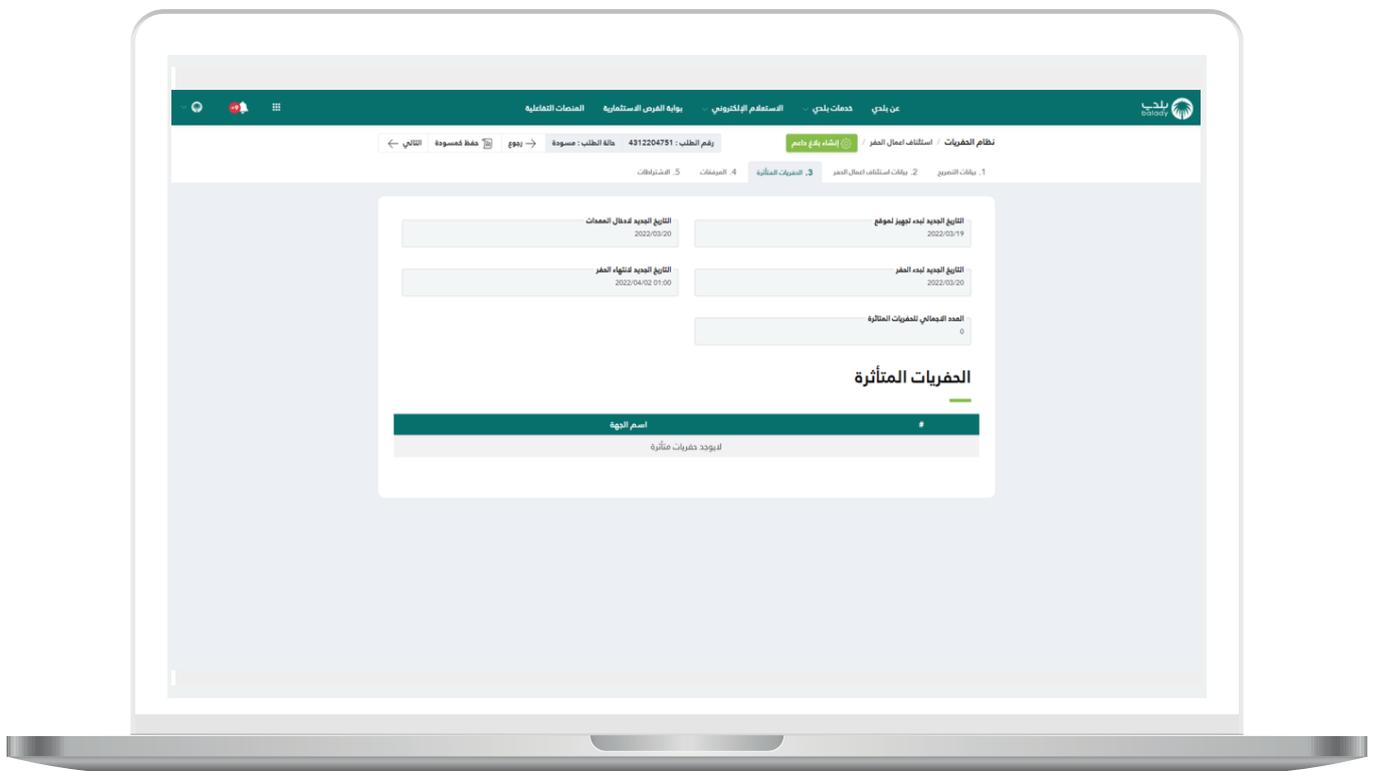
بيانات الطلب

اسم مقدم الطلب تاي مسعود	رقم الطلب 4312204751
حالة الطلب مسودة	تاريخ الترخيص 2022/03/21
مكتب التنسيق مكتب تنسيق أعمال الحفر	الجهة الرئيسية أمانة منطقة الرياض

بيانات استئناف اعمال الحفر

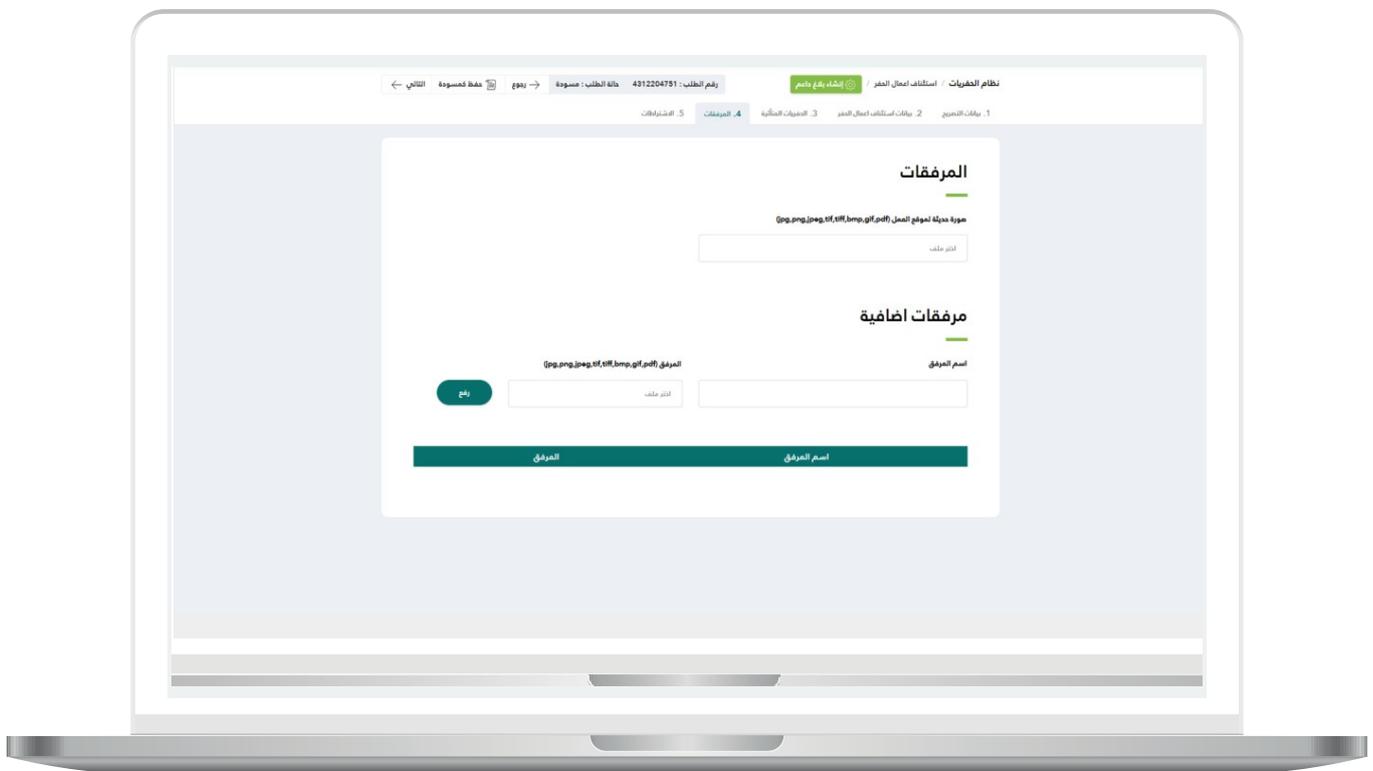
تاريخ بداية العمل 2022/03/20 00:00	تاريخ الاستئناف المطلوب
وقت الاستئناف المطلوب	وقت الاستئناف المطلوب

3) The user is then directed to the **(Affected Excavations)** stage, where a list of affected excavations is displayed. The user clicks **(Next)** to proceed to the next stage, with the option to save the request as a draft for later reference by clicking **(Save as Draft)** or return to the previous stage by clicking **(Back)**.

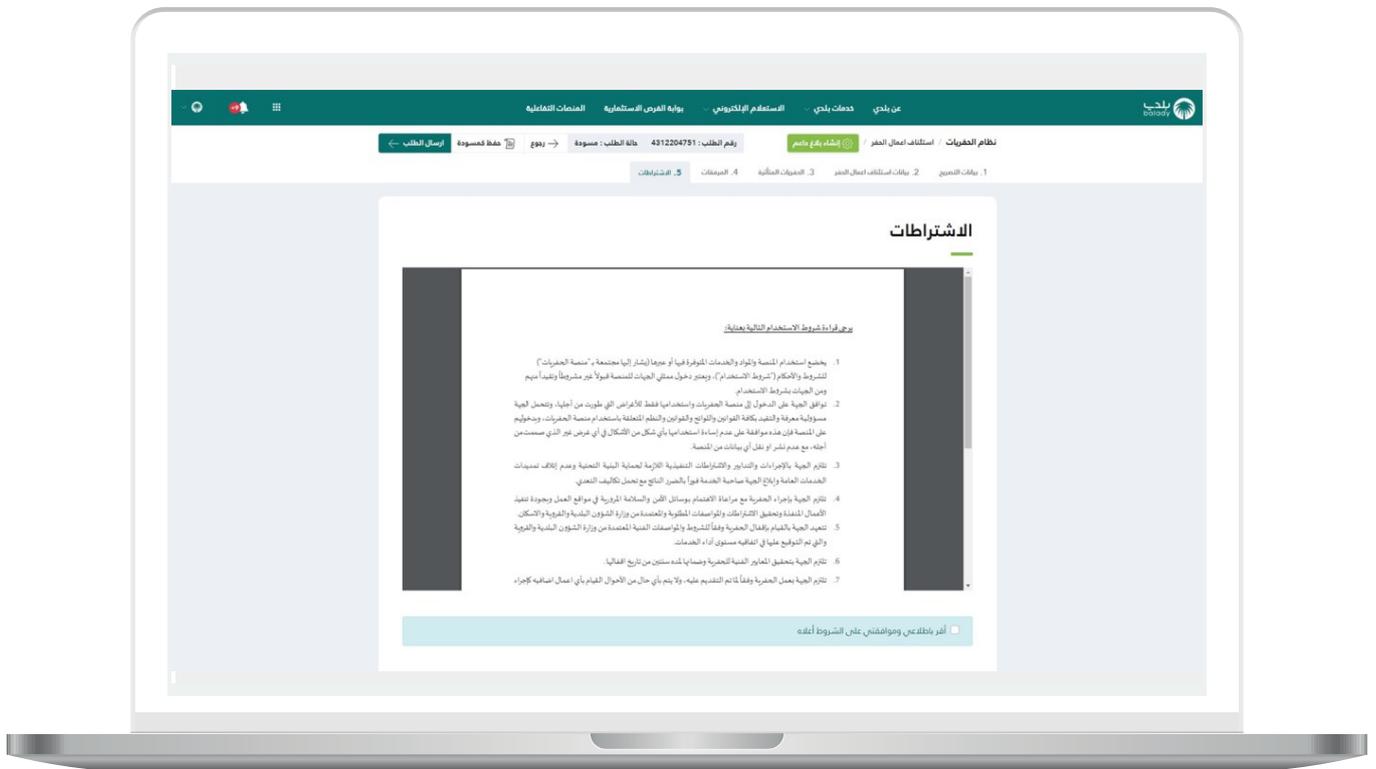


4) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

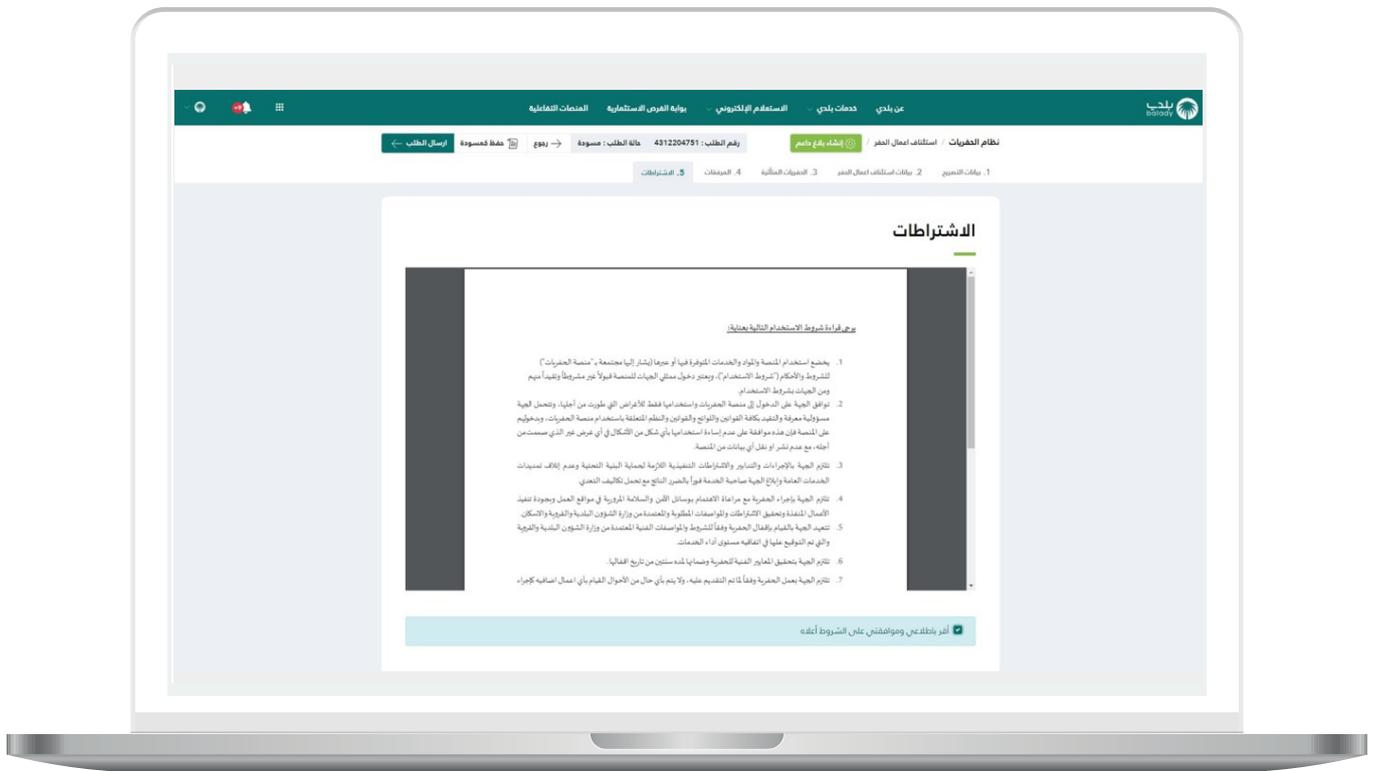
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



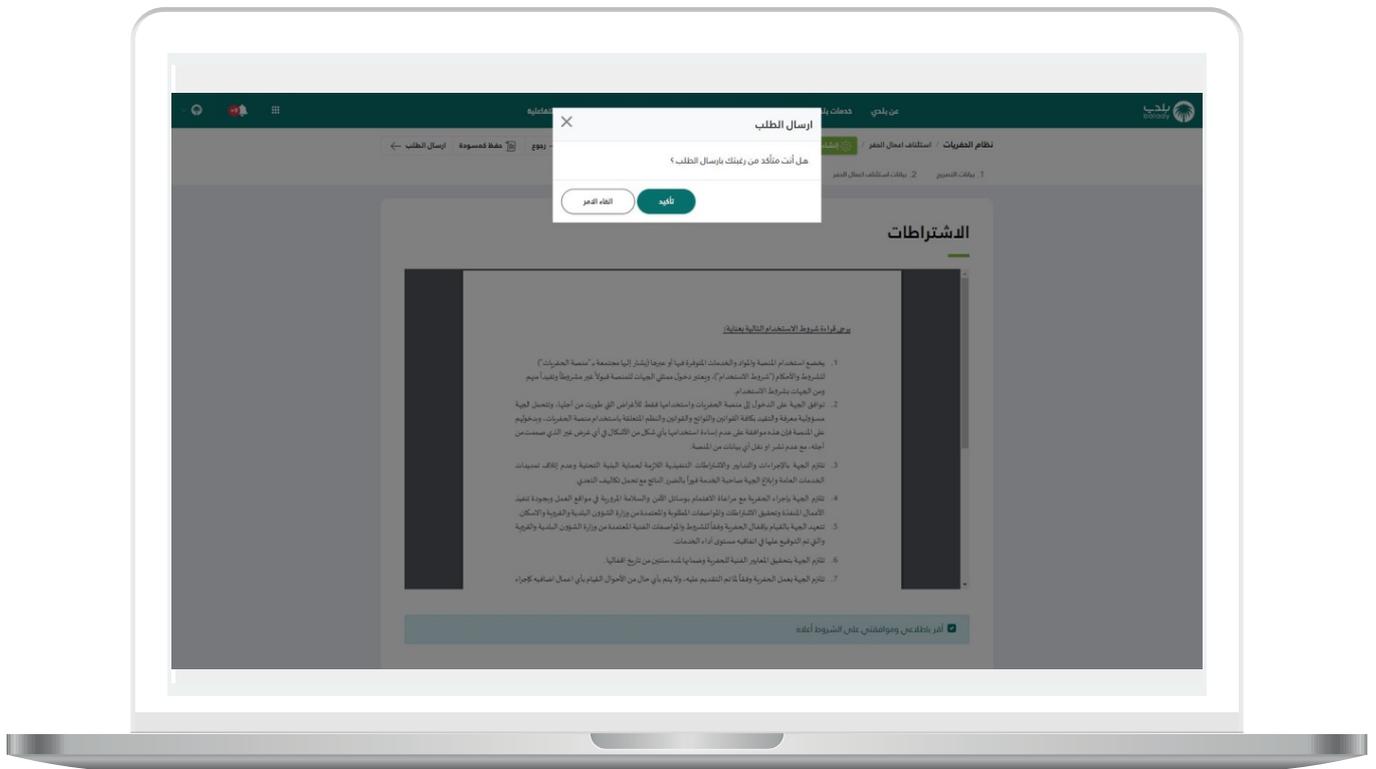
5) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



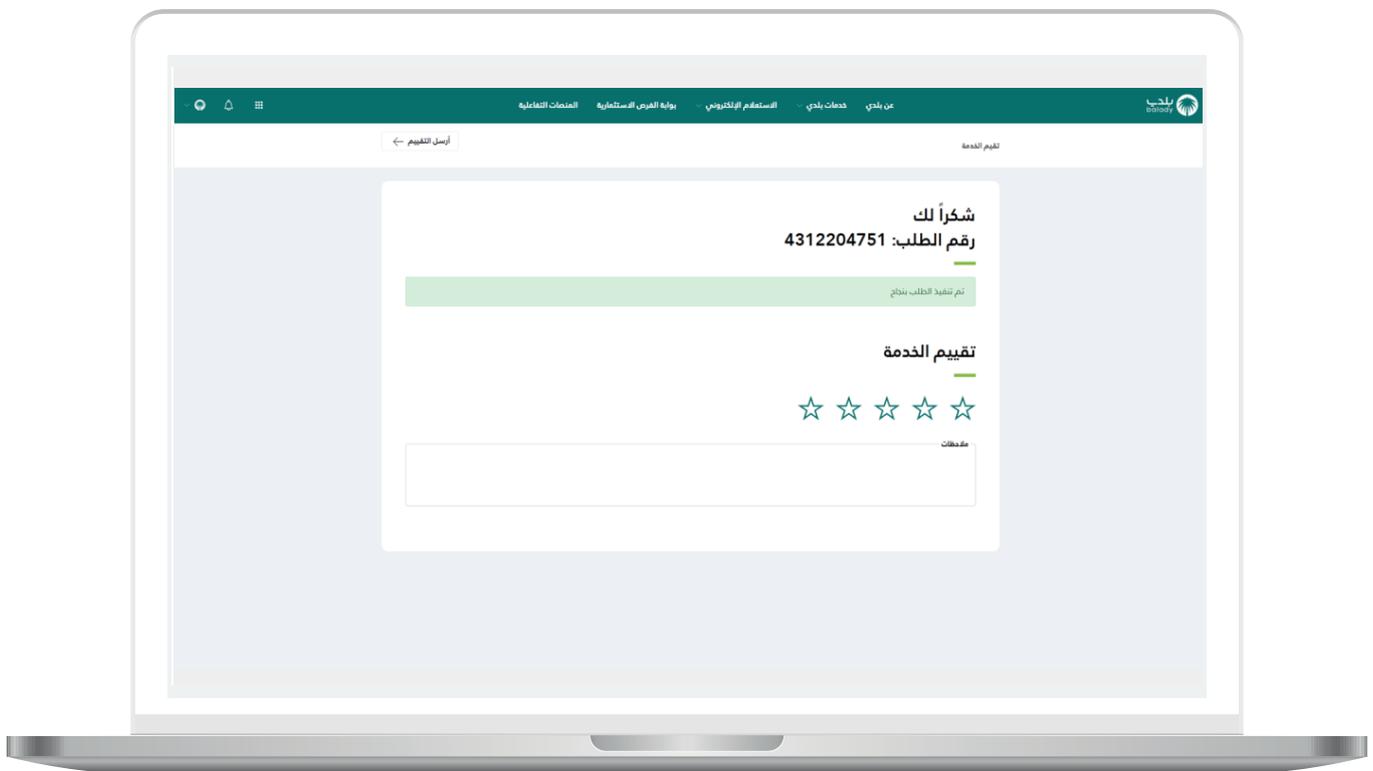
6) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



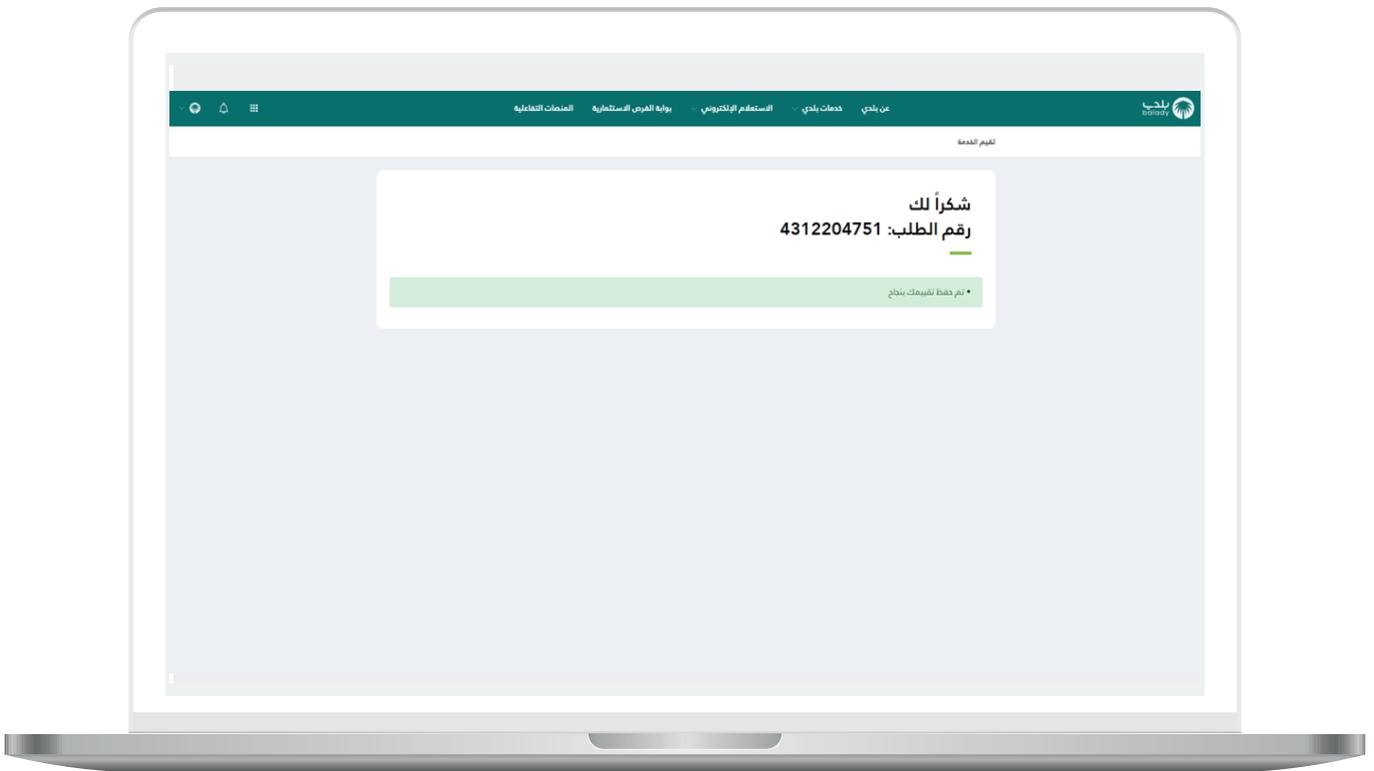
7) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.



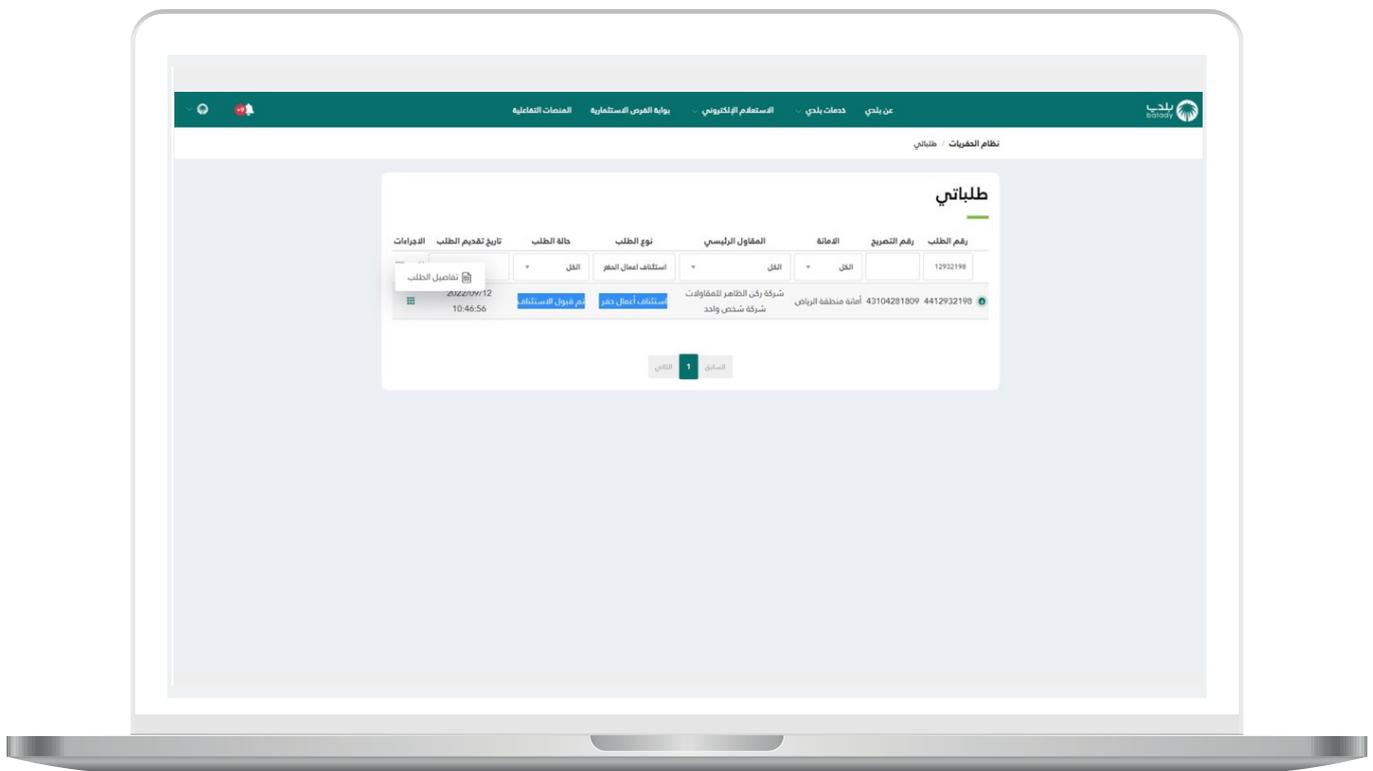
8) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



9) The evaluation is successfully saved, and a confirmation message appears.

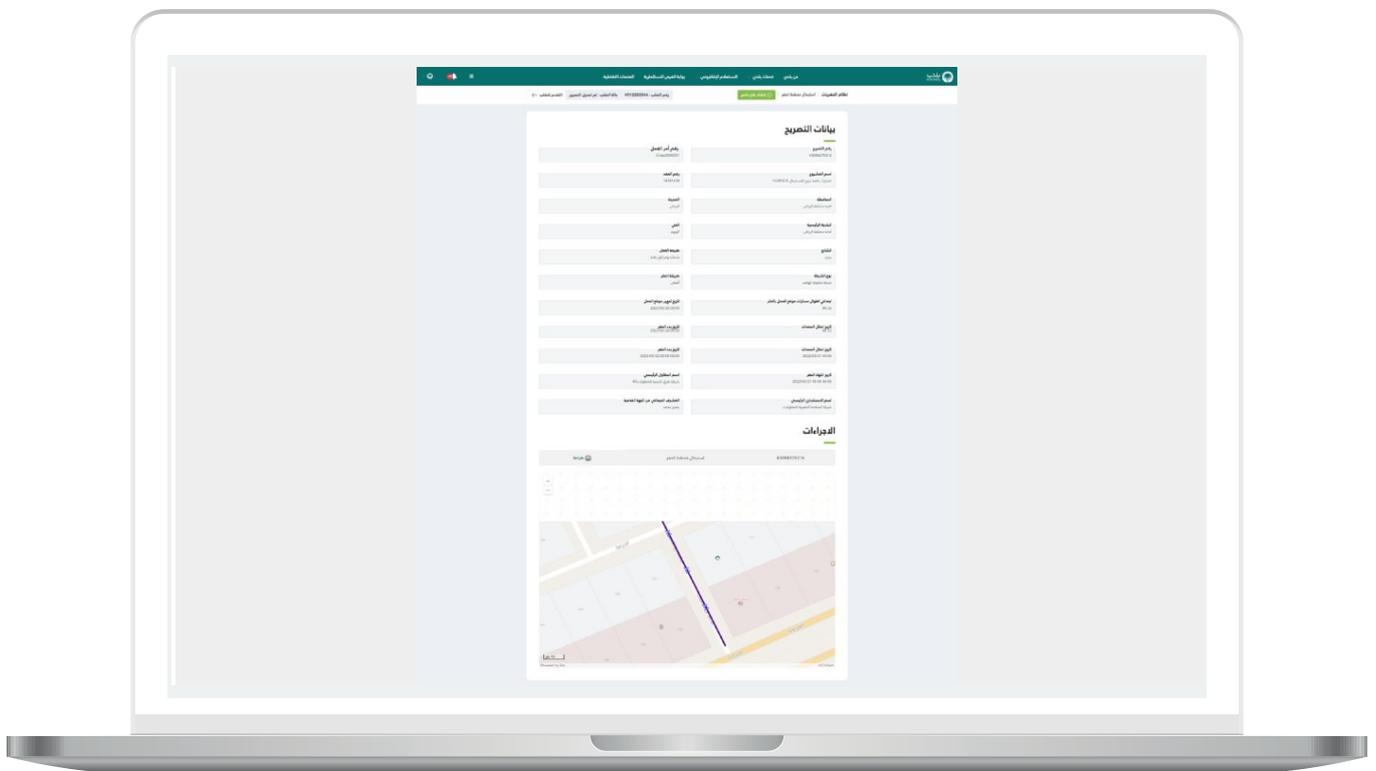


10) The user is then directed to the **(My Requests)** screen to track the request. The request status will be **(Resumption Accepted)**, and the user can view the request details by clicking on the box in the **(Actions)** column and selecting **(Request Details)**.



Excavation Plan Replacement

1) After clicking on **(Excavation Plan Replacement)**, the permit details are displayed as follows. The user then clicks **(Proceed with Request)** to start the process.



2) The user is then directed to the **(Modification Reasons)** stage, where the required fields are filled, including **(Modification Reasons, Request Description, Excavation Work Completion Percentage)**.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

The screenshot displays the Nasseq web application interface for the 'بيانات الطلب' (Request Data) stage. The page is in Arabic and shows a form with the following fields:

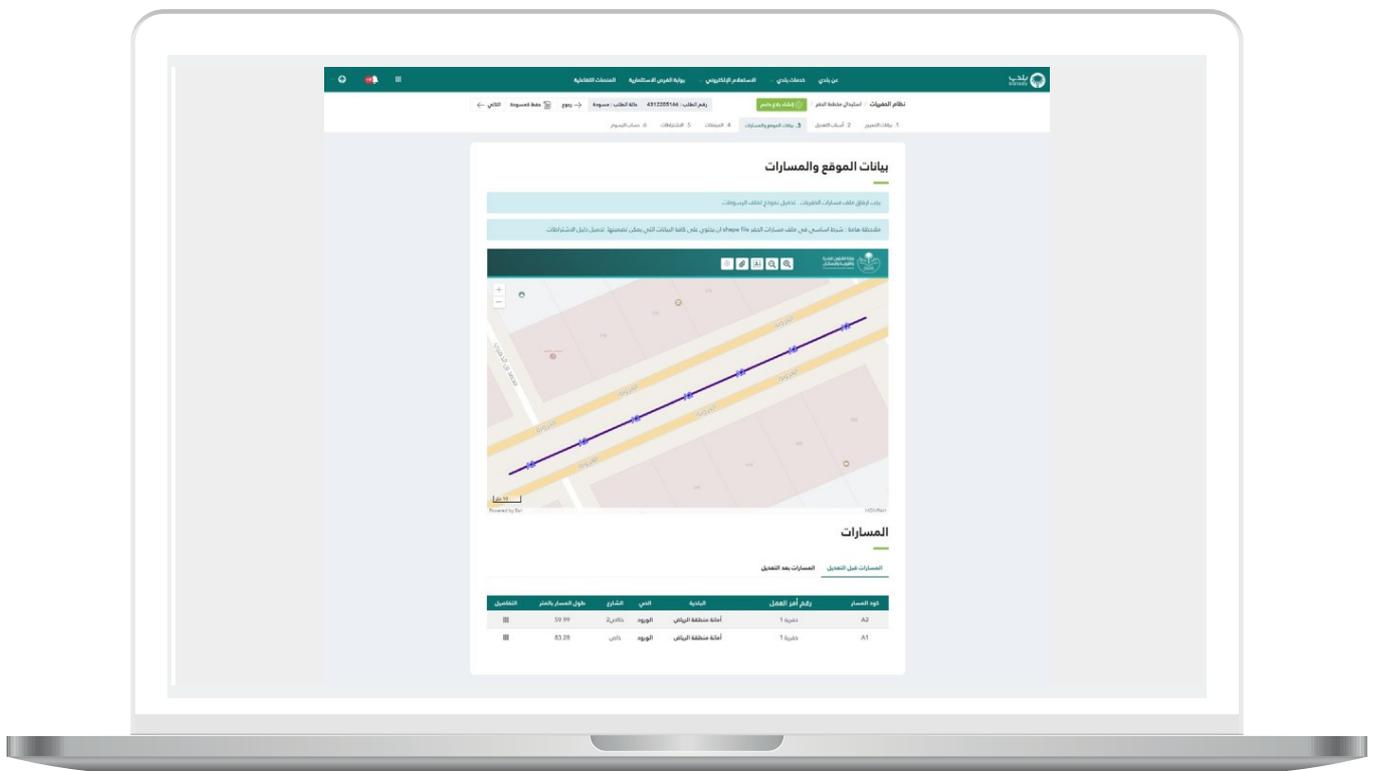
- اسم مقدم الطلب:** مكتبة بن عبدالله
- رقم الطلب:** 4312204755
- حالة الطلب:** مسودة
- مكتب التنسيق:** مكتب التنسيق لشؤون التراخيص
- تاريخ تقديم الطلب:** 2022/03/21
- الجهة الرئيسية:** أمانة منطقة الرياض

Below the request data, there is a section titled 'أسباب التعديل' (Modification Reasons) with three input fields:

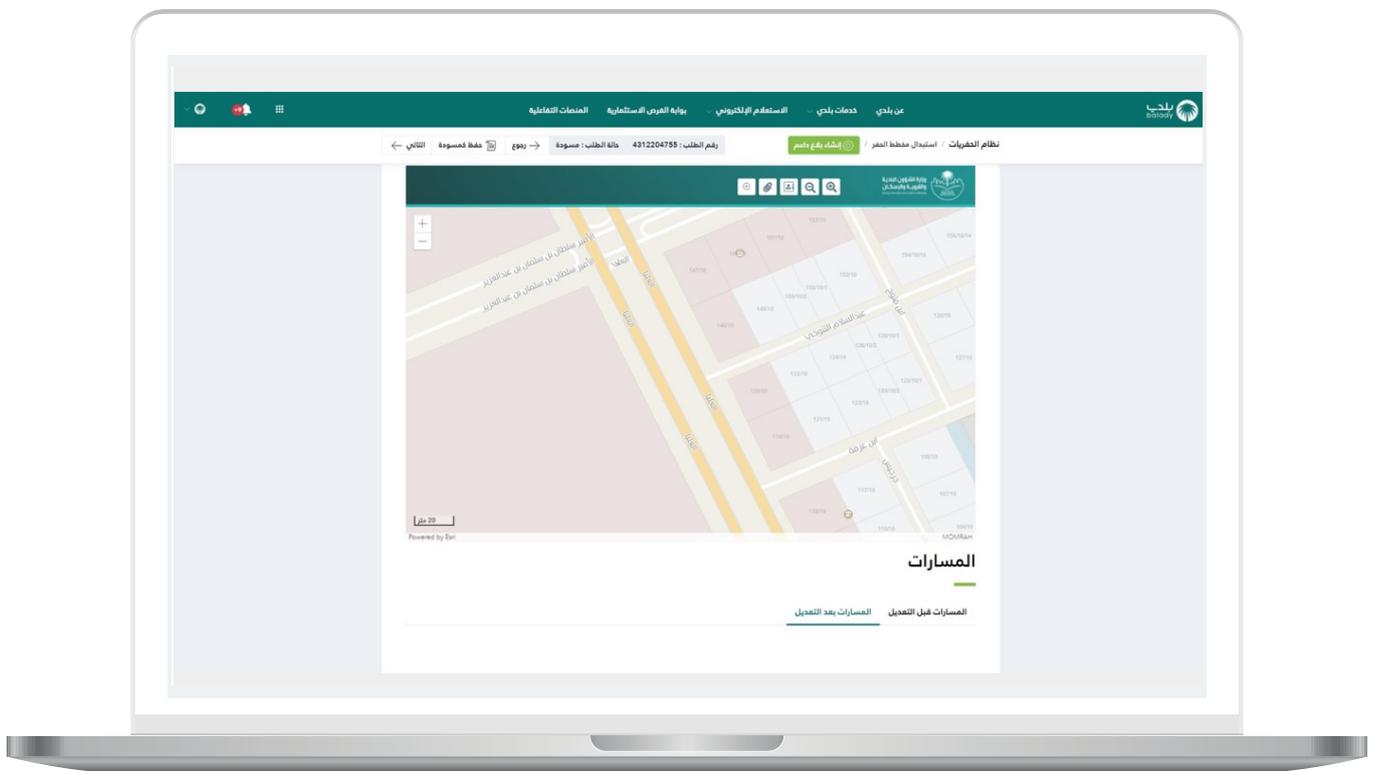
- أسباب التعديل:** (Empty text area)
- وصف سبب الطلب:** (Empty text area)
- نسبة إنجاز أعمال الترخيص:** 0

The page also features a navigation bar at the top with the Nasseq logo and a breadcrumb trail: 'عن بلدي > خدمات بلدي > الاستعلام الإلكتروني > بوابة العرض الاستثمارية > الخدمات التجارية'. The main content area includes a breadcrumb trail: 'نظام الخطريات > استبدال مخطط الترخيص > إنشاء باع دائم'. A progress indicator at the top shows the current step: '1. بيانات الترخيص', followed by '2. أسباب التعديل', '3. بيانات الموقع والمساحات', '4. الميزنجات', '5. الاشتراطات', and '6. حساب الرسوم'.

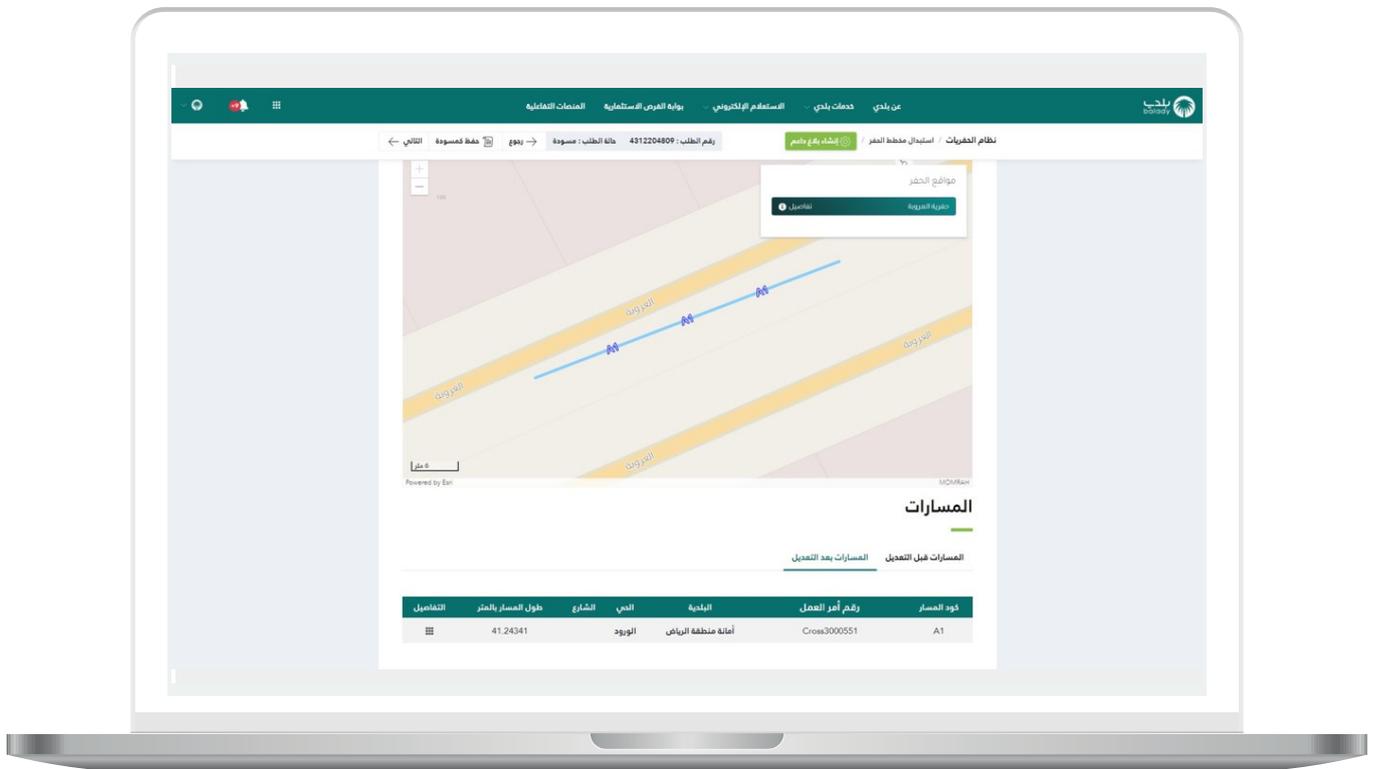
3) The user is then directed to the **(Location and Route Data)** stage, where location data and routes are displayed, including **(Routes Before Modification, Routes After Modification)**.



4) The following figure shows (Routes After Modification).

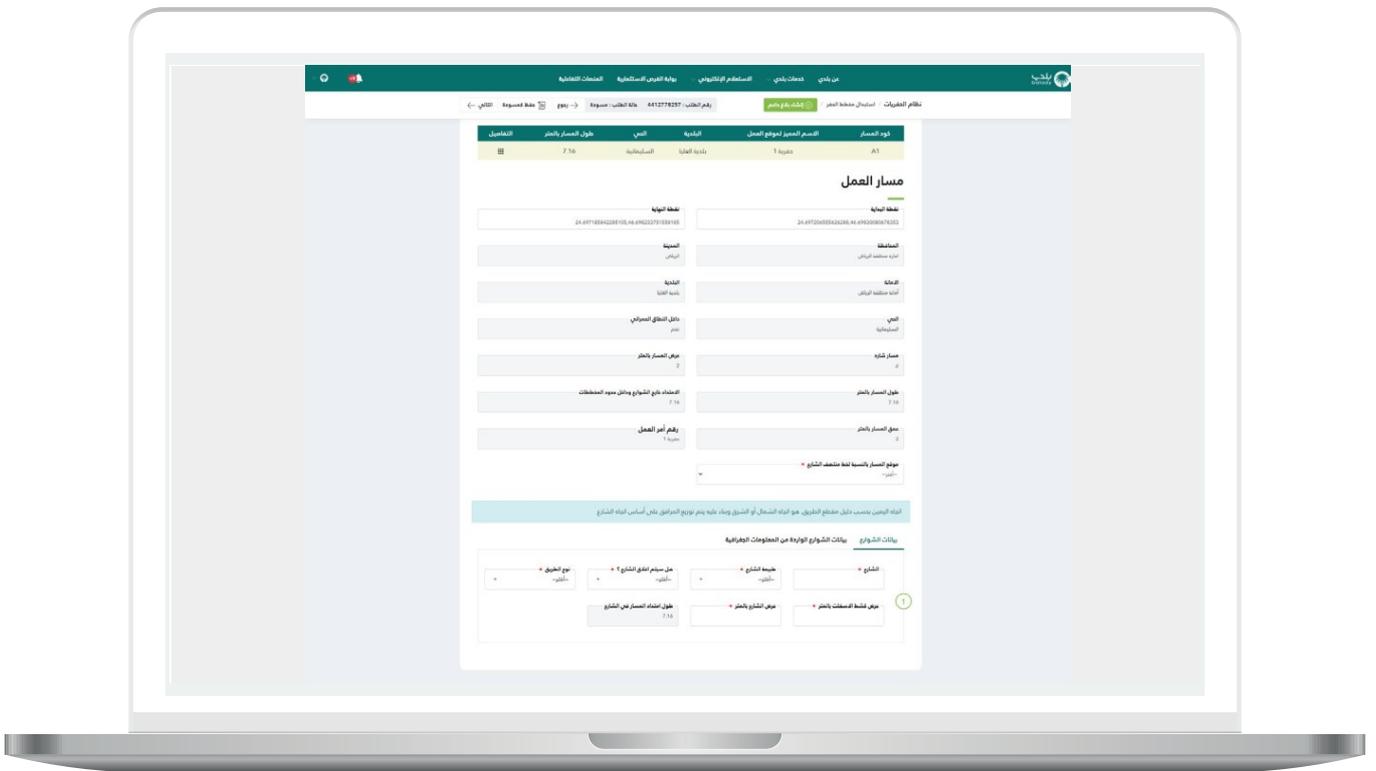


5) After adding the new route, the data appears as shown in the following figure.



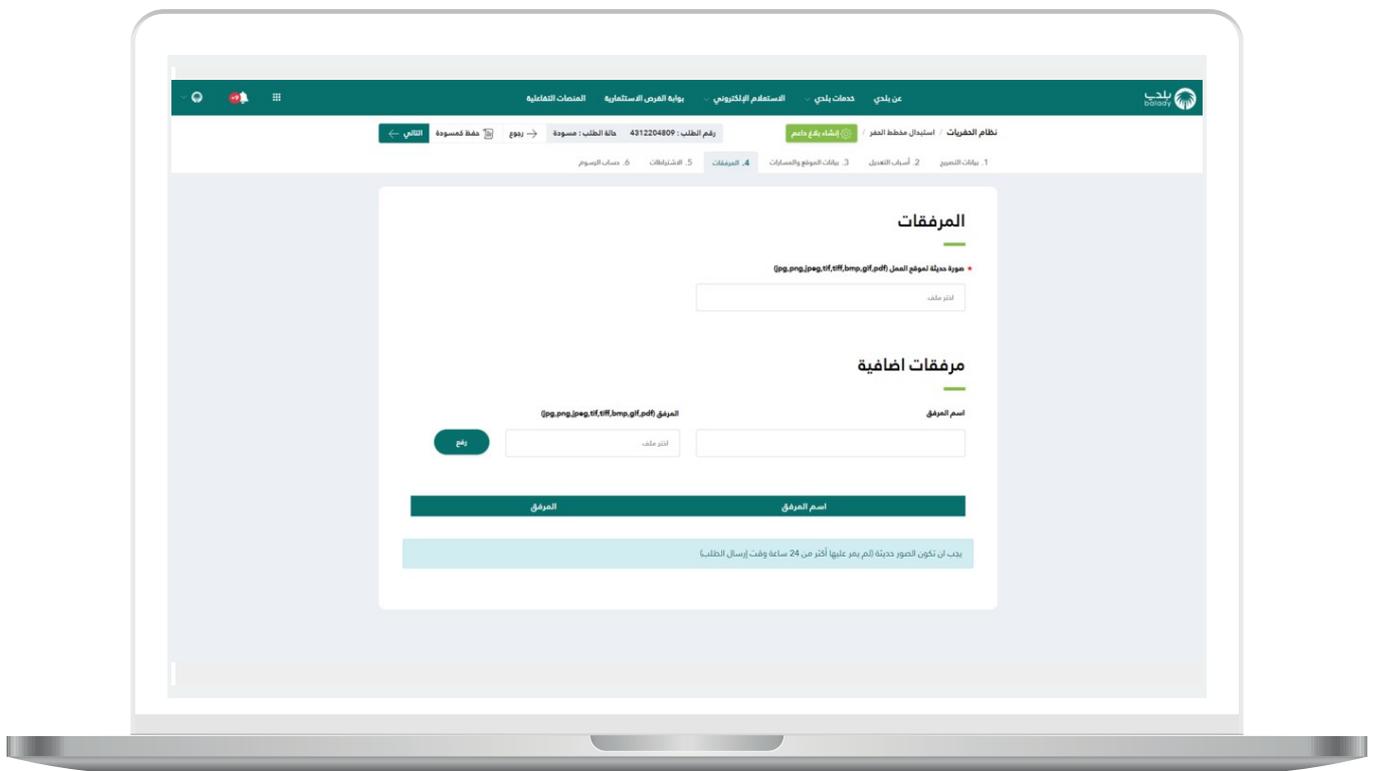
6) After clicking on the small box in the **(Details)** column, the Work Route Details are displayed, where the user enters the required field values.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

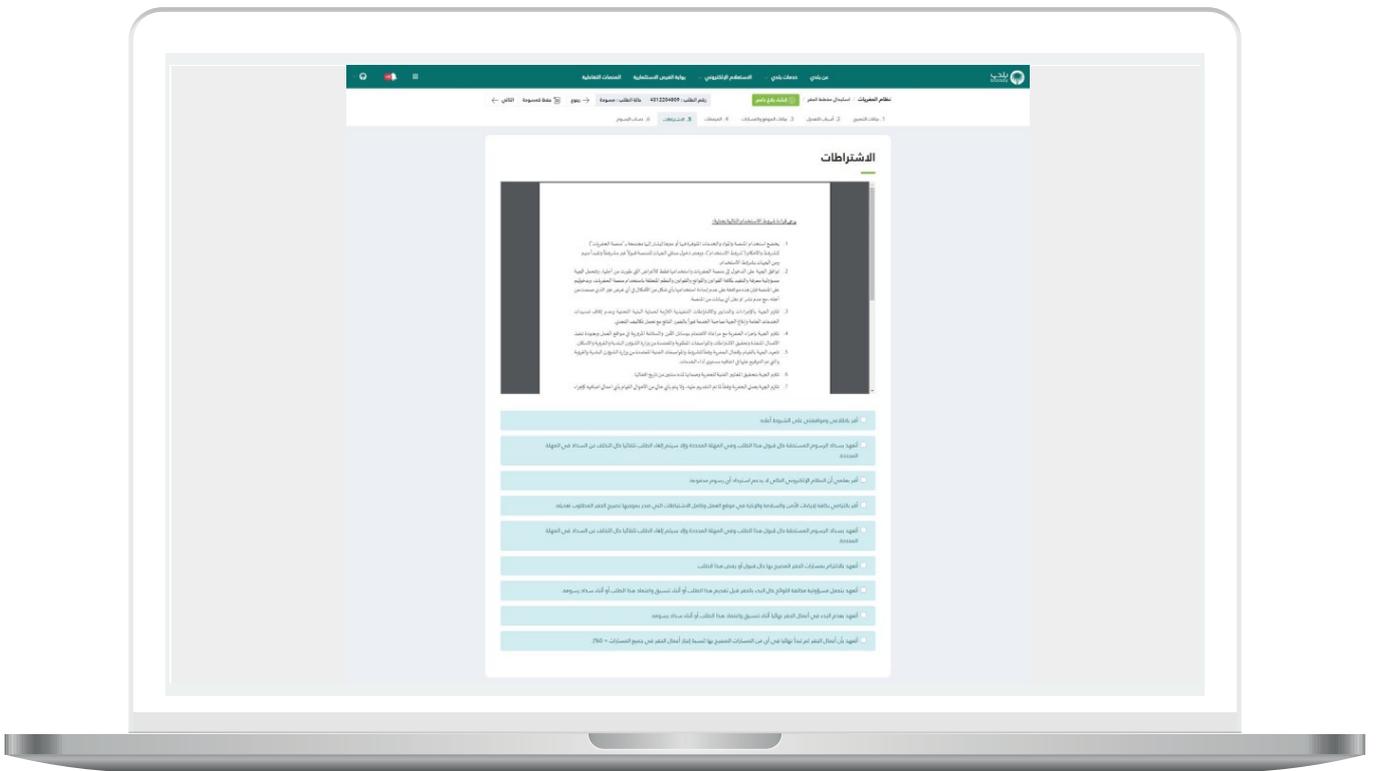


7) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

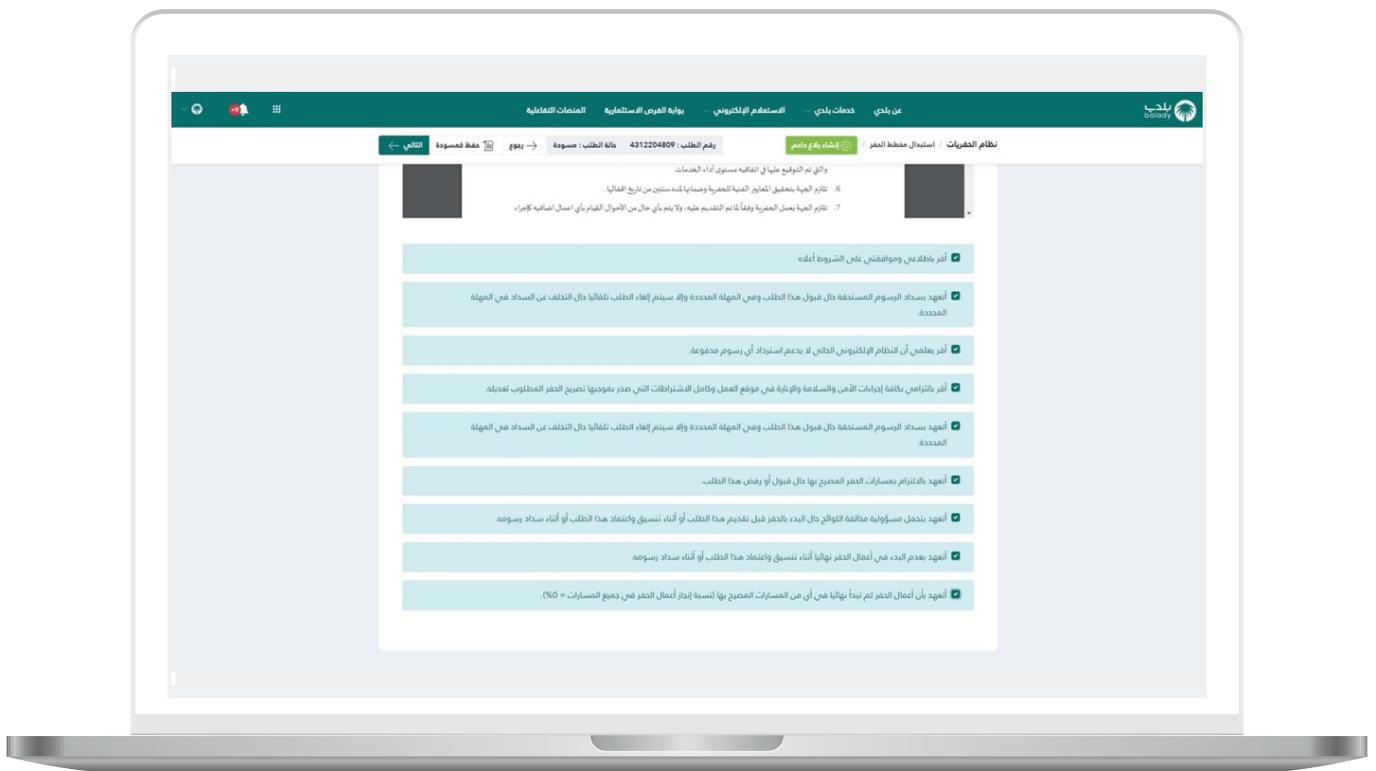
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



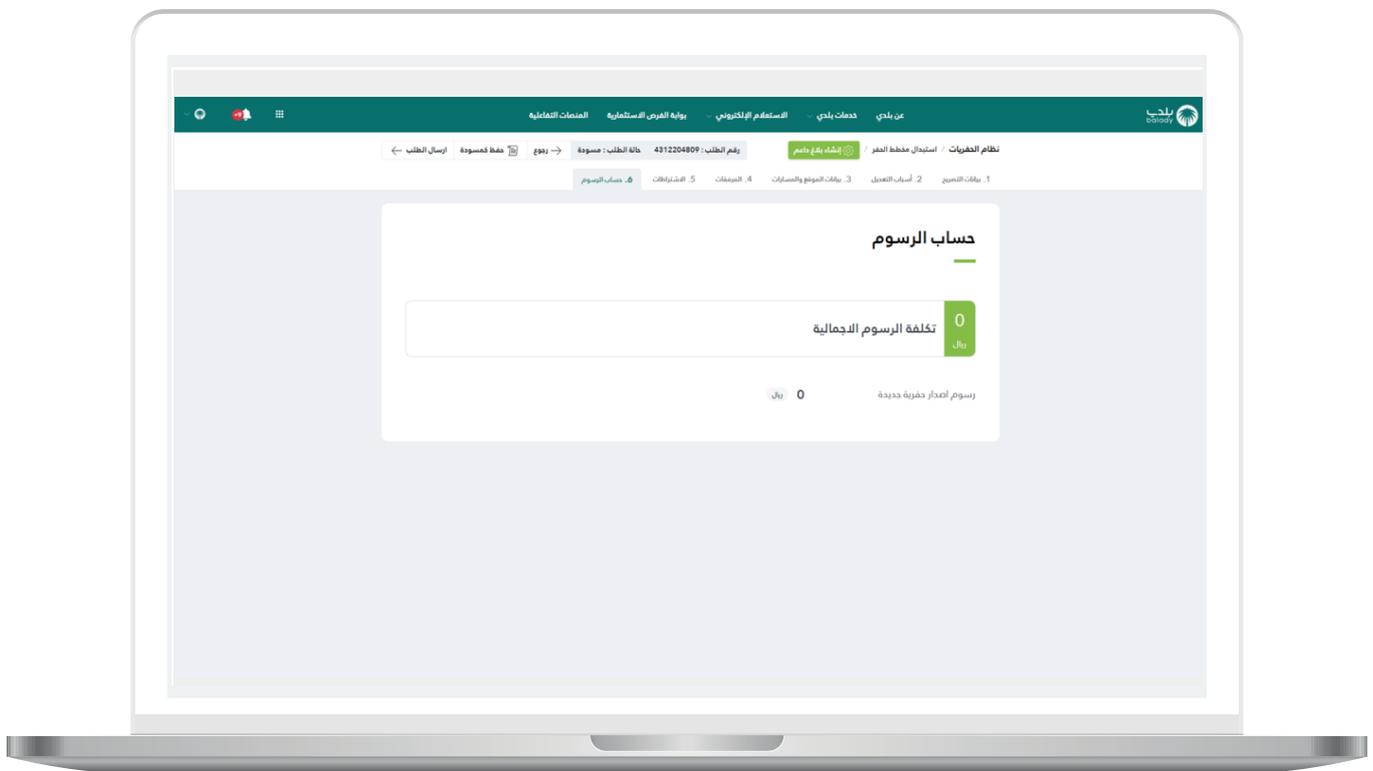
8) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



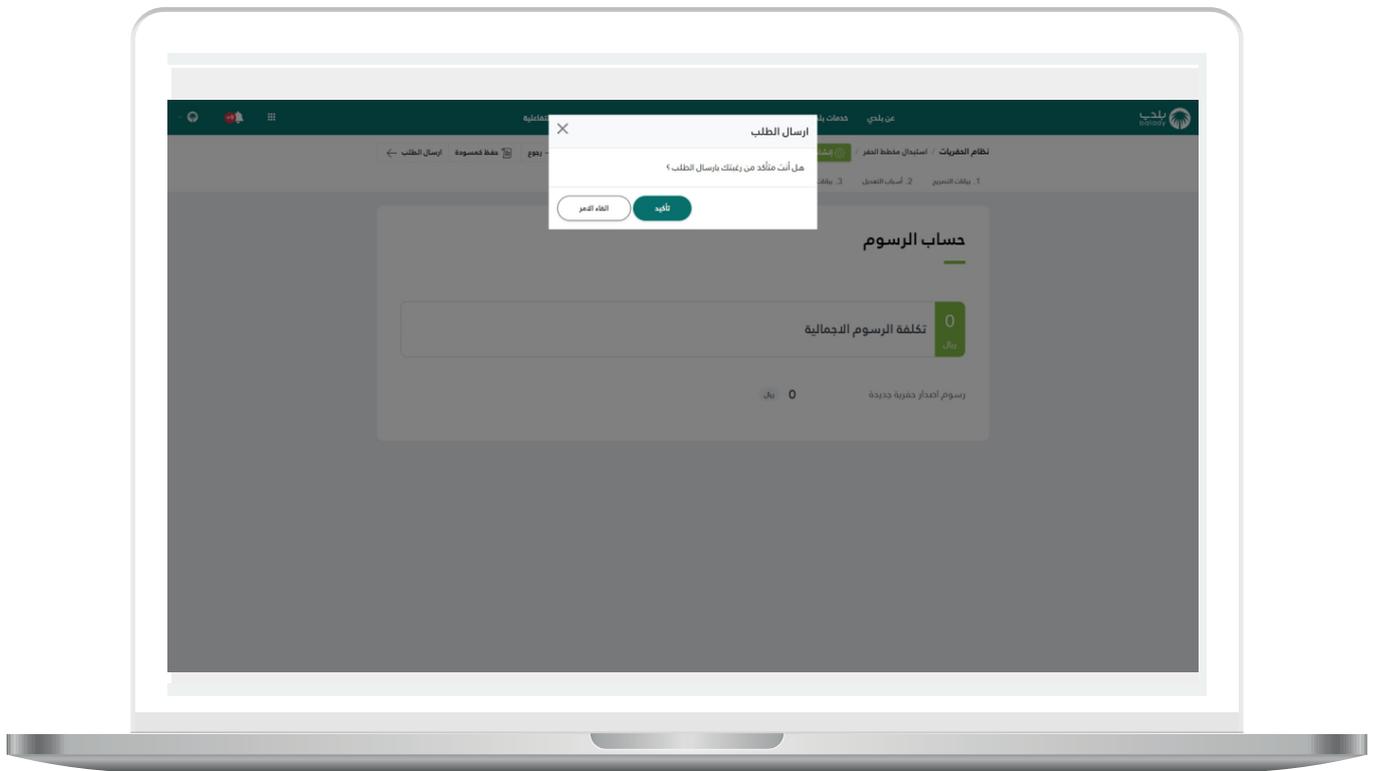
9) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



10) The user is then taken to the **(Fee Calculation)** stage, where the total cost is displayed. The request can be submitted by clicking **(Submit Request)**, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

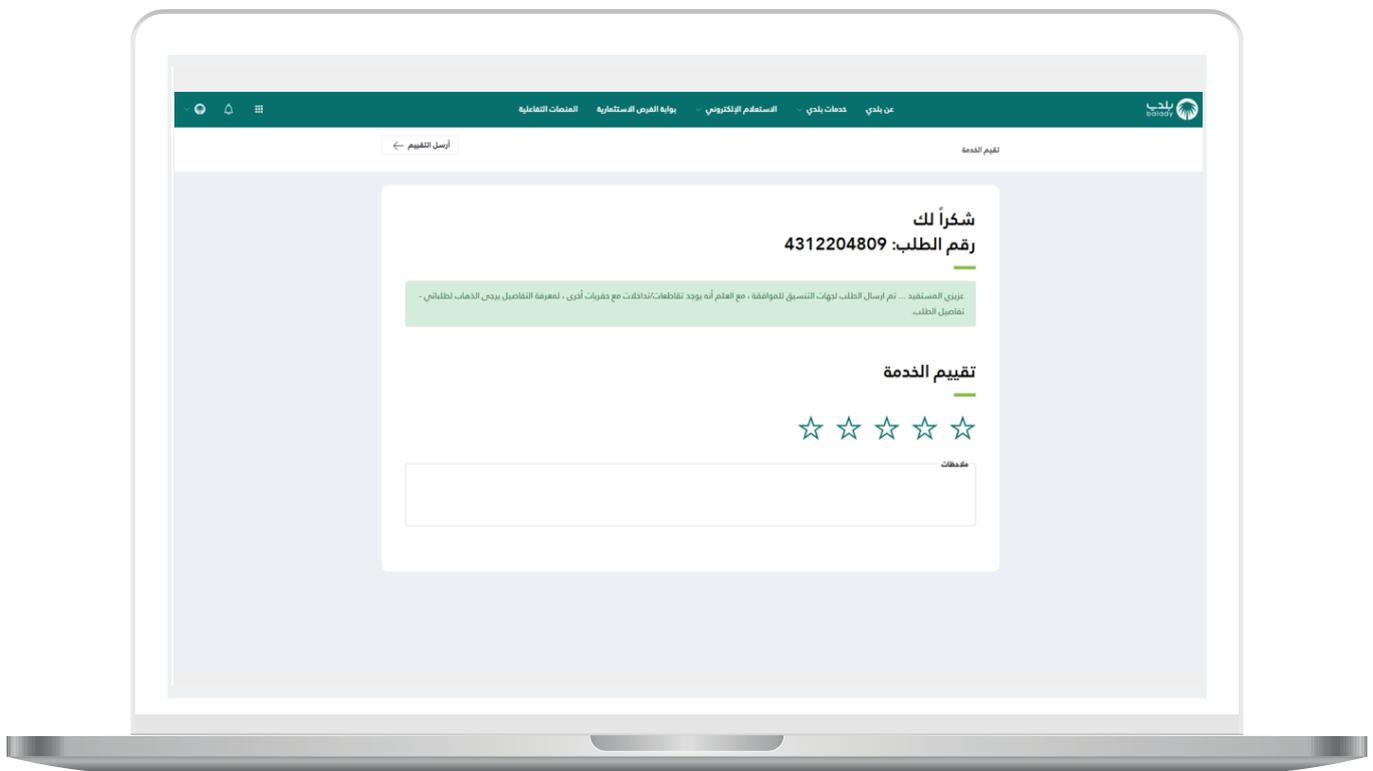


11) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.

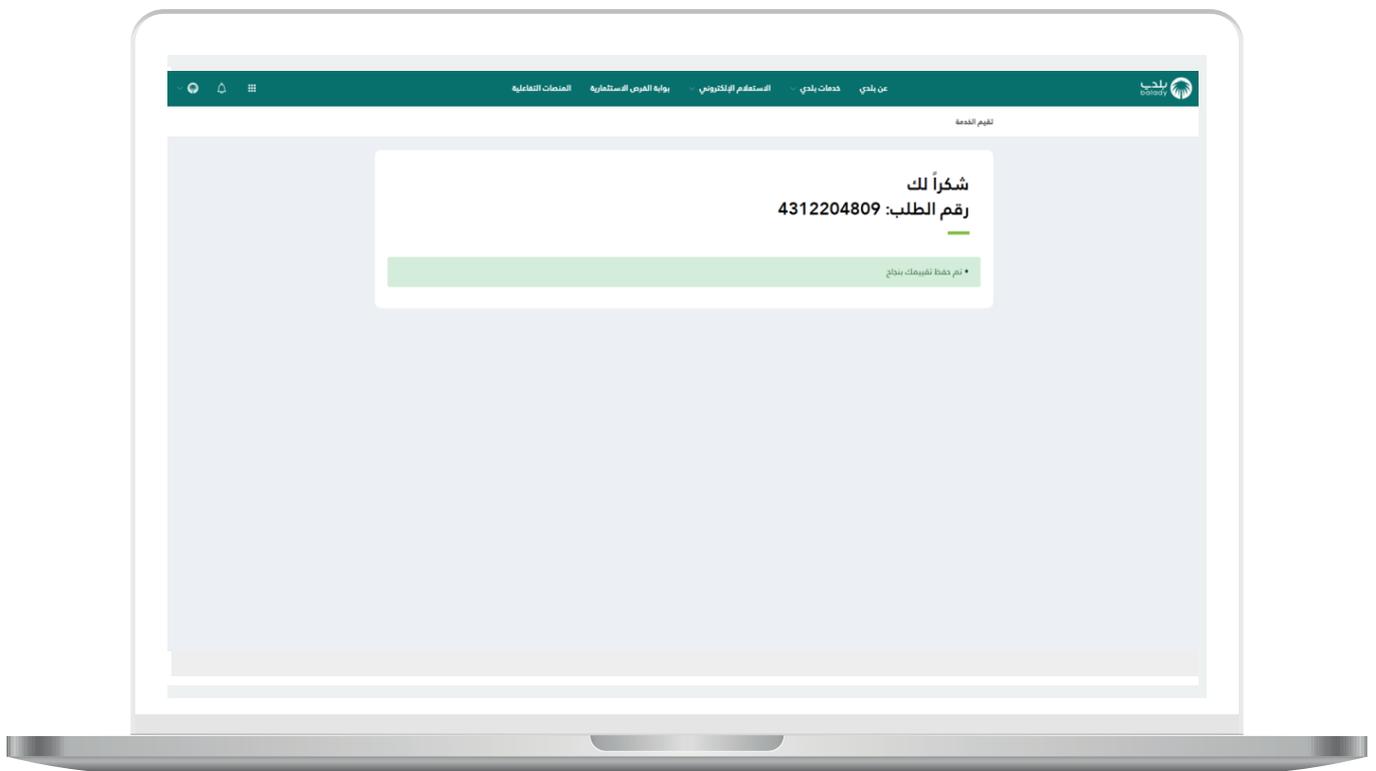


12) The request is then sent to the coordination authorities, with a notification message confirming the submission.

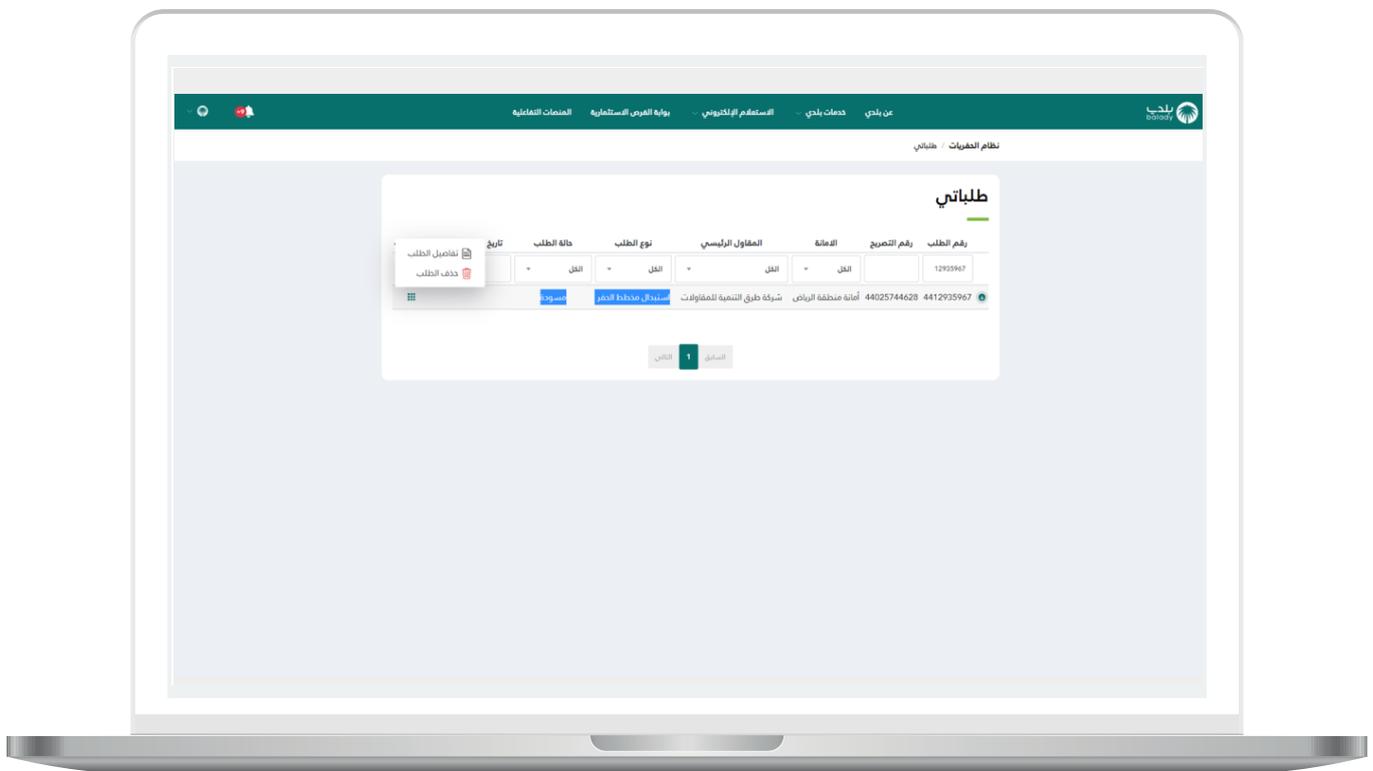
The user can evaluate the service by selecting a star rating and entering a value in the **(Comments)** field, then clicking **(Submit Evaluation)**.



13) The evaluation is successfully saved, and a confirmation message appears.

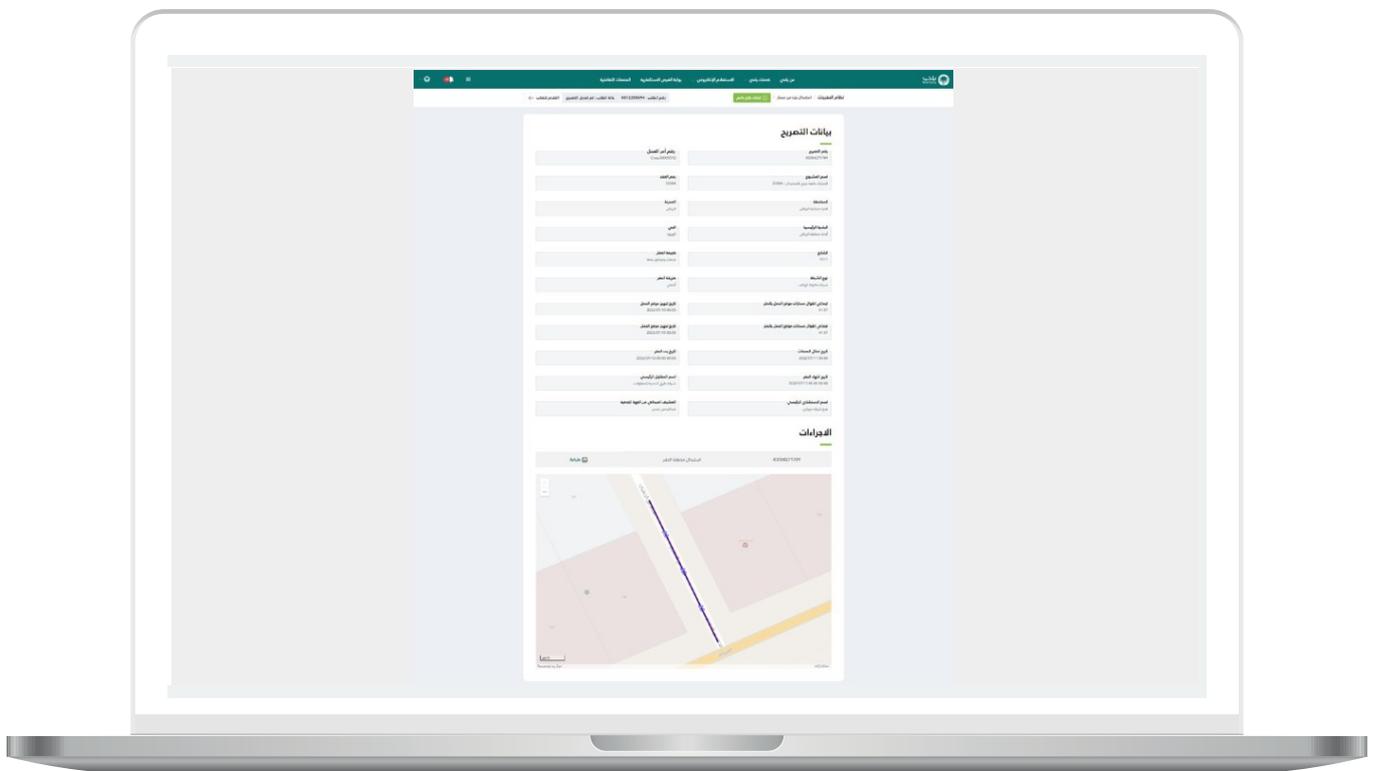


14) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.

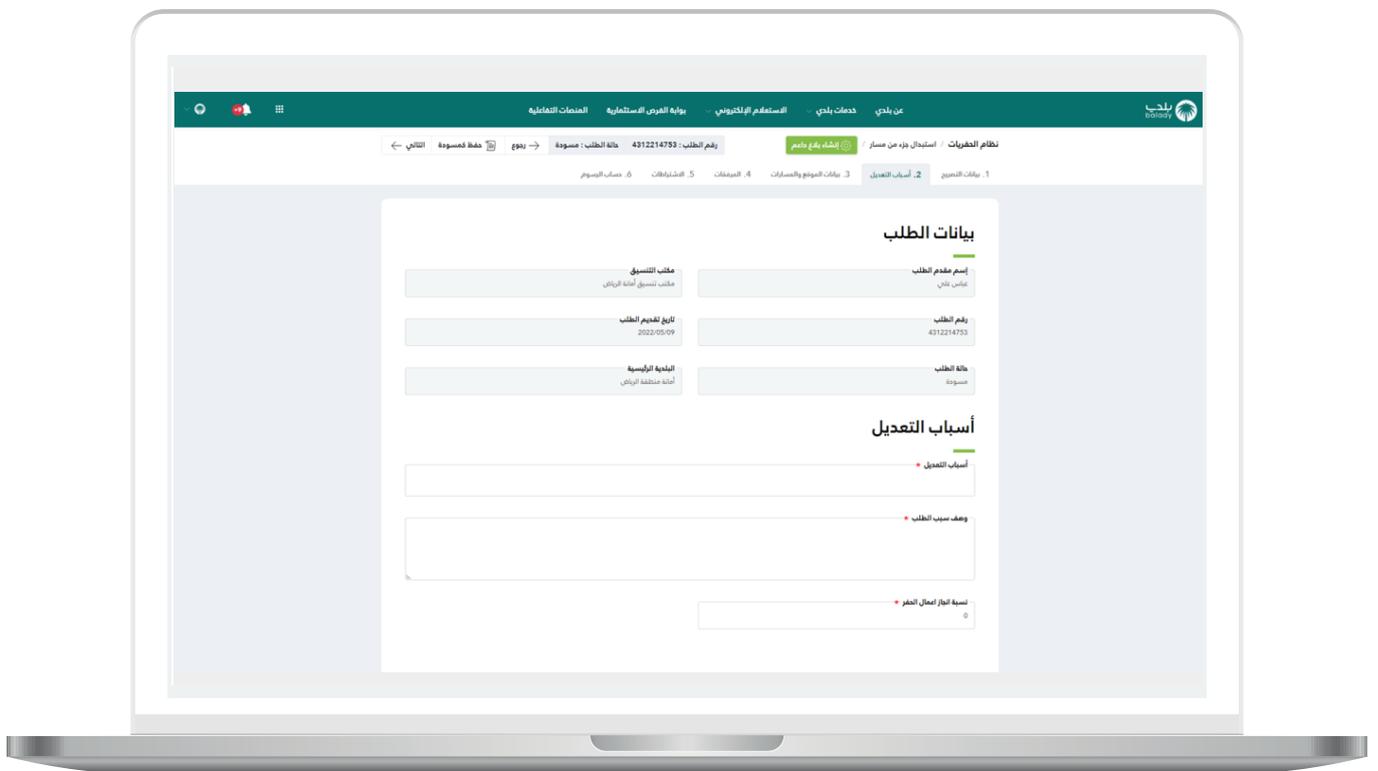


Partial Route Replacement

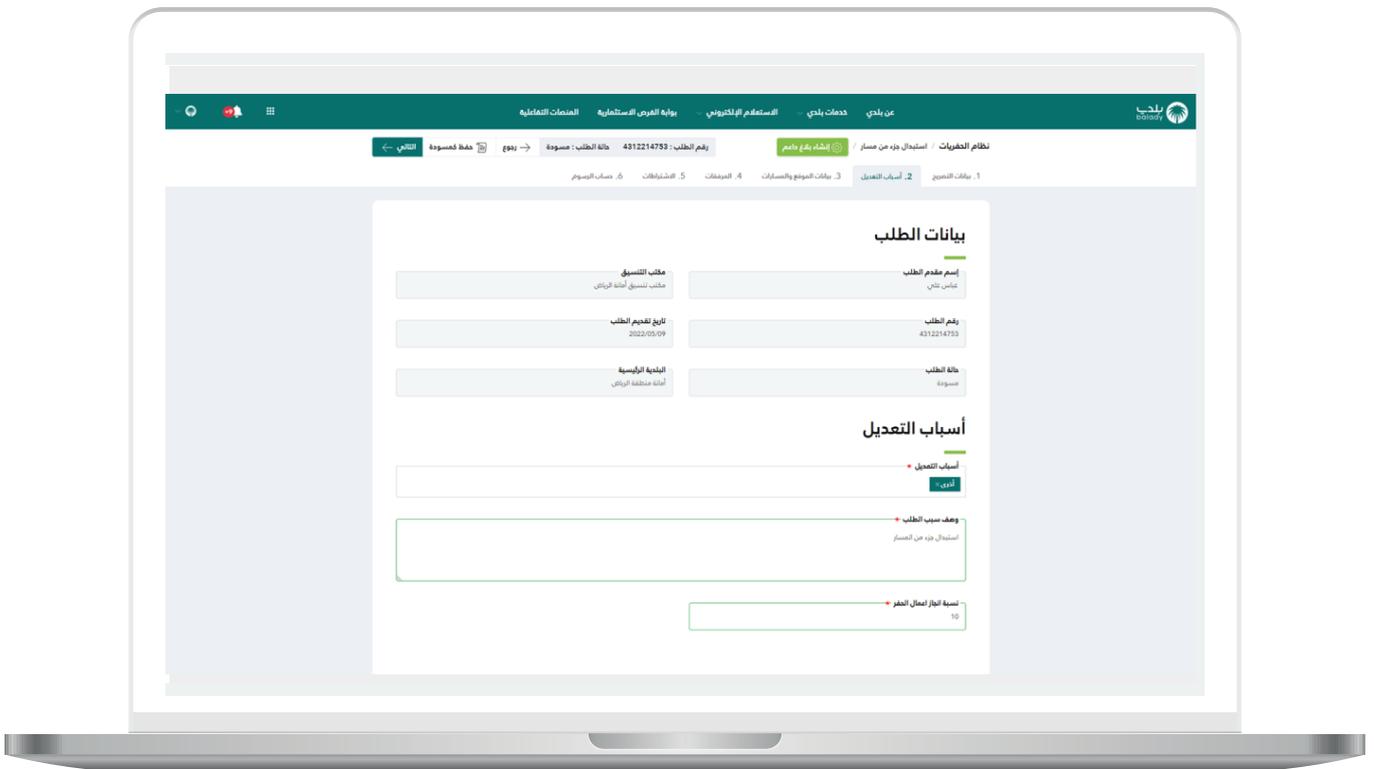
1) After clicking on **(Partial Route Replacement)**, the permit data is displayed. The user then clicks on **(Proceed with Request)** to start the process.



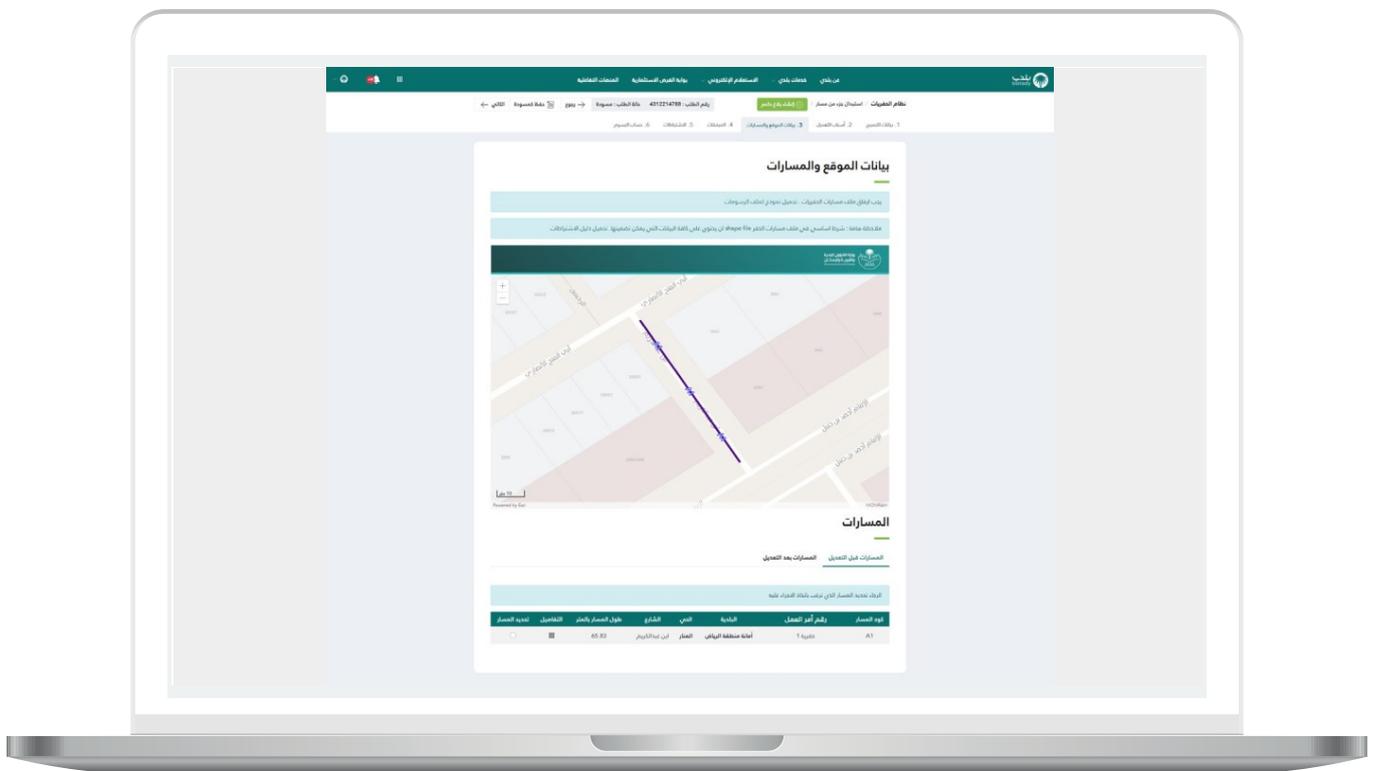
2) The user is then directed to the **(Modification Reasons)** stage, where the required fields are filled, including **(Modification Reasons, Request Description, Excavation Work Completion Percentage)**.



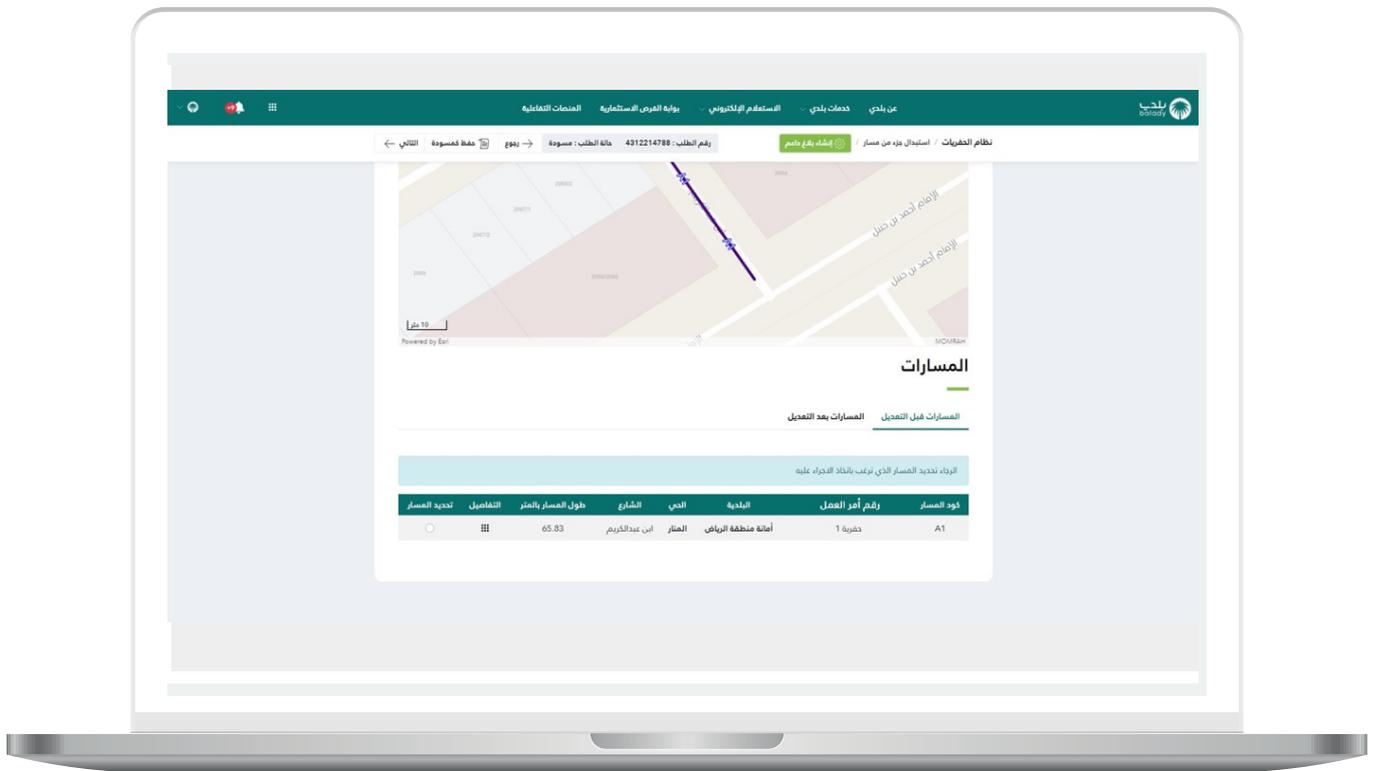
3) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



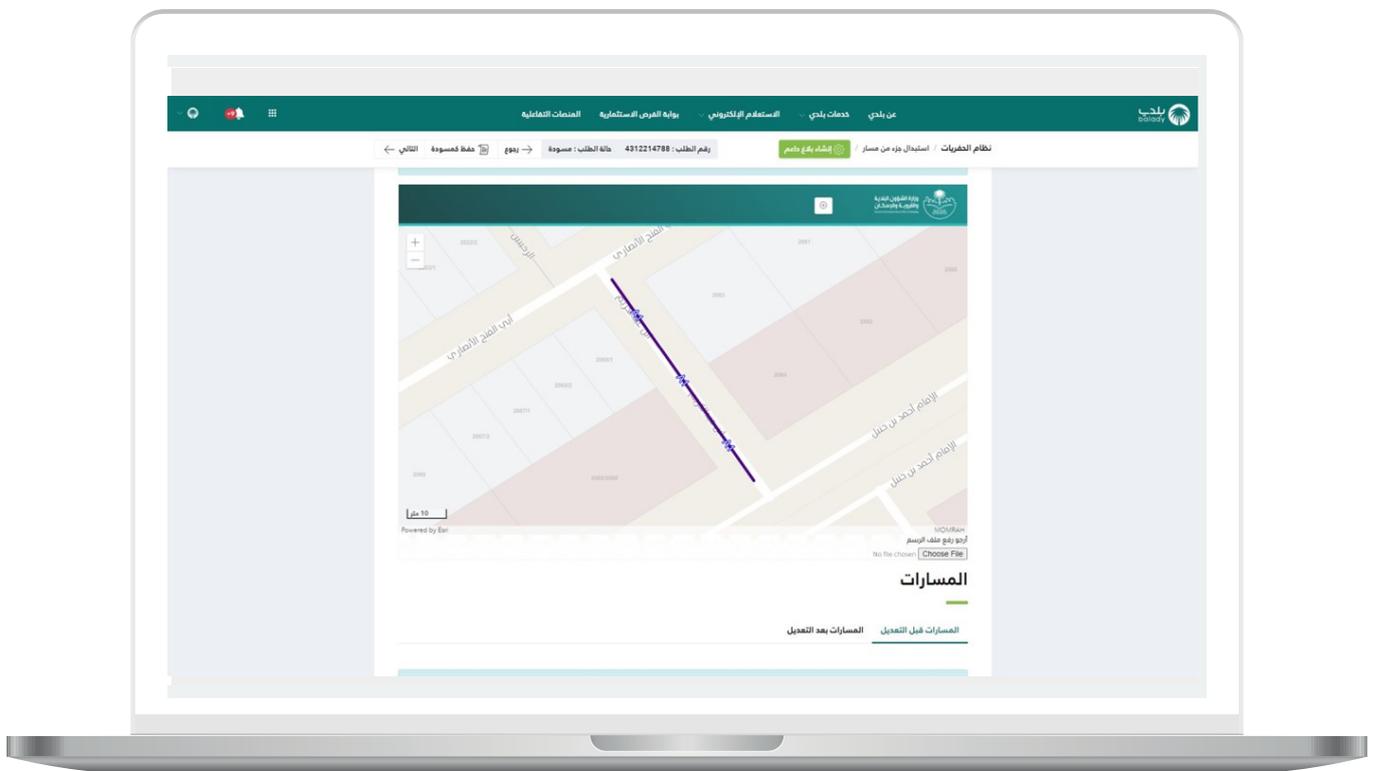
4) The user is then directed to the **(Location and Route Data)** stage, where location data and routes are displayed, including **(Routes Before Modification, Routes After Modification)**.



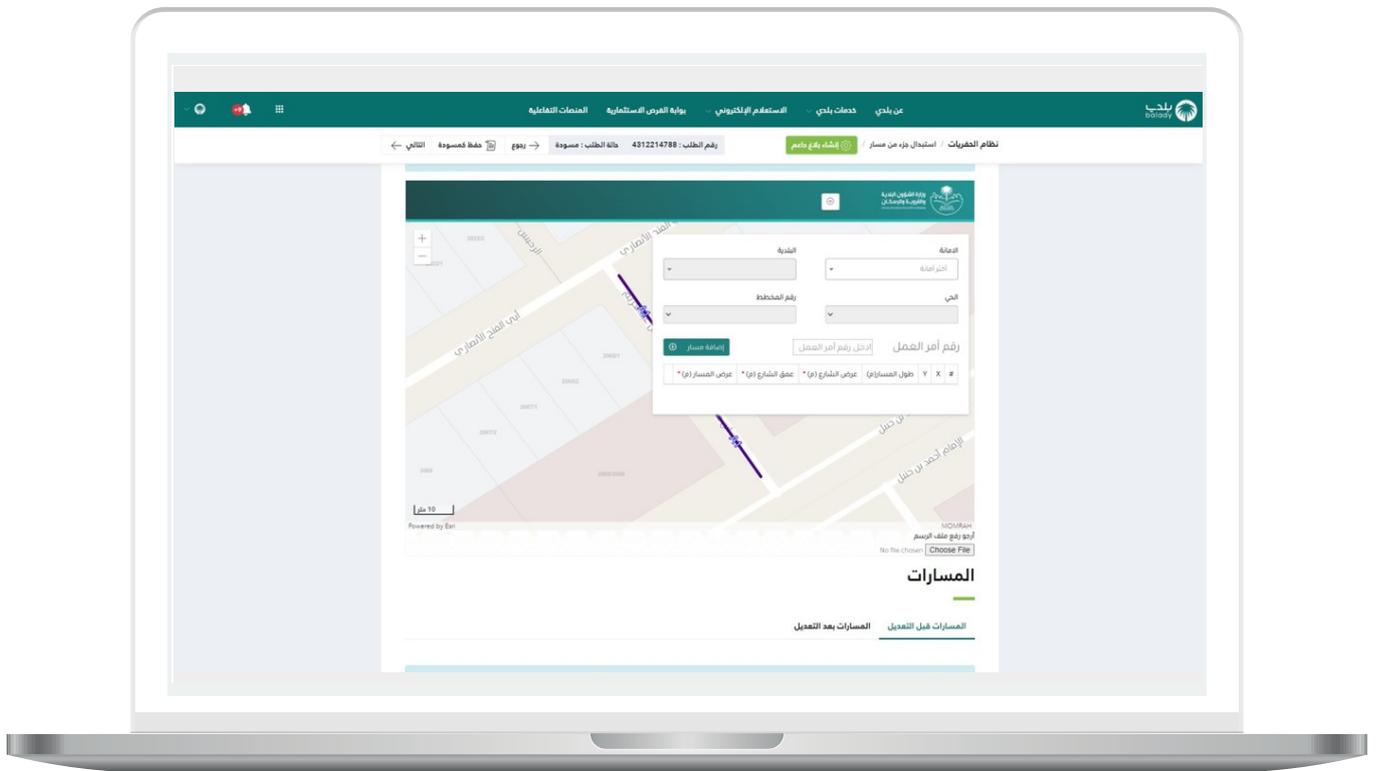
5) The following figure shows (Routes Before Modification).



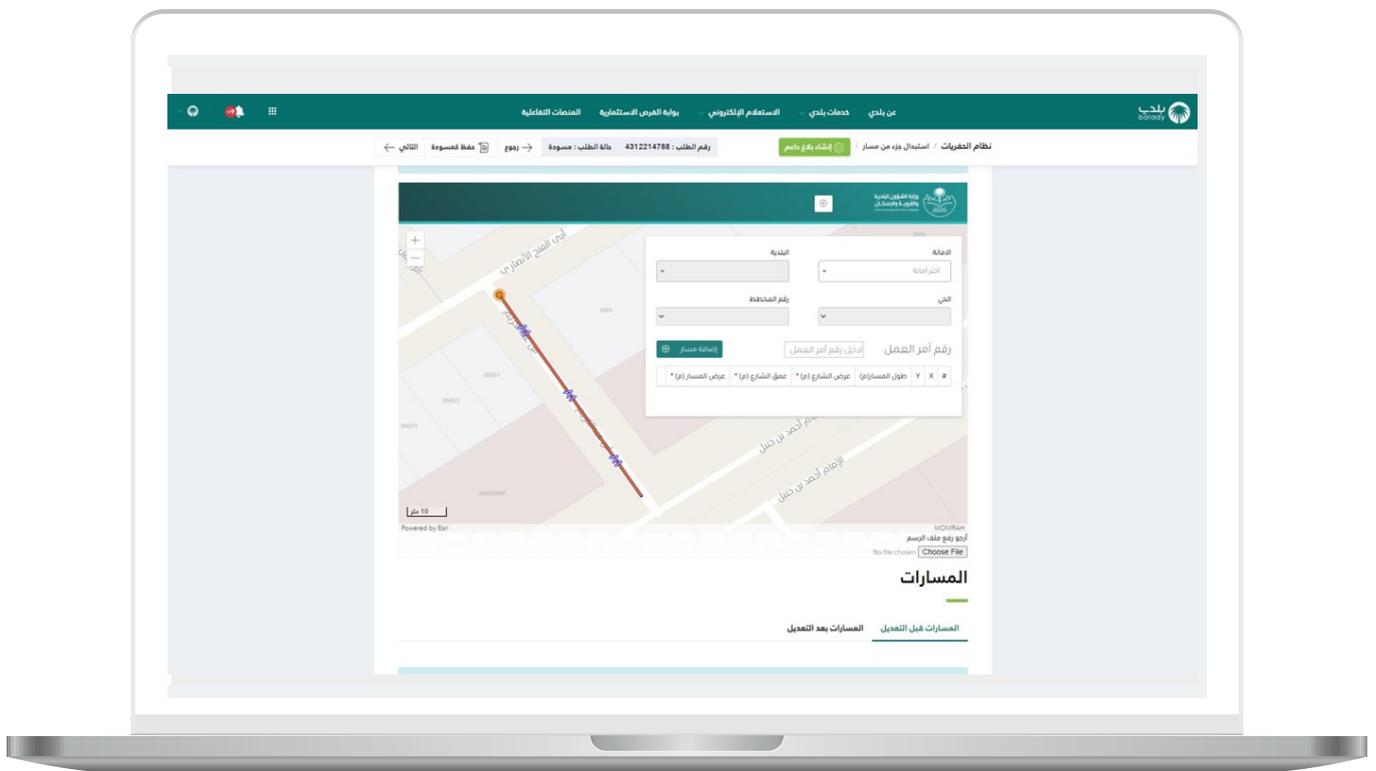
7) The system then allows the addition of a new route by clicking on the plus sign (+) to draw the new route or by uploading a drawing file using the **(Choose File)** button.



8) After clicking the plus sign (+), a small pop-up screen appears where the user clicks **(Add Route)** as shown in the following figure.



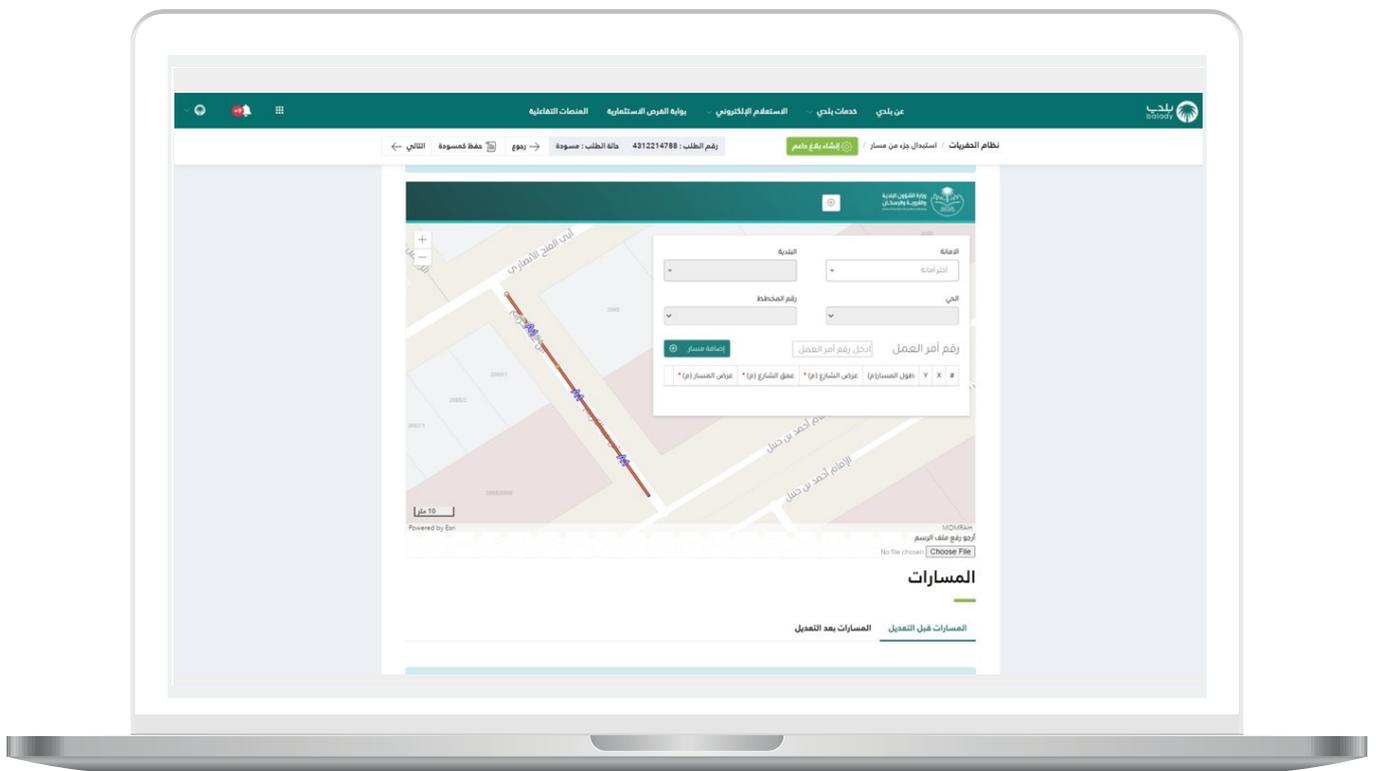
9) After clicking **(Add Route)**, the user selects the starting point on the map, where an orange circle appears.



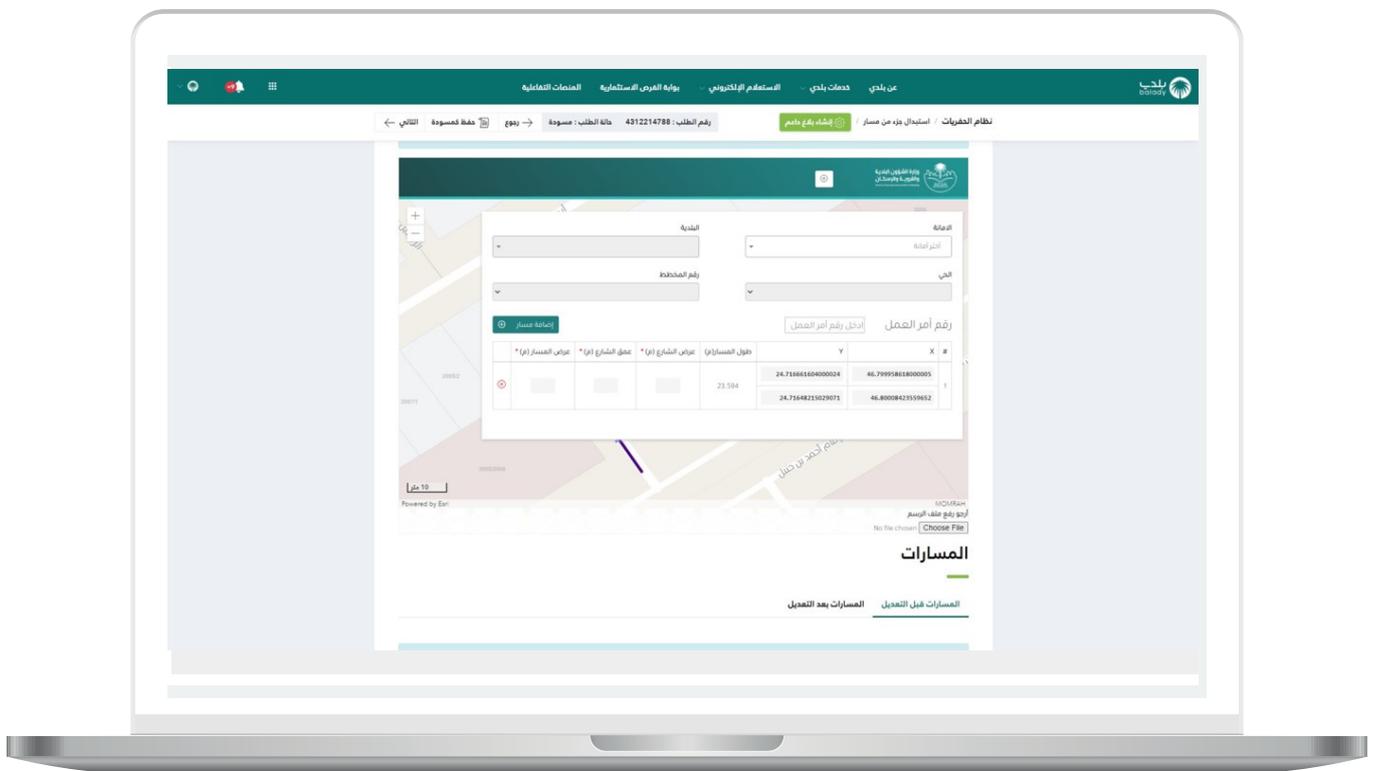


10) The route is then drawn until the end point, which is marked by a small white dot on the route.

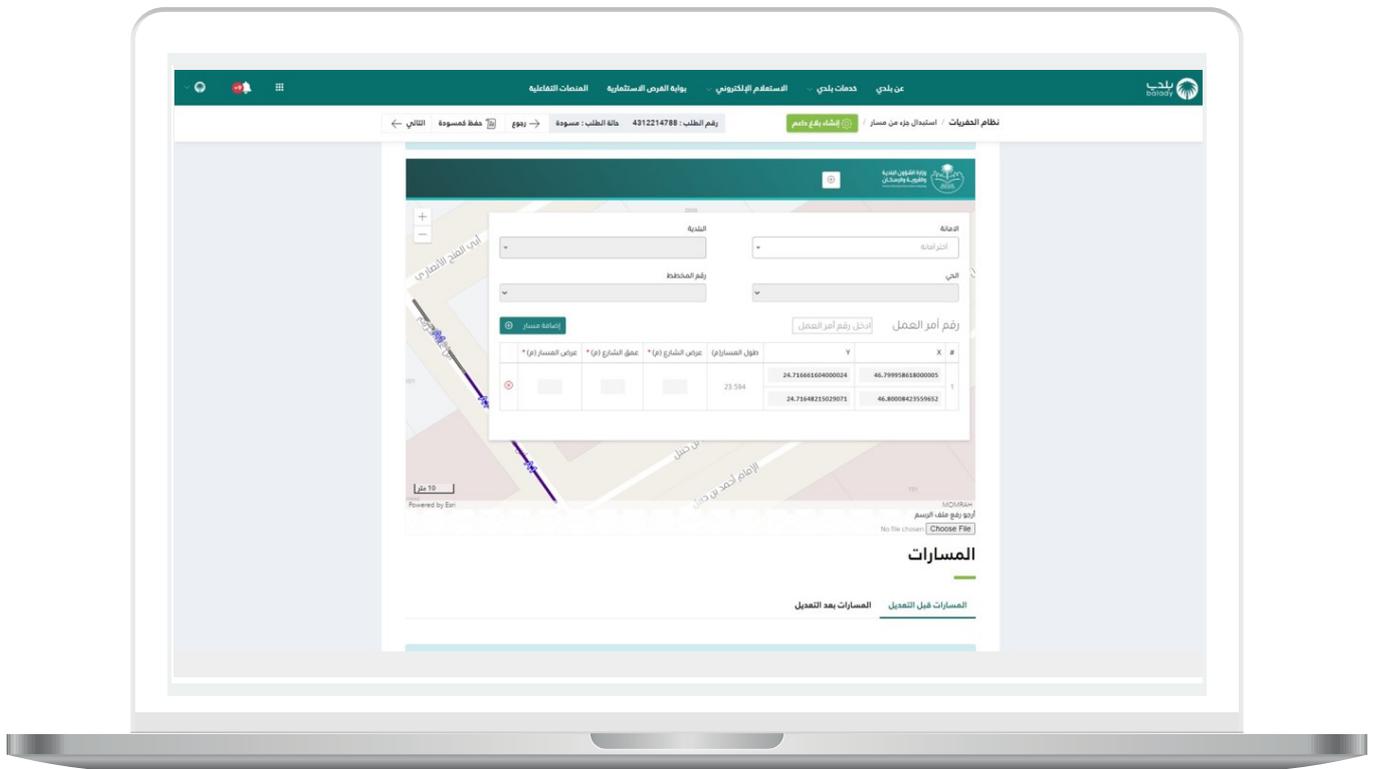
User Guide for Excavation Services (Nasseq) – Excavation Permits 101



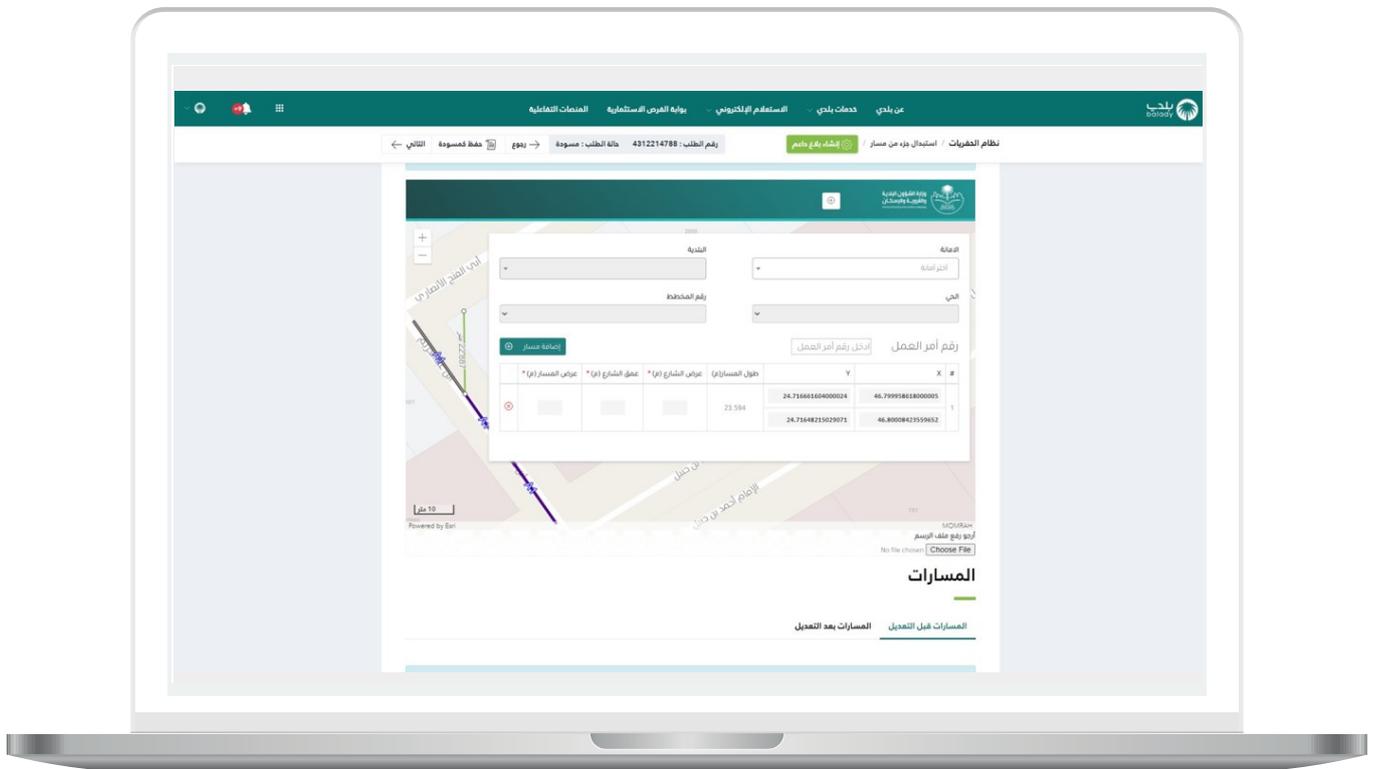
11) A new pop-up appears where the user clicks **(Add Route)** again, as shown in the figure.



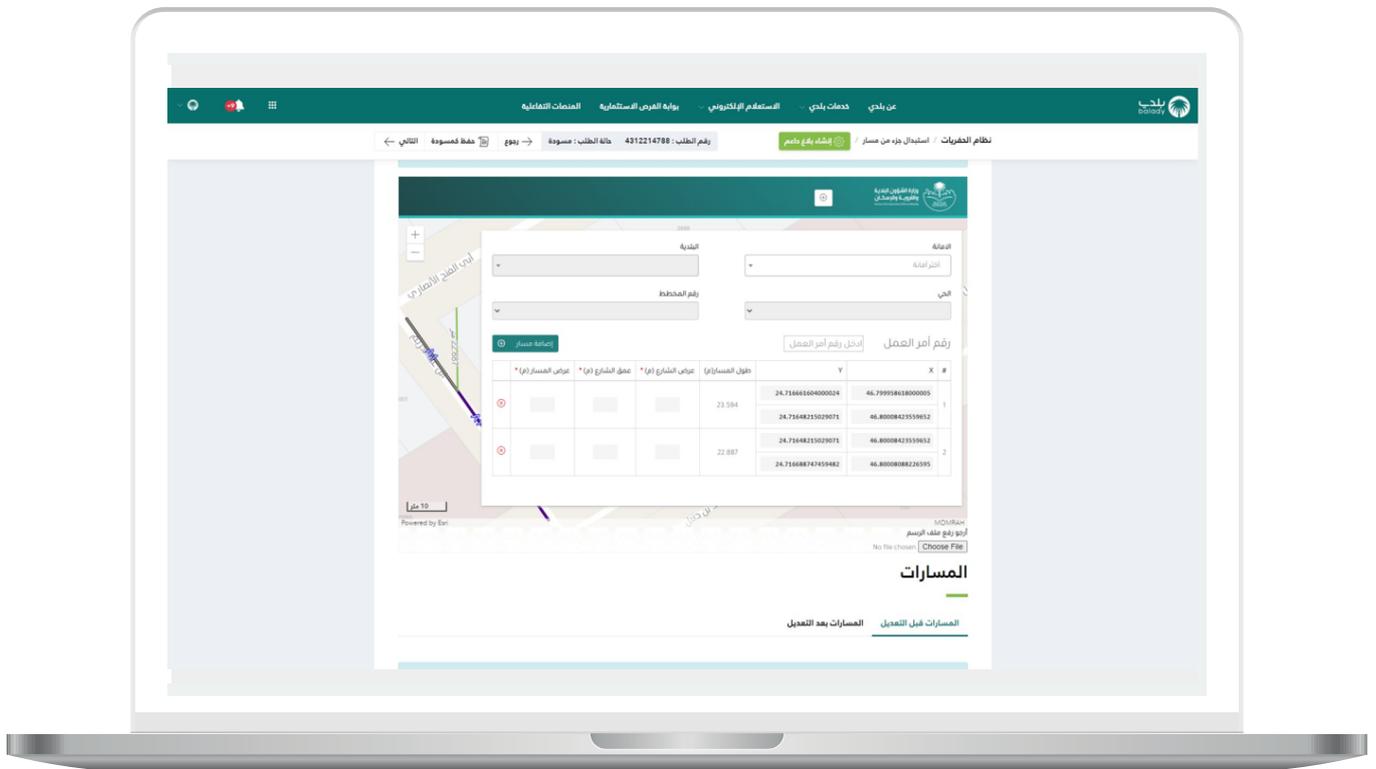
12) The user starts drawing the new route from the endpoint.



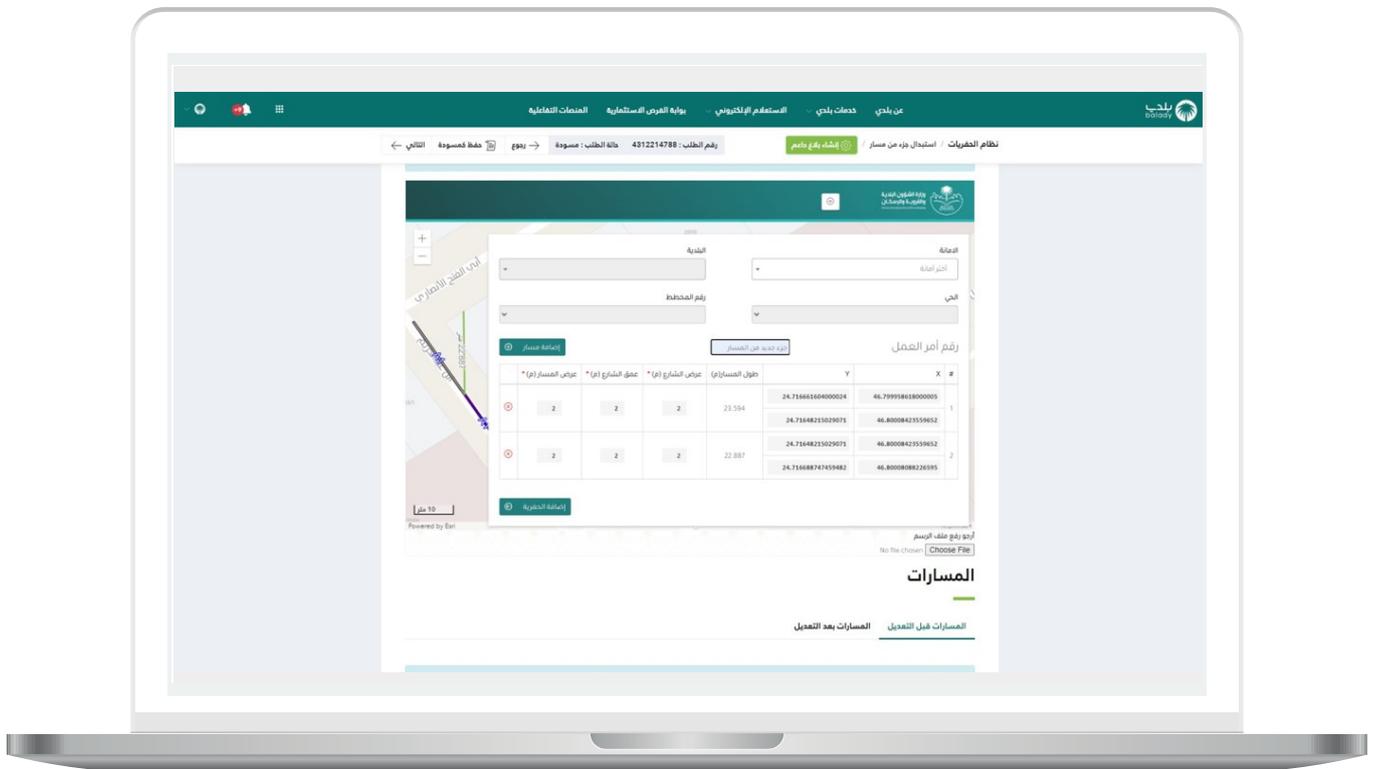
14) The new route is then drawn as shown in the figure.



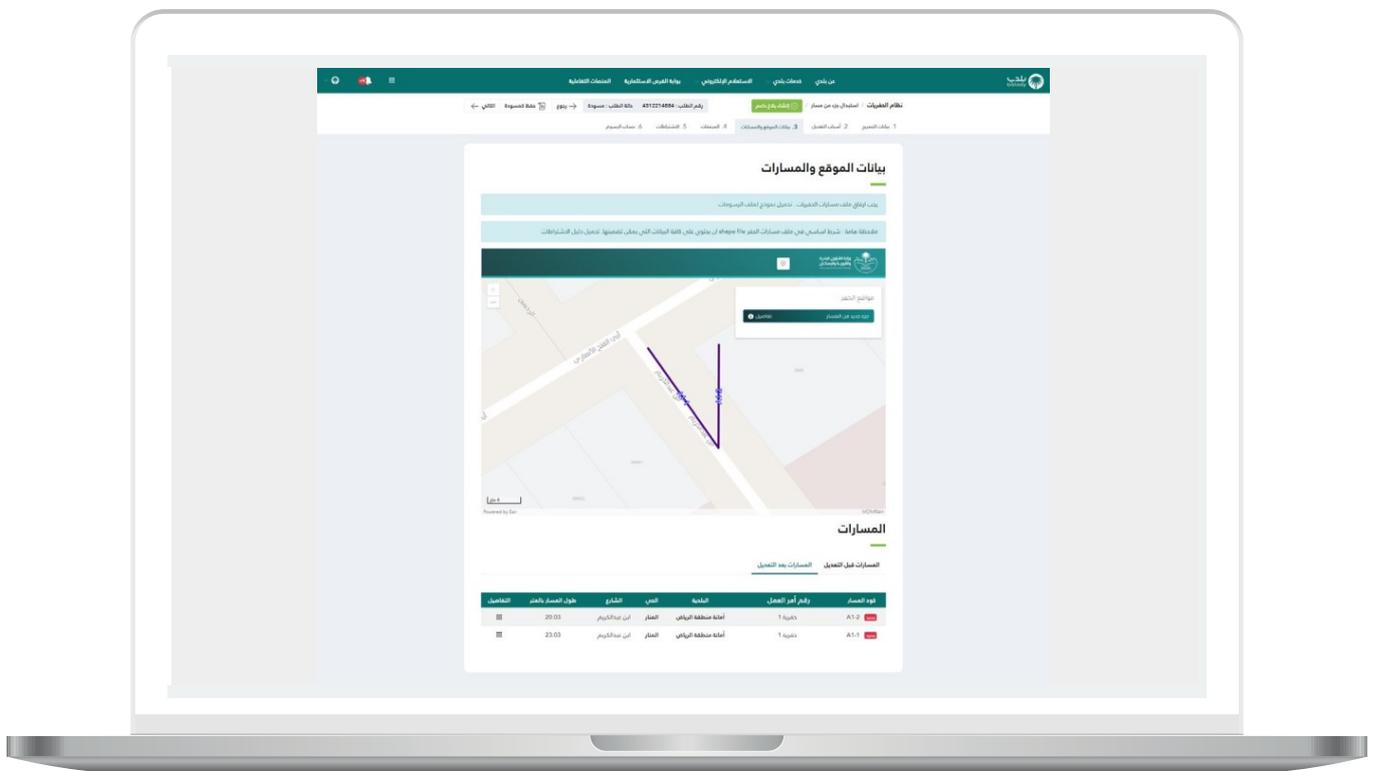
15) The user enters the Excavation Name and fills in the required fields, including (Street Width, Street Depth, Route Width).



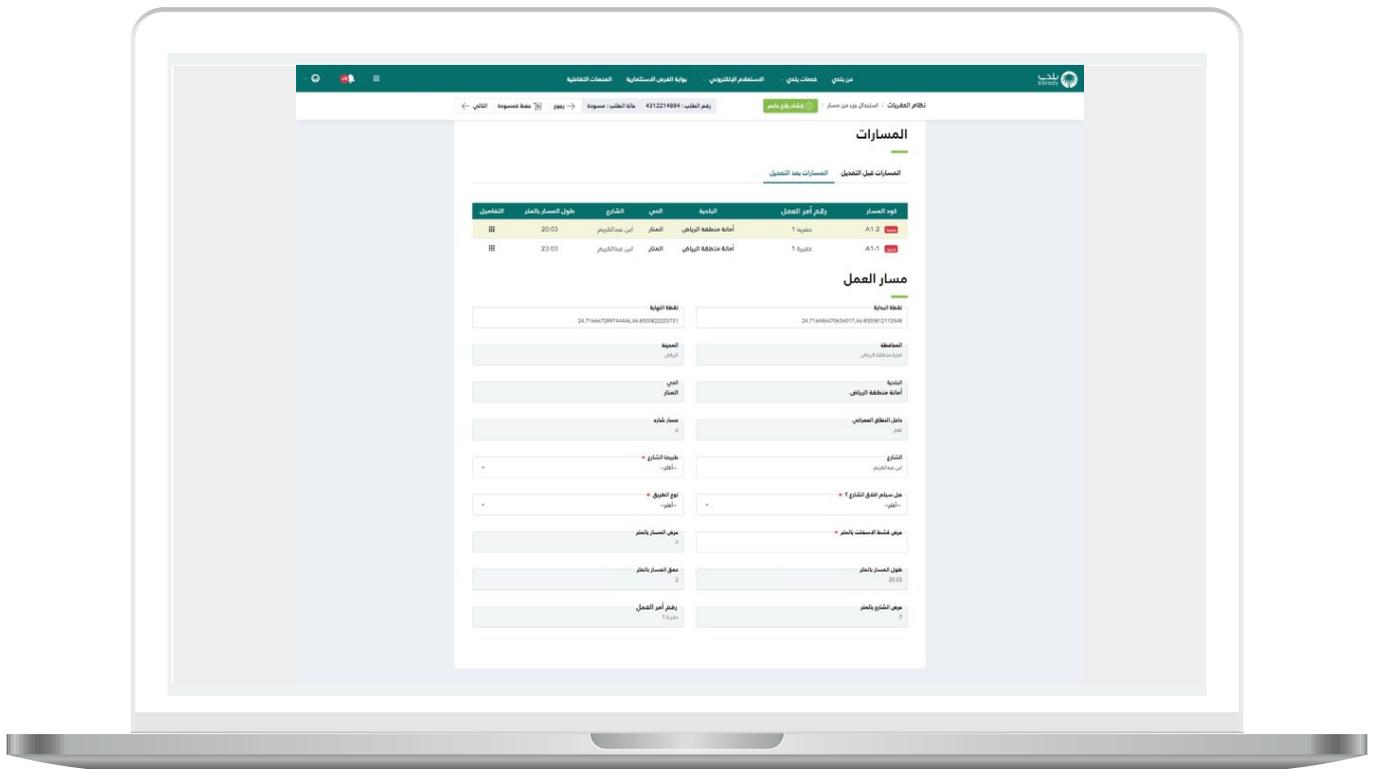
16) The user clicks (Add Excavation).



17) The modified routes are then added and displayed as shown in the following figure.

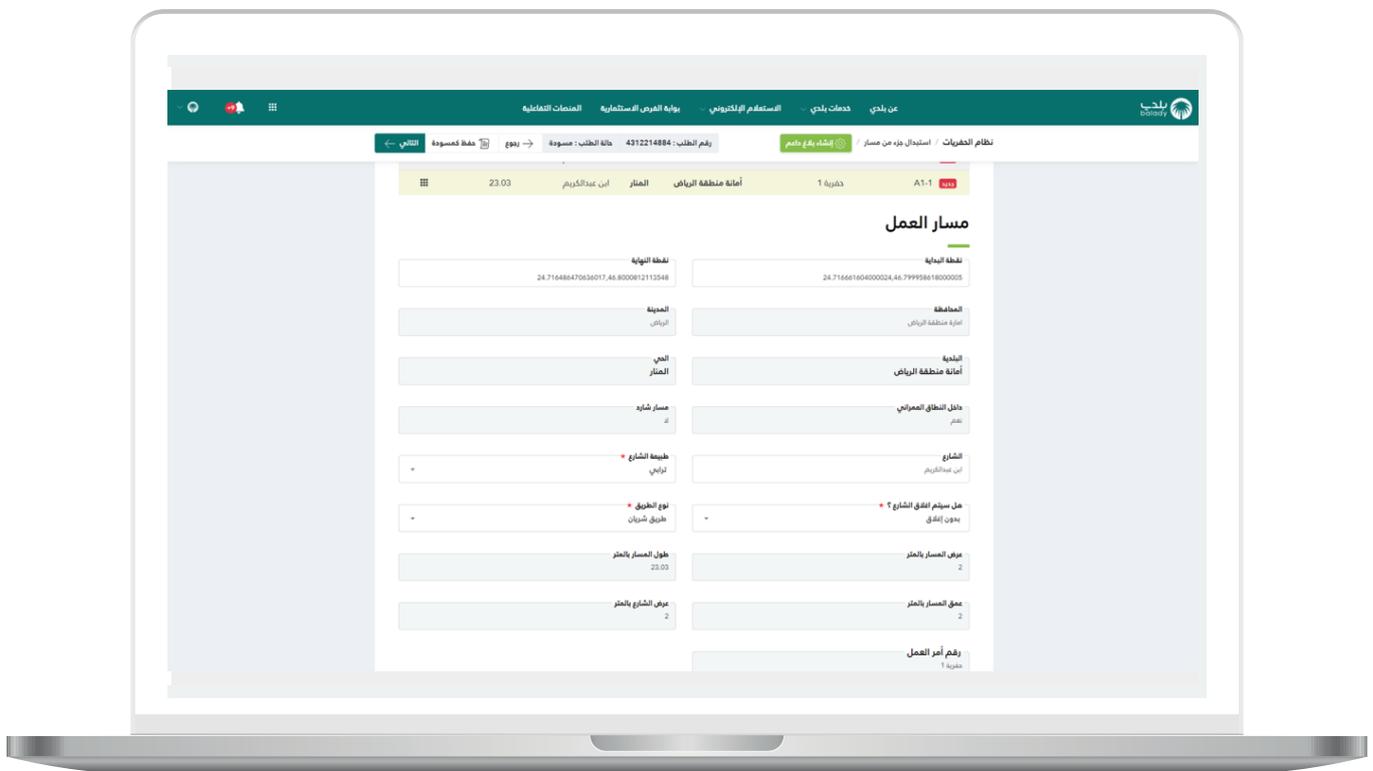


18) After clicking the small box in the **(Details)** column, the Work Route Details are displayed, where the required field values are entered.



19) The required field values are also entered for the second work route.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



The screenshot shows the 'مسار العمل' (Work Route) form in the Nasseq application. The form is organized into a grid of input fields. At the top, there is a navigation bar with the 'نظام الحفرات' (Excavation System) logo and user information. Below the navigation bar, there is a header section with the following details: 'نظام الحفرات / استبدال جزء من مسار', 'رقم الطلب: 4312214894', 'حالة الطلب: مسودة', 'رابع', 'حفظ كمسودة', and 'التالي'. The main form area is titled 'مسار العمل' and contains the following fields:

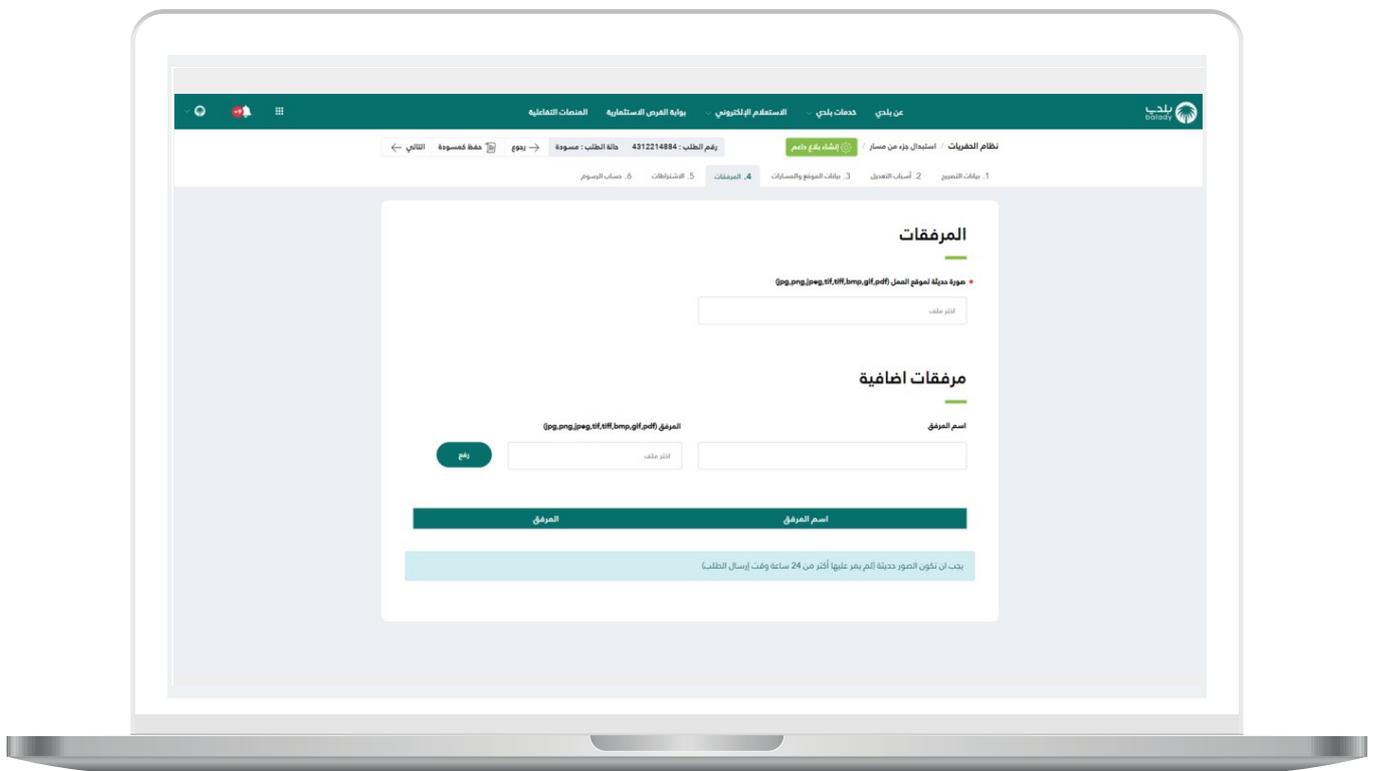
رقم العمل	رقم الطلب	حالة الطلب	رقم الطلب
حفرة 1	4312214894	مسودة	4312214894
A1-1	أمانة منطقة الرياض	المشار	ابن عبدالكريم
23.03	23.03	23.03	23.03

The form fields include:

- نقطة البداية (Start Point): 24.71646160400024, 46.799958618000005
- نقطة النهاية (End Point): 24.716488470634017, 46.8000912113548
- المحافظة (Governorate): أمانة منطقة الرياض
- البلدية (Municipality): أمانة منطقة الرياض
- داخل النطاق العمراني (Within Urban Area): نعم
- الشارع (Street): ابن عبدالكريم
- خط سبعم الفرق الشارع (7m Street Width): بدون إفتاق
- نوع الطريق (Road Type): طريق شبان
- عرض المسار بالمتر (Road Width in Meters): 2
- عمق المسار بالمتر (Road Depth in Meters): 2
- رقم أمر العمل (Work Order Number): حفرة 1

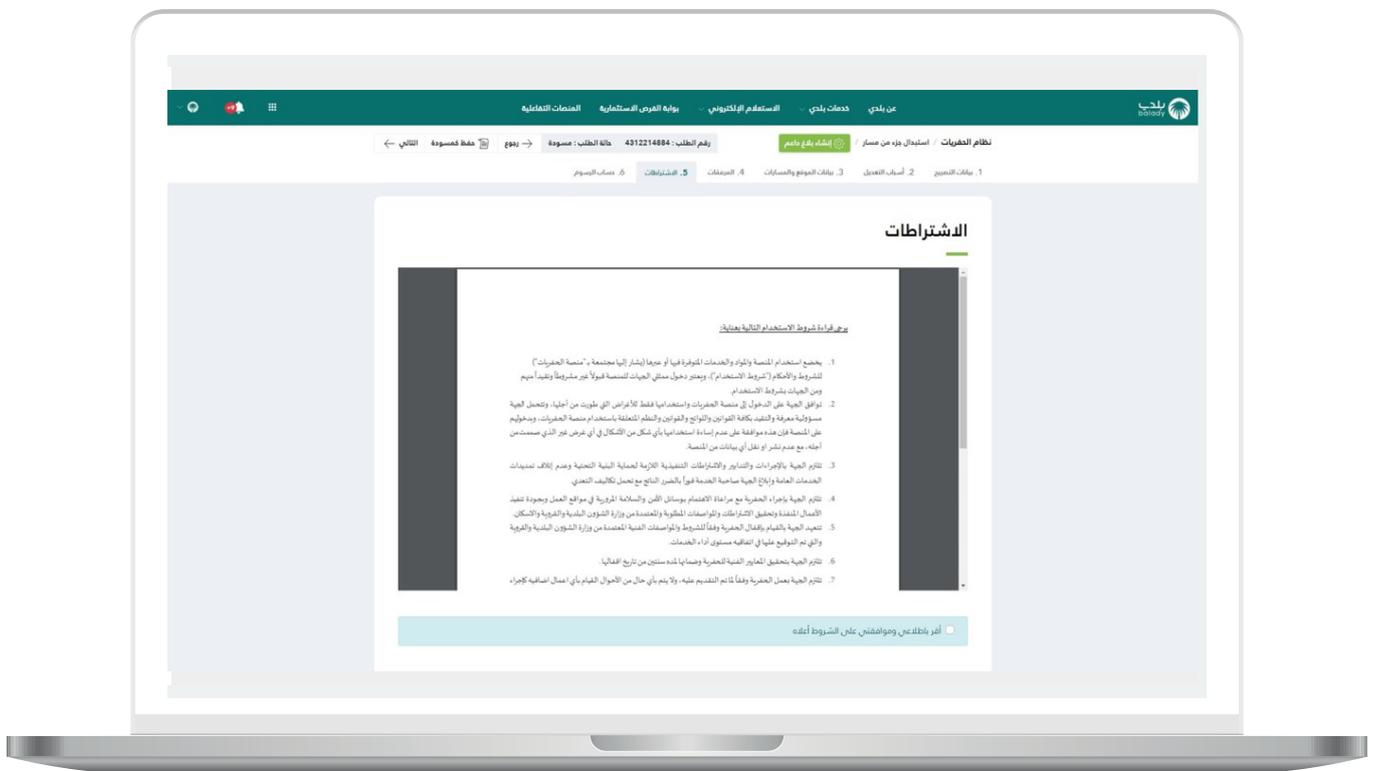
20) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



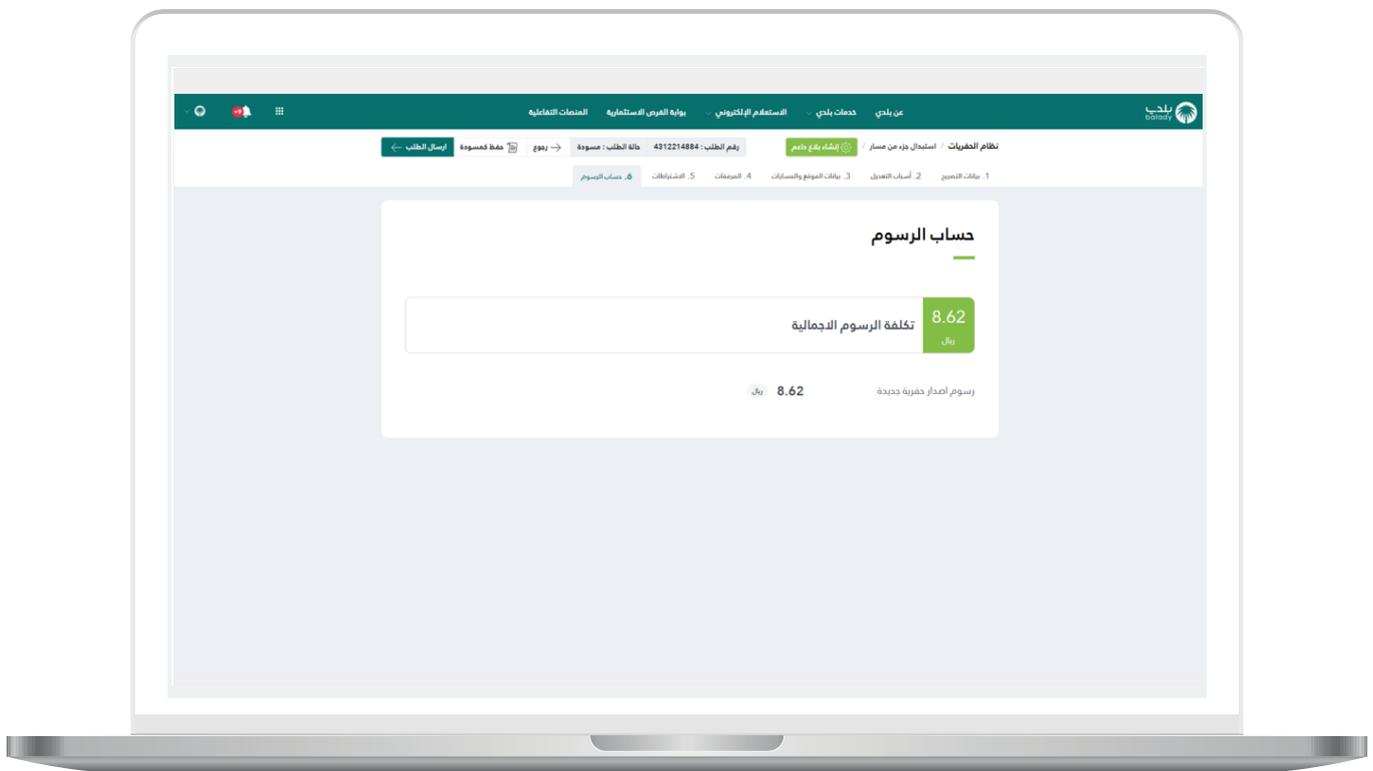
21) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.

The user then clicks **(Next)**, with the option to save the request as a draft for later retrieval by clicking **(Save as Draft)** and the ability to go back to the previous step by clicking **(Back)**.

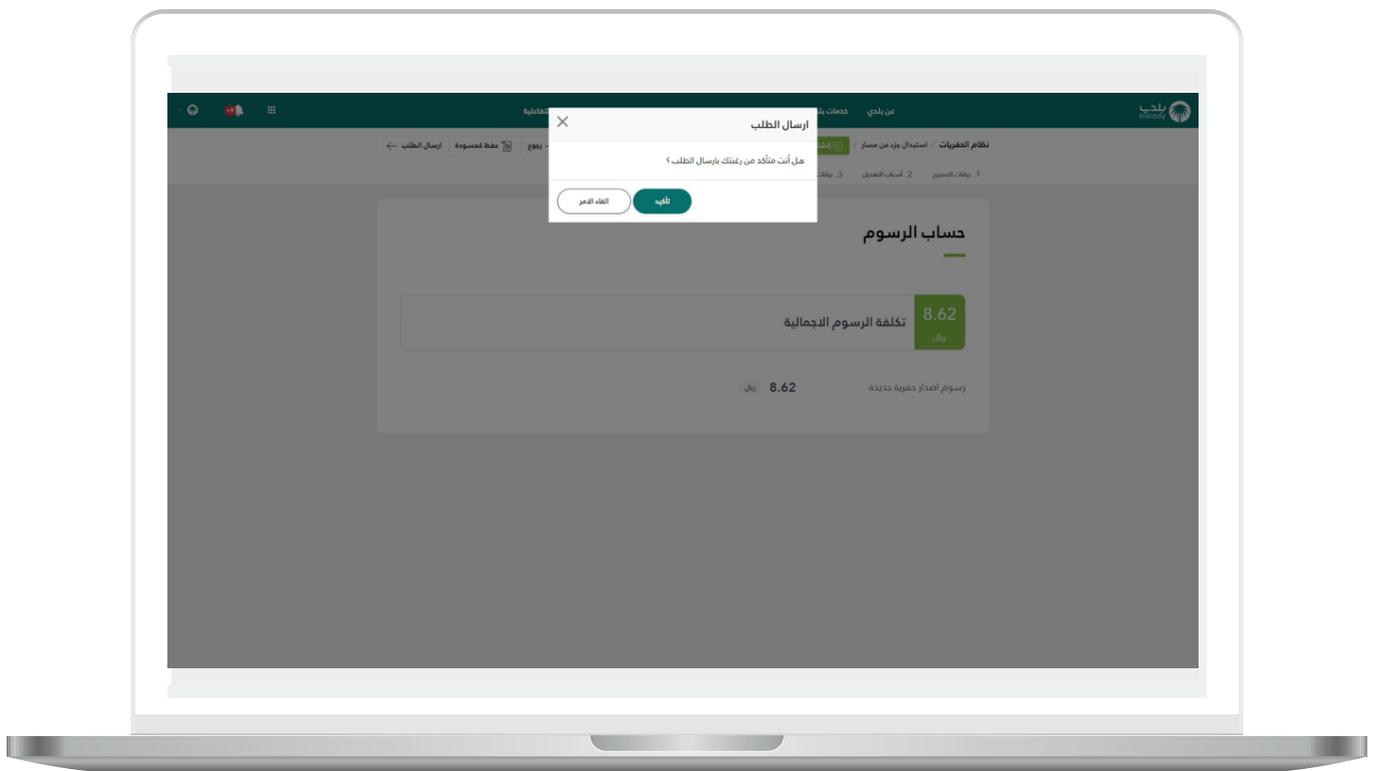


22) The user is then directed to the **(Fee Calculation)** stage, where the total fee cost is displayed.

The system allows the user to submit the request by clicking **(Submit Request)**, with the option to save the request as a draft by clicking **(Save as Draft)** and the ability to go back to the previous step by clicking **(Back)**.

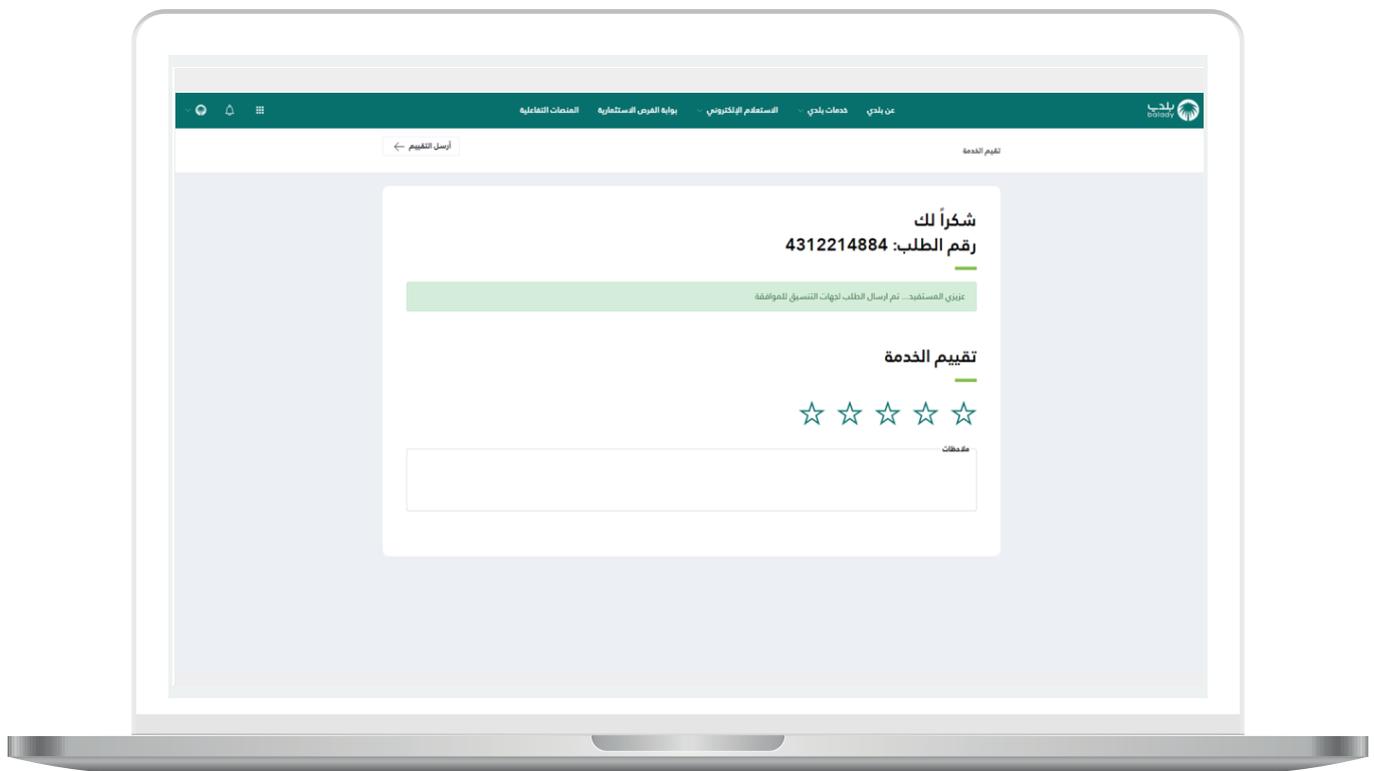


23) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.

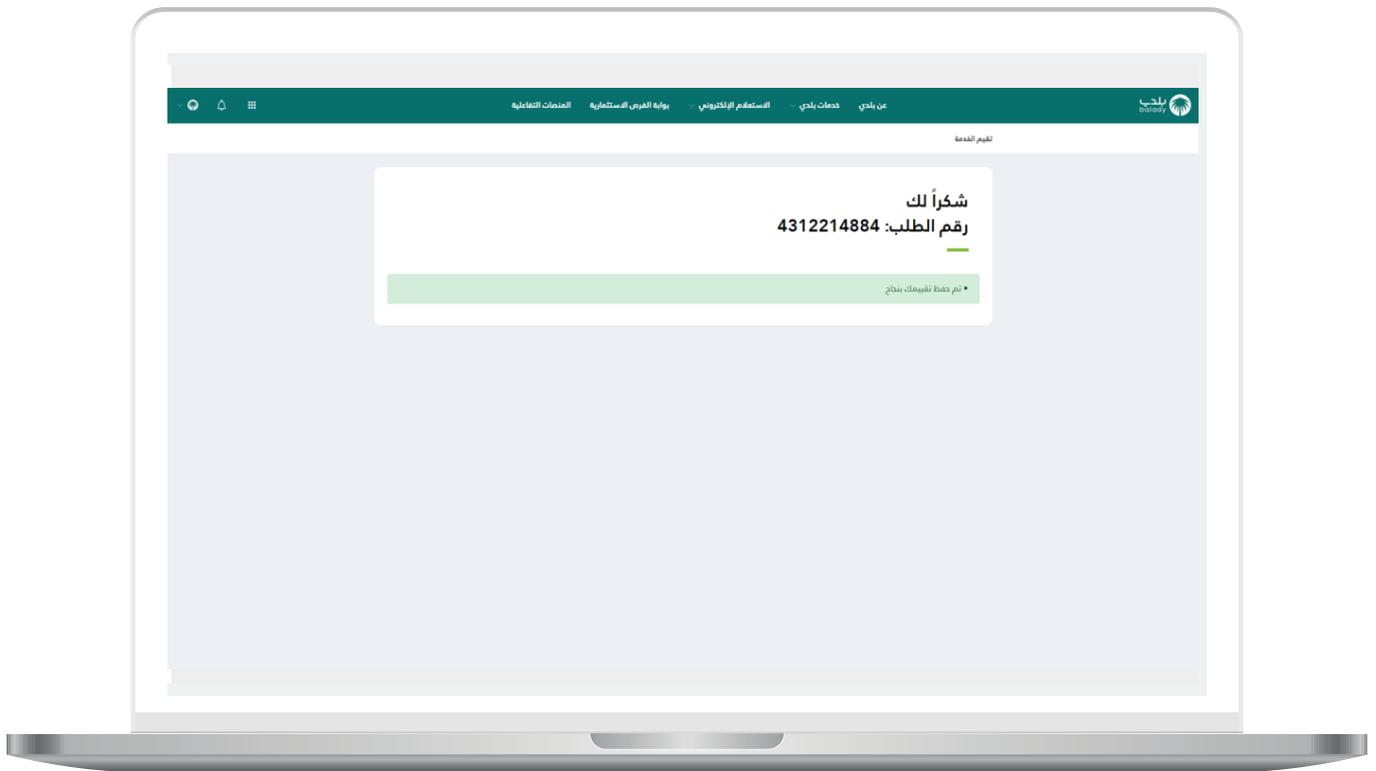


24) The request is then sent to the coordination authorities, with a notification message confirming the submission.

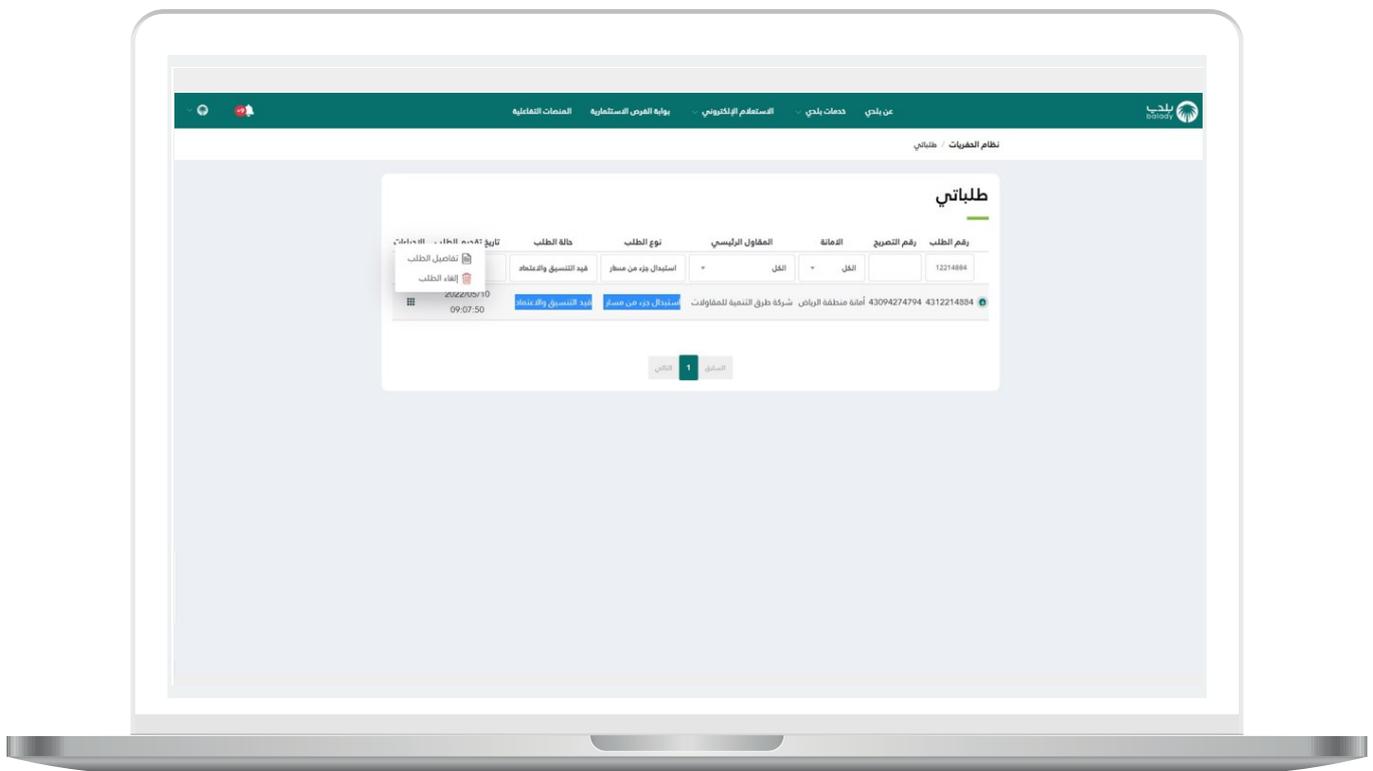
The user can evaluate the service by selecting a star rating and entering a value in the **(Comments)** field, then clicking **(Submit Evaluation)**.



25) The evaluation is successfully saved, and a confirmation message appears.

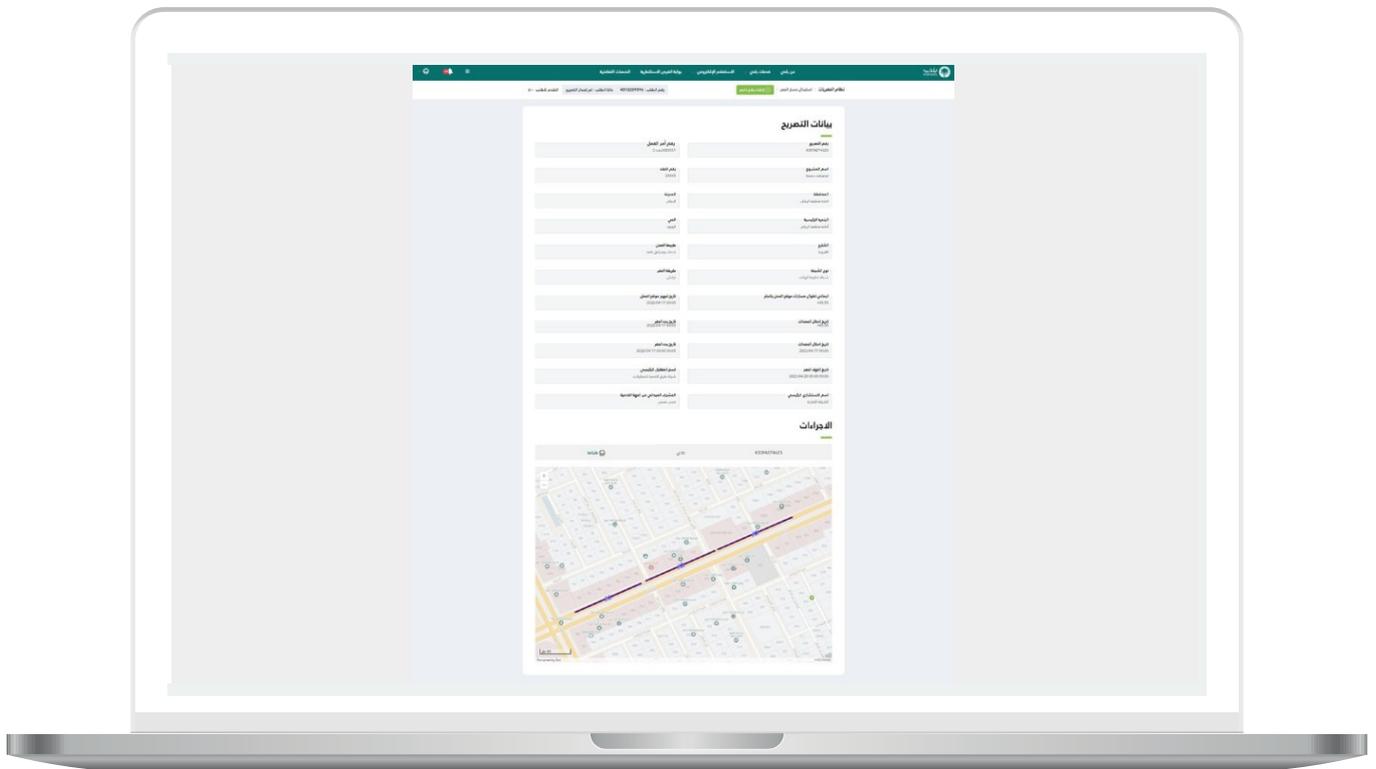


26) The user is then directed to the **(My Requests)** screen to track the request status, which appears as **(Under Coordination and Approval)**. The user can click the box in the **(Actions)** column to view request details by selecting **(Request Details)** or cancel the request by selecting **(Cancel Request)**.



Excavation Route Replacement

1) After clicking on **(Excavation Route Replacement)**, the permit details are displayed as follows. The user then clicks **(Proceed with Request)** to start the process.

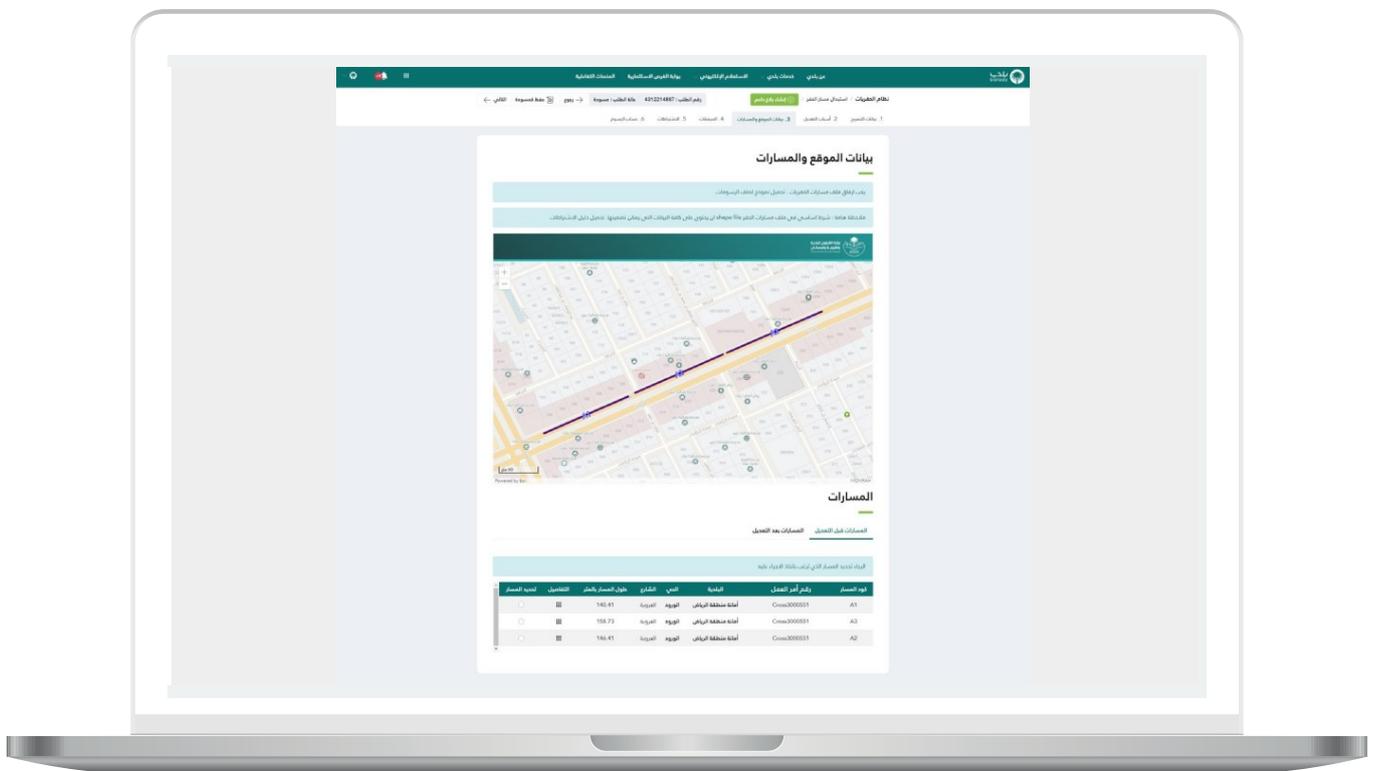


2) The user is then directed to the **(Modification Reasons)** stage, where the required fields are filled, including **(Modification Reasons, Request Description, Excavation Work Completion Percentage)**.

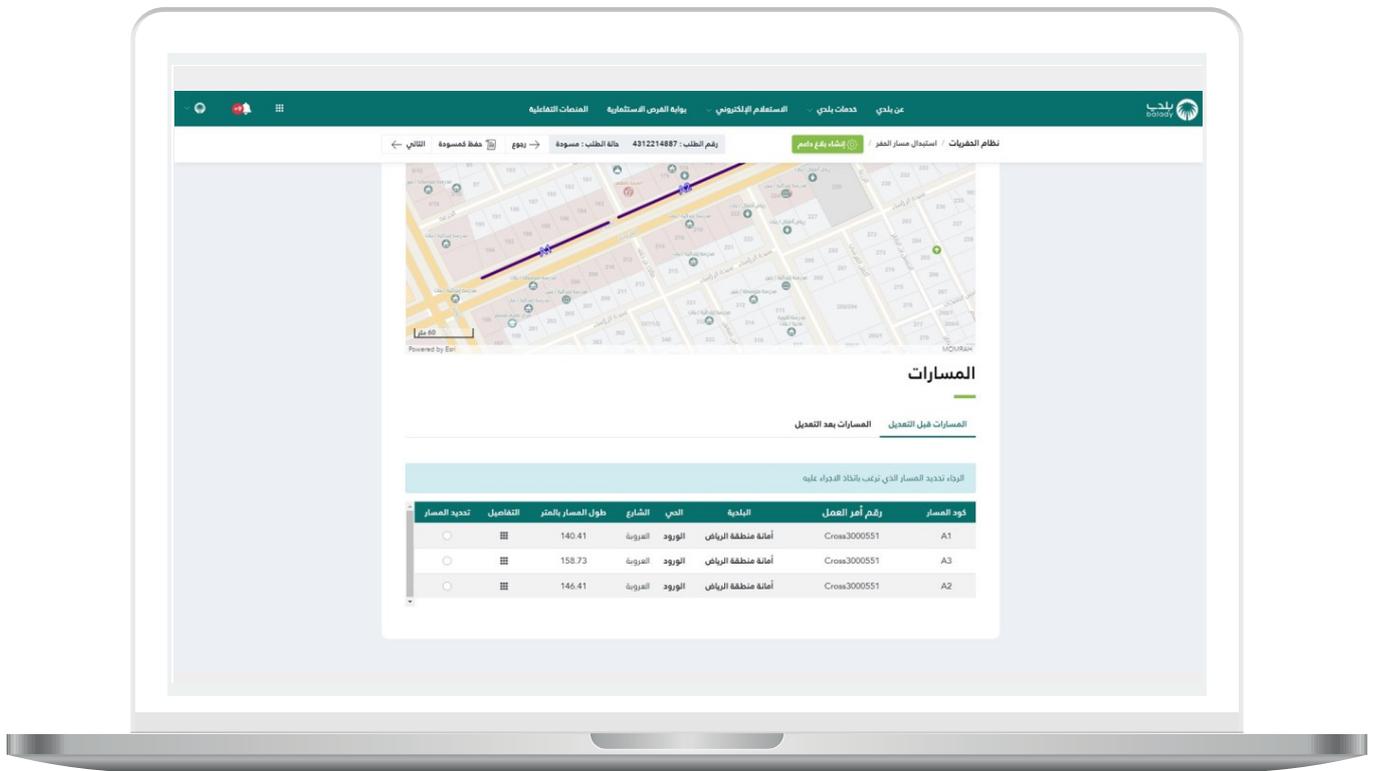
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

The screenshot displays the 'بيانات الطلب' (Request Data) section of the Nasseq web application. The interface is in Arabic and shows a form for entering request details. The top navigation bar includes the Nasseq logo and user information. The main content area is divided into two sections: 'بيانات الطلب' (Request Data) and 'أسباب التعديل' (Modification Reasons). The 'بيانات الطلب' section contains several input fields for request details, including 'اسم مقدم الطلب' (Requester Name), 'رقم الطلب' (Request Number), 'حالة الطلب' (Request Status), 'مكتب التنسيق' (Coordination Office), 'تاريخ تقديم الطلب' (Request Submission Date), and 'الجهة الرئيسية' (Main Authority). The 'أسباب التعديل' section contains three input fields for modification reasons, labeled 'أسباب التعديل' (Modification Reasons), 'هدف سبب الطلب' (Request Purpose), and 'نسبة إنجاز أعمال الطفر' (Excavation Work Completion Percentage).

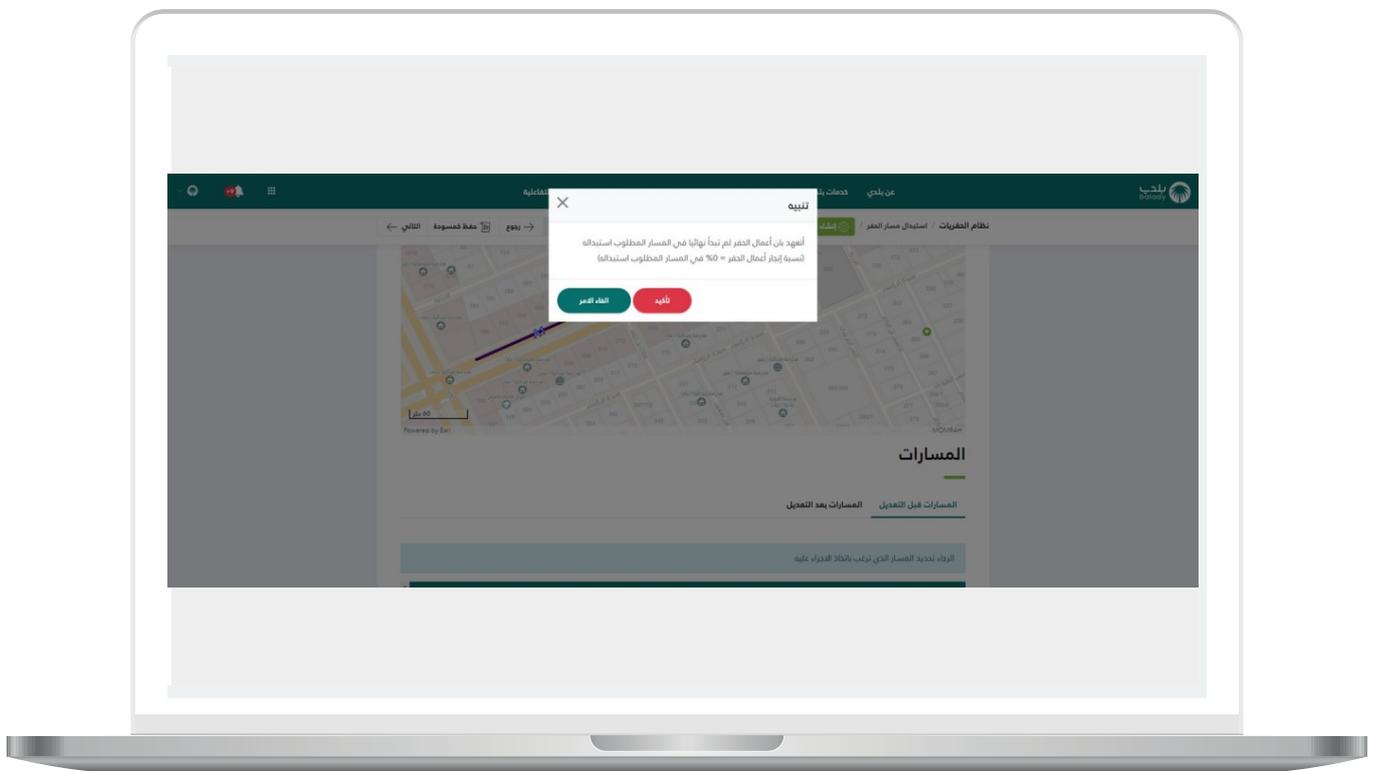
3) The user is then directed to the **(Location and Route Data)** stage, where location data and routes are displayed, including **(Routes Before Modification, Routes After Modification)**.



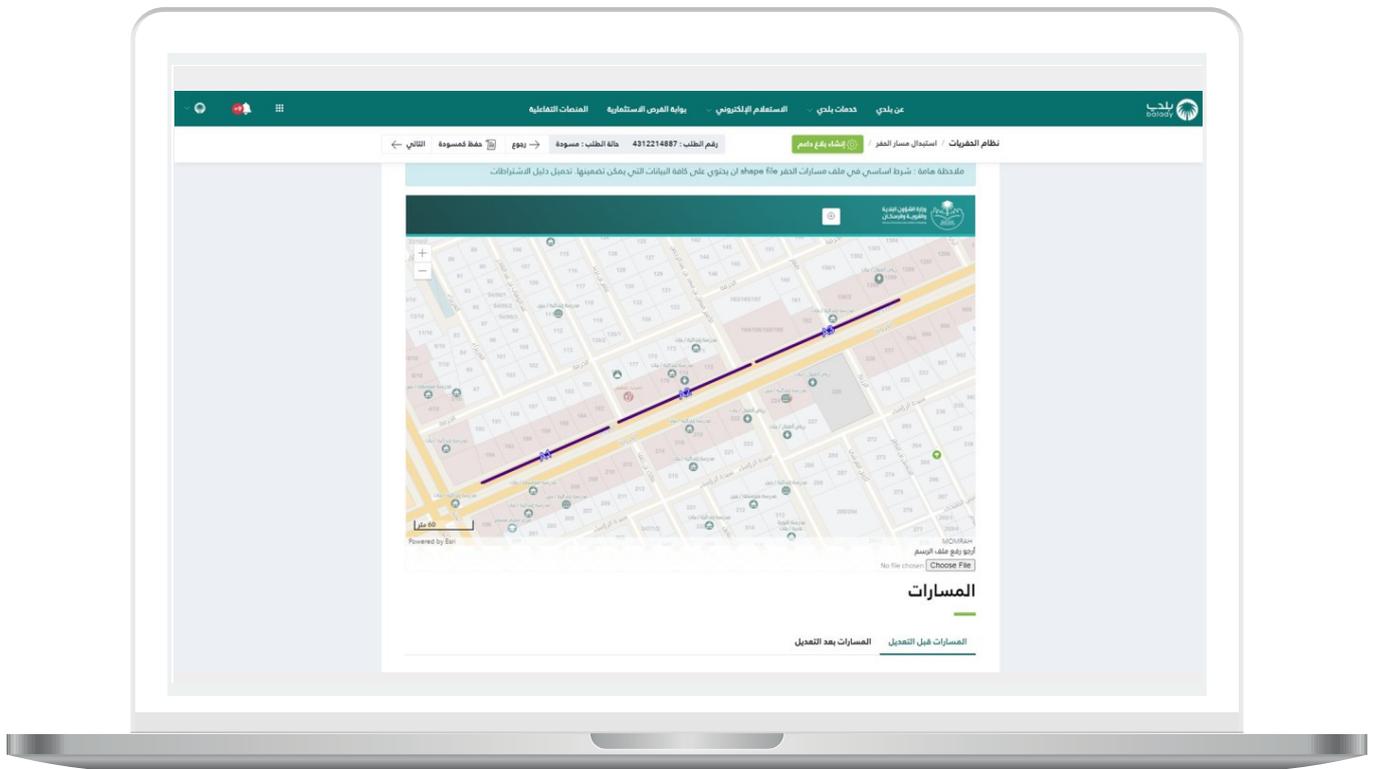
4) The following figure shows (Routes Before Modification).



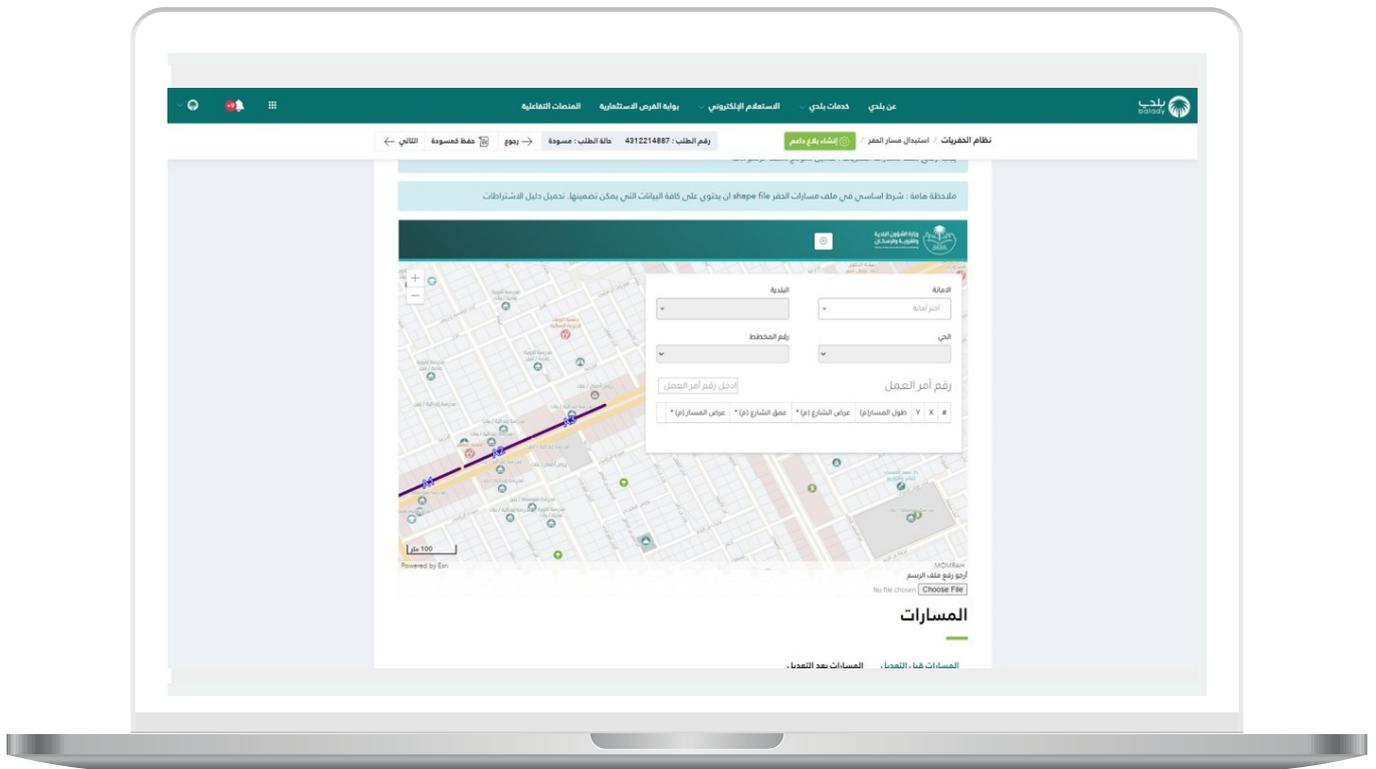
5) After selecting the path to be replaced, a confirmation alert appears, prompting the user to click **(Confirm)**, with the option to cancel the process by clicking **(Cancel)**.



6) The system then allows the addition of a new route by clicking on the plus sign (+) to draw the new route or by uploading a drawing file using the **(Choose File)** button.

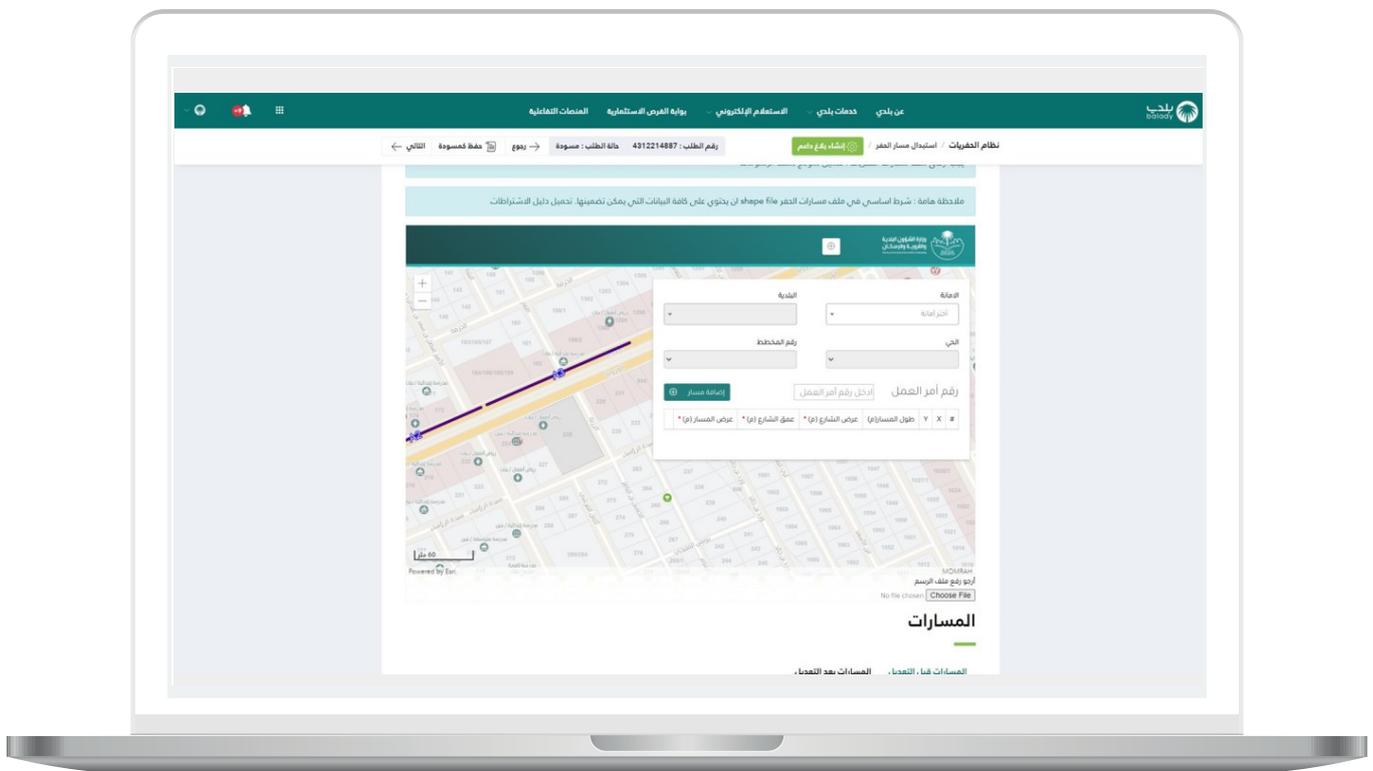


7) After clicking the plus (+) icon, a pop-up window appears as shown below.

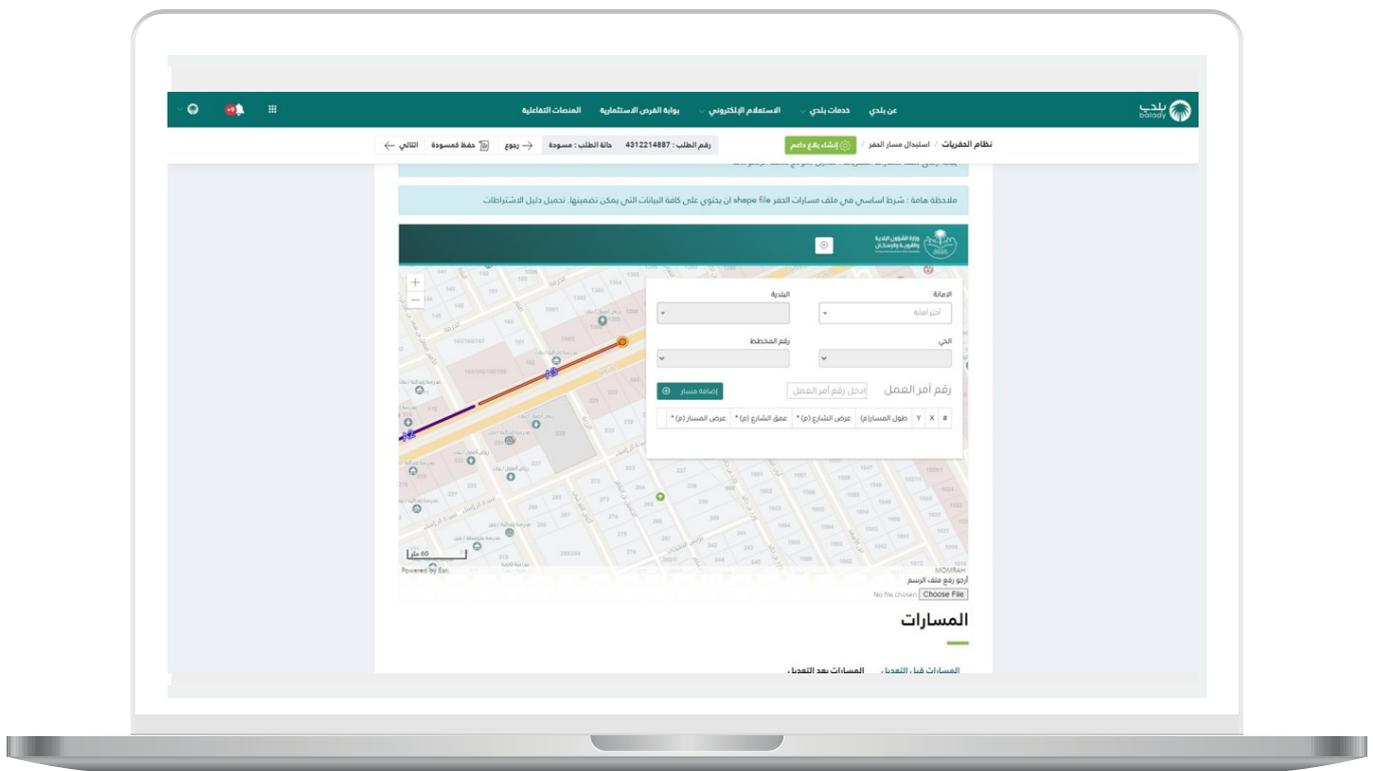


8) Once the map is zoomed in, the **(Add Route)** button becomes visible, and the user must click it.

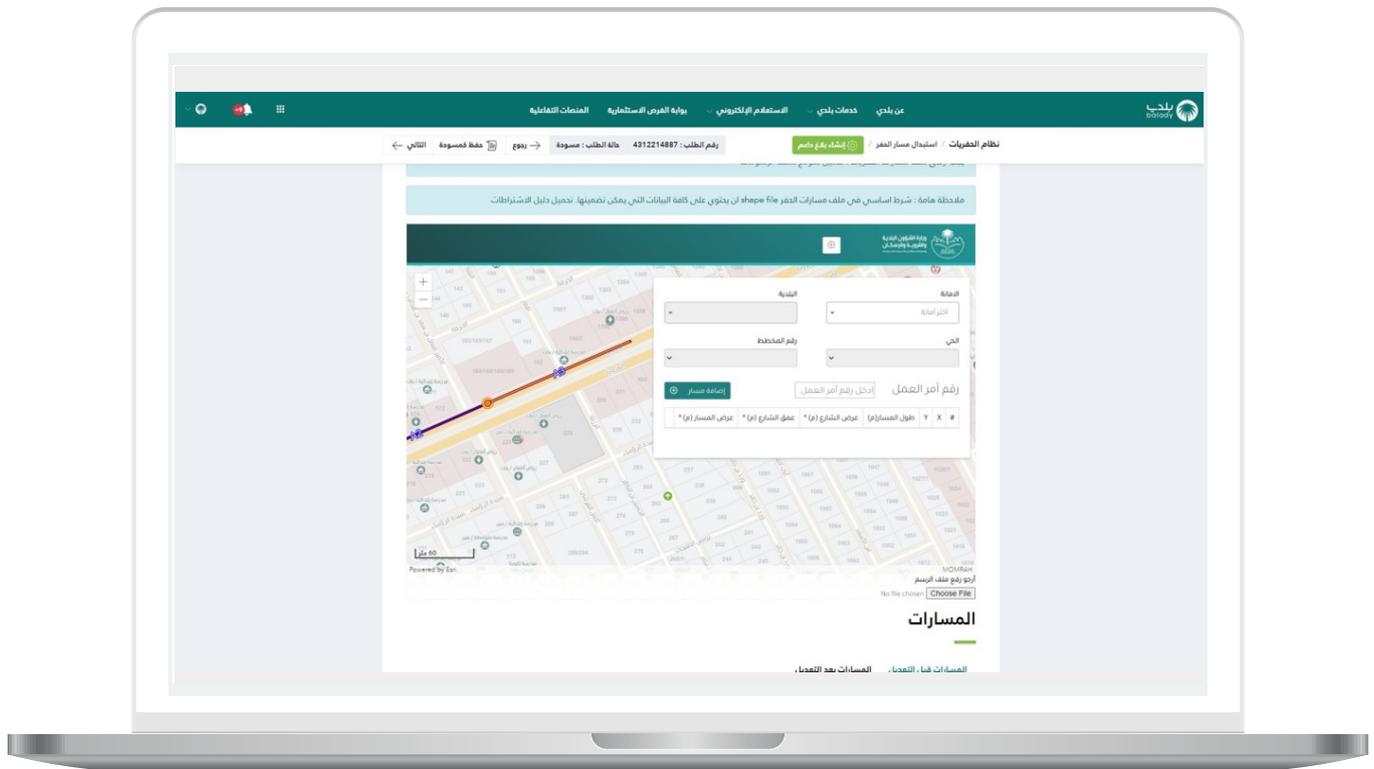
User Guide for Excavation Services (Nasseq) – Excavation Permits 125



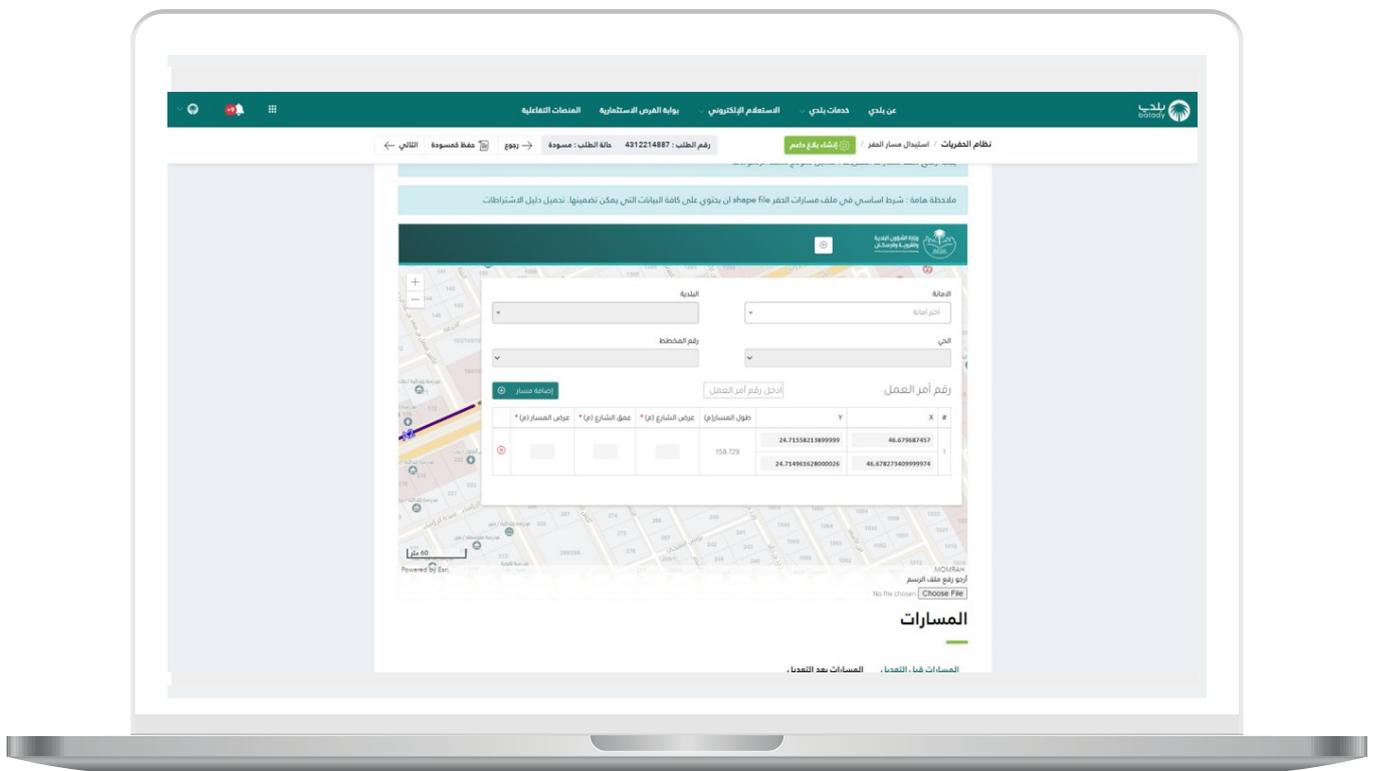
9) After clicking **(Add Route)**, the user selects the starting point on the map, where an orange circle appears.



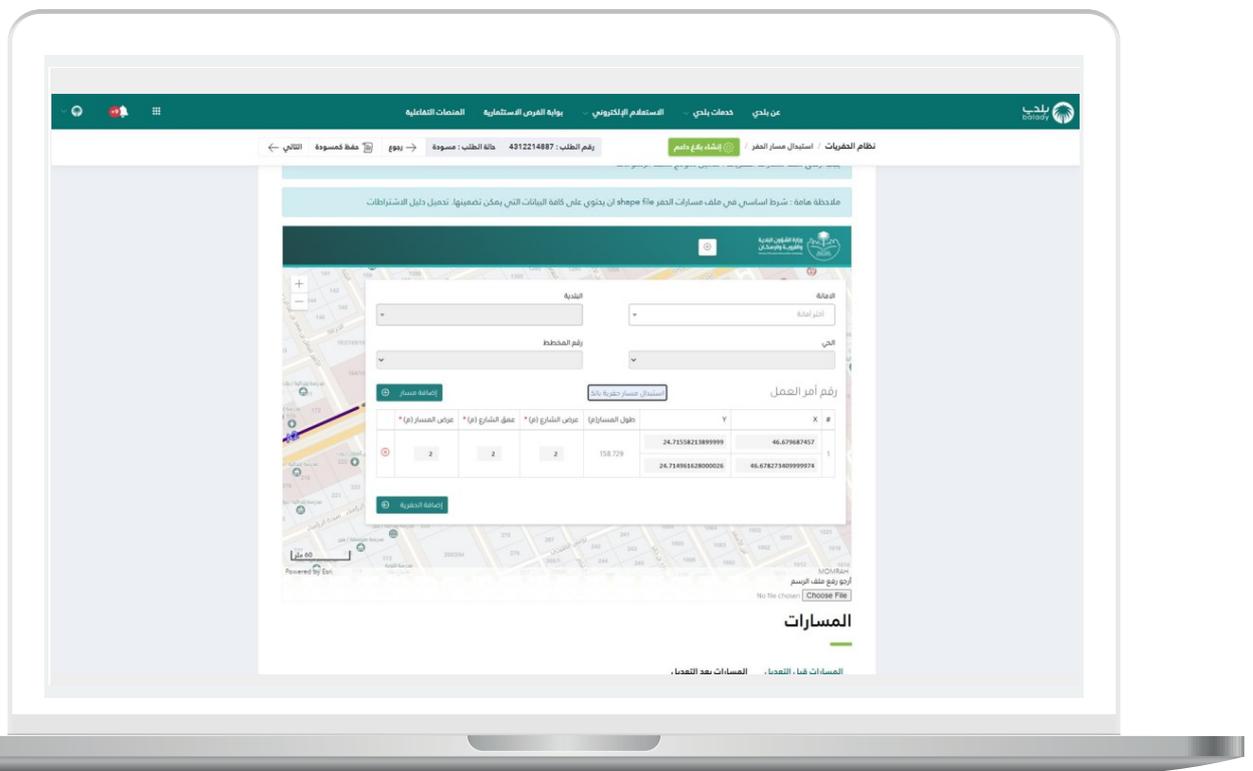
10) The user then draws the path until reaching the endpoint.



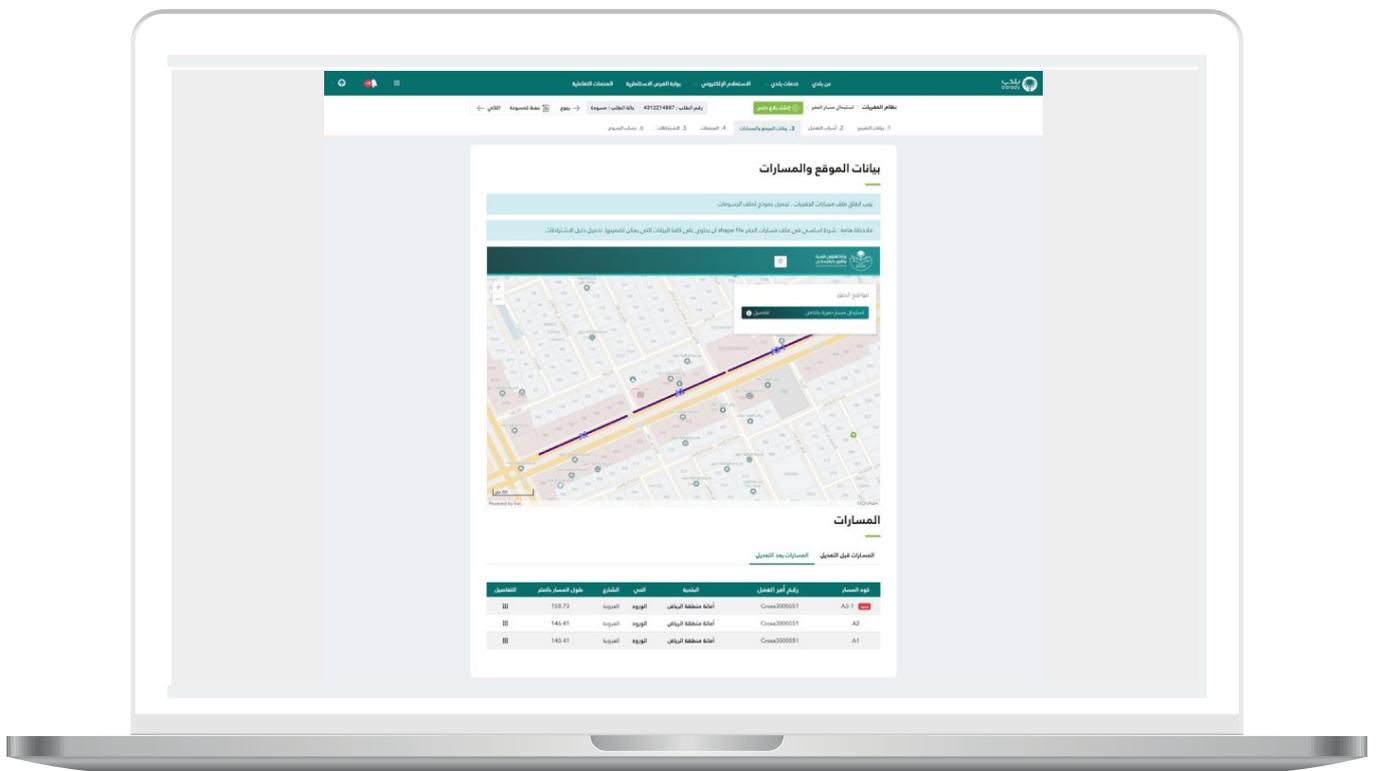
11) A new pop-up window appears, where the user enters the excavation name and fills in the required fields (**Street Width, Street Depth, Route Width**).



12) The user clicks (Add Excavation).

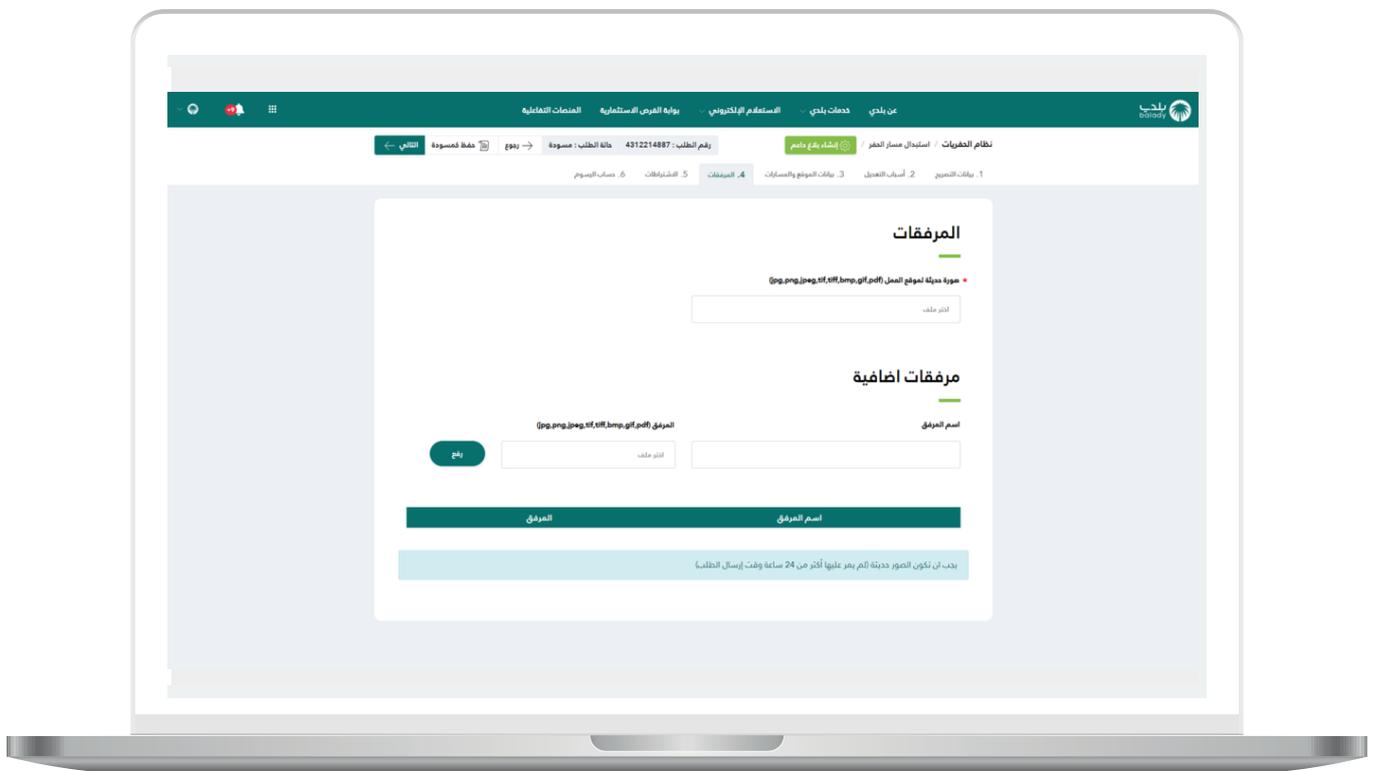


13) The modified routes are then added and displayed as shown in the following figure.



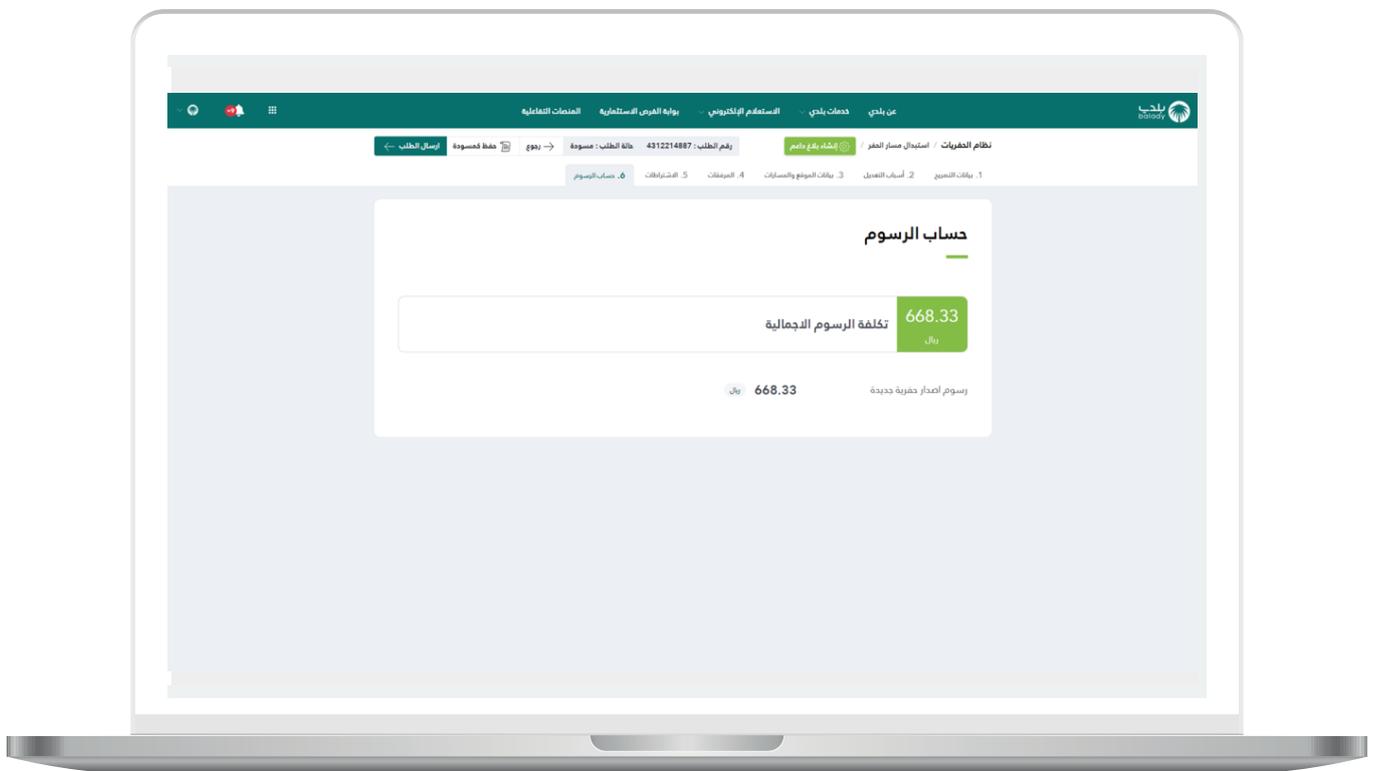
15) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



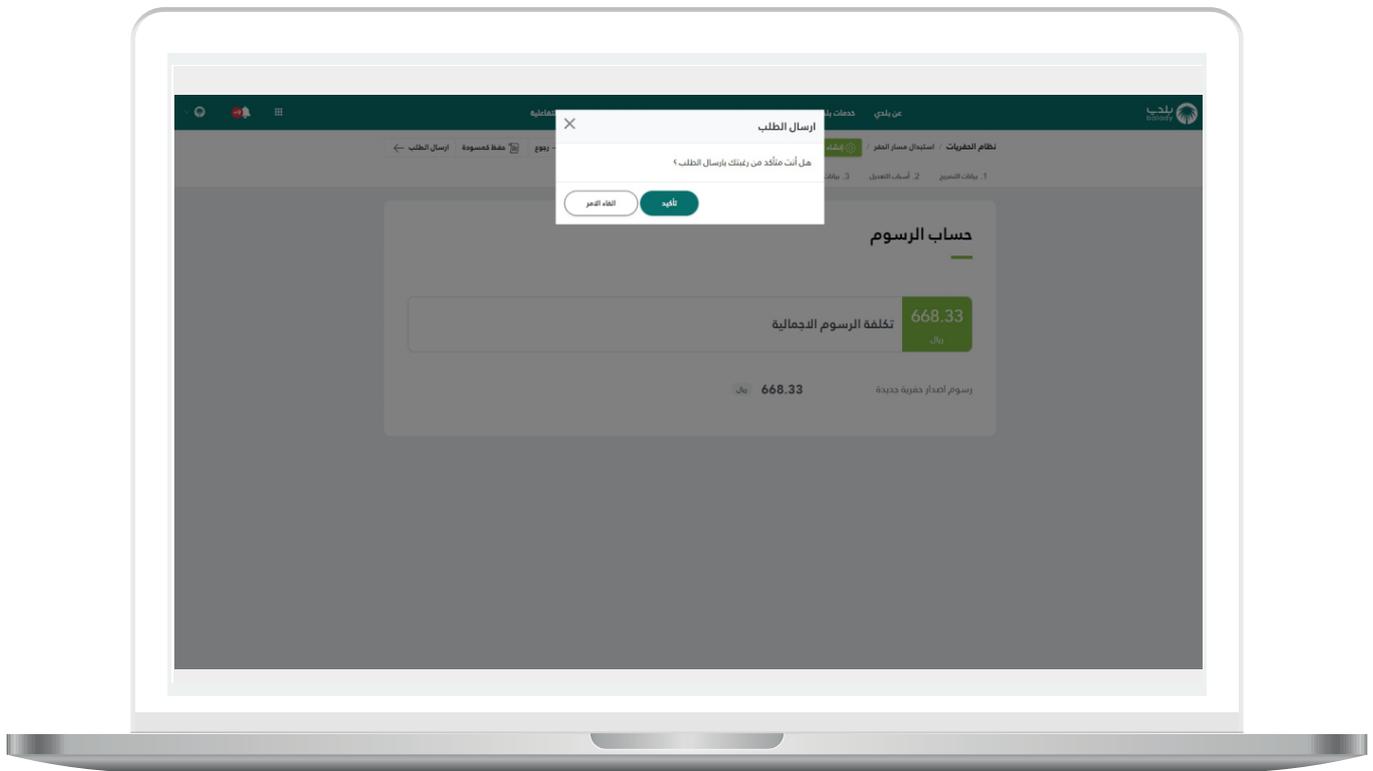
17) The user is then directed to the **(Fee Calculation)** stage, where the total fee cost is displayed.

The system allows the user to submit the request by clicking **(Submit Request)**, with the option to save the request as a draft by clicking **(Save as Draft)** and the ability to go back to the previous step by clicking **(Back)**.



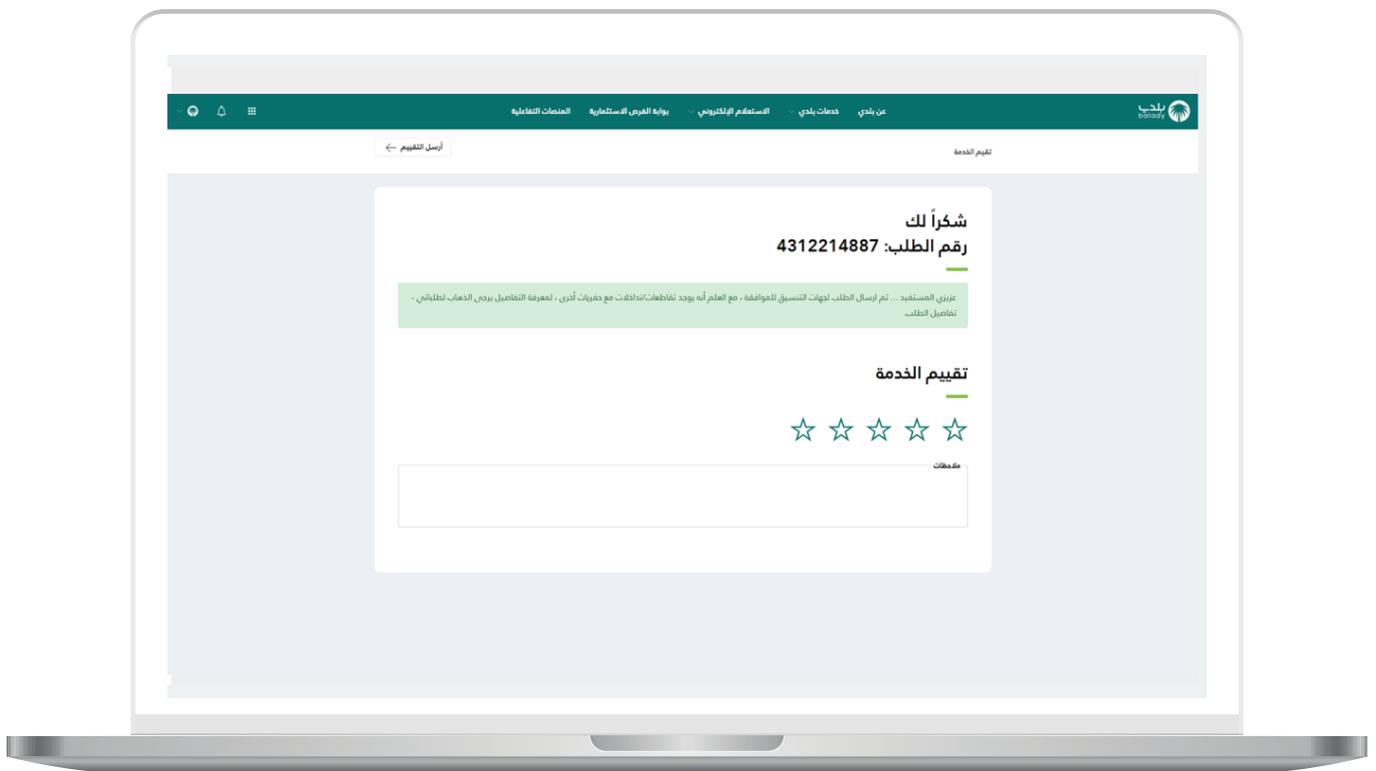
18) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.

User Guide for Excavation Services **(Nasseq)** – Excavation Permits 135

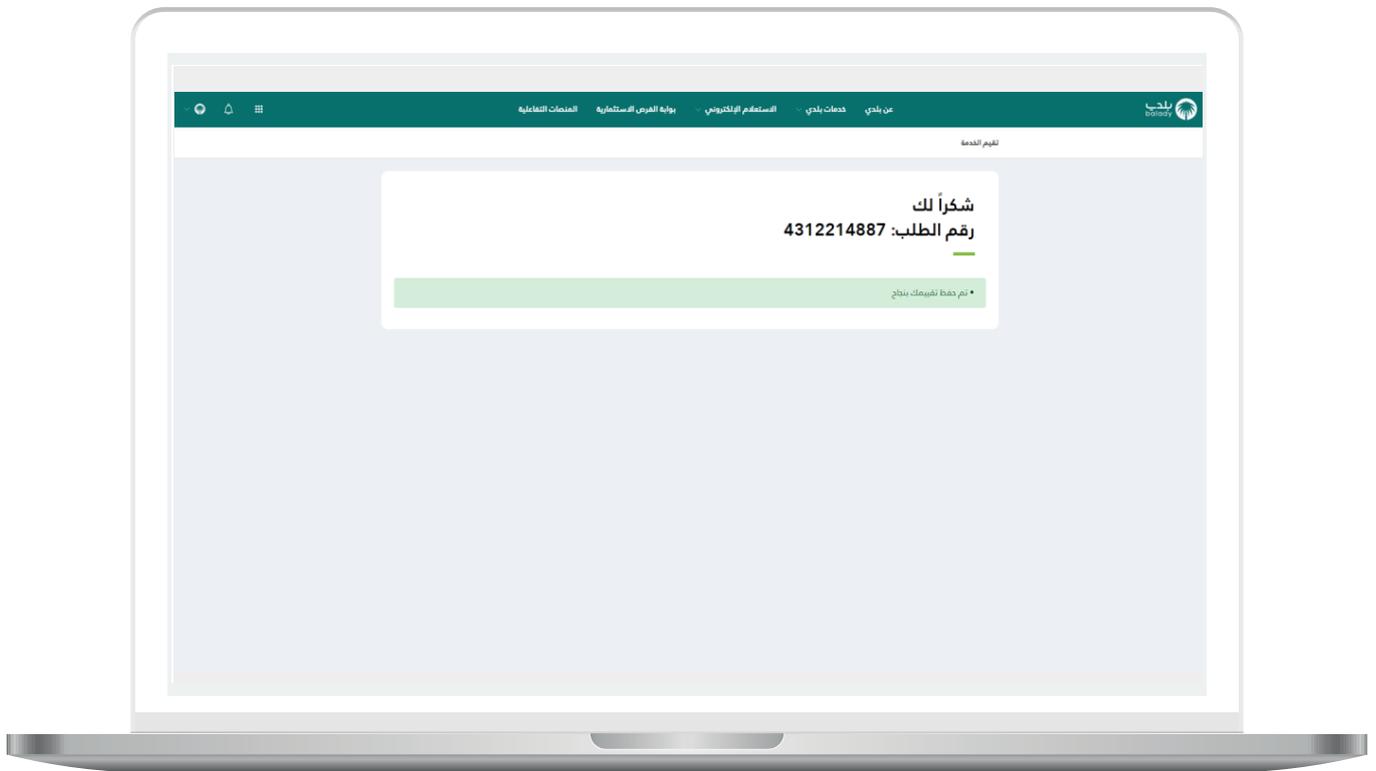


19) The request is then sent to the coordination authorities, with a notification message confirming the submission.

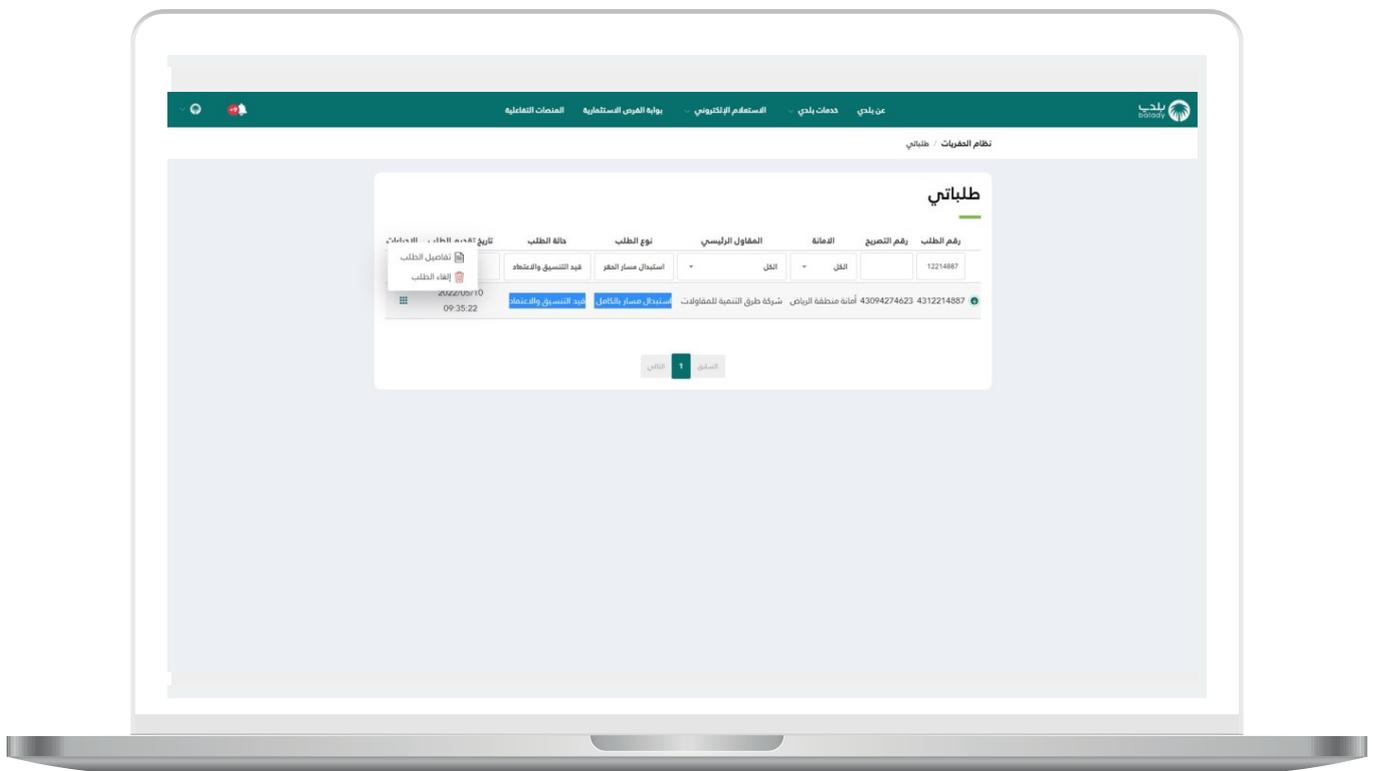
The user can evaluate the service by selecting a star rating and entering a value in the **(Comments)** field, then clicking **(Submit Evaluation)**.



20) The evaluation is successfully saved, and a confirmation message appears.

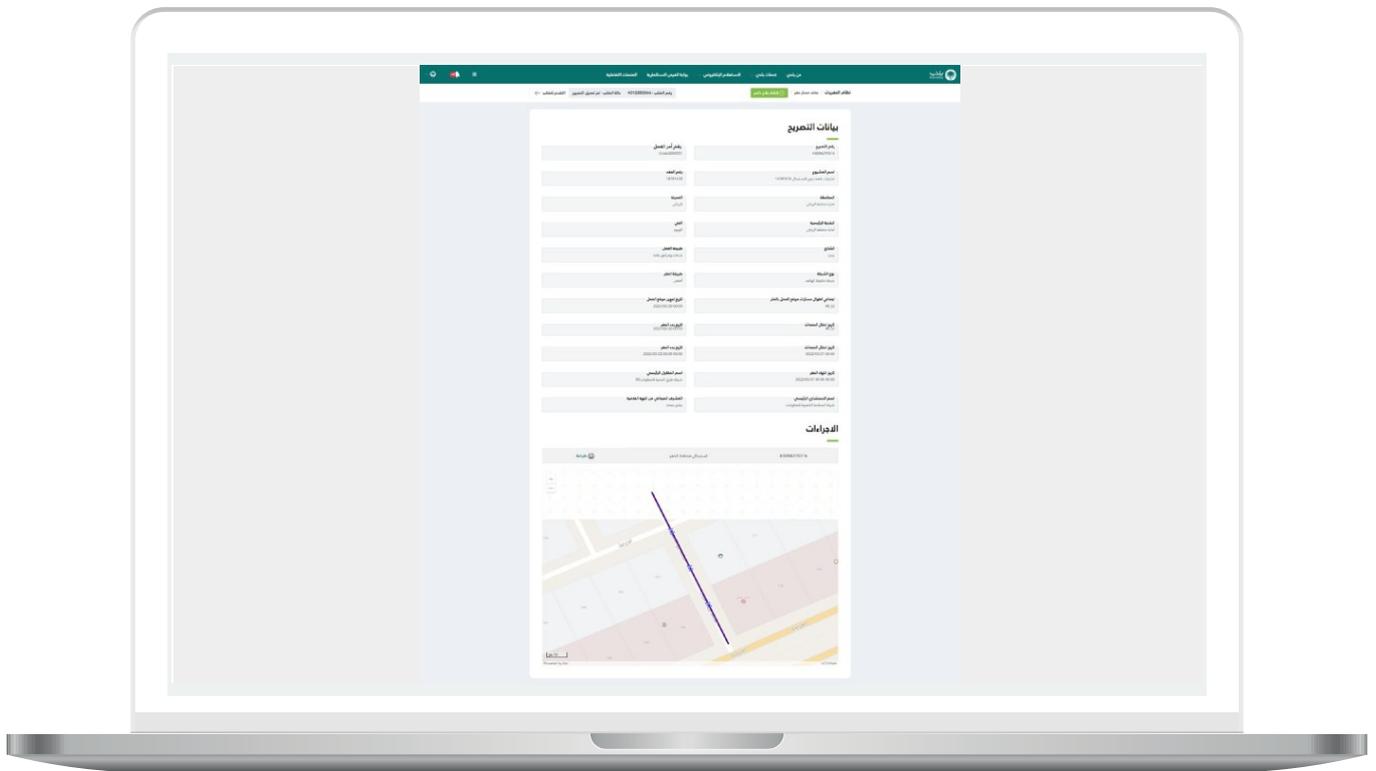


21) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.



Excavation Route Deletion

1) After clicking on **(Excavation Route Deletion)**, the permit details are displayed as follows. The user then clicks **(Proceed with Request)** to start the process.



2) The user is then directed to the **(Modification Reasons)** stage, where the required fields are filled, including **(Modification Reasons, Request Description, Excavation Work Completion Percentage)**.

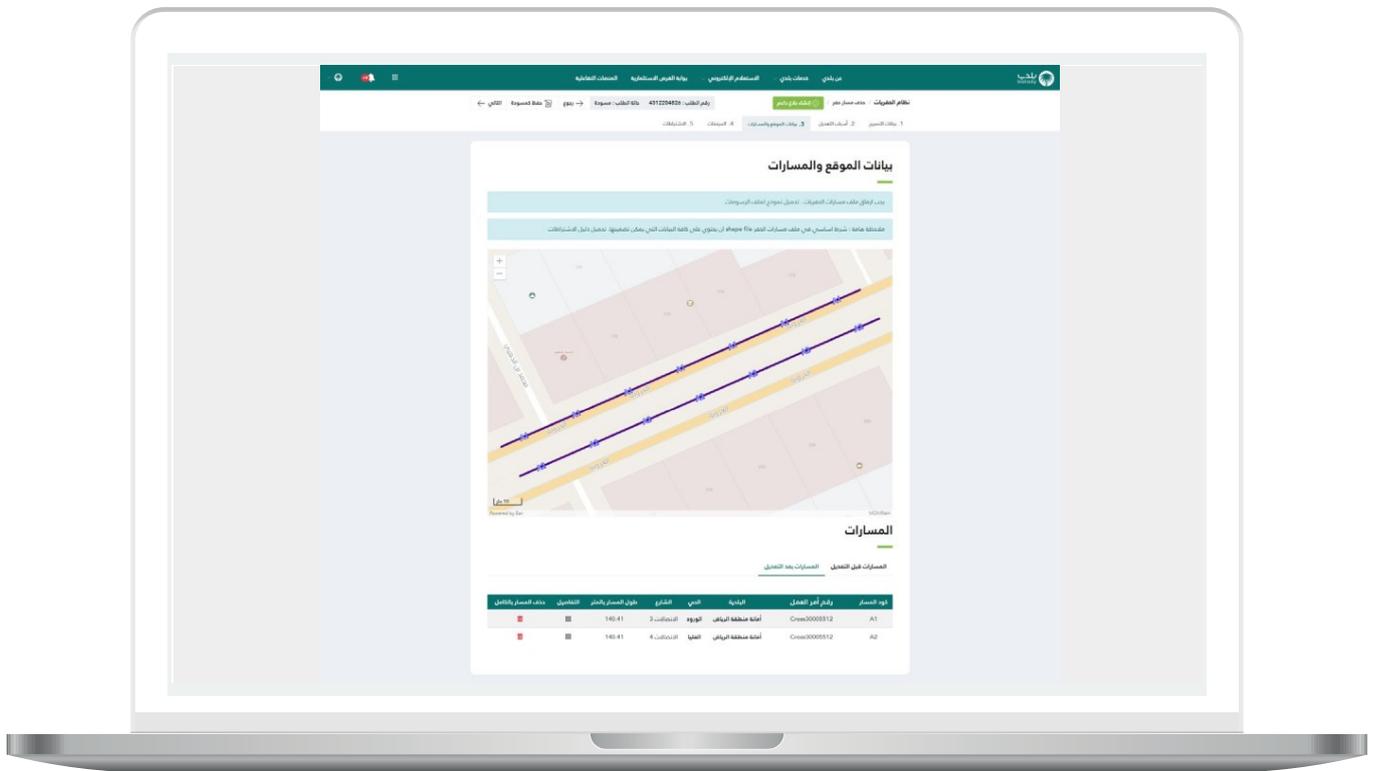
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

The screenshot displays the 'بيانات الطلب' (Request Data) section of the Nasseq web application. The interface is in Arabic and shows a form for entering request details. The top navigation bar includes the Nasseq logo and menu items like 'عن بنا', 'خدمات بلدي', 'الاستخدام الإلكتروني', 'رواية الغرض الاستشارية', and 'المنتجات التفاضلية'. The breadcrumb trail indicates the current stage: 'نظام الحفريات / حذف مسار حفر / إنشاء باقم دائم'. The form fields are as follows:

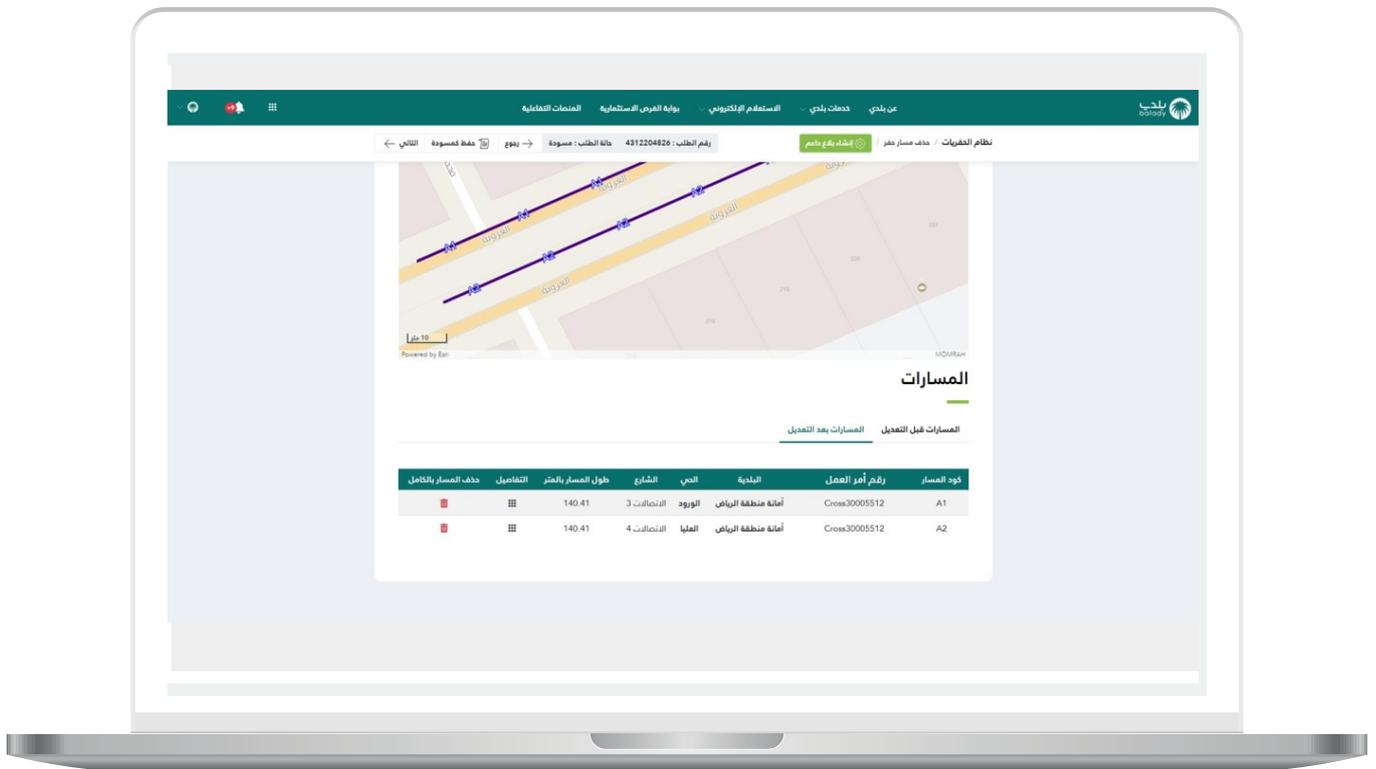
مجال	القيمة
إسم مقدم الطلب	عماس تاني
رقم الطلب	4312204826
حالة الطلب	مسودة
مكتب التنسيق	مكتب تنسيق أمارة الرياض
تاريخ تقديم الطلب	2022/03/21
البلدية الرئيسية	أمارة منطقة الرياض

Below the form, the 'أسباب التعديل' (Modification Reasons) section is visible, containing three text input fields for providing details on the modification.

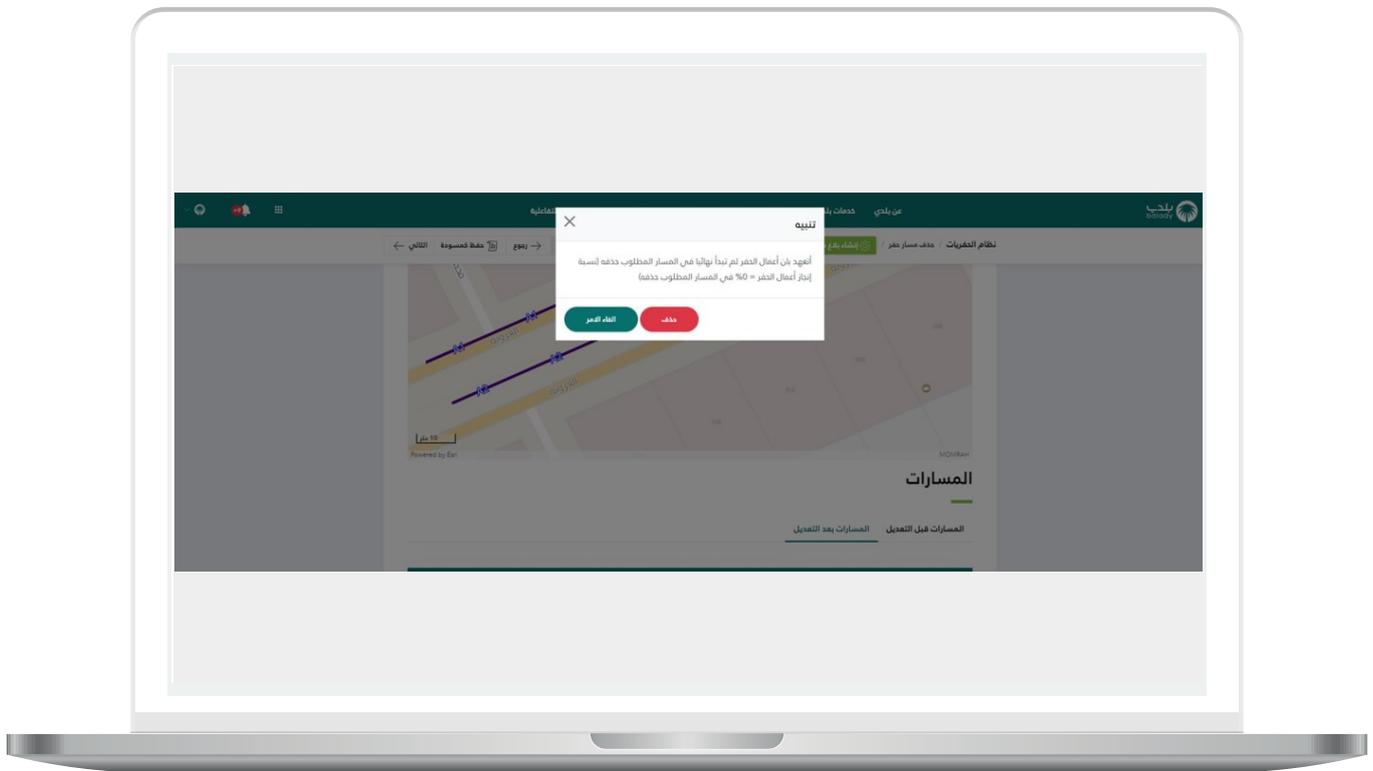
3) The user is then directed to the **(Location and Route Data)** stage, where location data and routes are displayed, including **(Routes Before Modification, Routes After Modification)**.



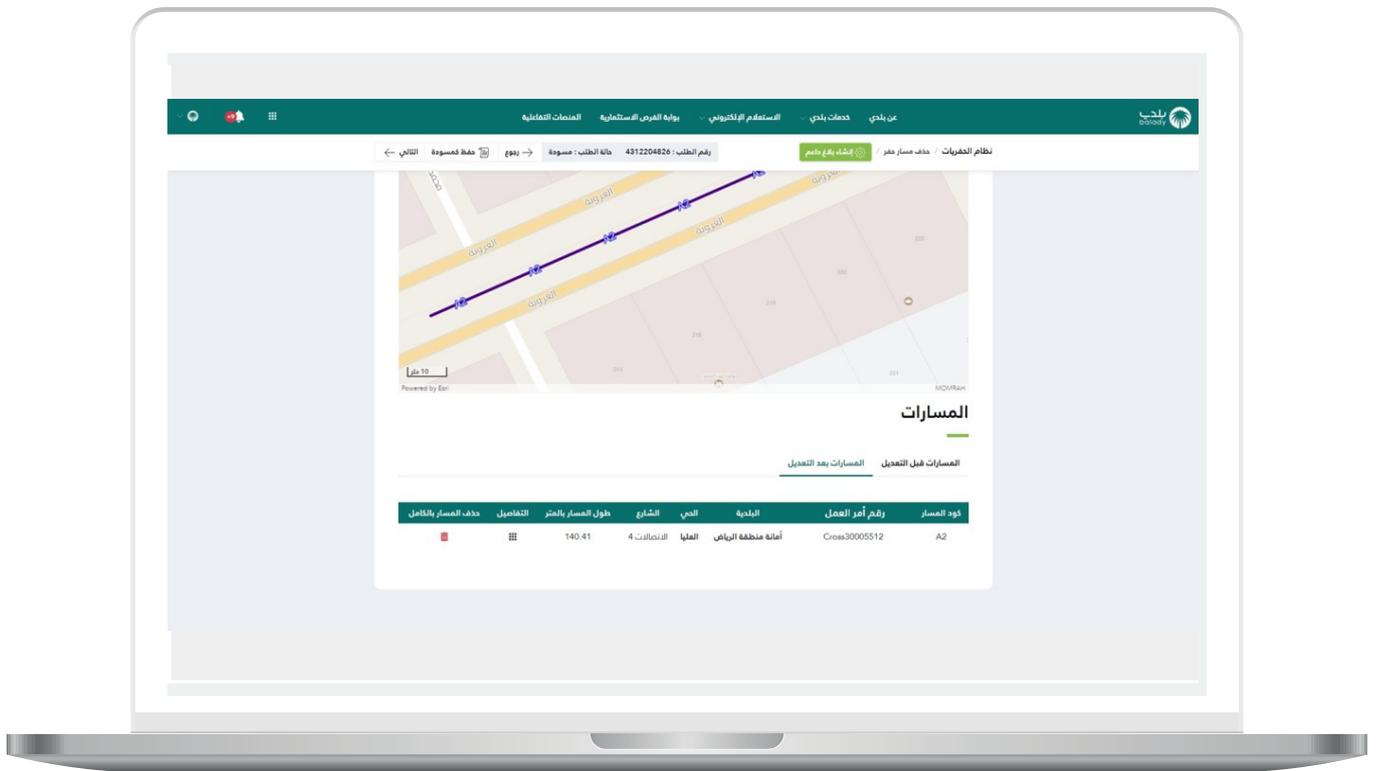
4) The user can delete a route from the **(Routes After Modification)** list by clicking on the trash icon.



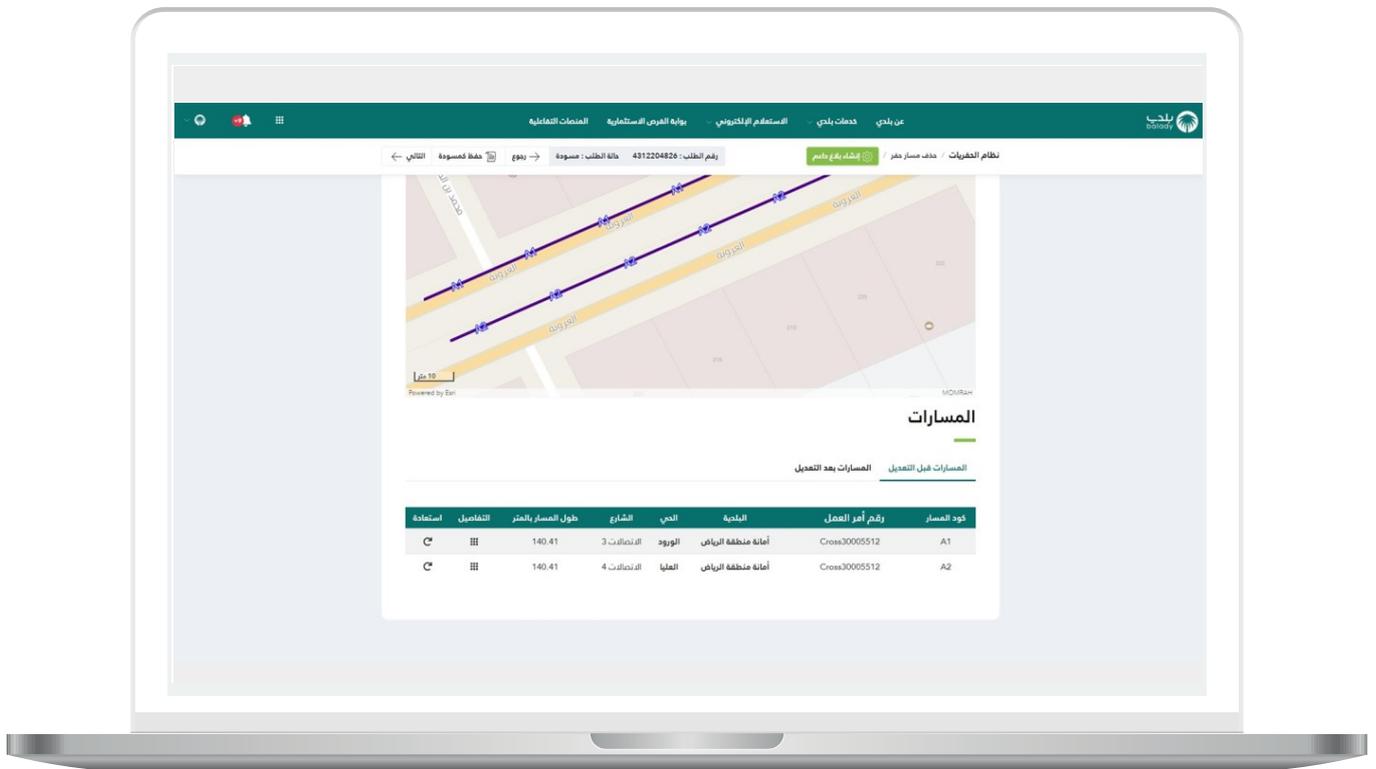
5) A confirmation message then appears, requiring the user to click **(Delete)** to proceed, with the option to cancel the action by clicking **(Cancel)**.



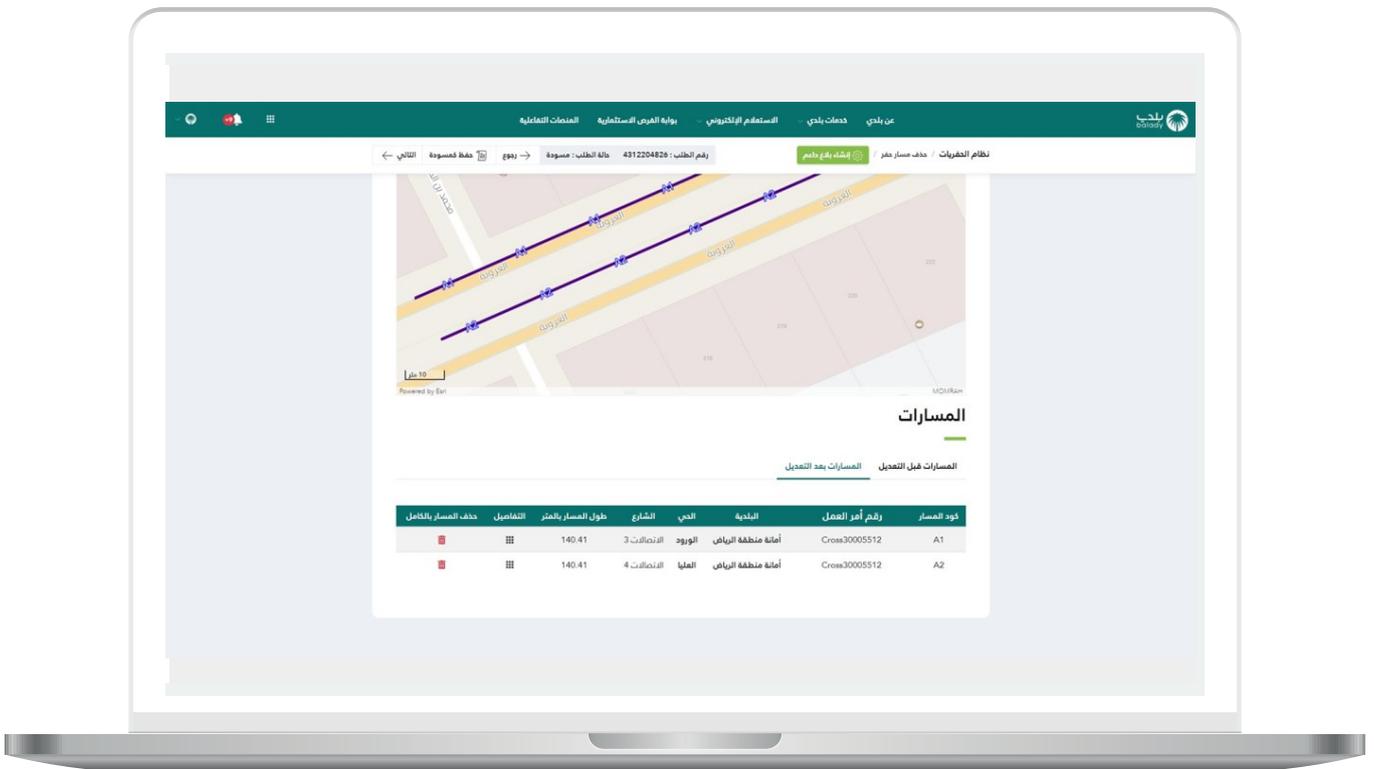
6) The route is then removed from the list, as shown in the following figure.



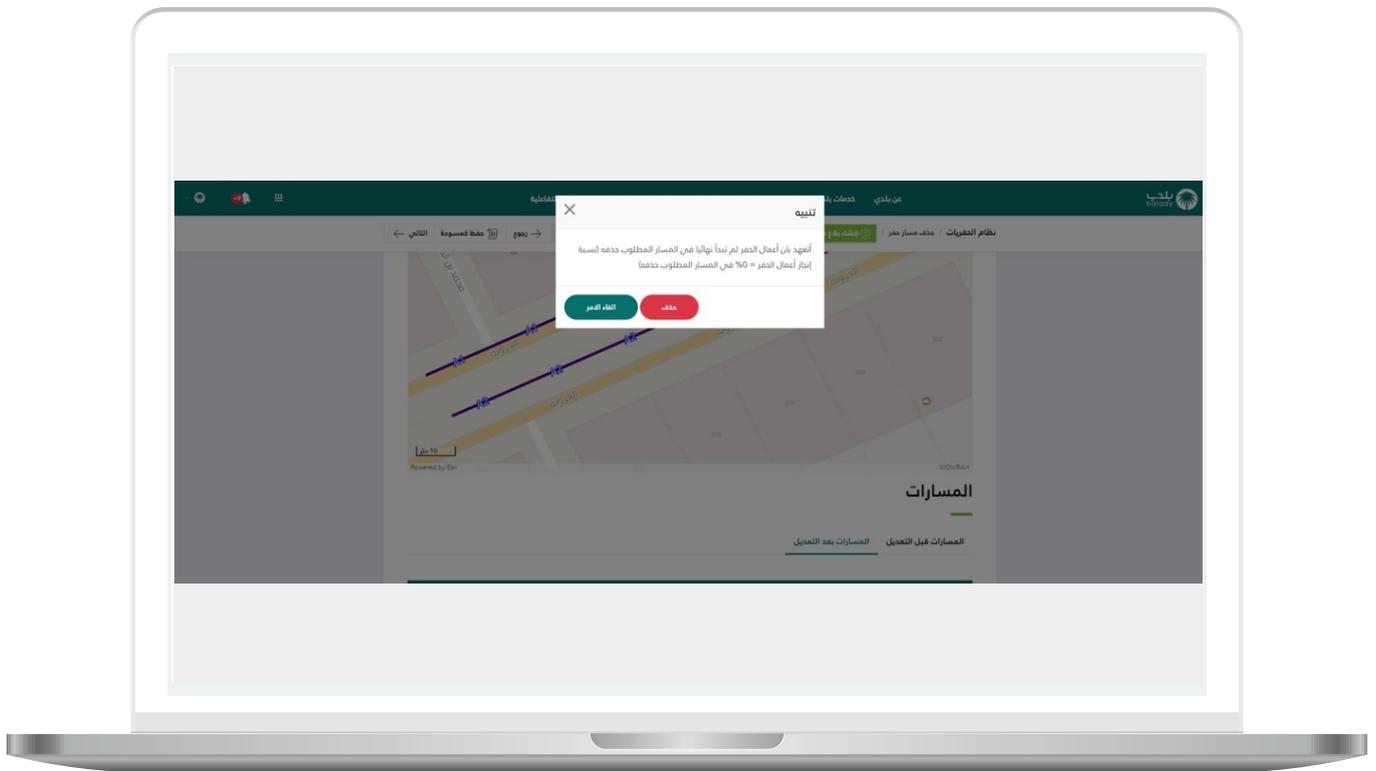
7) The deleted route can be restored by clicking the circular arrow icon in the **(Routes Before Modification)** list.



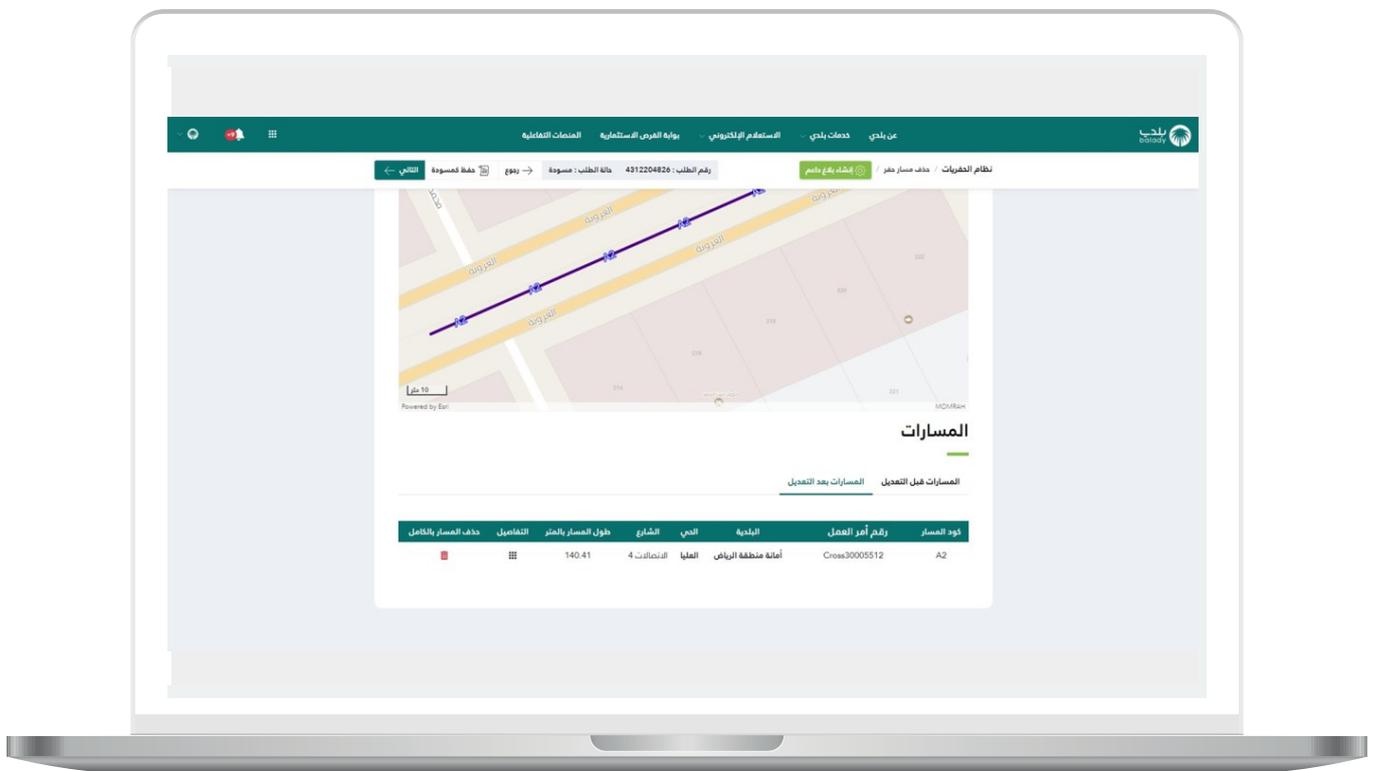
8) The following figure shows that the deleted route has been re-stored in the **(Routes After Modification)** list.



9) The route can be deleted again from the **(Routes After Modification)** list by clicking the trash icon, followed by a confirmation message where the user can click **(Delete)** to proceed or **(Cancel)** to undo the action.

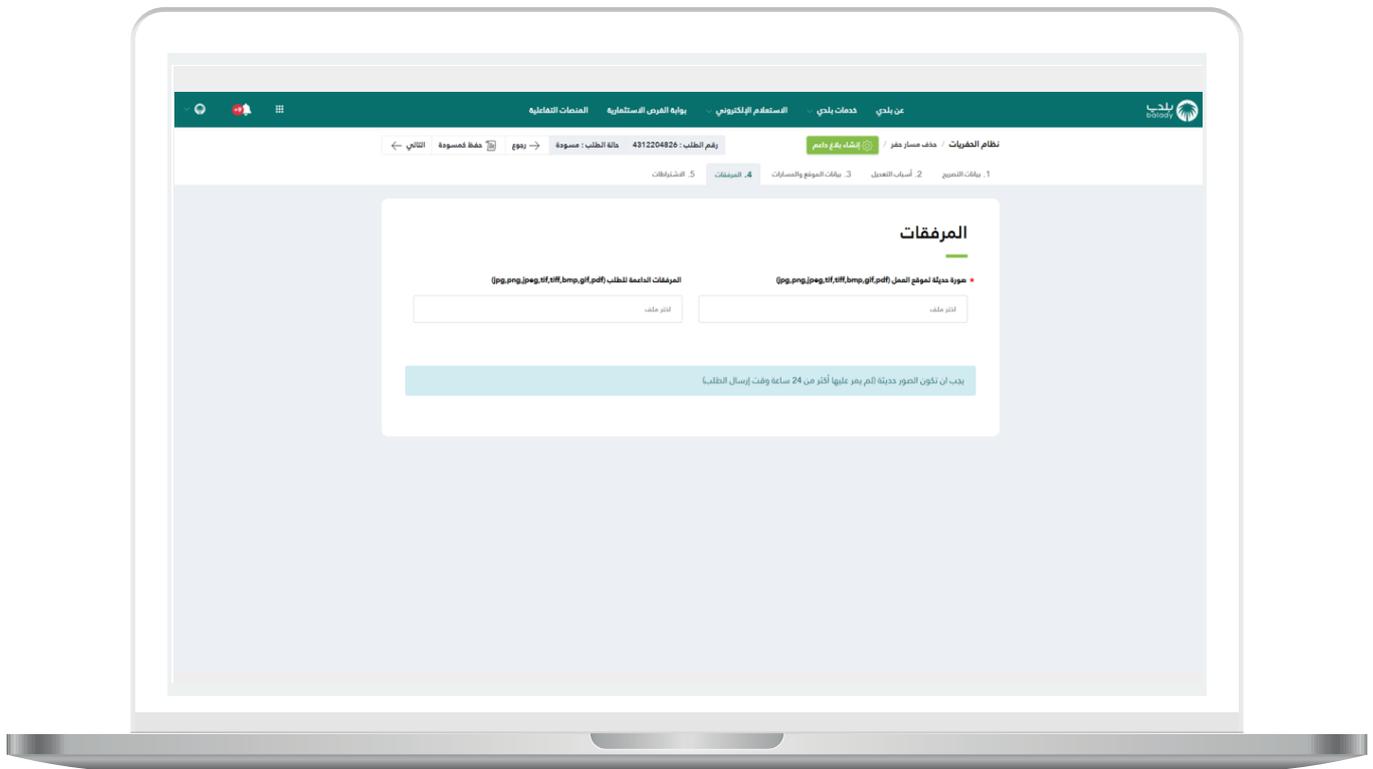


10) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

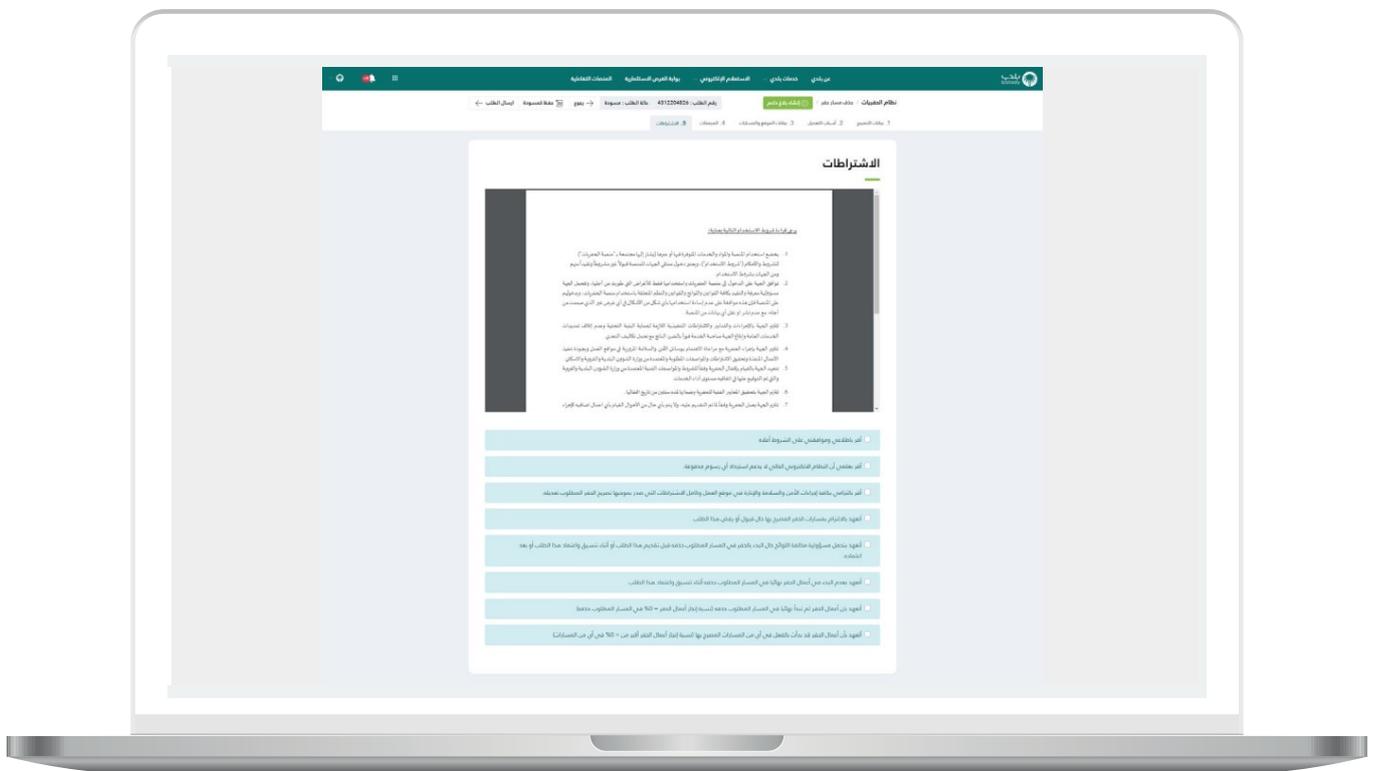


11) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

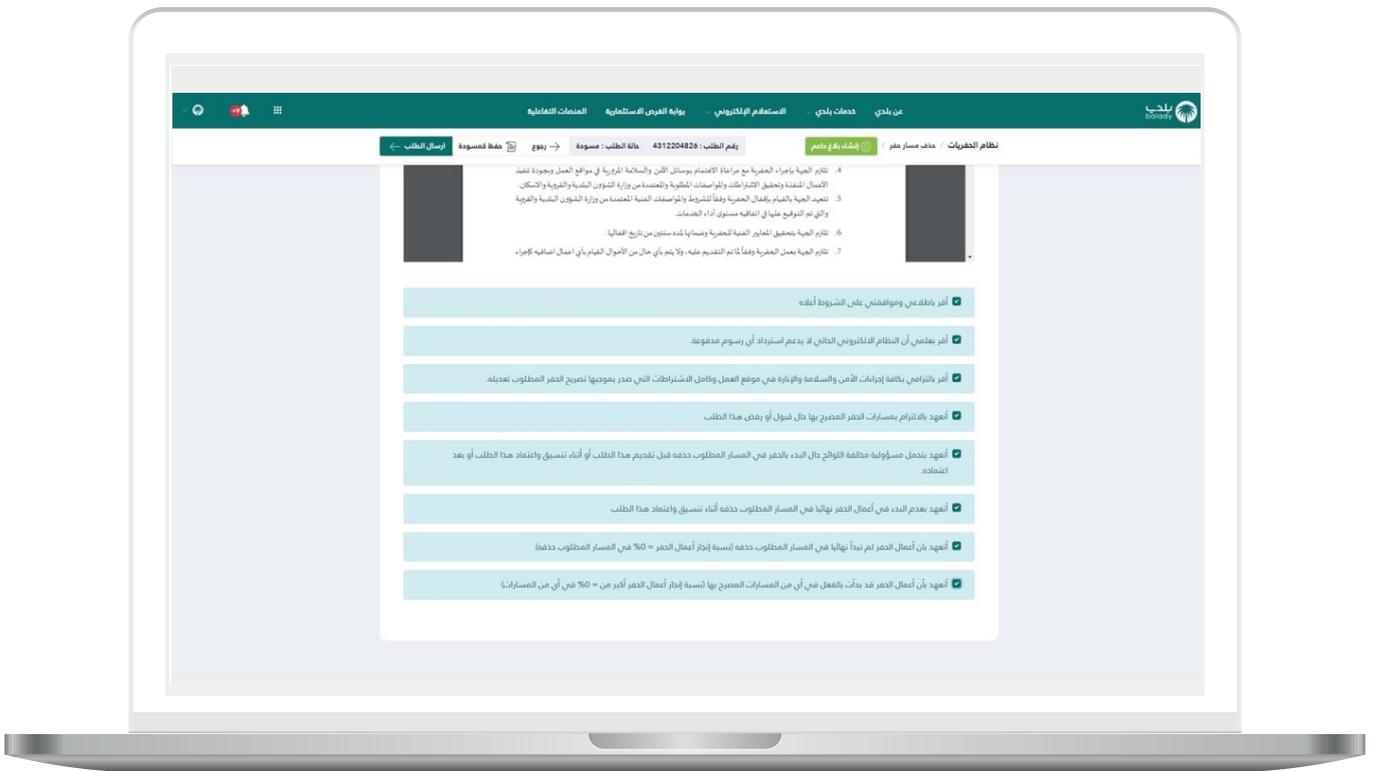
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



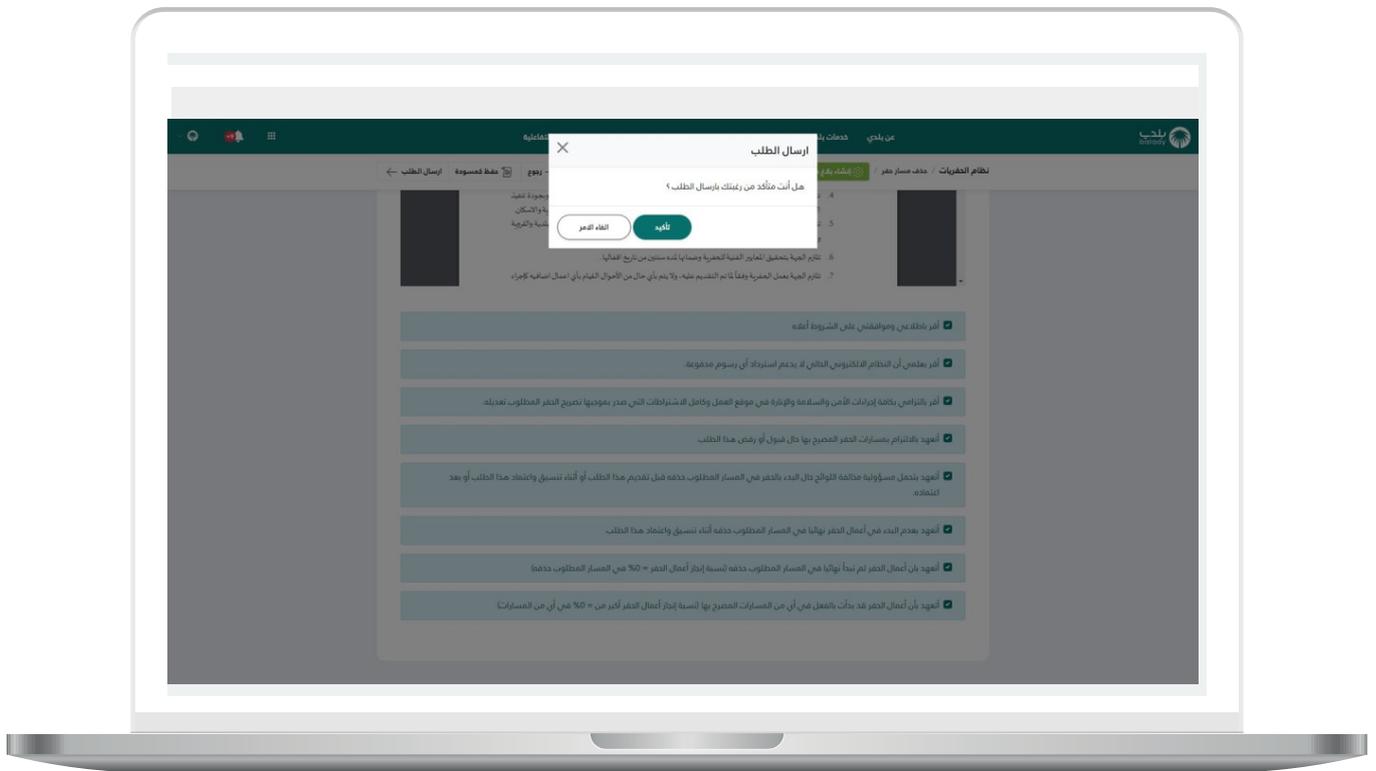
12) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



13) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

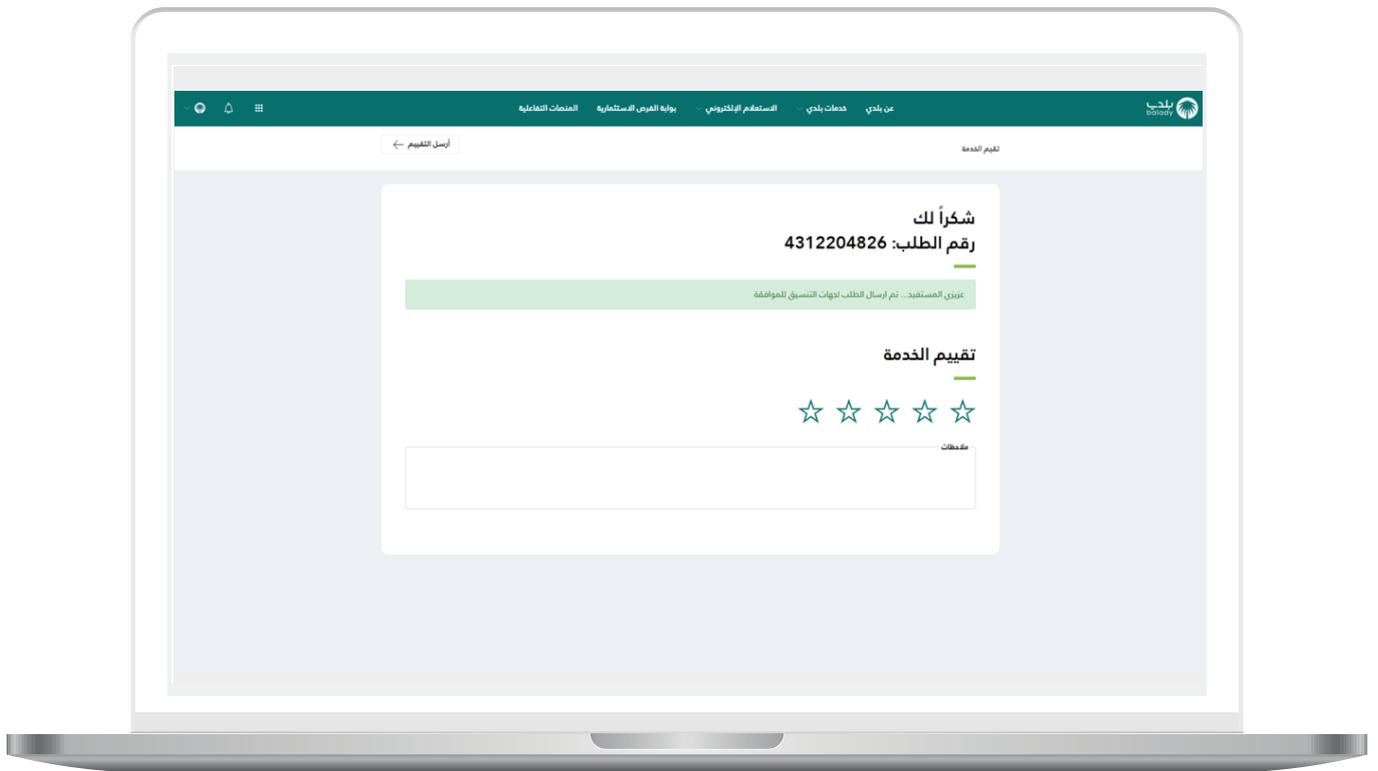


14) A confirmation message appears, prompting the user to click (**Confirm**) to complete the request submission or (**Cancel**) to abort the process.

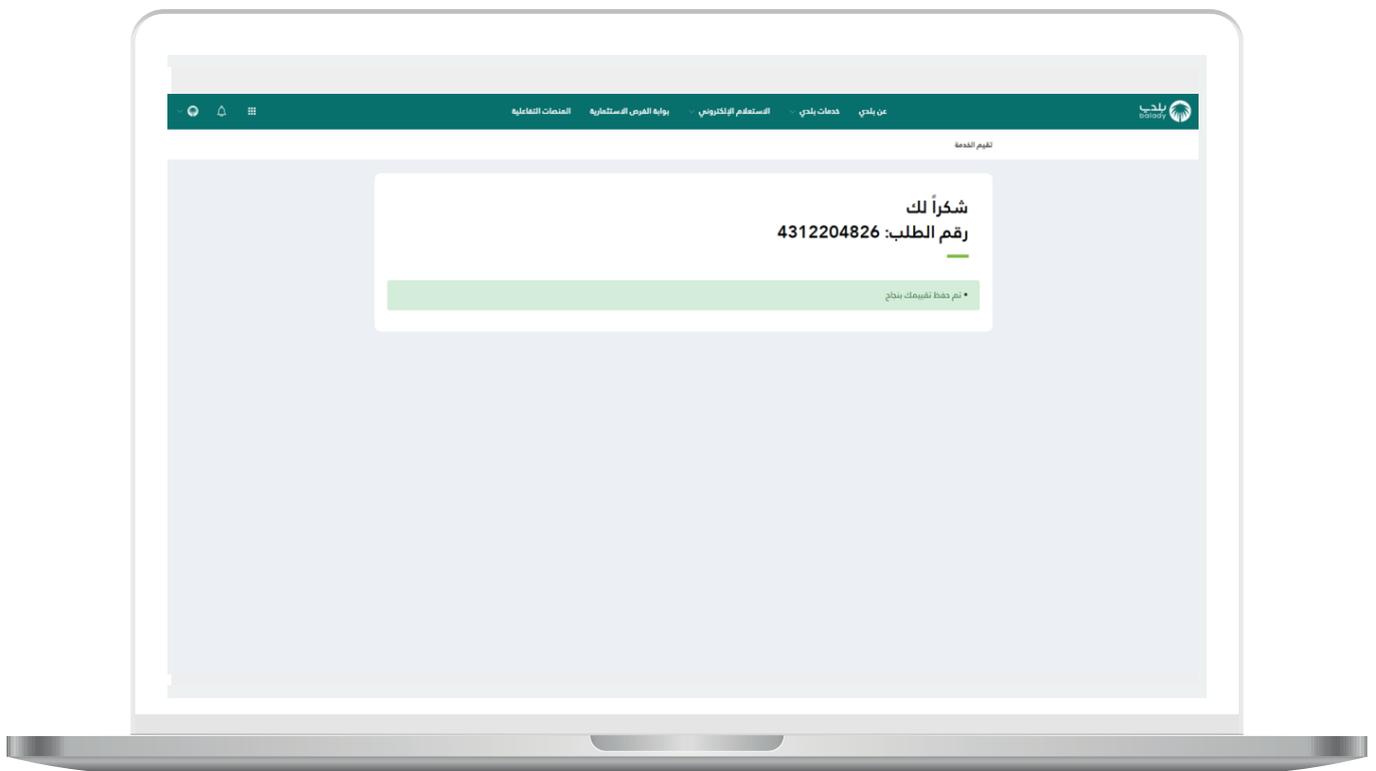


15) The request is then sent to the coordination authorities, with a notification message confirming the submission.

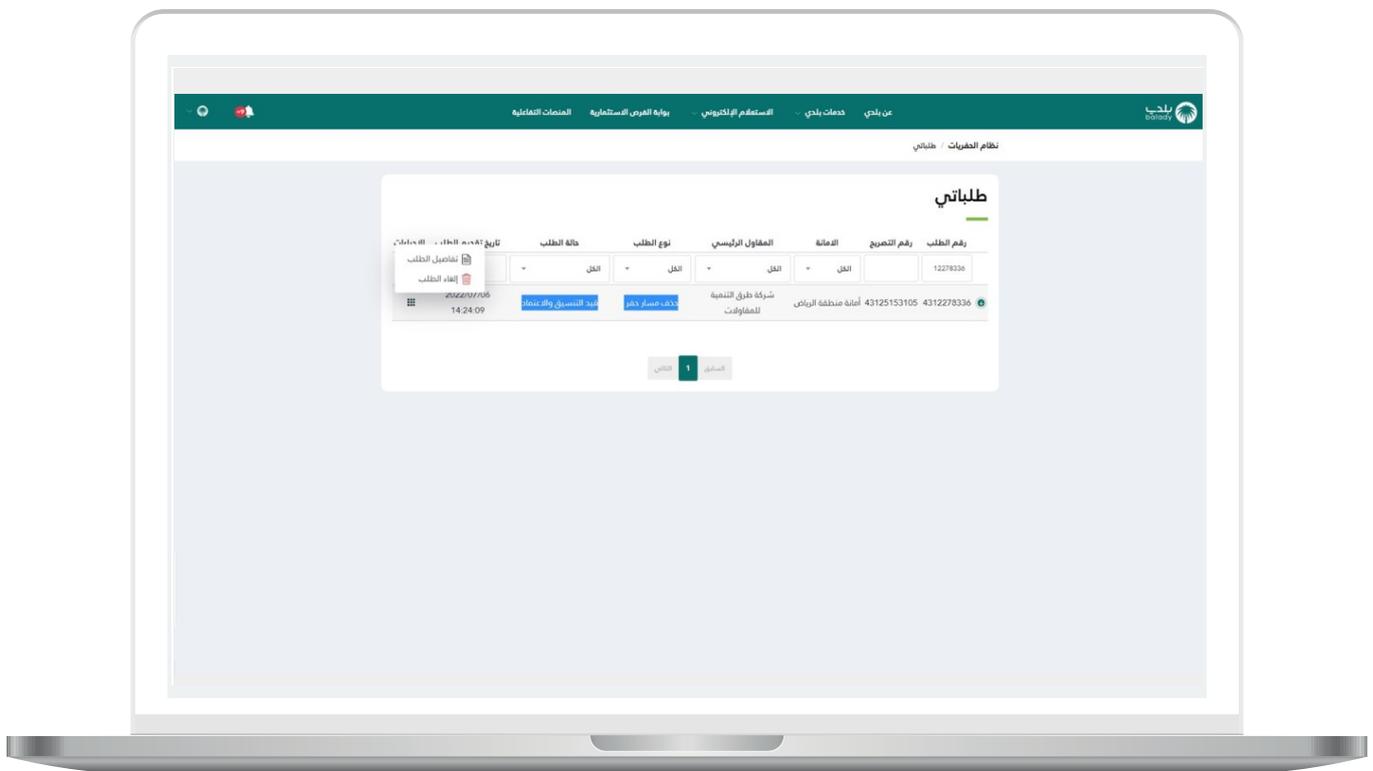
The user can evaluate the service by selecting a star rating and entering a value in the **(Comments)** field, then clicking **(Submit Evaluation)**.



16) The evaluation is successfully saved, and a confirmation message appears.

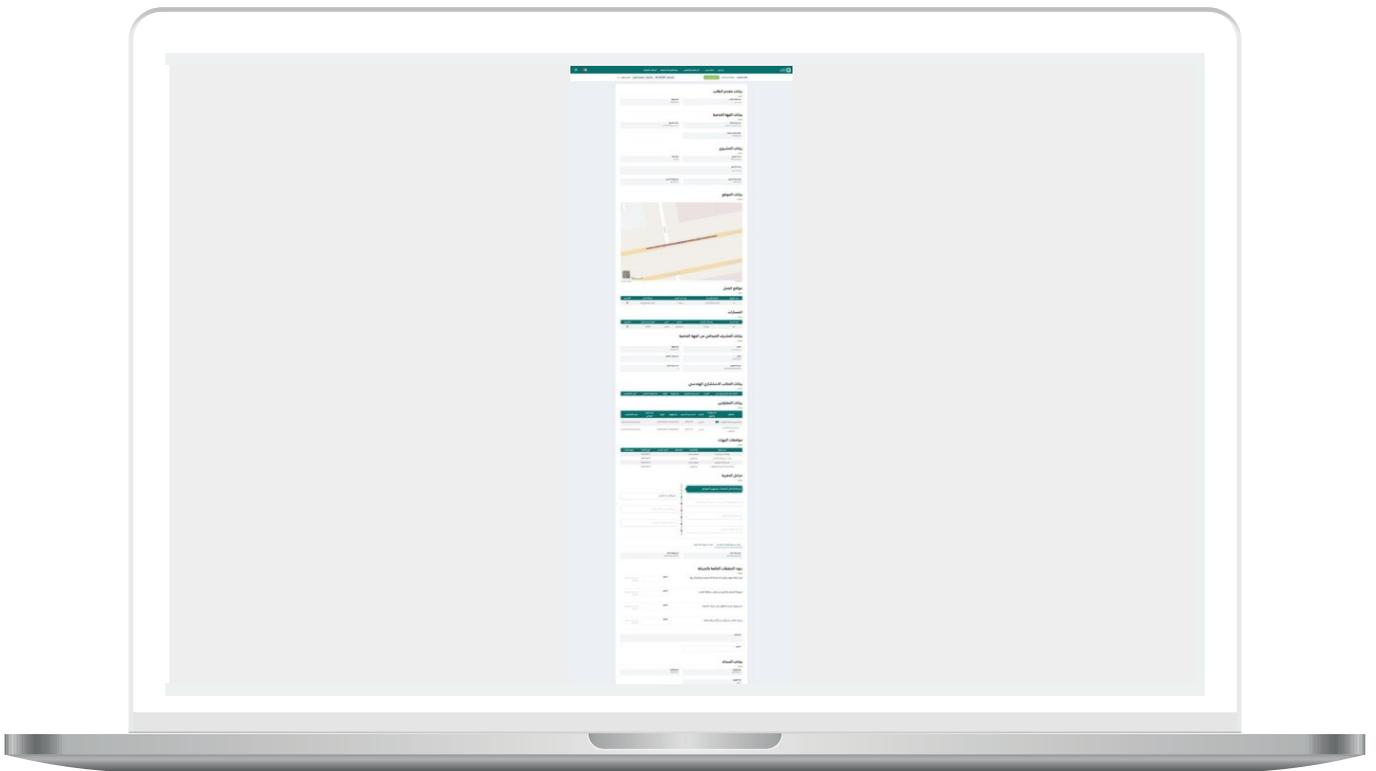


17) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.

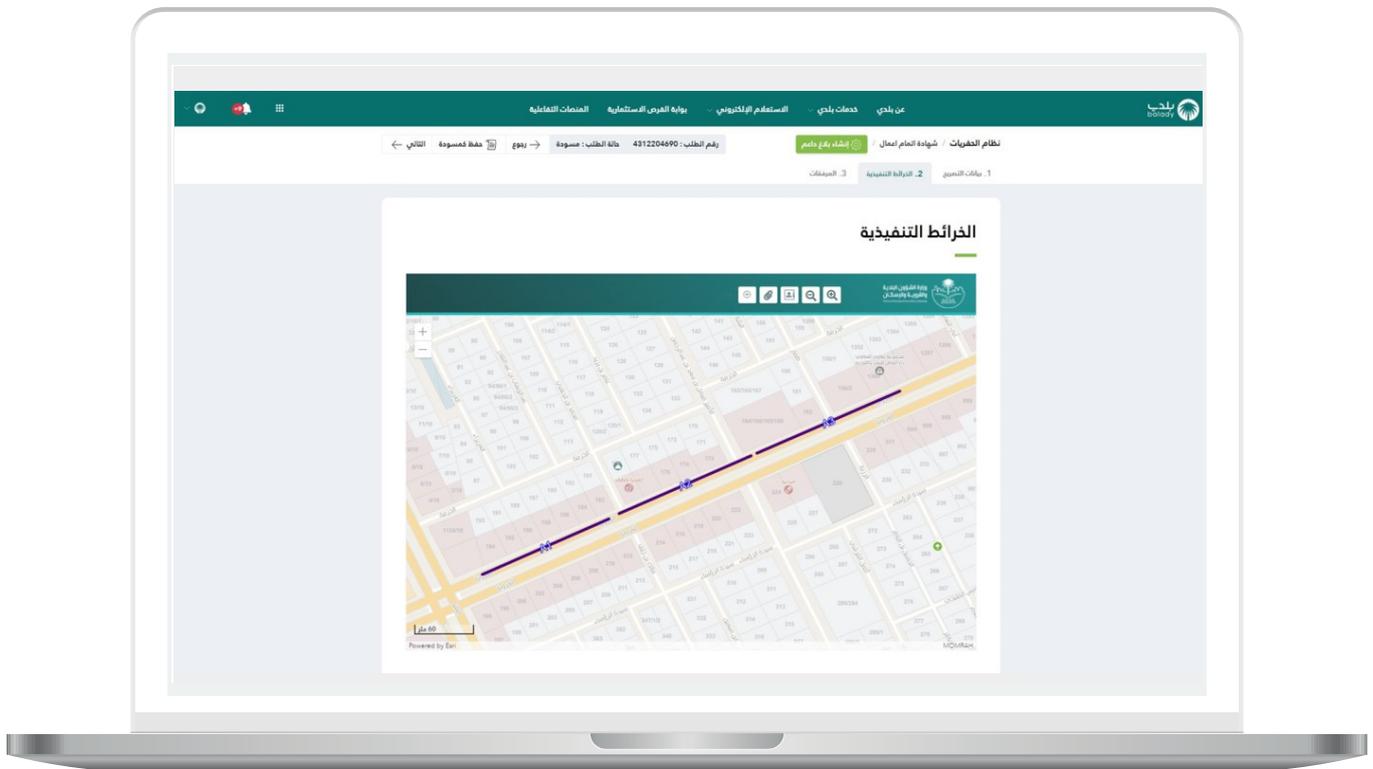


Work Completion Certificate

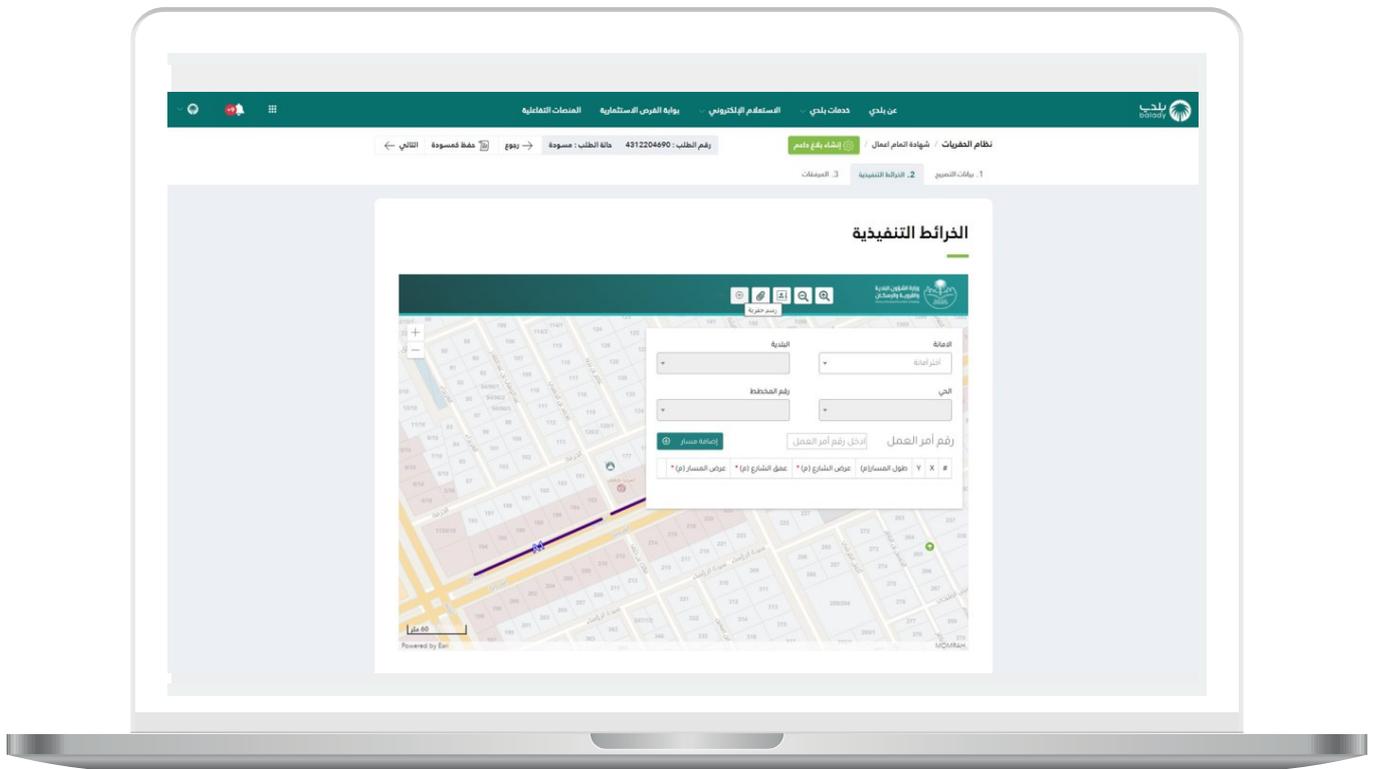
1) After clicking the **(Work Completion Certificate)** button, the request details are displayed as shown. The user then clicks **(Proceed with Request)** to start the process.



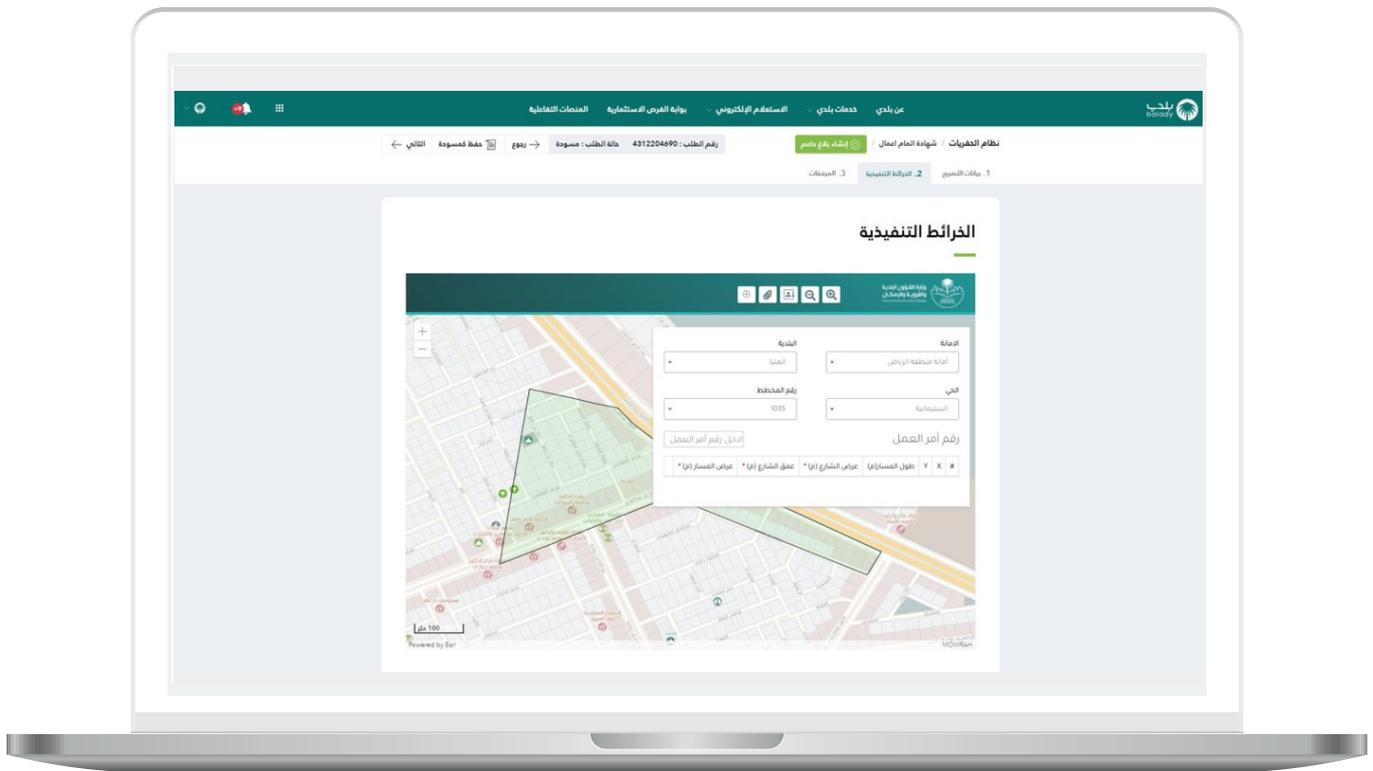
2) The user is then directed to the **(As-Built Maps)** phase, where the site is added by clicking the plus sign **(Draw Excavation)**.



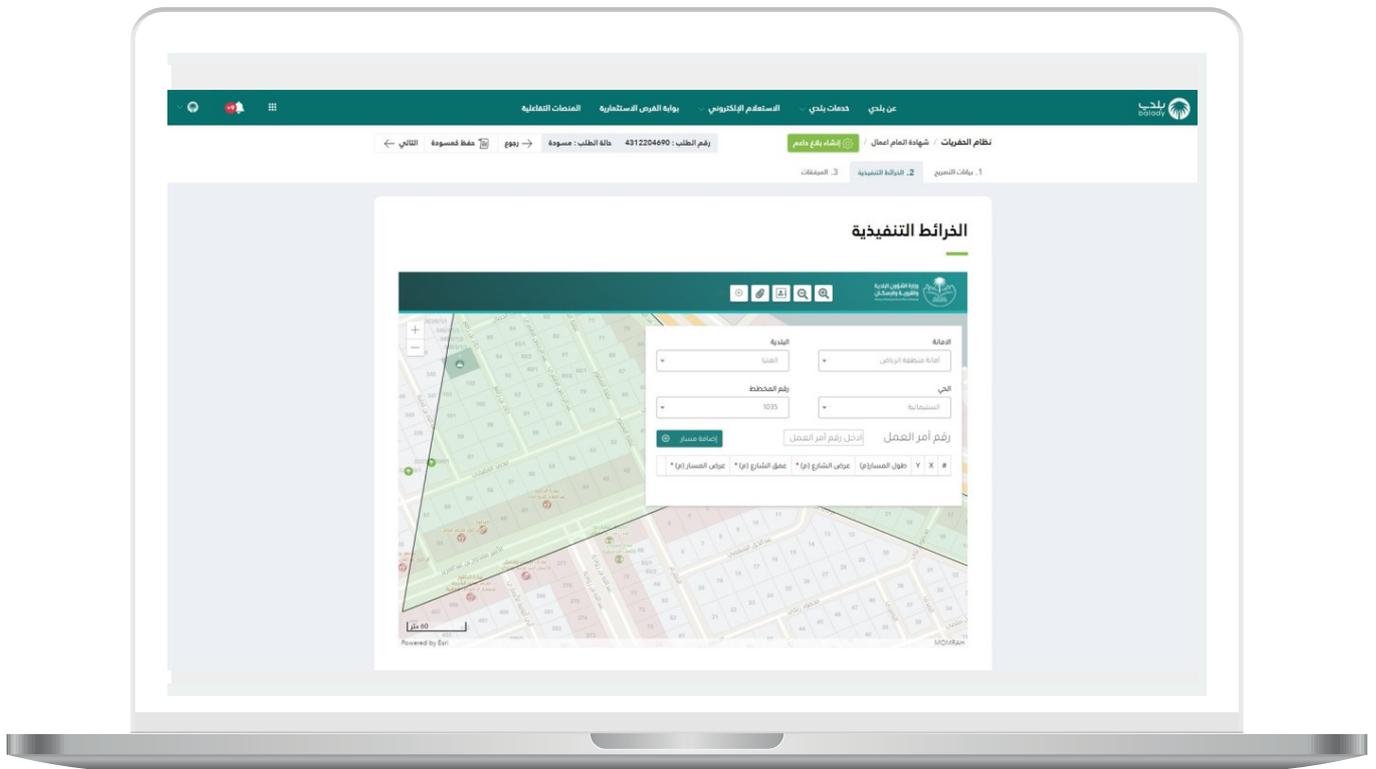
3) Dropdown lists for excavation site selection appear, including (Municipality, Secretariat, District, Plan Number).



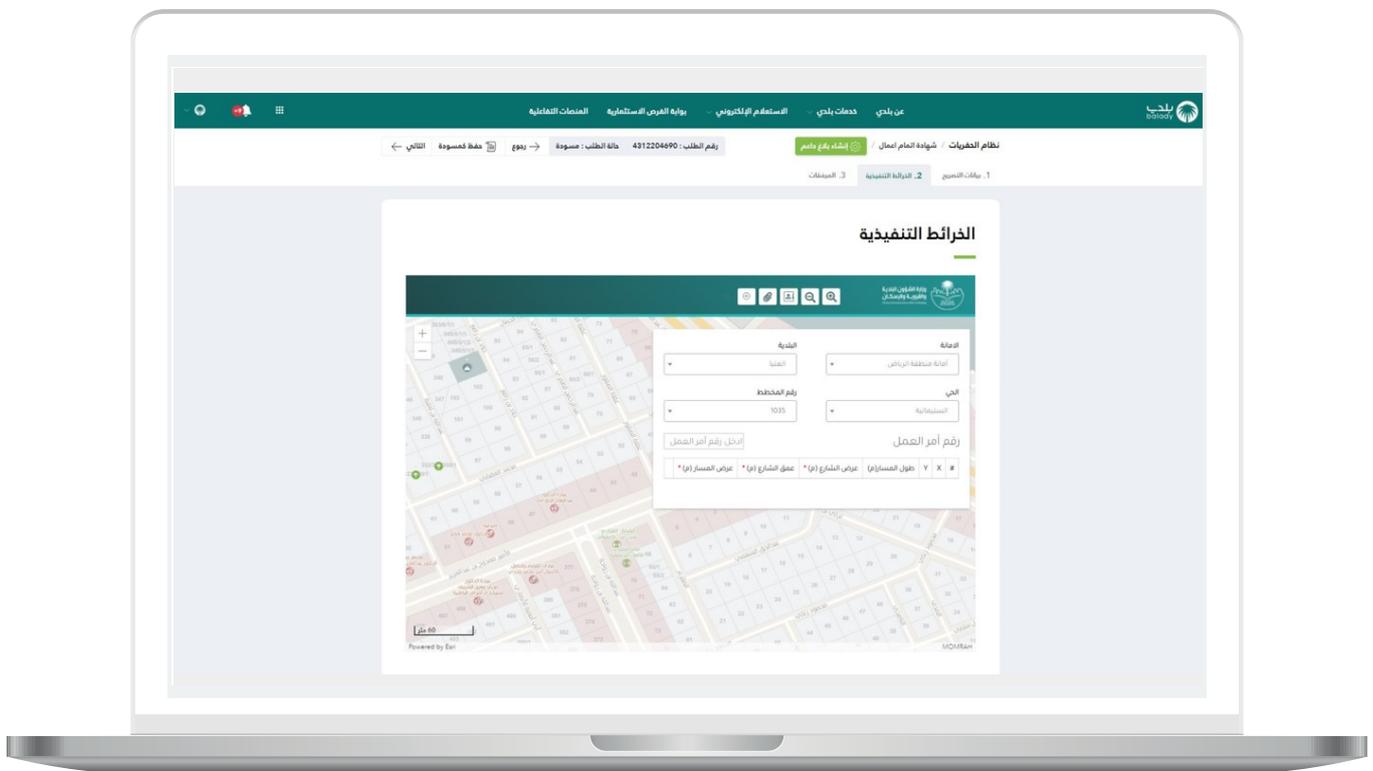
4) After selecting the area on the map, the image is enlarged.



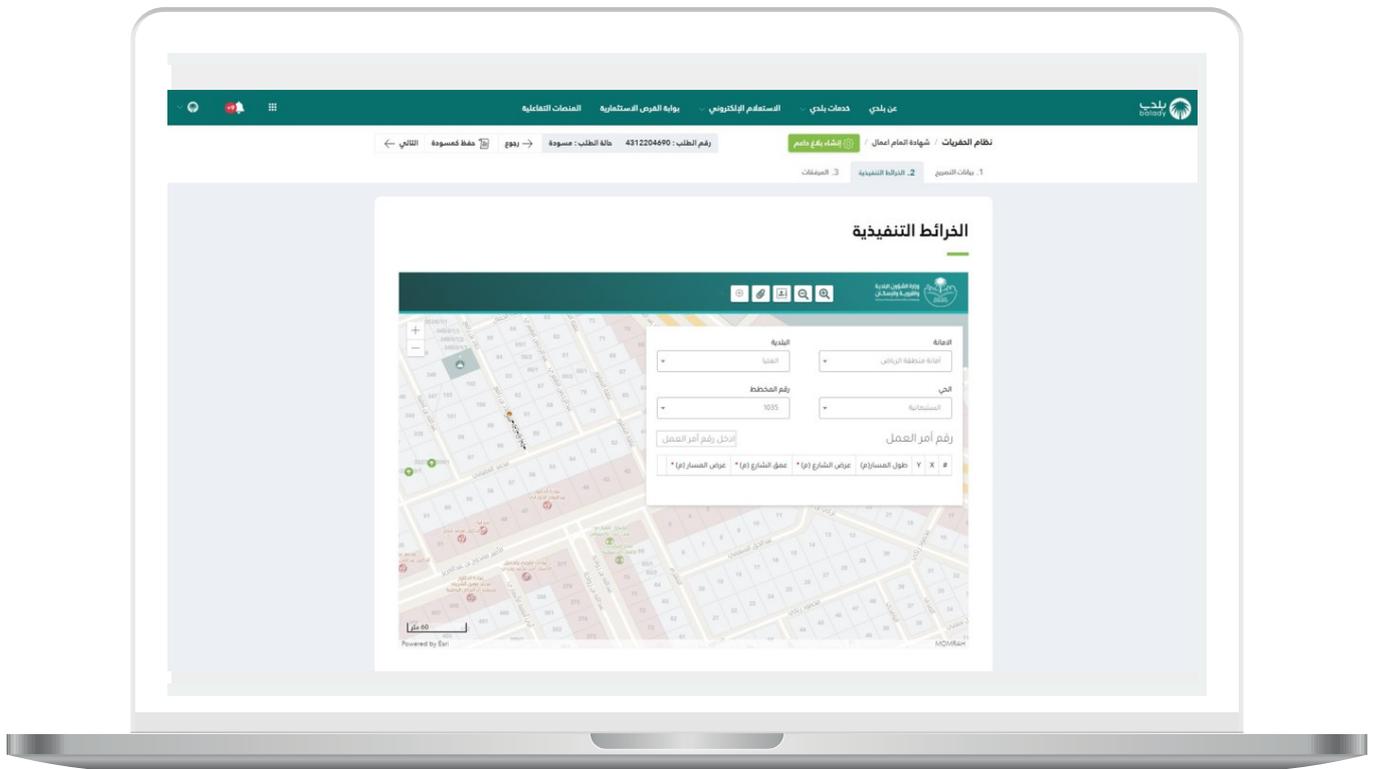
5) The **(Add Route)** button appears, and the user clicks it.



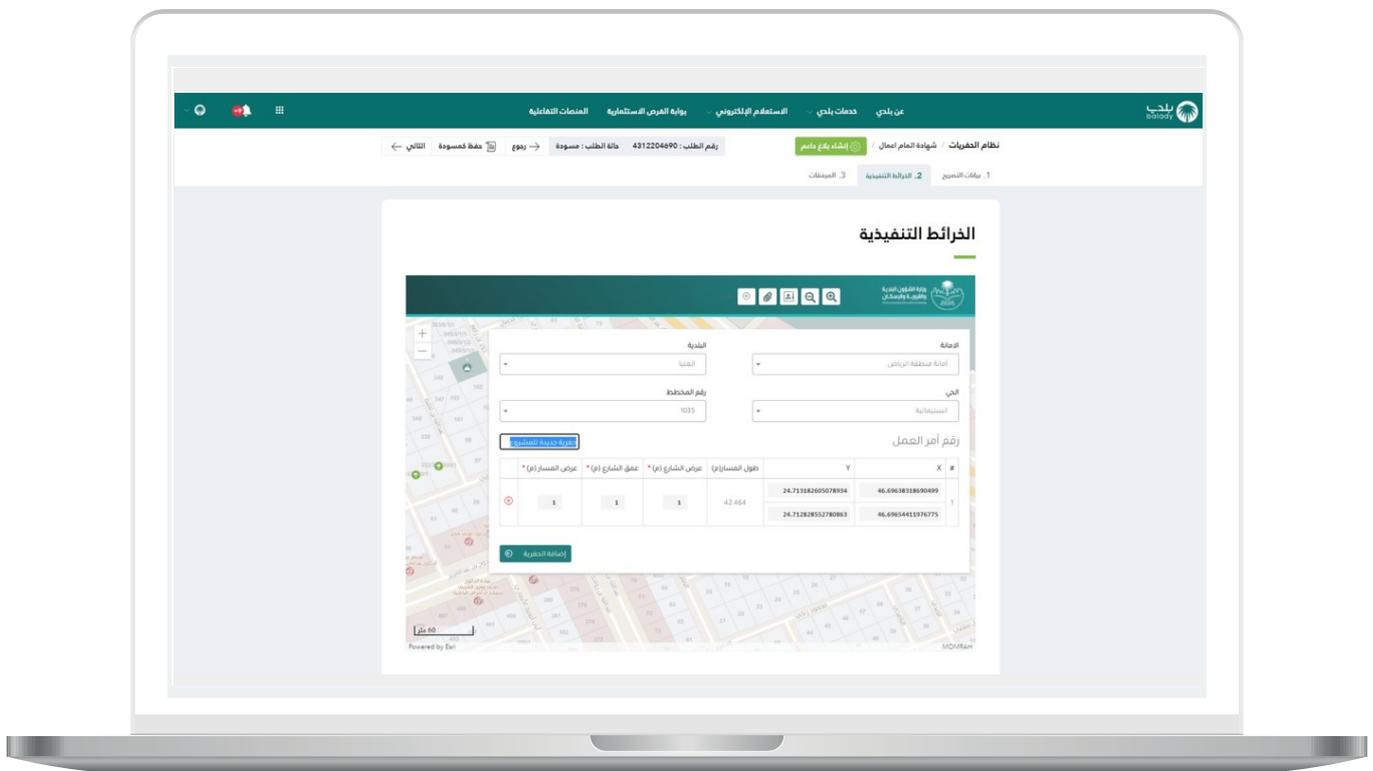
6) The route is then drawn on the map.



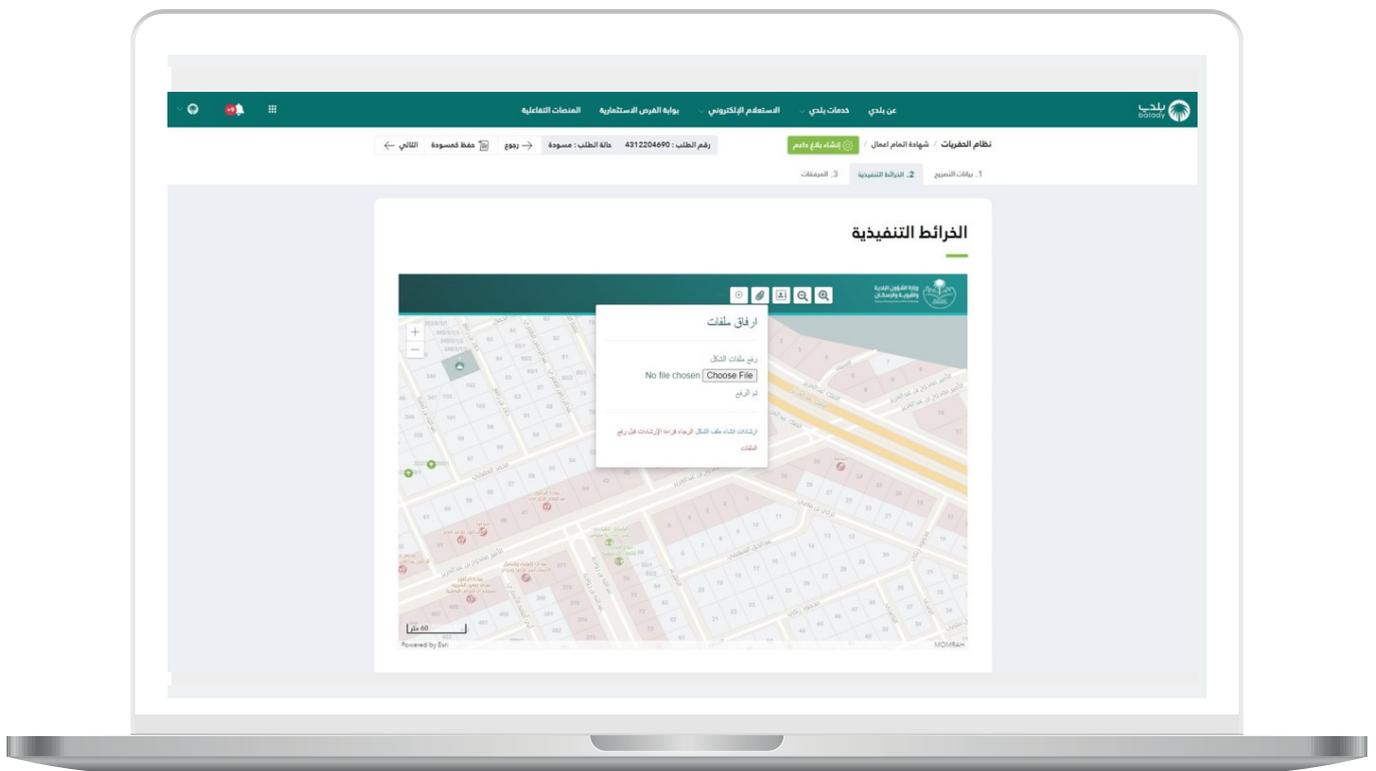
7) The following figure shows that the user has drawn the route.



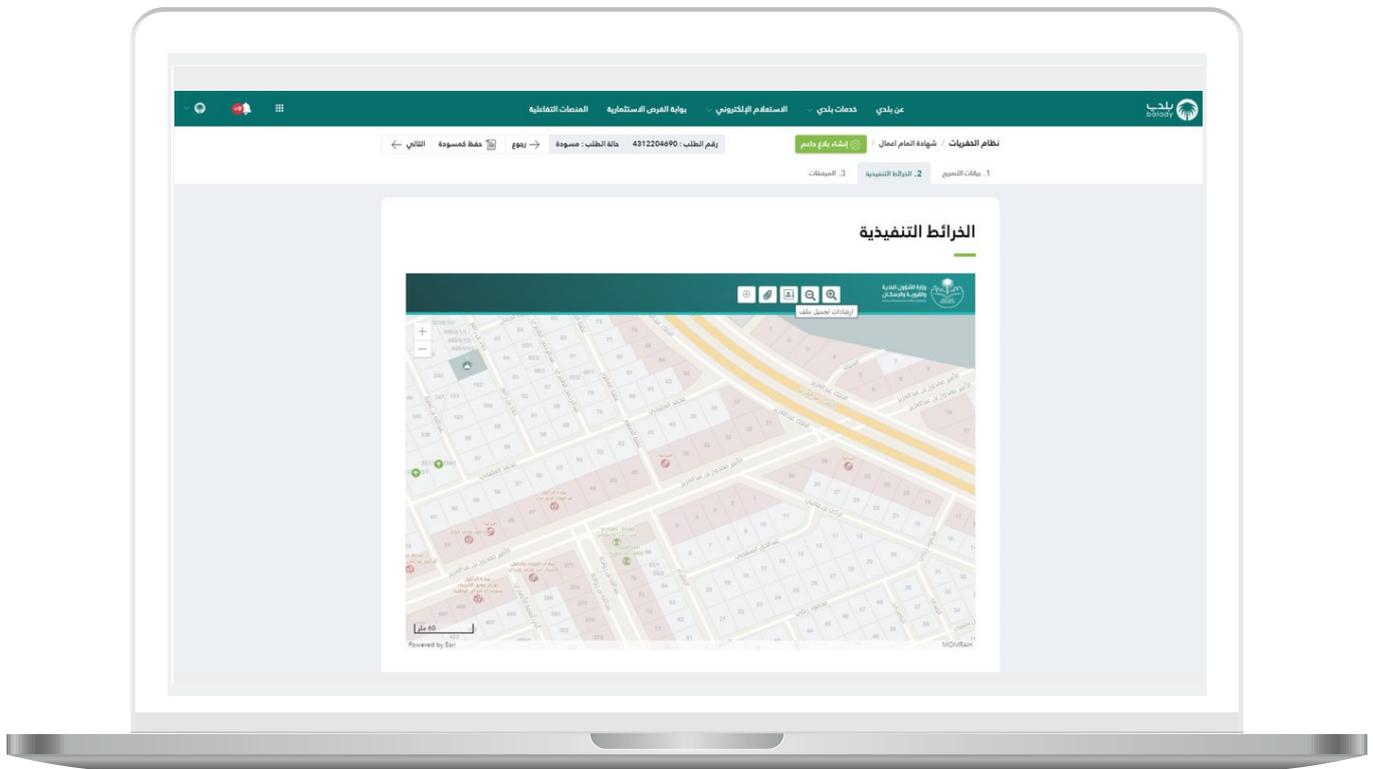
8) The user then enters the excavation name and fills in the following fields: **(Street Width, Street Depth, Route Width)**, then clicks **(Add Excavation)**.



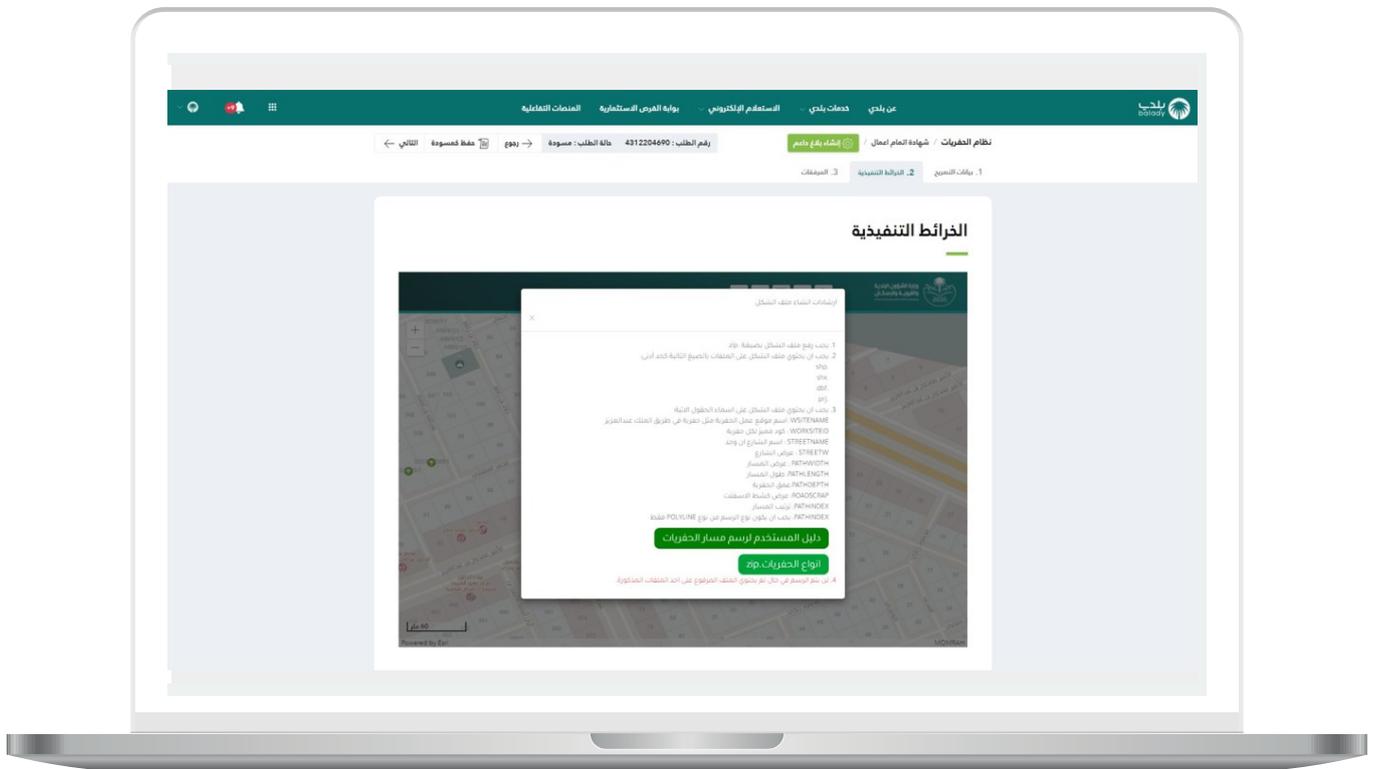
9) The excavation can also be added by uploading its coordinates by clicking **(Upload Shape File)**. After a small pop-up appears, the user clicks **(Choose File)** and selects the file from the device.



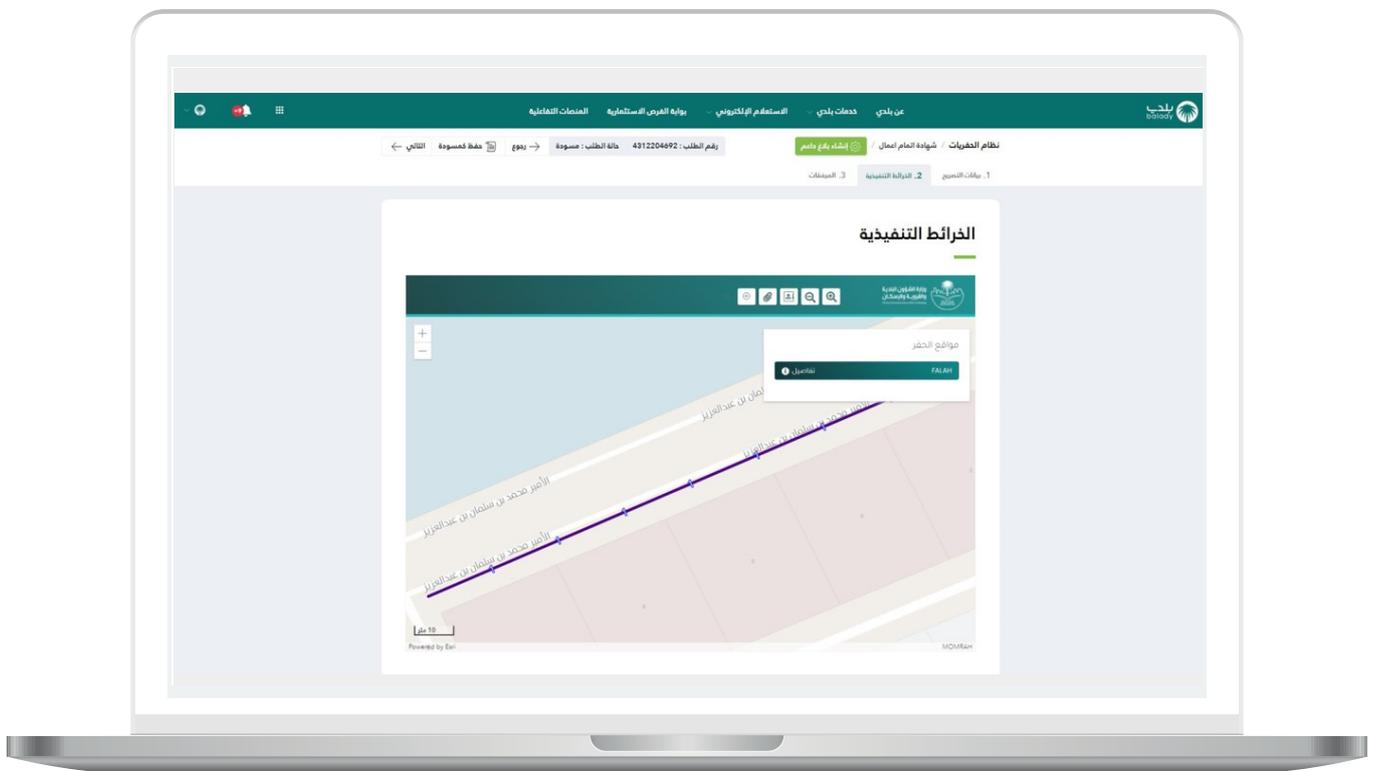
10) Instructions for creating a shape file can be accessed by clicking the upward arrow icon.



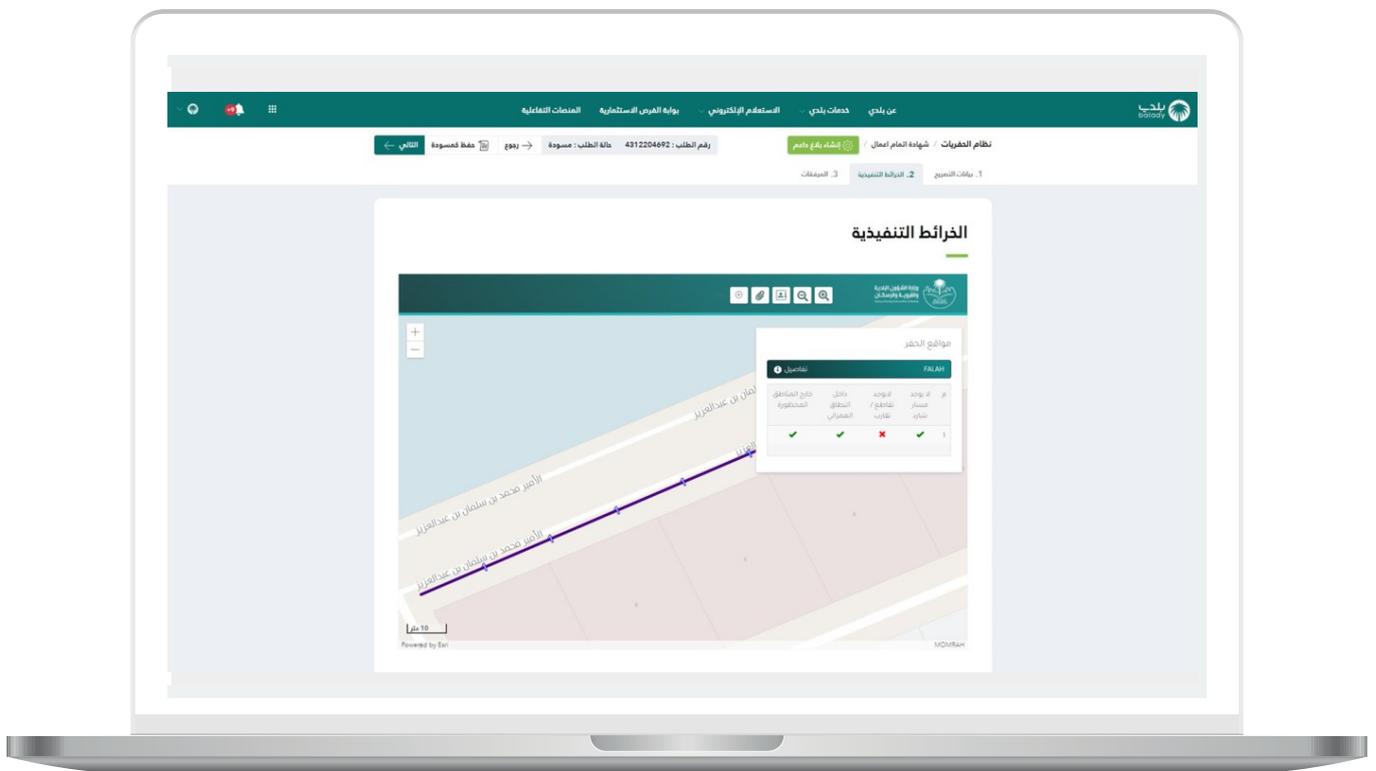
11) A pop-up menu appears containing (User Guide for Drawing Excavation Routes) and (Types of Excavations).



12) The system then adds the excavation to the map, as shown in the following figure.

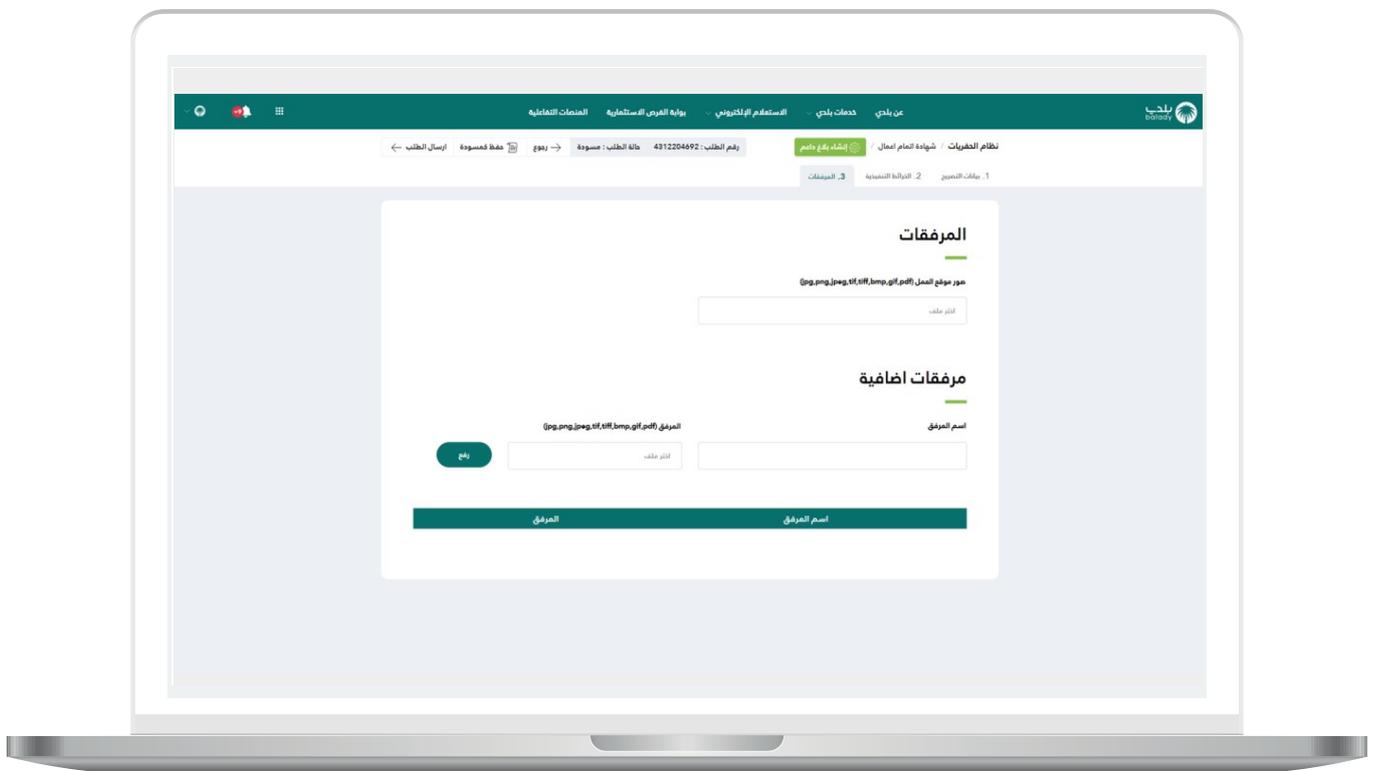


13) After clicking the **(Details)** menu, excavation details are displayed. The user clicks **(Next)** to proceed, with an option to save the request as a draft for later retrieval by clicking **(Save as Draft)** or return to the previous phase by clicking **(Back)**.

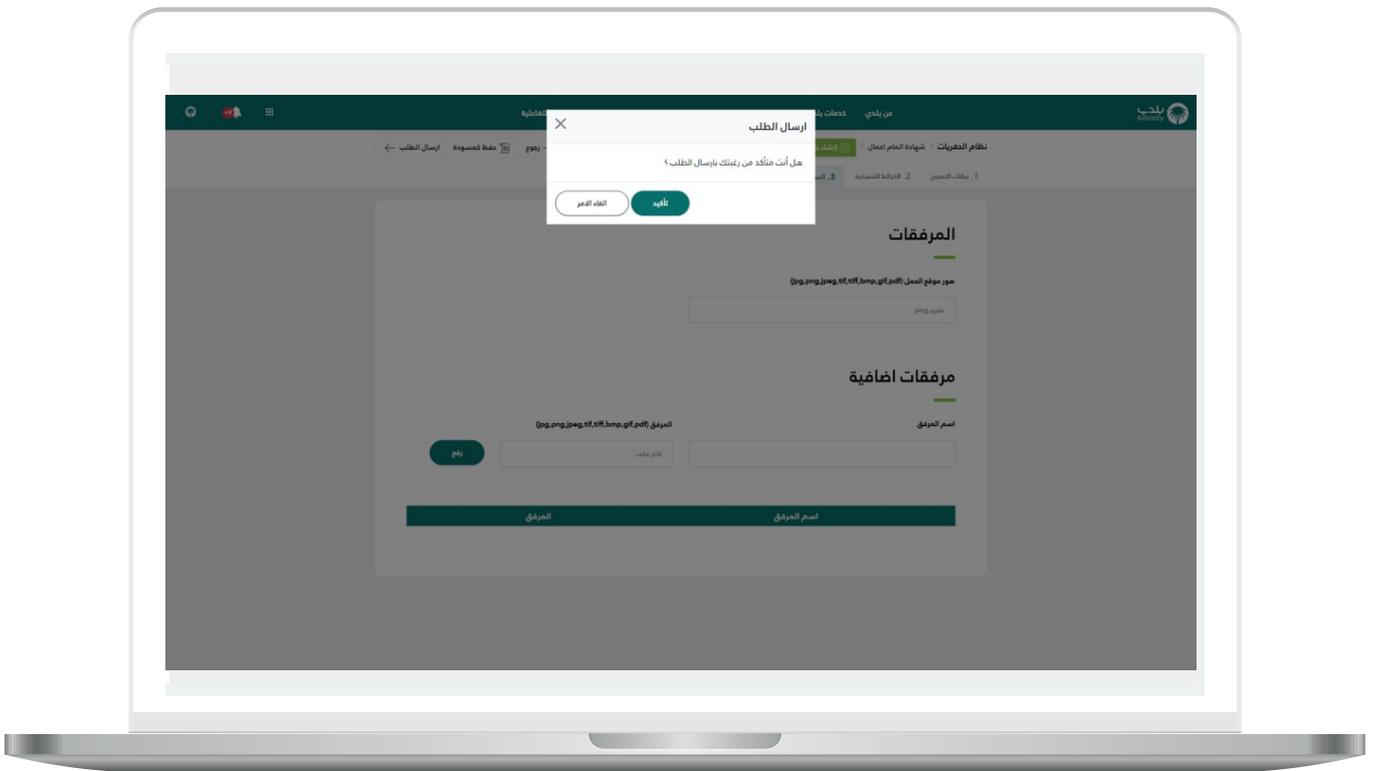


14) The user is then directed to the **(Attachments)** phase, where the required attachment(s) are uploaded. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

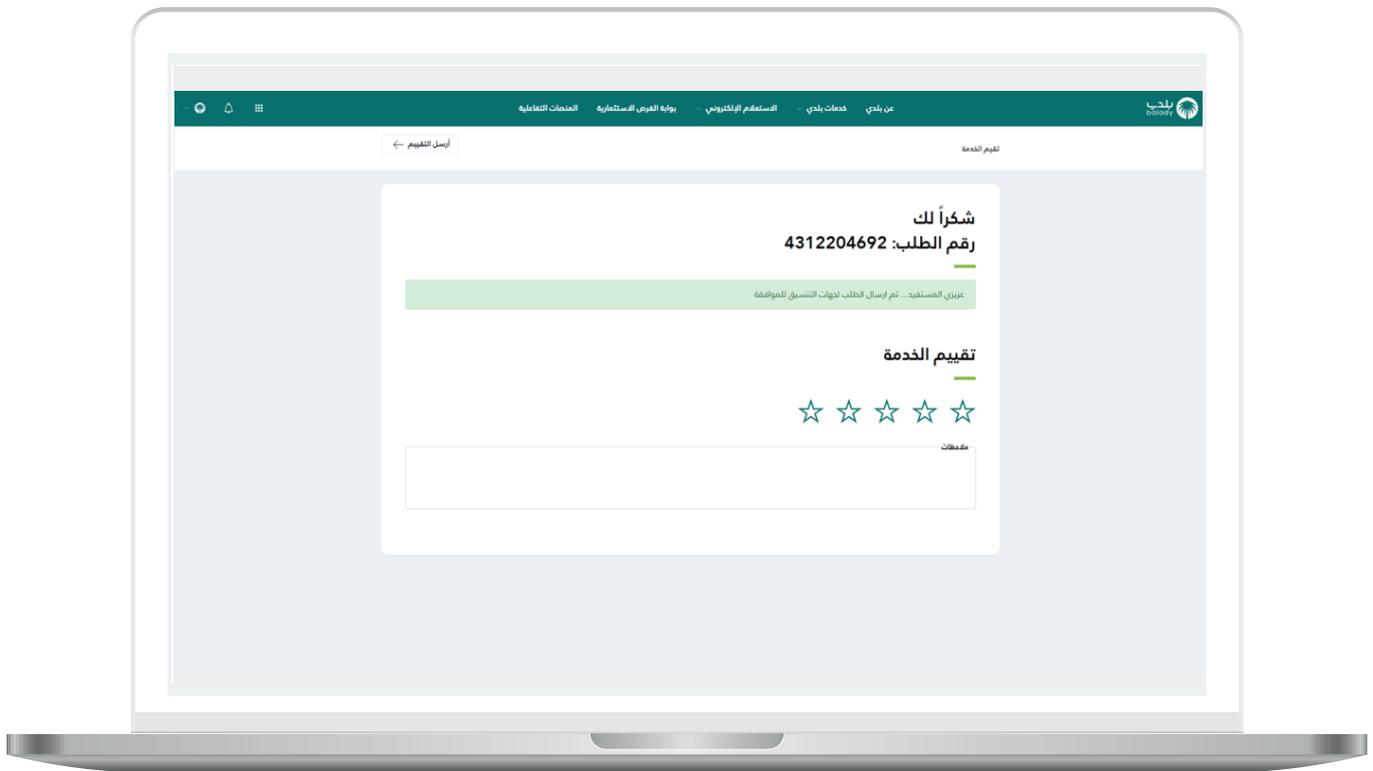
The user then clicks **(Submit Request)** to proceed to the next phase, with the option to save the request as a draft for later retrieval by clicking **(Save as Draft)** or return to the previous phase by clicking **(Back)**.



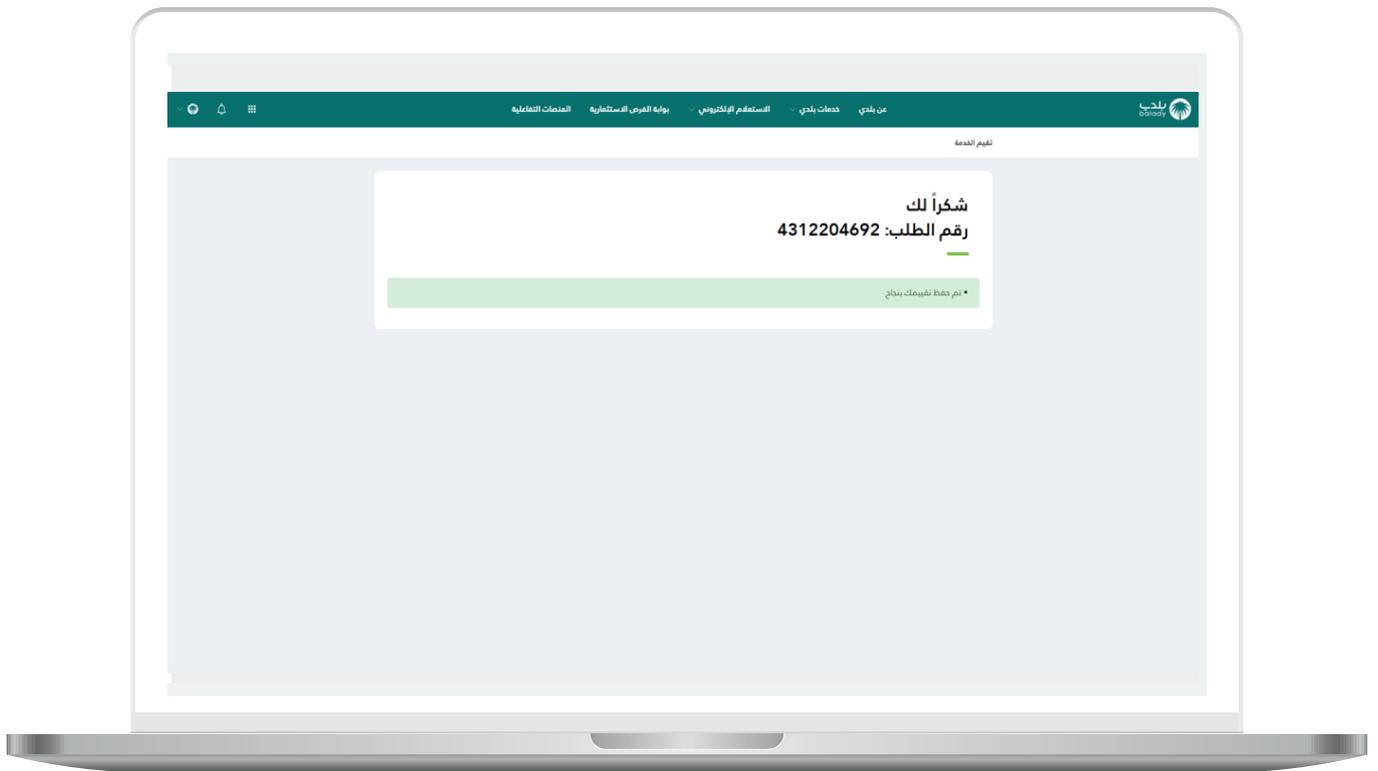
15) A confirmation message appears, prompting the user to click (**Confirm**) to complete the request submission or (**Cancel**) to abort the process.



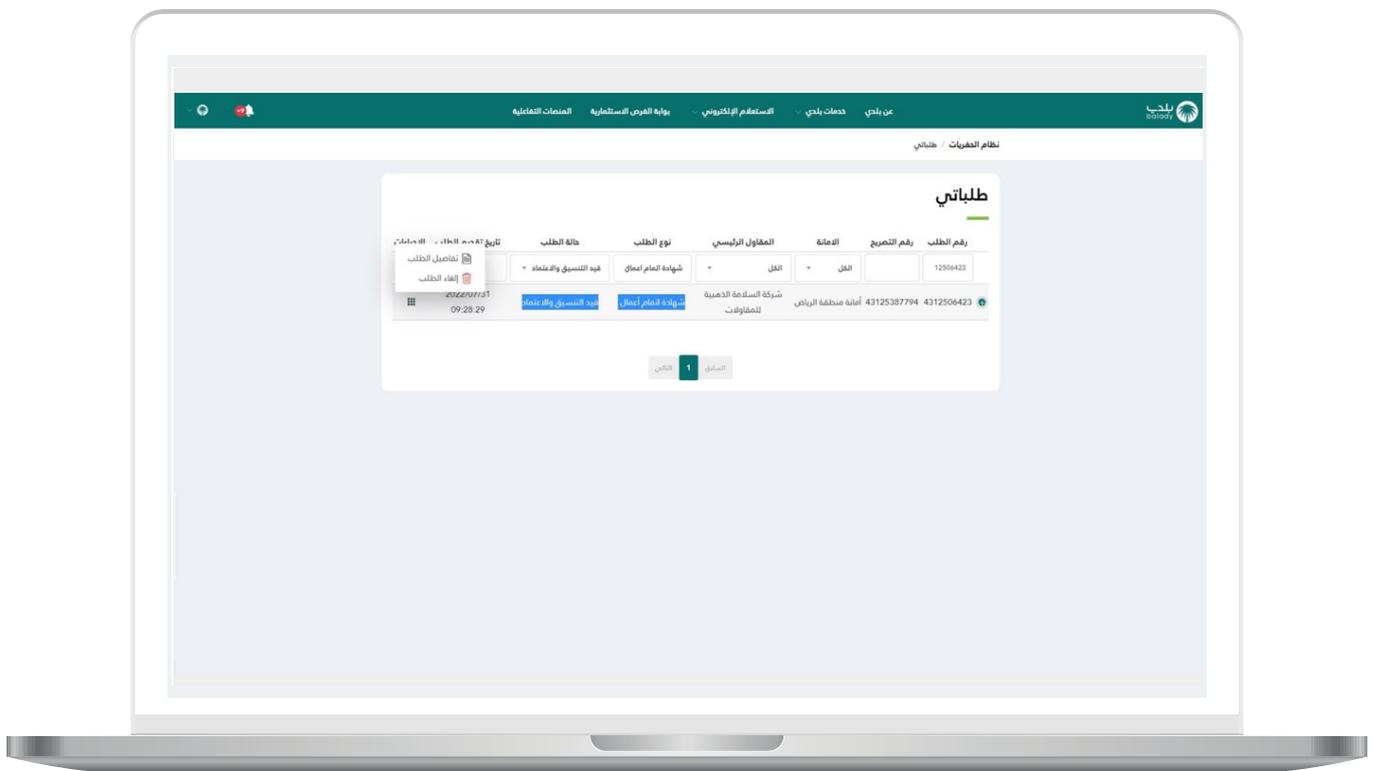
16) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



17) The system confirms that the Evaluation has been successfully saved.

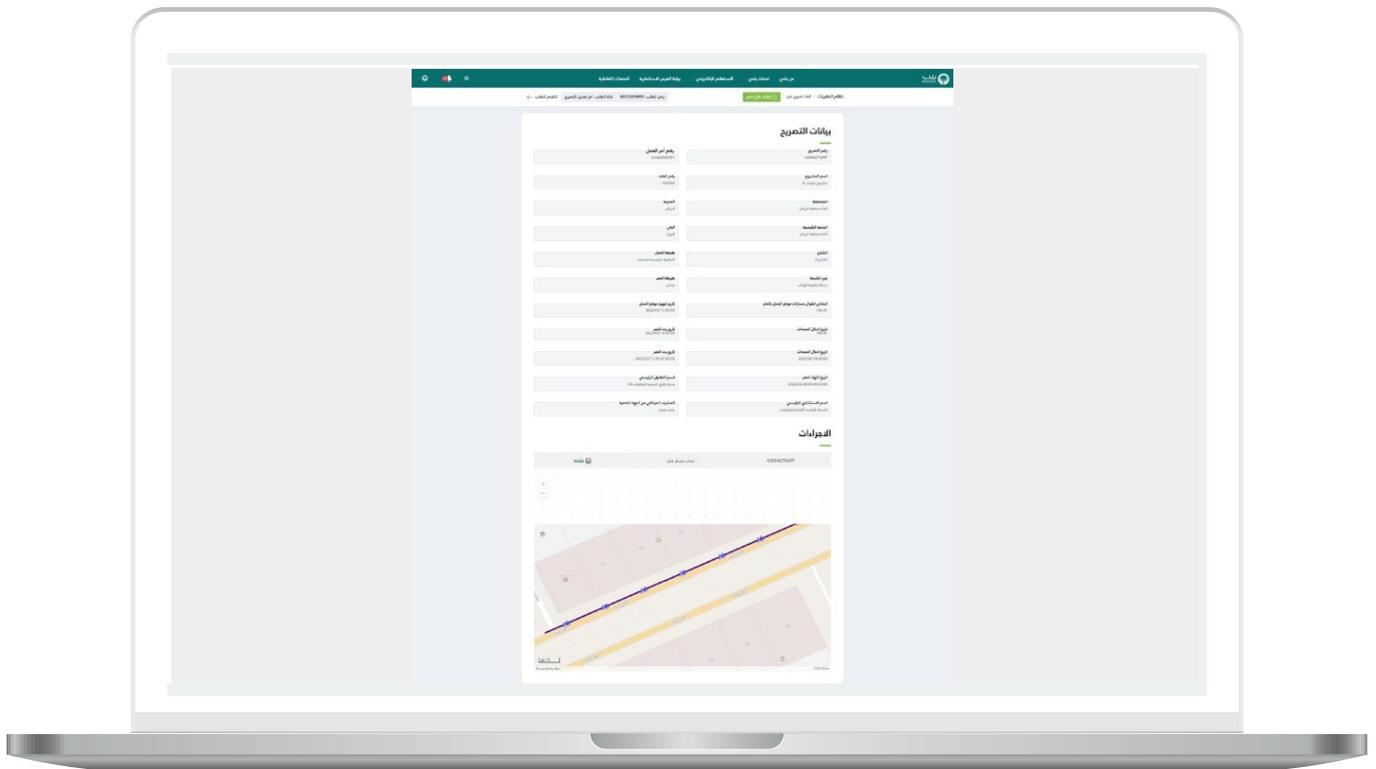


18) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.



Excavation Permit Cancellation

1) After clicking on **(Excavation Route Cancellation)**, the permit details are displayed as follows. The user then clicks **(Proceed with Request)** to start the process.

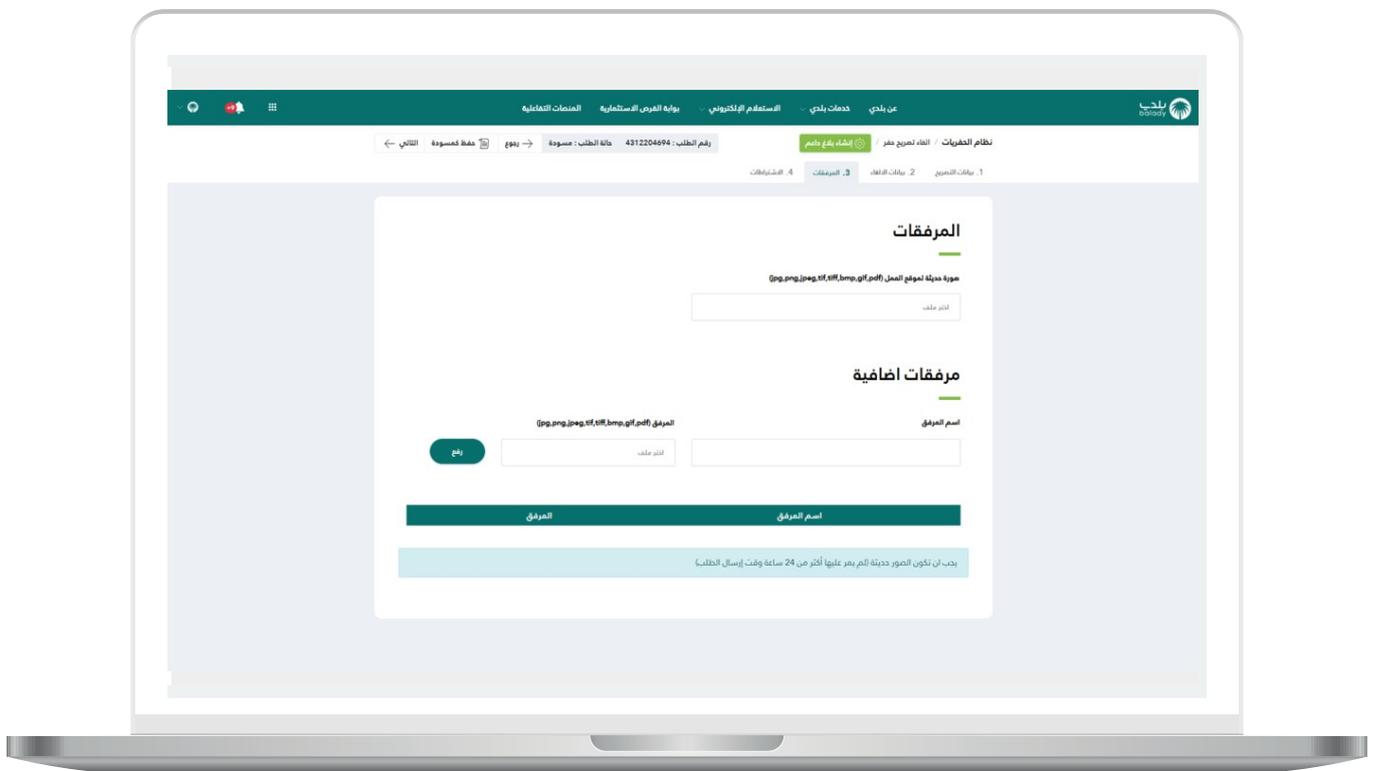


2) The user is then directed to the **(Cancellation Details)** phase, where the required fields are filled in, including **(Reason for Cancellation Request, Description of Request, Excavation Completion Percentage)**.

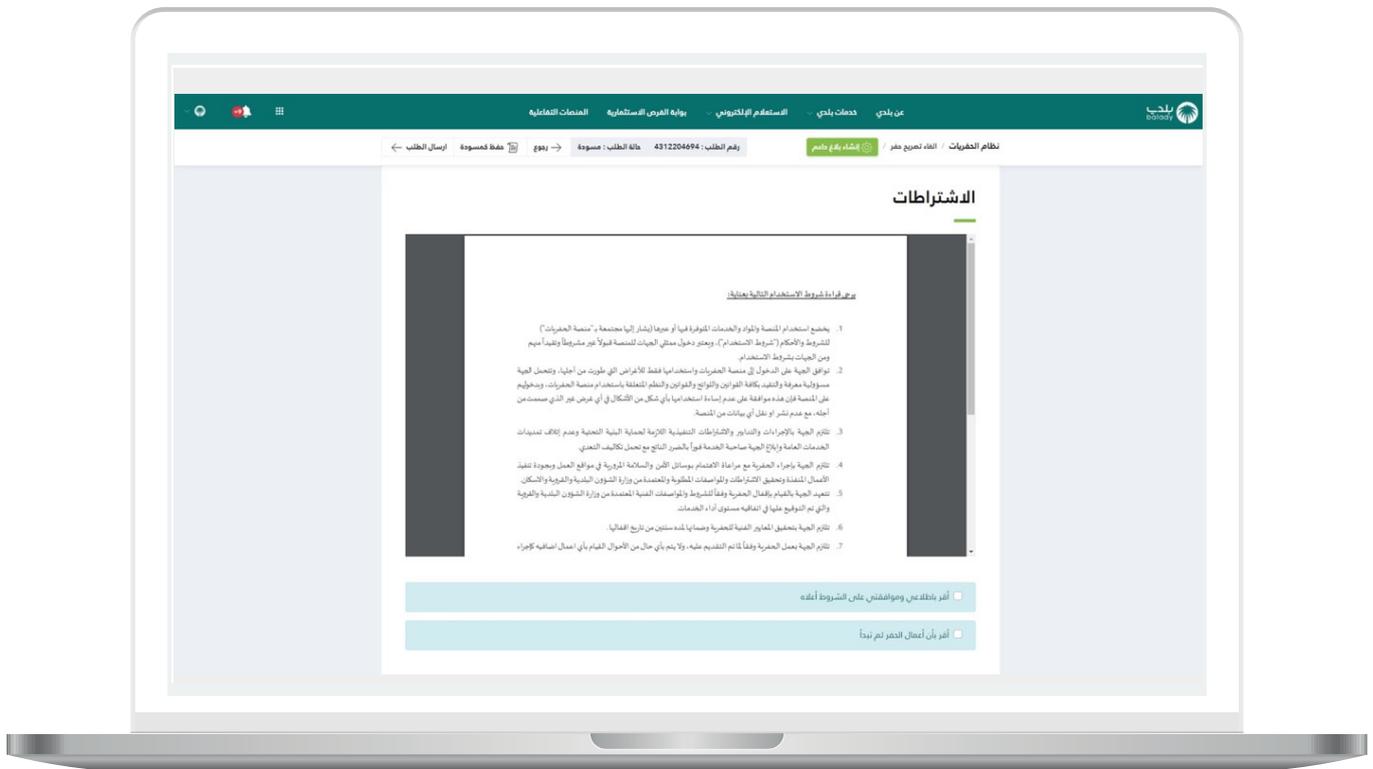
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.

3) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

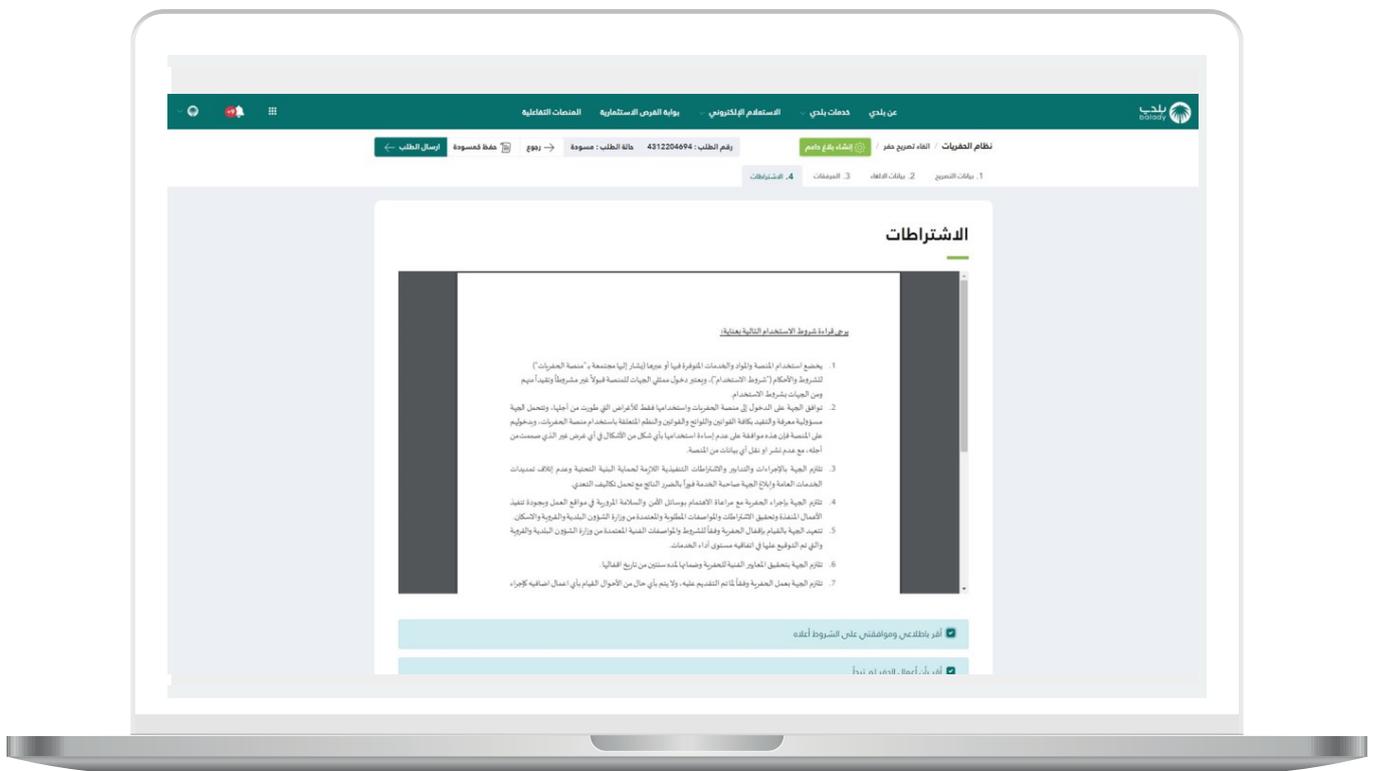
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



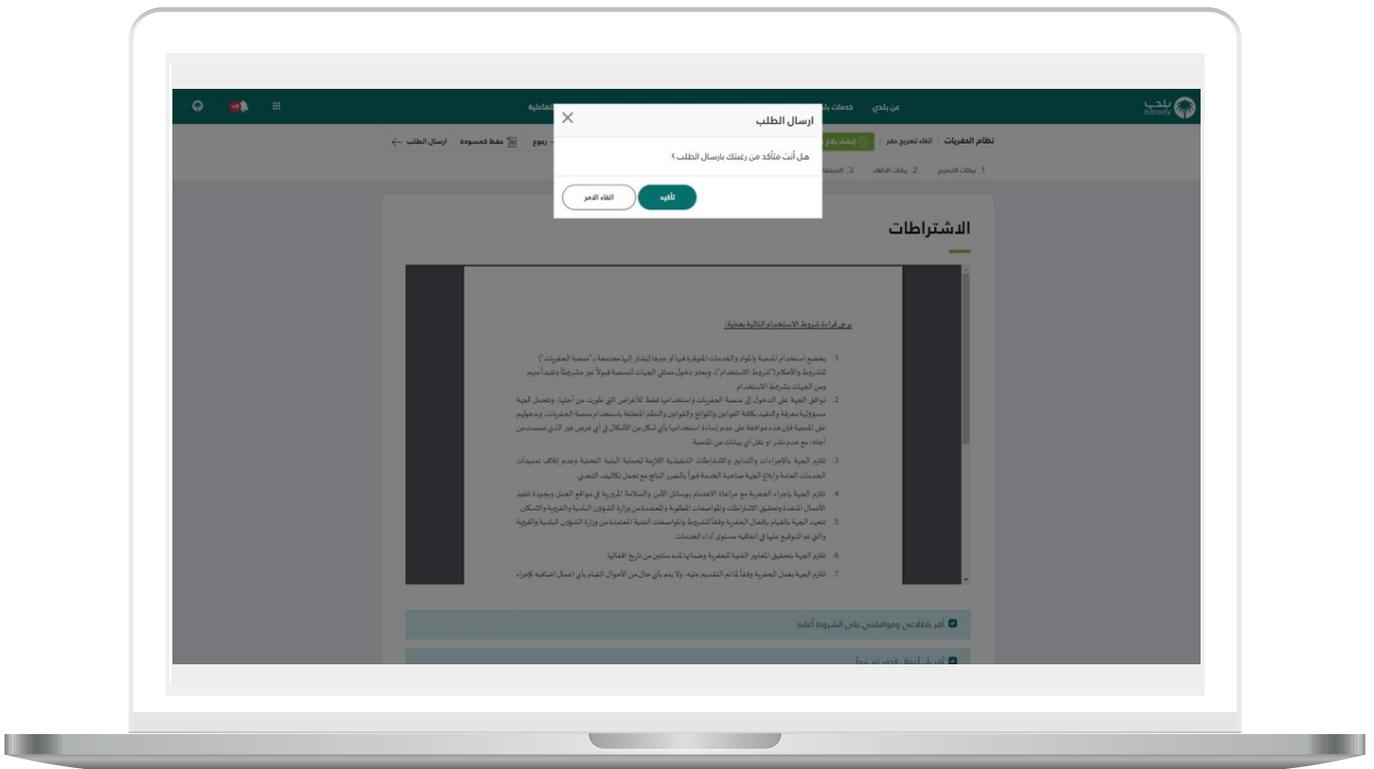
4) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



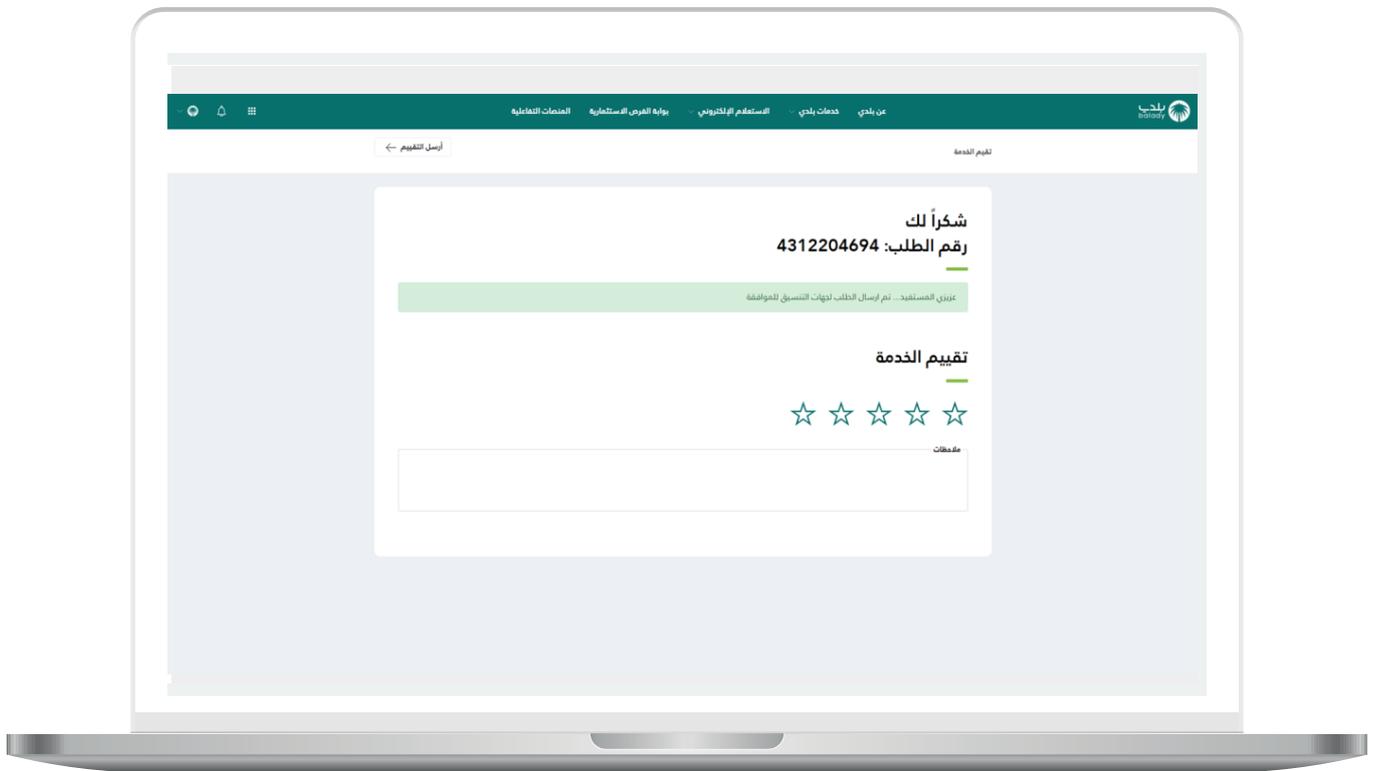
5) The user clicks **(Submit Request)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



6) A confirmation message appears, prompting the user to click **(Confirm)** to complete the request submission or **(Cancel)** to abort the process.

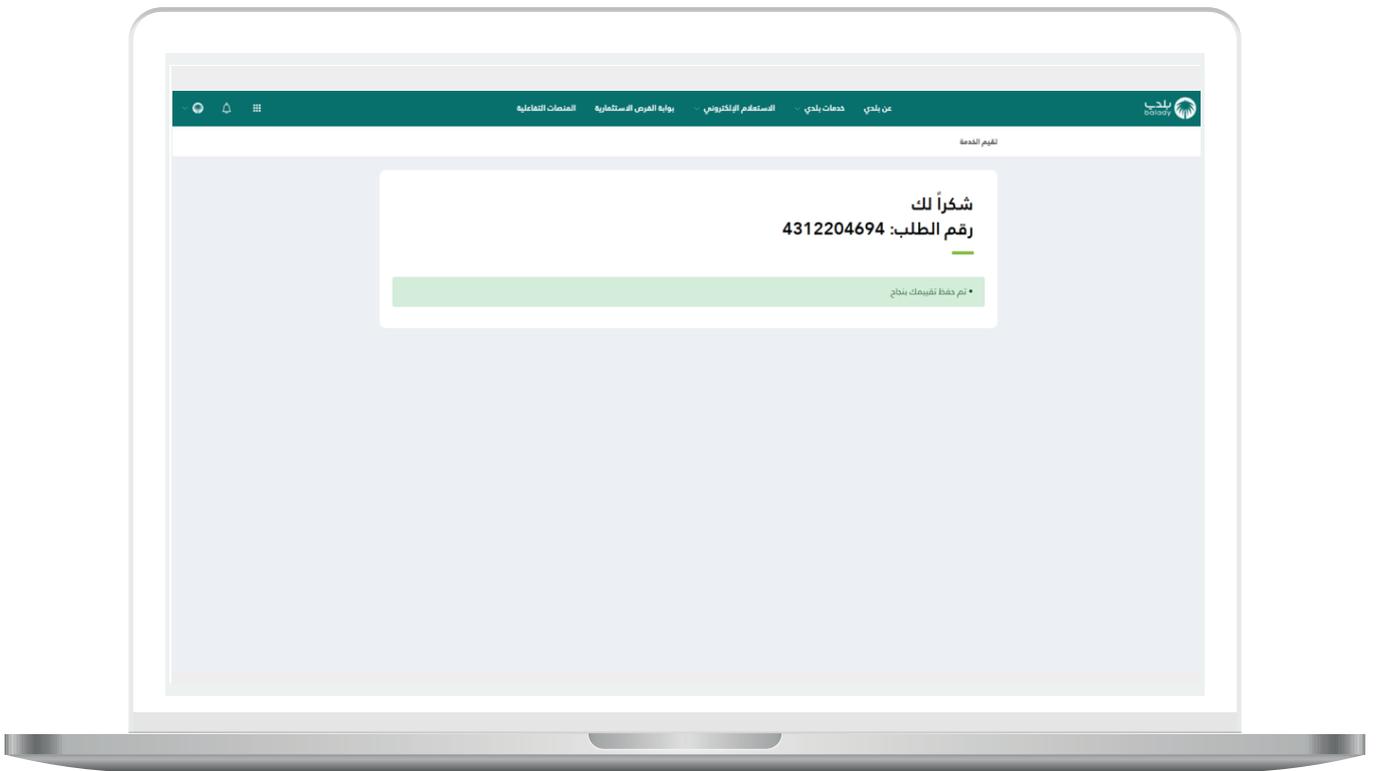


7) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.

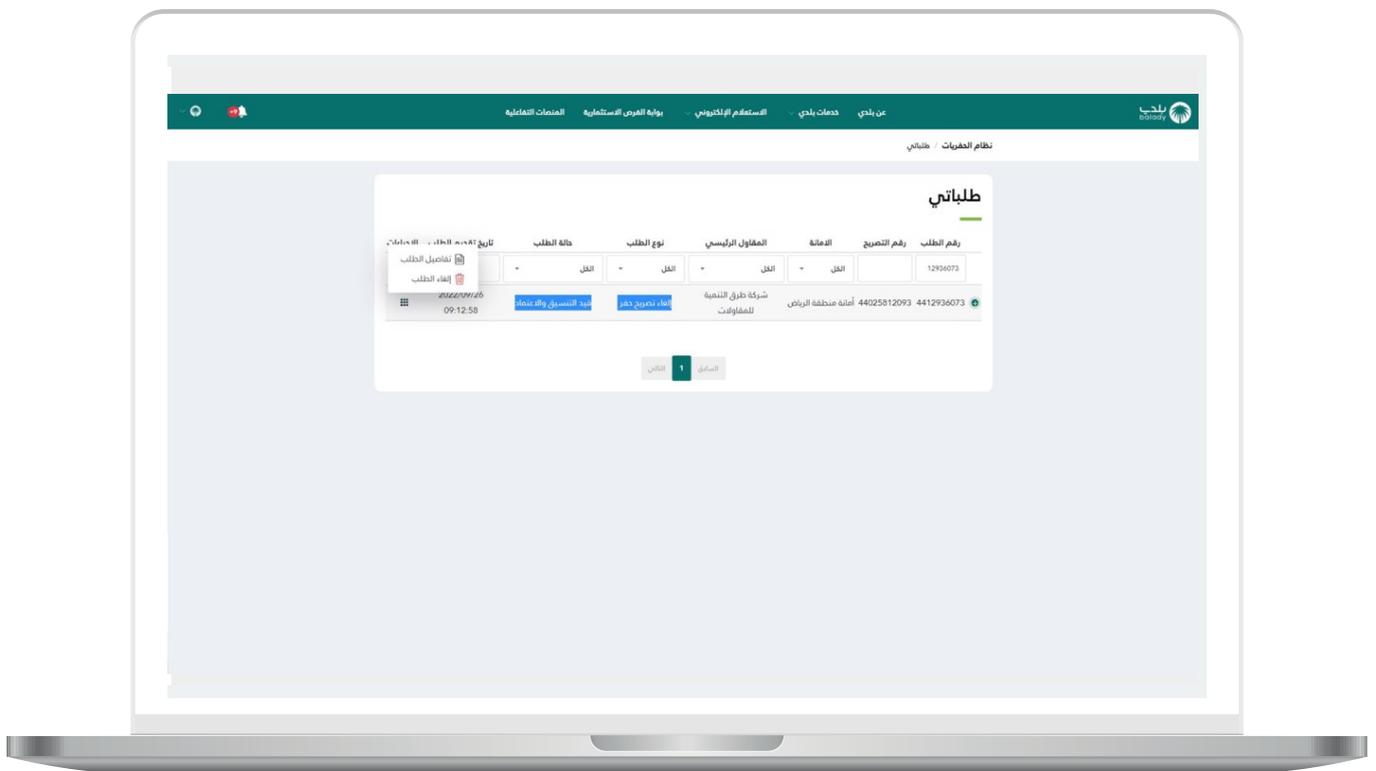




8) The evaluation is then successfully saved.

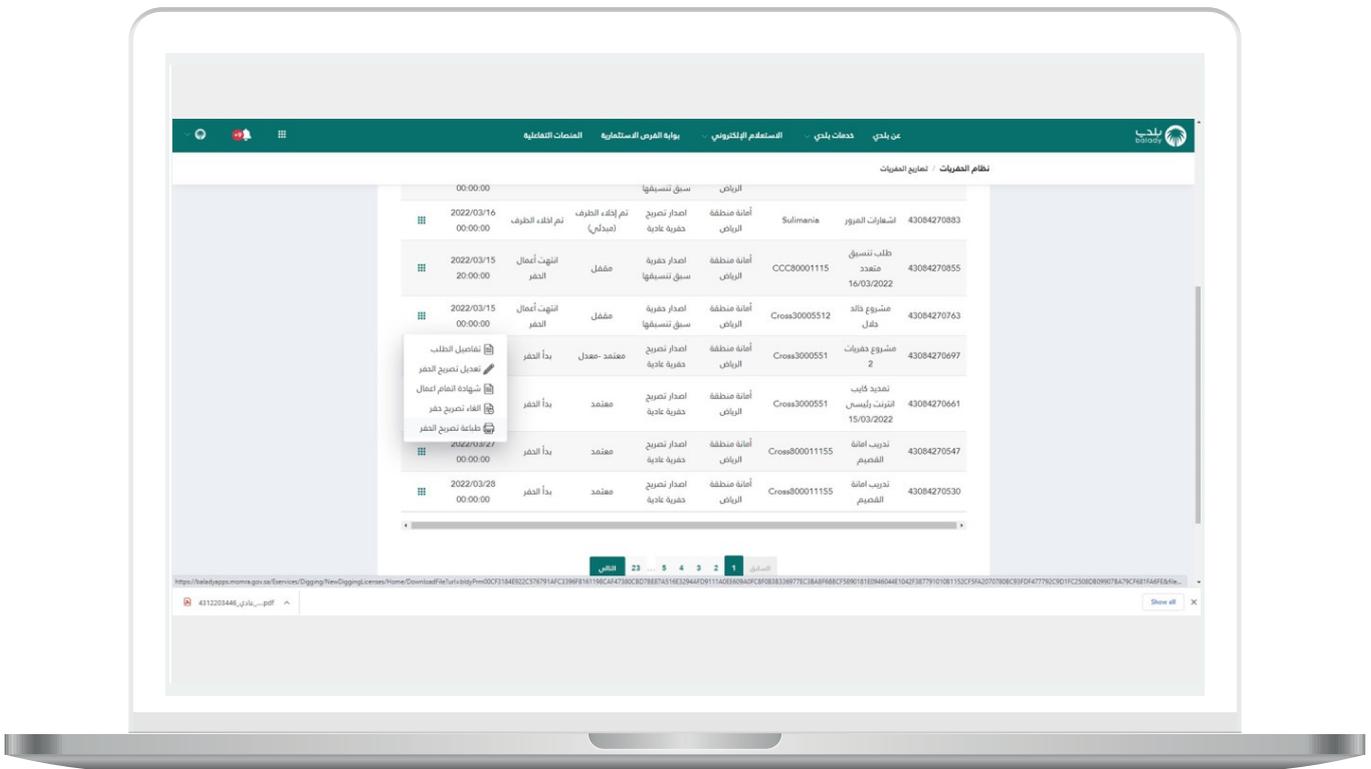


9) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.

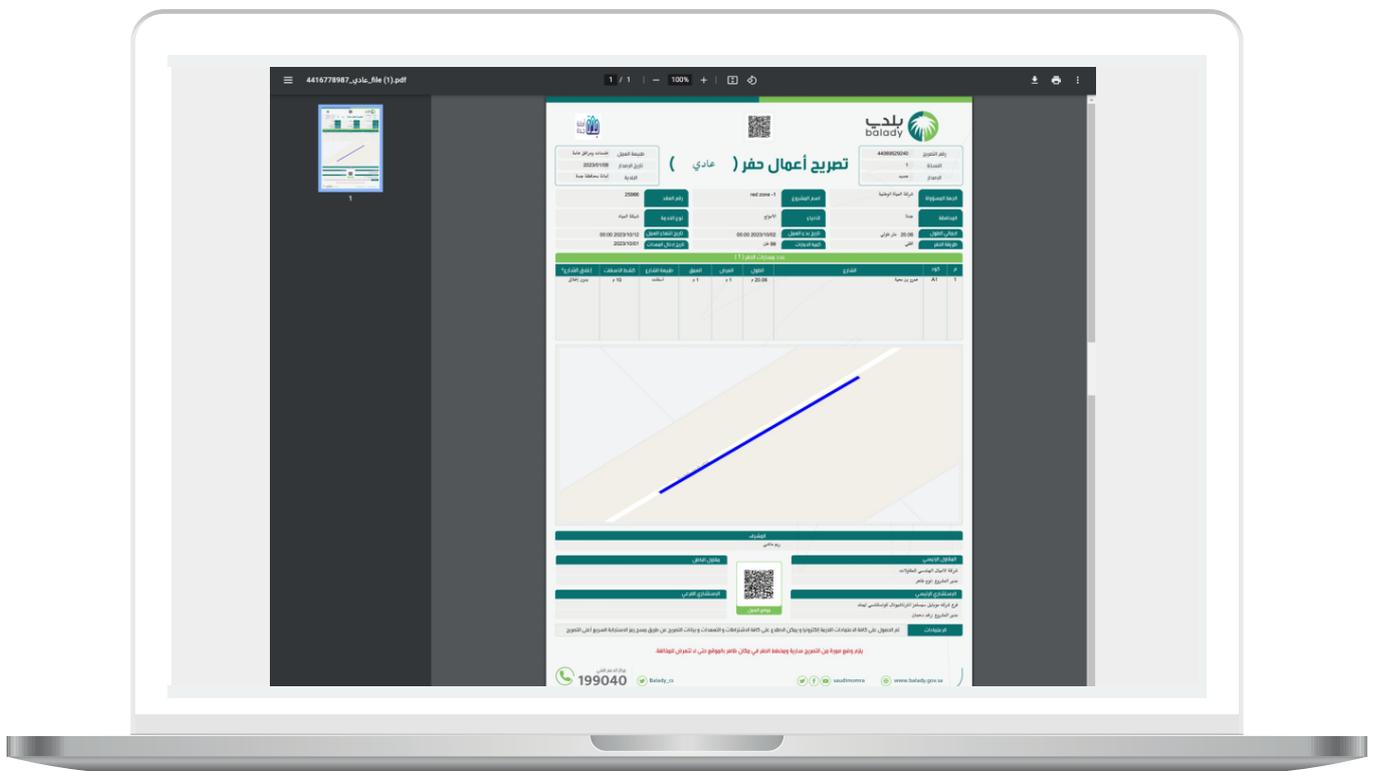


Excavation Permit Printing

1) The excavation permit can be printed by selecting **(Excavation Permit Printing)** as shown below, where the file is downloaded at the bottom left of the screen.

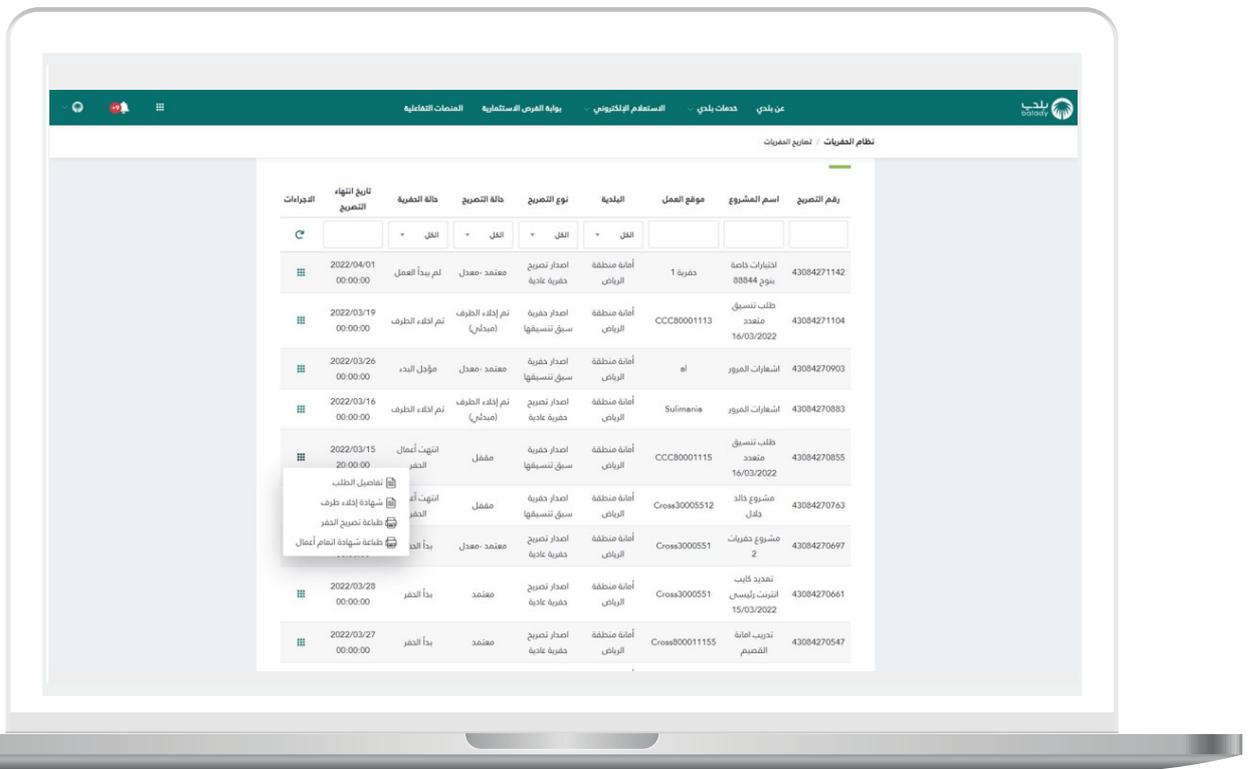


2) After clicking on the file, it appears as follows.

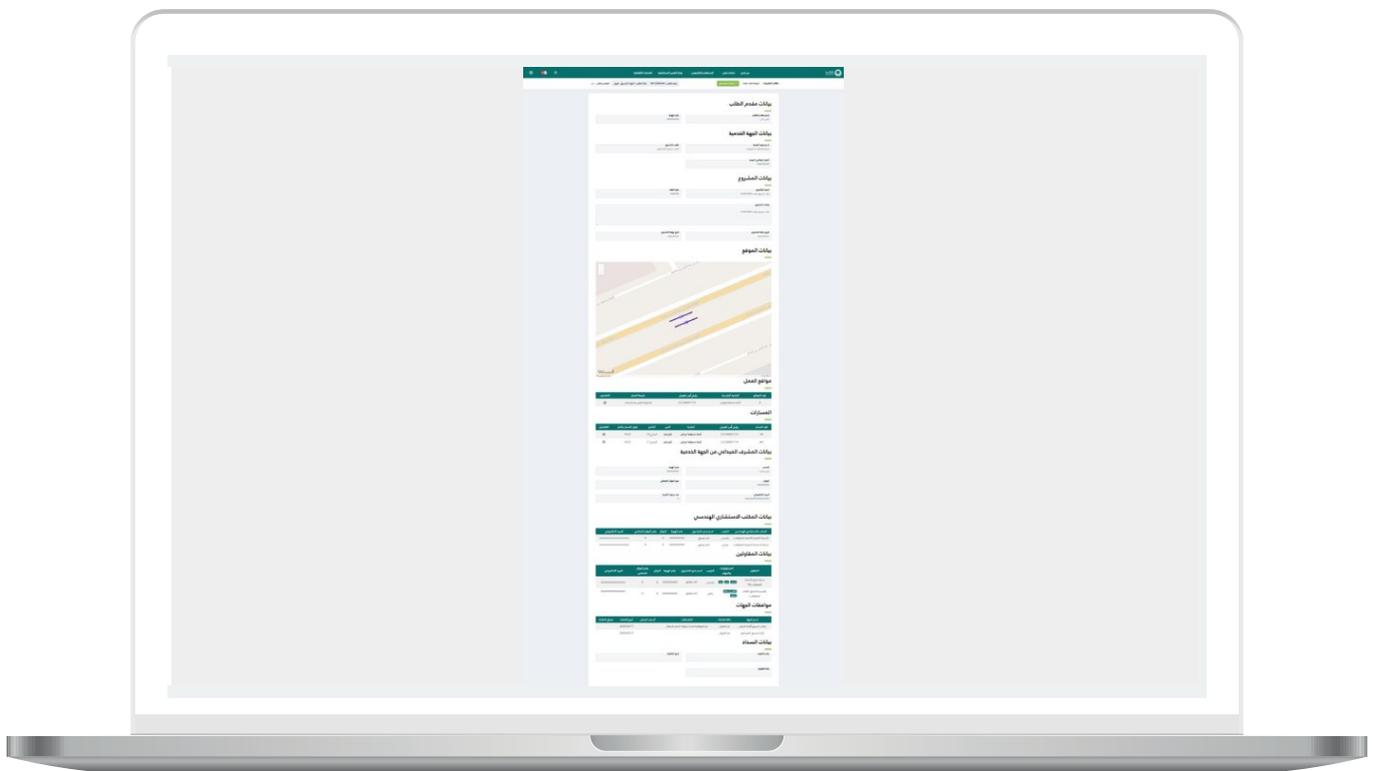


Clearance Certification

1) A Clearance Certificate can be requested by clicking **(Clearance Certificate)** as shown below, but only after requesting the Work Completion Certificate.

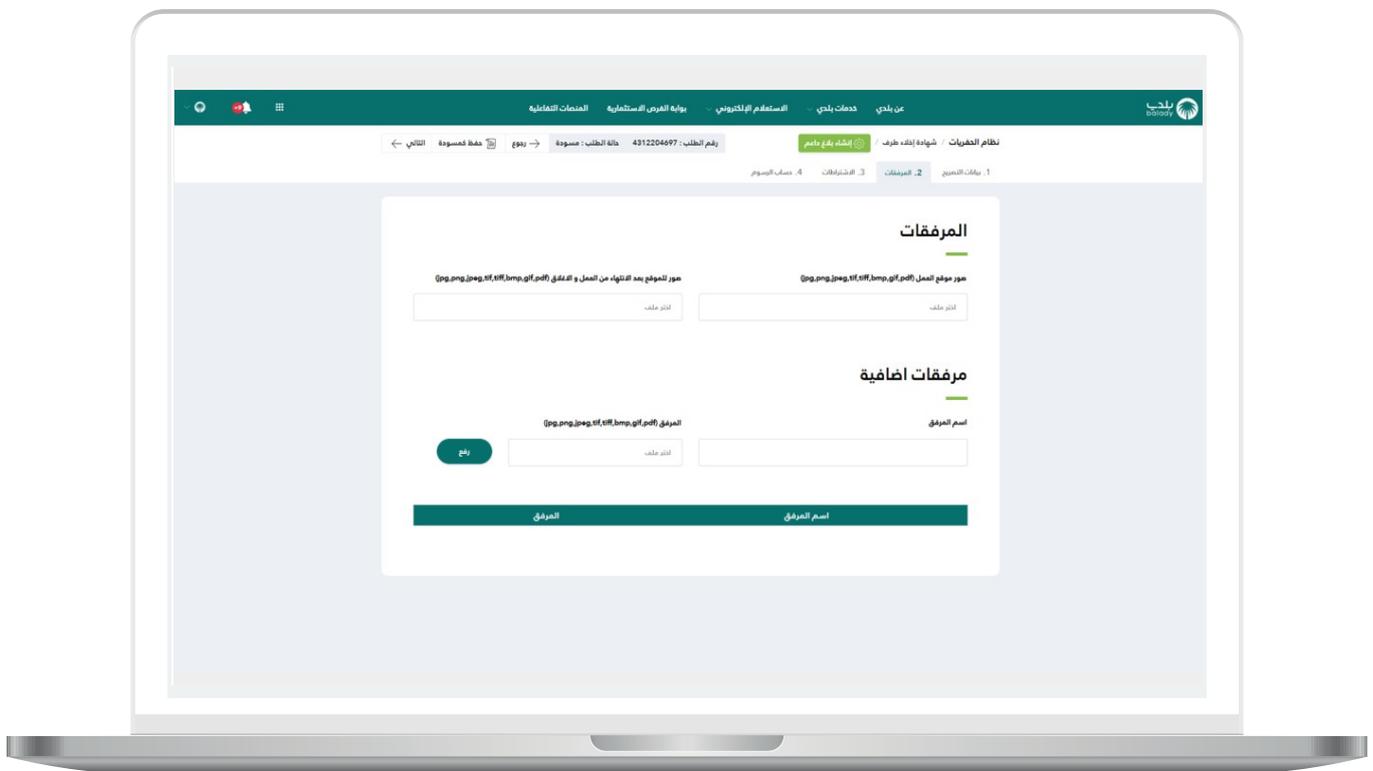


2) After clicking **(Clearance Certificate)**, the permit details are displayed. The user then clicks **(Proceed with Request)** to start the process.

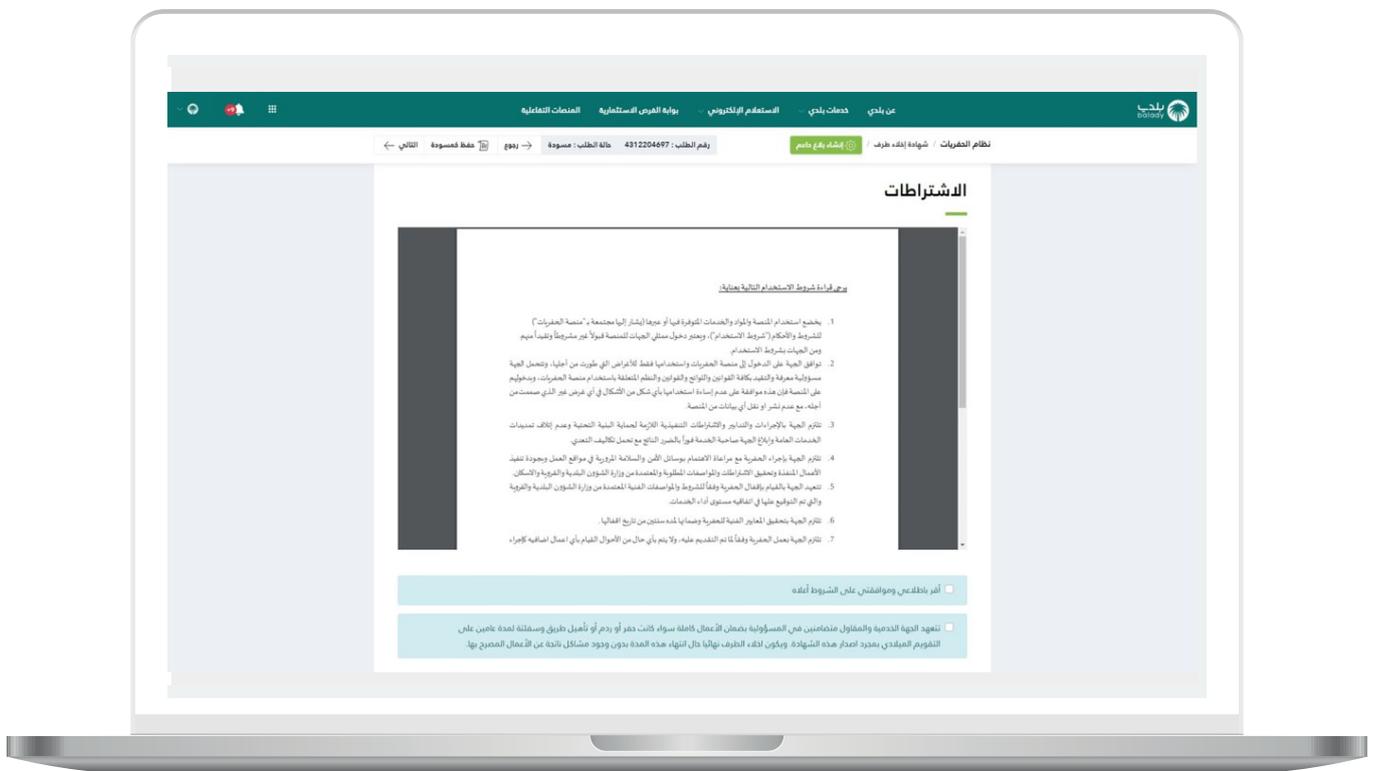


3) The user proceeds to the **(Attachments)** stage, where required attachments are added. A new attachment can be added by entering the **(Attachment Name)** field, selecting the file from the device, and clicking **(Upload)**.

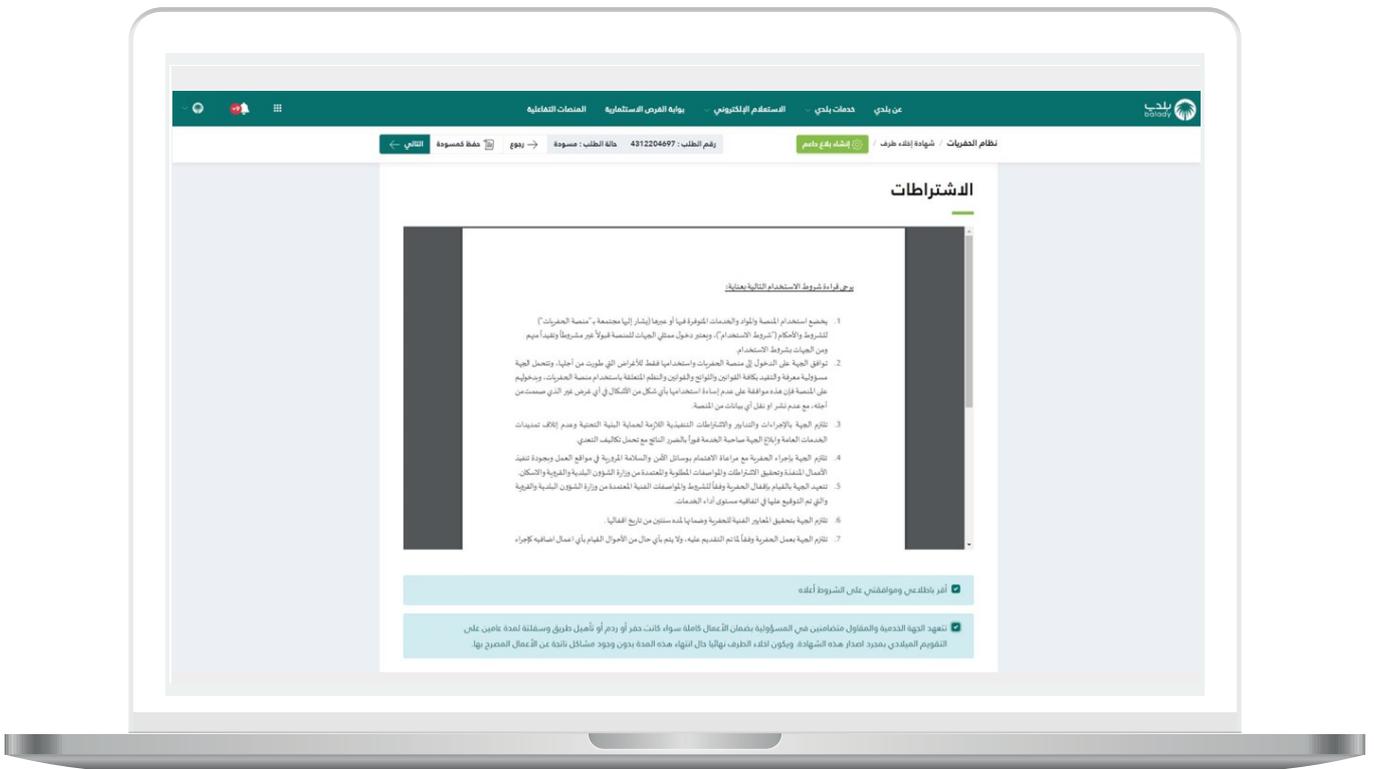
The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



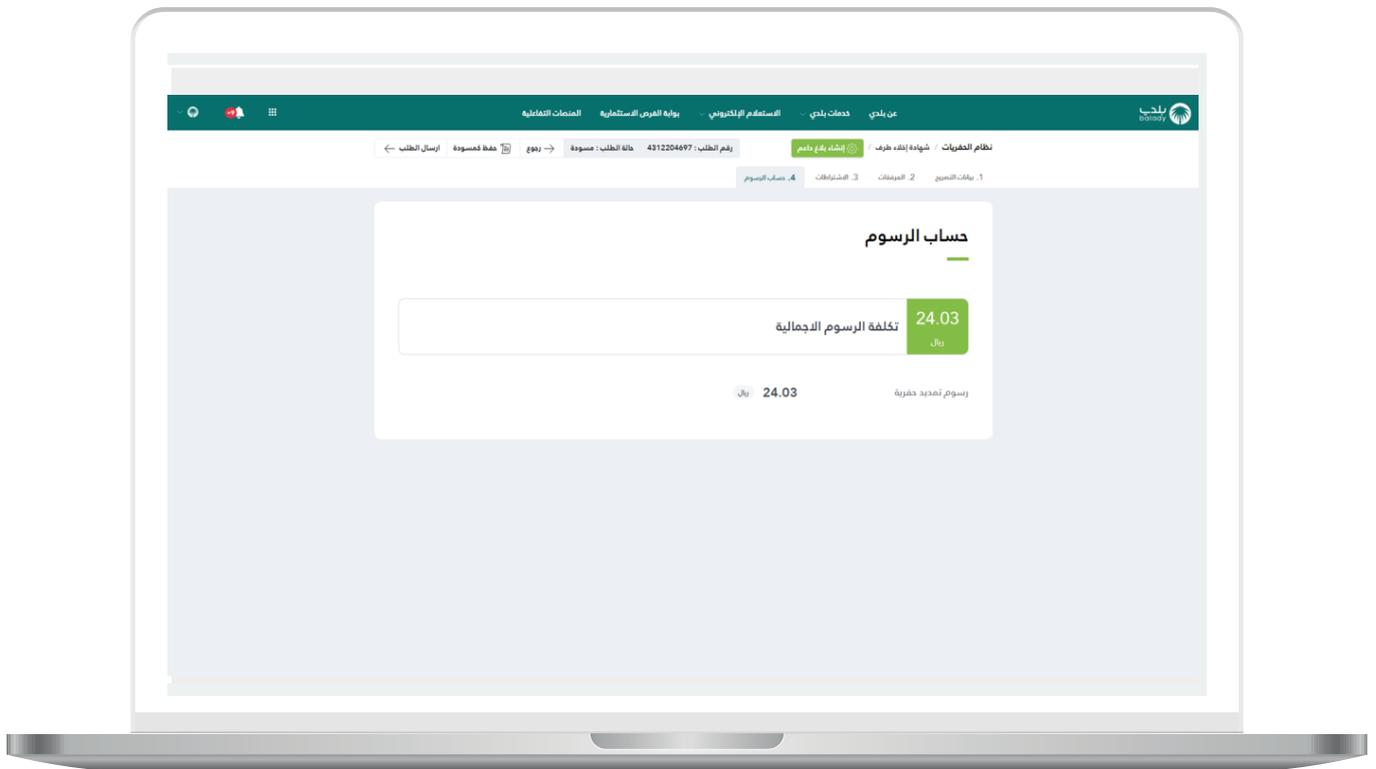
4) The user proceeds to the **(Requirements)** stage to review and agree to the conditions.



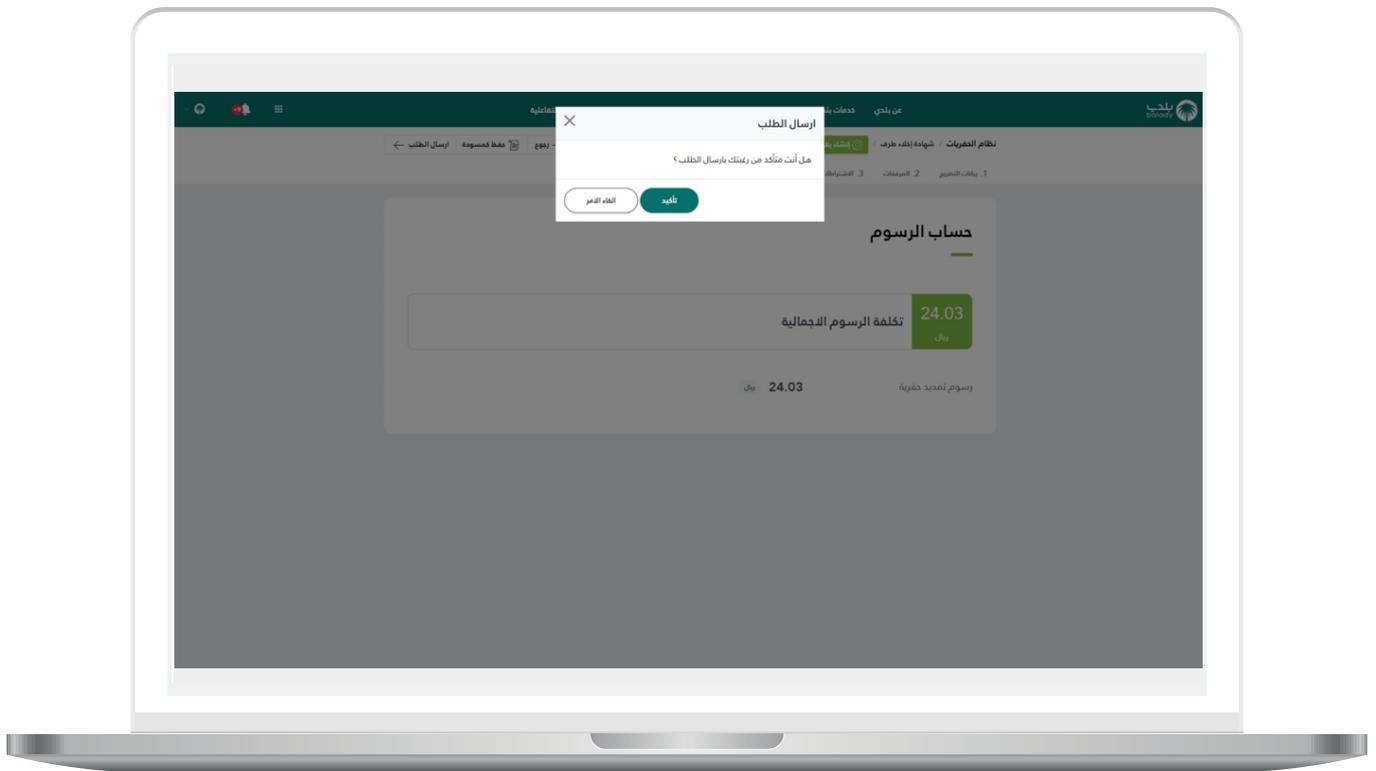
5) The user clicks **(Next)** to proceed, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



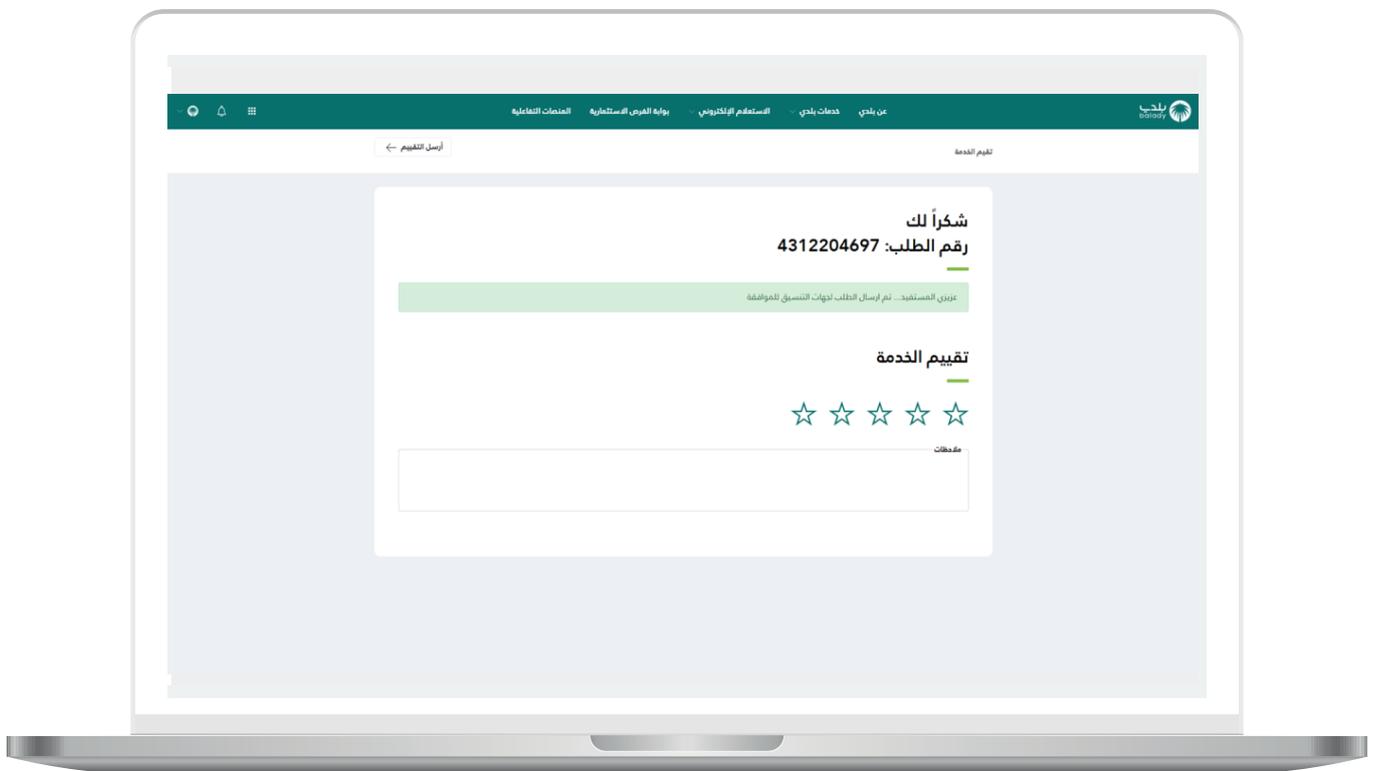
6) The user is then taken to the **(Fee Calculation)** stage, where the total cost is displayed. The request can be submitted by clicking **(Submit Request)**, with options to save as a draft using **(Save as Draft)** or return to the previous stage using **(Back)**.



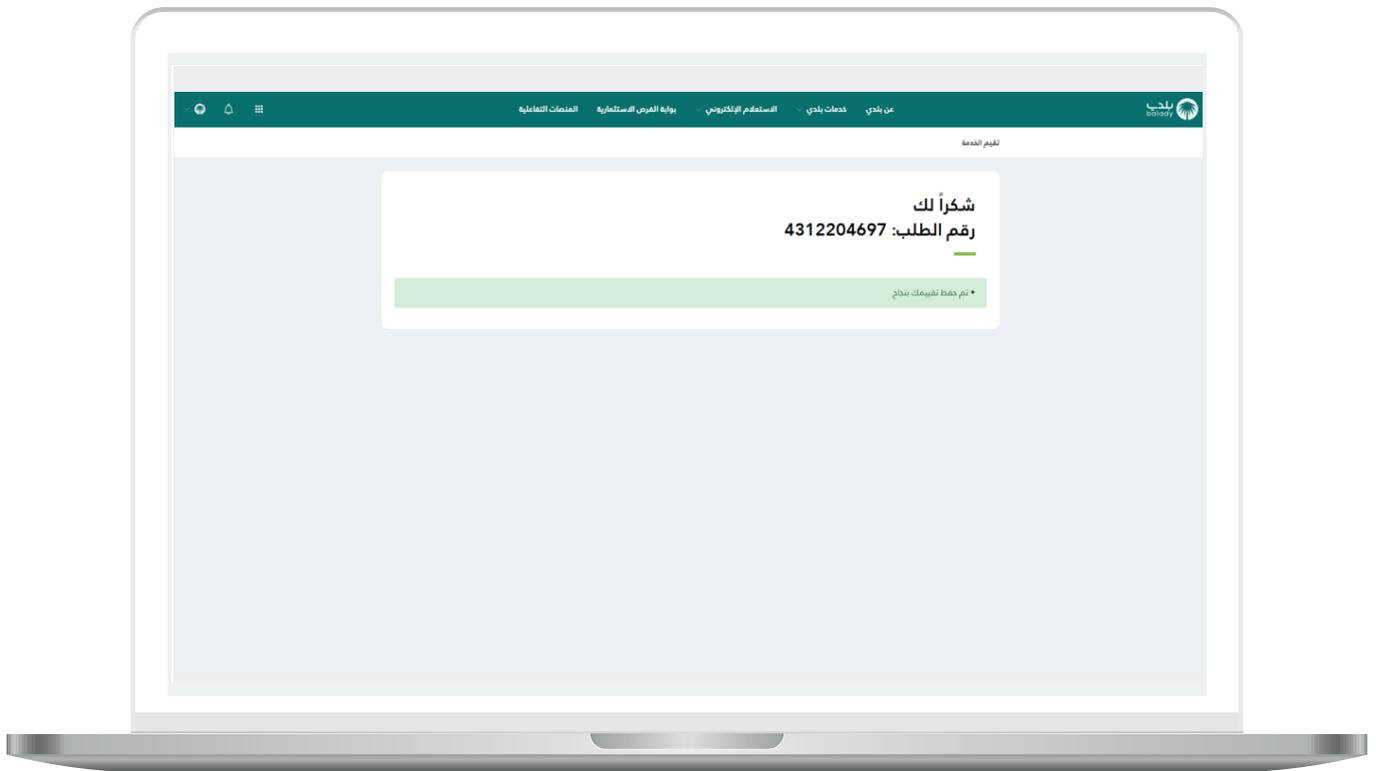
7) A confirmation message appears, prompting the user to click (**Confirm**) to complete the request submission or (**Cancel**) to abort the process.



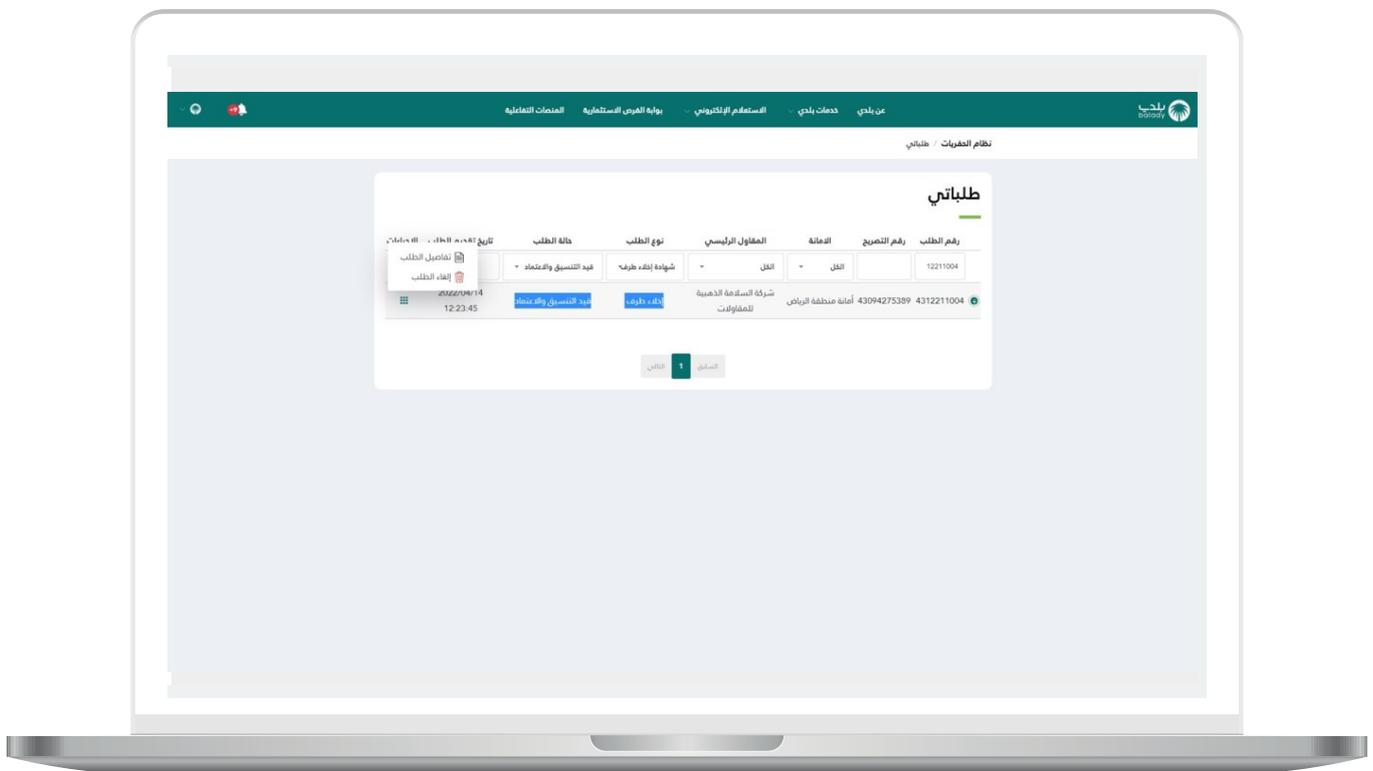
8) The system then allows the user to evaluate the service by selecting the number of stars displayed, entering a value in the **(Comments)** field, and clicking the **(Submit Evaluation)** button.



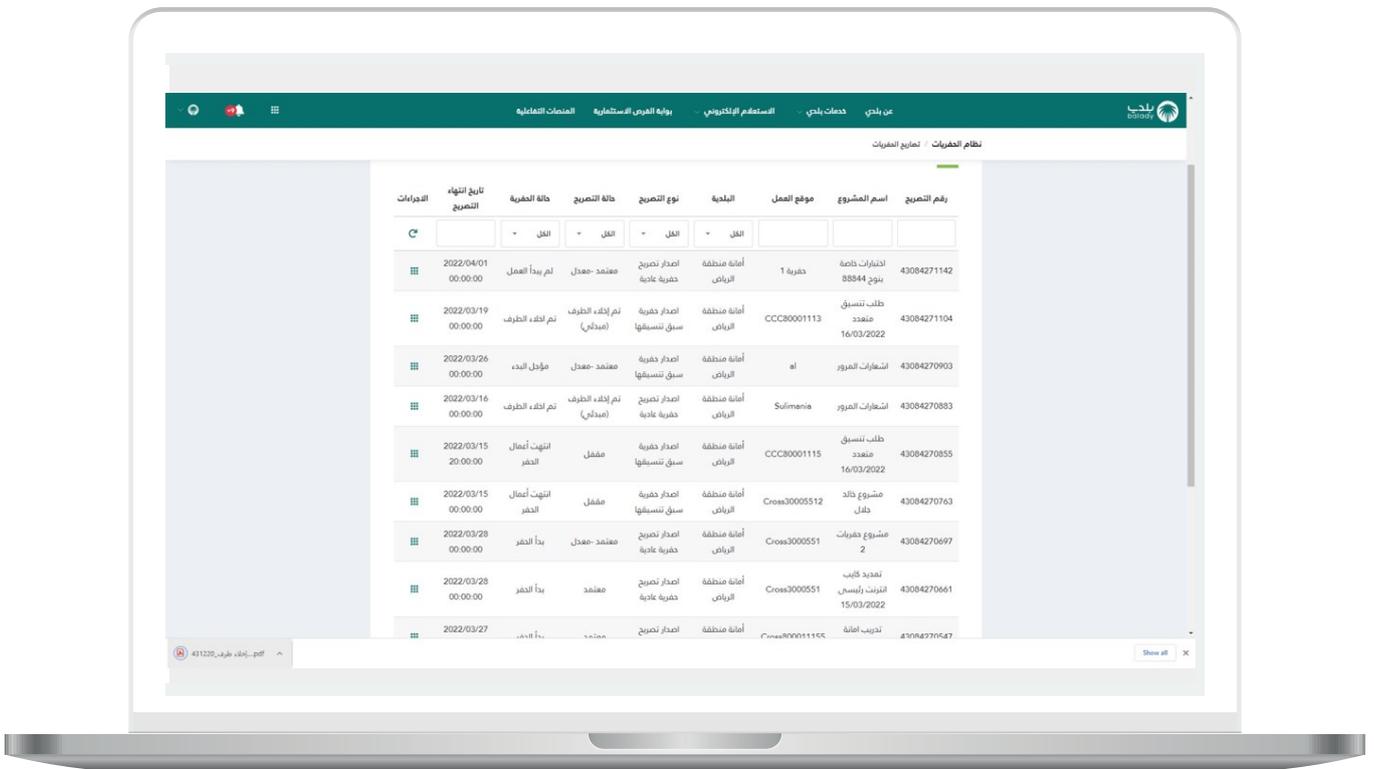
9) The evaluation is then successfully saved.



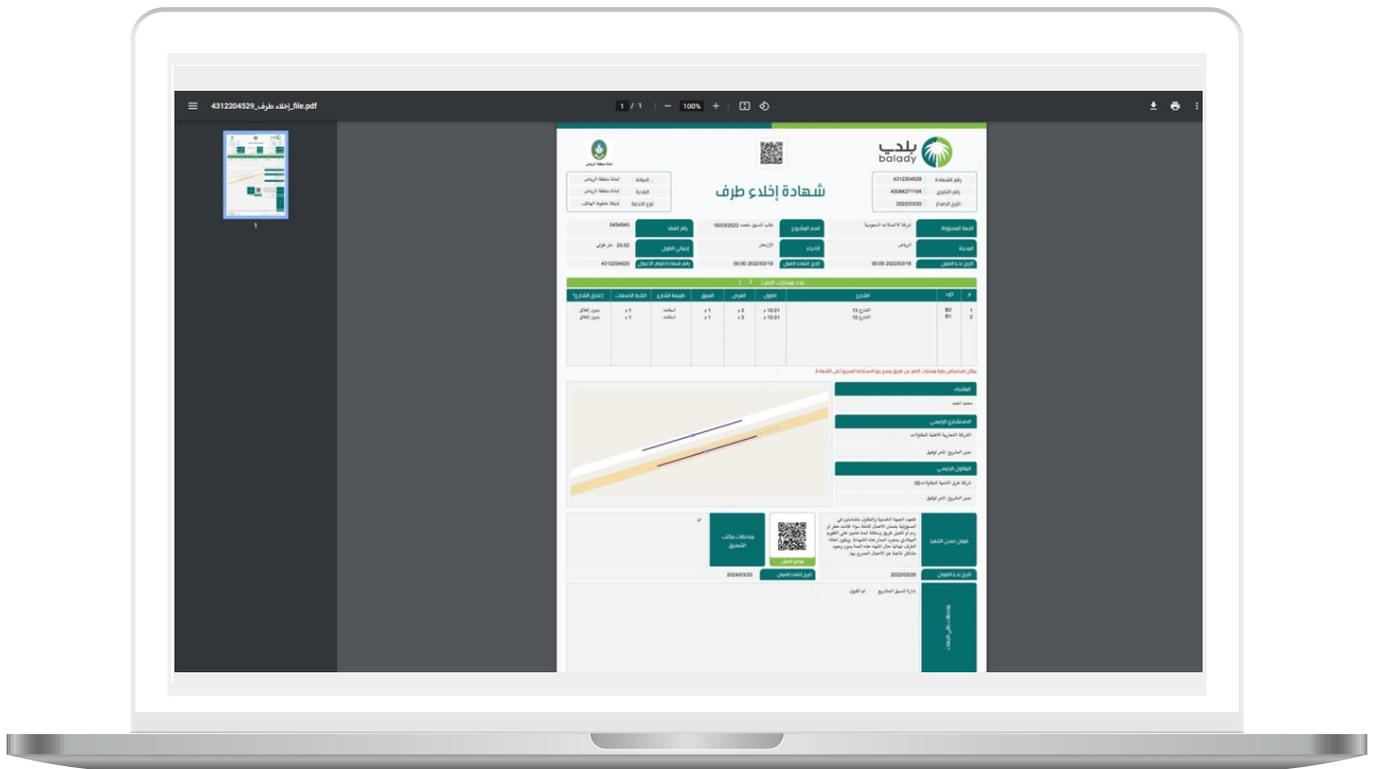
10) The user is redirected to the **(My Requests)** screen to track the request status, which will be **(Under Coordination and Approval)**. By clicking the box in the **(Actions)** column, the user can view request details via **(Request Details)** or cancel the request via **(Cancel Request)**.



2) The file is then downloaded at the bottom left of the screen.

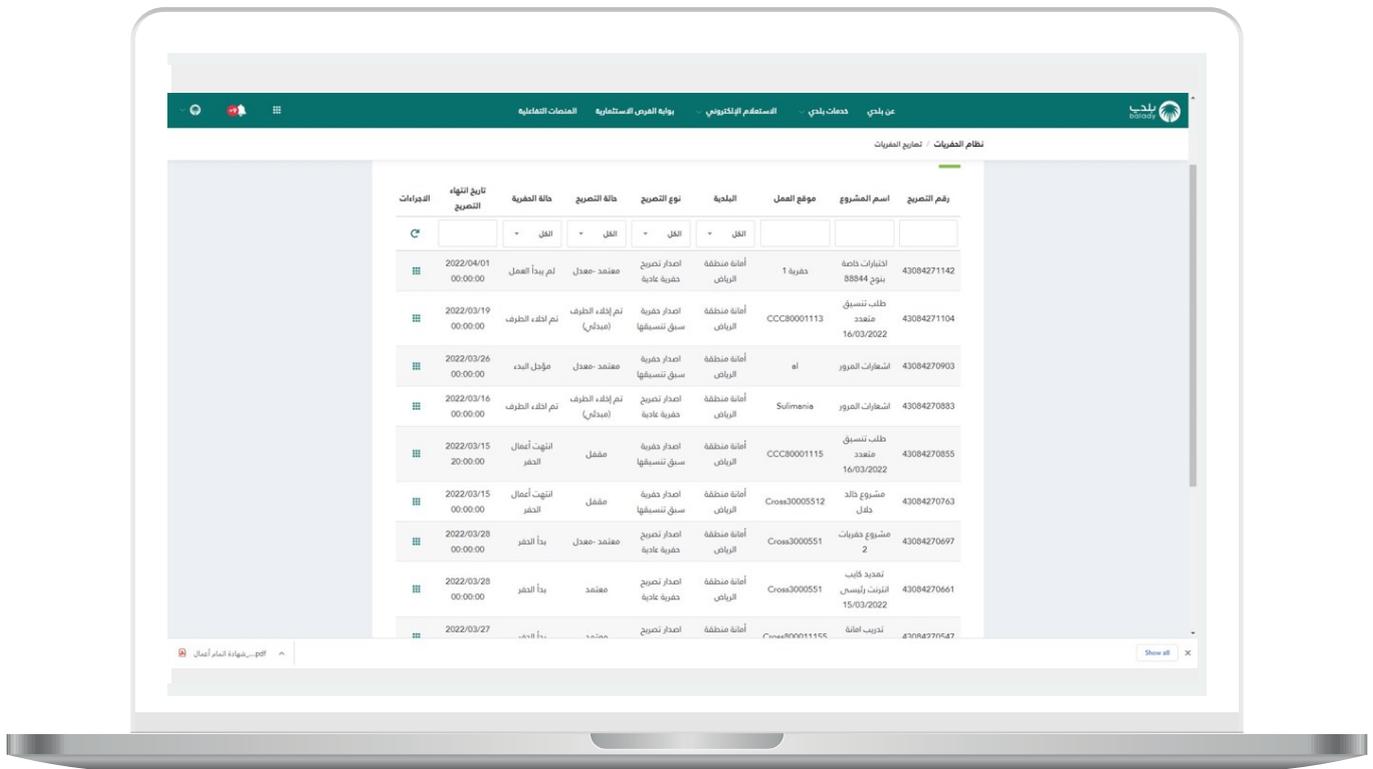


3) After clicking the file, the Clearance Certificate appears as follows.



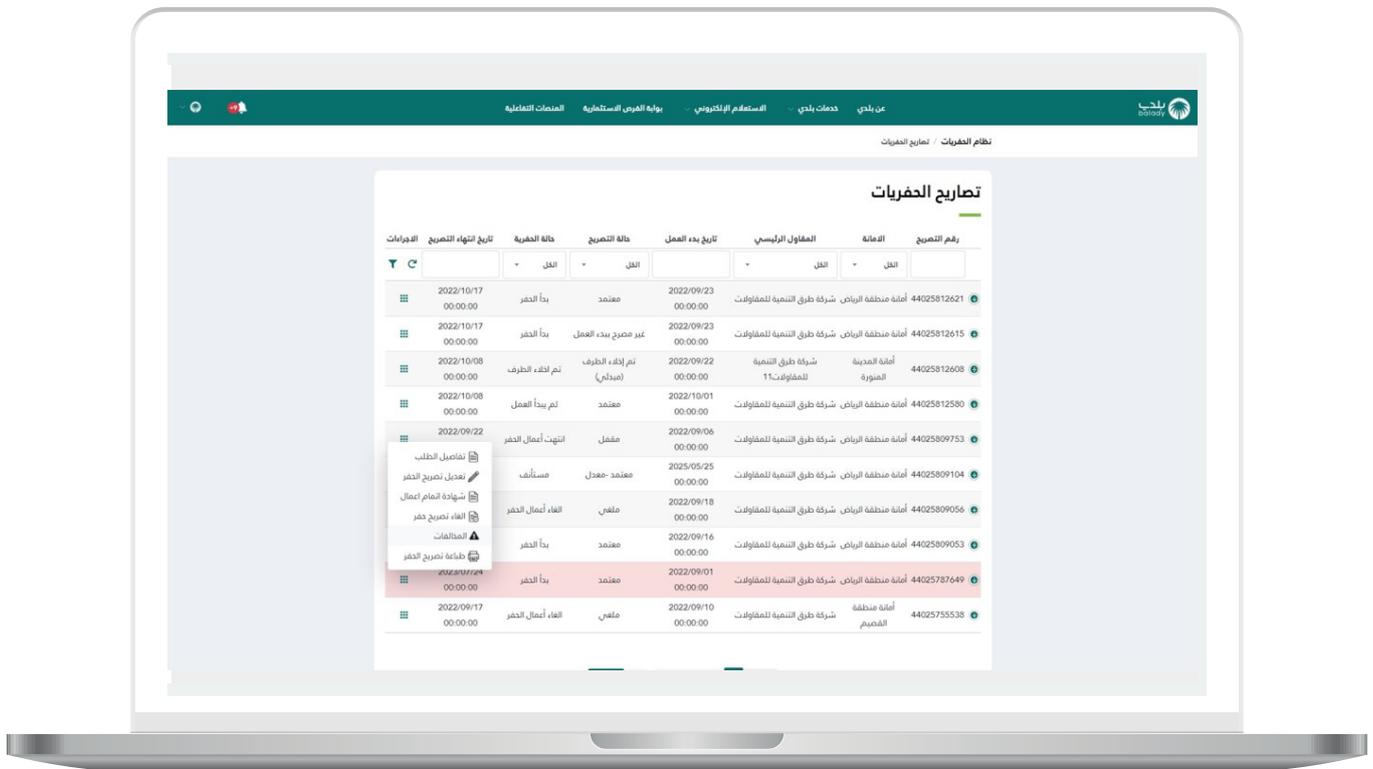
Work Completion Certificate Printing

1) After selecting **(Work Completion Certificate Printing)**, the file is downloaded at the bottom left of the screen, as shown below.



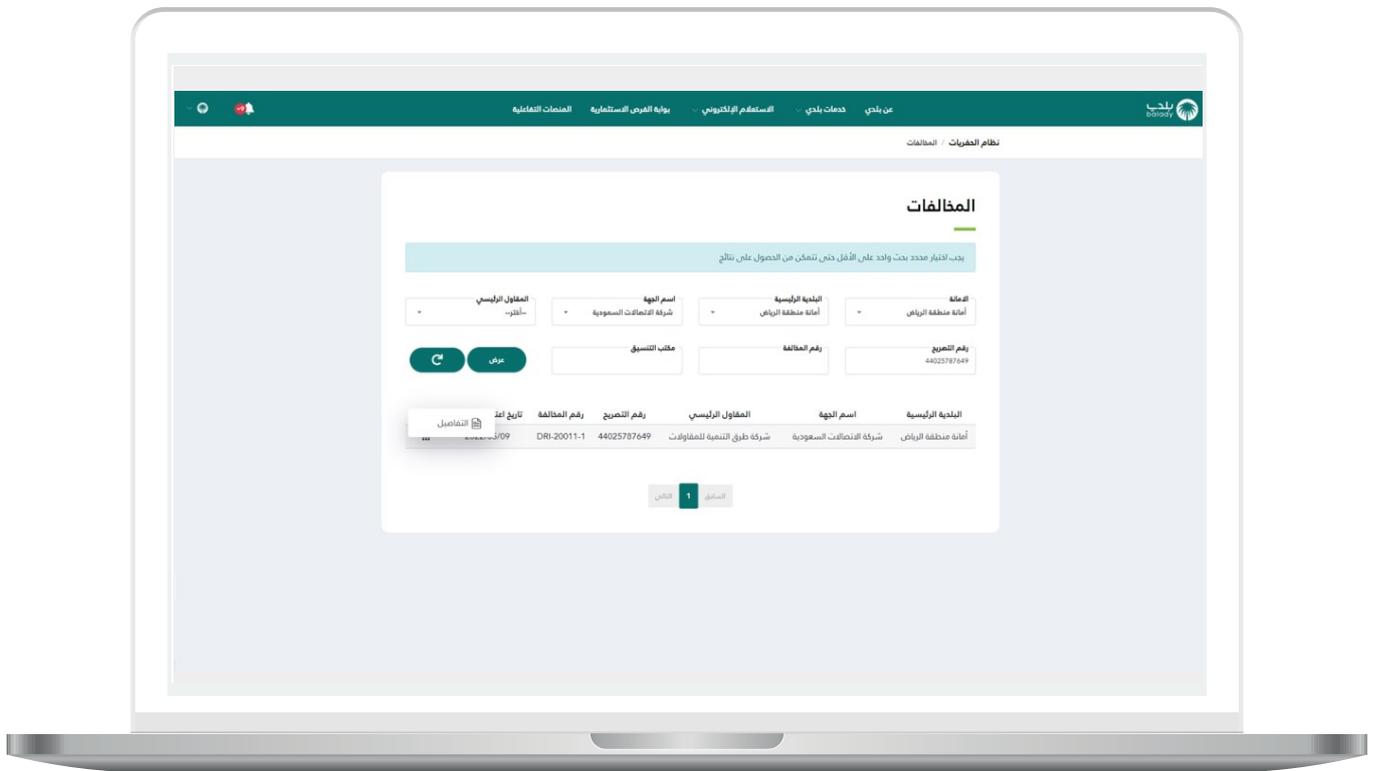
Violations

1) The **(Violations)** option appears if there is a violation related to the permit, with the permit highlighted in red as shown below.



2) After clicking **(Violations)**, the following screen appears, allowing the user to search for violations by filling in one or more of the following search criteria: **(Municipality, Main Municipality, Entity Name, Main Contractor, Permit Number, Violation Number, Coordination Office)** and then clicking **(Display)**.

Once the search results appear, violation details can be accessed by clicking **(Details)** as shown in the next screen.



3) After clicking **(Details)**, the violation details are displayed.



 | **199040 Direct Contact Number**

 | **@Balady_CS Customer Service**

