



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

**User Guide for the System of
Private Land Schemes Approval
(Detailed Approval Service)**

Internal Users'
Version in the
Municipality

Purpose of the Document

This document aims to explain the procedures and configurations related to the service, including process description, requirements, and system administrator settings. It defines the mechanism for receiving requests for the approval of detailed private land schemes in accordance with planning regulations and requirements by municipalities/secretariats.

Accessing the Portal Content

The user can browse the portal content through the designated (**URL**), which is accessed by clicking on (**Detailed Approval**) from the services menu of the (**Balady**) portal.

System Users

- 1) System Administrator in the Municipality
- 2) System Administrator in the Secretariat



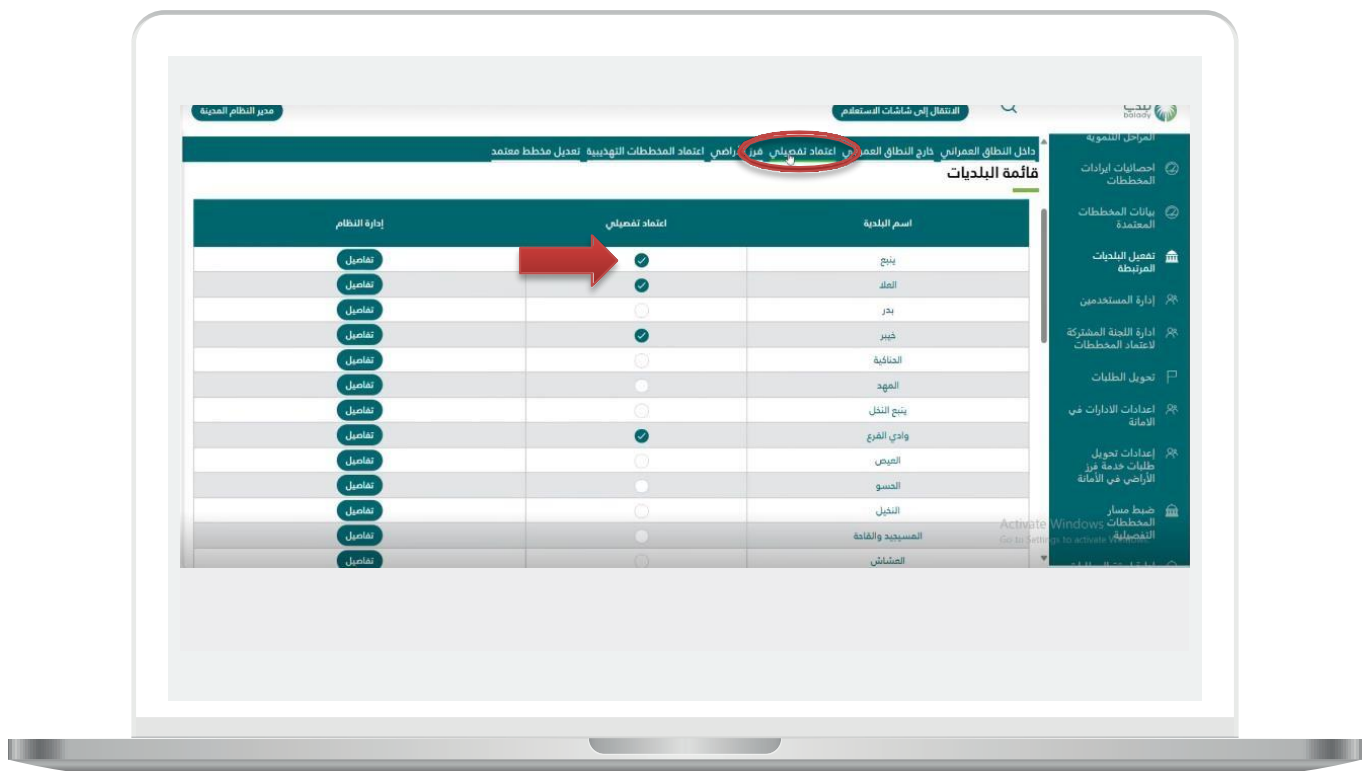
System Administrator in the Municipality

Defining the Activation Mechanism for Municipalities Linked to the Approval of Detailed Land Schemes

When the user (**Municipality System Administrator**) successfully logs into the system, the (**My Tasks**) screen is displayed electronically by the system, and it can also be selected from the system menu.

The user must select the (**Linked Secretariats Activation**) screen from the system menu and then choose the (**Detailed Approval**) tab.

The system displays the secretariats linked and affiliated with the municipality. The user can activate or deactivate the linked secretariat for the detailed approval process.



If the user activates the linked secretariat, the system verifies the presence of a system administrator for the linked secretariat.

If no system administrator exists for the linked secretariat, the following steps are taken:

- The user creates a system administrator for the linked secretariat as per the system's previous procedures. If the user does not add a system administrator for the secretariat, the secretariat will not be activated.
- A notification is sent to the system administrator in the secretariat via SMS or email: **(Dear (System Administrator Name), you have been appointed as the System Administrator for the Approved Land Schemes System).**

If a system administrator already exists in the linked secretariat, a notification is sent via SMS or email: **(Dear Approved Land Schemes System Administrator in (Secretariat Name), the secretariat has been activated to receive detailed plan approval requests. Please log into the system and define the main department and other departments responsible for approving detailed plans).**

If the user chooses not to activate the linked secretariat: The system verifies whether a dedicated pathway exists for the secretariat(s) that were not activated.

If a dedicated pathway exists, the system displays a message to the user: **(List of linked secretariats)** will not receive or process detailed plan approval requests. These requests will be forwarded to the Municipality for review and approval. **(Yes) (No)**

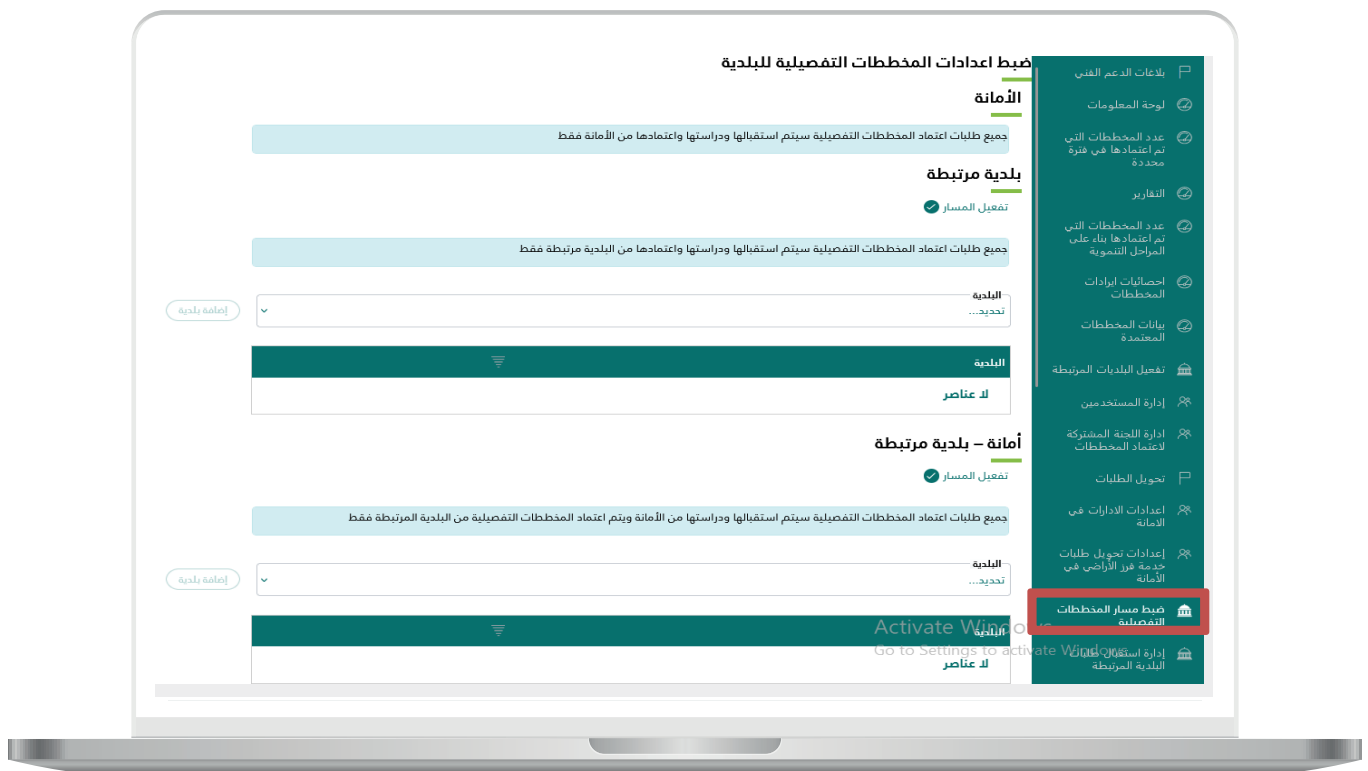
If the user selects **(Yes)**: The system proceeds with deactivating the linked secretariat(s). If the user selects **(No)**: The system disregards the action.



Defining the Mechanism for Receiving Detailed Plan Approval Requests in the Linked Municipality/Secretariat

The system enables defining the workflow for detailed plan approval requests through the System Administrator at the Municipality. The system allows the user to assign a workflow for each secretariat affiliated with the Municipality, ensuring that the linked secretariats are activated within the system.

Users can configure the mechanism for handling detailed plan approval requests through the **(Configure Detailed Plans Workflow)** screen, accessible from the system menu.



The system displays the **(default)** pathway for receiving detailed plan approval requests, which is set to **(Municipality)**.

A guidance message is displayed to the user: **(All detailed plan approval requests will be received, reviewed, and approved exclusively by the Municipality)**.

The user can create a custom workflow for the linked secretariats by following these steps:

1. The system displays a list of linked secretariats with an **(Activated)** status.
2. The user selects one or more linked secretariats.
3. The user chooses one of the following workflows: **(The system does not allow multiple workflows for the same secretariat, and the selected secretariat must have been previously activated from the (Activate Linked Secretariats (Detailed Plan Approval)) screen.)**

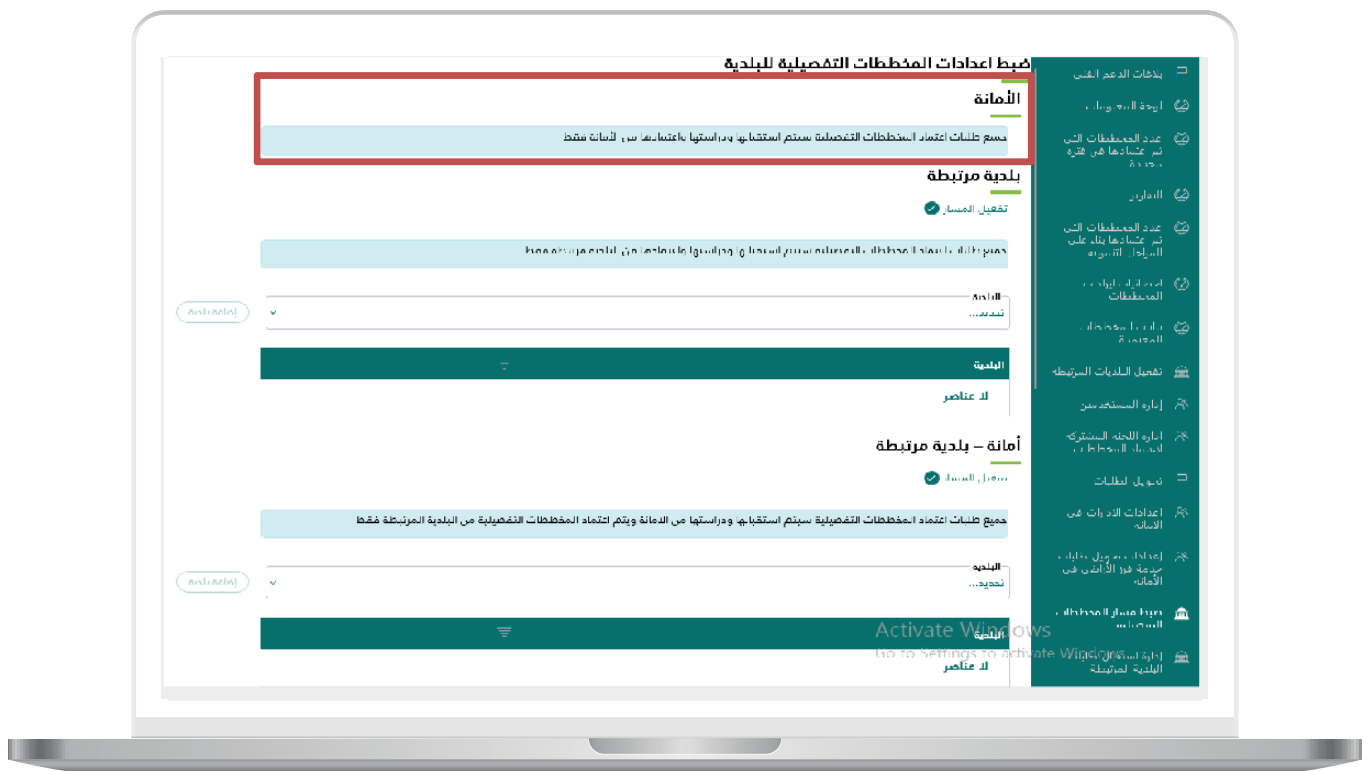


Workflows:

Municipality:

The system displays a hint message to the user: **(All detailed plan approval requests will be received, reviewed, and approved exclusively by the Municipality)**, as shown in the screen image below.

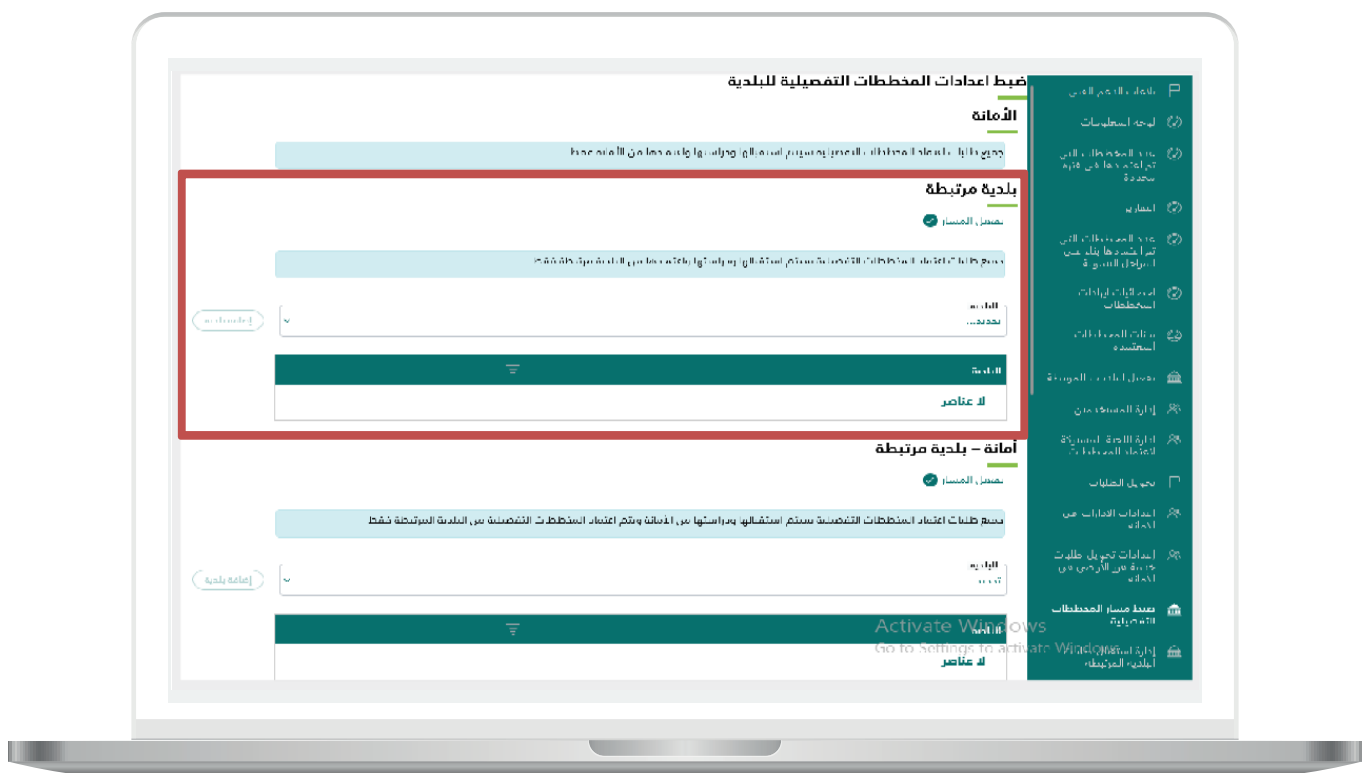
All requests will be processed by the Municipality if no specific workflows are electronically assigned to the linked secretariats.



Linked Secretariat:

The system displays a hint message to the user: **(All detailed plan approval requests will be received, reviewed, and approved exclusively by the Linked Secretariat).**

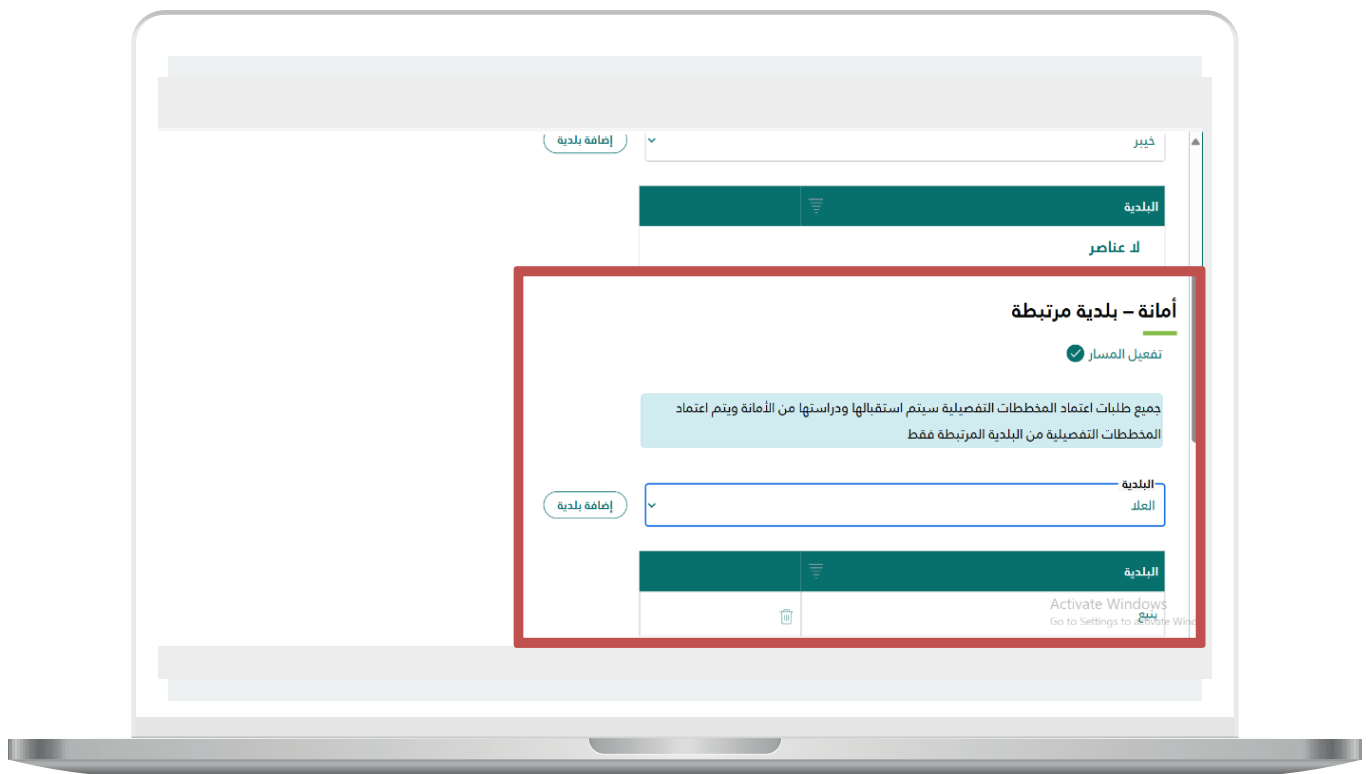
In this case, when **(Linked Secretariat)** is selected as the workflow, the **(Linked Secretariat)** will be solely responsible for **(receiving, reviewing, approving)** the request.



Municipality – Linked Secretariat:

The system displays a hint message to the user: **(All detailed plan approval requests will be received and reviewed by the Municipality, while the approval of the detailed plans will be handled exclusively by the Linked Secretariat).**

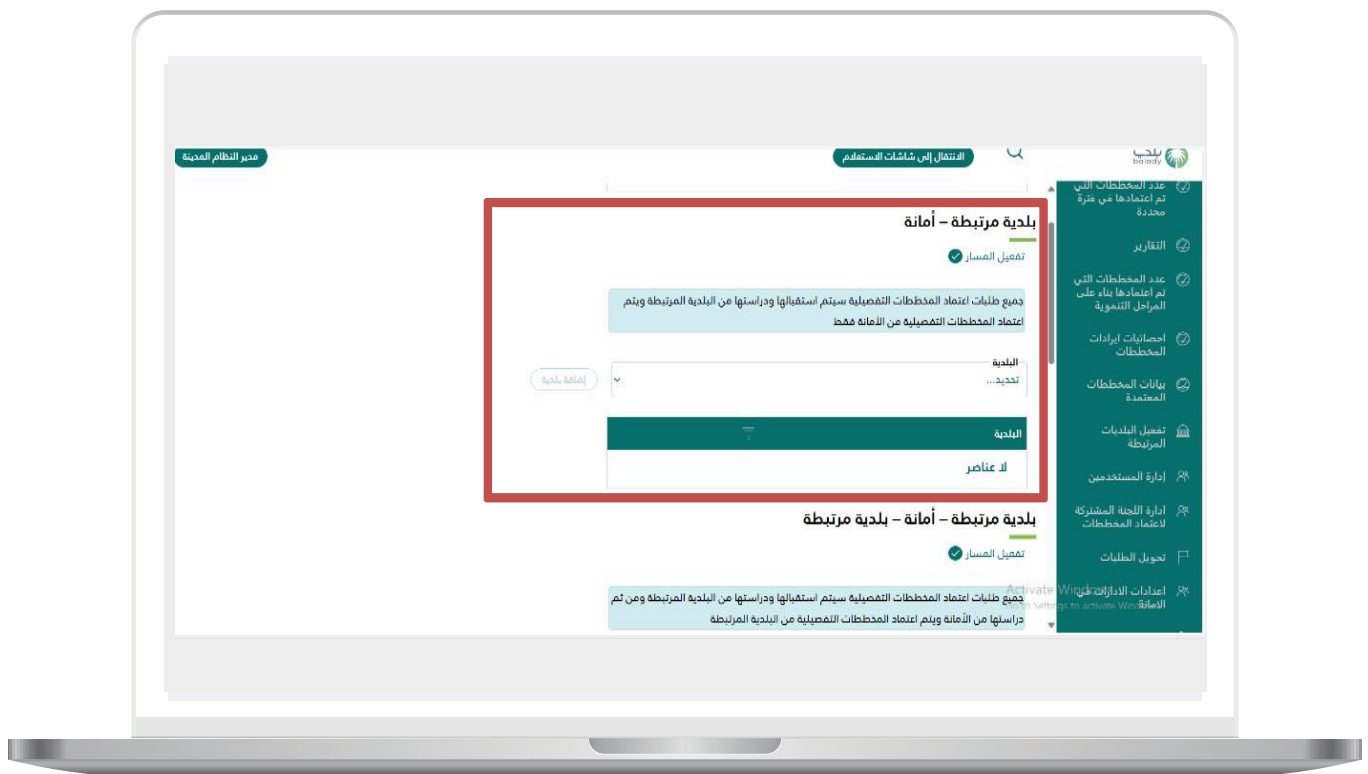
In this case, when **(Municipality – Linked Secretariat)** is selected as the workflow, the Municipality will be responsible for **(receiving and reviewing)** the request before forwarding it to the **(Linked Secretariat)** for final approval.



Linked Secretariat – Municipality:

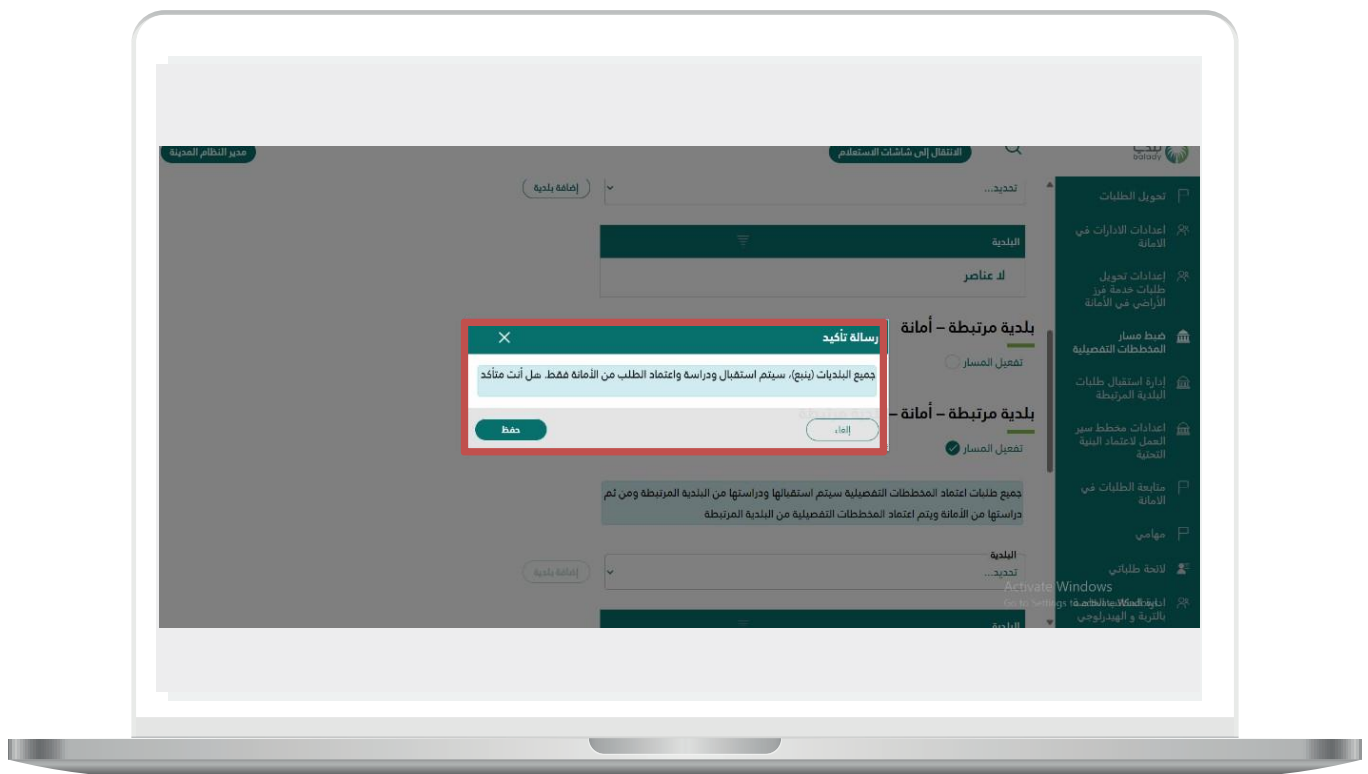
The system displays a hint message to the user: **(All detailed plan approval requests will be received and reviewed by the Linked Secretariat, while the approval of the detailed plans will be handled exclusively by the Municipality).**

In this case, when **(Linked Secretariat – Municipality)** is selected as the workflow, the (Linked Secretariat) will be responsible for **(receiving and reviewing)** the request before forwarding it to the **(Municipality)** for final approval.



If the workflow is not activated, the system displays a hint message to the user: **(All secretariats, such as (Yanbu), will have their requests received and reviewed solely by the Municipality. Are you sure? (Save) (Cancel))**

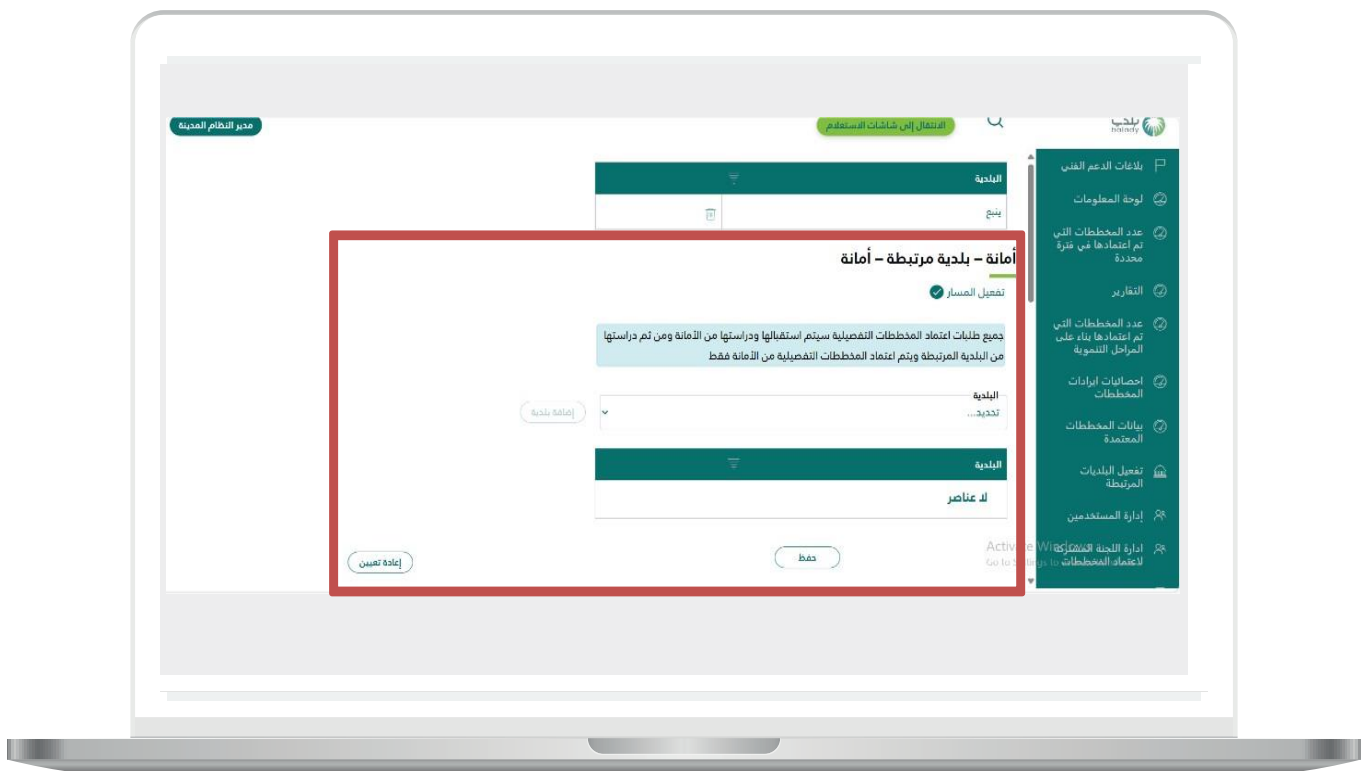
If the user selects **(Save)**, the system disables the workflow and directs all requests to the Municipality workflow. However, if the user selects **(Cancel)**, the system ignores the action and retains the current settings.



Municipality – Linked Secretariat – Municipality:

The system displays a hint message to the user: **(All detailed plan approval requests will be received and reviewed by the Municipality, then reviewed by the Linked Secretariat, and finally approved by the Municipality only).**

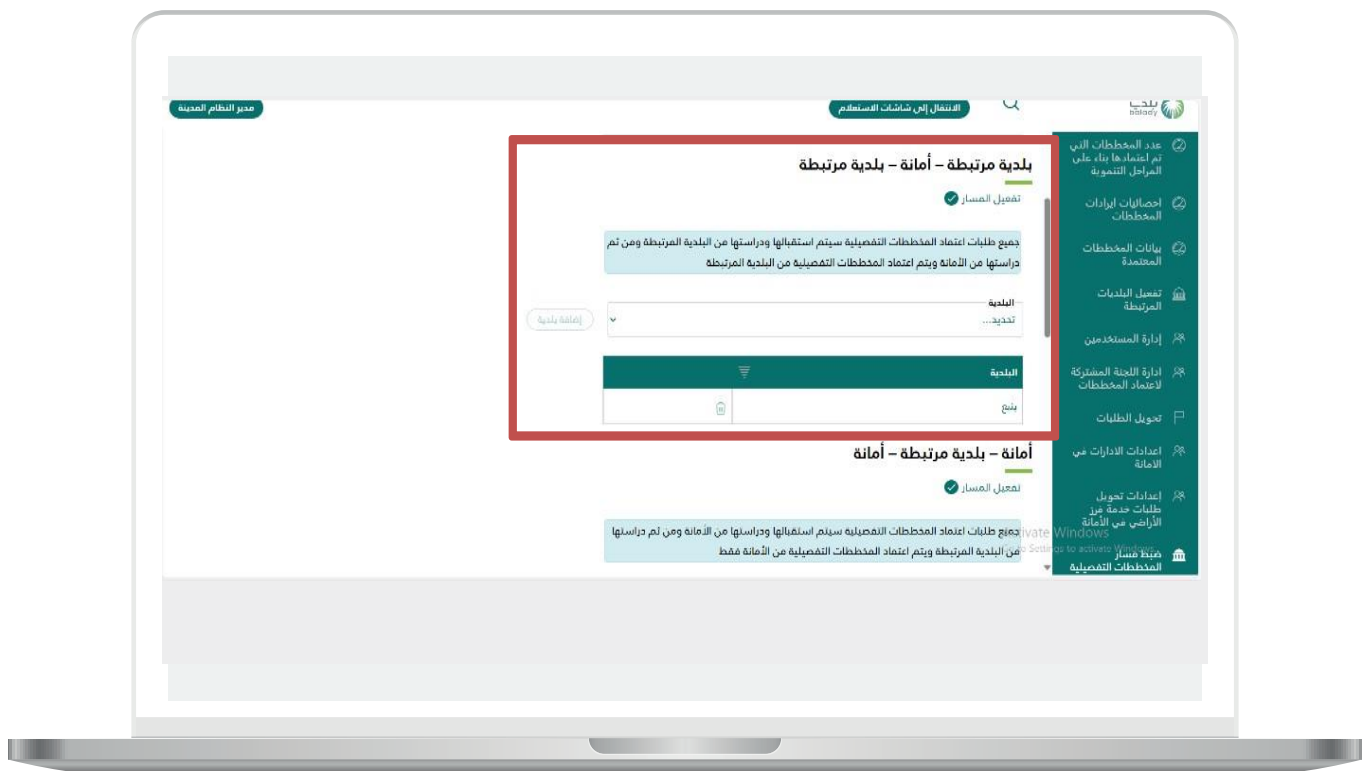
In this case, when **(Municipality – Linked Secretariat – Municipality)** is selected as the workflow, the request will be (received and reviewed) by both the **(Municipality and the Linked Secretariat)**, and then forwarded back to the **(Municipality)** for final approval.



Linked Secretariat – Municipality – Linked Secretariat:

The system displays a hint message to the user: **(All detailed plan approval requests will be received and reviewed by the Linked Secretariat, then reviewed by the Municipality, and finally approved by the Linked Secretariat only).**

In this case, when **(Linked Secretariat – Municipality – Linked Secretariat)** is selected as the workflow, the request will be (received and reviewed) by both the **(Linked Secretariat and the Municipality)**, and then forwarded back to the **(Linked Secretariat)** for final approval.



The system allows the user to create multiple custom workflows:

A drop-down list displays only activated Linked Secretariats that have not been assigned to any other workflow.

If no activated Linked Secretariats are available, the system displays a hint message: **(No activated Linked Secretariats available. To create a custom workflow, the Linked Secretariat must be activated first).**

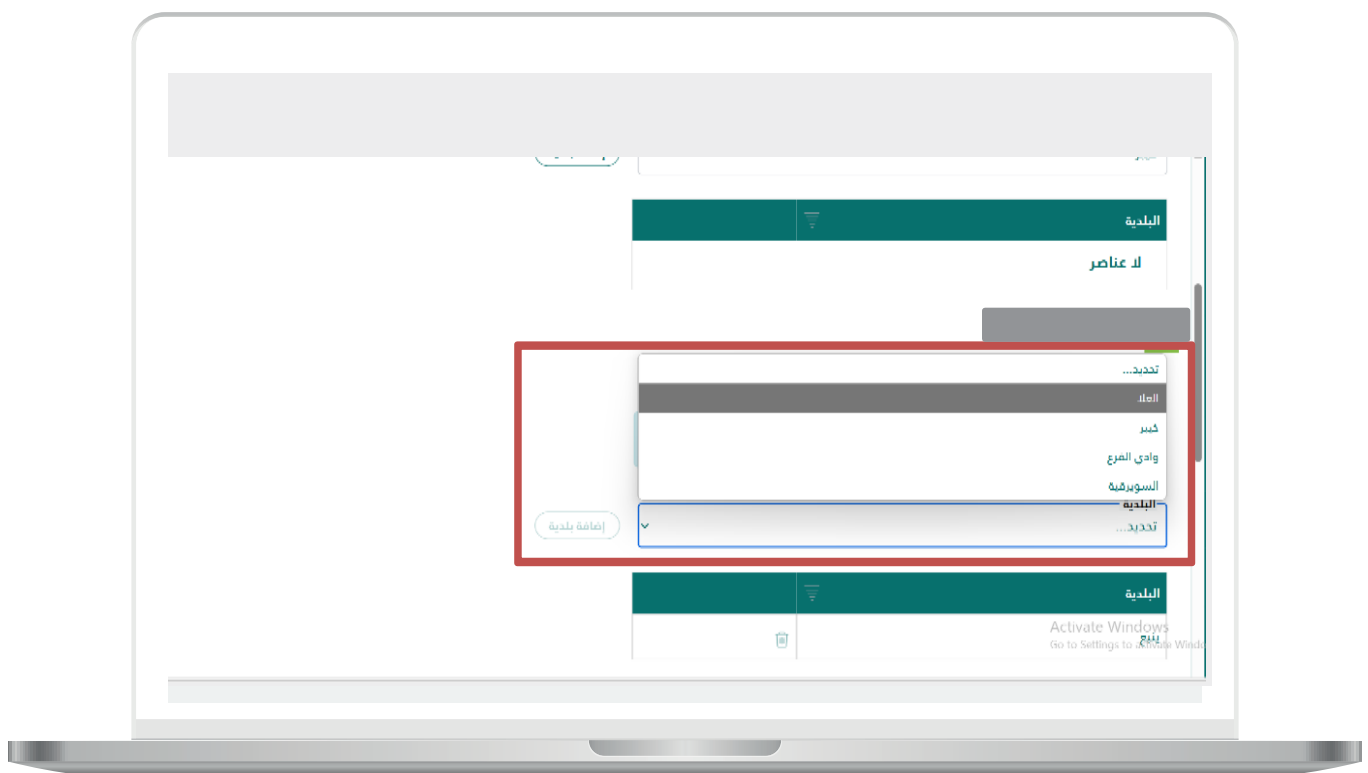
The user selects one of the workflows listed above. **(Only one workflow can be assigned per Linked Secretariat).**



The system provides options to edit an existing workflow, including:

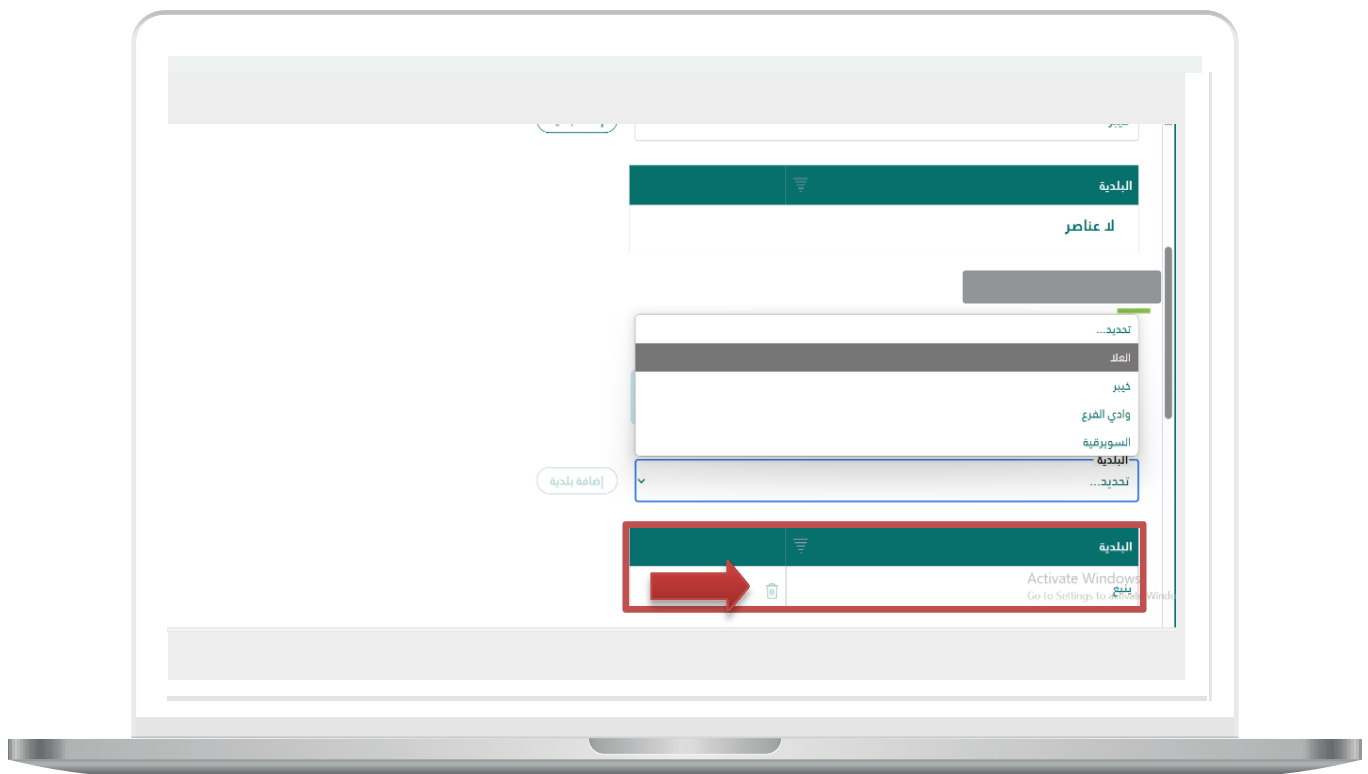
1. Adding a Linked Secretariat:

The system ensures that only activated Linked Secretariats that are not already assigned to another workflow can be selected.



2. Removing a Linked Secretariat:

If a Linked Secretariat is removed, the assigned workflow is automatically deactivated. The removed Linked Secretariat is made available for assignment in other workflows.



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