



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

User Guide for

Major Project Coordination Services Interactive Map

Beneficiary's
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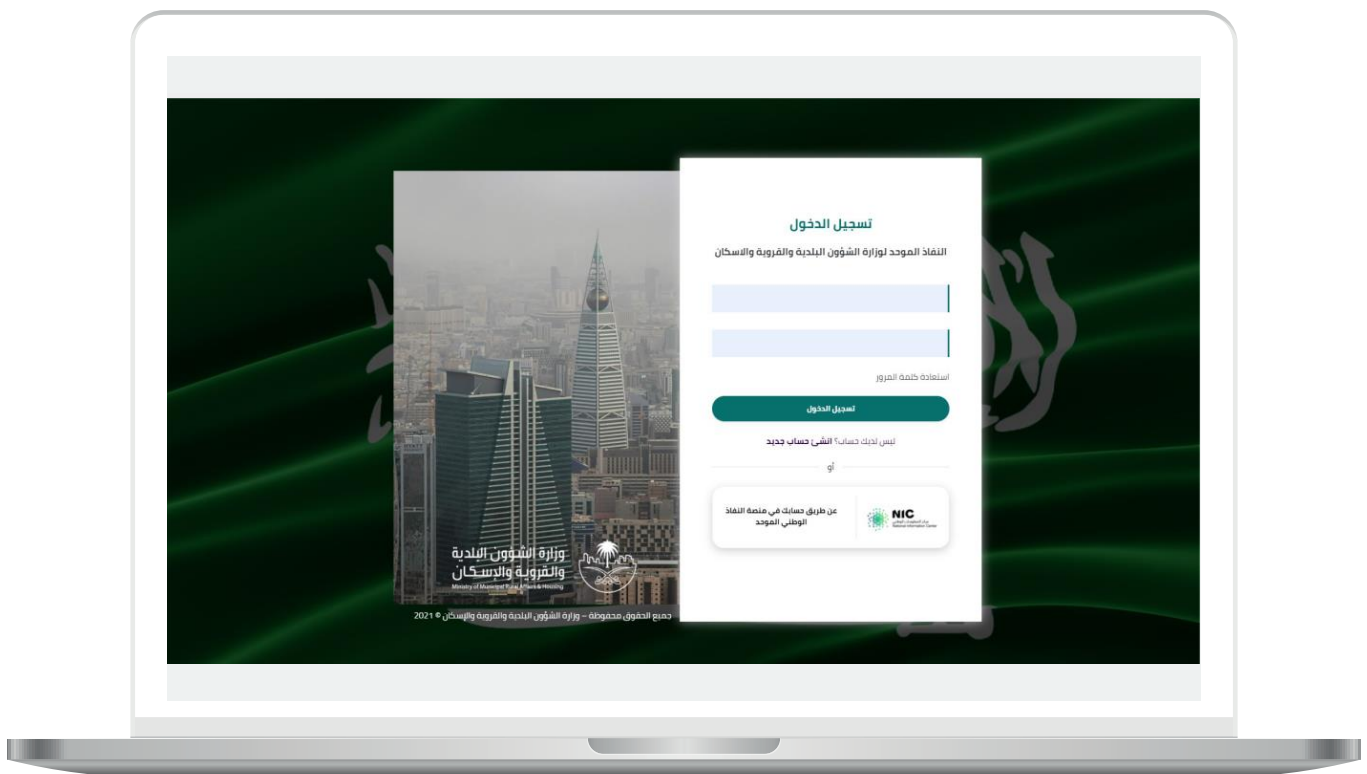
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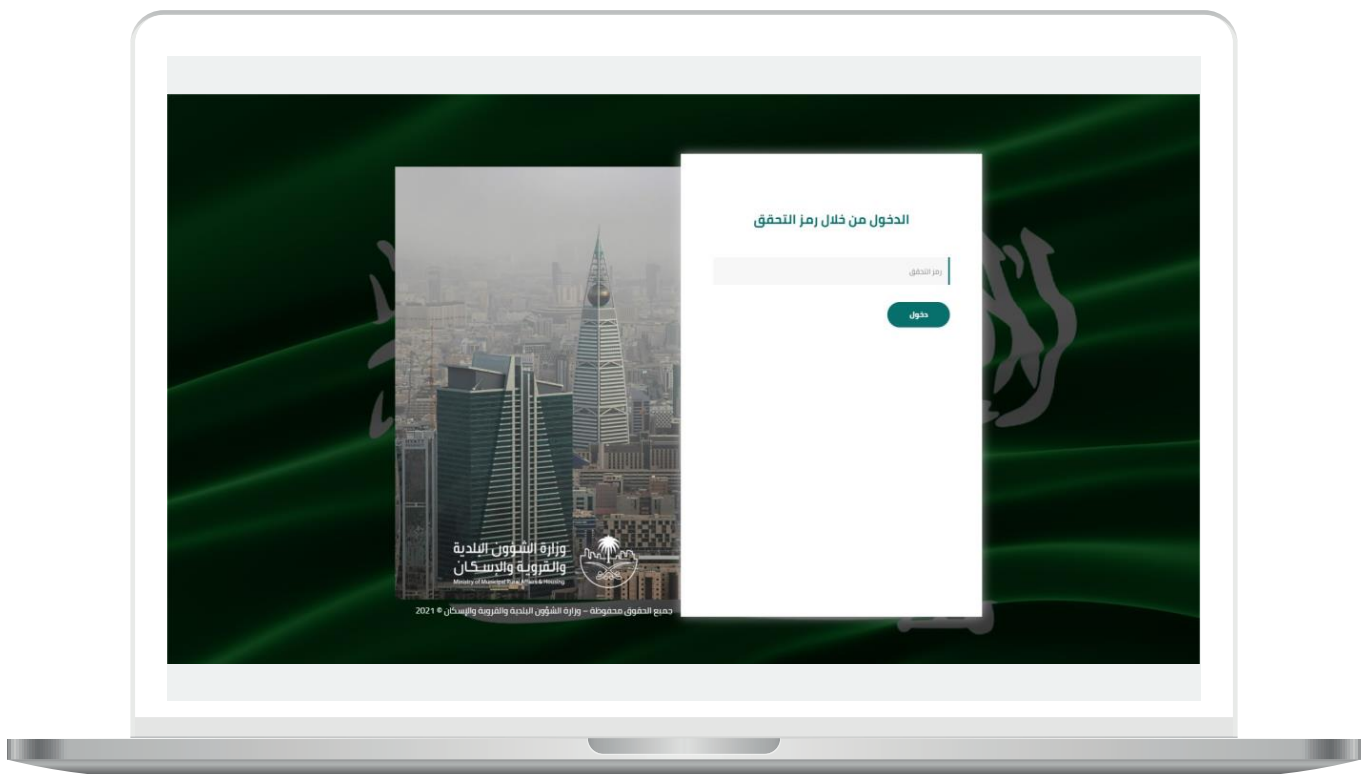


Login to the System

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.

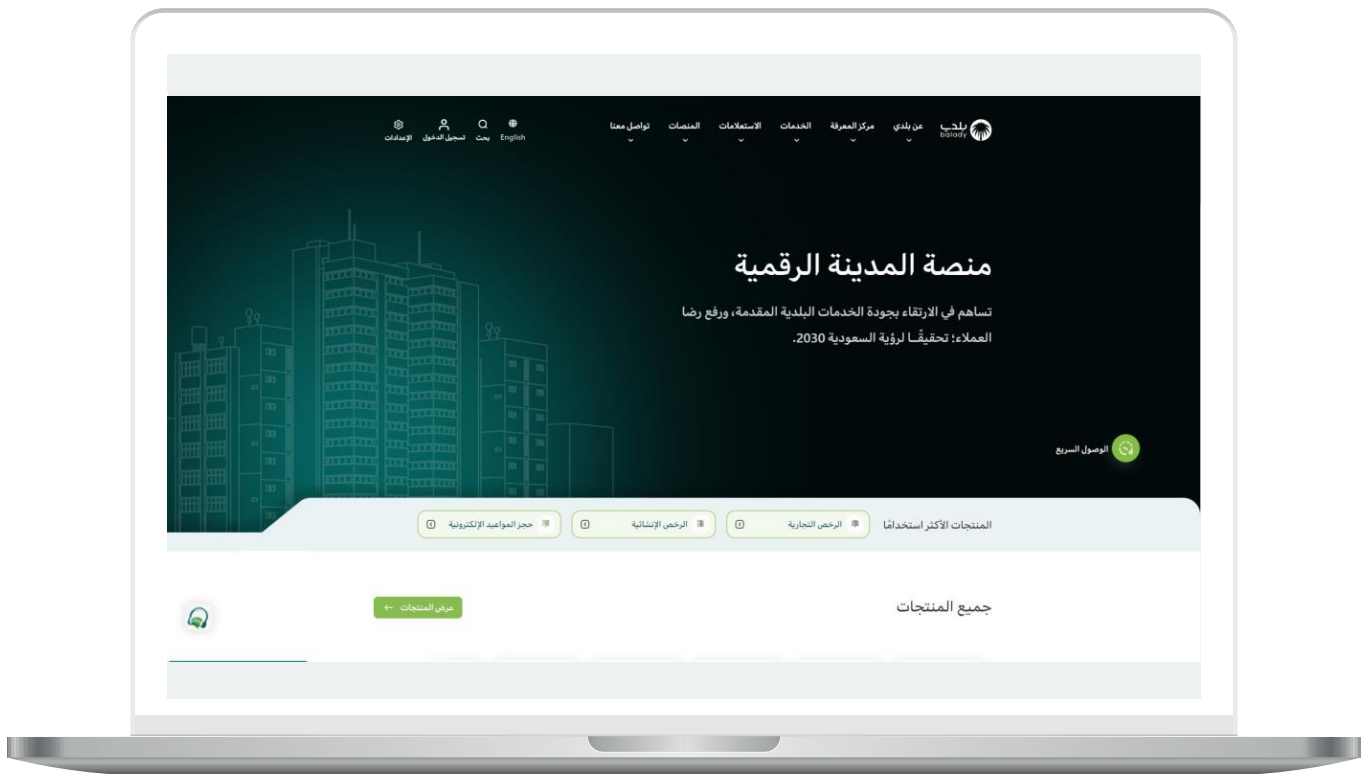


2) A verification code will then be sent to the user's mobile phone, which they need to enter in the (**Verification Code**) field and click the (**Login**) button, as shown in the following screenshot.

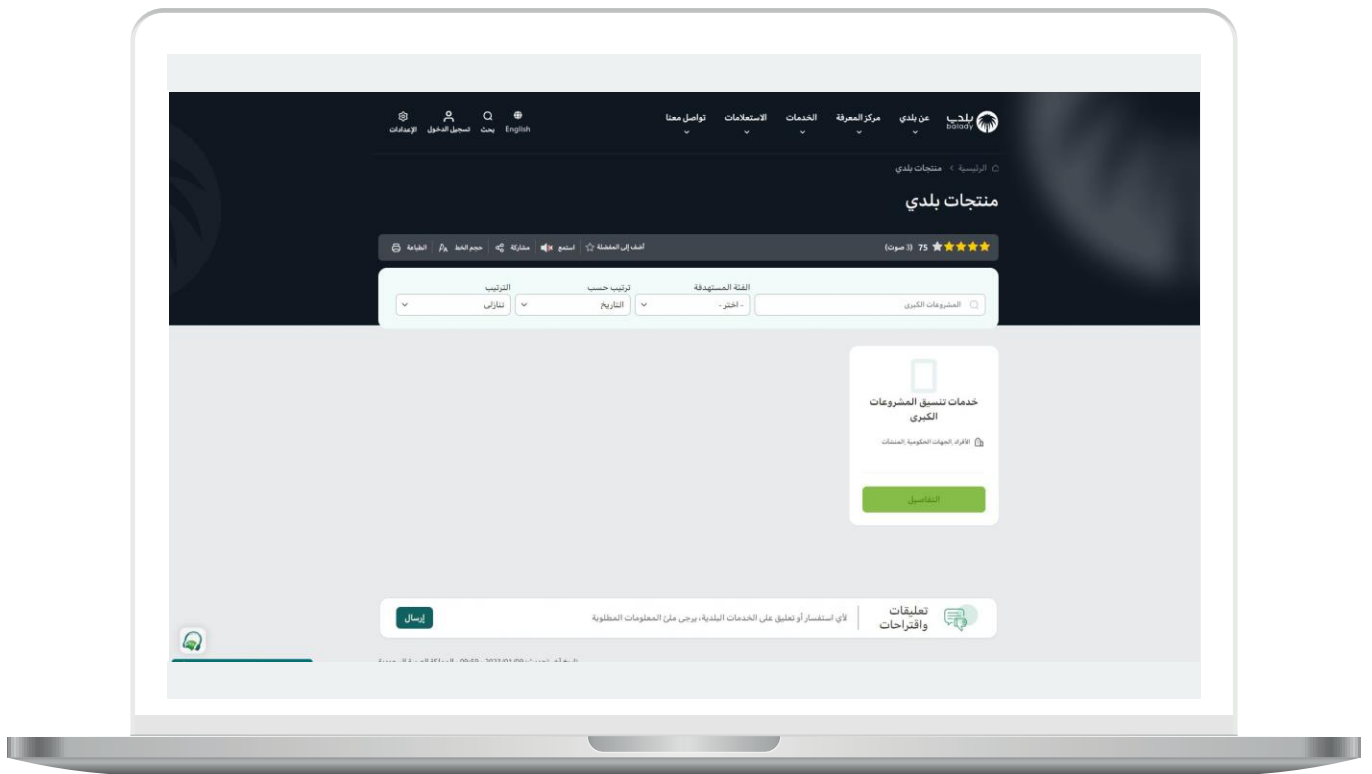


3) Once logged into the Balady platform, the platform's main screen will appear, as shown in the screenshot below.

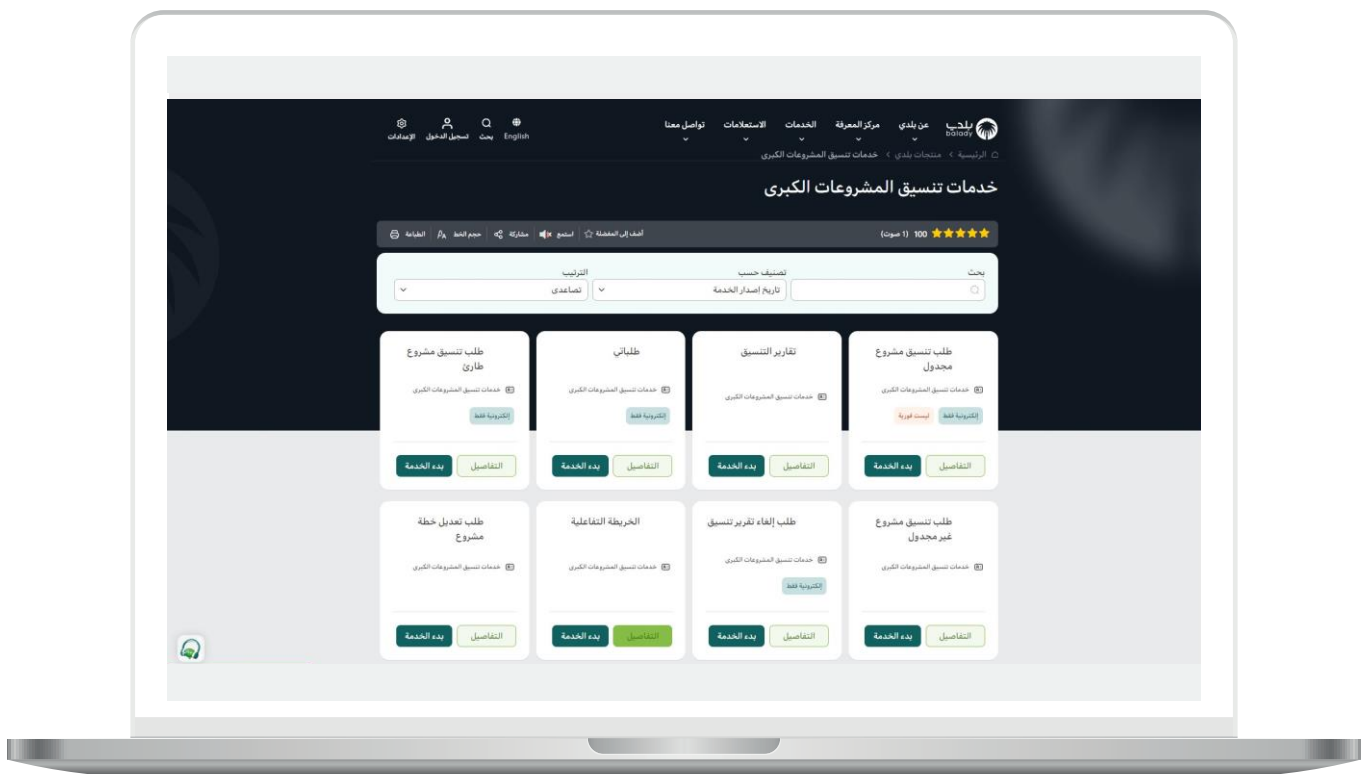
The user then clicks the **(View Products)** button.



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

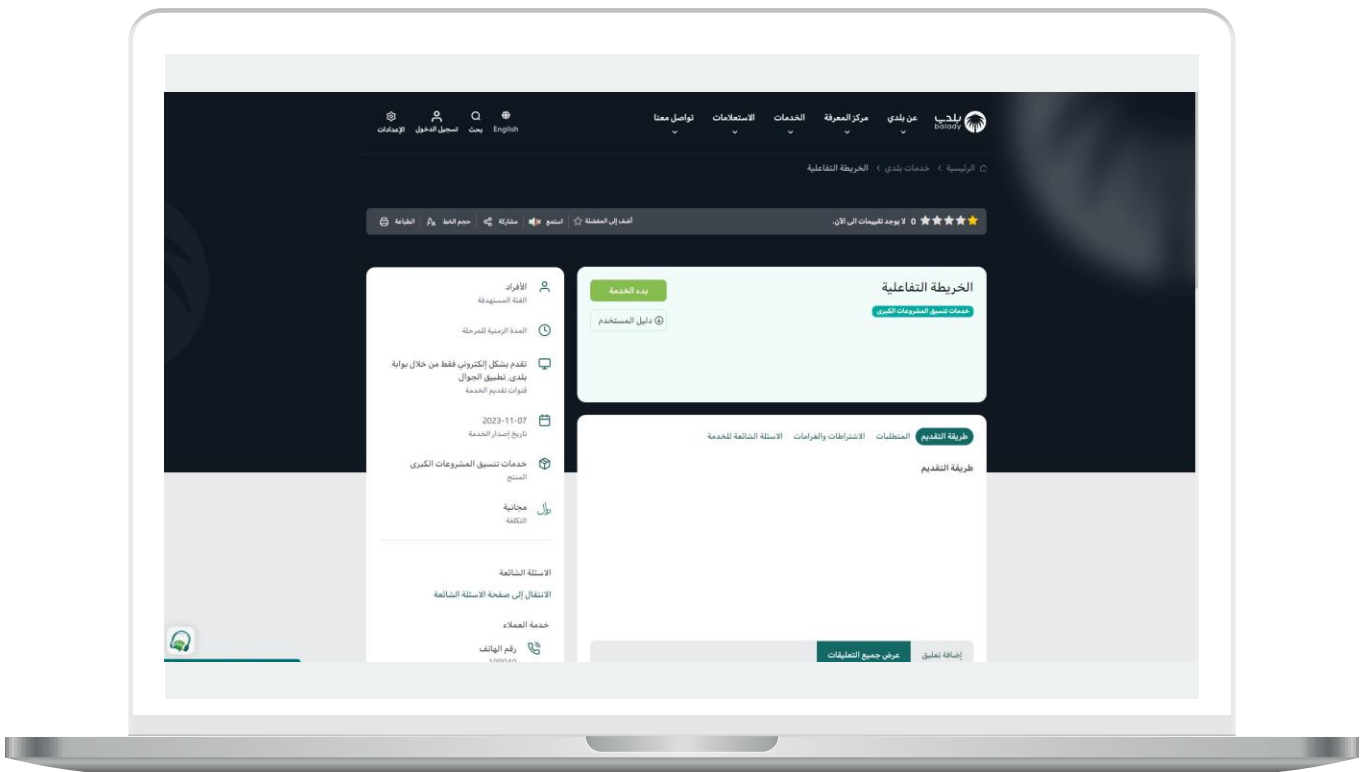


5) Then, the user selects the (Interactive Map) service.

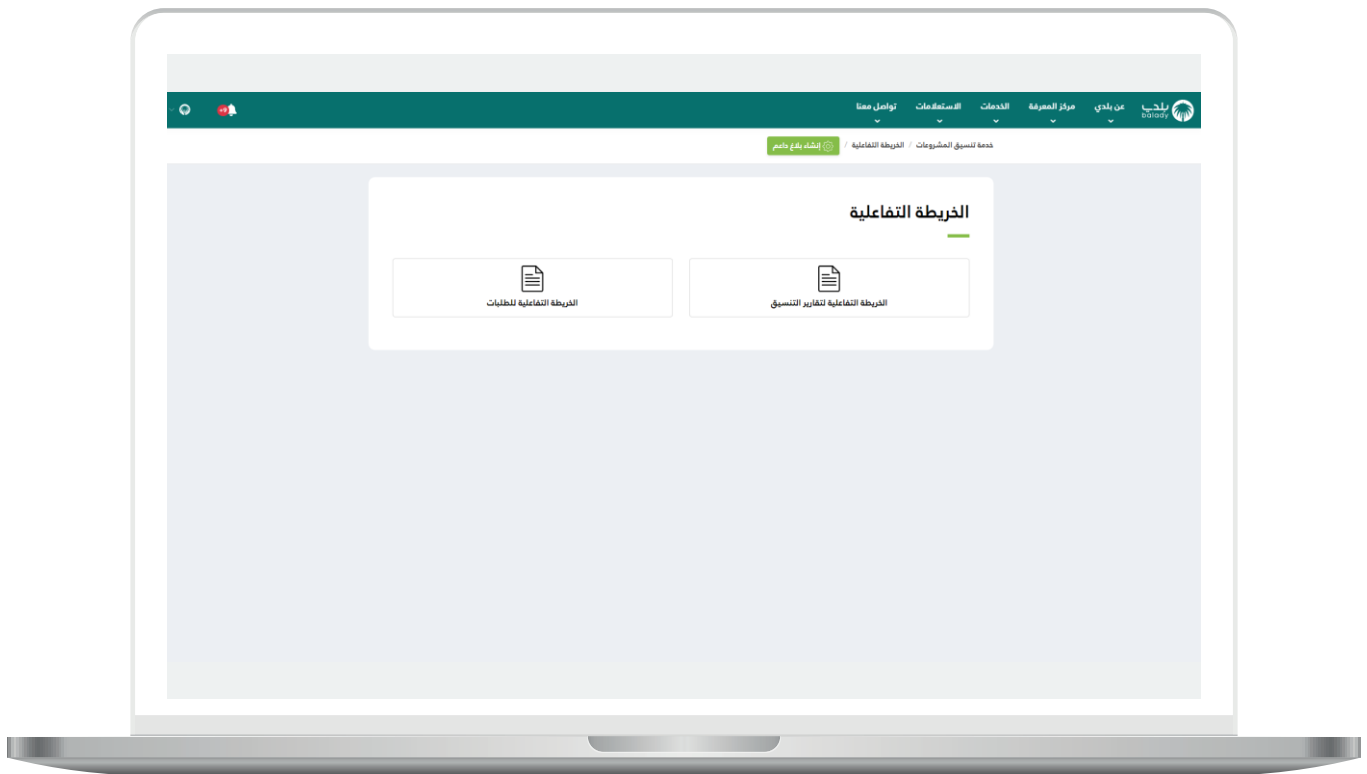


6) The system directs the user to the service details card, where the following section can be reviewed (**How to Apply, Requirements, Conditions and Fines**).

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

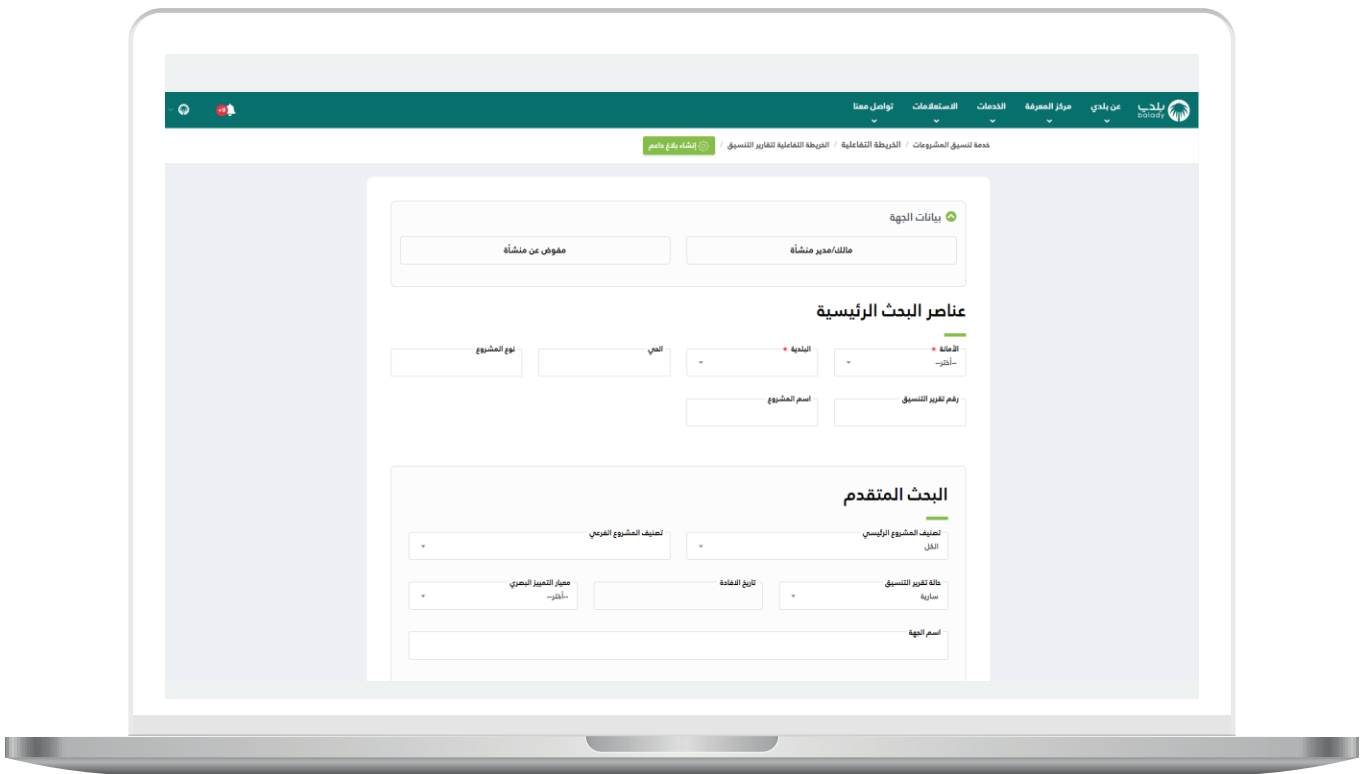


7) The following screen then appears, displaying the available search options for the user, including (Interactive Map for Coordination Reports, Interactive Map for Requests), which will be explained in detail.



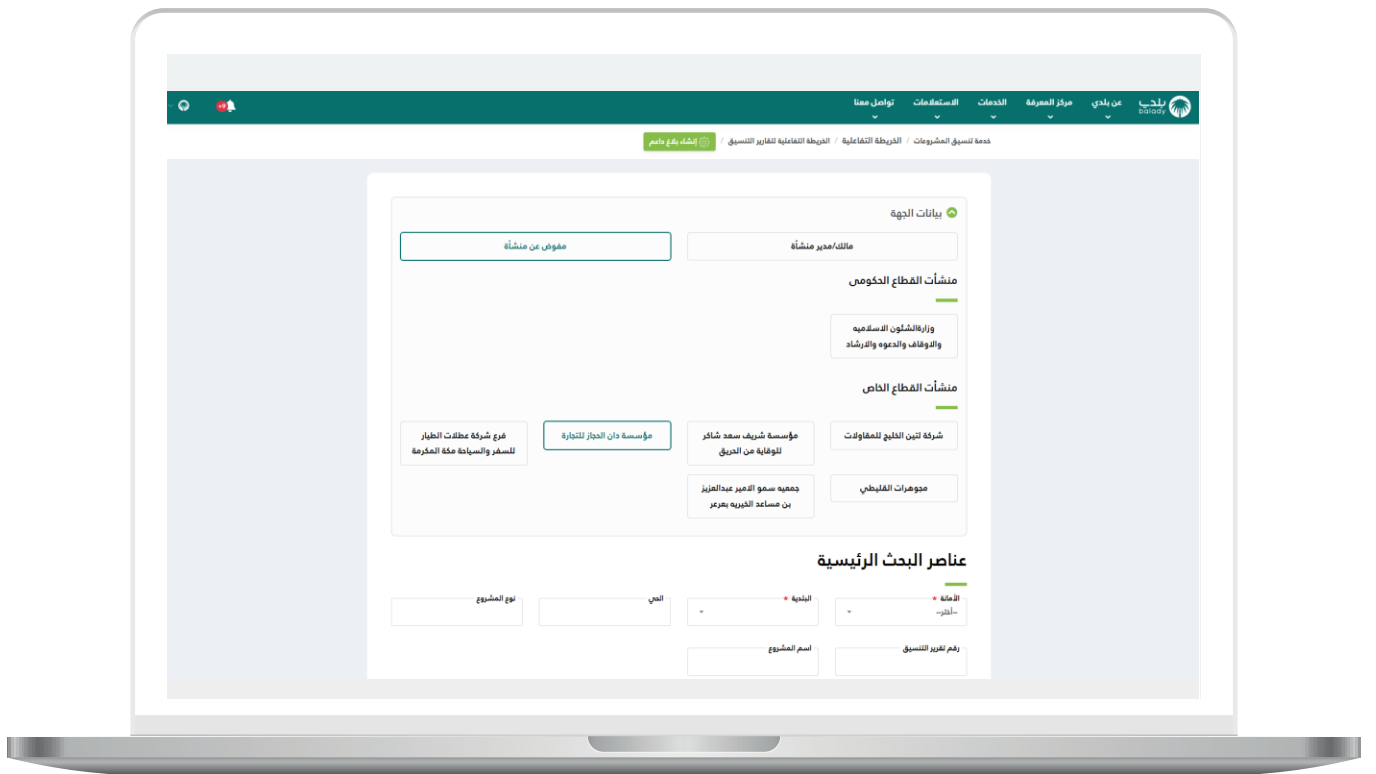
Interactive Map for Coordination Reports

1) After selecting this option, the following screen appears, allowing the user to choose entity details from the available options: (**Owner or Manager of an Establishment, Authorized Representative of an Establishment**).

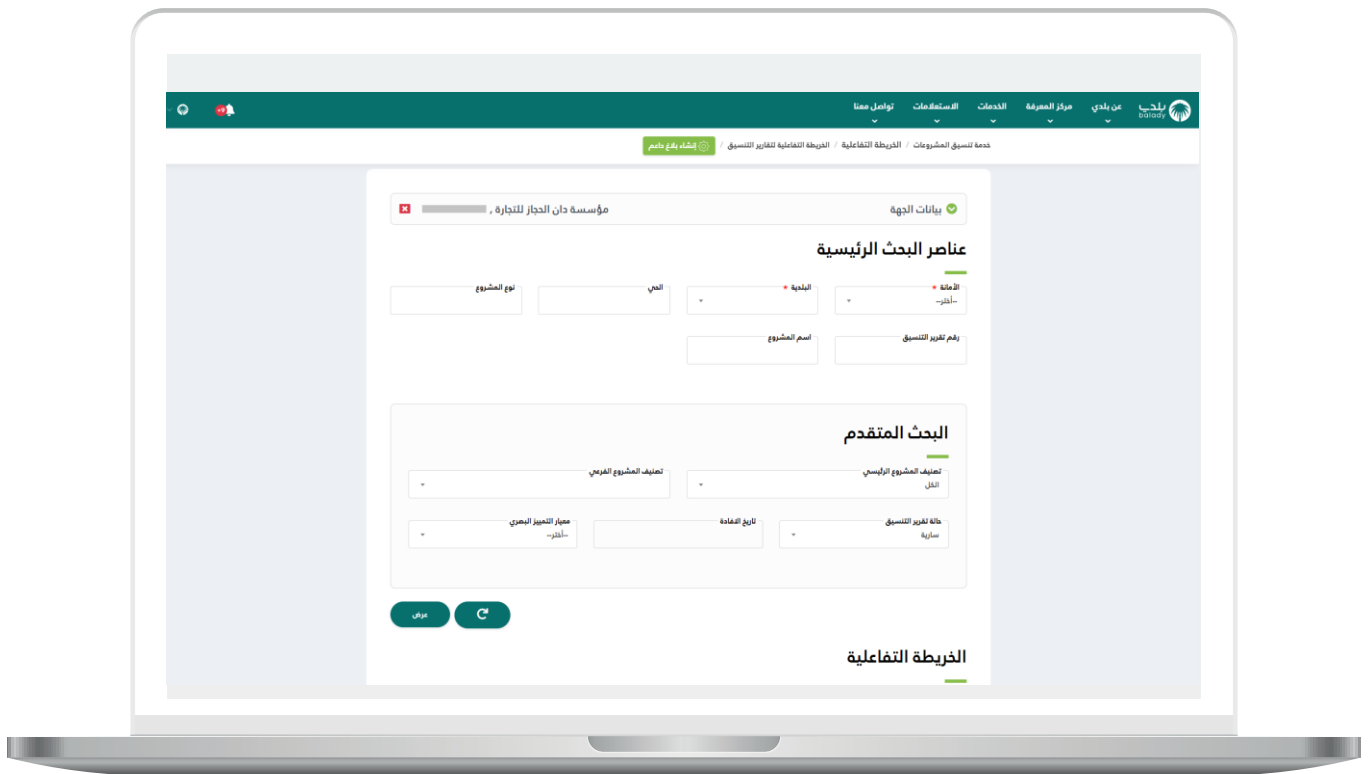


2) If **(Owner or Manager of an Establishment)** is selected, a new field named **(Commercial Register Number)** appears. The user enters the required information and clicks **(View)**, prompting the system to display the establishment.

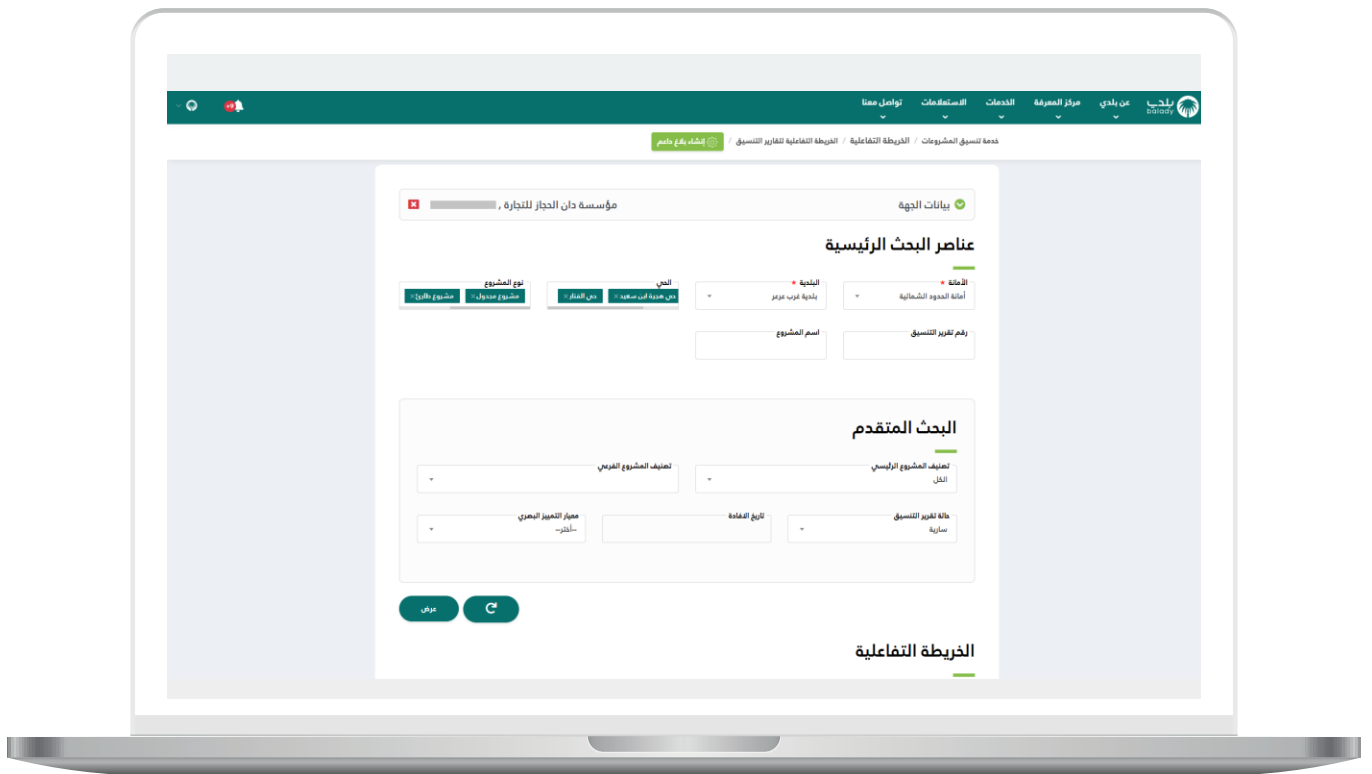
3) If (Authorized Representative for an Establishment) is selected, government and private sector establishments are displayed for the user to choose from.



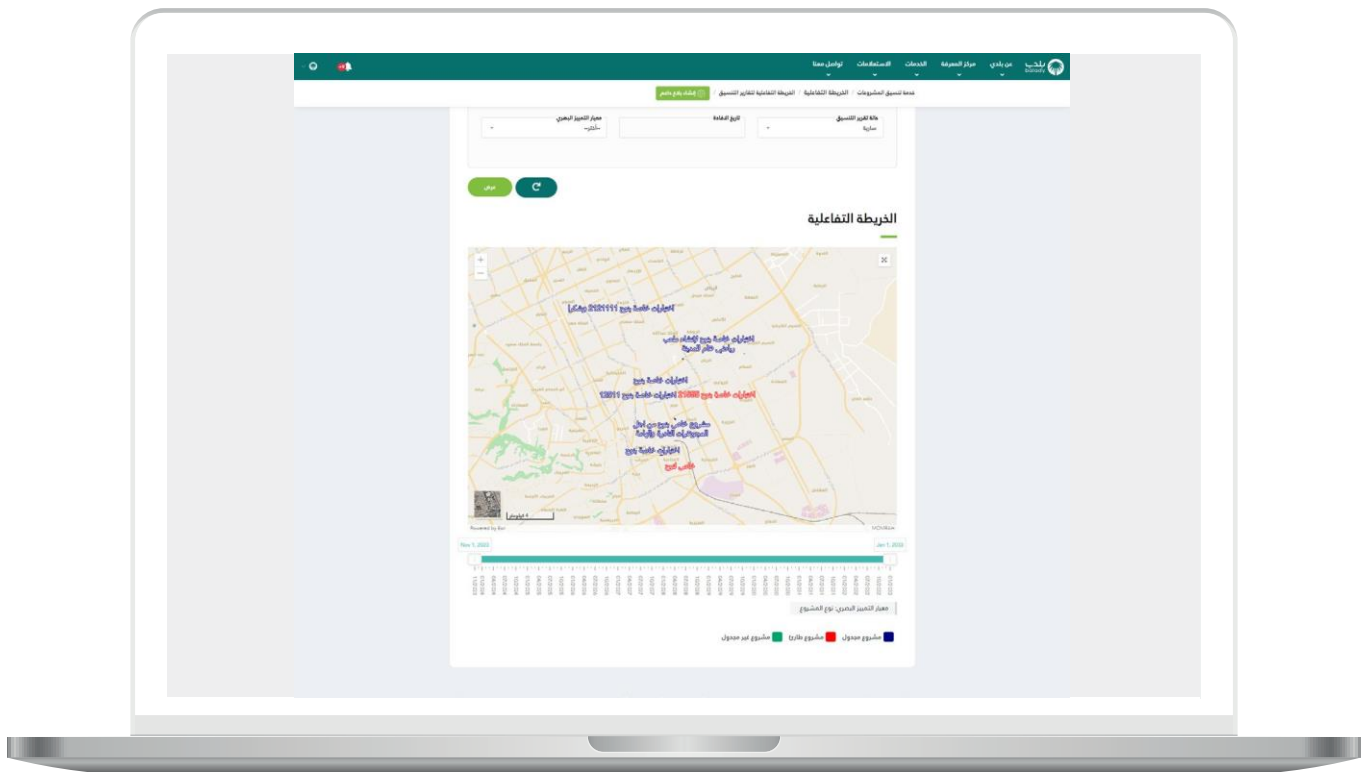
4) After selecting an establishment, the user searches by filling in values for the **(Main Search Criteria)** section or using the **(Advanced Search)** section.



5) The user then clicks (**View**), as shown below.

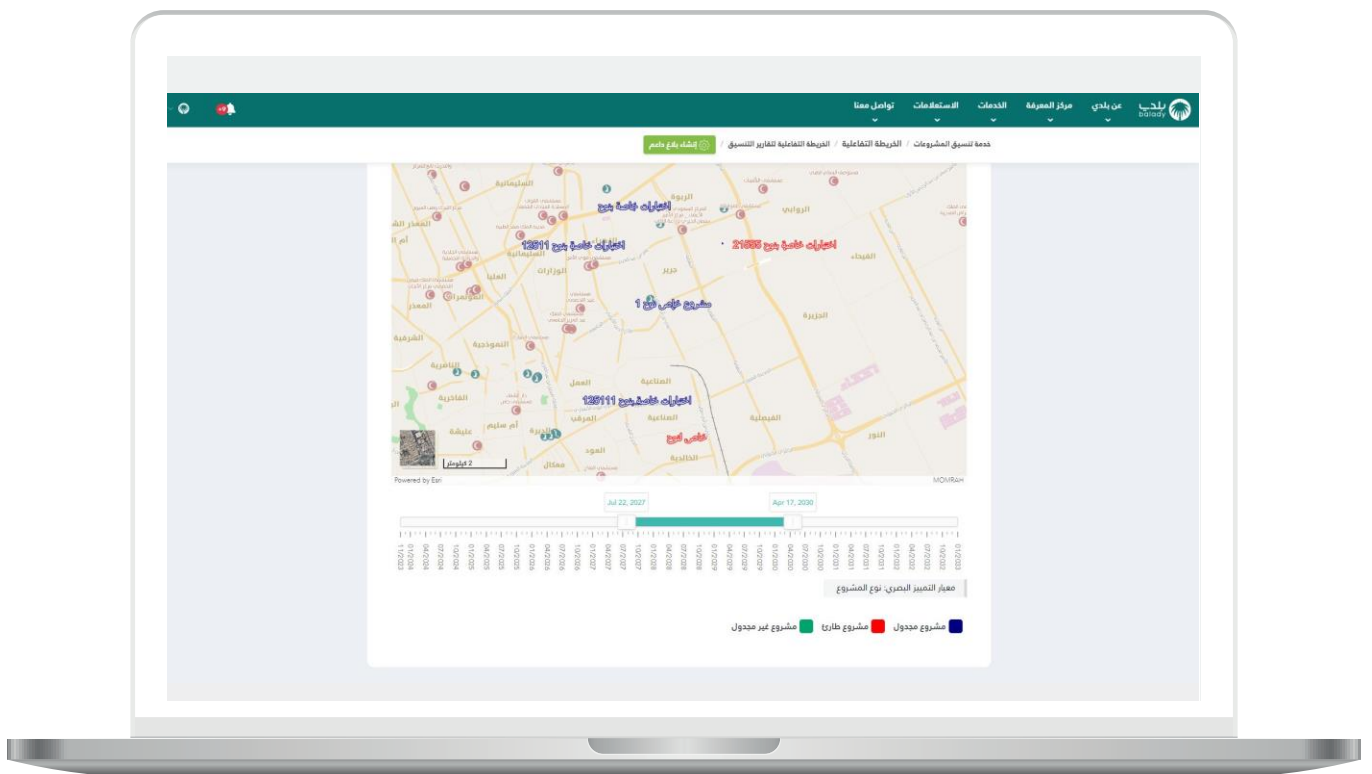


6) The search results are displayed on the map according to the selected search criteria, as shown below.

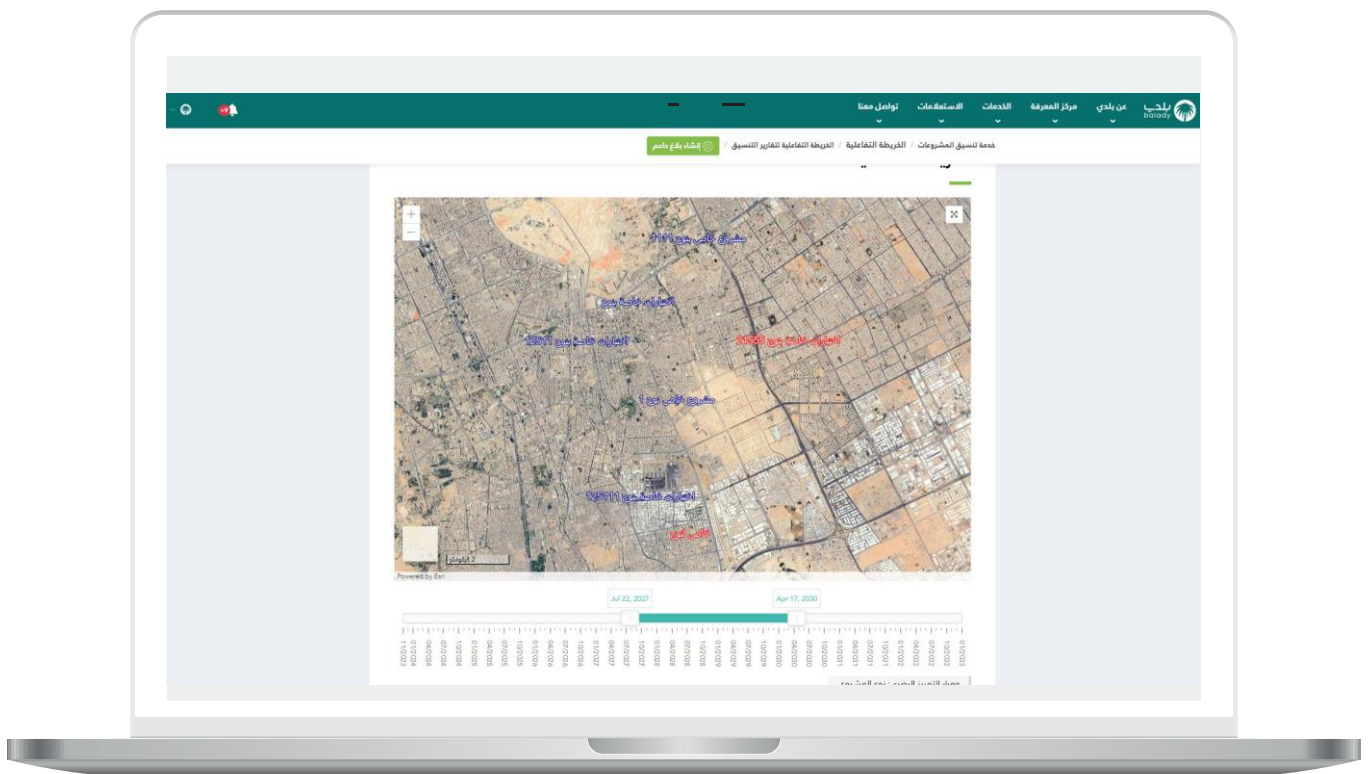



7) The search results can be filtered by date using the green slider, as shown in the following screen.

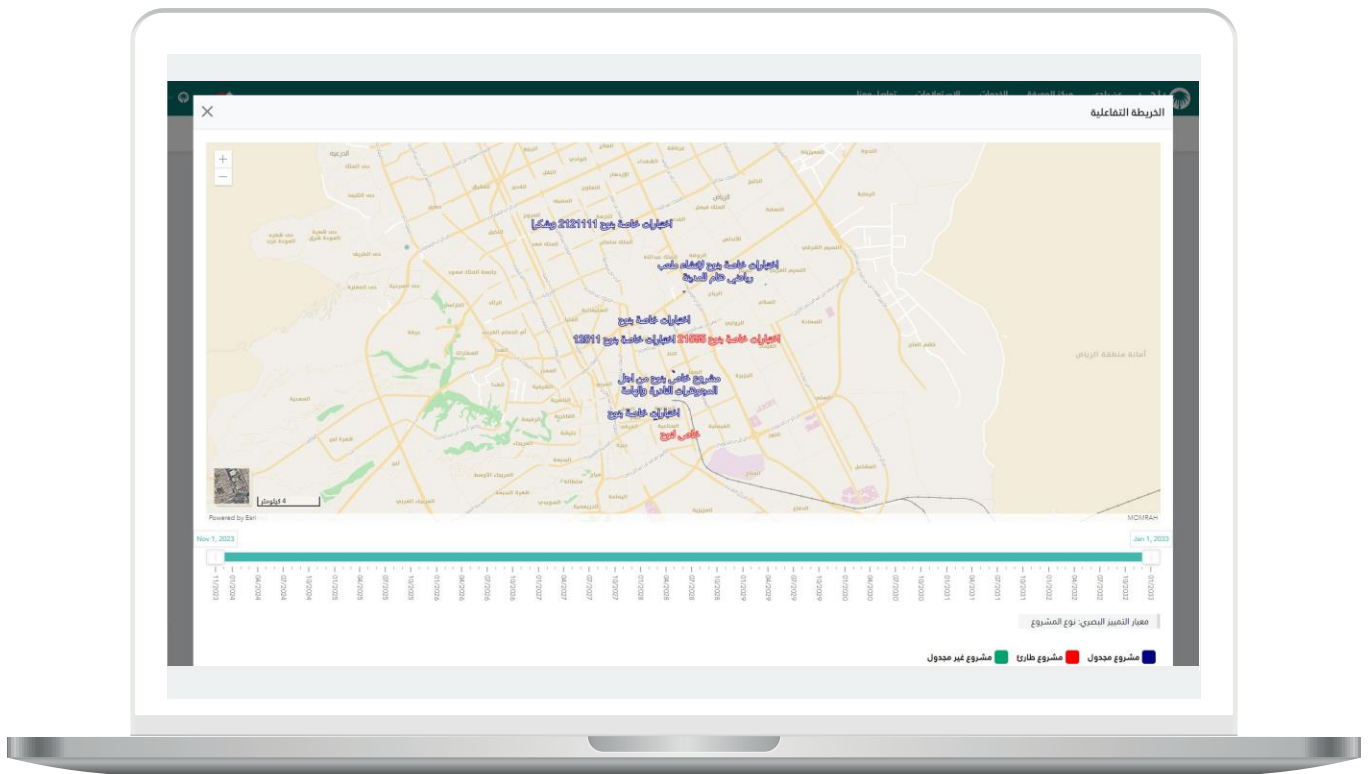
The (Visual Distinction Criteria) is set to (Project Type).



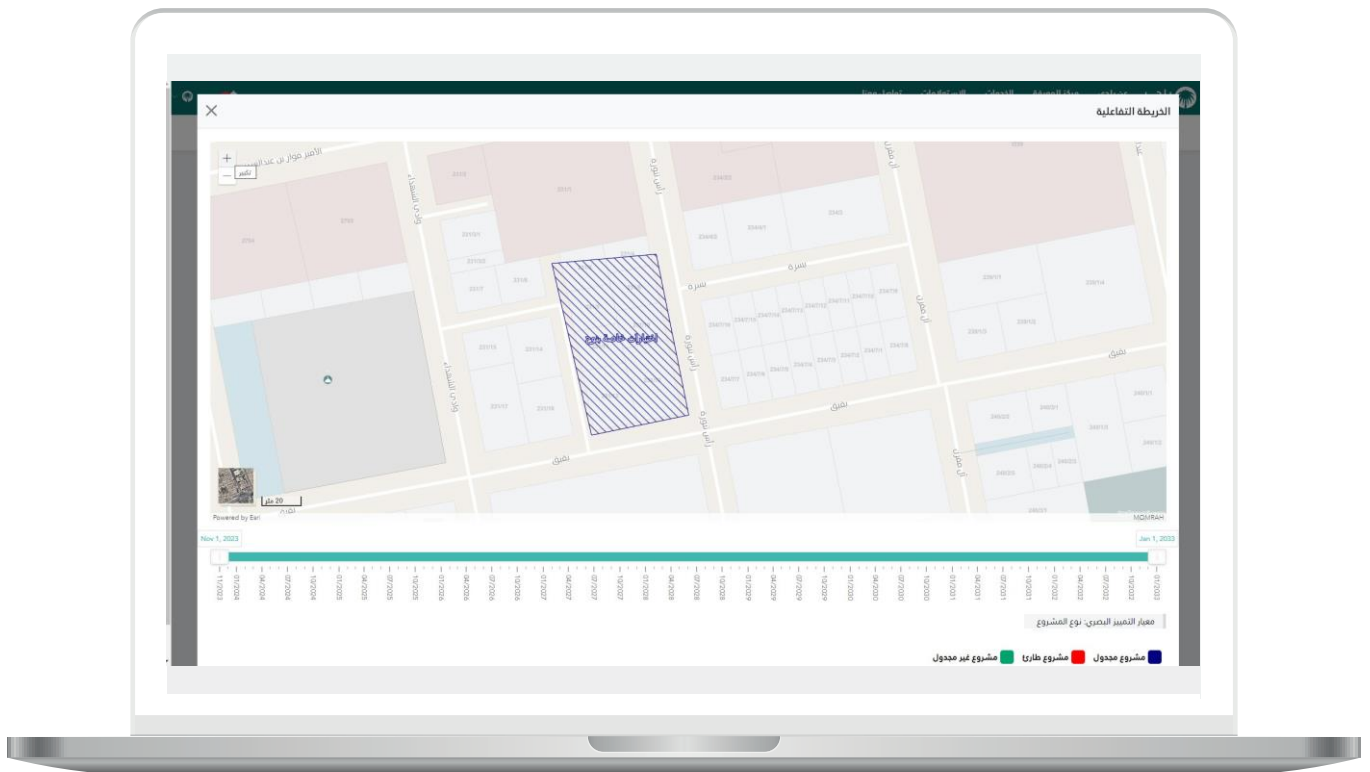
8) The user can switch the base map by clicking the (Satellite View) checkbox at the bottom left of the screen.



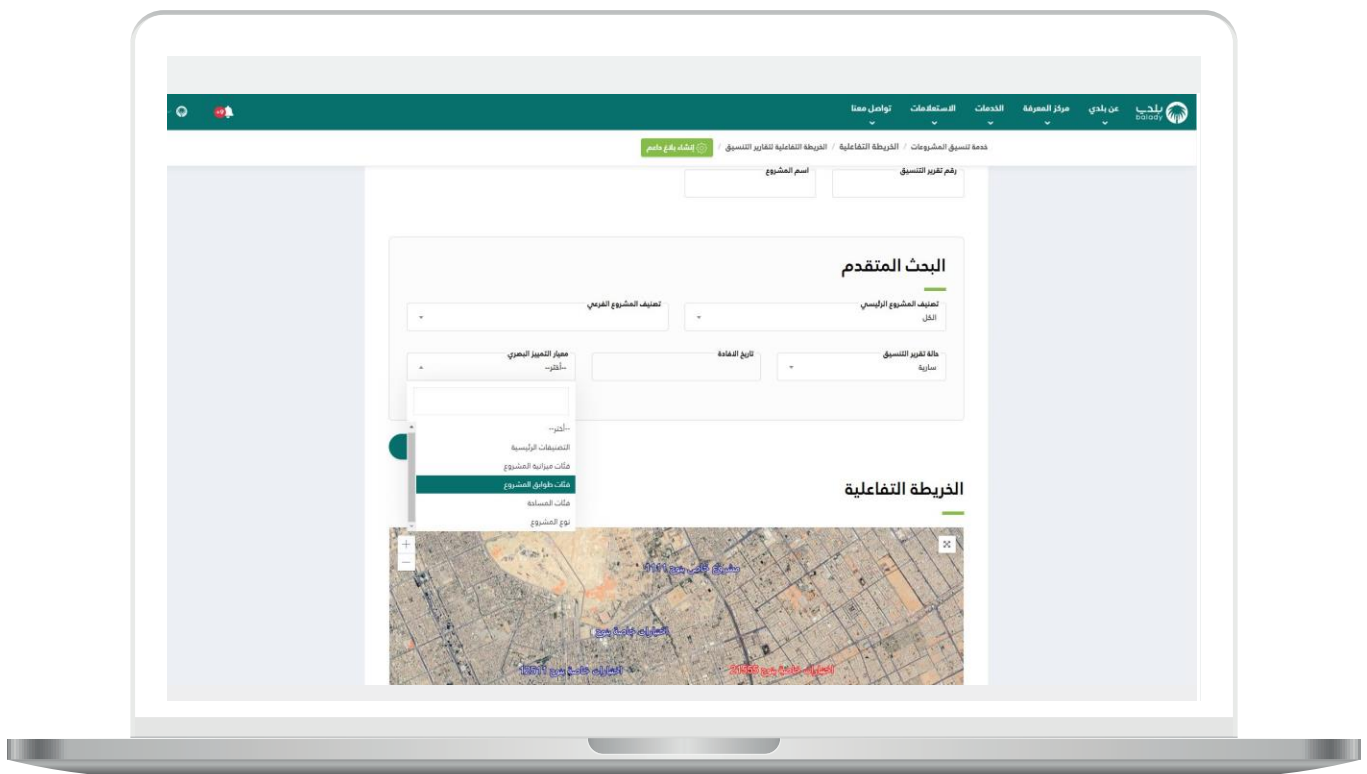
9) Clicking the Zoom Icon  enlarges the interactive map, as shown below.



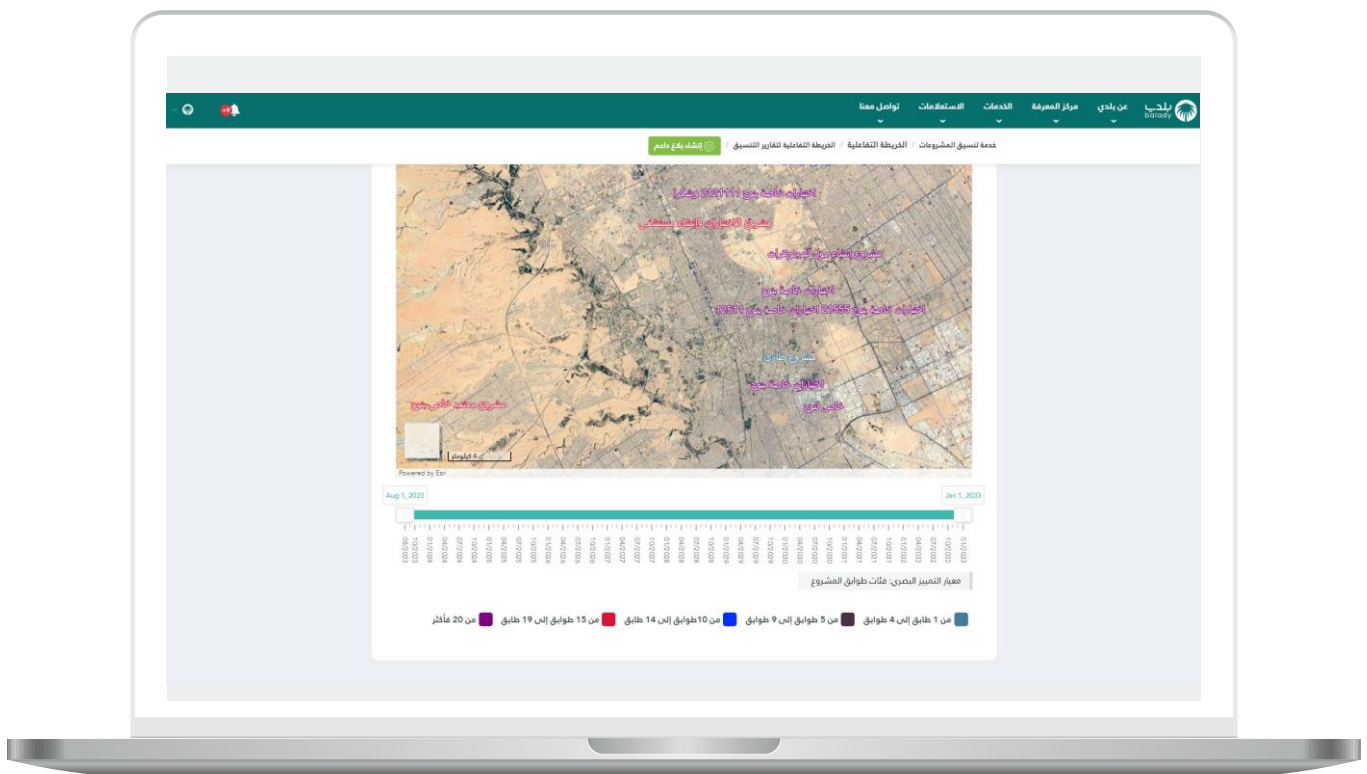
10) The map can also be enlarged using the (+) icon, as shown below.



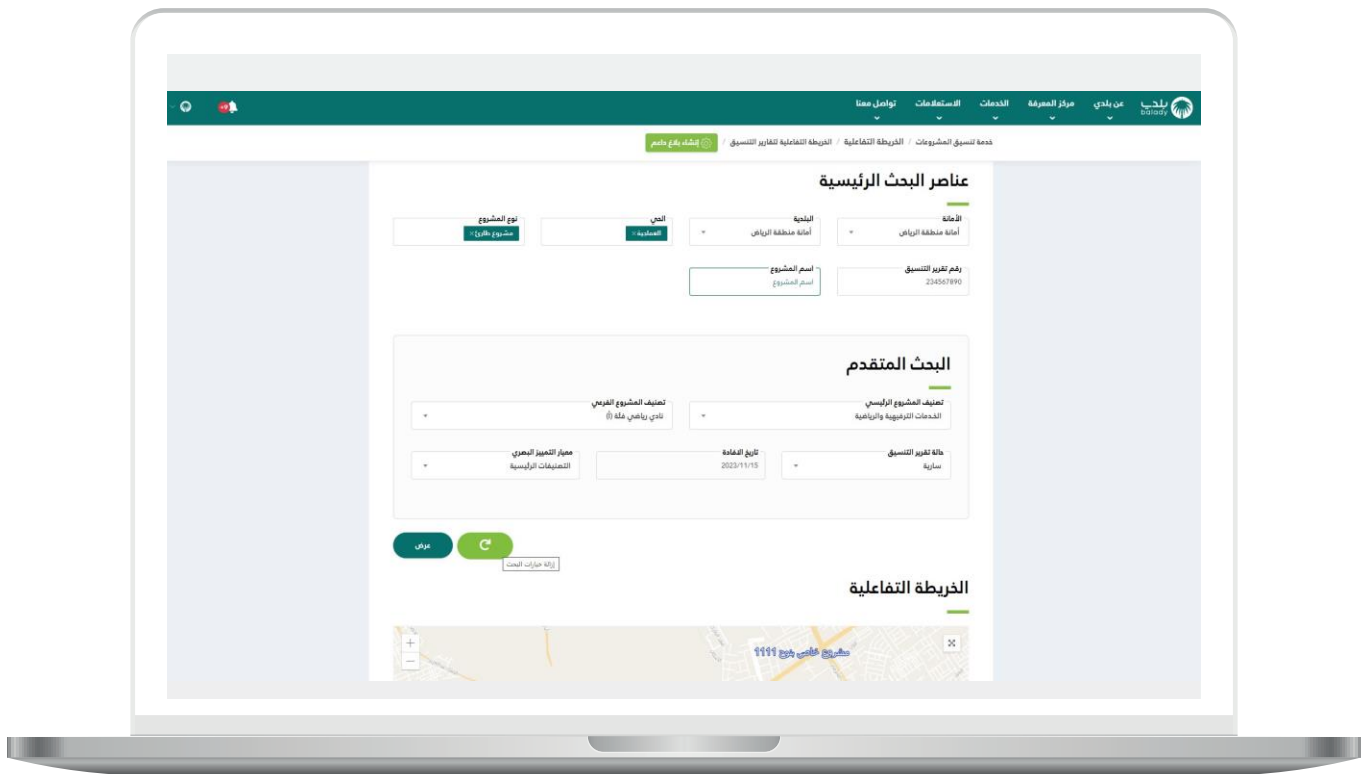
11) The drop-down menu (**Visual Distinction Criteria**) contains various options. The user can select a value, such as (**Project Floor Categories**).



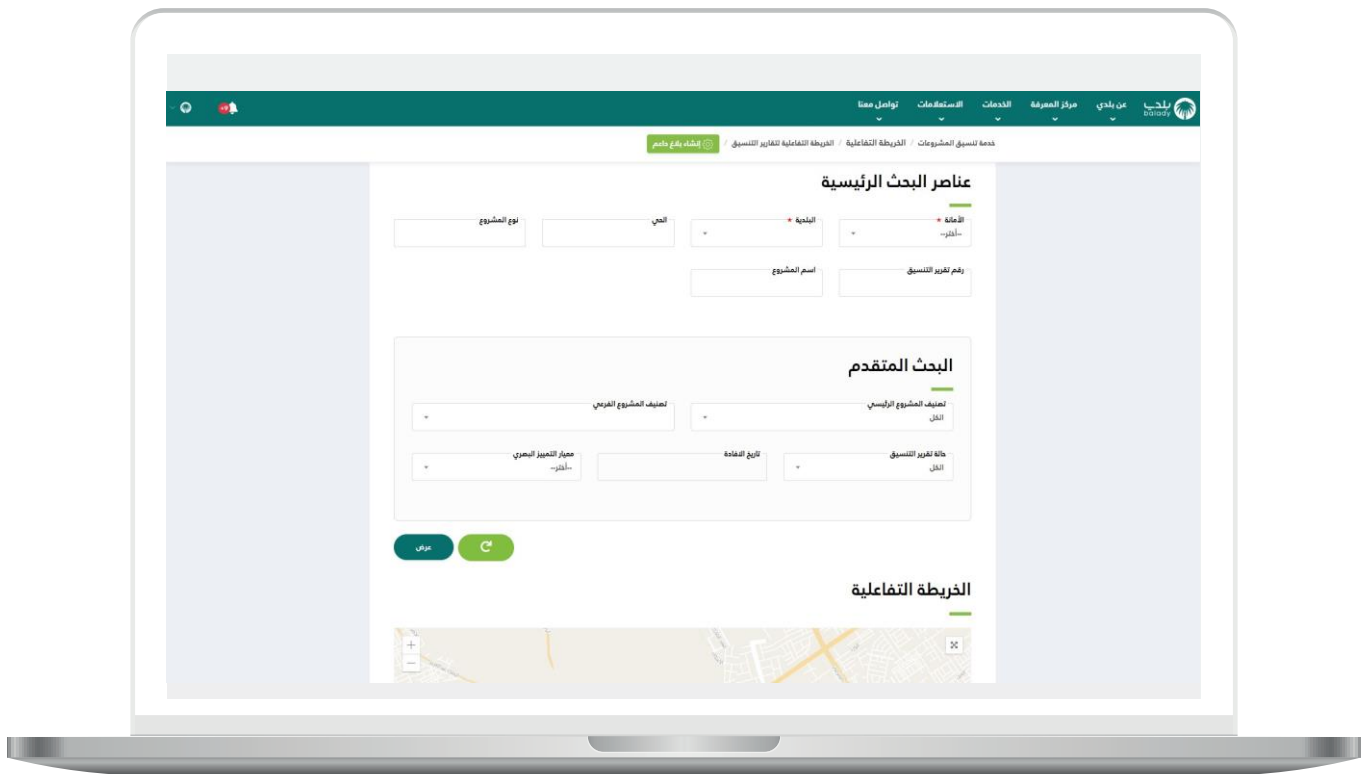
12) The results are then displayed, as shown in the screenshot below.



13) The user can clear all search criteria values by clicking the Circular Arrow (Reset Search Options).



14) All search filters are cleared, as shown below..



Interactive Request Map

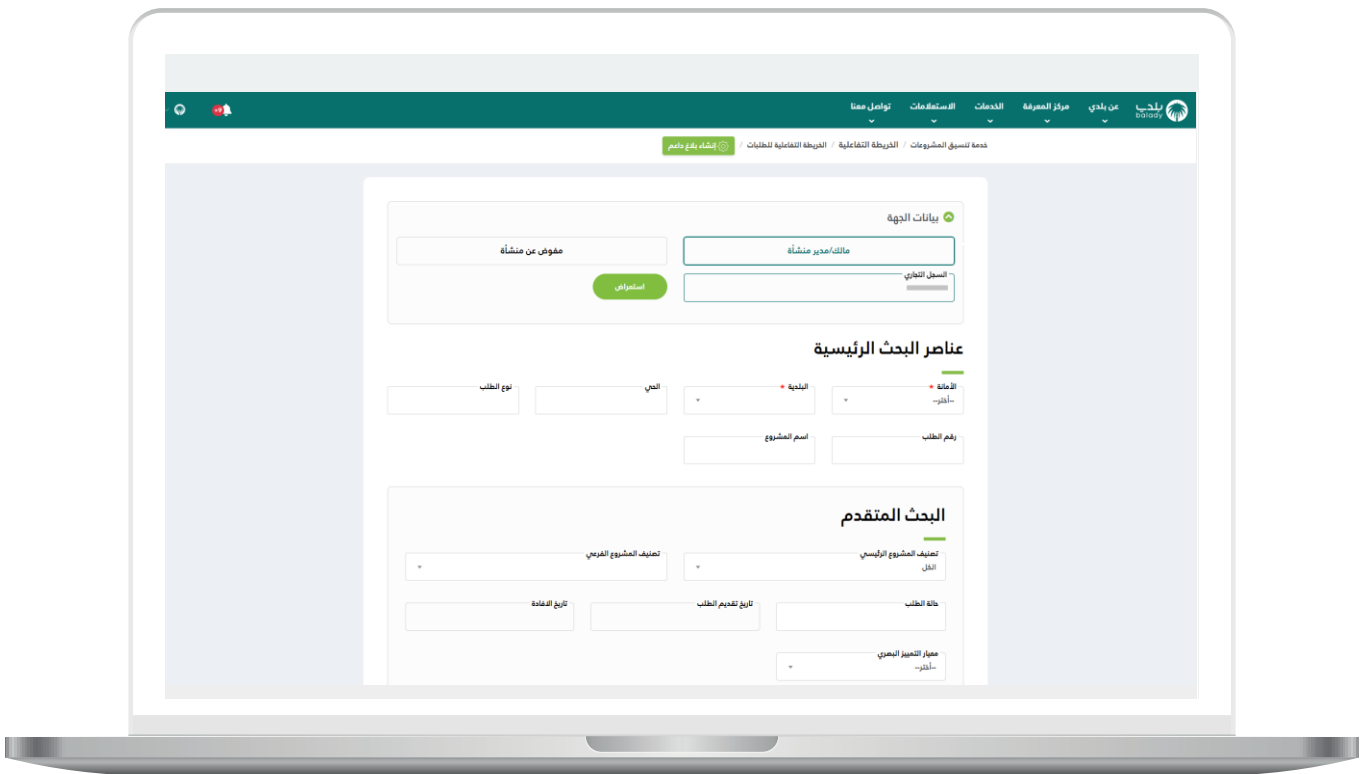
1) After selecting this option, the following screen appears, allowing the user to choose entity details from the available options: (**Owner or Manager of an Establishment, Authorized Representative of an Establishment**).

The screenshot displays the 'Interactive Request Map' web application interface on a laptop screen. The interface is in Arabic and features a dark green header with navigation links: 'الرئيسية' (Home), 'عن بلدي' (About My City), 'مركز المعرفة' (Knowledge Center), 'الخدمات' (Services), 'الاستعلامات' (Inquiries), 'تواصل معنا' (Contact Us), and 'بلدي' (My City). Below the header, there is a breadcrumb trail: 'الرئيسية > الخريطة التفاعلية > الخريطة التفاعلية لتطبيقات > إنشاء طلب جديد'.

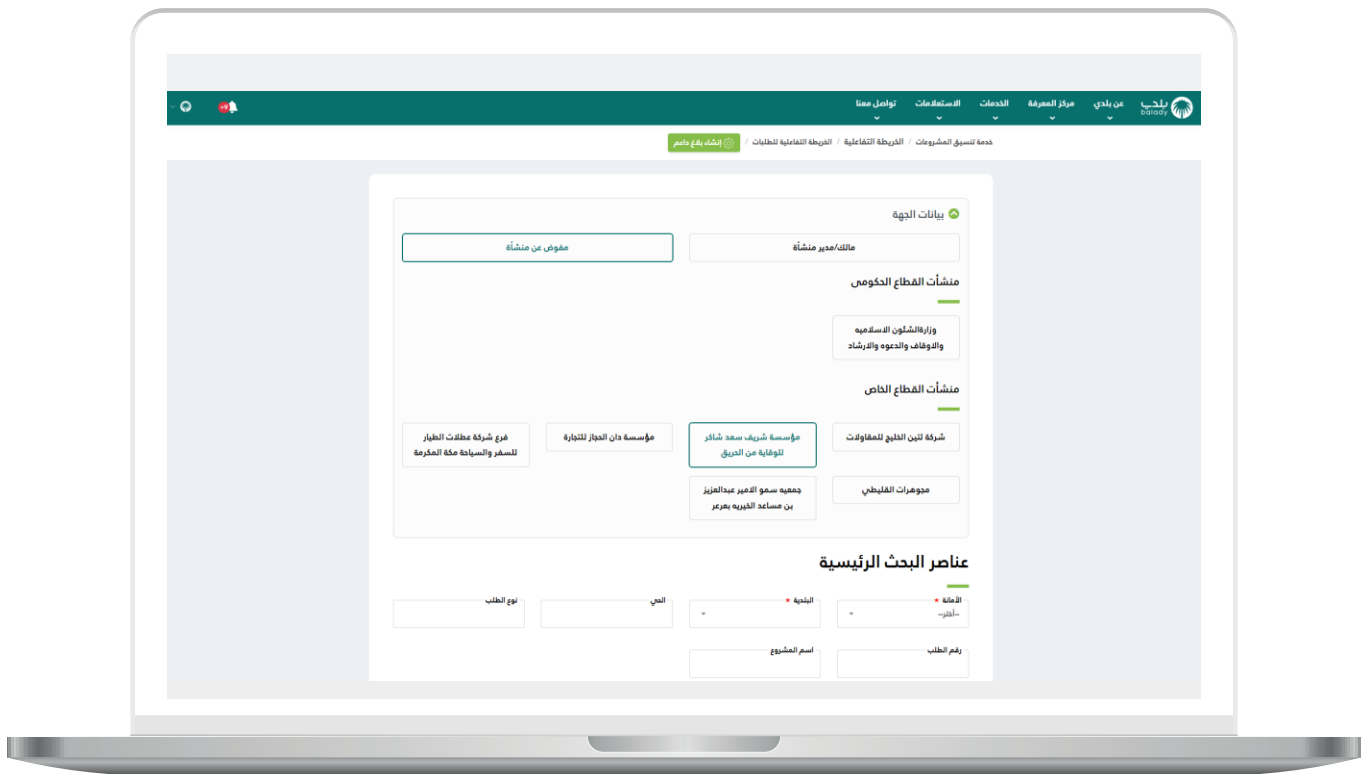
The main content area is divided into several sections:

- بيانات الجهة** (Entity Data): Includes fields for 'مفوض عن منشأة' (Authorized by Establishment) and 'مالك/مدير منشأة' (Owner/Manager of Establishment).
- عناصر البحث الرئيسية** (Main Search Elements): Includes dropdown menus for 'نوع الطلب' (Request Type), 'الحي' (District), 'البلدية' (Municipality), 'المنطقة' (Area), 'اسم المشروع' (Project Name), and 'رقم الطلب' (Request Number).
- البحث المتقدم** (Advanced Search): Includes dropdown menus for 'تصنيف المشروع الفرعي' (Sub-project Classification), 'تصنيف المشروع الرئيسي' (Main Project Classification), 'تاريخ القعدة' (Vacation Date), 'تاريخ تقديم الطلب' (Request Submission Date), 'حالة الطلب' (Request Status), 'معايير التمييز التمهيري' (Preliminary Discrimination Criteria), and 'اسم الجهة' (Entity Name).

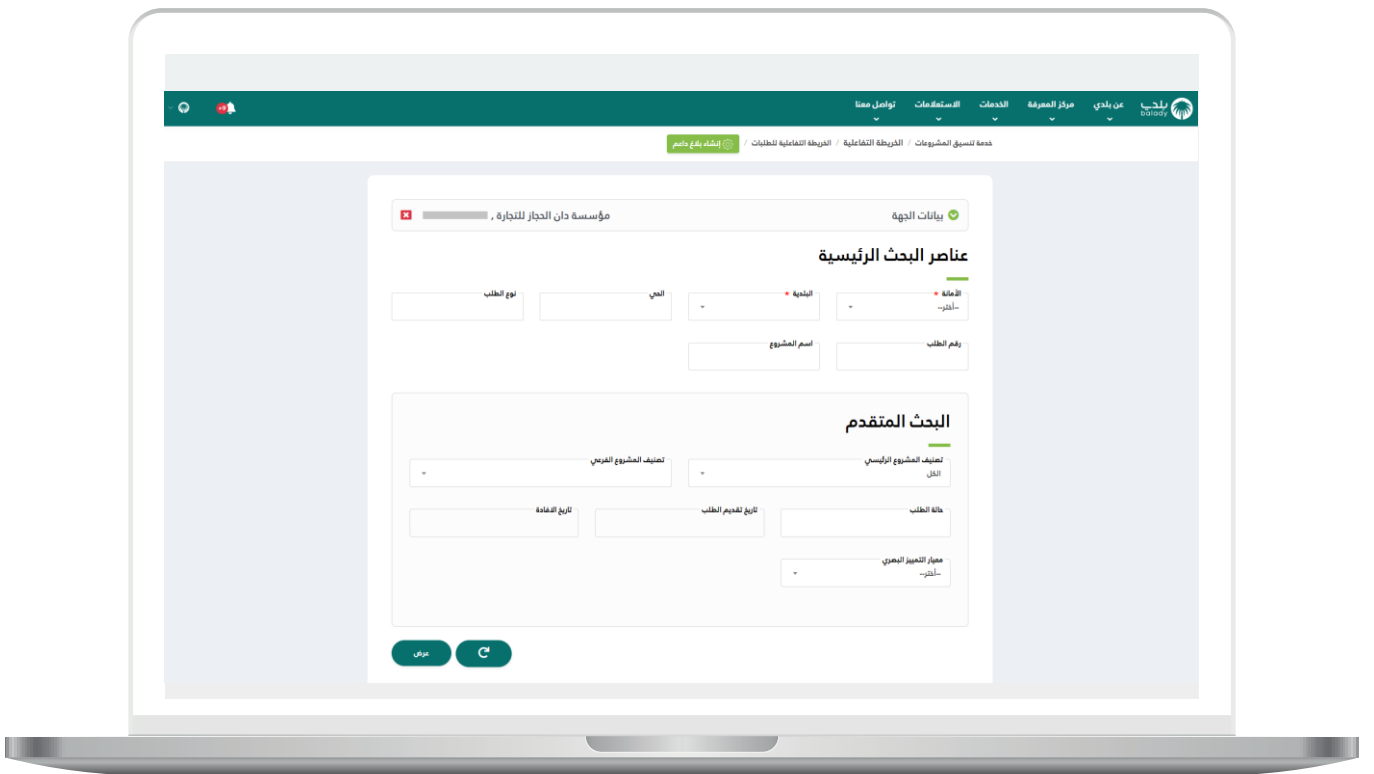
2) If (Owner or Manager of an Establishment) is selected, a new field named (Commercial Register Number) appears. The user enters the required information and clicks (View), prompting the system to display the establishment.



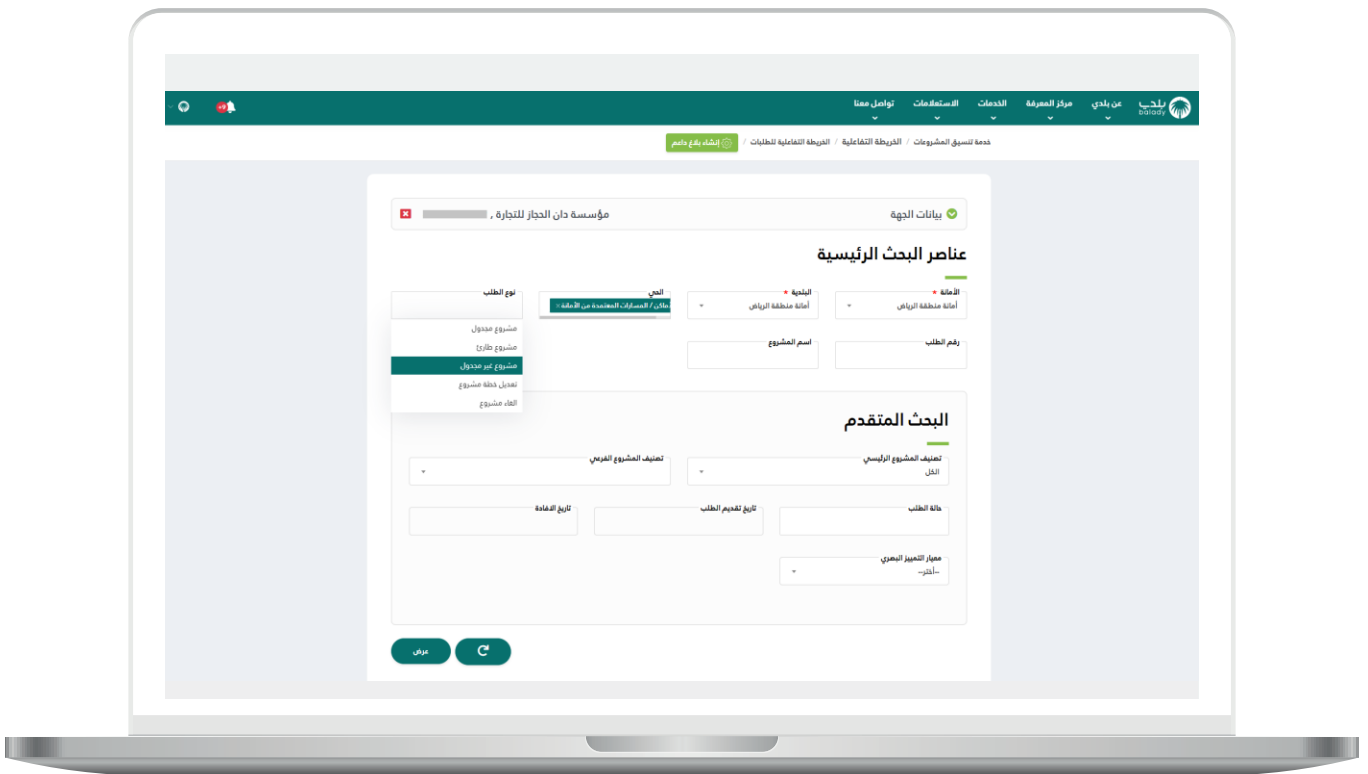
3) If (Authorized Representative for an Establishment) is selected, government and private sector establishments are displayed for the user to choose from.



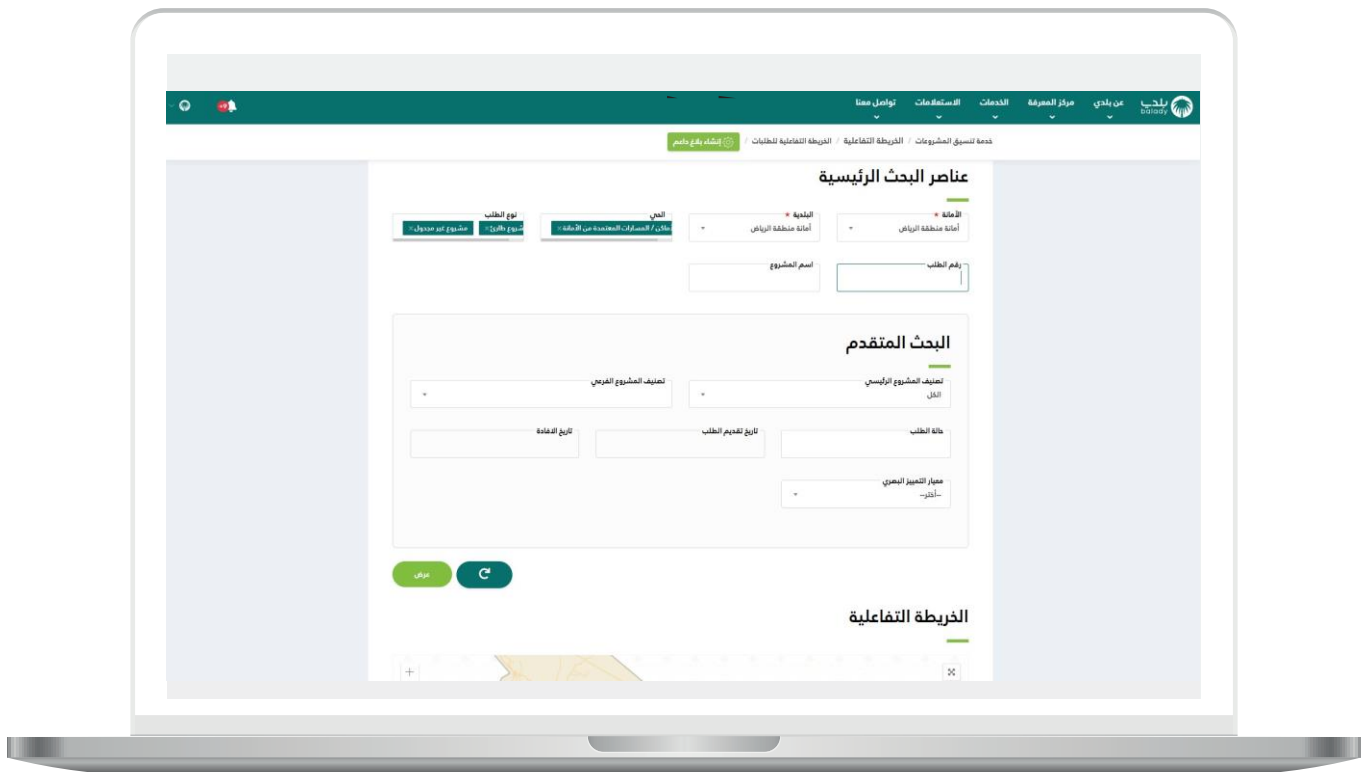
4) After selecting an establishment, the user searches by filling in values for the (Main Search Criteria) section or using the (Advanced Search) section.



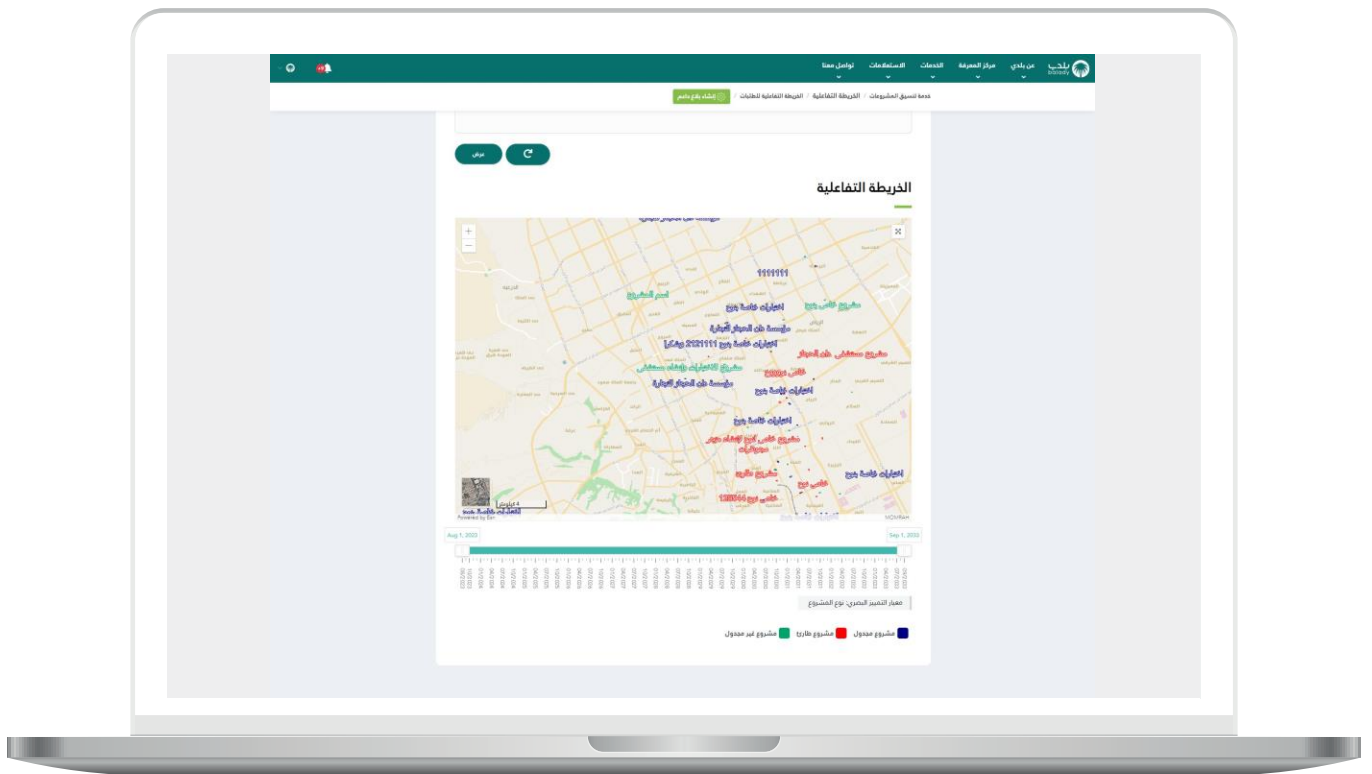
5) Multiple values can be selected for search criteria.



6) The user then clicks **(View)**, as shown below.

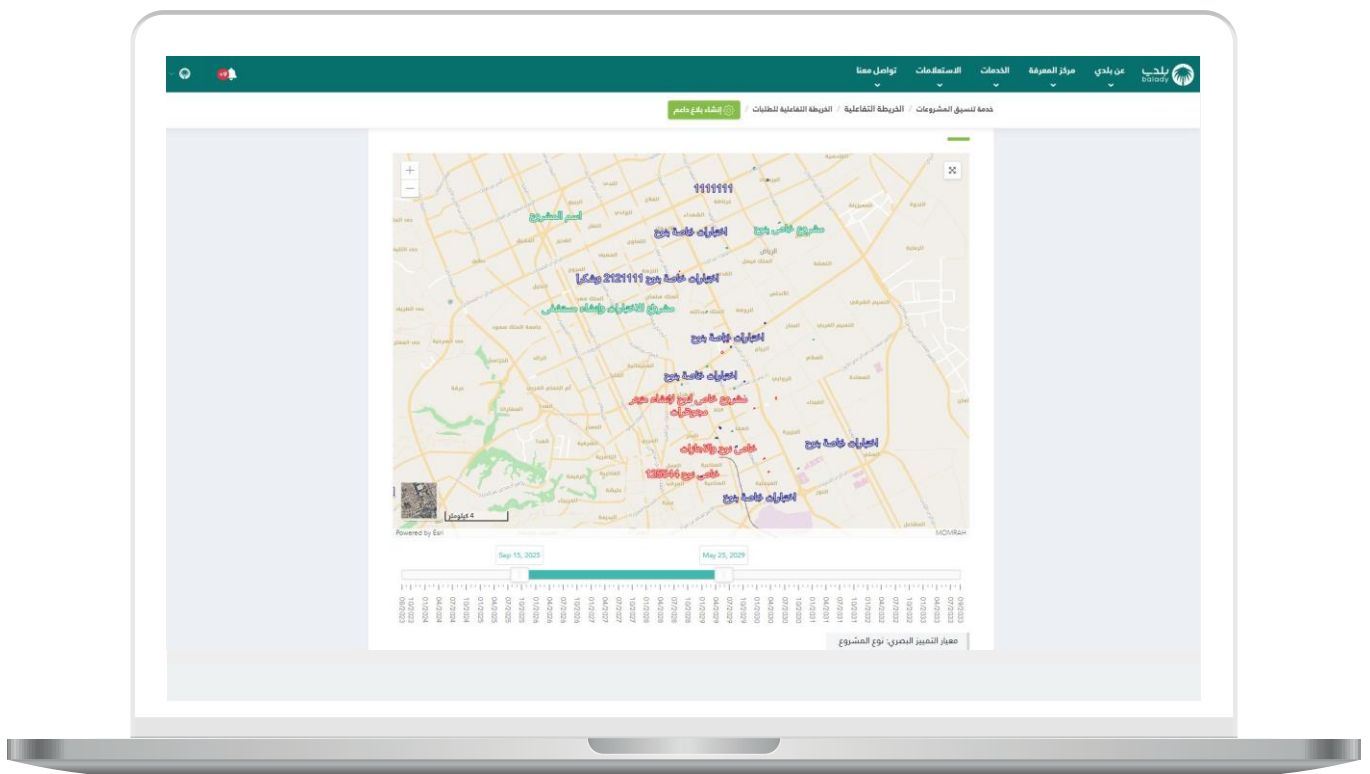


7) The search results are displayed on the map according to the selected search criteria, as shown below.

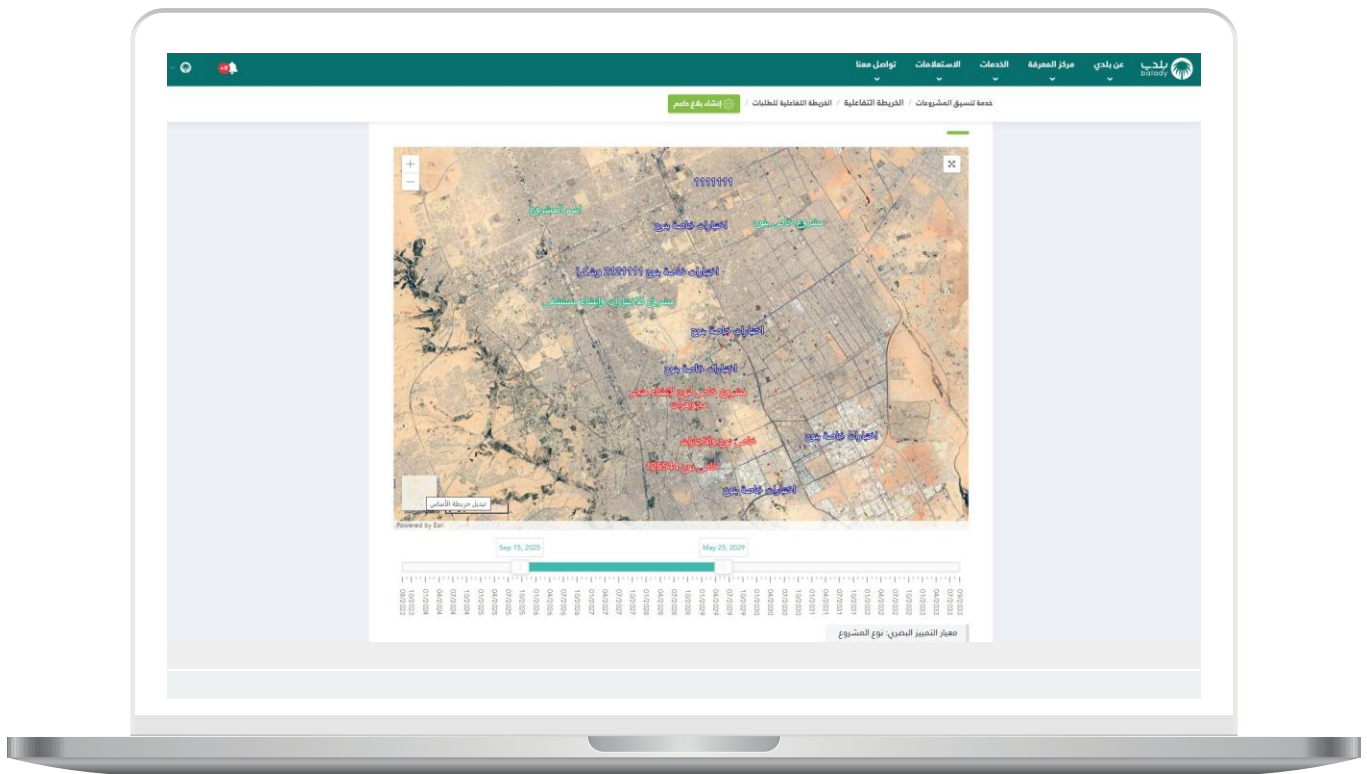


8) The search results can be filtered by date using the green slider, as shown in the following screen.

The (Visual Distinction Criteria) is set to (Project Type).

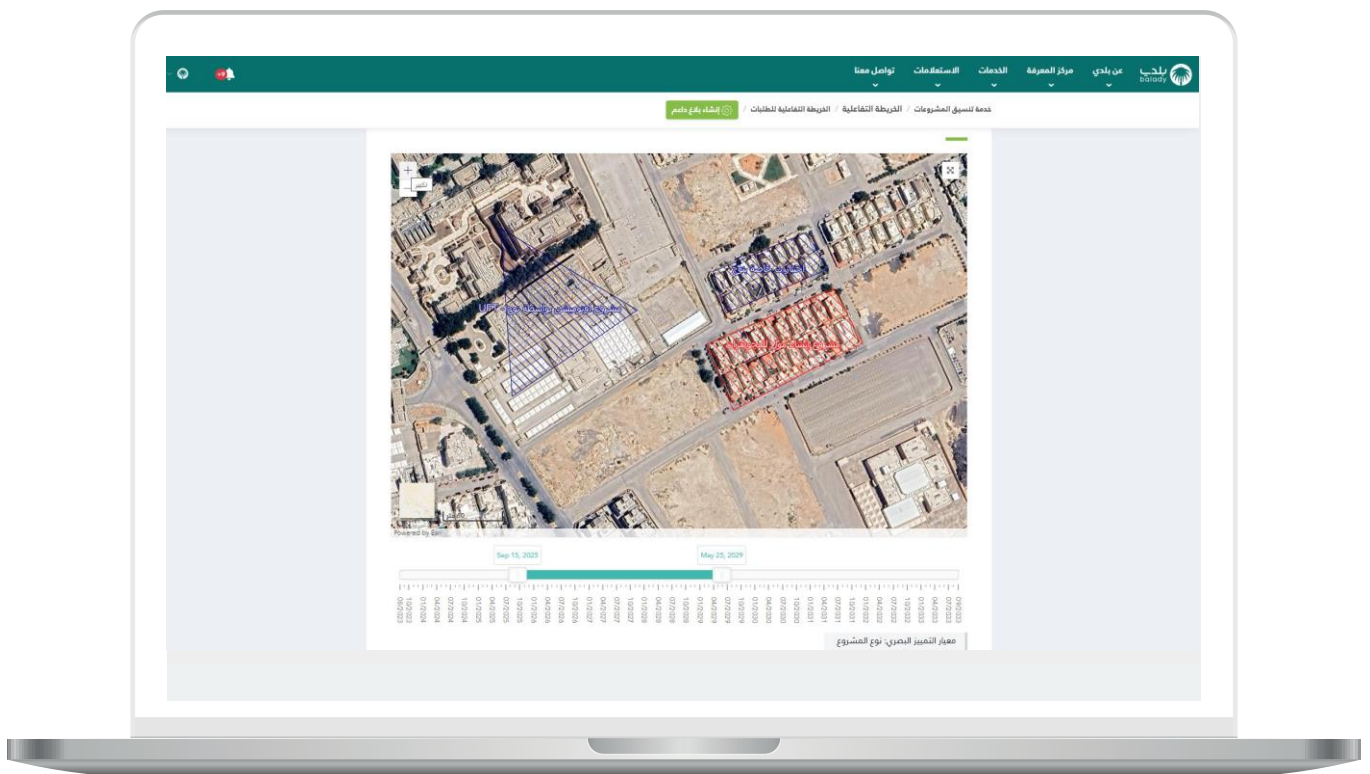



9) The user can switch the base map by clicking the (Satellite View) checkbox at the bottom left of the screen.

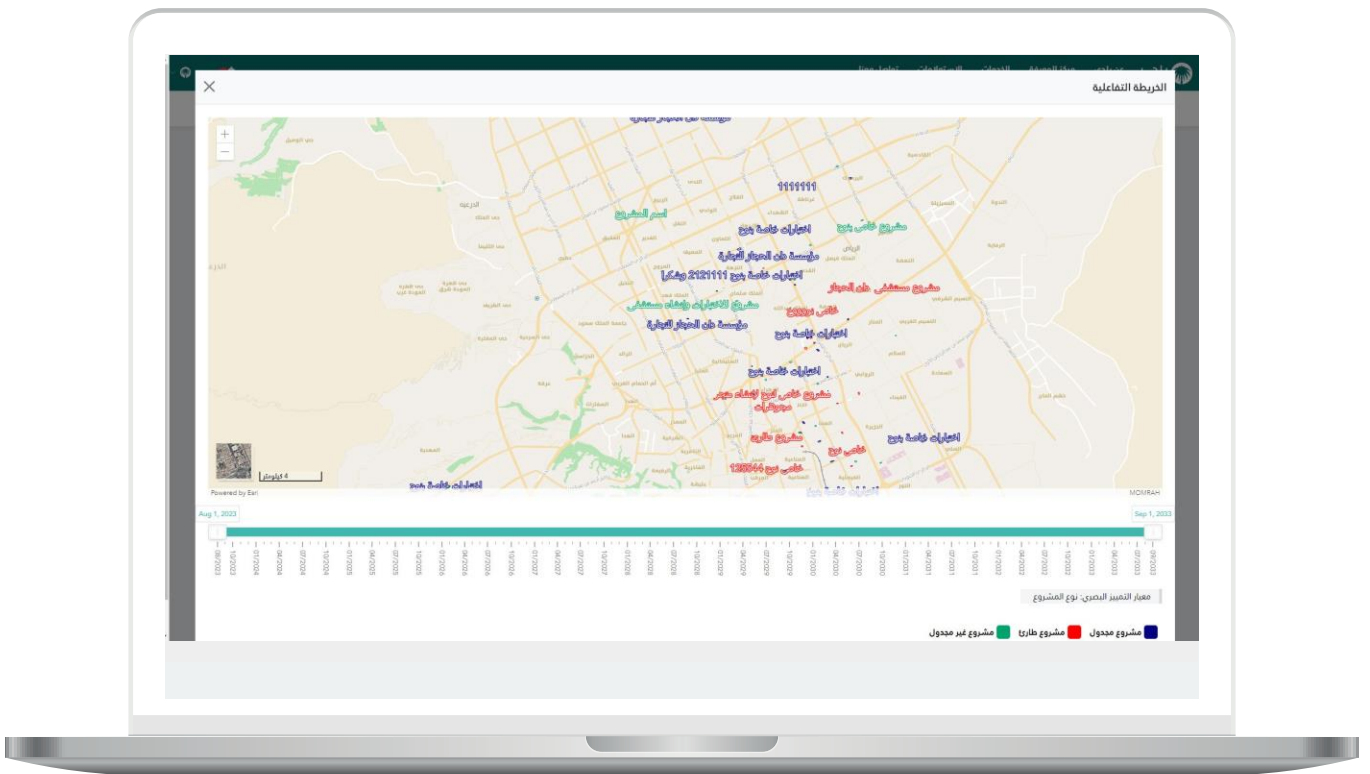


10) The updated map view is displayed.

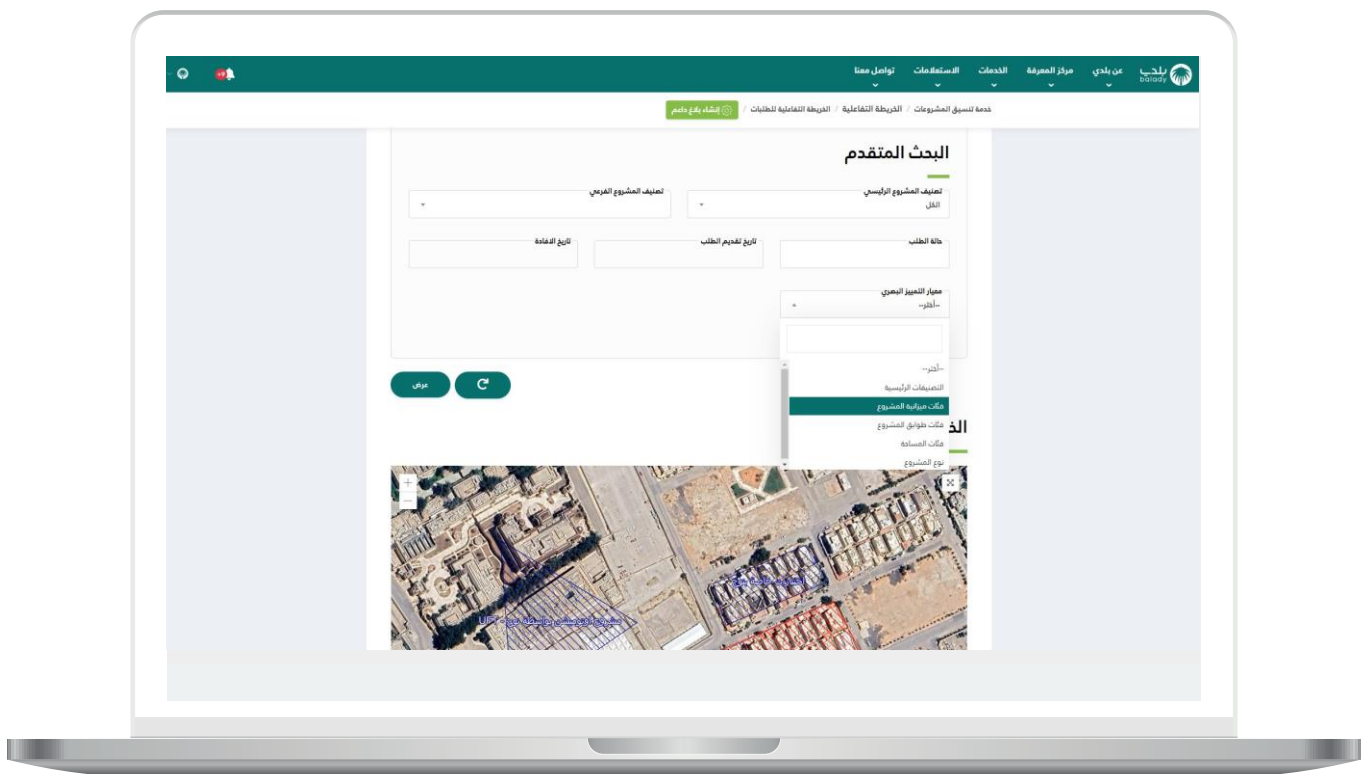
The map can be enlarged using the (+) icon.



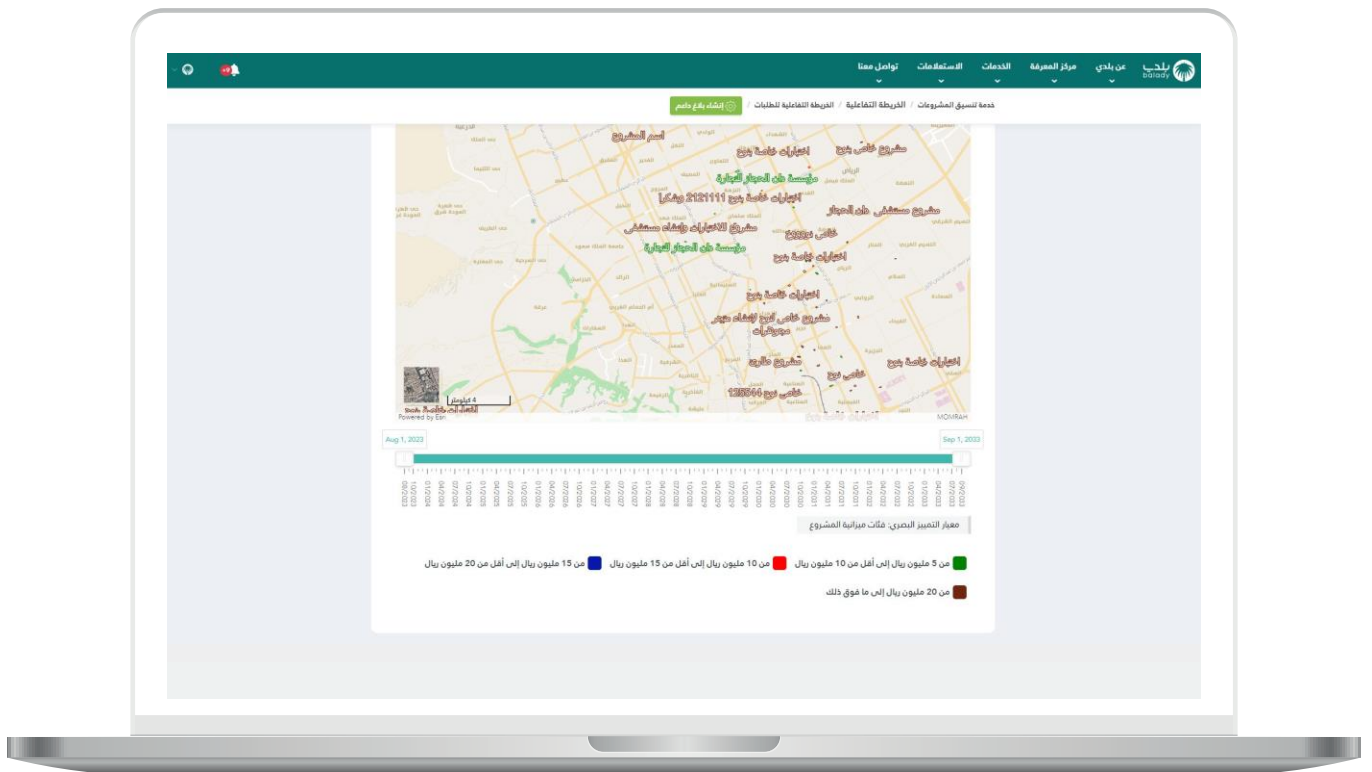
11) Clicking the Zoom Icon  enlarges the interactive map, as shown below.



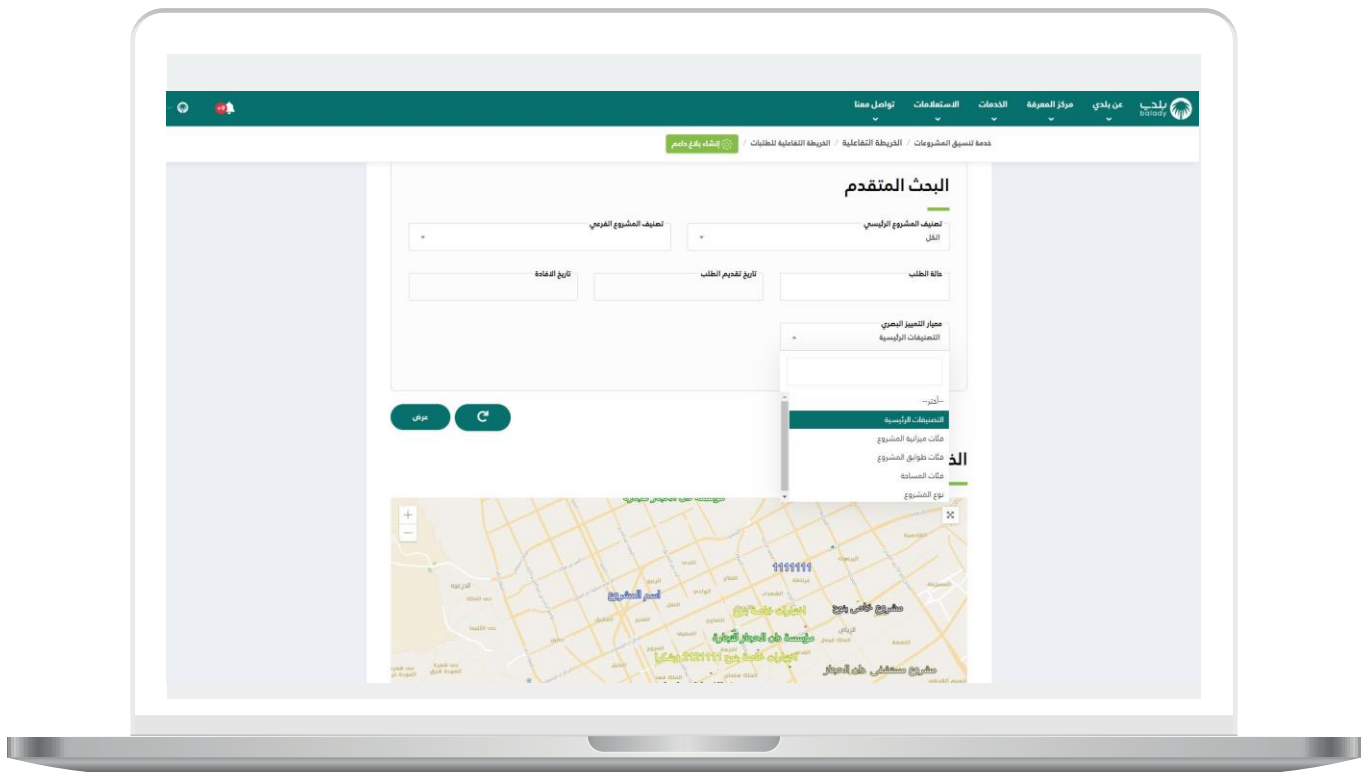
12) The **(Visual Distinction Criteria)** drop-down menu contains various options. The user can select a value, such as **(Project Budget Categories)**.



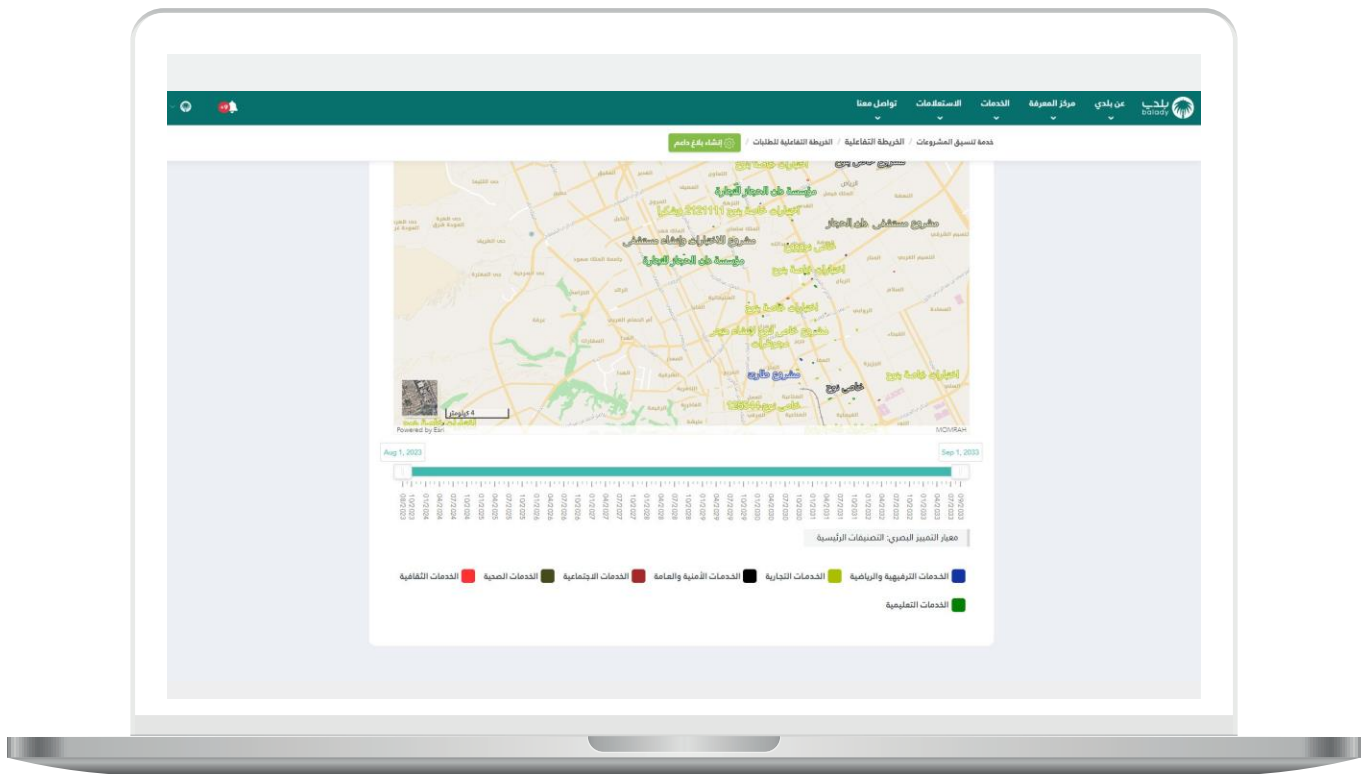
13) The results are then displayed, as shown in the screenshot below.



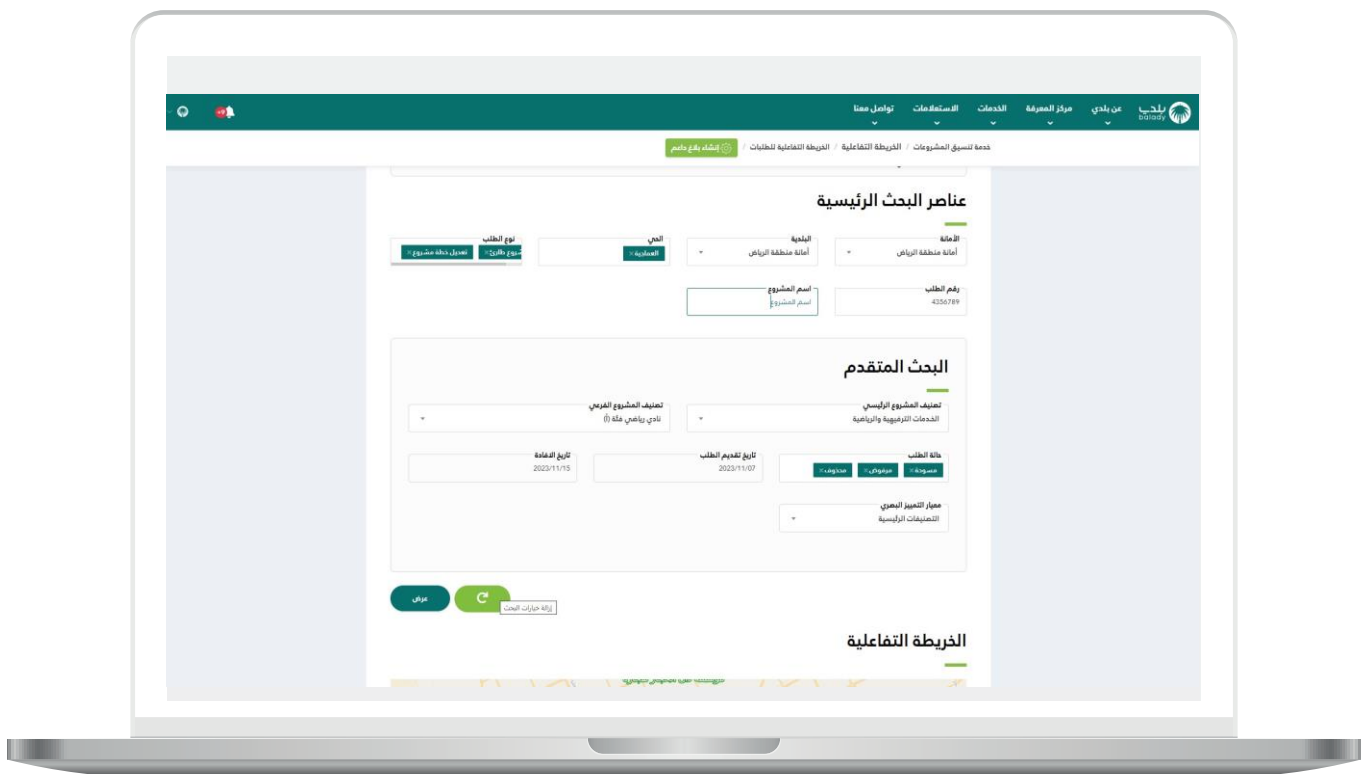
14) The user can choose another value, such as (Main Classifications).



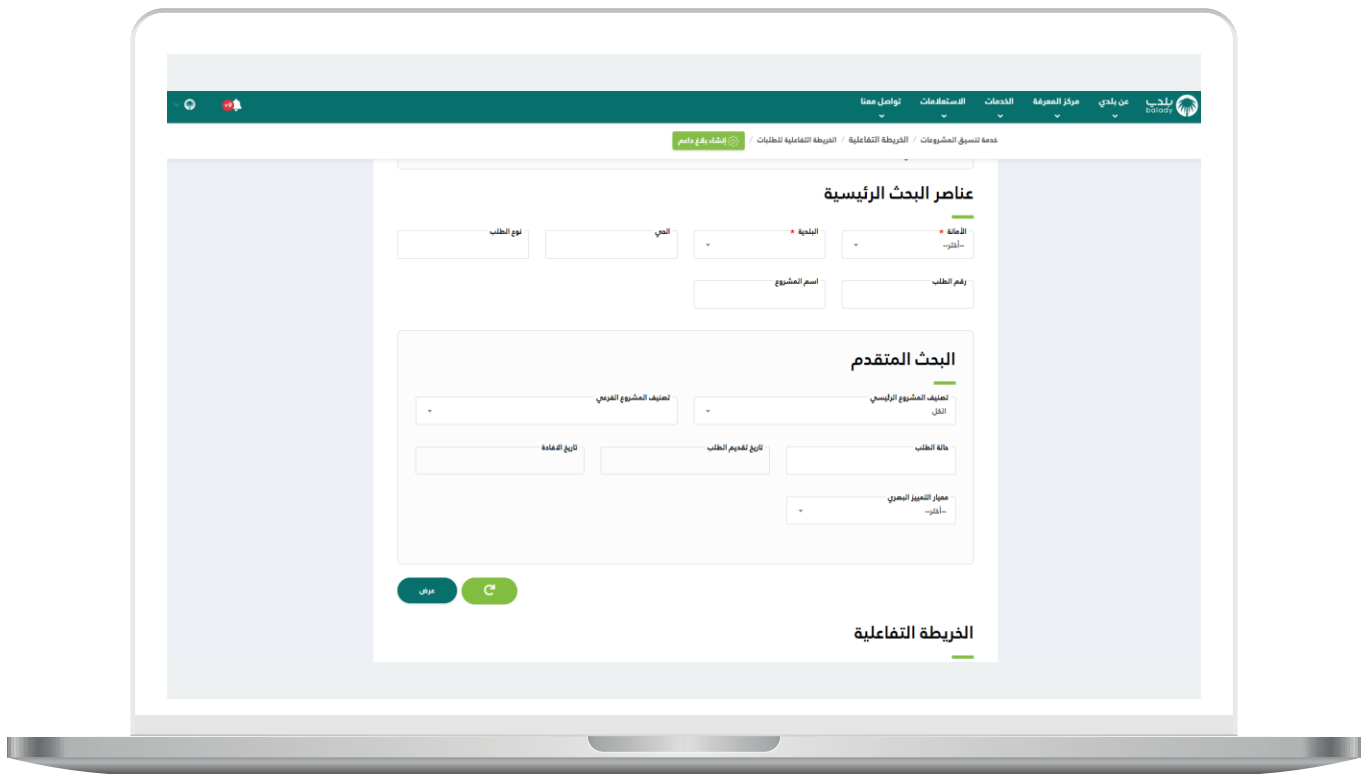
15) The results are then displayed, as shown in the screenshot below.



16) The user can clear all search criteria values by clicking the Circular Arrow (Reset Search Options).



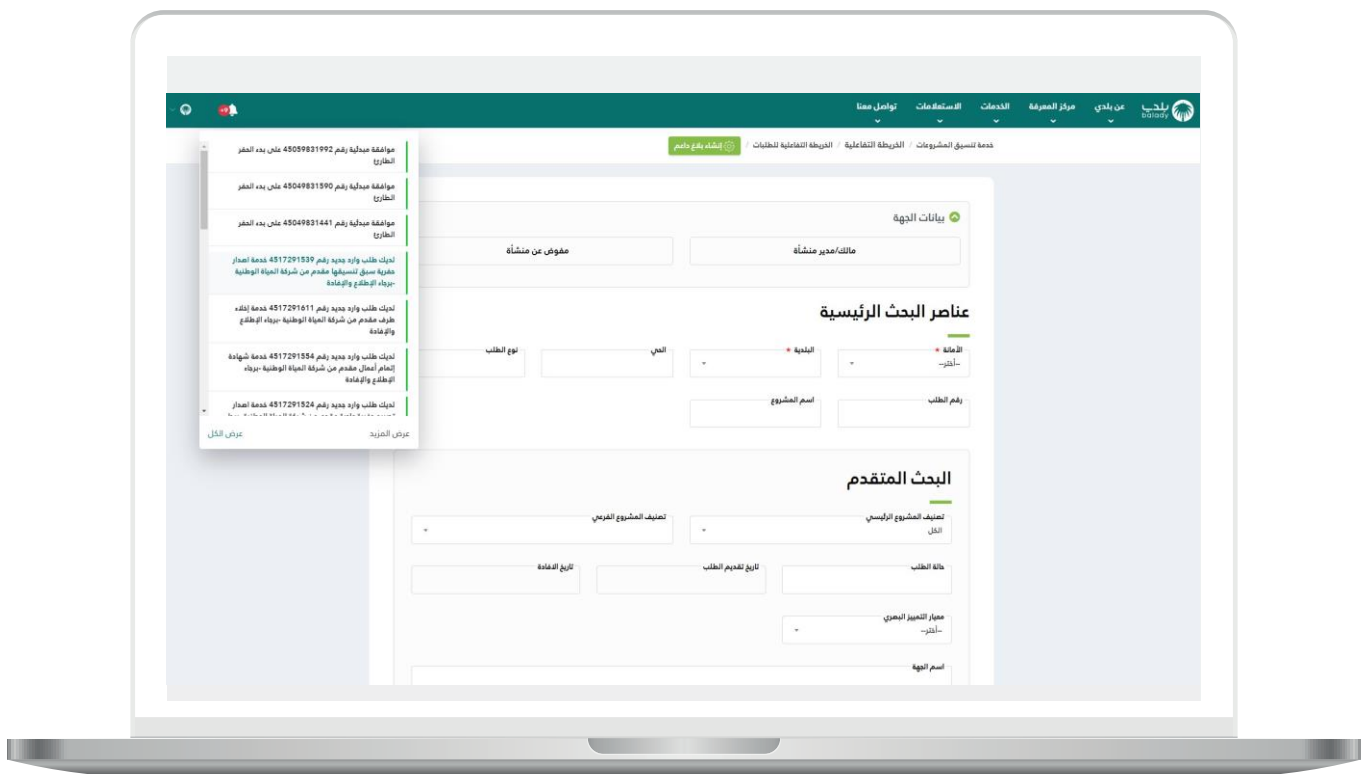
17) All search filters are cleared, as shown below.



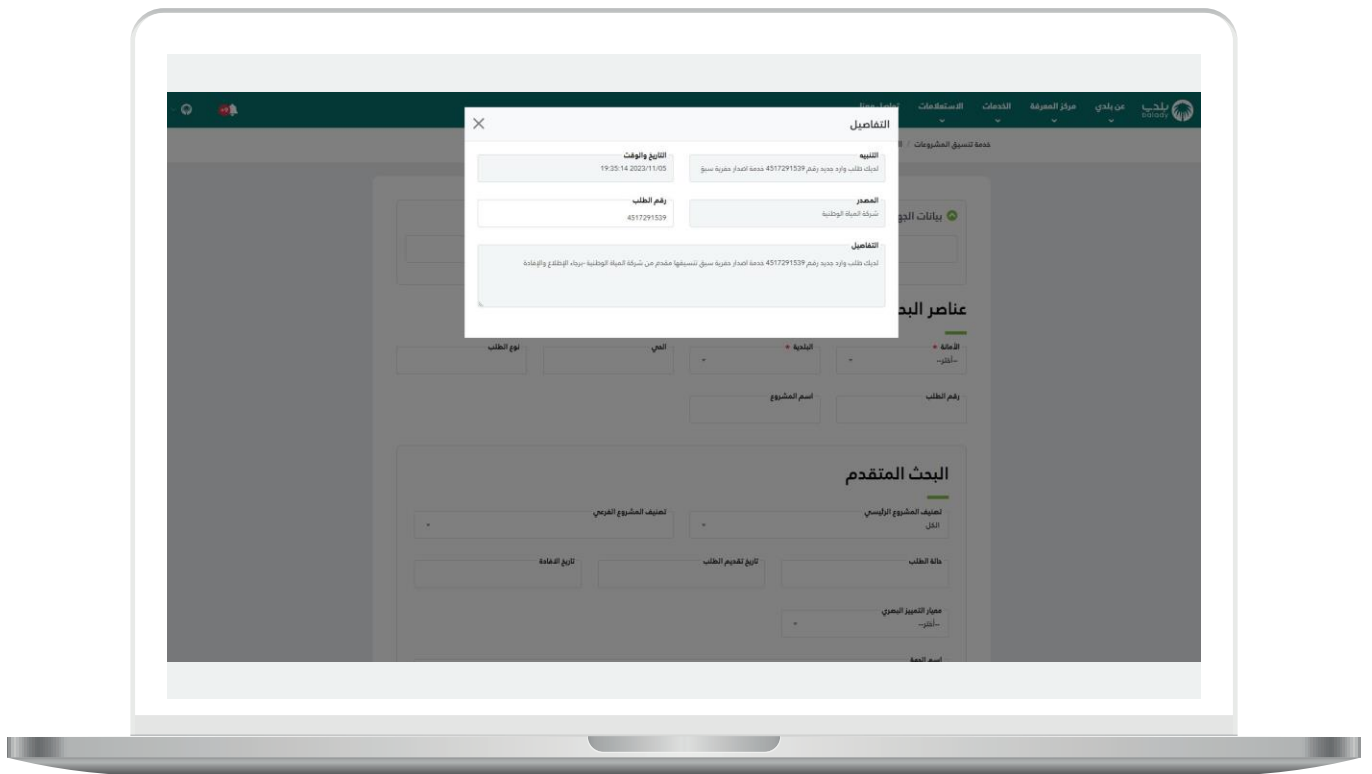
18) The user can view their notifications by clicking the bell icon in the top-left corner of the screen.

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

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



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



 | 199040 Direct Contact Number

 | @Balady_CS Customer Service

