



وزارة البلديات والإسكان

Ministry of Municipalities and Housing

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

Internal Users'
Version in the
Municipality

Objective of the Document

This document aims to explain the procedures and configurations related to the Final Approval of Land Schemes service.

Portal Content Overview

The user can browse the portal content through the designated (**URL**), which is accessed by clicking on (**Final Approval of Land Schemes**) from the (**Balady**) portal services list, displaying the required service.

System Users

- 1) Municipality System Administrator
- 2) Main Administration in the Municipality
- 3) Approval Workflow
- 4) Real Estate Identity User



1) Municipality System Administrator

The system allows the user to access the platform and configure the Final Approval of Land Schemes service after the required municipalities are activated by the Ministry's system administrator.

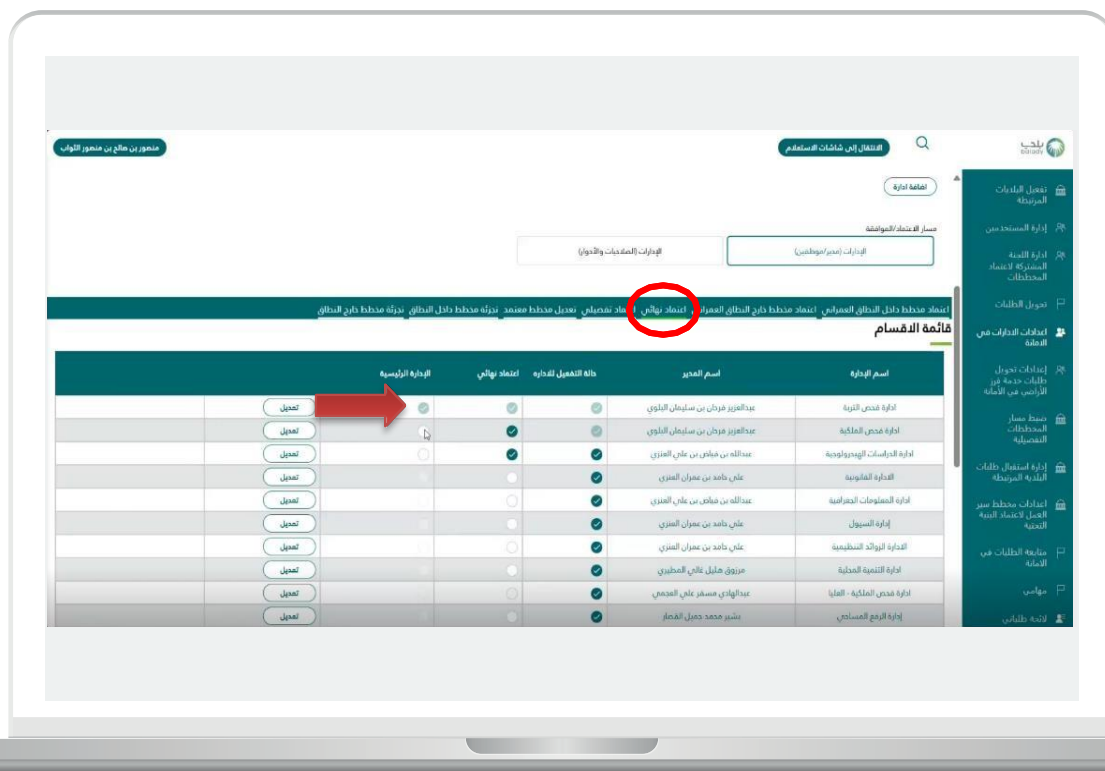
The configurations will be managed by the municipality's system administrator through the following screens: **(Municipality Administration Settings / Preliminary Approval Authorization Management / Engineering Office Attachments Settings / Applicant Attachment Configuration).**

The following is an explanation of the screens:



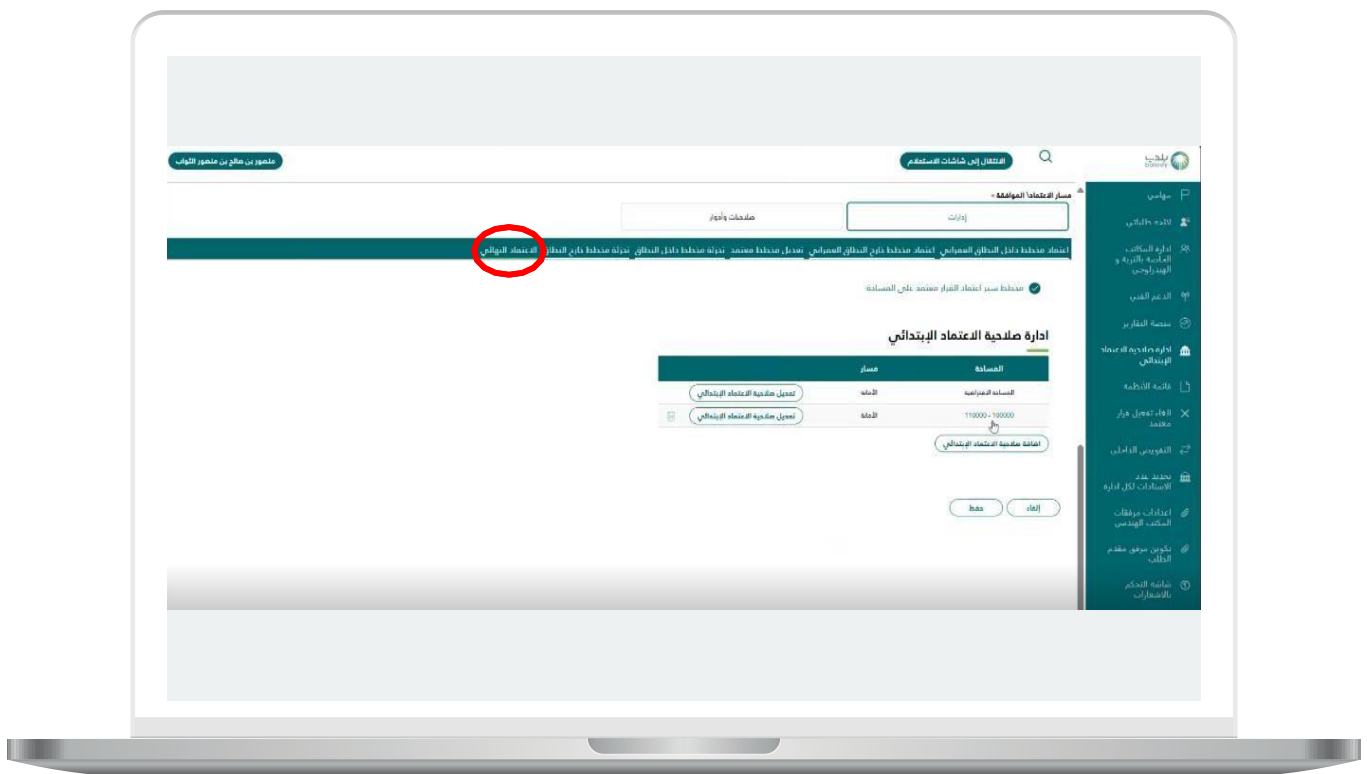
Municipality Administration Settings Screen

The system enables the user to select **(Final Approval)** and define the main administration in the municipality, following the previously established process for other services.



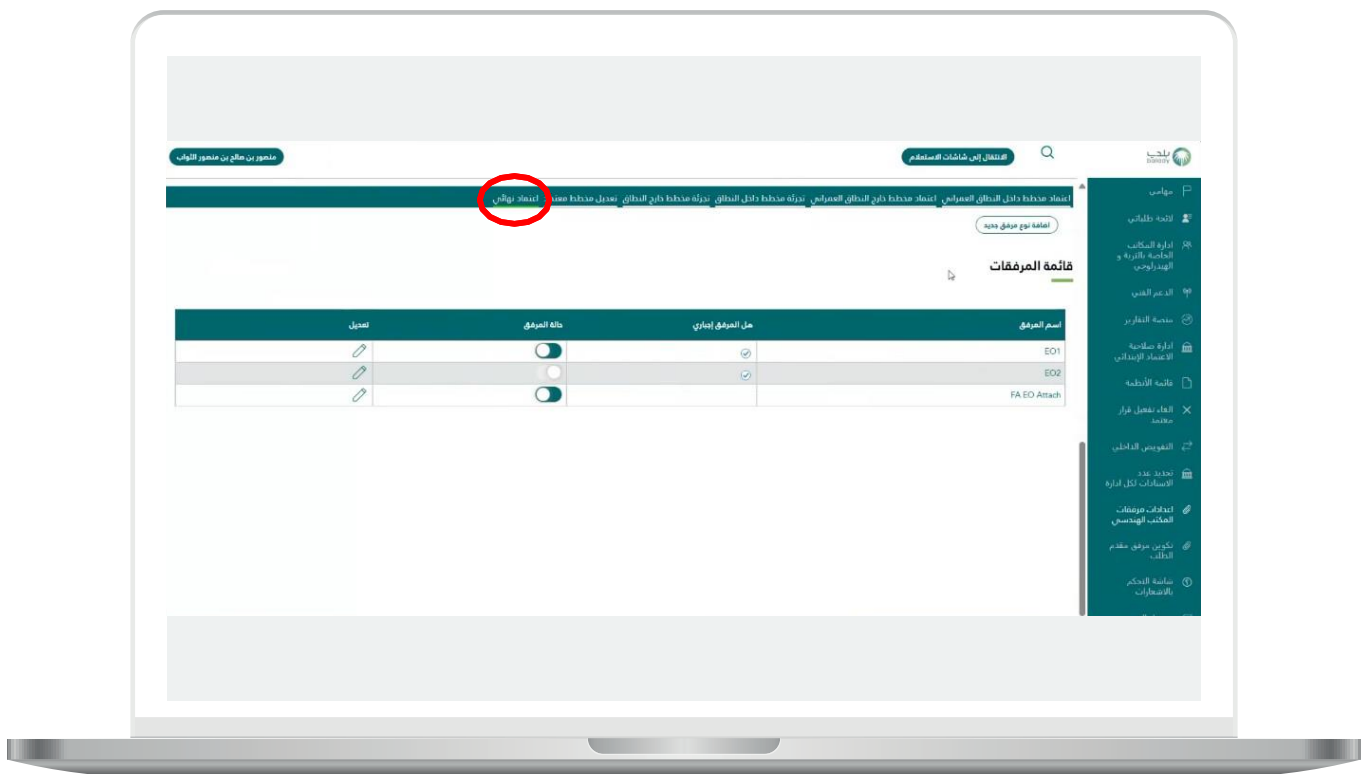
Preliminary Approval Authorization Management Screen (Approval Workflow).

The system enables the user to select (**Final Approval**) and define the approval workflow, following the previously established process for other services.



Applicant Attachment Configuration Screen

The system enables the user to select **(Final Approval)** and define the applicant attachments, following the previously established process for other services.



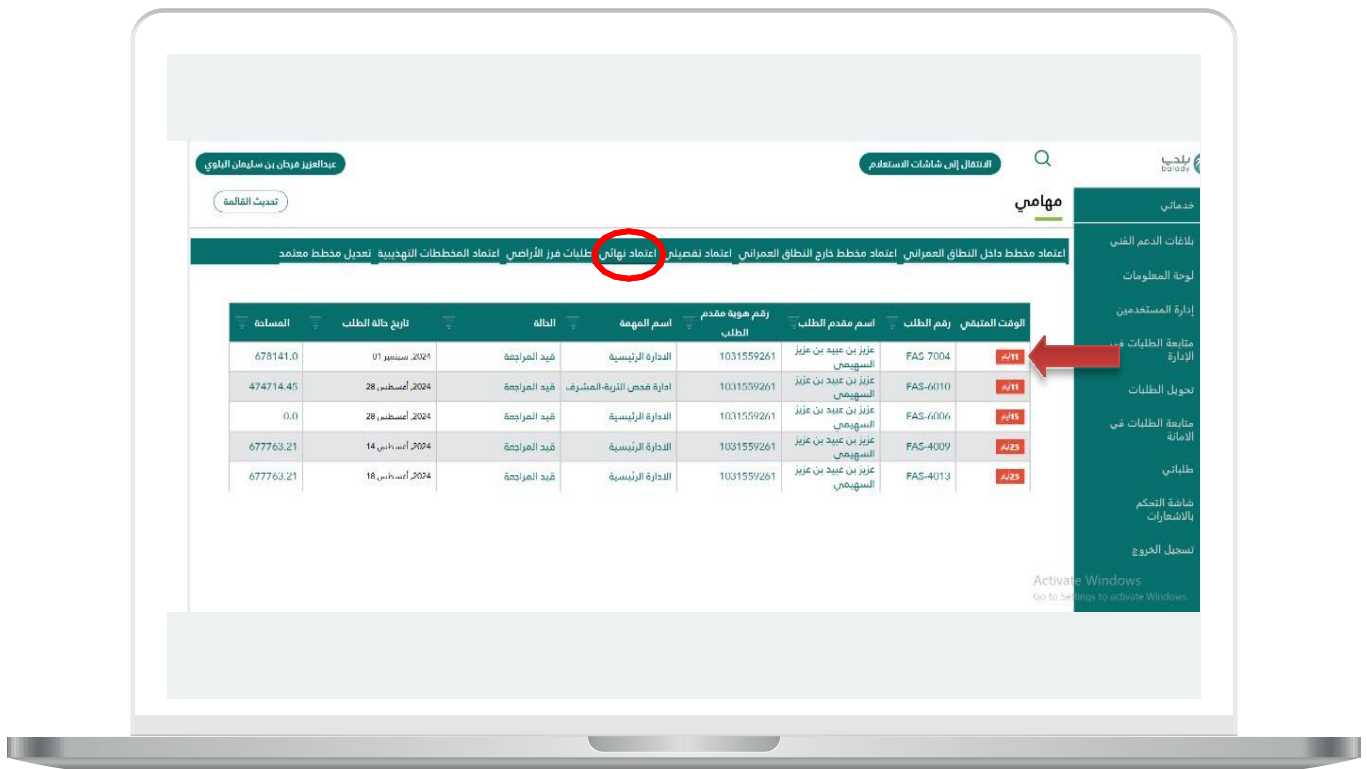
2) Main Administration in the Municipality (e.g., the Soil Inspection Department designated as the main administration by the Municipality System Administrator)

The system allows the Main Administration User in the municipality (**Soil Inspection Department**) to access the Final Approval section from the My Tasks screen. All requests requiring approval will be displayed. Upon selecting a request, the full details will appear. If the request is approved, it will be forwarded to the Approval Path, as shown in the following images.



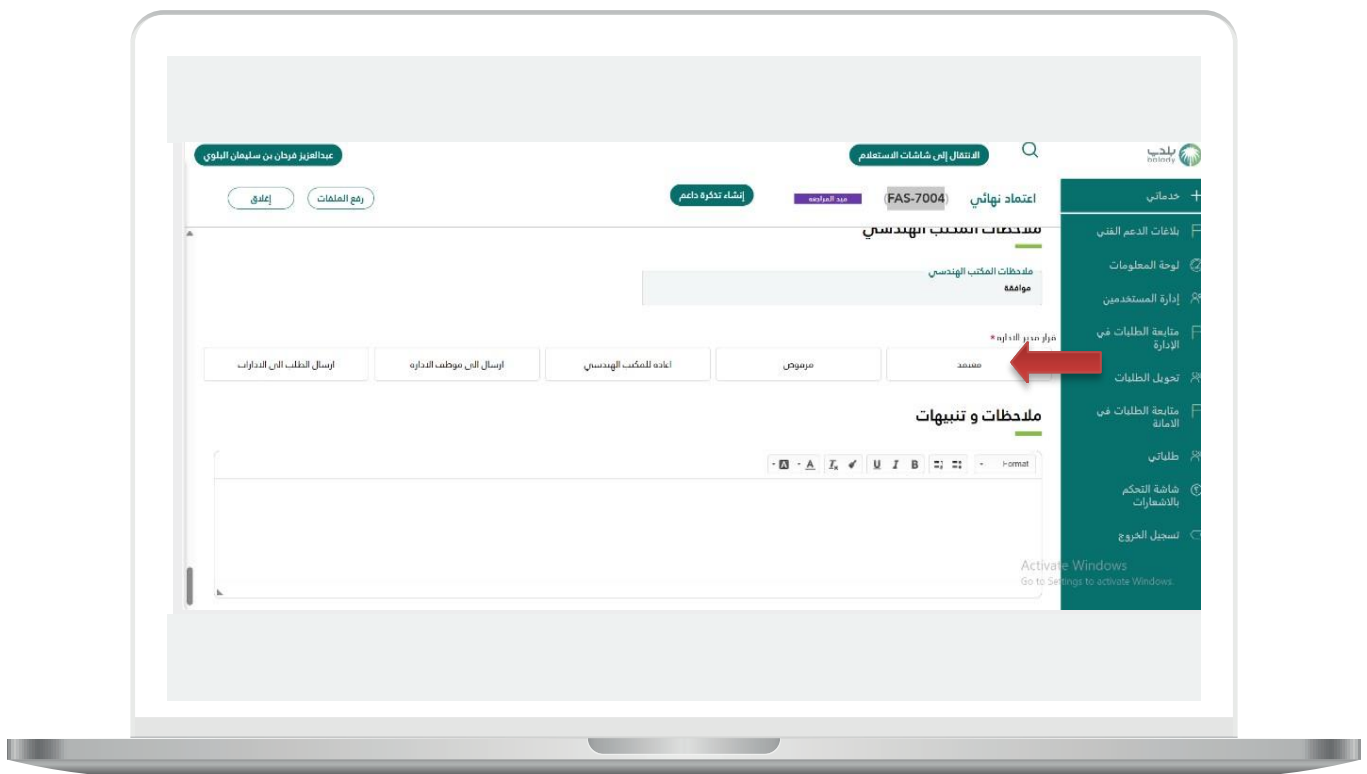
My Tasks Screen

The system will display requests submitted for Final Approval to the Soil Inspection User, based on the settings configured by the Municipality System Administrator. The screen will be displayed as follows:



After selecting the request to be processed, the system will display the request details along with buttons for the Administration Manager's decision, as shown in the following screen:

A decision will be taken based on the appropriate and predefined procedures, whether to approve, reject, or forward the request to the relevant entity.



3) Approval Workflow (Example: Administrations – Planning Administration)

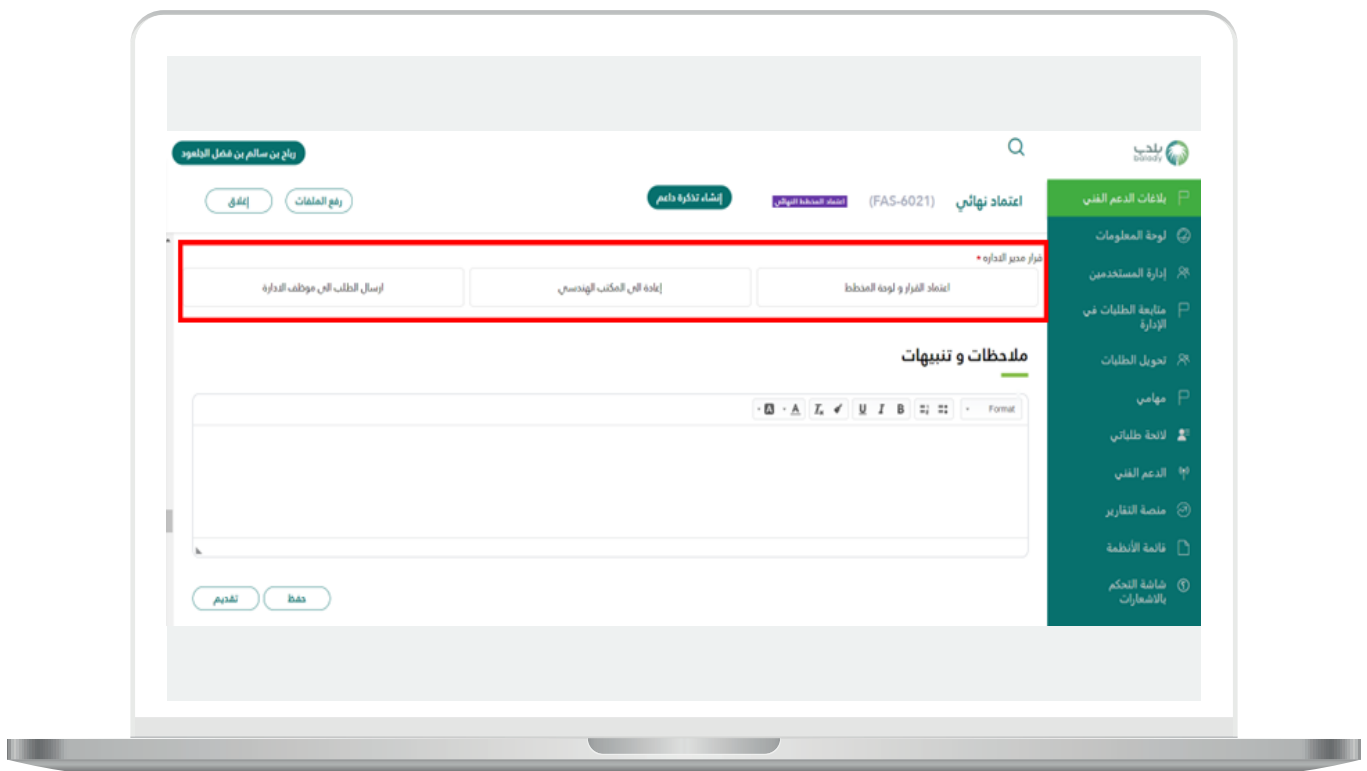
The system enables request processing through the Approval Path (**Planning Administration**) after the request has been approved by the (**Main Administration – Soil Testing Administration**). The request will then appear in the My Tasks screen as follows:



The request will be impacted based on the user's decisions as follows:

- Approval of the Decision and Land Scheme Sign: The request will be sent to the Real Estate Identity provided that it is activated by the System Administrator in the Ministry.
- Return to the Engineering Office: As per standard procedure.
- Send the Request to the Administration Employee: As per standard procedure.

Note: If the request is approved without (**Real Estate Identity**) activation, it will be approved directly within the Approval Path Departments without being sent to the Real Estate Identity employee. Instead, the Final Report Decision and the Subdivision Report will be issued immediately.



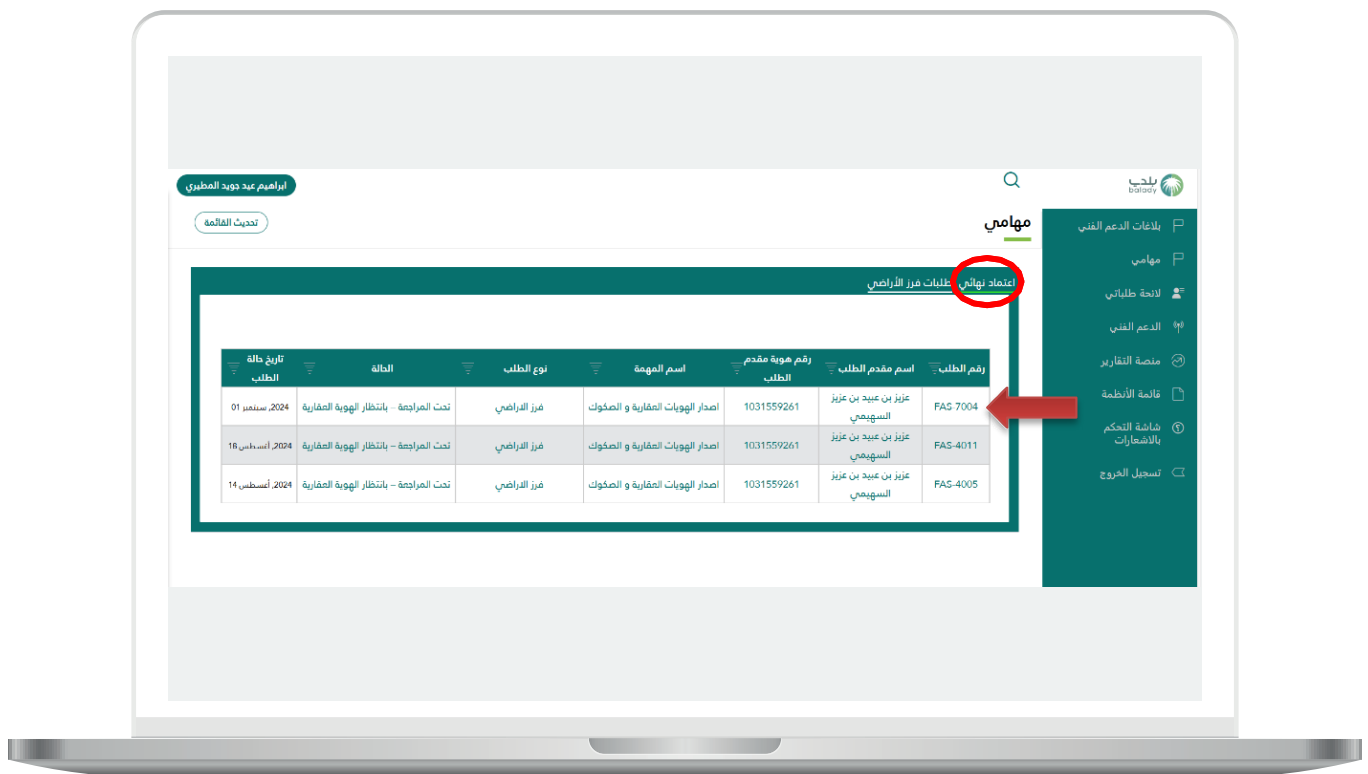
4) Real Estate Identity Employee User

The system will allow the user to process the request based on activation by the System Administrator in the Ministry. The request will be directed to the user for processing. The request will appear in the *My Tasks* screen as follows:

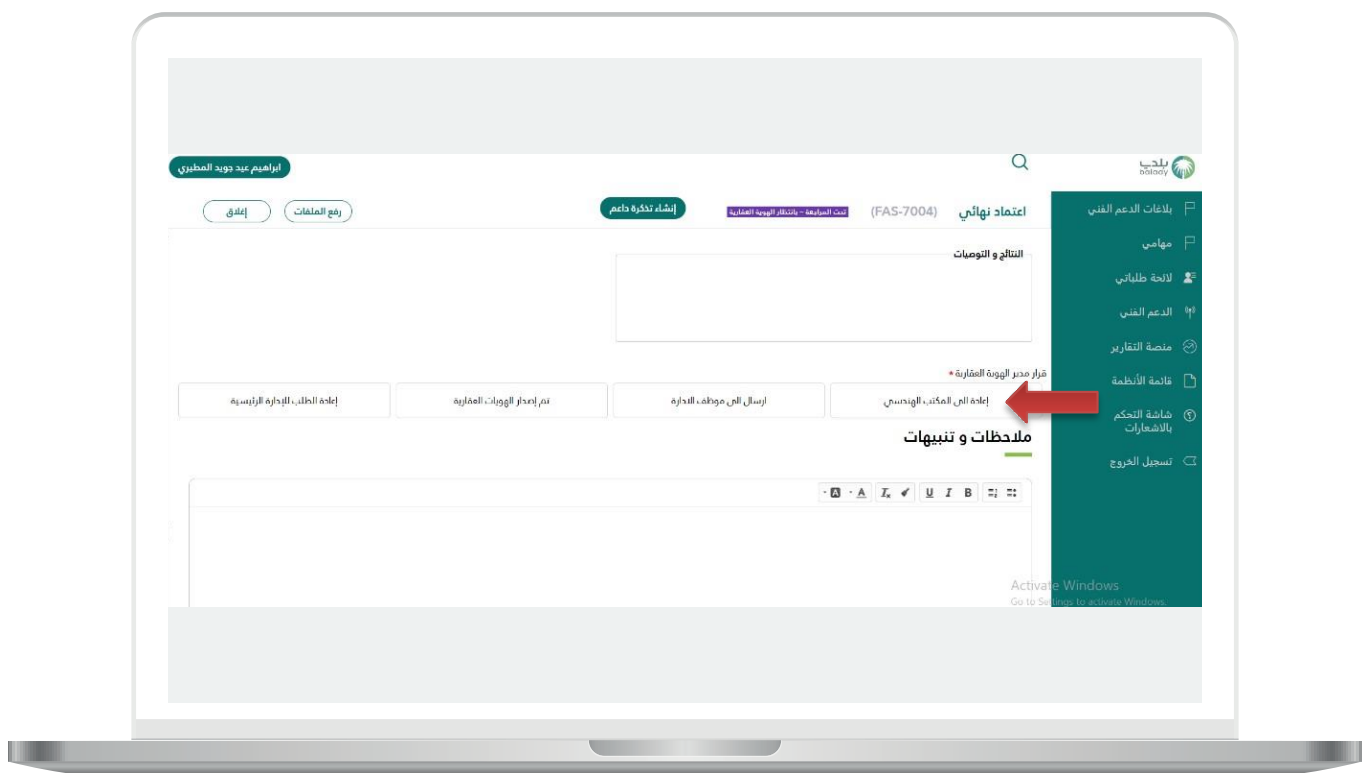


My Tasks Screen

The user selects the **(Final Approval)** tab and chooses the request, as shown in the following screenshot:



The system will display the request details and allow the user to select the **(Real Estate Identity Manager's Decision)** according to the standard procedure, ensuring approval is granted when the **(Real Estate Identities Have Been Issued)** button is selected. The following screen image illustrates the standard tasks assigned to the user.



Once all stages are completed and the request is approved by the Real Estate Identity Employee or the Approval Workflow User, depending on the System Administrator's settings in the Municipality, the following files will be generated:



1) Land Scheme Subdivision Report:



2) Final Approval Decision for the Land Scheme.





قرار اعتماد نهائي لمخطط

البيانات الاساسية

2024/09/12	التاريخ	226591	رقم قرار الاعتماد
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6	الحج	العلا	المدينة

بيانات القرار المساحي

2	المساحة حسب القرار المساحي م2	1443/02/79	تاريخ القرار المساحي	43023042641	رقم القرار المساحي
678141.0					

بيانات المالك

2	المساحة حسب المالك م2	1441/1/30	تاريخ المالك	871204000629	رقم المالك
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الملاك

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