



# Temporary Porta cabin

## User's Guide

Version 1.0

Date: 15/09/2016

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# 1. Consultancy Agency : Starting the Process

The Consultancy agency starts the process by clicking on 'New Temporary Porta cabin Permit Request' in the services (Figure 1).

The Panel (Figure 2) will appear where the consultant will fill the data:

- Old license
- Project Data
- Applicant Data
- Property Data
- Owner Data
- Contractor Data
- Attachments

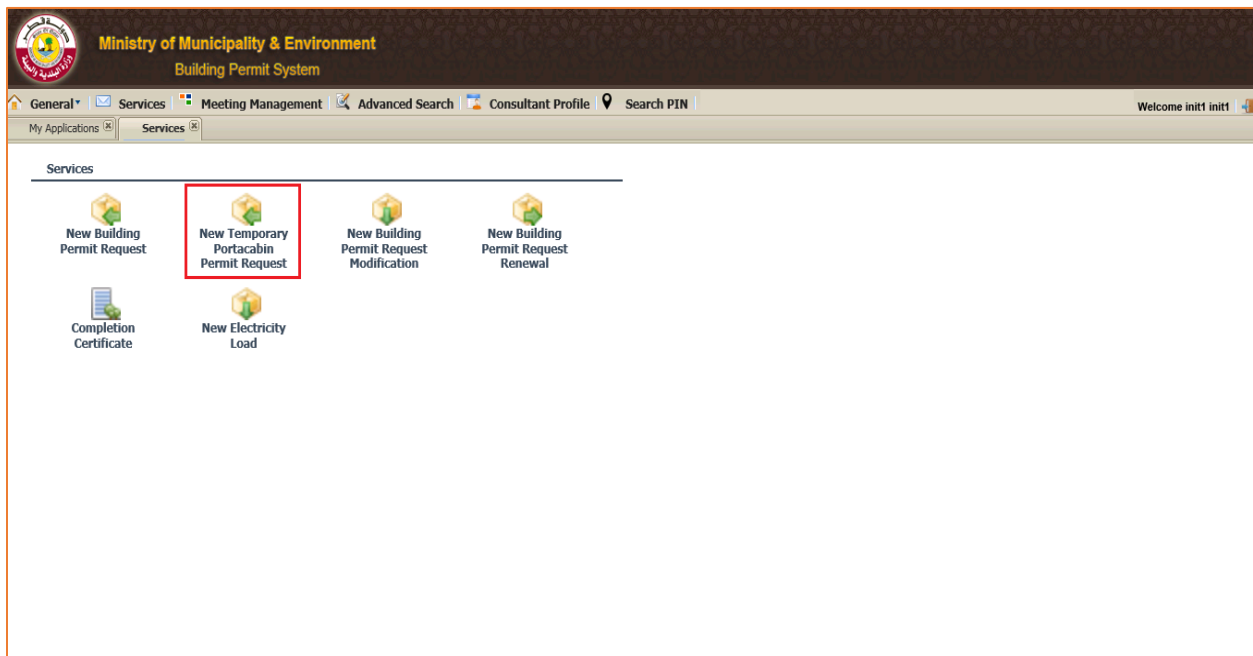


Figure 1 – Services

## 1.1 Old license

The screenshot shows a web application window titled "New Temporary Portacabin Permit Request". At the top, there is a progress bar with seven steps: 1. Old license (highlighted), 2. Project Data, 3. Applicant Data, 4. Property Data, 5. Owner Data, 6. Contractor Data, and 7. Attachments. Below the progress bar, there are "Save" and "Send" icons. The main content area is titled "Barcode" and contains a section "License and Municipality". This section has two input fields: "License Number" with the value "123" and "Municipality" with a dropdown menu showing "AL Doha Municipality". At the bottom of the form, there are "Back" and "Next" navigation buttons.

Figure 2 – New Temporary Porta cabin Permit Request: Old License

The Consultant should enter the valid License Number and choose the municipality.

Once he finishes he clicks on the Next button in the footer of the panel.

## 1.2 Project Data

In this section the consultant should fill the data below:

- Project Description
- Project Name
- Required Works
- Permit Type
- Length
- Width
- Height
- Number of Stores
- Number of Types

**New Temporary Portacabin Permit Request**

1. Old license > **2. Project Data** > 3. Applicant Data > 4. Property Data > 5. Owner Data > 6. Contractor Data > 7. Attachments

Save | Send

**Project Data**

Project Description: Temporary Porta cabin Test

Project Name: Porta cabin 1

Required Works: Porta cabin 1...

Permit Type: *This field is required*

Length: 10

Width: 7

Height: 3

Number of stores: 1

Number Of Types: 1

Back Next

Figure 3 – New Temporary Porta cabin Permit Request: Project Data

Once he finishes he clicks on Next button.

The Back button will be enabled during all the next steps.

### 1.3 Applicant Data

The consultant should enter a valid ID No, the two fields Name in Arabic and Mobile No will be enabled then the Name will be brought through the integration with MOI.

**New Temporary Portacabin Permit Request**

1. Old license > 2. Project Data > **3. Applicant Data** > 4. Property Data > 5. Owner Data > 6. Contractor Data > 7. Attachments

Save | Send

**Applicant Data**

ID No.: 29178800491


Name (in arabic): وليد بن خالد عضواني

Mobile No.: 50689851

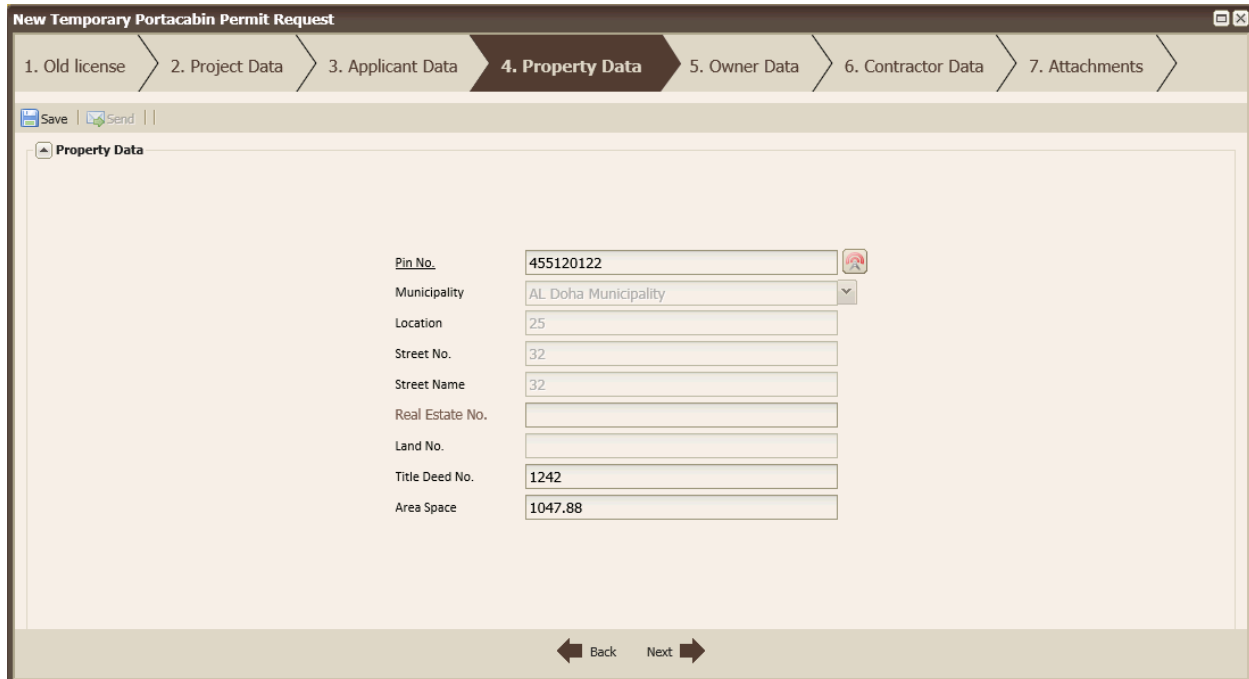
Back Next

Figure 4 – New Temporary Porta cabin Permit Request: Applicant Data

## 1.4 Property Data


The consultant fills the ID No. and then clicks , the Name Text Box will be filled by the name depending on the ID No.

The consultant should also fill the Mobile No. then clicks on Next Button.



Field	Value
Pin No.	455120122
Municipality	AL Doha Municipality
Location	25
Street No.	32
Street Name	32
Real Estate No.	
Land No.	
Title Deed No.	1242
Area Space	1047.88

Figure 5 – New Temporary Porta cabin Permit Request: Property Data

This section is the same in the new building permit Request process; the consultant fills the Pin number and clicks .

The data: municipality, location, street number, street name and area space will be filled depending on the pin number.

The title deed number should be entered manually by the consultant, the real estate no and the land numbers are optional.

Once the consultant finishes all the mandatory data he can clicks the Next Button.

## 1.5 Owner Data

The consultant should fill at least one of the sub panels below

- Personal
- Government
- Companies


And it's almost like the owner data that the consultant should fill in the new building permit request.

The screenshot shows a web application interface for a permit request. At the top, a progress bar indicates seven steps: 1. Old license, 2. Project Data, 3. Applicant Data, 4. Property Data, 5. Owner Data (highlighted), 6. Contractor Data, and 7. Attachments. Below the progress bar is a toolbar with 'Save' and 'Send' icons. The main content area is divided into three sections: 'Personal', 'Government', and 'Companies'. Each section has an 'Add' button and a 'Reload' button (for Personal). The 'Personal' section has fields for 'ID No.', 'Mobile No.', and 'Type', all marked as required. The 'Government' section has fields for 'Record', 'Name (in arabic)', 'Beneficiary ID', 'Beneficiary Name', and 'Mobile No.', all marked as required. The 'Companies' section has fields for 'Commercial License No.' and 'Mobile No.', both marked as required. At the bottom, there are 'Back' and 'Next' navigation buttons.

Figure 6 – New Temporary Porta cabin Permit Request: Owner Data

### 1.4.1 Personal

Figure 7 –Owner Data: Personal

The consultant in Personal panel should first of all fill the ID No and clicks . The text box Mobile No and the combo box Type will be enabled so that he can enter the other mandatory data.




After filling all mandatory fields he can press  to add the new person in the grid below. In case the consultant choose a type 'Inheritors of, Orphan of or Children Of' the father name text box will appear.

Figure 8 –Owner Data: Personal 2

### 1.4.2 Government

The consultant enters the Record and clicks , the Name in arabic, the Beneficiary ID and the mobile fields will be enabled.

He also should fill the Beneficiary ID with a valid number and clicks  so that the Beneficiary Name will be enabled.

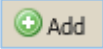

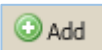
After filling all mandatory fields he can press  to add the new government in the grid below.



Figure 9 –Owner Data: Government

### 1.4.3 Companies

The consultant should fill a valid Commercial License No. of the company and clicks  so that the Mobile No. become enable

After filling the Commercial License No. and the Mobile No. he should press  to add the new company to the grid.

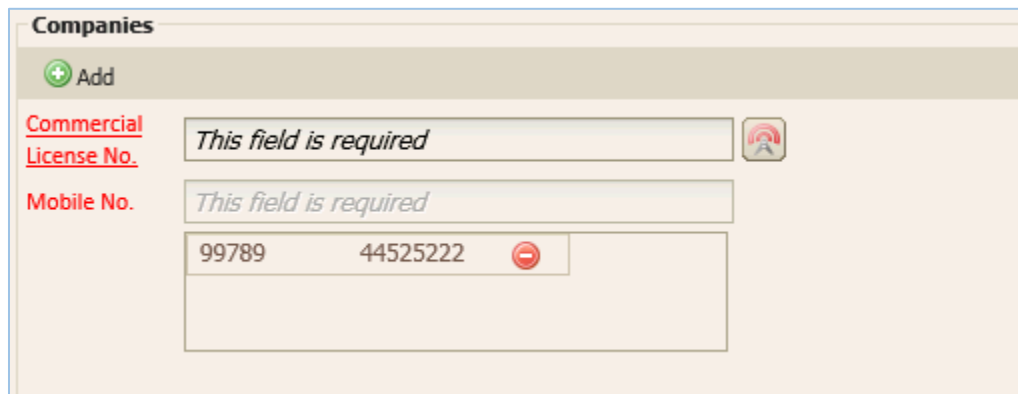



Figure 10 –Owner Data: Companies



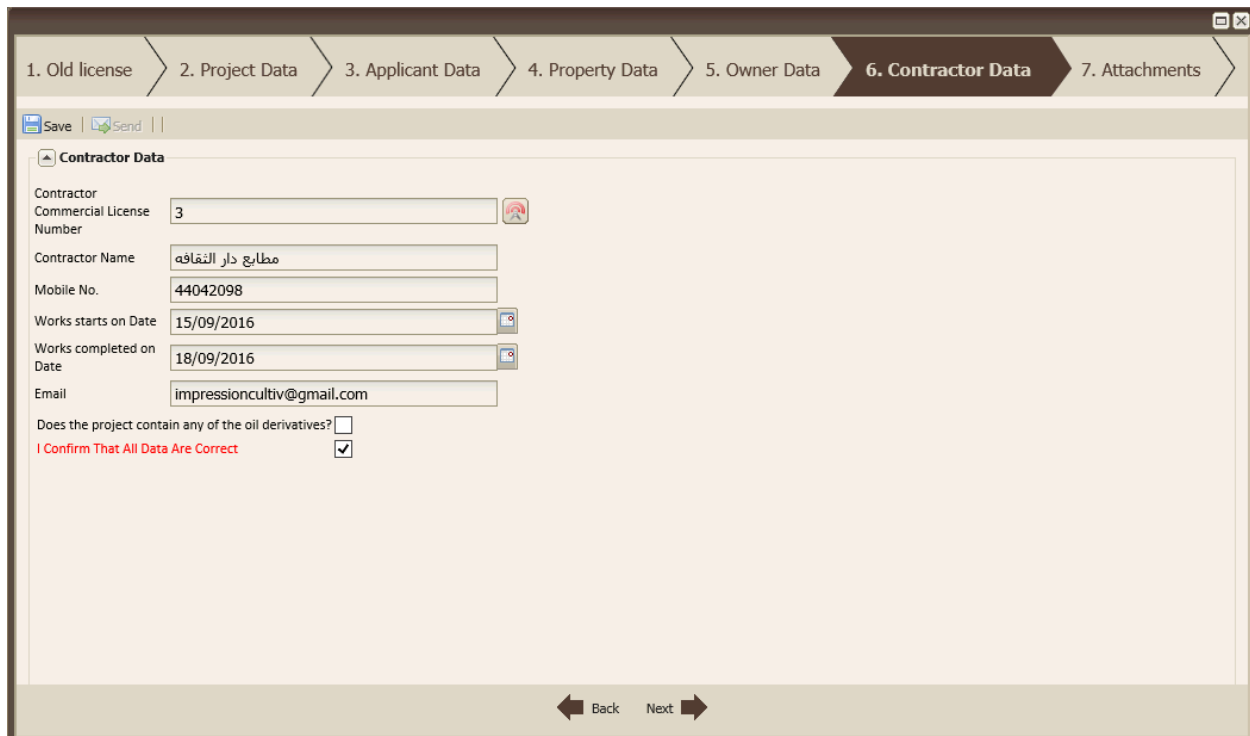
**Note:** The consultant can add more than one item in every grid in the descriptions above.

## 1.6 Contractor Data

The consultant has many mandatory data in this section, he must, first of all fill a valid Contractor Commercial License and on clicking  the other fields will be enabled, so the consultant has to finish filling the rest:

- Contractor Name
- Mobile No.
- Starting Date
- Complete Date
- Email


He also should check the first check box if the project contains any oil derivatives, and the second check box to confirm that all the data are correct, without checking the second check box he cannot send the document.



1. Old license > 2. Project Data > 3. Applicant Data > 4. Property Data > 5. Owner Data > **6. Contractor Data** > 7. Attachments


Save | Send


**Contractor Data**

Contractor Commercial License Number: 3 

Contractor Name: مطابع دار الثقافة

Mobile No.: 44042098

Works starts on Date: 15/09/2016 

Works completed on Date: 18/09/2016 

Email: impressioncultiv@gmail.com

Does the project contain any of the oil derivatives?

**Confirm That All Data Are Correct**

Back Next

Figure 11 – New Temporary Porta cabin Permit Request: Contractor Data

## 1.7 Attachments

This section is just like the one in the new building permit request, the consultant must select a folder and the two buttons 'Single Attach' and 'Multiple Attach' will appear, he must upload files in the mandatory folders with the green label, he can upload files in other folder if it's necessary.

At this stage the 'Send' button become enabled.

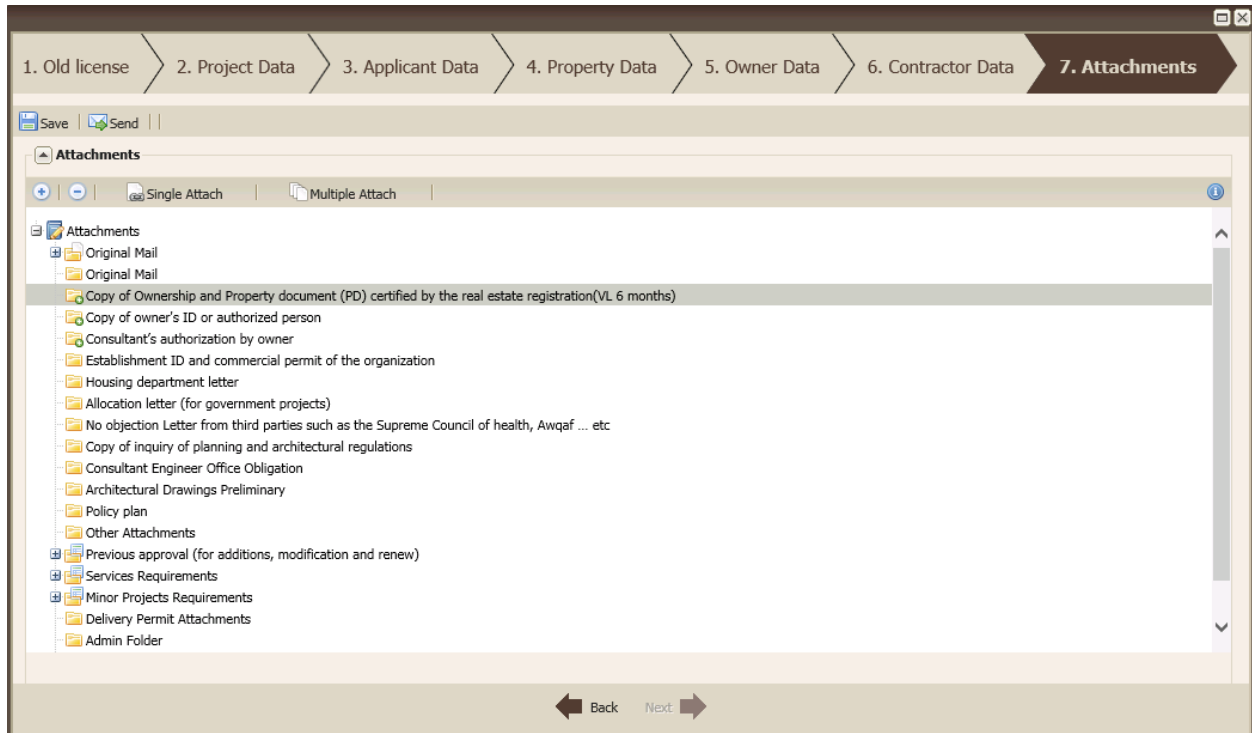


Figure 11 – New Temporary Porta cabin Permit Request: Attachments

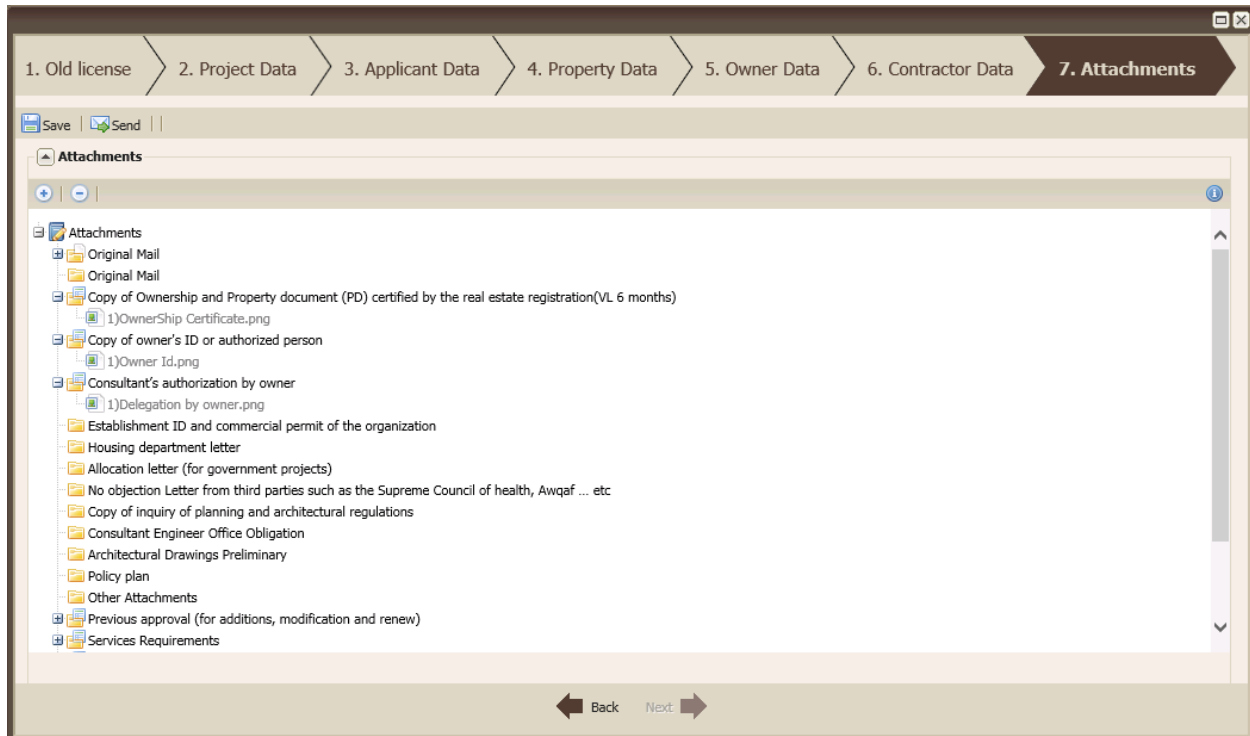



Figure 12 – New Temporary Porta cabin Permit Request: Attachments

After uploading the necessary files the consultant can finally send the request to the municipality by clicking on .

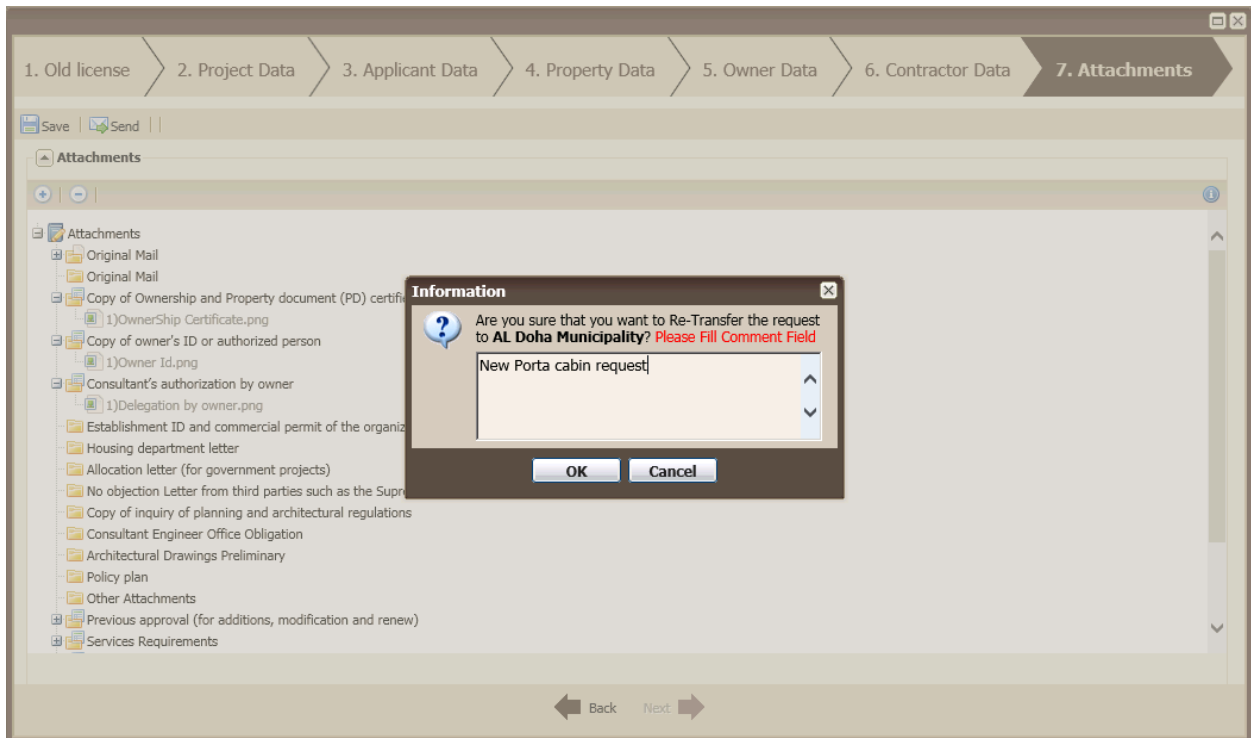


Figure 13 – New Temporary Porta cabin Permit Request: Attachments

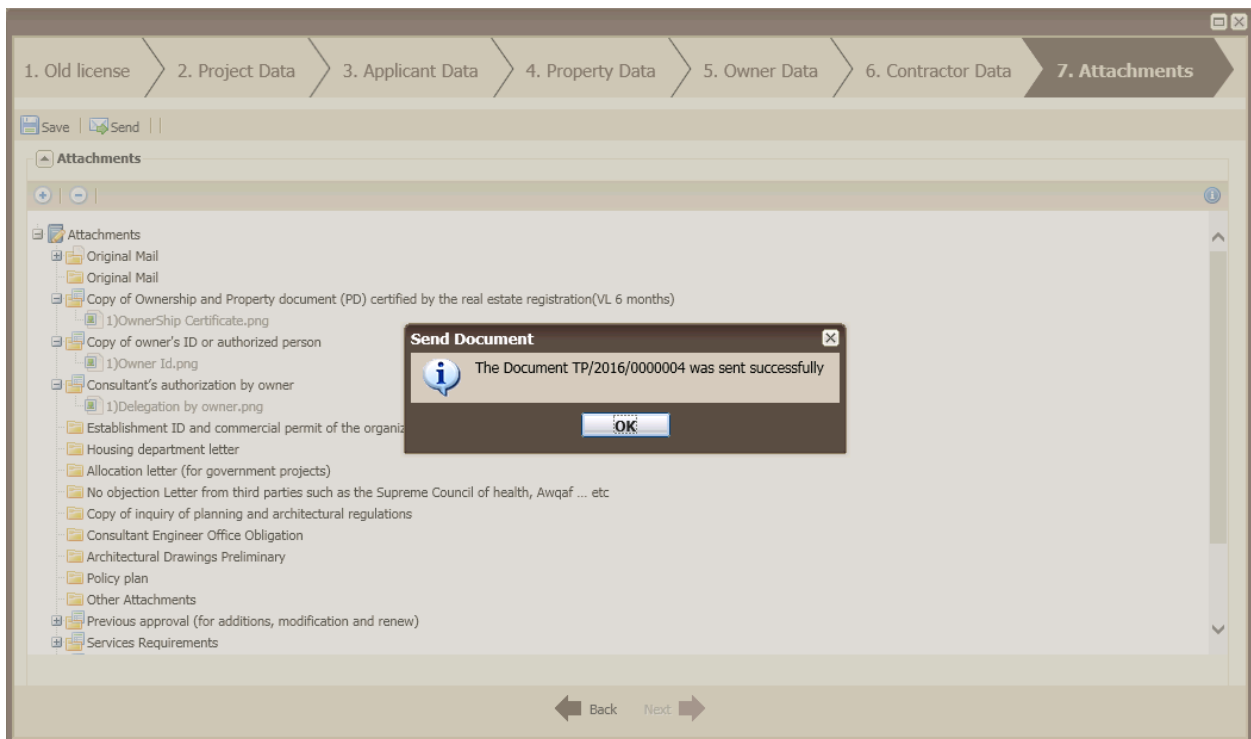


Figure 14 – Document Sent

## 2. Municipality Coordinator

Once the consultancy agency sends the porta cabin document to the municipality, the coordinator will find it under the 'Temporary porta cabin' inbox node and he should open it to check the attachments.

He will open it and he has three actions to do:

- Send the document back to the consultancy agency (Figure 17).
- Send the documents to the engineer if the attachments are OK (Figure 18).
- Final reject

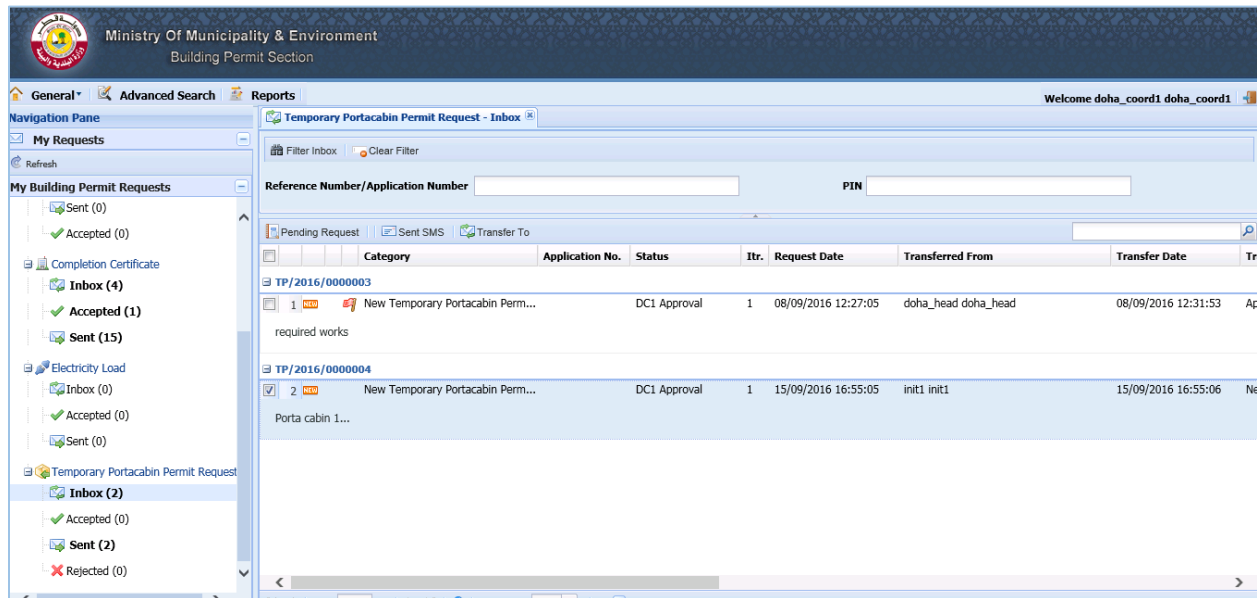


Figure 15 – Coordinator interface

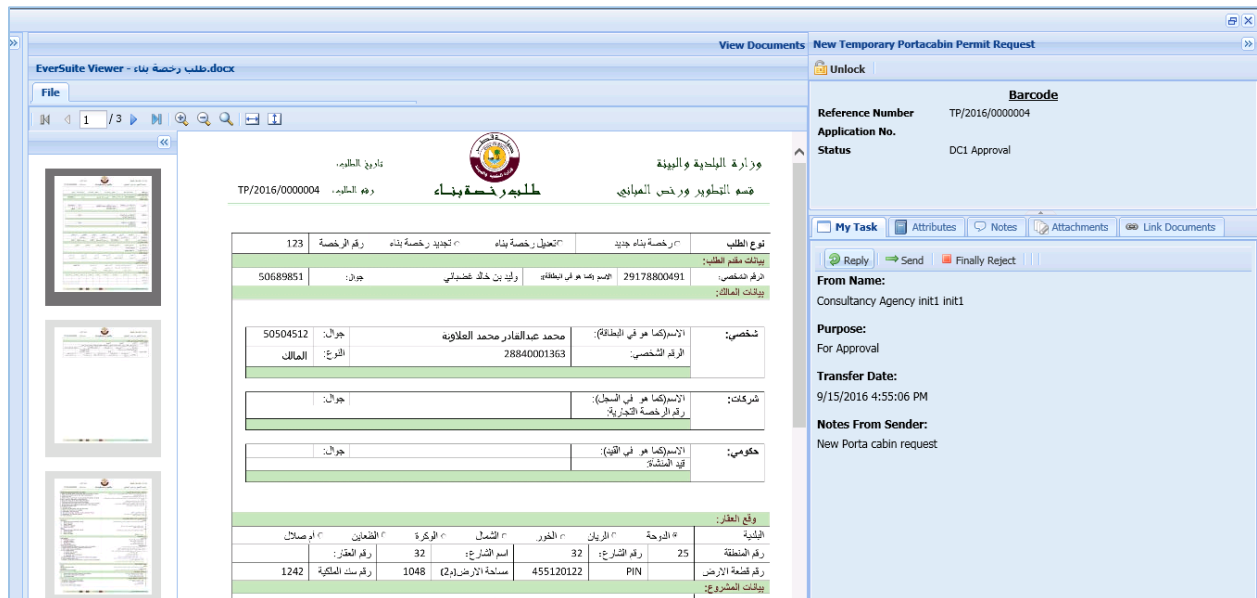


Figure 16 – Coordinator interface: Opened document

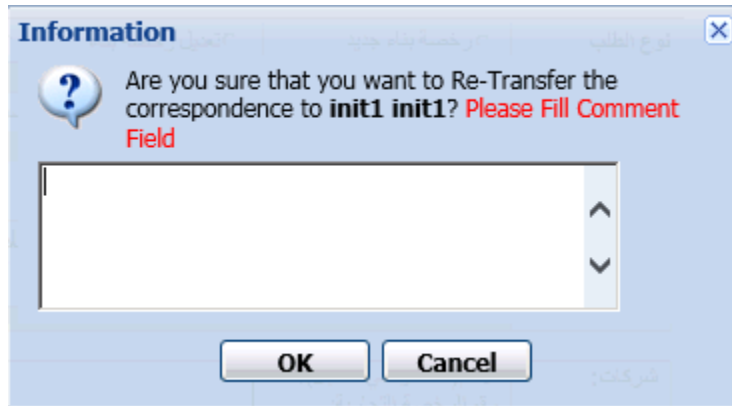


Figure 17 – Reply to Consultancy agency

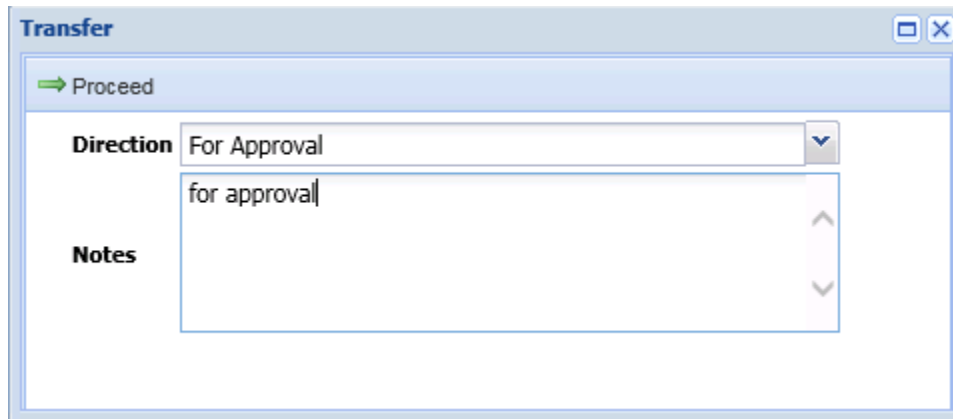


Figure 18 – Send to engineer

### 3. Municipality Engineer

Once the municipality engineer receives the document from the coordinator, he would have two possibilities:

- Send it to the section head with a decision (Approved/Not Approved)
- Send it to the Civil Defense if the document has more than one floor.
- Send it back to the consultancy agency for modification.

## 4. Municipality Section Head

The section head, just like the new building permit request, has the last decision.

Once he will receive the document from the engineer with approval or disapproval he will have the possibility to proceed on the engineer decision or refuse it by sending the document to another engineer or coordinator.