



After Maintenance

Verification Service



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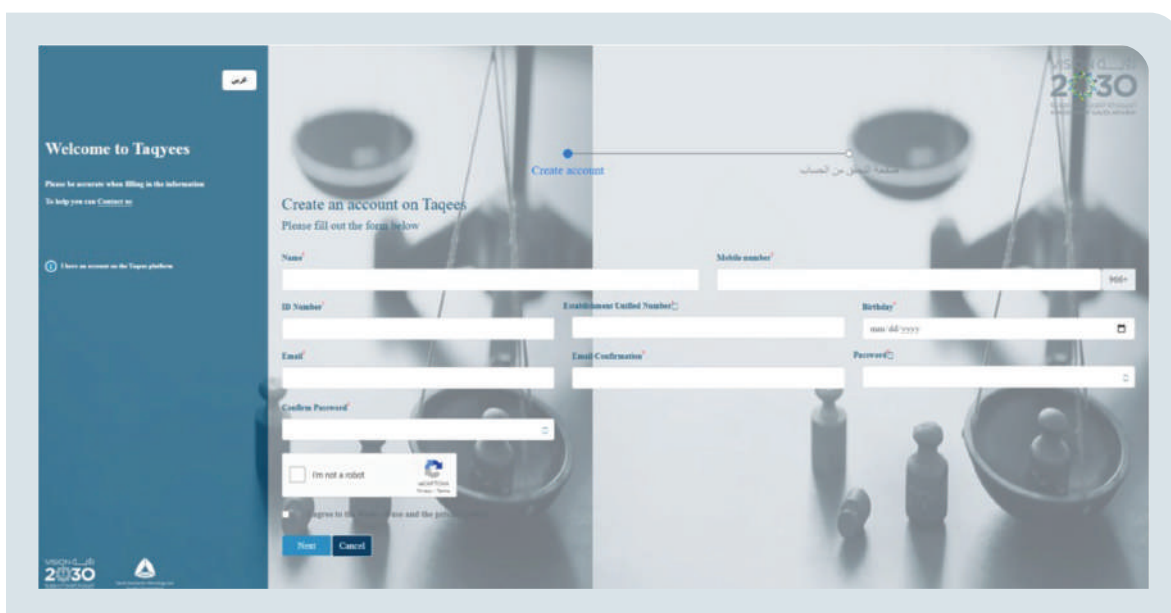
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Registering as New User

Select **New User** button on the login screen.

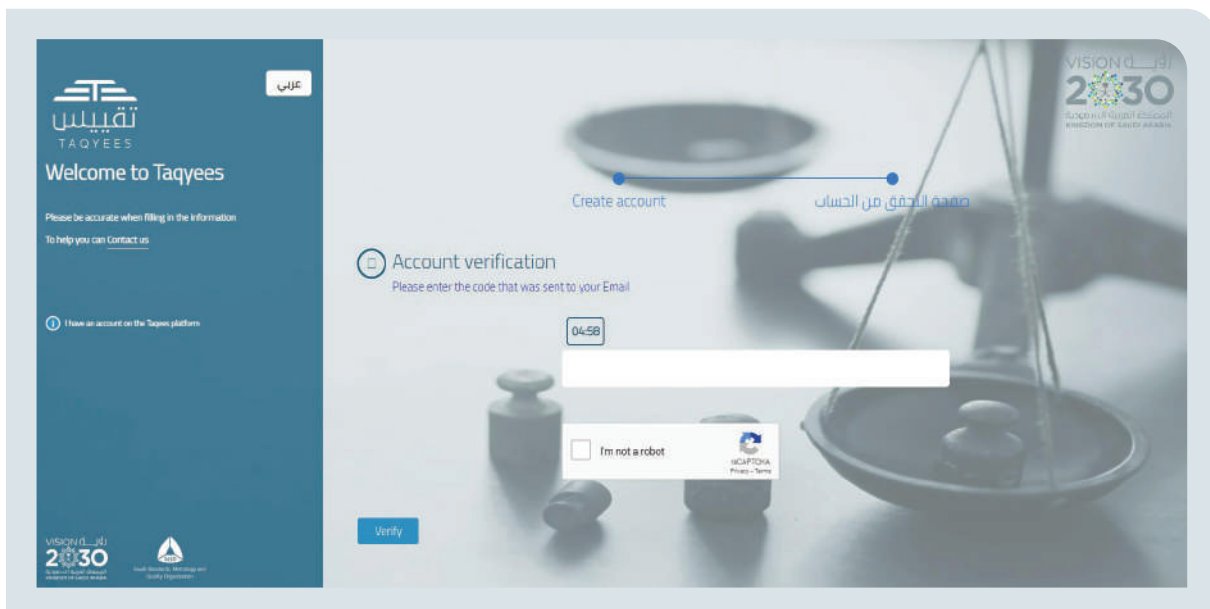


The website takes the user to the account creation screen, after which the user enters their required data, as follows:



1. Name as it is in the ID
2. Mobile telephone number registered in the name of the owner of the Entity, which will be used later for verification and correspondence purposes
3. Saudi ID number or residency number for Non-Saudis
4. Establishment unified number of the Entity Wherein the account holder wishes to register
5. Date of birth as it is in the ID
6. Email, which will be used for correspondence and login purposes
7. Email confirmation
8. Password and password confirmation
9. Pass the Verification Test (reCaptcha)
10. Read and agree to the Privacy Policy and Terms of Use
11. Select the Next button

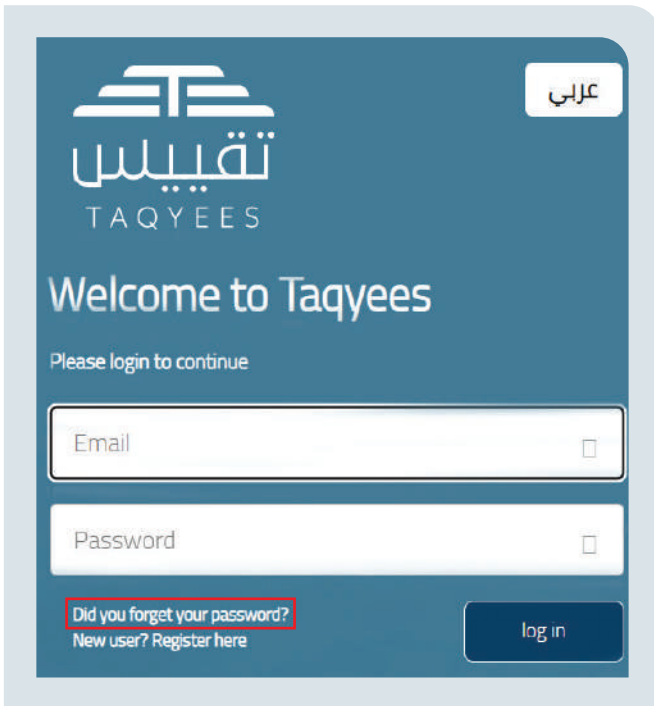
Then the website takes the user to the next step, which is entering the verification code sent to them on their email.



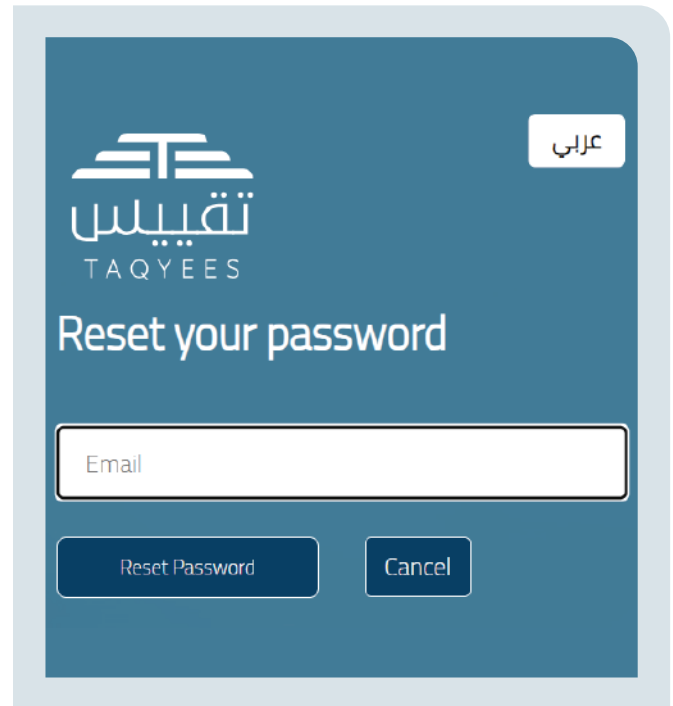
Here the user enters the verification code and selects the verification button, or requests that a new code be sent. After the verification process is complete, the website takes them to the login screen, to access the website based upon the data used to register.

Resetting the Password

In the event the user forgets their password to log in to the platform, the user selects **Did you forget your password?** on the login screen to be taken to the recovery screen.

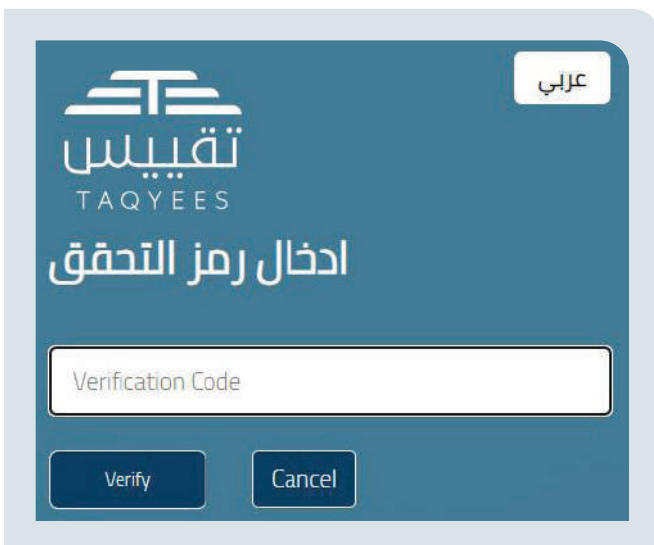


The login screen for Taqyees features the company logo and name in Arabic and English. It includes a language selector for Arabic, a welcome message, and a prompt to login. There are input fields for email and password, a 'log in' button, and a link for 'Did you forget your password?' which is highlighted with a red box. A 'New user? Register here' link is also present.



The 'Reset your password' screen displays the Taqyees logo and name, a language selector for Arabic, and a single input field for the user's email. Below the input field are two buttons: 'Reset Password' and 'Cancel'.

After entering the email registered in the website for the user, a verification code is sent to their email, for them to enter in the verification screen.

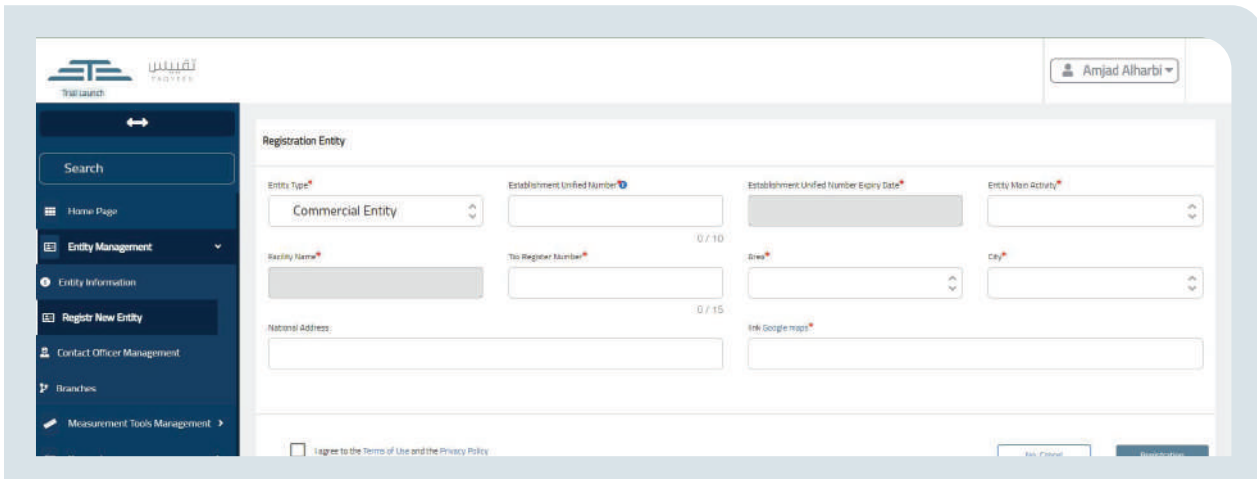


The verification screen shows the Taqyees logo and name, a language selector for Arabic, and the heading 'ادخال رمز التحقق' (Enter verification code). It features a single input field for the 'Verification Code' and two buttons: 'Verify' and 'Cancel'.

The website then takes the user to register and save a new password. After saving, the website takes the user back to the login page.

Registering an Entity

After logging in to the website, the user can register an Entity and will complete the registration process by entering the Establishment unified number of the Entity to be registered.



The user fills the mandatory fields marked with a red asterisk:

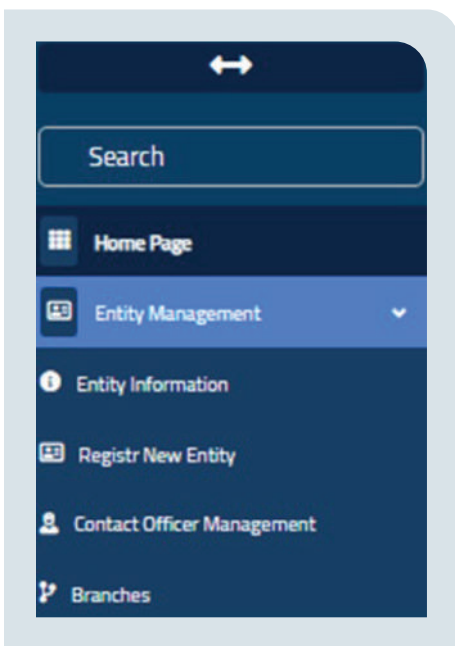
1. After entering the Establishment unified number, it is verified through the link with the Ministry of Commerce.
2. After entering the municipal license number, it is verified with the Ministry of Municipal and Rural Affairs and Housing.
3. The user will select the type of Entity to be registered from the following list:
 - **Commercial Entity**
 - **Manufacturer**
 - **Importer**
 - **Contractor (External Verification body)**
 - **Maintenance entity**
4. The user then selects the Entity's primary activity from the list of primary activities by Entity type.
5. The user will identify the Entity's location on Google Maps and copy the site access link in the Google Maps field.

6. The user reviews and agrees to the Terms of Use and Privacy Policy.
7. The user selects the Save button.
8. The website takes the user to their home page or takes the user back to the access page if this is the first time the user has logged in and registered an Entity.
9. The user will log in again each time they wish to work on an Entity they are not registered to access and select it from the list of Entities defined by the website.

Home Page

From which the information about the Entity and the liaison officer responsible for it are viewed:

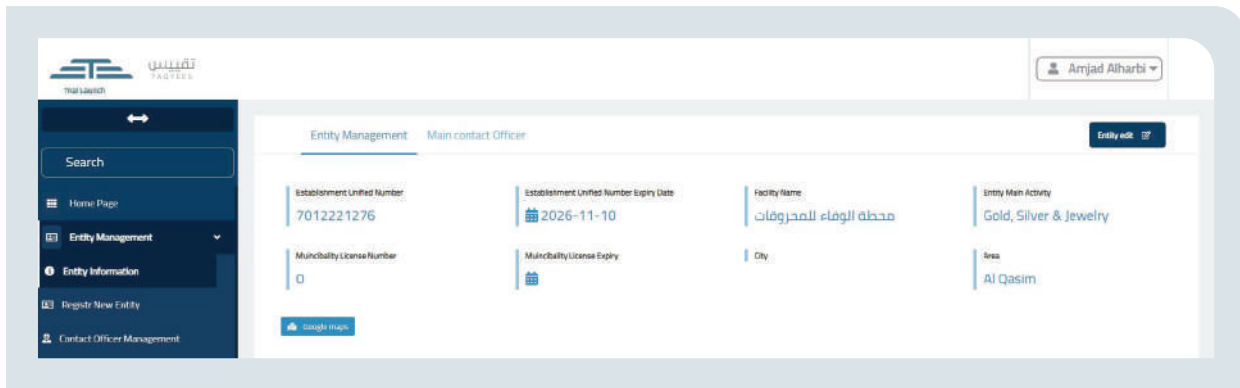
Entity's Management



Entity's Information

After logging in to the website, the user can view and modify the Entity's information.

Entity's Management



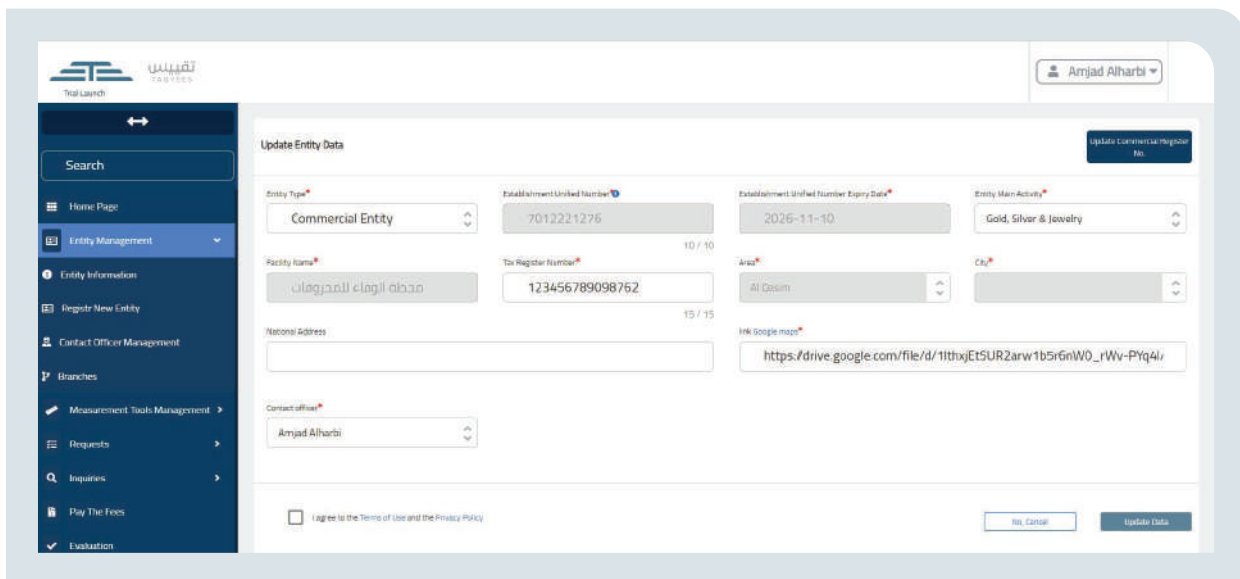
Entity's Liaison Officer

The user can add and delete a liaison officer at the Entity level.



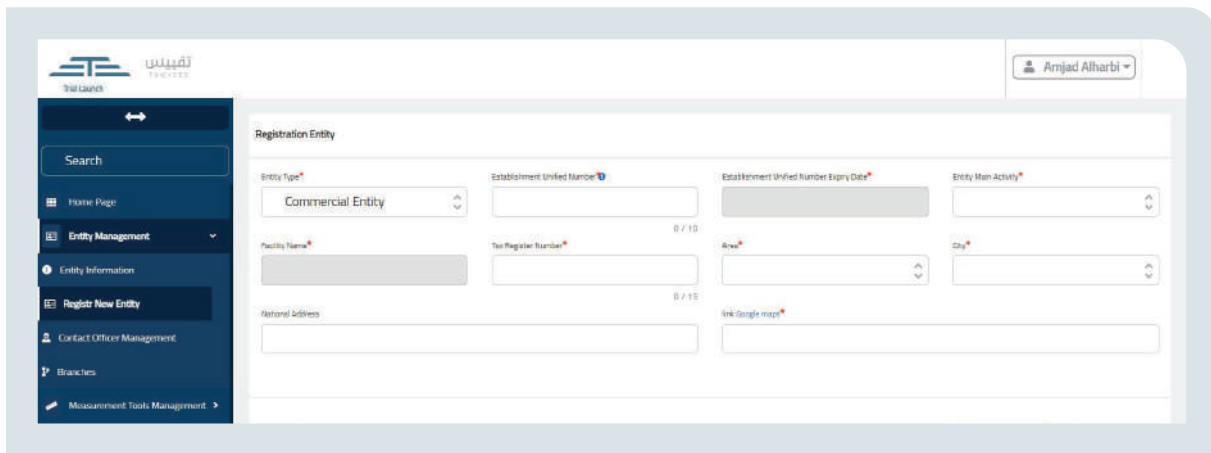
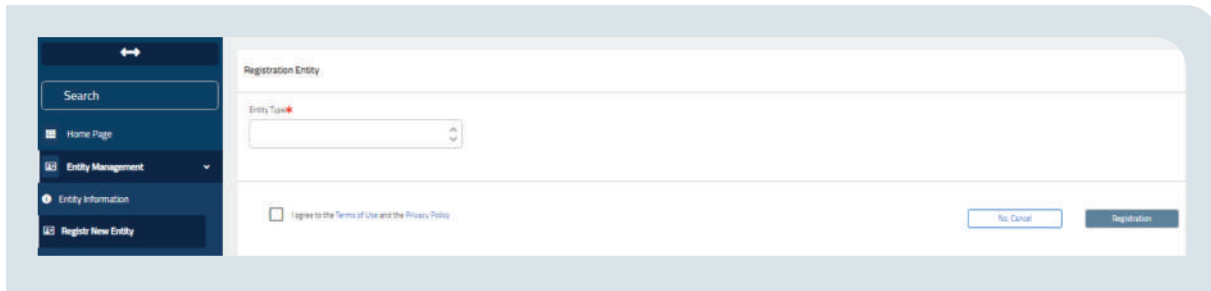
Modifying an Entity

The user modifies the data in the fields they are allowed to modify.



Registering a New Entity

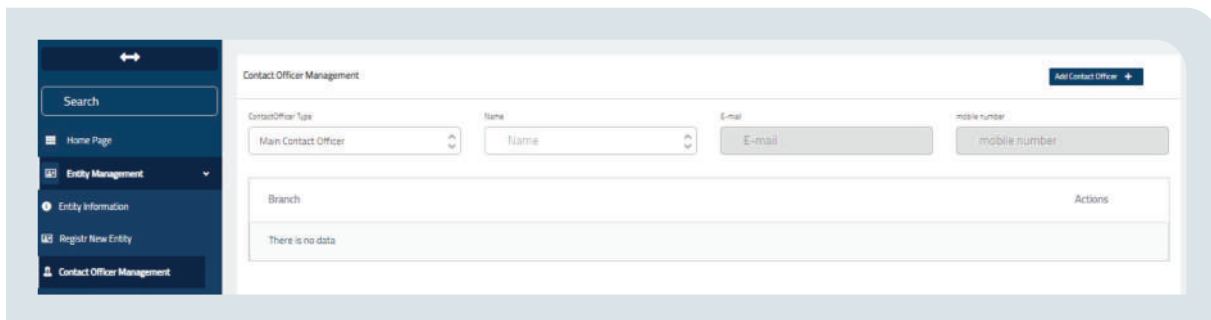
The user can register a new Entity for the account holder on the platform



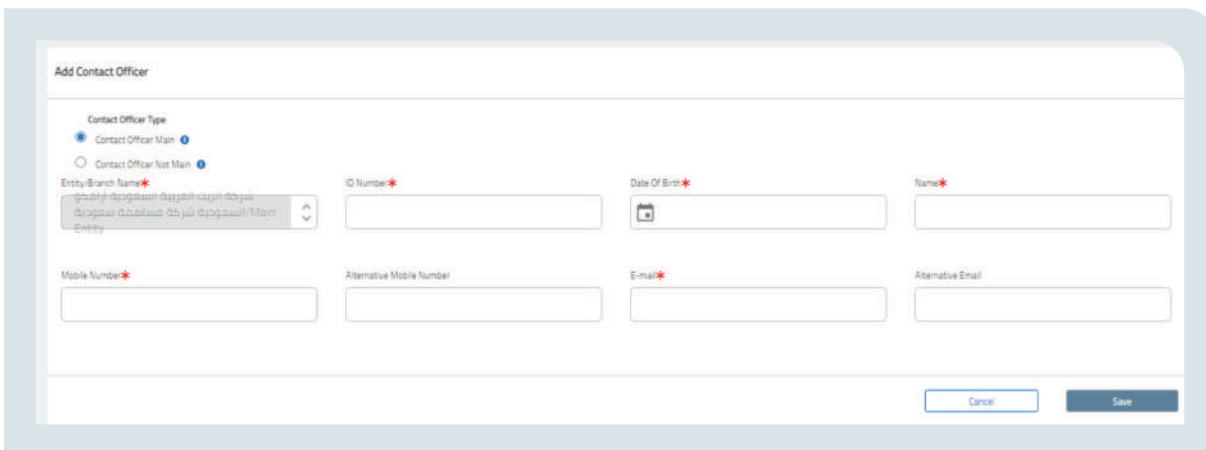
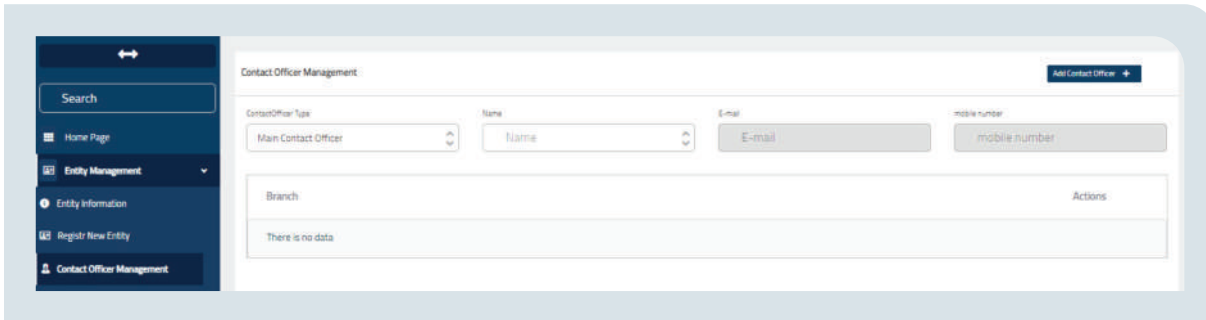
The user fills the mandatory fields marked with a red asterisk, and then reviews and agrees to the Terms of Use and the Privacy Policy.

Managing Liaison Officers

The user can view the registered liaison officers at the Entity and branch level and update their data.



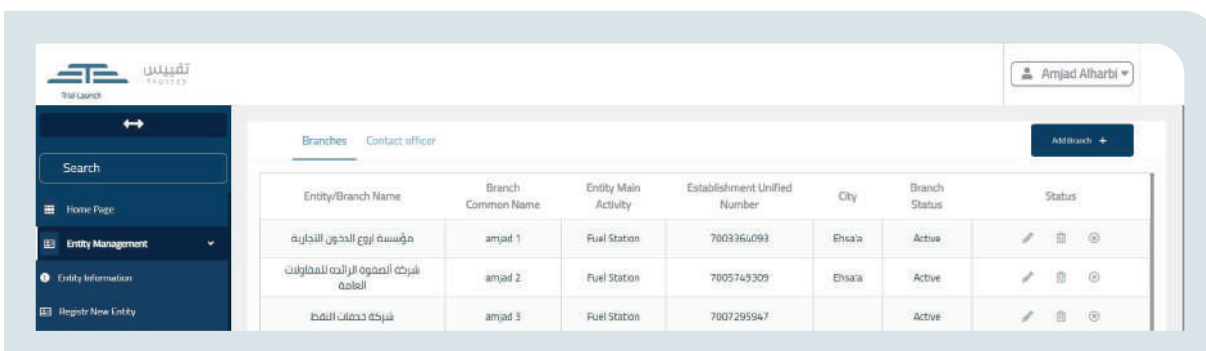
The user can register a liaison officer at the Entity level or the branch level by selecting the **Add Liaison Officer** in the top left portion of the page and can delete the liaison officer by selecting **Delete** from the Website option or the **Delete from All Branches** option.



The user adds a new liaison officer by filling the mandatory fields marked with a red asterisk.

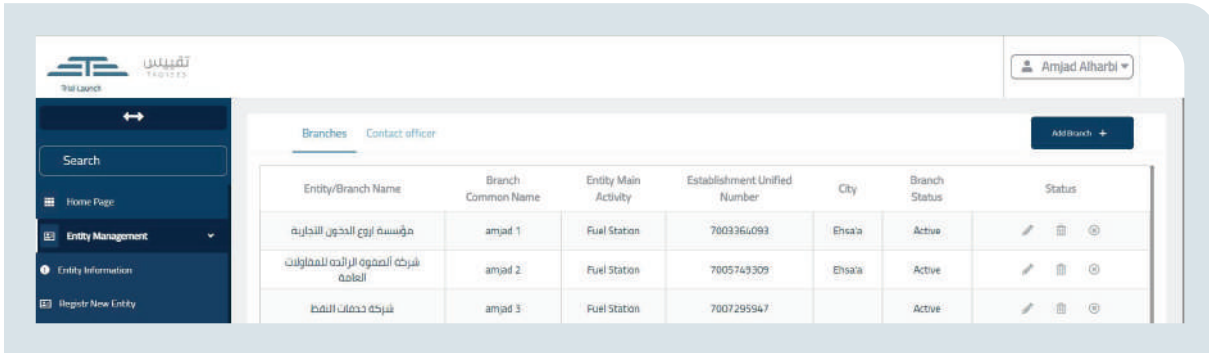
Branches

The user can register and update the information for the Entity's branches.



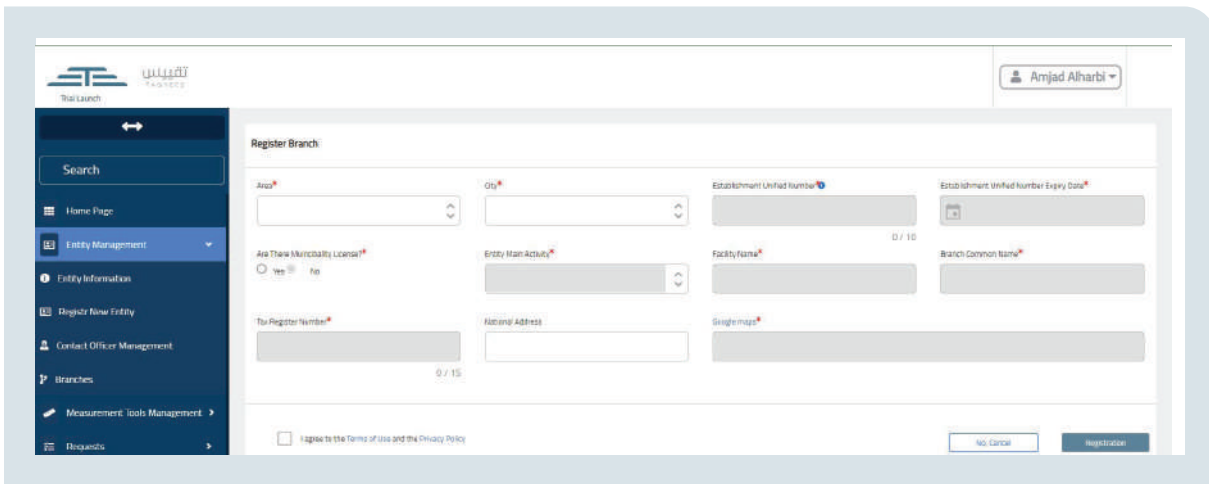
The user can also view the data about the branches and the liaison officer by selecting the option in the top right portion of the page.

The user can also add a new branch by selecting on the Add Branch option.

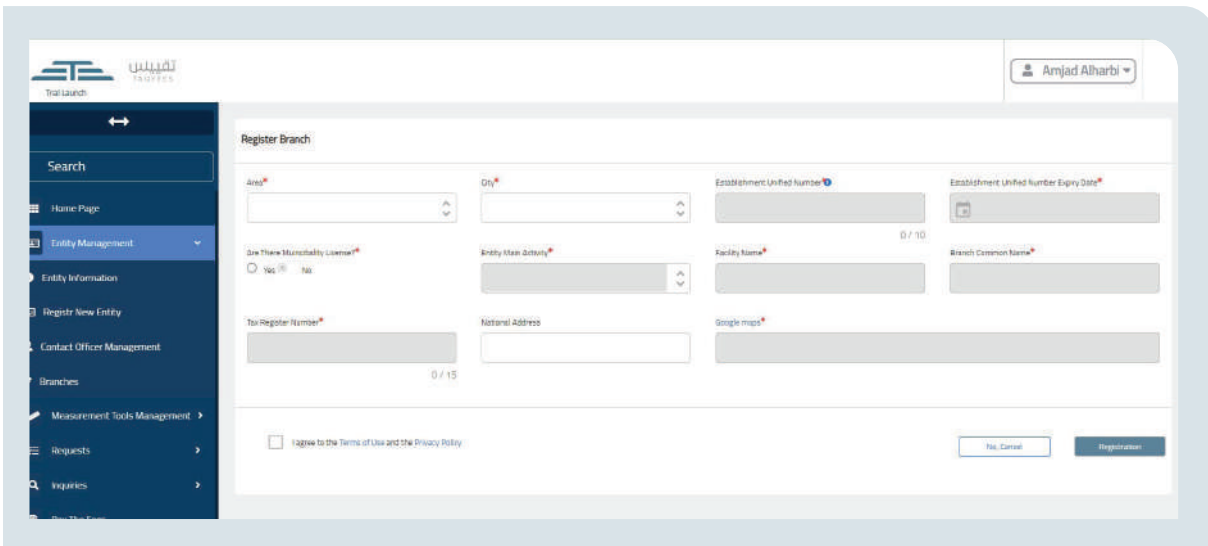


Adding a Branch

The user registers the branch by filling the mandatory fields marked with a red asterisk.



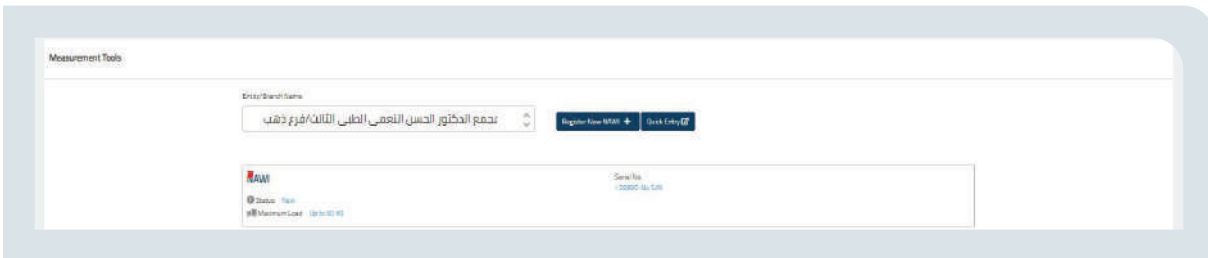
The user adds a new branch by filling the mandatory fields marked with a red asterisk, because if the option remains No to the question: Is there a municipal license number? The fields remain as-is. If Yes is selected, the fields for the municipal license show the municipal license number, its expiry date, as well as the longitude and latitude coordinates.



Managing Measurement Tools

Measurement Tools

The user can view, add and update the measurement tools information registered at the Entity according to the branch name selection. Whereby: The user registers the measurement tools by selecting the branch name and specifying the type of measurement tool, and the measurement tool registration type.



Registering a Scale

The user registers the measurement tool by filling the mandatory fields marked with a red asterisk.

Register New NPWI

شركة مجمع الدكتور الحسن النعمي الطبي الثالث

Model* Manufacturer Serial No. Maximum Load*

Accuracy class* Minimum load Type of Indicator Pump Make

Last Check* Test Status* Date Of Last Check* Sticker Code*

Cancel Save

Registering a Pump

The user registers the measurement tool by filling the mandatory fields marked with a red asterisk and adding a handle so as to activate the **Save** button.

Register New Dispenser

شركة مجمع الدكتور الحسن النعمي الطبي الثالث

Manufacturer* Model* Maximum Flow*

Serial No. Number of nozzles Hose Count

Hose Data

sheared.hoseNumber	Fuel Type	Last Verification Type	Date Of Last Check	In Service	Sticker Code
There is no data					

Items Per Page: 5

Add Hose +

Cancel Save

Quick Entry

Quick entry can be used to add a set of tools at once through the following:

Measurement Tools

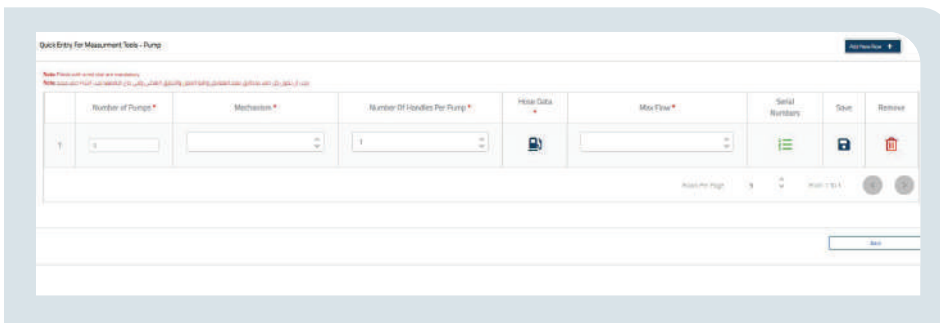
Entity/Entity Name

شركة مجمع الدكتور الحسن النعمي الطبي الثالث

Register New Dispenser Add New NPWI

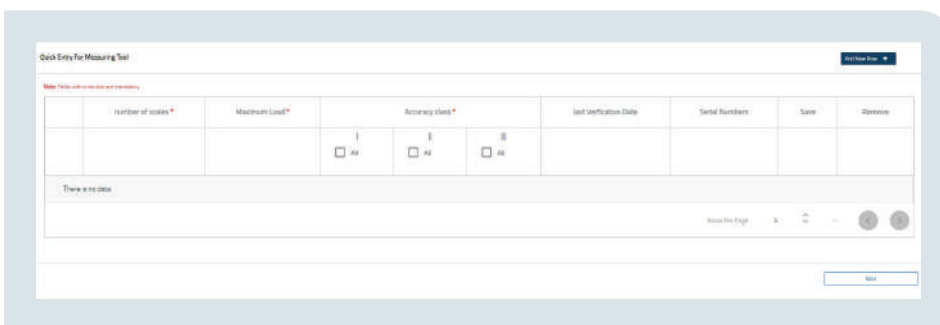
It is used to quickly enter some performance data. In case of a pump:

- Enter the number
- Select the work mechanism
- Enter the number of handles for the pump
- and specify the handle data through the type of gasoline
- Choose the maximum flow
- There is an option to enter the serial numbers
- Then select Save to create tools with the entered specifications
- If Delete is selected, the line is deleted



It is used to quickly enter some performance data. In case of a Scale:

- Enter the number.
- Select the maximum load.
- Enter the accuracy class.
- Enter the verification date
- Then select Save to create tools with the entered specifications
- If Delete is selected, the line is deleted



The user can then delete the measurement tool.

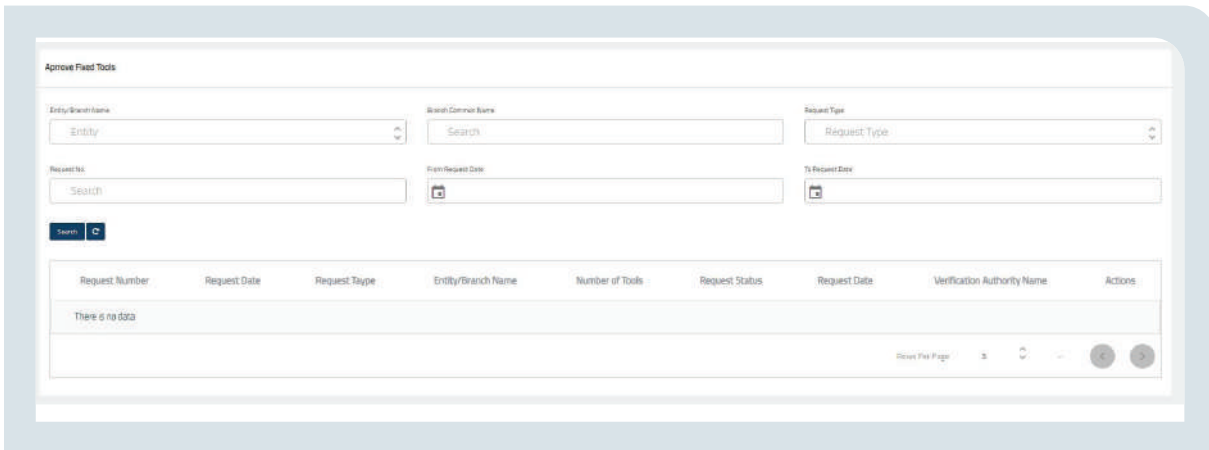


Approving a Tool Correction

It is a service that allows the user to accept or reject the measurement tool information correction made by the inspector authorised to correct it.

Only requests where there is a fee difference appear.

When Accept is selected, the request appears on the fee payment screen and the request is completed. If the request is rejected, the inspector will receive mail indicating the rejection.



Requests

The user who owns the registered Entity can, by choosing the name of the branch, request a maintenance permit or make an initial verification request, a periodic verification request or an after maintenance verification request. The user can also update initial verification requests and re-visit requests from the menu on the right of the page.

Requesting a Maintenance Permit:

Submitting a maintenance permit request for the measurement tools registered on the platform

1. Specify the branch's name
2. Specify the type of measurement tool
3. Select the tools
4. The user fills the mandatory fields marked with a red asterisk and then selects **"Add Group to Request"** icon where the request is processed by Taqees and a certificate is issued for the request if accepted.

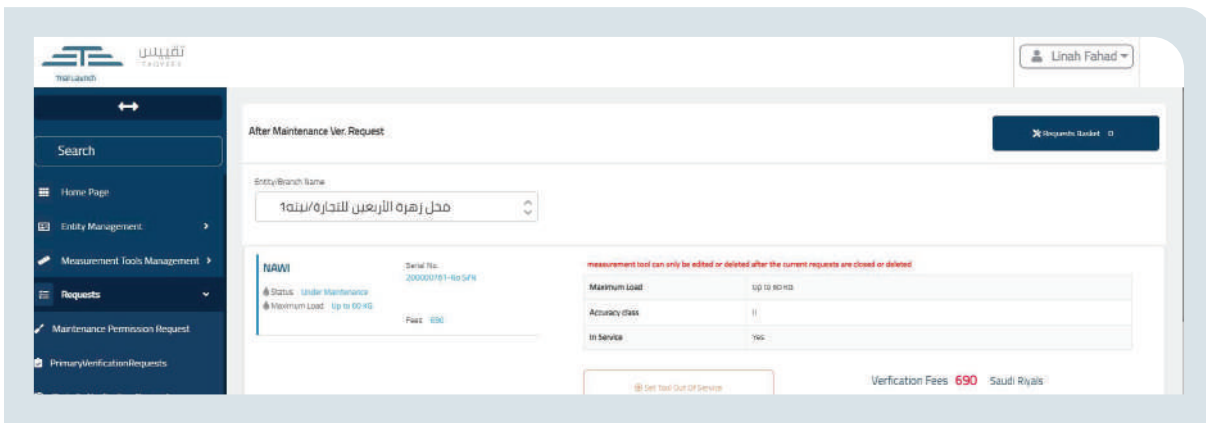
The screenshot shows the 'Maintenance Permission Request' form. The form includes the following fields and options:

- Entity/Branch Name:** محفل زهره الأربعين للتجارة
- Measurement Tool Type:** NAWI
- Type:** 200000763-No 5/N
- Entity/Branch Name (Selected):** محفل زهره الأربعين للتجارة - Riyadh
- Model:** 24356789765
- Maximum load range:** Up to 60 KG
- Accuracy class:** 0.1, 0.2, 0.5, 1.0
- Tool Status:** Under Maintenance
- Last check:** None
- Date Of Last Check:** (Empty field)

A warning message at the bottom states: "This tool is not-eligible for maintenance could have other requests". A "Request to Taqees" button is visible in the top right corner of the form area.

Requesting After Maintenance Verification:

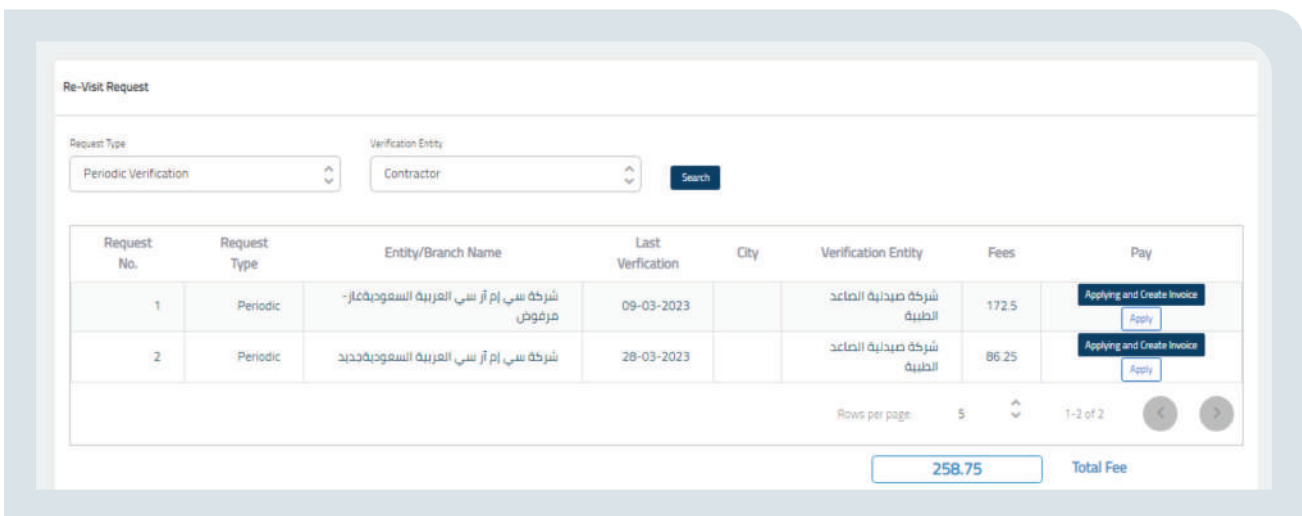
An after maintenance verification request is submitted for measurement tools that are registered on the platform and that were previously approved for maintenance by Taqees. An application is submitted for tools for which an accepted maintenance permit request has been submitted.



Re-visit Request

Submitting a re-visit request for requests that have not been inspected by the verification body and are eligible for a revisit

1. Select the type of request
2. Select the verification body

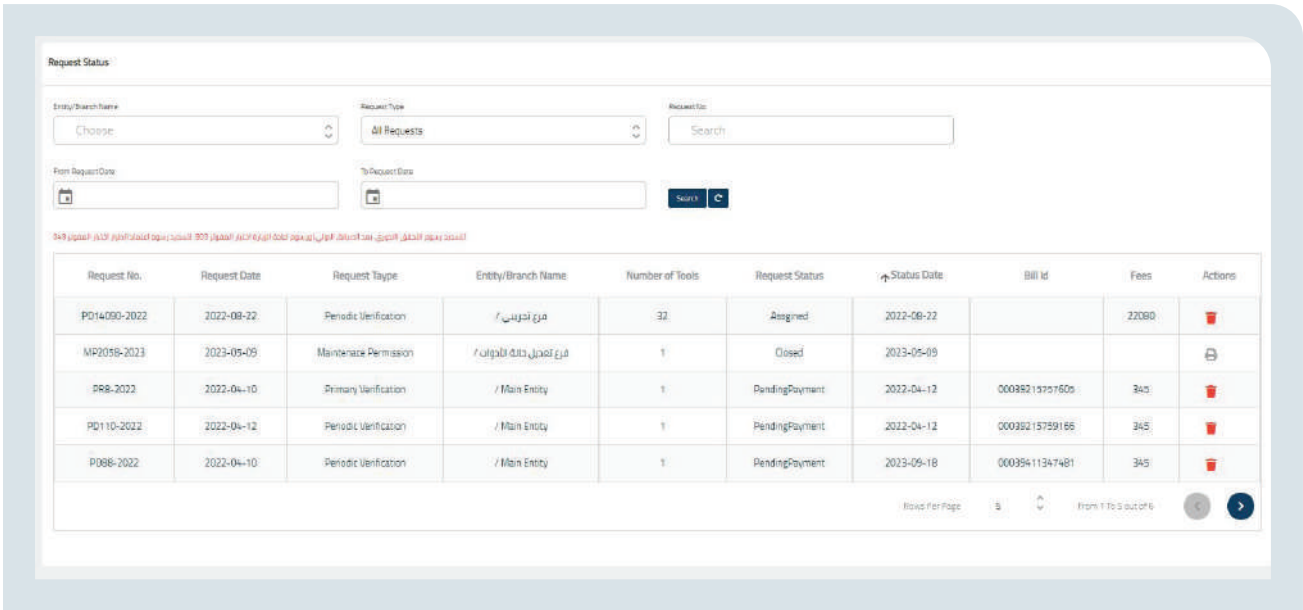


Inquiries

The user who owns the registered Entity can, by request number and request type, enquire about the request box, view the measurement tool test results, view the approved types and print certificates.

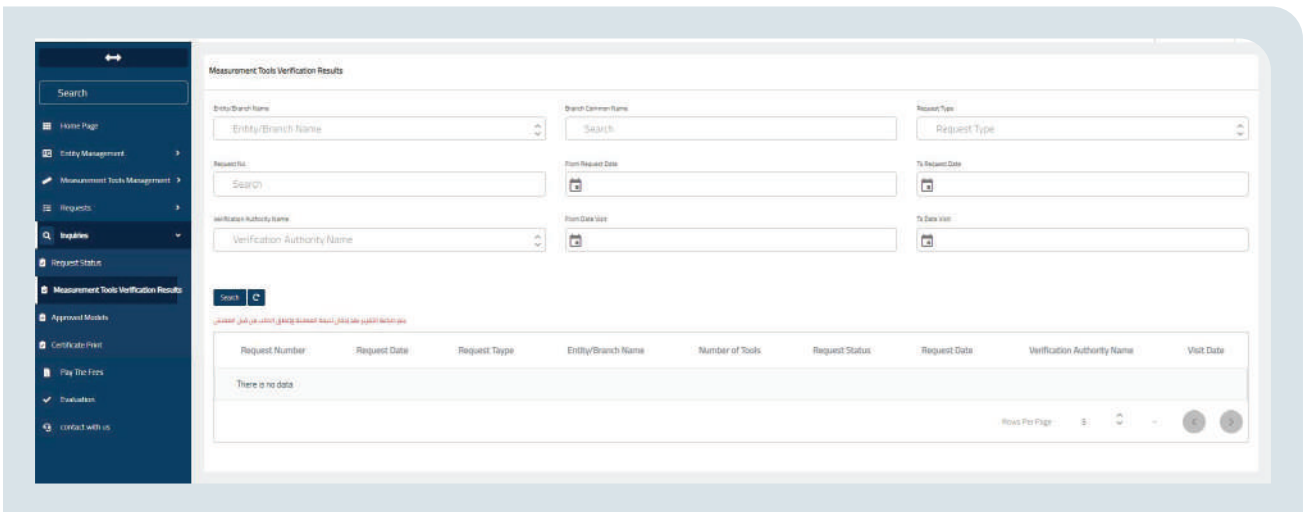
Enquiring about the Status of a Request:

To enquire about the status of requests and print certificates and receipt voucher, if any, the user enters the request number, the request type, as well as the from and to dates, and performs a search.



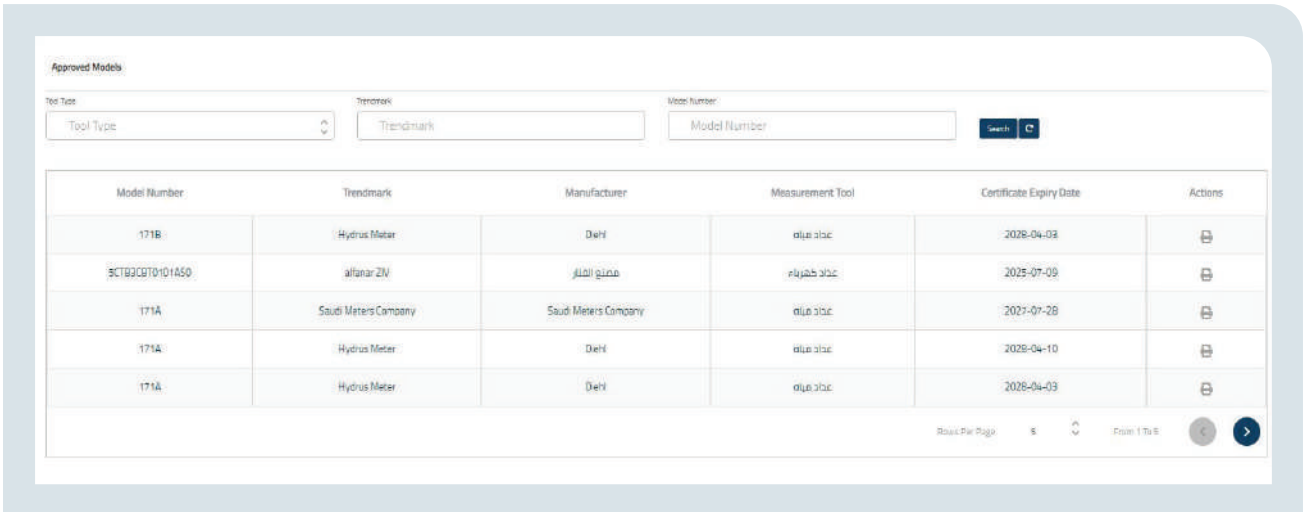
Measurement Tools Verification Results:

To view the verification results for the measurement tools registered on the platform, the user enters the request number and request type and performs a search.



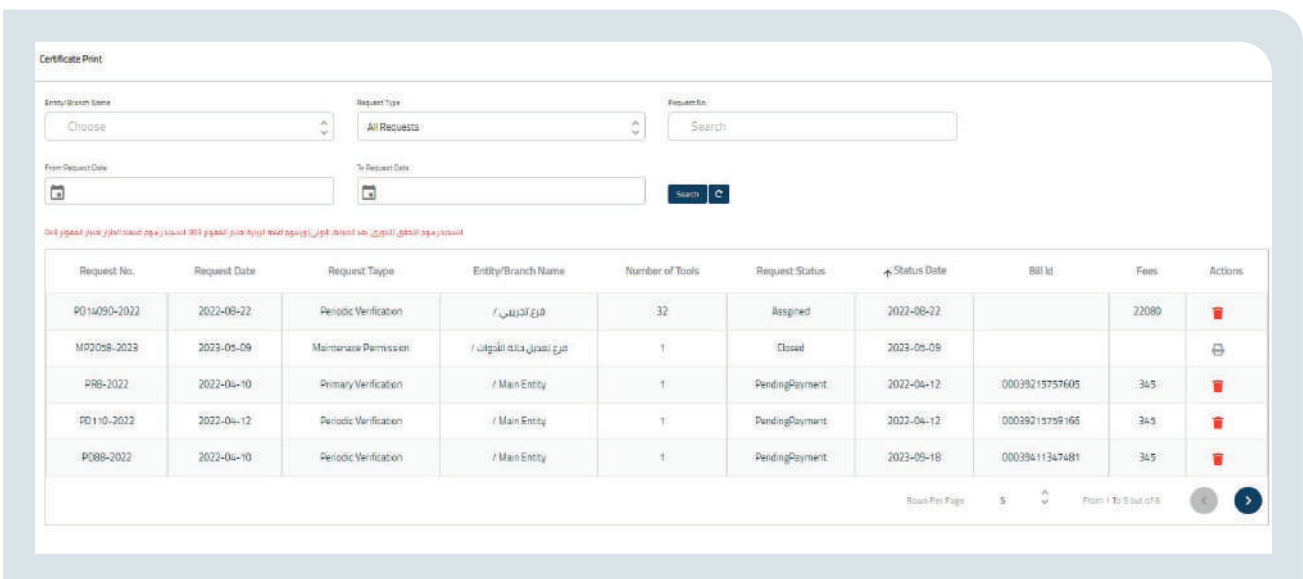
Approved Types:

To view the types approved by Taqyees, the user selects the tool type, trademark and type number and performs a search.



Printing Certificates:

To print certificates and the receipt voucher, if any, for requests, the user enters the request number, the request type as well as the from and to dates, and performs a search.



Paying Fees

To pay the fees owed to Taqyees or the verification body, the user views the requests whose fees will be paid and which can be sorted by request number and/or request type.

The user then selects the request or group of requests whose fees are to be paid, and the website automatically calculates the required amount. When the user selects the Payment button, a pop-up window appears showing the invoice number provided by SADAD.

The screenshot shows a web interface titled "Pay The Fees". At the top, there are two input fields: "Payment Code" and "Request Type" (with a dropdown arrow). Below these is a table with the following columns: "Request No.", "Request Type", "Request Date", and "Required amount".

Request No.	Request Type	Request Date	Required amount	
<input type="checkbox"/>	PD 14090-2022	Periodic	2022-06-22	20290
<input type="checkbox"/>	PD89-2022	Periodic	2022-04-10	945

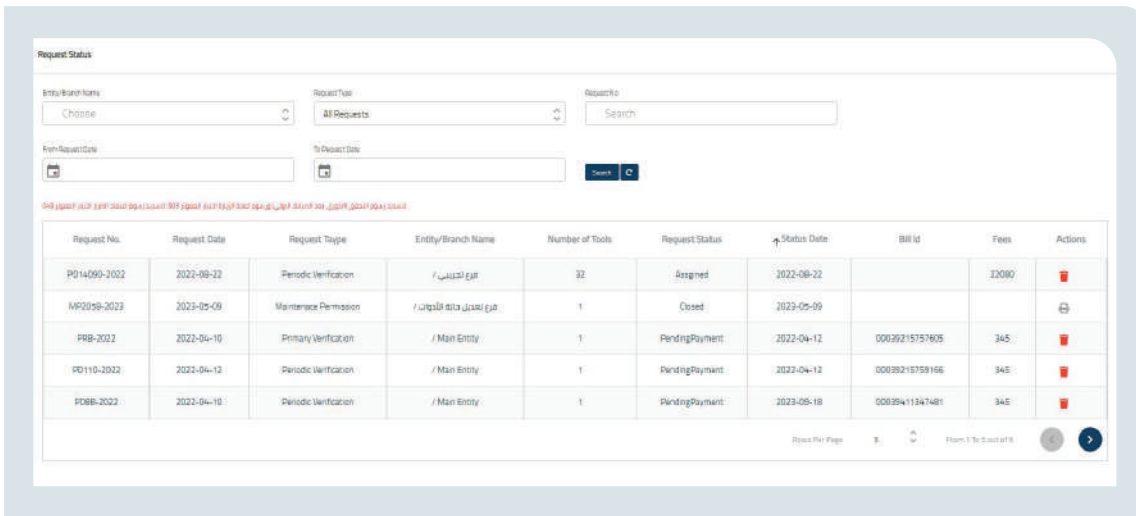
Below the table, there is a "Total Fee" field showing "0" and a "Cancel" button. At the bottom right, there are pagination controls: "Rows per page: 5", "From 1 To 2 out of 2", and navigation arrows.

The screenshot shows a pop-up window titled "Pay The Fees" with a close button (X) in the top right corner. The main content of the window is in Arabic:

تم إنشاء الفاتورة رقم 00039411385885 يحتاج
الإجراء اختيار المفضل لإدراجات 903 عبد سجاد الفاتورة

An "OK" button is located in the bottom right corner of the pop-up window.

It can be queried on the Request Status Query screen.



Services Evaluation

The beneficiary can assess the services available on the site.

