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Ministry of Environment, Water and Agriculture

Renewal of Agricultural Record

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Date: 25/04/2024

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## Document Control

**Document History**

|  |  |  |
| --- | --- | --- |
| DOCUMENT VERSION | COMMENTS | DATE |
| 1.0 | FIRST DRAFT | 24/04/2024 |
| 2.0 | applied SO comments | 16/5/2024 |
| 3.0 | update component according to the Change in the pArent service | 25/08/2024 |
| 4.0 | filling missing translation and approved updated template from SO | 28/08/2024 |
| 5.0 | clarifications and comments applied | 16/09/2024 |
| 6.0 | applied Rakan and Ahmed Alebsi comments | 26/09/2024 |

**Document Information**

|  |  |  |
| --- | --- | --- |
| AUTHOR – NAME | WBS | DATE |
| VATSAL aryan Bhatnagar |  | 24/04/2024 |
| REVIEWED BY – NAME | DEPARTMENT / DESIGNATION | DATE |
|  |  |  |

**Distribution List**

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| NAME | DEPARTMENT |
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## The Introduction

## The purpose of the document

The aim of this document is to provide a comprehensive explanation and documentation required by individuals to renew Agricultural Record.

## The aim of the service:

This service allows the Renewal of Agricultural Records for those who own private properties or rural agricultural sites for individuals or the productive business sector, which facilitates the process of renewal the record electronically.

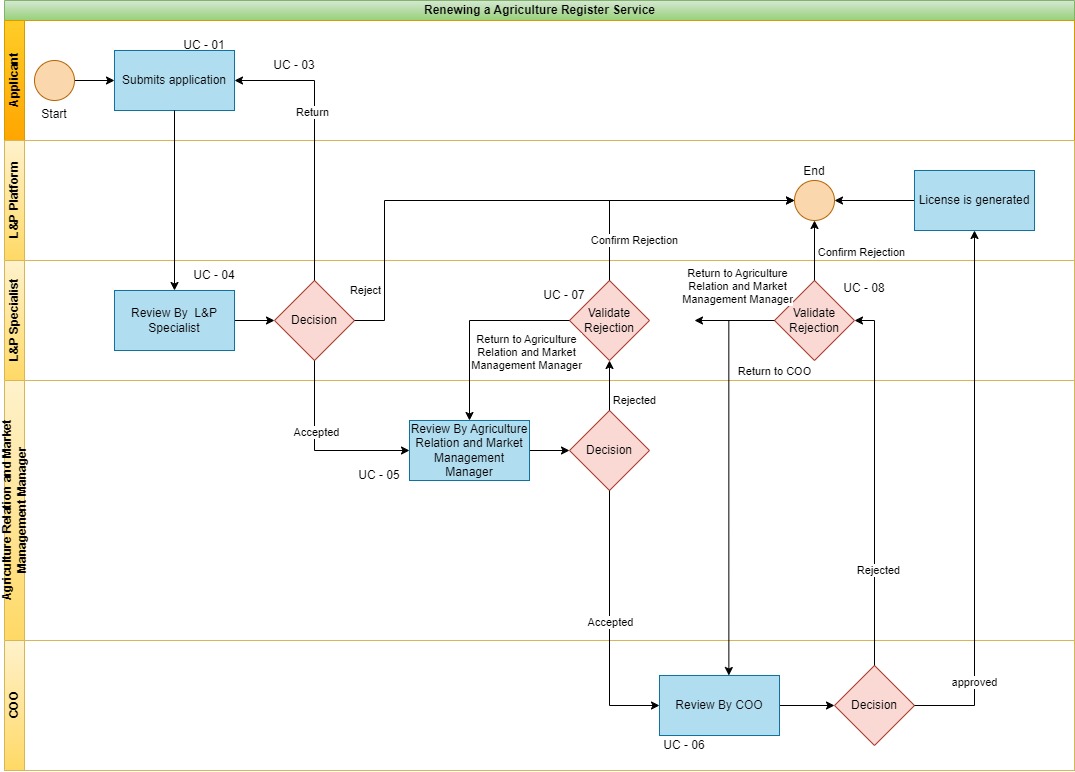
## Integrations required for Service.

1. NIC

**Service Description (To-Be):**

|  |  |
| --- | --- |
| **Service name** | Renewing an Agricultural Register Service خدمة تجديد سجل زراعي |
| **Service description** | This service allows the Renew of agricultural records for those who has agricultural record for private properties or rural agricultural sites for individuals or the productive business sector, which facilitates the process of renewing the record electronically.  هذه الخدمة تتيح تجديد السجلات الزراعية لمن لديهم سجلات زراعية لأملاك خاصه للمواقع الزراعية النائية والريفية للأفراد او قطاع الأعمال الانتاجية مما يسهل عملية تجديد السجل إلكترونيا. |
| **External work roles** | * Applicant (Individual and Entity) |
| **Internal work roles** | * L&P Specialist * ~~Agriculture Relation and Market Management Manager~~ Agriculture Relation and Market Management Manager * COO |
| **Preconditions/ requirement** | * ~~A title document. If the agricultural property is rented, the owner must attach the lease contract, certified for three years or more.~~ * ~~There must be an existing agricultural activity, whether agricultural or animal.~~ * Attach the title deed. (optional) * Attach the surveying file.(Optional) * Agricultural record valid for less than three months or expired. * وثيقة ملكية (اختياري) * ملف الرفع المساحي (اختياري) * ~~وثيقة ملكية وفي حال ان الحيازة الزراعية مستأجره يتم ارفاق عقد الاجار من قبل المالك مصدق مدته ثلاث سنوات او أكثر~~ * ~~· وجود نشاط زراعي قائم سواءً زراعي او حيواني .~~ * ~~وجود سجل زراعي ساري لثلاثة اشهر او منتهي~~  وجود سجل زراعي منتهي او المتبقي على انتهائه ثلاثة أشهر. |
| **Service initiator** | Applicant |
| **SERVICE FEES** | Free |
| **LICENSE EXPIRATION PERIOD** | 3 Years |
| **SLA** | 5 Days |
| **General rules of work** | BR000  System must disable the “Next” button until all mandatory fields are entered, or files attached.  BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided.  BR002  System must transfer the user to the previous screen when they click on “Back”.  BR003  System must transfer the user to the introductory page of the service when clicking on “Cancel”.  BR004  System must display the following confirmation message when clicked on “Cancel”:  “Are you sure you want to close the application?” with Yes and No actions.  BR005  System must keep the user in the same application when clicks on No in BR004.  BR006  System must transfer the user to the introductory page when clicks on Yes in BR004.  BR007  System must display the following when clicks on “Submit”:  “Your application has been submitted successfully. Your Application Number is XXXXXX”  BR008  System must generate an Application Number after submitting the application.  BR009  System must send SMS to the applicant once the application is submitted successfully.  BR010  System must notify the applicant when an application is rejected.  BR011  System must notify the applicant when Application is returned to the applicant.  BR012  System must notify the applicant when the Application is accepted.  BR013  Applicant can cancel the application if it is in progress state.  BR014  The Inspection Platform will be informed through Open APIs upon the License Generation.  BR015  Renewal of the agricultural record can be done only when the license is less than 3 months away from the expiration |

## Simplified Workflow (To-Be):



## 

## List of the service use cases:

|  |  |  |  |
| --- | --- | --- | --- |
| **Use case reference** | **User Case** | **Description** | **Job title (applicant)** |
| UC-01 | As an applicant, I want to apply for the Agricultural Record. | The applicant wants to apply for the Renewal of Agricultural Record where they fill out the application form and proceed with the approval flow. | Applicant |
| UC-02 | As an applicant, I want to review the Application summary. | The applicant desires the ability to review a summary of their permit application. This feature provides a concise overview of the submitted Application, ensuring clarity and transparency throughout the process. | Applicant |
| UC-03 | As an applicant. I want to review the return Application so I can take the necessary action. | As an applicant, the user wants to examine the details of a returned Application, allowing them to understand the reasons behind the return and take the necessary corrective actions. | Applicant |
| UC-04 | As the L & P Specialist, I want to review the application submitted by the applicant in order to take a decision | The Licensing and Permitting Specialist intends to review the application submitted by the applicant. This step is crucial for the specialist to make an informed decision regarding the approval or rejection of the application. | L & P Specialist |
| UC-05 | As the Agriculture Relation and Market Management Manager, I want to review the application accepted by L&P Specialist. | The Agriculture Relation and Market Management Manager intends to review the application submitted by the applicant. This step is crucial for the specialist to make an informed decision regarding the approval or rejection of the application. | Agriculture Relation and Market Management Manager |
| UC-06 | As the COO, I want to provide a final decision to the application that has been Accepted by the Agriculture Relation and Market Management Manager | Description: COO will take the final decision on application if the license should be issued or not | COO |
| UC-07 | As the L&P specialist, I want to validate the rejection on the Application rejected by the Agriculture Relation and Market Management Manager | Description: L&P specialist will review the rejected application from Agriculture Relation and Market Management Manager and will make his comments and will be able to send back to Agriculture Relation and Market Management Manager for further process | L&P specialist |
| UC-08 | As the L&P specialist, I want to validate the rejection on the Application rejected by the COO | Description: L&P specialist will review the rejected application from COO and will make his comments and will be able to send back to COO for further process | L&P specialist |

## Integrations required for Service

NIC

## Detailed Use cases

|  |  |
| --- | --- |
| **Use Case Number** | UC-01 |
| **Use case** | As an applicant, I want to apply for the Renewal of Agricultural Record. |
| **Given** | * Applicant has applied for the Renewal of Agricultural Record. * Applicant chooses (Renewal of Agricultural Record) service from eService’s menu |
| **Platform** | Angular Public portal |
| **User** | Applicant |
| **Preconditions** | * User has completed the registration/Login. * Angular websites are active. * Applicant reviews all requirements in the introductory page of the license. * Applicant reviews terms and conditions and agrees to them. |
| **Main Steps** | 1. User Open the RCU official website. 2. The user clicks on the RCU eService TAB. 3. The platform will show the list of services available to the user. 4. The user clicks on the Service Link. 5. The Platform displays the service introduction form with below following sections in the introductory page of the service:    1. Service Name:    2. Requirements to submit a successful application:    3. Terms and Conditions:    4. Service Procedures:    5. Service Duration:    6. Service Fee:    7. Declaration checkbox 6. After carefully reviewing the introductory page section, the Applicant clicks on the next button. 7. Platform routes the applicant to the “Service application form page” Containing the Below section. 8. After filling in the required details in the form, the Applicant clicks on “Next” to see the application summary. 9. After reviewing the summary, the applicant clicks on the submit Button. 10. After successful submission platform routes the applicant to the UC-04 |
| **Work Rules** |  |

Screen Component

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Field Name** | **AR** | **Field Type** | **Mandatory (Yes/No)** | **Editable**  **(Yes/No)** | **Field Data Source** | **Validation** |
| Introduction page | | | | | | |
| Service Name: | اسم الخدمة | Pre-Populated  View only | Yes | No | Renewal of Agricultural Record  تجديد السجل الزراعي | N/A |
| Requirements to submit a successful application: | المستندات المطلوبة | Pre-Populated  View only | Yes | No | Refer sub screen component | N/A |
| Terms and Conditions: | الشروط والاحكام | Pre-Populted  View only | Yes | No | Refer sub screen component | N/A |
| Service Procedures: | الإجراءات المطلوبة | Pre-Populted  View only | Yes | No | Refer sub screen component | N/A |
| Service Duration: | مدة معالجة الطلب | Pre-Populated  View only | Yes | No | 5 Days | N/A |
| Service Fee | حساب الرسوم | Pre-Populted  View only | Yes | No | Free | N/A |
| Declaration checkbox | أوافق على الشروط والاحكام | Checkbox | Yes | Yes | System displays the following checkbox field to acknowledge:    “I agree to the terms and conditions.” | N/A |
| License Information (TAB001) | | | | | | |
| Main Information (TAB002) | | | | | | |
| Location Information (TAB003) | | | | | | |
| Attachments (TAB004) | | | | | | |
| Application Preview Page | Read Only   * License Information (TAB001) * Main Information (TAB002) * Location Information (TAB003) * Attachments (TAB004) | | | | | | |
| Next | التالي | Button |  |  |  | When Pressed, Platform will take applicant to next section |
| Back | السابق | Button |  |  |  | When Pressed, Platform will take the applicant to Previous section |
| Cancel | إلغاء | Button |  |  |  | When Pressed, Platform will cancel the application |
| Save as draft | حفظ كمسودة | Button |  |  |  | When Pressed, Platform will save the applicant as a draft |
| Submit | تقديم | Button |  |  |  | When Pressed, Platform will submit the applicant and route it to UC-03 |

**Sub screen component (Service description for Applicant)**

|  |  |  |
| --- | --- | --- |
| **Field Description** | **AR** | **Field Name** |
| * Attach the title deed. (optional) * Attach the surveying file.(Optional) * ~~A title document(optional). If the agricultural property is rented, the owner must attach the lease contract, certified for three years or more.~~ * Exitance of Agricultural record | * وثيقة ملكية (اختياري) * ملف الرفع المساحي (اختياري) * ~~وثيقة ملكية وفي حال ان الحيازة الزراعية مستأجره يتم ارفاق عقد الاجار من قبل المالك مصدق مدته ثلاث سنوات او أكثر~~ * وجود سجل زراعي | Requirements to submit a successful application |
| 1. Fill in the basic data: event that the agricultural holding is owned by several deeds to one owner, one application is submitted and all basic documents are attached  -Submit the application in the name of the owner of the agricultural holding  -If the beneficiary owns several farms in different locations, each agricultural holding is registered separately and all basic documents for each agricultural holding are attached to a separate application.  - In the event that the agriculture holding is owned by several deeds to the one owner , one application is submitted and all basic documents are attached.  - If the possession is rented, the tenant can be added by the owner via the (add tenant) icon after the developed agricultural register is issued.  -If the possession is owned by heirs, the application is submitted in the name of the heirs' agent and the agencies, an inventory of the inheritance, and the required basic documents are attached.  -If the agricultural holding is an endowment, the farm is registered in the name of the superintendent of the endowment and all basic documents are attached  - In the event that the agricultural holding is owned by a common deed, the application is submitted in the name of one of the owners, attaching powers of attorney from all partners, and registering the entire area of the agricultural holding in the name of the agent and attaching All essential documents  2. Determine the location:  There are three options to determine the location:  1 Determine on the map (first select the region, then the governorate, then the agricultural holdings in the governorate are shown, and you can choose the agricultural holding belonging to you) in the event that the boundaries of the holding are The registered property is larger than your possession. It will be modified based on the cadastral elevation, that will be attached by you.  2 Determine by coordinates (the longitude and latitude of the possession are entered)  3- Identification of the holding by the farm number (it is a special number for an inventory program that was placed on a number of agricultural holdings. The number contains XX XX XXXXXX. You can obtain the number by submitting Request from the inquiries icon and write the longitude and latitude of your agricultural holding)  3. Add attachments:  - All attachments are added in Pdf, docx, doc, JPG, PNG format with a size of 5 MB.  - You can add more than one attachment to one icon via (Choose a file)  - Then pledge that all recorded and entered data is correct for the agricultural holding. In the event of any inquiry, request or complaint, you can submit it via the inquiries icon and write Details and your request will be processed as soon as possible. | 1. تعبئة البيانات الأساسية: في حال كانت الحيازة الزراعية مملوكة بعدة صكوك لمالك واحد يتم تقديم طلب واحد وإرفاق كافة المستندات الأساسية  - تقديم الطلب باسم صاحب الحيازة الزراعية  -إذا كان المستفيد يمتلك عدة مزارع في مواقع مختلفة، يتم تسجيل كل حيازة زراعية على حدة وإرفاق جميع المستندات الأساسية لكل حيازة زراعية بطلب منفصل.  - في حال كانت الحيازة الزراعية مملوكة بعدة صكوك لمالك واحد يتم تقديم طلب واحد وإرفاق كافة المستندات الأساسية.  - إذا كانت الحيازة مؤجرة يمكن إضافة المستأجر من قبل المالك عبر أيقونة (إضافة مستأجر) بعد إصدار السجل الزراعي المطور.  -إذا كانت الحيازة مملوكة لورثة، يتم تقديم الطلب باسم وكيل الورثة والوكالات، وحصر الميراث، وإرفاق المستندات الأساسية المطلوبة.  -إذا كانت الحيازة الزراعية وقفية، يتم تسجيل المزرعة باسم ناظر الوقف وإرفاق كافة المستندات الأساسية  - في حال كانت الحيازة الزراعية مملوكة بسند مشترك، يتم تقديم الطلب باسم أحد الملاك، مع إرفاق التوكيلات من جميع الشركاء، وتسجيل كامل مساحة الحيازة الزراعية باسم الوكيل وإرفاق جميع المستندات الأساسية  2. تحديد الموقع:    هناك ثلاثة خيارات لتحديد الموقع:    1 حدد على الخريطة (اختر المنطقة أولا ثم المحافظة ثم تظهر الحيازات الزراعية في المحافظة، ويمكنك اختيار الحيازة الزراعية التابعة لك) في حال كانت حدود ملكية الحيازة اكبر من العقار المسجل سيتم تعديله بناءً على الرفع المساحي الذي سيتم إرفاقه بواسطتك.  2 تحديد بواسطة الإحداثيات (يتم إدخال خط الطول وخط العرض للحيازة)    3- تحديد الحيازة من خلال رقم المزرعة (وهو رقم خاص لبرنامج الحصر الذي تم وضعه على عدد من الحيازات الزراعية. الرقم يحتوي على XX XX XXXXXX. يمكنك الحصول على الرقم من خلال تقديم الطلب من أيقونة الاستعلامات و اكتب خط الطول وخط العرض لملكيتك الزراعية)  3. إضافة المرفقات:    - يتم إضافة كافة المرفقات بصيغة PDF بحجم 3 ميجا بايت    - يمكنك إضافة أكثر من مرفق إلى أيقونة واحدة عن طريق (اختيار ملف)  Pdf, docx, doc, JPG, PNG  File Size 5MB  - ثم التعهد بأن كافة البيانات المسجلة والمدخلة صحيحة للحيازة الزراعية. في حال وجود أي استفسار أو طلب أو شكوى يمكنك تقديمها عبر أيقونة الاستفسارات وكتابة التفاصيل وسيتم معالجة طلبك في أسرع وقت ممكن. | Service Procedures: |
| * I, as the applicant, declare that all documents and information submitted are accurate and correct. * If an agent or someone acting on my behalf has completed this application or submitted documents in support of the application, I can confirm that I have checked the information provided in the application form and its supporting documents and I am satisfied that it is true and accurate. * I, as the applicant, relieve the Royal Commission for AlUla from any responsibility in relation to this application. * I, as the applicant acknowledge and agree that:  1. By applying to the license that no claim for refund is or will permitted after the issuance of the license. 2. The portal was created as permitted by the regulations in force in the Kingdom of Saudi Arabia without any guarantees of any kind. 3. According to this declaration, the Royal Commission for AlUla does not provide any guarantees for the following: 4. Accuracy and correctness of the information 5. Effectiveness not to breach 6. Continuity or validity 7. Appropriateness of the contents of the site 8. Any unauthorized use by the applicant of the portal may give rise to a claim for compensation or constitute a breach. 9. From time to time the portal may include links to other internet sites, such links are provided for your convenience and to facilitate providing you with additional information. 10. The Royal Commission for AlUla is not legally responsible for any loss or damage of any kind (direct or indirect) as a result of using this portal. 11. This Portal may contain electronic links to websites or portals that may use methods to protect information and its privacy that are different from the methods The Royal Commission for AlUla uses, and therefore The Royal Commission for AlUla is not responsible for the contents, methods of protection and privacy of other sites, and you may refer to the privacy notices of those sites.  * I, as applicant agree when using the portal not to do the following:  1. Make available or download files that contain software, materials, data or other information not owned by or licensed to you. 2. Use this portal in any way to send unsolicited commercial e-mail or "spam", or any similar misuse of the portal of the Royal Commission for AlUla. 3. Make available or upload files to this portal that may contain viruses or corrupt data. 4. Post, advertise or distribute defamatory, infringing, obscene, indecent, or other illegal material or information through the Portal. 5. Engage or participate in any illegal or irregular activities in the Kingdom of Saudi Arabia. 6. Post on the portal a product or service(s) that would cause us to violate any applicable law or legislation in any jurisdiction. 7. Take any action that imposes an unreasonable or inappropriate overload on the portal's infrastructure. 8. Violate any of these terms and conditions and applicable law.  * I, as an applicant fully understand and agree that I will be fully liable for any violation to the contrary of what is permissible under this declaration form.   I, as an applicant, agree by applying to adhere to these terms and conditions and affirm the declaration made hereunder. | * **الشروط والأحكام:** * **أنا، بصفتي مقدم الطلب، أصرح بأن جميع المستندات والمعلومات المقدمة دقيقة وصحيحة.** * **إذا أكمل وكيل أو شخص يتصرف نيابة عني هذا الطلب أو قدم مستندات لدعم نموذج الطلب، يمكنني أن أؤكد أنني تحققت من المعلومات المقدمة في نموذج الطلب والمستندات الداعمة الخاصة به وأنا مقتنع بأنها كذلك صحيح ودقيق.** * **أنا، بصفتي مقدم الطلب، أعفي الهيئة الملكية لمحافظة العلا من أي مسؤولية فيما يتعلق بهذا الطلب.** * **أنا، كما يقر مقدم الطلب وأوافق على ما يلي:**   1. من خلال التقدم بطلب للحصول على الترخيص أنه لا يجوز أو سيسمح بأي مطالبة باسترداد الأموال بعد إصدار الترخيص.  2. تم إنشاء البوابة على النحو الذي تسمح به الأنظمة المعمول بها في المملكة العربية السعودية دون أي ضمانات من أي نوع.  3 - وفقا لهذا الإفصاح، لا تقدم الهيئة الملكية لمحافظة العلا أي ضمانات لما يلي:   * دقة وصحة المعلومات * فعالية عدم الخرق * الاستمرارية أو الصلاحية * ملاءمة محتويات الموقع   4. أي استخدام غير مصرح به من قبل مقدم الطلب للبوابة قد يؤدي إلى مطالبة بالتعويض أو يشكل خرقًا.  5. قد تتضمن البوابة من وقت لآخر روابط لمواقع إنترنت أخرى، يتم توفير هذه الروابط لراحتك ولتسهيل تزويدك بمعلومات إضافية.  6. الهيئة الملكية لمحافظة العلا غير مسؤولة قانونًا عن أي خسارة أو ضرر من أي نوع (مباشر أو غير مباشر) نتيجة استخدام هذه البوابة.  7. قد تحتوي هذه البوابة على روابط إلكترونية لمواقع أو بوابات قد تستخدم طرقًا لحماية المعلومات وخصوصيتها تختلف عن الأساليب التي تستخدمها الهيئة الملكية لمحافظة العلا، وبالتالي فإن الهيئة الملكية لمحافظة العلا ليست مسؤولة عن المحتويات والطرق. حماية وخصوصية المواقع الأخرى، ويمكنك الرجوع إلى إشعارات الخصوصية لتلك المواقع.  **(هـ) أوافق، كما أوافق مقدم الطلب عند استخدام البوابة، على عدم القيام بما يلي:**  1. قم بإتاحة أو تنزيل ملفات تحتوي على برامج، أو مواد، أو بيانات، أو معلومات أخرى غير مملوكة لك أو غير مرخصة لك.  2. استخدم هذه البوابة بأي طريقة لإرسال بريد إلكتروني تجاري غير مرغوب فيه أو "بريد عشوائي" أو أي إساءة استخدام مماثلة لبوابة الهيئة الملكية لمحافظة العلا.  3. توفير أو تحميل ملفات على هذه البوابة قد تحتوي على فيروسات أو بيانات تالفة.  4. نشر، أو إعلان، أو توزيع مواد، أو معلومات تشهيرية، أو مخالفة، أو فاحشة، أو غير لائقة، أو غيرها من المواد أو المعلومات غير القانونية من خلال البوابة.  5. الانخراط أو المشاركة في أي أنشطة غير قانونية أو غير نظامية في المملكة العربية السعودية.  6. نشر على البوابة منتجًا أو خدمة (خدمات) من شأنها أن تجعلنا ننتهك أي قانون أو تشريع معمول به في أي ولاية قضائية.  7. اتخاذ أي إجراء يفرض عبئًا زائدًا غير معقول أو غير مناسب على البنية التحتية للبوابة.  8. تنتهك أيًا من هذه الشروط والأحكام والقانون المعمول به.  **(و) أنا، بصفتي مقدم الطلب، أفهم تمامًا وأوافق على أنني سأكون مسؤولاً بالكامل عن أي انتهاك يتعارض مع ما هو مسموح به بموجب نموذج الإعلان هذا.**  **(ز) أنا، بصفتي مقدم الطلب أوافق من خلال التقدم بطلب للالتزام بهذه الشروط والأحكام وتأكيد الإعلان الوارد** | Terms and Conditions: |

**Field description**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Validation | Field Data Source | Editable  (Yes/No) | Mandatory (Yes/No) | Field type | AR | Field Name |
| License Information (TAB001) | | | | | | |
| Drop down values according to the ID | Manual Selection | ~~Yes~~  NO | Yes | Dropdown | رقم السجل الزراعي | Agriculture Record No. |
| N/A | Retrieved from system | No | Yes | Pre-Populated | تاريخ إصدار السجل | Record Issue Date |
|  | Retrieved from system | No | Yes | Pre-Populated | تاريخ انتهاء السجل | Record Expiry Date |
| Main Information (TAB002) (If Individual is applying for service) | | | | | | |
| N/A | Retrieved from the SSO service | No | Yes | Pre-Populated | اسم مقدم الطلب | Applicant Name |
| Requires ‘@’  Max Char Limit: 64  Appear only when logged in from personal account | Retrieved from system | No | Yes | String | البريد الإلكتروني | Email |
|  | Retrieved from the SSO service | No | Yes | Integer | الهوية الوطنية | National ID |
|  | Retrieved from System | No | Yes | Pre-Populating | الجنسية | Nationality |
| N/A | Retrieved from System | NO | Yes | Retrieve From System | رقم الجوال | Mobile Number |
|  | Manual Entry | Yes | Yes | Text | ملاحظات اضافية | Additional Comments |
| Main Information (TAB002) (If Entity is applying for service) | | | | | | |
| Max Character Limit 10 | Retrieve from system | No | Yes | Integer | رقم السجل التجاري | CR Number |
| Minimum 3 months validity | Retrieved from System | No | Yes | Pre-Populated | تاريخ الانتهاء  السجل التجاري | CR Expiry Date |
| Max Character Limit 64 | Retrieved from System | No | Yes | Pre-Populated | اسم الشركة بالعربي | Company name in Arabic |
| Input only in English, Max Character Limit 64 | Retrieved from System | No | Yes | Pre-Populated | اسم الشركة بالإنجليزي | Company name in English |
|  | Retrieved from System | No | Yes | String | اسم المالك | Owner’s name |
| Char 4000 | Manual Entry | Yes | Yes | Text | ملاحظات اضافية | Additional Comments |
| Below fields will be visible to both type of user (Individual and Entity) | | | | | | |
| ~~Appear only when logged in from institution/entity account~~ | ~~Prepopulated from the CR Integration~~ | ~~No~~ | ~~Yes~~ | ~~String~~ | ~~اسم المالك~~ | ~~Owner’s name~~ |
|  | -فرد  -مؤسسة  -شركة  -جهة تعاونية  -جهة حكومية  -وقف  -املاك قديمة  -فرد/وكيل ورثة  -مستأجر من املاك الدولة  -An individual  -institution  -a company  -A cooperative entity  -Governmental entity  -stood up  -Old property  -Individual/heir agent  -A tenant of state property | No | Yes | Drop down list of value | نوع الملكية | Ownership Type |
|  | - زراعي  -حيواني  -زراعي/ حيواني  -منشآت وخدمات مساندة  -زراعي عضوي  -سمكي  -بدون انشطة  - Agricultural  -animal  -Agricultural/animal  -Facilities and support services  -Organic agricultural  -fishy  -No activities | No | Yes | Drop down list of value | النشاط الاساسي | Main Activity |
| -Title deed  - agricultural decision  - Istihkam document  - pledge of allegiance  - other | صك – قرار زراعي – حجة استحاكم-  مبايعة-اخرى | No | Yes | Drop down list of value | نوع وثيقة الملكية | Ownership document Type |
| System will validate the number if applicant has chosen "Title deed" as document type using "MOJ" integration and for rest other option there is no validation required.  As of now, we don’t have integration from business, we will bypass the integration validation |  | No | Yes | Integer | رقم وثيقة الملكية | Ownership No |
|  |  | NO | No | Retrieve From System | تاريخ وثيقة الملكية | Ownership document Date |
|  |  |  |  | Button | تحقق | Verify |
| Will appear for all the case |  |  |  | Button | إضافة | Add |
|  |  |  |  | Button | حذف | Delete |
| Max Char limit 4 before decimal and 2 digits after decimal | Retrieved from System | No | Yes | Integer | المساحة الكلية(بالهكتار) | Total Area (In Hectare) |
| Location Information (TAB003) | | | | | | |
| Medinah | Fixed | No | Yes | Pre-Populated | المنطقة | Region |
| Al Ula | Fixed | NO | No | Pre-Populated | اسم المدينة | City |
|  | Retrieved from System | No | Yes | Integer | رقم المخطط | Plan Number |
|  | Retrieved from System | No | Yes | Integer | رقم الارض | Land Number |
|  | Map, Farm Id | NO | No | Radio Button, Pre-populated | موقع المزرعة | Farm Location |
| If Farm ID is Selected Following Fields must be visible | | | | | | |
|  |  | NO | No | Retrieve From System | الخريطة | Map |
| If it’s existed in the system |  | NO | No | Retrieve From System | رقم المزرعة | Farm ID |
| Max Char limit: 64 | Retrieved from System | NO | No | Retrieve From System | اسم الشارع | Street name |
| Max Char limit: 13 | Retrieved from System | NO | No | Retrieve From System | الرمز البريدي | Zip code |
| Character limit 13 | Retrieved from System | NO | No | Retrieve From System | رقم المبنى | Building Number |
| Character limit 64 | Retrieved from System | NO | No | Retrieve From System | الحي | District Name |
| If Map is selected following fields must be visible | | | | | | |
|  | Retrieved from System | No | Yes | Google Map |  | Map |
| 00Max Char limit: 64 | Retrieved from System | No | Yes | String | اسم الشارع | Street name |
| Max Char limit: 13 | Retrieved from System | No | Yes | Integer | الرمز البريدي | Zip code |
| Character limit 64 | Retrieved from System | No | Yes | String | الحي | District Name |
|  | Retrieved from System | No | Yes | Google maps/manual entry | خط الطول | Longitude |
|  | Retrieved from System | No | Yes | Google maps/manual entry | خط العرض | Latitude |
| Attachments (TAB004) | | | | | | |
| Pdf, docx, doc, JPG, PNG  File Size 5MB | Retrieve from system but can be edited | Yes | Yes | File Upload | مستند الملكية | Ownership Documents |
| Pdf, docx, doc, JPG, PNG  File Size 5MB | Retrieve from system and editable | Yes | Yes | File Upload | شهادة العضوية | Organic Certificate |
| Pdf, docx, doc, JPG, PNG  File Size 5MB | Retrieve from system but can be edited | Yes | Yes | File Upload | ملف الرفع المساحي | Surveying File |
| ~~Pdf, docx, doc, JPG, PNG~~  ~~File Size 5MB~~ | ~~Retrieve from system but can be edited~~ | ~~Yes~~ | ~~Yes~~ | ~~File Upload~~ |  | ~~Survey Document~~ |
| Pdf, docx, doc, JPG, PNG  File Size 5MB | Retrieve from system | Yes | No | File Upload | مرفقات إضافية | Additional Attachment |
| Pdf, docx, doc, JPG, PNG  File Size 5MB | Retrieve from system | No | No | File Upload | أخرى | Others |

## Action Message

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| Content | Recipient | Type | Identifier |
| “Your application has been submitted successfully. Your application number is “Var1”.  RCU”  "تم تقديم طلبك بنجاح. رقم الطلب الخاص بك هو "Var1"  الهيئة الملكية لمحافظة العلا" | Applicant | SMS | SMS-RC-01-01 |
| “Your application number “Var1” has been rejected.  RCU”  "تم رفض طلبك رقم “Var1”.  الهيئة الملكية لمحافظة العلا" | Applicant | SMS | SMS-RC-01-02 |
| “Your application number “Var1” has been returned to you for clarifications. Kindly visit the website to provide them and resubmit the application.  RCU”  "تم إعادة الطلب رقم "Var1" لك لوجود بعض المتطلبات. يرجى زيارة الموقع لإضافتها وإعادة تقديم الطلب.  الهيئة الملكية لمحافظة العلا" | Applicant | SMS | SMS-RC-01-03 |
| “Your application number “Var1” has been accepted. To print the license, please visit the website.  RCU”  "تم اصدار الرخصة للطلب رقم "Var1". لطباعتها يرجى زيارة الموقع.  الهيئة الملكية لمحافظة العلا" | Applicant | SMS | SMS-RC-01-04 |
| “Your application has been submitted successfully. Your application number is “Var1”.  RCU”  "تم تقديم طلبك بنجاح. رقم الطلب الخاص بك هو "Var1"  الهيئة الملكية لمحافظة العلا" | Applicant | EML | EML-RC-01-01 |
| “Your application number “Var1” has been rejected.  RCU”  "تم رفض طلبك رقم “Var1”.  الهيئة الملكية لمحافظة العلا" | Applicant | EML | EML-RC-01-02 |
| “Your application number “Var1” has been returned to you for clarifications. Kindly visit the website to provide them and resubmit the application.  RCU”  "تم إعادة الطلب رقم "Var1" لك لوجود بعض المتطلبات. يرجى زيارة الموقع لإضافتها وإعادة تقديم الطلب.  الهيئة الملكية لمحافظة العلا" | Applicant | EML | EML-RC-01-03 |
| “Your application number “Var1” has been accepted. To print the license, please visit the website.  RCU”  "تم اصدار الرخصة للطلب رقم "Var1". لطباعتها يرجى زيارة الموقع.  الهيئة الملكية لمحافظة العلا" | Applicant | EML | EML-RC-01-04 |
| Are you sure you want to submit the Application (Yes/No)  هل أنت ترغب في تقديم الطلب؟ (نعم/لا) | Applicant | PUPUP | PUP-RC-01-01 |
| Are you sure you want to cancel the application? (Yes/No)  "هل ترغب في إلغاء الطلب؟ (نعم/لا)" | Applicant | PUPUP | PUP-RC-01-02 |
| “Your application has been submitted successfully. Your Application Number is XXXXXX”  تم تقديم طلبك بنجاح. رقم طلبك هو XXXXXX. | Applicant | PUPUP | PUP-RC-01-03 |
| “Your application has been saved as a draft successfully. Your Application Number is XXXXXX”  تم حفظ طلبك بنجاح كمسودة. رقم طلبك هو XXXXXX. | Applicant | PUPUP | PUP-RC-01-04 |

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| **Use Case Number** | UC-02 |
| **Use case** | As an applicant, I want to review the Application summary. |
| **Given** | * Applicant wants to apply for Renewal of Agricultural Record. * Applicant chooses (Renewal of Agricultural Record) service from eService’s menu |
| **Platform** | Angular Public portal |
| **User** | Applicant |
| **Preconditions** | * User has completed the registration. * Angular websites are active. * Applicant has submitted the application |
| **Main Steps** | 1. User Open the RCU official website. 2. The user clicks on the RCU eService TAB. 3. The platform will show the list of services available to the user. 4. The user clicks on the Service Link. 5. The Platform shows the Login Page, User login to the RCU eService portal. 6. The Platform displays the Home page available to the user, User Navigate to the “My Application section. 7. Under the **My Application section**, the User can click on the “Application number” for which he wants to review the Application summary. 8. The Platform displays the Application summary along with the status of the applicant. 9. After reviewing the applicant click on the **back** to return back to the “my Application section” 10. Applicant can withdrawal the request by clicking on the **“Cancel Application”** Button. |
| **work rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided.  BR002  System must transfer the user to the previous screen when they click on “Back”.  BR015:  Applicant can cancel the application if it is in progress state |

## Screen Component

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| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
| N/A |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| N/A |  | No | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| N/A |  | No | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
| When Pressed, Platform will take the applicant to My Application section |  |  |  | Button | السابق | Back |
| When, Presses Platform will cancel the Application in system no further activity will be performed on this Application |  |  |  | Button | الغاء الطلب | Cancel Application |

## Action Message

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| Content | Recipient | Type | Identifier |
| Are you sure you want to cancel the application? (Yes/No)  "هل ترغب في إلغاء الطلب؟ (نعم/لا)" | Applicant | PUPUP | PUP-RC-02-01 |

|  |  |
| --- | --- |
| **Use Case Number** | UC-03 |
| **Use case** | As an applicant. I want to review the return Application so I can take the necessary action. |
| **Given** | * Applicant wants to apply for Renewal of Agricultural Record. * Applicant chooses (Renewal of Agricultural Record) service from eService’s menu * L&P Specialist has rejected the application |
| **Platform** | Angular Public portal |
| **User** | Applicant |
| **Preconditions** | * User has completed the registration. * Angular website is active. * The applicant has submitted the Application. * Appian User has returned the Application |
| **Main Steps** | 1. User Open the RCU official website. 2. The user clicks on the RCU eService TAB. 3. The platform will show the list of services available to the user. 4. The user clicks on the Service Link. 5. The Platform shows the Login Page, User login to the RCU eService portal. 6. The Platform displays the Home page available to the user, User Navigate to the “My task section. 7. Under the **My Task section**, the User can click on the “Assigned Task.” 8. The Platform displays the task summary along with the return remarks. 9. After reviewing the task, the user takes necessary action and updates the task by clicking on the “**submit”** button. 10. After successful submission platform routes the application to the UC-04 |
| **work rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided.  BR002  System must transfer the user to the previous screen when they click on “Back”.  BR015:  Applicant can cancel the application if it is in progress state |

## Screen Component

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| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
|  | Remarks Added by the L&P specialist | No | Yes | Pre-Populated | سبب إعادة الطلب | Return Reason |
|  |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| N/A |  | Yes, If marked by L&P specialist to edit then this section will be editable | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| N/A |  | Yes, If marked by L&P specialist to edit then this section will be editable | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
| When Pressed, Platform will submit the applicant |  |  |  | Button | تقديم | Submit |
| When Pressed, Platform will take the applicant to home page |  |  |  | Button | اغلاق | Back |

## Action Message

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Recipient | Type | Identifier |
| Are you sure you want to submit the Application (Yes/No)  هل ترغب في تقديم الطلب؟ (نعم/لا) | Applicant | PUPUP | PUP-RC-03-01 |
| Are you sure you want to cancel the Application (Yes/No)  "هل ترغب في إلغاء الطلب؟ (نعم/لا)" | Applicant | PUPUP | PUP-RC-03-02 |
| “Your application has been submitted successfully. Your Application Number is XXXXXX”  تم تقديم طلبك بنجاح. رقم الطلب الخاص بك هو "Var1"  الهيئة الملكية لمحافظة العلا" | Applicant | PUPUP | PUP-RC-03-03 |

|  |  |
| --- | --- |
| **Use Case Number** | UC-04 |
| **Use case** | As the L & P Specialist, I want to review the application submitted by the applicant in order to take a decision (Accept/Reject/ Return) |
| **Given** | * The applicant has submitted a Application for Renewal of Agricultural Record. * The L&P specialist has received a task to review the Application and provide a decision |
| **Platform** | Appian Site |
| **User** | L&P specialist |
| **Preconditions** | * User has necessary permissions. * Appian website is active. * User has a task to review the application assigned to them |
| **Main Steps** | 1. L&P specialist logs in to the platform. 2. The user navigates to the "Applications" tab on the dashboard. 3. The platform displays a list of Applications along with the active task "Review by L & P Specialist". 4. The user selects the task assigned to them from the My Tasks list. 5. The platform displays the details of the Application. 6. The user reviews the Application and verifies the accuracy of the information provided. 7. The user takes one of the following actions to complete the task:  * **Reject** - If the user rejects the Application, the process will end, and the applicant will be notified. * **Accept**- When selected, the Application will be forwarded to the Agriculture Relation and Market Management Manager. * **Return**- When selected the Application will be returned to the Applicant with comments.  1. User clicks on the “Submit” button. 2. The Application is sent to the Agriculture Relation and Market Management Manager UC-05 for further processing. |
| **Work Rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided. |

## Screen Component

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
|  | **Platform**     Application No   Service Name  Created On  Nationality  Origin (Internal/ External) | No | Yes | Pre-populated | معلومات الطلب | Application Details |
|  |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| The L&P select the field to be updated by the applicant when returned by using the toggle button on the section header |  | Yes, If marked by L&P specialist to edit then this section will be editable | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| The L&P select the field to be updated by the applicant when returned by using the toggle button on the section header |  | Yes, If marked by L&P specialist to edit then this section will be editable | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
|  |  | No | Yes, if any remarks are present | Pre-Populated | ملاحظات | Remarks (TAB005) |
| When selected, the application will be forwarded to the Agriculture Relation and Market Management Manager |  |  |  | Radio Button | قبول الطلب | Accept |
| If the user rejects the application, the process will end, and the applicant will be notified |  |  |  | Radio Button | رفض الطلب | Reject |
| When selected the application will be returned to the Applicant with comments |  |  |  | Radio Button | إعادة الطلب | Return |
|  |  | NO | Yes, in case of Return | Drop Down | . المعلومات المدخلة غير صحيحة, الرجاء ادخال البيانات بالشكل الصحيح  . المستندات المرفقة في الطلب غير مكتملة  - ارفاق المستند المطلوب  يجب ارفاق اثبات العنوان الوطني حديث  يرجى تقديم الضمان المالي | Return Reason   * Incorrect or Inaccurate Information * Required documents Uncompleted * Attached the correct documents * Provide new National Address proof * Please provide financial guarantee * ~~Other~~ |
|  |  | NO | Yes, in case of Reject | Drop Down | .عدم اكتمال البيانات(الطلب غير مكتمل)  . المستندات المرفقة غير كافية  .المستند غير ساري  – مقدم الطلب غير مخول له تقديم الطلب -  – يتعارض مع المخطط التنظيمي العام للهيئة  خارج المنطقة المسموح البناء بها -  – اعادة التقديم على الخدمة الصحيحة  عقد التأجير لا يمح بإعادة التأجير –  -المنطقة خارج نطاق الهيئة الملكية لمحافظة العلا  عدم تسديد الرسوم المطلوبة  عدم تقديم مما يثبت حق الملكية أو الانتفاع بالعين محل التصريح  انتهاء صلاحية المستندات المقدمة  وجود ملاحظات خلال الزيارة الميدانية  عدم تقديم الضمان المالي | Reject Reason:   * Incomplete Application * Insufficient Supporting Documentation * Expired documents * Non-Authorized Applicant * Conflict with the Master plan outside the released area * apply for the correct services * lease agreements does not allowed for release * The area is outside the boundaries of the Royal Commission for Al-Ula * The fees have not been paid due to not providing proof of the right of ownership or use of the property * Expired documents   Observations during the inspection visit not providing financial guarantee |
|  |  | Yes | Yes, in case of Reject/Return | Text Box | ملاحظات | Remarks |
|  |  |  |  | Button | تقديم | Submit |
| When pressed, Platform will close the task |  |  |  | Button | اغلاق | Close |

Action Message

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Recipient | Type | Identifier |
| Dear [Applicant],    Your application has been rejected. Application number ##### . For more information, please visit the platform at the following link: Link.  عزيزي [مقدم الطلب],  تم رفض طلبك. رقم الطلب #####. للمزيد من المعلومات، يرجى زيارة المنصة عبر الرابط التالي: الرابط. | Applicant | SMS & EMAIL | SMS-RC-04-01  EML-RC-04-01 |
| Dear [Applicant],  Your application has been returned. Application number ##### . For more information, please visit the platform at the following link: Link.  عزيزي [مقدم الطلب],  تم إعادة طلبك. رقم الطلب #####. للمزيد من المعلومات، يرجى زيارة المنصة عبر الرابط التالي: الرابط. | Applicant | SMS & EMAIL | SMS-RC-04-02  EML-RC-04-02 |
| Dear User,  You have a Application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. | Agriculture Relation and Market Management Manager | EMAIL | EML-RC-04-03 |
| Application Number “#######” has been Rejected  تم رفض الطلب رقم "#######" | L& P Specialist | POP-UP | PUP-RC-04-01 |
| Application Number “#######” has been Returned  تم اعادة الطلب رقم "#######" | L& P Specialist | POP-UP | PUP-RC-04-02 |
| Application Number “#######” has been Accepted  تم قبول الطلب رقم "#######" | L& P Specialist | POP-UP | PUP-RC-04-03 |

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| --- | --- |
| **Use Case Number** | UC-05 |
| **Use case** | As the Agriculture Relation and Market Management Manager, I want to review application accepted by the L & P Specialist, in order to take a decision. |
| **Given** | * The applicant has submitted an Application of Renewal of Agricultural Record. * The L&P specialist has accepted Application |
| **Platform** | Appian Site |
| **User** | Agriculture Relation and Market Management Manager |
| **Preconditions** | * User has necessary permissions. * Appian website is active. * L&P specialist has accepted the Application. * User has a task to review the application assigned to them |
| **Main Steps** | 1. Agriculture Relation and Market Management Manager logs in to the platform. 2. The user navigates to the "My Tasks" tab on the dashboard. 3. The platform displays a list of Applications along with the active task "Review by Agriculture Relation and Market Management Manager ". 4. The user selects the task assigned to them from the list. 5. The platform displays the details of the Application. 6. The user reviews the Application and verifies the accuracy of the information provided. 7. The user takes one of the following actions to complete the task:  * **Accept:** The Application will move to the COO for review. ~~DMMO Excellence will have access to this application (Read-Only access).~~ * **Reject:** The Application will just be moved to the L&P Specialist for validating the rejected application for review UC07. * **Return:** The Application will just be moved to the L&P Specialist for review UC04.  1. User clicks on the “Submit” button. 2. The Application is forwarded as per the decision taken for further processing. |
| **Work rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided. |

## Screen Component

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| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
|  | **Platform**     Application No   Service Name  Created On  Nationality  Origin (Internal/ External) | No | Yes | Pre-populated | معلومات الطلب | Application Details |
|  |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| N/A |  | No | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| N/A |  | No | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
|  |  | No | Yes, if remarks are present | Pre-Populated | ملاحظات | Remarks (TAB005) |
| This will send the application to the COO to approve |  |  |  | Radio Button | قبول الطلب | Accept |
| This will send the application back to the L&P Specialist to validate the rejection |  |  |  | Radio Button | رفض الطلب | Reject |
|  |  |  |  | Radio Button | إعادة الطلب | Return |
|  |  | Yes | Yes, in case of Reject | Text Box | ملاحظات | Remarks |
|  |  |  |  | Button | تقديم | Submit |
| When pressed, Platform will close the task |  |  |  | Button | اغلاق | Close |

## Action Message

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| --- | --- | --- | --- |
| Content | Recipient | Type | Identifier |
| Dear User,  You have a Application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. | COO | EMAIL | EML-RC-05-01 |
| Dear User, You have a Application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. | L & P Specialist | EMAIL | EML-RC-05-02 |
| Application Number “#######” has been Accepted  تم قبول الطلب رقم "#######" | Agriculture Relation and Market Management Manager | POP-UP | PUP-RC-05-01 |
| Application Number “#######” has been Rejected  تم رفض الطلب رقم "#######" | Agriculture Relation and Market Management Manager | POP-UP | PUP-RC-05-02 |
| Application Number “#######” has been Returned  تم اعادة الطلب رقم "#######" | Agriculture Relation and Market Management Manager | POP-UP | PUP-RC-05-02 |
| Dear User,  A new Application for “Renewal of Agricultural Record” has been processed. Application Number- ########  عزيزي المستخدم،  تمت قبول طلب جديد "لإنشاء ترخيص وكيل السفر". رقم الطلب- ######## | COO | EMAIL | EML-RC-05-02 |

|  |  |
| --- | --- |
| **Use Case Number** | UC-06 |
| **Use case** | As the COO, I want to provide a final decision on the application that has been Accepted by the Agriculture Relation and Market Management Manager |
| **Given** | * The applicant has submitted a Renewal of Agricultural Record. * The Agriculture Relation and Market Management Manager has accepted the Application |
| **Platform** | Appian Site |
| **User** | COO |
| **Preconditions** | * User has necessary permissions. * Appian website is active. * Agriculture Relation and Market Management Manager has accepted application. * User has a task to review the application assigned to them |
| **Main Steps** | 1. COO logs in to the platform. 2. The user navigates to the "My Tasks" tab on the dashboard. 3. The platform displays a list of Applications along with the active task "Review by COO” 4. The user selects the task assigned to them from the list. 5. The platform displays the details of the Application. 6. The user reviews the Application and verifies the accuracy of the information provided. 7. The user takes one of the following actions to complete the task:  * **Accept:** The Platform will generate the invoice which is sent to the applicant to pay the fees in order to issue the license. * **Reject:** The Application will just be moved to the L&P Specialist for validating the rejected application for review UC08.  1. User clicks on the “Submit” button. 2. The Application is forwarded as per the decision taken for further processing by generating License for Agricultural Record. |
| **work rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided. |

## Screen Component

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| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
|  | **Platform**   Application No  Service Name  Created On  Nationality  Origin (Internal/ External) | No | Yes | Pre-populated | معلومات الطلب | Application Details |
|  |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| N/A |  | No | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| N/A |  | No | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
|  |  | No | Yes | Pre-populated | ملاحظات | Remarks (TAB005) |
|  |  | Yes | Yes, in case of Reject | Text Box | ملاحظات | Remarks |
| This will process the application further and generate the license |  |  |  | Radio Button | قبول الطلب | Accept |
| This will send the application back to the L&P Specialist to validate the rejection |  |  |  | Radio Button | رفض الطلب | Reject |
|  |  |  |  | Button | تقديم | Submit |
| When pressed, Platform will close the task |  |  |  | Button | اغلاق | Close |

## Action Message

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Recipient | Type | Identifier |
| Dear User, You have a Application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. | L&P Specialist | EMAIL | EML-RC-06-01 |
| Application Number “#######” has been Rejected  تم رفض الطلب رقم "#######" | COO | POP-UP | PUP-RC-06-01 |
| Application Number “#######” has been Accepted  تم قبول الطلب رقم "#######" | COO | POP-UP | PUP-RC-06-02 |
| “Your application number “Var1” has been accepted. To print the record, please visit the website.  RCU”  "تم اصدار السجل للطلب رقم "Var1". لطباعتها يرجى زيارة الموقع.  الهيئة الملكية لمحافظة العلا" | Applicant | SMS and Email | SMS-RC-06-01  EML-RC-06-01 |

|  |  |
| --- | --- |
| **Use Case Number** | UC-07 |
| **Use case** | As the L & P Specialist, I want to review the Rejected application. (rejected by Agriculture Relation and Market Management Manager) in order to approve the rejection |
| **Given** | * The applicant has submitted a Renewal of Agricultural Record. * The Agriculture Relation and Market Management Manager has rejected the Application |
| **Platform** | Appian Site |
| **User** | L & P Specialist |
| **Preconditions** | * User has necessary permissions. * Appian website is active. * Agriculture Relation and Market Management Manager has rejected the application. * User has a task to review the application assigned to them |
| **Main Steps** | 1. L & P Specialist logs in to the platform. 2. The user navigates to the "My Tasks" tab on the dashboard. 3. The platform displays a list of Applications along with the active task "Review by L & P Specialist ". 4. The user selects the task assigned to them from the list. 5. The platform displays the details of the Application. 6. The user reviews the Application and verifies the accuracy of the information provided. 7. The user takes one of the following actions to complete the task.  * **Confirm Rejection**: This will result in the process end * **Invalid Rejection**: This will result in returning the Application to the Agriculture Relation and Market Management Manager  1. User clicks on the “Submit” button. 2. The Application is forwarded as per the decision taken for further processing. |
| **work rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided. |

## Screen Component

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
|  | **Platform**   Application No  Service Name  Created On  Nationality  Origin (Internal/ External) | No | Yes | Pre-populated | معلومات الطلب | Application Details |
|  |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| N/A |  | No | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| N/A |  | No | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
|  |  | No | Yes, if there are any remarks present | Pre-populated | ملاحظات | Remarks (TAB005) |
| When pressed the a dropdown will appear |  |  |  | Radio Button | تأكيد الرفض | Confirm Rejection |
| This will appear when confirm rejection is selected |  | NO |  | dropdown | .عدم اكتمال البيانات(الطلب غير مكتمل). المستندات المرفقة غير كافية  .المستند غير ساري  – مقدم الطلب غير مخول له تقديم الطلب -  – يتعارض مع المخطط التنظيمي العام للهيئة  خارج المنطقة المسموح البناء بها -  – اعادة التقديم على الخدمة الصحيحة  عقد التأجير لا يمح بإعادة التأجير –  -المنطقة خارج نطاق الهيئة الملكية لمحافظة العلا  عدم تسديد الرسوم المطلوبة  عدم تقديم مما يثبت حق الملكية أو الانتفاع بالعين محل التصريح  انتهاء صلاحية المستندات المقدمة  وجود ملاحظات خلال الزيارة الميدانية  عدم تقديم الضمان المالي | Reject Reason:   * Incomplete Application * Insufficient Supporting Documentation * Expired documents * Non-Authorized Applicant * Conflict with the Master plan outside the released area * apply for the correct services * lease agreements does not allowed for release * The area is outside the boundaries of the Royal Commission for Al-Ula * The fees have not been paid due to not providing proof of the right of ownership or use of the property * Expired documents   Observations during the inspection visit not providing financial guarantee |
| When pressed application will be returned to the previous user persona |  |  |  | Radio Button | الغاء الرفض | Invalid Rejection |
|  |  | Yes | Yes, in case of Invalid Rejection | Text Area | ملاحظات | Remarks |
|  |  |  |  | Button | تقديم | Submit |
| When pressed, Platform will close the task |  |  |  | Button | اغلاق | Close |

## Action Message

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Recipient | Type | Identifier |
| Dear User,  You have an application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. | Agriculture Relation and Market Management Manager | EMAIL | EML-RC-05-02 |
| Application Number “#######” has been Rejected  تم رفض الطلب رقم "#######" | L&P Specialist | POP-UP | PUP-RC-05-01 |
| Application Number “#######” has been Rejected  تم رفض الطلب رقم "#######" | L&P Specialist | POP-UP | PUP-RC-05-02 |
| “Your application has been Rejected. Your application number is “Var1”.  RCU”  تم رفض طلبك. رقم الطلب #####. | Applicant | SMS and Email | SMS-RC-01-01  EML-RC-01-01 |

|  |  |
| --- | --- |
| **Use Case Number** | UC-08 |
| **Use case** | As the L & P Specialist, I want to review the Rejected application. (rejected by COO) in order to approve the rejection |
| **Given** | * The applicant has submitted an application the Issuance of an Agricultural Record * COO has rejected the Application |
| **Platform** | Appian Site |
| **User** | L&P specialist |
| **Preconditions** | * User has necessary permissions. * Appian website is active. * COO has rejected the Application * User has a task to review the application assigned to them |
| **Main Steps** | 1. L&P specialist logs in to the platform. 2. The user navigates to the "My Tasks" tab on the dashboard. 3. The platform displays a list of Applications along with the active task "Review by L&P specialist". 4. The user selects the task assigned to them from the list. 5. The platform displays the details of the Application. 6. The user reviews the Application and verifies the accuracy of the information provided. 7. The user selects one out of the following:  * **Confirm Rejection**: This will result in the process end * **Return to Agriculture Relation and Market Management Manager:**  This will result in returning of the Application to Agriculture Relation and Market Management Manager * **Return to COO**: This will result in returning of the Application to COO  1. User clicks on the “Submit” button. 2. The Application is submitted. |
| **work rules** | BR001  System must enable the “Next” button after all mandatory requirements in the screen are provided. |

## Screen Component

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Validation** | **Field Data Source** | **Editable**  **(Yes/No)** | **Mandatory (Yes/No)** | **Field type** | **AR** | **Field Name** |
|  | **Platform**   Application No  Service Name  Created On  Nationality  Origin (Internal/ External) |  |  | Pre-populated | معلومات الطلب | Application Details |
|  |  | No | Yes | Pre-Populated | المعلومات الرئيسية | License Information Screen (TAB001) |
| N/A |  | No | Yes | Pre-Populated | المعلومات الرئيسية | Main Information Screen (TAB002) |
| N/A |  | No | Yes | Pre-Populated | معلومات المنشأة | Location Information (Including all fields inTAB003) |
| N/A |  | No | Yes | Pre-Populated | المرفقات | Attachments (Including all attachments in TAB004) |
|  |  | Yes, in case there are remarks present | Yes | Pre-populated | ملاحظات | Remarks (TAB005) |
| When pressed the reject reason dropdown will appear |  |  |  | Radio Button | تأكيد الرفض | Confirm Rejection |
| This will appear when confirm rejection is selected |  | NO | Yes in case of Confirm rejection | dropdown | .عدم اكتمال البيانات(الطلب غير مكتمل). المستندات المرفقة غير كافية  .المستند غير ساري  – مقدم الطلب غير مخول له تقديم الطلب -  – يتعارض مع المخطط التنظيمي العام للهيئة  خارج المنطقة المسموح البناء بها -  – اعادة التقديم على الخدمة الصحيحة  عقد التأجير لا يمح بإعادة التأجير –  -المنطقة خارج نطاق الهيئة الملكية لمحافظة العلا  عدم تسديد الرسوم المطلوبة  عدم تقديم مما يثبت حق الملكية أو الانتفاع بالعين محل التصريح  انتهاء صلاحية المستندات المقدمة  وجود ملاحظات خلال الزيارة الميدانية  عدم تقديم الضمان المالي | Reject Reason:   * Incomplete Application * Insufficient Supporting Documentation * Expired documents * Non-Authorized Applicant * Conflict with the Master plan outside the released area * apply for the correct services * lease agreements does not allowed for release * The area is outside the boundaries of the Royal Commission for Al-Ula * The fees have not been paid due to not providing proof of the right of ownership or use of the property * Expired documents * Observations during the inspection visit not providing financial guarantee |
| This will return the application to the Agriculture Relation and Market Management Manager |  |  |  | Radio Button | اعادة الى مدير أبحاث وإدارة الاسواق | Return to Agriculture Relation and Market Management Manager |
| This will return the application to the COO |  |  |  | Radio Button | اعادة الى الرئيس التنفيذي لقطاع العمليات | Return to COO |
| Char 4000 |  | Yes | Yes | Text Box | ملاحظات | Remarks |
|  |  |  |  | Button | تقديم | Submit |
| When pressed, Platform will close the task |  |  |  | Button | اغلاق | Close |

## Action Message

|  |  |  |  |
| --- | --- | --- | --- |
| Content | Recipient | Type | Identifier |
| PUP-RC-06-01 | POP-UP | L&P specialist | Application Number “#######” has been Rejected  تم رفض الطلب رقم "#######" |
| EML-RC-03-03 | EMAIL | Agriculture Relation and Market Management Manager | Dear User,  You have a Application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. |
| EML-RC-03-03 | EMAIL | COO | Dear User,  You have a Application to review. Application Number- ########  عزيزي المستخدم،  لديك طلب للمراجعة. رقم الطلب - ########. |
| SMS-RC-01-02  EML-RC-01-02 | SMS | Applicant | “Your application number “Var1” has been rejected. RCU”  "تم رفض طلبك رقم “Var1”.  الهيئة الملكية لمحافظة العلا" |

**License Template**



**Business Requirements Document Approval**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Order | Role | Name | Notes | Signature | Date |
| 1 | Business Owner | Saad AlOsaimi | Approved |  | 5/16/2024 |
| 2 | Business Analysis Lead | Abdulsalam Almadani |  |  |  |

|  |
| --- |
| Data Classification |
| ☐ Public ☐ Internal ☐ Confidential ☐ Highly Confidential ☐ Restricted |