
User Guide for the Main Screen Dashboard

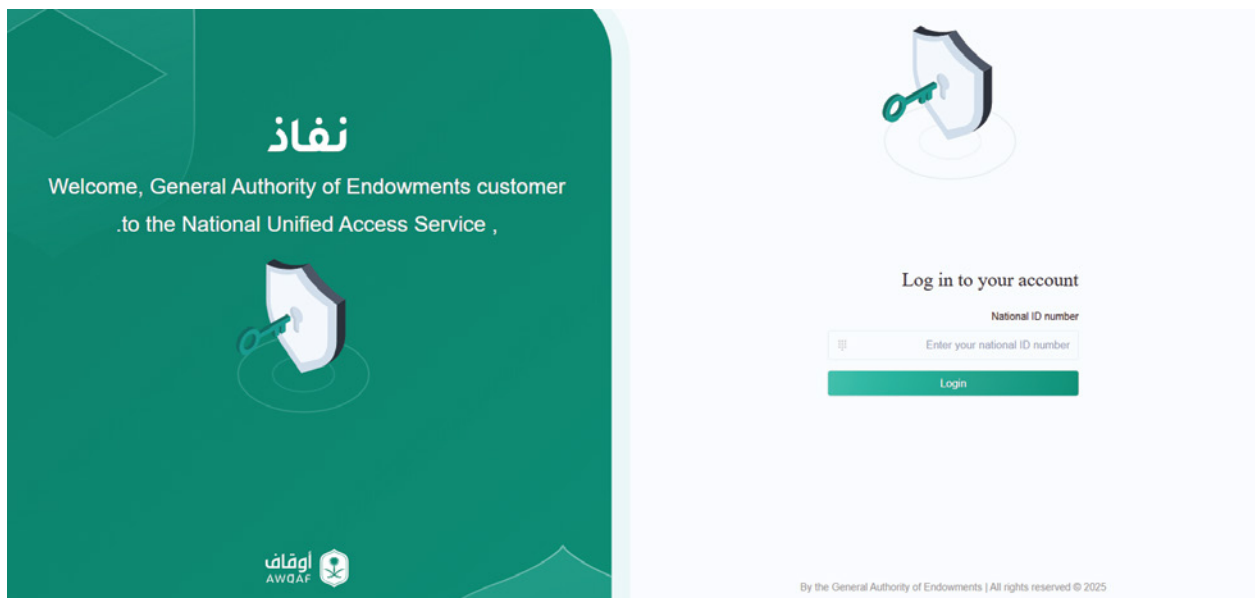
[Click here](#)

to access the service

About the Service:

This service enables users to track submitted requests, including any notes and request status. Users can also view details of their registered endowments, and review the requests and reports they have submitted along with their statuses.

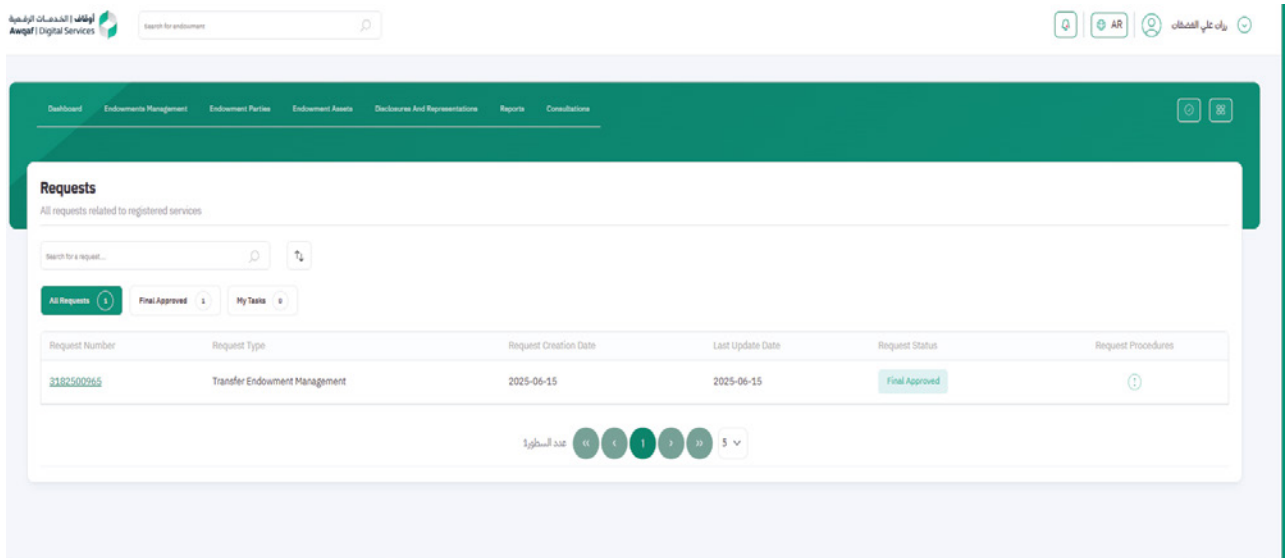
Log in by entering your ID number and password, or through the National Unified Access Service (Nafath).



Dashboard:

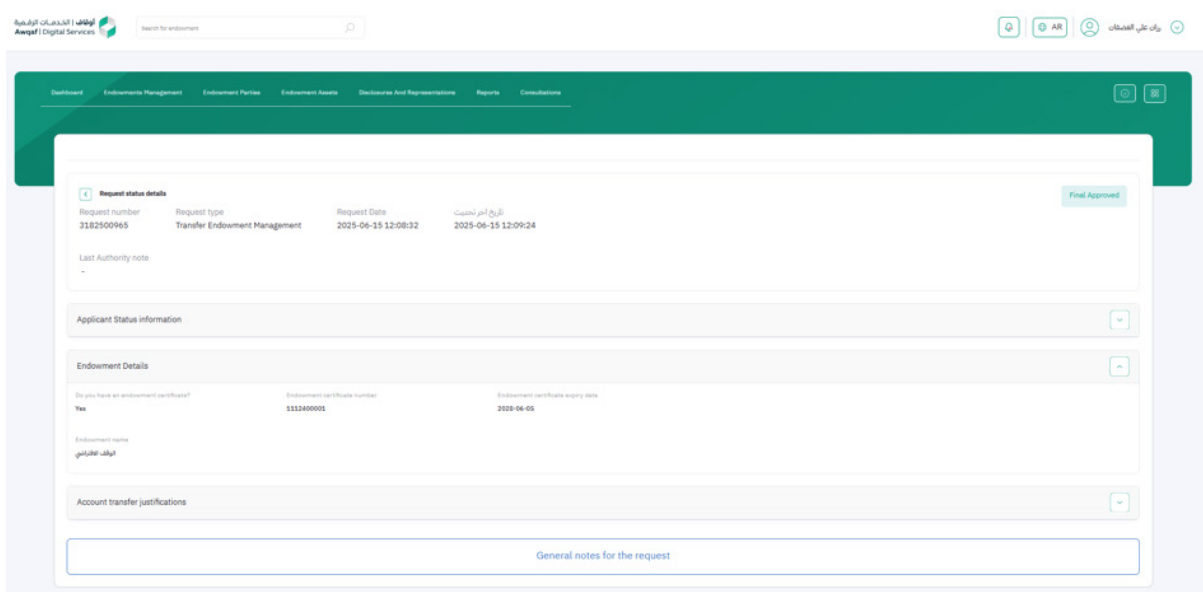
From the Dashboard homepage, select the desired option:

01. You can monitor your registered endowments.
02. Register a new endowment.
03. You can view submitted requests by clicking the "All requests" button and selecting the request from the "Procedures" icon.

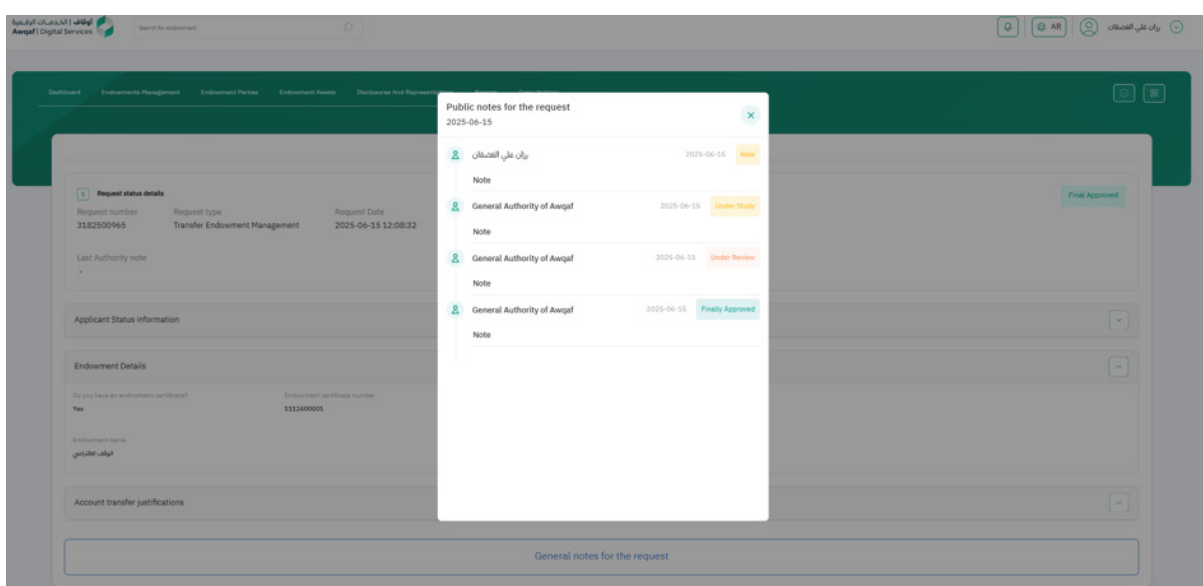


The screenshot shows the AWQAF Digital Services Dashboard. At the top, there is a search bar and a navigation menu. The 'Requests' section is highlighted, showing a table of requests. The table has columns for Request Number, Request Type, Request Creation Date, Last Update Date, Request Status, and Request Procedures. A single request is listed with the number 3182500265, type 'Transfer Endowment Management', creation date '2025-06-15', last update date '2025-06-15', and status 'Final Approved'. Below the table, there is a pagination control showing 'عدد السطور' (Number of rows) and a dropdown menu set to '5'.

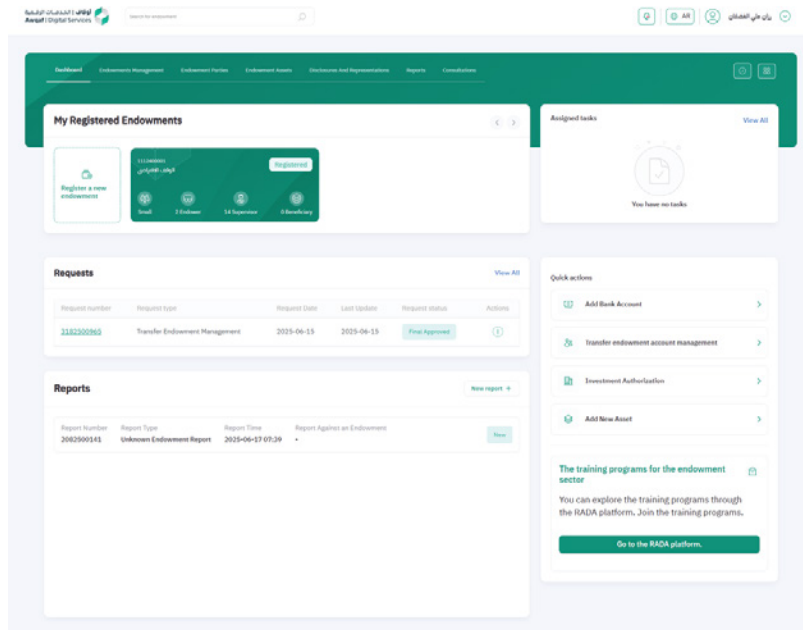
If a note is added by the Authority's staff to the applicant, it can be viewed at the bottom of the page by clicking the "General Notes for the request" button.



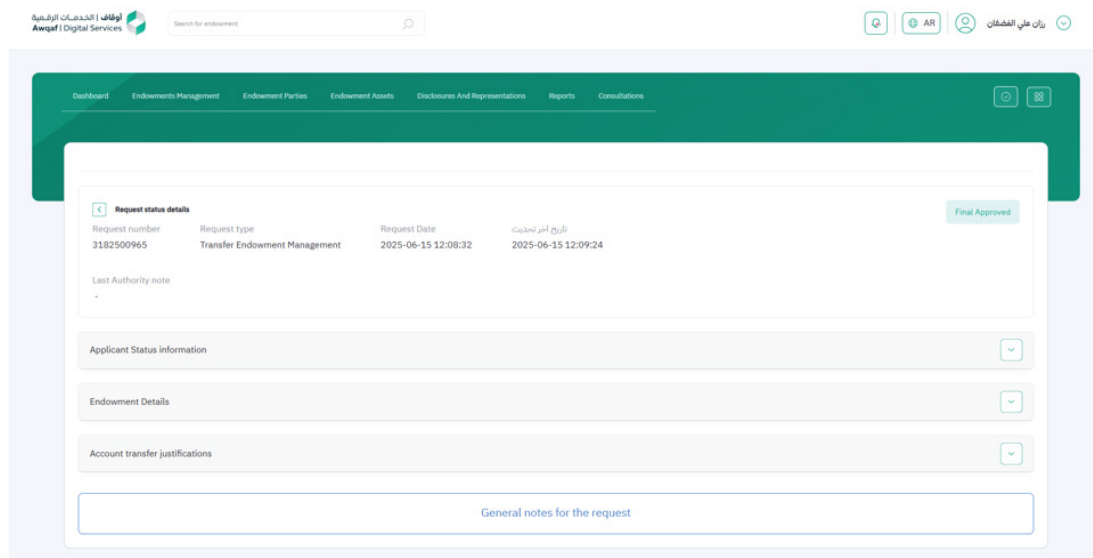
You can track the notes and the status of the request submitted either by the Authority or by the applicant.



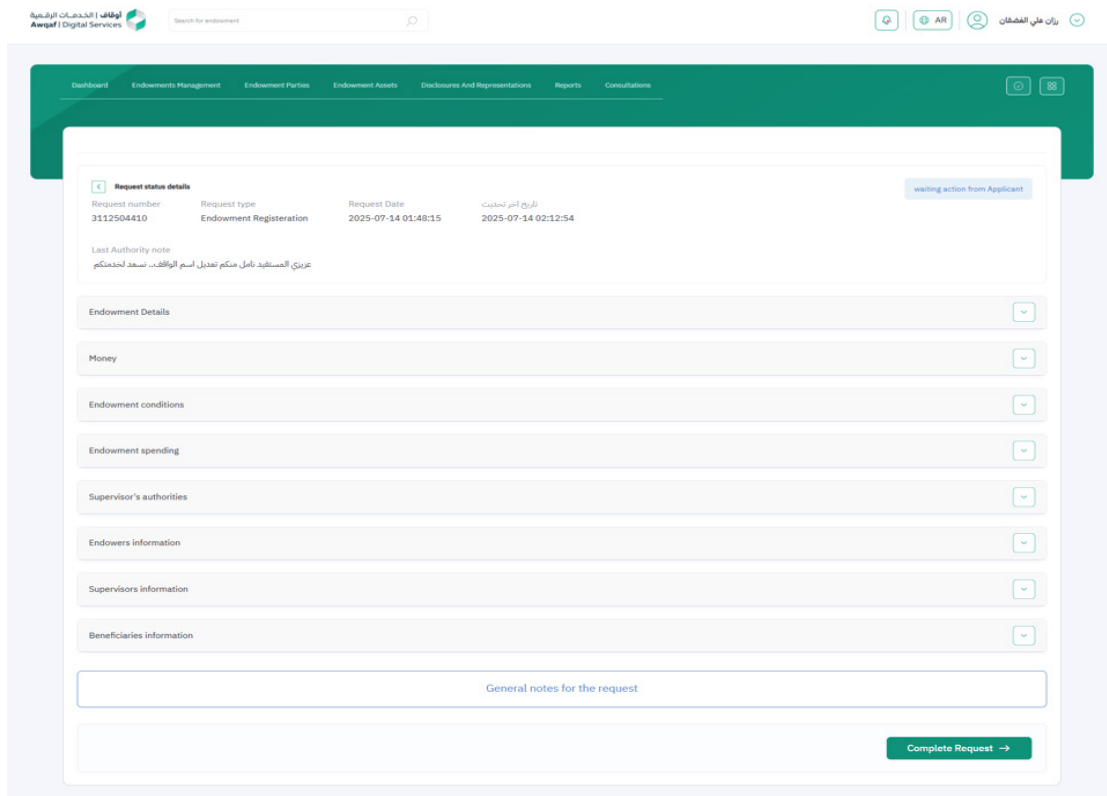
If there are notes and the request is returned by the Authority's staff to the applicant, the request status will appear as "Pending Applicant Response."



When accessing the request details, the "Last Authority Note" will be displayed, showing the note left by the Authority's staff for the applicant.



You can edit and resubmit the request by clicking the “Edit” button at the bottom of the home page when accessing the request record.



The screenshot displays the 'Request status details' page within the 'Awqaf Digital Services' dashboard. The page features a green header with navigation links: Dashboard, Endowments Management, Endowment Parties, Endowment Assets, Discounts And Representations, Reports, and Consultations. A search bar is located in the top right corner. The main content area shows the following details:

- Request status details:**
 - Request number: 3112504410
 - Request type: Endowment Registration
 - Request Date: 2025-07-14 01:48:15
 - تاريخ آخر تحديث: 2025-07-14 02:12:54
- Last Authority note:**

عزيزي المستفيد نأمل منك تعديل اسم الوقف.. نسعد لخدمتكم
- Endowment Details:** (Expandable section)
- Money:** (Expandable section)
- Endowment conditions:** (Expandable section)
- Endowment spending:** (Expandable section)
- Supervisor's authorities:** (Expandable section)
- Endowers information:** (Expandable section)
- Supervisors information:** (Expandable section)
- Beneficiaries information:** (Expandable section)
- General notes for the request:** (Text input area)
- Complete Request →** (Green button)

A status indicator in the top right corner shows 'waiting action from Applicant'.



When starting the service from the beginning, the previously entered data by the applicant will be available and editable. The applicant can modify any field at any step of the process or attach supporting documents, when necessary, based on the request made by the Authority's staff through a written note.

أوقاف | الخدمات الرقمية
Awqaf | Digital Services

Search for endowment

إدارة علي الفضلاني

Dashboard Endowments Management Endowment Parties Endowment Assets Disclosures And Representations Reports Consultations

Endowments management Register endowment

Endowment Details
You have completed 1 steps out of 7 steps

1 Endowment Details 2 Endowment assets 3 Endowment spending and conditions 4 Endowers information 5 Supervisors information 6 Beneficiaries information 7 Application Summary

Endowment name* وقف اللغة الإنجليزية Endowment date* 1995-11-22

Endowment type* Private/Family/Domestic Public/Charitable Shared

Public endowment: An endowment stipulated for general charitable purposes specified by name or description

نوع وثيقة أوقاف* Endowment Deed

رقم الوثيقة* 1840 تاريخ الوثيقة* 1435-12-15

مصدر الوثيقة* Diriyah General Court

إرفاق الوثيقة*

Drag your file here, or browse PDF, DOC, DOCX, PPT, PPTX, XLS, XLSX

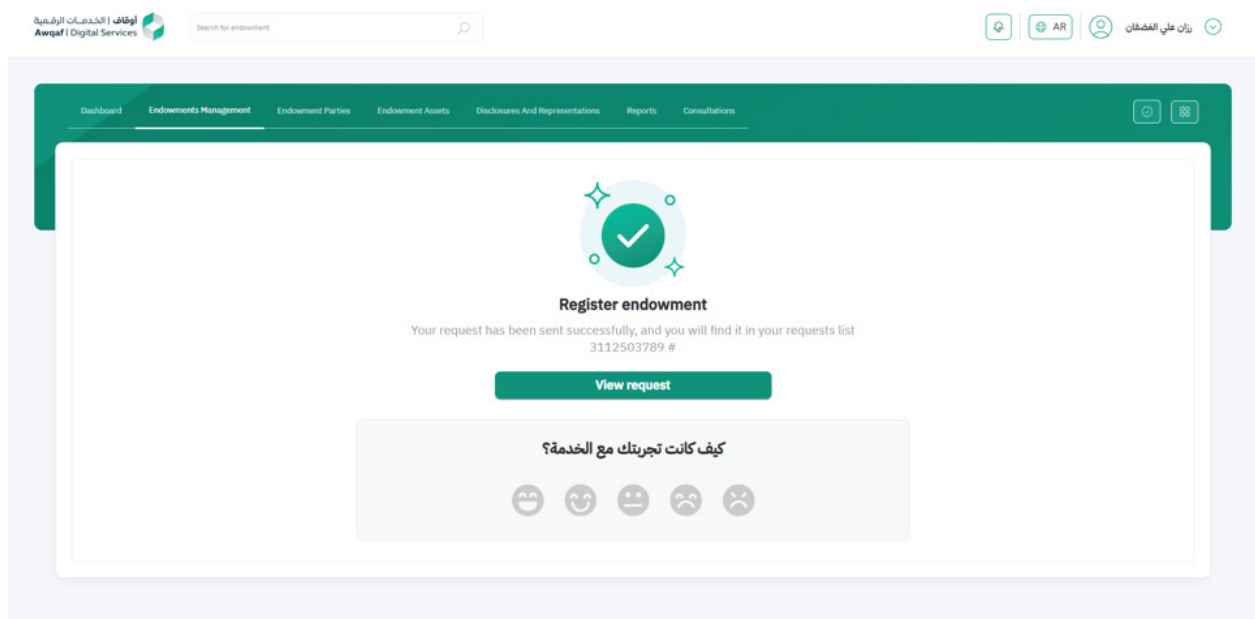
وثيقة وقف اللغة الإنجليزية.pdf
17 June 2025 - MB 0.5729

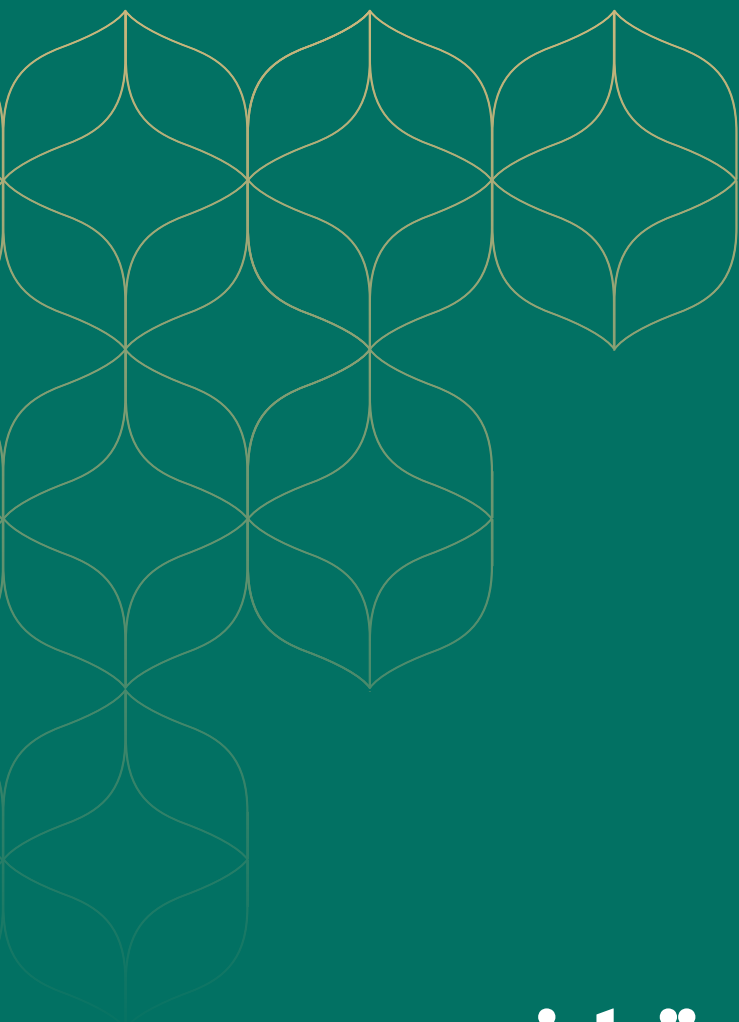
إرفاق وثائق داعمة أخرى

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Next →

Continue until you reach the final step, "Send the request". After sending, a message will appear indicating that the request is under review.





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AWQAF

