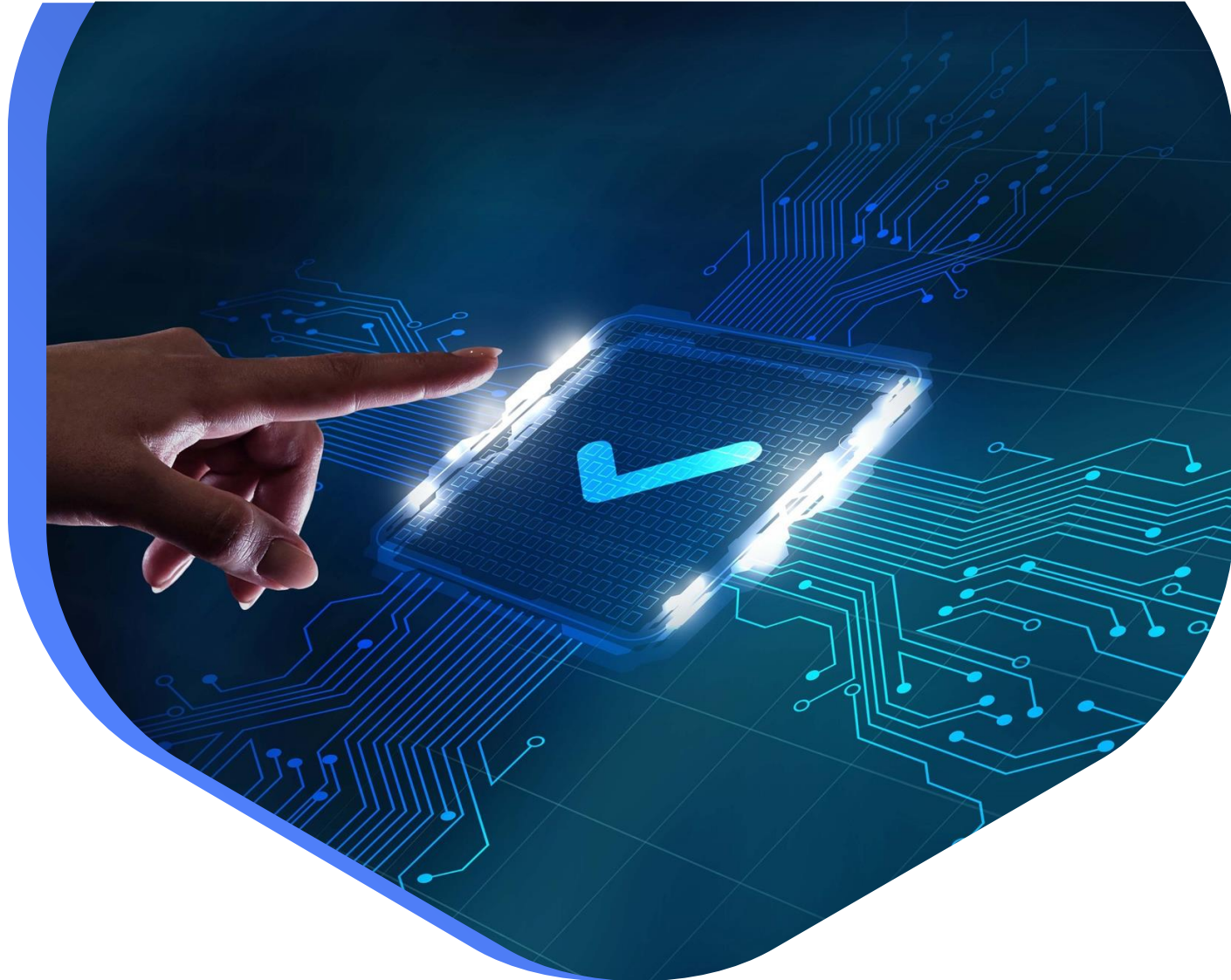




20
22

Service Guide for TAMM portal

Main Dashboard





The control panel is the main platform for each Firm to launch and start any classification service, in addition to displaying record and classification data and the main settings of the existing Firm.

Service Link: [Main Dashboard](#)



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1- The first method

After accessing Tamm portal using Emirates ID, click on the dots on the right of the screen. Scroll down and select **“MeCS Track”** as shown in example No. (1) and you will be directed to the next screen where you can choose the firm you need as you will see on the next page.

2- The second method

In general, upon completing any service through the classification system available on the **“Tamm”** platform, there will be an icon or a click button mentioning **“Visit Dashboard”** which will guide you back to the main dashboard as shown in the example No. (2)

The image contains two screenshots from the Tamm portal.
Screenshot 1 (labeled '1') shows the 'Access workspaces' section. A red circle highlights a grid icon in the top right corner. A red arrow points down to the 'MeCS Track' workspace, which is also highlighted with a red box. The workspace description reads: 'View, track statuses, and apply to MeCS Track'. Other workspaces listed include Business Dashboard, ACTVET, Qaseemati, Yes to Work, DCT Workspace, Abu Dhabi Customs Dashboard, and CV Builder.
Screenshot 2 (labeled '2') shows the 'Project Schedule Variance' page. A red circle highlights the 'TAMM' logo in the top right. A red arrow points to the 'VISIT DASHBOARD' button in the 'Your Application Is Pending Approval' section. The application status is 'In Progress' with reference number 'C11-2022-1097206-PMM24-T5'. The page also features a feedback section and a list of process steps: Schedule Variance Details, Upload Documents, Application Summary, and Application Confirmation.



Upon selecting **“MeCS Track”** from previous list, the user can select again the exact firm/account to be accessed as some accounts can be defined on more than one firm and therefore the user can switch between them.

The screenshot displays the 'Welcome to MECS' dashboard. At the top right, there is a logo for 'TAMM' (Tammah) with Arabic text 'تمم' and 'TAMM'. Below the logo is a 'Home' link. The main heading is 'Welcome to MECS' followed by a sub-heading: 'Welcome to the Municipal e-Classification System. Through this dashboard, you can: view your linked firms, view related projects and follow up on previously submitted requests.'

The dashboard features a grid of six firm selection cards, each with a title, ID, and two status indicators:

- CN-1005931 TEST** (CN-1005931): Waiting on Applicant (0), Pending Payment (0)
- CN-2047911 TEST** (CN-2047911): Waiting on Applicant (0), Pending Payment (0)
- CITILABS MIDDLE EAST CONSULTANCY L.L.C.** (CN-2057378): Waiting on Applicant (0), Pending Payment (0) - *Highlighted with a red border and a red arrow from the text on the left.*
- CN-2088297 TEST** (CN-2088297): Waiting on Applicant (0), Pending Payment (0)
- CN-1944686 TEST** (CN-1944686): Waiting on Applicant (0), Pending Payment (0)
- CN-1001313 TEST** (CN-1001313): Waiting on Applicant (0), Pending Payment (0)



This is the main control panel for each firm, which will be the starting point for all classification services. As we can see, it is divided into three parts:

(1) **Part one** : includes the following:

- 1- Overview
- 2- Economic license
- 3- Classification Registry
- 4- Practicing license
- 5- Documents and certificates
- 6- Firm Violations

(2) **Part Two**: Templates.

(3) **Part Three**: Configurations.

When you click on the overview icon, a panel will appear containing the following menus:

- 1- Alerts
- 2- Engineer invitations
- 3- Projects Certificates
- 4- Rejected / Canceled
- 5- Drafts.

In the coming slides, each of these parts will be clarified...**Continued**

Home

CN-2756641 TEST

You can view the details of your MeCS applications below, and take any necessary actions as needed, also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1	0	0	0	0
WAITING ON APPLICANT	PENDING PAYMENT	ABOUT TO EXPIRE	REJECTED	EXPIRED

ALERTS ENGINEER INVITATIONS PROJECTS CLASSIFICATION CERTIFICATES REJECTED / CANCELLED DRAFTS

Transaction Number	Service Type	Submit Date	Status Date	Service Status	Actions
C12:2022:2756641-C8	Manage an Engineering Firm's Record	-	-	Waiting on Applicant	

Showing 1 of 1

Police 999 Ambulance 998 Civil Defence 997

TRANSLATE FONT SIZE COLOUR
Select Language Default Default (Light)



Alerts

If you click the **“Alerts”** card; you might see a list of alerts which were sent to the firm following an application submittal for review. These alerts include missing documents alerts or deficiencies to be corrected.

This list contains information such as transaction type and number, type of service, submission date and status.

The firm can choose the next course of action for any Alert either to **“Continue”** where you can complete the missing document and proceed, or press **“Cancel”** and the application will be cancelled in case a new application will be submitted or just review the details.

CN-2756641 TEST

You can view the details of your MeCS applications below, and take any necessary actions as needed, also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1 WAITING ON APPLICANT	0 PENDING PAYMENT	0 ABOUT TO EXPIRE	0 REJECTED	0 EXPIRED
---------------------------	----------------------	----------------------	---------------	--------------

ALERTS ENGINEER INVITATIONS PROJECTS CLASSIFICATION CERTIFICATES REJECTED / CANCELLED DRAFTS

FILTERS Search

Filter by

Transaction Number	Service Type	Submit Date	Status Date	Service Status	Actions
C12-2022-2756641-C8	Manage an Engineering Firm's Record	-	-	Waiting on Applicant	<ul style="list-style-type: none">ContinueView DetailsCancel

Showing 1



Engineer Invitations

If you click the “**Engineer Invitations**” card; you might see a list of invitations which were sent by the firm following to the prospected engineers along with all details in preparation for the classification application

This list contains the following fields: the Engineer name and number, engineering activity name, invitation request number, date and status (accepted, rejected or assigned)

For more details about the invitation status, click on the side arrow as shown on the screen.

CN-2756641 TEST
You can view the details of your MeCS applications below, and take any necessary actions as needed, also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1 WAITING ON APPLICANT | 0 PENDING PAYMENT | 0 ABOUT TO EXPIRE | 0 REJECTED | 0 EXPIRED

ALERTS | **ENGINEER INVITATIONS** | PROJECTS | CLASSIFICATION | CERTIFICATES | REJECTED / CANCELLED | DRAFTS

FILTERS

Invitation Request	ERS Request	Licence	Engineer Name	Activity	Invitation Date	Invitation Status
▼ C12-2021-2756641-E1127-IS14	-	1127	MECS32	Electrical Works For Building Services Contracting	06 Dec 2021	Role Cancel Approved
Invitation Details						
Staff Role			Staff Engineer 2			
Expected Category			Special			
Joining Date			12/13/2021			
Last Working Date						
> C12-2021-2756641-V1	-	1126	1126	Electrical Works For Building Services Contracting	06 Dec 2021	Engineer Assigned
> C12-2021-2756641-E1127-IS15	-	1127	MECS32	Electrical Works For Building Services Contracting	06 Dec 2021	Role Cancel Approved
> C12-2021-2756641-E1131-ES8	202100321277	1131	SALAH ZAYED FAZZAA RAMA MORKHAN	Electrical Works For Building Services Contracting	11 Nov 2021	Engineer Transferred
> C12-2021-2756641-E1126-IS9	-	1126	MECS31	Electrical Works For Building Services Contracting	11 Nov 2021	Role Cancel Approved
> C12-2021-2756641-E1126-IS10	-	1126	MECS31	Electrical Works For Building Services Contracting	11 Nov 2021	Role Cancel Approved
> C12-2021-2756641-E1126-IS11	-	1126	MECS31	Electrical Works For Building Services Contracting	11 Nov 2021	Engineer Assigned



Projects

If you click on the **"Projects"** card, the list of projects which are included in the Firm's portfolio will be displayed.

The list contains all Projects names and numbers as well as the project number in the classification system. The list also shows the project start and end date, completion percentage and whether the project has been accepted or rejected or if it is assigned to a classification application or not.

You can also click on the three dots under **"Actions"** and view further details about the project to decide your next action .

Additional projects can be added if you chose to click on the **"Add Project"** button.

CN-2756641 TEST
You can view the details of your MeCS applications below, and take any necessary actions as needed , also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1 WAITING ON APPLICANT | 0 PENDING PAYMENT | 0 ABOUT TO EXPIRE | 0 REJECTED | 0 EXPIRED

ALERTS | ENGINEER INVITATIONS | **PROJECTS** | CLASSIFICATION | CERTIFICATES | REJECTED / CANCELLED | DRAFTS

✔ Please note that the projects entered into the classification system will not be reviewed by the concerned municipality unless they are assigned through the classification request, and projects that have been implemented from more than 10 years ago will not be allowed to be entered or assigned.

Project Number	Project Name	Start Date	End Date	Completion (%)	Project Status	Assigned Status	Actions
C12-2022-2756641-PMM4	new building33 in Abudhabi	12 Aug 2021	12 Aug 2024	0%	Submitted	Assigned	⋮
C12-2022-2756641-PMM3		01 Jul 2022	01 Jan 2023	0%	Submitted	Assigned	View Details
C12-2022-2756641-PMM2	asd	01 Jul 2022	01 Jul 2023	0%	Submitted	Not Assigned	⋮
C12-2022-2756641-PMM1	sdf	01 Jul 2022	01 Oct 2022	0%	Submitted	Not Assigned	⋮
C12-2021-2756641-PMM2	project name EN 10	01 Apr 2021	01 Oct 2021	100%	Accepted	Assigned	⋮
C12-2021-2756641-PMM3	project name EN 11	01 Jan 2021	01 Jul 2021	100%	Accepted	Assigned	⋮

Showing 6 of 6

ADD PROJECT

Police 999 | Ambulance 998 | Civil Defence 997 | >

TRANSLATE: Select Language... | FONT SIZE: Default | COLOUR: Default (Light)



Dashboard Main Features

Classification

Classification

If you click the **“Classification”** card; you will see a list of the classification requests which were previously submitted by the firm and they include transaction type (renew, amend or first-time classification), transaction number and status. It will also show whether it has been completed, accepted or rejected.

You can also click on the three dots under **“Actions”** and view further details about the project to decide your next action.

For more details about the transaction status, click on the side arrow as shown on the screen.

CN-2756641 TEST

You can view the details of your MeCS applications below, and take any necessary actions as needed, also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1	0	0	0	0
WAITING ON APPLICANT	PENDING PAYMENT	ABOUT TO EXPIRE	REJECTED	EXPIRED

ALERTS ENGINEER INVITATIONS PROJECTS **CLASSIFICATION** CERTIFICATES REJECTED / CANCELLED DRAFTS

Transaction Number	Transaction Type	Submit Date	Status Date	Transaction Status	Actions
▼ C12-2022-2756641-LM1	License to practice prof Amend	15 Mar 2022	15 Mar 2022	Completed	⋮ View Details
Firm Category		Comments			
Fourth					
> C12-2022-2756641-LI1	License to practice profession	15 Mar 2022	15 Mar 2022	Completed	⋮
> C12-2022-2756641-LM3	License to practice prof Amend	24 Jan 2022	24 Jan 2022	Completed	⋮
> C12-2022-2756641-LM2	License to practice prof Amend	21 Jan 2022	21 Jan 2022	Completed	⋮
> C12-2021-2756641-LM1	License to practice prof Amend	06 Dec 2021	06 Dec 2021	Completed	⋮
> C12-2021-2756641-LI1	License to practice profession	11 Nov 2021	11 Nov 2021	Completed	⋮

Showing 6 of 6



Certificates

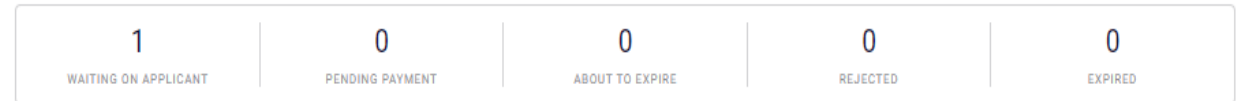
If you click the **“Certificates”** card; you will see a list of certificate requests which were submitted previously by the firm. This list contains the application number, type and request Status (In progress, Completed, Rejected).

You can also click on the three dots under **“Actions”** and view the details of the required certificate.


You can apply for a new To Whom It May Concern Certificate by clicking on the **“Request Certificate”** button.

CN-2756641 TEST

You can view the details of your MeCS applications below, and take any necessary actions as needed, also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)



ALERTS ENGINEER INVITATIONS PROJECTS CLASSIFICATION **CERTIFICATES** REJECTED / CANCELLED DRAFTS

Request Number	Request Type	Submit Date	Status	Actions
C12-2022-2756641-CW2	To Whom it May Concern Cert	10 Jan 2022	Completed	 View Details
C12-2022-2756641-CW1	To Whom it May Concern Cert	10 Jan 2022	Completed	

Showing 2 of 2

REQUEST CERTIFICATE



Rejected/Cancelled

If you click the **“Rejected/Cancelled”** card; you will see a list of the transaction requests which were previously submitted by the firm and has been rejected and canceled. The list will show transaction type , number, status. It will also show further notes from the classification engineer who performed the procedure.

You can also click on the three dots under **“Actions”** and view further details about the project to decide your next action.

CN-2756641 TEST

You can view the details of your MeCS applications below, and take any necessary actions as needed , also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1	0	0	0	0
WAITING ON APPLICANT	PENDING PAYMENT	ABOUT TO EXPIRE	REJECTED	EXPIRED

ALERTS ENGINEER INVITATIONS PROJECTS CLASSIFICATION CERTIFICATES **REJECTED / CANCELLED** DRAFTS

Filter by <input type="text"/>	<input type="text" value="Search"/>					
Transaction Number	Service Type	Submit Date	Status Date	Status	Comments	Actions
No Results Found						



Drafts

If you click the **“Drafts”** card; you will see a list of the draft applications that the firm saved as draft for later completion with all its details.

This list contains information such as transaction type and number, type of service, submission date and status.

The firm can choose the next course of action for any Draft by clicking on the three dots under **“Actions”** and view further details about the draft to decide your next action either to **“Continue”** or **“Delete”**.


CN-2756641 TEST

You can view the details of your MeCS applications below, and take any necessary actions as needed, also you can check journey of issuing a license to practice engineering activities and training materials with updates of the Municipal electronic Classification System by visiting the DMT Portal (<https://dmt.gov.ae>)

1	0	0	0	0
WAITING ON APPLICANT	PENDING PAYMENT	ABOUT TO EXPIRE	REJECTED	EXPIRED

ALERTS ENGINEER INVITATIONS PROJECTS CLASSIFICATION CERTIFICATES REJECTED / CANCELLED **DRAFTS**

Filter by Search

Transaction Number	Service Type	Submit Date	Actions
22TMP-003149	Add and Update Previous Experiences from Engineering Firm Projects	20 Aug 2022	 Delete Continue

Showing 1



Economic License

When you click on the "Economic License" card, the economic license data from the Department of Economic Development will be displayed along with the Public Relation's Offers (PRO) name as shown on the screen.

Home

Economic Licence

Below are the Economic Licence details linked to CN-2756641 TEST company.

Firm Name	CN-2756641 TEST
Legal Form	Establishment
Establishment Area	United Arab Emirates
Establishment Date	27 Mar 2019
Economic Licence Number	CN-2756641
Mobile Number	QADDOUMI@QADDOUMI.COM
Address	جزيرة ابوظبي, شرق 3, 0: 3 ميلى, السيدة موزه عبدالله صالح و آخرين
Licence Status	Issued
Licence Expiry Date	26 Mar 2023
Licence Classification	
PRO Name	FARHAN AGA

Police 999 | Ambulance 998 | Civil Defence 997 | >

TRANSLATE Select Language... | FONT SIZE Default | COLOUR Default (Light)



Classification Registry

When you click on the "Classification Registry" card, two sub-cards will be displayed. The first is "Firm Record" and the second is "Classification Criteria Record".

1- Firm Record:

It will show the data of the last approved Firm Record. The firm can choose to update the Firm Record by clicking on the three dots under "Actions" and click "Update Firm Record". If a record is not available, the list will be empty, hence, a record for the firm can be created through the "Create or Update the Record of an Engineering Firm" Service.

2- Classification Criteria Record:

It will show the data of the last approved Classification Criteria Record. The firm can choose to update the Classification Criteria Record by clicking on the three dots under "Actions" and click "Update Classification Record". If a record is not available, the list will be empty, hence, a record for the firm can be created through the "Manage an Engineering Firm's Record" Service.

Note: For more details on how to Create or Manage an Engineering Firm's Record or you can utilize the separate user guide made for this service.

The top screenshot shows the 'Firm Classification Registry' dashboard. The 'Classification Registry' menu item is highlighted with a red box. The 'FIRM RECORD' sub-card is selected, indicated by a red box and arrow labeled '1'. The table below has the following data:

Registry Number	Firm Form	Classification Ceiling	Service Area	Actions
C12-2022-2756641-R2	Local Contractor	Special	Abu Dhabi	[Three dots] Update Firm Record

The bottom screenshot shows the 'Firm Classification Registry' dashboard. The 'Classification Registry' menu item is highlighted with a red box. The 'CLASSIFICATION CRITERIA RECORD' sub-card is selected, indicated by a red box and arrow labeled '2'. The table below has the following data:

Registry Number	Manager Name	Net Equity	Actions
C12-2022-2756641-C7		AED 278,150,395.00	[Three dots] Update Classification Record



Practicing License

When you click on the "Practicing License" card, the license data will be displayed showing The number of the last approved request, status, issue number, License Category, Release Date, Expiry date. Classified activity data is also displayed with the classification status of each activity.

In the absence of the license data (the classification has not yet been established), a new application can be submitted to issue a license to practice engineering activities for the first time as per the classification requirements.

If the firm was classified before, it can apply for renewal or category amendment by clicking on "Classification Request" button.

The license to practice engineering activities (the classification certificate) can be downloaded by clicking on the "Download License" button.

Note: There is a full explanation of these two services in a separate guide for each service.

Home

Engineer Practicing Licence

Please find your practicing licence. You may download it or apply for a classification request below.

C12-2022-2756641-LM1 Classification Valid

Issue Number 2
Licence Category Fourth
Issue Date 15 Mar 2022
Expiry Date 14 Mar 2024

[CLASSIFICATION REQUEST](#) [DOWNLOAD LICENCE](#)

Engineering Activity	Activity Type	Activity Class	Classification Status
Electrical Works For Building Services Contracting	Main	Fourth	Classification Valid - Alerted to Reform



Documents and Certificates

When you click on the **"Documents and Certificates"** card, the data of the documents and certificates that were issued to the Firm through the classification services will be displayed including the document/application number, date of issuance and all other related information.

You can download the document or certificate by clicking on the three dots under **"Actions"** and click **"Download"**.


You can apply for a new To Whom It May Concern Certificate by clicking on the **"Request Certificate"** button.

Home

Documents and Certificates

View your available documents and certificates, you may also filter and download them below.

Filter by Search

Request Number	Request Type	Submit Date	Actions
736972	Practice License Certificate	24 Aug 2022	 Download

REQUEST CERTIFICATE



Firm Violations

When you click on the **"Firm Violations"** card, the data of violations and reforming of the firm's situation will be displayed. These data include:

Type of violation: whether it is related to the firm record, Classification Criteria, activities and engineers.

Violation name: A description of the violation

Violation Date : the date the violation started

Actions: It is possible to correct the situation for the violation in question by clicking on the three dots under **"Actions"** and click **"Reforming"** and the customer will be directed to the related service.

After completing the correction of the situation and the violation is still showing, the customer can update the list of violations by pressing the **"Reform Violations"** button and the corrected violation will disappear from the list.

Home

Firm Violation

Firm Violation

Filter by Search

#	Violation Type	Violation Name	Violation Date	Actions
> 3.1	Verify the sustainability and validity of the conditions and criteria for classification of engineering activities	Notice of monitoring non-conformity of the engineering staff with activity classification standards	August 12, 2022	Reforming

REFORM VIOLATIONS



Templates and Service Guides

After logging in to the “Tamm” platform and going to your Dashboard , you can see the “**Templates**” button in orange as shown on the screen .

When you click on the “**Templates**” card, two sub-cards will be displayed. The first is “**Templates**” and the second is the approved “**Service Guides**” .

Templates

A list of approved forms for customers to use, and it includes the relevant data. You can choose any form by clicking on the three dots under “**Actions**” and click “**Download**”.

The screenshot illustrates the user interface of the Tamm platform. It is divided into two main sections. The top section shows the main dashboard with a navigation bar containing the 'TEMPLATES' button, which is highlighted with a red box and a red arrow pointing downwards. The bottom section shows the 'Templates and Service Guides' page, which has a sub-navigation bar with 'TEMPLATES' and 'SERVICE GUIDES' tabs. Below this is a table of templates. The table has columns for 'Template Name', 'Source', 'Effective Date', 'Remarks', 'File', and 'Actions'. The 'Actions' column for the 'Financial Report Entry Sample' row is highlighted with a red box, and a red arrow points to the 'Download' button. The 'Financial Report Entry Sample' row itself is also highlighted with a red box.

Template Name	Source	Effective Date	Remarks	File	Actions
Financial Report Entry Template	DMT				
Financial Report Entry Sample	DMT				Download



Service Guides

A list of approved service guides to train users on the procedures and workflow of each service.

You can choose any Service Guide you want by clicking on the three dots under “Actions” and click “Download”.

The screenshot shows the Tamm portal interface. At the top right, there is a language selector set to 'عربي' and a user profile icon. Below this is a navigation bar with a 'TEMPLATES' button highlighted in orange. The main content area has a '← BACK' link and the title 'Templates and Service Guides'. A sub-header reads: 'View the below available template and service guides. You may filter them by name or date, or download any of them.' Below this are two tabs: 'TEMPLATES' and 'SERVICE GUIDES', with the latter highlighted in a red box. A table follows with a 'Filter by' dropdown and a search box. The table has columns for 'File Name' and 'Actions'. The first row's 'Actions' column is highlighted in a red box, showing a 'Download' button. The table lists several service guides, including 'Add and Update Previous Experiences from Engineering Firm Projects', 'Certificate of Company Registry Data', 'Create and update the register of the Engineering Firm', 'Issue a license to practice engineering profession firm', 'Amend a license to practice Engineering profession firm', 'Renew a license to practice engineering Profession firm', 'Open - amend an account of the Engineering firm', and 'Issue a To Whom It May Concern Letter'. At the bottom right, there is a 'Showing 8 of 8' indicator and a vertical sidebar of utility icons.



Configurations

After logging into the "Done" platform and going to your control panel, you can see the "Configurations" button in orange as shown on the screen.

When you press the "Configurations" button, a page is displayed that contains a list of settings for the firm, including Activities, Individual Partners, Corporate Partners, Engineers, Users, branches.

In the following slides, each of these parts will be explained...

The screenshot shows the Tamm dashboard interface. At the top, there is a header with the Tamm logo and the name 'TAMM' in Arabic. On the right side of the header, there are user profile icons and a language selector set to 'عربي'. Below the header, there is a navigation bar with a 'TEMPLATES' button and a 'Configurations' button highlighted in orange. A red arrow points from the 'Configurations' button to the main content area.

The main content area is titled 'Configurations' and includes a subtitle: 'View the configuration details below by navigating through the tabs.' Below this, there is a tabbed interface with the following tabs: 'ACTIVITIES', 'INDIVIDUAL PARTNERS', 'CORPORATE PARTNERS', 'ENGINEERS', 'USERS', and 'BRANCHES'. The 'ACTIVITIES' tab is selected and highlighted with a red box.

Below the tabs, there is a table with the following columns: 'Engineering Domain', 'Activity Code', 'ID', 'Activity', 'Type', and 'Status'. The table contains the following data:

Engineering Domain	Activity Code	ID	Activity	Type	Status
Technical Works Contracting Domain	4329901	5.2	Building Maintenance	Main	Registered
Buildings Constructions Contracting Domain	4100002	1.2	Building Contracting	Main	Registered
Buildings Constructions Contracting Domain	4220903	1.3	Mechanical Works For Building Services Contracting	Main	Registered
Buildings Constructions Contracting Domain	4220904	1.4	Electrical Works For Building Services Contracting	Main	Registered
Specialized Works Contracting Domain	4322005	4.4	Refrigeration And Air Conditioning Works Contracting	Main	Registered
	4330013		Aluminium Installation Works	Main	Excluded
Technical Works Contracting Domain	4330015	5.1	Implementation Of Interior Design - Decoration Works	Main	Registered
	4322002		Installation tools and plumbing	Main	Excluded
	4330019		Floor & Wall Tiling Works	Main	Excluded

At the bottom of the table, there is a pagination control showing 'Showing 9 of 9'.



Configurations - Activities

The Firm Engineering Activities and all its related information are displayed as shown on the screen.

Note: The status of the activity is displayed whether it is registered or excluded from the approved engineering activities.

← BACK

Configurations

View the configuration details below by navigating through the tabs.

ACTIVITIES INDIVIDUAL PARTNERS CORPORATE PARTNERS ENGINEERS USERS BRANCHES

Filter by Search

Engineering Domain	Activity Code	ID	Activity	Type	Status
Technical Works Contracting Domain	4329901	5.2	Building Maintenance	Main	Registered
Buildings Constructions Contracting Domain	4100002	1.2	Building Contracting	Main	Registered
Buildings Constructions Contracting Domain	4220903	1.3	Mechanical Works For Building Services Contracting	Main	Registered
Buildings Constructions Contracting Domain	4220904	1.4	Electrical Works For Building Services Contracting	Main	Registered
Specialized Works Contracting Domain	4322005	4.4	Refrigeration And Air Conditioning Works Contracting	Main	Registered
	4330013		Aluminium Installation Works	Main	Excluded
Technical Works Contracting Domain	4330015	5.1	Implementation Of Interior Design - Decoration Works	Main	Registered
	4322002		Installation tools and plumbing	Main	Excluded
	4330019		Floor & Wall Tiling Works	Main	Excluded

Showing 9 of 9



Configurations - Individual Partners

The names and information about the individual natural partners in the firm will be displayed in this area and it includes:

Partner's name

Nationality

Partner type: owner, partner, agent, manager, authorized signatory...etc).

Partner's Percentage: the percentage of ownership in the Firm.

Engineer registration number (in case he is a registered engineer).

For more details about the Partner, click on **the side arrow** as shown on the screen and you will be able to see further details which include ID card number, years of experience, years of experience in Abu Dhabi.

← BACK

Configurations

View the configuration details below by navigating through the tabs.

ACTIVITIES **INDIVIDUAL PARTNERS** CORPORATE PARTNERS ENGINEERS USERS BRANCHES

FILTERS

Filter by

Name	Share	Share Percentage	Nationality	ERS Number
✓ Ashgan Abdal-Wahed Shaaban Abdal-Hakeem Shalwana	Owner	100	United Arab Emirates	1138

Emirates ID: 784199168749614

Years of Experience: 26.6

Years of Experience in Abu Dhabi: 26.6

Showing 1 of 1



Configurations - Corporate Partners

The names and information about the Corporate Partners in the firm will be displayed in this area and it includes:

Partner's name

Partner type: owner, partner, agent, manager, authorized signatory...etc)

Partner's Percentage: the percentage of ownership in the Firm.

Economic License Number: the economic license number of the legal partner in the Department of Economic Development.

← BACK

Configurations

View the configuration details below by navigating through the tabs.

ACTIVITIES INDIVIDUAL PARTNERS **CORPORATE PARTNERS** ENGINEERS USERS BRANCHES

FILTERS

Filter by

Name ↕	Share ↕	Share Percentage ↕	CN Number ↕
No Results Found			



Configurations - Engineers

On this page, the data of engineers registered in the firm register is displayed as shown in the example, and these data include:

Activity code where the engineer is registered at.

The engineer's practicing license number

Engineer name, Email and Phone number

Engineer License Category: (Practicing - Trainee - Temporary)

Engineer's Specialty

For more details about the engineer, click on **the red arrow** as shown on the screen and you will be able to see additional details.

Configurations

View the configuration details below by navigating through the tabs.

ACTIVITIES INDIVIDUAL PARTNERS CORPORATE PARTNERS **ENGINEERS** USERS BRANCHES

FILTERS

Filter by

Activity Code	Licence Number	Name	Licence Category	Speciality	Email	Phone	
7110205	1160	ABDULLA MOHAMED SALEEM MUBARAK ALMENHALI	Practicing Engineer	Civil Eng.	ahmed.amr@itworx.com	971503222187	
Engineer Details							
Years of Experience						10.9	
Years of Experience per Speciality						10.9	
Years of Experience in Abu Dhabi						10.9	
Staff Role							
MECS User ID No.							
>	7110202	1104	MECS09	Practicing Engineer	Architect Eng.	029000111	0509000111
>	7110202	1114	MECS19	Practicing Engineer	Architect Eng.	029000111	0509000111
>	7110205	1099	MECS04	Practicing Engineer	Civil Eng.	029000111	0509000111
>	7110205	1278	Nour Chebaro	Practicing Engineer	Civil Eng.	nour.chebaro@pwc.com	971508659169
>	7110205	1119	MECS24	Practicing Engineer	Civil Eng.	029000111	0509000111
>	7110205	1098	MECS03	Practicing Engineer	Civil Eng.	029000111	0509000111

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Configurations - Users

On this page, the data of users registered in the firm register is displayed as shown on the screen. These data include:

Activity code where the engineer is registered at.

The engineer's practicing license number

Engineer's name, Email and phone number

Engineer License Category: Practicing - Trainee - Temporary

Engineer's Specialty

For more details about the engineer, click on **the side arrow** as shown on the screen and you will be able to see additional details.

Actions: the user can modify his data by clicking on the three dots under "Actions" and click **"Edit"** and it will take him to **"Edit User"** screen as we will see in the next page.

For more details about the engineer, click on **the side arrow** as shown on the screen and you will be able to see additional details.

If the current user is defined as an administrative or Admin user, he can add other users by clicking on the **"User Management"** button as we will see.

Configurations
View the configuration details below by navigating through the tabs.

ACTIVITIES INDIVIDUAL PARTNERS CORPORATE PARTNERS ENGINEERS **USERS** BRANCHES

FILTERS

User Name	Email	Role	Status	Actions
> ASHGAN ASHGAN SHALWANA SHALWANA	aiswaryaa.xavier@pwc.com	Office Owner	Active	
▼ FARHAN FARHAN AGA AGA	persona.adoss55@gmail.com	Office Representative	Active	⋮ Edit
Emirates ID		XXXXXXXXXXXX80536		
Preferred Communication Language		English		
System Admin?		Yes		
> AZZAN AZZAN KHOWAYTEM KHOWAYTEM	ahmed.amrr@itworx.com	Office Representative	Active	
> IBRAHIM IBRAHIM HAMAD HAMAD	businessadu5@gmail.com	Office Technical Manager	Active	
> Ali Ali Abdallah Abdallah	roohi.shahi1@digital14.com	Activity Owner	Active	
> ABDUL-SATTAR ABDUL-SATTAR RAMMAH RAMMAH	autot470@gmail.com	Staff Engineer	Active	
> Saja Saja Tantawi Tantawi	ali122521@gmail.com	Office Representative	Active	
> XIAOPING XIAOPING MEI MEI	ali120120@gmail.com	Office Representative	Active	
> Saeed Hada Saeed Hada Gooda Lhita Gooda Lhita	testnorhan@gmail.com	Office Representative	Active	
> RASHED RASHED JABER JABER	adubusiness1@yopmail.com	Office Representative	Active	

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USER MANAGEMENT



Configurations - Branches

If you select **"Branches"** card, the data of the branches that belong to the current parent local firm are displayed. The information will include:

- Parent company name
- Parent company license number
- Branch Name
- The economic license number of the branch

Date of adding the branch

Note: The branches of local firm are not classified by themselves and are not required to establish Classification Criteria register in the classification system. The classification of the main parent firm is given to the activities listed in its register among the activities of the main parent firm taking into account the necessity of doing the following:

- 1- First, the main parent firm must add the branches through the **"Add Branch"** button.
- 2- After that, the branch office opens an account for itself in the classification system as a branch through **"Open an Engineering Firm Account"** service, and then creates a Firm Record through **"Create or Update the Record of an Engineering Firm"** service.
- 3- The main parent firm can benefit from the engineers registered in the branches on the activities that it wants to classify by inviting them through the classification application using a system feature which allows engineers invitation from outside Firm or from Branch.

To add a branch owned by a local parent firm, press the **"Add Branch"** button, and the Add Branches page will appear.

← BACK

Configurations

View the configuration details below by navigating through the tabs.

ACTIVITIES INDIVIDUAL PARTNERS CORPORATE PARTNERS ENGINEERS USERS **BRANCHES**

FILTERS

Filter by

Parent Company Name	Parent Licence Number	Name of the Branch	Economic Licence Number of Branch	Date of Branch Addition
No Results Found				

ADD BRANCH

THANK YOU



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ABU DHABI DIGITAL AUTHORITY