



هيئة تنظيم الاتصالات
Telecommunications Regulatory Authority

User Manual for Nafadh portal

بيئة معززة لمجتمع رقمي



AGENDA:

Background

1

Registration

2

Forgot password / Reset password

3

Login

4

Dashboard

5

Change Password

6

Edit Profile

7

Bidding Process

8

Training

9

Module 1: Background.

The project has been initiated according to the Telecommunications Regulatory Authority.

The main objective is serving the authority in **enhancing the telecommunications sector and developing freelancers & SMEs.**

The platform includes **9core modules:**

Module 1: Background.

Module 2: Registration.

Module 3: Forgot password / Reset password.

Module 4: Login.

Module 5: Dashboard.

Module 6: Change Password.

Module 7: Edit Profile.

Module 8: Bidding Process.

Module 9: Training.

Module 2 : Freelancer Registration.

❑ Required inputs to fill:

- ❑ Civil ID
- ❑ Name
- ❑ Mobile Number
- ❑ Email Address
- ❑ Password

❑ Then click on **Register**.

The screenshot shows the 'Create Account As' registration form. At the top, there are logos for 'نفذ access' (Nafid Access), 'مركز تطوير الأعمال' (Business Development Center), and 'SME' (Small and Medium Enterprises). The form title is 'Create Account As'. Below the title, there are three buttons: 'Freelancer' (selected), 'SME', and 'Contractor'. The form fields are: 'Civil ID' (input field), 'Name' (input field), 'Mobile Number' (input field with a dropdown for '+968'), 'Email Address' (input field), and 'Password' (input field with a 'Forgot Password?' link). At the bottom, there are two buttons: 'Register' (dark blue) and 'تسجيل' (light blue). The GLOBCOM logo is visible in the bottom left corner.

Module 2 : SME Registration.

❑ Required inputs to fill:

- ❑ CR number
- ❑ Name
- ❑ Mobile Number
- ❑ Email Address
- ❑ Password

❑ Then click on **Register**.

The screenshot shows a registration form titled "Create Account As" with three tabs: "Freelancer", "SME" (selected), and "Contractor". The form includes the following fields:

- Company Registration Number:** A text input field.
- Name:** A text input field.
- Mobile Number:** A text input field with a dropdown menu showing "+968" and a "Mobile Number" label.
- Email Address:** A text input field.
- Password:** A text input field with a "Forgot Password?" link to its right.

At the bottom of the form, there are two buttons: a blue "Register" button and a grey "تسجيل" (Register) button.

Module 3 : Forgot Password.

- ❑ In case you forget your account password, click on “**forgot password**”.
- ❑ Fill up your email so that you will receive an email to reset a **new password**.

Forgot Password?

Email Address

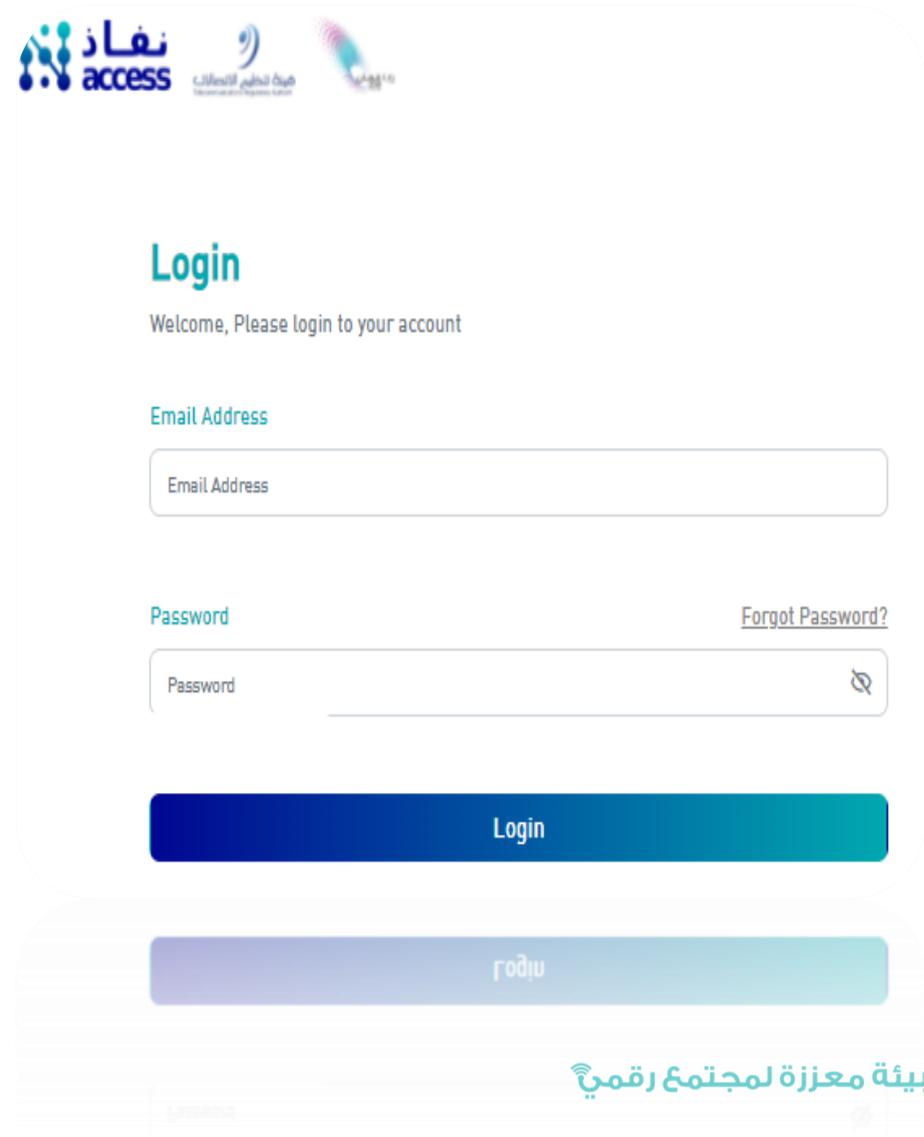
Submit

[Back To Login](#)

[Back To Login](#)

Module 4: Login.

- ❑ Once you are done with the registration step, now you will be able to login into the system using the registered **Email and Password.**
- ❑ Then click **Login.**



نفاز access

هيئة تطوير المناطق

تسجيل

Login

Welcome, Please login to your account

Email Address

Password [Forgot Password?](#)

Login

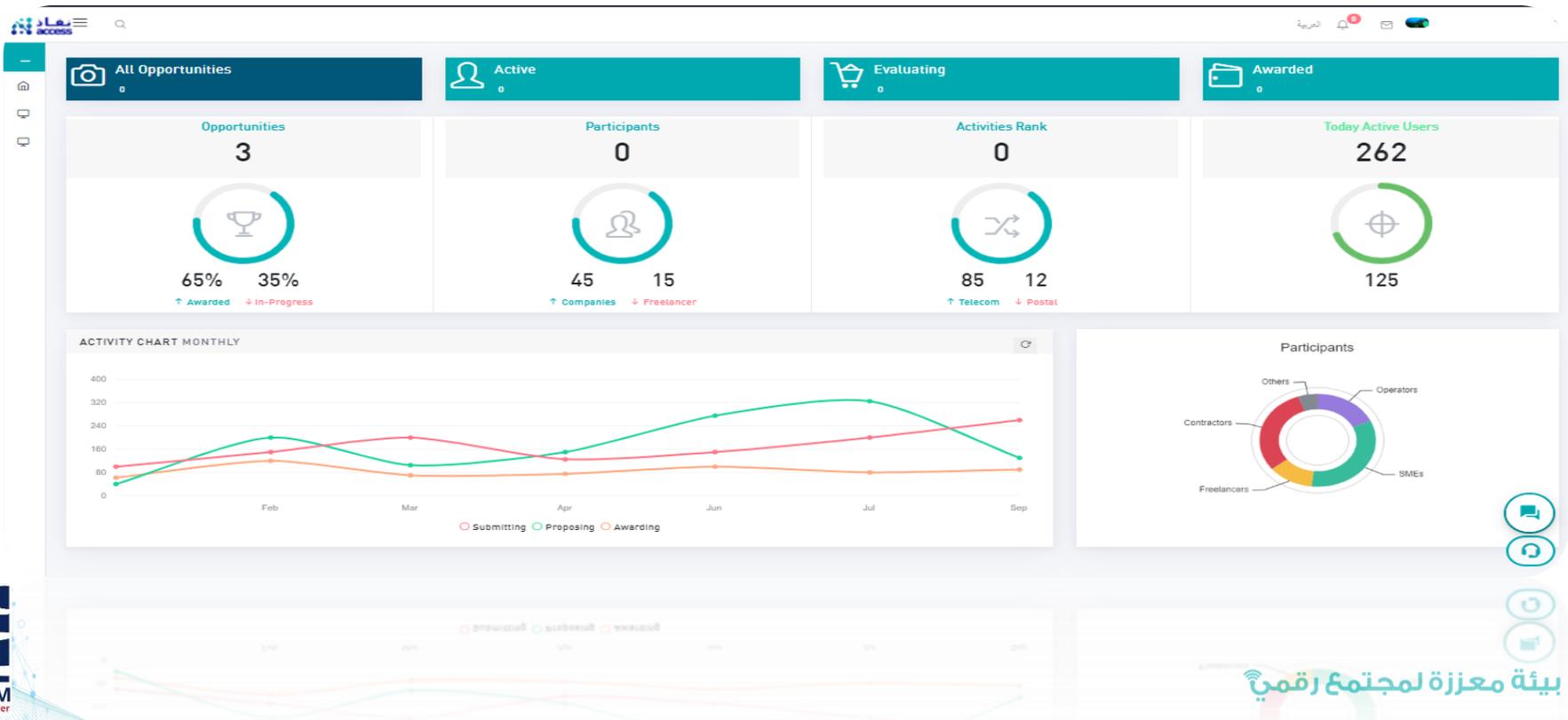
تسجيل

GLOBCOM
Bringing IT Together

بيئة معززة لمجتمع رقمي

Module 5 :Dashboard.

- ❑ Dashboard is the first page that will appear for the User.
- ❑ In this page, user will see all the available opportunities which is **related to his field only.**



Module 6: Change Password.

❑ **Change password** tab allows the user to change their current password into a new one by filling the shown fields:

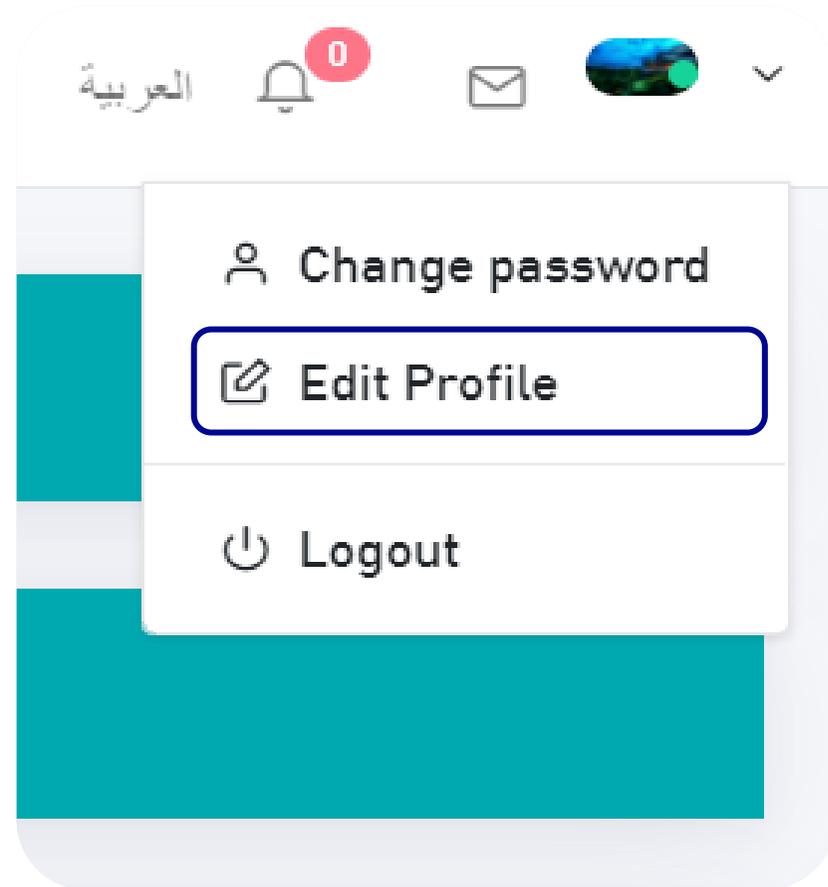
- Old password
- New password
- Re-type the new password

❑ **Save changes.**

The image shows a user profile menu for 'freelancer1' with options: 'Change password', 'Edit Profile', and 'Logout'. A blue box highlights the 'Change password' option, which is linked to a modal form. The form has the title 'Change password' and three input fields: 'Old password', 'New password', and 'Confirm New password'. At the bottom right of the form are 'Close' and 'Save Changes' buttons. The 'Save Changes' button is highlighted in green.

Module 7: Edit Profile.

- ❑ After login, the user should **edit** his **profile**.



Module 7 : A- Profile.

- ❑ In Profile tab, user required to fill the form about **Company Information, User Info** and **Notification Settings.**
- ❑ then click **save.**

Profile | Company Portfolio | Declared Activities | Projects | Departments | Staffs | Certificates

Company Info

Company CR: 1123456 | Name: SME

Company Grade: First

Categories

- Security Systems
- Application Programs and Information Systems
- Checking the Quality of Services and Radio Coverage
- Financial Services
- Fixed Broadband
- Fixed Telephone Services
- Fixing and Troubleshooting
- Geo Testing
- Installation and Maintenance of Internal Networks
- Last Link
- Marketing Services
- Measuring Levels of Electromagnetic Radiation
- Mobile Services
- Network Infrastructure Installation and Maintenance
- Postal Service
- Printing Services
- Smart Solutions and IOT
- Supply and Installation of Communications and Computer Equipment and Devices

Company Email: sme@esnad.om | Company Phone: +968 98765432

Company Website: | About Company: |

Company Logo: | Upload Registration Document: |

Brochure: |

User Info

Name: SME | Email: |

Mobile: 72222222 | Image: |

Notification Settings

Send Email | Send SMS

Module 7: B - Company Profile.

- ❑ In this tab, User should fill it with **Company info, Address, Contact and Capital.**
- ❑ Then click **Save.**

Company Profile

Declared Activities Projects Departments Staffs Certificates

Company Info

Registration Number Company Name (Arabic) Legal Status (English) Legal Status (Arabic)

Registration Status Registration Date CR Expiry Date IS EXPIRED

Ryada No

Address

Town State Governorate Street Name

Building Number Postal Code PO Box Latitude

Longitude

Contacts

Work Phone Email Mobile

Capital

Cash Capital Total Capital Share Value Total Shares

Save

Module 7: C - Declared Activates.

- ❑ In **Declared Activates** tab, User should add all the **company Activities**.
- ❑ Then click **Save**.

Add Activity

Activity

Division Group

Class Code

Activity Name (English) Activity Name (Arabic)

Registration Date License Expiry Date

mm/dd/yyyy mm/dd/yyyy

Close Save Changes

Module 7: D- Projects.

- ❑ In Project tab, User should add all the **company Projects**.
- ❑ Then click **Save**.

Add Project ×

Project Name (English)	Project Name (Arabic)
<input type="text"/>	<input type="text"/>
Project Business Sector	Client Name (English)
<input type="text" value="Please select"/>	<input type="text" value="Please select"/>
Project Description	Number of Resources
<input type="text"/>	<input type="text" value="0"/>
Project Start Date	Project End Date
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Location:	
<input type="text"/>	

Close Save Changes

غلق حفظ التغييرات

Module 7: E – Staff.

- ❑ In Staff tab, User should **add all the staffs** who are participated in projects.
- ❑ Then click **Save**.

Add Staff

Full Name (English) *

Full Name (Arabic) *

Designation Name (English) *

Designation Name (Arabic) *

Department Name *

Email *

Phone *

Is Omani? Yes / No

Active

Join Date

Total Experience

Image

Module 7: F – Certificates.

- ❑ Certificates tab, allows the User to add all the certificates that the company obtained.
- ❑ Then click **Save**.

The screenshot shows a web form titled "Add Certificate". The form is organized into two columns. The left column contains fields for "English Name*", "Description*", and "Issuer Name*". The right column contains fields for "Arabic Name*", "Sector*", and "Issue Date*". The "Issue Date" field includes a calendar icon. Below these fields is a section labeled "Certificate" with a file upload icon and two buttons: "Upload Certificate" and "Browse". At the bottom right of the form, there are two buttons: "Close" and "Save Changes".

Module 8: A- Opportunity Details, Bidding Process.

- ❑ Bidding Process is a facility that allows the **SMEs** and **Freelancer** to **Submit** their **Proposal** for the posted opportunity.
- ❑ By clicking on the **opportunity name** the full details will be shown.
- ❑ If the opportunity **matches the service** you provide then you can send a proposal.

opportunity

Send Proposal Extension Request Ask a question

SERVICE TYPE: POSTAL SERVICE STATUS: ACTIVE SUBMITTED BY: OPERATOR@RES.NAD.OM

Location: Muscat, Muscat, Code: Test 0022

Publish Date: 04-Apr-2022 09:59 AM Close Date: 30-Apr-2022 09:59 AM
Last Clarification Date: 28-Apr-2022 09:59 AM Last Submission Date: 29-Apr-2022 09:59 AM

Description
Test opportunity for Postal Services

Required Documents

Name	File Type
AA	Pdf
BB	Doc
CC	Other

Evaluation Criteria

Criteria Type	Name	Score
DD	OTest	100

17

Module 8: B- Sending Proposal ,Bidding Process.

- ❑ By clicking on **send proposal** the proposal form will be shown, fill up all the required fields.
- ❑ You should attached **only** what is required.
- ❑ Then click **Submit**.

Submit Proposal

Request Name: ABC Opportunity Service Category: Postal Service

Required Documents *

Document ID	Document Type	Action
AA	PDF	Choose file No file chosen
BB	Word	Choose file No file chosen
CC	Other	Choose file No file chosen

Service Completion Days: Cost:

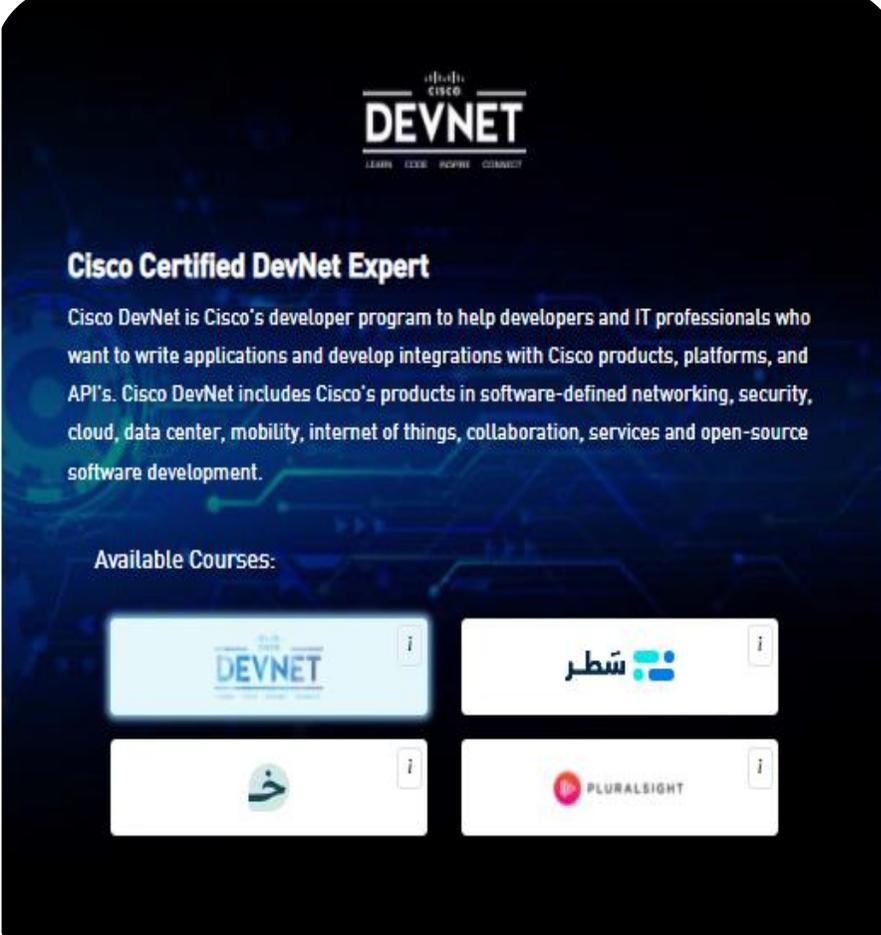
Note/Description *

[Add More](#)

Service Type	Description	Quantity (if applicable)	Price	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>
			Total 0	

Module 9: Training.

- ❑ Provide **training opportunities** in:
telecommunications,
information technology
and postal sectors through
various training
platforms such as:
 - Devnet
 - Satr
 - Pluralsight
 - Alkhalil



The screenshot displays the Cisco DevNet website. At the top, the Cisco logo is followed by the 'DEVNET' logo with the tagline 'LEARN. CODE. PEOPLE. CONNECT.'. Below this, the heading 'Cisco Certified DevNet Expert' is shown. The main text describes the program as a developer program for Cisco products, platforms, and APIs, covering areas like software-defined networking, security, cloud, data center, mobility, IoT, collaboration, and open-source software development. Under the heading 'Available Courses:', there are four course cards: 'DEVNET' (with an 'i' icon), 'ساطر' (Satr), 'خ' (Alkhalil), and 'PLURALSIGHT' (with an 'i' icon).

Module 9: Training cont.



Cisco DevNet is Cisco's developer program to help developers and IT professionals who want to write applications and develop integrations with Cisco products, platforms, and API's.

The Sattar logo consists of the Arabic word "سَطْر" in a stylized, bold font, followed by a graphic of three blue dots of varying sizes connected by thin lines.

A free educational platform that offers diverse and integrated content, in addition to its constantly renewed content, to learn programming languages and modern technologies with ease.



online learning and workforce development platform that helps businesses and individuals adjust to changing technology



e-learning platform specializes in teaching Arabic to native and non-native speakers, offers general and specialized training courses in the field of language sciences and language.

Thank you

بيئة معززة لمجتمع رقمي



80000000



@TRA_OMAN



TRAoman@tra.gov.om



www.tra.gov.om

