

دائرة الأراضي والأموال
Land Department



Process Flow Document for Submitter

DLD Document Vault – Go Paperless Strategy

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1 Document Review

1.1 Revision History

Date	Version	Author	Description
20/04/2021	1.1	ERES	First draft document creation

2 Document Process

DLD Document Vault makes it easy to digitize your documents and move to a totally paperless workflow. It is a secured digital document storage where you can store files and share them with service partners as required.

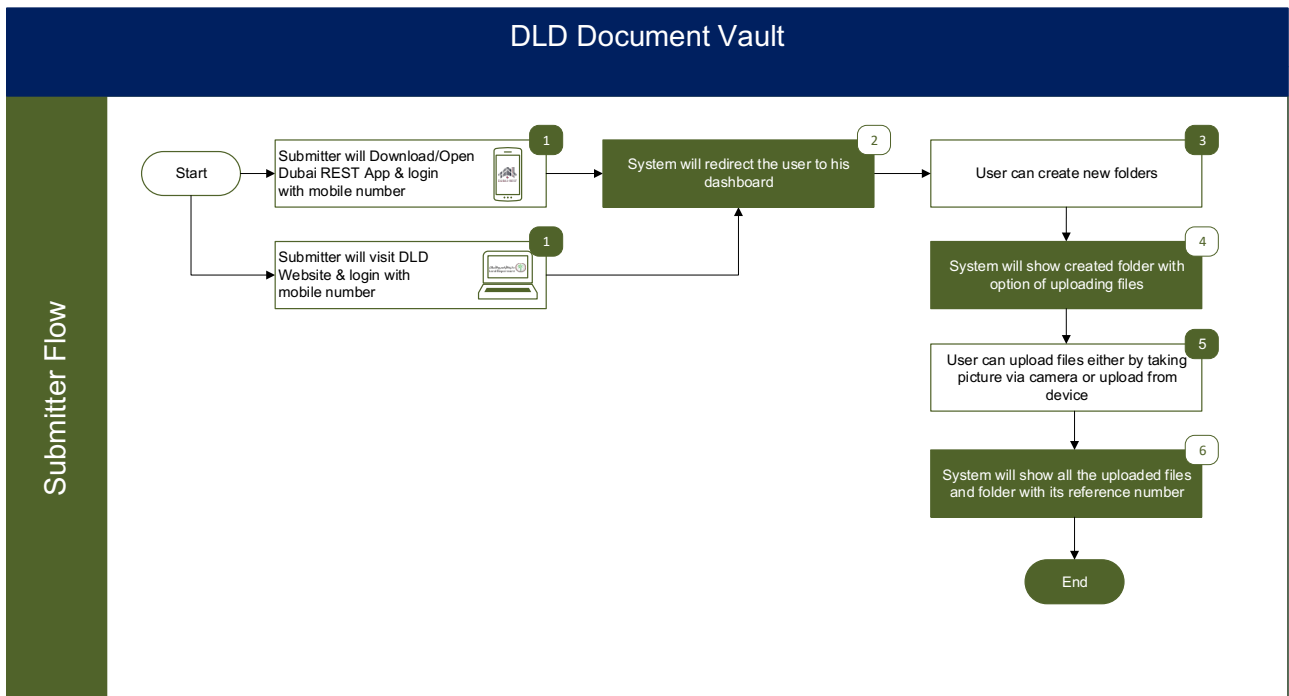
2.1 Feature Overview and Business Drivers

- Enabling the paperless strategy, to eliminate pieces of paper used for government transactions every year.
- A simpler way for user to manage their document digitally.
- Ability for any user to upload there files as per there convenience via mobile\website

2.2 Steps for Submitter

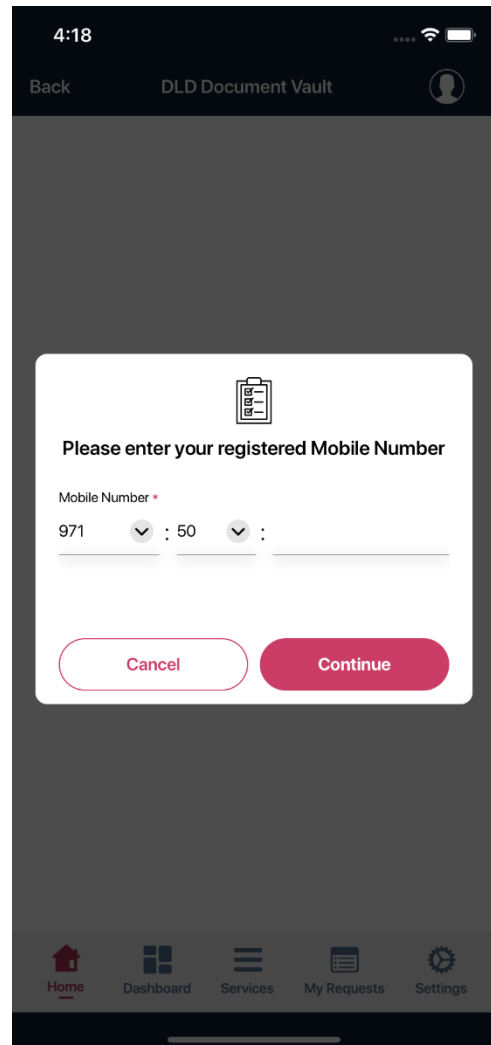
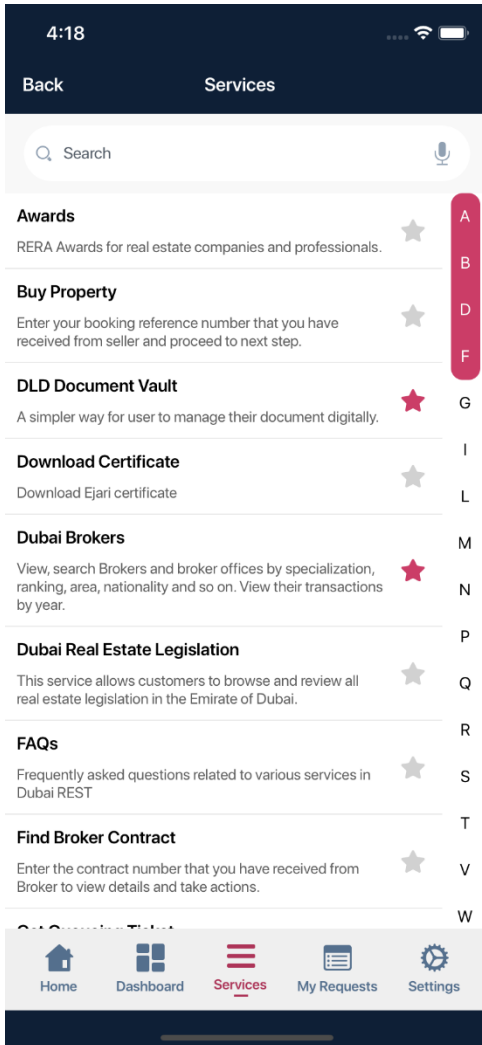
1. Login to
 - a. Dubai REST smart application
 - i. Go to “Services” and select “DLD Document Vault” service
 - b. DLD Website
 - i. From Services page: Click on Services menu -> Informative -> Under General section -> DLD Vault
 - ii. From Home Page -> Click on “Go Paperless” Banner
2. System will redirect to sign in page.
3. User can enter mobile number
 - a. If first time, the user has to enter email id and full name
4. System will redirect to OTP verification page
5. User needs to enter OTP for signing in
 - a. If first time, the user also has to verify email id by entering OTP sent to the mail
6. Once successful authenticated, system will redirect to dashboard view where user can see all the folders.
7. For the first time user, system will directly ask for folder name.
8. User can now enter folder name. A folder is where he can place his\her files.
9. System will redirect the users to file up loader screen.
10. User can upload files either by taking picture via camera or upload from device
11. User can make note of reference number, which is an identifier for the folder.
12. User can rename, delete folder as well as individual file, by clicking on more options at each folder\file level.
13. User can share file via URL link

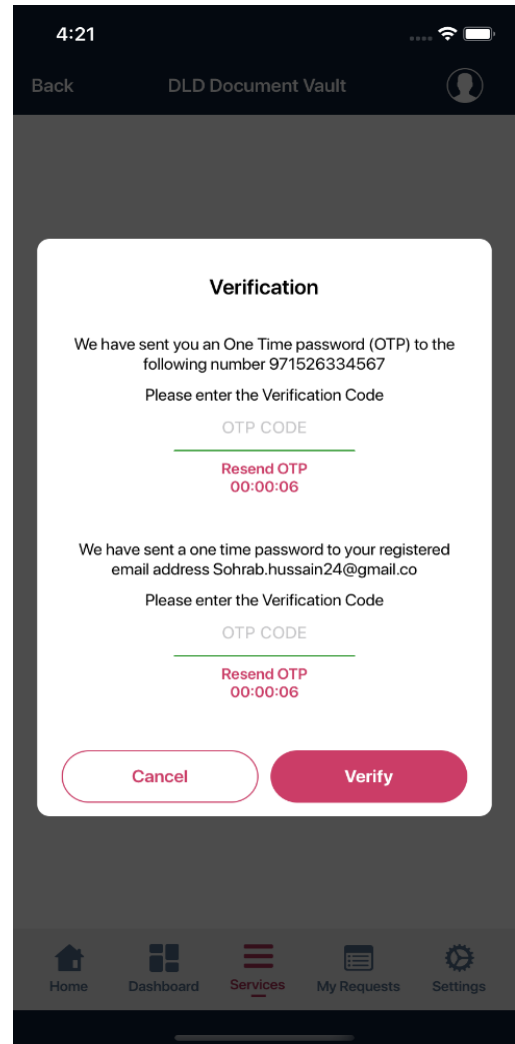
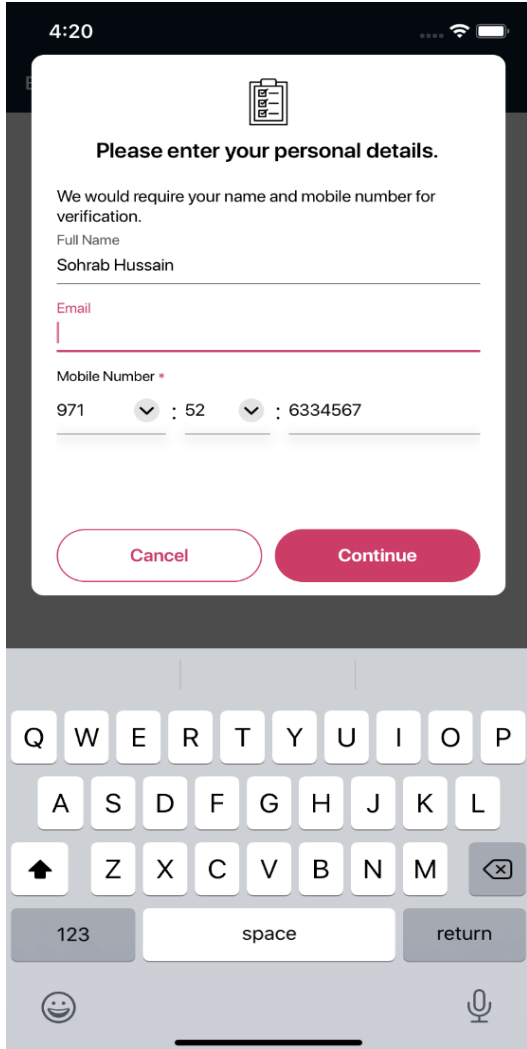
2.3 Process Flow

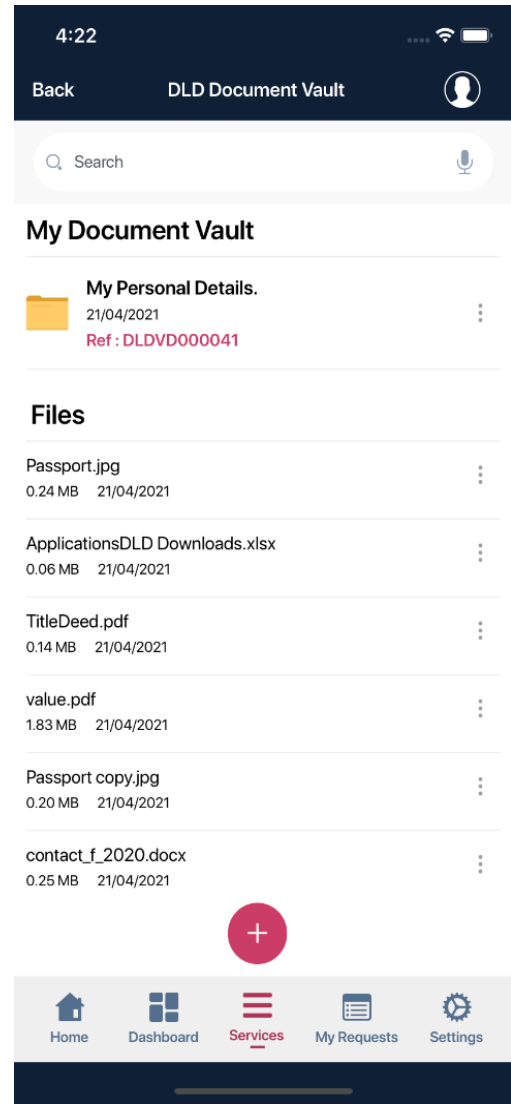
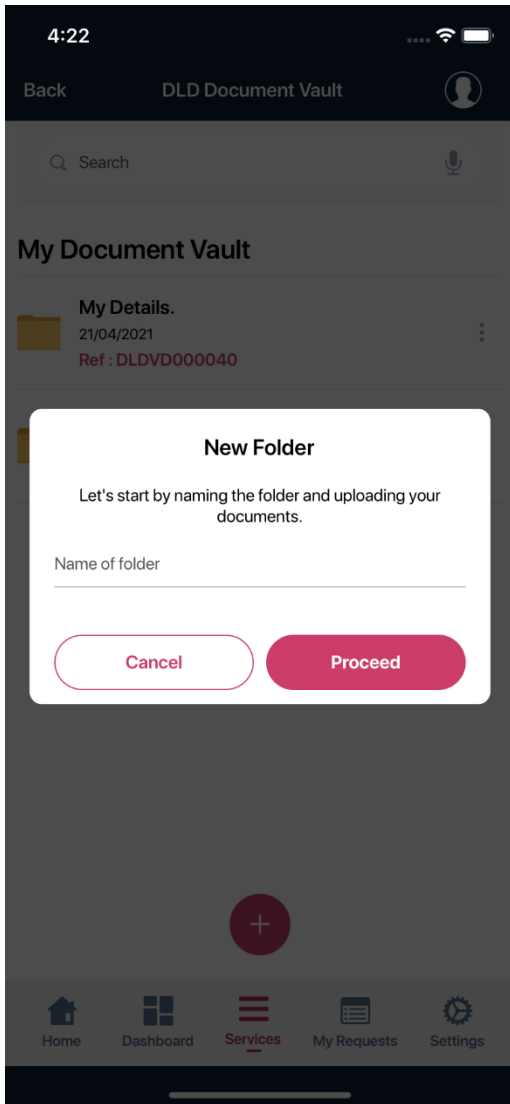


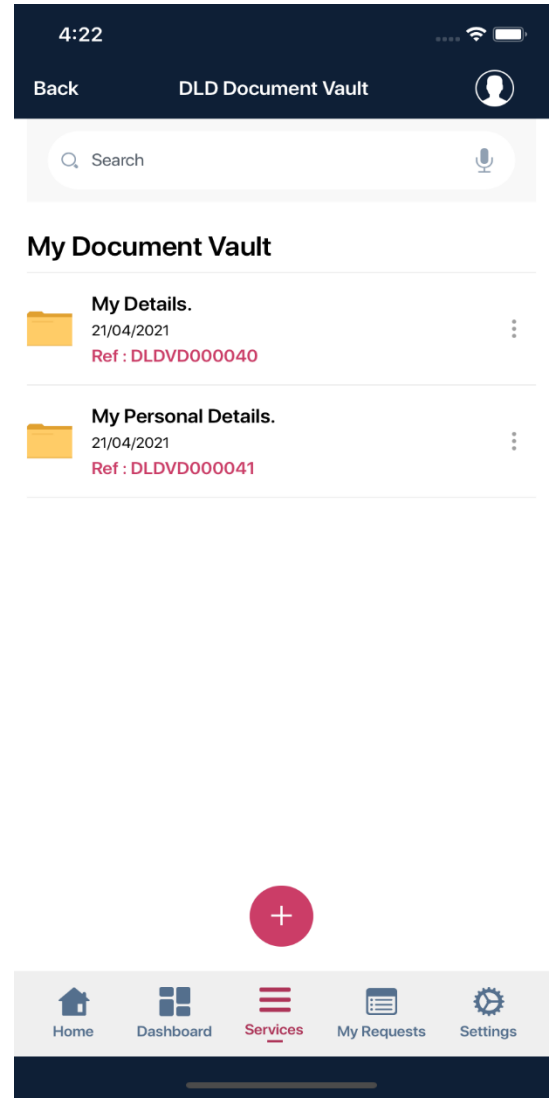
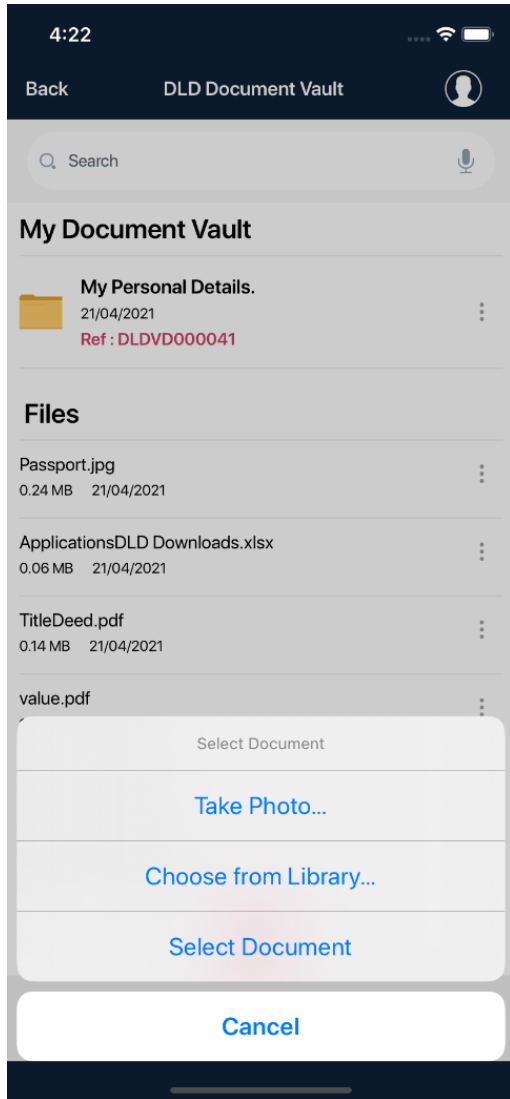
2.4 Screenshots

Dubai Rest

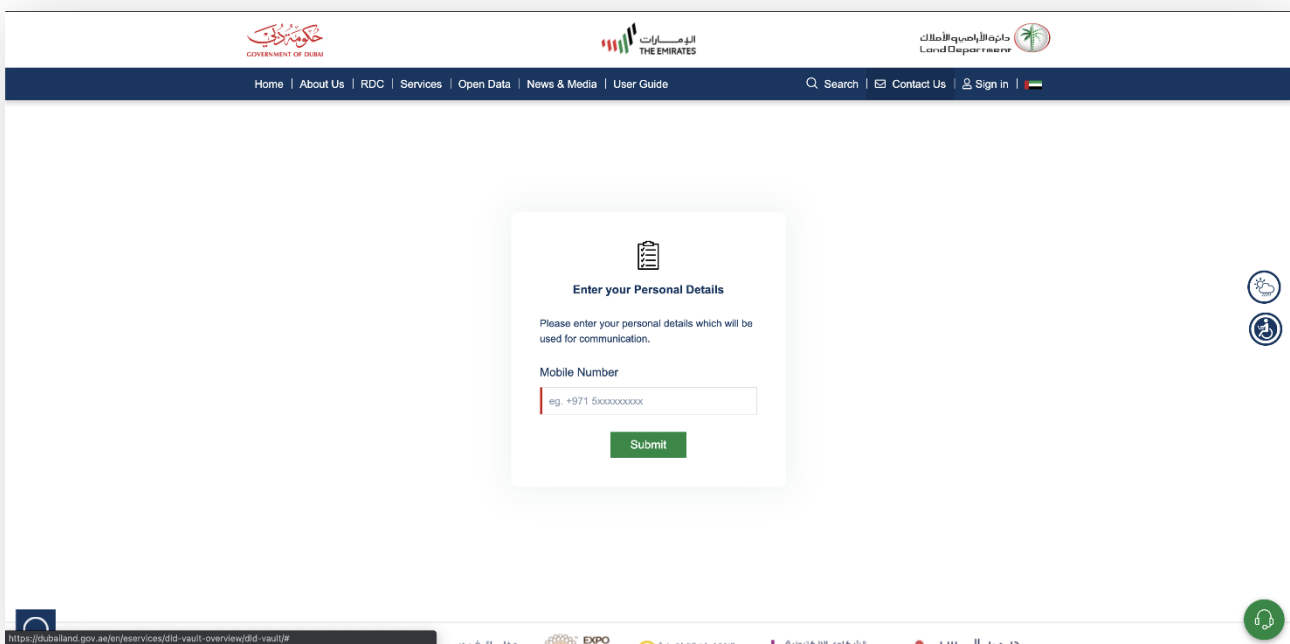
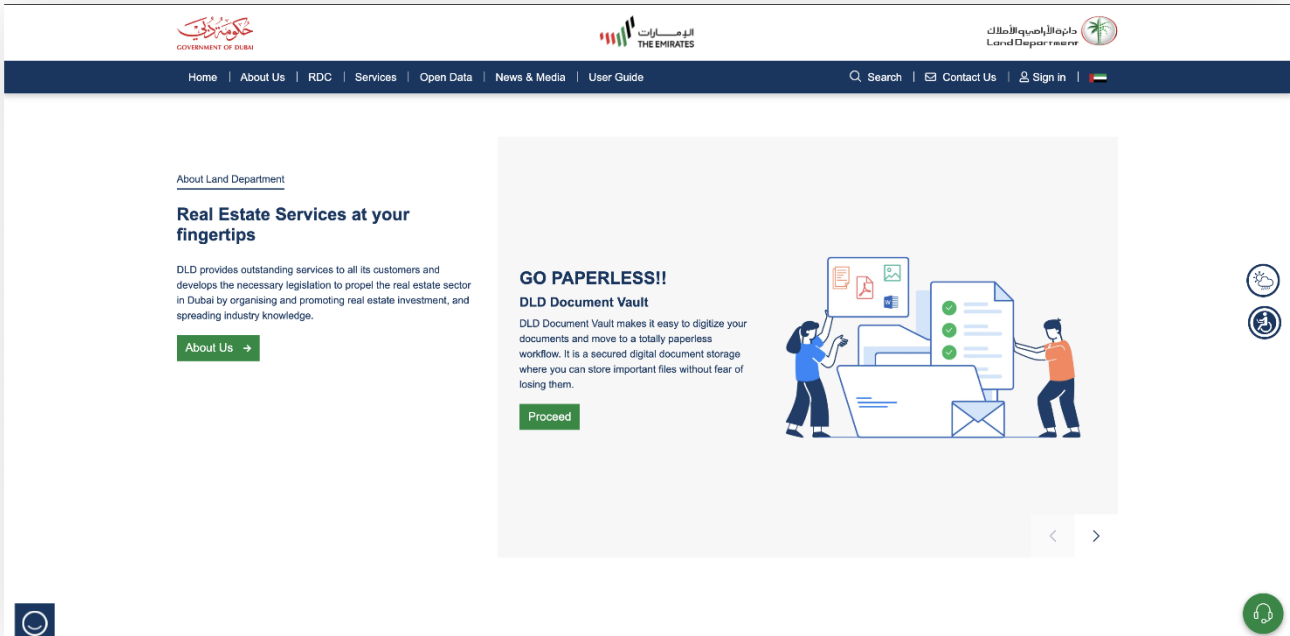


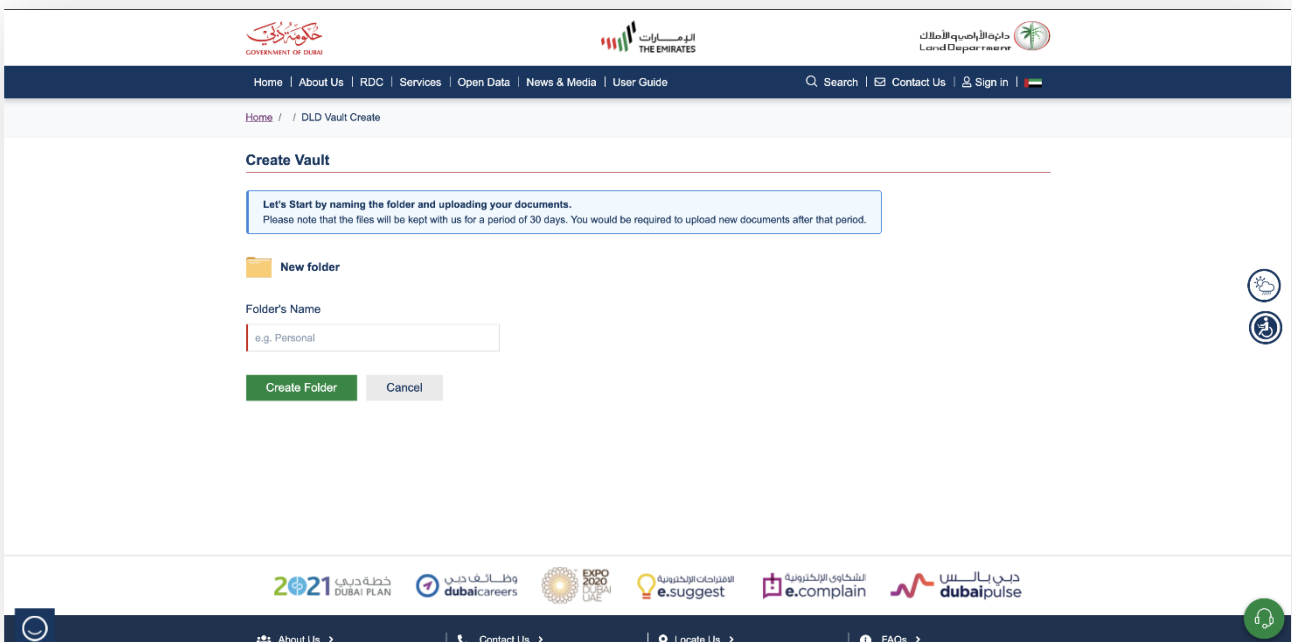
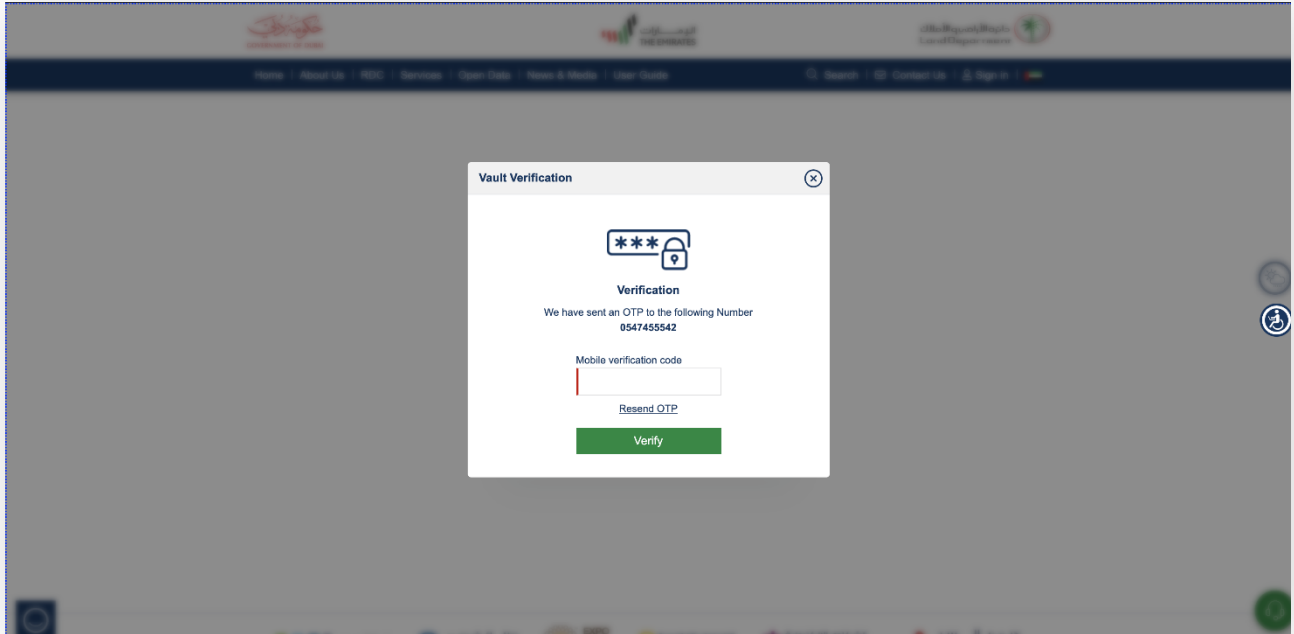






DLD website Screenshots





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Vault Folders Create New Folder

Title Deed Documents

27/04/2021 - Ref : DLDVD0100053

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Vault Files

Title Deed Documents

27/04/2021 - Ref : DLDVD0100053

Files

S.No.	File Name	Date	Size	Action
1	DLD Document Vault Submitt...	27/04/2021	1 MB	
2	DLD Document Vault Service ...	27/04/2021	2 MB	

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