



User Manual

**How to Accept or Dispute Performance Data for
Freelance Support Product (Directed Transport Track)**



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Introduction

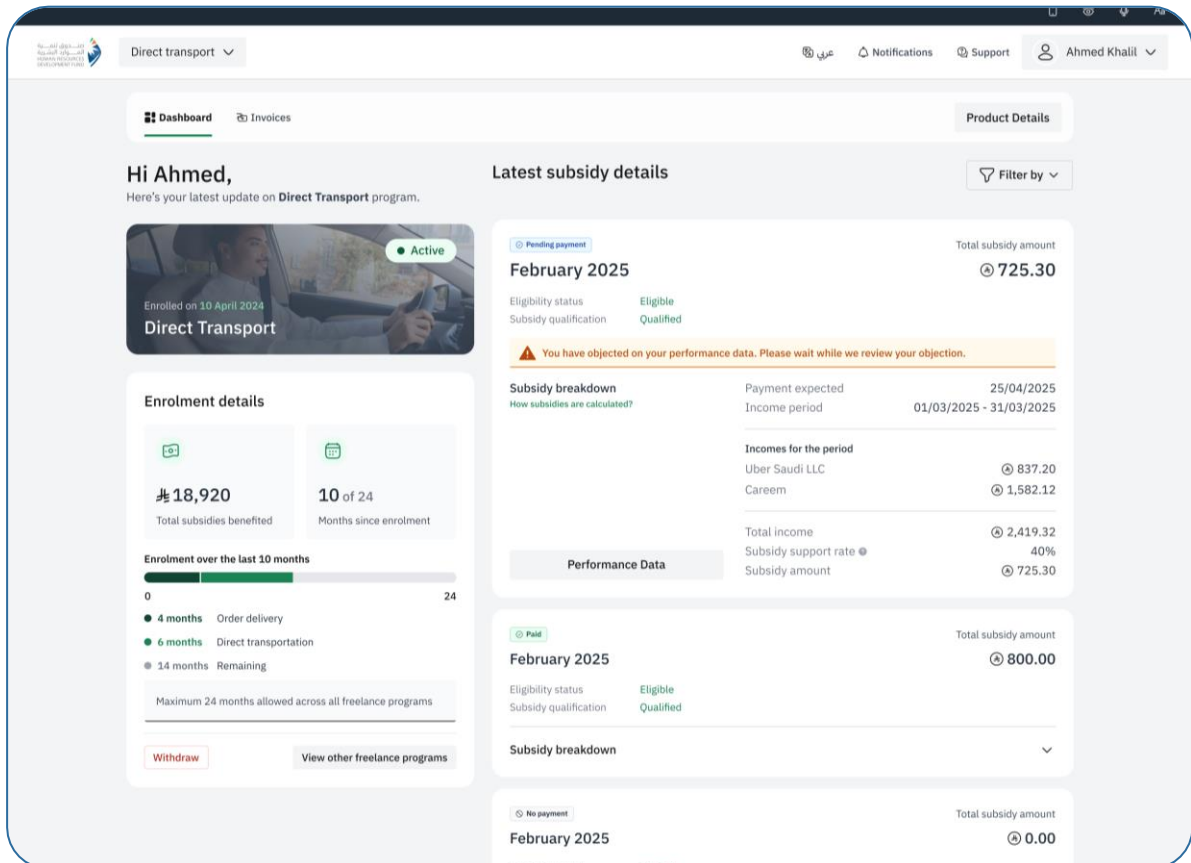
Introduction

This e-service enables beneficiaries of the Freelance Product (Directed Transport Track) to review and accept the monthly performance data, which reflect the executed projects and the income earned. In case of any discrepancies in the data, an electronic dispute may be submitted within 5 days of the data being posted to the beneficiary's account.



Main Dashboard and Performance Data Details

Main Dashboard and Performance Data Details



- ✦ The system will display the main dashboard for the track, allowing the user to view all track details.
- ✦ The user can select “Performance Data Details” if they wish to view their individual performance information.



Accepting Data Performance

Accepting the Data Performance

Direct transport عربي Notifications Support Ahmed Khalil

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April, 2025 5 days left to object Object Accept

Status Qualified Income period 01/03/2025 - 31/03/2025

Subsidy breakdown
How subsidies are calculated?

Total income	Subsidy Support Rate	Total subsidy amount
2,419,32	40%	725.30

Trips details Export data

Company	Number of Trips	Working hours	Total Income
Uber Saudi LLC	16	24	837.20

City	Date	Start Time	Trip Value
Riyadh	10/04/2025	09:30:32	50.00
Riyadh	10/04/2025	09:10:24	43.10
Diryah	10/04/2025	08:22:32	32.15
Diryah	09/04/2025	12:40:15	15.00

Company	Number of Trips	Working hours	Total Income
Careem	16	24	1,582.12

- After selecting "Performance Data Details," the system will redirect the user to the Performance Data Details page.
- On this page, the user can review the performance data, the support calculation, and the monthly performance details.
- The user can accept the performance data by selecting "Accept."

Accepting the Data Performance

The screenshot shows a web application interface for the Human Resources Development Fund. The user is logged in as Ahmed Khalil. The main content area displays a summary for April 2025, indicating 5 days left to object. A confirmation dialog is overlaid on the screen, asking: "Are you sure you want to accept the performance data? You will not be able to submit an objection afterwards." The dialog has "Cancel" and "Confirm" buttons. The background content includes a status of "Qualified", an income period from 01/03/2025 to 31/03/2025, a total income of 2,419,32, and a table of trip details for Uber Saudi LLC.

City	Date	Start Time	Trip Value
Riyadh	10/04/2025	09:30:32	50.00
Riyadh	10/04/2025	09:10:24	43.10
Diryah	10/04/2025	08:22:32	32.15
Diryah	09/04/2025	12:40:15	15.00

- After selecting "Accept," the system will display a confirmation message.
- The user can confirm the acceptance by selecting "Confirm."

Accepting the Data Performance

The screenshot displays the 'Direct transport' section of the portal. At the top, there's a navigation bar with the fund's logo, a dropdown menu for 'Direct transport', and user information for 'Ahmed Khalil'. Below this, a 'Back' button is visible. The main content area is titled 'April, 2025' and shows a status of 'Approved' with a green checkmark. To the right of the title are 'Object' and 'Accept' buttons. The 'Status' is 'Qualified' with a green checkmark, and the 'Income period' is '01/03/2025 - 31/03/2025'. A 'Subsidy breakdown' section shows 'Total income' as 2,419.32, 'Subsidy Support Rate' as 40%, and 'Total subsidy amount' as 725.30. Below this, the 'Trips details' section includes an 'Export data' button and a table with trip information.

City	Date	Start Time	Trip Value
Riyadh	10/04/2025	09:30:32	50.00
Riyadh	10/04/2025	09:10:24	43.10
Diryah	10/04/2025	08:22:32	32.15
Diryah	09/04/2025	12:40:15	15.00

At the bottom of the page, there is a footer with the text: 'All Right Reserved Human Resources Development Fund © 2025 Privacy Policy | Terms and Conditions'.

- Once the user selects "Confirm," the status of the performance data will be updated to "Accepted," indicating that the user has reviewed and approved the data.



Disputing Data Performance

Disputing the Data Performance

Direct transport

عربي
 Notifications
 Support
 Ahmed Khalil

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April, 2025

5 days left to object

Object

Accept

Status

Qualified

Income period

01/03/2025 - 31/03/2025

Subsidy breakdown

How subsidies are calculated?

Total income

2,419,32

Subsidy Support Rate

40%

Total subsidy amount

725.30

Trips details

Export data

After selecting "Performance Data Details," the system will redirect the user to the Performance Data Details page.

On this page, the user can review the support details and their performance for the current month.

The user can also dispute the performance data by selecting "Dispute."

Disputing the Data Performance

April, 2025
5 days left to object

Status: Qualified
Income period: 01/03/2025 - 31/03/2025

Subsidy breakdown
How subsidies are calculated?

Total income	Subsidy Support Rate	Total subsidy amount
2,419.32	40%	725.30

Trips details

Company	Number of Trips	Working hours
Uber Saudi LLC	16	24

Objection Ticket

Type of Objection: Object to performance data

Please select company, amounts and trips you wish to object on.

* Company: Uber

Amount	* Actual Amount	Trips	* Actual Trips
319.32	428.35	8	10

+ Add company

Cancel Submit

- After selecting the **"Disputing"** option, the system will display the Disputing Request Form.
- The user must submit a separate dispute for each operating company and provide the relevant objection details.
- The user can then select the operating company from the drop-down list, specify the actual income amount, and enter the actual number of trips.
- The user may add another operating company by selecting the **"Add Company"** option.
- The beneficiary must enter the number of trips and the total actual income for each company separately.

Disputing the Data Performance

The screenshot displays a web application interface for disputing data performance. At the top, there's a navigation bar with the fund's logo, a dropdown menu set to 'Direct transport', and user information for 'Ahmed Khalil'. Below this, a 'Back' button is visible. The main section is titled 'April, 2025' and features an 'Objected' button with a warning icon, alongside 'Object' and 'Accept' buttons. A summary card shows the status as 'Qualified' with a green checkmark, the income period as '01/03/2025 - 31/03/2025', and a 'Subsidy breakdown' section. The breakdown includes 'Total income' of 2,419.32, 'Subsidy Support Rate' of 40%, and 'Total subsidy amount' of 725.30. Below this, a 'Trips details' section includes an 'Export data' button and a table for Uber Saudi LLC. The table lists trips with columns for City, Date, Start Time, and Trip Value.

City	Date	Start Time	Trip Value
Riyadh	10/04/2025	09:30:32	50.00
Riyadh	10/04/2025	09:10:24	43.10
Diriyah	10/04/2025	08:22:32	32.15
Diriyah	09/04/2025	12:40:15	15.00

After the user selects the **“Submit Dispute”** option, the status of the performance data will be updated to **“Disputed”**, indicating that the user has reviewed the data and successfully submitted their dispute through the system.

The user should contact the **General Authority for Transport** via the **“Wasl”** platform to process the objection before the specified period expires (**10 days**).

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