SOFTWARE USERS GUIDE PORTAL AND PUBLIC USER

In execution of Contract: № RD 02-29-669 of 08.10.2024, subject:

"Establishment, implementation and maintenance of a unified public register on spatial planning and an information system for its maintenance"

2025

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2023

History of the document

Date	Author	Version	Changes made
05.06.2025	"MAPEX - TECHNOLOGICA 2023	1.0	Create and finalize

Contents

1.	Publ	ic user - System rights	.4
		ic Page Registries	
		Search form in registers	
	2.2.	Result table from search in registers	6
	2.3.	Info for a row from a result table from a records search and viewing attached document	ts
3.	Freq	uently Asked Questions (FAQ) page	.8
4.	Page	Help	.8

1. Public user - System rights

This type of user has the following rights and allowed actions in the system:

- Registers:
 - o Search the public part of EPRUT;
 - O View information about an administrative act;
 - View related AA
 - o Download documents attached to a published administrative act;
 - o Export search results;
 - Overview of all data in EPRUT.
- FAQ (Frequently Asked Questions)
 - Access to published FAQs
- Help
 - o Access to published manuals

2. Public Page Registries

2.1. Search form in registers

Nº	Step in the process	Description			
1.	Opening the EPRUT public website	No registration is required to access the public part of the system. Select the "Registers" page leading to the administrative acts published in EPRUT.			
2.	Navigating to the internal registry page	Select the "Reg	gisters" page. Registers	FAQ	Help
		Opens a page v	with a search form		

"MAPEX - TECHNOLOGICA 2023	Software Users Guide Portal and public user	Page4 from 9
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№	Step in the process	Description
		Registers FAQ Help
		Add ### Committee and the committee of t
		Applicant Type
		 Form with search criteria for an administrative act Register selection - drop-down list of the registers in EPRUT. Basic Information Section Administrative Authority Section Section Employer Object section result table when a search is performed; export of generated results.
3.	Advanced search	Selecting the advanced search option, expands the search criteria form and the user sees more fields to enter search criteria. Register: All Statut Statut
4.	Contraction of expanded demand	Selecting the shrink advanced search option shrinks the advanced search criteria form to the original limited set of search criteria.
5.	Introduction of search criteria in the internal register	Searches can be by criteria in the following categories: Register selection - drop-down list of registers in EPCUT Basic Information;

"MAPEX -TECHNOLOGICA 2023

Software Users Guide Portal and public user Page5 from 9

№	Step in the process	Description
		 Administrative Authority; Employer; Object.
		All
		To the state of th
		Administrative authority (i) Administrative authority: (ii) Administrative authority: (iii) A
		Applicant Type: (i) Personal ID number/BuistsDUC: (ii) Name of legal entity/Names of natural persons: All
		Colonal (i) Decorption/Name of object: (ii) Province: (ii) Municipality: (ii) Settlement: (iii) Region: (ii) Culeatrie Identifier: All
		© Arex © Queter as per Regulation plan © Regulated property © Cadestral Plan Region: © Cadestral Plan number: © Recovered property map Arex © Recovered property map SF: © TrainburyType: © Protected arex.
		() Link:
		An additional criterion "Limit" is loaded with a default value of 200. This value limits the results of a search to 200 results. The user can change the value. If you enter 30, then if there are more than 30 results, the system will display only 30 in the result table. When navigating to the page again, the "Limit" criterion will again display the default value of 200
		Buttons:
		The "Search" button is always active.

2.2. Result table from search in registers

№	Step in the process	Description				
1.	Generate result table	After a search is according to the	•	_	with the res	ults found
						ExportTo: 😭 🚔 🚨 🚨
		Administrative act N°	: Туре	Administration name	Administrative act date	:
		1627	Construction permission and order/s for its supplementation	Ministry of Regional Development and Public Works	5/21/2025	
		H → 1 → H 10 ▼ Items per page				1 - 1 of 1 items

"MAPEX - TECHNOLOGICA 2023	Software Users Guide Portal and public user	Page6 from 9
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№	Step in the process	Description
		If no results are found, the message "No data!" is generated.
2.	Result table options	The result table has the following options: 1) Sorting the results; 2) Pagination; 3) Info for a row in the result table - opens info for the selected AA; 4) Export in .xlsx, .csv and .pdf format. **Individual of the selected of the sel
		slaboration of memoriments to a general development plan Discottinutal Significant Signif

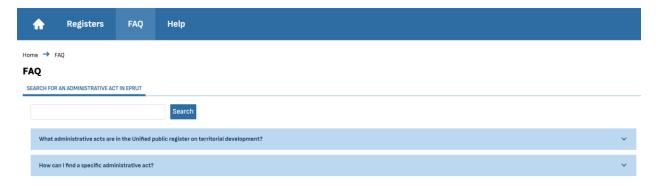
2.3. Info for a row from a result table from a records search and viewing attached documents

No	Step in the process	Description
1.	Selecting row info from the result table	A table is generated after a search. Selecting a row info from the resulting table opens a form with information about the selected administrative act.
		Administrative authority, Apriland efficial with function and elegant by the Minister of Regional Development and Public works Register: Engineer (person under Art. 140, Press. 3 of the Spatial Development Ant (SDA) Administrative act date: 8/13/2025 Administrative act date: 8/13/2025 Administrative manner Messery of Regional Development and Public Works Status Date Ditalis
		H 4 0 H 10 Terms for page No terms for display Applicant Object
		Administrative act copy Document 2 (Administrative act copy with deleted personal data) Document 2 (Administrative act copy with deleted personal data) Document 2 (Administrative act copy with deleted personal data) 1_25_05_2005_227_35.act
		Versions

No॒	Step in the process	Description
2.	Info form options	 Close button - closes the form and returns to the search results page. Saves the search results; "View" button - for each attached document of the respective administrative act; Download button - for each document attached to the respective administrative act; Link to other administrative acts - option to refer to other AAs that are specified as having a link to the specific AA. Opens info about the respective AA. AA versions - information on each version of the administrative act (possibility to track changes on an already published act)

3. Frequently Asked Questions (FAQ) page

Frequently asked questions and answers are available on the Frequently Asked Questions page, grouped by category:



4. Page Help

A guide to using the public part of EPRUT is available on the Help page. Additional guidance on working with and accessing data in EPRUT will also be published on this page as required.

"MAPEX - TECHNOLOGICA 2023	Software Users Guide Portal and public user	Page8 from 9
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Help

User Manual.pdf

"MAPEX -TECHNOLOGICA 2023

Software Users Guide Portal and public user

Page9 from 9