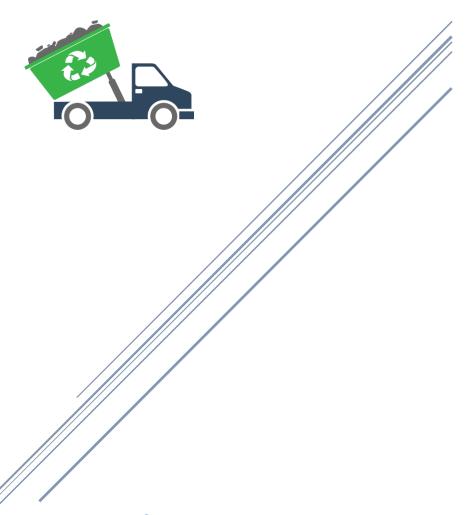
KINGDOM OF BAHRAIN Ministry of Works, Municipalities Affairs and Urban Planning



ASKAR LANDFILL MANAGEMENT

User Manual



Information Systems Directorate



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Askar Landfill Management

Overview

Asker landfill Management System is an application for user registration Licensing and payment of disposal fees for Asker Landfill Site.

Complete Registration and start using asker application

To start using the asker landfill site for waste disposal, user should complete the following steps in Municipality Application:

- 1- One-time municipality new user registration with the company CR.
- 2- Once registered in SSO, Complete registration form in asker application.
- 3- Vehicle registration (add at least one Vehicle).
- 4- Waste type registration (add at least one Waste type).
- 5- Top up account balance.

Asker Landfill management application Link: https://www.mun.gov.bh/adm/login?lang=en

Municipality User Registration link https://www.mun.gov.bh/sso/registration/portal?lang=en

For Help and any enquiry please contact:

Helpdesk in Municipality:

Email: helpdesk@MUN.GOV.BH

Tel: 17981234

1- One-Time Municipality New User Registration with The Company CR

Please refer below fig (1). Click on new user link to do the registration with company CR.

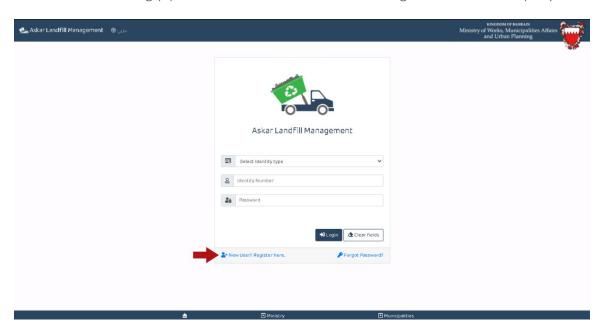


Fig (1)

After completing the registration form Fig (2) using company CR you will get the username and password to access the application from asker login screen Fig (1).

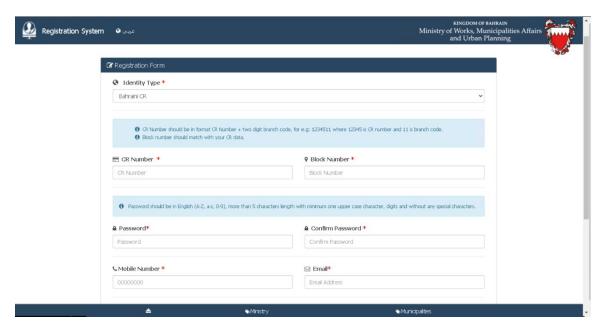


Fig (2)

2- Complete Asker Application Registration Form.

After login for the first time user should complete the registration form Fig (3) by following the instruction and fill the required information for one time only.

- 1- enter CR information.
- 2- enter vehicle details
- 3- Enter GPS vehicle details if its available.
- 4- click add vehicle button.
- 5- Click Submit

How to enter Commercial registration format Example:

Example: Your Company CR is 1234 and Branch is 1 then. Enter the CR as:

123401 this is correct format - Fig (3)

If you are entering in the following formats this are wrong:

 12341
 Not correct

 1234-1
 Not correct

 00123401
 Not correct

 001234-1
 Not correct.

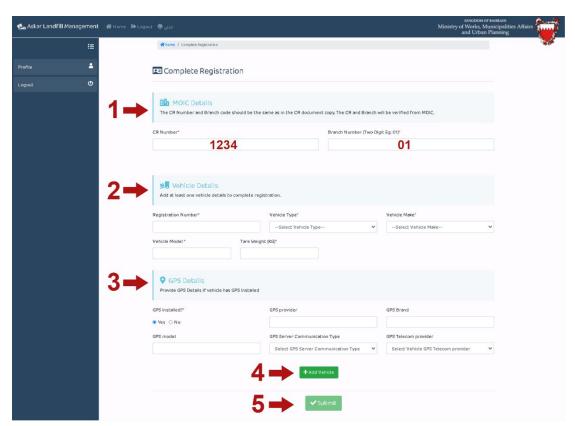


Fig (3)

3- Vehicle Registration

From the side menu Fig (4) Click on Vehicle Button and follow the instruction and submit all the company vehicle information after click on Add Vehicle button.

User can add more than one vehicle for the company by repeating the previews step and click add vehicle again. And from the table below Fig (4):

- 1- view all added vehicle details summary
- 2- delete vehicle
- 3- view each vehicle details

Note: user should at least add one vehicle to use the application and can access asker location site. Any vehicle not registered in the application will not allow to access asker location site.

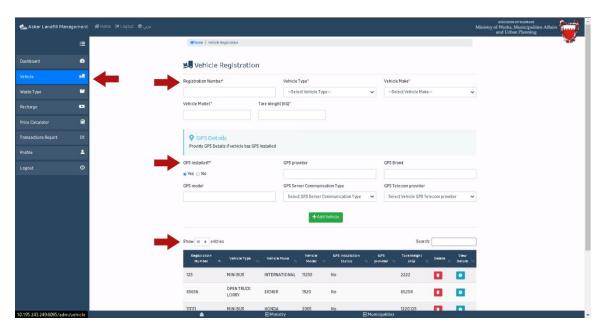


Fig (4)

4- Waste Type Registration

From the side menu Fig (5) Click on Waste Type to go to waste type page, select type of waste from the list then click (add waste type) button. Repeat the step to add more waste type. And from the table in fig (5), below you can see all the waste type user added.

Note: adding waste type is mandatory, and the Waste type should match vehicle load to access to access asker landfill site.

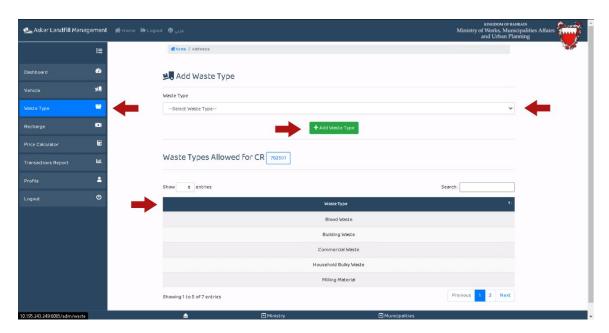


Fig (5)

5- Top Up Account Balance (Recharge).

From side menu Fig (6) Click on recharge you will enter the recharge amount to top up the account to pay for the fees for accessing asker site and dumping the registered waste.

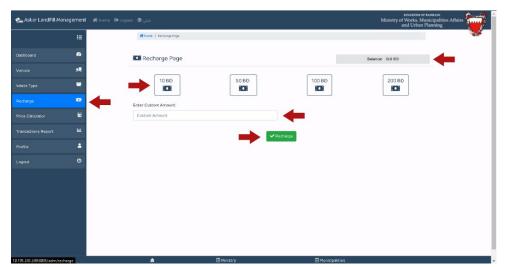
- 1- User Can View Account Balance
- 2- User Can Use the Button to Add Amount
- 3- Or Enter Custom Amount
- 4- Click on Recharge Button
- 5- User Will Be Redirected to Municipal Payment Page Fig (7).
- 6- Complete the Normal Payment Process.
- 7- User Will Be Redirected to Asker Application Again.

Note: Before accessing Asker waste landfill location user should have enough balance to use the services.

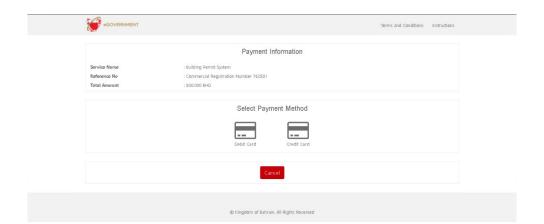
Important note before top up your account balance

to top your account balance, the following criteria should be stratified:

- 1. Valid user Registration
- 2. Registered Active Vehicle
- 3. Registered Active waste types



Fig(6)



Fig(7)

Customer Dashboard

After login or from side menu Fig (7) (1) click on dashboard button to access the customer dashboard page. customer dashboard page is to show full details regarding you account like balance, vehicle, waste type.

- 1- Click on dashboard button to access the page.
- 2- User account overview.
- 3- All Registered Waste type
- 4- All Vehicle Details
- 5- Add new waste type Button.
- 6- Add New Vehicle Button.

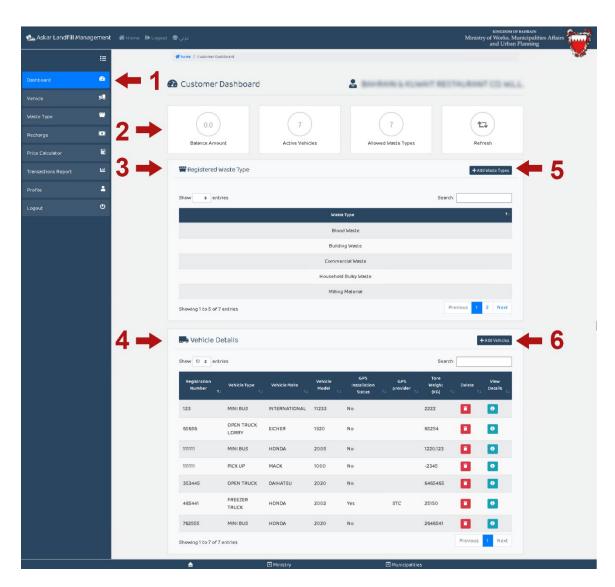


Fig (7)

User Profile

From the side menu Fig (8) click on profile button to access user profile page. From profile page user can view user details like (address, mobile, email and join date).

User can update the mobile number or account email by changing the required field and clicking update button Fig (8).

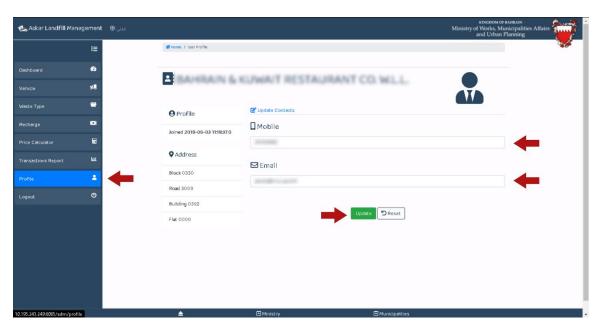


Fig (8)