

Issue Date: 26/11/2010**Version Number: 02**

WASTE REGULATION MANAGEMENT SYSTEM

NON-REGISTERED USER MANUAL

Terminology & Acronyms

Acronym	Description
AR-WCP	Annual Report on Waste Collection Permit
AR-WFP/CoR	Annual Report on Waste Facility Permit/Certificate of Registration
BO	Back Office
CoR	Certificate of Registration
EWC	European Waste Catalogue
DCC	Dublin City Council
FO	Front Office
GLW	Green List Waste
GUI	Graphical User Interface
NTFSO	National Transfrontier Shipment Office
TFS	Transfrontier Shipments of waste leaving or entering Ireland
WCP	Waste Collection Permit
WFP	Waste Facility Permit
WP	Work Package
WRMS	Waste Regulation Management System
WTF	Waste Transfer Form for transportation of hazardous waste within Ireland

Table of Contents

LIST OF FIGURES	4
1. INTRODUCTION TO WRMS	4
2. ACCESSING WRMS	5
2.1 ACCESS SYSTEM	5
2.2 LOGIN	5
2.3 LOGOUT	6
2.4 ENFORCE PASSWORD UPDATING	7
2.5 REGISTER NEW USER	8
2.6 EDIT PERSONAL INFORMATION	9
2.7 CHANGE PASSWORD	10
2.8 FORGOT PASSWORD	11

LIST OF FIGURES

Figure 2-1: Web Non-Registered User Home Page.....	5
Figure 2-2: Web Registered User Home Page	6
Figure 2-3: Enforced Change Password Page	7
Figure 2-4: Successful Password Updating Message	7
Figure 2-5: Register New User Page	8
Figure 2-6: Successful Registration Form Submission Message	9
Figure 2-7: Edit Personal Information Page.....	10
Figure 2-8: Successful Personal Information Updating Message.....	10
Figure 2-9: Change Password Pop-up Page	11
Figure 2-10: Forgot Your Password Page.....	12
Figure 2-11: Successful Password Resetting Message	12

1. INTRODUCTION TO WRMS

The Waste Regulations Management System (WRMS) offers various electronic forms and options related to the Waste Regulations Office Services and the National Trans-Frontier Shipments (TFS) Office Services, under Dublin City Council (DCC).

2. ACCESSING WRMS

This section describes the functionality related to the user access to the WRMS.

2.1 ACCESS SYSTEM

In order to access the system, the user should follow the steps below:

1. Go to the WRMS URL link for Web users. The Front Office (FO) Home page for non-registered users is displayed.

The screenshot shows the Dublin City Council Waste Regulation Management System (WRMS) non-registered user home page. The page layout includes a header with the council logo and navigation links (Home, Help, Contact Us, EN, GA). A left sidebar contains a 'Login' section with fields for Username and Password, 'Reset' and 'Login' buttons, and a 'Register' link. The main content area displays a welcome message and provides information about the system, including contact details for the Waste Regulations Office Services and National Trans-Frontier Shipments (TFS) Office Services.

Figure 2-1: Web Non-Registered User Home Page

2.2 LOGIN

In order to login, the user should follow the steps below:

1. Provide the user authentication information in the fields Username and Password in the FO Home page for non-registered users (Figure 2-1: Web Non-Registered User Home Page).
2. Click on the button **LOGIN**. The FO Home page for Web registered users is displayed, according to the Web user's access rights.

Home: [Edit Personal Information](#) [Help](#) [Contact Us](#) [Logout](#) [EN](#) [GA](#)

Dublin City Council
Comhairle Cathrach Bhaile Átha Cliath

Waste Regulation Management System

Welcome to Dublin City Council's Waste Regulation Management System

The Waste Regulations Management System (WRMS) offers various electronic forms and options related to the Waste Regulations Office Services and the National Trans-Frontier Shipments (TFS) Office Services, under Dublin City Council (DCC).

The system provides a set of electronic services concerning:

- Waste Regulations Office Services, related to:
 - Annual Reports on Waste Collection Permit (AR-WCP)
 - Annual Reports on Waste Facility Permit / Certificate of Registration (AR-WFP/CoR)
 - Waste Transfer Forms (WTF)
- National TFS Office Services, related to:
 - Green List Waste (GLW) Shipment Reports

You may access the provided electronic services through the respective options on the left-side menu.

For more information on the Waste Regulations Office Services and the National Trans-Frontier Shipments (TFS) Office Services, see www.dublincity.ie

Should you have any further queries please contact us:
Phone Number: (01) 222 4467/ 222 4235/ 222 between 9am to 5pm
Email Address: manolis@delos-eurodyn.com

© Copyright 2010 Dublin City Council [Terms & Conditions](#)

Figure 2-2: Web Registered User Home Page

Note 1: The fields Username and Password are case-sensitive.

Note 2: For every user, her/his email address is used as Username.

Note 3: By clicking the button **RESET** the user can clear any entries in the fields Username and Password.

Note 4: If the provided credentials are not valid, the system displays the Login page including an appropriate error message (i.e. "Authentication Failed!").

Note 5: If either of the required credentials is not provided, the system displays the Login page including an appropriate error message (i.e. "The field Username is required."; "The field Password is required.").

2.3 LOGOUT

In order to logout, the user should follow the steps below:

1. Click on the link **Logout** in the WRMS header. The FO public user Home page is displayed in the main page (Figure 2-1: Web Non-Registered User Home Page).

2.4 ENFORCE PASSWORD UPDATING

In case that the pre-specified interval from the last password change has expired for a specific user, when the user clicks on the button **LOGIN**, the user is authenticated and the Enforced Change Password page is displayed, including a message for enforcing the user to update her/his password (“Your password has expired. Please enter a new password in order to proceed.”).

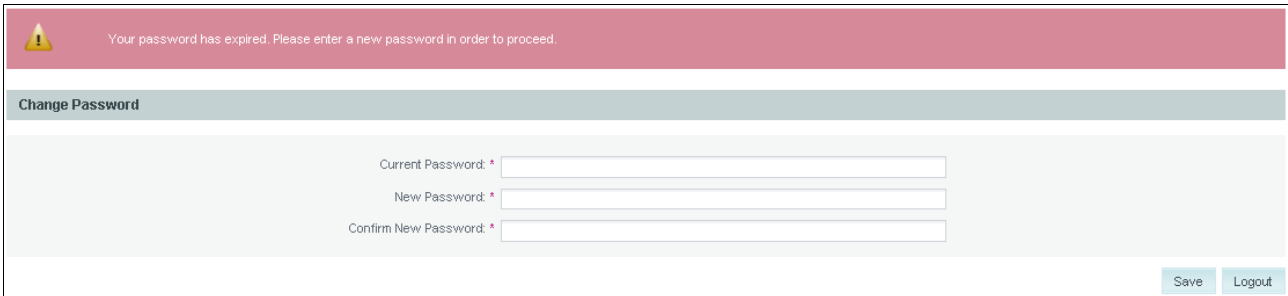


Figure 2-3: Enforced Change Password Page

In order to update her/his password, the user should follow the steps below:

1. Fill in the respective fields.
2. Click on the button **SAVE**. The updated password is saved and the period until the next automatically enforced password updating is reset. The FO/Web registered user Home page is displayed in the main page (Figure 2-2: Web Registered User Home Page), including a message for the successful password updating (“The password has been updated.”).

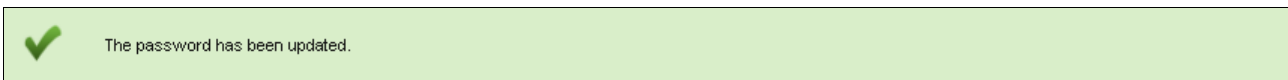


Figure 2-4: Successful Password Updating Message

Note 1: If the button **LOGOUT** is clicked, the information is not updated and the public user Home page is displayed to the user.

Note 2: The time-interval is configurable by a System Administrator. It is set by default to 6 months.

Note 3: The Enforce Password Updating functionality can be enabled or disabled by a System Administrator.

Note 4: If the user inserts the same password, a respective warning message is displayed to the user when s/he clicks on the button **SAVE** (i.e. “The new password is same as the old”).

Note 5: If any of the mandatory fields (i.e. marked with red asterisk) is missing, the new password is not in the proper format or the two specified new passwords (i.e. New Password and Confirm

Password fields) are not the same, a respective error message is displayed to the user when s/he clicks on the button **SAVE**

2.5 REGISTER NEW USER

In order to submit a registration form, the user should follow the steps below:

1. Click on the link **Register** in the left-side menu. The Register New User form is displayed in the main page.

Register New User

First Name: *

Last Name: *

Email / User Name: *

Password: *

Confirm Password: *

Phone: Country code Area code Local code Internal no.

Fax: Country code Area code Local code Internal no.

Address

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

County:

Country:

Facility

Name:

Authorisation Number:

Granting Authority:

Functioning as Consignee in WTF:

Address

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

County:

Country:

Further Info:

Register Cancel

Figure 2-5: Register New User Page

2. Fill in the respective fields.

3. Click on the button **REGISTER**. The public user Home page is displayed in the main page (Figure 2-1: Web Non-Registered User Home Page), including a message for the successful submission of the registration form (“The registration form has been submitted for approval. You will be notified about the decision via email.”).

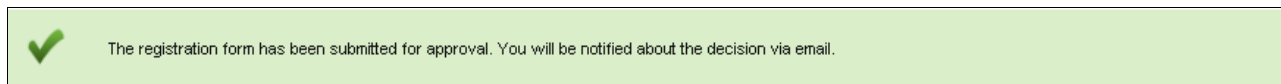


Figure 2-6: Successful Registration Form Submission Message

Note 1: If the button **CANCEL** is clicked, the information is not stored and the public user Home page is displayed to the user.

Note 2: If any of the mandatory fields (i.e. marked with red asterisk) is missing, the values specified in the fields Password and Email / User Name are not in the proper format or the two specified passwords (i.e. Password and Confirm Password fields) are not the same, a respective error message is displayed to the user when s/he clicks on the button **REGISTER**.

Note 3: The System Administrator is responsible for approving or rejecting registration forms.

2.6 EDIT PERSONAL INFORMATION

In order to update her/his personal details, the user should follow the steps below:

1. Click on the link **Edit Personal Information** on the header. The Edit Personal Information page is displayed in the main page.

Figure 2-7: Edit Personal Information Page

2. Fill in the respective fields.
3. Click on the button **SAVE**. The updated information is saved and a message for the successful personal information updating is presented in the Edit Personal Information page (“Profile information has been updated”).



Figure 2-8: Successful Personal Information Updating Message


Note 1: If the button **CANCEL** is clicked, the information is not stored and the FO/Web registered user Home page is displayed.

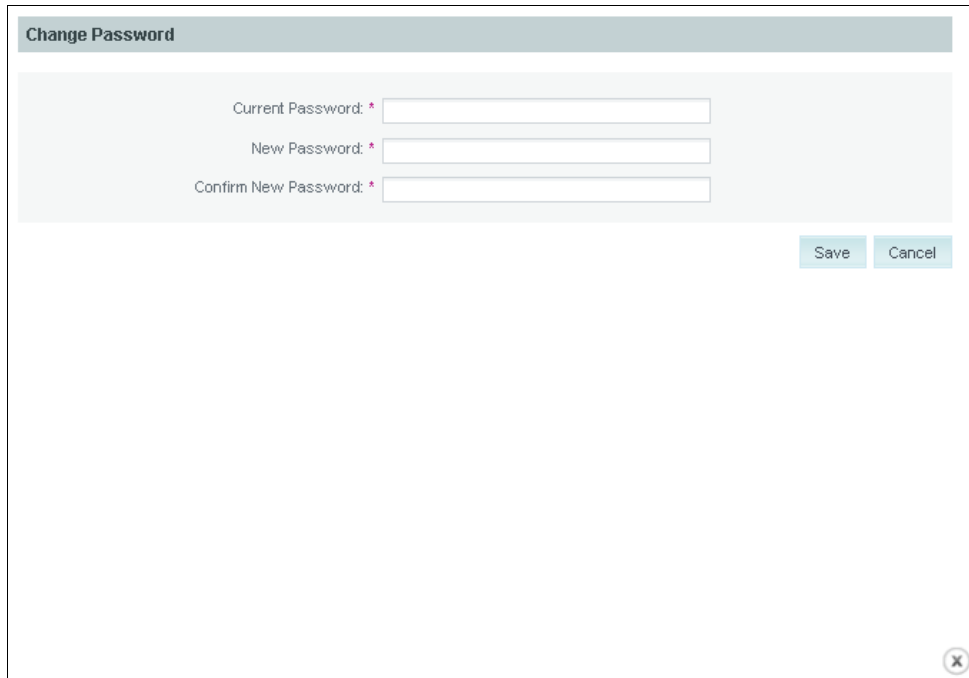
Note 2: If any of the mandatory fields (i.e. marked with red asterisk) is missing or the value specified in the field Email / User Name is not in the proper format or already exists in the system for another user, a respective error message is displayed to the user when s/he clicks on the button

SAVE

2.7 CHANGE PASSWORD

In order to change her/his password, the user should follow the steps below:

1. Click on the icon  in the Edit Personal Information page (Figure 2-7: Edit Personal Information Page). The Change Password form is displayed in a pop-up window.



The screenshot shows a 'Change Password' dialog box. It features a title bar at the top with the text 'Change Password'. Below the title bar, there are three text input fields, each preceded by a red asterisk indicating a mandatory field. The labels for these fields are 'Current Password: *', 'New Password: *', and 'Confirm New Password: *'. To the right of the input fields, there are two buttons: 'Save' and 'Cancel'. In the bottom right corner of the dialog box, there is a small circular button with an 'X' inside, used for closing the window.

Figure 2-9: Change Password Pop-up Page

2. Fill in the respective fields.
3. Click on the button **SAVE**. The updated password is saved, the period until the next automatically enforced password updating is reset and the Edit Personal Information page is displayed in the main page (Figure 2-7: Edit Personal Information Page), including a message for the successful password updating (“The password has been updated.”) (Figure 2-4: Successful Password Updating Message).

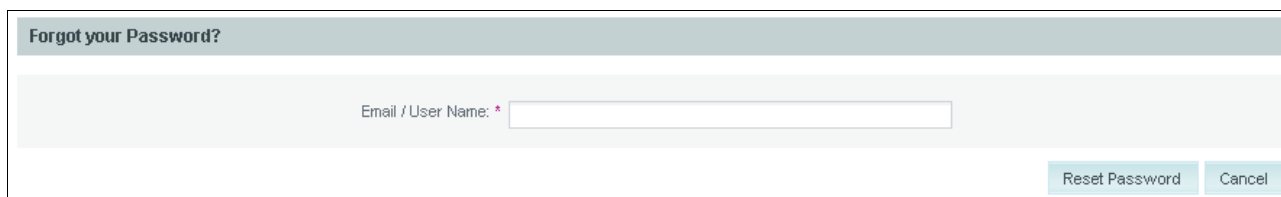
Note 1: If the button **CANCEL** is clicked, the password is not updated and the Edit Personal Information page is displayed to the user.

Note 2: If any of the mandatory fields (i.e. marked with red asterisk) is missing, the new password is not in the proper format or the two specified new passwords (i.e. New Password and Confirm Password fields) are not the same, a respective error message is displayed to the user when s/he clicks on the button **SAVE**.

2.8 FORGOT PASSWORD

In order to reset her/his password, the user should follow the steps below:

1. Click on the link **Forgot your Password?** in the left-side menu. The Forgot Your Password page is displayed in the main page.



Forgot your Password?

Email / User Name: *

Reset Password Cancel

Figure 2-10: Forgot Your Password Page

2. Fill in the Email / User Name field.
3. Click on the button **RESET PASSWORD**. A new password is automatically generated and sent by email to the user and the period until the next automatically enforced password updating is reset. The public user Home page is presented (Figure 2-1: Web Non-Registered User Home Page), including a message for the successful password reset (“The password has been reset and an e-mail has been sent with the new credentials.”).

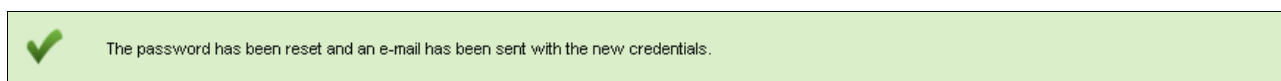


Figure 2-11: Successful Password Resetting Message

Note 1: If the button **CANCEL** is clicked, no new password is generated and the public user Home page is displayed to the user.

Note 2: If the mandatory Email / User Name field (i.e. marked with red asterisk) is missing or the values specified in this field is not in the proper format, an error message is displayed to the user (i.e. “The user does not exist”) when s/he clicks on the button **RESET PASSWORD**.