

THE GAMBIA
SOCIAL SECURITY AND HOUSING FINANCE
CORPORATION
(SSHFC)



ELECTRONIC RECORDS MANAGEMENT SYSTEM
[ERMS]
System User Manual

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Introduction

The Electronic Records Management System [ERMS] is designed to facilitate the Generation of Reports on scanned documents periodically and track Staff Performance based on users' "numbers"/ departmental records.

Getting Started

➤ *Launching the application*

- Enter <http://ssmistest.com/admin> to log on to the platform.

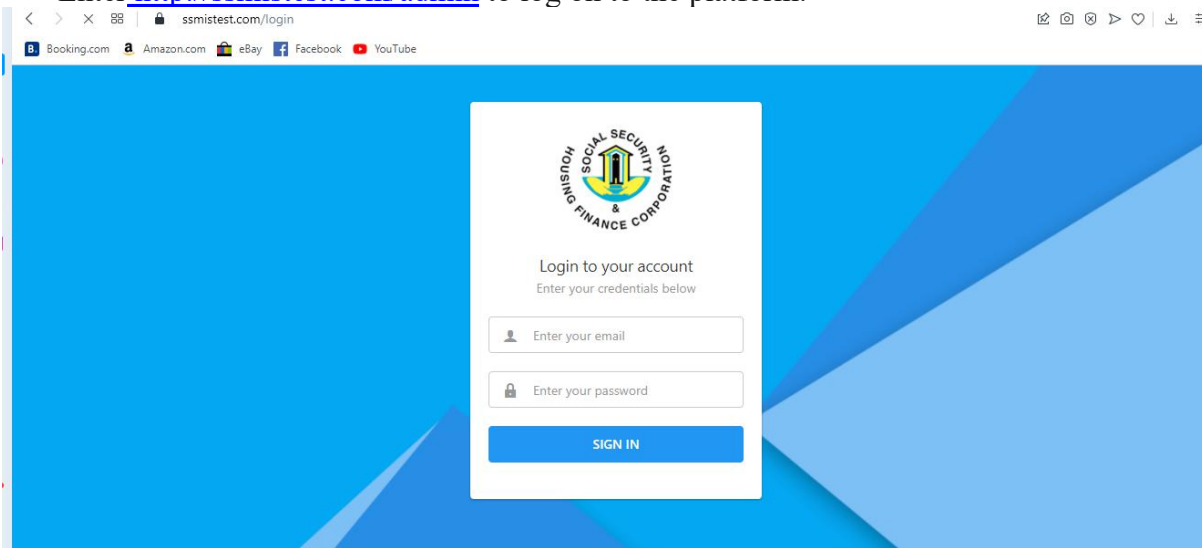


Figure 1

➤ *Login*

- Enter in details (username & password) to login to your account.

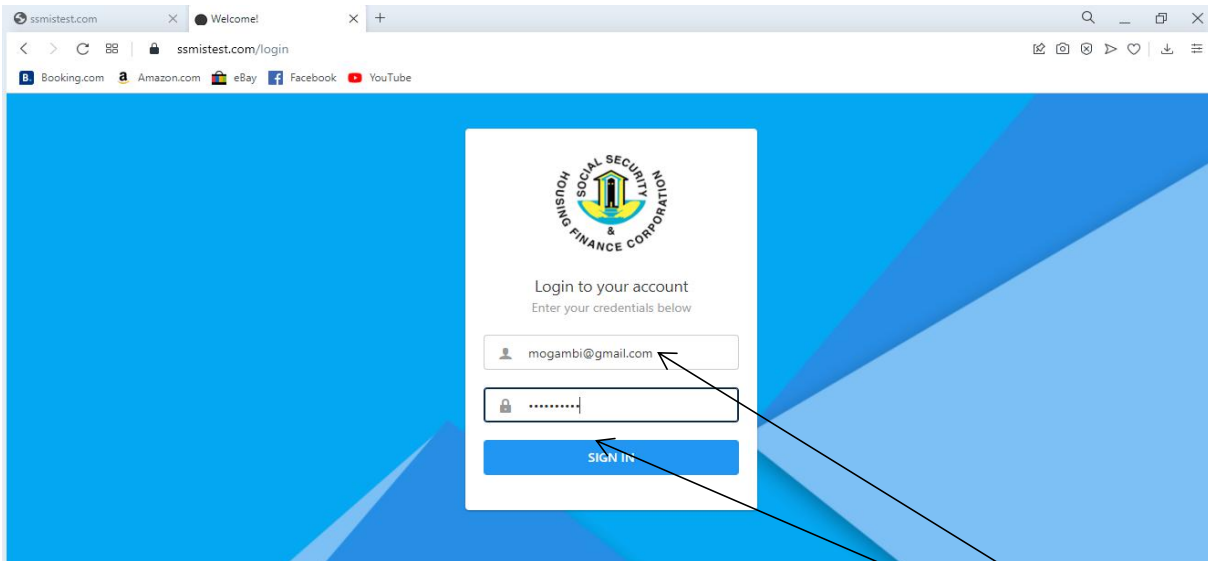


Figure 2

Log in with your username and password.

➤ *Employee Registration*

➤ *Information Upload*

- Fill in details of confidentiality, title of document, description, record type & link, author, keywords, document tag and any attachments needed to be added.

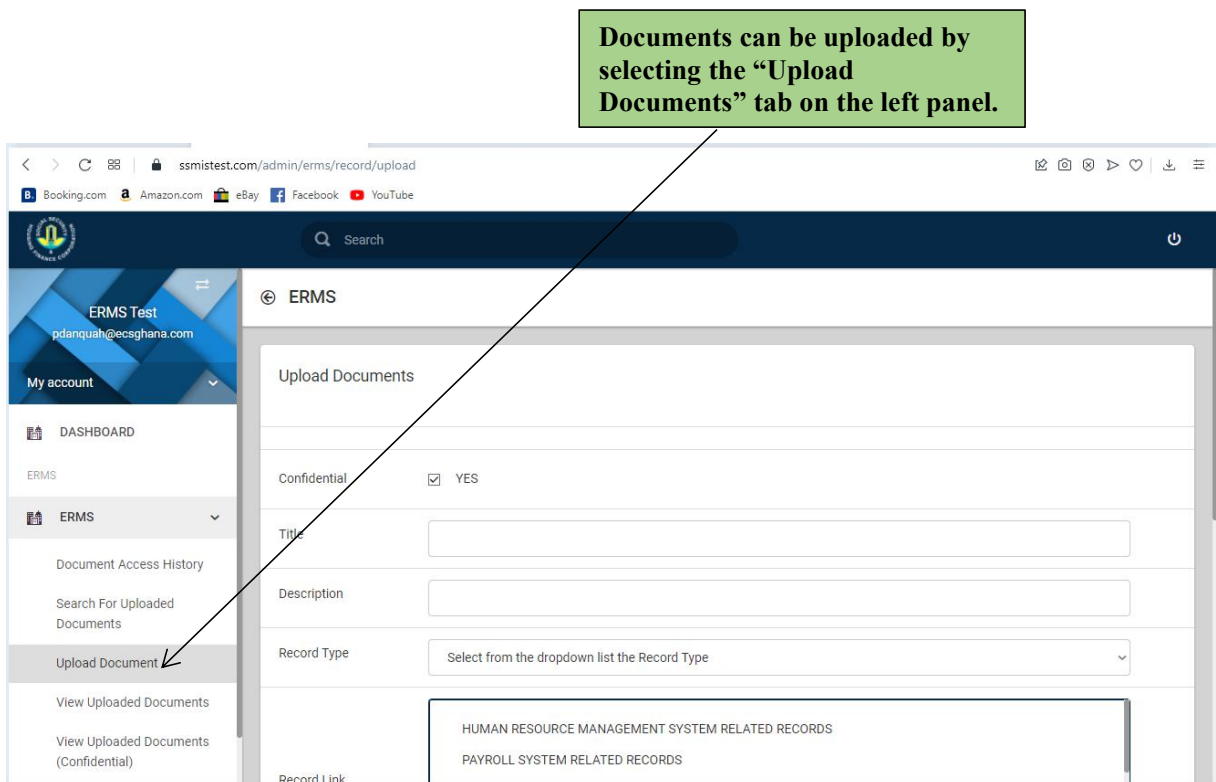


Figure 3

- View uploaded data using the “View uploaded data” tab on the left panel. You can now view all entries with their respective descriptions by filtering. Documents can be exported as CSV file, Excel files or Pdf.

The screenshot shows the 'Uploaded Documents' section of the ERMS. The interface includes a sidebar with navigation options like 'DASHBOARD', 'ERMS', and 'SETUP'. The main area displays a table of uploaded documents with columns for Electronic ID, Confidential status, Author, Title, Record Type, Keywords, and Document Tag. A dropdown menu is open for the 'Show' filter, displaying options 10, 25, 50, and 100. The table shows two entries: one with ID 1000 and another with ID 1002.

Electronic ID	Confidential	Author	Title	Record Type	Keywords	Document Tag
1000	NO	N/A	CONFIDENTIAL ATTENDANCE RECORDS	PUBLICATION	CONFIDENTIAL ATTENDANCE RECORDS	ATTENDANCE INFORMATION
1002	NO	MR. GOMEZ	SECRET PAYROLL INFORMATION	PERSONAL DATA	SECRET PAYROLL INFORMATION FOR GOMEZ	PAYROLL SECRETS

Filter to show entries of first 10,25 up to 100.

Figure 4

View all uploaded non-confidential documents using the “View Uploaded Documents” tab.

Documents can be exported with just a click on these tabs in either Excel, CSV or PDF.

Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag
1000	NO	N/A	CONFIDENTIAL ATTENDANCE RECORDS	PUBLICATION	CONFIDENTIAL ATTENDANCE RECORDS	ATTENDANCE INFORMATION	ATTENDANCE
1002	NO	MR. GOMEZ	SECRET PAYROLL INFORMATION	PERSONAL DATA	SECRET PAYROLL INFORMATION FOR GOMEZ	PAYROLL SECRETS	PAYROLL

Figure 5

Confidential Documents can also be exported with just a click on these tabs in either Excel, CSV or PDF.

Electronic ID	Confidential	Author	Title	Record Type	Description	Keywords	Document Tag
1000	NO	N/A	CONFIDENTIAL ATTENDANCE RECORDS	PUBLICATION	CONFIDENTIAL ATTENDANCE RECORDS	ATTENDANCE INFORMATION	ATTENDANCE
1001	YES	JALLOW BARROW	GAMBIAN SOCCER TEAM FUND	PUBLICATION	SSF RECORDS FOR 2022 GAMBIAN SOCCER TEAM FUND	GAMBIAN SOCCER TEAM, SOCCER FUND	GSSF

Figure 6

View all Confidential uploaded documents using the “View Uploaded Documents” tab.

All uploaded documents can be searched for using the “Search For Uploaded Documents” tab located on the left panel. Enter in required details in the various box sections to search.

The screenshot shows the ERMS web application interface. On the left is a sidebar menu with the following items: DASHBOARD, ERMS, Document Access History, Search For Uploaded Documents (highlighted with a green box and an arrow pointing to it), Upload Document, View Uploaded Documents, and View Uploaded Documents (Confidential). The main content area is titled "Search For Uploaded Documents" and contains several input fields: Electronic ID, Description, Title, Record Type, Record Link, Author, Keywords, and Document Tag. A blue "SEARCH" button is located at the bottom right of the search form. Below the search form is a table with columns: Electronic, Record, Author, Title, Record, Description, Keywords, Document, Created By, and Action. Two arrows point from green callout boxes to the search form: one from the "Search for documents using this tab." box pointing to the sidebar menu item, and another from the "Fill in details to search for required documents." box pointing to the search form fields.

Search for documents using this tab.

Fill in details to search for required documents.

Figure 7

➤ *Update Record*

The screenshot shows the ERMS Test admin interface. The left sidebar has a 'SETUP' menu with 'Add New Record Type' selected. The main form has fields for 'Code' and 'Description', an 'ADD RECORD TYPE' button, and a 'back to list' link. Annotations with arrows point to the 'SETUP' menu and the form fields.

Select this tab to add new records.

Enter Code and Description to add record type.

Figure 8

- View Record Link Types. The View Record Link Type tab shows all uploaded record types with all information entered while new records were added. Record Links can either be deleted or updated.

Record Link List

ID	Code	Description	Created By User	Updated By User	Actions
1	HRMS_01	HUMAN RESOURCE MANAGEMENT SYSTEM RELATED RECORDS	1	1	show delete
2	PAYROLL_01	PAYROLL SYSTEM RELATED RECORDS	1	1	show delete
3	AACMS_01	ATTENDANCE AND ACCESS CONTROL MANAGEMENT SYSTEM RELATED RECORDS	1	1	show delete

View, Update & Delete Record Link Types using this tab.

Either delete or update record.

Figure 9

Update Record Link

Code: HRMS_01

Description: HUMAN RESOURCE MANAGEMENT SYSTEM RELATED RECORDS

[UPDATE RECORD LINK](#)

[back to list](#)

Enter in details to update record link.

Figure 10

- View Records Type. It could either be personal data or other documents. Record type could either be deleted or updated. Select the 'show' button in blue to view details on record type.

The screenshot shows the ERMS Test interface. The sidebar on the left contains the following navigation options: DASHBOARD, ERMS, and SETUP. The main content area displays a table titled "Record Type List" with the following data:

ID	Code	Description	Created By User	Updated By User	Actions
1	Pub002	Publication	1	1	show update delete
2	Per001	Personal Data	1	1	show update delete
3	Off001	SSHFC Official Document	1	1	show update delete

Annotations in the image point to the following elements:

- Update Record Type tab.** Points to the "update" button in the Actions column.
- Delete Record Type tab.** Points to the "delete" button in the Actions column.
- Select the 'show' button to view more details on Record Type.** Points to the "show" button in the Actions column.

Figure 11

The screenshot shows the ERMS Test interface. The sidebar on the left contains the following navigation options: DASHBOARD, ERMS, and SETUP. The main content area displays a page titled "View Record Type Details" with the following data:

ID	Code	Description	Created By User	Updated By User
1	Pub002	Publication	1	1

Annotations in the image point to the following elements:

- View Record Type into detail.** Points to the "back to list" button at the bottom of the page.

Figure 12

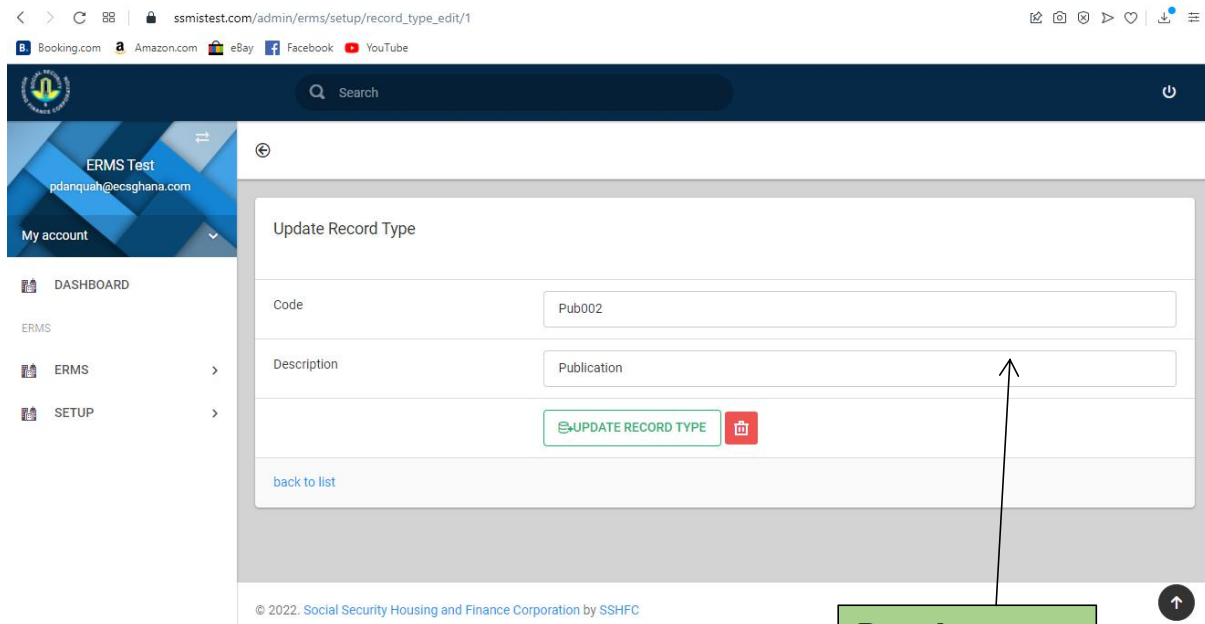


Figure 13

- *Search Records*
- *Generate Reports*