THE GAMBIA

SOCIAL SECURITY AND HOUSING FINANCE
CORPORATION
(SSHFC)

Attendance and Access Control Management System
(AACMS)

System User Manual

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Introduction

The Attendance and Access Control Management System (AACMS) is a system designed to keep track of all official staff movements.

Who benefits from The Attendance and Access Control Management System

- Human Resource Management Personnels
- Information Technology Officials
- Members of Management

System Input

- Staff Daily Clock-Ins
- Postings from the Human Resource Management System

System Output

- Summary Attendance Report
- Summary Access Control Report
- Detail Attendance Report
- Detail Access Control Report

Minimum Browser Requirements for The Attendance and Access Control Management System

The Attendance and Access Control Management System is designed with minimal expectations from a user's browser. A user will require the latest version of any browser with JavaScript enabled.

Accessing The Web Application

Type http://ssmistest.com/admin in your address bar as shown in Figure 1.

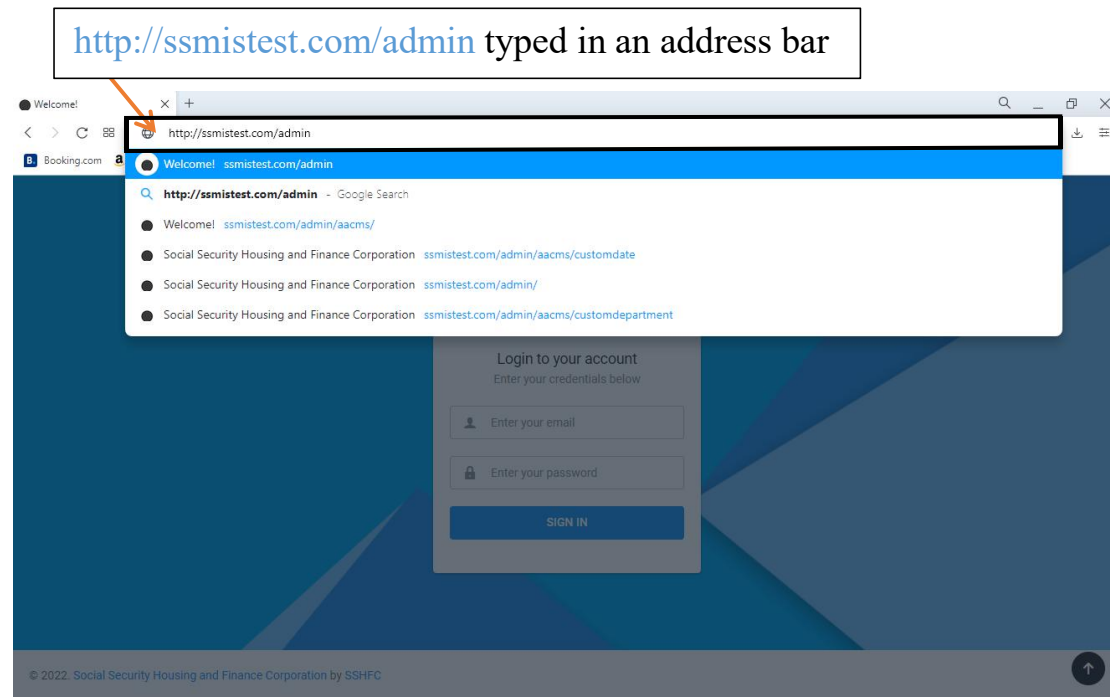**Figure 1**   **Accessing The Web Application**

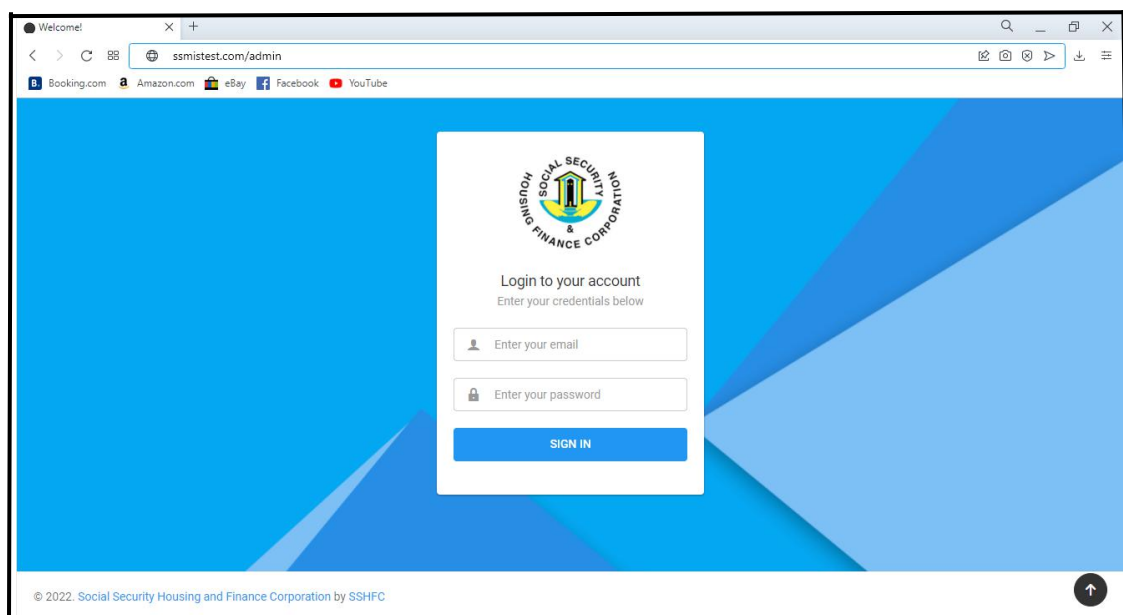When the right address is entered, a SIGN IN page is displayed as shown in Figure 2.
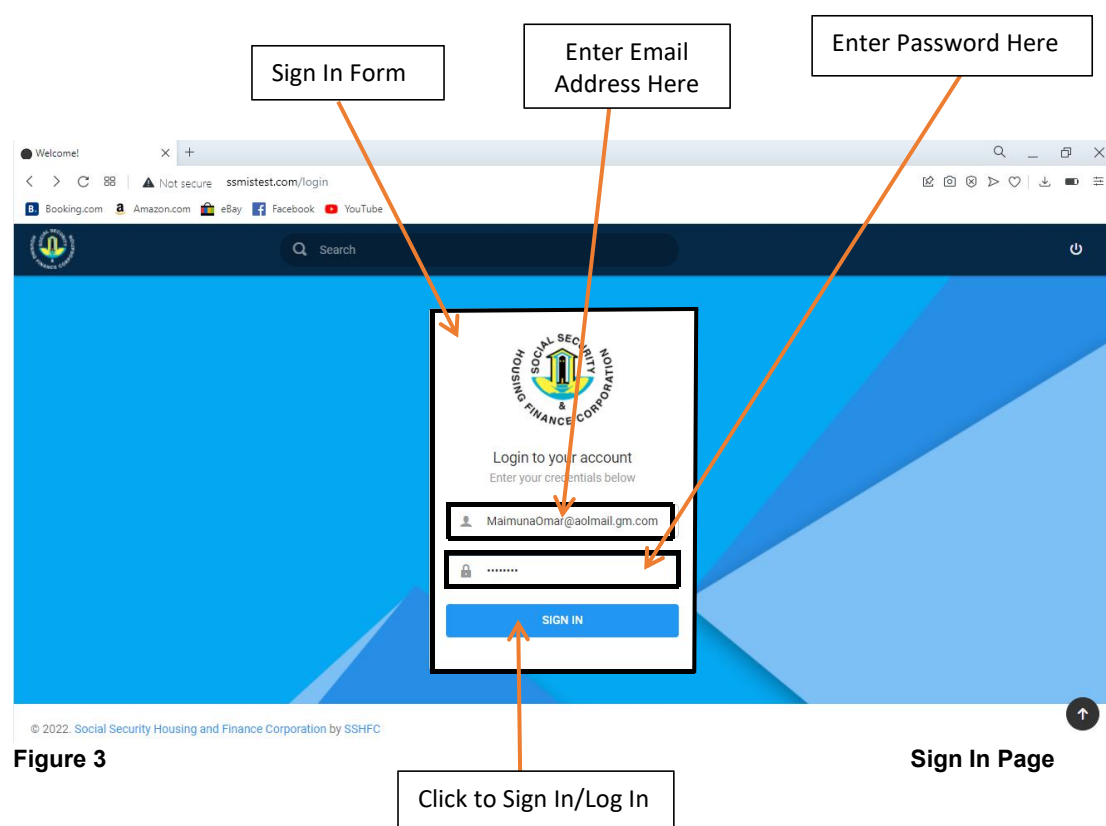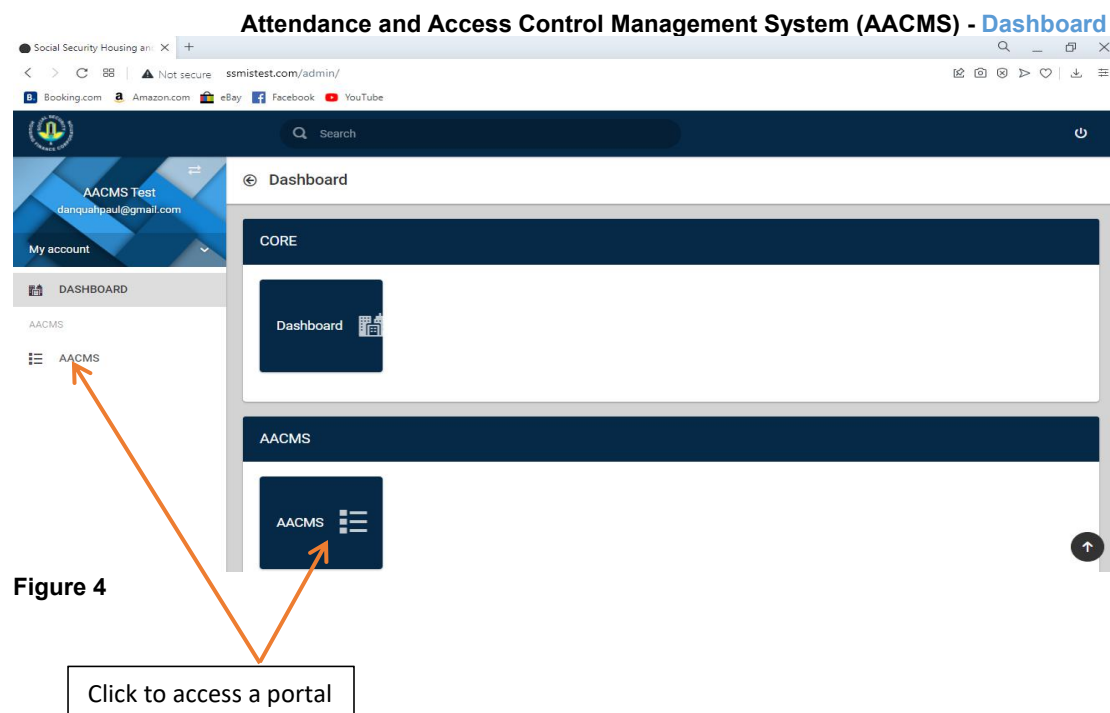

Figure 2   **Sign In Page**

Navigating The System's Web User Interface

Users must have been provided with email addresses and are required to create easy to remember passwords using a combination of letters, numbers and symbols to enable them login to their accounts.
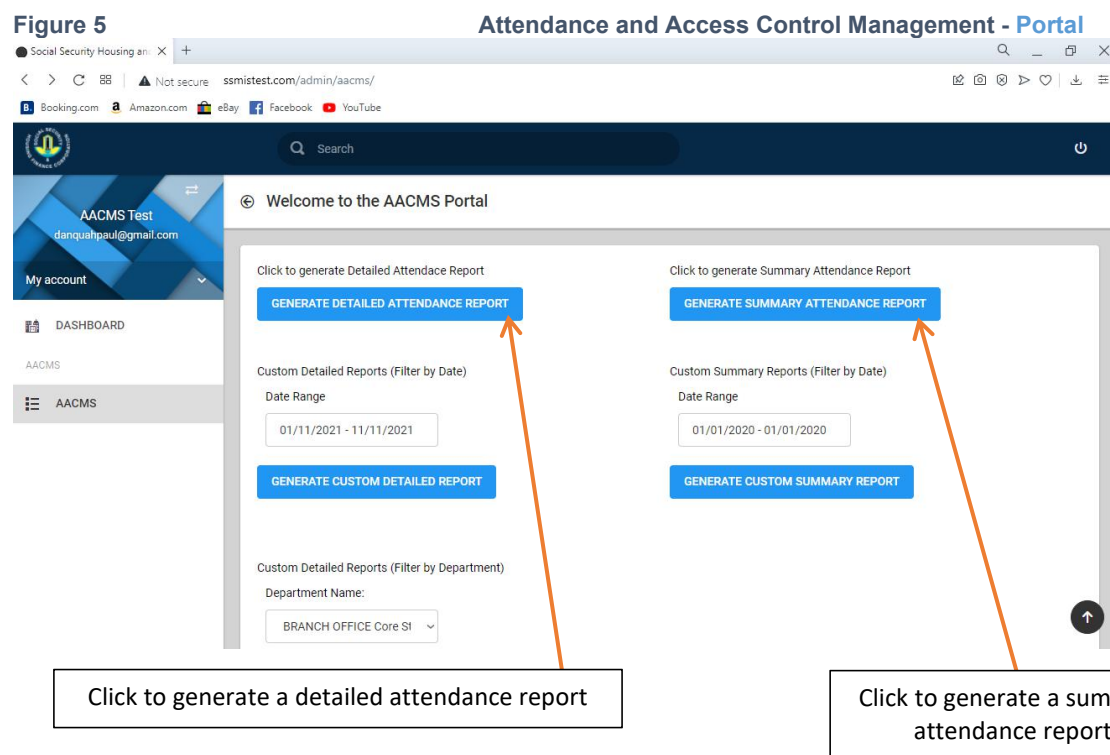
Login to your account by filling the sign in form with your email address and password and clicking on the SIGN IN button as shown in Figure 3.

Figure 3   **Sign In Page**

Upon a successful sign in, a dashboard is displayed as shown in Figure 4 on page 4.

Attendance and Access Control Management System (AACMS) - Dashboard

Figure 4

Click to access a portal

A portal then opens that allows users generate various reports as shown in Figure 5.

Figure 5   Attendance and Access Control Management - Portal

Click to generate a detailed attendance report

Click to generate a summary attendance report

Generating Filtered Detailed Reports

Detailed reports can be filtered by date as shown in Figure 6.

Figure 6   **Filtering Detailed Reports By Date**
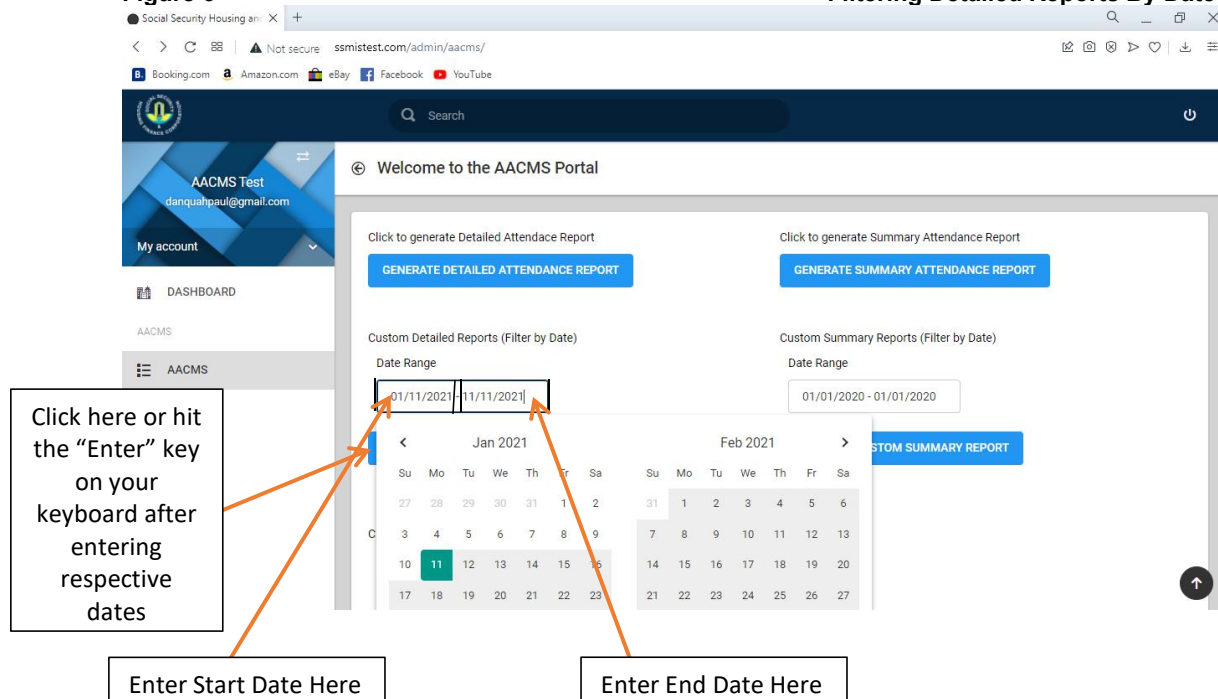
Records in the date range displays as shown in Figure 7

Figure 7   **Detailed Records Filtered By Date**

Detailed reports can be filtered by department as shown in Figure 8
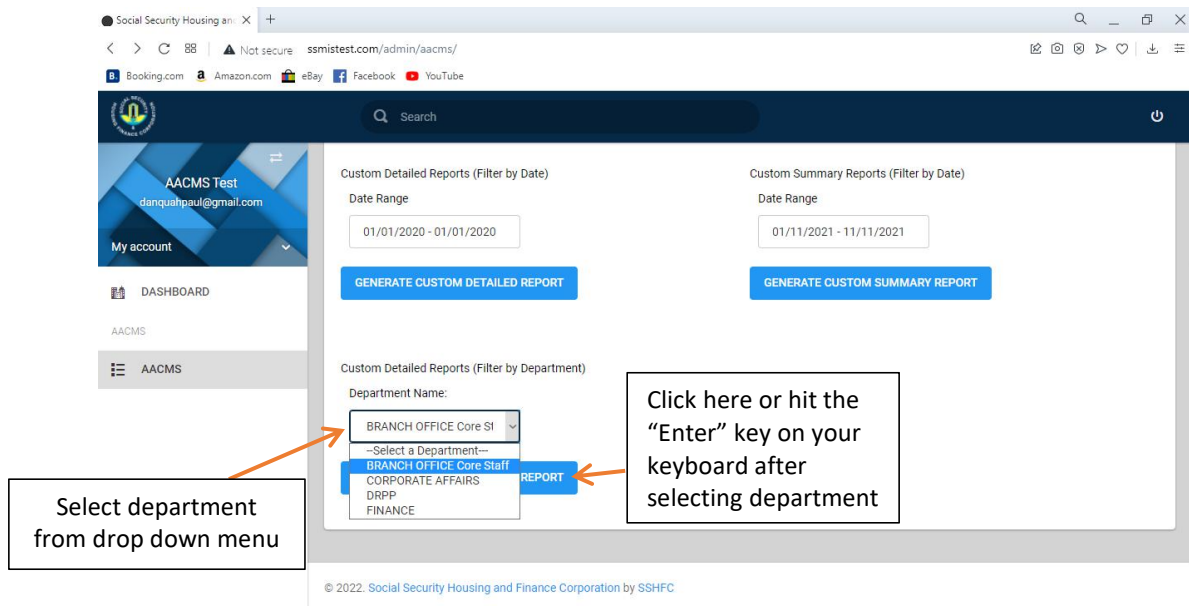
Figure 8   **Filtering Detailed Reports By Department**

Records with the selected department displays as shown in Figure 9

Figure 9   **Detailed Records Being Filtered By Department**
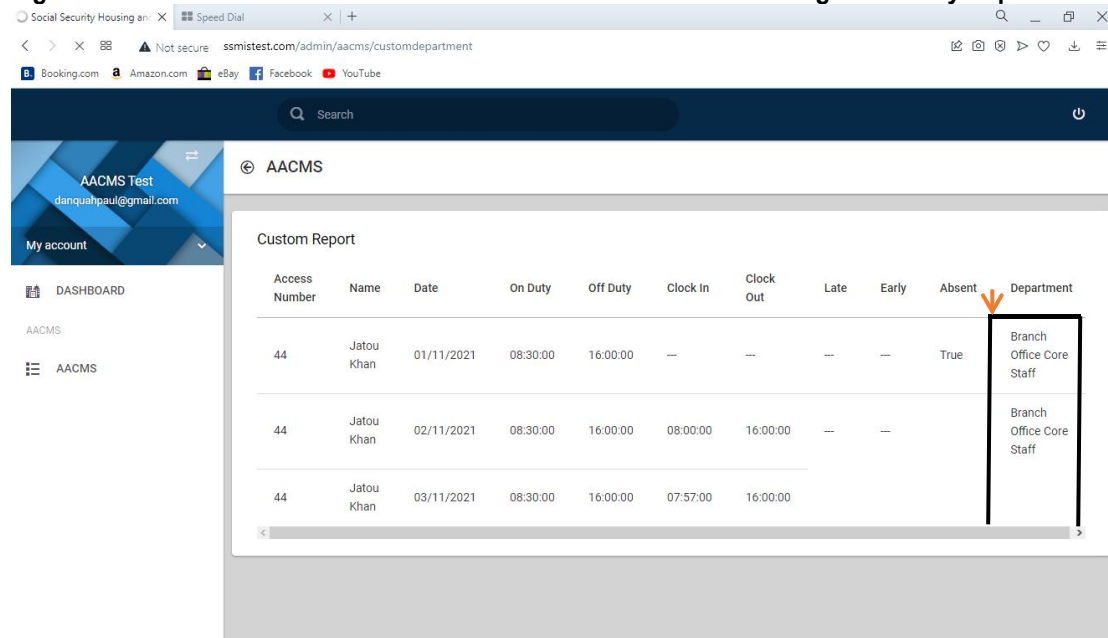
Working With Reports

Allows users decide number of rows to show at a time. Users are allowed to show either a minimum of 10 rows at a time or a maximum of 100 rows at a time.

Allows users download reports as Excel files.

Allows users download reports as PDF files.

Figure 10   **Detailed Attendance Record Sample**

Reports can be exported to Excel as displayed in Figure 11

Figure 11   **Sample Report Downloaded In Excel**

Reports can be exported to PDFs as displayed in Figure 12

Figure 12   **Sample Report Downloaded in PDF**

Users can decide which columns to display as illustrated in Figures 13 and 14

Figure 13   **Sample Of Selected Columns**

Figure 14

Reports can be filtered by names as illustrated in Figures 15 and 16

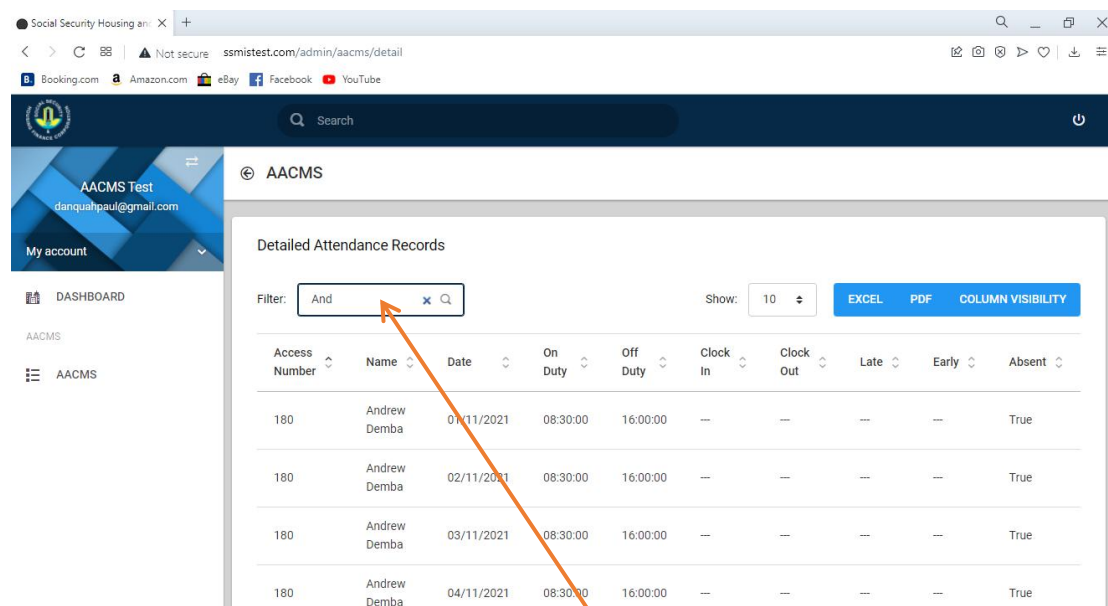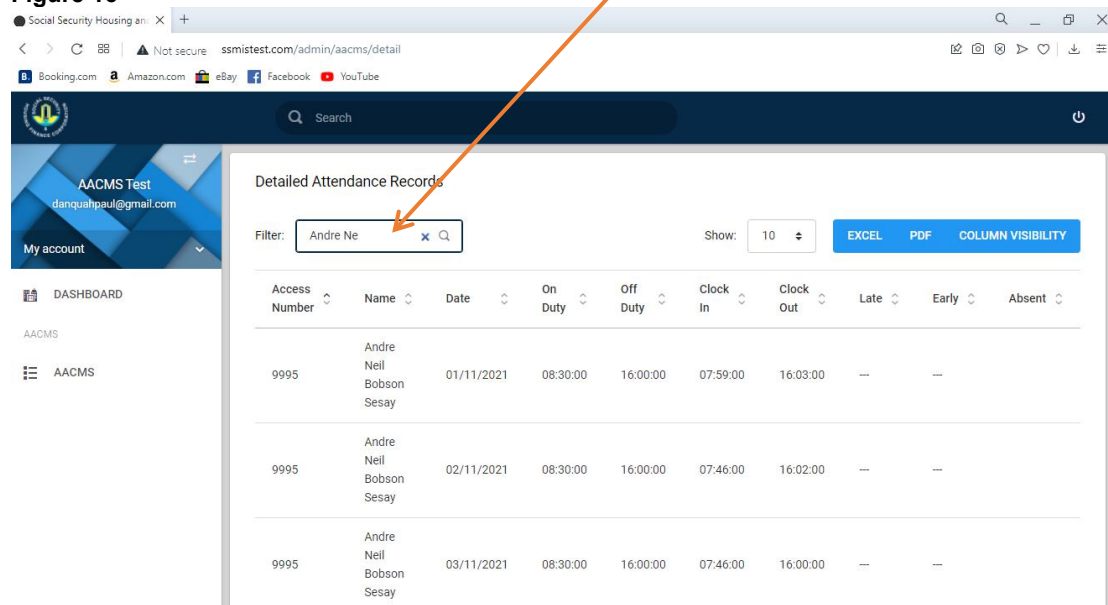**Figure 15**   **Filtering Reports By Name**

Type first name, last name, both first and last names or fist few letters of either first or last names here and either hit "ENTER" on your keyboard or click the search sign

Figure 16

Generating Filtered Summary Reports

Summary reports can be filtered by date as shown in Figure 17

Figure 17   **Filtering Summary Reports By Date**

Click here or hit the "Enter" key on your keyboard after entering respective dates to generate a custom summary report

Enter Start Date Here

Enter End Date Here