

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.

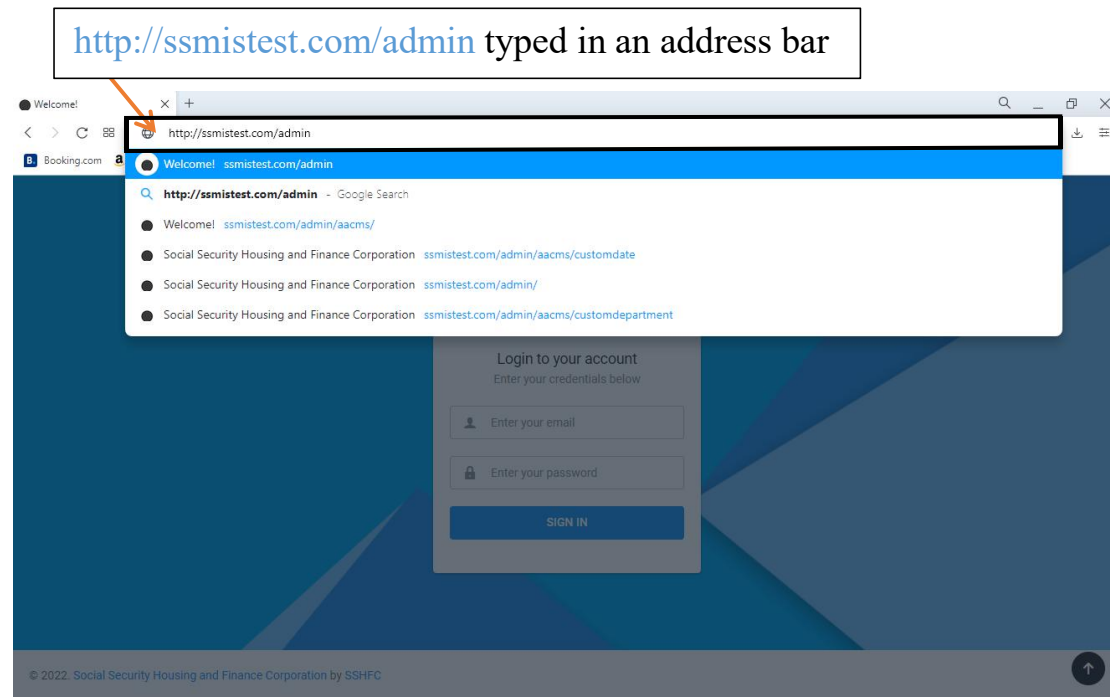


Figure 1

Accessing The Web Application

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

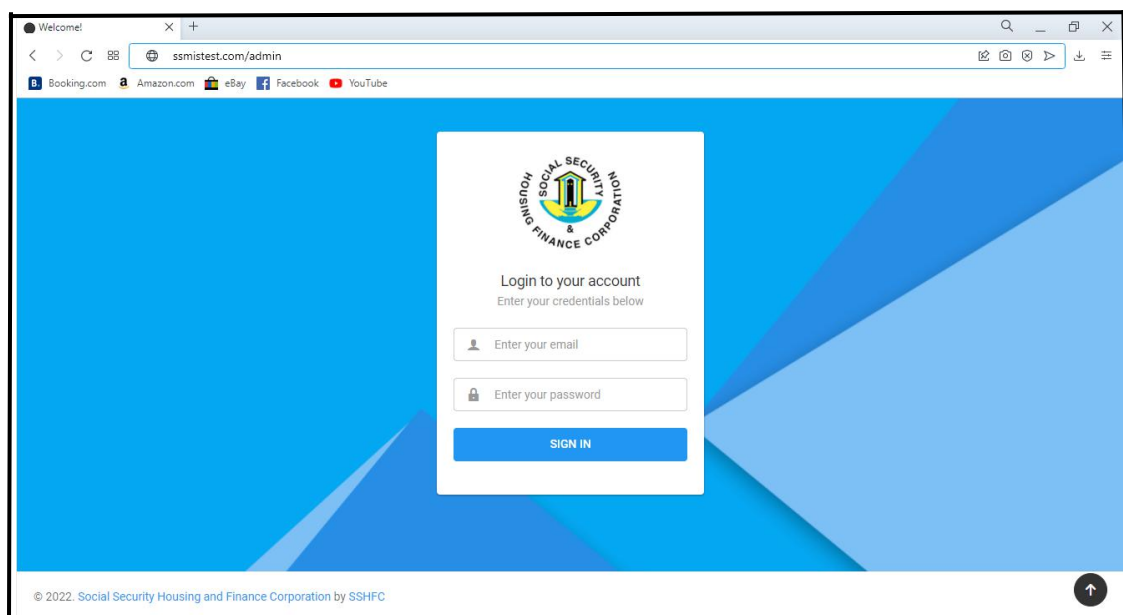


Figure 2

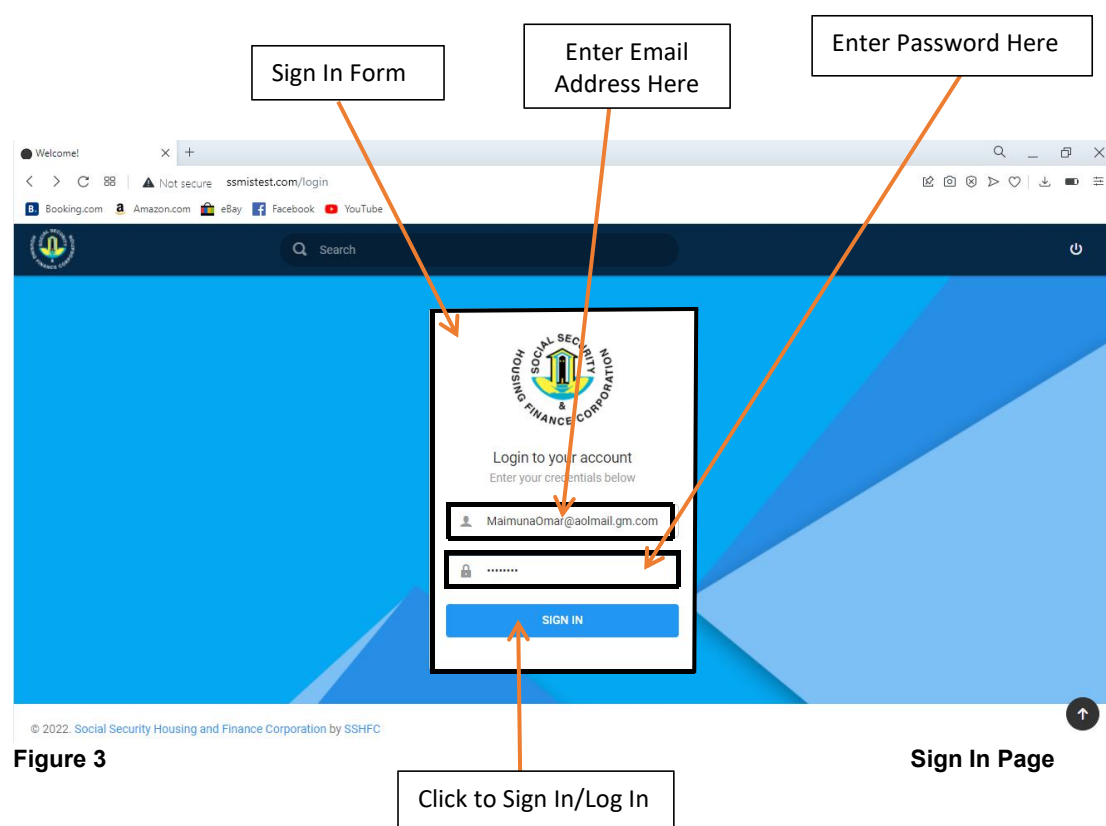
SIGN IN page

Sign In Page

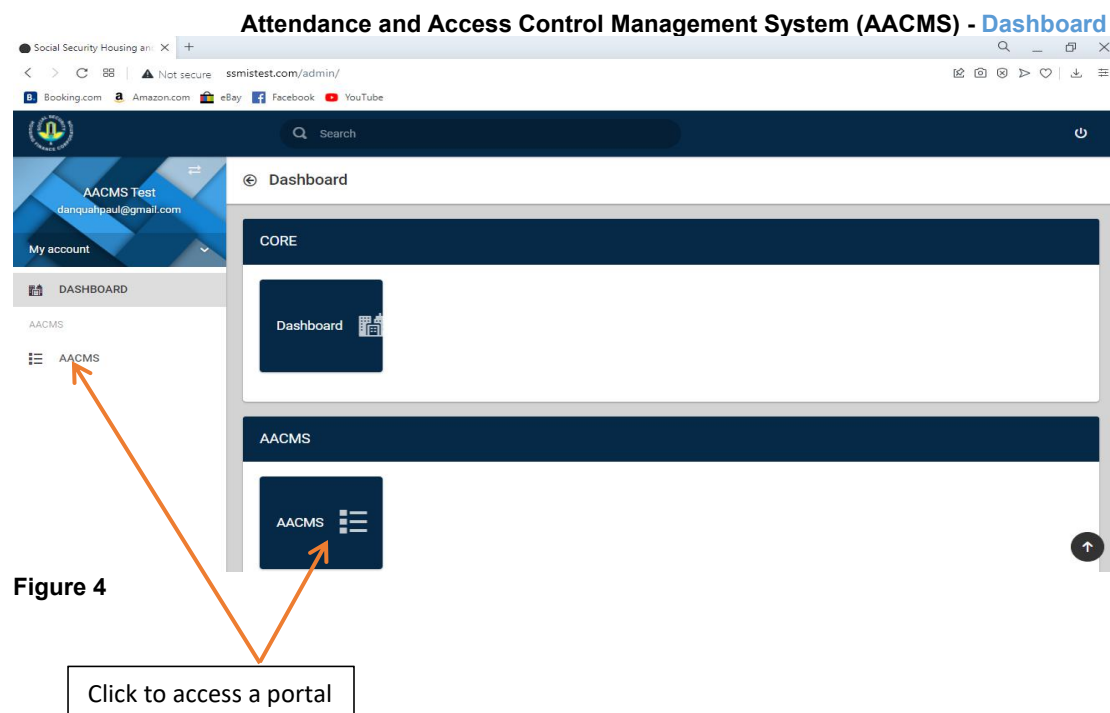
Navigating The System's Web User Interface

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.

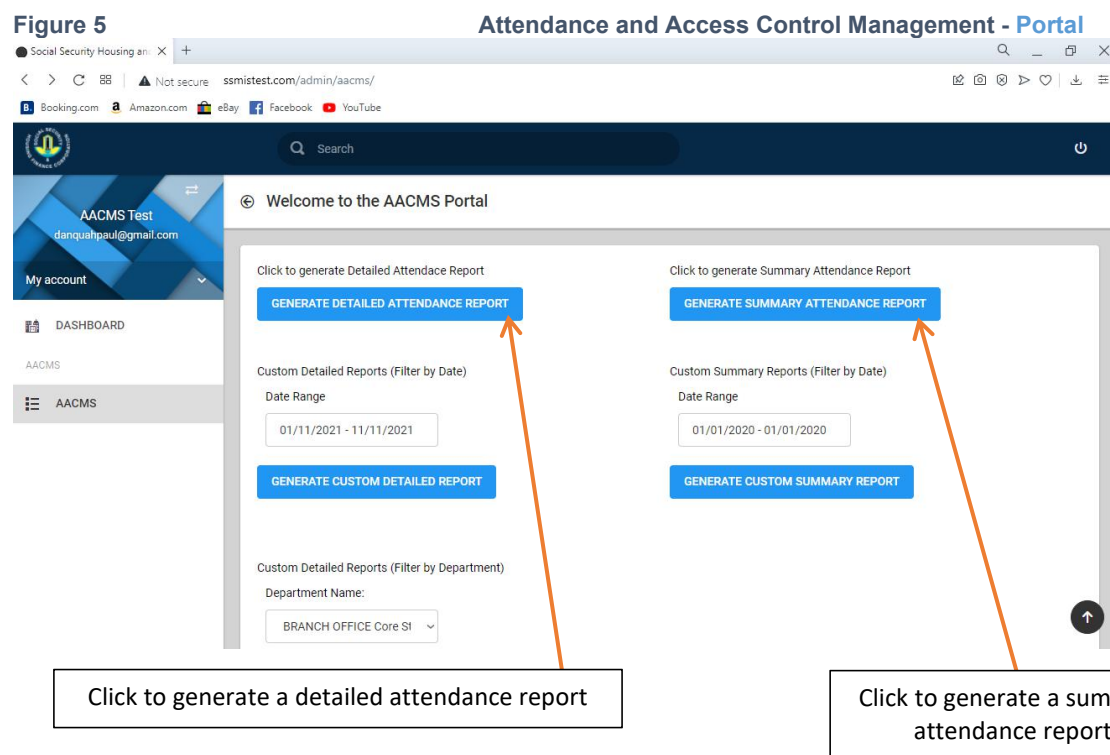
Login to your account by filling the sign in form with your email address and password and clicking on the SIGN IN button as shown in Figure 3.



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



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

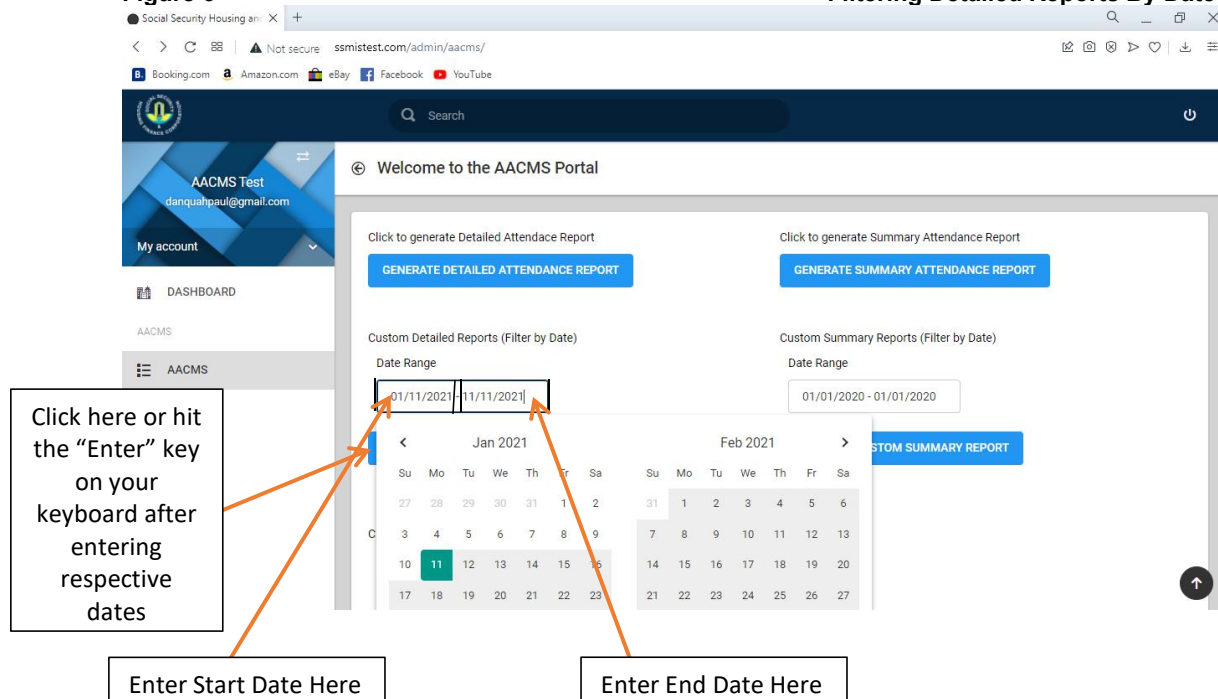


Generating Filtered Detailed Reports

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

Access Number	Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late	Early	Absent
7	Sulaman Nyass	01/11/2021	08:30:00	16:00:00	06:52:00	16:01:00	---	---	
7	Sulaman Nyass	02/11/2021	08:30:00	16:00:00	06:47:00	16:04:00	---	---	
7	Sulaman Nyass	03/11/2021	08:30:00	16:00:00	06:58:00	16:01:00	---	---	
7	Sulaman Nyass	04/11/2021	08:30:00	16:00:00	07:03:00	16:00:00	---	---	

Detailed reports can be filtered by department as shown in Figure 8

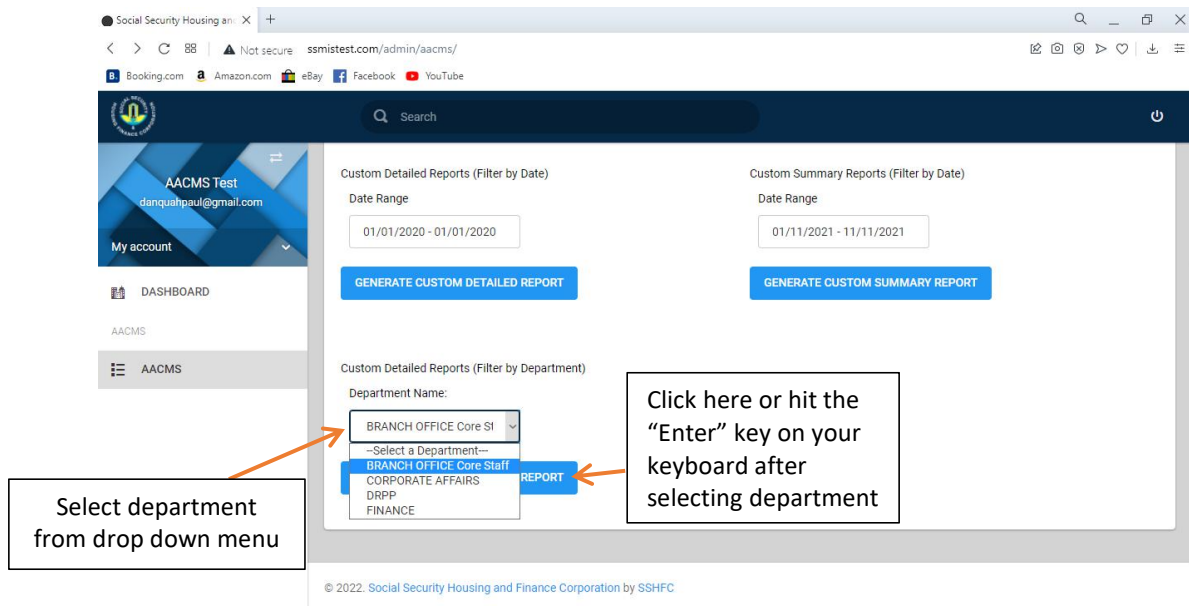


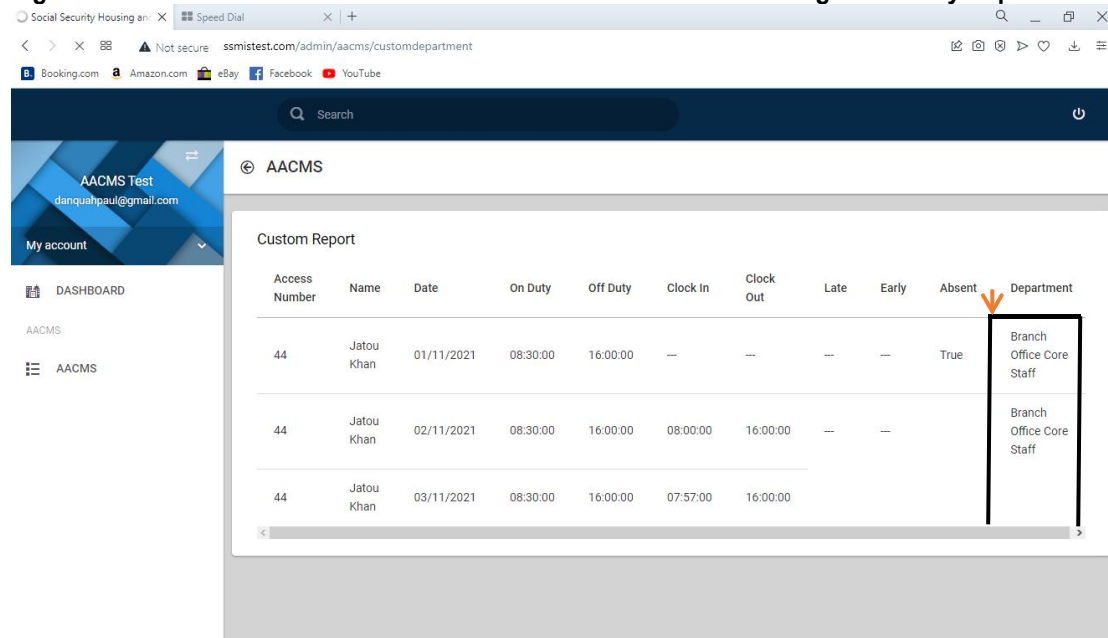
Figure 8

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

Access Number	Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late	Early	Absent	Department
7	Sulaman Nyass	01/11/2021	08:30:00	16:00:00	06:52:00	16:01:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	02/11/2021	08:30:00	16:00:00	06:47:00	16:04:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	03/11/2021	08:30:00	16:00:00	06:58:00	16:01:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	04/11/2021	08:30:00	16:00:00	07:03:00	16:00:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	05/11/2021	08:30:00	12:30:00	06:55:00	13:08:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	08/11/2021	08:30:00	16:00:00	06:54:00	16:02:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	09/11/2021	08:30:00	16:00:00	---	---	---	---	True	Corporate Affairs
7	Sulaman Nyass	10/11/2021	08:30:00	16:00:00	07:37:00	16:01:00	---	---	---	Corporate Affairs
7	Sulaman Nyass	11/11/2021	08:30:00	16:00:00	07:47:00	16:02:00	---	---	---	Corporate Affairs
23	Haddy Kebbeh	01/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	02/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	03/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	04/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	05/11/2021	08:30:00	12:30:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	08/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	09/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	10/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
23	Haddy Kebbeh	11/11/2021	08:30:00	16:00:00	---	---	---	---	True	Finance
44	Jatou Khan	01/11/2021	08:30:00	16:00:00	---	---	---	---	True	Branch Office Core Staff
44	Jatou Khan	02/11/2021	08:30:00	16:00:00	08:00:00	16:00:00	---	---	---	Branch Office Core Staff
44	Jatou Khan	03/11/2021	08:30:00	16:00:00	07:57:00	16:00:00	---	---	---	Branch Office Core Staff
44	Jatou Khan	04/11/2021	08:30:00	16:00:00	07:47:00	16:02:00	---	---	---	Branch Office Core Staff
44	Jatou Khan	05/11/2021	08:30:00	12:30:00	07:45:00	12:30:00	---	---	---	Branch Office Core Staff
44	Jatou Khan	08/11/2021	08:30:00	16:00:00	08:16:00	16:00:00	---	---	---	Branch Office Core Staff

Reports can be exported to PDFs as displayed in Figure 12

Figure 12

Sample Report Downloaded in PDF

Access Number	Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late	Early	Absent	Department
7	Sulaman Nyass	09/11/2021	08:30:00	16:00:00	---	---	---	---	True	Corporate Affairs
81	Ebrima Badjie	04/11/2021	08:30:00	16:00:00	07:14:00	---	---	---	True	Corporate Affairs
90	Hadijatou Hydera	01/11/2021	08:30:00	16:00:00	---	---	---	---	True	Corporate Affairs
90	Hadijatou Hydera	02/11/2021	08:30:00	16:00:00	---	---	---	---	True	Corporate Affairs
90	Hadijatou Hydera	03/11/2021	08:30:00	16:00:00	---	---	---	---	True	Corporate Affairs
90	Hadijatou Hydera	04/11/2021	08:30:00	16:00:00	---	---	---	---	True	Corporate Affairs
90	Hadijatou Hydera	05/11/2021	08:30:00	12:30:00	---	---	---	---	True	Corporate Affairs

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

Allows users decide number of columns to show at a time

Detailed Attendance Records

Filter: Andre Ne

Show: 10

EXCEL PDF COLUMN VISIBILITY

Access Number	Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late
9995	Andre Neil Bobson Sesay	01/11/2021	08:30:00	16:00:00	07:59:00	16:03:00	---
9995	Andre Neil Bobson Sesay	02/11/2021	08:30:00	16:00:00	07:46:00	16:02:00	---
9995	Andre Neil Bobson Sesay	03/11/2021	08:30:00	16:00:00	07:46:00	16:00:00	---

Columns visible

Figure 13

Sample Of Selected Columns

Figure 14

Screenshot of the AACMS Test interface showing Detailed Attendance Records. The interface includes a sidebar with navigation options (Dashboard, AACMS) and a main content area with a table of attendance data. A 'COLUMN VISIBILITY' dropdown menu is open, showing a list of columns. An arrow points to the 'Access Number' column, which is marked as 'Column Invisible'.

Detailed Attendance Records

Filter: Andre Ne Show: 10 EXCEL PDF COLUMN VISIBILITY

Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late	Early
Andre Neil Bobson Sesay	01/11/2021	08:30:00	16:00:00	07:59:00	16:03:00	---	---
Andre Neil Bobson Sesay	02/11/2021	08:30:00	16:00:00	07:46:00	16:02:00	---	---
Andre Neil Bobson Sesay	03/11/2021	08:30:00	16:00:00	07:46:00	16:00:00	---	---

Access Number
Name
Date
On Duty
Off Duty
Clock In
Clock Out
Late
Early
Absent
Department

Column Invisible

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

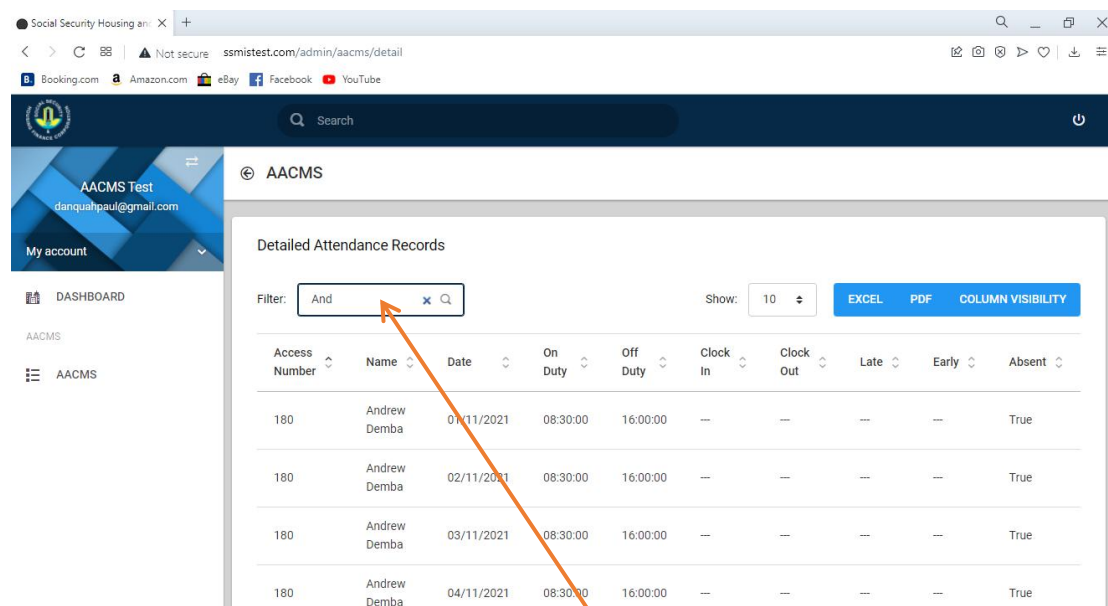
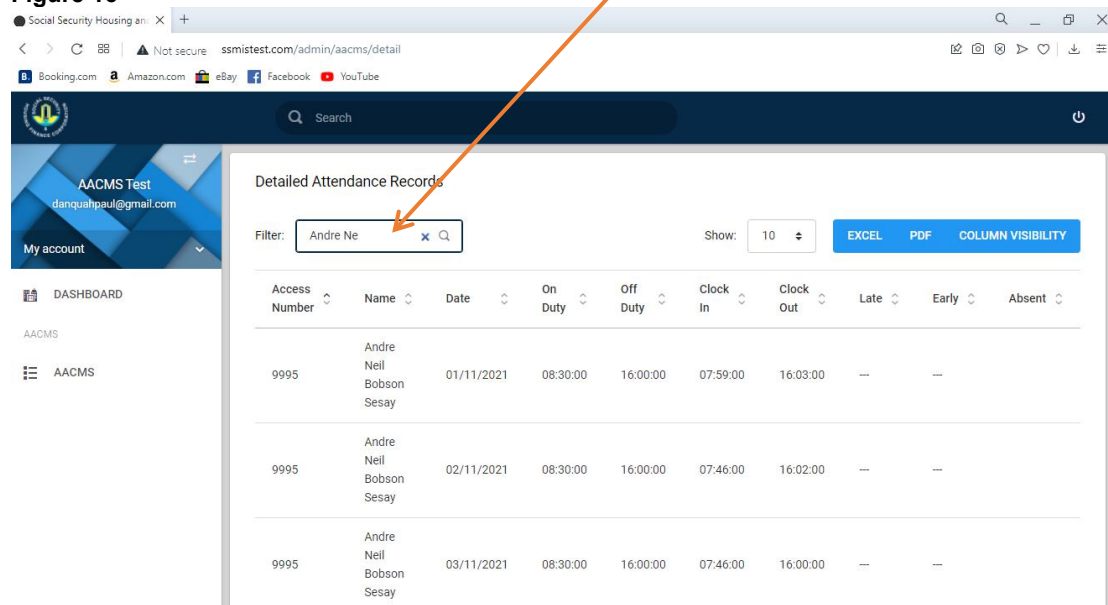


Figure 15

Filtering Reports By Name

Type first name, last name, both first and last names or first 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

The screenshot displays the AACMS Test interface. The left sidebar shows the user's account information (danquahpaul@gmail.com) and navigation links for DASHBOARD, AACMS, and AACMS. The main content area is titled 'Custom Summary Reports (Filter by Date)'. It features a 'Date Range' input field with the text '01/01/2020 - 01/01/2020' and a 'GENERATE CUSTOM DETAILED REPORT' button. Below this, there is a 'Custom Detailed Reports (Filter by Department)' section with a 'Department Name' dropdown menu set to 'BRANCH OFFICE Core SI' and another 'GENERATE CUSTOM DETAILED REPORT' button. To the right, a calendar view for January 2020 is shown, with the date '11' highlighted. Annotations with arrows point to the date range input field, the calendar, and the 'GENERATE CUSTOM DETAILED REPORT' button. A text box at the bottom left states: 'Click here or hit the "Enter" key on your keyboard after entering respective dates to generate a custom summary report'. A text box at the bottom center states: 'Enter Start Date Here'. A text box at the bottom right states: 'Enter End Date Here'.

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