THE GAMBIA

SOCIAL SECURITY AND HOUSING FINANCE CORPORATION

(SSHFC)

Social Security Management Information System (SSMIS)

Administrative User Manual

Contents

Introduction

The Administrative User Manual guides the administrator of the SSMIS to setup the appropriate operational parameters for the systems routine operations and also user management.

System Input

- Authorized Administrative Staff

System Output

- Controlled operation of the entire SSMIS

Minimum Browser Requirements for The Administrative Interface

The SSMIS 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 SSMIS Web Application

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

http://ssmistest.com/admin typed in an address bar

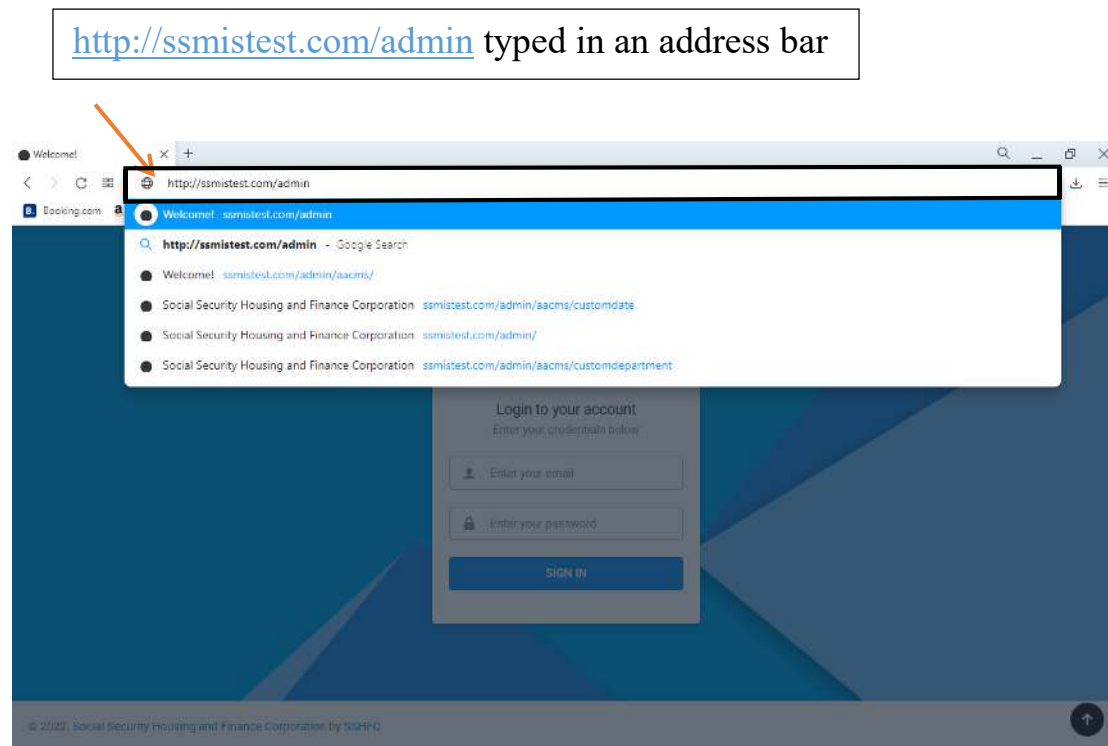**Figure 1**   **Accessing The Web Application**

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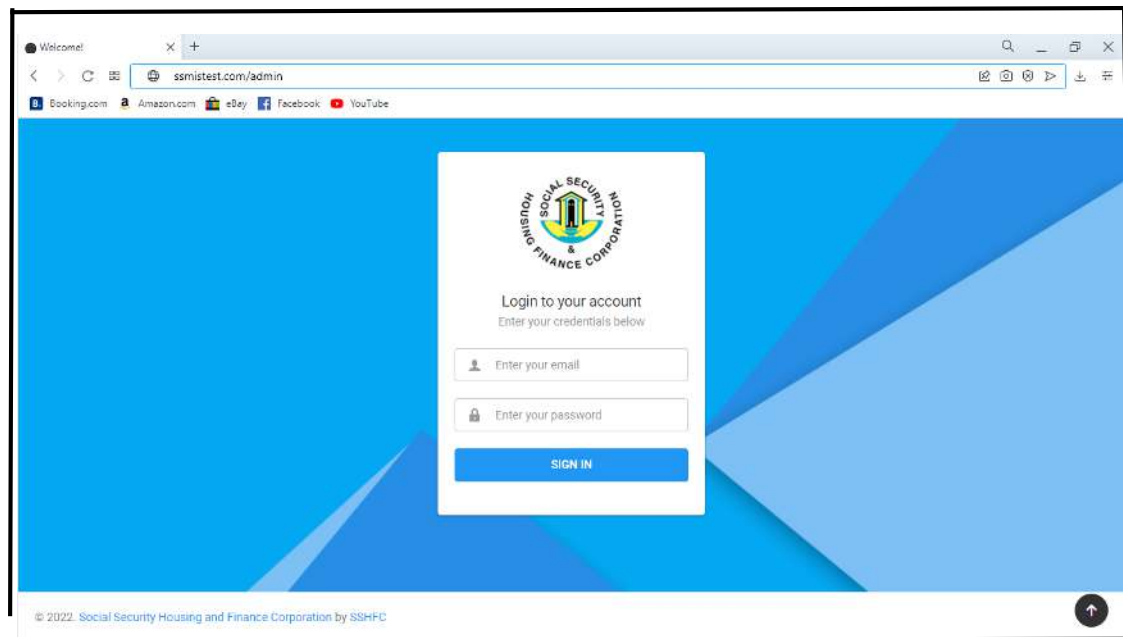

Figure 2   **Sign In Page**

┌─────────────────┐
│   SIGN IN   │
└─────────────────┘

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.
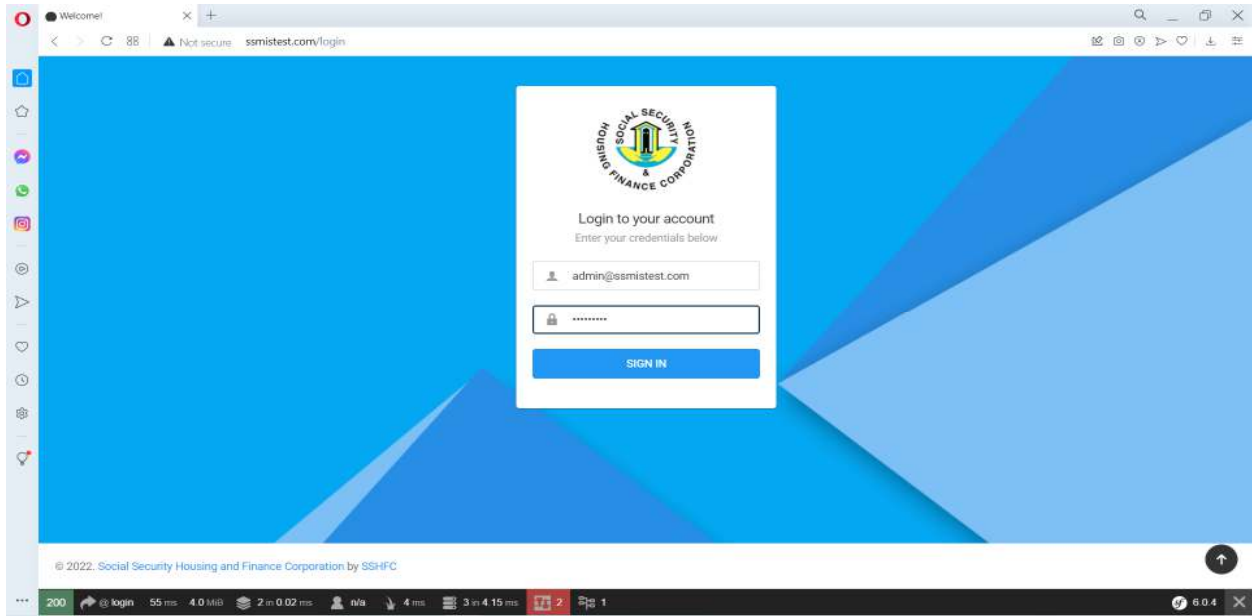
Figure 3

Upon successful sign in, an administrative dashboard is displayed as shown in figure 4 below with the key menu items "User" and "Setup". The menu items for the administrator are also displayed on the left panel of the screen, either options are clickable to branch the user to the preferred menu item.
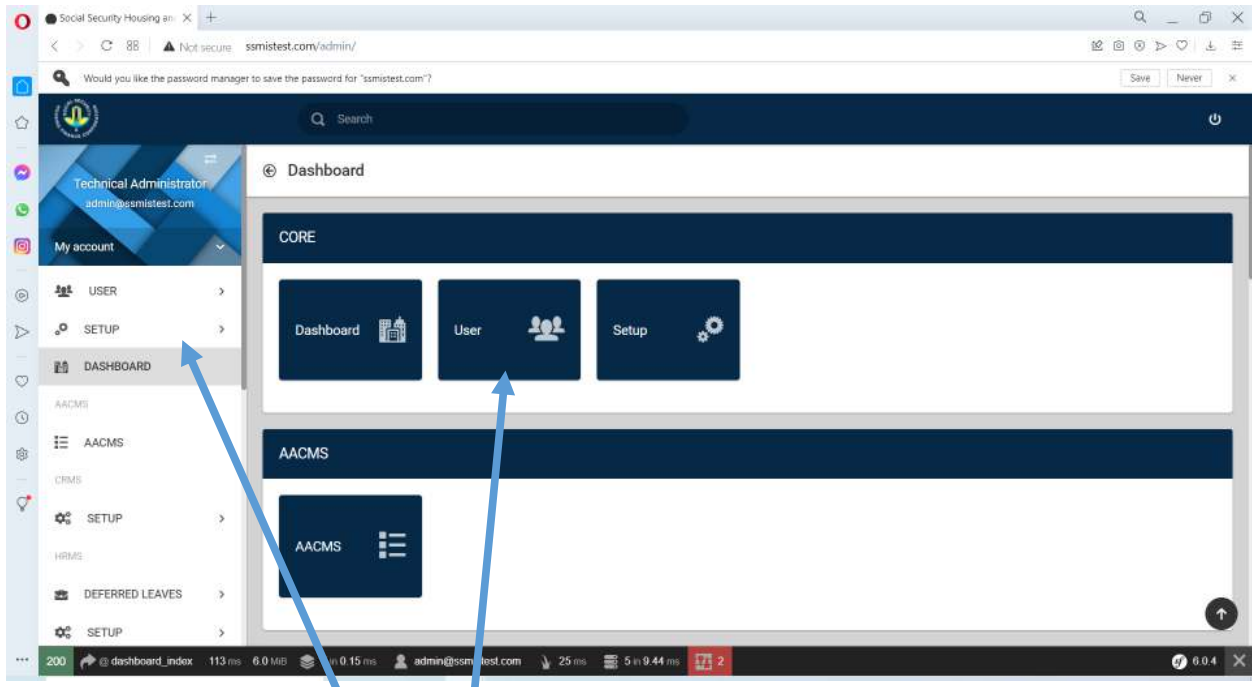

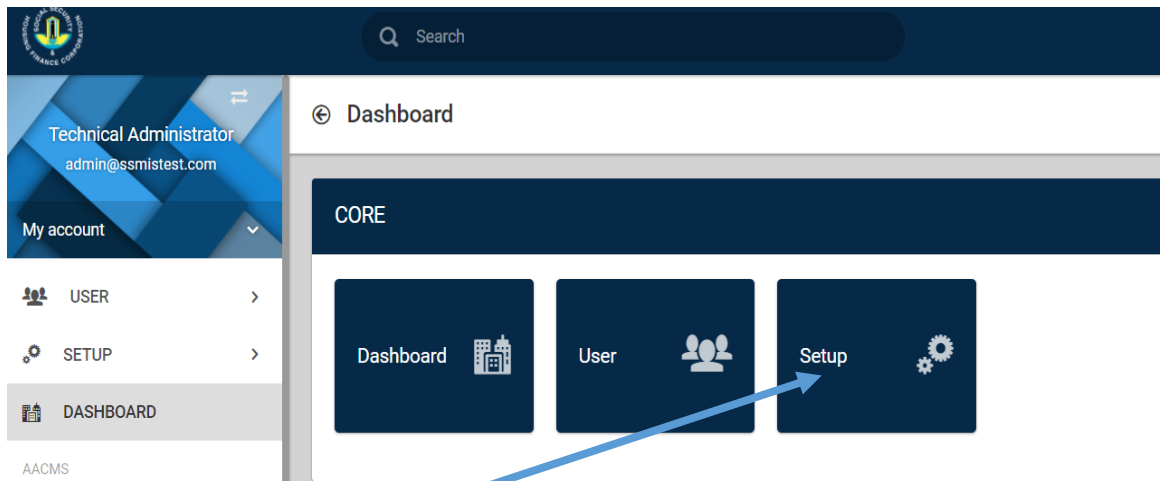
Figure 4

Clickable Menu Items

System Wide Configuration

Figure 5

A click of the "Setup" menu item displays a site configuration page as shown in figure 6 below with options of configuring "Institution Detail", "SMTP and SMS Settings" and "Operational Configurations". The "Institution Detail" tab provides the administrator the opportunity to configure the site names to be used as the SSMIS application is used, site logos and relevant contact information for SSHFC. This is also shown in figures 7 and 8.
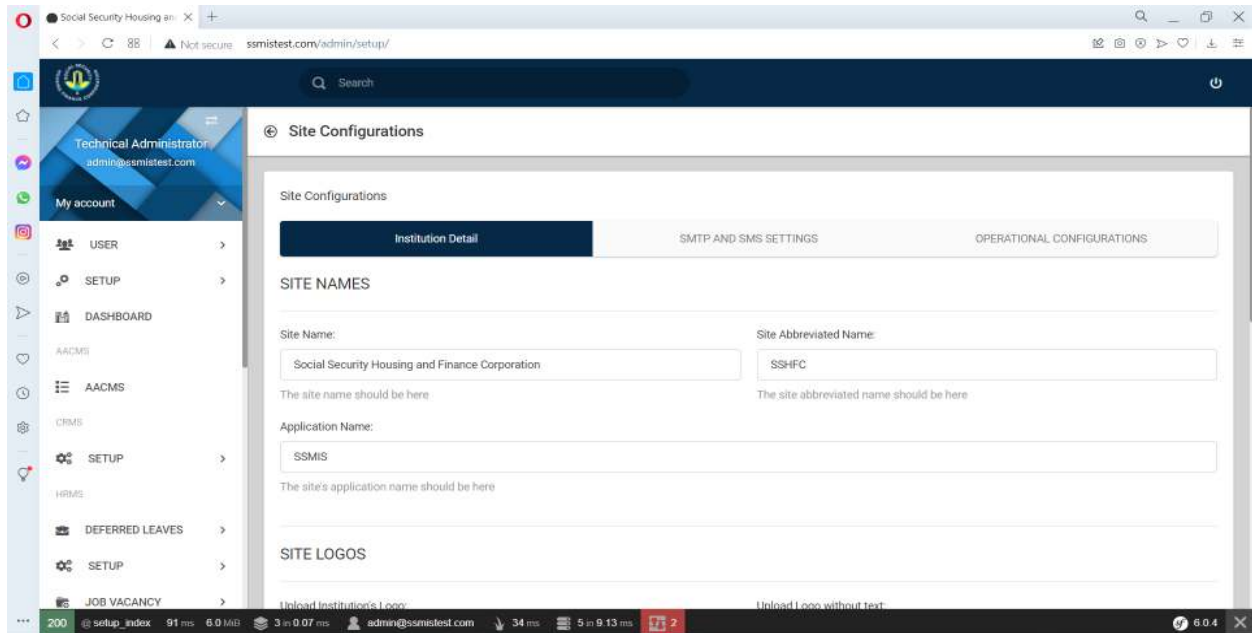
Figure 6
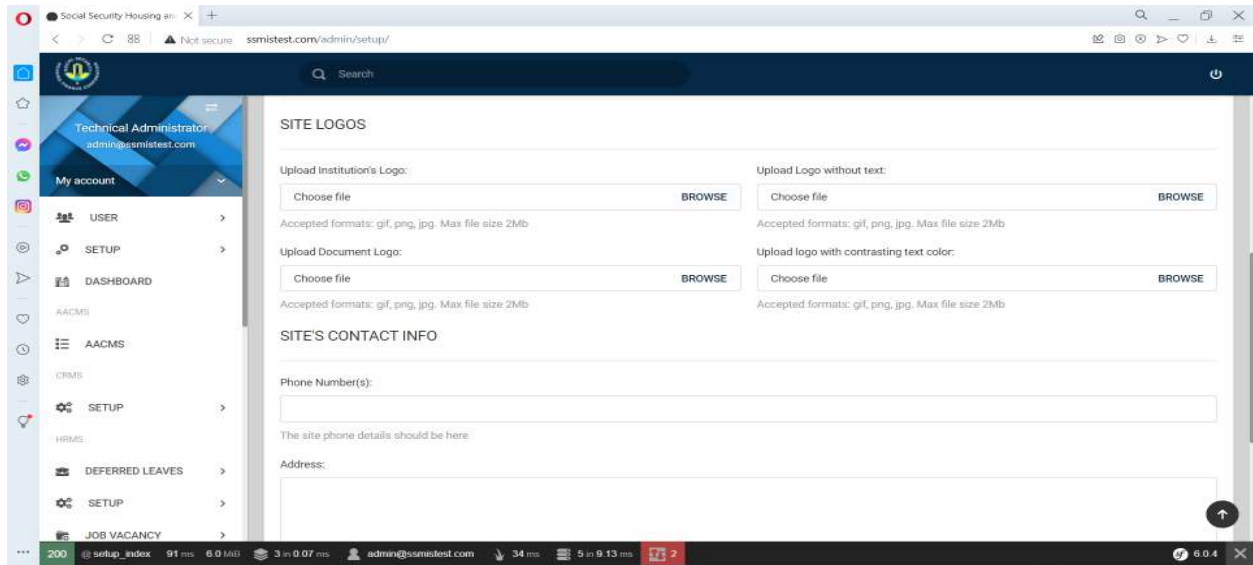
Figure 7
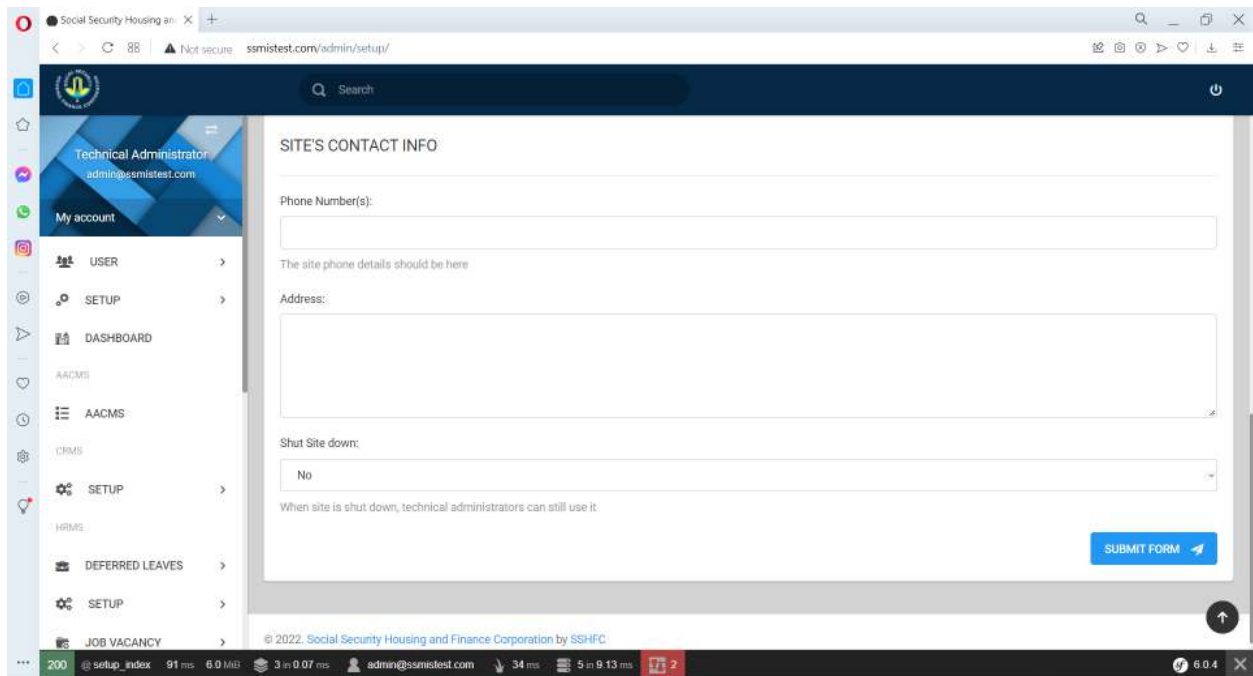
Figure 8

The "SMTP and SMS Settings" tab as shown in figure 9 below provides the administrator the opportunity to configure mail server addresses with corresponding port numbers and relevant authentication credentials.
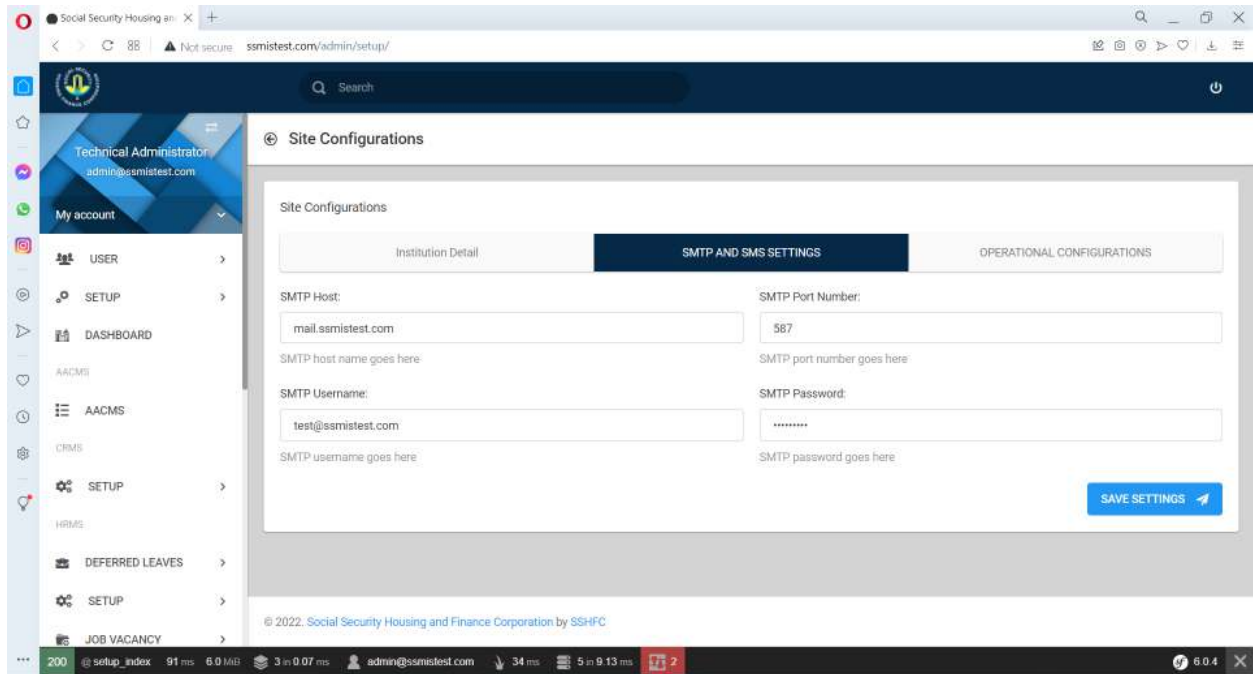
Figure 9

The "Operational Configurations" tab provides the administrator the opportunity to enter other system wide parameterized configurations.

User Management
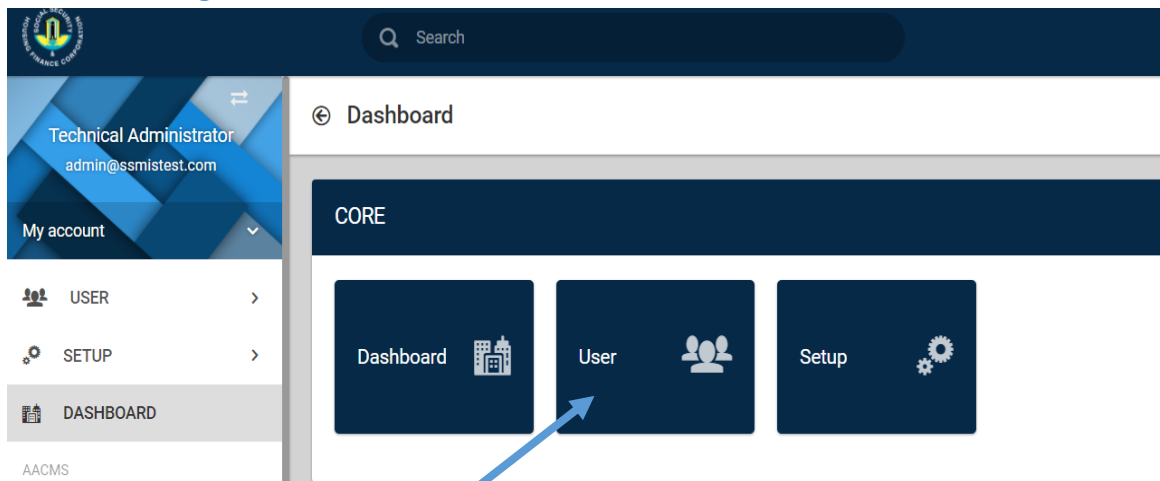
Figure 10

A click of the "User" menu item displays a site configuration page as shown in figures 10 and 11.
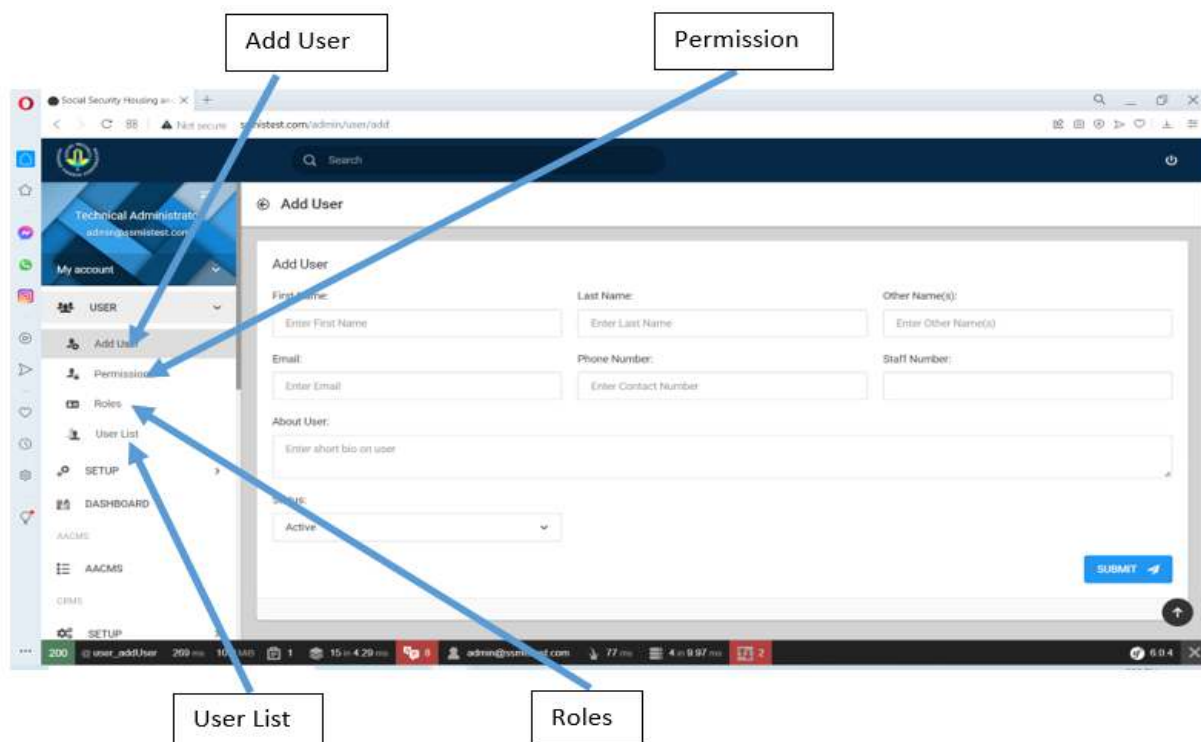
Figure 11

A click of the "Add User" menu item displays screen where user credentials may be populated on user creation form as shown on figure 11. The successful creation of

an account can be viewed upon clicking the "User List" menu item on the left panel of the screen. The output is as displayed in figure 12 below with the respective icon functional descriptions in figure 13.

Figure 12

Functions of icons/buttons by user credentials
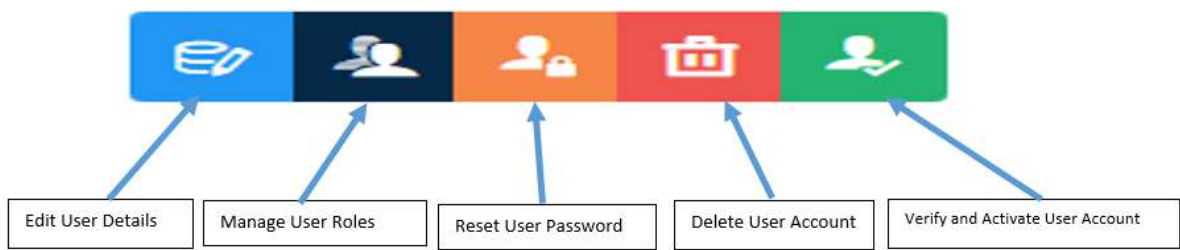
Figure 13

The selection of ☑ "Edit User Details" displays screen fin figure 14 to enable administrator edit user details.

Figure 14

The selection of "Manage User Roles" displays screen fin figure 15 to enable administrator modify user roles, thus assigning a user to a specific role or otherwise. Users can belong to multiple roles.

Figure 15

The selection of "Reset User Password" displays screen in figures 16 and 17 to enable administrator reset user password to the default of first initial and last name concatenated.
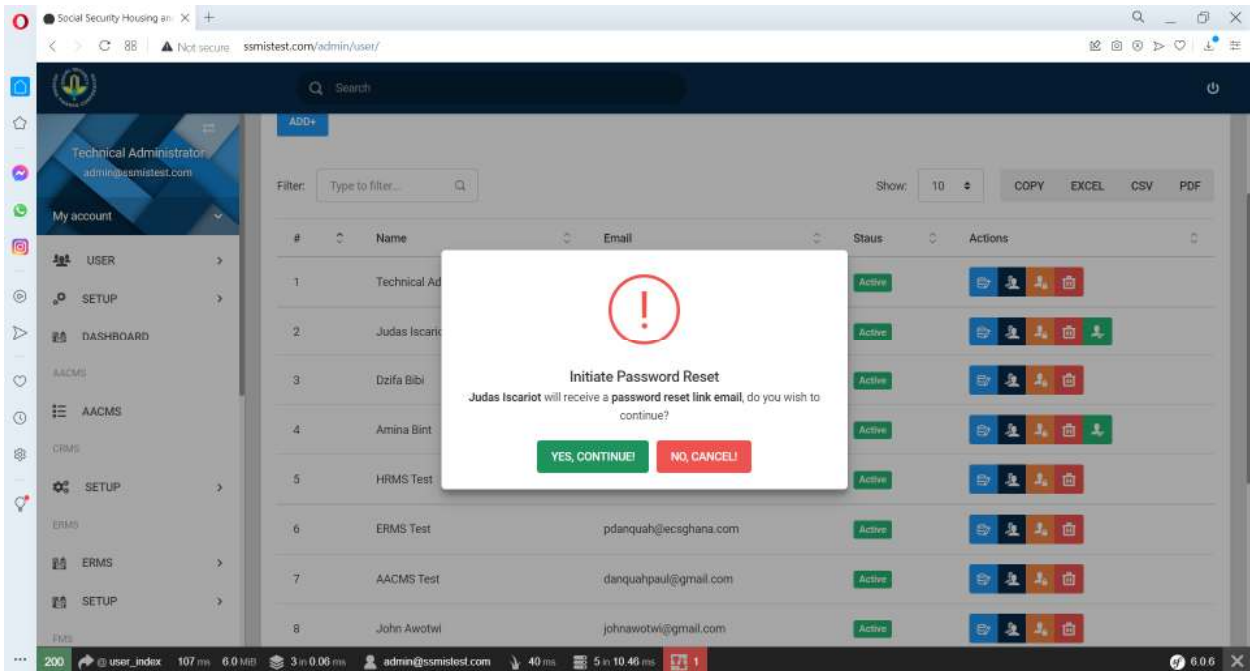
Figure 16
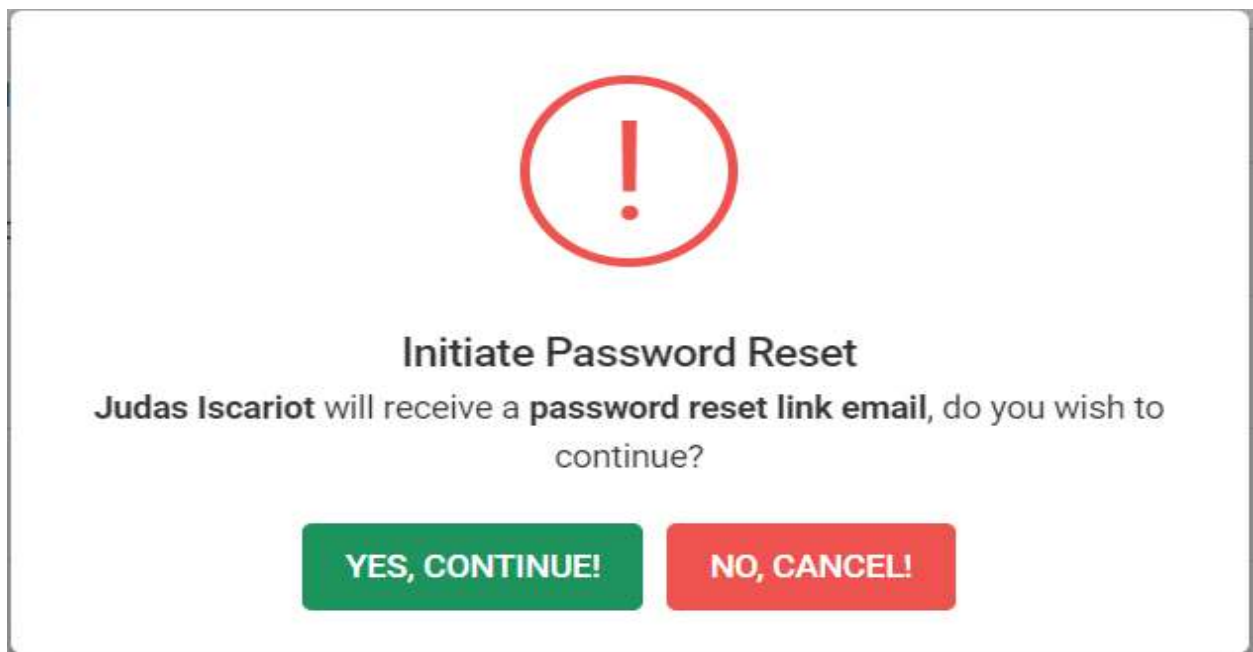
Figure 17

The selection of 🗑 "Delete Reset Account" displays screen in figure 18 that prompts the administrator to confirm user account deletion.
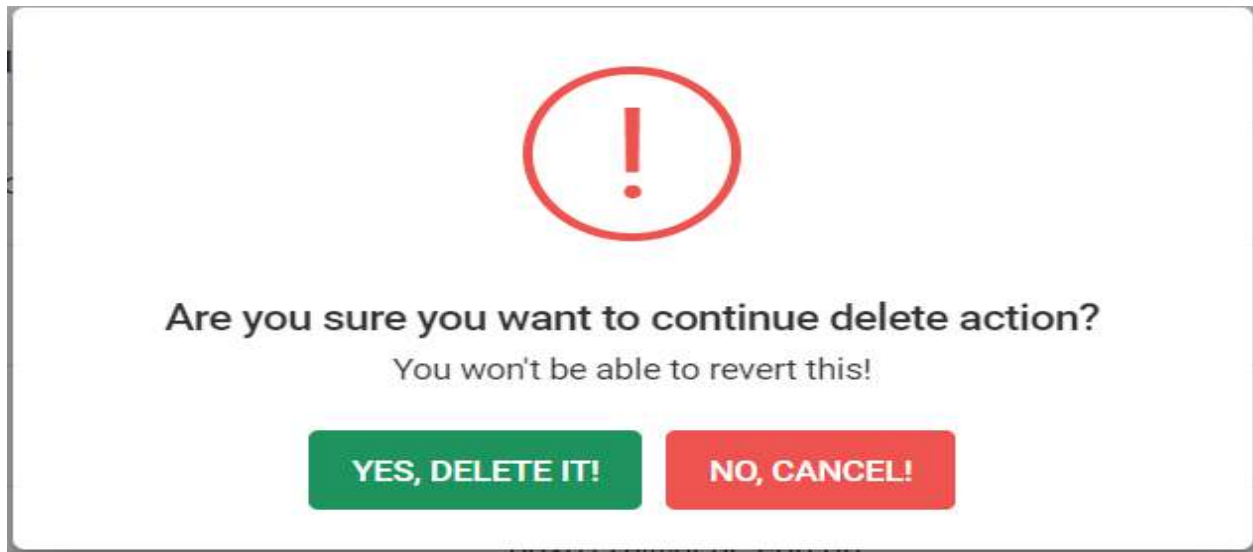
Figure 18

Upon creation of user accounts, emails are sent to users with a button to be clicked by the user for account activation. In the event that functionality fails, the administrator has the option of activating the account by clicking the 🏊 "Verify and Activate User Account" button which displays the figure 19 for confirmation.
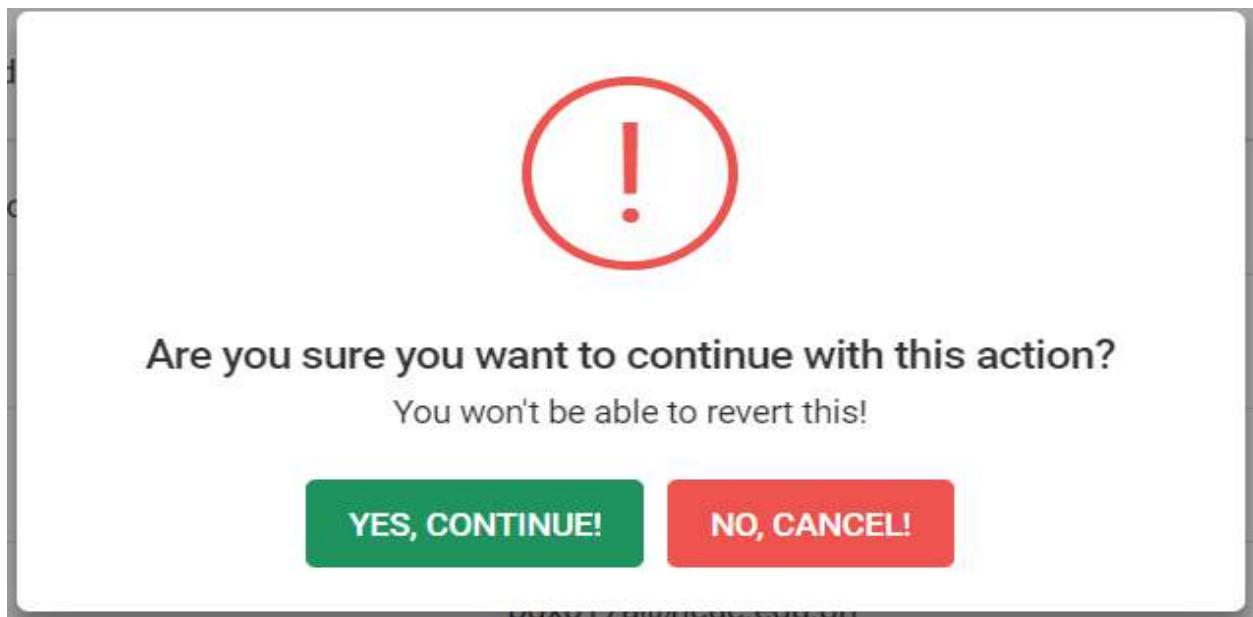
Figure 19

User Permissions

The user permissions component has three integrated sub components. These are namely the role, permissions and user.

A role must first be created as in figure 15, permissions then assigned to the role, a created user can then be assigned to the relevant role(s).

The permissions assigned to roles/user are based on the respective sub systems as shown on figure 20. The sub systems have numerous permissions for which the option of "allow" or "deny" is provided for selection.

Various Sub Systems

Permission Selection Option

Role Selection

Options of roles pull down

Figure 20

Figure 21

In figure 22 below, an example is shown of the sub system AACMS selected with permissions within the system being allowed.

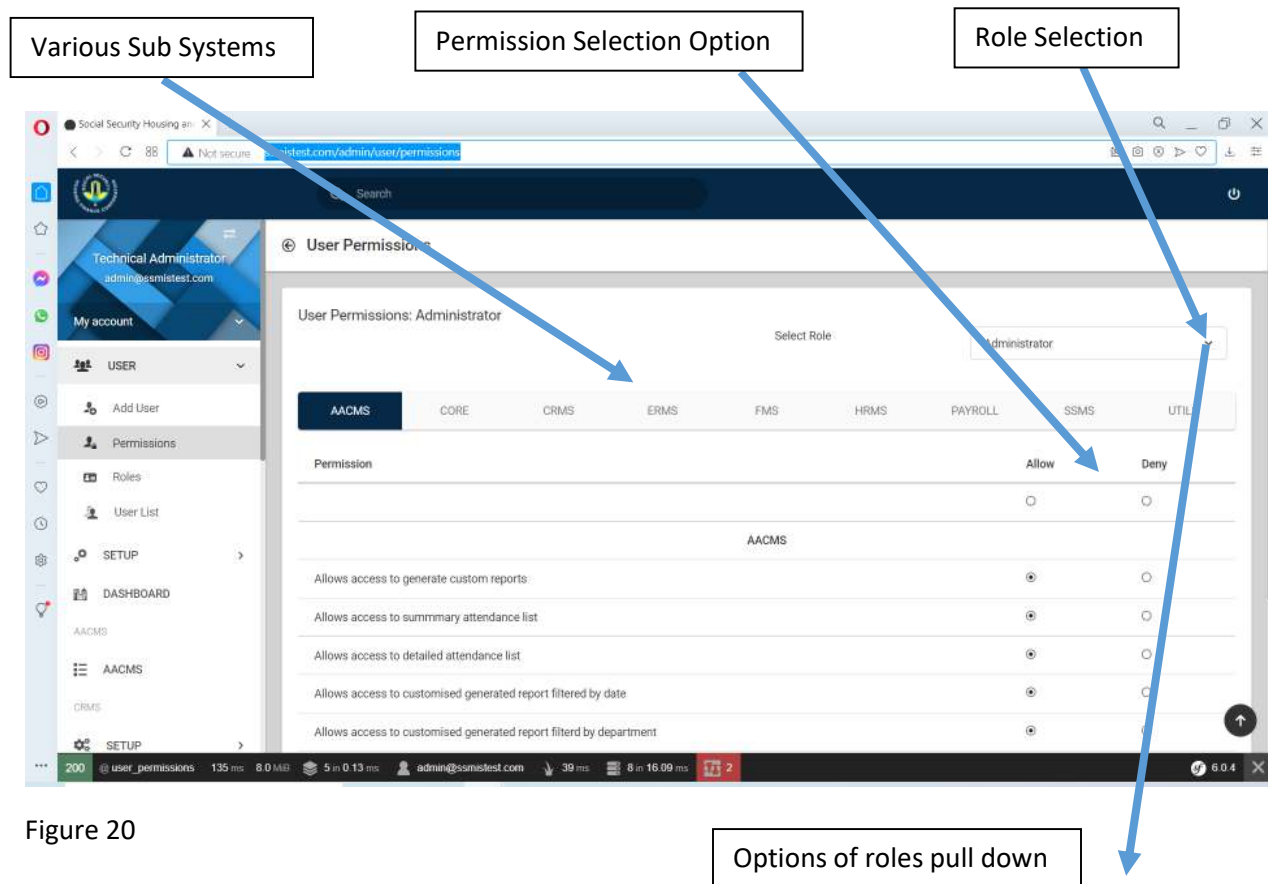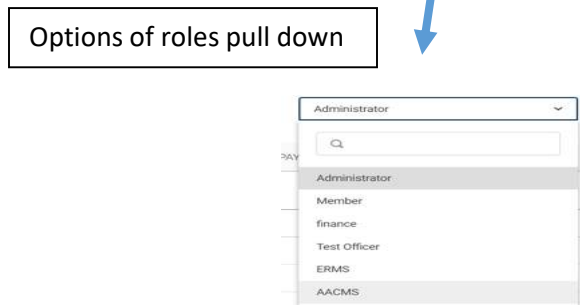| Permission								Allow	Deny
AACMS	CORE	CRMS	ERMS	FMS	HRMS	PAYROLL	SSMS	UTILS	
								○	○
				AACMS					
Allows access to generate custom reports								⊙	○
Allows access to summmary attendance list								⊙	○
Allows access to detailed attendance list								⊙	○
Allows access to customised generated report filtered by date								⊙	○
Allows access to customised generated report filterd by department								⊙	○
Allows access to customised generated report filted by date								⊙	○
SAVE									

Figure 22

Sub systems

Allow or Deny Permissions

Steps in User Permissions Management
1. Create or Select Relevant Role as in (figures 15 or 21 respectively)
2. Ensure the appropriate permissions are assigned to the role for the specific sub system as shown in figure 22.
3. Create or Select the user, select manage user roles and assign user to the preferred role as in figures 12, 13 and 15 respectively.
4. Click Save button after each process is completed.