



# 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 Personnel
- Information Technology Officials
- Members of Management

## System Input

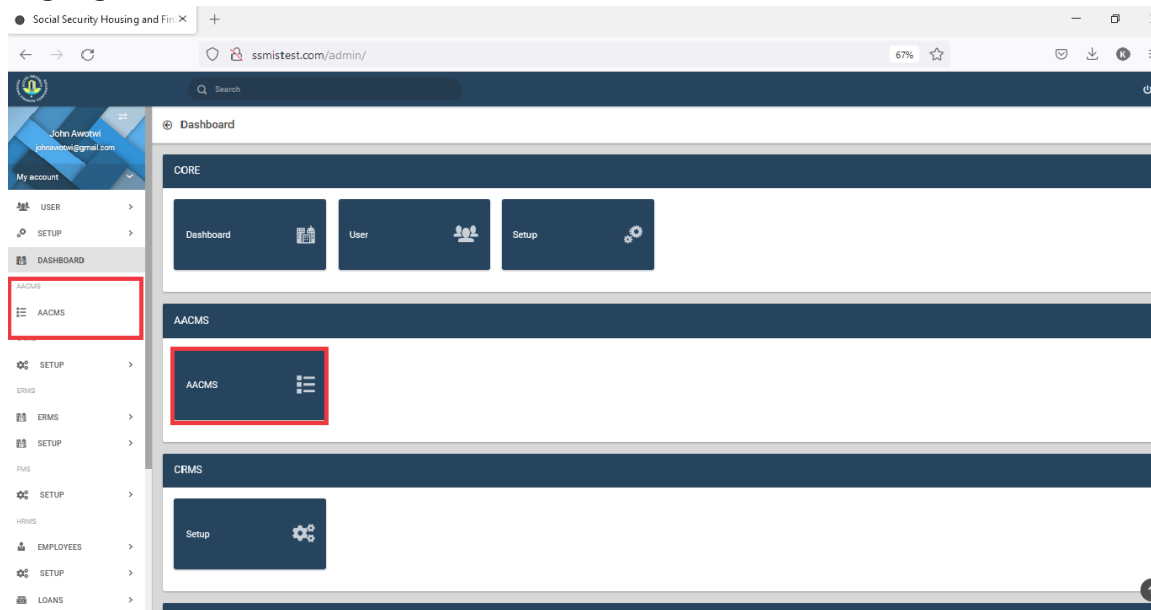
- Staff Daily Clock-Ins
- Postings from the Human Resource Management System

## System Output

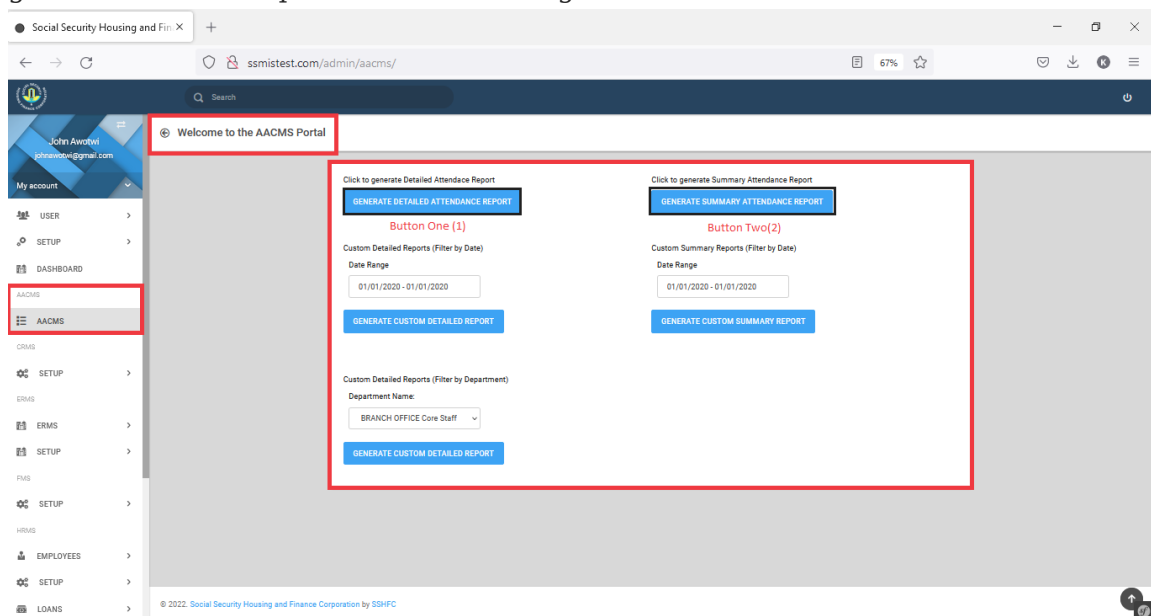
- Summary Attendance Report
- Summary Access Control Report
- Detail Attendance Report
- Detail Access Control Report

# AACMS Module

Upon a successful sign in, a dashboard is displayed as shown in Figure 4. Highlighted in red, is the AACMS module.



In this instance, we will be looking at the AACMS module. This module helps generate various reports as outputs based on member/staff attendance. Clicking **AACMS** in the dashboard or on the sidebar opens a portal that allows users generate various reports as shown in Figure 5.



- Button One (1): This button generates a detailed attendance report shown in Figure 6.
- Button Two (2): This button generates a summary attendance report shown in Figure 7.

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ssmistest.com/admin/aacms/detail

67%

John Awotwi  
johnawotwi@gmail.com

My account

USER >  
SETUP >  
DASHBOARD >  
AACMS >  
AACMS >  
CRMS >  
SETUP >  
ERMS >  
ERMS >  
SETUP >  
FMS >  
SETUP >  
HRMS >  
EMPLOYEES >  
SETUP >  
LOANS >

AACMS

Detailed Attendance Records

Filter: Type to filter... Q

Show: 10

EXCEL PDF COLUMN VISIBILITY

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
7	Sulaman Nyass	12/11/2021	08:30:00	12:30:00	07:32:00	13:16:00	—	—		Corporate Affairs

Showing 1 to 10 of 3,105 entries

1 2 3 4 5 ... 311

Social Security Housing and Fin X

ssmistest.com/admin/aacms/summary

67%

John Awotwi  
johnawotwi@gmail.com

My account

USER >  
SETUP >  
DASHBOARD >  
AACMS >  
AACMS >  
CRMS >  
SETUP >  
ERMS >  
ERMS >  
SETUP >  
FMS >  
SETUP >  
HRMS >  
EMPLOYEES >  
SETUP >  
LOANS >

AACMS

Summary Attendance Records - All Staff

Filter: Type to filter... Q

Show: 10

EXCEL PDF COLUMN VISIBILITY

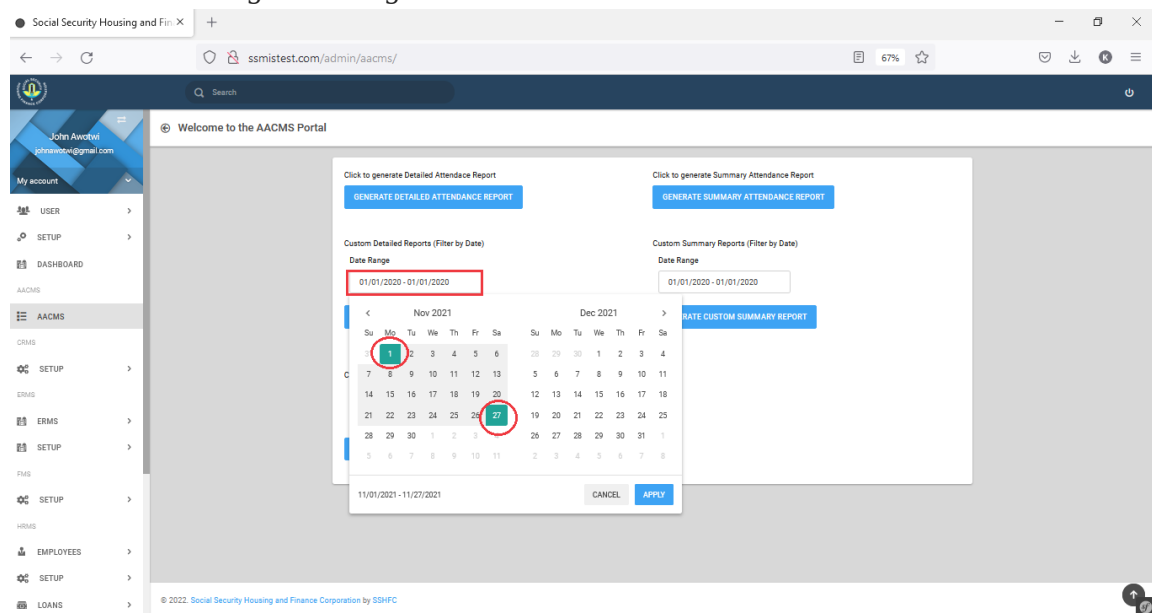
Staff ID	Name	Late	Late Deductions	Early	Early Deductions	Single	Single Clock Deductions	Absent Deductions	Total Deductions
1	John Henry Fullah	2	0	0	0	1	0	2	2
2	Abasou Jallow	5	1	0	0	1	0	0	1
14	Ebrima Badjie	0	0	0	0	1	0	0	0
18	Jainaba Khan	0	0	0	0	0	0	22	22
19	Awa Jallow	5	1	0	0	0	0	0	1
20	Mama Jabang	0	0	0	0	1	0	6	6
22	Lamin Y. Jannneh	1	0	0	0	0	0	10	10
23	Awa Ceessay	7	2	0	0	0	0	0	2
24	Mary Gomez	0	0	0	0	1	0	0	0
27	Assan Jatta	0	0	0	0	0	0	22	22

Showing 1 to 10 of 153 entries

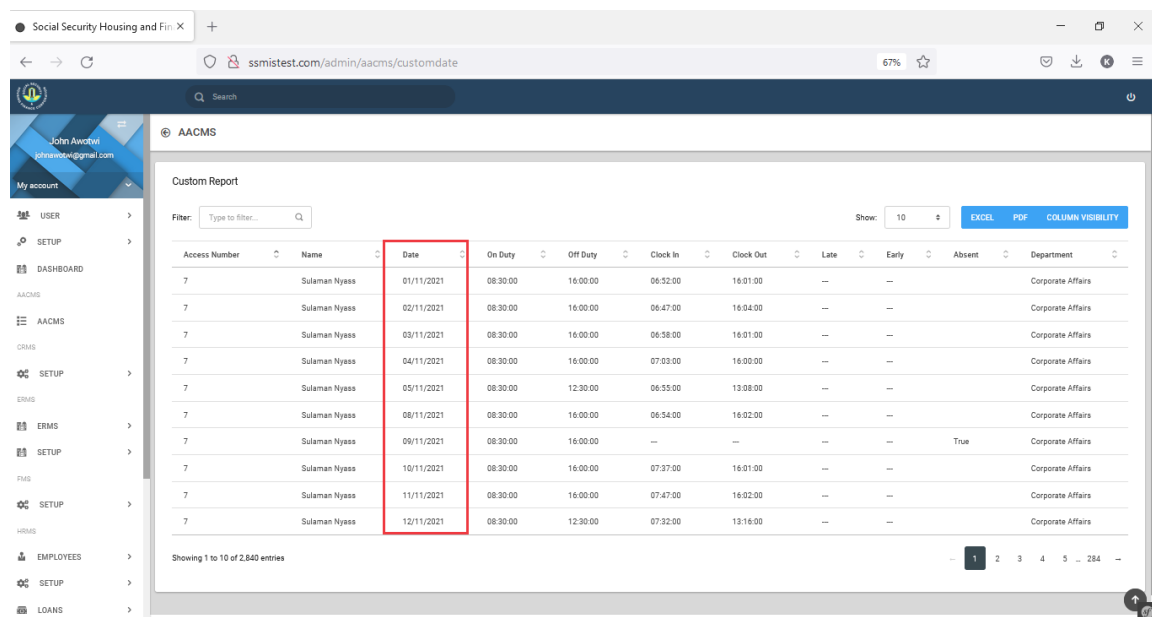
1 2 3 4 5 ... 16

## Filtering Detailed Reports By Date

The detailed report can be filtered by dates. The filter generates information within a date range. See Figure 8.

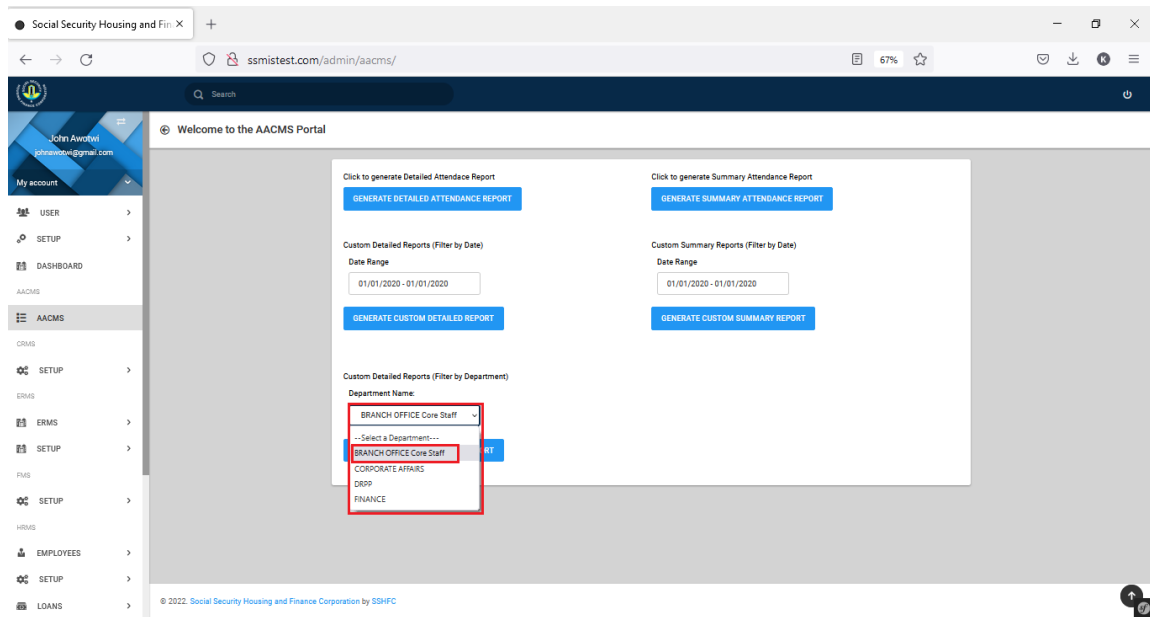


Below is a sample, generated between the date range **1st to 27th of November 2021**



## Filtering Detailed Reports By Department

A detailed report can also be filtered by department as shown in Figure 10 and 11. A list of departments are generated in a dropdown to make selection easier.



Access Number	Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late	Early	Absent	Department
777	Yamundaw Nje	01/11/2021	08:30:00	16:00:00	08:06:00	16:00:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	02/11/2021	08:30:00	16:00:00	08:09:00	16:01:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	03/11/2021	08:30:00	16:00:00	08:14:00	16:00:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	04/11/2021	08:30:00	16:00:00	07:37:00	16:18:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	08/11/2021	08:30:00	16:00:00	08:13:00	16:01:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	09/11/2021	08:30:00	16:00:00	08:01:00	16:00:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	10/11/2021	08:30:00	16:00:00	07:54:00	16:01:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	11/11/2021	08:30:00	16:00:00	08:17:00	16:01:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	15/11/2021	08:30:00	16:00:00	08:10:00	16:01:00	—	—		Branch Office Core Staff
777	Yamundaw Nje	16/11/2021	08:30:00	16:00:00	07:54:00	16:01:00	—	—		Branch Office Core Staff

## Working With Reports

All reports come with certain functionalities, they are:

- Ability to export into pdf.\*
- Ability to export into excel.\*
- Ability to search by any of the fields in a multi-field search box. \*\*
- Ability to perform basic sort functions: Ascending and Descending.\*\*\*
- Ability to limit column visibility. \*

The figures below point out these functionalities.

The screenshot shows the AACMS Custom Report interface. The left sidebar contains a navigation menu with items like USER, SETUP, DASHBOARD, AACMS, CRMS, ERMS, HRMS, EMPLOYEES, and LOANS. The main content area is titled 'Custom Report' and features a table of employee attendance data. Annotations highlight specific functionalities: a 'Search Box\*\*' for filtering, 'Sorting Functionality\*\*\*' for column sorting, and 'Export Options\*' for generating reports in Excel, PDF, or Column Visibility format.

**Search Box\*\***

**Sorting Functionality\*\*\***

**Export Options\***

Access Number	Name	Date	On Duty	Off Duty	Clock In	Clock Out	Late	Early	Absent	Department
777	Yamundaw Njie	01/11/2021	08:30:00	16:00:00	08:06:00	16:00:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	02/11/2021	08:30:00	16:00:00	08:03:00	16:01:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	03/11/2021	08:30:00	16:00:00	08:14:00	16:00:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	04/11/2021	08:30:00	16:00:00	07:37:00	16:18:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	08/11/2021	08:30:00	16:00:00	08:13:00	16:01:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	09/11/2021	08:30:00	16:00:00	08:01:00	16:00:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	10/11/2021	08:30:00	16:00:00	07:54:00	16:01:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	11/11/2021	08:30:00	16:00:00	08:17:00	16:01:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	15/11/2021	08:30:00	16:00:00	08:10:00	16:01:00	--	--		Branch Office Core Staff
777	Yamundaw Njie	16/11/2021	08:30:00	16:00:00	07:54:00	16:01:00	--	--		Branch Office Core Staff

Showing 1 to 10 of 982 entries

Output for Excel and PDF exports.





hidden. See Figure below.

The screenshot shows the AACMS Custom Report interface. The table displays attendance data for Yamundaw Njie from 01/11/2021 to 16/11/2021. The 'COLUMN VISIBILITY' menu is open, showing a list of columns including Access Number, Name, Date, On Duty, Off Duty, Clock In, Clock Out, Late, Early, Absent, and Department. The 'Access Number' column is highlighted.

Name	Date	On Duty	Off Duty	Clock In	Clock Out	Department
Yamundaw Njie	01/11/2021	08:30:00	16:00:00	08:06:00	16:00:00	Branch Office Core Staff
Yamundaw Njie	02/11/2021	08:30:00	16:00:00	08:03:00	16:01:00	Branch Office Core Staff
Yamundaw Njie	03/11/2021	08:30:00	16:00:00	08:14:00	16:00:00	Branch Office Core Staff
Yamundaw Njie	04/11/2021	08:30:00	16:00:00	07:37:00	16:18:00	Branch Office Core Staff
Yamundaw Njie	08/11/2021	08:30:00	16:00:00	08:13:00	16:01:00	Branch Office Core Staff
Yamundaw Njie	09/11/2021	08:30:00	16:00:00	08:01:00	16:00:00	Branch Office Core Staff
Yamundaw Njie	10/11/2021	08:30:00	16:00:00	07:54:00	16:01:00	Branch Office Core Staff
Yamundaw Njie	11/11/2021	08:30:00	16:00:00	08:17:00	16:01:00	Branch Office Core Staff
Yamundaw Njie	15/11/2021	08:30:00	16:00:00	08:10:00	16:01:00	Branch Office Core Staff
Yamundaw Njie	16/11/2021	08:30:00	16:00:00	07:54:00	16:01:00	Branch Office Core Staff

## Filtering Reports By Name

Using the filter/ Search box. You can search for anything. See figure below.

The screenshot shows the AACMS Custom Report interface with the filter box set to 'jallow'. The table displays attendance data for Sheriff Jallow from 01/11/2021 to 16/11/2021. The filter box is highlighted.

Name	Date	On Duty	Off Duty	Clock In	Clock Out	Department
Sheriff Jallow	01/11/2021	08:30:00	16:00:00	07:49:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	02/11/2021	08:30:00	16:00:00	07:54:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	03/11/2021	08:30:00	16:00:00	08:07:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	04/11/2021	08:30:00	16:00:00	07:24:00	16:01:00	Branch Office Core Staff
Sheriff Jallow	08/11/2021	08:30:00	16:00:00	08:00:00	16:03:00	Branch Office Core Staff
Sheriff Jallow	09/11/2021	08:30:00	16:00:00	07:37:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	10/11/2021	08:30:00	16:00:00	08:21:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	11/11/2021	08:30:00	16:00:00	08:28:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	15/11/2021	08:30:00	16:00:00	08:22:00	16:02:00	Branch Office Core Staff
Sheriff Jallow	16/11/2021	08:30:00	16:00:00	08:31:00	16:00:00	Branch Office Core Staff

## Filtering Summary Reports By Date

This functionality is a similar process to filtering and attendance report by date.