



# Introduction

The Administrative User Manual guides the administrator of the SSMIS to set up the appropriate operational parameters for the system's routine operations and user management.

## System Input

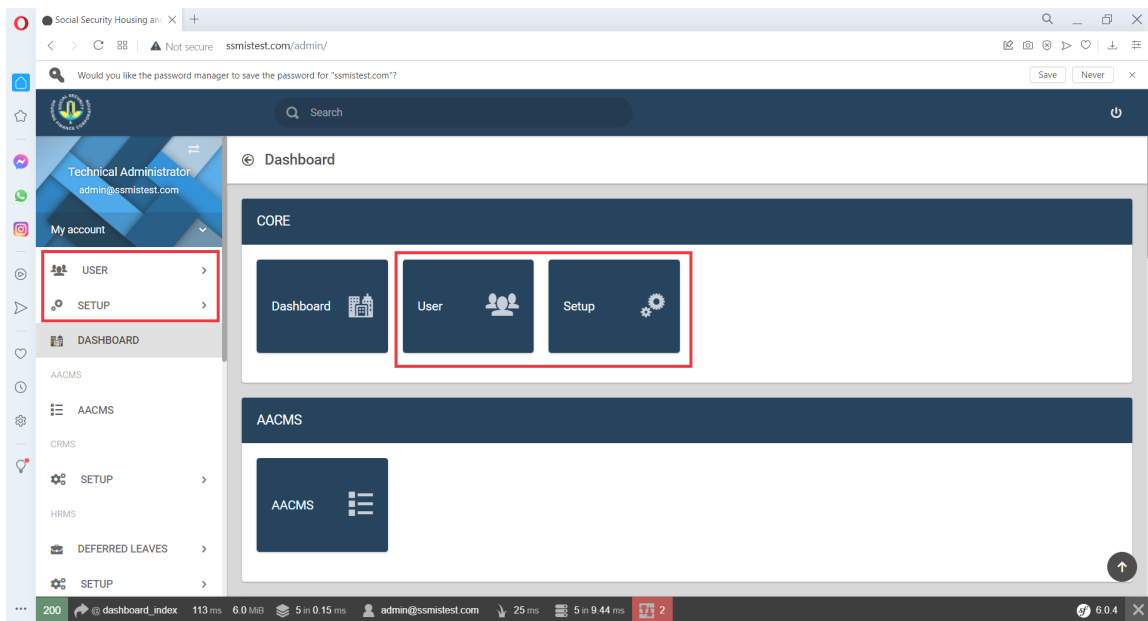
- Authorized Administrative Staff

## System Output

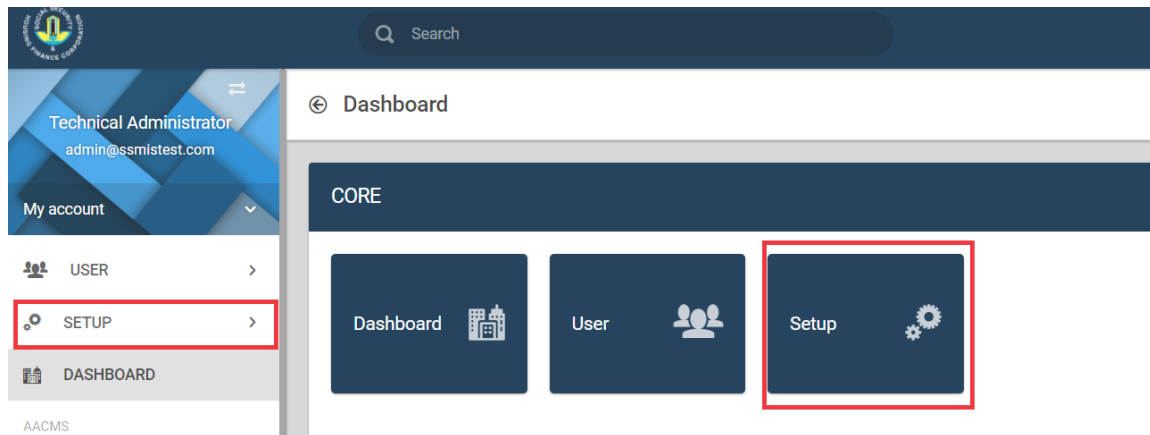
- Controlled operation of the entire SSMIS

## Administrative User Module

Upon successful sign-in, an administrative dashboard is displayed as shown in the figure 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 option is clickable to redirect the user to the preferred menu item.

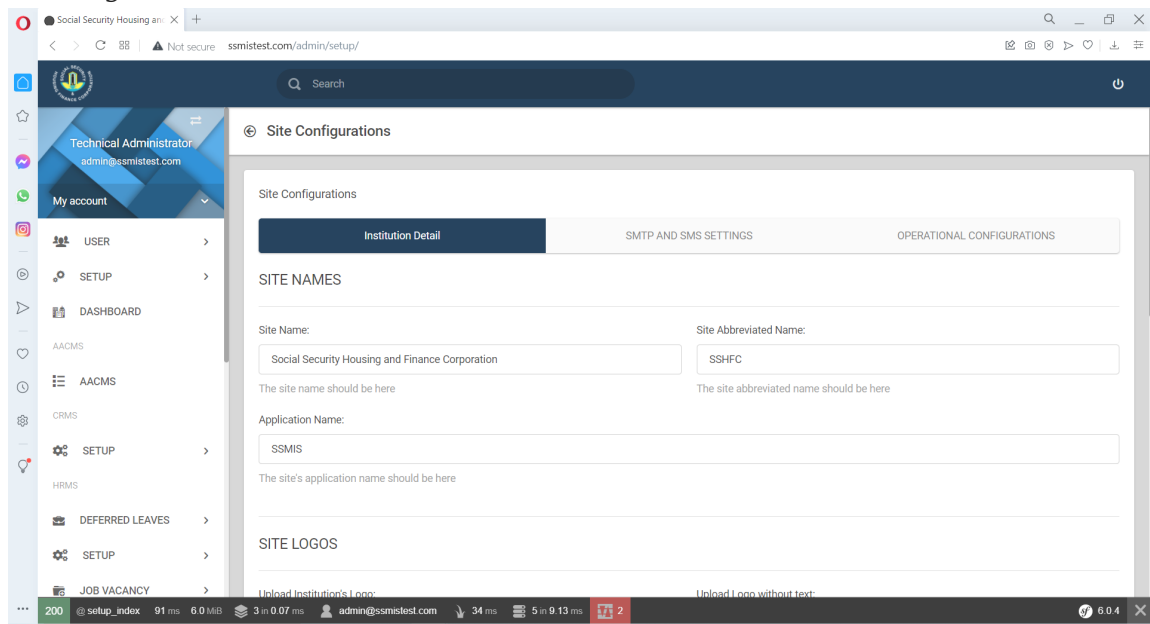


# System-Wide Configuration



A click of the “Setup” menu item displays a site configuration page as shown in the figure 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.

## *showing institutional details*



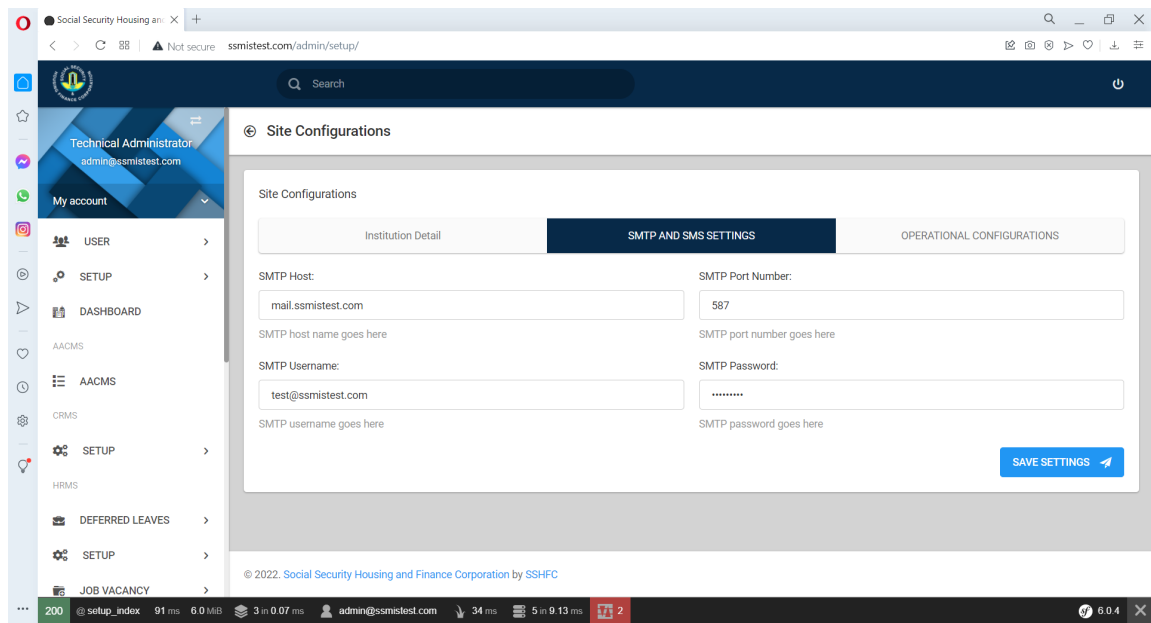
### showing logo setup

The screenshot shows the 'SITE LOGOS' section of the admin setup page. It features four upload fields for logos, each with a 'Choose file' button and a 'BROWSE' button. The fields are labeled: 'Upload Institution's Logo:', 'Upload Logo without text:', 'Upload Document Logo:', and 'Upload logo with contrasting text color:'. Below these, the 'SITE'S CONTACT INFO' section is visible, showing input fields for 'Phone Number(s):' and 'Address:'. The left sidebar contains a navigation menu with options like 'My account', 'USER', 'SETUP', 'DASHBOARD', 'AACMS', 'CRMS', 'HRMS', 'DEFERRED LEAVES', and 'JOB VACANCY'. The top header shows the user is logged in as 'Technical Administrator'.

### showing setup for site config information

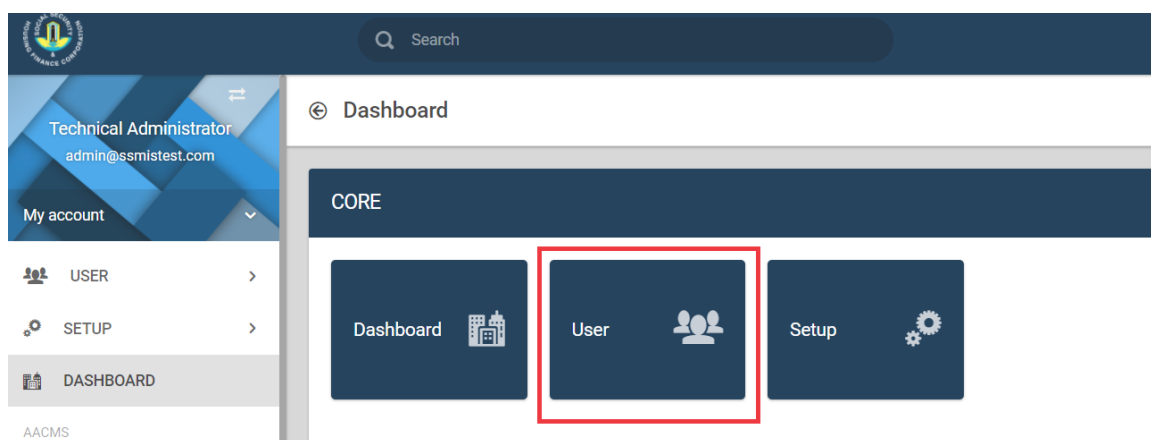
The screenshot shows the 'SITE'S CONTACT INFO' section of the admin setup page. It features input fields for 'Phone Number(s):' and 'Address:'. Below these, there is a 'Shut Site down:' dropdown menu with the option 'No' selected. A note states: 'When site is shut down, technical administrators can still use it'. A 'SUBMIT FORM' button is located at the bottom right of the form. The left sidebar and top header are consistent with the previous screenshot.

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

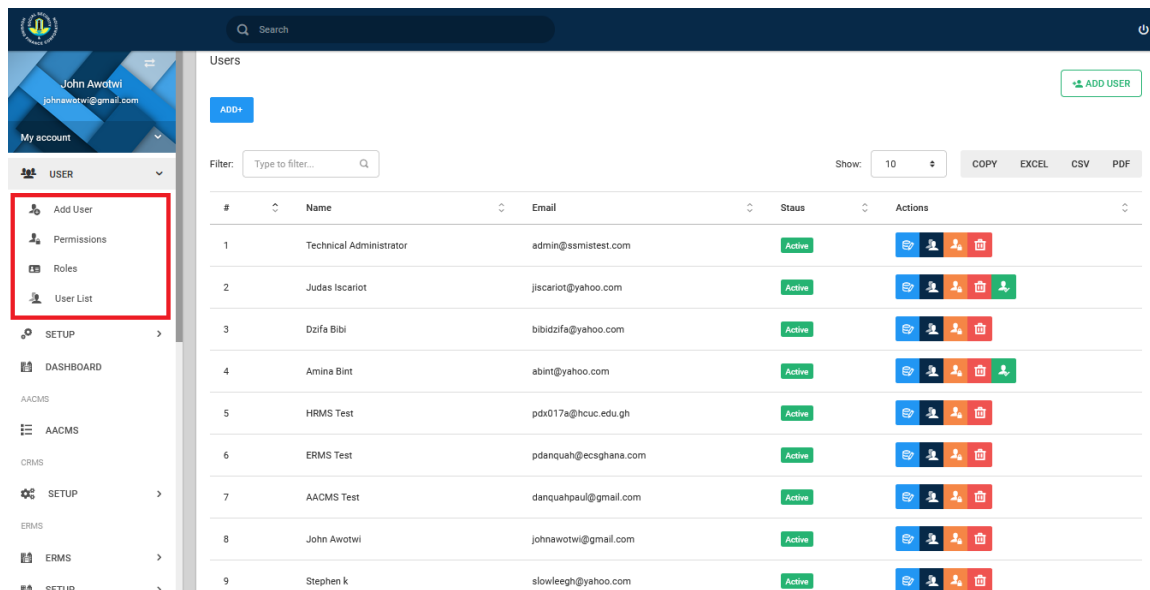


The “Operational Configurations” tab provides the administrator the opportunity to enter other system wide parameterized configurations.

## User Management



A click of the “User” menu item displays a site configuration page as shown. This page allows you to add users, create roles and permissions for each user and display a users list..



## Adding a User

Click the **Add User** button to add a new user. Fill in the required field and set user as active or inactive. Click on **Submit** to initiate the create user process.

**Add User**

First Name:  Last Name:  Other Name(s):

Email:  Phone Number:  Staff Number:

About User:

Status:

**SUBMIT**

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 the figure below with the respective icon functional descriptions in the following image.

John Awolaji

johnawolaji@gmail.com

My account

USER

Add User

Permissions

Roles

User List

SETUP

DASHBOARD

AACMS

AACMS

CRMS

SETUP

ERMS

ERMS

Search

Users

ADD USER

ADD+

Filter: Type to filter...

Show: 10

COPY EXCEL CSV PDF

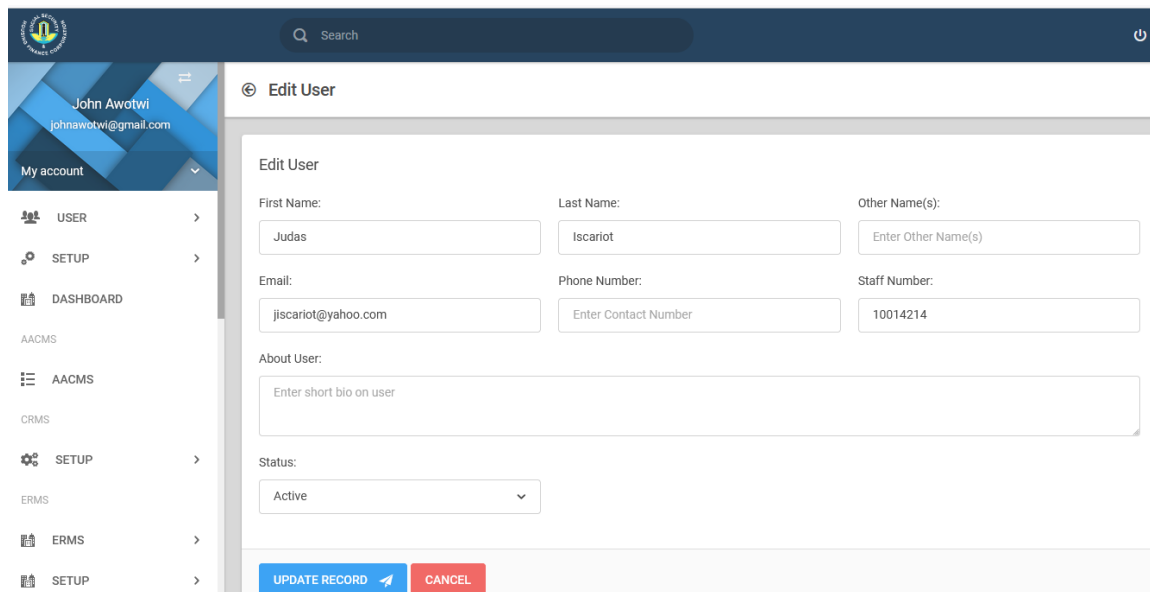
#	Name	Email	Status	Actions
1	Technical Administrator	admin@ssmistest.com	Active	
2	Judas Iscariot	jiscariot@yahoo.com	Active	
3	Dzifa Bibi	bibidzifa@yahoo.com	Active	
4	Amine Bint	abint@yahoo.com	Active	
5	HRMS Test	pdx017a@hcuc.edu.gh	Active	
6	ERMS Test	pdenquah@ecsghana.com	Active	
7	AACMS Test	danquahpaul@gmail.com	Active	

## Functional Icon Description

	Edit User's Detail
	Mange User's Role
	Reset User's Password
	Delete User's Account
	Verify & Activate User's Account

## Edit a User

The selection of “Edit User Details” displays screen in figure 14 to enable administrator edit user details.



**Edit User**

First Name: Judas

Last Name: Iscariot

Other Name(s): Enter Other Name(s)

Email: jiscariot@yahoo.com

Phone Number: Enter Contact Number

Staff Number: 10014214

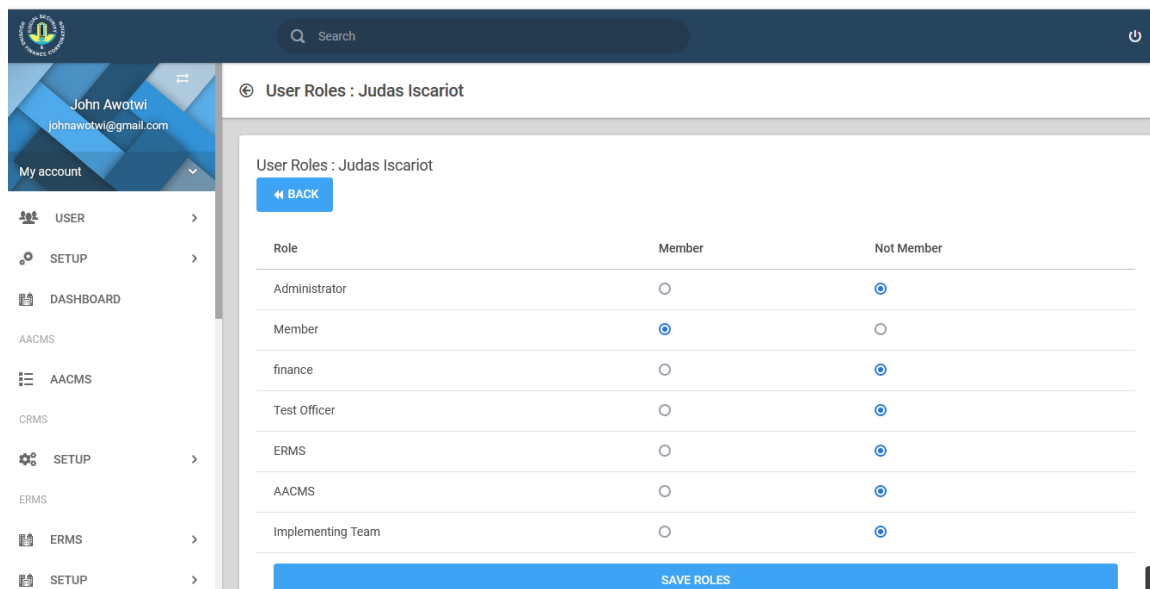
About User: Enter short bio on user

Status: Active

[UPDATE RECORD](#) [CANCEL](#)

## Manage a User's Role

The selection of “Manage User Roles” displays the image below. It grants the administrator the ability modify user roles, thus assigning a user to a specific role or otherwise. Users can belong to multiple roles.



**User Roles : Judas Iscariot**

[BACK](#)

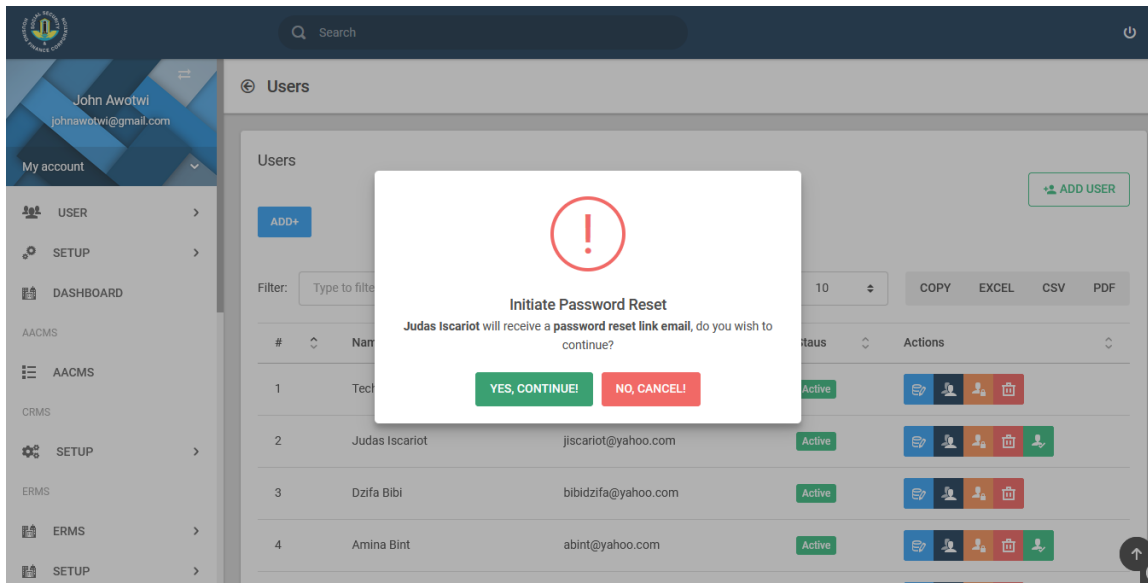
Role	Member	Not Member
Administrator	<input type="radio"/>	<input checked="" type="radio"/>
Member	<input checked="" type="radio"/>	<input type="radio"/>
finance	<input type="radio"/>	<input checked="" type="radio"/>
Test Officer	<input type="radio"/>	<input checked="" type="radio"/>
ERMS	<input type="radio"/>	<input checked="" type="radio"/>
AACMS	<input type="radio"/>	<input checked="" type="radio"/>
Implementing Team	<input type="radio"/>	<input checked="" type="radio"/>

[SAVE ROLES](#)



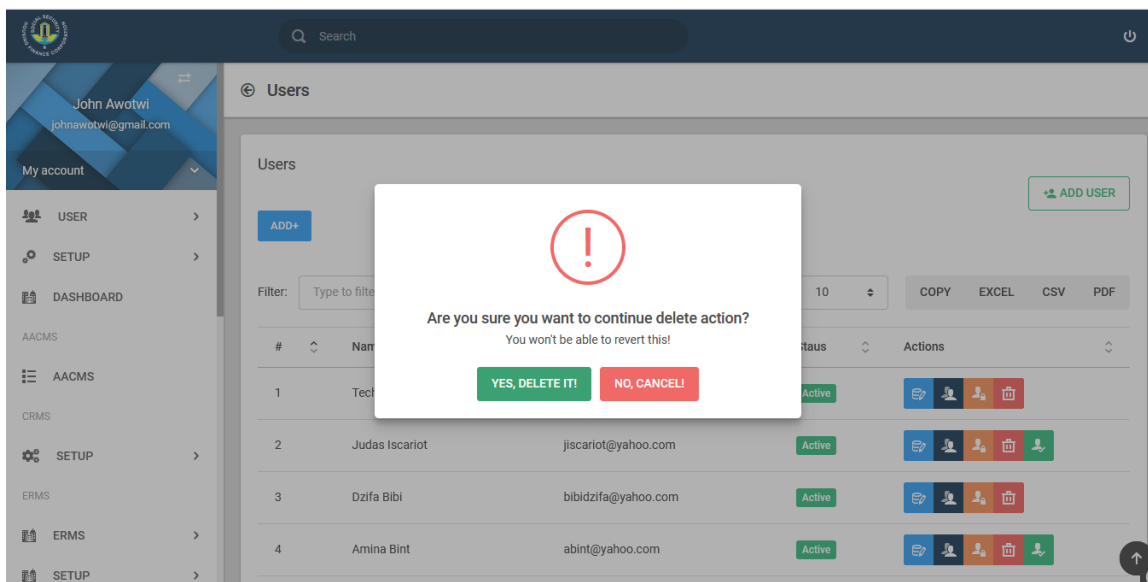
## Reset User Password

The selection of “Reset User Password” displays the image below. This enables administrator reset user password to the default of first initial and last name concatenated.



## Delete a User

The selection of “Delete User Account” displays screen in the figures below that prompts the administrator to confirm user account deletion.



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 image below for confirmation.



**Are you sure you want to continue with this action?**

You won't be able to revert this!

**YES, CONTINUE!**

**NO, CANCEL!**

## User Permissions

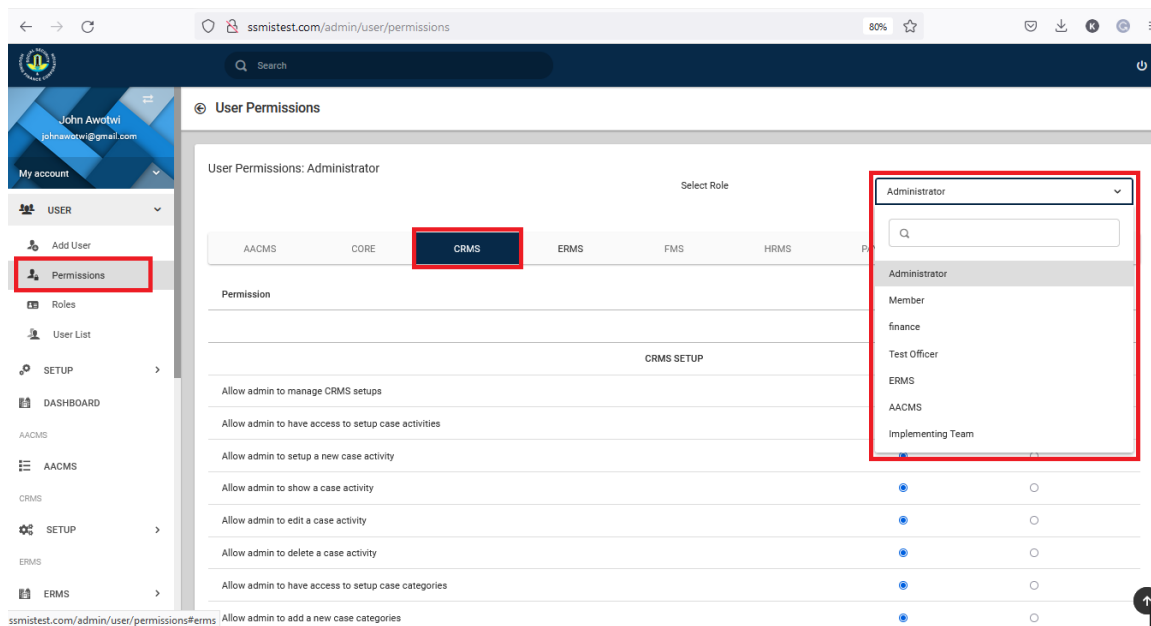
The user permissions component has three integrated sub components. These are namely the role, permissions and user. A role must first be created as in the image below:

The screenshot shows the 'User Roles' management interface. The left sidebar contains a menu with 'Roles' highlighted. The main area displays a table of roles with columns for ID, Role Name, and Action. A red box highlights the 'ADD ROLE' button at the bottom of the table.

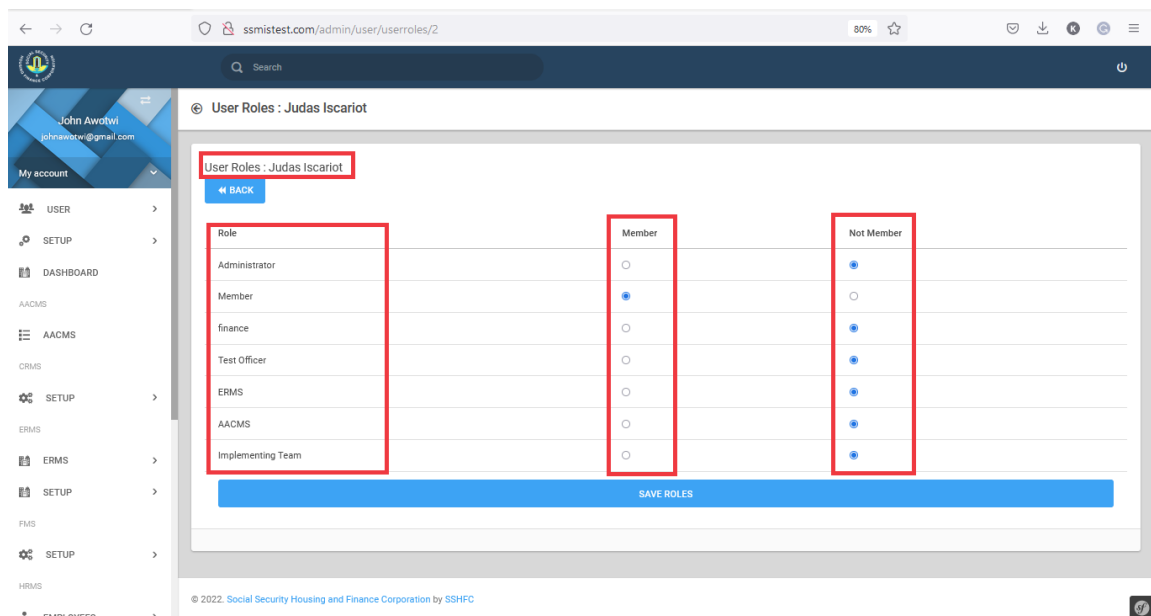
#	Roles	Action
1	Administrator	
2	Member	
3	Finance	
4	Test Officer	
5	ERMS	
6	AACMS	
7	Implementing Team	
8	<input type="text"/>	

Showing 1 to 7 of 7 entries

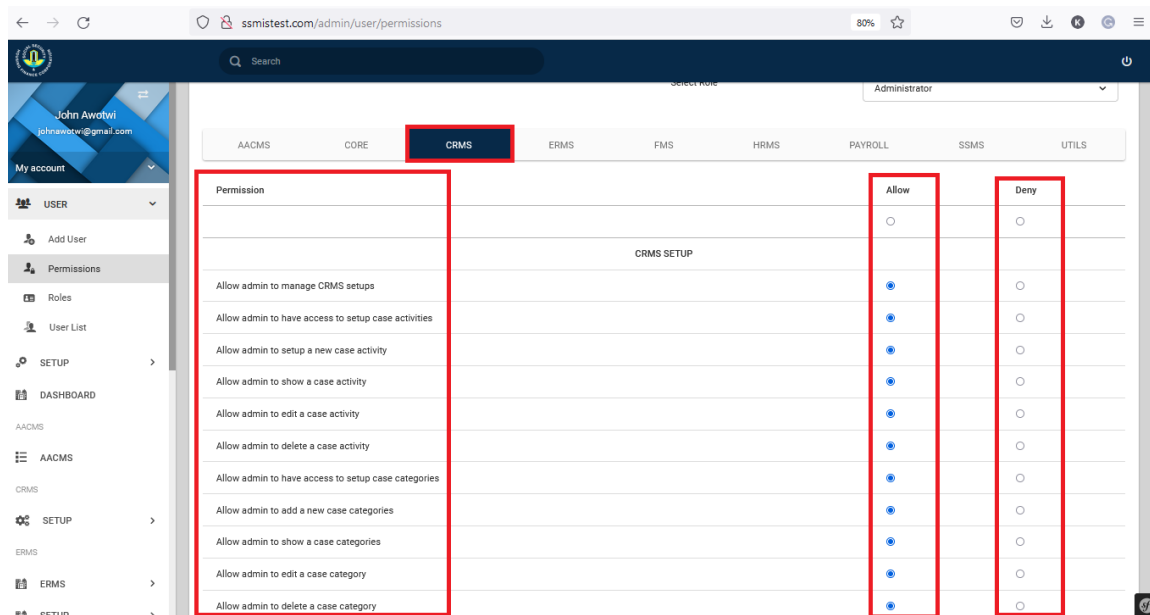
Next permission is then assigned to the role,



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 below:



The sub systems have numerous permissions for which the option of “allow” or “deny” is provided for selection.



## Summary Steps in User Permissions Management

- Create or Select Relevant Role.
- Ensure the appropriate permissions are assigned to the role for the specific sub system.
- Create or Select the user, select manage user roles and assign user to the preferred role.
- Click Save button after each process is completed.