



# 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

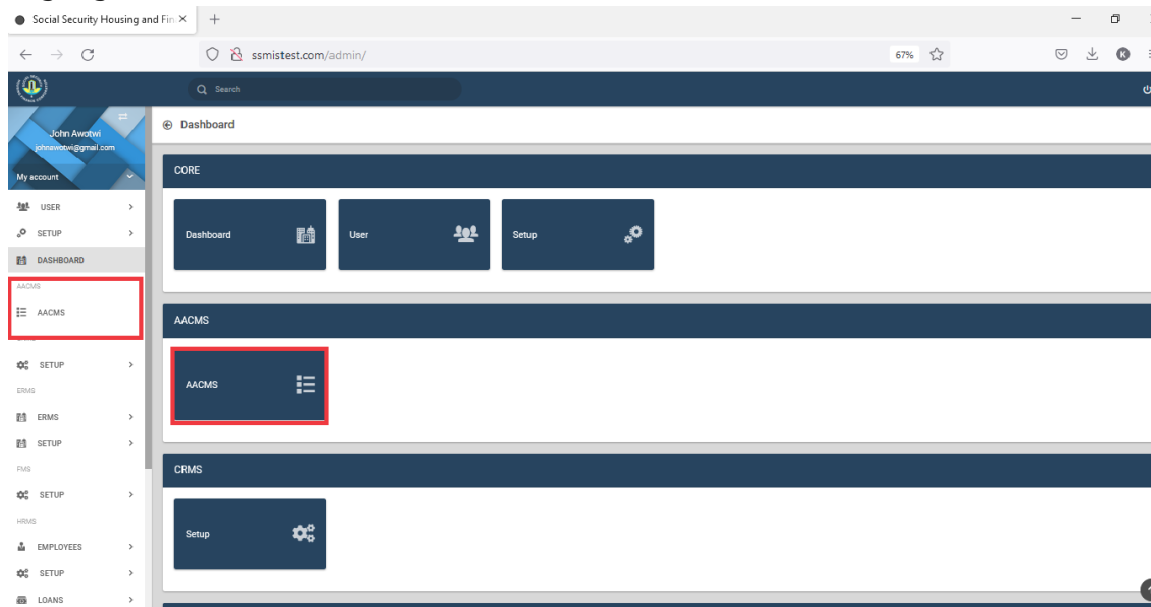
- Staff Daily Clock-Ins
- Postings from the Human Resource Management System

## System Output

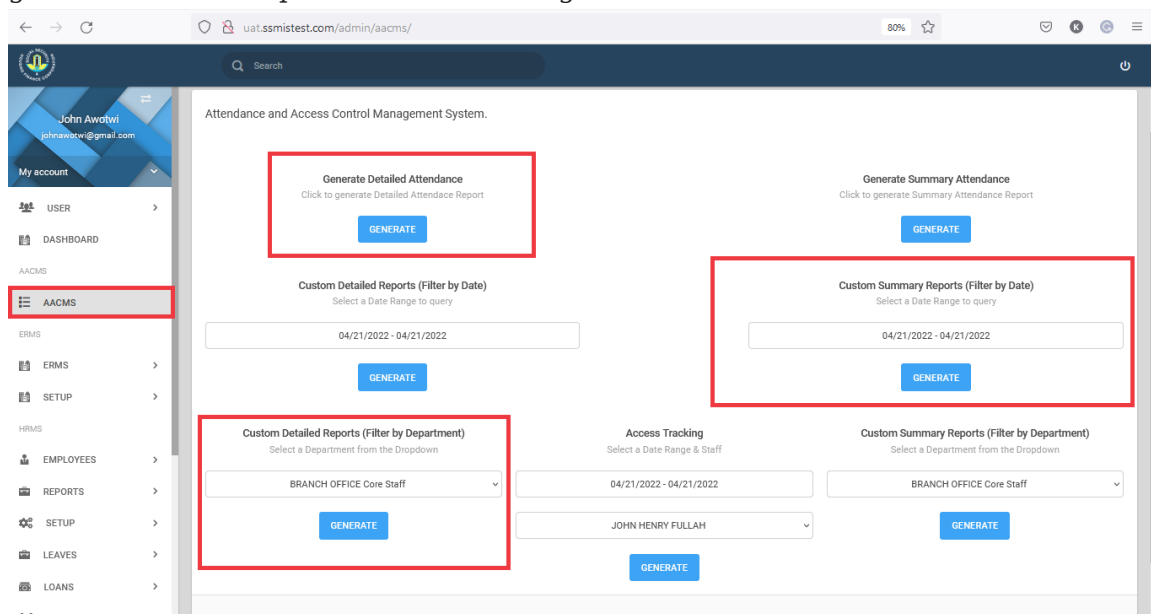
- Summary Attendance Report
- Summary Access Control Report
- Detail Attendance Report
- Detail Access Control Report

# 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.



There are several options / reports that can be generated, using the options provided on the main page. Detailed and Summary reports, filtered by dates, departments.

Also included is an Access Tracking Module. This feature helps track staff movement withing the SSHFC premise.

**Detailed Attendance Records**

Filter:

Show: 10

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	06/11/2021	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

**Summary Attendance Records - All Staff**

Filter:

Show: 10

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	Abasatou 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. Jannah	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.

Attendance and Access Control Management System.

**Generate Detailed Attendance**  
Click to generate Detailed Attendance Report  
**GENERATE**

**Custom Detailed Reports (Filter by Date)**  
Select a Date Range to query  
04/21/2022 - 04/21/2022

Calendar: April 2022. Date 22 is selected.

**Generate Summary Attendance**  
Click to generate Summary Attendance Report  
**GENERATE**

**Custom Summary Reports (Filter by Date)**  
Select a Date Range to query  
04/21/2022 - 04/21/2022  
**GENERATE**

**Custom Summary Reports (Filter by Department)**  
Select a Department from the Dropdown  
04/21/2022  
BRANCH OFFICE Core Staff  
FULLAH  
**GENERATE**

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

Custom Report

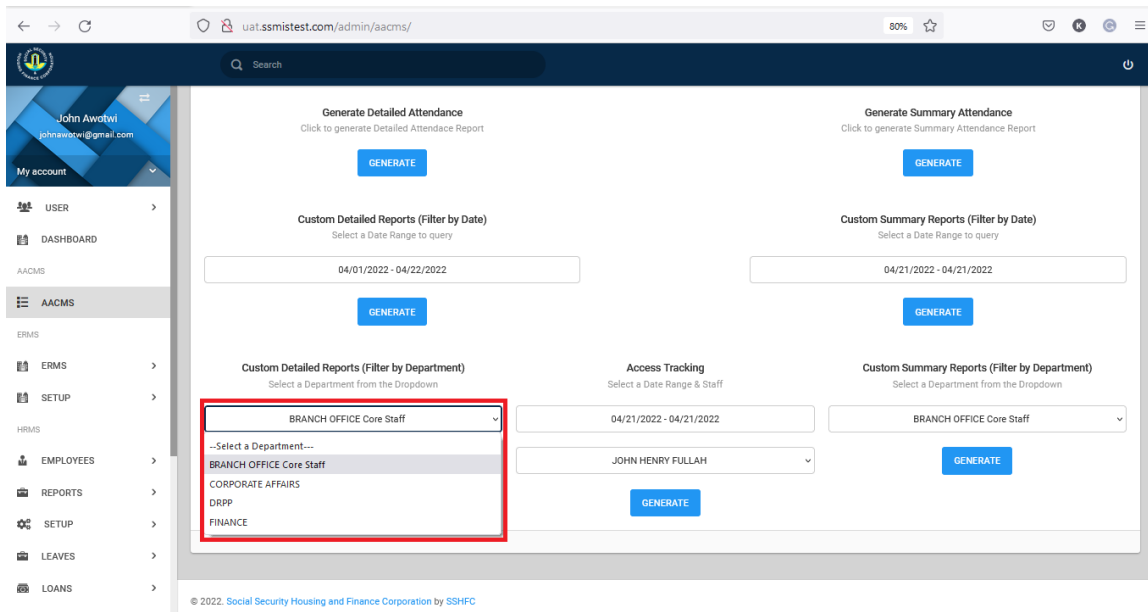
Filter: Type to filter... Show: 10 EXCEL PDF COLUMN VISIBILITY

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	06/11/2021	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 2,840 entries

## 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.



The screenshot shows the ssmistest.com/admin/aacms/customdepartment Custom Report page. The table displays attendance data for Yamundaw Njie (Access Number 777) from 01/11/2021 to 16/11/2021. The table has columns for Access Number, Name, Date, On Duty, Off Duty, Clock In, Clock Out, Late, Early, Absent, and Department. The Department column is highlighted in red.

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 962 entries

## 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 data. Annotations highlight specific functionalities: a 'Search Box\*\*' for filtering, 'Sorting Functionality\*\*\*' for column sorting, and 'Export Options\*' for downloading data as Excel, PDF, or CSV. The table displays columns for Access Number, Name, Date, On Duty, Off Duty, Clock In, Clock Out, Late, Early, Absent, and Department. The data shows 10 entries for employee 777, all from the 'Branch Office Core Staff' department, spanning dates from 01/11/2021 to 16/11/2021.

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 columns include Name, Date, On Duty, Off Duty, Clock In, Clock Out, and Department. A red box highlights the 'COLUMN VISIBILITY' button in the top right corner. Another red box highlights the column selection menu, which includes options like Access Number, Name, Date, On Duty, Off Duty, Clock In, Clock Out, Late, Early, Absent, and Department.

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 columns include Name, Date, On Duty, Off Duty, Clock In, Clock Out, and Department. A red box highlights the filter box containing the text 'jallow'.

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.