

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

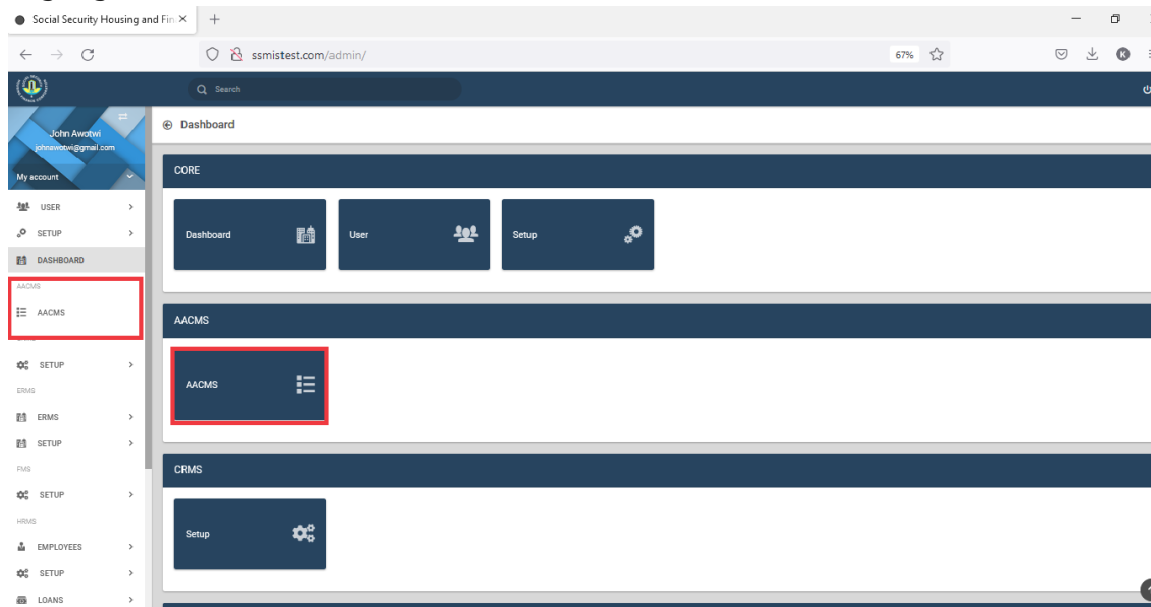
- Staff Daily Clock-Ins
- Postings from the Human Resource Management System

System Output

- Summary Attendance Report
- Summary Access Control Report
- Detail Attendance Report
- Detail Access Control Report
- Individual Deduction Calculation

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.

Attendance and Access Control Management System.			
	Filter	Date	Action
All Staff - Custom Detailed Reports (Filter by Date)		02/15/2023 - 02/15/2023	GENERATE
All Staff - Custom Summary Reports (Filter by Date)		02/15/2023 - 02/15/2023	GENERATE
Department's - Custom Detailed Reports	CORPORATE AFFAIRS	02/15/2023 - 02/15/2023	GENERATE
Department's - Custom Summary Reports	CORPORATE AFFAIRS	02/15/2023 - 02/15/2023	GENERATE
Access Tracking	SULAMAN NYASS	02/15/2023 - 02/15/2023	GENERATE

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.

Social Security Housing and Fin X

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.

The screenshot shows the AACMS interface with a 'Filter' section on the left and a 'Date' section on the right. The 'Filter' section includes three dropdown menus: 'All Staff - Custom Detailed Reports (Filter by Date)', 'All Staff - Custom Summary Reports (Filter by Date)', and 'Department's - Custom Detailed Reports' (set to 'CORPORATE AFFAIRS'). The 'Date' section has a date range input field showing '02/15/2023 - 02/15/2023' and a 'GENERATE' button. A calendar pop-up is visible, showing the month of February 2023, with the date '15' highlighted. The calendar also shows the date range '02/15/2023 - 02/15/2023' and buttons for 'CANCEL' and 'APPLY'.

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

The screenshot shows the AACMS Custom Report interface. The report is filtered by the date range '01/11/2021' to '12/11/2021'. The report displays the following data:

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 284 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.

Attendance and Access Control Management System.

Filter	Date	Action
All Staff - Custom Detailed Reports (Filter by Date)	02/15/2023 - 02/15/2023	GENERATE
All Staff - Custom Summary Reports (Filter by Date)	02/15/2023 - 02/15/2023	GENERATE
Department's - Custom Detailed Reports	CORPORATE AFFAIRS <input type="text"/> 02/15/2023 - 02/15/2023	GENERATE
Department's - Custom Summary Reports	CORPORATE AFFAIRS <input type="text"/> 02/15/2023 - 02/15/2023	GENERATE
Access Tracking	<input type="text"/> 02/15/2023 - 02/15/2023	GENERATE

Q

-Select a Department-

CORPORATE AFFAIRS

FINANCE

INTERNAL CONTROL

DRPP

BRANCH OFFICE Core Staff

OPERATIONS

● Social Security Housing and Fin X

ssmistest.com/admin/aacms/customdepartment

67%

Search

John Awotwi
johnawotwi@gmail.com

My account

USER

SETUP

DASHBOARD

AACMS

CRMIS

SETUP

ERMS

SETUP

PMIS

SETUP

HRMS

EMPLOYEES

SETUP

LOANS

AACMS

Custom Report

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
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

1 2 3 4 5 ... 99

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.

Browser window: Social Security Housing and Fin... | ssmistest.com/admin/aacms/customdepartment

Search: [Search Bar]

My account: John Awolowo | johnawolowo@gmail.com

Navigation Menu:

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

Custom Report

Search Box**

Filter: [Type to filter...]

Sorting Functionality ***

Export Options *

Excel PDF COLUMN VISIBILITY

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 992 entries

Page: 1 2 3 4 5 ... 99

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, and another red box highlights the table.

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.

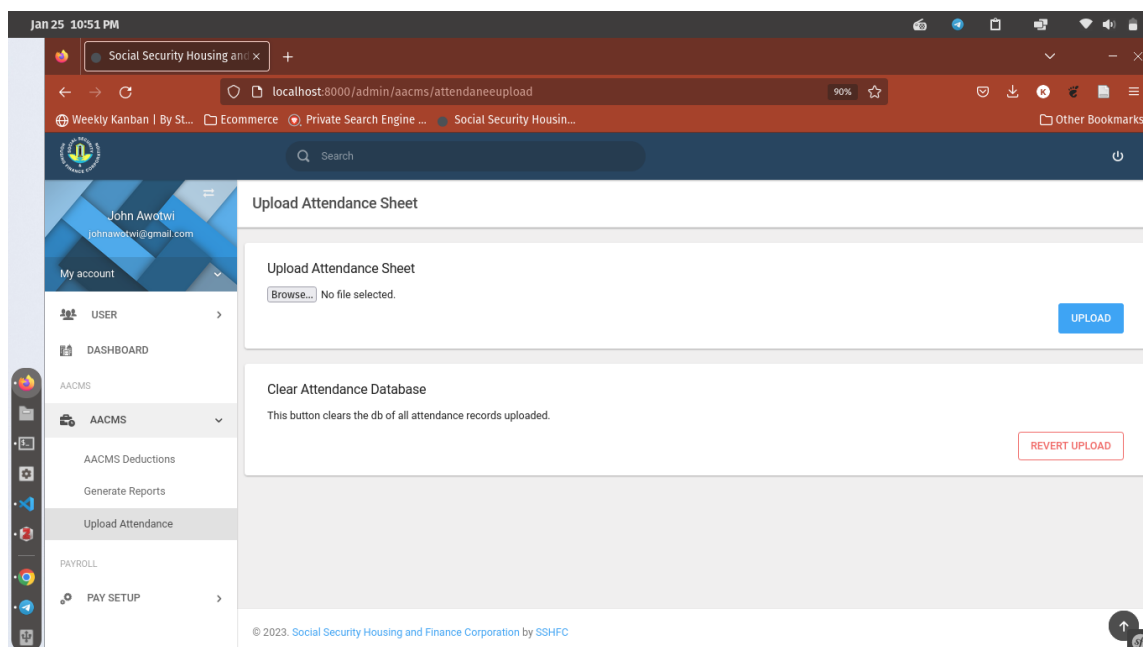
Dates on Report

Reports now have the dates of the generated files on the printed document.

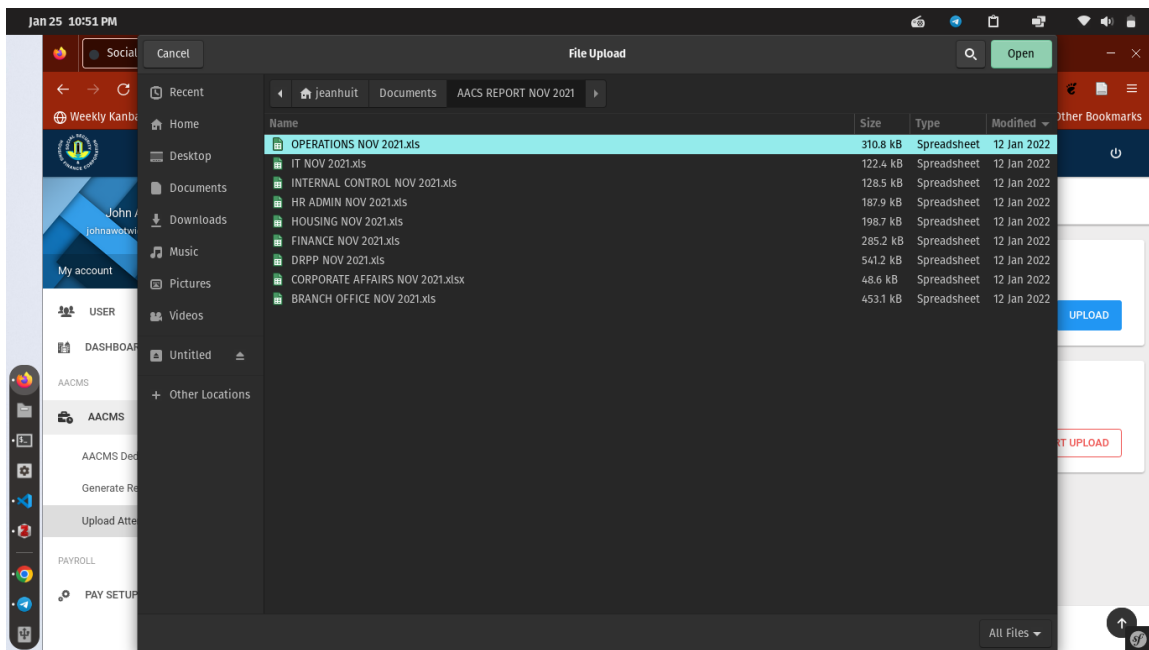
Summary Attendance Records - (Jan-2023)											
Filter: <input type="text" value="Type to filter..."/>			Show: 10			EXCEL PDF COLUMN VISIBILITY					
Department	Staff ID	Name	Late	Late Deductions	Early	Early Deductions	Single	Single Clock Deductions	Absent Deductions	Total Deductions	
CORPORATE AFFAIRS	7	Sulaman Nyass	0	0	0	0	0	0	21	21	
CORPORATE AFFAIRS	81	Ebrima Badjie	0	0	0	0	0	0	21	21	
CORPORATE AFFAIRS	90	Hadijatou Hydara	0	0	0	0	0	0	21	21	
CORPORATE AFFAIRS	126	Jariatou Sowe	0	0	4	1	1	0	4	5	
CORPORATE AFFAIRS	161	Burama Banja	0	0	0	0	0	0	15	15	
CORPORATE AFFAIRS	199	John Zack	0	0	0	0	1	0	10	10	
CORPORATE AFFAIRS	201	Pa Matarr Mbye	4	1	1	0	1	0	1	2	

AACMS Upload

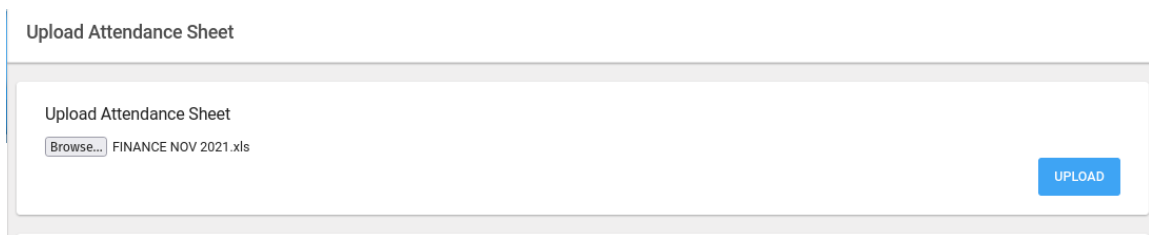
This is a functionality that allows a person with permission the ability to upload excel files exported from the attendance capture device into the AACMS module. Once granted permission with the module installed, the drop down brings you to the upload functionality.



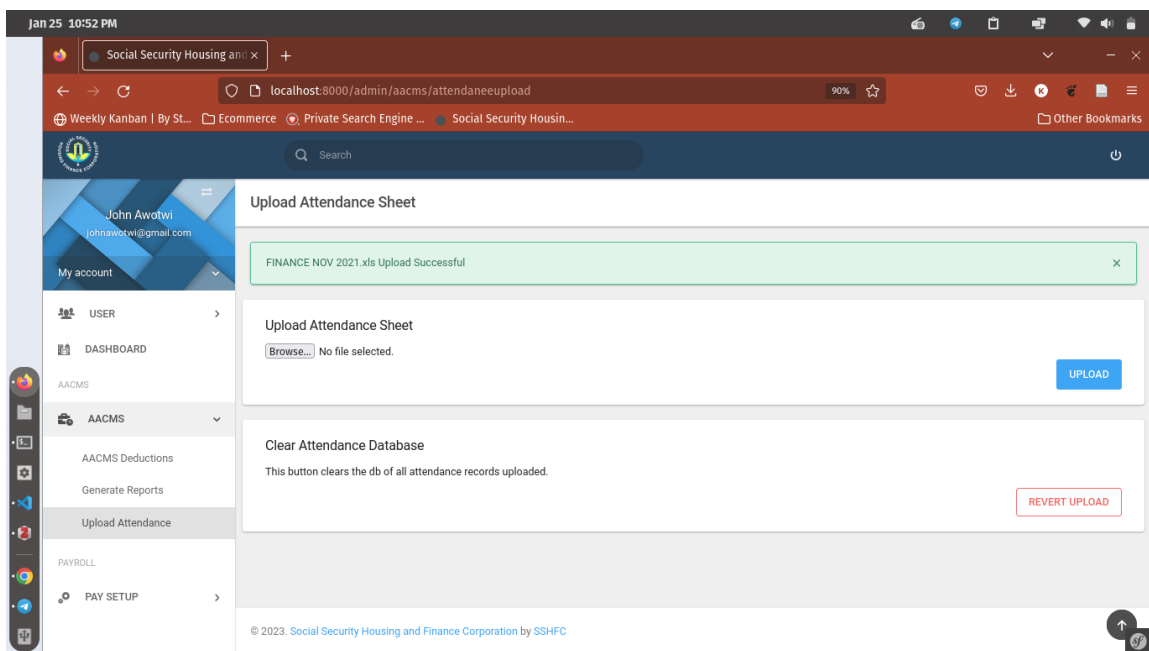
Once you click on the browse button, a dialog box opens up allowing you to select the excel file.



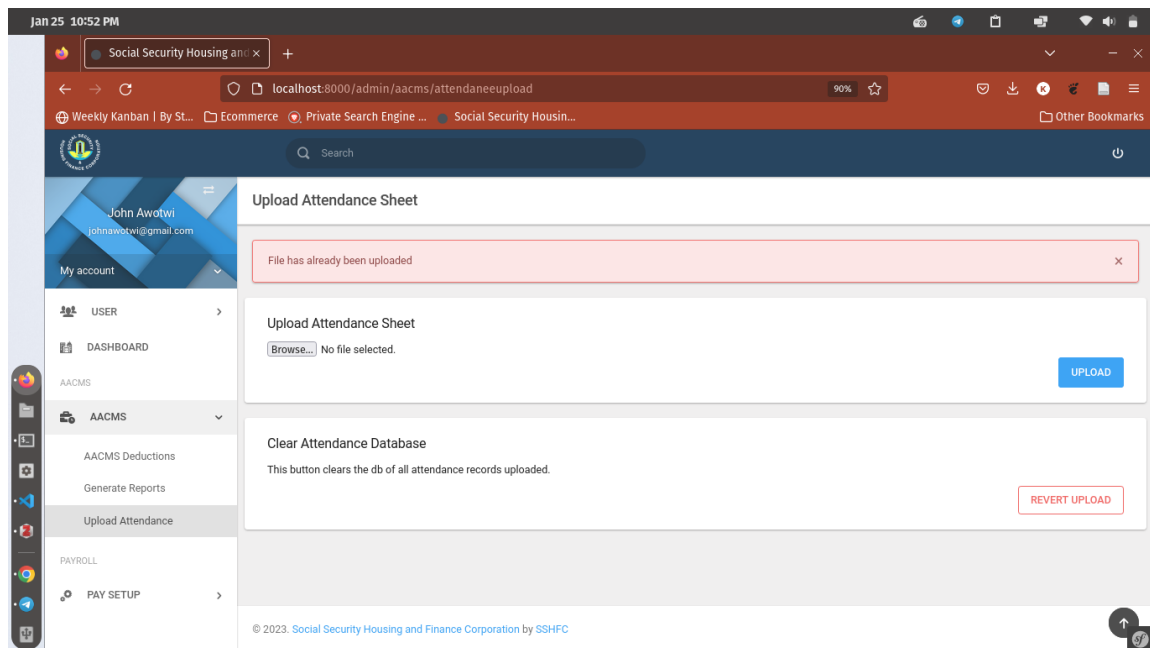
The file is selected and upload done by clicking the upload button. Confirm request to have upload done.



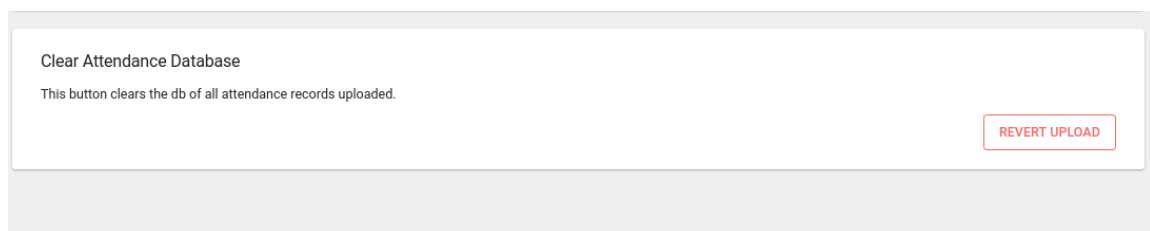
A successful upload is shown below.



A feature as seen in the image below, comes up to prevent the upload of same named document.



If it so happens that an error is committed, a wrong file uploaded, you have the ability to empty the database to provide a clean slate. Use the 'Clear Attendance Database Option' as shown below



AACMS Deduction

This functionality allows one with permission to initiate the calculation of absentism of staff and place a monetary value to it. This value is then posted to payroll for deduction during the period for payroll run.

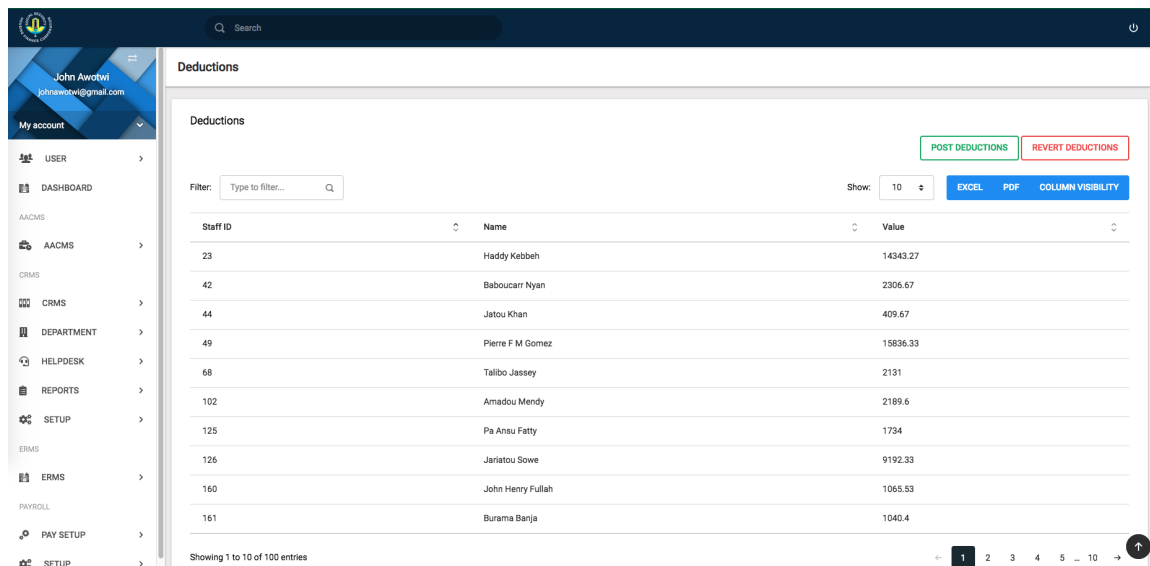
The screenshot shows the AACMS Deductions page. The left sidebar contains the user profile (John Awotwi) and a navigation menu with options like USER, DASHBOARD, AACMS, and various reports. The main content area is titled 'AACMS Deductions' and features a 'Date Range' selector set to '11/01/2021 - 11/30/2021' and a blue 'GENERATE' button. Below this, the 'Deduction Report - All Staff' section is visible, showing a filter input, a 'Show: 10' dropdown, and buttons for 'EXCEL', 'PDF', and 'COLUMN VISIBILITY'. The table below is empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

The drop down, under the AACMS module: **AACMS Deductions** opens up a page that displays a daterange selector, allowing one with permission to select the range of dates for which deduction calculations are to be done. Next is to click **Generate**. Once this is done, a list is generated that has the list of staff and number of deductions calculated. The view deductions button becomes visible.

The screenshot shows the AACMS Deductions page after the 'GENERATE' button has been clicked. The 'Date Range' selector is now set to '11/09/2022 - 11/09/2022'. A green 'VIEW DEDUCTIONS' button has appeared in the top right corner of the table area. The table now displays data for five staff members, with columns for Staff ID, Name, Late, -excuse duty-, Late Deductions, Early, -excuse duty-, Early Deductions, Single, Single Clock Deductions, Absent Deductions, Leave, Leave Remaining, and Total Deduction.

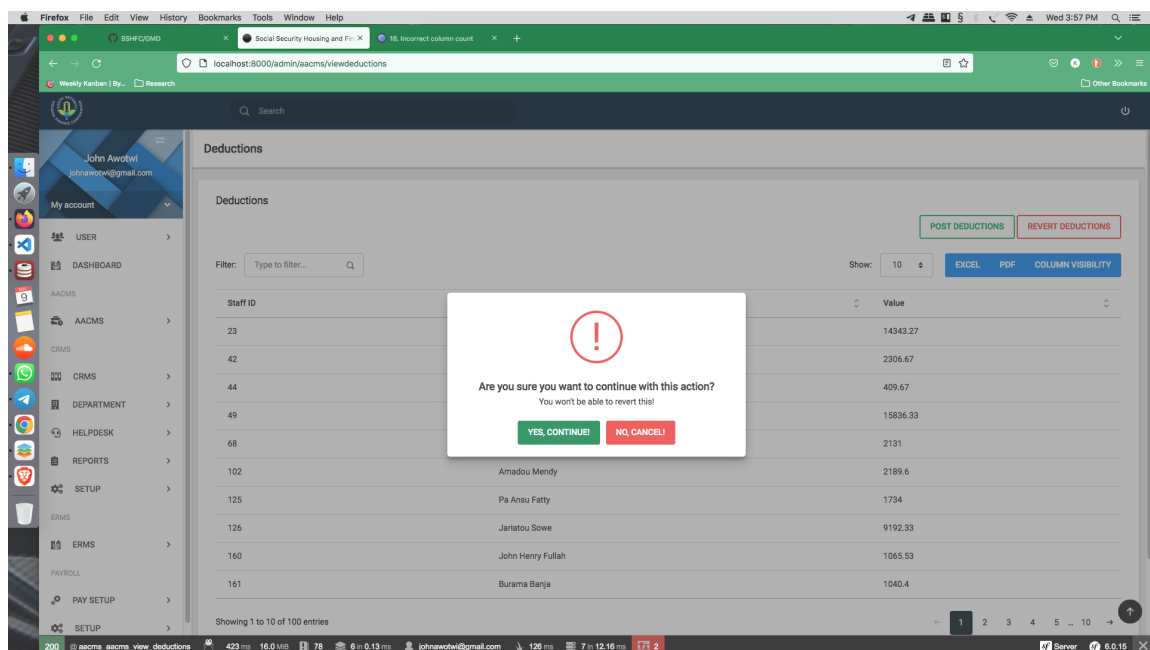
Staff ID	Name	Late	-excuse duty-	Late Deductions	Early	-excuse duty-	Early Deductions	Single	Single Clock Deductions	Absent Deductions	Leave	Leave Remaining	Total Deduction
7	Sulaman Nyass	0	0	0	0	0	0	0	0	1	0	0	1
23	Haddy Kebbeh	0	0	0	0	0	0	0	0	22	0	0	22
42	Baboucarr Nyan	1	0	0	0	0	0	0	0	4	0	0	4
44	Jafou Khan	0	0	0	0	0	0	1	0	1	0	0	1
45	Maimuna Faal	4	0	1	3	0	1	1	0	16	0	0	18

Clicking on this button, cleans up the table and makes the deductions ready for posting to the individual deductions table in payroll.



Staff ID	Name	Value
23	Haddy Kebbeh	14343.27
42	Beboucar Nyan	2306.67
44	Jatou Khan	409.67
49	Pierre F M Gomez	15836.33
68	Talibo Jassey	2131
102	Amadou Mendy	2189.6
125	Pa Ansu Fatty	1734
126	Jariatou Sowe	9192.33
160	John Henry Fullah	1065.53
161	Burama Banja	1040.4

On this page, the **Post Deductions** and **Revert Deductions** become visible. Clicking on the Post deductions button completes the process. The revert Deductions button, reverts the process to the beginning.



If there are existing deductions in the individual deductions table, the process will quit with an error. This will mean, the payroll has not been run. After each run, the deductions table is cleared.

Firefox

File Edit View History Bookmarks Tools Window Help

SSHFC/GMD

Social Security Housing and Finance Corporation

18. Incorrect column count

localhost:8000/admin/aacms/aacmsdeductions

Weekly Kanban | By...

Research

Search

John Awotwi
johnawotwi@gmail.com

My account

USER

DASHBOARD

AACMS

AACMS

AACMS Deductions

Generate Reports

CRMS

CRMS

DEPARTMENT

HELPLESK

REPORTS

SETUP

ERMS

ERMS

AACMS Deductions

Deductions have already been done, Duplicate Deductions

Date Range
11/09/2022 - 11/09/2022

Click to Generate

GENERATE

Deduction Report - All Staff

Filter: Type to filter...

Show: 10

EXCEL PDF COLUMN VISIBILITY

Staff ID	Name	Late	-excuse duty-	Late Deductions	Early	-excuse duty-	Early Deductions	Single	Single Clock Deductions	Absent Deductions	Leave	Leave Remaining	Total Deductions
No data available in table													

Showing 0 to 0 of 0 entries

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200

id aacms_aacms_deductions

368 ms

18.0 MB

78

6 in 0.12 ms

johnawotwi@gmail.com

109 ms

6 in 11.40 ms

2

Server

6.0.15