

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

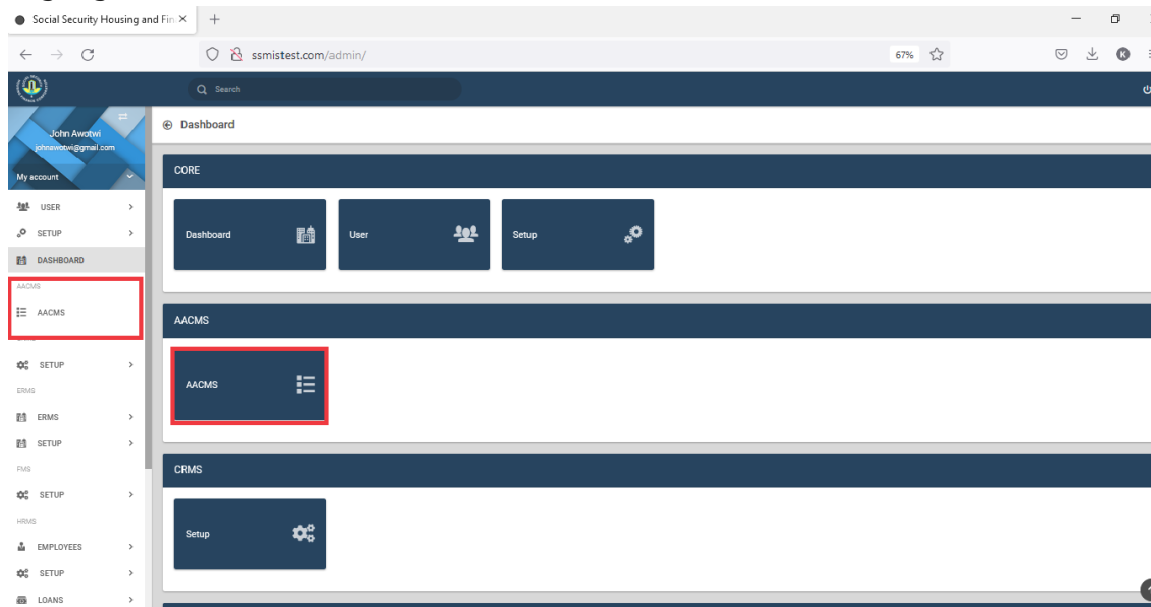
- Staff Daily Clock-Ins
- Postings from the Human Resource Management System

System Output

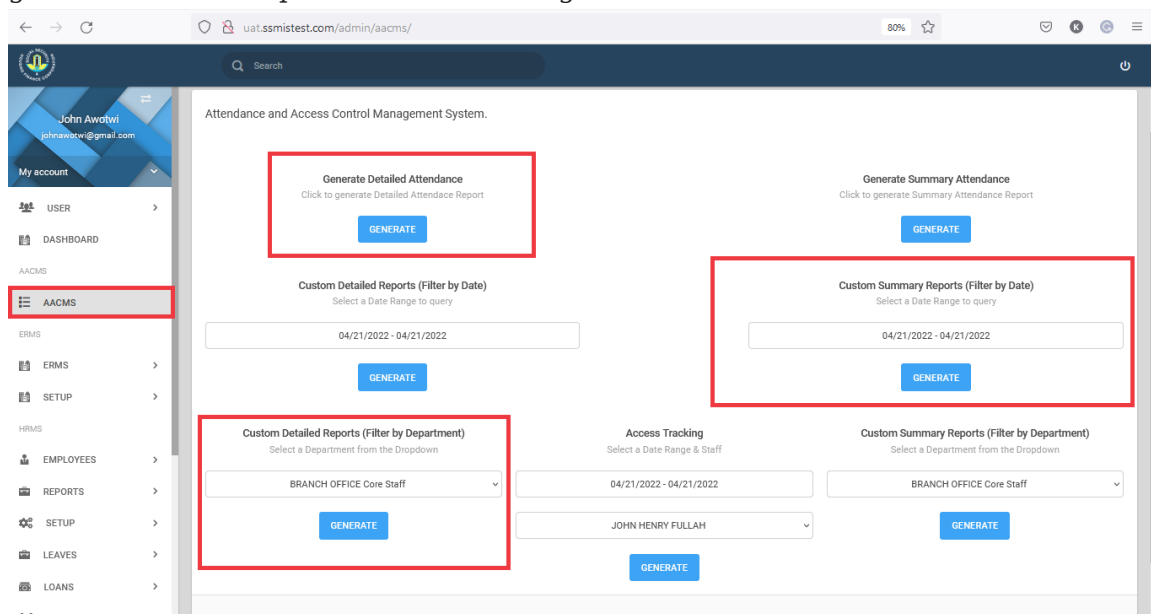
- Summary Attendance Report
- Summary Access Control Report
- Detail Attendance Report
- Detail Access Control Report
- Individual Deduction Calculation

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.



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: Type to 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: Type to 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 selection: April 2022, May 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
FULLAH
GENERATE

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

Custom Report

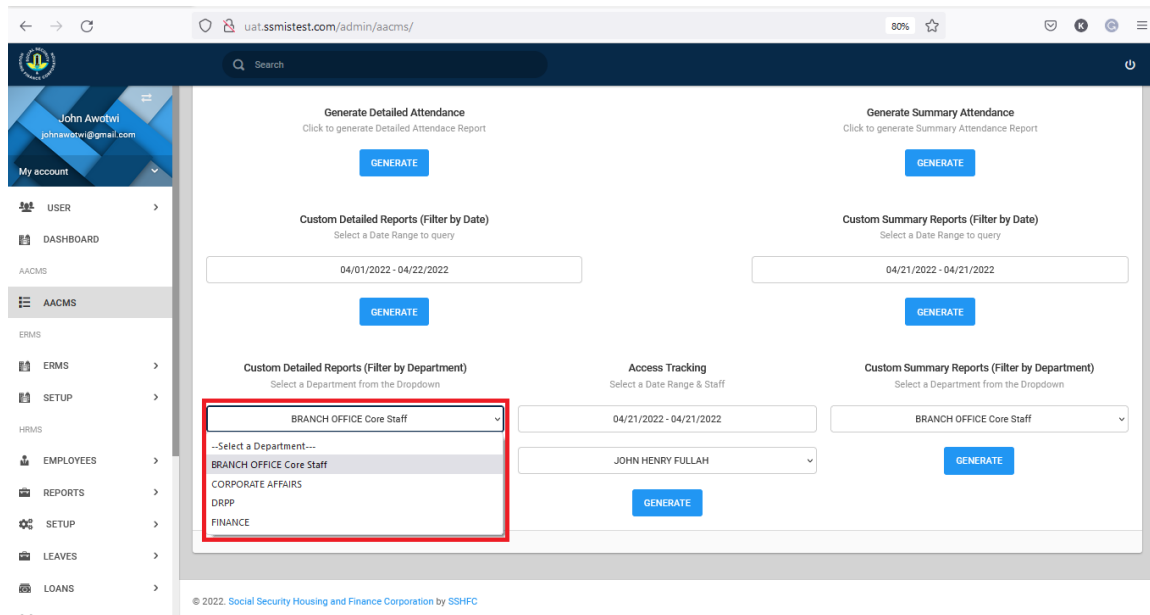
Filter: Type to filter... Show: 10 EXCEL PDF COLUMN VISIBILITY

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 table. The table has columns: Access Number, Name, Date, On Duty, Off Duty, Clock In, Clock Out, Late, Early, Absent, and Department. The Department column is highlighted with a red box. The table shows 10 entries for Yamundaw Njie, all with the Department 'Branch Office Core Staff'.

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

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 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.

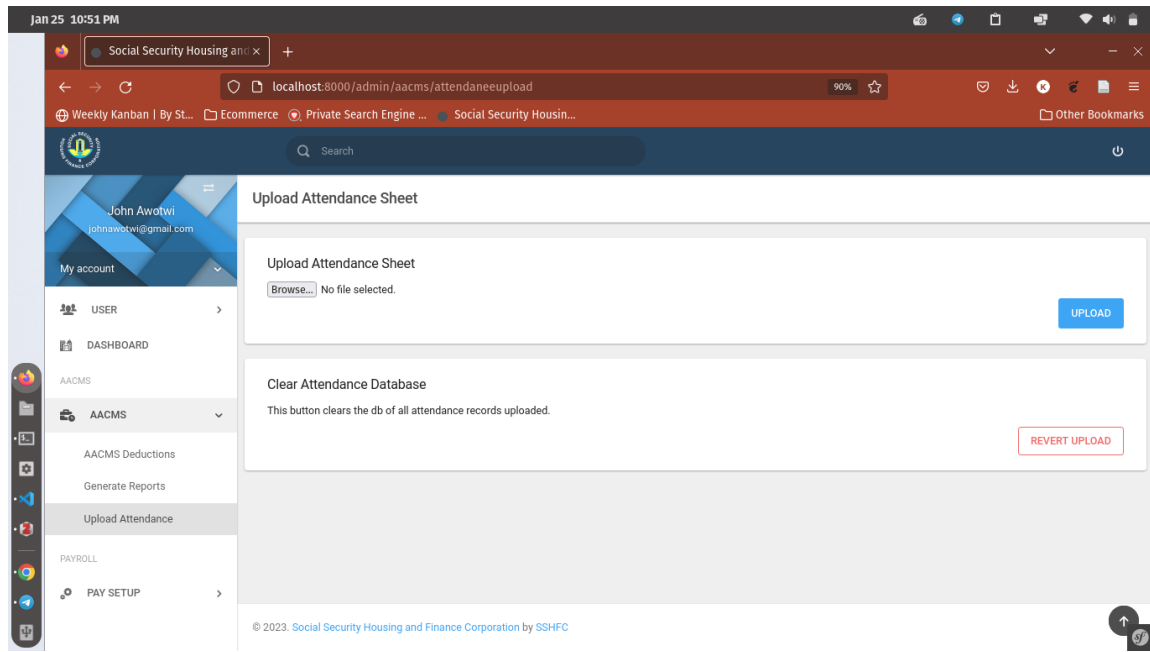
Name	Date	On Duty	Off Duty	Clock In	Clock Out	Department
Sheriff Jallow	01/11/2021	08:30:00	16:00:00	07:49:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	02/11/2021	08:30:00	16:00:00	07:54:00	16:00:00	Branch Office Core Staff
Sheriff Jallow	03/11/2021	08:30:00	16:00:00	08:07:00	16:00:00	Branch Office 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

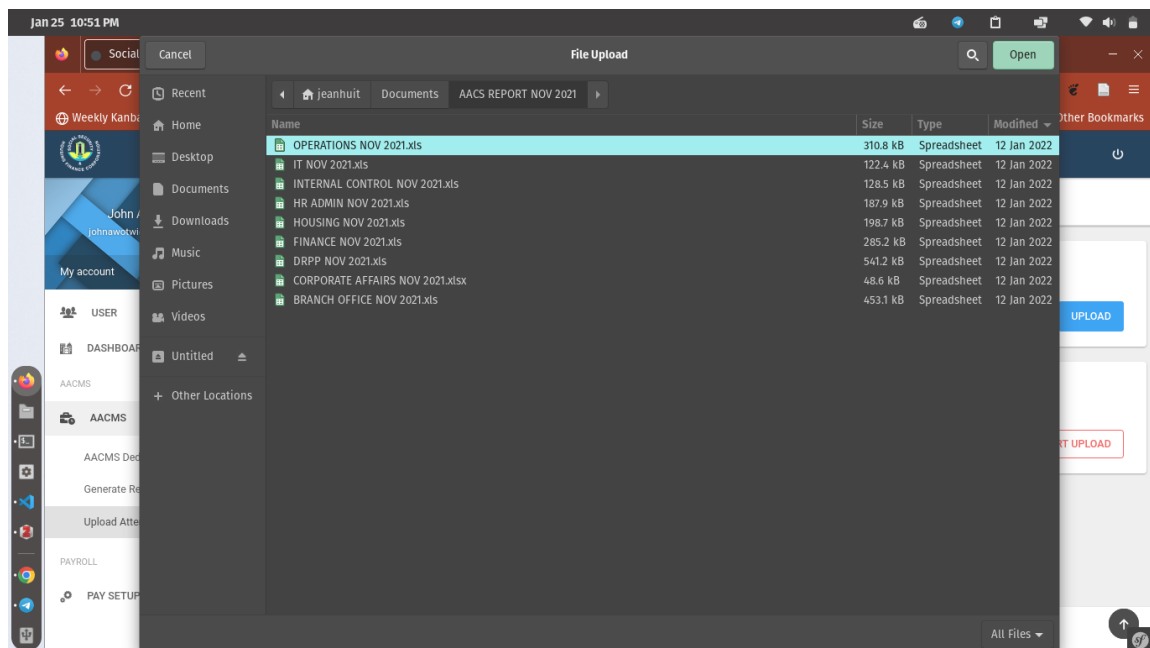
This functionality is a similar process to filtering and attendance report by date.

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.

Upload Attendance Sheet

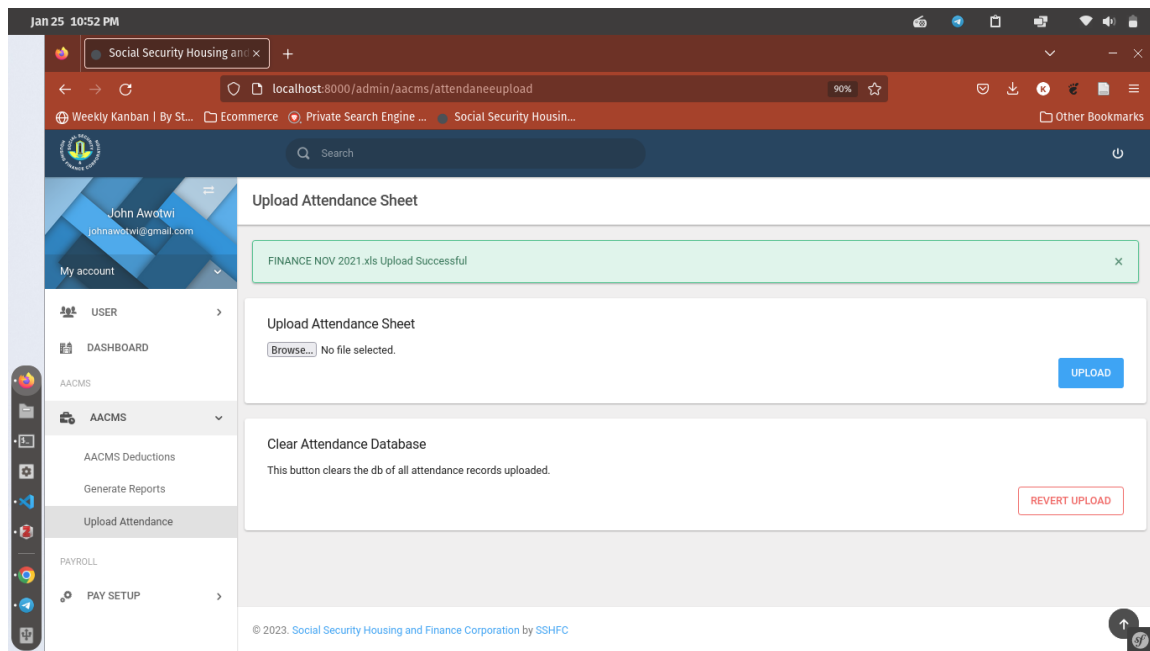
Upload Attendance Sheet

Browse...

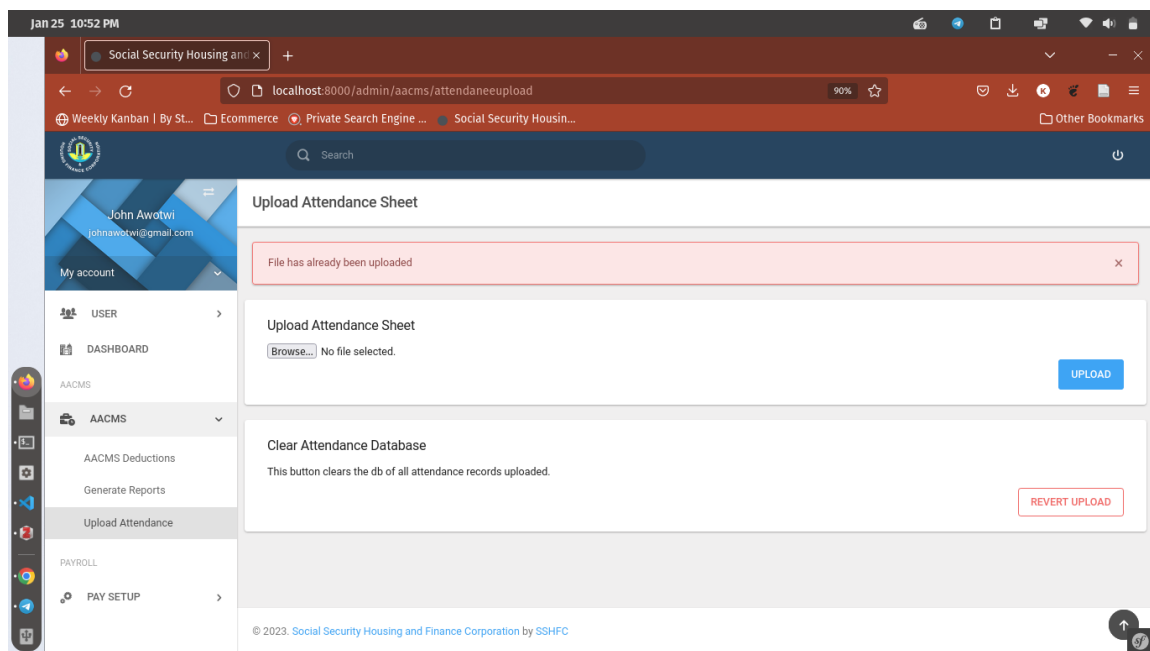
FINANCE NOV 2021.xls

UPLOAD

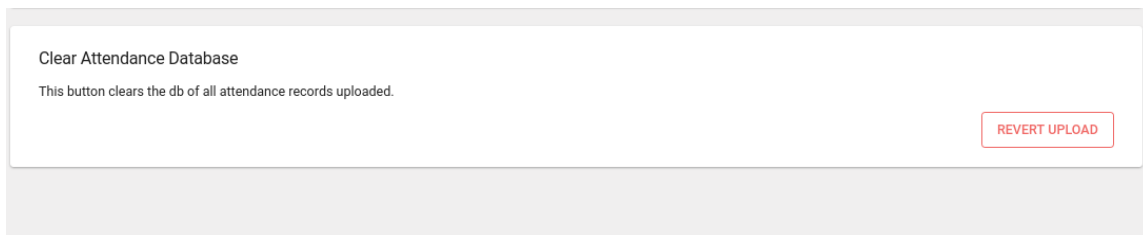
A successful upload is shown below.



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

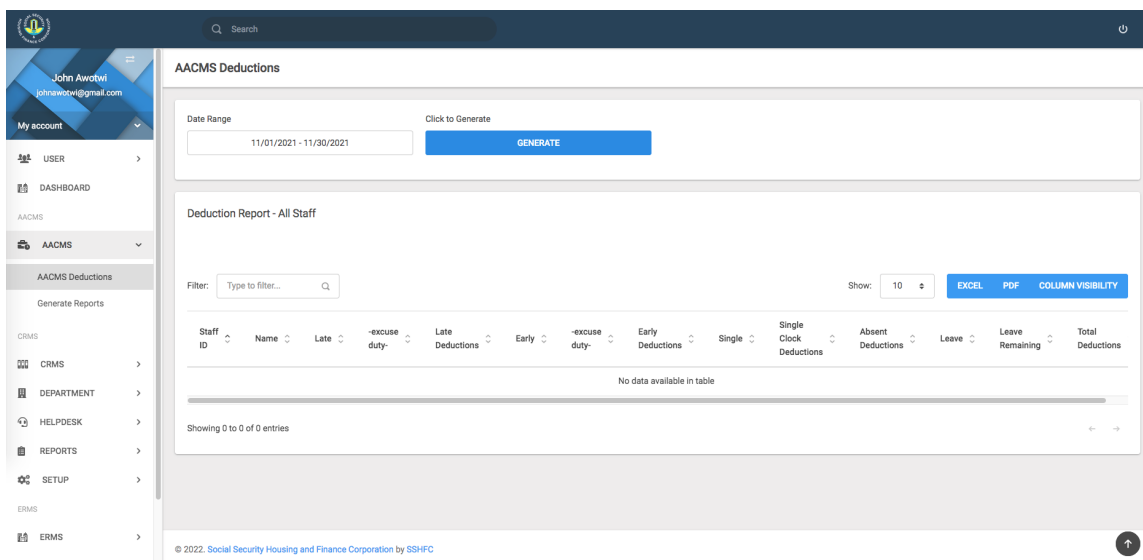


If it so happens that an error is committed, a wrong file uploaded, you have the ability to empty the database to provide a clean slate. Use the 'Clear Attendance Database Option' as shown below



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 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.

AACMS Deductions

Date Range: 11/09/2022 - 11/09/2022 [Click to Generate](#) [GENERATE](#)

Deduction Report - All Staff [VIEW DEDUCTIONS](#)

Filter: Type to filter... [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 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	Jatou Khan	0	0	0	0	0	0	1	0	1	0	0	1
45	Maimuna Fasil	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.

Deductions

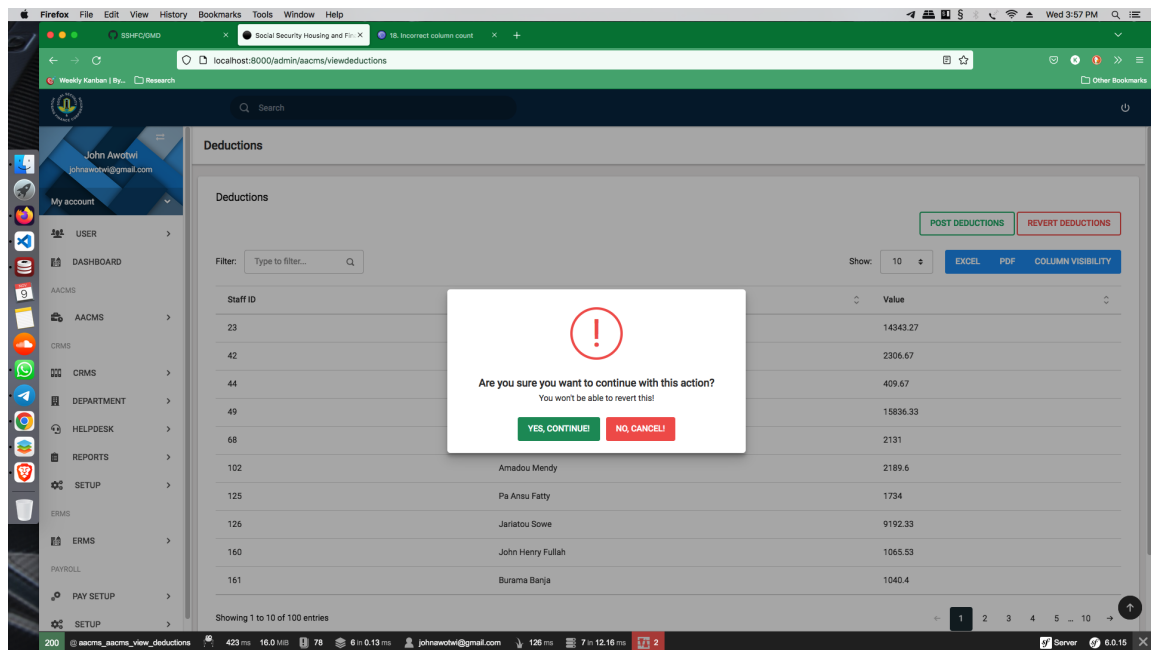
[POST DEDUCTIONS](#) [REVERT DEDUCTIONS](#)

Filter: Type to filter... [EXCEL](#) [PDF](#) [COLUMN VISIBILITY](#)

Staff ID	Name	Value
23	Haddy Kebbeh	14343.27
42	Baboucarr 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	Pe Ansu Fatty	1734
126	Jariatou Sowe	9192.33
160	John Henry Fullah	1065.53
161	Burama Banja	1040.4

Showing 1 to 10 of 100 entries

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.

