

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 12th February 2024

Time	Task	Outcome
07:30 - 08:30	Attending the EXD meeting with the ICT team.	The meeting ended well.
08:00 - 08:30	Troubleshoot desktop power supply problem on the Immigration officer desktop.	The problem was resolved successfully.
08:30 - 09:00	Supporting Mr Juma Nzima's meeting at the Boardroom.	The meeting ended well
09:00 - 10:00	Adding the COI number and Serial number on the KIURE ENGINEERING LIMITED company certificate.	The project certificate was updated successfully.
10:00 - 11:00	Troubleshoot desktop power supply problem on Rukia's desktop.	The problem was resolved successfully.
11:00 - 11:30	Resolving printer connectivity problems to the HPMU laptop.	Printer connected successfully.
11:30 - 12:00	Training Mr Odhiambo on the TIW system database.	Activity is ongoing
12:00 - 13:00	Assisting Madam Neema with logging in to the desktop.	The user was successfully logged in.
13:00 - 14:00	LUNCH	
14:00 - 15:00	1. Returning the Universal AfroAsia Trading Limited company project to Madam Robertha for Changing small letters of the Company name. 2. Returning to the secretary for printing	The project was returned successfully to the officer and secretary for printing.
15:00 - 15:30	Supporting Ms Elizabeth Muzo with online meeting	The meeting ended well.
15:30 - 16:00	Supporting Madam Lattifa with email login problems.	Staff successfully logged in to the email.
16:00 - 17:00	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database backup failed due to the insufficiency of server storage space.

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