

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 05th June 2024

Time	Task	Outcome
07:30 - 08:30	Supporting Mr Shija (developer) with troubleshooting errors that occurred in the evaluation system.	The problem was resolved and now the system working properly.
08:30 - 09:00	Assisting DIF with updating the evaluation System password.	The password was updated successfully.
09:00 - 09:30	Assisting CNC GROUP LIMITED with the application for the work permit.	The activity is ongoing.
09:00 - 10:30	1. Creating the BRIGHT TOURS AND SAFARIS LIMITED company files to the attachment server. 2. Uploading project scanned documents from the evaluation system to the attachment server.	The document was uploaded successfully.
10:30 - 11:30	Updating the CTC INTERNATIONAL LOGISTICS company Incorporation certificate date to allow the viewing of company details.	The company Incorporation certificate date was updated successfully.
11:30 - 13:00	Updating the TAKIMS HOLIDAYS TOURS & SAFARIS LTD email from info@takimsholidays.com to account-1@takimsholidays.com and assisting the company with the application of the expansion project.	The email was updated successfully and the control number was generated successfully.
13:00 - 14:00	LUNCH	
14:00 - 15:00	Updating the Exchange rate of the GePG portal to 2609 as it was directed by DAF.	The Exchange rate was updated successfully.
15:00 - 16:00	Assisting the GOLDLION FOODS COMPANY LIMITED with an invalid mobile to the project application.	The mobile number was updated and the control number was generated successfully.
16:00 - 16:30	Assisting Mr Vitus Raji with logging into the email.	The user was logged in successfully.
16:30 - 17:30	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

Signature: