

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

Time	Task	Outcome
07:30 - 08:00	Connecting the facilitation printer to Mr Majebele's laptop.	The printer was connected successfully.
08:00 - 09:30	Adding the company path folder to the attachment server (192.168.2.32) and uploading the scanned project documents.	The activity is ongoing.
09:30 - 10:30	Assisting the FULLY FLEDGED LOGISTICS SOLUTIONS with the application of new projects.	The application was completed successfully.
10:30 - 12:00	Adding the company path folder to the attachment server (192.168.2.32) and uploading the scanned project documents.	The activity is ongoing.
12:00 - 13:00	Creating the network shared link folder for media contents storage.	The link was created and shared with the ICTM.
13:00 - 14:00	LUNCH	
14:00 - 15:00	Installation and activation of Microsoft Office on Mr Gaudence Mmassy's laptop.	The laptop was installed and activated successfully.
15:30 - 16:00	Connecting the facilitation printer to Miss Mwanamkuu's laptop.	The printer was connected successfully.
16:00 - 17:00	Adding the company path folder to the attachment server (192.168.2.32) and uploading the scanned project documents.	The activity is ongoing.
17:00 - 17:30	Performing a database backup to the 192.168.2.40 (NIDC - BACKUP) server systems.	The database was backed up successfully.

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