

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 31st May 2024

Time	Task	Outcome
07:30 - 08:00	Assisting Mr Noel with network connectivity to the laptop.	The internet was connected successfully
08:00 - 08:30	Assisting Madam Simbila with logging in to the desktop.	The user was successfully logged in to the computer.
08:30 - 09:00	Assisting CIA with the login to the email.	The user was successfully logged in to the email.
09:00 - 09:30	Troubleshooting the power connectivity problem on Miss Muzo's desktop	The desktop problem was resolved successfully.
09:30 - 10:30	Troubleshooting printer connectivity to the facilitation department.	The printer was connected successfully.
10:30 - 12:00	Performing testing on the Evaluation system's new version to the testing server/environment.	The activity is ongoing
12:00 - 13:00	Preparing the evaluation database changes report for April and May.	The activity is in progress
13:00 - 14:00	LUNCH	
14:00 - 15:30	Preparing the evaluation database changes report for April and May.	The report was resubmitted to the ICTM.
15:30 - 16:30	Adding the Incorporation date to the CCLE RUBBER T COMPANY LIMITED, company project.	The Incorporation date was added successfully.
16:30 - 17:00	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

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