

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 11th June 2024

Time	Task	Outcome
07:30 - 08:30	Assisting the FULLY FLEDGED LOGISTICS SOLUTIONS with the application of new projects.	Activity is ongoing.
08:30 - 10:30	Adding the company path folder to the attachment server (192.168.2.32) and uploading the scanned project documents.	The activity is ongoing.
10:30 - 11:30	Updating the FNL BUILDING MATERIAL COMPANY LIMITED company name and company TIN.	The company details were updated successfully.
11:30 - 12:00	Assisting BIOBUU LIMITED with creating the company account	The company account was created successfully.
12:00 - 13:00	Resetting the domain login password to Mr Ndunguru's account and assisting with VPN configuration.	The password was updated successfully.
13:00 - 14:00	LUNCH	
14:00 - 15:30	Adding the company path folder to the attachment server (192.168.2.32) and uploading the scanned project documents.	The activity is ongoing.
15:30 - 16:00	Assisting the IM Realty (Tanzania) Limited company with the registration of a new project.	The project application was completed 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 - 18:00	Performing a database backup to the 192.168.2.40 (NIDC - BACKUP) server systems.	The database was backed up successfully.

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