

**DAILY STAFF TIMESHEET:****Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 02<sup>nd</sup> September 2024

Time	Task	Outcome
07:30 - 08:30	Updating the PRIME POULTRY TANZANIA LIMITED login email from <a href="mailto:cdmaingu@gmail.com">cdmaingu@gmail.com</a> to <a href="mailto:gfp.llw@gmail.com">gfp.llw@gmail.com</a> .	The company login email was updated successfully.
08:30 - 09:30	Updating the SUGARLESS CONFECTIONARY (TANZANIA) LIMITED company mobile number.	The mobile number was updated and the control number was generated successfully.
09:30 - 10:30	Activating the ESET ANTIVIRUS LICENCE on <a href="https://eba.eset.com">https://eba.eset.com</a> eset account.	The ESET ANTIVIRUS LICENCE was activated successfully.
10:30 - 11:00	Generating website visit statistics from the website control panel.	The report was submitted to Madam Devota.
11:00 - 12:00	Assisting the CENTRE MARIA AGRICULTURE INVESTMENT AND DEVELOPMENT COMPANY LIMITED with the application of a new project.	The company project was registered successfully.
12:00 - 13:00	Returning the MDM PROPERTIES company project to Mr Gaudence Mmassy's evaluation box.	The project was returned successfully to the officer.
13:00 - 14:00	<b>LUNCH</b>	
14:00 - 15:30	Updating Wards in Mpanda district to the one-stop shop system.	27 wards were inserted successfully into the Mpanda district.
15:30 - 16:30	Returning the MDM PROPERTIES project to the secretary for printing.	The project was returned successfully.
16:30 - 17:30	Performing a database backup to the 192.168.2.40 (NIDC - BACKUP) server systems.	The database was backed up successfully.

**Signature:**