

DAILY STAFF TIMESHEET

Staff Name	Joseph Nyello	
Supervisor	Devota Mkwawa	
Directorate	ICT Services (DICTS)	
Date	31 st July 2025	
Time	Task	Outcome
07:30 – 08:00	System setup for the training and management meeting.	Setup completed.
08:00 – 09:00	System checkup for the Evaluation, Onestopshop, and GePG systems. All systems are up and running.	All systems were up and running.
09:00 – 10:00	Attending the digital signature online training moderated by the eGA team.	The training ended.
10:00 – 11:00	Attending the online scrum with the CRDB developers.	The TIW system development status was shared.
11:00 – 12:00	Restarting the TelW system services, including Redis and the gateway.	The services were restarted successfully.
12:00 – 13:00	General Staff Supporting: - 1. Madam Masha – Printer issues 2. Neva – laptop network issue 3. Mr Maziku – Logging into the evaluation system 4. Mr Revocatus - installation and configuration of the Sophos 5. Mr Magesa – laptop internet issue 6. Madam Aderina - network connectivity issues with the laptop.	All issues were resolved successfully. Pending: toner replacement on Madam Masha's printer.
13:00 – 14:00	LUNCH	
14:00 – 15:00	Resolving fault issues on Madam Masha's printer after changing the printer's toner.	The issue was escalated to Mr Mwalyambi for further maintenance.
15:00 – 16:30	Updated the list of ICT Equipment Data Document, including the list of distributed laptops for July 2025.	The list was submitted to Madam Devota.
16:30 – 17:00	Performing the TelW system database backup.	The backup was completed successfully.
17:00 – 18:00	Performing the TIW system database backup.	The backup was completed successfully.

Signature:

