

**Daily Staff Timesheet**

**Staff name: Annuary Issah Lyimo.**

**Supervisor: Shani Mayosa**

**Date: 02<sup>nd</sup> August 2023**

<b>Time</b>	<b>Task</b>	<b>Outcome</b>
07.30 am	Checking the Health of the Servers, Systems and confirming all backups.	All systems are up and backups are taken.
08.00 am	Meeting with ExD on Progress of Preparations for TeIW Launching	Attended and meeting and progress shared and reviewed.
08.30 am	Checking email and responding e-Office	Email and e-Office responded.
09.00 am	TIW System Support	IFO's and Investors supported
10.00 am	TeIW System Piloting and Perfection of the System	Testing and perfection of business flow at each module
13.00 pm	Site visiting at PSSSF building, inspecting the Electrical and LAN Configurations work	Work continues
15.00 pm	TeIW System Piloting and Perfection of the System	Testing and perfection of business flow at each module
18.00 pm	Database backup	Backup completed

**Signature:.....**

**Annuary Lyimo  
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