

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Shani Mayosa

Date: 31st July 2023

Time	Task	Outcome
07.30 am	Checking the Health of the Servers, Systems and confirming all backups.	All systems are up and backups are taken.
08.30 am	Checking email and responding e-Office	Email and e-Office responded.
09.30 am	TIW System Support	IFO and Investors supported
12.00 am	Consultation with Business Analyst from eGA, How to enrich the current evaluation system on TelW	Review and analyze the Facilitation business process.
14.00 pm	TelW System Piloting and Perfection of the System	Testing and perfection of business flow at each module
17.00 pm	Database backup	Backup completed

Signature:.....

**Annuary Lyimo
ICTO-I**