

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Devota Mkwawa

Date: 18th August 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.
09.00 am	TIW System Support and User Support	Internal Staff and Customers supported.
14.00 pm	ICT Staff Meeting	Feedback and Status on Office relocation shared.
15.00 pm	Systems Administration and Configurations	System Administered and reconfigured
18.00 pm	TIW System backup	Backup completed

Signature:.....

**Annuary Lyimo
ICTO-I**