

**Daily Staff Timesheet**

**Staff name: Annuary Issah Lyimo.**

**Supervisor: Shani Mayosa**

**Date: 16<sup>th</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.
09.00 am	Brief Meeting and Feedback on Preparation of TeIW Launch	A meeting was attended, and updates shared
10.00 am	Configuration of TTCL routing to permit Immigration Staff to Access the ePermit System	Configured, ePermit System work
13.00 pm	TIW System Support and User Support	Internal Staff and Customers supported.
17.00 pm	TIW System backup	Backup completed

**Signature:.....**

**Annuary Lyimo  
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