

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Shani Mayosa

Date: 04th 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.
08.00 am	Checking email and responding e-Office	Email and e-Office responded.
08.30 am	TIW System Support	IFO's and Investors supported
09.00 am	System Training and Familiarization for ICTO's	Taking them through our TIW Systems
13.00 pm	Site visiting at the 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
19.00 pm	Server Installation and setup at PSSSF Building	Work continues

Signature:.....

**Annuary Lyimo
ICTO-I**