

**School** **of** **Computing** **and** **Engineering** **Sciences**

**Abdullah** **Rahim** **Juma**

**110078**

**Students** **External** **Attachment**

**Log-book**

**Duration:** **325** **Hours**

**Week** **1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATEDAY** | **OBJECTIVES** | **TASK ACHIVED** | **LESSON LEARNT** | **HOURS**  **WORKED** |
| Mon  7/02/2021 | On the first day, I had an orientation from the head of the IT Department. Such as CPanel, setting up an outlook account. An overview of the firm and the projects coming up such as networking and setting up new workstations for new recruits. | This was enlightening as I got introduced to what the company does and had an overview. I was also taken through what I should be expecting as I do my attachment. | Monitoring agents, Troubleshooting and IT Support. The company’s objectives and day-to-day activities. | 8 hours |
| Tues  8/02/2021 | Worked on the company website. Improved it and fixed bugs as well as added new clients on Agips website. I helped configure Agip’s Wi-Fi with the ICT Manager, who took me through the steps and taught me the various types of networks. | Networking and Wi-Fi configuration. We tried out several types of networks such as the access point, Wi-Fi extender. | Learnt how to configure network and Wi-Fi configuration in a business environment. | 11hours 30min |
| Wed  9/02/2021 | Progressing on the company website. Trained on how their systems function, given administrative rights. I was oriented on two systems that are the core systems of the business. |  |  | 11hours 30min |
| Thurs  10/02/2021 | I take through on how to crumple rj45s and insert ethernet cables. After this, I then worked on workstations that required new ethernet cables. I also showed the ICT manager the progress I have made with the website improvements. | I enjoyed inserting the ethernet cables and setting them in their respective workstations (desks). |  | 12hours |
| Fri  11/02/2021 | I continued inserting ethernet cables in the workstations, from yesterdays work. |  |  |  |
| Sat  12/02/2021 |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Week** **2**

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| **DATEDAY** | **WORKDONE** | **TASK ACHIVED** | **LESSON LEARNT** | **HOURS**  **WORKED** |
| **Monday**  **9/02/2021** | I was introduced to the responsibilities I will be taking for the week, and most of them included maintenance and IT support to call agents. |  |  |  |
| **Tuesday**  **10/02/2021** | I mostly dealt with data manipulation using excel. |  |  |  |
| **Wednesday** | IT support and maintenance. I also added new call agents into Agip’s systems, these include their calling platform Tropem, their database system and call agents fingerprints as well as creating accounts and setting up their respective workstations. |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Week** **3**

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| **DATE** | **WORKDONE** | **REMARKS** | **LESSONS LEARNT** | **HOURS WORKED** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Week** **4**

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| **DATE** | **WORKDONE** | **REMARKS** | **LESSONS LEARNT** | **HOURS WORKED** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Week** **5**

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| **DATE** | **WORKDONE** | **REMARKS** | **LESSONS LEARNT** | **HOURS WORKED** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Week** **6**

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| **DATE** | **WORKDONE** | **REMARKS** | **LESSONS LEARNT** | **HOURS WORKED** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Week** **7**

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| **DATE** | **WORKDONE** | **REMARKS** | **LESSONS LEARNT** | **HOURS WORKED** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Week** **8**

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| **DATE** | **WORKDONE** | **REMARKS** | **LESSONS LEARNT** | **HOURS WORKED** |
| **Mon** |  |  |  |  |
| **Tues** |  |  |  |  |
| **Wed** |  |  |  |  |
| **Thurs** |  |  |  |  |
| **Fri** |  |  |  |  |
| **Sat** |  |  |  |  |

Supervisors Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

Supervisors Comments

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