******WEEKLY ACTIVITY REPORT**

**FAR EASTERN UNIVERSITY**

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**February 28 – March 4, 2023**

**Company Name: GHE DISTRIBUTIONS INC.**

**Name of Student: Bryan M. Atibagos Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Accomplishments |
| February 22 | * Checking laptop specifications * Make a list of laptop records and enter the details of each laptop into the inventory record. |
| February 23 | * Checking phone specifications * Make a list of phone records and enter the details of each phone into the inventory record. |
| February 24 | * Checking peripherals and tools specifications * Make a list of peripherals and tools records and enter the details of each into the inventory record. |
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**Prepared by: Noted by:**

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**Printed Name and Signature of Student Printed Name and Signature of Supervisor**

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**March 7 – March 11, 2023**

**Company Name: GHE DISTRIBUTIONS INC.**

**Name of Student: Bryan M. Atibagos Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Accomplishments |
| February 28 | * learn how the site's network is set up. |
| March 1 | * Discussion of Baron Portal * Gather Information |
| March 2 | * Planning * Sitemap and wireframe creation |
| March 3 | * Page Layouts * Creating Icons |
| March 4 | * Gmail migration to another Gmail * Designing the Admin Homepage's user interface |

**Prepared by: Noted by:**

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**March 14 – March 18, 2023**

**Company Name: GHE DISTRIBUTIONS INC.**

**Name of Student: Bryan M. Atibagos Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Accomplishments |
| March *7* | * Creating the user interface for the Admin Dasboard |
| March *8* | * Designing a user interface for each department * Create a new Gmail account for the employee. |
| March *9* | * Designing a user interface for each department * Presentation of the Baron portal's user interface to the supervisor |
| March *10* | * Convert the visual design of Admin Dasboard into HTML markup * Apply visual styles to the HTML elements, including colors, typography, layout, and positioning. * Implement interactivity using JavaScript |
| March 1*1* | * Create a Google Cloud Platform to set up and manage the API credentials. * Provide the necessary details such as the application name, authorized domains, and scopes required for accessing Gmail API. * Creating login page for Baron Intranet |

**Prepared by: Noted by:**

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**March 21 – March 25, 2023**

**Company Name: GHE DISTRIBUTIONS INC.**

**Name of Student: Bryan M. Atibagos Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Accomplishments |
| March 14 | * Enable the Google Calendar API to access the necessary functionalities for calendar integration. * In backend code, use a php to make API requests to the Google Calendar API endpoints. |
| March 15 | * Convert the visual design of Admin Calendar into HTML markup * Apply visual styles to the HTML elements, including colors, typography, layout, and positioning. * Fetching the user's calendars, events, reminders, and other relevant data. |
| March 16 | * Look for general hardware and software problems online, then attach to the help part of the Baron intranet. * Convert the visual design of Admin help into HTML markup * Apply visual styles to the HTML elements, including colors, typography, layout, and positioning. * Implement interactivity using JavaScript |
| March 17 | * Convert the visual design of Admin help into HTML markup * Apply visual styles to the HTML elements, including colors, typography, layout, and positioning. * Add CRUD functions to the Files page. |
| March 18 | * Add CRUD functions to the Devices page. * Add CRUD functions to the Users page. * Add CRUD functions to the Ticket page. |

**Prepared by: Noted by:**

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**March 28 – April 1, 2023**

**Company Name: GHE DISTRIBUTIONS INC.**

**Name of Student: Bran M. Atibagos Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Accomplishments |
| March 21 | * Redesign the admin homepage * Add Graph for open and closed tickets |
| March 22 | * Create new UI design for homepage and dashboard |
| March 23 | * Create loom account * Upload all of the videos from loom to Google Drive. |
| March 24 | * Make a directory for the company * Create a new Gmail account for the employee. * Add Signatures on email |
| March 25 | * Test the UI across different browsers and devices to ensure it works correctly and looks consistent. |

**Prepared by: Noted by:**

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**April 4 – April 8, 2023**

**Company Name: Baron Method**

**Name of Student: Rheymalyn Ann B. Gregorio Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Date | Accomplishments |
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| March 29 | * Test the UI across different browsers and devices to ensure it works correctly and looks consistent. * Debugging Admin Homepage and dashboard |
| March 30 | * Debugging Files, users page |
| March 31 | * Debugging Devices, ticket page * Test the UI across different browsers and devices to ensure it works correctly and looks consistent |
| April 1 | * Convert the visual design of User homepage into HTML markup * Apply visual styles to the HTML elements, including colors, typography, layout, and positioning. * Implement interactivity using JavaScript |

**Prepared by: Noted by:**

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**April 11 - April 15, 2023**

**Company Name: Baron Method**

**Name of Student: Rheymalyn Ann B. Gregorio Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Accomplishments** |
| April 4 | * Improve user homepage functionality |
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| April 5 | * Debugging Baron Intranet |
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| April 6 | Holiday |
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| April 7 | Holiday |
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| April 8 | Holiday |
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**Prepared by: Noted by:**

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**April 18 – April 22, 2023**

**Company Name: Baron Method**

**Name of Student: Rheymalyn Ann B. Gregorio Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Accomplishments** |
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**April 25 – April 29, 2023**

**Company Name: Baron Method**

**Name of Student: Rheymalyn Ann B. Gregorio Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Accomplishments** |
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**Prepared by: Noted by:**

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**Week Number: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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**May 2 – May 6, 2023**

**Company Name: Baron Method**

**Name of Student: Rheymalyn Ann B. Gregorio Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Assigned: IT Intern Department/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Accomplishments** |
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