

SCHOOL OF PURE AND APPLIED SCIENCES

**DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE**

**STUDENT’S INDUSTRIAL ATTACHMENT LOGBOOK**

**

*Pwani University is ISO 9001:2015 Certified*

*Empowerment for Sustainable Development*

**THE LOG BOOK**

INTRODUCTION

This book is to assist the student to keep a record of the training. Departments and sections worked in and the periods of time spent in each should be indicated. The logbook must always be up to date and must be handed for assessment weekly by the Field Supervisor, and whenever the Academic Supervisor comes on site for field supervision. The logbook entries MUST be handwritten, not typed. At the end of the field attachment, the logbook should be bound together with the field report as appendices on the report

DAILY REPORT

The daily assignments and activities carried out during the periods of training is to be recorded clearly with sketches and diagrams where applicable.

WEEKLY REPORT

This is a summary of work done in a week and should cover theory/practical report on the work covered. Importantly, a student must clearly indicate the skills and/or lessons learnt over the week. A student is required to present the logbook weekly to their Field Supervisor for assessment of content and progress. Other than the section allocated for Field Supervisor’s comments under weekly report, the Supervisor can comment anywhere else in the logbook as s/he finds necessary.

ACADEMIC SUPERVISOR’S VISIT

During the attachment period, an Academic Supervisor of Pwani University will conduct at least one field supervision to ensure that the appropriate training is being received. Supervision may entail discussing with the student, observing the student at work and checking the logbook. The Academic Supervisor will record his/her observations to aid final grading of the unit.

REQUEST TO THE FIELD SUPERVISORS

Please assess the student as per assessment forms provided. Also, monitor the student’s progress by reviewing and signing the weekly reports on this logbook.

**STUDENT’S PARTICULARS**

Name of Student: Clifford Oryosa Masi

Registration No. of the Student: I17/PU/0101/14

Department: Mathematics and Computer Science

Course of Study: Bsc. Computer Science

Year of Course: Year 4

Name and address of Attaching Institution: Safaricom Limited

Name of Field Supervisor:

Unit Code:

Unit Title: Field/Industrial Attachment

Duration: From: 11/06/2018

To: 11/09/2018

Draw the organization chart of the attaching institution hereunder.



**Week:** **One**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 11/06/2018 | * Reporting, Orientation and orientation to the department placed. * Introduction to BMC Remedy ITSM, service excellence, bridging the gap between technology and business needs. * Introduction to Service request, Incident management, Problem management, Change management concepts. * Introduction to resource monitoring and notification. |
| Tuesday  Date: 12/06/2018 | * Introduction to Remedy BMC ITSM architecture (3-tier)   + - Presentation(Server/Tomcat)     - Application(AR Server)     - Database(Oracle) |
| Wednesday  Date: 13/06/2018 | * How companies and business organizations are used in BMC Remedy ITSM and BMC Service Level Management, or SLM, and about how they are configured * How sites and locations are used in BMC Remedy ITSM and related applications and how they are configured. |
| Thursday  Date: 14/06/2018 | * How support groups are used in BMC Remedy ITSM and how they are configured. * How people are used in BMC Remedy ITSM and related applications, the types of roles and permissions a person can own, and how people profiles are configured. |
| Friday  Date: 15/06/2018 | * BMC Remedy ITSM Application End Tasks   + - End-to-End flow of Request, Incident, Change Request.     - Auto Assignment of tickets |
| Saturday  Date: 16/06/2018 | * Weekend |
| Sunday  Date: 17/06/2018 | * Weekend |

FOR SKETCHES, DIAGRAMS AND GRAPHS DATE : 18/06/2018

(Additional drawings may be attached where necessary)

The student may also use this space for additional reports.

**STUDENT WEEKLY REPORT**

During my first week of attachment, it was all about introduction to systems, people and orientation on the host department.

I was introduced to BMC Remedy ITSM the application from which service is managed. The team majorly supports the application and grants access for users who would need to access the system. In case of any issues when users are interacting with the application the IT Operations Quality Control team is responsible for sorting those issues.

When users need specific permissions to access certain parts of the application such as Change Management Module, Incident Management Module or other functionalities they request for those permissions and the IT Operations Quality Control Team is responsible for granting the permissions.

The IT Operations Quality Control team is also involved in proactive monitoring using HP BSM tools.

This involves ensuring that issues are detected before they occur which enhances service quality.

I also enrolled to an online course ITIL Foundation that would enable me to understand the entire process of service management .

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**Week: Two**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 18/06/2018 | * Day-to-day operations on remedy, user creation and people management |
| Tuesday  Date: 19/06/2018 | BMC Remedy ITSM key user permissions:   * BMC Service Request Management: Business Manager, Service Request, user, Work Order Master * Knowledge management: Knowledge Admin, User or Viewer * Asset: Asset Admin or Asset User, Contract Admin or Viewer, Purchasing User, Receiving User * Infrastructure Change: Infrastructure Change Master, User or Viewer * BMC Service desk: Incident management: Incident Master, User, or Viewer * BMC Service Desk: Problem Management: Problem Master, User or Viewer * Release Management: Release Master, User or Viewer * Task Management: Task User (This is only required in certain permission combinations. |
| Wednesday  Date: 20/06/2018 | BMC Remedy Administration and process owner permissions  BMC Asset Management: Asset Config, Contract Config,  BMC Change Management: Change Config,  Release Management: Release Config  BMC Service Desk: Incident Management:Incident Config  BMC Service Desk: Problem Management: Problem Config  BMC Service Request Management: Business Analyst, Entitlement Administrator, Request Catalog Manager, SRM Administrator, Work Order Config  Requester console: Requester Console Config, Requester Console Master, Summary Definition Config  BMC Knowledge Management: Knowledge Config  Activity: Activity Config  Financial, Cost Manager  Foundation: Approval Admin, ASE-Administrator, Command Event Master, Config Categorization Admin, Config Categorization User ,Config Group, mapping Admin, Contact Location Admin, Contact Organization Admin, Contact Support Admin, Contact People Admin, Contact People HR Admin  Contact People User, DSL Master, Licensing Notification Admin,Security  Return on Investment: ROI Admin  Task Management: Task Administrator, Task Application Config, Task Process Config |
| Thursday  Date: 21/6/2018 | * Introduction to system health checks/monitoring of remedy on QA environment |
| Friday  Date: 22/06/2018 | * Use of basic commands to check server issues, restart server, check logs, access different mid-tiers and troubleshooting slow response issues |
| Saturday  Date: 23/06/2018 | * Weekend |
| Sunday  Date: 24/06/2018 | * Weekend |

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(Additional drawings may be attached where necessary)

The student may also use this space for additional reports.

**STUDENT WEEKLY REPORT**

During my second week of attachment, I was introduced to various user permissions which determine what a user can access on BMC Remedy ITSM.

The permissions may be configured based on the support group in which the user belongs to. The common permissions are grouped into Viewer, User, Master, Config with preceding order of precedence. The view permission e.g Incident Viewer allows a user to only view incidents, the user permission allows a user to raise and modify requests(change, incident, problem etc) they have created themselves.

Whereas master permission allows a user to modify requests even those, they did not create. Permissions such as Config are only issued to administrator groups who need to configure modules of the application.

I was also introduced to system monitoring/health checks on QA environment, these checks are done very early in the morning when no one has accessed the application to ensure that the application will be able to work well throughout the day without unexpected failures.

The health checks involve checking the available memory, disk space, and checking logs in case of any errors that may indicate failure.

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**Week: Three**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 25/06/2018 | * Serving service request for remedy access for new user. * Updating/modifying user profile and mapping to the right manager. * Resolving incident for issues with remedy access relating to forgetting password. * Closing CRQ. |
| Tuesday  Date: 26/06/2018 | * Closing tickets * Changing request approver |
| Wednesday  Date: 27/06/2018 | * Granting permission on incident module request to enable a user raise and reassign incidents to different teams. * granting a user read access to the change management module for tracking CRQ approvals. * Mapping a user to a given support group. |
| Thursday  Date: 28/06/2018 | * Closing an incident that was cancelled by user but still flaging. * Solving an issue of a user unable to login to BMC Remedy ITSM. * Created a service request to be added to itoperationsqualitycontrol email group. * Created an asset request |
| Friday  Date: 29/06/2018 | * Attended a cybersecurity class and learnt a number of concepts on security including: Standards, frameworks and guidelines, cybersecurity fields, roles, principles and anatomy of an attack. |
| Saturday  Date: 30/06/2018 | * Weekend |
| Sunday  Date: 01/07/2018 | * Weekend |

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(Additional drawings may be attached where necessary)

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**STUDENT WEEKLY REPORT**

On the third week of my attachment, the daily operations had begun, I was introduced to the process of creating a new user on BMC Remedy ITSM and given tasks to start now creating new users.

I was also introduced to the process of creating a new asset request and worked on a number of user requests including: mapping a user to the correct manager/approver, changing an approver of a request, granting permissions to access the modules the system.

Towards the end of the week, I attended a Cybersecurity class where I was taught a number of concepts regarding security. The concepts included Standards, frameworks and guidelines, cybersecurity fields, roles, principles and anatomy of an attack.

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**Week: Four**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 02/07/2018 |  |
| Tuesday  Date: 03/07/2018 | * Granting a 5 new staff members Remedy access and mapping to the appropriate manager and support group. * Solving issue of a user that was unable to raise tickets on BMC Remedy ITSM. * Setting up WebEx and holding a meeting to solve issues of a support group was under two different organizations with one having a single member and the other having all the members. |
| Wednesday  Date: 04/07/2018 | * Reassigning tickets that were previously assigned to the wrong support group. * Modifying user profile to enable them raise and view CRQs |
| Thursday  Date: 05/07/2018 | * Attended a WIT (Women in Technology) sensitization programme in Thika Data Centre. * Telecoms 101: walkthrough   + - * Various Telecommunication components: BTS, BSC, MSC, CBS, HLR, SMSC, SGSN, GGSN.       * The process of sending SMS.   + The process of making a call.   + Process of accessing internet * Process involved in deployment of any equipment i.e. BTS, MSC, BSC, HLR etc.   + Planning and Design   + Implementation   + Maintenance   + Support   + Monitoring   + Power Support. |
| Friday  Date: 06/07/2018 | * Second day in attendance for Thika WIT program. * Focusing on a successful future:   + - Self-awareness, personal development, improving communications, Interpersonal relationships, Group dynamics, Team development, inter group relationships.     - Avoid what I don't need     - Shelve what I don't need.     - Maximize what I have     - Cultivate what I need.   Various sections of data centre I.e Call centre, MSC Room, Video Conferencing, Power Support. |
| Saturday  Date: 07/07/2018 |  |
| Sunday  Date: 08/07/2018 |  |

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**STUDENT WEEKLY REPORT**

On the fourth week of my attachment I reported to the office for three days, the rest of other days I attended a Women In Technology outreach programme which was to mentor young ladies to join the technology field.

For the first two days in the office, I manages to help users who had issues with raising CRQs. Another request involved moving users from a given support group and assign them to the new support group and disabling the group.

* + - * In the WIT outreach, I was able to learn quite a lot; this involved being introduced to the Various Telecommunication components: BTS, BSC, MSC, CBS, HLR, SMSC, SGSN, GGSN.
      * The process of sending SMS.
  + The process of making a call.
  + Process of accessing internet

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**Week: Five**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 09/07/2018 | * Assisting in closing tickets that required checking whether July joiners have access to BMC Remedy access * Granting users permissions to be able to view tabs. |
| Tuesday  Date: 10/07/2018 | * Granting users access to remedy * Introduction to Elastic search (Elastic Stack), installation on windows and Linux environment. |
| Wednesday  Date: 11/07/2018 | * Mapping a user to the appropriate support group * Introduction to Kibana and installation on windows and Linux environment. |
| Thursday  Date: 12/07/2018 | * Logstash:   + Installing Logstash   + Stashing Your First Event   + Parsing Logs with Logstash   + Stitching Together Multiple Input and Output Plugins |
| Friday  Date: 13/07/2018 | * Kibana:   + Load a sample data set into Elasticsearch   + Define an index pattern   + Discover and explore the sample data   + Visualize the data   + Assemble visualizations into a dashboard * Removing users from a support group to a new group and closing the group. * Design thinking: Introduction to design thinking. |
| Saturday  Date: 14/07/2018 |  |
| Sunday  Date: 15/07/2018 |  |

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**STUDENT WEEKLY REPORT**

On week five as I was working on the daily routine activities of support, I was introduced to yet another new technology called ELK.

The ELK is made of four main components i.e. Elastic Search, Kibana, Logstash, Metric Beats.

So, what is the ELK Stack? "ELK" is the acronym for three open source projects: Elasticsearch, Logstash, and Kibana. Elasticsearch is a search and analytics engine. Logstash is a server‑side data processing pipeline that ingests data from multiple sources simultaneously, transforms it, and then sends it to a "stash" like Elasticsearch. Kibana lets users visualize data with charts and graphs in Elasticsearch.

I also managed to load a sample CSV data into elastic search and visualized the data to a data table and a graph.

At the end of the week I was introduced to design thinking.

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**Week: Six**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 16/07/2018 | * Creating users in Remedy. * Changing a users profile to another support group. * Generating CRQs for given requests that generated errors. * Attended online Webex meeting on Remedy Followup. |
| Tuesday  Date: 17/07/2018 | * Creating users Remedy. * Adding contractors to remedy |
| Wednesday  Date: 18/07/2018 | * Changing approvers for users in Remedy * Moving users from RNO Nairobi support group to RNO Nairobi West and East setting RNO Nairobi support group to offline. * Granting access to Remedy for uses. |
| Thursday  Date: 19/07/2018 | * Oracle Database: Managing an Instance * Generating CRQs for requests. |
| Friday  Date: 20/07/2018 | * Understand the importance of monitoring. * Levels of monitoring as per attached template * Mapping a user to a different support group * Design thinking: Analyzing data and selecting a problem to solve. |
| Saturday  Date: 21/07/2018 |  |
| Sunday  Date: 22/07/2018 |  |

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**STUDENT WEEKLY REPORT**

On the sixth week of my attachment besides my daily routine activities, I had enrolled to an online course on Safaricom E-Class Oracle Certified Associate. I was undertaking the modules for the course.

I also collected data for the design thinking class, the data was analyzed on the last working day of the week together with other scrum team members we were able to identify a gap that we had to design a solution for.

We real;ized that the Mpesa agents were initially issued with mobile forms but the data which could be used for auditing purposes was actually in forms and there was quite a number of anomalies. There was difficulty in auditing such a big number of forms and there was quite a number of phones that could not be located since the IMEI numbers had not been captured.

We came up with a solution over the same so we had to come up with a system that would capture the details and so we divided roles to be able to work on the project.

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**Week: Seven**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 23/07/2018 | * Introduction to HP BSM monitoring tools. * Linking a user to the line manager on BMC Remedy. * Creating Fireside company user on Remedy. * Granting contractors remedy access. * Attending a meeting on Automation of Enterprise Customer Support. |
| Tuesday  Date: 24/07/2018 | * Monitoring on SiteScope * Setting up sitescope. * Granting user’s access to Remedy. * Resetting password for user on Remedy. * Did a course online on Scrum fundamentals. |
| Wednesday  Date: 25/07/2018 | * Monitoring in BPM and RUM * Creating uses profiles on Remedy. * Resolving request approval issues on BMC Remedy ITSM. |
| Thursday  Date: 26/07/2018 | * Monitoring in NNMI * Modelling database for a system proposed. |
| Friday  Date: 27/07/2018 | * HP BSM Support * Scrum meeting to finalize on design of the proposed system * Introduction to RESTful web services: Introduction, Environment setup, first application, Resources, Messaging, addressing, methods, stateless, caching, JAVA (JAX-RS). |
| Saturday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Sunday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |

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**STUDENT WEEKLY REPORT**

On week seven of my attachment, I see it to be the climax of the entire attachment because I had been use to the environment and the ITSM itself.

Apart from routine activities of creating users, granting access and resolving daily user issues, I was also introduced to the monitoring tools i.e Hp BSM monitoring tools.

The first tool was Sitescope which monitors urls, servers,databases and applications. It is configured in such a way that there is a virtual user that keeps loging in to applications and loging out. Incase of anything a notification is sent by mail to the responsible support team to take necessary measures.

Besides the office work, I was involved in a scrum team whereby we were required to design a solution for capturing details for mpesa agents phones. My role in the team was backend development including database model.

For me to be able to develop the backend API I went ahead to learn on RESTful web services.

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**Week: Eight**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 30/07/2018 | * Removing users from Remedy groups * Resolving user issues not able to create remedy tickets. * Introduction to Spring framework and Maven |
| Tuesday  Date: 31/07/2018 | * Granting suppliers access to Remedy. * Creating supplier companies, Organization, Departments and support groups and mapping users to the support groups. |
| Wednesday  Date: 01/08/2018 | * Completing the remaining part of suppliers access to BMC Remedy access. * Adding Tibco users to Remedy. |
| Thursday  Date: 02/08/2018 | * Adding Huawei users to Remedy and assigning them passwords. * Mapping a user to a new approver. * Creating backend for a the proposed system. |
| Friday  Date: 03/08/2018 | * Introduction to Node.js, React.js and Angular.js. |
| Saturday  Date: 04/08/2018 |  |
| Sunday  Date: 05/08/2018 |  |

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**STUDENT WEEKLY REPORT**

During the eighth week, besides office work, I was also focusing on the backend development. I chose to work with Spring boot and Maven so I had a lot to learn to be able to work on the new framework.

It was a nice experience working, learning at the same time doing the project.

I managed to write the first snapshot of the API and tested it using Postman and it was all working well. However I faced challenges of working with one to many relationships on non-collection data but I managed to solve it later on.

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**Week: Nine**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 06/08/2018 | * Solving an error Unable to close tickets assigned * Creating new users in Remedy * Mapping users to support groups * Solving issues of users unable to create/modify incidents |
| Tuesday  Date: 07/08/2018 | * Webex Meeting to discuss on Remedy intergration with granite. * Creating users on Remedy |
| Wednesday  Date: 08/08/2018 | * Granting access to Remedy for suppliers and contractors. * Configuring elastic search to visualize the number of alarms in a given time. * Resolving memory error on elastic search. |
| Thursday  Date: 09/08/2018 | * Creating a new support group on Remedy and adding users to the group |
| Friday  Date: 10/08/2018 | * Removing elastic search duplicate values using sql\_last\_value. * Creating a crontab in Linux to run after every 5 minutes and once daily. |
| Saturday  Date: 11/08/2018 |  |
| Sunday  Date: 12/08/2018 |  |

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**STUDENT WEEKLY REPORT**

The ninth week of my attachment involved performing the daily routine activities on Remedy ITSM.

Besides this, I also worked with other OSS team members on Elastic Search.

On Elastic Search we were working on a project to get the number of alarms at a given instance, also visualize the alarms for the past 1 week more. The query was to fetch data after every minute, so we had to optimize it as much as possible to fetch data very fast.

One challenge we faced is that alarms were coming from different NMS so a suer is usually allowed to view only alarms from a specific NMS. It was a challenge to keep a users session variable on ELK since it doesn’t support such.

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**Week: Ten**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 13/08/2018 | * Generating CRQs/INCs for requests that had errors. * Creating users on Remedy. * Raising a mailbox request on Remedy |
| Tuesday  Date: 14/08/2018 | * Changing users approver to requests on Remedy * Granting a user permission to access some modules of the application. * Automation of the process of creating users on Remedy using UiPath Studio. * Reassigning unassigned tickets for OSS group. |
| Wednesday  Date: 15/08/2018 | * Change users approver on Remedy * Solving an issue of user not able to access Remedy. |
| Thursday  Date: 16/08/2018 | * Sorting an issue of a user whose login authentication failed on Remedy. * Supervision by academic supervisor. |
| Friday  Date: 17/08/2018 | * Mapping a users to the right manager to facilitate approvals. * Removing users from a support group * Granting users Remedy access. * Rerouting a request to the right manager for approval. |
| Saturday  Date: 18/08/2018 |  |
| Sunday  Date: 19/08/2018 |  |

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**STUDENT WEEKLY REPORT**

Week ten of my attachment, I was involved in my daily routine tasks of supporting users on Remedy.

Apart from the daily routine tasks, I was also able to come up with a solution that would ease the process of creating users on Remedy. Initially the users were created automatically using IdM, during Remedy upgrade there was a break up of the connection between IdM and Remedy so the users could not be created automatically.

Together with the OSS Automation team, we were able to automatically create users using the robotic process in UiPath. The details of a user are to be added to an excel sheet and then the robot simply reads the details and automatically creates the user.

Alongside these tasks I was also developing the backend API and working with other OSS team members on ELK stack.

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**Week: Eleven**

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| **Day /Date** | **Description of work done** |
| Monday  Date: 20/08/2018 | * Creating a new support group on Remedy, mapping users to the group, and configuring the group for assignment. * Helping a user to close a ticket on Remedy. * Granting new interns access to Remedy. * Configuring ticket assignment between Vendors and Safaricom. * Creating filters on ELK |
| Tuesday  Date: 21/08/2018 | * Public Holiday |
| Wednesday  Date: 22/08/2018 | * Creating users on remedy. * Organizing for a zoom meeting with the Tibco team to train them on Remedy usage and solve some issues. * Adding new users to contracting company on Remedy. |
| Thursday  Date: 23/08/2018 | * Digi fair * Removing a user from a support group. * Mapping a user to a different approver. * Creating a service desk user. * Working on a request of a user not able to login to Remedy. |
| Friday  Date: 24/08/2018 | * Updating approver of users. * Held a meeting on Zoom to train users on how to work on Remedy. * Creating users on remedy using the robotic process. |
| Saturday  Date: 25/08/2018 |  |
| Sunday  Date: 26/08/2018 |  |

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**STUDENT WEEKLY REPORT**

The eleventh week was the last week in the office since I had to go back to university. I was involved in my daily routine support activities alongside other projects I was handling.

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**Week: Twelve**

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| **Day /Date** | **Description of work done** |
| Monday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Tuesday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Wednesday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Thursday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Friday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Saturday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Sunday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |

FOR SKETCHES, DIAGRAMS AND GRAPHS DATE ………………………

(Additional drawings may be attached where necessary)

The student may also use this space for additional reports.

**STUDENT WEEKLY REPORT**

Student’s Signature: …………………………………………. Date: …………..…………………

Comments by Field Supervisor: …………………………………………………………………………

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………………………………………………………………………………………………………….…

Name: ……………………………………………………………………………………………………

Signature: ………………………………………… Date & Official Stamp …………………..………

**Week: Thirteen**

|  |  |
| --- | --- |
| **Day /Date** | **Description of work done** |
| Monday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Tuesday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Wednesday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Thursday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Friday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Saturday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |
| Sunday  Date:\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_\_ |  |

FOR SKETCHES, DIAGRAMS AND GRAPHS DATE ………………………

(Additional drawings may be attached where necessary)

The student may also use this space for additional reports.

**STUDENT WEEKLY REPORT**

Student’s Signature: …………………………………………. Date: …………..…………………

Comments by Field Supervisor: …………………………………………………………………………

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Name: ……………………………………………………………………………………………………

Signature: ………………………………………… Date & Official Stamp …………………..………