WEEKLY TIME

SHEET

Name & Surname: _Maphota Shiburi_____ Host: ___National Library_____ Name and Surname of supervisor: Rethabile Senama

Week Number: **3**

From :16_____/_12_____/2024____

To: _20____/__12___/2024____

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This time sheet will help you track how you spent your time at in the workplace. Please complete a time sheet for every week of work that you complete at your workplace site.

PLEASE HAVE YOUR SUPERVISOR SIGN OFF ON THE FORM.

Day	Date	Time started	Time finished	
				Brief Description of Tasks (e.g., attended management meeting)

Monday	16/12/2024	08:00	16:00	Day of Reconciliation.
Tuesday	17/12/2024	08:00	16:00	As we were merging our system we concluded after all the struggle of having one complete system, the aim was to be able to see open windows, to see where we need to pay attention to. We combined even the database to be one, we then focus on the mini task which needs quick recap, on my side it was setting up the profile so that both admin and cataloguer can have profile to edit with different rights.

Wednesday	18/12/2024	08:00	16:00	We received a proposal from blackfog where we were requested to install it and setup the client site of it, the setup was made where we are able to view or administrate all the threads, Mr David then requested we send him a full report of blackfog installation, We then received a call from reading room they had issues with internet and other PC not being responsive we went there and make sure we sort all the raised issues. I concluded the profiles and started working on Notification which was a success whats left is to link the notifications to the admin.

Thursday	19/12/2024	08:00	16:00	As Mr David requested we send him installation report I worked on it, taking screenshot of each process and documenting it, also made sure to include all the process and challenges faced, I then had a mini meeting with Nicholus before I can send the report. I sent the report to Mr David, I then proceeded with E-Publication development for the outstanding data and task which are not 100 percent done yet. We also linked all the flow. Meaning right now all the data required to reach the database for response, the flow function as required.

Friday	20/12/2024	08:00	16:00	We continue to work on the system flow as we managed to merge the system, We then had a meeting with Nicholus and we started drafting down E-Pub remaining tasks update, we made sure we fix all miner issues and we only left with the main functionality issues of which we listed all of them so we can know how far we at and how far we still need to go, we then agreed to choose any task from the list we made and work on them. we then managed to agree with the documentation we then managed to sent it to Mr David and Eugen.

Total number of hours worked for the reporting period: _40_____

Signed by Intern: __ _____

Signed by manager/supervisor:_____