WEEKLY TIME SHEET

Name & Surname: **Nicholus Mahlangu**

Host: **National Library of South Africa**

Name and Surname of supervisor: _____

Week Number: 5

From: **30/09/2024**

To: **04/10/2024**

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	30/09/2024	08:00	16:00	• **We had an early morning brainstorming meeting with the IT manager and our fellow colleagues in the department of ICT, wherein everyone was strategizing as to what the will be doing for the week. As we agreed with my colleague Simon the previous week, that will we focus more on drafting a documentation for the PMF system, as we really need to have a proper blueprint we will use as a mind-map along the System Development Life Cycle.** • **We added the new summarized set of input values as requested**

				by the Didi for the Microsoft form that we developed for the electronic publications, and automated the recent form with share-point, power-automate, and excel. The publishers would get a link to the form, and fill it up and upload an e-book alongside the information sheet, the form information will be saved in an excel file as well a link to the file.
				• We also had a meeting with Mr David, Mr Keletso, Mr Simon, and Mrs Didi with regards to the progress that we have made in comparison to how the changes the e-pubs team requested. We went to Didi's desk as soon we realized that we had a lot of questions which did not have precise answers.
				• Didi clarified the requirements for us, and we were fully clear about the final touches that were to be made, and fully added the last changes and then we were finally done with the Microsoft form for the E-pubs team, and were ready for implantation and also training

				the E-pubs team in terms of how the new system will work.
				• We went back to Didi's desk and showed her how the information will move from one entity to the other and also how Didi will also be able to print out the responses of the forms, for reporting purposes. She will be able to download the electronic books using the link of the file(s) that will be stored in Excel.
Tuesday	01/10/2024	08:00	16:00	• We decided to draft down an initial documentation that we will submit to Mr David for any additional inputs, as we specified last week that we opt to be given time to deal with the documentation of the PMF system.
				• Marinda came to the ICT office to report an issue she had with one of the old software they were using, which ended up conflicting with the performance her laptop, we went to her desk to uninstall the old software and have her to reboot her laptop, then she was sorted.

				• We got assigned online courses by Duja (the agency which brought us to the National Library) on another platform called Speccon. • I went through the documentation for proof-reading before I can send it to Mr David, just to make sure that we did not make any funny mistakes. • We also requested to be configured for the VPN from Mr Kopano, and he referred us to Mrs Senama, as we must get access level forms before we can be enabled to use the VPN.
Wednesday	02/09/2024	08:00	16:00	• Mrs Senama made a follow up with the issue of the telephones, as she called the support team, to check if the DHCP server was still online or offline. I was assisting her to check if the telephones were back online and working. • We went to the server room, and switched the two ethernet cables as we were instructed by the support consultant, as he

- He then instructed us to switch the ethernet cables again, and then the DHCP server came back online. He strongly advised that the DHCP server must be moved from the physical architecture to the Virtual machines as there will not be any physical aspects or hardware involved.

- We went to the basement to sort out the internet access for the users who using desktops, to ensure that their devices all have access to the internet. We disconnected the main ethernet cable coming the switch going to the telephone, and connected it directly to the desktop computers so that our colleagues can be able to push their work.

- The DHCP server was back online, and we had to go back to every department to disconnect the ethernet cables from how we connected them due to the telephone being offline, to their original

				architecture as prescribed by the National Library. We also moved from one office to the other ensuring that every has proper access to using their telephones like they used to do.
				• We also took Mr Nkadimeng's telephone back to his office, and set it up for him, and also ensure that calls are coming as well as going out as intended.
				• The Microsoft form that we designed for Didi and the E-pubs team went through the testing phase, wherein Mr Keletso and Mr David were sent the link of the form, and few issues were picked up. The form did not allow external users to submit their responses using their personal email addresses.
Thursday	03/09/2024	08:00	16:00	• We were editing the
				• We (Simon and I) went to the reading room as they logged a call that all old desktop computers are unable to access the internet, as there is an issue with the LAN that supplies internet access to all the desktop computers.

				• We made sure that we configure all 34 new Lenovo desktop computers are all working, and are able to access the internet, while we collaborate with the team and try to find a solution to the problem. • We went back to the ICT office to escalate the issue they were experiencing in the reading, with all old desktop computers not accessing the internet, which led to the public section to have a very limited number of computers users, as it was only 34 desktop computers that had internet access at this point. • Mr Keletso took us to the Library's Data Duct, as he wanted to reboot the switch that provides internet access to all the reading room computers, via the LAN. • We gave the switch some time to reboot and come back online, we got another call again at the new HR manager's office as she requested that we should create shortcuts for "Smart-Pay" and "ESS" on her desktop, so that she can be

				able to access the web applications with ease.
				• We went to her office, she mentioned that her Microsoft teams was not working as expected, we just got her the latest version and got it working perfectly fine. We then managed to get the shortcuts added on her desktop as she requested.
				• We then picked up that she does not have "Smart HR" installed on her laptop, we called Mrs Rethabile to assist with the installation via Any-desk remote control. Smart HR was successfully installed, but there was an error which is popping up as soon as we open Smart HR. Mrs Rethabile got a solution for the error that popped up when we opened Smart HR on Mrs Makgapetsa's laptop.
				• Mr David requested us to go and assist the media team at the Auditorium with moving and setting up sound equipment, as there is an exhibition on Friday at NLSA. We checked with the

				media team and found out that the sound equipment will be moved on Friday morning, and they told us that they will need our assistance in the morning. • We also received a request that we have to set up a desktop computer for a staff member working in the finance department, as we did not have laptops available. • Mr David also requested that we should update our documentation for the E-pubs system, as he requested that we should also include screenshots to serve as a guiding tool or user manual, so that he able to easily explain it to the board as part of portfolio of evidence that we really managed to get the system done and working as requested. • The next process was to set up a meeting with Didi and her team, so that they can put the last pin on the system, then design and develop it on the PMF server, then have it running live so that

				the E-pubs team can start using it.
Friday	04/09/2024	08:00	16:00	• I went to Mr Kopano's office and fetched a Lenovo desktop, keyboard, and mouse so that we can set it up for fellow colleague working in the finance department as requested. • We switched it on with Mrs Rethabile Senama, just so we can check if it exists on the active directory, and also to install important software's and also ensure that it has the latest updates, for performance purposes. We also removed unwanted data on the desktop, and also optimise and defragment the drives, to enhance the performance of the desktop computer. • Eugene came to our office as he needed assistance with setting up the sound system for the Exhibition that is taking place at NLSA Friday around 13:00 pm, they also requested assistance

				with the smart tv at the public section entrance.
				• We finalized the E-pubs and PMF documentation and added the screenshots Mr David requested and attached them as part of the documentation.
				• We also did some research on the designing of Use Case diagrams, and user stories as we were still busy preparing the PMF documentation.
				• I learnt a lot on this day from Mr Keletso, as he showed me how to solve the issue of trust relationships that rises whenever we setup computers for new users. He practically showed me how to solve the problem, with just few clicks then the problem was sorted.
				• So, the Lenovo desktop was fully set up and was ready for the new user to receive it, as we managed to reset the password for the new User at supply chain "Judy Moshinge" on RSAT console.
				• We also got information that there is another Lenovo desktop at the second floor, one which

				also needed us to set up and prepare for staff member(s). • **The goal is to hand out both desktop computers to their users on Monday, as all the setting up was done.** • **I also took a call from Mrs Senama's telephone as she left for Grap, as the caller wanted assistance with attaching a letter header, I connected with her via Any-desk and was able to help her get a solution.** • **We also got an issue about the printer on the first floor, as it stated that the toner must be replaced.**

Total number of hours worked for the reporting period: **40**

Signed by Intern:

Signed by manager/supervisor: _____