

WEEKLY TIME

SHEET

Name & Surname: _Maphota Shiburi_ Host: ___National Library_

Name and

Surname of _____ From: _____
supervisor: _____

Week Number: 1 _____

06____/_1____/2025____ To:

_10____/_1____/2025____

_____ Keletso Mmulutsi

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	6/1/2025	08:00	16:00	<p>We received a call from Mr David stating by Wednesday we should send him the link of E-Publication and that he wants to see the whole system demonstrated to him. We started debugging the system so we can reverify where the system was concluded year prior, we listed all the tasked active and needs to be completed. We also assisted on support where User's needed to be unlocked or reset the password.</p>
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Tuesday	7/1/2025	08:00	16:00	<p>Nicholus started working on the Email functionality while I make sure all active buttons in the system are responsive, I started with the Notification page where it was responsive for JSON file though the page was not responsive to the front-end I focused on it till it come to life. And then started with Admin Tast page we worked on it till it is responsive we then went on to Add cataloguers where we give admin privileges to add cataloguers, and it was working perfect.</p>
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Wednesday	8/1/2025	08:00	16:00	<p>We meet Mr David and he spoke to us about how important it is for us to host the system and we mentioned to him before 17 January the system will be live. Went then went back and pushed all the combined code to Github we as well identified the must do since we came to a conclusion that we hosting the system even if there are functions not responding, they can be our updates. We were called at Reading room that we diagnose all the PC's there so that client will find them ready since they been off for too long.</p>
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Thursday	9/1/2025	08:00	16:00	<p>We started checking on Server management where we both agreed to go and do our deep research and as Mr Keletso had installed IIS in the machine it makes life much easier, we currently have to install the remaining extensions which will operate our system like PHP, etc . we as well assisted Shade to unlock her Laptop, Nomvula and others.</p>
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Friday	10/1/2025	08:00	16:00	I logged in to the server where I tried to install the PHP exe but I had no luck, I was then called at -1 they needed assistance with unlocking the pc and reset the password we faced issues since active directory was not really responding, we tried at least we managed to assist other users and we also managed to sort out mine the issue was that I have to reset password and unlock my account. We agree to work on hosting fully from Monday.
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Total number of hours worked for the reporting period: 40

Signed by Intern: 



Signed by

A handwritten signature in black ink, appearing to be "B. B." or similar, written in a cursive style.



manager/supervisor:_____