**Activity Log – COWR IT Internship**

Some of these are less related to professional experience than others, this is more of a journal than anything. Mostly only wrote down things I did that were a new experience.

4/22/19

* Helped Diane set up her computer and scanner after a renovation. Discussed desk layout and programs she used often so that I could set up the software to start on system boot rather than have her open up several of the same programs every day. Also switched primary monitor on request.
* Helped diagnose a device that connects to the network and communicates with software to control the opening, closing, and locking of police department doors. Changed static IP on a laptop (one that would be similar to the device), connected to device directly, and pinged from cmd. Determined it was a faulty Ethernet cable.
* Helped configure iPads for various use around city hall

4/23

* Researched suitable free server rack organization software. Possibilities: Rack Tables, Lucid charts, Gliffy, EDrawMax, maybe just Excel?
* Finished up software installation and home screen config for iPads
* Did some PowerShell research

4/24

* Observed changing the tape for a server that backs up financial data in the server room
* Observed Spiceworks and SynologyBox demonstrations
* Observed an installation of a proprietary VPN software on a librarian manager’s computer
* Took an extensive tour of the Rapids library including viewing the roof solar panels, 3d printers, VR headsets etc.
* Registered for Linked In Learning and completed a PowerShell 5 overview tutorial

4/25

* Observed permission manipulation in Active Directory.
* Learned about AGLP Accounts Groups LocalGroups Permissions.
* Watched through a couple more power shell tutorials and made my first few scripts.

4/26

* Learned about some Powershell relative path quirks
* Worked on PS script that imports a module that has taskbar pinning/unpinning functionality. Hope to use it for the Microsoft Surface Go tablets.
* Got a bit more familiar with the server rack and helped mark certain power cords for unplugging for when the outage is expected to happen.
* Found out HDMI to DP doesn’t work because of the upgrade

4/27

* Observed Brian fix an issue regarding proprietary meeting software not displaying correctly on a different aspect ratio display. He changed the display from 1920x1080 to 1920x1200 and nothing was cut off.
* Worked on my oscillating cube js project, mostly trying to remember what does what.

4/30

* Attempted to teach myself ArcGIS software, specifically MapGIS. Was trying to select map data based on a drawn layer over certain regions, but couldn’t quite get it to work.
* Read <https://mikeash.com/pyblog/fluid-simulation-for-dummies.html>.Some of it went over my head and plan on re-reading.

5/1

* Documented a server rack including every used and un-used port, and every Ethernet connection.
* Watched a Coding Train video on Perlin Noise to use with random terrain generation and attempted to convert the Java code to JavaScript. Haven’t been able to iron out all the kinks yet.

5/2

* Sat in on a meeting that briefed fire fighters about using a new GIS program that would help them keep track of where they were and communicate with dispatch.
* Troubleshoot the CIS Updater issue where the service wouldn’t install due to lack of privileges. Error 1920 ended up being a generic “can’t start service” message generated by windows and we ended up having to call CIS support to help fix it. They haven’t fixed it yet.

5/6

* Used Spiceworks reports feature to get two spread sheets for every device on the network that is archived and every device that isn’t.
* Created a PowerShell script to run on the domain controller that listed all computers in active directory and piped that in to a query that selected all computers (and their descriptions, locations, etc) which still had office 2010 installed.
* Helped a streets dept. employee with the iPad version of their street sign manipulation app, Collector. He was having trouble with the movement of points on the map as well as some options not being available in a combo-box.

5/8

* Wrote a PowerShell script that got all usernames and email addresses of all users in an active directory group, recursively. Exported to csv and imported in excel.
* Helped clean up and organize the office a bit.

5/10

* Contributed to documentation for setting up a Microsoft Surface Go from scratch for the fire department’s vehicles.
* Changed Surface Go’s names, added to domain, and gave each an admin account with a password that doesn’t expire.

5/15

* Helped Steve with his computer not opening PDFs with Adobe Acrobat. Had to end 30~ acrobat processes that were all inactive. Not sure why the program bugged out in the first place but it might have had something to do with Market Drive auto-opening a pdf with acrobat every time it launched.
* Going through a tutorial on freecodecamp.org about a js library called D3 which specializes in data visualization.

5/16

* Converted hand written server rack documentation to spreadsheet and added electrical room connections.
* More office cleaning.

5/17

* Helped clean up some cabling around desks in the finance dept.
* Updated rack documentation spreadsheet with explanations of how to read the document, outlet notation, and some formatting fixes.

5/20

* Started learning about Node.js on freecodecamp.org.
* Ran some batch files on a new laptop for the clerks downstairs. They uninstalled trial versions of Microsoft software so that official versions won’t have problems installing.
* Different clerk needed a way to write down meeting notes and wanted an iPad + keyboard. After letting her use both what she initially wanted and a Chromebook, I helped her decide the Chromebook better fit her needs.

5/21

* Helped set up a replacement audio amp that transmits radio activity to multiple speakers in the police department. Had to tinker around with gain and volume settings to find the sweet spot of loud enough to hear without buzzing annoyingly.
* Started going over a functional programming tutorial to better understand the differences between that and OOP.

5/22

* Set up call forwarding on someone’s city phone. Discovered that there is a pseudo-standard (not always adhered to) that you can set up forwarding by calling \*72.
* Saw inner workings of local airport and waste water treatment plant.

5/28

* Migrated conference phone and tested it.
* Converted a Google form to a Microsoft form, then evaluated which options were out dated and added some questions.

6/04

* Helped Jodie set up a multi-monitor work station.
* Installed new memory on some PCs.

6/10

* Altered a script that maps network drives to certain letters. Some programs in the assessor’s dept. depend on drives that ran on servers that were down. Restarted servers and ran edited script so that the programs worked again.
* Helped configure multiple laptops and tablets for new system training purposes.

6/17

* Met new IT Director and talked about our backgrounds and interests in IT.
* Debugged a Microsoft Access database issue where a multi-layer SQL query that relied on several other queries was referencing a long deleted field.

6/24

* Took a look at a python script that converted a csv to a txt file that a previous employee wrote. The city is going to be using a new book keeping program called Munis, and the input csv that comes from that is quite different than what the script usually works with. Currently deciding whether I want to adjust (rewrite) the script in order to accommodate the new format, or learn a possibly easier method of Excel VBA macros that a superior suggested.

6/26

* Spent the last two days learning VBA in Excel while creating the aforementioned script.

7/01

* Completed script and created instructions on how to run it including what file types it can take and what expected behavior looks like.
* Researched some outlet to usb hubs and sent Brian a list of 3 with some brief pros and cons.

07/02

* Adjusted excel script PosPay to select only one file and work on a couple more file types.
* Decided that the access database problem was way too much effort for how soon the database was going to be obsolete. Instead of rewriting a multifaceted query I inserted records that solved the dependency issues but would cause an issue in next year’s report (if we were using this db next year).

07/03

* Started working on a Unity game via following along with an online tutorial.
* Tested out several free project management software packages. Most were from the viewpoint of coding, bug tracking, or development so they didn’t quite fit. Settled with Odoo since it was generic and detailed enough for what we needed.

07/07

* Created Odoo project to track windows 7 to 10 upgrade progress due to 7 being unsupported in 2020.

07/17

* Began update process on several windows 7 computers. 5/6 were successful without flaw, the 6th needs to have its hard drive formatted.

08/06

* Checked an error on a google script that ‘broke’ when someone tried to submit a parking ticket form for the city. Apparently it needed to be authorized on our end before the submitted data would be put in the spread sheet. This is okay because there are only about 2 submissions a year.

08/07

* Used windows BSOD debugger to analyze MEMORY.DMP file and was able to diagnose that the crash occurred because an old video driver was buggy with win10.