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| **Date** | **# Hours** | **Hours**  **(running total\*)** | **Day’s Tasks** | **Supervisor’s Name** | **Supervisor’s Signature** |
| 21 Feb, 2024 | 8 | 8 | 1. Create a list of devices that has **HP Wolf Security** and **HP Presence Aware** installed. The list was created so that we can remotely (using **Microsoft Intune**) remove them from the devices.   **Reasons**:  HP Presence Aware was **overwriting** user settings set up by user/admin.  Instead of HP Wolf Security, Homeless Healthcare will be using their **own Security / Antivirus.**   1. Write a documentation on configuring a **Mail Server** to facilitate sending scans from scanner to selected email address using printer’s (**Epson ET-16600**) control panel. 2. Study about **Microsoft Intune** as endpoint manager, **Threatlocker** as Enpoint Protection Platform and **Office 365 Admin Center** as a centralized admin dashboard. | Alison Sayer |  |
| 28 Feb, 2024 | 8 | 16 | 1. Write a technical documentation on setting up Yubico Keys, **FIDO2 (Fast Identity Online 2)** security key as **phishing resistant multifactor authentication (MFA)** for the organization and how to use it.   Yubico keys are biometrics enabled, secure and easy-to-use form factors which function without batteries and work across all computers and phone. 2. Write a documentation on creating **Temporary Access Pass (TAP)**, a time-limited passcode configured for single or multiple logins when user does have their Yubico key. 3. Create a list of Yubico keys handed to staffs along with their types and serial number to track the rollout progress and reports of use and lost/stolen. | Alison Sayer |  |
| 6 March, 2024 | 8 | 24 | 1. Write a documentation on enabling/disabling pop-ups in browsers. 2. Meeting with Charlie, senior Technical Support to plan the rollout of the Yubico keys. 3. Setup Yubico keys for staffs at Homeless Healthcare 4. Complete the documentation on setting up Yubico keys | Alison Sayer |  |
| 13 March, 2024 | 8 | 32 | 1. Meeting with stakeholders to plan out the roll out Yubico keys before Easter (31 March 2024). 2. Plan for rolling out **Google Chrome** on all the existing computers because of its maximum compatibility for newly launched Practice Management Software. 3. Learnt the different ways of rolling out applications via **Microsoft Intune** 4. Responded to emails in Helpdesk. 5. Rolled out additional Yubico keys to few staffs and educated them how to use it. 6. Learnt about Microsoft Exchange Center to reassign license to new/existing user. 7. Learnt the workflow of **ThreatLocker** and how it helps in application control (**Essential Eigh**t) | Alison Sayer |  |

*You should use your timesheet to keep track of the hours and tasks you complete for each shift.* ***The timesheet should be signed by your supervisor at the end of every shift.*** *Please copy this sheet as you need. \*In the ‘Hours (running total) column, you should keep track of your hours cumulatively i.e. 8, 16, 24* ***NOT*** *8, 8, 8*