**Weekly Accomplishment Report for March 18, 2024 to March 22, 2024**

Title: \_\_\_PC Troubleshooting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inclusive Dates: \_March 18-22\_  
Time In: \_\_8:00 A.M.\_\_ Time Out: \_\_5:00 P.M.\_ Total no. of Hours: \_\_40\_\_\_\_\_\_

*Please classify activity/ies as Systems Analysis and Design (SAD), Programming, Systems Maintenance, System Testing, IT Documentation and Research, Web Design, Networking, PC Troubleshooting, System Implementation, IT Training and Meeting, and other IT-Related Activities.*

**03-18**

* Contract signing for the duration of the internship.
* Brief introduction on the responsibilities of IT Department in EFC.
* Assisted in handling online tickets of employees in different branches handled by EFC-IT.
* Research on possible improvements of inhouse file sharing web-based system.

**03-19**

* Remotely handled installation of software on computers of employees.
* Assisted guests in connecting to the network of the company.
* Research on ReactJS.

**03-20**

* Assisted troubleshooting hardware and printer devices that were reported.
* Handled desktop setup and maintenance.

**03-21**

* Maintenance of company server room.
* Installed company software and drivers remotely.
* Acquired replacement laptop parts through disassembling defective units.

**03-22**

* Remotely handled installation of software on computers of employees.