'The Caring Financial Partner'

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Branch / Dept	Embu	Make / Asset Number	Hewlett-Packard HP Compaq 6000 Pro MT PC
Asset S/No	CZC95126T9	Date of Service	Thu, 17 Feb 2022
ICT Officer conducting service	ANNUAR MULOMBI (mulombiannuar@gmail.com)		

AREAS OF SERVICE	FINDINGS / STATUS	COMMENTS & RECOMMENDATIONS
HARDWARE MAINTENANCE		
Hardware logs check • Check for any hardware deformity(mouse, • Blow out accumulated dust, spray the power supply • Clean the monitor,keyboard • Clean the RAM and motherboard	Hardware Maintenance findings	Hardware Maintenance recommendation
Hard disk clean up • Delete temporal files, recycle bin, cache	Hard disk clean up	Hard disk clean up recommendations
Hard disk capacity check • Check for disk space in all the drives • Uninstall and delete unused applications and icons	Hard disk capacity check	Hard disk capacity check recommendations
Hardware tools • Run scandisk and defragment • Check for disk errors	Hardware tools	Hardware tools recommendations
SOFTWARE MAINTENANCE		
Windows update • Download and install latest windows update	Windows update Dignissimos sit vol	Windows update Elit commodi rerum
Optimize browser • Delete cookies, caches and history file	Optimize browser Pariatur Distinctio	Optimize browser Ea nostrum quod sequ
Software logs check • Check for applications windows problem(e.g. word, excel, outlook)	Software logs check Consequuntur nemo qu	Software logs check Nemo voluptatem con
Antivirus updates check • Check that virus signatures have been updated	Antivirus update check In officia omnis eni	Antivirus update check Dolores vitae nesciu
Antivirus logs check • Check for any virus on the network	Antivirus log check Hic ab saepe velit i	Antivirus log check Officia in incidunt
Security logs check • Check for any security threat on the machine	Security logs check Qui voluptatem numqu	Security logs check Mollit id distinctio
Files/folder backup • Create data backup • Ensure that the official files and folders are well filed in the right procedure.	Files/folder backup Incididunt recusanda	Files/folder backup Laborum Voluptate m

Comments and Recommendations by ICT :-

ICT Officer Comment you are new to mPDF, I would recommend using HTML/CSS for everything - you can test most things out in a browser this way as you are writing it.

SIGNATURE : ....   DATE : ....

Confirmation by the Custodian of Machine -

Comments and Recommendations -

SIGNATURE : ....   DATE : ....

Confirmation by ICT Manager -

Comments and Recommendations -

ICT Manager Comment I would recommend using HTML/CSS for everything - you can test most things out in a browser this way as you are writing it.

SIGNATURE : ....   DATE : ....