

WEEKLY TIMESHEET

Name & Surname:

Nicholus Mahlangu

Host:

National Library of South Africa

Name and Surname of supervisor: Keletso Mmulutsi

Week Number:

5

From:

27/1/2025

To:

31/1/2025

This timesheet will help you track how you spend your time in the workplace. Please complete a timesheet 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	27/1/2025	08:00	16:00	<ul style="list-style-type: none"> I was working on merging the changes made by Mr. Eugene, taking his changes from his branch and manually adding them to the code version that we have already in the main branch. We had an ICT brainstorming meeting wherein ideas were shared in terms of how we should keep moving forward as the ICT team from both the Pretoria and the Cape Town campuses. We had a meeting again between Mr. Eugene, Mr. Maphota, and me as we were discussing the current updates or developments made or identified regarding the E-pubs application. We also prepared the E-pubs system as we are going to have a Weekly update meeting with Mr. David, where we will be broadcasting and demonstrating the developments made on the application.

Tuesday	28/1/2025	08:00	16:00	<ul style="list-style-type: none"> • Mrs. Benitta came to our office to request assistance with replacing the toner for the printer that we are using next to our office, as the toner has depleted. I contacted Mr. Edward Kwakwa to find out if we still have a toner in the storeroom. He said that I should come to fetch it on the second floor while also bringing the other toner for the industrial printer they are using on the second floor. • I brought the toner and installed it in the printer, which was ready for use. I also notified Mrs Benitta Shai that the printer is now working as expected. • Mr. Jack came to our office as he required assistance with uploading multiple documents via email, I went to his desk and helped him create a zip file of the documents that he wanted to attach as part of the email he wanted to send. • I also checked if Mr. Jack has Webex and Black Fog on his laptop, and I found out that Mr. Jack did not have Webex installed on his laptop. I installed both Black and Webex on Mr. Jack's laptop but found out that the old Webex password we received from MTN did not successfully sign in. • I checked the list which shows all the NLSA users who have Black Fog installed on their laptops and those who do not have it installed, I quickly installed black fog for everyone who does not have it.
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Wednesday	29/1/2025	08:00	16:00	<ul style="list-style-type: none"> • Mrs. Benitta Shai came to our office with her as she was unable to log into her laptop, I went on Active Directory on my computer and retrieved her information using her • Mr. David came to the office and asked if I would be able to assist Mr. Kwakwa and Eugene in the boardroom as they were setting up the sound recording system for an upcoming board members meeting which will be held today at around 11:00 am until 16:00pm. • I continued with the installation process of Black Fog on the NLSA laptop for the stuff and recorded and updated Mr. Keletso for every installation completed as he was updating the Excel list that we received of all the users who do not have Black Fog installed on their laptops. • I was also installing Webex for all the staff, some accounts were not going through as the password was not working. This means that we have to wait for another recent password from MTN so that we can be able to activate all the other outstanding NLSA user accounts.
Thursday	30/1/2025	08:00	16:00	<ul style="list-style-type: none"> • I received a call from the Info desk reading about computers that are not working, almost 3 rows of computers were not working, so I informed Mr. Edward Kwakwa to assist as I was busy adding the password reset functionality for Cataloguers. • I received another call from Mrs. Lorraine as she was unable to log into the printer with her old PIN code, I logged into the NLSA printer console as an

				<p>administrator and searched for Mrs. Lorraine's username under users and then updated her PIN code. She was sorted and was able to print.</p> <ul style="list-style-type: none"> • I continued to work on integrating the "Password reset" functionality on the E-pubs system. I was using an • I received a call from Mrs. Benitta Shai as she required assistance with her laptop • I used a different approach for the pass-reset functionality, but an issue arose as the phpMyAdmin service constantly switched port numbers as soon as I clicked on the "Send password reset link," and the emails did not go through. I tried different methods to try and fix the problem, but I did not eventually win. • I was also receiving something like a link, but the link was purely in string format such that I was not able to click on it so that it can take me to the browser, I had to do a copy and paste. • I finally got a breakthrough on the reset password function at a later stage. I switched most of the PHP mailer code and used different file configurations and then emails went through from the E-pubs application straight to the email that I was using for testing. •
Friday	31/1/2025	08:00	16:00	<ul style="list-style-type: none"> • I continued working on the final adjustments for the pass-reset functionality, the password reset link is now going through to the user via email and

				<p>then a token will be generated and stored in the database.</p> <ul style="list-style-type: none"> • However, as soon as the user clicks on the link, they will be taken to the reset password page on the browser where they will be able to change their password into a new one. • I am currently adding final adjustments to the reset password page now so that I can altogether be able to push my code version to GitHub. • Mr. Sebesho came to our as his printing pin code expired, I logged into the nlsa printer console and helped him update his access code. • Mr. Kopano asked me to do an assignment and check if there are any staff members who have any issues with their phones. I went to every desk to check if any issues may have risen with regards to the new MTN telephones and noted every extension alongside the type of problem that may arise. • I also took the list of all the users who still need to have black fog installed on their computers, I was installing both Webex and Black Fog on every computer as I moved forward. I also explained what the two software will be used for to every staff member I was assisting. • I fully managed to get the reset password functionality up and running, as I was also running tests on how it works and also add the final touch ups.

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Total number of hours worked for the reporting period: **40**

Signed by Intern: *N. Mahlangu*

Signed by manager/supervisor: _____