

Jobsheet



Plot 4822  
Ext 11  
Gaborone  
Tel: 3113686  
Email: accounts@altanovabw.com

NUMBER 28

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours
Signal Hands		1969-12-31	23:41:00	01:41:00	2	2:00
					0:00	0:00
					0:00	0:00

CHARGE CODE

Contract	X	Car Used	B121AGO	Project	Setting up linux	Remote Access	Yes
Non Contract		Overtime	saturday	DRS	2	Travel Charge(Kms)	1

STANDARD ROUTINE CHECK LIST PROCEDURE

Server Tasks				Details			Initial
Check event viewer/ all logs are resolve				cchchh			
Disk Space over 80% needs attention				Server Drive :	cc	ccc	
				Server Drive :	c	ccc	
				Server Drive :	c	ccc	
Verify succesfull backup (Fix and report any failures below)				Date:	2021-07-12	ccc	
Tested Restore of Backups				Date:	2021-07-12	Weekly: Monthly:	
Verify Users and Groups (Add/Delete as Requested)						cccc	
Review Firewall Logs (Report suspicious activites)						cccc	
Verify UPS is working optimally (Do test power failure)				Date:	2021-07-12	cc	
Update Antivirus Definition Files				Def Date:	2021-07-12		
General Network operation: Speed, Internet, Email, Antivirus						cccc	
Run Necessary Tests after any changes						cccccccc	
Check users are satisfied an working correctly						cccc c	
Report Items attended to and items outstanding to contact						cccc	

WORK CARRIED OUT ON SITE

Username	Details	Resolution	User Test and Sign
1	xxx	xxxxx	
1	xxxx	xxxxx	
1	xxxxx	xxxx	

EXTRA WORK REQUIRED / RECOMMENDATIONS

xxxxxxx

CUSTOMER DECLARATION - BY APPROVING THIS JOB SHEET YOU ARE AGREEING THAT THE WORK HAS BEEN CARRIED OUT SUCCESSFULLY AND AGREE TO PAY THE AMOUNT CHARGED IN FULL

Customer Comments