

Jobsheet



Plot 1266  
Nashua House, Luthuli Road, Old Industrial  
Gaborone Botswana  
Tel: 3113686  
Email: accounts@altanovabw.com

NUMBER 110

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours	Ticket No
Signal Hands	Raymond Keitshokile	23/02/22	02:22:00	03:22:00	1	1	56

CHARGE CODE

Contract		Car Used		Project	None	Remote Access	No
Non Contract		Overtime	None	DRS	1	Travel Charge(Kms)	0

STANDARD ROUTINE CHECK LIST PROCEDURE

Server Tasks				Details			Initial
Check event viewer/ all logs are resolve				xxxxx			RK
Disk Space over 80% needs attention		Server Drive :	xxxddd	xxxx			RK
		Server Drive :	ssss	xxxx			
		Server Drive :	ss	xxxx			
Verify succesfull backup (Fix and report any failures below)		Date:	23/02/2022	xxxx			
Tested Restore of Backups		Date:	23/02/2022	Weekly:	Monthly:		
Verify Users and Groups (Add/Delete as Requested)							RK
Review Firewall Logs (Report suspicious activites)							RK
Verify UPS is working optimally (Do test power failure)		Date:	30/11/-0001	xxxxxxx			
Update Antivirus Definition Files		Def Date:	23/02/2022				
General Network operation: Speed, Internet, Email, Antivirus				xxxxxxx			
Run Necessary Tests after any changes				xxxxxxxxxxxxx			
Check users are satisfied an working correctly							
Report Items attended to and items outstanding to contact							

WORK CARRIED OUT ON SITE

Username	Details	Resolution	User Test and Sign
xxxxxx	xxxxxx	xxxxxxxxxxx	xxx
xxxxxxxxxx	xxxxxxxxxx	xxxxxxx	xxxxxxxxxx
xxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxx

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

done