

Jobsheet



NUMBER111

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

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours	Ticket No
Bluethorn	Raymond Keitshokile	11/04/22	21:48:00	22:49:00	1	1	1

CHARGE CODE

Contract		Car Used	B121AGO	Project	Setting up linux	Remote Access	No
Non Contract		Overtime	afterhours	DRS	0	Travel Charge(Kms)	0

STANDARD ROUTINE CHECK LIST PROCEDURE

Server Tasks				Details		
Check event viewer/ all logs are resolve				xx		
Disk Space over 80% needs attention		Server Drive :	xx	xxxxx		
		Server Drive :	xx	xxxxx		
		Server Drive :	xxxxxxxxx	xxxxx		
Verify succesfull backup (Fix and report any failures below)		Date:	04/04/2022	xxxxxxxxxxxxx		
Tested Restore of Backups		Date:	04/04/2022	Weekly:	Monthly:	
Verify Users and Groups (Add/Delete as Requested)				xxxxxxxxxxx		
Review Firewall Logs (Report suspicious activites)				xxxxxxxxxxxxxxxxxxx		
Verify UPS is working optimally (Do test power failure)		Date:	04/04/2022	xxxxxxxxxxxxxxxxxxxxx		
Update Antivirus Definition Files		Def Date:	04/04/2022			
General Network operation: Speed, Internet, Email, Antivirus				xxxxxxxxxxxxxxxxxxxxxxxxxxx		
Run Necessary Tests after any changes				ssssssssss		
Check users are satisfied an working correctly				ssssssssss		
Report Items attended to and items outstanding to contact				swwwwwwwwwwwwwwwwwwwwwwwwwwwwww		

WORK CARRIED OUT ON SITE

Username	Details	Resolution	U
dddd	ccc	ddddddddddd	dc
ddddddd	dddd	dddddddddd	dc
fffffff	eeeeee	ddddddddddddddd	dc

EXTRA WORK REQUIRED / RECOMMENDATIONS

check it our

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