

Jobsheet



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

NUMBER 113

Client	Engineer	Date	Time In	Time Out	Total Hours	Chargeable Hours	Ticket No
BECI	Tommy Sosa	31/01/24	12:00:00	14:00:00	2	2	2

CHARGE CODE

Contract		Car Used		Project	None	Remote Access	Yes
Non Contract		Overtime	afterhours	DRS	0	Travel Charge(Kms)	0

STANDARD ROUTINE CHECK LIST PROCEDURE						
Server Tasks				Details		Initial
Check event viewer/ all logs are resolve						
Disk Space over 80% needs attention				Server Drive :		
				Server Drive :		
				Server Drive :		
Verify succesfull backup (Fix and report any failures below)				Date:	15/02/2024	
Tested Restore of Backups				Date:	15/02/2024	Weekly: Monthly:
Verify Users and Groups (Add/Delete as Requested)						
Review Firewall Logs (Report suspicious activites)						
Verify UPS is working optimally (Do test power failure)				Date:	30/11/-0001	
Update Antivirus Definition Files				Def Date:	15/02/2024	
General Network operation: Speed, Internet, Email, Antivirus						
Run Necessary Tests after any changes				`		
Check users are satisfied an working correctly						

WORK CARRIED OUT ON SITE

Username	Details	Resolution	User Test and Sign
OB of BECI	Setup new Secondary Domain Controller onsite for BECI	Server has been setup and working fine.	

EXTRA WORK REQUIRED / RECOMMENDATIONS

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