

# Completed Tasks

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
ESET UPDATES	WESELY NHENDE	(2) Normal	25/3/2026		26/3/2026
Perfomed ESET troubleshooting	WESELY NHENDE	(2) Normal	12/3/2026		25/3/2026
Perfomed Firewall Log reviews	WESELY NHENDE	(2) Normal	21/3/2026		25/3/2026
Attended to crowe auditors	WESELY NHENDE	(2) Normal	18/3/2026		25/3/2026
TESTED LINK QUALITY WITH POWERTEL	WESELY NHENDE	(2) Normal	18/2/2026		18/3/2026
Troubleshooted wordpress website	WESELY NHENDE	(2) Normal	17/2/2026		18/3/2026
OPERATIONS MANAGER'S LAPTOP REPAIR	WESELY NHENDE	(2) Normal	17/3/2026		17/3/2026
traffic shaping	WESELY NHENDE	(2) Normal	10/3/2026		16/3/2026
Made sure aut updates did run	WESELY NHENDE	(2) Normal	14/3/2026		14/3/2026
Computer hardware repairs	WESELY NHENDE	(2) Normal	1/3/2026		1/3/2026
Performed network speeds after completion of star link installation	WESELY NHENDE	(2) Normal	27/2/2026		27/2/2026
Carried out audit with axcentium	WESELY NHENDE	(2) Normal	18/12/2025		5/2/2026
Prepared budget and specs	WESELY NHENDE	(2) Normal	15/1/2026		16/1/2026
CONFIGURED DHCP AT GWERU BRANCH	WESELY NHENDE	(2) Normal	21/11/2025		21/11/2025
Sophos link configs for new site	WESELY NHENDE	(2) Normal	10/11/2025		10/11/2025

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
ESET ACTIVATION	Jestina Mutangadura	(2) Normal	10/10/2025		29/10/2025
Bandwidth negotiations	WESELY NHENDE	(2) Normal	15/10/2025		17/10/2025
Cubage error	Admire Manyani	(2) Normal	12/6/2025	12/6/2025	12/6/2025
user unable to log in	Admire Manyani	(1) High	16/5/2025	16/5/2025	16/5/2025
user not able to see bin code on warehouse putaways	Admire Manyani	(2) Normal	15/5/2025		15/5/2025
transfer order lost tracking lines on receipt	Admire Manyani	(2) Normal	9/5/2025	9/5/2025	9/5/2025
Retrieval ofn Fawcetts radio signal devices	Admire Manyani	(2) Normal	9/5/2025	9/5/2025	9/5/2025
item 24/0879U selling price?	Admire Manyani	(2) Normal	9/5/2025	9/5/2025	9/5/2025
Mandatorise Sales Order Fields	Admire Manyani	(1) High	5/5/2025		6/5/2025
Config Delivery Method on Sales Page	Admire Manyani	(1) High	16/5/2025	1/5/2025	2/5/2025
Legal &Company Secretary's IP Phone Failing to register SIP address	Takunda Denga	(1) High	10/3/2025		10/3/2025
Legal and Company Secretary's IP Phone Failed to register SIP	Takunda Denga	(1) High	7/3/2025		7/3/2025
V. Chirmeba's Desktop showing bluescreen	Takunda Denga	(1) High	24/2/2025		24/2/2025
Company Secretary's IP Phone not functioning	Takunda Denga	(1) High	24/2/2025		24/2/2025
Operations Manager Laptop Failing To Connect to the Wifi	Takunda Denga	(1) High	19/2/2025		19/2/2025
Chinhoyi Branch Wifi Password Expired	Takunda Denga	(2) Normal	19/2/2025		19/2/2025

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
Tranfer Operation Manager's Emails from HP to MacBook	Takunda Denga	(2) Normal	18/2/2025		19/2/2025
PCU Gf Coordinator's Ip failing to register	Takunda Denga	(2) Normal	18/2/2025		18/2/2025
T. Satande's Wifi Password Failing To Sign In	Takunda Denga	(1) High	13/2/2025		13/2/2025
Masvingo Branch Wifi Password Expired	Takunda Denga	(2) Normal	13/2/2025		13/2/2025
Mutare Stroes Controller Failing To Connect To VPN Remotely	Takunda Denga	(2) Normal	12/2/2025		12/2/2025
SOPHOS LICENCE REQUEST	WESELY NHENDE	(1) High	30/1/2025	3/2/2025	3/2/2025
Accounts Ip Phone	Takunda Denga	(1) High	30/1/2025		30/1/2025
BOARD MEMBERS DATA PROCESSING	Takunda Denga	(1) High	30/1/2025	30/1/2025	30/1/2025
MANAGERS OPERATIONAL DATA BUNDLES	Takunda Denga	(2) Normal	30/1/2025	30/1/2025	30/1/2025
RECEPTION PHONE TROUBLESHOOTING	WESELY NHENDE	(2) Normal	14/1/2025	14/1/2025	14/1/2025
Dynamics 365	Takunda Denga	(1) High	13/1/2025		13/1/2025
Configure and deliver Gweru CCTV cameras	WESELY NHENDE	(2) Normal	13/1/2025	13/1/2025	13/1/2025
Printer	Takunda Denga	(1) High	6/1/2025		6/1/2025
DATA PROCESSING	WESELY NHENDE	(1) High	22/11/2024	30/11/2024	30/12/2024
Sales return customer ledger	Admire Manyani	(2) Normal	26/11/2024		26/12/2024
Reservations - Byo	Admire Manyani	(2) Normal	13/11/2024		13/12/2024
Windows Updates	WESELY NHENDE	(1) High	10/11/2024	12/12/2024	12/12/2024

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
ESET UPDATING	WESELY NHENDE	(1) High	11/12/2024	12/12/2024	12/12/2024
Customer ledger entries - Chn	Clemence Masvanhure	(2) Normal	12/12/2024		12/12/2024
9T1-0478 Error	Admire Manyani	(1) High	9/12/2024		11/12/2024
Internet Connection	Takunda Denga	(2) Normal	10/12/2024		10/12/2024
Natpharm Sales Fiscalisation	Sabina Matsaira	(2) Normal	5/12/2024		6/12/2024
Accounts Clerk failing to post return orders	Admire Manyani	(1) High	2/12/2024		3/12/2024
Sales return orders	Admire Manyani	(2) Normal	3/12/2024		3/12/2024
Microsoft Dynamics 365 service is down	WESELY NHENDE	(1) High	29/11/2024		29/11/2024
Mr. Nyamsve's laptop failinf to function properly	Takunda Denga	(2) Normal	28/11/2024		29/11/2024
Network down at Harare National House	Takunda Denga	(2) Normal	29/11/2024		29/11/2024
Ledger Entries - Sales Unit	Admire Manyani	(2) Normal	27/11/2024		28/11/2024
Printer not printing in Creditors	Takunda Denga	(1) High	26/11/2024		26/11/2024
Trucking Transfers - Gweru	Admire Manyani	(2) Normal	25/11/2024		25/11/2024
Reservation entries - Byo	Admire Manyani	(2) Normal	22/11/2024		23/11/2024
Order fill rate	Admire Manyani	(2) Normal	19/11/2024		20/11/2024
DRV header does not exist	Admire Manyani	(2) Normal	20/11/2024		20/11/2024
Fiscla printing - NatPharm Sales	Sabina Matsaira	(1) High	31/10/2024	31/10/2024	19/11/2024
Reservations - Chinhoyi	Admire Manyani	(2) Normal	15/11/2024		15/11/2024
Reservation error	Admire Manyani	(2) Normal	15/11/2024		15/11/2024

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
MD and MD Secretary's IP Phone not producing sound when receiving calls	Takunda Denga	(1) High	13/11/2024		14/11/2024
MD Secretary failing to receive emails	Takunda Denga	(1) High	13/11/2024		13/11/2024
Creditor's printer failing to print	Takunda Denga	(1) High	13/11/2024		13/11/2024
Reservations	Admire Manyani	(2) Normal	13/11/2024		13/11/2024
Main ZiG invoice wrapping qty	Admire Manyani	(2) Normal	12/11/2024	12/11/2024	13/11/2024
MD PA's Printer failing to print over the network	Takunda Denga	(1) High	12/11/2024		12/11/2024
Reallocating IP Phone for Chief Buyers	Takunda Denga	(1) High	12/11/2024		12/11/2024
Emails Down	Admire Manyani	(1) High	12/11/2024	12/11/2024	12/11/2024
Emails Challenge - CK	Admire Manyani	(1) High	12/11/2024	12/11/2024	12/11/2024
Managing Directors IP Phone Failing To Make Calls	Takunda Denga	(1) High	11/11/2024		11/11/2024
Creditors Printer Failing To Print	Takunda Denga	(2) Normal	11/11/2024		11/11/2024
Byron's desktop was failing to connect to the NatPharm IoT WiFi	Takunda Denga	(2) Normal	7/11/2024		7/11/2024
Error Converting TopUp order to Donor Quote	Admire Manyani	(2) Normal	4/11/2024	4/11/2024	7/11/2024
Sales return customer ledger entry	Admire Manyani	(2) Normal	7/11/2024		7/11/2024
Scan to email failing to operate the Registry's Printer	Takunda Denga	(2) Normal	7/11/2024		7/11/2024
Receiving Clerk failing to do warehouse stock movements	Munyaradzi Nhamo	(2) Normal	5/11/2024		6/11/2024

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
ZAPS Shipment not posting error msge ( The DRV Header does not exist. Identification fields and values: No.=" )	Admire Manyani	(2) Normal	6/11/2024	6/11/2024	6/11/2024
Email failing to send	Takunda Denga	(2) Normal	5/11/2024		5/11/2024
Return of HR Officer's Printer	Takunda Denga	(1) High	4/11/2024		4/11/2024
Toner for MD PA's Color Printer	Takunda Denga	(3) Low	31/10/2024		31/10/2024
Network issue at Bulk Store	Takunda Denga	(1) High	30/10/2024		30/10/2024
Configure Amanda's email account on Outlook	Takunda Denga	(2) Normal	30/10/2024		30/10/2024
Amasunda failing to connect	Clemence Masvanhure	(1) High	28/10/2024	28/10/2024	28/10/2024
Reset all users accounts the were failing to log into D365	Munyaradzi Nhamo	(1) High	28/10/2024		28/10/2024
IP Phone Config	Clemence Masvanhure	(2) Normal	24/10/2024	25/10/2024	25/10/2024
Unlock Win Account	Admire Manyani	(1) High	24/10/2024	24/10/2024	24/10/2024
Chistabel Teerahumba's Emails Bouncing Back	Takunda Denga	(1) High	22/10/2024		24/10/2024
Extracting and merging data with two entry types. Use of piping is failing for Mr Gono	Clemence Masvanhure	(2) Normal	24/10/2024	24/10/2024	24/10/2024
2019-20 MH Ledger Entries	Admire Manyani	(2) Normal	24/10/2024	24/10/2024	24/10/2024
itracking - Pjani	Admire Manyani	(2) Normal	24/10/2024	24/10/2024	24/10/2024
Internet Inactive	Admire Manyani	(1) High	23/10/2024	23/10/2024	23/10/2024
Unable to copy ledger entries	Admire Manyani	(1) High	22/10/2024		22/10/2024
Failure To Access Paywell Remotely	Admire Manyani	(2) Normal	22/10/2024	22/10/2024	22/10/2024

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
Active directory not responding	Admire Manyani	(2) Normal	22/10/2024		22/10/2024
Printer Not Printing	Takunda Denga	(2) Normal	22/10/2024		22/10/2024
Email Client Software Requesting Password	Takunda Denga	(1) High	21/10/2024		21/10/2024
D365 Failing To Respond	Takunda Denga	(1) High	24/9/2024		24/9/2024
Checking equipment in the Server Room. Convertor status not normal meaning its ISP issue.	Munyaradzi Nhamo	(1) High	25/10/2024		
Attending to K Kanyongo who is failing to fiscalise NatPharm Sales invoices	Munyaradzi Nhamo	(1) High	29/10/2024		
Attended to point that had no network	Munyaradzi Nhamo	(1) High	25/10/2024		
Logging fault with the ISP	Munyaradzi Nhamo	(1) High	25/10/2024		
Attending to faulty network point SBU office	Munyaradzi Nhamo	(1) High	4/11/2024		
Accounts failing to invoice	Munyaradzi Nhamo	(1) High	11/11/2024		
Dispatch Clerk's work station failing to boot	Munyaradzi Nhamo	(1) High	11/11/2024		
Installing all necessary applications on Dispatch Clerk Machine		(1) High	12/11/2024		
Extraction of %VEN medicines delivered to facilities and % inventory the expired reports	Munyaradzi Nhamo	(1) High	14/11/2024		
Opened a case with liquid regarding activation licence wrong package handover	WESELY NHENDE	(1) High	14/1/2025	17/1/2025	

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
Account Clerk failing to fiscalize NatSales Invoices	Munyaradzi Nhamo	(1) High	27/11/2024		
OS repair for Dispatch Clerk Machine	Munyaradzi Nhamo	(1) High	12/11/2024		
Configuring machines that are using backup network.	Munyaradzi Nhamo	(2) Normal	25/10/2024		
Assisting with ZAPS order processing	Munyaradzi Nhamo	(2) Normal	31/10/2024		
Dispatch Clerk failing to Login	Munyaradzi Nhamo	(2) Normal	27/11/2024		
Support (Network and VOIP)	WESELY NHENDE	(2) Normal	1/3/2026	31/3/2026	
Dispatch Clerk failing to convert top-up order to sales quote	Munyaradzi Nhamo	(2) Normal	19/11/2024		
Extracting Data to calculate order fill rate	Munyaradzi Nhamo	(2) Normal	19/11/2024		
Extracting Data to Calculate Inventory Turn over ratio for Chinhoyi Branch NatSales	Munyaradzi Nhamo	(2) Normal	19/11/2024		
Receptionist failing to post online receipts	Munyaradzi Nhamo	(2) Normal	14/11/2024		
Testing Top-Up orders if there are converting to quotes using the correct number series	Munyaradzi Nhamo	(2) Normal	5/11/2024		
Uploading Makonde database for ordering by DPM	Munyaradzi Nhamo	(2) Normal	4/11/2024		
Downloading Zvimba database for processing by Data Encoder	Munyaradzi Nhamo	(2) Normal	4/11/2024		
Extraction of Ledger Entries and try to come up with Order fill rates for Chinhoyi Branch	Munyaradzi Nhamo	(2) Normal	25/10/2024		

Task Title	Assigned To	Priority	Start Date	Due Date	Completed Date
Attend to L Magorongah who is failing to access his e-mails	Munyaradzi Nhamo	(2) Normal	30/10/2024		
Attended to K Kanyongo who is failing to open PDF files on his PC.	Munyaradzi Nhamo	(2) Normal	30/10/2024		
Attended to F Mutemeri and G Muyengwa who were failing to log into D365	Munyaradzi Nhamo	(2) Normal	28/10/2024		
Attend to L Magorongah's Desktop which was not switching on.	Munyaradzi Nhamo	(2) Normal	28/10/2024		
Upload AutoOrder Database for Sanyati District	Munyaradzi Nhamo	(2) Normal	28/10/2024		
Download AutoOrder Database from Laptop for Hurungwe District	Munyaradzi Nhamo	(2) Normal	28/10/2024		
Configuring users to Back-up Network	Munyaradzi Nhamo	(2) Normal	25/10/2024		
Doing a stock movement for Donor stock	Munyaradzi Nhamo	(2) Normal	5/11/2024		

---

Total

136