Note: This document is “view only”. Please create a copy of this document and save it to your drive.

**SOP- BOD/EOD Reporting- Systems Vault**

**PREREQUISITE**

[SOP Master - Team Member Training & Ongoing - Sarah Noked OBM](https://docs.google.com/document/d/1rumsP49sOrjgX2PRuDNMqVCARP_BRSIetBm6s_qWtmk/edit?usp=sharing)

[Teamwork Chat](https://sarahnoked.teamwork.com/chat/channels/55606)

[SN Template: EOD Report Format](https://docs.google.com/document/d/1w1AQTkVxvzKTcFr0Hi5tw0f3LWox5ugnwNPm-bWUhbE/edit?usp=sharing)

[Teamwork PM](https://sarahnoked.teamwork.com/)

**PURPOSE**

Beginning-of-Day (BOD) and End-of-Day (EOD) reporting is a critical part of how we communicate what we are working on to the whole team at large, ask questions and support each other as a whole. This is also how we communicate to each other when we are offline and online.

**POLICY**

All core team members submit BOD and EOD reports daily and have tasks assigned in [Teamwork PM](https://sarahnoked.teamwork.com/).

BODs are sent through the BOD/EOD REPORTING channel in [Teamwork Chat](https://sarahnoked.teamwork.com/chat/channels/43093)

We use this template for BOD/EOD reporting [SN Template: EOD Report Format](https://docs.google.com/document/d/1w1AQTkVxvzKTcFr0Hi5tw0f3LWox5ugnwNPm-bWUhbE/edit?usp=sharing)

**PARTY**

All Team Members

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Create the BOD

Part 2: Create the EOD

**Part 1: Create the BOD**

1. Login to [Teamwork Chat](https://sarahnoked.teamwork.com/chat/channels/55606)
2. Navigate to BOD/EOD REPORTING channel.
3. List the tasks you are working on that day using this format: [SN Template: EOD Report Format](https://docs.google.com/document/d/1w1AQTkVxvzKTcFr0Hi5tw0f3LWox5ugnwNPm-bWUhbE/edit?usp=sharing)

**Part 2: Create the EOD**

1. Login to [Teamwork Chat](https://sarahnoked.teamwork.com/chat/channels/55606)
2. Navigate to BOD/EOD REPORTING channel.
3. List the tasks you completed that day using this format: [SN Template: EOD Report Format](https://docs.google.com/document/d/1w1AQTkVxvzKTcFr0Hi5tw0f3LWox5ugnwNPm-bWUhbE/edit?usp=sharing)

**Created by:**

**Department:** Growth

**Date:**

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**Revised by:**