



Quality Assurer Log

By being assigned the team's QAer (Quality Assurer), you will be responsible for QAing all of the team member's data organizations. You will need to sort through the data and ensure the pivot tables, any VLOOKUPs, and tables/charts are accurate.

Once everyone is completed with organizing their data, you will come in and perform a check and record any errors on this sheet along with checkmarks of fixes.

Performance Report QA (Add and delete any rows if necessary)

What tab are you reviewing?	Data Check	State any errors	Corrected by Podmate?
Meta Retarget Pivot Table	<input checked="" type="checkbox"/>	Values that should be in \$ should be to two decimal points and with the correct symbols	Corrected ▾
SEM Pivot Table	<input checked="" type="checkbox"/>	Values that should be in \$ should be to two decimal points and with the correct symbols	Corrected ▾
Meta Awareness Pivot Table	<input checked="" type="checkbox"/>	Values that should be in \$ should be to two decimal points and with the correct symbols	Corrected ▾
Meta Awareness Pivot Table	<input checked="" type="checkbox"/>	Values as a percentage should be to two decimal places and with the correct symbols	Corrected ▾
SEM Conquest Pivot Table	<input checked="" type="checkbox"/>	Values should be in correct formats with two decimal places	Corrected ▾
Meta Retarget	<input checked="" type="checkbox"/>	Quarter Comparisons for cost efficiency should be added with clear indication which quarter was the most cost efficient	Corrected ▾

SEM Pivot Table	<input checked="" type="checkbox"/>	Quarter Comparisons for cost efficiency should be added with clear indication which quarter was the most cost efficient	Corrected ▾
SEM Conquest Pivot Table	<input checked="" type="checkbox"/>	Quarter Comparisons for cost efficiency should be added with clear indication which quarter was the most cost efficient	Corrected ▾
Meta Awareness Pivot Table	<input checked="" type="checkbox"/>	Quarter Comparisons for cost efficiency should be added with clear indication which quarter was the most cost efficient	Corrected ▾
Meta Awareness Pivot Table	<input checked="" type="checkbox"/>	Pivot Table has undefined values	Corrected ▾
Performance Tab	<input checked="" type="checkbox"/>	The name of the performance tab is misspelled	Corrected ▾
Meta Retarget Pivot Table	<input checked="" type="checkbox"/>	Values for Quarterly KPIs are a little off and should be rechecked and fixed	Corrected ▾
Performance Tab	<input checked="" type="checkbox"/>	Adjust formatting in order to improve readability	Corrected ▾
Performance Tab	<input checked="" type="checkbox"/>	Ensure everything is in the same format with two decimal places for cohesion	Corrected ▾
			Has not been reviewed ▾
			Has not been reviewed ▾

