

Period (07-25-2023 - 08-24-2023) - All Staff Members

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|--|--|----------------------|----------------------|----------|----------------|
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Show store management in dashboard - Done - If booking payment is fix do a test and make mobile live: pending - Make sure all forms are integrated to crm | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 24 Aug 2023 09:30 AM | 24 Aug 2023 01:10 PM | 03:40 | 3.67 |
| Jacob Hakimian | Google Ads (3.5 hrs, 25r) - In Progress | | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 23 Aug 2023 04:00 PM | 23 Aug 2023 05:00 PM | 01:00 | 1 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Show store management page in wp admin dashboard - in progress - Check booking is not reflecting to ecommerce calendar - cache issue - Empty cart automatically, updated settings - done - Checkout page issue - resolved - Updated contact number checkout error - done - Make sure all contact forms are integrated to CRM - Mass search for all contact number and replace to new one - done (via better search and replace plugin) | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 23 Aug 2023 09:45 AM | 23 Aug 2023 01:30 PM | 03:45 | 3.75 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Reformat each product short descriptions - done - Make sure all contact forms are integrated to CRM - Store shortcuts in wp admin dashboard - in progress | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 22 Aug 2023 09:30 AM | 22 Aug 2023 12:40 PM | 03:10 | 3.17 |
| Jacob Hakimian | Google Ads (3.5 hrs, 25r) - In Progress | | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 21 Aug 2023 05:00 PM | 21 Aug 2023 06:00 PM | 01:00 | 1 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - All forms should also notify lps@gp.marketing - All addons & party spa should display all prices https://www.littleprincessspa.com/hallandalebeach/product-category/princess-spa/ https://www.littleprincessspa.com/hallandalebeach/product-category/party-add-ons/ https://www.littleprincessspa.com/hallandalebeach/product-category/vendor-addons/ https://www.littleprincessspa.com/hallandalebeach/product-category/add-ons/ https://www.littleprincessspa.com/hallandalebeach/product-category/ | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 21 Aug 2023 11:22 AM | 21 Aug 2023 04:45 PM | 05:23 | 5.38 |

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| | | birthday-parties/ https://www.littleprincessspa.com/hallandalebeach/product-category/birthday-parties/classic-spa-parties/ https://www.littleprincessspa.com/hallandalebeach/product-category/birthday-parties/themed-spa-parties/ https://www.littleprincessspa.com/hallandalebeach/product-category/birthday-parties/boys-girls/ https://www.littleprincessspa.com/hallandalebeach/product-category/birthday-parties/special-character-included/ - Fixed https://www.littleprincessspa.com/hallandalebeach/pictures/ - Added customer reviews to contact page - Reformating Product short description - in progress | | | | | |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Mass update all contact numbers - All addons & party spa should display all prices - Add contact form to contact us - put phone number beside header menu and reposition flags - Make sure all forms are getting to crm leads (follow-up to Alex) https://docs.google.com/spreadsheets/d/1r0xs0nLWG86WTG7fd06BQMV7iJBxg0loaTqPgbpobhA/edit#gid=0 | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 21 Aug 2023 09:40 AM | 21 Aug 2023 11:00 AM | 01:20 | 1.33 |
| Alex Moronta | CRM Management (3 hrs, 25r) - In Progress | lps.mypremiumcrm.com update | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 19 Aug 2023 08:00 AM | 19 Aug 2023 10:00 AM | 02:00 | 2 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Duplicated google ads for fb - Created sample booking for landing page - Contact support | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 18 Aug 2023 02:50 PM | 18 Aug 2023 03:40 PM | 00:50 | 0.83 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - https://docs.google.com/spreadsheets/d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJIsxz_HAuQw/edit#gid=0 - Requested flyer > https://drive.google.com/file/d/17f3iQF58abfz00qHSQ1qMUR3hqbGAnD_/view?usp=drive_link > https://drive.google.com/file/d/1mmW7TVwDaFeHraLfdeddjKZLElaUuzEx/view?usp=drive_link - Tried to install mysite.guru - error "cannot communicate with the site" - Added testimonial addon to landing pages Obstacles: Elementor error "connection has been lost" most of the time when updating pages and site can't be reached | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 17 Aug 2023 03:15 PM | 17 Aug 2023 04:15 PM | 01:00 | 1 |
| Alex Moronta | WordPress Management | woocommerce issue plugin | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa | 16 Aug 2023 | 16 Aug 2023 | 04:00 | 4 |

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|----------------|---|---|--|----------------------|----------------------|----------|----------------|
| | (7.5hrs/25r) - In Progress | | Hallandale / LPS- Where Princesses' Dreams Come True LLC | 06:00 PM | 10:00 PM | | |
| Jacob Hakimian | Google Ads (3.5 hrs, 25r) - In Progress | | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 16 Aug 2023 02:30 PM | 16 Aug 2023 03:00 PM | 00:30 | 0.5 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Done Landing pages updates - Done Regular user login and make sure payments go to clients bank (will need square login for Hallandale) - Resumed updates https://docs.google.com/spreadsheets/d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJlsxz_HAuQw/edit#gid=0 Obstacles: Square payment doesn't work, tried to troubleshoot | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 16 Aug 2023 09:30 AM | 16 Aug 2023 01:10 PM | 03:40 | 3.67 |
| Alex Moronta | CRM Management (3 hrs, 25r) - In Progress | lps.mypremiumcrm.com SSL issue and staff creation | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 16 Aug 2023 08:00 AM | 16 Aug 2023 08:35 AM | 00:35 | 0.58 |
| Alex Moronta | CRM Management (3 hrs, 25r) - In Progress | migrate littleprincess1.mypremiumcrm To lps.mypremiumcrm.com | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 15 Aug 2023 04:00 PM | 15 Aug 2023 09:00 PM | 05:00 | 5 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Done task https://docs.google.com/document/d/1frt3yJLF9lp3S3QWv1kSrQBaRxBVSddwyPdXCvWfiv0/edit - Done Landing pages https://docs.google.com/document/d/1seyZHqGyigl0gZcAOPEzXz1Cf_RNv8zGAkH8m2eNxIs/edit - Booking products for landing pages - Added special hours to each packages | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 15 Aug 2023 09:30 AM | 15 Aug 2023 02:50 PM | 05:20 | 5.33 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - https://docs.google.com/document/d/1frt3yJLF9lp3S3QWv1kSrQBaRxBVSddwyPdXCvWfiv0/edit#heading=h.siao69rqyug - Booking products for landing pages Obstacles: Fixing schedule it's not responsive - fixed by reactivating plugin. This took long enough as the server is so slow too | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 14 Aug 2023 03:30 PM | 14 Aug 2023 04:45 PM | 01:15 | 1.25 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - https://docs.google.com/document/d/1frt3yJLF9lp3S3QWv1kSrQBaRxBVSddwyPdXCvWfiv0/edit#heading=h.siao69rqyug - Booking products for landing pages | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 14 Aug 2023 11:25 AM | 14 Aug 2023 12:40 PM | 01:15 | 1.25 |

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|----------------|---|--|--|----------------------|----------------------|--------------------|--------------------------|
| Alex Moronta | WordPress Management (7.5hrs/25r) - In Progress | LPS Hallandale site caching issue | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 14 Aug 2023 11:00 AM | 14 Aug 2023 03:00 PM | 04:00 | 4 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Updated contact page - Apply updates https://docs.google.com/spreadsheets/u/1/d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJIsxz_HAuQw/edit#gid=0 - Landing pages for fb/ig, and tiktok | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 14 Aug 2023 09:30 AM | 14 Aug 2023 11:15 AM | 01:45 | 1.75 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Apply updates https://docs.google.com/spreadsheets/u/1/d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJIsxz_HAuQw/edit#gid=0 - Apply website updates > Updated footer quick links + powered by > Updated header menu > Updated telephone number > Applied background color to products and add price - in progress - Landing pages + forms > https://www.littleprincessspa.com/hallandalebeach/google-party-packages/ > https://www.littleprincessspa.com/hallandalebeach/google-barbie-spa-party/ > https://www.littleprincessspa.com/hallandalebeach/google-princess-spa-party/ > https://www.littleprincessspa.com/hallandalebeach/google-royal-spa-party/ > https://www.littleprincessspa.com/hallandalebeach/google-queen-your-own-spa-party/ > https://www.littleprincessspa.com/hallandalebeach/google-magical-spa-party/ - updated to match new landing pages > https://www.littleprincessspa.com/hallandalebeach/google-royal-treatment-spa-party/ - updated to match new landing pages > https://www.littleprincessspa.com/hallandalebeach/google-glow-sparty/ - updated to match new landing pages | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 11 Aug 2023 10:30 AM | 11 Aug 2023 02:45 PM | 04:15 | 4.25 |
| Jacob Hakimian | Google Ads (3.5 hrs, 25r) - In Progress | | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC | 01 Aug 2023 04:00 PM | 01 Aug 2023 04:30 PM | 00:30 | 0.5 |
| | | | | | | Total Logged Time: | Total Logged Time: 55.22 |

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| | | | | | | 55:13 | |