

Period (12-25-2023 - 01-24-2024) - All Staff Members

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	24 Jan 2024 01:30 PM	24 Jan 2024 03:30 PM	02:00	2
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/Task) (1.5hrs/25r) - In Progress	> LPS Tasks -Fix all Acymailing drafts and configurations Challenge: Still waiting for Michael to set up all things	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	24 Jan 2024 01:00 PM	24 Jan 2024 02:30 PM	01:30	1.5
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Updated SMTP and other configurations - Importing and uploading subscribers for lists > http://tinyurl.com/yn7gvtv8 - Gravity + Acymailing automation > Contact forms and Newsletter form (homepage only) Obstacles: All footers are create per pages on Hallandale site that is not a good practice. Will need to replace all newsletter widget on all pages - Woocommerce + Acymailing, Parties, Day Spa, Events, All Customers, and Passport clubs > http://tinyurl.com/ypsmm32b	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	24 Jan 2024 12:00 PM	24 Jan 2024 04:00 PM	04:00	4
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Importing and uploading subscribers for lists	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	24 Jan 2024 11:10 AM	24 Jan 2024 11:30 AM	00:20	0.33
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/Task) (1.5hrs/25r) - In Progress	> Continue LPS Revisions for Email Marketing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	23 Jan 2024 01:50 PM	23 Jan 2024 02:10 PM	00:20	0.33
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	23 Jan 2024 01:30 PM	23 Jan 2024 03:30 PM	02:00	2
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/Task)	> LPS Revisions for Email Marketing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where	23 Jan 2024 01:00	23 Jan 2024 01:20	00:20	0.33

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	(1.5hrs/25r) - In Progress		Princesses' Dreams Come True LLC	PM	PM		
May Alvarez	Client Meetings (2hrs, 25r) - In Progress	> Meeting with Manu regarding 1. Email Marketing 2. Aurora Event 3. LPS Branding	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	23 Jan 2024 12:00 PM	23 Jan 2024 01:00 PM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/Task) (1.5hrs/25r) - In Progress	> LPS Email Marketing Content for Aurora Event - saved in AcyMailing and test sent to LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	23 Jan 2024 11:00 AM	23 Jan 2024 12:00 PM	01:00	1
May Alvarez	SEO Content (2hrs, 25r) - In Progress	> Off-Page Article for LPS - https://global-presence-news.ghost.io/2024-parenting-goals/	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	23 Jan 2024 10:30 AM	23 Jan 2024 11:00 AM	00:30	0.5
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19719 - Support ticket #19723	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	22 Jan 2024 02:40 PM	22 Jan 2024 02:55 PM	00:15	0.25
May Alvarez	SEO Content (2hrs, 25r) - In Progress	> LPS Article- https://www.littleprincessspa.com/hallandalebeach/blog/must-read-books-for-kids-in-2024/	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	22 Jan 2024 02:00 PM	22 Jan 2024 02:30 PM	00:30	0.5
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Appointment Set Meeting -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	22 Jan 2024 01:30 PM	22 Jan 2024 03:30 PM	02:00	2
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call with Lead Appointment-did not push through -Rescheduled Appointment -Call leads for LPS -Consolidate Leads requesting details via email	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	19 Jan 2024 01:30 PM	19 Jan 2024 03:30 PM	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		-Draft Email for LPS leads					
Jacob Hakimian	Google Ads (3.5 hrs, 25r) - In Progress	- Google Ads Optimization - https://drive.google.com/file/d/1EIXxWRcJbH0_zGBISNDKzwxMu5E8tAmS/view?usp=sharing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Jan 2024 05:30 PM	18 Jan 2024 06:30 PM	01:00	1
May Alvarez	Social Media Ads: (7.5hrs/25r) - In Progress	Sociel media monitoring	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Jan 2024 04:45 PM	18 Jan 2024 04:55 PM	00:10	0.17
May Alvarez	Social Media Ads: (7.5hrs/25r) - In Progress	> LPS Content - Forward email marketing to client - Edit Reel and sent to Manu	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Jan 2024 02:00 PM	18 Jan 2024 02:30 PM	00:30	0.5
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Jan 2024 01:30 PM	18 Jan 2024 03:30 PM	02:00	2
May Alvarez	Operations Task (2.5hrs,25r) - In Progress	> LPS Operations - Coordinate with Manu re: other LPS pictures and videos - Send tests again of email marketing with new email set up	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	17 Jan 2024 05:30 PM	17 Jan 2024 05:45 PM	00:15	0.25
May Alvarez	Social Media Ads: (7.5hrs/25r) - In Progress	> LPS Social Media Content - Posted stories on Instagram and Facebook - Aurora Event Reel - sent to Manu for approval	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	17 Jan 2024 04:00 PM	17 Jan 2024 05:00 PM	01:00	1
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	17 Jan 2024 01:30 PM	17 Jan 2024 03:30 PM	02:00	2
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket: SOLD OUT FROZEN EVENT - completed - Setup new SMTP for acymailing > Done setup on LPS Hall > Mobile generates error when doing email test (same settings with Hall but doesn't accept)	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	17 Jan 2024 09:50 AM	17 Jan 2024 10:45 AM	00:55	0.92

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/Task) (1.5hrs/25r) - In Progress	> Testing LPS Email Marketing - sent couple of tests to Manu	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	16 Jan 2024 04:00 PM	16 Jan 2024 04:30 PM	00:30	0.5
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	16 Jan 2024 01:30 PM	16 Jan 2024 03:30 PM	02:00	2
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Petite Party time slot updated - added 8pm for Sat - Support ticket: SOLD OUT FROZEN EVENT - pending	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	16 Jan 2024 01:10 PM	16 Jan 2024 01:30 PM	00:20	0.33
May Alvarez	Social Media Ads: (7.5hrs/25r) - In Progress	> Social Media Graphic and Post of Frozen Event for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	15 Jan 2024 07:00 PM	15 Jan 2024 07:20 PM	00:20	0.33
May Alvarez	SEO Content (2hrs, 25r) - In Progress	> LPS Blog - https://www.littleprincessspa.com/hallandalebeach/blog/parenting-resolutions-achievable-goals-for-2024/	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	15 Jan 2024 04:00 PM	15 Jan 2024 04:30 PM	00:30	0.5
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	15 Jan 2024 01:30 PM	15 Jan 2024 03:30 PM	02:00	2
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	LPS Hall support request for changing timeslots [bookly service schedule addon] - completed	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	13 Jan 2024 09:50 AM	13 Jan 2024 10:30 AM	00:40	0.67
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS 3:30PM-4:00PM	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	12 Jan 2024 01:30 PM	12 Jan 2024 04:00 PM	02:30	2.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		-Drafted Email for LPS-Pending -Complete EOD					
Jacob Hakimian	Google Ads (3.5 hrs, 25r) - In Progress	- Google Ads Optimization - https://drive.google.com/file/d/1EIXxWRcJbH0_zGBISNDKzwxMu5E8tAmS/view?usp=sharing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	12 Jan 2024 11:30 AM	12 Jan 2024 12:30 PM	01:00	1
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS 3:30PM-4:00PM -Complete EOD	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	11 Jan 2024 01:30 PM	11 Jan 2024 04:00 PM	02:30	2.5
Jacob Hakimian	Google Ads (3.5 hrs, 25r) - In Progress	- Google Ads Optimization - https://drive.google.com/file/d/1EIXxWRcJbH0_zGBISNDKzwxMu5E8tAmS/view?usp=sharing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	11 Jan 2024 11:30 AM	11 Jan 2024 12:00 PM	00:30	0.5
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19696 - completed > Added the 3 Free Extra Kids Deal Function to each party add on http://tinyurl.com/ylc3b74n > Created a custom script http://tinyurl.com/yc9zgvw > Updated all party packages addons + index ordering	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	10 Jan 2024 02:45 PM	10 Jan 2024 04:00 PM	01:15	1.25
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-2:00PM -Preparation for LPS -Review LPS set-up and workflow 2:00PM-3:30PM -Call leads for LPS 3:30PM-4:00PM -Complete EOD	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	10 Jan 2024 01:30 PM	10 Jan 2024 04:00 PM	02:30	2.5
Jacob Hakimian	Google Ads (3.5 hrs, 25r) - In Progress	- Google Ads Optimization - https://drive.google.com/file/d/1EIXxWRcJbH0_zGBISNDKzwxMu5E8tAmS/view?usp=sharing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	10 Jan 2024 11:00 AM	10 Jan 2024 12:00 PM	01:00	1
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Updated all party pages by removing "Book this Party & Get a \$50 Credit!" section - Support ticket #19695 > Setup Bookly Services schedule addon > Updated each services (Party packages and Day spa)	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	10 Jan 2024 09:50 AM	10 Jan 2024 02:20 PM	04:30	4.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		schedules - Support ticket #19696 > Added the 3 Free Extra Kids Deal Function to each party add on > Create a custom script - in progress					
May Alvarez	SEO Content (2hrs, 25r) - In Progress	January Blog Topics > LPS Hallandale and Mobile - https://docs.google.com/spreadsheets/d/1NhuRUH0YYrbJsVapVbR1tu-gXuUKIUVR_lye_Qa2vJQ/edit?usp=sharing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	09 Jan 2024 03:50 PM	09 Jan 2024 04:15 PM	00:25	0.42
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	1:30PM-1:45PM -Preparation for LPS -Review LPS set-up and workflow 1:45PM-3:30PM -Call leads for LPS 3:30PM-4:00PM -Complete EOD	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	09 Jan 2024 01:30 PM	09 Jan 2024 04:00 PM	02:30	2.5
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19683 (Urgent) > https://www.littleprincessspa.com/hallandalebeach/product/princess-club/ > https://www.littleprincessspa.com/hallandalebeach/product/parents-valentines/ > https://www.littleprincessspa.com/hallandalebeach/product/aurora-event/ > https://www.littleprincessspa.com/hallandalebeach/product/frozen-event/ - Edited 3 pictures for exact dates - Updated Events header mega menu - Installed combo offers plugins - Updated page and put January Deals https://www.littleprincessspa.com/hallandalebeach/deals/	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	04 Jan 2024 11:40 AM	04 Jan 2024 03:15 PM	03:35	3.58
Michael Ocampo	CRM Management (3 hrs, 25r) - In Progress	- Coordinate with Vishal for LPS crm issue > Debugging LPS Crm - Fixed error 500	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	04 Jan 2024 09:30 AM	04 Jan 2024 10:35 AM	01:05	1.08
Michael Ocampo	CRM Management (3 hrs, 25r) - In Progress	- Fixing lps.mypremiumcrm error 500 > .htaccess + connecting via mysql benchmark > Restarted mysql service > Checked codes configs, routes, controllers [codeigniter] > Changed database password user: mypremiumcrm_littleprincess1	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	03 Jan 2024 02:45 PM	03 Jan 2024 04:45 PM	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jacob Hakimian	Google Ads (3.5 hrs, 25r) - In Progress	- Google Ads Optimization - https://drive.google.com/file/d/1EIXxWRcJbH0_zGBISNDKzwxMu5E8tAmS/view?usp=sharing	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	03 Jan 2024 10:30 AM	03 Jan 2024 11:30 AM	01:00	1
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Continue Support ticket #19585 - Try updating wc deposits or try another plugin > Updated all booking wc data (Removed future payments to avoid confusion) http://tinyurl.com/ysutpsfm > Updated all connected products price to 0	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	28 Dec 2023 01:30 PM	28 Dec 2023 02:20 PM	00:50	0.83
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19585 - Try updating wc deposits or try another plugin > Updated all booking wc data (Removed future payments to avoid confusion) http://tinyurl.com/ysutpsfm > Updated all connected products price to 0 - Updated bookly plugins + square plugin - Searching for dynamic pricing to woocommerce [no available plugin]	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	28 Dec 2023 11:00 AM	28 Dec 2023 11:40 AM	00:40	0.67
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19667 - completed > Installed Bookly group booking - Support ticket - SALES FOR HALLANDALE JAN 1 - JAN 31 > Added popup on homepage (Auto-disabled on Jan 31) - Updated all bookly plugins	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	27 Dec 2023 10:00 AM	27 Dec 2023 11:40 AM	01:40	1.67
						Total Logged Time: 61:25	Total Logged Time: 61.42