## Period (09-25-2023 - 10-24-2023) - All Staff Members

| Staff<br>Member     | Task                                                              | Note                                                                                                                                                                                   | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
|---------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------|-------------------|
| May<br>Alvarez      | SEO Content (1 hr, 25r) -<br>In Progress                          | > LPS Mobile article - https://www.littleprincessspamobilefairy.com/miami/parenting-styles                                                                                             | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 24 Oct<br>2023<br>01:40<br>PM | 24 Oct<br>2023<br>02:00<br>PM | 00:20    | 0.33              |
| Cristina<br>Pascual | Client Meetings (2hrs,<br>25r) - In Progress                      | - LPS team meeting                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 24 Oct<br>2023<br>01:00<br>PM | 24 Oct<br>2023<br>02:00<br>PM | 01:00    | 1                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | <ul> <li>Check emails</li> <li>reply to emails</li> <li>develop a strategy to reach out to home service companies.</li> <li>create scripts and templates for sales outreach</li> </ul> | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 24 Oct<br>2023<br>10:00<br>AM | 24 Oct<br>2023<br>01:00<br>PM | 03:00    | 3                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | - Check emails<br>- reply to emails<br>- PROJECTS PAUSED                                                                                                                               | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 23 Oct<br>2023<br>10:00<br>AM | 23 Oct<br>2023<br>10:30<br>AM | 00:30    | 0.5               |
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                        | - Google Ads Updated<br>- https://drive.google.com/file/<br>d/1WtEovgSbq5YdSU7BerN4JcrRwuDdCrVm/view?usp=sharing                                                                       | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 20 Oct<br>2023<br>10:10<br>AM | 20 Oct<br>2023<br>11:30<br>AM | 01:20    | 1.33              |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | - Check emails<br>- reply to emails<br>- partnership acquisition LPS                                                                                                                   | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 20 Oct<br>2023<br>10:00<br>AM | 20 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | <ul><li>Check emails</li><li>reply to emails</li><li>partnership acquisition LPS</li><li>Completion of Vendor registration for city of Doral</li></ul>                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 19 Oct<br>2023<br>10:00<br>AM | 19 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Cristina<br>Pascual | Client Meetings (2hrs,<br>25r) - In Progress                      |                                                                                                                                                                                        | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing                      | 17 Oct<br>2023<br>03:00<br>PM | 17 Oct<br>2023<br>04:00<br>PM | 01:00    | 1                 |

| Staff<br>Member     | Task                                                              | Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
|---------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------|-------------------|
|                     |                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Through Pink Corp                                                                                                   |                               |                               |          |                   |
| Jacob<br>Hakimian   | Client Meetings (2hrs,<br>25r) - In Progress                      | Meeting with LPS                                                                                                                                                                                                                                                                                                                                                                                                                                                               | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 17 Oct<br>2023<br>12:30<br>PM | 17 Oct<br>2023<br>01:00<br>PM | 00:30    | 0.5               |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress           | - Fix mobile checkout page support ticket #18903 - LPS Meeting - Website task > https://docs.google.com/spreadsheets/ d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJlsxz_HAuQw/edit#gid=0 - Add signature addon for forms on contract agreement > Fixed signature form not showing - script needed > Contract Agreement Emails should go to to Lpsmiamimobilecustomers@gmail.com - Updates to checkout page on mobile - Fixed header responsiveness for mobile in mobile and tablet mode | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 17 Oct<br>2023<br>12:00<br>PM | 17 Oct<br>2023<br>03:00<br>PM | 03:00    | 3                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | <ul><li>Check emails</li><li>reply to emails</li><li>partnership acquisition LPS</li><li>Vendor registration Sunny Isles Beach</li></ul>                                                                                                                                                                                                                                                                                                                                       | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 17 Oct<br>2023<br>12:00<br>PM | 17 Oct<br>2023<br>03:00<br>PM | 03:00    | 3                 |
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                        | - Google Ads Updated<br>- https://drive.google.com/file/<br>d/1WtEovgSbq5YdSU7BerN4JcrRwuDdCrVm/view?usp=sharing                                                                                                                                                                                                                                                                                                                                                               | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 17 Oct<br>2023<br>10:30<br>AM | 17 Oct<br>2023<br>12:30<br>PM | 02:00    | 2                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | <ul><li>Check emails</li><li>reply to emails</li><li>partnership acquisition LPS/ vendor registration</li></ul>                                                                                                                                                                                                                                                                                                                                                                | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 16 Oct<br>2023<br>10:00<br>AM | 16 Oct<br>2023<br>01:00<br>PM | 03:00    | 3                 |
| Cristina<br>Pascual | 20                                                                | <ul> <li>Check emails</li> <li>reply to emails</li> <li>partnership acquisition LPS</li> <li>Acquired vendor registration forms from city of coral gables</li> </ul>                                                                                                                                                                                                                                                                                                           | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 13 Oct<br>2023<br>10:00<br>AM | 13 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                        | - Google Ads Updated<br>- https://drive.google.com/file/<br>d/1WtEovgSbq5YdSU7BerN4JcrRwuDdCrVm/view?usp=sharing                                                                                                                                                                                                                                                                                                                                                               | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing                      | 12 Oct<br>2023<br>11:00<br>AM | 12 Oct<br>2023<br>01:00<br>PM | 02:00    | 2                 |

| Staff<br>Member     | Task                                                              | Note                                                                                                                                                                                                                                                                                                                             | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
|---------------------|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------|-------------------|
|                     |                                                                   |                                                                                                                                                                                                                                                                                                                                  | Through Pink Corp                                                                                                   |                               |                               |          |                   |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | - Check emails - reply to emails - partnership acquisition LPS - vendor registration for Doral - follow up 1 warmlead for FV (partner registration) Company name: Events by Promoidea Industry: Party/events Planner Website: https://www.eventsbypromoidea.com/ Contact number: 954-709-5161 Contact person: Hilsa Musali-owner | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 12 Oct<br>2023<br>10:00<br>AM | 12 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | <ul> <li>Check emails</li> <li>reply to emails</li> <li>partnership acquisition LPS</li> <li>Registration for the city of Doral as vendors</li> </ul>                                                                                                                                                                            | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 11 Oct<br>2023<br>10:00<br>AM | 11 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress           | Added paypal and afterpay payment                                                                                                                                                                                                                                                                                                | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 11 Oct<br>2023<br>09:30<br>AM | 11 Oct<br>2023<br>10:30<br>AM | 01:00    | 1                 |
| Cristina<br>Pascual | Client Meetings (2hrs,<br>25r) - In Progress                      |                                                                                                                                                                                                                                                                                                                                  | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 10 Oct<br>2023<br>01:00<br>PM | 10 Oct<br>2023<br>02:00<br>PM | 01:00    | 1                 |
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                        | - Google Ads Updated<br>- https://drive.google.com/file/<br>d/1WtEovgSbq5YdSU7BerN4JcrRwuDdCrVm/view?usp=sharing                                                                                                                                                                                                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 10 Oct<br>2023<br>11:30<br>AM | 10 Oct<br>2023<br>12:30<br>PM | 01:00    | 1                 |
| Jacob<br>Hakimian   | Client Meetings (2hrs,<br>25r) - In Progress                      |                                                                                                                                                                                                                                                                                                                                  | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 10 Oct<br>2023<br>10:30<br>AM | 10 Oct<br>2023<br>11:30<br>AM | 01:00    | 1                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress | - Check emails<br>- reply to emails<br>- vendor registration                                                                                                                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 10 Oct<br>2023<br>10:00<br>AM | 10 Oct<br>2023<br>01:00<br>PM | 03:00    | 3                 |

| Staff<br>Member     | Task                                                                                               | Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
|---------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------|-------------------|
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                                                         | - Google Ads Updated<br>- https://drive.google.com/file/<br>d/1WtEovgSbq5YdSU7BerN4JcrRwuDdCrVm/view?usp=sharing                                                                                                                                                                                                                                                                                                                                                                                               | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 09 Oct<br>2023<br>03:00<br>PM | 09 Oct<br>2023<br>04:00<br>PM | 01:00    | 1                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress                                            | <ul> <li>Waiver terms and condition to mobile like hall when client checked out</li> <li>Setup woocommerce checkout settings waiver and agreement (fixed elementor displayed code)</li> <li>https://www.littleprincessspamobilefairy.com/miami/checkout/</li> <li>https://www.littleprincessspamobilefairy.com/miami/agreement/ - with form</li> <li>Added Contract Form shortcut on admin dashboard https://docs.google.com/spreadsheets/d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJlsxz_HAuQw/edit#gid=0</li> </ul> | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 09 Oct<br>2023<br>01:30<br>PM | 09 Oct<br>2023<br>03:45<br>PM | 02:15    | 2.25              |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  | - Check emails<br>- reply to emails<br>- vendor registration                                                                                                                                                                                                                                                                                                                                                                                                                                                   | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 09 Oct<br>2023<br>10:30<br>AM | 09 Oct<br>2023<br>02:30<br>PM | 04:00    | 4                 |
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 06 Oct<br>2023<br>04:30<br>PM | 06 Oct<br>2023<br>05:00<br>PM | 00:30    | 0.5               |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress                                            | - Added partner login link to footer menu                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 06 Oct<br>2023<br>04:00<br>PM | 06 Oct<br>2023<br>04:10<br>PM | 00:10    | 0.17              |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 06 Oct<br>2023<br>10:00<br>AM | 06 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Jack<br>Hakimian    | Ad Hoc Task (Not<br>Associated With<br>Recurring Projects/<br>Task) (1.5hrs, 25r) - In<br>Progress | Client engagement and meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 06 Oct<br>2023<br>07:00<br>AM | 06 Oct<br>2023<br>12:00<br>PM | 05:00    | 5                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,                                                                  | <ul> <li>Added landing page for mobile van QR Code</li> <li>https://www.littleprincessspamobilefairy.com/miami/inquire/</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             | #498 - Essential: LPS<br>MM (25hr,25r) - Little                                                                     | 05 Oct<br>2023                | 05 Oct<br>2023                | 00:45    | 0.75              |

| Staff<br>Member     | Task                                                                                               | Note                                                                                                                                                                                                | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
|---------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------|-------------------|
|                     | 25r) - In Progress                                                                                 |                                                                                                                                                                                                     | Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp                                                    | 04:00<br>PM                   | 04:45<br>PM                   |          |                   |
| May<br>Alvarez      | Operations Task (2.5<br>hrs, 25r) - In Progress                                                    | <ul> <li>LPS Operations Tasks</li> <li>Clarify tasks from team</li> <li>Check tasks sheet for immediate deadline</li> </ul>                                                                         | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 05 Oct<br>2023<br>03:10<br>PM | 05 Oct<br>2023<br>03:30<br>PM | 00:20    | 0.33              |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  |                                                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 05 Oct<br>2023<br>10:00<br>AM | 05 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Vishal<br>Jagetia   | CRM Management (3<br>hrs, 25r) - In Progress                                                       | setup WooComerce integration between https://<br>www.littleprincessspamobilefairy.com/miami/ and https://<br>lps.mypremiumcrm.com/admin/leads - so we can run reports and capture<br>new customers. | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 04 Oct<br>2023<br>01:00<br>PM | 04 Oct<br>2023<br>02:00<br>PM | 01:00    | 1                 |
| Alex<br>Moronta     | Ad Hoc Task (Not<br>Associated With<br>Recurring Projects/<br>Task) (1.5hrs, 25r) - In<br>Progress | LPS Miami Mobile twilio function                                                                                                                                                                    | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 04 Oct<br>2023<br>11:00<br>AM | 04 Oct<br>2023<br>03:00<br>PM | 04:00    | 4                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress                                            | - Update header menus on mobile                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 03 Oct<br>2023<br>04:30<br>PM | 03 Oct<br>2023<br>04:35<br>PM | 00:05    | 0.08              |
| Jacob<br>Hakimian   | Twilio Management /<br>Phone Receptionist Plus<br>25 (1.5 hrs, 25r) - Not<br>Started               |                                                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 03 Oct<br>2023<br>04:30<br>PM | 03 Oct<br>2023<br>07:30<br>PM | 03:00    | 3                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  |                                                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 03 Oct<br>2023<br>10:00<br>AM | 03 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress                                            | <ul> <li>- Updated Header menu text on mobile</li> <li>- Make USA flag instead of british flag</li> <li>- Applied updates to landing pages</li> </ul>                                               | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami                                               | 02 Oct<br>2023<br>11:15       | 02 Oct<br>2023<br>11:45       | 00:30    | 0.5               |

| Staff<br>Member     | Task                                                                                               | Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
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|                     |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Mobile / LPS - Racing<br>Through Pink Corp                                                                          | AM                            | AM                            |          |                   |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 02 Oct<br>2023<br>10:00<br>AM | 02 Oct<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress                                            | - Mass edited image with contact no.<br>- Create landing page for van - pending                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 29 Sep<br>2023<br>03:45<br>PM | 29 Sep<br>2023<br>04:45<br>PM | 01:00    | 1                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 29 Sep<br>2023<br>10:15<br>AM | 29 Sep<br>2023<br>02:15<br>PM | 04:00    | 4                 |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 28 Sep<br>2023<br>10:00<br>AM | 28 Sep<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress                                            | <ul> <li>Support ticket #18446 - resolved</li> <li>Add-ons should have 50% deposit when checking out</li> <li>Support ticket #18445 - in progress</li> <li>Support ticket #18443 - in progress [waiting for gdrive access]</li> <li>Copy the same checkout process on hallandale</li> <li>Support ticket #18442 - in progress</li> <li>Mobile checkout process. Clarified that addons are already charge at 50% deposit.</li> <li>Added script on cart page to change labels on checkout page [mobile]</li> <li>Added product recommendations on both mobile and hall https://docs.google.com/spreadsheets/d/15G7wiCZeirX6QVexViOoli2eStZCXGPzJlsxz_HAuQw/edit#gid=0</li> </ul> | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 28 Sep<br>2023<br>09:30<br>AM | 28 Sep<br>2023<br>12:50<br>PM | 03:20    | 3.33              |
| Alex<br>Moronta     | Ad Hoc Task (Not<br>Associated With<br>Recurring Projects/<br>Task) (1.5hrs, 25r) - In<br>Progress | LPS contact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 27 Sep<br>2023<br>03:00<br>PM | 27 Sep<br>2023<br>07:00<br>PM | 04:00    | 4                 |
| May<br>Alvarez      | Operations Task (2.5<br>hrs, 25r) - In Progress                                                    | > LPS Tasks<br>- Landing Page for QR Code - https://docs.google.com/document/                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | #498 - Essential: LPS<br>MM (25hr,25r) - Little                                                                     | 27 Sep<br>2023                | 27 Sep<br>2023                | 00:40    | 0.67              |
|                     |                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                     |                               |                               |          |                   |

| Staff<br>Member     | Task                                                              | Note                                                                                                                                                                                                                               | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h) | Time<br>(decimal) |
|---------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|----------|-------------------|
|                     |                                                                   | d/1KrpUwSSSRyuYCOfp-QfwLhGP0albNY6w6bsALbLZsE0/edit?<br>usp=sharing<br>- Operations: Coordinate with Micahel re: Landing page<br>: Remind client to generate a QR code from GPM's QR code site                                     | Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp                                                    | 02:45<br>PM                   | 03:25<br>PM                   |          |                   |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress           | - Support ticket #18378 - resolved [lps]                                                                                                                                                                                           | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 27 Sep<br>2023<br>11:10<br>AM | 27 Sep<br>2023<br>11:20<br>AM | 00:10    | 0.17              |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress |                                                                                                                                                                                                                                    | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 27 Sep<br>2023<br>10:00<br>AM | 27 Sep<br>2023<br>02:00<br>PM | 04:00    | 4                 |
| Jacob<br>Hakimian   | Google Ads (3.5 hrs,<br>25r) - In Progress                        |                                                                                                                                                                                                                                    | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 26 Sep<br>2023<br>03:30<br>PM | 26 Sep<br>2023<br>04:00<br>PM | 00:30    | 0.5               |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress           | - Convert this page booking https://gpworkspace.com/private-office & https://gpworkspace.com/virtual-office                                                                                                                        | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 26 Sep<br>2023<br>02:00<br>PM | 26 Sep<br>2023<br>02:35<br>PM | 00:35    | 0.58              |
| May<br>Alvarez      | Client Meetings (2hrs,<br>25r) - In Progress                      | > LPS Meeting                                                                                                                                                                                                                      | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 26 Sep<br>2023<br>12:40<br>PM | 26 Sep<br>2023<br>01:10<br>PM | 00:30    | 0.5               |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -<br>In Progress |                                                                                                                                                                                                                                    | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 26 Sep<br>2023<br>11:00<br>AM | 26 Sep<br>2023<br>03:00<br>PM | 04:00    | 4                 |
| Michael<br>Ocampo   | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress           | <ul> <li>Installed woocommerce product add-ons [mobile]</li> <li>Updated mobile landing pages</li> <li>Updated add-ons and added Esteem 360 Studios Photography addon both hall and mobile</li> <li>New add-on graphics</li> </ul> | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 26 Sep<br>2023<br>09:30<br>AM | 26 Sep<br>2023<br>02:00<br>PM | 04:30    | 4.5               |
| Cristina<br>Pascual | Bonus Hours for Phone<br>Marketing (40 hrs, 25r) -                |                                                                                                                                                                                                                                    | #498 - Essential: LPS<br>MM (25hr,25r) - Little                                                                     | 25 Sep<br>2023                | 25 Sep<br>2023                | 04:00    | 4                 |
|                     |                                                                   |                                                                                                                                                                                                                                    |                                                                                                                     |                               |                               |          |                   |

| Staff<br>Member   | Task                                                    | Note                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Related                                                                                                             | Start<br>Time                 | End<br>Time                   | Time (h)                           | Time<br>(decimal)                  |
|-------------------|---------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|------------------------------------|------------------------------------|
|                   | In Progress                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp                                                    | 10:00<br>AM                   | 02:00<br>PM                   |                                    |                                    |
| Michael<br>Ocampo | WordPress<br>Management (7.5 hrs,<br>25r) - In Progress | <ul> <li>Replace woocomerce on mobile site, use hallandale site plugin (getting product add-ons plugin)</li> <li>Downloaded their plugins from hall and copied to mobile - did not work</li> <li>Replied to support tickets</li> <li>Obstacles: Not possible to upload all .php files woocommerce product addons. Need FTP Access</li> <li>Updated mobile party packages add-ons and homepage add-ons section</li> <li>Added additional addons Bounce House and Extra hour</li> </ul> | #498 - Essential: LPS<br>MM (25hr,25r) - Little<br>Princess Spa Miami<br>Mobile / LPS - Racing<br>Through Pink Corp | 25 Sep<br>2023<br>09:30<br>AM | 25 Sep<br>2023<br>12:53<br>PM | 03:23                              | 3.38                               |
|                   |                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                     |                               |                               | Total<br>Logged<br>Time:<br>124:53 | Total<br>Logged<br>Time:<br>124.88 |