

Period (08-25-2023 - 09-24-2023) - All Staff Members

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|---|---|----------------------|----------------------|----------|----------------|
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | hallandale twilio function | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 23 Sep 2023 03:00 PM | 23 Sep 2023 05:00 PM | 02:00 | 2 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | hallandale recorded voice mp3 | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 22 Sep 2023 08:00 PM | 22 Sep 2023 10:00 PM | 02:00 | 2 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Support ticket #18172 - completed - Support ticket #18168 - done - Support ticket #18209 - in progress - Updated all landing pages [Hall] | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 22 Sep 2023 09:30 AM | 22 Sep 2023 12:30 PM | 03:00 | 3 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | hallandale twilio function | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 21 Sep 2023 10:00 AM | 21 Sep 2023 02:00 PM | 04:00 | 4 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Support ticket #18111 - completed - Landing pages updates - Fixing add-ons doesn't add or show in checkout page [LPS Hall - woocommerce bookings] - Finding ways on how to update extensions on woocommerce: in progress | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 21 Sep 2023 09:30 AM | 21 Sep 2023 01:50 PM | 04:20 | 4.33 |
| May Alvarez | Operations Task (2.5hrs,25r) - In Progress | > LPS Operations Tasks - Create tasks for team - clarify contact page and QR code to team and client - coordinate with team regarding tasks | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 20 Sep 2023 01:10 PM | 20 Sep 2023 01:45 PM | 00:35 | 0.58 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Landing pages updates on mobile and hallandale - Fix add-ons not adding on checkout page: woocommerce bookings | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 20 Sep 2023 01:10 PM | 20 Sep 2023 02:30 PM | 01:20 | 1.33 |
| May Alvarez | Staff Meetings (30mins/25r) - In Progress | > Meeting with Tina and Michael re: LPS Tasks | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- | 20 Sep 2023 01:00 | 20 Sep 2023 01:10 | 00:10 | 0.17 |

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|--|---|----------------------|----------------------|----------|----------------|
| | | | Where Princesses' Dreams Come True LLC | PM | PM | | |
| May Alvarez | Client Meetings (2hrs, 25r) - In Progress | Meeting with client and team | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 20 Sep 2023 12:30 PM | 20 Sep 2023 01:00 PM | 00:30 | 0.5 |
| Jack Hakimian | Client Meetings (2hrs, 25r) - In Progress | Princess Spa Weekly Meeting | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 20 Sep 2023 12:30 PM | 20 Sep 2023 01:00 PM | 00:30 | 0.5 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | hallandale issue installing rankmath hallandale twilio function | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 20 Sep 2023 10:00 AM | 20 Sep 2023 02:00 PM | 04:00 | 4 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Support ticket #18092 - completed - Support ticket #17985 - Additional girls option update in checkout: needs to update woocommerce - Support ticket #17983 - addons doesn't add all when checking out: needs to update woocommerce - Install Add-on tabs on woocommerce products for mobile site - Resume install rank math issue (Cannot install) - Follow-up with Cassio about the elementor not saving when there's plenty of elements added on single page | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 20 Sep 2023 09:30 AM | 20 Sep 2023 12:30 PM | 03:00 | 3 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - LPS landing pages updates: Found out that elementor will not save if elements are too many - Install rank math Obstacles: Cannot install rank math tried to troubleshoot but did not find any solution. | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 19 Sep 2023 03:30 PM | 19 Sep 2023 04:45 PM | 01:15 | 1.25 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Support ticket #18021 - completed - Support ticket #17983 - addons doesn't add all when checking out (in progress) - Support ticket #17985 - waiting for video recorded issue | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 19 Sep 2023 09:30 AM | 19 Sep 2023 10:30 AM | 01:00 | 1 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Support tickets #17983 - in progress: addons doesn't add all when checking out (woocommerce bookings) | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 18 Sep 2023 11:28 AM | 18 Sep 2023 12:10 PM | 00:42 | 0.7 |

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|---|---|----------------------|----------------------|----------|----------------|
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Support ticket #17983 - addons doesn't add all when checking out | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 18 Sep 2023 10:30 AM | 18 Sep 2023 11:00 AM | 00:30 | 0.5 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Connect bookly services to woocommerce to have coupon field option when checking out - Added a new section to all landing pages options for hallandale spa [LPS mobile] - Test all landing pages and record - Update booking schedules to match their original booking app - Fixed Woocommerce email template: Missing Logo - Record tutorials https://watch.screencastify.com/v/I6Q2sSbhYwYhYHVeNsHv https://drive.google.com/drive/folders/1YLPP2WMwugX-7ZZ5nTWp51qTKHg6vud0?usp=drive_link - Support ticket #17934: Re-edit flyers | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 15 Sep 2023 10:25 AM | 15 Sep 2023 04:30 PM | 06:05 | 6.08 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Connect bookly services to woocommerce to have coupon field option when checking out | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 15 Sep 2023 09:35 AM | 15 Sep 2023 10:10 AM | 00:35 | 0.58 |
| 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 | 14 Sep 2023 04:00 PM | 14 Sep 2023 05:00 PM | 01:00 | 1 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Added a new section to all landing pages options for mobile party experience vice versa - Create 15 unlimited coupons for hallandale site (partner101 - partner115) > https://www.littleprincessspa.com/hallandalebeach/affiliate-registration-page/ > https://www.littleprincessspa.com/hallandalebeach/affiliates/ > Tested partner coupons and did test purchases both mobile and hallandale > Note: Need to connect bookly services to woocommerce to have coupon field option when checking out. | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 14 Sep 2023 01:20 PM | 14 Sep 2023 04:20 PM | 03:00 | 3 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Added a new section to all landing pages options for mobile party experience vice versa - Update landing pages in mobile [still having error when saving. Can't add "Party Addons" section]: in progress | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 14 Sep 2023 10:45 AM | 14 Sep 2023 12:15 PM | 01:30 | 1.5 |

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|---|---|-------------------------|-------------------------|----------|----------------|
| | | | Come True LLC | | | | |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | Twilio validations | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 13 Sep 2023 11:00 AM | 13 Sep 2023 01:00 PM | 02:00 | 2 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Created separate thank you page for each landing pages | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 12 Sep 2023 02:30 PM | 12 Sep 2023 03:15 PM | 00:45 | 0.75 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | Twilio studio lps to call on sequence | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 09 Sep 2023 07:00 PM | 09 Sep 2023 10:00 PM | 03:00 | 3 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | Twilio lps crm studio | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 09 Sep 2023 10:00 AM | 09 Sep 2023 02:00 PM | 04:00 | 4 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | Twilio lps studio | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 08 Sep 2023 07:00 PM | 08 Sep 2023 10:00 PM | 03:00 | 3 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Updated notifications settings, send notifs to lps@gp.marketing - completed https://docs.google.com/spreadsheets/d/15G7wiCZeirX6QVexVi0oli2eStZCXGPzJlsxz_HAUQw/edit#gid=0 - Support ticket #17789 - completed - Support ticket #17791 - completed - Support ticket #17783 - completed - Support ticket #17636 - completed - Updated and match booking schedules to each party | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 08 Sep 2023 12:00 PM | 08 Sep 2023 04:00 PM | 04:00 | 4 |
| May Alvarez | SEO Content (2hrs, 25r) - In Progress | > LPS Article - https://www.littleprincessspa.com/hallandalebeach/blog/are-kids-spas-safe-what-parents-need-to-know/ | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 07 Sep 2023 10:00 AM | 07 Sep 2023 10:30 AM | 00:30 | 0.5 |
| May | Operations Task | > LPS Operations Tasks | #500 - Essential: LPS HB | 05 Sep | 05 Sep | 00:07 | 0.12 |

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|--|---|----------------------|----------------------|----------|----------------|
| Alvarez | (2.5hrs,25r) - In Progress | - relayed meetign notes to team and assigned tasks | (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 2023 01:13 PM | 2023 01:20 PM | | |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - LPS Meeting - Troubleshoot woocommerce booking sync to update extension | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 05 Sep 2023 12:40 PM | 05 Sep 2023 01:50 PM | 01:10 | 1.17 |
| May Alvarez | Client Meetings (2hrs, 25r) - In Progress | > Meeting with LPS | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 05 Sep 2023 12:30 PM | 05 Sep 2023 01:13 PM | 00:43 | 0.72 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | Twilio lps studio | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 05 Sep 2023 11:00 AM | 05 Sep 2023 05:00 PM | 06:00 | 6 |
| May Alvarez | SEO Content (2hrs, 25r) - In Progress | > LPS SEO Content for September: https://docs.google.com/spreadsheets/d/11WWldzxYnH_-H2xHBSFjWIqLTVP1haM835rhFg10mU/edit?usp=sharing | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 05 Sep 2023 10:30 AM | 05 Sep 2023 10:50 AM | 00:20 | 0.33 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | - Fixed IG embed on all landing pages - done - Follow up calendar sync and booking notification issue | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 05 Sep 2023 10:20 AM | 05 Sep 2023 11:40 AM | 01:20 | 1.33 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | Twilio lps phone notifications | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 04 Sep 2023 10:00 AM | 04 Sep 2023 02:00 PM | 04:00 | 4 |
| Alex Moronta | Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress | zapier LPS validations | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 01 Sep 2023 02:00 PM | 01 Sep 2023 05:00 PM | 03:00 | 3 |
| Jacob Hakimian | Google Ads (3.5 hrs, 25r) - In Progress | | #500 - Essential: LPS HB (25hr,25r) - Little Princess | 01 Sep 2023 | 01 Sep 2023 | 00:43 | 0.72 |

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|-----------------|---|--|---|-------------|-------------|----------|----------------|
| | | | Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 01:00 PM | 01:43 PM | | |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Support ticket #17699 - done - Added pop-up barbie event to homepage - Create master calendar for both booking app on hallandale - Added all add-ons to extras page in all packages - Fixed IG embed on all landing pages - in progress > WC Bookings doesn't sync all booked parties - need to update booking plugin Obstacles: Site is not reachable | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 01 Sep 2023 | 01 Sep 2023 | 04:20 | 4.33 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Update landing pages add reservation vid & ufc section - Update booking fields - Apply website updates requested on support - Continue calendar syncing for WC booking: in progress | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 31 Aug 2023 | 31 Aug 2023 | 02:25 | 2.42 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | Update camp page and add video on background [theme builder] | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 31 Aug 2023 | 31 Aug 2023 | 00:45 | 0.75 |
| May Alvarez | Staff Meetings (30mins/25r) - In Progress | > Meeting with team re: LPS tasks and hours allocation | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 30 Aug 2023 | 30 Aug 2023 | 00:16 | 0.27 |
| Jenalyn Aquinde | Staff Meetings (30mins/25r) - In Progress | - Meeting with team re: LPS tasks | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 30 Aug 2023 | 30 Aug 2023 | 00:16 | 0.27 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Team Meeting [LPS tasks] - Priority: Make sure the calendar availability is synced with the other app > Synced both WC Bookings and Bookly with littlepiness@gp.marketing calendars - Add Reserve Your Party Below + watch video Sample: https://www.littleprincessspa.com/hallandalebeach/tiktok-queen-your-own-spa-party/ - Phone number required on all forms - done - Apply website updates requested on support - pending | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 30 Aug 2023 | 30 Aug 2023 | 05:45 | 5.75 |
| Jacob | Google Ads (3.5 hrs, | | #500 - Essential: LPS HB | 29 Aug | 29 Aug | 02:00 | 2 |

| Staff Member | Task | Note | Related | Start Time | End Time | Time (h) | Time (decimal) |
|----------------|---|--|---|----------------------|----------------------|--------------------------|--------------------------|
| Hakimian | 25r) - In Progress | | (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 2023 04:00 PM | 2023 06:00 PM | | |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | <ul style="list-style-type: none"> - Meeting with Jack, Alex, & Jacob - LPS Hallandale landing pages Google, FB, & Tiktok https://docs.google.com/document/d/1UkwNRusk28cyMBdNrKJhwfJKjgpAUDiYxgRh7uNJ_3s/edit?usp=sharing > Royal Treatment > Glow Sparty > Magical Party Package > Mommy & Me Party - Make all fields required on all landing pages - Updated waiver on mobile - Add-ons for Hall - pending | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 28 Aug 2023 11:42 AM | 28 Aug 2023 04:00 PM | 04:18 | 4.3 |
| Michael Ocampo | WordPress Management (7.5hrs/25r) - In Progress | Tried to troubleshoot Bookly square payment issue | #500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS-Where Princesses' Dreams Come True LLC | 25 Aug 2023 10:50 AM | 25 Aug 2023 11:20 AM | 00:30 | 0.5 |
| | | | | | | Total Logged Time: 96:15 | Total Logged Time: 96.25 |