

## Period (11-25-2023 - 12-24-2023) - 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"> <li>- Customers should be automatically added to subscribers list [LPS] - in progress</li> <li>- Add Zelle payment to website [LPS] - in progress</li> <li>- Support ticket #19608, #19607, #19585 [LPS] - pending</li> <li>- Add Paypal pay later popup for each booking pages - pending</li> </ul>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	22 Dec 2023 03:45 PM	22 Dec 2023 04:45 PM	01:00	1
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	<ul style="list-style-type: none"> <li>12:30PM-1:00PM</li> <li>-Review LPS set-up and workflow</li> <li>-Review Leads in Apollo</li> <li>1:00PM-2:45PM</li> <li>-Call Leads for LPS</li> <li>2:45:PM-3:00PM</li> <li>-Complete EOD</li> </ul>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	22 Dec 2023 12:30 PM	22 Dec 2023 03:00 PM	02:30	2.5
Cristina Pascual	Phone Marketing (40hrs, 25r) - In Progress	<ul style="list-style-type: none"> <li>- create new list for LPS</li> <li>- new LPS hotel list ACTIVE</li> <li>- call reviews for LPS</li> <li>- touch base with Jo ann</li> </ul>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	22 Dec 2023 11:00 AM	22 Dec 2023 01:00 PM	02:00	2
Michael	WordPress	- Troubleshooting checkout process error - Fixed	#500 -	21	21	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ocampo	Management (7.5hrs/25r) - In Progress		Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	Dec 2023 04:05 PM	Dec 2023 04:35 PM		
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Troubleshooting checkout process error	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	21 Dec 2023 02:32 PM	21 Dec 2023 03:20 PM	00:48	0.8
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Troubleshooting checkout process error	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	21 Dec 2023 01:00 PM	21 Dec 2023 01:50 PM	00:50	0.83
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	12:30PM-1:00PM -Review LPS set-up and workflow -Review Leads in Apollo 1:00PM-3:00PM	#500 - Essential: LPS HB (25hr,25r) - Little	21 Dec 2023 12:30 PM	21 Dec 2023 03:00 PM	02:30	2.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		-Call Leads for LPS -Complete EOD	Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC				
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Fixing checkout process error - urgent - Support ticket #19608, #19607, #19585 [LPS] - pending - Customers should be automatically added to subscribers list [LPS] - pending - Add Zelle payment to website [LPS] - pending - Add Paypal pay later popup for each booking pages - pending	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	21 Dec 2023 11:10 AM	21 Dec 2023 12:30 PM	01:20	1.33
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	Imported LPS Leads and added to HB Leads (Acymailing)	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	20 Dec 2023 04:30 PM	20 Dec 2023 04:45 PM	00:15	0.25
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	-LPS set-up and workflow -Touch base with Cristina -Call Leads for LPS -Completed EOD	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where	20 Dec 2023 12:30 PM	20 Dec 2023 03:00 PM	02:30	2.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			Princesses' Dreams Come True LLC				
Cristina Pascual	Phone Marketing (40hrs, 25r) - In Progress	- Set up Webmail for Joann - Training with Joann (webmail and appointment processes) - answered queries and concerns of Joann about LPS processes	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	20 Dec 2023 12:00 PM	20 Dec 2023 01:00 PM	01:00	1
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	Training with Luis	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	19 Dec 2023 12:30 PM	19 Dec 2023 03:30 PM	03:00	3
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Continue Support ticket - Add December sale add ons text to the party packages [LPS] > Setup auto generating coupon for \$50 [applies on addons only] - in progress	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	19 Dec 2023 10:00 AM	19 Dec 2023 11:18 AM	01:18	1.3

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Cristina Pascual	Phone Marketing (40hrs, 25r) - In Progress	Call review for LPS caller	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	19 Dec 2023 09:30 AM	19 Dec 2023 10:30 AM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	> Continue LPS Email Marketing on AcyMail - Set up remaining 2 drafts - Check LPS CRM for leads (link broken and was being redirected to untrusted website) - forwarded CRM concern to team - Social Media monitoring for IG	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Dec 2023 01:45 PM	18 Dec 2023 02:30 PM	00:45	0.75
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	Sales Team Meeting Touch base with Cristina with LPS and AC Air LPS set-up and work flow Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Dec 2023 12:30 PM	18 Dec 2023 03:00 PM	02:30	2.5
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket - Add December sale add ons text to the party packages [LPS] - Updated all party packages - Installed Woocommerce Smart coupons and setup auto generating coupon for \$50 [applies on addons only] - not yet done	#500 - Essential: LPS HB (25hr,25r) -	18 Dec 2023 11:19	18 Dec 2023 01:30	02:11	2.18

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	AM	PM		
Cristina Pascual	Phone Marketing (40hrs, 25r) - In Progress	- Call review for LPS caller - Meeting LPS steps with Jo-ann (emails after calls or requested emails by leads)	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Dec 2023 11:00 AM	18 Dec 2023 01:00 PM	02:00	2
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	> LPS Email Marketing on AcyMail -Tested two drip campaigns - Fixed set-up of campaigns - Added 2 new drafts of drip campaign	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Dec 2023 10:30 AM	18 Dec 2023 12:00 PM	01:30	1.5
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) -	LPS Email Marketing Set-up - Send test emails to Jacob - Edited templates for links and footer	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale /	18 Dec 2023 10:30 AM	18 Dec 2023 11:00 AM	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	In Progress		LPS- Where Princesses' Dreams Come True LLC				
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	Support ticket - Add December sale add ons text to the party packages [LPS]	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	18 Dec 2023 09:45 AM	18 Dec 2023 11:00 AM	01:15	1.25
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	- Social Media Posting and Monitoring for LPS Hallandale - Respond to Leads questions on Instagram	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	16 Dec 2023 06:30 AM	16 Dec 2023 07:00 AM	00:30	0.5
Jo-Ann Ferrer	Phone Marketing (40hrs, 25r) - In Progress	Touch base with Cristina with LPS -LPS set-up and work flow - Call leads for LPS	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True	15 Dec 2023 12:00 PM	15 Dec 2023 02:00 PM	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			LLC				
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	Support ticket - Price and Description change for Glam Makeover Day Spa - completed	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	14 Dec 2023 08:30 AM	14 Dec 2023 09:30 AM	01:00	1
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19585 - in progress (Checkout - Future payments wrong calculation) > Tried updating deposit plugin Obstacles: Check out details future payment is not responsive and need more investigation	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	13 Dec 2023 08:30 AM	13 Dec 2023 12:00 PM	03:30	3.5
May Alvarez	Social Media Ads: (7.5hrs/25r) - In Progress	> Post LPS Reels on Instagram and Facebook, plus social media monitoring	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	12 Dec 2023 02:30 PM	12 Dec 2023 02:50 PM	00:20	0.33
May Alvarez	Social Media Ads:	> Continue Editing LPS Videos - saved on IG	#500 - Essential:	12 Dec	12 Dec	00:20	0.33



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	(7.5hrs/25r) - In Progress		LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	2023 12:30 PM	2023 12:50 PM		
May Alvarez	SEO Content (2hrs, 25r) - In Progress	> LPS Article - <a href="https://www.littleprincessspa.com/hallandalebeach/blog/fun-christmas-party-for-kids-in-florida/">https://www.littleprincessspa.com/hallandalebeach/blog/fun-christmas-party-for-kids-in-florida/</a>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	12 Dec 2023 11:30 AM	12 Dec 2023 12:00 PM	00:30	0.5
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	> LPS Videos and Reels - saved on Instagram and forwarded to LPS team for review	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	12 Dec 2023 10:30 AM	12 Dec 2023 11:30 AM	01:00	1
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Support ticket #19581: December Deal Banner and TAB also Modify GC wordings in Hallandale - Added "Deals" on header menu - Updated <a href="https://www.littleprincessspa.com/hallandalebeach/product/gift-card/">https://www.littleprincessspa.com/hallandalebeach/product/gift-card/</a> - Added banner "Our December Deals Are Live"	#500 - Essential: LPS HB (25hr,25r) - Little Princess	11 Dec 2023 02:45 PM	11 Dec 2023 03:45 PM	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC				
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	<ul style="list-style-type: none"> <li>- Fixed session issue (Cleared sessions and cache)</li> <li>- Support ticket #19558 - completed</li> <li>- Modify Not booking popup</li> <li>- Removed princess email and phone numbers and create 6 subscriber list</li> <li>- Created the same design but in html or css so they can copy the phone number (both parties and day spa)</li> <li>- Validating square afterpay setup - Done, properly setup on square <a href="https://tinyurl.com/yoynu6cy">https://tinyurl.com/yoynu6cy</a></li> <li>- Acymailing setup sendgrid - can't create sendgrid api for LPS due to sendgrid billing issue <a href="https://tinyurl.com/yr7u6qxy">https://tinyurl.com/yr7u6qxy</a></li> <li>- Created subscribers list for both mobile and Hall - Don't know which of the CSV files to import for specific lists <a href="https://drive.google.com/drive/folders/17oEdpl7UmU-RP5szq9qbbR_mamgoojnP">https://drive.google.com/drive/folders/17oEdpl7UmU-RP5szq9qbbR_mamgoojnP</a></li> <li>&gt; Import subscribers from Lps crm - pending need clarification</li> </ul>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	06 Dec 2023 08:00 PM	06 Dec 2023 11:45 PM	03:45	3.75
Jack Hakimian	Client Meetings (2hrs, 25r) - In Progress	Princess Spa Bi-Weekly Meeting	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	05 Dec 2023 12:30 PM	05 Dec 2023 01:00 PM	00:30	0.5
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	LPS Email Marketing on Klaviyo - saved 2 drafts	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses'	04 Dec 2023 02:00 PM	04 Dec 2023 03:30 PM	01:30	1.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			Dreams Come True LLC				
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	LPS Email Marketing - Challenge: AcyMail won't save my edits. I relayed my concern to Jack and Michael	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	03 Dec 2023 08:40 AM	03 Dec 2023 09:40 AM	01:00	1
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	> LPS Email Marketing - made adjustments on Drip 1 but it won't save and had to ask for Michael's help.	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	02 Dec 2023 12:30 PM	02 Dec 2023 01:20 PM	00:50	0.83
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	> LPS Email Marketing - couldn't save drafts in Acymail, had to ask Michael for help	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	02 Dec 2023 09:00 AM	02 Dec 2023 09:30 AM	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Validating square afterpay setup - in progress (so far it's properly configured) - Acymailing setup sendgrid - in progress - Import subscribers from Lps crm - pending	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	01 Dec 2023 02:00 PM	01 Dec 2023 03:00 PM	01:00	1
May Alvarez	SEO Content (2hrs, 25r) - In Progress	> LPS Blog - Hallandale - <a href="https://www.littleprincessspa.com/hallandalebeach/blog/glitter-tattoos-for-kids-safety/">https://www.littleprincessspa.com/hallandalebeach/blog/glitter-tattoos-for-kids-safety/</a>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	30 Nov 2023 12:15 PM	30 Nov 2023 12:45 PM	00:30	0.5
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) - In Progress	> LPS Raffle Email Copy - <a href="https://docs.google.com/document/d/1SUZfcG2hMiBt4rlfRXm8qxcVhOodJ9A4sULfyUlXH_U/edit?usp=sharing">https://docs.google.com/document/d/1SUZfcG2hMiBt4rlfRXm8qxcVhOodJ9A4sULfyUlXH_U/edit?usp=sharing</a>	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	29 Nov 2023 03:00 PM	29 Nov 2023 03:15 PM	00:15	0.25
May Alvarez	Ad Hoc Task (Not Associated With	> LPS Social Media Posts - 2 reels saved on IG and social media graphics sent to Manu - <a href="https://www.canva.com/design/DAF1QQ40JfM/ylf1vR_AaG1uXYQaR3i_cg/edit?utm_content=DAF1QQ40JfM&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAF1QQ40JfM/ylf1vR_AaG1uXYQaR3i_cg/edit?utm_content=DAF1QQ40JfM&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a>	#500 - Essential: LPS HB (25hr,25r) -	28 Nov 2023 12:00	28 Nov 2023 01:00	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Recurring Projects/ Task) (1.5hrs/25r) - In Progress		Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	PM	PM		
May Alvarez	Operations Task (2.5hrs,25r) - In Progress	> LPS Operations (check sheet for tasks)	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	28 Nov 2023 11:45 AM	28 Nov 2023 12:00 PM	00:15	0.25
Michael Ocampo	WordPress Management (7.5hrs/25r) - In Progress	- Updated birthday parties page [remove black friday deals] - Support tickets for LPS > One Hour Additional page fix <a href="https://www.littleprincessspa.com/hallandalebeach/product/additional-hour/">https://www.littleprincessspa.com/hallandalebeach/product/additional-hour/</a> - completed > Fwd: Name & Age: Added additional fields Birthday Girl Name & Age for all services - completed - Added sms numbers on both site footer menu - Applied updates to all booking pages changing the new image (Party cut-off...)	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	28 Nov 2023 08:40 AM	28 Nov 2023 12:00 PM	03:20	3.33
May Alvarez	Ad Hoc Task (Not Associated With Recurring Projects/ Task) (1.5hrs/25r) -	> LPS Social Media Posts - - Download and upload all gallery - <a href="https://drive.google.com/drive/folders/1FMHUN_-2zoiCFXn8IzB-50iDae7zX6uT?usp=drive_link">https://drive.google.com/drive/folders/1FMHUN_-2zoiCFXn8IzB-50iDae7zX6uT?usp=drive_link</a> - Social Media Posts - <a href="https://www.canva.com/design/DAF1QQ40JfM/yIf1vR_AaG1uXYQaR3i_cg/edit?utm_content=DAF1QQ40JfM&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton">https://www.canva.com/design/DAF1QQ40JfM/yIf1vR_AaG1uXYQaR3i_cg/edit?utm_content=DAF1QQ40JfM&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=sharebutton</a> - Reel - created on my phone and posted on Hallandale FB	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale /	26 Nov 2023 05:00 AM	26 Nov 2023 05:40 AM	00:40	0.67

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	In Progress		LPS- Where Princesses' Dreams Come True LLC				
May Alvarez	Operations Task (2.5hrs,25r) - In Progress	LPS Operations - check messages in WhatsApp	#500 - Essential: LPS HB (25hr,25r) - Little Princess Spa Hallandale / LPS- Where Princesses' Dreams Come True LLC	25 Nov 2023 05:15 PM	25 Nov 2023 05:30 PM	00:15	0.25
						Total Logged Time: 56:42	Total Logged Time: 56.7