

# Period (06-15-2023 - 07-14-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Jacob Hakimian	Ad Hoc Task - Complete	Support Tickets/Zapier Fix	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 09:50 AM	15 Jun 2023 10:10 AM	00:20	0.33
May Alvarez	Client Meetings (2 hrs) - In Progress	> Meeting with RDS (Gustavo and Mike) about the website	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jun 2023 11:00 AM	27 Jun 2023 12:00 PM	01:00	1
May Alvarez	Client Meetings (2 hrs) - In Progress	Website presentation meeting with Gustavo and Mike	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jul 2023 11:00 AM	11 Jul 2023 12:05 PM	01:05	1.08
Jack Hakimian	Client Meetings (2 hrs) - In Progress	RDS Team Updates on New Website	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jun 2023 11:00 AM	27 Jun 2023 12:00 PM	01:00	1
Jack Hakimian	Client Meetings (2 hrs) - In Progress	New RDS Website Updates	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jul 2023 11:00 AM	11 Jul 2023 12:05 PM	01:05	1.08
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - In Progress		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 03:00 PM	15 Jun 2023 04:00 PM	01:00	1
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - In Progress		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Jun 2023 03:10 PM	16 Jun 2023 04:00 PM	00:50	0.83
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - In		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS	19 Jun 2023 04:00 PM	19 Jun 2023 05:00 PM	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Progress		Team				
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - In Progress		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	22 Jun 2023 04:00 PM	22 Jun 2023 05:00 PM	01:00	1
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - In Progress		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Jun 2023 02:00 PM	28 Jun 2023 03:00 PM	01:00	1
Jacob Hakimian	Google Ads Management / Report on 15th / 20 Minute Meeting By 20th To Discuss (5 hrs) - In Progress		#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	30 Jun 2023 04:00 PM	30 Jun 2023 05:00 PM	01:00	1
May Alvarez	Operations Task (10hrs) - In Progress	RDS Operations Tasks > Updates on monthly report > check rankings for target keywords - <a href="https://watch.screencastify.com/v/RbA6otJjvzfVk1PWq2aM">https://watch.screencastify.com/v/RbA6otJjvzfVk1PWq2aM</a> > update report - <a href="https://docs.google.com/document/d/1E5aAW0iAO1G55DyO3ssclRwsr-bam5JdG1yQbi5cE9w/edit?usp=sharing">https://docs.google.com/document/d/1E5aAW0iAO1G55DyO3ssclRwsr-bam5JdG1yQbi5cE9w/edit?usp=sharing</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 01:00 PM	15 Jun 2023 02:00 PM	01:00	1
May Alvarez	Operations Task (10hrs) - In Progress	> RDS New Website structure review	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 03:10 PM	15 Jun 2023 03:25 PM	00:15	0.25
May Alvarez	Operations Task (10hrs) - In Progress	DS Operations Tasks - assgined tasks to Michae for website updates	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Jun 2023 01:30 PM	16 Jun 2023 01:45 PM	00:15	0.25
Jenalyn Aquinde	Operations Task (10hrs) - In Progress	- Completed closed tasks and organized tasks for RDS in CRM - Sent project progress reports to the team	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 02:42 PM	15 Jun 2023 04:20 PM	01:38	1.63
May Alvarez	Operations Task (10hrs) - In Progress	>RDS Operations Tasks - Remind team of tasks - Answer questions from team regarding RDS tasks	#462 - General Projects: RDSTeam.com	21 Jun 2023 08:00	21 Jun 2023 08:30	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
			(60hr,15r) - RDS Team	AM	AM		
May Alvarez	Operations Task (10hrs) - In Progress	RDS Operation Tasks	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jun 2023 10:30 AM	27 Jun 2023 11:00 AM	00:30	0.5
May Alvarez	Operations Task (10hrs) - In Progress	RDS Operations Tasks - schedule meeting with Gustavo and organize new updates needed for the website	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jul 2023 12:15 PM	11 Jul 2023 12:30 PM	00:15	0.25
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Updated header menu, add another image hotspot (Responsive) - https://rdsteam.com/products-v2/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Jun 2023 08:30 AM	16 Jun 2023 10:15 AM	01:45	1.75
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Support ticket #16277 - Update PDF info with William Carmona - Answered [11:50-12:30] - Update the content of the website and feel like https://www.milner.com - https://rdsteam.com/products-v2/ - https://rdsteam.com/products-v2/copiers-printers-v2/ - in progress	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Jun 2023 10:55 AM	16 Jun 2023 03:45 PM	04:50	4.83
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	rdsteam.com/products-v2/production-printers-v2/ rdsteam.com/products-v2/thermal-printers-v2/ rdsteam.com/products-v2/business-phone-systems-v2/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jun 2023 10:55 AM	19 Jun 2023 03:00 PM	04:05	4.08
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	RDS IT Website Tasks - Meet with Michale to discuss progress and next steps - Find isometric office images - Scour Google Drive folder for available data - Update task documents - https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Jun 2023 08:00 AM	20 Jun 2023 09:00 AM	01:00	1
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	New website update rdsteam.com/services-v2/ rdsteam.com/services-v2/manage-it-services-v2/ rdsteam.com/services-v2/it-security-services-v2/ rdsteam.com/services-v2/hosted-cloud-v2/ rdsteam.com/services-v2/managed-print-services-v2/ rdsteam.com/services-v2/document-scanning-v2/ - Added customers review snippet code	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Jun 2023 08:50 AM	20 Jun 2023 03:00 PM	06:10	6.17

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	<ul style="list-style-type: none"> <li>- Apply website updates</li> <li>- Header: All items on About menu will be under Company menu - done</li> <li>- Header: Add "Sales" menu between Solutions and Company menu - done</li> <li>- Header: Add "Support" under Resource menu - done</li> <li>- Footer: Replace "Flexible &amp; Saver plan" to "Products" menu</li> <li>- Footer: Update services menu</li> <li>- Footer: Keep feature brands menu but with the updated brands like docuware</li> <li>- Footer: Add "Solutions" menu above feature brands</li> <li>- Added pages for brands (footer)</li> <li>- Fixed contact page map</li> <li>Updated these brand pages - missing forms</li> <li>-rdsteam.com/ricoh, rdsteam.com/savin, rdsteam.com/brother, rdsteam.com/hewlett-packard, rdsteam.com/lexmark, rdsteam.com/zebra</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Jun 2023 09:20 AM	21 Jun 2023 03:45 PM	06:25	6.42
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	<ul style="list-style-type: none"> <li>- Updated homepage, header menu</li> <li>- Applied website updates button colors, fonts</li> <li>https://rdsteam.com/solutions-v2/ - added new image hotspot (responsive)</li> <li>https://rdsteam.com/solutions-v2/digital-fax-solutions-v2/</li> <li>https://rdsteam.com/services-v2/hosted-cloud-v2/</li> <li>https://rdsteam.com/solutions-v2/document-management-v2/</li> <li>https://rdsteam.com/solutions-v2/print-management-software-v2/</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	22 Jun 2023 10:00 AM	22 Jun 2023 03:45 PM	05:45	5.75
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	<ul style="list-style-type: none"> <li>- Modified stock 3d building image add printer &amp; whiteboard</li> <li>- Updated color &gt; #F8f8f8</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	23 Jun 2023 08:30 AM	23 Jun 2023 09:00 AM	00:30	0.5
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	<ul style="list-style-type: none"> <li>- Update the content of the website and feel like https://www.milner.com</li> <li>https://docs.google.com/document/d/1kKOiuzI5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</li> <li>- Spread contents to homepage from the rds doc https://docs.google.com/document/d/1tXzsCE1pzzqEAo8fCy4KCIYeU5yTG28B/edit</li> <li>https://rdsteam.com/products-v2/digital-signage-v2/</li> </ul>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	23 Jun 2023 01:30 PM	23 Jun 2023 02:45 PM	01:15	1.25
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS IT Website Tasks - https://docs.google.com/document/d/1kKOiuzI5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Jun 2023 01:00 PM	21 Jun 2023 02:00 PM	01:00	1
Michael Ocampo	RDS Special Website Update - IT & Docuware - In		#462 - General Projects:	26 Jun 2023	26 Jun 2023	01:20	1.33

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Progress		RDSTeam.com (60hr,15r) - RDS Team	09:40 AM	11:00 AM		
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Applied some updates from <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> - Updated homepage, header menu, and main banner to slideshow	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jun 2023 11:30 AM	26 Jun 2023 03:20 PM	03:50	3.83
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Apply website updates <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> - Fixed elfsight greview responsive to all devices - Add all new services to all service request	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jun 2023 09:50 AM	27 Jun 2023 12:30 PM	02:40	2.67
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Applied website updates <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> - Create client support center forms - in progress - <a href="https://rdsteam.com/solutions-v2/document-management-v2/">https://rdsteam.com/solutions-v2/document-management-v2/</a> need contents - Add all new services to all service request	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Jun 2023 10:40 AM	28 Jun 2023 02:40 PM	04:00	4
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Apply website updates - Create client support center forms - in progress	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	29 Jun 2023 08:30 AM	29 Jun 2023 09:00 AM	00:30	0.5
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS Website Operations Tasks - Monitor Website updates - Review files sent by Glen for content - Coordinate with team regarding meeting with Gustavo - Set up meeting	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jun 2023 02:10 PM	26 Jun 2023 03:00 PM	00:50	0.83
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	RDS Website Content and Operations - <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Jun 2023 08:00 AM	28 Jun 2023 09:00 AM	01:00	1
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	Meet with Michael for RDS Websites	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jun 2023 12:30 PM	27 Jun 2023 12:53 PM	00:23	0.38
Michael	RDS Special Website	- Short term rental page - <a href="https://rdsteam.com/solutions-v2/short-term-">https://rdsteam.com/solutions-v2/short-term-</a>	#462 - General	06 Jul	06 Jul	01:20	1.33

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Ocampo	Update - IT & Docuware - In Progress	rentals/	Projects: RDSTeam.com (60hr,15r) - RDS Team	2023 10:30 AM	2023 11:50 AM		
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Applied website updates <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> <a href="https://rdsteam.com/products-v2/production-printers-v2/">https://rdsteam.com/products-v2/production-printers-v2/</a> <a href="https://rdsteam.com/products-v2/copiers-printers-v2/">https://rdsteam.com/products-v2/copiers-printers-v2/</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jul 2023 12:20 PM	06 Jul 2023 02:40 PM	02:20	2.33
Alex Moronta	RDS Special Website Update - IT & Docuware - In Progress	sitemap and login url	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jul 2023 11:00 AM	06 Jul 2023 12:30 PM	01:30	1.5
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Applied website updates <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> <a href="https://rdsteam.com/sales-v2/order-equipment-v2/">https://rdsteam.com/sales-v2/order-equipment-v2/</a> <a href="https://rdsteam.com/about-v2/meet-the-team-v2/">https://rdsteam.com/about-v2/meet-the-team-v2/</a> <a href="https://rdsteam.com/docuware/">https://rdsteam.com/docuware/</a> <a href="https://rdsteam.com/solutions-v2/document-management-v2/">https://rdsteam.com/solutions-v2/document-management-v2/</a> <a href="https://rdsteam.com/brand-ricoh/">https://rdsteam.com/brand-ricoh/</a> - Updated other pages	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	10 Jul 2023 08:30 AM	10 Jul 2023 11:00 AM	02:30	2.5
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	Applied website updates <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> - Added all new services to all service request to forms	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	10 Jul 2023 11:10 AM	10 Jul 2023 12:30 PM	01:20	1.33
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Applied website updates <a href="https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kK0iuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a> <a href="https://rdsteam.com/products-v2/copiers-printers-v2/">https://rdsteam.com/products-v2/copiers-printers-v2/</a> <a href="https://rdsteam.com/products-v2/copiers-printers-v2/featured-plans/">https://rdsteam.com/products-v2/copiers-printers-v2/featured-plans/</a> <a href="https://rdsteam.com/thank-you/">https://rdsteam.com/thank-you/</a> - updated customer reviews section - Created client support center forms <a href="https://rdsteam.com/support/client-support-center/meter-reading/">https://rdsteam.com/support/client-support-center/meter-reading/</a> -> <a href="mailto:meters@rdsteam.com">meters@rdsteam.com</a> <a href="https://rdsteam.com/support/client-support-center/network-support/">https://rdsteam.com/support/client-support-center/network-support/</a> -> <a href="mailto:support@rdsteam.com">support@rdsteam.com</a> <a href="https://rdsteam.com/support/client-support-center/help-videos/">https://rdsteam.com/support/client-support-center/help-videos/</a> <a href="https://rdsteam.com/docuware/">https://rdsteam.com/docuware/</a> - <a href="https://rdsteam.com/solutions-v2/document-management-v2/">https://rdsteam.com/solutions-v2/document-management-v2/</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	07 Jul 2023 10:10 AM	07 Jul 2023 03:45 PM	05:35	5.58

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		- Add all new services to all service request - in progress					
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	RDS Website Taks - Scan Docuware portal for promotional videos - Create content for docuware page - Create content for other pages - <a href="https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing">https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jul 2023 12:30 PM	06 Jul 2023 03:00 PM	02:30	2.5
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	RDS Docuware Account Set Up RDS Website Conten	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 Jul 2023 11:45 AM	05 Jul 2023 12:30 PM	00:45	0.75
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS Website Tasks - <a href="https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing">https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jul 2023 10:30 AM	06 Jul 2023 11:45 AM	01:15	1.25
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS Website Tasks : <a href="https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit">https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	07 Jul 2023 10:00 AM	07 Jul 2023 12:00 PM	02:00	2
Michael Ocampo	RDS Special Website Update - IT & Docuware - In Progress	- Audit pages and quick updates to layout - RDS Meeting	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jul 2023 10:10 AM	11 Jul 2023 12:15 PM	02:05	2.08
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS Website (check updates and progress) - <a href="https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing">https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing</a> - Meet with Micahel regarding the things we still need to work on - prepare for RDS meeting	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jul 2023 09:45 AM	11 Jul 2023 11:00 AM	01:15	1.25
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS Website Content - <a href="https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing">https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-xYuvs2Nknudhe9tzg/edit?usp=sharing</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	12 Jul 2023 01:00 PM	12 Jul 2023 03:00 PM	02:00	2
May Alvarez	RDS Special Website Update - IT & Docuware - In Progress	> RDS Website Content - Large Format Systems - Ricohbrand - Brother Brand > <a href="https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-">https://docs.google.com/document/d/1kKOiuzl5b9rSvz7Snvj_DnS78-</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	13 Jul 2023 01:40 PM	13 Jul 2023 02:50 PM	01:10	1.17



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		xYuvs2Nknudhe9tzg/edit					
May Alvarez	SEO Content (3 On-Page / 2 Off Page) - RDSTEAM.com - Not Started	RDS SEO Tasks - Organize and categorize old blogs > Cleaned wrong linked Industries We Serve pages to blog - https://rdsteam.com/sales/industries/financial-services/ - https://rdsteam.com/sales/industries/life-sciences-pharmaceuticals/ - https://rdsteam.com/sales/industries/k-12/ - https://rdsteam.com/sales/industries/energy-utilities/ - https://rdsteam.com/sales/industries/government-federal/ - https://rdsteam.com/sales/industries/government-state-local/ - https://rdsteam.com/sales/industries/insurance-healthcare/ - https://rdsteam.com/sales/industries/legal/ > Update content pillars and blogs with old blogs - https://docs.google.com/spreadsheets/d/14PskPdhdVu9u0nH9rrCK4e50Dr96uPknHEOh21EKHq4/edit?usp=sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Jun 2023 12:00 PM	16 Jun 2023 01:30 PM	01:30	1.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1767052124	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 12:20 PM	15 Jun 2023 01:20 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Jun 2023 12:45 PM	16 Jun 2023 01:45 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056  [Orlando Copier] Semrush Web2.0 Backlinks Social Book Mark Guest Post https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcHTlk88F/edit#gid=1488431734	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Jun 2023 12:30 PM	19 Jun 2023 01:30 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks - Business Listing - Image sharing Guest Post - Article submission - Social Book marking	#462 - General Projects: RDSTeam.com	20 Jun 2023 12:30	20 Jun 2023 01:30	01:00	1



Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		<a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> [Orlando Copier] Semrush Web2.0 Backlinks - Article Submission Social Book Mark - Image sharing Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	(60hr,15r) - RDS Team	PM	PM		
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> [Orlando Copier] Semrush Web2.0 Backlinks Social Book Mark Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Jun 2023 12:45 PM	21 Jun 2023 01:45 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> [Orlando Copier] Semrush Web2.0 Backlinks Social Book Mark Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	22 Jun 2023 12:45 PM	22 Jun 2023 01:45 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> [Orlando Copier] Semrush Web2.0 Backlinks Social Book Mark Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	23 Jun 2023 01:30 PM	23 Jun 2023 02:30 PM	01:00	1

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>					
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Jun 2023 12:30 PM	26 Jun 2023 01:30 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> [Orlando Copier] Semrush Web2.0 Backlinks Social Book Mark Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Jun 2023 02:15 PM	27 Jun 2023 03:15 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS - Miami Orlando] Web2.0 Backlinks Guest Post <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> [Orlando Copier] Semrush Web2.0 Backlinks Social Book Mark Guest Post - Profile Creation <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Jun 2023 01:50 PM	28 Jun 2023 02:30 PM	00:40	0.67
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Guest Post - Web2.0 - Article Submission - Image Sharing Backlinks indexation and google serp last 28 days analysis Google analytics and sitekit checking & validation <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Jul 2023 11:15 AM	03 Jul 2023 12:15 PM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Website Growth SEMrush Issues Guest Post - Web2.0 - Article Submission - Image Sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS	04 Jul 2023 11:00 AM	04 Jul 2023 01:00 PM	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		<a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a>  [Orlando] Guest Post - Web2.0 - Article Submission - Image Sharing <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	Team				
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Website Growth Technical Issues Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 Jul 2023 10:15 AM	05 Jul 2023 11:15 AM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Website Growth Technical Issues Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> <a href="https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734">https://docs.google.com/spreadsheets/d/10nfA8jUzeRe24kDxT_E5t4EcfHTlk88F/edit#gid=1488431734</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jul 2023 10:15 AM	06 Jul 2023 11:15 AM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Website Growth Technical Issues - SEMrush <a href="https://docs.google.com/spreadsheets/d/1hOGGsOSFHxQUWgoFkulDRSAzElgojeBa/edit#gid=140991494">https://docs.google.com/spreadsheets/d/1hOGGsOSFHxQUWgoFkulDRSAzElgojeBa/edit#gid=140991494</a> <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1353908056</a> Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	07 Jul 2023 10:15 AM	07 Jul 2023 12:15 PM	02:00	2
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Website Growth Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	10 Jul 2023 11:30 AM	10 Jul 2023 12:00 PM	00:30	0.5
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] GA4 cross verification	#462 - General Projects:	11 Jul 2023	11 Jul 2023	01:15	1.25

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	20th (10 hrs) - In Progress	Website Growth Technical Issues - SEMrush Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation	RDSTeam.com (60hr,15r) - RDS Team	09:30 AM	10:45 AM		
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS] Website Growth Technical Issues - SEMrush Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation <a href="https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1080506676">https://docs.google.com/spreadsheets/d/1k65pXTMCKTbXtqiNnrVXU0asycVDSO2F/edit#gid=1080506676</a>	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	12 Jul 2023 10:30 AM	12 Jul 2023 11:30 AM	01:00	1
Muhammad Salman	SEO Technical / Report by 15th / Meet with client by 20th (10 hrs) - In Progress	[RDS & Orlando GEO Based Keywords] Website Growth Technical Issues - SEMrush Guest Post - Web2.0 - Article Submission - Image Sharing - Profile Creation	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	13 Jul 2023 09:15 AM	13 Jul 2023 11:00 AM	01:45	1.75
Alex Moronta	WEBSITE MANAGEMENT   Mysites.guru updates (12 hrs) - In Progress	form popup	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Jun 2023 09:00 PM	15 Jun 2023 10:00 PM	01:00	1
						Total Logged Time: 113:16	Total Logged Time: 113.27