

Period (09-04-2023 - 09-15-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
May Alvarez	1. Setup: WordPress - Complete	> Fabiola's Events - Start working on the website project - Upload and organize pictures and videos: https://drive.google.com/drive/folders/1AZ_XUyCYgUUPltqstHCc_1kJ5fQdtZTb?usp=drive_link - Website Project Guide: https://docs.google.com/document/d/1G0a-MewnxW6toQm3MHxo8wzfbfwekUW2e4RII0GN2OE/edit?usp=sharing	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	04 Sep 2023 12:10 PM	04 Sep 2023 01:00 PM	00:50	0.83
May Alvarez	1. Setup: WordPress - Complete	> Fabiola's Venue Website Content - https://docs.google.com/document/d/1G0a-MewnxW6toQm3MHxo8wzfbfwekUW2e4RII0GN2OE/edit?usp=sharing	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	05 Sep 2023 11:10 AM	05 Sep 2023 12:30 PM	01:20	1.33
May Alvarez	1. Setup: WordPress - Complete	> Fabiola's Venue Tasks - Website status update - Upload more photos on drive folder - Project CRM	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	06 Sep 2023 11:55 AM	06 Sep 2023 12:20 PM	00:25	0.42
Michael Ocampo	1. Setup: WordPress - Complete	- Installed important plugins - Design global fonts, color, & header - https://docs.google.com/document/d/1G0a-MewnxW6toQm3MHxo8wzfbfwekUW2e4RII0GN2OE/edit - Setup amelia booking: in progress > https://fabiolas.globalpresence.org/	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	06 Sep 2023 09:30 AM	06 Sep 2023 04:45 PM	07:15	7.25
Michael Ocampo	1. Setup: WordPress - Complete	- https://docs.google.com/document/d/1G0a-MewnxW6toQm3MHxo8wzfbfwekUW2e4RII0GN2OE/edit - Setup amelia booking: completed > https://fabiolas.globalpresence.org/	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	07 Sep 2023 09:30 AM	07 Sep 2023 04:45 PM	07:15	7.25
Michael Ocampo	1. Setup: WordPress - Complete	- Completed updates to calendar bookings > https://fabiolas.globalpresence.org/sweet-16-and-quinceanera/ > https://fabiolas.globalpresence.org/wedding-ceremony-and-reception/ > https://fabiolas.globalpresence.org/church-gatherings/ > https://fabiolas.globalpresence.org/dance-classes/ > https://fabiolas.globalpresence.org/other-events-packages/ Notes: Waiting for exact durations and payment gateway	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	08 Sep 2023 10:30 AM	08 Sep 2023 12:00 PM	01:30	1.5
Jacob Hakimian	Graphic and Video Production (5hrs/16r) - In Progress	Tour Video Edits for Fabiola's Venue	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	08 Sep 2023 05:00 PM	08 Sep 2023 06:30 PM	01:30	1.5
Jacob Hakimian	Graphic and Video Production (5hrs/16r) - In Progress	Tour Video Edits for Fabiola's Venue	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	09 Sep 2023 10:00 AM	09 Sep 2023 01:00 PM	03:00	3

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	1. Setup: WordPress - Complete	- Update pricing page - Update packages schedule : not possible to book with overnight time. Submitted support https://tmsplugins.ticksy.com/ticket/3456171 - Find plugin for zelle payments	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	11 Sep 2023 02:00 PM	11 Sep 2023 04:45 PM	02:45	2.75
Alex Moronta	WordPress Management (5hrs/16r) - In Progress	updating site	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	11 Sep 2023 06:00 PM	11 Sep 2023 06:45 PM	00:45	0.75
Michael Ocampo	1. Setup: WordPress - Complete	- Calendar booking updates > done for Church Gatherings and Dance Classes - Check Submitted support https://tmsplugins.ticksy.com/ticket/3456171 : no response yet - Find plugin for zelle payments: in progress - Point name server Obstacles: Time 8PM to 6AM is not possible with Amelia > Tried to update on database but still not working	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	12 Sep 2023 10:50 AM	12 Sep 2023 02:30 PM	03:40	3.67
Michael Ocampo	1. Setup: WordPress - Complete	- Follow-up login wix for Pointing name server - Calendar booking updates > done for Church Gatherings and Dance Classes - Checked Submitted support https://tmsplugins.ticksy.com/ticket/3456171 - Fixed 8pm to 6am time - Find plugin for zelle payments: in progress > Tried to update on database but still not working	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	13 Sep 2023 10:10 AM	13 Sep 2023 12:35 PM	02:25	2.42
Michael Ocampo	1. Setup: WordPress - Complete	- Meeting with Jack about fabiola updates - Applied calendar updates - Updated check out page https://fabiolas.globalpresence.org/checkout/ - Activated fabiola's domain	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	13 Sep 2023 12:35 PM	13 Sep 2023 02:30 PM	01:55	1.92
Jacob Hakimian	Graphic and Video Production (5hrs/16r) - In Progress		#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	14 Sep 2023 10:30 AM	14 Sep 2023 11:10 AM	00:40	0.67
Cristina Pascual	Phone Marketing (20 hrs, 16r) - In Progress	- https://docs.google.com/spreadsheets/d/1u3LWI2QWL8KQGAghAKelLxdvQtKBD6AE3Pd4DEMT5Mw/edit#gid=1656203238	#503 - General Projects: fabiolasvenue.com (30hrs, 16r) - Fabiola's Venue	15 Sep 2023 03:30 PM	15 Sep 2023 04:30 PM	01:00	1
						Total Logged Time: 36:15	Total Logged Time: 36.25