Period (12-15-2022 - 01-14-2023) - All Staff MembersJenalyn Aquinde

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Michael Ocampo	Assigned Web Designer - Complete	fix 404 page - https://rdsteam.com/gustavohermida/ verify other 404 pages	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Jan 2023 07:00 AM	03 Jan 2023 08:45 AM	01:45	1.75
Maria Vinzon	Assigned Web Designer - Complete	Not Yet Completed form plugin transfer Impediments: hmtl was not responsive	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Jan 2023 01:00 PM	03 Jan 2023 02:30 PM	01:30	1.5
Michael Ocampo	Assigned Web Designer - Complete	Quality check for the articles https://docs.google.com/spreadsheets/d/14SsDPlD8DxoerzPF8bo4C7ZysH_LIhCzV0bqPRSHFas/edit#gid=0	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 Jan 2023 07:00 AM	04 Jan 2023 08:00 AM	01:00	1
Michael Ocampo	Assigned Web Designer - Complete	Quality check for the articles https://docs.google.com/spreadsheets/d/14SsDPlD8DxoerzPF8bo4C7ZysH_LIhCzV0bqPRSHFas/edit#gid=0	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 Jan 2023 10:00 AM	05 Jan 2023 11:00 AM	01:00	1
Michael Ocampo	Assigned Web Designer - Complete	Update Brother products Setting up gravity forms	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	12 Jan 2023 10:20 AM	12 Jan 2023 11:00 AM	00:40	0.67
Michael Ocampo	Assigned Web Designer - Complete	Setting up new contact form	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	13 Jan 2023 09:40 AM	13 Jan 2023 11:45 AM	02:05	2.08
Joms Alboroto	Competitor Social Media Ads Research - Complete	12:00 - 12:45 [RDS] -Marketing Research	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Dec 2022 12:30 PM	28 Dec 2022 01:15 PM	00:45	0.75
Tomoni Majarucon	Monthly SEO Content (Off-Page and On-Page) - Complete	8:15 AM - 10:00 AM [RDS Team] - RDS Team blogs - https://drive.google.com/drive/folders/1rkMh8cgd7v2zch1ubeBL6rqB_jYAHwBT RDS Team blog banners - https://www.canva.com/design/DAFJmcrG1Uc/PDZPqaz76N3_svvqjFQfjw/edit RDS Team blog publishing - https://rdsteam.com/does-voip-phones-slow-down-your-internet/ https://rdsteam.com/the-best-interactive-whiteboard-of-all-time/ https://rdsteam.com/rent-this-fast-laser-printer-for-59-monthly/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	23 Dec 2022 03:00 AM	23 Dec 2022 04:45 AM	01:45	1.75
Tomoni Majarucon	Monthly SEO Research -	8:15 AM - 9:40 AM [RDS Team] - RDS Team SEO research - https://drive.google.com/drive/folders/1XY_04WvnG6oYlOvcgoM-ysTksyC4LXWk	#462 - General Projects:	13 Jan 2023	13 Jan 2023	02:00	2

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Complete	11:00 AM - 11:30 AM [RDS Team] - continue RDS Team SEO research - https://drive.google.com/drive/folders/1XY_04WvnG6oYlOvcgoM-ysTksyC4LXWk	RDSTeam.com (60hr,15r) - RDS Team	04:00 AM	06:00 AM		
Muhammad Salman	Offline Tasks: Link Building - 5 to 20 Links (Plan Based) - Complete	[RDS Booster Package] RDS Technical Issues with Micheal Completed 2 web 2.0 Blogs Completed Document Sharing Completed Classified ad Completed Profile Creation Completed Business listing Completed Image Sharing Completed social sharing Completed Profile link Completed Quora Completed social bookmarking Completed 4 Guest Post https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=60516862	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	15 Dec 2022 12:30 PM	15 Dec 2022 03:00 PM	02:30	2.5
Muhammad Salman	Offline Tasks: Link Building - 5 to 20 Links (Plan Based) - Complete	[RDS Booster Package] Document Sharing 2 web 2.0 Classified ads Profile creation Image sharing Business listing social bookmarking social sharing Profile link Quora 3 Guest Post https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Dec 2022 01:30 PM	16 Dec 2022 04:30 PM	03:00	3
Muhammad Salman	Offline Tasks: Link Building - 5 to 20 Links (Plan Based) - Complete	[RDS Booster Package] Completed Backlinks Completed Document Sharing Completed 2 web 2.0 Completed Classified ads Completed Profile creation Completed Image sharing Completed Business listing Completed social bookmarking Completed social sharing Completed Profile link	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Dec 2022 10:30 AM	19 Dec 2022 03:00 PM	04:30	4.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		Completed Quora Completed 4 Guest Post https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815					
Muhammad Salman	Offline Tasks: Link Building - 5 to 20 Links (Plan Based) - Complete	[RDS Booster Package - RDS Technical] Complete Backlinks RDS Semrush audit and update to @Michael Completed 2 web 2.0 Completed Profile creation Completed Image sharing Completed Business listing Completed social bookmarking Completed social sharing Completed Profile link Completed Quora 4 Guest Post https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	20 Dec 2022 09:00 AM	20 Dec 2022 02:30 PM	05:30	5.5
Muhammad Salman	Offline Tasks: Link Building - 5 to 20 Links (Plan Based) - Complete	[RDS Booster Package - RDS Technical] Complete Backlinks Completed Document Sharing Completed 2 web 2.0 Completed Profile creation Completed Image sharing Completed Business listing Completed social bookmarking Completed social sharing Completed Profile link Completed Quora https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Dec 2022 08:00 AM	21 Dec 2022 11:00 AM	03:00	3
Muhammad Salman	Offline Tasks: Link Building - 5 to 20 Links (Plan Based) - Complete	Completed 4 Guest Post https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	21 Dec 2022 12:00 PM	21 Dec 2022 01:30 PM	01:30	1.5
Lizzy Ogot	On-Page Content / Monthly Amount: 6 - Complete	Completed publishing pending blogs, created blog banners and optimized them for SEO. https://rdsteam.com/5-amazing-uses-of-laser-printers/ https://rdsteam.com/how-security-cameras-can-protect-your-home/ https://rdsteam.com/why-short-term-printer-rentals-is-a-viable-option/	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	19 Dec 2022 01:00 PM	19 Dec 2022 02:30 PM	01:30	1.5
Muhammad Salman	Online Tasks: SEMRUSH Audit &	Resolved the 4xx issue for RDS & Orlando that Micheal was facing	#462 - General Projects:	28 Dec 2022	28 Dec 2022	00:30	0.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Web Fixes - Complete		RDSTeam.com (60hr,15r) - RDS Team	08:15 AM	08:45 AM		
Muhammad Salman	Online Tasks: SEMRUSH Audit & Web Fixes - Complete	Resolve Issues with Duplicate meta data. Issue details: https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	30 Dec 2022 08:15 AM	30 Dec 2022 11:00 AM	02:45	2.75
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	[RDS Semrush Duplicate Meta Issues] Semrush Duplicate Data Issues https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	02 Jan 2023 08:00 AM	02 Jan 2023 11:00 AM	03:00	3
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	[RDS SEMrush Duplicate Issues] https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Jan 2023 08:00 AM	03 Jan 2023 11:00 AM	03:00	3
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	[RDS SEMrush Duplicate Issues] Duplicate Data Issues SEMrush Errors https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 Jan 2023 08:15 AM	04 Jan 2023 11:00 AM	02:45	2.75
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	SEMrush Errors: RDS SEMrush Duplicate Meta Issues https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 Jan 2023 10:30 AM	05 Jan 2023 11:45 AM	01:15	1.25
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	Technical Issues SEMrush Errors: RDS SEMrush Duplicate Meta Issues https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jan 2023 08:15 AM	06 Jan 2023 11:00 AM	02:45	2.75
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	SEMrush Errors: RDS SEMrush Duplicate Meta Issues https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	12 Jan 2023 09:30 AM	12 Jan 2023 12:15 PM	02:45	2.75
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	SEMrush Errors: RDS SEMrush Duplicate Meta Issues https://docs.google.com/spreadsheets/ d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/ edit#gid=816974850 Optimized 150 Pages Today	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	09 Jan 2023 10:40 AM	09 Jan 2023 02:00 PM	03:20	3.33
Muhammad Salman	Online Tasks: SEMRush Audit &	SEMrush Errors: RDS SEMrush Duplicate Meta Issues https://docs.google.com/spreadsheets/	#462 - General Projects:	10 Jan 2023	10 Jan 2023	02:45	2.75

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
	Web Fixes - Complete	d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/edit#gid=816974850	RDSTeam.com (60hr,15r) - RDS Team	09:00 AM	11:45 AM		
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	SEMrush Errors: RDS SEMrush Duplicate Meta Issues Optimized 170 Web Pages https://docs.google.com/spreadsheets/d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jan 2023 10:15 AM	11 Jan 2023 01:15 PM	03:00	3
Muhammad Salman	Online Tasks: SEMRush Audit & Web Fixes - Complete	SEMrush Errors: RDS SEMrush Duplicate Meta Issues Optimize 250+ pages https://docs.google.com/spreadsheets/d/1FXI8AZKP0oHZjG8A73alu2IMmupGYvYcnsNLRmmiftM/edit#gid=816974850	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	13 Jan 2023 09:30 AM	13 Jan 2023 12:15 PM	02:45	2.75
Ezdi Volcanes	Podcast Tasks - Complete	14:20 - 15:42 [RDS] Completed check up podcast and any other task Completed Podcast Completed last messages Completed CRM	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	10 Jan 2023 02:20 PM	10 Jan 2023 03:42 PM	01:22	1.37
Muhammad Salman	RDS Booster Package - Complete	[RDS Booster Package - RDS Technical] Completed Backlinks Completed Document Sharing Completed web 2.0 Completed Profile creation Completed Image sharing Completed Business listing Completed social bookmarking Completed social sharing Completed Profile link Completed Quora Complete Tech issues https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	22 Dec 2022 08:15 AM	22 Dec 2022 11:45 AM	03:30	3.5
Muhammad Salman	RDS Booster Package - Complete	Completed 4 Guest Post https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	22 Dec 2022 12:00 PM	22 Dec 2022 01:00 PM	01:00	1
Muhammad Salman	RDS Booster Package - Complete	[RDS Booster Package - RDS Technical] Complete Backlinks Complete Document Sharing Complete web 2.0 Complete Profile creation Complete Image sharing Complete Business listing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	23 Dec 2022 08:15 AM	23 Dec 2022 11:45 AM	03:30	3.5

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		Complete social bookmarking Complete social sharing Complete Quora Complete Tech issues https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815					
Muhammad Salman	RDS Booster Package - Complete	Guest Post from High Authority Sites	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	23 Dec 2022 01:00 PM	23 Dec 2022 02:00 PM	01:00	1
Muhammad Salman	RDS Booster Package - Complete	[RDS Booster Package - RDS Technical] Complete Backlinks Complete Tech issues. https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	26 Dec 2022 08:15 AM	26 Dec 2022 12:30 PM	04:15	4.25
Muhammad Salman	RDS Booster Package - Complete	[RDS Booster Package - RDS Technical & OnPage SEO] Complete Backlinks Completed 2 web 2.0 Completed Document Sharing Completed Quora Completed social bookmarking Completed Image sharing Completed Business listing Completed social sharing Completed Profile Creation Completed Profile link Completed Tech issues. https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Dec 2022 08:15 AM	27 Dec 2022 11:45 AM	03:30	3.5
Muhammad Salman	RDS Booster Package - Complete	RDS 4 Guest Post: Write articles - Find Sites and Publish articles	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	27 Dec 2022 12:00 PM	27 Dec 2022 12:30 PM	00:30	0.5
Muhammad Salman	RDS Booster Package - Complete	[RDS Booster Package] Complete Backlinks Completed 2 web 2.0 Completed Document Sharing Completed Quora Completed social bookmarking Completed Image sharing Completed Business listing Completed social sharing	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	28 Dec 2022 09:00 AM	28 Dec 2022 12:00 PM	03:00	3

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
		Completed Profile Creation Completed Profile link Complete Tech issues. Completed 4 Guest Post from High Authority Sites https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815					
Muhammad Salman	RDS Booster Package - Complete	[RDS Booster Package & Semrush Technical Issues] Complete Backlinks Completed 2 web 2.0 Completed Document Sharing Completed Quora Backlink Completed social bookmarking Completed Image sharing Completed Business listing Completed social sharing Completed Profile Creation Completed Profile link Complete Tech issues. https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	29 Dec 2022 08:15 AM	29 Dec 2022 11:45 AM	03:30	3.5
Muhammad Salman	RDS Booster Package - Complete	Completed Guest Post Completed web 2.0, Document Sharing, Quora, social bookmarking, Image sharing, social sharing, Profile Creation https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	30 Dec 2022 11:00 AM	30 Dec 2022 11:45 AM	00:45	0.75
Muhammad Salman	RDS Booster Package - Complete	Complete Guest Post https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=1272477780	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	02 Jan 2023 11:00 AM	02 Jan 2023 12:00 PM	01:00	1
Muhammad Salman	RDS Booster Package - Complete	Complete Guest Post & Tech issues. https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	03 Jan 2023 11:00 AM	03 Jan 2023 11:45 AM	00:45	0.75
Muhammad Salman	RDS Booster Package - Complete	Complete Guest Post & Tech issues https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=1037681880	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	04 Jan 2023 11:00 AM	04 Jan 2023 11:45 AM	00:45	0.75
Muhammad Salman	RDS Booster Package - Complete	Complete 4 Guest Post from high authority sites https://docs.google.com/spreadsheets/ d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=60516862	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	05 Jan 2023 08:15 AM	05 Jan 2023 10:00 AM	01:45	1.75

Staff Member	Task	Note	Related	Start Time	End Time	Time (h)	Time (decimal)
Muhammad Salman	RDS Booster Package - Complete	Completed 4 Guest Post from high authority sites https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=60516862	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	06 Jan 2023 11:00 AM	06 Jan 2023 11:45 AM	00:45	0.75
Muhammad Salman	RDS Booster Package - Complete	Completed 4 Guest Post from high authority sites https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=60516862	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	09 Jan 2023 08:15 AM	09 Jan 2023 09:00 AM	00:45	0.75
Muhammad Salman	RDS Booster Package - Complete	Complete 4 Guest Post from HA sites https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=60516862	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	10 Jan 2023 08:15 AM	10 Jan 2023 09:00 AM	00:45	0.75
Muhammad Salman	RDS Booster Package - Complete	[RDS] Complete 4 Guest Post from HA sites https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=1037681880	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	11 Jan 2023 09:15 AM	11 Jan 2023 10:15 AM	01:00	1
Muhammad Salman	RDS Booster Package - Complete	Complete 4 Guest Post from High Authority sites https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	12 Jan 2023 08:15 AM	12 Jan 2023 09:30 AM	01:15	1.25
Muhammad Salman	RDS Booster Package - Complete	Complete 4 Guest Post https://docs.google.com/spreadsheets/d/1eYUHy2pOeY7p1Irva0KzijSe17RA0SXN/edit#gid=2108339815	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	13 Jan 2023 08:15 AM	13 Jan 2023 09:30 AM	01:15	1.25
Jacob Hakimian	Zapier Check Up/Fixes/Updates - Complete	testing timer	#462 - General Projects: RDSTeam.com (60hr,15r) - RDS Team	16 Dec 2022 02:44 PM	16 Dec 2022 02:45 PM	00:01	0.02
						Total Logged Time: 100:28	Total Logged Time: 100.47