END OF DAILY REPORT

Date of Report	10-2-22	Clock in	9:30
Full Name	Kalvin Benser	Clock out	6:30
Department	Web Developement	Break hours	1:15hr
Designation	php developer	Total working hours of the day	8:45hr

1. **Names of Projects currently Handling** *

Sl no	Name of Project	Assigned date
1	Ecuenta CRM	7-2-22
2		
3		
4		

2. **Task and Description with URL** *

Before Noon

Task 1	*sales and marketting*	*URL*	*Status*

1	*contract*	5	sales order

2	order	6	purchase order
3	proposal	7	proposal
4	intervension	8	

Task 2	*Administration*	*URL*	*Status*

1	Billing and accounts	5	
2	journals	6	
3		7	
4		8	

Task 3		*URL*	*Status*

1		5	
2		6	
3		7	
4		8	

Task 4	*Name of task*	*URL*	*Status*

1	*Points on work done*	5	*Points on work done*
2	*Points on work done*	6	*Points on work done*
3	*Points on work done*	7	*Points on work done*
4	*Points on work done*	8	*Points on work done*

After Noon

Task 5	*General Ledger*	*URL*	*Status*

1	*spacial expenses*	5	
2	turn overs	6	
3		7	
4		8	

Task 6	*Reports*	*URL*	*Status*

1	Taxes	5	service
2	Bussiness overview	6	accountant
3	Bank and asset	7	purchase and expanse

4	product	**8**	

Task 7	*Name of task*	*URL*	*Status*

1	*Points on work done*	**5**	*Points on work done*
2	*Points on work done*	**6**	*Points on work done*
3	*Points on work done*	**7**	*Points on work done*
4	*Points on work done*	**8**	*Points on work done*

Task 8	*Name of task*	*URL*	*Status*

1	*Points on work done*	**5**	*Points on work done*
2	*Points on work done*	**6**	*Points on work done*
3	*Points on work done*	**7**	*Points on work done*
4	*Points on work done*	**8**	*Points on work done*

3. **In Terms of Production, how was your day? (Daily Report Summary) ***

4. Did you experience any problems or issues that kept your work from progressing today? *

Not Applicable

5. Goals for Tomorrow *

1	
2	
3	
4	

6. Complaints Questions Comments *

1	*Not Applicable*
2	*Not Applicable*
3	*Not Applicable*
4	*Not Applicable*

7. Meeting Notes if any. *

Not Applicable