

# WORK SUMMARY

SEPTEMBER 2018



# ACCOMPLISHMENTS

**In a month, we are glad to report that we have accomplished for you the following:**

- Regular website maintenance
- Marketplace Maintenance
- Social Media Handling
- Created articles and set up in the blog
- Created site banners for the promos
- Redesigned and set up the following pages
  - Homepage
  - Product page
  - Shopping Cart
  - Blog page
  - Email confirmations

## TASK SUMMARY – APPROX

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Aldfrei Y.	UX/Graphic Designer	Blog Banner	0:31
9/3/2018	Edwin L.	UX/Graphic Designer	Adding drop down menu	0:40
9/4/2018	Aldfrei Y.	UX/Graphic Designer	Revising badge graphic	1:28
9/4/2018	Edwin L.	UX/Graphic Designer	Editing website theme	2:25
9/5/2018	Edwin L.	UX/Graphic Designer	Layouting blog covers	0:46
9/6/2018	Edwin L.	UX/Graphic Designer	Revising home banner	1:25
9/7/2018	Aldfrei Y.	UX/Graphic Designer	April Shower Filter Blowout	1:45
9/10/2018	Edwin L.	UX/Graphic Designer	Layouting banner	1:24
9/11/2018	Edwin L.	UX/Graphic Designer	Layouting shopping cart page	0:31
9/12/2018	Edwin L.	UX/Graphic Designer	Getting images for blog banner	1:03
9/13/2018	Edwin L.	UX/Graphic Designer	Layouting product page	1:32
9/14/2018	Edwin L.	UX/Graphic Designer	Resizing banners to social media images	0:52
9/17/2018	Edwin L.	UX/Graphic Designer	Revising product image	0:31
9/17/2018	Aldfrei Y	UX/Graphic Designer	Creating social media banners	3:00
9/17/2018	Edwin L.	UX/Graphic Designer	Layouting blog images	1:36
9/18/2018	Aldfrei Y	UX/Graphic Designer	Layouting blog page	1:10
9/19/2018	Aldfrei Y.	UX/Graphic Designer	Header Revision	0:24
9/20/2018	Aldfrei Y	UX/Graphic Designer	Layouting blog page	1:00
9/21/2018	Aldfrei Y.	UX/Graphic Designer	Create Banners	3:25
9/24/2018	Edwin L.	UX/Graphic Designer	Revising banners	0:10
9/25/2018	Edwin L.	UX/Graphic Designer	Layouting blog cover	0:01
9/26/2018	Edwin L.	UX/Graphic Designer	Revising blog cover images	0:31
9/26/2018	Aldfrei Y.	UX/Graphic Designer	Recreate size charts page	1:35
9/27/2018	Aldfrei Y	UX/Graphic Designer	Layouting email	1:30
9/28/2018	Aldfrei Y.	UX/Graphic Designer	Small Banners	0:31
<b>Total</b>				<b>29:46</b>

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Japs B.	SEO Specialist	Monthly reporting	2:49
9/10/2018	Japs B.	SEO Specialist	Looking for brand mentions	2:46
9/13/2018	Japs B.	SEO Specialist	Blog commenting	2:25
9/17/2018	Japs B.	SEO Specialist	PR release	2:53
9/20/2018	Japs B.	SEO Specialist	Blog commeting to increase brand mentions	1:29
9/21/2018	Japs B.	SEO Specialist	Social mdia post	0:35
9/21/2018	Japs B.	SEO Specialist	Commenting to increase backlinks	1:42
9/24/2018	Japs B.	SEO Specialist	Looking for brand mentions	2:35
9/26/2018	Japs B.	SEO Specialist	Blog commenting	3:17
9/28/2018	Japs B.	SEO Specialist	Looking for leads	2:02
9/28/2018	Japs B.	SEO Specialist	Blog commenting	2:23
<b>Total</b>				<b>24:56</b>

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Diana R.	Developer/Programmer	Fixing promocode rule	0:33
9/4/2018	Roeland T.	Developer/Programmer	Backup Site	1:20
9/6/2018	Diana R.	Developer/Programmer	Add another blog	0:35
9/6/2018	Roeland T.	Developer/Programmer	Change contacts page meta tags	0:29
9/7/2018	Roeland T.	Developer/Programmer	Payment Transaction Failed	1:37
9/7/2018	Jaybee R.	Developer/Programmer	Adding products on daily deal	0:50
9/7/2018	Jaybee R.	Developer/Programmer	Revise listing	0:33
9/10/2018	Diana R.	Developer/Programmer	Change banner	0:02
9/10/2018	Roeland T.	Developer/Programmer	Update Banners	0:40
9/11/2018	Diana R.	Developer/Programmer	Create post for Latest News	0:16
9/11/2018	Roeland T.	Developer/Programmer	Add video on Homepage	1:29
9/12/2018	Jaybee R.	Developer/Programmer	Add website voice to blog	0:27
9/12/2018	Jaybee R.	Developer/Programmer	Debugging script.	0:07
9/13/2018	Jaybee R.	Developer/Programmer	Fixing mobile view category landing page	0:29
9/13/2018	Jaybee R.	Developer/Programmer	Debut/Edit Popup functionality	0:55
9/14/2018	Roeland T.	Developer/Programmer	Remove product from daily deal	0:40
9/17/2018	Jaybee R.	Developer/Programmer	Add review to product	1:40
9/17/2018	Jaybee R.	Developer/Programmer	Upload subtitle	0:14
9/18/2018	Diana R.	Developer/Programmer	Adding sale on ebay	1:56
9/19/2018	Jaybee R.	Developer/Programmer	Backup the site and transfer to local backup	2:44
9/19/2018	Diana R.	Developer/Programmer	Sale product on ebay	0:37
9/20/2018	Diana R.	Developer/Programmer	Mobile view product page	1:22
9/21/2018	Jaybee R.	Developer/Programmer	Debug same day order [ Pop up Fix ]	2:18
9/24/2018	Roeland T.	Developer/Programmer	Add free shipping products	0:41
9/24/2018	Jaybee R.	Developer/Programmer	Change pdf files	1:01
9/25/2018	Jaybee R.	Developer/Programmer	Mobile view product page	2:36
9/25/2018	Jaybee R.	Developer/Programmer	Fix address issue	0:29
9/26/2018	Diana R.	Developer/Programmer	Add video on product page	0:14
9/26/2018	Jaybee R.	Developer/Programmer	Add another testimonial	0:44
9/26/2018	Diana R.	Developer/Programmer	Debug Dealer Locator	1:02
9/27/2018	Diana R.	Developer/Programmer	Add new banner	0:54
9/27/2018	Jaybee R.	Developer/Programmer	Fixing server	2:27
9/28/2018	Roeland T.	Developer/Programmer	Revise listing	0:47
9/28/2018	Jaybee R.	Developer/Programmer	Adding/removing products on daily deal	1:02
9/28/2018	Jaybee R.	Developer/Programmer	Checking website glitches	3:42
<b>Total</b>				<b>37:32</b>

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Melody P.	Data Entry/Research	Updating Product Descriptions	1:08
9/6/2018	Melody P.	Data Entry/Research	Updating Product Descriptions	3:26
9/14/2018	Melody P.	Data Entry/Research	Updating Product Descriptions	2:51
9/17/2018	Melody P.	Data Entry/Research	Updating Product Descriptions	3:35
9/28/2018	Melody P.	Data Entry/Research	Updating Product Descriptions	3:12
<b>Total</b>				<b>14:12</b>

Date	AOC Team Member	Skill Set	Task	Time
9/4/2018	Pauline S.	Social Media	Social Media Digital Materials	1:09
9/6/2018	Pauline S.	Social Media	Social Media Handling	2:08
9/18/2018	Pauline S.	Social Media	Free Shipping Social Media Post	0:08
9/18/2018	Pauline S.	Social Media	New Product Post	1:34
9/24/2008	Pauline S.	Social Media	Creating Marketing Calendar of Holidays	2:19
9/25/2018	Pauline S.	Social Media	Promo Titles - Digital Marketing Calendar	2:20
9/26/2018	Pauline S.	Social Media	Social Media Plan (Facebook)	2:05
9/27/2018	Pauline S.	Social Media	Social Media Calendar	5:01
9/28/2018	Pauline S.	Social Media	Social Media Handling	3:39
<b>Total</b>				<b>20:23</b>

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Ivan D.C.	Content Writer	Articles for Radio Programs	1:07
9/4/2018	Ivan D.C.	Content Writer	Blog posts	1:26
9/6/2018	Ivan D.C.	Content Writer	Guest post	2:12
9/7/2018	Ivan D.C.	Content Writer	Product Page content	1:33
9/12/2018	Ivan D.C.	Content Writer	Social media blurb for blog post	0:12
9/14/2018	Ivan D.C.	Content Writer	Rephrase article for	1:00
9/18/2018	Ivan D.C.	Content Writer	Content for Return Policy Page	0:17
9/20/2018	Ivan D.C.	Content Writer	Blog post	0:31
9/24/2018	Ivan D.C.	Content Writer	New banners + blurb for different occasions	1:02
9/24/2018	Ivan D.C.	Content Writer	Blog post	1:33
9/25/2018	Ivan D.C.	Content Writer	Homepage content	1:11
9/27/2018	Ivan D.C.	Content Writer	Blog article	0:26
9/28/2018	Ivan D.C.	Content Writer	Articles for Radio Programs	1:05
<b>Total</b>				<b>13:35</b>

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	0:45
9/4/2018	Vianca R.	Project/Team Manager	Checking articles	2:20
9/5/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	1:04
9/7/2018	Vianca R.	Project/Team Manager	Site checking	1:39
9/13/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	1:31
9/14/2018	Vianca R.	Project/Team Manager	Social media post	1:48
9/17/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	1:08
9/21/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	1:26
9/25/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	2:51
9/26/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	1:14

9/29/2018

Vianca R.

Project/Team Manager

Work Summary

1:09

**Total 16:55**

**Thank you for  
working with us.**



**Always Open Commerce**

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