# Detailed Report

02-01-2024 – 02-29-2024

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**TOTAL HOURS**

8:40:03

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| TIME ENTRY | SCREENSHOT | USER | DURATION | TIME |
|---|---|---|---|---|
| check on ads and bookings<br>● Brickell • Company Name | | Chris Borgia | 0:04:29 | 16:48-16:52<br>02-05-2024 |
| give larry access to shopify via email<br>● E-Commerce • Company Name | | Chris Borgia | 0:03:26 | 16:53-16:56<br>02-05-2024 |
| new qr form fill pages with qr code, reply to email and setup<br>● Brickell • Company Name | | Chris Borgia | 0:35:32 | 10:23-10:59<br>02-09-2024 |
| add calendar widget to page<br>● Brickell • Company Name | | Chris Borgia | 0:06:37 | 11:55-12:02<br>02-09-2024 |
| change form fill email to<br>● Brickell • Company Name | | Chris Borgia | 0:03:18 | 12:16-12:20<br>02-09-2024 |
| reply about fb ad account<br>● Brickell • Company Name | | Chris Borgia | 0:01:47 | 11:51-11:53<br>02-19-2024 |
| meeting with cmo<br>● Brickell • Company Name | | Chris Borgia | 0:38:13 | 10:32-11:10<br>02-20-2024 |
| update website plugins::<br>ActiveCampaign Postmark (Official) updated to 1.19.1., All-in-One WP Migration updated to 7.80., Code Snippets updated to 3.6.2., Elementor updated to 3.19.2., Elementor Pro updated to 3.19.2., JetEngine updated to 3.3.6., Site Kit by Google updated to 1.120.0., UpdraftPlus - Backup/Restore updated to 1.23.16., WooCommerce updated to 8.6.1., WooCommerce Stripe Gateway updated to 7.9.3., YITH WooCommerce Badge Management updated to 3.4.0.<br>● Brickell • Company Name | | Chris Borgia | 0:22:47 | 21:24-21:46<br>02-21-2024 |
| call with staff<br>● E-Commerce • Company Name | | Chris Borgia | 0:06:50 | 14:27-14:34<br>02-22-2024 |

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| log into email and check inbox<br>● E-Commerce  •  Company Name | Chris Borgia | 0:02:57 | 14:37-14:40<br>02-22-2024 |
| meeting with cmo and ceo<br>● Brickell  •  Company Name | Chris Borgia | 0:58:59 | 16:16-17:15<br>02-22-2024 |
| gain access to godady and email outlook,<br>review setup and try and address one<br>drive issues. edit domains for email out<br>warnings/errrors<br>● Brickell  •  Company Name | Chris Borgia | 0:44:48 | 17:34-18:19<br>02-22-2024 |
| access shopify as owner account, crate a role<br>for developer team, give them   admin   access<br>to the shop<br>● E-Commerce  •  Company Name | Chris Borgia | 0:17:58 | 15:04-15:22<br>02-27-2024 |
| meeting with temp to show what tasks need to be done<br>● E-Commerce  •  Company Name | Chris Borgia | 0:29:47 | 16:29-16:58<br>02-27-2024 |
| reviw gtm and give access for new marketing team<br>● E-Commerce  •  Company Name | Chris Borgia | 0:03:17 | 17:01-17:04<br>02-27-2024 |
| create new campaign in google ads<br>● Brickell  •  Company Name | Chris Borgia | 0:17:30 | 17:39-17:57<br>02-27-2024 |
| 12 plugin updates on the wp site<br>● Brickell  •  Company Name | Chris Borgia | 0:20:09 | 08:23-08:44<br>02-28-2024 |
| log into facebook and check on ad account,<br>add cc details to current ad account, set<br>industry, open support ticket about ads account,<br>ad CMO assistant,  launch new ad,<br>review pixl, replace pixel, remove user who<br>hacked account from the page<br>● Brickell  •  Company Name | Chris Borgia | 0:46:53 | 11:13-12:00<br>02-28-2024 |
| create bing ad account, add billing, import from<br>google,<br>● Brickell  •  Company Name | Chris Borgia | 0:37:52 | 12:00-12:38<br>02-28-2024 |
| meeting about domain/wp site move<br>● E-Commerce  •  Company Name | Chris Borgia | 0:18:59 | 15:29-15:48<br>02-28-2024 |
| meetting with CMO about fb<br>● Brickell  •  Company Name | Chris Borgia | 0:11:08 | 15:48-15:59<br>02-28-2024 |
| accept the invite from admin@ to<br>chris@techtegrity.com for the new bing ads<br>account review keywords, add negatives<br>● Brickell  •  Company Name | Chris Borgia | 0:05:18 | 10:20-10:26<br>02-29-2024 |

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| meeting with staff and dev team<br>● E-Commerce • Company Name | Chris Borgia | 0:28:42 | 15:30-15:58<br>02-29-2024 |
| setup theme on github repo and invite<br>the dev, link with shopify<br><br>● E-Commerce • Company Name | Chris Borgia | 0:26:52 | 16:07-16:34<br>02-29-2024 |
| signup for anytag and add to deply to booking<br>app and jm shop<br>● Brickell • Company Name | Chris Borgia | 0:15:02 | 17:23-17:38<br>02-29-2024 |
| check on bing ads<br>● Brickell • Company Name | Chris Borgia | 0:10:53 | 17:38-17:49<br>02-29-2024 |