



Individuals Assigned : Emily Hanson Katie Evans Sarah Walton Sarah Hawker Sophie Lines Zoey Teal

Reviewed History	Process	Add Process	Rolling Task ID	Process Super Visor	Rolling Audit ID	Move Responsibility	Linked Procedures	Risk
[5948] 14 Mar 2016	Adding New Accounts To Opera		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Review
[2] 14 Mar 2016	Answering Telephones		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Review
[7795] Task History	Answering UK Web Questions		(643) Answering UK Web Questions Emily Hanson	Office Team Leader	Add Audit	Office Processes	Add Procedure	Risks
[5893] 24 Apr 2017	Answering Website Questions		(395) Answering Non-UK Website Questions Sarah Walton	Office Team Leader	(396) Answering Website Questions Helen Lamb	Office Processes	1 Docs	Review
[4] 29 Jun 2016	Assisting With Refreshments For Visitors		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	Add Procedure	Review
[5944] 29 Jun 2016	Chasing Lost Customers		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Review
[5943] 06 Mar 2017	Check Cardea And Multiquote		(530) Check Cardea And Multiquote Sophie Lines	Office Team Leader	(279) Check cardea and Multiquote Emily Hanson	Office Processes	1 Docs	Review
[7678] 13 Mar 2017	Check Catalog 360 Circle For Quotes And Orders		(478) Check Catalog 360 Circle For Quotes And Orders Sophie Lines	Office Team Leader	(531) Check Catalog 360 Circle For Quotes And Orders Emily Hanson	Office Processes	1 Docs	Risks
[7758] Task History	Check For GHX Orders		(603) Check For GHX Orders Sarah Walton	Office Team Leader	(604) Check For GHX Orders Emily Hanson	Office Processes	Add Procedure	Risks
[5913] 22 Aug 2016	Check For Humanmed Orders In Logistics Mailbox		(465) Check For Humanmed Orders In Logistics Mailbox Sarah Walton	Office Team Leader	(466) Check For Human Med Orders In Logistics Mailbox Emily Hanson	Office Processes	Add Procedure	Review
[5875] 24 Apr 2017	Check Paypal For Orders		(239) Please check Paypal for orders Sarah Walton	Office Team Leader	(401) Check Paypal For Orders Derek Lamb	Office Processes	1 Docs	Review
[5892] 03 Mar 2017	Checking EBay And Amazon For Orders And Messages		(397) Checking EBay And Amazon For Orders And Messages Sarah Walton	Office Team Leader	(398) Checking EBay And Amazon For Orders And Messages Katie Evans	Office Processes	1 Docs	Review
[14] 27 Feb 2017	Checking Fax Reports - Sent and Received		(367) FAX Machine Zoey Teal	Office Team Leader	(411) Checking Fax Reports Paper Emily Hanson	Office Processes	1 Docs	Review
[7705] 17 Nov 2016	Checking For Uploaded Files		(517) Checking For Uploaded Files Zoey Teal	Office Team Leader	(518) Checking For Uploaded Files Sarah Walton	Office Processes	Add Procedure	Risks
[5894] 29 Jun 2016	Checking Of Active List		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Risks
[7] 29 Jun 2016	Checking Of Sales Orders		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Review
[5900] 07 Apr 2017	Cleaning Of Office		(393) Cleaning Of Office Zoey Teal	Office Team Leader	(394) Cleaning Of Office Helen Lamb	Office Processes	Add Procedure	Review
[5856] 10 Apr 2017	Cleaning The Kitchen		(227) Cleaning The Kitchen Zoey Teal	Office Team Leader	(373) Vacuuming of the Office, Hall and meeting room Helen Lamb	Office Processes	1 Docs	Risks
[7757] Task History	Clear Old Proformas And Quotes From Opera		(605) Clear Old Proformas And Quotes From Opera Katie Evans	Office Team Leader	Add Audit	Office Processes	Add Procedure	Risks
[7693] 24 Feb 2017	Collect Repair Filing From Warehouse		(506) Collect Repair Filing Zoey Teal	Office Team Leader	(507) Collect Repair Filing From Warehouse Jonathan Connor	Office Processes	1 Docs	Risks
[5895] 14 Mar 2016	Completing Office Job List		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Risks
[5879] 29 Jun 2016	Customer Returning Goods On Our UPS Account		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Risks
[5857] 02 Nov 2016	Customer Service Logs		(233) Check the Service visit logs Katie Evans	Office Team Leader	(234) Check the Service visit logs Steve Hardaker	Office Processes	1 Docs	Risks
[10] 26 Sep 2016	Distribution Of Emails		Reactive - No Rolling Task Add Task	Director 2 (helen)	(366) Email Distribution Derek Lamb	Office Processes	1 Docs	Review
[9] 29 Jun 2016	Distribution Of Faxes		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Review
[11] 26 Jan 2017	Distribution Of Mail		(599) Distribution Of Mail Zoey Teal	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Risks
[36] 24 Apr 2017	Emailing Of Invoices		(430) Emailing Of Invoices Zoey Teal	Office Team Leader	(362) Check the Invoices to be Emailed list Helen Lamb	Office Processes	1 Docs	Risks
[5878] 31 Oct 2016	Empty Office Bins		(428) Empty Office Bins Zoey Teal	Office Team Leader	(532) Empty Office Bins Katie Evans	Office Processes	Add Procedure	Review
[7754] Task History	Ensure Procedures Are Up-to-date		(594) Ensure Procedures Are Up-to-date Katie Evans	Office Team Leader	(595) Ensure Procedures Are Up-to-date Derek Lamb	Office Processes	Add Procedure	Risks
[7735] 02 Nov 2016	Ensure SOR's Are Followed Up		(549) Ensure SORs Are Followed Up Emily Hanson	Office Team Leader	(550) Ensure SORs Are Followed Up Katie Evans	Office Processes	Add Procedure	Risks
[5896] 14 Mar 2016	Ensuring ORD's Are Taken To Goods Out And Invoices Are R		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	Add Procedure	Risks
[15] 29 Dec 2016	Filing and Archiving		(567) Filing Zoey Teal	Office Team Leader	(533) Filing Emily Hanson	Office Processes	1 Docs	Risks
[5949] 29 Jun 2016	Filing Credit Card Slips		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Risks
[7677] Task History	Follow Up SOR And Samples		Reactive - No Rolling Task Add Task	Office Team Leader	No Rolling Audit Add Audit	Office Processes	1 Docs	Risks
[5897] 16 Mar 2017	Franking Mail		(564) Franking Mail Catherine Spence	Office Team Leader	(568) Franking Mail Zoey Teal	Office Processes		

Employee Roles

Marketing Controller	(534) Office Sales Projects	Katie Evans
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	(613) PDF VST Invoices And Purchase Orders	Katie Evans
Office Team Leader	(605) PDFing Of Invoices	Katie Evans
Office Team Leader	No Rolling Audit	Add Audit
Marketing Controller	No Rolling Audit	Add Audit
Office Team Leader	(535) Processing Depleted Sensors	Emily Hanson
Marketing Controller	(403) Processing Of Mail Shots	Katie Evans
Office Team Leader	(536) Processing Of Repair Quotes And Orders	Katie Evans
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	(410) Proforma And Quote Chasing	Derek Lamb
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	(263) Purchase Order log	Katie Evans
Office Team Leader	(529) Review Inward Payments	Emily Hanson
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	(383) Send Post To Humanmed	Sarah Walton
Office Team Leader	(521) Send Purchase Orders To Suppliers	Jonathan Connor
Office Team Leader		Add Audit
Office Team Leader	(537) Send Delivery Notifications	Sarah Walton
Office Team Leader	(621) Send VST Delivery Notifications	Katie Evans
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	No Rolling Audit	Add Audit
Share Holder	No Rolling Audit	Add Audit
Office Team Leader	(638) Shipped Order Success Report	Derek Lamb
Office Team Leader	(509) Shred Sensitive Paperwork In JL Office	Katie Evans
Office Team Leader	(588) SRS Folder	Jonathan Connor
Office Team Leader		Add Audit
Office Team Leader	(569) Thorough Checking Of Awaiting Action Tray And Board	Katie Evans
Office Team Leader	No Rolling Audit	Add Audit
Office Team Leader	No Rolling Audit	Add Audit
Share Holder	(467) UPS Shipping Fuel Surcharge	Derek Lamb
Office Team Leader	(373) Vacuuming of the Office, Hall and meeting room	Helen Lamb
Office Team Leader	(585) VST Purchase Order Log	Katie Evans
Office Team Leader	(349) WYA Consignment Stock	Steve Hardaker

Office Processes	Add Procedure	Risks
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Office Processes	1 Docs	Risks
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