



## Michael Lamb Activity

2022-05-16

|                       |                       |
|-----------------------|-----------------------|
| Date From (Inclusive) | 01/01/2022            |
| Date To (Excluded)    | 31/03/2022            |
| Auto Issues Completed | User Issues Completed |

From 2022-01-01 To 2022-03-31

## Michael Lamb Auto Tasks Completed

164

| ID   | Subject  | Number Issues | Average Days to Complete |
|------|--|---------------|--------------------------|
| 452  | Off Site Backup  | 13            | 7                        |
| 526  | Import Bank CSV  | 63            | 5                        |
| 139  | Server Review  | 3             | 19                       |
| 454  | Backup Server Status   | 6             | 16                       |
| 511  | AWS Amazon Web Services Collect Invoice                                      | 3             | 36                       |
| 714  | Chase The Debtors VST  | 1             | 17                       |
| 1086 | Shred CC Slips   | 12            | 13                       |
| 108  | PUT OUT BLUE BIN AT GHYLL HOUSE WHEN THE OTHERS ON THE STREET ARE OUT        | 3             | 28                       |
| 524  | Delivered not Invoiced   | 3             | 16                       |
| 597  | Fast Hosts Invoice   | 3             | 34                       |
| 1035 | Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed | 1             | 14                       |
| 508  | Shred Sensitive Paperwork  | 6             | 14                       |
| 930  | UPS Invoices Vandagraph  | 3             | 14                       |
| 401  | Check Paypal For Orders  | 3             | 9                        |
| 410  | Proforma And Quote Chasing   | 3             | 10                       |
| 424  | Warehouse Floors   | 3             | 9                        |
| 370  | Duplicate Documents  | 3             | 27                       |
| 510  | Domain Name Management   | 3             | 23                       |
| 777  | Completing Office Job List   | 3             | 5                        |
| 507  | Collect Repair Filing From Warehouse   | 3             | 2                        |
| 1090 | Proforma And Quote Chasing Ryan  | 1             | 1                        |
| 1092 | Proforma And Quote Chasing UK  | 1             | 1                        |
| 879  | Empty Warehouse Depleted Sensor Bin  | 1             | 2                        |
| 838  | Region Checker   | 1             | 1                        |
| 793  | SRS Folder   | 1             | 8                        |
| 1053 | Exchange Rate In To Intrastats   | 1             | 7                        |
| 1153 | Verification Of Non Conforming Products                                      | 1             | 51                       |
| 1162 | Verification Warehouse Hand Sanitiser  | 1             | 35                       |
| 1164 | Verification Stock Items And Locations                                       | 1             | 50                       |
| 377  | Accounts on Stop   | 1             | 32                       |

|      |                                      |   |    |
|------|--------------------------------------|---|----|
| 687  | HMRC Intrastats Data                 | 1 | 3  |
| 558  | Viamed End Of Month Shutdown         | 1 | 2  |
| 559  | Viamed Properties Loan               | 1 | 51 |
| 560  | Staff Training                       | 1 | 2  |
| 1151 | Verification Supplier Delivery Notes | 1 | 51 |
| 668  | Answering Telephones                 | 1 | 0  |
| 1119 | Check Creditors                      | 1 | 0  |
| 700  | Withdraw Funds From Paypal           | 1 | 26 |
| 679  | Bank Details Entered                 | 1 | 15 |
| 918  | Proofs of Delivery                   | 1 | 30 |
| 95   | ESD Workstations                     | 1 | 14 |
| 812  | Purchase Payments                    | 1 | 8  |
| 734  | Goods In Processes                   | 1 | 19 |