

RS Full, CS 11:00:00 AM For 2.5 Hours



#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Ent
3		Helen Lamb viamed.helen.lamb@googlemail.com helen.lamb@viamed.co.uk Direct Email helen.lamb@vmsecure.me.uk	1	8	0										

Helen Lamb Activity

2024-06-06

Date From (Inclusive)	06/06/2023
Date To (Excluded)	06/06/2024

From 2023-06-06 To 2024-06-06

Helen Lamb Auto Tasks Completed

1524

ID	Subject	Number Issues	Average Days to Complete
279	Check cardea and Multiquote	12	2
571	UPS Invoices Vandagraph	53	1
444	Remit Processing	53	1
512	Vandagraph Pay Pay Retrieve Funds	12	1
316	check training from tuesday and sign off if present	53	1
394	Cleaning Of Office	12	1
436	Currency Lodgement	12	1
437	Customs Clearance	53	1
837	Region Checker	12	2
1193	Tuesday Office Meeting	9	11
223	Accounts on Stop - Check customers haven't paid	26	5
373	Vacuuming of the Office, Hall and meeting room	12	1
433	Clearing Water Downstairs	12	1
521	Send Purchase Orders To Suppliers	51	2
362	Check the Invoices to be Emailed list	52	2
432	Cheques To Bank	52	1
435	Credits Done	52	1
446	Sales Accounts Reminders	12	12
527	Import Bank CSV	52	1
663	Watering Plants	52	1
422	Check purchasing jnls to see if VAT handled correctly Previous Month	12	30
438	Expenses	12	1
443	Purchase Invoices	52	2
811	Purchase Payments	52	3
434	Credit Cards	12	1
441	HMRC Instratats Data	12	1
563	Weights Per Region Needed To Submit EC Sales List	12	2
651	Opera Purchase Ledger Close	12	1
652	Opera Nominal Ledger Close	12	1
680	Fill in Cashbook / Bank Rec for previous Month	12	1
63	Debtors and Creditors Figures	12	1
535	Processing Depleted Sensors	26	1
1148	Verification Stock Linked To Documents	1	10
87	PAYE needs paying URGENT	12	1
142	P11D Form re Benefits to Revenue and Customs	1	0
403	Processing Of Mail Shots	12	1
431	Check Out Side Drain	4	35
448	Wages Calculations	12	1
805	Maintain Update Of ISO Route Maps	12	1
917	Proofs of Delivery	12	1
442	VAT Return Viamed	4	30
938	PDFing Of Invoices Vandagraph	12	1
405	Link Call Log Contacts To The CRM	12	2

829	Tree In Car Park	4	1
416	Guest Access Wifi	4	1
693	Journals for end of month accounts	12	1
214	Master Indemnity Register	1	14
898	Send Service Offers	13	1
104	Check suggested invoice report in operas	12	1
118	Viamed Properties Loan	12	1
62	Debtors and Creditors Figures	12	1
421	check contra account 8000 and clear it	12	1
641	V1000 Commissions Review	3	16
445	Viamed End Of Month Shutdown	12	1
638	Shipped Order Success Report	4	1
552	Production Statistics	4	0
557	Production In Production List	4	2
630	Withdraw Funds From Paypal	12	2
662	Sweep Kitchen Floor	12	3
713	Chase The Debtors VST	12	1
1034	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	11	17
1080	Vandagraph Shopify Payouts Report	11	7
573	UPS Invoices VST	12	1
572	UPS Invoices Viamed	12	1
364	Goods Out Review	11	8
414	Weather Station	12	1
904	Credit Card check the system	12	1
117	Carbon Monoxide alarm	2	77
602	General Maintenance Requirements	4	1
7	Boiler Heating Checked	1	1
569	Thorough Checking Of Awaiting Action Tray And Board	11	2
913	Review Personnel Files	4	40
800	On Site Environment Review	4	2
887	Annual Review Doc Management	1	27
889	Private Information Data	1	179
1065	Check Roles And Tasks For Incomplete Data	4	1
590	Management Meeting warehouse	3	5
141	Fire Alarm Evacuation Drill	4	24
440	Filing Cabinets	4	0
650	Orders And Items Shipped Per Month	4	1
646	Review Franking Label Errors	4	5
1087	Shred CC Slips	2	7
369	Check for Duplicate Documents	2	29
712	First Aid	1	1
314	Training Records	2	7
129	Radiators - Bleed radiators in Vandagraph Room	1	1
38	EYE TESTS	1	5
1115	OverDue Servicing	2	4
453	Off Site Backup	4	1
1161	Verification Credit Notes	1	4
372	Documentation out of date	2	25
52	Fire Alarm Test	2	27
321	Check the Whos Who	2	2
567	Filing	9	1
46	Enviromental Policy Document Review	1	247
47	Review Ethical Policy	1	5
336	Christmas/Team Building Event - December	1	8
910	Review CCTV Warning Signs	1	64
911	Review Security Of The Special Category Personal Data (Sensitive Data)	1	11
283	Non conformance review history Viamed	2	0
285	Non conformance review history VST	2	0
439	Accounts Filing	2	0
771	Alarm Key Holders	2	2
561	Review Company Data	1	0
794	Embargo Countries NOT Allowed To Sell To	2	9
775	Management Reviews And Quality Audits	2	2
796	Non Conformance Issues Any New QC21 Forms	1	6
12	HSE Risk Assessment	1	25
102	The outside tap has a stop tap in the old kitchen at Viamed Warehouse.	1	5
784	Review External Parties Influencing The QMS VST / Viamed	1	1
774	Customer Complaints	2	1
803	Software Validation Document Control	1	6
1105	Review Process Updates For Risk To Systems	1	1
1121	Sync External Telephone Logs	2	1

1118 Check Creditors	2	1
164 Electrics need checking	1	4
1012 Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	1	0
819 Review Processes Linked To VOPs And Audits	1	1
1231 USA Tax Book Sales	1	3
599 Distribution Of Post	116	1
429 End Of Yeah Reports For Accountants	1	51
1234 Future Issues Review	1	35
76 Weee Report Due Viamed Annual	1	18
629 Petty Cash Reconciliation	1	37
701 Controlled Waste Description And Transfer	1	1
606 Health Declaration Sheet	1	20
1070 New UPS Rates Needs Checking	1	0
610 Supplier Review	1	0
1129 COSHH Datasheet Reminders	1	2
702 North Yorkshire Council Waste Tranfer	1	14
858 Royal Mail - Mail Retention Form	1	81
1144 Building Risk Assesments	1	15
1158 Verification Warehouse Unidentified Stock	1	10
961 Check Debtors Report	1	0
953 Fire Alarm PIR Checking	1	7
1122 Verification Contact Details	1	0
1124 Verification Contact Details Accounts	1	0
1126 Verification Invoice Details Accounts	1	0
955 Emergency Lighting And Fire Extinguishers	1	2
85 Outside Heating Guard	1	1
1078 Xero Sync	2	1
1128 Verification Purchasing Documentation	1	47
1131 Verification Warranty Repairs Customer Approval	1	13
1132 Verification Repairs Paperwork Completed	1	0
1141 Verification Calibrated Equipment	1	7
1134 Verification Visual Check Repair Shelf	1	3
455 Backup Server Status	1	0
1136 Verification Repairs Older Repairs	1	0
1138 Verification Repair Qa Reports	1	15
669 Adding New Accounts To Opera	1	0
1152 Verification Supplier Delivery Notes	1	1
460 Management Meeting Turnover Report	1	0