

#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Holiday
51		Sophie Lines sophie.lines@viamed.co.uk Direct Email sophie.lines@vmsecure.me.uk	1	1	0										

Sophie Lines Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)

Main Catagory	Supervisor	Responsibilities	Members
Office Processes	Office Team Leader		Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal
	Derek Lamb	Responsibilities	Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb
	Derek Lamb		Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
	Derek Lamb		
	Derek Lamb		

Tasks Sophie Lines Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
764	Software Validation Unchecked Orders	Every 12 Months	IT Controller		01 Jan 2026	
393	Cleaning Of Office Windows	Every 1 Months	Office Processes		13 Jul 2025	
404	Link Call Log Contacts To The CRM	Every 1 Weeks	Office Processes	1	07 Jul 2025	
530	Check Cardea And Multiquote	Every 1 Weeks	Office Processes	2	07 Jul 2025	
519	Update Virus Software And Scan For Viruses	Every 1 Weeks	Office Processes		04 Jul 2025	
523	Delivered not Invoiced	Every 1 Days	Office Processes	2	01 Jul 2025	
549	Ensure Sale or returns (SORs) Are Followed Up	Every 1 Weeks	Office Processes	1	04 Jul 2025	
655	Clean Kitchen Sides and Table	Every 1 Weeks	Office Processes	1	07 Jul 2025	

Audits Sophie Lines Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
398	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes	1	07 Jul 2025	
529	Review Inward Payments	Every 1 Weeks	Office Processes	1	03 Jul 2025	
604	Check For GHX Orders	Every 1 Months	Office Processes		20 Jul 2025	
621	Send VST Delivery Notifications	Every 1 Weeks	Office Processes	1	04 Jul 2025	
991	B2B Router / Peppol Responsibilitys	Every 1 Months	Office Processes		25 Jul 2025	