

#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks
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

2025-06-30

Date From (Inclusive)	30/06/2024
Date To (Excluded)	30/06/2025
Auto Issues Completed	
From 2024-06-30 To 2025-06-30	

Helen Lamb Auto Tasks Completed

1543

ID	Subject	Number Issues	Average Days to Complete
104	Check suggested invoice report in operas	12	3
118	Viamed Properties Loan	12	1
421	check contra account 8000 and clear it	12	2
641	V1000 Commissions Review	2	5
443	Purchase Invoices	52	1
445	Viamed End Of Month Shutdown	12	0
638	Shipped Order Success Report	4	1
557	Production In Production List	4	1
599	Distribution Of Post	258	1
630	Withdraw Funds From Paypal	12	1
811	Purchase Payments	52	1
1080	Vandagraph Shopify Payouts Report	12	13
62	Debtors and Creditors Figures	12	1
571	UPS Invoices Vandagraph	52	1
444	Remit Processing	52	1
662	Sweep Kitchen Floor	12	1
1034	Check Xero To Barclays Bank Statements End On Month GBP, USD And Euro Viamed	11	24
316	check training from tuesday and sign off if present	52	1
437	Customs Clearance	52	1
552	Production Statistics	4	1
713	Chase The Debtors VST	12	1
573	UPS Invoices VST	12	1
572	UPS Invoices Viamed	12	1
364	Goods Out Review	12	6
414	Weather Station	12	1
521	Send Purchase Orders To Suppliers	52	1
904	Credit Card check the system	12	2
117	Carbon Monoxide alarm	1	3
362	Check the Invoices to be Emailed list	52	3
432	Cheques To Bank	52	1
435	Credits Done	52	1
527	Import Bank CSV	52	1
663	Watering Plants	52	1
602	General Maintenance Requirements	4	1
279	Check cardea and Multiquote	12	1
373	Vacuuming of the Office, Hall and meeting room	11	1
394	Cleaning Of Office	12	0
433	Clearing Water Downstairs	12	0
436	Currency Lodgement	12	0
512	Vandagraph Pay Pay Retrieve Funds	12	1
837	Region Checker	12	1
7	Boiler Heating Checked	1	19
438	Expenses	12	1
422	Check purchasing jnls to see if VAT handled correctly Previous Month	10	25
535	Processing Depleted Sensors	26	1

569	Thorough Checking Of Awaiting Action Tray And Board	12	0
434	Credit Cards	12	1
441	HMRC Instratats Data	12	1
563	Weights Per Region Needed To Submit EC Sales List	12	1
651	Opera Purchase Ledger Close	12	1
652	Opera Nominal Ledger Close	12	1
680	Fill in Cashbook / Bank Rec for previous Month	1	0
913	Review Personnel Files	4	19
63	Debtors and Creditors Figures	12	0
567	Filing	12	1
87	PAYE needs paying URGENT	12	1
403	Processing Of Mail Shots	12	1
448	Wages Calculations	12	1
917	Proofs of Delivery	1	1
800	On Site Environment Review	4	2
805	Maintain Update Of ISO Route Maps	12	1
405	Link Call Log Contacts To The CRM	12	1
693	Journals for end of month accounts	12	2
898	Send Service Offers	13	2
887	Annual Review Doc Management	1	0
889	Private Information Data	1	0
590	Management Meeting warehouse	4	4
1065	Check Roles And Tasks For Incomplete Data	3	3
141	Fire Alarm Evacuation Drill	4	59
440	Filing Cabinets	4	1
650	Orders And Items Shipped Per Month	4	1
646	Review Franking Label Errors	4	1
1078	Xero Sync	3	4
369	Check for Duplicate Documents	2	6
712	First Aid	1	10
314	Training Records	2	4
36	Audit 02 Contract Review Viamed	1	142
453	Off Site Backup	4	0
1115	OverDue Servicing	1	0
1161	Verification Credit Notes	1	4
372	Documentation out of date	2	7
52	Fire Alarm Test	2	14
46	Enviromental Policy Document Review	1	37
47	Review Ethical Policy	1	1
431	Check Out Side Drain	4	1
961	Check Debtors Report	4	1
442	VAT Return Viamed	3	27
416	Guest Access Wifi	4	1
829	Tree In Car Park	4	1
910	Review CCTV Warning Signs	1	0
145	Electric Testing	1	174
748	ISO14001 Environmental management systems	1	0
911	Review Security Of The Special Category Personal Data (Sensitive Data)	1	7
439	Accounts Filing	2	0
771	Alarm Key Holders	2	6
243	Vacuuming of the Office, Hall and meeting room	3	11
561	Review Company Data	1	74
775	Management Reviews And Quality Audits	2	1
794	Embargo Countries NOT Allowed To Sell To	2	0
796	Non Conformance Issues Any New QC21 Forms	1	4
12	HSE Risk Assessment	1	49
102	The outside tap has a stop tap in the old kitchen at Viamed Warehouse.	1	5
701	Controlled Waste Description And Transfer	1	20
774	Customer Complaints	2	0
784	Review External Parties Influencing The QMS VST / Viamed	1	88
803	Software Validation Document Control	1	6
1105	Review Process Updates For Risk To Systems	1	6
1121	Sync External Telephone Logs	2	0
1261	Control of monitoring and measuring devices	2	0
1012	Sealant, Glues, Greases, Sprays, Gases And Tapes You Use In Production, Service And Repairs For Viamed And VST	1	11
819	Review Processes Linked To VOPs And Audits	1	2
1118	Check Creditors	5	2
1231	USA Tax Book Sales	1	0
429	End Of Yeah Reports For Accountants	1	66
76	Weee Report Due Viamed Annual	1	21

629 Petty Cash Reconciliation	1	39
606 Health Declaration Sheet	1	3
1070 New UPS Rates Needs Checking	1	2
283 Non conformance review history Viamed	2	3
610 Supplier Review	1	0
821 Audit 27 Software Validation Viamed	1	1
1129 COSHH Datasheet Reminders	1	0
702 North Yorkshire Council Waste Tranfer	1	22
858 Royal Mail - Mail Retention Form	1	67
321 Check the Whos Who	1	21
1158 Verification Warehouse Unidentified Stock	1	9
953 Fire Alarm PIR Checking	1	64
1150 Verification Todays Goods In	1	9
285 Non conformance review history VST	1	1
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	0
85 Outside Heating Guard	1	4
14 Audit 22 Post Market Surveillance Viamed	1	28
1131 Verification Warranty Repairs Customer Approval	1	5
1132 Verification Repairs Paperwork Completed	1	2
1141 Verification Calibrated Equipment	1	2
455 Backup Server Status	1	4
1138 Verification Repair Qa Reports	1	0
1266 Stock Figure - Correct Xero To Intrastats	1	4
669 Adding New Accounts To Opera	1	2
1152 Verification Supplier Delivery Notes	1	4
460 Management Meeting Turnover Report	1	2
1148 Verification Stock Linked To Documents	1	1