

## Office Jobs 05 Dec 2016

| ID  | Waiting         | Description                             | Issue | Brief                   | Deadline     | Stage |
|-----|-----------------|-----------------------------------------|-------|-------------------------|--------------|-------|
| 725 | Katie Evans     | Calendars for 2017                      | 83541 | Waiting on treasury     | 16 Dec 2016  | 42%   |
| 689 | Sarah Walton    | Franking Machine Training               | 79110 | Issues Sent to Staff    | 31 Oct 2016  | 66%   |
| 731 | Katie Evans     | Microstim and Tester to SMC - SOR766    | 83995 | To Follow Up →          | 28 Dec 2016  | 71%   |
| 634 | Katie Evans     | VersaStream: Compatible Distributor/Ma  | 74894 | and Sarah Walton        | ngoing       | 14%   |
| 436 | Steve Nixon KE  | OEM Patient Monitor Manufacturers with  | 67297 | Stage 1.2               | ngoing       | 28%   |
| 664 | Ryan Swaine     | Medical Distributor Search: Denmark     | 75976 | Stage 1.2 - Re-file     | 30 Sep 2016  | 28%   |
| 648 | Steve Hardaker  | VM-2500-S on SOR733                     | 75161 | 4420620 case to follow  | 13 Oct 2016  | 85%   |
| 678 | Emily Hanson RS | Export: Automotive Distributors: Servi  | 78059 | Ongoing                 | 25 Nov 2016  | 28%   |
| 703 | Ryan Swaine     | SOR758 to Mediq Denmark                 | 80643 | RS following up         | 01 Dec 2016  | 78%   |
| 738 | Katie Evans     | Price Lists                             | 84397 | KE to continue          | 16 Dec 2016  | 50%   |
| 745 |                 | Austria for Medical Equipment Distribu  | 84820 | KE to assign            | 27 Jan 2017  | 0%    |
| 747 |                 | Netherlands for Medical Equipment Dist  | 84822 | KE to assign            | 27 Jan 2017  | 0%    |
| 686 | Sarah Walton    | VST Order Processing                    | 79048 | SW to finish            | ngoing       | 14%   |
| 687 | Sarah Walton    | VST Order Checking                      | 79049 | SW to start             | ngoing       | 0%    |
| 688 | Sarah Walton    | VST Invoicing Procedure                 | 79050 | SW to start             | ngoing       | 0%    |
| 701 | Derek Lamb      | Order Processing UK Update              | 80629 | Waiting for DL to de    | 80630        | 0%    |
| 702 | Derek Lamb      | Order Processing Export Update          | 80630 | Waiting for DL to de    | 80630        | 0%    |
| 715 | Sarah Walton    | Review VST Pricing                      | 82306 | KE/SW to review         | ngoing       | 0%    |
| 728 | Sarah Walton    | VST PO Log                              | 83863 | SW to start             |              | 0%    |
| 525 | Sarah Walton    | Filing and Archiving                    | 71208 | Awaiting related pro    | Stop.        | 28%   |
| 542 | Sarah Walton    | Servicing and training at Customers Pre | 71808 | 71808 Procedure to b    | Stop: Review | 0%    |
| 543 | Katie Evans     | Franking Mail                           | 71810 | KE to write             | Stop: Review | 12%   |
| 546 | Katie Evans     | Searching for Distributors              | 71814 | KE to start             |              | 0%    |
| 548 | Katie Evans     | Empty Office Bins                       | 71817 | KE to amend             | 15 Dec conf  | 42%   |
| 578 | Katie Evans     | Proforma and Quote Processing           | 73315 | KE to start             | 67323        | 14%   |
| 581 | Katie Evans     | VAT Exemption Certificates              | 73385 | KE to start             | - Discuss HL | 14%   |
| 583 | Katie Evans     | UPS and Royal Mail Exceptions / Claims  | 73683 | KE to review and update | HL Start     | 14%   |
| 584 | Katie Evans     | Supply Jersey E-Procurement Procedure   | 73810 | Awaiting account act    | 2017         | 0%    |
| 587 | Helen Lamb      | Humanmed Invoicing Procedure            | 74010 | HL to sign off          |              | 57%   |
| 591 | Sarah Walton    | Checking for Humanmed Orders            | 74060 | SW to complete          |              | 14%   |
| 596 | Katie Evans     | Depleted Sensors                        | 74065 | KE to amend             |              | 42%   |
| 597 | Katie Evans     | P.O. Log                                | 74066 | KE to complete          |              | 14%   |
| 598 | Katie Evans     | WYA Procedure                           | 74067 | KE to review            |              | 14%   |
| 599 | Katie Evans     | Contact Management                      | 74068 | KE to review/update     |              | 0%    |
| 600 | Helen Lamb      | Filling Credit Card Slips               | 74069 | HL to check 79285       |              | 57%   |
| 604 | Sarah Walton    | Review Inward Bank Payments             | 74152 | SW to complete          |              | 14%   |
| 605 | Katie Evans     | Review Lost Customers                   | 74154 | KE to review            |              | 0%    |
| 614 | Katie Evans     | Postage - Royal Mail                    | 74335 | KE to start             |              | 0%    |
| 638 | Steve Nixon     | Temperature Probe Distributors          | 74911 | 74911 Training/Instr    | SN           | 0%    |
| 641 | Steve Nixon     | Neomask: Distributors of Posey and Bil  | 74926 | 74926 Training/Infor    | SN           | 0%    |
| 668 | Katie Evans     | Adding New Accounts to Opera            | 76559 | KE to review            |              | 0%    |
| 693 | Katie Evans     | Update Catalog 360 procedure            | 79524 | KE to review            |              | 0%    |
| 704 | Katie Evans     | Emails to and from distributors/suppli  | 81190 | KE to start             |              | 0%    |
| 714 | Katie Evans     | Delivery Notifications Review           | 82281 | KE to review            |              | 0%    |
| 720 | Katie Evans     | Send Service Offers                     | 82811 | KE to Start             |              | 0%    |
| 726 | Katie Evans     | Uploaded Files                          | 83861 | KE to start             |              | 0%    |
| 727 | Katie Evans     | Anti-virus and Malware                  | 83862 | KE to strat             |              | 0%    |
| 729 | Katie Evans     | YAS Consignment Stock                   | 83864 | KE to start             |              | 0%    |

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| 734 | Helen Lamb  | VM3COP20.44 Cleaning the Office        | 84230 | HL to sign off |          | 57%   |
| 735 | Helen Lamb  | VM3COP20.45 Cleaning the Kitchen       | 84309 | HL to sign off |          | 57%   |
| 743 | Katie Evans | Manual Order Processing In Case of Pow | 84628 | KE to start    |          | 0%    |