



Daily Log

13 Feb 2022 / June Valenzuel

Complete

Actions	1
Company Name	Professional Specialists, Inc.
Registered Address	490 West Pebble Drive, Washington, UT 84780, USA (37.0811472, -113.5173652)
Department	Marketing
Employee Name	June Valenzuel
Job Title	Content Manager
Date and Time	13 Feb 2022 14:30 PST

Actions

1 action

Inspection / Daily Log / Entry / Entry 1

Are follow-up actions required?

Yes

To do | Assignee **Howie Mann** | Priority **High** | Due **15 Feb 2022 14:40 PST** | Created by **SafetyCulture Staff**

Requesting for the approval of Phase 2 implementation

Inspection

1 action

Daily Log

1 action

Entry

1 action

Entry 1

1 action

Description

Phase 1 implementation of our new content management system

Event Type

New

Are follow-up actions required?

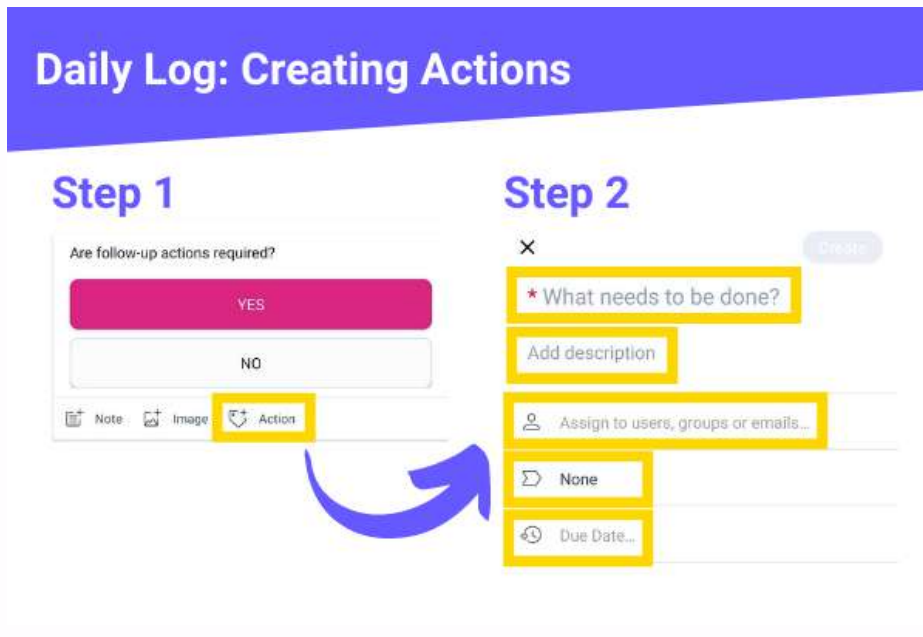
Yes

To do | Assignee **Howie Mann** | Priority **High** | Due **15 Feb 2022 14:40 PST** | Created by **SafetyCulture Staff**

Requesting for the approval of Phase 2 implementation

Create an action by tapping the "Action" icon above, and input all the details.

[This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with daily logs]



Entry 2

Description

Create featured images for scheduled posts this week

Event Type

Ongoing

Take/ attach photo evidence.



Photo 1



Photo 2

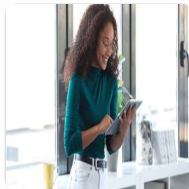


Photo 3

Are follow-up actions required?

No

Entry 3

Description

Troubleshoot issues of the internal link organizer

Event Type

Related

Specify related event:

Incident WWW-902

Are follow-up actions required?

No

Just continuously monitor the impact of shipped changes on the website

Completion

Additional Observations

It was a fairly busy day, filled with a lot of different tasks, but I have to keep a closer eye on how much time I actually spend on doing ad-hoc tasks and just keep working on my focus areas for the week.

Employee Name & Signature



June Valenzuel
13 Feb 2022 15:01 PST

Appendix



Photo 1



Photo 2



Photo 3