Client:

Old South Gaylord Street

Activity during:

February 2025

0.00	36.50	-36.50
Available Hours	Hours Used	Balance

Ticket #	Date	Hours	Description
1034	2/4/2025	0.25	Plugin updates
1034	2/4/2025	1.75	Test checkout process and update as needed.
1034	2/4/2025	0.50	Connect Sandbox payment gateway.
1034	2/4/2025	0.25	Update map image
1034	2/4/2025	0.50	Create business listing detail page template.
1034	2/4/2025	0.50	Code to display the merchant status field in the admin.
1034	2/4/2025	6.00	Create merchant users and begin creating business listings.
1034	2/8/2025	1.50	site review meeting with client. Updates to directory and my account page with support request form.
1034	2/13/2025	8.00	Update all users with business name instead of person name, re-attach to related business listing. Update business listing user edit logic to correct image upload error. Create initial user login and business listing training recording. client status call.
1034	2/12/2025	1.00	Confirm access to new domain southgaylord.com and communications with WPEngine regarding attaching url to the site.
1034	2/14/2025	5.00	User restriction plugin configuration and testing.
1034	2/15/2025	5.25	Test and record video instruction for the event and merchant manager roles.
1034	2/16/2025	1.00	MailChimp access communication and setting up of Tags for integration.
1034	2/17/2025	2.00	Confirm account set-up for Karla and Christina, send welcome emails with training recordings.
1034	2/19/2025	3.00	Upload merchant and BID board contacts to Mailchimp, tag accordingly. Send out website launch emails. Build new meetings page, update fields and logic. Record training video.
		36.50	