

# #588: Summerhill - Ambassador's Program



## All Projects :: summerhill.bc.ca :: Project notes

<b>Client:</b>	JensenWorks Technology	<b>Status:</b>	Open	<b>Hours</b>	
<b>Project:</b>	All Projects	<b>Priority:</b>	Highest / Do Immediately	<b>Estimated:</b>	75
<b>Module:</b>	summerhill.bc.ca	<b>Owned by:</b>	Matthew Jensen	<b>Billable:</b>	71.935
<b>Start date:</b>	11/26/2015	<b>Assigned to:</b>	Matthew Jensen	<b>Unbillable:</b>	0
<b>Due date:</b>	10/28/2016			<b>Total:</b>	<b>71.935</b>
<b>Milestone:</b>	None	<b>Followed by:</b>	None		

- Comments & Updates
- Time**
- Documents (0)
- History

TASK TIME						
NAME	WORK TYPE	DESCRIPTION	DATE	TIME	BILLABLE	
Matthew Jensen	summerhill.bc.ca	Followed up with Angele upon receipt of email from Olena, requesting that Till 8 be put online so it can be updated.	10/20/2016	0.061	Yes	
Matthew Jensen	summerhill.bc.ca	Inquired about status of Bistro extension of AP with Olena. It is presumed to be, but direct confirmation was not received.	10/20/2016	0.025	Yes	
Matthew Jensen	summerhill.bc.ca	Additional follow up on matter of current # of sticky notes available, in anticipation of reordering.	09/28/2016	0.064	Yes	
Matthew Jensen	summerhill.bc.ca	Updated and distributed the Summerhill Organic	09/28/2016	0.137	Yes	

		Ambassador's Program Internal Memo with revised language and addition regarding wine shop members as referrers.						
Matthew Jensen	summerhill.bc.ca	Continued update to Internal Memo RE: AP and followed up with Mike RE: # of AP post-it notes remaining. Need to add "referred by" field and update logo for next run.	09/28/2016	0.051	Yes			
Matthew Jensen	summerhill.bc.ca	Followed up with Olena RE: progress on extending AP to bistro.	09/27/2016	0.03	Yes			
Matthew Jensen	summerhill.bc.ca	Reply to Erling RE: procedure for receiving payment. Directed them to email Maryanne for inquiries relating to billing.	09/22/2016	0.04	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena requesting slight adjustment to AP Welcome Letter.	09/22/2016	0.067	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena, Maryanne and Stephen re: Barnet's invoice.	09/15/2016	0.02	Yes			
Matthew Jensen	summerhill.bc.ca	Final correspondence with Olena regarding glitch in AP.	09/12/2016	0.03	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up correspondence with Olena regarding glitch with AP.	09/11/2016	0.09	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Mike, receiving word of glitch with AP.	09/07/2016	0.07	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena re: Glitch in AP.	09/07/2016	0.07	Yes			
Matthew Jensen	summerhill.bc.ca	Reviewed correspondence from Stephen RE: extending AP to Bistro.	09/02/2016	0.1	Yes			
Matthew Jensen	summerhill.bc.ca	Further correspondence with Olena RE: extending AP to Bistro.	08/30/2016	0.03	Yes			

Matthew Jensen	summerhill.bc.ca	Email to Stephen outlining final response and proposed course of action from Olena.	08/30/2016	0.292	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up with Olena re: credit assignments challenge.	08/29/2016	0.09	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena re: extending AP to Bistro.	08/29/2016	0.04	Yes			
Matthew Jensen	summerhill.bc.ca	Confirmation from / response to Olena about following up on credit assignment challenge.	08/28/2016	0.02	Yes			
Matthew Jensen	summerhill.bc.ca	Completed correspondence for Olena with respect to adding SOAP features to the Bistro.	08/28/2016	0.146	Yes			
Matthew Jensen	summerhill.bc.ca	Received report from Harry, then corresponded with Olena regarding Barret credit assignments not working.	08/27/2016	0.15	Yes			
Matthew Jensen	summerhill.bc.ca	Further correspondence with Stephen, Paul, Eric, Ezra, and Angele RE: extending AP to Bistro.	08/04/2016	0.04	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence from Stephen re: extending AP to the Bistro.	08/04/2016	0.06	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen and Paul RE: extending the AP to the Bistro.	08/03/2016	0.2	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up with Joe RE: AP.	07/25/2016	0.06	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena RE: bus commissions.	07/25/2016	0.04	Yes			
Matthew Jensen	summerhill.bc.ca	Further correspondence with Olena re: minor glitch.	07/25/2016	0.11	Yes			
Matthew Jensen	summerhill.bc.ca	Followed up with Olena regarding glitch with backing out during a redemption.	07/25/2016	0.023	Yes			
Matthew Jensen	summerhill.bc.ca	Further correspondence with Mike RE: AP glitch.	07/22/2016	0.089	Yes			

Matthew Jensen	summerhill.bc.ca	Further correspondence with Olena RE: AP questions from Joe.	07/22/2016	0.11	Yes			
Matthew Jensen	summerhill.bc.ca	Inquired with Olema regarding questions from Joe.	07/22/2016	0.076	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence from Mike RE: AP glitch.	07/21/2016	0.042	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena and Angele RE: customer autofill and phone number ID.	07/19/2016	0.039	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen, Joe, Ezra, and Angele RE: AP.	07/16/2016	0.018	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence from Stephen RE: AP.	07/15/2016	0.085	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Angele, Stephen, and Eric RE: AP.	07/14/2016	0.331	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Mike, Angele, Joe, and Stephen RE: AP.	07/14/2016	0.18	Yes			
Matthew Jensen	summerhill.bc.ca	Continued correspondence with Helen and Olena, per previous day's note.	07/13/2016	0.13	Yes			
Matthew Jensen	summerhill.bc.ca	Meeting with Stephen, then Stephen and Paul.	07/12/2016	1.75	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence from Olena RE: not total, loyalty commission, etc. from Olena.	07/12/2016	0.04	Yes			
Matthew Jensen	summerhill.bc.ca	Further correspondence with Stephen about post-it notes, and instruction to staff, and reiterating the possibilities of extending Barnet to other departments.	07/10/2016	0.021	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen, Paul, and Ezra RE: meeting about extending AP (and other,	07/10/2016	0.164	Yes			

		unrelated items, chef, food bar, etc.).					
Matthew Jensen	summerhill.bc.ca	Commenced development of Social Media announcement of new program.	07/10/2016	0.067	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence from Stephen RE: staff training on AP, introduction, and post-it notes order, etc.	07/09/2016	0.1	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence from S re: promo and extension of AP.	07/09/2016	0.121	Yes		
Matthew Jensen	summerhill.bc.ca	Further correspondence with Stephen RE: display card and possible lack of need.	07/08/2016	0.1	Yes		
Matthew Jensen	summerhill.bc.ca	Further correspondence with S&P re: extending to bistro.	07/08/2016	0.011	Yes		
Matthew Jensen	summerhill.bc.ca	Follow-up with Helen RE: BarNet reports.	07/08/2016	0.065	Yes		
Matthew Jensen	summerhill.bc.ca	Prepped and sent AP Introduction/Internal Memo for staff distribution to Stephen, Angele, and Joe.	07/07/2016	0.258	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence and provision of display card demo to Stephen.	07/07/2016	0.105	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen, Paul, etc. RE: extending AP to bistro.	07/07/2016	0.181	Yes		
Matthew Jensen	summerhill.bc.ca	Further program development, including display card demo.	07/07/2016	1.485	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen RE: AP now being available, and having same day meeting.	07/06/2016	0.203	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena RE: report field requirements.	07/06/2016	0.017	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen	07/06/2016	0.309	Yes		

		RE: advances using Barnet, including extension to bistro, price changes, etc.					
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena ahead of demo.	07/06/2016	0.22	Yes		
Matthew Jensen	summerhill.bc.ca	Demo with Olena	07/06/2016	1	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena and Angele RE: printer issue.	07/05/2016	0.08	Yes		
Matthew Jensen	summerhill.bc.ca	Follow up Correspondence with Olena RE: testing results. FW questions from Olena to Angele.	06/30/2016	0.145	Yes		
Matthew Jensen	summerhill.bc.ca	On site testing, documentation, etc.	06/30/2016	2.5	Yes		
Matthew Jensen	summerhill.bc.ca	Meeting RE: loyalty program.	06/29/2016	1.314	Yes		
Matthew Jensen	summerhill.bc.ca	Meeting with Angele about Barnet.	06/27/2016	0.625	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence with Olena RE: completion of AP through Barnet and provision of introductory Welcome Letter.	06/26/2016	0.15	Yes		
Matthew Jensen	summerhill.bc.ca	Questions to Olena re: Timeout Search Receipt Button Cancel Discount Button Not Working Transfers The Date Email Address Capture	06/24/2016	0.011	Yes		
Matthew Jensen	summerhill.bc.ca	Response from Helen RE: BarNet questions.	06/23/2016	0.022	Yes		
Matthew Jensen	summerhill.bc.ca	Prepped and sent questions from BarNet for Helen.	06/22/2016	0.094	Yes		
Matthew Jensen	summerhill.bc.ca	Further correspondence with Helen RE: Loyalty Program.	06/22/2016	0.093	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence between myself, Olena, Stephen, and	06/22/2016	0.25	Yes		

		Helen.					
Matthew Jensen	summerhill.bc.ca	Correspondence with Angele RE: timeout setting on BarNet	06/13/2016	0.02	Yes		
Matthew Jensen	summerhill.bc.ca	Angele, sent email to Olena requesting information regarding setting a timeout period for unattended terminals.	06/12/2016	0.094	Yes		
Matthew Jensen	summerhill.bc.ca	Detailed correspondence with Olena.	06/09/2016	0.35	Yes		
Matthew Jensen	summerhill.bc.ca	Phone meeting with Angele. She is creating two lists: Loyalty and Newsletter for at-the-till signups and I am sending her a 1/4 page sign up sheet and asking Olena about the timeout setting for BarNet for security.	06/07/2016	0.518	Yes		
Matthew Jensen	summerhill.bc.ca	Compiled and sent further detailed correspondence to Stephen and Ezra.	06/07/2016	0.734	Yes		
Matthew Jensen	summerhill.bc.ca	Correspondence received from Stephen, followed up with Olena RE: Loyalty program.	06/07/2016	0.4	Yes		
Matthew Jensen	summerhill.bc.ca	Follow up with Stephen and Ezra regarding BarNet, Vin65, Gregg, Angele, Olena, progress, etc.	05/31/2016	0.328	Yes		
Matthew Jensen	summerhill.bc.ca	Followed up with Olena RE: updates on all pending requests.	05/31/2016	0.056	Yes		
Matthew Jensen	summerhill.bc.ca	Quick follow up with Gregg to see if he was able to log in with the newly acquired manager's password.	05/31/2016	0.017	Yes		
Matthew Jensen	summerhill.bc.ca	Followed up with Vin65 RE: implementation of integration with BarNet via API.	05/31/2016	0.192	Yes		
Matthew Jensen	summerhill.bc.ca	Phone meeting/progress update with Ezra. Very positive.	05/31/2016	0.221	Yes		

Matthew Jensen	summerhill.bc.ca	Followed up with Angele as per Olena's request. Determined current progress and made next step determination. Proceeding to contact Vin65 for a progress update on their end.	05/31/2016	0.519	Yes			
Matthew Jensen	summerhill.bc.ca	Followed up with Angele per Olena's request to do so yesterday.	05/31/2016	0.083	Yes			
Matthew Jensen	summerhill.bc.ca	Detailed correspondence, outlining current "State of the POS" for Stephen. That, and a question about Joe/Wine Shop.	05/31/2016	0.68	Yes			
Matthew Jensen	summerhill.bc.ca	Additional follow up, including transport of ACTUAL username and password to Gregg for proceeding with the data export.	05/30/2016	0.223	Yes			
Matthew Jensen	summerhill.bc.ca	Phone meeting and review with Olena.	05/30/2016	0.399	Yes			
Matthew Jensen	summerhill.bc.ca	Phoned Donnelee to follow up regarding password for CRE request from Friday. She attempted to retrieve it from Ryan to no avail. So I still can not pass it on to Gregg, who needs it in order to SEE if he can export the data that BarNet NEEDS (see comment)	05/30/2016	0.314	Yes			
Matthew Jensen	summerhill.bc.ca	Called Olena at both numbers: 6048335721 7788745721 Left message on the second number. Asking for an update on progress of things.	05/30/2016	0.064	Yes			
Matthew Jensen	summerhill.bc.ca	Phone meeting with Gregg RE: status of progress.	05/21/2016	0.214	Yes			
Matthew Jensen	summerhill.bc.ca	Continued support of BarNet, spoke with Gregg, Olena, email regarding server going offline.	05/19/2016	1.151	Yes			



		Additional conversations and fact-finding discovery the previous day as well.						
Matthew Jensen	summerhill.bc.ca	Worked with Gregg Wilkinson on site to ensure smooth setup of BarNet system.	05/16/2016	2	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up with Stephen regarding the BarNet questions.	05/16/2016	0.311	Yes			
Matthew Jensen	summerhill.bc.ca	Multiple correspondence. Eric, Greg, Olena.	05/13/2016	0.642	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Stephen RE: updated status due to call with Vin 65.	05/03/2016	0.133	Yes			
Matthew Jensen	summerhill.bc.ca	Is it possible to add to the menu?  DTC Connections  Credits added.  Consumer should be able to use it now.  Test it first.  wineglass marketing Susan Diamate Phone: 707-225-7178 susan@wineglassmarketing.com In Napa, CA  Franchise Plan  Email request to V	05/03/2016	0.338	Yes			
Matthew Jensen	summerhill.bc.ca	Continued development and meeting with Ezra.	04/29/2016	1.263	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/29/2016	0.083	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/29/2016	0.25	Yes			
Matthew Jensen	summerhill.bc.ca	Meeting/attempted broad demo.	04/28/2016	1	Yes			

Matthew Jensen	summerhill.bc.ca	Further development. Provided detailed update to Stephen and updated <a href="http://summerhillorganic.com/affiliates/internal">summerhillorganic.com/affiliates/internal</a>	04/27/2016	0.957	Yes			
Matthew Jensen	summerhill.bc.ca	Further development. Reached out to both Vin 65 and BarNet to discuss API (or other) possible integration.	04/25/2016	0.37	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/24/2016	0.467	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/22/2016	0.083	Yes			
Matthew Jensen	summerhill.bc.ca	Continued development of fleshed out Affiliates, Referred and Direct pages.	04/22/2016	4.274	Yes			
Matthew Jensen	summerhill.bc.ca	Set up initial Affiliates, Referred and Direct pages.	04/20/2016	0.033	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/14/2016	0.383	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/08/2016	0.117	Yes			
Matthew Jensen	summerhill.bc.ca	Mailing list integration update.	04/06/2016	0.167	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/06/2016	0.3	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/04/2016	0.733	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/03/2016	0.383	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	04/03/2016	0.15	Yes			
Matthew Jensen	summerhill.bc.ca	Phone meeting with Ezra and Tom.	04/01/2016	0.217	Yes			
Matthew Jensen	summerhill.bc.ca	Received and replied to response from Vin65.	03/30/2016	0.123	Yes			
Matthew Jensen	summerhill.bc.ca	Completed additional phasing in of required integrations for DM online.	03/30/2016	0.821	Yes			
Matthew Jensen	summerhill.bc.ca	Initial installation of affiliate enterprise plugin.	03/29/2016	0.233	Yes			

Matthew Jensen	summerhill.bc.ca	Correspondence.	03/29/2016	0.133	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	03/25/2016	0.7	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	03/24/2016	0.65	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	03/18/2016	0.267	Yes			
Matthew Jensen	summerhill.bc.ca	On site meeting.	03/16/2016	1	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	03/16/2016	0.167	Yes			
Matthew Jensen	summerhill.bc.ca	Meeting with Stephen and Eric.	03/16/2016	2	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	03/11/2016	0.383	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up/correspondence update.	03/02/2016	0.383	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	02/27/2016	0.2	Yes			
Matthew Jensen	summerhill.bc.ca	Mailing list integration update.	02/24/2016	0.017	Yes			
Matthew Jensen	summerhill.bc.ca	Continued sign up system development.	02/22/2016	1.7	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence with Tom RE: Database.	02/21/2016	0.183	Yes			
Matthew Jensen	summerhill.bc.ca	Sign up form integration.	02/21/2016	1.383	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	02/13/2016	0.5	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	02/08/2016	0.267	Yes			
Matthew Jensen	summerhill.bc.ca	Related emails reviewed and project notes updated. Agreed to possible meeting with Derek this week.	02/07/2016	0.049	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	02/02/2016	0.917	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	01/24/2016	0.667	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	01/22/2016	0.417	Yes			
Matthew Jensen	summerhill.bc.ca	Prepared direct marketing website demo. Sent to Stephen, Eric and Ezra.	01/22/2016	1.446	Yes			

Matthew Jensen	summerhill.bc.ca	Correspondence.	01/18/2016	0.983	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence re: Vin65.	01/04/2016	0.283	Yes			
Matthew Jensen	summerhill.bc.ca	Phone meeting with Stephen and Preston.	12/18/2015	1	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	12/17/2015	0.067	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	12/17/2015	0.083	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	12/15/2015	0.033	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	12/12/2015	0.031	Yes			
Matthew Jensen	summerhill.bc.ca	Follow up.	12/11/2015	0.067	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence/discovery. Determination of referral code capability being built in.	11/27/2015	0.283	Yes			
Matthew Jensen	summerhill.bc.ca	Incidental costs addendum. (To be re-accounted once totals known.)	11/26/2015	18.478	Yes			
Matthew Jensen	summerhill.bc.ca	Correspondence.	11/26/2015	0.033	Yes			
TOTAL				71.935				