**COMPUTERCRAFT CORPORATION**

**DAILY TELEWORK REPORT SAMPLES**

**SAMPLE 1**

**From:** John Smith

**Sent:** Wednesday, January 16, 2019, 8:12 PM

**To:** [NCBI Team Lead]; [Computercraft Manager]

**Subject:** John Smith: Telework Report 1/16/19

I am logging off now. I worked 8 hours today on these tasks:

nm\_rev7[qry] AND nm\_rev5[qry] ANDNOT SelectSP[qry] AND (8[chr] OR 9[chr]) - productive; added UTRs, most of them involved additional exons

GP-26262 - Build complete on QA; started run on Production

**SAMPLE 2**

**From:** Jane Doe

**Sent:** Wednesday, January 16, 2019, 8:12 PM

**To:** [NCBI Team Lead]; [Computercraft Manager]

**Subject:** Jane Doe: Telework Report 1/16/19

I am logging off now. I worked 8 hours today on the following tasks:

LRG tickets

id\_withdraw task error

HGNC ticket

Reviewing merge cases

Effort reporting

**SAMPLE 3**

**From:** Jane Smith

**Sent:** Wednesday, January 16, 2019, 8:12 PM

**To:** [NCBI Team Lead]; [Computercraft Manager]

**Subject:** Jane Smith: Telework Report 1/16/19

I teleworked for 8 hours today, from 9:30 a.m. to 7:00 p.m., with a 1.5-hour break. I completed the following:

Performed QA and/or released batches for the following publishers:

* A
* B

Investigated Task Manager failures for the following publishers:

* X (updated spreadsheet)
* Y

Other:

* Continued processing Sensors articles in batches via TM On Demand (MDPI)
* Replied to Highwire emails re: AlphaMed/Oncologist
* Followed up on SPIE revisions
* Replied to Frontiers query
* Modified ASME article; reloaded
* Contacted BJBMS re: backfile submission

Worked on JIRA tickets:

* Commented on PMC-30847 (Frontiers)
* Created PMC-30894; PMC-30896 (BJBMS)
* Updated PMC-30783 (MDPI)
* Closed PMC-25799