

Web Master's Project Work Sheet

LEGEND: Inwork, In Review, Done, Canceled, ON HOLD,

Last Updated (Every Day)	Current Task ID 185	xxx 2281					
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On Going Tasks

ID	Pri	Task	Due	Opened	Time	Aprv'd	Status	Description	Location	Dept	Originator
52	0	Design and Code	On Going	5/16/2005		BobB	On Going	Design and begin coding next generation web site.	Web	Mkting	xxx
53	4	Map all pages	On Going	6/8/2005		BobB	On Going	Map all pages that are used in the Main Zix web site in spreadsheet format.	Mkting	Mkting	xxx
46	3	Research Webtrends	On Going	6/3/2005		BobB	On Going	Research WebTrends.com and come up with a cost/benefit comparasion that supports continuing the product contract and gleaning more helpful information. 05/17/05: WebTrends and Google account that you'll need to manage and run weekly reports. Remind me to show you this. Create an automated email type report that sends data from website trends along with graphs. Does Web Trends provide this already?	Web	Mkting	xxx
104	3	Research Mainstreet	On Going	7/18/2005		BobB	On Going	Gleen How and what Google and MainStreet are doing for us and how their involvement benefits us.	main corp	Marketing	xxx
57	3	Keyword list update	On Going	6/13/2005		BobB	On Going	Keyword list? For Meta Data for search engines?	Webmaster	Webmaster	xxx

New Tasks

ID	Pri	Task	Due	Opened	Time	Aprv'd	Status	Description	Location	Dept	Originator
183	1	Upload new docs under new sections.	10/03/2005	09/29/2005		xxx	Queued	<p>09/29/2005: There are 5 groups of files in my email box</p> <hr/> <p>Hello Robert: I understand we can update this site - in the interim before the complet Intranet redesign. Thanks so much - these docs are regularly accessed by the Sales Team. I think the easiest way for you is to pull everything off the current site and slot in the docs I will send you (in batches) under the following site mapping: (After this first doc - I think I can send more than one at a time).</p> <p>Proposal Process 2005 Presentation eSecure Documents eSecure Healthcare Unsolicited Proposal eSecure Financial Unsolicited Proposal eSecure Generic Unsolicited Proposal RFP Development Doc_questions (eSecure) RFP Development Doc_ANSWERS (eSecure) eSecure customer paragraphs Healthcare Financial Corporate Healthcare customer list (no paragraphs) Sample Cover Letter (eSecure healthcare) Proposal Format Template (blank) eSecure</p> <hr/> <p>eHealth Documents eHealth Unsolicited Proposal RFP Development Doc_questions (eHealth) RFP Development Doc_ANSWERS (eHealth) eHealth customer paragraphs PocketScript</p>			

Tasks

185	2	Web Site Redesign. Copy writer provided for meta tags and menus....I think.		09/30/2005	8	xxx	Queued	OK, below are the names to use for some of the tabs (for now). Currently: Change to: Company About ZixCorp Solutions Services Partners Alliances Managers Management (this may already be "management" and my brain snapped) Testimonials What Customers Say Susan Hoey Copywriter ZixCorp 214-370-2282	main corp	Marketing	xxx
168	2	Review UAP training PPT and provide suggestions	na	9/15/2005	8	xxx	Queued	Review ppt provided by Jurgen and offer suggestions to improve the training document with an eye toward converting it to a Flast demo	userawareness	Support	xxx

Tasks In Review

ID	Pri	Task	Due	Opened	Time	Aprv'd	Status	Description	Location	Dept	Originator
176	2	Update In The News section	9/23/2005	9/19/2005	1	BobB	In Review 09/30/2005 In Work 09/26/2005 Queued 09/26/2005	09/25/2005: Asked Christa to come to my desk and go over her process with me. Turned out that I have never had access to that area of the website for some reason. There are a host of tools out there that I never knew about. Will investigate further. In the mean time, Christa's issue is done. Please find attached the PDF of the Network World article "You've Got Mail" that needs to replace the link that goes to their Website on the "In The News" section. Please let me know when this has been completed as I need to send them the link.	main corp	Marketing	xxx
155	1	Download and install PHPed 4.0. Evaluate and purchase	9/30/2005	0/31/2005	6	xxx	In Review 09/26/2005 InWork 09/07/2005 Queued 8/31/2005	Need a good php editor that performs error output at real time.	Workstation	Marketing	xxx

IN WORK

ID	Pri	Task	Due	Opened	Time	Aprv'd	Status	Description	Location	Dept	Originator
177	1	New Web Site ideas -- menus	10/5/2005	9/20/2005	8	bobB	Queued	Look into cool menu pro as is used on the Userwareness site. Written Javascript.	userawareness	Marketing	BobB
184	1	Review Eloqua as a marketing tool solution	10/5/2005	9/23/2005	2	xxx	In Work 09/25/2005 Queued 09/23/2005	09/25/2005: Discussed advantages of using eloqua with Rhonda W. from company the same. At the least it is intreging; however, it is way expensive. I could learn something of their process in parts an pieces and duplicate those tools over time for the marketing department. Bobb	workstation	Marketing	xxx

Tasks

62	1	Zixcorp Training Client Site. Image or link to image missing.	10/3/2005	6/15/2005	3	xxx	In Work 9/23/2005 ON HOLD	09/30/2005: ZIXCORP Intranet / Internet Update Request Name: Curtis Hurst Email: churst@zixcorp.com Department: Support Phone: Ext. 2094 Web Site: Internet Update Type: Modify URL Address: https://clients.zixcorp.com/training/ Section: Top Priority: Medium Description: the image on: https://clients.zixcorp.com/training/ is not appearing, please correct image link Heat Ticket: 66864 Attachments: TimeStamp: 6.15.2005-15:50.52	Mkting	Support	xxx
21	2	PHP/Javascript Update/Change	10/09/2005	5/17/2005	4	xxx	Researching 09/30/2005 ON HOLD	A long, long time ago Chad developed this page to help us track the number of hits to a particular URL. No one could figure out how he did it, so it hasn't been updated in years. It would be nice to have something like this again. We'll just let you know what URL to track.		Mkt. Via email	xxx
181	0	Create Project Plan for New Web Site Creation	10/05/2005	9/22/2005	20	xxx	In Work 09/22/2005	Create and maintain a project plan for the duration of the new website design and implementation.	Webmaster	Marketing	xxx

Tasks on Hold

ID	Pri	Task	Due	Opened	Time	Aprv'd	Status	Description	Location	Dept	Originator
41	2	New Web Page: divide up that site into eHealth and eSecure docs as they serve two different sales teams and it would be easier to find	??	6/2/2005	10	xxx	ON HOLD 09/27/2005 In Work 09/26/2005 Queued 8/31/2005 In Work 08/23/2005 Queued 08/04/2005	Not urgent - but I would like to divide up that site into eHealth and eSecure docs as they serve two different sales teams and it would be easier to find. When you get a moment - can you call me and we'll discuss the layout of the docs on the site? Thanks. Ottawa: 613-288-2474 Dallas: 214-370-2234	Intranet	Sales	xxx
175	2	Thumb nail view all images in www.zixcorp.com	9/30/2005	9/19/2005	10	xxx	ON HOLD	Create a thumbnail listing of all images in the zixcorp.com website	workstation	Marketing	xxx
113	3	Html update	??	7/28/2005		xxx	ON HOLD	Conversion code for main street marketing.	main corp	Main Street Marketing	xxx
119	3	Web Stats	??	8/3/2005		xxx	ON HOLD	Web Analytics. Should we use them?	Webmaster	Marketing	xxx
166	4	create imageNemail tool for marketing. Make it web based.	??	9/14/2005		xxx	ON HOLD until new website redesign is complete.	A tool for marketing is needed that will load an image file into an email and create a text based hyper link on the image. For this tool, the whole image will be hotspoted.	main corp	????	xxx
55	2	Prod-Admin Directories need jump pages	??	6/9/2005		xxx	ON HOLD until new website redesign is complete.	ZIXmail directory structure needs to have index pages that jump back to www.zixcorp.com 06/10/05: Did analysis. Will take time to move files around in put in redirection code.	Web	Webmaster	xxx

Tasks

19	3	New partners section for	??	5/19/2005		xxx	ON HOLD until new website redesign is complete.	Kim, Could you provide me with an estimate when the Partners section on our web site will be up? I want to set the expectation with MedAptus (and an EMR partner, hopefully). 05/20/05 Need Content per Kim.	Corporate Production	eHealth	xxx
7	3	Tech Writing: requirement calls for web stats on help files. Not possible due to frames.	??	5/24/2005		xxx	ON HOLD This issue has been researched. Currently there is no obvious solution. A work around could be considered but is it worth it?	We tried to use Webtrends to track usage of online Help but were evidently hindered by the Help system's use of frames. JP researched this with Webtrends (there should be a case number somewhere in his files) and it was escalated to a fairly high level there but without results. In addition to frequency of usage, it would be helpful to have a breakdown by topic so that we would know where users have the most questions/concerns. I'd appreciate if you would look into this to see how we could come to a solution and would be glad to discuss further if you have questions.	Webtrends	TechWriters	xxx
9	3	Flash Demo	??	5/24/2005		xxx	ON HOLD until new website redesign is complete.	Zix Auditor: Demo needs text labels, balloons, audio, and voice overs.	Marketing	Marketing	xxx
10	3	Flash Demo	??	5/24/2005		xxx	ON HOLD until new website redesign is complete.	Zix VPM: Demo needs text labels, balloons, audio, and voice overs. 3D graphical interface not conveying information as well as intended.	Marketing	Marketing	xxx
11	3	Flash Demo	??	5/24/2005		xxx	ON HOLD until new website redesign is complete.	ZixPort: Demo needs text labels, balloons, audio, and voice overs. 3D graphical interface not conveying information as well as intended. Graphics are ugly.	Marketing	Marketing	xxx
12	3	Flash Demo	??	5/24/2005		xxx	ON HOLD until new website redesign is complete.	Pocket Script: Demo needs text labels, balloons, audio, and voice overs. 3D graphical interface not conveying information as well as intended.	Marketing	Marketing	xxx