

Documents Requiring Review for Employees in Security Company Sales
For Period: 01/05/2018 to 10/05/2018



Employee Documents for Branch: _cleaning

Shortname	PIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
Flintstone	0083	Disciplinary Letter	1st warning written	Discp record Thursday.docx	02/11/2016	05/05/2016
Naresh	0099	Passport	Passport	Passport.jpg	12/09/2017	14/09/2016
_Andrews Edward	0084	Driving License	Driving License	sample-driving-licence.jpg	20/02/2018	22/02/2017

Where the review date is highlighted in **red**, the review is overdue

Documents Requiring Review for Employees in Security Company Sales
For Period: 01/05/2018 to 10/05/2018



Employee Documents for Branch: _Resicare

Shortname	PIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
Jones Fred	0094	Driving License	Fred Jones	Driving licence.jpg	20/02/2018	22/02/2017
Smith Michael	0093	Driving License	Michael Smith	Driving licence.jpg	20/02/2018	22/02/2017

Where the review date is highlighted in **red**, the review is overdue

Documents Requiring Review for Employees in Security Company Sales
For Period: 01/05/2018 to 10/05/2018



Employee Documents for Branch: _Security

Shortname	PIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
Aaron Smith	8833	Holiday Application	2018 Holiday Request	HOLIDAY APPLICATION FORM.docx	16/04/2018	17/04/2018

Where the review date is highlighted in **red**, the review is overdue

Documents Requiring Review for Employees in Security Company Sales
For Period: 01/05/2018 to 10/05/2018



Employee Documents for Branch: Sierra West

Shortname	PIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
Carry	0016	Disciplinary Letter	1st verbal	This is a discp letter.docx	12/12/2016	11/05/2016

Where the review date is highlighted in red, the review is overdue

Documents Requiring Review for Locations in Security Company Sales
For Period: 01/01/2018 to 10/05/2018



Location Documents for Branch: _cleaning

Shortname	SIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
_Office Block	0029	Assignment Instructions	Cleaning Schedule	Office Block Instructions.pdf	17/09/2016	11/05/2016
Little Chef	0011	Assignment Instructions	AI Test	iosched-a.jpg	03/10/2016	06/10/2016
		Assignment Instructions	AI Test	iosched-a.jpg	03/10/2016	06/10/2016

Where the review date is highlighted in red, the review is overdue

Documents Requiring Review for Locations in Security Company Sales
For Period: 01/01/2018 to 10/05/2018



Location Documents for Branch: _Resicare

Shortname	SIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
_Beale Ms	0036	Care Plan	Care PLan	careplan.jpg	20/02/2018	22/02/2017

Where the review date is highlighted in **red**, the review is overdue

Documents Requiring Review for Locations in Security Company Sales
For Period: 01/01/2018 to 10/05/2018



Location Documents for Branch: _Security

Shortname	SIN	Document Type	Document Name	FileName	ReviewDate	Last Modified
Edmonton Green	0028	Service Contract	Cleaning Schedule	Cleaning Schedule.docx	27/09/2017	27/02/2017
		Assignment Instructions	Assignment Instructions	Assignment Instructions.doc	27/02/2018	27/02/2017

Where the review date is highlighted in red, the review is overdue

Documents By Employee For:

Security Company Sales



Name	FileName	FileSize	DocumentType	ModifiedAt	ModifiedBy	ReviewDate
0016 Carr, Steve						
1st verbal	This is a discp letter.docx	0	Disciplinary Letter	11/05/2016 11:11	gallinet-support1	12/12/2016
1st verbal	This is a discp letter.docx	0	Disciplinary Letter	11/05/2016 11:11	gallinet-support1	12/12/2016
	Employee Disk Allocation	0.02		Document-Total	2	
0083 Flintstone, Fred						
1st warning written	Discp record Thursday.docx	0	Disciplinary Letter	05/05/2016 14:14	gallinet-support1	02/11/2016
	Employee Disk Allocation	0.01		Document-Total	1	
0084 Andrews, Edward						
Driving License	sample-driving-licence.jpg	0	Driving License	22/02/2017 10:31	gallinet-support1	20/02/2018
Visa	Visa.jpg	0	Visa	22/02/2017 10:31	gallinet-support1	20/02/2020
Employment Contract	employment-contract-sample-326.jpg	0	Contract of employment	22/02/2017 10:33	gallinet-support1	21/09/2022
	Employee Disk Allocation	0.12		Document-Total	3	
0093 Smith, Michael						
Michael Smith	Driving licence.jpg	0	Driving License	22/02/2017 16:11	gallinet-sales	20/02/2018
	Employee Disk Allocation	0.01		Document-Total	1	
0094 Jones, Fred						
Fred Jones	Driving licence.jpg	0	Driving License	22/02/2017 15:57	gallinet-sales	20/02/2018
	Employee Disk Allocation	0.01		Document-Total	1	
0099 Naresh, Bill						
Initial app form	Naresh application form.pdf	0	Application Form	14/09/2016 12:38	gallinet-support1	12/09/2099
Passport	Passport.jpg	0	Passport	14/09/2016 12:39	gallinet-support1	12/09/2017
	Employee Disk Allocation	0.27		Document-Total	2	
8833 Smith, Aaron						
App Form	Application Form.docx	0	Application Form	04/04/2018 11:33	gallinet-support1	02/04/2019
2018 Holiday Request	HOLIDAY APPLICATION FORM.docx	0	Holiday Application	17/04/2018 11:11	gallinet-support1	16/04/2018
	Employee Disk Allocation	0.06		Document-Total	2	
	Total Disk Allocation	0.49				

Documents By Location For:

Security Company Sales



Name	FileName	FileSize	DocumentType	ModifiedAt	ModifiedBy	ReviewDate
_cleaning						
0029	_Office Block					
Cleaning Schedule	Office Block Instructions.pdf	0	Assignment Instructions	11/052016 11:35	gallinet-support2	17/09/2016
Office Floor Plan	Office Block Floor Plan.jpg	0	Site Map	22/022017 09:38	gallinet-sales	20/02/2020
		Disk Allocation	0.18	Document-Total	2	
0042	ABC Business Park					
Assignment Instruction	Assignment Instruction.docx	0	Assignment Instructions	14/092016 12:50	gallinet-support1	12/09/2017
		Disk Allocation	0.01	Document-Total	1	
0011	Little Chef					
AI Test	iosched-a.jpg	0	Assignment Instructions	06/102016 10:55	gallinet-support1	03/10/2016
		Disk Allocation	0.08	Document-Total	1	
0034	Travel					
TEST	synergy Draft.txt	0	Assignment Instructions	29/122015 15:38	gallinet-support2	27/02/2016
		Disk Allocation	0.08	Document-Total	1	
		Site Disk Allocation	0.35	Total Document for Branch	5	

Documents By Location For:

Security Company Sales



Name	FileName	FileSize	DocumentType	ModifiedAt	ModifiedBy	ReviewDate
Resicare						
0036	_Beale, Ms					
Care PPlan	careplan.jpg	0	Care Plan	22/022017 11:19	gallinet-support1	20/02/2018
		Disk Allocation	0.04	Document-Total	1	
		Site Disk Allocation	0.04	Total Document for Branch	1	

Documents By Location For:

Security Company Sales



Name	FileName	FileSize	DocumentType	ModifiedAt	ModifiedBy	ReviewDate
Security						
0025 Crossroads Motel						
Assignment Instructions	Assignment Instructions.pdf	0	Assignment Instructions	06/032018 10:19	gallinet-support1	05/03/2019
Disk Allocation		0.01		Document-Total	1	
0028 Edmonton Green						
Assignment Instructions	Assignment Instructions.doc	0	Assignment Instructions	27/022017 15:58	gallinet-support1	27/02/2018
Cleaning Schedule	Cleaning Schedule.docx	0	Service Contract	27/022017 16:00	gallinet-support1	27/09/2017
Key Photos	Assignment automated notification settings.JPG	0	Site Map	27/022017 16:00	gallinet-support1	27/02/2019
Disk Allocation		0.09		Document-Total	3	
Site Disk Allocation		0.10		Total Document for Branch	4	
Total Disk Allocation		0.50				