

Product Activation — Weekly Summary

SAMPLE DOCUMENT — FOR TRAINING PURPOSES ONLY

Weekly Summary — Product Activation

****Period:**** 23-29 March 2026

****Generated by:**** Scheduled task (activation-tracker)

Volume

- Items processed: 94 (prev week: 50, +88.0%)
- Urgent items: 5 (prev: 4)
- Average resolution time: 3.5 days (prev: 4.3)

Top Categories

1. POS Terminal — 26% of volume
2. E-Commerce Gateway — 22% of volume
3. Pay-by-Link — 16% of volume
4. DCC — 10% of volume

Trends

- Volume trending UP 88.0% week-over-week
- Urgent volume within normal range
- Average days since_handoff: within target

Action Items Carried Forward

- 3 items from last week still unresolved
- Oldest open item: PA-91657 (6 days old)
- Pattern alert: "Greenfield Lodge" appeared 4 times this week