

24/09/2019

Boomerang Refresh

This week we have a lot of new developments to release to all of you. Most of them were required by the team and we hope all enjoy.

Updates

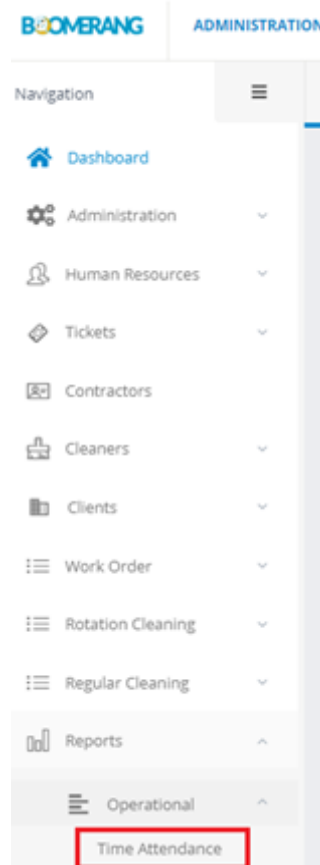
1. Time attendance report:

You can see from now on a new area in the option board called "Reports".

Our intention is to available enough reports to all the departments in the future.

The first one is the attendance report, which is looking to give more visibility to the cleaners timesheet.

You can easily find the report as "Time Attendance".



It will give the option to select the period, the client and the city, for example, to generate the report.

Time Attendance

Client:

Portfolio:

Site:

Cleaner:

City:

State:

Date Start From:

Date Start To:

Date Finish From:

Date Finish To:





















Date Approved From:

Date Approved To:

Approved By:

After that, you can see all the appointed hours and their status, if they are approved, in analysis, in progress or denied.

The report can be downloaded to an excel file.

Client	Portfolio	Site Reference	Cleaner	Picture Start	Date Start	Picture Finish	Date Finish	Total Hours	Allocated Hours	Total Payable	Distance From Site on Start	Distance From Site on Finish	Hourly Rate From	Status
ARA	J&C	Jenny Craig - Modbury	Jasdeep Singh		10/07/2019 16:34:41		10/07/2019 22:24:03	5.82			16875m	82m		
ARA	J&C	Jenny Craig - Modbury	Jasdeep Singh		10/07/2019 16:34:41		18/07/2019 00:51:28	1.18			7m	8m		
ARA	J&C	Jenny Craig - Modbury	Jasdeep Singh		24/07/2019 21:57:57		24/07/2019 20:35:11	1.23			6m	8m		
ARA	J&C	Jenny Craig - Modbury	Jasdeep Singh		31/07/2019 21:35:13		31/07/2019 21:35:13	1.22			5m	10m		
ARA	J&C	Jenny Craig - Modbury	Jasdeep Singh		08/08/2019 01:56:10		08/08/2019 01:56:10				9m	m		In Progress
ARA	J&C	Jenny Craig - Salisbury	Jasdeep Singh		10/07/2019 19:33:56		10/07/2019 20:35:11	1.18			15m	20m		
ARA	J&C	Jenny Craig - Salisbury	Jasdeep Singh		18/07/2019 01:09:23		18/07/2019 02:16:47	1.12			11m	12m		
ARA	J&C	Jenny Craig - Salisbury	Jasdeep Singh		24/07/2019 23:30:04		25/07/2019 00:41:44	1.18			12m	13m		
ARA	J&C	Jenny Craig - Salisbury	Jasdeep Singh		31/07/2019 23:10:00		31/07/2019 23:10:00				13m	m		
ARA	J&C	Jenny Craig - Felixstow	Jasdeep Singh		10/07/2019 22:50:54		10/07/2019 23:44:38	0.88			53m	67m		

Please take a look and enjoy!

If you need any further assistance, please let me know.

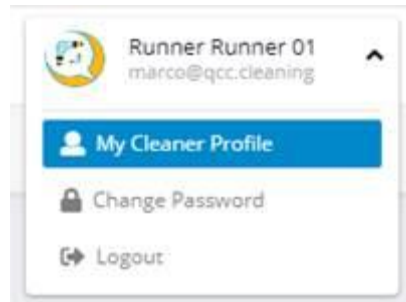
2. Cleaner profile:

We have a plan to release the cleaner's access to their information to update it.


We already gave our first step to forward it and created the Cleaners Profile area.
It means that, if the cleaner has access to Boomerang, he is already able to update his personal information.

This will be good to have all the compulsory information filled by them and reduce ours information mistakes.

Soon will be send to all cleaners an email to update it, but we will let you know in advance.



Users



RUNNER RUNNER 01

Choose avatar pictu...

Confirm change avatar

Basic Info Documents

Name
Runner

Surname
Runner 01

Email
marco@qcc.cleaning

Date of Birth
01/01/1990

Phone Number
123456

Second Number
654321

Password
Confirm Password

Update profile

3. New comments type:

We included new types of comments in the list to group them easier .

4. Ticket:

4.1. We added a new type of ticket for our HR, called “Sick Leave”. Please use it according our last HR meeting.

4.2. We released a new option in the ticket’s search to select more than one status.

This is going to make even easily use and search the tickets that we supposed to manager.

5. Updates in Client setup:

From now on, we will be able to add the residential Client in Boomerang by select the Type as Residential.

Just the Residential client will not require the ABN number.

Create Client

Basic Info | Address | Contacts | P

Business Name *

ANYTIME CAIRNS PTY LTD

Phone Number *

NO PHONE

Type of the client

Commercial

Please select one or start typing

Commercial

Residential

Additionally, we create a field to identify which Company of the Group is charging the client.

Company

Quality Commercial Cleaning Pty Ltd.

Please select one or start typing

Quality Commercial Cleaning Pty Ltd.

Quality Home Cleaning Solutions Pty Ltd.

These are going to be compulsory field since now in the Client Creation.

[Next Steps](#)

Our IT team will start to develop our first compliance procedure in Boomerang this week.
As soon as it is done, we will announce it, explaining how to use it.

[Reminder](#)

1. Solved Tickets:

We have been noted that most of our staff are still having doubts about how to use Tickets in Boomerang.

It is important to remember that every ticket should be Open, Solved and **CLOSED**.

Recently, we can see some of them as Solved.

Please, access your tickets and if you have any Solved, check if it is correct and Close them.

Don't let your work incomplete.

2. Update Task Force:

Our Task Force is finishing the cleaning in the system database and because of that I still ask to everyone,

DON'T INSERT ANY NEW INFORMATION IN BOOMERANG!!

Any new information, as a site or a new client, for example, must be insert by Help Desk.

They are able to do the correct procedures, without let any important information blank.

If someone send them with missing information, they will return till everything filled.

If you have any further question, don't hesitate to creating a new ticket in Boomerang for the Finance team.

