



How to create a Cleaner in Boomerang

23/07/2019



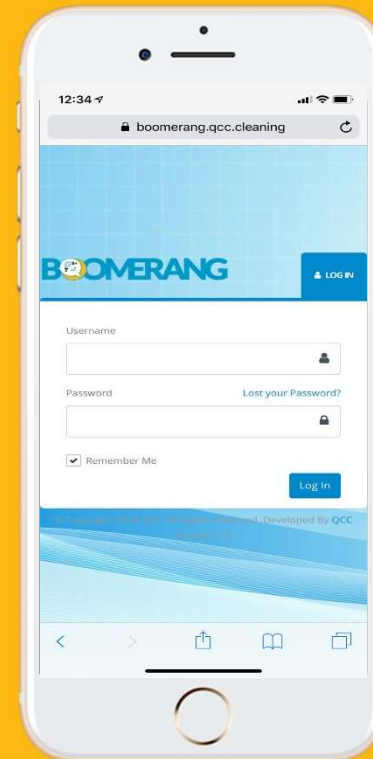
A cartoon illustration of a male character with brown hair, wearing a white polo shirt with a small QCC logo on the chest and black pants.

Welcome to
QCC Training!

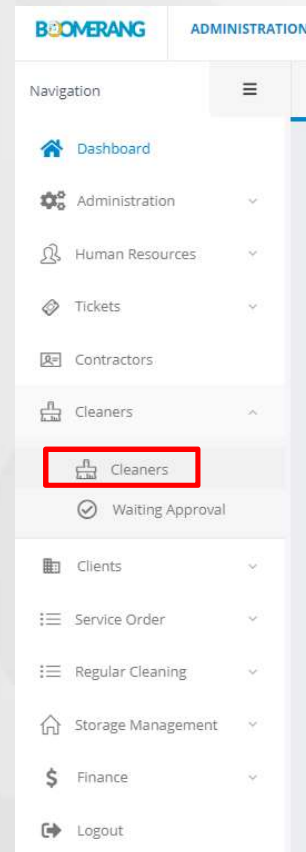
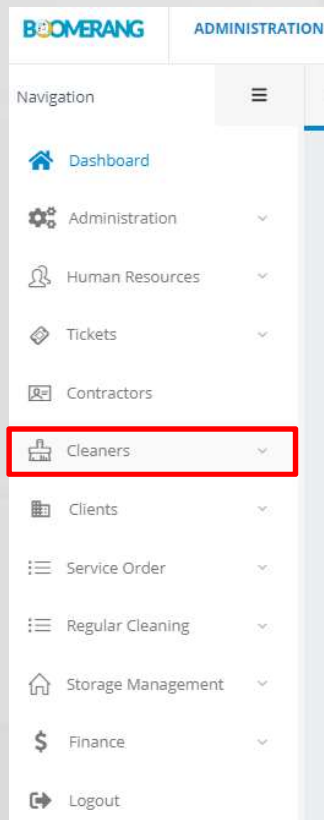
A cartoon illustration of a female character with blonde hair in a ponytail, wearing a dark blue polo shirt with a small QCC logo on the chest and black pants.



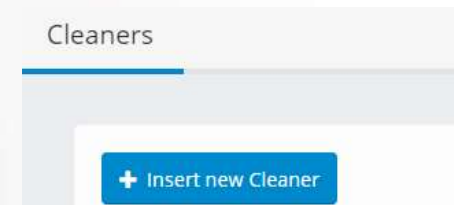
*Today we'll teach you
how to create a Cleaner in
Boomerang*



Boomerang



Access Boomerang, click in the Cleaners area and select the button “Insert new Cleaner”



Basic Info
Address
Contractors
Documents

Name*
Felipe
Surname*
Martins

Email*
felipe.martins@google.com
Date of Birth
Hourly Rate

Phone Number*
Second Number

Type of the cleaner:
☐ Employee
☒ Contractor
☒ Runner
Country
Please select one or start typing

TFN
ABN

Notes

Save List

If the cleaner is a Contractor or a Runner you must fill the name, the surname, his own e-mail and to link him to a Contractor, unless the system will not allow you to record the cleaner.

Error
If the cleaner is a CONTRACTOR, please insert at least one CONTRACTOR in the LIST.

Basic Info
Address
Contractors
Documents

Contractor
Work Force Specialist Pty Ltd

+ Add Contractor

Contractors	Action
Work Force Specialist Pty Ltd	

If the cleaner is an employee, fill the fields Name, Surname, e-mail, Date of Birth, Hourly Rate, Phone number, Type of the cleaner and Country .

Create Cleaner

Basic Info | Address | Contractors | Documents

Name*
Email*
Phone Number*
Type of the cleaner:
☐ Employee
☐ Contractor
☐ Runner
TFN
Notes

Save List

Surname*
Date of Birth
Second Number
Country
Hourly Rate
ABN

Create Cleaner

Basic Info | Address | Contractors | Documents

Name*
Email*
Phone Number*
Type of the cleaner:
☐ Employee
☐ Contractor
☐ Runner
TFN
Notes

Save List

Surname*
Date of Birth
Second Number
Country
Hourly Rate
ABN





Remember!



For every employee you have to fill the TFN number.

Every Runner is a contractor, so you should tick the both boxes.

An Employee can be a Contractor too, so you have to fill the ABN and TFN number in this situation.

To Add an Address you have to select the Address tab, input the number, street, suburb, City, state and post code and press the button “Add Address”.
Then you can see the added address as shown in the below page.

Create Cleaner

Home / Cleaners / Create Cleaner

Basic Info Address Contractors Documents

Unit

Address Number

Street Address

Suburb

City

Please select one or start typing

State

Please select one or start typing

ZipCode

PO Box

Type of the Address:

☐ Is this your main address?

☐ Is this your mail address?

Imported Address

Add Address Reset

Address	Action
/108 Robert street ATHERTON QLD 4883	

How to link the cleaner to a Contractor

Access the contractor tab, Select a contractor in the list and press the button ADD Contractor. It will be possible to see the added contractor. Boomerang allows you to add more than one contractor for the same cleaner.

Create Cleaner

Basic Info Address Contractors Documents

Contractor

Please select one or start typing

+ Add Contractor

Basic Info Address Contractors Documents

Contractor

FBL Holdings

+ Add Contractor

Contractors

FBL Holdings

Basic Info Address Contractors Documents

Contractor

Please select one or start typing

Please select one or start typing

A Hert & M Hert

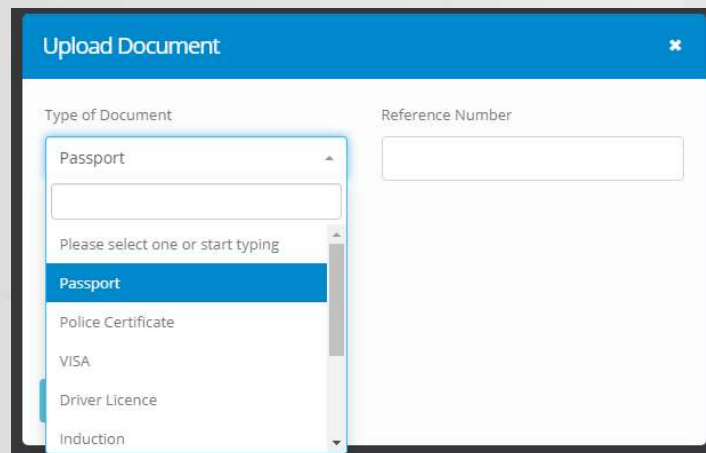
CORPORATE INTEGRATED SERVICES PTY LTD

Eagle Eye

Etwell Commercial

FBL Holdings

+ Add Contractor

**+ Upload Document**

Upload Document

Type of Document

Passport

Please select one or start typing

Passport

Police Certificate

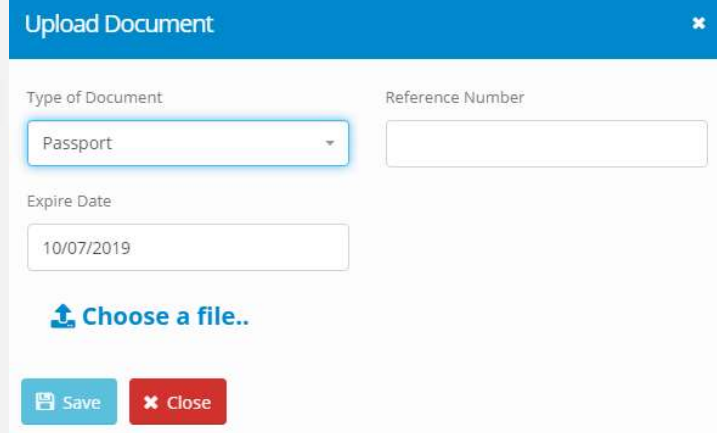
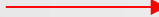
VISA

Driver Licence

Induction

Reference Number

It is important to upload all the cleaner's document in Boomerang.



Upload Document


Type of Document



Passport

Reference Number

Expire Date

10/07/2019

 **Choose a file..**

 **Save**  **Close**

To do this you have to go to the Documents tab and select the “Upload Document” button, insert the type of document and the Expire Date, if it is applicable. Then you can “Choose a file..” and Save.

To finish the registration of the new cleaner, you should return to Basic Info tab and press SAVE.



Create Cleaner

Basic Info Address Contractors Documents

Name* Surname*

Email* Date of Birth Hourly Rate

Phone Number* Second Number

Type of the cleaner:
☐ Employee
☐ Contractor
☐ Runner

TFN Country
Please select one or start typing

ABN

Notes

Save List

Create Cleaner

Basic Info Address Contractors Documents

Name* Surname*

Email* Date of Birth Hourly Rate

Phone Number* Second Number

Type of the cleaner:
☐ Employee
☐ Contractor
☐ Runner

TFN Country
Please select one or start typing

ABN

Notes

Save List





Try not waste time or information.

It is important to let all you know that the system has a time out, so if this take long you should try to fill the required field and save for the first time and every time it will be possible.

Thank you
for watching the
QCC Training!

