

New Developments

One of the newest developments are the selection of what notification that you want to receive.

We set up the notification for the ticket and will be setup in a different way for work order and the following information's about expired documents.

For access the notification set up, go to your profile, and select the ones that you want to receive.

- a) Create Ticket – If someone create a ticket for you will receive an email
- b) Reply Ticket – If someone reply a ticket that you have participate
- c) Close Ticket – If someone close a ticket that you had create
- d) Solve Ticket – If someone solve a ticket that you have created
- e) Reopen Ticket – If someone reopen a ticket that you have solved.
- f) Upload Attachments – if someone upload an attachment in a ticket that you have participated

Marco Araujo
marco@qcc.cleaning

- My Profile
- Change Password
- Logout

Basic Info Notifications

Ticket

Notification	Yes / No
Create Ticket	<input checked="" type="checkbox"/>
Reply Ticket	<input checked="" type="checkbox"/>
Close Ticket	<input checked="" type="checkbox"/>
Solve Ticket	<input checked="" type="checkbox"/>
Reopen Ticket	<input checked="" type="checkbox"/>
Upload Attachments	<input checked="" type="checkbox"/>

Update profile

The second development that was requested by the team was that it will be not possible anymore to edit CLIENT PORTFOLIO or SITES that had been deactivated

+ Insert new Client

10 records per page

Search...

Business Name	Trading Name	ABN	Phone Number	Active	Action
400 Gradi SA Pty Ltd	400 Gradi SA Pty Ltd	37 621 514 994	0488717008	✓	<div>➡</div> <div>✏</div>
About Town Real Estate Pty. Ltd	About Town Real Estate Pty. Ltd	77 071 711 825	(07) 4772 5252	✓	<div>➡</div> <div>✏</div>
ANCHOR BUILDING SERVICES QUEENSLAND PTY LTD	ANCHOR	11 091 251 553	07 3889 8090	✓	<div>➡</div> <div>✏</div>
Anytime Cairns Pty Ltd	Anytime Cairns Pty Ltd	11 612 752 244	NO PHONE	✓	<div>➡</div> <div>✏</div>
ARA	ARA	60 114 557 514	1300 889 210	✓	<div>➡</div> <div>✏</div>
ARIA COMMUNICATIONS PTY LTD	ARIA TECHNOLOGIES	22 090 723 925	+61 3 9213 9777	✓	<div>➡</div> <div>✏</div>
Arkadia Fortitude Pty Ltd	Arkadia Fortitude	95 284 286 448	0299080333	✓	<div>➡</div> <div>✏</div>
ASC	ASC	10 011 111 000	NO PHONE	✗	<div>➡</div>
asdf	asdd		asdf	✗	<div>➡</div>
ASSETLINK SERVICES PTY LIMITED	ASSETLINK SERVICES PTY LTD	89 061 914 556	02 9857 7100	✓	<div>➡</div> <div>✏</div>

Previous12345...14Next

+ Insert new portfolio

10 records per page

Search...

Portfolio Full name	Portfolio Short name	Portfolio Manager	Active	Action
AMAZON	Amazon	Anna	✓	<div>➡</div> <div>✏</div>
Ambulance	Ambulance	Steve	✗	<div>➡</div>
Anaconda	Anaconda	Steve	✓	<div>➡</div> <div>✏</div>
Annandale Community Centre	Annandale Community Centre	Lulz Gustavo	✓	<div>➡</div> <div>✏</div>
Anytime Cairns PTY LTD	Anytime Cairns	Paulo	✓	<div>➡</div> <div>✏</div>
Anytime Fitness	Anytime Fitness	Anna	✗	<div>➡</div>
ANZ - QLD	ANZ - QLD	Anna	✓	<div>➡</div> <div>✏</div>
ANZ - SA	ANZ - SA	Paulo	✓	<div>➡</div> <div>✏</div>
Anzac Memorial Club	Anzac Memorial Club	Steve	✓	<div>➡</div> <div>✏</div>
APIA	APIA	Anna	✓	<div>➡</div> <div>✏</div>

Address	Suburb	Reference / Building	Portfolio	Client	Active	Regular Site	Action
123/Sandgate Road/Albion/BRISBANE	Albion	QCC Head Office	Quality Commercial	Quality Commercial Cleaning PTY LTD	✗	✓	<div>➡</div>
351/Brunswick/Fortitude Valley/BRISBANE	Fortitude Valley	Sun Apartments	Quality Commercial	Quality Commercial Cleaning PTY LTD	✓	✗	<div>➡</div> <div>✏</div>

Previous1Next

In the feature that we have created before, DUPLICATE the WORK ORDER we no add the REQUIRED COMPLETION DATE for the END of the CURRENT MONTH. So every time that you duplicate a work order it will insert the date as the last day of the month.

WO#1236

Created 11 Jan 2019 by Bianca Barros
Department: 24/7 Rapid Response

ListEditDuplicate JobUpload Before PhotosUpload After PhotosUpload Other DocumentsUpload Administrative

Reference Number:Client: Quality Commercial Cleaning PTY LTDPortfolio:Site: QCC Head OfficeSite Contacts:

Job InfoClient Work OrdersCleanersContractorsCommentsEmails

Client - Portfolio - Site*

Quality Commercial Cleaning PTY LTD Quality Commercial QCC Head Office

Type*

AdHoc

Sub Type

Please select one or start typing

Reference Number

Requester

Required Completion Date*

31/10/2020

Required Start Time

Required Finish Time

Schedule Date

__/__/__

Priority

Low

Department

24/7 Rapid Response

Billing Settings

☒ Check this if you have to charge the client

☐ Check this if this is a QUOTE WORK ORDER

Sales Price

151.00

Budget

Time Allocated

4.00

Invoice Number

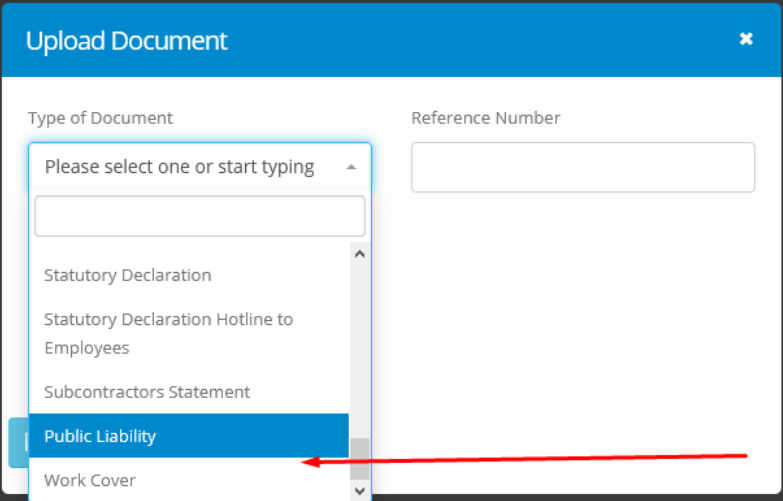
PO / Wo

Description*

Extra cleaning QCC office

Observation

In the feature to maintain the contract documents we have add some new types of document that we are now maintaining



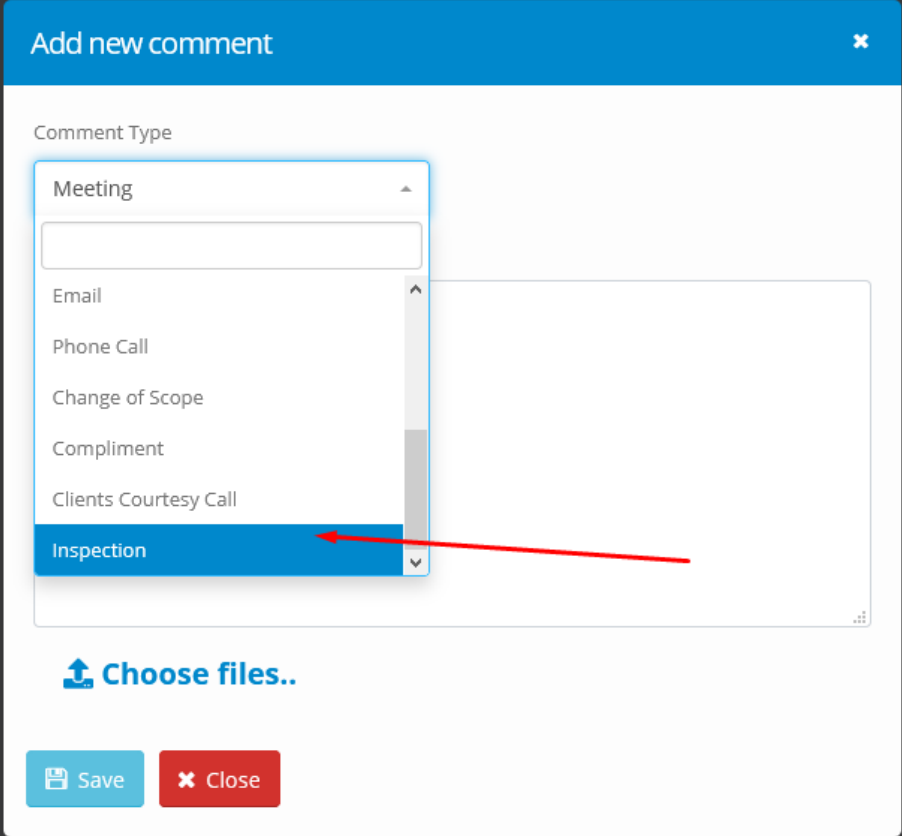
The image shows a web application interface for uploading documents. The main heading is "Upload Document" in a blue bar. Below this, there are two sections: "Type of Document" and "Reference Number". The "Type of Document" section features a dropdown menu that is currently open, displaying a list of document types. The options are: "Please select one or start typing", "Statutory Declaration", "Statutory Declaration Hotline to Employees", "Subcontractors Statement", "Public Liability" (which is highlighted in blue), and "Work Cover". A red arrow points from the right side of the form towards the "Public Liability" option. The "Reference Number" section has a text input field.

Type of Document	Reference Number
<div>Please select one or start typing</div> <div>Statutory Declaration</div> <div>Statutory Declaration Hotline to Employees</div> <div>Subcontractors Statement</div> <div>Public Liability</div> <div>Work Cover</div>	<input type="text"/>

By Fagali request we have removed the TICKET TYPE INSPECTION and we add as a COMMENT so can be possible to check the document in the tab instead of opening the ticket.

This feature can be used in CLIENT PORTFOLIO and SITES

This feature we have to keep in mind that we are going to remove this in the feature as we grow the system.



Add new comment [X]

Comment Type

Meeting

Email

Phone Call

Change of Scope

Compliment

Clients Courtesy Call

Inspection

Choose files..

Save Close

Basic Info	Shift	Shift Receivable	Contacts	Complaints	Time Attendance	Comments	Tickets	Inspections	Purchase Order
Date Comment	Person	Comment	Files						
20/10/2020 11:32:31	Marco Araujo	asdasdasdasdasddas	Screenshot_2.png						

By the request of Ricki we now remove the previous questions in the END of the SHIFT and add the new ones.

- a) Was the site vacuumed?
- b) Were all surfaces dusted?
- c) Was all waste removed?
- d) Were toilets cleaned?

Finish Shift

Was the site vacuumed ? ☒ Yes ☐ No

Were all surfaces dusted ? ☒ Yes ☐ No

Was all waste removed ? ☒ Yes ☐ No

Were all toilets cleaned ? ☒ Yes ☐ No

Comment if any question was answerd NO

Please take your photo

Save Close

After the cleaner finish the questions, we are able to see in the Time Attendance Report and if there is any time attendance that is under analysis it can be seen In the Approval Board

Site Reference: QCC Head Office	Cleaner Name: Runner Runner 01	Date Rejected: No
Date Start: 20/10/2020 11:41:00	Date Finish: 20/10/2020 11:41:00	Distance Rejected: Yes
Distance from site on start: 0m	Distance from site on finish: 1835m	Hours Rejected: No
Allocated Hours: 3.00	Worked Hours: 0.02	Approved Payment: 0.06
Total Payable: 0.04	Approved Hours: 3.00	Was all waste removed ? Yes
Status: Auto Approved	Approved By:	All toilets cleaned ? Yes
Was the site vacuumed ? Yes	Was verticle surfaces dusted ? Yes	
Final shift comment :		
Reason Approved:		

Attachments

Before Documents

After Documents

Return Report Time Attendance

After this update we have to keep in mind that the CLIENT will see all the time attendance, no matter if the time attendance was set to under analysis if it were reject by the system or anything.

The CLIENT will see ALL the information

The last development that we did was to remove some of the tickets type that were not being used. This is the new list of ticket type that will be available in the system. We are not removing the tickets that were created with the old types, for now on will be only possible to create tickets with this list.

Annual Leave Request
Change Over Request
Client Request
Client Setup
Complaint
Consumables Order
Employee Setup
Employee Termination
Feedback
General Material Order
IT Support
Material Request Through
Client
Others
Reimbursement
Service Request
Sick Leave
Termination

For the next developments were supposed to create the summary for the CLIENT PORTFOLIO and SITE, for this development we are waiting on Fagali to give us the specification for it, what he wants to see and how he want it to be sown.

After this development we are planning to do the Compliance training in Boomerang