



KleanFlo Service Update

Customer notice - 13 August 2026

Summary

This is a first draft customer notice for changes sent to the main release branch on 13 August 2026.

The update improves timesheet review, staff cover branch setup, supervisor filtering, and branch invoice payment advice wording.

What has changed

- Timesheet staff filtering now supports searching for staff instead of loading a long fixed list.
- Timesheet date filters have clearer labels for schedule start date and schedule end date.
- Timesheet rows now show full date and time for check-in, check-out, planned start, and planned finish values.
- Timesheet map detail panels now distinguish between missing location data and missing check-in or check-out events.
- Timesheet review filters now apply correctly across paged results, including needs review, reviewed, planned, in progress, and completed views.
- Staff records can now include additional cover branches, while keeping the staff member assigned to their primary branch.
- Scheduling and timesheet views now recognise staff cover branch assignments when listing available staff and planned work.
- Supervisor filters now support selecting more than one supervisor in scheduling, absence cover planning, timesheets, process views, insights, and event attendance.
- Branch settings now include an invoice footer memo for payment advice or other branch-specific invoice wording.
- Invoice screens and invoice PDFs now show the branch invoice footer memo where one has been set.

What this means for users

- Office users should be able to find and review staff timesheets more easily.
- Teams can filter operational views by several supervisors at once instead of repeating the same review for each supervisor.
- Branches can make payment advice or remittance wording clearer on customer invoices.
- Schedulers can use staff who are authorised to cover another branch without changing the staff member primary branch.

What to do

1. Review the timesheets page with staff search, review status filters, and a date range applied.
2. Open a timesheet map detail panel and confirm check-in and check-out event details are clear.
3. Check a staff record with additional cover branches and confirm the staff member appears where expected in scheduling.

4. Test selecting multiple supervisors in scheduling, absence cover planning, timesheets, process views, insights, and event attendance.
5. Add a branch invoice footer memo and confirm it appears on the invoice screen and invoice PDF.

Support

Contact KleanFlo support if something does not look as expected. Please include the customer name, contract or record reference, and a short description of what you expected to see.