



KleanFlo Service Update

Customer notice - 6 October 2026

Summary

This notice outlines the customer-visible functionality prepared for the next KleanFlo update.

The planned update improves one-off scheduling, contract and schedule date handling, Insights, search, holiday records and contracted-hour entry.

What has changed

- Quick Job can now add work to an existing active contract and zone, as well as create a new one-off contract. When an existing contract is selected, KleanFlo does not create another contract or request a deposit.
- The Scheduler now includes an Ad hoc job action for additional contracted work. Users can select the customer, site, active contract and zone, then assign one or more staff members or a team without creating extra billing. The action also captures the job date, start time, duration, check-in rule and notes.
- Insights gadgets can now use a calculated measure that combines two numeric fields. Available calculations include plus, minus, divide by and percentage variance, with separate sum, average, minimum, maximum or count settings for each field. Users can also set a clear label and time display unit for the result.
- Global search now includes customer site names, making it quicker to open the correct customer location.
- Cancelled bank holiday entries are no longer shown in a staff member's holiday record.
- Contracted-hour duration fields now accept totals above 24 hours where weekly or multi-day durations require them, including quotation costing.
- Changing or ending a contract now provides a clear review of linked schedule end dates before saving. Earlier schedule end dates remain unchanged, future unworked jobs are removed where appropriate, and recorded work is preserved.
- When a contract end date is extended or removed, users can choose which schedules should resume or extend. Open-ended schedules can continue to the normal rolling planning horizon.
- Schedule transfer and ending dialogs now show the contract end date so users can make date decisions with the contract limits visible.
- Schedules remain active through their stated end date, and contract date limits are applied consistently when schedules or jobs are created or extended.
- Copying a previous school academic year now opens a date review step. The new academic year and term dates must be checked before they are saved.
- KleanFlo now gives a clear message when an absence cannot be deleted because staff are still checked in to linked work, or when another staff member must check out before attendance can begin.
- Time charts now retain the minus sign for negative hour and minute values, and validation messages display dates in the familiar day/month/year format.

- A new in-app contract management guide is available from Help, covering contract details, schedules, additional services, invoicing and contract ending.

What this means for users

- One-off and additional work can be scheduled against the correct existing contract without unnecessary duplicate contract records.
- Contract end-date changes are easier to review, with clearer control over which schedules end, resume or remain unchanged.
- Insight builders can create more useful comparisons and variances directly within dashboard gadgets.
- Site searches, holiday records, date messages and time charts provide clearer day-to-day information.
- Long weekly duration totals can be recorded correctly, and attendance conflicts are explained before changes are made.

What to do

1. When adding one-off or ad hoc work, confirm the customer, site, contract and zone before adding the job to the scheduler.
2. When changing a contract end date, review every schedule shown in the confirmation and select only the schedules that should resume or extend.
3. Review all dates before copying a previous school academic year.
4. For a calculated Insights gadget, choose Calculated measure and check both field calculations, the operator and the display unit.
5. Use KleanFlo as normal and contact support if the visible result does not match the selected contract, schedule or staff record.

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.