



KleanFlo Staff App 1.0.9 Release Guide

What has changed and what staff can expect when using QR attendance and the full staff app

The main change

The app now gives clearer progress while checking in or out and takes greater care of work recorded without an internet connection. The wider app is also easier to read and move around, especially on schedules, job details and stock pages.

This guide is for cleaners, mobile supervisors and other staff who use the KleanFlo Staff App. It explains visible changes only. Staff can continue to use the same account, QR codes and normal working process.

At a glance

Area	What staff will notice
QR check in and check out	Clearer location checking, no confusing return to the camera, and a clearer result screen.
Working without internet	Attendance stays on the phone until KleanFlo confirms it has been received.
Returning online	One progress screen shows how many saved items are still being sent.
Schedules and jobs	Cleaner job cards, clearer status information and a consistent on-site timer.
Job information	Separate buttons and clearer pages for site information and the cleaning specification.
Stock and deliveries	Simpler steps, quantity buttons, clearer locations and better searches.
General use	More consistent buttons, loading screens, notifications and holiday summaries.

No new account is needed

Your existing sign-in details and biometric sign-in



continue to work. The app may download the update when it is opened and may need to be closed and opened again before all changes appear.



QR check in and check out

The QR journey has been made calmer and clearer, particularly on slower Android phones or when the internet connection is weak.

1

Scan the site QR code

Use the camera in the same way as before. You only need to scan the code once.

2

Wait while location is checked

A clear checking message remains on screen. The camera should not appear again after a successful scan.

3

Complete the check in or check out

The app shows the customer, time and result so you know the action has been accepted or safely saved.

What looks different

Clearer progress

The screen explains when your location is being checked and when the action is being completed.

Less camera movement

After scanning, the camera stays closed while the app finishes the action.

Clear result

The result page confirms whether the attendance was received now or saved for later.

Original time kept

When work is recorded without internet, KleanFlo uses the time the action was completed on the phone.

Please wait for the result

Do not scan repeatedly while the location or completion message is showing. If the action cannot be completed, the app will tell you what to do.

Location messages

- Keep location services turned on while checking in or out.
- Allow KleanFlo to use your location when the phone asks for permission.
- If location takes longer on a slower phone, remain on the progress screen until a result appears.
- If you are outside the allowed site area, follow the message shown by the app.



Working without internet

Staff can continue to check in and check out when there is no usable internet connection. The app now keeps saved attendance until KleanFlo confirms that it has been received.

While offline

- A successful offline result means the attendance has been saved on the phone.
- The check-in time is kept so a later check-out can be matched correctly.
- Schedules already saved on the phone remain available.
- The app clearly explains that only job schedules are available while offline.
- Notification errors are not shown just because there is no internet connection.

When the connection returns

1

Stay on the sending screen

The app uses one steady screen instead of moving between several pages.

2

Watch the number count down

The circle shows how many saved items are still waiting to be sent.

3

Continue when complete

When everything has been confirmed, a button takes you back to the dashboard.

If something cannot be sent

The app now says Saved work not sent yet and keeps the information for another attempt. Use Try sending again when the connection is stable. Do not remove the app from the phone while saved work is waiting.

Signing out while offline

The app asks for confirmation before signing out without internet. Signing out may prevent you from signing in again until a connection is available, so remain signed in if you still need to complete work.



Sign in and access

Stay signed in Closing and reopening the app should keep you signed in while your sign-in remains valid.	Biometric sign in Face or fingerprint sign-in remains available when it has been set up on the phone.
Offline reopening Previously saved information can be opened without internet while the existing sign-in is still valid.	Access removed If mobile access is turned off, saved attendance is sent first when possible, then a clear access message is shown.

Schedules and dashboard

- Dashboard sections load together to reduce cards moving around the screen.
- Unavailable days appear with the other dashboard information rather than arriving later.
- When offline, Home and Back lead to a clear offline page instead of repeatedly moving between pages.
- Completed jobs are removed from the working list so upcoming work is easier to spot.
- Job status and the individual job label are grouped together more clearly.

On-site timer

The timer on My Schedule and Job Details now uses the same style and information. When you are checked in, it is easier to see how long you have been on site without repeated customer and site details.

Job details

Job Details has been simplified so the most important information and actions are easier to find.

Area	What staff will notice
Planned times	The job type and planned working times are grouped together.
Cleaning specification	A clear button opens a dedicated, easy-to-read cleaning specification page.
Site information	A clear button opens access, parking, equipment, emergency contact, first aid and alarm information.
Log an incident	The incident action remains available from the job page.
Check out	The check-out action remains clear and separate from information pages.

Cleaning specification

- Only the zone linked to the scheduled job is shown.
- The zone name is clearly displayed at the top of the page.
- There is no unnecessary zone choice when only one zone applies.
- Colour and simple symbols make sections easier to scan while working.

Site information when offline

Site information and the cleaning specification are saved on the phone with job information while the app is online. Open or refresh the schedule before travelling to a site if you expect poor signal. Updated information is received the next time the app refreshes while online.

	Before visiting a new site Open My Schedule while connected to the internet. This gives the phone the latest job, site and cleaning information for offline use.
--	--

Stock and deliveries

Stock pages now use shorter steps and clearer choices so staff do not have to work through several long lists on one screen. *stock management flag on the staff record needs to be enabled for staff to see the stock options. This is set off as default as most franchises are not using this yet.

Stock quantities Use the plus and minus buttons to choose the correct amount more easily.	Stock locations Choose a location first, then move to the stock available at that location.
Transfer stock Customers are shown only after enough letters have been entered in the search.	Site delivery Choose the location, find the customer, then select the products for delivery.
Clearer selection Selected sites and products use a clear selected colour in light and dark mode.	Product symbols Simple colours and symbols help distinguish stock types without changing the KleanFlo style.

Other improvements

Area	What staff will notice
Holiday requests	Each holiday date appears once in the approved and requested summary.
Processes	Loading screens use the same centred progress style across the app.
Buttons	Primary, secondary, add and save actions are more consistent in colour, shape and position.
Notifications	Offline users no longer see unnecessary failed-to-load notification messages.
Dark mode	Stock selection and action states remain clear in both normal and dark display modes.



What staff need to do

1

Install or receive version 1.0.9

The store version may update automatically. KleanFlo can also download smaller improvements when the app opens.

2

Close and reopen the app

Do this once after the update so the latest screens are loaded.

3

Allow camera and location access

These permissions are still needed for QR attendance and site checks.

4

Open My Schedule while online

This prepares job, site and cleaning information for places with poor signal.

5

Wait for saved work to finish sending

When returning online, stay on the progress screen until the app confirms completion.

When to ask for help

- The saved-work number does not reduce after a stable connection has returned.
- The app says that work has not been sent after several retries.
- A site or cleaning specification is missing after My Schedule has been refreshed online.
- The app says mobile access is not enabled and your supervisor believes it should be enabled.
- Camera or location permission cannot be turned on.

Information to provide

Tell your supervisor or support team your name, the customer or site, the approximate time, whether the phone was online, and the exact message shown. Do not send your password.

What has not changed

- Use the same KleanFlo Staff account and the same site QR codes.
- Check in when work begins and check out when work finishes.
- Keep location services available for attendance checks.
- Follow the cleaning specification and site instructions shown for the scheduled job.