

OFFICIAL FIKROVA GUIDE

PermisPro user guide

Professional daily operations for Algerian driving schools

Version 1.1.6

Support: support@fikrova.com | fikrova.com

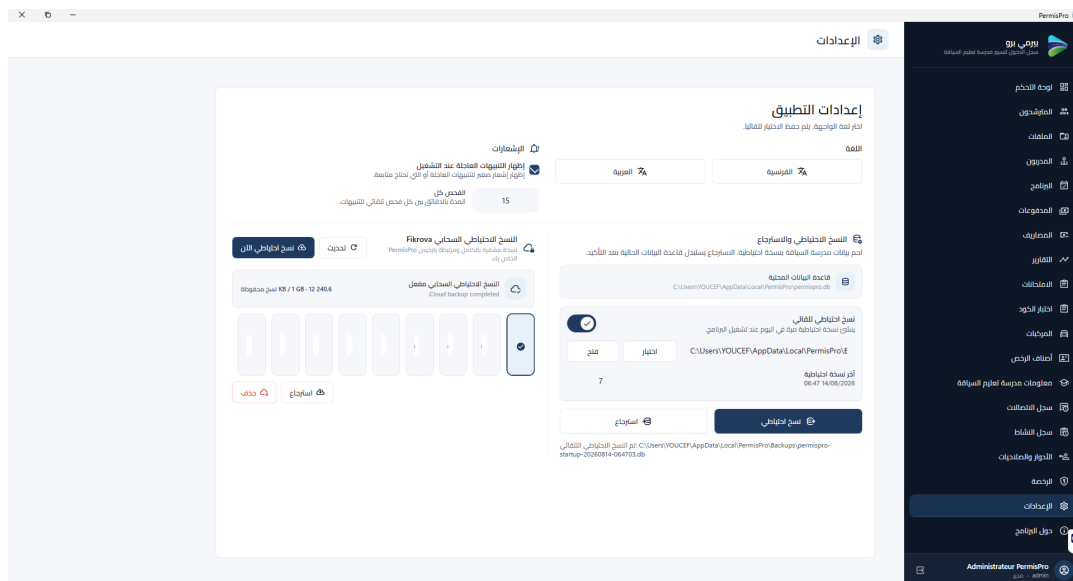


01 Activate and configure

Prepare the license, driving-school identity, team, and backup policy before daily work.

Open in PermisPro

License > Settings



Procedure

01 Activate the correct Fikrova license and verify customer, edition, and expiry.

02 Complete the school identity, permit categories, users, and default values.

03 Create a local backup and enable encrypted cloud backup only when licensed.

GOOD PRACTICE

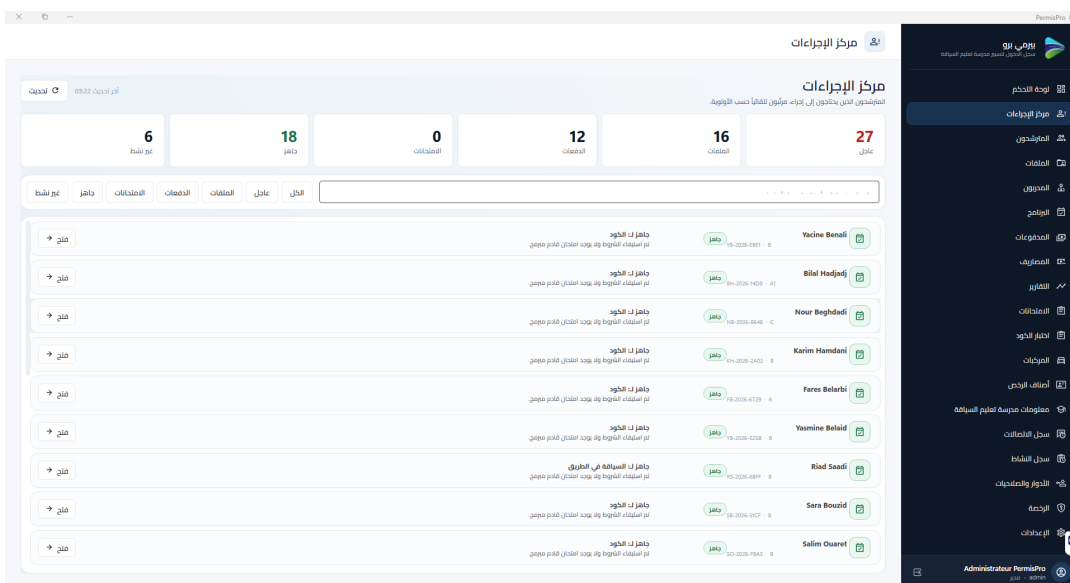
Test one restore after initial setup.

02 Run the Action Center

Convert live candidate data into a prioritized daily work queue.

Open in PermisoPro

Action Center



Procedure

01 Start with Urgent, then review dossier, payment, lesson, exam, ready, and inactive filters.

02 Search by candidate name or registration number.

03 Open the recommended candidate action and complete the missing operation.

GOOD PRACTICE

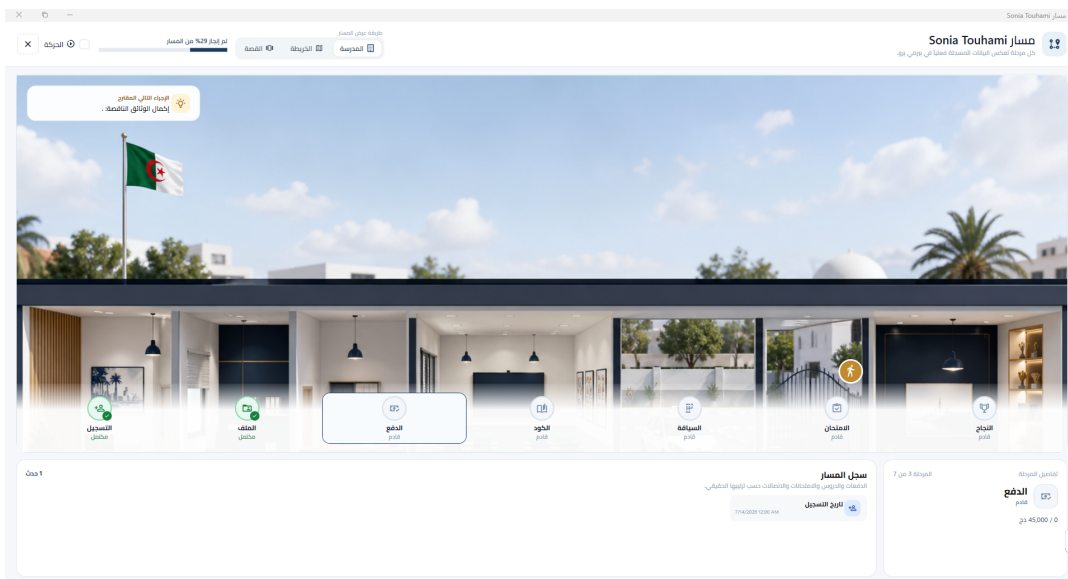
Refresh after batch work so counters reflect the latest state.

03 Manage candidates and dossiers

Keep identity, documents, category, contract, finance, and history together.

Open in PermisPro

Candidates > New candidate



Procedure

01 Enter the legal identity, valid Algerian phone, permit category, and agreed price.

02 Mark each physically verified dossier document individually.

03 Use the profile for payments, lessons, exams, contact, documents, and timeline.

GOOD PRACTICE

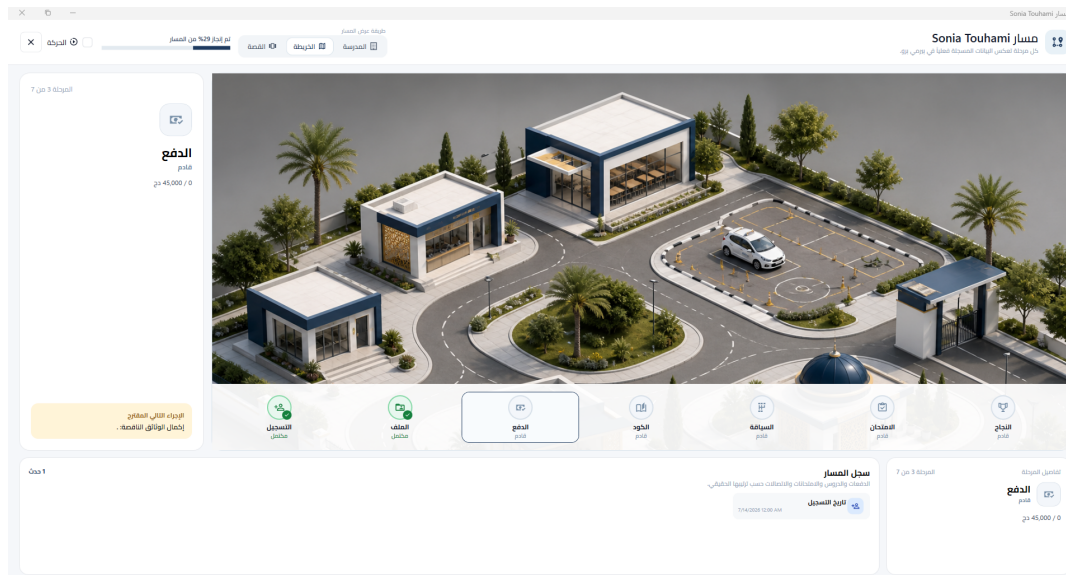
Search before creating to prevent duplicate candidates.

04 Plan lessons and resources

Coordinate candidate, instructor, vehicle, schedule, attendance, and training stage.

Open in PermisPro

Schedule > New lesson



Procedure

01 Choose candidate, lesson type, instructor, vehicle, start, and duration.

02 Resolve candidate, instructor, and vehicle conflicts before saving.

03 Record attendance and completion on the real day.

GOOD PRACTICE

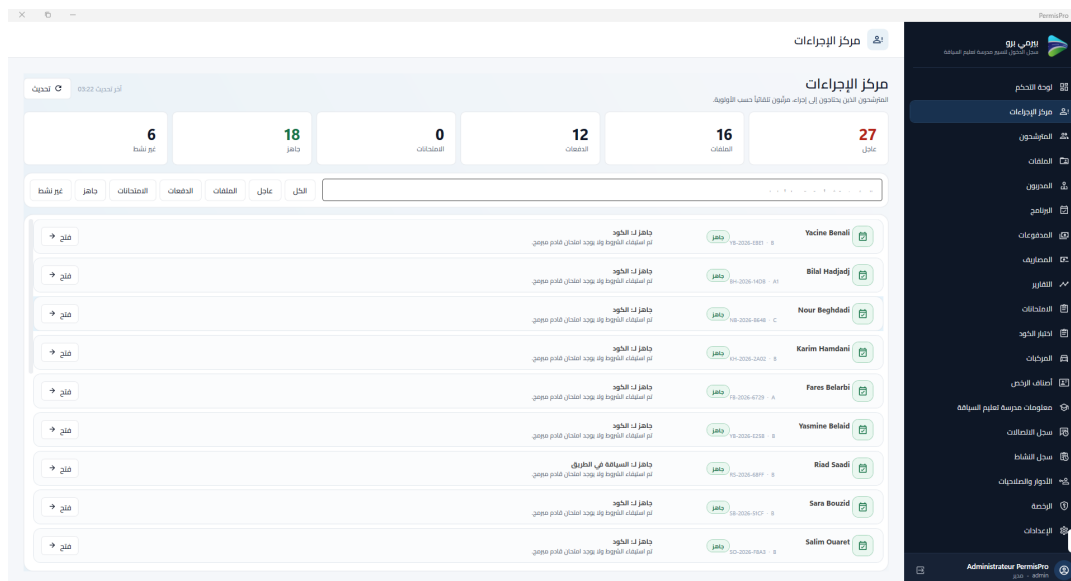
Never bypass an availability warning by reusing a busy resource.

05 Record payments and expenses

Maintain a traceable financial history with reliable totals.

Open in PermisPro

Payments / Expenses



Procedure

01 Enter amount, date, method, reference, and a useful note.

02 Use traced correction or reversal instead of silently rewriting history.

03 Review totals and the audit log before closing a period.

GOOD PRACTICE

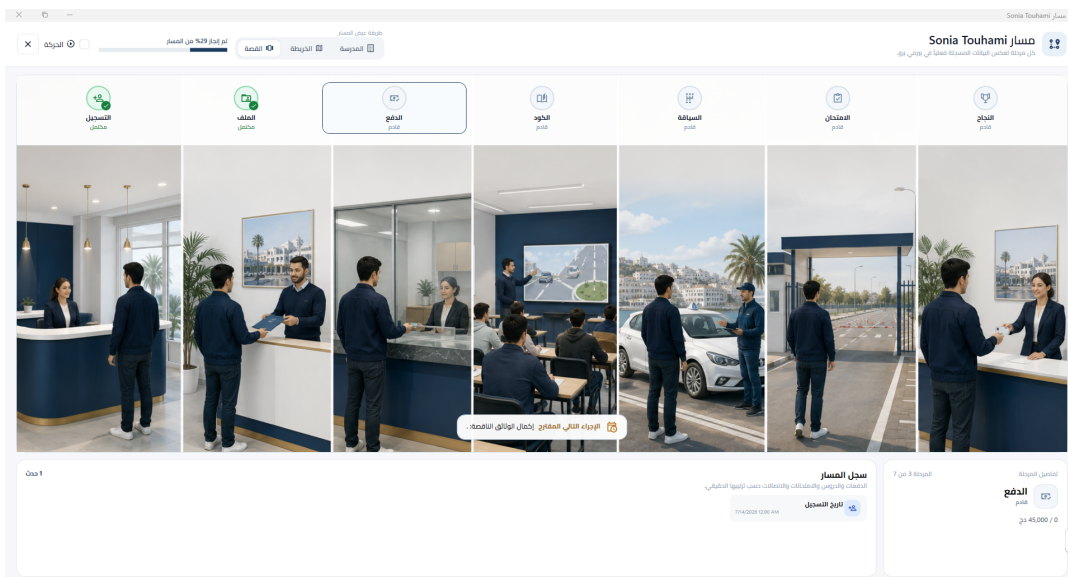
Always keep the CCP, BaridiMob, transfer, or receipt reference.

06 Schedule exams and follow progress

Keep every attempt and the Visual Journey synchronized from code to final success.

Open in PermisPro

Exams / Candidate > Visual Journey



Procedure

01 Record type, date, time, center, wilaya, call number, status, and result.

02 Keep each attempt separate; driving requires both practical stages for non-A permits.

03 Choose School, Map, or Story; all display the same live progress and next action.

GOOD PRACTICE

Never mark final success before all required stages pass.

07 Communicate and protect operations

Use contextual WhatsApp models, controlled access, audit history, and tested backups.

Open in PermisPro

Candidate > Contact / Settings > Team access

Rôles et permissions
Contrôlez précisément ce que chaque employé peut consulter ou modifier.

Actualiser Ajouter employé Supprimer

Comptes utilisateurs
Utilisateurs et permissions

- Administrateur Permis... (admin) Administrateur
- Moniteur Principal (instructor) Moniteur
- Moniteur
- موظف جديد (employee1) Moniteur
- موظف جديد (employee2) Moniteur
- موظف جديد (employee3) Moniteur

Utilisateur sélectionné Moniteur

Informations du compte

Sécurité du compte Réinitialiser

Rôle du compte Moniteur
Le rôle Administrateur possède automatiquement toutes les permissions.

Permissions d'accès

- ☒ Compte actif
- ☐ Lecture seule
- ☐ Gérer les paiements
- ☐ Gérer les dépenses
- ☐ Supprimer des dossiers
- ☐ Sauvegarde et restauration
- ☐ Voir le journal d'activité

Un administrateur a toujours toutes les permissions. La lecture seule ne s'applique qu'aux comptes moniteurs.

Compte employee4 crée. Mot de passe initial: User@123 Enregistrer

Procedure

01 Choose the correct WhatsApp model. Exam appointment includes date, place, and Google Maps when an upcoming exam exists.

02 Give every employee only the actions required for their job.

03 Review the activity log and periodically test a backup restore.

GOOD PRACTICE

A backup becomes trustworthy only after a successful restore test.