



OFFICIAL USER GUIDE

PermisPro user guide

From your first account to daily work: install Windows, connect Android, manage candidates and scan their documents.

✓ Updated 18 September 2026 · Windows 1.3.56 · Android 1.1.36 (build 47)



Windows + Android, task by task

Get ready in four simple steps

Complete these steps once, then PermisPro will guide your daily work.

 01 Install and activate Create a Fikrova account, download Windows and follow licence activation.	 02 Set up the school Add your school information, licence categories, team members, and backup preferences.
 03 Add a candidate Create the candidate record and note every document received.	 04 Connect a phone Scan the QR code, then approve that phone in Windows Phone Manager.

01



Create your account and install

Your Fikrova account manages the licence. The Windows local account manages your school's daily work.

Where to find it **Fikrova website** → **My account / PermisPro** → **Windows**

My account →



Download for Windows

WHAT TO DO

- 01** Open My account on fikrova.com. Create your Fikrova account if needed, complete the requested verification and open your PermisPro product. Check the licence and offer shown there.
- 02** Download the Windows installer from the official PermisPro page. Run it and follow setup. This guide covers Windows 1.3.56 and Android 1.1.36 (build 47). Open PermisPro and install any required update before continuing.
- 03** When activation is requested, sign in with the Fikrova account holding your licence and follow the on-screen instructions to activate this computer. An internet connection is needed for online activation.
- 04** Complete the school setup and create the local administrator password. Afterwards, choose your local user when signing in to PermisPro on Windows. Fikrova account recovery and local password recovery are separate flows.



Helpful tip

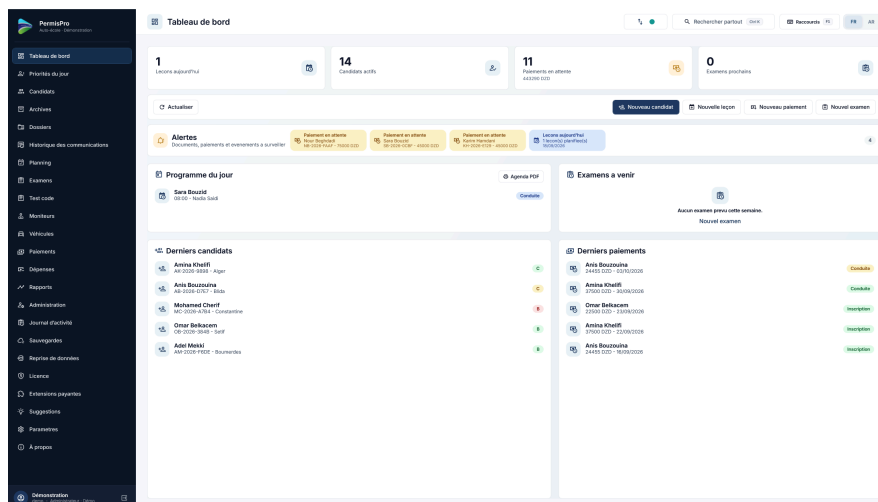
Already using PermisPro? Make a recent backup, then use the proposed update. Keep the same school data and licence rather than creating a second school.



Set up PermisPro

Add your school information once and understand the overview shown when you open the app.

Where to find it **Dashboard / Settings**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01** After activation, complete the first-launch wizard: school details, interface language and local administrator password. Use this local account for daily sign-in to PermisPro on Windows.
- 02** Enter the school name, phone, address, logo, licence categories, and your usual settings.
- 03** Add the saved licence categories, instructors and vehicles before planning lessons. Their New forms keep the relevant information together; an instructor record is not a sign-in account.
- 04** Settings opens organized sections rather than one long form. Open the section you need and use its visible Back button. Adjust interface zoom or an individual form's size; choose French or Arabic. The Windows sidebar is on the left in French and on the right in Arabic.



Helpful tip

Create a first backup after setup so your starting information is protected.



Add a candidate on one page

Identity, received documents, training and the financial agreement stay in one form, without a step-by-step wizard.

Where to find it **Candidates / New candidate**

The screenshots use fictional demonstration data.

WHAT TO DO

- 01** Use Quick search (Ctrl K) first, including archived files. Restore an existing archived candidate instead of creating a duplicate, then open New candidate when a new record is needed.
- 02** Choose manual entry, Import a file or Scan with phone. Import a supported image (JPG, PNG, BMP or TIFF); for a phone request, select the authorized device and between 1 and 12 pages. Keep this candidate form open while the images arrive.
- 03** OCR may prefill this unsaved draft from eligible documents. Compare identity, birth details, national identifier and address with the original; inspect confidence and review warnings. Manual changes made while a phone request is pending are preserved.
- 04** Complete the phone number and location, mark the documents actually received, choose one of your saved permit categories and check the agreed price, amount paid and remaining balance. Fill the required fields before saving.
- 05** Save to create the candidate, or Cancel to leave without saving the draft. Afterwards, open the candidate record to add payments, lessons, exams, documents or communication and follow the complete journey.



Helpful tip

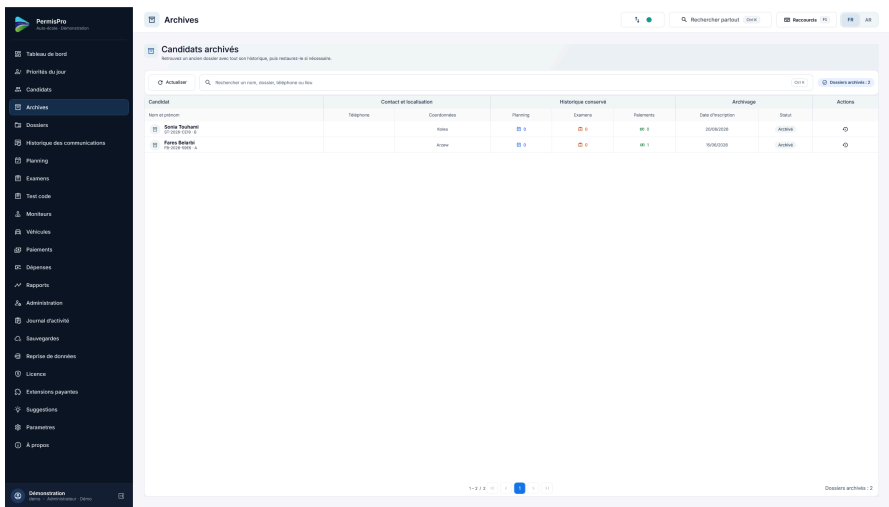
A complete and up-to-date candidate record makes reminders and suggestions more useful.

04

Find and restore an archived candidate

Archiving keeps a former candidate's record and history available without keeping them in the active list.

Where to find it **Windows → Archives / Quick search**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01 Before adding a person again, use quick search by name, phone or file reference. Archived candidates are included and identified as archived.
- 02 Open Archives to see archived candidate cards, contact details and the counts of lessons, exams and payments kept with the file.
- 03 Check the name, reference, contact details and history counts before choosing Restore. When the candidate returns, the existing file and its history come back into the candidate list.



Helpful tip
Restore the existing record before creating a duplicate. Archiving is different from permanently deleting a record.



Make today's work easier

Today's priorities gather candidates and tasks that need attention in one clear list.

Where to find it **Today's priorities**

WHAT TO DO

- 01** Begin with the most important items, then view missing documents, unpaid balances, lessons, or exams.
- 02** Search for a candidate by name or registration number when you need a specific record.
- 03** Open the suggested candidate and complete the next task directly from the list.



Helpful tip

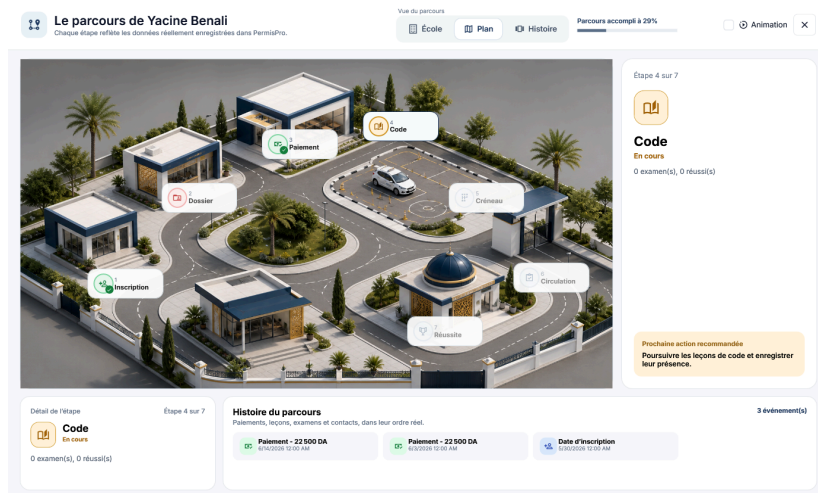
A priority is a suggestion based on recorded data. Check the candidate's full file before deciding what to do.



Follow each candidate's journey

See progress from registration to lessons, exams, payments, and final success at a glance.

Where to find it **Candidate / Journey**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01 Open a candidate and choose Journey to see completed steps and what comes next.
- 02 Add lessons with the correct instructor, vehicle, date, time, and attendance.
- 03 Record every exam attempt and result so PermisPro can show the correct progress.



Helpful tip

Record lessons and exam results on the day they happen to keep the journey accurate.



Plan lessons and exams accurately

Windows and Android use Algerian time for schedules and the meaning of today.

Where to find it **Windows → Planning / Exams · Android → Agenda**

The screenshot displays the 'Planning des leçons' (Lesson Planning) interface. It features a sidebar menu on the left with various navigation options. The main area shows a table with columns for 'Candidat', 'Participants', 'Horaires et contenus', and 'Informations de la leçon'. The table lists several entries with details such as candidate names, dates, times, and durations. At the bottom right, it indicates 'Nombre de leçons: 5'.

Candidat	Participants	Horaires et contenus	Informations de la leçon	Actions
Bas Bouali	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Blas Boujard	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Karlén Hernandez	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Amara Khelil	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Lina Mounir	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Isma Kaddour	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Omni Belkhoum	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer
Youssef Bouali	Notre Saint	01-12-2023 09:00 - Remerciement	09:00 80	Consultable Modifier Supprimer

The screenshots use fictional demonstration data.

WHAT TO DO

- 01** Use New lesson or New exam and choose the candidate, activity type, date and start time. A lesson also needs its instructor; select an appropriate vehicle and duration when required. Check availability and the saved permit category's training stages before saving.
- 02** Schedule new future activities from now onward. A past date is not valid for a new planned appointment; use the history and result fields to correct an activity that has already happened.
- 03** Record the actual lesson status, attendance or cancellation and each exam result. A date passing does not mean the lesson was completed or the exam was passed.
- 04** On Android, the home planner lets you choose today or one of the next four Algerian dates; use Agenda for the wider schedule. It distinguishes recorded status from timing, so an overdue scheduled lesson is not automatically completed. Check synchronization and read all times in Algeria (UTC+1), even abroad.



Helpful tip

Keep dates, attendance and outcomes accurate: candidate progress and today's statistics depend on those records.



Payments, expenses and communication

Follow the agreed price, actual receipts and remaining balance in the same candidate record.

Where to find it **Windows → Candidate / Payments / Expenses / Communication records**

WHAT TO DO

- 01** Check the agreed total in the candidate file. In New payment, choose the saved candidate and record the actual amount, date and method, then verify the updated balance and receipt. A planned amount is not an actual payment.
- 02** Use New expense to record the school expense with the correct category, amount and date. The payment and expense forms keep their own relevant fields together. Use reports to review income and expenses over the selected period.
- 03** From a candidate file, open communication, choose the available template and the computer or authorized phone. Check the recipient and prepared message before continuing in the selected call or messaging app.
- 04** Consult communication records for follow-up. On the phone, payment and candidate views show synchronized records according to the granted permissions.



Helpful tip

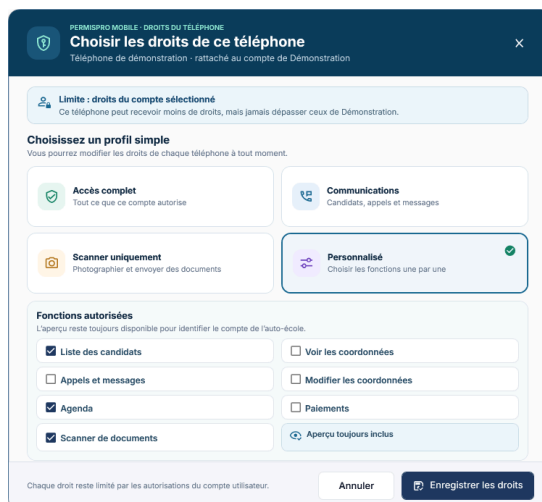
Opening a messaging app does not by itself confirm delivery. Check the actual sending result and record the follow-up.



Manage team and phone access

Use individual local accounts, then authorize each linked phone separately.

Where to find it **Users and permissions**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01** Create a separate account for each person who manages PermisPro; do not share passwords.
- 02** Set the account's role and individual permissions. An instructor record describes a staff member for planning; an application user account controls sign-in and access.
- 03** Review each phone's name and recent activity, and remove access immediately if the phone is lost or no longer used.



Helpful tip

Choose access according to the person's work. A phone can only receive permissions allowed by its linked account; approving one phone does not approve another.

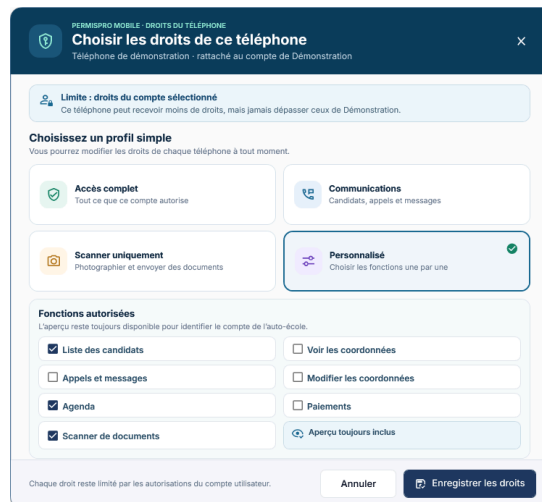


Pair a phone, then choose its permissions

The QR code links the device. The Windows administrator then decides exactly what that phone may access.

Where to find it **Windows → Phone Manager · Android → Scan the PermisPro QR**

↓ **Get the Android app**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01** Install the current Android app from the official PermisPro download page. Open it, allow the permissions needed for your work and install any required startup update before pairing.
- 02** In Windows Phone Manager, select the local user who will use the phone and generate a one-time QR code. Scan it in Android, or enter its manual pairing code. The QR generation form does not set permissions.
- 03** After the scan, the phone waits for approval and Windows opens the permission form for the new device. If it is not in front, open Phone Manager, select the pending phone and choose Define permissions.
- 04** Choose the allowed functions and data for this phone, review the selection and save. The active phone checks again and opens its authorized workspace. Use the same Phone Manager form for later changes; a new QR is unnecessary.



Helpful tip

Several phones may share a name or an account: use each device reference and last activity to identify them. A returning installation is marked when recognized. Unlink access before deleting an old entry from connection history.



Use the phone and candidate profiles

Find useful candidate information without crowding the main navigation. Your access controls which sections are available.

Where to find it **Android → Home / Candidates / Scanner / Agenda / Payments · More in the header**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01** Start with the DayPlanner home: choose today or one of the next four days in Algerian time, see the next eligible lesson and the available follow-up tasks. Pull down to refresh and check synchronization; the selected future day uses its own schedule, not today's list.
- 02** Search Candidates and open a profile to see the permitted identity and contact details, documents, learning progress, lessons, exams, payments and history. The available details follow your access permissions.
- 03** With all relevant permissions, the five main actions are Home, Candidates, the center Scanner, Agenda and Payments. More is in the header, not a sixth bottom button. A restricted phone sees only authorized actions; a scanner-only phone has its dedicated scanner workspace.
- 04** Open More from the header or your account avatar to see this phone's access, candidate follow-up, notifications, device security and updates. Its privacy information explains the account-linked data; permissions and financial visibility follow the Windows account and this device's approval.
- 05** Administrators with candidate and schedule access can open School operations to consult instructors, vehicles and recent user activity. Record changes in Windows, then check synchronization on the phone.



Helpful tip

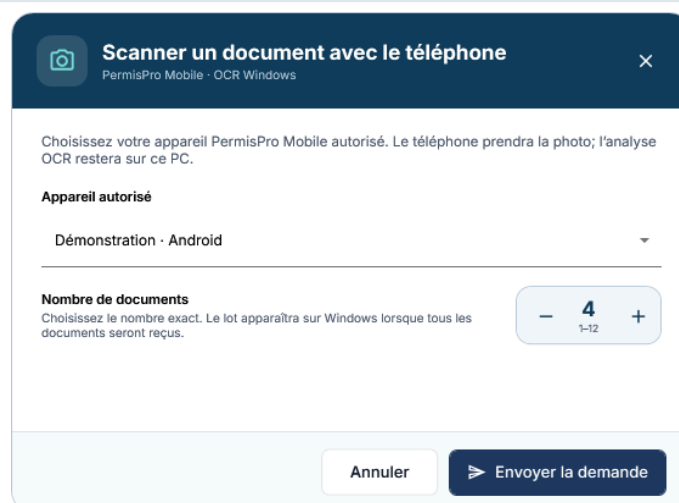
Previously synchronized overview information may be available offline. Full profiles and other pages can still need a connection; always check freshness before acting.



Scan 1 to 12 pages and read their information

Use the computer or connected phone to prepare candidate information without typing everything by hand.

Where to find it **Windows: Scan a document / Android: Scanner**



The screenshots use fictional demonstration data.

WHAT TO DO

- 01** From Windows, import supported document images or use Scan with phone, select the authorized device and choose 1 to 12 pages. On Android, open the incoming request and allow camera access. An authorized phone can also initiate a dossier scan for an available computer.
- 02** Place one upright page flat, in even light, with all four corners visible. The native scanner uses camera orientation and geometric corner detection, keeping the image in color rather than forcing black and white. Hold still for automatic capture, or use the shutter if the edges or image quality are uncertain.
- 03** The native capture goes straight to preparation and upload without a crop-review screen or a reflection checkbox. Replace the paper with the next page when the scanner continues; automatic capture can wait until it detects a changed scene, and the manual shutter stays available. A standard camera fallback may need the capture and confirmation buttons.
- 04** Follow the transfer progress and the computer's receipt confirmation. Receipt means the images arrived; OCR analysis and its result are shown separately on Windows. A new scan can start after receipt without waiting for OCR review.
- 05** Check the recognized document type, suggested candidate information, confidence, and any differences between documents.
- 06** After the batch is received, use Finish on the phone to close its receipt. On Windows, correct or reject values that do not match the original. OCR suggestions in a new-candidate form remain an unsaved draft until you save the candidate.



Helpful tip

Automatic capture is a convenience, not a guarantee of perfect corners or OCR accuracy. Keep the source readable and correctly oriented; check the suggested information on Windows before saving.



Choose OCR for your computer

The phone captures the image; Windows reads the text and prepares information for your confirmation.

Where to find it **Windows → Document scan / OCR settings**



In-app Windows installer · example download progress, not a live download.

WHAT TO DO

- 01** Start with Automatic or Fast on an ordinary computer. The standard local OCR handles Arabic, French and English without sending the image to a cloud OCR service. Advanced can use its installed local engine. Capturing on a phone does not move recognition off Windows.
- 02** The Powerful PC / Document AI mode is optional and must be selected explicitly. If it is not installed, its native Windows installer opens: choose Download and install. The package is approximately 4.09 GB, occupies about 6.3 GB installed and asks for 12 GB of free space during setup; check that your computer is suitable first.
- 03** Follow Download, security verification, local installation and Ready in the same window. It shows progress, downloaded bytes and expandable details; supported partial downloads can resume after cancellation or an interruption. Windows verifies the package before activating it. Automatic never launches this large model; if it is unavailable, the standard local path remains available.
- 04** Algerian birth and residence documents can suggest structured fields such as names, dates and location. Other document types can still provide text. Detection quality depends on the source; neither OCR nor a detected document type proves authenticity.
- 05** Compare suggestions with the original on Windows. Correct uncertain fields before saving. Cloud if needed is a separate opt-in mode, not a requirement for local OCR or a promise of a free billing-enabled service. It needs a configured, available service and its limits; when cloud recovery is unavailable, keep working with the local result.



Helpful tip

A larger model is not a guarantee of better results on every document. Begin with clear, upright, uncropped text and the standard local mode; enable heavier options only when useful on your computer.



Protect data with backups

Create a recoverable copy of the school's data and know where to find it before you need it.

Where to find it **Windows → Backups**

WHAT TO DO

- 01** Create a local backup after initial setup and before important changes, an update or a restore. Wait for success and check the displayed location and date.
- 02** Keep a recent copy outside the computer when possible. A backup stored only on the same disk cannot protect against that disk failing.
- 03** Use online backup only when it is included and enabled in your active offer. Check the successful backup status; a mobile synchronization indicator is not a backup confirmation.
- 04** Before restoring, verify the school and backup date and save the current data. Read the restore confirmation carefully because restoring replaces the working data with that backup.



Helpful tip

Periodically check that your recent backups are usable. Ask support if the correct backup or restore destination is unclear.



Updates, notifications and device security

Keep Windows and Android current so pairing, permissions, scanning and shared data work together.

Where to find it **Windows → About / Updates · Android → Header / More / Updates / Notifications**

WHAT TO DO

- 01** Android checks updates at launch, including before QR pairing. From More in the header, use Check for updates. Android 1.1.36 (build 47) is a mandatory release: an older installation must complete the required official APK update before continuing. The current build should report up to date, not repeatedly request its own version.
- 02** Accept Android camera access for scanning and notification permission for reminders. If you refused a permission, open Android app settings to enable it, then return to PermisPro and check the Notifications screen.
- 03** Enable a secure device screen lock. Where supported by Android, PermisPro uses strong biometric authentication or the device PIN/password; available face authentication depends on the phone's security support.
- 04** If a phone is lost or reassigned, revoke its access in Windows Phone Manager. For a failed update, check the connection, date/time and installed version, then retry without deleting your school data.



Helpful tip

A background notification depends on Android permissions, connectivity and battery settings. Check the sync time in the app when you need current information.

A simple routine that keeps everything up to date

01

Every day

Review today's priorities and record payments, lessons, calls, messages and exam changes as they happen. Check the phone's synchronization time when away from the office.

02

Every week

Check incomplete files, unpaid balances, schedules, vehicles, and make a backup.

03

Every month

Check income and expenses, review team access, test a backup, and install updates when PermisPro asks.

Common questions

The phone is still waiting for permission. What should I do?

In Windows Phone Manager, check that you saved permissions on the correct device reference and account. Keep both apps connected and bring Android to the foreground, then use Check now. Check the latest versions before generating another QR; scanning alone does not grant data access.

Why are the phone's figures different from Windows?

Compare the same school, account permissions, period and Algerian date. Check the phone's synchronization time and whether the relevant candidates, agenda or payment permission is granted. Restore the connection and refresh: saved offline information can be older than Windows.

The pictures arrived, but OCR is still running. Must I wait?

Receipt and recognition are separate stages. Once Windows confirms receipt, close the phone receipt with Finish and start another scan without waiting for OCR review. Check the OCR result on Windows when ready. If receipt is missing, check both connections and transfer status before retrying the same batch; images sent is not yet a computer receipt confirmation.

Why can request verification fail after a long pause in a large scan?

A large batch left waiting for its final pages can temporarily reach the request-status polling limit. The phone may show a verification warning even though earlier images arrived. Keep the existing batch, check the connection, wait briefly and retry or continue the pending page. Verify Windows receipt before sending duplicates. This is a known polling limitation, not proof that all images were lost or that OCR failed.

Why does automatic capture wait on the next page?

Replace the previous sheet, show all four corners and hold the phone still while focus settles. Automatic capture can wait when the scene still resembles the preceding page, the corners are unclear or image quality is uncertain. Use the shutter when needed; there is no reflection checkbox or compulsory native review screen. Inspect the received image on Windows if orientation or framing looks wrong.

Why are notifications off even after allowing them?

Open the phone's account/settings area and its Notifications screen. Check Android notification permission, the app's notification settings and system battery/background restrictions. The phone must also be paired and have the relevant access. If permission was denied, re-enable it in Android settings.

Can I edit the school's records on Android?

The mobile workspace is for viewing synchronized data and authorized phone actions such as scanning or communication. Create and change school records in Windows. The sections visible on each phone depend on its permissions.

Why is a suggested message unavailable?

PermisPro shows only messages that fit the candidate's current situation. Check the candidate's documents, payments, and upcoming exams.

When is a candidate marked as successful?

After every required theory and practical stage for the selected licence category has been passed.

Why is online backup unavailable?

Online backup must be included in your active plan. You can still create a backup on your computer.

What should I send to support?

Describe what you were doing, mention the PermisPro version shown in About, and attach a screenshot without passwords or private documents.



Need help?

Tell Fikrova support what you were trying to do and attach a screenshot without passwords or private documents.