FlowMitra

FLOWMITRA FOR

Schools, coaching centres & clinics (admin work)

The daily housekeeping of an institution, kept on track.

THE EVERYDAY PROBLEM

Cleaning, registers, fee follow-ups and certificates depend on one or two people remembering.

EXAMPLE FLOW — ADMISSION

Admission enquiry → Documents collected → Fee follow-up → Admission confirmed

EXAMPLE DAILY CHECKLISTS

- Classroom / waiting-area cleaning — daily
- Attendance register check — daily
- Fee reminder list — weekly
- Fire-safety check — monthly

WHAT CHANGES

Admin and housekeeping staff each get a short daily list. Nothing about students or patients needs to be entered.

Good to know: We recommend using it for administration and housekeeping only, not for medical or student records.

Every step has a photo
Nothing is marked done without proof.

WhatsApp alerts
New work, one overdue alert, morning and evening summary.

Fair staff scores
Lateness counts only working time.

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