

QuikOne FSM

User Guide - Organization Setup

Contents

2. Organization Setup.....	2
2.1 My Account	2
2.2 Time Zone & Language Settings.....	3
2.3 Theme Settings	4
2.4 Notification Settings.....	5
2.5 Integrations.....	6
2.6 Manage Subscriptions.....	7
2.7 Subscription Details	9

2. Organization Setup

2.1 My Account

The **Edit My Account** page allows users to update their personal profile, contact information, location details, language preferences, time zone, and profile picture. Keeping this information up to date helps personalize the application and ensures accurate communication.

Navigate to:

Profile Icon → My Account → Edit My Account

Update the following information:

Personal Information

- First Name
- Last Name
- Gender

Contact Information

- Email Address
- Phone Number

Location

- Address Line 1
- Address Line 2
- Country
- State
- City
- Postal Code

Preferences

- Preferred Language
- Time Zone

Profile Picture

You can upload or change your profile picture by clicking **Choose File** and selecting an image from your device.

After updating the required information, click **Update** to save your changes.

Note: Fields marked with an asterisk (*) are mandatory and must be completed before saving the profile.

Users

Users / My Account / Edit My Account

< Back

Edit My Account

Personal Information

First Name*

QuikFSM

Last Name

Last Name

Gender*

Select

Contact Information

Email*

quik.fsm@gmail.com

Phone Number*

+91 7542102120

Location

Address Line 1

Address Line 1

Address Line 2

Address Line 2

Country

Select

State

Select

City

Select

Postal Code

Postal Code

Preferences

Language

Select

Time Zone

Select

Profile Picture

Choose File

2.2 Time Zone & Language Settings

QuikFSM

QuikFSM

quik.fsm@gmail.com

My Account

Sign Out

Language

English

Time Zone

Asia/Kolkata

Manage Subscriptions

Super Admin

QuikFSM allows users to personalize their account by selecting their preferred language and time zone. These settings help provide a localized user experience and ensure that dates and times are displayed according to the user's selected time zone.

Navigate to:

Profile Icon → Language / Time Zone

Change Language

To change your preferred language:

1. Click the **Profile Icon** in the top-right corner.
2. Click the **Language** drop-down list.
3. Select your preferred language.

Change Time Zone

To change your preferred time zone:

1. Click the **Profile Icon** in the top-right corner.
2. Click the **Time Zone** drop-down list.
3. Select your preferred time zone.

Note: Your selected language and time zone will be applied only to your user account and will not affect other users within your organization.

2.3 Theme Settings

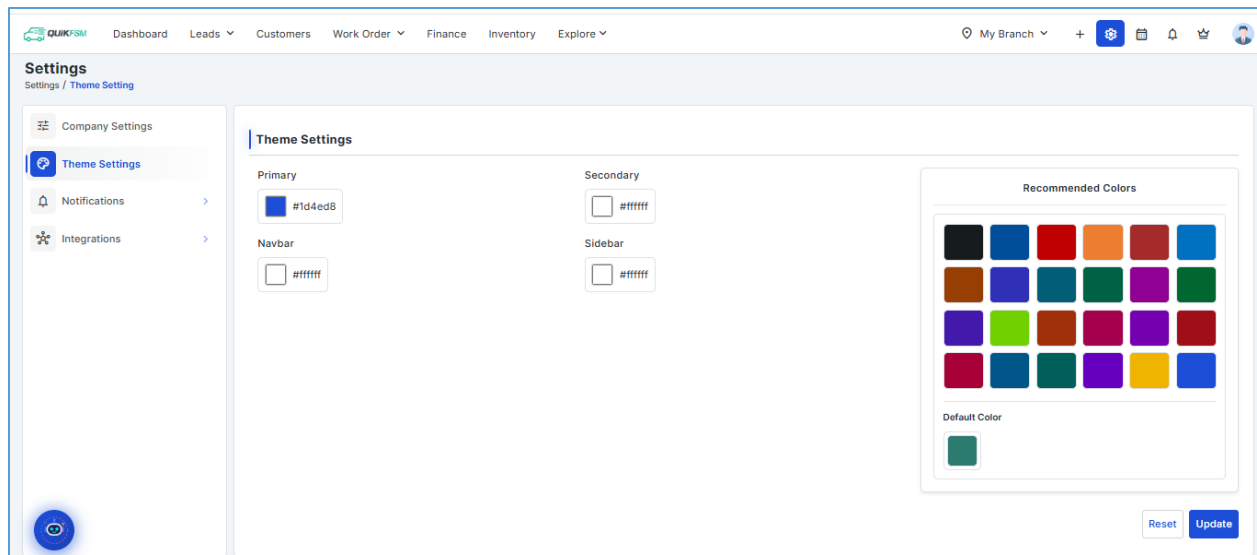
QuikFSM allows you to personalize the application's appearance to match your company's branding.

Navigate to:

Settings → Theme Settings

You can customize:

- Primary Theme Color
- Secondary Theme Color



2.4 Notification Settings

Configure automated notifications to keep customers informed throughout the service process.

Navigate to:

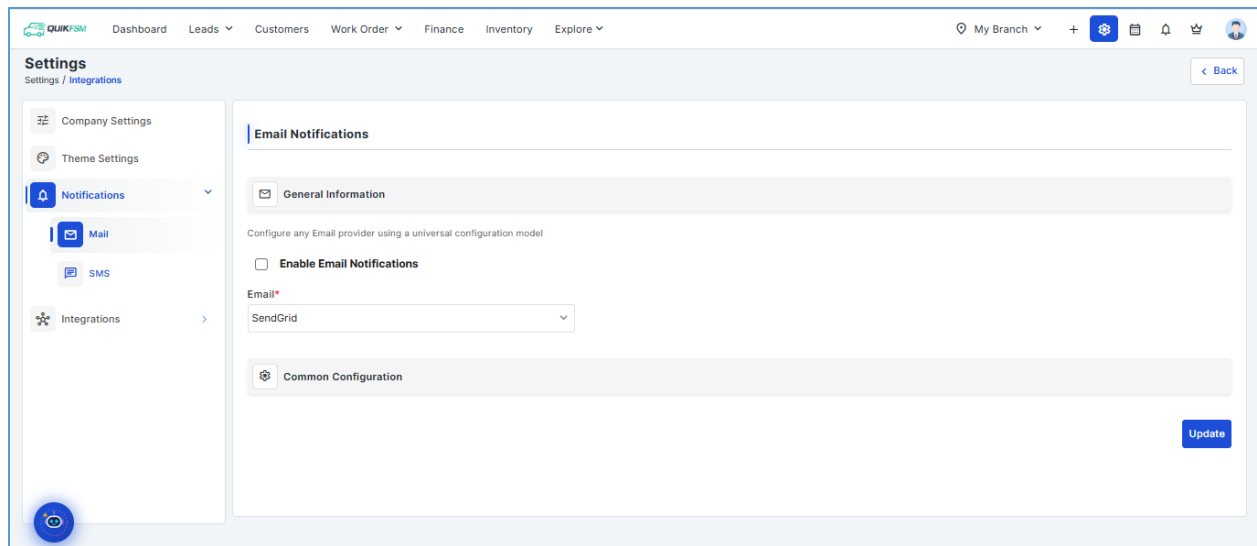
Settings → Notifications

Depending on your subscription and configuration, you can enable notifications through:

- Email Notifications
- SMS Notifications

Notifications can be configured for important service events such as:

- Work Order Creation
- Technician Assignment
- Job Status Updates
- Service Completion
- Invoice Generation



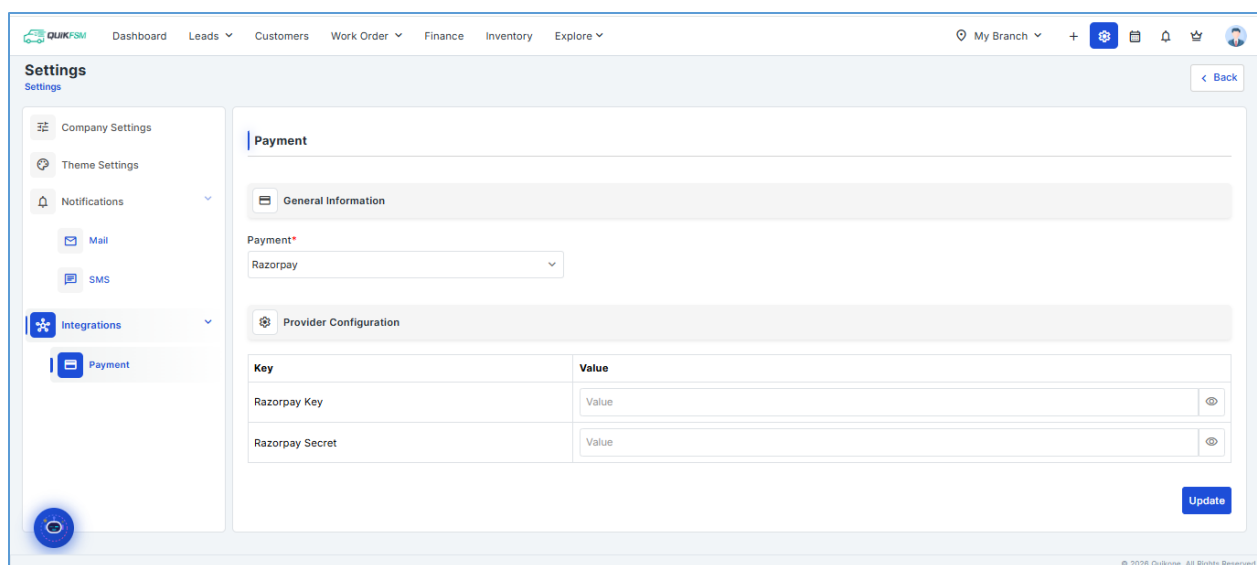
2.5 Integrations

QuikFSM supports integration with third-party applications and APIs to streamline your business operations and improve workflow automation.

Navigate to:

Settings → Integrations

From here, you can configure available integrations with supported business applications and external services.



After completing the onboarding process, your QuikFSM account is ready for use. You can begin adding customers, creating work orders, scheduling technicians, tracking service activities, and managing your field service operations efficiently.

2.6 Manage Subscriptions

1 Plan

2 Add-Ons

3 Billing

QuikOne Pricing

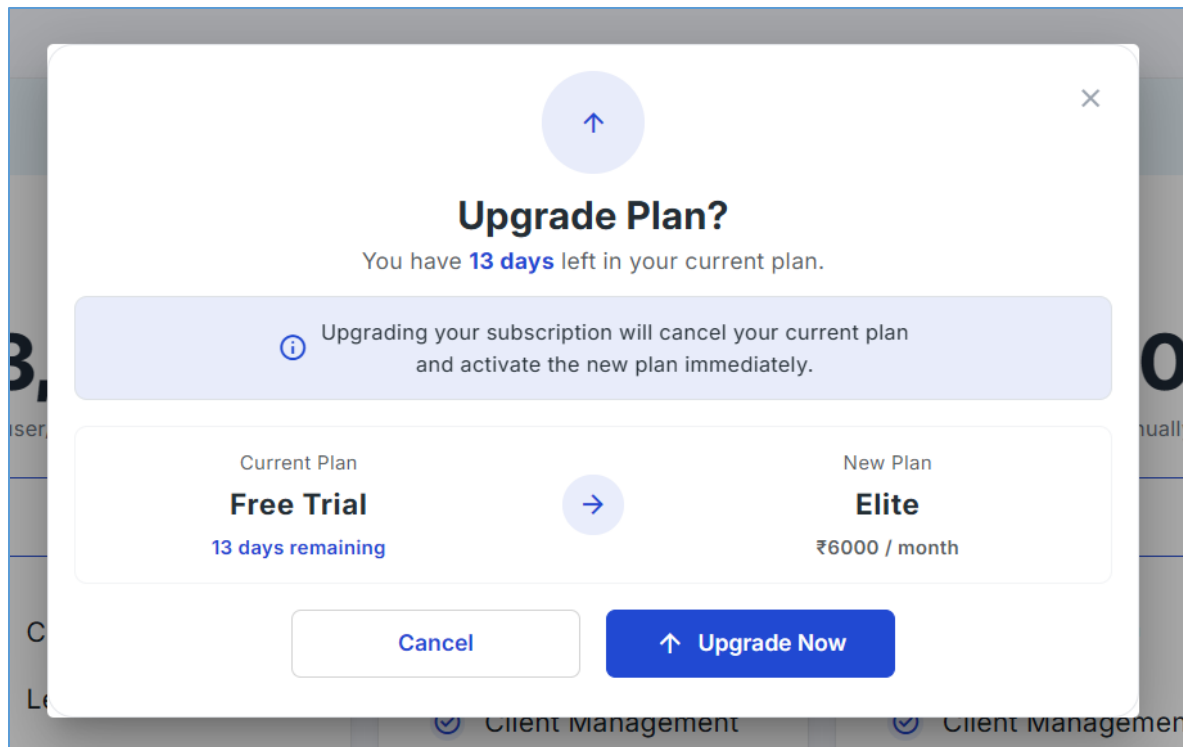
Powerful Field Service Management software for growing service teams without the complexity.

QuikFSMQuikCRM

Number of Users5

MonthlyYearlySave upto 20%

Basic	Standard	Elite
Best for Basic	Best for Standard	Best for Elite
₹3,000.00 /user/month, billed annually	₹4,500.00 /user/month, billed annually	₹6,000.00 /user/month, billed annually
Get Started	Get Started	Get Started
- Client Management - Lead Creation - Work Order Creation	Includes everything in Basic , plus: - Client Management - Lead Creation	Includes everything in Standard , plus: - Client Management - Lead Creation



The **Manage Subscriptions** page allows users to upgrade or downgrade their QuikFSM subscription plan, modify the number of licensed users, and choose the preferred billing cycle.

Navigate to:

Profile Icon → Manage Subscriptions

To change your subscription plan:

1. Click the **Profile Icon** in the top-right corner.
2. Click **Manage Subscriptions**.
3. Select the **QuikFSM** product.
4. Choose the required **subscription plan** (Basic, Standard, or Elite).
5. Select the required **Number of Users**.
6. Choose the preferred **Billing Cycle** (Monthly or Yearly).
7. Click **Get Started** for the required plan.

Upgrade Confirmation

If you are upgrading your existing subscription, an **Upgrade Plan** confirmation window will be displayed.

The confirmation window displays:

- Current Subscription Plan
- Remaining Days in the Current Plan
- New Subscription Plan
- Subscription Charges

To continue with the upgrade:

1. Review the current and new subscription details.
2. Click **Upgrade Now** to confirm the subscription upgrade.
3. The system will redirect you to the **Add-Ons** page, followed by the **Billing** page to complete the subscription process.

To cancel the upgrade, click **Cancel** or close the confirmation window.

Subscription Plans

QuikFSM offers the following subscription plans:

- **Basic** – Suitable for small service teams with essential Field Service Management features.
- **Standard** – Includes all features available in the Basic plan, along with additional capabilities for growing businesses.
- **Elite** – Includes all features available in the Standard plan, along with advanced enterprise-level features.

Note: Subscription pricing is calculated based on the selected subscription plan, billing cycle, add-ons (if applicable), and the number of licensed users.

2.7 Subscription Details

Subscription Details

View and manage your current subscription plan

Current Plan

Free Trial Active

Your plan is active and valid until 21-08-2026

₹0.00 / month

Next billing: 21-08-2026

Application

QuikFSM

Billing Cycle

Monthly

Subscription ID

145

Plan Name

Free Trial

Status

Active

Payment Method

Cash

Plan Features

Work Order Tracking

Audit Logs

Upgrade Plan

Pricing Summary

User Pricing (10 × ₹0.00)	₹0.00
Ticket Pricing (10 × ₹0.00)	₹0.00
Plan Fee (Monthly)	₹0.00
Cycle Discount (0%)	- ₹0.00
New Tax (7%)	+ ₹0.00
GST 9% (9%)	+ ₹0.00
IGST 10% (10%)	+ ₹0.00
Total Payable	₹0.00

Subscription History

Active	Free Trial	₹0.00
06-08-2026 - 21-08-2026		

View Full History

Need a different plan?

Upgrade, downgrade or change your plan as per your business needs.

Contact Support

The **Subscription Details** page provides a comprehensive overview of your current subscription, pricing information, subscription history, and available plan features.

Navigate to:

Profile Icon → Manage Subscriptions → Subscription Details

The Subscription Details page displays the following information:

Current Subscription

View details of your current subscription, including:

- Application
- Current Plan
- Billing Cycle
- Subscription ID
- Subscription Status
- Payment Method
- Next Billing Date

Plan Features

Displays the features included in your current subscription plan.

Pricing Summary

View a detailed breakdown of your subscription charges, including:

- User Pricing
- Ticket Pricing
- Plan Fee
- Discounts (if applicable)
- Taxes
- Total Payable Amount

Subscription History

View your previous and current subscription plans, including their subscription period and status.

Click **View Full History** to view the complete subscription history.

Upgrade Subscription

To upgrade your subscription plan, click **Upgrade Plan** and follow the subscription wizard to select a new plan.

Contact Support

If you need assistance with your subscription or billing, click **Contact Support** to get in touch with the QuikFSM Support Team.

Note: The information displayed on this page may vary depending on your current subscription plan, billing cycle, and account status.