Flowbit

FLOWBIT · FOR EVERYONE

Getting Started

Sign up, choose a plan, set up your workspace, find your way around and secure your account. Read this first, whatever your role.

Flowbit 2.0 October 2026 16 topics · 12 screens · 25 questions

Screens from the demo workspace "Vistaar WebX"

Who this is for

Everyone who uses Flowbit: the owner setting it up, admins, managers and employees. It covers the first day: signing up or accepting an invite, finding your way around, checking in and keeping your account safe. The product guides take it from there.

Numbered marks. Some screenshots have yellow boxes with numbers on the controls the steps talk about. The same number appears next to the button name in the text, for example 1 **Add employee**, and a key under the picture lists every number.

GOOD TO KNOW

What you see depends on your role and your plan. If a page or button in this guide is missing for you, ask the owner or an admin of your workspace.

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PART 1

Meet Flowbit

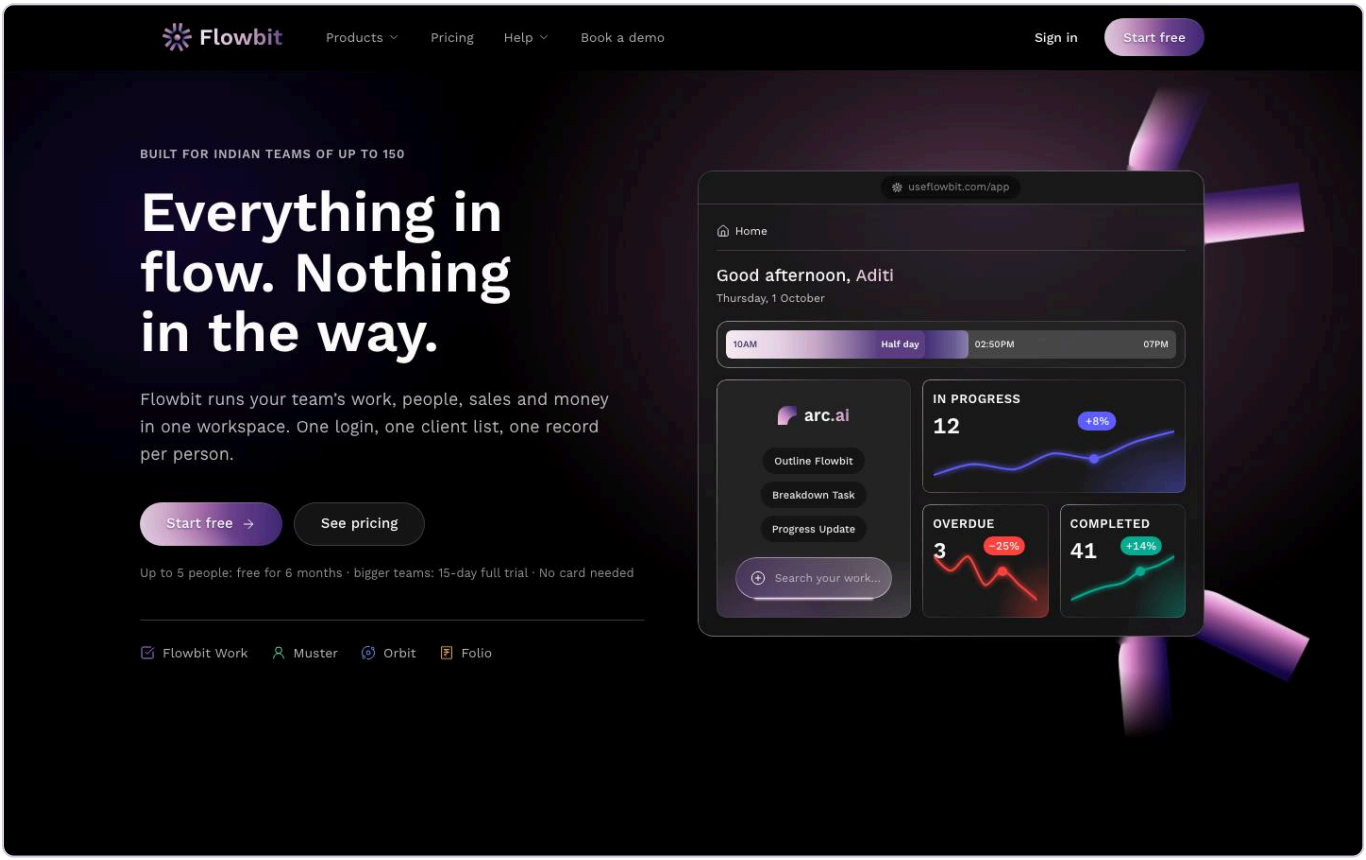
What Flowbit is, the plans, signing up and signing in.

Flowbit is one workspace for your team's work, people, sales and money. This chapter covers signing up, signing in, the screen layout, daily check-in and the Home dashboard. Everyone should read it once.

What Flowbit is

Open: **useflowbit.com** / Who: anyone

Flowbit holds four products. They share one login, one workspace, one client list and one subscription, so a client added in Orbit is the same client you invoice in Folio and run a project for in Work.

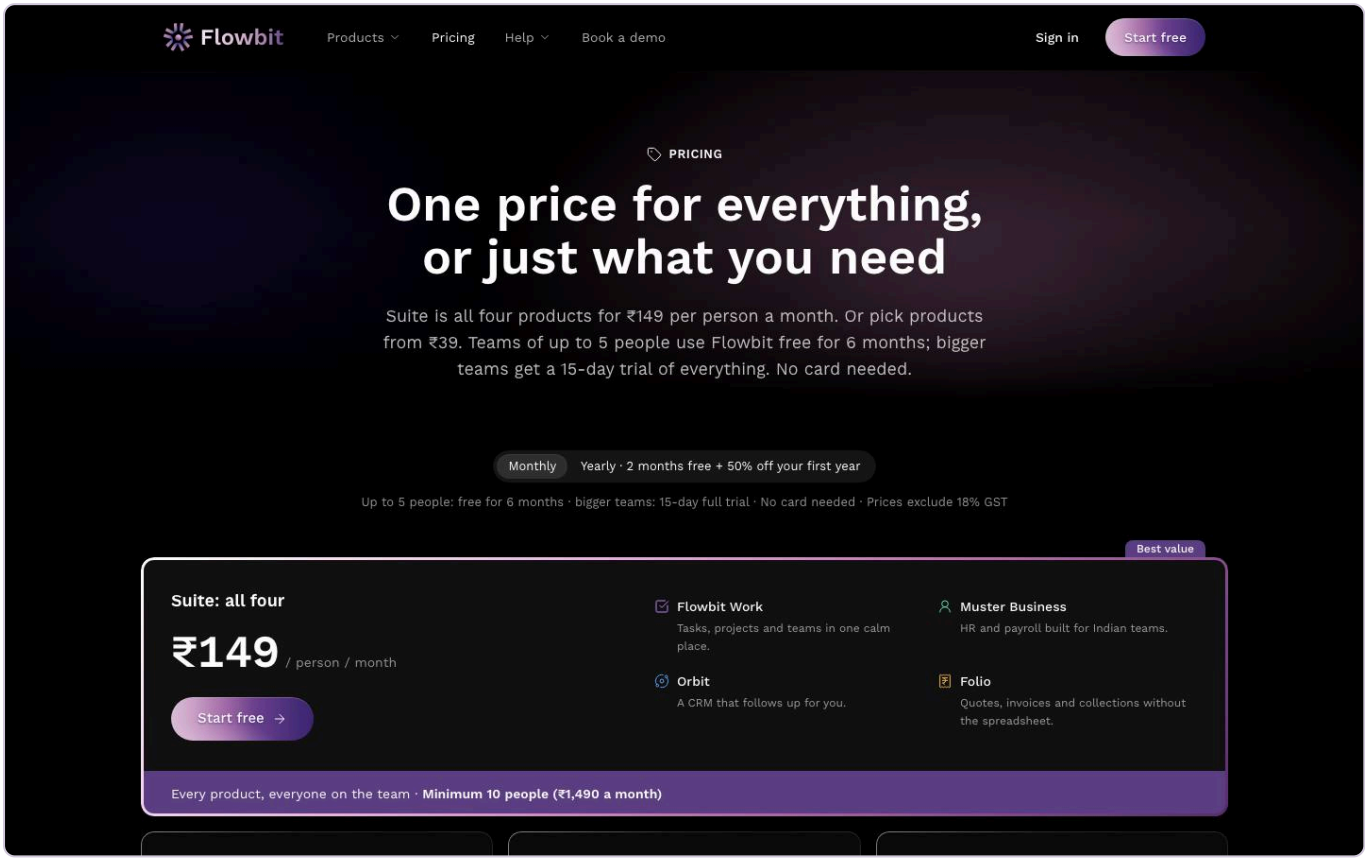


The public home page. **Sign in** and **Start free trial** sit at the top right.

PRODUCT	WHAT IT DOES	WHO MOSTLY USES IT
Flowbit Work	Tasks, spaces, projects, teams, meetings, posts, time tracking, whiteboards, reports and the Arc assistant.	Everyone
Muster	HR and payroll: people, attendance, leave, reimbursements, payroll with PF, ESI and PT, HR letters and employee self-service.	HR, finance, every employee (self-service)
Orbit	CRM: leads, deals, contacts, activities and pipeline reports.	Sales
Folio	Billing: GST invoices, quotes, receipts, ledger, aging and recurring retainers.	Finance, owners

PLANS AND PRICES

The **Pricing** page lists each plan. Prices are per month and exclude 18% GST. Monthly plans pay the list price. Yearly plans cost 10 months' price (2 months free), and your first year is 50% off on top, paid up front. For example, 20 people on Suite pay ₹14,900 for the first year and ₹29,800 at each renewal (plus GST).



Switch between **Monthly** and **Yearly · 2 months free + 50% off your first year** at the top. Yearly prices show the first year, then the renewal price.

PLAN	PRICE	MINIMUM
Suite: all four	₹149 per person	10 people (₹1,490 a month)
Flowbit Work	₹59 per user	5 users
Muster Starter (no payroll)	₹39 per employee	10 employees
Muster Business (payroll, PF, ESI, PT)	₹79 per employee	10 employees
Orbit	₹149 per sales user	2 sales users
Folio	₹399 per workspace, flat	2 firms and 3 users included; each extra firm ₹199

The **Estimate your bill** calculator on the same page adds up the products you pick for your team size and compares it with the Suite.

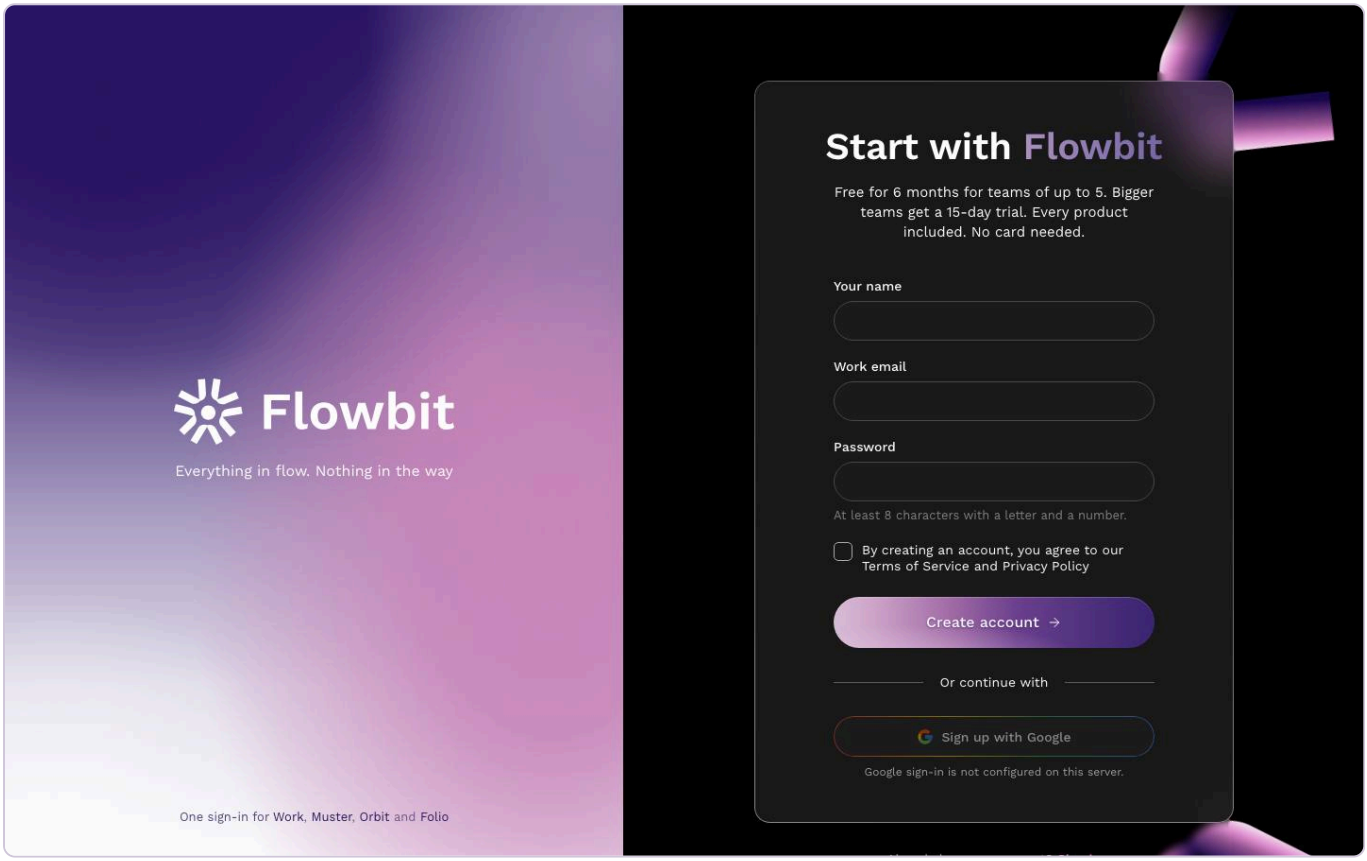
GOOD TO KNOW

After the free months or a trial end without a plan, the workspace stays read-only for 30 days while you choose one. Export works throughout. Payments go through Razorpay (card, UPI or netbanking) or by bank transfer against a bill. Until Flowbit is registered for GST, no GST is charged and Flowbit's invoices say they are not tax invoices; after registration, 18% GST is added and each payment gets a GST tax invoice.

Sign up and create a workspace

Open: **Start free** `/signup` Who: the person setting Flowbit up (becomes the Owner)

The person who signs up becomes the workspace **Owner**. Everyone else joins later by invite, so they should not sign up on their own.



The sign-up card. The password hint sits under the field.

CREATE YOUR ACCOUNT

1. Click **Start free** on the home page.
2. Fill in **Your name**, **Work email** and **Password**. The password needs at least 8 characters with a letter and a number.
3. Tick the box to agree to the Terms of Service and Privacy Policy.
4. Click **Create account**. Or click **Sign up with Google** if your workspace has Google sign-in turned on.

VERIFY YOUR EMAIL

1. On **Verify your email**, click **Email me a code**.
2. Type the six-digit code into **Code from the email** and click **Verify**. The code lasts 10 minutes. If it does not arrive, check spam or click **Send a new code**.

STEP 1: CREATE YOUR WORKSPACE

1. Enter the **Workspace name**, for example your company name.
2. Check the **Workspace URL**. Flowbit suggests one from the name and checks it as you type. A green tick means it is free.
3. Under **How many people will use this workspace?** pick a size: Just myself, 2-5, 6-10, 11-50, 51-200, 200-500 or 500+.
4. Optionally add your **GSTIN or PAN**.
5. Optionally type teammates' emails under **Invite team members**, click **Add member** for each, and choose a role for each (Member, Manager, Admin, HR admin, Finance or Sales).
6. Click **Continue**, or **Skip for now** to invite people later.

> **GOOD TO KNOW**
> The card tells you which start you get. Up to 5 people: free for 6 months, with every product. Bigger teams: a 15-day full trial of every product. No card is needed for either. Each business gets one Free workspace and one trial, matched by GSTIN, else PAN, else your email; if your business already had one, the card says so.

STEP 2: CHOOSE HOW YOU WANT TO WORK

1. Pick **Project-Based Workspace** (Workspace, then Projects, then Tasks and subtasks; best for agencies, startups, software and marketing teams) or **Personal Task Workspace** (your own tasks with no project setup; best for freelancers and personal productivity).
2. Click **Create Workspace**. You land on Home.

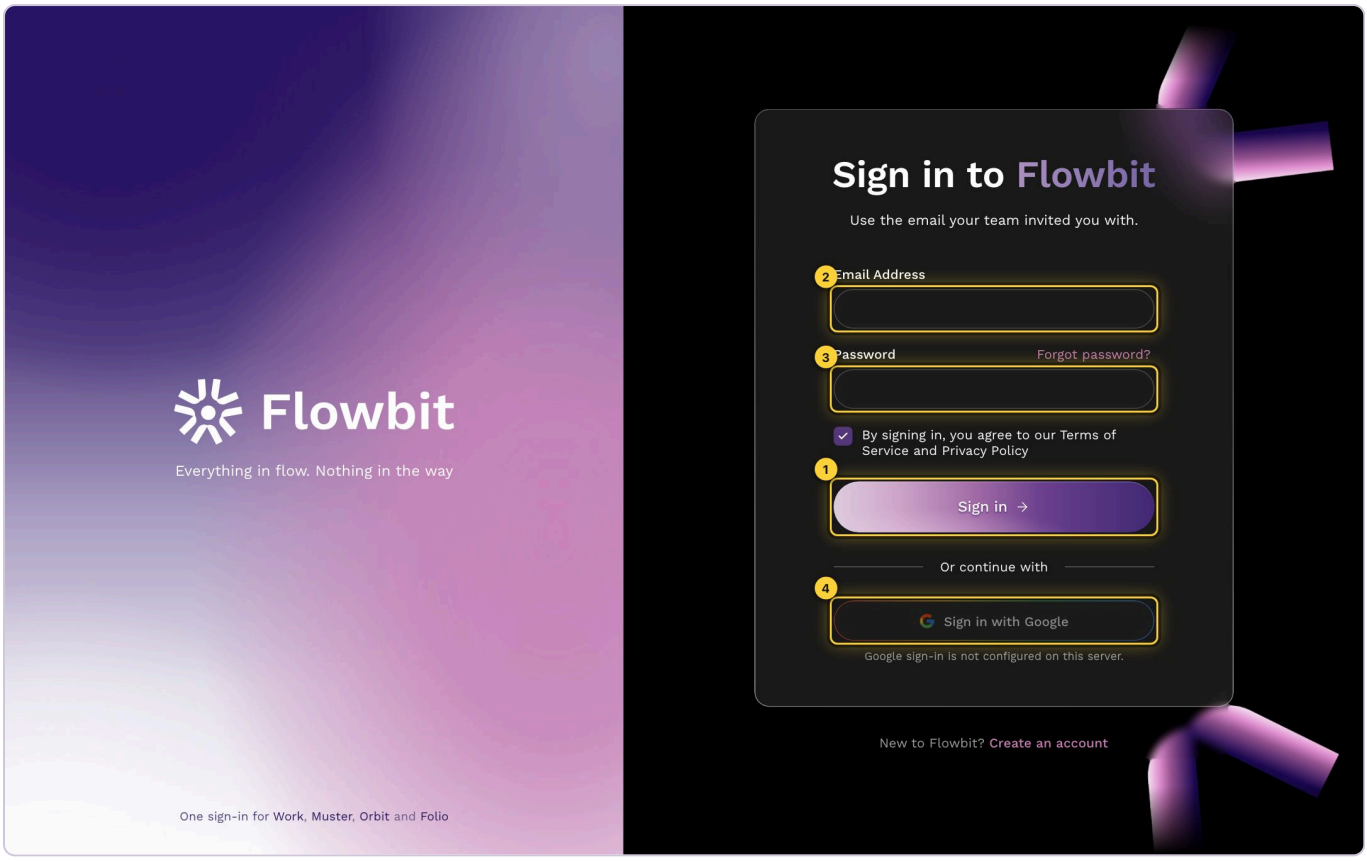
> **TIP**
> The mode only sets your default experience. You can turn on the other mode later from workspace settings.

Sample data and Get started

New workspaces can click **Load sample agency** to see Flowbit with clients, projects, tasks, leads, invoices and employees already in it. **Remove sample data** deletes only those sample records, never your own. Owners and admins also see a **Get started** card on Home (invite 2 people, create a project, add a task, check in, draft an invoice) and a short tour the first time they open each product. Replay a tour from the account menu.

Sign in, Google and forgotten passwords

Open: **Sign in** `/login` Who: everyone



Use the email your team invited you with.

1 Sign in 2 Email Address 3 Password 4 Sign in with Google

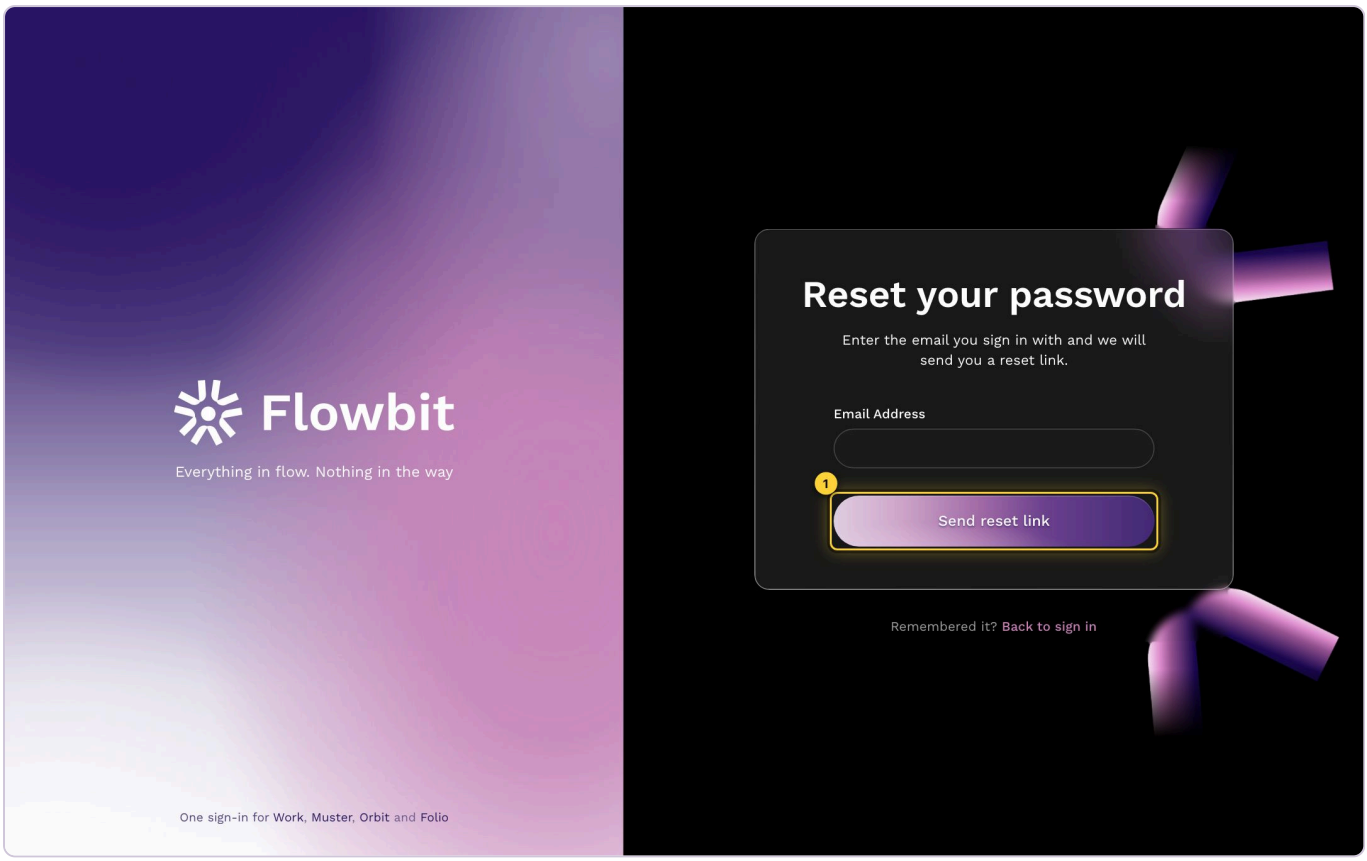
SIGN IN WITH EMAIL

1. Click 1 **Sign in** on the home page.
2. Enter your 2 **Email Address** and 3 **Password**.
3. Leave the terms box ticked and click 1 **Sign in**.

SIGN IN WITH GOOGLE

Click 4 **Sign in with Google** and choose the Google account that matches your work email. If the card says Google sign-in is not configured, use email and password instead.

RESET A FORGOTTEN PASSWORD



Flowbit emails a reset link to the address you enter.

1 Send reset link

1. On the sign-in card, click **Forgot password?**.
2. Enter the email you sign in with and click 1 **Send reset link**.
3. Open the email and click the link. It works once and for 60 minutes.
4. On **Choose a new password**, type the new password twice and save. You are signed in on that device and every other session is signed out.

> **TIP**
> If the link has expired, request a fresh one from the same page.

Accept an invite

Open: **the link in your invite email** `/invite/…` Who: new teammates

An Owner or Admin invites you from Settings, or the Invite button on the rail. You get an email naming the workspace and the role you will have.

1. Open the invite email and click the link.
2. If you are new to Flowbit, the page shows **Create your account for** the workspace. Set your name and password, or click **Continue with Google**.
3. If you already have a Flowbit account, the page shows **Sign in to join**. Sign in with the invited email.
4. If you are already signed in with that email, click **Join** followed by the workspace name.

GOOD TO KNOW

Invite links work for 7 days and only once. If yours has expired, ask the person who invited you to send a new one. If you are signed in with a different email, the page says so and offers to switch account.

PART 2

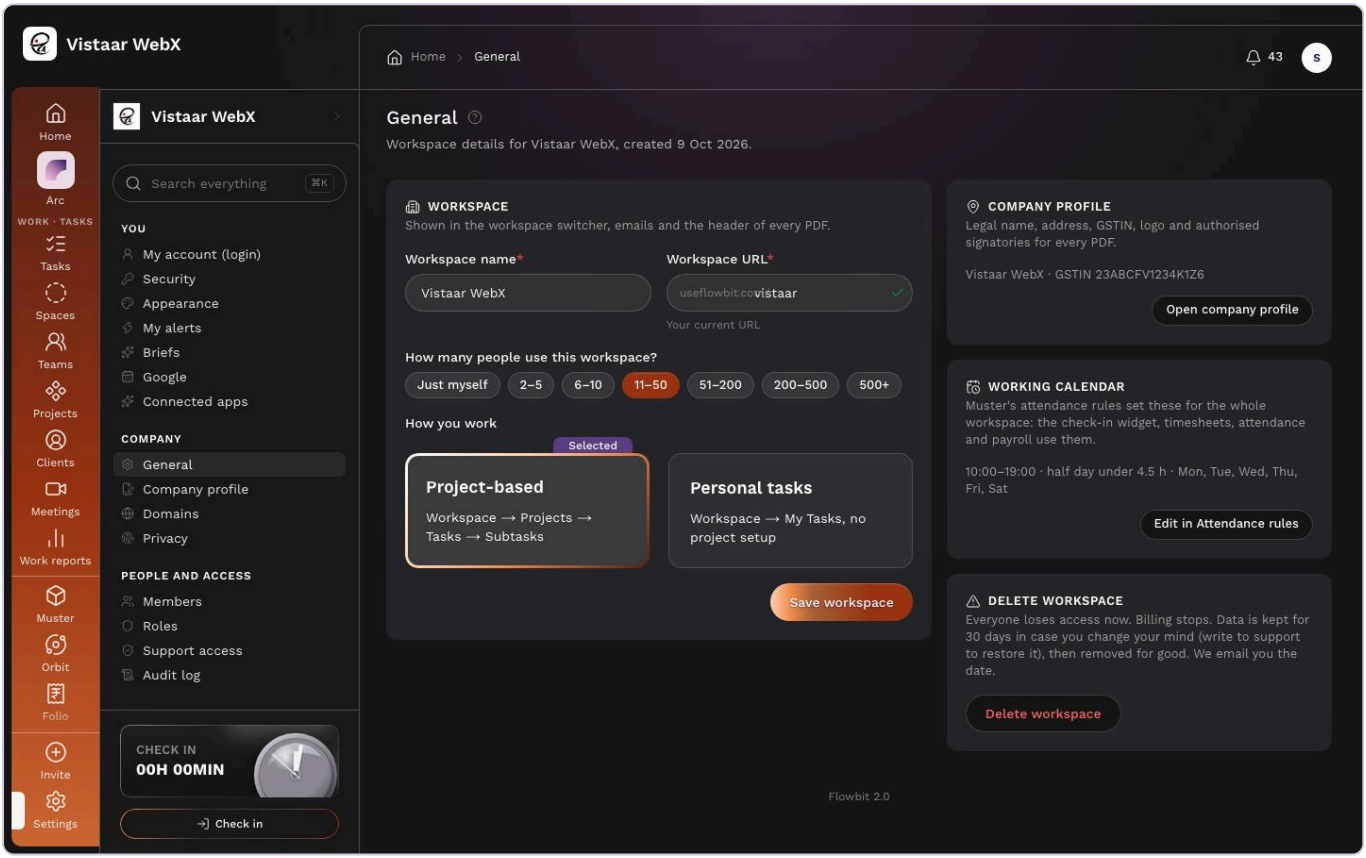
Set up your workspace

Workspace details and who can do what.

General: workspace details

Open: **Rail → Settings → General** `/app/settings` Who: owner, admin

The workspace name and URL, and the working hours that attendance and payroll use. The company's legal details, logo and signatories live in Company profile *(see the Admin and Settings Guide)*.



The Settings side panel on the left; the workspace name, URL, team size and logo on the right.

ON THIS PAGE

- **Workspace** — **Workspace name** (shown in the workspace switcher, emails and the header of every PDF), **Workspace URL**, **How many people use this workspace?** and **How you work**: **Project-based** (Workspace → Projects → Tasks → Subtasks) or **Personal tasks** (My Tasks, no project setup).
- **Company profile** — the legal name and GSTIN, with **Open company profile** to change them, the address, the logo and the signatories.
- **Working calendar** — **Day starts**, **Day ends**, **Half day (hours)** and **Working days**. The time zone is fixed to Asia/Kolkata (IST).
- **Delete workspace** — at the bottom of the page, owner only.

SET OFFICE HOURS AND WORKING DAYS

1. Set **Day starts** and **Day ends**, for example 10:00 AM to 07:00 PM.
2. Set **Half day (hours)**, for example 4.5.
3. Tick the **Working days**. Untick Sunday (and Saturday if you work five days).
4. Click **Save hours**.

> **GOOD TO KNOW**
> The check-in widget, attendance and the number of working days in payroll all follow this calendar. Change it before you run a month's payroll, not in the middle.

DELETE THE WORKSPACE

Only the owner can do this. Everyone loses access at once and billing stops. Flowbit emails you the date: the data is kept for 30 days in case you change your mind (write to support to restore it), you get a reminder 7 days before, and then it is removed for good. Flowbit's own invoices to you are kept, as the law requires.

> **CAREFUL**
> Take a full export from **Export** before you click **Delete workspace**. After 30 days the data cannot be brought back.

Roles at a glance

Open: **Settings** → **Roles** `/app/settings/roles` Who: Owner and Admin manage roles

Each person has one role. The role decides which rail items and buttons they see. Owners and Admins can also build custom roles by combining permissions. Every role can use Work for their own tasks, meetings, posts and time, and every person with an employee record gets self-service (attendance, leave, claims, payslips, letters).

ROLE	WHAT THEY CAN OPEN AND DO
Owner	Everything, including the subscription and deleting the workspace.
Admin	Everything except the subscription and deleting the workspace.
HR admin	All of Muster: people, attendance, leave, claims, payroll run and approval, letters. Basic Work. Clients read-only. Audit log.
HR executive	People, attendance, leave, claims and letters. Does not see salaries or payroll, and no sensitive IDs. Basic Work.
Finance	Payroll approval and release, claim payouts, all of Folio, clients, and reports across Muster, Orbit and Work. Basic Work.

ROLE	WHAT THEY CAN OPEN AND DO
Manager	All of Work (every task, projects, spaces, teams, announcements, time approvals). Approves leave and attendance for direct reports. Reads Orbit. Edits clients.
Sales	All of Orbit, client records and Folio quotes. Basic Work.
Member (employee)	Their own tasks and the projects they are on, meetings, posts, time, whiteboards and Arc, plus self-service.

TIP

Hidden buttons are only a convenience. Flowbit checks the role on every action, so changing the address in the browser does not get round it.

PART 3

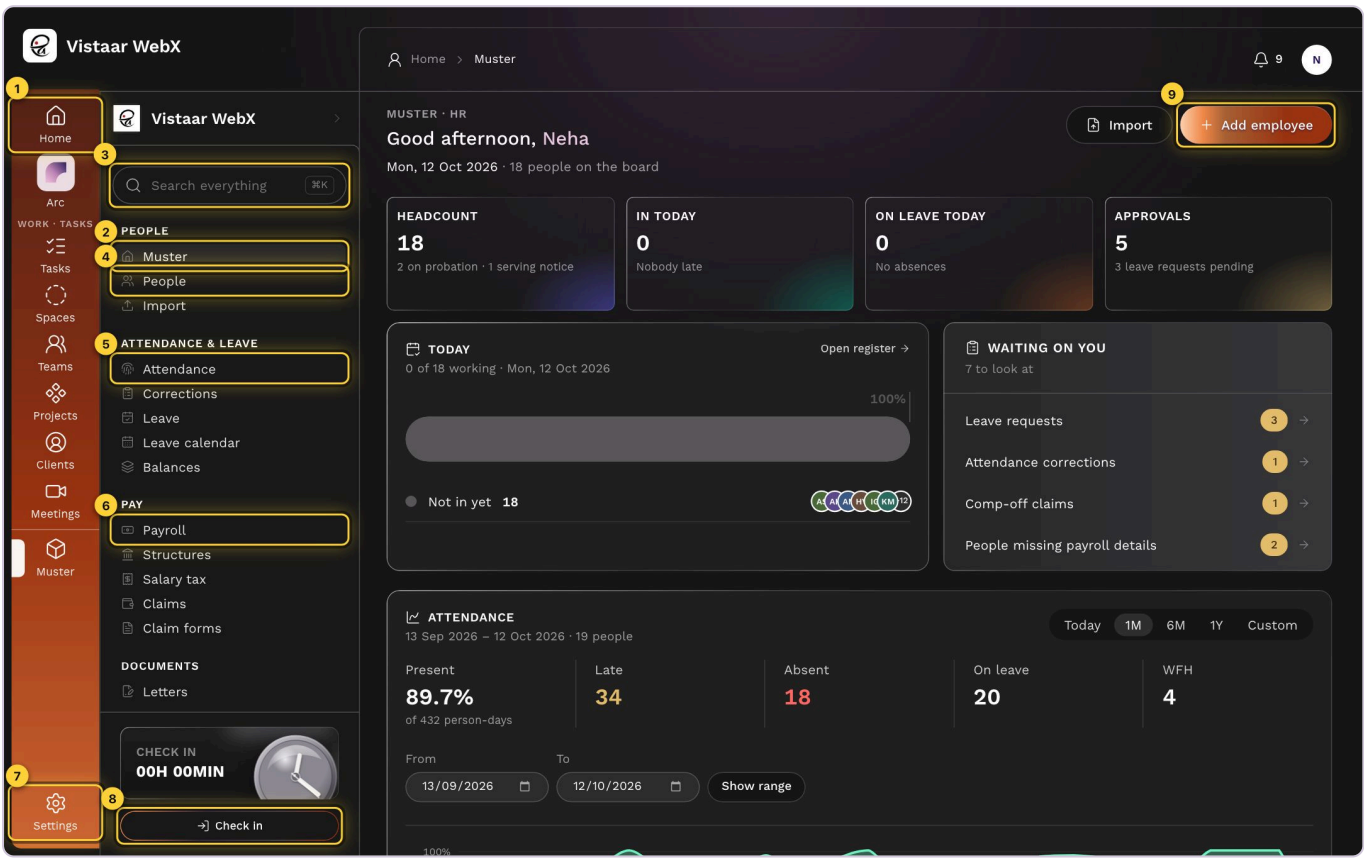
Find your way around

The screen layout, Home, notifications, approvals, daily check-in and where to get help.

Find your way around

Open: **any page after sign-in** `/app` Who: everyone

Every page has the same frame. Once you know it, every product works the same way.



The frame around every page, shown on the HR dashboard.

1 Home 2 Muster 3 Search 4 People 5 Attendance 6 Payroll 7 Settings 8 Check in 9 Add employee

ON EVERY PAGE

- **Logo** (top left): the Flowbit mark. On a phone, tap it to go Home.
- **Nav rail** (the purple strip on the left): 1 **Home**, **Arc**, **Tasks**, **Spaces**, **Teams**, **Projects**, **Clients**, **Meetings**, **Work reports** (under a Work · Tasks caption), then the products 2 **Muster** (HR), **Orbit** and **Folio**. At the bottom are **Invite** and 7 **Settings**. A white bar marks where you are. You only see what your role and plan allow. A product not in your plan shows a lock and opens a preview.
- **Side panel** (next to the rail): the workspace name with a switcher if you belong to more than one workspace, the 3 **Search** pill, and links for the product you are in. In Work these are **CREATE NEW PROJECT** with recent projects, **TEAMS**, and **TOOLS** (Whiteboard, Posts, Time, Time approvals). The check-in card sits at the bottom.
- **Top bar**: a breadcrumb on the left (for example Home › Tasks › Task) that you can click to go back up. On the right: the running timer if you have one, the bell with your unread count, and your

avatar.

SEARCH AND THE COMMAND PALETTE

1. Click the 3 **Search** pill in the side panel, or press ⌘**K** on a Mac (**Ctrl+K** on Windows).
2. Type at least two letters. Results show tasks, projects, clients, people, invoices, leads and deals, followed by pages under **Go to**.
3. Use the arrow keys and press Enter, or click a result. Press Esc to close.

THE AVATAR MENU

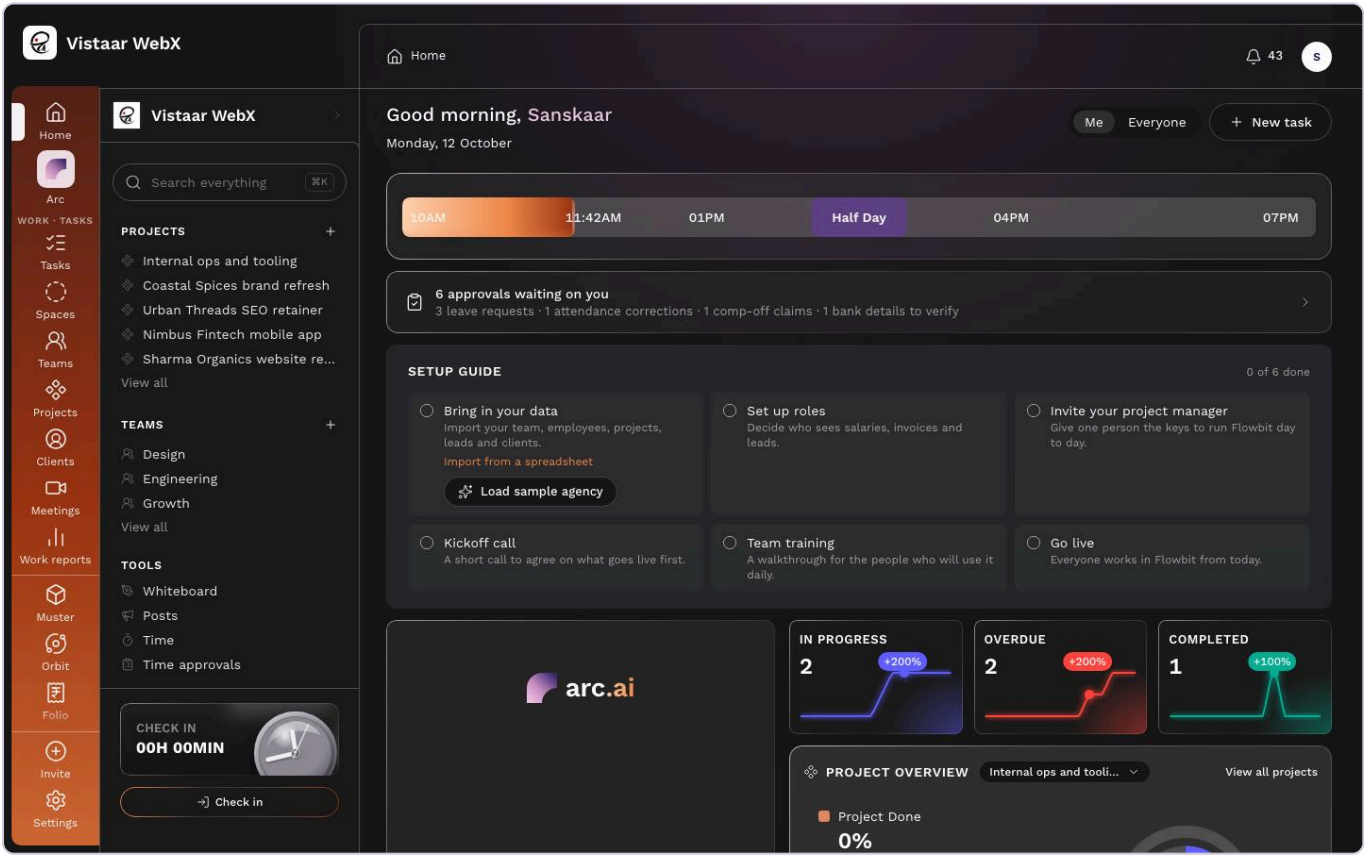
- **My account**: your login: name, photo, email and language.
- 7 **Settings**: workspace settings for Owners and Admins, your own settings for everyone else.
- **Sound on** / **Sound off**: Flowbit plays small sounds on actions and new notifications. Click to switch them off or on. The choice is saved for you on every device.
- **Sign out**.

> **TIP**
> On a phone or tablet, the rail and side panel move into a menu behind the icon at the top left, and a check-in button appears in the top bar.

The Home dashboard

Open: **Rail → Home** `/app` Who: everyone

Home is the first page after sign-in. It shows what is on your plate today, how your projects are doing and your attendance this month.



Home for an Owner: the day at a glance, with your work and your attendance on one screen.

ON THIS PAGE

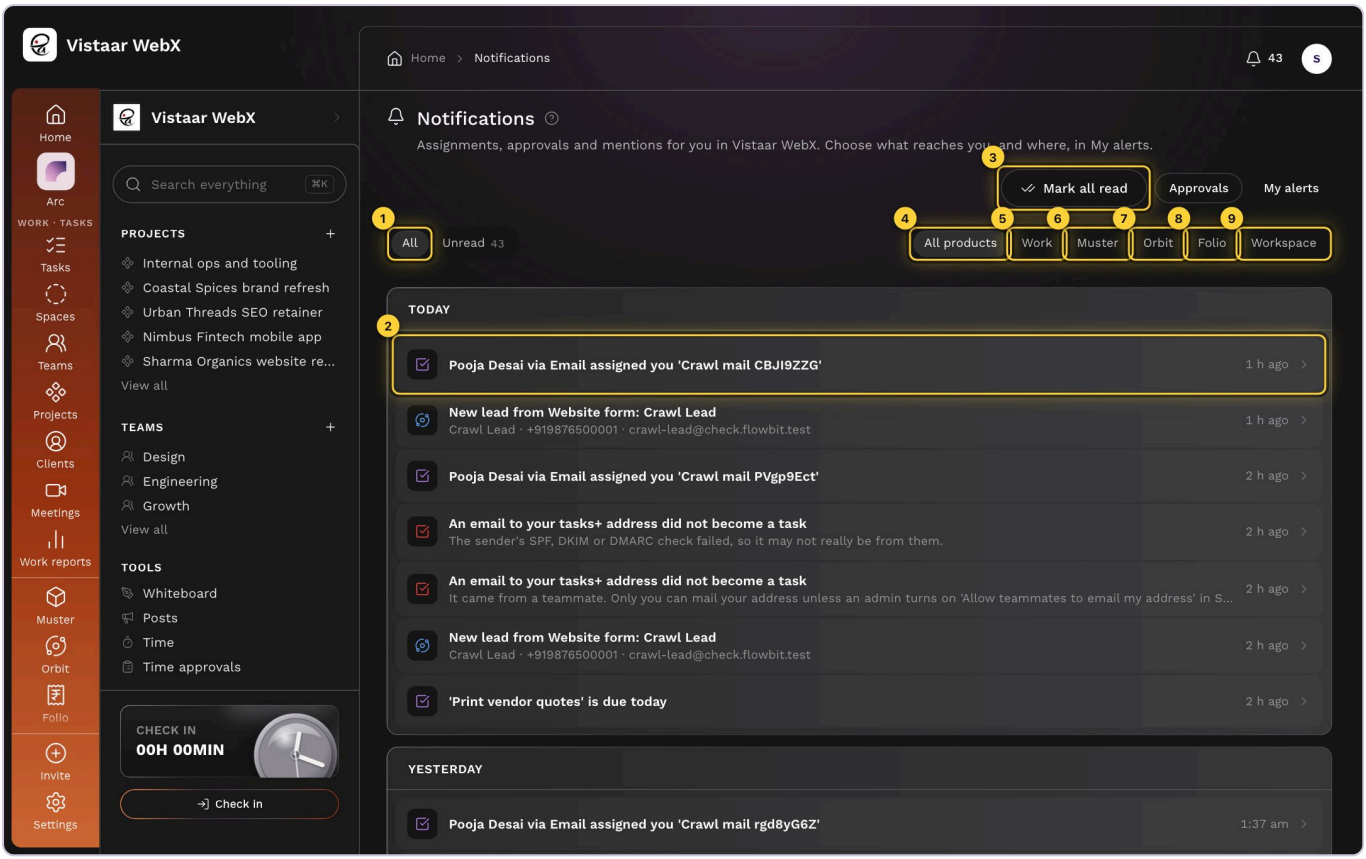
- **Greeting**: Good morning, afternoon or evening with your first name and today's date. On the right, **Me** / **Everyone** switches the numbers between your tasks and the whole workspace (only for roles that can see all tasks). **New task** opens the task form.
- **Workday timeline**: a bar from office start to office end with hour marks and a **Half Day** marker. It fills up to now and shows when you checked in and your breaks. It says **Not checked in yet**, **On leave today** or **Day off** when that applies.
- **Setup guide** (new workspaces): six steps to get going, such as **Bring in your data**, **Set up roles**, **Invite your project manager** and **Go live**, with a count of steps done.
- **Arc card**: chips **Outline Flowbit**, **Breakdown Task** and **Progress Update** open the Arc assistant, and the search box searches your workspace. See the Arc topic in the Work chapter.
- **Stat cards**: **In progress** (in progress or in review), **Overdue** (open and past the due date) and **Completed** (done in the last 7 days). Each has a two-week trend line and a percentage change against 7 days ago.
- **Project overview**: pick a project from the dropdown to see rings for Project Done %, In Progress % and Blocked %, the task count in the centre, and the project's status, people and timeline. **View all projects** opens the project list. With no projects yet, it offers **Create project**.
- **Assign to me**: tabs **All task** (your open tasks, overdue first), **Done** (finished in the last 30 days) and **Due** (due today or overdue). Columns are Task Name, Priority, Due and Assignee. Click the round checkbox to mark a task done; the message has an **Undo** button.
- **My attendance**: a bar split into On time, Late and Absent for this month's working days so far, and a month calendar with each day coloured. Click a day to see check-in, check-out and hours. Use the arrows to change month. If you have no employee record, the card says attendance isn't set up for you.

> GOOD TO KNOW
> Absent is worked out, not typed in: a past working day with no check-in and no leave counts as absent.

Notifications

Open: **Top bar → bell → View all notifications** `/app/notifications` Who: everyone

Flowbit tells you when something needs you: a task assigned, a mention, a leave request to approve, a payslip ready, an invoice paid. Only you can see your notifications.



Unread items are in bold. Each row links to the record it is about.

1 All 2 Unread 3 Mark all read 4 All products 5 Work 6 Muster 7 Orbit 8 Folio 9 Workspace

THE BELL

The number next to the bell is your unread count. It checks for new items every 30 seconds and plays a sound when one arrives (unless sound is off). Click the bell for the latest items with 1 **All** / 2 **Unread** tabs, 3 **Mark all read** and **View all notifications**.

ON THIS PAGE

- 1 **All** and 2 **Unread** tabs.
- Product filters: 4 **All products**, 5 **Work**, 6 **Muster**, 7 **Orbit**, 8 **Folio**, 9 **Workspace**.
- Groups by time: Today, Yesterday, Earlier this week, Earlier. 30 items per page.

WORK THROUGH YOUR NOTIFICATIONS

1. Click a row. It opens the task, request or invoice and marks the item read.
2. To clear everything at once, click 3 **Mark all read**.

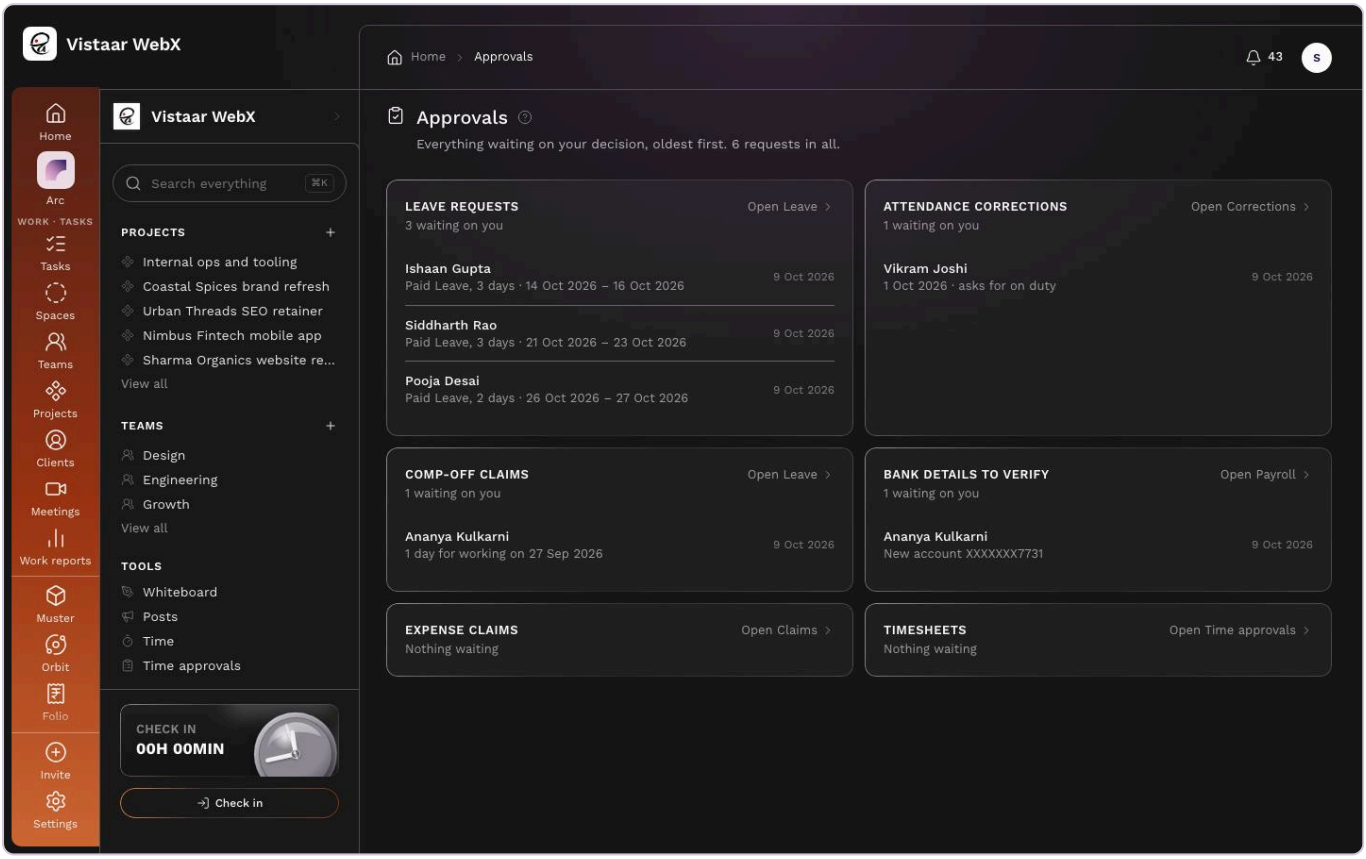
> **GOOD TO KNOW**
> Task reminders arrive on their own: once on the day a task is due, and when it becomes overdue. Announcements also appear as a pop-up the next time you open Flowbit, until you click **Got it**.

Approvals

Open: **Top bar → bell → Approvals**, or the "waiting on you" card on Home `/app/approvals`

Who: everyone; it lists only what you can decide

One page with every request waiting on your decision, across Muster and Work, oldest first. You decide each one on its own page; this page tells you what is waiting and takes you there.



Seen as the owner. Cards with requests come first; the rest say Nothing waiting.

ON THIS PAGE

- A card for each kind of request your role decides: **Leave requests**, **Attendance corrections**, **Comp-off claims**, **Expense claims**, **Bank details to verify** and **Timesheets**.
- Each card shows how many are waiting on you, the person, what they asked for and the date they asked.
- The link at the top right of each card (**Open Leave**, **Open Corrections**, **Open Claims**, **Open Payroll**, **Open Time approvals**) opens the full queue.

DECIDE A REQUEST

1. Open **Approvals** from the bell, or click the "approvals waiting on you" card on Home.
2. Click a request. Its page opens with the details and the approve and reject buttons.
3. Decide it there. It leaves this page as soon as it is decided.

> **GOOD TO KNOW**
> The page uses the same rules as each queue, so it never lists a request you cannot act on. If your role does not decide any of these, you see **Nothing for you to approve**. The Home card only appears when something is waiting.

Check in, take a break, check out

Open: **Side panel** → **check-in card** `/app` Who: everyone with attendance

The check-in card at the bottom of the side panel records your working day. It feeds the Home timeline, your attendance in Muster and, from there, payroll.

WHAT THE CARD SHOWS

- A label: **Check in** before you start, then **Checked in**, **On break** or **Checked out**.
- The time worked today, for example **02H 53MIN**. Breaks do not count.
- A clock disc that glows green while you work, amber on a break and grey when you are out.

YOUR DAY, STEP BY STEP

1. When you start, click **Check in**.
2. For lunch or tea, click **Take break**. The timer stops counting work.
3. When you are back, click **Resume**.
4. At the end of the day, click **Check out**. You can check out straight from a break.

GOOD TO KNOW

How the day is marked:

- **Late**: your first check-in is later than office start plus the grace period. By default office hours are 10:00 to 19:00 with 15 minutes' grace, so checking in after 10:15 is late. HR can change these in Muster settings.
- **Half day**: you checked out after working less than the half-day hours (4.5 hours by default).
- **Present**: otherwise.

Each step must follow the last one. You cannot take a break before checking in. Once HR locks a day or month, the card says **Today is locked by HR** and punches are refused. Ask HR for a correction.

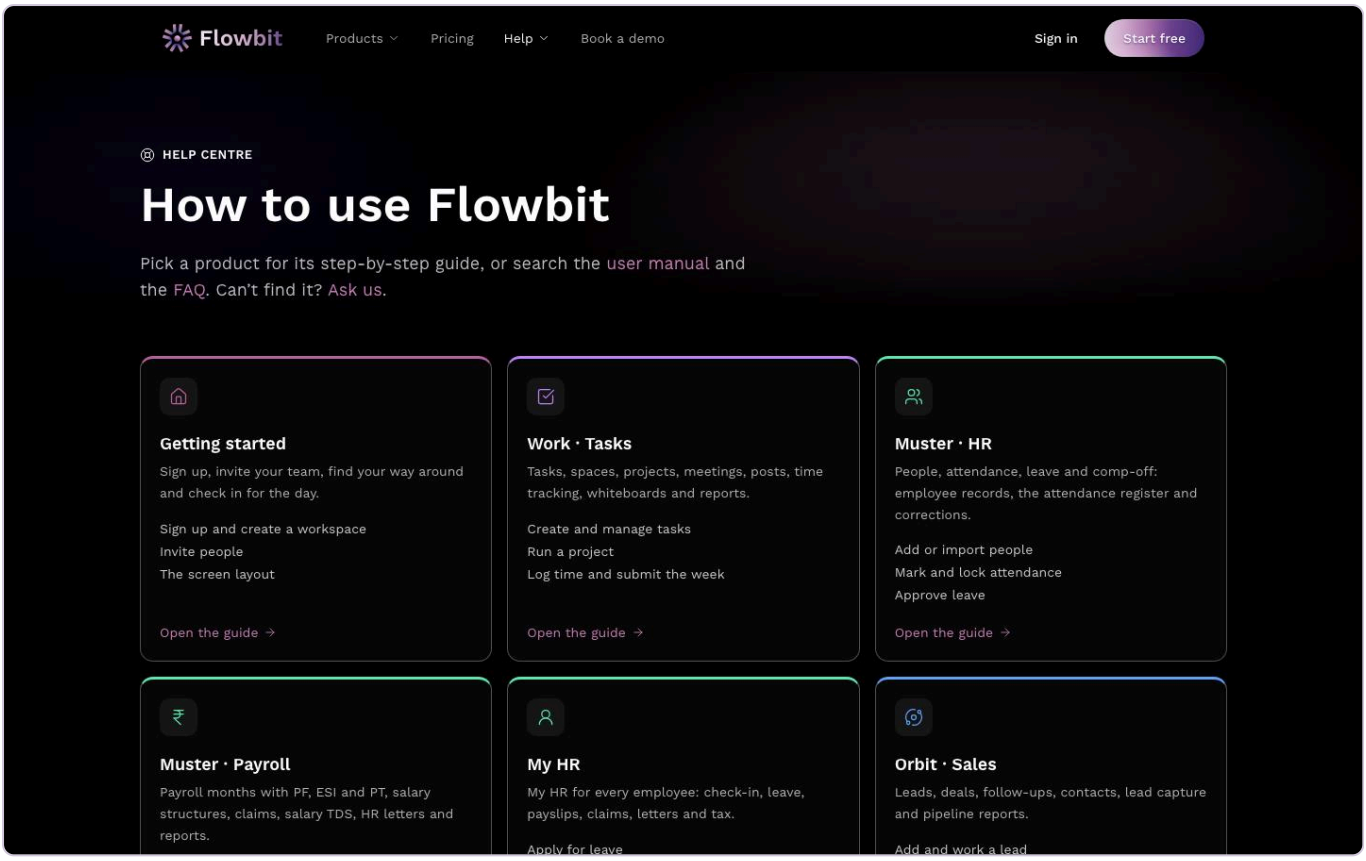
TIP

Hover over the card to see when you checked in and how long your breaks have been.

Getting help

Open: **Help** → **Help centre** on the website, or **account menu** → **Help centre** `/help` Who: anyone

The Help centre is the front door to every guide. It has one card per product, each with its most common tasks and an **Open the guide** link, plus links to search the user manual and the FAQ.



Each card lists a few common tasks and opens that product's guide.

- **On the website:** the **Help** menu at the top has the Help centre, the FAQ and the user manual.
- **Inside Flowbit:** open the account menu (your initial, top right) and choose **Help centre**.
- **Still stuck:** use **Ask us** on the Help centre to write to the Flowbit team.

PART 4

Your account

Your profile, two-factor sign-in and Flowbit in Hindi.

Your profile

Open: **Rail** → **Settings** → **My account (login)** `/app/settings/profile` Who: everyone

Your name, job title and photo, and what this workspace knows about you.

> **TIP**
> The screenshot of this page is being retaken. Your name shows on tasks, approvals and the audit log in every workspace you belong to.

ON THIS PAGE

- **Your details** — **Full name**, **Job title** and **Your sign-in email**. The email cannot be edited here; ask a workspace owner to invite the new email if yours changes.
- **Photo** — PNG, JPG or WebP under 2 MB.
- **In Vistaar WebX** (your workspace name) — your role, department, manager, joining date and sign-in methods, with a link to your employee record. Department and manager are managed by your admin.

CHANGE YOUR NAME OR PHOTO

1. Edit **Full name** or **Job title** and click **Save profile**.
2. For a photo, click **Choose a file**, pick the image, then click **Upload photo**.

LANGUAGE

The **Language** card switches your own screens between English and हिन्दी (Hindi). Hindi covers My HR (profile, attendance, leave and payslips), check-in and breaks, and the Home attendance and Get started cards; the rest of Flowbit stays in English. Payslip PDFs print English and Hindi labels side by side when you read in Hindi. See Flowbit in Hindi.

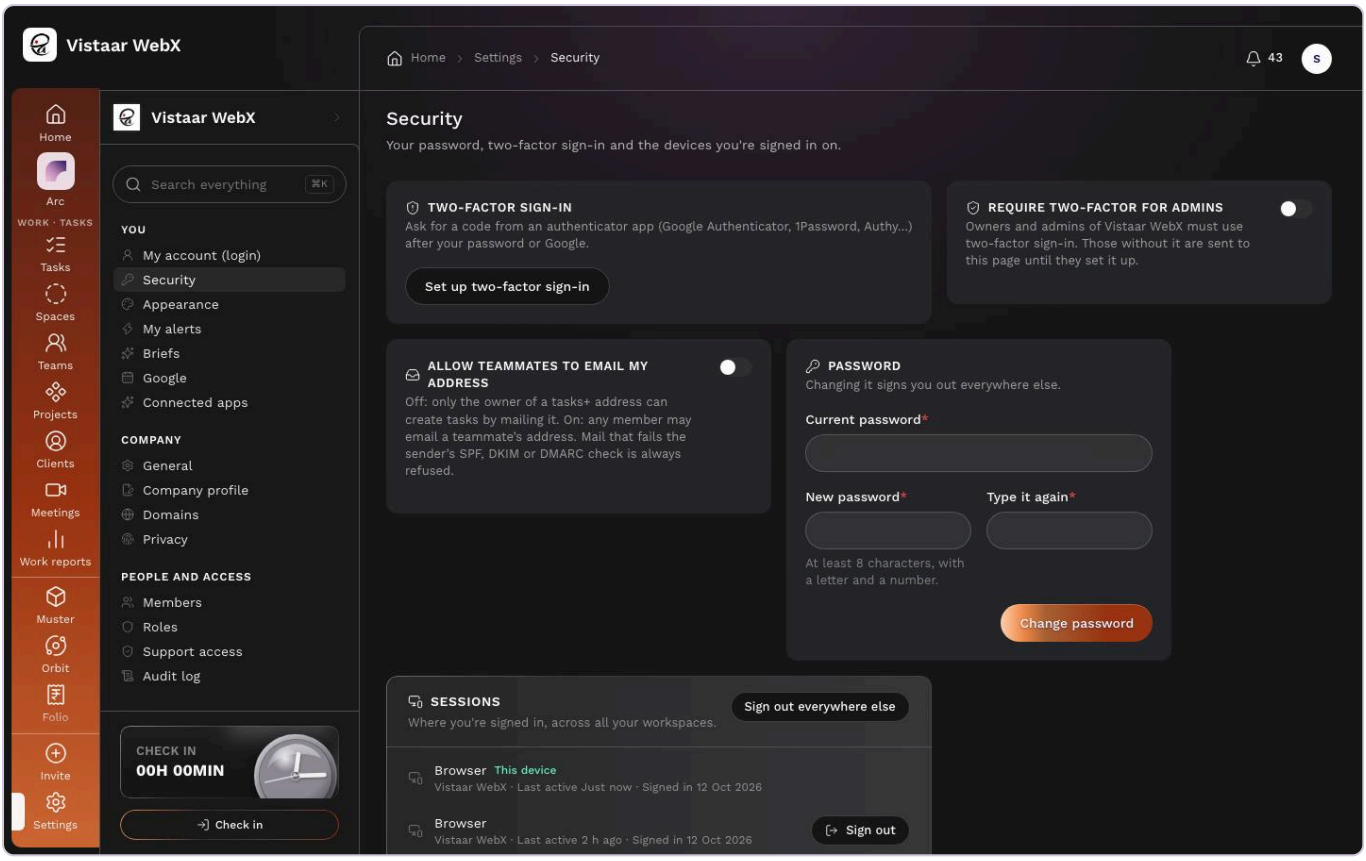
EMAIL TO TASK

When your Flowbit server receives email, the **Email to task** card shows your private `tasks+…` address with a copy button. See Email to task *(see the Admin and Settings Guide)*.

Security: password, two-factor and sessions

Open: **Rail** → **Settings** → **Security** `/app/settings/security` Who: everyone

Change your password, turn on two-factor sign-in and see every device you are signed in on, across all your workspaces.



Two-factor sign-in, the admin requirement, your password and your sessions on one page.

CHANGE YOUR PASSWORD

1. Type your **Current password**.
2. Type a **New password**: at least 8 characters, with a letter and a number.
3. Type it again in **Type it again**.
4. Click **Change password**.

> **GOOD TO KNOW**
> Changing your password signs you out on every other device. Use this if a phone or laptop is lost.

TURN ON TWO-FACTOR SIGN-IN

With two-factor sign-in, Flowbit asks for a 6-digit code from an authenticator app (Google Authenticator, Microsoft Authenticator, 1Password and similar) after your password or Google sign-in.

1. In the **Two-factor sign-in** card, click **Set up two-factor sign-in**.
2. Scan the **QR code for your authenticator app**, or type the key shown under it.
3. Type the **Code from the app** and click **Turn on two-factor sign-in**.
4. Save the 10 **Recovery codes** somewhere safe (**Copy codes**), then click **I saved them**. They are shown only once; each works one time.

When you sign in you can tick "remember this device for 30 days". **New recovery codes** replaces the old set, and **Turn off** goes back to password or Google alone.

TIP

Owners and admins can tick **Require two-factor sign-in for admins** once their own two-factor is on. Owners and admins without it are then sent to this page before they can do anything else. Lost your phone and your codes? A workspace admin can reset your two-factor from Members *(see the Admin and Settings Guide)*; only the owner can reset the owner's.

Flowbit in Hindi

Open: **Settings → My account (login) → Language** Who: everyone, for themselves

Choose **हिन्दी** to see your own HR screens in Hindi: My employee record, My attendance, My leave (apply and balances), My claims, My letters, My payslips, the check-in card with its break types, and the Home attendance and Get started cards. Payslip PDFs then print English and Hindi labels side by side. My tax and My documents, and everything else, including names, dates and leave types, stay in English, and emailed payslips stay in English.

PART 5

Questions people ask

Short answers from the Flowbit FAQ. The full list is at useflowbit.com/faq.

GETTING STARTED

What is Flowbit?

One workspace for the four things a growing Indian business runs on: Flowbit Work for tasks, projects and meetings, Muster for HR and payroll, Orbit for sales, and Folio for GST invoices and collections. They share one login and one client list, so nothing is typed twice.

How do I sign up and start?

Open Sign up, enter your name, work email and a password (at least 8 characters with a letter and a number), and confirm the 6-digit code we email you. Then name your workspace, pick its web address and team size, invite people if you like, and choose project-based or personal. Teams of up to 5 start on Free for 6 months; larger teams get a 15-day trial of everything. No card is needed.

How do I find my way around?

Home shows your day: your workday, Arc, what is in progress or overdue, and your tasks. The rail on the far left opens each product, the side panel next to it changes with the product, and Command K (or Search) jumps to any page, task, person or client.

How do I invite my team?

Open Settings → Members, click Invite people, type their email addresses and pick a role for each. They get an email with a link to join. If email is not set up yet, copy the invite link and send it yourself. Resend, change roles or disable access from the actions menu.

Can I try Flowbit with sample data first?

Yes. A new workspace can click Load sample agency to fill in clients, projects, tasks, leads, invoices and employees. Remove sample data deletes only those records, never yours. Owners and admins also get a Get started checklist and a short tour of each product.

Can one person belong to more than one workspace?

Yes. One login can join several workspaces, for example two companies you run. Switch between them from the workspace switcher in the side panel. Each workspace has its own products, people and data.

Is there a mobile app?

Flowbit works in your phone’s browser, with touch-friendly boards, a quick check-in button and dialogs that open as bottom sheets. You can add it to your home screen like an app. It needs an internet connection; nothing works offline.

Is Flowbit available in Hindi?

Partly. Each person can switch their own HR screens to Hindi in Settings → My account → Language: My HR, check-in and breaks, leave and payslips (the payslip PDF then has English and Hindi labels). The rest of Flowbit is in English. Quick add understands Hinglish dates and times everywhere.

Can the Flowbit team help us set up?

Yes. The owner can grant the Flowbit team read-only access for up to 72 hours, or import-only access for 7 days to load your data, from Settings → Support access. Every visit is logged. Flowbit staff never see salary, bank or PAN details: they stay masked for everyone on our team, admins included. Free setup is offered to yearly customers.

Can I see a demo before signing up?

Yes. Book a demo from the Contact page and we will walk you through the products you care about. Or start the trial and load the sample agency to look around yourself.

PLANS AND BILLING

How much does Flowbit cost?

Suite, all four products, is ₹149 per person a month (minimum 10). Or pick products: Work ₹59 per user, Muster Starter ₹39 or Muster Business ₹79 per employee, Orbit ₹149 per sales user, and Folio ₹399 per workspace. Prices exclude GST.

Is there a free plan?

Yes. Free covers up to 5 people with every product for 6 months from signup. People are the higher of those who sign in (pending invites included) and employees on payroll. Adding a 6th person asks you to upgrade, or to start the 15-day trial if your business has not had it. Paid add-ons (client portal, custom domains, Meetings AI) are not part of Free. Each business gets one Free workspace.

How does the free trial work?

15 days with every product switched on and no card needed. Teams of more than 5 start on the trial; a Free workspace can start it when it needs more people. There is one trial per business, matched by GSTIN, else PAN, else the owner's email. We remind you 3 days and 1 day before it ends. If you trim back to 5 people within the 6 months from signup, you can return to Free.

What happens when the trial or free months end?

Your workspace becomes read-only for 30 days, so you can still see everything but not change it. After that it is locked: only Settings → Plan & billing and Export, plus each person's own Security and Notifications settings open until you choose a plan. Data is deleted only 90 days after that, and we email you 30, 7 and 1 days before.

Is GST included?

No. Prices exclude 18% GST. Until Sanskaar Webx Services LLP is registered for GST, we charge no GST and our invoices say they are not tax invoices. After registration, 18% GST is added and every payment gets a GST tax invoice. Add your GSTIN in Settings → Plan & billing so a tax invoice carries it for input tax credit.

How do you count users?

Free: the higher of people who sign in and employees on payroll. Suite: everyone who signs in, plus employees on payroll who do not sign in, so each person counts once. Separate products are each counted on their own: Work counts people who sign in, Muster counts employees on payroll, Orbit counts people whose role can work leads or deals, and Folio includes 2 firms and 3 users (each extra firm is ₹199 a month). Pending invites count as people who sign in.

Can I mix products?

Yes. Pick any combination, or take Suite for all four at ₹149 a person.

Monthly or yearly?

Either. Yearly plans cost 10 months' price (2 months free), and your first year is 50% off on top. Monthly plans pay the list price. A yearly plan is paid up front; for example, 20 people on Suite pay ₹14,900 for the first year and ₹29,800 at each renewal (plus GST).

Can I change plans later?

Add people or products any time and pay only for the rest of the current period. Reductions apply from your next renewal.

How do I pay?

Through Razorpay: cards, UPI or netbanking, or set up autopay. A plan paid by card checkout or autopay renews automatically; otherwise we send a bill before each renewal. Cancel any time and keep access until the end of the period you've paid for.

Can I pay by bank transfer?

Yes. Pay the bill by bank transfer, then use Paid offline? in Settings → Plan & billing → Bills and invoices to send the UTR and a screenshot. You keep access for up to 7 days while the Flowbit team checks it.

Where are my Flowbit invoices?

In Settings → Plan & billing, on the Bills and invoices tab. Download any invoice as a PDF or email it again to your accountant. Add your company name, GSTIN and address once and every invoice carries them.

Do you give refunds?

We don't refund part-used periods, monthly or yearly. Cancel any time and you won't be charged again. If you were charged twice, or after cancelling, we refund the extra charge in full.

Can I bill from two companies?

Yes. Folio includes 2 firms: add each with its own GSTIN or as non-GST, its own number series, bank details and letterhead. A third firm and beyond is ₹199 a month each.

Who counts as a Folio user?

Folio on its own includes 3 users, and the limit cannot be raised. Anyone whose role has any Folio permission counts, even to view or quote: by default the Owner, Admins, Finance and Sales. For more than 3, choose Suite, which covers everyone.