


VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO. 1
	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
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REVISION HISTORY

SECTION REVISED	REASON FOR / DESCRIPTION OF REVISION	REVISION NO.	REVISION EFFECTIVITY DATE /	CREATED/ REVISIED BY
	Update UI design of Ontime Application	1	August 10, 2023	Marydelle Gonzales

<i>Prepared by:</i>	<i>Reviewed by:</i>	<i>Approved by:</i>
MARYDELLE A. GONZALES	RICHARD L. PEREZ	MARLO B. PRESADO
IT BUSINESS ANALYST	IT DEV MANAGER	IT SENIOR MANAGER

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I. **OBJECTIVES**

1. To ensure that employees are paid accurately for the hours they have worked.
2. To record their attendance and working hours while they are on-site or at a job site.

II. **SCOPE**


This guideline is applicable to all FAST SERVICES CORPORATION, FAST TOLL MANUFACTURING CORPORATION, FAST LOGISTICS CORPORATION, and FAST COLD CHAIN SOLUTIONS INC who have access to Ontime Mobile Application.

III. **DEFINITION**

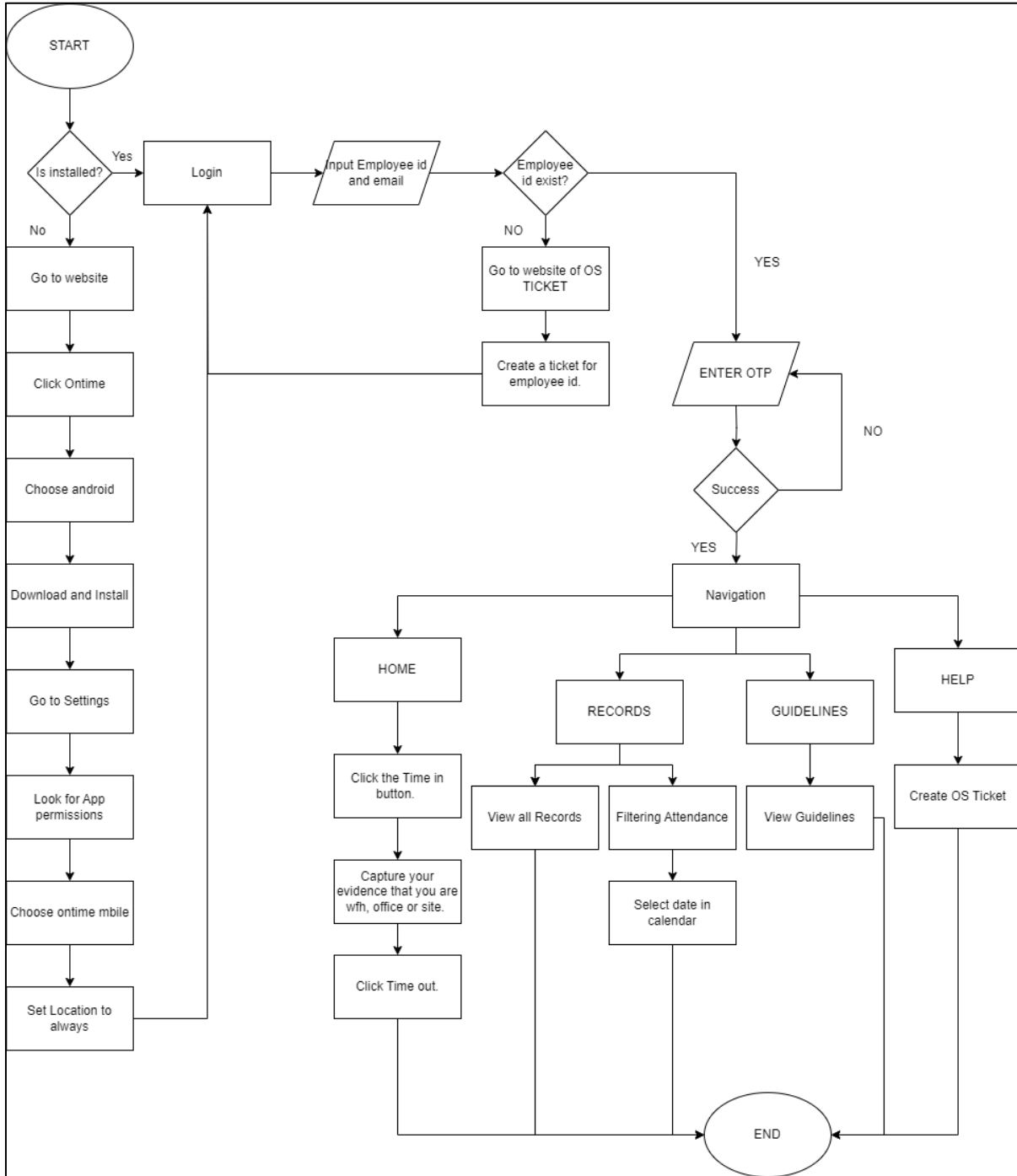
- a. **Ontime** – is designed to simplify the process of tracking employee attendance and timekeeping, reducing errors and the need for manual record-keeping.
- b. **Site** - refers to a location where work is being done, such as a factory, an office, or a store.
- c. **Verification** – a process to ensure that a claim, statement, or document is true and reliable.
- d. **Code** - is usually sent to the user's phone or email, and they must enter it into the system to confirm their identity or validate the action they are performing.
- e. **Email** - considered a secure form of communication, there are risks associated with it, such as phishing scams, spam, and malware.





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IV. PROCESS FLOW (Android)

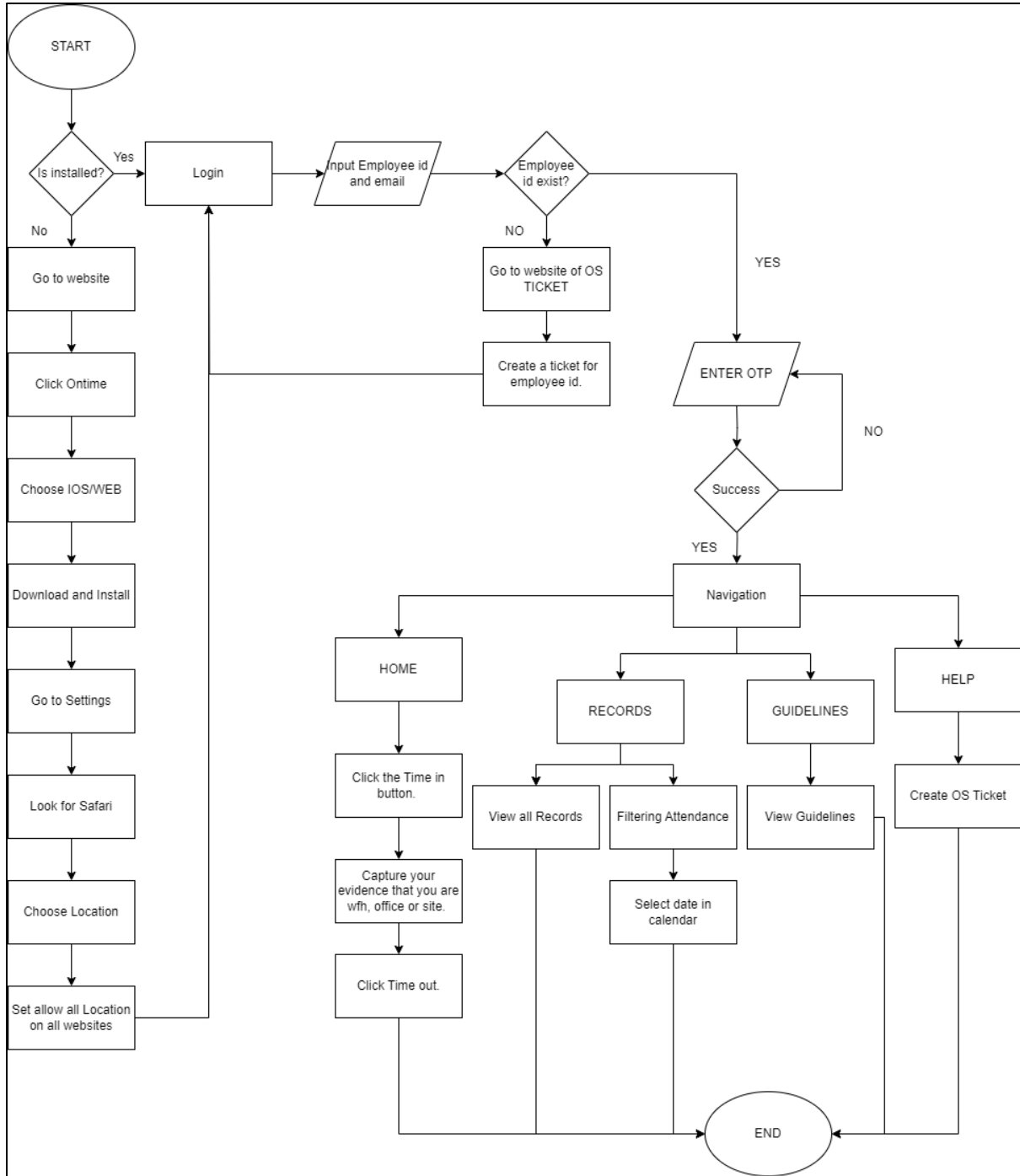






 Master Copy Filed by: _____	 Controlled Copy Copy No.: _____ Issued by: _____	 Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	 Obsolete Copy Retrieved by: _____
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V. PROCESS FLOW (IOS)



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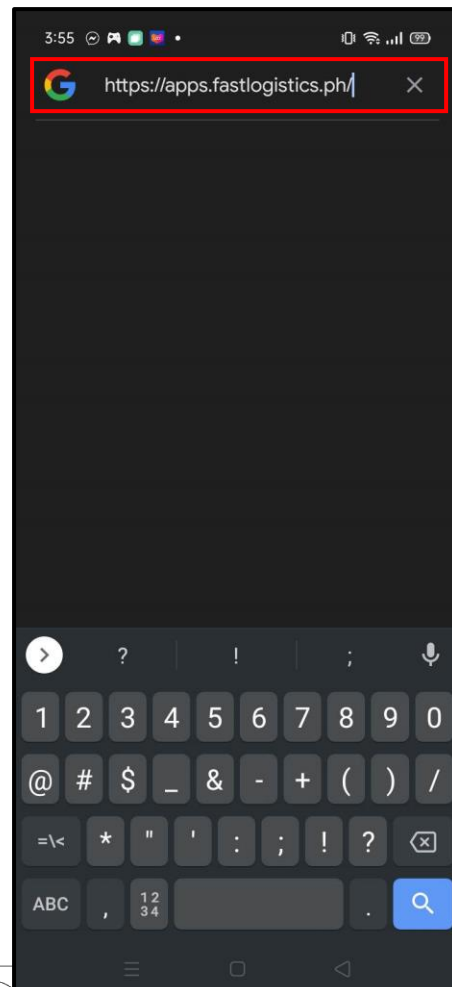
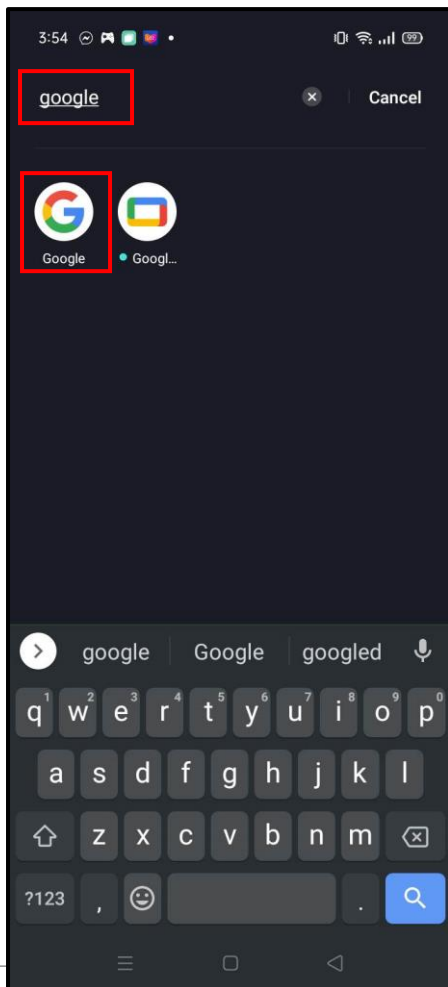
GETTING STARTED

VI. HOW TO LOCATE ONTIME MOBILE

1. For android users - User can access the ontime mobile by searching it to google chrome <https://apps.fastlogistics.ph/>
2. For IOS users – User can access the ontime mobile by searching it to safari <https://apps.fastlogistics.ph/> .


VII. CREATING AN ACCOUNT - ANDROID

1. Go to google chrome on your mobile phone and search <https://apps.fastlogistics.ph/> .

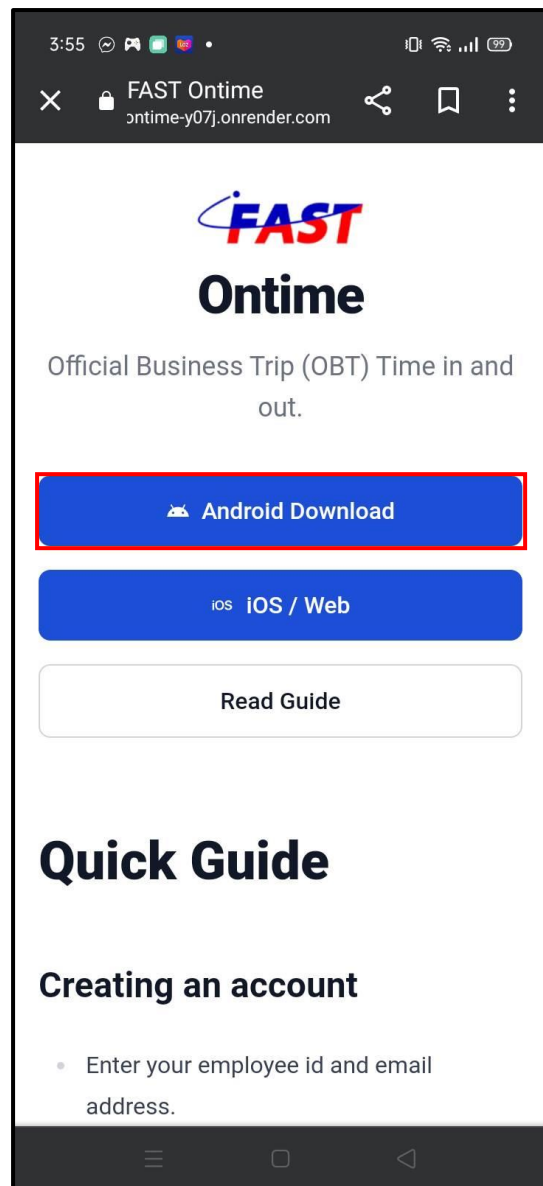
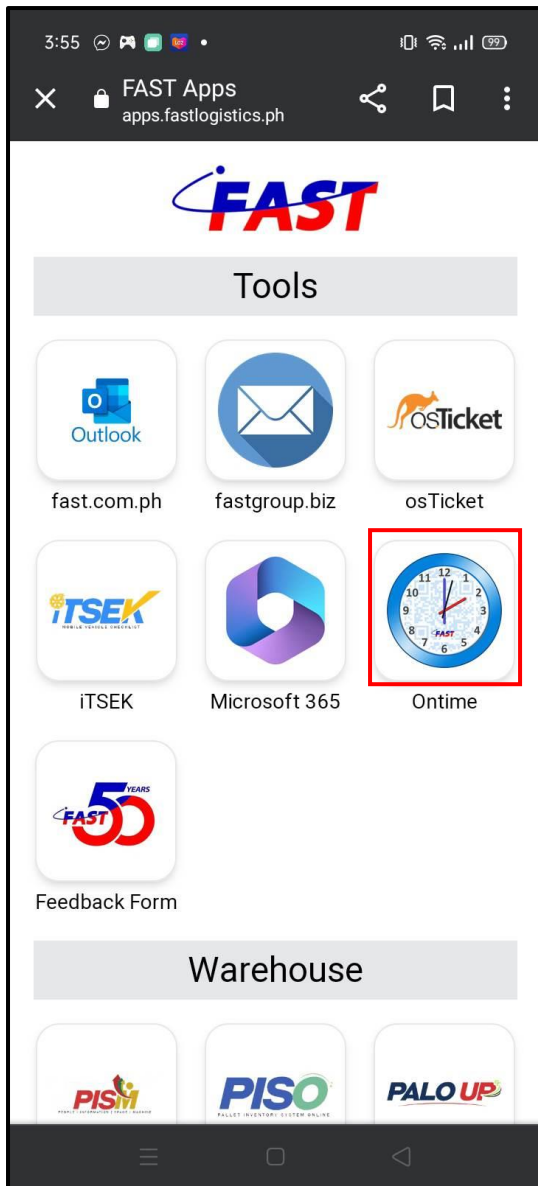


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2. Click Ontime mobile application.
3. And click Android download button.

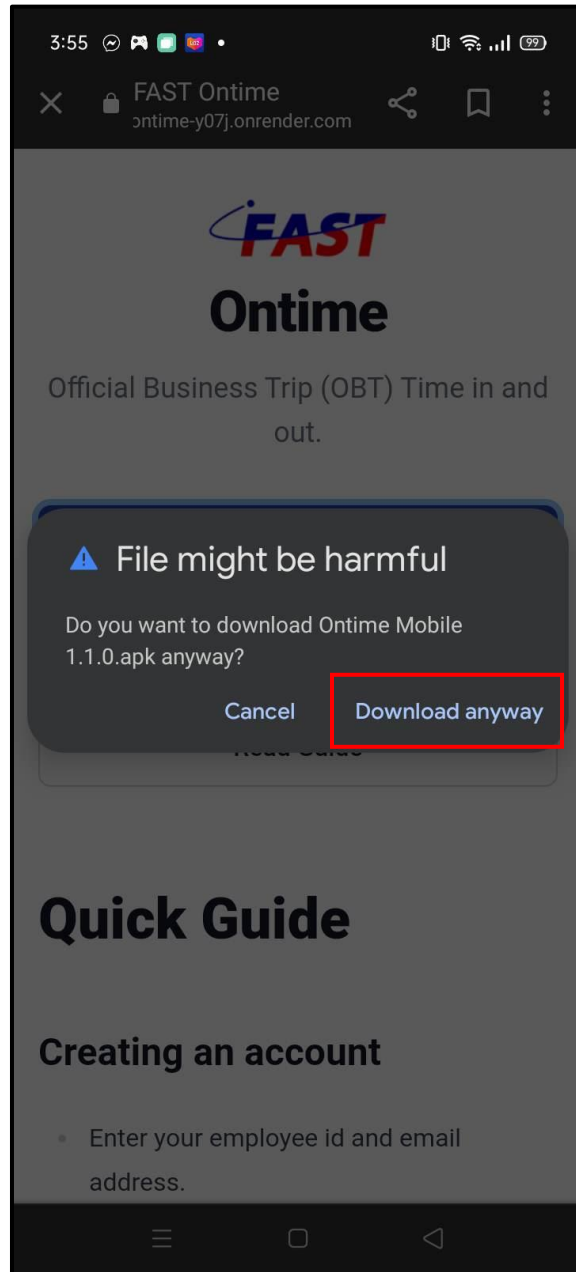


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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4. Click the Download button.



<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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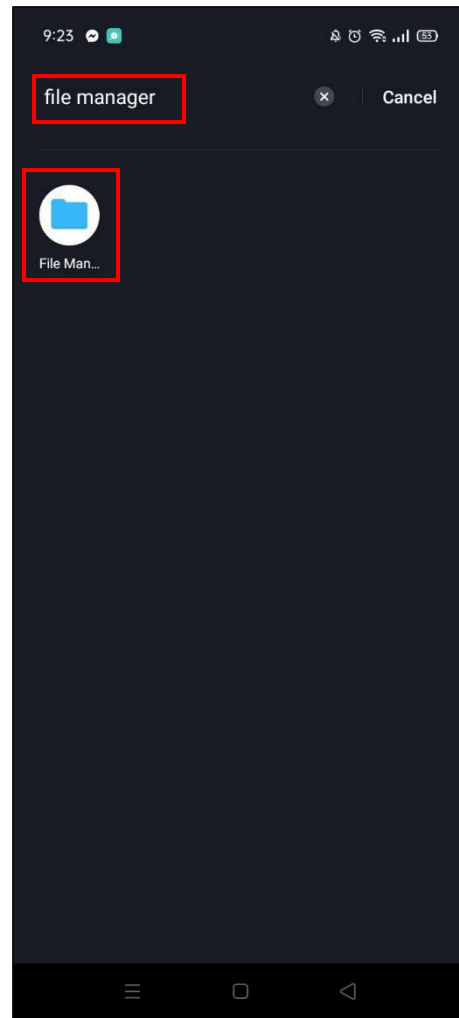
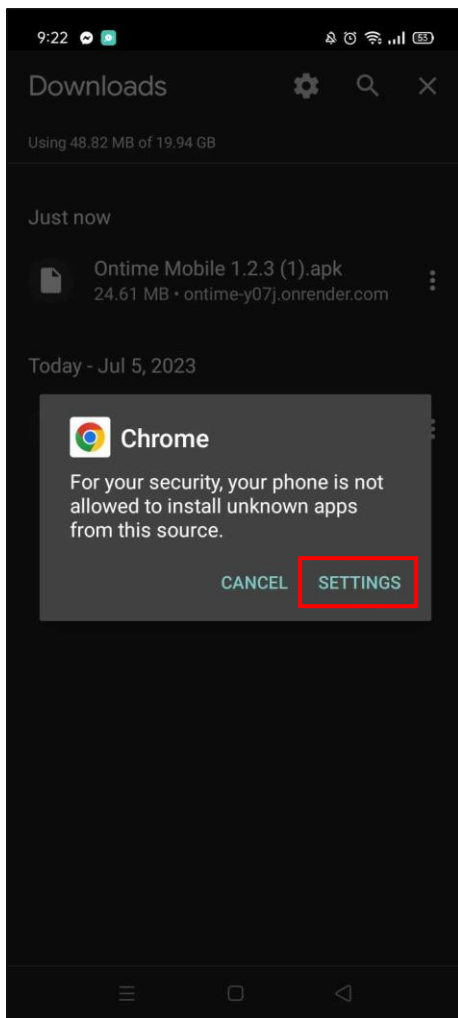
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VIII. 3 Procedures to access the Ontime.

1st Procedure:


5. After clicking the button download anyway, a prompt message appears.
6. If you accidentally click the cancel button.
7. Go to the file manager of your android phone.



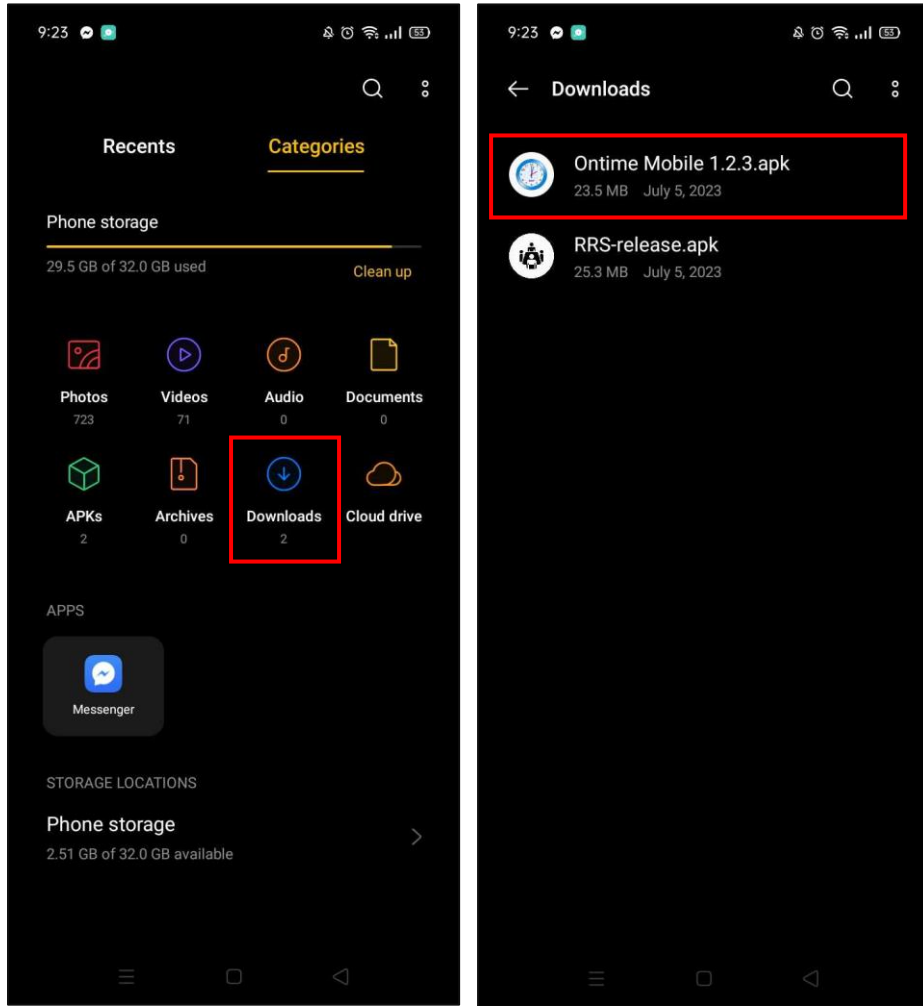
8. Click the downloads.

<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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9. Look for ontime mobile Application.




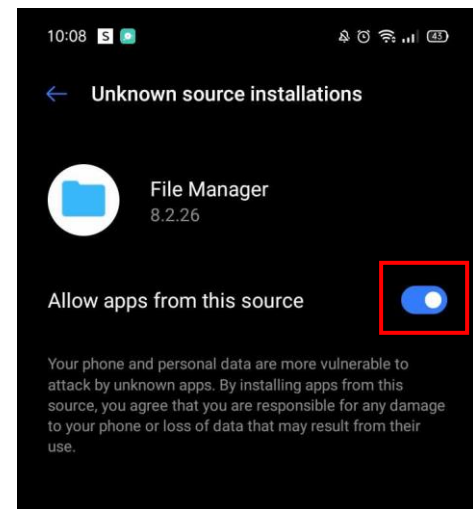
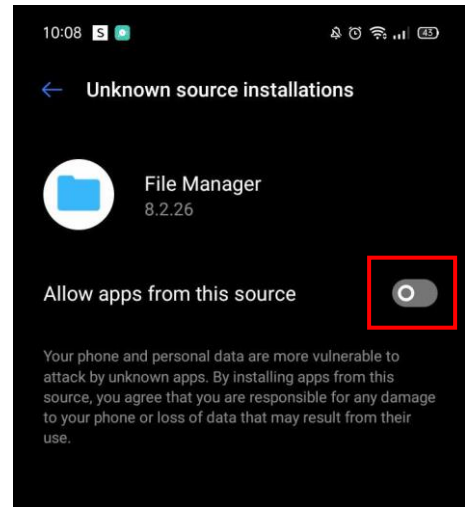
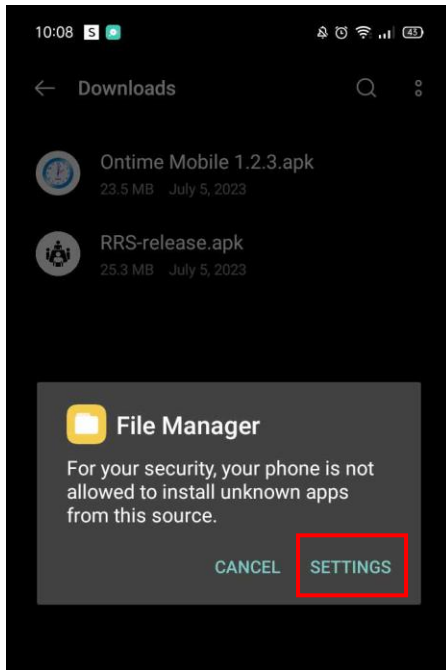
10. Click the Settings button to allow the apps to install.

11. On the toggle button.

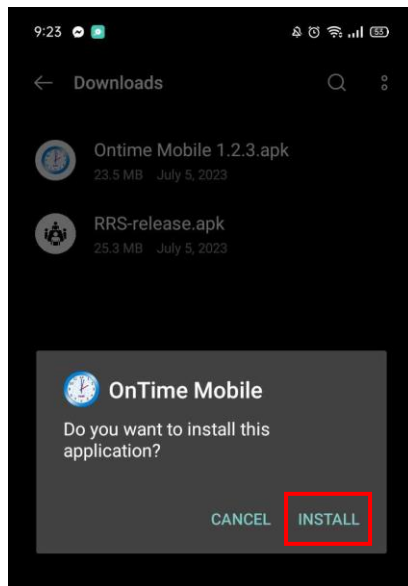
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12. Then last, click the Install button.



<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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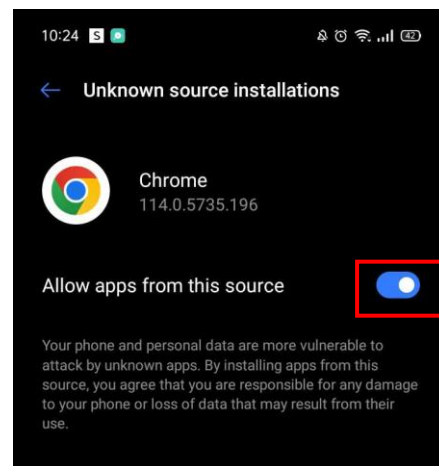
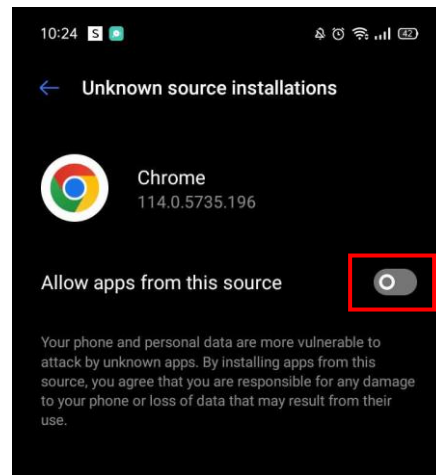
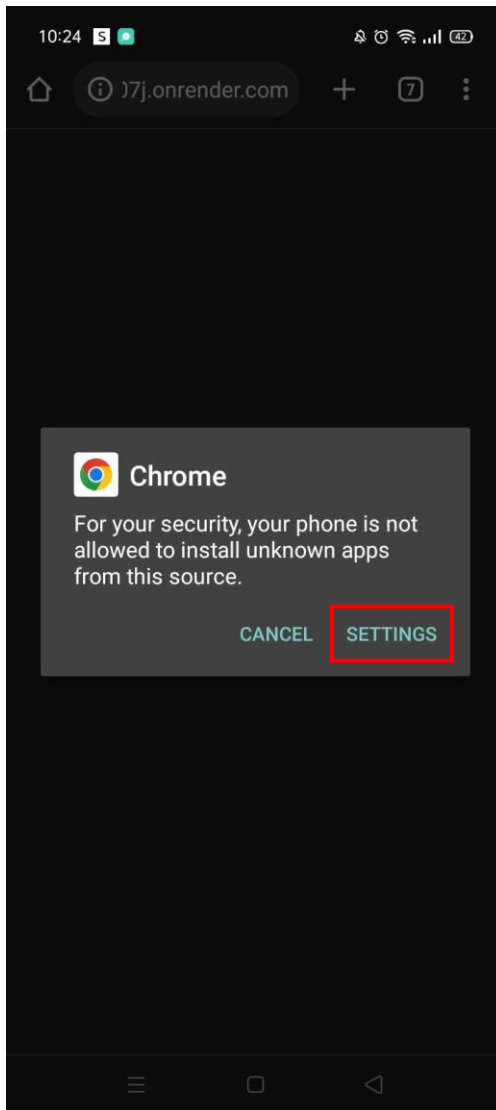
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2nd Procedure:





13. After clicking the button download anyway, a prompt message appears.

14. Click the Settings button.


15. On the toggle button to allow apps from any source.

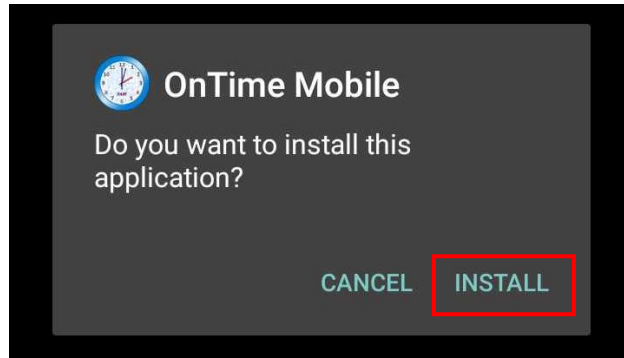


16. Then click the Install button, and you can now access the ontime mobile application.

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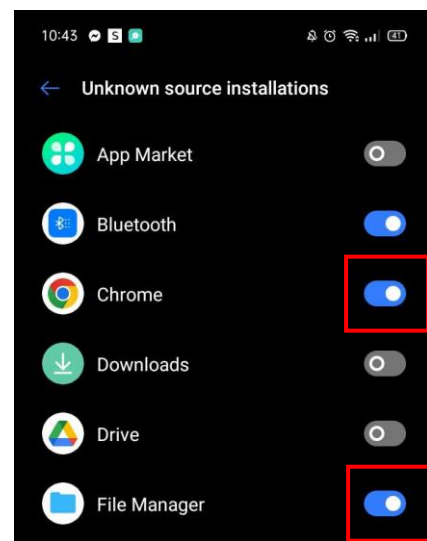
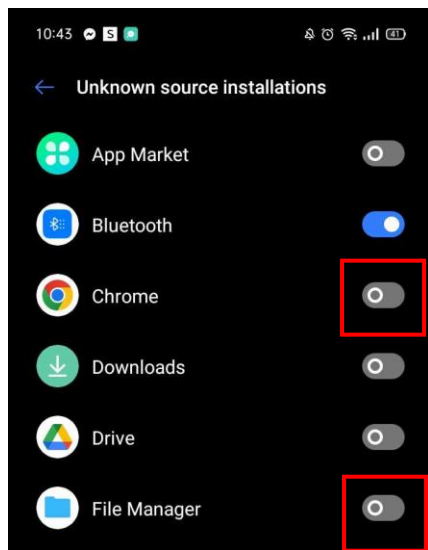
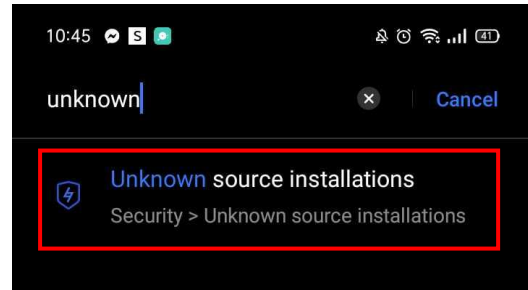
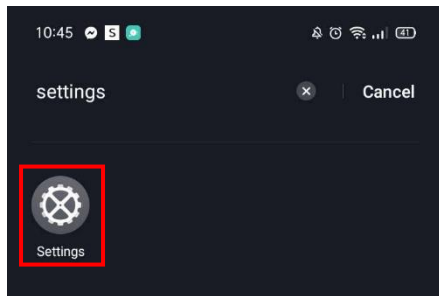
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



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3rd Procedure: “To allow apps for unknown sources.”

- 17. Go to Settings on your phone.
- 18. Search for Unknown Source
- 19. To allow apps from external sources, On the toggle button of File manager and Chrome.



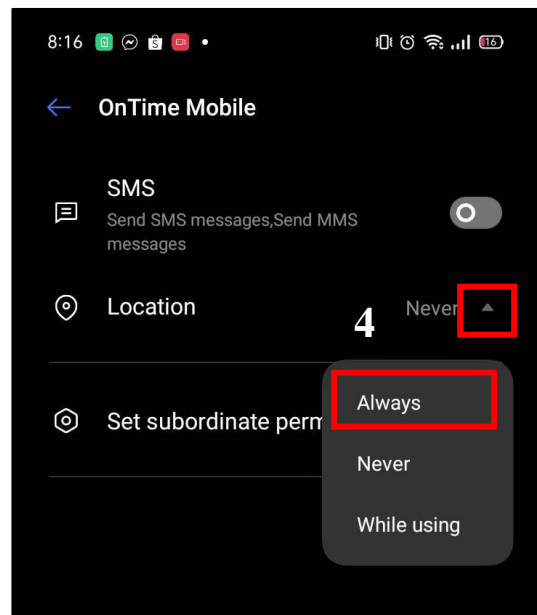
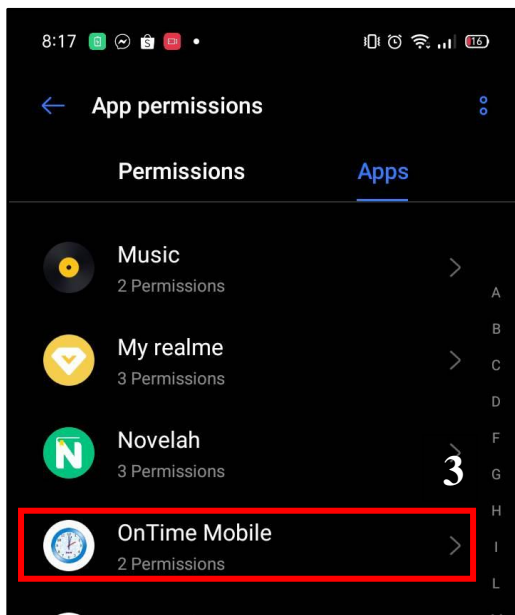
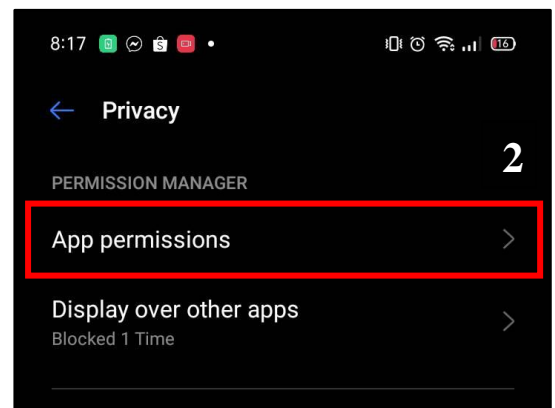
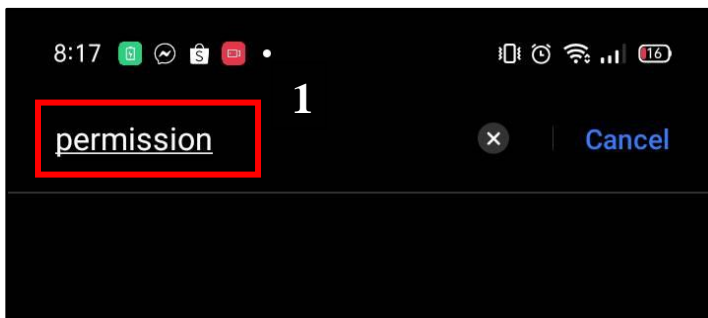
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IX. How to allow the location (all the time)

1. Before the time in process, First Go to settings of your phone > Search Permissions > App Permissions > Click the ONTIME mobile > Location > Always.

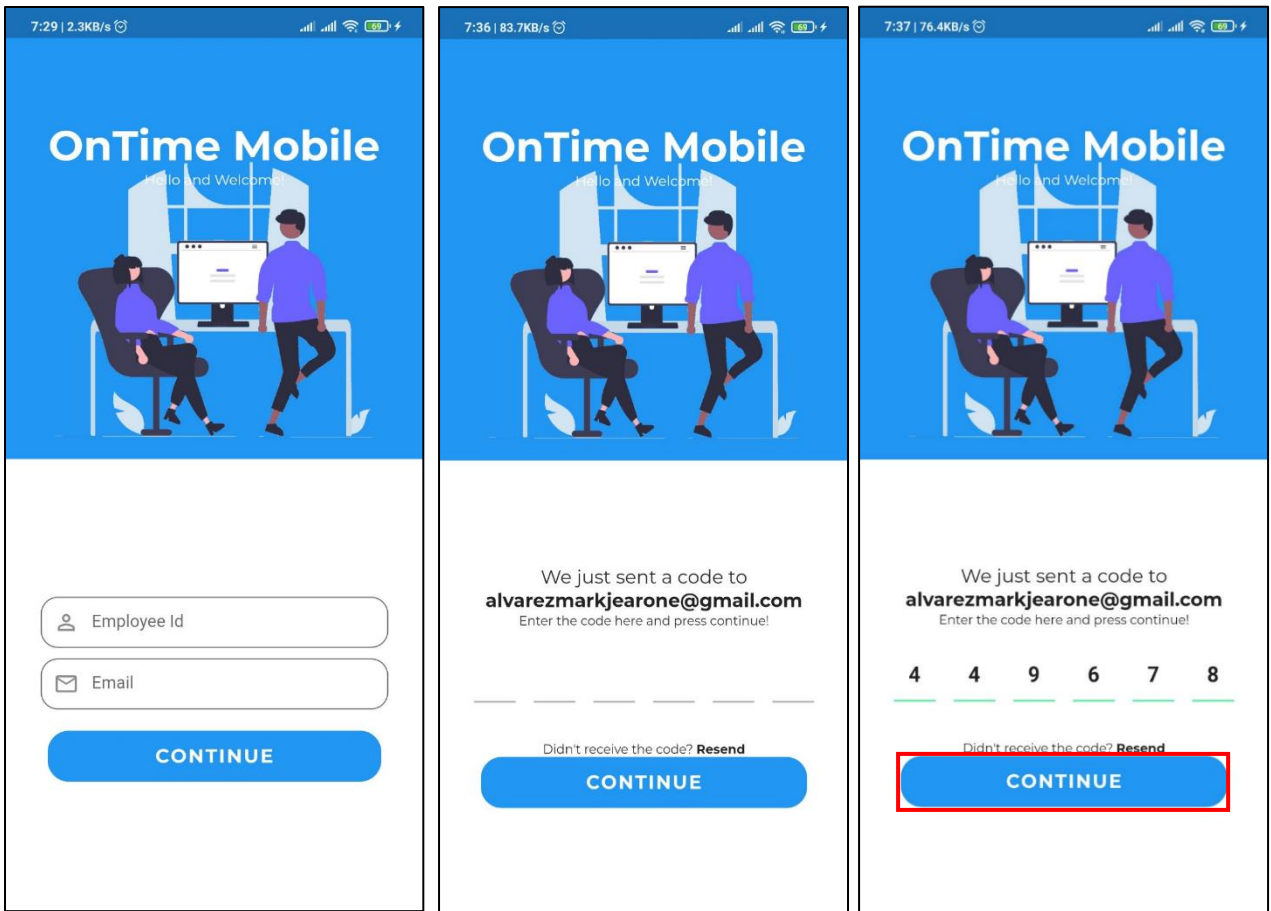


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20. Enter your employee id and email address.
21. You will receive a code through your email.
22. Enter the code and click continue.

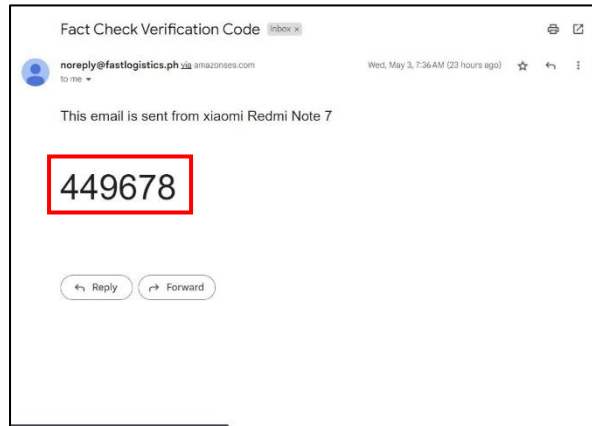


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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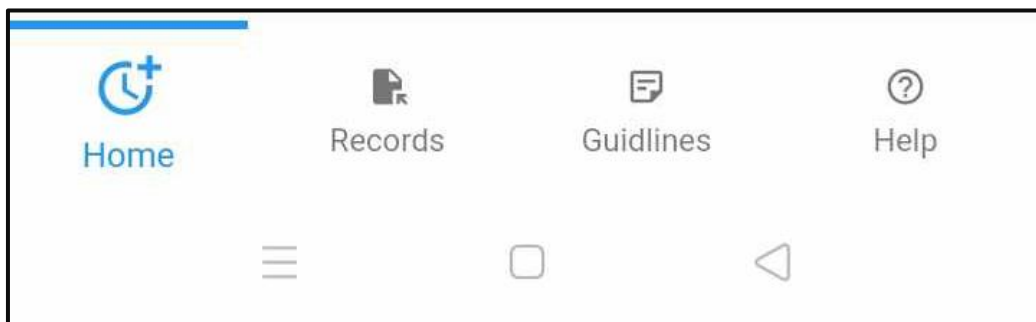
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23. This is an example of email:




X. Modules



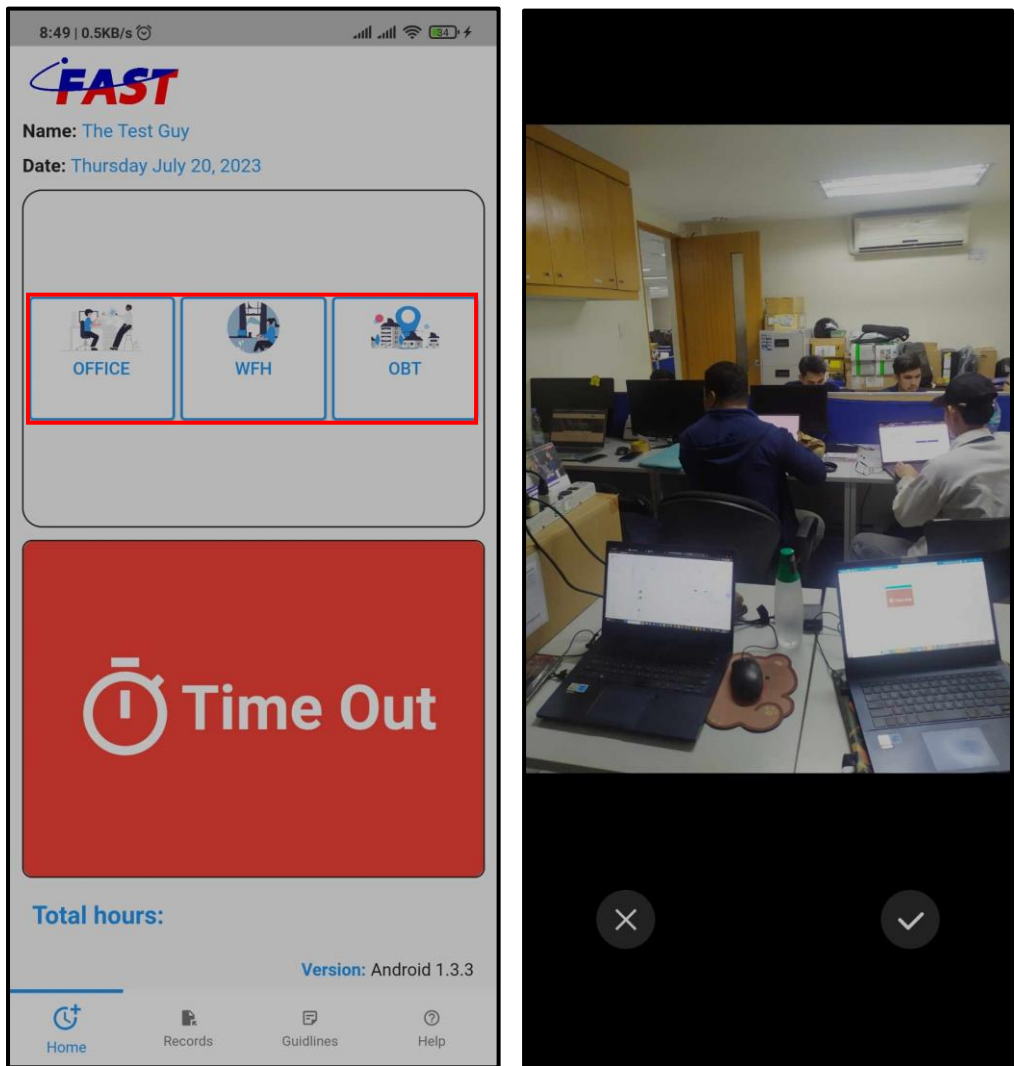
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XI. Time In and Out (Process)

1. Click the time in button and select if you are WFH (Work from Home), office or OBT (Official Business Travel).
2. Capture (required to capture that you are in the site, home, and office).
3. It displays the time in after capturing.

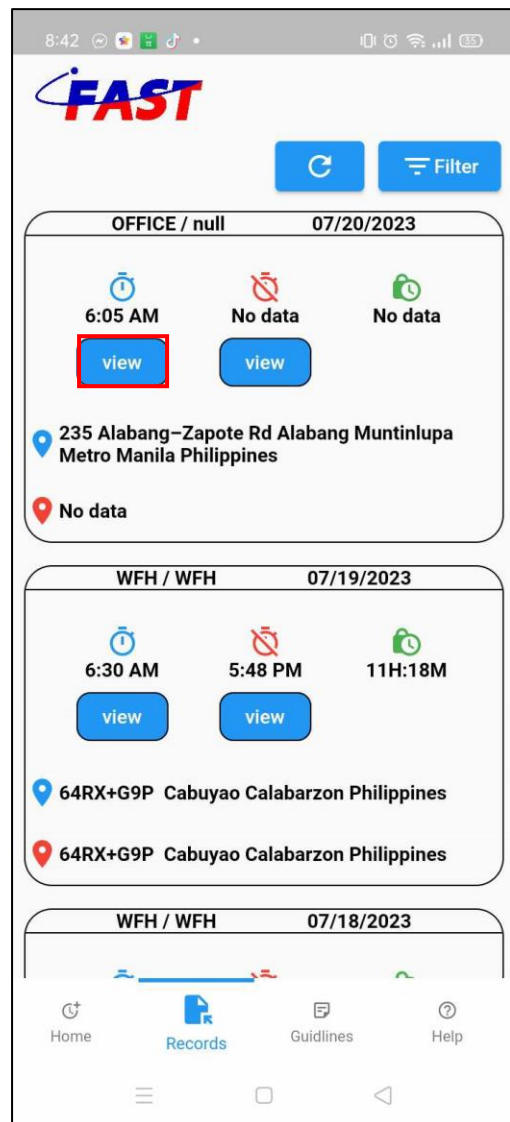
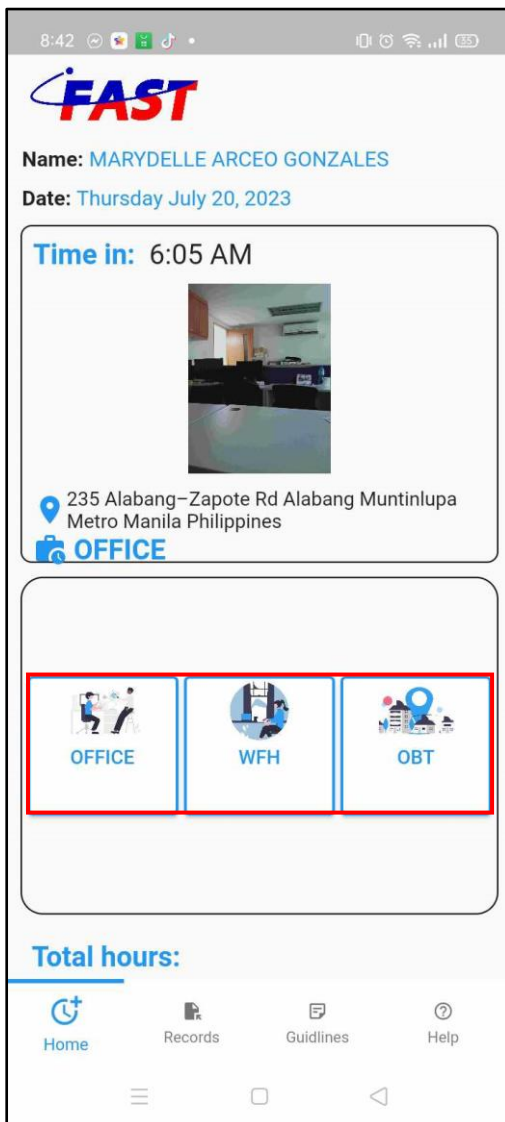


<input type="checkbox"/> Master Copy Filed by: _____	<input type="checkbox"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="checkbox"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="checkbox"/> Obsolete Copy Retrieved by: _____
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4. Click the time out button after your work site. Select if you are WFH, office or OBT.
5. You can view the total hrs. of worked and the image/EBA of your time in and out.
6. Click the blue view button to view the image.
7. Click the blue filter button to filter all your logs you want to view.

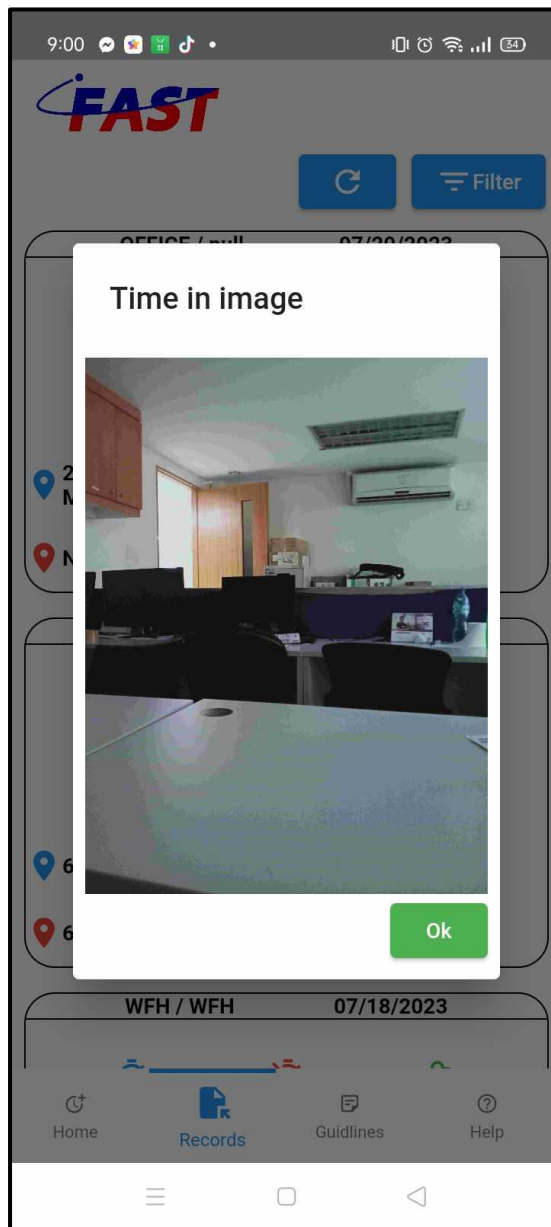


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8. See the sample picture below.



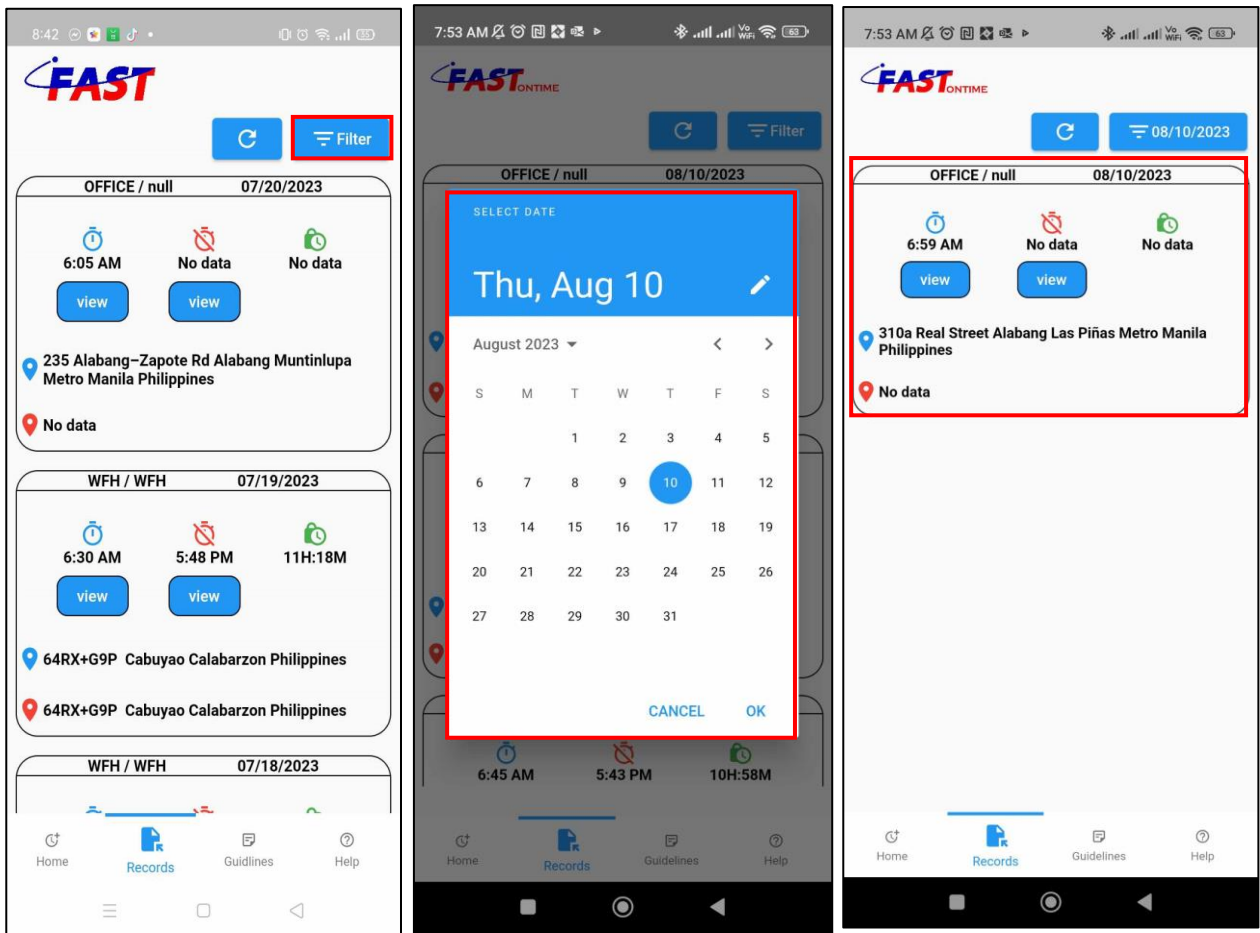
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XII. FILTERING ATTENDANCE DATE

1. If you want to filter the date of your attendance. Click the Filter button in the records module.



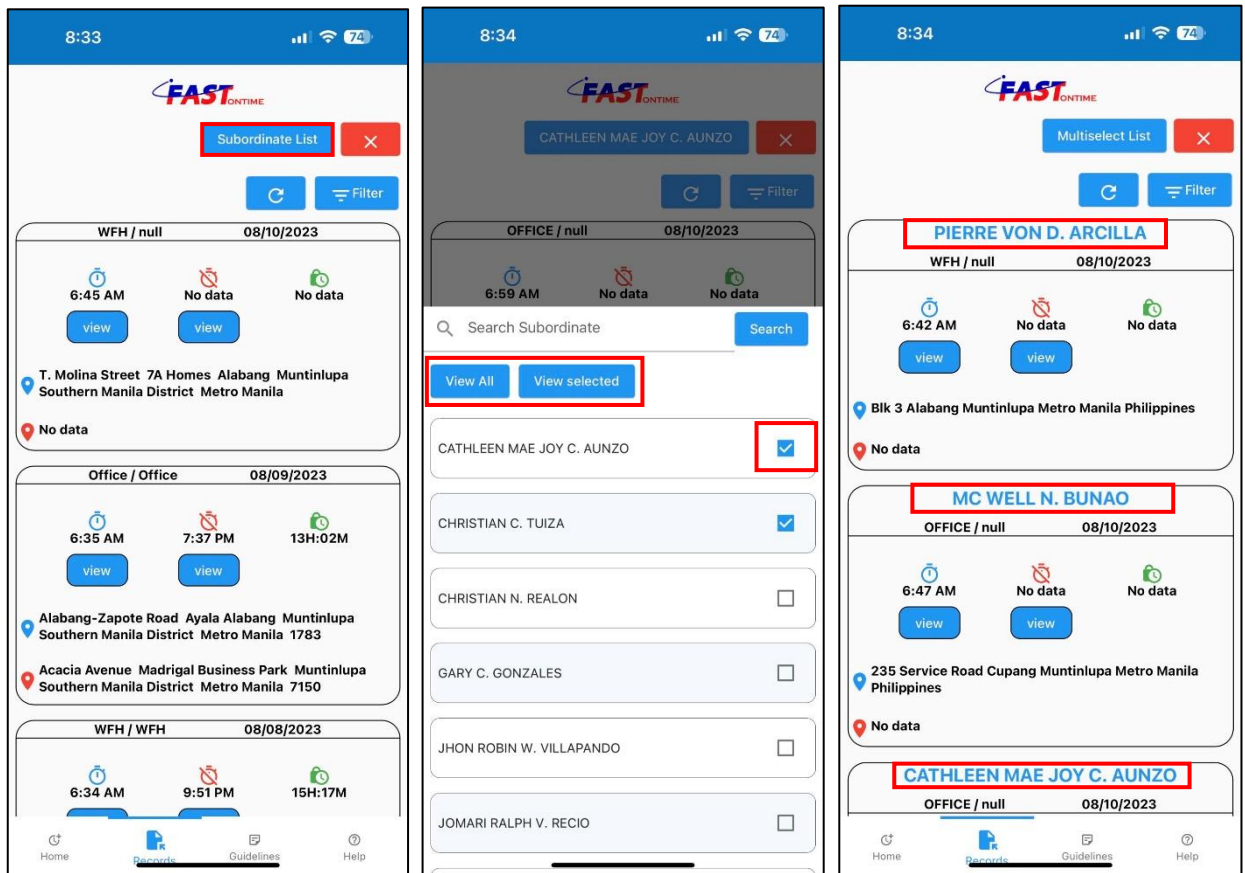
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XIII. SUBORDINATE LIST (For Managers, Supervisors etc.)

1. If Managers wants to view the attendance of his/her subordinates, click the subordinates list. You can select and view all your subordinate's attendance.



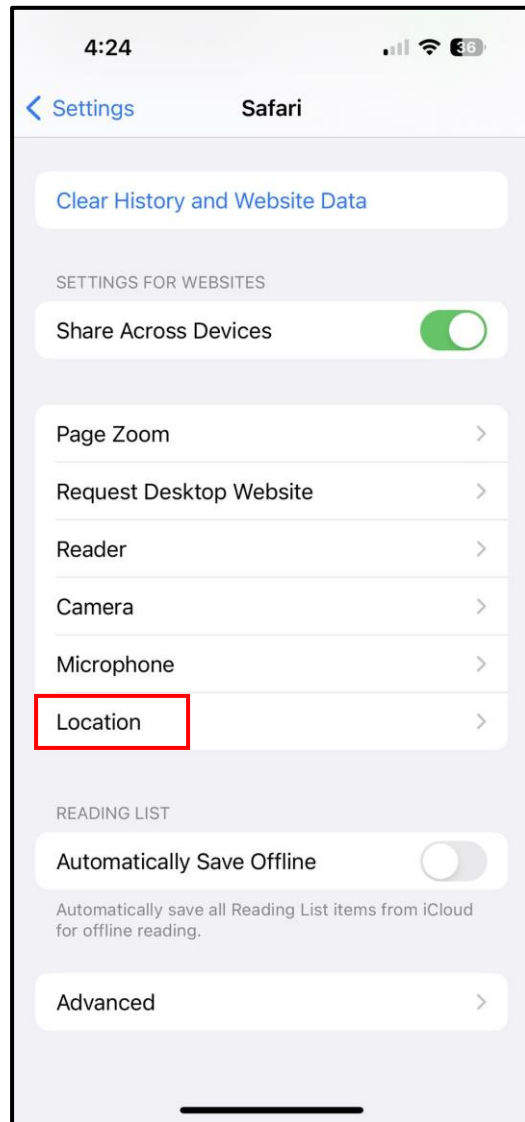
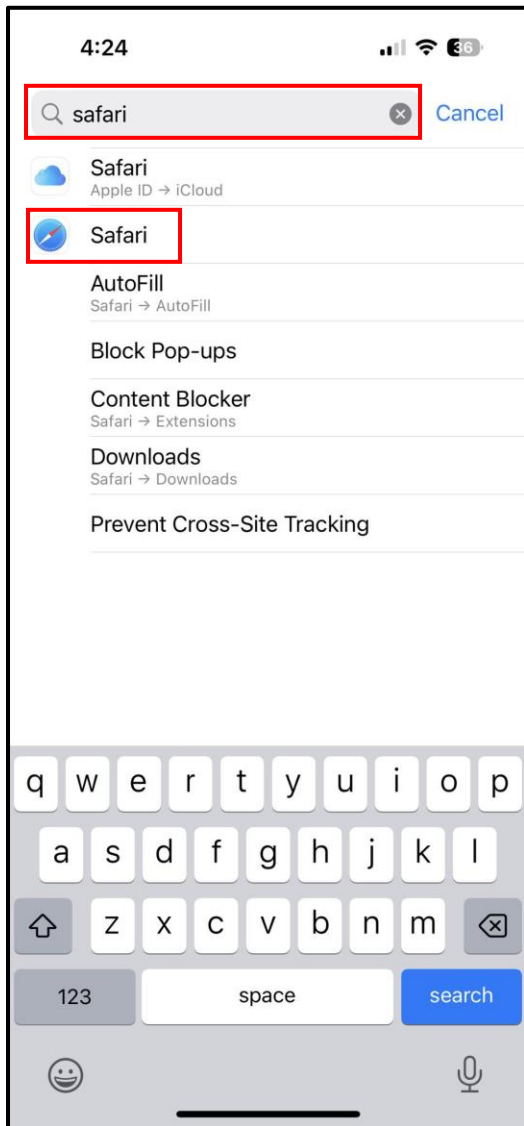
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XIV. CREATING AN ACCOUNT – IOS

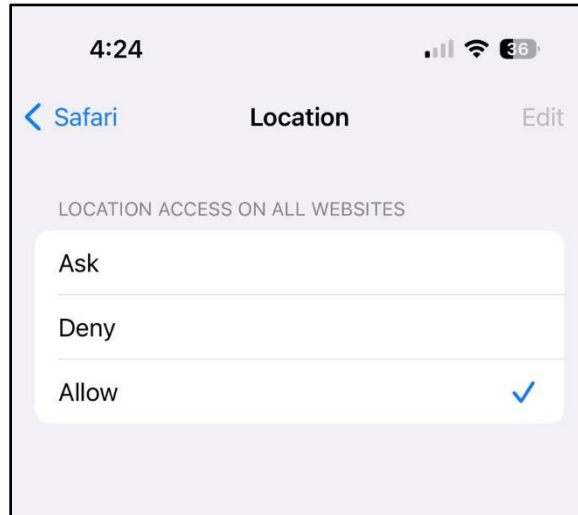
1. Before accessing the ontime mobile.
2. Go to the settings of your IOS phone.
3. Search Safari, look the location and allow the location on all websites.



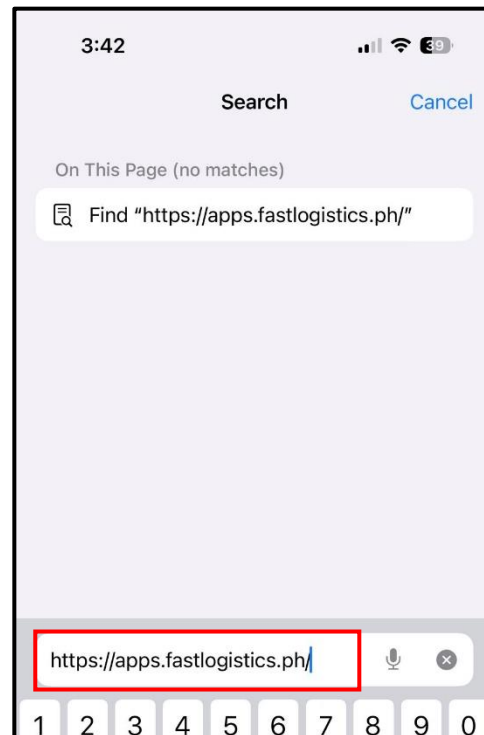
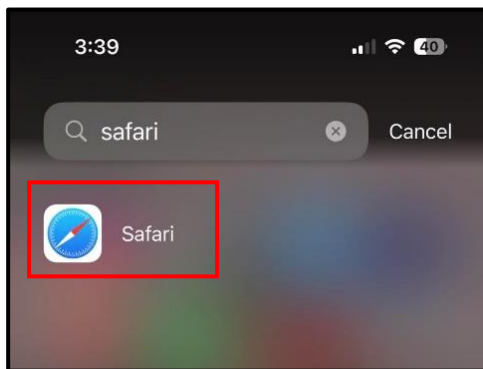
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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4. Next, go to safari on your IOS phone.
5. Search <https://apps.fastlogistics.ph/> .

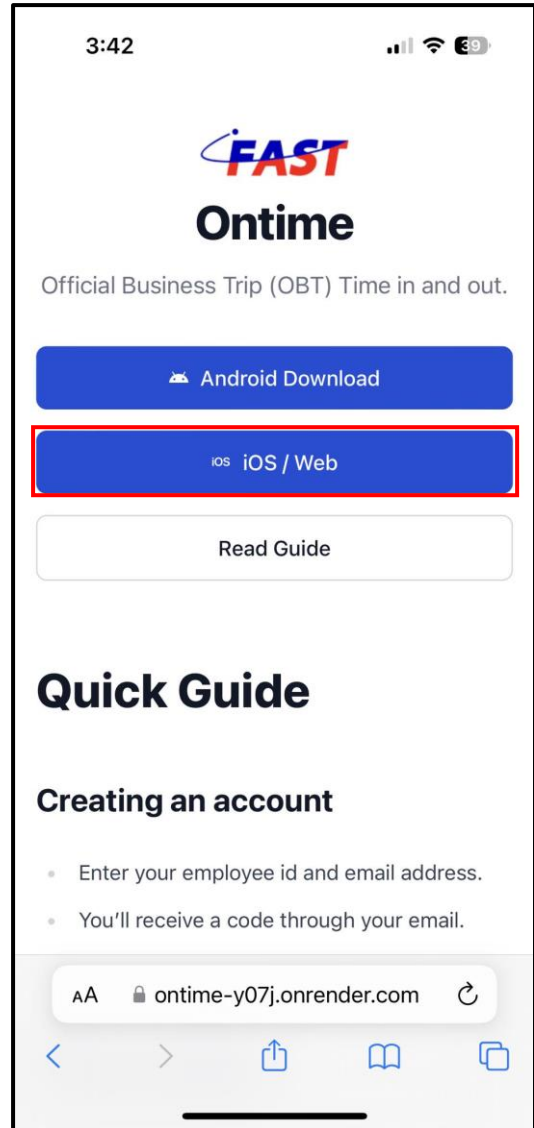
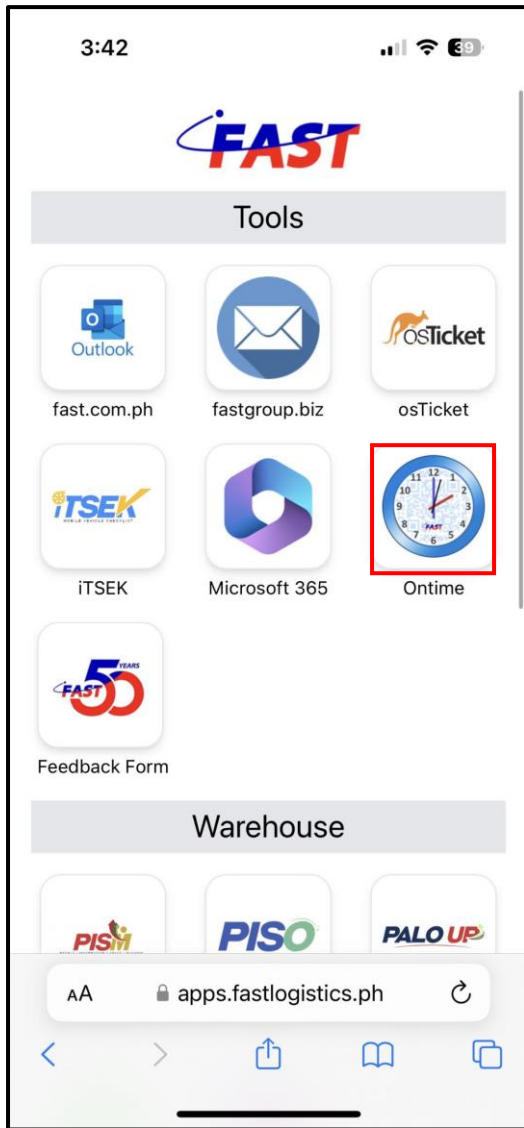


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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6. Click the Ontime mobile application.
7. Click IOS/Web.



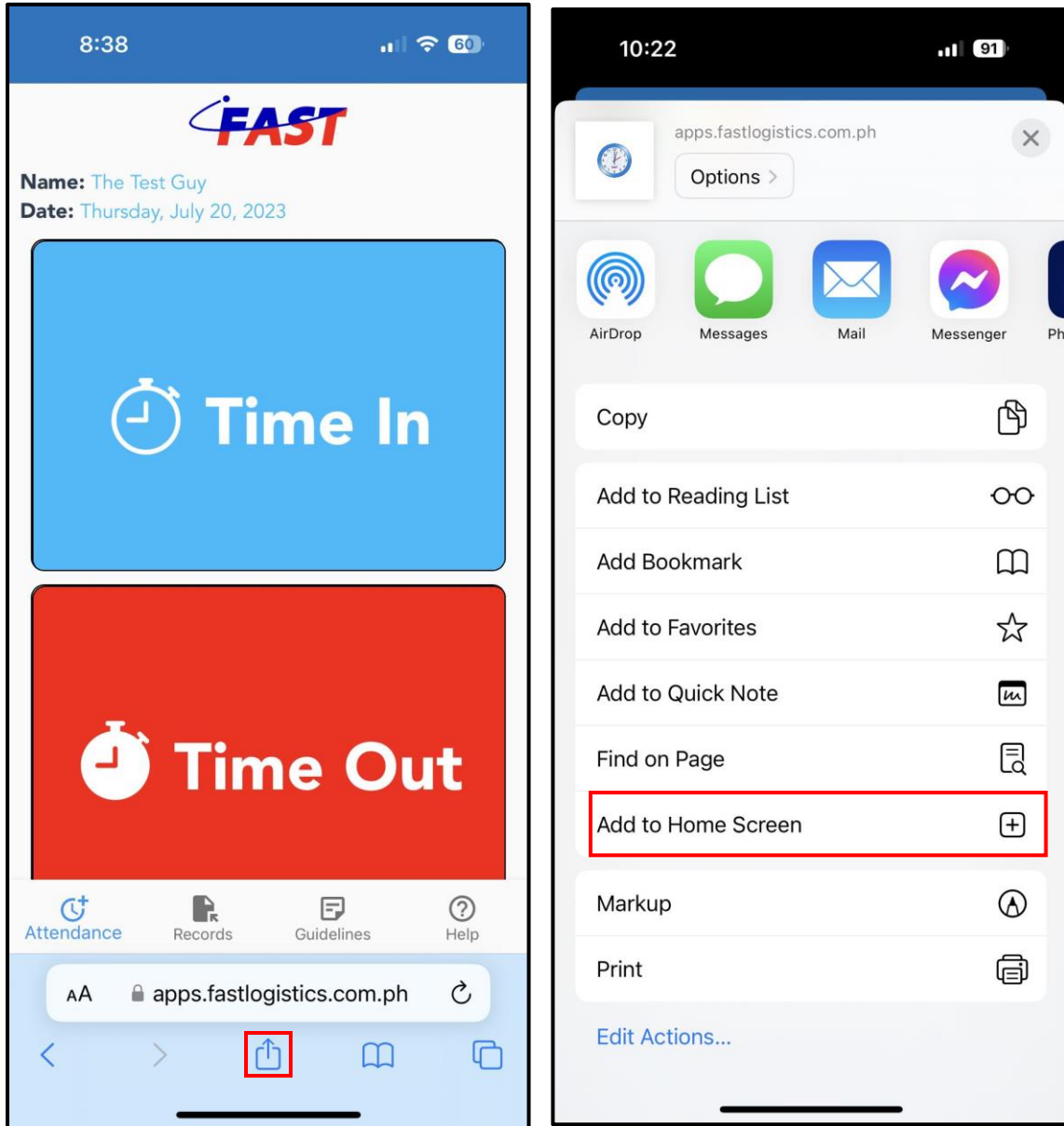
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XV. **How to add the Ontime mobile to home screen – IOS**

1. Click the arrow up button.
2. Click Add to home screen.

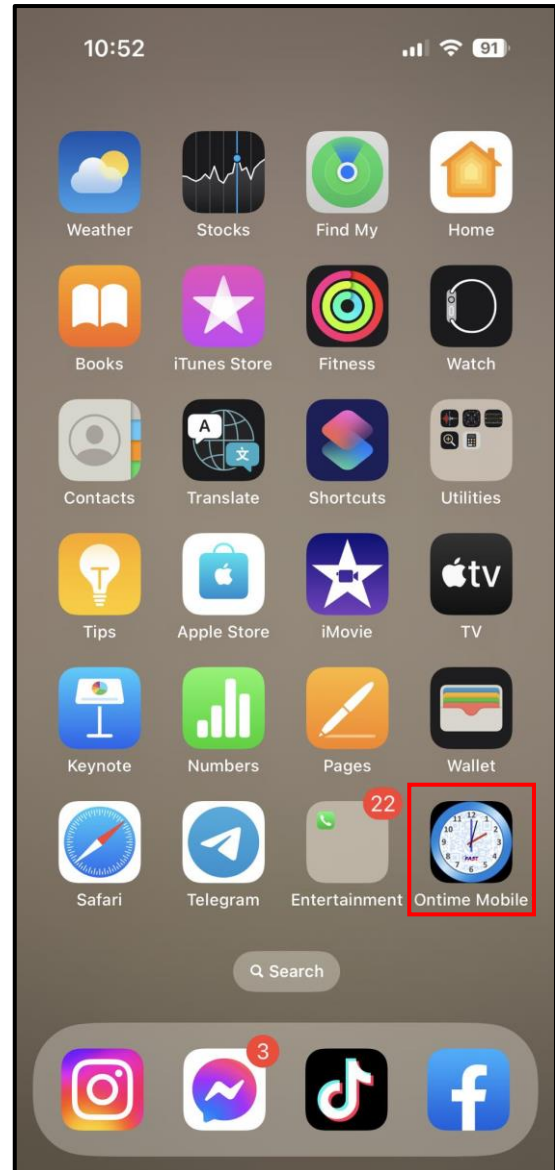
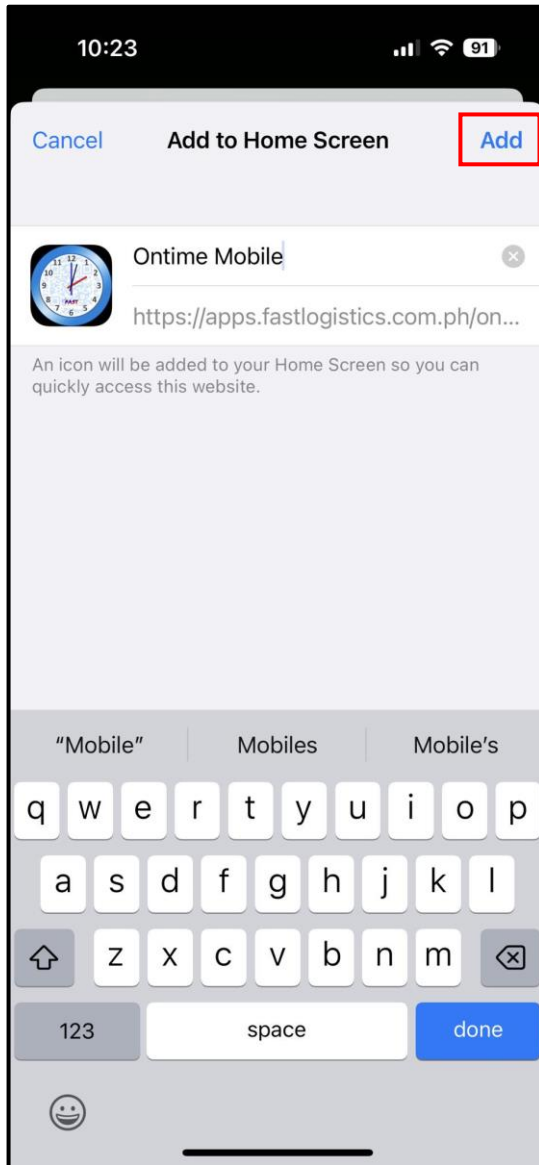


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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3. Click the Save button and it will automatically add to your home screen.



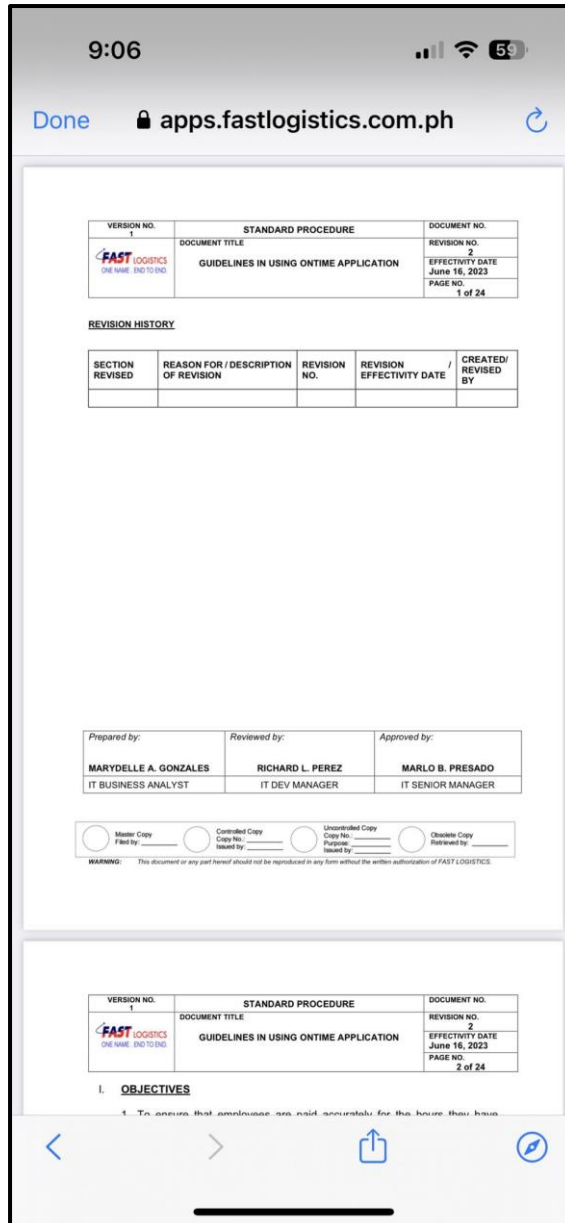
XVI. GUIDELINES

<input type="checkbox"/> Master Copy Filed by: _____	<input type="checkbox"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="checkbox"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="checkbox"/> Obsolete Copy Retrieved by: _____
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1. Click Guidelines in navigation on the bottom of the screen, to view the guidelines or user manual of ontime.



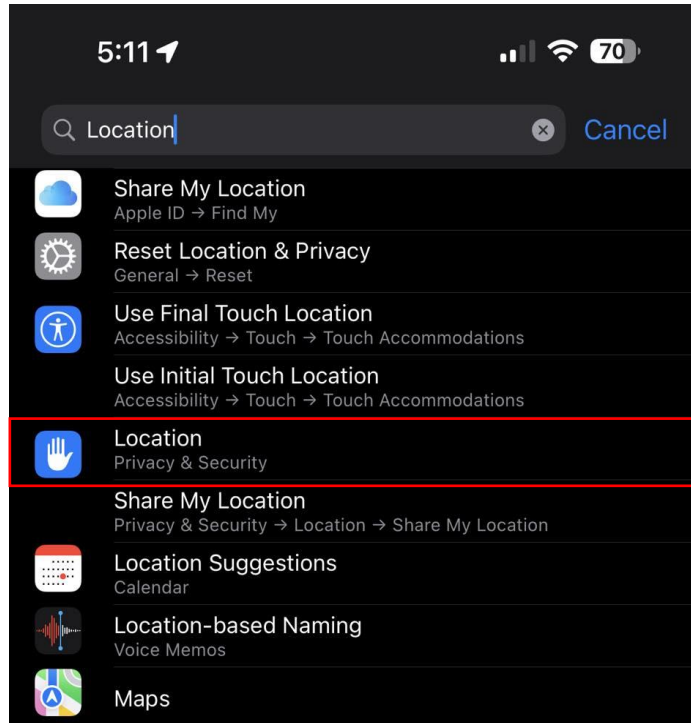
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XVII. HOW TO ALLOW LOCATION SERVICES IN SETTINGS (IOS)


1. Go to Settings and search Location.

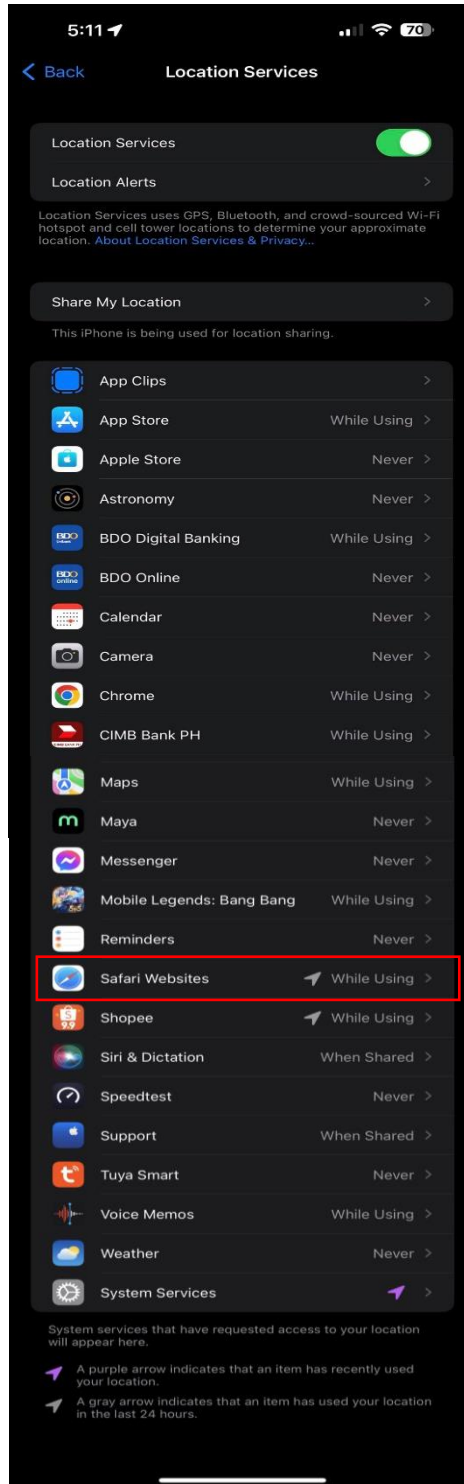


2. Look for Safari Websites.

<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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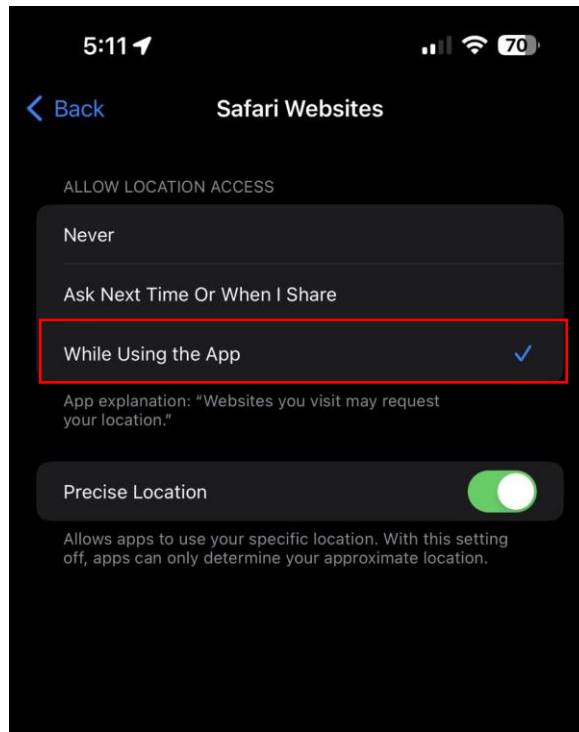


<input type="checkbox"/> Master Copy Filed by: _____	<input type="checkbox"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="checkbox"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="checkbox"/> Obsolete Copy Retrieved by: _____
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3. Select the “While Using the App”



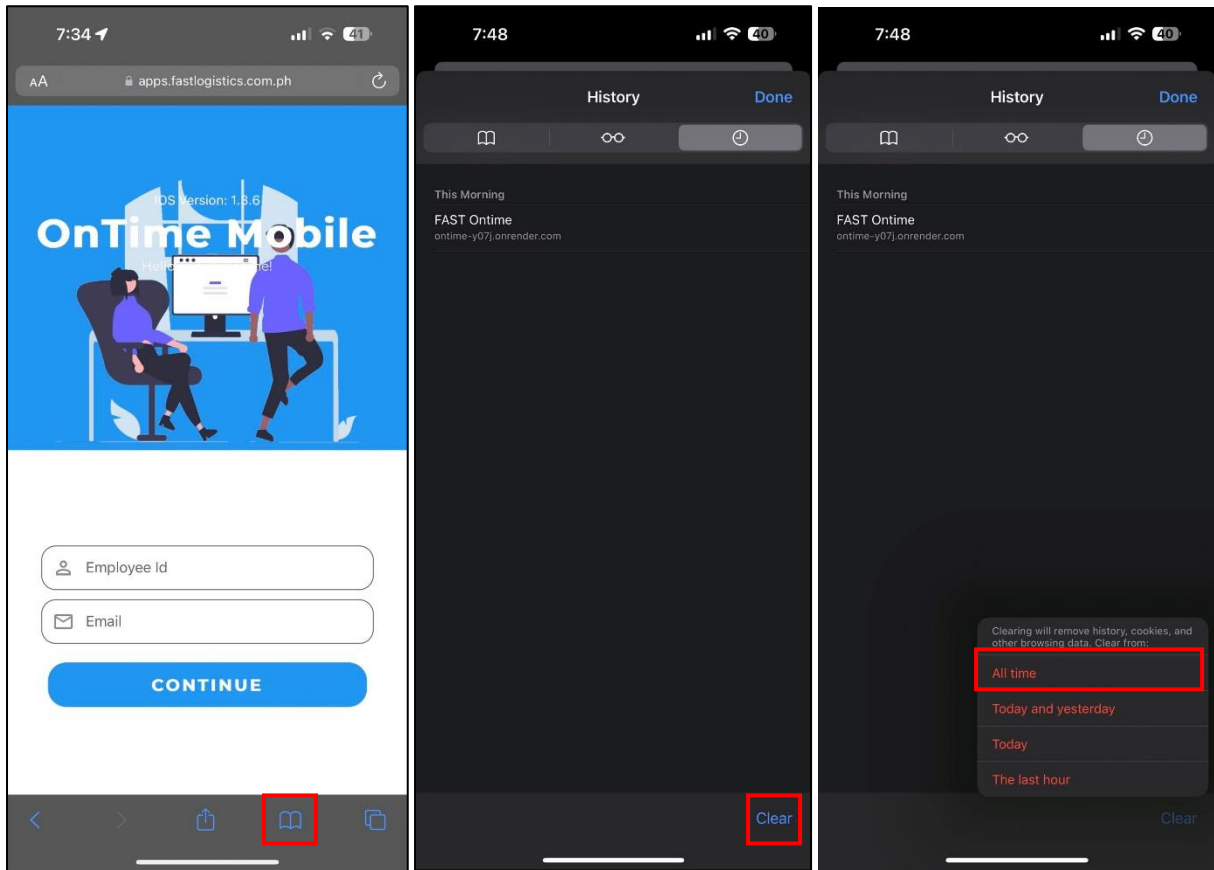
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XVIII. HOW TO DELETE HISTORY FROM BROWSER/SAFARI (NEW UPDATE/VERSION ONTIME)

1. Please see the sample illustration below.



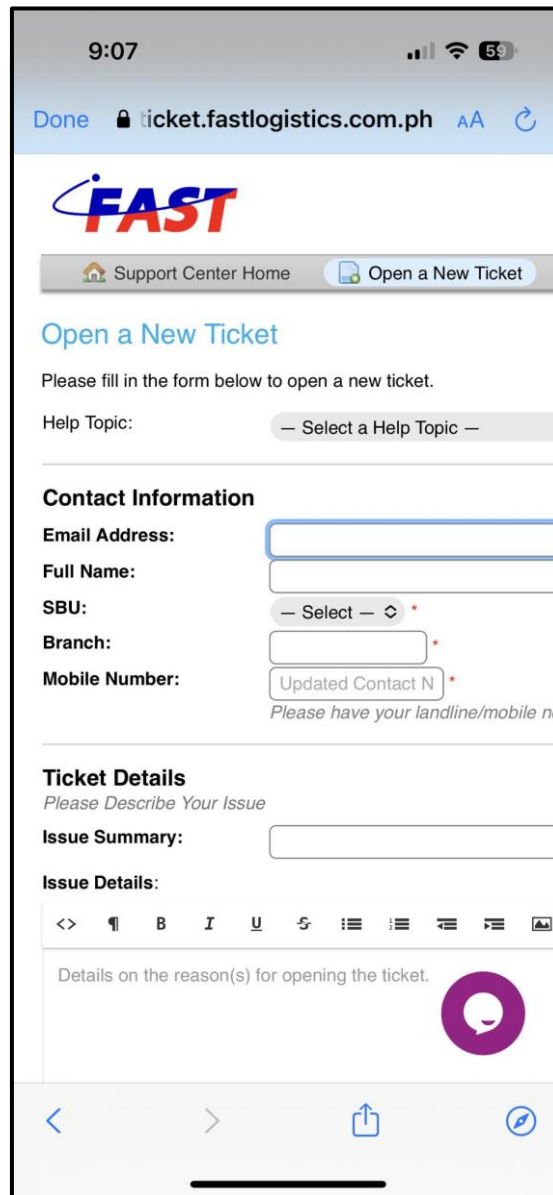
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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XIX. IF YOU HAVE ANY CONCERNS, QUESTIONS OR FIND ERRORS ABOUT ONTIME.

1. Click Help in navigation on the bottom of the screen, then create a ticket.



<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
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