VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 1 of 31

#### **REVISION HISTORY**

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

Prepared by:	Reviewed by:	Approved by:
MARYDELLE A. GONZALES	<b>RICHARD L. PEREZ</b>	MARLO B. PRESADO
IT BUSINESS ANALYST	IT DEV MANAGER	IT SENIOR MANAGER
Filed by: Cop	trolled Copy y No.: Uncontrolled Copy Copy No.: Purpose: Issued by:	Obsolete Copy Retrieved by:

WARNING:

This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
ONE NAME . END TO END.	DOCUMENT TITLE GUIDELINES IN USING ONTIME APPLICATION	REVISION NO. 1 EFFECTIVITY DATE June 16, 2023 PAGE NO.
		2 of 31

# 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.

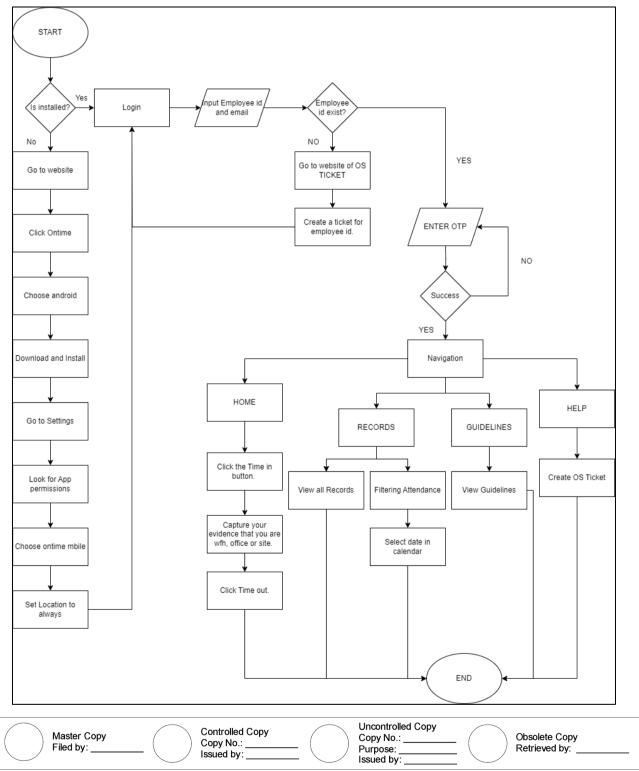
#### III. DEFINITION

- 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.

Master Filed b	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
		1
ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO.
		3 of 31

# IV. PROCESS FLOW (Android)

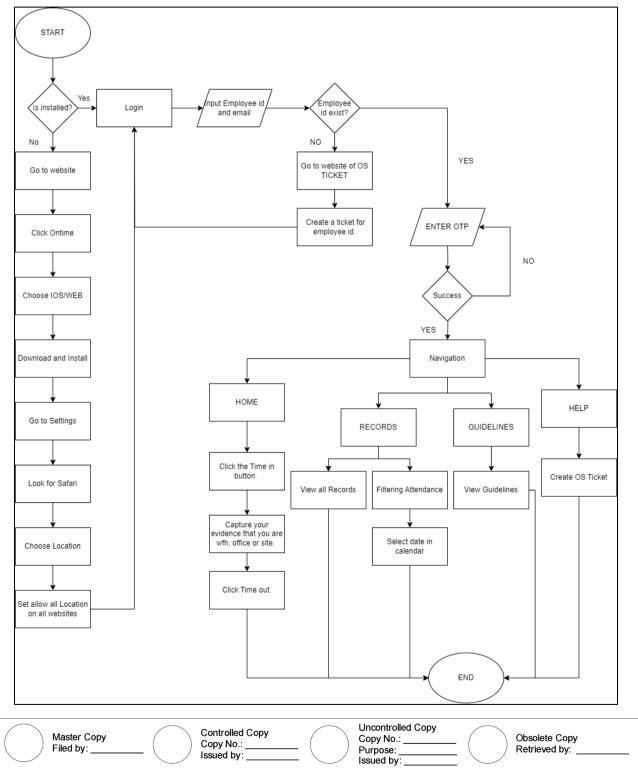


WARNING:

This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 4 of 31

# V. PROCESS FLOW (IOS)





This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CHAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 5 of 31

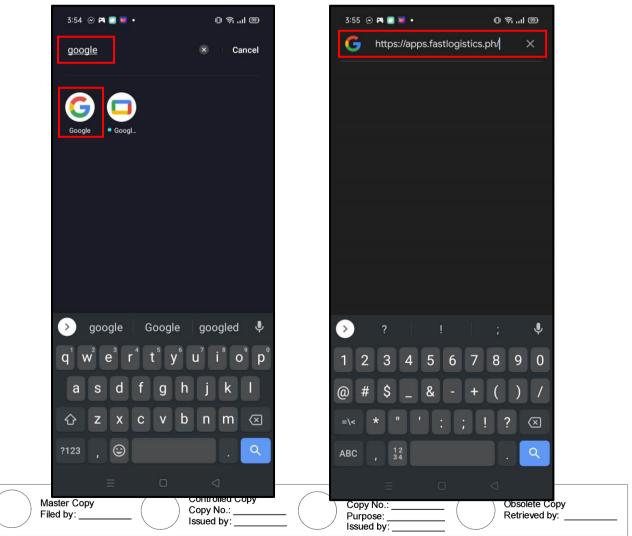
# **GETTING STARTED**

### VI. HOW TO LOCATE ONTIME MOBILE

- 1. For android users User can access the ontime mobile by searching it to google chrome <a href="https://apps.fastlogistics.ph/">https://apps.fastlogistics.ph/</a>
- 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 <u>https://apps.fastlogistics.ph/</u>.

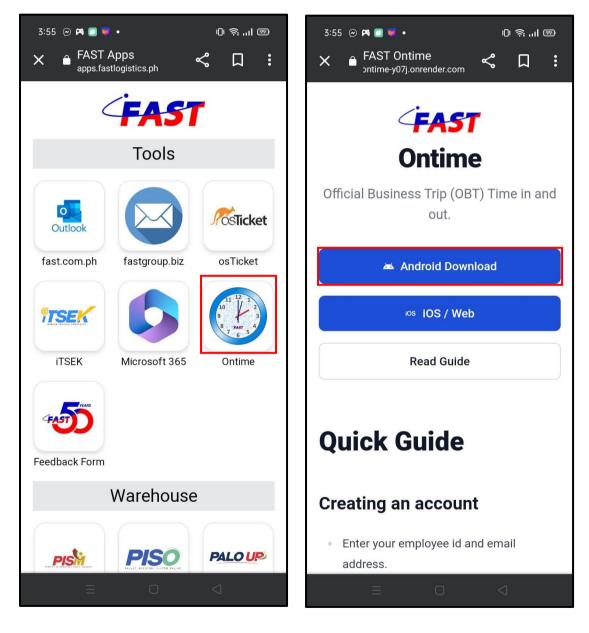


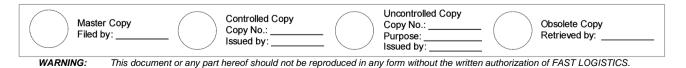
WARNING:

This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
/	DOCUMENT TITLE	REVISION NO.
<b>CRAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 6 of 31

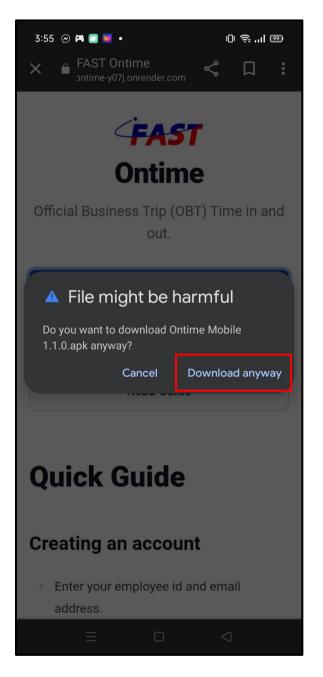
- 2. Click Ontime mobile application.
- 3. And click Android download button.





VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CRAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 7 of 31

4. Click the Download button.



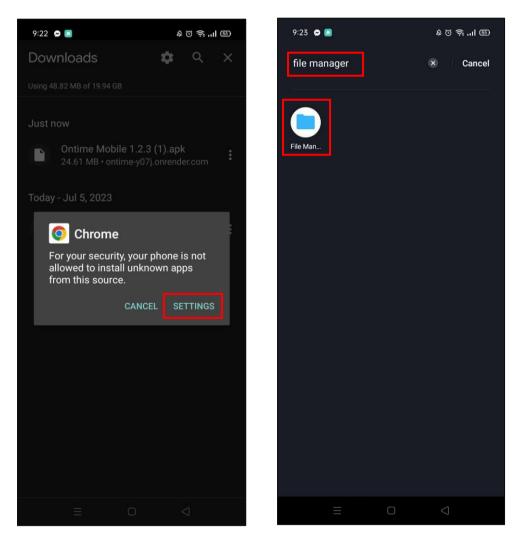
Maste Filed I	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO.	STANDARD PROCEDURE	DOCUMENT NO.
1	STANDARD PROCEDURE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
EACT.		1
	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE
ONE NAME . END TO END.		June 16, 2023
		PAGE NO.
		8 of 31

#### VIII. 3 Procedures to access the Ontime.

#### 1<sup>st</sup> 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.

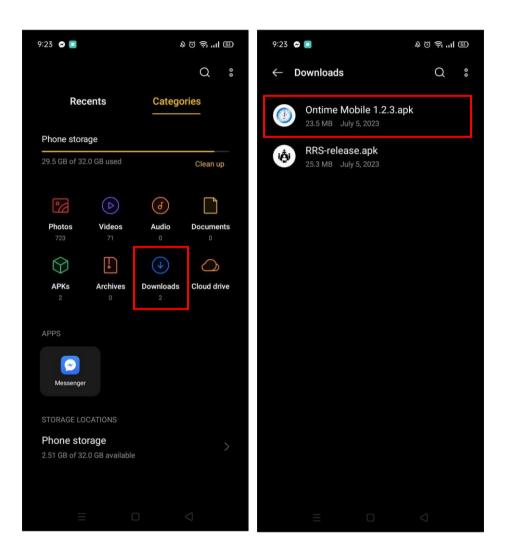


8. Click the downloads.

Master Filed b	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

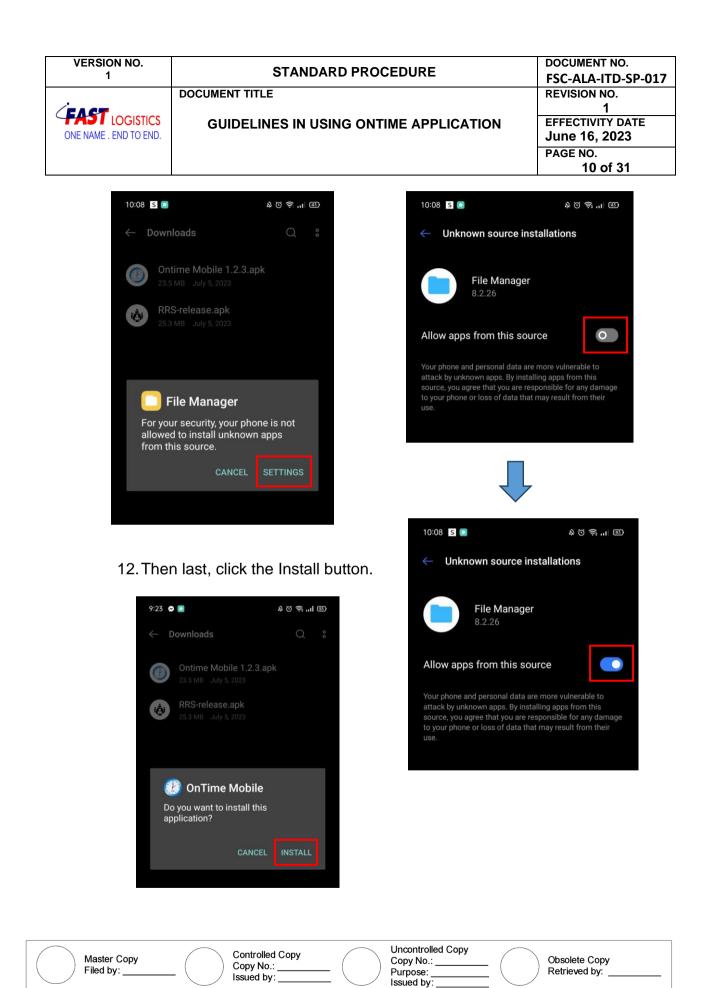
VERSION NO.	STANDARD PROCEDURE	DOCUMENT NO.
1	CTANDARD I ROOEDORE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
		1
CFAST LOGISTICS	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO.
		9 of 31

9. Look for ontime mobile Application.



10. Click the Settings button to allow the apps to install. 11. On the toggle button.

Maste Filed I	r Copy y: Controlled Copy Copy No.: Issued by: Obsolete Copy Purpose: Issued by:
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

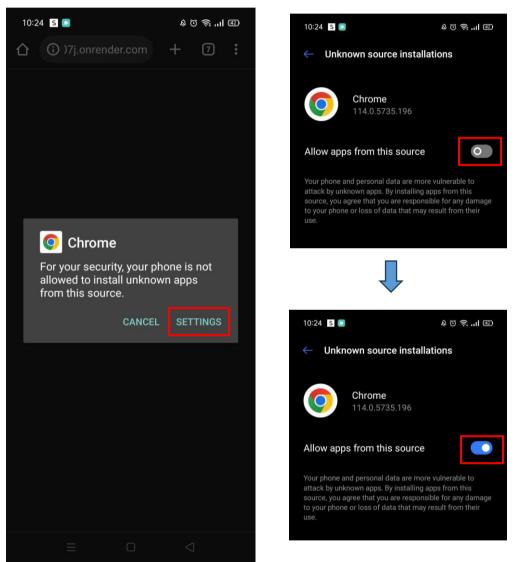


WARNING: This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO. 1
<b>CRAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 11 of 31

#### 2<sup>nd</sup> Procedure:

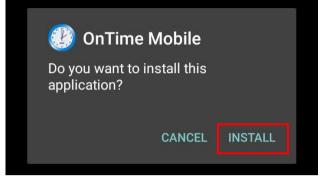
- 13. After clicking the button download anyway, a prompt message appears.
- 14. Click the Settings button.
- 15. On the toggle button to allow apps from any source.



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

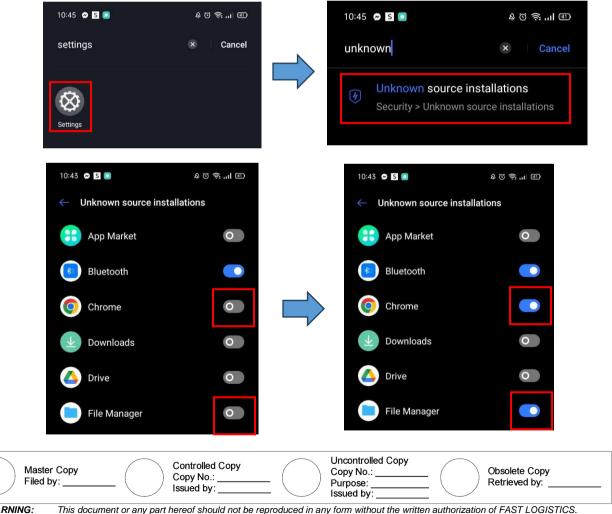
Master Filed b	r Copy by: Controlled Copy Copy No.: Issued by:	Uncontrolled Copy Copy No.: Purpose: Issued by:	Obsolete Copy Retrieved by:
WARNING:	This document or any part hereof should not be reproduc	ed in any form without the written aut	thorization of FAST LOGISTICS.

VERSION NO.	STANDARD PROCEDURE	DOCUMENT NO.
1	STANDARDTROGEDORE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
É A CT		1
<b>CAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO.
		12 of 31



#### 3rd Procedure: "To allow apps for unknown sources."

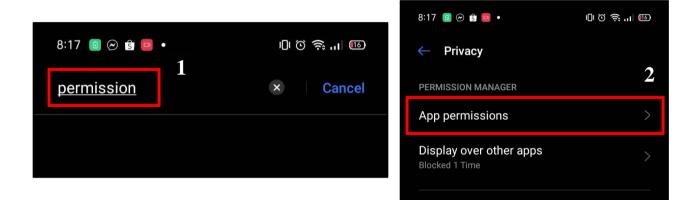
- 17. Go to Settings on your phone.
- 18. Search for Unknown Source
- 19. To allow apps from external sources, On the toggle button of File manager and Chrome.

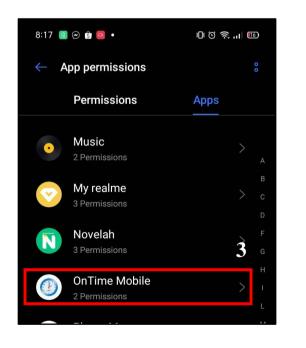


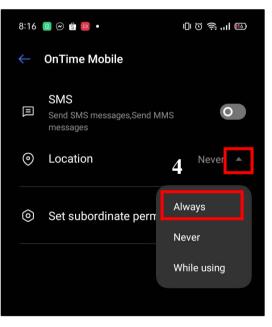
VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 13 of 31

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

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



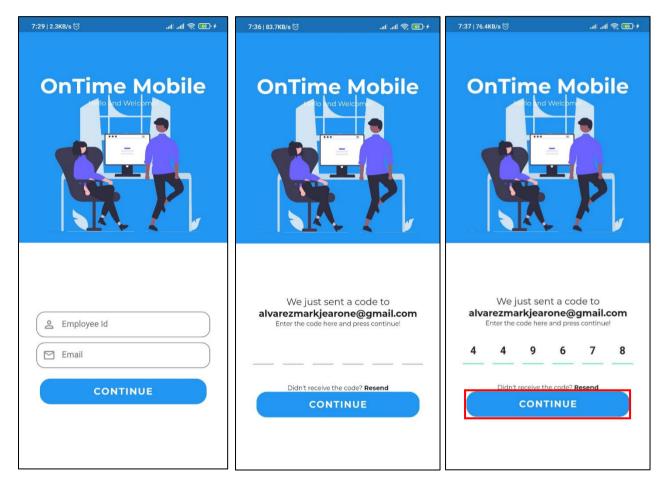






VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
<u> </u>	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 14 of 31

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



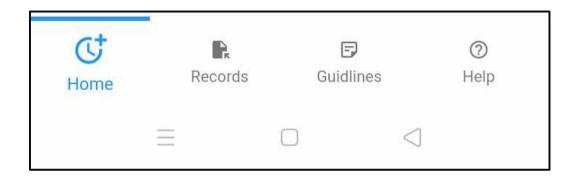
Maste Filed t	r Copy Controlled Copy Copy No.: Issued by:	Uncontrolled Copy Copy No.: Purpose: Issued by:	
WARNING:	This document or any part hereof should not be repr	roduced in any form without the written authorization of FAST LOGIS	STICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CRAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 15 of 31

# 23. This is an example of email:



# X. <u>Modules</u>

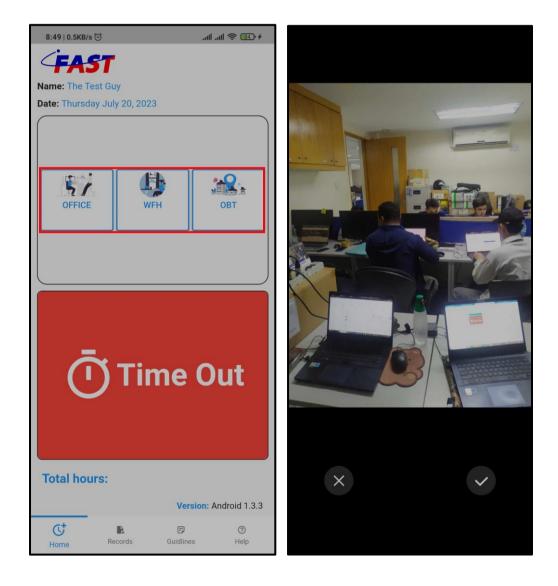


Master Filed b	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO.	STANDARD PROCEDURE	DOCUMENT NO.
1	STANDARD FROCEDORE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
		1
LOGISTICS	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE
ONE NAME . END TO END.		June 16, 2023
		PAGE NO.
		16 of 31

# 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.



Maste Filed I	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

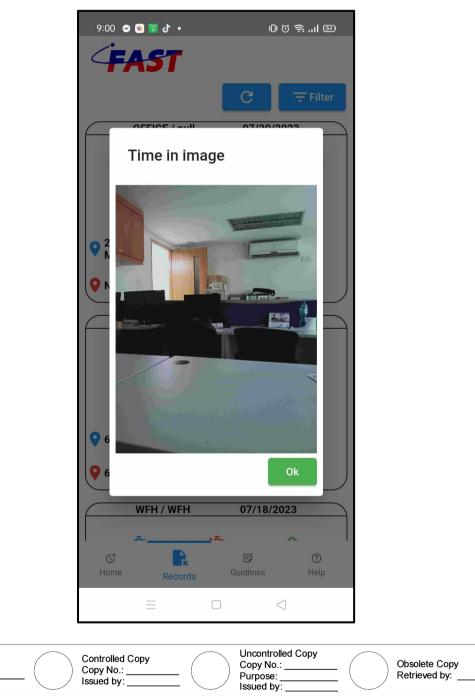
VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
/	DOCUMENT TITLE	REVISION NO. 1
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 17 of 31

- 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.

Image: Constraint of the second state of the second sta
OFFICE / null 07/20/2023 OFFICE / null 07/20/2023 OFFICE / null 07/20/2023 No data No data View View 235 Alabang–Zapote Rd Alabang Muntinlupa
Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second
Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second system         Image: Construction of the second system       Image: Construction of the second system       Image: Construction of the second
235 Alabang–Zapote Rd Alabang Muntinlupa Metro Manila Philippines
💡 No data
WFH / WFH 07/19/2023
Image: Constraint of the second state of the second sta
<b>Q</b> 64RX+G9P Cabuyao Calabarzon Philippines
WFH / WFH 07/18/2023
÷
년 <b>문</b> ⑦ Home Records Guidlines Help
Uncontrolled Copy Copy No.: Purpose: Issued by:

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CHAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 18 of 31

8. See the sample picture below.



WARNING:

Master Copy

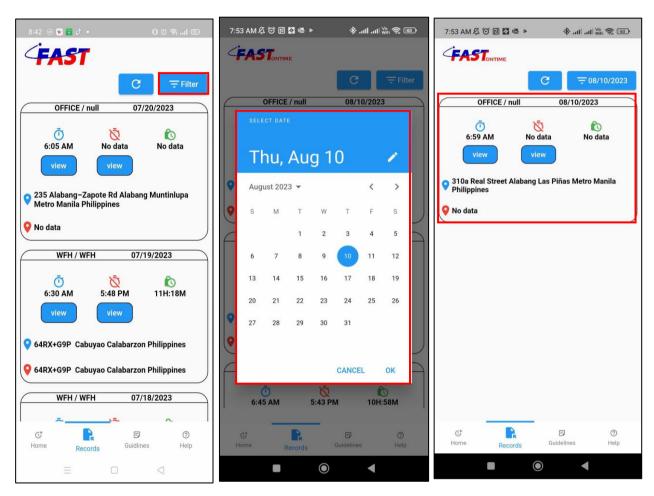
Filed by:

This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO.	STANDARD PROCEDURE	DOCUMENT NO.
1	OTANDARD I ROOEDORE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CEACT		1
	GUIDELINES IN USING ONTIME APPLICATION	
ONE NAME . END TO END.		June 16, 2023
		PAGE NO.
		19 of 31

#### XII. FILTERING ATTENDANCE DATE

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



Master Filed b	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
CFAST LOGISTICS ONE NAME . END TO END.	DOCUMENT TITLE GUIDELINES IN USING ONTIME APPLICATION	REVISION NO. 1 EFFECTIVITY DATE June 16, 2023 PAGE NO. 20 of 31

#### 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.

8:33	al 🗢 <b>74</b> )	8:34	ul 🗢 74	8:34	al 🗢 74)
FASTONTIME		FASTONTIME		FASTONTIME	
Sut	oordinate List X	CATHLEEN MAE	JOY C. AUNZO		Multiselect List
	C = Filter		C = Filter		C = Filter
WFH / null	08/10/2023	OFFICE / null	08/10/2023	PIERRE VO WFH / null	08/10/2023
6:45 AM No data	No data	6:59 AM No data Q Search Subordinate			ko data No data
T. Molina Street 7A Homes Ala Southern Manila District Metro	bang Muntinlupa Manila	View All View selected			pa Metro Manila Philippines
No data		CATHLEEN MAE JOY C. AUNZO		<ul> <li>No data</li> </ul>	
Office / Office	08/09/2023	CHRISTIAN C. TUIZA		OFFICE / null	L N. BUNAO 08/10/2023
view view	abang Muntinlupa Manila 1783	CHRISTIAN N. REALON			ko data No data
Acacia Avenue Madrigal Busine     Southern Manila District Metro	ess Park Muntinlupa	GARY C. GONZALES		<b>235 Service Road Cupar</b> Philippines	ng Muntinlupa Metro Manila
WFH / WFH	08/08/2023	JHON ROBIN W. VILLAPANDO		No data	
6:34 AM 9:51 PM	15H:17M	JOMARI RALPH V. RECIO		OFFICE / null	AE JOY C. AUNZO 08/10/2023 © Guidelines Help

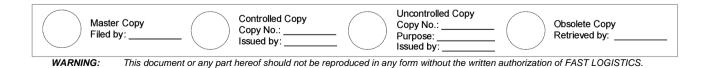
Maste Filed t	r Copy	Controlled Copy Copy No.: Issued by:	$\bigcirc$	Uncontrolled Copy Copy No.: Purpose: Issued by:	$\bigcirc$	Obsolete Copy Retrieved by:
WARNING:	This document or any part	t hereof should not be repro	duced in ai	ny form without the written a	uthorizatio	n of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
GUIDELINES IN USING ONTIME APPLICATION		1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 21 of 31

#### 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.

4:24 🔐 🕫 🕼	4:24 🕈 🐻
Q safari 🛛 🗴 Cancel	Settings Safari
<ul> <li>Safari Apple ID → iCloud     </li> <li>Safari     </li> </ul>	Clear History and Website Data
AutoFill Safari → AutoFill	SETTINGS FOR WEBSITES
Block Pop-ups	Share Across Devices
Content Blocker <sub>Safari</sub> → Extensions Downloads	Page Zoom >
Safari → Downloads	Request Desktop Website >
Prevent Cross-Site Tracking	Reader >
	Camera >
	Microphone >
	Location >
qwertyuiop	READING LIST
asdfghjkl	Automatically Save Offline
	Automatically save all Reading List items from iCloud for offline reading.
123 space search	Advanced



VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
/	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 22 of 31

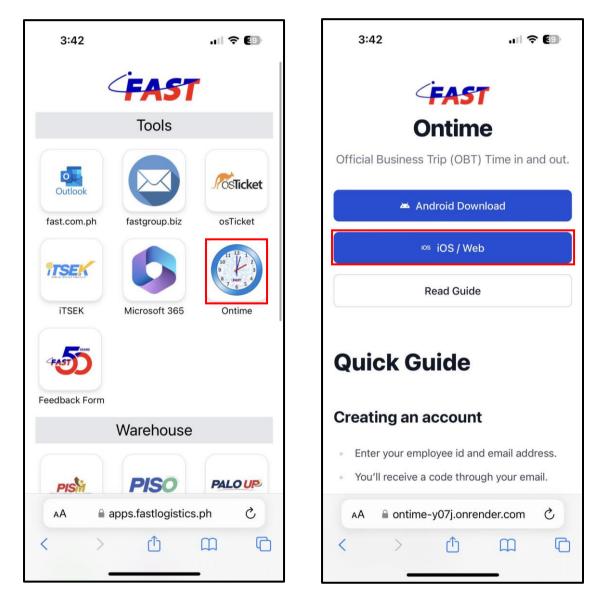
4:24	•1	- <b></b>
Safari	Location	Edit
LOCATION AC	CESS ON ALL WEBSITES	
Ask		
Deny		
Allow		~

- Next, go to safari on your IOS phone.
   Search <u>https://apps.fastlogistics.ph/</u>.

3:39	ııl <b>२ 40</b> 3:42		奈 😰
Q safari	Cancel	Search	Cancel
		ge (no matches)	
Safari	ি Find "h	nttps://apps.fastlogisti	ics.ph/″
		s.fastlogistics.ph	¥ 0
	1 2 3	4 5 6 7	890
Master Copy Contr	olled Copy Uncontroll	ed Copy	Obsolete Copy

VERSION NO.	STANDARD PROCEDURE	DOCUMENT NO.
1	STANDARD PROCEDURE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
		1
	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE
ONE NAME . END TO END.		June 16, 2023
		PAGE NO.
		23 of 31

- 6. Click the Ontime mobile application.
- 7. Click IOS/Web.





VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CRAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 24 of 31

#### How to add the Ontime mobile to home screen - IOS XV.

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

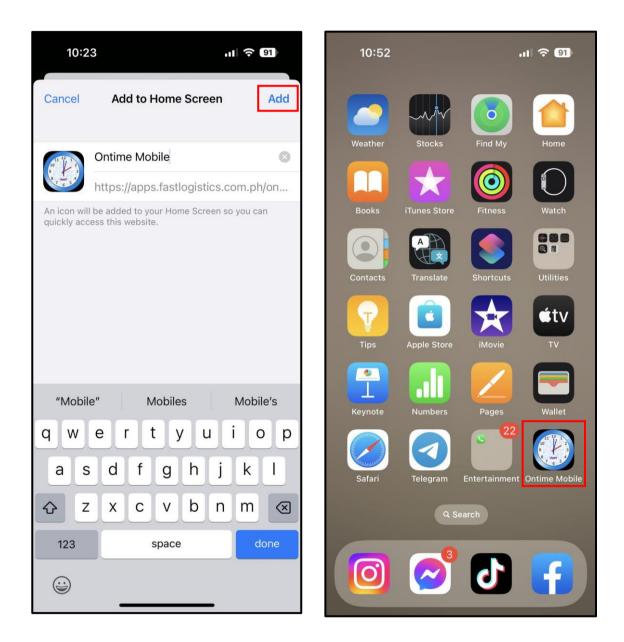
8:38	.ıl ≎ @	10:22	.1 91
Name: The Test Guy Date: Thursday, July 20, 2023		apps.fastlogistics.com.ph       Options >	×
		AirDrop Messages Mail	Messenger Phe
Time	In	Сору	Å
		Add to Reading List	00
		Add Bookmark	m
		Add to Favorites	\$
		Add to Quick Note	m
🕘 Time (	Out	Find on Page	Ę
		Add to Home Screen	÷
Attendance Records Guidelin	es Help	Markup	$\otimes$
AA 🔒 apps.fastlogistics.co		Print	Ē
< >		Edit Actions	



This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO. 1
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 25 of 31

3. Click the Save button and it will automatically add to your home screen.



# XVI. GUIDELINES



VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CHAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 26 of 31

1. Click Guidelines in navigation on the bottom of the screen, to view the guidelines or user manual of ontime.

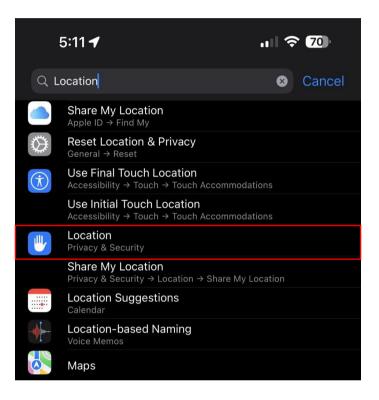
PAGE NO. 1 24 To 1 24	DOCUMENT TITLE THE POLICIAL POLICIAL PREVISION NO. 2 GUIDELINES IN USING ONTIME APPLICATION 2 PAGE NO. 2 PAGE NO. 2 PAGE NO. 1 PAGE N	DOCUMENT TITLE     DOCUMENT TITLE     GUIDELINES IN USING ONTIME APPLICATION     DOCUMENT     GUIDELINES IN USING ONTIME APPLICATION     REVISION HISTORY     SECTION     REASON FOR / DESCRIPTION     REVISION	0. Y DATE 023 24 24 REATED/ VISED
CHAST COUNCY     GUIDELINES IN USING ONTIME APPLICATION     UPINETING VIAT	GUIDELINES IN USING ONTIME APPLICATION USING NOTIME APPLICATION USING NOTIME APPLICATION USING NOTIFICATION REVISION REV	CAST LOOPING     GUIDELINES IN USING ONTIME APPLICATION     CONTRACTOR      CONTRACTOR     CONTRACTON     CONTRACTON     CONTRACTON     CONTRACTON     CONTRACTON	24 REATED/
REVISION HISTORY  SECTION REASON FOR / DESCRIPTION REVISION REVISION / CREATE	ISTORY REASON FOR / DESCRIPTION REVISION REVISION / CREATED/ REVISION REVISION REVISION REVISION	PAGE NO. 1 of 1 o	24 REATED/
SECTION REASON FOR / DESCRIPTION REVISION REVISION / CREAT	REASON FOR / DESCRIPTION REVISION REVISION / CREATED/ REVISED	SECTION REASON FOR / DESCRIPTION REVISION REVISION / CR	VISED
SECTION REASON FOR DESCRIPTION REVISION REVISION / REVISE	REASON FOR / DESCRIPTION REVISION REVISION / REVISED	SECTION REASON FOR / DESCRIPTION REVISION REVISION / REV	VISED
		Prepared by: Reviewed by: Approved by:	
MARYDELLE A. GONZALES RICHARD L. PEREZ MARLO B. PRESADO	E A. GONZALES RICHARD L. PEREZ MARLO B. PRESADO	Manage Cray     Parting     Parting	
MARYDELLE A. GONZALES         RICHARD L PEREZ         MARLO B. PRESADO           IT BUSINESS ANALYST         IT DEV MANAGER         IT SENIOR MANAGER           Matter Corp.         Contrabil Corp.         Contrabil Corp.           Matter Corp.         Contrabil Corp.         Contrabil Corp.           Matter Corp.         Contrabil Corp.         Contrabil Corp.	E A. GONZALES RICHARD L. PEREZ MARLO B. PRESADO S ANALYST IT DEV MANAGER IT SENIOR MANAGER	STANDARD PROCEDURE	10000
MARYDELLE A. GORZALES         RICHARD L. PEREZ         MARU B. PRESADO           IT BUSINESS ANALYST         IT DEV MANAGER         IT SEMIOR MANAGER           Maren Cop         Contradio Copy         Deveload Copy         Deveload Copy           Maren Cop         Contradio Copy         Deveload Copy         Deveload Copy         Deveload Copy           Maren Copy         Contradio Copy         Deveload Copy         Deveload Copy         Deveload Copy         Deveload Copy           MARINO         The document or any part heard divided not in reproduced are from other the weber submortable of PAYT LOCITICS.         Maren Copy         Deveload Copy           VERSION NO.         STANDARD PROCEDURE         DOCUMENT NO.         DOCUMENT NO.	EA GORZALES     RICHARD L PEREZ     MARLO B. PRESADO     SAVALYST     IT DEV MANAGER     T SENIOR MANAGER      T SENIOR MANAGER	CONTRACT CONTRACT OF CONT	
Prepared by: Reviewed by: Approved by:	Reviewed by: Approved by:	MARYDELLE A. GONZALES RICHARD L. PEREZ MARLO B. PRESA	
MARYDELLE A. GONZALES RICHARD L. PEREZ MARLO B. PRESADO	E A. GONZALES RICHARD L. PEREZ MARLO B. PRESADO		
MARYDELLE A GONZALES RICHARD L PEREZ MARLO B. PRESADO IT BUSINESS ANALYST IT DEV MANAGER IT SENIOR MANAGER	E A. GONZALES RICHARD L. PEREZ MARLO B. PRESADO S AVALYST IT DEV MANAGER IT SENIOR MANAGER	Pried UNP     Converter     Converter	
MARYDELLE A. GONZALES         RICHARD L. PEREZ         MARLO B. PRESADO           IT BUSINESS AVALYST         IT DEV MANAGER         IT SENIOR MANAGER           Mater Carpy         Contrade Carpy         Contrade Carpy           Mater Carpy         Contrade Carpy         Contrade Carpy           Mater Carpy         Contrade Carpy         Contrade Carpy	E A. GONZALES RICHARD L PEREZ MARLO B. PRESADO S ANALYST IT DEV MANAGER IT SENIOR MANAGER	VERSION NO. DOCUMENT	NO.

Master Filed b	opy       Controlled Copy       Uncontrolled Copy       Obsolete Copy         Copy No.:       Purpose:       Purpose:       Obsolete Copy         Issued by:       Issued by:       Issued by:       Issued by:
WARNING:	his document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
CRAST LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 27 of 31

# XVII. HOW TO ALLOW LOCATION SERVICES IN SETTINGS (IOS)

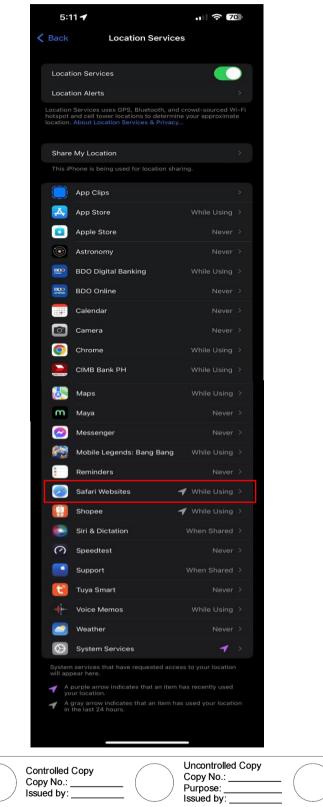
1. Go to Settings and search Location.



2. Look for Safari Websites.

Master Filed by	
 WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO.		DOCUMENT NO.
1	STANDARD PROCEDURE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
EACT.		1
	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE
ONE NAME . END TO END.		June 16, 2023
		PAGE NO.
		28 of 31





Master Copy

Filed by:

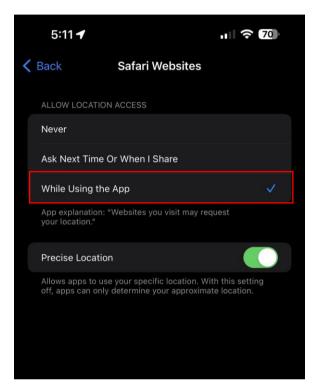
This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

Obsolete Copy

Retrieved by:

VERSION NO.		DOCUMENT NO.
1	STANDARD PROCEDURE	FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
		1
ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO.
		29 of 31

3. Select the "While Using the App"

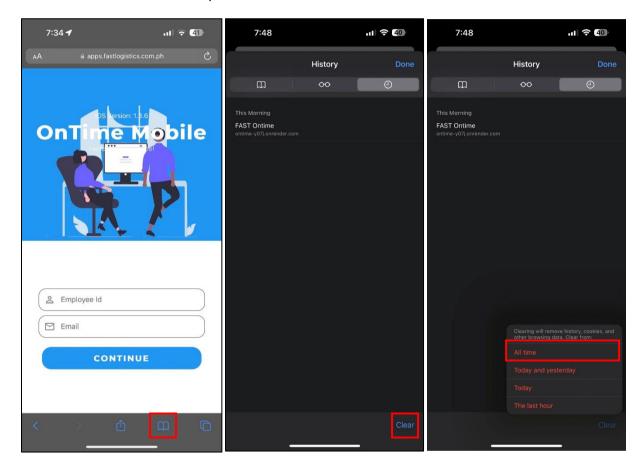


Master Copy Filed by:	$\bigcirc$	Controlled Copy Copy No.: Issued by:	$\bigcirc$	Uncontrolled Copy Copy No.: Purpose: Issued by:	$\bigcirc$	Obsolete Copy Retrieved by:

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
<i>i</i>	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	EFFECTIVITY DATE June 16, 2023
		PAGE NO. 30 of 31

# XVIII. HOW TO DELETE HISTORY FROM BROWSER/SAFARI (NEW UPDATE/VERSION ONTIME)

1. Please see the sample illustration below.



Master Filed b	
WARNING:	This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

VERSION NO. 1	STANDARD PROCEDURE	DOCUMENT NO. FSC-ALA-ITD-SP-017
	DOCUMENT TITLE	REVISION NO.
<b>FAST</b> LOGISTICS ONE NAME . END TO END.	GUIDELINES IN USING ONTIME APPLICATION	1 EFFECTIVITY DATE June 16, 2023
		PAGE NO. 31 of 31

# 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.

9:07	ul 🗢 💽
one 🔒 ticke	t.fastlogistics.com.ph 🗚 🖒
FAS	T
Support C	Center Home 🛛 🔒 Open a New Ticket
Open a New	/ Ticket
Please fill in the fo	rm below to open a new ticket.
Help Topic:	- Select a Help Topic -
Contact Inform	nation
Email Address:	
Full Name:	
SBU:	$-$ Select $ \diamond$ *
Branch:	*
Mobile Number:	Updated Contact N *
woble Number.	
Mobile Number.	Please have your landline/mobile no
Ticket Details Please Describe Y Issue Summary: Issue Details:	Please have your landline/mobile no
Ticket Details Please Describe Y Issue Summary:	Please have your landline/mobile no
Ticket Details Please Describe Y Issue Summary: Issue Details: <> ¶ B	Please have your landline/mobile no
Ticket Details Please Describe Y Issue Summary: Issue Details: <> ¶ B	Please have your landline/mobile no four Issue I U S :≡ :≡ र≡ र≡ II

Master Copy       Controlled Copy       Uncontrolled Copy       Obsolete Copy         Filed by:       Issued by:       Purpose:       Obsolete Copy         Issued by:       Issued by:       Issued by:       Obsolete Copy	
--	--



This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.