FAST App – Permission & Usage Document (IT Documents)

Application Name

FAST App

Company: Kumudam Publications Private Limited

FAST App is an internal application for authorized onsite staff. It is used for attendance, work location tracking during duty hours, client details, DSR reports, and official work updates.

Important Links:

Terms and Conditions: https://kumudam.com/fast-policy

Play Store App Link: https://play.google.com/store/apps/details?id=com.fast.fapp

Purpose of the Application

FAST App is developed only for authorized onsite staff of Kumudam Publications Private Limited.

The application is used for:

- Employee attendance management
- Employee location tracking during work duty hours
- Viewing assigned client details
- Data entry and report submission
- Work-related notifications and updates

Authorized Usage

This application is strictly for official company employees only. Unauthorized users are not permitted to access or use the application.

Permissions Used in the Application

1. Location Permission

The application uses location access to track employee work locations during active duty hours.

- Tracking starts only after employee login/check-in
- Tracking stops immediately after logout/check-out
- The application does not track employees outside working hours

2. Background Location Access

Background location access is required to ensure accurate attendance and duty tracking while employees are actively working.

3. Notification Permission

Notification access is used to send:

- Attendance updates
- Task alerts
- Work announcements
- Important company notifications

4. Battery Optimization Permission

Battery optimization may interrupt background tracking services. Employees are requested to disable battery optimization for uninterrupted location tracking during work hours.

Privacy & Security

Employee data collected through the FAST App is used only for official company operations and internal work management purposes.

The company does not use the application for personal tracking outside active work sessions.

Employee Consent

By continuing to use the FAST App, employees acknowledge and agree to:

- Provide required permissions
- Allow background access during work hours

Use the application only for official company purposes

Important Note

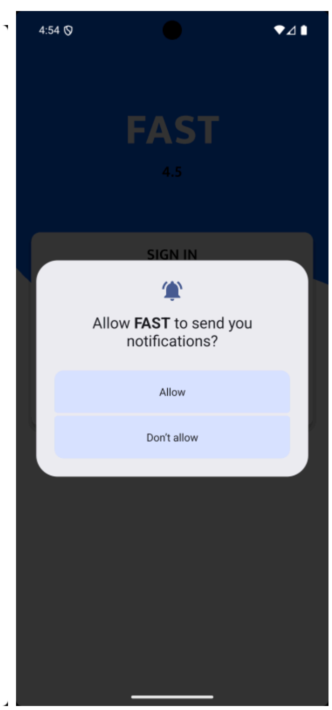
- The FAST application can be logged in and used on **only one mobile device at a time**.

- Multiple device login is not supported.
- If you attempt to use the same account on another device, the application may not function correctly and may close unexpectedly.
- If this occurs, uninstall the application and reinstall it on the authorized device.
- After reinstalling, log in again using your assigned credentials.
- For security and data integrity, employees should use only their registered device to access the application.

Application Features

Application Flow

1. Splash Screen will be displayed when the application is opened.
2. After the splash screen, the application requests Notification Permission access.
3. Employees must allow notification access to continue using the application properly.
4. Required permissions are collected for attendance tracking and work-related services.



Login Process

Step 1 – Splash Screen

When the application is opened, the FAST App splash screen will be displayed.

Step 2 – Sign In Page

Employees must log in using the company-provided credentials.

Login Format

- **User ID:** Company-provided unique employee ID
  Example: K0981
- **Password Format:**
  Password is created using:
  - First 5 letters of the employee name
  - Last 2 digits of birth year

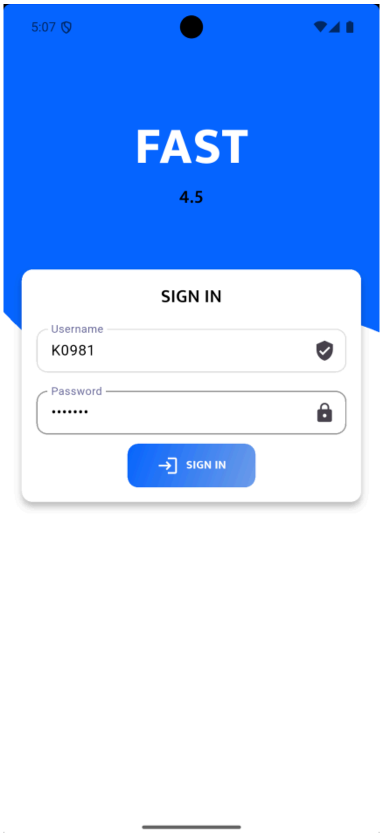
Example

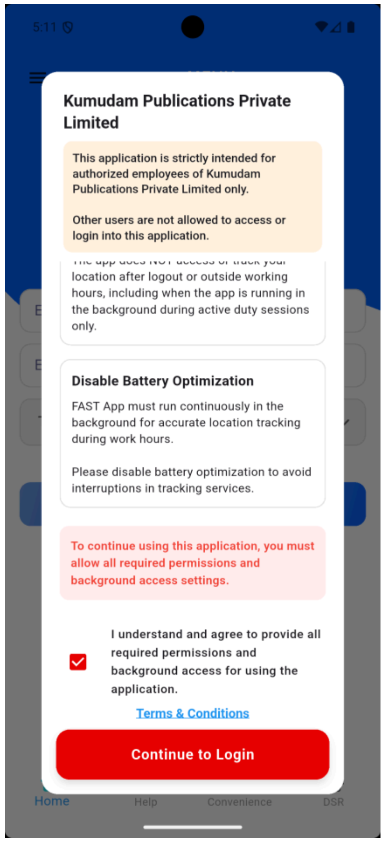
- Employee Name: KABIBHARATHI
- Birth Year: 1998

Generated Password:
KABIB98

Sample Login

- **User ID:** K0981
- **Password:** KABIB98





Permission & Policy Confirmation

After successful login, the application displays:

- Notification Permission Request
- Terms and Privacy Policy
- Background Access Information

Employees must:

- Read the permission and policy details
- Select the agreement checkbox
- Click **"Continue to Login"**

After confirmation, the employee will be redirected to the next screen of the application.

Location Permission Process

Step 3 – Location Permission Access

After completing the login and policy confirmation process, the application will request location permissions.

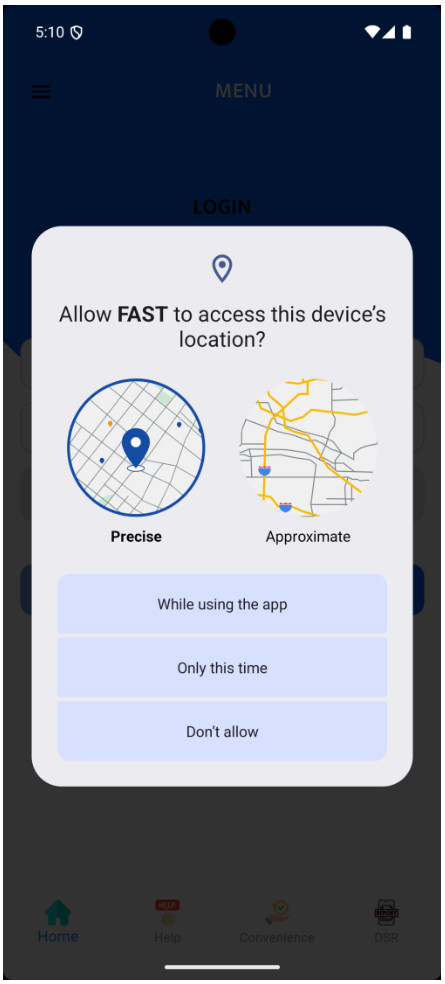
Foreground Location Permission

A system popup will appear:

“Allow FAST to access this device’s location?”

Employees must select:

“While using the app”

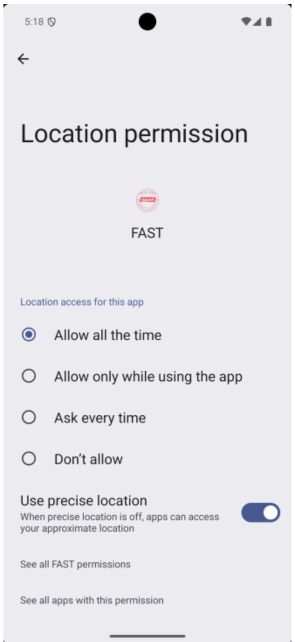


Background Location Permission

Next, another location permission screen will open.

Employees must select:

“Allow all the time”



This permission is required for accurate attendance and work-duty location tracking during active office hours.

After granting the permission, employees can return back to the FAST App and continue using the application normally.

Step 4 – Background Tracking & Battery Optimization

After granting location permissions, the application will display a background tracking message.

Background Tracking Permission

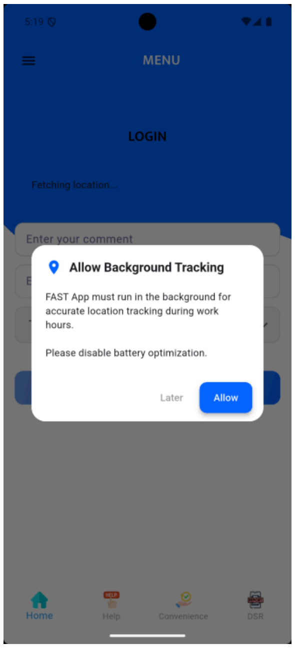
The FAST App requires background access for accurate employee attendance and work location tracking during active duty hours.

A popup message will appear:

“Allow Background Tracking”
“Please disable battery optimization.”

Employees must click:

“Allow”



This helps the application run continuously in the background without interruption during working hours.

Attendance Login Process

The FAST App attendance system is used during official office working hours only.

Office Timing

- Login Time: 9:30 AM
- Logout Time: 6:00 PM

Employees must keep the FAST App logged in during working hours and logout after office time is completed.

Daily Attendance Login Steps

Step 1 – Enter Work Comments

Employees must enter their current work status or comments.

Example:

“I am at work”

Step 2 – Enter ODO Meter Reading

If the employee is using a vehicle for work travel, they must enter the vehicle ODO meter reading.

Example:

64664647

Only numeric values are allowed.

Step 3 – Choose Vehicle

Employees must select the vehicle used for work travel from the available vehicle list.

Step 4 – Upload ODO Meter Image

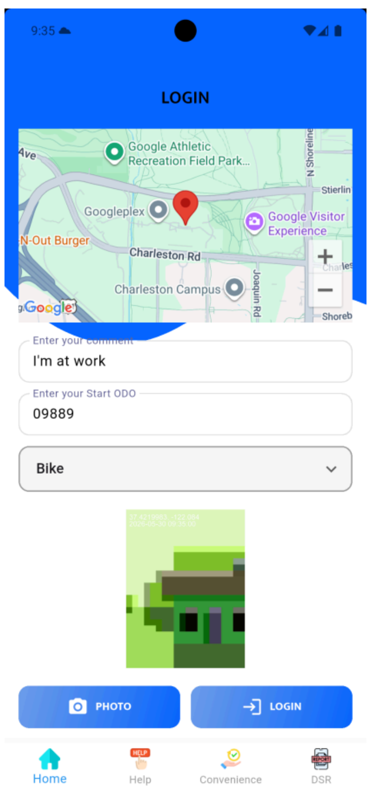
Employees must capture and upload a clear photo of the vehicle ODO meter reading.
This image is used for official travel verification purposes.

Step 5 – Attendance Login

After completing all required fields:

- Comments
- ODO Reading
- Vehicle Selection
- ODO Image Upload

Employees must click:



“Login”
This attendance process must be completed every working day before starting office duty.

Background Location Tracking

After successful attendance login, the FAST App will automatically start employee location tracking.

Location Tracking Details

- Employee location will be tracked every 30 seconds
- Tracking works only during active login sessions
- A background tracking notification will be displayed in the device notification panel while tracking is active

Important Note

Location tracking will continue until the employee logs out from the application.
After logout:

- Background tracking will stop immediately
- Location access will no longer be used by the application outside working sessions

This system is used only for official attendance and work-duty tracking purposes.

Attendance Logout Process

Logout Timing

After office working hours (6:00 PM), employees must complete the logout process in the FAST App.
Login and Logout are very important.
Attendance will be considered valid only if both login and logout are completed correctly.
If the attendance process is incomplete or incorrect:

- Attendance may be marked as absent
- Loss of Pay (LOP) may be applied as per company policy

Employees are requested to follow all instructions carefully.

Daily Logout Steps

Step 1 – Press Logout Button

After completing office work, employees must press the:
“Logout” button

Step 2 – Enter Current ODO Meter Reading

Employees must enter the current vehicle ODO meter number.
Example:
64664720
Only numeric values are allowed.

Step 3 – Enter Total Travel Kilometers

Employees must enter the total distance traveled during work hours.

Example:
12
13
160
Only numeric values are allowed.

Step 4 – Upload ODO Meter Image

Employees must capture and upload a clear photo of the current ODO meter reading.

Step 5 – Complete Logout

After entering:

- Current ODO meter reading
- Total travel kilometers
- ODO meter image

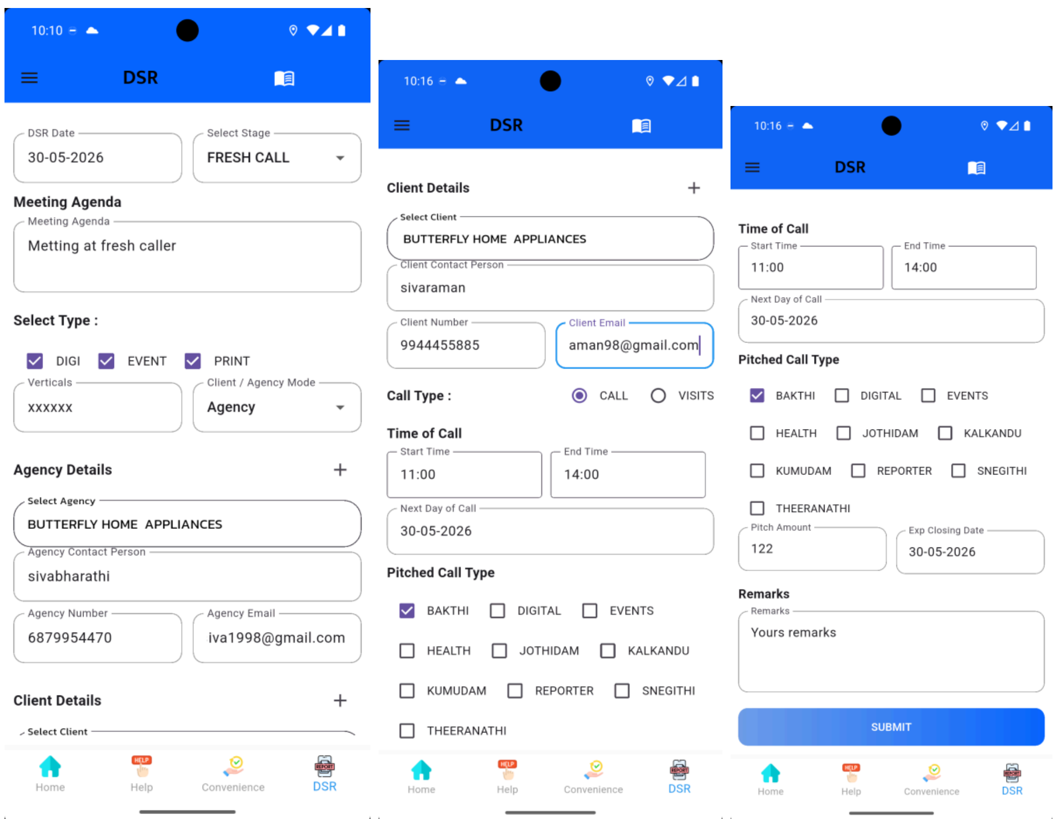
Employees must complete the logout process.
Once logout is completed:

- Background location tracking will stop
- Attendance for the day will be completed successfully.

DSR Report Submission

The FAST App includes a **DSR (Daily Status Report)** screen for submitting daily client meeting and work activity details.
Employees must submit the DSR report daily after completing client visits, calls, or meetings.

DSR Form Details



1. DSR Date
Employees must select the current working date for the report submission.

2. Select Stage
Employees must choose the current meeting or client discussion stage.
Example Stages:
- Fresh Call
- Negotiation
- Proposal

- Closing

3. Meeting Agenda

Employees must enter the purpose or agenda of the meeting.
Example:
Client discussion regarding advertisement proposal.

4. Select Type

Employees can select the business category type.
Available Options:

- DIGI
- EVENT
- PRINT

5. Vertical Selection

Employees must select the required business vertical.

6. Client / Agency Selection

Employees must choose whether the meeting was conducted with:

- Client
- Agency

7. Call Type

Employees must select the meeting method.
Available Options:

- Call
- Visit

8. Time of Call

Employees must enter:

- Start Time
- End Time

9. Next Day Follow-Up

Employees can enter the next follow-up or next meeting date details.

10. Pitched Call Type

Employees must select the pitched business category.
Example:

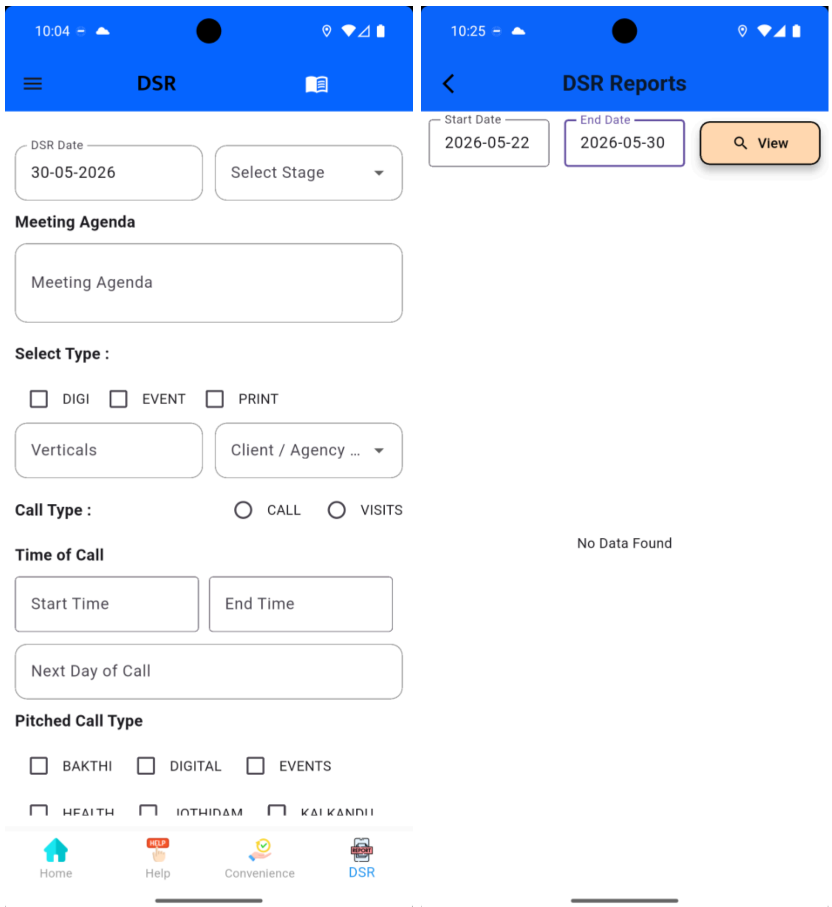
- Bakthi
- Digital
- Events

DSR Submission

After completing all required details, employees must submit the DSR report successfully.
The DSR report is used for:

- Daily work tracking
- Client meeting records
- Business follow-up monitoring
- Official reporting purposes

DSR Report View



Accessing the DSR Report Screen

The **DSR Report Screen** can be accessed from the book/report icon available in the top-right corner of the DSR page.

Steps

1. Open the **DSR** screen.
2. Click the **Book / Report Icon** located in the top-right corner of the App Bar.
3. The application will navigate to the **DSR Report View** screen.
4. Select the **Start Date** and **End Date**.
5. Click the **View** button.
6. All DSR reports submitted within the selected date range will be displayed for review.

This feature allows employees to view and verify their previously submitted DSR reports at any time.

DVA (Dispatch Value Authentication)

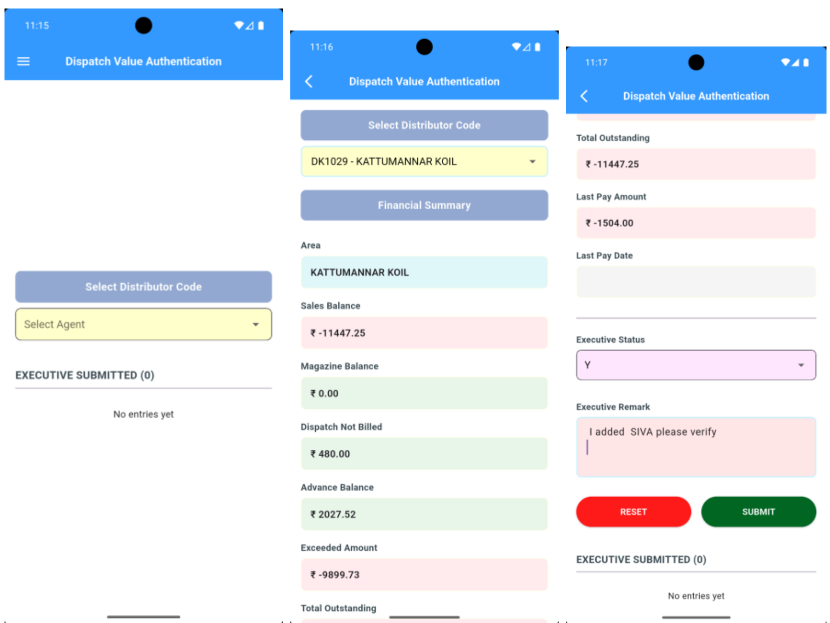
Overview

DVA (Dispatch Value Authentication) is used to verify and approve distributor financial details before further processing.

The DVA module contains two user roles:

1. Executive
2. Supervisor

1. Executive Process



Step 1 – Open DVA Module

The Executive must open the **DVA** module from the application menu.

Step 2 – Open DVA List

Click the **DVA List** option.

Step 3 – Select Distributor

A distributor dropdown list will be displayed.

The Executive can view and select only the distributors assigned to their district or area.

Step 4 – Financial Summary

After selecting a distributor, a new screen will open displaying the distributor's financial summary.

The Executive should review:

- Outstanding Amount
- Financial Details

- Summary Information

Step 5 – Verification

After verifying the details, the Executive must submit:

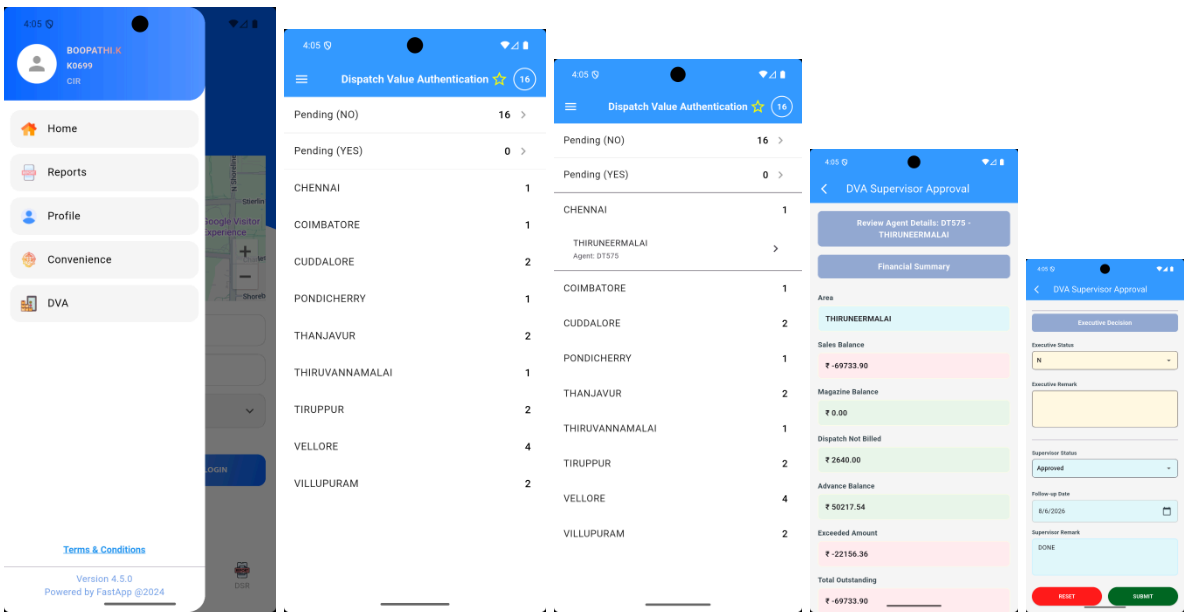
- Executive Status: **Y (Yes)** or **N (No)**
- Executive Remark

Step 6 – Submit

Click **Submit**.

The Executive's remarks and status will be forwarded to the Supervisor for review and approval.

2. Supervisor Process



Step 1 – Open DVA Module

The Supervisor must open the **DVA List** screen.

Step 2 – View DVA Requests

The Supervisor can view:

- Pending DVA Requests
- Submitted DVA Requests
- Executive Status (Y / N)
- Executive Remarks

Step 3 – Select Distributor

The distributor list will display:

- Distributor Name
- Area Information
- Area Count

The Supervisor can select the required distributor and area.

Step 4 – Supervisor Review

After reviewing the submitted information, the Supervisor must enter:

- Supervisor Status (Y / N)

- Supervisor Remark
- Due Date

Step 5 – Submit

Click **Submit** to complete the DVA verification process.
The Supervisor's decision, remarks, and due date will be recorded for further action and tracking.

Purpose of DVA

The DVA module helps:

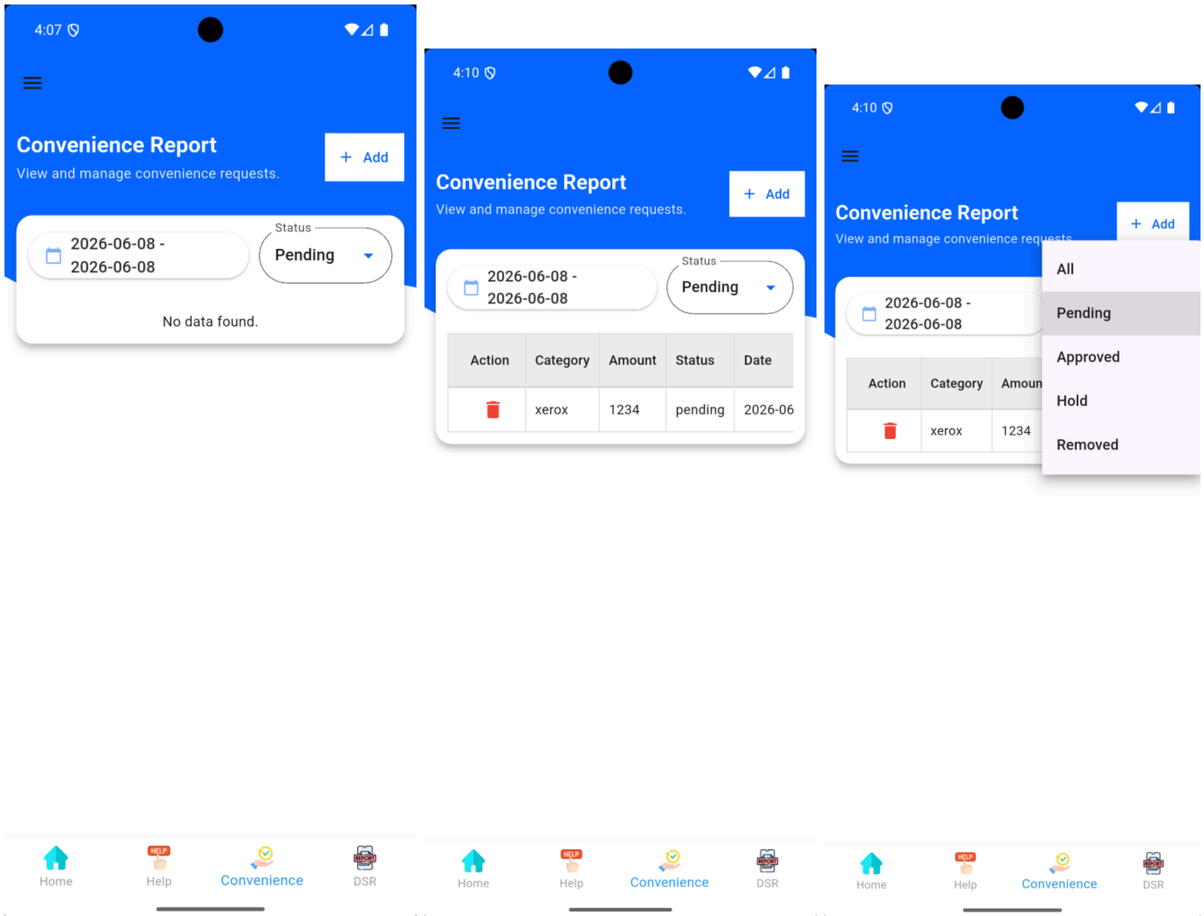
- Verify distributor financial details
- Track outstanding amounts
- Maintain approval workflows
- Improve financial monitoring and accountability
- Ensure proper review by both Executive and Supervisor levels before final processing.

Convenience Module

The **Convenience** module is available in the **Bottom Navigation Bar** as the third menu option. Employees can use this module to submit and track convenience reimbursement requests such as Xerox bills and Courier bills.

Convenience Report Screen

Step 1 – Open Convenience Module



When you open the **Convenience** tab, the **Convenience Report** screen will be displayed.

Features available on this screen:

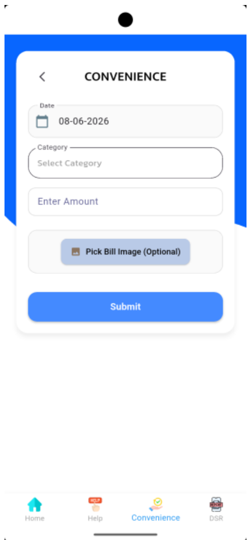
- View and manage all your convenience requests.
- Click + **Add** to create a new convenience request.
- Select a **Start Date** and **End Date** to view requests within a specific period.
- Use the **Status** filter to view requests by:
  - All
  - Pending
  - Approved
  - Hold
  - Removed
- The request list will be displayed below with:
  - Category
  - Amount
  - Status
  - Date
- To delete a request, click the **Delete** (Trash) icon.
- Only eligible requests can be removed before approval.

Click the **Convenience** icon from the bottom navigation menu.
The **Convenience Report** screen will open.

Available Options

- View Existing Requests
- Add New Request

View Convenience Requests



Employees can view previously submitted convenience requests.

Date Filter

Select:

- From Date
- To Date

The application will display all requests submitted within the selected date range.

Request Status

The report screen allows employees to view requests based on status:

- All
- Pending
- Approved
- Hold
- Removed

This helps employees track the current status of their submitted requests.

Add New Convenience Request

Step 1 – Click "+ Add"

Click the **+ Add** button available on the Convenience Report screen.
A new **Convenience** entry page will open.

Convenience Form Details

1. Select Date

Date Selection

Employees can select dates only from the **previous 7 days up to the current date**.

Example

If today's date is **06-06-2026**, employees can select dates from:

- 31-05-2026
- 01-06-2026
- 02-06-2026
- 03-06-2026
- 04-06-2026
- 05-06-2026
- 06-06-2026

Dates older than 7 days will not be available for selection.
Note: The application allows date selection only within the most recent 7-day period for accurate reporting and record management.

2. Select Category

Choose one of the available categories:

- Xerox Bill
- Courier Bill

Employees must select the appropriate category before submission.

3. Enter Amount

Enter the bill amount correctly.
Example:

- 50
- 120
- 250

Only valid amount values should be entered.

4. Upload Bill Image (Optional)

Employees can upload a bill image for reference.
Although optional, uploading the bill image is recommended because:

- It provides supporting proof for the request
- Makes verification easier
- Helps management review and approve requests faster
- Improves record accuracy

Step 5 – Submit Request

After completing:

- Date Selection
- Category Selection
- Amount Entry
- Bill Image Upload (Optional)

Click:

Submit

The convenience request will be successfully submitted and added to the Convenience Report list.

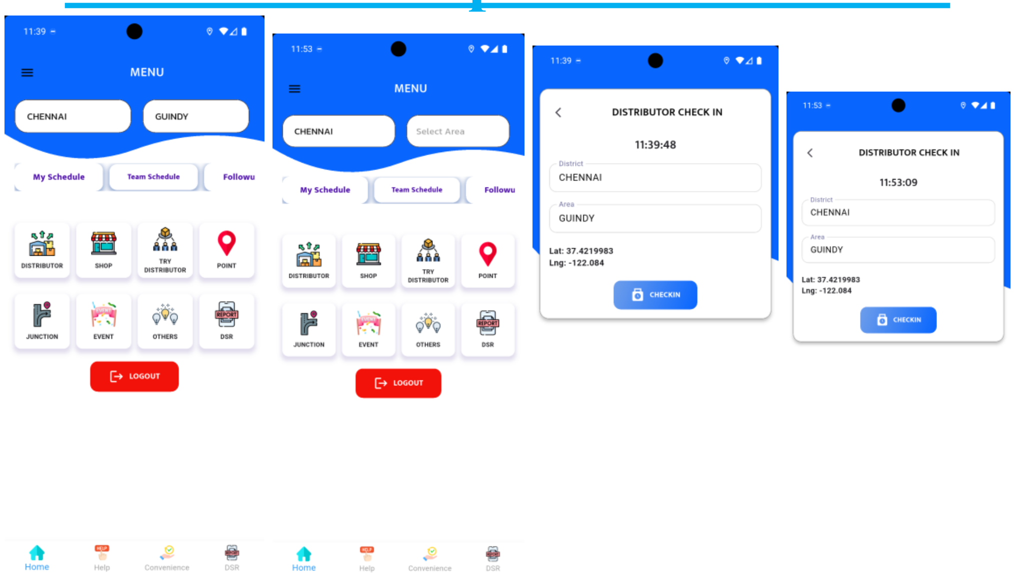
Purpose of the Convenience Module

The Convenience module helps employees:

- Submit Xerox and Courier expenses
- Maintain expense records
- Track request status
- Monitor approvals and pending requests
- Keep supporting bill documents for verification purposes

All employees are advised to enter accurate information before submitting convenience requests.

Circulation Department Module



Purpose

The main purpose of the Circulation module is to help employees visit distributors, shops, trial distributors, and circulation points to monitor business activities and collect market information.

Step 1 – Select District

After opening the Circulation module, employees must select their assigned district.
Example:

- Chennai
- Madurai
- Coimbatore

Only the districts assigned to the employee will be available.

Step 2 – Select Area

After selecting the district, employees must select the area they are visiting.
Example:

- Guindy
- Tambaram
- Velachery

Step 3 – Select Visit Type

Employees must choose the location they want to visit.
Available options:

- Distributor
- Shop
- Trial Distributor
- Point
- Junction

Select the appropriate option and open the corresponding screen.

Step 4 – Check-In

After opening the selected screen, the Check-In page will be displayed.
The following details are automatically captured by the application:

- District
- Area
- Current Time
- Latitude
- Longitude
- Current Location

Employees only need to click:
CHECK IN
The check-in time and location will be recorded automatically.

Step 5 – Visit Activity

After check-in, employees can perform their field visit activities such as:

- Meeting distributors
- Visiting shops
- Reviewing circulation performance
- Collecting market information
- Monitoring sales and distribution activities

Step 6 – Check-Out

After completing the visit, employees must complete the Check-Out process.

Check-Out Screen – Coming Soon

The Check-Out feature is currently under development and will be available in a future update.

Important Note

Employees should always perform Check-In before starting any distributor, shop, point, junction, or trial distributor visit. This helps maintain accurate field visit records and location tracking for official reporting purposes.

Conclusion

FAST App is an internal employee management application designed to support attendance, client handling, and work reporting activities for Kumudam Publications Private Limited staff.