	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 1 of 21


## REVISION HISTORY

SECTION REVISED	REASON FOR / DESCRIPTION OF REVISION	REVISION NO.	REVISION / EFFECTIVITY DATE	CREATED / REVISED BY

<b>PREPARED BY:</b>  <b>JHUDIEL OLIVER V. SUELTO</b> Training Specialist - System	<b>REVIEWED BY:</b>  <b>JADE MINETTE P. BONDOC</b> Learning and Development Head	<b>APPROVED BY:</b>  <b>JADE MINETTE P. BONDOC</b> Learning and Development Head
--	---	---

<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: _____
--	--	--	--

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


	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 2 of 21

## **TABLE OF CONTENTS**

<b>1.0 OBJECTIVES.....</b>	<b>4</b>
<b>2.0 SCOPE.....</b>	<b>4</b>
• System Access and Navigation:.....	4
• Course Management:.....	4
• Progress Tracking and Assessment:.....	4
• User Support and Troubleshooting:.....	5
• Administrative Functions (for Admin Users):.....	5
<b>3.0 DEFINITION OF TERMS.....</b>	<b>5</b>
<b>4.0 FAST LMS FLOW.....</b>	<b>6</b>
<b>5.0 GENERAL GUIDELINES.....</b>	<b>7</b>
HOW TO REGISTER FAST LMS ACCOUNT.....	7
HOW TO LOGIN.....	9
HOW TO RESET A PASSWORD.....	10
HOW TO ENROLL.....	13
HOW TO COMPLETE A COURSE.....	16

<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: _____
--	--	--	--

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

	<p align="center"><b>GENERAL INSTRUCTIONS</b></p> <p>DOCUMENT TITLE</p> <p align="center"><b>FAST Learning Management System Guidelines</b></p>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>3 of 21</b>

## 1.0 OBJECTIVES


- Equip users with the knowledge needed to access and complete courses within the system.
- Offer step-by-step instructions for common tasks, such as course enrollment, tracking progress, and obtaining certifications.
- Address frequently encountered issues and provide troubleshooting tips to ensure a seamless learning experience.
- Ensure that users can maximize the functionalities of FAST LMS to support their learning and development goals efficiently.

## 2.0 SCOPE

- System Access and Navigation:
  - Instructions for logging in and logging out of the LMS.
  - Overview of the LMS dashboard and navigation menus.
  - Personal account management, including updating profile information and password management.
- Course Management:
  - Steps for searching, enrolling in, and starting courses.
  - Guidelines for accessing course materials, including videos, documents, and quizzes.
- Progress Tracking and Assessment:
  - How to track course progress and view completion statuses.
  - Accessing and understanding certificates.
  - Managing enrollment history and re-enrolling in courses if necessary.

<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: _____
--	--	--	--

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

	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>4 of 21</b>


- User Support and Troubleshooting:
  - Common issues encountered in the LMS and solutions.
  - Accessing help resources, including FAQs and contacting support.
  - Reporting technical issues and feedback.

### 3.0 DEFINITION OF TERMS

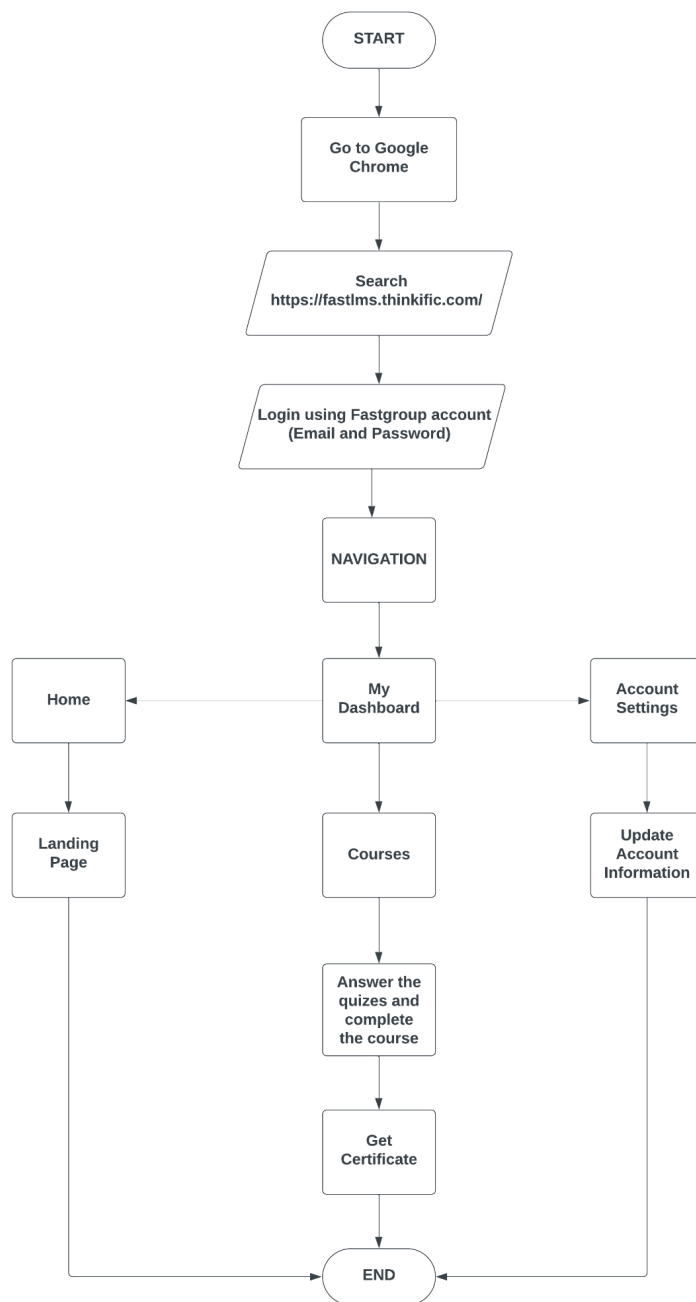
- **Learning Management System (LMS):** A software application for the administration, documentation, tracking, reporting, automation, and delivery of educational courses or training programs.
- **Program Leads:** Individuals responsible for managing enrollments for their specific courses, including the creation of courses and enrolling users.
- **Courses :** A structured series of lessons, including quizzes.
- **Dashboard :** A dashboard is an interface that provides an overview of progress, and access to course resources
- **Thumbnail :** A thumbnail is a small image or graphic that visually represents and provides a quick preview of the course content.
- **LMS Credentials :** LMS credentials are the username and password used to access FAST LMS.

<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: _____
--	--	--	--

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


	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 5 of 21

## 4.0 FAST LMS FLOW



 Master Copy Filed by: _____	 Controlled Copy Copy No.: _____ Issued by: _____	 Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	 Obsolete Copy Retrieved by: _____
--	--	--	--

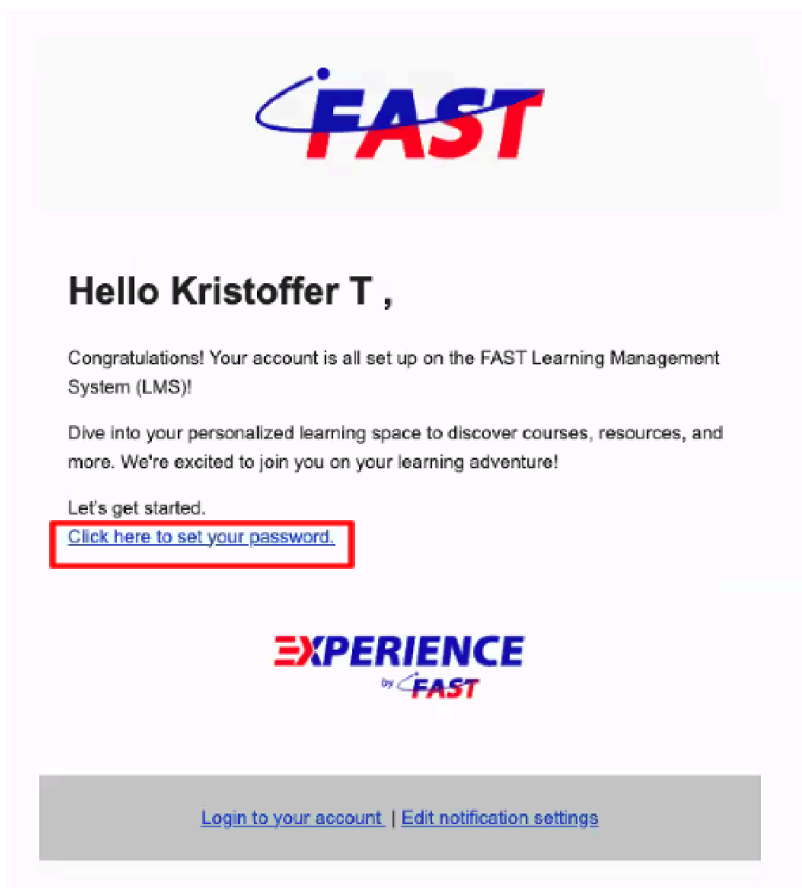
**WARNING:** This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 6 of 21

## 5.0 GENERAL GUIDELINES


### HOW TO REGISTER FAST LMS ACCOUNT

1. Coordinate to HRBPs and request to have an account to FAST LMS.
2. Once it is approved and registered, Users will receive an email.
  - a. Click the “[Click here to set your password](#)” to proceed.

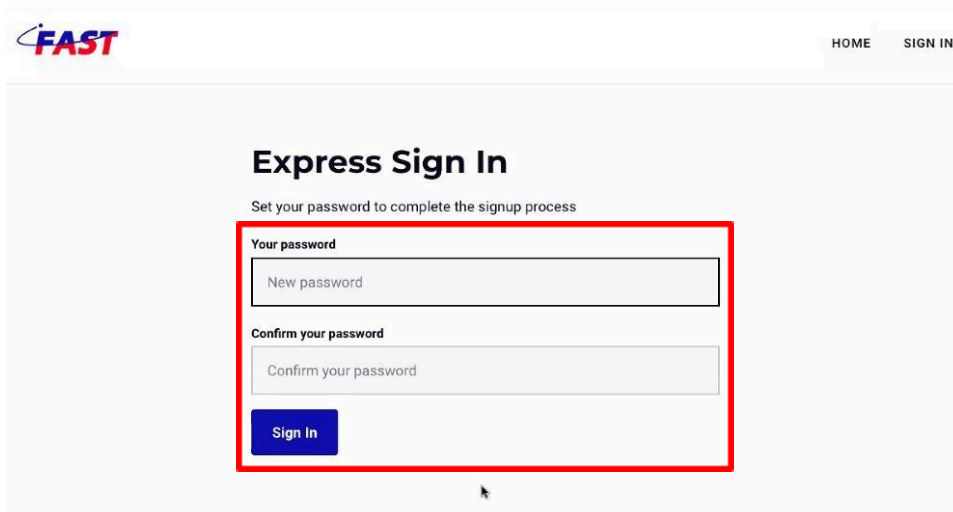


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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

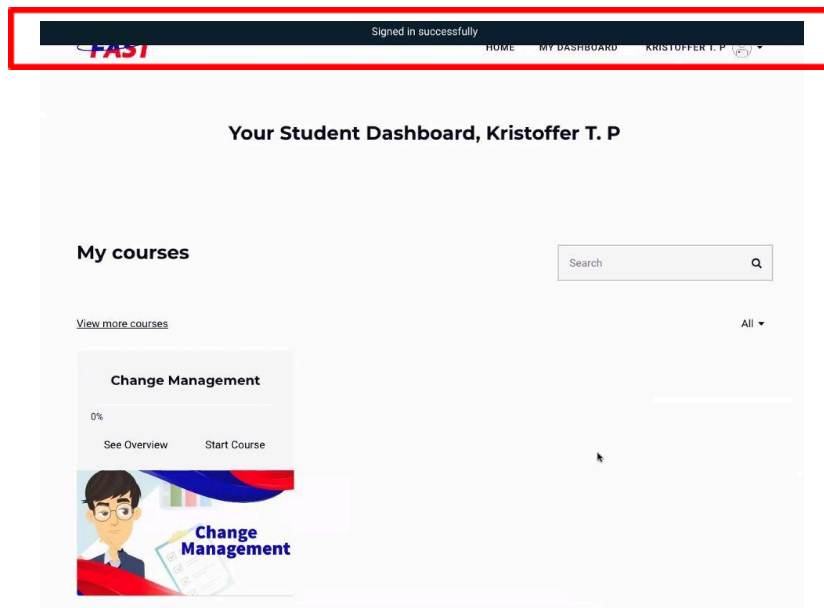
	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 7 of 21

3. Setup your account by entering your “**password**” and click sign in.



The image shows the FAST Express Sign In page. At the top, there is a FAST logo and navigation links for HOME and SIGN IN. The main heading is "Express Sign In" with the subtext "Set your password to complete the signup process". Below this, there is a red rectangular box highlighting the password setup section. This section includes two input fields: "Your password" (with placeholder text "New password") and "Confirm your password" (with placeholder text "Confirm your password"). Below these fields is a blue "Sign In" button.


4. Once you have completed Sign in you will be taken to the FAST LMS dashboard. You're now ready to use FAST LMS!



The image shows the FAST Student Dashboard for Kristoffer T. P. At the top, a dark blue banner displays "Signed in successfully" and navigation links for HOME, MY DASHBOARD, and KRISTOFFER T. P. Below the banner, the heading "Your Student Dashboard, Kristoffer T. P." is centered. The main section is titled "My courses" and includes a search bar. Below the search bar, there is a link "View more courses" and a dropdown menu set to "All". A course card for "Change Management" is visible, showing a progress bar at 0% and buttons for "See Overview" and "Start Course". The card also features a cartoon character and the text "Change Management".

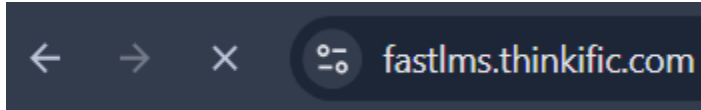
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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

	<p align="center"><b>GENERAL INSTRUCTIONS</b></p> <p>DOCUMENT TITLE</p> <p align="center"><b>FAST Learning Management System Guidelines</b></p>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 8 of 21

## HOW TO LOGIN

1. Go to google chrome and search <https://fastlms.thinkific.com/>.



2. Start by entering your “email address” and “password” and click sign in.



HOME SIGN IN

### Welcome Back!

**Email**

**Password**

☐ Remember me [Forgot Password?](#)

Sign in


**Note:** Once you have completed this you will be taken to the FAST LMS dashboard. You're now ready to use FAST LMS!

**Note:** Log in to FAST LMS using a fast group account.

 <p>Master Copy Filed by: _____</p>	 <p>Controlled Copy Copy No.: _____ Issued by: _____</p>	 <p>Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____</p>	 <p>Obsolete Copy Retrieved by: _____</p>
--	---	--	--

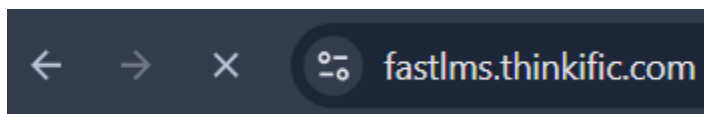
**WARNING:** This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.



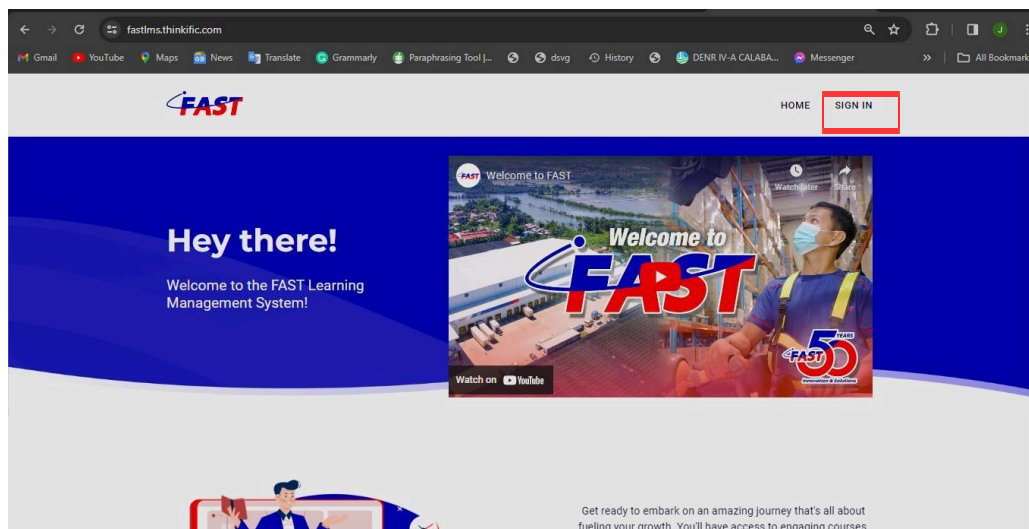
	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 9 of 21

## HOW TO RESET A PASSWORD


1. Go to google chrome and search <https://fastlms.thinkific.com/>.



2. Click **"SIGN IN"**.



3. Enter your **Email** and click the **"Submit"** button.


HOME SIGN IN

---

### Forgot your Password?


Enter the email you signed up with and we will send you reset instructions.

**Email**

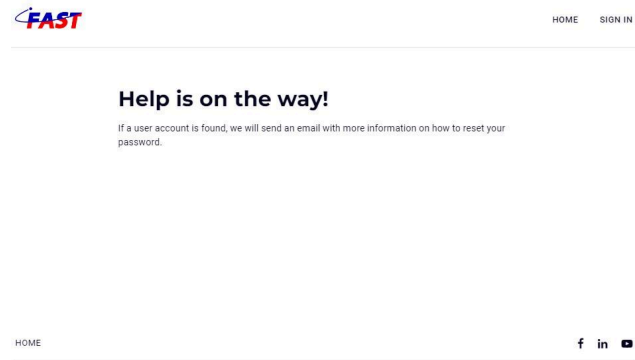
**Submit**

<input style="width: 40px; height: 40px; border: 1px solid black;" type="radio"/> <div style="margin-top: 5px;"> Master Copy  Filed by: _____ </div>	<input style="width: 40px; height: 40px; border: 1px solid black;" type="radio"/> <div style="margin-top: 5px;"> Controlled Copy  Copy No.: _____  Issued by: _____ </div>	<input style="width: 40px; height: 40px; border: 1px solid black;" type="radio"/> <div style="margin-top: 5px;"> Uncontrolled Copy  Copy No.: _____  Purpose: _____  Issued by: _____ </div>	<input style="width: 40px; height: 40px; border: 1px solid black;" type="radio"/> <div style="margin-top: 5px;"> Obsolete Copy  Retrieved by: _____ </div>
--	--	--	--

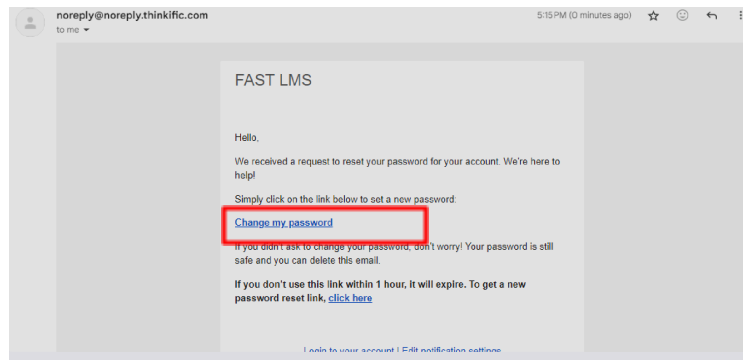
**WARNING:** This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>10 of 21</b>

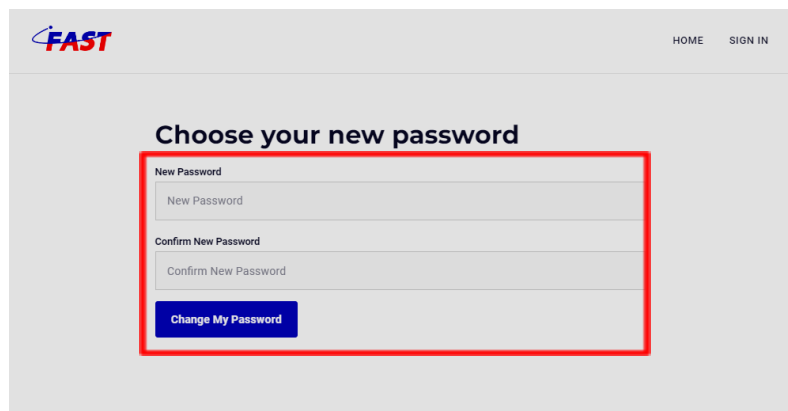
4. After submitting, LMS will show this message.



5. Click “**Change my password**”.




6. After clicking the link “**Change my password**”, you will be directed to this page.



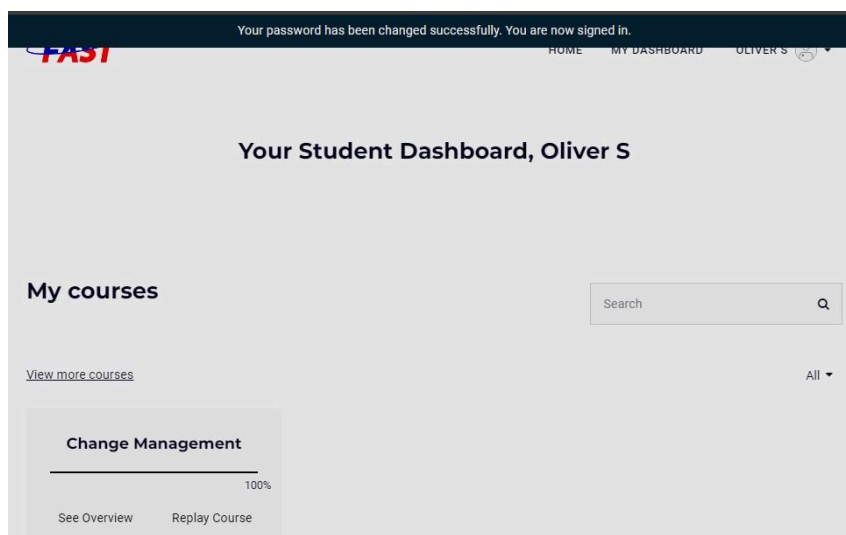
Enter the **New Password** and click the “**Change My Password**” button.

<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: _____
--	--	--	--

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


	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>11 of 21</b>

7. After clicking the “**Change My Password**”, you will automatically sign in and go to the **Dashboard Page**. Also, there is an indicator that your password has been changed successfully.



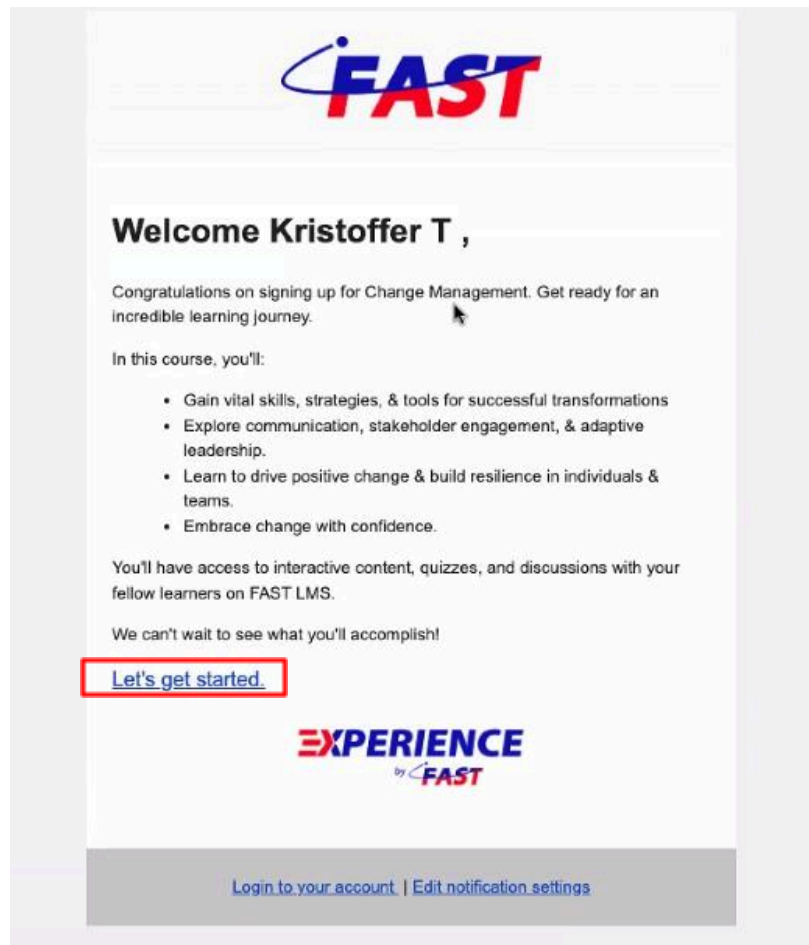
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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

	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>12 of 21</b>


## HOW TO ENROLL

1. Coordinate to HRBPs to enroll on a specific program and HRBPs will contact us for your request.
2. Once your request is approved, you will receive an email. To proceed click the [“Let’s ge started”](#) link.




<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: _____
--	--	--	--

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

	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>13 of 21</b>

3. You will be directed to the login page and enter **Email** and **Password**. click the “**Sign In**” button.



HOME SIGN IN

### Welcome Back!


Email

Password

☐ Remember me [Forgot Password?](#)

**Sign in**

4. This is the Dashboard page where your enrolled courses are displayed. To open the course click the “**Start Course**”.



HOME MY DASHBOARD JHUDIEL OLIVER V. S

### My courses


Search

[View more courses](#) All

**8 Sacraments Part 2**

0%


[See Overview](#) **Start Course**



**OPEX Model and PISM**

0%


[See Overview](#) [Start Course](#)



**Introduction to FAST Frameworks and Structures**


0%

[See Overview](#) [Start Course](#)



<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: _____
--	--	--	--

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


	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>14 of 21</b>

## 5. Congratulations! You've Successfully Enrolled!



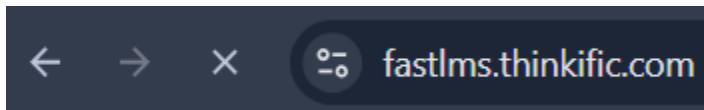
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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

	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>15 of 21</b>

## HOW TO COMPLETE A COURSE

1. Go to google chrome and search <https://fastlms.thinkific.com/>.



2. Start by entering your “email address” and “password” and click sign in.



### Welcome Back!


**Email**

**Password**

☐ Remember me [Forgot Password?](#)

**Sign in**

3. This is the Dashboard page where your enrolled courses are displayed.  
To start the course click the “**Start Course**”.


HOME MY DASHBOARD JHUDIEL OLIVER V. S

---


**My courses**

[View more courses](#) All

**8 Sacraments Part 2**

0%


See Overview **Start Course**



**OPEX Model and PISM**

0%


See Overview Start Course



**Introduction to FAST Frameworks and Structures**


0%

See Overview Start Course

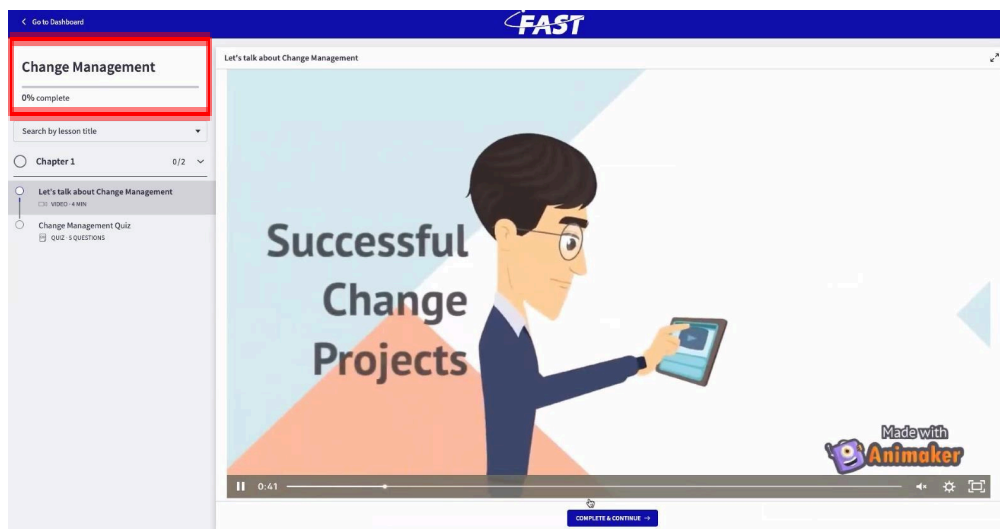


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

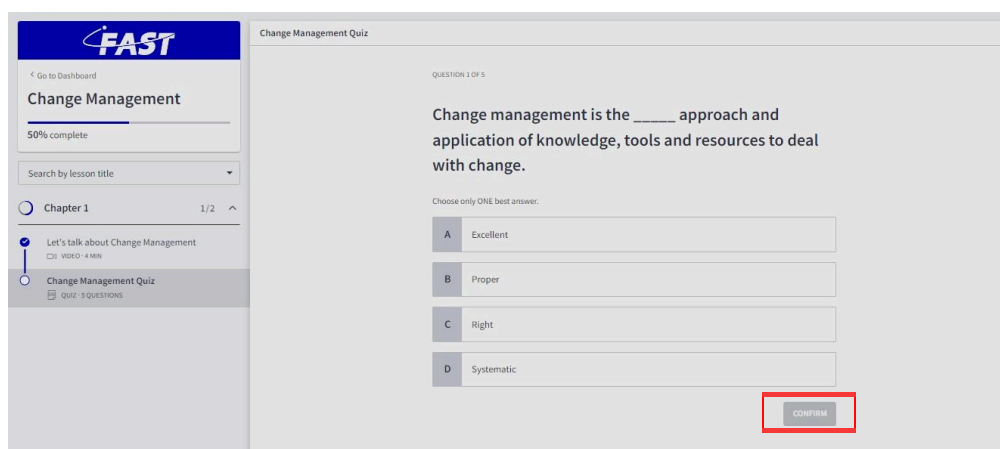
**WARNING:** This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

	<b>GENERAL INSTRUCTIONS</b>  <b>DOCUMENT TITLE</b>  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 16 of 21

4. In this page users can see the course progress and course materials. Users will need to finish the Course Materials (Reading / Video Materials).




5. Click the “**CONFIRM**” button after choosing the right answer.  
**Note :** Answer all the Quizzes / Exams



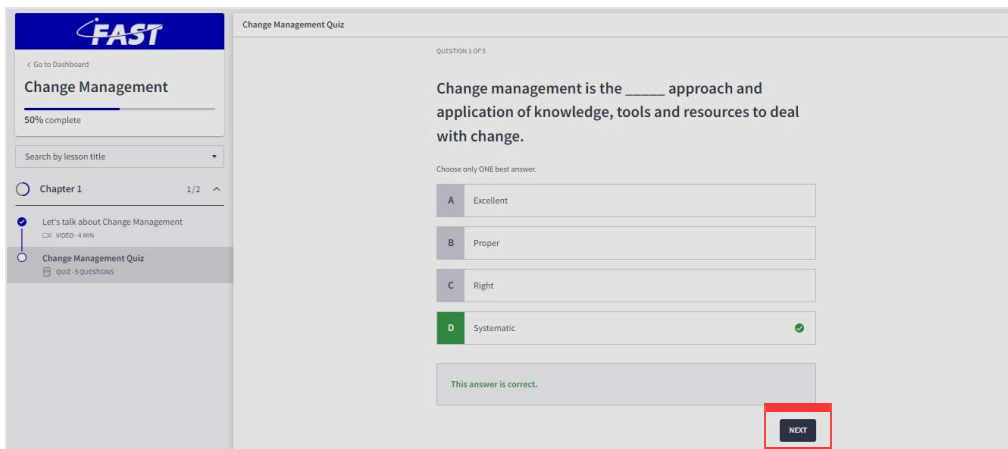
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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

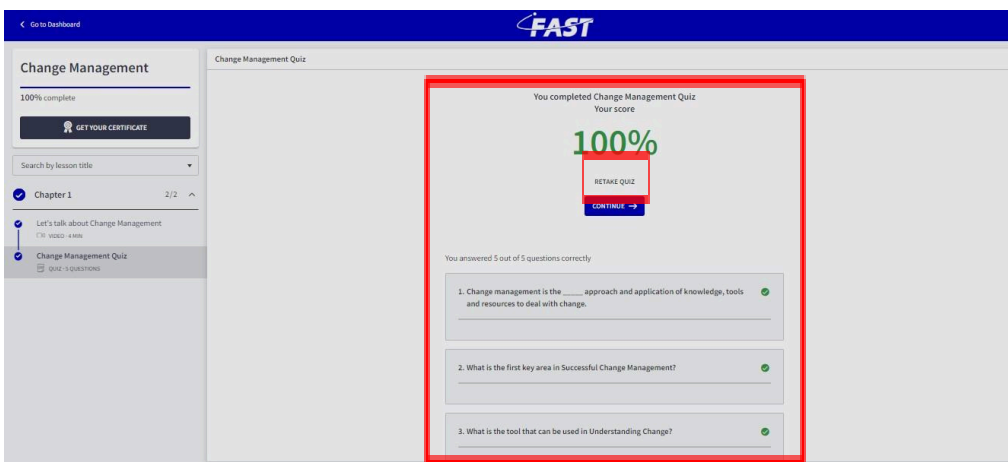


	<b>GENERAL INSTRUCTIONS</b> DOCUMENT TITLE <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>17 of 21</b>

6. Click the “**NEXT**” button after choosing the right answer until you reach the final question.




7. After completing all the quizzes, users can view a summary of their responses and score percentage. If the passing score is not met, users also have the option to retake the quiz.

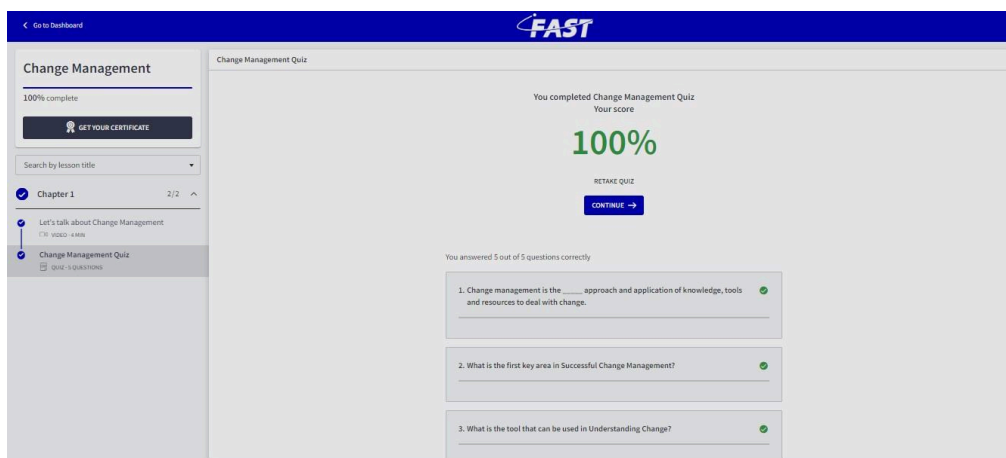


 Master Copy Filed by: _____	 Controlled Copy Copy No.: _____ Issued by: _____	 Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	 Obsolete Copy Retrieved by: _____
--	--	--	--

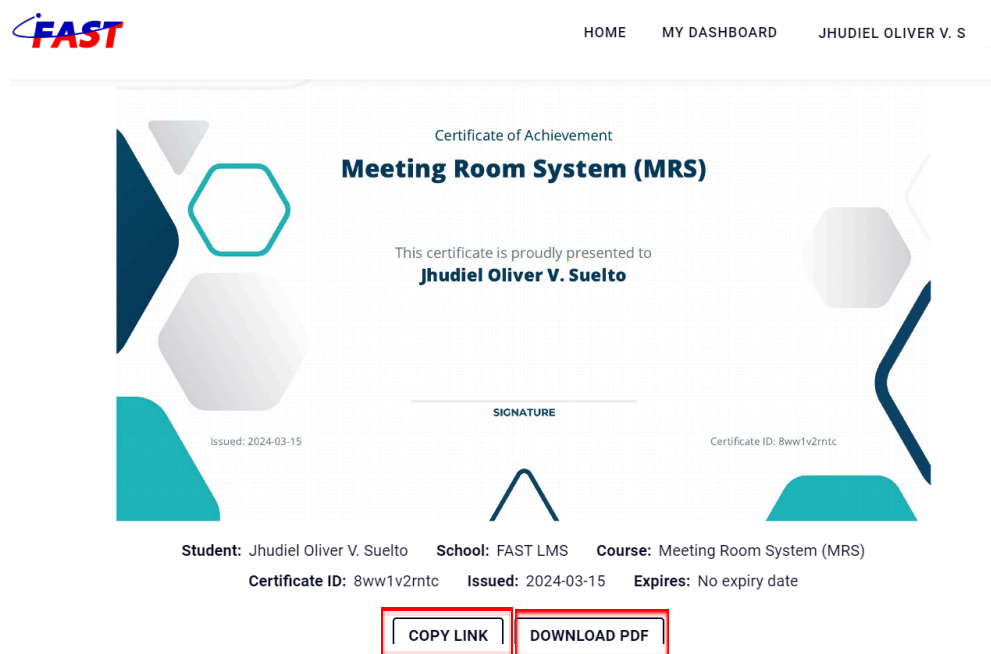
**WARNING:** This document or any part hereof should not be reproduced in any form without the written authorization of FAST LOGISTICS.

	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>18 of 21</b>

8. Click the “**GET CERTIFICATE**” button to generate an automated certificate.




9. This is the FAST LMS automated certificate. The '**COPY LINK**' button is used to validate the certificate, while the '**DOWNLOAD PDF**' button allows you to download a soft copy of the certificate.

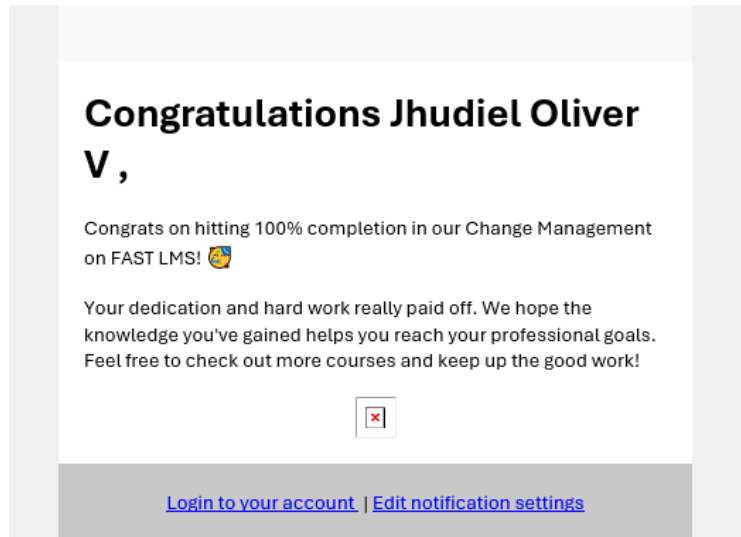


<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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


	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>19 of 21</b>

10. After you completed the course, you will receive an email Notification of Course Completion.



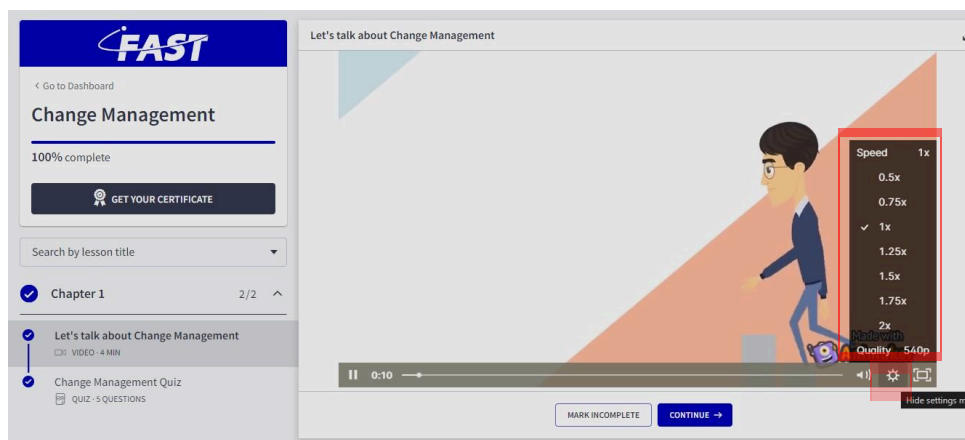
<input type="radio"/> Master Copy Filed by: _____	<input type="radio"/> Controlled Copy Copy No.: _____ Issued by: _____	<input type="radio"/> Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	<input type="radio"/> Obsolete Copy Retrieved by: _____
--	--	--	--

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

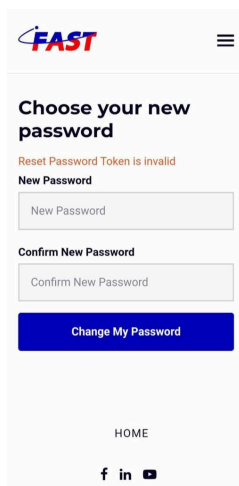
	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. 20 of 21

## 6.0 FREQUENTLY ASK QUESTIONS (FAQs)

1. The video is playing very fast
  - a. Click the **“SETTING ICON”**
  - b. Choose what speed you want to apply in the video




2. The video is not playing or has no sound.
  - a. Check your internet
  - b. Log out & relogin again
  - c. Use the preferred browser (Google chrome browser)
3. Reset Password Token is invalid



1. Please go back to **“HOW TO RESET A PASSWORD”** instruction.

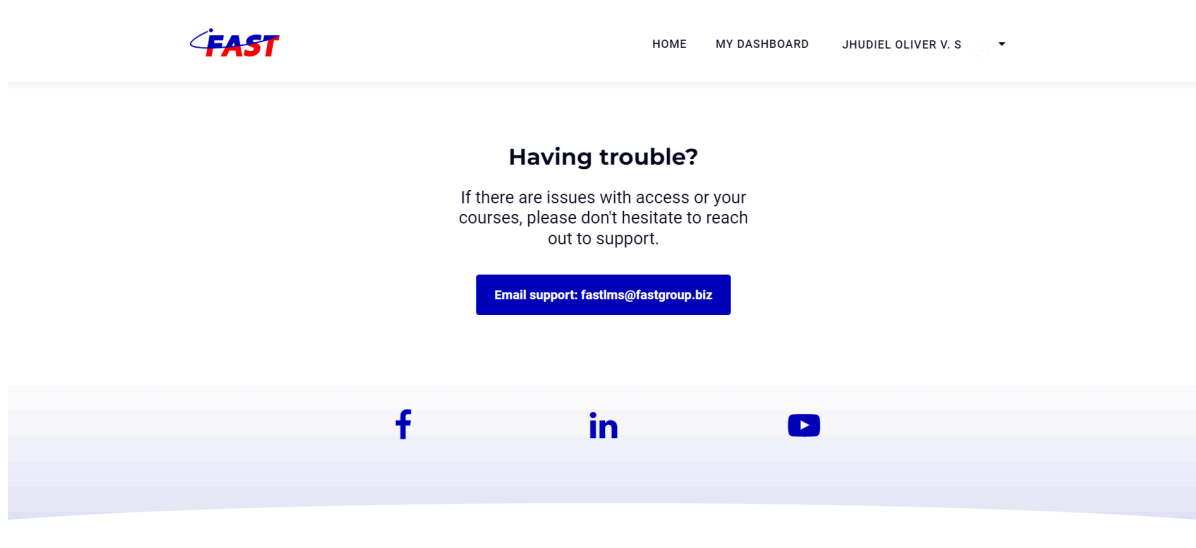
 Master Copy Filed by: _____	 Controlled Copy Copy No.: _____ Issued by: _____	 Uncontrolled Copy Copy No.: _____ Purpose: _____ Issued by: _____	 Obsolete Copy Retrieved by: _____
--	--	--	--

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

	<b>GENERAL INSTRUCTIONS</b>  DOCUMENT TITLE  <b>FAST Learning Management System Guidelines</b>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>21 of 21</b>


## 7.0 SYSTEM ERROR

1. Having trouble? Please contact us via email : **fastlms@fastgroup.biz**



<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: _____
--	--	--	--

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

	<p align="center"><b>GENERAL INSTRUCTIONS</b></p> <p>DOCUMENT TITLE</p> <p align="center"><b>FAST Learning Management System Guidelines</b></p>	DOCUMENT NO. **
		REVISION NO.
		EFFECTIVITY DATE
		PAGE NO. <b>22 of 21</b>

<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: _____
--	--	--	--

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