

PROJECT UNDERSTANDING AND SOLUTION

Logistics Timesheet and Site Management System

An iOS and Android app, a web admin panel and a cloud backend for VAS operations and daily staff supply



00 Contents

01 Summary and current situation

02 User roles and permission matrix

03 Daily timesheet and approval flow

04 Mobile app screens

05 Head office admin panel

06 Timesheet record and overtime

07 Reports and Excel/PDF exports

08 Push notifications

09 Phase 1 scope

10 Proposed system and technology

11 Offline mode

12 Data security, backups and KVKK

13 Testing and quality

14 Week-by-week plan

15 Payment plan and running costs

16 Growing the system

17 Deliverables

18 Questions to confirm

01 Summary and Current Situation

This document explains how I understand your needs, and how I plan to build the solution step by step.

Your company runs VAS (value-added services) operations at several customer locations and gets daily staff from supplier companies. Today, attendance, check-in and check-out times, overtime and work details come from the sites through WhatsApp groups, and the head office tracks them by hand.

Your goal is to bring all of this into one mobile system, manage every location from one place, and make the work **faster, more controlled and easy to report on**. The system must be simple enough that site supervisors can use it without training.

3

platforms: iOS, Android
and a web admin panel

5

user roles, each seeing
only the data they're
allowed to see

100%

offline entry: no data loss
without internet

1 click

Excel/PDF by location,
customer, department or
supplier

Today

- Timesheet data comes through WhatsApp messages, in different formats
- Messages can be missed, sent late or left incomplete
- Approvals leave no written, traceable record
- No one knows who changed what, or when
- Data is collected again by hand for month-end reports

Goal

- One standard timesheet screen at every site
- Missing records and pending approvals show up at head office right away
- Signatures and approvals are recorded digitally
- Every change is saved with the user, date, and old and new values
- Excel and PDF reports in one click, with any filter

02 User Roles and Permission Matrix

Each user can only see the locations and data they are allowed to see. Permissions are checked **in the database itself**, not just on the app screen, so data stays protected even if someone tries to access it from outside the app.

ROLE	WHAT THEY DO	WHAT THEY CAN SEE
Head Office Admin	Sets up locations, customers, departments, suppliers and users; gives permissions; runs all reports; reviews the change log	All locations
Site Supervisor	Enters the daily timesheet, collects staff signatures, gives the first approval; can work without internet	Only their assigned locations
Supplier Manager	Approves their own staff's timesheets, or rejects them with a note	Only their own staff
Customer Contact (when needed)	Approves timesheets for their location; sees their location's report	Only their own location
Staff	Signs on the supervisor's phone; sees their own shifts and gets notifications in their own app	Only their own record

Permission matrix

ACTION	HEAD OFFICE	SUPERVISOR	SUPPLIER	CUSTOMER	STAFF
Set up locations, customers, users	✓	—	—	—	—
Add and edit staff	✓	own location	own staff	—	—
Enter daily timesheet	✓	own location	—	—	—
Staff signature	—	—	—	—	✓

ACTION	HEAD OFFICE	SUPERVISOR	SUPPLIER	CUSTOMER	STAFF
Site approval	✓	own location	—	—	—
Supplier approval / reject	—	—	own staff	—	—
Customer approval	—	—	—	own location	—
Reopen a locked record (with reason)	✓	—	—	—	—
Run reports (Excel / PDF)	✓	own location	own staff	own location	—
View the change log	✓	own location	—	—	—

These permissions are a starting point. Each one can be turned on or off per role to match how your company works.

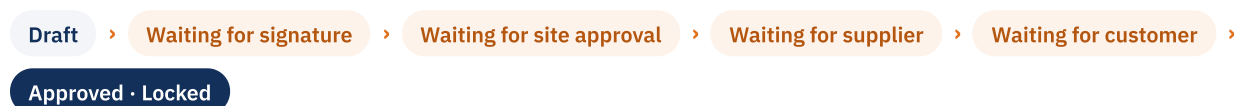
03 Daily Timesheet and Approval Flow

Each day's timesheet is entered at the site, signed, and approved step by step. After the last approval, the record is locked and goes into the reports.



Record statuses

Both the mobile app and the admin panel show a colored label with each record's current stage:



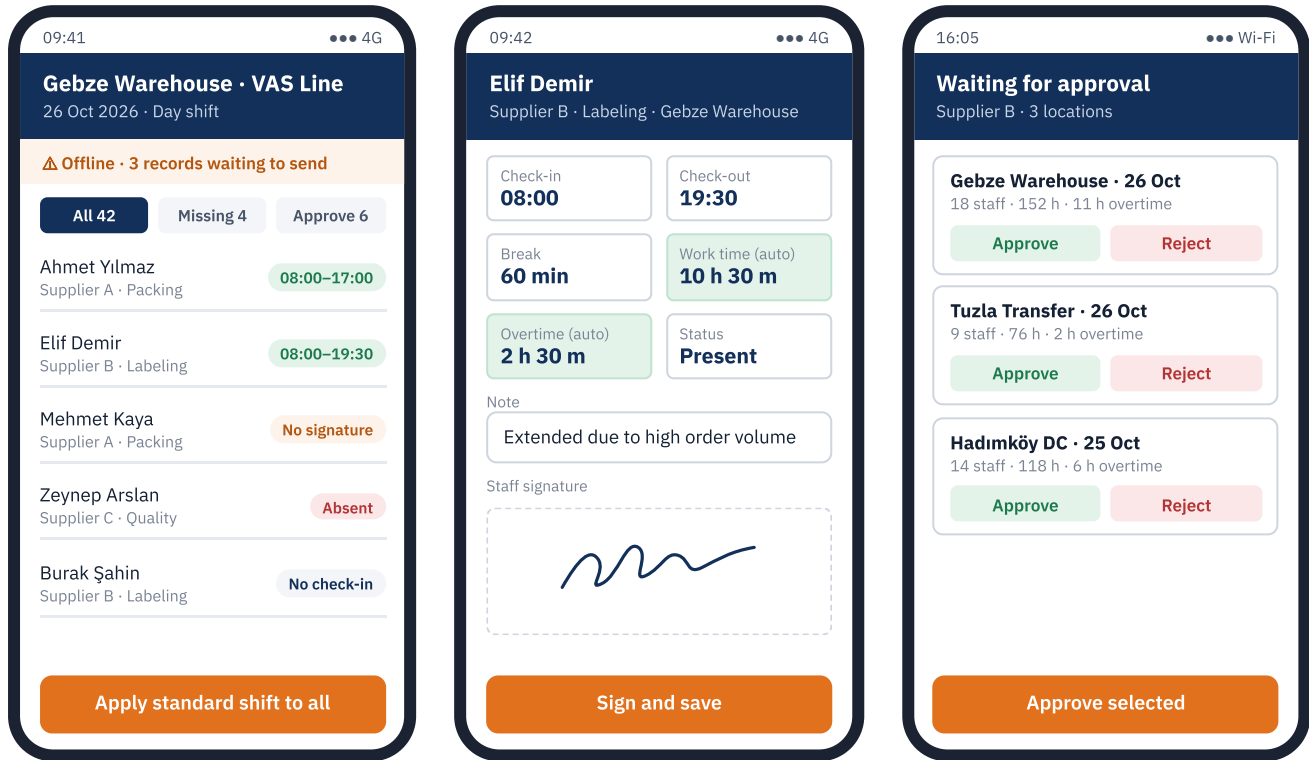
STATUS	MEANING	NEXT STEP
Draft	The supervisor started the record but hasn't finished it	Supervisor completes it
Waiting for signature	Times are entered; staff signature not yet collected	Staff member signs on the screen
Waiting for site approval	Signed; waiting for the supervisor's approval	Supervisor approves
Waiting for supplier	Sent to the supplier company automatically	Supplier approves or rejects
Waiting for customer	Only at locations where customer approval is turned on	Customer contact approves
Rejected	The supplier or customer disagreed with something and wrote a note	Goes back to the supervisor to fix
Approved · Locked	All approvals done; the record can't be changed	Goes into the reports

- **Fast entry:** Standard shift times are set for the whole team in one tap. The supervisor only fixes the exceptions. A 40-person team's daily timesheet takes a few minutes.
- **Controlled changes:** Only head office can reopen a locked record, and only with a written reason. This also goes into the change log.
- **Flexible approval chain:** Customer approval can be turned on or off for each location.

04 Mobile App Screens

The app is built for fast use on site: big buttons, little text and clear colors. The sample screens below show what the system will look like.

Sample screens · example data



Daily timesheet list: the whole team and their status on one screen

Staff record and signature: times are calculated automatically

Approval screen: one-tap approval for suppliers and customers

Screens in the mobile app

SCREEN	WHAT IT DOES	WHO USES IT
Login	Secure login with phone number or email and password; forgot password	All roles
Location and day	Only allowed locations are listed; can go back to past days	Supervisor
Daily timesheet list	Team list, status labels, "missing" filter, set shift for everyone	Supervisor
Staff record and signature	Check-in/out, break, absence type, note, automatic totals, signature	Supervisor, staff
Add staff	Quickly add a new person on site with name, supplier and department	Supervisor
Waiting for approval	Approve one by one or in bulk; reject with a note	Supervisor, supplier, customer

SCREEN	WHAT IT DOES	WHO USES IT
Sync status	Records waiting to send, and the last sync time	Supervisor
My shifts and notifications	Staff's own shifts, reminders and task changes	Staff

05 Head Office Admin Panel

The admin panel opens in a browser on any computer, with nothing to install. The home screen shows the day's status for every location at a glance.

Sample screen · example data

Timesheet Center

- Overview
- Timesheets
- Pending approvals
- Staff
- Suppliers
- Locations
- Customers
- Users
- Reports
- Change log
- Settings

Overview · 26 Oct 2026

All locations ▾
All customers ▾
All suppliers ▾
Excel

On site today
412

Total overtime
86 h

Missing records
7

Pending approval
23

LOCATION	CUSTOMER	PLANNED	PRESENT	ABSENT	OVERTIME	STATUS
Gebze Warehouse	Customer A	45	42	3	24 h	6 pending
Tuzla Transfer	Customer B	30	30	0	9 h	Complete
Hadımköy DC	Customer A	60	55	5	31 h	4 missing
Kocaeli Bonded	Customer C	38	37	1	12 h	Waiting to sync

Sections of the panel

SECTION	WHAT'S INSIDE
Overview	Today's staff counts, overtime, missing records and pending approvals for all locations; click any number to see the details
Timesheets	All records by day, location, customer, department and supplier; search, filter and view details
Pending approvals	Which record is waiting for whom, and for how many days
Staff	Name, supplier company, department, location; bulk import from Excel; active/inactive status
Suppliers, locations, customers	Setup, contact details, shift and overtime rules per location, customer approval setting
Users	Add users, assign roles, give and remove location access
Reports	Ready-made report templates, filters, Excel and PDF export
Change log	Who changed what and when; old and new values; search by user and date

06 Timesheet Record and Overtime

The following is saved for each staff member, for each day. Supervisors type as little as possible; the system fills in the rest automatically.

FIELD	DETAILS	HOW IT'S FILLED
Staff	Full name, supplier company, department	Picked from a list
Location and customer	The site and customer the record belongs to	Automatic
Date and shift	Day, evening, night or custom shift	Automatic / picked
Check-in and check-out	Actual start and end times	Supervisor enters
Break time	Default value from the location's rule	Automatic, can be changed
Work time	Check-out – check-in – break	Automatic
Overtime	Based on location and shift rules	Automatic
Absence type	Didn't come, on leave, sick leave, late, left early	Picked from a list
Note	Free text	Optional
Signature and approvals	Staff signature; each approver's name and approval time	Saved automatically

Example calculation (sample location rule: 8 normal working hours per day)

Check-in	Check-out	Break	Work time	Overtime
08:00	19:30	60 min	10 h 30 m	2 h 30 m

Overtime rules (going over the daily shift, the 45-hour weekly limit, weekend and public holiday work) can be set separately for each location or customer. When a rule changes, no code changes are needed; it's updated from the admin panel.

07 Reports and Excel/PDF Exports

Every report can be filtered by location, customer, department, supplier and date range, and downloaded as Excel (.xlsx) or PDF.

REPORT	WHAT'S INSIDE
Daily timesheet report	For a chosen day and location: every staff member's check-in/out, work time, overtime and signature status
Monthly staff summary	Per person: days worked, total hours, overtime and absences
Supplier reconciliation	Per supplier: total man-days, hours and overtime, for month-end reconciliation

REPORT	WHAT'S INSIDE
Customer / location report	A staff and hours summary per location that you can share with the customer
Missing records and approvals	Timesheets not yet entered and records waiting for approval, with how long they've waited
Change log report	All corrections made in a period, and who made them

Sample Excel export · example data

DATE	LOCATION	CUSTOMER	DEPT.	SUPPLIER	STAFF	IN	OUT	HOURS	OT	STATUS
26.10.2026	Gebze Warehouse	Customer A	Packing	Supplier A	Ahmet Yilmaz	08:00	17:00	8.0	0.0	Approved
26.10.2026	Gebze Warehouse	Customer A	Labeling	Supplier B	Elif Demir	08:00	19:30	10.5	2.5	Approved
26.10.2026	Gebze Warehouse	Customer A	Quality	Supplier C	Zeynep Arslan	—	—	0.0	0.0	Absent

If you already use an Excel format, the reports can follow exactly the same column layout.

08 Push Notifications

NOTIFICATION	WHO GETS IT	WHEN
Shift reminder	Staff, supervisor	Before the shift (time can be set, e.g. 1 hour before)
Task or shift change	The staff member involved	The moment the change is made
Timesheet not entered	Supervisor	If no record is entered by a set time
Waiting for approval	Supplier, customer	When a record is sent for approval, plus a daily summary
Rejected	Supervisor, head office	The moment it's rejected
Sync warning	Supervisor	If records can't be sent for a long time

09 Phase 1 Scope

As you asked, Phase 1 focuses on staff management, daily timesheets, check-in/out and overtime tracking, approvals and reporting.

Location and user management

Locations, customers and departments. Each supervisor only manages the locations they are allowed to.

Daily timesheet

Check-in and check-out times, work time, overtime, absence and notes; set shifts for the whole team.

Head office dashboard

Staff counts, overtime, missing records and pending timesheets for all locations on one screen.

Offline mode

At sites with weak internet, records are saved on the phone and sent automatically when the connection returns.

Change log

Who changed what and when, with old and new values. Viewable from the admin panel.

Staff and supplier tracking

Full name, supplier company, department and location. Bulk import of your current staff list from Excel.

Signatures and approvals

Staff signature; tracking of supervisor, supplier and (when needed) customer approvals; reject flow.

Reports

Six ready-made reports; filters by location, customer, department, supplier and date; Excel and PDF export.

Push notifications

Shift reminders, task changes, missing record and approval alerts.

Documentation

Technical documentation, plus a short visual user guide in Turkish for supervisors.

Ready for later phases: Production quantity tracking, cost analysis, supplier payment calculations, customer billing reports, QR code check-in and location checks will be easy to add without changing the existing system.

10 Proposed System and Technology

PART	TECHNOLOGY	WHY
Mobile app	Flutter (iOS + Android)	One codebase gives the same smooth app on both platforms, and keeps maintenance costs low
Admin panel	Web app (React)	Works in a browser on any computer with nothing to install; good for large tables and filters
Database and server	Supabase · PostgreSQL	A reliable, standard cloud database; you can always export your data
Permissions	Row Level Security (RLS)	Each user can only read and change data for their own locations
Offline records	On-device database + sync queue	No data loss without internet; syncs automatically when back online
Notifications	Firebase Cloud Messaging	Free, reliable push notifications on iOS and Android

PART	TECHNOLOGY	WHY
Reports	Excel (.xlsx) and PDF	Can follow the Excel formats you already use
Error tracking	Firebase Crashlytics	Any error on site is seen right away and fixed fast

11 Offline Mode and Preventing Data Loss

Warehouses and bonded areas often have weak internet. The app is built to work normally even with no connection.

- Every record is saved on the phone first, the moment it is entered.
- Records not yet sent are marked “not sent”, so the supervisor always knows the status.
- When the connection returns, records and signatures upload to the cloud in the background.
- Each record gets a unique ID on the phone, so it is never saved twice.
- If the same record is changed in two places, nothing is silently lost; both changes show in the change log.
- Pending records stay safe even if the phone turns off or the app is closed.

Example: At 08:00, a supervisor checks in 40 people in a warehouse with no signal. The records are saved on the phone and marked “not sent”. At lunch, when they walk into Wi-Fi range, every record reaches head office on its own and shows up in the admin panel.

12 Data Security, Backups and KVKK

- **Access security:** Permissions are enforced in the database, so other locations' data can't be read even from outside the app.
- **Change log:** Every add, edit, approval and delete is saved with the user, date and time, and old and new values. These logs can't be deleted.
- **Encryption:** All data is sent over HTTPS/TLS and stored encrypted on the server.
- **Session security:** Idle sessions log out automatically; access for someone who leaves the company is turned off in one click.
- **Backups:** Automatic daily backups, kept for 7 days. Point-in-time recovery (PITR) can be added if needed.
- **KVKK (Turkish data protection law):** Staff details and signatures are personal data, so only what is needed is collected and access is limited by role. The app can show a privacy notice. If data must stay on a server in Turkey, a local server option can be used.

13 Testing and Quality

The goal is a system that goes live with as few bugs as possible, so testing is part of every phase:

TEST	WHAT'S CHECKED
Calculation tests	Work time, break and overtime math; shifts that pass midnight
Offline tests	Airplane mode, closing the app, restarting the phone, trying to save a record twice
Permission tests	A supervisor can't see other locations; a supplier can't see another company's staff
Device tests	Different iPhone and Android models, older OS versions, small screens
Pilot site test	2–3 days with real users at one location; final fixes from their feedback

14 Week-by-Week Plan

At the end of every week you get a working version, so you can see and steer the work at every step.

Week 1 • Analysis and design

- Kick-off meeting; confirm approval order, overtime rules and report formats
- Set up the data model and permissions
- Mobile and panel screen designs
- Clickable prototype

You get: Screen designs and a prototype for your approval

Week 2 • Mobile app

- Login, location and day selection
- Daily timesheet list and set-shift-for-all
- Staff record, automatic totals, signature
- Add staff

You get: A first test version to install on your phone (iOS and Android)

Week 3 • Offline, approvals and panel

- Offline entry and automatic sync
- Approval chain and reject flow
- Admin panel: overview, timesheets, staff, supplier, location and user management
- Staff list import from Excel

You get: A working end-to-end system: records entered on site show up in the panel

Week 4 • Reports, notifications and launch

- Excel and PDF reports, change log screen
- Push notifications
- Pilot site test and bug fixes
- App Store and Google Play release, user guide, training

You get: A live system in the stores, ready to use

15 Payment Plan and Running Costs

Development payment plan

PHASE	DELIVERED	PAYMENT
1. Analysis and design	Approved screen designs and prototype	225 USD
2. Mobile app	Test version with timesheet, signature and staff screens	300 USD
3. Offline, approvals and panel	Working end-to-end system	375 USD
4. Reports, notifications and launch	Live system in the stores, documentation and training	225 USD
Total	Phase 1, turnkey · about 4 weeks	1,125 USD

Each payment is made after that phase is delivered and you approve it. Store review times depend on Apple and Google.

Monthly and yearly running costs

ITEM	DETAILS	ESTIMATED COST
Cloud database and server	Supabase Pro plan, enough for Phase 1	~25 USD / month
Web panel hosting	Hosting the admin panel	Free – 20 USD / month
Apple Developer account	For the App Store, in your company's name	99 USD / year
Google Play account	For the Play Store, in your company's name	25 USD (one time)
Push notifications and error tracking	Firebase	Free
Software license	No per-user fees; you own the source code	None

Support: Bug fixes are free for 30 days after delivery. After that, we can agree on a monthly maintenance and support plan that fits your needs.

16 Growing the System

- New locations, customers, suppliers and users are added from the admin panel, with no code changes.
- More users don't mean more license fees; only the server plan grows when needed.
- The system is built to handle hundreds of locations and thousands of staff.
- Modules like production tracking, cost analysis and supplier payments are added on top of the existing system.
- A ready API makes it possible to connect to ERP, payroll or accounting systems later.

17 Deliverables

- iOS and Android mobile app (live in the stores)
- Web-based head office admin panel
- Cloud database setup and backup settings
- All source code and access details
- Technical documentation
- Short, visual user guide in Turkish for supervisors
- Test report
- Short online training for managers and supervisors

18 Questions to Confirm

To build the system around the way you work, I'd like to confirm a few things:

- 1 In Phase 1, how many locations, supervisors and staff (roughly) will use the system?
- 2 Who approves a timesheet, and in what order? Which locations need customer approval?
- 3 How is overtime calculated? (For example: going over the daily shift, the 45-hour weekly limit, weekend and public holiday work)
- 4 Will the supervisor enter check-in/out times, or will staff also use their own phones?
- 5 Do all staff have smartphones? Should all staff get notifications, or only supervisors?
- 6 Do you already use an Excel timesheet or report format? I can build the reports in the same format.
- 7 Do you need the data to be kept on a server in Turkey?

Next step: a free demo

So you can see the system before you decide, I can build a clickable demo made for you in 2–3 days: supervisor phone screen, offline records, signatures, head office panel and Excel export.

Short answers to the questions above are all I need to build the demo around your workflow.

Melih Karataş · Freelancer @karatasmelih