

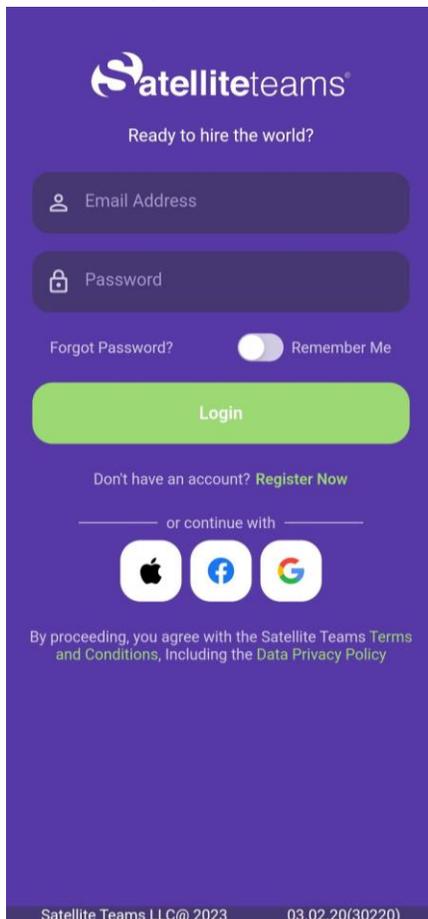
Client Mobile Application Manual

1.0 Registration

First step to being part of the Satellite Teams Client is to register your account.

1.1 Manual registration

Manual registering your account will require you to fill up some details. Follow the instructions below to sign up.



1.1 Login page

1. At the Log in page, click on the "Register Now" .

←

Satelliteteams®

Register Now

Mr.

Last Name

First Name

Company Name

+1 Mobile Number

Email Address

Password

Re-Password

Create Account

Already have an account? [Login](#)

1.1 Manual registration page

2. Fill up the following details:
 - a. Your first name
 - b. Your last name
 - c. Company name
 - d. Select which country you are in and enter your phone number
 - e. Desired email address
 - f. Your desired password for your account

←

Satelliteteams®

Ghenry

Barbaza

+63 9083862054

g.barbaza@satelliteteams.com

..... Show

..... Show

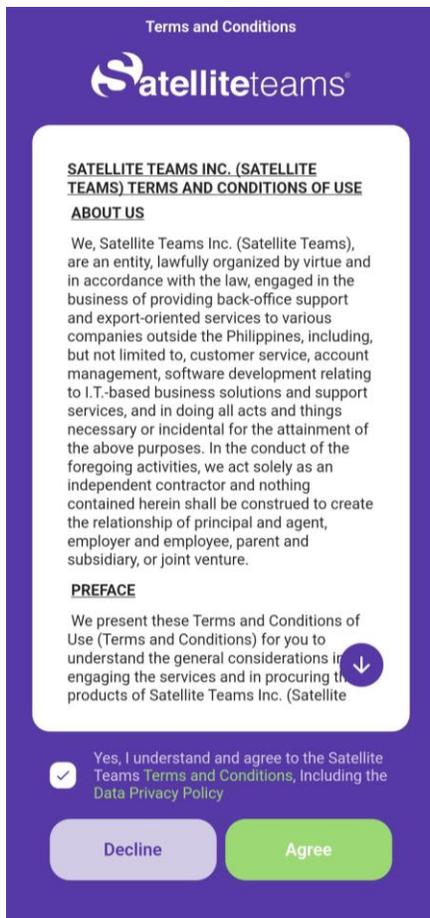
- At least 8 characters
- Have at least 1 special character
- Have at least 1 number
- Have at least 1 uppercase letter
- Match to confirm

Create Account

Already have an account? [Login](#)

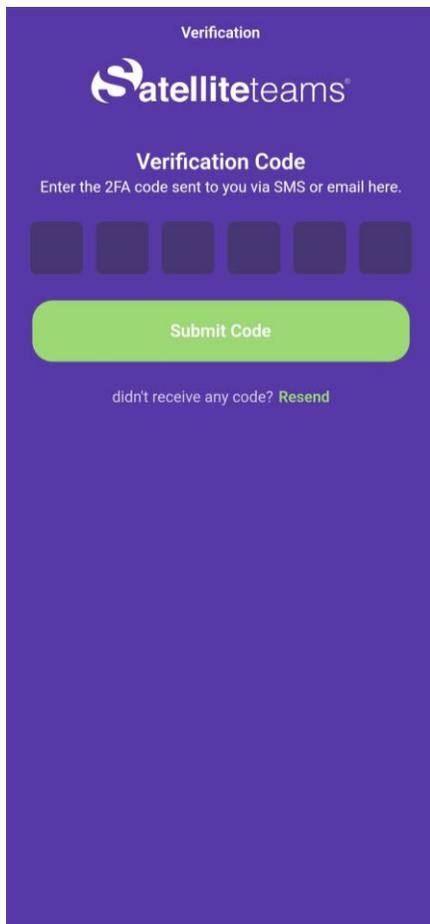
1.1 Password validation

3. Satisfy the password validations to be able to proceed.
4. When satisfied with the details you entered, click Create account.



1.1 Terms and condition

5. Redirect to terms and condition screen
6. Read terms and condition and click "Agree"



1.1 Verification page

7. A screen will show saying that a verification code has been sent to via SMS or email address.
8. Click on Resend if you didn't receive any verification code in your registered email or contact number.



Verification Code

Hello Ghenry Barbaza,

You are required to enter the following code to continue using our platform. Please enter code in **5 minutes**

Your verification code: **156945**

The reference code for this OTP is NnLjnJ

If this wasn't you, please contact our service center at help@satelliteteams.com | Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com

1.1 Sample of email verification code

9. Enter the verification code to proceed with your registration.

10. Once registered, you will receive a welcome email in your email address.



A new sign-in

Hello Ghenry Barbaza,

An account has been successfully created using your google account.

Date:2023-07-26 11:53:05
IP Address: 110.54.166.178
Location: Quezon City, Philippines
Browser: Dart/3.0 (dart.io)

If you do not recognize this activity, please reset your password.

If this was you, carry on and start managing your application account. Just click the button below.

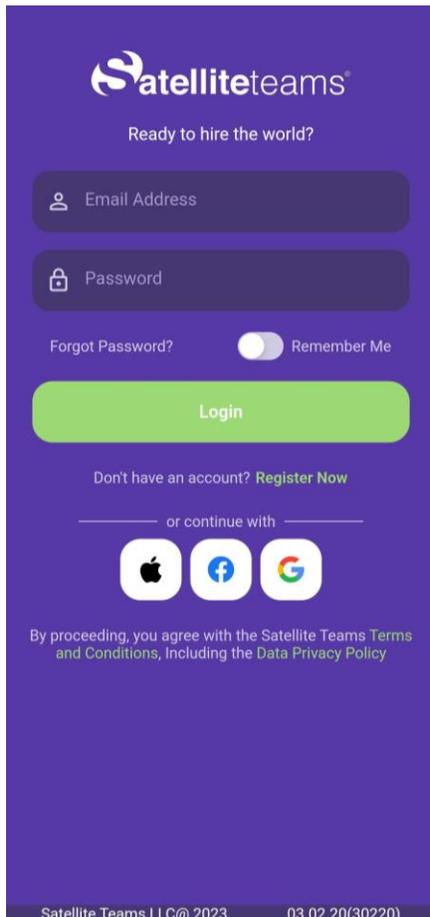
[app-staging.satelliteteams.com/login]Proceed to login

Need help? Ask at help@satelliteteams.com | Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com

1.1 Welcome email

1.2 Registration using a Google account

You can associate your Google account to Satellite Teams Client and use it in order to log in to your account. Simply follow the instructions below.



1.2 Login page - Registration section

1. Click on the Google icon at the bottom part of the screen.
2. A pop up will appear where you will be selecting which google account to use.
3. Once associated, you will receive an email about your sign in.



A new sign-in

Hello Ghnry Barbaza,

An account has been successfully created using your google account.

Date:2023-07-26 11:53:05
IP Address: 110.54.166.178
Location: Quezon City, Philippines
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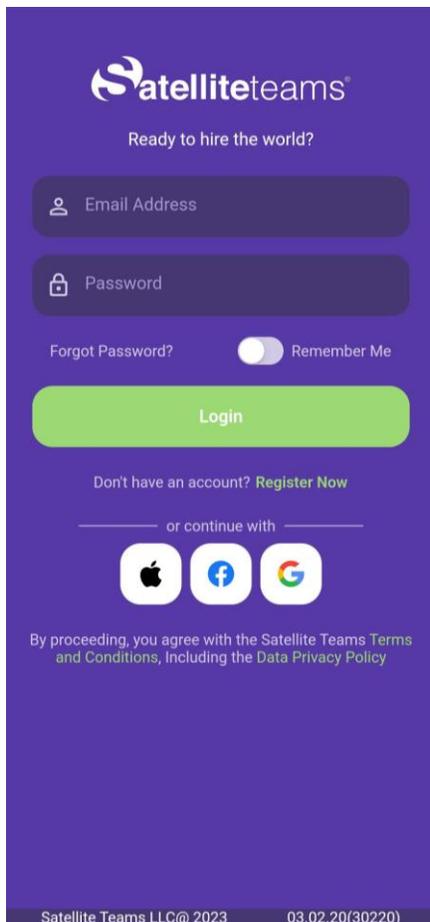
[app-staging.satelliteteams.com/login]Proceed to login

Need help? Ask at help@satelliteteams.com | Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com

1.2 Notification email - New sign in

1.3 Registration using a Facebook account

You can associate your Facebook account to Satellite Teams Client and use it in order to log in to your account. Simply follow the instructions below.

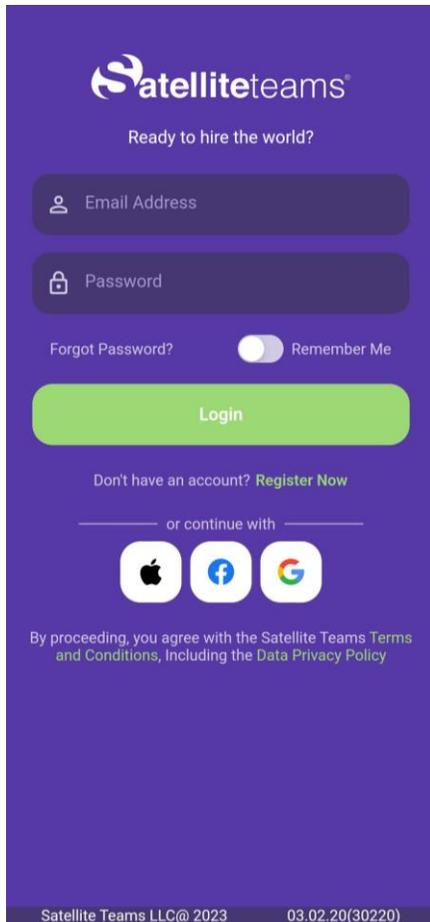


1.3 Login page - Registration section

1. Click on the Facebook icon at the bottom part of the screen.
2. Automatically, your logged-in Facebook account will be associated with Satellite Teams Client.
3. Once associated, you will receive an email about your sign in.

1.4 Registration using an Apple account

You can associate your Apple account to Satellite Teams Client and use it in order to log in to your account. Simply follow the instructions below.

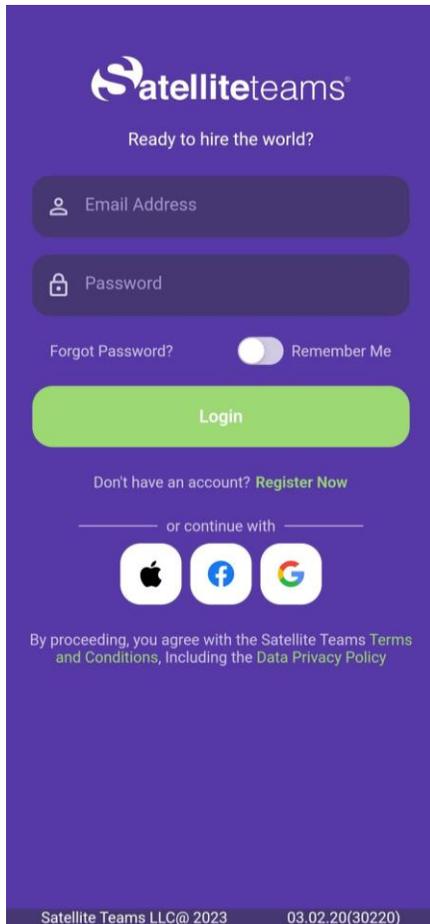


1.4 Registration page

4. Click on the Apple icon at the bottom part of the screen.
5. Automatically, your logged-in Apple account will be associated with Satellite Teams Client.
6. Apple will ask for you to provide your fingerprint (if activated in your phone) or for your Apple password to proceed.
7. Once associated, you will receive an email about your sign in.

2.0 Log in

If you already have an account or have registered, follow the instructions below to sign in to your account.



2.0 Sign-in page

2.1 Sign in using your credentials

1. Enter your registered email address along with your password.
2. To view or double-check your entered password, you can unmask the text by clicking on the show/hide at the right side of the password text field.
3. Click Log in.

2.2 Sign in via Google

1. Simply click on the Google icon to be able to sign in using your Google account.
2. A pop-up might appear asking you to select which Google account you're going to sign in with.

2.3 Sign in via Facebook

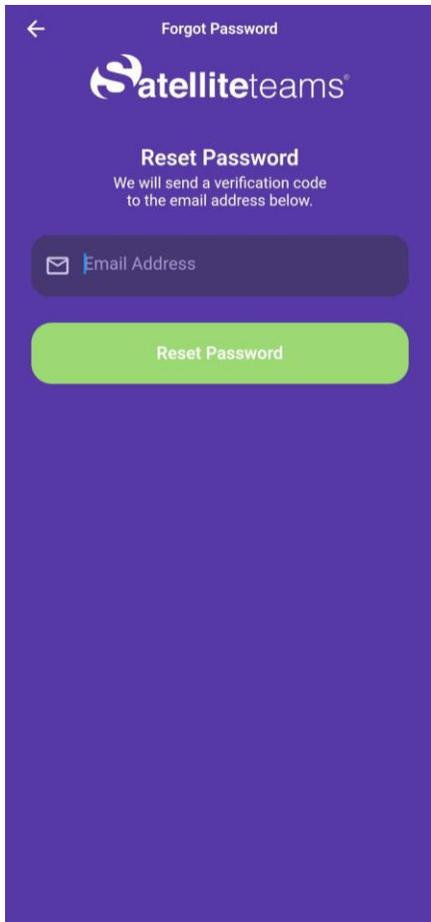
1. Simply click on the Google icon to be able to sign in using your Facebook account.
2. Your currently logged-in Facebook account will automatically be used for this sign-in.

2.4 Sign in via Apple ID

3. Simply click on the Google icon to be able to sign in using your Facebook account.
4. Your currently logged-in Facebook account will automatically be used for this sign-in.

3.0 Forgot password

This option is provided if you have forgotten what password you have used for your account. Follow the instructions below to reset or change your password.



3.0 Forgot password page

1. Enter registered email address
2. Click on Reset password.



Verification Code

Hello Ghenry Barbaza,

You are required to enter the following code to continue using our platform. Please enter code in **5 minutes**

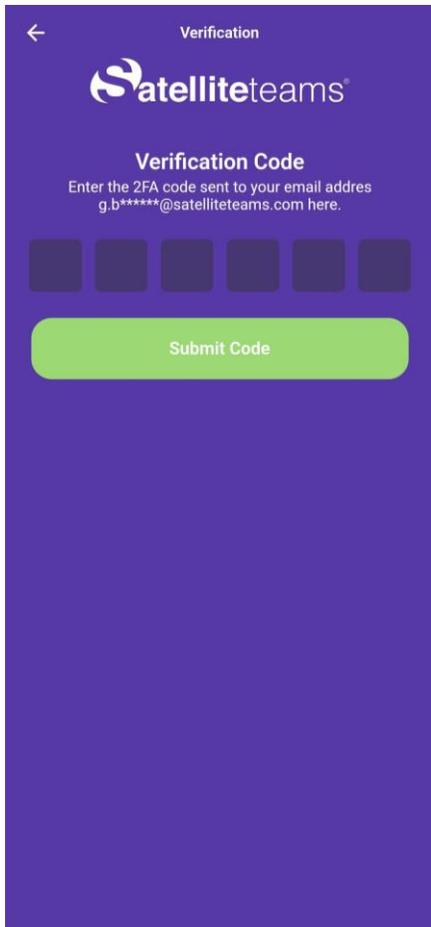
Your verification code: **156945**

The reference code for this OTP is NnLjnJ

If this wasn't you, please contact our service center at help@satelliteteams.com | Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com

3.0 Notification - Verification code

3. You will be receiving an email with a verification code.



3.0 Change password - Verification code

4. Enter the verification code sent to your email.



Reset Password



New Password

Enter your new password.

 Password

 Re-Password

Submit

← Reset Password

Satelliteteams®

New Password
Enter your new password.

..... Show

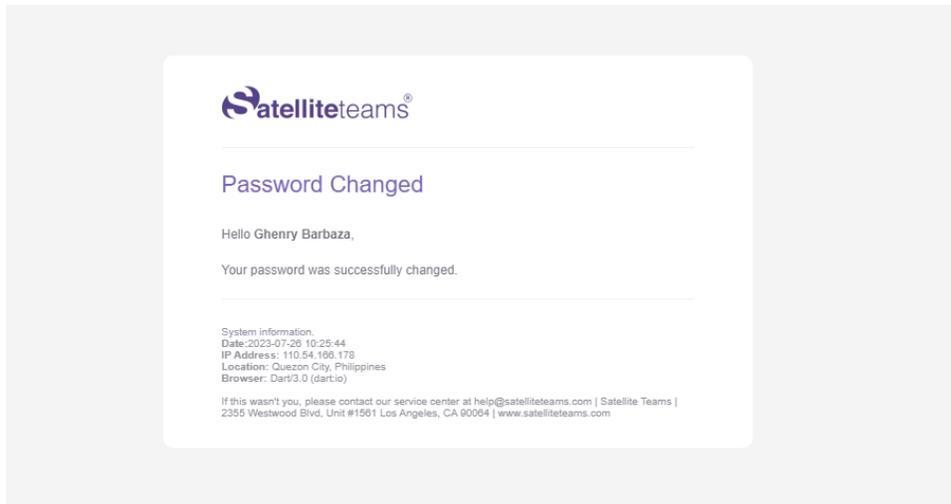
.....d Show

Submit

- At least 8 characters
- Have at least 1 special character
- Have at least 1 number
- Have at least 1 uppercase letter
- Match to confirm

3.0 Change password page

5. You will be redirected to a change password page.
6. Enter your desired new password
7. Satisfy the password validations to be able to proceed.
8. Click on the submit button once satisfied with the change.



3.0 Email notification - Successful password page

9. You will also receive an email notification if your password was successfully changed.

4.0 Job preferences

4.1 Job Role

After successfully login using newly created account the user will be redirected to this screen

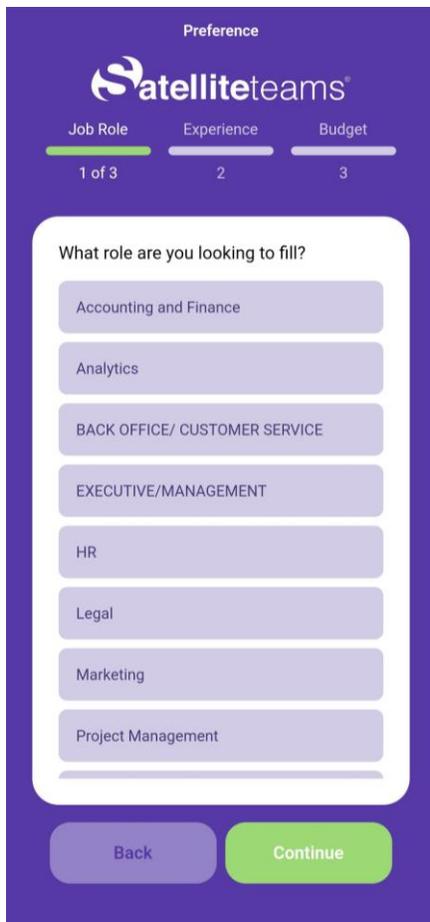
Satelliteteams®



Welcome to Satellite Teams!
Hire the World

Start Your Search

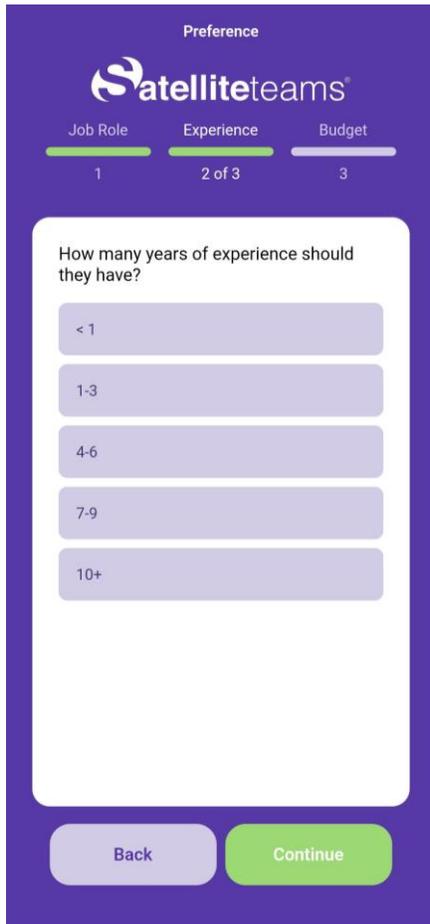
1. Click "Start you search" button.



4.1 Job Role

2. Select role you looking for (Note: all job role has been categories).
3. Click Continue

4.2 Years of Experience



The screenshot shows a mobile application interface for 'Preference' settings. At the top, the 'Satelliteteams' logo is displayed. Below the logo, there are three progress indicators: 'Job Role' (1), 'Experience' (2 of 3), and 'Budget' (3). The 'Experience' indicator is highlighted in green. The main content area contains the question 'How many years of experience should they have?' followed by five radio button options: '< 1', '1-3', '4-6', '7-9', and '10+'. At the bottom, there are two buttons: 'Back' and 'Continue'.

4.2 Years of Experience

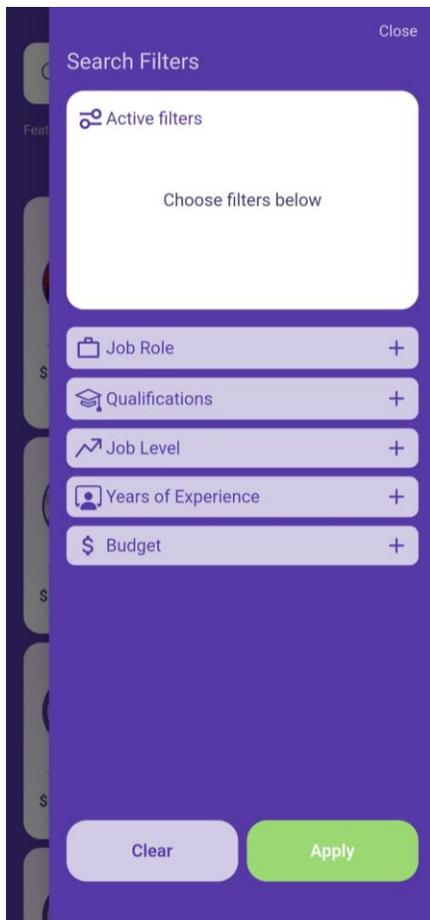
4. Select the years of experience
5. Click continue.

4.3 Monthly Budget

The screenshot shows a mobile application interface with a purple background. At the top, the word "Preference" is centered. Below it is the "Satelliteteams" logo. A progress indicator shows three steps: "Job Role" (1), "Experience" (2), and "Budget" (3 of 3). The "Budget" step is highlighted with a green line. The main content area is a white rounded rectangle containing the question "What is the monthly budget range for the role?". Below the question is a horizontal range slider with two blue circular handles. The left handle is labeled "\$2,000" and the right handle is labeled "\$15,000". At the bottom of the screen are two buttons: a light purple "Back" button and a green "Save" button.

4.3 Monthly Budget

6. Set the maximum and minimum budget for the desire position by dragging the shaded circle .
7. Click save.



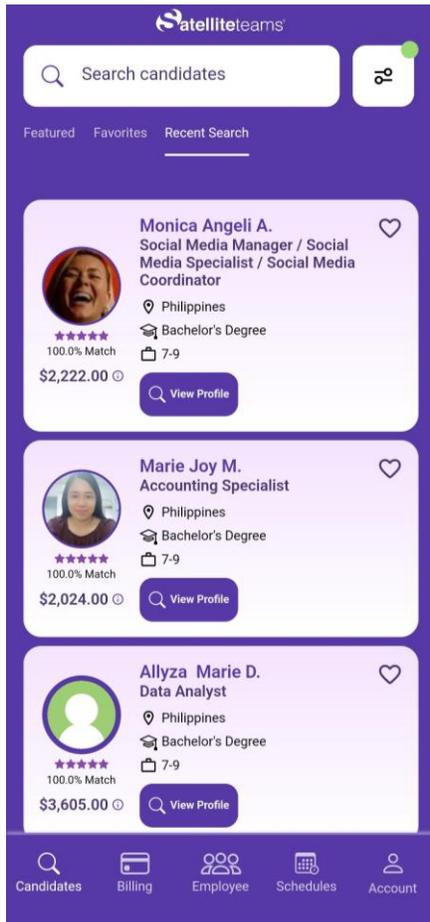
4.3 Search badges

8. All selected preference will be set on search badges and the system will search base on search filter value

5.0 Candidate Search

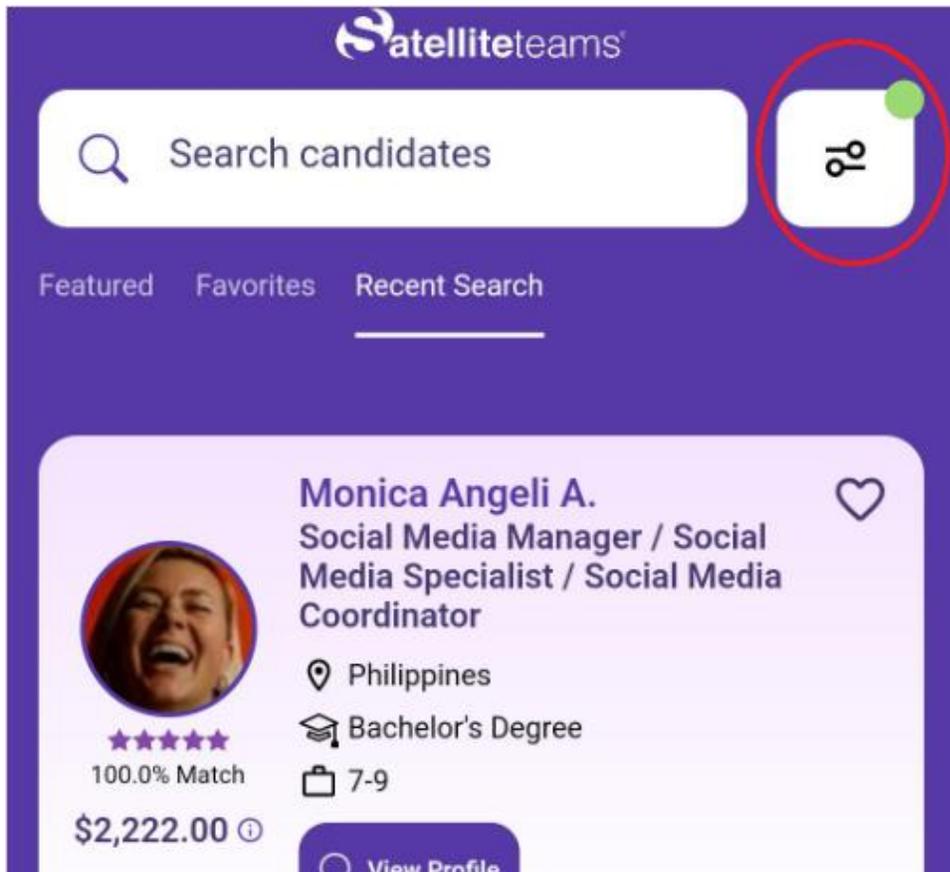
This screen will show how to search candidate

5.1 Candidate

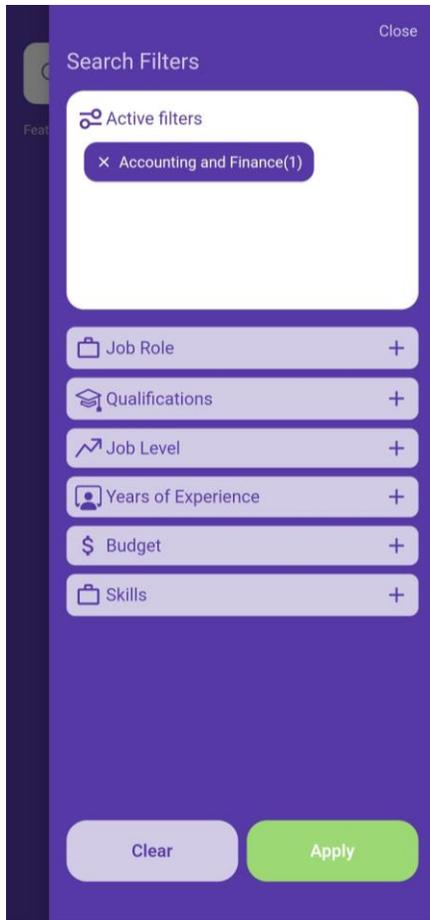


5.1 Candidate

1. Candidate screen will contain 3 main tab
 - a. Featured tab – list of random candidate that my suitable to client preference
 - b. Favorites tab – list of all candidate that liked by the user
 - i. The candidate will be visible or tagged favorites by clicking “heart icon”
 - c. Recent search tab – list of candidate based on search filter set up
2. To search candidate using filter bagde the user need to :



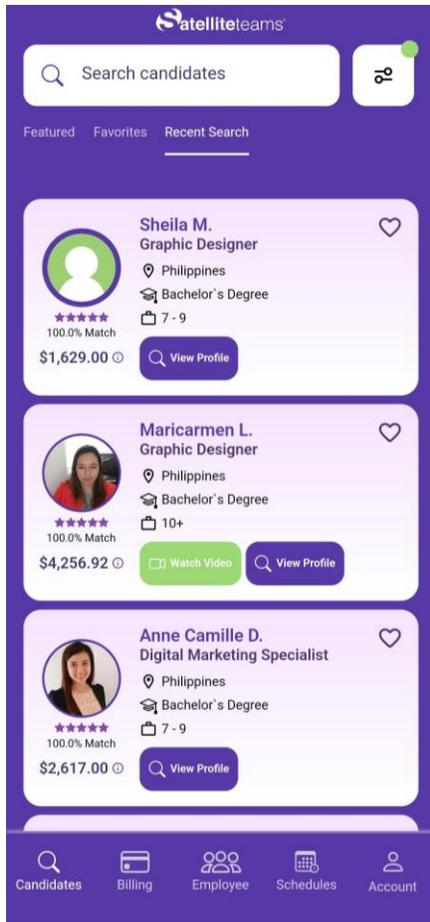
- a. Click the filter icon on the upper left side of the screen



- b. After clicking this screen will showed
 - c. There are 6 set of filter that user may be use to search candidate
 - i. Job role
 - ii. Qualification
 - iii. Job level
 - iv. Years of experince
 - v. Budget
 - vi. Skill – this badge only show if the user select job role
3. Click “apply” button after selecting preference or after setting up the search filter

5.2 Candidate view profile

This screen will show how to know more about candidate



5.2 candidate

4. To view candidate profile the user need to click “view profile” button.
5. After clicking the button the following will be seen:
 - a. Candidate higligths
 - b. Pitch recordings
 - c. Skills
 - d. Work experince
 - e. Education
 - f. English assesment

Profile



Maricarmen L.
Graphic Designer
\$4,256.92

TA Request Interview

Profile



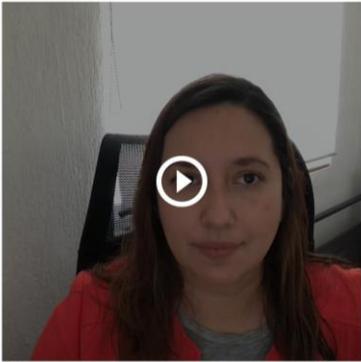
Maricarmen L.
Graphic Designer
\$4,256.92

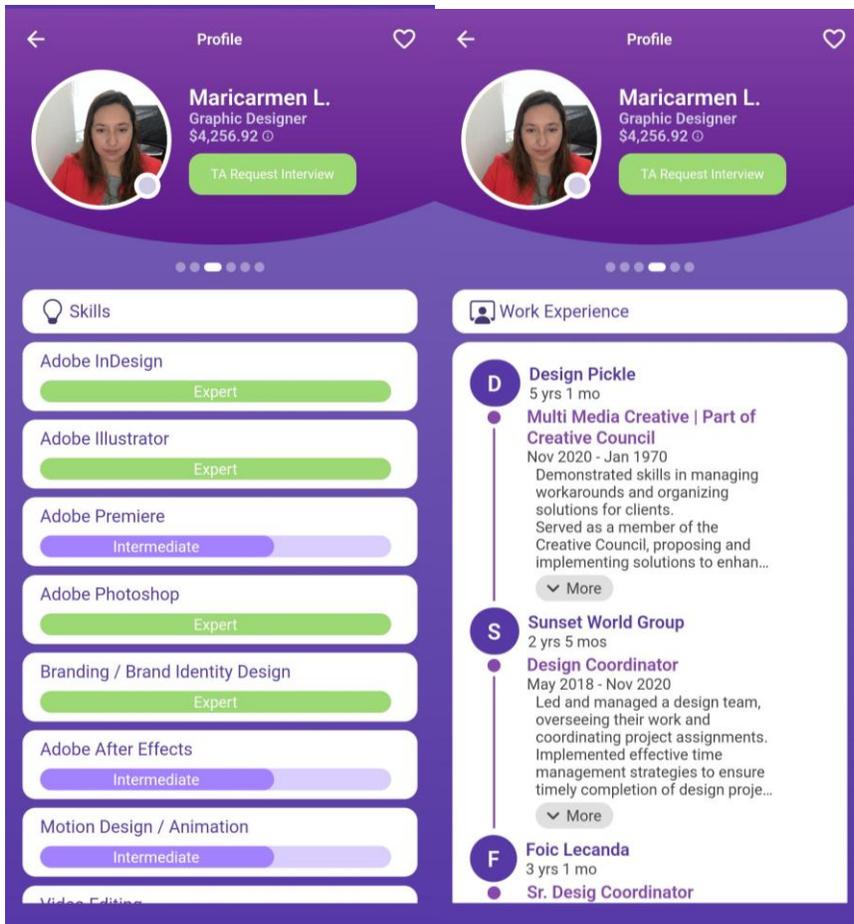
TA Request Interview

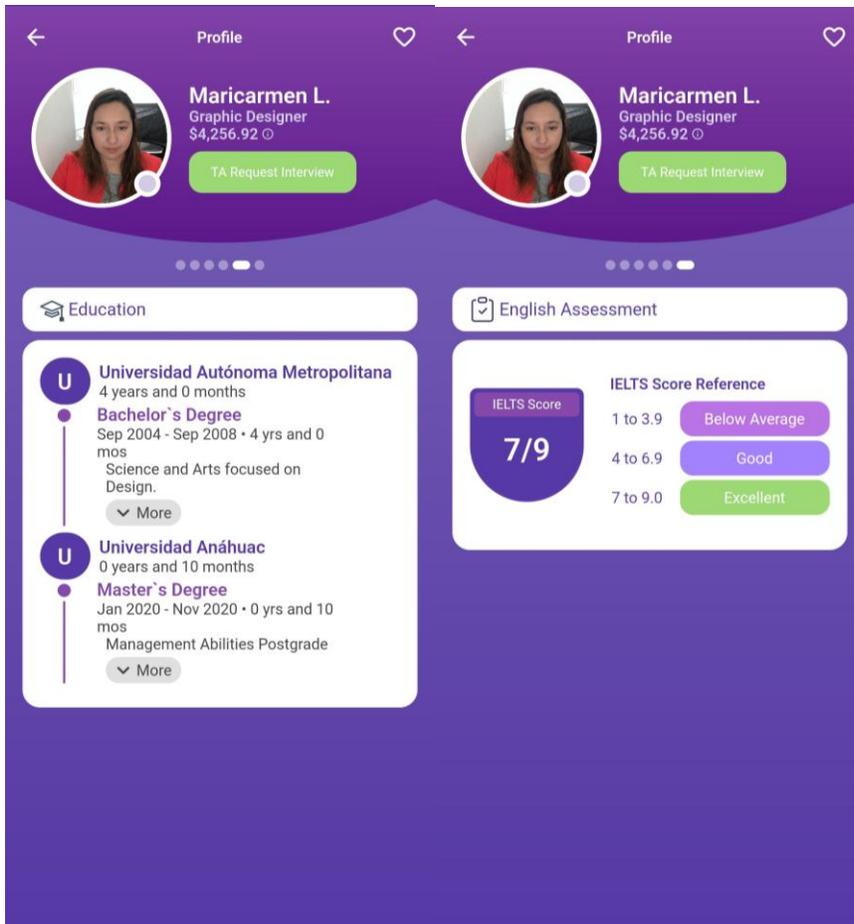
Highlights

- Demonstrated proficiency in managing workarounds, organizing, and providing solutions to clients. Played a crucial role as a member of the Creative Council, responsible for proposing and implementing solutions to enhance the organization's ambiance.
- Actively listened to fellow creatives, effectively communicating improvements and solutions to be implemented by the council.
- Successfully adapted to remote work dynamics, utilizing digital platforms such as Slack, Zoom, Google Meet, and Microsoft Teams for seamless communication.

Pitch

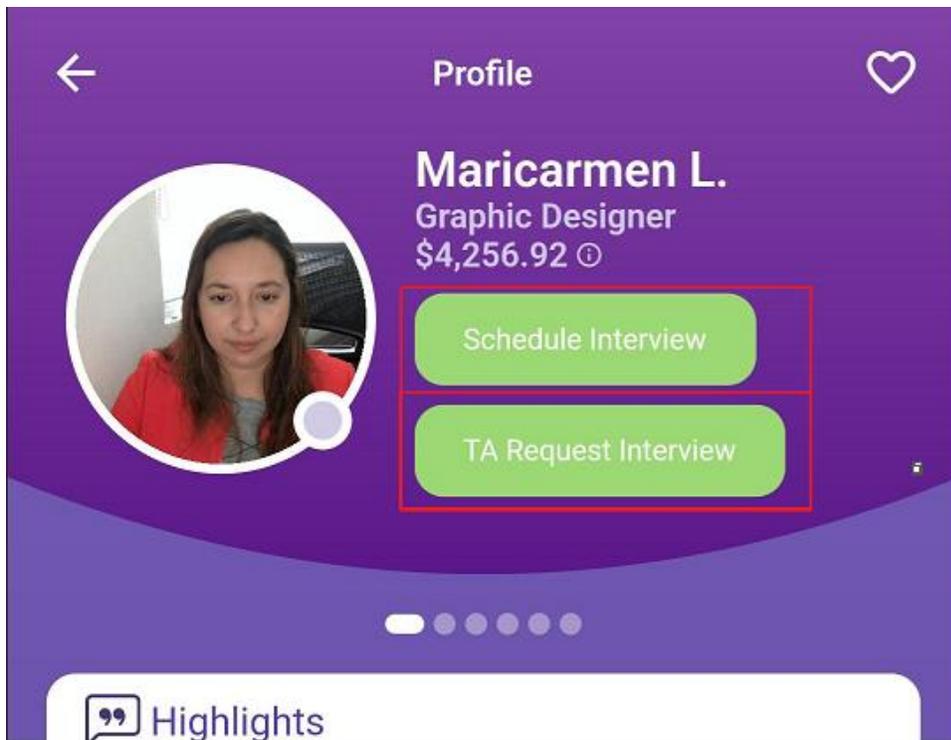






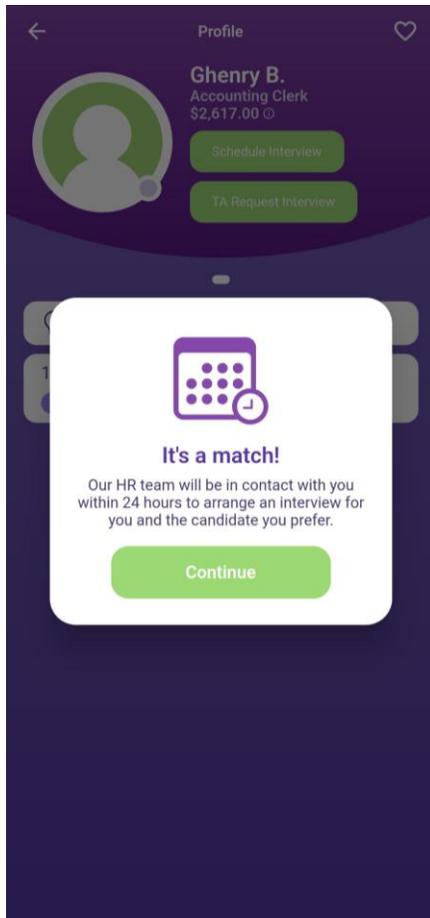
5.3 Schedule Interview

This screen will show how to set interview candidate



5.3 Schedule interview

6. There are 2 button to set interview
 - a. Schedule interview button – allowed the user to set interview by own (Note : Schedule interview button was only available upon request)
 - b. Ta request interview – ask help to set interview)
7. If the user click TA request interview this screen will showed.



8. If the user click "Schedule interview" button. The user will set date and time of interview

← Interview Schedule

Schedule Interview with Ghenry A.

Pacific Standard Time(PST)
Select possible dates and times for the interview

Date From Time
07/26/2023 11 24 AM

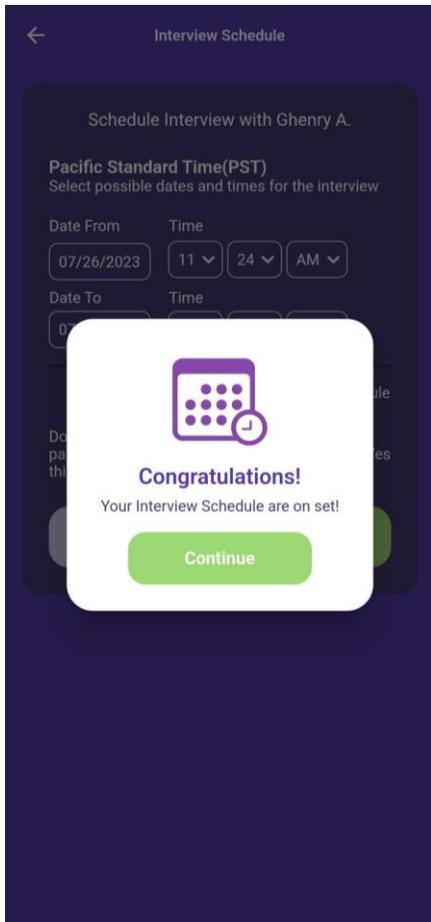
Date To Time
07/26/2023 11 54 AM

+ Add Schedule

Do you want to add more participants from your team to this interview? No Yes

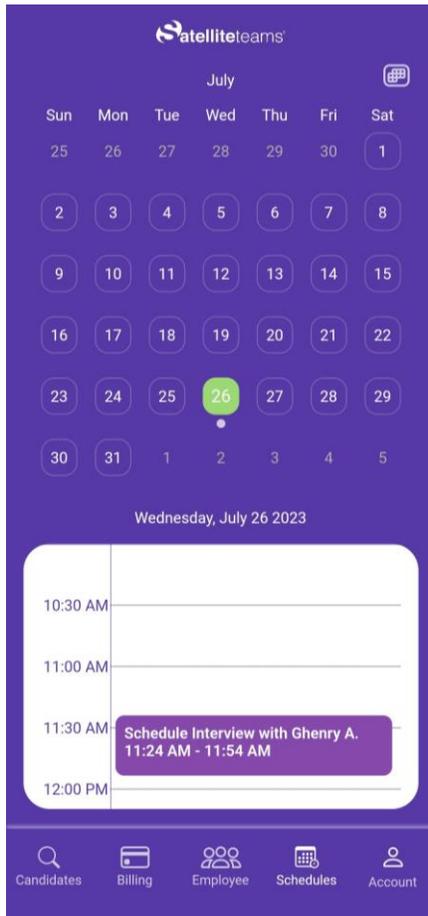
Cancel Save

9. Click save after entering time and date



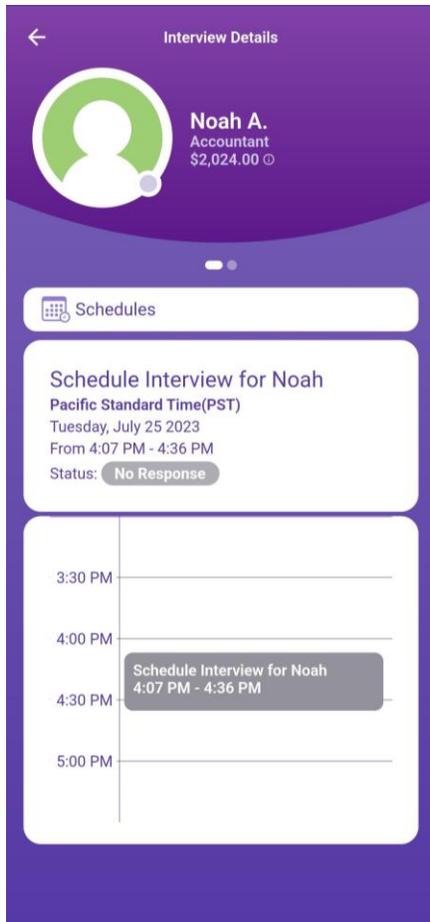
10. The created schedule will be visible on schedule menu.

5.4 Scheduled menu



5.4 Scheduled interview - dashboard

11. This screen will serve as a calendar for the user. This screen will contain all created interviews and interview details.
12. To view an interview schedule, the user needs to click the interview. After clicking an interview, the following details will be seen:
 - a. Schedule title
 - b. Interview date and time
 - c. Status
 - i. Accepted – accepted by candidate
 - ii. Declined – declined by candidate
 - iii. Cancelled – cancelled by client user
 - iv. No response
 - d. Participants

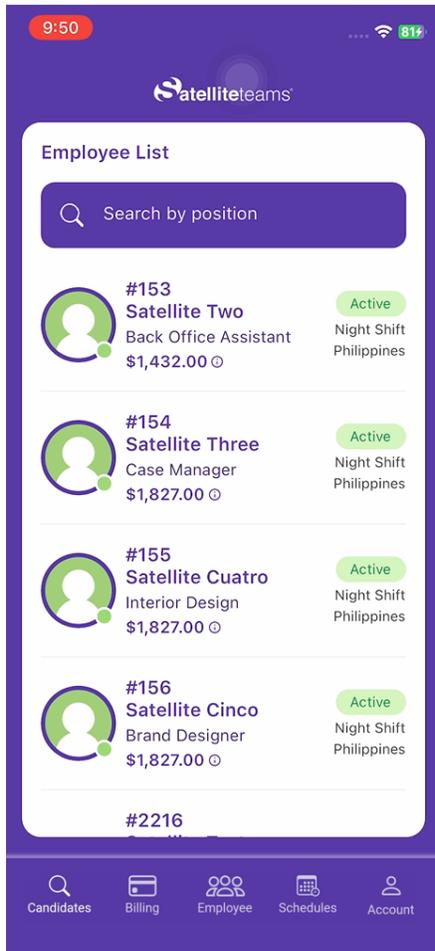


5.4 Sample interview details

6.0 Employee

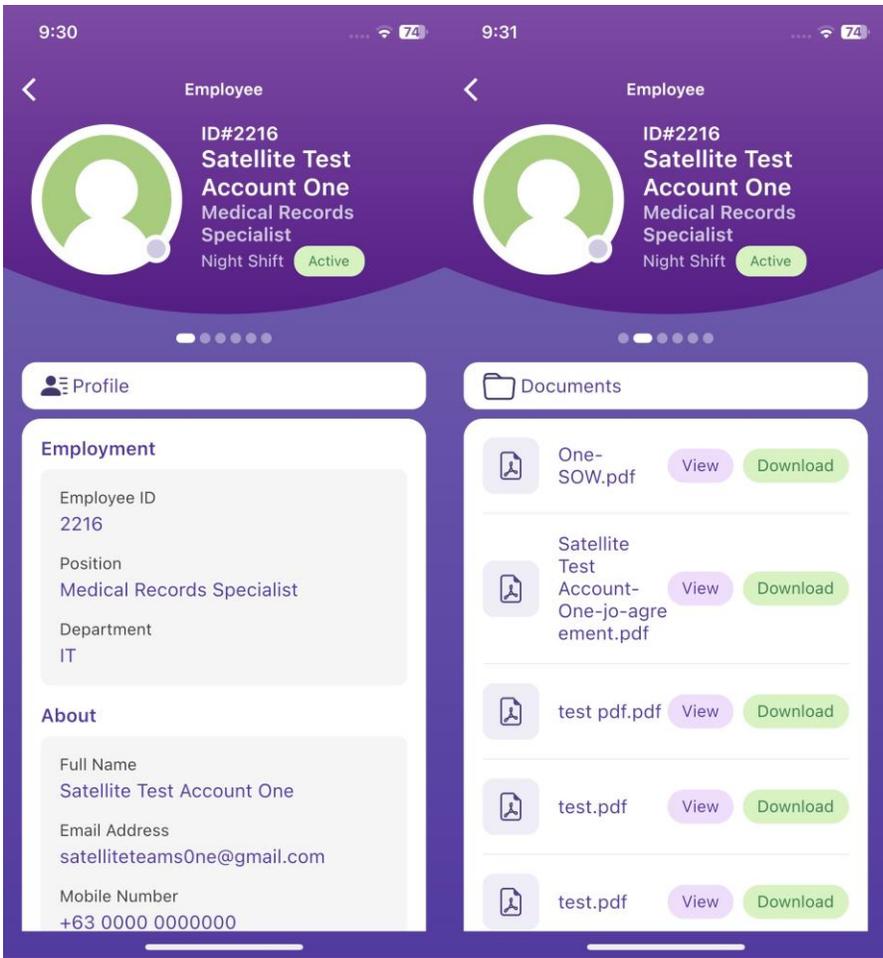
6.1 Employee list

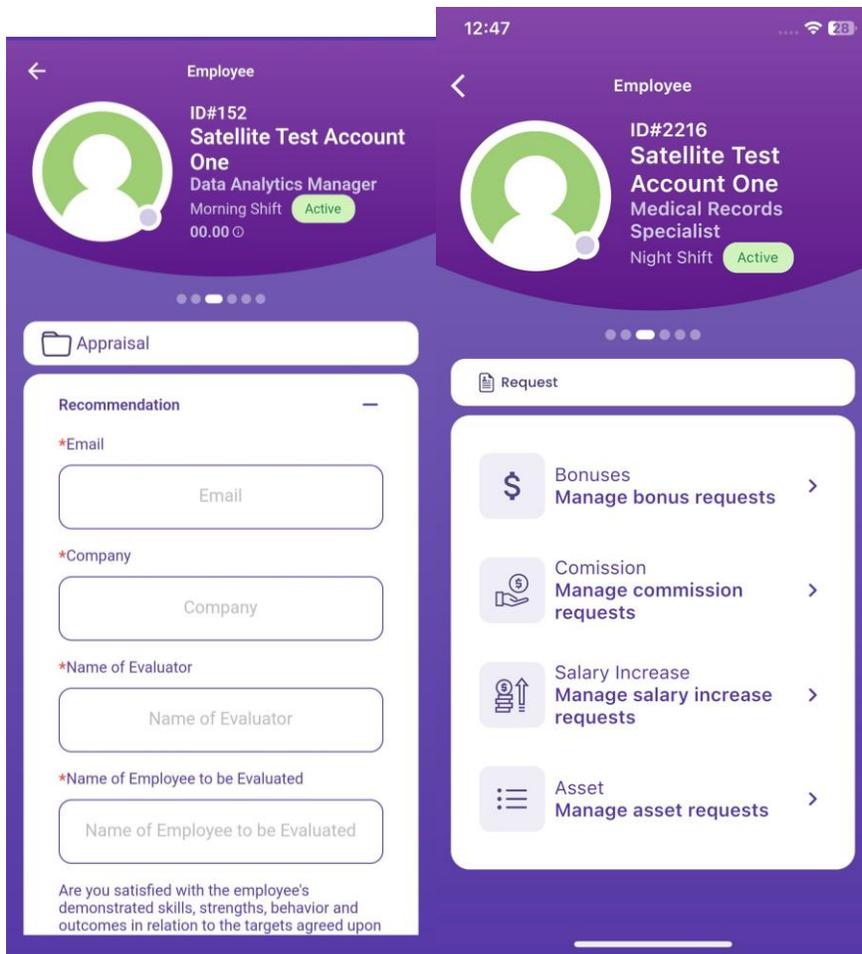
This screen will show how to manage employee



6.1 Employee list

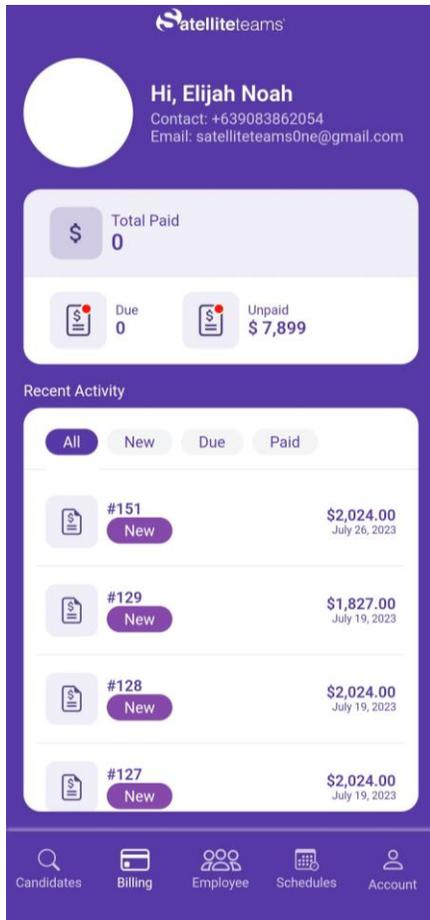
1. To view employee list the user will click employee tab on main menu with contains the followings details
 - a. Employee name
 - b. Employee position
 - c. Employee salary
2. To view employee info the user will select specific employee and click employee name, following details will be seen
 - a. Employee info – basic information of employee
 - b. Employee documents – all documents related to employee
 - c. Appraisal – for evaluation purposes
 - d. Request – all compensation that the client may request for the user employee :
 - i. Bonus
 - ii. Commission
 - iii. Salary adjustment
 - iv. Asset





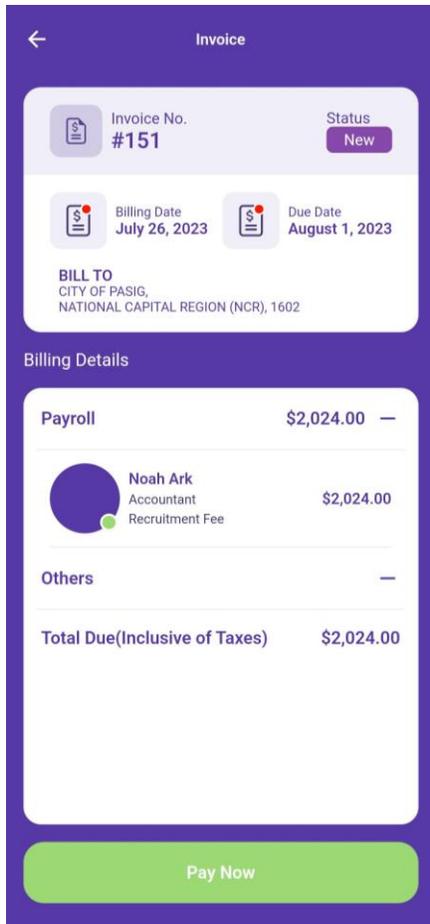
7.0 Billing

This screen will showed the billing details and how to pay the billing

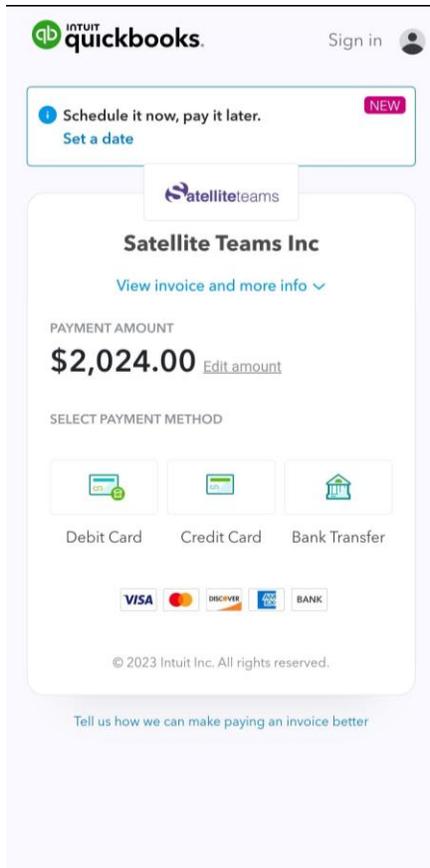


7.0 Billing

1. To check client Billing the user need to click billing in main menu,
2. After click the user will see the following
 - a. Due total amount
 - b. Unpaid total amount
 - c. List of invoices and amount
3. To check invoice details the user need to click specific invoice
4. After click invoice this screen will showed



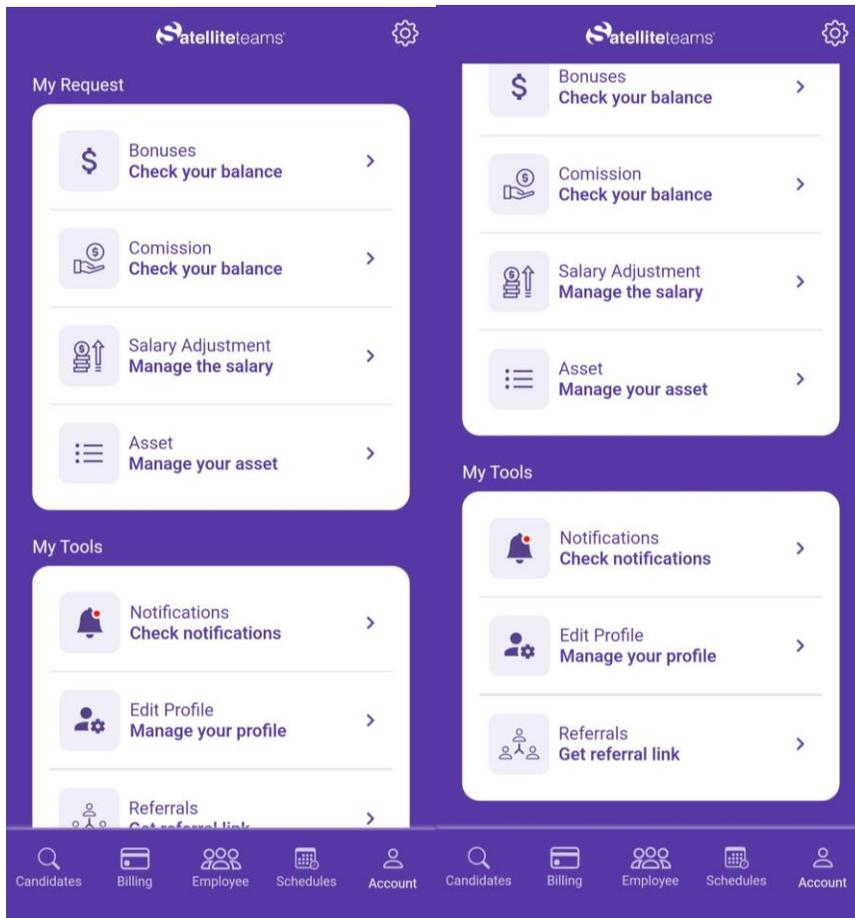
5. Much details invoice will showed the user will see the following:
 - a. Billing date
 - b. Due date
 - c. Summarray of payroll and others
 - d. Total amount inclusive of taxes
 - e. And pay button
6. To pay billing the user need to click “Pay Now”
7. After clicking pay now button this screen will showed



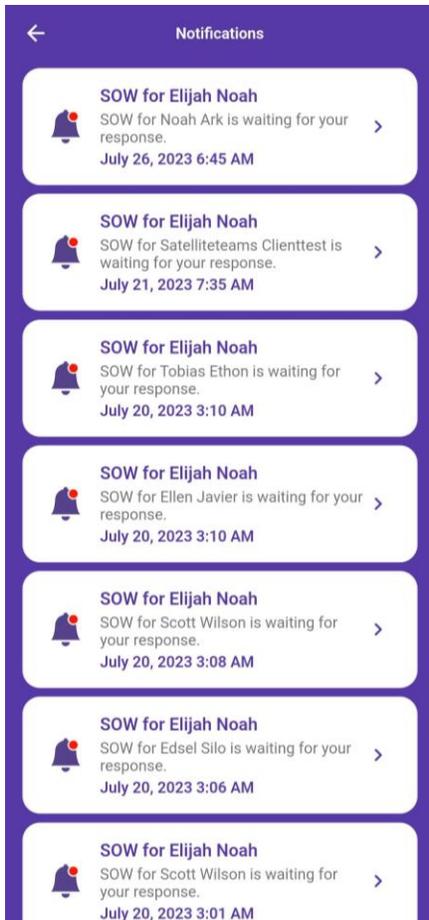
8. On this screen the user can choose different type of payment method

8.0 Account

This screen will help the user configure account.



1. To edit or update user account the user need to go in account menu
2. After the user click account tab the following will be seen:
 - a. My Request – general list of all requested compenstion including the following
 - i. Bonus request
 - ii. Commission request
 - iii. Salary adjusment request
 - iv. Asset request
 - b. My tools – it contain all the following
 - i. Notification – list of all notification of client



ii. Edit profile - screen that allowed the user to update information

← Edit Profile

Personal Company Address

NOAH A

Name*

Mr.

Elijah

Noah

Mobile Number*

+63 9083862054

Email Address

satelliteteams0ne@gmail.com

Save

- iii. Referrals – a specific link that allowed the user to refer this application by giving the referral link
3. On the upper left side of the screen the user will see gear or setting icon and it contains the following
- a. Two factor – a security fetures that allowed the user to received otp before to login
 - b. Account setting – allowed the user to delete account
 - c. Log out button



Account



Two Factor
Authentication



Account Settings
Manage your account



Log Out
Log out of your account

