Client Web Application Manual

Version 3.1

2024

1.0 Registration	4
1.1 Manual registration	4
1.2 Registration using a Google account	9
1.3 Registration using a Facebook account	10
1.4 Existing Account	11
2.0 Sign in	12
2.1 Sign in using your credentials	13
2.2 Sign in via Google	14
2.3 Sign in via Facebook	14
2.4 Terms and Conditions	15
2.5 Data Privacy Policy	16

Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com

3.0 Forgot Password	17
4.0 Job Preference	22
4.1 Company and Phone Number	22
4.2 Job Role	24
4.3 Job Experience	25
4.4 Monthly Budget	26
5.0 Dashboard	27
6.0 Accounts	28
6.1 Profile	28
6.1.1 Company information	28
6.1.3 Contacts	31
6.1.4 Documents	31
6.1.5 Photos	32
6.1.6 Policies	33
6.2 User	35
6.3 Roles	37
7.0 Candidate Management	40
7.1 Candidate Search	40
7.1.1 Selected Applicants	42
7.1.2 View Resume	43
7.1.2 Schedule Interviews	44
7.1.2.1 Schedule Interview request to Talent Acquisition	44
7.1.2.2 Schedule Interview	45
7.1.4.3 Scheduled interview - Dashboard	46
7.1.2.4 Scheduled interview - Accepted	47
7.1.2.5 Scheduled interview - Zoom meeting	48
7.1.3 Schedule Statuses	50
7.1.3.1 No Response	50

Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com | Page 1

7.1.3.2 Pending	50
7.1.3.3 Accepted	51
7.1.3.4 Canceled	52
7.1.4 Favorites	52
7.2 Candidate List	53
7.2.1 My Interview and To Be Scheduled By Satellite Teams	53
7.2.2 For Review	54
7.2.3 Job Offer	55
7.2.4 Endorsed Candidates	56
7.2.5 SOW (Statement of Work)	56
7.2.6 Not Suitable	57
7.3 Job Requirement	58
7.3.1 Job Requirement Adding	59
8.0 Employee Management	61
8.1 Employee	61
8.1.1 On Boarding	61
8.1.2 Active	62
8.1.3 Off Boarding	62
8.1.4 Inactive	63
8.2 Employee Information	64
8.2.1 Information	64
8.2.2 Documents	65
8.2.3 Appraisal	66
8.2.4 Asset and Compensation	68
8.2.5.1 Bonus	68
8.2.5.1.1 Bonus Adding or Requesting	69
8.2.5.2 Commission	70
8.2.5.2.1 Commission Adding or Requesting	71

Satellite Teams | 2355 Westwood Blvd, Unit #1561 Los Angeles, CA 90064 | www.satelliteteams.com | Page 2

8.2.5.3 Salary Adjustment	71
8.2.5.3.1 Salary Adjustment Adding or Requesting	72
8.2.5.4 Asset	74
8.2.5.4.1 Asset Adding or Requesting	75
8.2.5.5 Filings	76
8.2.5.6 Time Record	76
8.3 Employee Department	78
8.3.1 Employee Department Adding and Editing	78
8.4 Request List	79
8.4.1 Bonus	79
8.4.1.1 Bonus Adding or Requesting	80
8.4.2 Commission	81
8.4.2.1 Commission Adding or Requesting	82
8.4.3 Salary Adjustment	82
8.4.3.1 Salary Adjustment Adding or Requesting	83
8.4.4 Asset	85
8.4.4.1 Asset Adding or Requesting	87
9.0 Billing & Invoices	87
9.1 Billing	87
9.1.1 View invoice	88
9.1.2 Pay Now	89
9.2 Invoices History	90

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.

Satelliteteams'			
	Sign up your account		
	a Me.		
	2 Test nortis		
	A Company name		
	3 • +60		
Statelliteteams [™]	🖻 (mai adatum	Or connect using	
	B Promoters	() G	
8	B Re-Hammond		
	REGISTER Atready have an account? Sign in.		
· · · · · · · · · · · · · · · · · · ·	 By checking this box, I confirm that I have read and agree to be bound by 		
	SateliteTeams LLC, Terms & Conditions and Data Privacy Policy.		
3.			

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

Satelliteteams*	
	Sign up your account
Satelliteteams*	
	How at least special character. Match to confirm. Redatt# Already have an account? Sign In.
	By checking this box, I confirm that I have read and agree to be should by and and agree to be should by Terms & Conditions and Data Privacy Pallay.

- 2. Satisfy the password validations to be able to proceed.
- 3. Agree on the Terms and Conditions and Data Privacy Policy by clicking on the check box.
 - * Make sure to read the Terms and Conditions and Data Privacy Policy.
- 4. When satisfied with the details you entered, click Register.
- 5. You will see a notification saying that a verification email has been sent to your email address.



6. Log in to your provided email account.

6:16 PM (14 minutes ago) 😾 🕤 🚦



- 7. Click on the green button or the Verify Email Address button. You will be redirected to the login page of Satellite Teams Client.
- 8. If the green button is not available or not clickable, Kindly copy and paste the link below the green button. Just simply read and follow the instructions in the email.
- 9. When redirected to the Login page, kindly enter your registered email address and password.



noreply@satelliteteams.com

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10. After your first time login, you will receive a welcome email from Satellite Teams.



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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.

Satelliteteams"			
	Sign up your account		
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	Instante		
	Tint Hitte		
	di Company nana		
	* +63		
	🖬 timal contrast	Or connect using	
	8 Possword	0 G	
	A Re-Passyond		
	REGISTER		
	Already have an account? Sign in.		
	By checking this box, I confirm that I have read and agree to be bound by StatilityTrames U.C.		
and the second sec	Terms & Conditions and Data Privacy Policy.		
		1	
			v 100

1. Agree to the Terms and conditions and Data privacy policy to be able to register.

* Make sure to read the Terms and Conditions and Data Privacy Policy.

- 2. Click on the Google icon on the right part of the screen.
- 3. Automatically, your logged-in Google account will be associated with Satellite Teams Client.
- 4. Once associated, you will receive a welcome email in your email address and you will also be automatically redirected to the Job preference.

Satelliteteams"



5. If many accounts are logged in your Google, a pop up will appear for choosing an account to use.

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.

Satelliteteams*

	🖗 Facebook - Google Chrome	- 0 ×		
	facebook.com/login.php?skip_api_login=1&api_key=14050	676702886498kid_direct		
	Facebook			
	Log in to use your Facebook account with Satellite Teams Client - Te	ıst.		
	Email or phone:	1		
	Password:	J		
	Look			
	Forget account?			
	Create new account			
Satelliteteams			Or connect using	
			0 G	
M		840		
		Ne		
	Terr	ns & Conditions and Data Privacy		
		· oney.		

1. Agree to the Terms and conditions and Data privacy policy to be able to register.

* Make sure to read the Terms and Conditions and Data Privacy Policy.

- 2. Click on the Facebook icon on the right part of the screen.
- 3. Automatically, your logged-in Facebook account will be associated with Satellite Teams Client.
- 4. Once associated, you will receive a welcome email in your email address and you will also be automatically redirected to the Job preference.

1.4 Existing Account

If the account is already existing in the system, a notification pop up will display.



2.0 Sign in

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

Satelliteteams'



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 eye icon.
- 3. You can have the choice for your password to be remembered.
- 4. Click Sign in.

2.2 Sign in via Google

c alemieleams

	Says in - Google Accounts - Google Chrone - X	
	G Sign in with Google	
	Choose an account to continue to sateliiteteams.com	
	Maitha Teodoro mathaiac oteodorog gmail.com	
Satelliteteams*	Matthew Theodore additional com	Or connect using
	Matthie Theo satelliteteamsincorporated@gmail.com	() G
	User01 ST satelliteteams test01 (gymail.com	
	User02 ST satelliteteams.test02;tggmail.com	
*	U Ser03 ST satelliteteums.test03@gmail.com	
	SatelliteTeams UC, Terms & Conditions and Data Privacy Policy.	

- 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

Satelliteteams"

	🕈 Facebook - Google Chrome — 🗆 X	
	🔒 facebook.com/login.php?skip_api_login=1&api_key=1405067670288649&kid_direct 😫	
	Facebook	
	Log in to use your Facebook account with Satellite Teams Ctient - Test.	
	Email or phone:	
	Log in	
	runge abusans r Create new account	
	Ď	
Satellite teams*	B	Cr connect using
	1	
Star The Los	Terms & Cenditions and Data Privacy Policy.	

- 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 Terms and Conditions

Agree to the Terms and conditions and Data privacy policy upon registration to be able to continue.

* Make sure to read the Terms and Conditions and Data Privacy Policy.

Satelliteteams*



2.5 Data Privacy Policy

Agree to the Terms and conditions and Data privacy policy upon registration to be able to continue.

* Make sure to read the Terms and Conditions and Data Privacy Policy.

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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.

Satelliteteams*

	Forget Your Password?
Satelliteteams*	Precise enter the email address for your account. A verification code will be sent to you. Once you have received the verification code tou will be date to choose new posterior for your account. Email address Email address RESET PASSWORD
	CANCEL

- 1. Enter the email address you registered within which you want your password to be changed.
- 2. Click on Reset password.

Satelliteteams"		
Catellite teams*	Your new password change has been sent to satelilitetsamsinc@gmail.com. Pioase click the link and reset your password.	Forger Your Passander Planse anter the email address for your account. Availation code will be ant its your, Once you have include the one passander for your account. Include the one passander for
11 2 Carton		

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3. A notification will show if an email has been sent to your email address for instructions on how to reset your password.



4. Once the email is received, click on the reset button.

Satelliteteams*

Satelliteteams"	Change Password New Password Carfirm New Password Carfirm New Password CAACLE SUBMIT
Satelliteteams*	
Satelliteteams*	Change Password New Password
	Motch to confirm.

L

- 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.

CANCEL SUBMIT



9. Notification will after successful changing of password.



10. An email notification will also be sent after successful changing of password.

4.0 Job Preference

After the first successful login, your candidate preferences will be asked.

4.1 Company and Phone Number

If the user signed up using Gmail or Facebook, the following screen will appear.

Satelliteteams*

Company no	ame & phone number	
	1 of 5	
Satellite	Company nome Company nome	
	Phone number 2 + 63	
at a ma	NEXT	

1. Company name needs to be unique.

Satelliteteams*		
	Two factor authentication	
	2 of 5	
Satellite	To continue, place enter the Two Factor Authentication sent to your mobile device ending	
	Enter your two factor Authentication	
	If you did not receive your Two Factor Authentication within 5 minute(a) or If your Two Factor Authentication has explired, click here to generate <u>Two Eactor Authentication</u> to proceed.	
	NEXT	
at a main		
		¥.100

2. Verification code will be sent to the phone number provided.

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4.2 Job Role

Satelliteteams"				
	Rola			
		1 of 3		
	(
Satalliteteame		What role are you looking to fill?		
		Q. Select cotegory		
			NEXT	
at the second				

1. Select the role that you are looking for.

Satelliteteams*		
Polo		
	1 of 3	
2	What role one was loaking to file?	
Satelliteteams'	Q. Technical / R	
	Q, QA Software Tester *	
	NEXT	

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- 2. Next is to select a specific position for the role.
- 3. Click next to proceed to the next step.

4.3 Job Experience

Satelliteteams'		
	Job experience	
	2 0/ 3	
	How many years of experience should they have?	
	Select *	
8		
	BACK NEXT	
and the second		
		* 660

- 4. Select the years of experience your ideal talent should have.
- 5. Click next to proceed to the next step.

4.4 Monthly Budget

	Monthly budget	3 d 3		
Satellite	€	What is the monthly budget for this role?	(1100) 	
	BACK		NEXT	
	• • •			

- 6. Drag the dot on the line in any direction from left to right to select your monthly budget designated for the role.
- 7. Click next to proceed to the next step.

5.0 Dashboard

> 1 of 1 Profile Information	on Please complete your profile information. Click here				×
Satelliteteams [®]	≡ 😫				A Hay, Zion 🛌
MAIN MINU Doshboard ACCOUNT SETTINGS	Profile Information Please complete your profile Info CLUCK HARE	rmation.			>
Po Account ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	0 Total employees	My interviews 1	Candidate for reviews	Pending request	\$ Amount due \$0.00
MANAGEMENT	Schedules				
Candidate Management Candidate search Candidate list Job requirement	Sun 27	Mon Tue	29 September 2023	30 Thu 31	Fri Soit 01 Soit 02 01 02 01
Employee Managament Employee Employee Department Request List					
BILLING & INVOICES	03	04	05	06 07	08 09
Invoices HistoryBilling					
Log out	10	11	12	13 14	15 16
			Need more talent? Cli to create a job a Post A Job /	sk the button Find your ner I todayl rockstar hi M Diplere Candid	et remote Eam incredible rewards with re here. our Referral Program Inste Profiles Refer & Friend Today

The dashboard consists of the following:

- 1. Schedules or a calendar of scheduled interviews.
- 2. Notification panel for reminders.
- 3. Total number of employees.
- 4. Total number of upcoming interviews.
- 5. Total number of candidates for reviews.
- 6. Total of Pending interview requests.
- 7. Amount due for the bill.

The schedules has the following views:

- 1. Month
- 2. Week
- 3. Day
- 4. Per Agenda

6.0 Accounts

6.1 Profile

This is where your personal or company information is stored.

6.1.1 Company information

Here is where the Company information is saved and can be updated.

> 1 of 1 Profile Information	n Please complete your profile information. Click h	ere			×
Satelliteteams [®]	≣ 🏟			Hey, Matthew Role: Client	
MAIN MENU	COMPANY INFORMATION CONTACTS	DOCUMENTS PHOTOS POLICIES			
ACCOUNT SETTINGS	Company information		Company logo		
Account Profile	Company name				7
User Roles	ST Test - Theodore Staging 01				
	Tax ID	Type of business			
MANAGEMENT			I V		
🛲 Management 🗸	Number of employees	Company websites			
Candidate Management Candidate search					
 Candidate list Job requirement 	+ Contact numbers (1)				
Employee Management Finite Provide ProvideProvide Provide Provide Provide Provide Provide Provide Provide Pr	+63 9065 428314		Cha	nge logo	
 Employee Department Request List 					
	Credentials		Registered office		
BILLING & INVOICES					
Billing & Invoices	Inte	Email aadress	Country	кеgion	
 Invoices History Billing 	Mr. 👻	satelliteteamsinc@gmail.com			
	First name	Last name	State	City	
	L				

A lof1 Profile Information Satelliteteams [®]	Please complete your profile information. Cold here		↓ Hey, Matthew Note: Client
MAIN MENU	Credentials	Registered office	
ACCOUNT SETTINGS	Title Email address	Country	Region
	Mr.		
Profile	First name Last name	State	City
User Roles	Matthew Theodore		
	Current password	Address	Postal code
MANAGEMENT			
R Management ~	Password Re-password		
Candidate Management Candidate search Candidate list Job requirement			
Employee Management Employee Employee Department Request List	Company avenuew		
BILLING & INVOICES	B / U & {} x ² X ₂ Normol ▼ 14 ▼ ⊞ ⊟ □	∃ E E E I ∂ 8 E © 2	5 0
 Invoices History Billing 			
🚯 Log out			SUBMIT

Company information:

- 1. Enter your company name.
- 2. Your company ID.
- 3. Company's Tax ID.
- 4. What type of business your company is in.
- 5. The websites of your company.
- 6. Click Submit to apply changes.

Company contact numbers:

- 7. Add your company's contact number.
- 8. It is required to set one contact number as primary.

(Note: The phone number you enter here will be used for 2FA SMS security)

- 9. Click on "+" to add more telephone numbers.
- 10. Click Submit to apply changes.

Company logo

- 11.Click on the Upload logo.
- 12.Your computer directory will pop up. Select an image to use.

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13. Click Submit to apply changes.

Credentials

Under credentials you will be able to change your title and your password.

- 14.To change your title, click on the first field above the current password field. Select from the drop down menu.
- 15. Email address is not editable and is not allowed in our system for some security reasons.
- 16. To edit your credentials. You must enter your current password first.
- 17. Followed by your new desired address.
- 18. Re-type your new address to verify.

Registered office

- 19. Fill in which country your company is in.
- 20. Select your current Region.
- 21.Then your State.
- 22.And City.
- 23.Your full address.
- 24. And input your postal code.

Two factor authentication

- 25.For extra security, you may enable the 2FA authentication by ticking the checkbox.
- 26. Select where you want your code to be sent, via SMS or to your email address.

Company Overview

27.On the field provided under Company overview, enter your company's overview.

6.1.3 Contacts

List the person of contact in case of emergency.

< > 1 of 1 Profile Inform	nation Please complete your profile inform	nation. Click here			×
Satelliteteams [®]	≡ 😂				4 Hey, Matthew Role: Client
MAIN MENU	Profile information				
ACCOUNT SETTINGS	COMPANY INFORMATION	CONTACTS DOCUMENTS PHOTO	S POLICIES		
Account Frofile User Roles] Total contacts				
MANAGEMENT	Add contact				Show 10 + entries
Candidate Management	NAME	POSITION	EMAIL ADDRESS	CONTACT NUMBER	ACTIONS
Candidate searchCandidate list	Jericho Lot	Accounting	jiot@email.com	+63 9060 000000	2
Job requirement Employee Management Employee Employee Employee Department Request List	Showing 1 – 1 of 1				PREV 1 SEXT
BILLING & INVOICES					
Billing & Invoices					
Invoices HistoryBilling					
Cog out					

- 1. Enter the contact's first name, last name and middle name.
- 2. Provide their active phone number.
- 3. Enter their email address.
- 4. And state their position in your company.
- 5. If desired, click Add to add more contact persons.

6.1.4 Documents

Upload your documents using this page.

S 1 of 1 Profile Information	Please complete your profile information. Click here					×
Satelliteteams =	E 🏖					ပို 🔣 Hey, Matthew 🛌
MAIN MINU Dashboard	Profile information					
Account Account Profile User	COMPANY INFORMATION CONTACTS BOC	Q Search				Show 10 + entries
Roles MANAGEMENT	Click here or drag and drap your document	Icon Name	igy Plan	Format	Action	
Management ~ Candidate Management ~	Note: You can only upload these type of files: "pdf", "docx", "doc", "png", "jpg", "jpg", "tiff"	File - Busin	ess Proposal	PDF	0 1	
Candidate list Job requirement Employee Management	Upload	Showing 1 - 2 of 2				PREV 1 NEXT
Employee Employee Department Request List						
BILLING & INVOICES						
Billing & Invoices ' Invoices History Billing						
In Log out						

- 1. To upload your documents, click the box or drag the document to the box to upload.
- 2. Once uploaded, you will have options to download, view and delete the document.
- 3. Click submit once done.

6.1.5 Photos

Upload your desired photos using this page.

> 1 of 1 Profile Information	on Please complete your profile information. Click here					×
Satelliteteams ^{atel}	≣ 🏵					↓ Hey, Matthew Role: Client
MAIN MENU	Profile information					
ACCOUNT SETTINGS	COMPANY INFORMATION CONTACTS DOC	UMENTS PHOTOS	POLICIES			
Account Profile User	Upload file	Q Search				Show 10 + entries
* Roles	P	Icon	Name	Format	Action	
MANAGEMENT	Click here or drag and drop your document		File - type JPG	JPEG	D 🛨 🛑	
A Condiciate Management	Note: You can only upload these type of files: "png",		File - type PNG	PNG	D 🛨 🔳	
Candidate Management Candidate search Candidate list Job requirement	Jpg , Jpeg , un Upload	Showing 1 - 2 of 2				PREV 1 NEXT
Employee Management Employee Employee Department Request list						
BILLING & INVOICES						
Billing & Invoices						
 Invoices History Billing 						
Log out						

- 1. To upload your photos, click the box or drag the photo to the box to upload.
- 2. Once uploaded, you will have options to download, view and delete the photo.
- 3. Click submit once done.

6.1.6 Policies

Terms and conditions and Data privacy policy can be seen in this page.



- 1. If desired to read again the Terms and conditions and Data privacy policy, simply scroll down. Note that these must be agreed.
- 2. To download the files, click on download at the bottom of each page.

6.2 User

Add, edit or delete users for your account.



User lists

- 1. Here is where all the added users will show.
- 2. Tick the Archive button at the upper right corner of the screen to see the deleted users.


> 1 of 1 Profile Inform	nation Please complete your profile information. Click here		×
Patellite teams [®]	≡ 🏵		A
MAIN MENU	User list	ADD/EDIT User X	
ACCOUNT SETTINGS	O Total Users	User Information 2 Contact Details	
Account ~			
User Roles	All (0) Delete/Archive (0)		
MANAGEMENT	User ID Name		Action
Management Candidate Management		Upload photo	
Candidate search Candidate list Job requirement	Showing 1 - 10 of 0	Lost nome	
Employee Management Employee Employee		First nome First nome	
Request List		Middle name	
BILLING & INVOICES		Phone number	
Billing & Invoices Invoices History Billing		 + +83 Enable two factor authentication 	
Log out		SMS Emoli	
		Bock Submit	

User Information

- 3. To add a user, go to User information.
- 4. Enter their email address.
- 5. Then select a role. If a role doesn't exist, kindly go to Roles and add.

- 6. Enter their password.
- 7. Re-type the password to validate.

Contact Details

- 8. To upload a photo, click on the Upload photo button.
- 9. A pop-up file explorer will show. Select the photo that you want to upload.
- 10. Enter the user's last name, first name and middle initial.
- 11.Enter their phone number.
- 12. For extra security, you may enable the 2FA authentication by ticking the checkbox.
- 13. Select where you want your code to be sent, via SMS or to your email address.

> 1 of 1 Profile Informat	tion Please complete your profile information. Click here			×
Satelliteteams [®]	≡ 🏵			A Hey, Mike Role: Client
MAIN MENU Dashboard Account striwes Account v Ponla	User Roles 1 Total I take Roles			
Usor Usor MANAGEMENT	All (1) Delete/Archive (0) Bulk Actions Apply Q Sourch	Add user role		Show 10 - entries
 ・ Candidate Management ~ ・ Candidate search 	Role Title	Description Administrator	Actions	
Condicide list Job requirement Dob requirement Employee Management Fingloyee Employee Employee Department Request List	Showing 1-10 of 1			Previous 1 Next
BILLING & INVOICES				
Billing RESOURCES				
FAQ				

6.3 Roles



< > 1 of 1 Profile Inform	nation Please complete your profile	Information. Click here							×
Satelliteteams°	=	ADD/EDIT User Role					×		0 Hity, Mike Role: Client
MAIN MENU		Role Title 2 Roles							
Dashboard	User Roles	Doshboard	Select All	Create	Read	Update	Delete		
ACCOUNT SETTINGS	1 Total User Roles	Account 🔨							
Profile		Profile	Select All	Create	Read	Update	Delete		
User Roles	All (1) Delete/Archive (0)	User	Select All	Create	Read	Update	Delete		
MANAGENENT	Bulk Actions 👻 🔥	Roles	Select All	Create	Read	Update	Delete		Show 10 - entries
A Management	Role Title	🙉 Management 🔺						tions	
Candidate Management ~		Condidate Management							
Candidate search Candidate list		Candidate search	Select All	Read	Create	Update			
Job requirement Employee Management	Showing 1-10	Condidote list	Select All	Read	Create	Update			Previous 1 Next
Employee Employee		Job requirement	Select All	Create	Read	Update	Delete		
Request List		Employee Monogement							
BILLING & INVOICES		Employee	Select All	Read	Update				
Billing & invoices		Employee Department	Select All	Create	Read	Update	Delete		
Invoices History		Request List	Select All	Create	Read	Update			
		Billing & Invoices							
RESOURCES									
TAQ				Bo	ck	Clear	Submit		

User role lists

- 1. Here is where all the added roles will show.
- 2. Tick the Archive button at the upper right corner of the screen to see the deleted roles.

Role information

- 3. Click add user role.
- 4. To add a new role, input the role title.
- 5. Enter a description for the role.

Role permissions

- 6. The following are the available permissions for each user:
 - a. Dashboard: Create, read, update and delete.

Account

- b. Profile: Create, read, update and delete.
- c. User: Create, read, update and delete.
- d. Roles: Create, read, update and delete.

Management > Candidate Management

- e. Candidate Search: Read, create and update.
- f. Candidate List: Read, create and update.
- g. Job requirement: Create, read, update and delete.

Management > Employee Management

- h. Employee: Read and update.
- i. Employee Department: Create, read, update and delete.
- j. Request List: Create, read and delete.

Billing and invoices

- k. Invoice History: Read and update.
- I. Billing: Read, update and generate.
- 7. Click submit once done.
- 8. Click clear to reset the changes made.

7.0 Candidate Management

7.1 Candidate Search

Page for searching your desired candidate for a specific position.

Solution > 1 of 1 Profile Information	Please complete your profile information. Click here			×
Satelliteteams° =	· (2)		4 ⁹ 🔣	Hey, Matthew Note: Client
MAIN MERU Dashboard Account stitutos	Don't miss out, join us on mobile! Deveload for applications for analosis and 00 Coorder Rev			
ProfileUserRoles	Applicants SEARCH	LIST OF MATCH APPLICANTS (5) FAVORITE APPLICANTS (0)	
MANAGEMENT	Search for the right applicant suited to your team	List of match applicants	_	Show 5 -
Candidate Managament Candidate Managament Candidate Ist Candidate list	Qualifications Jab Level and Years of Experience		View Resume Matt T. ACCOUNTANT	® Philippines
Job requirement Employee Management Employee Employee Department	> Language proficiency > Budget	****	Match: 100% Rate: USD 2,000.00	
Request List BILLING & INVOICES	Saliin neoceal tor the toe Selected skills		View Resume James B. MEDICAL RECORDS SPECIALIST	Philippines
Billing & Invoices · Invoices History	List of skills	****	Match: 100% Rate: USD 2,000.00	
+ Billing ∰ Log out		****	View Resume Mikoola R. QA SOFTWARE TESTER Match: 100% Rote: USD 2,222.00	() Philippines
		Showing 1 - 5 of 5		EV I NEXT

- 1. Values entered in Job preferences will be shown in the badges. The available badges or search options are:
 - a. Job role or the badge with the caption "Search for the candidate that is best suited for your team"
 - b. The candidate's qualification or degree
 - c. Their job level or experience level
 - d. Language proficiency
 - e. Monthly budget for the candidate
 - f. And the skills that the candidate possesses



I of 1 Profile Information	on Please complete your profile information. Click here					
Satelliteteams®	≡ 🏼				4 <mark>9</mark>	Hey, Matthew Role: Client
All MERU	Dom't miss out, join us on Download our application for Android and IOS Countiload fur application for Android and IOS	mobile!				
COUNT SETTINGS						
Profile	Applicants		SEARCH	LIST OF MATCH APPLICANTS (2) FAVORITE APPLICANTS (0)	
User Roles	Search for the right applicant suited to your team			List of match applicants		Show 5 +
NAGEMENT	QA Software Tester x		×			
Management -	V Qualifications 🥝				Yeev Resurve Tobias E.	Philippines
andidate Management - Candidate search	Bachelor's Degree X		×		Match: 100%	
Job requirement	Job Level and Years of Experience			*****	HOLDI DID LIGENION	
- Imployee Management · · · · · · · · · · · · · · · · · · ·	Select job level Senior Level x	Select years of experience	x		View Resume	Philippines
Request List	✓ Language proficiency ⊘				Mikaela R. QA SOFTWARE TESTER	\heartsuit
IO & INVOICES	Select languages		× 1		Match: 100% Rate: USD 2,222.00	
Billing & Invoices	> Budget 🥥					
nvoices History Silling	Skills needed for the role					
Log out	Selected skills					
	List of skills					
				Showing 1 - 2 of 2		HEV 1 HEXT

- 2. Click on each badge to open the drop down and select a value based on your desired options.
- 3. If desired, you can select certain skills listed below the screen.
- 4. Drag and drop the skills in the Selected skills field provided.
- 5. Click on the badge again to enter your search criteria or click on the search button below the screen.

7.1.1 Selected Applicants

atelliteteams°	€ €	A Hey Matthew Role: Client
XINU Doshboord	Don't miss out, join us on mobile! Demender are appendente le Adaptatud de Conceptendente le Adaptatud de	
unt SETTINOS Account ~ offici	Applicants SEANCH	LIST OF MATCH APPLICANTS (2) FAVORITE APPLICANTS (0) List of motch applicants Show 5
DEMENT	Search for the right opplicant suited to your from	
Management -	 Connectors Ø Solarie and Years of Experiences Ø Account of Years of Experiences Ø 	Viere Benarris Philopene Tobios E. QA SOFTWARE TESTER
Candidate list Job requirement	> magazin process > > Audjet ●	Matters 100% Rote: USD 2024.00 *****
Employee Employee Department Request List	skula nekolad tol tra tole Solected skilla	Cherch-stopping advertifiercomes.c om/ivelens/bits/stopping/stopping G/30/5/404 Attravely advertifiercomes.c
4 INVOICES Billing & Involces - rolces History Ing	Ust of skills	Wink Bancer Markanov Markanov Michaelo R. QA SOFTWARE TESTER Match: IOOX Rate: ISIO 2,222.00 Markanov
		Showing 1 - 2 of 2 Hos

6. To select an applicant from the results, click on the desired applicant.

7.1.2 View Resume



- 7. On the selected applicant, click on the View Resume on top of the applicant's name.
- 8. In the applicant's resume you will be able to see the following:
 - a. Applicant's name
 - b. Job title
 - c. Their monthly rate

- d. Matches made
- e. Location
- f. Pitch video about the applicant quick background (if available)
- g. Applicant's skills
- h. Job experiences
- i. Education Background
- j. Certification

7.1.2 Schedule Interviews

There are two ways to schedule an interview, follow the instructions below.

7.1.2.1 Schedule Interview request to Talent Acquisition

atelliteteams"	 (a) 	a ^e o =:	
3	Don't miss out, join us on mobile!		
Annual al france	Applicants		
***	Swarch for the light applicant system to prove beam.	bi d'Antragatura	0.
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ang anomin Albig & evenesis Anomine Patrice Ang	Skills nandsal för the min	Data and/vist/Metodular	0
riped.			-

9. Click on the Get Help Booking an Interview

10. Your request will be listed on Candidate List > My Interview > ST Requested Schedule Interview and will be sent to the Talent Acquisition Team.



11. You will be receiving an email about your interview request.

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Satelliteteams'				🖲 🛌
8	Continues out, join us o	n mobile!		
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	and ann		George A. Data Anderst Deviced at	0
•			managi (kork)	

7.1.2.2 Schedule Interview

12. To schedule an interview with the applicant, click on the applicant.13. On the lower part of the selected applicant, click on the Schedule Interview.

- 14. A pop-up will appear and will require some details.
- 15.By default, your scheduled interview's title will be "Schedule Interview for [Applicant's name]"
- 16. Enter your schedule details.
- 17.Select your preferred interview schedule time from start date and time to end date and time by manually typing or simply click on the calendar icon to select.
- 18. Click on save to schedule the interview.
- 19. After clicking save, the page will redirect to your dashboard where you will be able to see your calendar and scheduled interview.
- 20. Click on the Google Calendar to sync the scheduled interview to your Google calendar.
- 21.Click on the Outlook Calendar to sync the scheduled interview to your Outlook Calendar.

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1 1000 1 1000 1 1000	898 J	-	Schedule Merden McCalifornia X Applicate paging	G 1	\$ \$1482.00
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				*	
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7.1.4.3 Scheduled interview - Dashboard

- 22. You will be able to see the details of your interview by clicking on the interview you have scheduled. The following are the details:
 - a. Schedule title
 - b. Interview date and time

- c. Status
- d. Host
- e. Description
- f. Participants
- 23. Interview statuses are the following:
 - a. No Response when the candidate neither accepted nor declined the interview.
 - b. Pending the interview is waiting for the response from the candidate.
 - c. Accepted the candidate accepted the interview.
 - d. Canceled when the Client canceled the scheduled interview.
 - e. Declined the candidate declined the interview.

7.1.2.4 Scheduled interview - Accepted

	Interview Status Interview				Ø	ß
S	noreply@satelliteteams.com to me, j.gayares +		9:41AM (O minutes ago)	☆	«'n	I
		Satelliteteams"				
		Schedule Interview for QA Software Tester				
		Helio Maitha Teodoro,				
		Matthew Theodore has ACCEPTED your proposed schedule interview for the QA Software Tester role. This will be on Thursday, April 13, 2023 at 09:45 AM.				
		Please log in to the Satellite Teams client portal for additional details.				
		PROCEED TO LOG IN				
		Need help? Ass at help@samittelsams.com or shit our Help Center (Samitike Teams) 2355 Wesheood Blvd. Und #1551 Los Angeles. CA 80094 www.sateliteteams.com				
						5.

24. Once the applicant accepts the interview, an email will be sent to your email address as notification.



- 25. Click on the schedule in your calendar where you will be able to see your schedule details.
- 26. Click the 'CLICK TO JOIN MEETING' to attend the interview

7.1.2.5 Scheduled interview - Zoom meeting

1. In this page you will be able to attend the meeting that you have scheduled with the candidate you have chosen.

RESUME DETAILS <	ZOOM MEETING
MIKAELA R. Insure are portions Download Resume	● 88 rest = ■ Zion Grey
\$ All Inclusive Monthly Rate : USD 2,222.00	
✓ Match: 0	IELTS Score
Location : Philippines	
🖓 Skills 🥎	☆ Rating ^
Automation - Beginner	Rating: 📌 Str. Str. Str. Str. 🗢
Manual - Intermediate	
Full Testing - Advanced	© skits ^
Source A	Automation
Mer 5, 2019 - Jun 18, 2023 System Analyst - Grey Corporation	Manual E
Analyzes business process issues and/or problems and provides consulting assistance to system users; conducts research on possible solutions and makes	Aul Texting
recommendations based on findings: develops proposals that outline (resulting and costs suggests, designs, tests, implements, and evaluates solutions.	© [°] Highlights ∧
Se Education	
 Jun 2015 - Mar 2019 UP 	Highlights
Bachelor's Degree	Pre-screen Shortlist Not-Suitable Interview John Offer Pait
Technology	

27.On the left side of the screen, you will see the candidates details:

- a. Candidate's first name
- b. Their desired job role
- c. Monthly rate
- d. Matches made
- e. Location
- f. Pitch recording
- g. Skills
- h. Work experience
- i. Education
- j. English Assessment
- k. Portfolio
- 28.On the upper right of the screen is the Zoom meeting
- 29.Below are the Ratings you will set for the candidate and the option to tag them as Favorite by ticking the heart.
- 30. You will also have the option to set the hard skills that the candidate has and adjust their proficiency level.
- 31. After the meeting, you may tag the candidate as Pre-screen, Shortlisted, Notsuitable, Interview and for a Job Offer.

32. Click the Exit button if you wish to exit the page.

7.1.3 Schedule Statuses

The following are the different statuses of the scheduled interview.

7.1.3.1 No Response

No response status is when the candidate neither accepted nor declined the scheduled interview within the span of the date and time set for the interview.



7.1.3.2 Pending

Pending status is when the scheduled interview is waiting for the candidate's response.

K -> 1aft Profile Information Record company to gradie information Easting								
Satelliteteams					4 ⁰ 💿 Hey, Zon Rois: Client			
MAIN MENU								
Dashboard								
ACCOUNT SETTINGS	03	04 05	05	07	90 90			
R Account								
 Profile User 								
· Roles		Schedule Interview for Bella	×					
MANAGEMENT	10	Additional details		14	15 16			
R Management		Date and time: Sep 21, 2023 12:00 pm -	Sep 21, 2023 1:00 pm					
Candidate Management Candidate search		Participants: Beilia E Status: PENDING RESPONSE						
Condidate list								
 Employee Management 		Position: QA Software Tester Zoom https://satelliteteams.zoom.u	s/j/89036912960?					
Employee Employee Department	17	link pwd=cvqhYVLU4qb2RWcoYvb Zoom ID: 89036912960	R14FkFsEk3Z.1	21 n - 7.00 pm	22 23			
 Request List 		Zoom password: 094120		ule Interview for Mikaela m ~ 1.00 pm				
BILING & INVOICES				ule Interview for Bella				
Billing & Involces								
Invoices History Billing	24	25 26	27	28	29 30			
Log out								
	1 . 1		Need more talent? Click the button to create a job ad today!	Find your next remote rockstar hire here.	Earn incredible rewards wi our Referral Program!	th		
			Post A Job Ad	Explore Candidate Profiles	Refer A Friend Today			

7.1.3.3 Accepted

Accepted status is when the candidate accepted the scheduled interview.

K 3 Tatl Profile Information Phase company pour profile Information:									
Satelliteteams						A 🔍 💽 Hey, Zion 🛌			
MAIN MENU Doshboard									
ACCOUNT SETTINGS	03	04 Schedule Interview for M Additional datails	05 06 Ikasta X	07 (08				
MANAGEMENT Mit Management - Candidate Management - Candidate search - Candidate search - Candidate search - Job requirement	10	Dote and time: Sep 21, 2023 Participants: Mitaele R Status: ACCEPTED	1) 11:01 cm - Sep 21, 2023 7:00 pm	14		5			
Employee Microagement Employee Department Employee Department Request List BLING & PAVOICTS Billing & Involves	17	200m https://seature/ line: page/seature/ 200m 10: 838-8657753 200m password: 2673-86 © Cancel Scher	eoma.zoom.uk//8844977537 CrmitcheduuJoophBt/vh.1	21 n - 7:00 pm ule Interview for Mikaela ym - 100 pm Ule Interview for Bella	22	23			
Billing Log out	24	8	26 27	28	23	30			
	11		Need more talent? Click the button to create a job ad today! Post A Job Ad	Find you rockstr Explore Co	r next remote ar hire here. ndidate Profiles	Earn incredible rewards with our Referral Programi Refer A Priend Today			

1. When in this status, the client has the option to cancel the scheduled meeting.

7.1.3.4 Canceled

Canceled status is when the scheduled interview was canceled by the client or by Satellite Teams.



7.1.4 Favorites

This is where all candidates hearted or tagged as favorite will appear.



7.2 Candidate List

7.2.1 My Interview and To Be Scheduled By Satellite Teams

All of your interviews will be displayed. Both the interviews that you set and interviews being requested to Talent Acquisition.

C > 1 of 1 Profile Information	on Please complete your profile information. Click here						
Satelliteteams"							Д ⁰ 💽 Hey, Matthew 👂
AAN MENU	Candidate list						
ICCOUNT SETTINGS	MY INTERVIEW FOR REVIEW JOB OFFER	ENDORSED CANDIDATES SOW	NOT SUITABLE				
P Account Voor • Profile • User • Roles	the status of all your conditions interviews. 1 Total Interviews 0 Total of Schwickshad 0	Total of Cancelled D Total of No Response	O Total of Punding				
AANAGEMENT	Q Search						Show 10 🔻 entries
Management Candidate Management Condidate Security	INTERVIEW SCHEDULE	CANDIDATE FIRST NAME	JOB ROLE	EXPECTED SALARY	ASSIGNED TA	STATUS	ACTIONS
Candidate list Job requirement	September 21, 2023 12:00 PM	Bella	QA Software Tester	USD 2,420.00		No Response 👻	Ē 🖸
Employee Management Employee Employee Department Request List	Showing 1 - 1 of 1						PREV 1 NEXT
LING & INVOICES	TO BE SCHEDULED BY SATELLITE TEAMS						
Invoices History Billing	O Total Condidates						
🕒 Log out	Q Search						Show 10 - entries
	INTERVIEW SCHEDULE	CANDIDATE FIRST NAME	BOL	ROLE EXPECT	ED SALARY	STATUS	ACTIONS
			NO	DATA FOUND			
	Showing 1 - 10 of 0						

7.2.2 For Review

List candidates set to statuses Pre-screen and Shortlisted.

S 1 of 1 Profile Information	n Please complete your profile information. Click he	ro -					×
Satelliteteams ^a	≡ 🛎				¢ <mark>0</mark>	Role: Client	· •
MAIN MINU	Candidate list						
ACCOUNT SETTINGS	MY INTERVIEW FOR REVIEW JOB C	FFER ENDORSED CANDIDATES SOW	NOT SUITABLE				
Po Account ~ • Profile • User • Roles	Check conditions sells panding reviews or assessment. O Condictors for Review	0 Total of Shortlisted					
MANAGEMENT	Q Search					Show 10 -	entries
Management Candidate Management	CANDIDATE EIDET NAME			EVDECTED SALADY	STATIK		
Candidate search Candidate list Job requirement			NO DATA FOUND				
Employee Management Employee Employee Department Request List	Showing 1 - 10 of 0						
Billing & Invoices invoices History Itiling Gr Log out							

7.2.3 Job Offer

List candidates that were sent a job offer.



7.2.4 Endorsed Candidates

Resume of candidates sent to you by the Talent Acquisition.

> 1 of 1 Profile Inform	nation Please complete your profile information.	Clickhere			×
Satelliteteams [®]	≡ 🏵				Aley, Matthew Role: Client
MAIN MINU	Candidate list				
ACCOUNT SETTINGS	MY INTERVIEW FOR REVIEW	JOB OFFER ENDORSED CANDIDATES SOW	NOT SUITABLE		
Account Profile User Roles	1 Total Endorsed Candidates	Baview condidates endorsed by Sotellia Teorns.			
MANAGEMENT	Q Search				Show 10 - entries
R Management ~		108 DOI 6		et a ti je	A CTIONIC
Candidate Management Candidate search Candidate list	CANDIDATEPIRST NAME	JOB KOLE	EXPECTED SALARY	STATUS	ACTIONS
 Job requirement 	Mikaela	QA Software Tester	USD 2,222.00	Job offer 👻	۵
Employee Management Employee Employee Department Request List	Showing 1 - 1 of 1				PREV 1 NEXT
BILLING & INVOICES					
Billing & Invoices					
Invoices History Billing					
Log out					

7.2.5 SOW (Statement of Work)

List of SOWs you have approved and for approval.

> 1 of 1 Profile Information	n Please complete your profile informatio	an. Click here						
Satelliteteams° ∃	≣ 🏖							A Role Client
AN MENU	Candidate list							
COUNT SETTINGS:	MY INTERVIEW FOR REVIEW	JOB OFFER ENDORSEI		NOT SUITABLE				
Account	0 Approved 0 For	Approval						
NAGEMENT	Q teach							Show 10 - entri
R Management -								
Candidate Management	LAST UPDATED	COUNTRY	NAME	POSITION	DEPARTMENT	STATUS	RATES	ACTIONS
Candidate list Job requirement				NO	DATA FOUND			
Employee Management • Employee • Employee Department • Request List	Showing I - 10 of 0							
ING & INVOICES								
Billing & Invoices								
Log out								

7.2.6 Not Suitable

List candidates set to status Not-suitable.

> 1 of 1 Profile Inform	ation Please complete your profile information.	h		
atelliteteams	≡ 😕			රු ⁰ 💽 Hey, Matthew Role: Client
MENU				
Dashboard	Candidate list			
NT SETTINGS	MY INTERVIEW FOR REVIEW LOB OFF			
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5	U Suitable			
ACNI	Q Searth			Show 10 - er
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b requirement			NO DATA FOUND	
loyee Management				
ployee Department	Showing 1 - 10 of 0			
quest tiet				
INVOICES				
ng & Invoices				
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4				
out				

7.3 Job Requirement

Information and details for the job opening are entered and posted.



7.3.1 Job Requirement Adding

I of 1 Profile Inform	ation Please complete your p	orofile information. Click here				×
Satelliteteams°	≡				¢	Hey, Matthew Role: Cilent
MAIN MENU Dashboard Account settings	All (1) Delete/Archive (Bulk Actions 👻	(0) Apply		Add job requirement		Show 10 - entries
Account ~	Action	ADD/EDIT JOB REQUIREMENT			Remaining Vacancies	Status Last Update
User Roles	- /	1 Step 2 Step 3 Step	4 Step		2	OPEN September 25,
MANAGEMENT		Hiring Manager				
R Management ~	Showing 1 - 1 of 1					PREV 1 NEXT
Candidate Management Candidate search Candidate list		Job Role Select	Qualification	~		
Job requirement		Language				
Employee Management Employee Employee Department		+ Select		~		
Request List				Cancel Continue		
BILLING & INVOICES						
Billing & Invoices						
Invoices History Billing						
🕒 Log out						

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MAIN MENN Doshboard ACCOUNT SETTINGS	All (I) Delete/Archive (Bulk Actions +	(0) Apply Q Sector	Add job requir	ment	Show 10 = entries
Po Account ~	Action	ADD/EDIT JOB REQUIREMENT		X Remaining Vacancies	s Status Last Update
User Roles		Step 2 Step 3 Step 4 Step		2	OPEN September 25,
MANAGEMENT		Job Level	Years of Relevant Experience		
A Management	Showing 1 - 1 of I	Select.			There is near
Candidate Management		Job Type	Work Preference		
Candidate search Candidate list		Select 🗸		× :	
Job requirement		Country	Region		
 Employee Management Employee 		Select. V		~	
Employee Department Request List			Bock Continu	-	
BILLING & INVOICES					
Billing & Invoices					
Invoices History Billing					
Log out					

Soft States of the second s	nation Please complete your j	andle information.				>	¢
Atelliteteams*						10 Internet Note: Client	
MAIN LETHU Dashboard ACCOUNT LETTINGS	All (1) Delete/Archive Bulk Actions +	(a) Apply Q. tours		Add job requirement	I	Show 10 - entries	
Account · Profile	C Action	ADD/EDIT JOB REQUIREMENT			Remaining Vacancies	Status Last Update	
User Roles	- /	Step Step 3 Step 4 Step			2	OPEN September 25,	
MANAGEMENT		Hours of Work	Number of Vacancies				
🛲 Management 🕤	Showing 1 - 1 of 1					and the second	
Candidate Management		Negotiable	Is this an Exempt of Non-Exempt Position?				
Candidate list		Select. ×		~			
Job requirement		Salary Range Min (USD)	Salary Range Max (USD)				
Employee wantigement Employee		Salact. v		×]			
Employee Department Request Ust			Back	Continue			
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Solution Control Co	ation Please complete your p	profile information. Click here	×
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Dashboard	Bulk Actions 👻	Job description	Show 10 - entries
	Action	B / ⊻ & () x ² X ₂ Normol • 4 • E E = = = F = E /	Remaining Vacancies Status Last Update
 Profile User Roles 	- /		2 OPEN September 25,
MANAGEMENT	_	Responsibilities Preferred background and experience	
 Management × Candidate Management × 	Showing 1 - 1 of 1		PREV 1 HEXT
Candidate search Candidate list Job requirement		Requirements Specialized Skills Required	
Employee Management Fingloyee			
 Employee Department Request List 		Required Technical Knowledge Non-Negotiable Requirements	
BILLING & INVOICES			
Billing & Invoices Invoices History Billing		+	
tog out		Bock Submit	

8.0 Employee Management

8.1 Employee

List of employees that are On-Boarding, Active, Off-Boarding and Inactive.

8.1.1 On Boarding

List of employees for on-boarding.

> 1 of 1 Profile Information	Please complete your profile inform	ation. Click here					
atelliteteams ^e =	= &						Д [●] I Hey, Motthew Role: Client
NIN MENU	Employee						
COUNT SETTINGS	ON BOARDING ACTIVE	OFF BOARDING INACTIVE					
Account ~							
iser Ioleis	Onboarding						
NGEMENT	Q Search						Show 10 + entries
Management -	Start Date	Employee ID	Country	Whole Name	Position	Department	Status
Candidate list Job requirement	October 27, 2023	ST-5586		Bella Everdeen	QA Software Tester	π	HIRED
mployee Management	Showing 1 - 1 of 1						Perry 1 NEXT
6 INVOICES							
Illing & Invoices							
ling							
Log out							

Email is being received when an employee has been hired.

Congratulations on Your New Remote Hire! Inbox x			\$ 6	2
noreply@satelliteteams.com to me ▼			\$:
	Patellite teams			
	Congratulations on Your New Remote Hire!			
	Hi Matthew,			
	We are thrilled to inform you that the hiring process for the OA Software Tester position at ST Test - Theodore Production has been successfully completed. Jane Smith will be joining your team starting Cotober 21, 2023			
	We are confident that their skills, experience, and enthusiasm will significantly contribute to the success of your company.			
	We kindly request that you provide Jane Smith with all the necessary resources and access to start their role smoothly. If you have any questions or concerns, please do not hesitale to let our team know. We&E™re more than happy to help you out.			
	Need help? Ask at help@satellisteams.com Satellie Teams 2355 Westwood Bird, Unit #1561 Los Angeles, CA 90004 www.satellisteams.com			

8.1.2 Active

Hired employees along with their department and status will be displayed on this page.

> 1 of 1 Profile Information	on Please complete your profile in	formation. Click here				×
Satelliteteams [®]	≡ 🏖					↓ Hey, Matthew Note: Client
MAIN MINU Doshboord Account settings	Employee ON BOARDING ACT	OFF BOARDING INACTIVE				
Profile Profile User Reles MANAGEMENT	Total Active					Show 10 • entries
Management Candidate Management	No. Employee Code	Country Name	Position	Department	Status	Rates
Candidate searchCandidate listJob requirement	1 ST-5613	Jane Smith	QA Software Tester	IT	HIRED	USD 2,222.00
Employee Management Employee Employee Department Request List	Showing 1 - 1 of 1					PREV 8 NEXT
BILLING & INVOICES						
Billing & Invoices Invoices History Billing						
🕼 Log out						

8.1.3 Off Boarding

List of employees for off-boarding.

> 1 of 1 Profile Information	Please complete your profile information	on. Click here					:
Satelliteteams ^a	≣ 🏖						A Hey, Matthew Role: Client
MAIN MENU Dashboard	Employee						
ACCOUNT SETTINGS	ON BOARDING ACTIVE	OFF BOARDING INACTIVE					
Account Profile User Roles	1 Total Offboording						
MANAGEMENT	Q. Search						Show 10 + entries
Management ~	Start Date	Employee ID	Country	Whole Name	Position	Department	Status
 Candidate search Candidate list Job requirement 	October 27, 2023	ST-5614	•	George Anderson	Accountant	п	HIRED
Employee Management Employee Employee Department Request List	Showing 1 - 1 of 1						PREV 1 NEXT
BILLING & INVOICES							
Billing & Invoices							
 Invoices History Billing 							
🚯 Log out							

8.1.4 Inactive

List of inactive employees.

> 1 of 1 Profile Informat	ion Please complete your profile inform	ation. Click here				×
Satelliteteams [®]	≡ 🏖					A 🕑 💽 Hey, Matthew 🛌
MAIN MENU	Employee		_			
Account SETTINGS	ON BOARDING ACTIVE	OFF BOARDING	INACTIVE			Show 10 + entries
MANAGEMENT	Employee ID	Country	Whole Name	Position	Department	Status
R Management ~	ST-5432		George Anderson	Data Analyst/Specialist	GENERAL MANAGEMENT	RESIGNED
Candidate Management Candidate search Candidate list Job requirement	Showing 1 - 1 of 1					PREV 1 NEXT
Employee Management Employee						
Employee Department Request List						
BILLING & INVOICES						
Billing & Invoices ~						
 Invoices History Billing 						
Log out						

8.2 Employee Information

Click on an employee to access this page. Employee's information and other details can be configured and managed on this page.

8.2.1 Information

Employee's information such as name, address and other information.

C > 1 of 1 Profile Information	Please complete your profile information.	Click here		×
Satelliteteams° ≡				Q ^O 🔣 Hey, Mike Bole: Client
MARK MERU Dashboard Account settines Account Ponia	Employee ID: ST-5765	APPRAISAL ASSET AND COMPENSATION FILINGS	TIME RECORD	Return to list
• User • Roles MANAGEMENT #R. Management ~	Status: HIRED	Lost nome Smith	First nome Jone	Middle initial
Candidate Management \circle Candidate search Candidate list Job requirement Employee Management \circle		Address 123 Address Street Address City Country Philippines	Region NATIONAL CAPITAL REGION (NCR)	State NCR, CITY OF MANILA, FIRST DISTRICT
Employee Department Request List BILLING & INVOICES		City SAMPALOC	Postal code 1900	
Billing & Invoices Invoices History Billing RESOURCES	Back Next	•		
FAQ				v. 100

> 1 of 1 Profile Information	Please complete your profile information. Click here		×
Satelliteteams [®]			O
ACCOUNT SETTINGS	Employee ID: ST-5785 INFORMATION DOCUMENTS APPRAISAL ASSET AND CO	MPENSATION FILINGS TIME RECORD	Return to list
Po Account ~ • Profile • User • Roles	Personal Information 2 Designation		
	Email address	Contact number	Rate (USD)
MANAGEMENT	satelliteteams.test01@gmail.com	+63 9065 428314	1,629.00
Condidate Monogement Condidate Monogement Condidate list Job requirement Employee Monogement Employee	Position QA Software Tester Back Submit	Department (Timezone America/Mexico_City
Employee Deportment equest List ELLING & RIVOICES Billing RESOURCES FAQ			
free court			

8.2.2 Documents

Documents that are in relation to the employee.



8.2.3 Appraisal

Employee's appraisal record.

Solution > 1 of 1 Profile Information	Please complete your profile information. Clict here	×
Satelliteteams®		${f L}^{f 0}$ 🔣 Hey, Mike Role: Client
MAIN MENU Dashboard ACCOUNT SETTINGS	Employee ID: ST-5785 INFORMATION DOCUMENTS APPRAISAL ASSET AND COMPENSATION FILINGS TIME RECORD	Return to list
P _⊗ Account ∨ • Profile	Q Search Add approisal	Show 10 - entries
• User • Roles	Date Approlaal Feedback Status	Action
MANAGEMENT R Management Candidate Management Candidate search Candidate list Job requirement	Showing 1 – 10 of 0	PHEV NEXT
Employee Management Employee Department Request List		
Billing & Invoices Invoices History Billing Computed in		
E FAQ		

C > 1 of 1 Profile Inform	ation Please complete your profile information	Clict here		×
Satelliteteams*	≡ 🍽			${f Q}^{f 0}$ 💹 Hay, Mice Market Karter
MAIN MENU		Add Appraisal		_
Dashboard	Employee ID: ST-5765	Feedback Loop Questionnaire		Return to list
ACCOUNT BETTINGS	INFORMATION DOCUMENT	Emoil	If the answer is NO, please give specifics (i.e. targets set vs taraets achieved)	
Account -	O Format	satelliteteams.test01@gmail.com	Your onwer	Show 10 + entries
Profile Inser		Company	Would you like our assistance in speaking with the	
* Roles	Date	Test SG - Rose	employee?	Action
MANAGEMENT		Name of Evaluator		
Konggement Candidate Management Candidate Management Candidate Management Candidate Management Condidate Management C	Showing 1-10 of 0	Note House Nome of Imployee to be Evolucited Jane Smith Are you satisfied with the employee's demonstrated stills, strengths, behavior and outcomes in relation to the targets agread upon at the beginning of his/her engogement with your organization? Yes No	Would you have a need or requirement for additional talent (stath? Yes, connect me with my Account Recommended Action No, we currently have no requirement Recommended Action No Change to Employee's Status Commendation Performance improvement Plan Initiate Due Process for Disciplinary Action test 1	2001
RESOURCES				

8.2.4 Asset and Compensation

Employee's request list for Bonus, Commission, Salary Adjustment and Asset. This is the same with Request List but the difference is this asset and compensation is employee specific.

< > 1 of 1 Profile Infe	ormation Please complete your profile information. Click here	×
Satelliteteams	$\phi \equiv \textcircled{3}$	Hey, Mike Role: Client
MARI MERU	Employee ID: ST-5765 INFORMATION DOCUMENTS APPRAISAL ASSET AND COMPENSATION FLINGS TIME RECORD Employee D: ST-5765 Nome: Jane Smith Compensation list Compensation list Comprision Commission Status	Return to list
Job requirement Employee Monogement Finployee Monogement Troployee Department Request List ELLING & INVOICES Involces History Billing ESSCURCES F FAQ	> Reimbursement > Asset	

8.2.5.1 Bonus

Employee's bonus requests.

> 1 of 1 Profile Information	on Please complete your profile information. Click here				×
Satelliteteams*	≡ 🏖				${f Q}^{f 0}$ 🔣 Hey, Mike Bole: Client
MAIN MENU C Dashboard ACCOUNT SETTINGS Profile User Roles	Employee ID: ST-5785 INFORMATION DOCUMENTS APPRAISAL Employee ID: ST-5785 Name: Jane Smith Compensation list	ASSET AND COMPENSATION FIL	NOS TIME RECORD		Return to list
MANAGENENT A Management Candidate Management Candidate Management Candidate lat Candidate lat Job requirement Employee Management	 ▶ Bonus 11 Total Bonues 				
 Employee Employee Department Request List 	Candel request	Amount (USD)	Add bon	us Effective Date	Actions
		1.00	CANCELLED	January 24, 2024	
Invoices History Billing		1.00	CANCELLED	January 24, 2024	
RESOURCES		1.00	CANCELLED	January 24, 2024	
I FAQ	sfsd3flsd35	30.00	CANCELLED	January 18, 2024	

8.2.5.1.1 Bonus Adding or Requesting

> 1 of 1 Profile Inform	ation Please complete your profile information.				×
Satelliteteams°					O Roles Client
MAIN MENU Doshboard ACCOUNT SETTINGS	Employee ID: ST-5765 INFORMATION DOCUMENTS APPRAISAL	ASSET AND COMPENSATION	FILINGS TIME RECORD		Return to list
P _® Account ∨ • Profile • User	Employee ID: ST-5765 Name: Jane Smith	Add/Edit Bonus	×		
KOIOS MANAGEMENT	Compensation Est	Reference Number			
Kanagement Candidate Management Candidate Management Candidate search Candidate list Job requirement	11 Total Borunes	Effectivity Date Amount (USD)	1		
Employee Management Finployee Employee Department Request List	Concel request Q Search Reference Number		Cancel Submit	Effective Date	Show 10 + entries
BILLING & INVOICES		1.00	CANCELLED	January 24, 2024	
Invoices History Billing		1.00	CANCELLED	January 24, 2024	
RESOURCES		1.00	CANCELLED	January 24, 2024	
III FAQ	sfsd3flsd35	30.00	CANCELLED	January 18, 2024	

To add or request a bonus for an employee:

- 1. Search for the designed employee.
- 2. Select the Effectivity date.
- 3. Enter the amount desired in USD.

8.2.5.2 Commission

Employee's commission requests.

Short Sho	Please complete your profile information. Click here				×
Satellite teams° ≡	٢				A Hey, Mike Role: Client
MAIN MERU Dashboard Account setTinas Ponie Profie User Roles MANAGEMENT	Employee ID: ST-5785 INFORMATION DOCUMENTS APPRAISAL Employee ID: ST-5785 Nome: Jane Smith Compensation list > Bonus	ASSET AND COMPENSATION FILIN	GS TIME RECORD		Return to list
PR Management • Candidate Management • Candidate search • Candidate list • Job requirement • Employee Management • Employee Department	Commission		Add commit	sion	Show 10 + entries
Request List BILLING & INVOICES	Reference Number	Amount (USD)	Status	Effective Date	Actions
Billing & Invoices ~ ~ • Invoices History	2fth6d51gf	30.00	CANCELLED	January 18, 2024	
Billing RESOURCES	2	2.00	CANCELLED	January 16, 2024	
I FAQ	1	1.00	CANCELLED	January 16, 2024	

Solution of the second seco	on Please complete your profile information. Click here				×
Satelliteteams*					A Hey, Mike Role: Client
MARN MERU Doshboard ACCOUNT SETTINGS	Employee ID: 57-5765 INFORMATION DOCUMENTS APPRAISAL	ASSET AND COMPENSATION FILM	NGS TIME RECORD		Return to list
Account ~ • Profile • User	Employee (D: 57-5785 Name: Jane Smith	Add/Edit Commission	×		
* Koles MARAGEMENT #R. Management ~	Compensation list	Reference Number			
Candidate Monagement Candidate search Candidate list Job requirement	Commission	Effectivity Date Amount (USD)	i		
Employee Management Employee Employee Department Request List	Cancel request	Cance	N Submit ommissie	n	Show 10 - entries
BILLING & INVOICES	Reference Number				Actions
Billing & Invoices · Invoices History	2f1h6d51gf	30.00	CANCELLED	January 18, 2024	
• Billing	2	2.00	CANCELLED	January 16, 2024	
FAQ	1	100	CANCELLED	January 16, 2024	

8.2.5.2.1 Commission Adding or Requesting

To add or request a commission for an employee:

- 4. Search for the designed employee.
- 5. Select the Effectivity date.
- 6. Enter the amount desired in USD.

8.2.5.3 Salary Adjustment

Employee's salary adjustment requests.
C > 1 of 1 Profile Information	Please complete your profile information. Click h	ora				>
Satelliteteams =	۲					0 Hey, Mike Role: Client
MAIN MENU Cashboard ACCOUNT SETTINGS	Employee ID: ST-5765 INFORMATION DOCUMENTS APPI	ASSET AND COMPENSATION	FILINGS TIME RECORD			Return to list
P _☉ Account ∨ • Profile • User	Employee ID: ST-5765 Name: Jane Smith					
Roles MANAGEMENT	Compensation list					
₩ Management v	> Commission					
Candidate Management Candidate search Candidate list Job requirement	✓ Salary adjustment					
Employee Management Finployee Employee Department	14 Total Salary Adjustments					
Request List	Cancel request Q Search		Add salary o	adjustment	l	Show 10 - entries
Billing & Invoices	Reference Number	Current Salary (USD)	Amount Adjustment (USD)	Status	Effective Date	Actions
Invoices History Billing	0324t6rdegfl	1,629.00	30.00	CANCELLED	January 18, 2024	
RESOURCES	e23g1ds3r5f	1,629.00	30.00	CANCELLED	January 18, 2024	
	df5g4s6165f4d6	1,629.00	20.00	CANCELLED	January 18, 2024	

8.2.5.3.1 Salary Adjustment Adding or Requesting

X > 1 of 1 Profile Inform	nation Please complete your profile information. Click here					×
Satelliteteams°						0 Hey, Mike Role: Cilent
MAIN MENU	Employee ID: ST-5765					Return to list
ACCOUNT SETTINGS	INFORMATION DOCUMENTS APPRAISAL	Add/Edit Salary Adjustment				
Account ~ • Profile • User	Employee ID: ST-5765 Name: Jane Smith	Reference Number				
Roles	Compensation list	Monthly rate (USD)				
MANAGEMENT	> Bonus	1,629.00				
Management Candidate Management	> Commission					
Candidate search Candidate list	✓ Salary adjustment	Amount Percent				
 Job requirement Employee Management Employee Employee Employee Department Request List 	14 Total Solary Adjustments	Adjustment amount (USD)				
BILLING & INVOICES	Cancel request Q. Search			ry adjustment		Show 10 - entries
Billing & Invoices	Reference Number	Cu	Cancel Submit	Status		Actions
 Invoices History Billing 	0324t6rdegfl	1,629.00	30.00	CANCELLED	January 18, 2024	
RESOURCES	e23glds3r5f	1,629.00	30.00	CANCELLED	January 18, 2024	
	df5g4s6165f4d6	1,629.00	20.00	CANCELLED	January 18, 2024	

To add or request a salary adjustment for an employee:

- 7. Search for the designed employee.
- 8. Select the Effectivity date.
- 9. Select if the desired amount will be entered in digits or by percent
- 10. If Amount is selected, enter the amount desired in USD.
- 11. If Percent is selectec, enter the percent desired for the adjustment.
- 12. Values will show under Prorated Salary and Total Bill.

8.2.5.4 Reimbursement

Employee's reimbursement requests.

C > 1 of 1 Profile Information	n Please complete your profile information. Click here				×
Satelliteteams ^a					↓ ⁰ 🔤 Hey, Mike ►
MAIN MENU Doshboard ACCOUNT SETTINGS	Employee ID: ST-5785 INFORMATION DOCUMENTS APPRAISAL	ASSET AND COMPENSATION	FILINGS TIME RECORD		Return to list
Account Profile User	Employee ID: ST-5765 Nome: Jane Smith				
KOIOS MANAGEMENT	Compensation list				
Management Candidate Management	> Commission				
Candidate search Candidate list Job requirement	> Salary adjustment				
Employee Management Employee Employee Department Request List	7 Total Reimbursements				
	Cancel request Q Search		Add reimbur	sement	Show 10 - entries
Invoices History Billing	Reference Number	Amount (USD)	Status	Effective Date	Actions
RESOURCES	21s3dfg4hs	30.00	CANCELLED	January 18, 2024	
FAQ	014244	100.00	CANCELLED	January 18, 2024	*100

Solution > 1 of 1 Profile Information - 1	tion Please complete your profile information. Click here				×
Satelliteteams*					0 Hey, Mike Role: Client
MAIN MENU Dashboard	Employee ID: ST-5765 INFORMATION DOCUMENTS APPRAISAL	ASSET AND COMPENSATION FILINGS	TIME RECORD		Return to list
Pe Account ~	Employee ID: 157-5765 Name: Jane Smith	Add Reimbursement	×		
MANAGEMENT	Compensation list	Reference Number			
Candidate Management ~ Candidate Management ~ Candidate search Candidate list Job requirement	Commission Salary adjustment	Effectivity Dote MM/DD/YYYY Amount (USD)			_
Employee Management Employee Employee Department Request List	7 Total Reimbursements	Cancel	Submit		
BILLING & INVOICES	Cancel request Q Search		Add reimbursement		Show 10 + entries
siming a involces involces History Billing	Reference Number	Amount (USD)	Status	Effective Date	Actions
RESOURCES	21s3dfg4hs	30.00	CANCELLED	January 18, 2024	
FAQ	014244	100.00	CANCELLED	January 18, 2024	

8.2.5.4.1 Reimbursement Adding or Requesting

To add or request a reimbursement for an employee:

- 13. Search for the designed employee.
- 14.Select the Effectivity date.
- 15. Enter the amount desired in USD.

8.2.5.5 Asset

Employee's asset requests.

> 1 of 1 Profile Information	Please complete your profile information. Click here	×
Satelliteteams° ≡	۲	ណ្ ⁰ 🔣 Hey, Mike Note: Cilent
AAAN MENU Dashboard Account settings Po Account	Employee ID: ST-5765 INFORMATION DOCUMENTS APPRAISAL ASSET AND COMPENSATION FILINGS TIME RECORD Employee ID: ST-5765 Nome: Jone Smith	Return to list
Viser Roles MANAGEMENT	Compensation list	
M Management V • Candidate Management × • Candidate search • Candidate list • Job requirement	Commission Salary adjustment Reimbursement	
Employee Management Finployee Employee Department Request List	Asset 2 Total Assets	
BILING & INVOICES Billing & Invoices ~ • Invoices History • Billing	Cancel request Q South Add asset	Show 10 - entries
RESOURCES	Tracking No. Asset Name Type Amount Shipment Amount Status Detail	lis Actions
I FAQ	TRIVILAZIVUUqT test Client Credits REQUEST D	× ×

8.2.5.5.1 Asset Adding or Requesting

S 1 of 1 Profile Information	n Please complete your profile information. Click here				×
Satelliteteams"	≣ 🏵				O Refer Clent
MAIN MIRE) Doshboord Account settings Account 4	Employee ID: ST-5765 INFORMATION DOCUMENTS APPRAIDAL Employee ID: ST-5705	ASSET AND COMPENSATION	FILINGS TIME RECORD		Return to list
Profile User Roles MANAGEMENT	Nome: Jane Smith Compensation list	Asset type Select			
Management Candidate Management Candidate Search Candidate list Laberationant	Commission Salary adjustment	Description			
Employee Management Employee Employee Employee Department Request List	> Reimbursement Asset 2 Total Assets		Cancel	-	_
BILLING & INVOICES					
Billing & Invoices Invoices History Billing	Cancel request Q Search	_	Add asset		Show 10 - entries
RESOURCES	Tracking No. Asset Nan	не Туре	Amount Shipment Amount	Status	Details Actions
FAQ	TRKNu2VvJgT test	Client Credits		REQUEST	

To add or request an asset:

- 1. Click on the Add asset button.
- 2. Select the Asset type desired.
- 3. Enter Asset name.
- 4. Enter Asset description.
- 5. Click Submit.

8.2.5.6 Filings

Management for the employee's filing of leaves, certificate of attendance, schdule adjustments, etc.



8.2.5.7 Time Record

Management and configuration of the employee's work schedule.

> 1 of 1 Profile Informa	tion Please complete your profile informatio	n. Click here					
atelliteteams [®]							Context Client
MENU	_						
Dashboard	Employee ID: ST-5765						Return to I
UNT SETTINGS	INFORMATION DOCUMENTS	APPRAISAL A	SSET AND COMPENSATION	FILINGS TIME RECORD			
Account ~	Attendance history				Employee Sche	dule	
file							
ər ios	DAY	IN	OUT	HOURS	Back Next		02/01/2024 🖬 02/29/2024 🖬
	February 16	1:04 am	1:04 am	0 hours	Date	Time	Event
EMENT	TOTAL DAYS: 1 day			TOTAL HOURS: 0 hours	Thu Feb 01	8:00 am - 7:00 pm	Thursday 8:00 am - 7:00 pm
ianagement ~						12:00 pm - 1:00 pm	Break 12:00 pm - 1:00 pm
Candidate search					Fri Feb 02	8:00 am - 7:00 pm	Friday 8:00 am - 7:00 pm
lob requirement						12:00 pm - 1:00 pm	Break
ployee Management ~					Mon Feb 05	8:00 am - 7:00 pm	Monday
Imployee Department Request List						12:00 pm - 1:00 pm	8:00 am - 7:00 pm Break
							12:00 pm - 1:00 pm
& INVOICES					Tue Feb 06	8:00 am - 7:00 pm	Tuesday 8:00 am - 7:00 pm
Billing & Invoices ~						12:00 pm – 1:00 pm	Break 12:00 pm - 1:00 pm
ing					Wed Feb 07	8:00 am - 7:00 pm	Wednesday
RCES						12:00 pm – 1:00 pm	Break
AQ .							12:00 pm - 1:00 pm
	One of a school of the large Dealth						
> 1 of 1 Profile Informa	tion Please complete your profile informatio	n. Click here					
	- 0						
atelliteteams [®]	=						Client Role: Client
MENU							12:00 pm - 1:00 pm
Dashboard							
	Greate schedule for Jane Smith From	То		My Timezon	10		

_	02/01/2024	02/08/2024	Amen	cd/Los_Angeles		
Account ~	Monday					
User	Shift start	Break start	Break end	Shift end		
Roles	08:00 AM	© 12:00 PM	01:00 PM	© 07:00 PM	🕜 🗌 Rest day	Ū
GEMENT	Tuesday					
Management ~	Shift start	Break start	Break end	Shift end		
andidate Management ~ Candidate search	08:00 AM	Q 12:00 PM	01:00 PM	07:00 PM	Rest day	Ū
Candidate list Job requirement	Wednesday					
nployee Management 🗸	Shift stort	Break start	Break end	Shift end		_
Employee Employee Department	08:00 AM	O 12:00 PM	O1:00 PM	O7:00 PM	Rest day	
Request List	Thursday					
	Shift start	Break start	Break end	Shift end		
3 & INVOICES	08:00 AM	() 12:00 PM	01:00 PM	© 07:00 PM	Rest day	Ū
Billing & Invoices ~	Friday					
lling	Shift start	Break start	Break end	Shift end		
	08:00 AM	() 12:00 PM	01:00 PM	07:00 PM	Rest day	D
JRCES	Saturday					
FAQ	Shift start	Break start	Break end	Shift end		- (
	12:00 AM	12:00 AM	12:00 AM	10:00 AM	Rest day	Ē

8.3 Employee Department

Management and configuration for the list of departments.



8.3.1 Employee Department Adding and Editing

Interface for adding and editing existing departments.



8.4 Request List

This is where requests for Bonus, Commission, Salary Adjustment, Asset and Overtime.

8.4.1 Bonus

Request a candidate for a bonus.

Short State Sta	ation Please c	omplete your profile information	n. Click here						
Satelliteteams*	≡ 🏖								hey, Mike Nole: Client
MAIN MENU	Reques	st list							
ACCOUNT SETTINGS	BONL	COMMISSION	SALARY ADJUSTMENT R	EIMBURSEMENT	ASSET				
Profile User Roles MANAGEMENT	12	Total Bonuses				Ad	d bonus		Show 10 - entries
Management v		Employee code	Pafaranca Number	Name	Amount (USD)	Status	Effective Date	Actions	
 Candidate Management ~ Candidate search Candidate list Job requirement 		ST-5765	a21g87w2g6	Jane Smith	10.00	REQUEST	February 22, 2024	Approve X Cance	el request
Employee Management Employee		ST-5765		Jane Smith	1.00	CANCELLED	January 24, 2024		
Employee Department Request List		ST-5765		Jane Smith	1.00	CANCELLED	January 24, 2024		
BILLING & INVOICES		ST-5765		Jane Smith	1.00	CANCELLED	January 24, 2024		
Billing & Invoices		ST-5765	sfsd3f1sd35	Jane Smith	30.00	CANCELLED	January 18, 2024		
Billing		ST-5765	0126354	Jane Smith	20.00	CANCELLED	January 18, 2024		
RESOURCES		ST-5765	1	Jane Smith	1.00	CANCELLED	January 16, 2024		
FAQ		ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024		

8.4.1.1 Bonus Adding or Requesting

X > Lot I Profile Information Please complete your profile information.												
Satelliteteams*	≡ 🏟									¢® 🖪	Hoy, Mike Role: Client	
MARN MENO	Reques	st list										
Account ····	12	Total Bonuses	SALARY ADJUSTMENT	Add/Edit Bonus X								
MANAGEMENT	C.		beinch'	Select employee Select.				d bonus Show 10			- entries	
Candidate Management			Reference Number	Effectivity	Date							
Candidate list Job requirement			a21g87w2g6					February 22, 2024		X Cancel request		
Employee Management Employee				Amount (I	USD)			January 24, 2024				
Employee Department Request List		ST-5765				Cancel	Submit	January 24, 2024				
BILLING & BIVOICES					ACCURATE DATABASE		CARGENER	January 24, 2024				
Billing & Invoices		ST-5765	sfsd3flsd35	j.	Jane Smith		CANCELLED	January 18, 2024				
Invoices History Billing			0126354		Jone Smith		CANCELLED	January 18, 2024				
RESOURCES		\$1-5765		J	Jane Smith		CANCELLED	January 16, 2024				
FAQ					lane Smith		CANCELLED	January 16, 2024				

To add or request a bonus for an employee:

- 16.Search for the designed employee.
- 17.Select the Effectivity date.
- 18. Enter the amount desired in USD.

8.4.2 Commission

Request a candidate for a commission.

> 1 of 1 Profile Information	mation Please	complete your profile informa	tion. Click here						2
Satelliteteams [®]	≡ 🏖							¢	Hey, Mike Role: Cillent
MAIN MENU	Reque	st list							
ACCOUNT SETTINGS	BON		SALARY ADJUSTMENT	REIMBURSEMENT AS	SET				
 Profile User Roles 	n	Total Commissions							
MANAGEMENT	C	ancel request				Add com	mission	s	now 10 - entries
Management Candidate Management Candidate search	•	Employee code	Reference Number	Name	Amount (USD)	Status	Effective Date	Actions	
Candidate Ist Job requirement		ST-5765	3hfuj895ry	Jane Smith	10.00	REQUEST	February 22, 2024	✓ Approve X Cancel re	quest
Employee Management Fmployee		ST-5770	fgh23fldthg453d	Liberty Rodriguez	30.00	CANCELLED	January 18, 2024		
 Employee Department Request List 		ST-5765	2flh6d5lgf	Jane Smith	30.00	CANCELLED	January 18, 2024		
BILLING & INVOICES		ST-5770	53fds4dxsfldsf5	Liberty Rodriguez	20.00	CANCELLED	January 18, 2024		
Billing & Invoices		ST-5765	2	Jane Smith	2.00	CANCELLED	January 16, 2024		
Billing		ST-5765	1	Jane Smith	1.00	CANCELLED	January 16, 2024		
RESOURCES		ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024		
		ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024		

C > 1 of 1 Profile Informa	ation Please or	amplete your profile informa	tion.							×
Satelliteteams*	≡ 🏼								Q ⁰ K Hey, Mike Role: Chie	. 🚬
MAIN MENU	Reques	t list								
ACCOUNT SETTINGS	BONU	COMMISSION	SALARY ADJUSTMENT	REIMBURSEMENT A	SSET					
Account -				Add/Edit Commission						
 Profile User Roles 	11	Total Commissions		Select employee		~		_		
MANAGEMENT	Co	ncel request	Sacron'	Reference Number		om	mission		show 10 - entr	05
Management Candidate Management		Employee code	Reference Number	Effectivity Date			Effective Date	Actions		
Condidate search Condidate list Job requirement		ST-5765	3hluj895ry				February 22, 2024	Approve	× Concel request	
Employee Management Employee			fgh23flathg453d	Amount (USD)			January 16, 2024			
Employee Department Request List		ST-5765	2fih6d5lgf		Cancel	Submit	January 18, 2024			
BILLING & INVOICES			531ds4dxsfldsf5	stowny mountains	-	Garacture	January 18, 2024			
Billing & Invoices		ST-5765	2	Jone Smith		CANCELLED	January 16, 2024			
 Bittikä Invorces suscus. 				Jone Smith		CANCELLED	January 16, 2024			
RESOURCES		s1-5765		Jane Smith	1.00	CANCELLED	January 16, 2024			
E FAQ				Jane Smith		CANCELLED	January 16, 2024			

8.4.2.1 Commission Adding or Requesting

To add or request a commission for an employee:

- 19. Search for the designed employee.
- 20. Select the Effectivity date.
- 21.Enter the amount desired in USD.

8.4.3 Salary Adjustment

Request a candidate for a salary adjustment.

atelliteteams	≡ 🏵			_			_		A Hey, Mike Role: Client
IN MENU									
Dashboard	Reques	st list							
JUNT SETTINGS	BONL	IS COMMISSION	SALARY ADJUSTM	ENT REIMBI	JRSEMENT ASSET				
Account ~									
Profile	15	Total Salary							
Roles		Adjustments							
IAGEMENT									
Management ~	Ca	ncel request	Q search			Add salar	y adjustment		Show 10 - entries
Candidate Management ~		Employee code	Reference Number	Name	Current Salary (USD)	Amount Adjustment (USD)	Status	Effective Date	Actions
Candidate search Candidate list Job requirement		ST-5765	2y6ok2ed4e	Jane Smith	1,629.00	10.00	REQUEST	February 22, 2024	Approve Cancel request
mployee Management 💛		ST-5765	0324t6rdegfl	Jane Smith	1,629.00	30.00	CANCELLED	January 18, 2024	
Employee Department Request List		ST-5765	e23glds3r5f	Jane Smith	1,629.00	30.00	CANCELLED	January 18, 2024	
		ST-5765	df5g4s6165f4d6	Jane Smith	1,629.00	20.00	CANCELLED	January 18, 2024	
IG & INVOICES						104 53	CANCELLED	January 17, 2024	
IG & INVOICES Billing & Invoices		ST-5765		Jane Smith	1,629.00	164.03			
IG & INVOICES Billing & Invoices V Invoices History alling		ST-5765 ST-5765	020202	Jane Smith	1,629.00	325.80	CANCELLED	January 17, 2024	
G & REVOICES Billing & Invoices V voices History Iling RCES		ST-5765 ST-5765 ST-5765	020202	Jane Smith Jane Smith Jane Smith	1,629.00 1,629.00 1,629.00	325.80 162.90	CANCELLED	January 17, 2024 January 17, 2024	

8.4.3.1 Salary Adjustment Adding or Requesting

C > 1 of 1 Profile Informat	tion Please of	emplete your profile infor	mation.								×
Atelliteteams	≡ 鹷									0 Hoy, Mike Role: Client	
MAIN MENU											
Dashboord	Reques	t list		Add/Edit So	alary Adjustment						
ACCOUNT SETTINGS	BONU	S COMMISSION	SALARY ADJUSTME	ił							
Account -				Select emplo	oyee						
Profile User	15	Total Salary Adjustments		Reference N	umber						
• Roles											
MANAGEMENT	Co	ncel request		Monthly rate	(USD)		iry adjustment			show 10 - entries	5
Management -				Effectivity De							
Candidate Management ·· Candidate search		Employee code	Reference Number	Enectivity De	300		Status	Effective Date	Actions		
Candidate list Job requirement			2y6ok2ed4e	Amour	nt O Percent		REQUEST	February 22, 2024		X Cancel request	
Employee Management Employee			0324t6rdegfl	Adjustment	amount (USD)		CANCELLED	January 15, 2024			
Employee Department Request List		ST-5765	e23glds3r5f	New monthle	y rate (USD)		CANCELLED	January 18, 2024			
BILLING & INVOICES			df5g4s616514d6				CANCELLED	January 18, 2024			
Billing & Invoices Invoices History		ST-5765			Cancel	Submit	CANCELLED	January 17, 2024			
+ Billing				Jone Smith	1629.00	325.80	CANCELLED	January 17, 2024			
RESOURCES		ST-5765		Jane Smith		162.90	CANCELLED	January 17, 2024			
[1] FAQ				Jone Smith			CANCELLED	January 16, 2024			

To add or request a salary adjustment for an employee:

- 22. Search for the designed employee.
- 23. Select the Effectivity date.
- 24. Select if the desired amount will be entered in digits or by percent
- 25. If Amount is selected, enter the amount desired in USD.
- 26. If Percent is selectec, enter the percent desired for the adjustment.
- 27. Values will show under Prorated Salary and Total Bill.

8.4.4 Reimbursement

Request a candidate for a reimbursement.

Soft And A Soft A So	ation Please c	omplete your profile information	Click here					3
Satelliteteams [®]	≡ 🏵							Aon Hey, Mike Role: Client
MAIN MENU								
Dashboard	Reques	st list						
ACCOUNT SETTINGS	BONU	JS COMMISSION	SALARY ADJUSTMENT REIM	BURSEMENT				
Account ~								
Profile User	9	Total Reimbursements						
• KOROS								
MANAGEMENT	Co	incel request				Add reimbursen	nent	Show 10 - entries
Candidate Management		Employee code	Reference Number	Name	Amount (USD)	Status	Effective Date	Actions
 Candidate search Candidate list Job requirement 		ST-5765	5wehse256er	Jane Smith	10.00	REQUEST	February 22, 2024	Approve X Cancel request
Employee Management Employee		ST-5765	21s3dfg4hs	Jane Smith	30.00	CANCELLED	January 18, 2024	
 Employee Department Request List 		ST-5770	2dlsgf6e5f4	Liberty Rodriguez	20.00	CANCELLED	January 18, 2024	
BILLING & INVOICES		ST-5765	014244	Jane Smith	100.00	CANCELLED	January 18, 2024	
Billing & Invoices		ST-5765	1	Jane Smith	1.00	CANCELLED	January 16, 2024	
Billing		ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024	
RESOURCES		ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024	
FAQ		ST-5765	0	Jane Smith	1.00	CANCELLED	January 12, 2024	

C > 1 of 1 Profile Information	n Please co	amplete your profile informa	tion.							×
Satelliteteams =	=								Q ¹⁰ ER Herr, Milke Role: Chief	. 🚬
MAIN MENU Dashboard	Reques	t list	SALADY AD HISTMEN	T DEIME						
Per Account • Profile • Usar	9	otol leimburgements		Add Reim	abursement		×			
Roles MANAGEMENT	Cor	ncel request	Sector/	Select emp	Number		mburser	nent	Show 10 + entri	es
Candidate Management			Reference Numb	Effectivity	Date		5			
Condidate search Condidate list Job requirement		ST-5765	5webse256er	MM/DO	(vmr		to est	February 22, 2024	Approve X Cancel request	
Employee Management Employee			21s3dfg4hs	Amount (C	150)		ELLED	January 16, 2024		
Employee Department Request List			2disg(6e5/4		Can	cel Submit	IELED	January 18, 2024		
BILING & INVOICES			014244		Julie arrent	-	CANCELLED	January 18, 2024		
Billing & Invoices		ST-5765			Jane Smith		CANCELLED	January 16, 2024		
Invoices History eliting					Jane Smith		CANCELLED	January 16, 2024		
RESOURCES		ST-5765			Jane Smith		CANCELLED	January 16, 2024		
E FAQ					Jane Smith		CANCELLED	January 12, 2024		

8.4.4.1 Reimbursement Adding or Requesting

To add or request a reimbursement for an employee:

- 28. Search for the designed employee.
- 29.Select the Effectivity date.
- 30. Enter the amount desired in USD.

8.4.5 Asset

Request a candidate for assets.

> 1 of 1 Profile Information	n Please co	mplete your profile informa	tion. Click here							
Satelliteteams ^a	≣ 🏖								¢ 0	Hey, Mike Role: Client
MAIN MENU Dashboard	Request	t list								
Account Profile User Roles	3 To	tol Assets	Search	ENT NEWHOUKSEMENT		Add as	set		Show	/ 10 + entries
R Management ~		Tracking No.	Asset Name	Assigned To	Туре	Amount	Shipment Amount	Status	Details	Actions
Candidate Management Candidate search Candidate list Job requirement		TRKNu2VvlJqT	test	Jane Smith	Client Credits			REQUEST	۵	×
Employee Management Employee		TRKNedbF7oxi	Hours	Jane Smith	Hours	\$ 1500		RETURN TO ST	۵	
Employee Department Request List		TRKNOk7efwJz	Laptop	George Anderson	Computer Equipment	\$ 1200	\$ 50.00	REQUEST	۵	×
LLING & INVOICES	Showing	1 – 3 of 3								PREV 1 NEXT
Invoices History Billing										
EESOURCES										

1. Click on the Details icon to view the asset's details.

C > 1 of 1 Profile Information	n Please complete your profile information.	Real Party							×
Satelliteteams° ∃	= 😂						¢0	Hey, Mike Role: Cilent	
MARK MESHD	Request list	Asset informat	ion	×					
ACCOUNT SETTINGS	BONUS COMMISSION SALA	RY ADJUSTMEN Name Laptop Description Laptop				_			
ARA Mononement	Concel request			d as	set		Shov	10 - entries	
Candidate Management Candidate search Candidate list	Tracking No. Asset TRKNu2VvlJqT test	Name Specification	Make		Shipment Amount	Status	Detoils	Actions	
Job requirement Employee Management Employee Employee Department Employee Department Request List	TRKNedbF7oxi Hours	Acer Model Acer Model	Acer Make Size 15		\$ 50.00	RETURN TO ST	D	×	
BILING & INVOICES	Showing 1=3 of 3	Serial Number Acer 0258 Service	End warranty 2025-03-01					1969 1 1969	
Indices Hatory Billing Insources TAO		Acerservice							-

8.4.5.1 Asset Adding or Requesting

To add or request an asset:

- 6. Click on the Add asset button.
- 7. Select the Asset type desired.
- 8. Enter Asset name.
- 9. Enter Asset description.
- 10.Click Submit.

9.0 Billing & Invoices

9.1 Billing

Your company's billings will be displayed on this page.

Solution > 1 of 1 Profile Information	ion Please complete your profile information.	Click here				×
Satelliteteams [®]	≡ 😕					↓ Hay, Matthew Note: Client
MAIN MENU Dashboard	Billing					
ACCOUNT SETTINGS	Show 10 💌 entries				Q Search	TOTAL AMOUNT: \$2,222.00
ProfileUserRoles	NO. EMPLOYEE CODE	NAME	POSITION	DEPARTMENT	STATUS	PAYROLL/ASSET
MANAGEMENT	1 ST-5613 2 ST-5614	Jane Smith George Anderson	QA Software Tester Accountant		HIRED	\$2,222.00
Management Candidate Management Candidate search	3 ST-5586 NO. EMPLOYEE CODE	Bella Everdeen NAME	QA Software Tester POSITION	DEPARTMENT	HIRED	\$2,420.00 PAYROLL/ASSET
Candidate list Job requirement Employee Management Employee Employee Department Request List	Showing 1 - 10 of 0					
BILLING & INVOICES						
Billing & Invoices Invoices History Billing Log out						

9.1.1 View invoice

View invoice for each employee.

I of 1 Profile Information	Please complete your profile information Colls Turke			×
Satelliteteams° =	æ		A Hey, Matthew Role: Client	
MARI VIRU Doubleard Account Stitutes Account • • Profile • User	Billing Show 10 + entries (C Invoice for Month of Oct 2023), Search X	TOTAL AMOUNT : \$2,222.00	
Rolos MANAGEMENT	an rum min min C Collemnia (Le Angèle , JUTORNAMOUS Servon Ni MUSUM MINDANAO (ARMM), 50064 softelliteteomsinopigmail.com accountinggisatelliteteoms.com		00	
Management Candidate Management Candidate search Candidate let	NO. NAME 1 George Anderson	AMOUNT \$2,222.00	00 .L/ASSET	
Job requirement Employee Management	PAYROLL		VIEW INVOICE PAY NOW	
Employee Employee Department Request list	DESCRIPTION	AMOUNT	PREV NEXT	
	George Anderson - Recruitment Fee	\$2,222.00		
Billing & Invoices Invoices Invoices History Billing	PAY NOW TOTAL DUE (inclusive of taxes) \$2,222.00		
tog out				

- 1. Details provided are the following:
 - a. Billing addresses from and to
 - b. Type of Bill
 - c. Bill description
 - d. Amount

9.1.2 Pay Now

You will be redirected to a 3rd party where you will process your payment.

💿 🛱 uickbooks.					Sign in 😩
	PAYMENT AMOUNT \$2,222.00 Edit amount			Satelliteteams	
	Debit	Credit	a nk	Invoice 2774 Due date October 7, 2023 Invoice amount \$2,222.00	
	Card number 1234 5678 9000 0000	Exp date	CVV code	Total \$2,222.00	
	Name on card First name Last name	Country USA	ZIP code ↓ 12345	Merchant details Email:accounting@satelliteteams.com	
	Save a payment method for faster future (payments. Sign in or crea	te VISA 🌒 norma	TRUSTe+	
	Payment Date NEW	you choose. Set a date	knowledge the Privacy	(b) Information is protected and kept confidential	
	Statement. I also allow intuit to charge \$2,	222.00 to my card on Sept y \$2,222.00	tember 28, 2023.		
	© 2023 intu	it inc. All rights reserved.			
					.*
					Feedbac
Waiting for connect.intuit.com					

9.2 Invoices History

	Invoice					Show 10 -
ashboard	All Invoices +		Invoi	ce for Month of Oct 2023		(-
roount ~	2774 September 27, 2023	\$2,222.00 NEW	Invoice 2774		Due Dote October 7, 2023	. Downfor
s	2771 September 26, 2023	\$3,222.00 NEW	Bill From 2355 We Californi AUTONO account	n n, los Angeles MOUS RECION IN MUSLIM MINDANAO (ARMM), 90054 inggi satellitereams.com	Bill To satelliteteamsinc@gmail.com	
aldate Management	2770 September 25, 2023	\$2,210.00 PARTIALLY-PAID	NO. 1	PRODUCT	AMOUNT \$2,222.00	✓ SHOW DETAES
oyee Management v ployee ployee Department quest List	2758 September 25, 2023	\$1,605.00 FWD	Employ	TOTAL DUE (inclusive of taxes	\$2,222.00	
INVOICES	2767 September 25, 2023	\$2,222.00 PARTIALLY-PAID	Dispute	Request		
out			su	ISMIT DISPUTE		

- 1. This section will show your invoice for a certain date.
- 2. Details of your invoice are also shown on the right side of the screen. Displayed details are:
 - a. Invoice number
 - b. Total due
 - c. Invoice status
 - d. Due date
 - e. Bill from address
 - f. Bill to address
 - g. Name of product
 - h. Amount
- 3. Disputes can also be submitted.
- 4. The invoice is also downloadable

10.0 FAQ

· Billing

RESOURCES

FAQ



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What other industries do you work with? ~

How soon can I get my own Satellite Team/Members? 🗸