

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

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

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

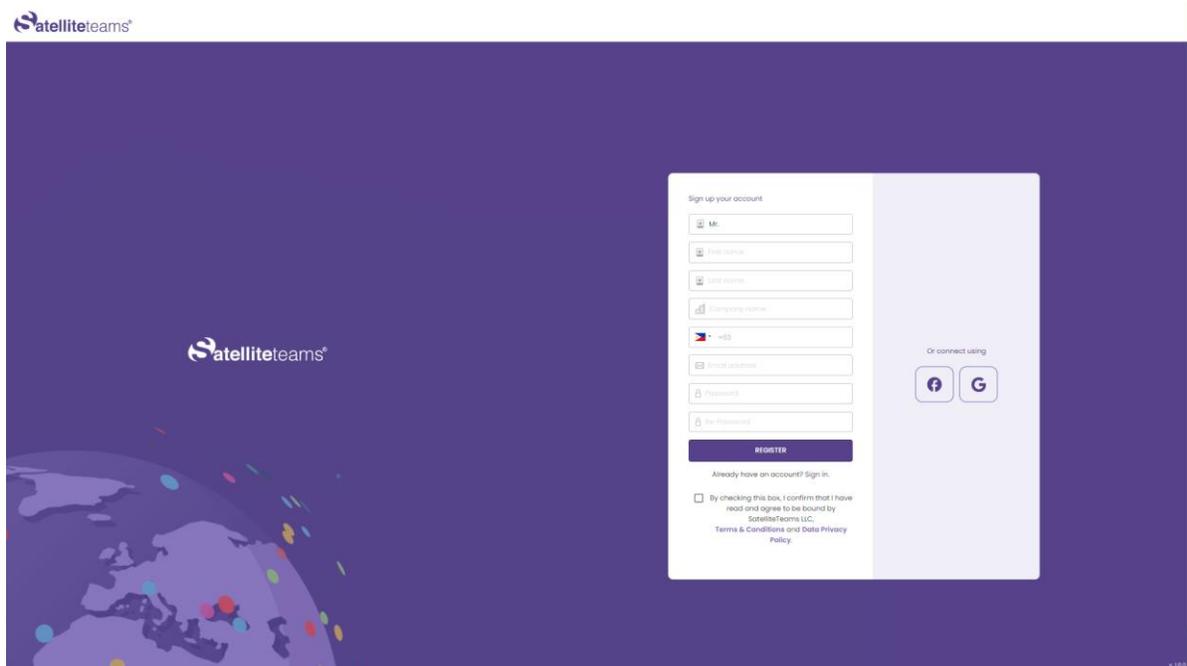
8.2.5.3 Salary Adjustment	71
8.2.5.3.1 Salary Adjustment Adding or Requesting	72
8.2.5.4 Asset	74
8.2.5.4.1 Asset Adding or Requesting	75
8.2.5.5 Filings	76
8.2.5.6 Time Record	76
8.3 Employee Department	78
8.3.1 Employee Department Adding and Editing	78
8.4 Request List	79
8.4.1 Bonus	79
8.4.1.1 Bonus 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

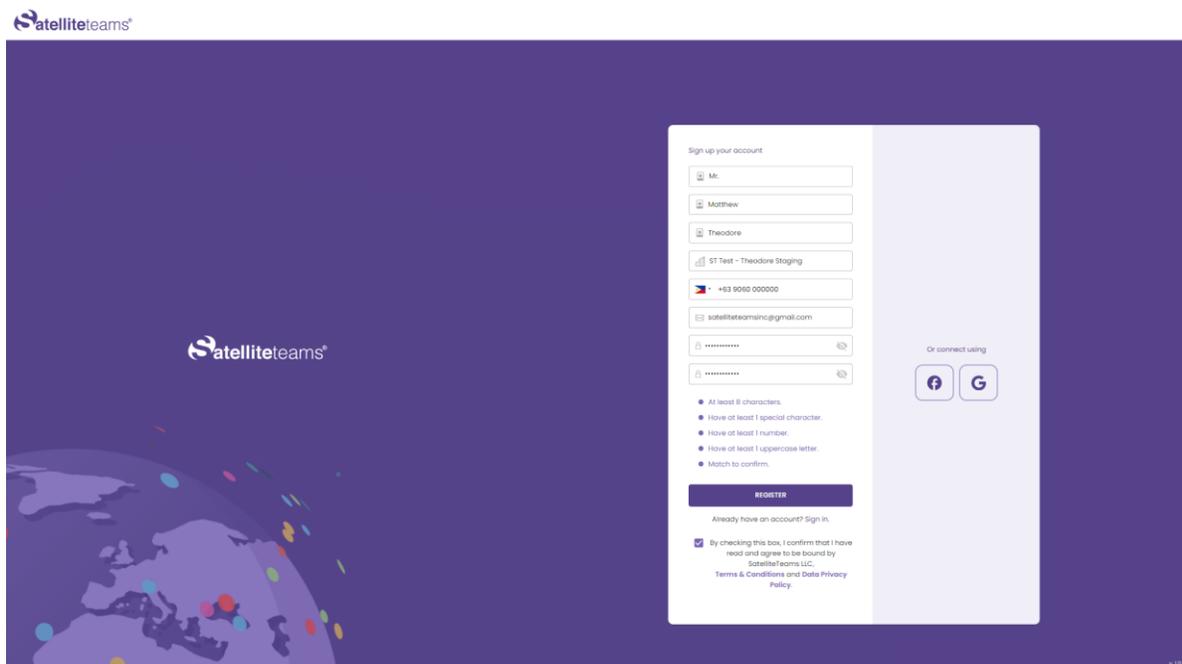
First step to being part of the Satellite Teams Client is to register your account.

1.1 Manual registration

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



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



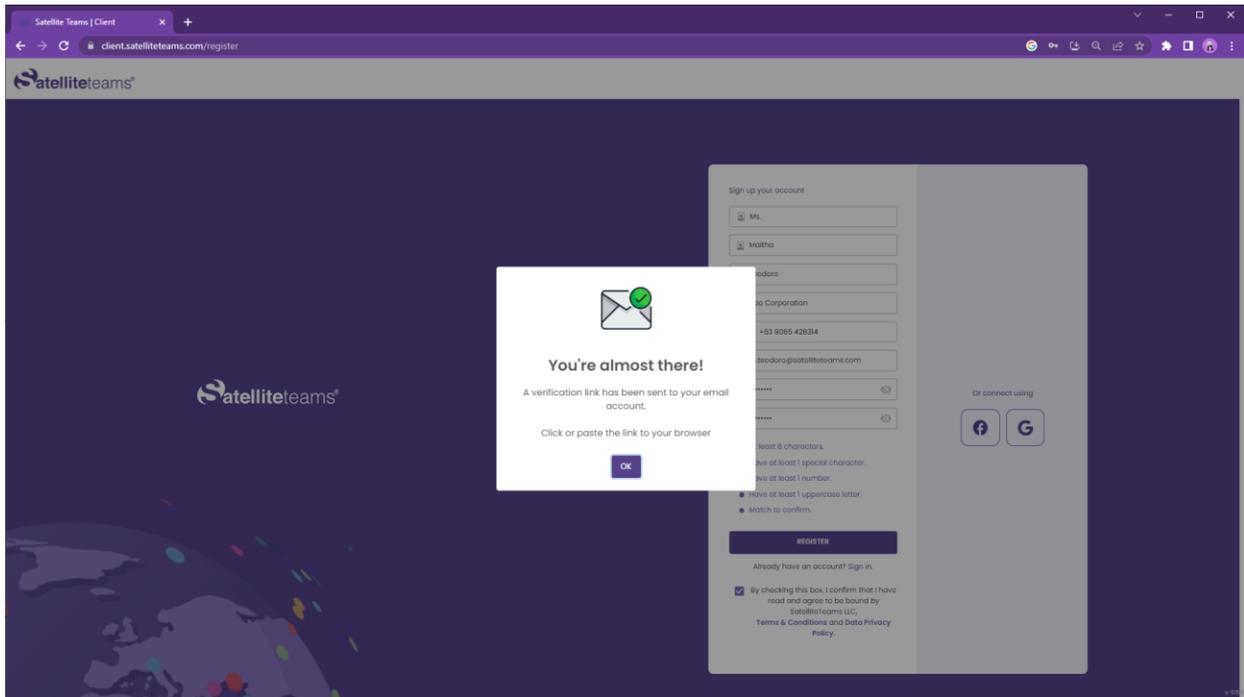
The screenshot shows the SatelliteTeams registration page. The background is a dark purple with a globe and colorful dots. The registration form is white and contains the following fields and elements:

- Form title: "Sign up your account"
- Gender selection: "Mr." (selected), "Matthew", "Theodore"
- Phone number: "ST Test - Theodore Staging", "+63 9060 000000"
- Email: "satelliteteamsinc@gmail.com"
- Password: "*****" (with eye icon)
- Confirm Password: "*****" (with eye icon)
- Validation rules:
 - At least 8 characters.
 - Have at least 1 special character.
 - Have at least 1 number.
 - Have at least 1 uppercase letter.
 - Match to confirm.
- Buttons: "REGISTER" (purple), "Or connect using" (with Facebook and Google icons)
- Text: "Already have an account? Sign in."
- Terms and Conditions: "By checking this box, I confirm that I have read and agree to be bound by SatelliteTeams LLC, Terms & Conditions and Data Privacy Policy." (with a checked checkbox)

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.

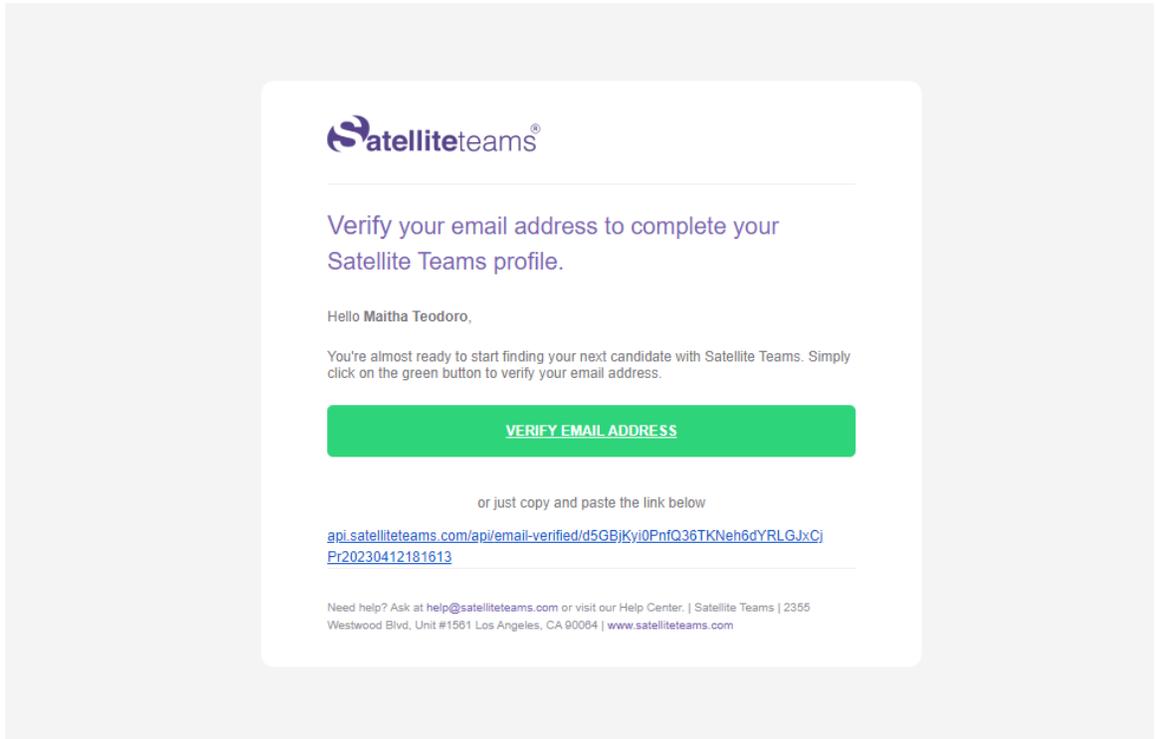


6. Log in to your provided email account.

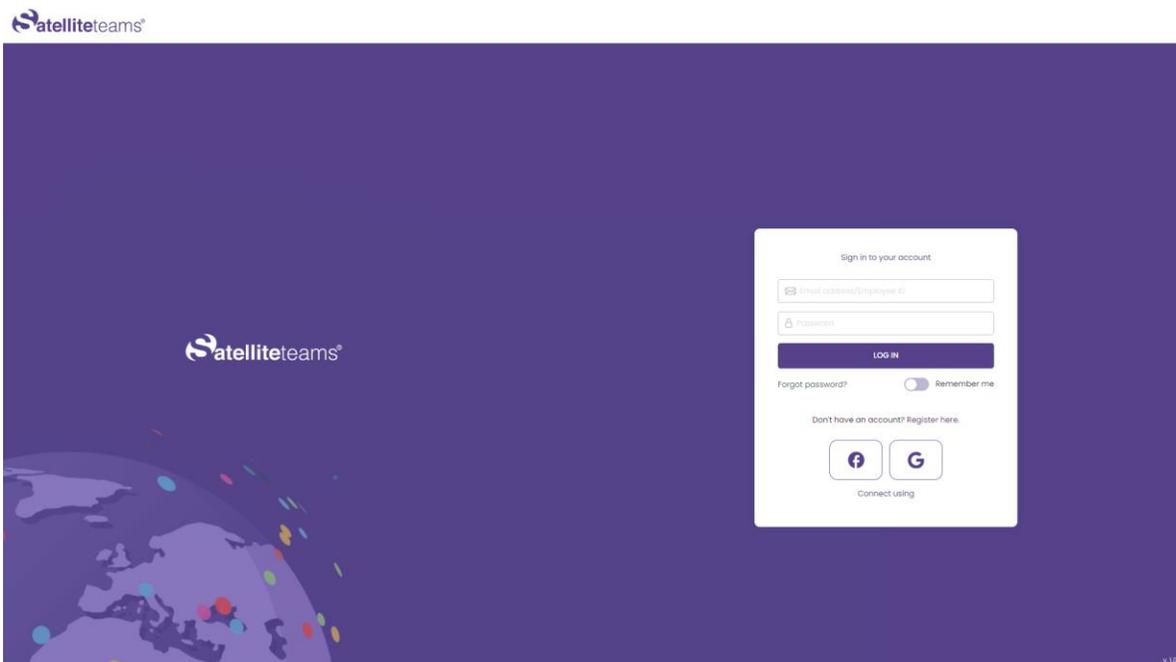


noreply@satelliteteams.com
to me ▾

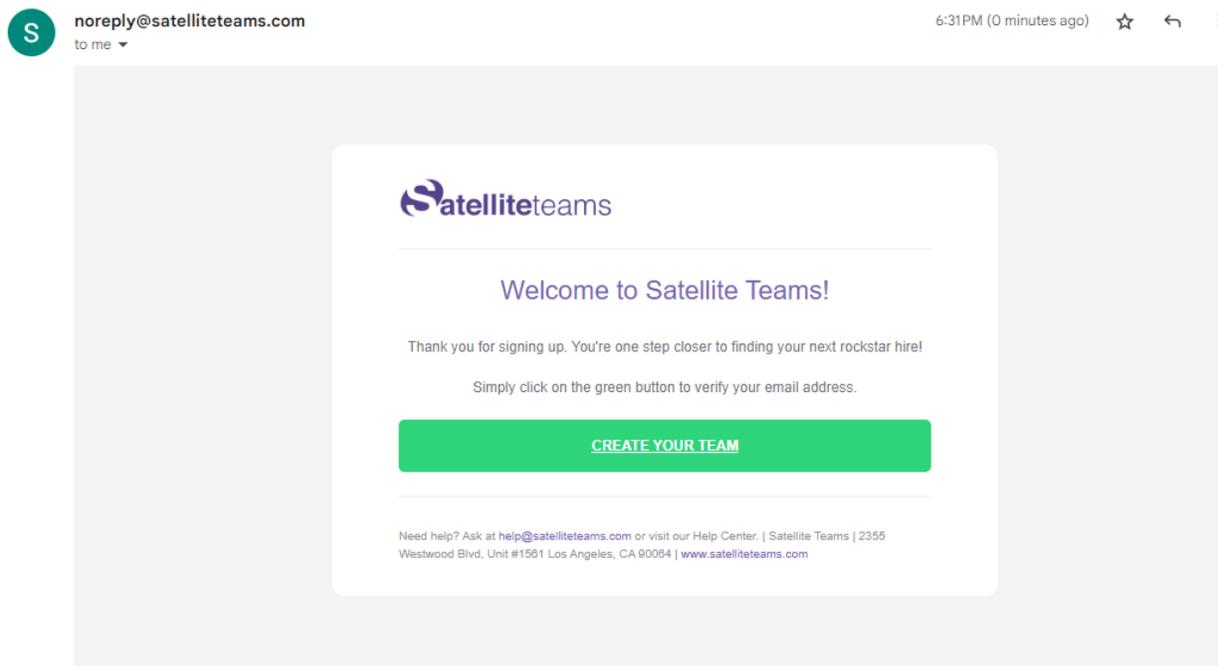
6:16 PM (14 minutes ago) ☆ ↶ ⋮



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.

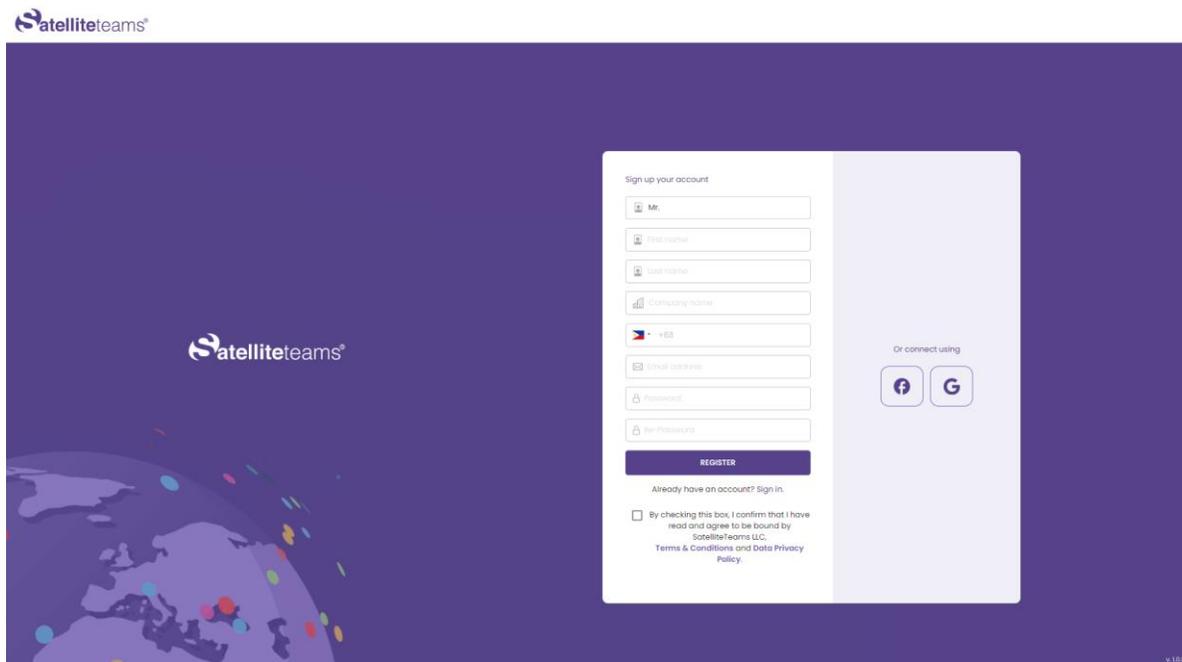


10. After your first time login, you will receive a welcome email from Satellite Teams.

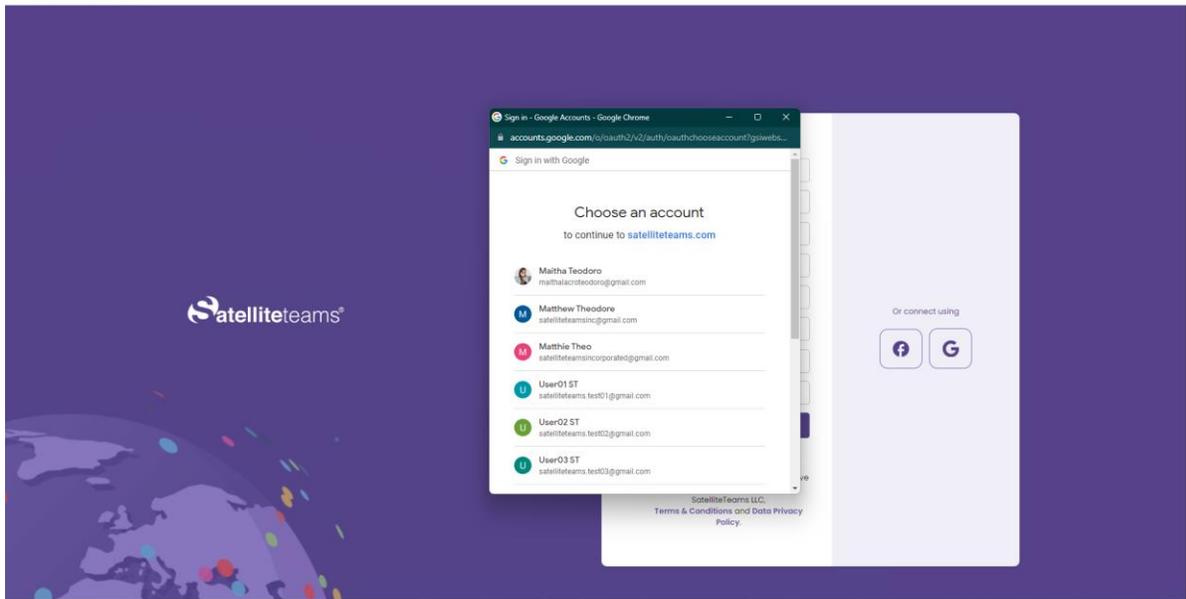


1.2 Registration using a Google account

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.



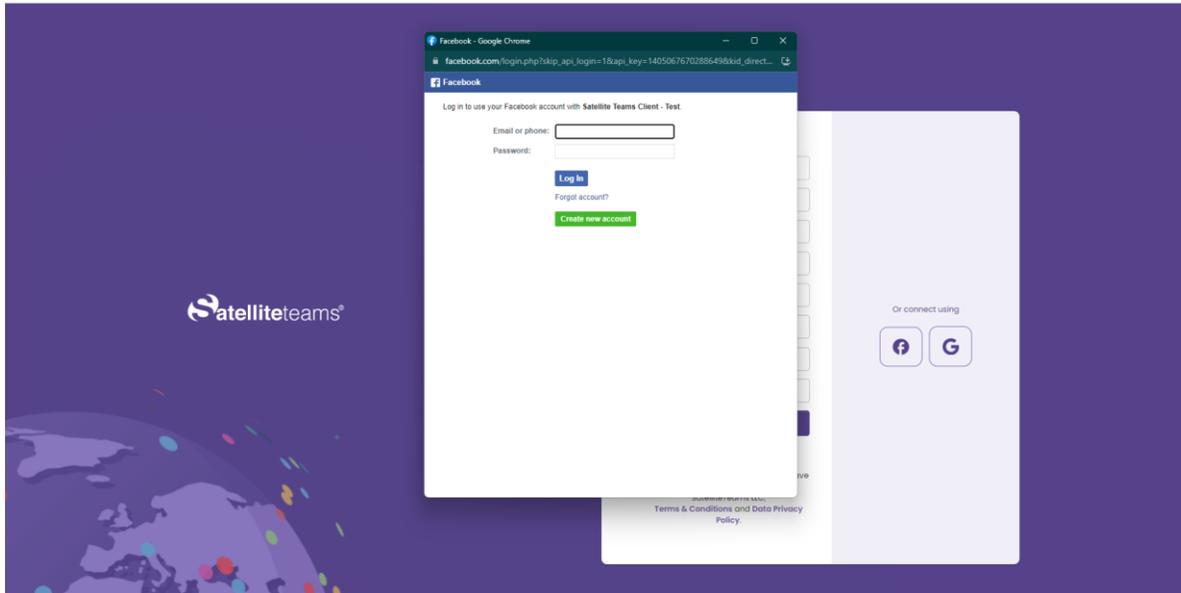
1. Agree to the Terms and conditions and Data privacy policy to be able to register.
*** Make sure to read the Terms and Conditions and Data Privacy Policy.**
2. Click on the Google icon on the right part of the screen.
3. Automatically, your logged-in Google account will be associated with Satellite 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.



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.



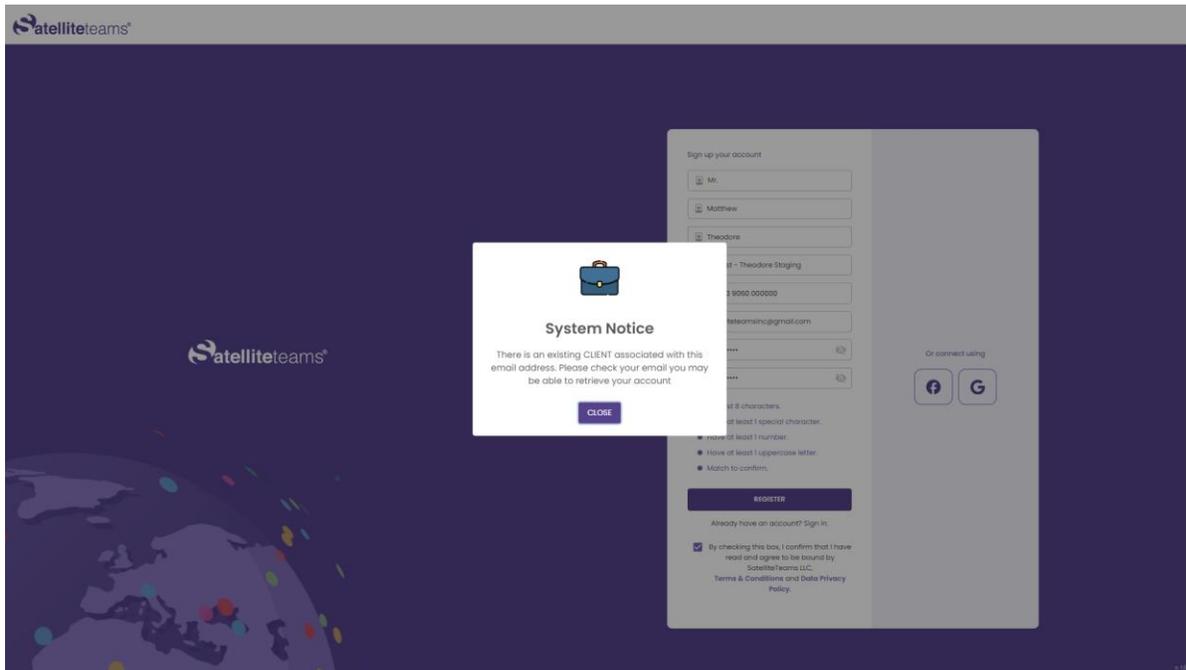
1. Agree to the Terms and conditions and Data privacy policy to be able to register.

* 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.

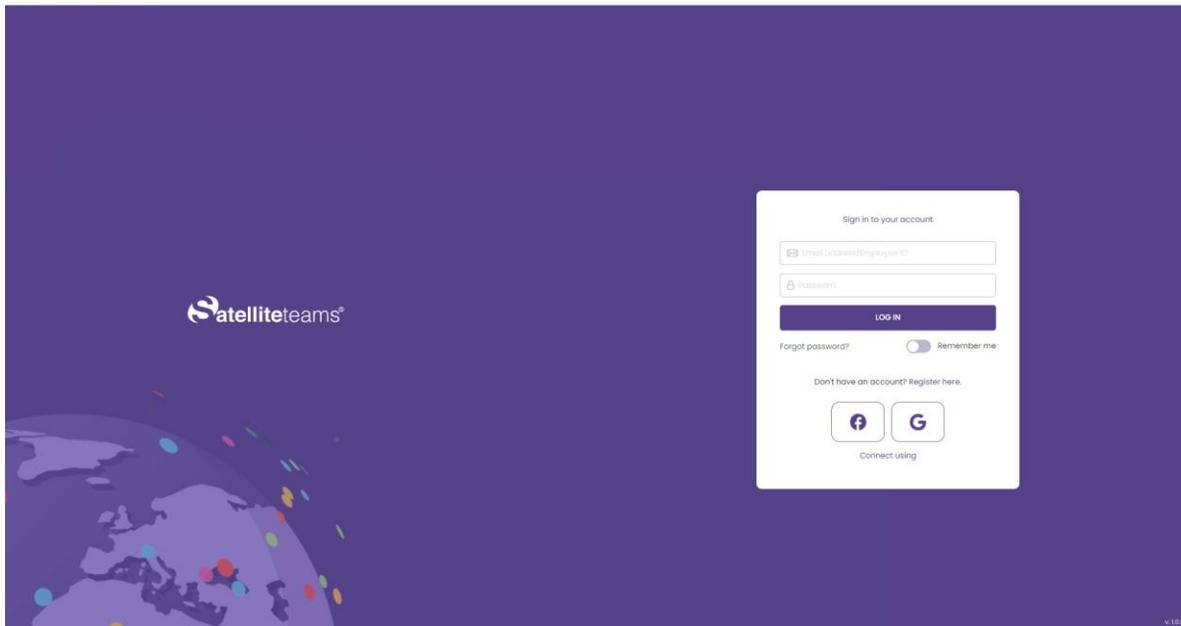
1.4 Existing Account

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



2.0 Sign in

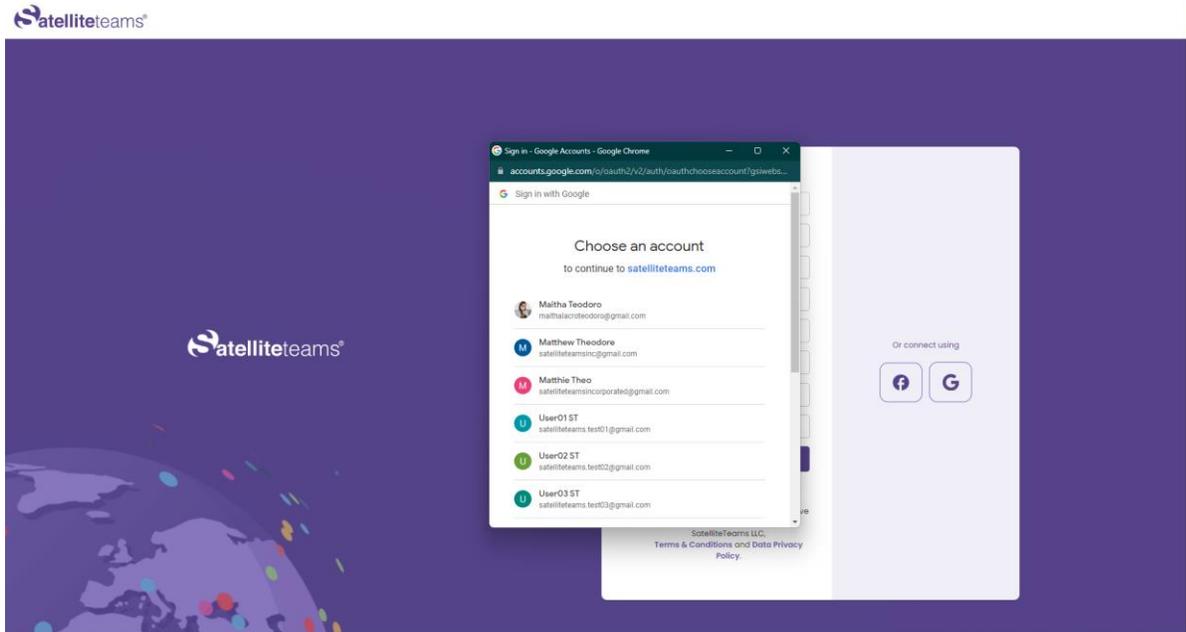
If you already have an account or have registered, follow the instructions below to sign in to your account.



2.1 Sign in using your credentials

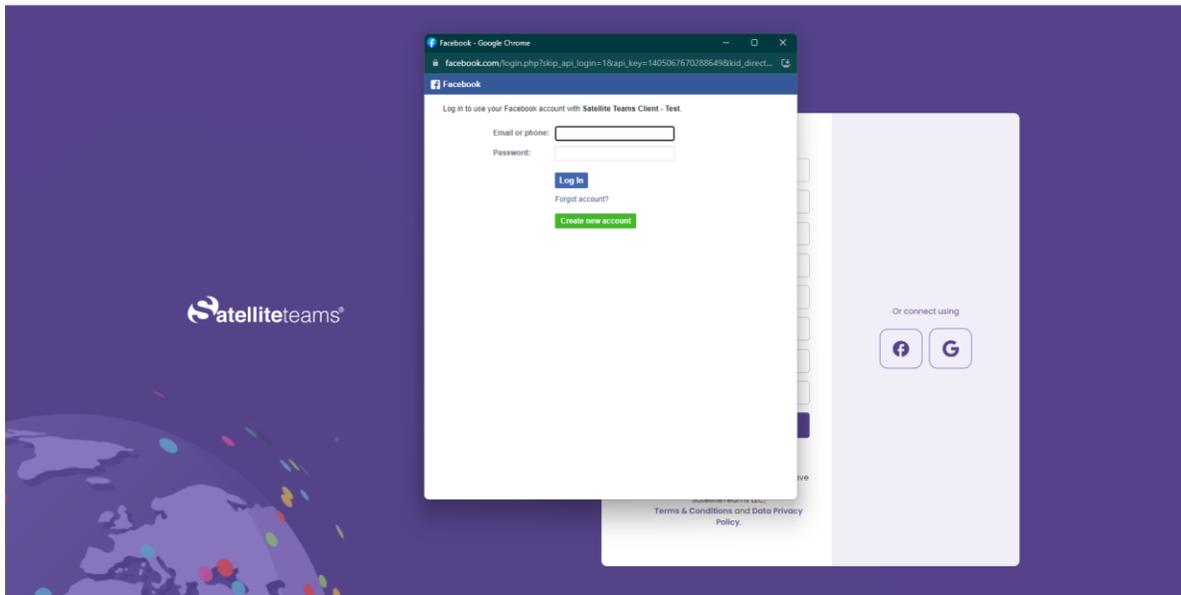
1. Enter your registered email address along with your password.
2. To view or double-check your entered password, you can unmask the text by clicking on the eye icon. 
3. You can have the choice for your password to be remembered.
4. Click Sign in.

2.2 Sign in via Google



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

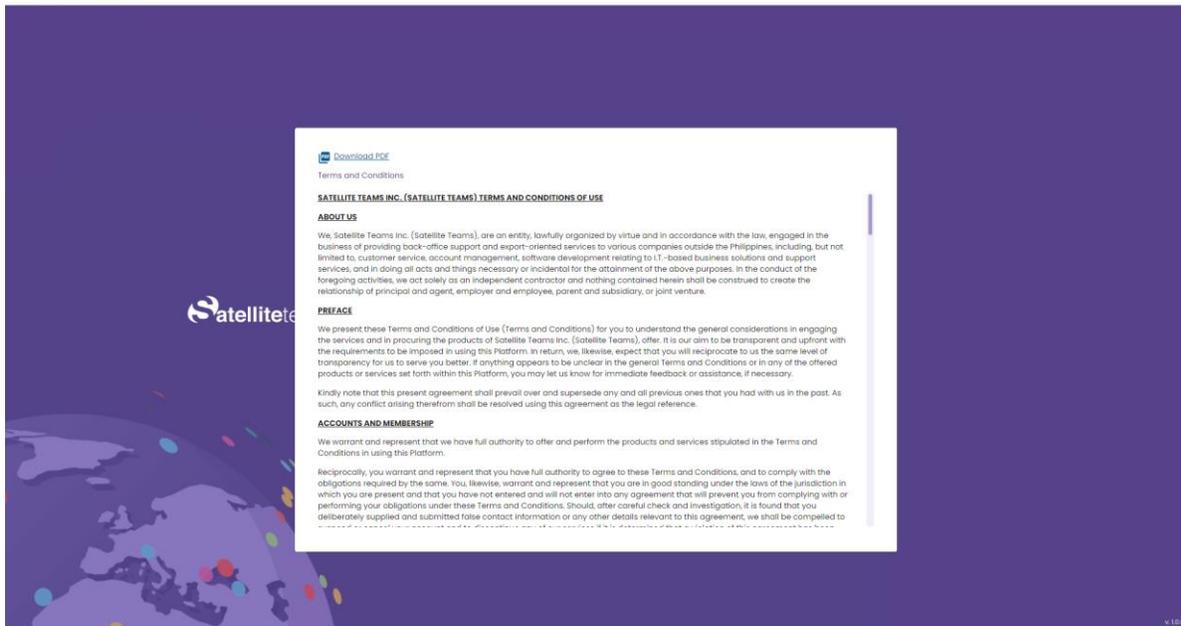


1. Simply click on the Google icon to be able to sign in using your Facebook account.
2. Your currently logged-in Facebook account will automatically be used for this sign-in.

2.4 Terms and Conditions

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

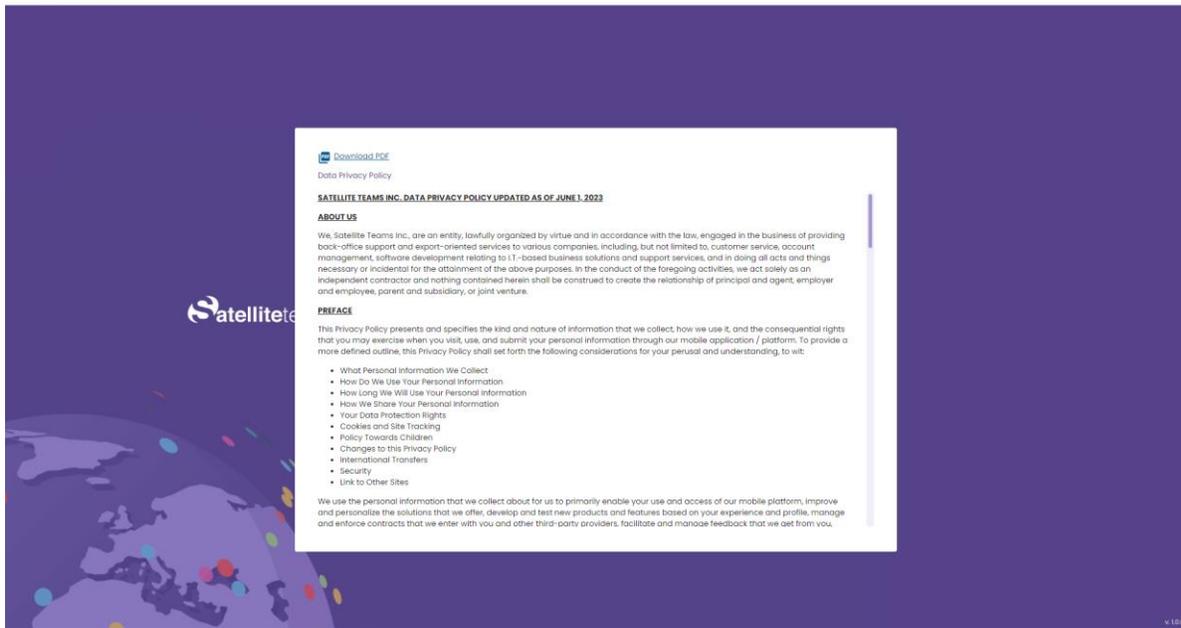
** Make sure to read the Terms and Conditions and Data Privacy Policy.*



2.5 Data Privacy Policy

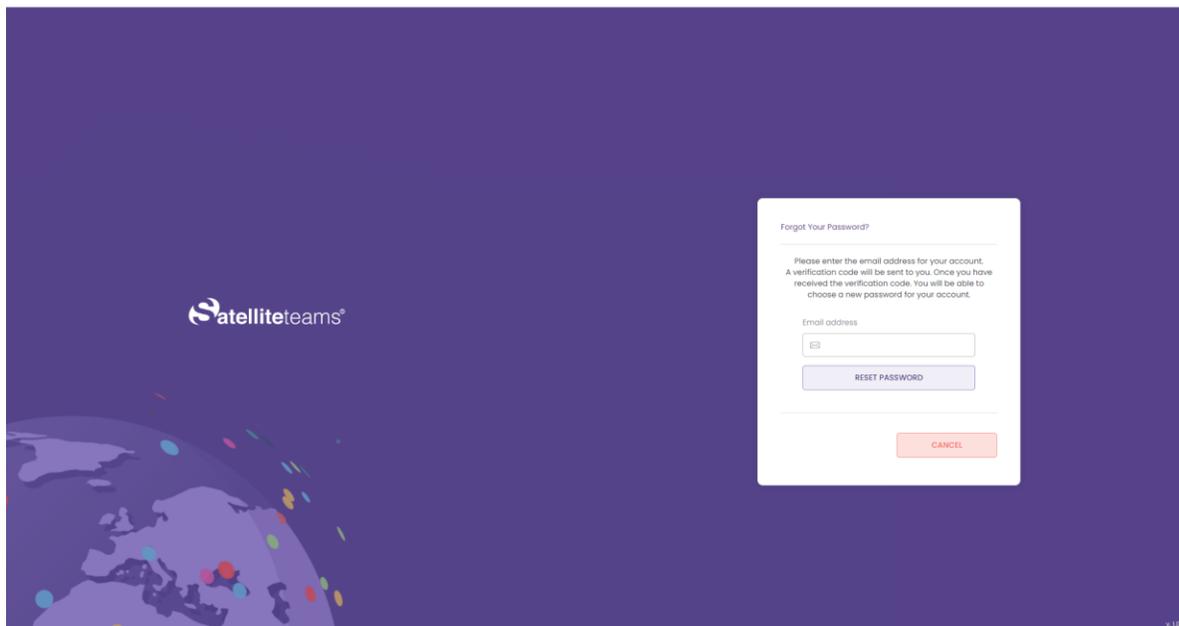
Agree to the Terms and conditions and Data privacy policy upon registration to be able to continue.

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

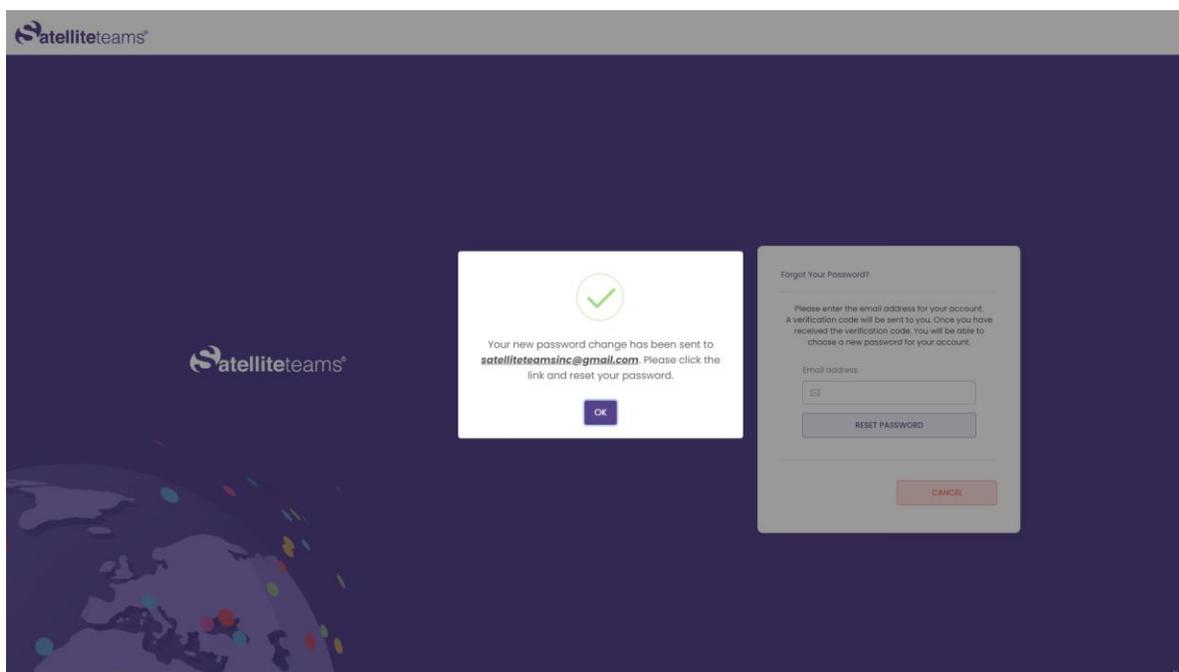


3.0 Forgot Password

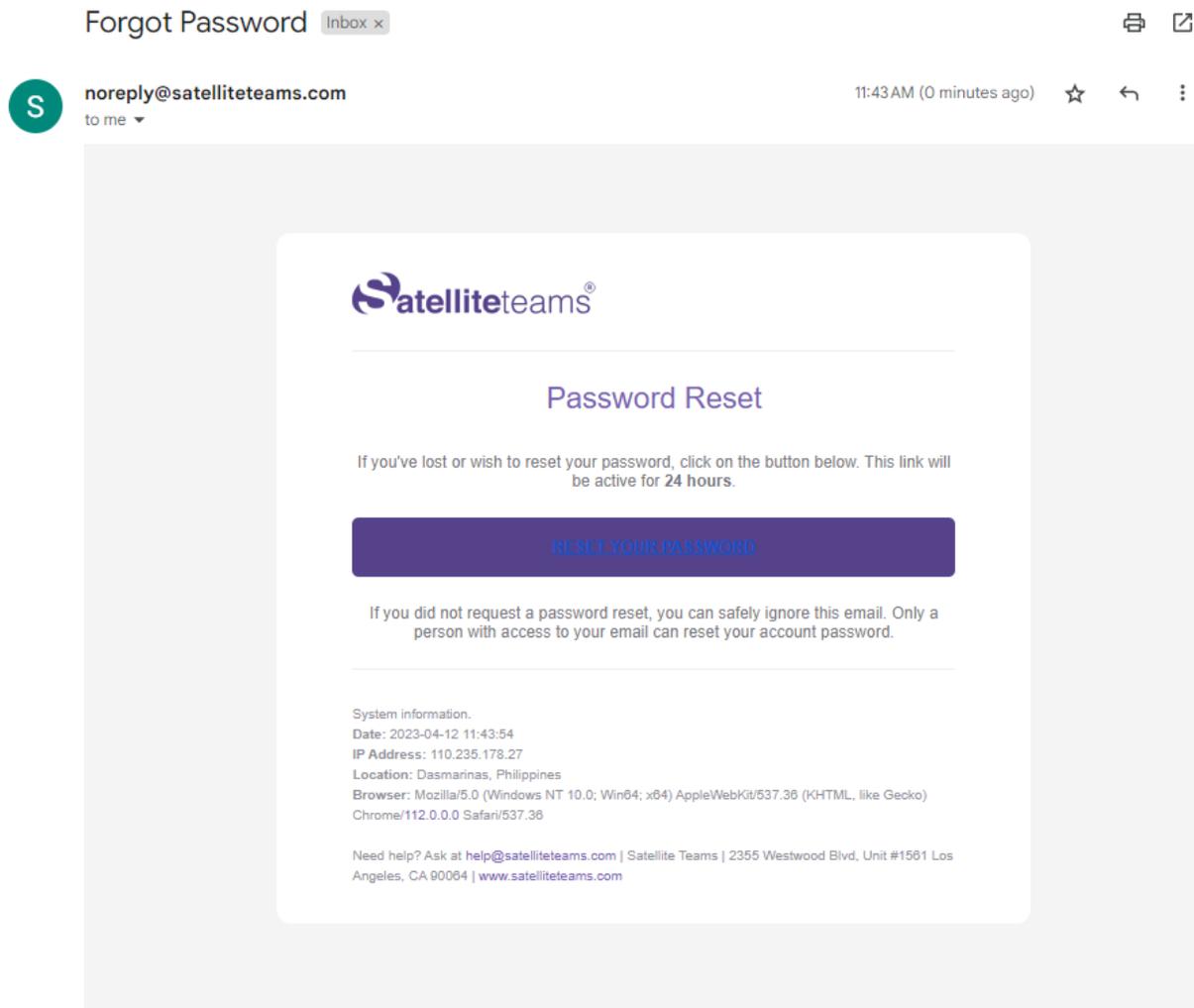
This option is provided if you have forgotten what password you have used for your account. Follow the instructions below to reset or change your password.



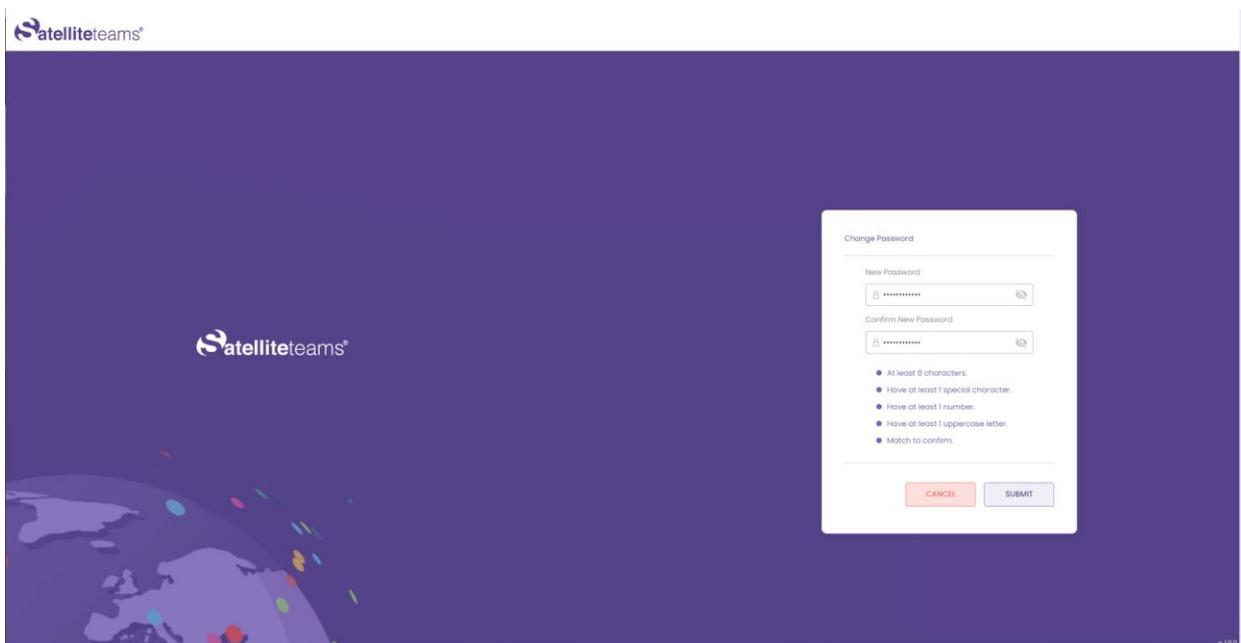
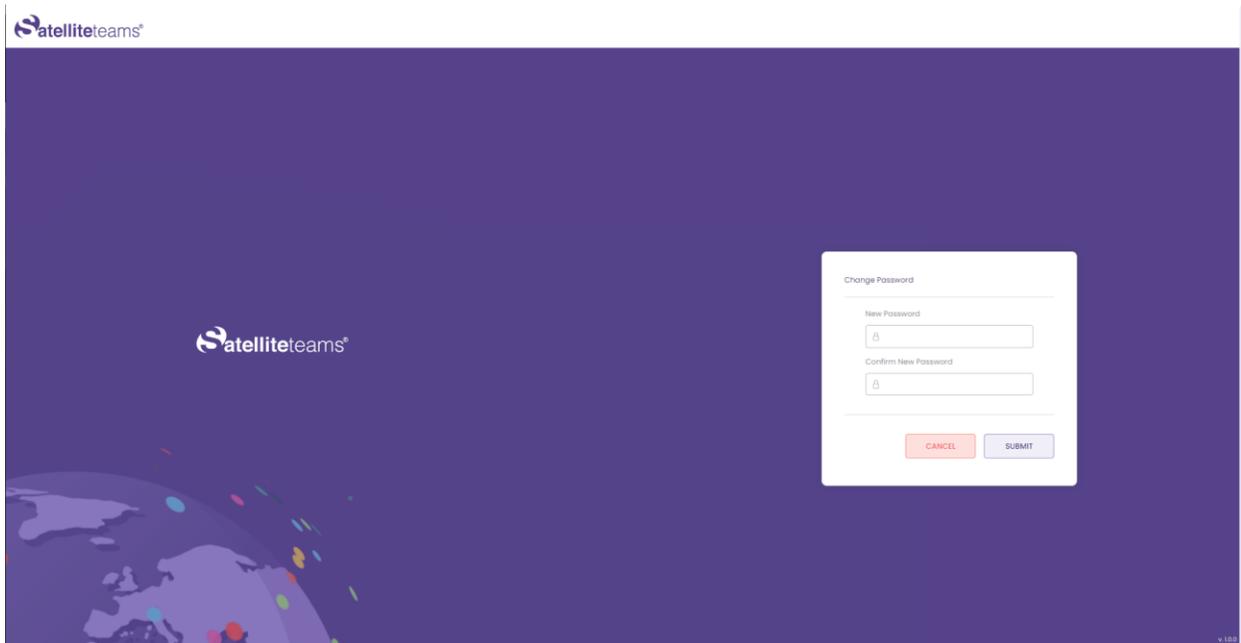
1. Enter the email address you registered within which you want your password to be changed.
2. Click on Reset password.



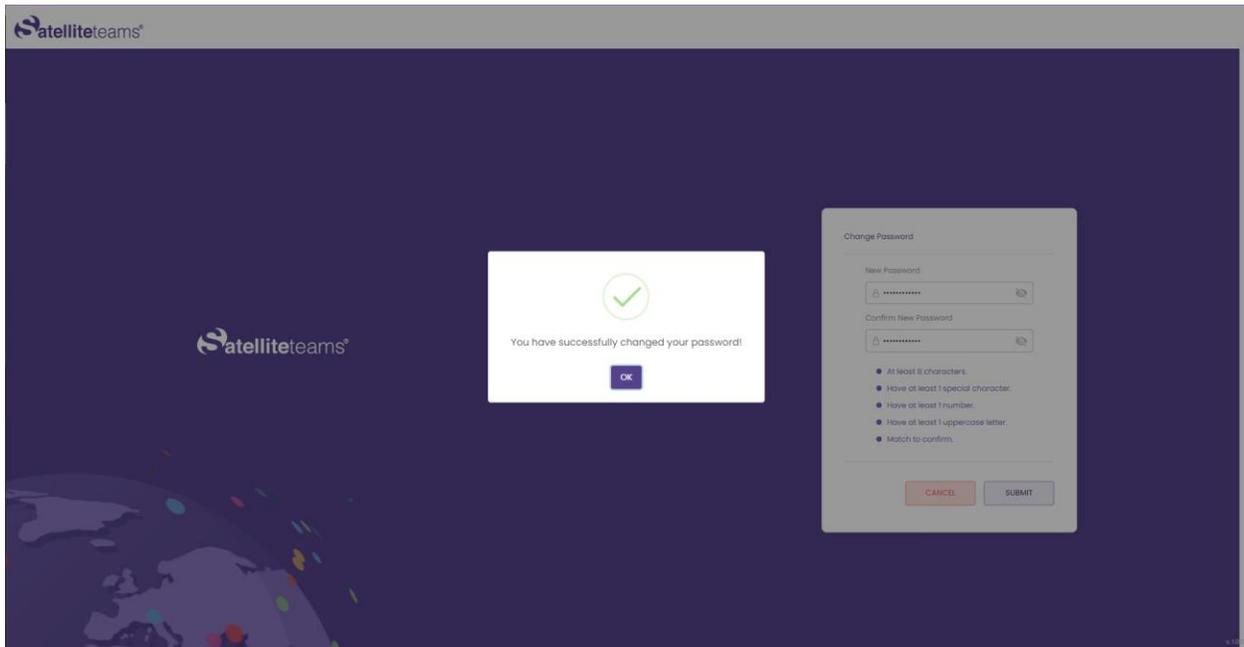
3. A notification will show if an email has been sent to your email address for instructions on how to reset your password.



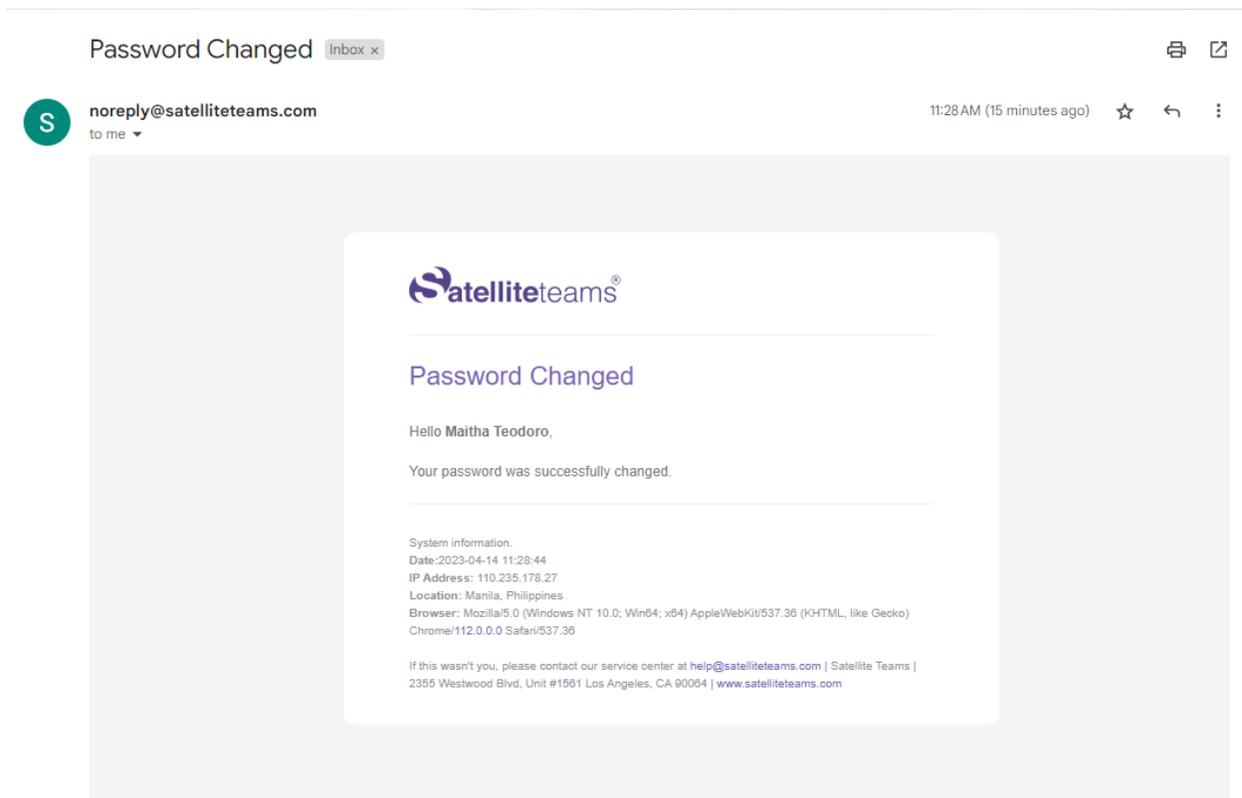
4. Once the email is received, click on the reset button.



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.



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.

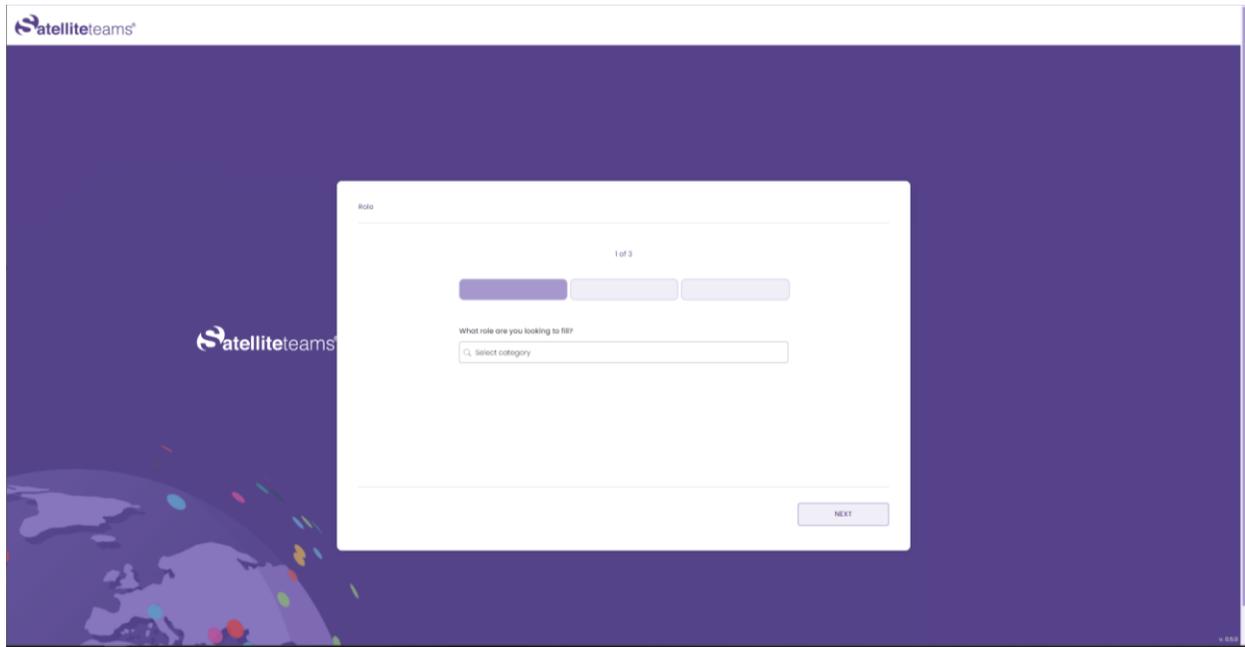
The screenshot shows a registration form titled "Company name & phone number" on a purple background. The form is labeled "1 of 5" and contains a progress indicator with five boxes, the first of which is filled. Below the progress indicator are two input fields: "Company name" and "Phone number". The "Phone number" field includes a dropdown menu showing a flag and "+53". A "NEXT" button is located at the bottom right of the form.

1. Company name needs to be unique.

The screenshot shows a verification form titled "Two factor authentication" on a purple background. The form is labeled "2 of 5" and contains a progress indicator with five boxes, the second of which is filled. Below the progress indicator is a text prompt: "To continue, please enter the Two Factor Authentication sent to your mobile device ending *****314". This is followed by an "Enter your Two Factor Authentication:" label and a row of six empty input boxes. At the bottom, there is a note: "If you did not receive your Two Factor Authentication within 5 minute(s) or if your Two Factor Authentication has expired, click here to generate Two Factor Authentication to proceed." A "NEXT" button is located at the bottom right of the form.

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

4.2 Job Role



Satelliteteams®

Role

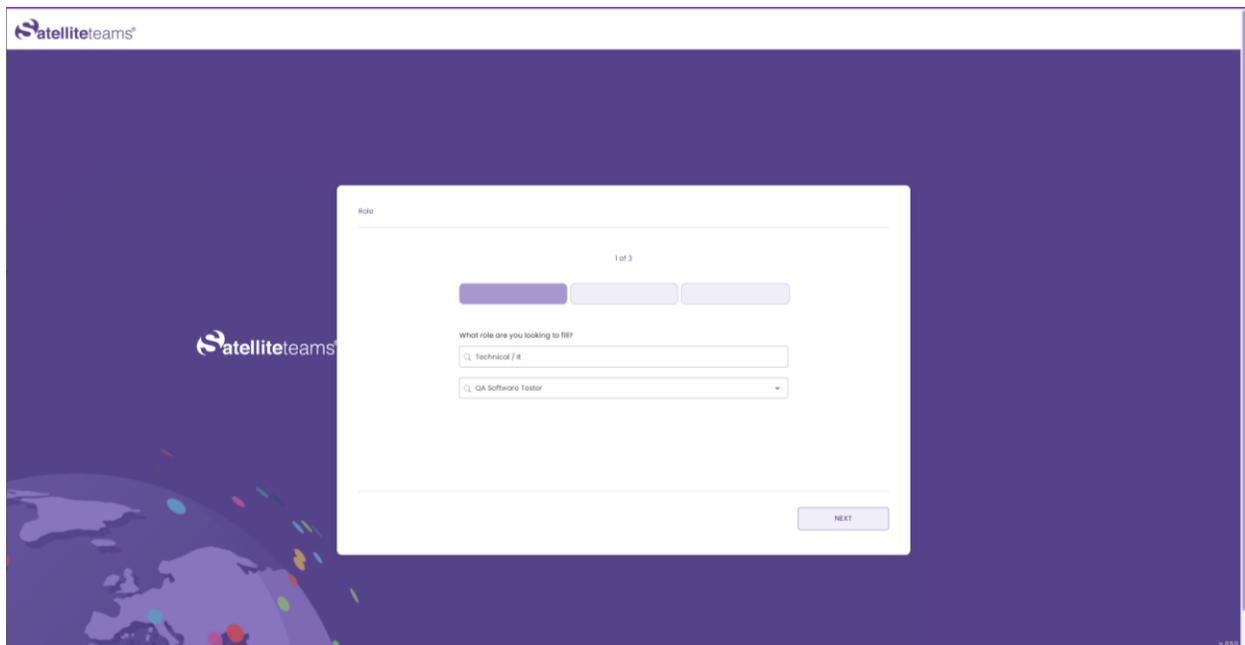
1 of 3

What role are you looking to fill?

Select category

NEXT

1. Select the role that you are looking for.



Satelliteteams®

Role

1 of 3

What role are you looking to fill?

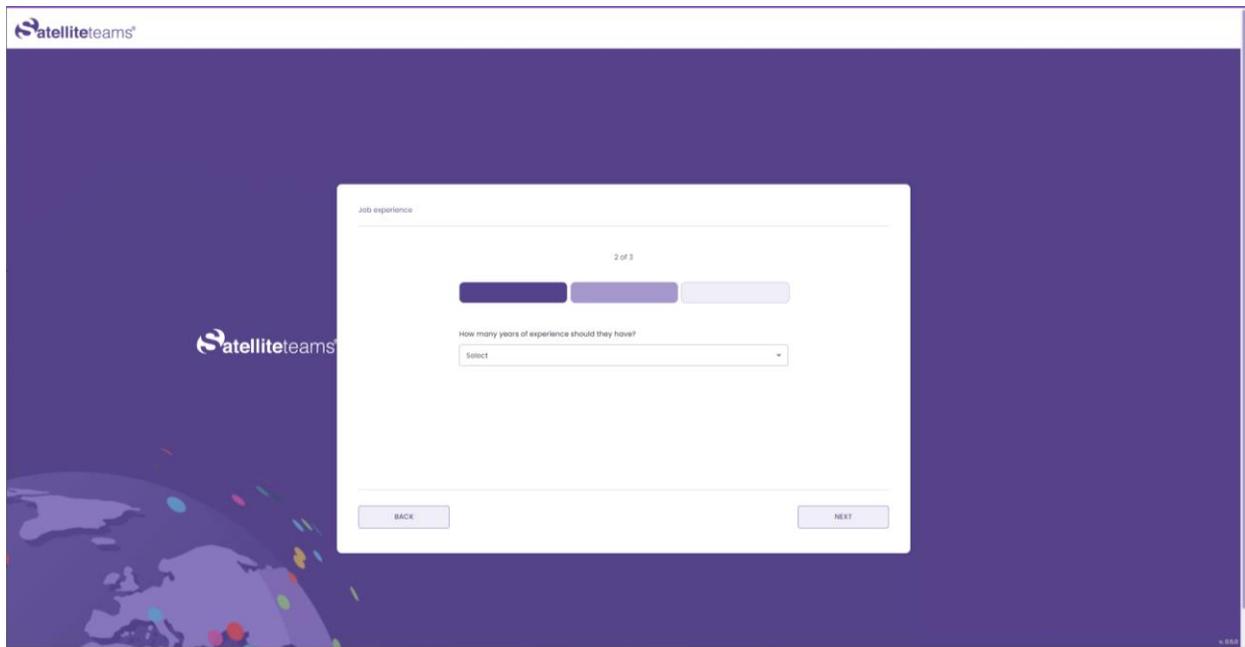
Technical / IT

QA Software Tester

NEXT

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

4.3 Job Experience



The screenshot shows a web form titled "Job experience" on a purple background. The form is a white modal window with the following elements:

- Header: "Job experience" and "2 of 3" steps.
- Progress: Three horizontal bars, the first is dark purple, the second is medium purple, and the third is light purple.
- Text: "How many years of experience should they have?"
- Form: A dropdown menu with "Select" as the placeholder text.
- Buttons: "BACK" and "NEXT" buttons at the bottom.

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 of 3

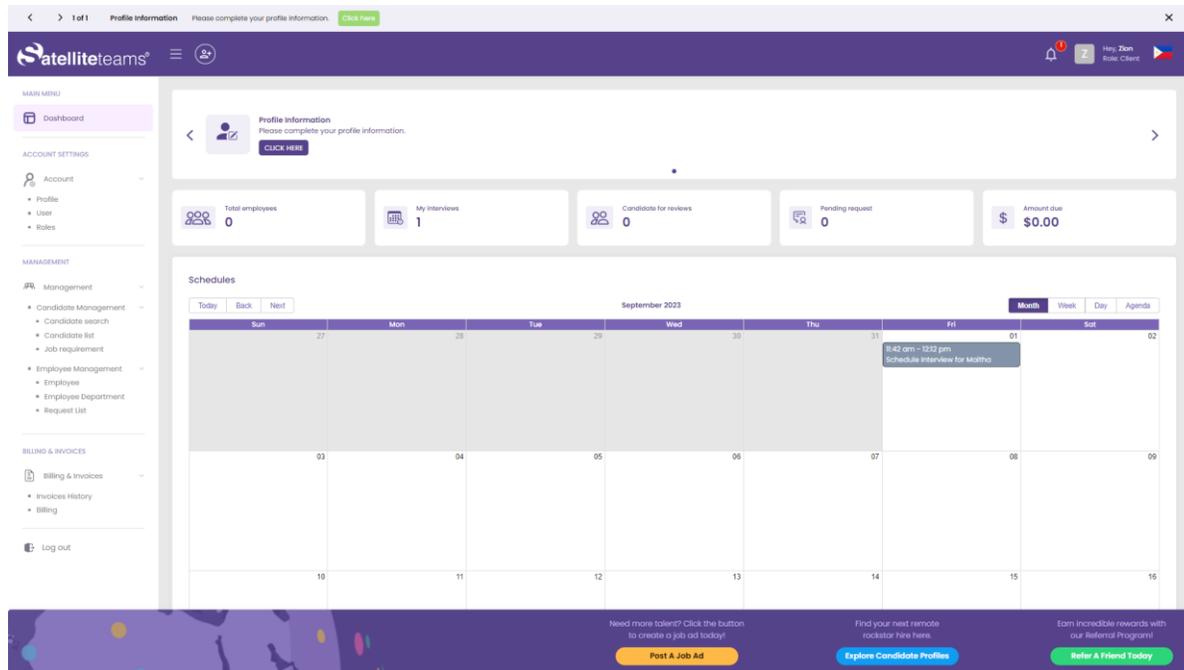
What is the monthly budget for this role?

\$1,000 \$18,000+

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



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

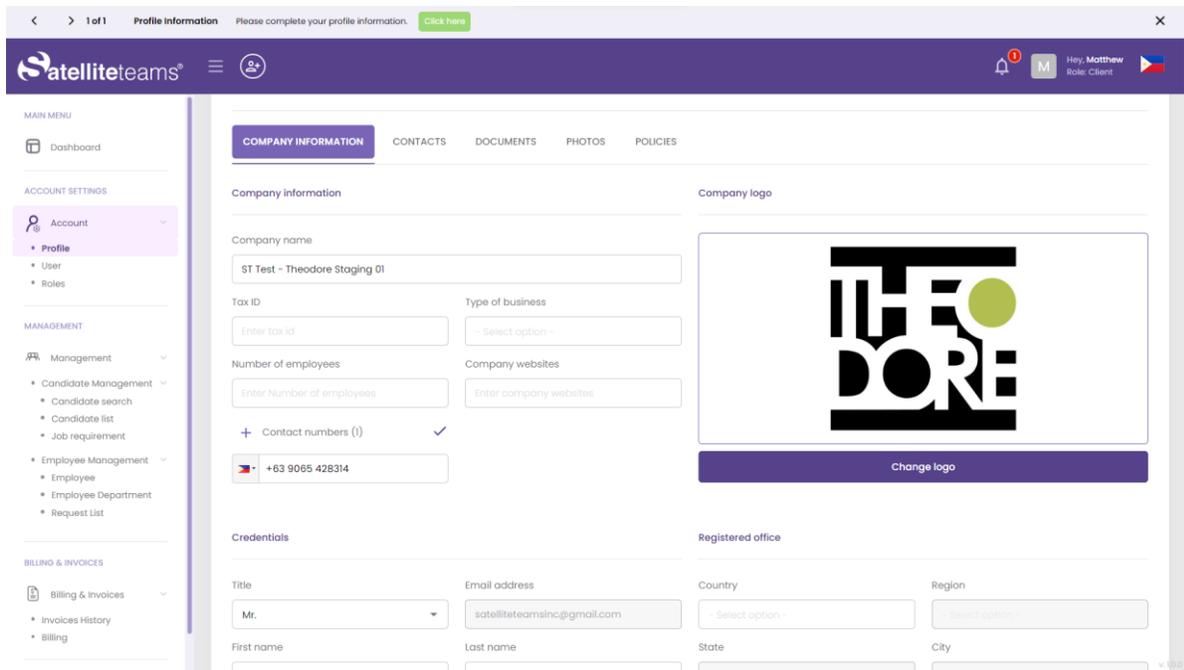
6.0 Accounts

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.



The screenshot shows a web interface for 'Satellite Teams' with a user profile form. The form is divided into three main sections: 'Credentials', 'Registered office', and 'Company overview'. The 'Credentials' section includes fields for Title (a dropdown menu with 'Mr.' selected), Email address (satelliteteamsinc@gmail.com), First name (Matthew), Last name (Theodore), Current password, and Password. Below these are radio buttons for 'Enable Two Factor Authentication' with options for SMS and Email. The 'Registered office' section includes fields for Country, Region, State, City, Address, and Postal code. The 'Company overview' section features a rich text editor with various formatting options. A 'SUBMIT' button is located at the bottom right of the form. The left sidebar contains navigation menus for 'MAIN MENU', 'ACCOUNT SETTINGS', 'MANAGEMENT', and 'BILLING & INVOICES'. The top right corner shows the user's name 'Harry, Matthew' and role 'Client'.

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.

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

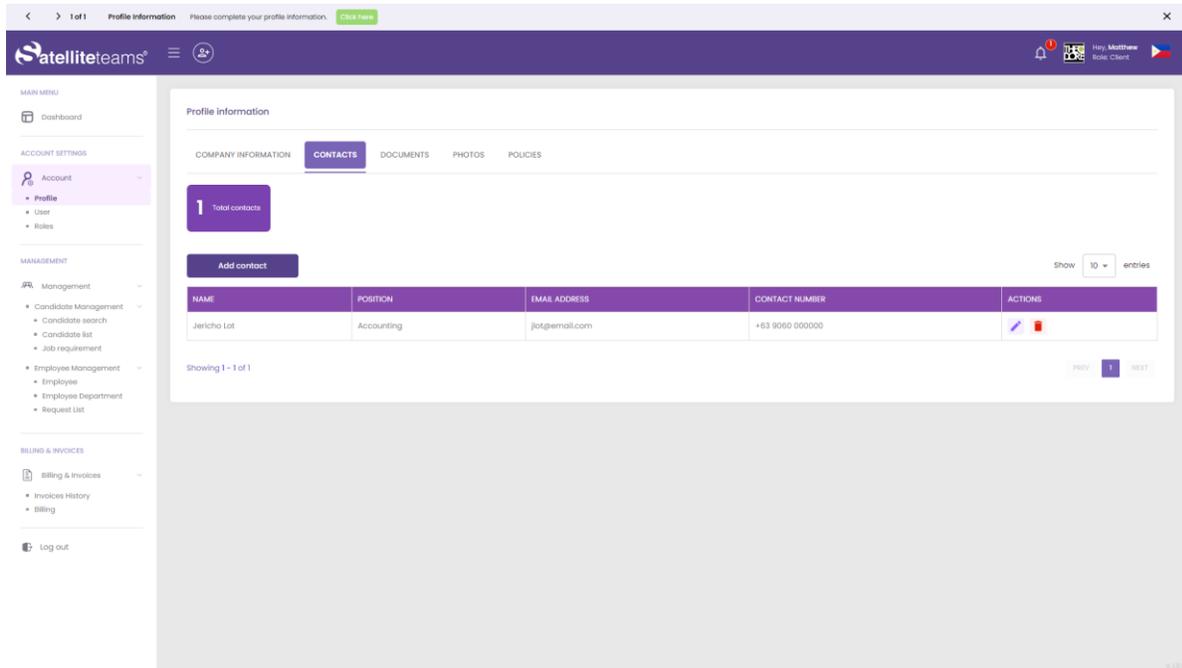
25. For extra security, you may enable the 2FA authentication by ticking the checkbox.
26. Select where you want your code to be sent, via SMS or to your email address.

Company Overview

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

6.1.3 Contacts

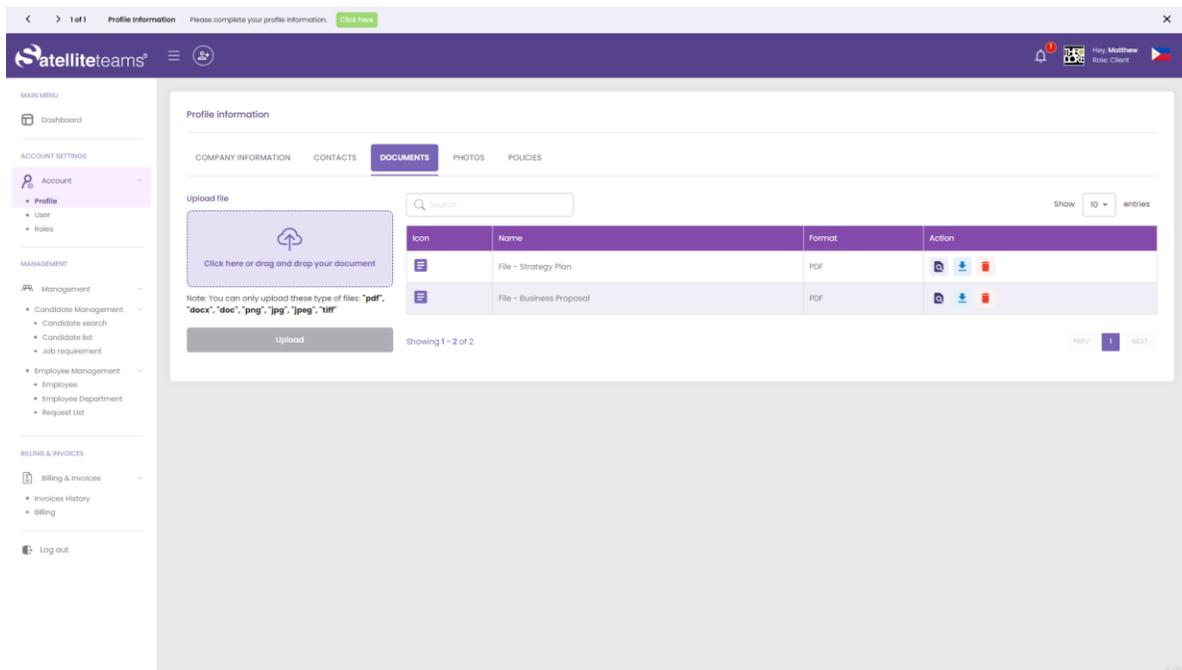
List the person of contact in case of emergency.



1. 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

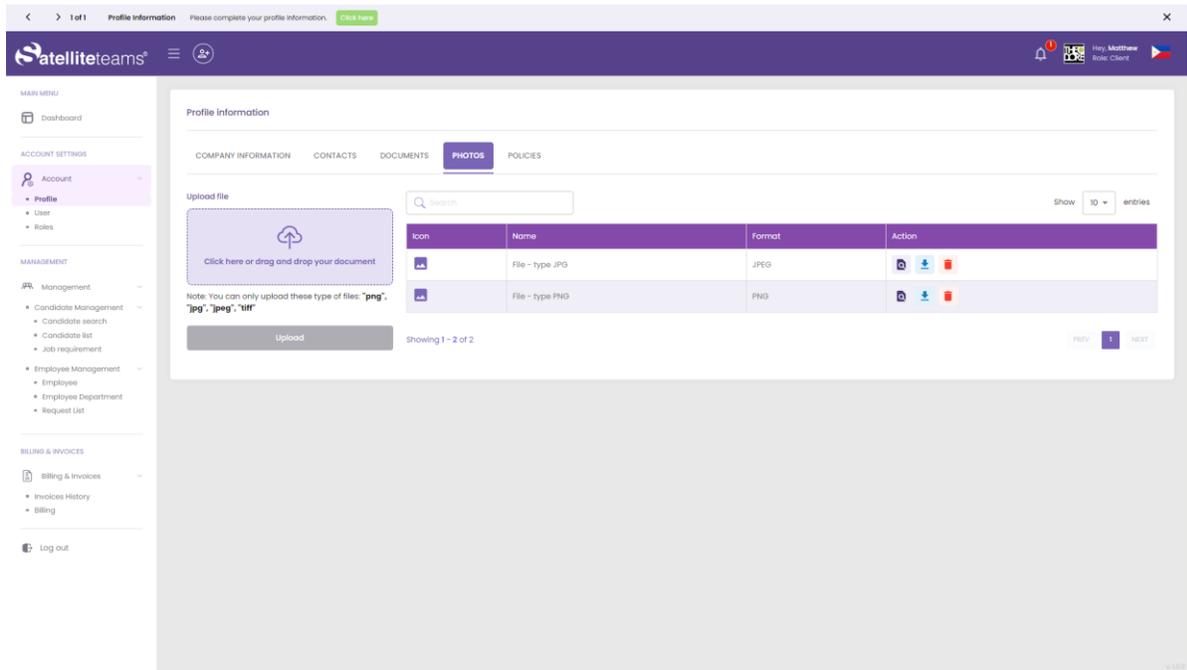
Upload your documents using this page.



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

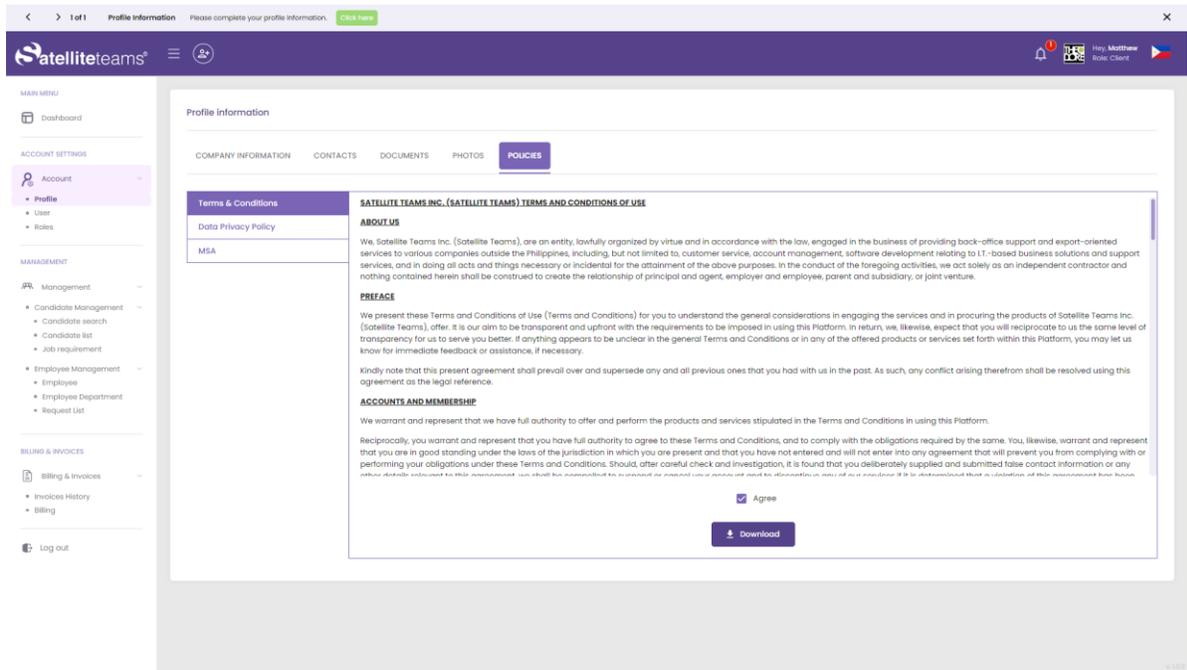
Upload your desired photos using this page.



1. 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.

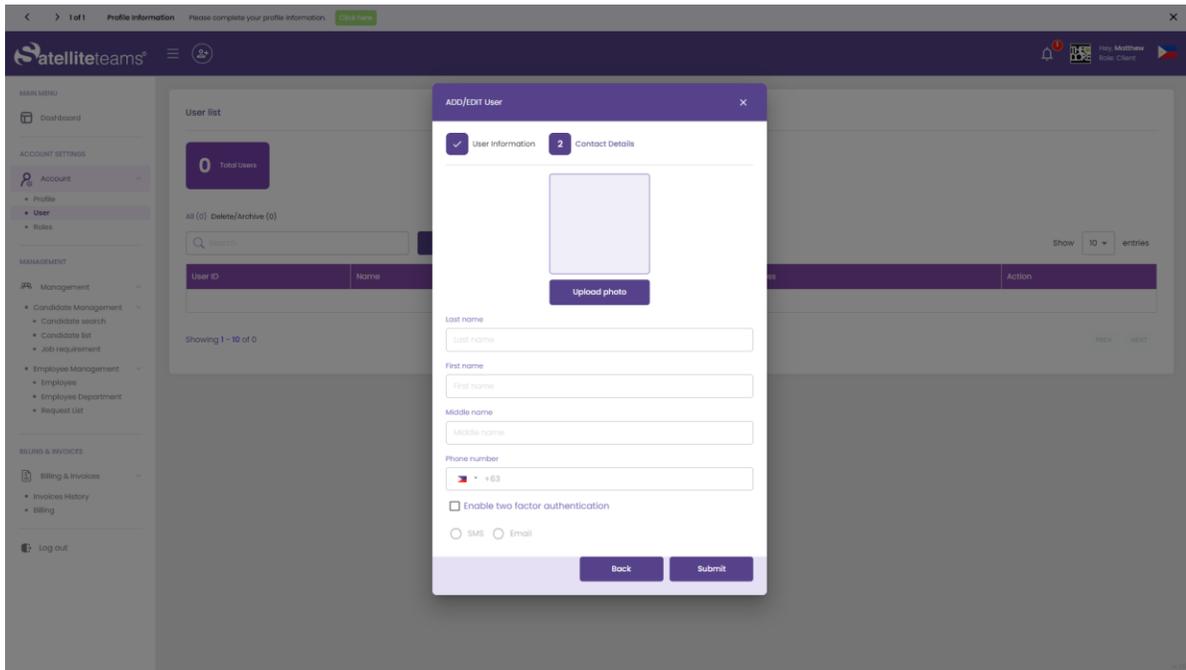
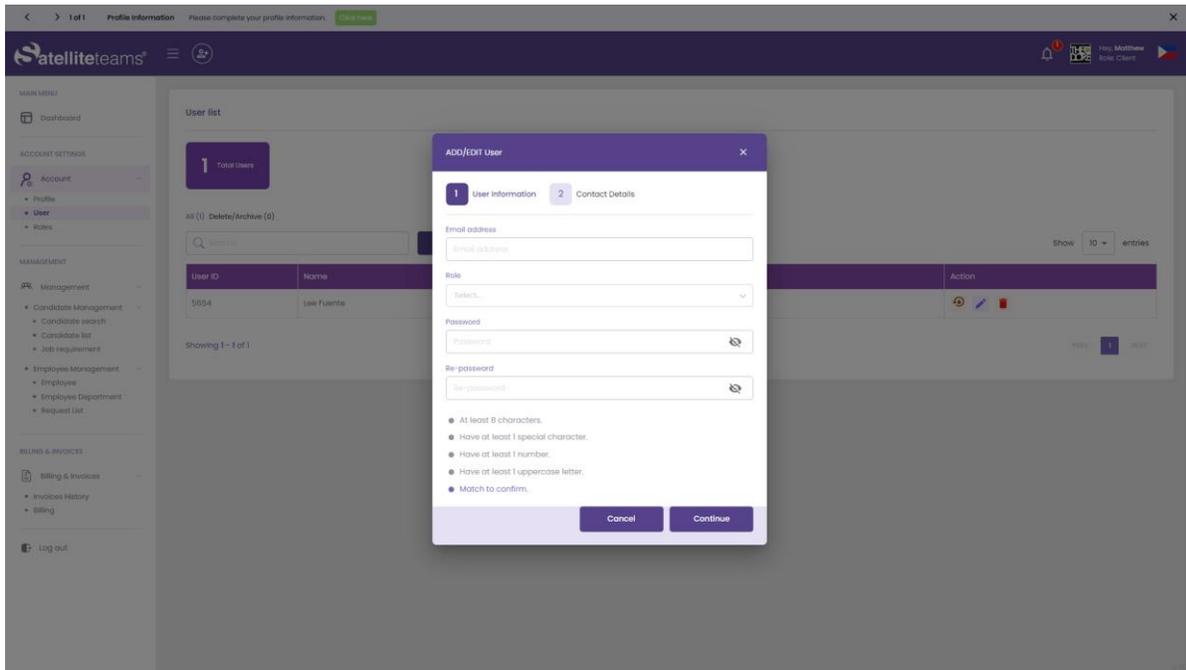
The screenshot displays the 'User list' page in the Satellite Teams application. At the top, there is a notification bar indicating 'Profile information' is incomplete. The main content area features a summary card showing '1 Total Users', a search input field, and an 'Add user' button. Below this is a table with the following data:

User ID	Name	User roles	Email Address	Action
5054	Lee Fuente	Admin	satelliteteams1@email.com	[Archive] [Edit] [Delete]

At the bottom of the table, it indicates 'Showing 1 - 1 of 1' entries. The left sidebar contains a navigation menu with categories: MAIN MENU (Dashboard), ACCOUNT SETTINGS (Account, Profile, User, Roles), MANAGEMENT (Management, Candidate Management, Employee Management), and BILLING & INVOICES (Billing & Invoices, Log out).

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.



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.

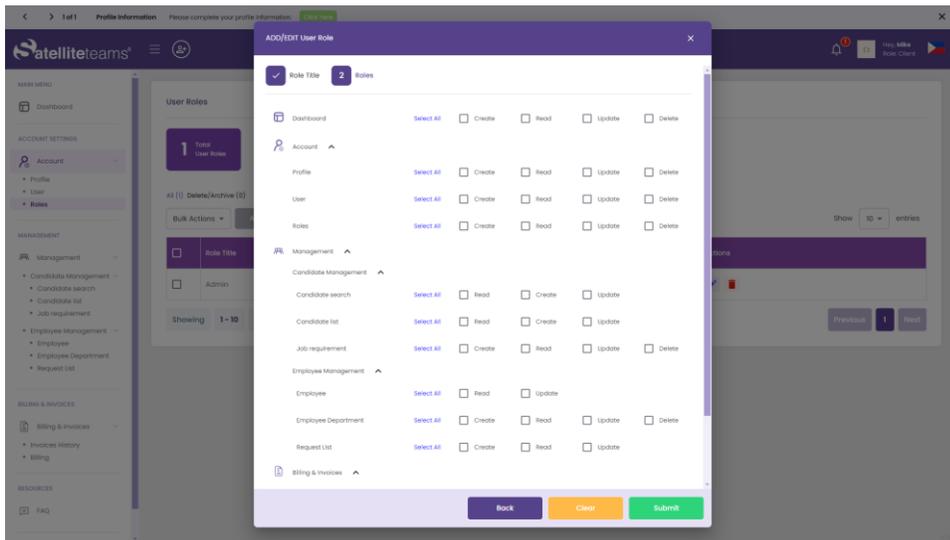
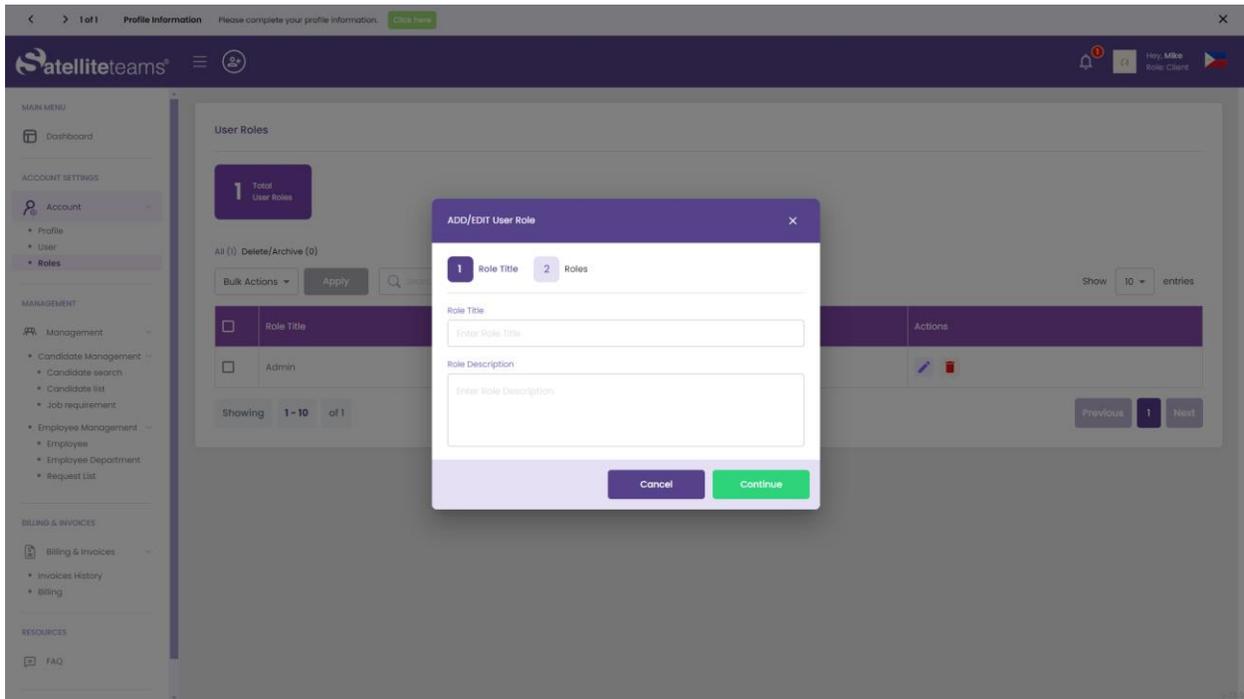
Contact Details

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.

6.3 Roles

The screenshot shows the 'User Roles' management page in the Satellite Teams application. The interface includes a sidebar with navigation options like 'Dashboard', 'Account', 'Roles', and 'Management'. The main content area displays a summary of '1 Total User Roles' and a table with one role: 'Admin' (Administrator). The table has columns for 'Role Title', 'Description', and 'Actions'. The 'Actions' column contains edit and delete icons. The page also features a search bar, a 'Bulk Actions' dropdown, and pagination controls showing 'Showing 1 - 10 of 1' entries.

Role Title	Description	Actions
Admin	Administrator	 



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.

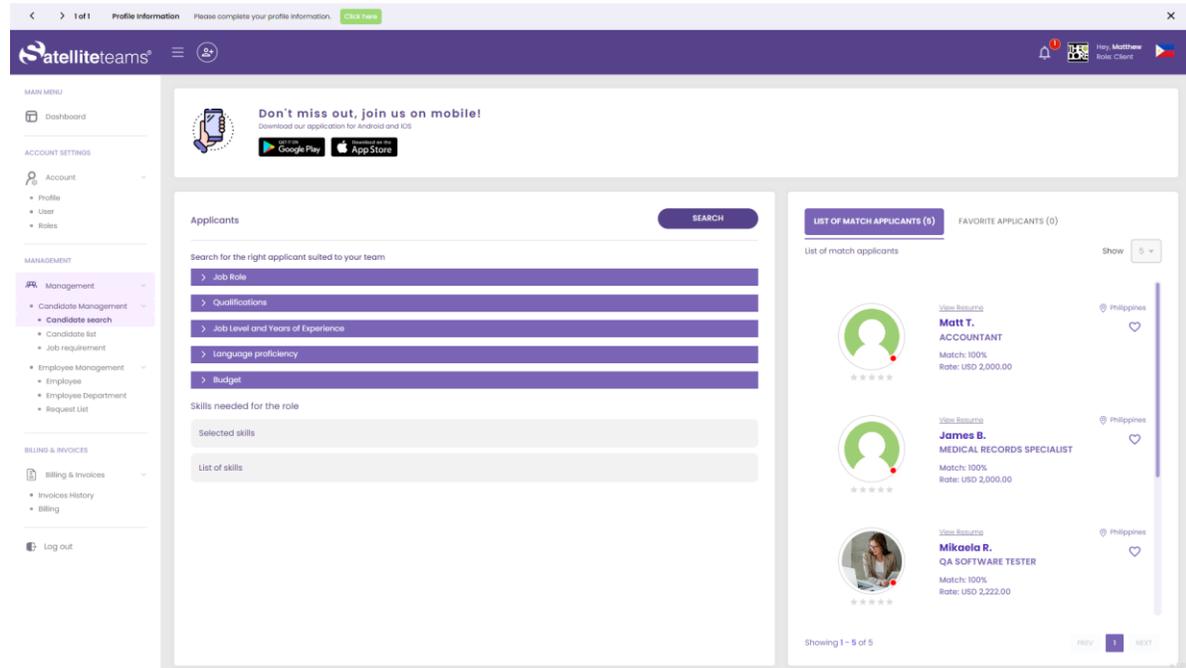
Billing and invoices

- k. Invoice History: Read and update.
 - l. 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.



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

1 of 1 Profile Information Please complete your profile information. [Click here](#)

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Hay, Matthew Role: Client

MAIN MENU: Dashboard

ACCOUNT SETTINGS: Account, Profile, User, Roles

MANAGEMENT: Management, Candidate Management, **Candidate search**, Candidate list, Job requirement, Employee Management, Employee, Employee Department, Request List

BILLING & INVOICES: Billing & Invoices, Invoices History, Billing

Log out

Applicants SEARCH

Search for the right applicant suited to your team

Job Role: TECHNICAL / IT

Qualifications: QA Software Tester

Job Level and Years of Experience: Senior Level, 1-3

Language proficiency: English

Budget

Skills needed for the role

Selected skills

List of skills

LIST OF MATCH APPLICANTS (2) FAVORITE APPLICANTS (0)

List of match applicants

Tablas E. QA SOFTWARE TESTER
Match: 100%
Rate: USD 2,024.00

Mikaela R. QA SOFTWARE TESTER
Match: 100%
Rate: USD 2,222.00

Showing 1 - 2 of 2

1 of 1 Profile Information Please complete your profile information. [Click here](#)

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Hay, Matthew Role: Client

MAIN MENU: Dashboard

ACCOUNT SETTINGS: Account, Profile, User, Roles

MANAGEMENT: Management, Candidate Management, **Candidate search**, Candidate list, Job requirement, Employee Management, Employee, Employee Department, Request List

BILLING & INVOICES: Billing & Invoices, Invoices History, Billing

Log out

Applicants SEARCH

Search for the right applicant suited to your team

Job Role: QA Software Tester

Qualifications: Bachelor's Degree

Job Level and Years of Experience: Senior Level, 1-3

Language proficiency: English

Budget

Skills needed for the role

Selected skills

List of skills

LIST OF MATCH APPLICANTS (2) FAVORITE APPLICANTS (0)

List of match applicants

Tablas E. QA SOFTWARE TESTER
Match: 100%
Rate: USD 2,024.00

Mikaela R. QA SOFTWARE TESTER
Match: 100%
Rate: USD 2,222.00

Showing 1 - 2 of 2

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.

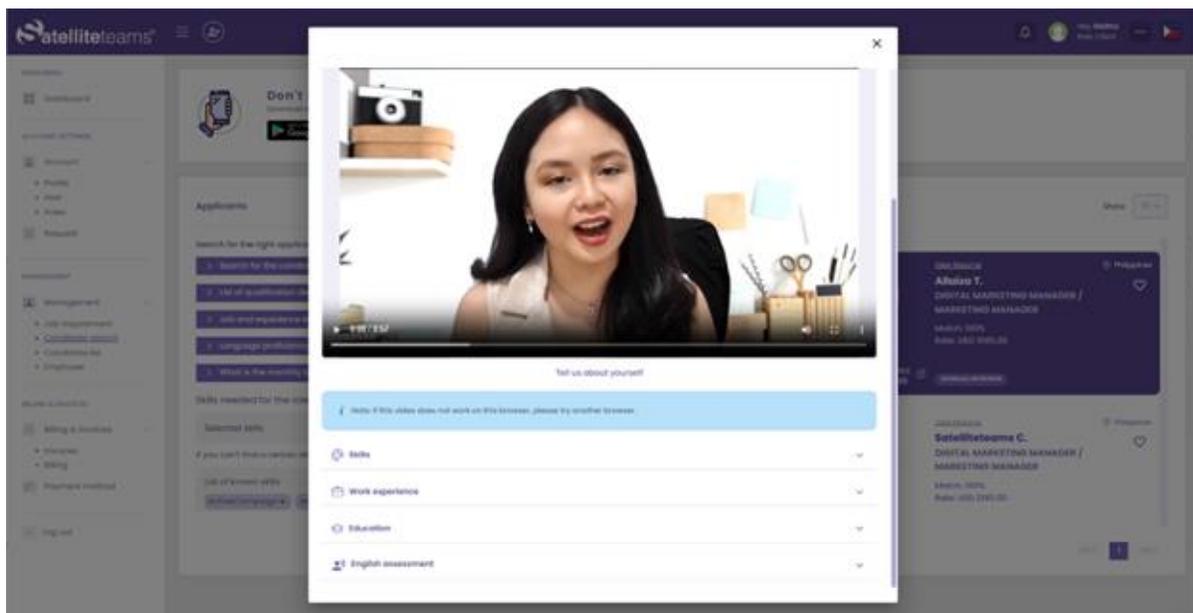
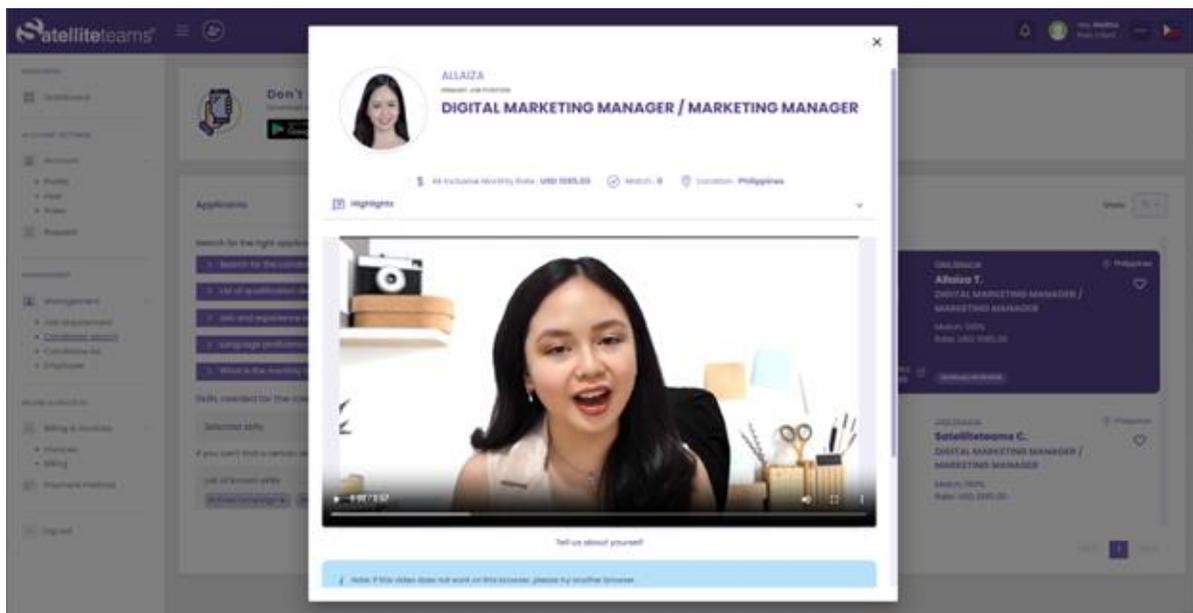
7.1.1 Selected Applicants

The screenshot shows the 'Selected Applicants' page in the Satellite Teams application. The page is divided into several sections:

- Header:** Includes the Satellite Teams logo, a navigation menu, and a user profile for 'Ivy Mathews, Role: Client'.
- Mobile Promotion:** A banner encouraging users to download the app from Google Play and the App Store.
- Search and Filters:** A 'SEARCH' button and a section titled 'Search for the right applicant suited to your team' with filters for Job Role, Qualifications, Job level and Years of Experience, Language proficiency, and Budget.
- Skills Section:** A section titled 'Skills needed for the role' with fields for 'Selected skills' and 'List of skills'.
- Match Applicants:** A section titled 'LIST OF MATCH APPLICANTS (2)' showing two applicants: Tobias E. and Mikaela R. Each applicant card includes a profile picture, name, role (QA SOFTWARE TESTER), match percentage (100%), and rate (USD 2,014.00 for Tobias E. and USD 2,222.00 for Mikaela R.).

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

7.1.2 View Resume



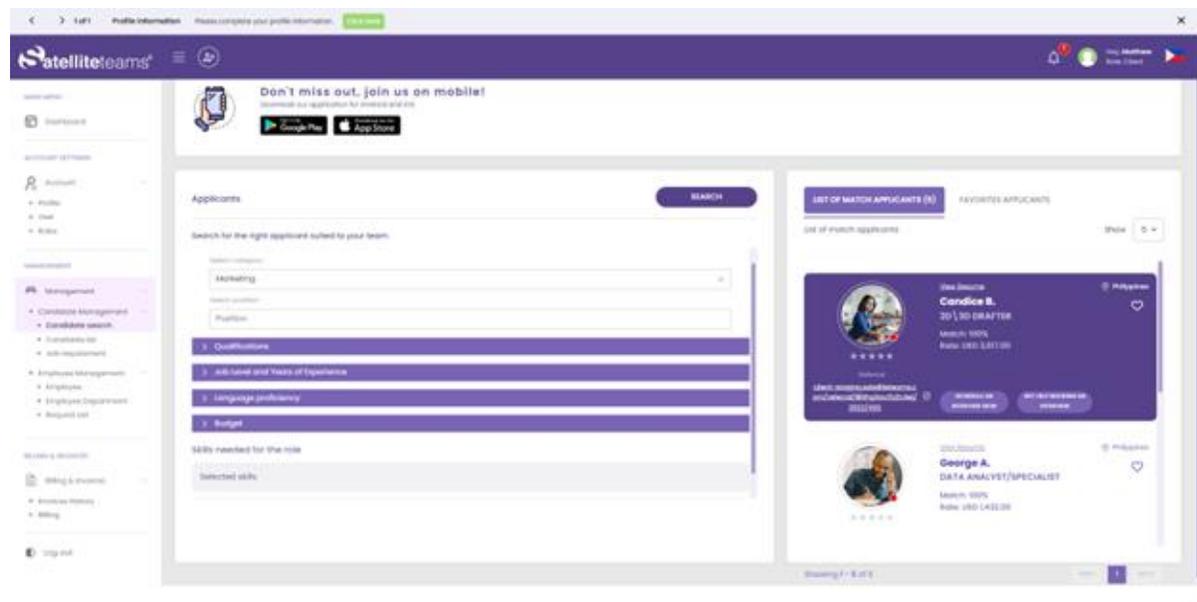
7. On the selected applicant, click on the View Resume on top of the applicant's name.
8. In the applicant's resume you will be able to see the following:
 - a. Applicant's name
 - b. Job title
 - c. Their monthly rate

- 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

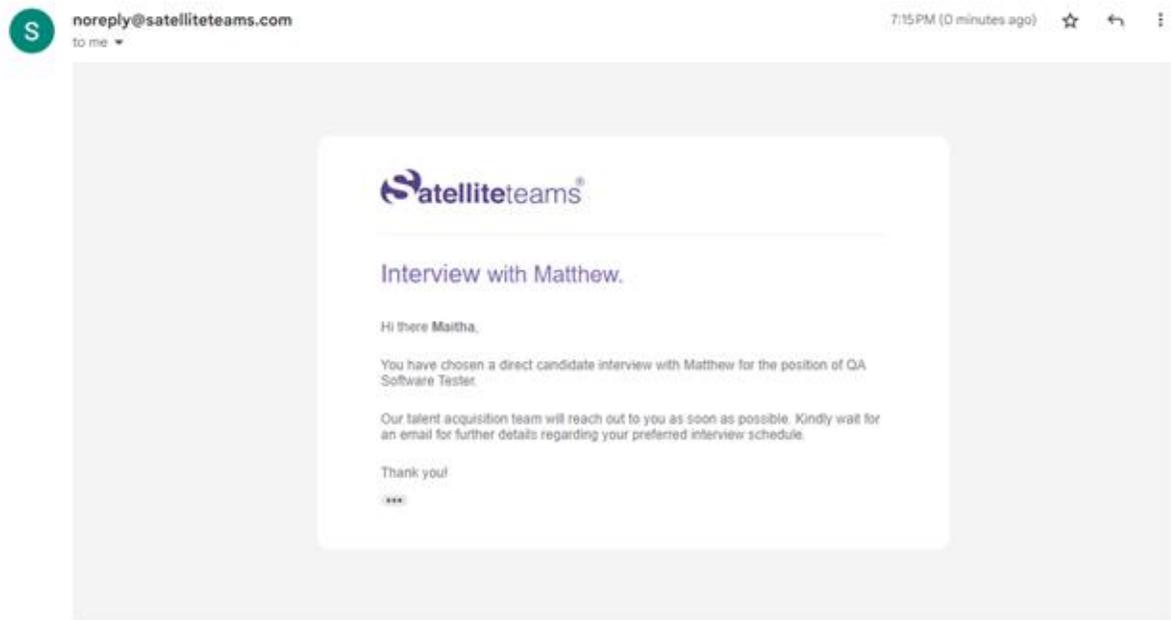
There are two ways to schedule an interview, follow the instructions below.

7.1.2.1 Schedule Interview request to Talent Acquisition



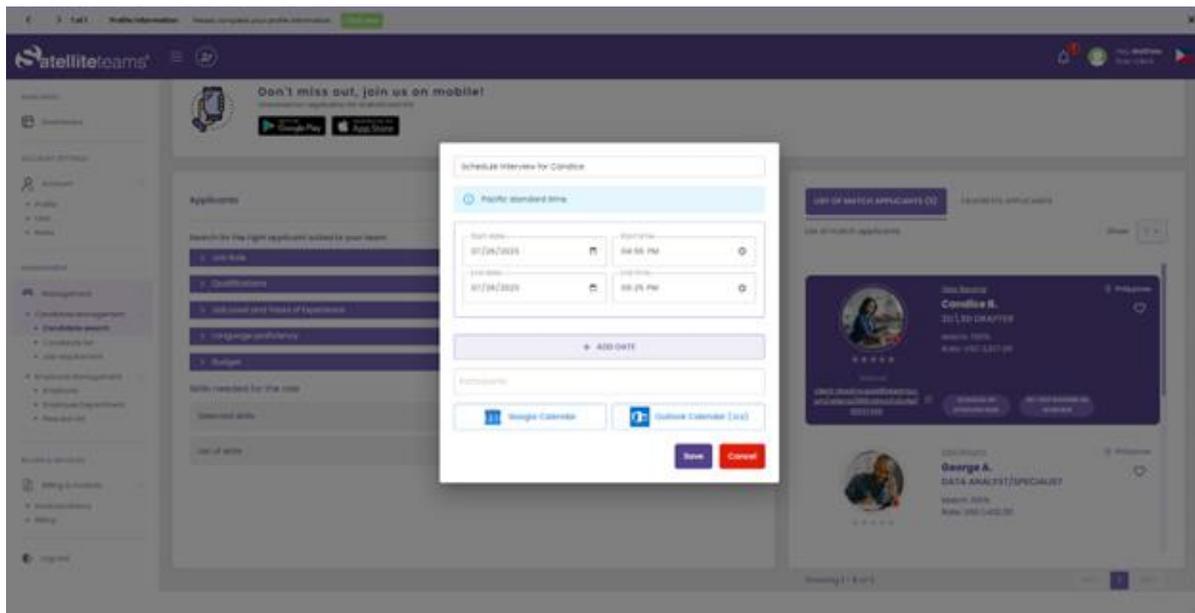
9. Click on the Get Help Booking an Interview

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.

7.1.2.2 Schedule Interview

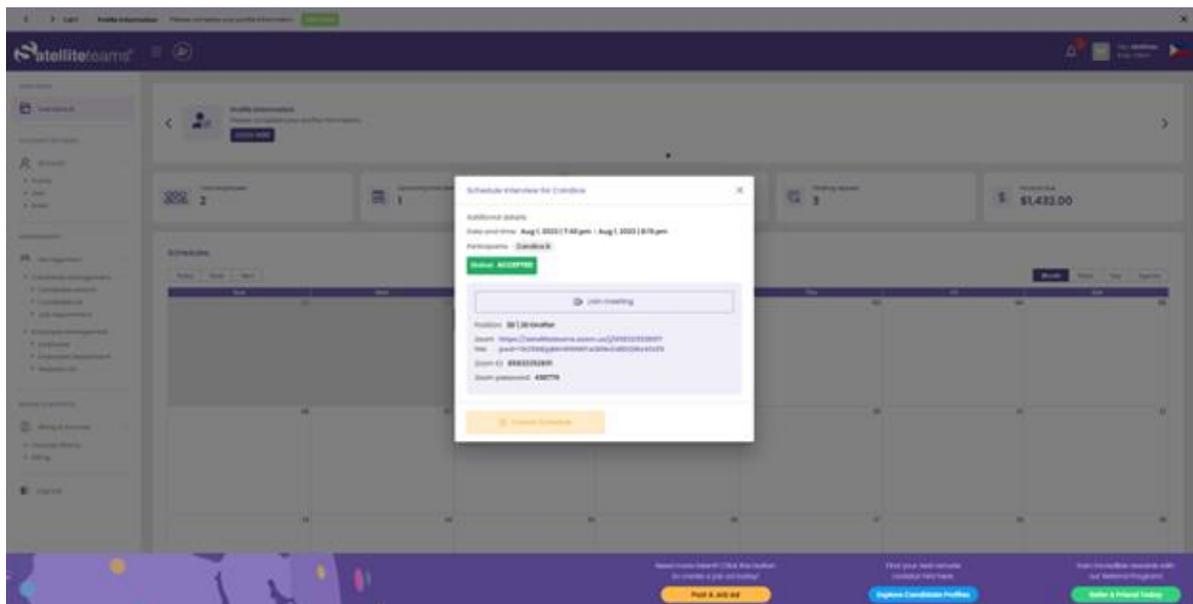


12. To schedule an interview with the applicant, click on the applicant.

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.

7.1.4.3 Scheduled interview - Dashboard



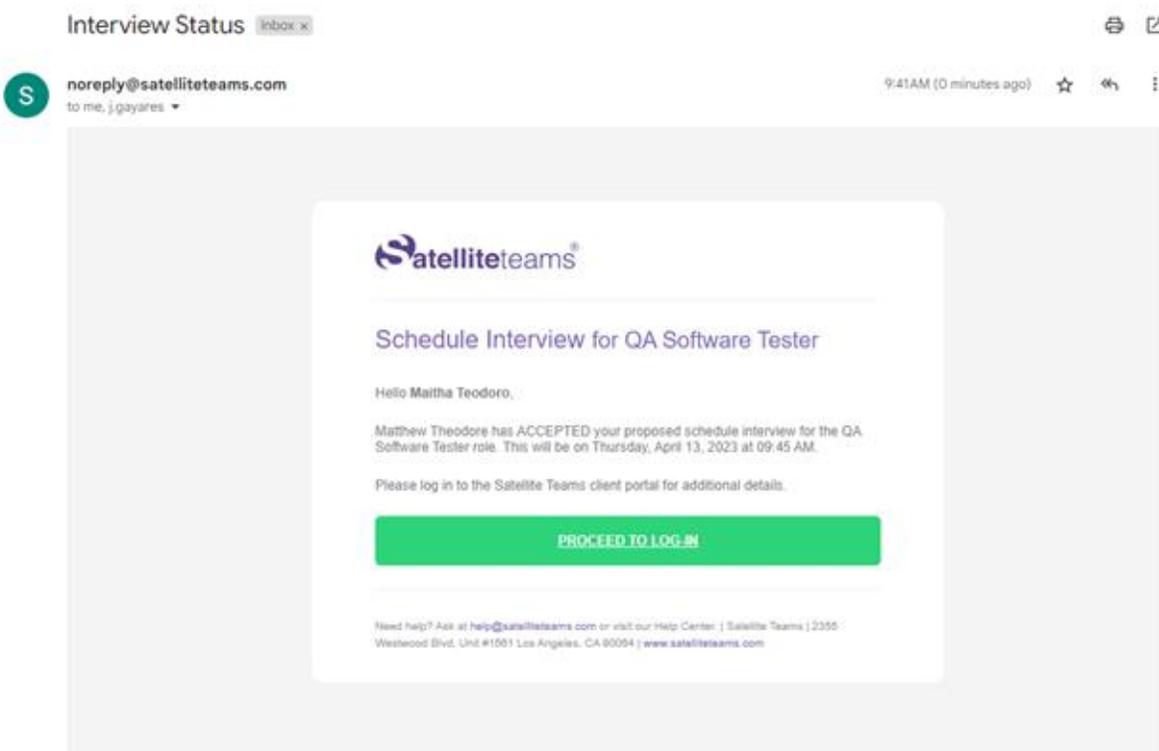
22. You will be able to see the details of your interview by clicking on the interview you have scheduled. The following are the details:
 - a. Schedule title
 - b. Interview date and time

- c. Status
- d. Host
- e. Description
- f. Participants

23. Interview statuses are the following:

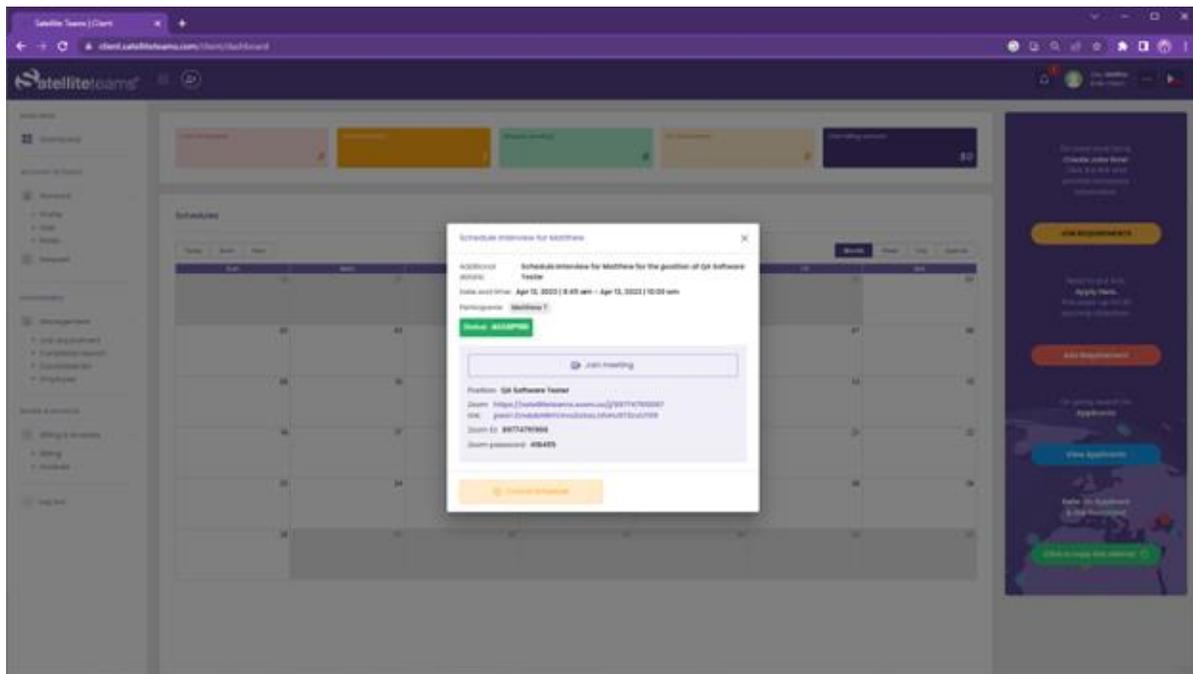
- a. No Response - when the candidate neither accepted nor declined the interview.
- b. Pending - the interview is waiting for the response from the candidate.
- c. Accepted - the candidate accepted the interview.
- d. Canceled - when the Client canceled the scheduled interview.
- e. Declined - the candidate declined the interview.

7.1.2.4 Scheduled interview - Accepted



5.6

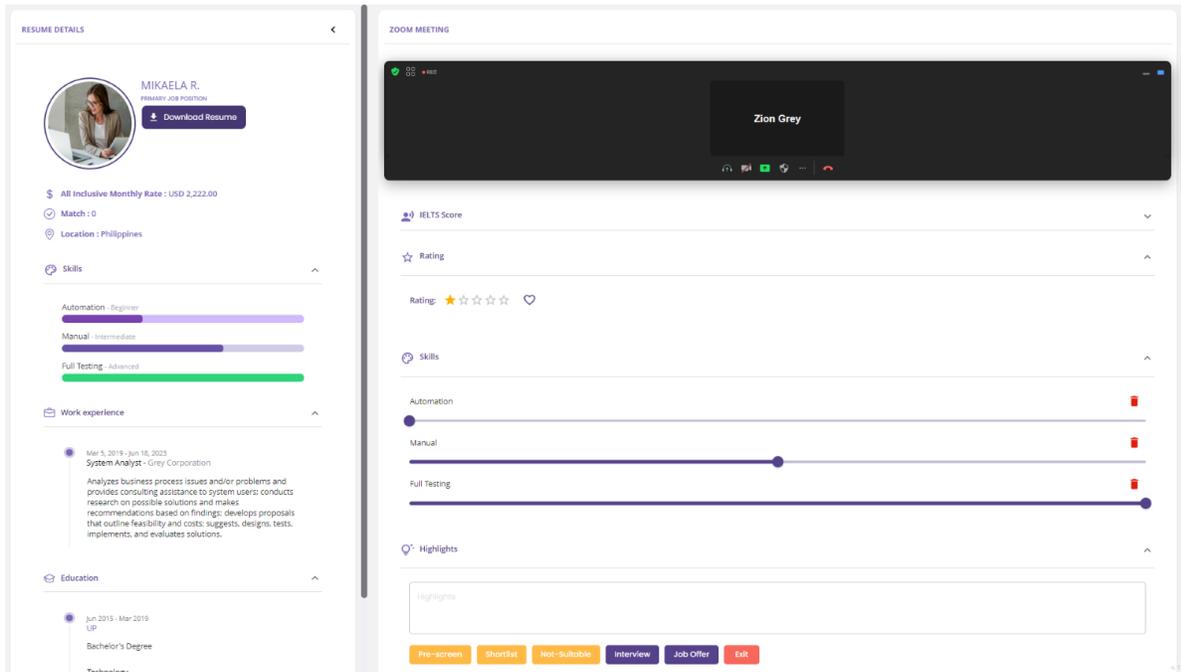
24. Once the applicant accepts the interview, an email will be sent to your email address as notification.



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.



27. On the left side of the screen, you will see the candidate's 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, Not-suitable, Interview and for a Job Offer.

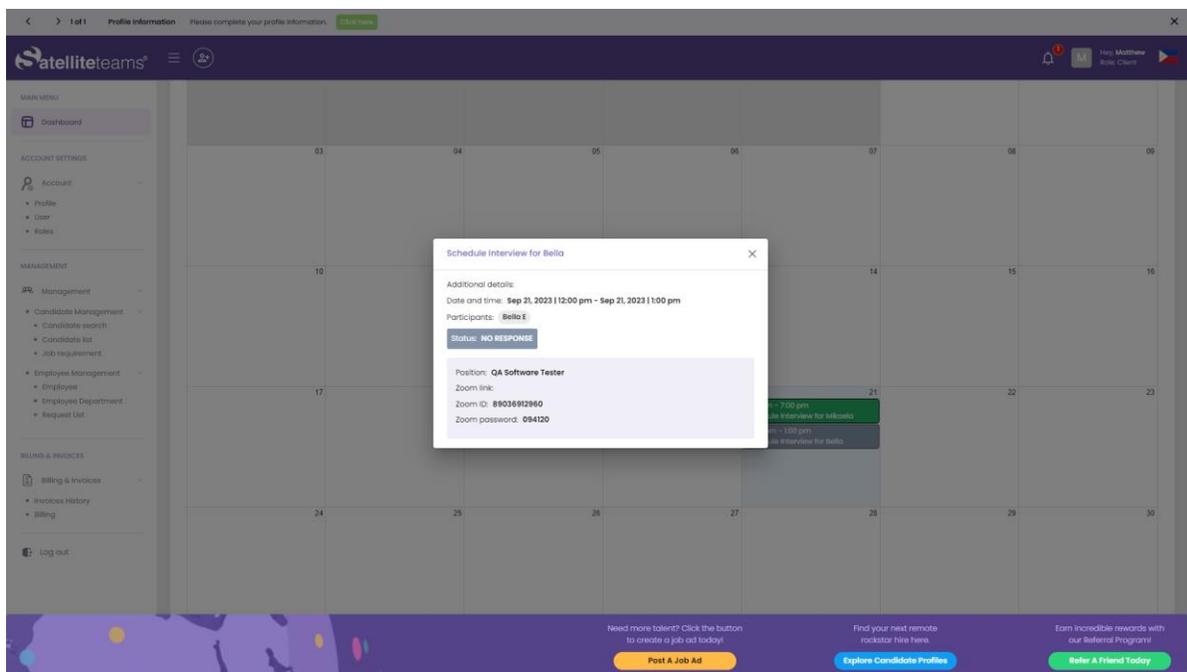
32. Click the Exit button if you wish to exit the page.

7.1.3 Schedule Statuses

The following are the different statuses of the scheduled interview.

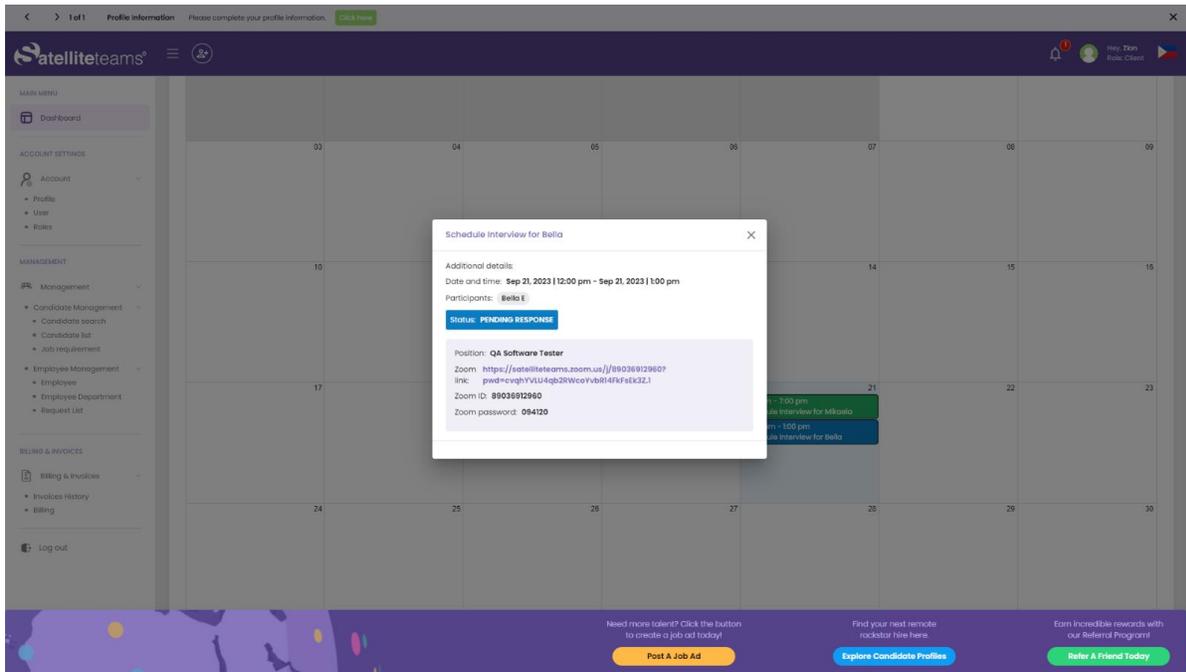
7.1.3.1 No Response

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.



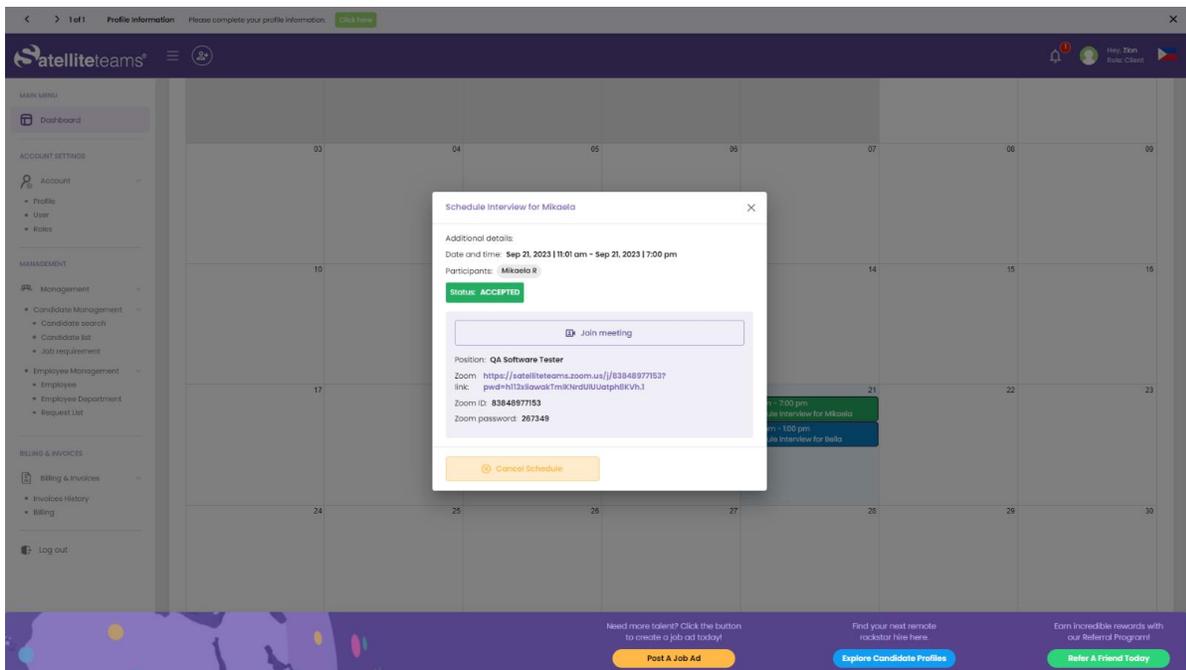
7.1.3.2 Pending

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



7.1.3.3 Accepted

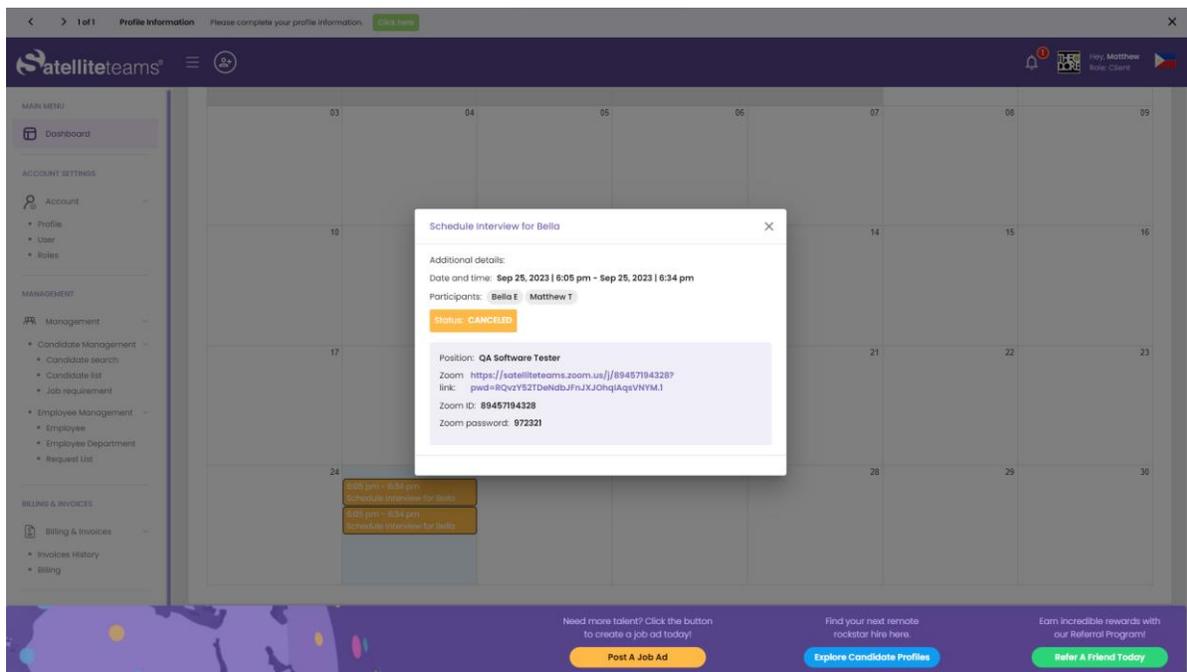
Accepted status is when the candidate accepted the scheduled interview.



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

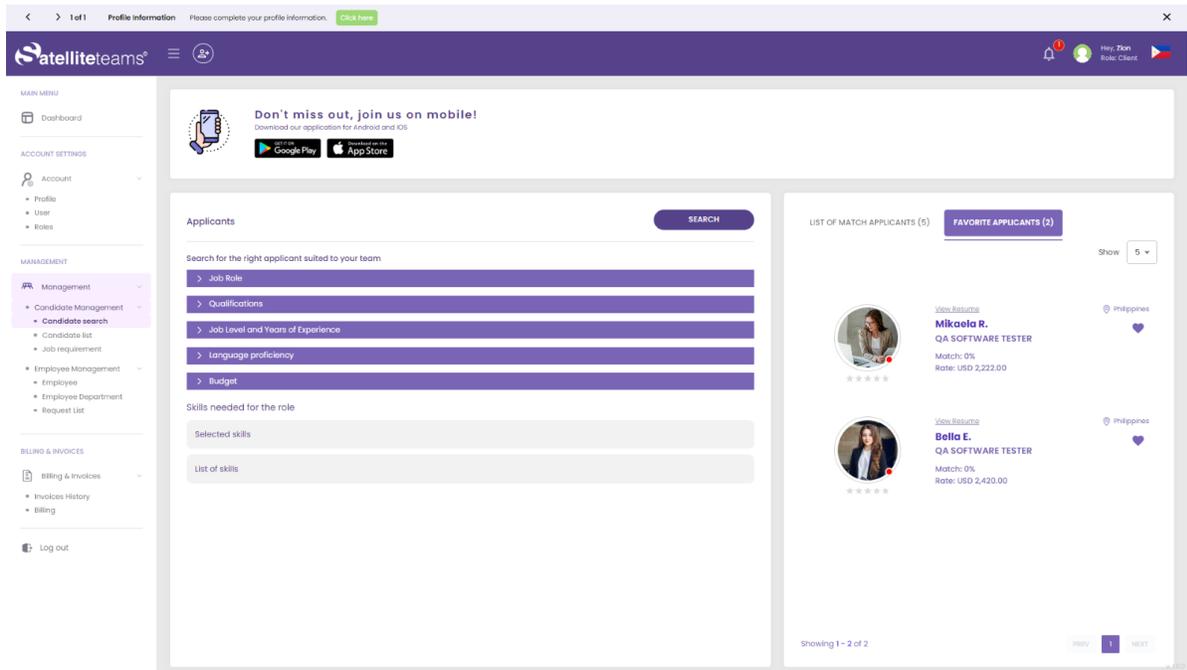
7.1.3.4 Canceled

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.

1 of 1 Profile Information Please complete your profile information. [Click here](#)

satelliteteams Mrs. Matthew Ruiz, Client

MAIN MENU

- Dashboard

ACCOUNT SETTINGS

ACCOUNT

- Profile
- User
- Roles

MANAGEMENT

- Management
 - Candidate Management
 - Candidate search
 - Candidate list**
 - Job requirement
 - Employee Management
 - Employee
 - Employee Department
 - Request List

BILLING & INVOICES

- Billing & Invoices
 - Invoice history
 - Billing

Log out

Candidate list

MY INTERVIEW FOR REVIEW JOB OFFER ENDORSED CANDIDATES SOW NOT SUITABLE

View the status of all your candidate interviews

1 Total Interviews 0 Total of Scheduled 0 Total of Cancelled 0 Total of No Response 0 Total of Pending

Search Show 10 entries

INTERVIEW SCHEDULE	CANDIDATE FIRST NAME	JOB ROLE	EXPECTED SALARY	ASSIGNED TA	STATUS	ACTIONS
September 21, 2023 12:00 PM	Bella	QA Software Tester	USD 2,420.00		No Response	

Showing 1 - 1 of 1 PREV 1 NEXT

TO BE SCHEDULED BY SATELLITE TEAMS

0 Total Candidates

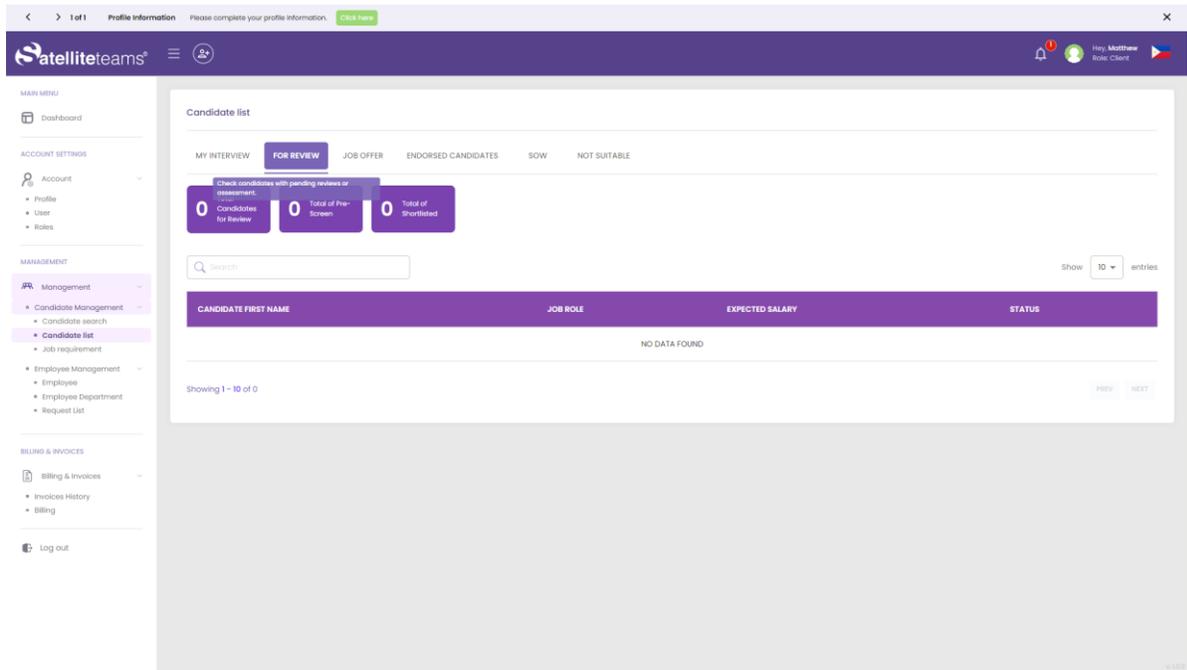
Search Show 10 entries

INTERVIEW SCHEDULE	CANDIDATE FIRST NAME	JOB ROLE	EXPECTED SALARY	STATUS	ACTIONS
NO DATA FOUND					

Showing 1 - 10 of 0 PREV NEXT

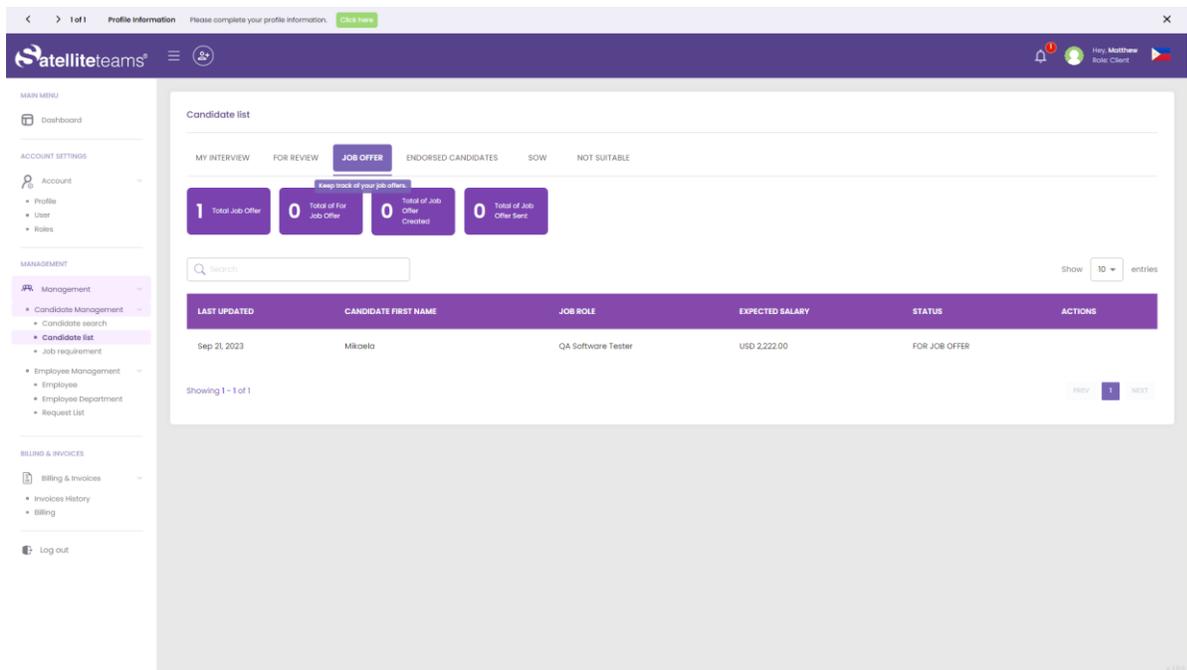
7.2.2 For Review

List candidates set to statuses Pre-screen and Shortlisted.



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.

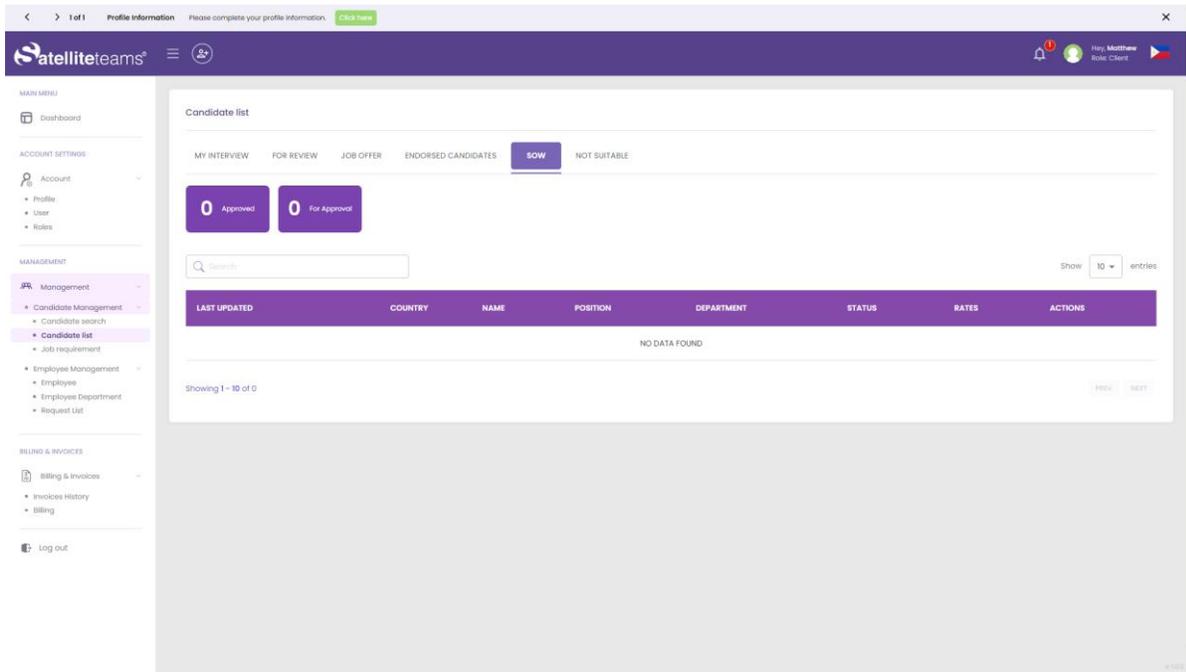
The screenshot shows the 'Candidate list' page in the Satellite Teams application. The page has a dark purple header with the Satellite Teams logo and user information (Tony Matthews, Role: Client). A sidebar on the left contains a main menu and account settings. The main content area is titled 'Candidate list' and has tabs for 'MY INTERVIEW', 'FOR REVIEW', 'JOB OFFER', 'ENDORSED CANDIDATES', 'SOW', and 'NOT SUITABLE'. The 'ENDORSED CANDIDATES' tab is active, showing a summary of '1 Total Endorsed Candidates' and a search bar. Below the search bar is a table with the following data:

CANDIDATE FIRST NAME	JOB ROLE	EXPECTED SALARY	STATUS	ACTIONS
Mikaela	QA Software Tester	USD 2,222.00	Job offer	

At the bottom of the table, it says 'Showing 1 - 1 of 1' and has 'PREV' and 'NEXT' navigation buttons.

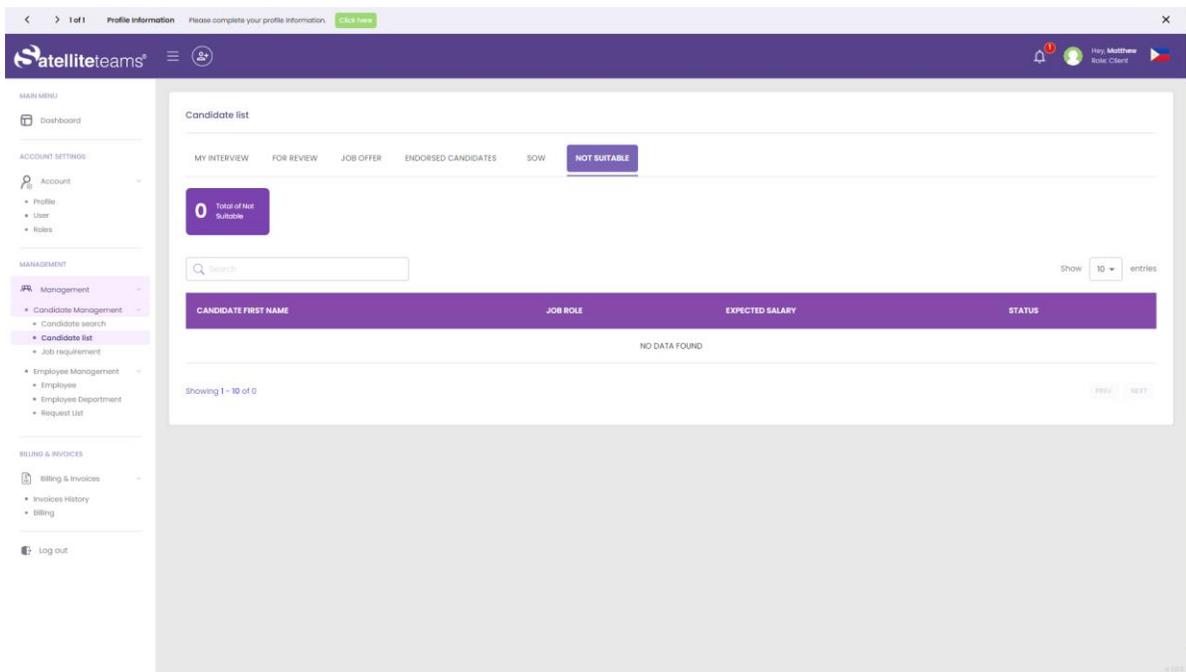
7.2.5 SOW (Statement of Work)

List of SOWs you have approved and for approval.



7.2.6 Not Suitable

List candidates set to status Not-suitable.



7.3 Job Requirement

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

The screenshot displays the Satellite Teams web application interface. The top navigation bar includes the Satellite Teams logo, a user profile icon, and a notification bell. The main content area shows a table of job requirements. The table has columns for Action, Name of Hiring Manager, Job Role, Qualification, Language, Job Level, Number of Vacancies, Remaining Vacancies, Status, and Last Update. A single entry is visible for Adam, Accountant, Bachelor's Degree, English, Junior Level, 2 vacancies, 2 remaining, OPEN status, and a last update of September 25. The interface also includes a sidebar menu with sections for MAIN MENU, ACCOUNT SETTINGS, MANAGEMENT, and BILLING & INVOICES.

1 of 1 Profile Information Please complete your profile information. [Click here](#)

Satellite Teams

Hay, Matthew Role: Client

MAIN MENU

- Dashboard

ACCOUNT SETTINGS

- Account
 - Profile
 - User
 - Roles

MANAGEMENT

- Management
 - Candidate Management
 - Candidate search
 - Candidate list
 - Job requirement
 - Employee Management
 - Employee
 - Employee Department
 - Request List

BILLING & INVOICES

- Billing & Invoices
 - Invoices History
 - Billing

Log out

All (0) Delete/Archive (0)

Bulk Actions Apply Search Add job requirement Show 10 entries

Action	Name of Hiring Manager	Job Role	Qualification	Language	Job Level	Number of Vacancies	Remaining Vacancies	Status	Last Update
<input type="checkbox"/>	Adam	Accountant	Bachelor's Degree	English	Junior Level	2	2	OPEN	September 25,

Showing 1 - 1 of 1

PREV 1 NEXT

7.3.1 Job Requirement Adding

The screenshot shows the 'ADD/EDIT JOB REQUIREMENT' dialog box in the Satellite Teams application. The dialog is titled 'ADD/EDIT JOB REQUIREMENT' and has a close button (X) in the top right corner. It features a progress bar with four steps: Step 1 (active), Step 2, Step 3, and Step 4. The form contains the following fields:

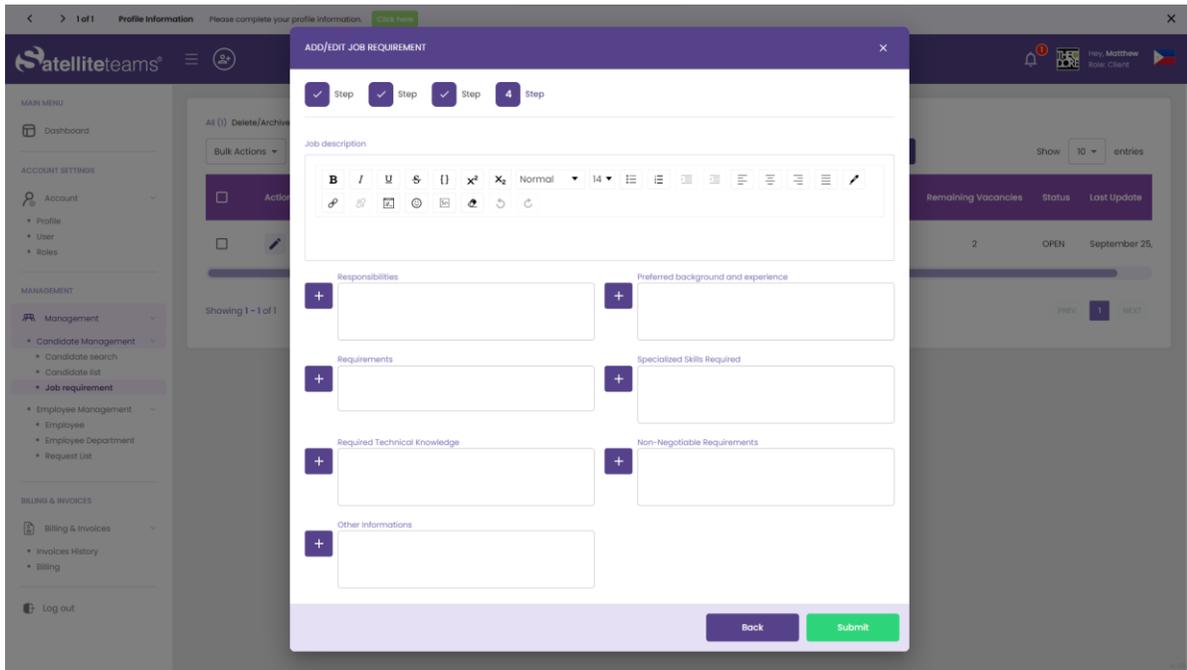
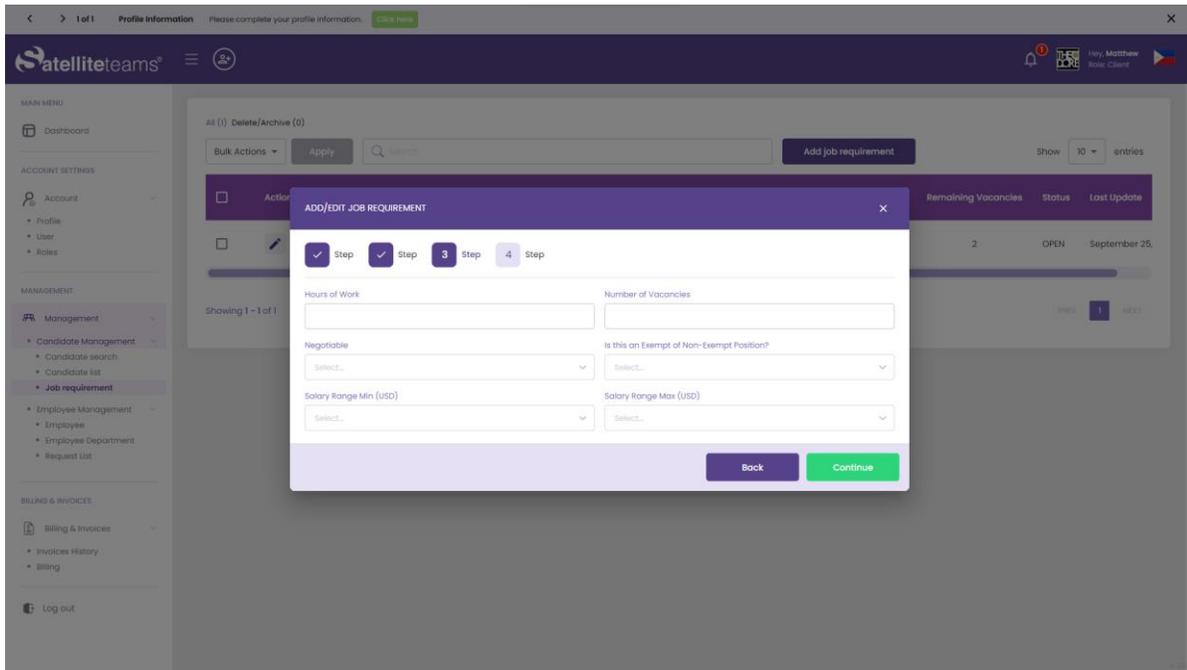
- Hiring Manager: A text input field.
- Job Role: A dropdown menu with 'Select...' as the placeholder.
- Qualification: A dropdown menu with 'Select...' as the placeholder.
- Language: A dropdown menu with a plus sign icon and 'Select...' as the placeholder.

At the bottom of the dialog, there are two buttons: 'Cancel' (purple) and 'Continue' (green).

The screenshot shows the 'ADD/EDIT JOB REQUIREMENT' dialog box in the Satellite Teams application, now on Step 2. The progress bar shows Step 2 as active. The form contains the following fields:

- Job Level: A dropdown menu with 'Select...' as the placeholder.
- Years of Relevant Experience: A dropdown menu with 'Select...' as the placeholder.
- Job Type: A dropdown menu with 'Select...' as the placeholder.
- Work Preference: A dropdown menu with 'Select...' as the placeholder.
- Country: A dropdown menu with 'Select...' as the placeholder.
- Region: A dropdown menu with 'Select...' as the placeholder.

At the bottom of the dialog, there are two buttons: 'Back' (purple) and 'Continue' (green).



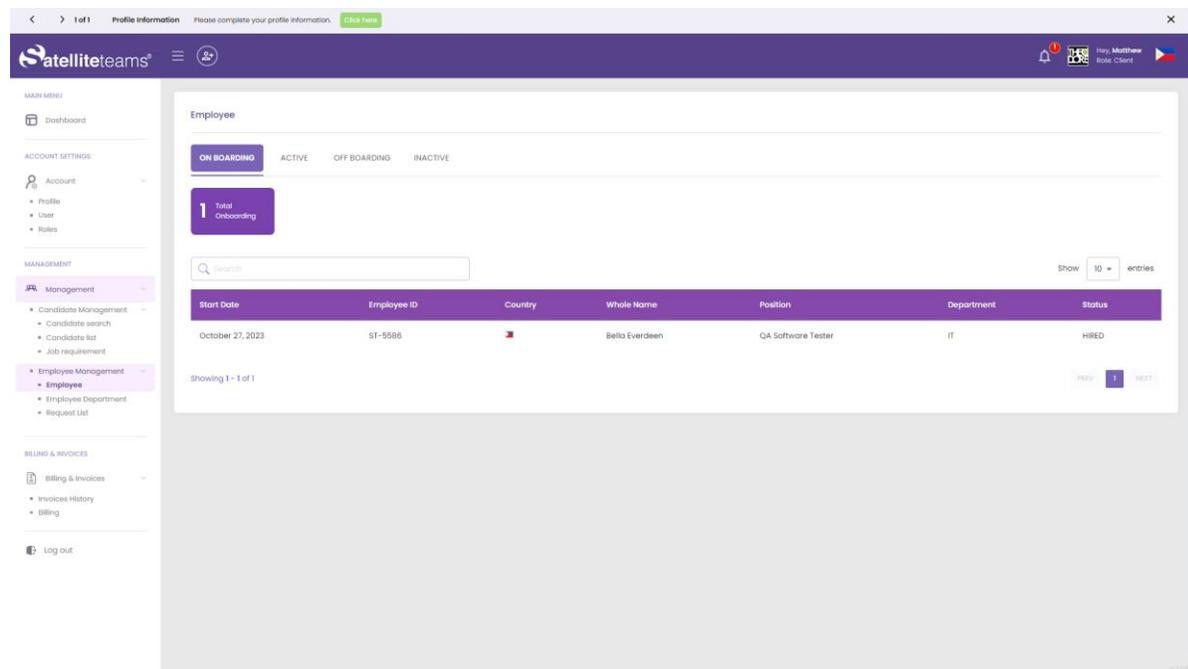
8.0 Employee Management

8.1 Employee

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

8.1.1 On Boarding

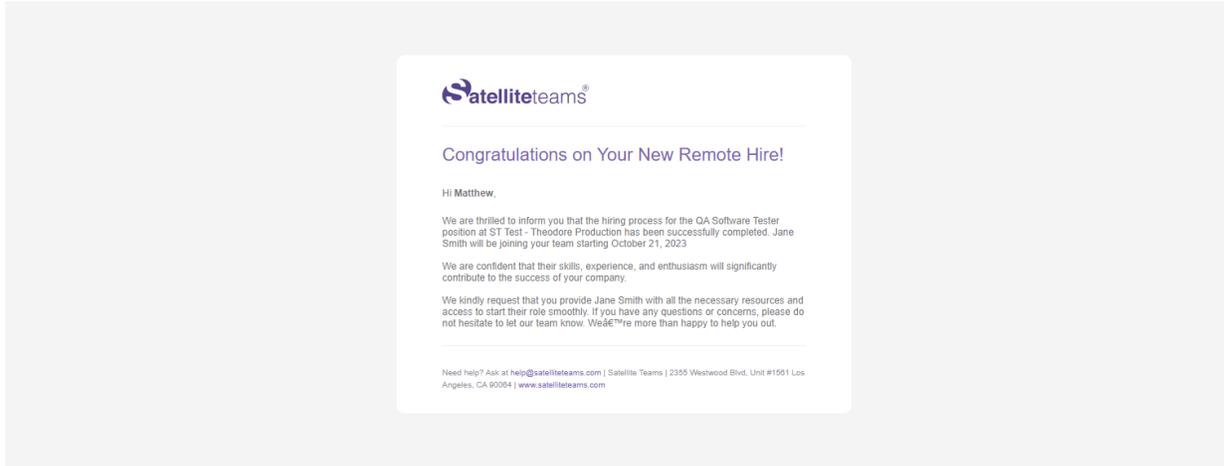
List of employees for on-boarding.



Email is being received when an employee has been hired.

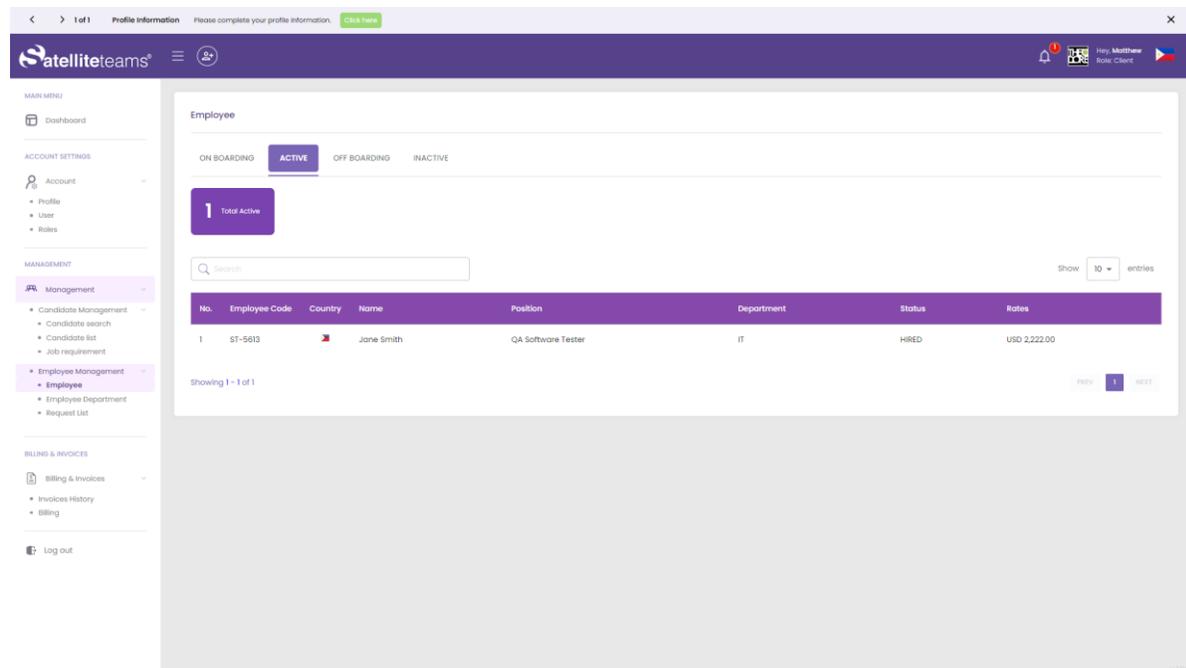
Congratulations on Your New Remote Hire! Inbox x

 noreply@satelliteteams.com
to me



8.1.2 Active

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



Satelliteteams Profile Information Please complete your profile information. [Click here](#)

Employee

ON BOARDING **ACTIVE** OFF BOARDING INACTIVE

1 Total Active

Search

Show 10 entries

No.	Employee Code	Country	Name	Position	Department	Status	Rates
1	ST-5813		Jane Smith	QA Software Tester	IT	HIRED	USD 2,222.00

Showing 1 - 1 of 1

PREV 1 NEXT

8.1.3 Off Boarding

List of employees for off-boarding.

The screenshot shows the 'Employee' management interface. At the top, there are tabs for 'ON BOARDING', 'ACTIVE', 'OFF BOARDING', and 'INACTIVE'. The 'OFF BOARDING' tab is selected. Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. A table lists the following employee:

Start Date	Employee ID	Country	Whole Name	Position	Department	Status
October 27, 2023	ST-5614		George Anderson	Accountant	IT	HIRED

Below the table, it says 'Showing 1 - 1 of 1' and includes 'PREV' and 'NEXT' navigation buttons.

8.1.4 Inactive

List of inactive employees.

The screenshot shows the 'Employee' management interface with the 'INACTIVE' tab selected. Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. A table lists the following employee:

Employee ID	Country	Whole Name	Position	Department	Status
ST-5432		George Anderson	Data Analyst/Specialist	GENERAL MANAGEMENT	RESIGNED

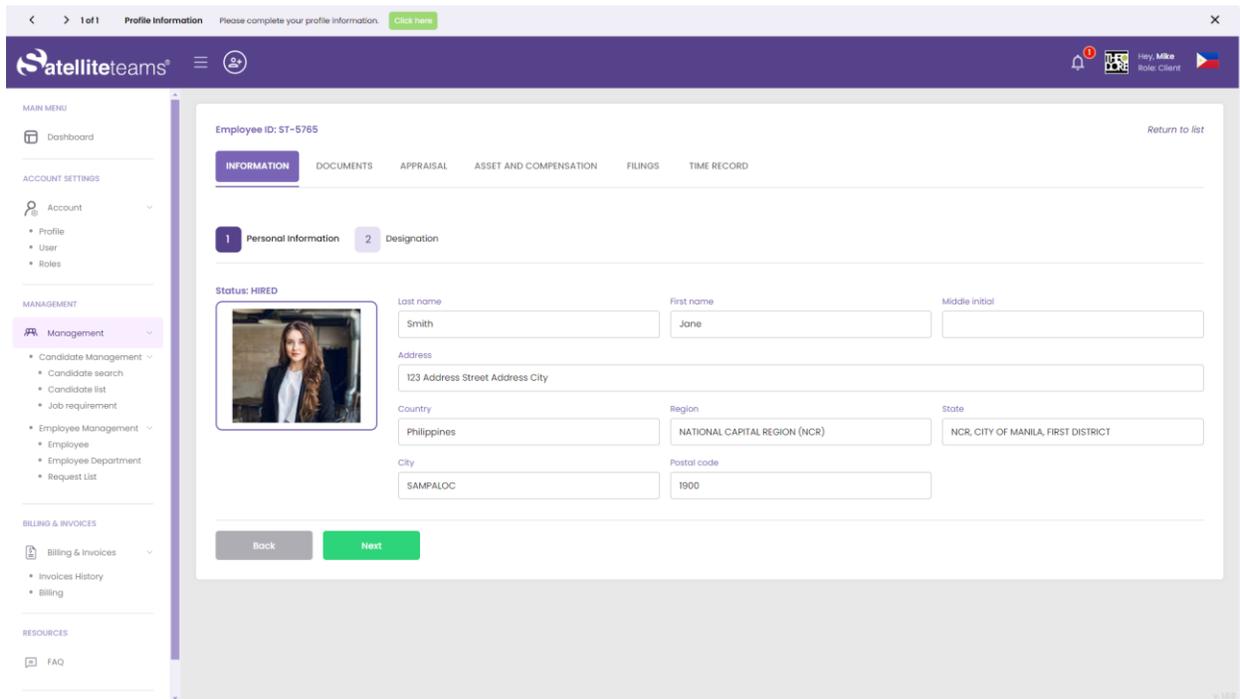
Below the table, it says 'Showing 1 - 1 of 1' and includes 'PREV' and 'NEXT' navigation buttons.

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.



The screenshot displays the 'Profile Information' page for an employee with ID ST-5785. The page is titled 'Employee ID: ST-5785' and includes a 'Return to list' link. The main content area is divided into two tabs: 'Personal Information' (active) and 'Designation'. The 'Personal Information' tab contains a 'Status: HIRED' label and a profile picture of a woman. Below the picture are several form fields: 'Last name' (Smith), 'First name' (Jane), 'Middle initial' (empty), 'Address' (123 Address Street Address City), 'Country' (Philippines), 'Region' (NATIONAL CAPITAL REGION (NCR)), 'State' (NCR, CITY OF MANILA, FIRST DISTRICT), 'City' (SAMPALOC), and 'Postal code' (1900). At the bottom of the form are 'Back' and 'Next' buttons. The left sidebar contains a navigation menu with categories: MAN MENU (Dashboard), ACCOUNT SETTINGS (Account, Profile, User, Roles), MANAGEMENT (Management, Candidate Management, Candidate search, Candidate list, Job requirement, Employee Management, Employee, Employee Department, Request List), BILLING & INVOICES (Billing & Invoices, Invoices History, Billing), and RESOURCES (FAQ). The top navigation bar shows the Satellite Teams logo, a user profile for 'Hey, Mike' (Role: Client), and a notification bell icon. The page number '1 of 1' and a 'Click here' link are also visible in the top bar.

1 of 1 Profile Information Please complete your profile information. [Click here](#)

Satellite Teams Hay, Mike Role: Client

Employee ID: ST-5765 Return to list

INFORMATION DOCUMENTS APPRAISAL ASSET AND COMPENSATION FILINGS TIME RECORD

Personal Information **2** Designation

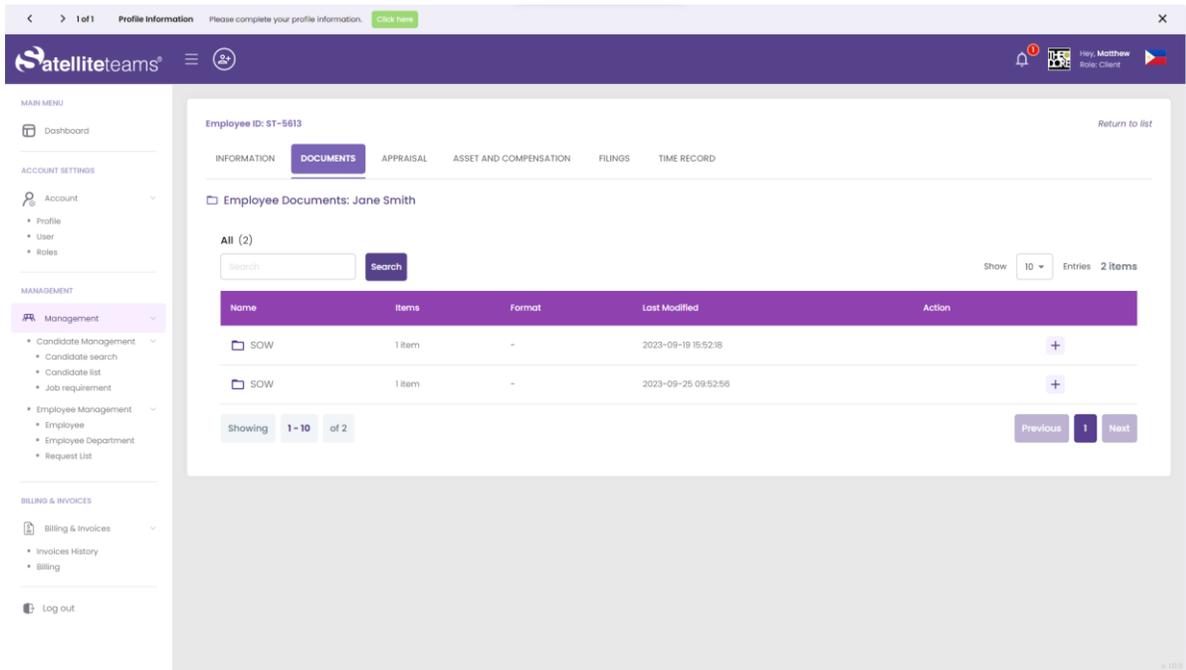
Email address: Contact number: Rate (USD):

Position: Department: Timezone:

[Back](#) [Submit](#)

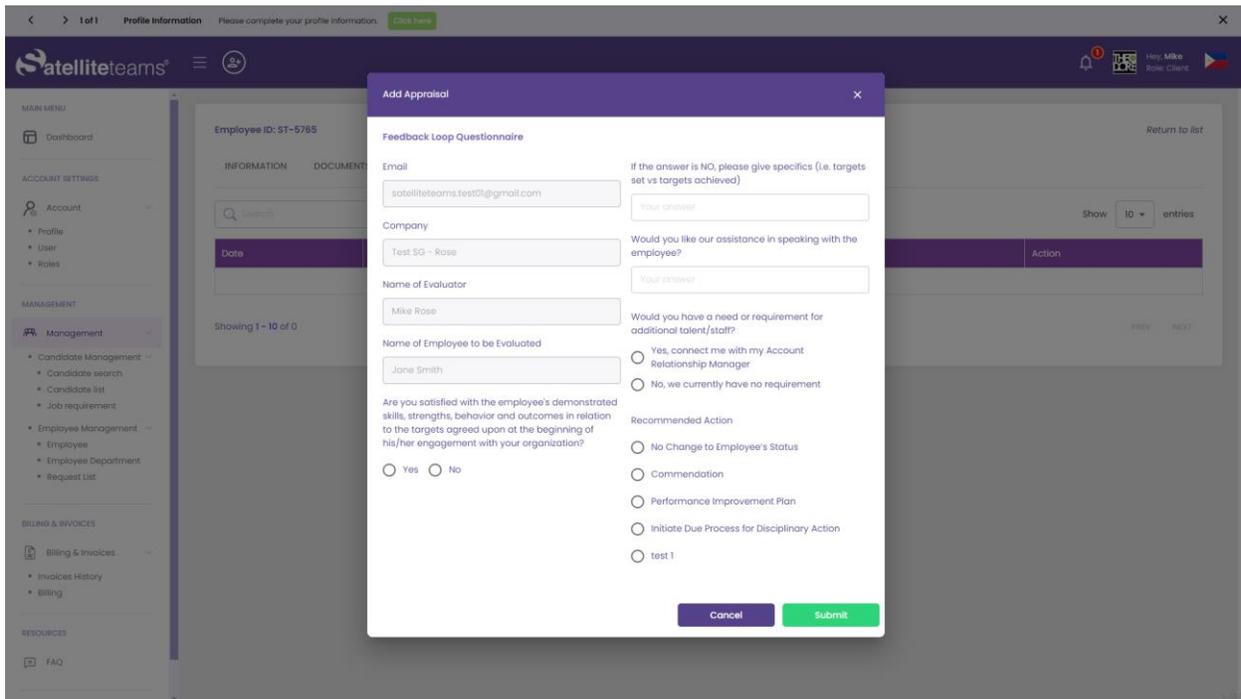
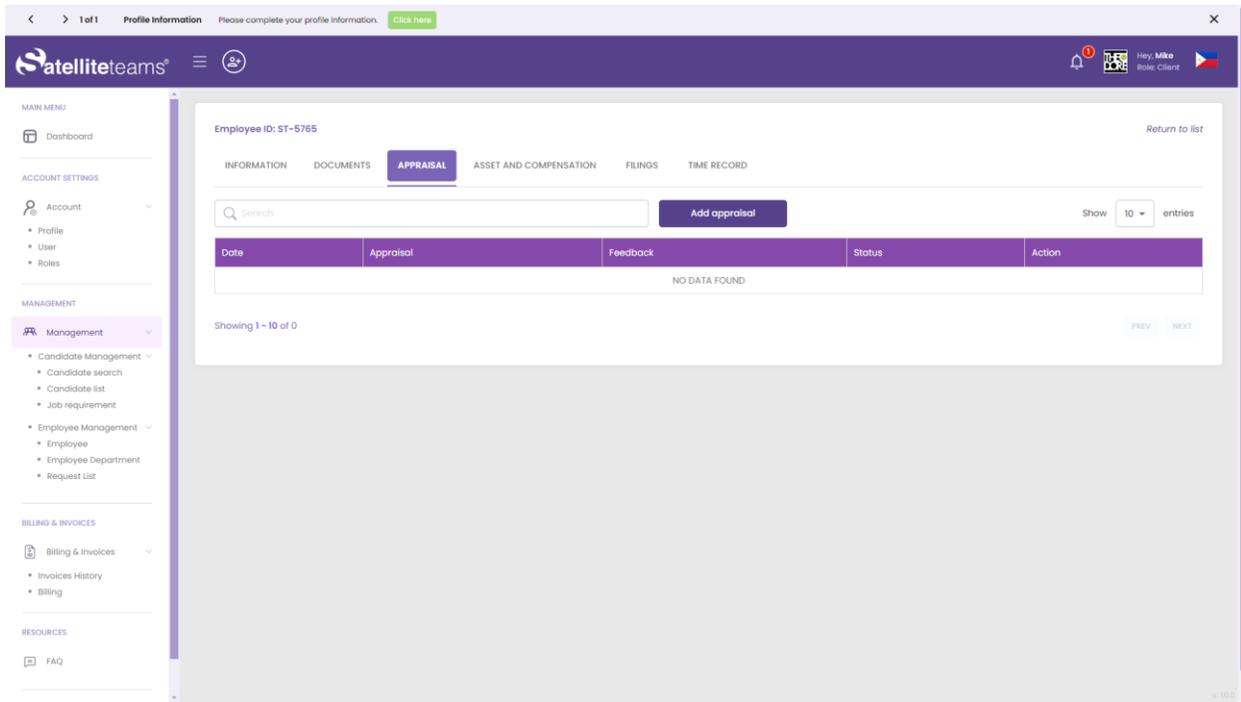
8.2.2 Documents

Documents that are in relation to the employee.



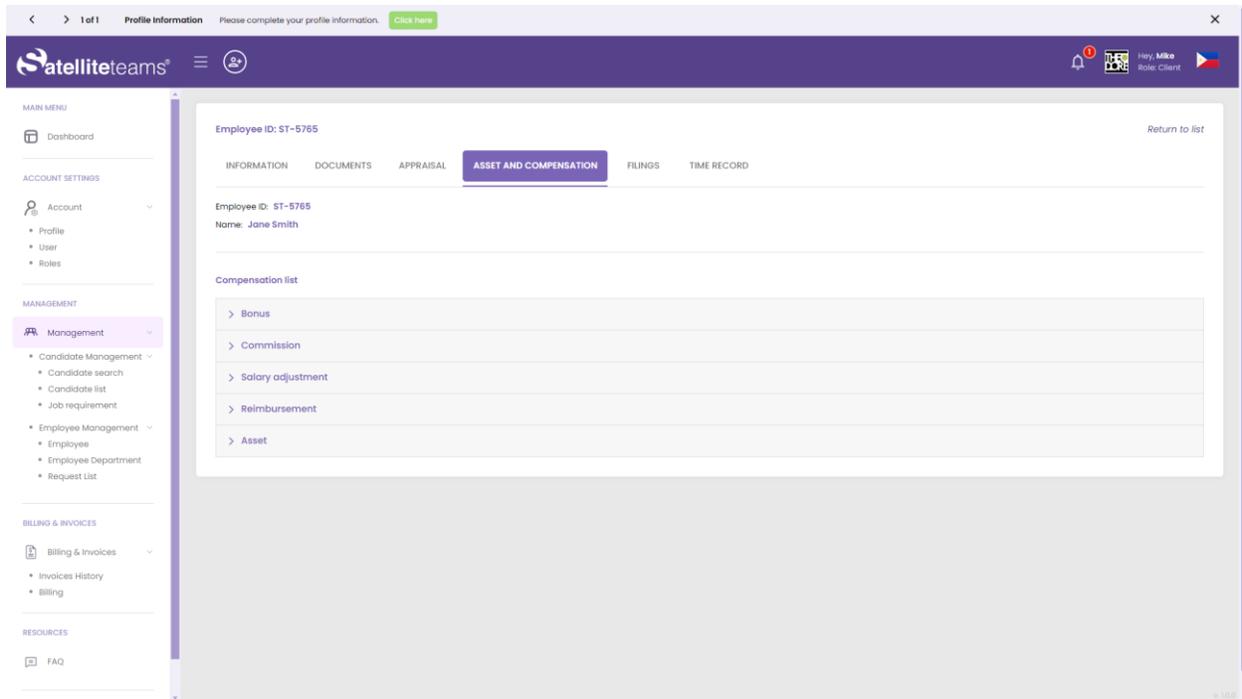
8.2.3 Appraisal

Employee's appraisal record.



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.



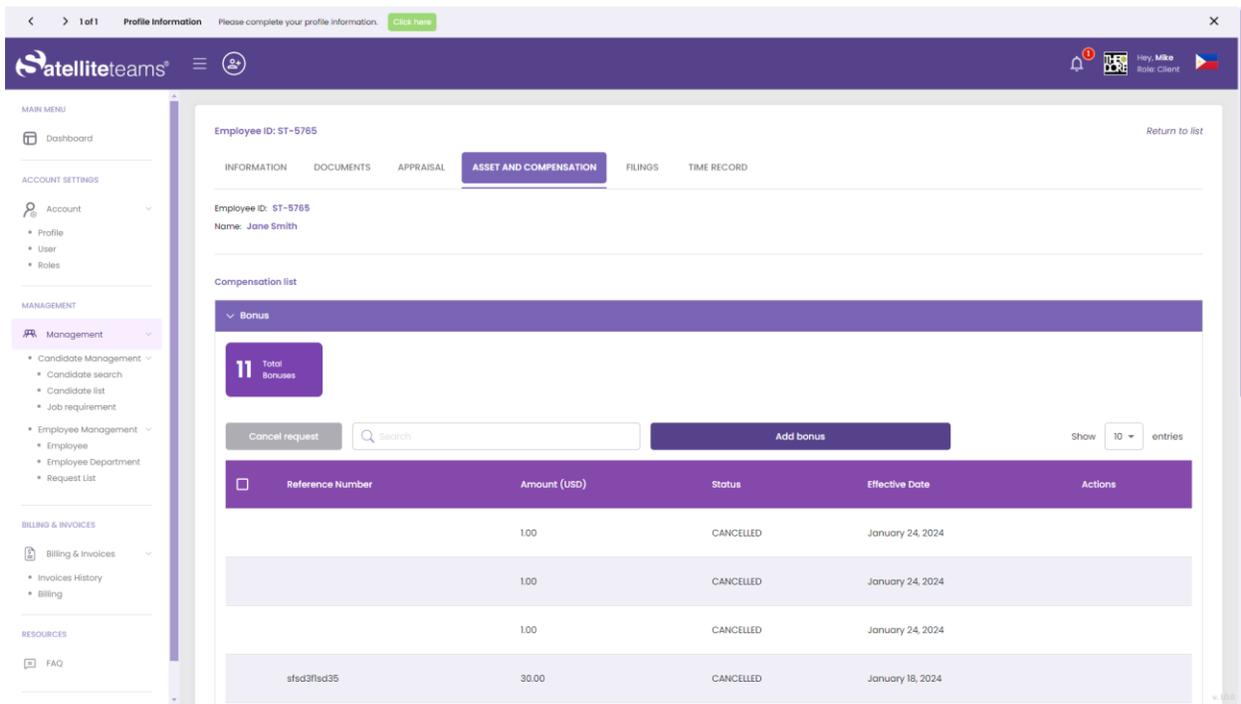
The screenshot shows the Satellite Teams web application interface. The top navigation bar includes the Satellite Teams logo, a user profile icon, and a notification bell. The main content area is titled 'Employee ID: ST-5765' and 'Name: Jane Smith'. Below this, there is a 'Compensation list' section with a table of expandable items:

Item
> Bonus
> Commission
> Salary adjustment
> Reimbursement
> Asset

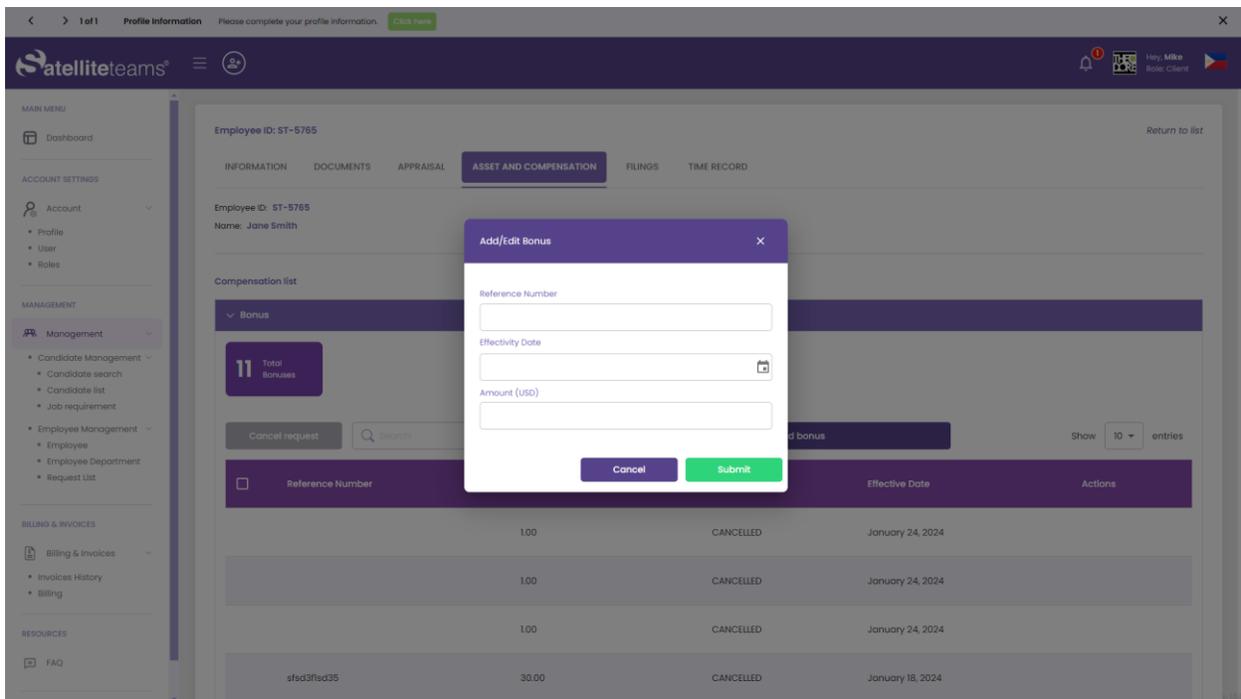
The left sidebar contains a navigation menu with categories: MAIN MENU (Dashboard), ACCOUNT SETTINGS (Account, Profile, User, Roles), MANAGEMENT (Management, Candidate Management, Employee Management), BILLING & INVOICES (Billing & Invoices), and RESOURCES (FAQ).

8.2.5.1 Bonus

Employee's bonus requests.



8.2.5.1.1 Bonus Adding or Requesting



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.

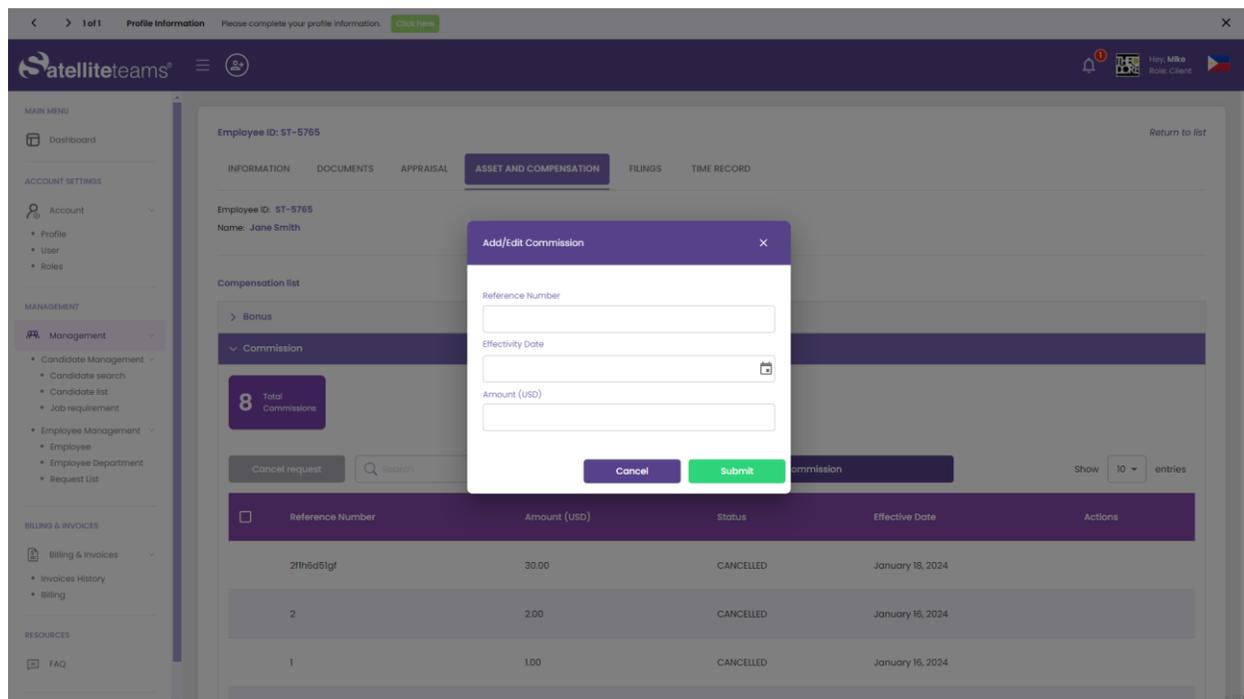
8.2.5.2 Commission

Employee's commission requests.

The screenshot shows the 'ASSET AND COMPENSATION' section for employee Jane Smith (Employee ID: ST-5765). The page features a navigation menu on the left and a main content area. The 'Commission' section is highlighted, showing a total of 8 commissions. Below this, there is a search bar and an 'Add commission' button. A table lists the following commission requests:

Reference Number	Amount (USD)	Status	Effective Date	Actions
2fh6d5tgf	30.00	CANCELLED	January 18, 2024	
2	2.00	CANCELLED	January 16, 2024	
1	1.00	CANCELLED	January 16, 2024	

8.2.5.2.1 Commission Adding or Requesting

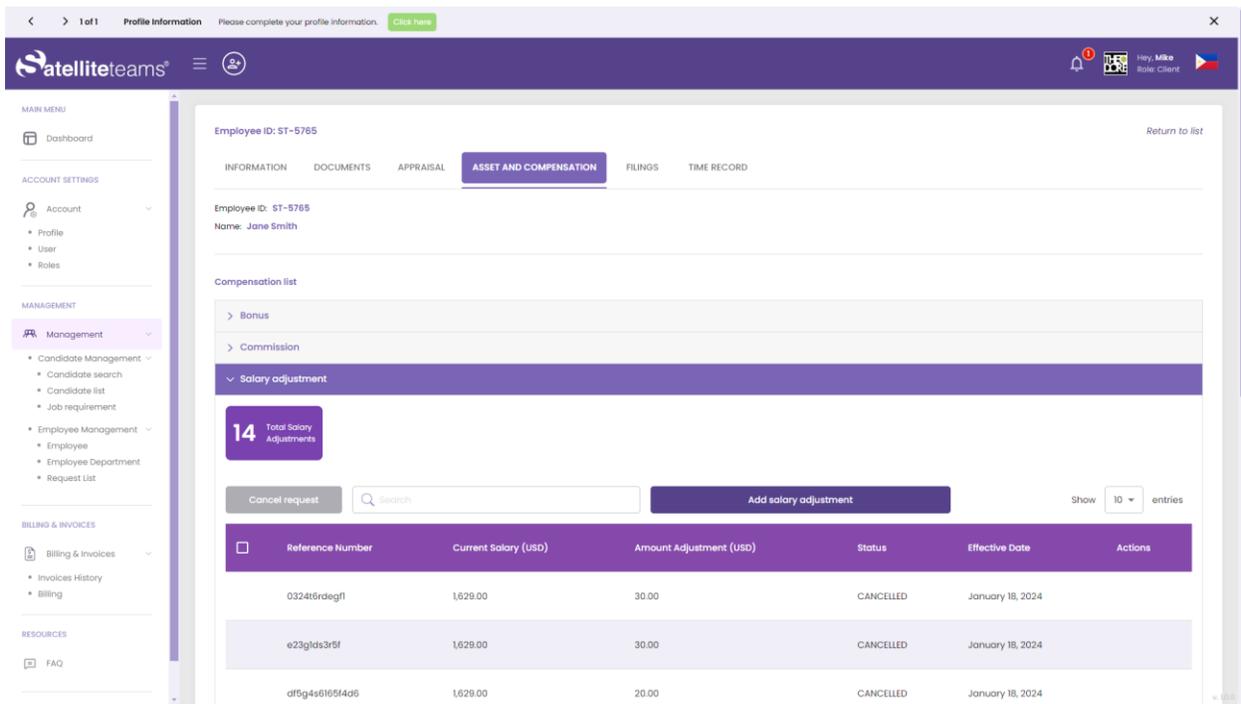


To add or request a commission for an employee:

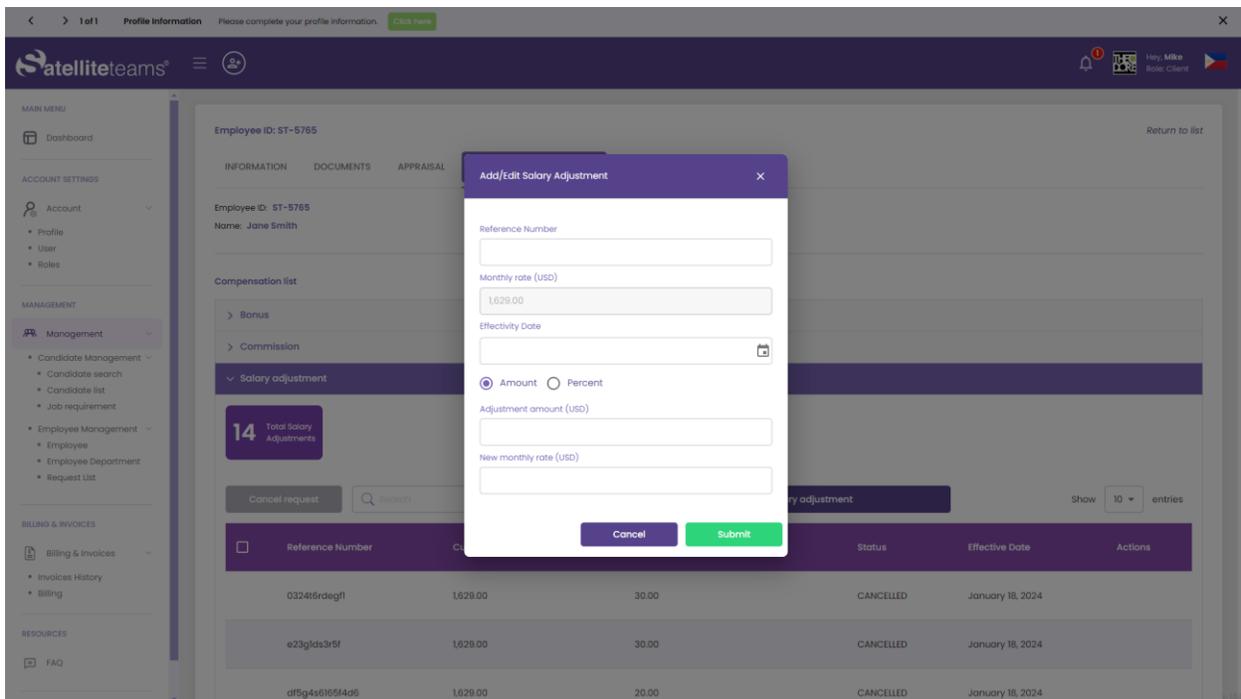
4. Search for the designed employee.
5. Select the Effectivity date.
6. Enter the amount desired in USD.

8.2.5.3 Salary Adjustment

Employee's salary adjustment requests.



8.2.5.3.1 Salary Adjustment Adding or Requesting



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 selected, enter the percent desired for the adjustment.
12. Values will show under Prorated Salary and Total Bill.

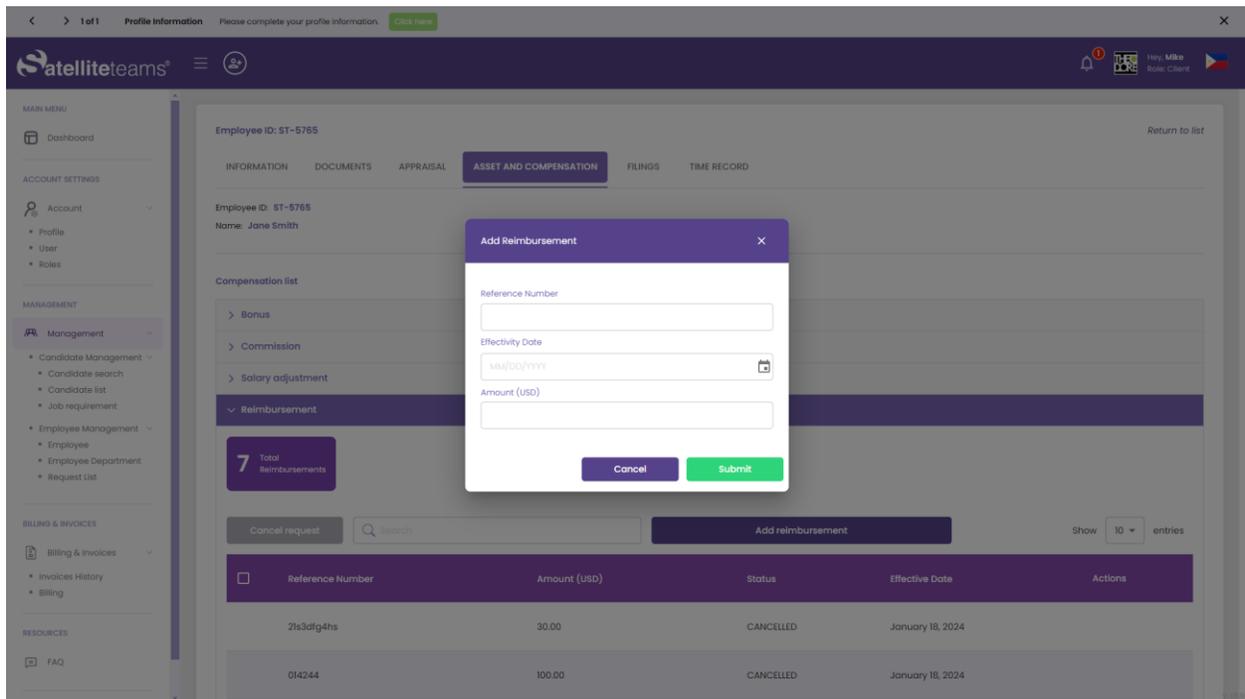
8.2.5.4 Reimbursement

Employee's reimbursement requests.

The screenshot displays the 'Satellite Teams' web application interface. The top navigation bar shows the user is logged in as 'Hay, Mike' with the role of 'Client'. The main content area is titled 'Employee ID: ST-5765' and 'Name: Jane Smith'. The 'ASSET AND COMPENSATION' tab is selected, showing a 'Compensation list' with categories like Bonus, Commission, Salary adjustment, and Reimbursement. A summary card indicates '7 Total Reimbursements'. Below this is a search bar and an 'Add reimbursement' button. A table lists the reimbursement requests:

Reference Number	Amount (USD)	Status	Effective Date	Actions
21s3dfg4hs	30.00	CANCELLED	January 18, 2024	
014244	100.00	CANCELLED	January 18, 2024	

8.2.5.4.1 Reimbursement Adding or Requesting

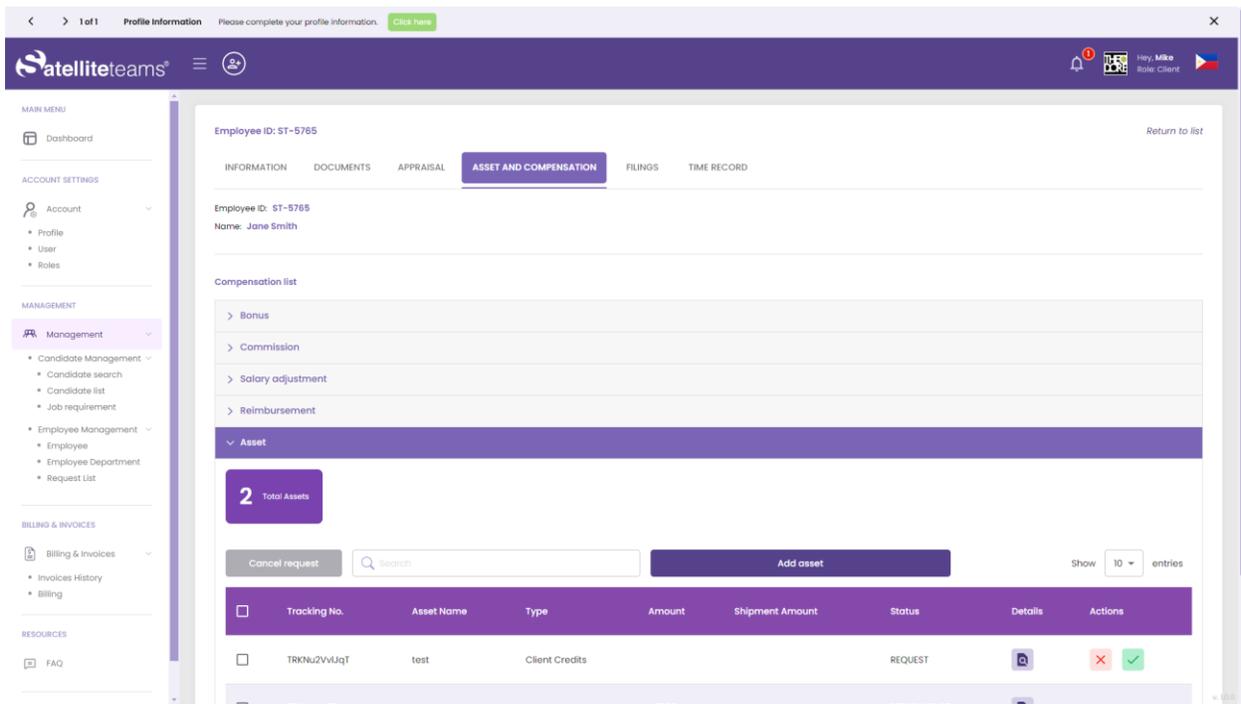


To add or request a reimbursement for an employee:

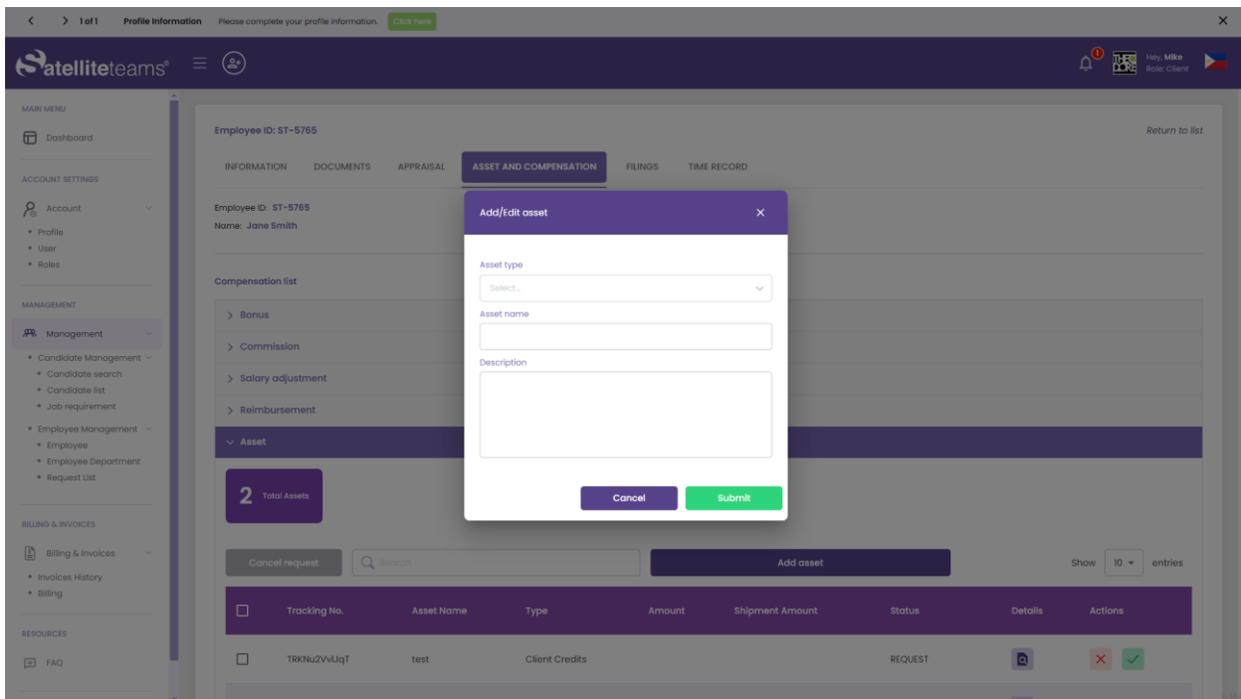
13. Search for the designed employee.
14. Select the Effectivity date.
15. Enter the amount desired in USD.

8.2.5.5 Asset

Employee's asset requests.



8.2.5.5.1 Asset Adding or Requesting

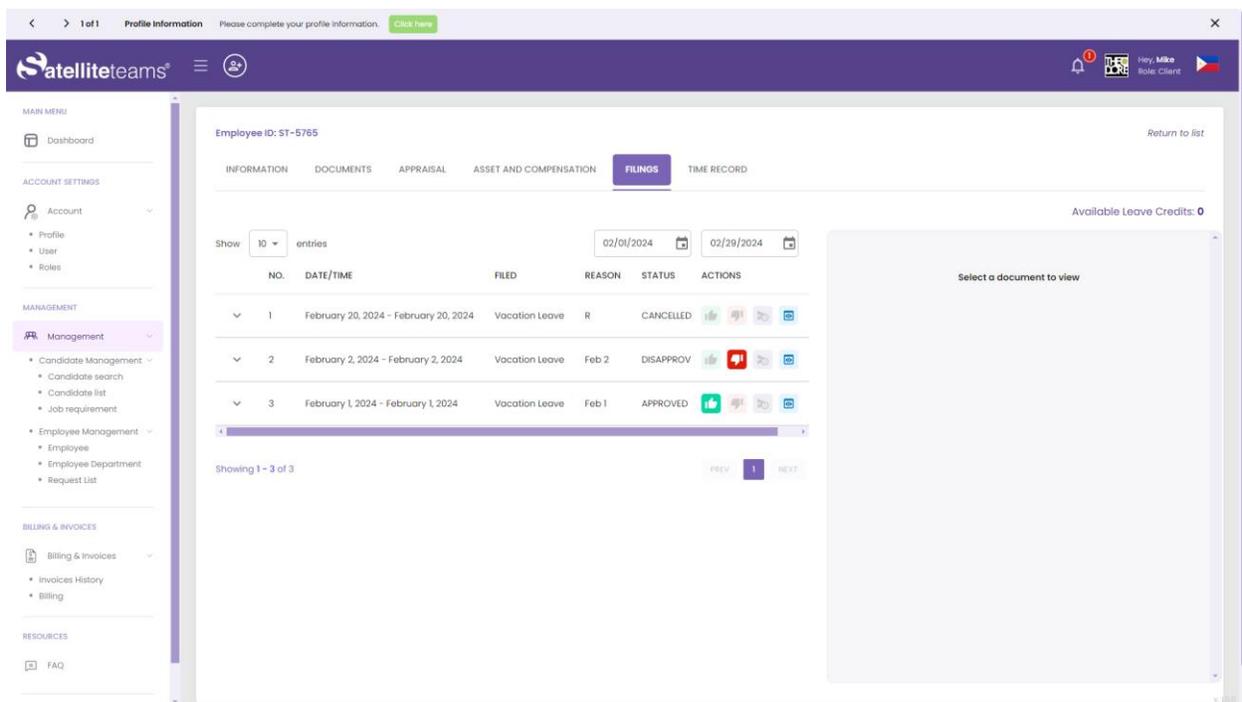


To add or request an asset:

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, schedule adjustments, etc.



8.2.5.7 Time Record

Management and configuration of the employee’s work schedule.

1 of 1 Profile Information Please complete your profile information. [Click here](#)

Satellite Teams Hay, Mike Role: Client

Employee ID: ST-5765 Return to list

INFORMATION DOCUMENTS APPRAISAL ASSET AND COMPENSATION FILINGS **TIME RECORD**

Attendance history

DAY	IN	OUT	HOURS
February 16	10:4 am	10:4 am	0 hours
TOTAL DAYS:			TOTAL HOURS:
1 day			0 hours

Employee Schedule

Back Next 02/01/2024 02/29/2024

Date	Time	Event
Thu Feb 01	8:00 am - 7:00 pm	Thursday 8:00 am - 7:00 pm
	12:00 pm - 1:00 pm	Break 12:00 pm - 1:00 pm
Fri Feb 02	8:00 am - 7:00 pm	Friday 8:00 am - 7:00 pm
	12:00 pm - 1:00 pm	Break 12:00 pm - 1:00 pm
Mon Feb 05	8:00 am - 7:00 pm	Monday 8:00 am - 7:00 pm
	12:00 pm - 1:00 pm	Break 12:00 pm - 1:00 pm
Tue Feb 06	8:00 am - 7:00 pm	Tuesday 8:00 am - 7:00 pm
	12:00 pm - 1:00 pm	Break 12:00 pm - 1:00 pm
Wed Feb 07	8:00 am - 7:00 pm	Wednesday 8:00 am - 7:00 pm
	12:00 pm - 1:00 pm	Break 12:00 pm - 1:00 pm

1 of 1 Profile Information Please complete your profile information. [Click here](#)

Satellite Teams Hay, Mike Role: Client

12:00 pm - 1:00 pm

Create schedule for Jane Smith

From To My Timezone

Monday

Shift start: 08:00 AM Break start: 12:00 PM Break end: 01:00 PM Shift end: 07:00 PM Rest day

Tuesday

Shift start: 08:00 AM Break start: 12:00 PM Break end: 01:00 PM Shift end: 07:00 PM Rest day

Wednesday

Shift start: 08:00 AM Break start: 12:00 PM Break end: 01:00 PM Shift end: 07:00 PM Rest day

Thursday

Shift start: 08:00 AM Break start: 12:00 PM Break end: 01:00 PM Shift end: 07:00 PM Rest day

Friday

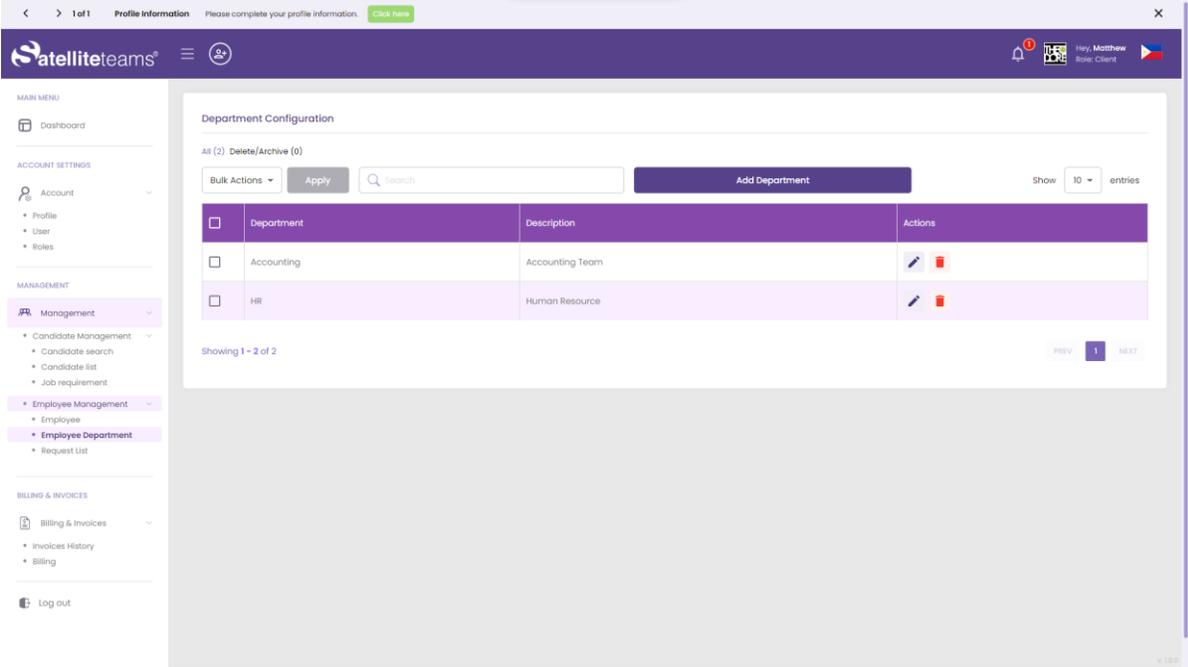
Shift start: 08:00 AM Break start: 12:00 PM Break end: 01:00 PM Shift end: 07:00 PM Rest day

Saturday

Shift start: 12:00 AM Break start: 12:00 AM Break end: 12:00 AM Shift end: 12:00 AM Rest day

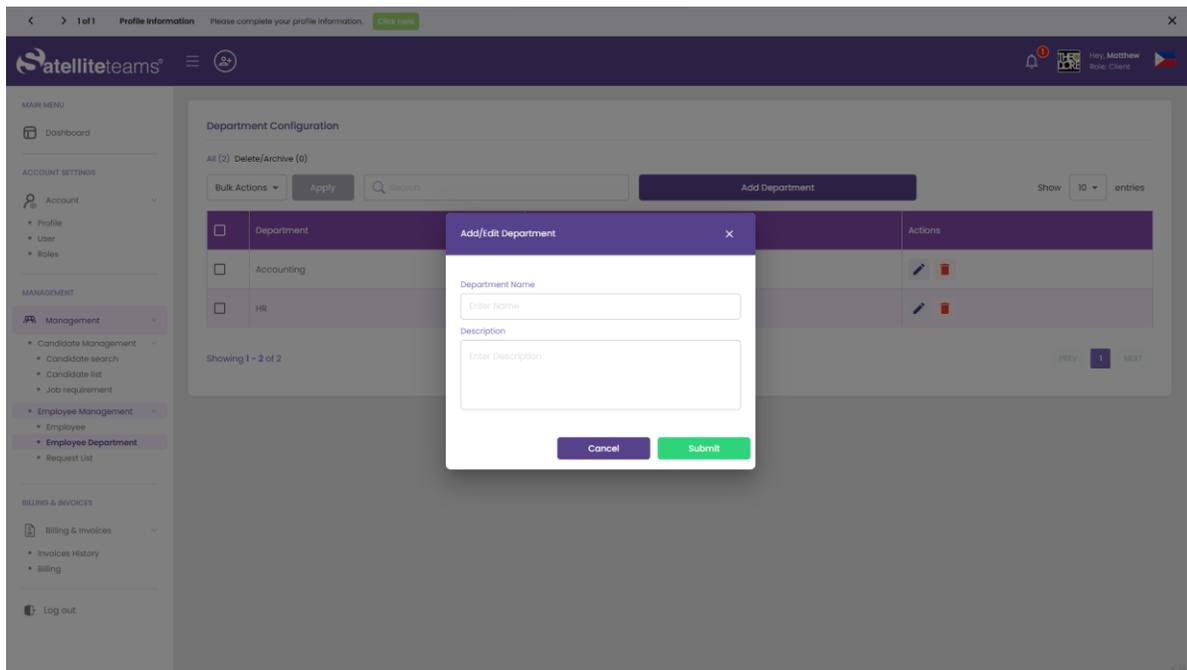
8.3 Employee Department

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.

The screenshot shows the 'Request list' page in the Satellite Teams application. The page has a sidebar menu on the left and a main content area. The main content area has a header with 'Request list' and tabs for 'BONUS', 'COMMISSION', 'SALARY ADJUSTMENT', 'REIMBURSEMENT', and 'ASSET'. Below the tabs, there is a summary card showing '12 Total Bonuses'. A search bar and an 'Add bonus' button are present. Below that is a table with the following data:

Employee code	Reference Number	Name	Amount (USD)	Status	Effective Date	Actions
ST-5765	a21g87w2g6	Jane Smith	10.00	REQUEST	February 22, 2024	Approve Cancel request
ST-5765		Jane Smith	1.00	CANCELLED	January 24, 2024	
ST-5765		Jane Smith	1.00	CANCELLED	January 24, 2024	
ST-5765		Jane Smith	1.00	CANCELLED	January 24, 2024	
ST-5765	sfsd3fisd35	Jane Smith	30.00	CANCELLED	January 18, 2024	
ST-5765	0126354	Jane Smith	20.00	CANCELLED	January 18, 2024	
ST-5765	1	Jane Smith	1.00	CANCELLED	January 16, 2024	
ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024	

8.4.1.1 Bonus Adding or Requesting

The screenshot shows the 'Request list' page with an 'Add/Edit Bonus' modal form open. The modal form has the following fields:

- Select employee: A dropdown menu with 'Select...' as the placeholder.
- Reference Number: A text input field.
- Effectivity Date: A date picker field.
- Amount (USD): A text input field.

At the bottom of the modal, there are 'Cancel' and 'Submit' buttons. The background shows the same table as the previous screenshot, but it is dimmed.

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.

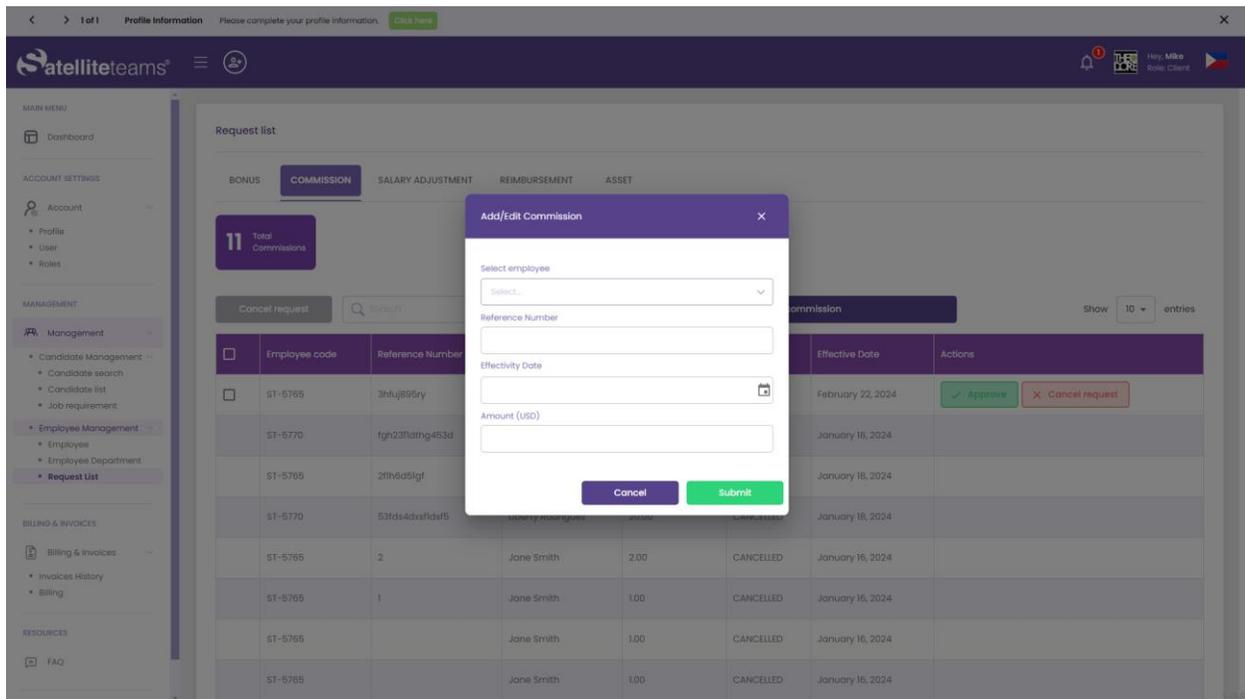
8.4.2 Commission

Request a candidate for a commission.

The screenshot displays the 'Request list' for commissions in the Satellite Teams application. The interface includes a sidebar with navigation options such as 'Dashboard', 'Account', 'Management', and 'Billing & Invoices'. The main content area shows a 'Request list' table with columns for Employee code, Reference Number, Name, Amount (USD), Status, Effective Date, and Actions. A 'Total Commissions' badge shows 11. A 'Cancel request' button and a search bar are also visible.

<input type="checkbox"/>	Employee code	Reference Number	Name	Amount (USD)	Status	Effective Date	Actions
<input type="checkbox"/>	ST-5765	3hfuj895ry	Jane Smith	10.00	REQUEST	February 22, 2024	Approve Cancel request
	ST-5770	fgh23lathg453d	Liberty Rodriguez	30.00	CANCELLED	January 18, 2024	
	ST-5765	2fh6d5lglf	Jane Smith	30.00	CANCELLED	January 18, 2024	
	ST-5770	53fds4dxefidsf5	Liberty Rodriguez	20.00	CANCELLED	January 18, 2024	
	ST-5765	2	Jane Smith	2.00	CANCELLED	January 16, 2024	
	ST-5765	1	Jane Smith	1.00	CANCELLED	January 16, 2024	
	ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024	
	ST-5765		Jane Smith	1.00	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.

Request list

BONUS COMMISSION **SALARY ADJUSTMENT** REIMBURSEMENT ASSET

15 Total Salary Adjustments

Cancel request Search Add salary adjustment Show 10 entries

Employee code	Reference Number	Name	Current Salary (USD)	Amount Adjustment (USD)	Status	Effective Date	Actions
ST-5765	2y6ok2ed4e	Jane Smith	1,629.00	10.00	REQUEST	February 22, 2024	Approve Cancel request
ST-5765	0324t6rdegfl	Jane Smith	1,629.00	30.00	CANCELLED	January 18, 2024	
ST-5765	e23glds3r5f	Jane Smith	1,629.00	30.00	CANCELLED	January 18, 2024	
ST-5765	df5g4e6l65f4d6	Jane Smith	1,629.00	20.00	CANCELLED	January 18, 2024	
ST-5765		Jane Smith	1,629.00	164.53	CANCELLED	January 17, 2024	
ST-5765	020202	Jane Smith	1,629.00	325.80	CANCELLED	January 17, 2024	
ST-5765	010101	Jane Smith	1,629.00	162.90	CANCELLED	January 17, 2024	
ST-5765	1	Jane Smith	1,629.00	1.00	CANCELLED	January 16, 2024	

8.4.3.1 Salary Adjustment Adding or Requesting

Add/Edit Salary Adjustment

Select employee

Reference Number

Monthly rate (USD)

Effectivity Date

Amount Percent

Adjustment amount (USD)

New monthly rate (USD)

Cancel Submit

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.

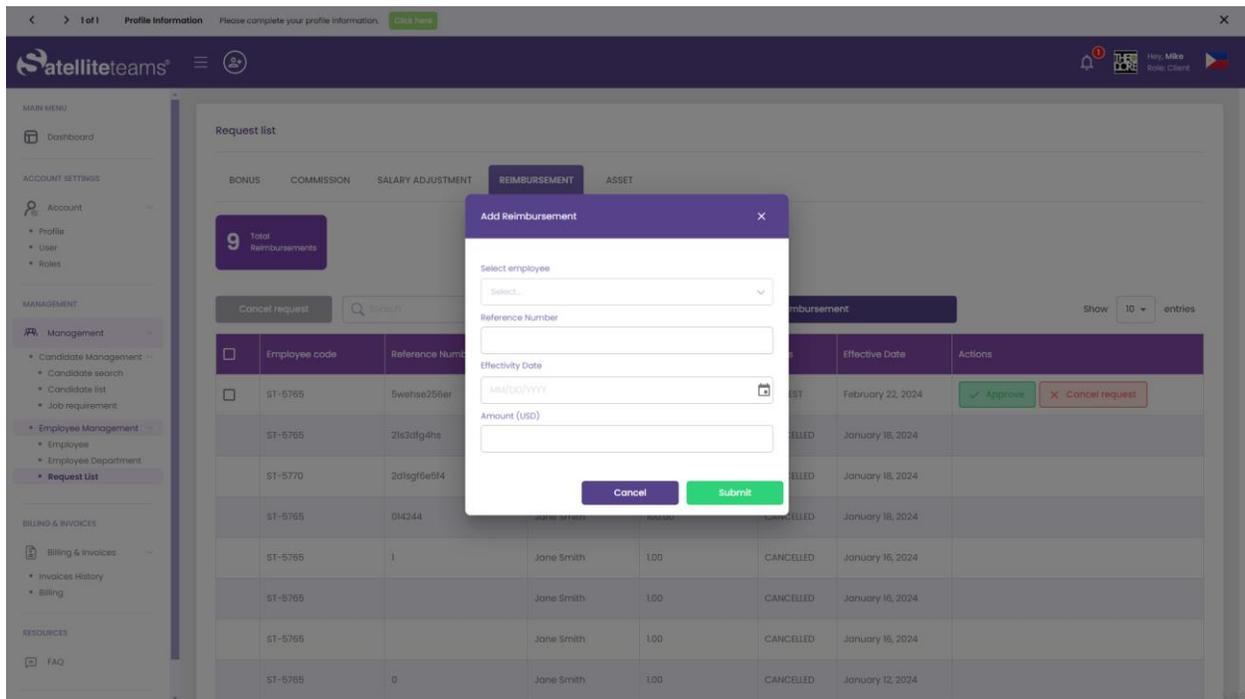
8.4.4 Reimbursement

Request a candidate for a reimbursement.

The screenshot shows the 'Request list' page in the Satellite Teams application. The page has a dark purple header with the Satellite Teams logo and user information (Hey, Mike, Role: Client). A left sidebar contains a 'MAIN MENU' with sections for 'ACCOUNT SETTINGS', 'MANAGEMENT', 'BILLING & INVOICES', and 'RESOURCES'. The main content area is titled 'Request list' and features tabs for 'BONUS', 'COMMISSION', 'SALARY ADJUSTMENT', 'REIMBURSEMENT' (selected), and 'ASSET'. A purple box indicates '9 Total Reimbursements'. Below this is a search bar and an 'Add reimbursement' button. A table displays the list of reimbursement requests with columns for Employee code, Reference Number, Name, Amount (USD), Status, Effective Date, and Actions. The first row shows a request for Jane Smith for 10.00 USD, which is currently in 'REQUEST' status and has 'Approve' and 'Cancel request' actions available. Other rows show requests in 'CANCELLED' status.

	Employee code	Reference Number	Name	Amount (USD)	Status	Effective Date	Actions
<input type="checkbox"/>	ST-5765	5wehae256er	Jane Smith	10.00	REQUEST	February 22, 2024	✓ Approve ✗ Cancel request
<input type="checkbox"/>	ST-5765	21s3dfg4hs	Jane Smith	30.00	CANCELLED	January 18, 2024	
<input type="checkbox"/>	ST-5770	2d1sgf6e5f4	Liberty Rodriguez	20.00	CANCELLED	January 18, 2024	
<input type="checkbox"/>	ST-5765	0i4244	Jane Smith	100.00	CANCELLED	January 18, 2024	
<input type="checkbox"/>	ST-5765	1	Jane Smith	1.00	CANCELLED	January 16, 2024	
<input type="checkbox"/>	ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024	
<input type="checkbox"/>	ST-5765		Jane Smith	1.00	CANCELLED	January 16, 2024	
<input type="checkbox"/>	ST-5765	0	Jane Smith	1.00	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.

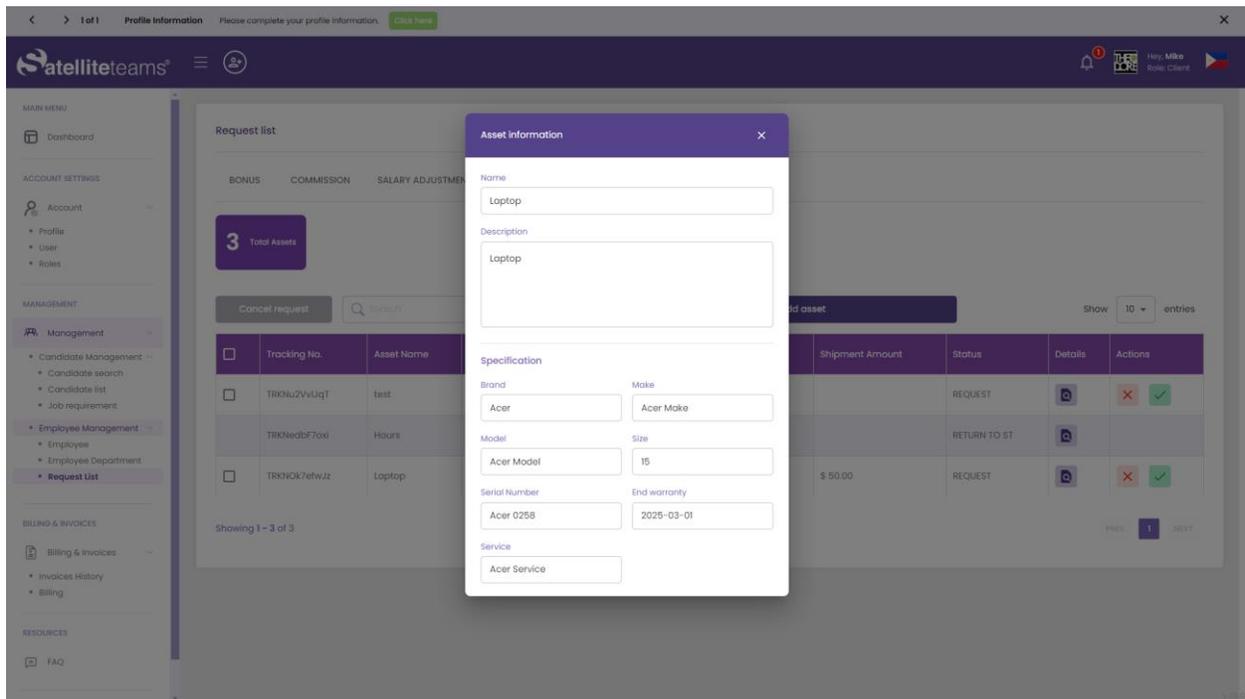
The screenshot shows the 'Request list' page in the Satellite Teams application. The page has a purple header with the Satellite Teams logo and a navigation menu on the left. The main content area is titled 'Request list' and has tabs for BONUS, COMMISSION, SALARY ADJUSTMENT, REIMBURSEMENT, and ASSET. A purple box indicates '3 Total Assets'. Below this is a search bar and an 'Add asset' button. The table below contains the following data:

Tracking No.	Asset Name	Assigned To	Type	Amount	Shipment Amount	Status	Details	Actions
TRKNuZVvUqT	test	Jane Smith	Client Credits			REQUEST		
TRKNedbF7oxl	Hours	Jane Smith	Hours	\$ 1500		RETURN TO ST		
TRKNOK7efwJz	Laptop	George Anderson	Computer Equipment	\$ 1200	\$ 50.00	REQUEST		

At the bottom of the table, it says 'Showing 1 - 3 of 3' and has 'PREV', '1', and 'NEXT' navigation buttons.

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

8.4.5.1 Asset Adding or Requesting



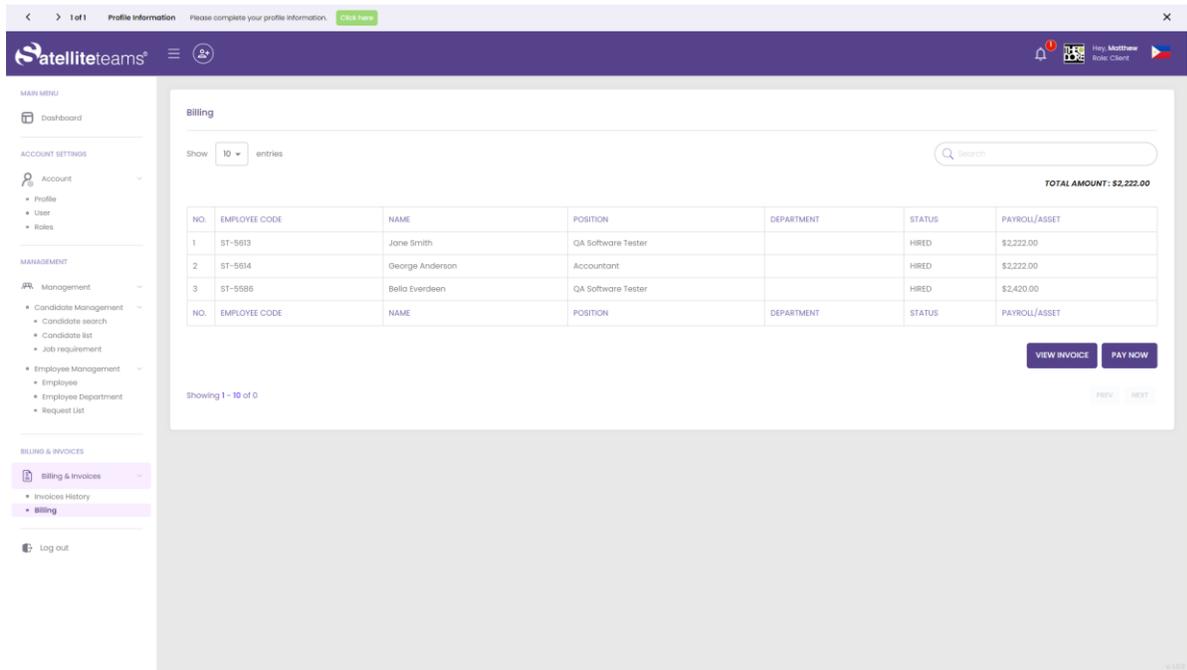
To add or request an asset:

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

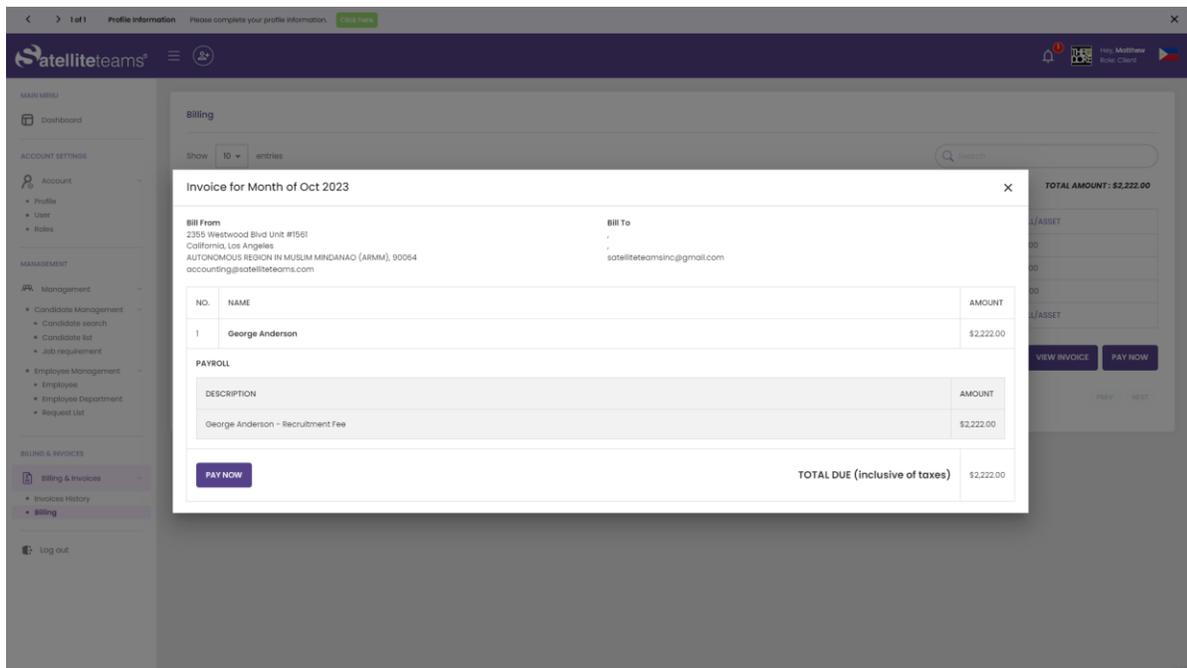
9.1 Billing

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



9.1.1 View invoice

View invoice for each employee.



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.

The screenshot shows the QuickBooks payment interface for Satellite Teams Inc. The main section displays the payment amount of \$2,222.00 and offers three payment methods: Debit, Credit, and Bank. Below these options, there are input fields for card number, expiration date, CVV code, name on card, country, and ZIP code. A 'Pay \$2,222.00' button is prominently displayed at the bottom. To the right, the merchant details for Satellite Teams Inc. are shown, including the invoice number 2774, due date of October 7, 2023, and invoice amount of \$2,222.00. The interface also includes a 'View Invoice' button and a 'Merchant details' section with the email accounting@satelliteteams.com. A Truste logo is visible at the bottom right, indicating that the information is protected and kept confidential.

9.2 Invoices History

The screenshot displays the 'Invoices History' section of the Satellite Teams application. On the left, a sidebar menu includes 'Dashboard', 'ACCOUNT SETTINGS', 'MANAGEMENT', and 'BILLING & INVOICES'. The 'BILLING & INVOICES' section is active, showing a list of invoices. The main content area is titled 'Invoice' and shows a list of invoices with columns for invoice number, date, amount, and status. The selected invoice, 2774, is highlighted. To the right, a detailed view of invoice 2774 is shown, including the 'Invoice for Month of Oct 2023' title, 'Due Date' (October 7, 2023), 'Bill From' and 'Bill To' information, a table of products and amounts, and a 'Dispute Request' form.

NO.	PRODUCT	AMOUNT	
1	Payroll	\$2,222.00	SHOW DETAILS
TOTAL DUE (inclusive of taxes)		\$2,222.00	

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

1 of 1 Profile Information Please complete your profile information. [Click here](#)

Satelliteteams

MAN MENU

- Dashboard

ACCOUNT SETTINGS

- Account
 - Profile
 - User
 - Roles

MANAGEMENT

- Management
 - Candidate Management
 - Candidate search
 - Candidate list
 - Job requirement
 - Employee Management
 - Employee
 - Employee Department
 - Request List

BILLING & INVOICES

- Billing & Invoices
 - Invoices History
 - Billing

RESOURCES

- FAQ

Frequently Asked Questions

Navigate our Client Web Portal easily and learn more about Satellite Teams with these step-by-step guides and frequently asked questions.

Type something else

Can't find what you are looking for?

Getting Started

Discover how you can register, log in, or create a profile through the Client Web Portal.

Defining The Perfect Hire

Here's how you can effortlessly search and find a candidate based on your job and hiring requirements.

Posting A Job Opening

Explore how you can streamline your hiring process by posting a job opening on the Client Web Portal to find a candidate that best suits your needs.

Hiring Your Ideal Candidate

Found the perfect candidate? Here's how you can initiate the hiring and onboarding process to kickstart collaboration.

1 of 1 Profile Information Please complete your profile information. [Click here](#)

Satelliteteams

MAN MENU

- Dashboard

ACCOUNT SETTINGS

- Account
 - Profile
 - User
 - Roles

MANAGEMENT

- Management
 - Candidate Management
 - Candidate search
 - Candidate list
 - Job requirement
 - Employee Management
 - Employee
 - Employee Department
 - Request List

BILLING & INVOICES

- Billing & Invoices
 - Invoices History
 - Billing

RESOURCES

- FAQ

Common Queries About Us

- What are the benefits of hiring global talent with Satellite Teams? ▾
- What hours can I hire my Satellite Team to work? ▾
- Is there a minimum number of hires? ▾
- What happens if the person doesn't work out? ▾
- Do I have to pay upfront? ▾
- Do I own the IP that my Satellite Team builds? ▾
- Do you offer office space if I would like my Satellite Team members to be in a secure office? ▾
- Are your remote hires fluent in English? ▾
- What other industries do you work with? ▾
- How soon can I get my own Satellite Team/Members? ▾