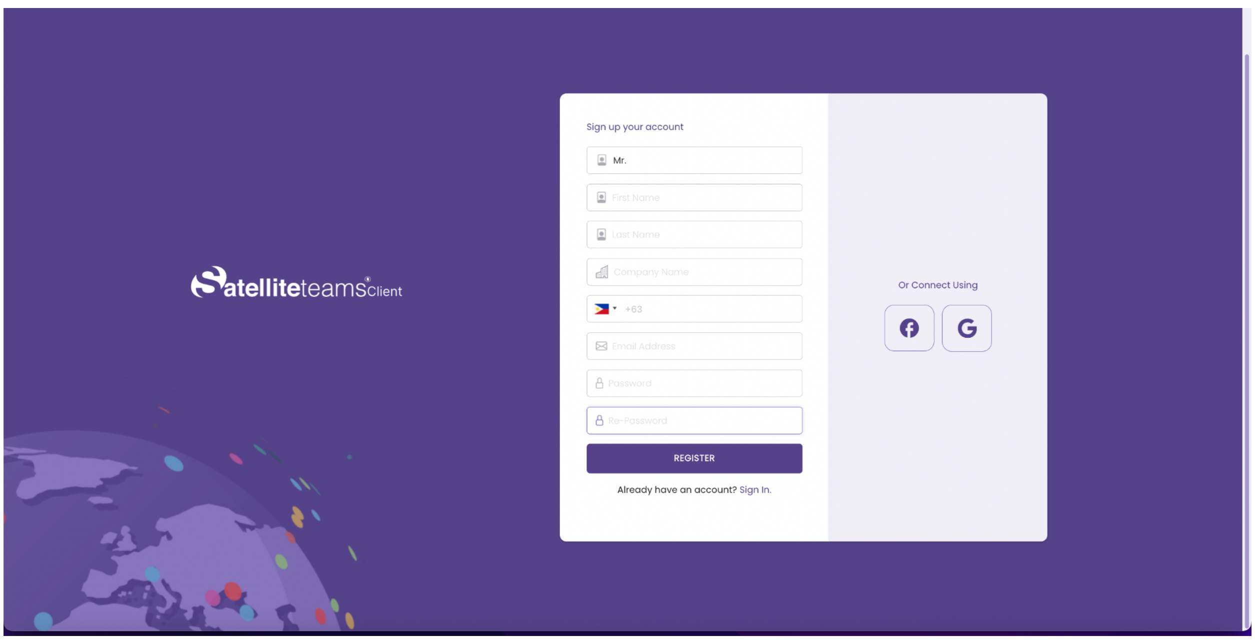
Client Web Application

1.0 Registration

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

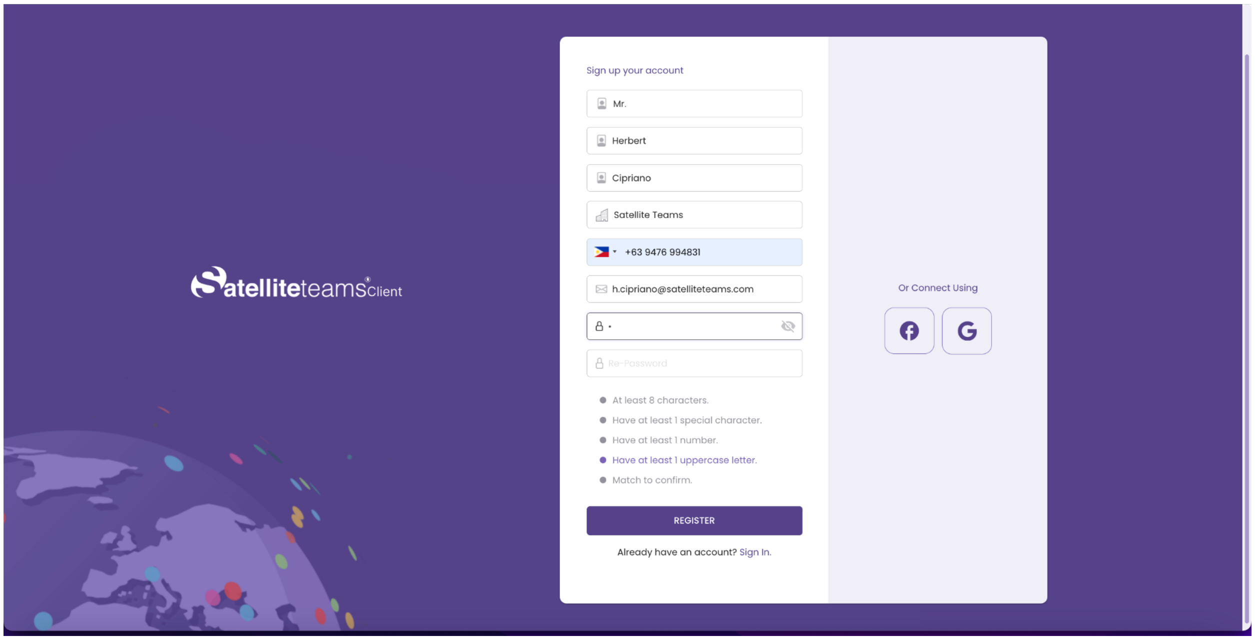
1.1 Manual registration

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



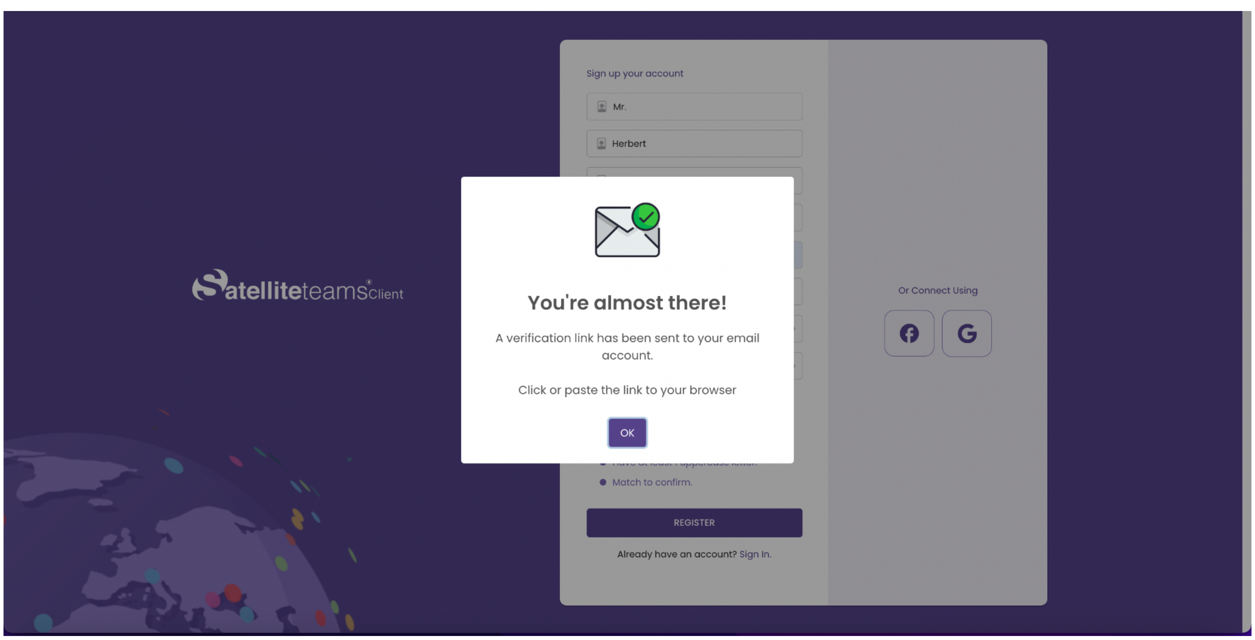
1.1 Registration page

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



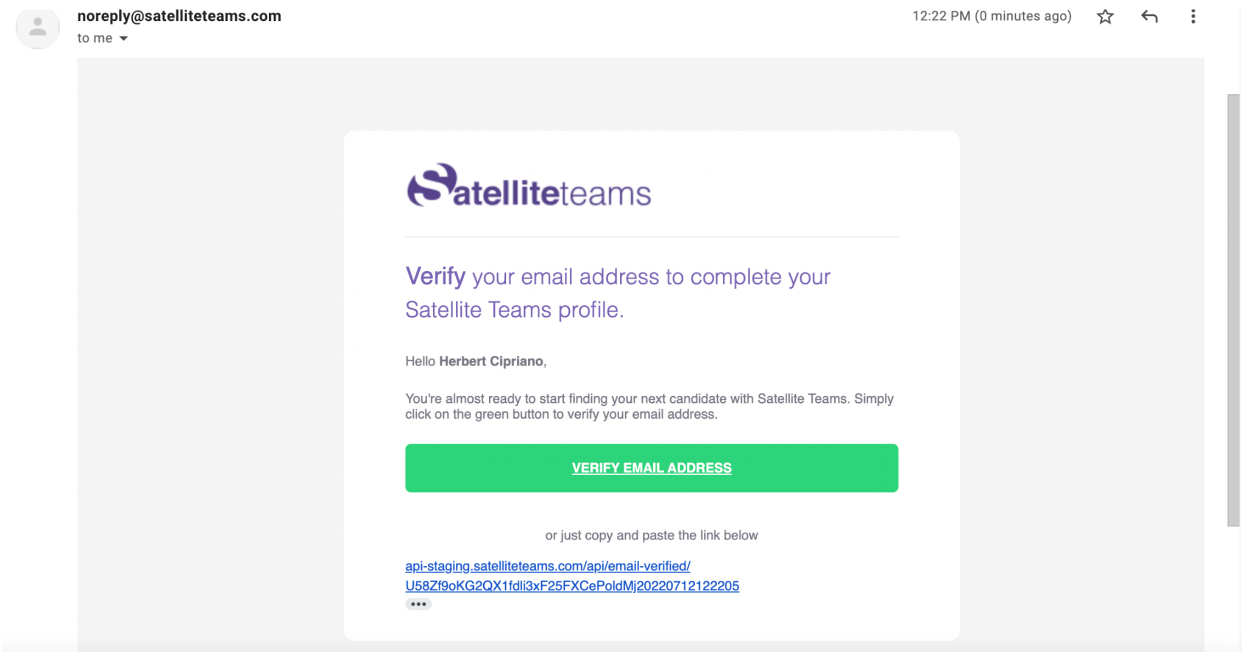
1.1 Password validation

1. Satisfy the password validations to be able to proceed.
2. When satisfied with the details you entered, click Register.
3. You will see a notification saying that a verification email has been sent to your email address.



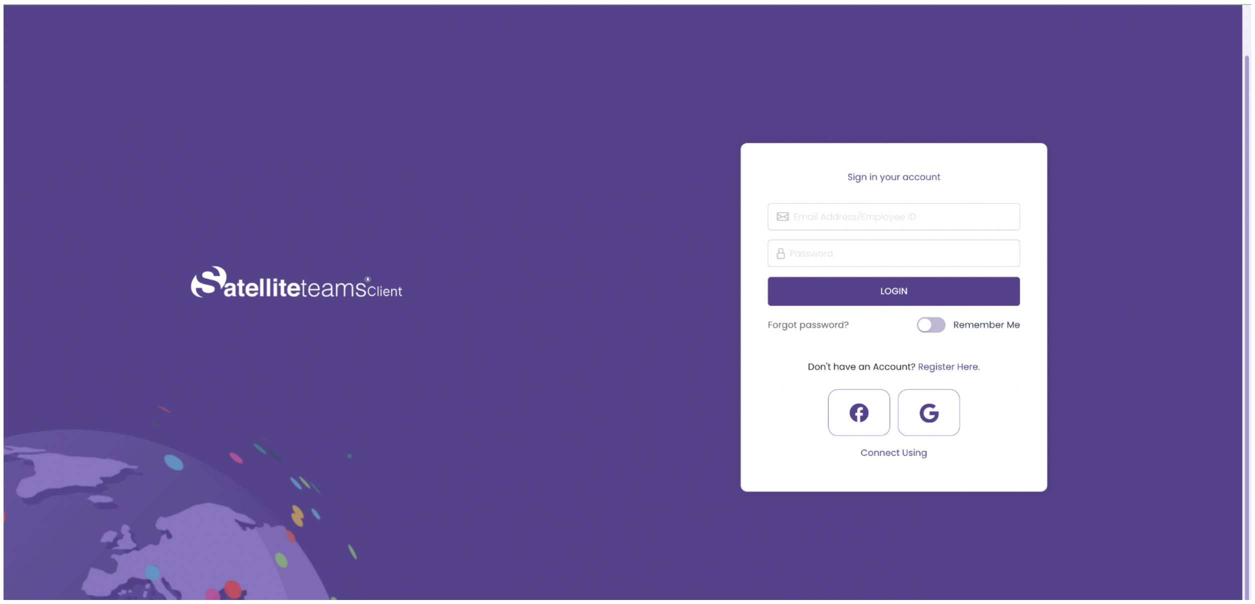
1.1 Verification notification

1. Log in to your provided email account.



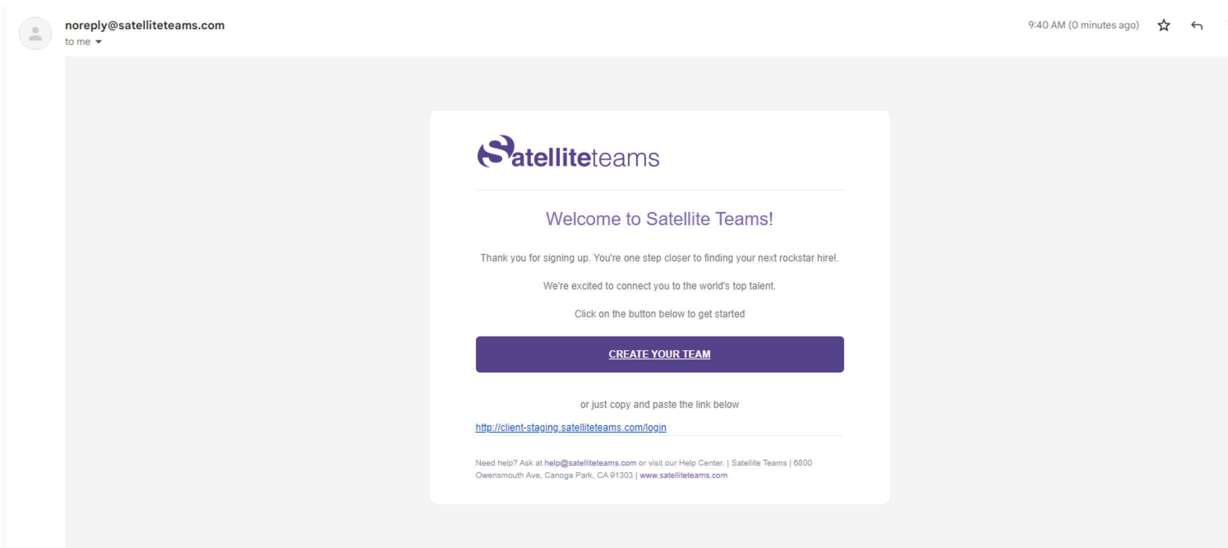
1.1 Verification email

1. Click on the green button or the Verify Email Address button. You will be redirected to the login page of Satellite Teams Client.
2. 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.
3. When redirected to the Log in page, kindly enter your registered email address and password.



1.1 Sign-in page

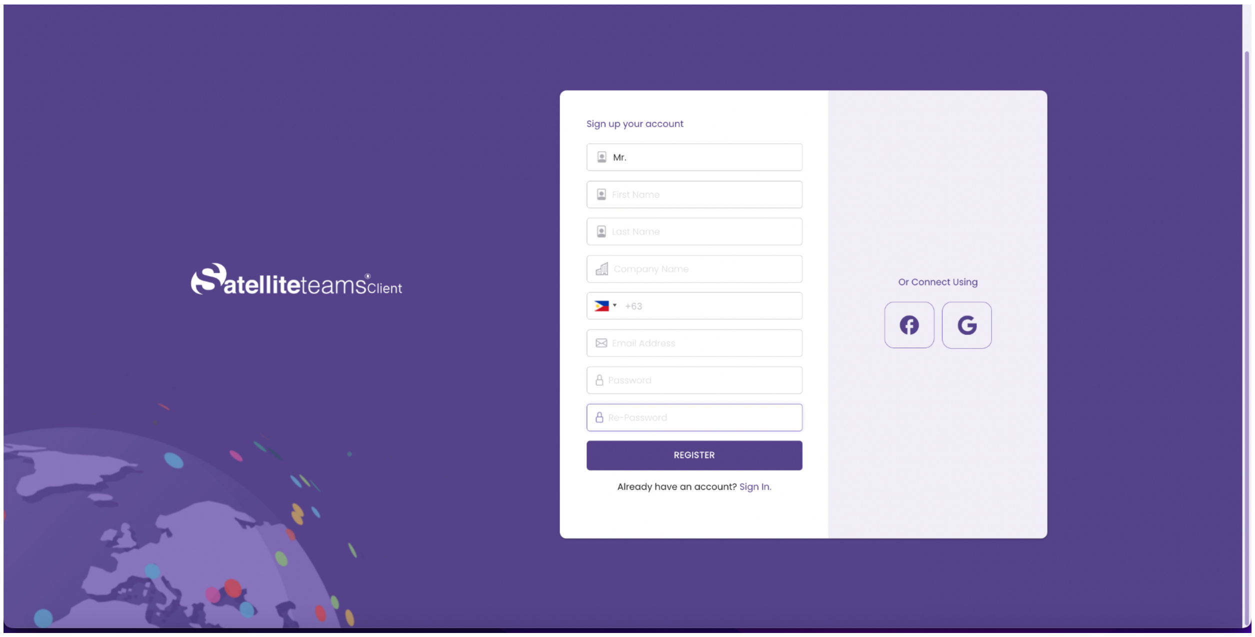
1. After your first time log in, you will receive a welcome email from Satellite Teams.



1.1 Welcome email

1.2 Registration using a Google 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.

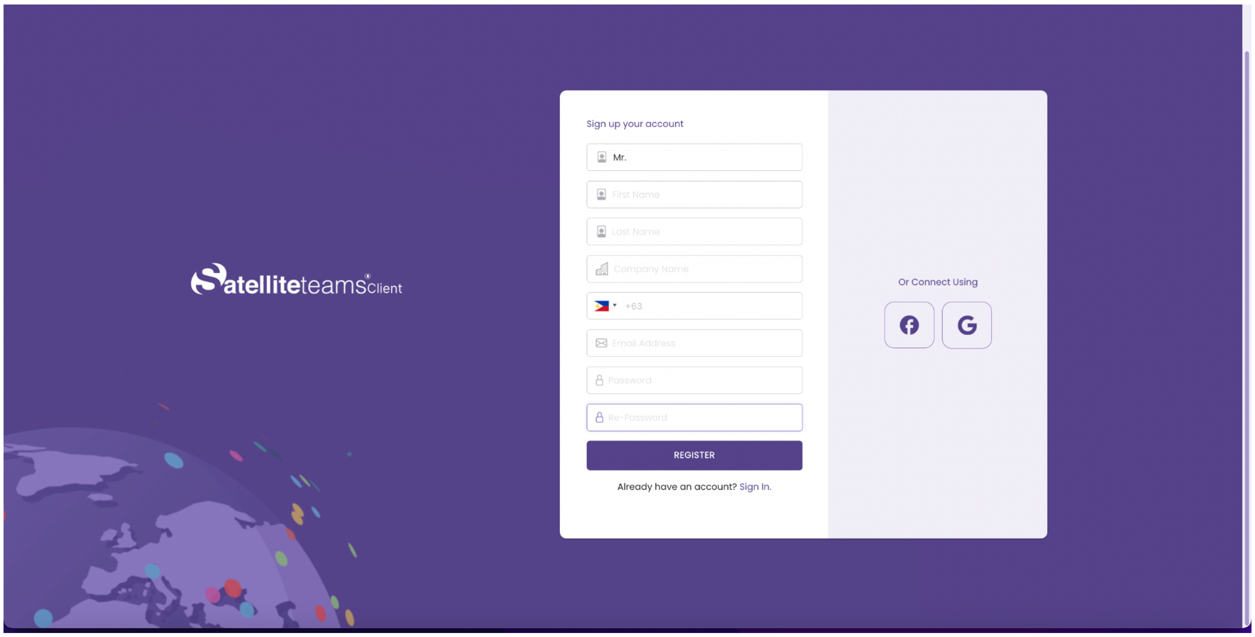


1.2 Registration page

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

1.3 Registration using a Facebook account

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

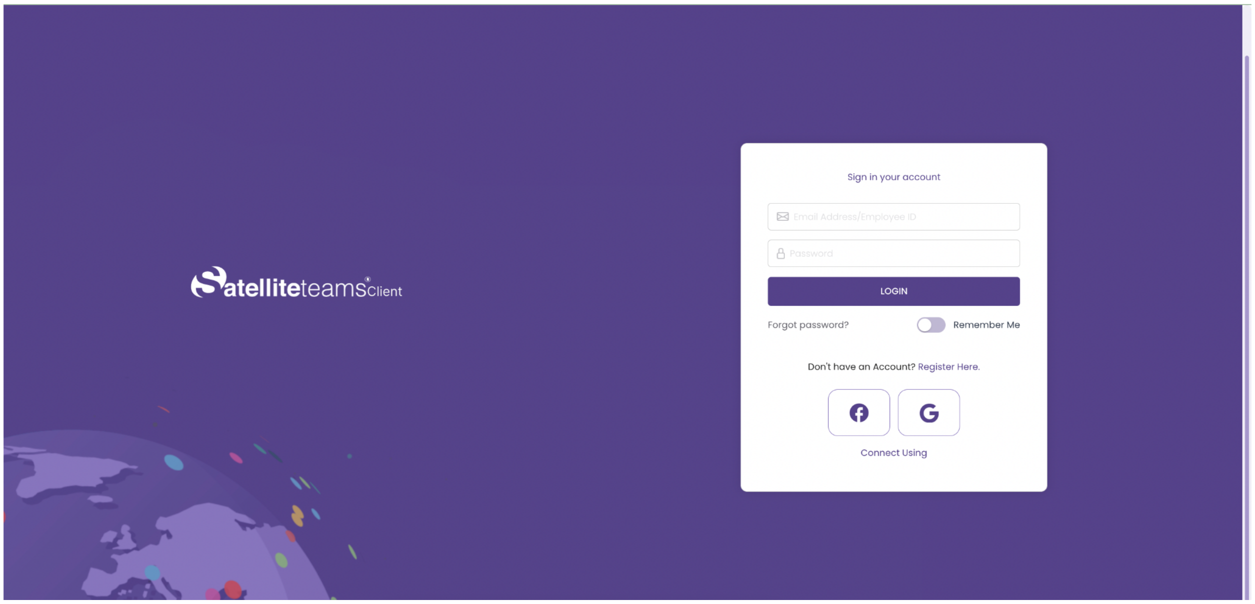


1.3 Registration page

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

2.0 Sign in

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



2.0 Sign-in page

2.1 Sign in using your credentials

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

2.2 Sign in via Google

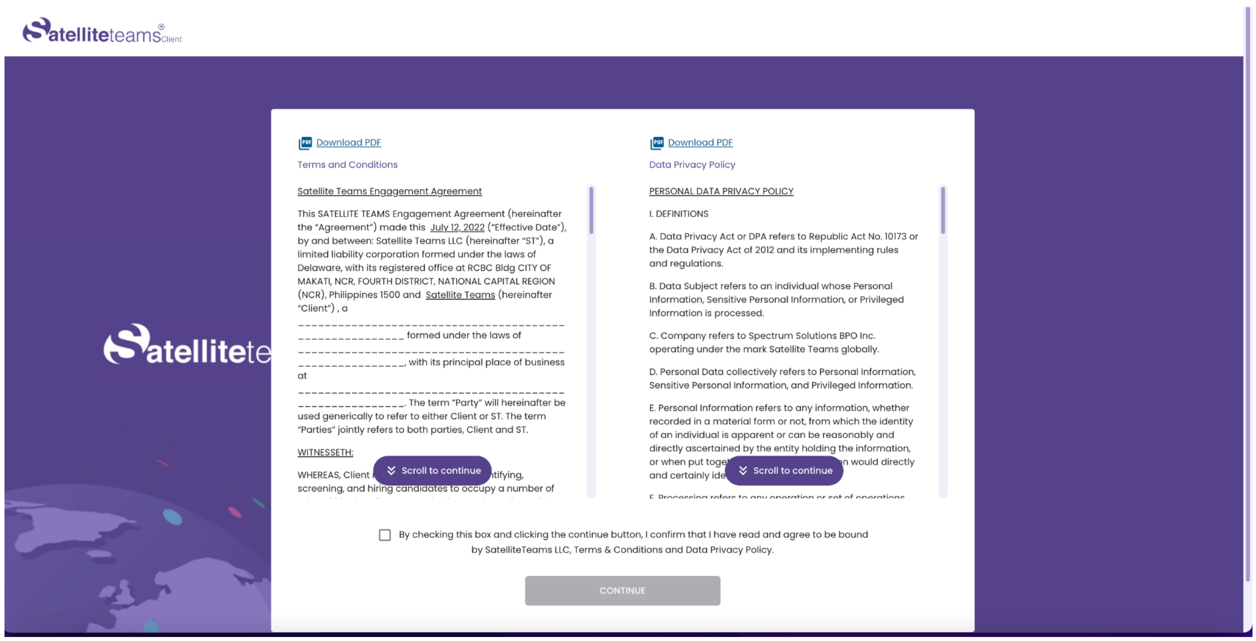
1. Simply click on the Google icon to be able to sign in using your Google account.
2. A pop-up might appear asking you to select which Google account you're going to sign in with.

2.3 Sign in via Facebook

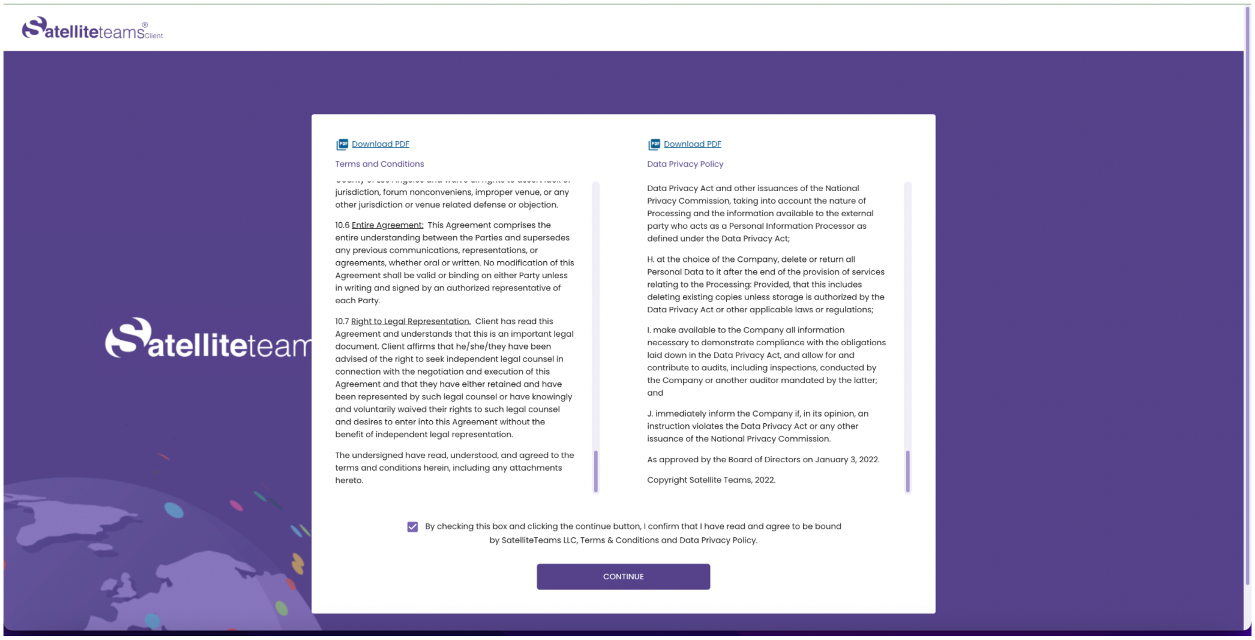
1. Simply click on the Google icon to be able to sign in using your Facebook account.
2. Your currently logged-in Facebook account will automatically be used for this sign-in.

2.4 Terms and Conditions and Data Privacy Policy

Agree to the Terms and conditions and Data privacy policy after logging in to be able to continue to the next page.



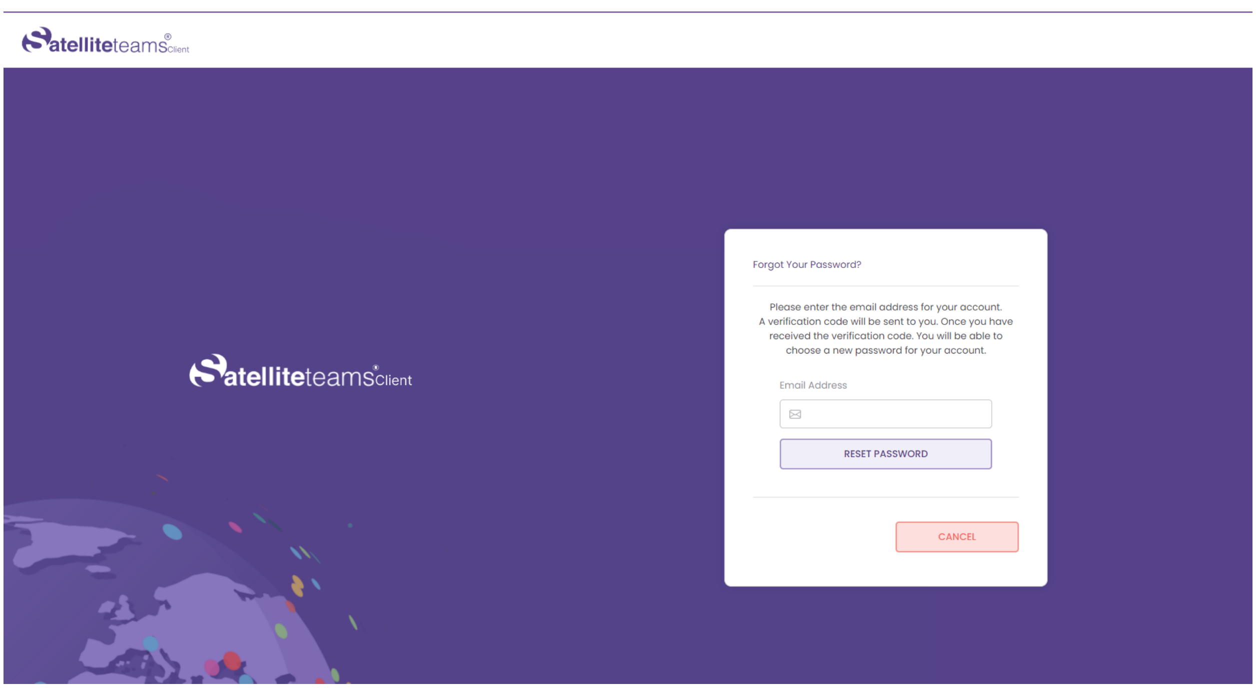
2.4 Terms and conditions and Data privacy policy upper page



2.4 Terms and conditions and Data privacy policy lower page

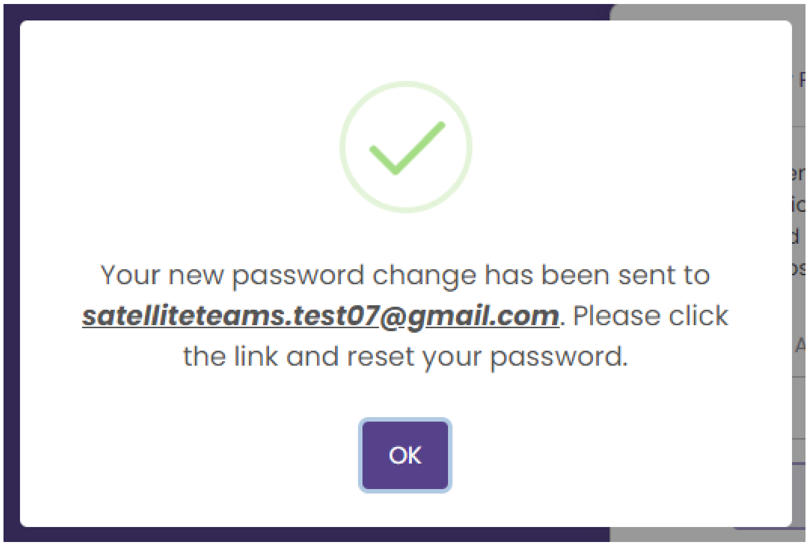
3.0 Forgot password

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



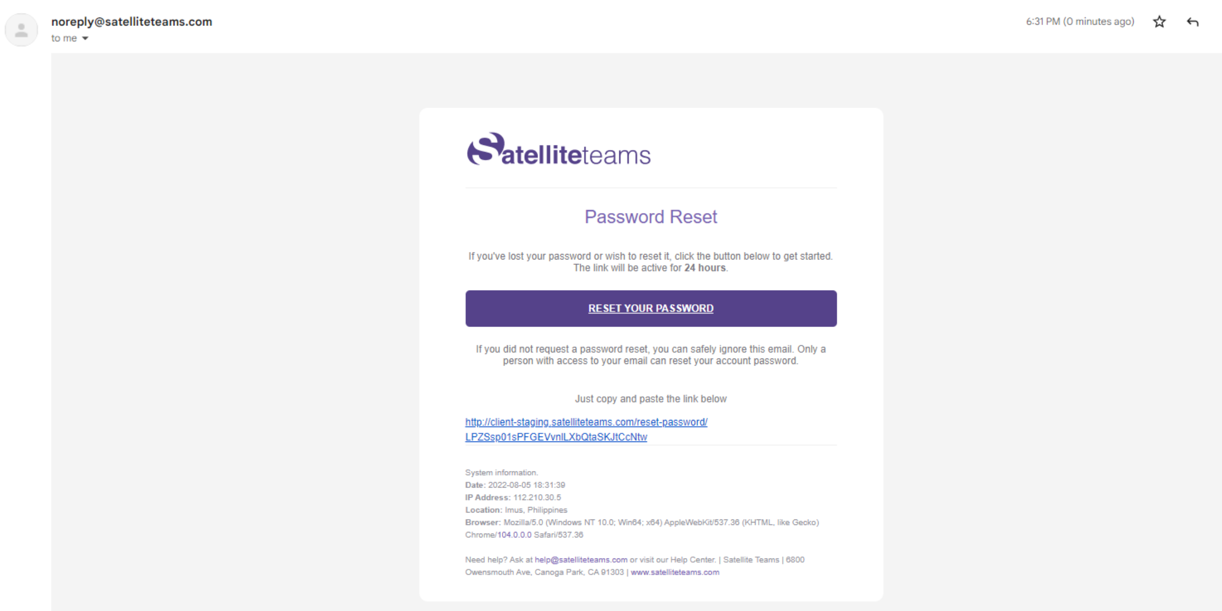
3.0 Forgot password page

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



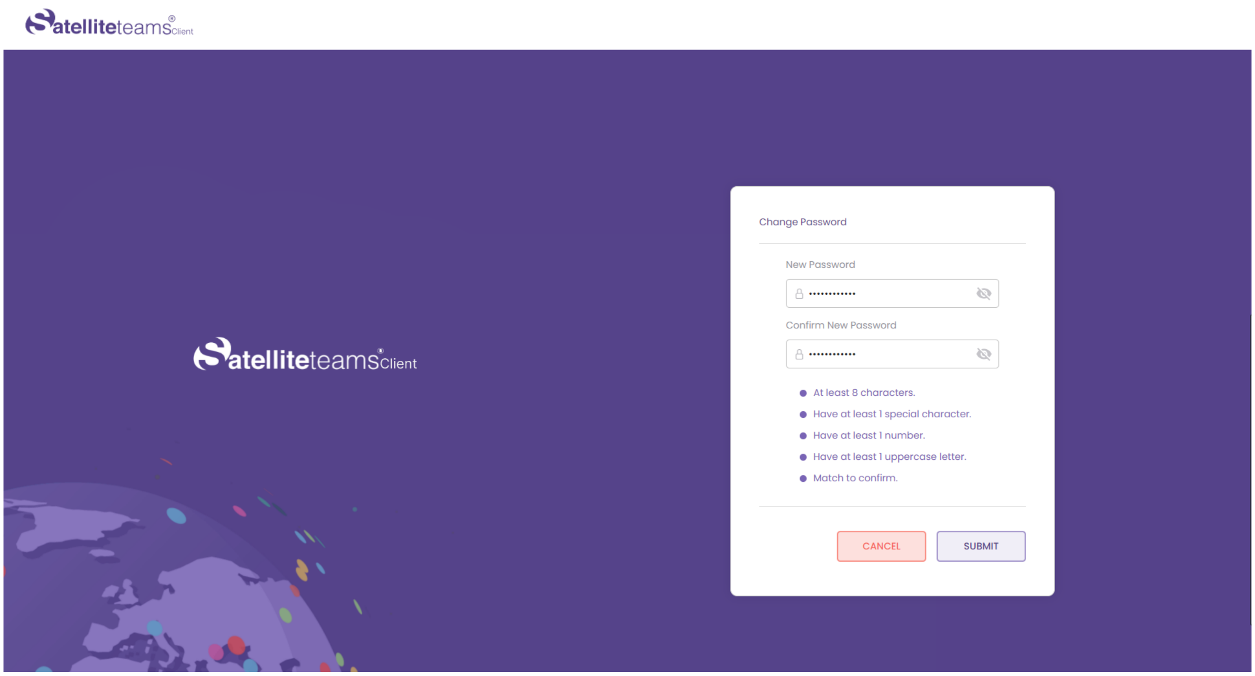
3.0 Notification - Reset password email

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



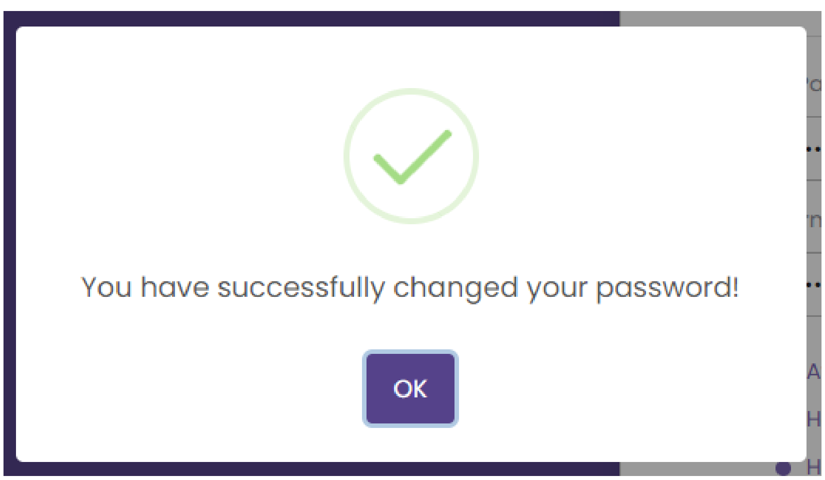
3.0 Password reset email

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



3.0 Change password page

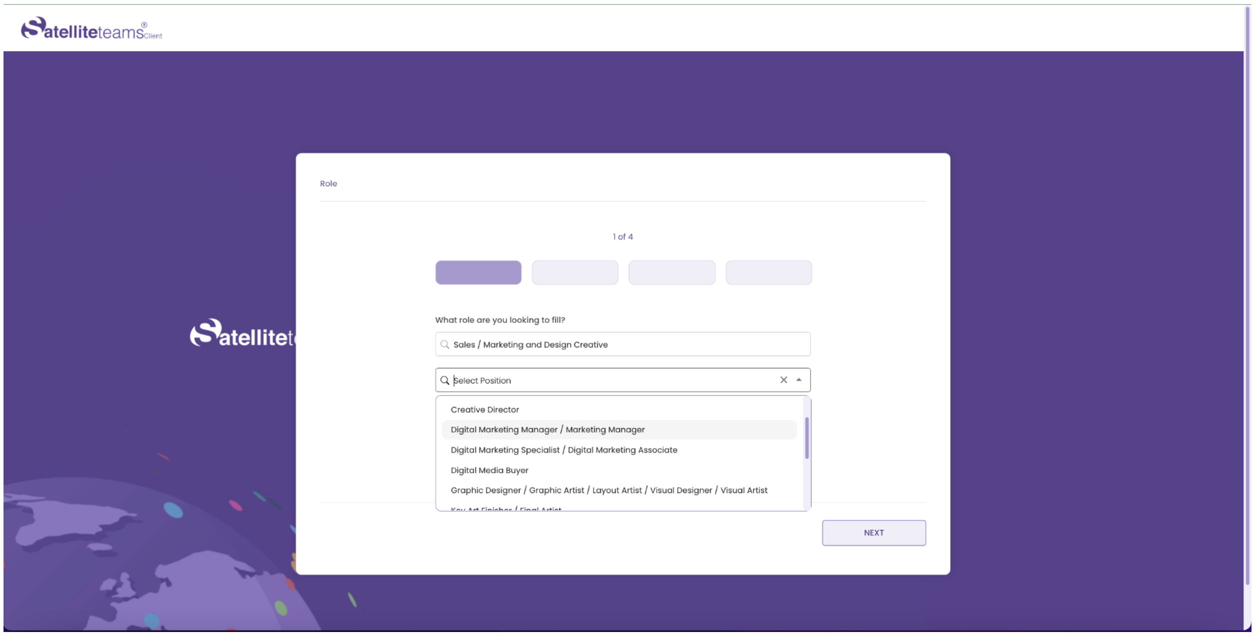
5. You will be redirected to a change password page.
6. Enter your desired new password
7. Satisfy the password validations to be able to proceed.
8. Click on the submit button once satisfied with the change.



3.0 Notification - Successful password page

4.0 Job Preference

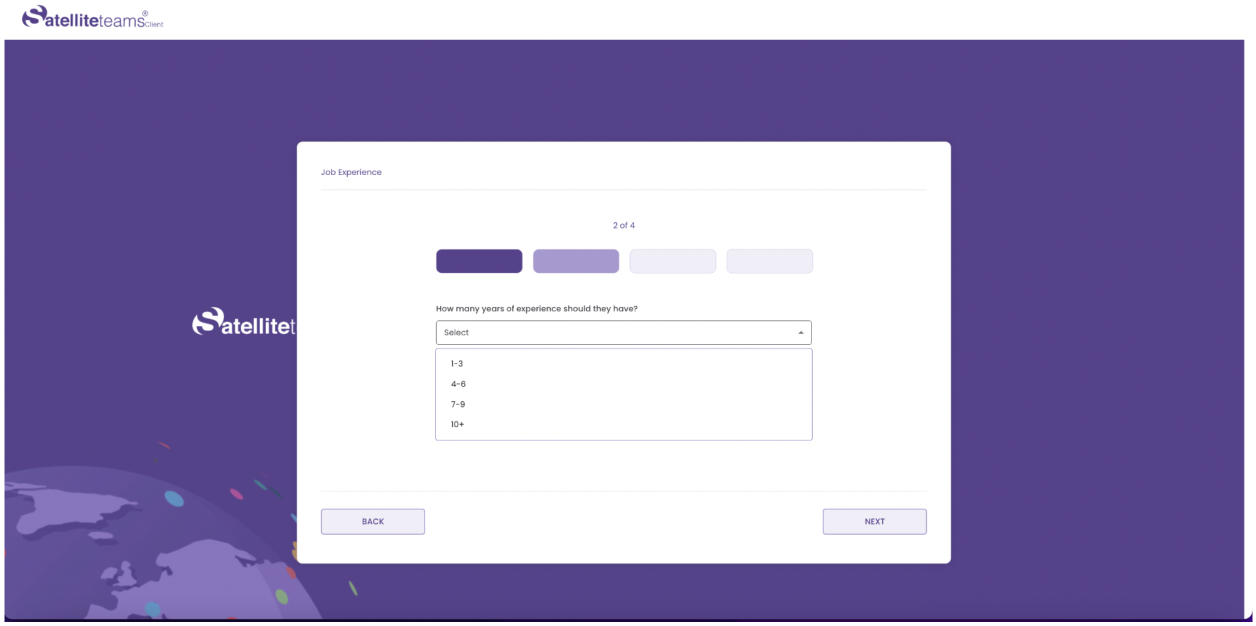
4.1 Job Role



4.1 Job Role

1. Select the role that you are looking for.
2. Next is to select a specific position for the role.
3. Click next to proceed to the next step.

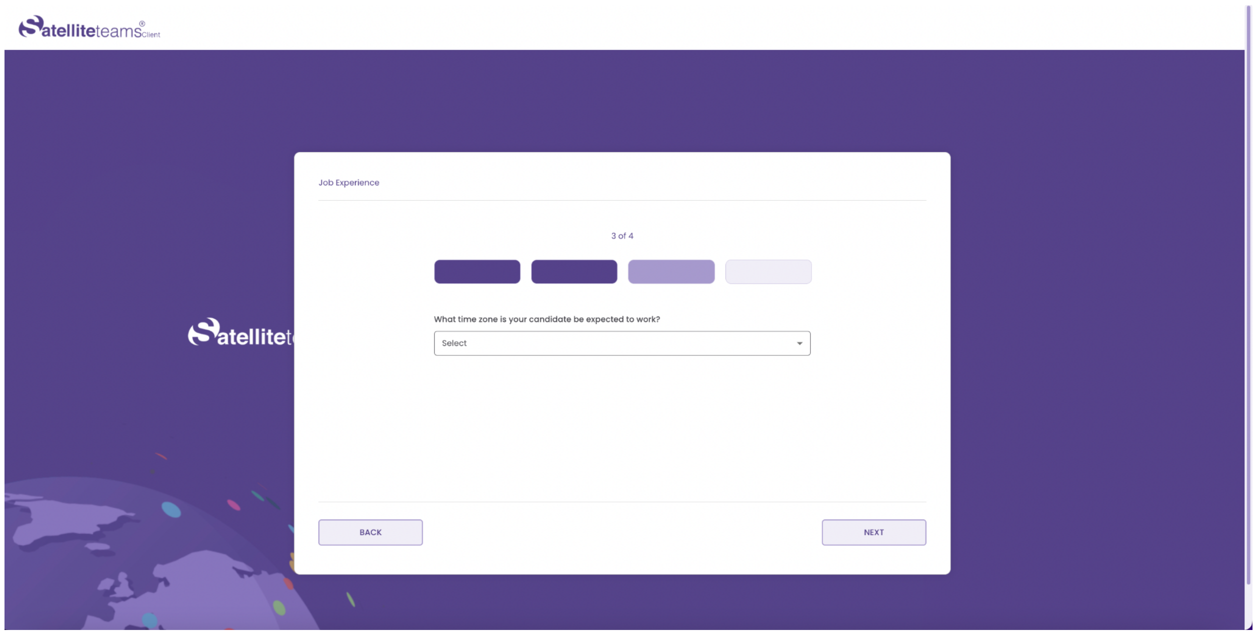
4.2 Years of Experience



4.2 Years of Experience

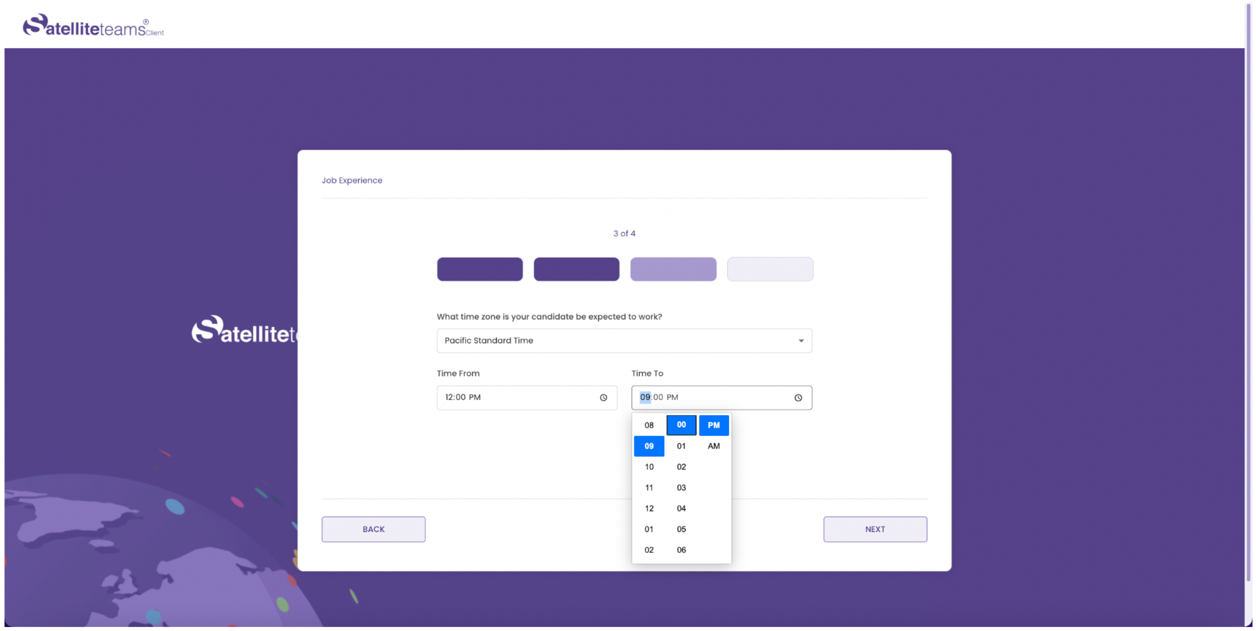
4. Select the years of experience your ideal talent should have.
5. Click next to proceed to the next step.

4.3 Time Zone or Shift



4.3 Time Zone

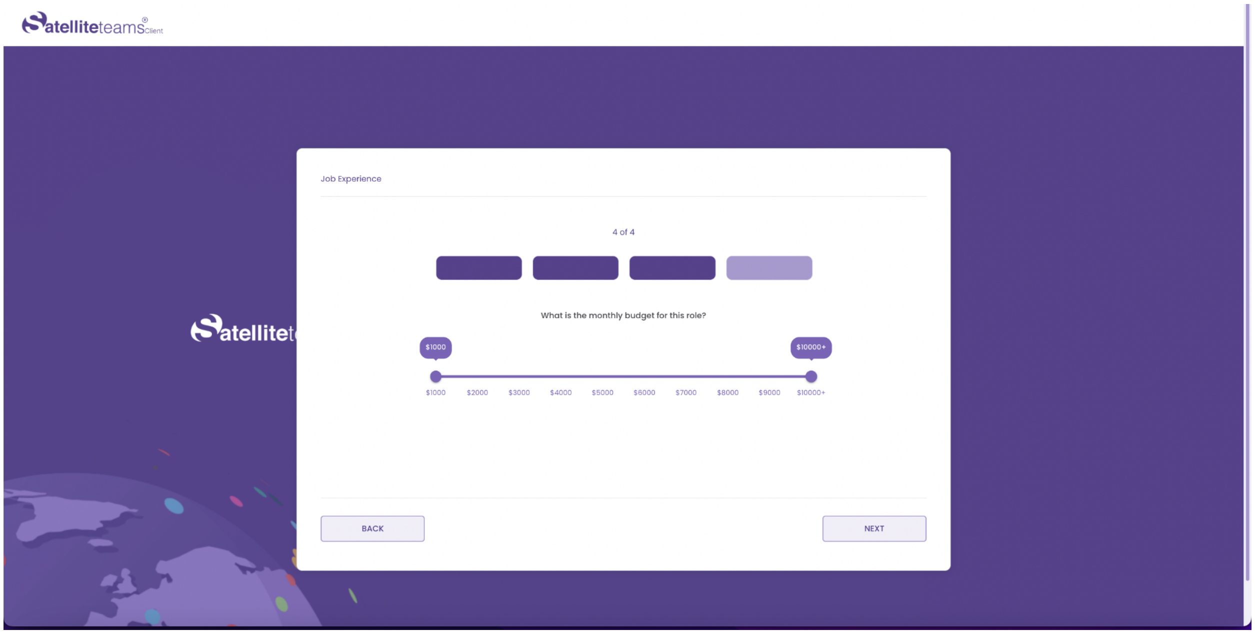
6. Select your ideal time zone your talent should be in.
7. Click next to proceed to the next step.



4.3 Shift

8. Select your ideal shift for your talent.
9. Enter the beginning shift time to end shift time.
10. Click next to proceed to the next step.

4.4 Monthly Budget

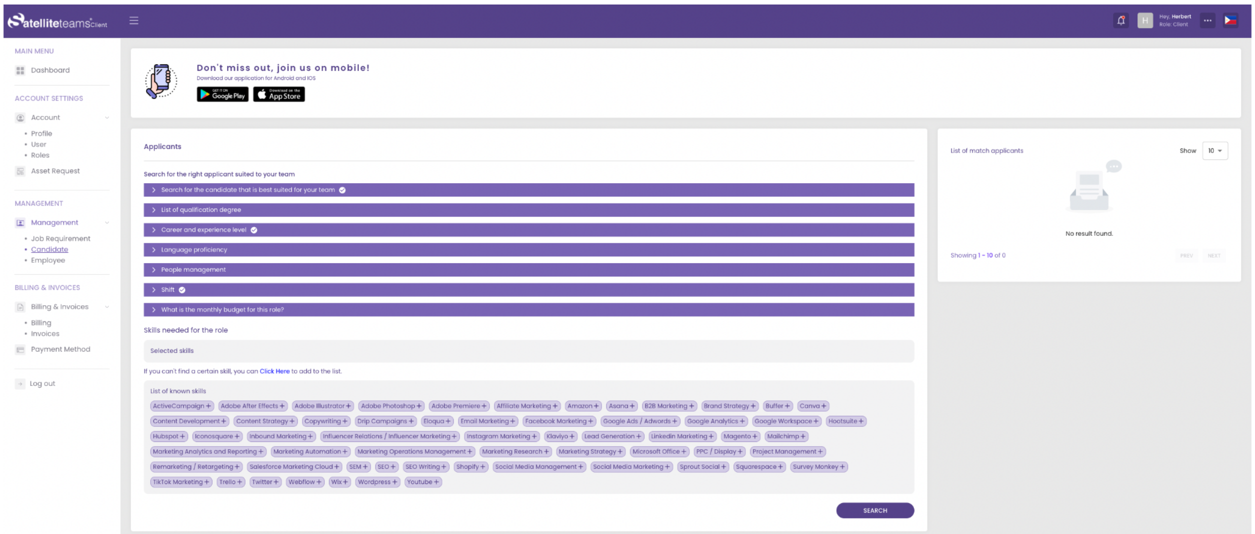


4.4 Monthly Budget

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

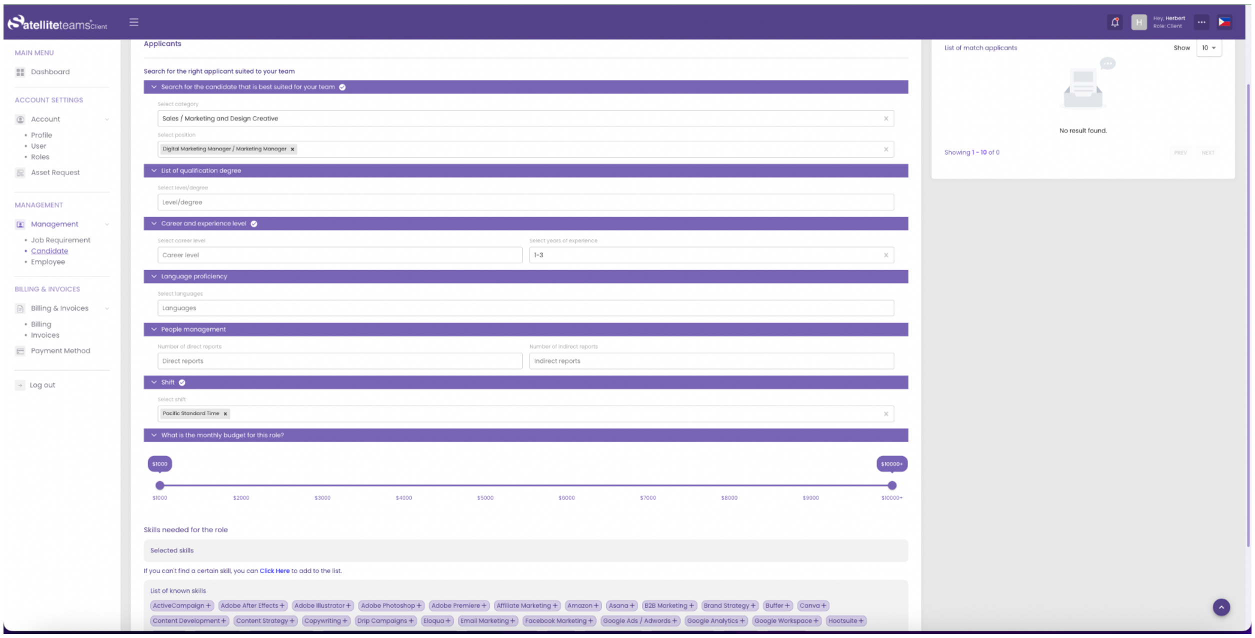
5.0 Applicant or Candidate Search

5.1 Candidate



5.1 Candidate

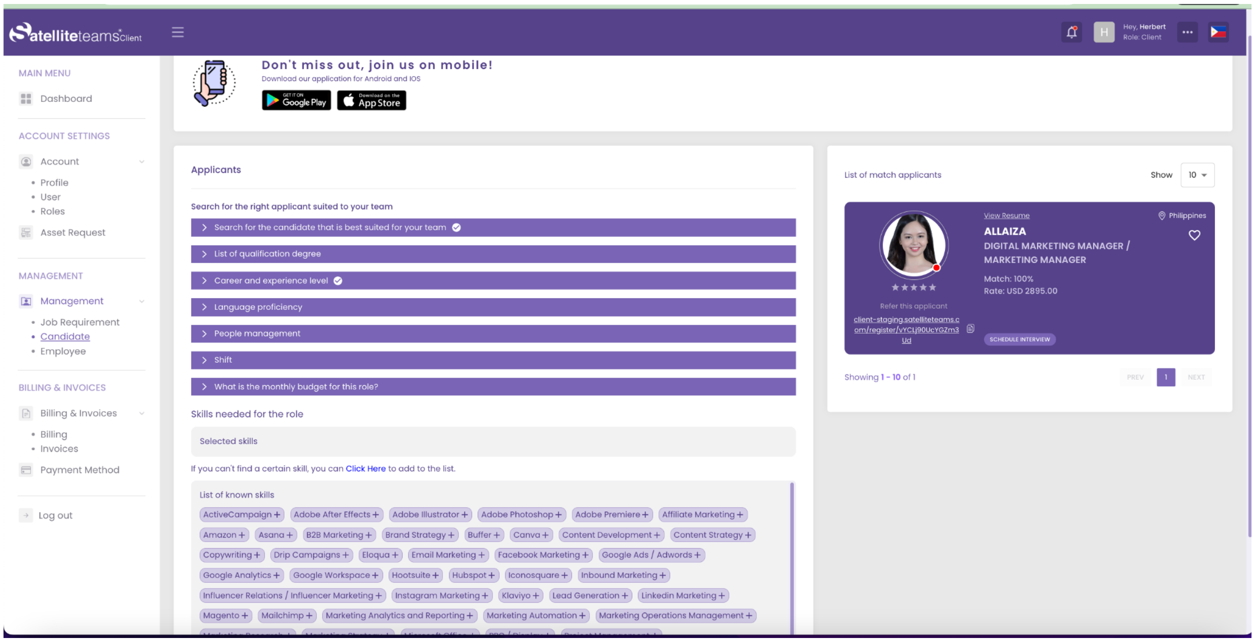
1. Values entered in Job preferences will be shown in the badges. The available badges or search options are:
    a. Job role or the badge with the caption “Search for the candidate that is best suited for your team”
    b. The candidate’s qualification or degree
    c. Their career or experience level
    d. Language proficiency
    e. People management or if the candidate manages people
    f. Your ideal shift
    g. Monthly budget for the candidate
    h. And the skills that the candidate possesses



5.1 Search badges

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.

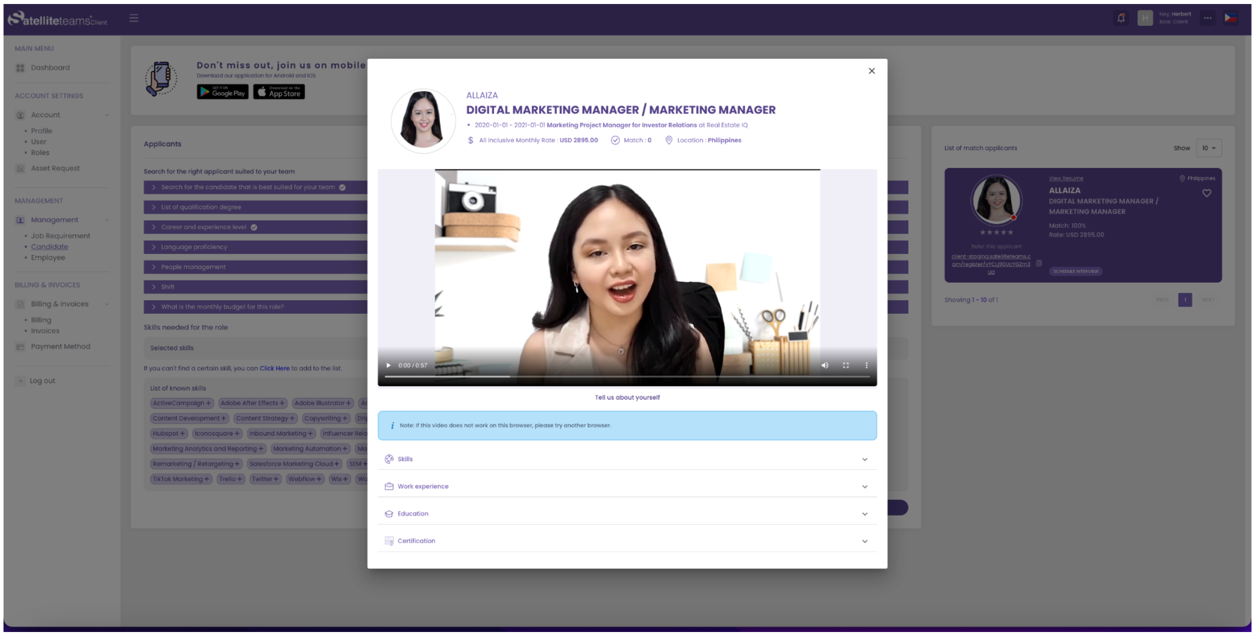
5.2 Selected Applicants



5.2 Selected applicant

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

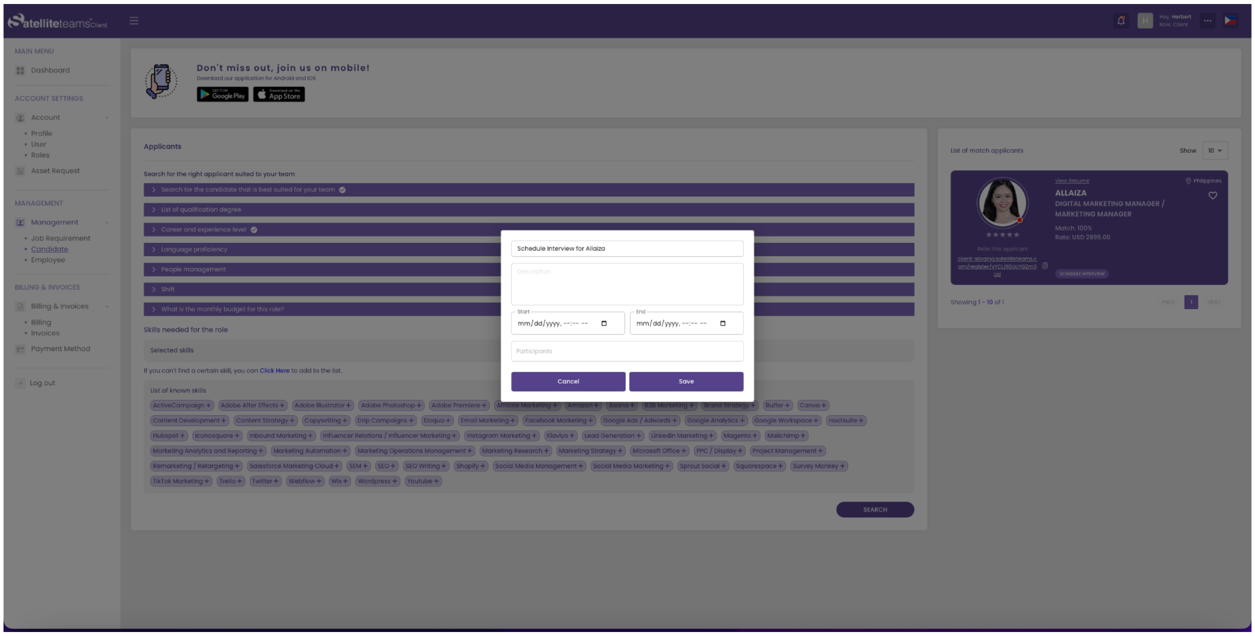
5.3 View Resume



5.3 View resume

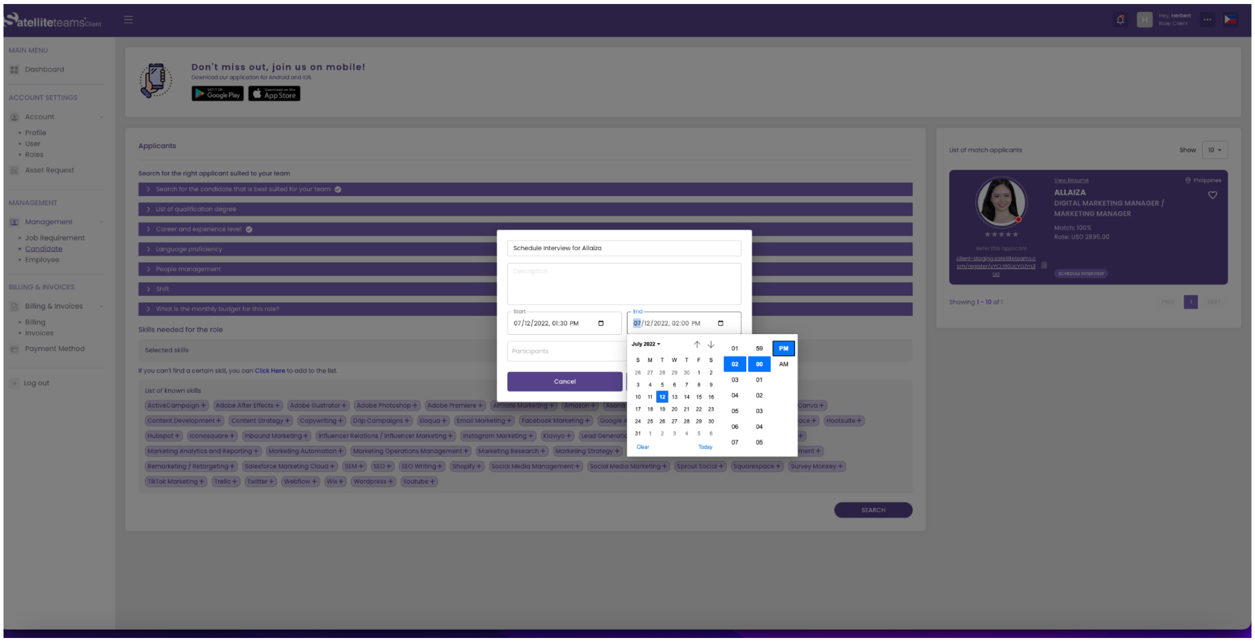
7. On the selected applicant, click on the View Resume on top of the applicant's name.
8. In the applicant's resume you will be able to see the following:
    a. Applicant's name
    b. Job title
    c. Their monthly rate
    d. Matches made
    e. Location
    f. Pitch video about the applicant quick background (if available)
    g. Applicant's skills
    h. Job experiences
    i. Education Background
    j. Certification

5.4 Schedule Interview



5.4 Schedule interview

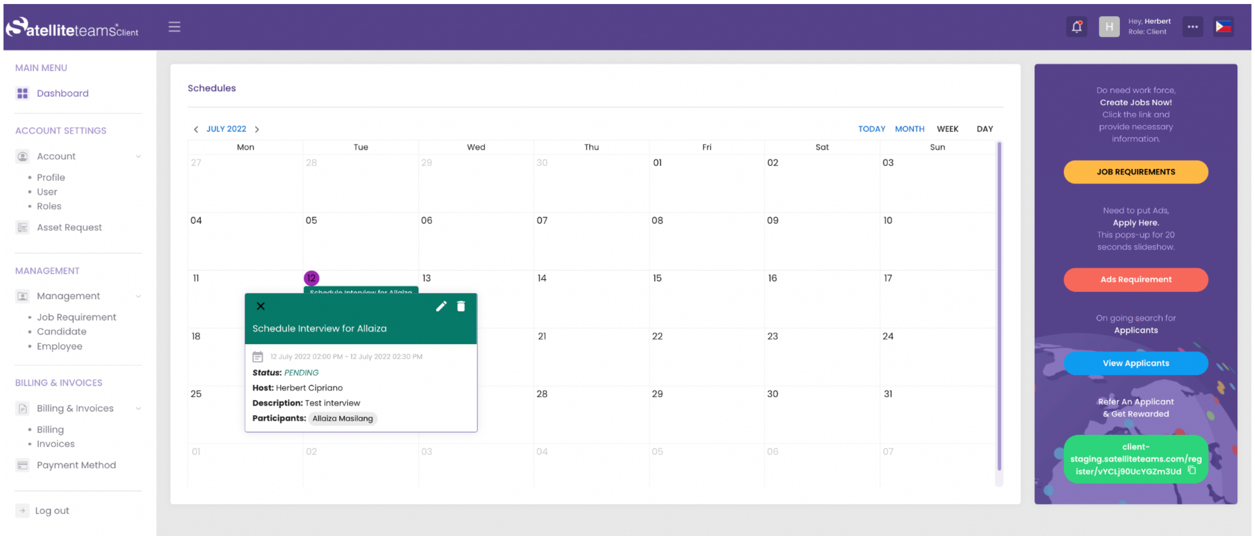
9. To schedule an interview with the applicant, click on the applicant.
10. On the lower part of the selected applicant, click on the Schedule Interview.
11. A pop-up will appear and will require some details.
12. By default, your scheduled interview's title will be "Schedule Interview for [Applicant's name]"



5.4 Schedule interview - Start and End date and time

13. 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.
14. Click on save to schedule the interview.
15. After clicking save, the page will redirect to your dashboard where you will be able to see your calendar and scheduled interview.

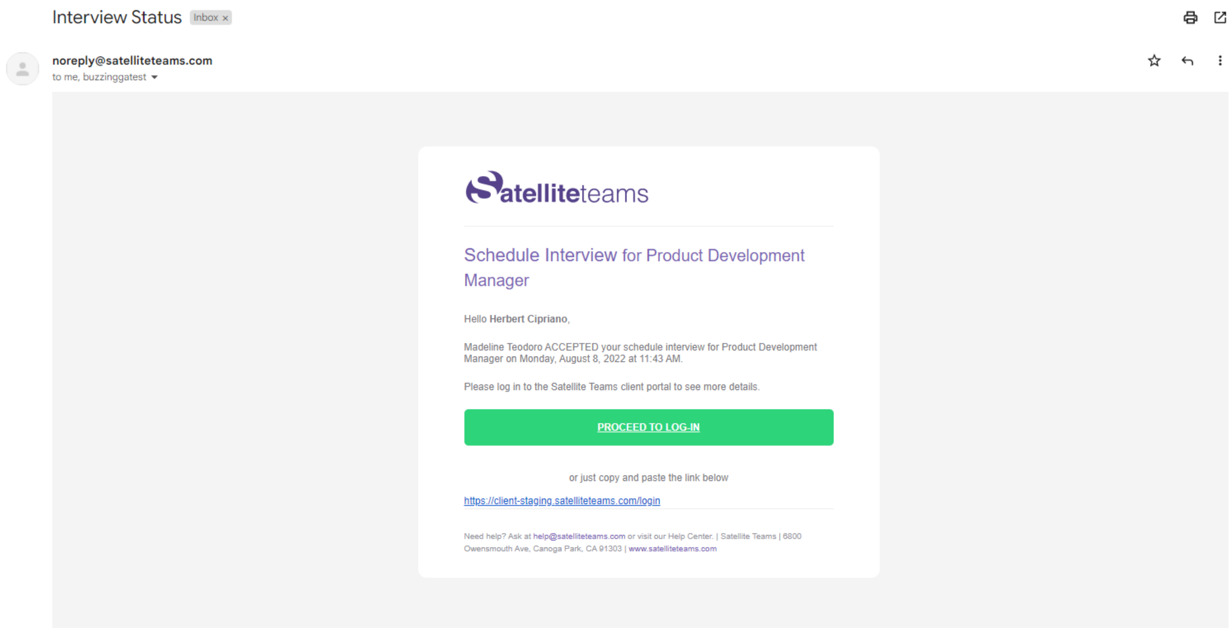
5.5 Scheduled interview - Dashboard



5.4 Scheduled interview - dashboard

16. 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

5.5 Scheduled interview - Accepted



5.5 Scheduled interview - Accepted

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

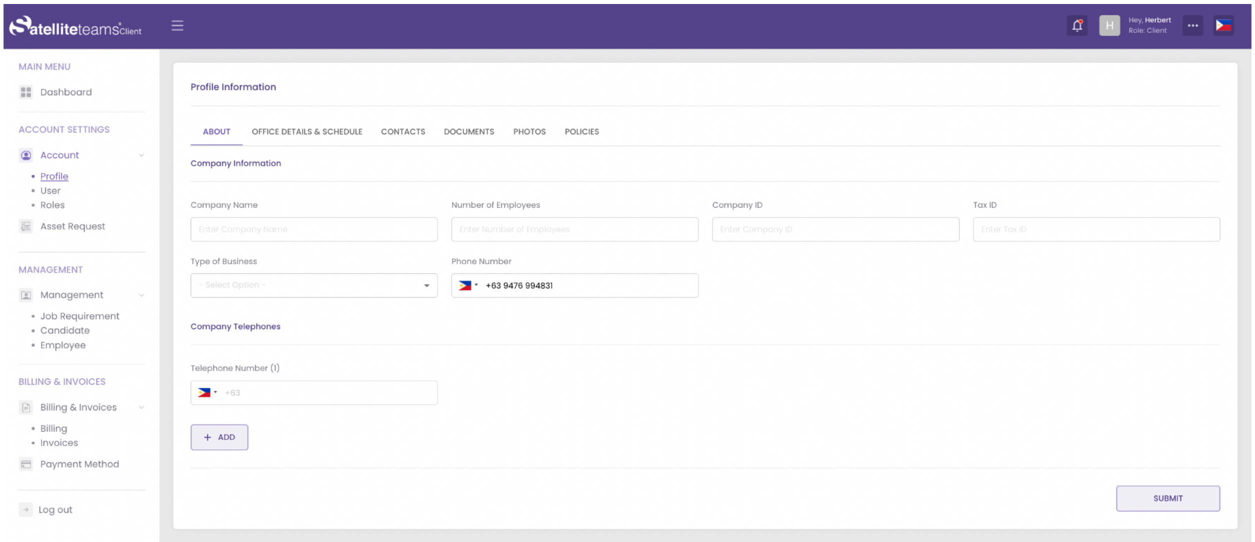
6.0 Accounts

6.1 Profile

This is where your personal or company information is stored.

6.1.1 About

Here is where the Company information and company telephones are saved.



6.1.1 Profile - About

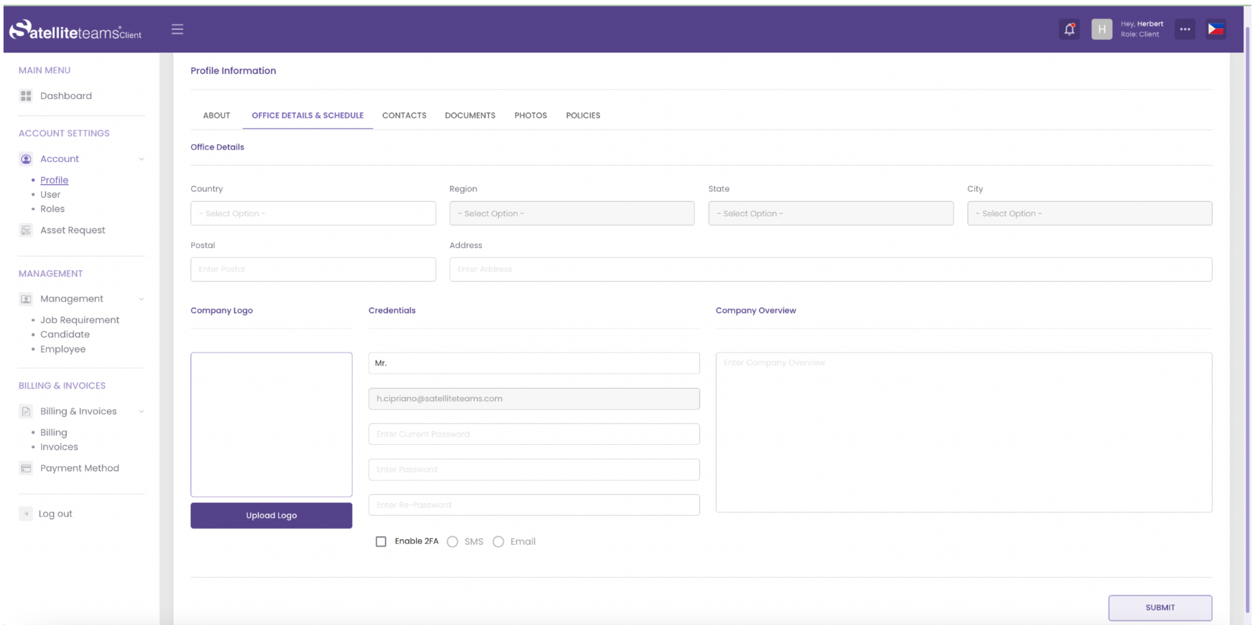
Company information:

1. Enter your company name.
2. The number of employees your company has.
3. Your company ID.
4. Company's Tax ID.
5. What type of business your company is in.
6. And your phone number.
   (Note: The phone number you enter here will be used for 2FA SMS security)

Company Telephones:

7. Add your company's telephone number.
8. Click on Add to add more telephone numbers.

6.1.2 Office Details and Schedule



6.1.2 Profile - Office details and Schedule

Office Details:

1. Fill in which country your company is in.
2. Select your current Region.
3. Then your State.
4. And City.
5. Input your postal code.
6. And your full address.

Company Logo

7. Click on the upload logo button.
8. A pop-up file explorer will show. Select the logo that you want to upload.

Credentials

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

9. To change your title, click on the first field above your email address.
10. Email address is not editable and is not allowed in our system for some security reasons.
11. To edit your credentials. You must enter your current password first.
12. Followed by your new desired address.
13. Re-type your new address to verify.

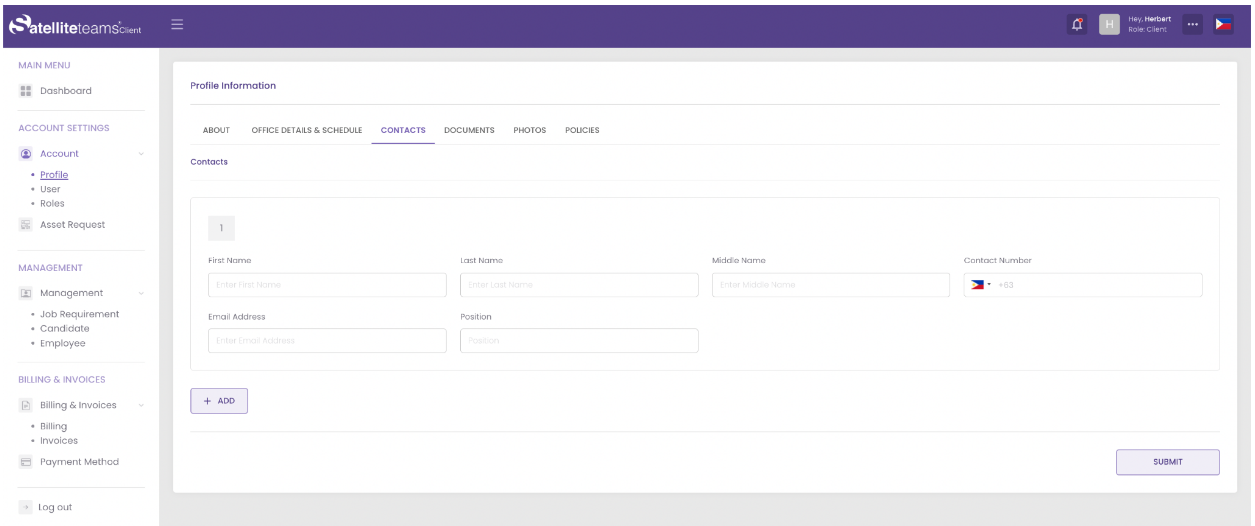
14. For extra security, you may enable the 2FA authentication by ticking the checkbox.
15. Select where you want your code to be sent, via SMS or to your email address.

Company Overview

16. On the field provided, enter your company's overview.

6.1.3 Contacts

List the person of contact in case of emergency.

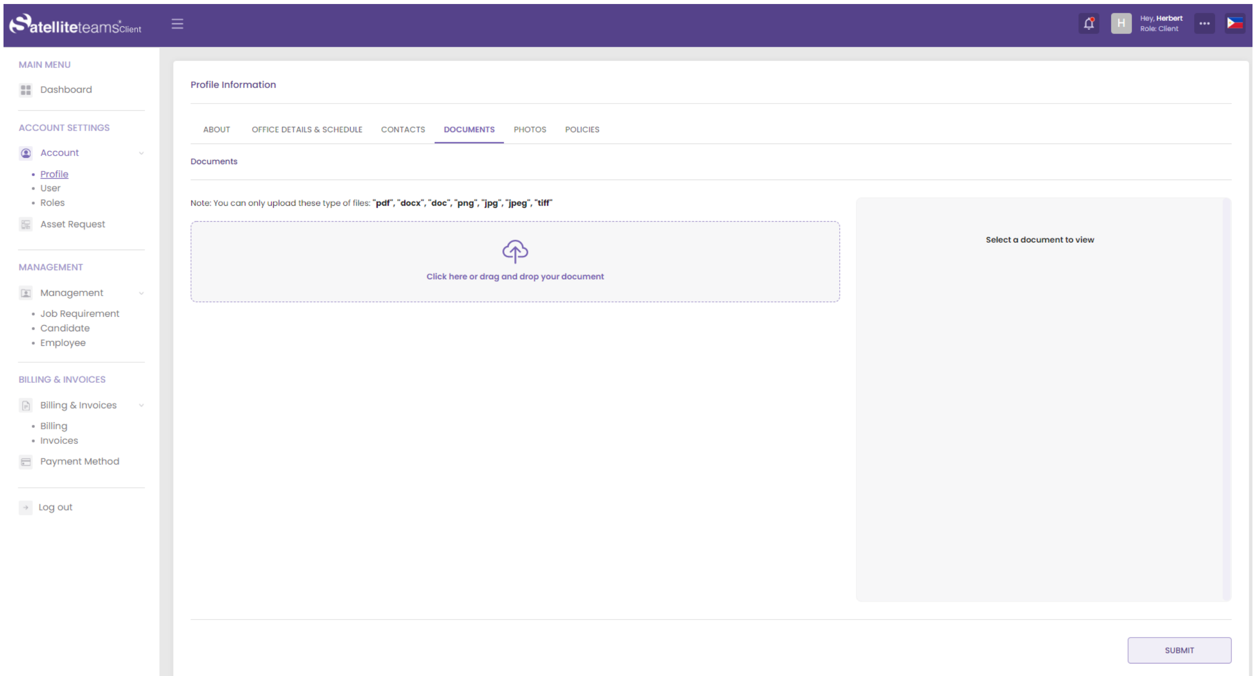


6.1.3 Profile - Contacts

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.

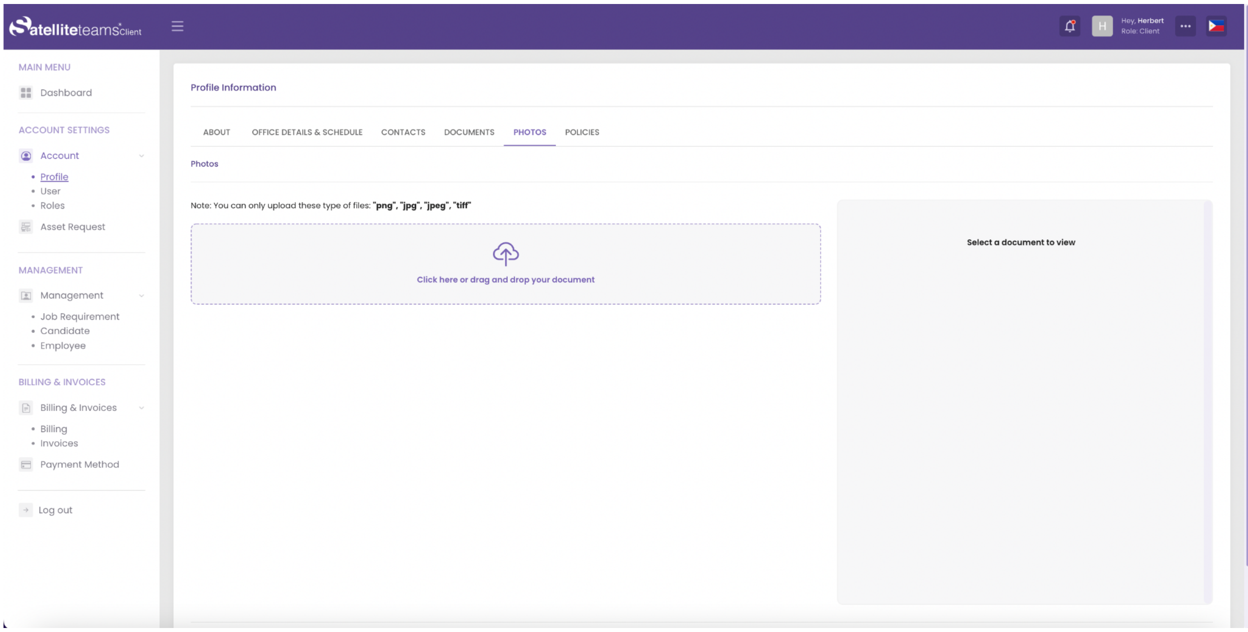


6.1.4 Profile - Documents

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.

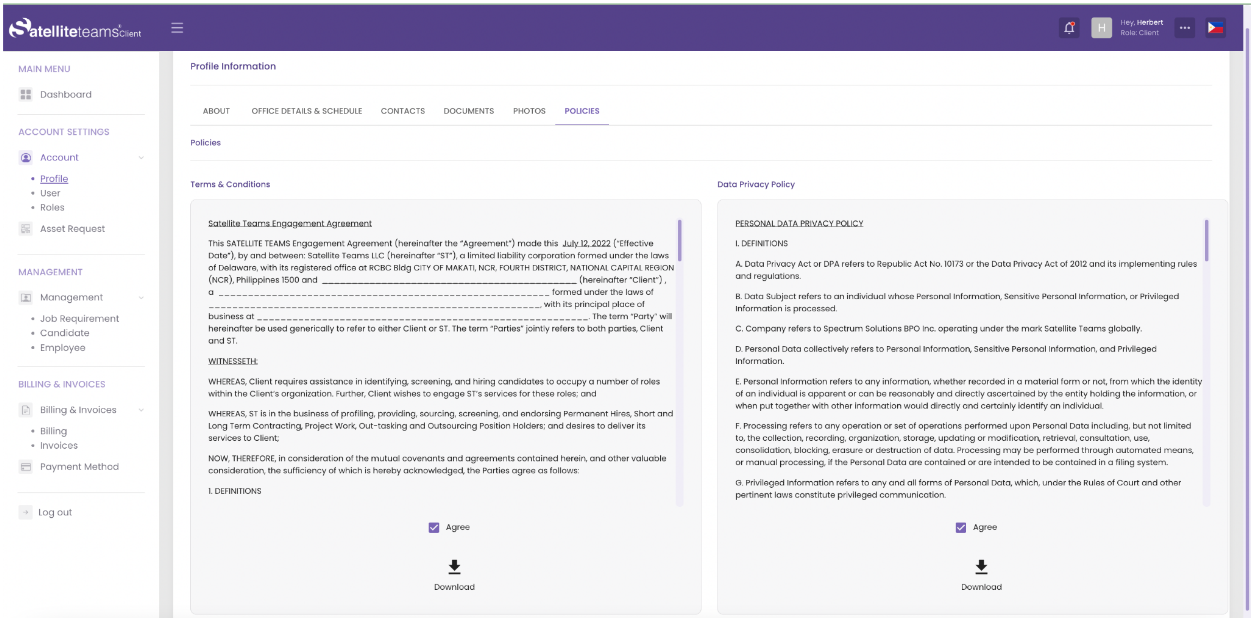


6.1.5 Profile - Photos

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.

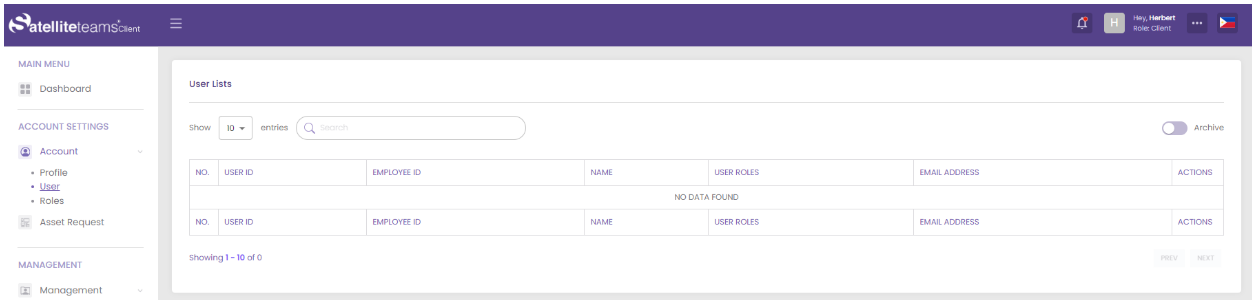


6.1.6 Profile - Policies

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

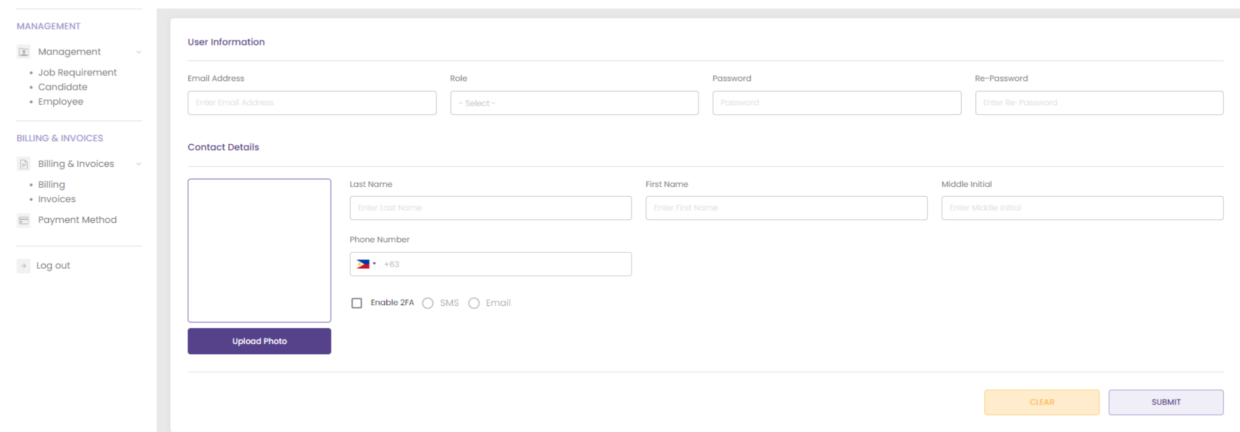
Add, edit or delete users for your account.



6.2 User - User lists

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.



6.2 User - User information

User Information

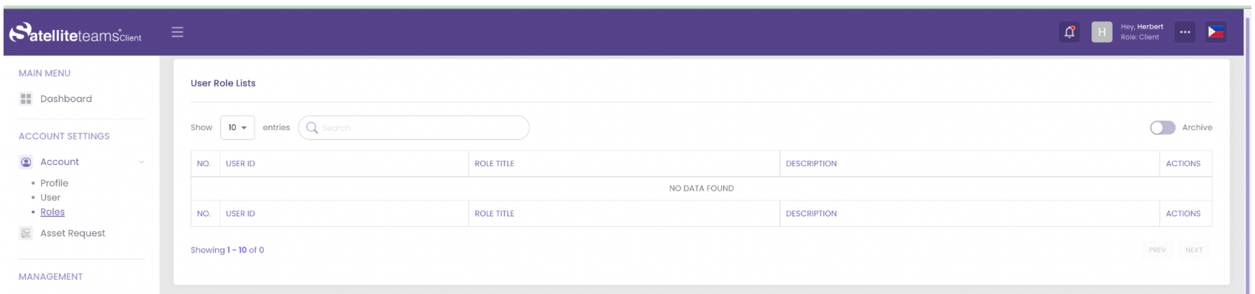
3. To add a user, go to User information.
4. Enter their email address.
5. Then select a role. If a role doesn't exist, kindly go to Roles and add.
6. Enter their password.
7. Re-type the password to validate.

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.

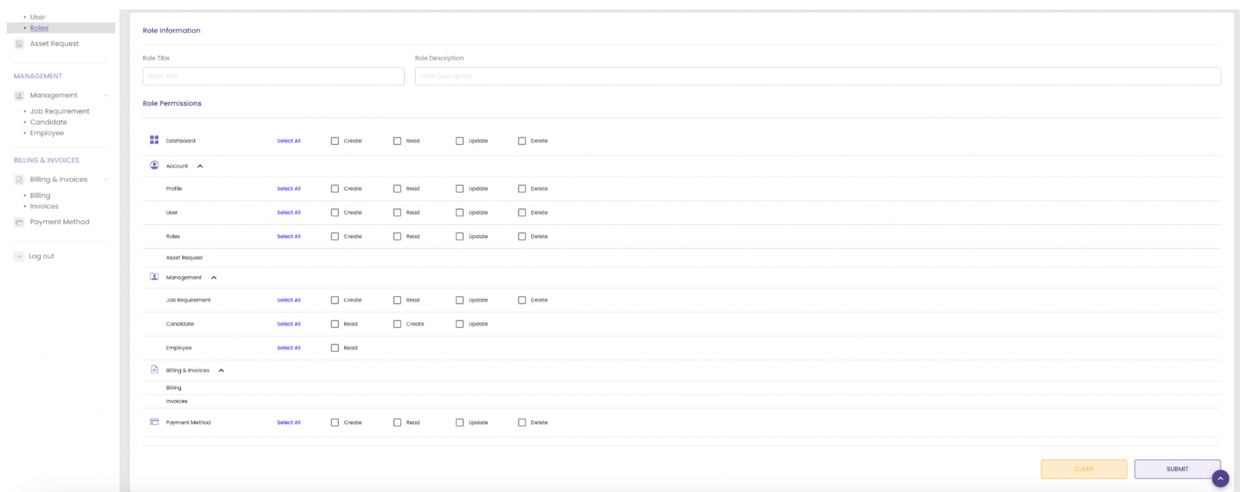
6.3 Roles



6.3 Roles - User role lists

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.



6.3 Role - Role information

Role information

3. To add a new role, input the role title.
4. Enter a description for the role.

Role permissions

5. 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.

   Asset request:

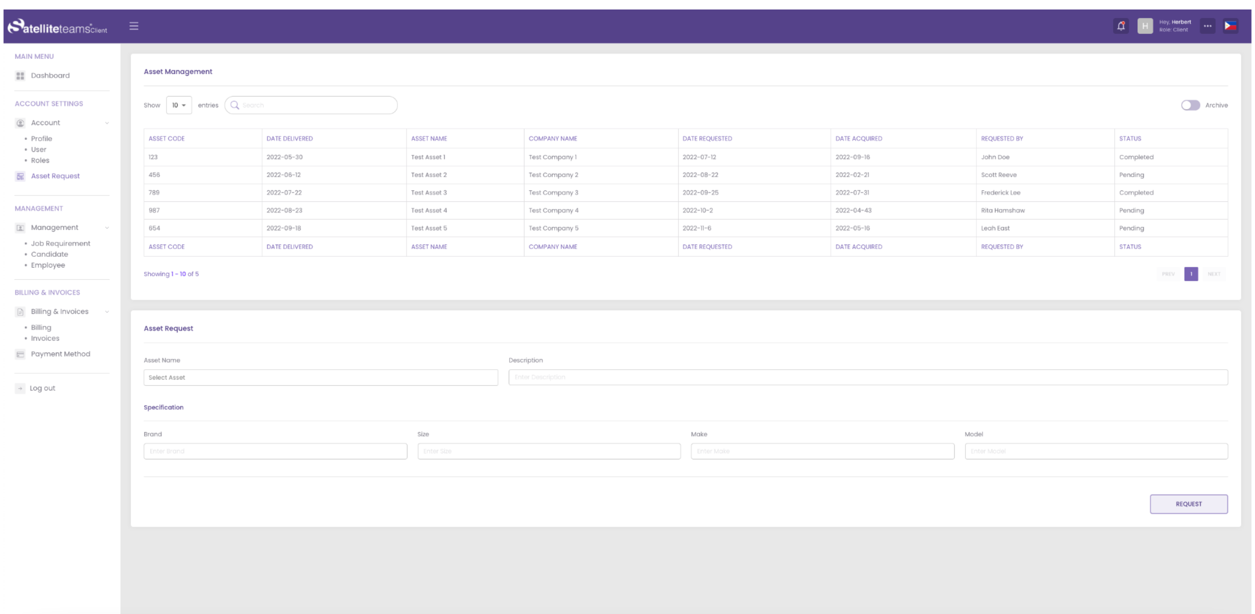
   Management

    e. Job requirement: Create, read, update and delete.
    f. Candidate: Read, update and delete.
    g. Employee: Read.

   Billing and invoices

    h. Payment Method: Create, read, update and delete.
6. Click submit once done.
7. Click clear to reset the changes made.

7.0 Asset Request



7.0 Asset request

Asset Management

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

Asset Request

3. To request an asset, select the asset name.
4. And add the asset's description.

Specification

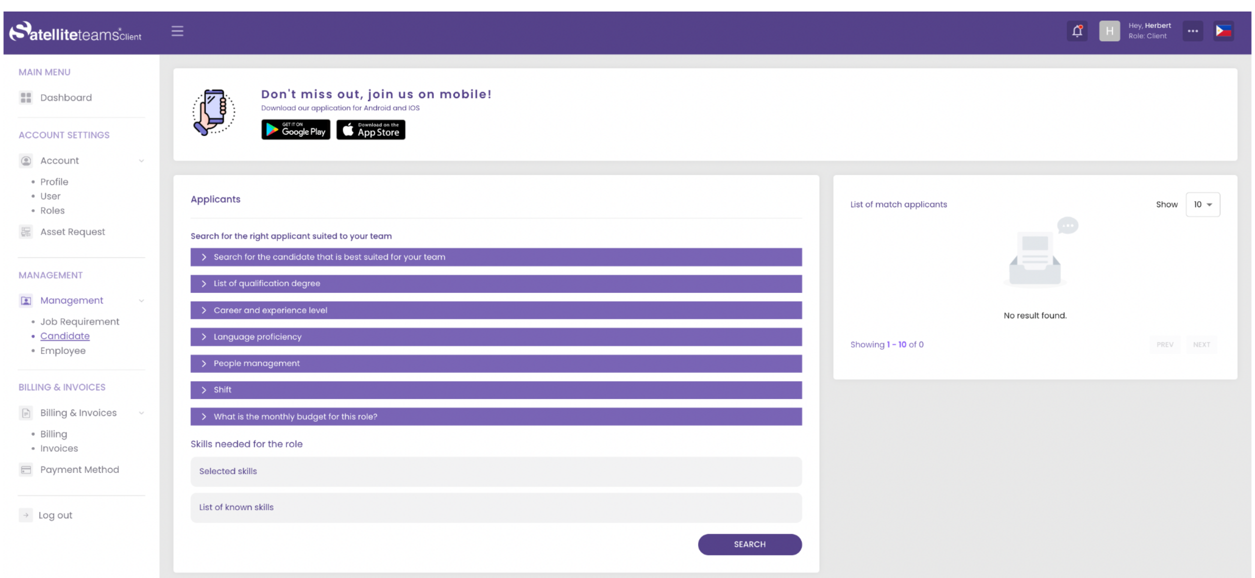
5. Enter the asset's brand, size, make and model.

8.0 Management

8.1 Job Requirement

Coming Soon

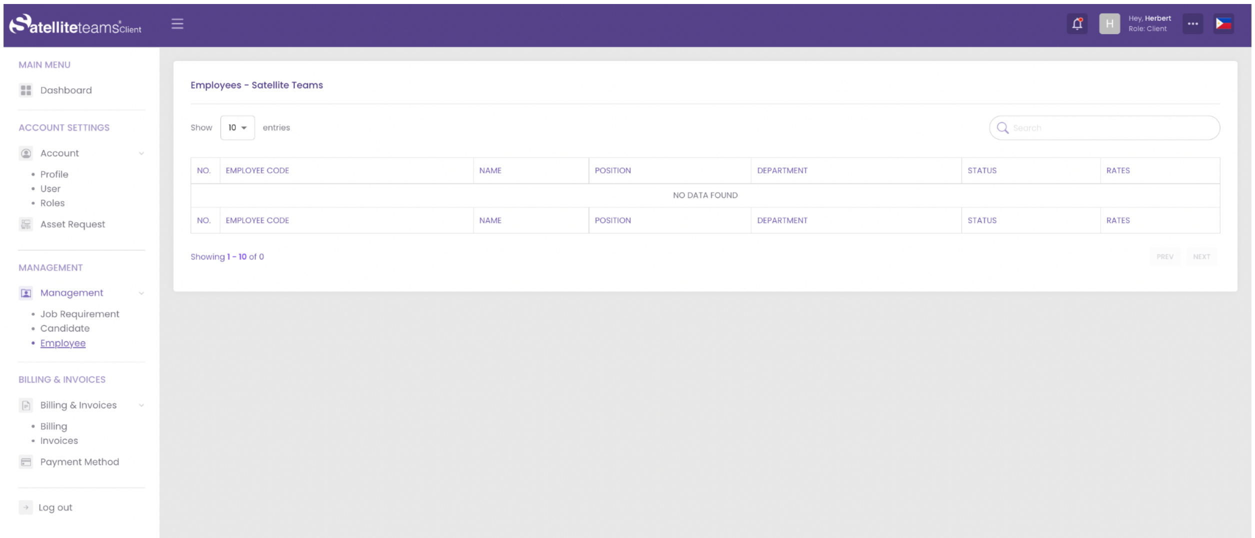
8.2 Candidate



8.2 Candidate

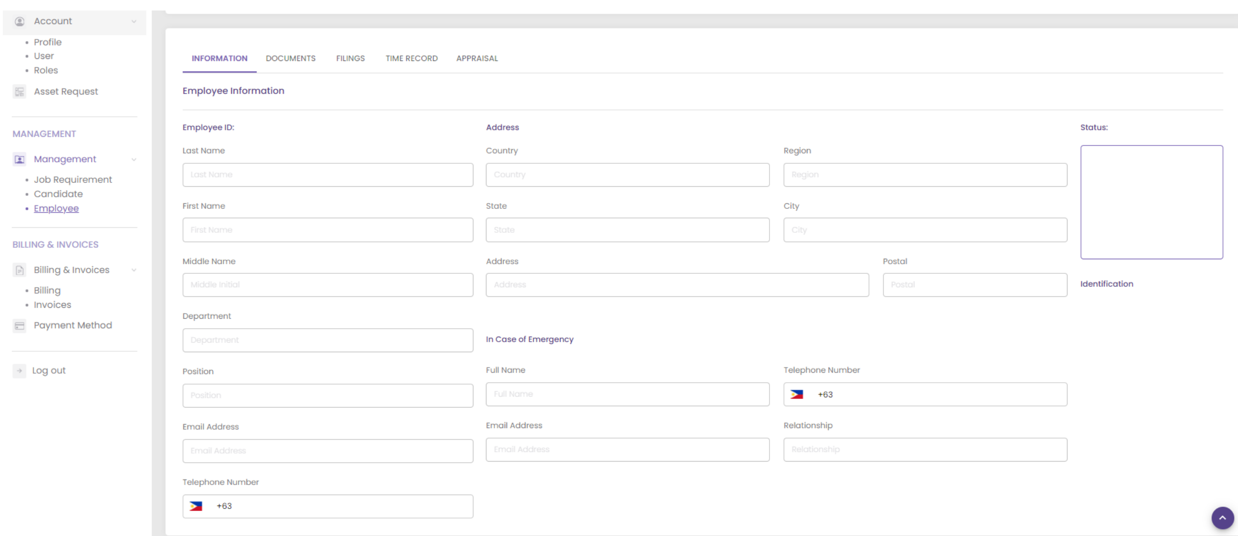
1. To search for a candidate, use the badges or options available under Applicants.
2. Click on each badge to open the drop down and select a value based on your desired options.
3. The available badges or search options are:
    a. Job role or the badge with the caption “Search for the candidate that is best suited for your team”
    b. The candidate’s qualification or degree
    c. Their career or experience level
    d. Language proficiency
    e. People management or if the candidate manages people
    f. Your ideal shift
    g. Monthly budget for the candidate
    h. And the skills that the candidate possesses
4. Click on the badge again to enter your search criteria or click on the search button below the screen.

8.3 Employee



8.3 Employee

1. To view your employees, go to Employees - Satellite Teams
2. Use the search field to search for an Employee



8.3 Employee - Information

8.3.1 Information

Employee Information

1. To add an employee, fill up the following fields for Employee ID:
    a. Last name
    b. First name
    c. Middle name
    d. Department
    e. Position
    f. Email address
    g. Telephone number

2. Then the fields for the employee's address.
    a. Country
    b. Region
    c. State
    d. City
    e. Address
    f. Postal
3. Next are the fields for in case of emergency:
    a. Full name
    b. telephone number
    c. Email address
    d. Relationship
4. Status
5. Identification

8.3.2 Documents

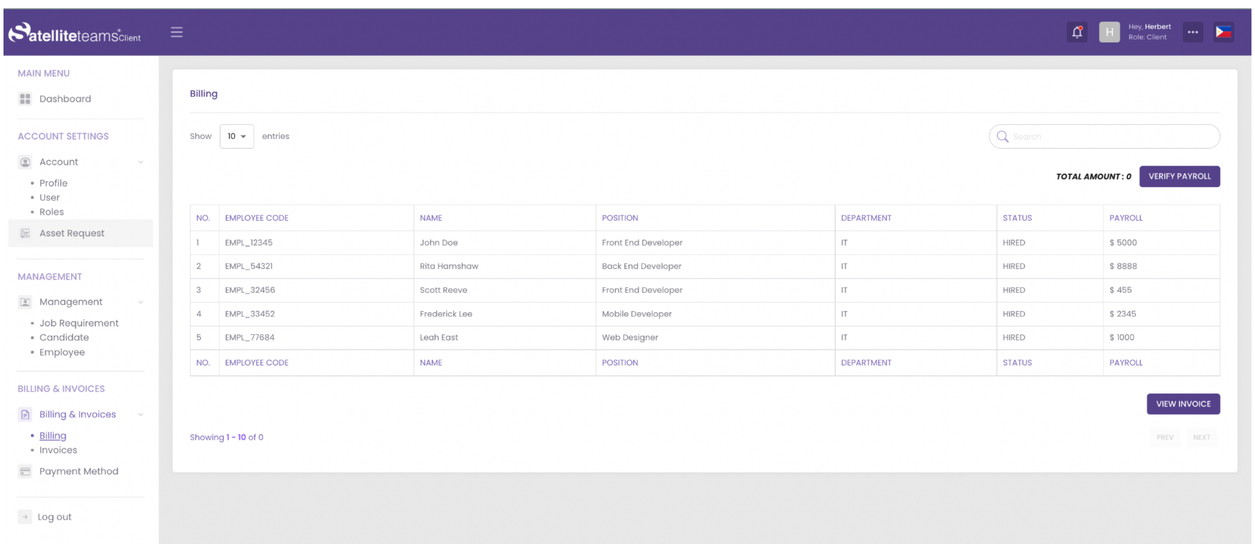
8.3.3 Filings

8.3.4 Time record

8.3.5 Appraisal

9.0 Billing & Invoices

9.1 Billing



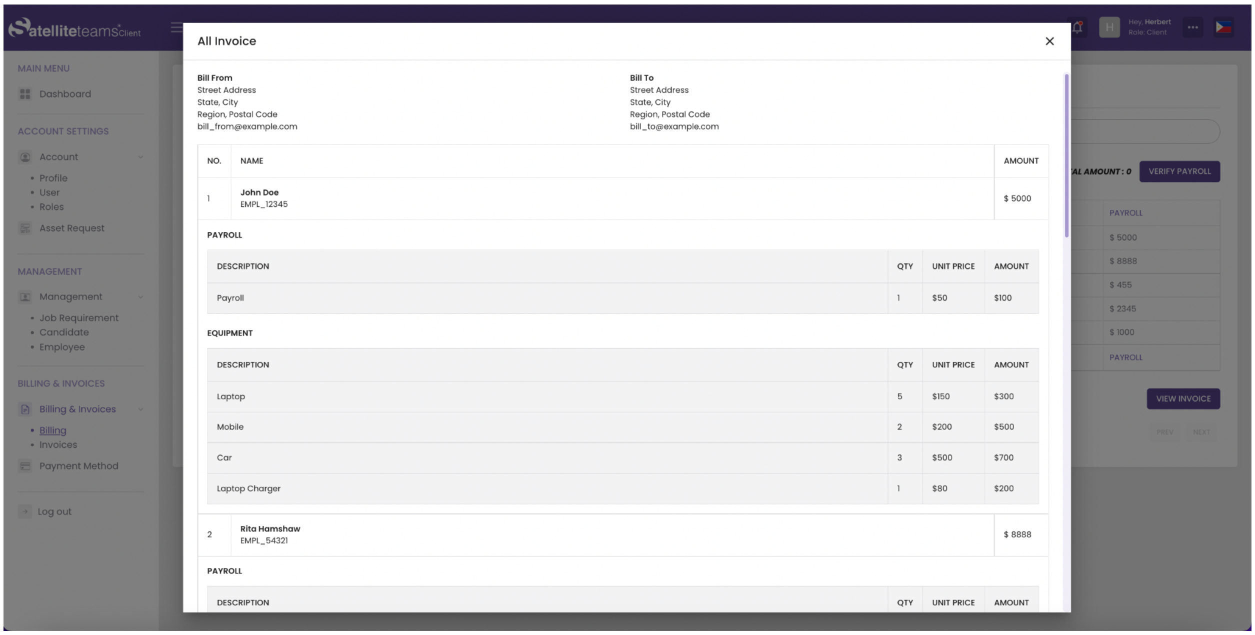
9.1 Billing

1. Under Billing, the list of payroll for employees are displayed.

9.1.1 Verify payroll

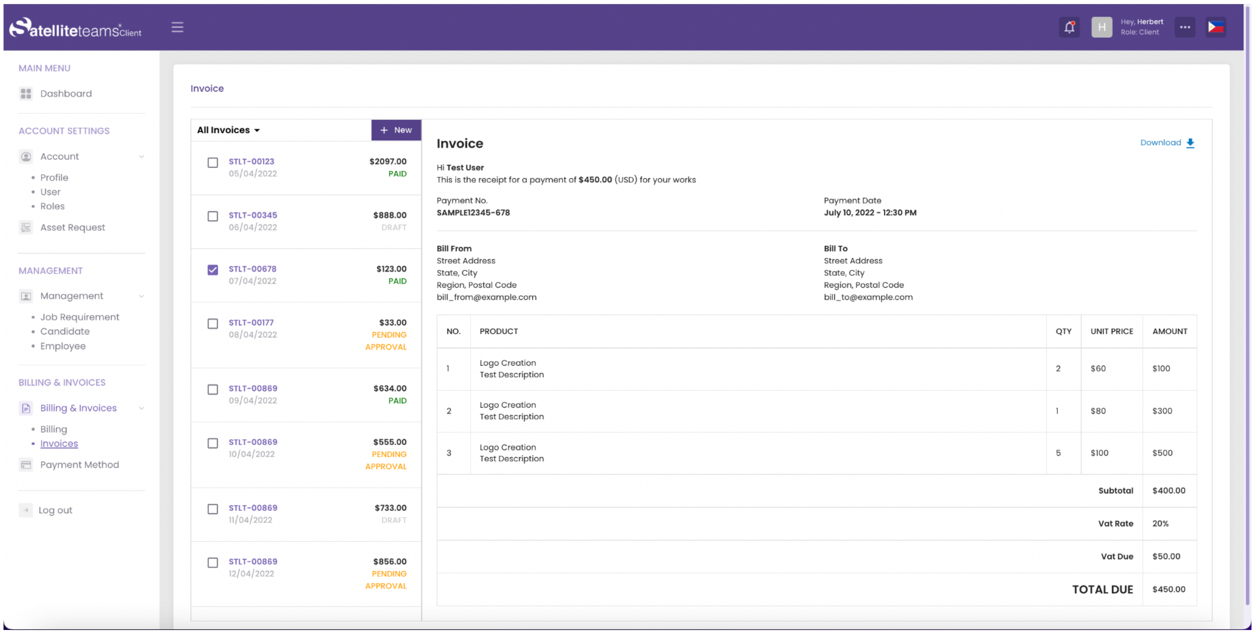
9.1.2 View invoice

View invoice for each employee.



1. Details provided are the following:
   a. Billing addresses from and to.
   b. Employee's number and name.
   c. Payroll
   d. Equipment

9.2 Invoices

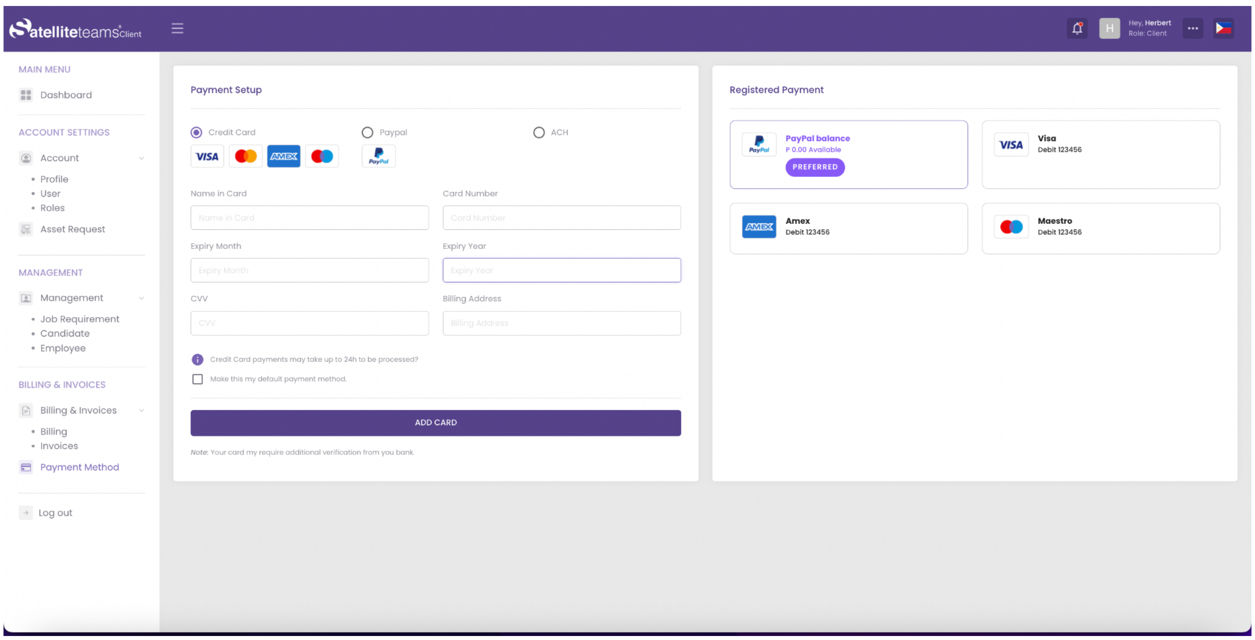


9.2 Invoices

10.0 Payment Method

There are several ways to transact a payment. At the left side of the screen, displayed are the registered payment methods.

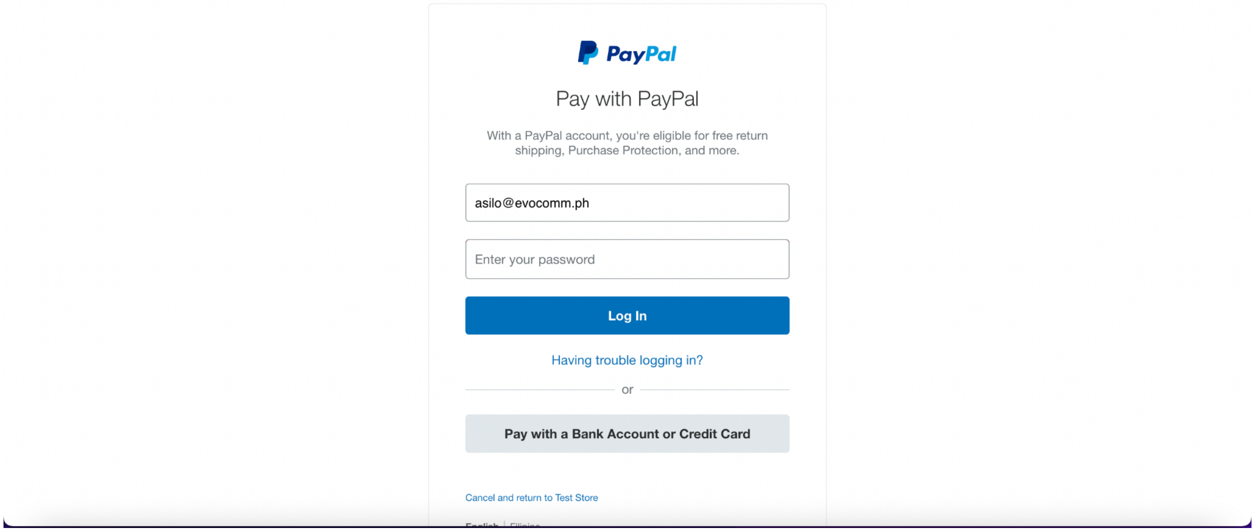
10.1 Credit Card



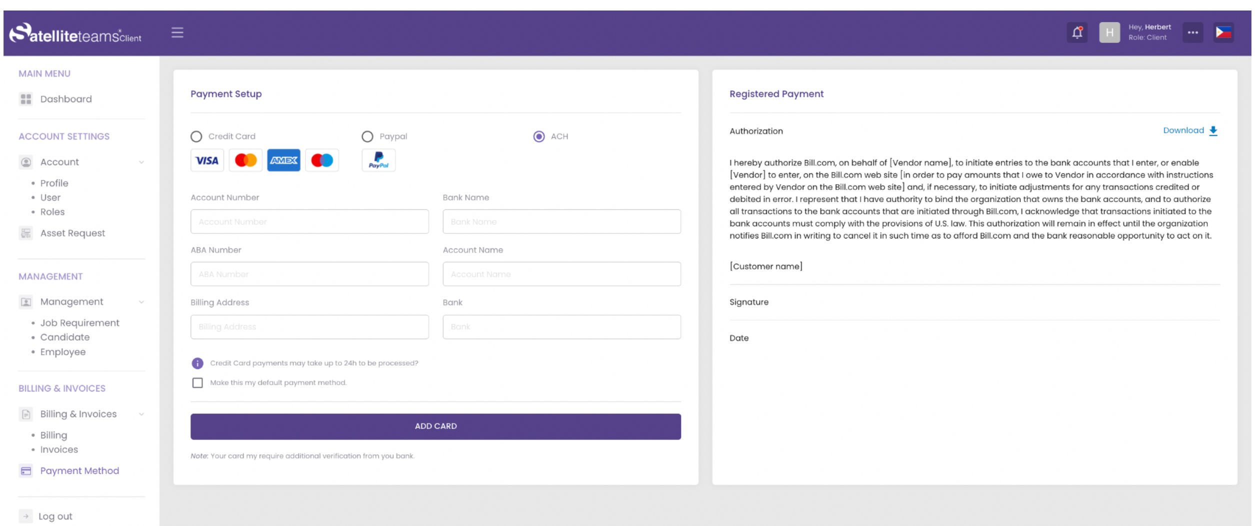
Payment Setup

1. To pay via Credit card, tick the credit card above the payment method logos.
2. Fill up the following details:
    a. Name in Card
    b. Card number
    c. Expiry month
    d. Expiry year
    e. CVV
    f. Billing address
3. An option to make this payment your default method of payment is available. Tick on the check box with the caption of “Make this my default payment method” at the bottom of the screen.
4. If done, click on the Add card button.

10.2 Paypal



10.3 ACH



Payment Setup

5. To pay via ACH, tick the ACH above the payment method logos.
6. Fill up the following details:
    a. Name in Card
    b. Card number

    c. Expiry month
    d. Expiry year
    e. CVV
    f. Billing address
7. An option to make this payment your default method of payment is available. Tick on the check box with the caption of "Make this my default payment method" at the bottom of the screen.
8. If done, click on the Add card button.