

# Client Web Application

## 1.0 Registration

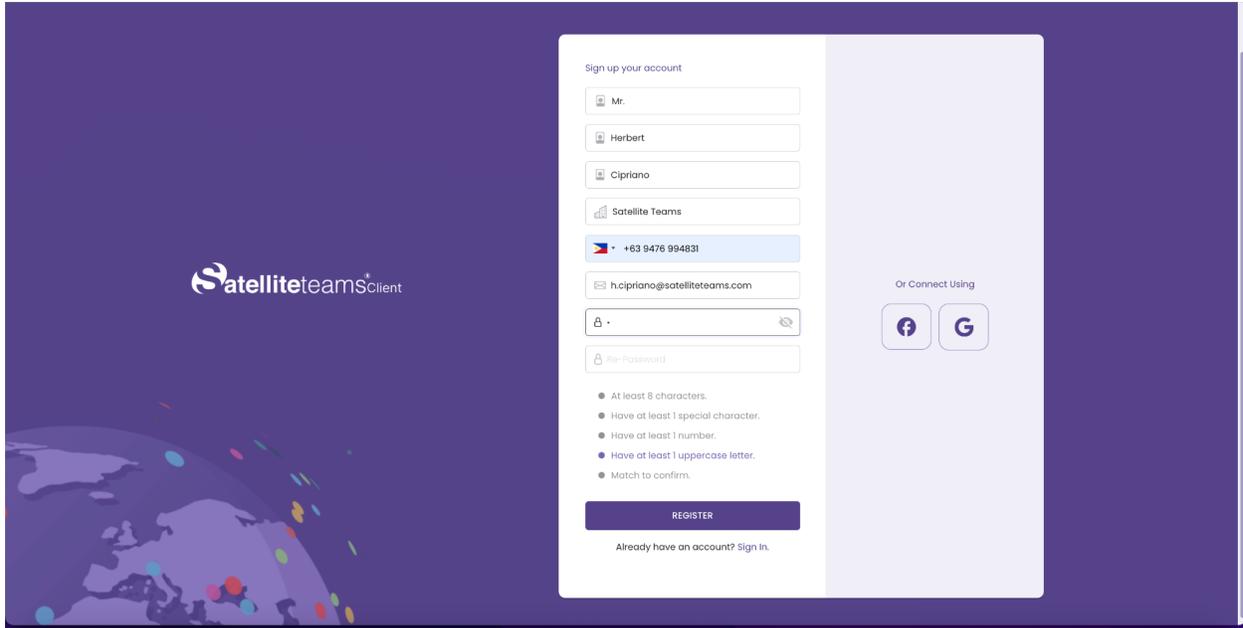
First step to being part of the Satellite Teams Client is to register your account.

### 1.1 Manual registration

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

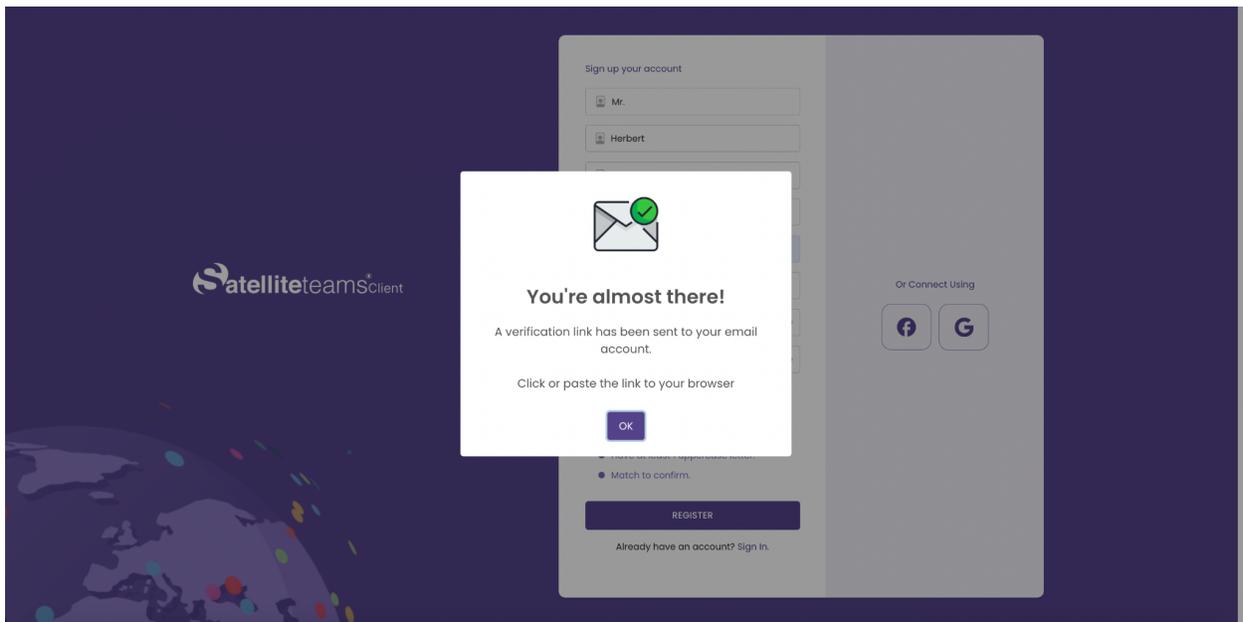
1.1 Registration page

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.



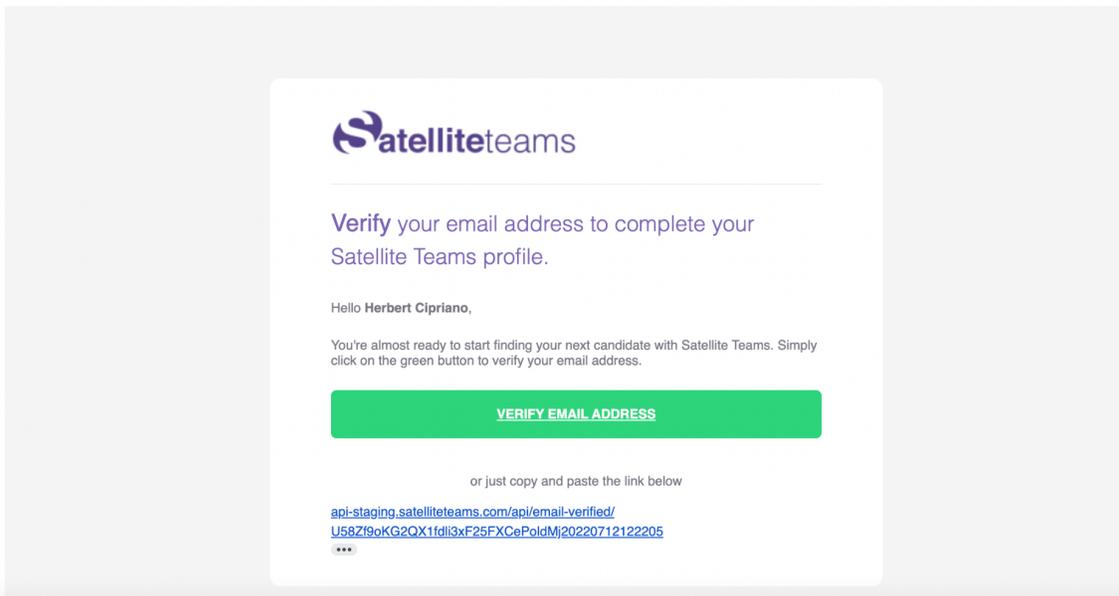
### 1.1 Verification notification

1. Log in to your provided email account.



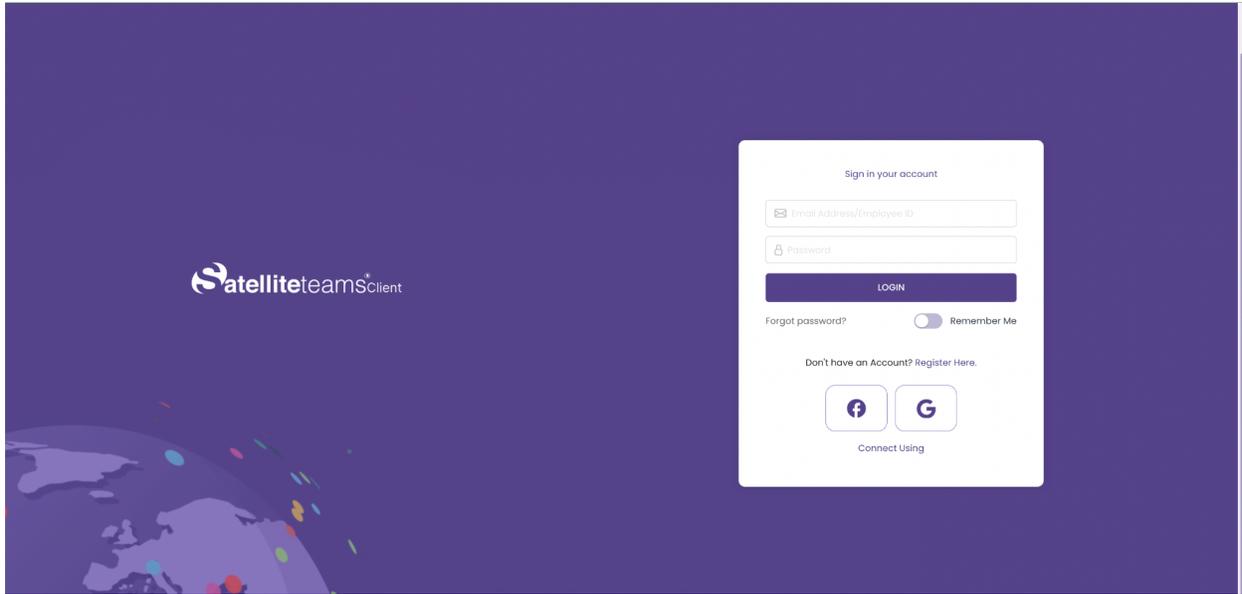
noreply@satelliteteams.com  
to me ▾

12:22 PM (0 minutes ago) ☆ ↶ ⋮



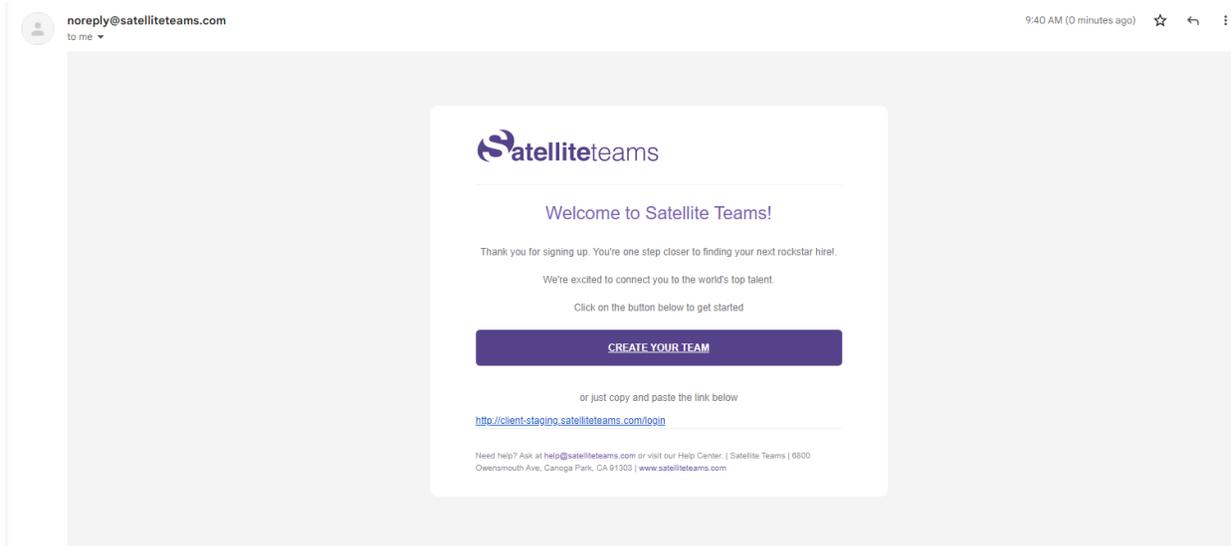
#### 1.1 Verification email

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

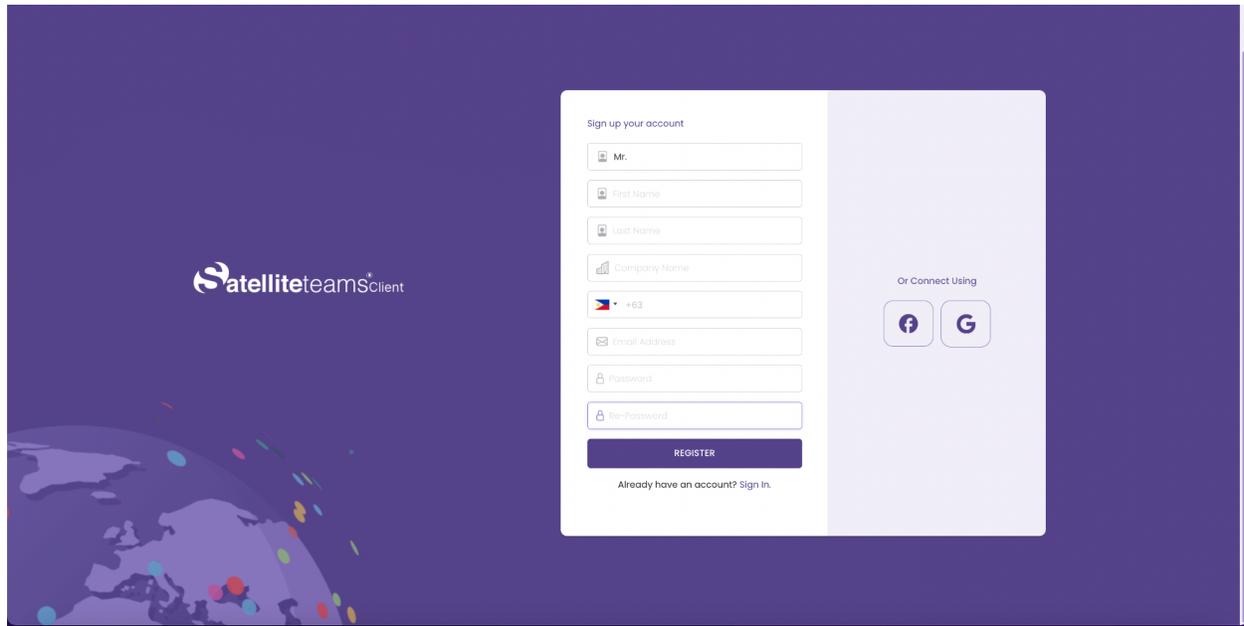
1. After your first time log in, you will receive a welcome email from Satellite Teams.



### 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.



The screenshot shows the registration page for Satellite Teams Client. The page has a dark purple background with a globe graphic on the left. The registration form is centered and includes the following fields:

- Mr. (dropdown)
- First Name
- Last Name
- Company Name
- Phone Number (with a dropdown for country code, currently showing +63)
- Email Address
- Password
- Re-Password

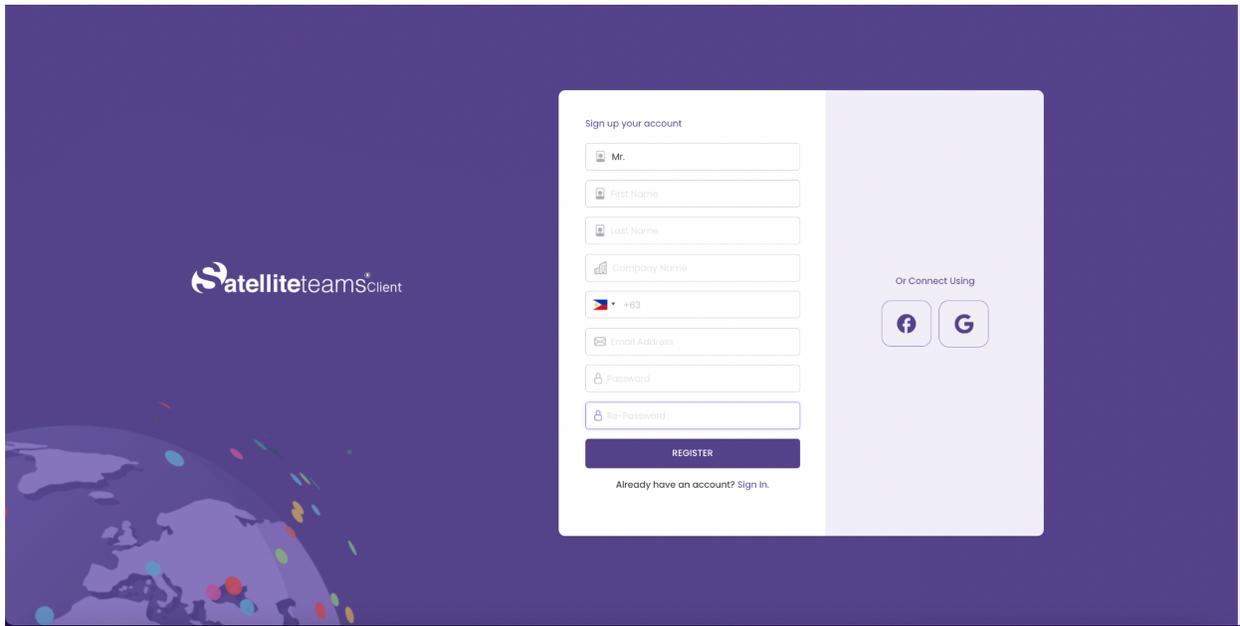
A "REGISTER" button is located at the bottom of the form. To the right of the form, there is a section titled "Or Connect Using" with icons for Facebook and Google.

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.



The registration page for Satellite Teams Client is displayed. The form is titled "Sign up your account" and includes the following fields:

- Mr. (dropdown)
- First Name
- Last Name
- Company Name
- Phone Number (Country code dropdown, +63 selected)
- Email Address
- Password
- Re-Password

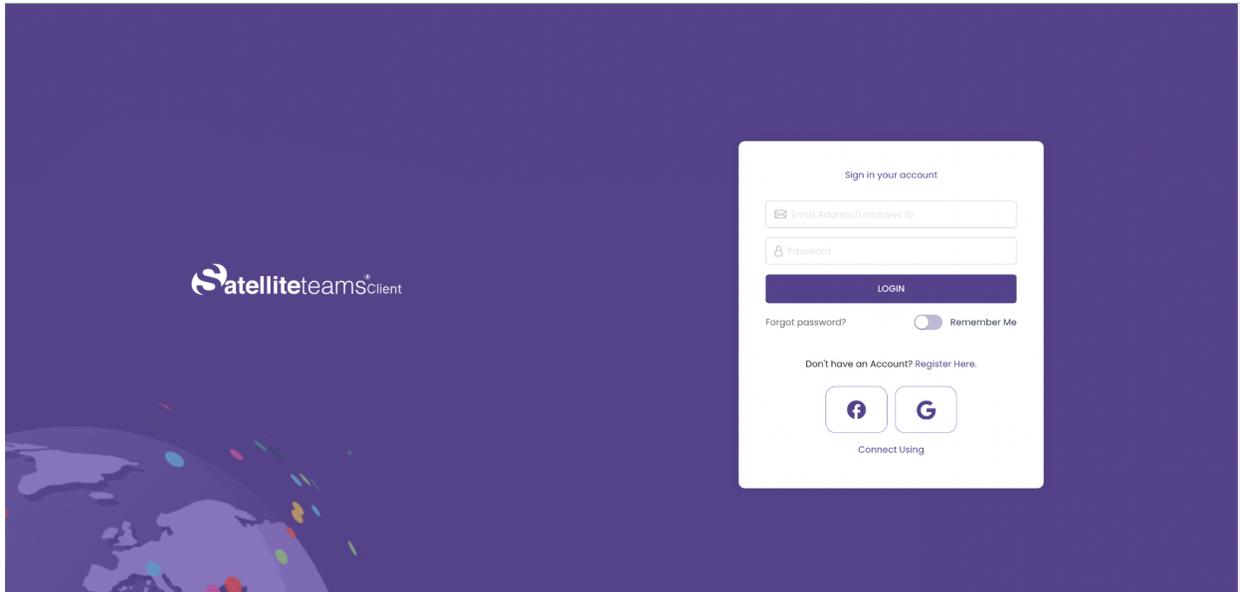
A "REGISTER" button is located below the form. To the right of the form, there is a section titled "Or Connect Using" with icons for Facebook and Google.

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.

The screenshot shows a web page with a dark purple background and a white content area. On the left, there is a large 'Satellite' logo and a globe graphic. The main content area is divided into two columns. The left column is titled 'Terms and Conditions' and contains the 'Satellite Teams Engagement Agreement'. The right column is titled 'Data Privacy Policy' and contains the 'PERSONAL DATA PRIVACY POLICY'. Both columns have a 'Download PDF' link at the top. At the bottom of the white content area, there is a checkbox for agreement and a 'CONTINUE' button.

**Satellite**  
Teams Client

[Download PDF](#)  
Terms and Conditions

**Satellite Teams Engagement Agreement**

This SATELLITE TEAMS Engagement Agreement (hereinafter the "Agreement") made this July 12, 2022 ("Effective Date"), by and between: Satellite Teams LLC (hereinafter "ST"), a limited liability corporation formed under the laws of Delaware, with its registered office at RCBC Bldg CITY OF MAKATI, NCR, FOURTH DISTRICT, NATIONAL CAPITAL REGION (NCR), Philippines 1500 and Satellite Teams (hereinafter "Client"), a \_\_\_\_\_ formed under the laws of \_\_\_\_\_, with its principal place of business at \_\_\_\_\_.

The term "Party" will hereinafter be used generically to refer to either Client or ST. The term "Parties" jointly refers to both parties, Client and ST.

**WITNESSETH:**  
WHEREAS, Client [Scroll to continue](#) is identifying, screening, and hiring candidates to occupy a number of \_\_\_\_\_

By checking this box and clicking the continue button, I confirm that I have read and agree to be bound by SatelliteTeams LLC, Terms & Conditions and Data Privacy Policy.

[CONTINUE](#)

[Download PDF](#)  
Data Privacy Policy

**PERSONAL DATA PRIVACY POLICY**

I. DEFINITIONS

A. Data Privacy Act or DPA refers to Republic Act No. 10173 or the Data Privacy Act of 2012 and its implementing rules and regulations.

B. Data Subject refers to an individual whose Personal Information, Sensitive Personal Information, or Privileged Information is processed.

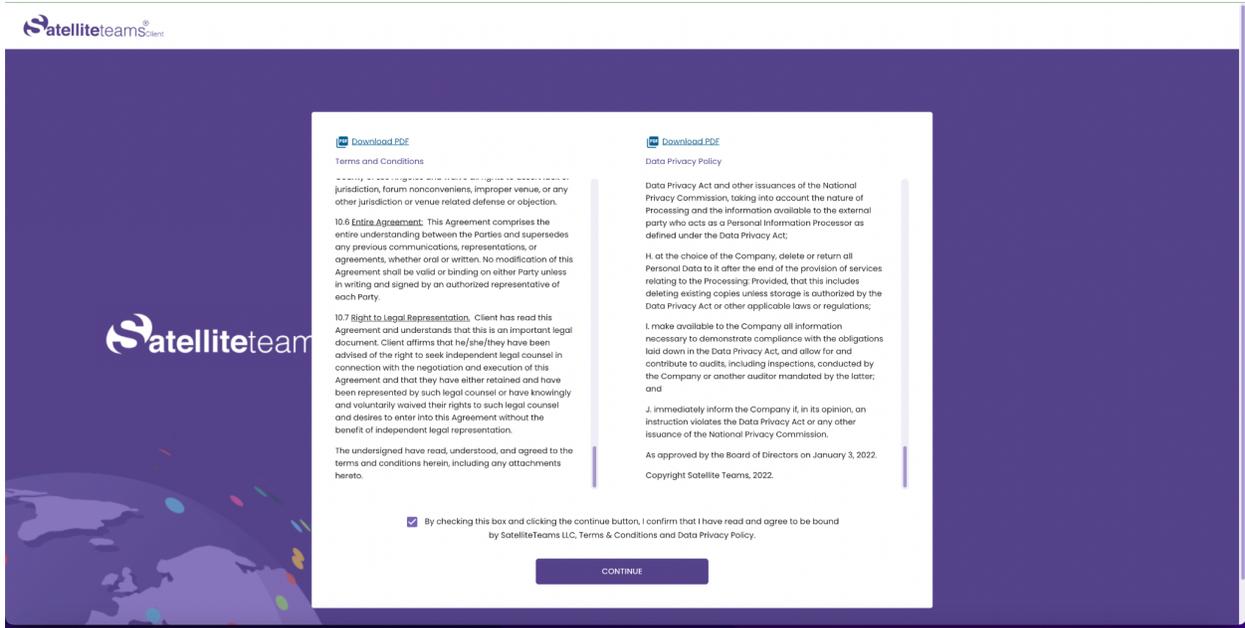
C. Company refers to Spectrum Solutions BPO Inc. operating under the mark Satellite Teams globally.

D. Personal Data collectively refers to Personal Information, Sensitive Personal Information, and Privileged Information.

E. Personal Information refers to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together [Scroll to continue](#) would directly and certainly identify an individual.

F. Branches refers to any operation or set of operations.

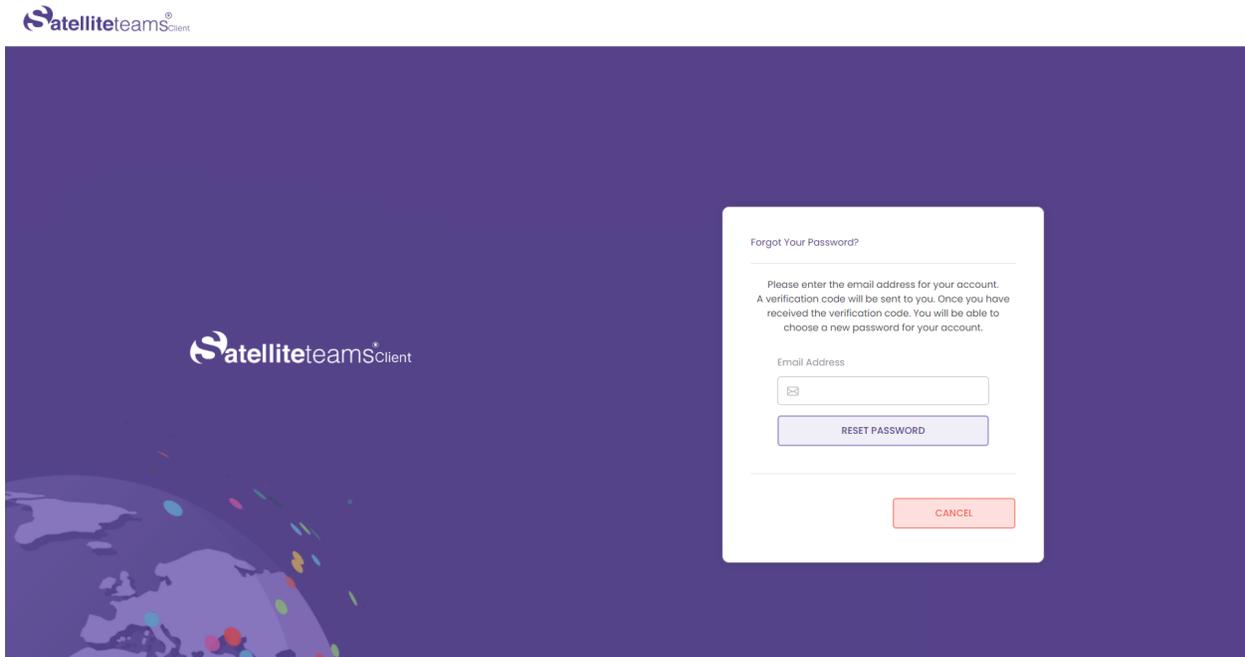
2.4 Terms and conditions and Data privacy policy upper page



2.4 Terms and conditions and Data privacy policy lower page

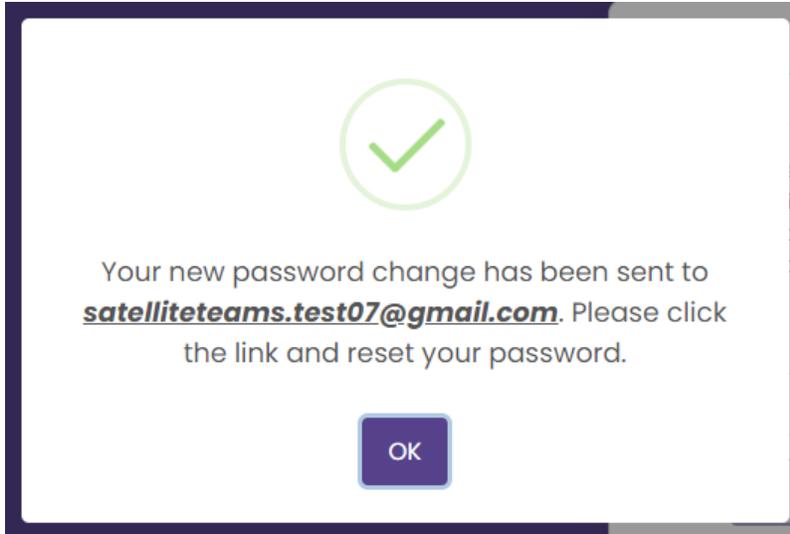
### 3.0 Forgot password

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.



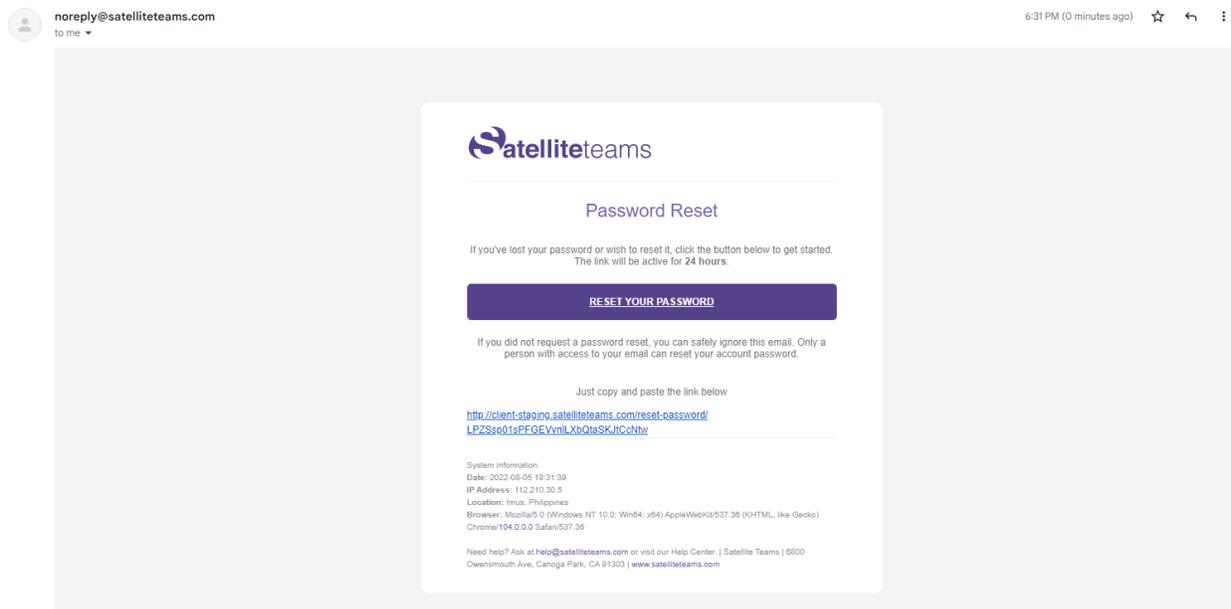
3.0 Forgot password page

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



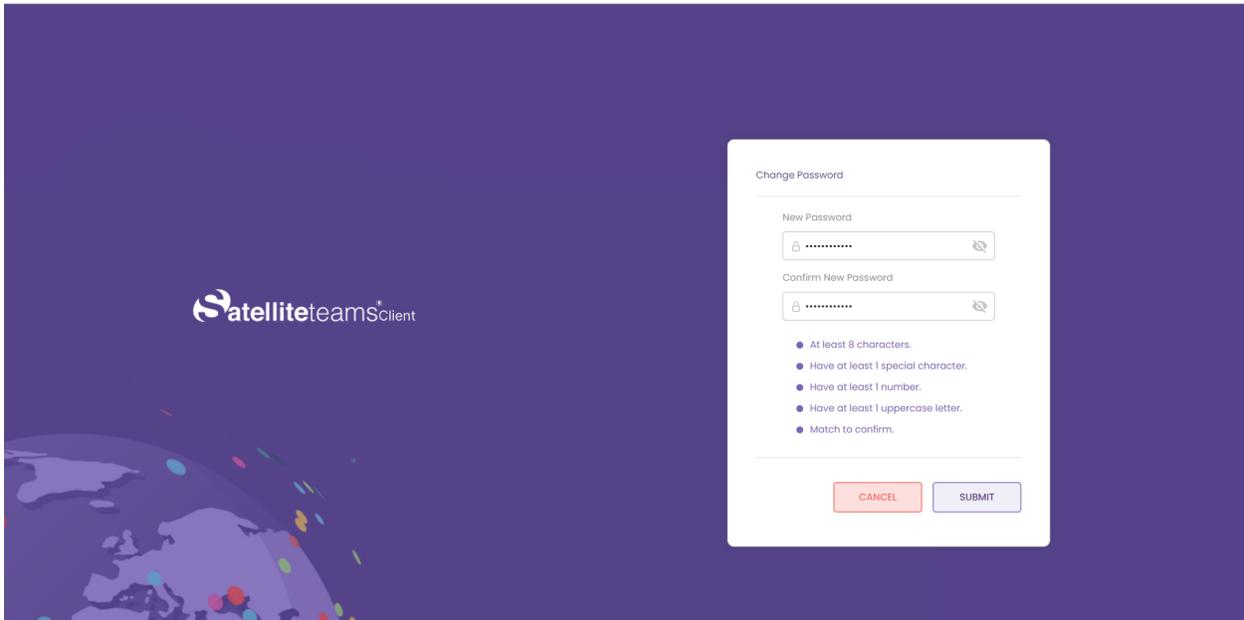
3.0 Notification - Reset password email

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



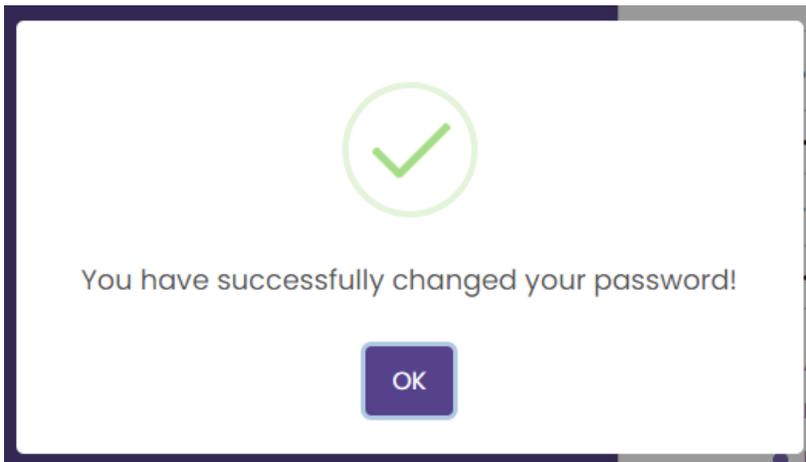
3.0 Password reset email

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



3.0 Change password page

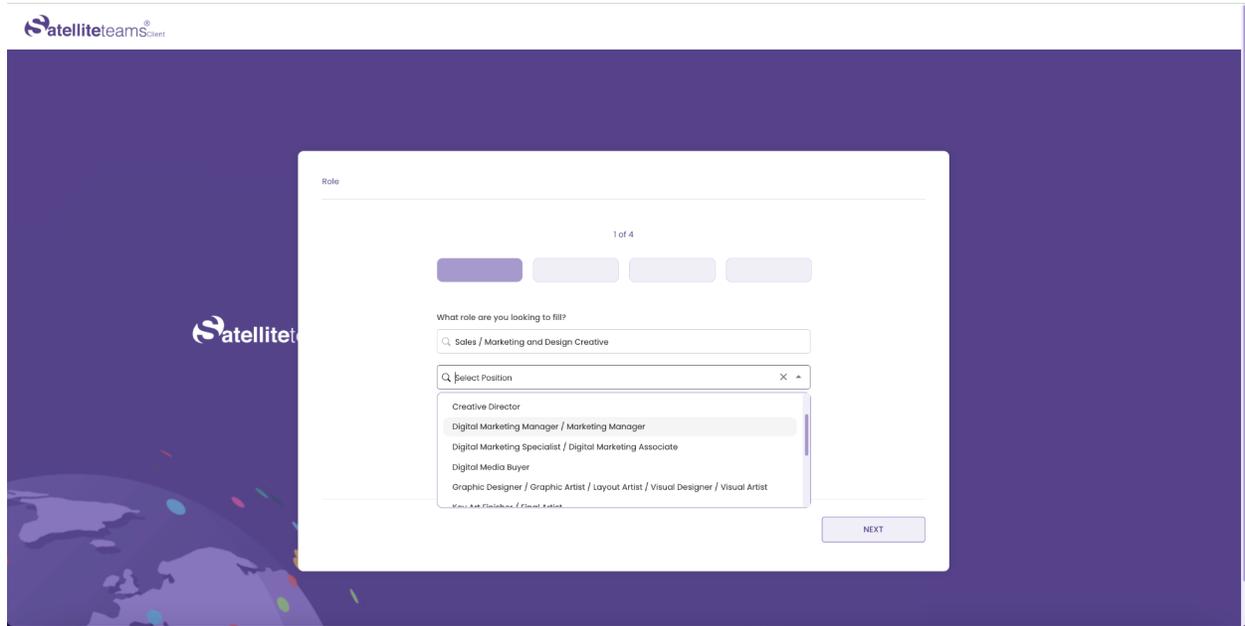
5. You will be redirected to a change password page.
6. Enter your desired new password
7. Satisfy the password validations to be able to proceed.
8. Click on the submit button once satisfied with the change.



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

satelliteteams<sup>Client</sup>

Job Experience

2 of 4

How many years of experience should they have?

Select

- 1-3
- 4-6
- 7-9
- 10+

BACK NEXT

### 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

satelliteteams<sup>Client</sup>

Job Experience

3 of 4

What time zone is your candidate be expected to work?

Select

BACK NEXT

### 4.3 Time Zone

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

Job Experience

3 of 4

What time zone is your candidate be expected to work?

Pacific Standard Time

Time From: 12:00 PM

Time To: 09:00 PM

09 00 PM

09 01 AM

10 02

11 03

12 04

01 05

02 06

BACK NEXT

#### 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

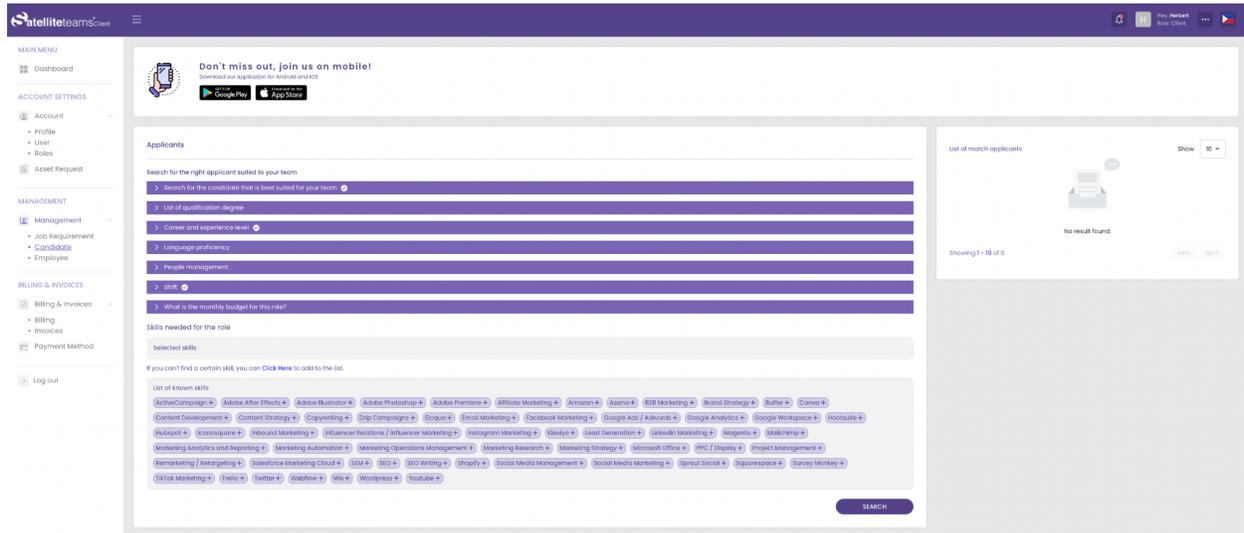
The screenshot shows a web form titled "Job Experience" with a progress indicator "4 of 4". The question is "What is the monthly budget for this role?". Below the question is a horizontal slider with a scale from \$1000 to \$10000+. A dot is positioned at the \$10000+ mark. There are "BACK" and "NEXT" buttons at the bottom of the form.

### 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.

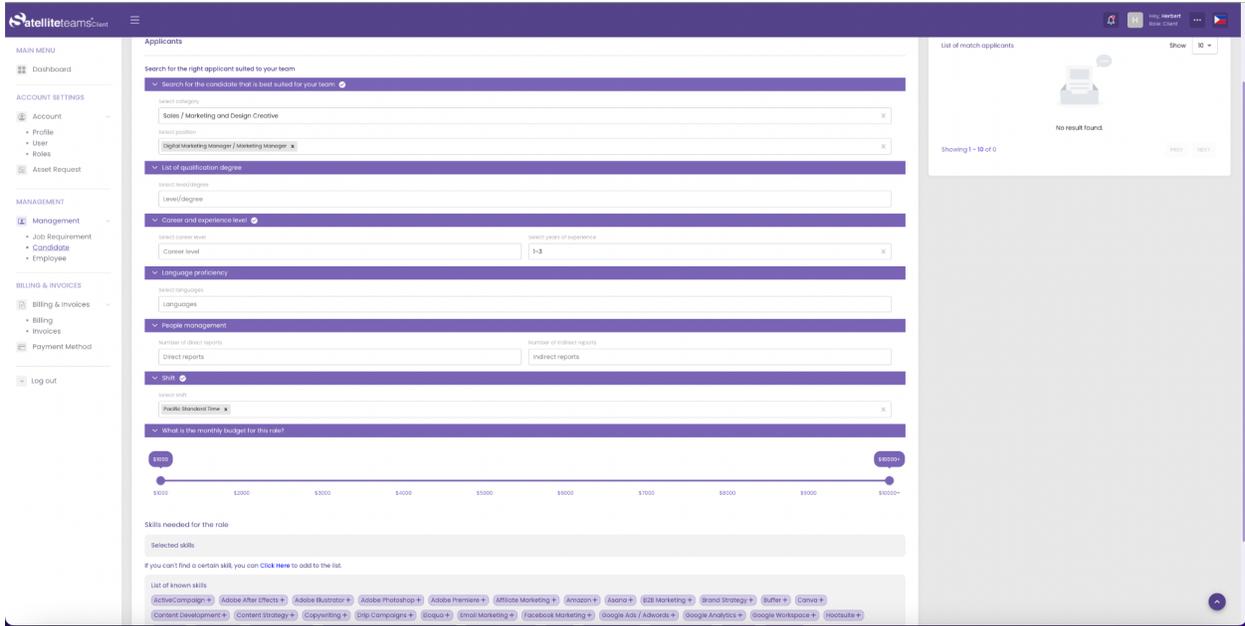
# 5.0 Applicant or Candidate Search

## 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.

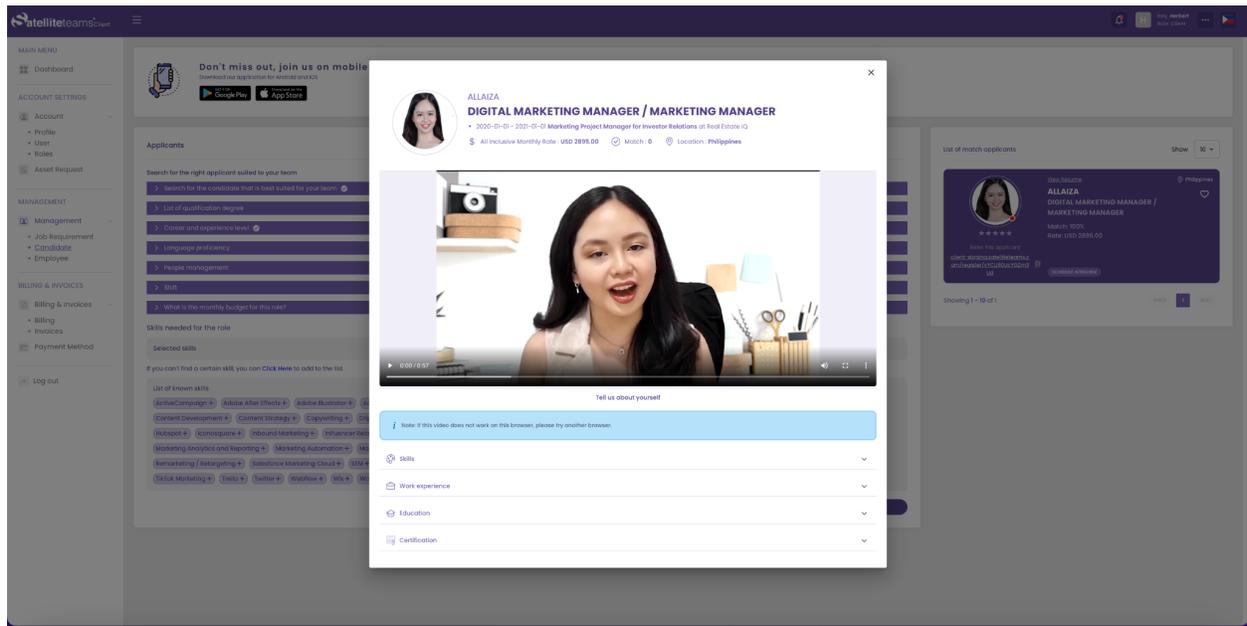
## 5.2 Selected Applicants

The screenshot displays the SatelliteTeamsClient interface. On the left is a navigation menu with sections: MAIN MENU (Dashboard), ACCOUNT SETTINGS (Account, Profile, User, Roles, Asset Request), MANAGEMENT (Management, Job Requirement, Candidate, Employee), BILLING & INVOICES (Billing & Invoices, Billing, Invoices, Payment Method), and Log out. The top banner promotes mobile apps with Google Play and App Store logos. The main content area is titled 'Applicants' and includes a search bar and several filter categories: List of qualification degree, Career and experience level, Language proficiency, People management, Shift, and What is the monthly budget for this role?. Below these is a 'Skills needed for the role' section with a 'Selected skills' input field and a 'List of known skills' containing various marketing and design tools like Adobe Photoshop, Hubspot, and Mailchimp. On the right, a 'List of match applicants' section shows a profile for 'ALLAIZA', a Digital Marketing Manager / Marketing Manager from the Philippines, with a 100% match rate and a rate of USD 2895.00. A 'SCHEDULE INTERVIEW' button is visible below the profile.

### 5.2 Selected applicant

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

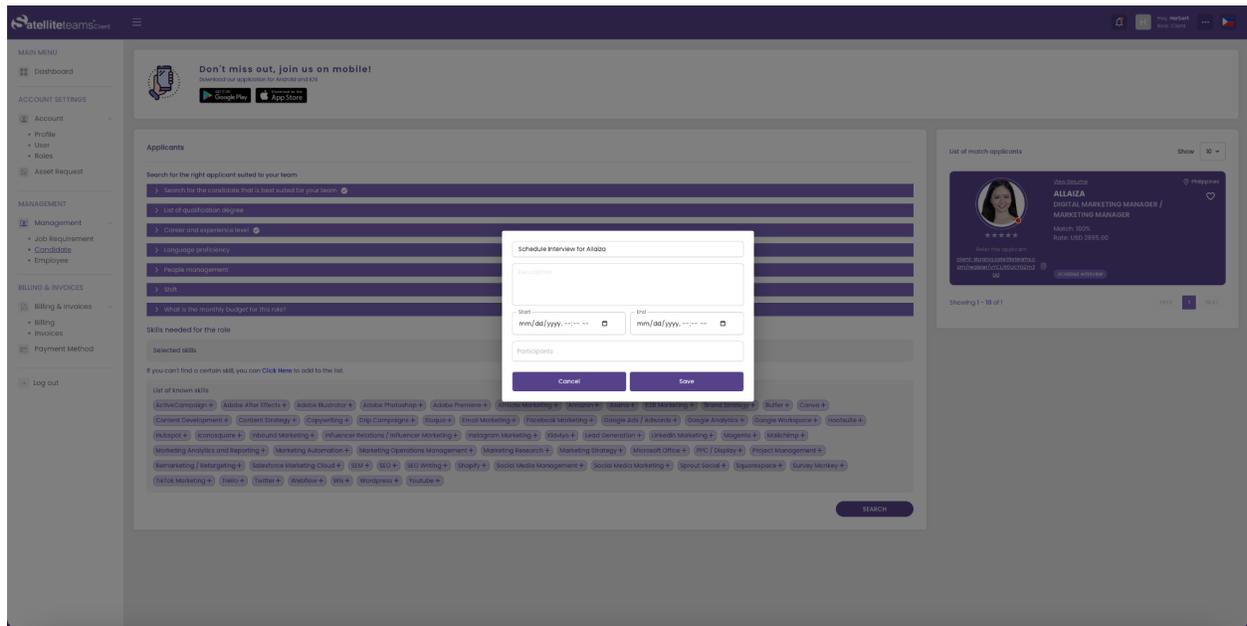
## 5.3 View Resume



5.3 View resume

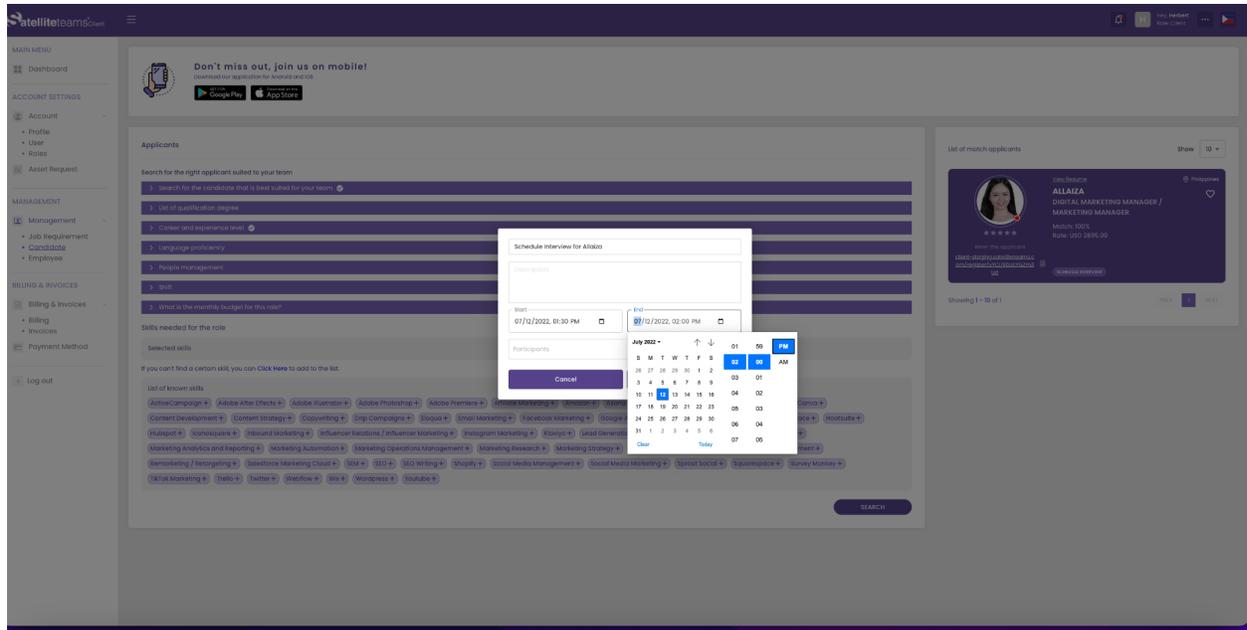
7. On the selected applicant, click on the View Resume on top of the applicant's name.
8. In the applicant's resume you will be able to see the following:
  - a. Applicant's name
  - b. Job title
  - c. Their monthly rate
  - d. Matches made
  - e. Location
  - f. Pitch video about the applicant quick 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

The screenshot shows the 'atelliteteamsScient' dashboard. The main content area is a calendar for July 2022. A pop-up window titled 'Schedule Interview for Allaiza' is displayed over the calendar, showing the following details:

- Status:** PENDING
- Host:** Herbert Cipriano
- Description:** Text Interview
- Participants:** Allaiza Maslang

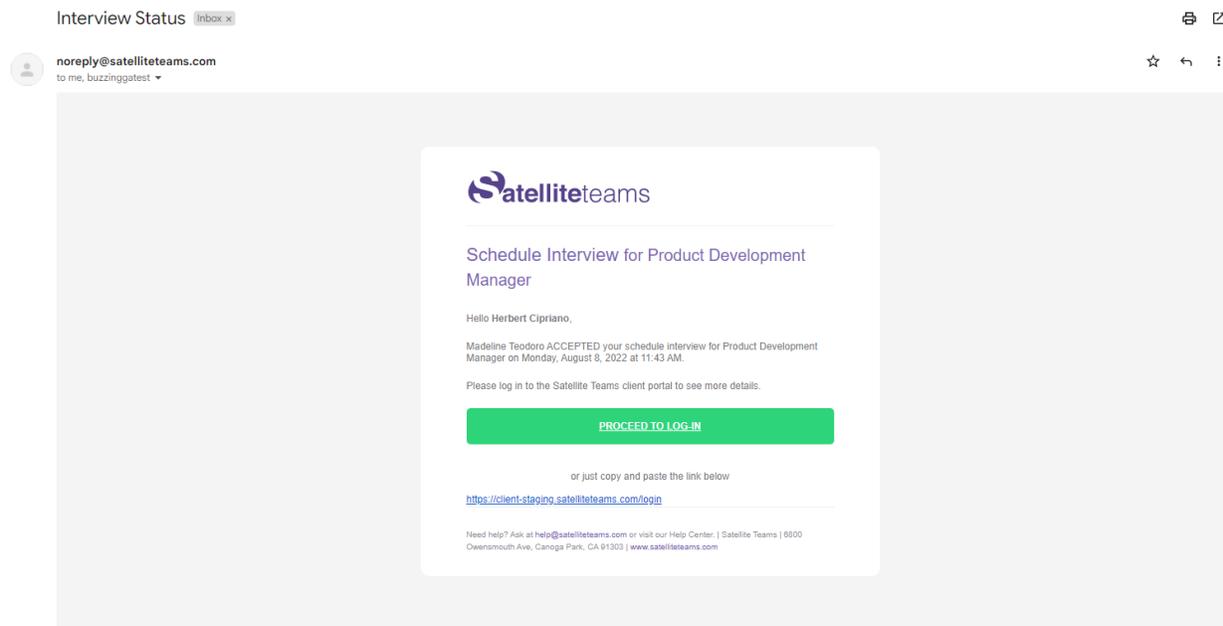
The dashboard also includes a sidebar menu with sections like MAIN MENU, ACCOUNT SETTINGS, MANAGEMENT, and BILLING & INVOICES. On the right, there are promotional banners for 'JOB REQUIREMENTS', 'Apply Here', and 'View Applicants'.

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:

- Schedule title
- Interview date and time
- Status
- Host
- Description
- 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.

The screenshot shows the 'Profile Information' page in the sateliteteamsClient application. The page is divided into a sidebar menu on the left and a main content area. The sidebar menu includes sections for 'MAIN MENU' (Dashboard), 'ACCOUNT SETTINGS' (Account, Profile, User, Roles, Asset Request), 'MANAGEMENT' (Management, Job Requirement, Candidate, Employee), 'BILLING & INVOICES' (Billing & Invoices, Billing, Invoices, Payment Method), and 'Log out'. The main content area has a header with the application name and user information. Below the header is a navigation bar with tabs: 'ABOUT', 'OFFICE DETAILS & SCHEDULE', 'CONTACTS', 'DOCUMENTS', 'PHOTOS', and 'POLICIES'. The 'ABOUT' tab is selected, showing the 'Company Information' section. This section contains input fields for 'Company Name', 'Number of Employees', 'Company ID', and 'Tax ID'. There is also a dropdown for 'Type of Business' and a 'Phone Number' field with a country code dropdown. Below this is the 'Company Telephones' section, which has a 'Telephone Number ()' field and an '+ ADD' button. A 'SUBMIT' button is located at the bottom right of the form.

### 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

The screenshot shows the 'Office Details and Schedule' page in the SatelliteTeamsClient application. The page is divided into several sections: 'Profile information' with tabs for 'ABOUT', 'OFFICE DETAILS & SCHEDULE', 'CONTACTS', 'DOCUMENTS', 'PHOTOS', and 'POLICIES'. The 'Office Details' section includes form fields for Country, Region, State, City, Postal, and Address. The 'Company Logo' section features an 'Upload Logo' button. The 'Credentials' section contains fields for title (Mr.), email (h.cipriano@satelliteteams.com), current password, new password, and re-password, along with an 'Enable 2FA' checkbox and radio buttons for SMS and Email. A 'SUBMIT' button is located at the bottom right of the form.

### 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.

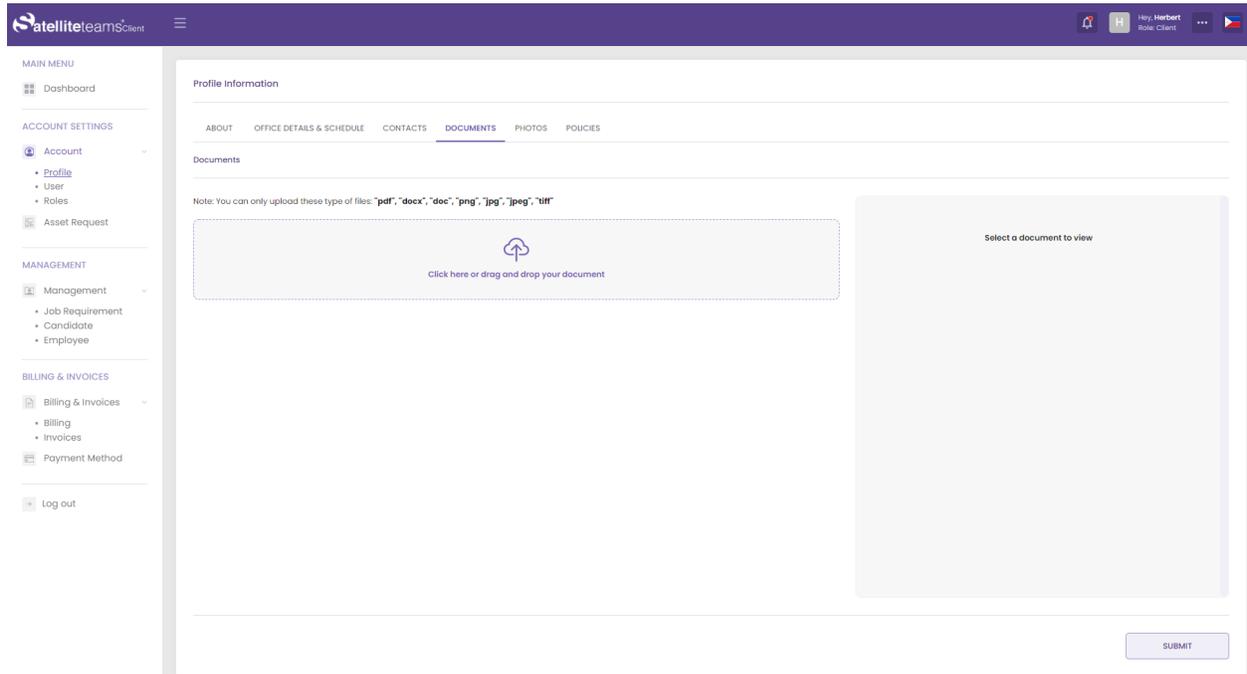
The screenshot displays the 'Profile Information' page in the Satellite teamsScient system, specifically the 'CONTACTS' tab. The page features a sidebar menu on the left with categories like 'MAIN MENU', 'ACCOUNT SETTINGS', 'MANAGEMENT', and 'BILLING & INVOICES'. The main content area shows a form for adding contact information. The form includes a table with one row containing the following fields: 'First Name' (with placeholder 'Enter First Name'), 'Last Name' (with placeholder 'Enter Last Name'), 'Middle Name' (with placeholder 'Enter Middle Name'), 'Contact Number' (with a dropdown for country code showing '+63'), 'Email Address' (with placeholder 'Enter Email Address'), and 'Position' (with placeholder 'Position'). Below the table is a '+ ADD' button. A 'SUBMIT' button is located at the bottom right of the form area.

#### 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.

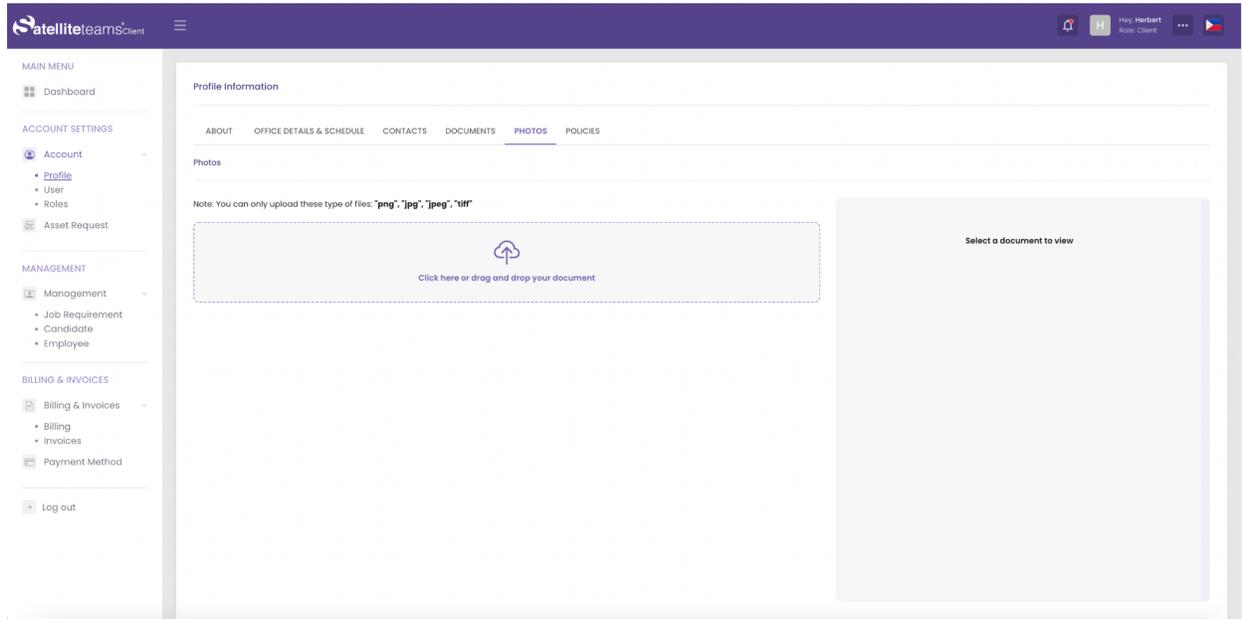


### 6.1.4 Profile - Documents

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.

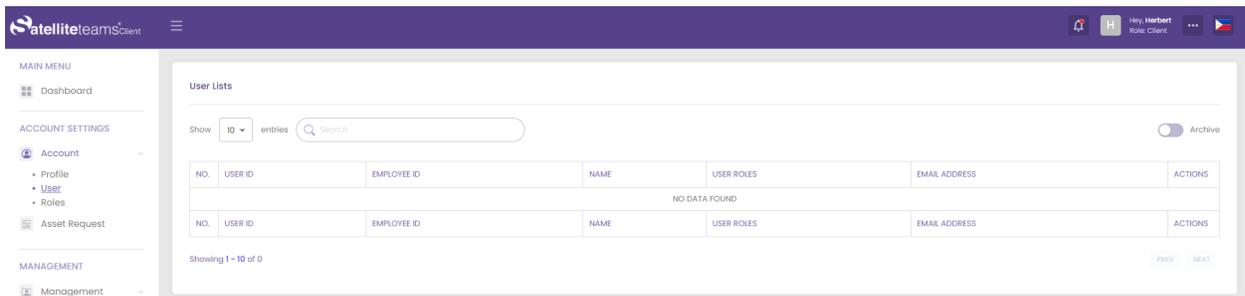
The screenshot shows the 'Satellite Teams Client' interface. The top navigation bar includes the logo, a menu icon, and user information (Herbert, Role: Client). The left sidebar contains a 'MAIN MENU' with 'Dashboard', 'ACCOUNT SETTINGS' with 'Account' (Profile, User, Roles), 'Asset Request', 'MANAGEMENT' with 'Management' (Job Requirement, Candidate, Employee), 'BILLING & INVOICES' with 'Billing & Invoices' (Billing, Invoices), 'Payment Method', and 'Log out'. The main content area is titled 'Profile Information' and has tabs for 'ABOUT', 'OFFICE DETAILS & SCHEDULE', 'CONTACTS', 'DOCUMENTS', 'PHOTOS', and 'POLICIES'. The 'POLICIES' tab is active, showing two sections: 'Terms & Conditions' and 'Data Privacy Policy'. Both sections contain legal text and a 'Download' button at the bottom.

### 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.

The screenshot shows the 'User Information' form. It is divided into two main sections: 'User Information' and 'Contact Details'. The 'User Information' section includes fields for 'Email Address', 'Role' (a dropdown menu), 'Password', and 'Re-Password'. The 'Contact Details' section includes a photo upload area with an 'Upload Photo' button, and fields for 'Last Name', 'First Name', and 'Middle Initial'. Below these are 'Phone Number' and 'Enable 2FA' (with radio buttons for SMS and Email). At the bottom right, there are 'CLEAR' and 'SUBMIT' buttons.

### 6.2 User - User information

#### User Information

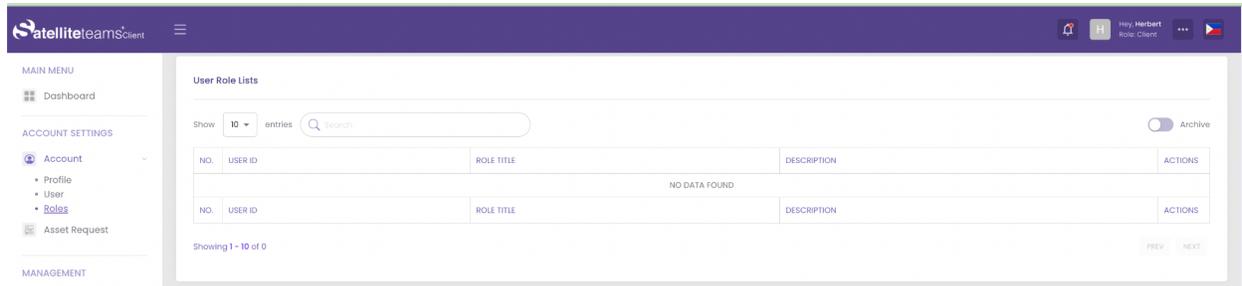
3. To add a user, go to User information.
4. Enter their email address.
5. Then select a role. If a role doesn't exist, kindly go to Roles and add.
6. Enter their password.
7. Re-type the password to validate.

#### 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.

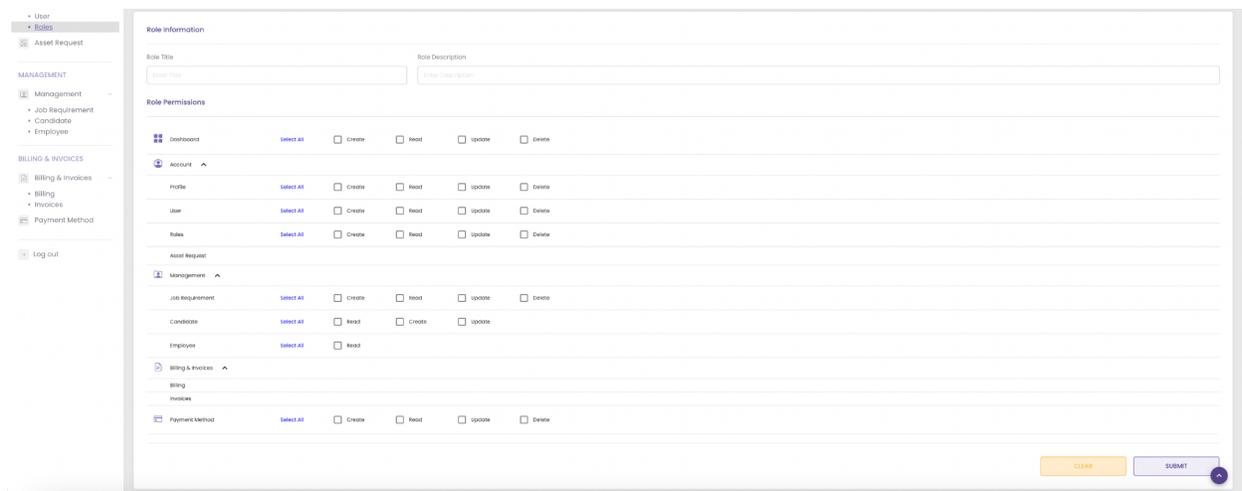
## 6.3 Roles



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

The screenshot displays the 'Asset Management' section of the sateliteams.com application. It features a table of assets and an 'Asset Request' form.

ASSET CODE	DATE DELIVERED	ASSET NAME	COMPANY NAME	DATE REQUESTED	DATE ACQUIRED	REQUESTED BY	STATUS
123	2022-05-30	Test Asset 1	Test Company 1	2022-07-12	2022-09-18	John Doe	Completed
456	2022-06-12	Test Asset 2	Test Company 2	2022-08-22	2022-02-25	Scott Beeve	Pending
789	2022-07-22	Test Asset 3	Test Company 3	2022-09-25	2022-07-31	Frederick Lee	Completed
987	2022-08-23	Test Asset 4	Test Company 4	2022-10-2	2022-04-43	Rita Hornshaw	Pending
654	2022-09-18	Test Asset 5	Test Company 5	2022-11-6	2022-05-18	Leah East	Pending

Showing 1 - 10 of 5

**Asset Request**

Asset Name:  Description:

Brand:  Size:  Make:  Model:

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

The screenshot displays the 'Satellite Teams Client' web application. The interface includes a sidebar menu with categories like 'MAIN MENU', 'ACCOUNT SETTINGS', 'MANAGEMENT', and 'BILLING & INVOICES'. The main content area features a promotional banner for mobile apps, followed by an 'Applicants' section. This section contains a search bar, a list of filters (e.g., 'List of qualification degree', 'Career and experience level'), and a search button. To the right, there is a 'List of match applicants' section showing 'No result found' and a 'Showing 1 - 10 of 0' indicator.

## 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

The screenshot shows the 'Employees - Satellite Teams' page. At the top, there is a search bar with the text 'Search'. Below the search bar, there are two tables. The first table has columns: NO., EMPLOYEE CODE, NAME, POSITION, DEPARTMENT, STATUS, and RATES. The second table has the same columns. The status of both tables is 'NO DATA FOUND'. Below the tables, it says 'Showing 1 - 10 of 0'. There are 'PREV' and 'NEXT' buttons. On the left side, there is a sidebar menu with categories: MAIN MENU (Dashboard), ACCOUNT SETTINGS (Account, Asset Request), MANAGEMENT (Management, Job Requirement, Candidate, Employee), BILLING & INVOICES (Billing & Invoices, Billing, Invoices, Payment Method), and Log out. The top right corner shows the user's name 'Herb, Herbert' and role 'Client'.

### 8.3 Employee

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

The screenshot shows the 'Employee Information' form. The form is divided into several sections. The 'Employee ID' section has a field for 'Last Name'. The 'Address' section has fields for 'Country', 'Region', 'State', and 'City'. The 'Middle Name' section has a field for 'Middle Initial'. The 'Department' section has a field for 'Department'. The 'Position' section has a field for 'Position'. The 'Email Address' section has a field for 'Email Address'. The 'Telephone Number' section has a field for 'Telephone Number' with a dropdown for the country code, currently set to '+63'. The 'Status' section has a field for 'Status'. The 'In Case of Emergency' section has a field for 'Full Name' and a field for 'Telephone Number' with a dropdown for the country code, currently set to '+63'. The 'Relationship' section has a field for 'Relationship'. There is also a 'Postal' field. The form is titled 'Employee Information' and has tabs for 'INFORMATION', 'DOCUMENTS', 'FILINGS', 'TIME RECORD', and 'APPRAISAL'. The left sidebar menu is the same as in the previous screenshot.

### 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

The screenshot displays the 'Billing' section of the Satellite Teams Client interface. The page features a sidebar menu on the left with categories like 'MAIN MENU', 'ACCOUNT SETTINGS', 'MANAGEMENT', and 'BILLING & INVOICES'. The main content area shows a table of payroll entries for five employees. The table columns are NO., EMPLOYEE CODE, NAME, POSITION, DEPARTMENT, STATUS, and PAYROLL. The total amount is \$0, and there is a 'VERIFY PAYROLL' button. A 'VIEW INVOICE' button is also present at the bottom right of the table area.

NO.	EMPLOYEE CODE	NAME	POSITION	DEPARTMENT	STATUS	PAYROLL
1	EMPL_12345	John Doe	Front End Developer	IT	HIRED	\$ 5000
2	EMPL_54321	Rita Hamshaw	Back End Developer	IT	HIRED	\$ 8988
3	EMPL_32456	Scott Reeve	Front End Developer	IT	HIRED	\$ 455
4	EMPL_33452	Frederick Lee	Mobile Developer	IT	HIRED	\$ 2345
5	EMPL_77884	Leah East	Web Designer	IT	HIRED	\$ 1000

## 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.

The screenshot shows the 'All Invoice' window in the satelliteteams.com application. The window is divided into several sections:

- Bill From:** Street Address, State, City, Region, Postal Code, bill\_from@example.com
- Bill To:** Street Address, State, City, Region, Postal Code, bill\_to@example.com
- Employee 1:** John Doe (EMP\_12345) with a total amount of \$5000.
- PAYROLL:** A table with columns: DESCRIPTION, QTY, UNIT PRICE, AMOUNT. It shows one item: Payroll (1 unit, \$50 unit price, \$100 amount).
- EQUIPMENT:** A table with columns: DESCRIPTION, QTY, UNIT PRICE, AMOUNT. It shows four items: Laptop (5 units, \$150 unit price, \$300 amount), Mobile (2 units, \$200 unit price, \$500 amount), Car (3 units, \$500 unit price, \$700 amount), and Laptop Charger (1 unit, \$80 unit price, \$200 amount).
- Employee 2:** Rita Hamshaw (EMP\_54321) with a total amount of \$888.
- PAYROLL:** A table with columns: DESCRIPTION, QTY, UNIT PRICE, AMOUNT. It is currently empty.

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

**satellite teams** Hi Herbert Role: Client

**MAIN MENU**  
Dashboard

**ACCOUNT SETTINGS**  
Account  
• Profile  
• User  
• Roles  
Asset Request

**MANAGEMENT**  
Management  
• Job Requirement  
• Candidate  
• Employee

**BILLING & INVOICES**  
Billing & Invoices  
• Billing  
• Invoices  
Payment Method  
Log out

**Invoice** + New Download

**All Invoices**

Invoice ID	Date	Amount	Status
STLT-00123	05/04/2022	\$2097.00	PAID
STLT-00345	06/04/2022	\$888.00	DRAFT
<input checked="" type="checkbox"/> STLT-00678	07/04/2022	\$123.00	PAID
STLT-00177	08/04/2022	\$33.00	PENDING APPROVAL
STLT-00869	09/04/2022	\$634.00	PAID
STLT-00869	10/04/2022	\$555.00	PENDING APPROVAL
STLT-00869	11/04/2022	\$733.00	DRAFT
STLT-00869	12/04/2022	\$856.00	PENDING APPROVAL

**Invoice**

Hi Test User  
This is the receipt for a payment of **\$450.00** (USD) for your works

Payment No. **SAMPLE12345-678**      Payment Date **July 10, 2022 - 12:30 PM**

**Bill From**  
Street Address  
State, City  
Region, Postal Code  
bill\_from@example.com

**Bill To**  
Street Address  
State, City  
Region, Postal Code  
bill\_to@example.com

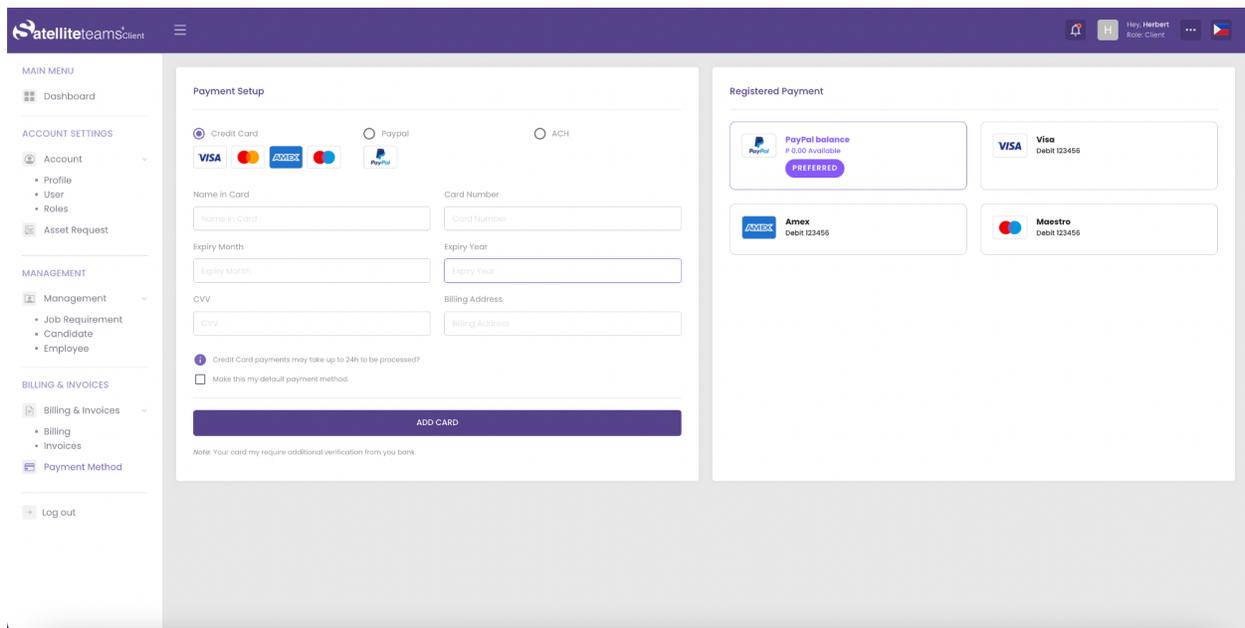
NO.	PRODUCT	QTY	UNIT PRICE	AMOUNT
1	Logo Creation Test Description	2	\$60	\$100
2	Logo Creation Test Description	1	\$80	\$300
3	Logo Creation Test Description	5	\$100	\$500
<b>Subtotal</b>				<b>\$400.00</b>
<b>Vat Rate</b>				<b>20%</b>
<b>Vat Due</b>				<b>\$50.00</b>
<b>TOTAL DUE</b>				<b>\$450.00</b>

## 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.

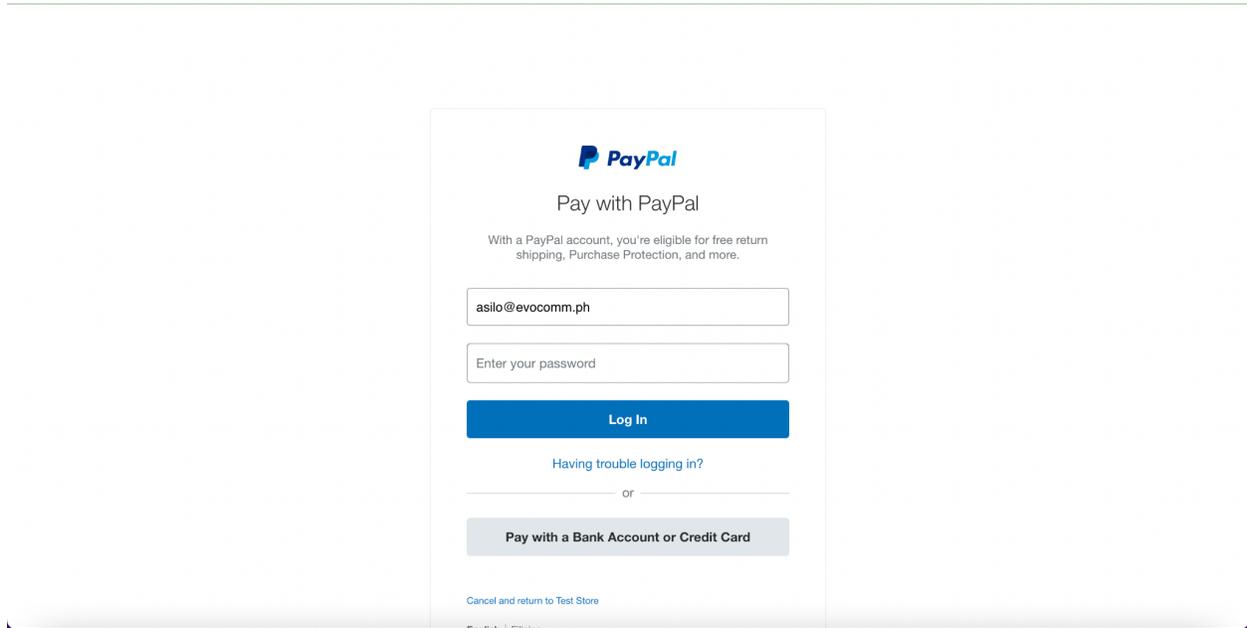
## 10.1 Credit Card



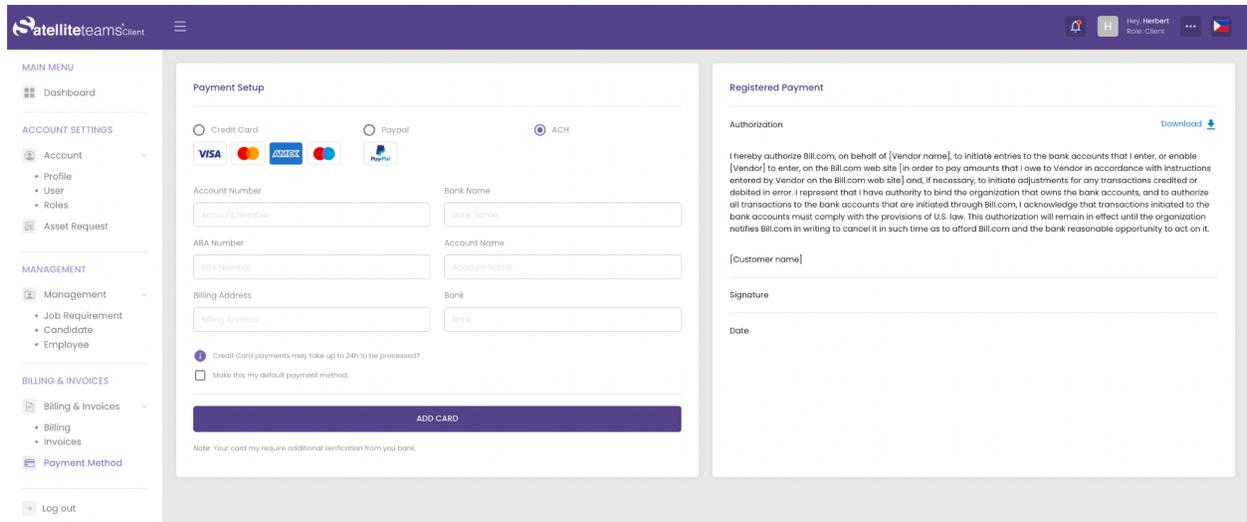
### Payment Setup

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.