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.

	Sign up your account		
	Mr.		
	First Name		
	Last Name		
Satelliteteamson	Company Name	Or Connect Using	
	+63	AG	
	Email Address		
	A Password		
	A Re-Password		
	REGISTER		
	Already have an account? Sign In.		

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.

Satelliteteamsteiient	Sign in your account El frincil Address/Employee ID A Pateword LOGIN
	Forgot password? Remember Me Don't have an Account? Register Here.

1.1 Sign-in page

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

noreply@satelliteteams.com to me +	9:40 AM (O minutes ago)	☆	← :
Satellite teams			
Welcome to Satellite Teams!			
Thank you for signing up. You're one slep closer to finding your next rockstar hirel.			
We're excited to connect you to the world's top talent.			
Click on the button below to get started			
CREATE YOUR TEAM			
or just copy and paste the link below			
http://client-staging.sateliteteams.com/togin			
Need help? Ask at help@satletiteteams.com or visit our Help Center. Satellite Teams 6800 Owensmouth Ave, Canoga Park, CA 91303 www.satelliteteams.com			

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.

Sign up your account	
Fret Name	
Company Name	Or Connect Using
Email Address	GG
A Re-Password REGISTER	
Already have an account? Sign In.	

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.

	Sign up your account		
	Rest Name Lost Name		
	طً Company Name Σ∎ • +63	Or Connect Using	
	Erroll Address Ardeness A Password	66	
	Re-Password		
and the second s	Already have an account? Sign in.		

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.

<image/> <section-header><section-header><section-header><form><form></form></form></section-header></section-header></section-header>	Satellitete	<form></form>	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	

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.

Satelliteteams [®]	
	Forgot Your Password?
	Please enter the email address for your account. A verification code will be sent to you. Once you have received the verification code. You will be able to choose a new password for your account.
	Email Address
	RESET PASSWORD
	CANCEL

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.

	F Pr ic
Your new password change has been sent to satelliteteams.test07@gmail.com. Please click the link and reset your password.	عد 4
ОК	

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.

-	noreply@satelliteteams.com to me ▼		6:31 PM (O minutes ago)	☆	¢	:
		Satelliteteams				
		Password Reset				
		If you've lost your password or wish to reset it, click the button below to get started. The link will be active for 24 hours.				
		<u>RESET YOUR PASSWORD</u>				
		If you did not request a password reset, you can safely ignore this email. Only a person with access to your email can reset your account password.				
		Just copy and paste the link below				
		http://client-staoino.satelilteteams.com/reset-oassword/ LPZSsp01sPFGEVvniLXbOtaSKJtCcNtw				
		System information. Date: 2022;09:05 18:31:30 IP Address: 112:21:00.05 Location: Imus, Philiphona Betweer: Mucillab 50 (Mindows NT 10.0, Wind4 ;s64) AppleWebKit/8537:38 (HTML, like Gecko) Chrome10:40:00 Safand573:28				
		Need help? Ask at help@satelliteteams.com or visit our Help Center. Satellite Teams 6800 Owensmouth Ave, Canoga Paris, CA 91303 www.satelliteteams.com				

3.0 Password reset email

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

Satellite teams



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

Role
Role
Role
1 of 4
Stallitat
Sales / Martelling and Design Creative
Creative Director Digital Marketing Manager / Marketing Manager
Digital Marketing Specialist / Digital Marketing Associate Digital Media Buyer
Graphic Designer / Oraphic Artist / Layout Artist / Visual Designer / Visual Artist
NXT

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

	Job Esperience	
	2 of 4	
Satellitet	How many years of experience should they have?	
	4-6 7-9	
	10+	
	BACK	
Star III	<u> </u>	

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	
	ab bravience
	3 of 4
	What time zone is your candidate be expected to work? Select *
	BACK
	X



- 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
Satellitet	What time zone is your candidate be expected to work? Pacific Standard Time
	Time from Time to 12:00 PM 00
	10 02 11 03
BAC	12 04 17 05 NEXT
-3	

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

Satelliteteams	
	Job Experience
	4 01 4
Satallitat	What is the monthly budget for this role?
	\$1000 \$1000
	1000 12000 12000 14000 15000 15000 15000 15000 15000 10000+
	BACK
Ser. 1	

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

	-			Hey, Herbert 📰 🥅
C'atelliteteamScient			+	Role: Client
MAIN MENU	Applicants	List of match ap	oliconts	Show 10 +
E Dashboard	Search for the right applicant suited to your team			
	🗸 Search for the condicate that is best suited for your team. 🥥			
ACCOUNT SETTINGS	Salact cotagory			
Account ~	Soles / Morketing and Design Creative	×		
 Profile 	Select position		No result found.	
User Roles	Dightal Wankeling Vanoger / Markeling Manager 🔹	× Showing 1 - 10 of	0	
E Asset Request	V List of qualification degree			
	Sinicol lewin/degree			
MANAGEMENT	(avai/dogree			
🔳 Management 🗸 🗸	V Coreer and experience level.			
 Job Requirement 	Select score level Select years of experience			
 Candidate Employee 	Conner Invol 1-3	×		
	✓ tanguage prateixncy			
BILLING & INVOICES	Select Languages			
Billing & Invoices	Languages			
Billing Invoices	V People management			
E Payment Method	Number of direct reports Number of Indirect reports			
	Direct reports Indirect reports			
→ Log out	V shit 🖉			
	laiset shit			
	Pacific Standoof Taxe a	×		
	V What is the monthly budget for this role?			
		\$103100+		
		-•		
	2000 2000 2000 2000 2000 2000 2000 200	\$1010*		
	Skills needed for the role			
	Selected skills			
	If you can't find a certain skill, you can Click Here to add to the list.			
	List of known skills			
	(ActiveCompage +) (Adobe After Intents +) (Adobe Intentor +) (Adobe Photoshop +) (Adobe Photoshop +) (Adobe Photoshop +) (Adobe Photoshop +) (Astrone			
	(Content Development +) (Content Strategy+) (Copywriting +) (Drip Campaigns +) (Bicqua +) (Email Marketing +) (Facebook Marketing +) (Boogle Ada/ Adwords +) (Boogle Analytics +)			-

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

	=		🛱 🔳 Hoy, Herbert 🚥 🛌
MAIN MENU Dashboard ACCOUNT SETTINGS	Don't miss out, join us on mobile! Domicad au application for Anatoria and IOS Proceedings Plany Company Anatoria and IOS		
 Account Profile 	Applicants	List of match applicants	Show 10 -
 User Roles 	Search for the right applicant suited to your team		View Resume
Asset Request	> Search for the candidate that is best suited for your team.		ALLAIZA 💛
MANAGEMENT	List of qualification degree Career and experience level		MARKETING MANAGER Match: 100%
🗈 Management 🗸	> Language proficiency	★★★★ Rate: USD 2895 Refer this applicant	Rate: USD 2895.00
 Job Requirement <u>Candidate</u> 	> People management	client-stoging.satelliteteams.c om/register/vYCLJ90ucYGZm3	SCHEDULE INTERVEW
 Employee 	> Shift	Changes 1, 10 of 1	
BILLING & INVOICES	> What is the monthly budget for this role?	showing I = 10 of I	PREV REAL
Billing & Invoices	Skills needed for the role		
 Billing Invoices 	Selected skills		
E Payment Method	If you can't find a certain skill, you can Click Here to add to the list.		
	List of known skills		
→ Log out	ActiveCompoign+1 Adobe After (fflets +) Adobe Blustator +) Adobe Providence +) Adobe P		
	(Google Analytics +) (Google Workspace +) (Hootsuite +) (Hubspot +) (koonssquare +) (Inbound Marketing +)		
	(Influencer Relations / Influencer Marketing +) (Instagram Marketing +) (Klaviyo +) (Lead Generation +) (Linkedin Marketing +)		
	(Magento +) (Mailchimp +) (Marketing Analytics and Reporting +) (Marketing Automation +) (Marketing Operations Management +)		

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

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MAIN MENU Dashboard ACCOUNT SETTINGS C Account ~	Don't miss out, join us on mobile! Detented agranded with which with a set of the set of		
Profile User Roles Asset Request MANAGEMENT	Applicants Execution for the right applicant subled to your forom. Security for the conductor that a level stated for your stream.		Citi d'hotch regiérons. Once 🗑 • Maria Instant ALAZA DOIG M. ALARCET Three based of the
Management ~ Job Requirement Canstidate Employee BILLING & INVOICES	Source and according to the second seco	Schedule Marwey for Albitis	ARACTING LAAADER Market Do St Bark UID 2015 20 thet submaansference websame (Constructions) W
Billing & Invoices Billing Billing Invoices Payment Method	What is the monthly budget for the rate Skills meeded for the rate sector a stills	- Sust mm/dal/yyy, 0 Postoposts	showing i - 18 af i i i i i i i i i i i i i i i i i i
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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

ird	Schedules							Do need work force Create Jobs Now
TINGS	< JULY 2022 >						TODAY MONTH WEEK DAY	Click the link and provide necessary
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	information.
					01	02	03	JOB REQUIREMENT
quest	04	05	06	07	08	09	10	Need to put Ads, Apply Here. This pops-up for 2
								seconds slideshol
	11	12	13	14	15	16	17	Ads Requirement
ment	×	Cohodulo Intanilou: for 8	ilaina					On going search fr
te e	18 Sc	hedule Interview for Allaiza	02:30 PM	21	22	23	24	Applicants
DICES	Ste	rtus: PENDING						view Applicants
nvoices ~	25 Ho De	st: Herbert Cipriano scription: Test interview rticipants: Alloiza Masilana		28	29	30	31	Refer An Applican & Get Rewarded
								and a
							07	client-
Method								ister/vYCLj90UcYGZm3

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.

				🛱 🔢 Hey, Herbert 🚥 🚬
MAIN MENU	Profile Information			
ACCOUNT SETTINGS	ABOUT OFFICE DETAILS & SCHEDULE CONTACTS	DOCUMENTS PHOTOS POLICIES		
Account Profile User	Company Information			
Roles	Company Name	Number of Employees	Company ID	Tax ID
🔚 Asset Request				
MANAGEMENT	Type of Business	Phone Number		
🔳 Management 🗸	- Select Option -	✓ +63 9476 994831		
 Job Requirement Candidate Employee 	Company Telephones			
	Telephone Number (1)			
Billing & Invoices	• +63			
Billing Invoices	+ ADD			
nayment Method				
→ Log out				SUBMIT

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

						🛱 🔢 Hey, Herbert 🚥 🕨	
MAIN MENU	Profile Information						
Dashboard	ABOUT OFFICE DETAILS & SCHI	ABOUT OFFICE DETAILS & SCHEDULE CONTACTS DOCUMENTS PHOTOS POLICIES					
	Office Details						
Profile User	Country		Region	State	City		
· Roles			- Select Option -	- Select Option -	- Sele	ict Option -	
Asset Request	Postal		Address				
MANAGEMENT							
Management ~ Job Requirement Candidate	Company Lago Credentials		Company Overview	Company Overview			
• Employee		Mr.					
ILLING & INVOICES		h ciprimo@err	tallitatarma com				
Billing & Invoices		The produce of pace					
BillingInvoices							
Payment Method							
Log out	Upload Logo	Enter Re-Passw					
		Enable 2F/	A 🔿 SMS 🔿 Email				
						SUBMIT	

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.

				4 🖪	Hey, Herbert Role: Client			
MAIN MENU	Profile Information							
ACCOUNT SETTINGS	ABOUT OFFICE DETAILS & SCHEDULE CONTACTS DOCUMENTS PHOTOS POLICIES							
 Account ~ Profile User Roles 	Contacts							
Sea Asset Request	1							
MANAGEMENT	First Name	Last Name	Middle Name	Contact Number				
🔳 Management 🗸				▶ +63				
- Job Requirement	Email Address	Position						
 Canalaate Employee 								
BILLING & INVOICES								
Billing & Invoices	+ ADD							
BillingInvoices								
E Payment Method					SUBMIT			
→ Log out								

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.

Satelliteteams [*] cilent	≡	🛱 🔣 Hay, Herbert 🚥 🛌
MAIN MENU Dashboard	Profile information	
ACCOUNT SETTINGS	ABOUT OFFICE DETAILS & SCHEDULE CONTACTS DOCUMENTS PHOTOS POLICIES	
Account Profile	Documents	
User Roles	Note: You can only upload these type of file: "pdf", "docx", "doc", "png", "jpg", "jpg", "tiff" 	
MANAGEMENT	Click here or drog and drop your document	Select a document to view
Management Job Requirement Candidate Employee		
BILLING & INVOICES		
Billing Invoices		
E Payment Method		
→ Log out		
		SUBMIT

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.

	=	🛱 🔢 Hey, Herbert 🚥 🕨
MAIN MENU	Profile Information	
ACCOUNT SETTINGS	ABOUT OFFICE DETAILS & SCHEDULE CONTACTS DOCUMENTS PHOTOS POLICIES	
Account Profile	Photos	
Oser Roles Asset Request	Note: You can only upload these type of flex "png", "jpg", "jpg", "tiff"	
MANAGEMENT	Click here or drog and drop your document	Select a document to view
 Job Requirement Candidate Employee 		
BILLING & INVOICES		
Billing & Invoices Billing Invoices		
E Payment Method		
+ Log out		

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

atelliteteamscilient		🛱 🔣 Hey, Herbert 🛶 🕨
AIN MENU	Profile Information	
Dashboard	ABOUT OFFICE DETAILS & SCHEDULE CONTACTS DOCUMENTS PHOTOS POLICIES	
Account	Policies	
Profile User	Terms & Conditions	Data Privacy Policy
Roles Asset Request	Satelific Jeans Engagement Agreement This SATULITE TAME Engagement Agreement (hereinafter the 'Agreement') made this July 12, 2022 ("Effective	PERSONAL DATA PRIVACY POLICY L DEPINITIONS
NAGEMENT	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 Bidg CITY OF MAKATI, NCR, FOURTH DISTRICT, NATIONAL CAPITAL REGION (NCR), Philippines 1500 and	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.
Management ~	a formed under the laws of	B. Data Subject refers to an individual whose Personal Information, Sensitive Personal Information, or Privileged Information is processed.
Job Requirement Candidate Employee	basines at the set of	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
NG & INVOICES	WHEREASLITS WHEREASLITS Client requires assistance in identifying, screening, and hiring candidates to occupy a number of roles within the Client's organization. Further, Client wishes to engage ST's services for these roles; and	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 assertationed by the entity holding the information, or when or it counters with other information work information interview. In information, and interview. In the information and interview of the information and interview. In the information and interview of the information and interview. In the information in the information and interview. In the
Billing & Invoices	WHEREAS, ST is in the business of profiling, providing, sourcing, screening, and endorsing Permanent Hires, Short and Long Term Contracting, Project Work, Out-tasking and Outsourcing Position Holders; and desires to deliver its services to Client;	F. Processing refers to any operation or set of operations performed upon Personal Data including, but not limited to, the collection, recording, organization, storage, updating or modification, rutrieval, consultation, use,
Payment Method	NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and other valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:	consolidation, blocking, erasure or destruction of data. Processing may be performed through automated means, or manual processing, if the Personal Data are contained or are intended to be contained in a filing system.
	1. DEFINITIONS	G. Privileged Information refers to any and all forms of Personal Data, which, under the Rules of Court and other pertinent laws constitute privileged communication.
Log out	Z Agree	✓ Agree
	+	<u>+</u>
	Download	Download

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.

						🛱 🔣 Hey, I Role:	terbert)		
MAIN MENU Dashboard ACCOUNT SETTINGS Account	User	User Lists Show 10 + entries (Q Search							
Profile User Roles	NO.	USER ID	EMPLOYEE ID	NAME NO DAT	USER ROLES A FOUND	EMAIL ADDRESS	ACTIONS		
MANAGEMENT	NO.	USER ID	EMPLOYEE ID	NAME	USER ROLES	EMAIL ADDRESS	ACTIONS PREV NEXT		

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.

MANAGEMENT	User Information				
Job RequirementCandidateEmployee	Email Address Enter Email Address	Role - Select -	Password Password	Re-Password Enter Re-Password	
BILLING & INVOICES	Contact Details				
Billing	Las	t Name	First Name	Middle Initial	
Payment Method	E				
	Pho	one Number			
→ Log out	3	• +63			
		Enable 2FA O SMS O Email			
	Upload Photo				
				CLEAR	SUBMIT

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

			¢	Hey, Herbert 🚬
User R	Role Lists			
Show	10 - entries Q Search			Archive
NO.	USER ID	ROLE TITLE	DESCRIPTION	ACTIONS
		NO DATA FOUND		
NO.	USER ID	ROLE TITLE	DESCRIPTION	ACTIONS
Showin	ng 1 - 10 of 0			
	Show NO. Showi	User Role Lists Show 10 • entries 0, search NO USER ID 0 NO USER ID 0 NO USER ID 0 Showing 1-10 of 0 0	User Role Lists Show 10 • entries Q. South NO. USER ID ROLE TITLE NO. USER ID ROLE TITLE Showing 1-10 of 0 South Title	User Role Lists Show 10 • entries Q. Sourch MO user Rol MOSCRIPTION MO USER RO ROLE TITLE MOS USER RO ROLE TITLE Showing 1-10d 0 ESCRIPTION

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.

User Roles Asset Remost	Role Information										
LE PROGRAGOON	Role Title			Role De	tele Description						
MANAGEMENT											
Management Job Requirement	Role Permissions	Role Permissions									
 Candidate Employee 	Doshboard	Select All	Crease	Read	Upciate	Deters					
BILLING & INVOICES	Account A										
 Billing & Invoices Billing 	Profile	Select All	Create	Read	upciote	Delato					
Invoices Payment Method	User	Select All	Create	Read	update	Deleta					
	Roles	Select All	Create	Read	Update	Davida					
→ Log out	Asset Request										
	🔳 Management 🔺										
	Job Requirement	Select AT	Create	Read	upciote	C cente					
	Condidate	Select AT	keed keed	Create	Upciote						
	Employee	Select AT	keed								
	Billing & Involces										
	Billing										
	Payment Method	Select All	Create	Read	Update	Dense					
						CLM	SUBMIT				

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	Reque	st
---	----	-------	-------	----

Satelliteteamscrent								🕼 🔢 Hey Herbert 🚥 属
MAIN MENU								
Dashboard	Asset Management							
ACCOUNT SETTINGS	Show 10 - entries Q Soc							Archive
Account ~								
Profile User	ASSET CODE	DATE DELIVERED	ASSET NAME	COMPANY NAME	DATE REQUESTED	DATE ACQUIRED	REQUESTED BY	STATUS
* Roles	123	2022-05-30	Test Asset 1	Test Company I	2022-07-12	2022-09-18	John Doe	Completed
🗟 Asset Request	456	2022-06-12	Test Asset 2	Test Company 2	2022-08-22	2022-02-21	Scott Reeve	Pending
	789	2022-07-22	Test Asset 3	Test Company 8	2022-09-25	2022-07-31	Frederick Loe	Completed
MANAGEMENT	987	2022-08-23	Test Asset 4	Test Company 4	2022-10-2	2022+04+43	Rita Hamshaw	Pending
📧 Management 🗸	654	2022-09-18	Test Asset 5	Test Company 5	2022-11-6	2022+05+18	Leah East	Pending
Job Requirement Condidate	ASSET CODE	DATE DELIVERED	ASSET NAME	COMPANY NAME	DATE REQUESTED	DATE ACQUIRED	REQUESTED BY	STATUS
Employee BILLING & INVOICES	Showing 1 - 10 of 5							PREV 1 MOXT
Billing & Invoices ~								
Billing Invoices	Asset Request							
E Payment Method	Asset Name		D	escription				
* 100.01	Select Asset							
< tog out	Specification							
	Brand		Size		Make		Model	
								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

	=		🛱 📙 Hey, Herbert 🚥 🕨
MAIN MENU Dashboard ACCOUNT SETTINGS C Account	Don't miss out, join us on mobile! Developed our applications for Antonia and UK Compared for applications of Applications		
 ProfileUser Roles	Applicants	List of match applicants	Show 10 -
🔚 Asset Request	Search for the right applicant suited to your team > Search for the candidate that is best suited for your team		
MANAGEMENT	> List of qualification degree		
🗈 Management 🗸	> Career and experience level		No result found.
<u>Candidate</u>	> Language proficiency	Showing 1 - 10 of 0	
 Employee 	> People management		
BILLING & INVOICES	> Shift		
Billing & Invoices ~	> What is the monthly budget for this role?		
 Billing Invoices 	Skills needed for the role		
🖻 Payment Method	Selected skills		
→ Log out	List of known skills		
	SEARCH		

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

Satelliteteams ^t client	=				4	Hey, Herbert
MAIN MENU	Employees - Satellite Teams					
ACCOUNT SETTINGS	Show 10 - entries				Q Search	
Account Profile User	NO. EMPLOYEE CODE	NAME	POSITION	DEPARTMENT	STATUS	RATES
Roles Asset Request	NO. EMPLOYEE CODE	NAME	NO DATA FOUND	DEPARTMENT	STATUS	RATES
MANAGEMENT	Showing 1 - 10 of 0					
Management Job Requirement Candidate Employee						
BILLING & INVOICES						
Billing & Invoices Billing Invoices						
Payment Method						
→ Log out						

8.3 Employee

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

Account ~										
Profile User Roles	INFORMATION DOCUMENTS FILINOS TIME RECORD APPRAISAL									
🕅 Asset Request	Employee Information									
MANAGEMENT	Employee ID:	Address		Status:						
📧 Management 🗸	Last Name	Country	Region							
Job Requirement										
Candidate <u>Employee</u>	First Name	State	City							
Billing & Invoices	Middle Name	Address	Postal							
Billing				Identification						
Invoices Payment Method	Department									
		In Case of Emergency								
→ Log out	Position	Full Name	Telephone Number							
			+63							
	Email Address	Emoil Address	Relationship							
	Telephone Number									
	+63			•						
				•						

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

	≡				¢	Hey, Herbert
MAIN MENU						
Dashboard	Billing					
ACCOUNT SETTINGS	Show 10 - entries				Q Search	
 Account Profile User 					τοται	AMOUNT: 0 VERIFY PAYROLL
Roles	NO. EMPLOYEE CODE	NAME	POSITION	DEPARTMENT	STATUS	PAYROLL
🔐 Asset Request	1 EMPL_12345	John Doe	Front End Developer	п	HIRED	\$ 5000
MANAGEMENT	2 EMPL_54321	Rita Hamshaw	Back End Developer	п	HIRED	\$ 8888
Management	3 EMPL_32456	Scott Reeve	Front End Developer	п	HIRED	\$ 455
Job Requirement	4 EMPL_33452	Frederick Lee	Mobile Developer	IT	HIRED	\$ 2345
Candidate	5 EMPL_77684	Leah East	Web Designer	п	HIRED	\$ 1000
* Employee	NO. EMPLOYEE CODE	NAME	POSITION	DEPARTMENT	STATUS	PAYROLL
BILLING & INVOICES Billing & Invoices						VIEW INVOICE
Invoices	Showing 1 - 10 of 0					
E Payment Method						
→ Log out						

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.

Satelliteteams [*] client	All Invoice			×	Hay, Herbert Keter Client
MAIN MENU Cashboard ACCOUNT SETTINGS	Bill From Street Address State, Cly Region, Postal Code bill_from@example.com	Bill To Street Address State, City Region, Postol Code bill_togiexample.com			
Account	NO. NAME			AMOUNT	ALAMOUNT: 0 VERIFY PAYROLL
Vser Roles	John Doe EMPL_12345			\$ 5000	RAVEOU
🔛 Asset Request	PAYROLL				\$ 5000
MANAGEMENT	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	\$ 8888
🔳 Management 🗸	Payroll	1	\$50	\$100	\$ 455
 Job Requirement Candidate 	EQUIPMENT				\$ 1000
* Employee	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	PAYROLL
BILLING & INVOICES	Laptop	5	\$150	\$300	VIEW INVOICE
Billing	Mobile	2	\$200	\$500	PREV NEXT
Invoices Payment Method	Car	3	\$500	\$700	
	Laptop Charger	1	\$80	\$200	
→ Log out	2 Rita Hamshaw EMPL_54321			\$ 8888	
	PAYROLL				
	DESCRIPTION	QTY	UNIT PRICE	AMOUNT	

- 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

					4	Hey, F Role: I	erbert 🛌
MAIN MENU	Invoice						
ACCOUNT SETTINGS C Account Profile	All Invoices - STLT-00123 05/04/2022	+ New \$2097.00 PAID	Invoice Hi Test User This is the receipt for a payment of \$450.00 (USD) for your works				Download 🛓
User Roles Asset Request	STLT-00345 06/04/2022	\$888.00 DRAFT	Payment No. SAMPLE12345-678 Bill From	Payment Date July 10, 2022 - 12:30 PM Bill To			
AANAGEMENT	STLT-00678 07/04/2022	\$123.00 PAID	Stret Address State, City Region, Postal Code bill_from@example.com	Street Address State, City Region, Postal Code bill_to@example.com			
 Job Requirement Candidate Employee 	STLT-00177 08/04/2022	\$33.00 PENDING APPROVAL	NO. PRODUCT		QTY 2	UNIT PRICE	AMOUNT \$100
ILLING & INVOICES Billing & Invoices	STLT-00869 09/04/2022	\$634.00 PAID	2 Logo Creation Test Description		1	\$80	\$300
Invoices Payment Method	STLT-00869 10/04/2022	\$555.00 PENDING APPROVAL	3 Logo Creation Test Description		5	\$100 Subtotal	\$500 \$400.00
→ Log out	STLT-00869 11/04/2022	\$733.00 DRAFT				Vat Rate	20%
	STLT-00869 12/04/2022	\$856.00 PENDING APPROVAL			т	OTAL DUE	\$450.00

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

	=			🗘 🔃 Hey Herbert 🚥 🕨
MAIN MENU	Payment Setup		Registered Payment	
ACCOUNT SETTINGS Account Profile	Credit Card	Paypol O ACH	PayPalbalance P 0.00 Available PREFERED	VISA Visa Debr 123456
• User • Roles 🔛 Asset Request	Name in Card Name in Card Expiry Month	Card Number Card Number Expiry Year	Amex Debit 122456	Debit 123456
MANAGEMENT	Expiry Month	Expiry Yeor Billing Address		
Job RequirementCandidateEmployee	CVV Credit Card payments may take up to 24h to be p	Willing Address		
BILLING & INVOICES	Make this my default payment method.	ADD CARD		
Invoices Payment Method	Note: Your card my require additional verification from	you bank.		
→ Log out				

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

Erection of the set store		
Eperiodic Control		
Constraint		
Pay with PayPal With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more. asilo@evocomm.ph Enter your password Log In Having trouble logging in? or Pay with a Bank Account or Credit Card Cencel and return to Test Store	PayPal	
With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more. asilo@evocomm.ph Enter your password Log In Having trouble logging in? or Pay with a Bank Account or Credit Card Cancel and return to Test Store	Pay with PayPal	
asilo@evocomm.ph Enter your password Log In Having trouble logging in? or Pay with a Bank Account or Credit Card Gencel and return to Test Store	With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.	
Enter your password Log In Having trouble logging in? or Pay with a Bank Account or Credit Card Carcel and return to Test Store	asilo@evocomm.ph	
Log In Having trouble logging in? or Pay with a Bank Account or Credit Card Cancel and return to Test Store	Enter your password	
Having trouble logging in? or Pay with a Bank Account or Credit Card Cancel and return to Test Store	Log In	
Pay with a Bank Account or Credit Card Cancel and return to Test Store	Having trouble logging in?	
Pay with a Bank Account or Credit Card Cancel and return to Test Store	or	
Cancel and return to Test Store	Pay with a Bank Account or Credit Card	
Cancel and return to Test Store		
	Cancel and return to Test Store	

10.3 ACH

atelliteteamscier	nt	=		🛱 🔝 Hoy Methert 🔐
IAIN MENU Dashboard		Payment Setup		Registered Payment
CCOUNT SETTINGS		O Credit Card O Paypal	ACH	Authorization Download
 Account Profile User 		VISA COUNT Number	Bank Name	Thereby authorize Bill.com, on behalf of [Vendor name], to initiate entries to the bank accounts that I enter, or enable [Vendor] to enter, on the Bill.com web site [in order to pay amounts that I owe to Vendor in accordance with instruction entered by Vendor on the Bill.com web site] and, if necessary, to initiate adjustments for any transactions credited or debited in error. I represent that I have authority to bint the organization that owns the bank accounts, and to authoriz
Roles Asset Request		Account Number ABA Number	Bank Name Account Name	all transactions to the bank accounts that are initiated through Illicom. I acknowledge that transactions initiated to the bank accounts must comply with the provisions of U.S. Iaw. This undertaking the activation in telest until the expansion notifies Bill.com in writing to cancel it in such time as to afford Bill.com and the bank reasonable opportunity to act on
ANAGEMENT				[Customer name]
Management		Billing Address	Bank	Signature
 Job Requirement Candidate Employee 		Billing Address Credit Card payments may take up to 24h to be processed?		Date
LING & INVOICES		Make this my default payment method.		
 Billing & Invoices Billing Invoices Payment Method 		AD	O CARD	-
Log out				

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.