Good day!

First of all, I want to congratulate you for passing the interview and training.
To proceed the onboarding process smoothly, kindly read and follow the instructions below.

Onboarding process :

(1) UNIQUE CODE

First we have to make your unique ID, this will be used to access the following:
- Attendance [this is where your work will be based]
- Biller [where your plot counts are being calculated]
- System [this is where you will do the plotting]

Please fill out the form : https://forms.gle/m5AdToWvstaUMZGA6
Note Make sure to input the correct details.

Your UNIQUE CODE will be sent on your email address (used when filling out the form earlier).
Please take note that the unique code takes time to generate so kindly await within 24 HRS for it to recieved.

(2) CHAT GROUP / ROOMS

While waiting for the unique code ; we can proceed to the different chat groups/rooms.
These are mainly the following :
- New plotters Room : https://join.skype.com/ybX9zk1vPqTQ
  This is where all updates regarding your attendance and salary are posted.
- LUZ UPDATE ROOM : https://join.skype.com/Hd19D8rqEEhm
  This is where all updates for Manila/Luzon Based plotters are posted.
- VISMIN UPDATE ROOM : https://join.skype.com/OoDqv8RfWroi
  This is where all updates for Visayas and Mindanao Based plotters are posted.
- Command - GC : https://join.skype.com/P39SG6FE2MX7
  This is where the main commands for plotting are posted.
- PH PLOTTERS : https://www.facebook.com/groups/phplotters [request to join]
  This is where the updates about work and non-work related posts are posted.
- BASECAMP : https://3.basecamp.com/5721941/join/tAUfRHNuJGRi
  This is where the updates about work and non-work related posts are posted.

Kindly join by clicking the link provided.

(3) ADMIN LEADERS AND SUBLEADERS

Here is the chain of commands for our department.
Kindly add them to your contacts:

HR MANAGER
Irving Galang [skype :irvin.admex]

PLOTTING HEAD

-Muring, Kristella Santos [skype : kristella.muring]
LEADER
-Lorenzo, Thomas Jayson [skype : tomjaylorenzo_1]
- Osicos, Merlyn [skype : live:6c0506a9d0af3291]
- Patio, Bonnie [skype : Bonnie Patio(MS2/MS4 leader)]
- Reyes, Yeshroel [skype : live:.cid.a32cb0149cf3d2a4]
- Sy, Kristian Ryan [skype : kristian_sy]
SUBLEADER
- Burguillos, Michael [skype : kelborgs]
- Feliciano, Roman Alfon [skype : oman.feliciano]
- Garcia, Dennis [skype : densgar33]
- Maac, Christine Ivy [skype : christine ivy maac]
- Mayol, Flordelisa [skype : Dames_may18]
- Noquillo, Marivel [skype : maquarius24]
- Nuesca, Charina [skype : charina.nuesca]
- Servando, Noreen Gay [skype : noreen.servando@mediatrack.org]
- Tidoso,Mary-Lyn Miranda [skype : yennelle]

(4) SHEETS

There are important sheets to look out for and they are the following :
-   NP v2 Click here .
NP v2 sheet shows you attendance , plot , important links and APAV.[APAV will be discuss in 5]
-   SLR BRKDWN/PYT Click here .
SLR BRKDWN/PYT sheet shows your salary payout for the said month.

(5) APAV

APAV is also known as Attendance Performance and Average.
We are all aware that Attendance is very important on performance based salary payout.
So kindly make sure to clock IN and clock OUT properly.
A missed Attendance will jeopardize, null and void your work.

Here is the link for attendance:

| Attendance Form | https://forms.gle/FKS8R9xUunmBn5w17 |

This is also provided at NP v2 sheet - FORMS tab.

How the APAV works : [PLOT, TV TAG, XCAGO and LINKS are connected to your attendance]
IF you've completed your ATTENDANCE it will be like this -

D	Inputs	Cat	Out for	IDME	DATE	Plots	APAV					
2/22	2/22/2024 14:22:00	OUT	2/22/2024	2/22	☑	670	670					
2/23	2/23/2024 14:16:39	OUT	2/23/2024	2/23	☑	539	539		Expected	6645	Jan 31 payout	9967.5
2/24	2/24/2024 13:43:54	OUT	2/24/2024	2/24	☑	625	625		Actual	6645	Jan 31 payout	9967.5
2/25	2/25/2024 12:54:21	OUT	2/25/2024	2/25	☑	417	417					
2/26	2/26/2024 13:15:49	OUT	2/26/2024	2/26	☑	378	378					
2/27	2/27/2024 14:14:01	OUT	2/27/2024	2/27	☑	477	477					
2/28	2/28/2024 14:31:37	OUT	2/28/2024	2/28	☑	576	576		Collected			
2/29	2/29/2024 14:59:52	OUT	2/29/2024	2/29	☑	441	441		Date	Plot		
3/1	3/1/2024 13:36:37	OUT	3/1/2024	3/1	☑	377	377		2/22	670		
3/2	3/2/2024 20:45:38	OUT	3/2/2024	3/2	☑	105	105		2/23	539		
3/3	3/3/2024 13:05:04	OUT	3/3/2024	3/3	☑	517	517		2/24	625		
3/4	3/4/2024 12:18:09	OUT	3/4/2024	3/4	☑	620	620		2/25	417		
3/5	3/5/2024 13:50:31	OUT	3/5/2024	3/5	☑	468	468		2/26	378		
3/6	3/7/2024 10:18:49	OUT	3/6/2024	3/6	☑	435	435		2/27	477		
					☑				2/28	576		
					☑				2/29	441		
					☑				3/1	377		
					☑				3/2	105		
					☑				3/3	517		
					☑				3/4	620		
					☑				3/5	468		
					☑				3/6	435		
					☑							

IF you missed an ATTENDANCE it will looks like this -

A	Q	R	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
Dejino, Johnrey ▾	D	Inputs	Cat			Out for		IDME	DATE		Plots	APAV					
Missing Input	2/22	#N/A						2/22	☐		670	0					
	2/23	2/23/2024 17:42:15	OUT			2/23/2024		2/23	☑		539	539		Expected	6645	Jan 31 payout	9967.5
	2/24	2/24/2024 17:00:35	OUT			2/24/2024		2/24	☑		625	625		Actual	3668	Jan 31 payout	5502
	2/25	2/25/2024 11:55:08	OUT			2/25/2024		2/25	☑		417	417					
Missing Input	2/26	#N/A						2/26	☐		378	0					
Missing Input	2/27	#N/A						2/27	☐		477	0					
Missing Input	2/28	#N/A						2/28	☐		576	0		Collected			
Missing Input	2/29	#N/A						2/29	☐		441	0		Date	Plot		
	3/1	3/1/2024 16:24:02	OUT			3/1/2024		3/1	☑		377	377		2/22	670		
	3/2	3/2/2024 16:39:44	OUT			3/2/2024		3/2	☑		105	105		2/23	539		
	3/3	3/3/2024 13:36:37	OUT			3/3/2024		3/3	☑		517	517		2/24	625		
	3/4	3/4/2024 14:00:46	OUT			3/4/2024		3/4	☑		620	620		2/25	417		
	3/5	3/5/2024 15:00:12	OUT			3/5/2024		3/5	☑		468	468		2/26	378		
Missing Input	3/6	#N/A						3/6	☐		435	0		2/27	477		
									☑					2/28	576		
									☑					2/29	441		
									☑					3/1	377		
									☑					3/2	105		
									☑					3/3	517		
									☑					3/4	620		
									☑					3/5	468		
									☑					3/6	435		
									☑								

A missing input for the said date will make your plot VOID/NULL resulting in lower payout.

(6) Character profile

After receiving your UNIQUE CODE please proceed to register your profile to this ONE ID - kindly click this [link](#) . (If the link is not working kindly paste this url to your browser : https://forms.gle/LiiQ4NeR8GQiRht49)

[ONE ID - is the admin system profiling that enables to record everything you do in the system]

If you have any questions feel free to message me.

Again congratulations and welcome to the Mediatrack Family.

Cheers,

Yeshroel Reyes