Nexus Desk

USER MANUAL GUDIE

What is Nexus Desk (HRIS)

- NexusDesk is a Human Resource Information System (HRIS) that manages employee records, applicant tracking, and clearance processes across multiple client companies, while also handling the deployment of merchandisers and riders to retail outlets and SPX hubs.

What is HRIS?

- HRIS stands for Human Resource Information System - software used to manage employee records and core HR processes such as hiring, payroll, and benefits.

Nexus Desk is built around three connected parts:

- **Outlet Assignment** – manages merchandisers deployed to retail outlets like Puregold, Walter mart, and Robinsons, tracking who's assigned where, their deployment status, and the hiring pipeline for new merchandisers.
- **SPX Hubs** – manages riders deployed to SPX Express delivery hubs, tracking rider counts, deployment status, and which coordinator handles each hub.
- **HRIS** – manages the full employee lifecycle across all client companies, from applicants to active employees to those who become inactive, including their government IDs, banking details, and clearance process when they leave.

Together, these let one system handle both outlet/hub deployment and HR records for everyone working across the different client accounts

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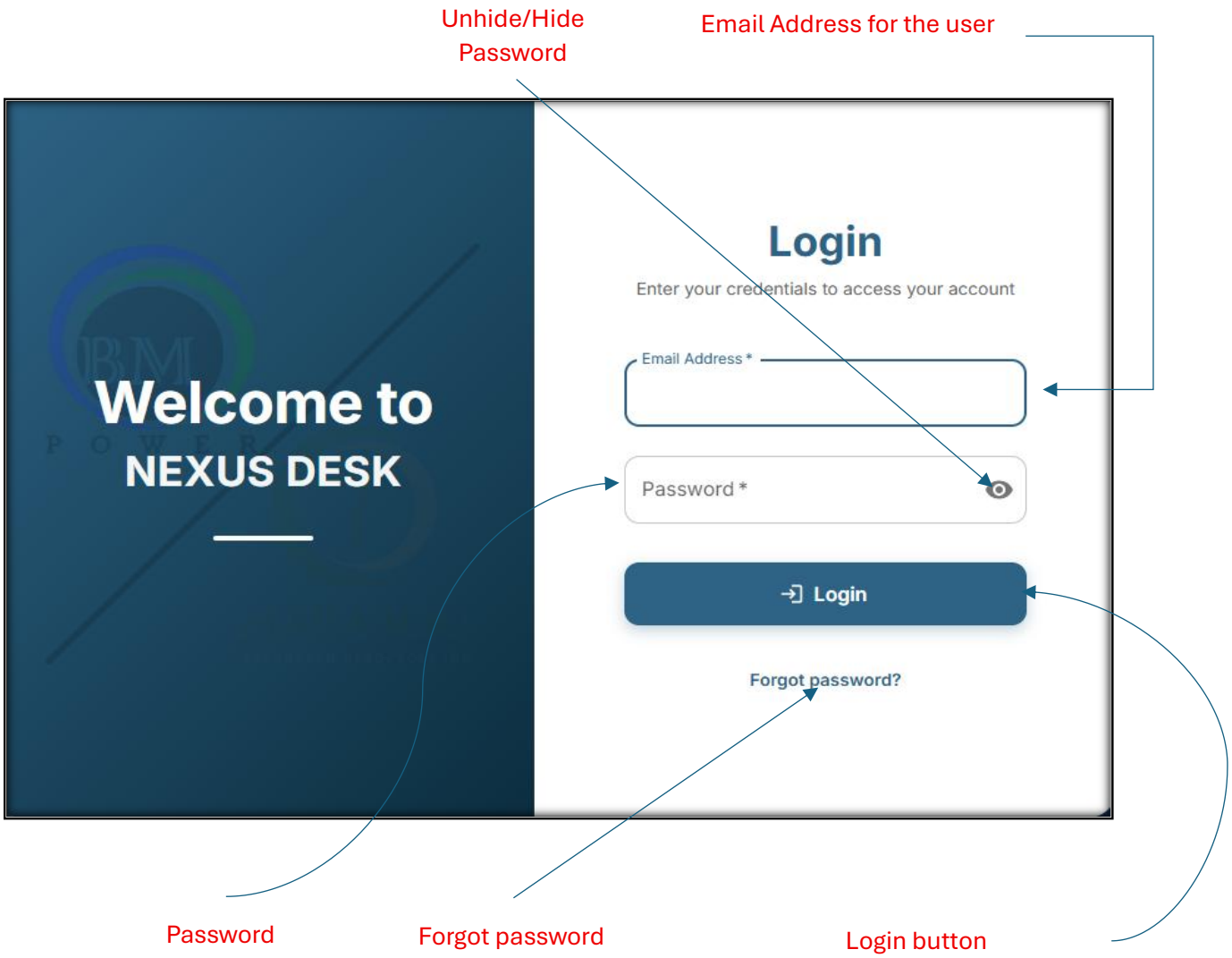
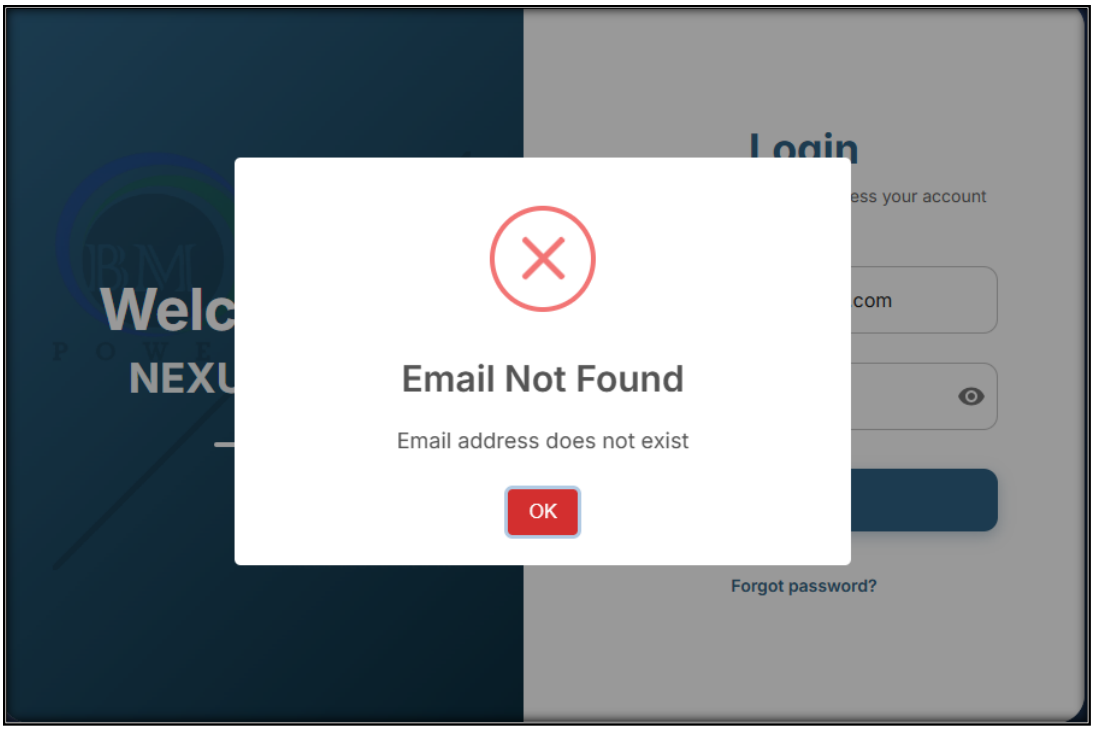
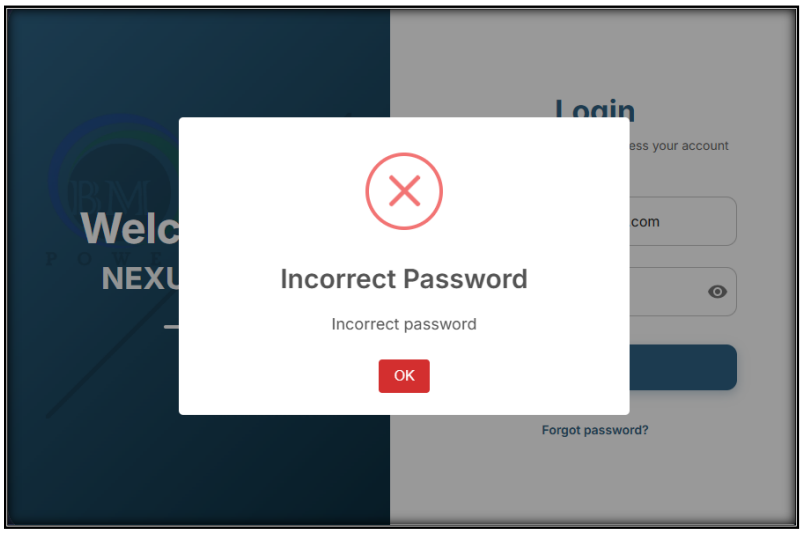
3. LOGIN

Short Description: User login screen

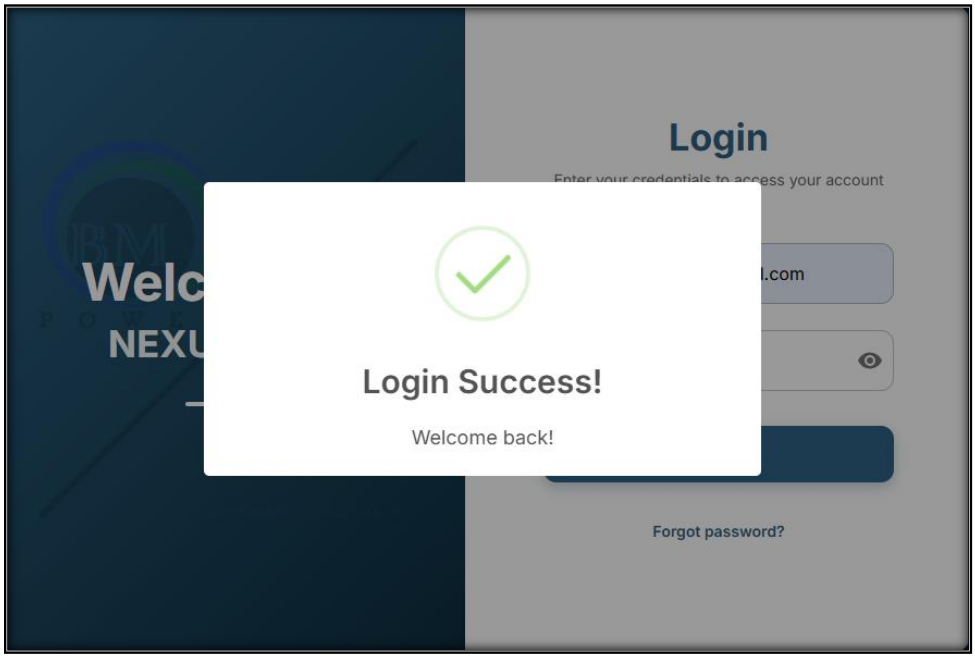




- If the user input a wrong spelling it count as email does not exist
- If the user input a wrong email address you will see that email does not exist.

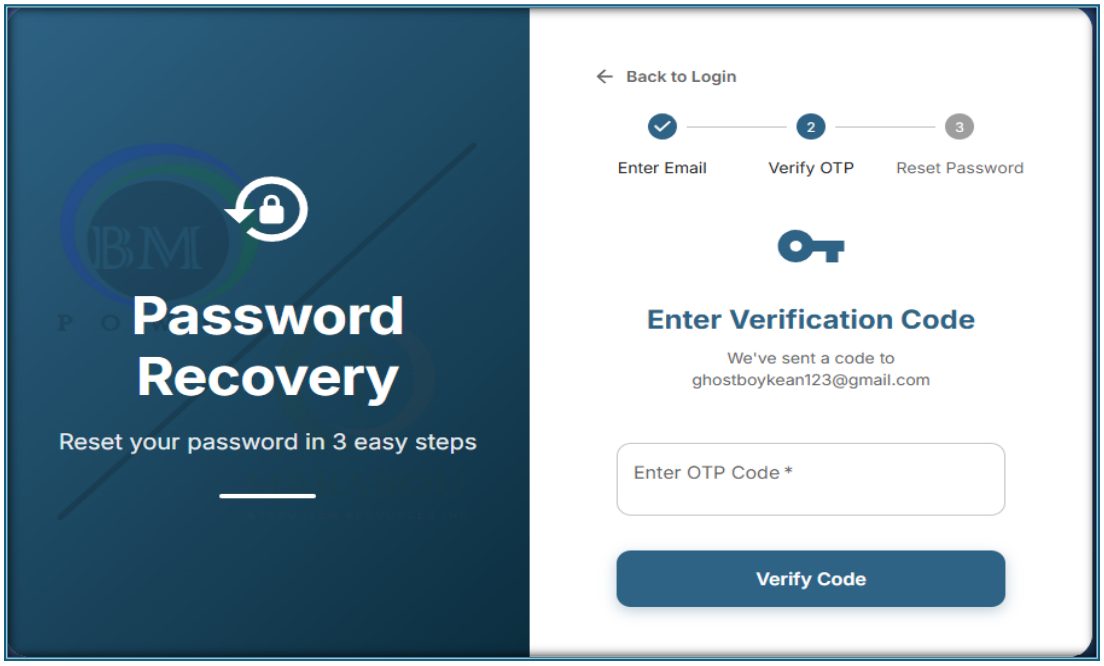


- If the user input wrong password, you will see the pop up that you put a wrong Answer.



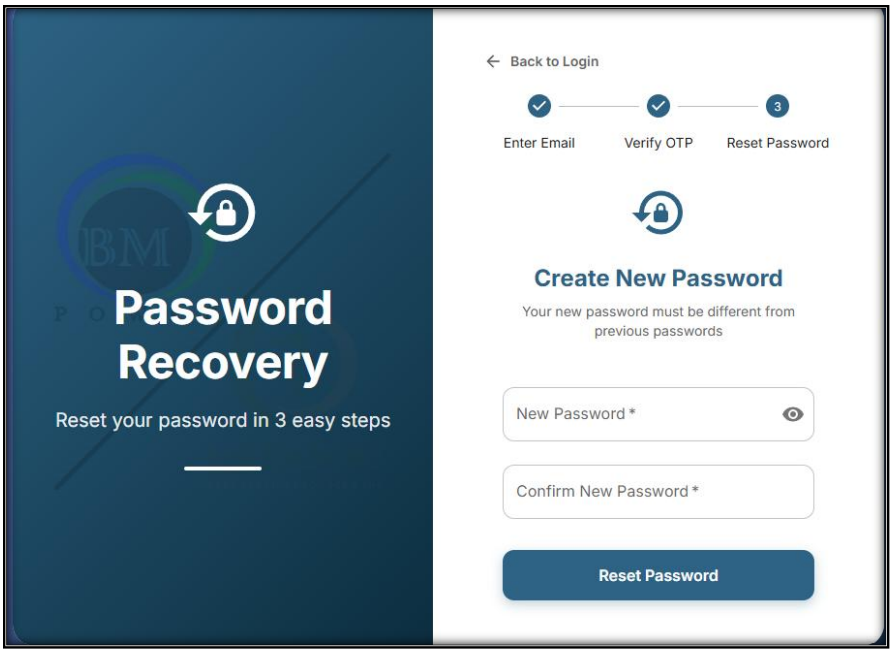
- After the user input a right email and password the screen will pop up that you loging successfully,
- But if the user forgot the password, you will have to go to forgot password by clicking it there.

- Once the user click “forgot password” you will see this screen that you have to put a email address you use
- If the user did not put any email address it will pop up the “Please fill out this field”.

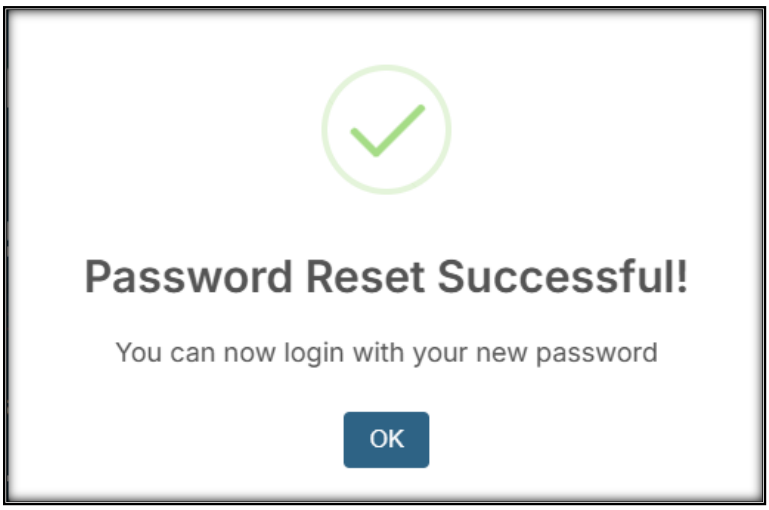


- After a user enter correct email it will prompt you to type a verification code.

- After entering your email address, check your inbox or spam folder to find the OTP sent to you.



- *Once you paste it and enter the correct OTP, a prompt will appear. Type your new password and confirm it*



- Once the user finishes entering their new password, a confirmation prompt will appear stating that the password has been successfully reset.

Process:

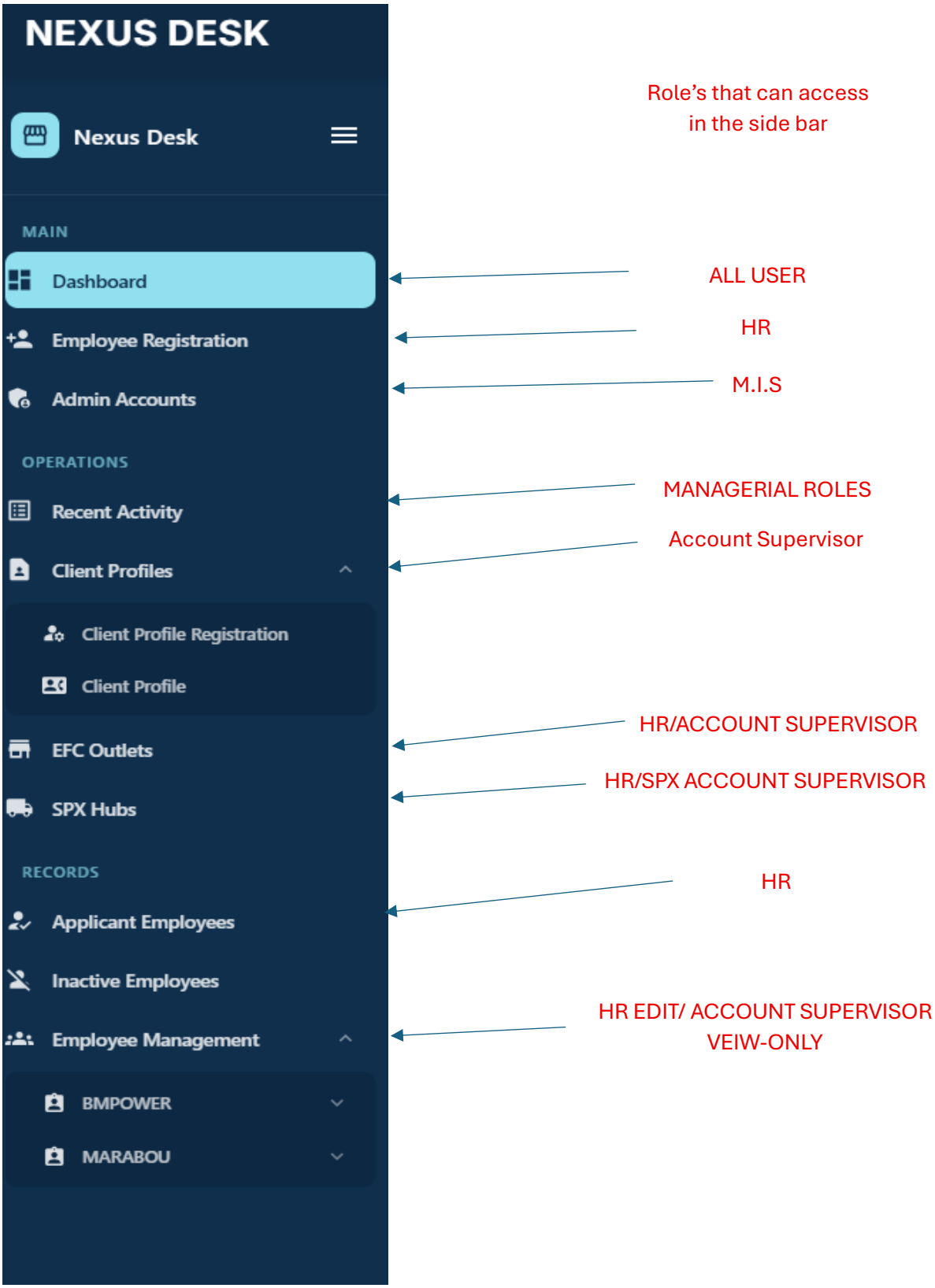
- **Email Address field** – Lets the user type in their registered email to identify their account.
- **Password field** – Lets the user enter their secret password to authenticate.
- **Eye icon** – Toggles the password between hidden and visible text so the user can check what they typed.
- **Login button** – Submits the entered credentials to log the user into the system.
- **Forgot password? link** – Takes the user to a password recovery process if they can't remember their password.

Function:

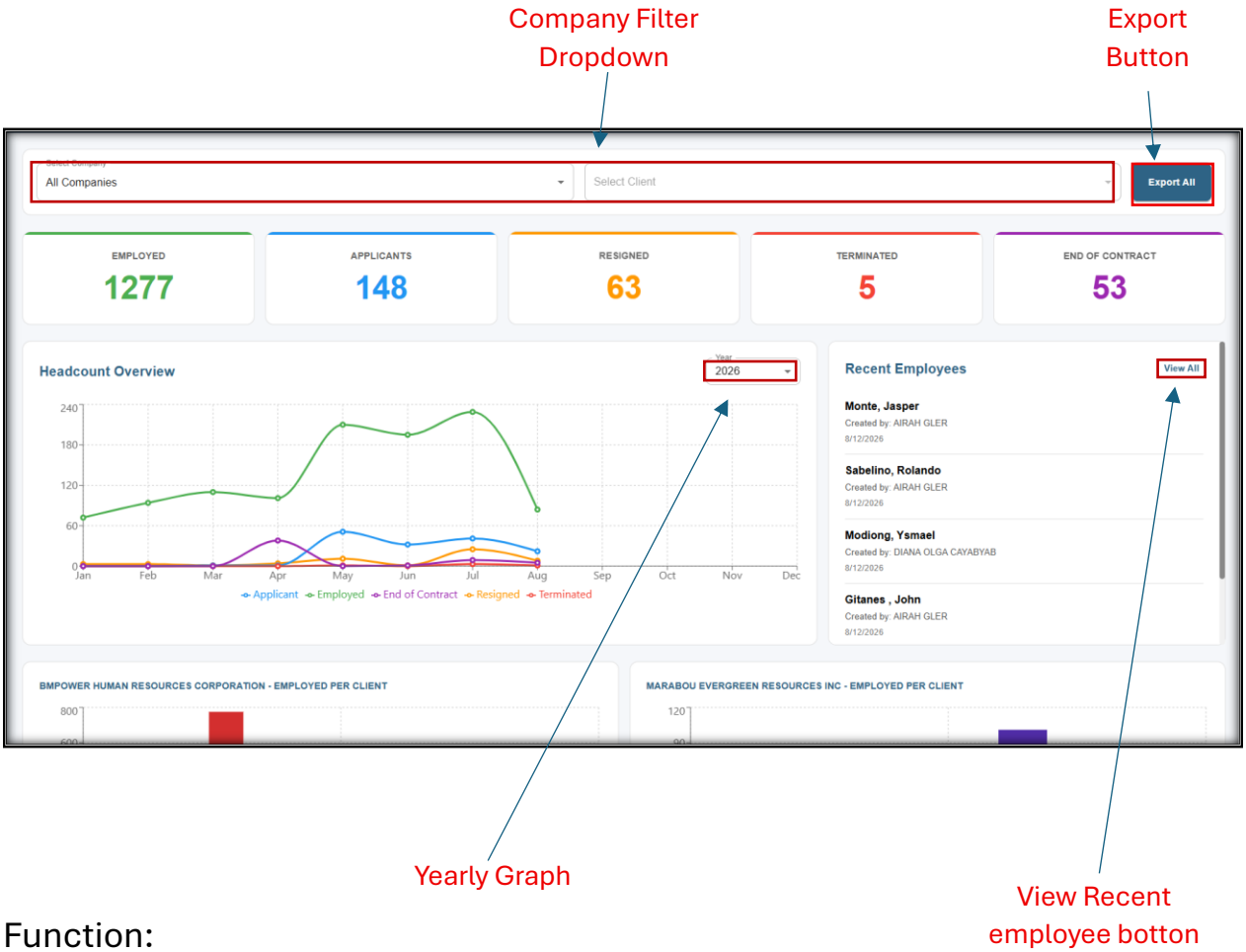
The function of this page is to **verify the identity of a user before giving them access to the system**.

Role: All users

9. **Side bar**


NEXUS DESK
Nexus Desk
MAIN
Dashboard
Employee Registration
Admin Accounts
OPERATIONS
Recent Activity
Client Profiles
Client Profile Registration
Client Profile
EFC Outlets
SPX Hubs
RECORDS
Applicant Employees
Inactive Employees
Employee Management
BMPOWER
MARABOU
Role's that can access in the side bar
ALL USER
HR
M.I.S
MANAGERIAL ROLES
Account Supervisor
HR/ACCOUNT SUPERVISOR
HR/SPX ACCOUNT SUPERVISOR
HR
HR EDIT/ ACCOUNT SUPERVISOR VEIW-ONLY

10. **Dashboard**

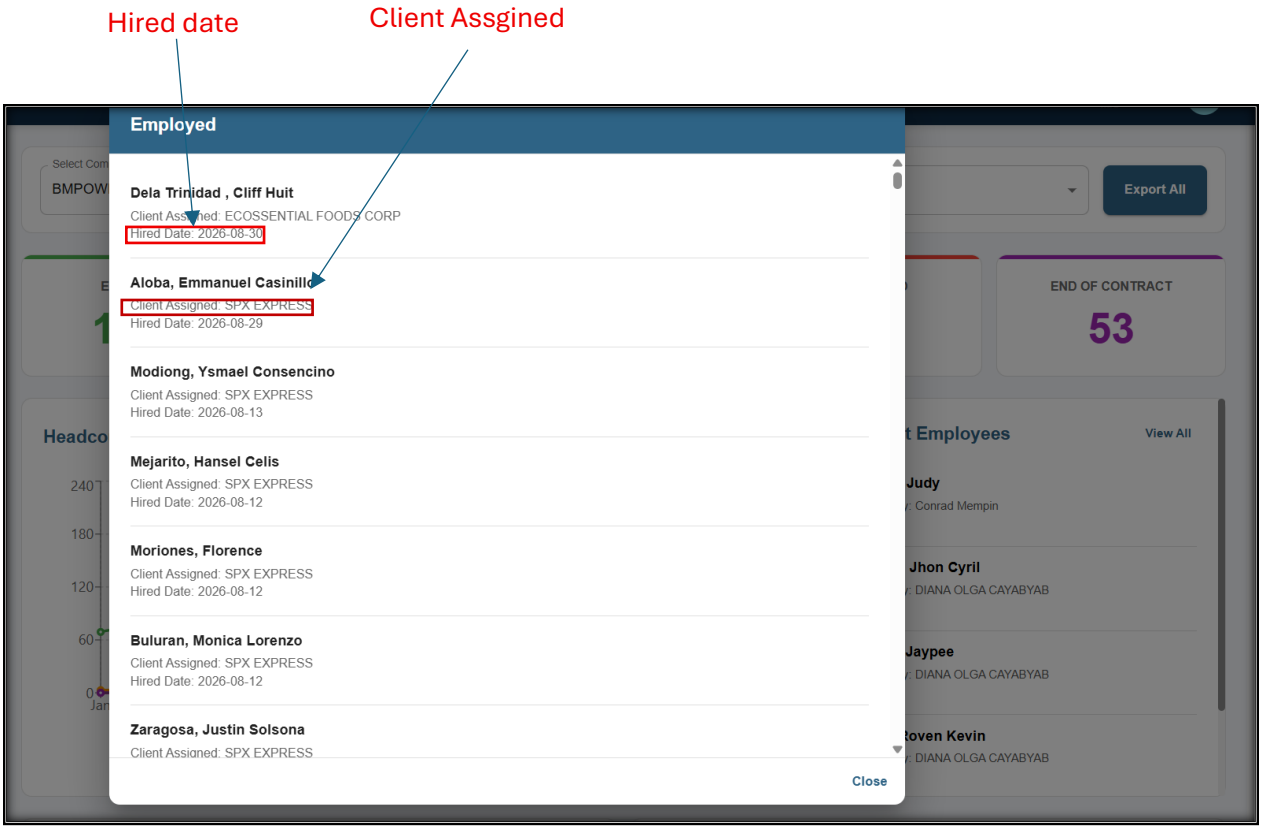


Function:

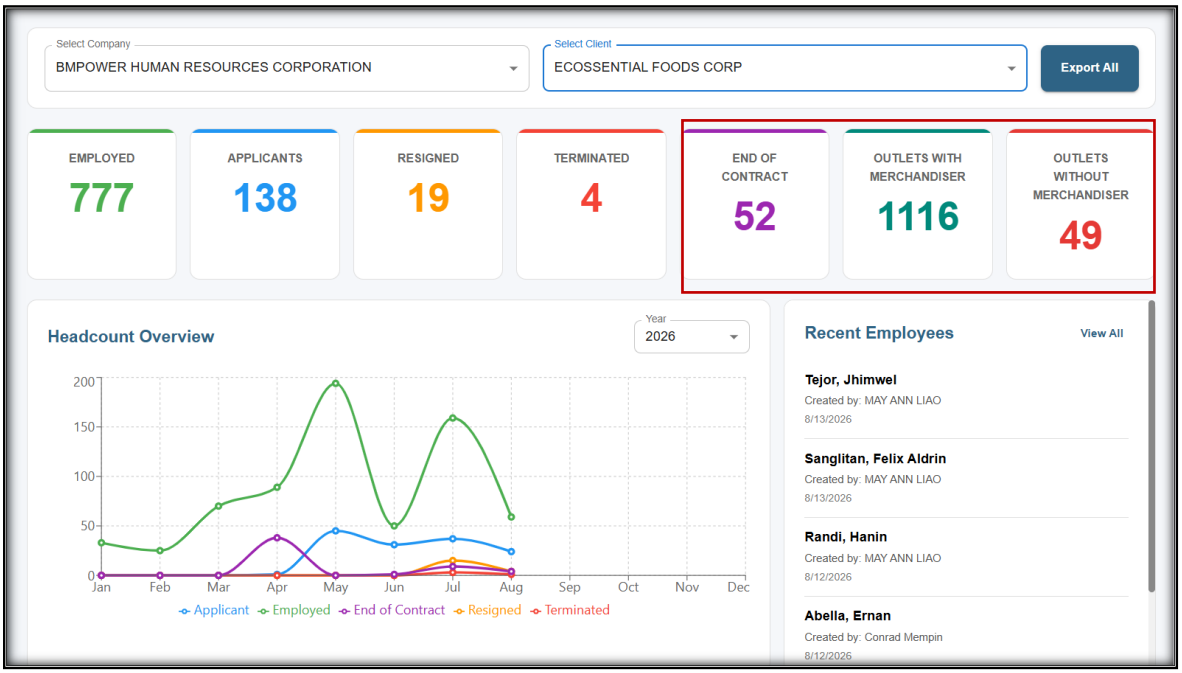
- **The user can see filters where the user can select a specific client from the "Select Client" dropdown, or leave it on "All Companies" to view everything combined.**
- **On the right, under Recent Employees, the user can see the most recently added employees, along with who added them and when. If the user wants to see the complete list, the user can click View All.**

Process:

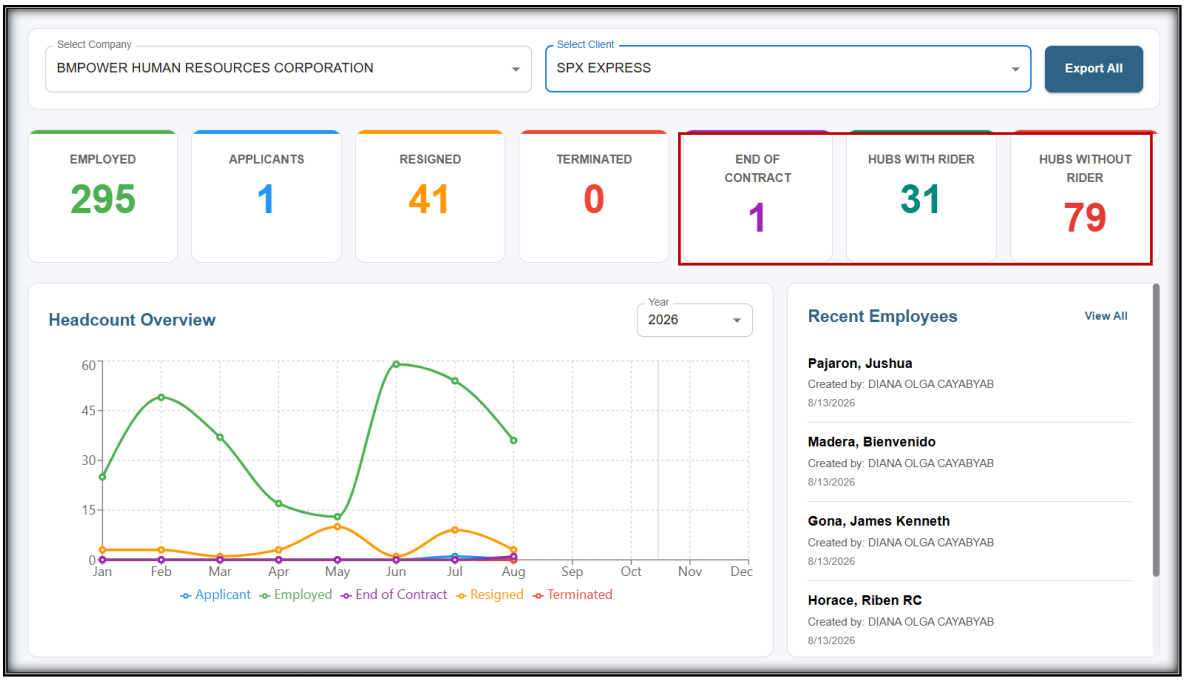
- **The user opens the dashboard**, which loads the default view showing data for "All Companies.
- **The user selects a company or client** (optional) using the "Select Client" dropdown if they want to narrow the view down to a specific client instead of seeing all companies combined.



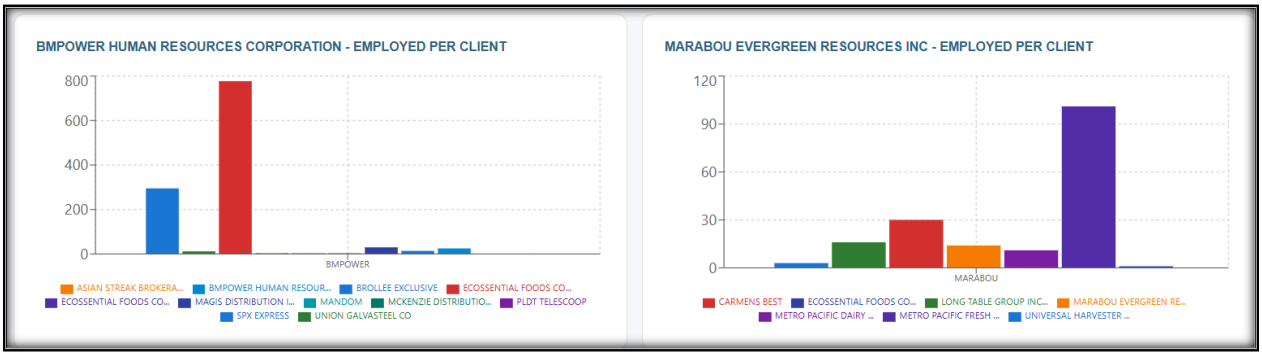
- The user can see the date that employee was hired.
- The user can also see where the client is assigned to.



- When the user selects BMPower as the company and EFC as the client, the dashboard displays three additional metrics: End of Contract, Outlets with Merchandiser, and Outlets without Merchandiser.

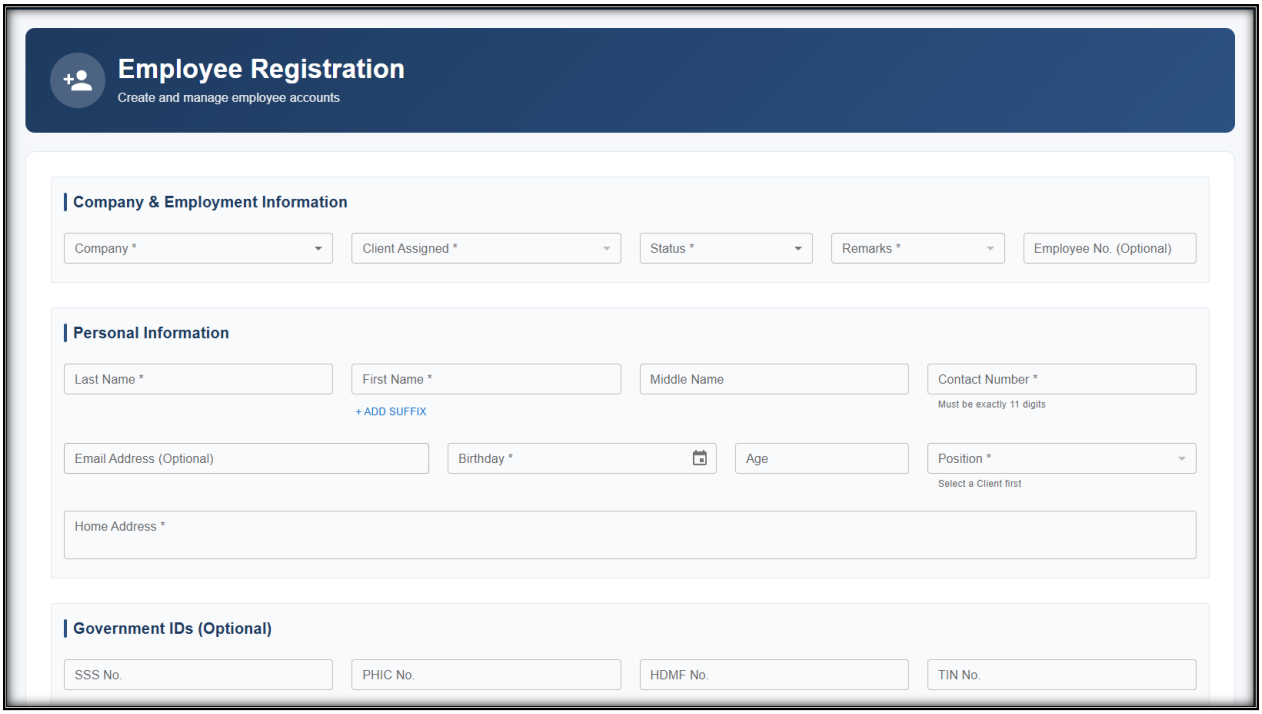


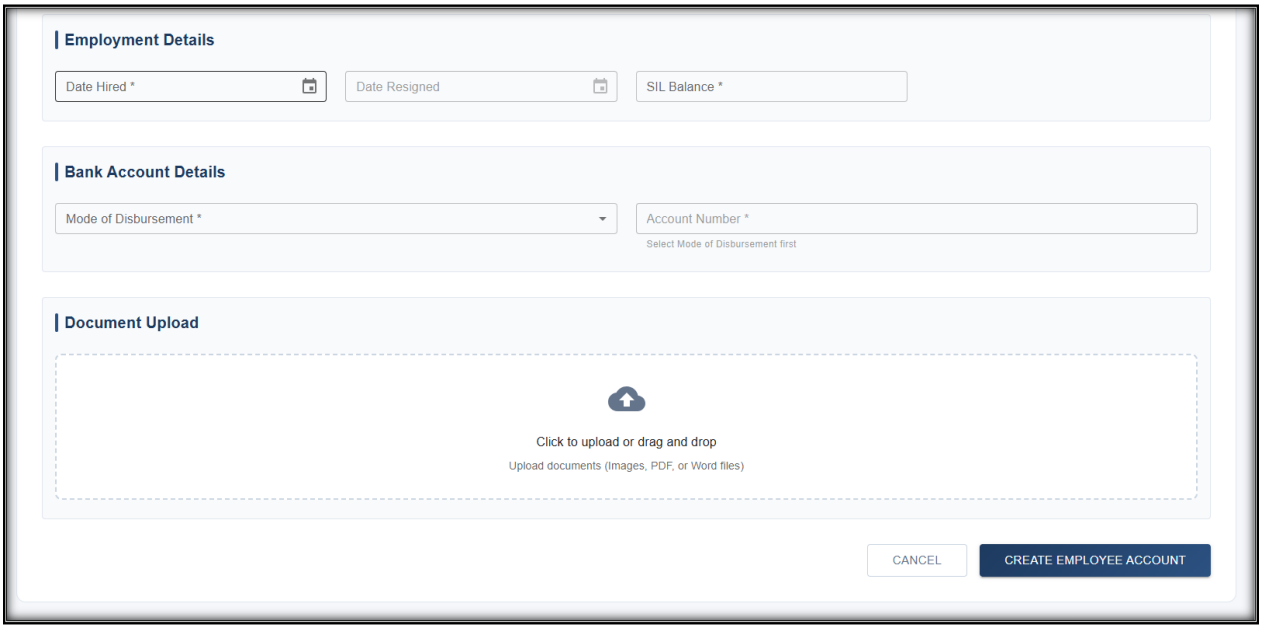
- When the user selects BMPower as the company and SPX Express as the client, the dashboard displays three additional metrics: End of Contract, Hubs with Rider, and Hubs without Rider.

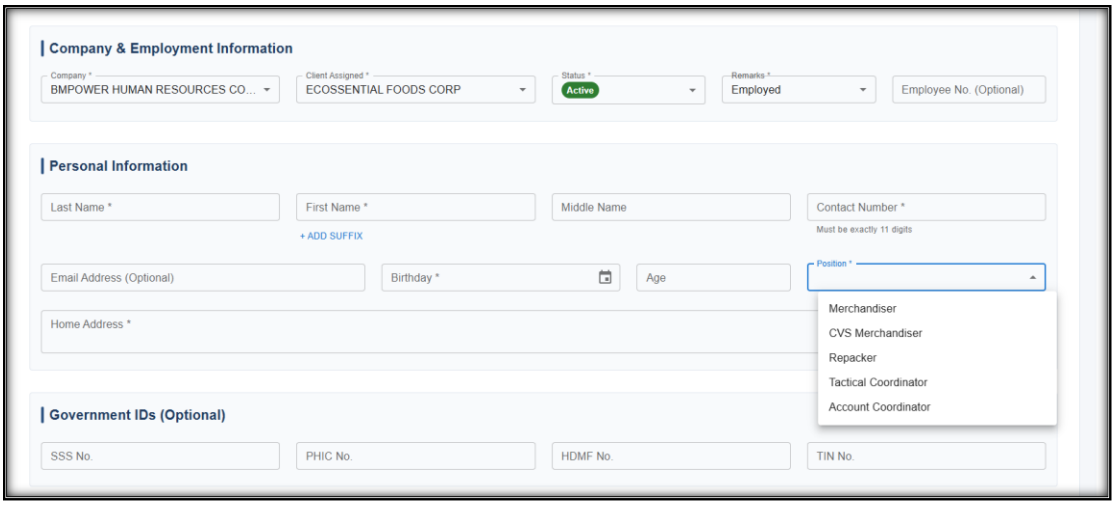


- The user can see the number of employed staff per client under both BMPower Human Resources Corporation and Marabou Evergreen Resources Inc.

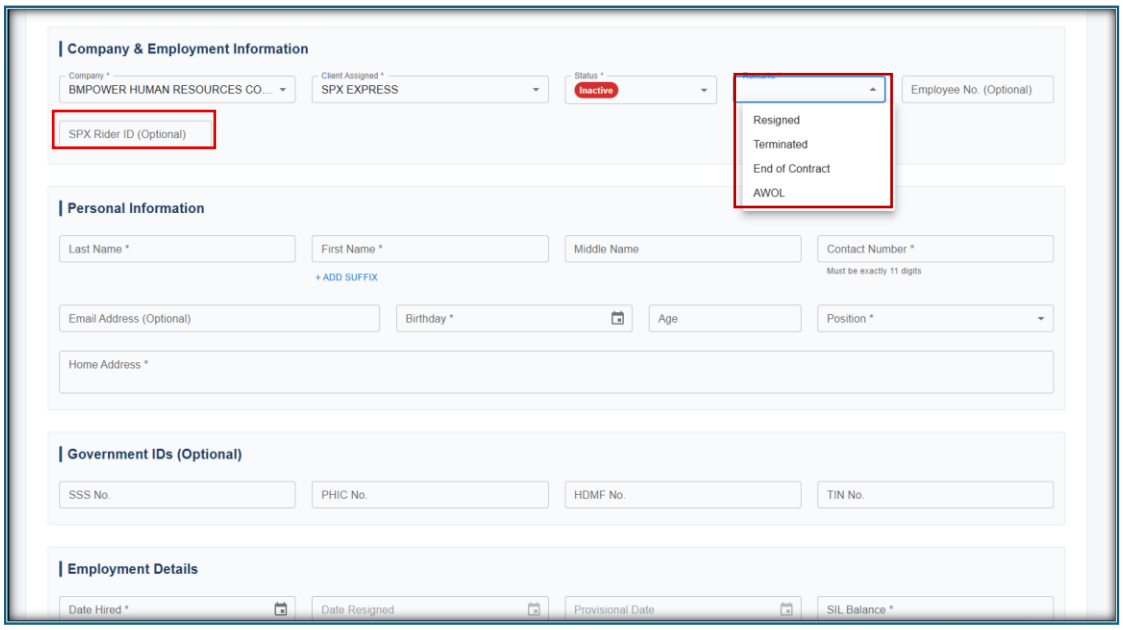
13. **Employee Registration**



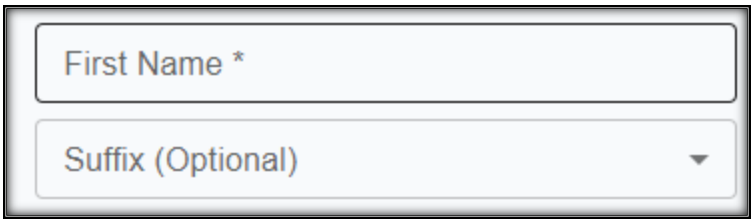




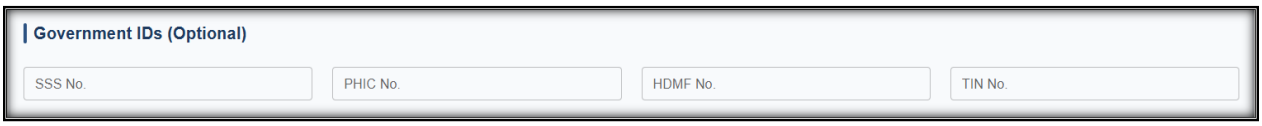
- The user will notice that it will automatically employed if you choose active on status
- If the user choose the different client assigned, it will automatically change the position



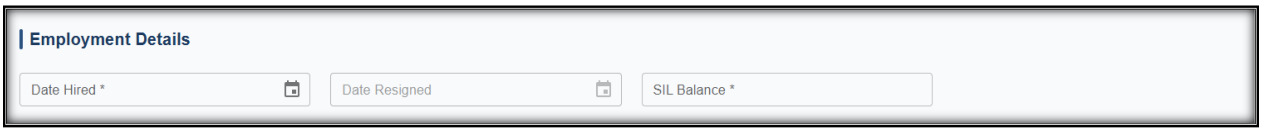
- If the user selects "Inactive" as the Status, four new remark categories will appear for selection: Resigned, Terminated, End of Contract, and AWOL.
- The user will notice the "SPX Rider ID (Optional)" field highlighted just below the Rider No. dropdown, indicating it's a non-mandatory input where they can enter the rider's SPX-specific ID number if applicable.



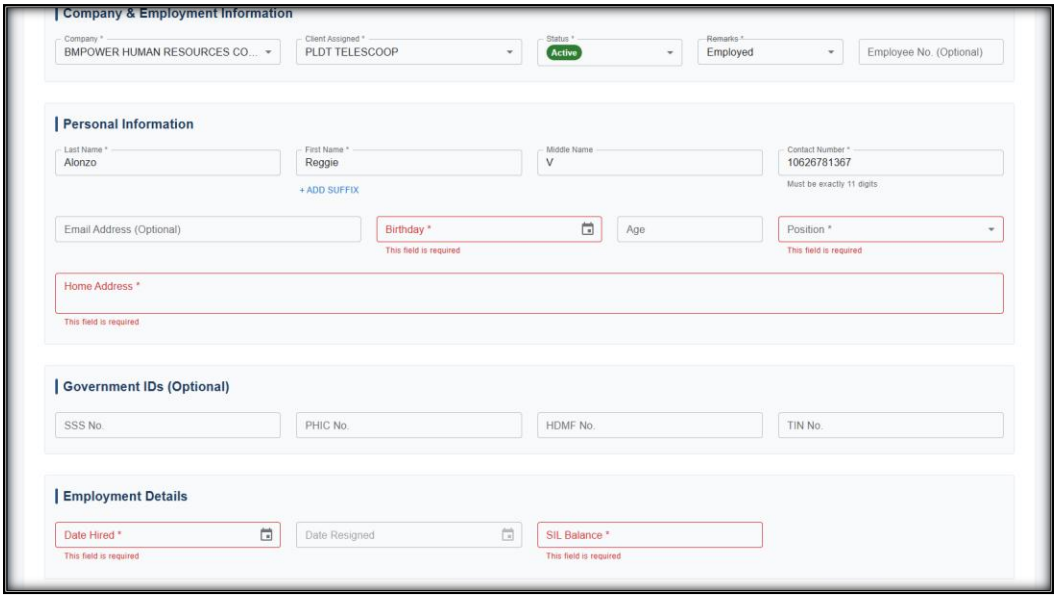
- The user can select a suffix (e.g., Jr., Sr., III) from the dropdown if applicable, or click "Remove" to delete this optional field from the form.



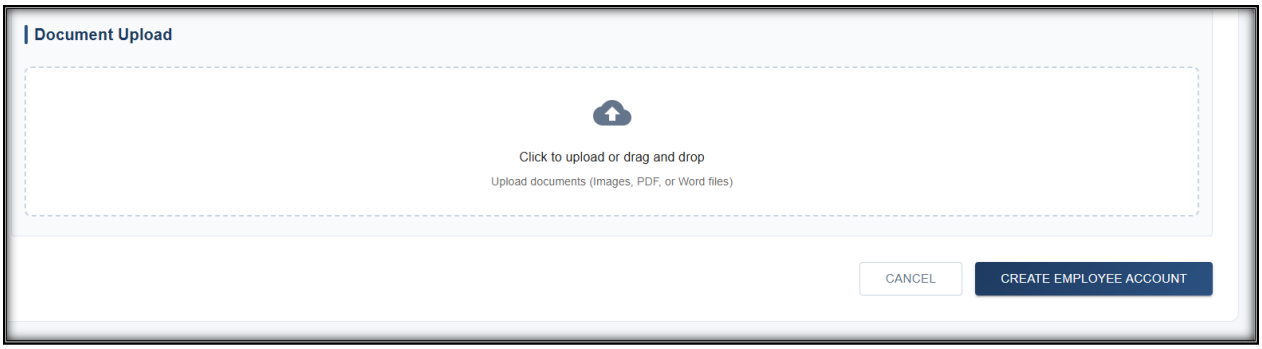
- The user can optionally enter their SSS, PhilHealth (PHIC), Pag-IBIG (HDMF), and TIN numbers into the corresponding fields, leaving any blank if not applicable.



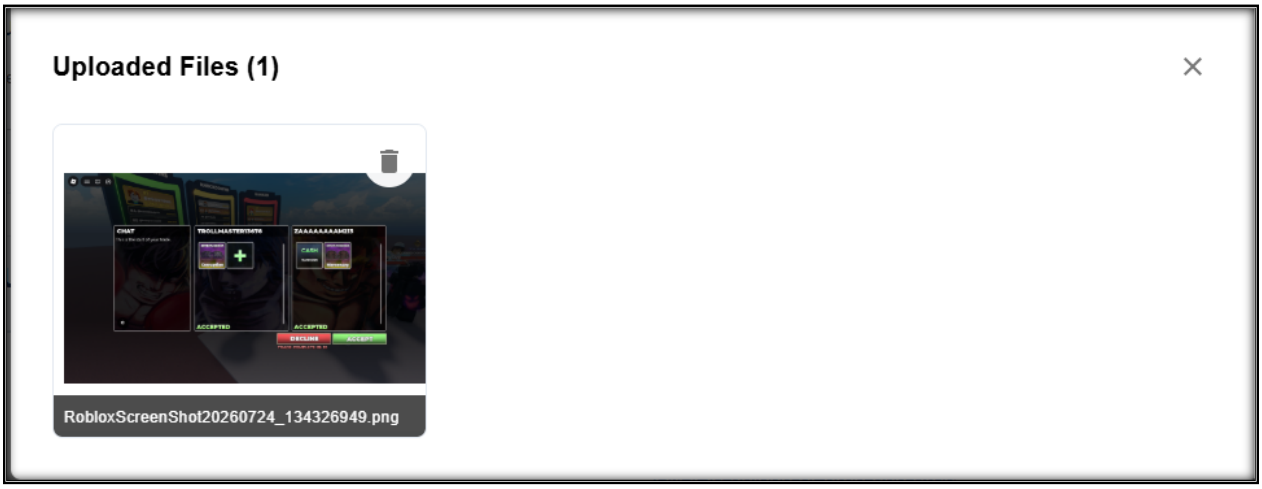
- The user must enter the required Date Hired and SIL (Service Incentive Leave) Balance, and can optionally fill in Date Resigned if the employee has left the company.



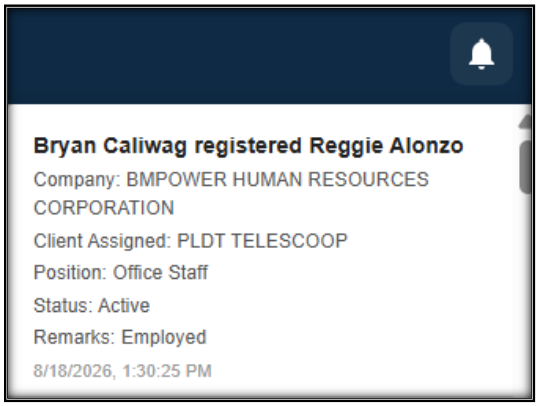
- When the user leaves a required field blank — like Birthday, the form highlights it in red with a "This field is required" message and won't let them submit until it's filled in.



- The user can click or drag and drop to upload supporting documents (images, PDF, or Word files), then click "Create Employee Account" to submit the form or "Cancel" to discard it.



- After uploading, the user can see a thumbnail preview of the uploaded file, along with a trash icon to delete it if needed.



- Once the account is created, the user also receives a notification in the bell icon showing who registered the employee, along with the company, client, position, status, and remarks details.

Process:

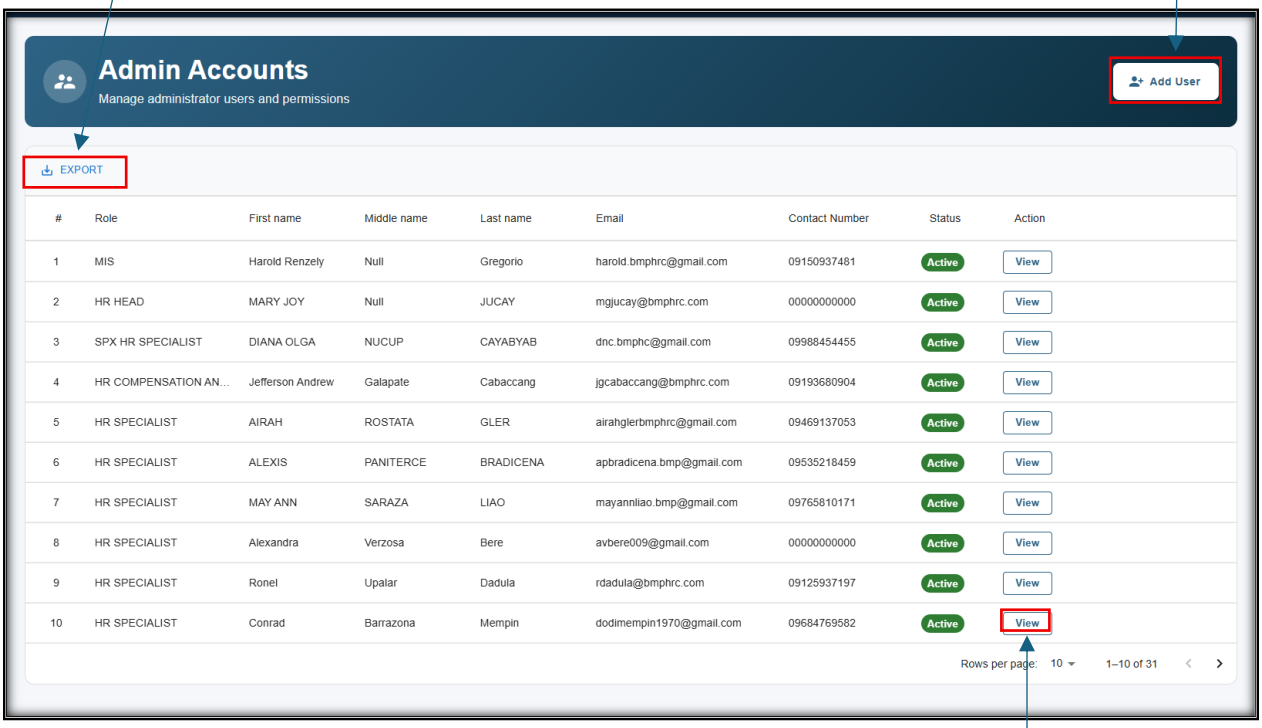
- **Select Company & Employment Info** - The user chooses the Company, Client Assigned, Status, and Remarks, and optionally enters an Employee No.
- **Fill in Personal Information** - The user enters the employee's Last Name, First Name, Middle Name, Contact Number, Birthday, and Home Address, then selects a Position (this becomes available only after a Client is selected).
- **Add Government IDs (Optional)** - The user may optionally enter the employee's SSS, PHIC, HDMF, and TIN numbers.
- **Enter Employment Details** - The user enters the required Date Hired and SIL Balance, leaving Date Resigned blank unless the employee has already left.
- **Set Bank Account Details** - The user selects a Mode of Disbursement first, which then allows them to enter the corresponding Account Number.
- **Upload Supporting Documents** - The user clicks or drags and drops files (images, PDF, or Word) into the Document Upload area.
- **Submit or Cancel** - The user clicks "Create Employee Account" to submit the completed form, or "Cancel" to discard it.
- **Receive Confirmation** - Once submitted successfully, the user sees a green "Account successfully created!" message and a notification appears in the bell icon.

Role: HR

18. **Admin Accounts**

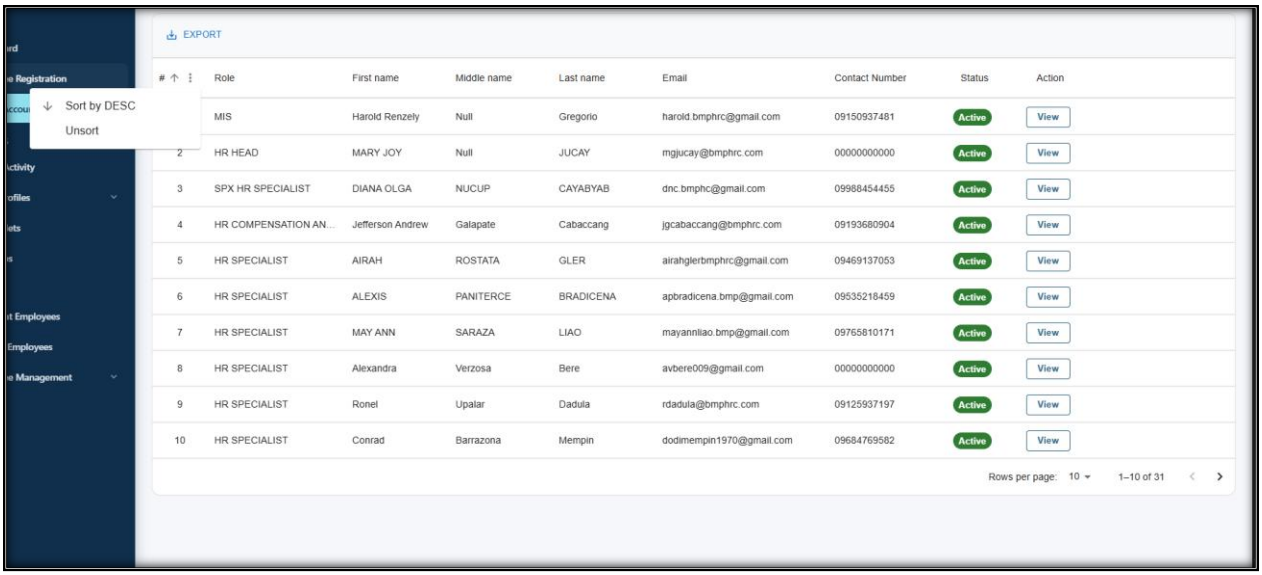
Export button

Add User button

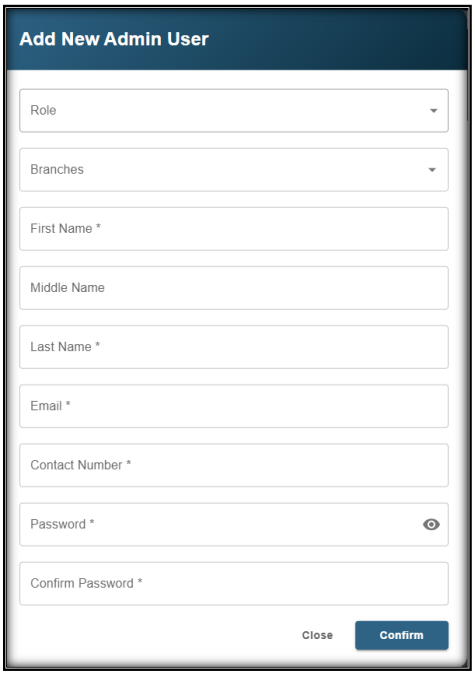


#	Role	First name	Middle name	Last name	Email	Contact Number	Status	Action
1	MIS	Harold Renzely	Null	Gregorio	harold.bmphrc@gmail.com	09150937481	Active	View
2	HR HEAD	MARY JOY	Null	JUCAY	mgjucay@bmphrc.com	00000000000	Active	View
3	SPX HR SPECIALIST	DIANA OLGA	NUCUP	CAYABYAB	dnc.bmphc@gmail.com	09988454455	Active	View
4	HR COMPENSATION AN...	Jefferson Andrew	Galapate	Cabaccang	jgcabaccang@bmphrc.com	09193680904	Active	View
5	HR SPECIALIST	AIRAH	ROSTATA	GLER	airahglerbmphrc@gmail.com	09469137053	Active	View
6	HR SPECIALIST	ALEXIS	PANITERCE	BRADICENA	apbradicena.bmp@gmail.com	09535218459	Active	View
7	HR SPECIALIST	MAY ANN	SARAZA	LIAO	mayannliao.bmp@gmail.com	09765810171	Active	View
8	HR SPECIALIST	Alexandra	Verzosa	Bere	avbere009@gmail.com	00000000000	Active	View
9	HR SPECIALIST	Ronel	Upalar	Dadula	rdadula@bmphrc.com	09125937197	Active	View
10	HR SPECIALIST	Conrad	Barrazona	Mempin	dodimempin1970@gmail.com	09684769582	Active	View

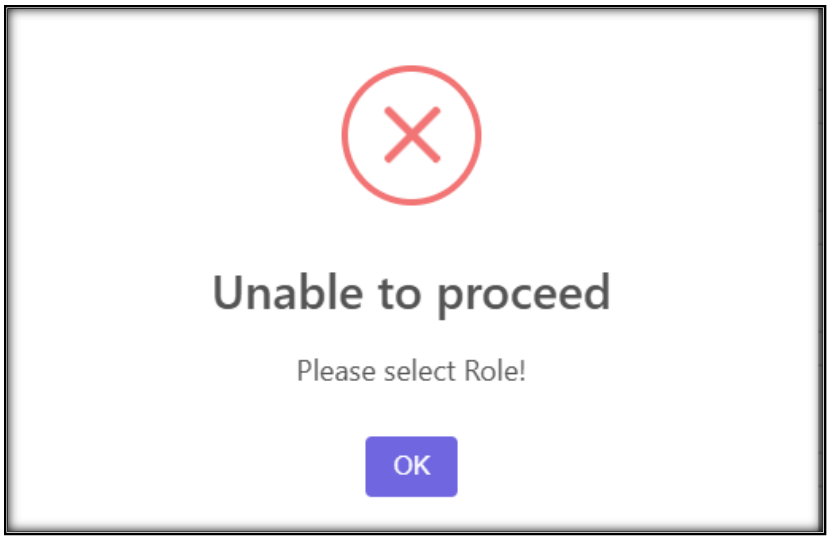
Action Button/ View



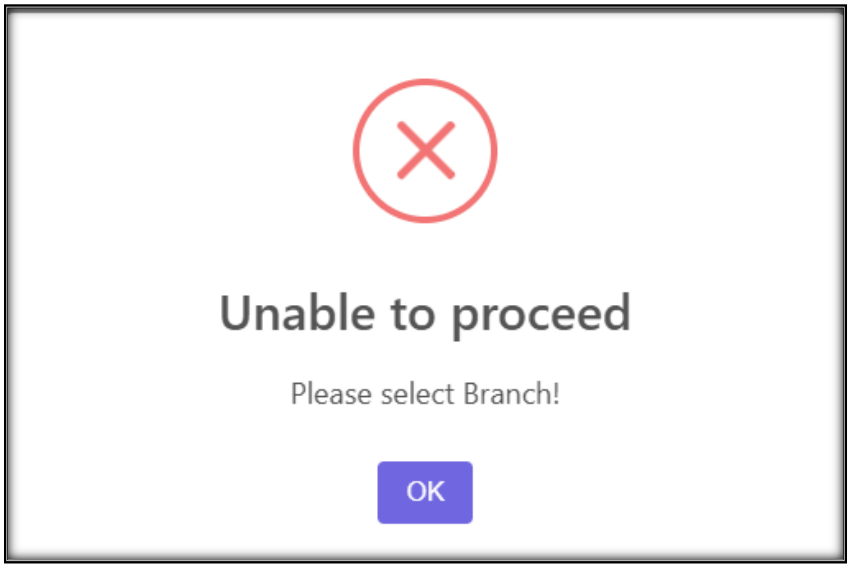
- The user can click "Sort by DESC" to arrange the list in descending order, or click "Unsort" to remove the sorting and return to the default order.



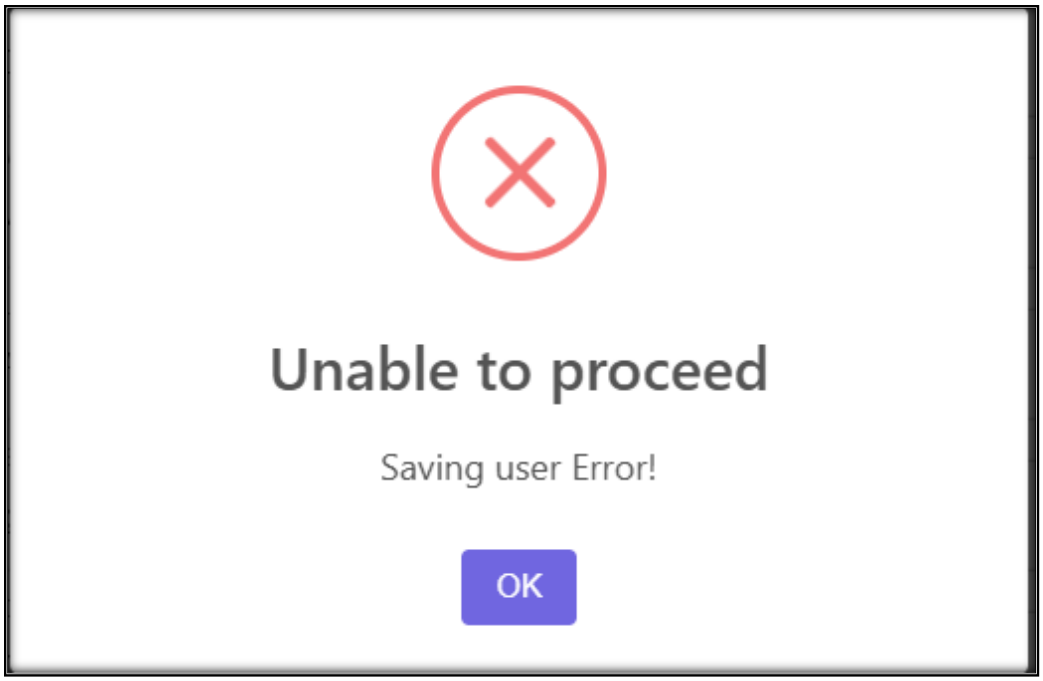
- The user fills in the required fields (Role, First Name, Last Name, Email, Contact Number, and Password) and clicks "Confirm" to create the new admin user, or "Close" to cancel.



- If the user tries to submit the form without selecting a Role, an "Unable to proceed" error message appears prompting them to select one before continuing.

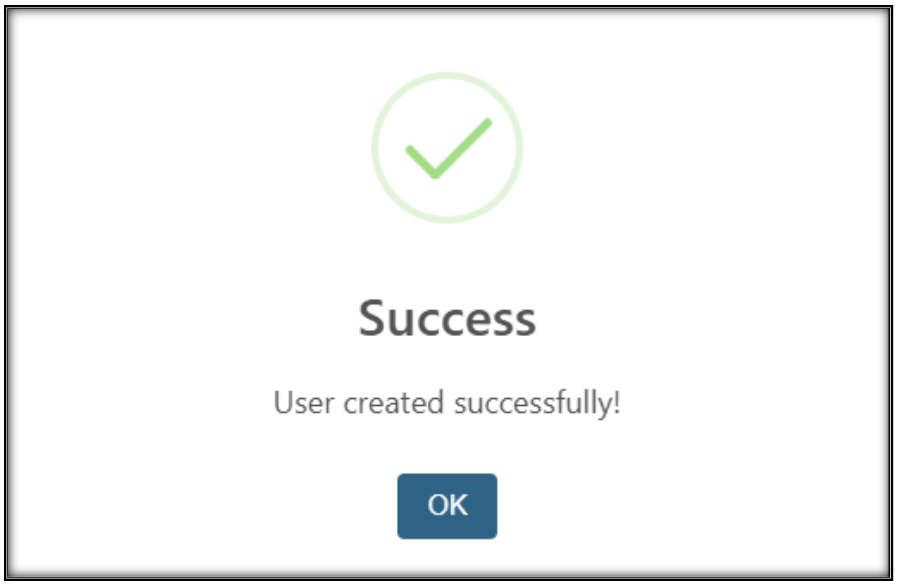


- Similarly, if the user leaves the Branch field (or any other required field) blank, the system will display an error message prompting them to fill it up before they can proceed.



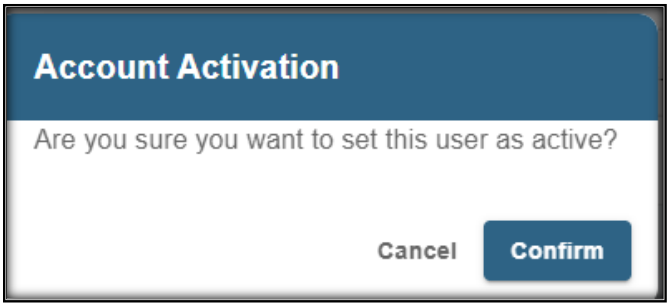
- If the user put right credentials but still error, means that there's already existing email using it
- Else if the user use a new one it will successfully create a new user

- The user is required to enter the 4-digit OTP code sent to their email; however, an error message is displayed indicating that the code entered does not match the one on record.

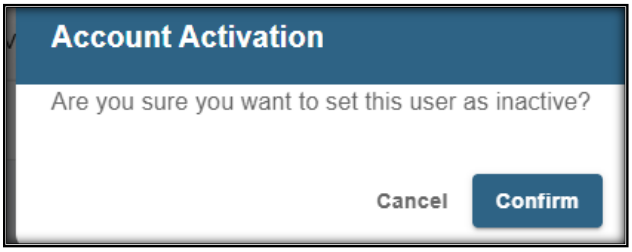


- The user sees a "Success" message confirming the account has been created after entering the correct OTP code.
-

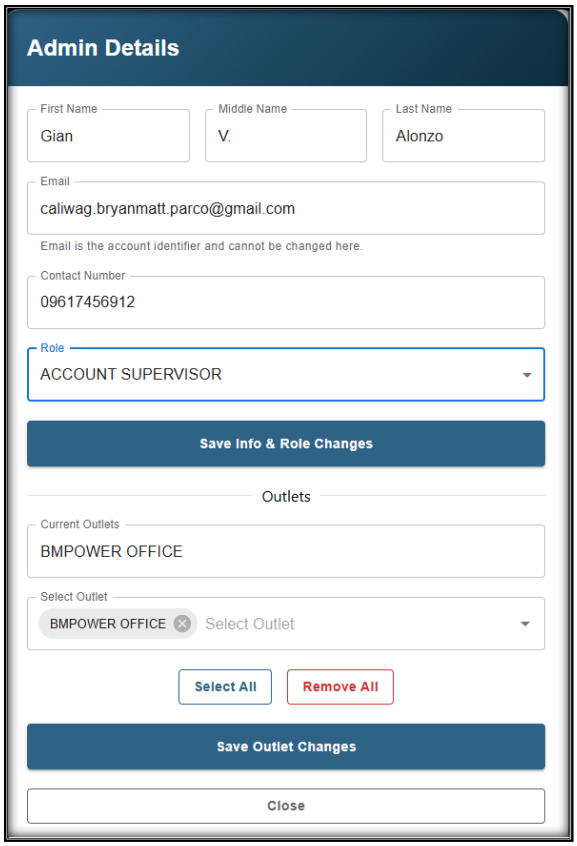
- The user sees the newly created account listed with its role, name, email, contact number, and status, along with a "View" button to see more details.



- The user clicks "Confirm" to activate the account and set its status to active, or clicks "Cancel" to dismiss the prompt without making changes.



- The user clicks "Confirm" to deactivate the account and set its status to inactive



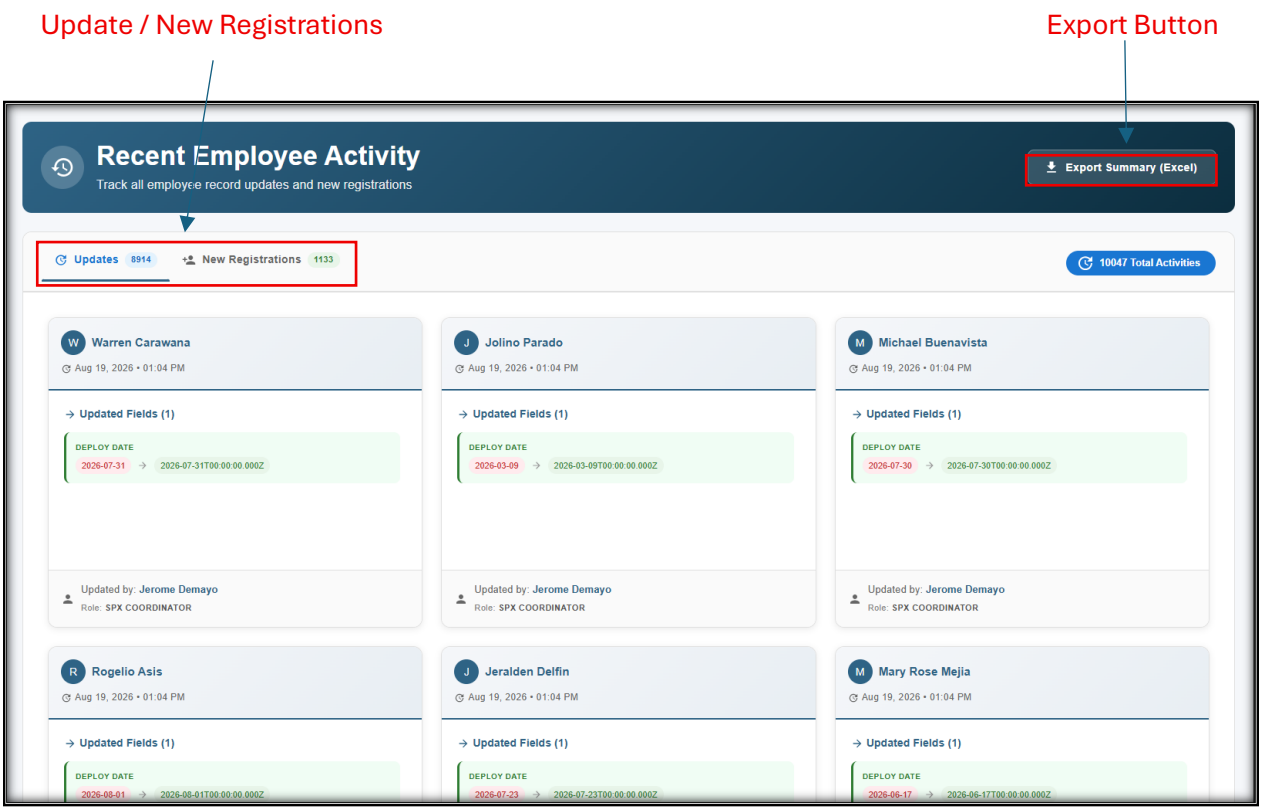
- When the user clicks "View," the Admin Details panel opens, allowing them to edit the account's personal information and role, manage outlet assignments, and save the respective changes.

Process:

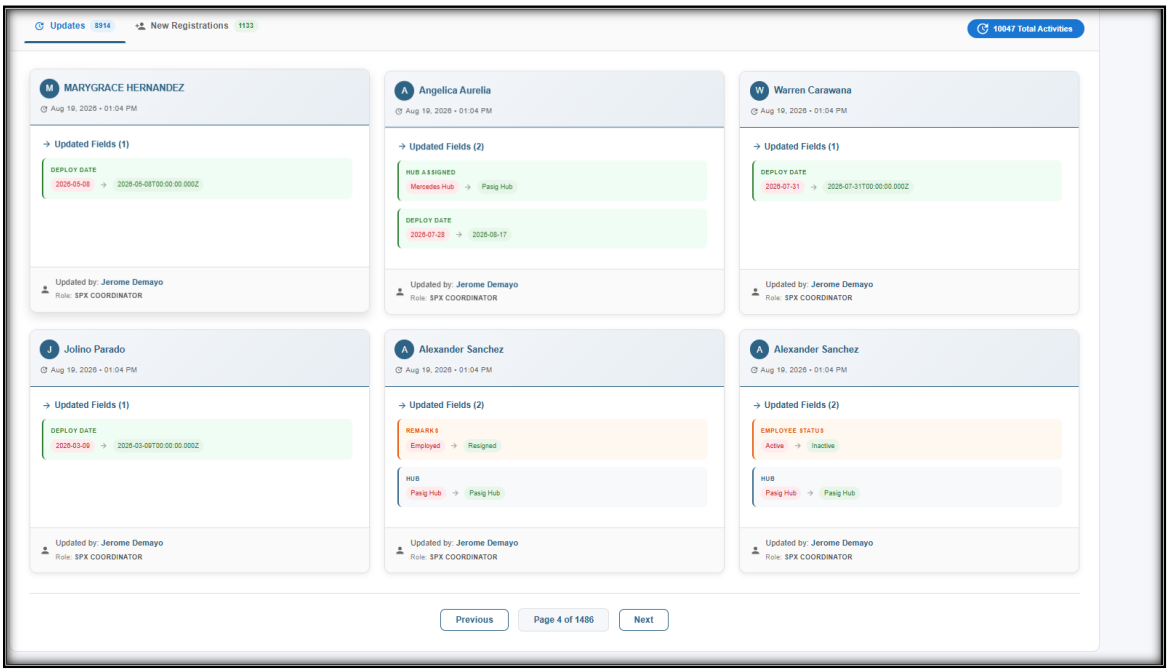
- **View Admin Accounts List** - The user views the list of admin accounts, which displays each account's role, name, email, contact number, and status.
- **Add a New Admin User** - The user clicks the "Add User" button to open the registration form for a new admin account.
- **Fill in Required Information** - The user selects a Role and Branches, and enters the required personal details, email, contact number, and password, then clicks "Confirm."

- Verify via OTP - The user enters the 4-digit OTP code sent to their email to verify and complete the account creation.
- Receive Confirmation - The user sees a "Success" message once the account is created, and the new account appears in the Admin Accounts list.
- View or Edit an Account - The user clicks "View" on any account to open the Admin Details panel and update personal information, role, or outlet assignments.
- Activate or Deactivate an Account - The user confirms the status change in the Account Activation prompt to set an account as active or inactive.
- Export the Accounts List - The user clicks "Export" to download the admin accounts list.

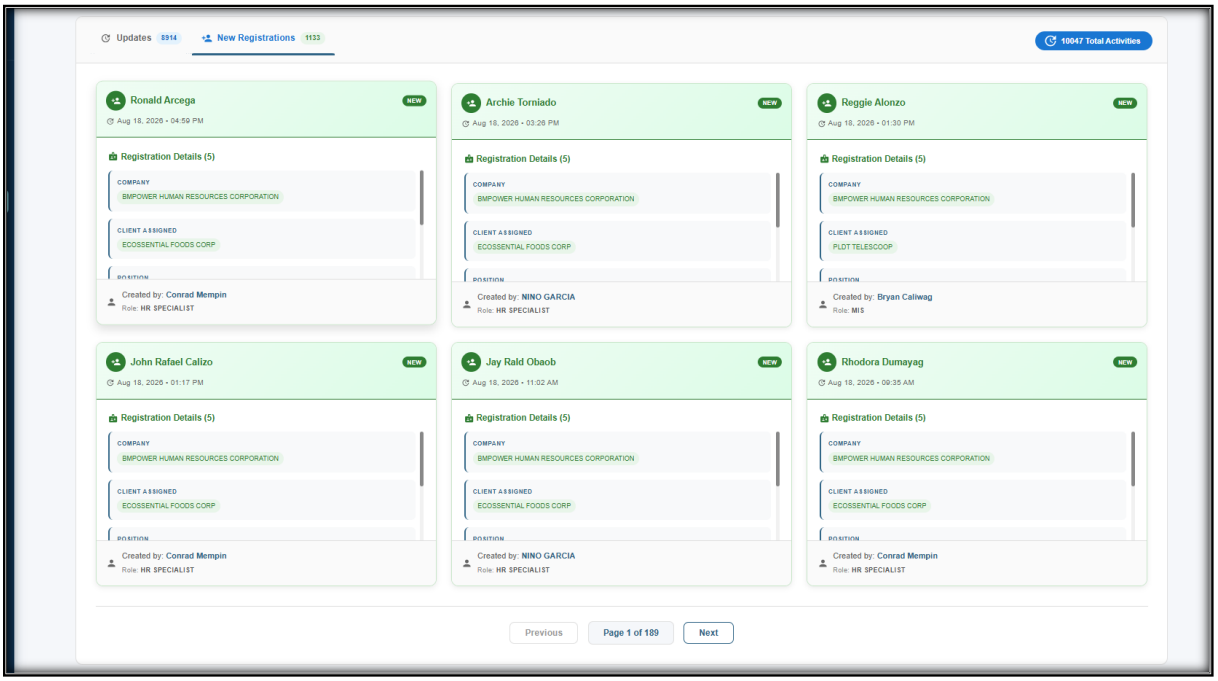
24. Recent Activity



- **"Export Summary (Excel)"** button – the user clicks this to download a summary of the employee activity as an Excel file.
- **"Updates" / "New Registrations" tabs –** the user switches between these tabs to filter the view between updated employee records and newly registered employees.



- The user views the Updates tab, where each card displays an employee's changed fields with the before-and-after values, along with who made the update and their role, with pagination controls to browse through the full activity list.



- The user views the New Registrations tab, showing each newly registered employee's registration details along with who created the record, with pagination to browse the full list.

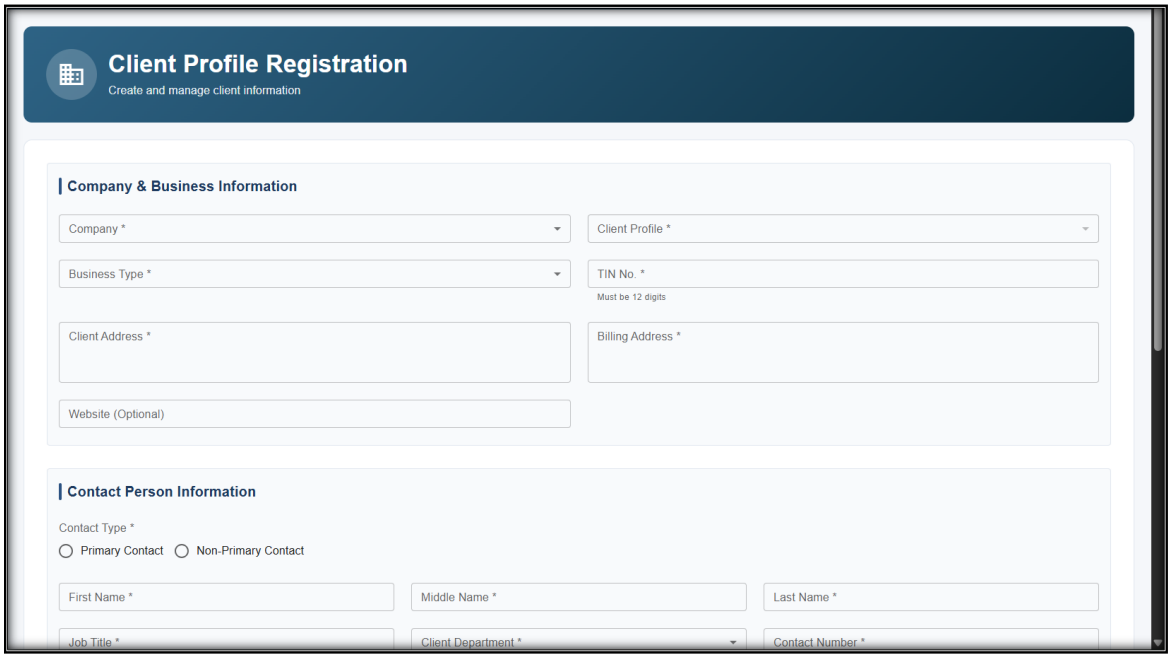
- The user clicks "Previous" or "Next" to navigate between pages, with the current page position displayed in the middle.

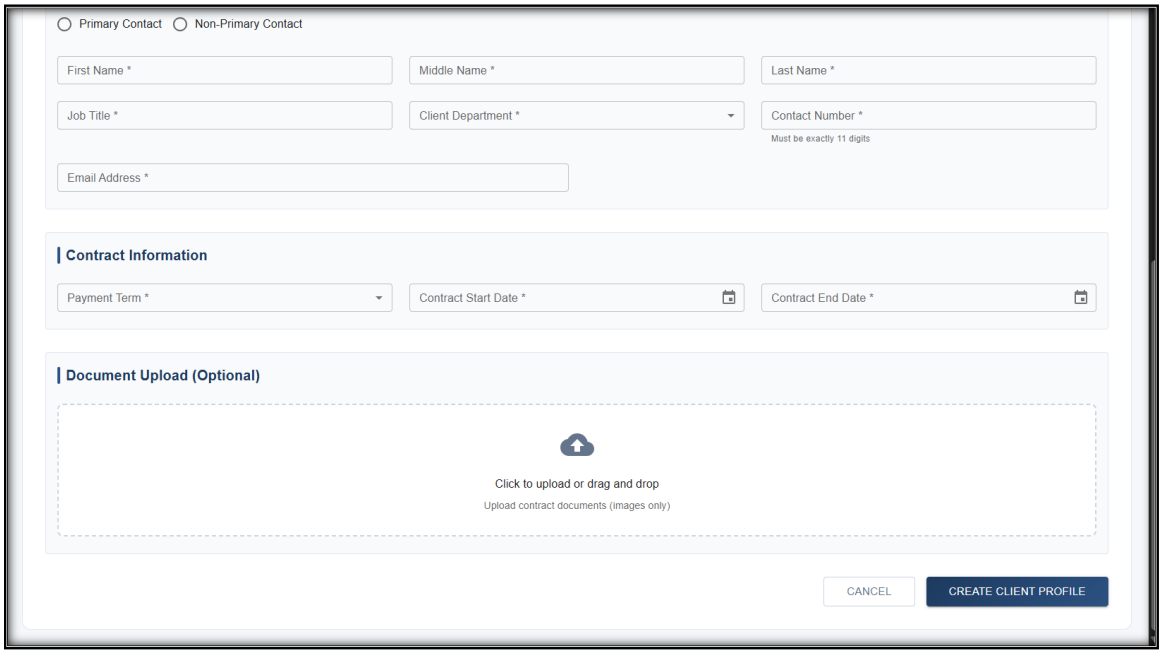
Process:

- **View Recent Employee Activity -** The user opens the Recent Employee Activity panel, which displays the total number of activities recorded.
- **Choose a Tab -** The user switches between the "Updates" and "New Registrations" tabs to filter the records shown.
- **Review the Cards -** The user reviews each card, which shows either the updated fields with before-and-after values or the new employee's registration details.
- **Check the Author -** The user checks the name and role of the person who made the update or created the registration.
- **Browse Through Pages -** The user clicks "Previous" or "Next" to browse through the remaining pages of records.
- **Export the Summary -** The user clicks "Export Summary (Excel)" to download the activity data as an Excel file.

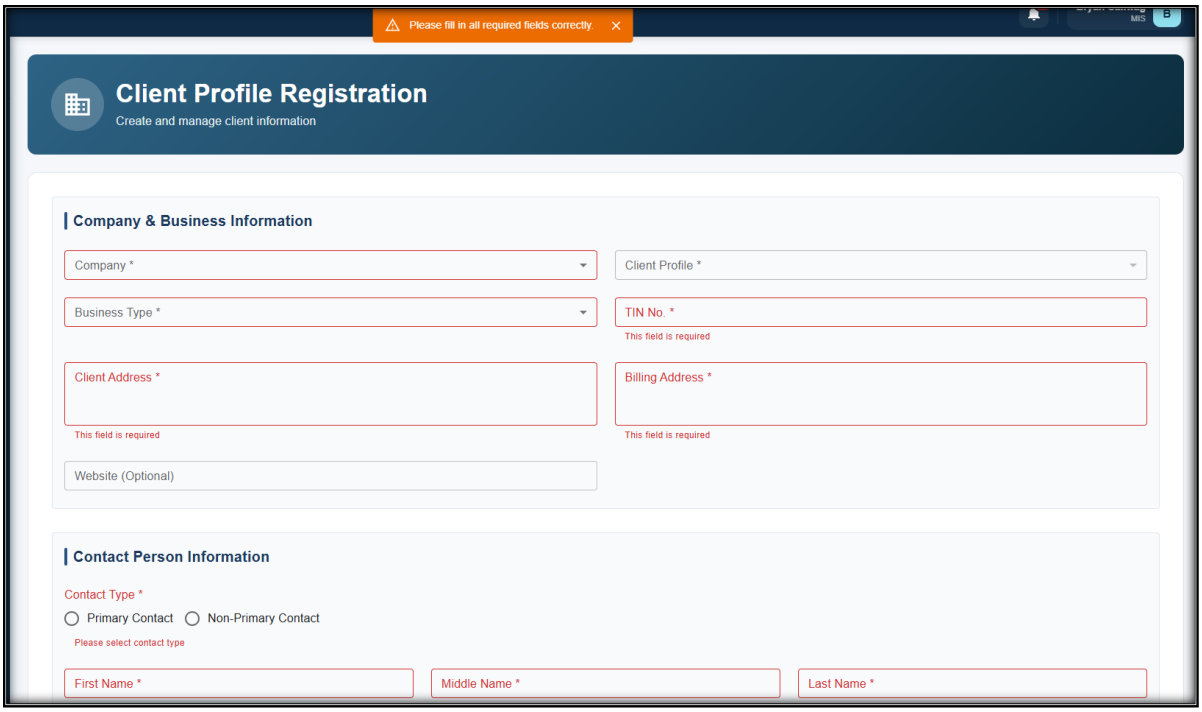
Role: MANAGERIAL ROLES

27. Client Profiles Registration

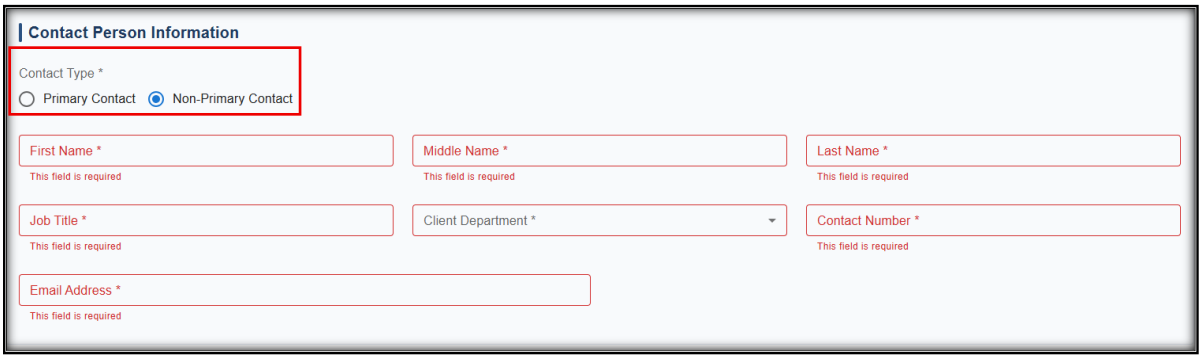




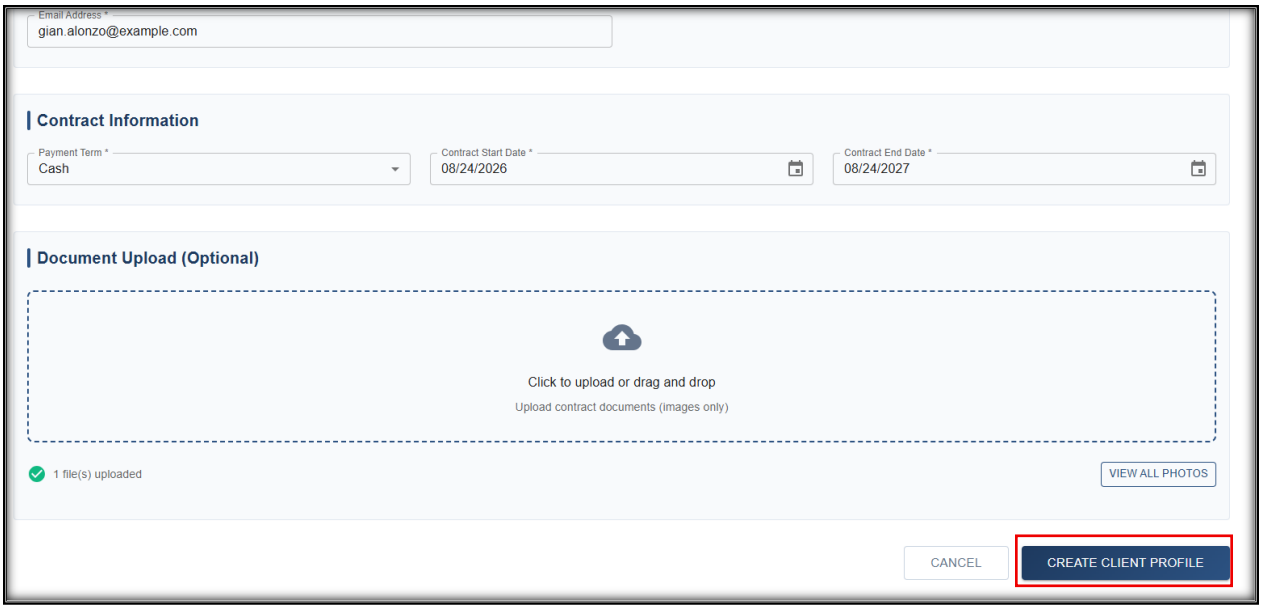
- The user needs to fill up all the required fields before clicking the CREATE CLIENT PROFILE button.



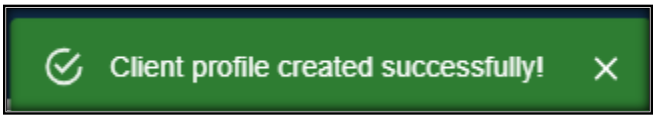
- The user needs to fill up all the required fields, or the system will display an error indicating that the required fields must be completed.



- If the user selects Primary Contact to designate this person as the main representative for the client account.
- Else the user selects Non-Primary Contact to designate this person as an additional contact who is not the main representative.



- One's the user fill up the requirement field you can click the create client profile

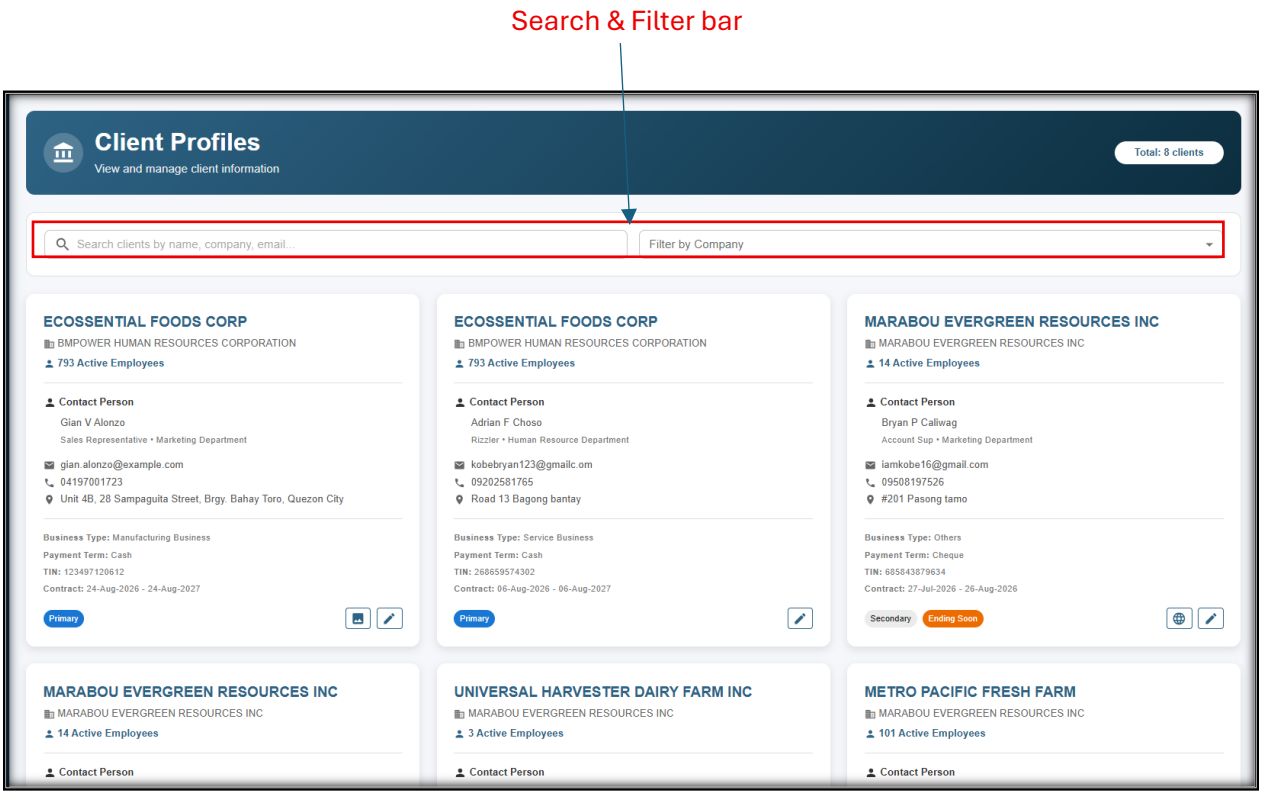


- The user will notice this notif on the middle of the screen

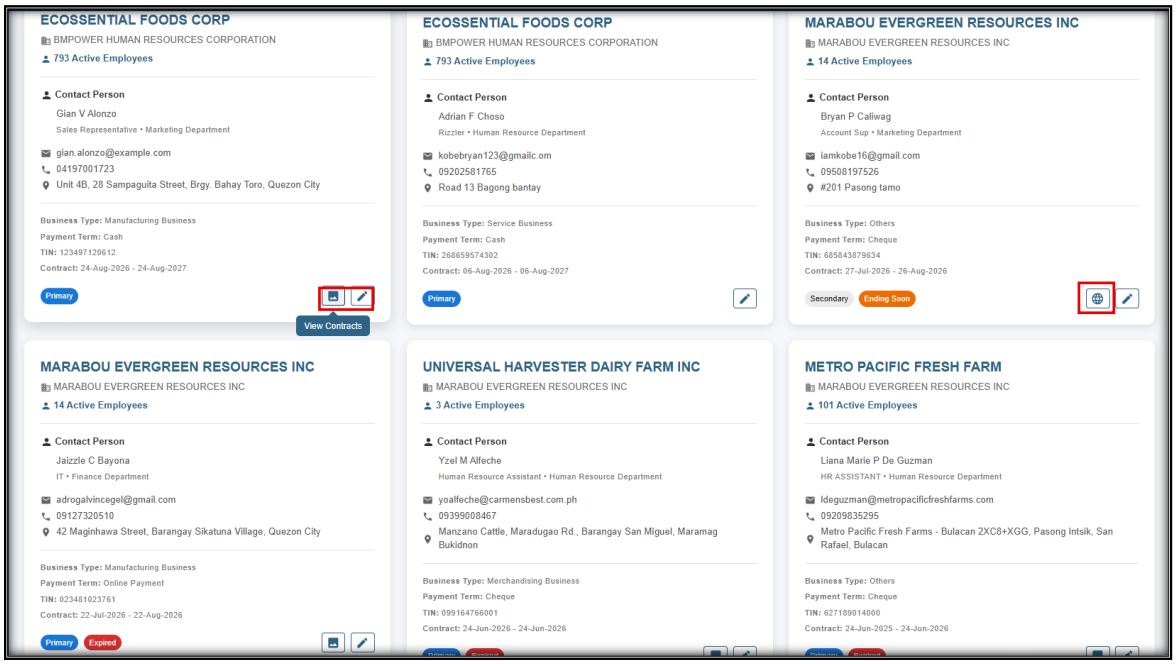
Process:

- The user completes the Company & Business Information, Contact Person Information, and Contract Information sections, optionally upl oads supporting documents, then submits by clicking Create Client Profile

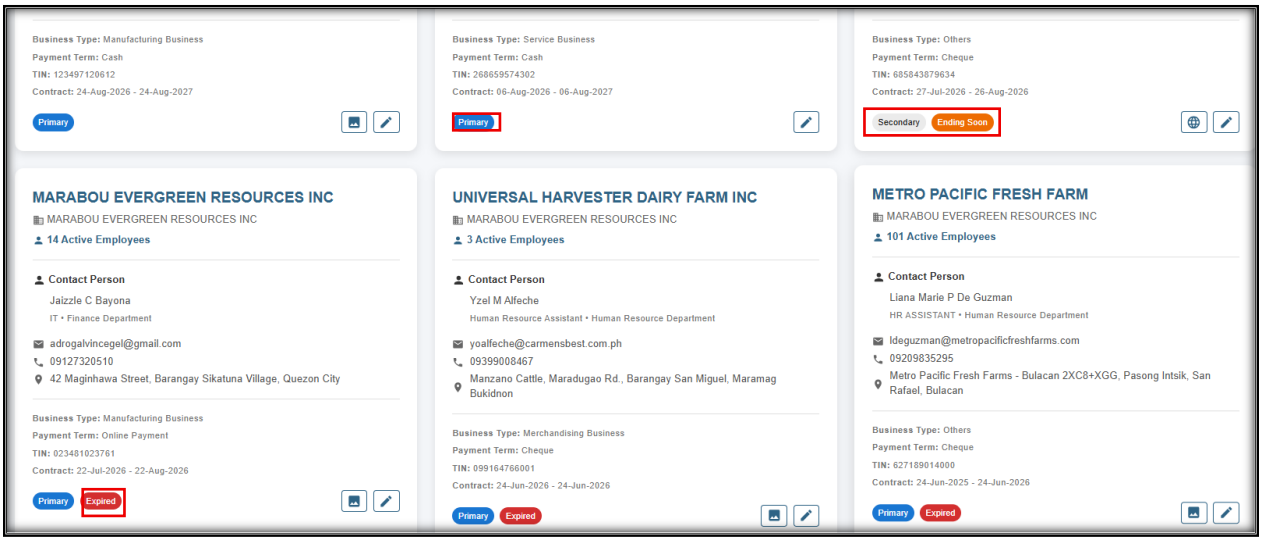
30. Client Profiles



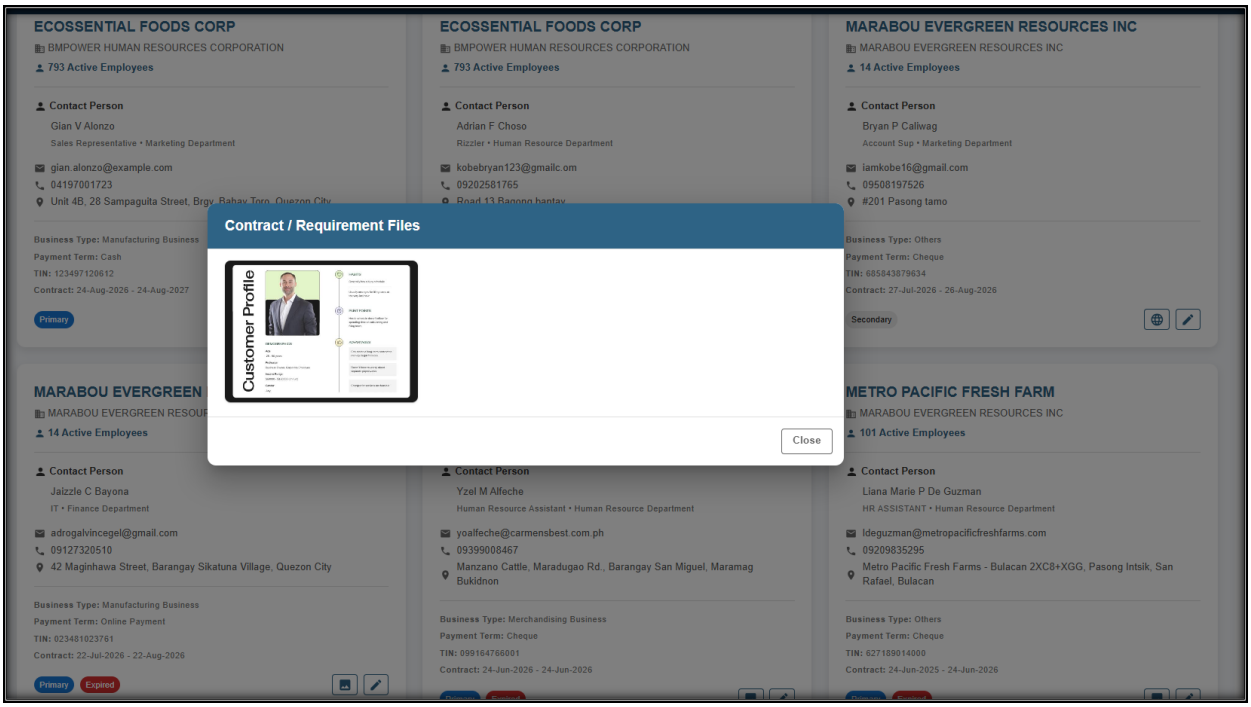
- The user can use this as the search and filter bar, which lets the user look up clients by name, company, or email and narrow the list down by company.



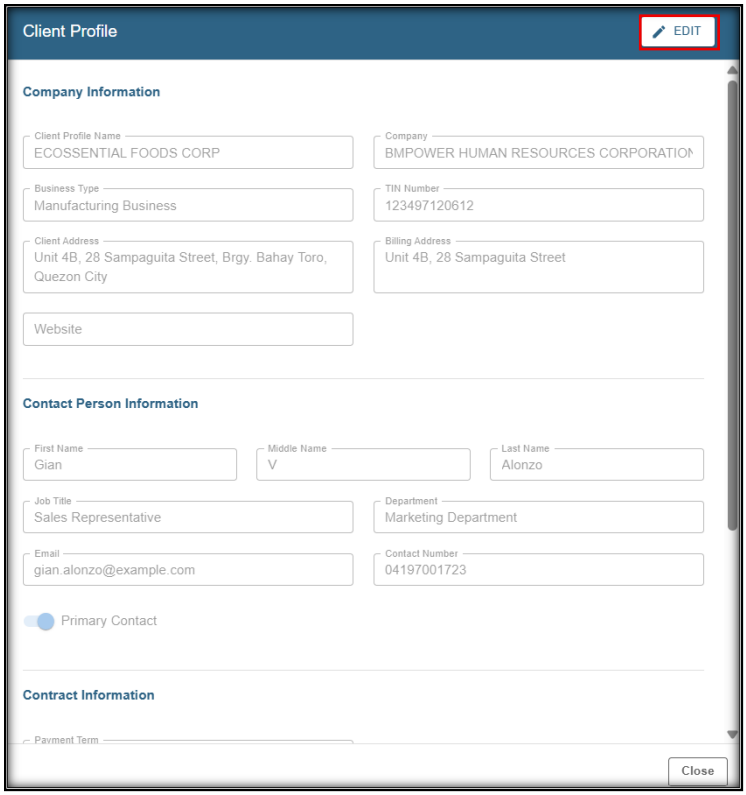
- The user can view contracts,edit client profile and visit website if they put a link on it.



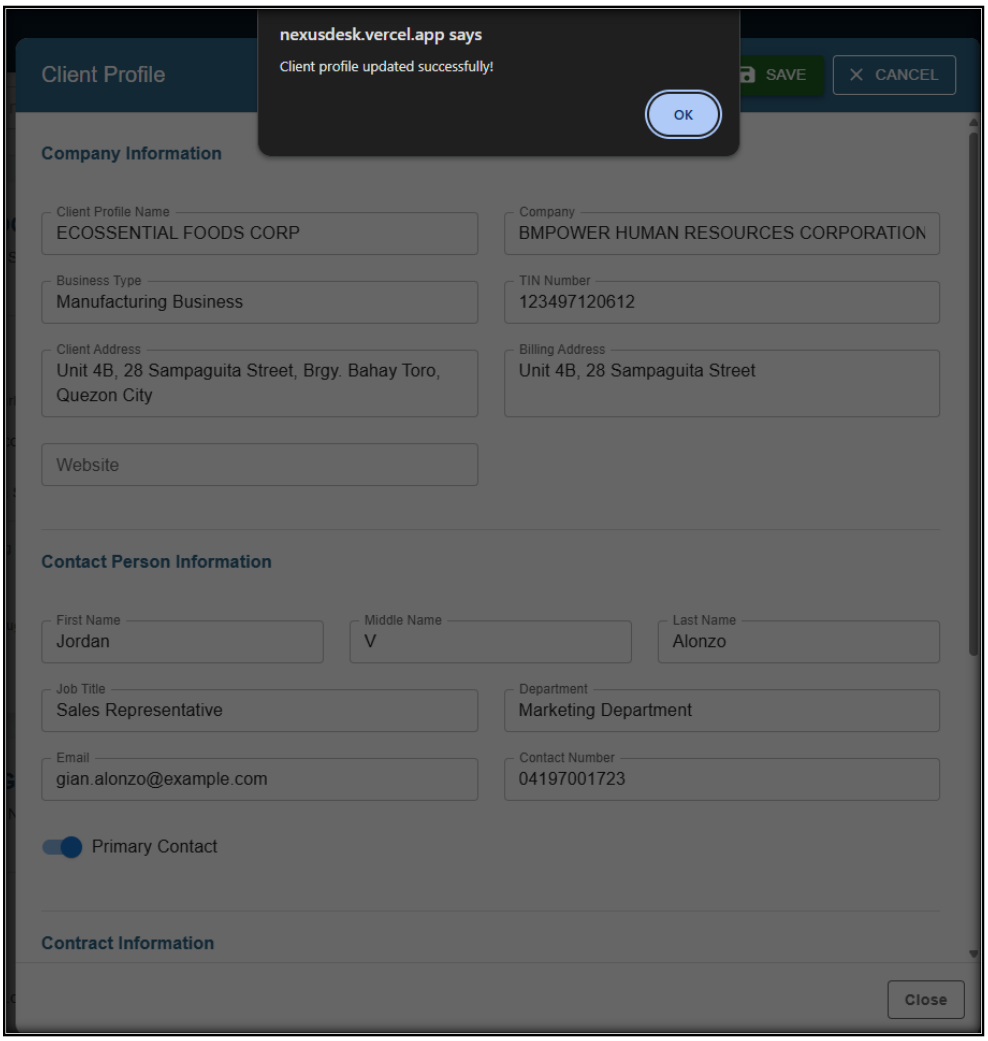
- **Primary** - The user sees this as the main or default entry among the business's listed classifications.
- **Secondary** - The user sees this as an additional, non-default entry for the business.
- **Ending Soon** - The user sees this as a warning that the linked contract is approaching its end date.
- **Expired** - The user sees this as confirmation that the linked contract's end date has already passed.



- The user can see the files that they put it.



- The user can view the client profile, and edit if they want to change the contact information.



- The user can also edit it if they want to change on the client profile
- The user will notice the notification that says “you updated successfully”

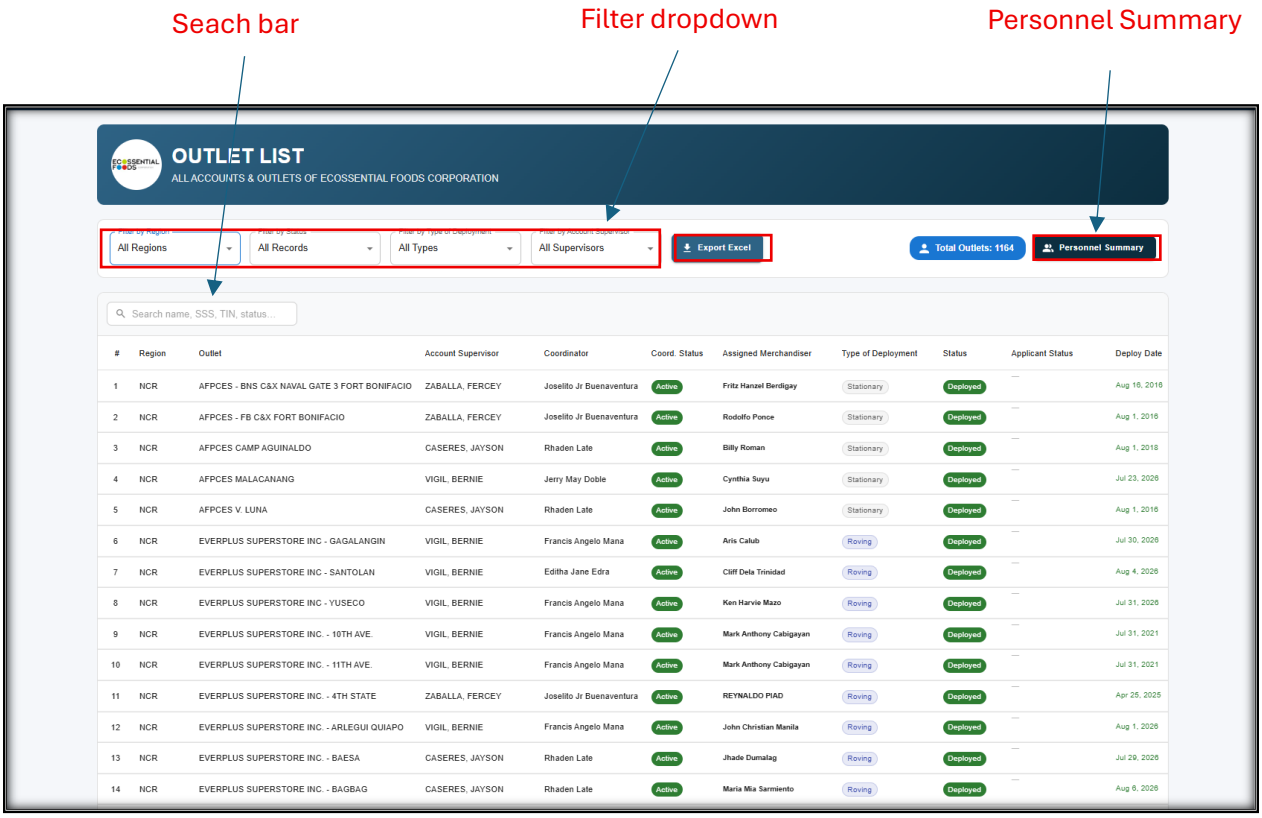
Function:

- Header bar - The user is shown the page title, a short description of its purpose, and the total number of client records on file.
- **Search bar -** The user can locate a specific client by entering a name, company, or email address.
- **Filter by Company -** The user can narrow the displayed list to clients associated with a selected company.

- **Client card -** The user is presented with a summary of one client's contact person, business classification, and contract details.
- **Status badges (Primary/Secondary):** The user is informed of the client's classification relative to other listed entries.
- **Status badge (Expired):** The user is notified that the client's contract term has already lapsed.
- **Globe icon:** The user can select this to open the client's website.
- **Image icon:** The user can select this to view the client's uploaded photo or gallery.
- **Edit icon:** The user can select this to update the corresponding client's record.
- **Pagination controls:** The user can navigate to additional pages of client records.

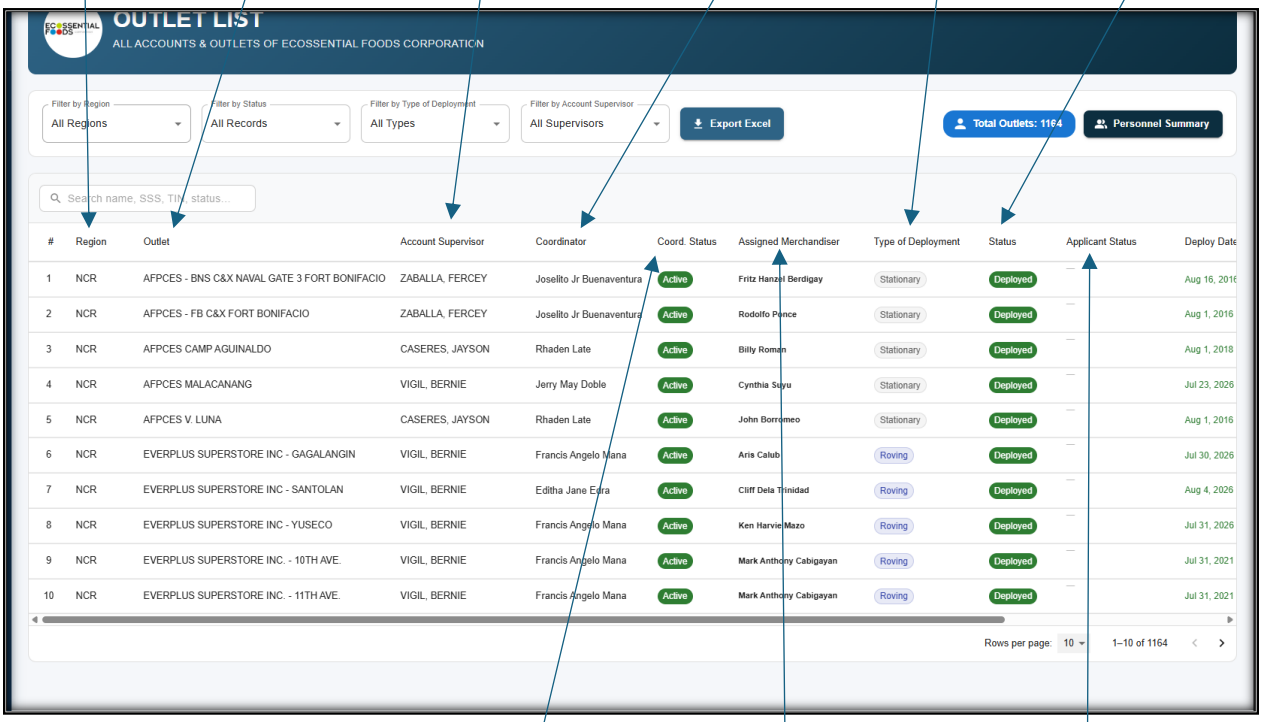
Role: Account Supervisor

34. EFC Outlets



#	Region	Outlet	Account Supervisor	Coordinator	Coord. Status	Assigned Merchandiser	Type of Deployment	Status	Applicant Status	Deploy Date
1	NCR	AFPCES - BNS C&X NAVAL GATE 3 FORT BONIFACIO	ZABALLA, FERCEY	Joselito Jr Buenaventura	Active	Fritz Hanzel Berdigay	Stationary	Deployed	—	Aug 16, 2016
2	NCR	AFPCES - FB C&X FORT BONIFACIO	ZABALLA, FERCEY	Joselito Jr Buenaventura	Active	Rodolfo Ponce	Stationary	Deployed	—	Aug 1, 2016
3	NCR	AFPCES CAMP AGUINALDO	CASERES, JAYSON	Rhaden Late	Active	Billy Roman	Stationary	Deployed	—	Aug 1, 2018
4	NCR	AFPCES MALACANANG	VIGIL, BERNIE	Jerry May Doble	Active	Cynthia Suyu	Stationary	Deployed	—	Jul 23, 2026
5	NCR	AFPCES V. LUNA	CASERES, JAYSON	Rhaden Late	Active	John Borromeo	Stationary	Deployed	—	Aug 1, 2016
6	NCR	EVERPLUS SUPERSTORE INC - GAGALANGIN	VIGIL, BERNIE	Francis Angelo Mana	Active	Aris Calub	Roving	Deployed	—	Jul 30, 2026
7	NCR	EVERPLUS SUPERSTORE INC - SANTOLAN	VIGIL, BERNIE	Editha Jane Edra	Active	Cliff Dela Trinidad	Roving	Deployed	—	Aug 4, 2026
8	NCR	EVERPLUS SUPERSTORE INC - YUSECO	VIGIL, BERNIE	Francis Angelo Mana	Active	Ken Harvie Mazo	Roving	Deployed	—	Jul 31, 2026
9	NCR	EVERPLUS SUPERSTORE INC. - 10TH AVE.	VIGIL, BERNIE	Francis Angelo Mana	Active	Mark Anthony Cabigayan	Roving	Deployed	—	Jul 31, 2021
10	NCR	EVERPLUS SUPERSTORE INC. - 11TH AVE.	VIGIL, BERNIE	Francis Angelo Mana	Active	Mark Anthony Cabigayan	Roving	Deployed	—	Jul 31, 2021
11	NCR	EVERPLUS SUPERSTORE INC. - 4TH STATE	ZABALLA, FERCEY	Joselito Jr Buenaventura	Active	REYNALDO PIAD	Roving	Deployed	—	Apr 25, 2025
12	NCR	EVERPLUS SUPERSTORE INC. - ARLEGUI QUIAPO	VIGIL, BERNIE	Francis Angelo Mana	Active	John Christian Manila	Roving	Deployed	—	Aug 1, 2026
13	NCR	EVERPLUS SUPERSTORE INC. - BAESA	CASERES, JAYSON	Rhaden Late	Active	Jhade Dumalag	Roving	Deployed	—	Jul 29, 2026
14	NCR	EVERPLUS SUPERSTORE INC. - BAGBAG	CASERES, JAYSON	Rhaden Late	Active	Maria Mia Sarmiento	Roving	Deployed	—	Aug 6, 2026

Region Outlet Account Supervisor Coordinator Type of Deployment Status

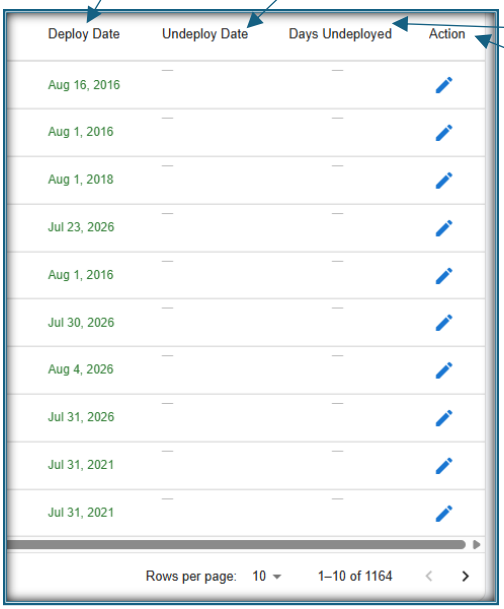


Coord Status Assigned Merchandiser Applicant Staus

Deploy Date Undeploy Date

Days Undeployed

Action



- Region - The user can filter the table below by selecting a specific administrative region, such as NCR or Regions 1–12, instead of viewing entries from all regions at once.
- Outlet - The user can see the name of the specific retail store or branch location where a merchandiser has been deployed.
- Account Supervisor - The user can see the name of the supervisor responsible for overseeing merchandising operations at that outlet.
- Coordinator - The user can see the name of the coordinator assigned to manage the merchandising activities for that outlet.
- Coord Status - The user can see whether the coordinator assigned to that outlet is currently marked as active or inactive.
- Assigned Merchandiser - The user can see the name of the merchandiser assigned to work at that outlet.
- Type of Deployment - The user can see whether the merchandiser's deployment at that outlet is stationary or roving.
- Status - The user can see whether the merchandiser's deployment status at that outlet is currently marked as deployed or undeployed.
- Applicant Status - The user can see the applicant's current status for that outlet, such as Applicant Endorsed or Back Out.
- Deploy Date - The user can see the date on which the merchandiser was deployed to that outlet.
- Undeploy Date - The user can see the date on which the merchandiser was undeployed from that outlet.
- Action - The user can access options to edit, update, or manage the merchandiser record for that outlet.

Role for Account Supervisor:

Search name, SSS, TIN, status...

Region	Outlet	Account Supervisor	Coordinator	Coord. Status	Assigned Merchandiser	Type of Deployment	Status	Applicant Status	Deploy Date
NCR	PUREGOLD PRICE CLUB - DIVISORIA	VIGIL, BERNIE	Lourence Catingco	Active	Marvin Jr Marbibl	Stationary	Deployed	—	Jun 25, 2026
NCR	PUREGOLD PRICE CLUB - DV HERBOSA	VIGIL, BERNIE	Jerry May Doble	Active	John Mark ILAGAN	Roving	Deployed	—	Jul 30, 2026
NCR	PUREGOLD PRICE CLUB - EASTLAND	VIGIL, BERNIE	Jerry May Doble	Active	Reynolyn Tapel	Roving	Deployed	—	Jul 4, 2026
NCR	PUREGOLD PRICE CLUB - EXTRA COGEO	VIGIL, BERNIE	Jerry May Doble	Active	Reynolyn Tapel	Roving	Deployed	—	Jul 4, 2026
NCR	PUREGOLD PRICE CLUB - FTI	VIGIL, BERNIE	Joel Imperial	Active	Alvin Mistal	Stationary	Deployed	—	Mar 12, 2024
NCR	PUREGOLD PRICE CLUB - GAGALANGIN	VIGIL, BERNIE	Jerry May Doble	Active	John Mark ILAGAN	Roving	Deployed	—	Jul 30, 2026
NCR	PUREGOLD PRICE CLUB - GULOD MALAYA	VIGIL, BERNIE	Jerry May Doble	Active	Harold Nicolas Magante	Roving	Deployed	—	Jul 30, 2026
NCR	PUREGOLD PRICE CLUB - JUNCTION	VIGIL, BERNIE	Jerry May Doble	Active	John Paul Yutrago	Stationary	Deployed	—	Feb 12, 2024
NCR	PUREGOLD PRICE CLUB - KALENTONG 1	VIGIL, BERNIE	Lourence Catingco	Active	Richard Hilbay	Stationary	Deployed	—	Jun 14, 2025
NCR	PUREGOLD PRICE CLUB - KALENTONG 2	VIGIL, BERNIE	Joel Imperial	Active	*No assignment*	Stationary	Undeployed	—	—
NCR	PUREGOLD PRICE CLUB - KANLAON	VIGIL, BERNIE	Daniel Marcos	Active	Allyson Talde	Roving	Deployed	—	May 21, 2026
NCR	PUREGOLD PRICE CLUB - KASIGLAHAN	VIGIL, BERNIE	Jerry May Doble	Active	Jotherfloucel Petallar	Roving	Deployed	—	Feb 8, 2025
NCR	PUREGOLD PRICE CLUB - LANGARAY	VIGIL, BERNIE	Lourence Catingco	Active	Danniel Nuqui	Roving	Deployed	—	Jul 30, 2026
NCR	PUREGOLD PRICE CLUB - LANGIT ROAD	VIGIL, BERNIE	Daniel Marcos	Active	Jhunel Canarejo	Roving	Deployed	—	Nov 8, 2025
NCR	PUREGOLD PRICE CLUB - LAS PINAS	VIGIL, BERNIE	Joel Imperial	Active	Orlando Jr Vasquez	Stationary	Deployed	—	Aug 22, 2025
NCR	PUREGOLD PRICE CLUB - LAS PINAS 2	VIGIL, BERNIE	Joel Imperial	Active	Jonryl Cabadonga	Roving	Deployed	—	Feb 12, 2026
NCR	PUREGOLD PRICE CLUB - LIBERTAD	VIGIL, BERNIE	Joel Imperial	Active	Jay-R Vistro	Stationary	Deployed	—	Jul 16, 2026
NCR	PUREGOLD PRICE CLUB - LIBERTAD-2	VIGIL, BERNIE	Joel Imperial	Active	Azis Bani	Stationary	Deployed	—	Aug 10, 2026
NCR	PUREGOLD PRICE CLUB - LIGAYA	VIGIL, BERNIE	Lourence Catingco	Active	JORIC SIBUG	Roving	Deployed	—	Mar 19, 2026
NCR	PUREGOLD PRICE CLUB - MAKATI-1	VIGIL, BERNIE	Joel Imperial	Active	Joemarie Mejares	Stationary	Deployed	—	May 7, 2026

Rows per page: 20 121–140 of 1164

- The user can assign a merchandiser to an outlet with no current assignment by using the action button.

Outlet Assignment
View Mode

Outlet & Current Assignment

Account

Outlet: PUREGOLD PRICE CLUB - KALENTONG 2

Deploy Status: Undeployed

Type of Deployment: Stationary

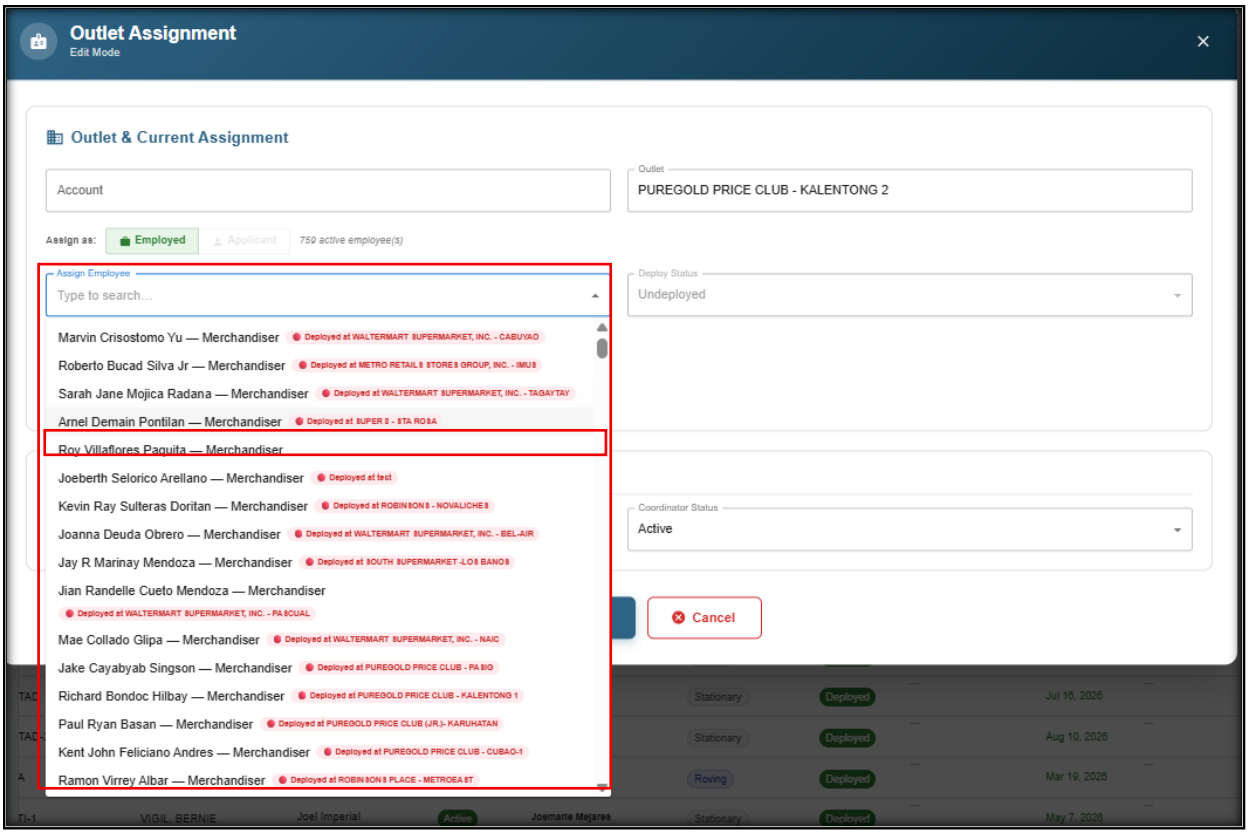
Coordinator Assignment

Assigned Coordinator: Joel Imperial — Account Coordinator

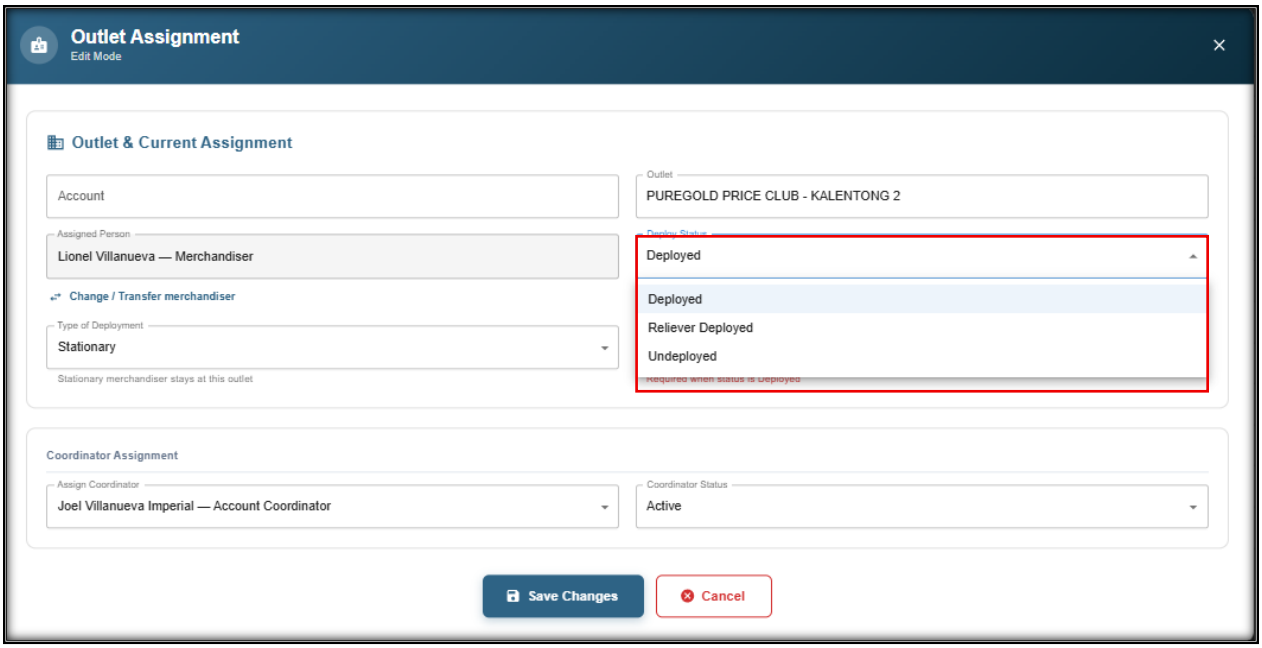
Coordinator Status: Active

Edit Assignment

- The user can click the Edit Assignment button to update the outlet's assignment and coordinator details.



- After the user click edit assign and click assign employee, the user can search for and select a merchandiser to assign, with each name showing whether they are already deployed at another outlet.
- The user can select this merchandiser for the assignment since they are not currently deployed at any other outlet.



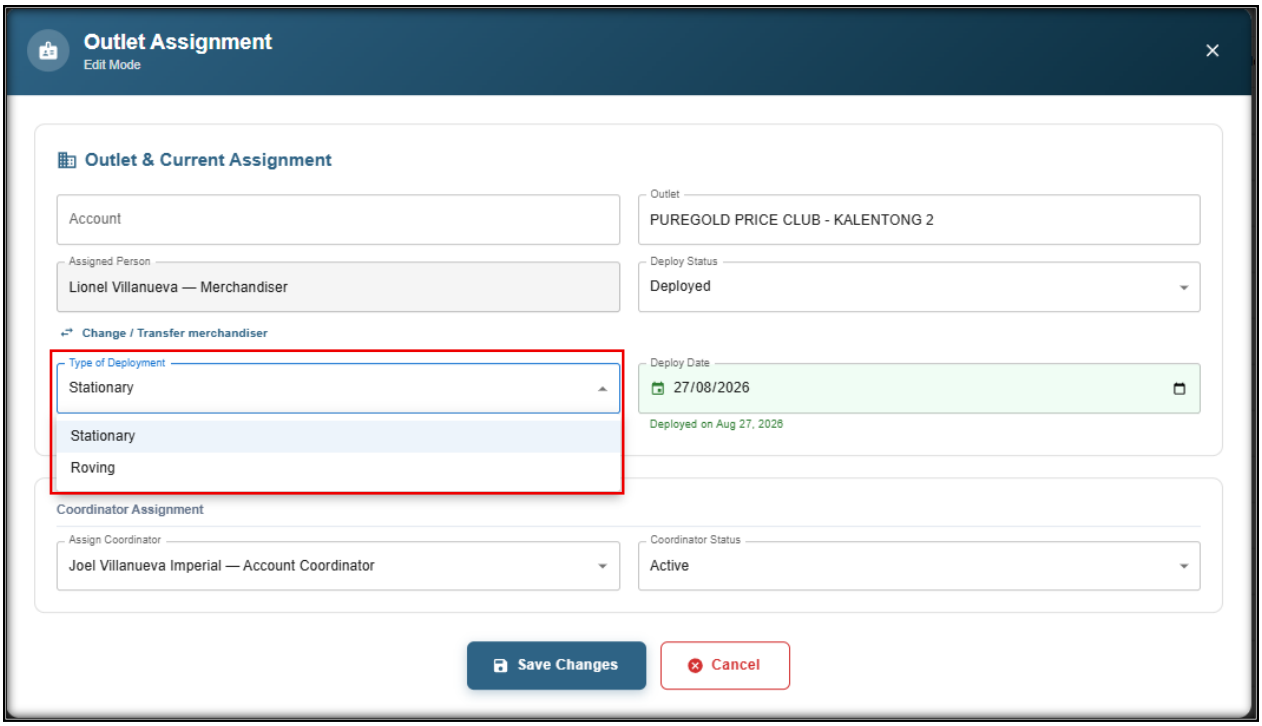
- **After the user chooses the employee with no outlet assigned, the user will go to Deploy Status and check whether the employee is Deployed, Reliever Deployed, or Undeployed.**

Deploy Status:

Deployed - The user can select Deployed to show that the merchandiser is actively working at the outlet.

Reliever Deployed - The user can select Reliever Deployed to show that a temporary merchandiser is covering the outlet while the regular one is unavailable.

Undeployed: The user can select Undeployed to show that the merchandiser is no longer working at the outlet.

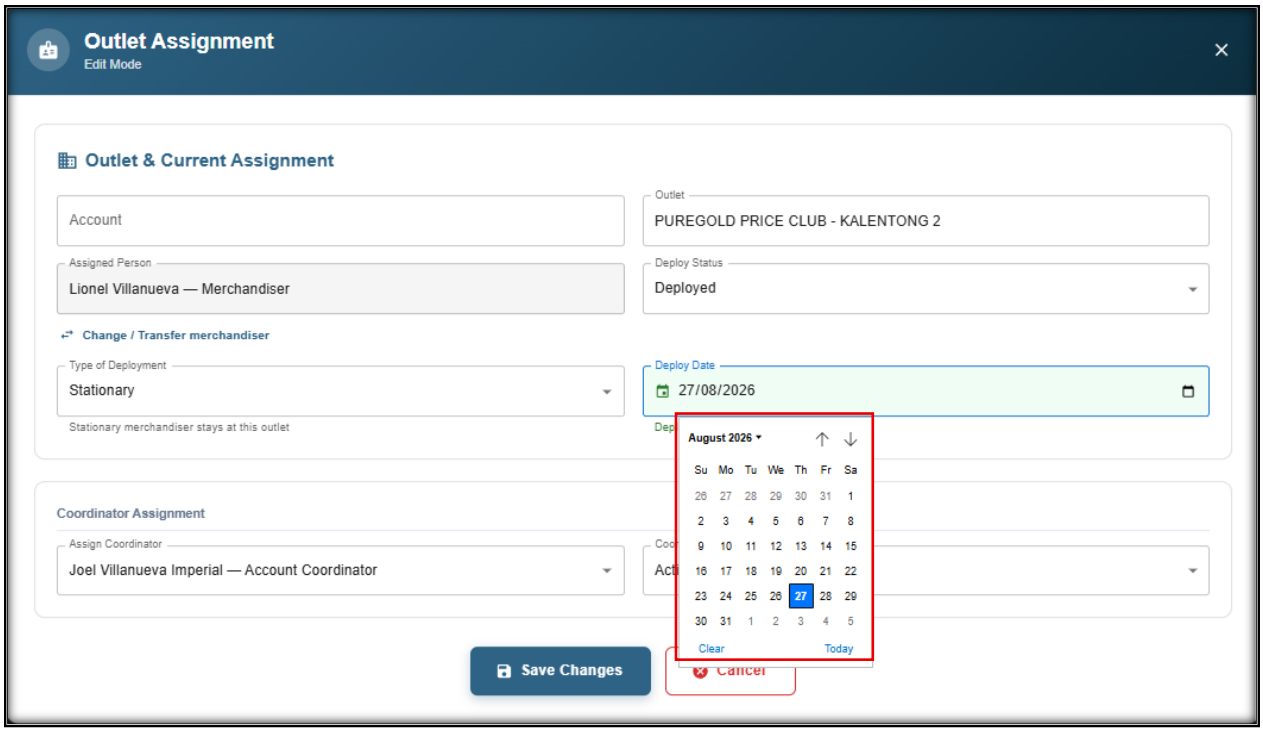


- If the user chooses Deployed, the user will move on to the Type of Deployment filter, which has Stationary or Roving.

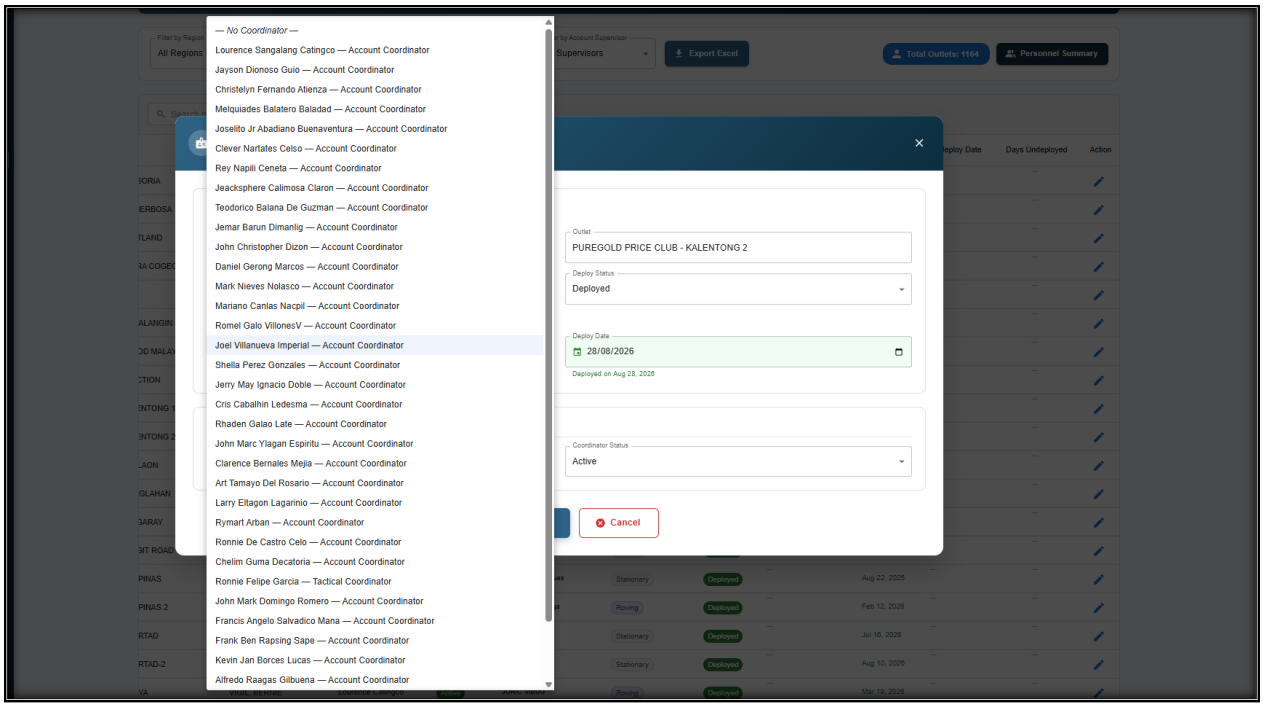
Type of Deployment:

Stationary - The user can select Stationary to show that the merchandiser is permanently assigned to work at this one outlet.

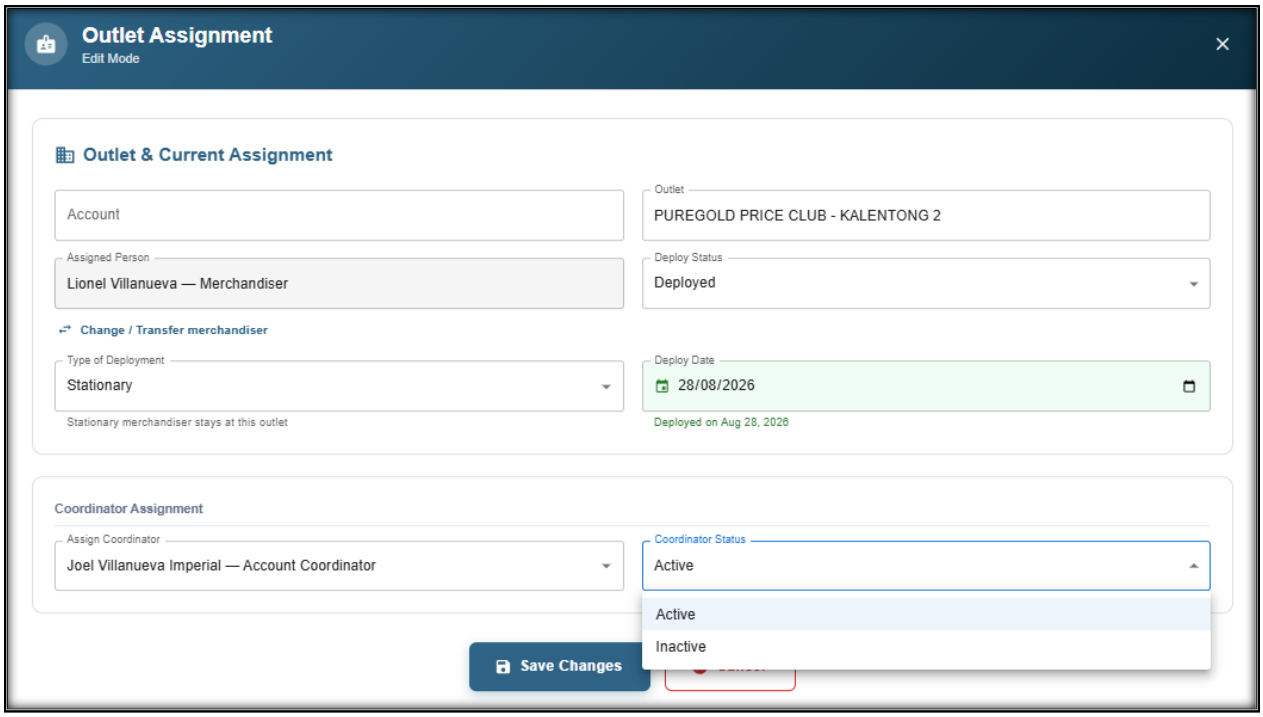
Roving - The user can select Roving to show that the merchandiser rotates between multiple outlets instead of staying at just one.



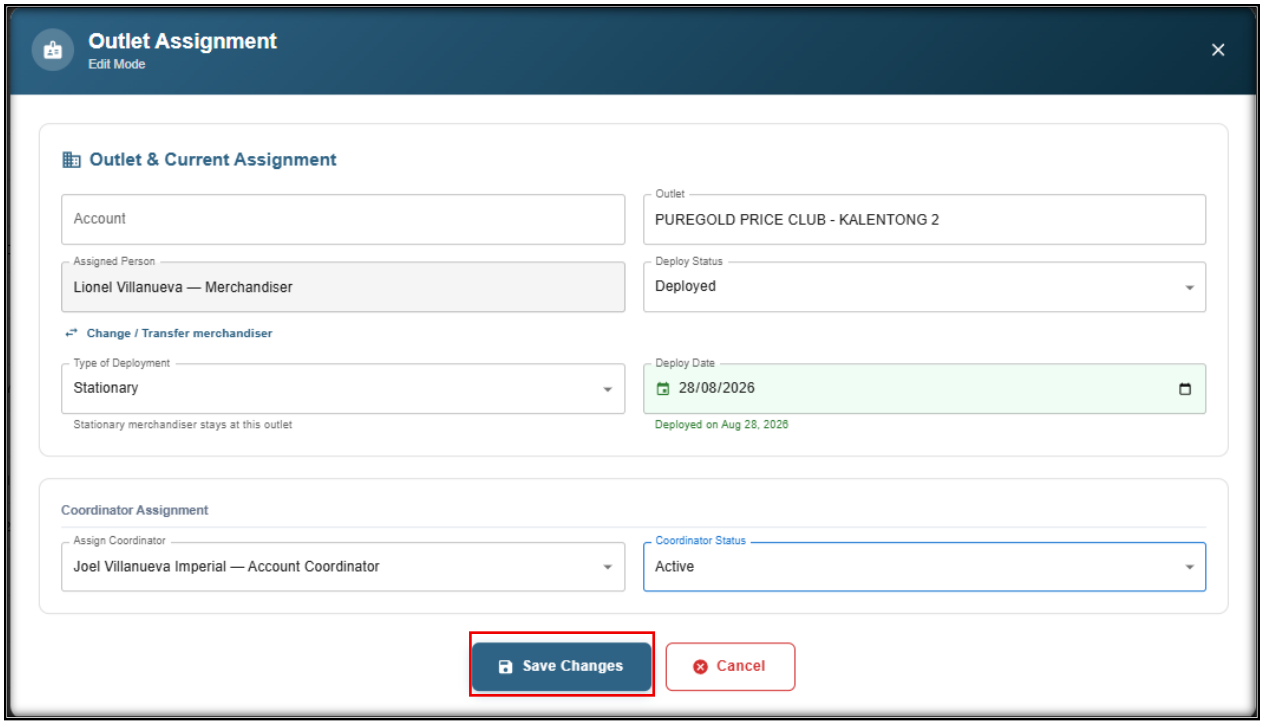
- The user can select the date on which the merchandiser is deployed to the outlet.



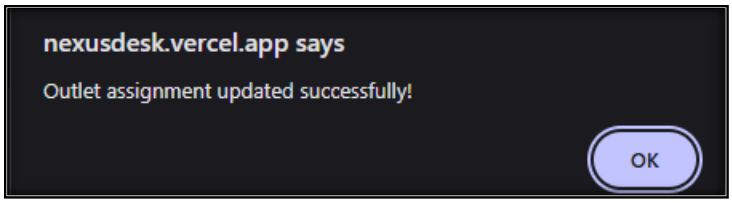
- The user can choose a coordinator to assign to the outlet from the list of all currently active account coordinators.



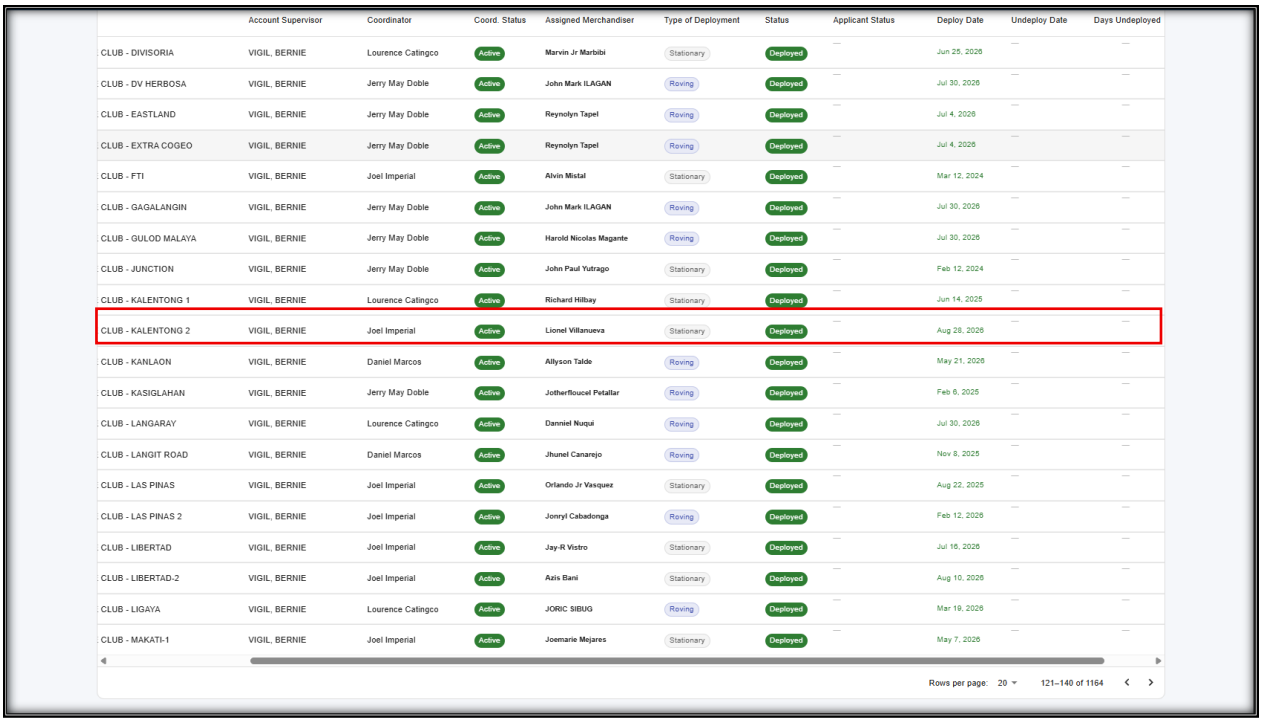
- The user can set the assigned coordinator's status to Active or Inactive.



- Once the user finishes filling up all the filter bar, they can now save changes.



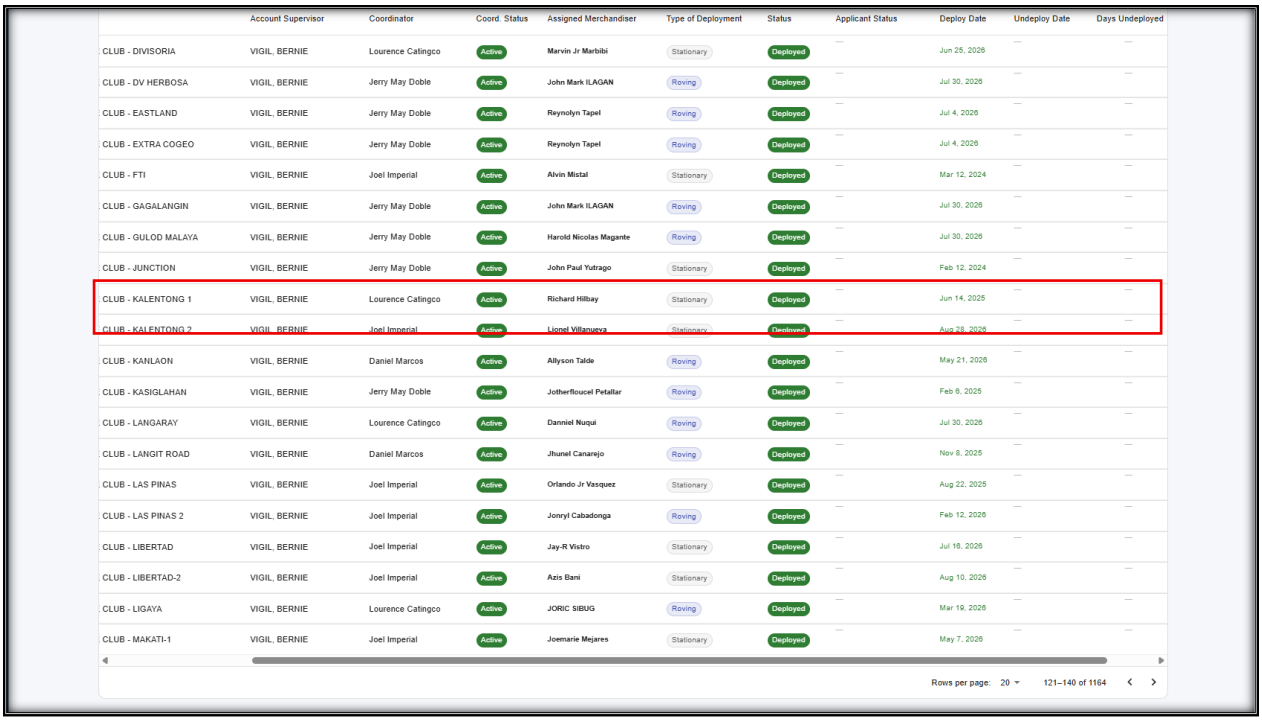
- The user will notice that you updated successfully the outlet.



	Account Supervisor	Coordinator	Coord. Status	Assigned Merchandiser	Type of Deployment	Status	Applicant Status	Deploy Date	Undeploy Date	Days Undeployed
CLUB - DIVISORIA	VIGIL, BERNIE	Lourence Catingco	Active	Marvin Jr Marbibi	Stationary	Deployed	—	Jun 25, 2026	—	—
CLUB - DV HERBOSA	VIGIL, BERNIE	Jerry May Doble	Active	John Mark ILAGAN	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - EASTLAND	VIGIL, BERNIE	Jerry May Doble	Active	Reynolyn Tapel	Roving	Deployed	—	Jul 4, 2026	—	—
CLUB - EXTRA COGEO	VIGIL, BERNIE	Jerry May Doble	Active	Reynolyn Tapel	Roving	Deployed	—	Jul 4, 2026	—	—
CLUB - FTI	VIGIL, BERNIE	Joel Imperial	Active	Alvin Mistal	Stationary	Deployed	—	Mar 12, 2024	—	—
CLUB - GAGALANGIN	VIGIL, BERNIE	Jerry May Doble	Active	John Mark ILAGAN	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - GULOD MALAYA	VIGIL, BERNIE	Jerry May Doble	Active	Harold Nicolas Magante	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - JUNCTION	VIGIL, BERNIE	Jerry May Doble	Active	John Paul Yutrago	Stationary	Deployed	—	Feb 12, 2024	—	—
CLUB - KALENTONG 1	VIGIL, BERNIE	Lourence Catingco	Active	Richard Hilbay	Stationary	Deployed	—	Jun 14, 2025	—	—
CLUB - KALENTONG 2	VIGIL, BERNIE	Joel Imperial	Active	Lionel Villanueva	Stationary	Deployed	—	Aug 28, 2026	—	—
CLUB - KANLAON	VIGIL, BERNIE	Daniel Marcos	Active	Allyson Talde	Roving	Deployed	—	May 21, 2026	—	—
CLUB - KASIGLAHAN	VIGIL, BERNIE	Jerry May Doble	Active	Jotherfloucel Petallar	Roving	Deployed	—	Feb 6, 2025	—	—
CLUB - LANGARAY	VIGIL, BERNIE	Lourence Catingco	Active	Danniel Nuqui	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - LANGIT ROAD	VIGIL, BERNIE	Daniel Marcos	Active	Jhunel Canarejo	Roving	Deployed	—	Nov 8, 2025	—	—
CLUB - LAS PINAS	VIGIL, BERNIE	Joel Imperial	Active	Orlando Jr Vasquez	Stationary	Deployed	—	Aug 22, 2025	—	—
CLUB - LAS PINAS 2	VIGIL, BERNIE	Joel Imperial	Active	Jonryl Cabadonga	Roving	Deployed	—	Feb 12, 2026	—	—
CLUB - LIBERTAD	VIGIL, BERNIE	Joel Imperial	Active	Jay-R Vistro	Stationary	Deployed	—	Jul 16, 2026	—	—
CLUB - LIBERTAD-2	VIGIL, BERNIE	Joel Imperial	Active	Azis Bani	Stationary	Deployed	—	Aug 10, 2026	—	—
CLUB - LIGAYA	VIGIL, BERNIE	Lourence Catingco	Active	JORIC SIBUG	Roving	Deployed	—	Mar 19, 2026	—	—
CLUB - MAKATI-1	VIGIL, BERNIE	Joel Imperial	Active	Joemarie Mejares	Stationary	Deployed	—	May 7, 2026	—	—

Rows per page: 20 121–140 of 1164

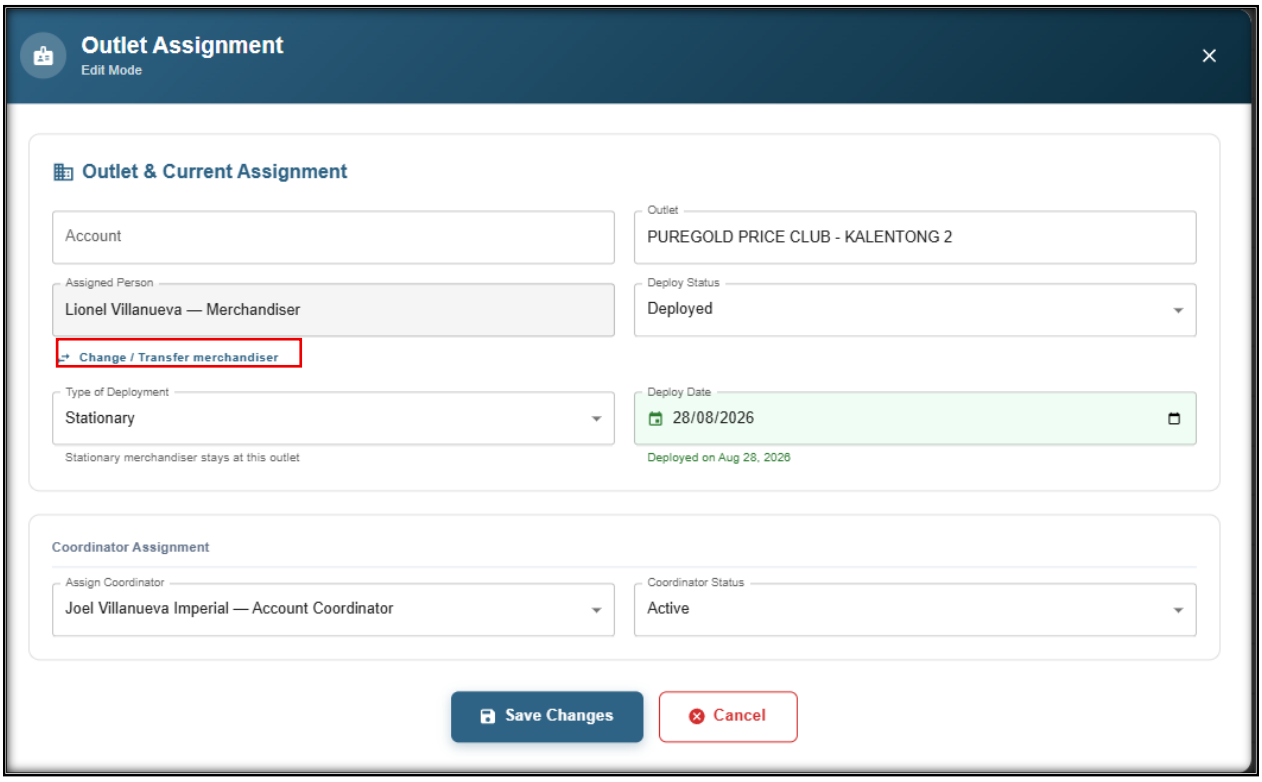
- The user will notice that the outlet is successfully updated



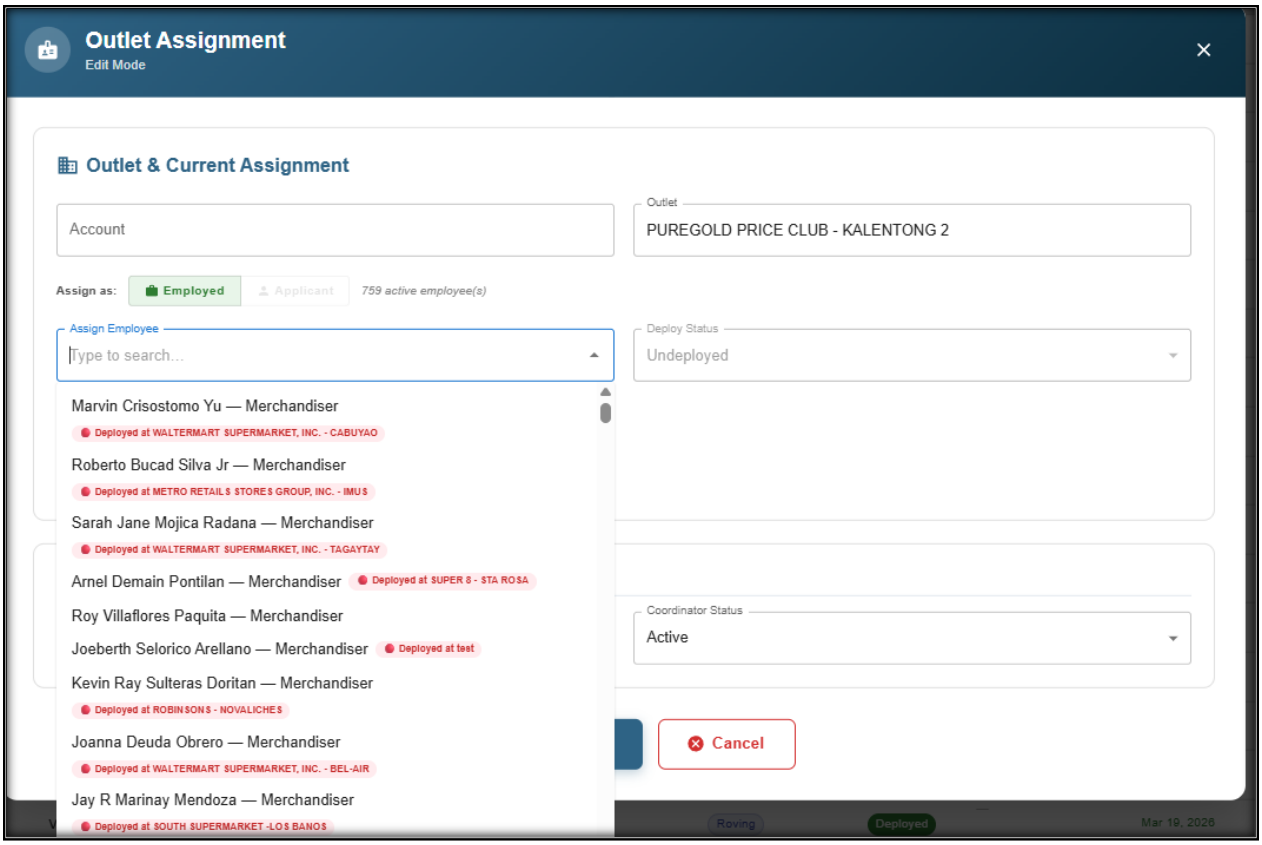
	Account Supervisor	Coordinator	Coord. Status	Assigned Merchandiser	Type of Deployment	Status	Applicant Status	Deploy Date	Undeploy Date	Days Undeployed
CLUB - DIVISORIA	VIGIL, BERNIE	Lourence Catingco	Active	Marvin Jr Marbibi	Stationary	Deployed	—	Jun 25, 2026	—	—
CLUB - DV HERBOSA	VIGIL, BERNIE	Jerry May Doble	Active	John Mark ILAGAN	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - EASTLAND	VIGIL, BERNIE	Jerry May Doble	Active	Reynolyn Tapel	Roving	Deployed	—	Jul 4, 2026	—	—
CLUB - EXTRA COGEO	VIGIL, BERNIE	Jerry May Doble	Active	Reynolyn Tapel	Roving	Deployed	—	Jul 4, 2026	—	—
CLUB - FTI	VIGIL, BERNIE	Joel Imperial	Active	Alvin Mistal	Stationary	Deployed	—	Mar 12, 2024	—	—
CLUB - GAGALANGIN	VIGIL, BERNIE	Jerry May Doble	Active	John Mark ILAGAN	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - GULOD MALAYA	VIGIL, BERNIE	Jerry May Doble	Active	Harold Nicolas Magante	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - JUNCTION	VIGIL, BERNIE	Jerry May Doble	Active	John Paul Yutrago	Stationary	Deployed	—	Feb 12, 2024	—	—
CLUB - KALENTONG 1	VIGIL, BERNIE	Lourence Catingco	Active	Richard Hilbay	Stationary	Deployed	—	Jun 14, 2025	—	—
CLUB - KALENTONG 2	VIGIL, BERNIE	Joel Imperial	Active	Lionel Villanueva	Stationary	Deployed	—	Aug 28, 2026	—	—
CLUB - KANLAON	VIGIL, BERNIE	Daniel Marcos	Active	Allyson Talde	Roving	Deployed	—	May 21, 2026	—	—
CLUB - KASIGLAHAN	VIGIL, BERNIE	Jerry May Doble	Active	Jotherfloucel Petallar	Roving	Deployed	—	Feb 6, 2025	—	—
CLUB - LANGARAY	VIGIL, BERNIE	Lourence Catingco	Active	Danniel Nuqui	Roving	Deployed	—	Jul 30, 2026	—	—
CLUB - LANGIT ROAD	VIGIL, BERNIE	Daniel Marcos	Active	Jhunel Canarejo	Roving	Deployed	—	Nov 8, 2025	—	—
CLUB - LAS PINAS	VIGIL, BERNIE	Joel Imperial	Active	Orlando Jr Vasquez	Stationary	Deployed	—	Aug 22, 2025	—	—
CLUB - LAS PINAS 2	VIGIL, BERNIE	Joel Imperial	Active	Jonryl Cabadonga	Roving	Deployed	—	Feb 12, 2026	—	—
CLUB - LIBERTAD	VIGIL, BERNIE	Joel Imperial	Active	Jay-R Vistro	Stationary	Deployed	—	Jul 16, 2026	—	—
CLUB - LIBERTAD-2	VIGIL, BERNIE	Joel Imperial	Active	Azis Bani	Stationary	Deployed	—	Aug 10, 2026	—	—
CLUB - LIGAYA	VIGIL, BERNIE	Lourence Catingco	Active	JORIC SIBUG	Roving	Deployed	—	Mar 19, 2026	—	—
CLUB - MAKATI-1	VIGIL, BERNIE	Joel Imperial	Active	Joemarie Mejares	Stationary	Deployed	—	May 7, 2026	—	—

Rows per page: 20 121–140 of 1164

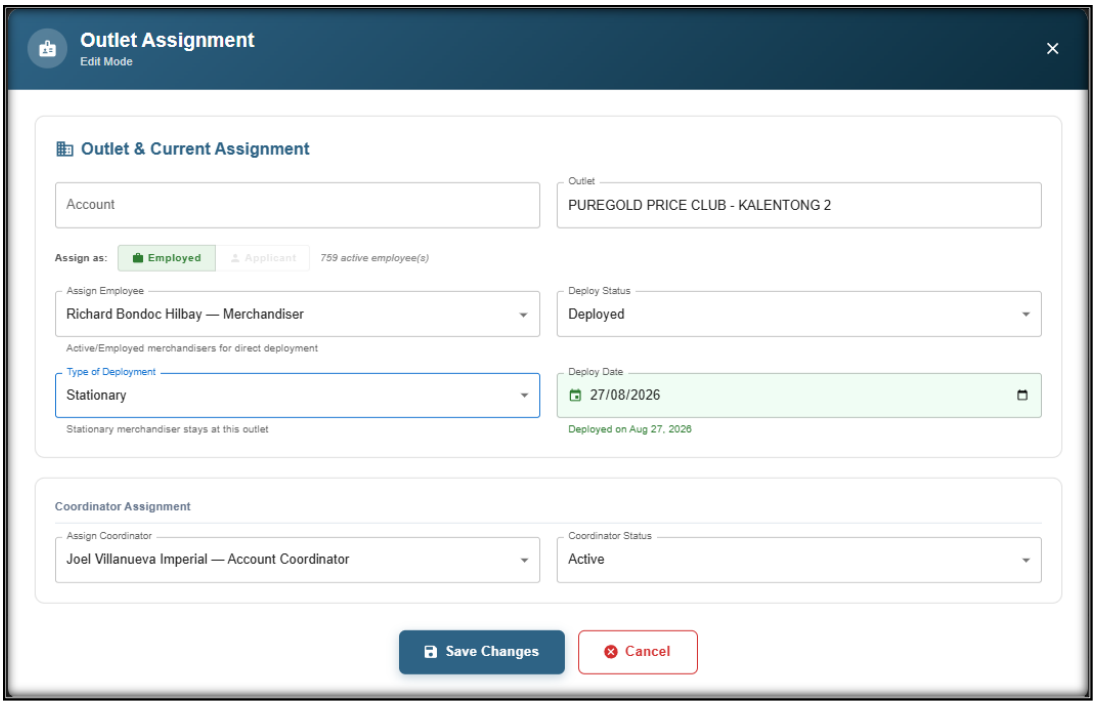
- If the user wants to transfer to the other employee to other outlets.
- The user have to go to action button and go to change/ transfer merchandiser



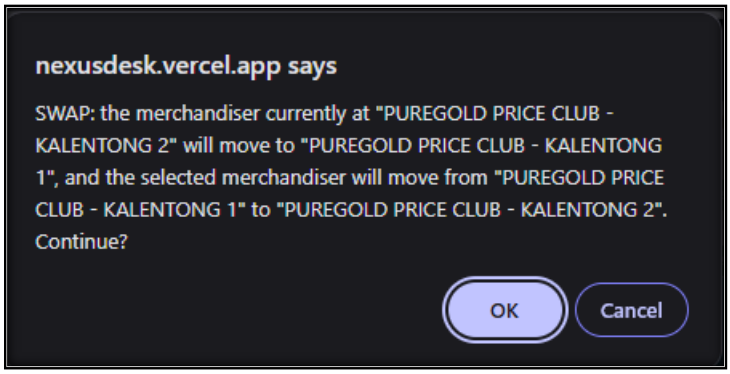
- The user will click Change / Transfer Merchandiser to replace the currently assigned merchandiser with a different one for this outlet.



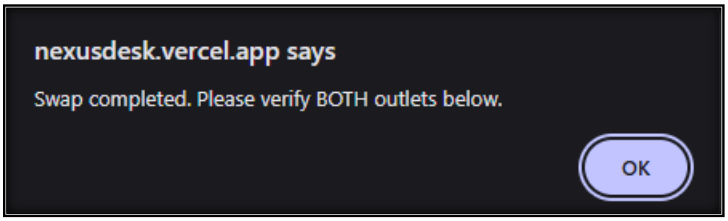
- Now the user can search or find the name the employee where he/she was deployed at.



- After the user chooses or finds the name that they want to transfer to, they have to choose the deployment date and they can save changes.

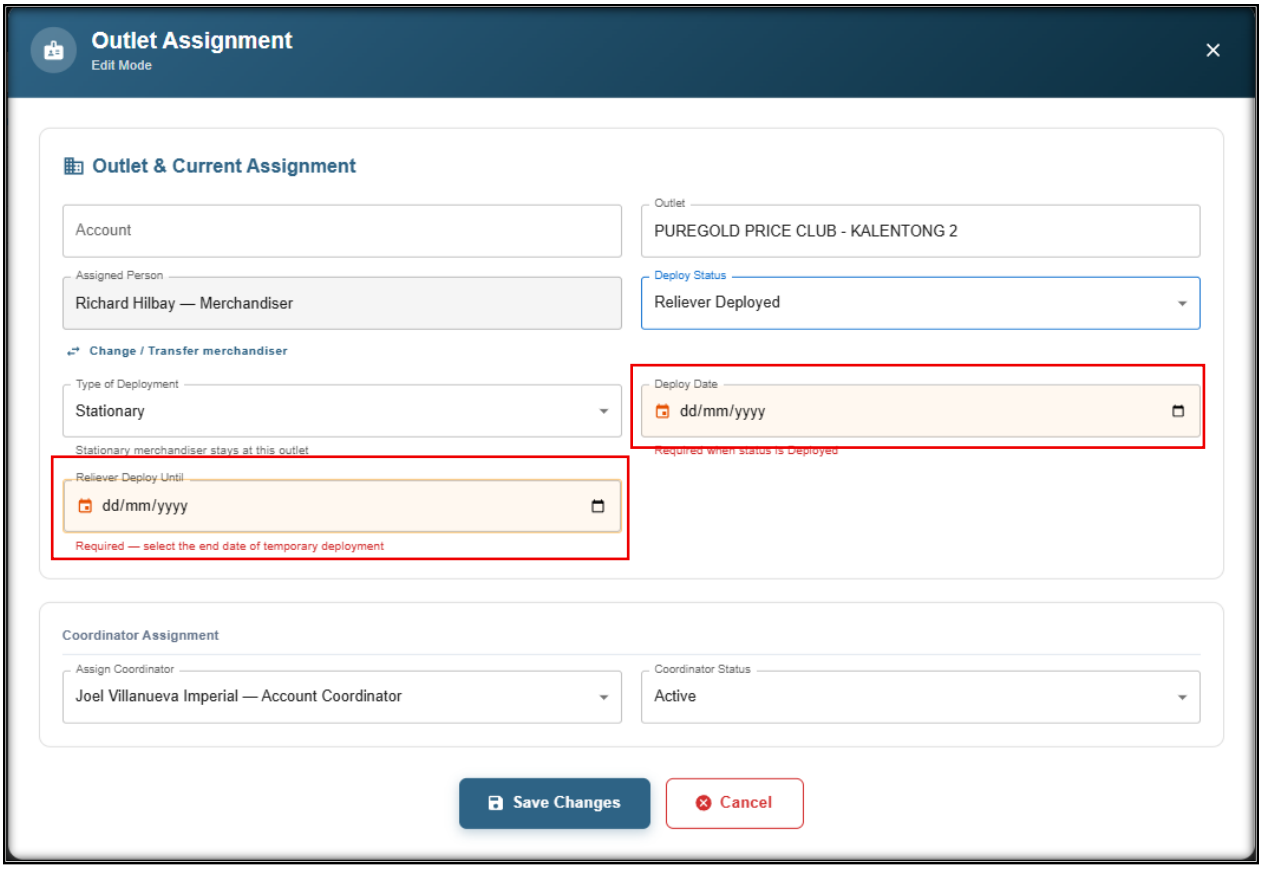


- The user will see a confirmation prompt asking them to confirm the merchandiser swap between the two outlets before the change is saved.



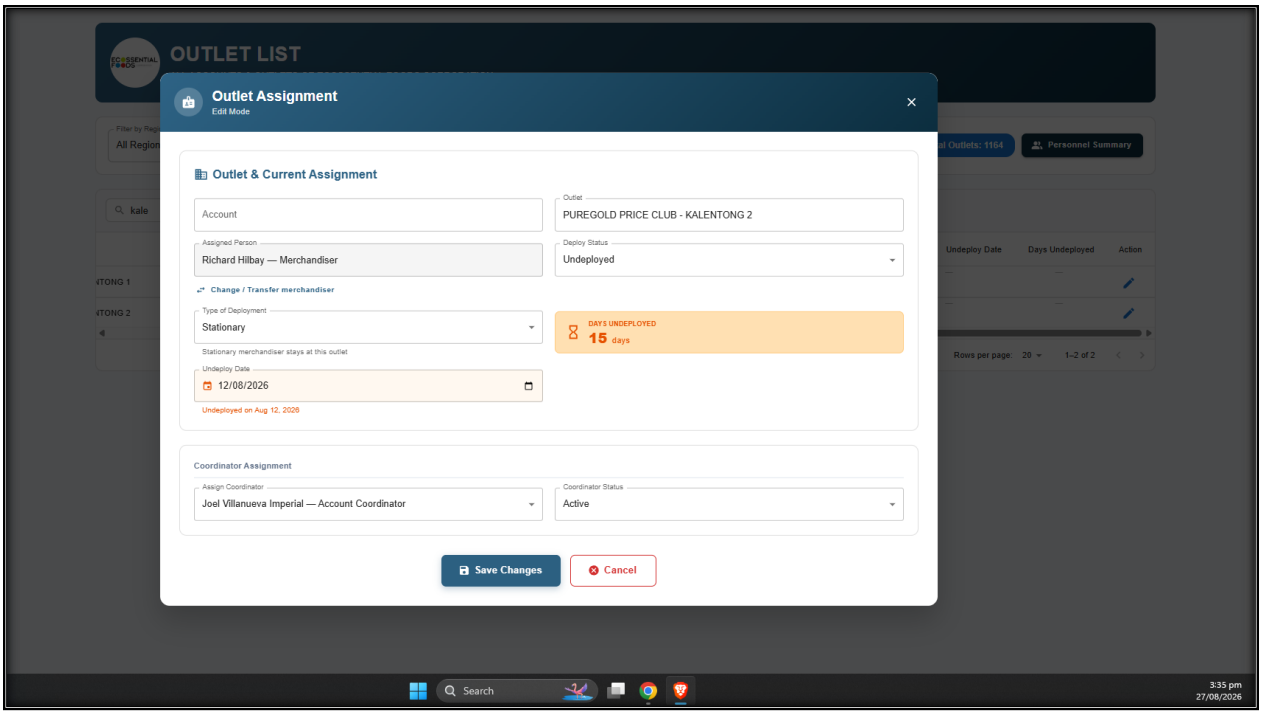
- The user will see a message confirming that the swap was completed, along with a reminder to check both outlets to make sure the change was applied correctly.

- The user can confirm the swap was successful, since Lionel Villanueva now shows as deployed at Kalentong 1 and Richard Hilbay now shows as deployed at Kalentong 2.



- If the user chooses Reliever on Deploy Status, there will be additional filters, which are the Deploy Date and Reliever Deploy Until Date filters.

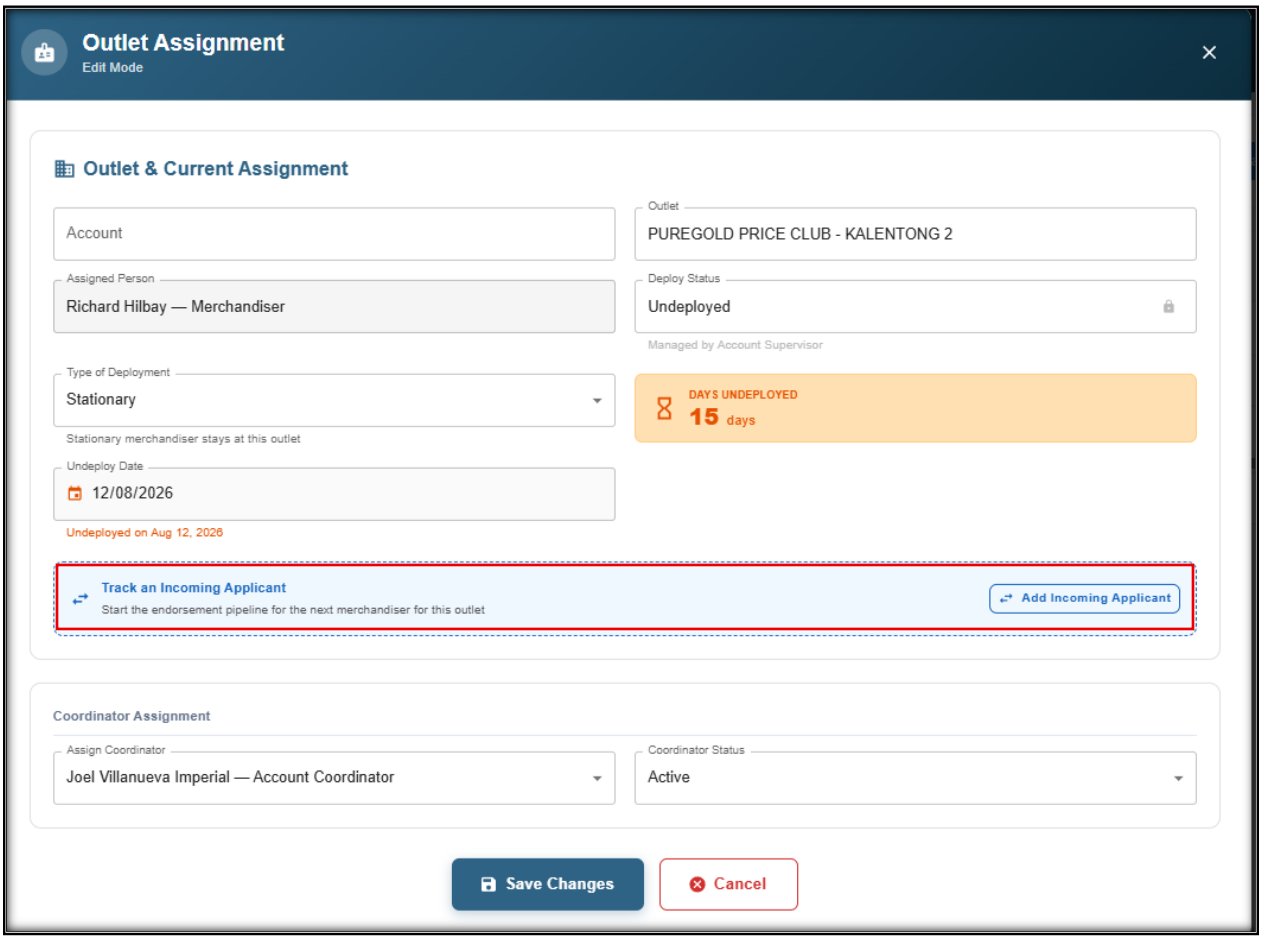
- The user will notice that the status on the outlet is Reliever Deployed.
- The user can confirm the reliever deployment was saved successfully, since the outlet now shows Richard Hilbay's status as Reliever Deployed.



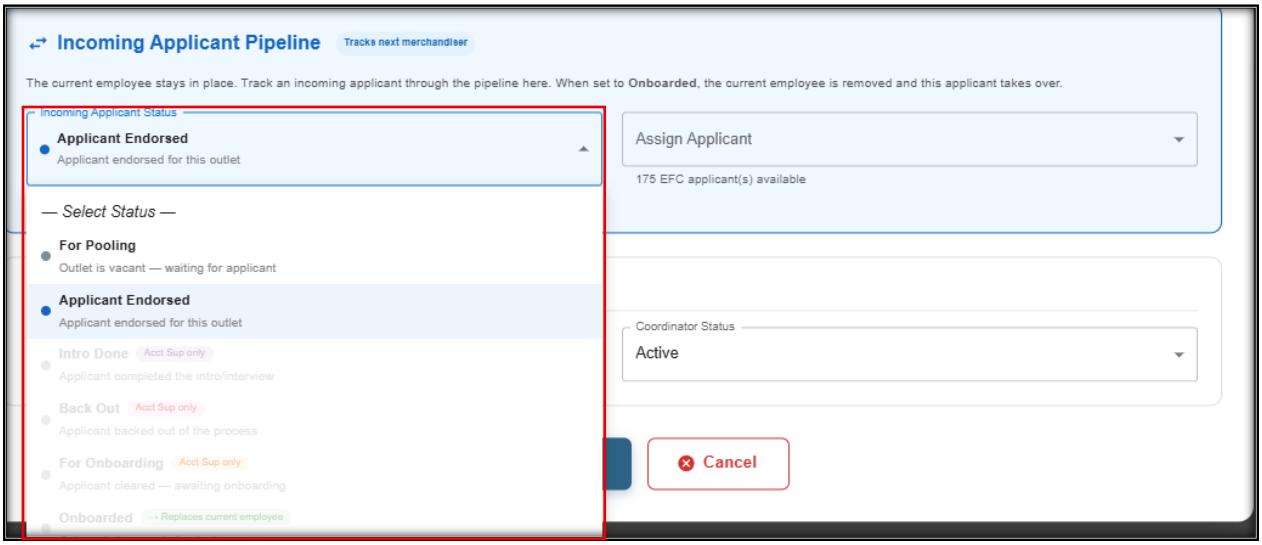
- If the user chooses undeploy on deploy status filter there will be new filter will pop up which is the undeploy date and days undeployed.
- **Undeploy Date**: The user can select the date on which the merchandiser was undeployed from the outlet.
- **Days Undeployed**: The user can see the number of days that have passed since the merchandiser was undeployed, calculated automatically by the system.

- The user can confirm the changes were saved successfully, since the outlet now shows Richard Hilbay's status as Undeployed with an undeploy date of Aug 12, 2026 and 15 days undeployed.

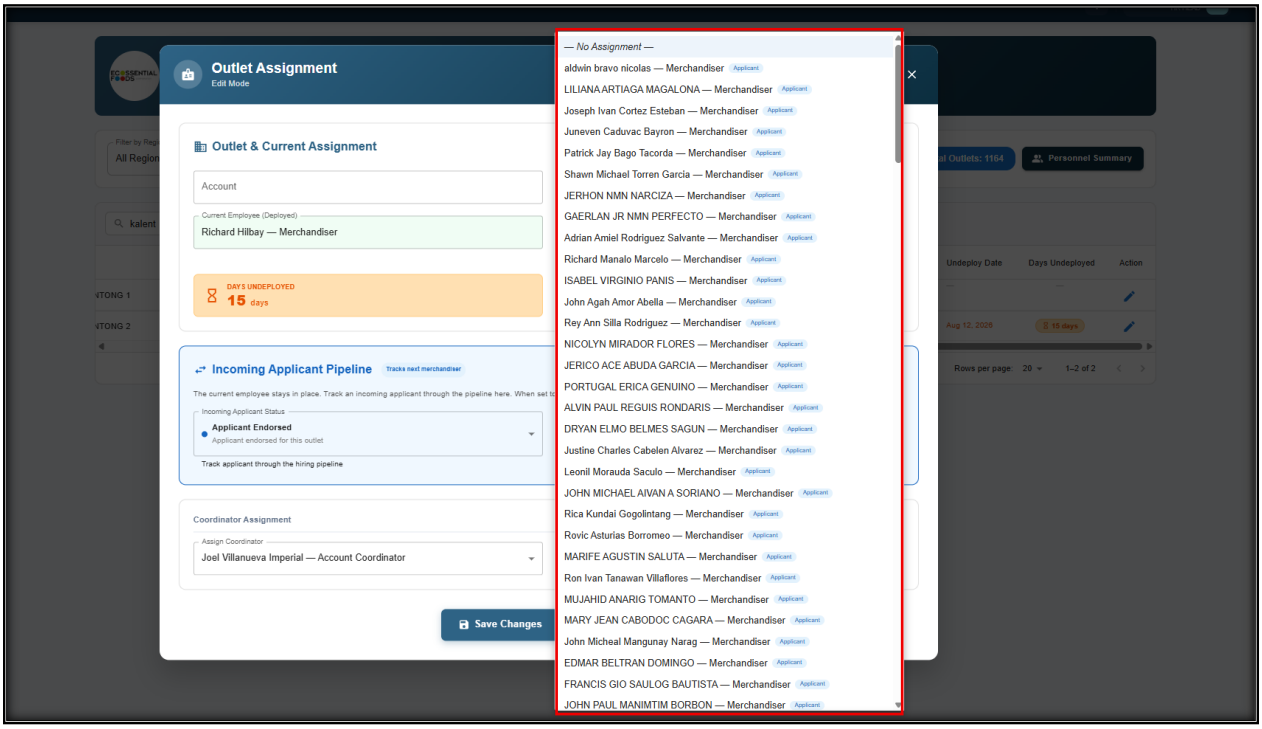
HR Role:



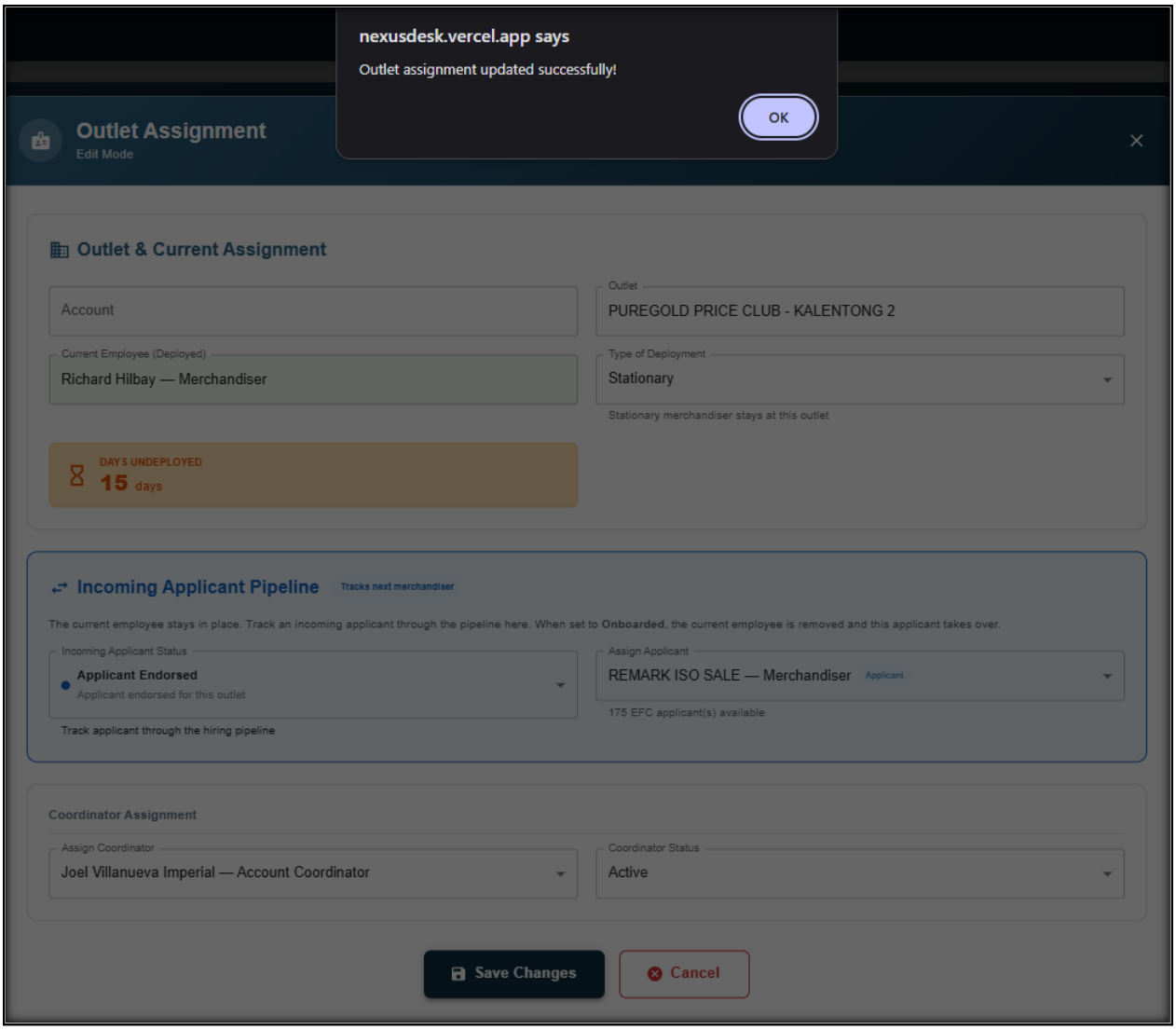
- Now Hr will see this when the account supervisor finishes the outlet



- The user can only select For Pooling or Applicant Endorsed from the list, since the remaining stages are restricted to the Account Supervisor role.

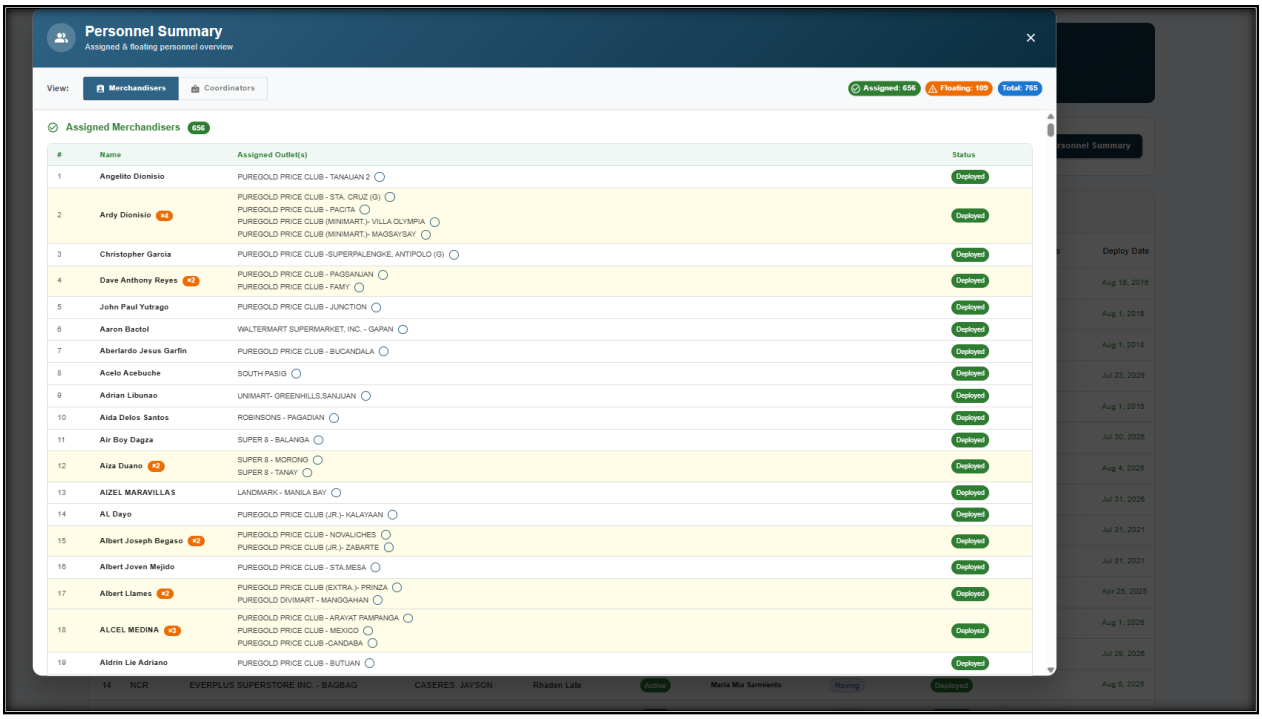


- The user can search for and select an applicant to endorse to this outlet from the list of available merchandiser applicants.

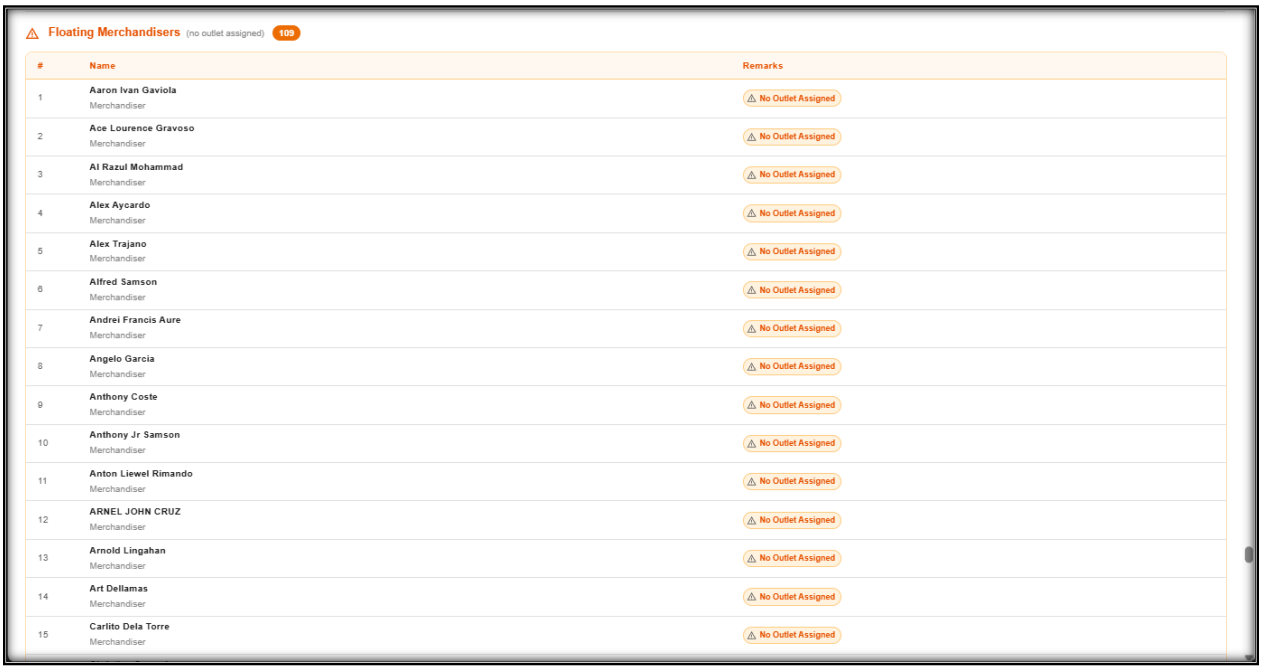


- After the user assigns the applicant, the user will notice a prompt confirming that the assignment was successful.

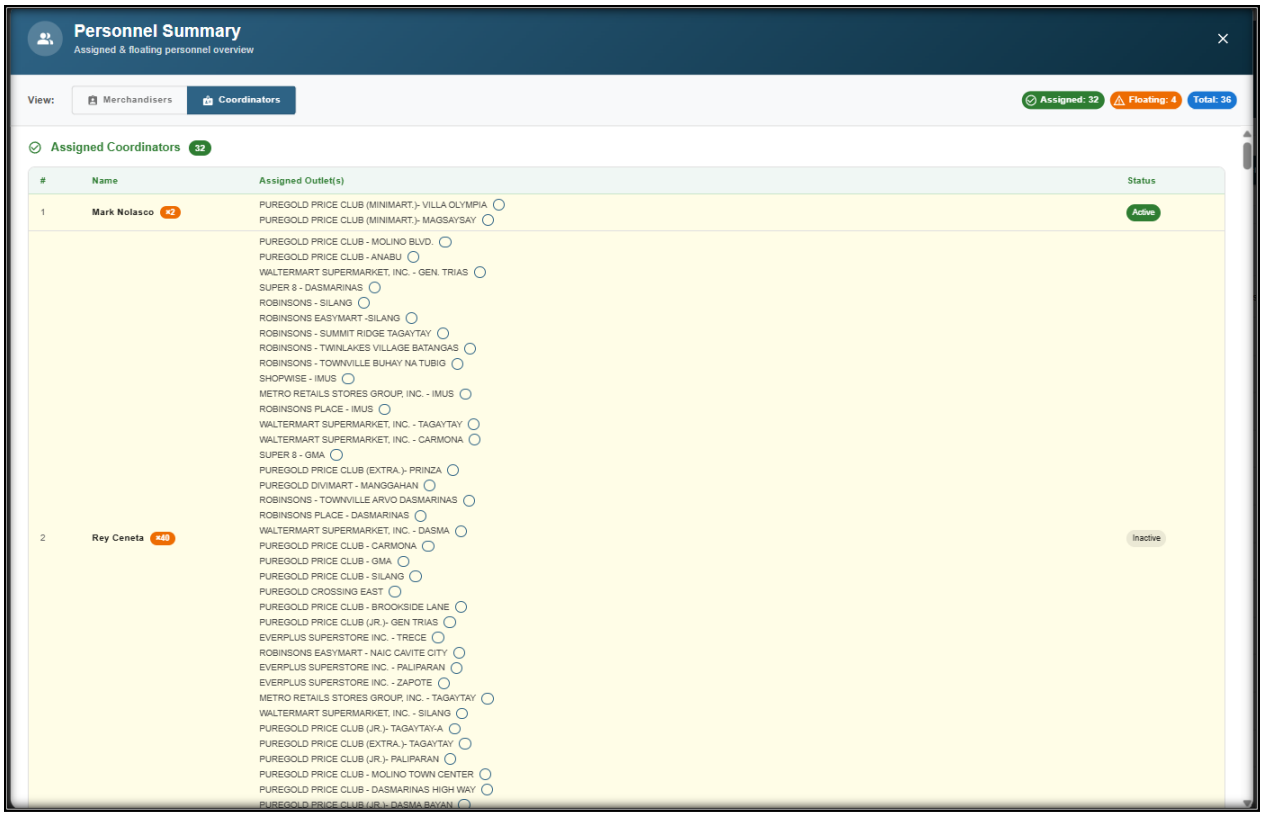
- The user can confirm the applicant was successfully endorsed, since the outlet row now shows Richard Hilbay with the Applicant Endorsed remark and status.



- The user can view a summary of all merchandisers and coordinators, showing each person's assigned outlet(s) and deployment status, along with the total counts of assigned, floating, and overall personnel.

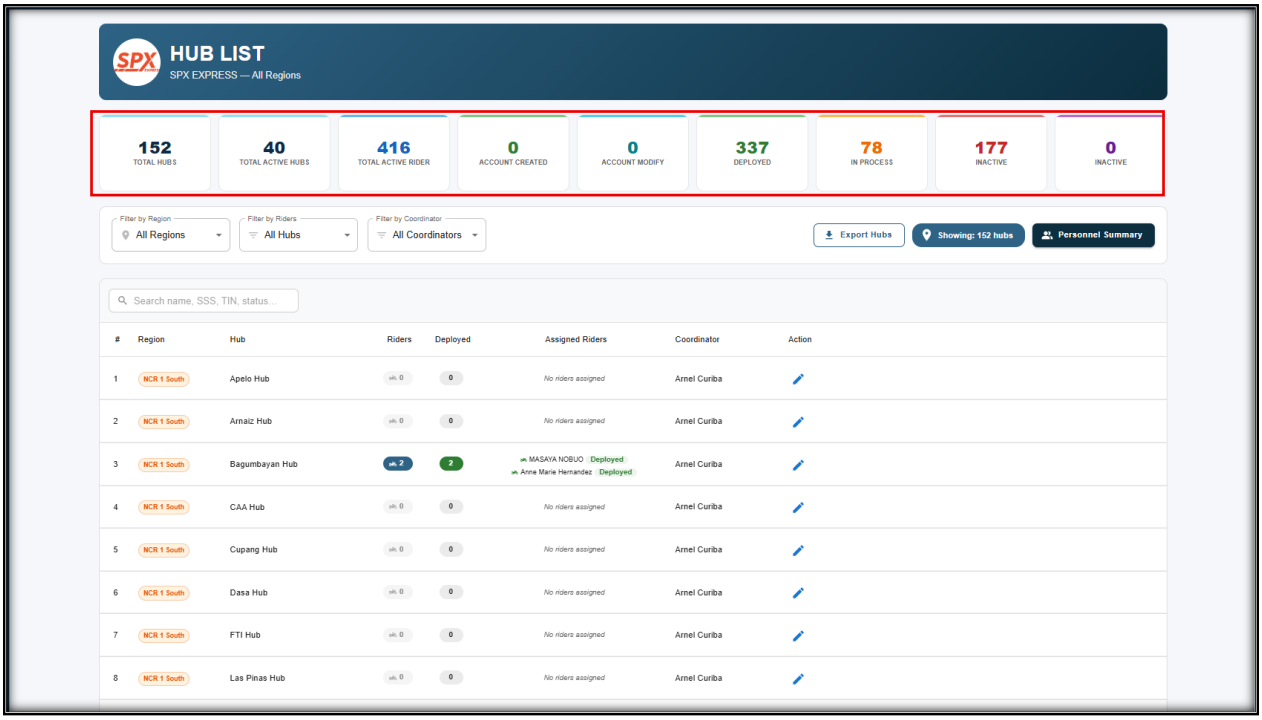


- The user can see the list of merchandisers who currently have no outlet assigned to them.



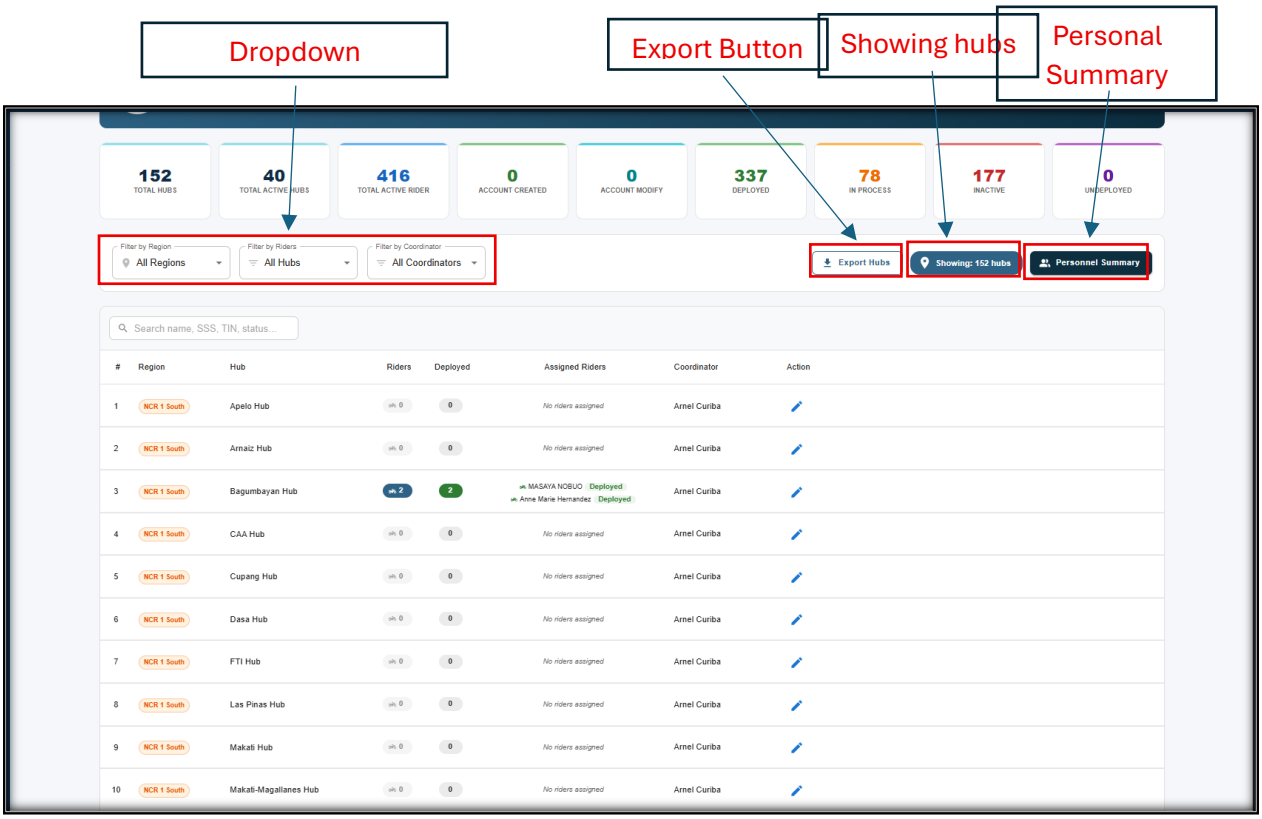
- The user can switch to the Coordinators view to see each coordinator's assigned outlets and current status, such as Active or Inactive.

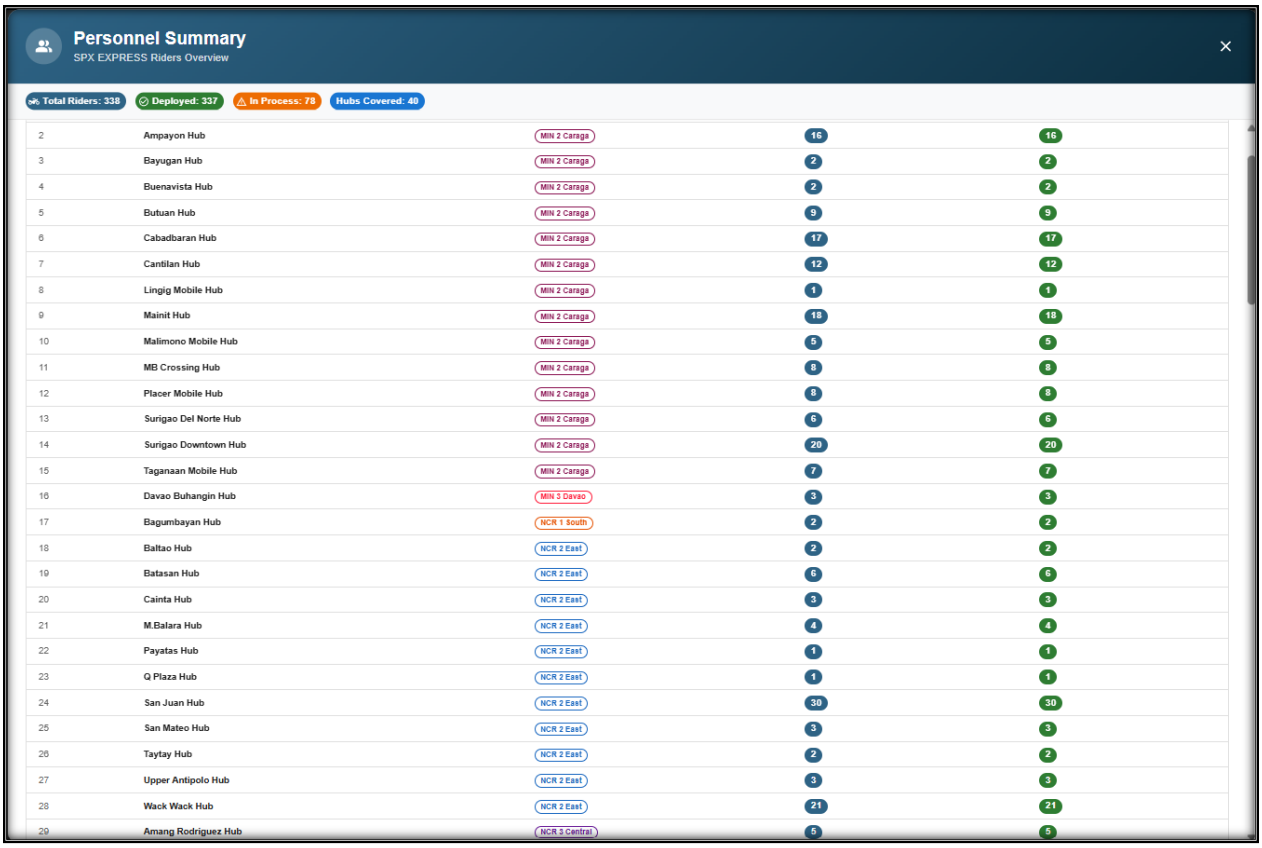
53. SPX Hubs



- **Total Hubs**: The user can see the total number of hubs recorded in the system.
- **Total Active Hubs**: The user can see how many of those hubs with riders that are currently active
- **Total Active Rider**: The user can see the total number of riders who are currently active.
- **Account Created**: The user can see how many new accounts have been created.
- **Account Modify**: The user can see how many existing accounts have been modified.
- **Deployed**: The user can see how many riders are currently deployed to a hub.
- **In Process**: The user can see how many riders are still being processed for deployment.
- **Inactive** (red): The user can see how many riders are currently marked as inactive.

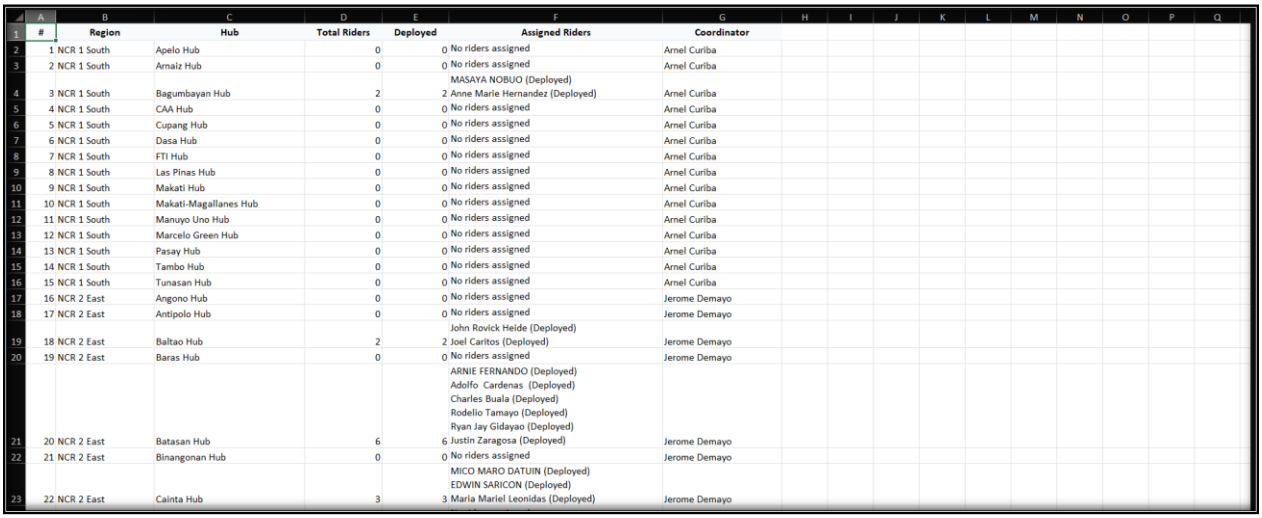
- **Undeployed -** The user can see how many riders are currently marked as undeployed





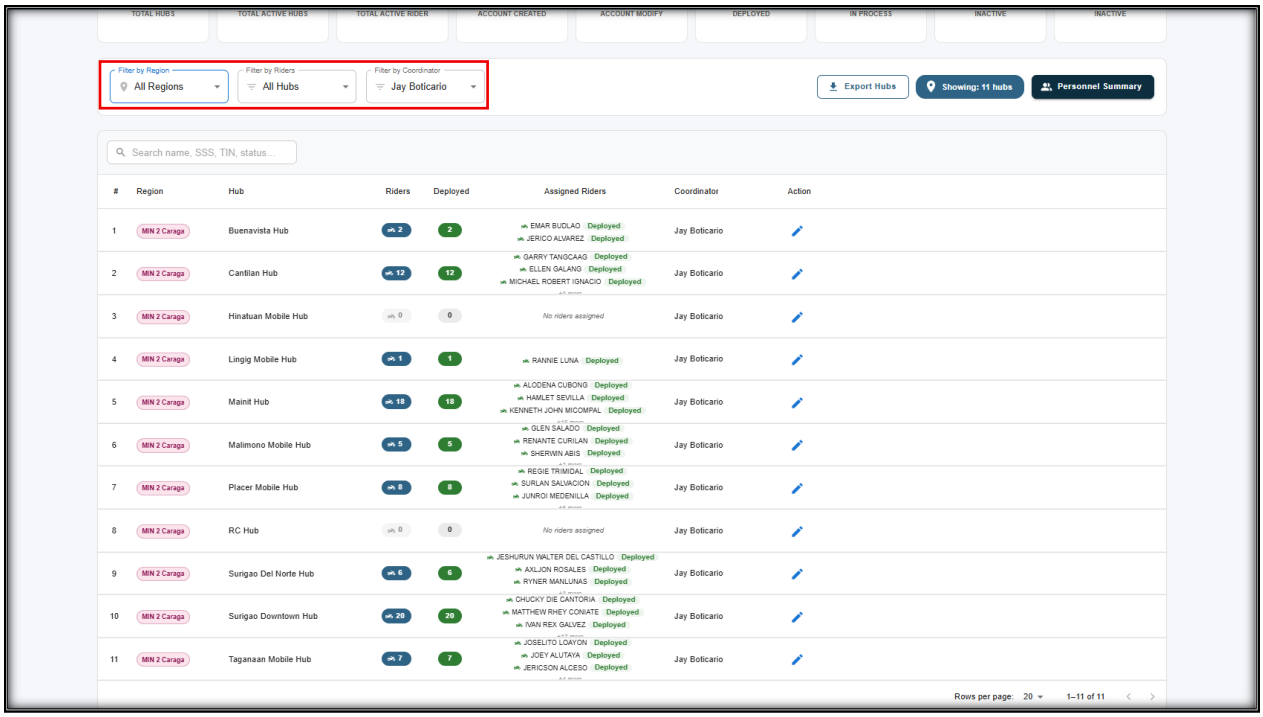
2	Ampayon Hub	MIN 2 Caraga	16	16
3	Bayugan Hub	MIN 2 Caraga	2	2
4	Buenavista Hub	MIN 2 Caraga	2	2
5	Butuan Hub	MIN 2 Caraga	9	9
6	Cabadbaran Hub	MIN 2 Caraga	17	17
7	Cantilan Hub	MIN 2 Caraga	12	12
8	Lingig Mobile Hub	MIN 2 Caraga	1	1
9	Mainit Hub	MIN 2 Caraga	18	18
10	Malimono Mobile Hub	MIN 2 Caraga	5	5
11	MB Crossing Hub	MIN 2 Caraga	8	8
12	Placer Mobile Hub	MIN 2 Caraga	8	8
13	Surigao Del Norte Hub	MIN 2 Caraga	6	6
14	Surigao Downtown Hub	MIN 2 Caraga	20	20
15	Taganaan Mobile Hub	MIN 2 Caraga	7	7
16	Davao Buhangin Hub	MIN 3 Davao	3	3
17	Bagumbayan Hub	NCR 1 South	2	2
18	Baltao Hub	NCR 2 East	2	2
19	Batasan Hub	NCR 2 East	6	6
20	Cainta Hub	NCR 2 East	3	3
21	M.Balara Hub	NCR 2 East	4	4
22	Payatas Hub	NCR 2 East	1	1
23	Q Plaza Hub	NCR 2 East	1	1
24	San Juan Hub	NCR 2 East	30	30
25	San Mateo Hub	NCR 2 East	3	3
26	Taytay Hub	NCR 2 East	2	2
27	Upper Antipolo Hub	NCR 2 East	3	3
28	Wack Wack Hub	NCR 2 East	21	21
29	Amang Rodriguez Hub	NCR 3 Central	5	5

- The user can view a summary of all riders assigned to each hub, along with their region and deployment count, and see the total counts of riders, deployed riders, in-process riders, and hubs covered across the network.

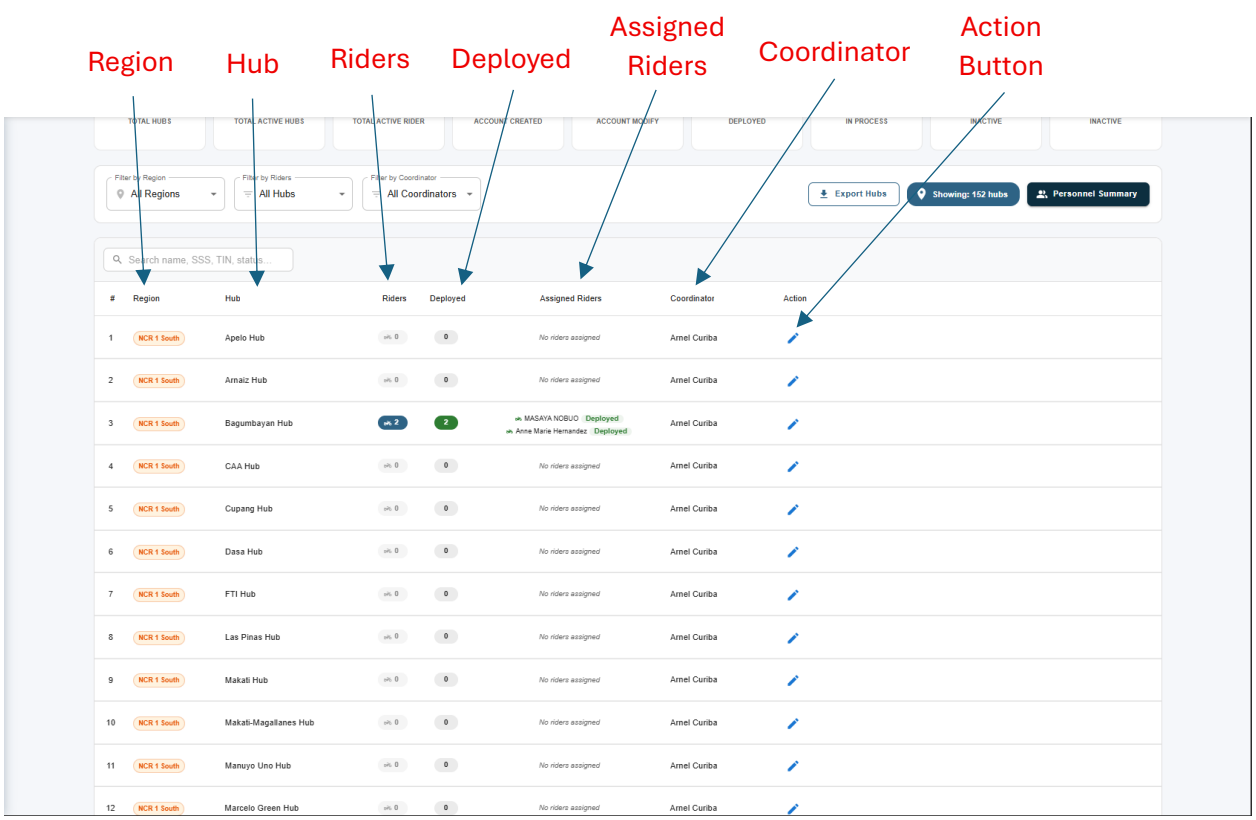


#	Region	Hub	Total Riders	Deployed	Assigned Riders	Coordinator
1	NCR 1 South	Apelo Hub	0	0	No riders assigned	Arnel Curiba
2	NCR 1 South	Arnaiz Hub	0	0	No riders assigned	Arnel Curiba
3	NCR 1 South	Bagumbayan Hub	2	2	MASAYA NOBUO (Deployed) Anne Marie Hernandez (Deployed)	Arnel Curiba
4	NCR 1 South	CAA Hub	0	0	No riders assigned	Arnel Curiba
5	NCR 1 South	Cupang Hub	0	0	No riders assigned	Arnel Curiba
6	NCR 1 South	Dasa Hub	0	0	No riders assigned	Arnel Curiba
7	NCR 1 South	FTI Hub	0	0	No riders assigned	Arnel Curiba
8	NCR 1 South	Las Pinas Hub	0	0	No riders assigned	Arnel Curiba
9	NCR 1 South	Makati Hub	0	0	No riders assigned	Arnel Curiba
10	NCR 1 South	Makati-Magallanes Hub	0	0	No riders assigned	Arnel Curiba
11	NCR 1 South	Manuyo Uno Hub	0	0	No riders assigned	Arnel Curiba
12	NCR 1 South	Marcelo Green Hub	0	0	No riders assigned	Arnel Curiba
13	NCR 1 South	Pasay Hub	0	0	No riders assigned	Arnel Curiba
14	NCR 1 South	Tambo Hub	0	0	No riders assigned	Arnel Curiba
15	NCR 1 South	Tunasan Hub	0	0	No riders assigned	Arnel Curiba
16	NCR 2 East	Angono Hub	0	0	No riders assigned	Jerome Demayo
17	NCR 2 East	Antipolo Hub	0	0	No riders assigned	Jerome Demayo
18	NCR 2 East	Baltao Hub	2	2	John Rovick Heide (Deployed) Joel Caritos (Deployed)	Jerome Demayo
19	NCR 2 East	Baras Hub	0	0	No riders assigned	Jerome Demayo
20	NCR 2 East	Batasan Hub	6	6	ARNIE FERNANDO (Deployed) Adolfo Cardenas (Deployed) Charles Buala (Deployed) Rodelio Tamayo (Deployed) Ryan Jay Gidayao (Deployed) Justin Zaragosa (Deployed)	Jerome Demayo
21	NCR 2 East	Binangonan Hub	0	0	No riders assigned	Jerome Demayo
22	NCR 2 East	Cainta Hub	3	3	MICO MARO DATUIN (Deployed) EDWIN SARICON (Deployed) Maria Mariel Leonidas (Deployed)	Jerome Demayo

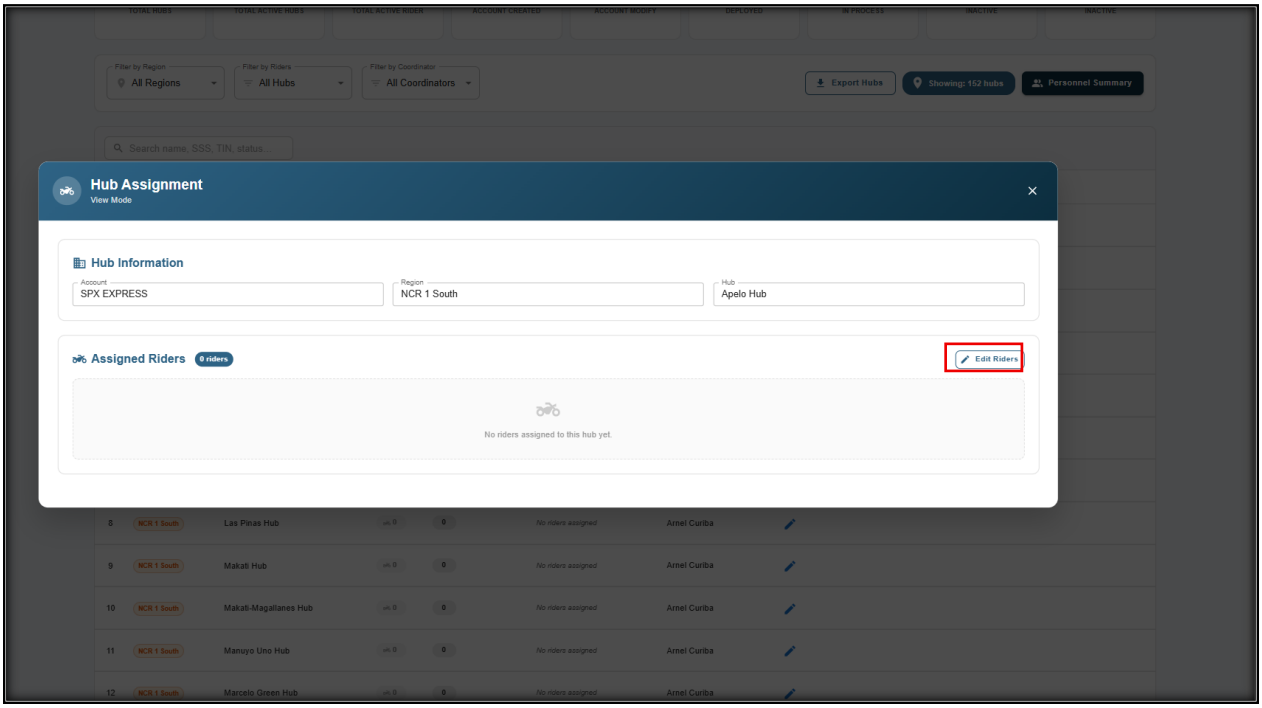
- If the user clicks the export button, it will automatically download an Excel file with all the SPX records.



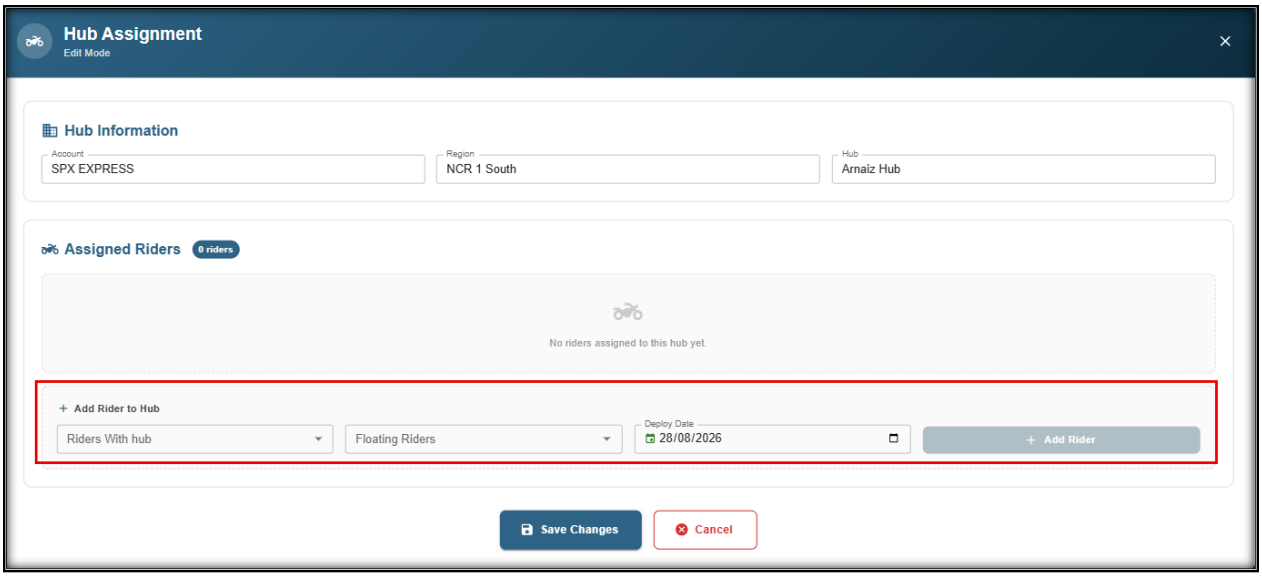
- The user can filter the hub list by region, riders, or coordinator, letting them narrow the table down to the hubs and riders handled by a specific coordinator or found within a specific region.



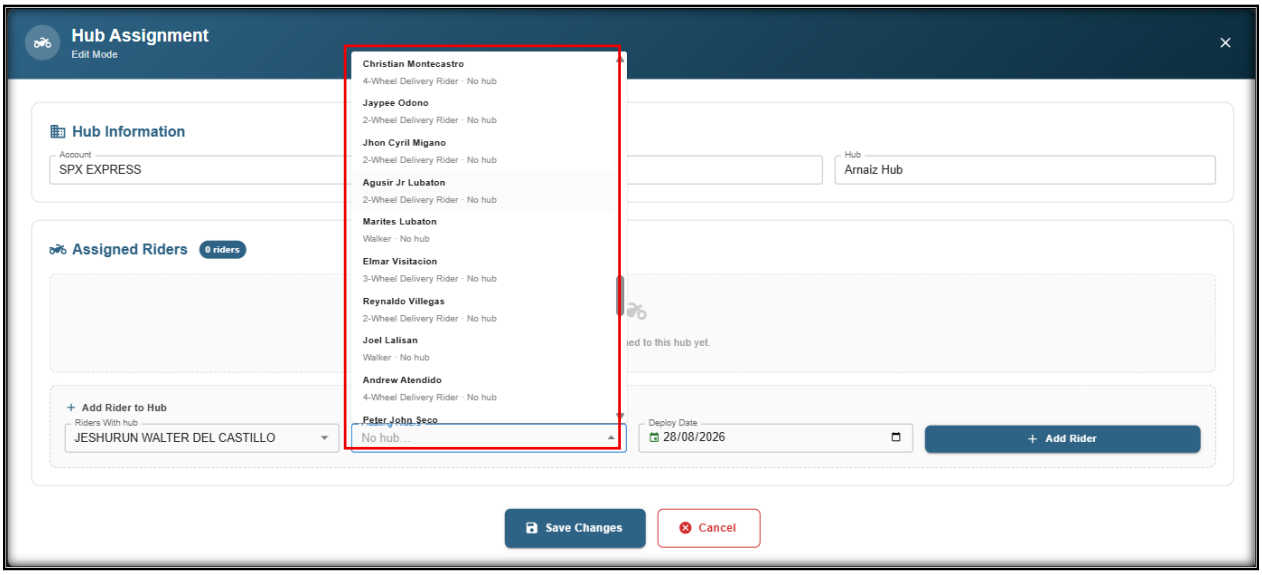
- **Region** - The user can see which region the hub belongs to.
- **Hub** - The user can see the name of the hub.
- **Riders** - The user can see the total number of riders assigned to that hub.
- **Deployed** - The user can see how many of those riders are currently deployed.
- **Assigned Riders**: The user can see the names of the specific riders assigned to that hub, along with their status.
- **Coordinator** - The user can see the name of the coordinator handling that hub.
- **Action Button** - The user can click this button to edit the hub's details.



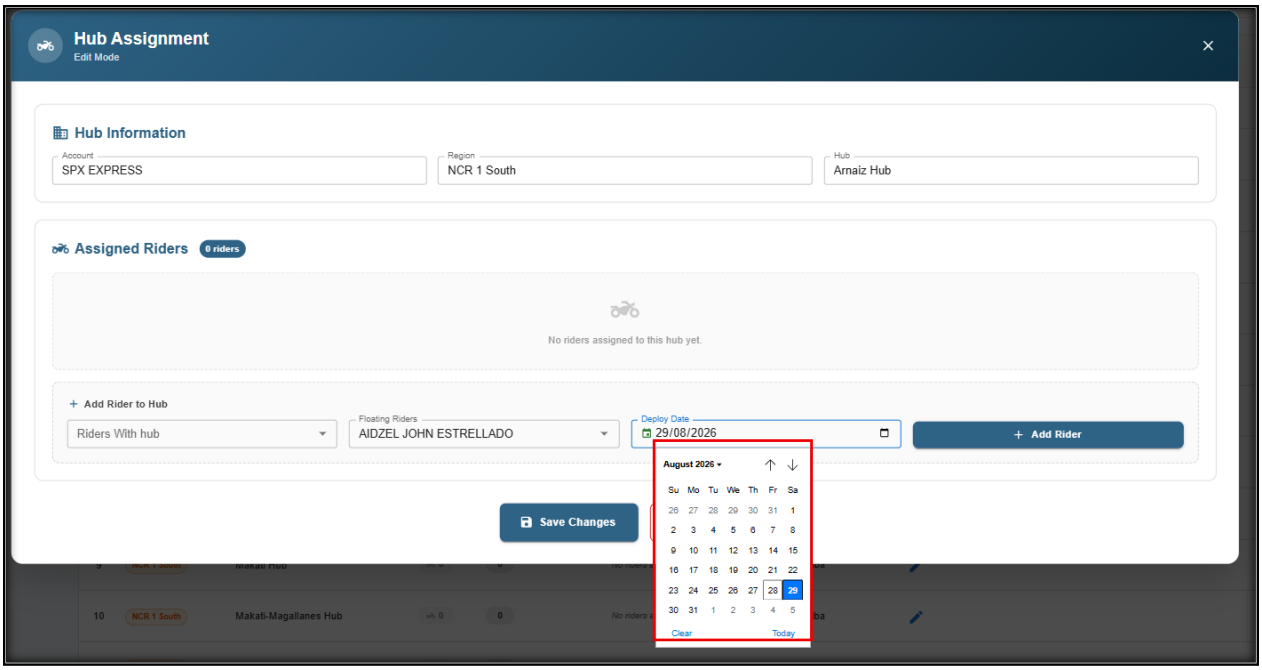
- The user can see the hub's account, region, and name, along with the list of riders currently assigned to that hub.



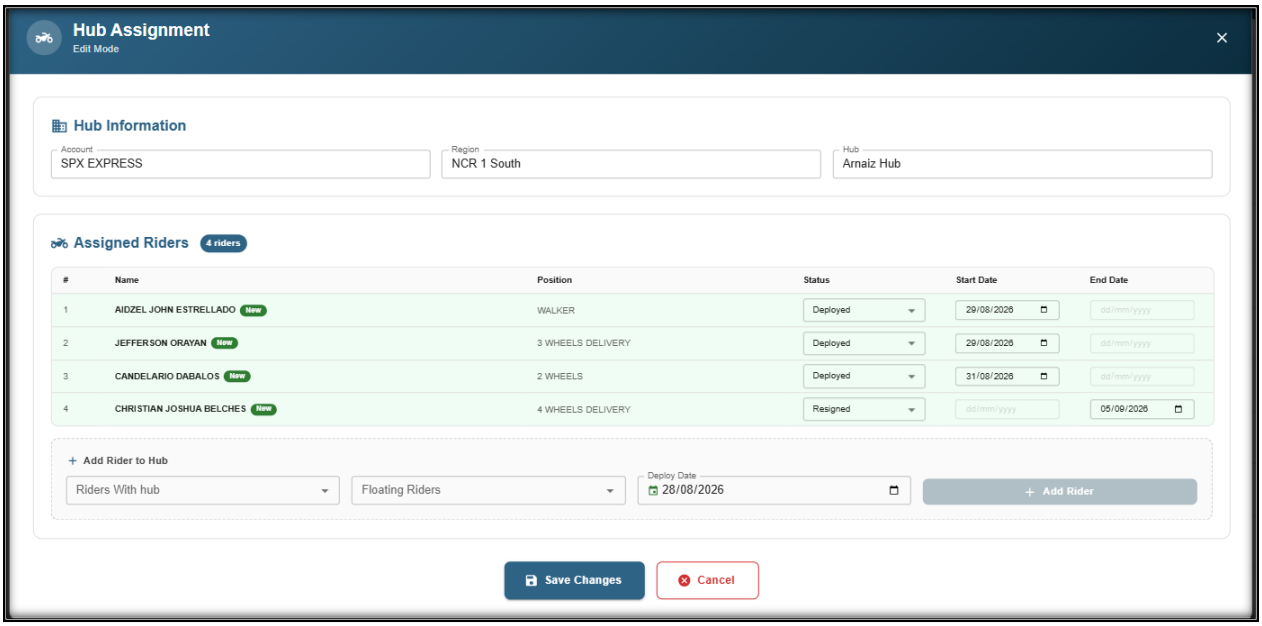
- If the user clicks Edit Riders, a new filter will appear for adding a rider to the hub.



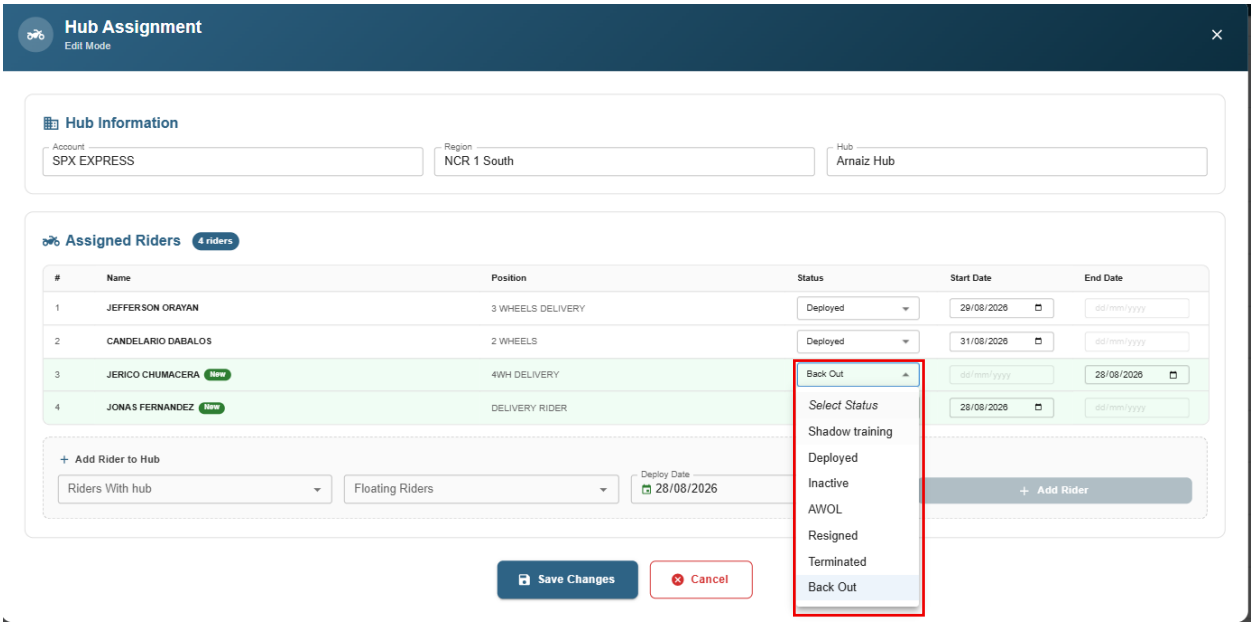
- The user can select a floating rider with no hub assigned to add to this hub, along with each rider's delivery type shown below their name.



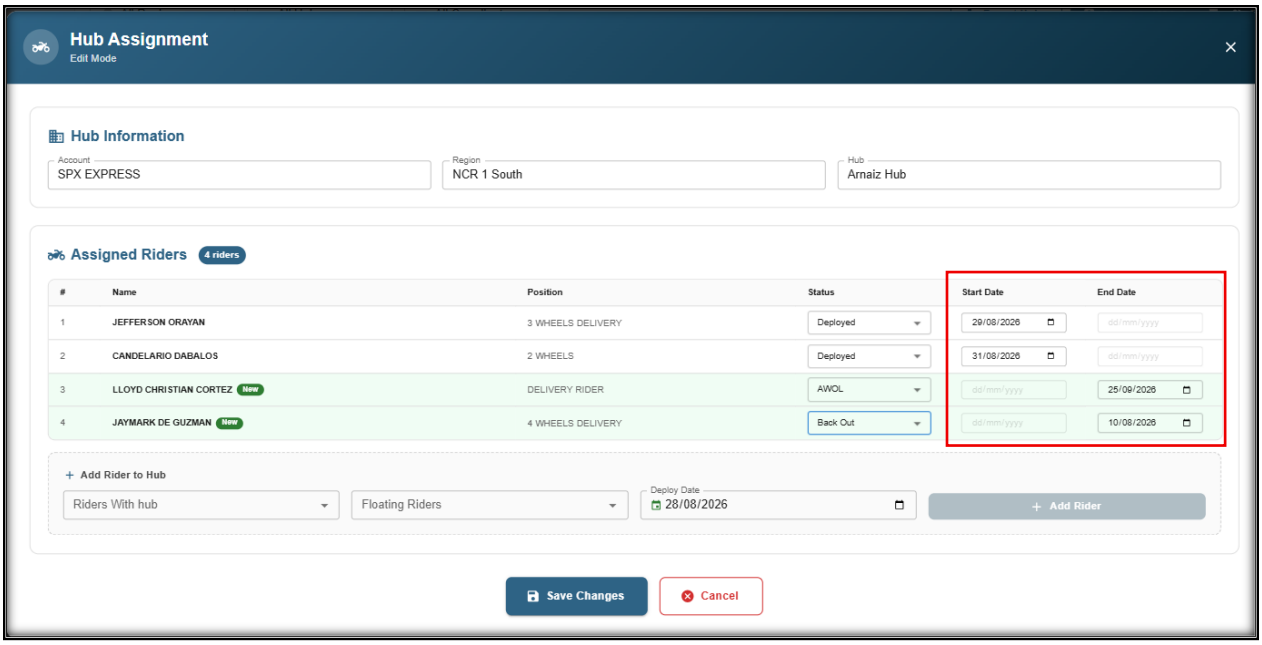
- The user can select the date on which the rider will be deployed to this hub.



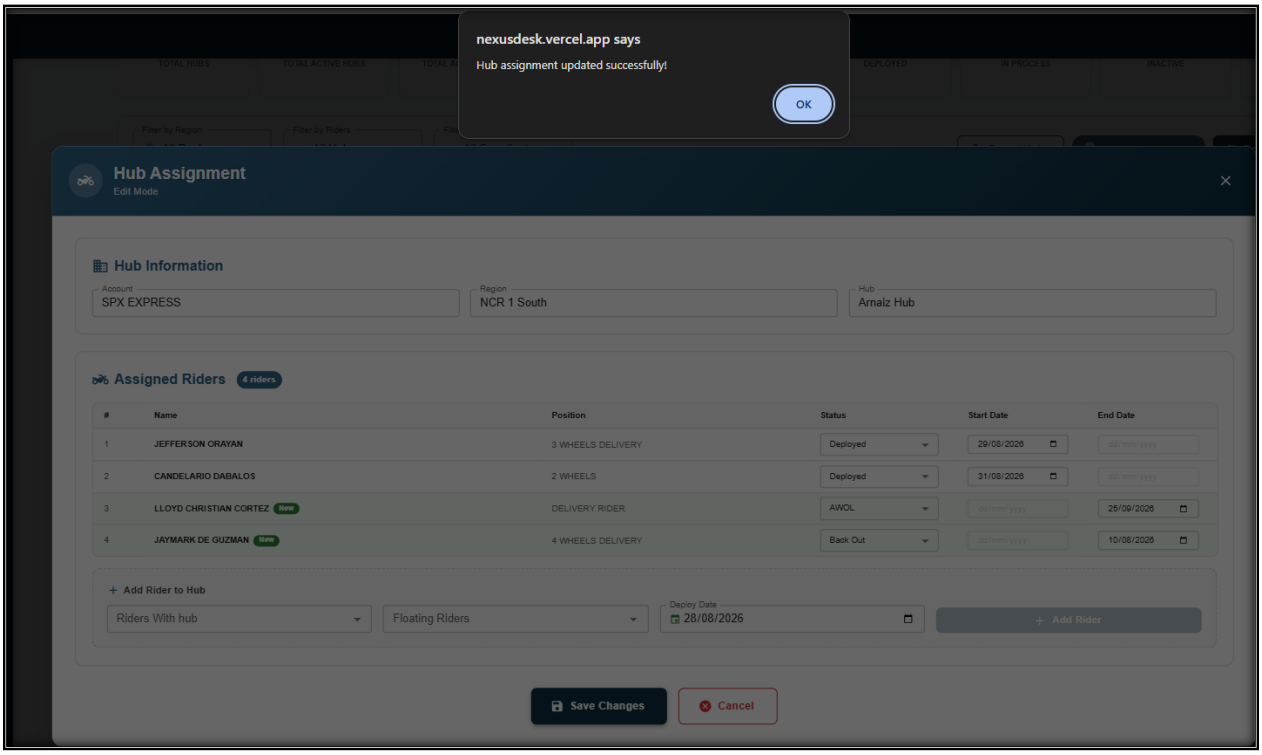
- After the user adds a rider, they will notice that the Assigned Riders list can hold multiple riders on that hub, each with their own position, status, start date, and end date.



- **Shadow Training**: The user can select Shadow Training to show that the rider is still learning by riding along with an experienced rider.
- **Deployed**: The user can select Deployed to show that the rider is actively working at the hub.
- **Inactive**: The user can select Inactive to show that the rider is not currently working but is still part of the roster.
- **AWOL**: The user can select AWOL to show that the rider stopped reporting for work without notice.
- **Resigned**: The user can select Resigned to show that the rider voluntarily left the company.
- **Terminated**: The user can select Terminated to show that the rider's employment was ended by the company.
- **Back Out**: The user can select Back Out to show that the rider withdrew from the assignment before starting.



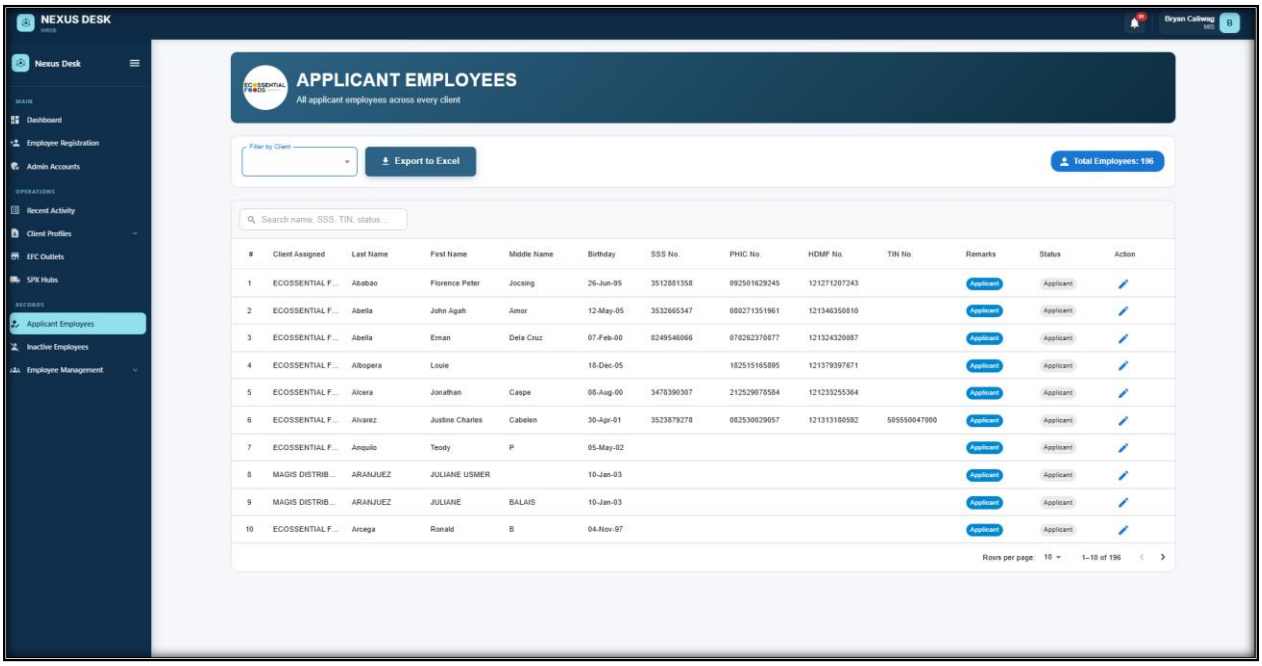
- **Start Date** - The user can see the date the rider started at the hub.
- **End Date** - The user can see the date the rider's assignment at the hub ended.



- After the user fills up all the needs and clicks Save Changes, they will notice a prompt confirming that the hub was successfully assigned.

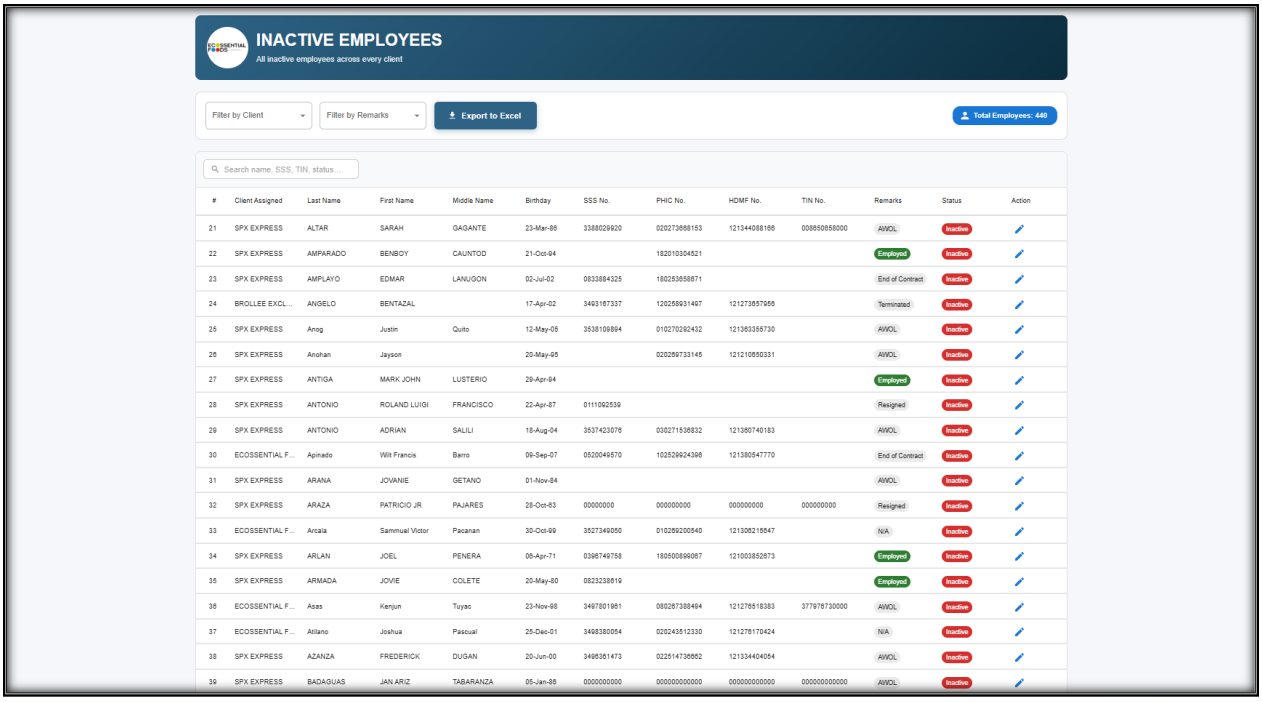
- The user can confirm the hub was updated successfully, since Arnaiz Hub now shows 2 deployed riders: Jefferson Orayan and Candelario Dabalos.

63. Applicant Employees



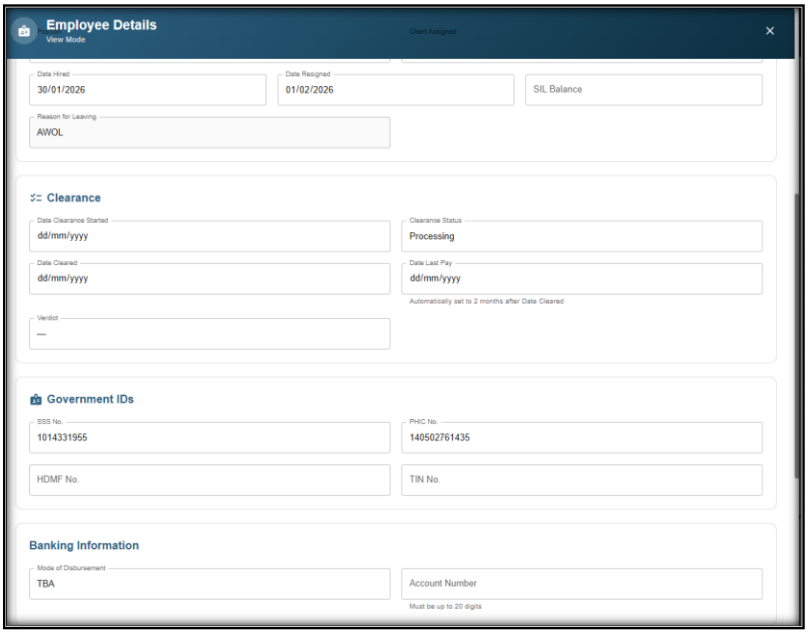
- The user can view the list of all applicant employees across every client, along with each person's personal details, application status, and remarks.

64. **Inactive Employee**



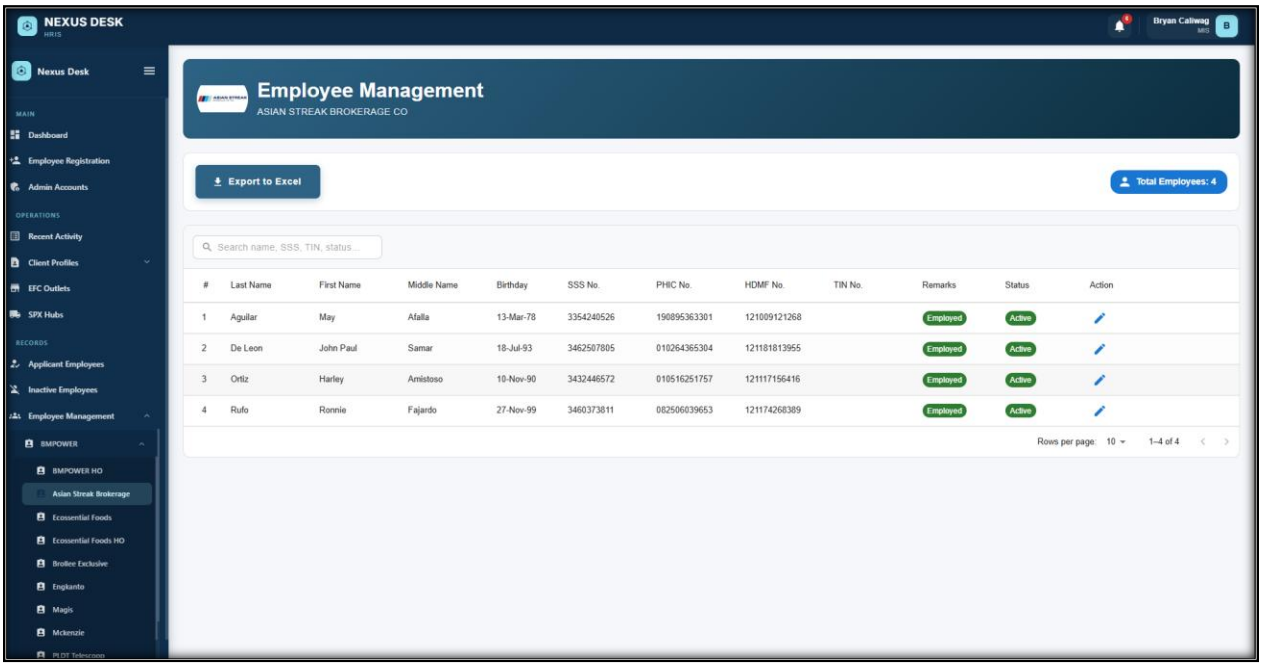
#	Client Assigned	Last Name	First Name	Middle Name	Birthday	SSS No.	PHIC No.	HDMF No.	TIN No.	Remarks	Status	Action
21	SPX EXPRESS	ALTAR	SARAH	GAGANTE	23-Mar-86	3388029920	020273668153	121344088166	008650658000	AWOL	Inactive	
22	SPX EXPRESS	AMPARADO	BENBOY	CAUNTOD	21-Oct-94		182010304521			Employed	Inactive	
23	SPX EXPRESS	AMPLAYO	EDMAR	LANUGON	02-Jul-02	0833884325	180253658671			End of Contract	Inactive	
24	BROLLEE EXCL...	ANGELO	BENTAZAL		17-Apr-02	3493167337	120256931497	121273657956		Terminated	Inactive	
25	SPX EXPRESS	Anog	Justin	Quito	12-May-05	3538109884	010270292432	121363355730		AWOL	Inactive	
26	SPX EXPRESS	Anohan	Jayson		20-May-95		020269733145	121210650331		AWOL	Inactive	
27	SPX EXPRESS	ANTIGA	MARK JOHN	LUSTERIO	29-Apr-94					Employed	Inactive	
28	SPX EXPRESS	ANTONIO	ROLAND LUIGI	FRANCISCO	22-Apr-87	0111092539				Resigned	Inactive	
29	SPX EXPRESS	ANTONIO	ADRIAN	SALILI	18-Aug-04	3537423076	030271536832	121360740183		AWOL	Inactive	
30	ECOSSENTIAL F...	Apinado	Wilt Francis	Barro	09-Sep-07	0520049570	102529924398	121380547770		End of Contract	Inactive	
31	SPX EXPRESS	ARANA	JOVANIE	GETANO	01-Nov-84					AWOL	Inactive	
32	SPX EXPRESS	ARAZA	PATRICIO JR	PAJARES	28-Oct-83	00000000	000000000	000000000	000000000	Resigned	Inactive	
33	ECOSSENTIAL F...	Arcala	Sammuel Victor	Pacanan	30-Oct-99	3527349050	010269200540	121306215647		N/A	Inactive	
34	SPX EXPRESS	ARLAN	JOEL	PENERA	06-Apr-71	0396749758	180500899067	121003852673		Employed	Inactive	
35	SPX EXPRESS	ARMADA	JOVIE	COLETE	20-May-80	0823238819				Employed	Inactive	
36	ECOSSENTIAL F...	Asas	Kenjun	Tuyac	23-Nov-98	3497801961	080267388494	121276518383	377978730000	AWOL	Inactive	
37	ECOSSENTIAL F...	Atilano	Joshua	Pascual	25-Dec-01	3498380054	020243512330	121276170424		N/A	Inactive	
38	SPX EXPRESS	AZANZA	FREDERICK	DUGAN	20-Jun-00	3496361473	022514736662	121334404054		AWOL	Inactive	
39	SPX EXPRESS	BADAGUAS	JAN ARIZ	TABARANZA	05-Jan-86	0000000000	000000000000	000000000000	000000000000	AWOL	Inactive	

- The user can view the list of all employees marked as inactive across every client, along with the reason for their status and each person's personal details.

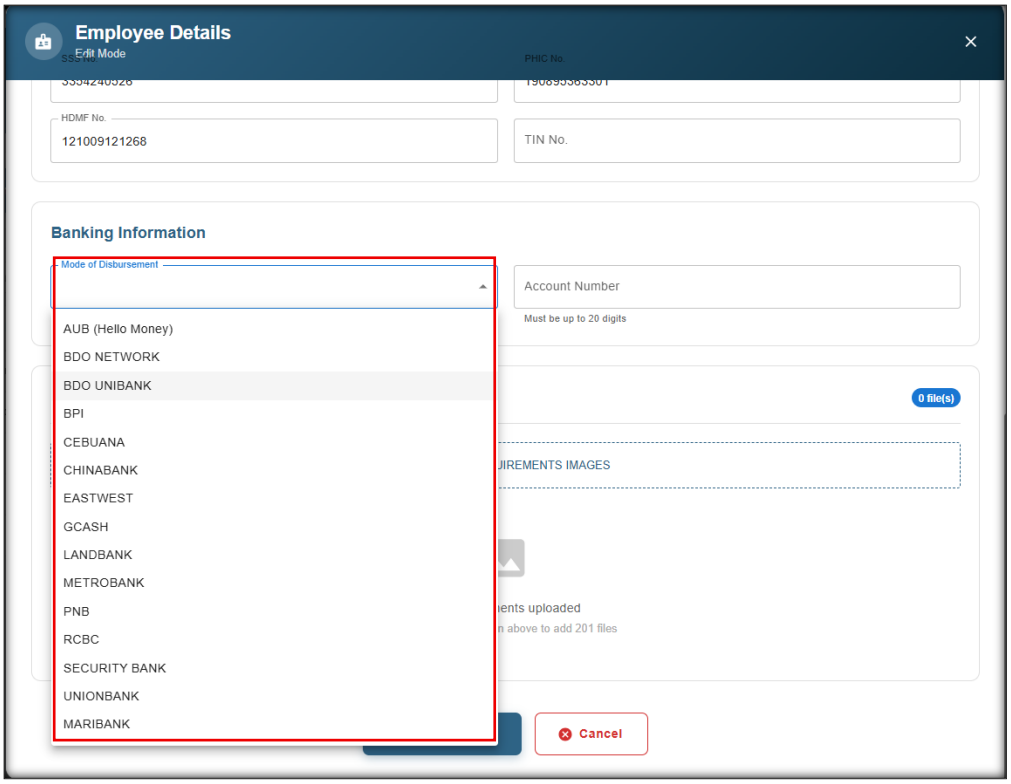


- The user can view the full details of an inactive employee's record, including their employment dates, clearance status, government ID numbers, and banking information.

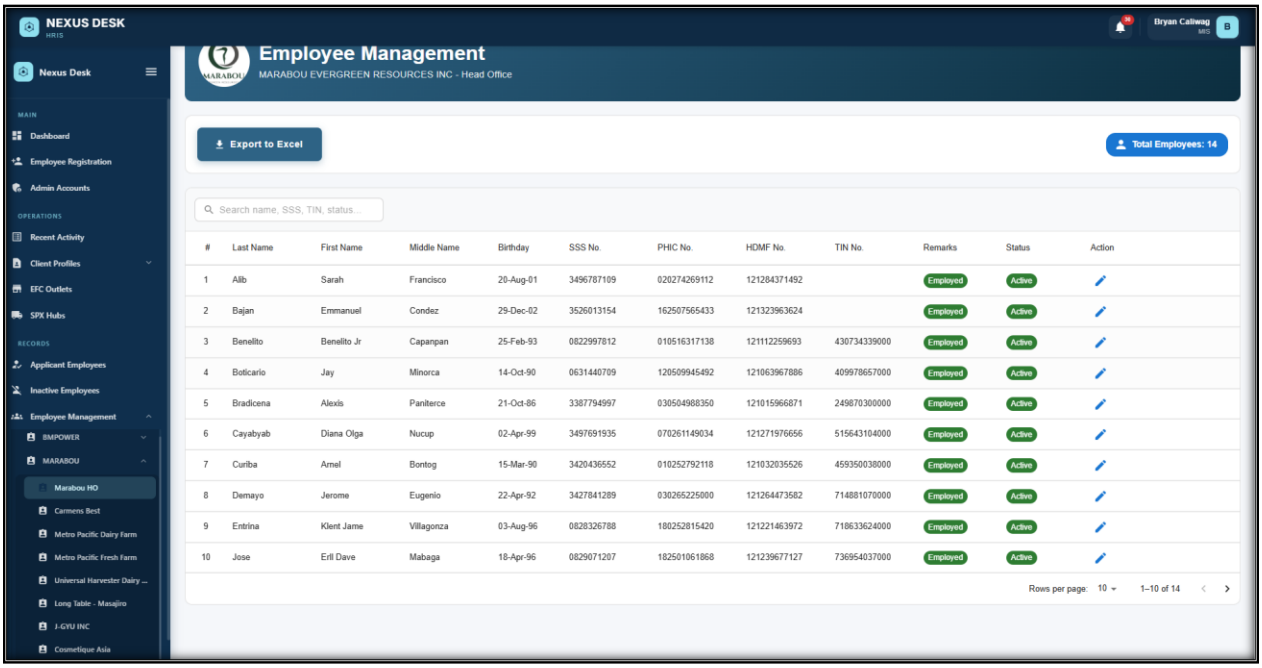
65. **Employee Management**



- The user can view the list of currently active employees for a specific client, selected from the client list on the left side.



- If the user clicks the action button and goes to Banking Information, they will notice the filter, and when they click it, they will notice every bank's details.



- The user can see the employee records specifically filed under Marabou Evergreen Resources Inc., including each person's personal details and current employment status.