



# Pulse

## User Manual

A step-by-step guide to your Pulse workspace

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Never Miss a Beat.

# Welcome to Pulse

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Pulse is your company workspace for news, memos, events, notifications and your personal profile, all in one place. This manual walks you through Pulse from your very first login to customizing your settings and logging out.

## How to use this manual

The manual follows the same order you will experience Pulse for the first time. Every section includes a screenshot, a short description of the screen, and the exact actions to take.

The red numbered markers on each screenshot match the **Step** numbers in the text, so you can find the right button quickly.

## What you will learn

- Signing in to Pulse
- Setting up your profile and photo
- Completing the guided tour of your home page
- Contacting support and sending feedback
- Customizing your profile, security, visibility and notifications
- Logging out safely

**TIP** Keep this manual handy during your first week. You can restart the guided tour at any time from your settings.

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## CHAPTER 1

# 1. Signing In

Everything in Pulse starts at the sign-in page. This chapter shows you how to log into your workspace for the first time and on every visit afterwards.

### STEPS 1 - 3

## Log in to Pulse

The sign-in page is the first screen you will see. Pulse greets you with the tagline "Never Miss a Beat" and a login form on the left side of the page. Use the work email and password given to you by your administrator.

The screenshot shows the Pulse sign-in interface. On the left, there is a login form with three numbered steps: 1. Email address field with the placeholder 'Enter your email' and an annotation 'Enter your email'. 2. Password field with the placeholder 'Enter your password' and an eye icon, with an annotation 'Enter your password'. 3. A red 'Sign In' button with an arrow, with an annotation 'Click to login'. Below the form, a note states: 'If your email is not registered in the system, please submit a request through the [IT Helpdesk](#) for assistance.' On the right, there is a preview of the Pulse dashboard with various widgets: 'HR Group' with a photo and '2h ago', 'Webinar', 'Poll', 'Events', 'SPORTSEFFCT CHAMPIONSHIP' with a basketball icon and 'Live', and a profile card for 'Atty. Bodjie Tobillo, President - CNT Group of Companies'. The bottom right corner features the text 'The Heartbeat of CNT'.

### WHAT TO DO

- **Step 1 - Enter your email.** Click the *Email address* field and type your work email.
- **Step 2 - Enter your password.** Click the *Password* field and type your password. Use the eye icon at the end of the field to show or hide what you type.
- **Step 3 - Click Sign in.** Press the red *Sign in* button to enter Pulse.

**TIP** If you cannot sign in, double-check your email for typos and make sure Caps Lock is off. If the problem continues, contact your administrator or IT support.

## CHAPTER 2

# 2. Setting Up Your Workspace

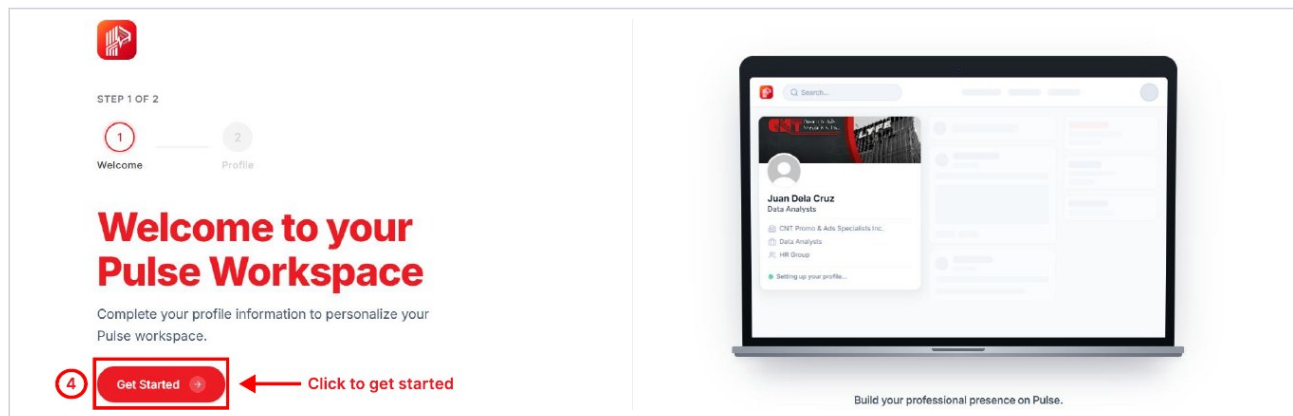
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The first time you log in, Pulse walks you through a short two-part setup: a welcome screen and a profile photo. It only takes a minute and helps colleagues recognize you.

### STEP 4

## Welcome to your Pulse Workspace

This welcome screen is **Step 1 of 2** in your setup. It explains that you will complete your profile information to personalize your Pulse workspace. A preview of the finished workspace is shown on the right.



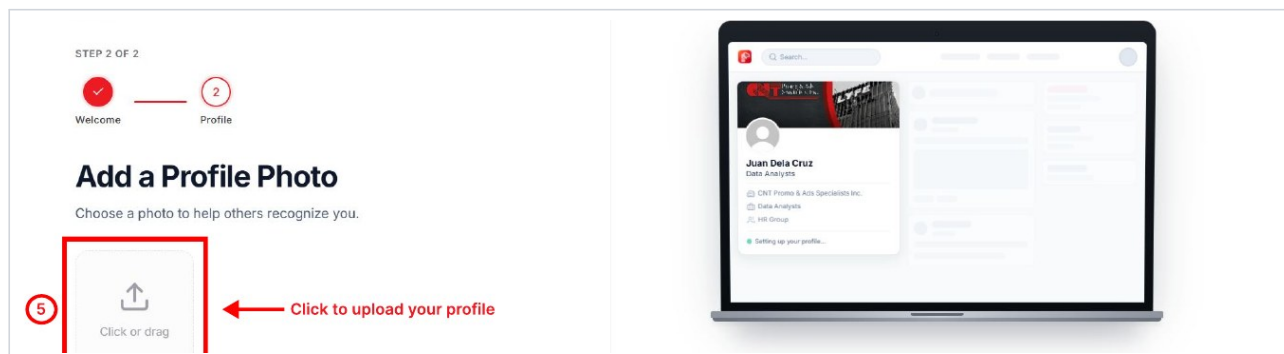
### WHAT TO DO

- **Step 4 - Click Get started.** Press the red *Get Started* button to move on to the profile photo step.

## STEP 5

### Add a Profile Photo

This is **Step 2 of 2**. Choose a photo to help others recognize you. A live preview on the right shows how your profile will look to your coworkers.



## WHAT TO DO

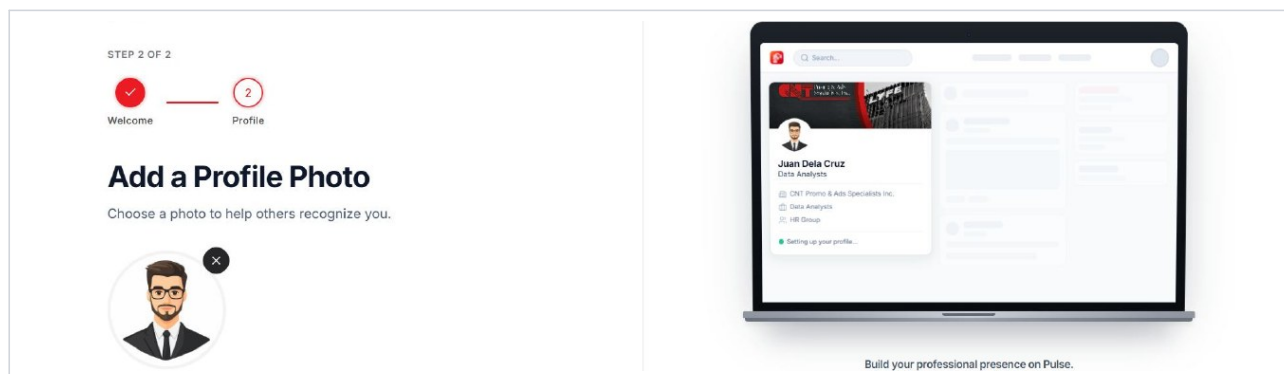
- **Step 5 - Click to upload your profile.** Click the upload box on the left, then choose a photo from your computer.

**TIP** Choose a clear, front-facing photo with good lighting. A simple background works best.

## STEP 6

### Complete Your Setup

After you upload a photo it appears in the upload area and in the live preview on the right, so you can confirm you are happy with it.



## WHAT TO DO

- **Step 6 - Click Complete setup.** Press the red button at the bottom to finish. Use *Back* if you want to return to the previous screen.

## CHAPTER 3

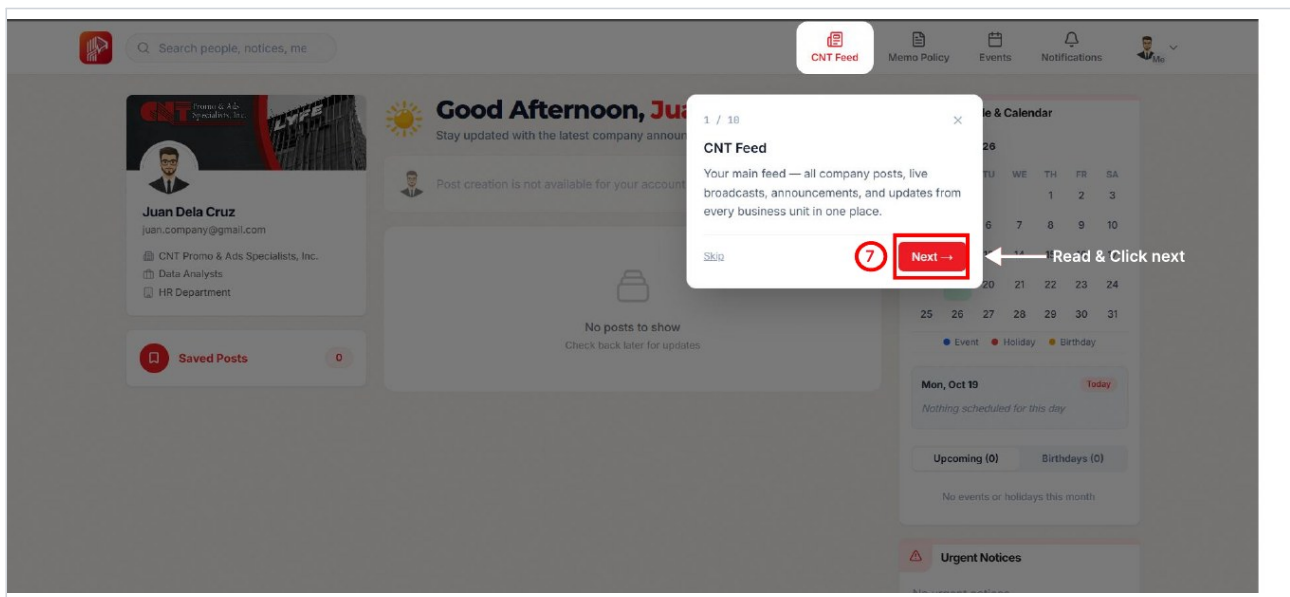
# 3. Your Guided Tour

Once setup is complete, Pulse opens your home page and starts an interactive tour. Each tour card highlights one part of the page and explains what it does. On every card, read the message, then click **Next**.

### STEP 7

## CNT Feed

Your **CNT Feed** is your daily news stream. It shows company-wide posts, broadcasts and updates so you always know what is happening.



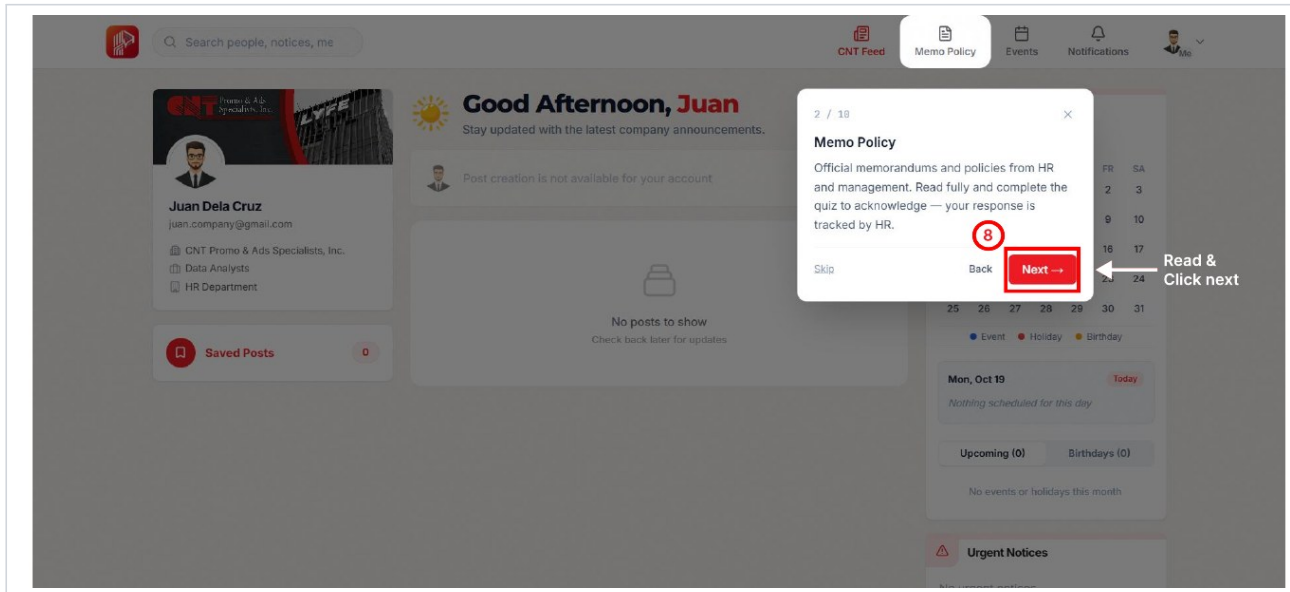
### WHAT TO DO

- Step 7 - Read and click Next.

## STEP 8

# Memo Policy

**Memo Policy** gives you access to official memorandums and policies from HR and management, so important company guidance is always one click away.



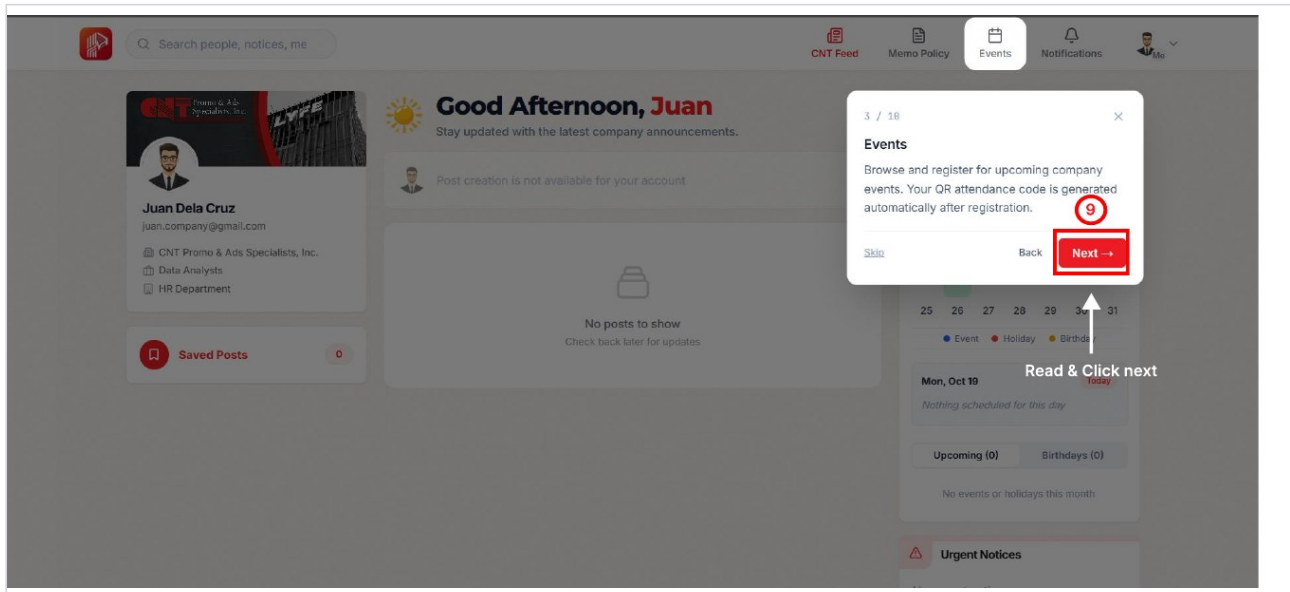
## WHAT TO DO

- Step 8 - Read and click Next.

## STEP 9

# Events

**Events** lets you browse and register for upcoming company events. Events you sign up for are added to your own calendar automatically.



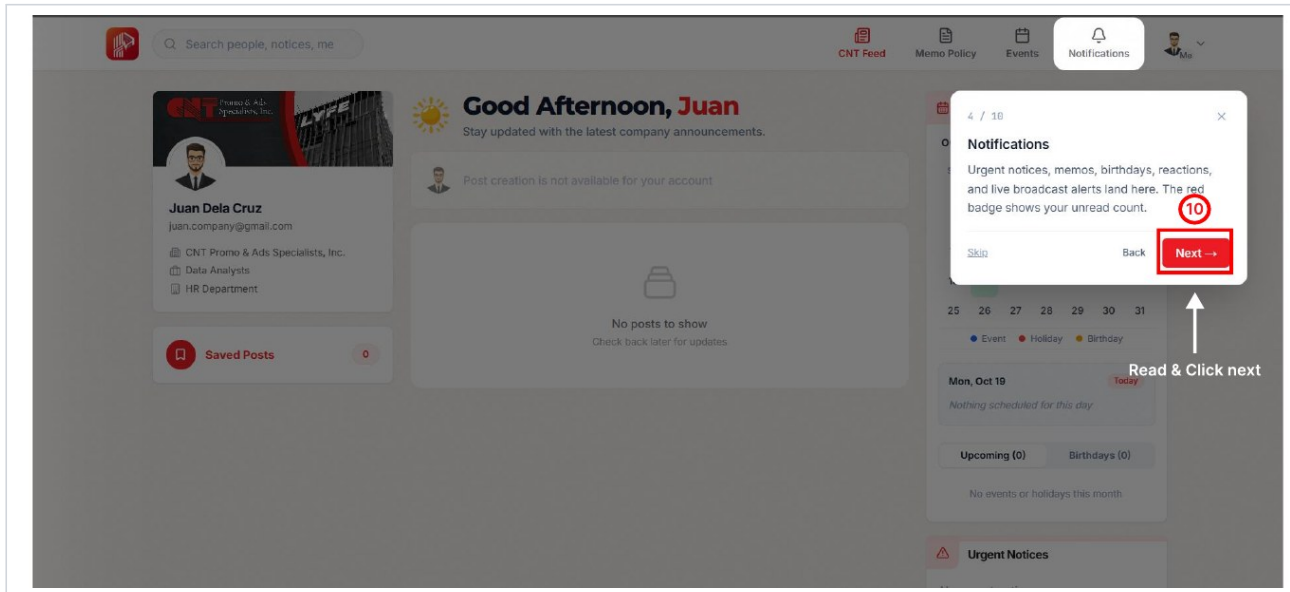
## WHAT TO DO

- Step 9 - Read and click Next.

## STEP 10

# Notifications

The **Notifications** icon collects urgent notices, events, birthdays and reminders in one place, so nothing important slips by.



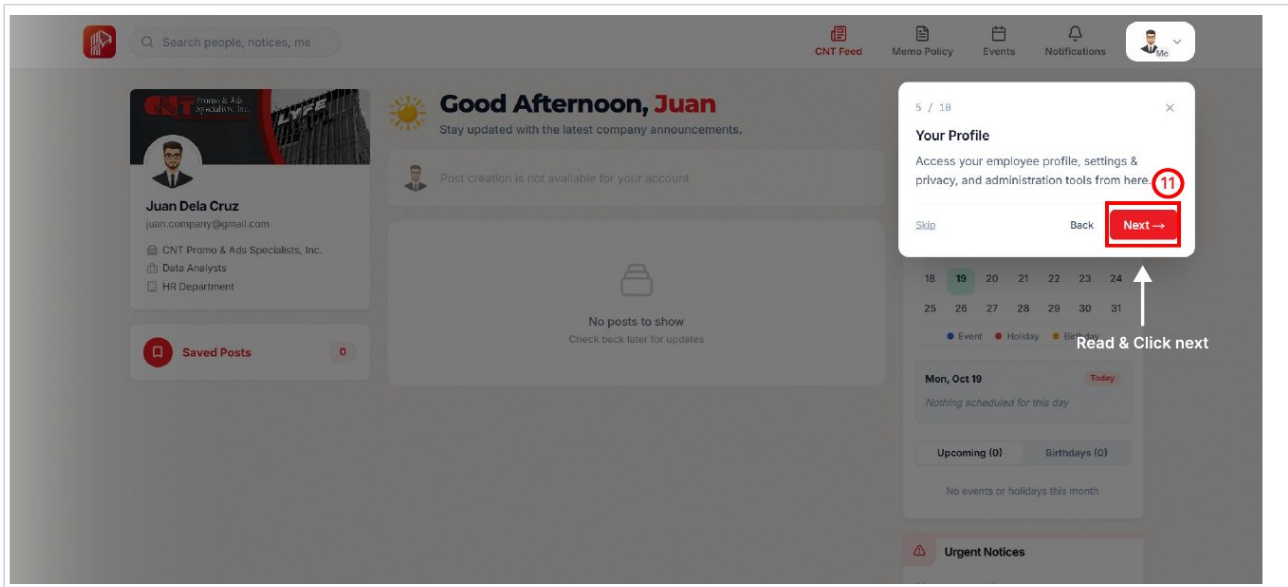
## WHAT TO DO

- Step 10 - Read and click Next.

## STEP 11

# Your Profile

Your profile icon opens a menu where you can view your profile, change settings and privacy options, and manage your account.



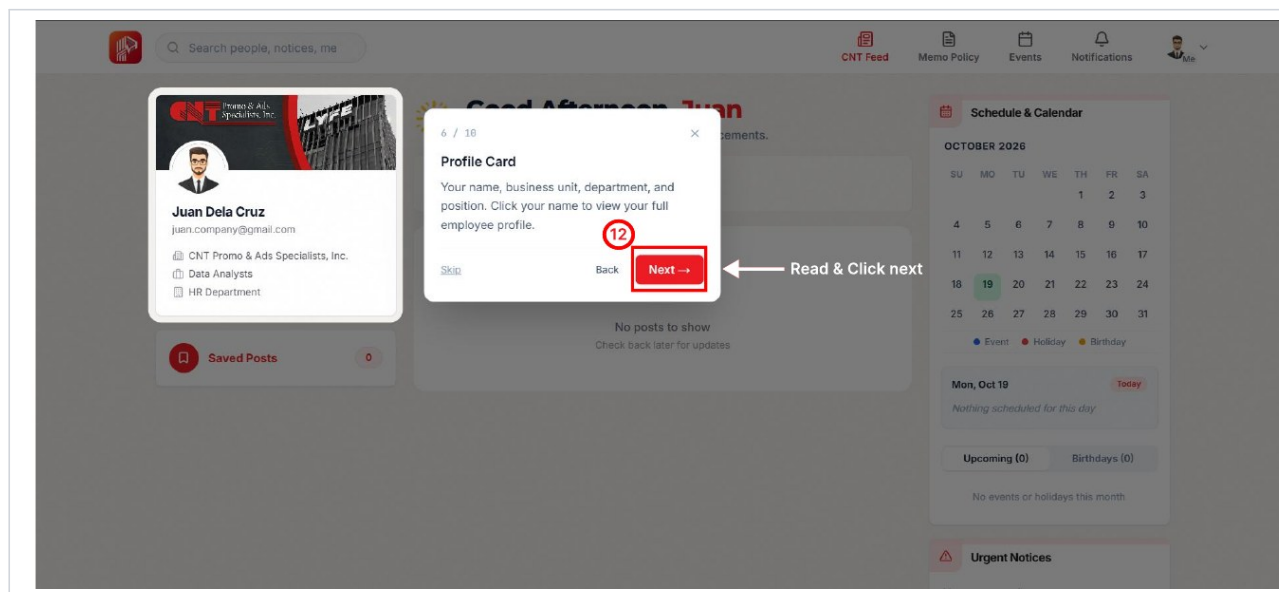
## WHAT TO DO

- Step 11 - Read and click Next.

## STEP 12

### Profile Card

Your **Profile Card** on the left of the home page shows your name, email, position, department and work details, just as coworkers will see them.



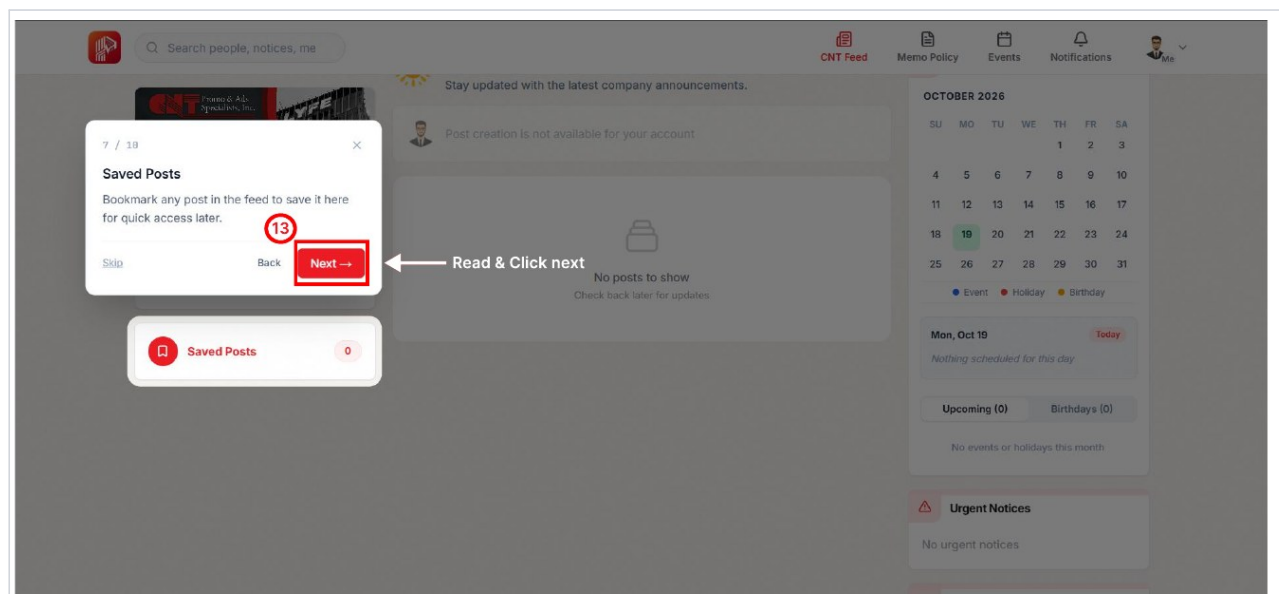
## WHAT TO DO

- Step 12 - Read and click Next.

## STEP 13

### Saved Posts

**Saved Posts** keeps the posts you bookmarked, so you can return to them quickly later.



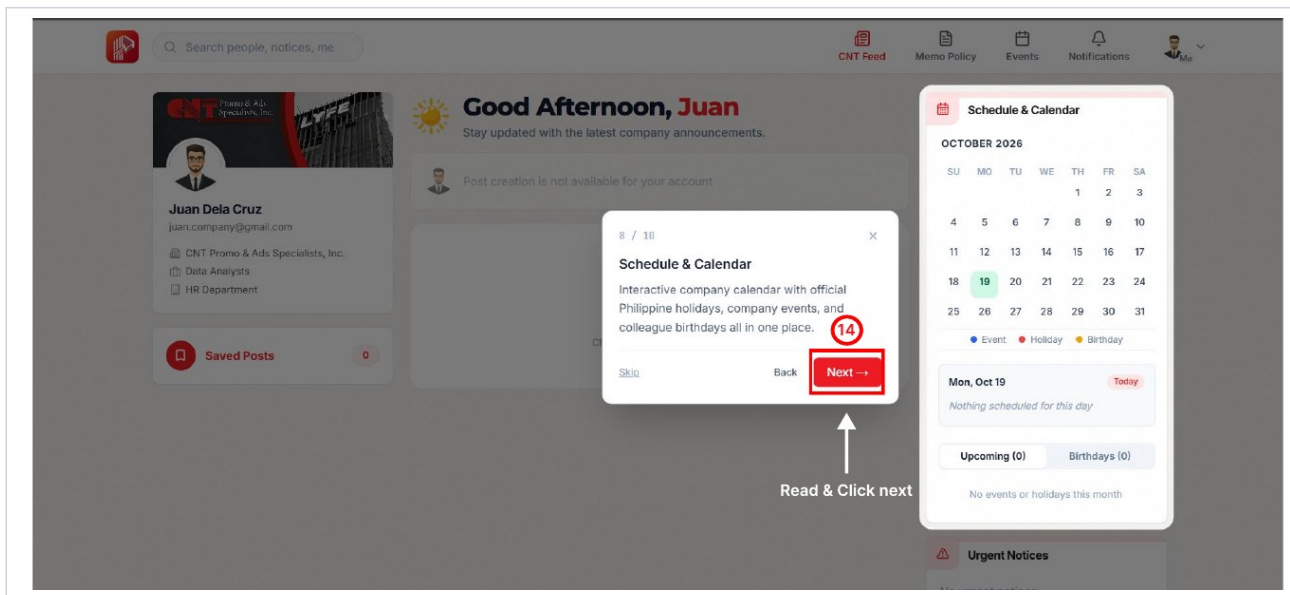
## WHAT TO DO

- Step 13 - Read and click Next.

## STEP 14

# Schedule & Calendar

The **Schedule & Calendar** panel is an interactive company calendar. It shows official holidays, company events and your own schedule in one view.



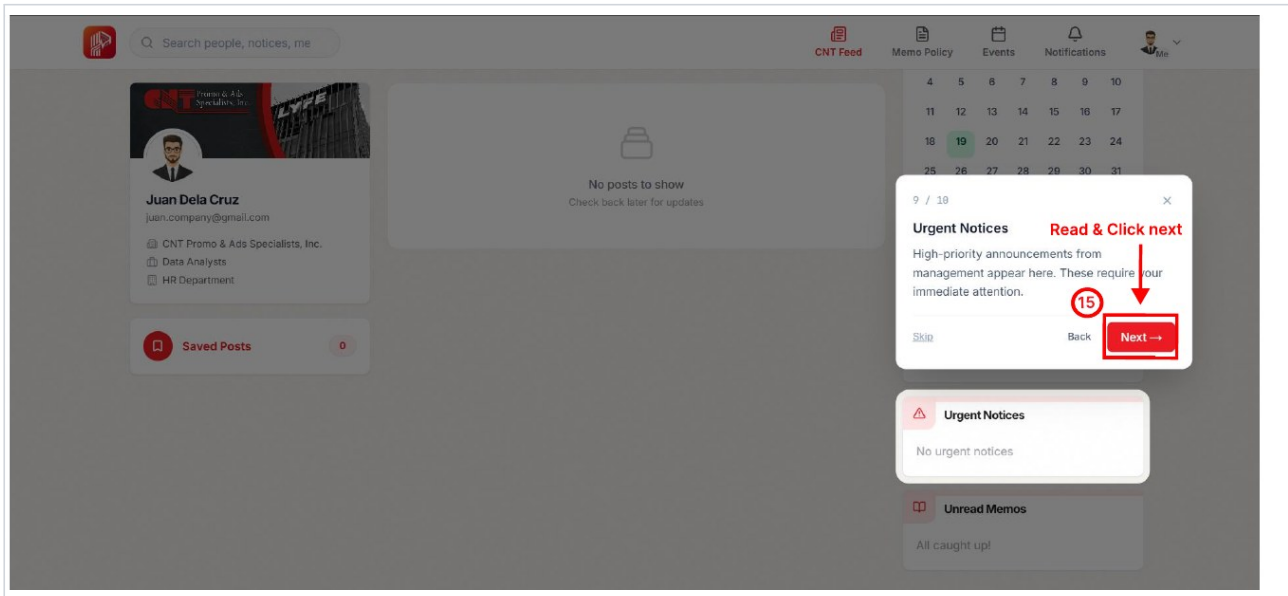
## WHAT TO DO

- Step 14 - Read and click Next.

## STEP 15

# Urgent Notices

**Urgent Notices** highlights high-priority announcements from management and support teams. These appear right on your home page so you see them immediately.



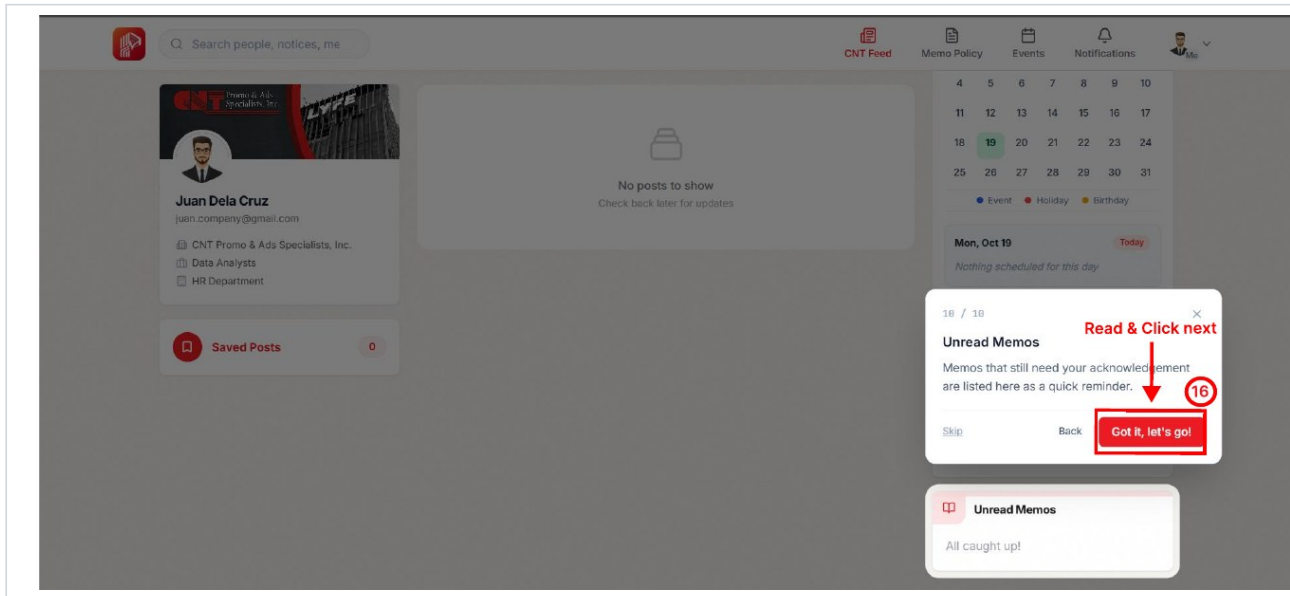
## WHAT TO DO

- Step 15 - Read and click Next.

## STEP 16

# Unread Memos

**Unread Memos** shows memos you have not opened yet, so you can stay on top of everything that needs your attention.



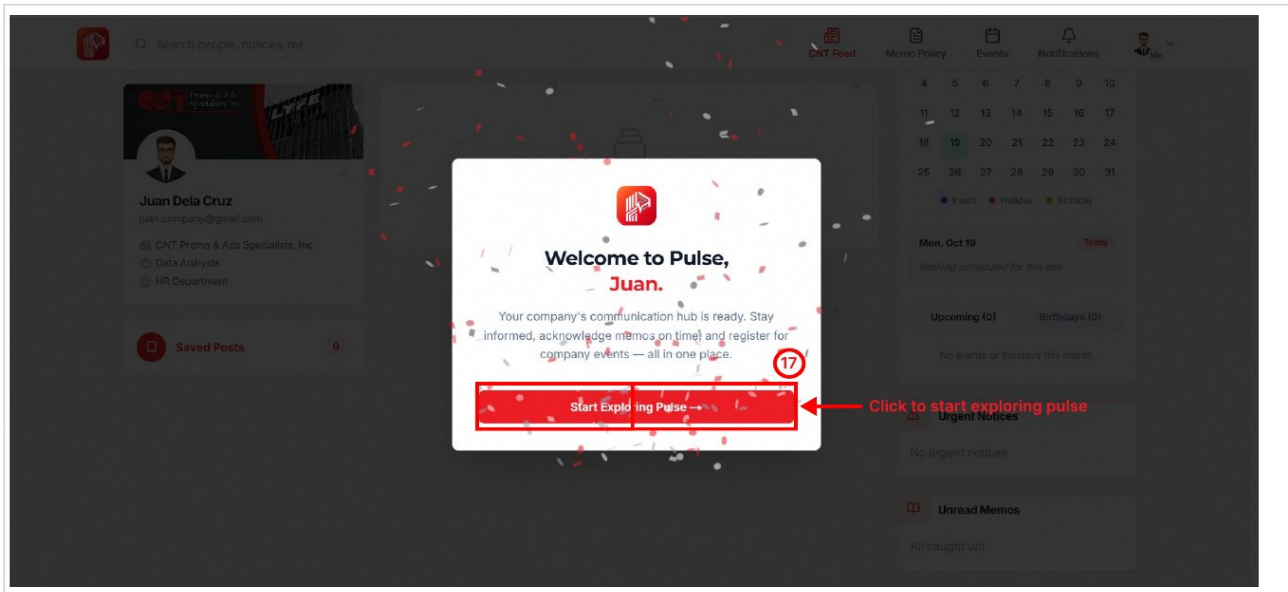
## WHAT TO DO

- Step 16 - Read and click Next.

## STEP 17

# Start Exploring Pulse

You have reached the end of the tour. A final "Welcome to Pulse" message confirms that you are ready to go.



## WHAT TO DO

- **Step 17 - Click the start-exploring button** at the bottom of the message to close the tour and begin using Pulse.

**TIP** You can restart this tour at any time from *Settings & Privacy > Sign in & Security* (see Chapter 5).

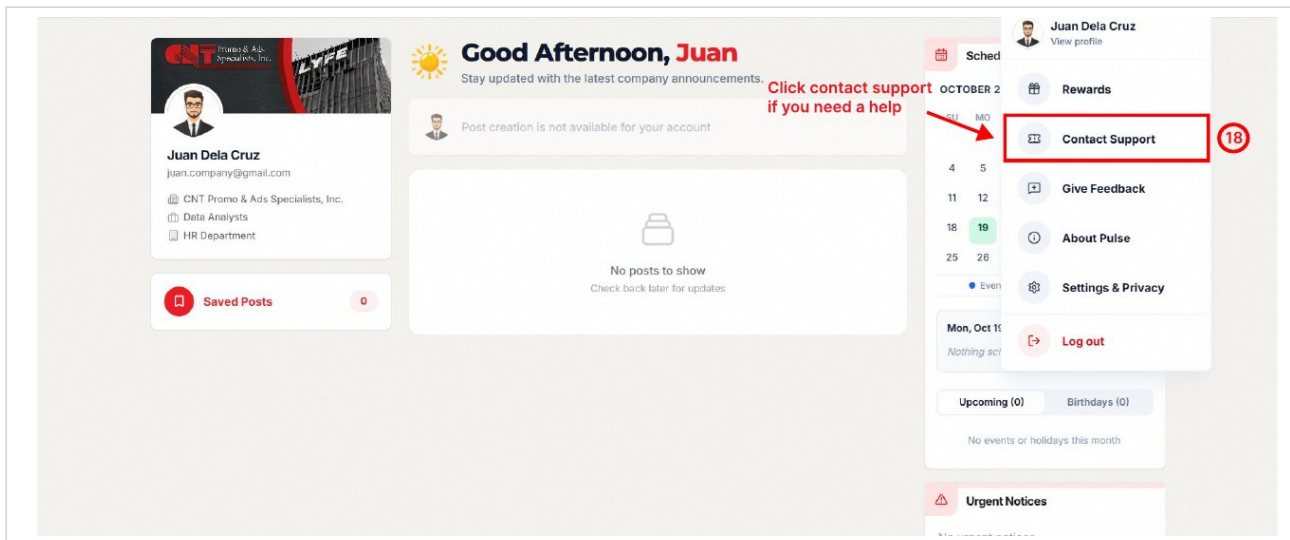
## 4. Getting Help and Giving Feedback

Everything you need for support, feedback and information about Pulse lives in the menu under your profile icon in the top-right corner of the page.

### STEP 18

### Contact Support

Open your profile menu to see *Rewards*, *Contact Support*, *Give Feedback*, *About Pulse*, *Settings & Privacy* and *Log out*.



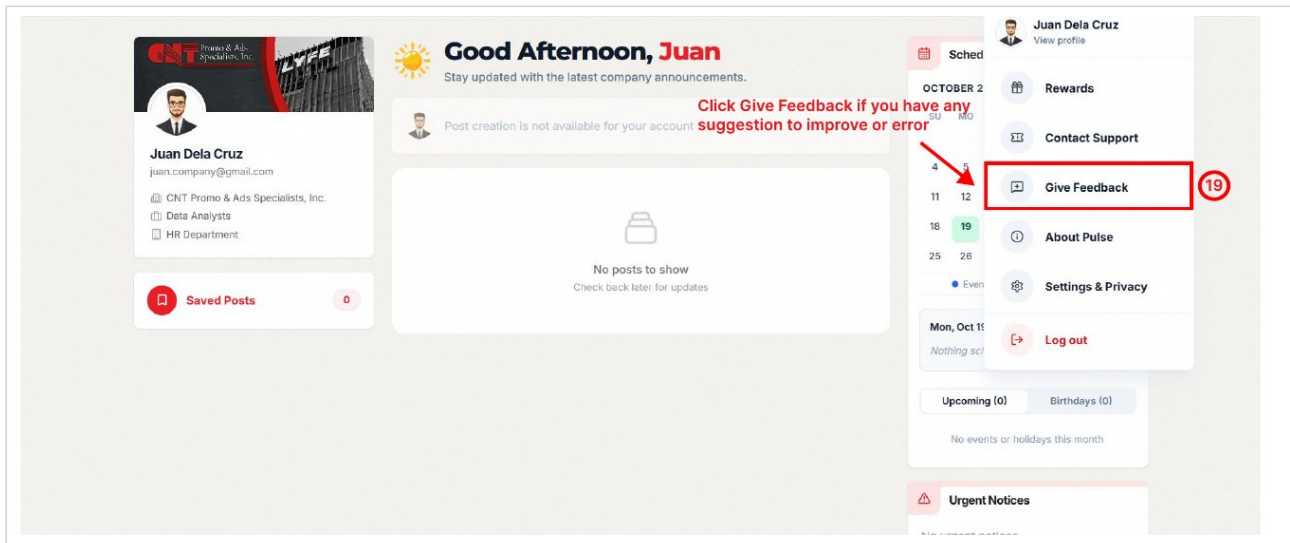
### WHAT TO DO

- **Step 18 - Click Contact Support** if you need help.

## STEP 19

# Give Feedback

Found a problem, or have an idea to make Pulse better? Use the feedback option in the same menu.



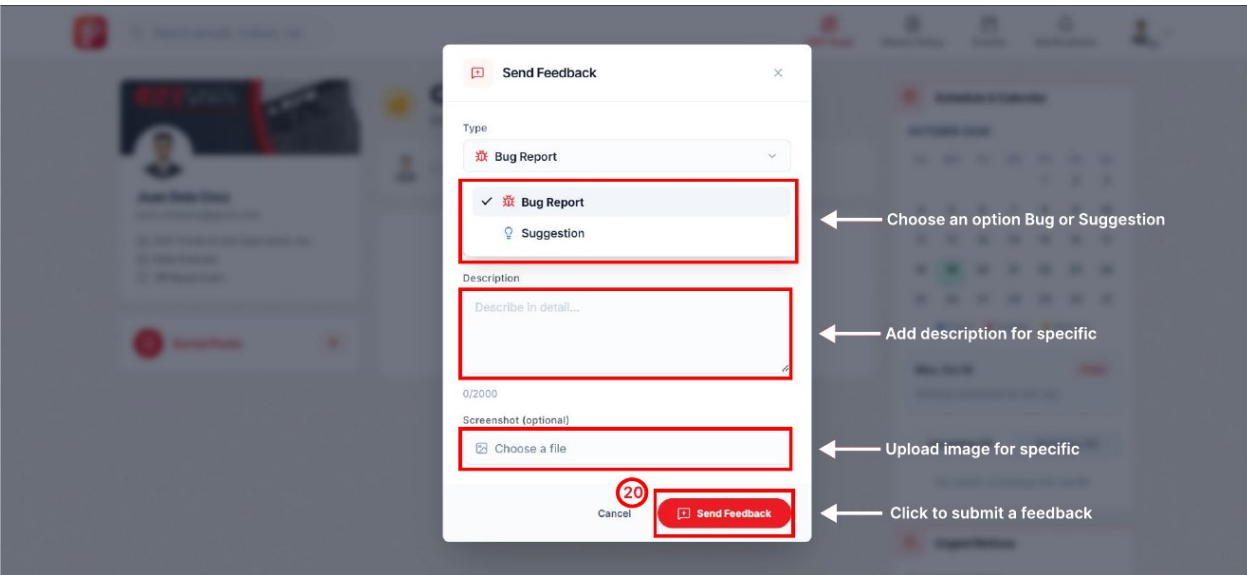
## WHAT TO DO

- **Step 19 - Click Give Feedback** if you have any suggestion to improve Pulse or an error to report.

## STEP 19 (CONTINUED) AND 20

# Send Feedback

The *Send Feedback* form opens. Fill it in so the team has everything needed to act on your message.



The screenshot shows the 'Send Feedback' modal form. It has a title bar with a close button. Below the title is a 'Type' dropdown menu with 'Bug Report' selected. Below this is a list of options: 'Bug Report' (selected with a checkmark) and 'Suggestion'. Below the options is a 'Description' text area with the placeholder 'Describe in detail...'. Below the description is a 'Screenshot (optional)' section with a 'Choose a file' button. At the bottom are 'Cancel' and 'Send Feedback' buttons. Annotations with arrows point to these elements: 'Choose an option Bug or Suggestion' points to the options list, 'Add description for specific' points to the description text area, 'Upload image for specific' points to the 'Choose a file' button, and 'Click to submit a feedback' points to the 'Send Feedback' button. A red circle with the number '20' is placed over the 'Send Feedback' button.

## WHAT TO DO

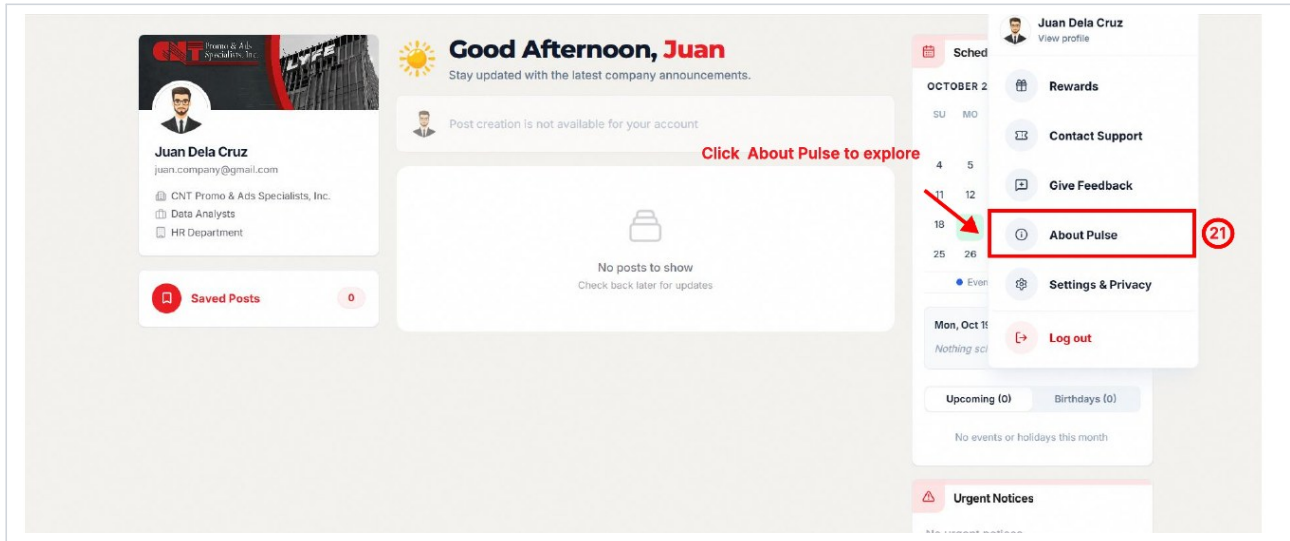
- **Choose an option.** Select *Bug Report* for something that is not working, or *Suggestion* for an idea.
- **Add a description.** Explain the issue or idea as clearly as possible.
- **Upload an image (optional).** Attach a screenshot to show what you mean.
- **Step 20 - Click Submit feedback** to send it.

**TIP** For bug reports, mention what you were doing and what you expected to happen. A screenshot makes the problem much faster to fix.

## STEP 21

# About Pulse

The *About Pulse* option lets you learn more about the platform and what it offers.



## WHAT TO DO

- Step 21 - Click About Pulse to explore.

## CHAPTER 5

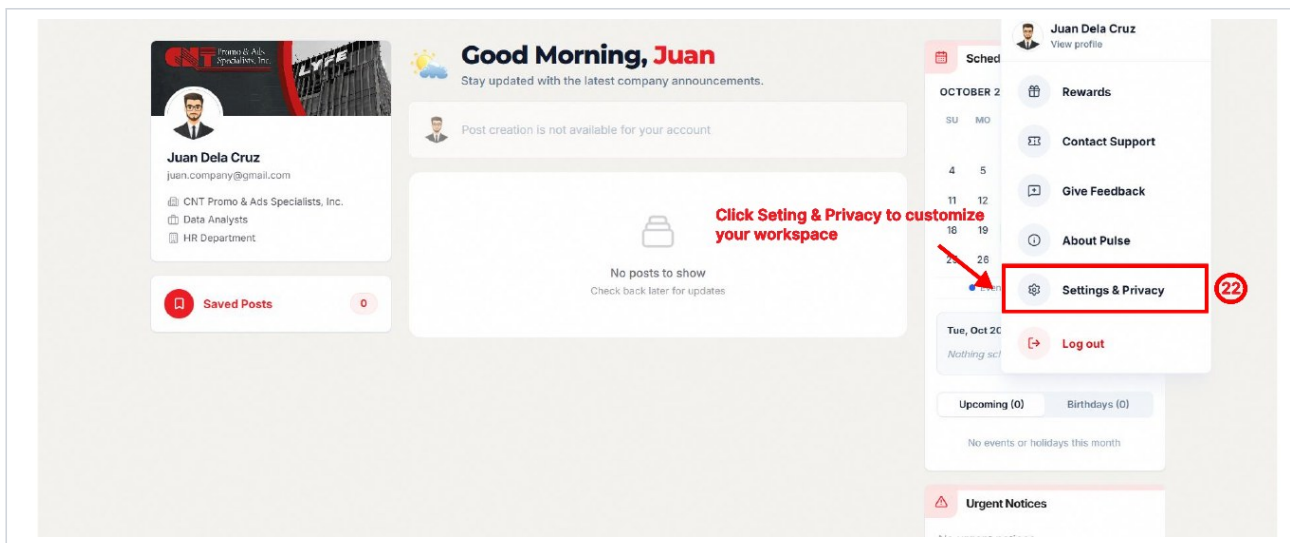
# 5. Customizing Your Settings

Open **Settings & Privacy** from the profile menu to personalize your workspace. The settings page has four sections on the left: *Profile Information*, *Sign in & Security*, *Visibility* and *Notifications*.

### STEP 22

## Open Settings & Privacy

Go back to the profile menu to reach all of your personal preferences.



### WHAT TO DO

- Step 22 - Click **Settings & Privacy** to customize your workspace.

## STEPS 23

# Profile Information

Here you can edit the details that appear on your profile, such as your name, contact information and work details.

The screenshot shows a 'Settings' sidebar on the left with options: Profile information (selected), Sign in & Security, Visibility, and Notification. The main content area is titled 'Profile Information' with the subtitle 'Update your display photos, basic identity details, and job information.' The profile card for 'Juan Dela Cruz' (CMT Promo & Ads Specialists, Inc.) is highlighted with a red box. Inside the box are fields for First Name (Juan), Last Name (Dela Cruz), Headline Summary (e.g., Jr. Fullstack Developer | Technology & Innovation), Job Title (Data Analysts), Department (HR Department), Viber Contact Number (e.g., 09876543210), and an About / Bio Summary text area. A red arrow points to the profile card with the text 'Customize your Profile Information'. At the bottom right, a red box around the 'Save Profile Information' button is pointed to by a red arrow with the text 'Click to save'. A red circle with the number '23' is also present near the save button.

## WHAT TO DO

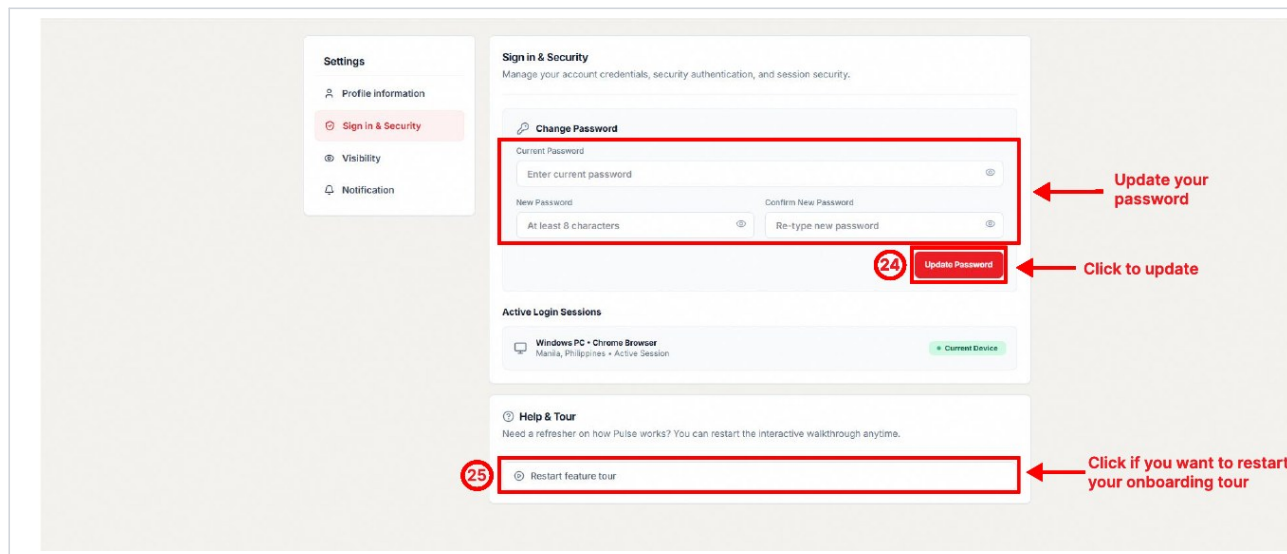
- **Customize your profile information** by editing the fields on the page.
- **Step 23 - Click Save** at the bottom to apply your changes.

**TIP** Changes are only applied after you click Save.

## STEPS 24 - 25

# Sign in & Security

Manage the security of your account and restart your onboarding tour from this section.



## WHAT TO DO

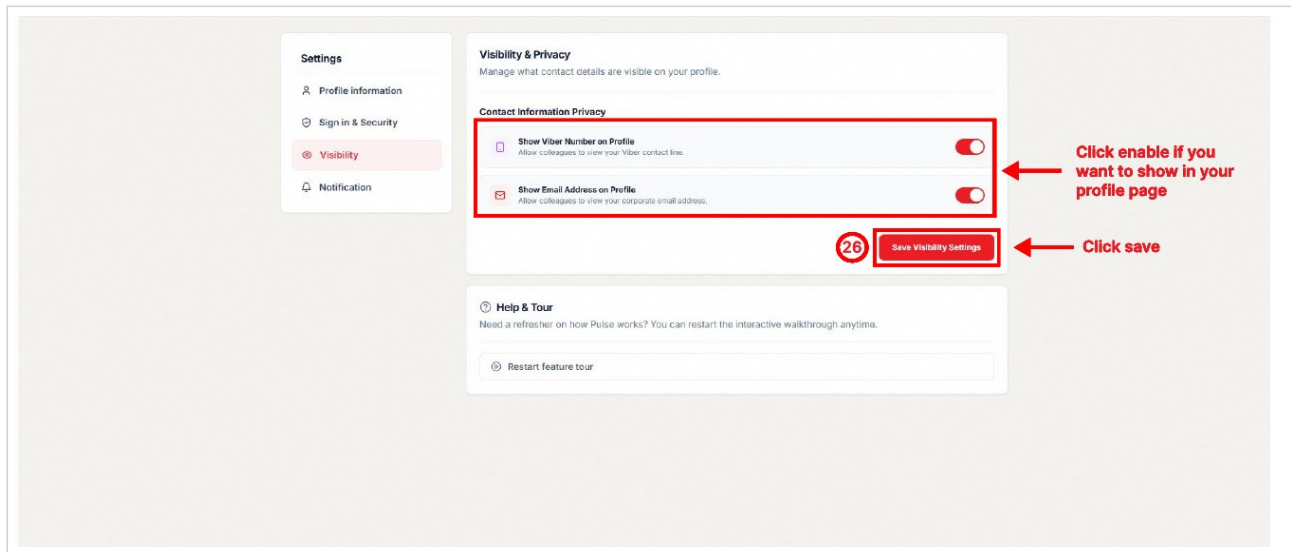
- **Update your password.** Enter your current password, then your new password and its confirmation.
- **Step 24 - Click Update** to save the new password.
- **Step 25 - Restart your onboarding tour.** Click the tour button under *Help & Tour* if you want to see the tour again.

**TIP** Choose a strong password that you do not use on other websites.

## STEP 26

# Visibility & Privacy

Decide which work details are shown on your profile page. Each option has a toggle.



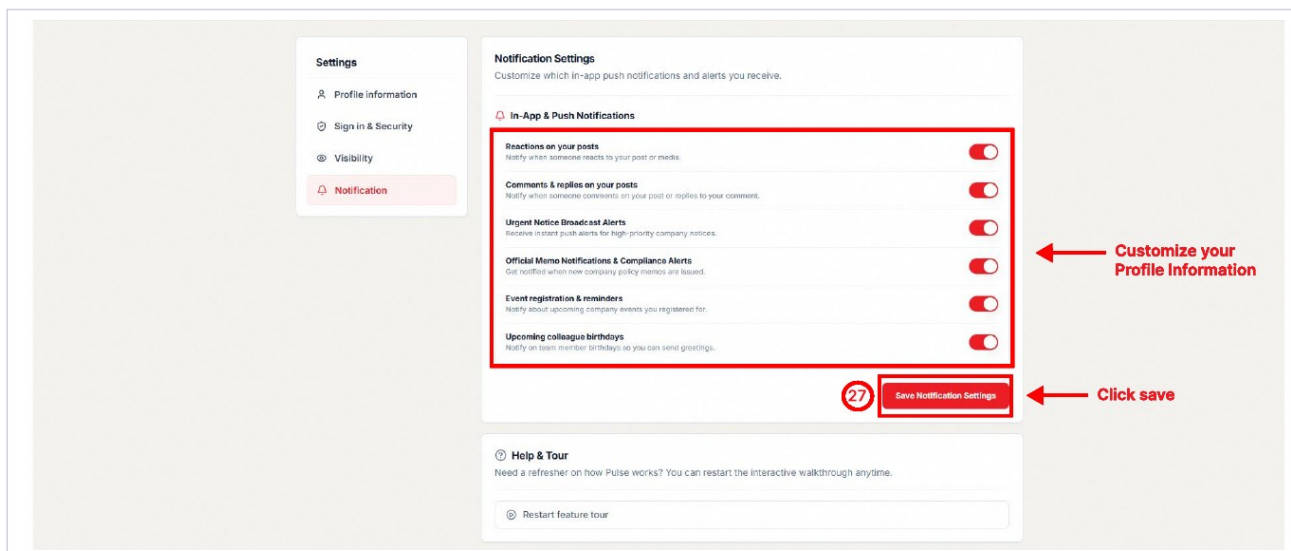
## WHAT TO DO

- Turn on the toggles for the information you want to show on your profile page.
- Step 26 - Click Save to apply your choices.

## STEP 27

# Notification Settings

Control which updates you are notified about. Each type of notification has its own toggle, so you can keep the ones that matter to you.



## WHAT TO DO

- Customize your notification preferences using the toggles.
- Step 27 - Click Save to apply your changes.

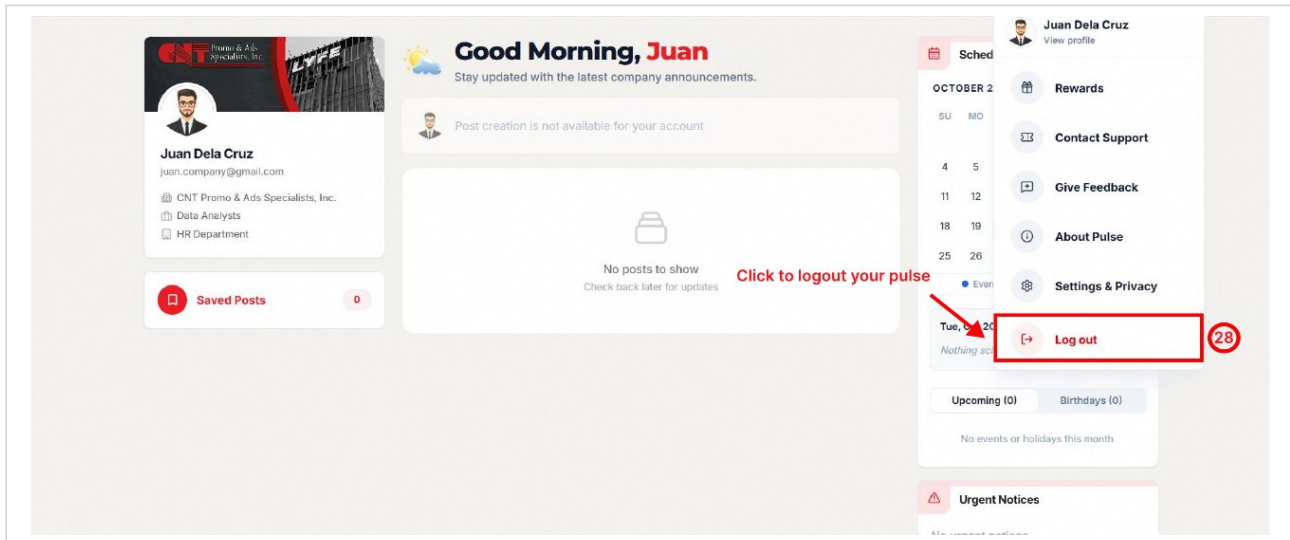
## 6. Logging Out

When you are finished, always log out, especially on a shared or public computer.

### STEP 28

### Log Out of Pulse

Your session stays active until you log out, so end it yourself when you step away.



### WHAT TO DO

- **Step 28 - Click Log out** in the profile menu to leave Pulse.

**TIP** You will need to enter your email and password again the next time you sign in.