

# MAVN. ADMIN PORTAL USER MANUAL

APRIL 2020  
VERSION 1.0

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## OVERVIEW

This document outlines the main functionalities and methods to use the admin portal for MAVN platform management. MAVN admin portal is a set of tools to monitor and manage all the data, parameters and settings of the MAVN platform, including analyzing data flows, working with members of the platform, creating and tuning campaigns, managing admin users, and all the other rules and contents related to the MAVN platform.

The main sections of the admin portal are listed below:

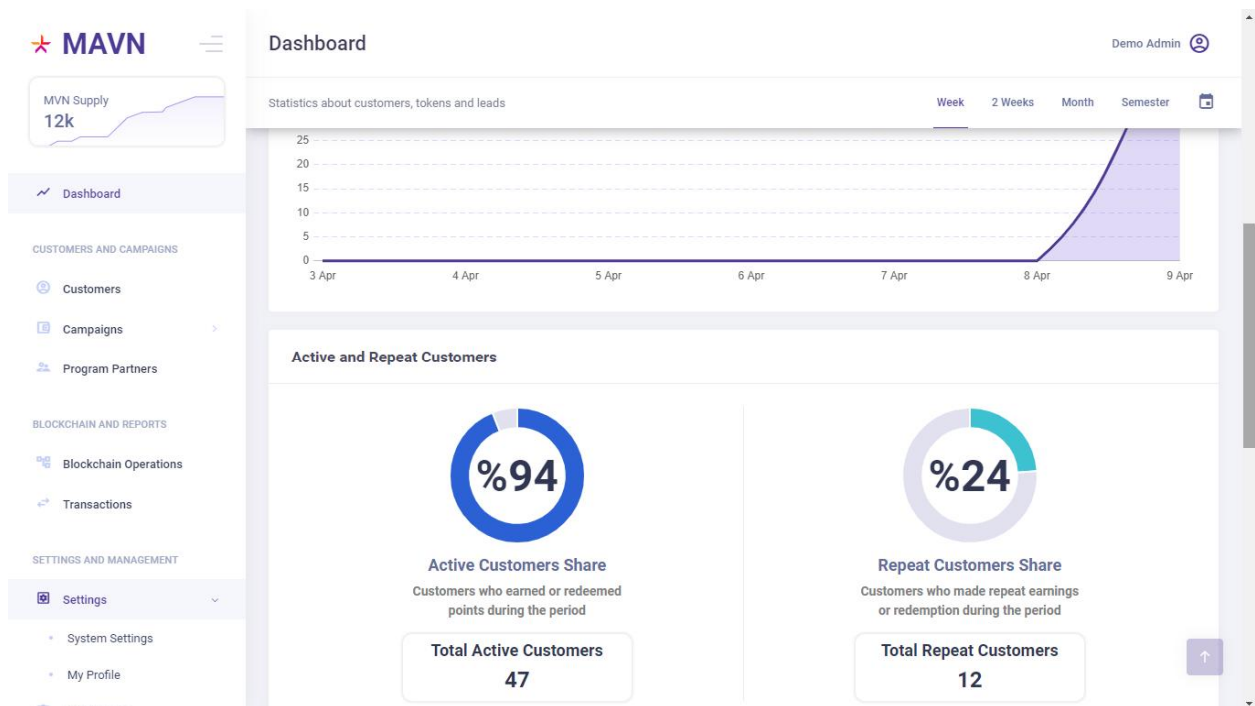
1. Dashboard
2. Customers
3. Campaigns
4. Blockchain Operations
5. Transactions
6. Program Partners
7. Settings
8. Admin Users

## DASHBOARD

Dashboard provides visual representation of the MAVN platform's key indicators and presents high-level analytical information.

The dashboard allows to analyze data in charts and infographics, in particular to:

- Select a period for analysis
- Select certain indicators to display
- Check data details



## DESCRIPTION OF THE FUNCTIONS

To select a period for analysis, there are several options and a custom time-frame; selection of one of the tab affects data presented in the charts:



Some of the charts (dynamics ones) allow selecting certain rows to display; to do so, check necessary rows on the charts (uncheck those you don't need to show).

You can check data details by hovering the mouse over the charts.

## CUSTOMERS

Customers section of the platform provides information about members of the MAVN platform. Members are basically all registered via the mobile app.

The section allows to:

- Find information on a certain customer
- View customer's details
  - View customers' verification status
- Block/unblock customer's account
- Block (unblock) customer's wallet (freeze transactions for the customer: any smart points transactions - both receiving and sending payments, including rejecting p2p transactions for that account and incomes from earn campaigns)
- Check customer's transaction history

The screenshot displays the MAVN platform's 'Customers' section. On the left is a sidebar with navigation options: Dashboard, Customers (selected), Campaigns, Program Partners, Blockchain Operations, Transactions, Settings, System Settings, My Profile, and Admin Users. The main content area shows a list of 136 total customers. The table has columns for First Name, Last Name, Email, Customer ID, and Actions. The first few rows are visible, showing customer details like 'Hello MAVN' and 'saa sss'. At the bottom, there is a pagination control showing '1' of 136 and a 'Showing 1 - 10 of 136' indicator.

First Name	Last Name	Email	Customer ID	Actions
Hello	MAVN	hellomavn@token.demo	a6845553-4a7d-4792-a29e-1d5fc151a3e2	
saa	sss	072e5513-12ee-4bec-b3f1-ad6ec72c9414@token.demo	23e27eb7-a773-4d5c-9793-078a3a3ff674	
Peter	Parker	mail2t20200409105840140@test.com	bec9c27b-9b14-4d14-884d-cbdd73371406	
Bruce	Wayne	mail1t20200409105839626@test.com	7dd43cb4-aef4-bec-9cae-5aa4b2b0c200	
Clark	Kent	mail0t20200409105839626@test.com	8b21ec98-9ecf-4f1c-babf-163d99f0a674	
Steven	Rogers	mail3t20200409105839627@test.com	07f49f8a-d5e7-4296-8fab-357226642032	
Tony	Stark	mail4t20200409105839627@test.com	9a3d77c4-410d-4306-a50c-d2524b93ddb4	
Bruce	Banner	mail2t20200409105839626@test.com	fc1d4e22-2429-480f-a35e-cffcfd5393	
Stephen	Strange	mail3t20200409105839013@test.com	006f0235-52b7-4318-972b-d9e953983fb4	
Hank	Pym	mail4t20200409105839014@test.com	8f5106b0-42e2-4ed7-8ab8-9c859fe1c663	

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## DESCRIPTION OF THE FUNCTIONS

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### SEARCH

To find a particular customer, use the search box at the Email column header of the Customers page: input full email of the customer and click the magnifying icon, then check the result below.

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### DETAILS

To check detailed information on the customer, click the DETAILS button for a particular customer in the list of customers.

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### BLOCK/ UNBLOCK ACCOUNT

To block access to the customer's account, click the BLOCK ACCESS button on the Customer Details page of this customer (confirmation will be requested for the operation).

When access to a customer's account is blocked, the customer is not able to login (no activity is possible with the account).

To block customer's wallet transactions, click the BLOCK PRIVATE WALLET button on the Customer Details page of this customer (confirmation will be requested for the operation).

Blocking of the customer's wallet is managed in the private blockchain level. It means that user cannot transfer any smart points off the wallet.

To unblock access to the customer's account, click the UNBLOCK ACCESS button on the Customer Details page of this customer (confirmation will be requested).

To unblock customer's wallet transactions, click the UNBLOCK PRIVATE WALLET button on the Customer Details page of this customer (confirmation will be requested).

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### TRANSACTION HISTORY

Transaction history for the customer is shown in the table in the bottom of the customer's Details page.

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## CAMPAIGNS

Campaigns are created and maintained in the platform to form necessary rules and conditions of how members can be awarded and how they can redeem in the program. We will call the two types of campaigns as Earn campaigns and Redeem campaigns; we are also going to soon have a special Voucher campaign type.

**MAVN**

Dashboard

CUSTOMERS AND CAMPAIGNS

Customers

**Campaigns**

- Earn Campaigns
- Redeem Campaigns
- Vouchers

Program Partners

BLOCKCHAIN AND REPORTS

Blockchain Operations

Transactions

SETTINGS AND MANAGEMENT

Settings

**Earn Campaigns**

List of Earn Campaigns in OpenMAVN program

[Add Earn Campaign](#)

2 total earn campaigns

Title	Status	Start Date	End Date	Vertical	Award	Order	Actions
Refer the app	Active	09/04/2020			50 MVN	1	<a href="#">Edit</a> <a href="#">Delete</a>
Sign-up Bonus	Active	09/04/2020			50 MVN	1	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 - 2 of 2

## EARN CAMPAIGNS

Earn campaigns give a possibility for the members of the platform to be awarded for fulfilling certain actions. For example, you invite your friends recommending them the platform; once they join, you get a certain amount of smart points for each recommendation.

The Earn Campaigns page provides a list of earn campaigns and gives possibilities to:

- View existing earn campaigns
- Search for a particular earn campaign
- Create a new earn campaign
- Edit earn campaigns
  - Incl. Manage the status of earn campaigns
- Delete earn campaigns

## DESCRIPTION OF THE FUNCTIONS

### VIEW

On the Earn Campaigns page you can see actual list of earn campaigns in the platform and check their key characteristics.

## SEARCH

To find a particular earn campaign, use the search box in the Title column header of the Earn Campaigns page; start inputting a title, then click the magnifying icon or Enter, and then check the result in the table below.

In the list of earn campaigns, you can check the status of campaigns: Active (ongoing), Inactive, Completed (end date of the campaign is in the past).

## CREATE EARN CAMPAIGN

To create a new earn campaign, click the ADD EARN CAMPAIGN button in the top right corner of the Earn Campaigns page.

When creating a new campaign, mandatory fields are marked with \*.

The screenshot shows the 'New Earn Rule' form in the MAVN system. The form is divided into several sections: Basic Information, Action, Base award, and Content For Mobile App. The Basic Information section includes fields for Title \*, Order in the list on mobile app \*, Start date \*, and End date \*. The Action section includes Event \* and Partner \*. The Base award section includes Type of award \* and Participation Limit per Customer \*. The Content For Mobile App section includes a language selector (English) and an Action rule title \*. A Content Preview section is also visible on the right.

Table below shows the set of fields for earn campaigns:

Field	Description
Title	Title of the campaign to be displayed in the admin panel
Description	Description (explanation) of the campaign to be displayed in the admin panel
Start Date	The date when the campaign is applicable from
End Date	The date till which the campaign is applicable

Event	Action/event that should happen for the campaign to be applied
Partner	Program partner by which the participation in the campaign will be filtered
Type of award	Fixed award/Percentage award
Amount of award, CHF	Value of the fixed award
Participation limit per customer	How much times a customer can participate in the campaign
Content for Mobile App	
Title	Title of the campaign to be displayed in the mobile app
Description	Description (explanation) of the campaign to be displayed in the mobile app
Campaign image	Picture for this campaign to be displayed in the mobile app

Selection of *Partners* allows filtering participation in the campaign by partner criterion.

Note: *Percentage* type of award may be available or not: it is allowed for events that assume some amount.

If *Participation Limit per Customer* is set as 'Can participate multiple times' the Usage Limit Condition appears; in other cases there is no additional drop-down to define the participation limit:

Reward & Participation

Type of reward \*

Fixed amount

Amount of reward \*

1000

Participation Limit per Customer \*

Can participate multiple times

Usage limit condition \*

2

Reward & Participation

Type of reward \*

Fixed amount

Amount of reward \*

1000


Participation Limit per Customer \*

Unlimited participation

Fields defined in the *Content for Mobile App* area will be shown in the offer on the mobile app; preview of how this would look like on the mobile app is shown in the Content Preview area (right bottom corner of the Create/Edit page).

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## EDIT EARN CAMPAIGN

To edit earn campaign, click the  icon for a particular earn campaign in the list of campaigns (in the Actions column of the table).


When editing a campaign, fields not available for editing are disabled.

To complete editing of a campaign, click the Save button in the bottom; to exit the form without saving changes, click Cancel button.

When editing an earn campaign, Active/Inactive statuses can be switched using the toggle in the bottom of the edit form - its two states are Draft and Published (Published campaigns are visible on the mobile and app and are active).

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## DELETE EARN CAMPAIGN

To delete earn campaign, click the  icon for a particular earn campaign in the list (in the Actions column of the table); confirmation of the action will be requested.

## REDEEM CAMPAIGNS

Redeem campaigns are designed to allow forming the rules according to which members of the platform can redeem accumulated smart points. E.g. you can spend part of the points you own (or all of them) to pay for some certain goods or services with the partners of the platform, like shops, bakeries, pharmacies, etc.

The Redeem Campaigns page provides a list of redeem campaigns and gives possibilities to:

- View existing redeem campaigns
- Search for a particular redeem campaign
- Create new redeem campaign
- Edit redeem campaigns
- Delete redeem campaigns

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## DESCRIPTION OF THE FUNCTIONS

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### VIEW

On the Redeem Campaigns page you can see actual list of redeem campaigns in the platform and check their key characteristics.



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## SEARCH

To find a particular redeem campaign, use the search box at the Title column header: start typing a name, click on the magnifying icon, and then check the result in the grid below.

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## CREATE REDEEM CAMPAIGN

To create a new redeem campaign, click the NEW REDEEM CAMPAIGN button in the top right corner of the Redeem Campaigns page.

When creating a new campaign, mandatory fields are marked with \*.

Once *Retail* is selected as business vertical, the *Vouchers* feature becomes available - you can upload list of vouchers that will be applied for purchases in this redeem campaigns, and set a price for these vouchers (one common price per one campaign):

After a file with vouchers is uploaded, *Voucher Price* field becomes available and required.


Table below shows the set of fields for redeem campaigns:

Field	Description
Title	Title of the redeem campaign to be displayed in the admin panel
Description	Description (explanation) of the redeem campaign to be displayed in the admin panel
Business Vertical	Hospitality/Real Estate/Retail; defines available selection of Partner/s
Content for Mobile App	
Title	Title of the redeem campaign to be displayed in the mobile app
Description	Description (explanation) of the redeem campaign to be displayed in the mobile app
Campaign image	Picture for this redeem campaign to be displayed in the mobile app

Fields defined in the *Content for Mobile App* area will be shown for this redeem campaign on the mobile app; preview of how this would look like on the mobile app is shown in the *Content Preview* area (right bottom corner of the Create/Edit page).

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## EDIT REDEEM CAMPAIGN

To edit redeem campaign, click the  icon for a particular campaign in the list (in the Actions column of the table).

To complete editing of a redeem campaign, click the Save button in the bottom; to exit the form without saving changes, click Cancel button

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## DELETE REDEEM CAMPAIGN

To delete redeem campaign, click the  icon for a particular redeem campaign in the list (in the Actions column of the table); confirmation of the action will be requested:

## VOUCHERS

The platform provides a special type of campaigns that allows obtaining vouchers by the system members.

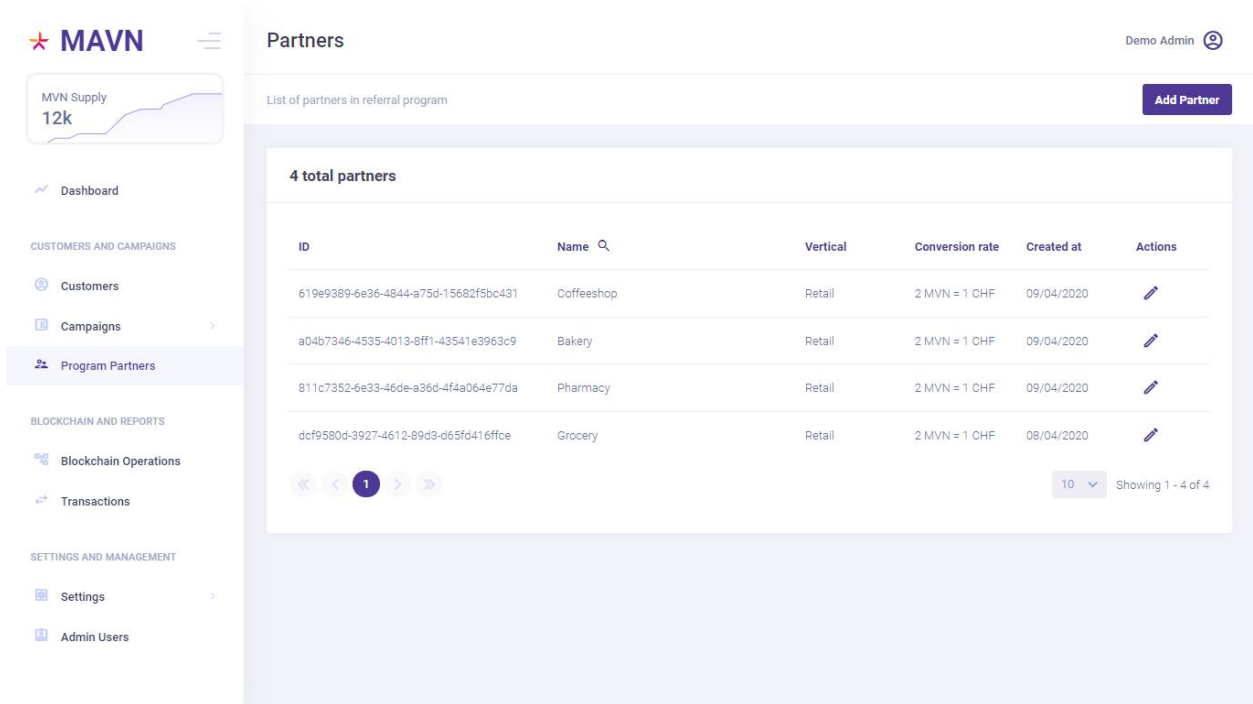
*Coming soon...*

## PROGRAM PARTNERS

This section contains information on stakeholders which offers are subject to be earned and redeemed. A partner represents a corporate entity within the ecosystem. Examples might include hotel chains, shops, malls, bakeries, groceries, pharmacies, as well as authorities, hospitals, clinics, and so on.

Program Partners section provides a grid with information on entities and gives possibilities to:

- View existing partners
- Search for a particular partner
- Create a new partner
- Edit partners



## DESCRIPTION OF THE FUNCTIONS

## VIEW

On the Program Partners page you can see current list of partners in the platform and check their key details.

## SEARCH

To find **a** particular program partner, use the search box at the Name column header: start typing a name, click on the magnifying icon, then check the result in the grid below.


## CREATE PARTNER


To create **a** new partner, click the ADD PARTNER button in the top right corner of the Partners page.


When creating a new partner, mandatory fields are marked with \*.

It's allowed to define multiple locations per partner; one location is required, if you want to add another location/s - use the ADD LOCATION button.

## EDIT PARTNER

To edit a partner, click the  icon for a particular partner in the list (in the Actions column of the table).

Partners' login and password can be updated - use the 'Generate New' icons  in case you need to do so (confirmation will be requested for the action) (Future version).

You can copy login and password using the 'Copy' icon  (for the password, this feature is available only in case when a new password has been generated).

Partner's password is hidden until a new password is generated.

To complete editing of a partner, click the Save button in the bottom; to exit the form without saving changes, click Cancel button.

## BLOCKCHAIN OPERATIONS

The page provides information on the point transfers (in the private blockchain).

Using the section you can:

- Filter blockchain operations by type
- Find operations by certain wallet address/es



MAVN

Dashboard

CUSTOMERS AND CAMPAIGNS

Customers

Campaigns

Program Partners

BLOCKCHAIN AND REPORTS

Blockchain Operations

Transactions

SETTINGS AND MANAGEMENT

Settings

Admin Users

Transactions

Demo Admin

Export

List of transactions in referral program

From

4/3/2020

To

4/9/2020

APPLY

Id	Sender Name	Sender Email	Timestamp	Transaction Type	Status	Action Rule Name	Additio
d91d5f7d-b672-41fe-8414-bcee21416409			2020-04-09T10:59:03.593Z	Bonus Paid		Sign-up Bonus	
c8252262-2f33-44f5-846c-0335ab0b95a3			2020-04-09T10:59:03.554Z	Bonus Paid		Sign-up Bonus	
bf4bca91-4a09-4948-a772-cbedcaab29e4			2020-04-09T10:59:03.512Z	Bonus Paid		Sign-up Bonus	
e206d8ba-d925-436a-bd79-6ab729465563			2020-04-09T10:59:03.466Z	Bonus Paid		Sign-up Bonus	
e552be76-cba4-4b39-b9ac-378f1cfb771			2020-04-09T10:59:03.423Z	Bonus Paid		Sign-up Bonus	
4df1485d-4bcd-4a13-afbd-af0034e64326			2020-04-09T10:59:03.382Z	Bonus Paid		Sign-up Bonus	
969e53c2-bf50-40cd-839c-850e6858fd0			2020-04-09T10:59:03.342Z	Bonus Paid		Sign-up Bonus	
02adad83-f88d-414b-b6f8-8fd1c5d4989f			2020-04-09T10:59:03.282Z	Bonus Paid		Sign-up Bonus	
70404649-0fc0-44c1-bd5d-f0a54fae701e			2020-04-09T10:59:03.245Z	Bonus Paid		Sign-up Bonus	
e0869b19-35b1-4b2c-b505-75122943cee1			2020-04-09T10:59:03.206Z	Bonus Paid		Sign-up Bonus	

10

Showing 1 - 10

## DESCRIPTION OF THE FUNCTIONS

### VIEW

On the Transactions page you can see the list of transactions in the platform for a certain period.

### FILTER

To filter transactions by a certain period, select dates in From and To date-pickers and click APPLY button. The table of transactions will be adjusted accordingly.

### EXPORT

To export the table with transactions to CSV file, click EXPORT button in the top right corner of the Transactions page. The list of transactions will be exported for the selected time frame.

## SETTINGS

The section provides possibility to:

- Check and edit system settings (if necessary)
- Change admin user's password

## ADMIN USERS

The section provides a grid with information on admin users of the platform and provides possibilities to:

- View the list of existing users
- Search for a particular user
- Create admin user
- Edit admin user
- Reset user's password
- Activate or deactivate users

**MAVN**

Admin Users

8 total users

User Id	Full Name	Email	Registration Date	Status	Actions
d0a5cbff-bb9d-41f0-8140-a951c28ba70d	Demo Admin	demo.admin@mavn.ch	08/04/2020	Active	
007b0d21-fdb1-46cd-8881-307c4e9c3a19	Demo Admin	super.admin@mavn.ch	07/04/2020	Active	
a3152911-4ff9-484d-99f7-2af5e19d1135	Viewer User	viewer.user@mavn.ch	06/04/2020	Active	
08f49243-da9c-4217-a262-44dc288ab3cc	Vitalii D	vitalli.dasaev@lykke-business.ch	03/03/2020	Active	
399de9e9-8192-4aef-bebd-36b2b210dd2c	giorgi mukhigulashvili	giorgi.mukhigulashvili@lykke-business.ch	28/02/2020	Active	
1a2931b1-98ba-46e1-8ebd-917a821cf147	View Only	test@user.com	27/02/2020	Not active	
2e3f153c-46a4-4968-9626-9d5aa15b2d97	Viewer User	string@mail.bg	14/02/2020	Active	
05ac5ce3-2bb0-42a8-8a1b-f7280b35cab4	Super Admin	super.admin@lykke-business.ch	14/02/2020	Active	






Showing 1 - 8 of 8

## DESCRIPTION OF THE FUNCTIONS

### VIEW

On the Transactions page you can see the list of admin users of the platform with brief information about them.

Not active users are shown in gray color in the grid. To filter *Active* or *Not active* users, apply the Filter icon in the Status column header - the options are All, Active, Not active:

User Id	Full Name	Email 	Registration Date	Status 	Actions
4d2993c2-37a8-4174-9097-7a3613fe779c	string string	nikagamireldze233+1@gmail.com	22/01/2020	<div> <div>All</div> <div>Active</div> <div>Not active</div> </div>	
730a9ddf-447e-4522-bb62-404a959aa1a1	Johnna Volkman	slnnwmxkuedsuha6cyezgr9v2bfgvocf7eusr4ne0ym6n2pfu3whutjtuynz@example123.com	20/12/2019	<div> <div>Not active</div> </div>	
235ac432-96df-429c-bd4c-db3506e5a419	Johnna Volkman	00ffmhjvmuqfat3uzjnxwdcirbjfzsdcol2brnvqn3xxnphanzbe7xighksnp7t@example123.com	20/12/2019	<div> <div>Active</div> </div>	

## SEARCH

To find **a** user, use the search box at the Email column header of the grid: search is performed by *full email* and using the magnifying icon, then check the result in the grid below.

## CREATE ADMIN USER

To create **a** new user, click the Add User button, make all inputs and selections and click the Submit button.

New user will receive an email with the url to the admin portal, and credentials.


## EDIT ADMIN USER

To edit **a** new user, click on the Edit icon in the Actions column.

## RESET ADMIN USER'S PASSWORD

To reset user's password, find the user, click Edit, and in the Edit window, click the Reset Password button - a new password would be generated and sent to the user by email:

Edit User

Default Admin 

Enter user details and submit

Reset Password

First Name

Last Name

Email

Phone Number

New password will be auto-generated and sent to the admin by the attached email address.

## ACTIVATE/DEACTIVATE ADMIN USER

To deactivate or activate **a** user, find the user, click Edit, and in the Edit window, check or uncheck the Status checkbox:



## Edit User

Enter user details and submit

<b>First Name</b>	<input type="text" value="Johnna"/>	<b>Last Name</b>	<input type="text" value="Volkman"/>
<b>Email</b>	<input type="text" value="00ffmhjvmuqfat3uzjnxwdoirbjfzsdcl2brnvnq3xxnphanzbe7txghkanp7t@example123.com"/>	<b>Phone Number</b>	<input type="text" value="439-783-3800 x4799"/>
<b>Company</b>	<input type="text"/>	<b>Department</b>	<input type="text"/>
<b>Job Title</b>	<input type="text" value="tCPRQl7waB"/>	<b>Status</b>	<input checked="" type="checkbox"/> Active

View Edit

Not active user will not be able to login to the admin panel.