MAVN. ADMIN PORTAL USER MANUAL

APRIL 2020
VERSION 1.0

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:

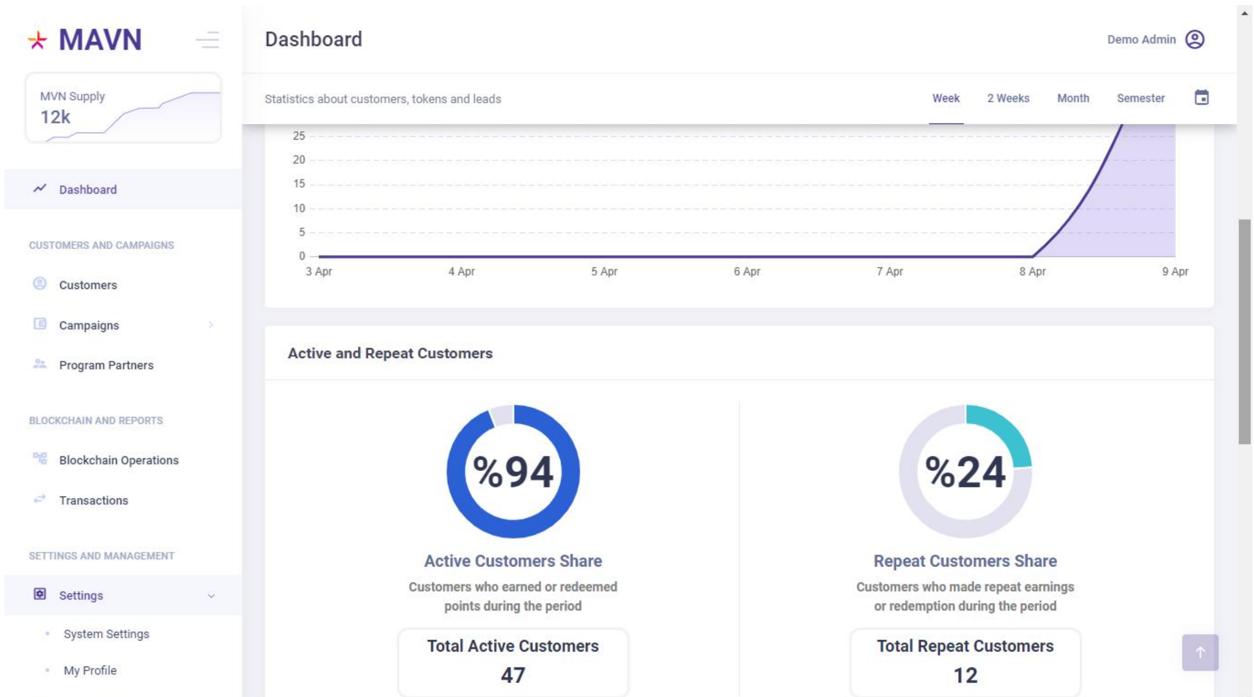
1. Dashboard
2. Customers
3. Campaigns
4. Blockchain Operations
5. Transactions
6. Program Partners
7. Settings
8. Admin Users

DASHBOARD

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

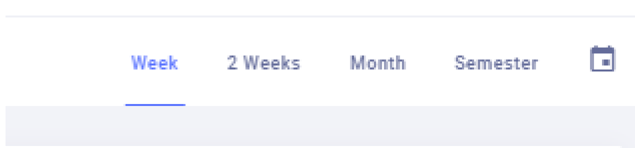
The dashboard allows to analyze data in charts and infographics, in particular to:

- 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 t show).

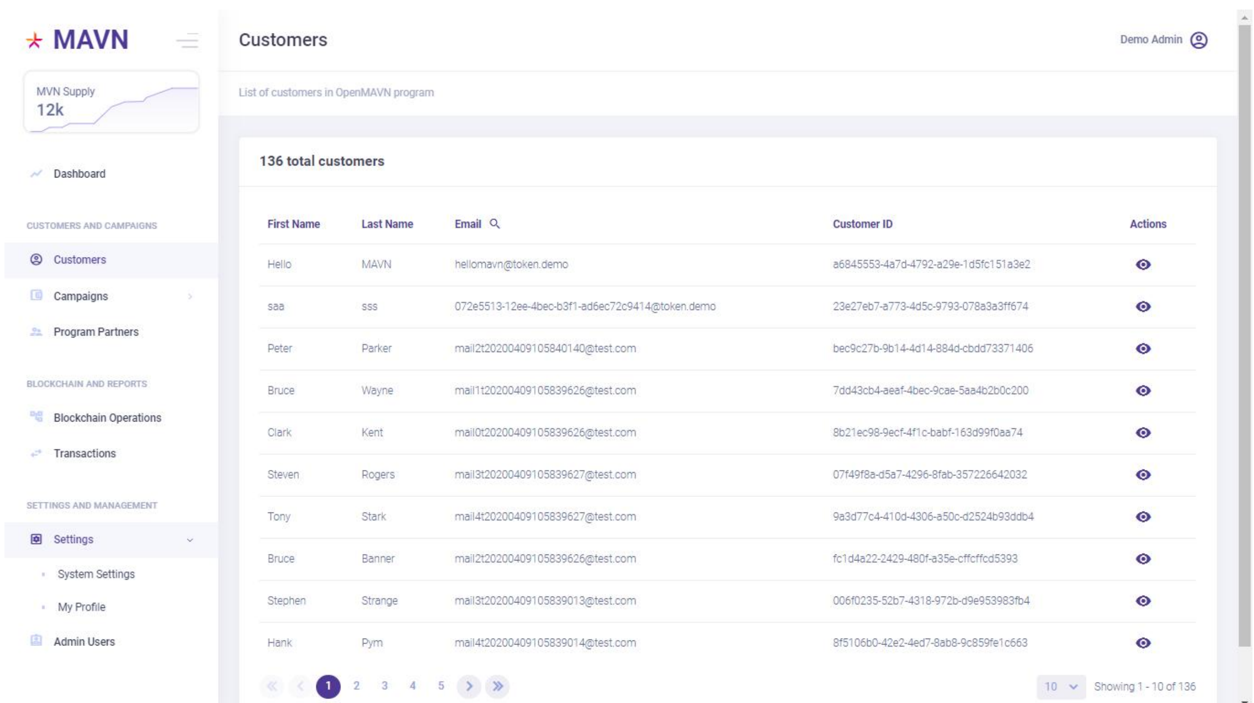
You can check data details by hovering the mouse over the charts.

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



DESCRIPTION OF THE FUNCTIONS

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.

DETAILS

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

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).

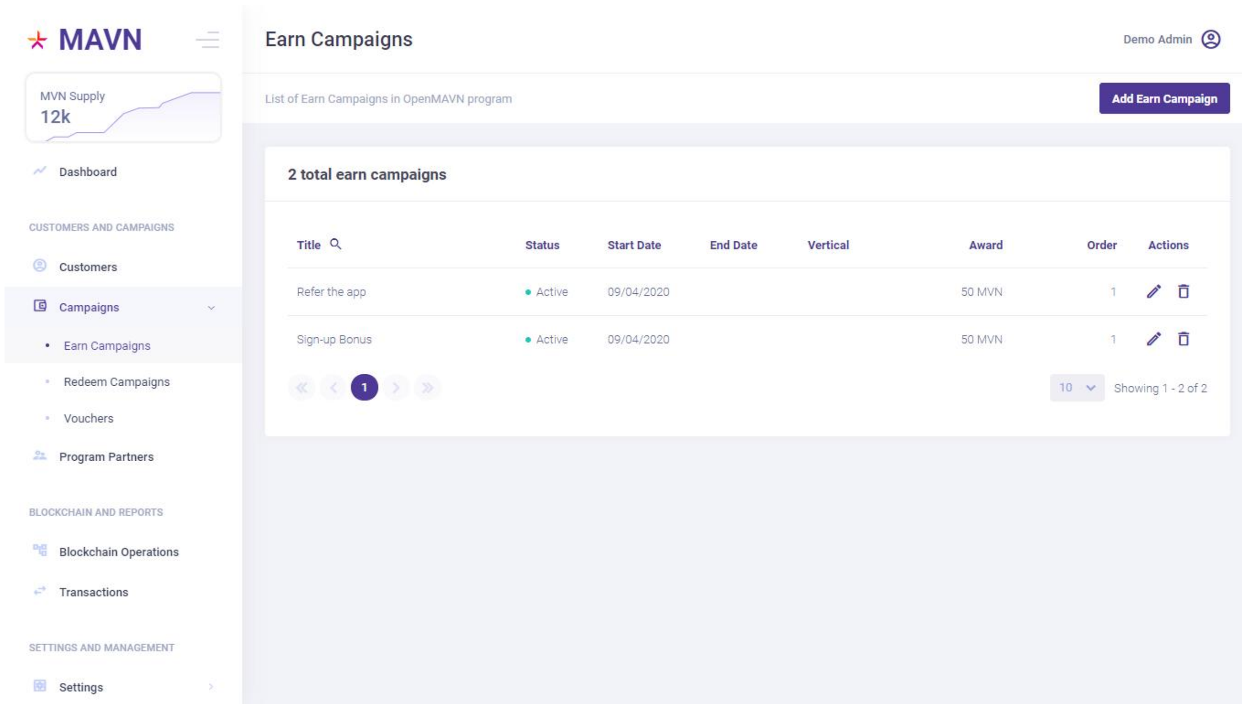
To unblock customer's wallet transactions, click the UNBLOCK PRIVATE WALLET button on the Customer Details page of this customer (confirmation will be requested).

TRANSACTION HISTORY

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

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.



EARN CAMPAIGNS

Earn campaigns give a possibility for the members of the platform to be awarded for fulfilling certain actions. For example, you invite you 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 *.

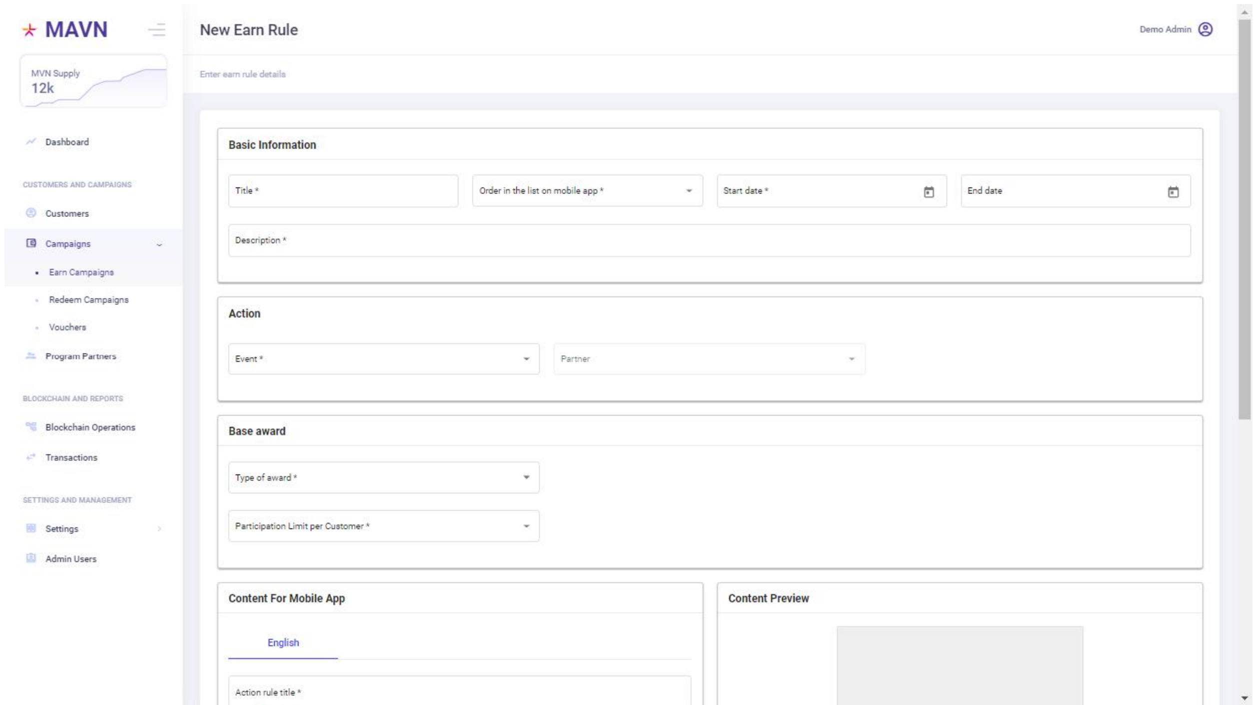


Table below shows the set of fields for earn campaigns:

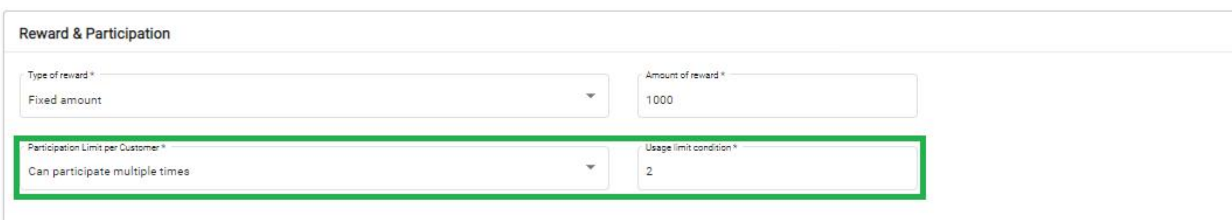
Field	Description
Title	Title of the campaign to be displayed in the admin panel
Description	Description (explanation) of the campaign to be displayed in the admin panel
Start Date	The date when the campaign is applicable from
End Date	The date till which the campaign is applicable

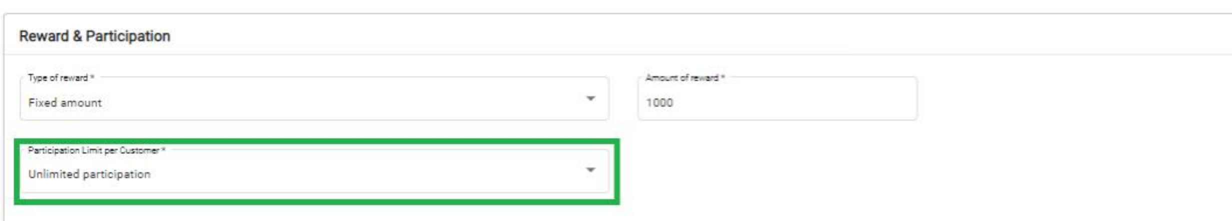
Event	Action/event that should happen for the campaign to be applied
Partner	Program partner by which the participation in the campaign will be filtered
Type of award	Fixed award/Percentage award
Amount of award, CHF	Value of the fixed award
Participation limit per customer	How much times a customer 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:





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).

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).

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

DESCRIPTION OF THE FUNCTIONS

VIEW

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

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.

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).

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

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.

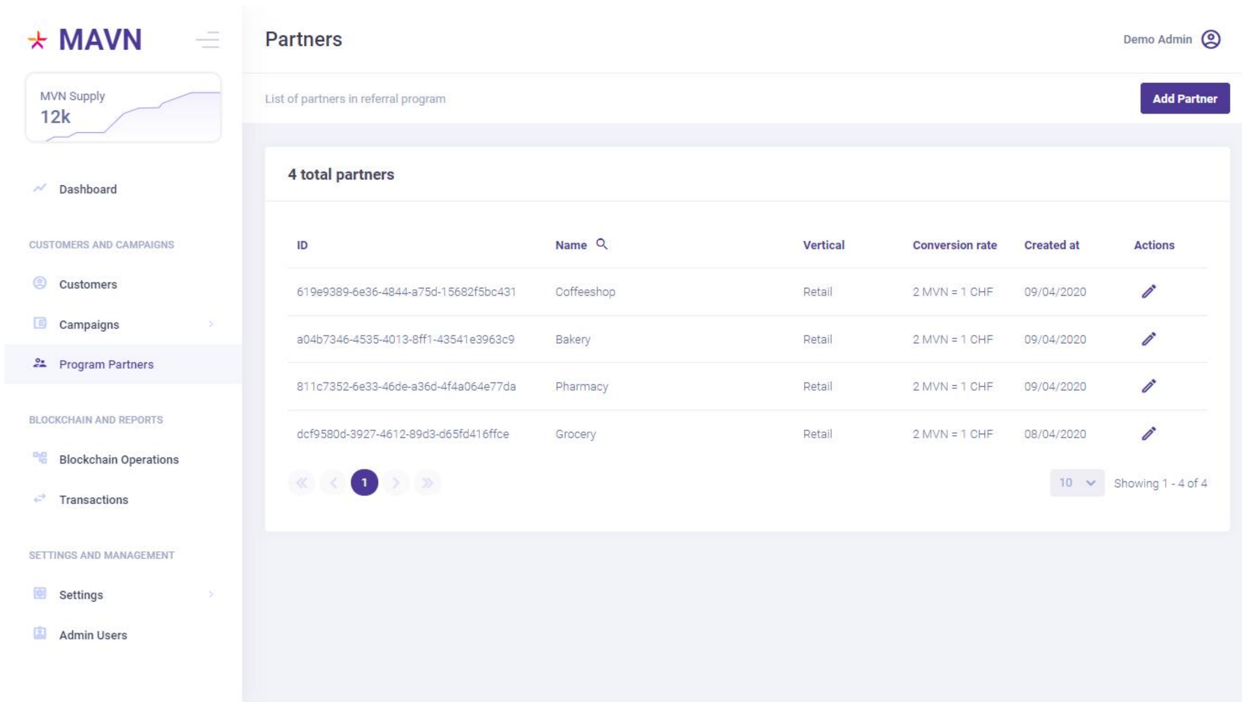
Coming soon...

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

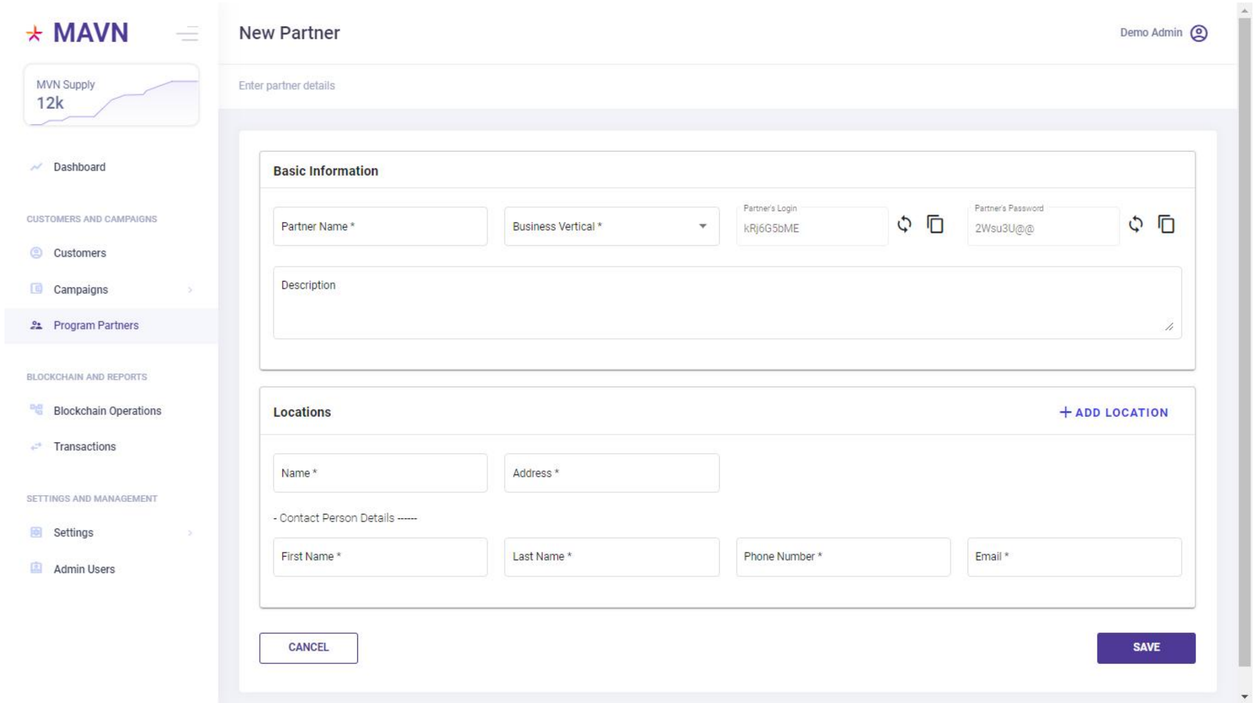
To find a particular program partner, use the search box at the Name column header: start typing a name, click on the magnifying icon, then check the result in the grid below.

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.

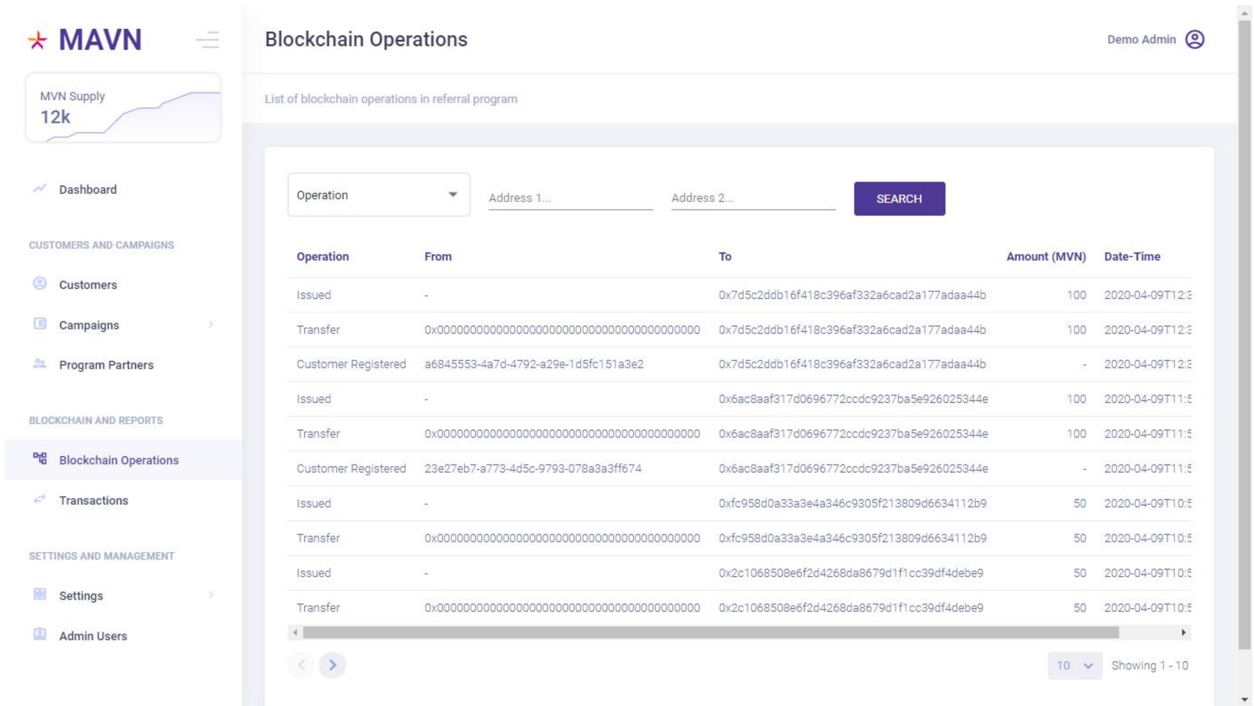
To complete editing of a partner, click the Save button in the bottom; to exit the form without saving changes, click Cancel button.

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



DESCRIPTION OF THE FUNCTIONS

You can filter blockchain operations by type: Customer Registered, Sent (P2P in particular), Spent, and so on. Select a type of your interest and click the Search button.

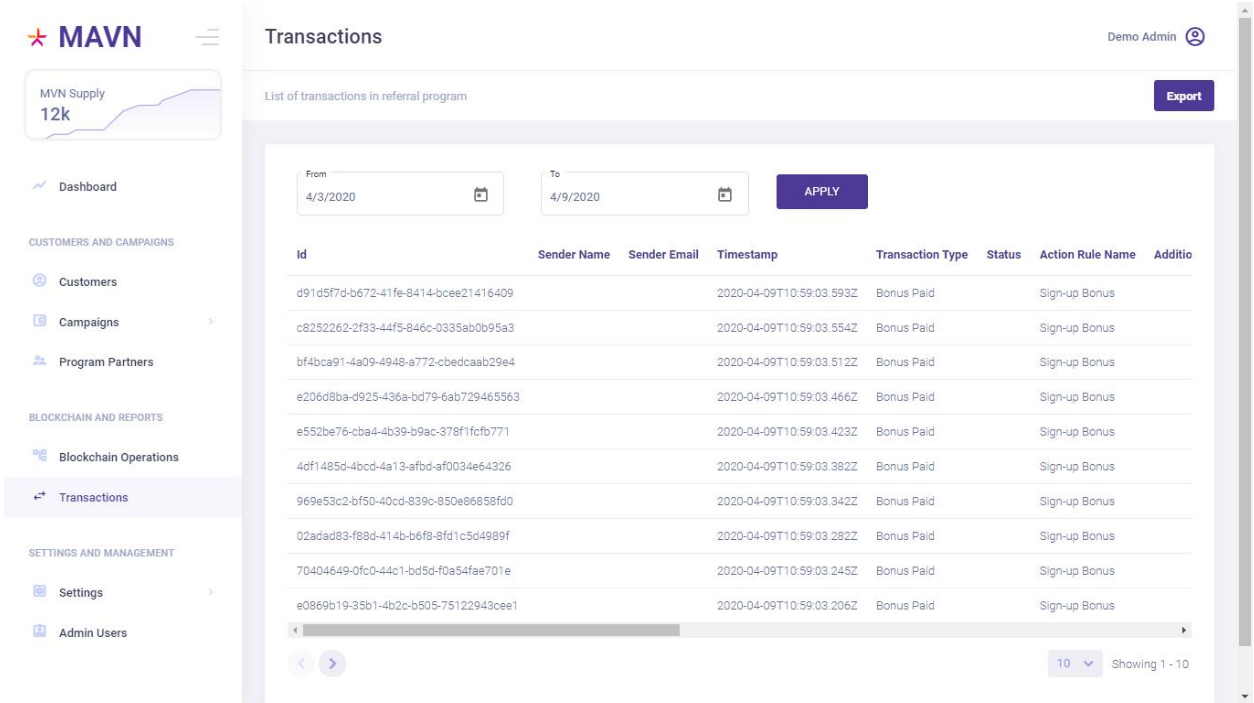
To find an operation by wallet address (or two wallet addresses), use search fields in the top of the page: insert wallet addresses in one or both search boxes and click the Search button, check result in the table below - the requested addresses will be shown in the list with different colors; the search works with full values.

TRANSACTIONS

The section provides report on transactions in the MAVN platform.

The Transactions page allows to:

- View the list of transactions
- Filter transactions by period
- Export report on transactions



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

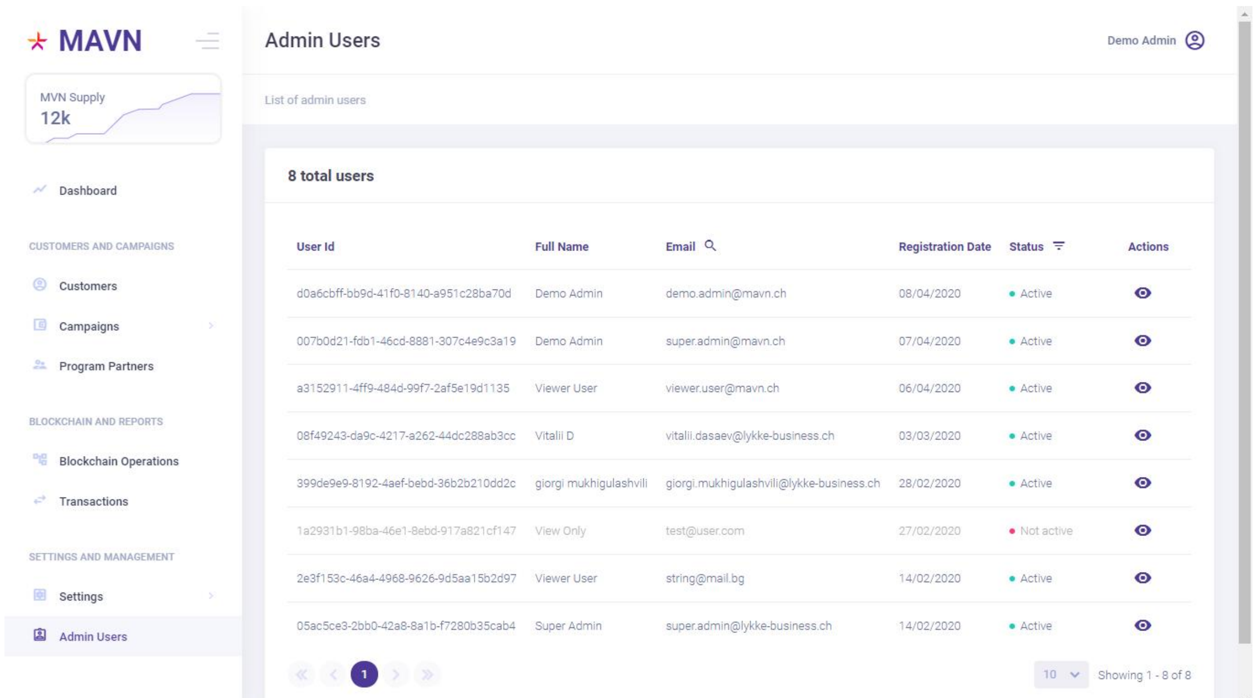
The section provides possibility to:

- 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

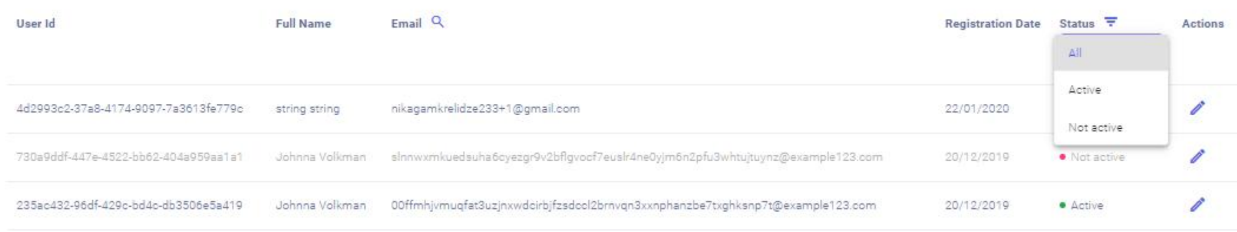


DESCRIPTION OF THE FUNCTIONS

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:



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.

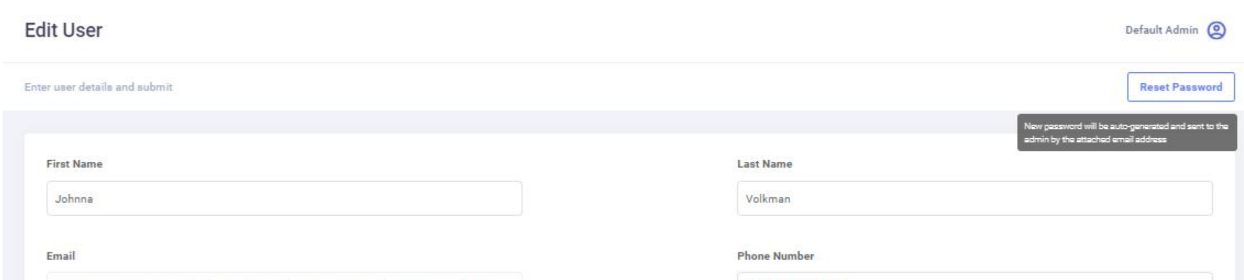
New user will receive an email with the url to the admin portal, and credentials.

EDIT ADMIN USER

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

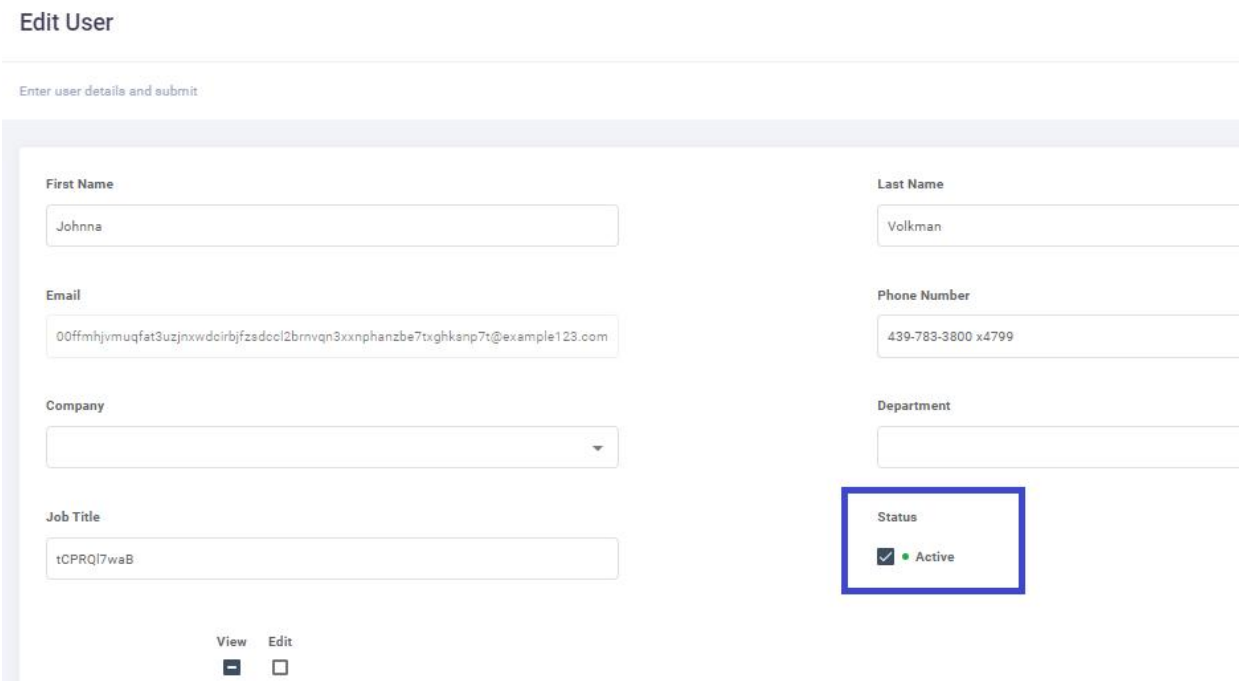
RESET ADMIN USER'S PASSWORD

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:



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:



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