



REAL RESEARCH Sponsor Portal

User Manual

August 2022



Table of Contents

1. Sponsor Registration and Login	3
a.) Sponsor Registration	3
b.) Sponsor Login	4
2. Home	5
a.) Home	5
3. Insights	6
a.) Insights	6
b.) Analyze Survey Results In Detail	7
Detailed Analysis	7
Cross Analysis	8
4. Create Survey	9
a.) Logical Option	9
Screening	9
Skip	10
Looping	12
b.) Public Survey	13
Step 1: Set Audience	13
Step 2: Survey Title and Survey Duration	15
Step 3: Survey Questions	17
Survey Drafts	21
Step 4: Attach Ads to Surveys	22
Step 5: Payment	24
Pay With Cryptocurrencies	25
Deposit Reward Coins From Wallet	26
Buy Reward Coins	27
Pay with RR Points	27
Buy RR Points	29
Step 6: Submit Survey	31

Table of Contents

c.) Private Survey	31
Step 1: Set Audience	31
Step 2: Survey Title and Survey Duration	34
Step 3: Reward Setting	36
Step 4: Survey Questions	39
Step 5: Submit Survey	42
5. My Surveys	43
a.) My Surveys	43
b.) All	43
c.) In Review	44
d.) Ongoing	44
e.) Completed	45
6. Ads	46
a.) Ads	46
b.) Upload Ads	46
c.) Edit Ads	47
7. RR Points	48
a.) Buy RR Points	48
On Home Screen	48
b.) RR Points History	51
RR Points Survey History	51
RR Points Purchase History	53

1. Sponsor Registration and Login



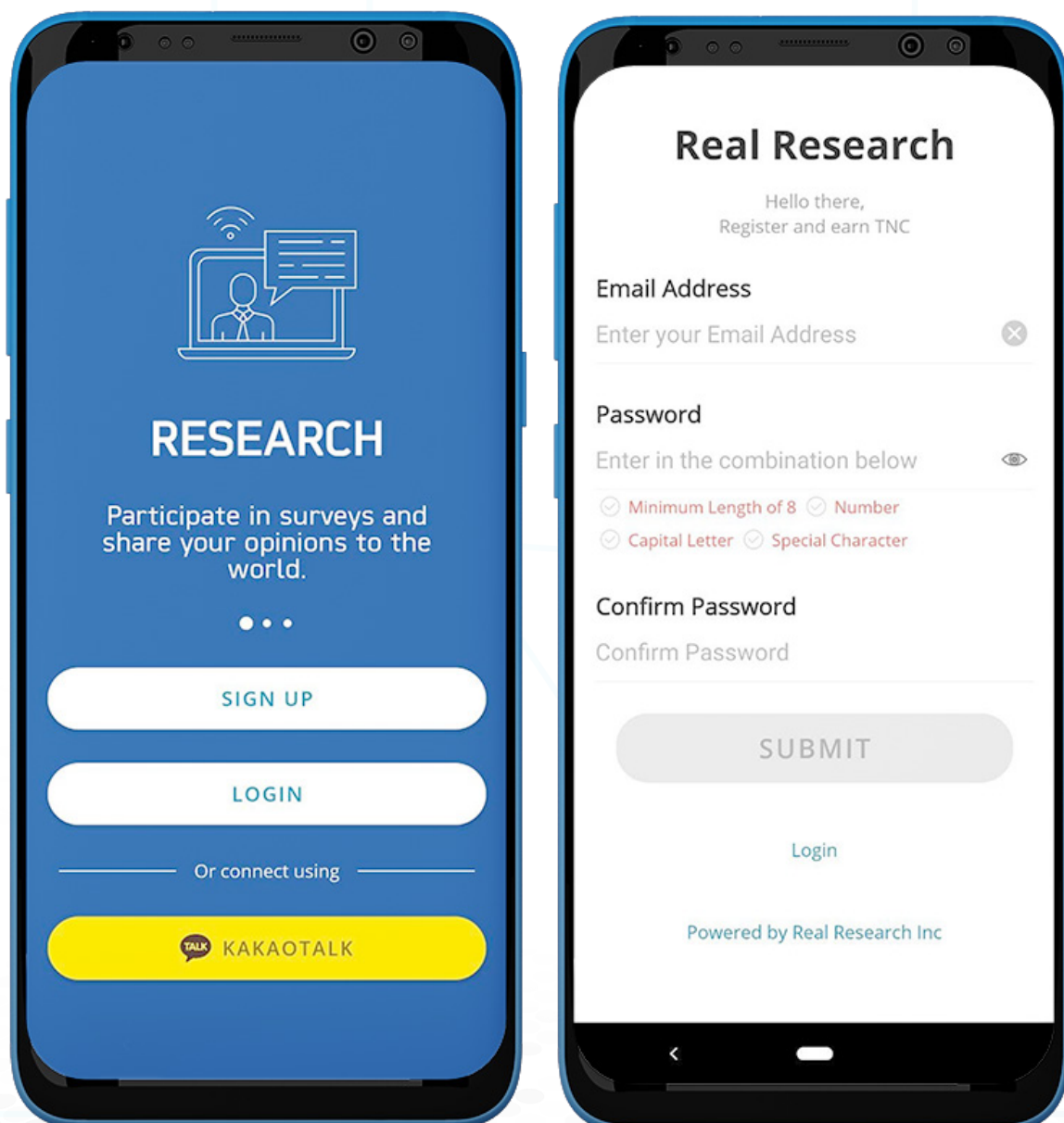
a.) Sponsor Registration

1. To log in on the Sponsor Portal, users should register an account on the Real Research app first.

There are two ways for registration in the Real Research app:

- **Sign up directly from the Real Research app**
- **Sign up through Social Login** (currently, Kakaotalk is available)

2. The user's registered account in the Real Research app should be used to access the Sponsor Portal. If registration is completed through Social Login, accessing the Sponsor Portal is only available through Social Login.



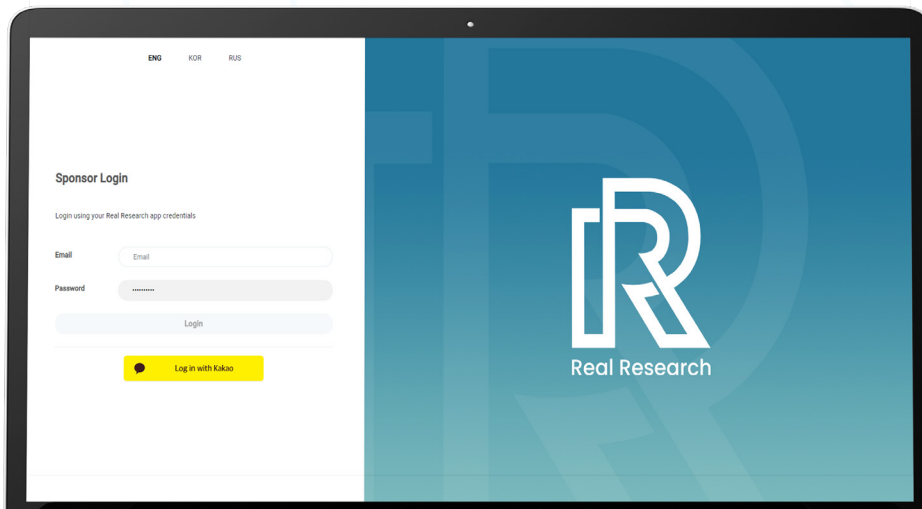
Note: To use the Sponsor Portal, users must complete all 9 mandatory KYC levels in the app.

1. Sponsor Registration and Login

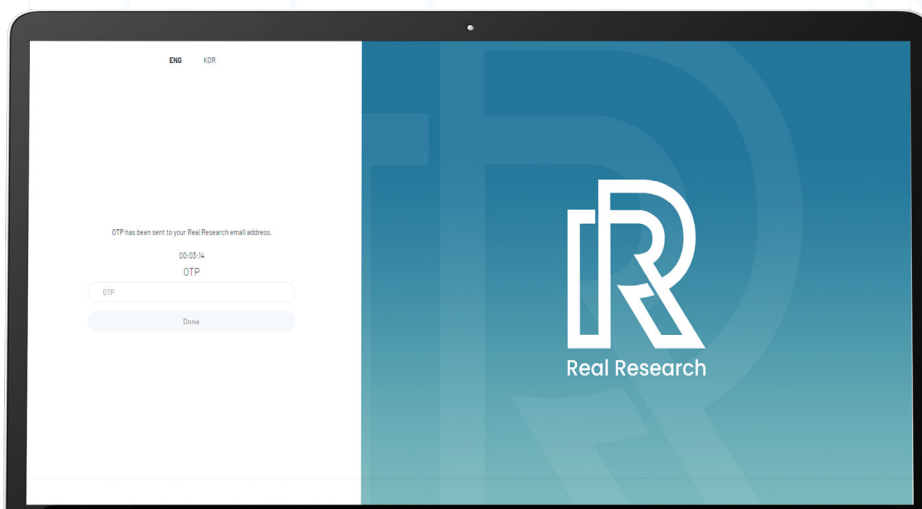


b.) Sponsor Login

1. Sponsors must log in to access the main screen. Language preference (English/ Korean/Russian) can be set at the uppermost part of the login screen.
2. If registration has been done directly from the app, Sponsors can log in with their Real Research account; email address and password then click '**Login**'.
3. If registration has been done through Social Login,click '**Login with Kakao**'.



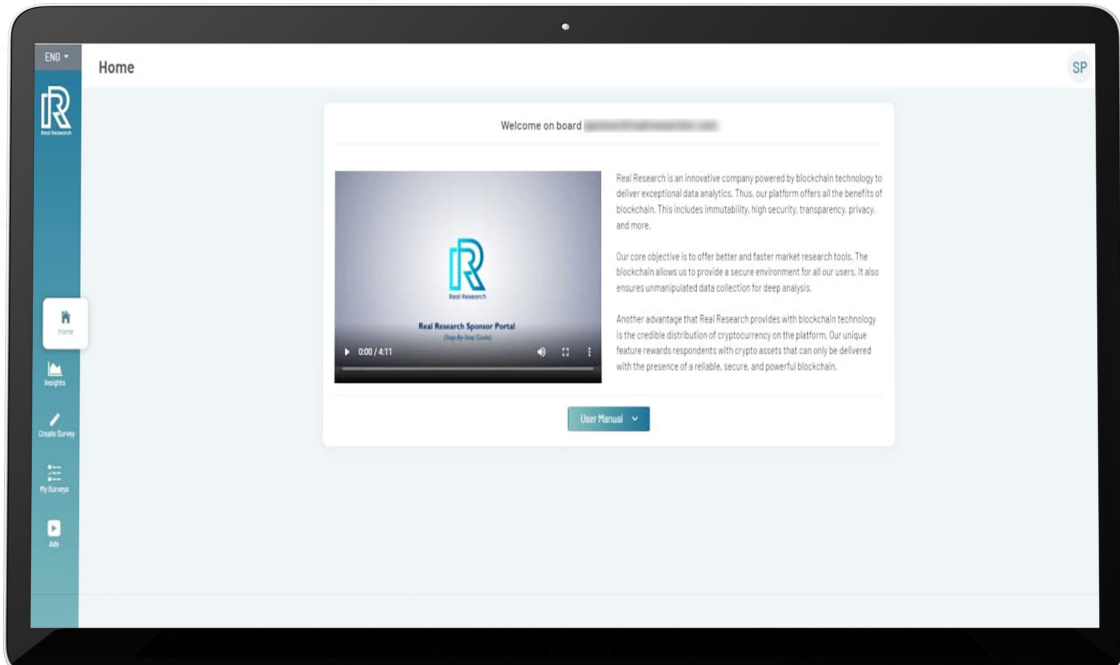
4. A **one-time password (OTP)** will be sent to the registered email address.
5. The user must check their email to retrieve the OTP and enter the code in the space provided to access the Portal. Then click '**Done**' to log in successfully.



2. Home



a.) Home



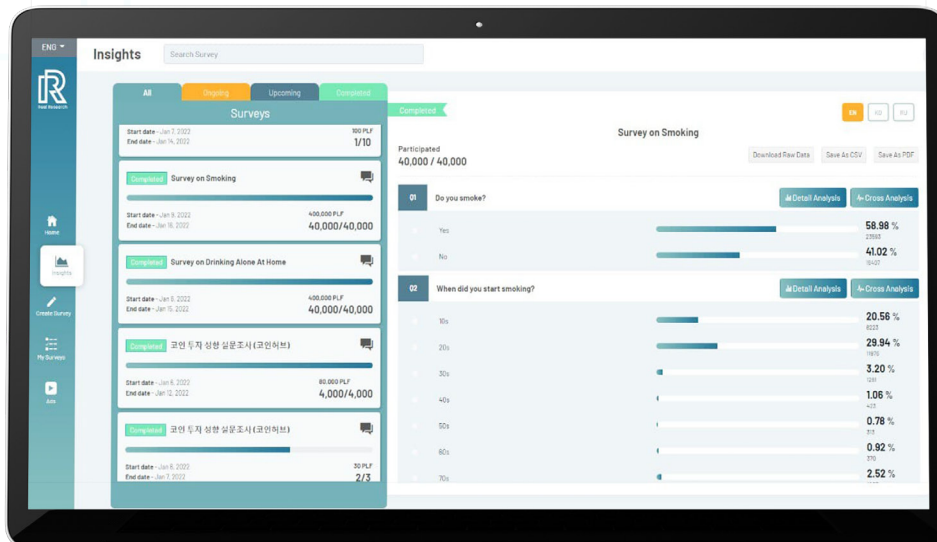
1. Sponsors can see their Sponsor Portal account, same as their Real Research app account, on the top right corner of the Home screen.
2. A video on how to use the Sponsor Portal is displayed underneath. Click '**User Manual**' to access the Real Research Sponsor Portal manual which is available in 3 languages (English/Korean/Russian).

3. Insights



a.) Insights

1. On the left side of the screen, sponsors will find **'Insights'** in the second menu panel.
2. The **'Insights'** displays the **overall result and statistical analysis** of the published surveys.



3. The **'Insights'** dashboard categorizes surveys under four tabs : **All, Ongoing, Upcoming, and Completed**
4. To select a specific survey, click on the survey title from the survey list.
5. Upon clicking, the survey result for each question will appear on the right side of the screen.
6. Sponsors can view the results in their preferred language by clicking on the available language buttons on the top right side of the panel.
7. **Data Formats:** Sponsors can also download the results for ongoing, upcoming, and completed surveys by clicking the **'Save As CSV'** or **'Save As PDF'** button on the top right to save the data. Sponsors can choose between downloading data in the form of CSV and PDF format.
8. **Download Raw Data:** For completed surveys, sponsors get the additional option of downloading detailed data by clicking the **'Download Raw Data'** button on the top right. Raw data includes respondent's KYC information, responses, and response time in seconds, etc.

Note: The raw data does not include any personal data that could reveal respondents' identity.

3. Insights

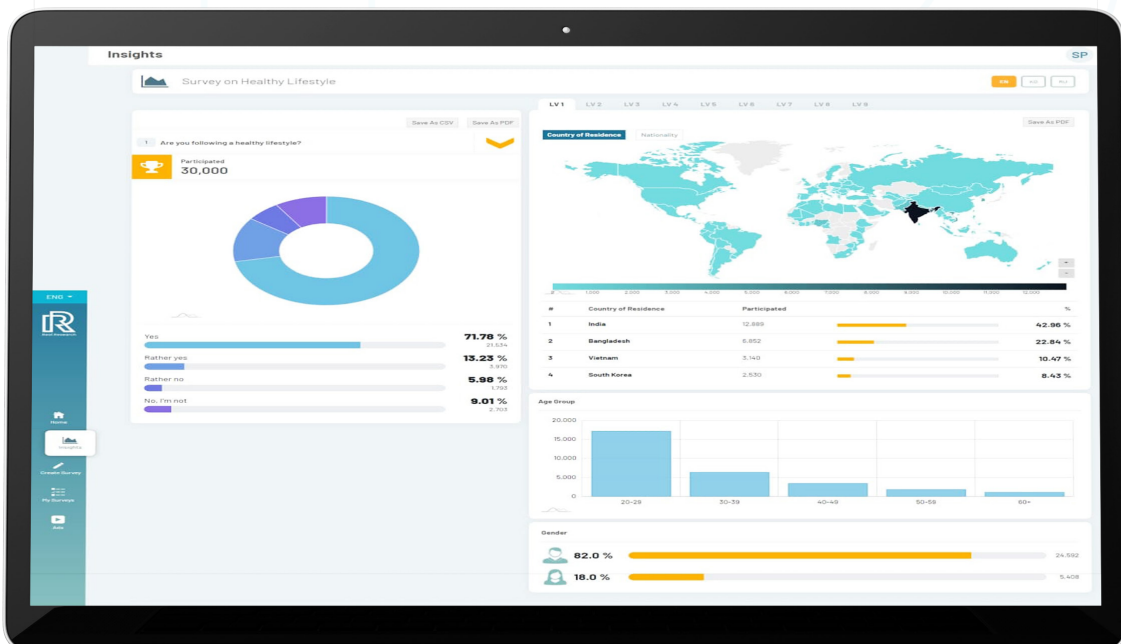


b.) Analyze Survey Results in Detail

1. The survey result can be analyzed in two ways:
Detailed Analysis / Cross Analysis.
2. The buttons for **Detailed Analysis** and **Cross Analysis** are located on the right side of each question of the survey.
3. Select a preferred analysis method to analyze the survey result in detail.

Detailed Analysis

Sponsors can analyze the statistics by **selecting each answer** to see the details of survey participants who chose that answer.y participants who chose that answer.



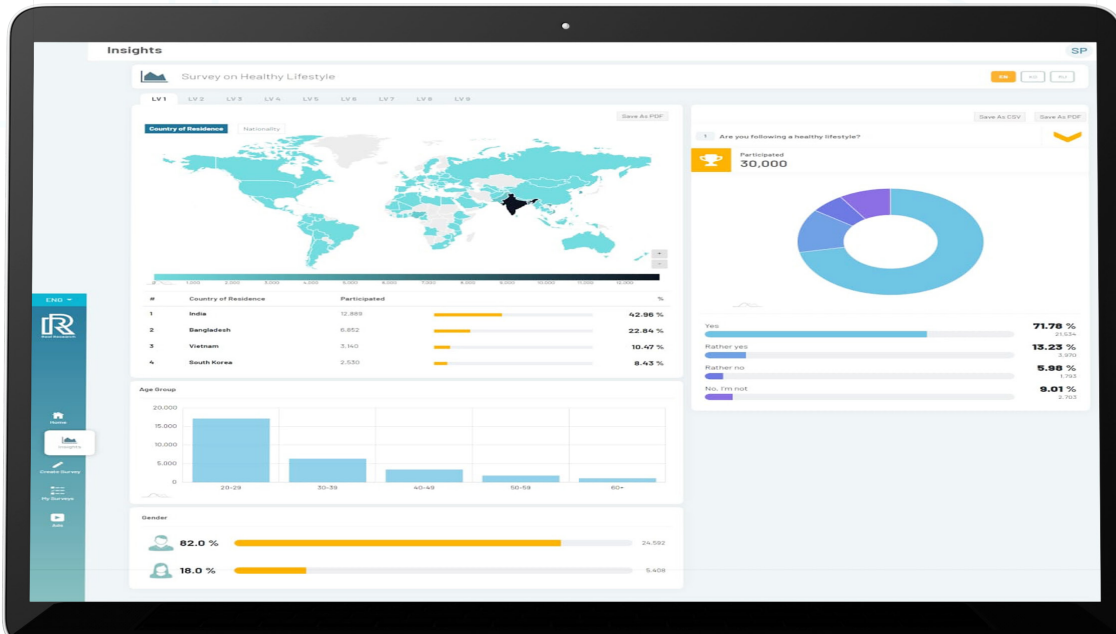
- a. **Selected survey question** : The survey question is found on the left side of the screen above the circular graph. Click the downward arrow to select other questions on the survey.
- b. **Participated** : The total number of participants is shown below the survey question.
- c. **Circular graph** : **The overall statistics** for the question is displayed.
- d. **Answer options** : Upon clicking a particular answer below the circle graph, the KYC information of the participants who selected that answer will be displayed on the right-hand side.
- e. **KYC level buttons** : Choose the level on the upper-right side to change the KYC level.

3. Insights



Cross Analysis

Sponsors can analyze statistics in detail by using the KYC information of the survey participants to see their selected answers.



- a. **KYC level buttons:** Choose the level on the upper-left side to change the KYC level.
- b. **KYC Value :** Upon clicking KYC value, the answers which the participants with that KYC chose will be displayed on the right-hand side.
- c. **Selected survey question :** The survey question is found on the right side of the screen above the circular graph. Click the downward arrow to select other questions on the survey.
- d. **Participated :** The total number of participants is shown below the survey question.
- e. **Circular graph :** The overall statistics for the question is displayed.

4. Create a Survey



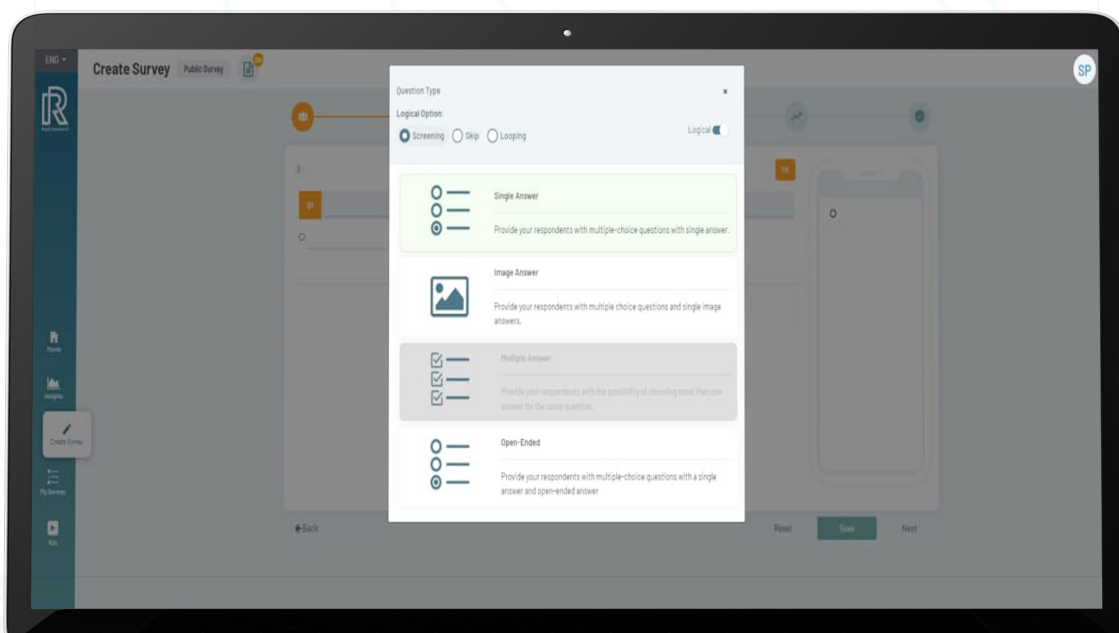
a.) Logical Option

To target specific types of respondents and offer rich data collection options, Real Research allows sponsors to conduct surveys with logical options. These surveys offer 3 types of logical answer options: **Screening, Skip, and Looping**.

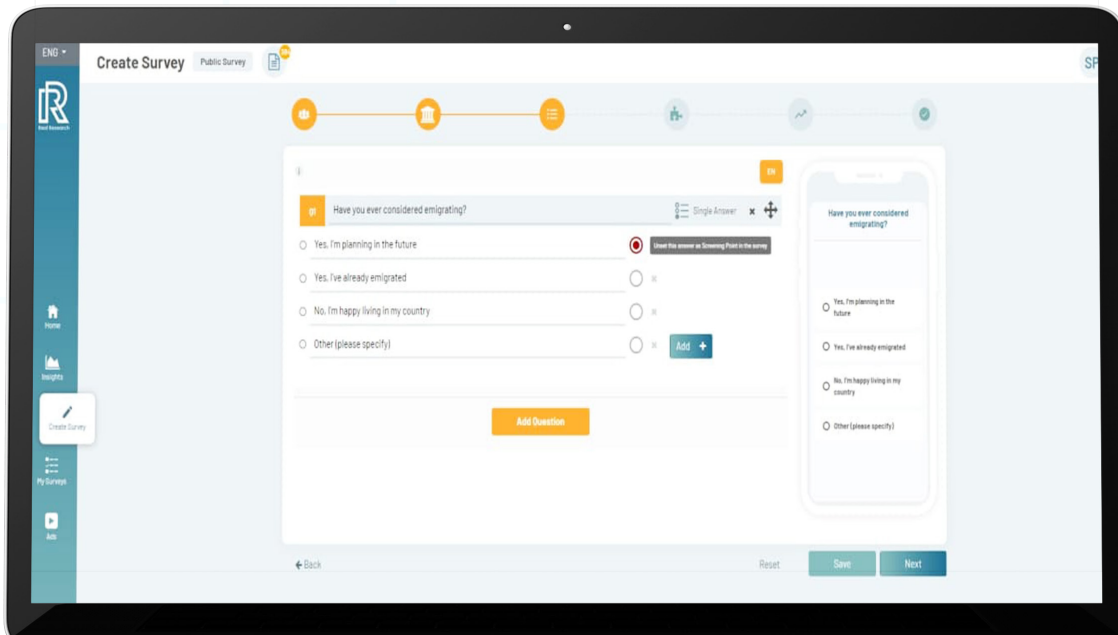
Screening

Screening is the logical option that allows sponsors to screen respondents. Depending on the answers chosen, respondents will either be qualified to answer the next set of questions or be marked as ineligible to proceed further and will be terminated from the survey. This allows sponsors to gather relevant data from respondents who meet the criteria. Those who are eliminated from the survey can still earn rewards based on the amount of questions answered.

1. Hover over the question text box and click on **'Single Answer'**.
2. Activate **'Logical'** toggle on the top right corner.
3. Select **'Screening'** from the list of **'Logical option'** and choose an available question type.
4. Insert the question and answers accordingly.
5. Select answer(s) as a screening point of the survey by clicking on the check box on the right side of the selected answer. To unset, click on the check box again.



4. Create a Survey

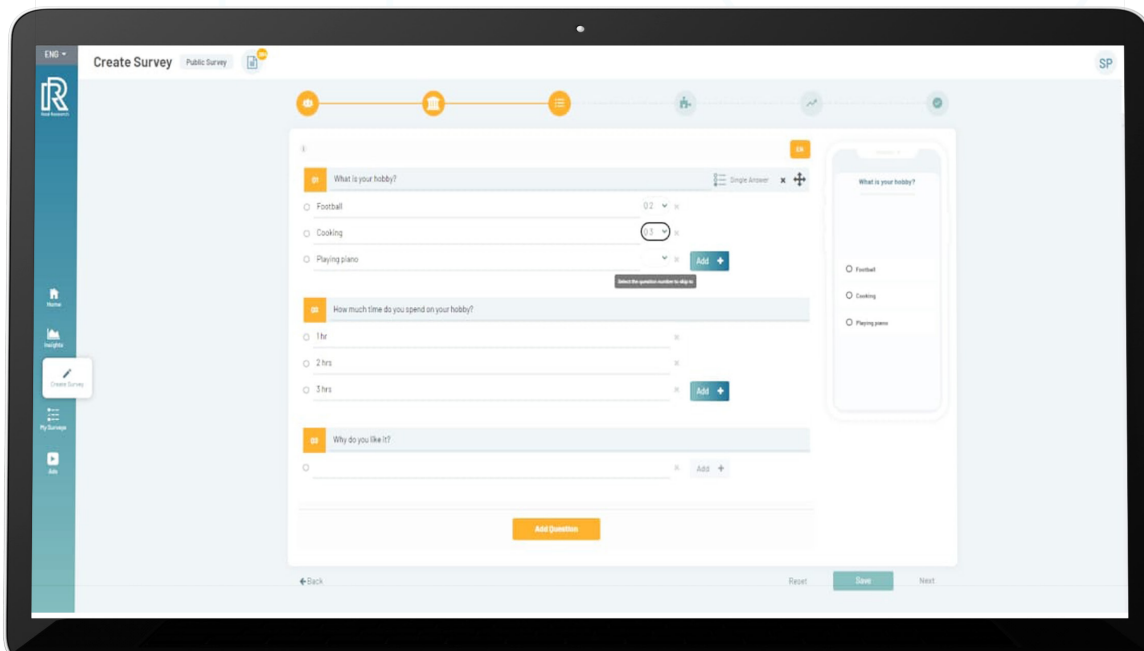
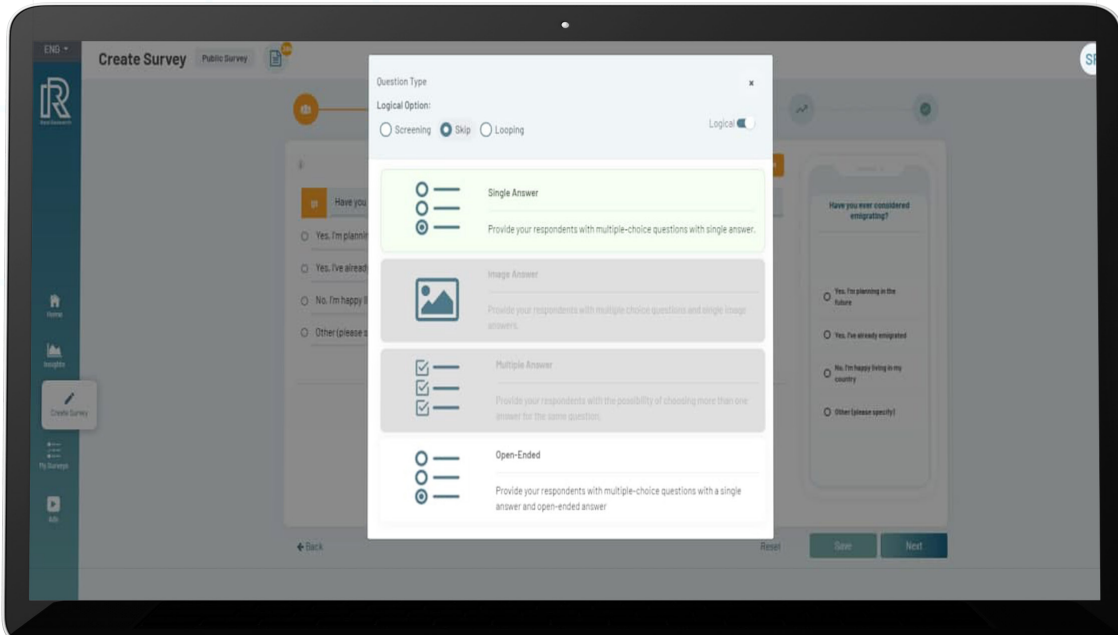


Skip

The **Skip** logic allows sponsors to select what question the respondents can answer next based on their answers to the current question. Likewise, respondents will be branched towards a different part of the survey. This allows for speedy collection of relevant and critical data.

1. Hover over the question text box and click on **'Single Answer'**.
2. Activate **'Logical'** toggle on the top right corner.
3. Select **'Skip'** from the list of **'Logical option'** and choose an available question type.
4. Insert the question and answers accordingly.
5. In the dropdown menu beside each answer, select the question number to apply the Skip logic.

4. Create a Survey



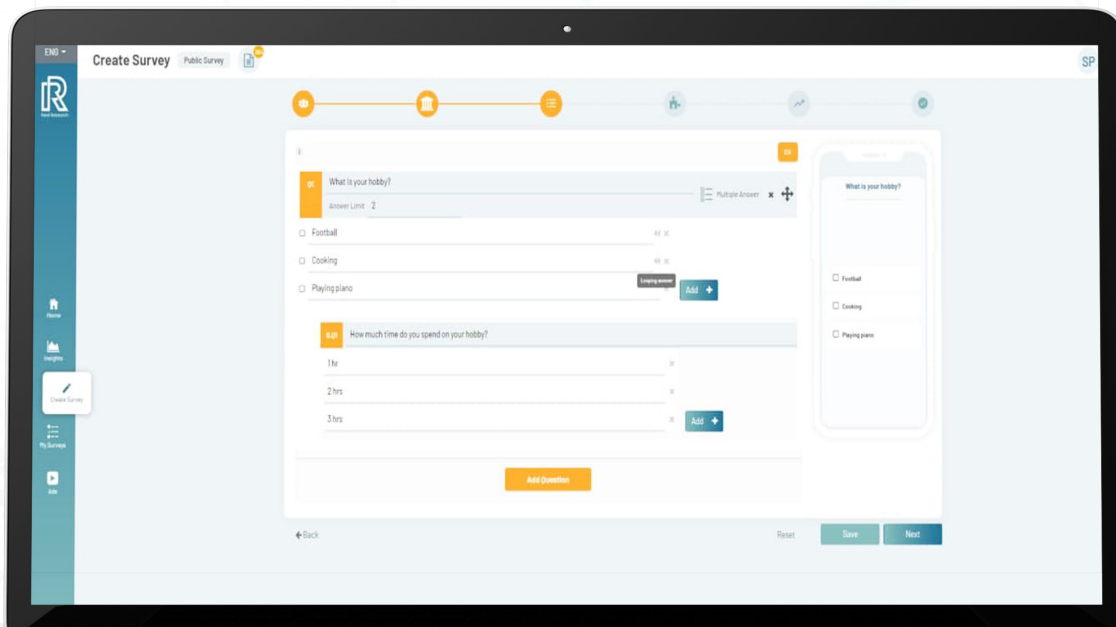
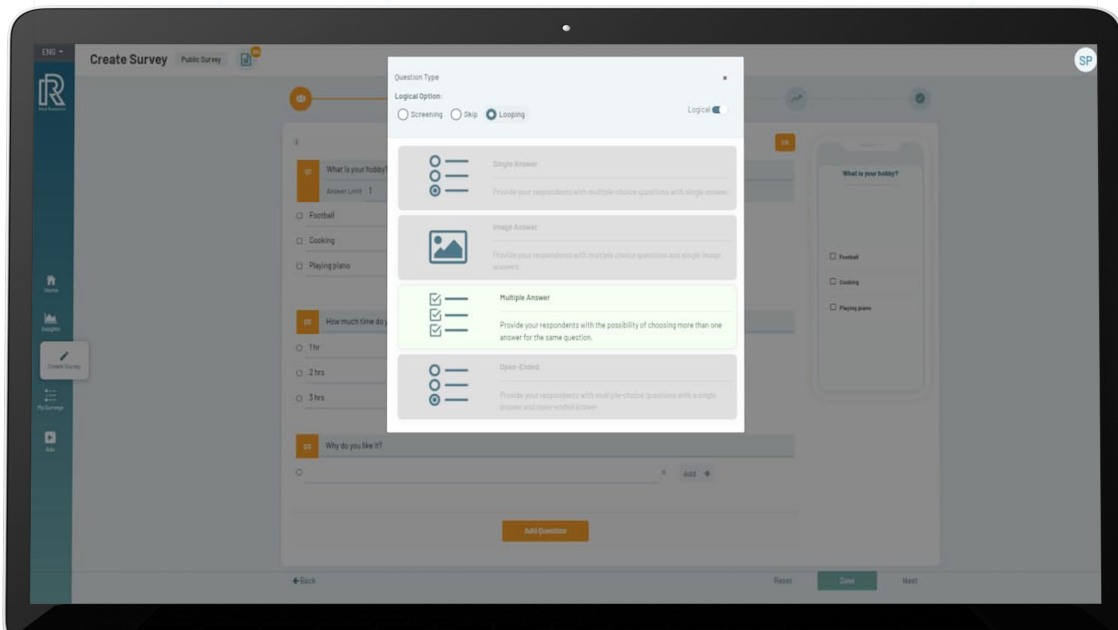
4. Create a Survey



Looping

The **Looping** logic allows Sponsors to repeat the same question multiple times for each chosen answer without creating the question manually. This feature is only applicable for multiple answer questions, where each chosen answer can be followed by specific sub-questions.

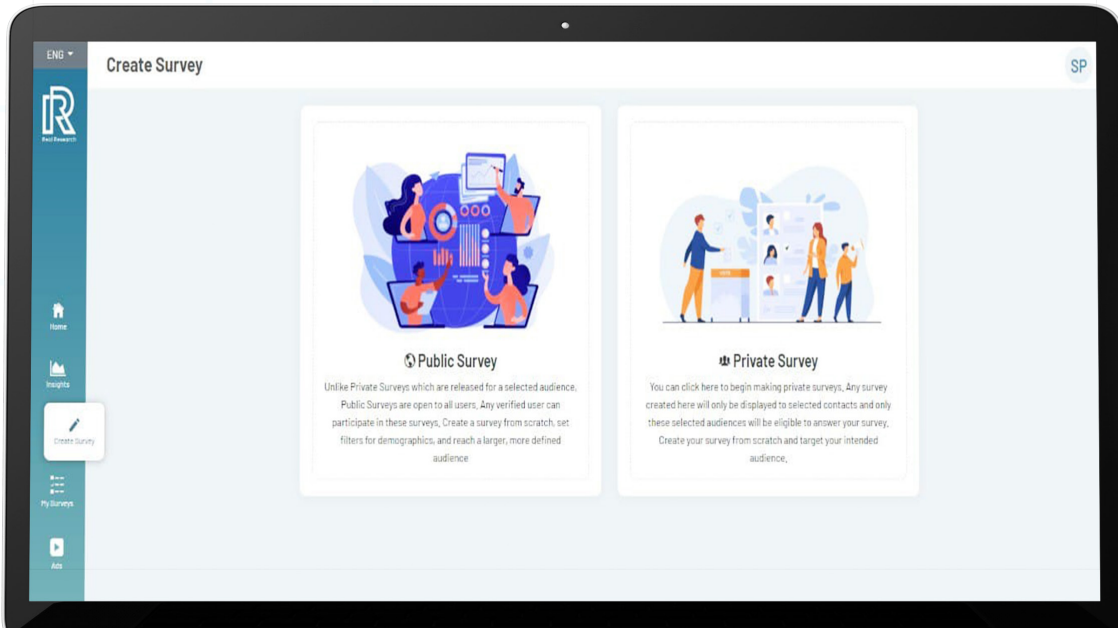
1. Hover over the question text box and click on **'Single Answer'**.
2. Activate **'Logical'** toggle on the top right corner.
3. Select **'Looping'** from the list of **'Logical option'** and choose an available question type.
4. Insert the question and answers accordingly.
5. Set the **'Answer Limit'** to be followed by sub-questions.



4. Create a Survey



On the left side of the screen, sponsors will find **'Create Survey'** in the third menu panel. Two survey types are available: **Public Survey** and **Private Survey**



b.) Public Survey

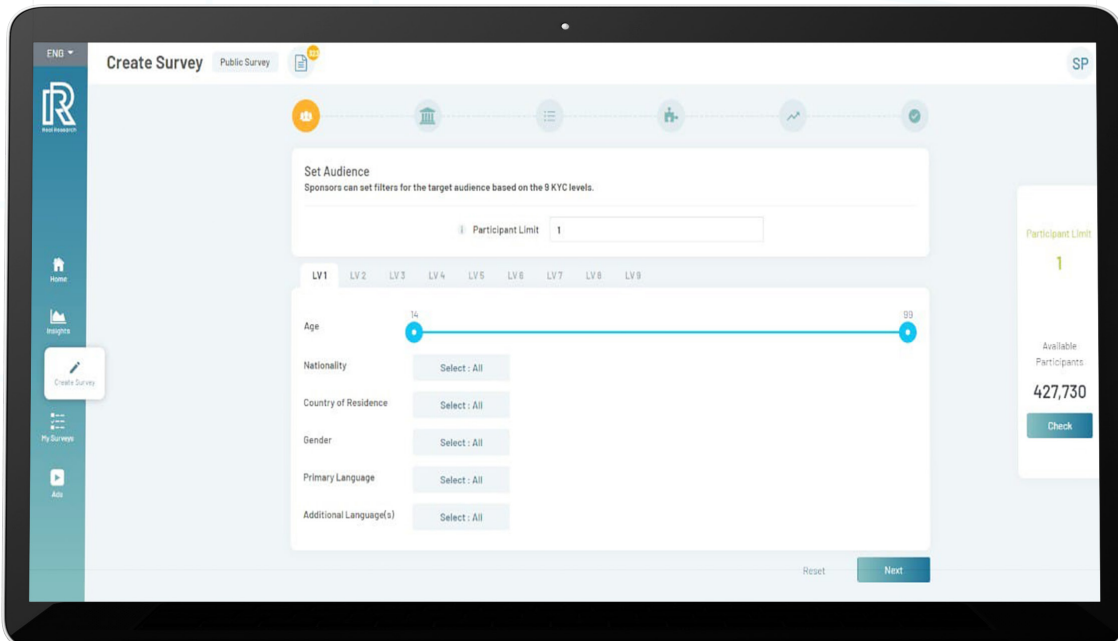
Step 1 : Set Audience

1. **Participant Limit:** Input the desired number of participants.
2. **Available Participants:** On the right side of the screen, a sidebar displays the number of **available participants** from the filter options.
Sponsors must click **'Check'** on the bottom to refresh for any changes made within the filter.

Note: It will be displayed red if the filtered settings do not reach the total number of target participants.

3. **Define filters as per the KYC levels to set survey participants:**
Click each level tab to set the filters by each KYC level answer.
E.g. Click **LV 1**, the following categories of KYC level 1 will be displayed.

4. Create a Survey



- a. **Age** - Adjust the minimum and maximum age range using the slider.
- b. **Nationality** - Click on '**Select:All**' to see the list of nationalities.
Add one by one or select '**All**'.
- c. **Country of Residence** - Click on '**Select:All**' to see the list of countries.
Add one by one or select '**All**'.
When the country of residence is selected, the **City of Residence** category will be displayed below.
- d. **Gender** - Click on '**Select:All**' or select among the gender options.
- e. **Primary Language** - Click on '**Select:All**' to see the list of languages.
Add one by one or select '**All**'.
- f. **Additional Language(s)** - Click on '**Select:All**' to see the list of languages.
Add one by one or select '**All**'.

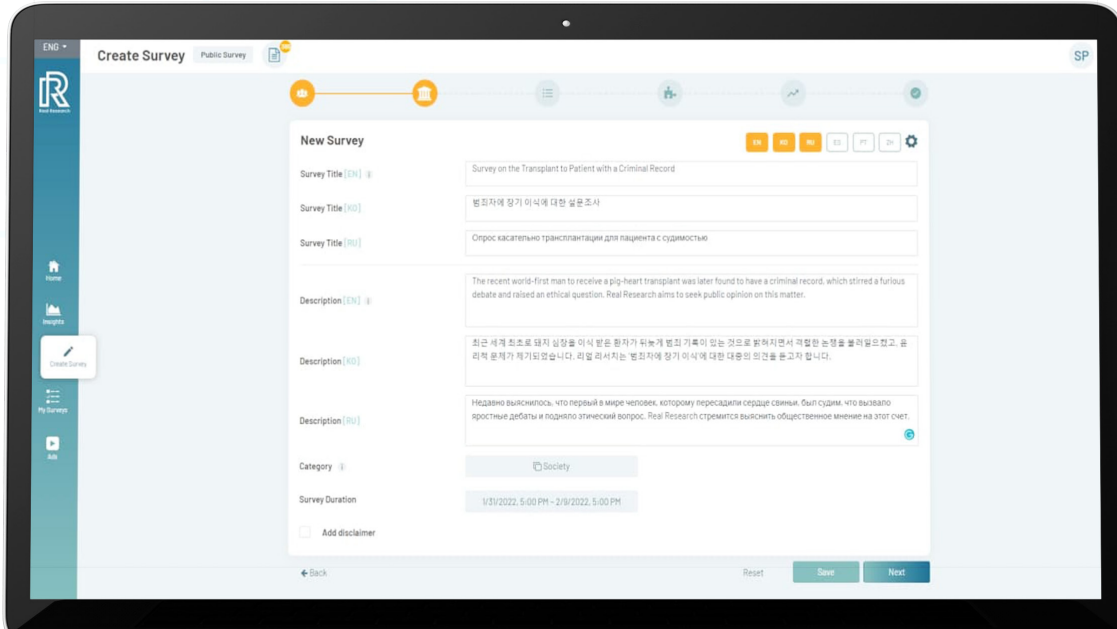
4. Once all filters are set, click on '**Next**' to proceed.

4. Create a Survey



Step 2 : Survey Title and Survey Duration

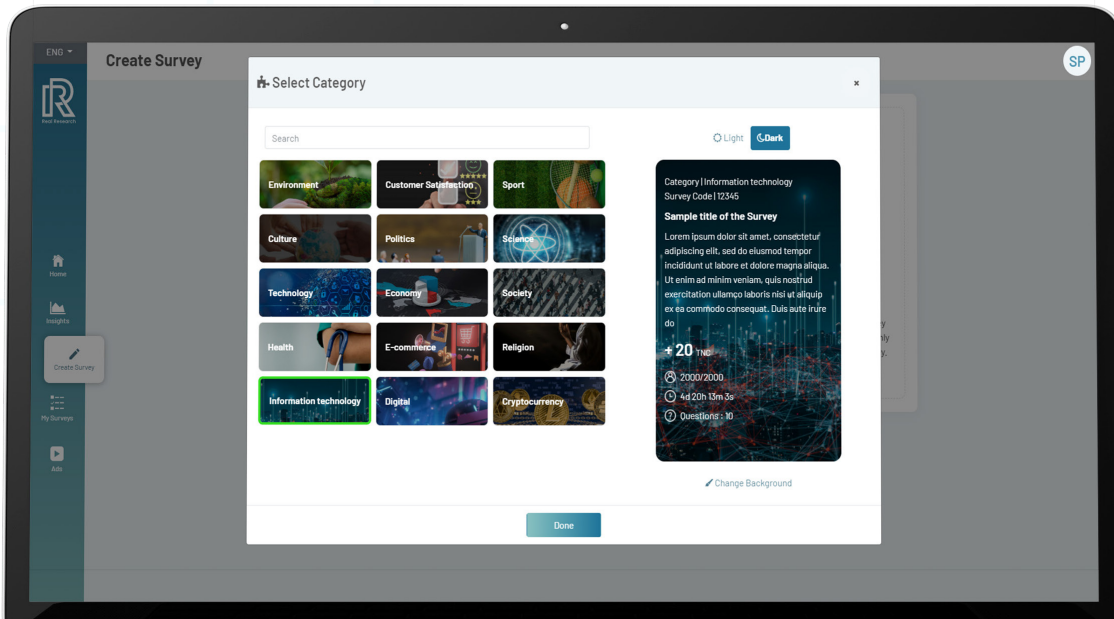
Sponsors must fill in all necessary details as shown below in step 2:



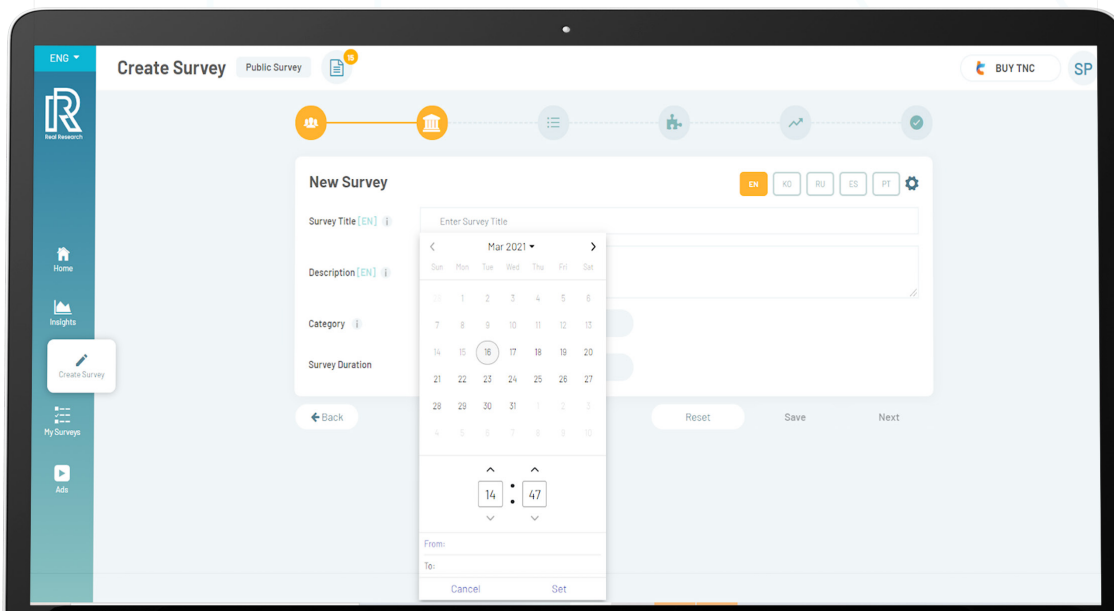
- a. **Select Languages** - Up to 6 multiple languages from the language category (currently available in English, Korean, Russian, Spanish, Portuguese, and Chinese) on the upper right-hand side corner can be selected. (Refer to the **'Select Languages'** section on page 13.)
- b. **Survey Title** - Sponsors must input the survey title in this field.
- c. **Description** - Sponsors must input a brief description of the survey. (limited to 250 characters).

Note: The Survey Title and Description must be filled out for every selected language.

4. Create a Survey



- d. **Category** – sponsors must carefully select the survey category (e.g. Politics, Technology, Society, and Cryptocurrency). The theme of the survey can be set by clicking the **'Light'** and **'Dark'** next to the search bar. Also, they can customize the background image of the survey by clicking the **'Change Background'** button.



- e. **Survey Duration** – sponsors must select start and end times to conduct a survey.

4. Create a Survey



- f. **Disclaimer** – Sponsors can click on the tick box next to **'Add Disclaimer'** if they wish to add a disclaimer. Once done, fill the **'Disclaimer Title'** and **'Disclaimer Description'** text box.

Step 3 : Survey Questions

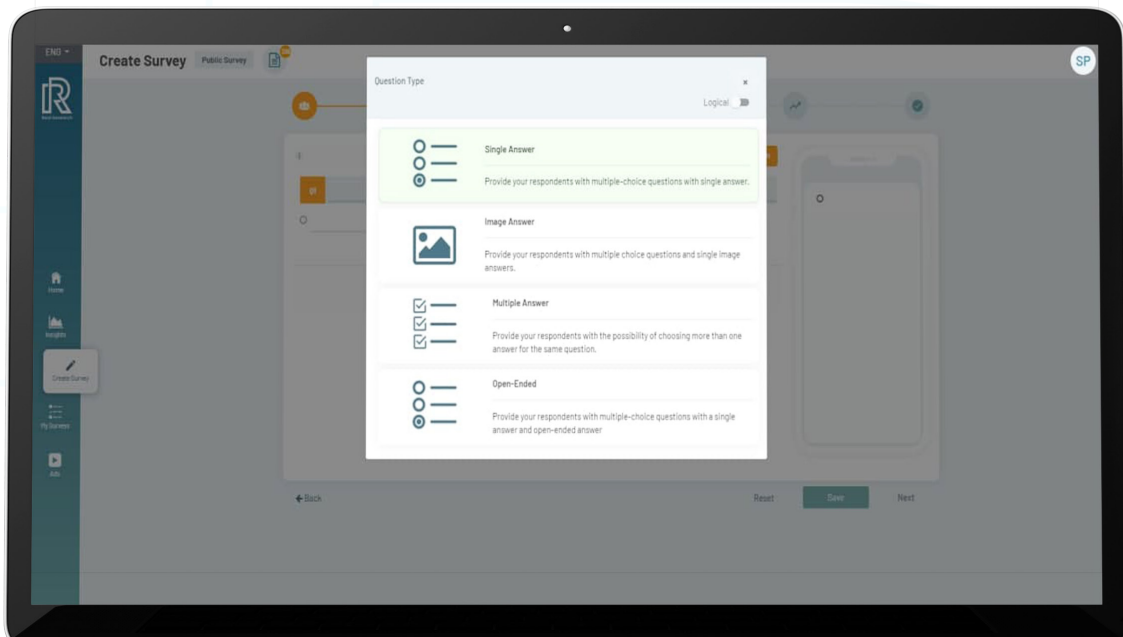
In this step, Sponsors can create survey questions in the type of question they wish.

There are four question types:

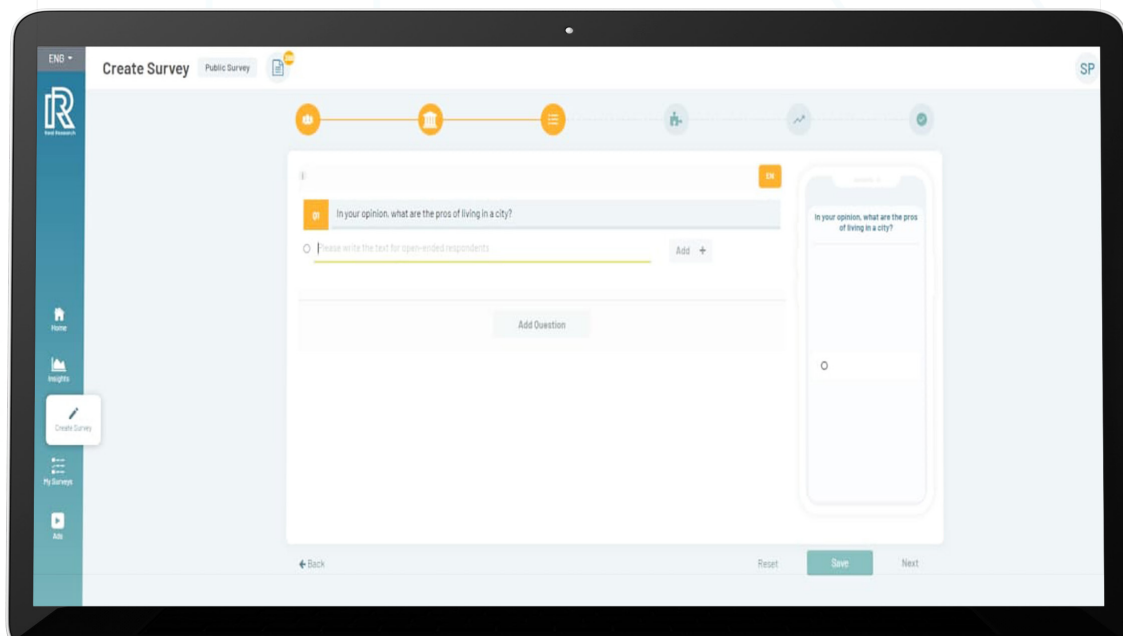
Single Answer, Image Answer, Multiple Answer, and Open-ended

1. To choose the type of question, place the cursor over the question field first. The question type button will show up on the right side of the question field.

4. Create a Survey

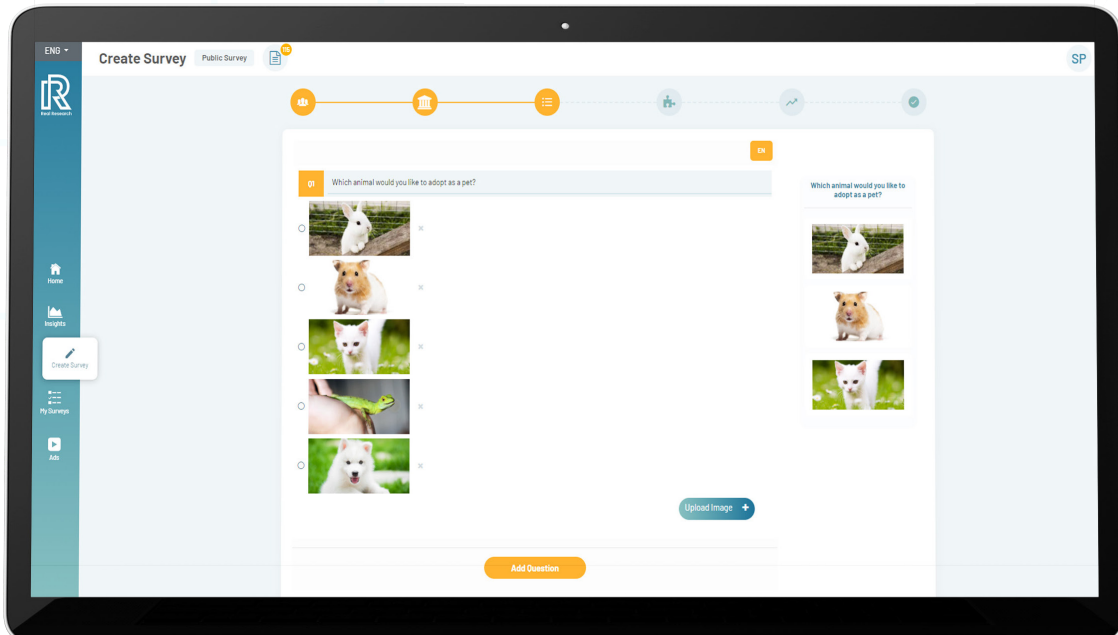


2. Upon clicking the button, a pop-up displaying the **question type option** will show up. Select one.

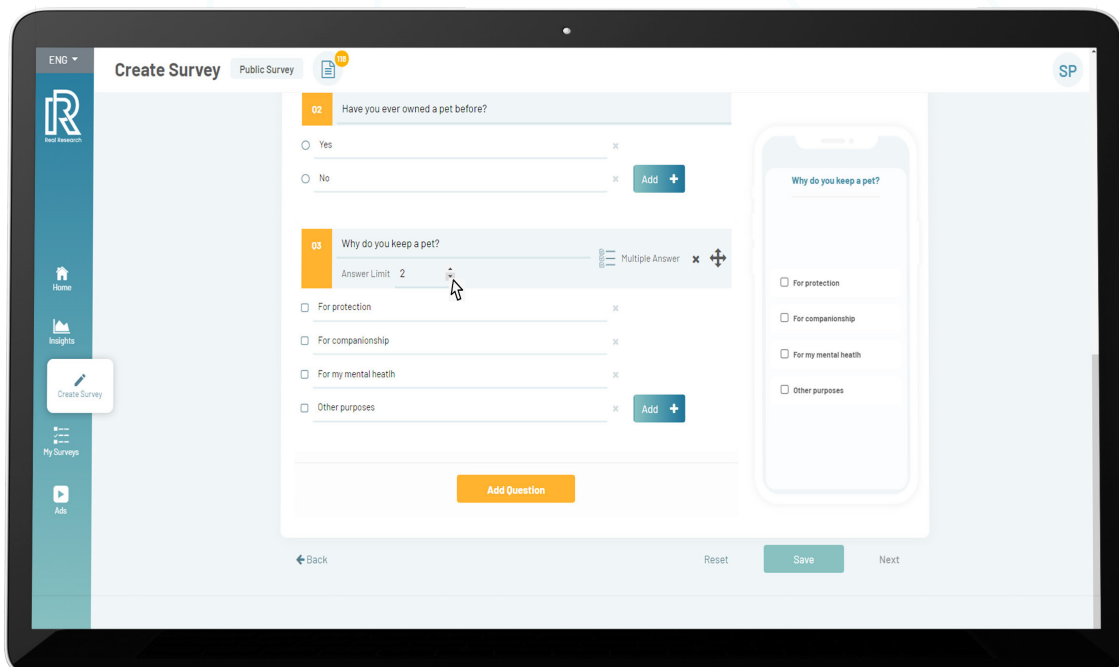


3. **Single Answer Question:** Enter the question and the answers one by one. To add more answer choices, click on the **'Add+'** button.

4. Create a Survey

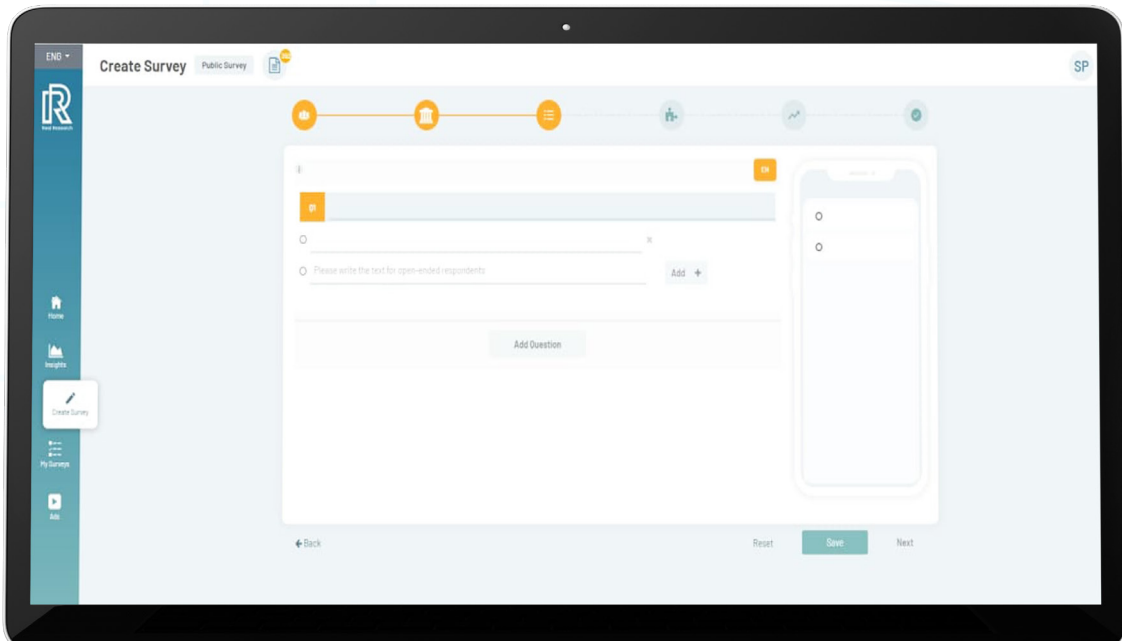


4. **Image Answer Question:** Click the **Camera button** below to upload the image for answer choices or to add more answer choices as well.



5. **Multiple Answer Question:** Set the answer limit by putting the number manually or clicking the arrows. Enter the question and the answers one by one. To add more answer choices, click on the '**Add+**' button.

4. Create a Survey






6. **Open-Ended:** Sponsors can set up an Open-Ended option in two ways:
 - a. **Multiple choice question** - Enter the question and the answers one by one. To add more answer choices, click on the '**Add+**' button. The last answer text box will automatically be set as the Open-Ended answer option. Please type in a placeholder to advise respondents.
 - b. **Single choice question** - In case sponsors choose to have the the Open-Ended option as the only answer choice, click '**x**' on the right-hand side of the other answer options to view only the open-ended choice.
7. For all options, the app preview is shown on the right side.
8. Once all the survey questions are added, click on '**Next**' to proceed.

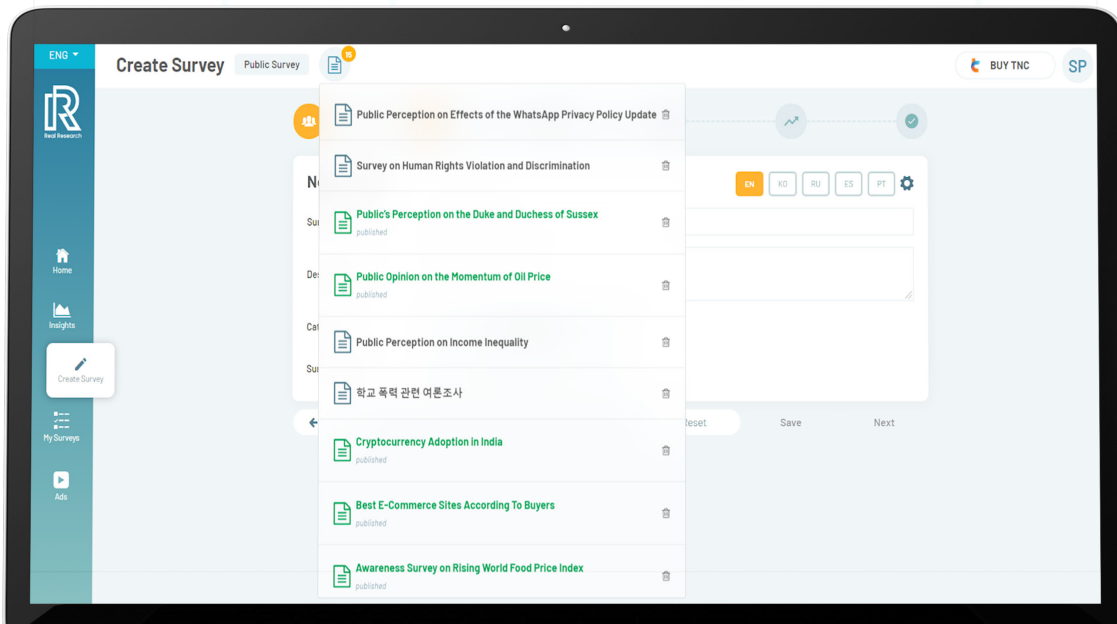
Note: For more details on applying logical options, sponsors can refer to the '**4. Create Survey - a.) Logical Option**' section above.

4. Create a Survey



Survey Drafts

1. If a user exits the page while creating a survey, all survey input data are automatically saved as drafts.
2. On the top of the screen is the 'Draft'  button. This icon displays the total number of temporarily saved survey drafts.
3. Once the 'Draft'  button is clicked, a drop-down list of survey drafts will appear.
4. The surveys that are published after having been saved in Draft will show in green.
5. To **delete** a survey draft, click on the 'Trash bin'  button next to the survey title.

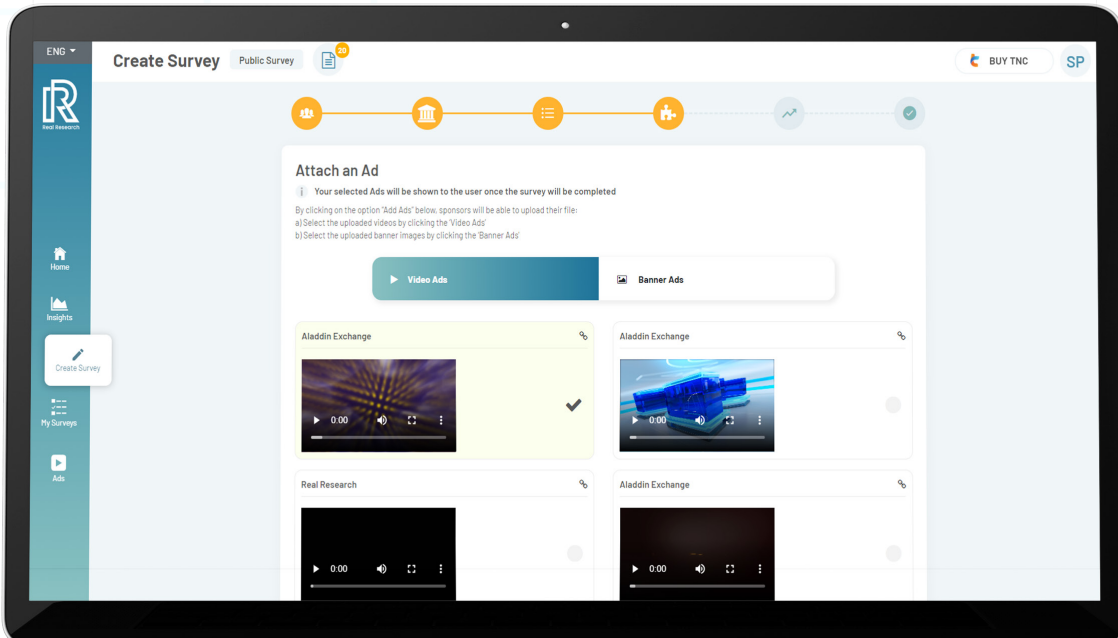


4. Create a Survey



Step 4: Attach Ads to Surveys

1. Sponsors can attach advertisements to public surveys. The selected ad video will be played after a participant completes a survey.

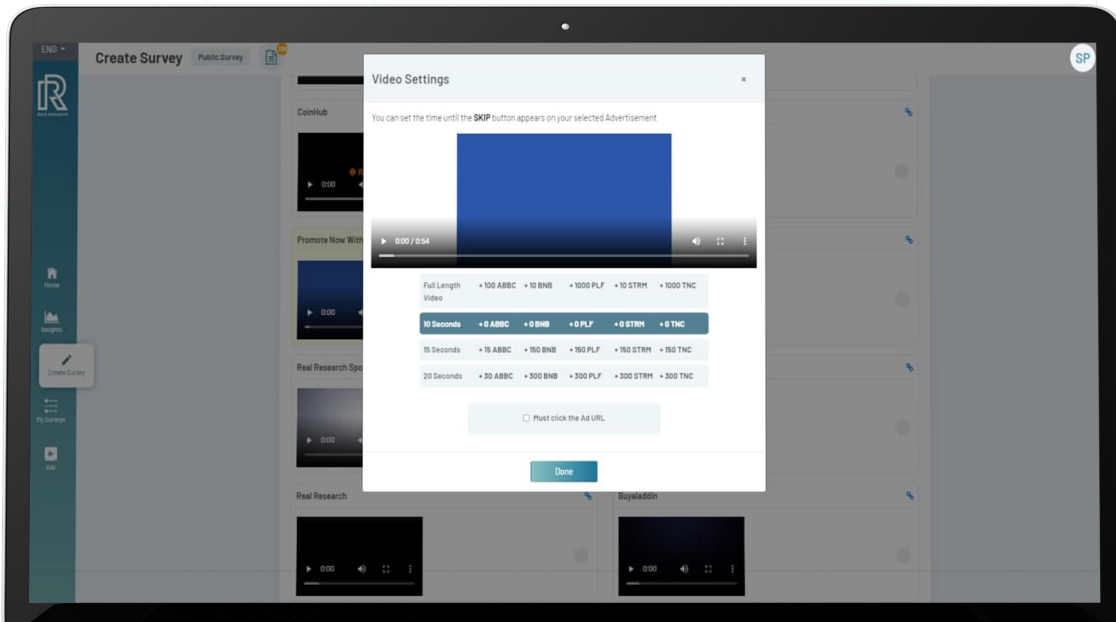


Note: The PNG, JPG, and JPEG image formats and MP4 video format are supported for the ad.

2. Sponsors can select ads from a list of pre-uploaded ones.
3. To upload new ads, click on '**Add Ads**' at the bottom of the list. Once clicked, a pop-up where Sponsors can upload new ads will show up. For detailed information, please check the '**Upload Ads**' part.
4. Once selecting the ad video, a pop-up will appear as below.

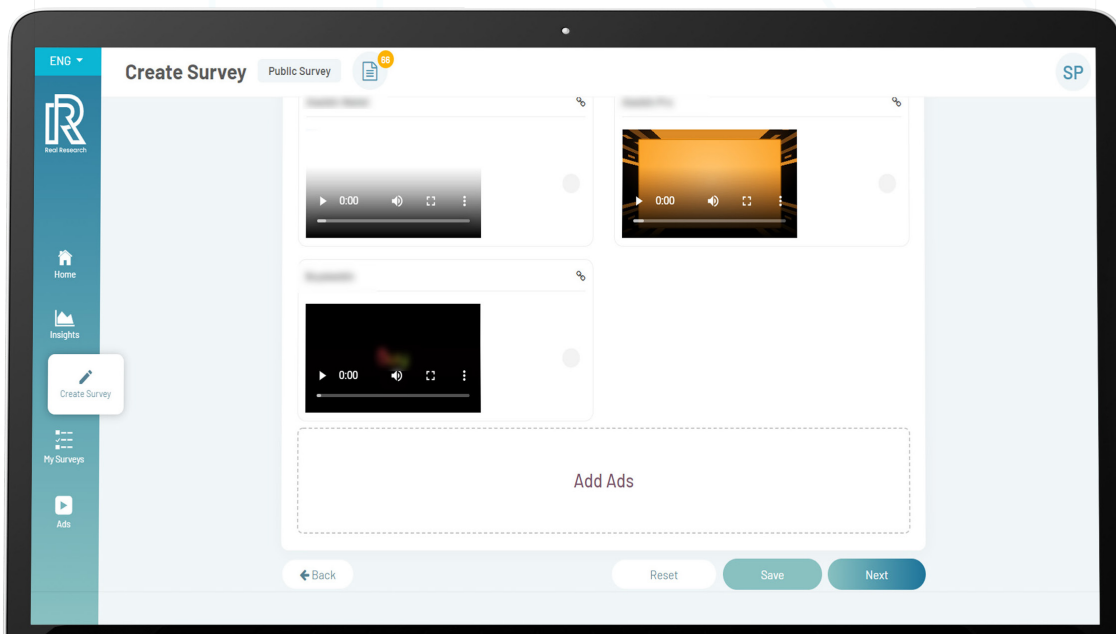
Note: For better publicity, you can set the following two options.

4. Create a Survey



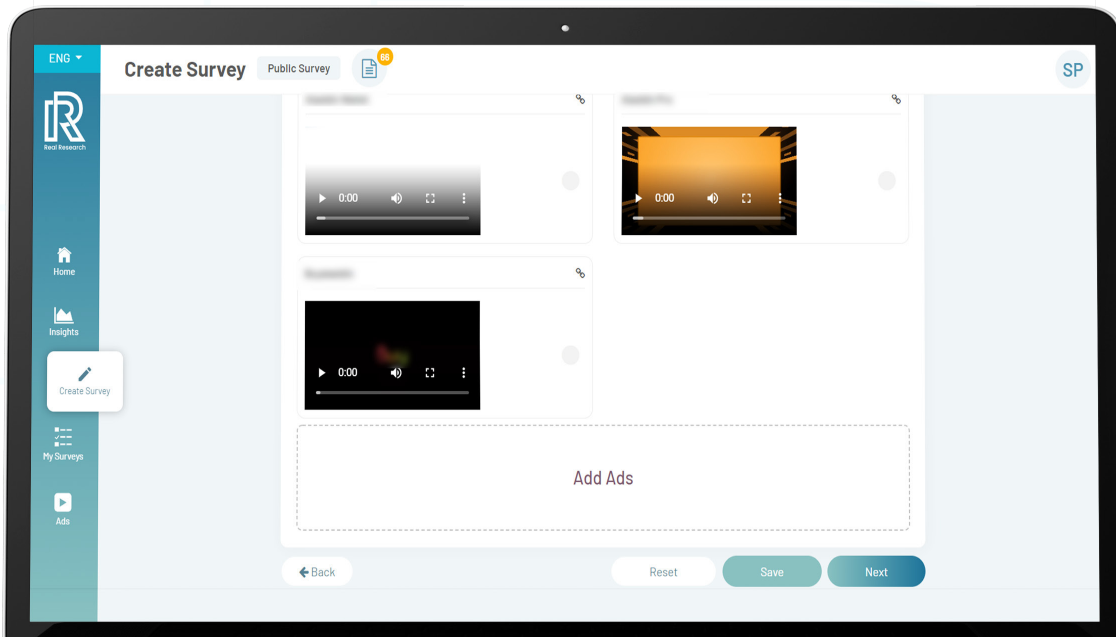
- Ad Video Duration** – Sponsors can set the play time until the ‘skip’ button is activated. Advertisement fees vary depending on the duration.
- Must Click the Ad URL** – After clicking the check box, enter the desired URL. After the ad, users will be redirected to the ad’s website.

5. After video setting, click ‘Done’ to save.



6. Once finished selecting the ads video and banner, click ‘Save’ then ‘Next’ to proceed to the next step.

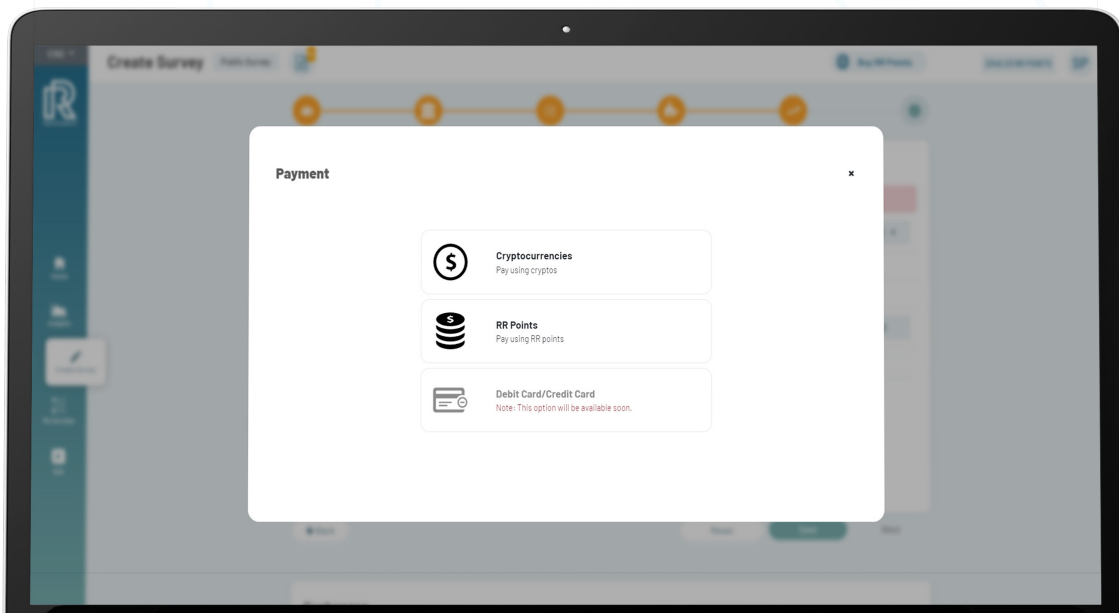
4. Create a Survey



Note: Sponsors who prefer not to attach any ad can click on 'Skip' and proceed to the next step.

Step 5 : Payment

Sponsors can choose to pay with two options: **Cryptocurrencies / RR Points**

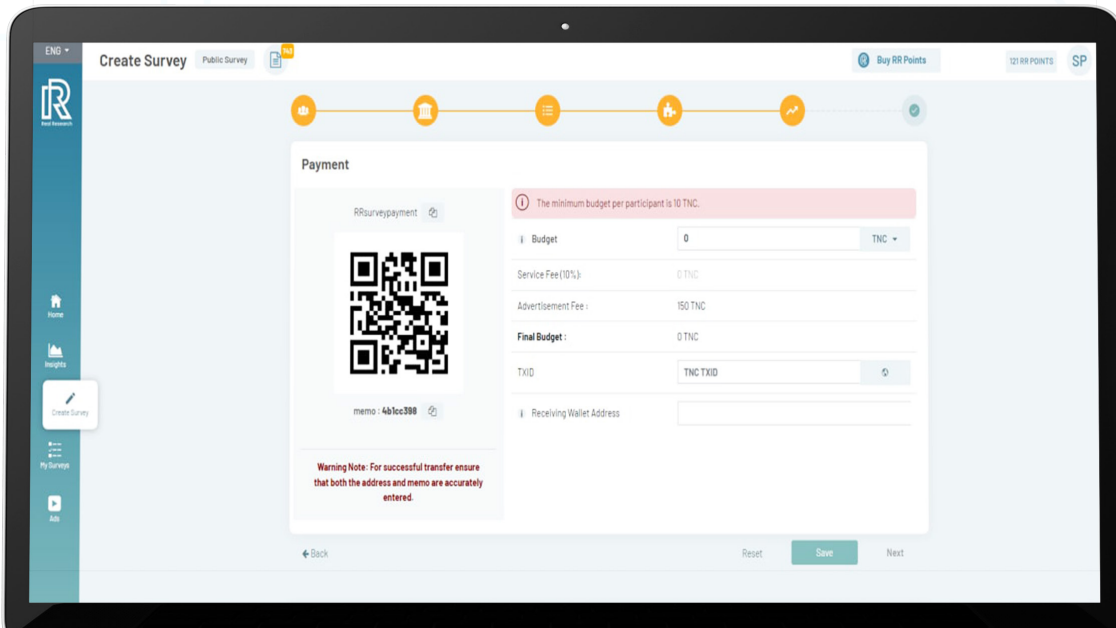


4. Create a Survey



Pay With Cryptocurrencies

1. Upon choosing **Cryptocurrencies**, A pop-up message will appear. Here, Sponsors must enter the correct **'deposit address'** and **'memo'** to transfer funds successfully. Failure to do so will result in lost deposits. When ready, click **'Confirm'**.
2. Sponsors can see the following in the **Payment** screen:



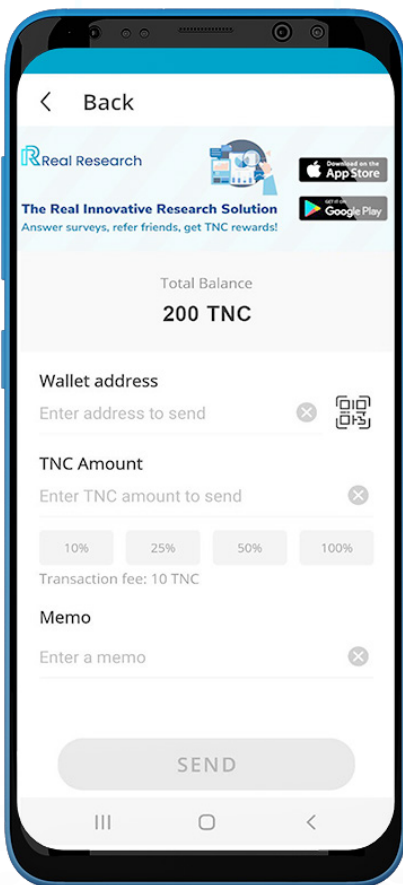
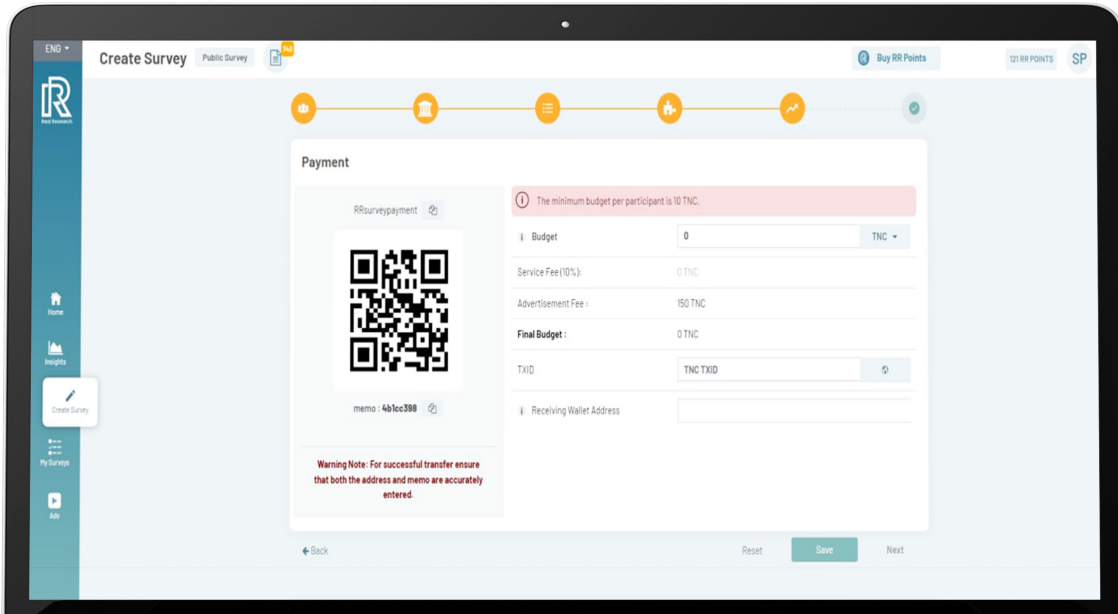
- a. **Budget:** Select the preferred crypto for payment from the drop-down option. Once chosen, the minimum budget for each participant will be displayed. Enter the budget.
- b. **Service Fee:** The service fee is automatically set as **10% of the budget**.
- c. **Advertisement Fee:** The advertisement fee is determined based on the amount of time set by the Sponsor before the appearance of the **'Skip'** button on selected advertisement. This only applied to video ads.
- d. **Final Budget:** Sponsors must pay the Final Budget (Budget + Service Fee).
- e. **TXID:** After a successful wallet transaction, Sponsors can check the TXID for the transaction from the transaction details from the wallet. Copy and enter the TXID here. The transaction can be checked on the explorer by clicking **the globe icon** on the right.
- f. **Receiving Wallet Address:** Enter the wallet address where Sponsors wish to get refunded the remaining budget once the survey is completed, or the full budget in the event that the survey is rejected by the admin.

3. After completing the payment, click **'Next'**.

4. Create a Survey



Deposit Reward Coins From Real Research Wallet



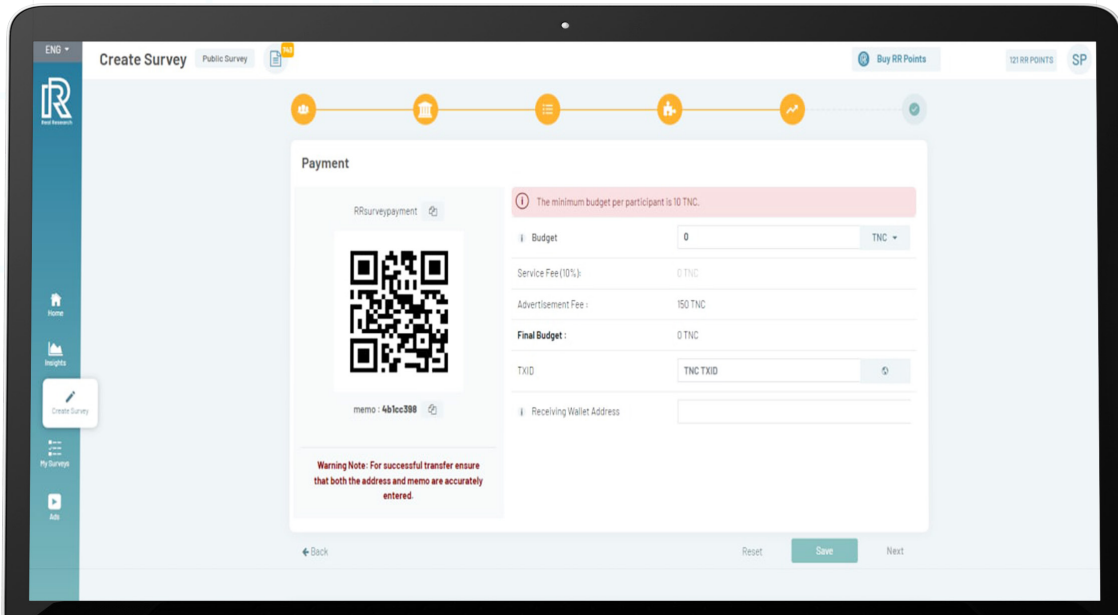
1. **Wallet Address:** To copy the Real Research Master wallet address, click the **copy icon** above the QR code or **scan the QR code** on the left side of the payment screen on the Sponsor Portal.
2. **Amount:** Sponsors must enter the amount of the **Final Budget, (the sum of the Sponsor Portal service fee and the reward budget)**, for transfer.
Note: In case of direct TNC deposit, an extra transaction fee of 10 TNC for the Real Research wallet transaction fee will be charged automatically.
3. **Memo (Destination Tag):**The memo code below the QR code in the Payment screen **must be included** in the transaction to confirm the deposit.

Note: This is also applicable when using any other wallets.

4. Create a Survey



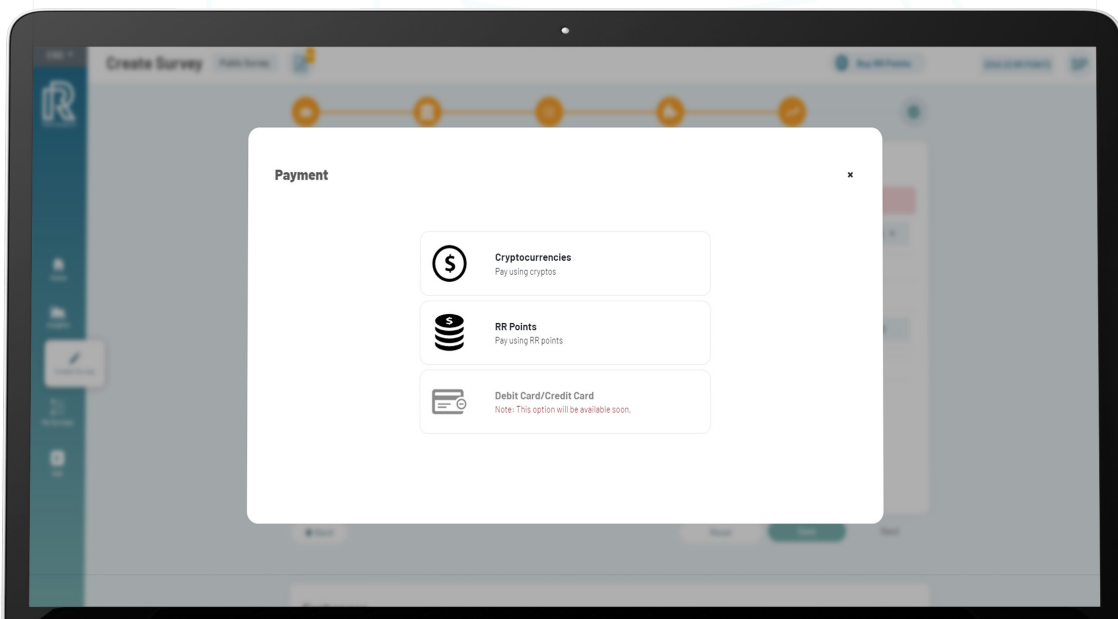
Buy Reward Coins



1. Select the preferred coin by clicking the downward arrow in the **Budget** field.
2. Scroll down to see the displayed list of available exchanges.
3. Click **'Buy ...'** located on the right side of the desired exchange to buy the selected Reward Coin.

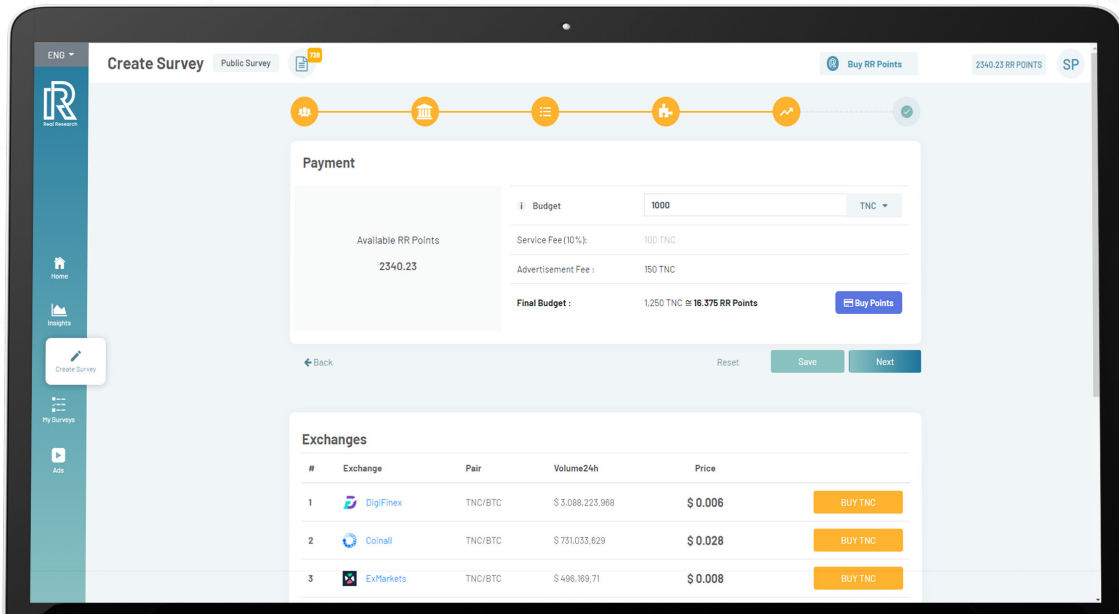
Pay With RR Points

Sponsor can **pay with RR Points** as well as buy **RR Points** with debit/credit card.



1. On the payment pop-up screen, choose **RR Points**. Sponsors will see the following in the **Payment** screen:

4. Create a Survey



- a. **Available RR Points:** Sponsor can see the **current balance of RR Points**.
- b. **Budget:** Select the preferred cryptocurrency for survey reward from the drop-down menu. Once chosen, the minimum budget for each participant will be displayed. Enter the budget.

Note: Currently available cryptocurrencies to pay with RR Points are **TNC, ABBC, or PLF**.

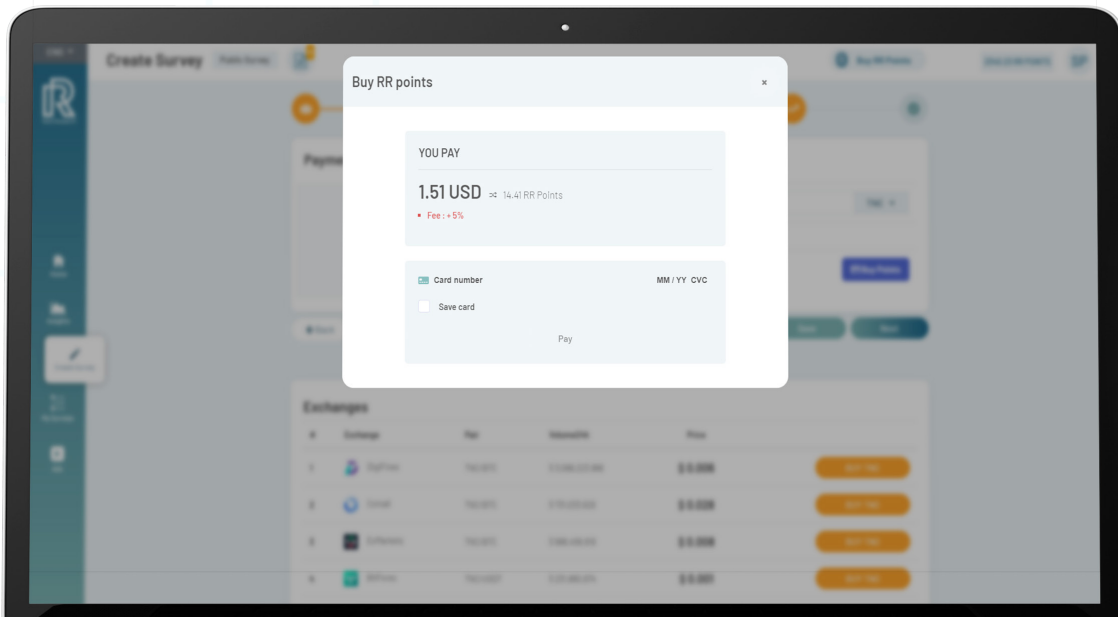
- c. **Service Fee:** The service fee is automatically set as **10% of the budget**.
- d. **Advertisement Fee:** The advertisement fee is determined based on the amount of time set by the Sponsor before the appearance of the 'Skip' button on selected advertisement. This only applies to video ads.
- e. **Final Budget:** Sponsors must pay the **Final Budget**. **Total amount of RR Points**, equivalent to the Final Budget cryptocurrency, will be displayed.
- f. **Buy Points:** Sponsors can buy RR Points with **debit/credit card**.

2. To complete the payment, click 'Next'.

4. Create a Survey



Buy RR Points

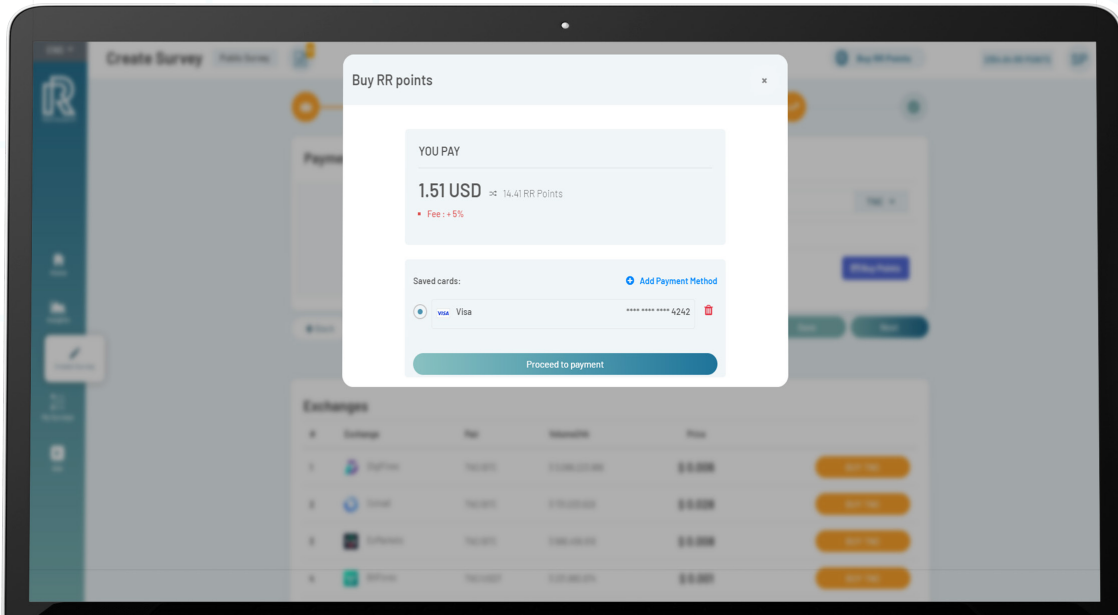


1. Sponsors can buy **RR Points** at the '**RR Points**' payment screen. Upon clicking the '**Buy Points**' button, a pop-up will appear with total amount in USD.

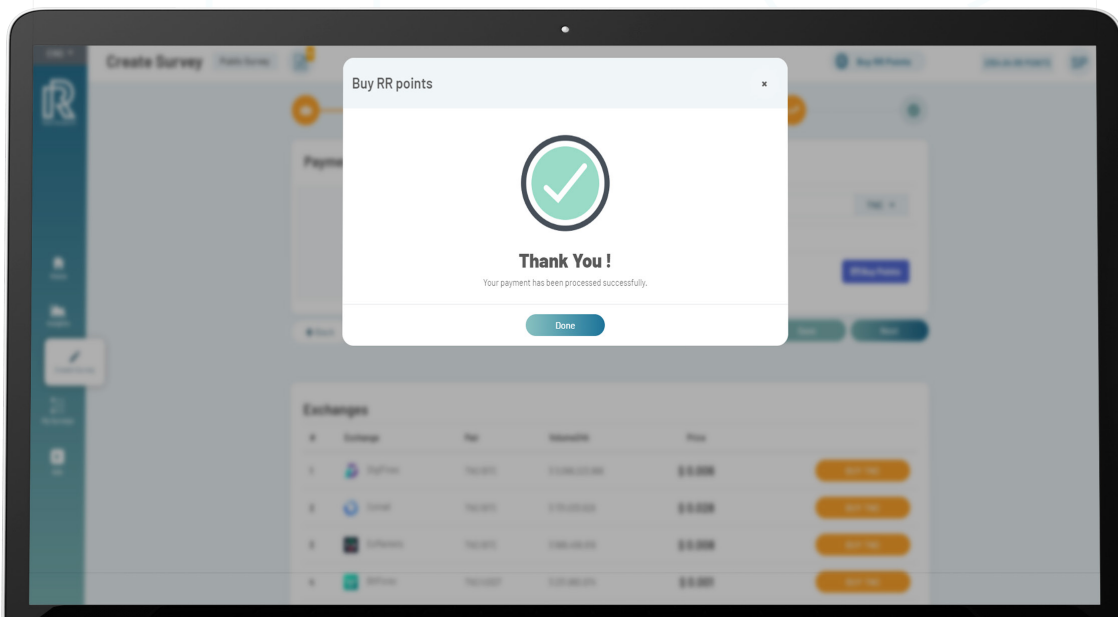
Note: A fee of 5% will be calculated and added to the amount of USD displayed.

2. Enter the card number in the '**Card number**' Section as well as the card expiration date and CVC.
3. Tick the '**Save card**' box to save the card in the system.
4. Click on '**Pay**' to complete.

4. Create a Survey



5. In the event that the card details have already been saved, simply enter the amount of **RR Points** and click **'Proceed to payment'** to complete the payment.



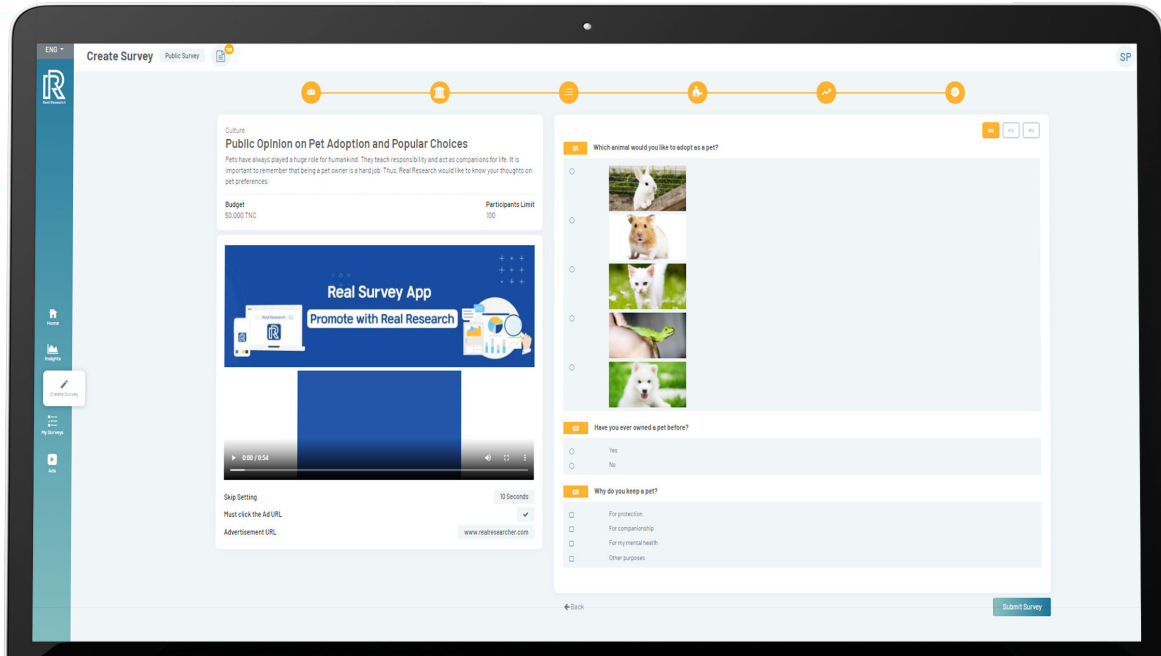
6. Payment confirmation screen displays. Click **'Done'**.

4. Create a Survey



Step 6: Submit Survey

Once every step to create a new survey is complete, sponsors can see the **final preview** of the survey. Click on **'Submit Survey'** and wait for approval.



c.) Private Survey

'Private Survey' is exclusively conducted within the specific group of Real Research users by synchronizing contacts or sharing URLs. All private survey data and results can only be viewed by the Sponsor who created the survey.

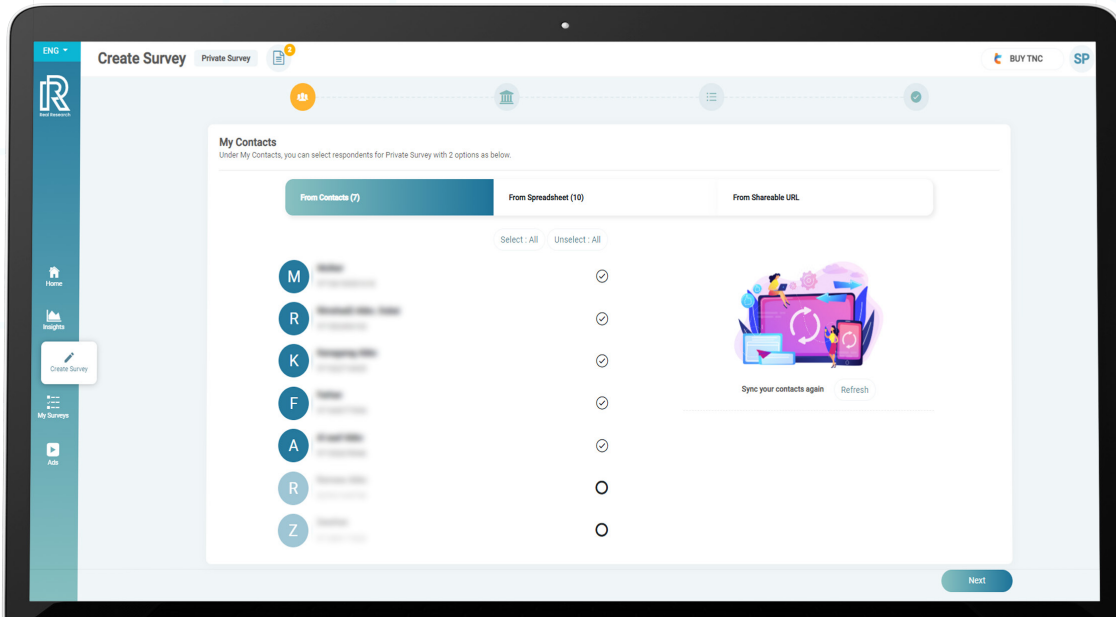
Step 1: Set Audience

There are four options to set the audience in the Private Survey.

4. Create a Survey

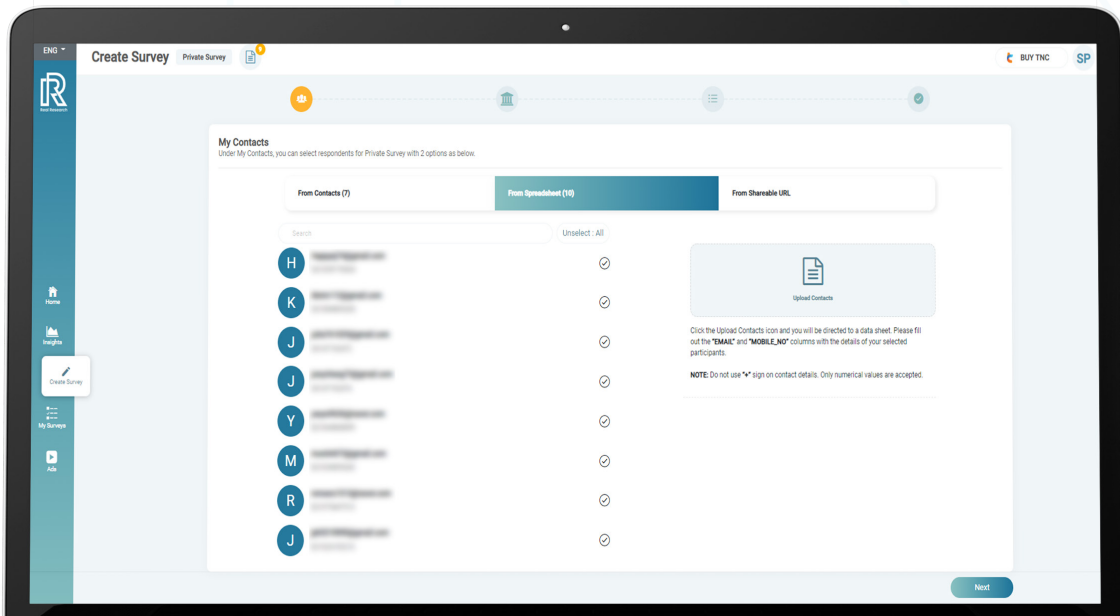


Option 1. From Contacts



1. Click on **'Free Survey With Friends'** in the Real Research app to synchronize contacts from the mobile.
2. The system will automatically display acquaintances with the Real Research accounts under **'My Contacts'** in the private survey section on the Sponsor Portal.
3. Select the desired participants from the contacts list and click **'Next'**.

Option 2. From Spreadsheets

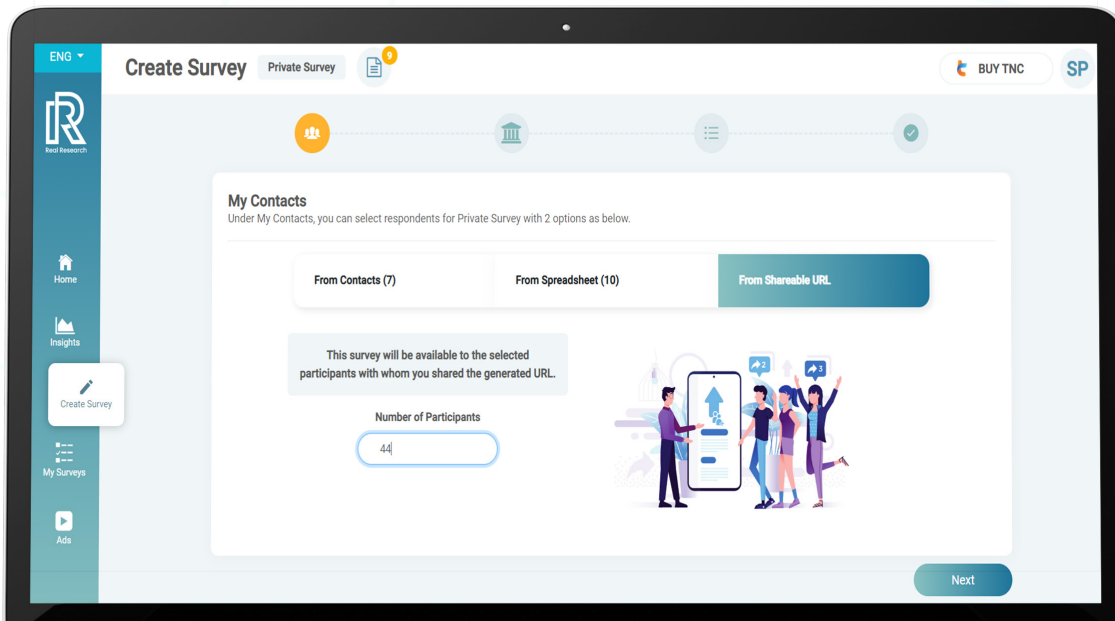


1. Upon clicking **'Upload Contacts'** on the right part of the screen, a data sheet will pop-up.
2. Fill out the details of your selected participants in the columns by putting their name, mobile number, and email address accordingly, then click on **'Upload'**.
3. After selecting the participants for the private survey from the list, click on **'Next'** to proceed to the next step.


4. Create a Survey



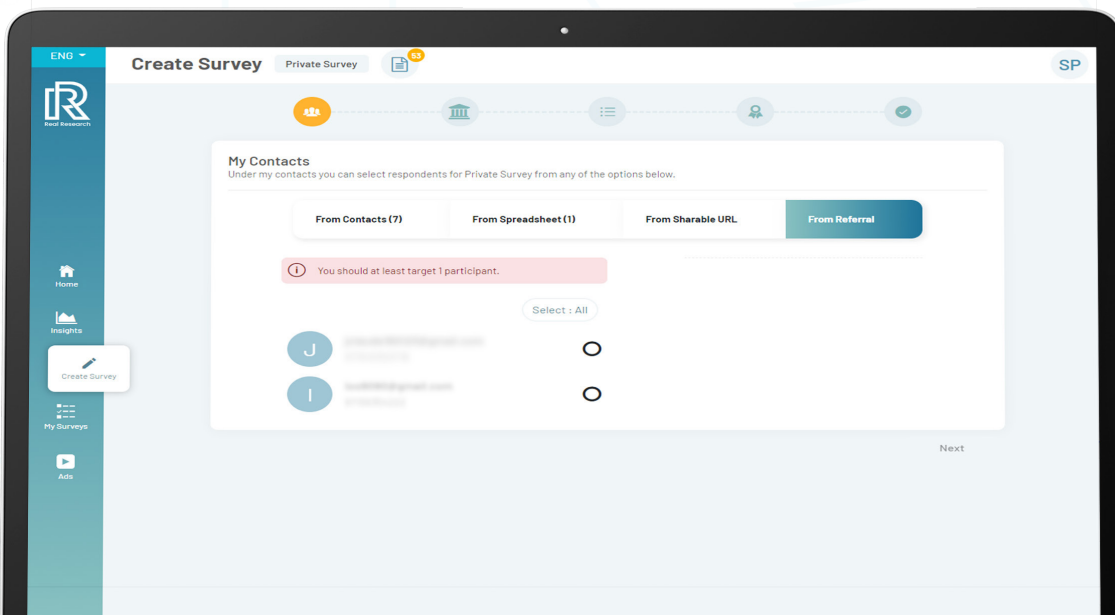
Option 3: Shareable URL



1. **'Shareable URL'** allows those who have the survey URL to participate in the Private Survey.
2. Set the desired number of participants, then click on **'Next'** to proceed to the next step.
3. Once the Private Survey is published, share the survey's URL with the desired participants.

Note: Once the survey is published, a unique shareable URL will be available for each language selected when sponsors created the survey. To get the URL, go to the **'My Surveys'** tab on the menu panel to find a **share icon**  on the right side panel of the survey.

Option 4: From Referral



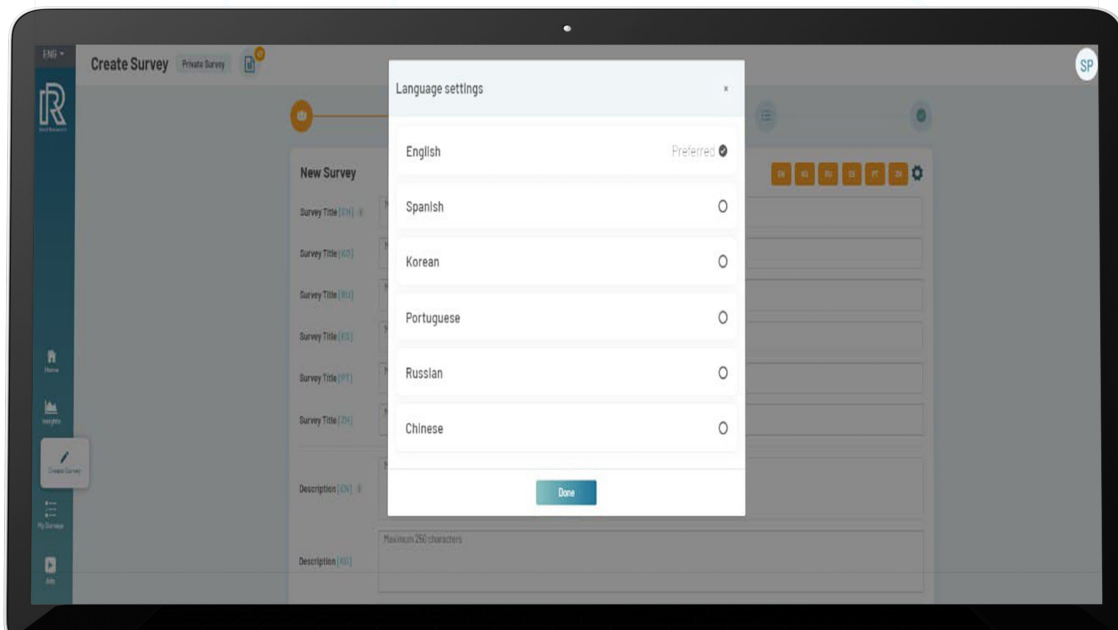
4. Create a Survey



1. Upon clicking **'From Referral'**, the list of the referrals from your account will be displayed.
2. Select the desired participants from the Referral and click **'Next'**.

Step 2 : Survey Title and Survey Duration

Sponsors must fill in all necessary details as below on step 2:



a. **Select Languages** — Sponsors can select up to 6 multiple languages from the language category (currently available in English, Korean, Russian, Spanish, Portuguese, and Chinese) on the upper right side corner. Upon clicking the **Settings icon** next to the language category, a pop-up where **'Preferred Language'** can be chosen as a default language out of the selected languages.

4. Create a Survey



The screenshot shows the 'Create Survey' interface. At the top, it says 'Create Survey' and 'Private Survey'. There are language selection buttons for EN, KO, RU, ES, and PT. The 'New Survey' section has the following fields:

- Survey Title [EN]**: A text input field with the placeholder 'Enter Survey Title'.
- Description [EN]**: A text area with the placeholder 'Maximum 250 characters'.
- Category**: A dropdown menu showing 'Environment'.
- Survey Duration**: A date and time range selector showing '3/21/2021, 1:35 PM -'.

At the bottom of the form, there are buttons for 'Back', 'Reset', 'Save', and 'Next'.

b. **Survey Title** — Sponsors must input the survey title in this field.

c. **Description** — Sponsors must input a brief description of the survey.
(limited to 250 characters)

Note: The Survey Title and Description must be filled out for every selected language.

d. **Category** — Sponsors must carefully select the survey category.
(e.g. Politics, Technology, Society, Crypto, etc.)

The screenshot shows the 'Create Survey' interface with a date and time picker overlay. The 'Survey Duration' field is highlighted, and the picker shows the following information:

- Month:** Sep 2021
- Calendar:** A calendar grid showing the days of the month.
- Time:** A time picker showing '11:44'.
- From:** 9/27/2021, 3:16 PM
- To:** 9/28/2021, 3:16 PM
- Buttons:** 'Cancel' and 'Set'.

The 'Survey Duration' field in the background shows the selected range: '9/27/2021, 3:16 PM - 9/28/2021, 3:16 PM'.

e. **Survey Duration** — Sponsors must select start and end times to conduct a survey.

4. Create a Survey



The screenshot shows the 'Create Survey' interface on a tablet. The form is titled 'New Survey' and includes the following fields and options:

- Survey Title [EN]**: Survey on the Transplant to Patient with a Criminal Record
- Description [EN]**: The recent world-first man to receive a pig-heart transplant was later found to have a criminal record, which stirred a furious debate and raised an ethical question. Real Research aims to seek public opinion on this matter.
- Category**: Society
- Survey Duration**: 1/31/2022, 5:00 PM - 2/9/2022, 5:00 PM
- Disclaimer Title [EN]**: Maximum 100 characters
- Disclaimer Description [EN]**: Maximum 250 characters
- Add disclaimer**

At the bottom of the form, there are buttons for 'Back', 'Reset', 'Save', and 'Next'. The 'Save' button is highlighted in green.

f. **Disclaimer** — Sponsors can click on the tick box next to '**Add Disclaimer**' if they wish to add a disclaimer. Once done, fill the '**Disclaimer Title**' and '**Disclaimer Description**' text box.

Step 3 : Reward Setting

1. Sponsors can choose to reward their survey participants by selecting the '**Set Reward**' option. To continue without rewards, choose '**Skip Reward**'. Note that the **Logical option** will not be available for those who choose '**Skip Reward**'.
2. Upon selecting '**Set Reward**', a pop-up where Sponsors can choose the payment options shows up.

4. Create a Survey



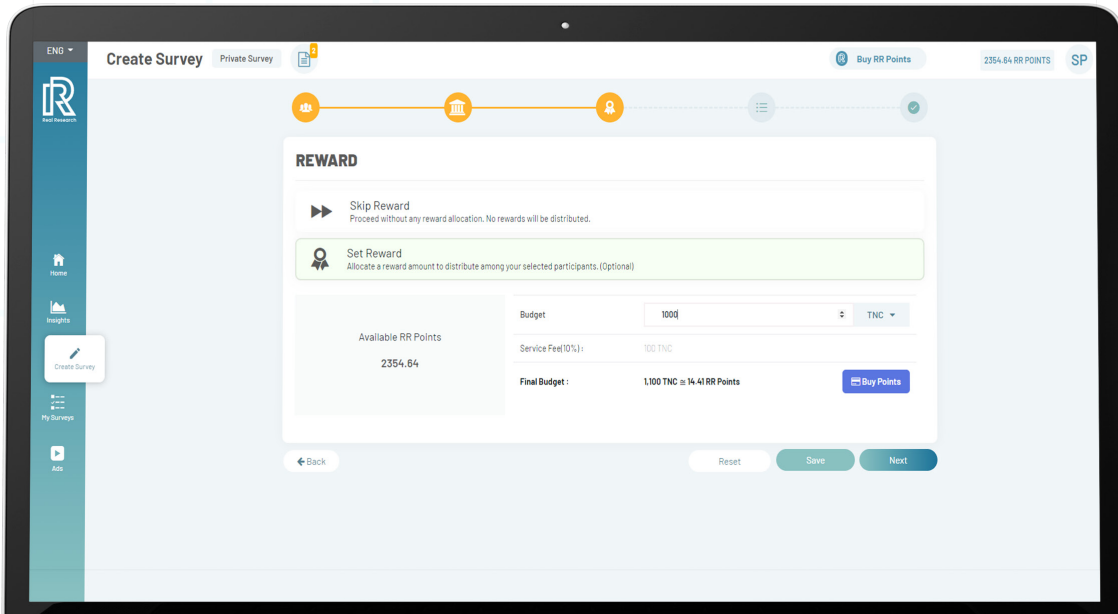
The screenshot shows the 'Create Survey' interface with the 'REWARD' section active. The 'Set Reward' section is highlighted in green. It contains a QR code and a memo field. Below the QR code, there is a warning note: 'Warning Note: For successful transfer ensure that both the address and memo are accurately entered.' The form also includes fields for 'Budget', 'Service Fee (10%)', 'Final Budget', 'TXID', and 'Receiving Wallet Address'. A red error message is visible: 'The minimum budget per participant is 10 TNC.'

3. To pay with **Cryptocurrencies**, Sponsors must enter the correct '**deposit address**' and '**memo**' to successfully transfer funds. Failure to do so will result in lost deposits. When ready, click '**Confirm**'.

***Note:** To pay with **Cryptocurrencies**, Sponsors will have to fill in the following to proceed:*

- a. **Budget** — Select the preferred cryptocurrency for payment from the drop-down menu. Once chosen, the minimum budget for each participant will be displayed. Enter the budget.
- b. **Service Fee** — The service fee is automatically set as 10% of the budget.
- c. **Final Budget** — Sponsors must pay the Final Budget.
- d. **TXID** — After a successful wallet transaction (Refer to the 'Deposit Reward Coins From Wallet' section on page 27), Sponsors can check the TXID for the transaction from the transaction details of the wallet. Copy and enter the TXID here. The transaction can be checked on the explorer by clicking the **globe icon** on the right.
- e. **Receiving Wallet Address** — Enter the wallet address where Sponsors wish to get refunded the remaining budget once the survey is completed, or the full budget in the event that the survey is rejected by the admin.

4. Create a Survey



4. To pay with **RR Points**, Sponsor can pay with their available RR Points or buy RR with debit/credit cards.

(For more details, refer to '**4. Create Survey - b.) Public Survey - Step 5: Payment - Buy Points**' section)

Note: To pay with **RR Points**, Sponsors will have to fill in the following to proceed:

- Available RR Points** — Sponsor can see the **current balance of RR Points**.
- Budget** — Select the preferred cryptocurrency for survey reward from the drop-down menu. Once chosen, the minimum budget for each participant will be displayed. Enter the budget.

Note: Currently available cryptocurrencies to pay with RR Points are **TNC, ABBC, or PLF**.

- Service Fee** — The service fee is automatically set as **10% of the budget**.
- Final Budget** — Sponsors must pay the **Final Budget** (Budget + Service Fee). Total amount of RR Points, equivalent to the **Final Budget** cryptocurrency, will be displayed.
- Buy Points** — Sponsor can buy **RR Points** with **debit/credit card**.

5. To complete the payment, click '**Next**'.

4. Create a Survey

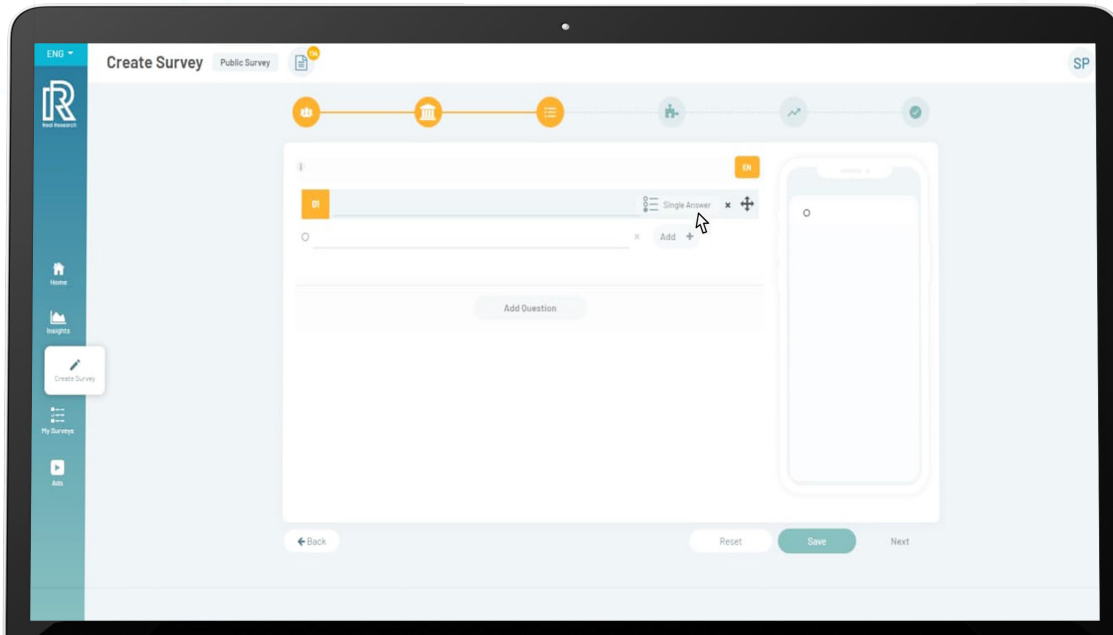


Step 4 : Survey Questions

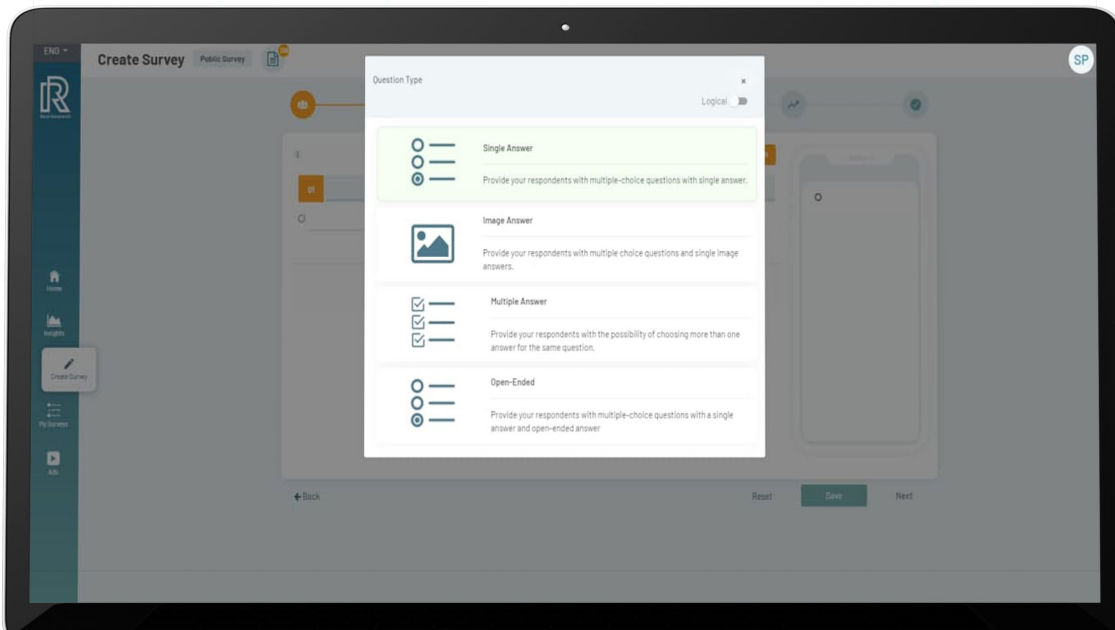
In this step, Sponsors can create survey questions in the type of question they wish.

There are four question types:

Single Answer, Image Answer, Multiple Answer, and Open-ended

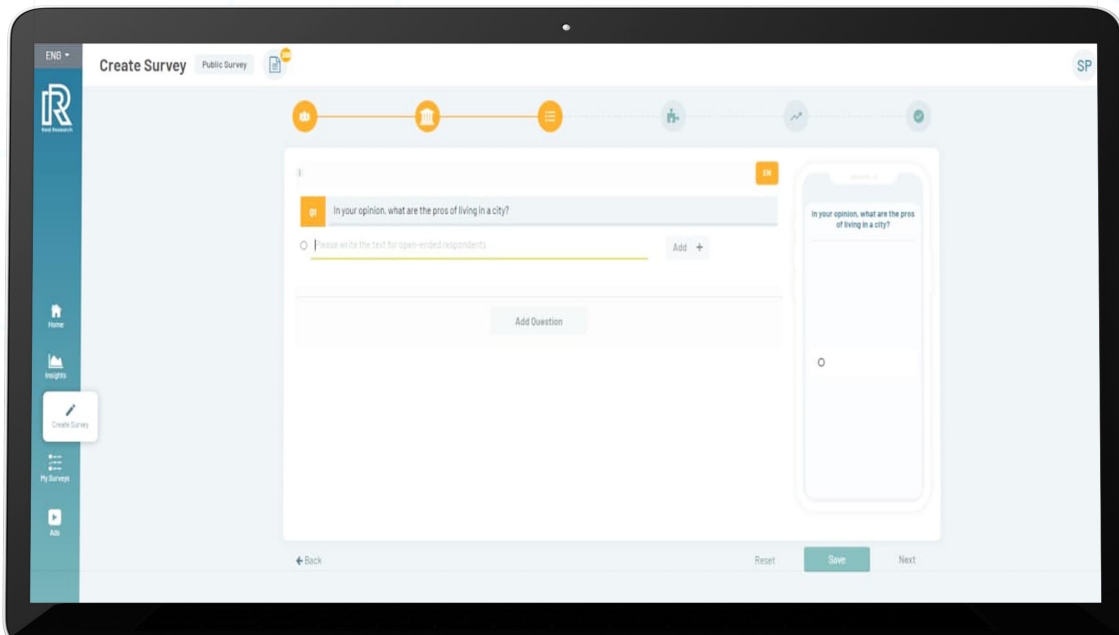


1. To choose the type of question, place the cursor over the question field first. The question type button will show up on the right side of the question field.

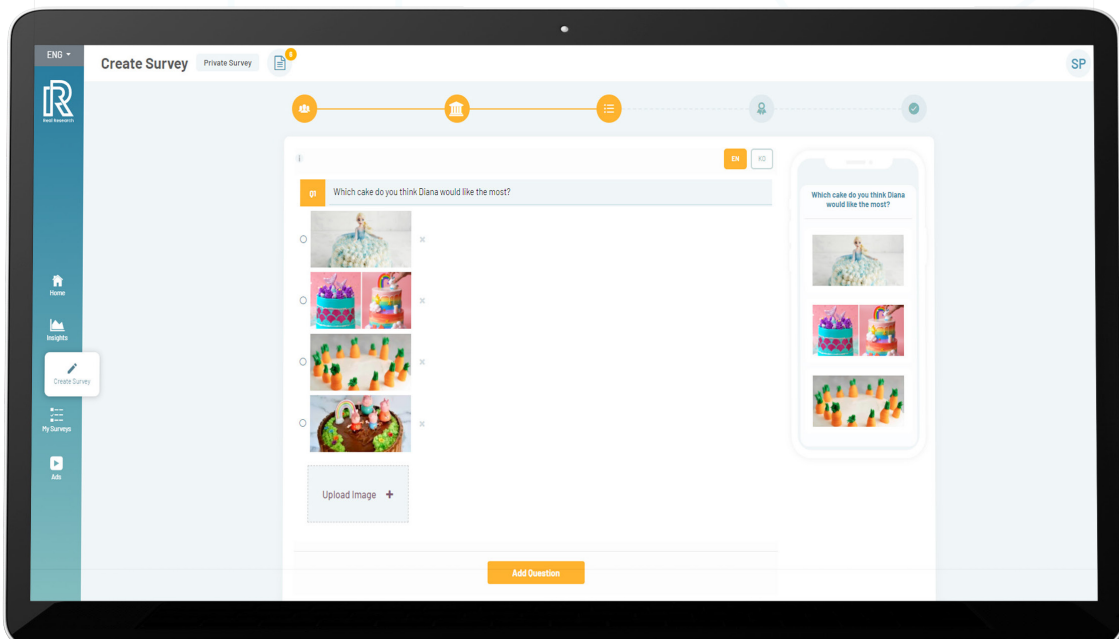


2. Upon clicking the button, a pop-up displaying the question type option will show up. Select one.

4. Create a Survey

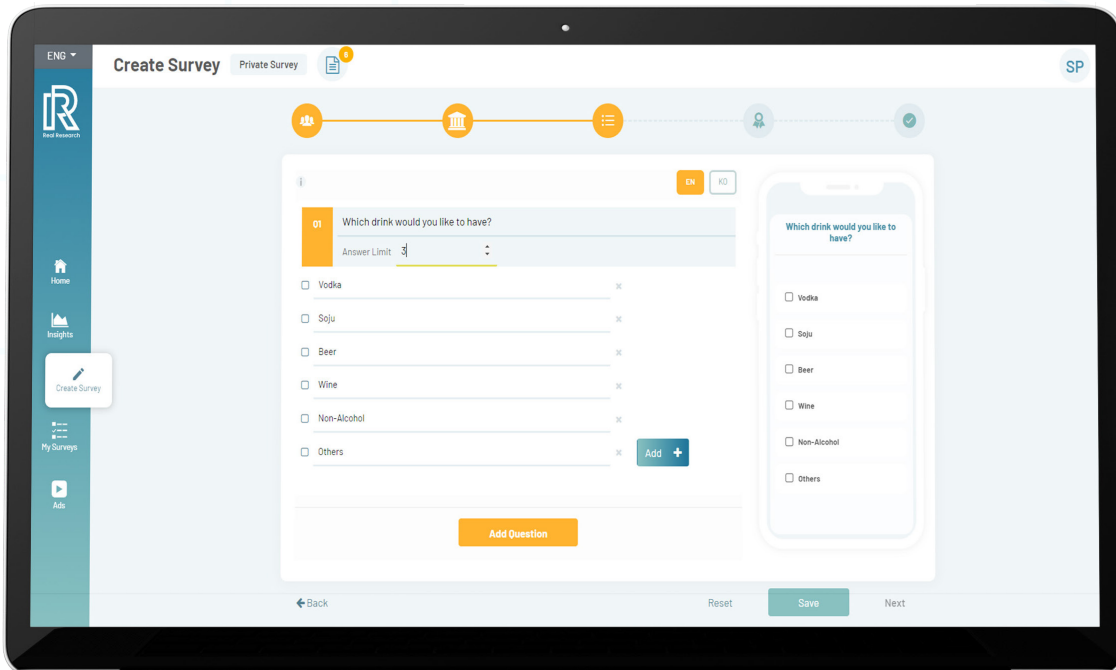


3. **Single Answer Question:** Enter the question and the answers one by one. To add more answer choices, click on the 'Add+' button.

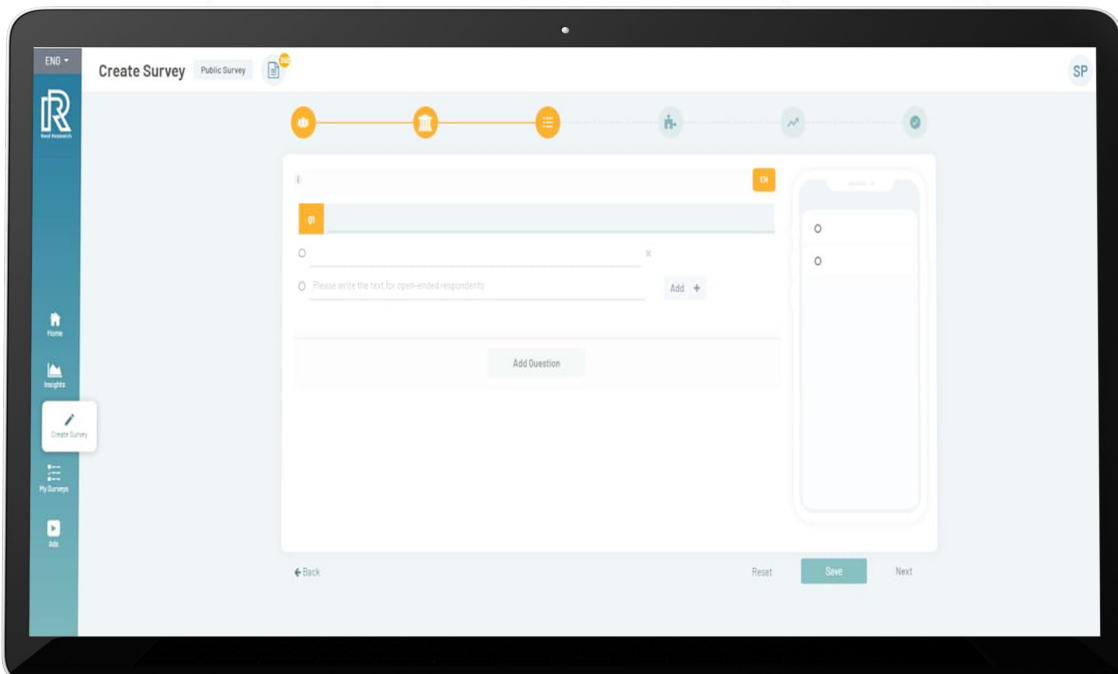


4. **Image Answer:** Click the **Camera button** below to upload the image for answer choices or to add more answer choices as well.

4. Create a Survey



5. **Multiple Answer:** Set the answer limit by putting the number manually or clicking the arrows. Enter the question and the answers one by one. To add more answer choices, click on the 'Add+' button.



6. **Open-Ended:** Sponsors can set up an Open-Ended option in two ways:
- Multiple choice question** — Enter the question and the answers one by one. To add more answer choices, click on the 'Add+' button. The last answer text box will automatically be set as the Open-Ended answer option. Please type in a placeholder to advise respondents.

4. Create a Survey

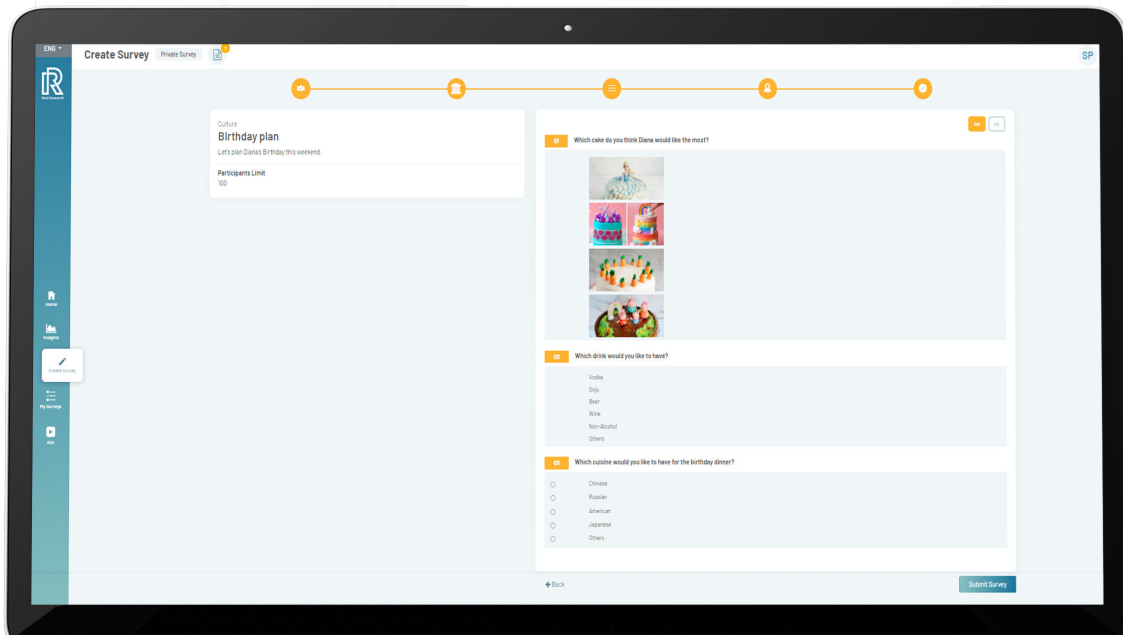


b. **Single choice question** — In case sponsors choose to have the the Open-Ended option as the only answer choice, click 'x' on the right-hand side of the other answer options to view only the open-ended choice

7. For all options, the app preview is shown on the right side.
8. Once all the survey questions are added, click on **'Next'** to proceed.

Step 5 : Submit Survey

Once every step to create a new private survey is complete, sponsors can see the **final preview** of the survey. Click on **'Submit Survey'** and wait for the approval. If the Sponsors chose **'Skip Reward'** in the previous stage, the survey will be published directly.



Note: The ads for private surveys will be selected by Real Research.

5. My Surveys

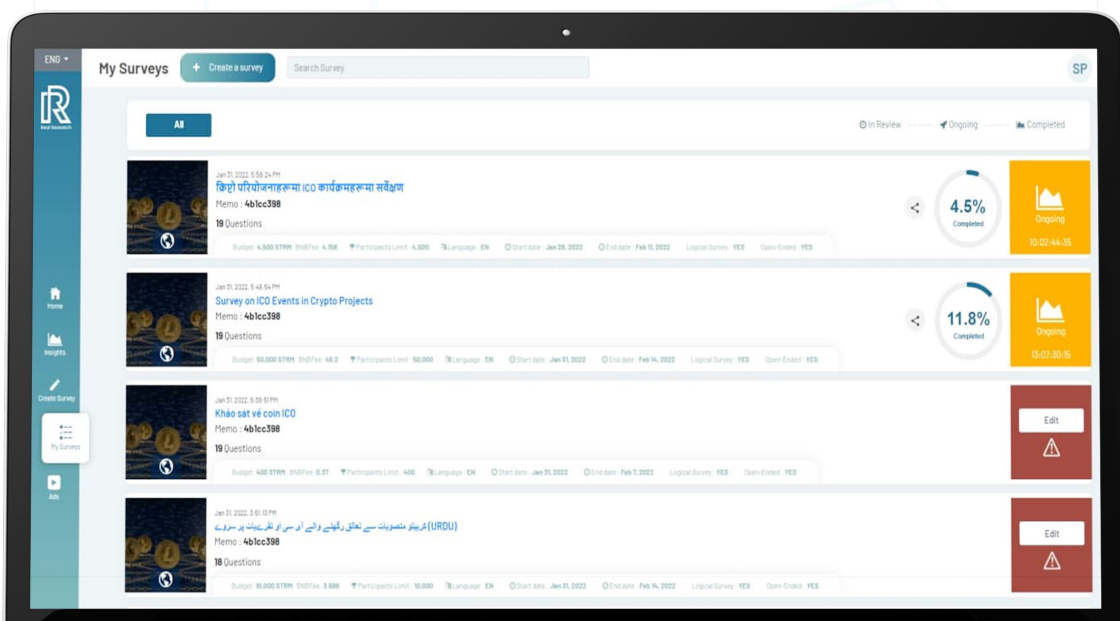


a.) My Surveys

1. On the left side of the screen, sponsors will find **'My Surveys'** in the fourth menu panel.
2. **'My Survey'** shows the progress of the submitted surveys. All surveys uploaded from the sponsor's account are saved here.
3. On this window, sponsors can see the following details for every survey:
 - a. Survey creation date and time
 - b. Survey title
 - c. Number of questions
 - d. Budget
 - e. Participant limit
 - f. Available languages
 - g. Survey start/end date
 - h. Use of Logical option
 - i. Use of Open-Ended questions
 - j. Survey status and response rate

b.) All

1. Click on the **'All'** button to see a list of all surveys uploaded in the account.
2. On the right side of the **'All'** button, a status bar displays the survey in three stages: **In Review, Ongoing, Completed**

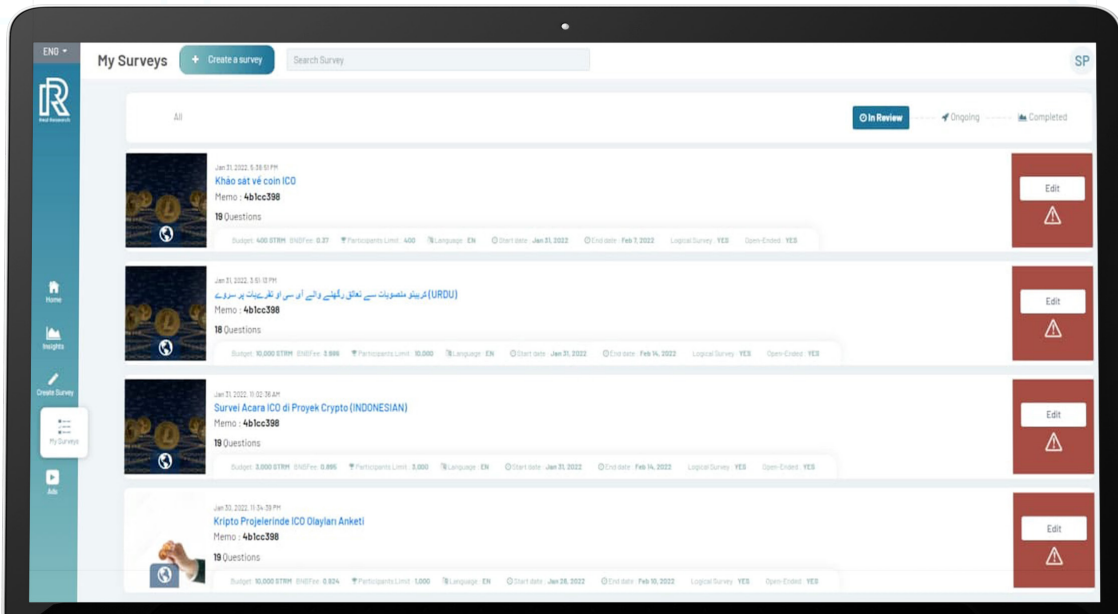


5. My Surveys



c.) In Review

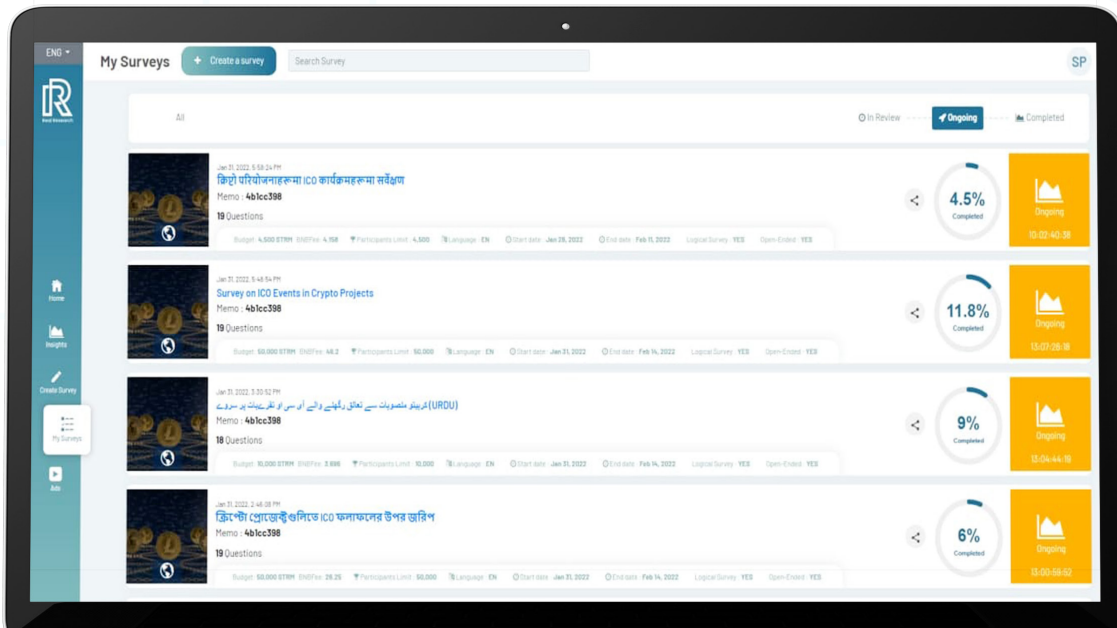
1. Under the 'In Review' tab, the surveys in progress for approval are displayed.
2. If the survey gets rejected, click 'Edit' to check and revise the survey.
3. Once approved and confirmed, the survey will automatically appear on the 'Ongoing' tab.



d.) Ongoing

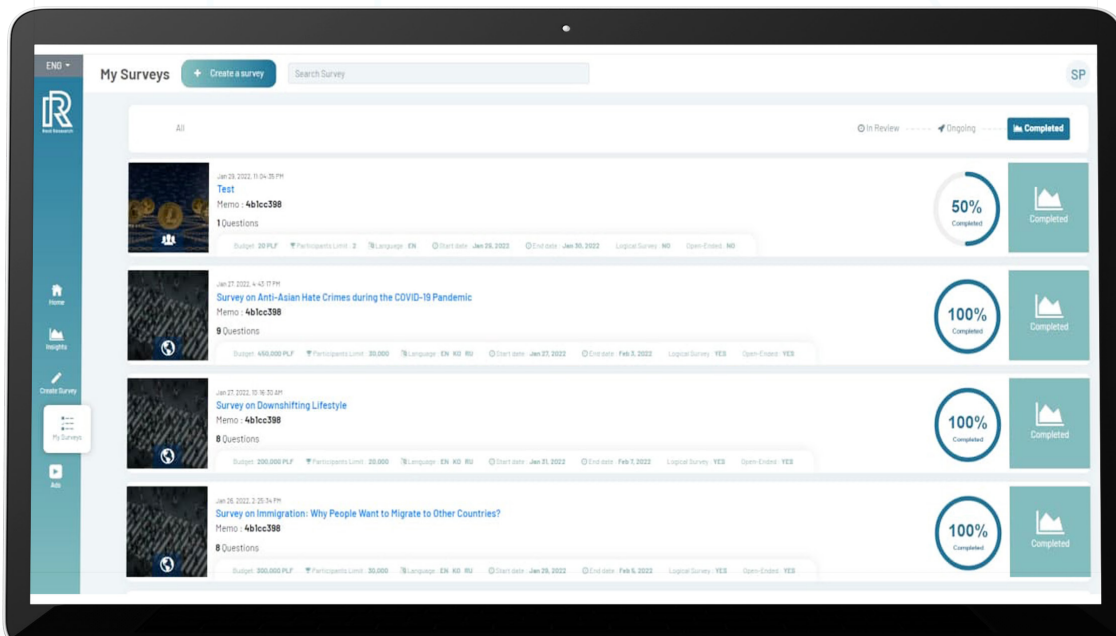
1. Click on the 'Ongoing' tab on the top-right part of the screen to see all ongoing surveys.
2. The **response rate** will be shown in percentage in real-time.
3. A countdown timer will display the time left for each ongoing survey.
4. For **Ongoing** surveys, sponsors can also access the shareable URL for only by clicking the **share icon** on the right side panel of the survey. An unique shareable URL is available for each language selected while creating the survey. This shareable URL can be shared with any user who can proceed to answer the survey.

5. My Surveys



e.) Completed

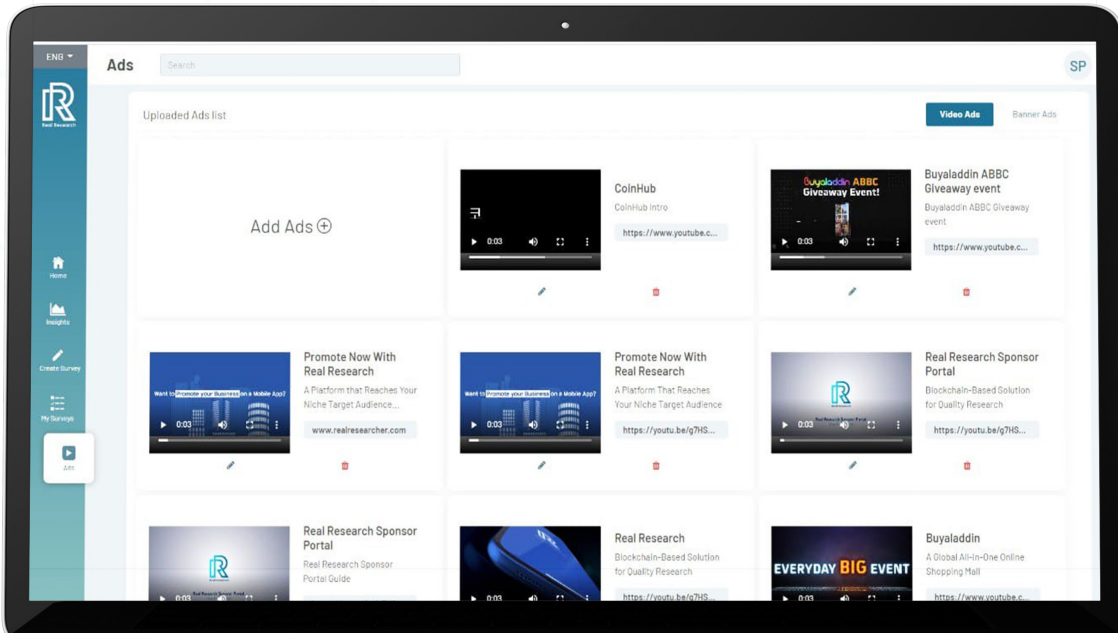
1. Once the survey has been completed, the survey will appear under the **'Completed'** tab.
2. Click on the **'Completed'** tab at the top-right part of the screen to see all completed surveys.
3. The **response rate** of the completed survey will appear in percentage.



6. Ads

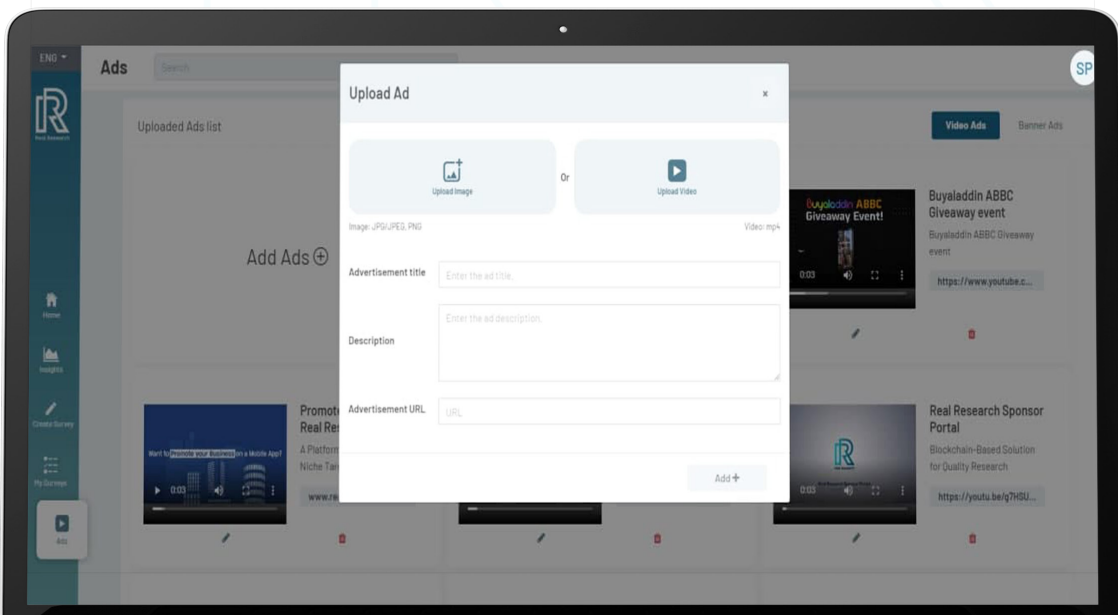


a.) Ads



1. On the left side of the screen, sponsors will find **'Ads'** in the last menu panel.
2. Sponsors can upload ads in the form of images or videos.
Images can be uploaded only in JPG, JPEG, or PNG format while videos must be in MP4 format only.
3. The uploaded ads can always be edited or deleted from this screen.

b.) Upload Ads



6. Ads



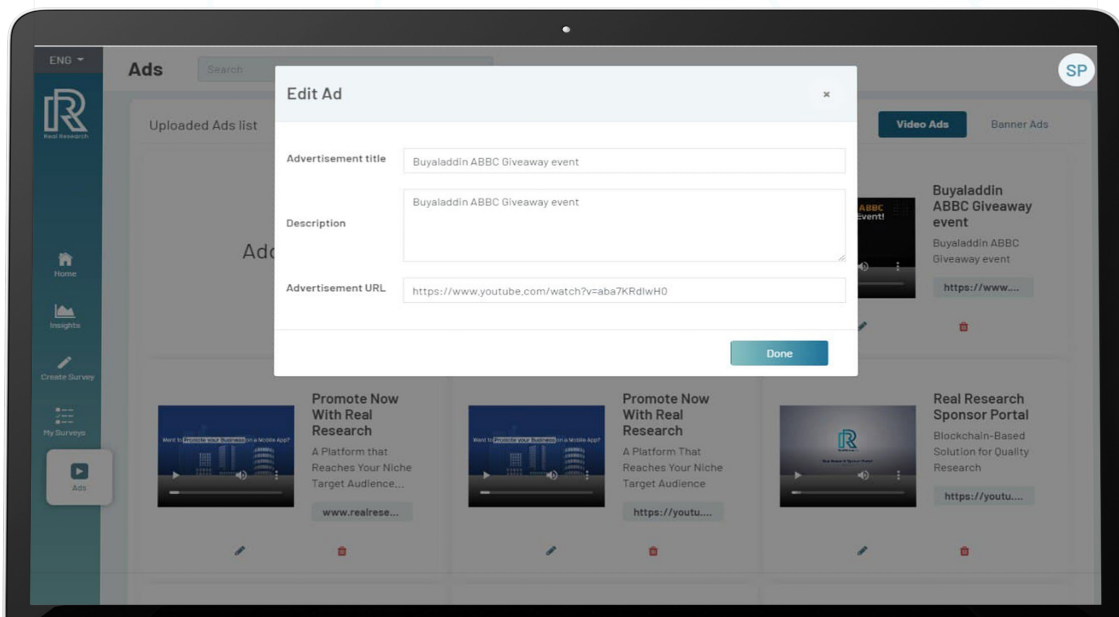
1. Click **'Add Ads'**.
2. Click **'Upload Image'** to upload a banner ad or **'Upload Video'** to upload a video ad.
3. Sponsors must enter the following information to create an ad:

- a. **Advertisement Title** — Enter an advertisement title.
- b. **Description** — Enter a brief ad description.
- c. **Advertisement URL** — Enter URL associated with the ad to maximize ad's performance.

4. Click **'Add+'** to complete.

Note: The ads for private surveys will be selected by Real Research.

c.) Edit Ads



1. Choose the type of ad for edit from the upper-right screen: **Video Ads** or **Banner Ads**
2. Click the **pencil icon** on the bottom left side of the ad to edit.
3. Sponsors can change the information of the uploaded ad in this pop up.
4. To delete the uploaded ad, click the **trash bin icon** on the bottom right side of the ad.

7. RR Points



The **RR Points** can be used to conduct surveys on the Sponsor Portal. The current balance of **RR Points** is displayed on the top right corner of the home screen.

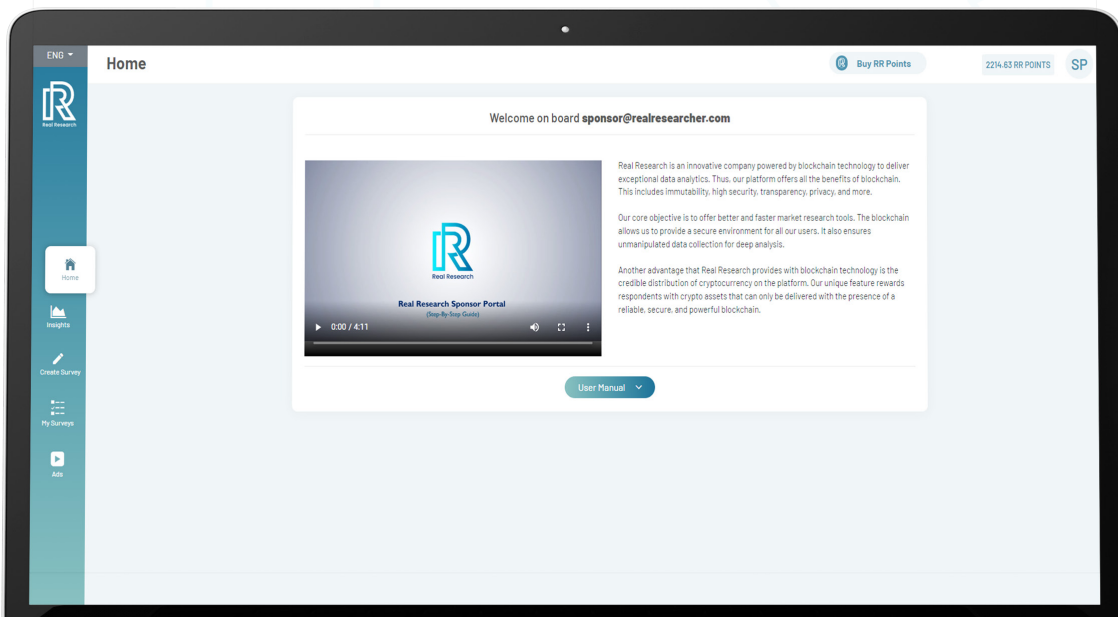
a.) Buy RR Points

There are two ways to buy RR Points with debit/credit cards on the Sponsor Portal;

- a. On home screen
- b. In the payment section while creating a survey
(For more details, refer to '**4. Create Survey - b.) Public Survey - Step 5: Payment - Pay With RR Points**' section)

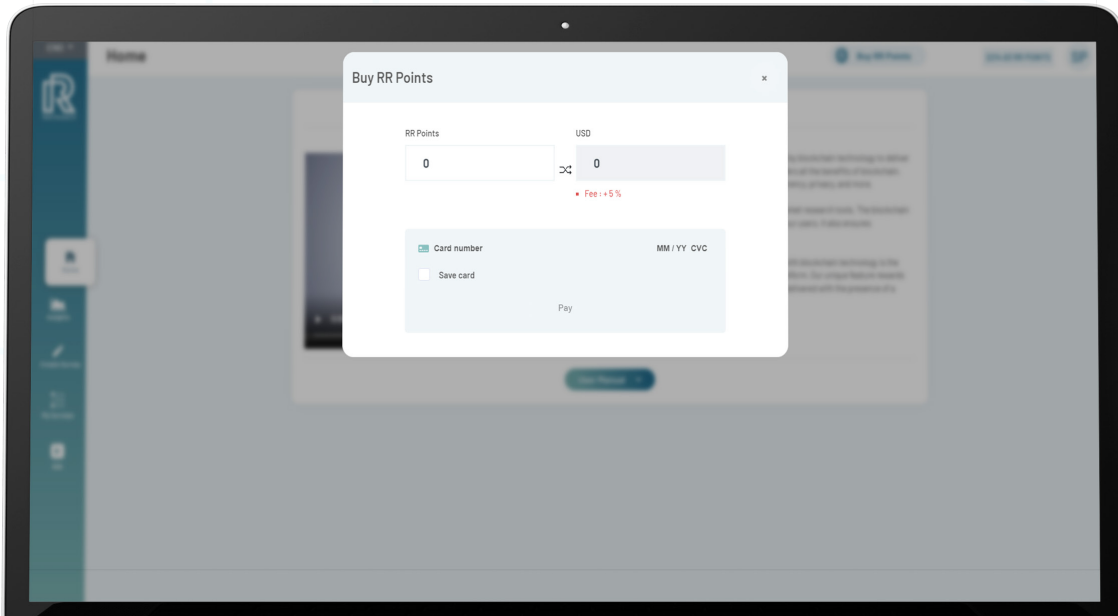
Note: RR Points cannot be converted to another cryptocurrency, nor are they redeemable for cash.

On Home Screen



1. Click on '**Buy RR Points**' on the top right side of the home screen.

7. RR Points



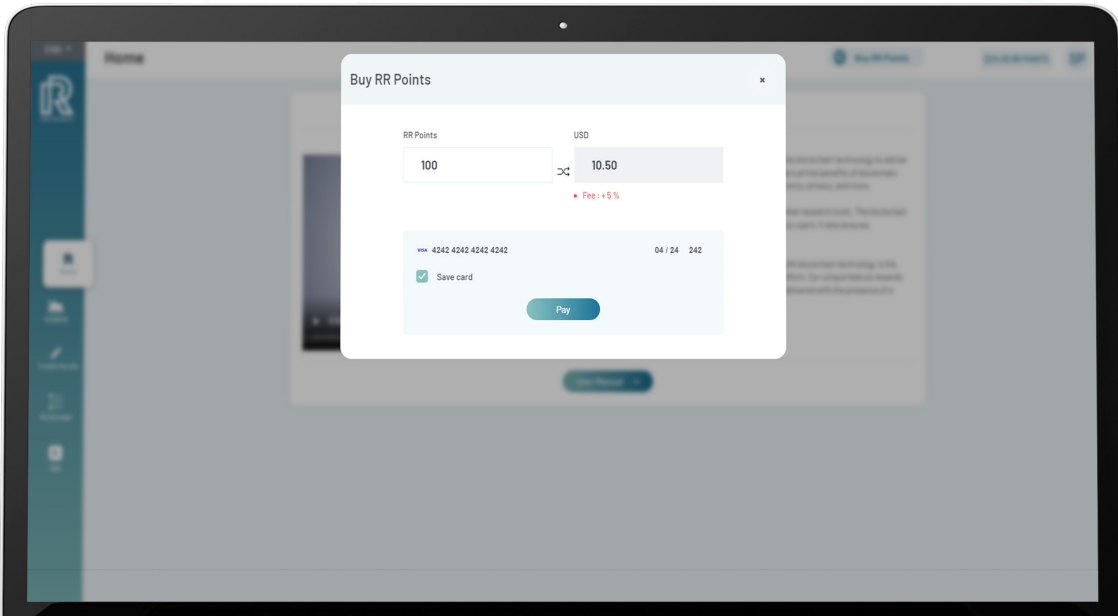
2. Enter the amount of RR Points and the system will automatically display the equivalent amount in USD.

Note: A fee of 5% will be calculated and added to the amount of USD displayed.

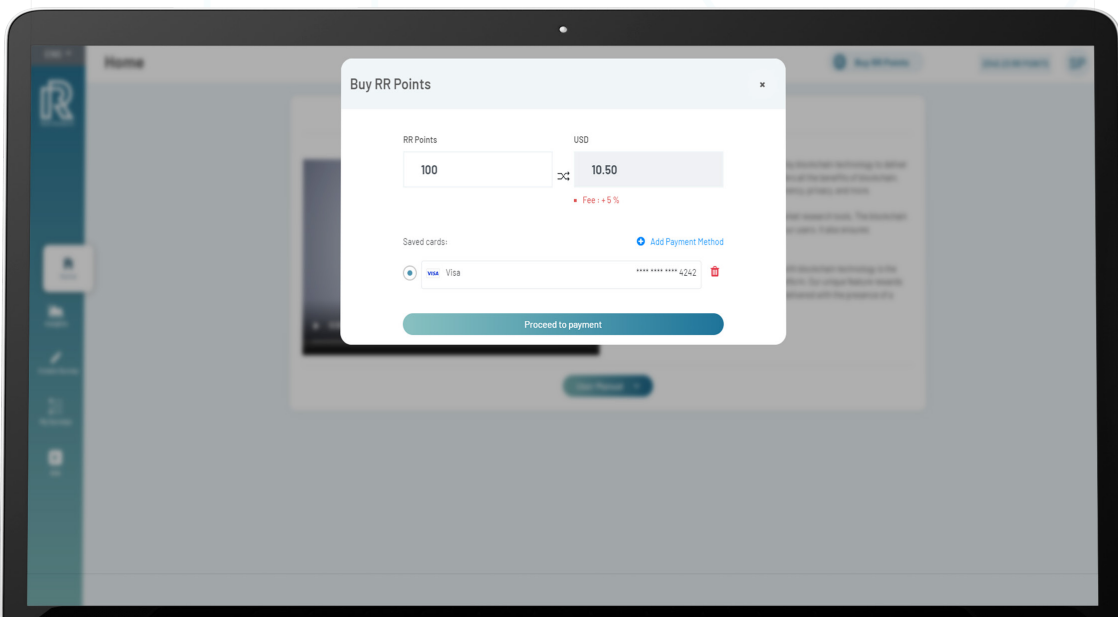
3. Enter the card number in the '**Card number**' Section as well as the card expiration date and CVC.

4. Tick the '**Save card**' box to save the card in the system.

7. RR Points

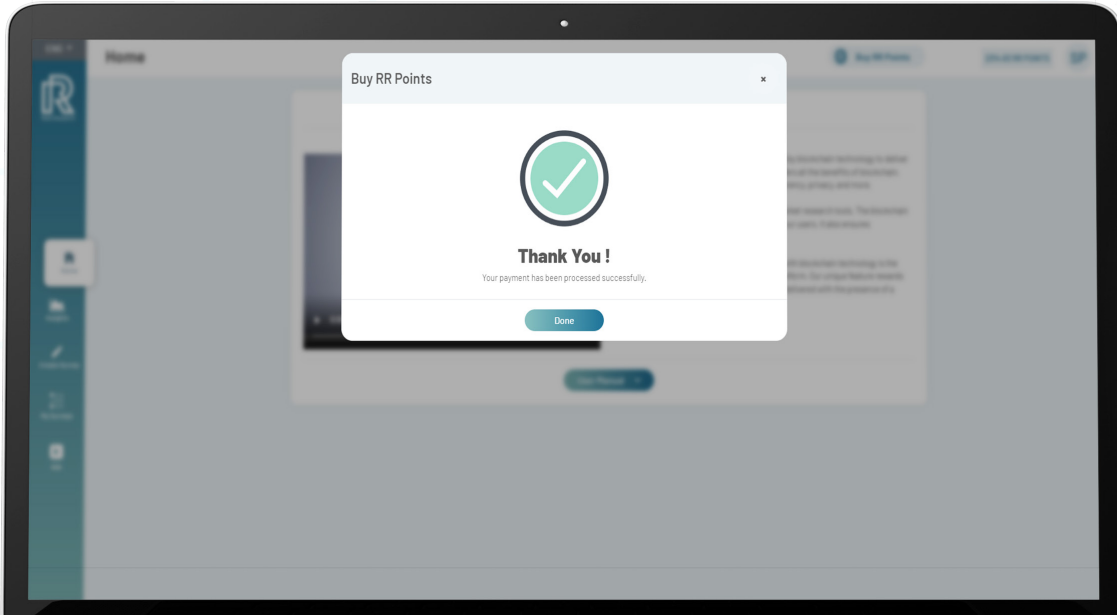


5. Click on 'Pay' to complete.



6. In the event that the card details have already been saved, simply enter the amount of RR Points and click 'Proceed to payment' to complete the payment.

7. RR Points



7. Payment confirmation screen is displayed. Click '**Done**'.

b.) RR Points History

1. To view **RR Points history**, click on the **profile** button, located on the top right corner. And then click on '**RR Points View History**' from the drop-down menu.

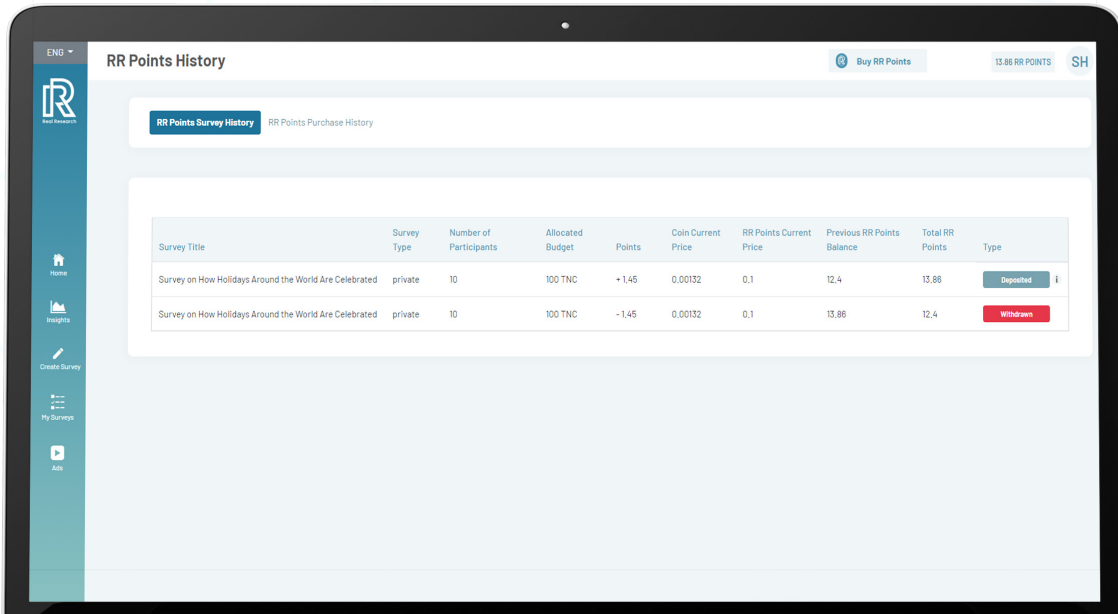
2. Two tabs are available on this page:

RR Points Survey History / RR Points Purchase History

RR Points Survey History

On **RR Points Survey History** tab, Sponsors can see the following on the screen:

7. RR Points



- a. **Survey Title** — Title of survey
- b. **Survey Type** — Type of Survey (Public or Private survey)
- c. **Number of Participants** — The number of participants set for the survey
- d. **Allocated Budget** — Reward budget allocated to create the survey
- e. **Points** — RR Points used to create the survey
- f. **Coin Current Price** — Price of the one coin used for budget in USD
- g. **RR Points Current Price** — Price of one RR Point in USD
- h. **Previous RR Points Balance** — Balance of RR Points before the transaction
- i. **Total RR Points** — Current total RR Points
- j. **Type** — Survey submission and RR Points status
 - **Deposited:** Survey is rejected by admin, and the RR Points are refunded and deposited to the Sponsor’s account
 - **Withdrawn:** Survey is approved by admin, and the RR Points are withdrawn from the Sponsor’s account

7. RR Points



RR Points Purchase History

Upon clicking 'RR Points Purchase History' tab, Sponsors can see the following on the screen:

Purchase Date	Amount	Points	Transaction ID	Total RR Points
Jul 19, 2022	\$ 1.51	14.41	RR-2022-07-19-151-1441	2354.64
Jul 19, 2022	\$ 1.05	10.00	RR-2022-07-19-105-1000	2340.23
Jul 18, 2022	\$ 1.64	15.60	RR-2022-07-18-164-1560	2330.23
Jul 18, 2022	\$ 10.50	100.00	RR-2022-07-18-1050-100000	2314.63
Jul 18, 2022	\$ 1.05	10.00	RR-2022-07-18-105-1000	2214.63
Jul 18, 2022	\$ 12.60	120.00	RR-2022-07-18-1260-120000	2204.63
Jul 18, 2022	\$ 1.57	15.00	RR-2022-07-18-157-1500	2084.63
Jul 18, 2022	\$ 7.35	70.00	RR-2022-07-18-735-7000	2069.63
Jul 18, 2022	\$ 5.25	50.00	RR-2022-07-18-525-5000	1999.63
Jul 18, 2022	\$ 1.57	15.00	RR-2022-07-18-157-1500	1949.63
Jul 18, 2022	\$ 2.10	20.00	RR-2022-07-18-210-2000	1934.63

- a. **Purchase Date** — RR Points purchase date
- b. **Amount** — Amount of RR Points purchased in USD
- c. **Points** — Amount of RR Points purchased
- d. **Transaction ID** — A unique identification transaction code generated after a successful transaction
- e. **Total RR Points** — Total balance of RR Points after the purchase