



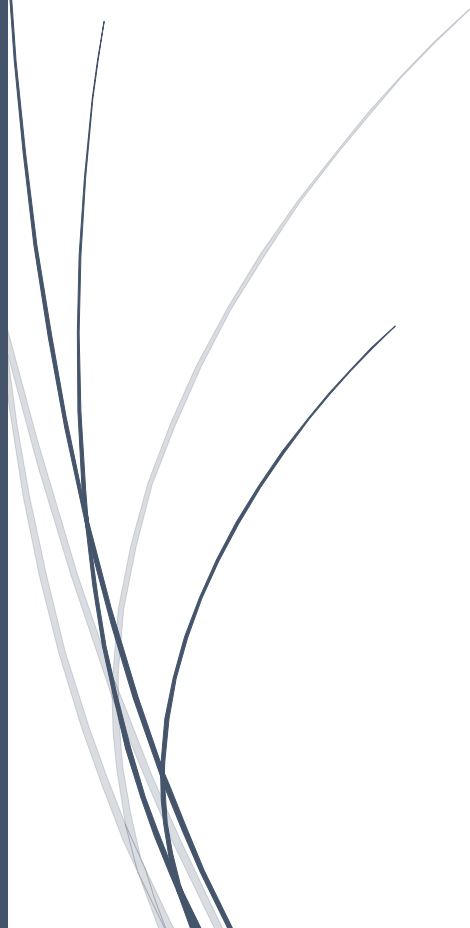
RESEARCH
IN FINANCE

Digital Diaries

Getting Started with Digital Diaries

Mobile App Guide for Participants

Version 1.0 – February 2023



Introduction

To help navigate the Digital Diaries platform and complete the community activities, we have prepared this basic introduction into the Digital Diaries mobile platform. This will focus on:

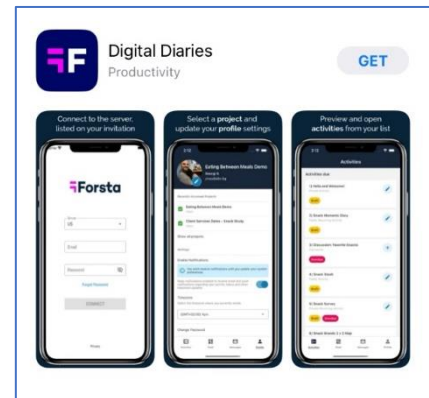
1. Logging into the community
2. Registering and creating your community profile
3. Submitting your activity answers
4. Editing your submitted answers

Whilst the Digital Diaries platform is fairly easy to use and navigate, should you encounter any problems or have any questions about the platform or the community, please do not hesitate to contact the Research in Finance team who will be happy to assist you.

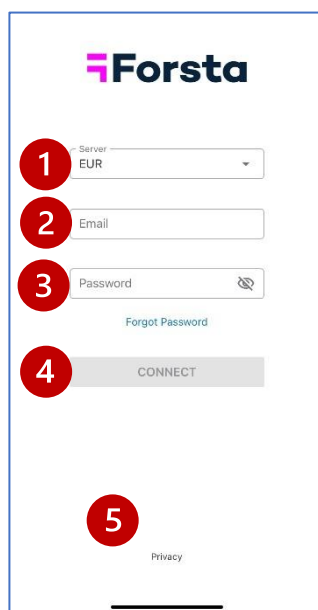
Logging in to the Community (On Mobile)

Should you wish to access the community from your mobile you can download the Digital Diaries mobile application from your app store.

Please note: The mobile app does not support Concept Canvas activities (where we ask you to place a pin on an image and provide your thoughts and feelings on the image). This type of activity should be completed instead on your desktop using your internet browser to login to Digital Diaries.



Once you have downloaded the Digital Diaries app to your mobile device, please open the app to access the login screen.



- 1) **Server:** On opening the login screen, please ensure the server is set to EUR (Europe) using the drop-down menu.
- 2) **Email:** Please enter your email address. This should be the email address which Research in Finance used to contact you.
- 3) **Password:** Please enter the password received in your Research in Finance invite email. This is a temporary password that is set for the project.

Note: If you have forgotten your password, you can click "Forgot your password?" to have a reset link emailed to yourself. If you are still having issues with logging in, you can contact technical support by clicking "Help." Or alternatively by contacting Research in Finance for assistance.

- 4) **Connect:** Once you have entered the details above, please click 'Connect' to enter the community.
- 5) **Privacy policy:** The privacy policy can be read by clicking on 'Privacy' should you wish to read this in full.

Registering / Creating your profile (On Mobile App)

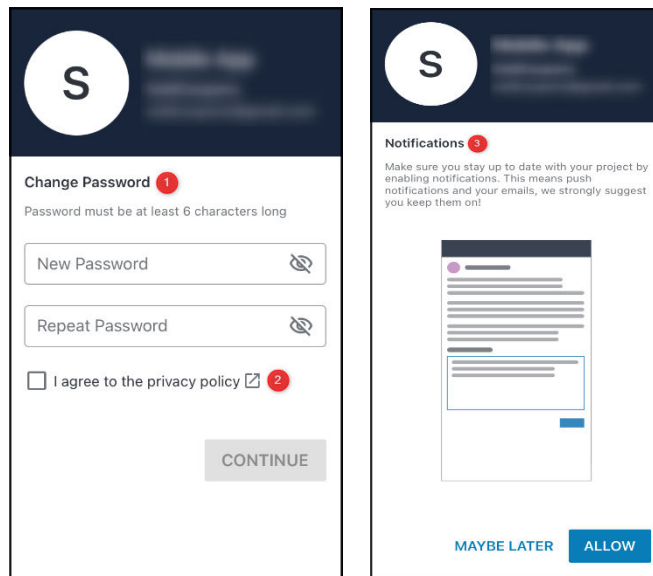
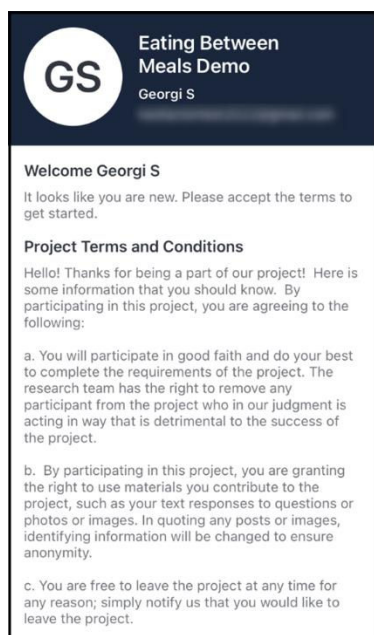
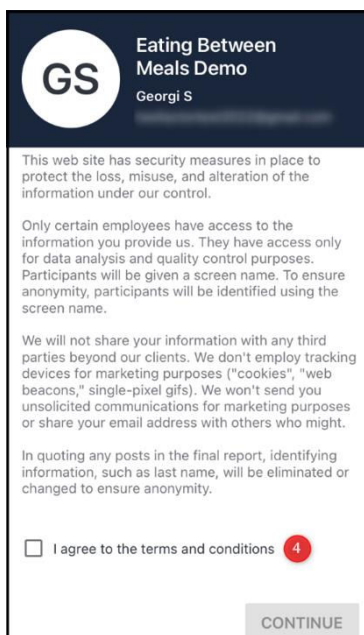
When you login to a project for the first time, you will come to a registration page where you must do the following:

When you first login via the mobile app, you will encounter the following screens:

1. **Password:** Create a new password. This will become your password for every time you re-login to the community, for the duration of the community.

2. **Privacy Policy:** Please read the privacy policy and then agree. Now click 'Continue'.

3. **Notifications:** You have the option to confirm your notification preferences. The default is opt-in to receive emails and push notifications from the community / research team. We would recommend that notifications are left on to allow you to keep up to date on any actions required and to respond to any messages received from the research team. Then please click 'Allow' to continue.

4. **Terms and Conditions:** Accept the project Terms and Conditions and Privacy Policy. This will include a brief summary of the community project (i.e. what is required of you, completion date, etc). Once the terms and conditions are accepted, please click 'Continue' to proceed.

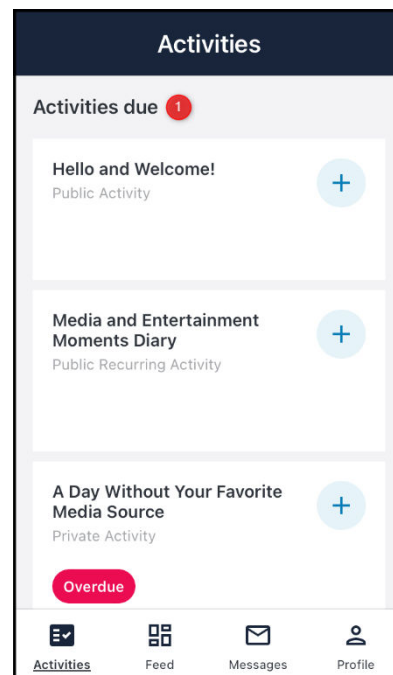
Submitting an Activity (On Mobile App)

When you log into the mobile app, you are brought to the "Activities" area.

Overview

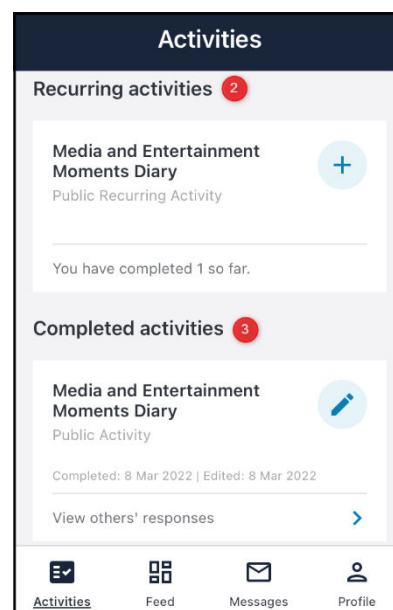
The activities area is divided into three primary areas: **Activities due**, **Recurring activities**, and **Completed activities**.

1. **Activities due:** This section will display a list of the outstanding activities to be answered and submitted.



2. **Recurring activities:** This section will display any recurring activities. Once a recurring activity has been submitted for the first time, it will move from the "Activities due" list and be relocated to the "Recurring activities". The item will remain on the Recurring activities list for the duration of the project for you to complete.

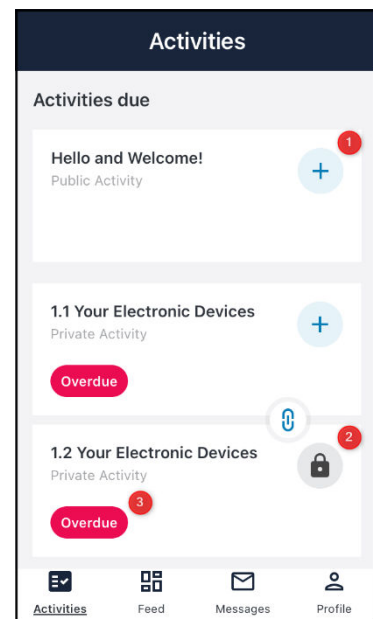
3. **Completed activities:** This section will display a list of the activities that you have completed and submitted.



Icons, labels, and more

1. **Plus Sign:** This allows you to open and edit the activity.

2. **Lock Icon:** This indicates that there is another activity still to be completed before the activity can be accessed. These linked activities will be grouped together with a chain icon to indicate that the activities need to be completed in sequence.



3. **Labels:** There are three labels that activities may display to alert you to important information:

A **yellow “Draft” label** indicates that you have started the activity but have not yet submitted it.



A **red “Overdue” label** indicates that the due date for this has passed but the activity has not yet been completed.



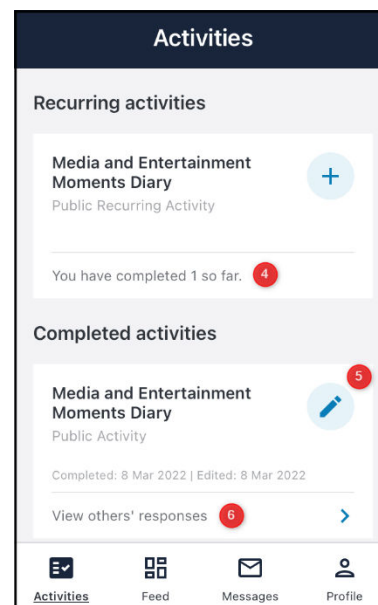
A **grey “Desktop browser only” label** indicates that the activity cannot be submitted on a mobile device and instead must be completed on the desktop version of Digital Diaries (accessed through your web browser).



4. **Recurring activities:** Can be submitted an unlimited number of times (such as diary entries). After the initial submission, there is a small section at the bottom of each recurring activity that will indicate how many entries have been made in total.

5. **Pencil Icon:** Edits can be made to each submitted activity by tapping the pencil icon on the right of the activity.

6. **View others' responses:** When tapped, this section will redirect you to the Feed to view other responses submitted by other participants.



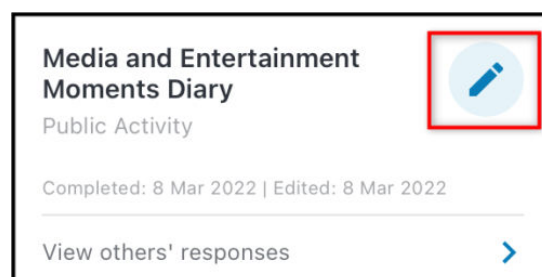
Editing a submitted Activity (On Mobile App)

You can come back at any time to edit the responses that you have previously submitted within the mobile app. This is useful in situations where you need to add extra detail or have accidentally skipped a question.

Selecting the Activity

To edit a submitted response, scroll down to the "Completed activities" section on the "Activities" page.

Locate the response you want to edit. Tap the pencil icon next to the activity to make changes to that response.



Applying Changes

Once you are satisfied with your edits, tap the blue SUBMIT button at the bottom of the screen to save and resubmit the activity.

