



JapanQuest

Official user manual

JapanQuest Company User Manual

From registration to campaign completion and billing

On this page

Red numbers mark controls in a screenshot. Match each number to the explanation beside or below it.

1. Getting started

01 Sign in, choose a role, and register

02 Identity, business verification, and safe use

2. Shared operations

03 Notifications, chat, and schedule messages

04 Settings, language, and account management

3. Company journey

05 Company profile and launch checklist

06 Create, review, and publish a campaign

07 Review applicants, select, and confirm schedules

08 Review creator posts and results

09 Plans, billing, and publishing limits

5. FAQ and troubleshooting

10 Frequently asked questions

11 Troubleshooting

How to read this manual

01

Steps

Read each chapter in order: Before you start, Steps, Completion signal, Screen guide, then Checklist.

02

Screen guide

Red numbers mark controls in a screenshot. Match each number to the explanation beside or below it.

03

Checklist

After the task, compare the completion signal and checklist. Return to the relevant step for any gap.

Caution

Screens use test data for explanation. Labels may differ by app version and account state.

Sign in, choose a role, and register

Complete your first sign-in, register as a company or creator, and reach the correct home screen.

Covered screens [/login](#) [/role-selection](#) [/register/creator](#) [/register/company](#)

Before you start

- Have an email address or one of the social sign-in methods shown on screen ready.
- Companies need business and contact details; creators need a display name and location.

Steps

1 Choose a sign-in method

Select an available social sign-in method and finish authentication. Available methods can vary by device and service settings.

2 Confirm the display language

Use the language menu to switch among Japanese, English, Korean, and Chinese. You can change it later in Settings.

3 Select one role

Choose Company to publish and manage opportunities, or Creator to find and apply to them. This choice sets your account journey.

4 Enter required details

Resolve missing or invalid fields before submitting. Use the same phone and address details that you will use for verification.

5 Read and accept required documents

Open and review the Terms, Privacy Policy, third-party data provision, cross-border processing, electronic delivery and logs, role rules, and company direct-payment documents before accepting each required item.

6 Review your setup tasks

After registration, follow the setup card for profile, phone, document, and social-account tasks that are not yet complete.

Screen guide

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Choose a sign-in method

- 1 **Authentication panel**
Choose the account used for authentication, then use the same sign-in method on future visits.
- 2 **Available social sign-in**
Select one of the methods shown and complete the provider's authentication screen.
- 3 **Pre-use notice and support**
If you cannot continue, note the error and time, then use the support route shown here.



Choose role and language

- 1 **Display language**
Choose the interface language before registration. You can change it later in Settings.
- 2 **Register as creator**
Choose Creator to find campaigns, apply, publish content, and submit results.
- 3 **Register as company**
Choose Company to create campaigns and manage applicants, deliverables, and billing.

クリエイター登録

クリエイタープロフィールを作成する

キャンペーン参加の準備に必要な情報を入力してください。この入力内容はプロフィール画面にも反映されます。

1/2

1 本人確認と滞在情報

公開する活動名、国籍、日本での活動都市、SMSを受信できる携帯電話番号、使用言語を入力します。

表示名

Manual New

実名ではなく、SNSで使用している活動名やチャンネル名を入力してください。

国籍

日本

日本での活動する都市

電話番号

+81 90 0000 0000

日本の番号は090から、その他の国は+82など国番号から入力してください。

使用言語

使用言語

事業者向け

事業者アカウントを作成

店舗やホテルを登録し、クリエイター募集と応募管理を一つのアプリで行えます。

1/3

公開アカウント情報

事業者確認書類と同じ企業名、アカウント担当者、SMSを受信できる連絡先を入力します。

会社名

事業者確認書類に記載された会社名

事業者確認書類と同じ正式名称を入力してください。

業種

業種

担当者名

Manual Company New

このアカウントを管理し、連絡を受ける担当者名を入力してください。

担当者電話番号

+81 75 000 0000

日本の番号は090から、その他の国は+82など国番号から入力してください。

Creator registration

- 1 Display and basic details**
Enter the display name and basic details companies will see, checking spelling and consistency.
- 2 Nationality and location**
Select nationality and current area of residence; these can affect campaign eligibility and travel.
- 3 Contact details**
Use a reachable phone number and email that match the information used for verification.
- 4 Language and submit**
Confirm supported languages and required consents, then submit only when no required field is missing.

Company registration

- 1 Company and contact**
Enter the public company name and operator, matching the names used for billing and verification.
- 2 Location**
Enter the registered or operating address accurately, including building and unit details.
- 3 Contact details**
Register a phone number and email monitored by the operator, and update them when ownership changes.
- 4 Business details and submit**
Review business details and required consents before completing registration.



You are done when

Your company dashboard or creator home appears and your registration details are saved in Settings.

Caution On a shared device, close authentication pages after signing in and never share a verification code.

Checklist

- ☐ The correct role is selected
- ☐ Names and phone number are accurate
- ☐ The preferred language is active

Identity, business verification, and safe use

Complete the checks required for applications or company operations and protect sensitive information.

Covered screens [/verification-gate](#) [/settings/verification](#) [/settings/verification-task](#)
[/settings/verification-asset-preview](#) [/settings/sns-connections](#)

Before you start

- Update the name, company name, and phone number in your profile.
- Prepare a valid verification document on your device.

Steps

1 Open Verification

Open Verification from Settings to see progress and the tasks required for your intended action.

2 Verify your phone

Enter the six-digit SMS code sent to the saved number. Never disclose it to support, a company, or another person.

3 Submit a document

Companies submit business documents; creators submit identity documents. PDF, JPEG, PNG, HEIC, and HEIF files up to 15 MB are supported.

4 Connect a social account

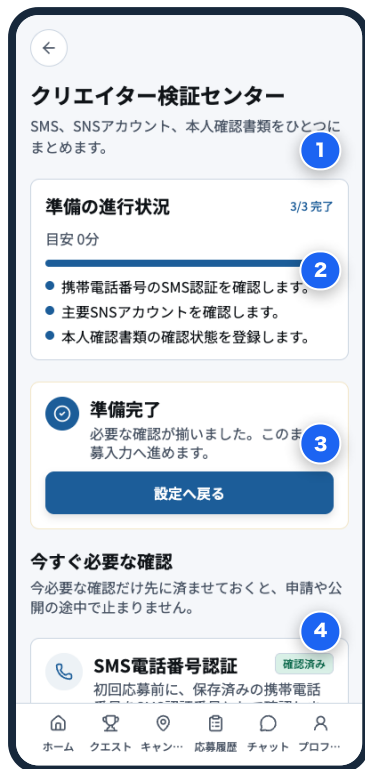
Creators connect the social account they will use. If direct connection is unavailable, register the public profile URL manually.

5 Follow the status

Follow the displayed ready, pending, approved, or resubmission state. If asked to resubmit, correct only the stated issue.

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.



Creator verification progress

- 1 **Overall progress**
Use completed and remaining counts to estimate what must be done before applying.
- 2 **Application readiness**
Check whether applications are currently enabled and which requirement is blocking readiness.
- 3 **Required checks**
Complete outstanding phone, identity, profile, and social checks from the top down.
- 4 **Task actions**
Open each action to submit or correct it, then return and confirm the status changed.



Company verification progress

- 1 **Overall progress**
Review setup progress and assign any unfinished requirement to the responsible operator.
- 2 **Operating readiness**
Check whether campaign operations are enabled and whether a requirement is blocking publication.
- 3 **Phone and document tasks**
Open phone and business-document tasks and verify names, addresses, and expiry dates match.
- 4 **Submission and status**
Submit in the requested format and track Pending, Approved, or Resubmission Required.



You are done when

Required verification tasks show as complete and the relevant application or company action is available.

Caution Never send a password, SMS code, or card number through chat or support email.

Tip

Standalone face-photo verification is not currently used. Follow the active document steps shown in the app.

Checklist

- | | |
|---|---|
| ☐ All document corners and text are readable | ☐ Profile and document details match |
| ☐ The connected profile is public and yours | |

03 · Shared

Notifications, chat, and schedule messages

Open the right activity, keep a record of agreements, and confirm schedule proposals after selection.

Covered screens [/notifications](#) [/chat](#) [/chat/\[conversationId\]](#)

Before you start

- Confirm that the related application or campaign exists.
- Even without push permission, check the in-app notification list regularly.

Steps

1 Open the linked activity

A notification opens its related application, campaign, approval, or chat. Confirm the final state on that screen.

2 Select the correct conversation

Check the participant, campaign, latest message, and unread count before opening a thread.

3 Review a schedule proposal

Check date, start and end time, timezone, and proposer. Once accepted, verify that both sides see it as confirmed.

4 Record material changes

Keep changes to venue, benefits, deadline, and direct-payment date in chat so both parties have a record.

Attach a file if needed

Attach PDF or JPEG/PNG/WebP/HEIC/HEIF images up to 15 MB. Remove sensitive information first.

UI

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.



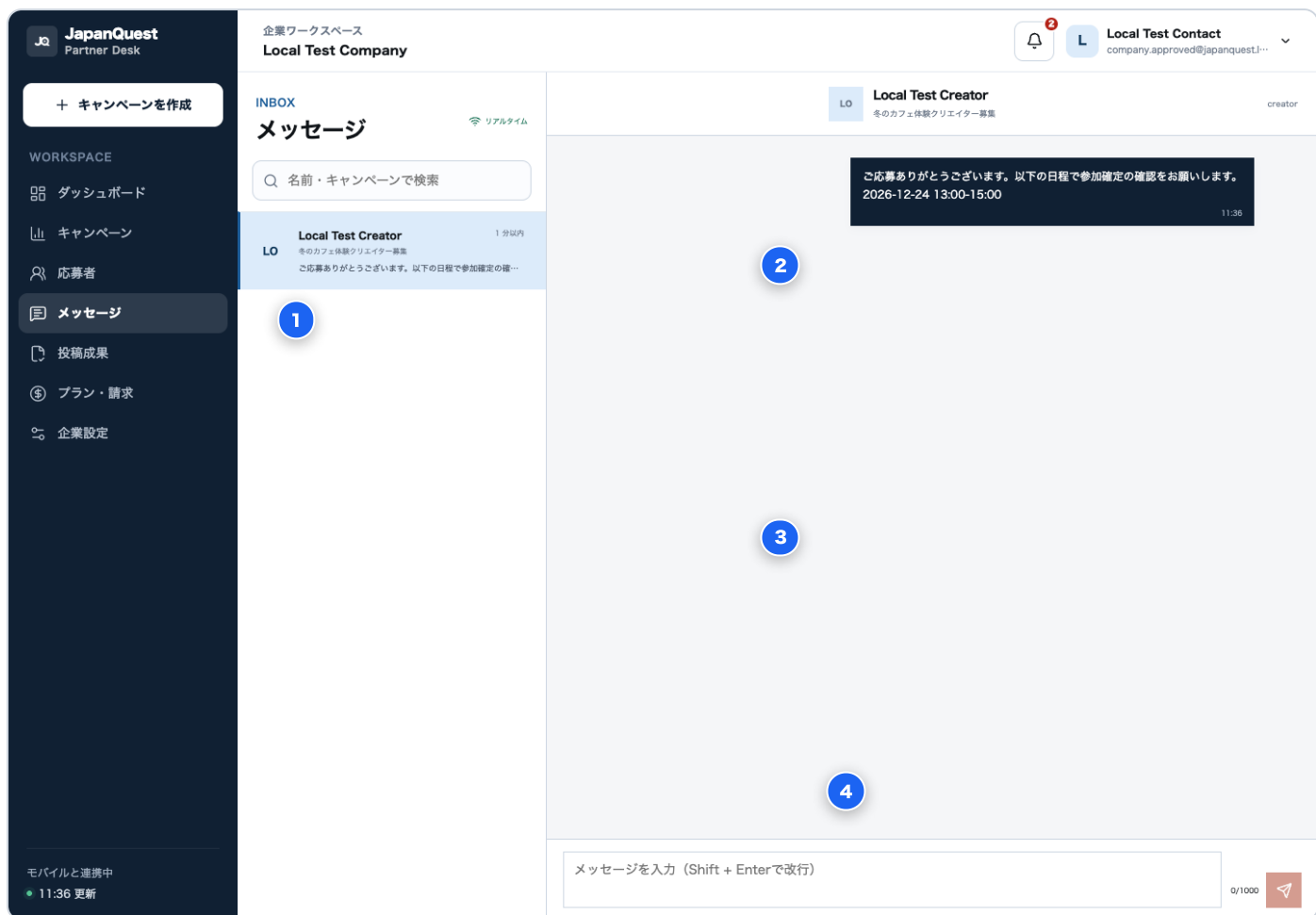
Chat list

- 1 Unread and latest message**
Prioritize conversations with unread messages, schedule changes, or approaching deadlines.
- 2 Campaign and participant**
Match the participant and campaign before opening a thread to prevent cross-campaign messages.
- 3 Bottom navigation**
Use the bottom navigation to leave chat after checking that no urgent unread item remains.



Chat detail

- 1 Participant and campaign**
Confirm the participant and campaign at the top before writing or approving anything.
- 2 Schedule proposal**
Review date, start time, end time, and timezone before accepting or requesting a change.
- 3 Agreement messages**
Record venue, benefits, posting deadline, and payment date so both parties retain the agreement.
- 4 Compose, attach, and send**
Attach only necessary files, review the message, send once, and wait for confirmation.



Partner Desk chat

1 Conversation list Select work by unread state and update time, and check the list for conversations without an owner.	2 Selected participant Verify the creator and campaign shown here before responding on behalf of the company.
3 Message history Review prior agreements, schedule changes, and files to avoid duplicate or contradictory guidance.	4 Compose and send Remove internal or sensitive data, then send only the information needed by the creator.



You are done when

Unread activity is cleared and both parties can see the agreed schedule and important terms in the thread.

Caution

Save evidence and contact support if someone asks you to move off-platform, remove ad disclosure, reveal excessive personal data, or accept changed payment terms.

Checklist

☐ The conversation belongs to the correct campaign

☐ Date, time, and timezone match

☐ Important terms are not only agreed verbally

Settings, language, and account management

Manage the display language, legal documents, guides, sign-out, and account deletion safely.

Covered screens </settings> </settings/language> </settings/legal> </settings/tutorials>
</settings/delete-account>

Before you start

- Confirm that you are signed in to the correct account and role.
- Before considering deletion, review active transactions and outstanding obligations.

Steps

1 Open Settings

Open Settings from your profile or navigation. Companies can also launch Partner Desk from mobile Settings.

2 Change the display language

Choose Japanese, English, Korean, or Chinese under Language. After the interface changes, recheck dates and important terms in the selected language.

3 Review guides and legal documents

Open role guides or the complete manual under Tutorials and guides. Under Legal documents, review the Terms and Privacy Policy that apply to your current role.

4 Log out

Log out after using a shared device. The saved session ends and the login screen returns.

5 Resolve obligations before deletion

Companies should review active campaigns, unreviewed UGC, billing, and payments. Creators should review applications, accepted work, unsubmitted deliverables, Wallet claims, and direct payments. Deletion does not cancel outstanding obligations.

6 Delete the account

Read the retention notice, acknowledge that deletion cannot be undone, and complete the final confirmation. If prompted for an Apple-linked account, also finish Apple verification.

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.



Creator settings

- 1 Social account connection**
Connect active social accounts and public URLs, removing or updating obsolete connections.
- 2 Identity verification**
Track phone and identity checks, correcting only the item named in a resubmission notice.
- 3 Delete account**
Resolve active campaigns, submissions, and payments before starting irreversible account deletion.
- 4 Display language**
Change the interface language and recheck important dates and conditions after switching.
- 5 Legal and policies**
Read the terms, privacy notice, and direct-payment notice that apply to the current role.

JapanQuest

Partner Desk

+

キャンペーンを作成

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11:36 更新

企業ワークスペース

Local Test Company

ACCOUNT SETTINGS

企業設定

企業情報とキャンペーン公開に必要な認証を管理します。

COMPANY PROFILE

企業情報

キャンペーンと応募者への表示に使用されます。

1

企業プロフィール画像

正方形のロゴまたは店舗写真をアップロードします。

画像を変更

企業名 必須

Local Test Company

法人名

Local Test Company LLC

業種

Cafe / Roastery

担当者名 必須

Local Test Contact

連絡先メール

company.approved@japanquest.local

請求先メール

3

example@local-test-company.example

電話番号

+81-75-555-0101

Webサイト

https://example.com/local-test-company

対応地域（カンマ区切り）

Kyoto, Osaka

対応言語（カンマ区切り）

Japanese, English, Korean

企業紹介

Specialty coffee roastery running creator-friendly tasting sessions and neighborhood walking campaigns.

保存

TRUST & VERIFICATION

企業認証

キャンペーン公開には電話番号と事業者確認が必要です。

2

電話番号

+81-75-555-0101

SMS認証

法人・事業者確認書類

登記簿、営業許可証などの画像またはPDF

書類を提出

提出履歴

company-registration.pdf

2026年4月08日 · company_registration

承認済み

Company settings

- 1

Basic profile

Keep the public company name, description, and category accurate and current.
- 2

Business verification

Check legal name, address, and document status; correct only the item named in a resubmission notice.
- 3

Branch and contact details

Maintain active locations and operator contacts, removing closed branches and obsolete details.



You are done when

The selected language and settings take effect, and any requested sign-out or deletion is handled according to the confirmation shown.

Caution

Account deletion cannot be undone. Records needed for legal compliance, fraud prevention, accounting, or dispute resolution may be retained or anonymized under the Privacy Policy and applicable law.

Tip

For printing or offline use, download the complete or role-specific PDF in your current language from the guide download page.

Checklist

☐ The terms match the current role

☐ You logged out on a shared device

☐ Campaign, deliverable, billing, and payment obligations were reviewed before deletion

05 · For companies

Company profile and launch checklist

Set up business, branch, contact, and verification information and understand the dashboard.

Covered screens [/dashboard](#) [/company-profile](#) [/settings](#)

Before you start

- Finish company registration.
- Confirm the legal name, address, contact person, and billing contact.

Steps

1 Review the setup card

Check phone verification, business documents, billing plan, and campaign-guide progress on the dashboard.

2 Save the company profile

Enter company and legal names, industry, introduction, website, official social profile, regions, and languages. Separate public and internal contact details.

3 Add branch information

Add each venue's name, address, nearest station, on-site contact, and visit instructions. Select the correct branch when creating a campaign.

4 Use Partner Desk

For multiple campaigns or applicants, use the web Partner Desk to filter lists and edit details with the same company account.

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.



Company dashboard

- 1 **New notification**
Open time-sensitive moderation, message, and applicant notifications first.
- 2 **Operating summary**
Review active campaigns, new applications, and deliverables awaiting company action.
- 3 **Setup checklist**
Complete phone, business, and profile requirements that can prevent publication.
- 4 **Applications and results**
Check applicant review and deliverable queues for items that have stopped progressing.
- 5 **Company navigation**
Move to campaigns, applications, chat, or settings from the company navigation.

JapanQuest

Partner Desk

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Local Test Contact

company.approved@japanquest.jp

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COMPANY PROFILE

企業情報

キャンペーンと応募者への表示に使用されます。

1

保存

企業プロフィール画像

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画像を変更

企業名 必須

Local Test Company

法人名

Local Test Company LLC

業種

Cafe / Roastery

担当者名 必須

Local Test Contact

連絡先メール

company.approved@japanquest.local

請求先メール

3

fil-75-555-0101@local-test-company.example

電話番号

+81-75-555-0101

Webサイト

https://example.com/local-test-company

対応地域（カンマ区切り）

Kyoto, Osaka

対応言語（カンマ区切り）

Japanese, English, Korean

企業紹介

Specialty coffee roastery running creator-friendly tasting sessions and neighborhood walking campaigns.

TRUST & VERIFICATION

企業認証

キャンペーン公開には電話番号と事業者確認が必要です。

2

事業者電話番号

fil-75-555-0101

SMS認証

法人・事業者確認書類

登記簿、営業許可証などの画像またはPDF

書類を提出

提出履歴

company-registration.pdf

2026年4月08日・company_registration

承認済み

Company settings

- 1

Basic profile

Keep the public company name, description, and category accurate and current.
- 2

Business verification

Check legal name, address, and document status; correct only the item named in a resubmission notice.
- 3

Branch and contact details

Maintain active locations and operator contacts, removing closed branches and obsolete details.



You are done when

Required setup tasks are complete and company and branch details are ready for campaign creation.

Tip

If instructions differ by venue, store them per branch instead of combining them in the company description.

Checklist

- ☐ No private contact is exposed publicly
- ☐ The billing inbox is monitored
- ☐ On-site staff know the visit instructions

Create, review, and publish a campaign

Enter all campaign terms, pass pre-publication review, and stay within your plan limits.

Covered screens [/campaigns](#) [/campaigns/new](#) [/campaigns/\[campaignId\]/edit](#)

Before you start

- Complete the company profile, contact phone, business verification, and an eligible plan.
- Approve benefits, capacity, schedule, content requirements, and direct-payment terms internally.

Steps

1 Choose the format and location

Select store visit, hotel stay, experience, product trial, or another shown format and set the venue or delivery terms.

2 Add the offer and images

Enter title, summary, included and excluded items, companion rules, and images. JPEG/PNG/WebP/HEIC/HEIF images can be up to 12 MB each.

3 Make reward and eligibility explicit

State free offer, direct reward, or reimbursement; amount; payment timing; and country, age, residency, and social requirements.

4 Set deliverables and dates

Set platform, format, keywords, hashtags, posting deadline, application deadline, result date, and fixed or negotiated schedule.

5 Review the draft

In Partner Desk, use the five editor sections and completion indicator to resolve missing details, then read the public copy end to end.

Publish and follow moderation

After publishing, watch for pending, approved, revision required, or blocked status. Fix the cited field and resubmit when needed.

UI

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.

Six-step mobile campaign editor

- 1 Creation steps**
Check the current stage and remaining stages, and verify saved state before moving backward.
- 2 Current fields**
Complete required fields and double-check the units used for dates, amounts, and capacity.
- 3 Format-specific terms**
Enter only the conditions required by the selected visit, delivery, or participation format.
- 4 Save and continue**
Save before continuing, click once, and wait for the completion state to appear.

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Local Test Contact
company.approved@japanquest.jp

CAMPAIGN OPERATIONS

キャンペーン

募集内容、公開状態、応募状況を一覧で管理します。

すべて 2

募集中 2

下書き 0

一時停止 0

終了 0

Q タイトル、地域、カテゴリで検索

≡ 田

キャンペーン	状態	応募	募集枠	応募締切	
 冬のカフェ体験クリエイター募集 Kyoto - Cafe	募集中	1 件	3 名	12月20日	編集
 Local Test Spring Tasting Reel Visit Kyoto - Cafe	募集中	0 件	3 名	4月20日	編集

Campaign list

1 Status tabs Switch between Draft, In Review, Published, and Ended to focus the list.	2 Search and filters Search by name or operator and narrow results by date and status filters.
3 Campaign row and state Review recruitment dates, applicant count, and publication state before opening an action.	4 Create new Create a campaign after checking business verification and the remaining publication quota.

Partner Desk campaign editor

1 Save draft and publish Save work as a draft and publish only after required content and review conditions are complete.	2 Basic information Write the title, venue, recruitment period, and format so the listing cannot be misunderstood.
3 Sections and completion Use completion indicators to find missing sections and move directly to the unfinished item.	4 Images and detailed terms Make images, benefits, reward, eligibility, and posting requirements match actual operations.

You are done when

The campaign is open and creators can review its terms in search and detail views.

Status guide

Status	Meaning	Next action
Draft	Editable only by the company	Complete and review
Open	Accepting applications	Monitor applications and capacity
Paused	New applications paused	Resume or close
Closed	No new applications	Finish existing applications and deliverables

Caution JapanQuest does not hold creator compensation. The company pays the creator directly under the agreed terms.

Checklist

- | | |
|---|---|
| ☐ Dates are in a valid order | ☐ Payer, amount, and payment date are explicit |
| ☐ Ad disclosure and deliverables are clear | ☐ Images and claims are authorized |

07 · For companies

Review applicants, select, and confirm schedules

Evaluate application and social-profile details, update status, and confirm a schedule.

Covered screens [/campaigns/\[campaignId\]/applications](/campaigns/[campaignId]/applications) </applications> </chat>

Before you start

- Confirm that the campaign is open and applications have arrived.
- Share selection criteria and ownership with the review team.

Steps

1 Filter the list

Filter by campaign and status, then open unreviewed applications first.

2 Review the submission

Check creator name, region, languages, social accounts, follower display, motivation, preferred schedule, and direct-payment acknowledgment.

3 Update review status

Move from New to Reviewing, then Accepted or Rejected. Changes notify the applicant, so act only after a decision.

4 Propose or confirm a schedule

Accept a preferred slot or propose a date with start and end times. Confirm that both parties see the accepted schedule.

5 Share operating details

Send venue, contact, benefits, filming limits, content deadline, and payment date in chat.

6 Complete only at the end

Do not mark complete before the visit, delivery, submission, review, and required payment are resolved.

UI

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.



Mobile applicant management

1 Application summary

Use total, new, in-review, and selected counts to set the review priority.

2 Counts by status

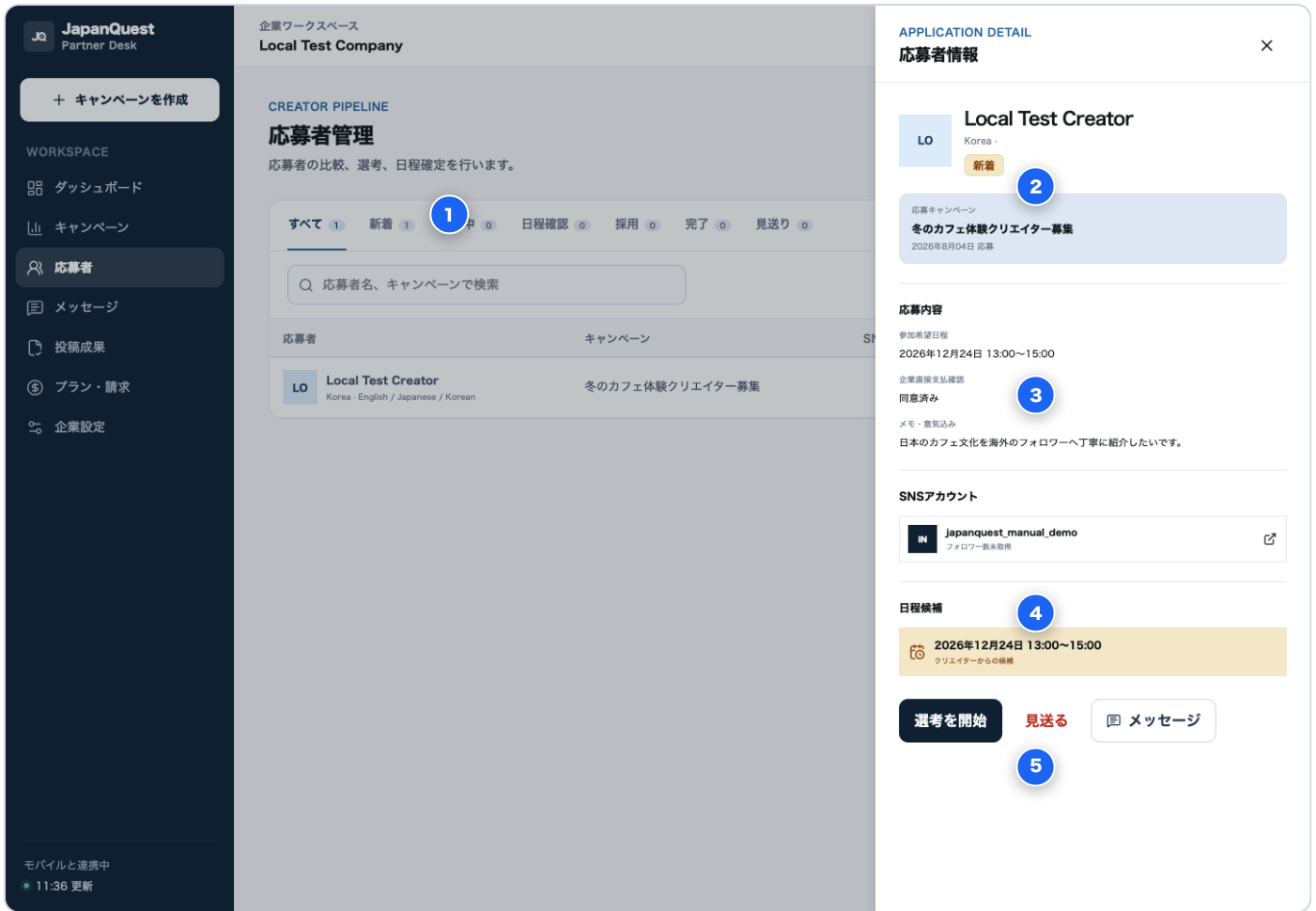
Open status groups and start with applicants that have waited the longest.

3 Deliverable summary

Review deliverables due or awaiting inspection before their deadlines pass.

4 Company navigation

Move to applications, chat, campaigns, or another company task from this navigation.



Applicant review

1 Campaign and status filters Fix the campaign and review state before working so the applicant is evaluated in the correct queue.	2 Applicant overview Review name, location, languages, and verification status needed for eligibility.
3 Motivation and social Read the motivation and public social profiles to judge fit and relevant production experience.	4 Preferred and confirmed schedule Compare preferred and proposed slots, including timezone, before confirming availability.
5 Review actions Prepare the decision reason and required message before selecting, declining, or requesting details.	

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CREATOR PIPELINE
応募者管理
応募者の比較、選考、日程確定を行います。

すべて 1
新着 0
選考中 0
日程確認 1
採用 0
完了 0
見送り 0

応募者	キャンペーン	SN
LO Local Test Creator Korea · English / Japanese / Korean	冬のカフェ体験クリエイター募集	

APPLICATION DETAIL
応募者情報

LO

Local Test Creator
Korea ·

日程確認 1

応募キャンペーン
冬のカフェ体験クリエイター募集
2026年8月04日 応募

応募内容
参加希望日程
2026年12月24日 13:00~15:00
企業直接支払確認
同意済み
メモ・書き込み
日本のカフェ文化を海外のフォロワーへ丁寧に紹介したいです。

SNSアカウント

IN
japanquest_manual_demo
フォロワー数未取得

日程候補

2026-12-24 13:00-15:00
クリエイターからの候補

メッセージ

Applicant after schedule confirmation

1 Applicant and status Confirm the applicant, campaign, and selected state before taking the next action.	2 Reviewed submission Recheck the application, social profile, and review notes to avoid a decision mismatch.
3 Confirmed schedule Verify the date, start, end, and timezone accepted by both parties.	4 Next actions After confirmation, send the venue and operator details in chat and begin visit preparation.

You are done when

The selected creator sees a confirmed schedule and both parties can review the operating terms in chat.

Status guide

Status	Meaning	Next action
New / Applied	Application received	Open details
Reviewing	Company is reviewing	Assess profile, content, and schedule
Confirmation requested	Waiting for a response	Review after reply
Accepted	Proceeding	Confirm schedule and terms
Rejected	Not selected	Verify the target before changing
Completed	All required work is done	Retain deliverable and payment records

Checklist

☐ Selection criteria were applied consistently

☐ Timezone was checked

☐ The applicant was rechecked before rejection

08 · For companies

Review creator posts and results

Inspect public URLs, files, metrics, and evidence submitted by a creator.

Covered screens [/campaigns/\[campaignId\]/ugc/\[applicationId\]](#) [/ugc](#)

Before you start

→ Confirm the visit or delivery is complete and a submission notification arrived.

→ Have the original content requirements and reviewer ready.

Steps

1 Open Deliverables

Choose the creator in Partner Desk Deliverables or the mobile application view.

2 Check URL and disclosure

Confirm the post is public and meets the platform, format, keywords, hashtags, and ad-disclosure requirements.

3**Review files**

Check images, video, or PDF for the agreed content, rights issues, and personal data. Up to 10 deliverable files are supported.

4**Review metrics and evidence**

Compare reach, impressions, likes, saves, shares, comments, or clicks with evidence screenshots. Up to five evidence images are supported.

5**Request precise corrections**

Name the missing requirement, source condition, and due date. Do not unilaterally demand work outside the campaign scope.

6**Approve and pay**

Record approval and pay the creator directly by the agreed date.

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.

JapanQuest Partner Desk

企業ワークスペース
Local Test Company

CONTENT RESULTS

投稿成果

クリエイターが提出した投稿、公開URL、数値成果を確認します。

Q クリエイター、キャンペーン

Local Test Creator
冬のカフェ体験クリエイター募集
8月04日

DELIVERABLE REPORT

冬のカフェ体験クリエイター募集

Local Test Creator - 2026年8月04日 提出

受領済み

体験レビュー・報告

京都のカフェ体験と季節限定メニューを日本語と韓国語で紹介しました。PR表記と店舗タグを確認済みです。

ASSETS

投稿ファイル

0 files

アップロードされたファイルはありません。

PUBLIC LINKS

公開URL

Instagram Reel
https://www.instagram.com/p/japanquest_manual_demo

PERFORMANCE

パフォーマンス

Reach
12,800

Likes
940

モバイルと連携中
11:38 更新

Deliverable review

1 Submitter list Choose unreviewed or revision-pending submissions, prioritizing those near the deadline.	2 Selected submission Match the creator and campaign before inspecting to avoid approving the wrong deliverable.
3 Public links and files Open public URLs while signed out and inspect files and advertising disclosure.	4 Metrics and evidence Compare reported metrics with timestamped evidence, then approve or request a specific correction.



Mobile applicant management

- 1 **Application summary**
Use total, new, in-review, and selected counts to set the review priority.
- 2 **Counts by status**
Open status groups and start with applicants that have waited the longest.
- 3 **Deliverable summary**
Review deliverables due or awaiting inspection before their deadlines pass.
- 4 **Company navigation**
Move to applications, chat, campaigns, or another company task from this navigation.



You are done when

The deliverable and evidence are reviewed, and either payment or a scoped correction request is clear.

Caution Avoid unnecessary sharing or downloads when a post or evidence contains third-party personal data.

Checklist

- | | |
|---|---|
| ☐ The URL opens while signed out | ☐ Ad disclosure is visible |
| ☐ Metric capture time is known | ☐ Corrections stay within original scope |

09 · For companies

Plans, billing, and publishing limits

Understand the active plan, usage, invoices, and plan-change path.

Covered screens </settings/billing> </settings/billing-return> </billing>

Before you start

- Register a monitored billing email.
 - Use an account authorized to change the plan.
-

Steps

1 Check the subscription

Review plan, subscription state, next billing date, payment method, campaign publishing usage, and team usage.

2 Compare plans

Compare the displayed monthly price, publishing quota, invites per campaign, team seats, and promotion access. The live screen is authoritative.

3 Change or inquire

Use the displayed action to open checkout, billing management, or contact. Return and confirm the updated state.

4 Review billing records

Check completed, upcoming, and past-due items with period and amount. Resolve past-due status with the billing owner.

5 Resolve quota blocks

If remaining publishes are zero, wait for the next cycle or choose an eligible plan change. Keep the campaign as a draft.

Screen guide

Screens use test data for explanation. Labels may differ by app version and account state.

Plans and billing

- 1 Current plan and usage**
Review the current plan, renewal date, and usage of publishing and team limits.
- 2 Plan comparison**
Compare limits and features, then confirm effective date and price before changing plans.
- 3 Billing history**
Check invoice date, amount, status, and receipt details; record the billing ID for discrepancies.



You are done when

You understand the subscription and remaining quota and have completed any required billing action.

Caution

The latest billing screen overrides examples in this manual. Never send payment credentials through chat.

Checklist

☐ Billing email is correct

☐ Price and quota were rechecked

☐ State was refreshed after checkout

10 · Reference

Frequently asked questions

Answers about accounts, applications, campaigns, payments, posts, and languages.

01 Can I use both roles?

Your selected role determines the account journey. If you need the other role, contact support with your current registration details.

02 Can I change the language?

Yes. Choose Japanese, English, Korean, or Chinese in app Settings or the Help Center header. Japanese is the source edition.

03 How do I withdraw an application?

Check its state and schedule, then notify the company in chat when available. If no action is shown, contact support with the application ID.

04 Can a confirmed schedule change?

Before confirmation, respond to the proposal. After confirmation, contact the other party early and preserve the new agreement in chat.

05 Does JapanQuest pay creator rewards?

No. The company pays the creator directly. JapanQuest does not hold, transfer, or guarantee the reward.

06 A company requested a post revision. What should I do?

Compare it with the original requirements. Fix in-scope omissions, but preserve evidence and do not accept undisclosed extra work or removal of ad disclosure.

07 What files can I upload?

Verification accepts PDF/JPEG/PNG/HEIC/HEIF up to 15 MB; chat accepts PDF/images up to 15 MB; UGC accepts PDF, images, MP4/MOV up to 50 MB. Follow the latest screen.

08 Why can't my company publish?

Check business and phone verification, required fields, moderation feedback, subscription status, and remaining publishing quota.

09 Can I delete my account?

Use account deletion in Settings, or the public account deletion page if you cannot sign in. Follow any retention notice for active transactions or legal obligations.

10 I received an inappropriate request.

Get to safety, preserve chat, time, campaign, and URL evidence, and contact support@jp-quest.com. Use local emergency services for immediate danger.

Checklist

- ☐ If the answer is not enough, use the troubleshooting guide and the related task guide.

11 · Reference

Troubleshooting

A safe diagnostic order for sign-in, SMS, stale data, uploads, applications, publishing, schedules, and payment.

01 Cannot sign in

Check connectivity → fully close and reopen the app → choose the same sign-in method → enable automatic device time → save the error and time if it persists.

02 SMS code did not arrive

Check country code and number → signal and spam settings → do not send repeatedly → enter only the newest code. Never share it.

03 A screen or list is stale

Check connectivity → refresh → visit another screen → sign in again. Do not repeat a submit action before checking its state.

04 A file will not upload

Check supported format, size, file integrity, and device permission. Use a simple filename and reduce media size while preserving required quality.

05 Application button is unavailable

Check whether the campaign is closed or full, then verify identity, phone, social connection, eligibility, and any existing application.

06 Company cannot publish

Check business verification, phone, plan, remaining quota, required fields, and moderation feedback. Save a draft first.

07 The schedule differs

Compare the latest proposal, confirmed state, and timezone in chat. Confirm both parties accepted the same slot.

08 Company cannot open the post URL

Check post visibility, copied URL, and login requirements. Test in a signed-out browser and resubmit.

09 Direct payment is overdue

Check agreed amount, date, and method → ask the company in chat → if unanswered, contact support with application ID and evidence.

10 Suspected compromise or danger

Change sign-in credentials and end sessions where possible. Stop sharing data or sending money, preserve evidence, and report. Contact police or local emergency services when urgent.



You are done when

You avoid repeated risky actions and can provide a clear diagnosis and safe evidence for the next step.

Checklist

☐ App version, device, OS, and time recorded

☐ Sensitive data hidden in screenshots

☐ No duplicate submission or payment

JAPANQUEST SUPPORT

Still need help?

Contact us with your registered email, campaign name, time of the issue, and a screenshot. Never send a password or verification code.

support@jp-quest.com

<https://app.jp-quest.com/en/support/>