Welcome, to The B App

ADMINISTRATIVE TRAINING GUIDE

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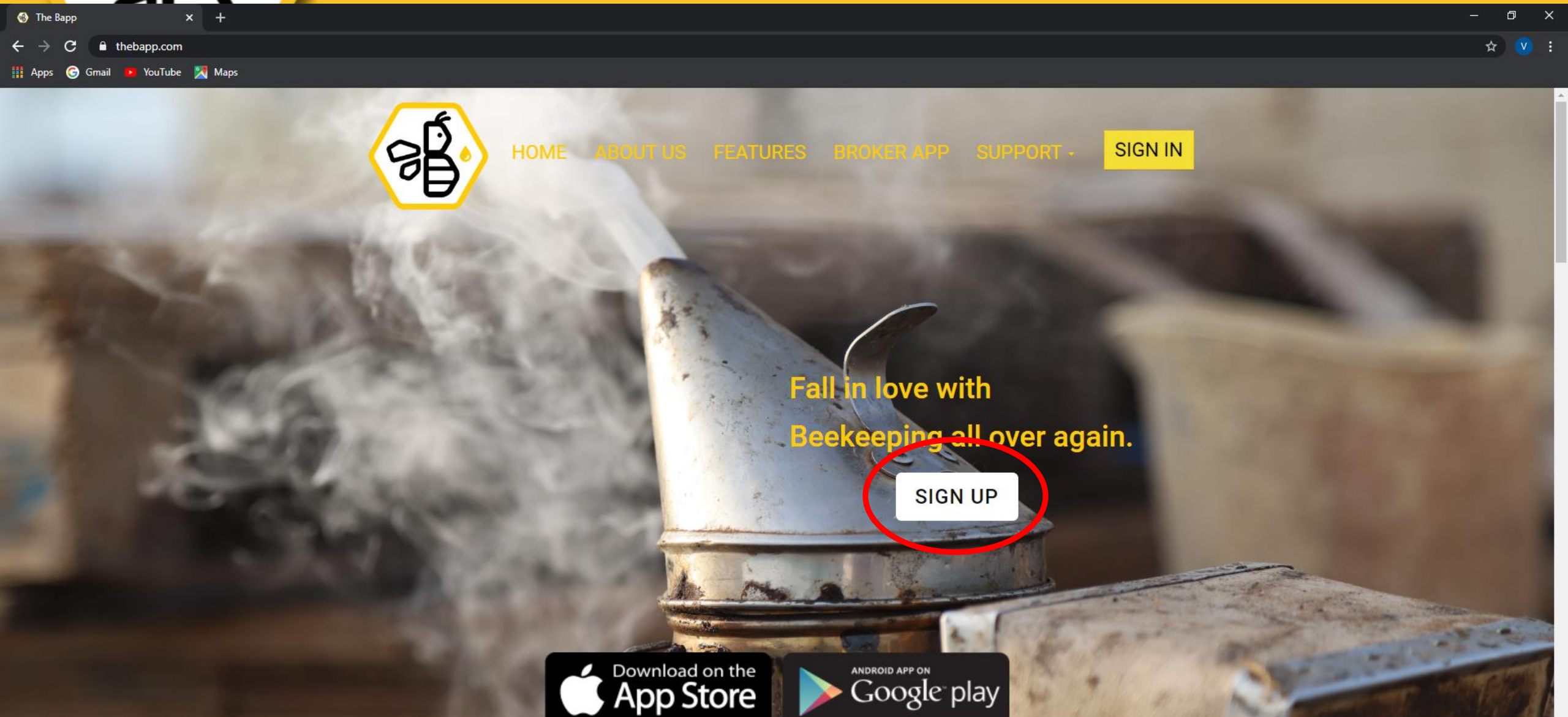
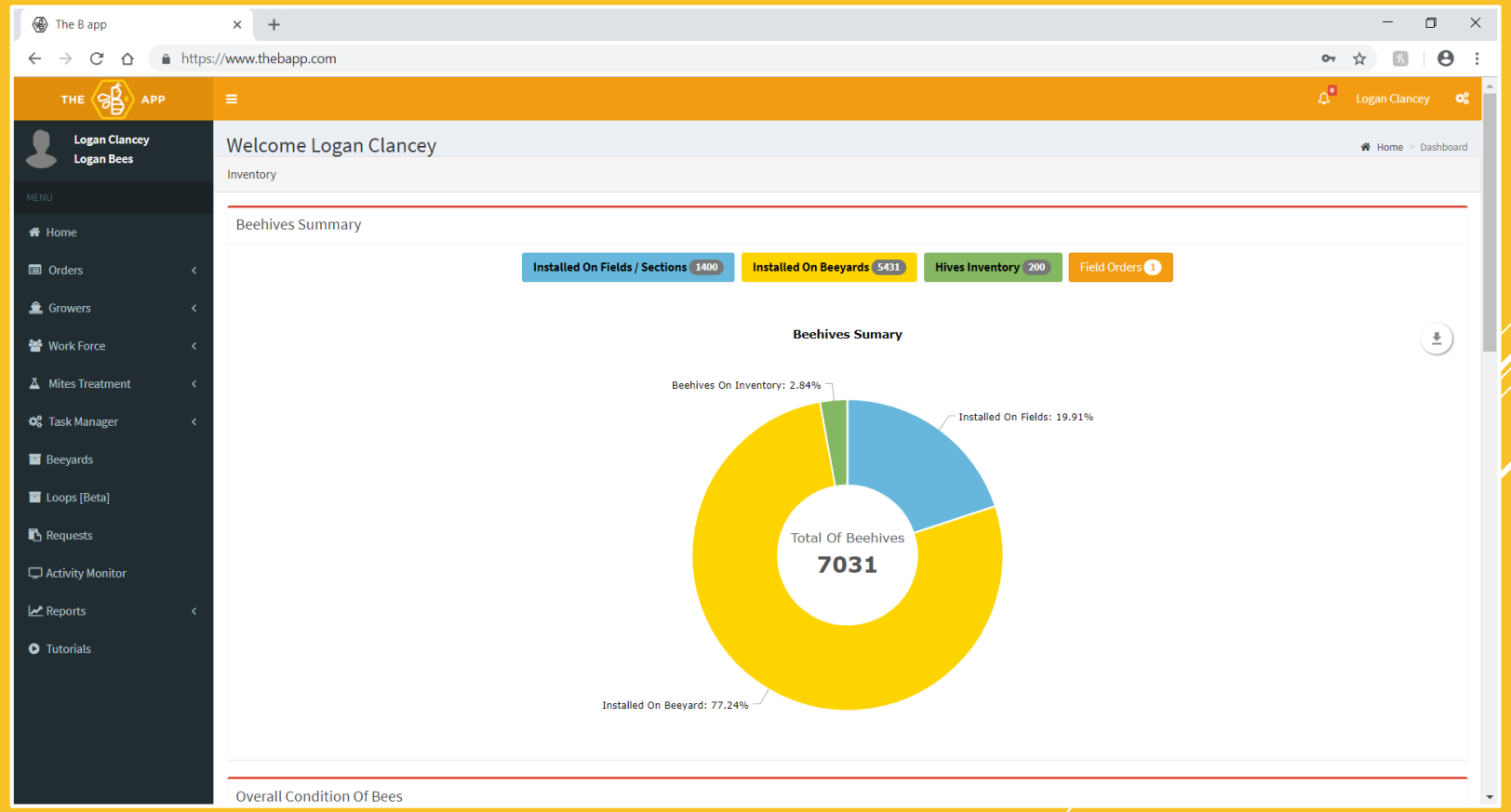
START OFF BY LOGGING INTO OUR WEBSITE; WWW.THEBAPP.COM

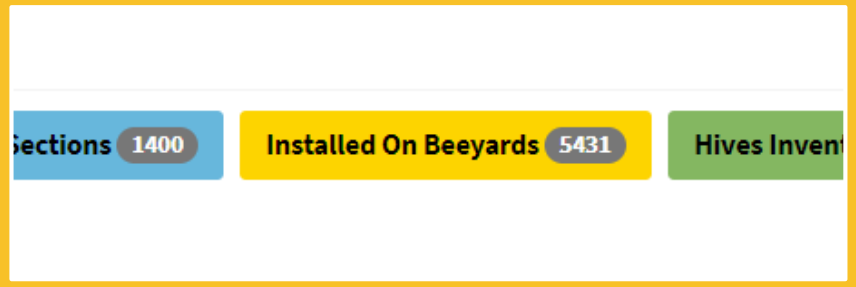


HOME SCREEN

- Here you can view your total hive count in real time.
- In yellow you can see your total hives installed on bee yards.
- In Blue you can see your total hives installed in pollination fields.
- On the left is a task bar with all of your options.



INSTALLED ON BEEYARDS



- Clicking “Installed on Beeyards” at the top of the page will bring you down to a list of all of your locations.
- Here you can see your yards, how many hives are at each yard, and the geographical coordinates of each yard.
- To quickly find a location, use the search bar and enter it’s name.

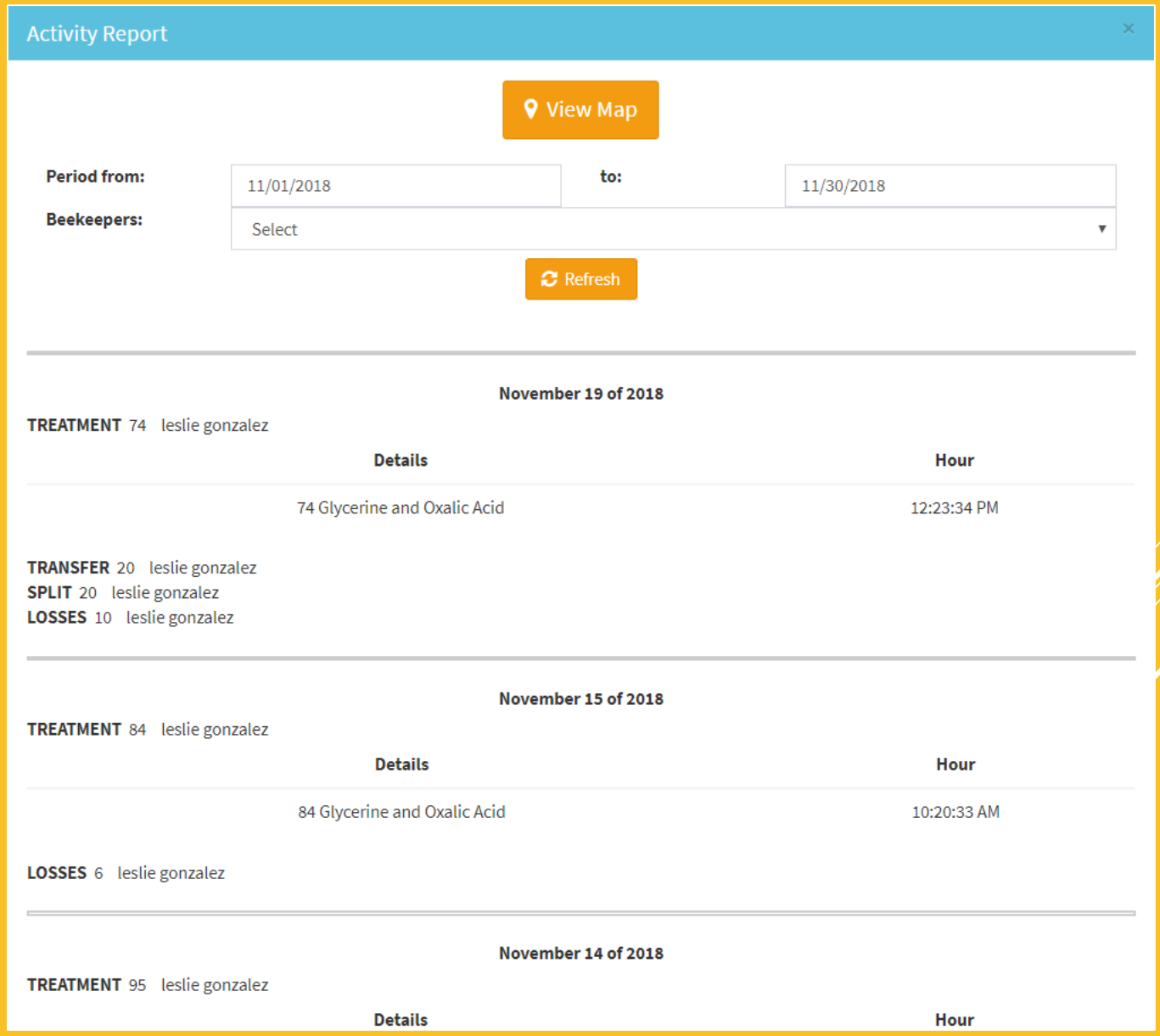
Beehives Installed On Beeyards

Search Beeyard

BEEYARD NAME	HIVES INSTALLED	COORDINATES
AZ aparies yard	74	33.501978277219834 -112.46402722712043
Chapparel Honey	0	33.290908813476555 -116.93370056152341
Harras	20	33.26860215517996 -116.95436881866021
Dandj	50	28.96359358706131 -81.68715898753787
Scott	1336	29.53559414788111 -82.90290247884019
Rodney	10	48.602485239999986 -100.37712811999995
Funner	25	33.26809490618641 -116.9545767597079
California bee	45	48.64646076635448 -99.85584797235767
Ag pollen	25	48.355818883980085 -100.34075517141801
Cove	50	48.82029223319545 -100.4500994545584
Sunflowers	50	48.60316836398348 -100.06810151538163
Absolute	20	48.689793302994076 -99.55872061241932
ND	20	48.751929223775754 -100.3235166624467
Holiday inn	0	44.6437303045965 -123.05611710653409
Redmond	0	44.2606596678328 -121.17949674164146
Madera holding yard	353	37.02528416699364 -120.25645996190178
Almond Yard	27	37.027802716409205 -120.19975512557829
David Bradshaw	100	36.383981420767185 -119.27291522714695
Dirks	0	44.649753229477696 -123.11410276149319

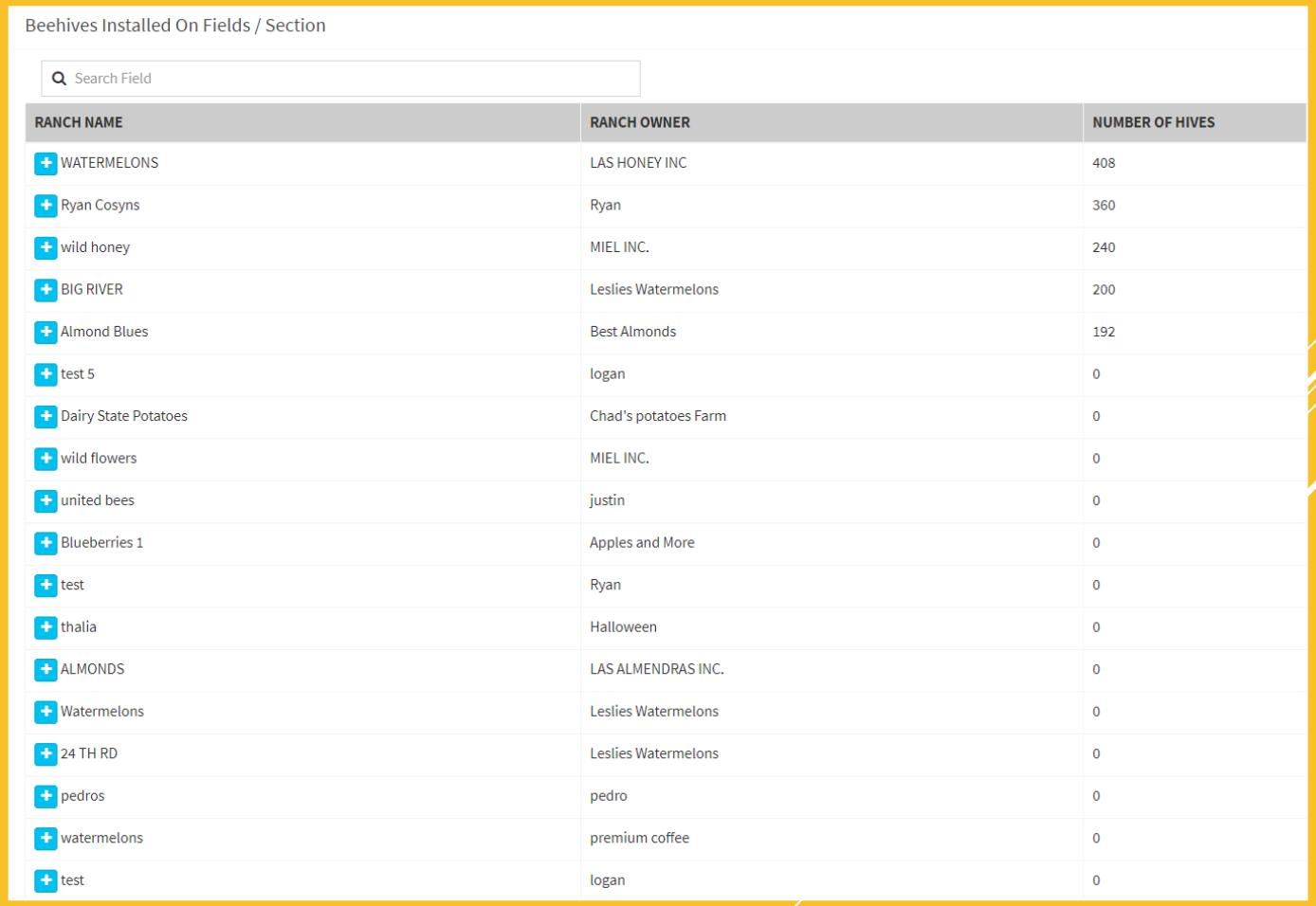
CLICKING ON A LOCATION

- Too see everything that has been done at a location, simply click the name of the location you want to see.
- Here it will show you all of the activities done to this yard.
- At the top of the page you can also filter to see entries by date and/or by specific employees.



INSTALLED ON FIELDS

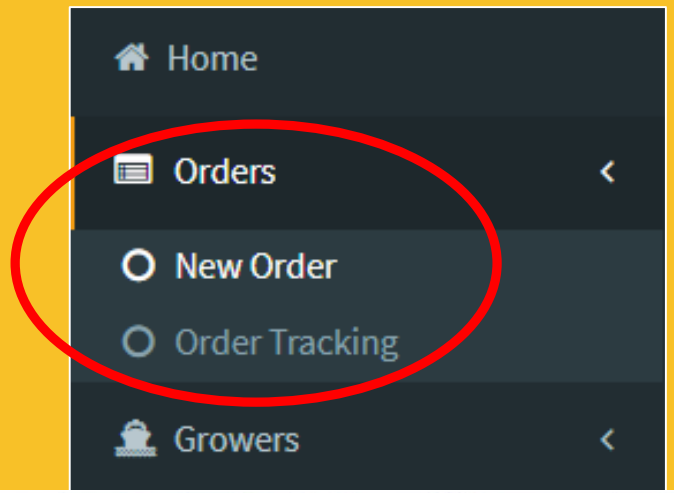
- On the homepage, click “Installed on fields” in the blue bar
- This will bring you down to a list of your beehives installed on fields sorted by ranch and owner.
- To find a specific ranch much easier, you may use the search bar to search it.
- To view more about beehives installed at a specific ranch, click on the blue “+” icon to the left of the ranch name.

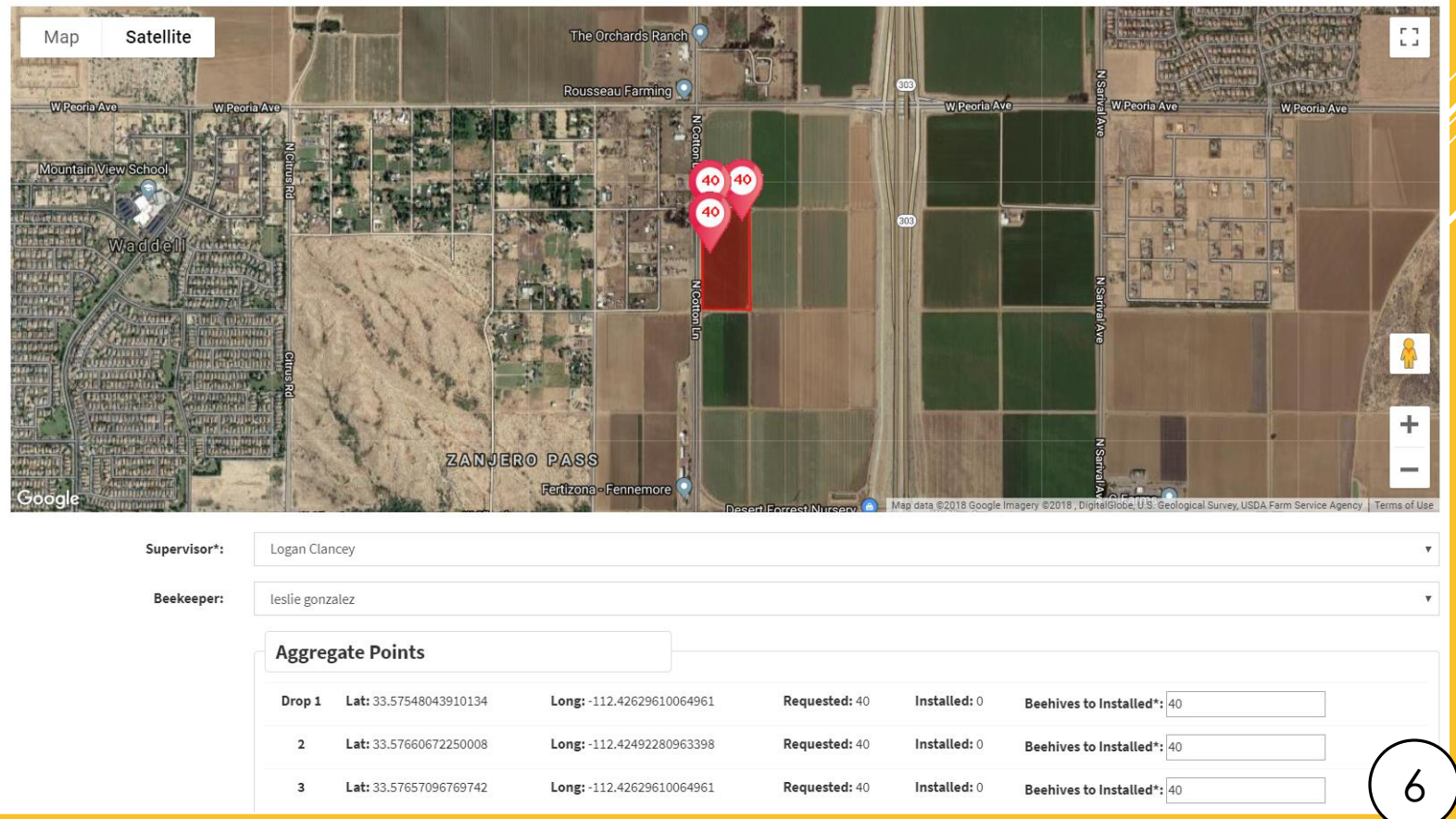


RANCH NAME	RANCH OWNER	NUMBER OF HIVES
WATERMELONS	LAS HONEY INC	408
Ryan Cosyns	Ryan	360
wild honey	MIEL INC.	240
BIG RIVER	Leslies Watermelons	200
Almond Blues	Best Almonds	192
test 5	logan	0
Dairy State Potatoes	Chad's potatoes Farm	0
wild flowers	MIEL INC.	0
united bees	justin	0
Blueberries 1	Apples and More	0
test	Ryan	0
thalia	Halloween	0
ALMONDS	LAS ALMENDRAS INC.	0
Watermelons	Leslies Watermelons	0
24 TH RD	Leslies Watermelons	0
pedros	pedro	0
watermelons	premium coffee	0
test	logan	0

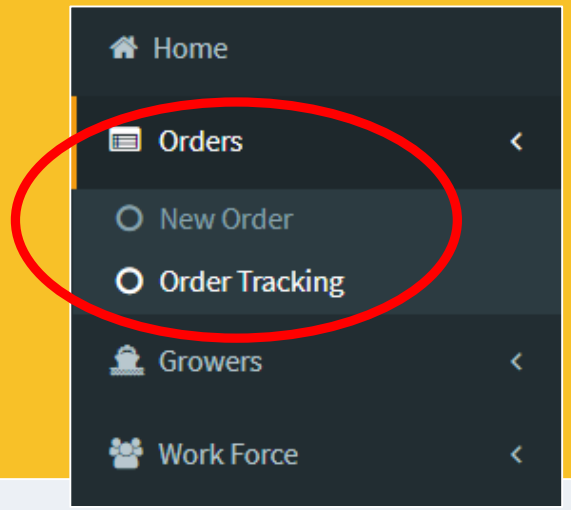
ADDING A NEW ORDER

- To add a new order, simply go to your task bar and under “Order” you may click “New Order”.
- Fill out the boxes accordingly, once finished, click “Save”.

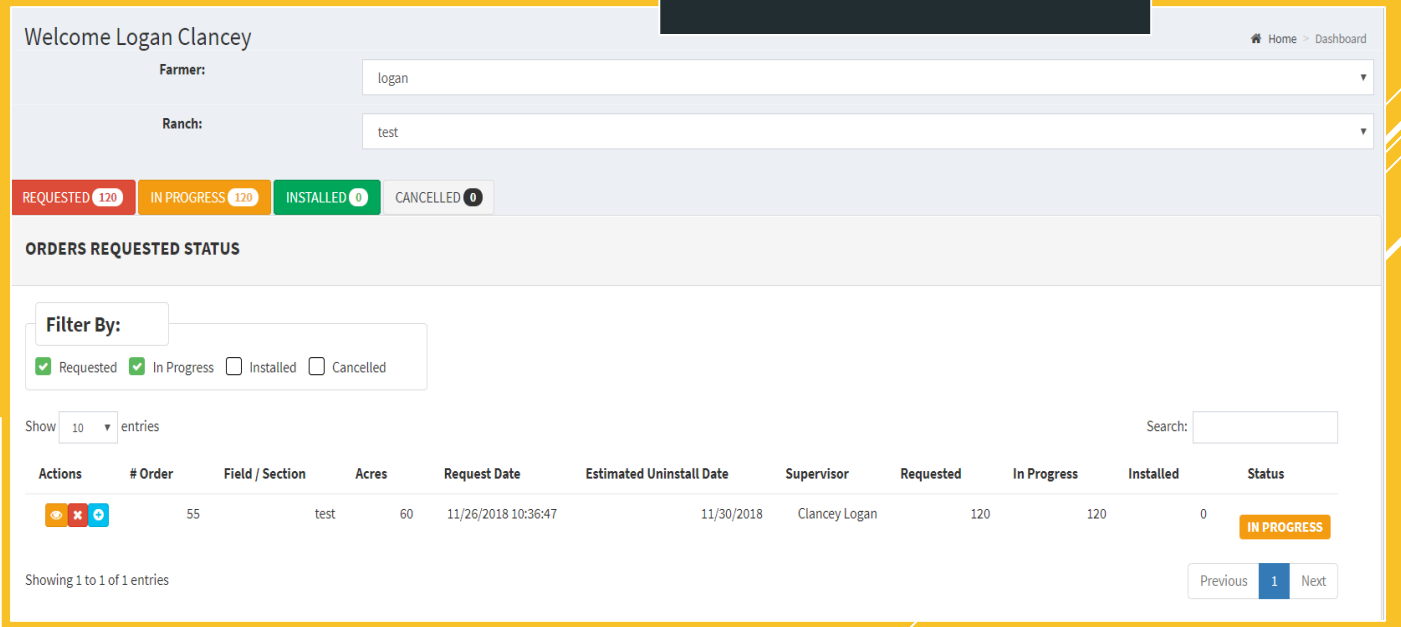


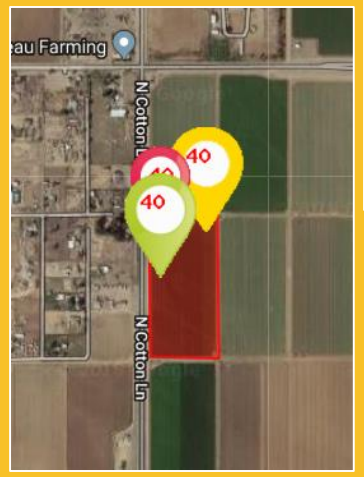


ORDER TRACKING



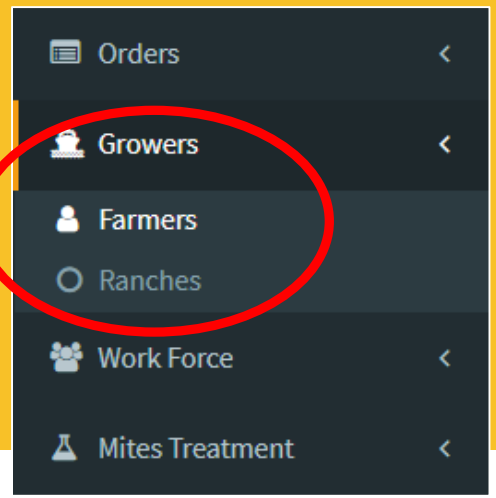
- Order tracking is a menu to monitor your pollination contracts.
- When tracking an order, you will be able to see all of your contracts in progress.
- Clicking the orange eye icon will display a map with the drop points along with the amount of hives that are at each point. This can be determined by the color of the point.
  - Red: Requested (No hives)
  - Yellow: In Progress
  - Green: Installed





GROWERS (FARMERS)

- Here you can keep track of Farmers. To add a Farmer, click "Add Farmer".
- Fill out required boxes and any additional boxes with said information. Once finished, click "Save".
- You may translate the list into an Excel document or print it out by clicking the buttons listed as such. (found directly below "Refresh Table")
- To view a specific Farmer's information, click on the little magnifying glass icon next to the pencil under "Actions"



Data Table

Refresh table

Excel Print

Search:

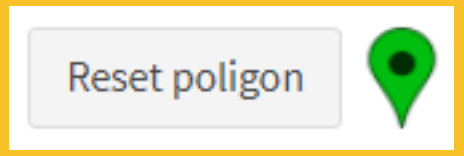
Actions	Company Name	Industry	Contact Name	Contact Phone	Contact Email	City	State
	test		test test		test@gmail.com		
	MIEL INC.		JOHN MCCAIN		JOHNNY23@GMAIL.COM	Madera	California
	HONEY INC.		JOHN MCCAIN	5592243177	JOHNMCCAIN78@GMAIL.COM	Madera	California
	LAS HONEY INC		JOHN MCCAIN		JOHNMCCAIN87@GMAIL.COM	Madera	California
	LAS ALMENDRAS INC.		JOHN MCCAIN		JOHNMCCAIN86@GMAIL.COM	Madera	California
	premium coffee		Erika Gonzalez		Tgonzalez6919@dysartstudents.org		
	Halloween		Thalia Gonzalez		thalia.gonzalez.tg14@gmail.com		Arizona
	DON PANCO		JUAN GONZALEZ	6236957833	vicente.gonzalez69@gmail.com	Litchfield Park	Arizona
	test		mike smith		m@bees.com	Maricopa	Arizona
	logan						
Actions	Company Name	Industry	Contact Name	Contact Phone	Contact Email	City	State

GROWERS (RANCHES)

- Here you can keep track of ranches, to add a ranch, simply click “Add Ranch”, then fill out the required boxes along with the location info.
- Once location information has been set, you may now set the Geofence. To learn more about the Geofence, refer to the next slide.
- Once this is complete, click “Save”.
- To assign a field/section, click the blue “+” icon along the row of the desired ranch, the click “Assign Field/Section”. Be sure to give this field/section a name.
- You may now pin the points of installation. Click the blue “Add point of installation” however many times matching the amount of points you’d like to make.
- Using the map, you may click and drag around the red pin points (drops) to the desired spot on the field within the Geofence.
- For organization purposes, you can also label these in the section just below the map. Once finished, click “Save”.

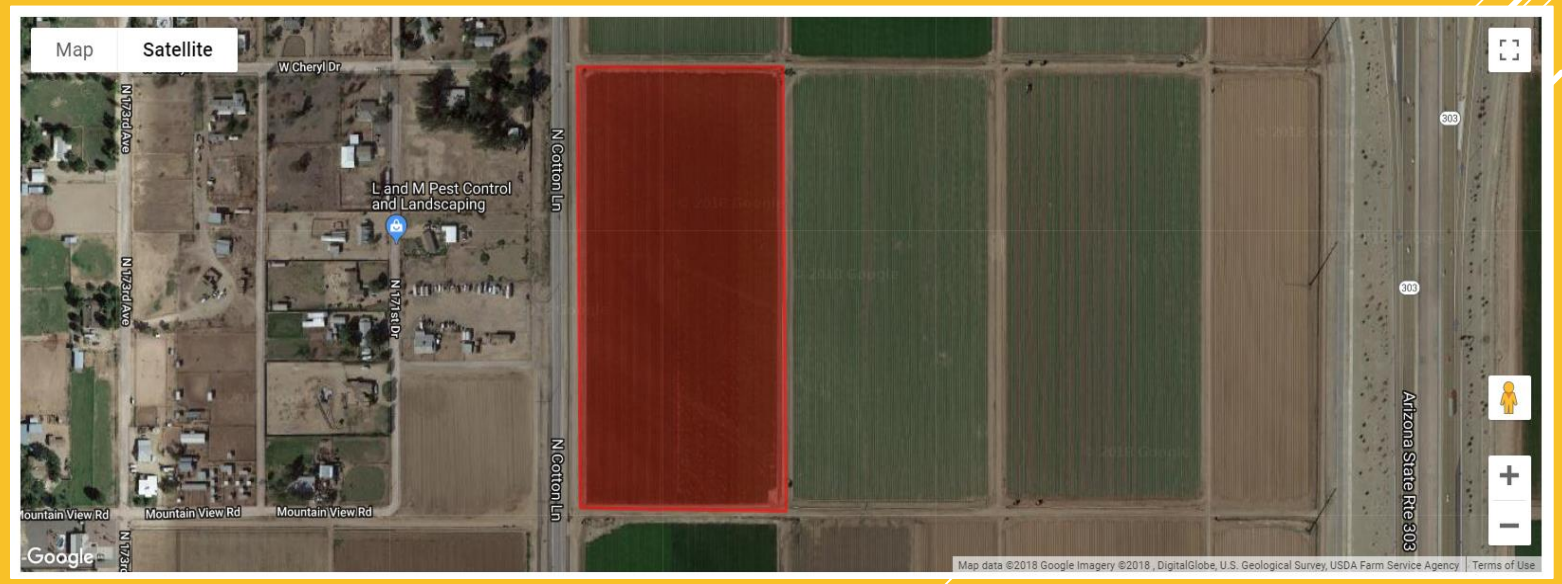
GROWERS (RANCHES GEOFENCE)

- Geofence is a virtual fence you may use to outline your specific field of choice. While adding a ranch in the growers section, after following said instructions from the previous slide, you may scroll down and now create your Geofence.
- Use the map to locate your desired field to place a fence around. Once found, click the pin icon above the map.



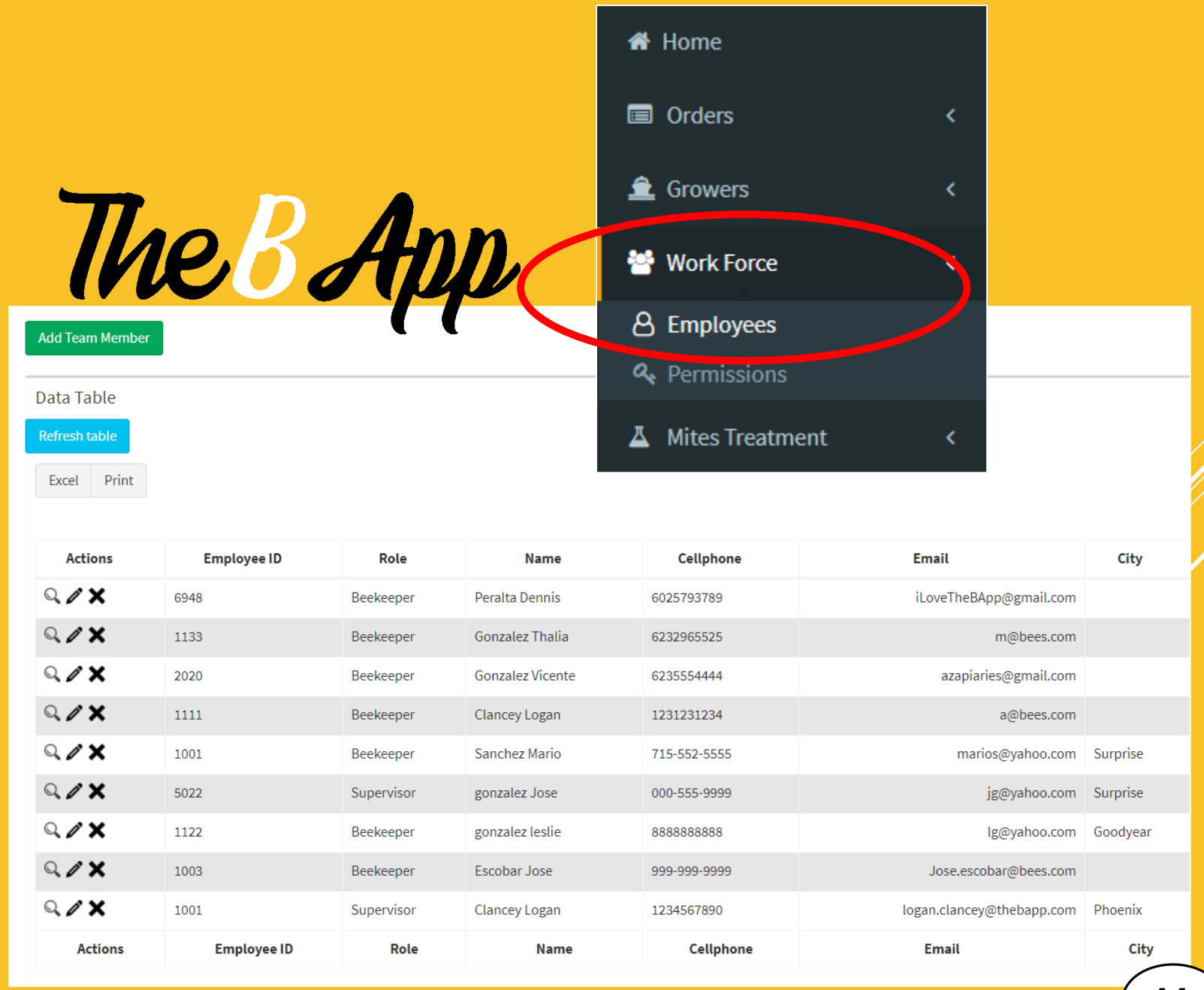
- You are now able to create your fence. To do so, click each corner of your field. Once complete, your field should be outlined with a red line with the inner part highlighted in red.

You may now return to the previous slide



WORKFORCE (EMPLOYEES)

- To view your list of employees, or add a new employee click “Workforce” on your task bar.
- To Edit an employees information click the pencil to the left of their name.
- To add a new employee click the green “add team member” button and fill out the form.
- This will add them to your company and allow them to log in to the mobile app.

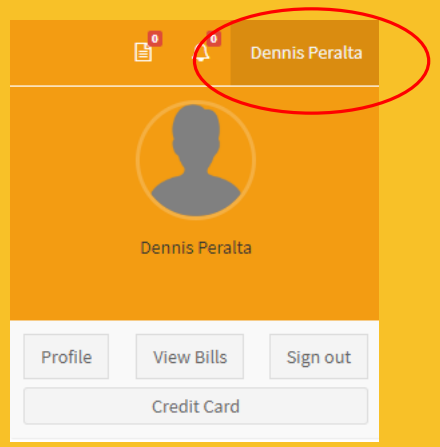


Actions	Employee ID	Role	Name	Cellphone	Email	City
	6948	Beekeeper	Peralta Dennis	6025793789	iLoveTheBApp@gmail.com	
	1133	Beekeeper	Gonzalez Thalia	6232965525	m@bees.com	
	2020	Beekeeper	Gonzalez Vicente	6235554444	azapiaries@gmail.com	
	1111	Beekeeper	Clancey Logan	1231231234	a@bees.com	
	1001	Beekeeper	Sanchez Mario	715-552-5555	marios@yahoo.com	Surprise
	5022	Supervisor	gonzalez Jose	000-555-9999	jg@yahoo.com	Surprise
	1122	Beekeeper	gonzalez leslie	8888888888	lg@yahoo.com	Goodyear
	1003	Beekeeper	Escobar Jose	999-999-9999	Jose.escobar@bees.com	
	1001	Supervisor	Clancey Logan	1234567890	logan.clancey@thebapp.com	Phoenix
Actions	Employee ID	Role	Name	Cellphone	Email	City

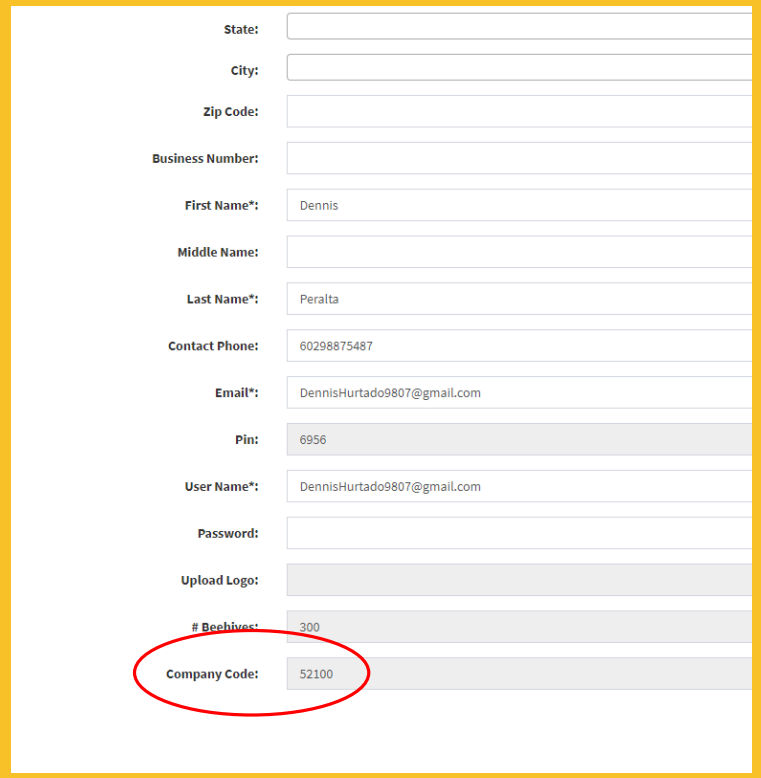
WORKFORCE (EMPLOYEES)

You can also have the beekeepers add themselves to your company through TheBapp that they can download on their phone. This is a faster method of adding employees. To do this go to your home screen and do the following:

1. On the top right of the page click on your name.



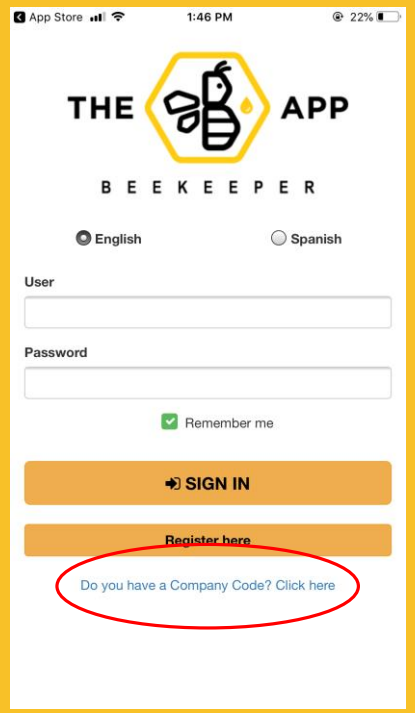
2. Scroll down to see your Company Code.

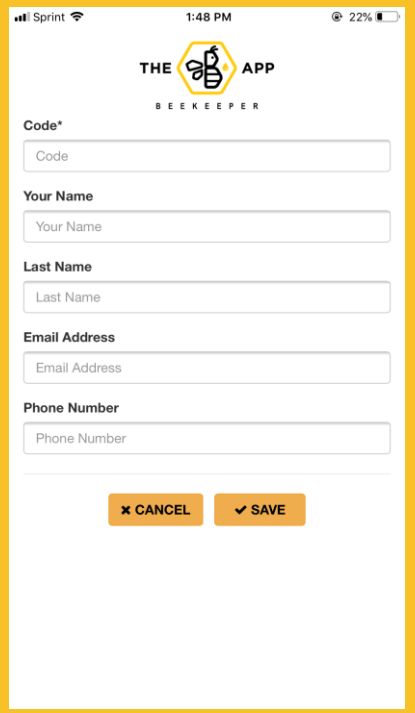


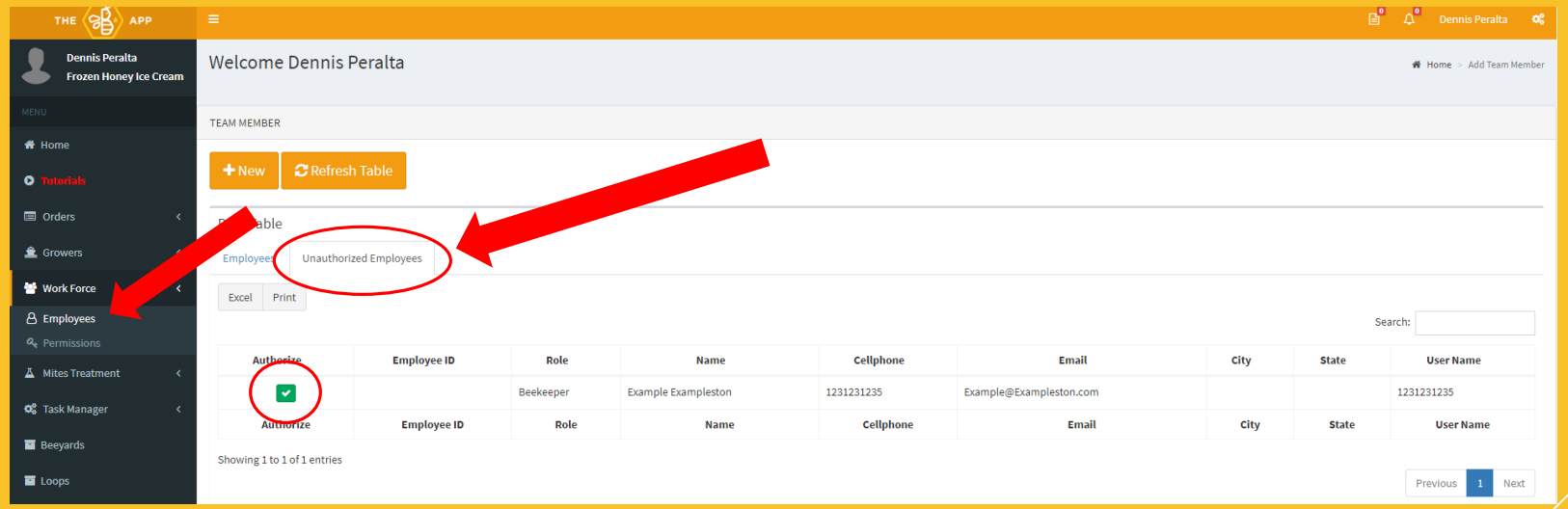
The Company Code will be used for your employees to register under your company. Go to the next slide to continue.

WORKFORCE (EMPLOYEES)

An employee who wants to join your company will need to download TheBapp on their mobile device. Make sure they click on "Do you have a Company Code?"



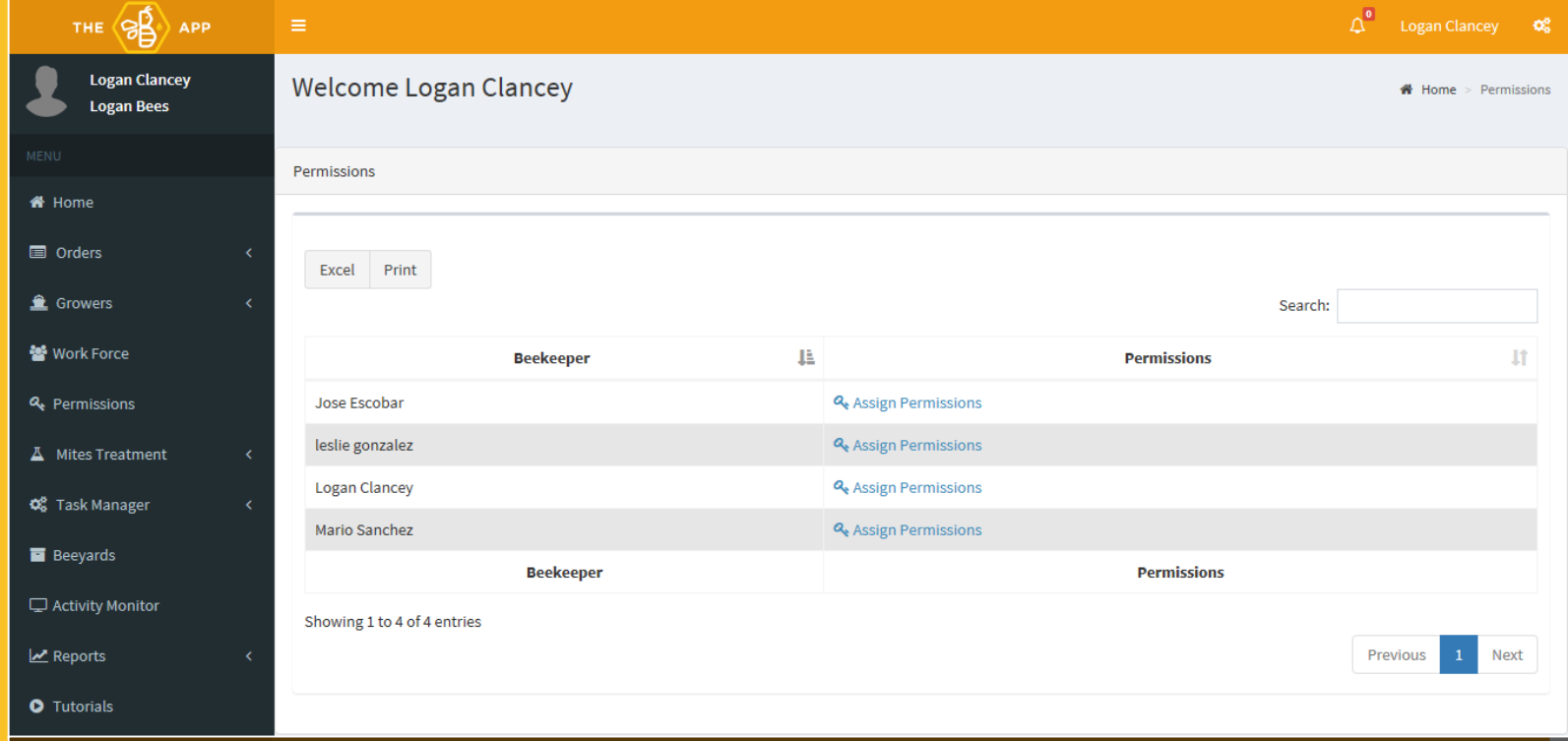


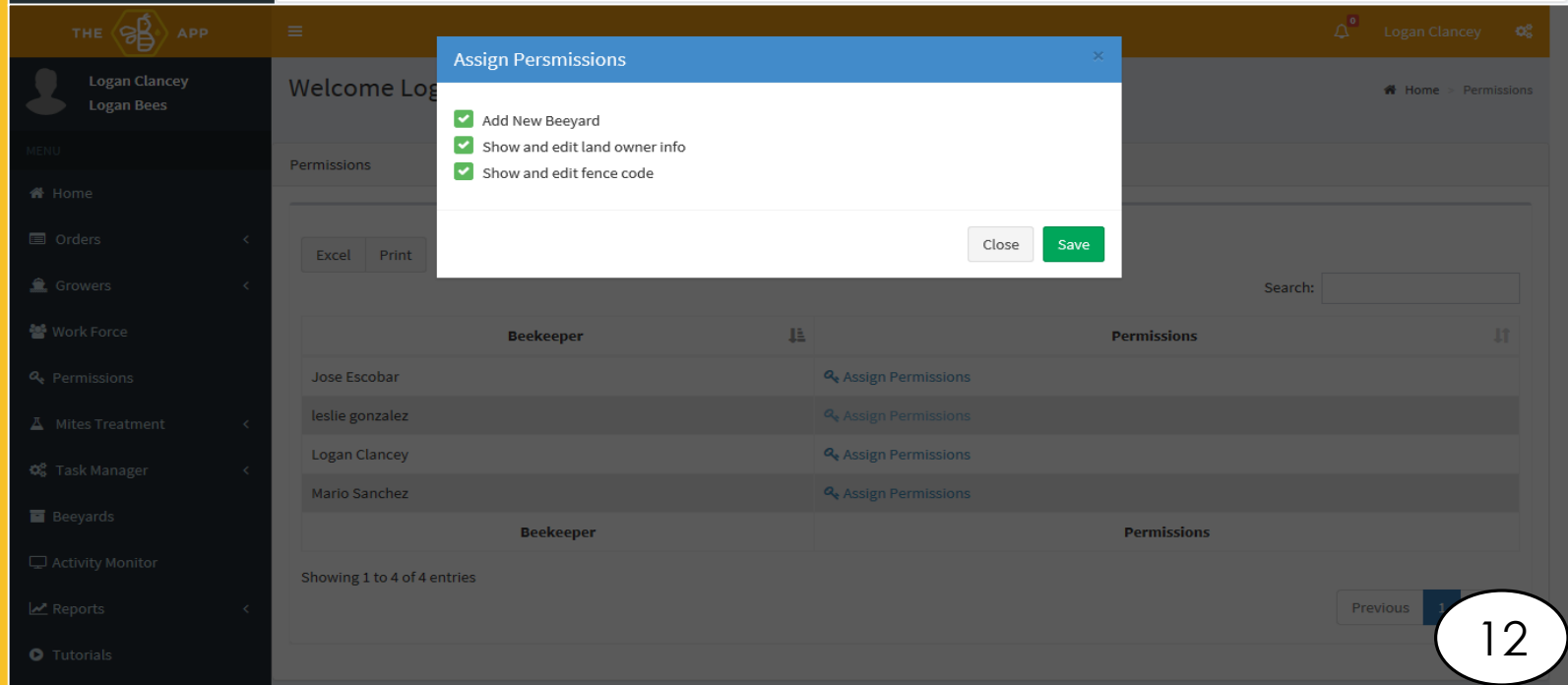


Once they have registered by filling out their information and adding your Company Code, you will need to go to the Employees section under Workforce. Then click on "Unauthorized Employees" to view the pending employees waiting to join your company. To accept an employee all you need to do is click on the green check mark icon and they will be added to your company.

PERMISSIONS

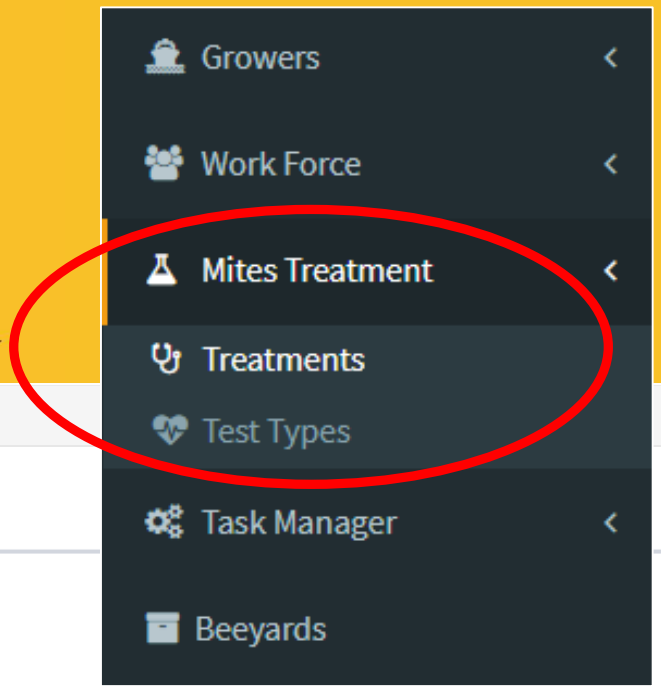
- On the left hand task bar click “permissions”
- Then next to an employees name click “assign permissions”.
- Here you can limit the access of features certain employees may use.

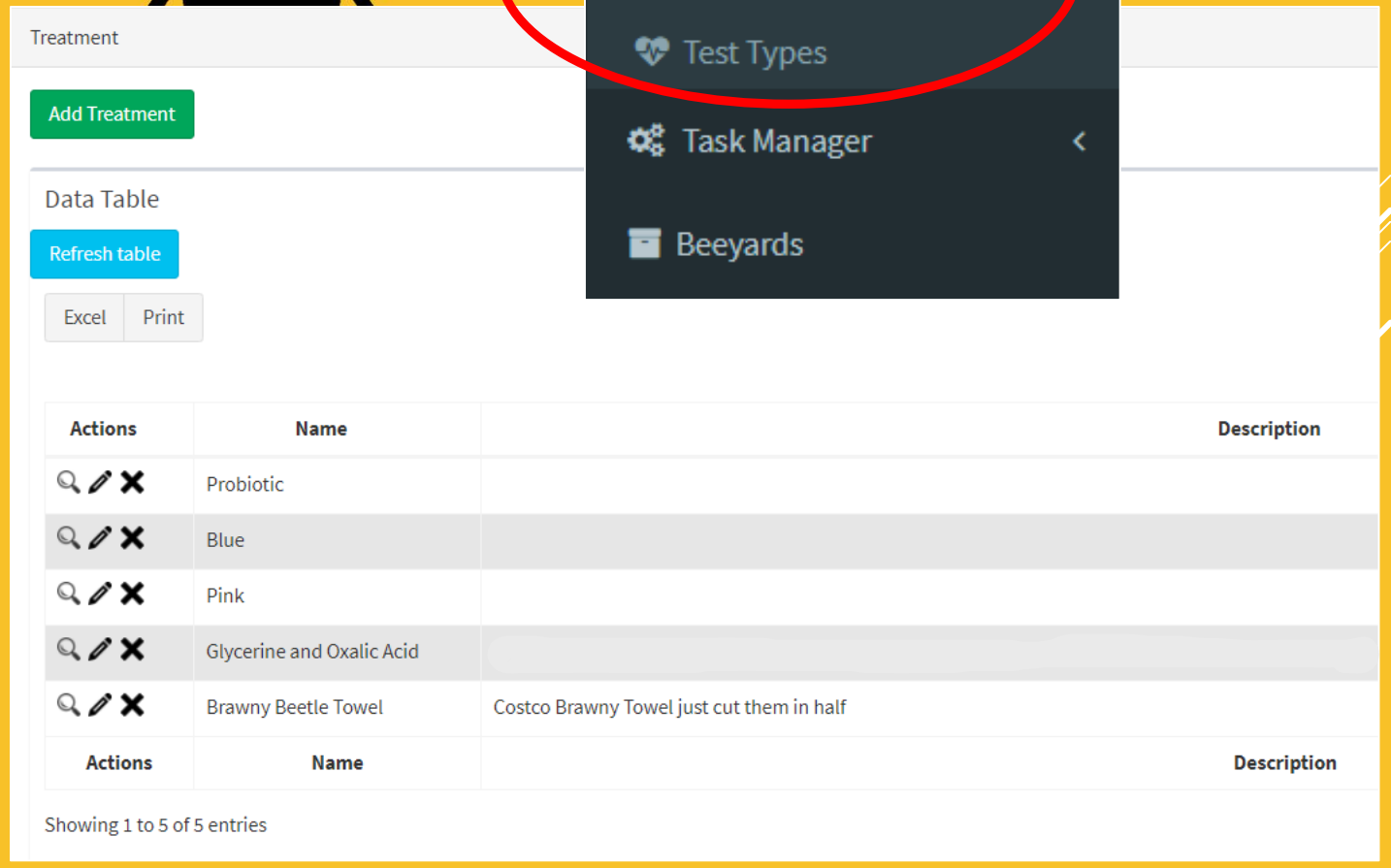




MITE TREATMENTS/TESTS

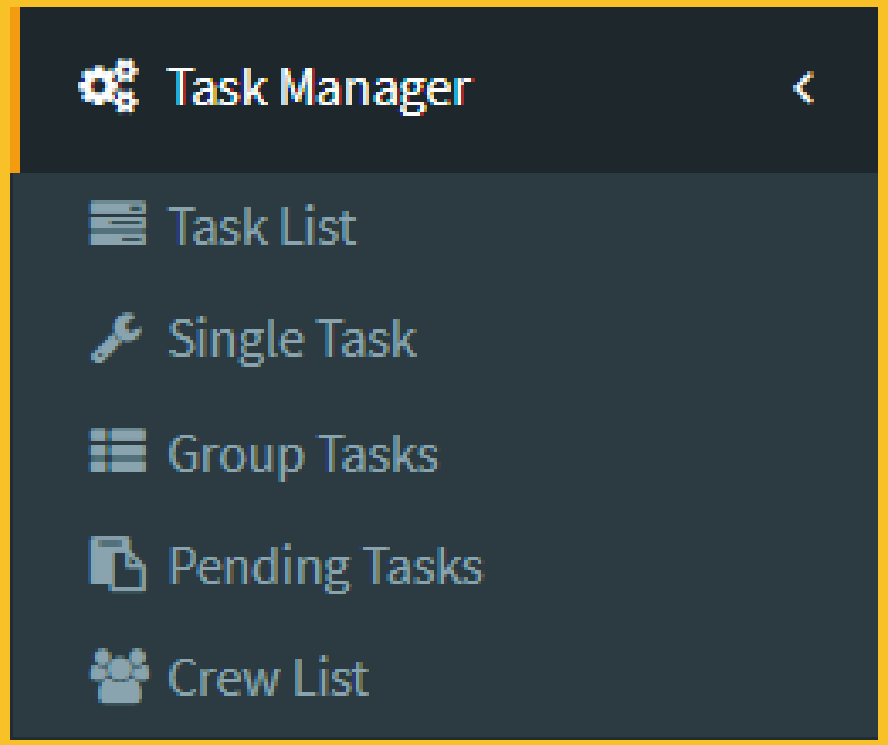
- In order for your employees to use the mite treatments and mite tests option in the app, you will need to add those into your company.
- To do that, click the mite treatments tab on your task bar.
- Then select treatments, or tests.
- Then click “Add Treatment” and fill in your treatment methods.
- Then they will be available in the app as well.





TASK MANAGER

In this section of the task bar, you will be able to create, manage, and supervise any tasks of your choice. As a Beekeeper and/or Admin, it is important to delegate and communicate. This section of TheBapp will assist you in getting tasks done efficiently and accordingly in whichever period of time you choose. The Task Manager is divided into five different tabs to individually setup/manage any desired section of work amongst your employees.



TheBApp

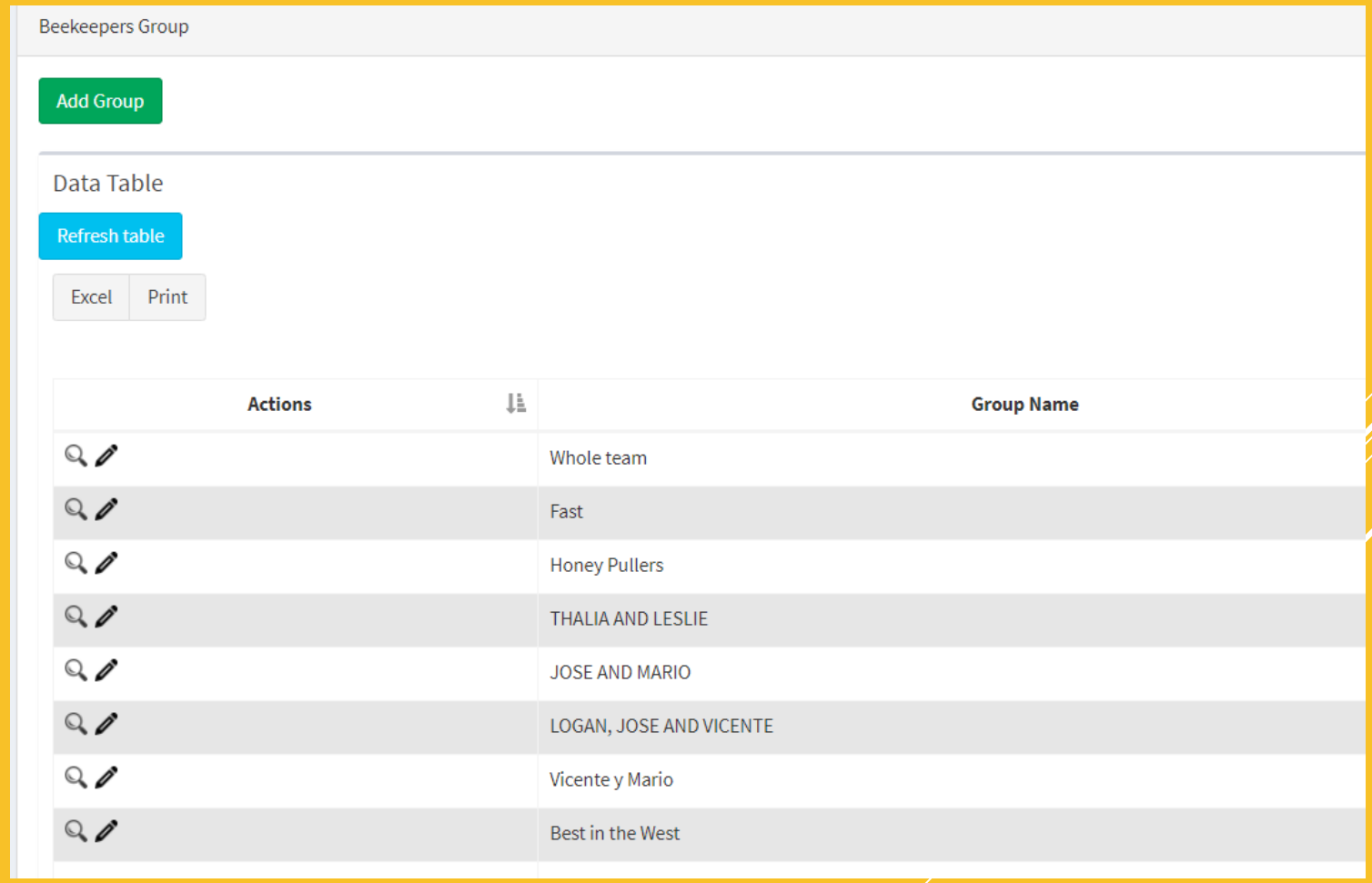
TASK LIST

- To add a new task, click on the green “Add Task” button, you can now name it and select your task type. It is optional if you’d like to give it a description and add details to the task.
- You may choose the status of your task, if you want the task set now, choose “Active”. Otherwise choose “inactive”.
- Your task has now been added to the list of tasks you have.

Actions	Name	Description
	test	test
	poner medicamento	
	check and feed bees	check the hives and mark the ones queenless
	CAMBIAR TARIMA	REEMPLAZAR UNA TARIMA DANADA
	add supers	
	Poner queen	
	Fix bear fence	
	Mow grass	If there is a bear fence, Weed eat that area as well.
	Pull Honey	Pull only full boxes and ReSuper
	Check Queen Status	
	Re-Queen	Enter in The B App Comments how many new queens you put in
	Boxes	Need Boxes

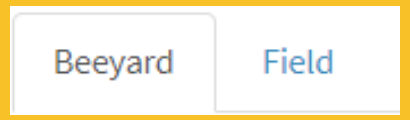
CREW LIST

- Here you can create a crew. A crew is a group of employees that you can band together to complete a task.
- To add a crew, click “Add Group” and give it a name. Select your employees of choice to be in this group by checking the box next to their names.
- Once finished, click “Save”.

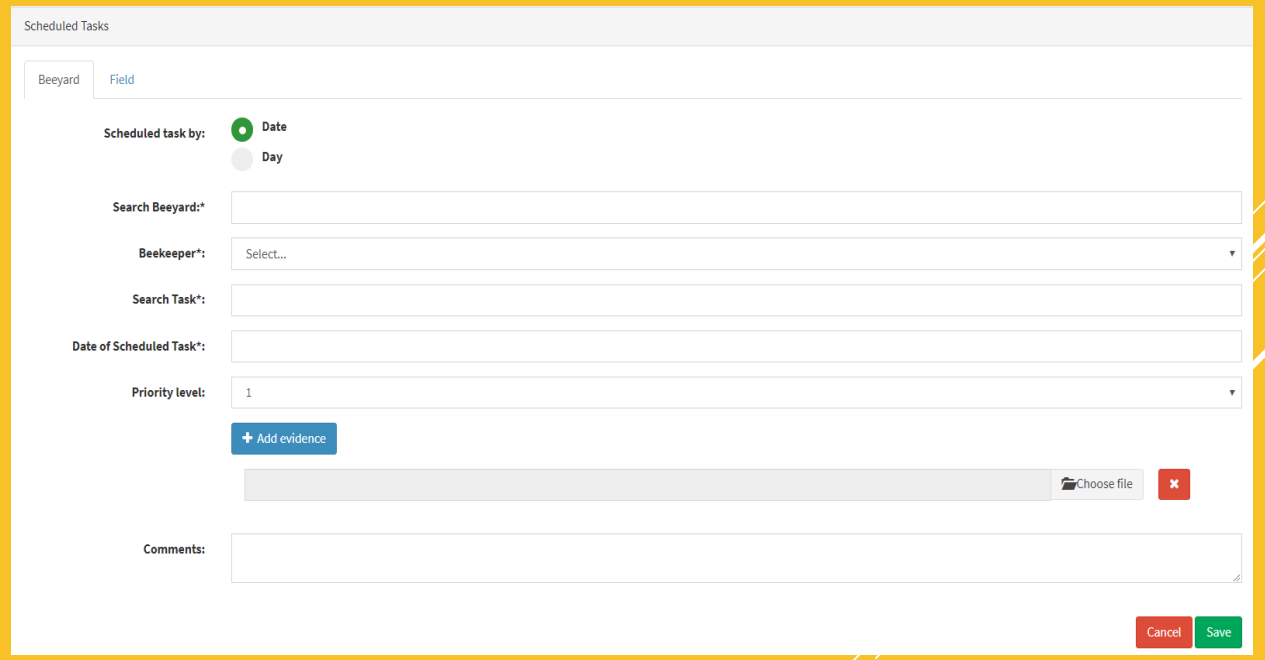


SINGLE TASK

- To assign a single task, click on “Single Task” under “Task Manager” in your task bar.
- Fill out boxes with required information in either tab of your choice. Beeyard or Field tab.

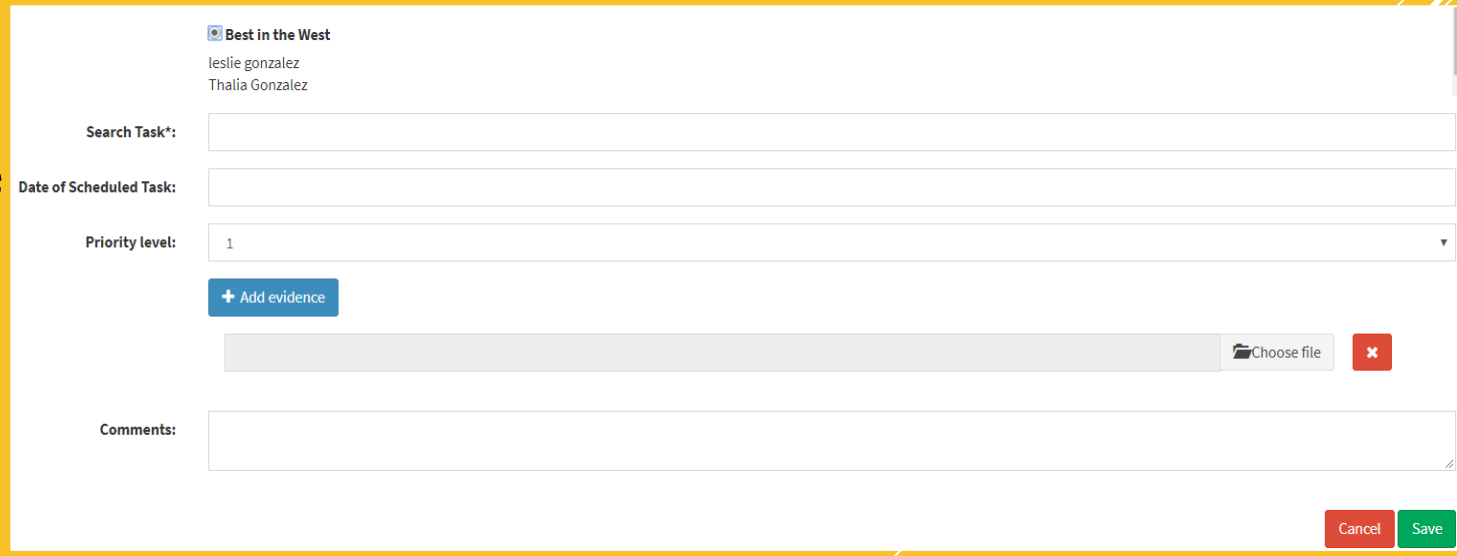


- You can schedule a task by a selected date of your choice, or give an employee a certain amount of days to complete this task.
- You may also select the priority level of this task to let your workers know the urgency of the task.



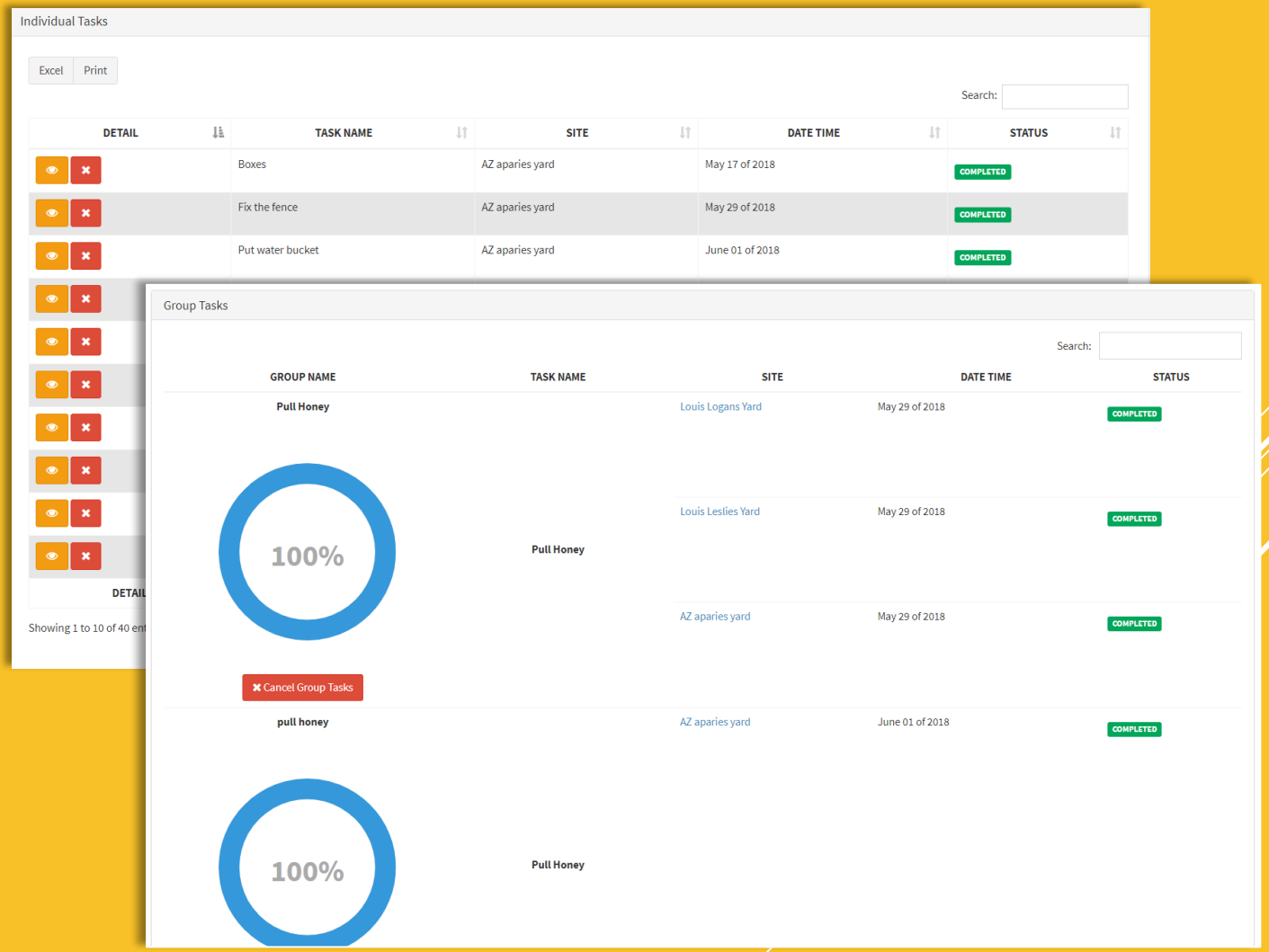
GROUP TASKS

- To assign a group a task, click on “Group Tasks” under “Task Manager” in your task bar.
- Fill out boxes with required information in either tab of your choice. Beeyard or Field tab.
- You can schedule a task by a selected date of your choice, or give the employee certain amount of days to complete this task.
- You may also select the priority level of this task to let your workers know the urgency of the task.



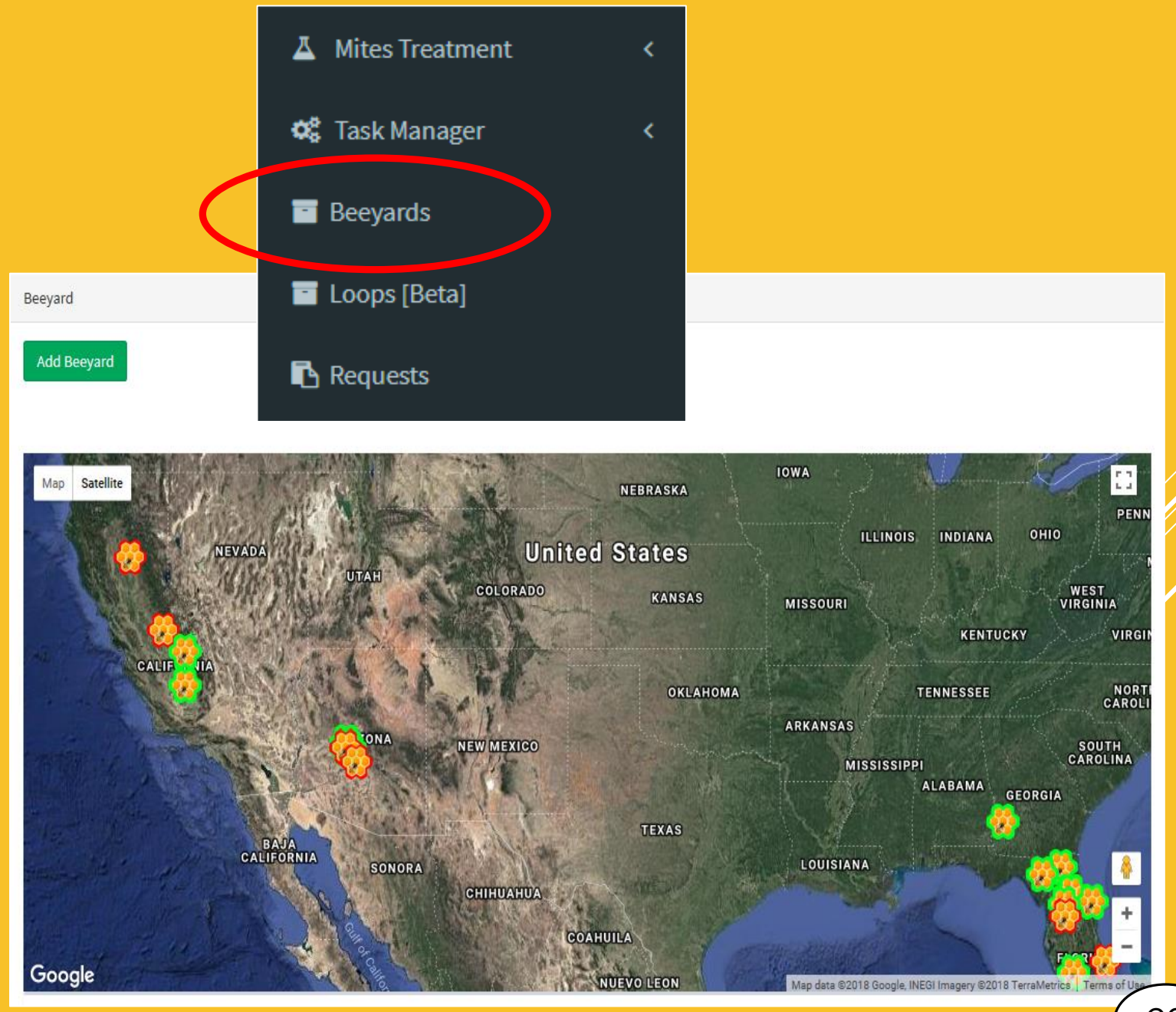
PENDING TASKS

- Here you will be able to view tasks on a waitlist. The data table below will display all said information in either the individual task section, or the group task section.
- You may view any task in detail by clicking on the eyeball icon in the orange box next to it
- You can also cancel any task by simply clicking the red “X” icon.



BEEYARDS

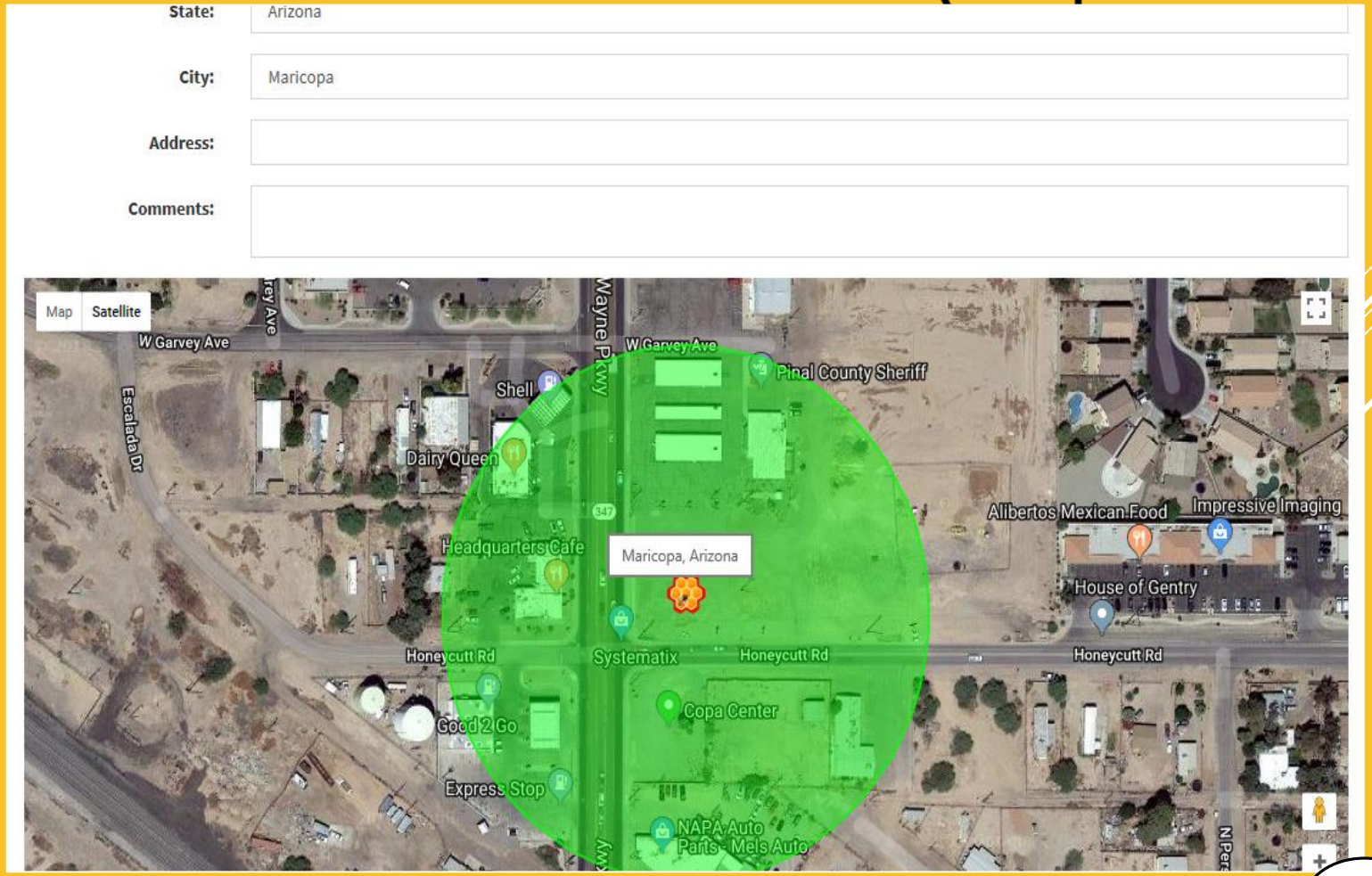
- To view all beeyard locations on a map, simply click “Beeyards” in the task bar.
- To toggle Fullscreen, click the button in the upper right corner of the map.
- You can use the “+” or “-” button to zoom in and out.
- To add a new beeyard click the green tab “Add Beeyard”.



ADDING A BEEYARD

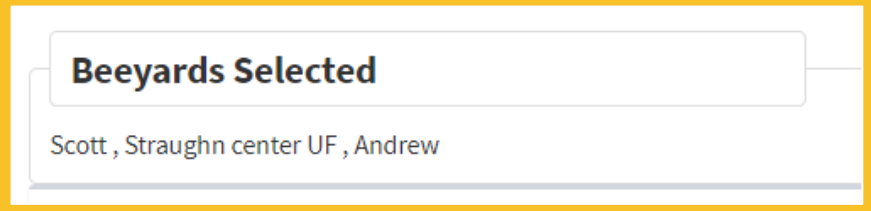
+ Add new beeyard

- After clicking “Add Beeyard” it will prompt a form for you to fill out.
- Minimum requirements are:
  - Beeyard Name
  - Country
  - State
  - City
- Once that information is in it will display a map with a beeyard symbol.
- Click and drag the symbol to the exact location of the yard.
- Finish, by clicking “Save”.
- You can also add beeyards in bulk by clicking “Import Beeyards” under the “Add Beeyard” button.

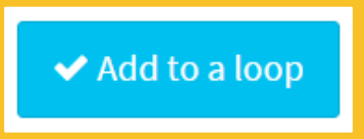


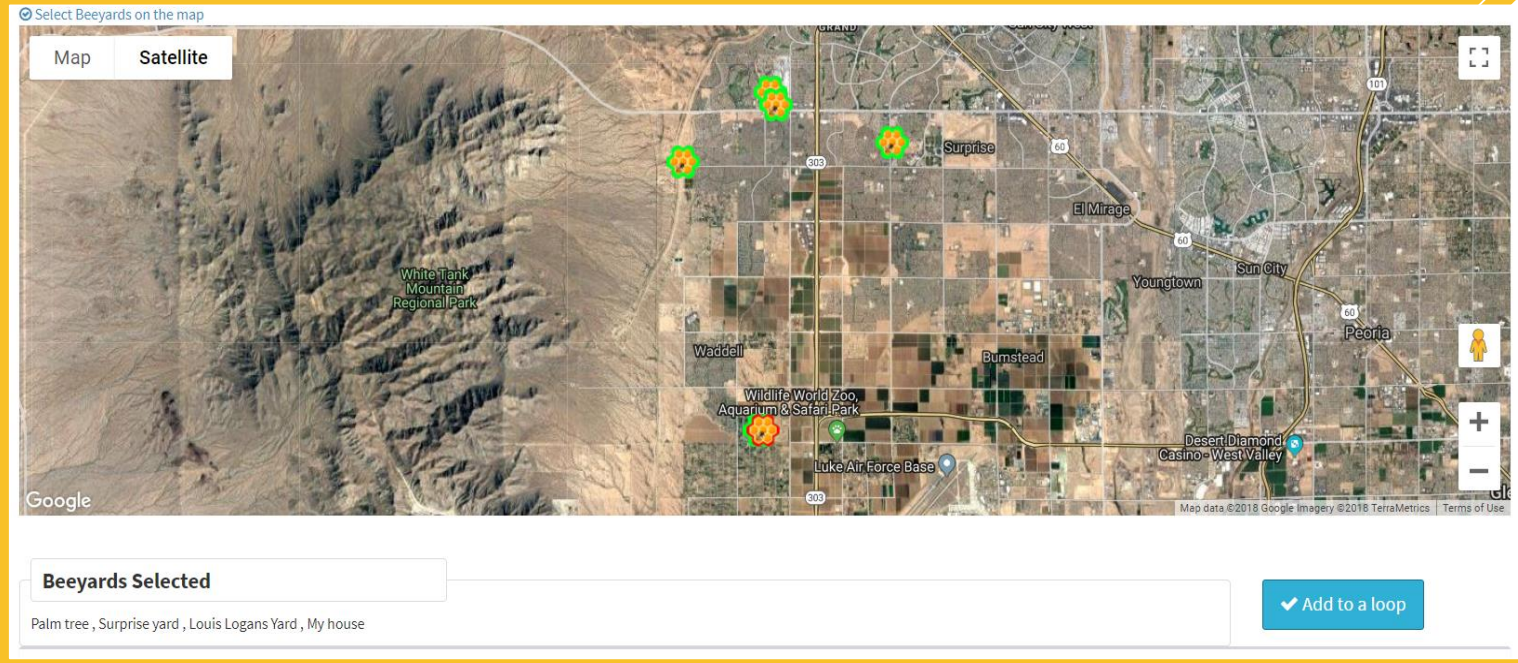
ADDING LOOPS

- In the task bar, click on “Beeyards”.
- Toggle Fullscreen by clicking the icon in the upper right corner of the map.
- Select each of the locations you’d like to add to the loop by simply clicking them.
- Next, exit the Fullscreen mode by pressing “esc” on your keyboard, or clicking the icon in the top right corner.
- The locations will appear below the map near the bottom left corner of it.



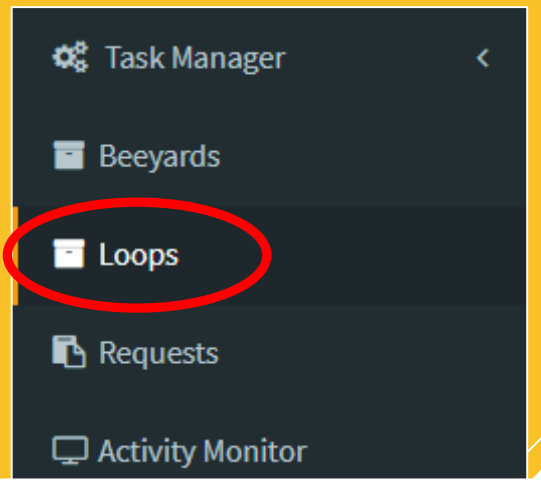
- Once yard locations are listed below, click “Add to loop”.
- You can click the “+” icon next to the dropdown box, you may now enter a name for your loop.
- Once your loop is named, click “Save”.

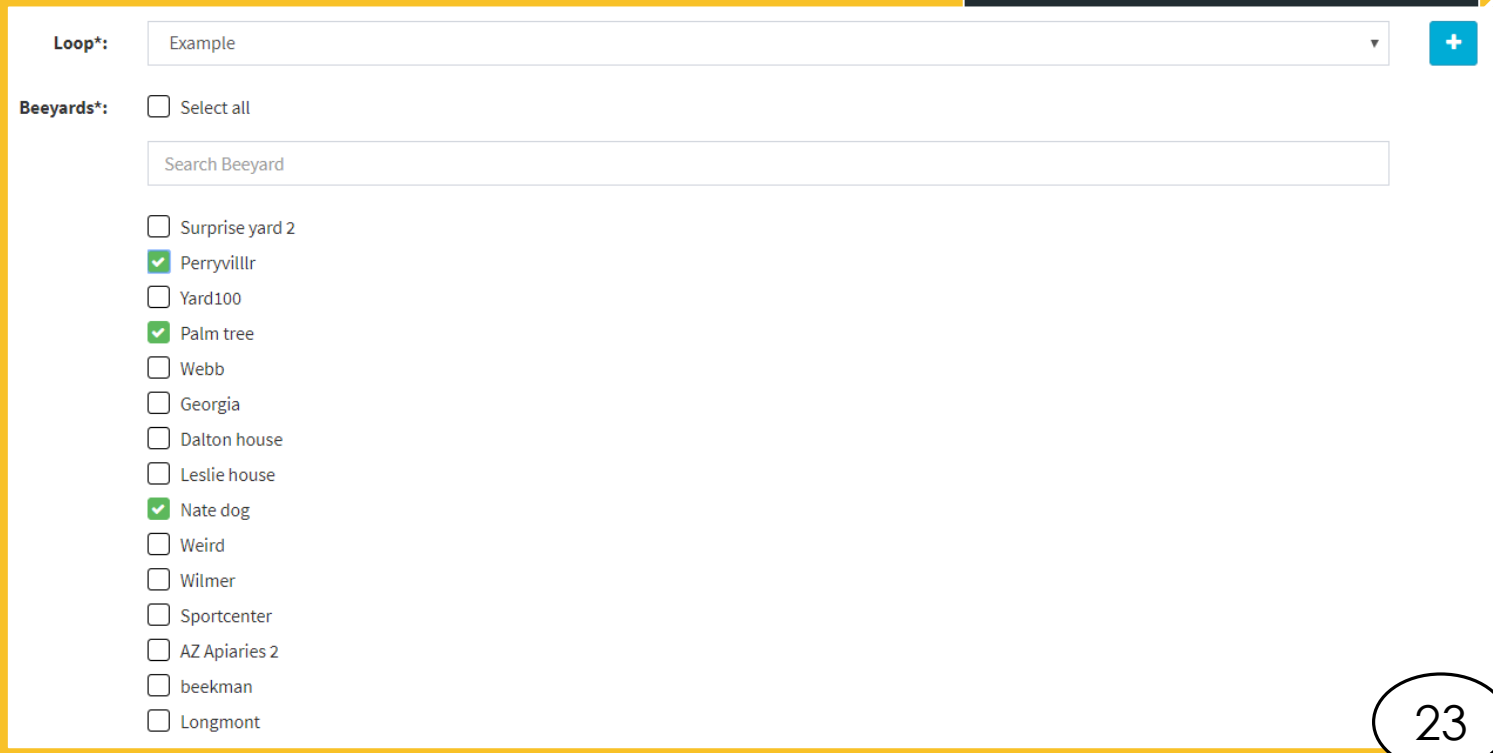




LOOPS

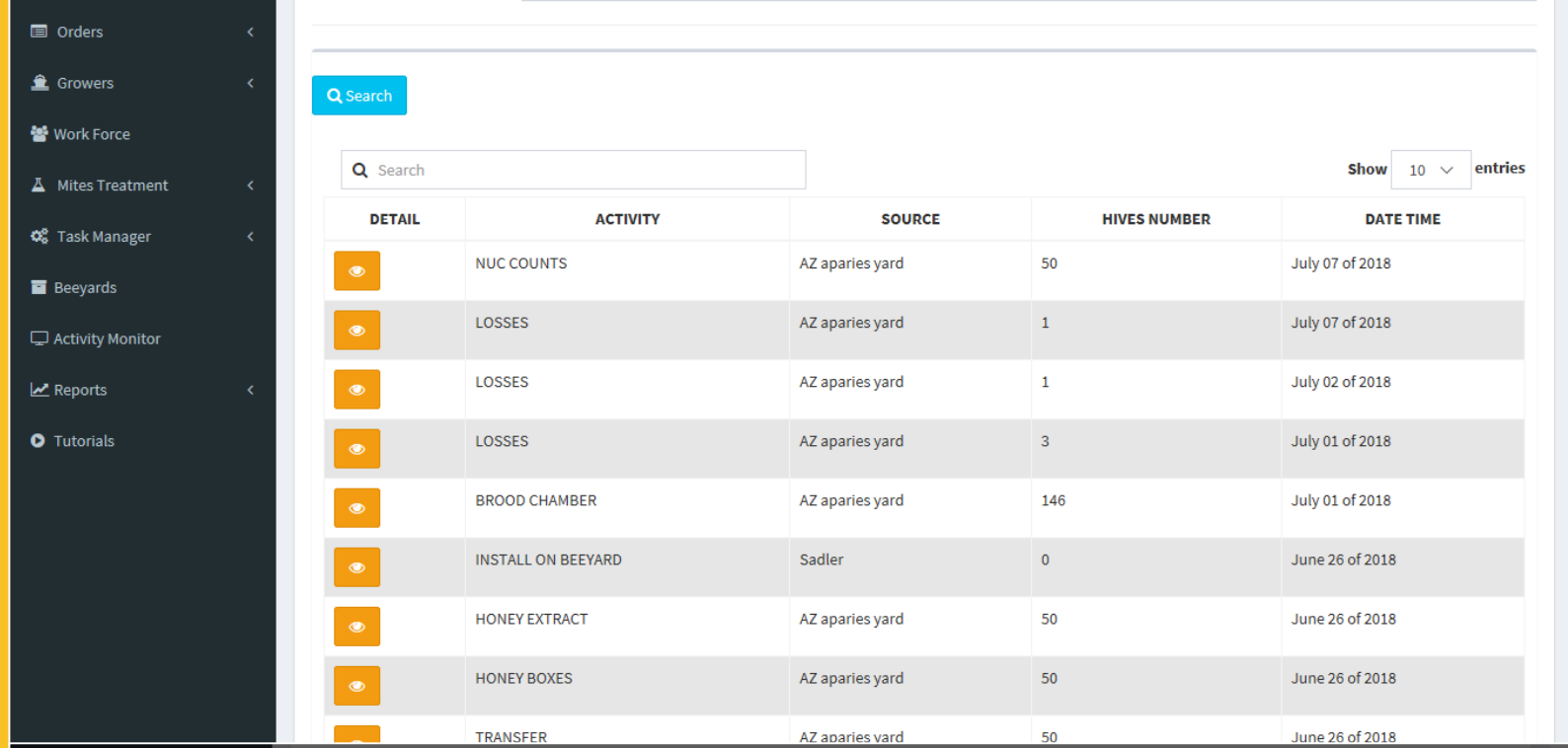
- You can also add loops by clicking on “Loops” in the task bar.
- Click on the “+New” to add a new loop.
- Then, click on the blue “+” icon to add a new loop and name it. Click “Save” when finished.
- Now select all of your desired beeyards by checking the box next to their name. Once finished, click “Save”.
- Your loop should appear down below in the data table.
- You can edit it by clicking the blue pencil icon, or delete it by clicking the red “X” icon.

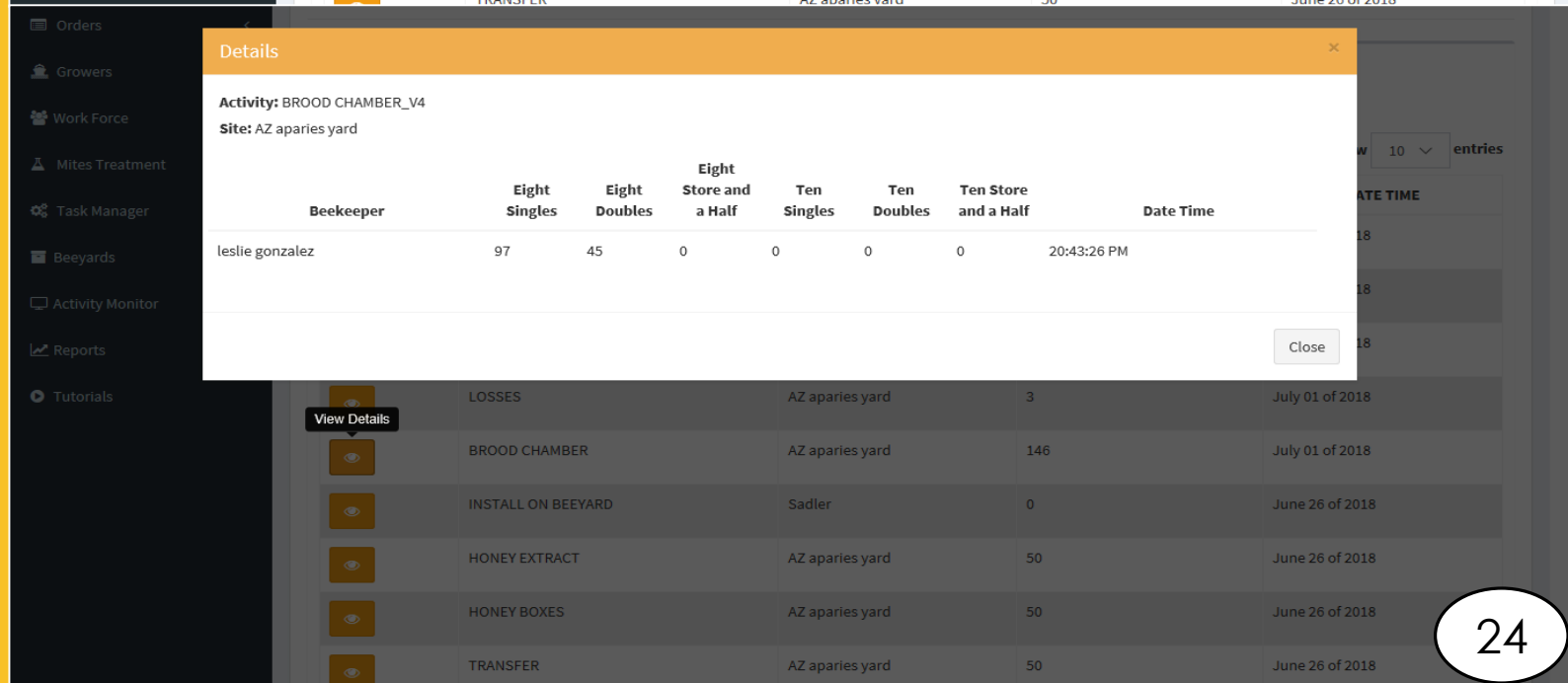




ACTIVITY MONITOR

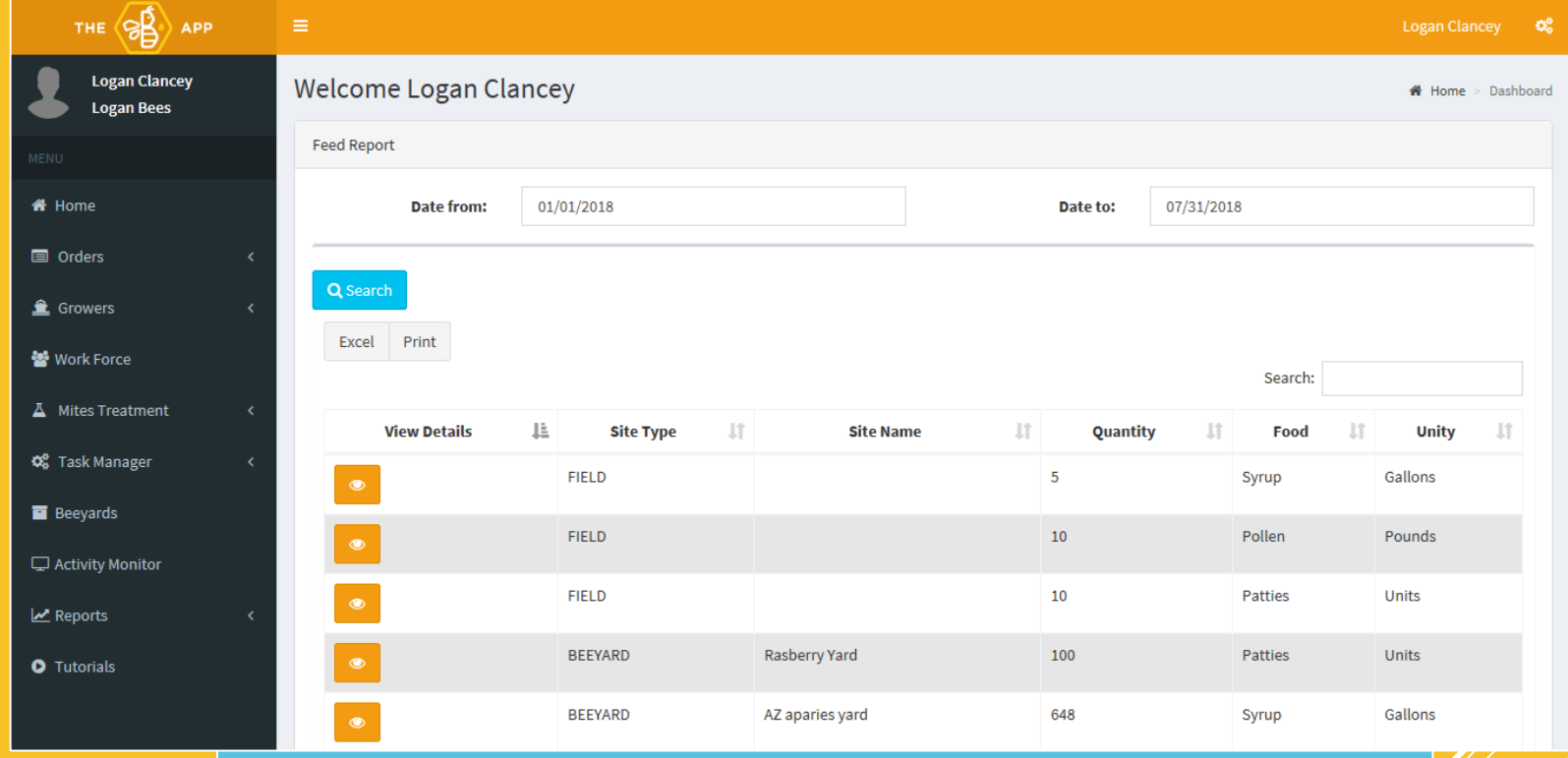
- Clicking “Activity Monitor”
- This will show you all of the things being done in the company.
- Next to the activity you can click the orange box, and see more details.
- As always with our program you can filter by date, employee, or location at the top of the page.

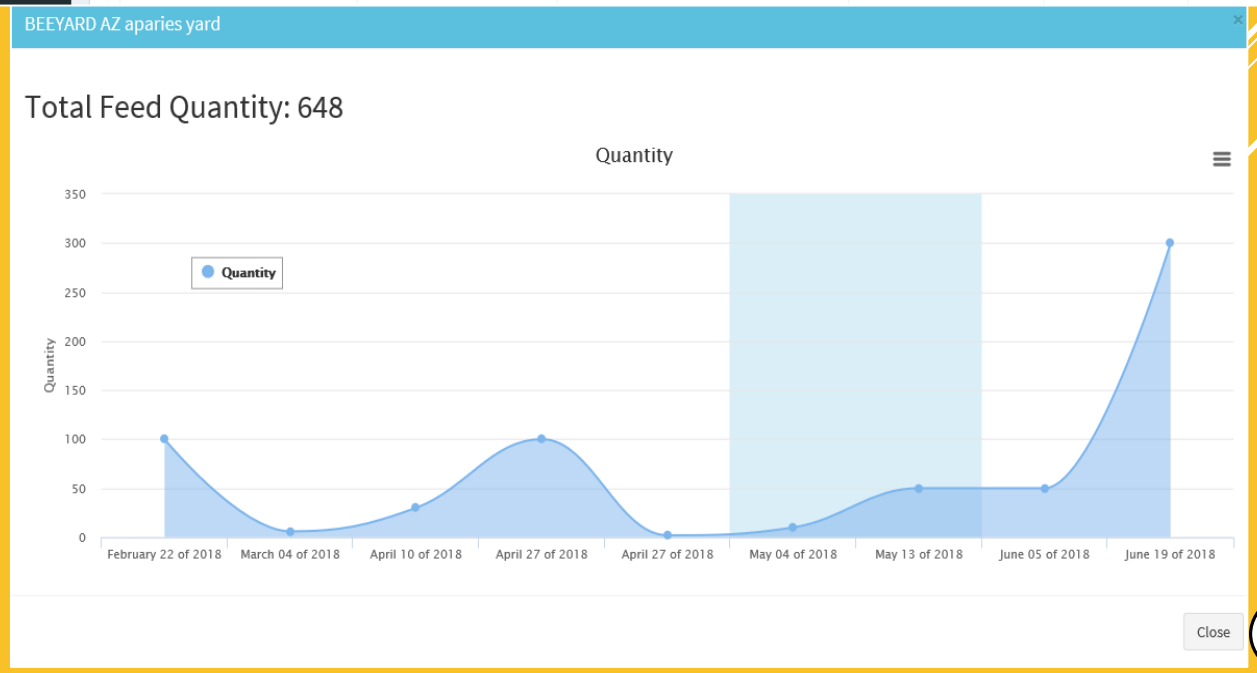




FEED REPORTS

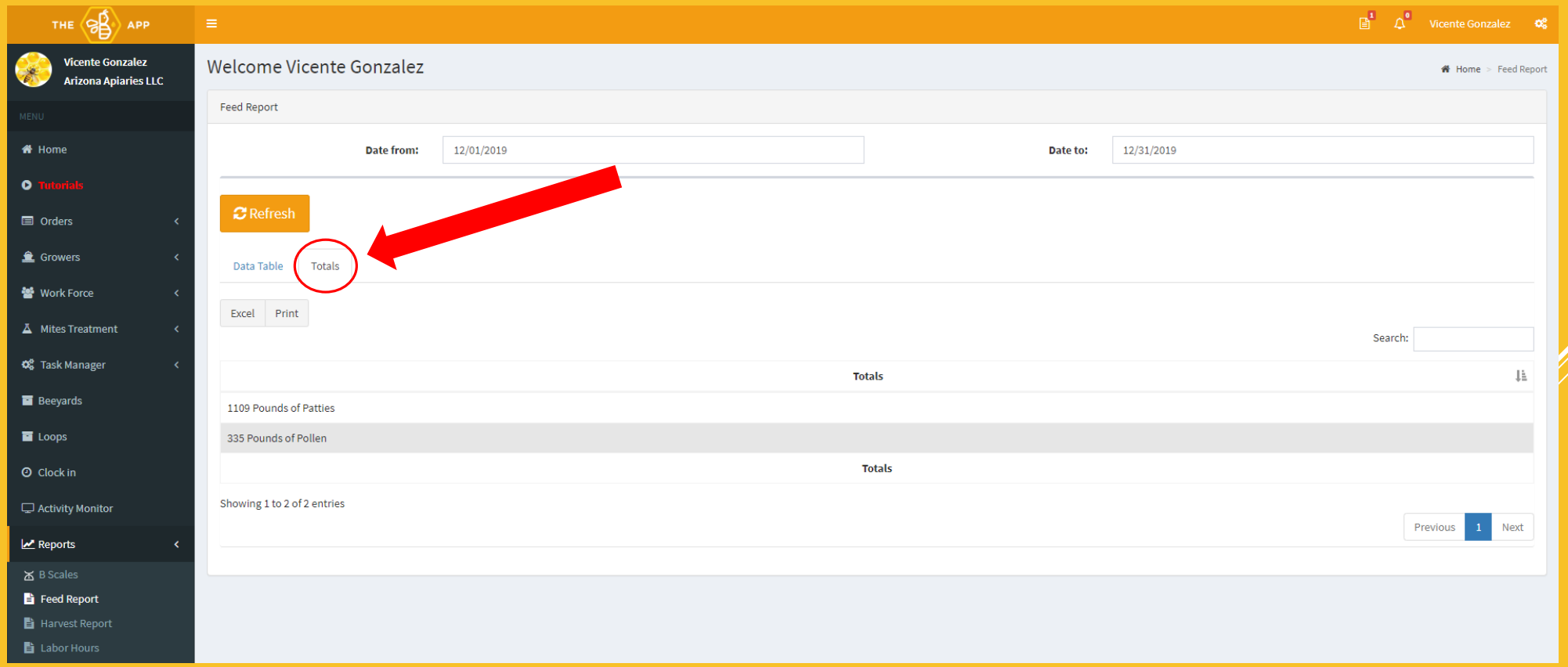
- To view any kind of report click “reports” on your task bar.
- To view feed reports click “feed reports”
- Here you can click the orange button next to a site name and it will display a graph of how much you feed your bees in that location.
- As always you can filter by date, feed type, or yard name.





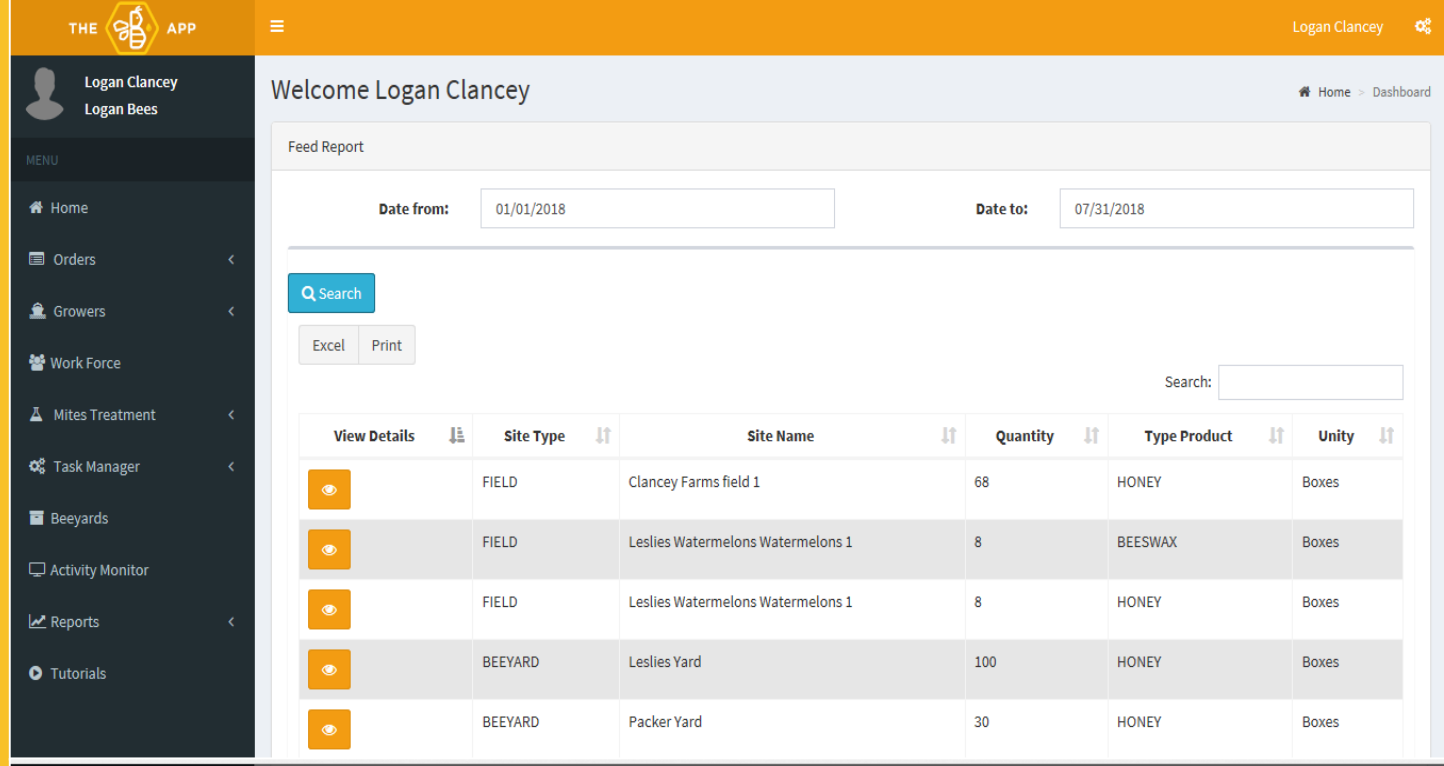
FEED REPORTS

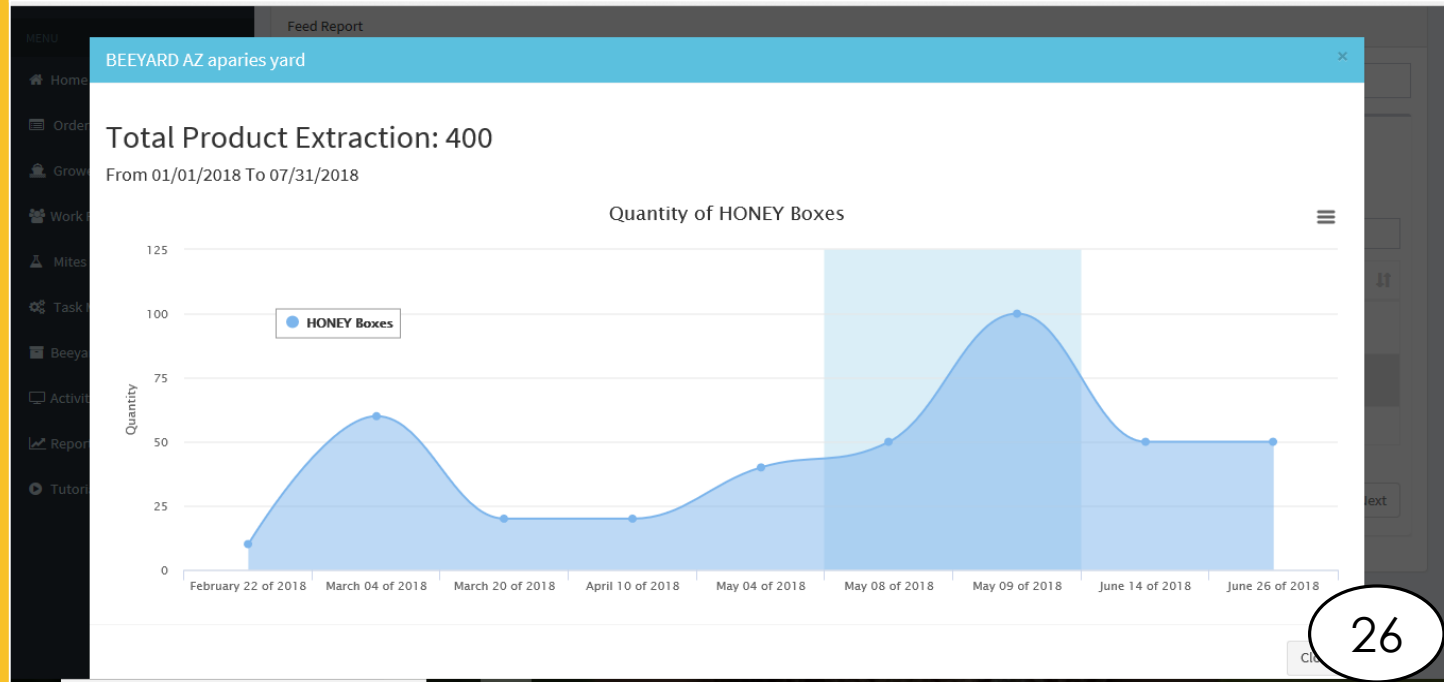
You can also click on “Totals” to view your totals.



PRODUCT REPORTS

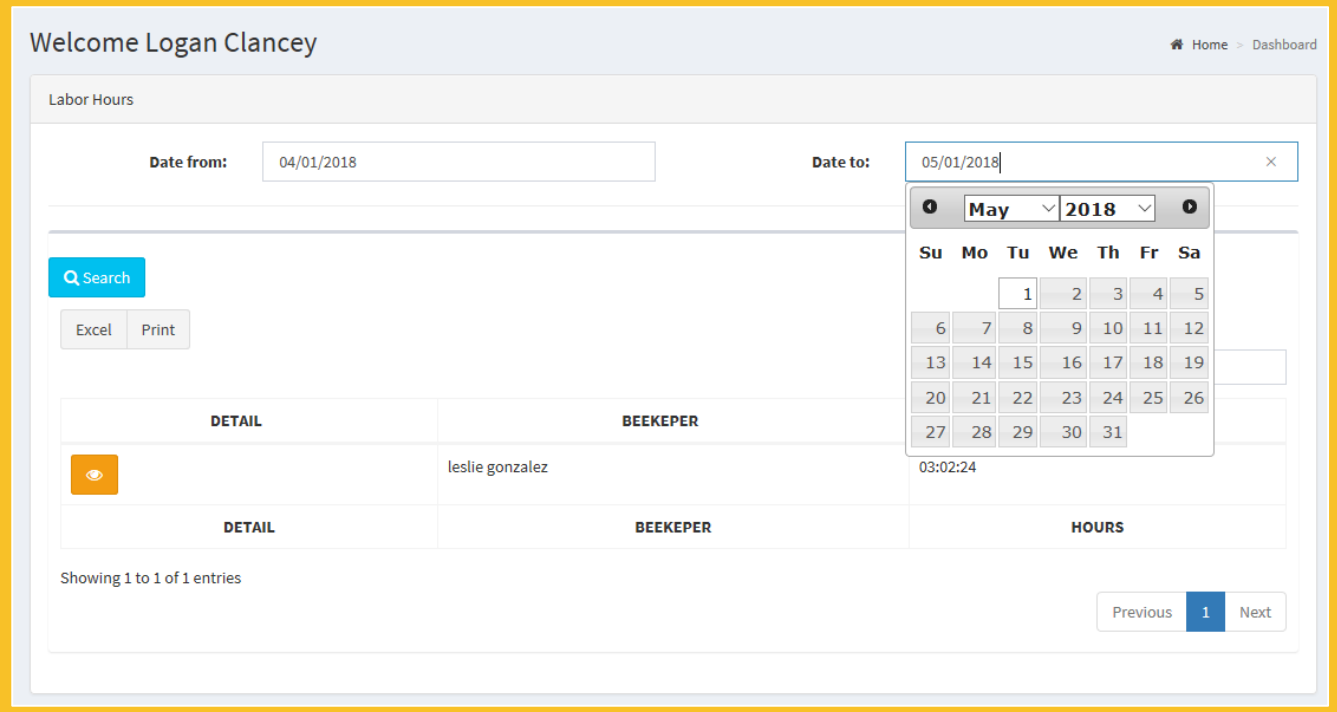
- To see how much honey, wax, propolis, or Royal Jelly you are getting from a location.
- Go in to reports on your task bar.
- Then click “product reports”
- If you click the orange box next to a location it will show you a graph from the dates you chose.
- As always you can filter by location, yard name, or product type.

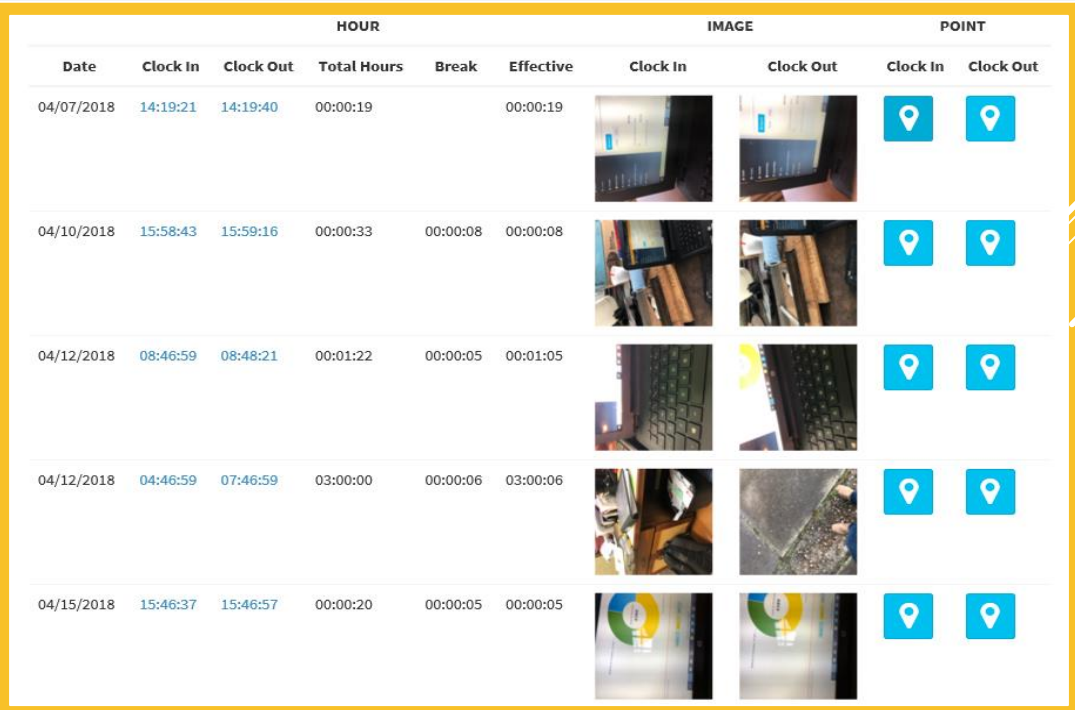




LABOR HOUR REPORTS

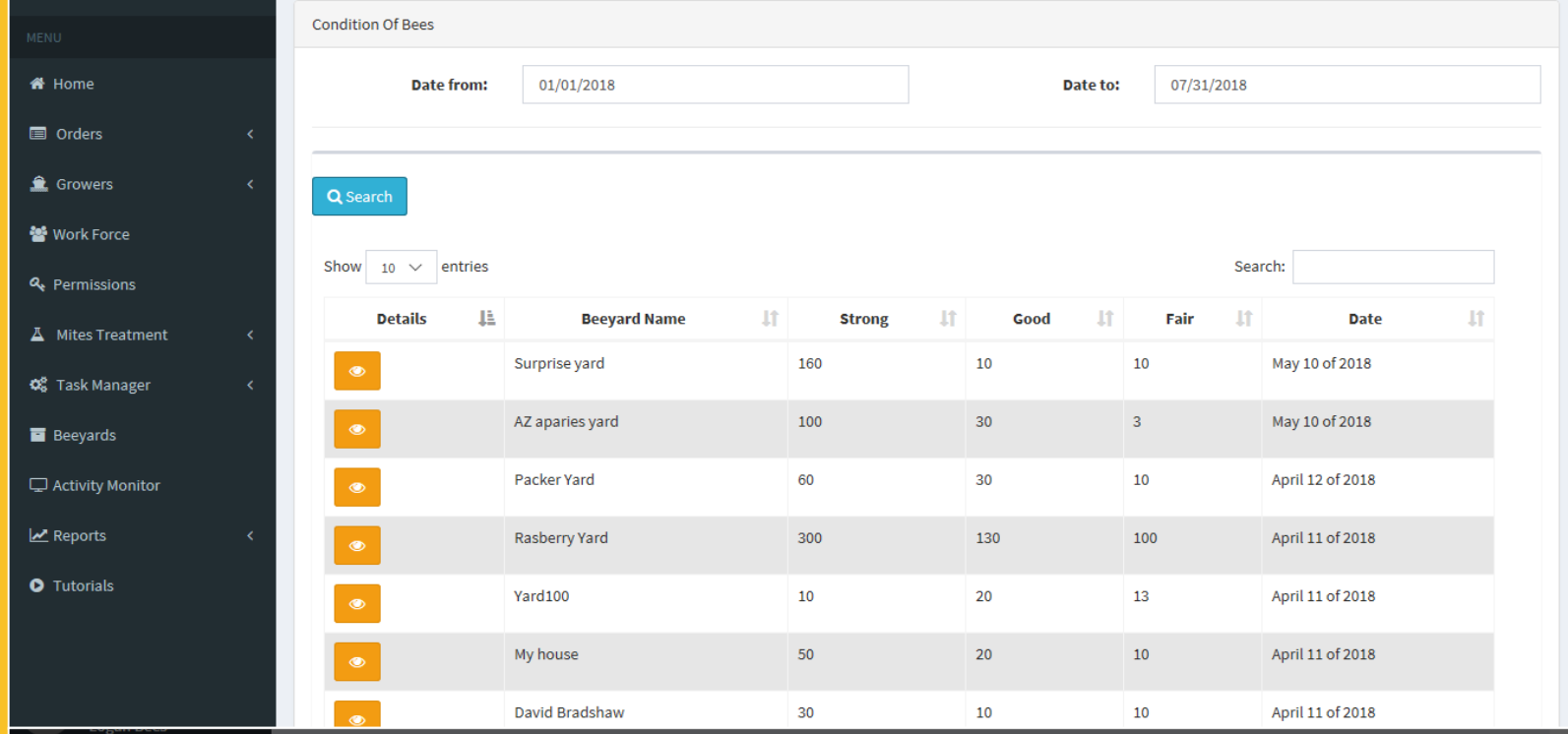
- To do your payroll or check on your labor hours, start by clicking “reports” in the task bar, then click “labor reports”.
- From here, on the top of the screen select the dates of the pay period you would like to see. Then click “Search”
- Next you can see all of your employees with their total hours worked.
- To see more details or to edit their times click the orange symbol by their name.
- When an employee clocks in and out, it will reveal the location from which they did it. To view this click either icon below “Clock in/out”

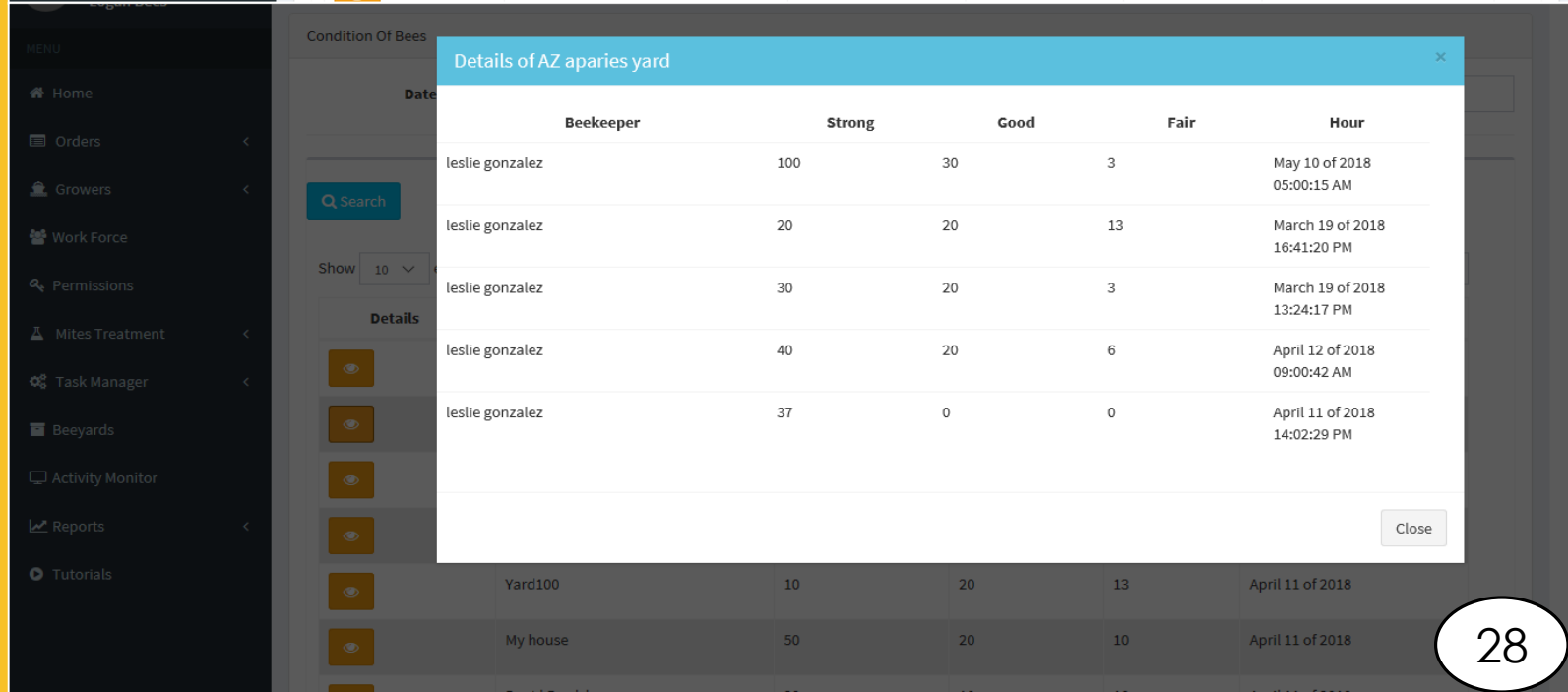




CONDITION OF BEES REPORTS

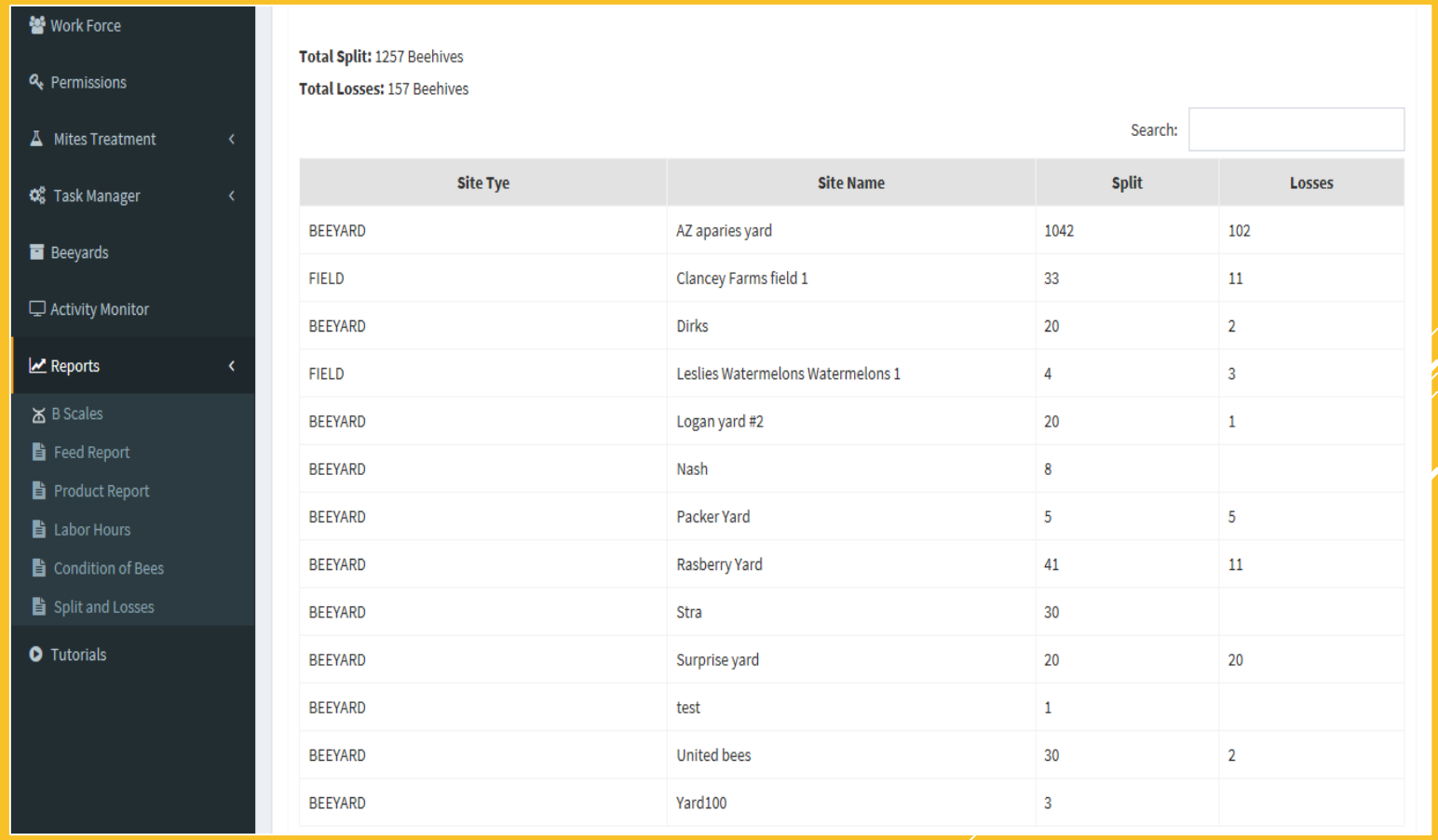
- On your task bar to the left click “Reports”
- Then click “condition of bees”
- Here on the top of the screen you can select the dates or year you want to view.
- Then it will display all locations.
- To see multiple entries from the same location simply click the orange button next to the yard you would like to view.





SPLITS/LOSSES REPORT

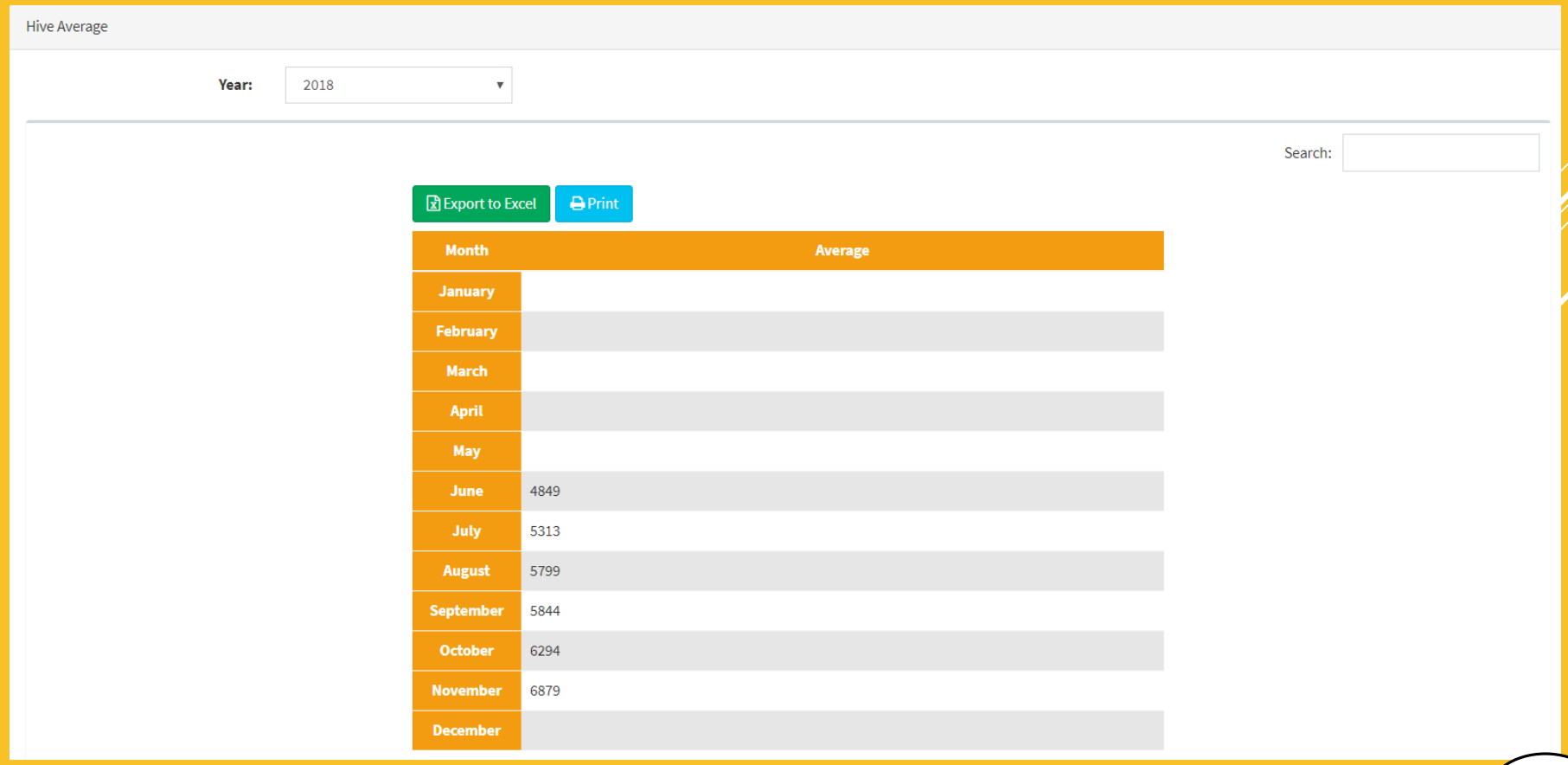
- To check your total splits and loses for a week, month, or year per yard and across all of your locations.
- First click “reports” on the left task bar.
- Then click on “Splits and Losses” Report.
- At the top of the page select the date range you would like to see.
- From here your totals are on the top of the screen and you can see your totals per location listed below.



Site Tye	Site Name	Split	Losses
BEEYARD	AZ aparies yard	1042	102
FIELD	Clancey Farms field 1	33	11
BEEYARD	Dirks	20	2
FIELD	Leslies Watermelons Watermelons 1	4	3
BEEYARD	Logan yard #2	20	1
BEEYARD	Nash	8	
BEEYARD	Packer Yard	5	5
BEEYARD	Rasberry Yard	41	11
BEEYARD	Stra	30	
BEEYARD	Surprise yard	20	20
BEEYARD	test	1	
BEEYARD	United bees	30	2
BEEYARD	Yard100	3	

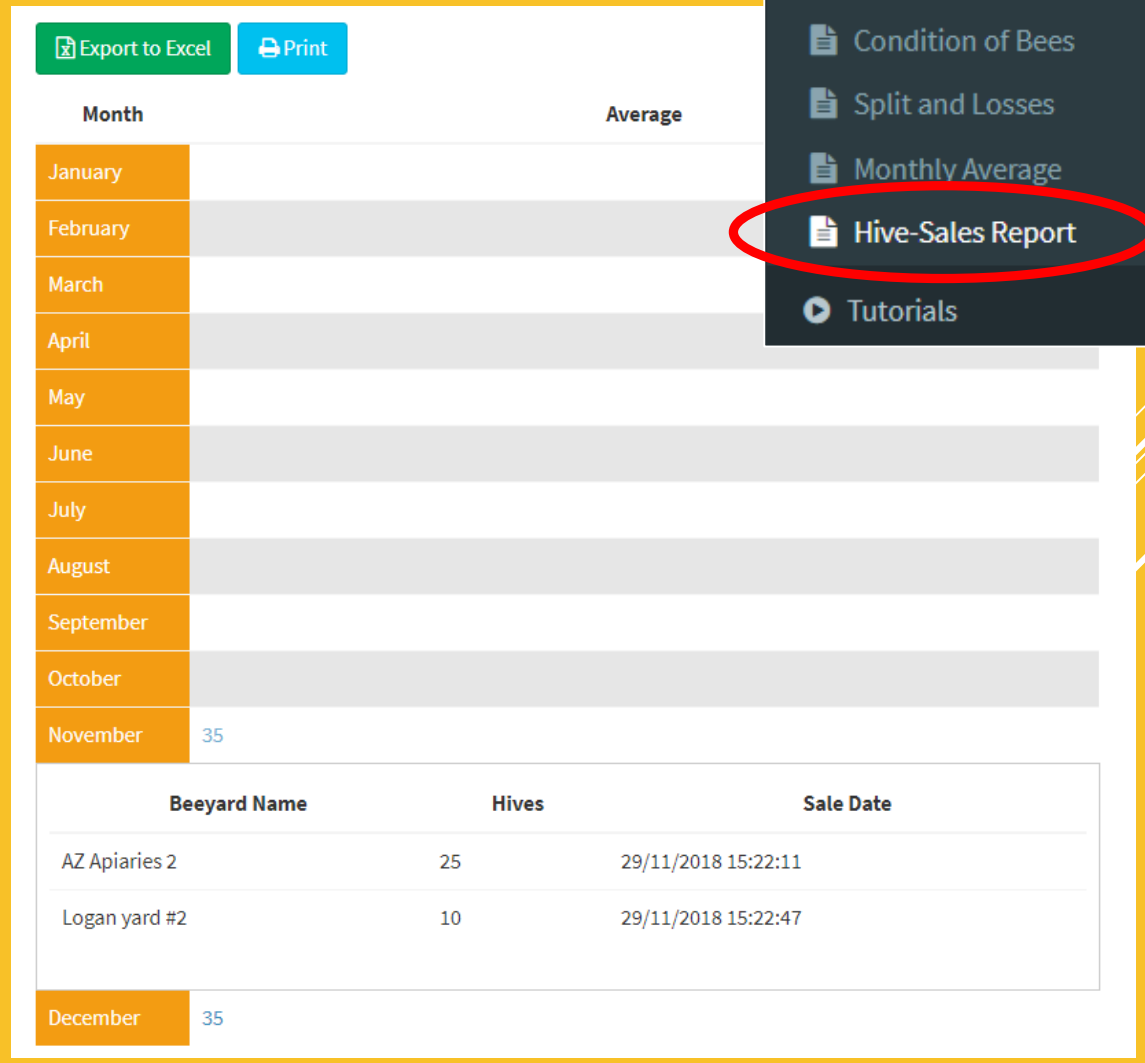
MONTHLY AVERAGE

- Here you can view your monthly average, on this page the amount of hives you had/have each month will be displayed.
- You can change the year by clicking the drop box titled “Year” and selecting the year of your choice.
- You can translate this page into an excel document or print it out by click either of said buttons directly above the table



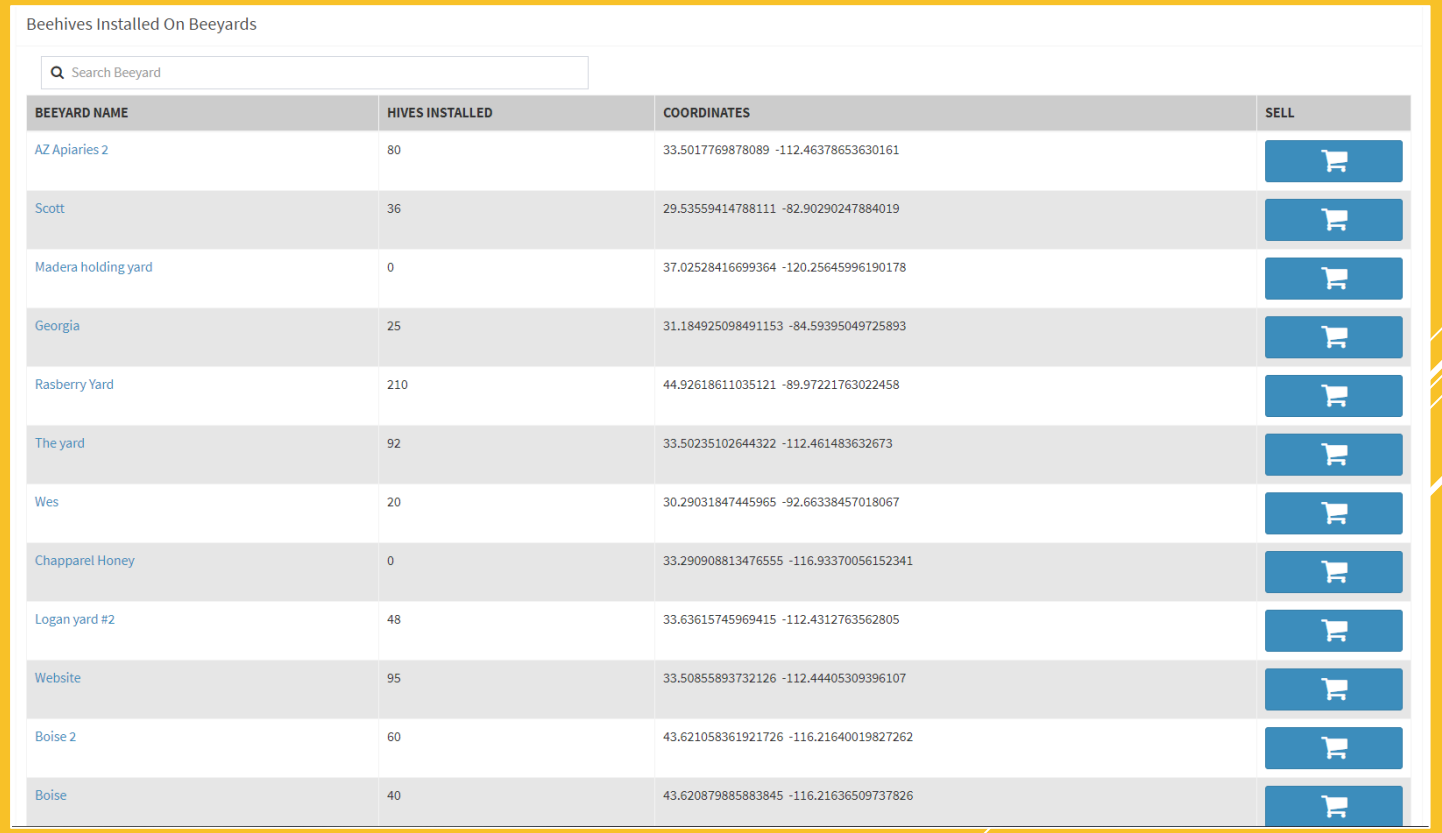
HIVE-SALES REPORT

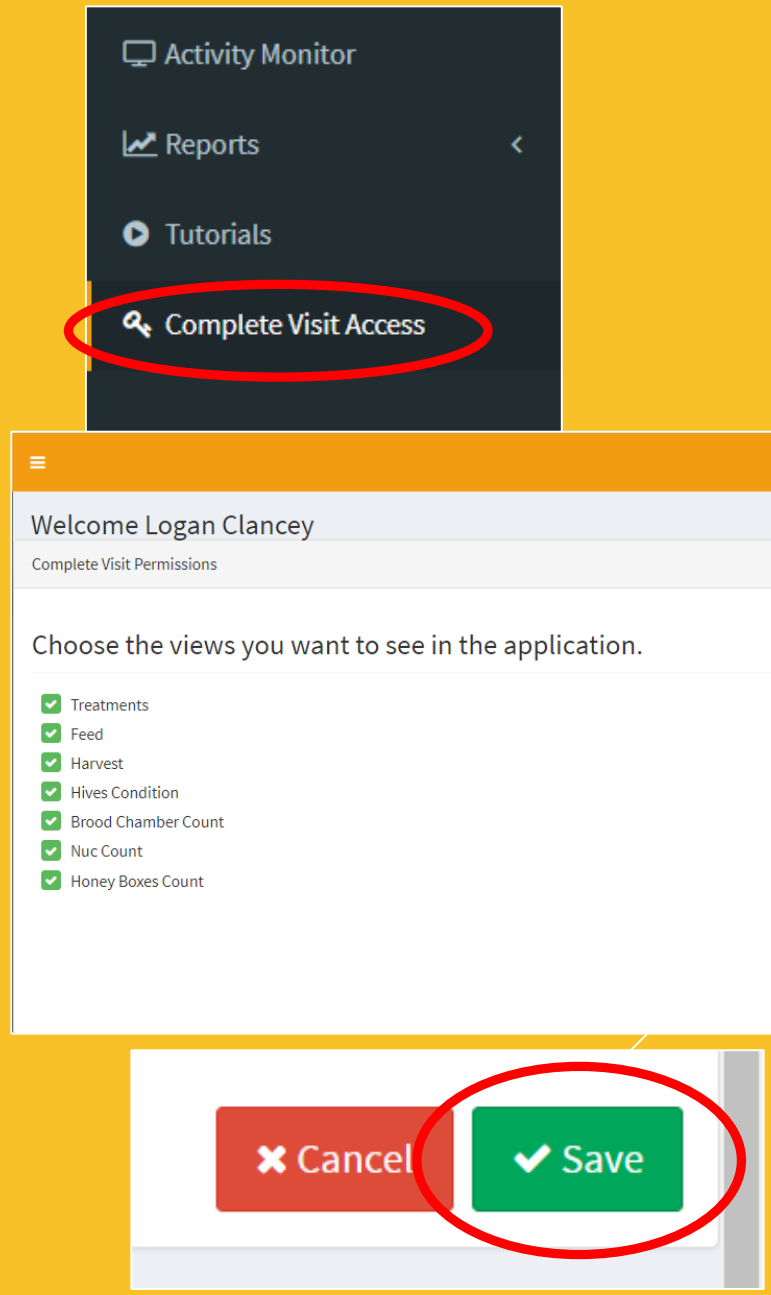
- To get a hive-sales report, simply click on the “Hive-Sales Report” tab in your task bar under “Reports”.
- Here a number of sales will be displayed by month on the chart, you can filter which year you’d like to look at by using the drop box above.
- You can also get a more detailed look to see which specific Beeyard hives were sold to, and how many of them, along with the date of the sale.



HIVE-SALES REPORT (CONTINUED)

- To make a Hive-Sale, on your home page, click on “Installed on Beeyards”. This will bring you down to your list of beeyards.
- You can click on the blue shopping cart along the row of any desired beeyard you’d like to make a sale from.
- This will bring up a pop-up box where you can enter the information of how many hives you are selling. You also have to option to leave a comment so you may add any details or notes you’d like.



COMPLETE VISIT ACCESS

- We have added a brand new feature to TheBapp, called “Complete Visit Access”
- You can access this feature by clicking on “Complete Visit Access” in your taskbar
- Here you can choose whatever your employees see on their app under “Complete Visit”
- Select each box you would like to display. Once finished click “Save”.
- After saving, each of those sections will now be displayed on your employee’s app. You can manage what’s displayed at any given time.