SOCIO BEE Web App manual

BK/QB

Remember to create a safe password

1. Open the Web

2. Click on **Create an account**. You will see the register page.

3. Add your details and contact mail

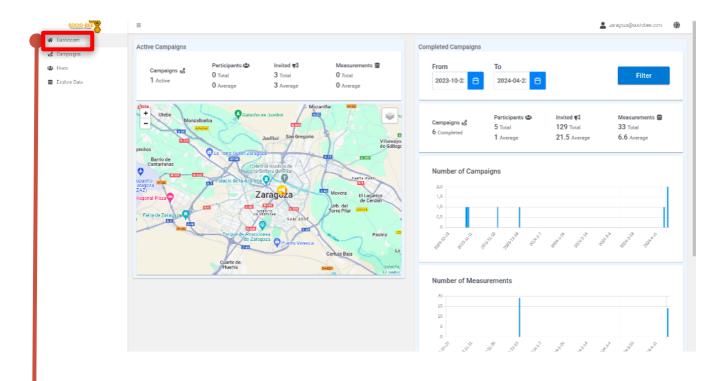4. Choose a secure password

5. Click on **Register**

Now you are ready to create a Hive.
You can login once you open the ACADEME again.

How to monitor a campaign
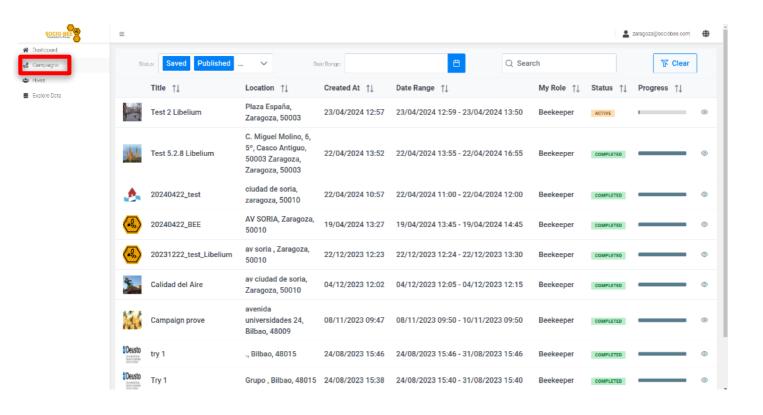

CLICK ON DASHBOARD

You can:

- Visualize in the map the active campaigns

- Filter the completed campaigns by date

- Visualize the main statics of historical campaigns
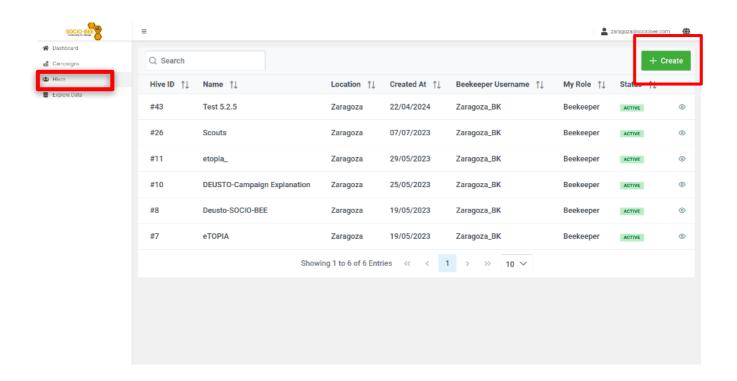
Available campaigns

Here you will see all available campaigns.

It is recommended to end your session when you finish your work, which means logging out of the ACADEME.
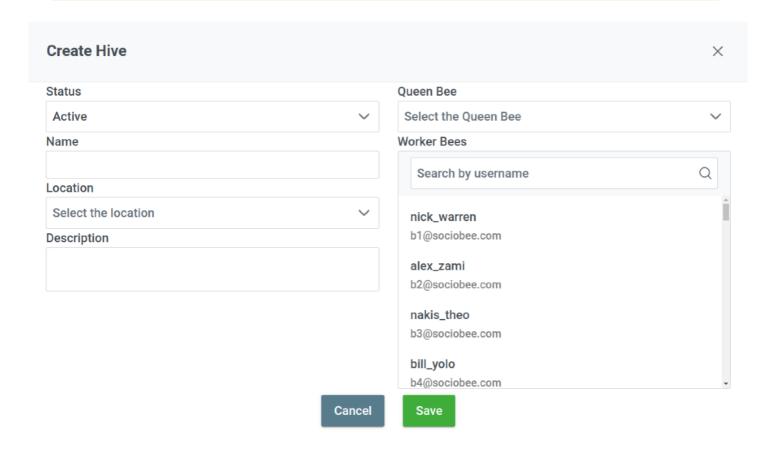
How to create a Hive

GO TO HIVES in the left menu

1. Check if the hive exists
2. If not, click **create** on the top right

How to define your Hive

Create Hive ✕

Status
Active ⌄

Name
[　　　　　　　　　　　　　　　]

Location
Select the location ⌄

Description
[　　　　　　　　　　　　　　　]

Queen Bee
Select the Queen Bee ⌄

Worker Bees
Search by username 🔍

nick_warren
b1@sociobee.com

alex_zami
b2@sociobee.com

nakis_theo
b3@sociobee.com

bill_yolo
b4@sociobee.com

Cancel　　Save

1. Fill in all Hive details
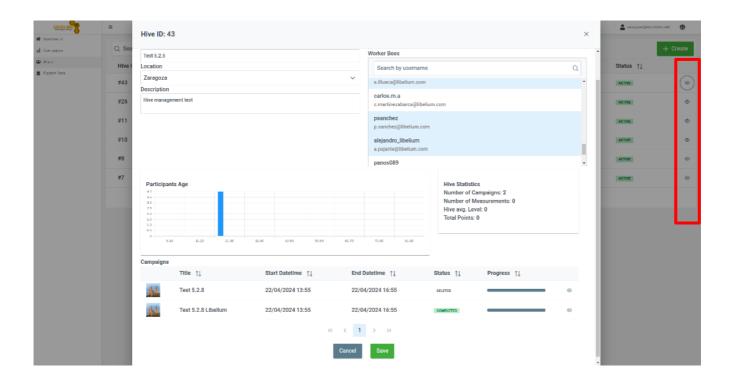2. Click SAVE

How to change your Hive

You can view and edit the created Hives by clicking the
view button.