

How to access and use the online form, 'Bee 123: Varroa mite hive check'

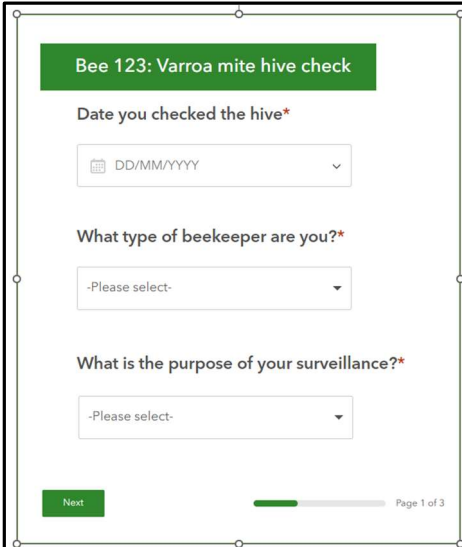
Whether you're a commercial beekeeper or enthusiast with one hive in your backyard, regularly checking your honeybee hives will help to protect your hives and the honeybee industry from varroa mite (*Varroa destructor*, *V. jacobsoni*).

Reporting the results of any checks you have made on your hives is important, even if you do not find any suspect mites. Biosecurity Queensland uses this information to understand the number and health of beehives in Queensland, helping us to prepare for varroa mite when it enters Queensland.

There are three ways to access the Bee 123: Varroa mite hive check online form (also called the Bee 123 form):

1. on your device or mobile phone
2. on your desktop or webpage
3. through the ArcGIS Survey123 app.

Instructions for accessing and using the Bee 123 form are listed below.



Accessing and using the Bee 123 form on your device or mobile phone

1. Open the camera on your device or mobile phone and scan this QR code.
2. A link will appear in the 'To' field.
3. Press the link and it will navigate to the 'Bee 123: Varroa mite hive check' form.
4. Follow the instructions numbered 4-14 listed for 'How to use the Bee 123 form on desktop or webpage'.



Accessing and using the Bee 123 form on desktop or webpage

1. Using a search engine (i.e. Google, Bing, Chrome) on your computer, enter the words 'report bee hive check'.
2. Click on the link 'Report bee hive check: Business Queensland'.
3. On the 'Report bee hive check' web page under 'Report your results', click on the link 'Bee 123 form'. You will be directed to the Bee 123 form.
4. Select the date you checked your hive using the calendar.
5. Select your beekeeper status by using the drop-down menu.

- If you are a recreational or commercial beekeeper, you can enter your hive identification number (HIN) when the option appears.
 - If you are an unregistered beekeeper, you can register using the link provided.
6. Select the purpose of the surveillance.
 7. Navigate to the next page using the 'next' button.
 8. Select your site location using the map.
 - If your current location is your site location, click to enter your address and select 'use current location'.
 9. Enter the number of hives at your site.
 10. Enter the number of hives you checked at your site.
 11. Select the method you used to examine your hives by checking the applicable box/es.
 12. Use the 'yes' or 'no' checkbox to identify whether you found varroa mite during your hive check.
 - If yes, you will be prompted to call our customer service centre and/or attach photos (maximum photo limit of 5). To upload images, click the 'select image file' button and select the pictures from your computer. Then navigate to the next page using the 'next' button.
 - If no, press navigate to the next page using the 'next' button.
 13. Enter your contact details including:
 - First name
 - Last name
 - Address
 - Phone number
 - Email address
 14. Press submit.

Accessing and using the Bee 123 form through the ArcGIS Survey123 app

For first time access to the survey, you will need to have internet access.

1. Download the ArcGIS Survey123 app from the App Store or Google Play.
2. Launch the ArcGIS Survey123 app.
3. Select 'Continue without signing in'.
4. Select the QR code reader next to the search panel (you may need to allow the app to use your camera).
5. Scan the QR code to open the form.
6. Select the date you checked your hive using the calendar.
7. Select your beekeeper status by using the drop-down menu.
 - If you are a recreational or commercial beekeeper, you can enter your hive identification number (HIN) when the option appears.
 - If you are an unregistered beekeeper, you can register using the link provided.
8. Navigate to the next page using the 'next' button.
9. Select your site location:





- If your current location is the same as your site, select the 'current location' button.
10. Enter your site address by clicking the map icon. You can then search for the location using the map.
 11. Enter the number of hives at your site.
 12. Enter the number of hives you checked at your site.
 13. Select the method you used to examine your hives by checking the applicable box/es.
 14. Use the 'yes' or 'no' checkbox to identify whether you found varroa mite during your hive check.
 - If yes, you will be prompted to call our customer service centre and/or attach photos (maximum photo limit of 5). You can also select the camera icon to take a picture and instantly upload it to the form. Then navigate to the next page using the 'next' button.
 - If no, press navigate to the next page using the 'next' button.
 15. Enter your contact details including:
 - First name
 - Last name
 - Address
 - Phone number
 - Email address
 16. Press the tick button to submit.

Once you have accessed the survey for the first-time using internet access, you will be able to access the survey offline for future reporting.

Accessing and using the Bee 123 form through the ArcGIS Survey123 app when offline

1. Launch the ArcGIS Survey123 app.
2. Select 'Continue without signing in'.
3. Select the 'Bee 123' icon to complete the form.
4. Select the date you checked your hive using the calendar.
5. Select your beekeeper status by using the drop-down menu.
 - If you are a recreational or commercial beekeeper, you can enter your hive identification number (HIN) when the option appears.
 - If you are an unregistered beekeeper, you can register using the link provided.
6. Navigate to the next page using the 'next' button.
7. If you cannot enter your site address, this can be completed when you have internet access.
8. Enter the number of hives at your site.
9. Enter the number of hives you checked at your site.
10. Select the method you used to examine your hives by checking the applicable box/es.
11. Use the 'yes' or 'no' checkbox to identify whether you found varroa mite during your hive check.

- If yes, you will be prompted to call our customer service centre and/or attach photos (maximum photo limit of 5). You can also select the camera icon to take a picture and instantly upload it to the form. Then navigate to the next page using the 'next' button.
- If no, press navigate to the next page using the 'next' button.

12. Enter your contact details including:

- First name
- Last name
- Address
- Phone number
- Email address

17. Save your results then click the cross to exit the form.

18. Once you have internet access, you can select the 'Bee 123' icon to access the form

19. Add in your site location on page 3.

20. Press the tick button to submit.