

# homebase

The only free solution that allows you to spend 90% less time on employee management tasks.



## Time Tracking

Track employee hours from anywhere, and quickly export to payroll.



## Employee Scheduling

Build a schedule in minutes, and ensure the team knows when they're working.



## Team Communication

Communicate with the whole team, instantly.

1

### Create your account

It will take just a couple of minutes and we've got tips throughout to make it easy

2

### Add your employees

Add your employees with phone numbers or emails and we'll get them setup

3

### Build your schedule

Start assigning your shifts to your employees. When it's ready, publish it to employees

4

### Download our apps

Get our free time clock and mobile apps to start tracking time and manage everything on the go

Trusted by over 60,000 businesses



*"All in all, Homebase gives us an incredibly high level of control and support when it comes to employee management, saving us money, time, and headaches."*

BatSheva V. Co-Owner at Aharon Coffee

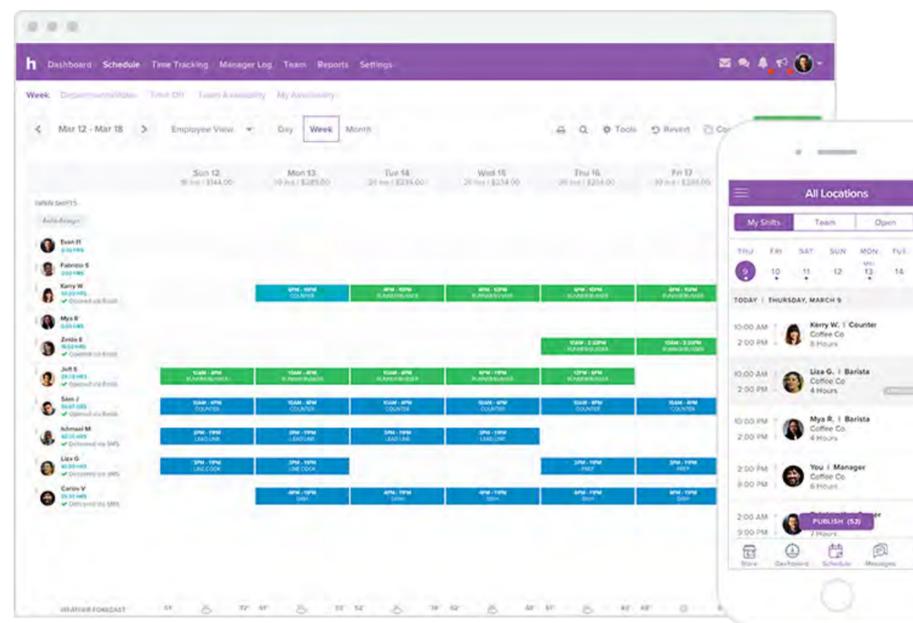


# Be up and running on Homebase in under 5 minutes

## Your First Schedule 2 mins

Schedules are primarily built via the Web Dashboard. To build your first schedule:

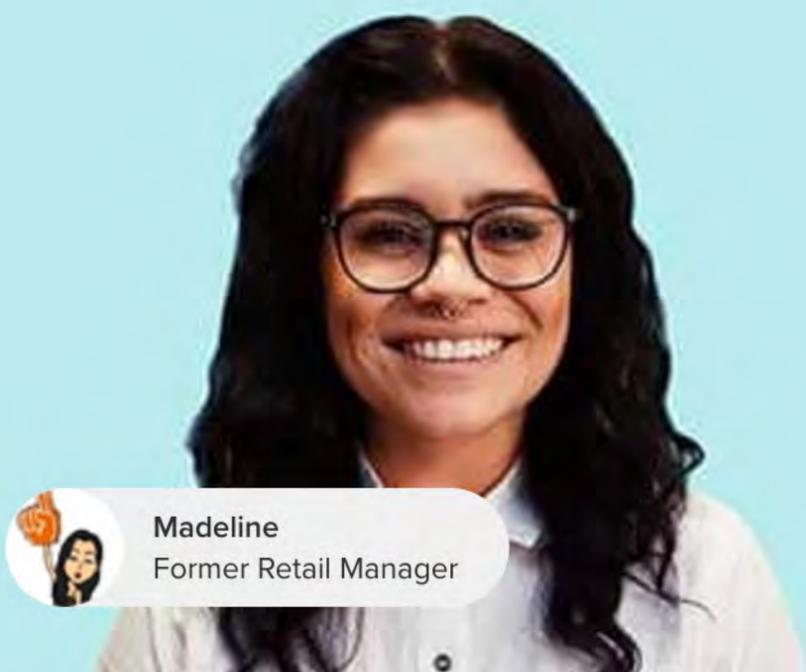
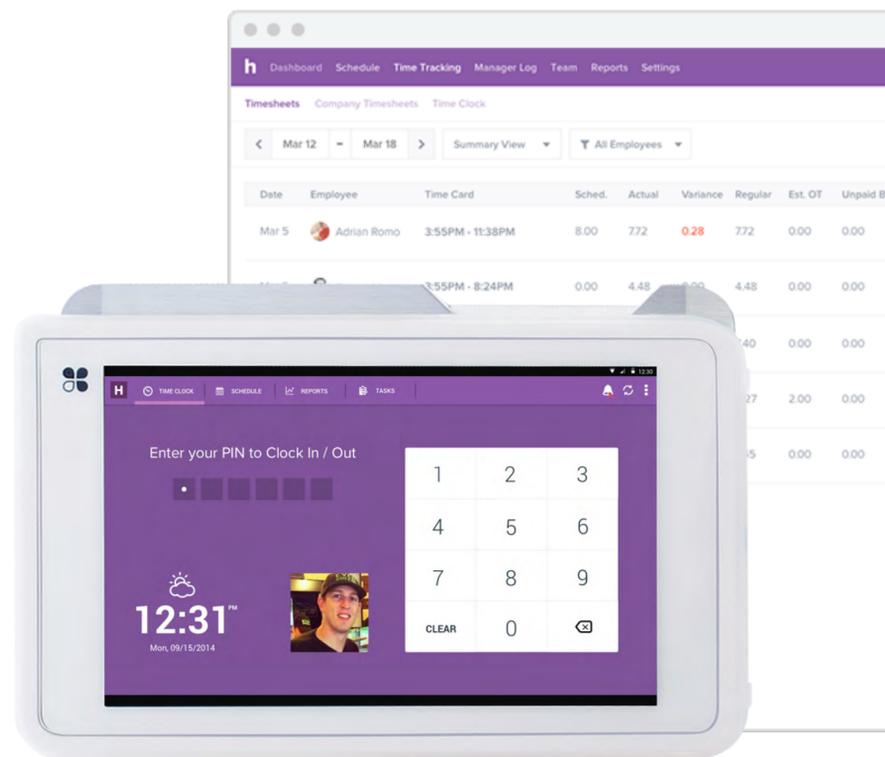
1. Sign in to your account, click the Team tab from the top menu and add your employees
2. Click the Schedule tab from the top menu. Click on any open cell to add a shift.
3. Set the shift time, role, color, and if this should be copied to other days.
4. Repeat steps 1-3 for all your employees
5. Click Publish
6. Choose if/how you would like to notify your employees.



## Your First Clock In 1 mins

We recommend completing the steps below so that you can understand the process your employees will need to follow each day.

1. Open the Homebase Time Clock app on your Clover
2. Enter your PIN
3. Choose a shift to clock in to  
If you had built a schedule, employees would see their scheduled shift. Otherwise, they can choose Unscheduled.
4. You're now clocked in! Repeat 1-3 to take breaks and clock out



**Madeline**  
Former Retail Manager

Need help? We're here for you

Our US-based dedicated support team is available to answer any of your questions.

 (415) 951-3830

Phone hours: 6am-6pm Pacific Time, M-F

[help@joinhomebase.com](mailto:help@joinhomebase.com) [joinhomebase.com/support](https://joinhomebase.com/support)