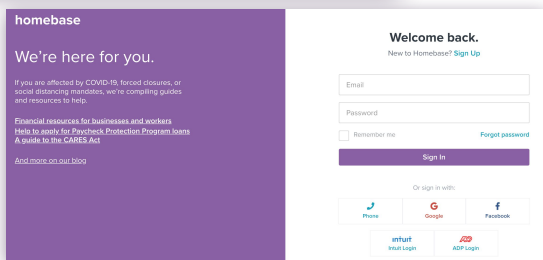
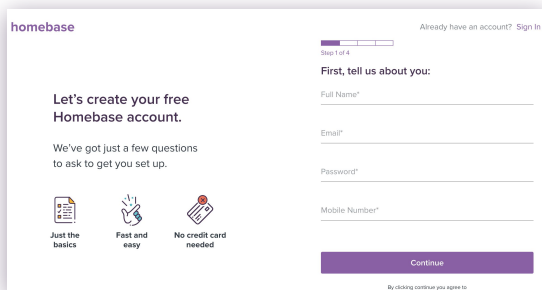


Connecting your Homebase account to your Vend POS

The Homebase and Vend integration allows you to unlock labor management tools and reports to give you greater insights into your business. Once connected you will be able to sync locations, employees and net sales.

To get started, you will need to login or create a Homebase account.

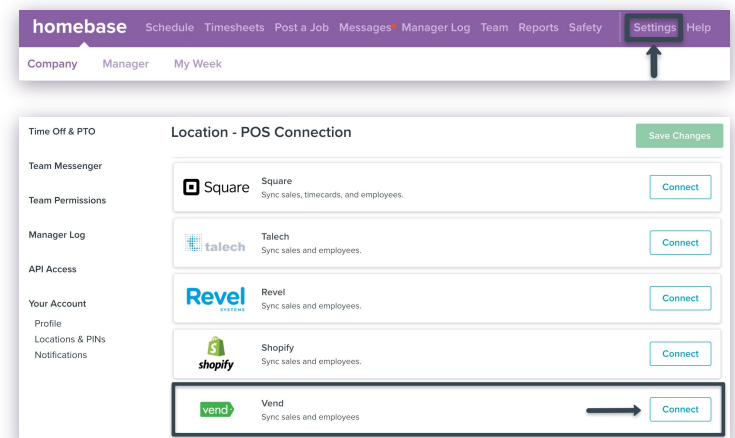


Create an account or Login to Homebase

- 1 A link should have been provided by your Vend Representative to create a Homebase account
- 2 Or create an account by selecting the Homebase tile from the Vend add-ons page
- 3 If you already have an account, go to joinhomebase.com to login

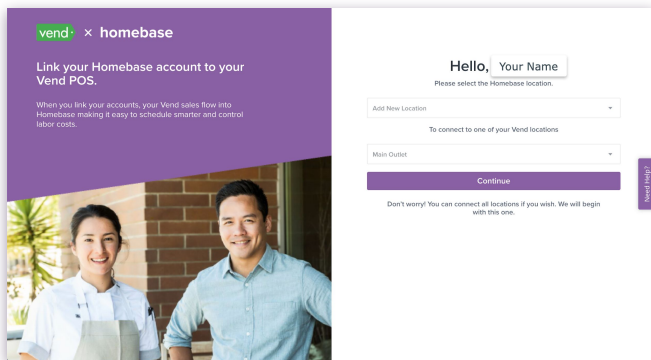
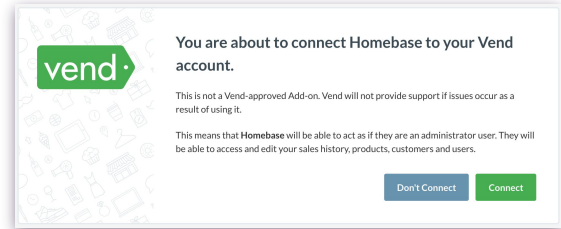
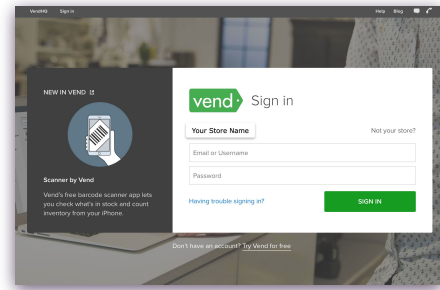
Connecting to Vend

- 1 Once in the account select **Settings** on the purple navigation
- 2 Select **POS Connection** on the left hand side of the page
- 3 Scroll down until you see the Vend tile and select to **Connect**
- 4 A new window will redirect you to Vend to login



Authorizing the Connection

- 1 You will be directed to verify your Vend account and sign in.
- 2 After signing in or up, a pop-up will appear requesting you to authorize the connection
- 3 Select **Connect** on the pop up

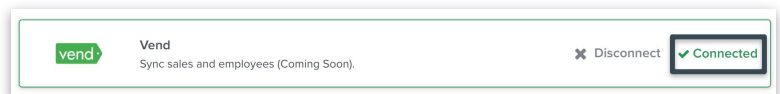
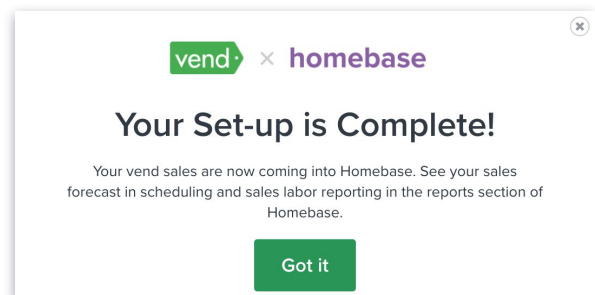


Match your Locations

- 1 You will then be redirected back to Homebase
- 2 Select the location you would like to link or select to create a new Homebase location
- 3 You will need to match or add each location if you have more than one location
- 4 Select **Continue** once you have made your choice

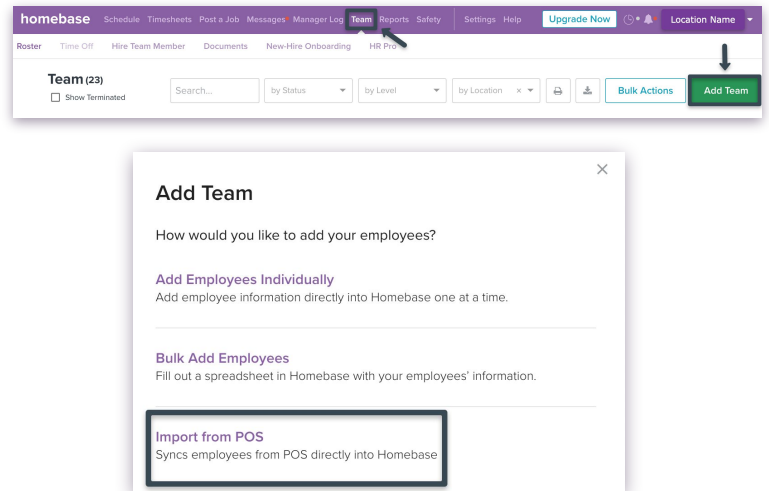
Connection Successful

- 1 Once back in the Homebase account, you should receive this pop-up →
- 2 To ensure the connection was successful selecting the **Settings** tab
- 3 Select **POS Connection** on the left side of the screen
- 4 Next to the Vend tile it will say **Connected**



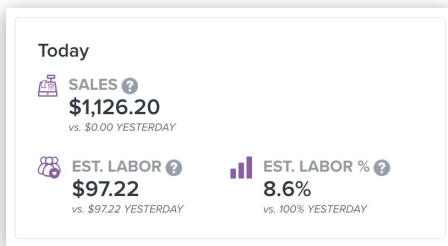
Syncing your Employees

- 1 If you are a new Homebase account your employees will automatically import. if you are an existing Homebase user you will need to import your team.
- 2 Select the **Team** tab on the purple navigation bar, then select **Add Team**
- 3 You will then have 3 options on adding employees → select 'Import from POS'
- 4 Anytime you add new employees, they will need to be added to Vend first and then follow this same process to import to Homebase.



Sales and Labor Forecasting

- 1 Net sales will be updated in real time (refresh your Homebase account to see most recent sales on the dashboard). Sales will display for the last 2 weeks.
- 2 You can select the **Reports** tab on the purple banner for labor and sales reporting
- 3 For labor forecasting, select **Schedule** on the purple navigation bar
- 4 Scroll to the bottom of the page and select the arrow in the bottom right corner to bring up the labor forecasting tool



WAGES HOURS	\$2,723.00	195.00	\$515.00	\$480.00	\$340.00	\$375.00	\$375.00	\$247.00	\$391.00
ESTIMATED SALES	\$22,308.19	\$2,333.00	\$2,939.00	\$2,126.19	\$2,839.00	\$3,002.00	\$4,569.00	\$4,500.00	
LABOR % (Target:100%)	20%	12.2%	20%	22.1%	20%	16.3%	20%	16%	20%
WEATHER FORECAST	99° ☀️ 79°	97° ☀️ 78°	98° ☀️ 79°	97° ☀️ 78°	94° ☀️ 76°	95° ☀️ 76°	95° ☀️ 76°	95° ☀️ 75°	

Selecting a Time Clock

- 1 Hover over the **Timesheets** tab on the purple navigation bar
- 2 Select **Get a Time Clock** from the drop down menu
- 3 You will be directed to a page with the Time Clock options
- 4 Select one and follow the directions to continue with set up

