



Homebase

Family Management System

USER MANUAL

Desktop Edition · Version 1.0.2

Includes the Homebase mobile companion & cloud sync

Sevlo Technologies

Homebase is an all-in-one command center for your household. It keeps your family's money, calendar, chores, belongings, warranties, important documents, and more in one private place that lives on *your* computer — no monthly cloud fees, no ads, and no one else reading your data.

This manual walks through every area of the desktop app, then shows how to put Homebase in your pocket with the free mobile companion and keep the two in sync.

New in this version — smarter chores. Chores now lock after they're done for their schedule (daily, weekly, bi-weekly, or monthly), so no one double-logs the same task. A one-tap **Unlock** button reopens a chore if it was marked by mistake. See [Chapter 6 — Chores](#).

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1 • Getting Started

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Installing Homebase

- 1 Run the installer you received (`HomebaseFMS_Setup_v1.0.2.exe`) and follow the prompts.
- 2 When installation finishes, launch **Homebase** from the Start menu or desktop shortcut.
- 3 The very first time it opens, a short **welcome wizard** appears.

First-run wizard

The wizard sets up your household in three quick steps:

- 1 **Name your family** — e.g. “The Rivera Family.” This appears on your dashboard greeting and on report headers (you can change it later in Settings).
- 2 **Add your first members** — the people in your household. You can add more anytime.
- 3 **Review backup info** — where your data is stored and how to keep it safe.

When you finish, Homebase opens straight to the **Dashboard**. There are no logins, usernames, or roles on the desktop — anyone at the computer can use it.

Your free trial & license key

Homebase starts with a **30-day free trial**. While you’re on the trial, a gold bar across the top shows how many days remain. To unlock the app permanently, enter your license key:

- 1 Open **Settings** from the sidebar.
- 2 In the **License & Trial** card, type your key in the format `HBMS-XXXX-XXXX-YYYYMMDD`.
- 3 Click **Activate Key**. The trial bar disappears and your license shows as **active**.

Where your data lives

Everything you enter is stored in a single private database on your PC at:

```
C:\Users\<you>\AppData\Roaming\HomebaseFMS
```

Because your data is local, it stays private and works with no internet connection. Be sure to read [Chapter 13 — Backup & Restore](#) so you always have a safe copy.

Finding your way around

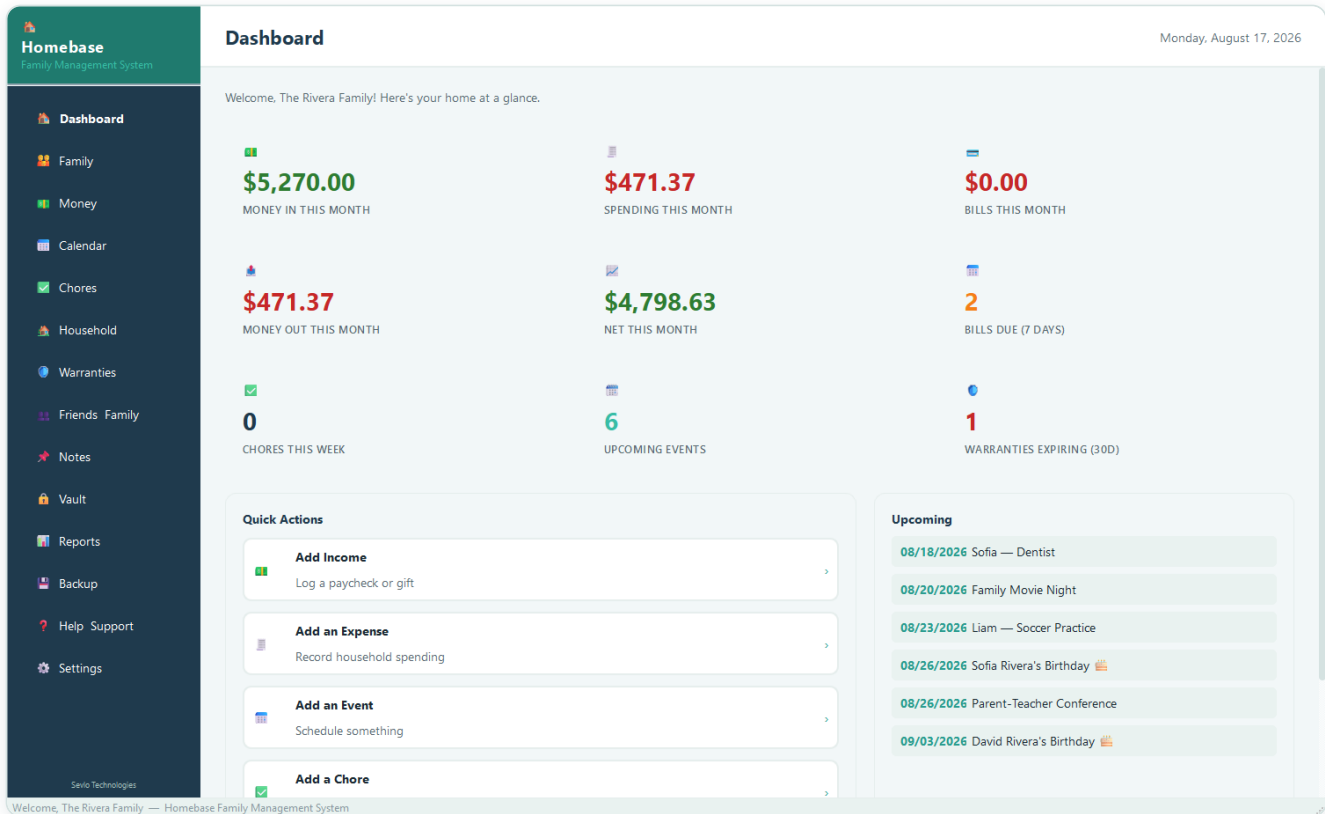
The dark **sidebar** on the left lists the fourteen areas of Homebase. Click any icon to open that area; the current one is highlighted in teal. The rest of this manual follows the sidebar top to bottom.

2 • The Dashboard

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Where: Sidebar → **Dashboard** (🏠). This is your home screen every time you open Homebase.

The Dashboard is a one-glance snapshot of your household. It greets you by family name and shows nine summary cards plus quick shortcuts and an upcoming-events list.



The Dashboard — money summary, counts, quick actions, and what's coming up.

Reading the cards

Card	What it tells you
Money In / Out / Net (this month)	Total income, total spending + bills, and the difference so far this month.
Bills This Month / Bills Due (7 days)	How much you've paid and how many bills are due within a week.
Chores This Week	Chores completed by the family this week.
Upcoming Events	How many events are on the horizon.
Warranties Expiring (30 d)	Products whose warranty ends within 30 days.

Quick Actions & Upcoming

- **Quick Actions** — one-click shortcuts to add income, log an expense, or schedule an event without hunting through the menus.

- **Upcoming** — your next events and birthdays in date order. Birthdays you enter for family members appear here *automatically*.

Tip: The Dashboard refreshes every time you open it, so the numbers are always current.

3 • Family

Where: Sidebar → **Family** (👤👤).

The Family area is your household directory — the people Homebase organizes everything else around. Members you add here can be assigned chores and bills, tagged on events and income, and their birthdays flow onto the Calendar and Dashboard.

NAME	ROLE	PHONE	EMAIL	BIRTHDAY	ACTIONS
David Rivera	Parent	(555) 210-1120	david@example.com	September 03, 1986	<button>Edit</button> <button>Remove</button>
Liam Rivera	Child	—	—	November 20, 2017	<button>Edit</button> <button>Remove</button>
Maria Rivera	Parent	(555) 210-4487	maria@example.com	April 12, 1988	<button>Edit</button> <button>Remove</button>
Sofia Rivera	Child	—	—	August 26, 2014	<button>Edit</button> <button>Remove</button>

The Family directory with member cards and details.

Adding a member

- 1 Click **+ Add Member**.
- 2 Fill in the name and **role** (Parent, Child, etc.).
- 3 Optionally add phone, email, **birthday**, address, and **medical notes** such as allergies.
- 4 Turn on **Emergency contact** for anyone who should be reachable in an emergency.
- 5 Click **Save**.

Medical & emergency info: Allergies and emergency contacts are handy to keep here so a babysitter or relative can find them fast. This information stays on your computer.

Editing, import & export

- Click any member to **edit** or remove them.

-
- Use the **Import/Export** options to move members in or out with a spreadsheet template — useful when you're first setting up.

4 • Money

Where: Sidebar → **Money** (💰). Five tabs across the top: **Income**, **Spending**, **Bills**, **Savings Goals**, and **Ledger**.

Money is your family's finance hub. Every tab shares a date range at the top — set **From** and **To** and click **Apply** to focus on any period.

Income

The screenshot displays the Homebase Family Management System interface. On the left is a dark sidebar with icons and labels for Dashboard, Family, Money (selected), Calendar, Chores, Household, Warranties, Friends Family, Notes, Vault, Reports, Backup, Help Support, and Settings. The main content area is titled 'Money' and includes a subtitle 'Income, spending, bills & savings'. Below this are five tabs: Income (active), Spending, Bills, Savings Goals, and Ledger. At the top of the Income tab, there are date range selectors for 'From' (May 17, 2026) and 'To' (Aug 17, 2026), an 'Apply' button, a running total 'Total: \$5,270.00', a 'Recurring' toggle, and a '+ Add Income' button. A table below shows the income entries with columns for DATE, SOURCE, AMOUNT, NOTES, and ACTIONS. The table contains three rows of data, each with 'Edit' and 'Delete' buttons in the Actions column.

DATE	SOURCE	AMOUNT	NOTES	ACTIONS
August 15, 2026	Freelance design	\$640.00		Edit Delete
August 10, 2026	Paycheck — Northwind	\$2,180.00		Edit Delete
August 03, 2026	Paycheck — Acme Corp	\$2,450.00		Edit Delete

The Income tab, with a running total and a Recurring-income shortcut.

- 1 On the **Income** tab, click **+ Add Income**.
- 2 Enter the date, source (e.g. "Paycheck — Acme Corp"), amount, and optionally the member it belongs to.
- 3 Click **Save**. The running **Total** at the top updates instantly.

Recurring paychecks: Use **Recurring** to set up a salary that posts automatically on a schedule (weekly, bi-weekly, monthly), so you don't re-enter it every payday.

Spending

The **Spending** tab logs everything that goes out. Click **+ Add Expense**, then enter a description, amount, and **category** (Groceries, Transport, Dining, and so on). Categories power the "Top spending categories" breakdown in Reports.

Homebase
Family Management System

Money
Income, spending, bills & savings

Income Spending **Bills** Savings Goals Ledger

2 due this week · 0 overdue + Add Bill

NAME	AMOUNT	CATEGORY	FREQUENCY	DUE	ACTIONS
Car Insurance	\$138.50	Insurance	Monthly	08/28/2026	☒ Paid Edit Remove
Electric — PG&E	\$142.00	Utilities	Monthly	08/18/2026	☒ Paid Edit Remove
Internet — Xfinity	\$79.99	Utilities	Monthly	08/22/2026	☒ Paid Edit Remove

Cloud sync: not linked

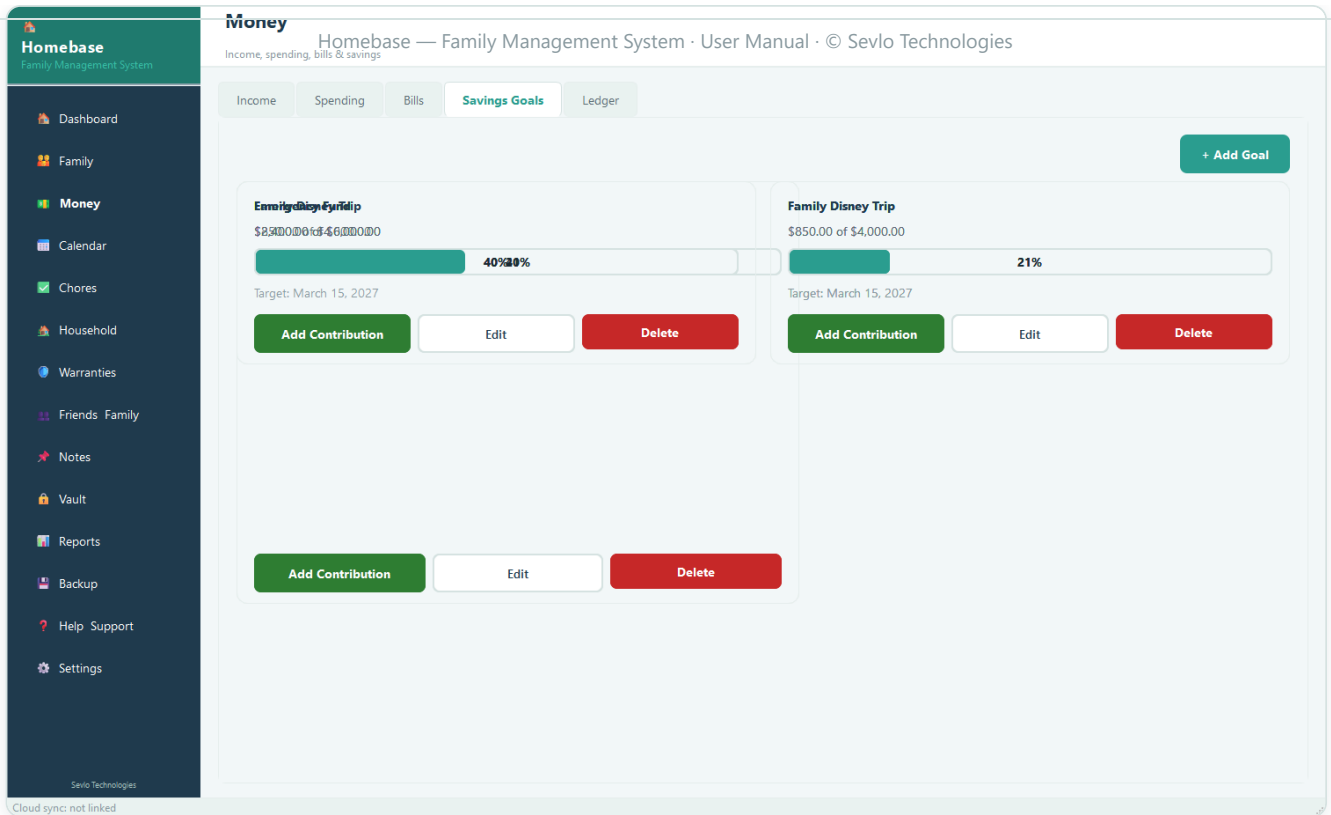
The Bills tab. Due dates in orange are coming up soon; click ☒ **Paid** to record a payment.

Bills tracks recurring obligations and whether they're paid on time.

- 1 Click **+ Add Bill** and enter its name, amount, category, and **frequency**.
- 2 Set the **due day** (and turn on **Autopay** if it's automatic).
- 3 When a bill is paid, click ☒ **Paid** on its row. Homebase records the payment, notes whether it was on time, and automatically advances a recurring bill to its next due date.

The header summarizes how many bills are **due this week** and how many are **overdue**.

Savings Goals



Savings Goals with progress toward each target.

- 1 Click **+ Add Goal**, name it (e.g. “Family Disney Trip”), and set a target amount and optional target date.
- 2 Add money toward a goal with **Add Contribution**. The progress bar fills as you save.

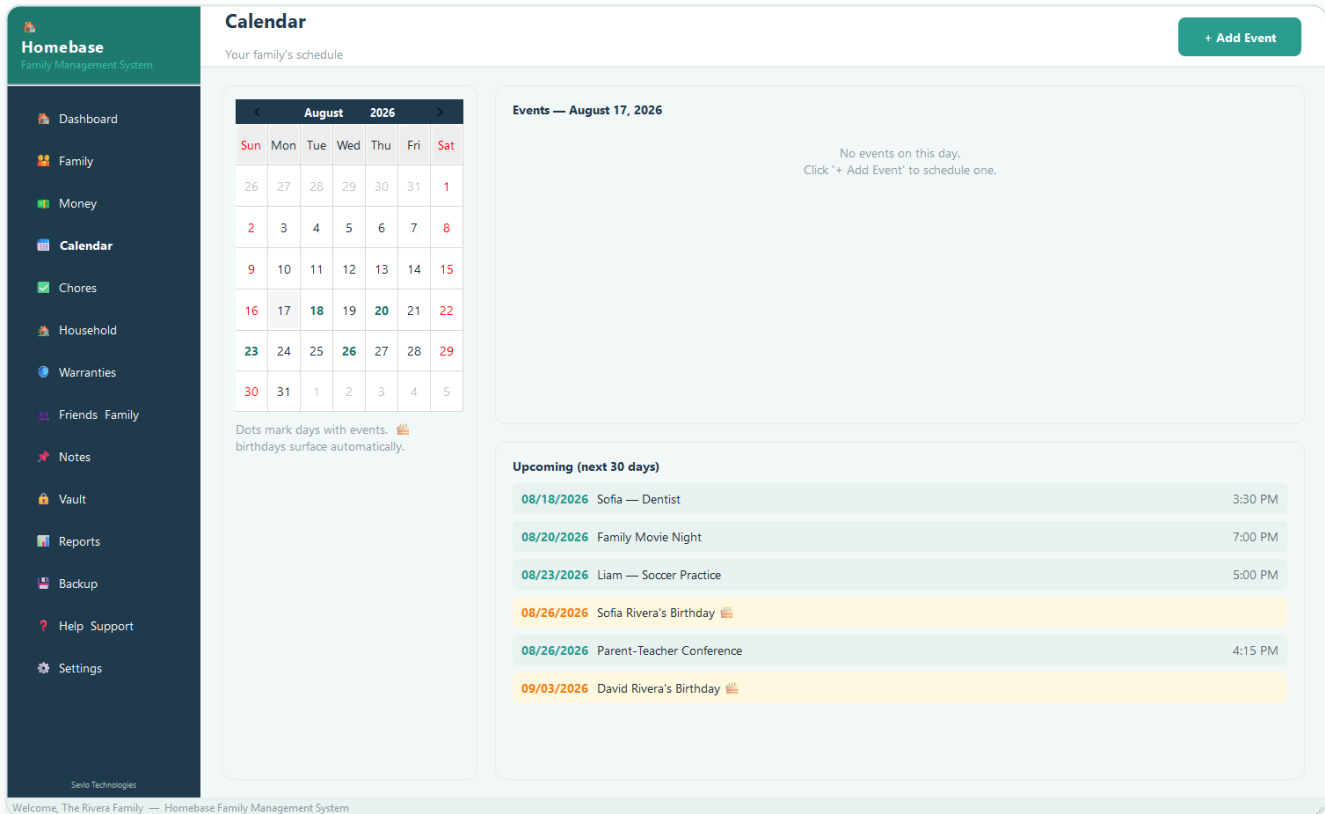
Ledger

The **Ledger** tab is a combined, date-ordered list of all money in and out — a simple running record of your household cash flow for the selected period.

5 • Calendar

Where: Sidebar → **Calendar** (📅).

The Calendar keeps every appointment, activity, and celebration in one place. Family birthdays appear here on their own — you never have to add them twice.



The Calendar showing upcoming events and auto-generated birthdays.

Adding an event

- 1 Click **+ Add Event**.
- 2 Enter the event name and **date** (both required).
- 3 Optionally set a time, location, **category** (Appointment, School, Sports, Family...), the member it relates to, and a reminder.
- 4 Click **Save**. The event appears in date order and flows to the Dashboard's *Upcoming* list.

Birthdays: Add a member's birthday under **Family** and it shows on the Calendar every year with a 🎂 — no separate entry needed.

6 · Chores

Where: Sidebar → **Chores** (✓).

Chores turns household tasks into a friendly, trackable system — complete with rewards, a **leaderboard**, and optional **chore pay**. It's built so the same task can't be logged twice in the same period.

The screenshot shows the Homebase Chores interface. On the left is a sidebar with navigation links: Dashboard, Family, Money, Calendar, Chores (selected), Household, Warranties, Friends Family, Notes, Vault, Reports, Backup, Help Support, and Settings. The main content area is titled 'Chores' and includes a sub-header 'Assign and track household chores'. There are filters for 'Member: All Members' and 'Status: Active', and a '+ Add Chore' button. The interface is divided into three main sections: 1. Leaderboard (this month): Shows Sofia Rivera with 4 done chores for \$4.50 and Liam Rivera with 1 done chore for \$2.00. 2. Chore Pay — money owed: Lists David Rivera (\$10.00 owed for 1 chore), Sofia Rivera (\$4.50 owed for 4 chores), and Liam Rivera (\$2.00 owed for 1 chore), each with a 'Pay' button. 3. Chore Table: A table with columns for CHORE, ASSIGNED TO, FREQUENCY, DUE, REWARD, and ACTIONS. It lists five chores: 'Mow the lawn' (assigned to David Rivera, monthly, \$10.00 reward), 'Take out the trash' (assigned to Liam Rivera, weekly, \$2.00 reward), 'Tidy bedroom' (assigned to Sofia Rivera, bi-weekly, \$1.50 reward), 'Vacuum the car' (assigned to Anyone, weekly, \$3.00 reward), and 'Wash the dishes' (assigned to Sofia Rivera, daily, \$1.00 reward). Each row has 'Done' (with a checkmark), 'Edit', and 'Remove' buttons.

CHORE	ASSIGNED TO	FREQUENCY	DUE	REWARD	ACTIONS
Mow the lawn	David Rivera	Monthly	—	\$10.00	Done ✓ Edit Remove
Take out the trash	Liam Rivera	Weekly	—	\$2.00	Done ✓ Edit Remove
Tidy bedroom	Sofia Rivera	Bi-weekly	—	\$1.50	Done ✓ Edit Remove
Vacuum the car	Anyone	Weekly	—	\$3.00	Done ✓ Edit Remove
Wash the dishes	Sofia Rivera	Daily	—	\$1.00	Done ✓ Unlock Edit Remove

Chores — the task table on the right, the monthly Leaderboard and Chore Pay on the left.

Adding a chore

- 1 Click **+ Add Chore**.
- 2 Enter the title and pick a **frequency**: Once, Daily, Weekly, **Bi-weekly**, or Monthly.
- 3 Optionally assign it to a member, set a due date, and add a **reward amount**.
- 4 Click **Add Chore**.

Marking a chore done

- 1 Click **Done ✓** on the chore's row.
- 2 Choose **who did it** (or "Unassigned / Anyone") and confirm.
- 3 The completion is recorded, any reward is added to that person's chore pay, and they move up the leaderboard.

How locking works Important

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Once a chore is completed for its schedule, its button **locks** so it can't be logged again until the next period. The button shows the done state and is disabled:

Frequency	When it unlocks again	Button shows
Daily	Tomorrow	✓ Done
Weekly	Next week	✓ Done
Bi-weekly (twice a week)	Locks after the 2nd time this week	✓ 1/2, then ✓ 2/2
Monthly	Next month	✓ Done
Once	Never (one-time task)	✓ Done

In the screenshot above, “Wash the dishes” (Daily) has already been done today, so its button reads **✓ Done** and is greyed out — with an **Unlock** button beside it.

The Unlock button — a safety net

Marked something done by accident? Click **Unlock** on that chore's row. This **reopens** the chore so it can be done again this period — *without* deleting the completion that was already recorded. Everyone keeps their leaderboard credit and any reward earned; you're simply allowing the task to be logged again.

Bi-weekly at a glance: A bi-weekly chore expects two completions a week. It shows your progress as **1/2** after the first time and only locks at **2/2**.

Leaderboard & Chore Pay

- 🏆 **Leaderboard (this month)** ranks family members by chores completed and rewards earned. Click a name to see exactly which chores they did and when.
- 💰 **Chore Pay** tallies unpaid reward money per person. Click **Pay** to settle up — Homebase records it as spending so it flows into your Money totals and Ledger.

Where: Sidebar → **Household** (🏠). Two areas: **Inventory** and **Belongings**.

Homebase
Family Management System

Household
Inventory & belongings

Inventory **Belongings**

+ Add Item 🚨 Low: 2

NAME	CATEGORY	QTY	LOCATION	RESTOCK AT	ACTIONS
Coffee	Groceries	3 bags	Kitchen	1	- + Edit Remove
Dish soap	Household	1 bottle	Under sink	2	- + Edit Remove
Paper towels	Household	1 rolls	Pantry	2	- + Edit Remove

Sevlo Technologies

Welcome, The Rivera Family — Homebase Family Management System

Household — track supplies you re-buy and valuables you own.

Inventory

Keep tabs on supplies you restock — paper towels, coffee, cleaning products. For each item set a quantity, unit, location, and a **restock threshold**. When the quantity drops to or below that threshold, Homebase flags it as **low stock** (and counts it on the Reports page) so you know what to buy.

- 1 Click **+ Add Item**.
- 2 Enter the name, category, quantity, unit, and where it's kept.
- 3 Set a **restock threshold** to get low-stock warnings, then **Save**.

Belongings

Catalog valuables for insurance and peace of mind — electronics, furniture, bikes, and more. Record the item's value, purchase date, serial number, warranty expiry, and location. The total value of your belongings appears in Reports.

Tip: Belongings and Warranties work together. Big purchases with a warranty are worth adding in both places — Belongings for the asset value, Warranties for the expiry countdown.

Where: Sidebar → **Warranties** (🔒).

Never miss a warranty window again. Homebase tracks each product's coverage and counts down the days until it expires, colour-coding what needs attention.

The screenshot shows the Homebase Warranties page. On the left is a sidebar with navigation links: Dashboard, Family, Money, Calendar, Chores, Household, Warranties (selected), Friends Family, Notes, Vault, Reports, Backup, Help Support, and Settings. The main content area has a header 'Warranties' with a sub-header 'Track product warranties and get expiry alerts' and a '+ Add Warranty' button. Below the header is a yellow alert bar stating '1 warranty expire within 30 days.' The main table lists three products:

PRODUCT	CATEGORY	PURCHASE	EXPIRES	STATUS	ACTIONS
MacBook Air	Electronics	January 08, 2025	August 12, 2026	Expired 5 days ago	Edit Remove
Dewalt Drill Set	Tools	June 10, 2025	September 06, 2026	Expires in 20 days	Edit Remove
LG Refrigerator	Appliances	February 14, 2024	February 13, 2027	180 days left	Edit Remove

Warranties with an expiry countdown — green is safe, amber is expiring soon, red has expired.

Adding a warranty

- 1 Click **+ Add Warranty**.
- 2 Enter the product name, brand/model, category, retailer, and the **warranty expiry date** (required).
- 3 Optionally add the purchase date, cost, serial number, provider, and coverage details.
- 4 Click **Save**.

Items expiring within 30 days also appear on your Dashboard and in Reports, so nothing slips by.

On your phone: The mobile app lets you snap a photo of the *receipt* and attach it to a warranty — see Chapter 15.

9 • Friends & Family

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Where: Sidebar → **Friends & Family** (👥).

A richer profile book for the people in your life — especially children. Track school details, activities, sizes, and relationships in one place.

The screenshot shows the 'Friends & Family' section of the Homebase Family Management System. On the left is a dark sidebar with navigation links: Dashboard, Family, Money, Calendar, Chores, Household, Warranties, **Friends & Family** (highlighted), Notes, Vault, Reports, Backup, Help Support, and Settings. The main content area has a header 'Friends & Family' with a subtitle 'People you know — and their birthdays' and a '+ Add Person' button. Below the header is a search bar 'Search by name or relationship...' and a count '3 people'. A table lists three family members:

NAME	TYPE	RELATIONSHIP	BIRTHDAY	ACTIONS
Grandma Elena	Extended	Grandmother	—	<button>Edit</button> <button>Remove</button>
Liam Rivera	Family	Son	Nov 20	<button>Edit</button> <button>Remove</button>
Sofia Rivera	Family	Daughter	Aug 26	<button>Edit</button> <button>Remove</button>

At the bottom of the sidebar, it says 'Sevlo Technologies'. At the bottom of the main area, it says 'Welcome, The Rivera Family — Homebase Family Management System'.

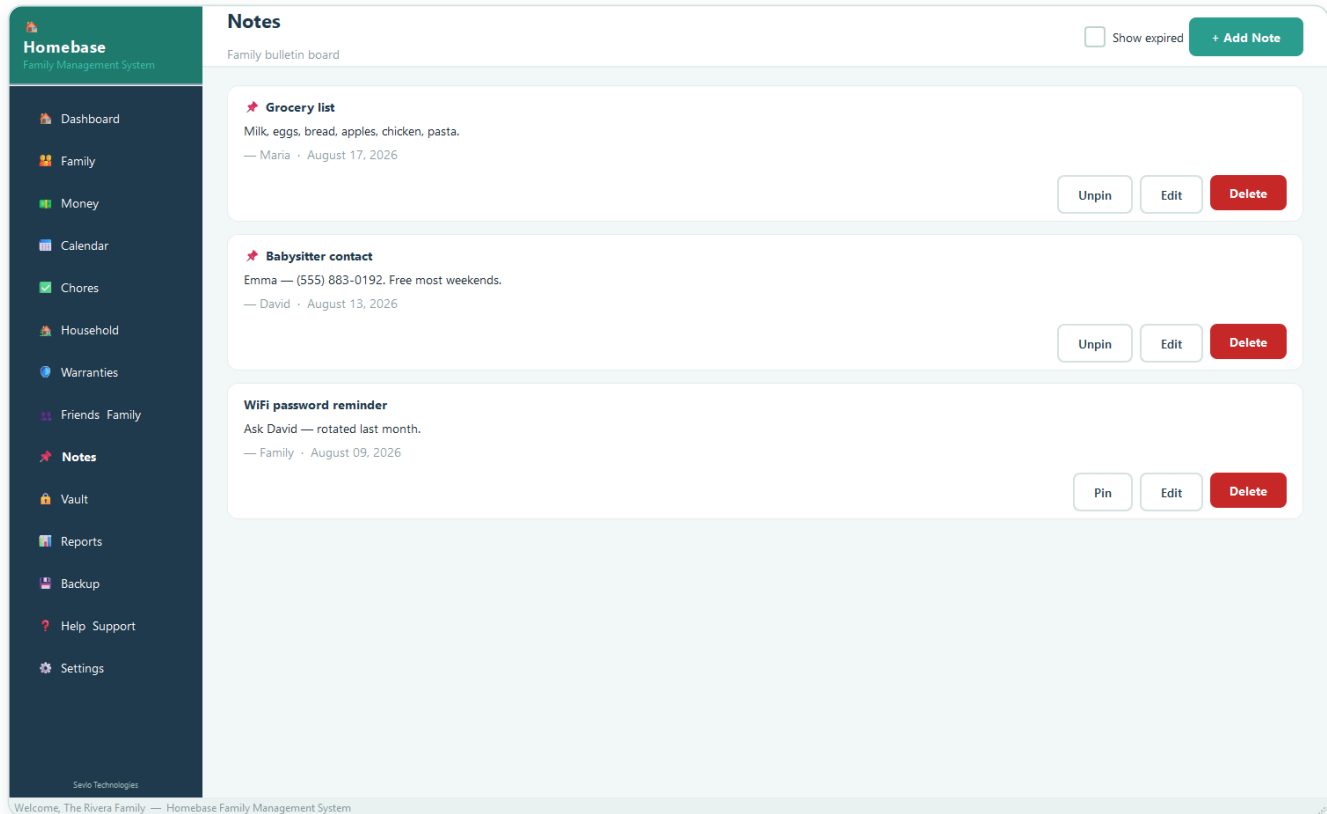
Detailed profiles for kids and extended family.

Adding a profile

- 1 Click **+ Add**.
- 2 Choose the **type** (Family or Extended) and relationship.
- 3 For children, record **school**, grade, teacher, activities, and **clothing & shoe sizes** — a lifesaver when shopping.
- 4 Click **Save**.

Where: Sidebar → **Notes** (📌).

Notes is your family bulletin board — grocery lists, the babysitter's number, reminders, anything worth sharing at home. Pin the important ones to the top and let others expire on a date.



The family bulletin board with pinned notes at the top.

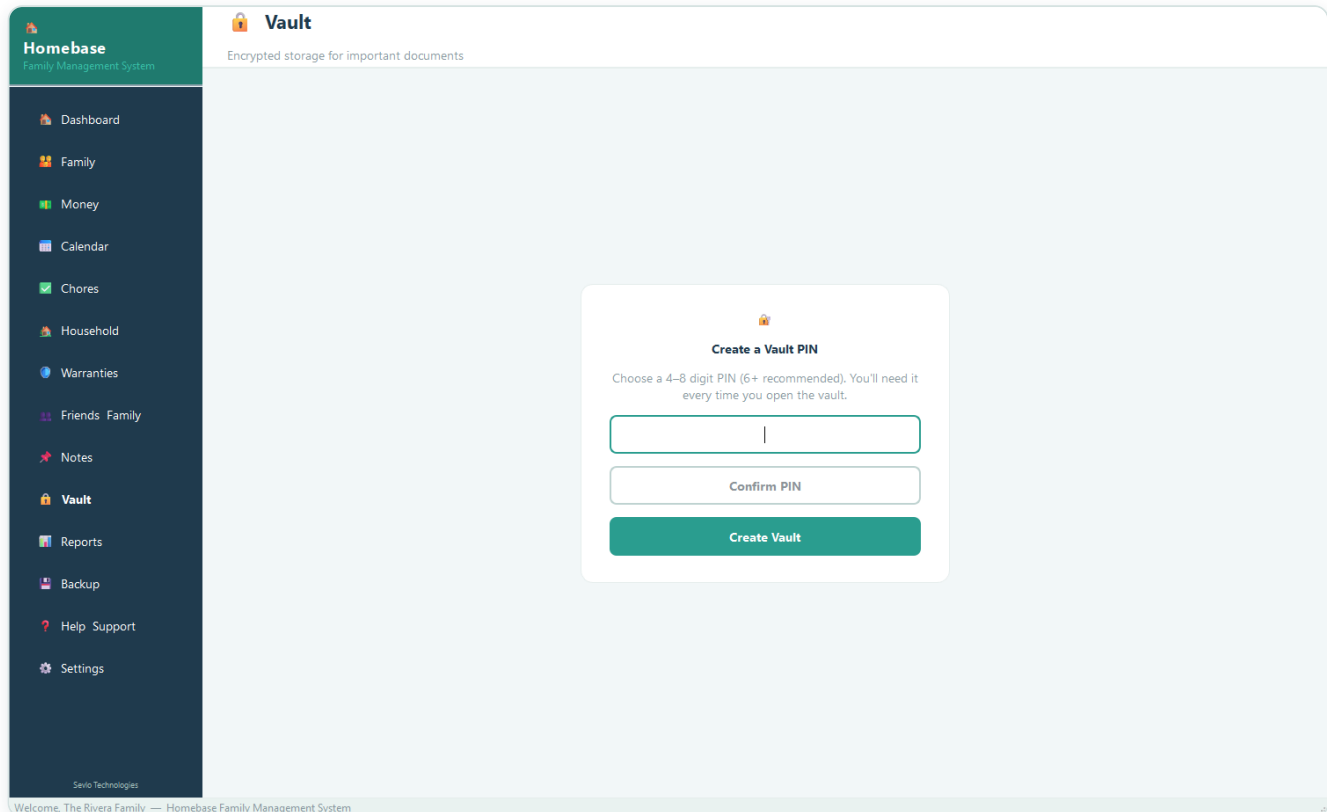
Posting a note

- 1 Click **+ Add Note**.
- 2 Enter a title and the details.
- 3 Optionally set an author, **pin** it to keep it at the top, or give it an **expire date**.
- 4 Click **Save**.

Tip: Notes sync to the phone, so a grocery list you jot on the PC is in your pocket at the store.

Where: Sidebar → **Vault** (🔒).

The Vault is a **PIN-protected, encrypted** store for your most sensitive documents — think passports, insurance policies, or IDs. Files are encrypted at rest, so even someone with access to your computer can't open them without your PIN.



First visit: create a Vault PIN. Choose a 4-8 digit PIN (6+ recommended).

Setting up and using the Vault

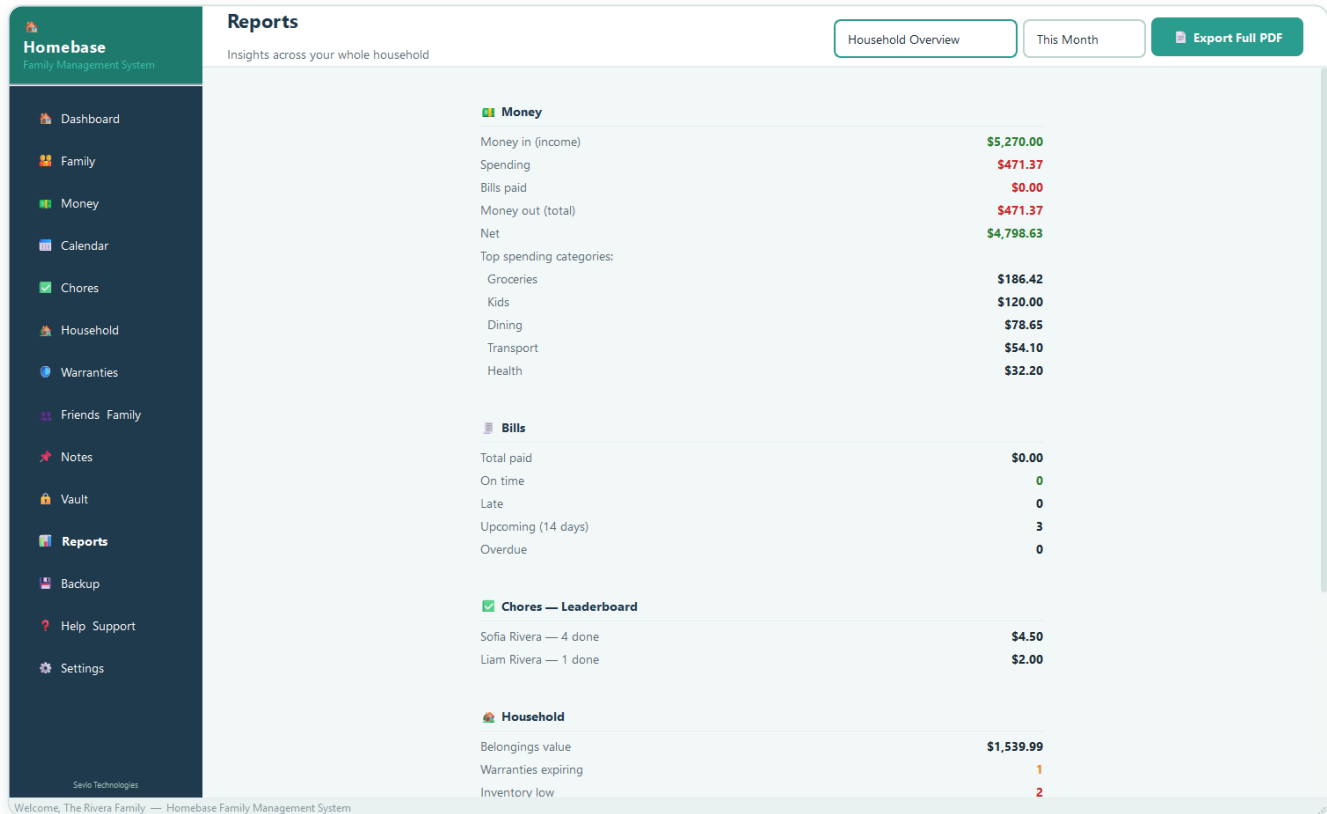
- 1 The first time you open the Vault, choose a **PIN** and confirm it, then click **Create Vault**.
- 2 After that, enter your PIN to **unlock** the Vault each session.
- 3 Once unlocked, **upload** documents, **open** them, or remove them.
- 4 Close Homebase (or navigate away) and the Vault re-locks automatically.

Keep your PIN safe. Your Vault PIN protects real documents and is *not* printed anywhere in this manual. Choose something memorable but not obvious, and don't share it. If you forget it, follow the in-app recovery prompts.

12 · Reports

Where: Sidebar → **Reports** (📊).

Reports pulls everything together into a printable household summary — money, bills, chores, belongings, and family — for any period you choose.



A Household Overview report for the selected period.

Running & exporting a report

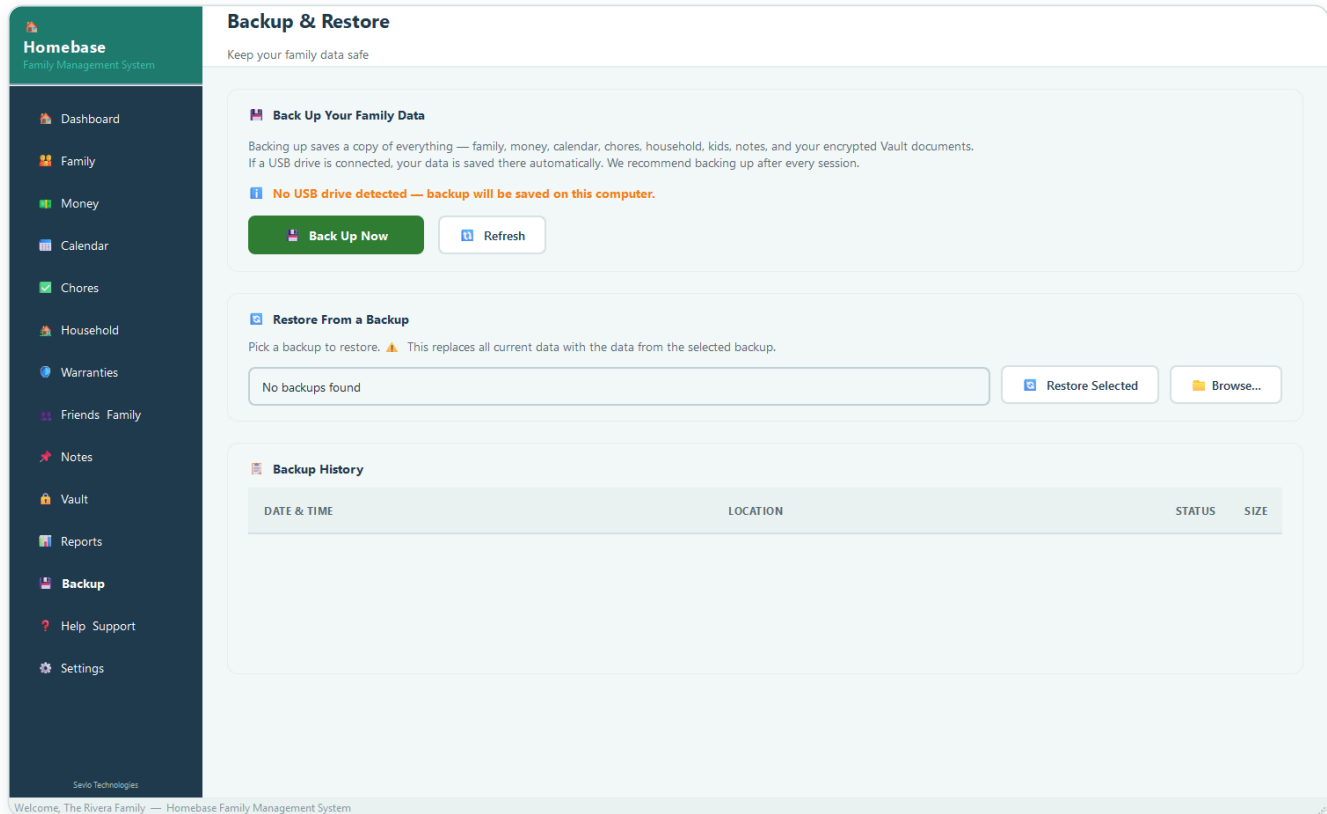
- 1 Pick a **report type** and a **period** (This Month, and other ranges) from the controls at the top.
- 2 Review the on-screen sections: Money, Bills, Chores leaderboard, and Household.
- 3 Click **Export Full PDF** to save or print a polished copy — handy for budgeting or your records.

13 · Backup & Restore

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Where: Sidebar → **Backup** (🗄️).

Because your data lives on your PC, **backups are your safety net**. Homebase makes them easy and can even back up automatically when you close the app.



Back up on demand, to a USB drive, or automatically on close.

Making a backup

- 1 Click **Back Up Now** to save a snapshot of all your data.
- 2 Plug in a USB drive and use the **USB backup** option to keep an off-machine copy.
- 3 Turn on **auto-backup on close** so a fresh copy is made every time you exit.

Restoring

- 1 On the Backup page, choose **Restore**.
- 2 Select a previous backup file.
- 3 Confirm — Homebase replaces the current data with the backup's contents.

Restoring overwrites current data. Make a fresh backup first if you're unsure, so you can go back.

14 · Settings

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Where: Sidebar → **Settings** (⚙️).

Settings holds your family name, license status, data/backup location, and the **Cloud Sync** controls that connect the mobile app (covered next).

Homebase
Family Management System

Settings
Family name, license & backup

Family Name
Shown on the dashboard greeting and report headers.
The Rivera Family **Save**

License & Trial
Lifetime license — active
Enter your license key to activate (format: HBMS-XXXX-XXXX-YYYYMMDD).
HBMS-XXXX-XXXX-YYYYMMDD **Activate Key**

Data & Backup
Data folder: C:\Users\mrsud\AppData\Roaming\HomebaseFMS
Last backup: never — back up soon!
[Open Backup page](#)

Cloud Sync (Mobile App)
Link this computer to the Homebase mobile app so you can add and review entries on the go. Your PC does not need to be running for the phone to work.
family@example.com
password (6+ characters)
Sign In **Create Account**

Cloud sync: not linked

Settings — family name, license, data folder, and the Cloud Sync card.

- **Family Name** — shown on the dashboard greeting and report headers. Edit and click **Save**.
- **License & Trial** — see your status and enter a key to activate.
- **Data & Backup** — shows your data folder and last backup; jumps to the Backup page.
- **Cloud Sync (Mobile App)** — link this computer to the Homebase phone app.

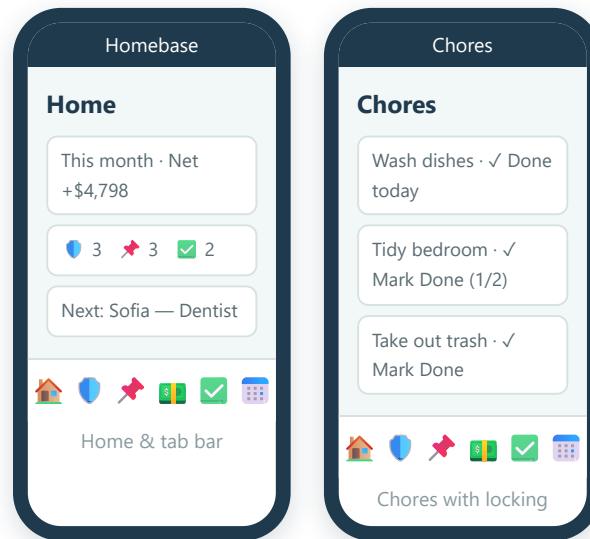
15 • Homebase on Your Phone

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The free **Homebase mobile companion** (iPhone & Android) puts your household in your pocket. It's **offline-first** — entries save on the phone instantly and sync to your desktop when there's a connection. Your PC doesn't need to be running for the phone to work.

What you can do on the phone

Tab	What it's for
 Home	A quick family dashboard: this month's money, counts, next events, and warranties expiring soon. Includes an <i>Account</i> menu (Sync now, Sign out).
 Warranties	Add and view warranties — and snap a receipt photo right from your camera.
 Notes	Read and post family notes on the go.
 Money	Log spending & income, and tap Mark Paid on bills when they're due.
 Chores	Mark chores done (with the same daily/weekly/ bi-weekly /monthly locking), see the leaderboard, and review history.
 Calendar	Browse and add events in a simple agenda view.



Illustrations of the mobile layout. The Chores tab uses the same period-locking and **Unlock** safeguard as the desktop.

16 · Connecting Your Phone to the Desktop

Connecting is a two-part process: **(A)** turn on Cloud Sync on the desktop once, then **(B)** sign the phone in — the easy way is to scan a pairing QR code. After that, the two stay in sync automatically.

Part A · Turn on Cloud Sync (desktop, one time)

The screenshot shows the Homebase Settings page. The left sidebar contains a navigation menu with options: Dashboard, Family, Money, Calendar, Chores, Household, Warranties, Friends Family, Notes, Vault, Reports, Backup, Help Support, and Settings. The main content area is titled 'Settings' and includes sections for 'Family Name' (with a 'Save' button), 'License & Trial' (showing 'Lifetime license — active' and an 'Activate Key' button), 'Data & Backup' (with an 'Open Backup page' button), and 'Cloud Sync (Mobile App)'. The 'Cloud Sync (Mobile App)' section has input fields for 'family@example.com' and 'password (6+ characters)', followed by 'Sign In' and 'Create Account' buttons. A status bar at the bottom left indicates 'Cloud sync: not linked'.

Settings → the **Cloud Sync (Mobile App)** card. Create your family account here.

- 1 On the desktop, open **Settings** and find the **Cloud Sync (Mobile App)** card.
- 2 Enter a family **email** and a **password** (6+ characters). Choose a password you'll remember — you'll use the same account on the phone.
- 3 Click **Create Account** (first time) or **Sign In** if you already made one.
- 4 The card now reads “**✓ Linked as <your email>**”. Homebase begins syncing in the background and refreshes every couple of minutes; you'll see status in the bottom status bar.

Good to know: Each family's data is private and isolated. Only devices signed in to *your* account can see your household's information.

Part B · Sign in on the phone

Install **Homebase** from the App Store (iPhone) or Google Play (Android) and open it. You'll see a welcome screen with two ways in.

Option 1 — Scan the pairing QR**Easiest**

- 1 On the desktop's linked Cloud Sync card, click  **Show Pairing QR**. A "Pair a Phone" window opens with a QR code (and a short text code).
- 2 On the phone's welcome screen, tap  **Scan Pairing QR from PC** and allow camera access.
- 3 Point the phone at the QR code on your monitor. It connects instantly — no typing.

The code is single-use and expires after a few minutes; just show a new one if it lapses.

Option 2 — Sign in manually

- 1 On the phone's welcome screen, tap **or sign in manually**.
- 2 Enter the same **email** and **password** you set on the desktop.
- 3 Tap **Sign In**.

Use this if a camera isn't handy. Either method signs you into the same family account.

After you're connected

- **Automatic sync.** Both apps sync on launch and periodically after that. Changes on one device appear on the other within moments of reconnecting.
- **Offline-first.** The phone works with no signal; it catches up when back online.
- **Sync now.** Force a sync anytime — desktop:  **Sync Now** on the Cloud Sync card; phone: tap the sync status on the Home tab, or Account ▾ → **Sync now**.
- **Photos.** Receipt photos you attach on the phone upload with the sync and are viewable on the desktop.

Which changes win? If the same item is edited on two devices before they sync, Homebase keeps the *most recent* version. To avoid surprises, let devices sync before making big edits in two places at once.

Signing out or removing an account

- **Sign out (desktop):** Cloud Sync card → **Sign Out**.
- **Sign out (phone):** Home tab → **Account** ▾ → Sign out.
- **Delete account:** From the phone's Account menu, *Delete account* permanently removes your family's synced data from the server. Your local desktop data is untouched.

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Everyday tips

- **Back up regularly.** Turn on auto-backup on close, and keep a USB copy too.
- **Use categories** for spending and bills — they make Reports far more useful.
- **Assign chores** to members so the leaderboard and chore pay stay accurate.
- **Add birthdays** under Family once; they populate your Calendar forever.

Common questions

Question	Answer
The phone isn't showing my data.	Confirm both devices are signed in to the <i>same</i> email account, and that the desktop card says "Linked." Tap Sync now on the phone.
A chore button is greyed out.	It's already done for this period. Wait for it to reset, or click Unlock to reopen it now.
The pairing QR won't scan.	Codes expire after a few minutes — click Show Pairing QR again for a fresh one, or sign in manually.
I forgot my Vault PIN.	Follow the in-app recovery prompt on the Vault screen.
Does my PC need to be on for the phone to work?	No. The phone works independently and syncs whenever both are online.

Getting help

Homebase includes a **Help & Support** area in the sidebar () with guidance and contact options. Priority support is available from Sevlo Technologies.