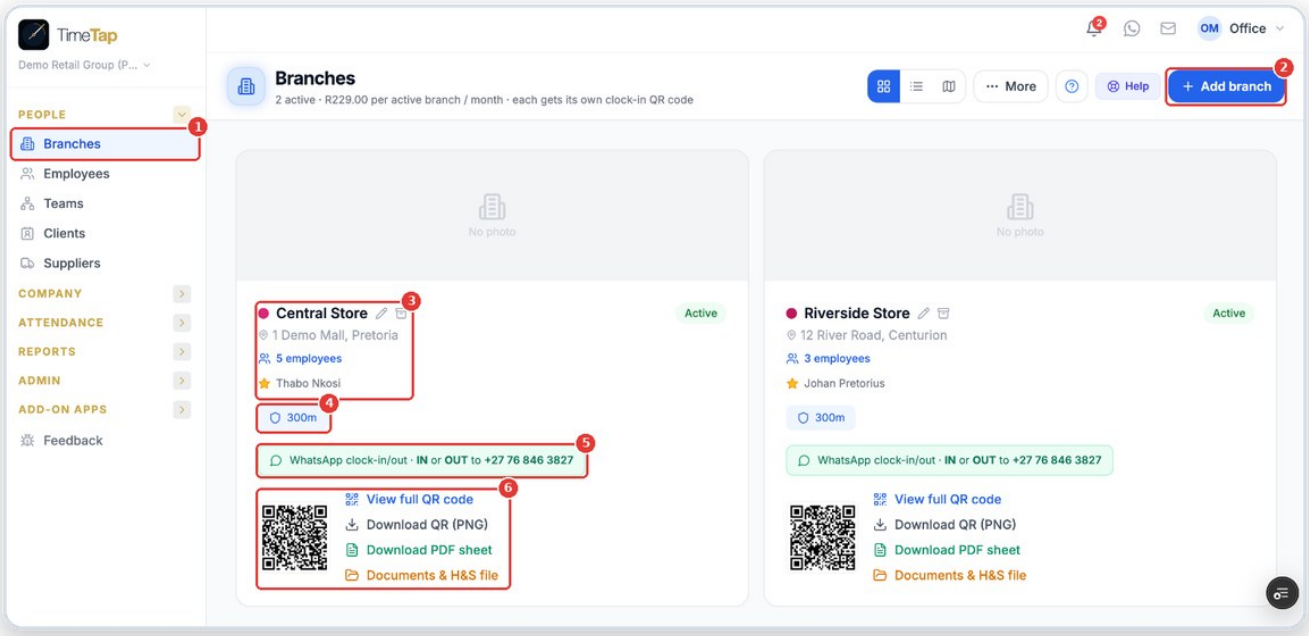
Add your branches, sites or locations. Each one gets its own QR code that staff scan to clock in and out.

1. Your branches

1. Go to **People → Branches**.
2. Each card is one branch, site or location: its address, how many people work there and its team leader (★).
3. The geofence (e.g. **300m**) is how close staff must be to clock in.
4. Print the branch QR code — **Download PDF sheet** gives a ready-to-print poster — and put it up where staff arrive.



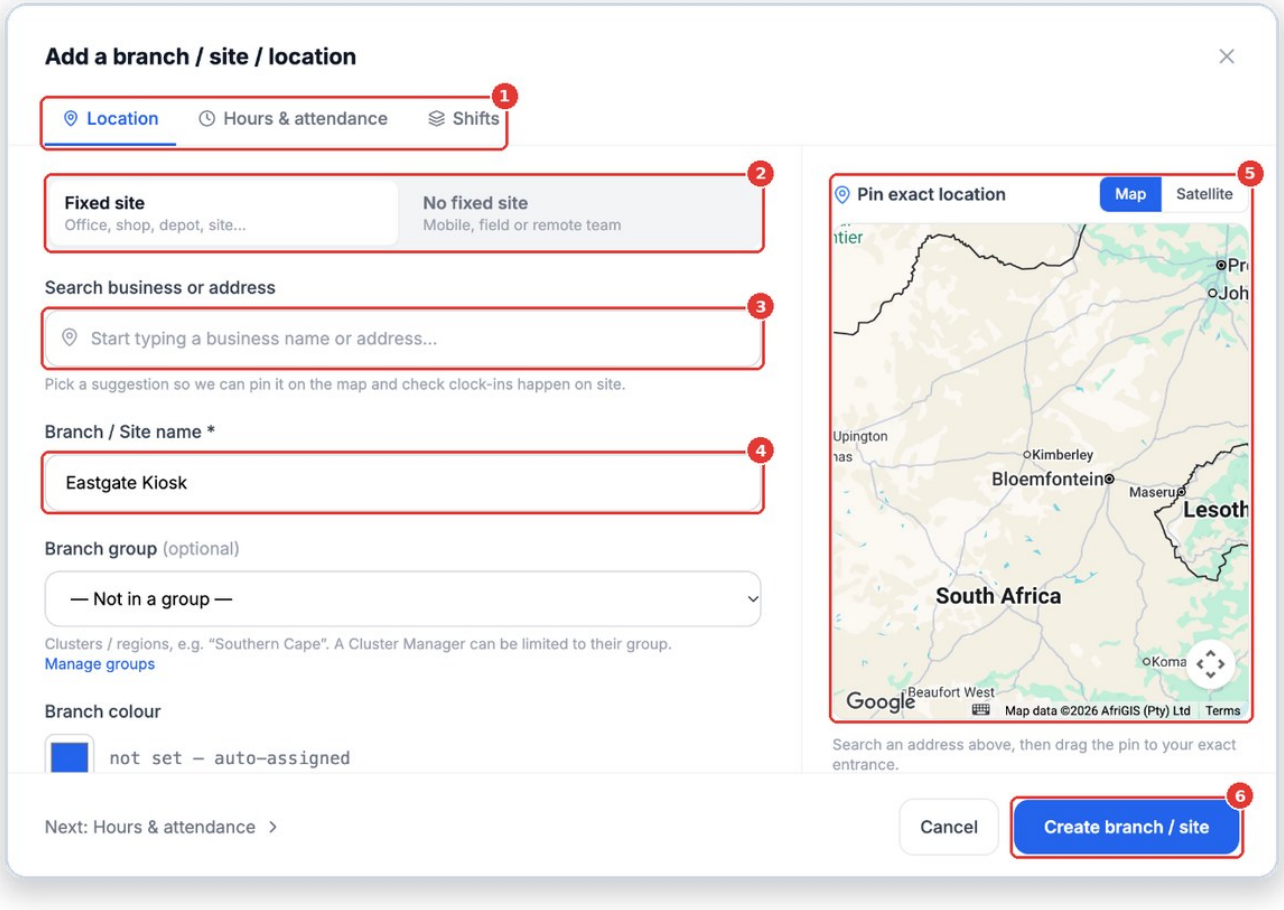
People → Branches

1. **Branches** in the side menu.
2. **Add branch** — a new branch, site or location.
3. The branch: address, number of staff and its team leader (★).
4. Geofence — how close staff must be to clock in.
5. Clock in or out by WhatsApp: staff send **IN** or **OUT**.
6. The branch QR code: view it, download it, or print the PDF sheet.

> **Tip: Documents & H&S file** keeps the branch's own documents (licences, health & safety) together.

2. Add a branch

1. Click **Add branch**.
2. Choose **Fixed site** (office, shop, depot) or **No fixed site** (mobile or field teams).
3. Search the business or address and pick a suggestion, then drag the pin to the exact entrance.
4. Type the branch name. The **Hours & attendance** and **Shifts** tabs are optional — you can set them later.
5. Click **Create branch / site**.



Add a branch

1. Location, Hours & attendance and Shifts.
2. Fixed site or no fixed site.
3. Search the address — TimeTap checks clock-ins happen on site.
4. The branch name.
5. Pin the exact entrance on the map.
6. Create it.

Important: Each active branch is on your monthly bill — the form shows the amount before you create it.

Still stuck? Use the feedback button in the TimeTap side menu, or ask us — we’re happy to help.