



Signing up for 7Shifts!

So... you want to make your life easier and use 7Shifts to schedule your Team!

Here is the process:

1. Contact 7Shifts and start an agreement
 - a. Email Matt Fairbanks at matt.fairbanks@7shifts.com
 - b. Matt will need the following Info to create your account.
 - i. Company Name
 - ii. Address
 - iii. Email address for admin (set-up a new email for invoicing and billing)
2. 7Shifts will sets-up your account (Company Record).
3. Toppers IT sets you up in Cloud Management to map your store to 7Shifts
4. Your store needs to clean up their team members data in PiZMET.
 - a. All old team members are terminated
 - b. Add e-mail address to all Team Members
5. You click the button in the Cloud for each Team Member that they want to use in 7Shifts
6. Toppers IT replicate the configuration to the store.
7. You start using 7Shifts!
8. After your store has completed their first business day with 7Shifts active, Toppers IT will run the internal tool to generate your historical sales data into 7Shifts for the last year.