7Shifts & PiZMET Instructions

Do not edit are change Team Member info in 7Shifts. You need to do this in PiZMET!

Please make sure all team members have an email address in PiZMET in their team member profile. Double check that the team member is assigned the correct role(s). Shift leader, Driver, Insider, Manager, Assistant Manager.

Activating a team member for 7-shifts
1. Cloud
2. Set up
3. Integrations
4. 7shifts
5. User maps
6. Click activate next to team members name

Once the team member is activated please have your Admin invite them to 7shifts

Activating a GM for 7-shifts
Set them up in PiZMET and include email. (If they are transferring from another store be sure to remove them from the previous store first)
1. Cloud
2. Set up
3. Integrations
4. 7shifts
5. User maps
6. Click activate next to team members name

Log into 7shifts, invite the GM, and give them manager permissions

Deactivating a team member
When a team member leaves us please make sure you deactivate them in our system (PiZMET) so that they can no longer view your schedules in 7-shifts. Team members must be deactivated in PiZMET, and NOT in 7-shifts.
1. Cloud
2. Set up
3. Integrations
4. 7shifts
5. User maps
6. Find team member
7. Click deactivate

Sharing a team member

When a team member is working at multiple locations they must be linked in our system so that they show up on more than one schedule. The team member must be set up in the shared locations PiZMET system in order to be linked.

1. Cloud
2. Set up
3. Integrations
4. 7shifts
5. User maps
6. Find team member
7. Click link to existing
8. Under 7shifts location select their home store or shared location
9. Click link

Now the team member will be on both schedules

Team member transfers to new location

If a team member transfers to a new location please deactivate them in your system so that they no longer show up on your schedule. This needs to be done in order for them to be on their new schedule, and not appear as a shared team member.

1. Cloud
2. Set up
3. Integrations
4. 7shifts
5. User maps
6. Find team member
7. Click deactivated of your shift.

Training Resources from 7Shifts

- [7shifts 101 for Admins (Web)](#)
- [7shifts 101 for Admins (Mobile)](#)

Weekly **7shifts 101 Webinars** hosted by our Implementation Team (it's pre-recorded but there's live Q&A):

- Tuesday's: 12:00 PM PST / 3:00 PM EST - **Register here**
- Thursday's: 2:00 PM PST / 5:00 PM EST - **Register here**