



Reinvite Employees

You can always reinvite employees in case they missed the invitation link and were unable to join your organization.

To reinvite employees:

1. Sign in to Zoho Shifts and navigate to the **Employees** tab.
2. Select the employee you want to reinvite.

The screenshot shows the Zoho Shifts interface. At the top, there are navigation tabs: Shifts, Dashboard, Employees (selected), Schedule, Time Off, Timesheets, Reports, and Messages. On the right, there's a user profile 'P' and a 'Standard - Trial Upgrade' button. Below the navigation, there's a summary '1 Employee selected' and a row of action buttons: 'Invite' (highlighted with a red box), 'Activate', 'Deactivate', and 'More'. Below this is a table of employees with columns: Employee, Mobile, Email, Schedules, Positions, and Status. The table lists 9 employees, with the last one, Sarah Jackson, selected and having a status of 'Not Invited'. The other employees have a status of 'Joined'.

<input type="checkbox"/>	Employee	Mobile	Email	Schedules	Positions	Status	
<input type="checkbox"/>	BD Benjamin Davis		benjamindavis@zylker.com	Zylker Group of Restaurants, HQ	General Manager	Joined	⋮
<input type="checkbox"/>	BH Brad Harper		bradharper@zylker.com	Zylker Group of Restaurants, HQ	Chef	Joined	⋮
<input type="checkbox"/>	GL Gabriel Lewis		gabriellewis@zylker.com	Zylker Group of Restaurants, HQ	Sous Chef	Joined	⋮
<input type="checkbox"/>	JF James Felch		jamesfelch@zylker.com	Zylker Group of Restaurants, HQ	Waiter	Joined	⋮
<input type="checkbox"/>	MJ Maria Joseph		mariajoseph@zylker.com	Zylker Group of Restaurants, HQ	Bartender	Joined	⋮
<input type="checkbox"/>	MT Martin Tyler		martintyler@zylker.com	Zylker Group of Restaurants, HQ	Senior Chef	Joined	⋮
<input type="checkbox"/>	P Patricia Roberts		patriciaroberts@zylker.com	Zylker Group of Restaurants, HQ	Owner and General Manager	Joined	⋮
<input checked="" type="checkbox"/>	SJ Sarah Jackson		sarahjackson@zylker.com	Zylker Group of Restaurants, HQ	General and Kitchen Manager	Not Invited	⋮

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3. Click **Invite** at the top of the page.
4. Select the **Access Level** from the drop-down option.



5. Click **Invite Employees**. An invitation will be sent to your employee's registered email address.

 **Note:** The employee need to accept your invitation from their registered email address to join your organization in Shifts.