Creating New Departments, Positions & Tasks

You can assign Departments, Positions and Tasks to employees once they are created in NCR Console. These are sometimes referred to as an employee's roles and responsibilities. First, you need to create a department, position or task.

1. Log into NCR Console, go to the **Store** tab and click **Labor**

2. Click **More Options** in the top right of the screen, underneath the blue heading bar
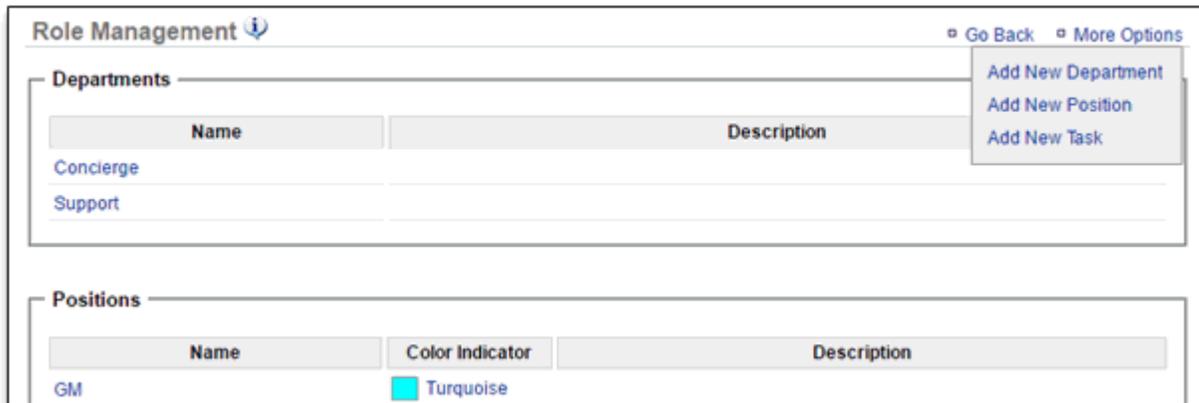
3. Click **Add New Department/Position/Task** based on which one you need

4. Enter the **Department/Position/Task Name**

   - (optional) Enter a **Description**

   - (optional) on positions, you can select a **Color Indicator** that will display on the work schedule with the employees the position is assigned to

5. Select all locations that this position should be used in

6. Click **Save**

New Position ⚓

Position Name (*Required*): [   ]

Description: [   ]

Color Indicator: [Select Color ▼] [   ]

Add to the following locations:
☐ NCR Silver Café
☐ One Stop Silver Shop
☑ PTC Concierge Support
☐ Silver Café & Deli (Store 1)
☐ Silver Café & Deli (Store 2)
☐ Silver Gift Shoppe
☐ Silver Shopping

[Save] [Cancel]

Creating New Departments, Positions & Tasks Within an Employee Record

1. Go to the **Store** tab and click **Labor**

2. Click Employees

3. Select any employee already created, or click **More Options** and **Add New Employee**

	Dashboard	Store	Reports	Resources

Store: **PTC Concierge Support**   🔍 Search | ❓ Help | Shortcuts | Settings | Log Out

Employee Management ⚓   ▫ Go Back   ▫ More Options

Add New Employee

Name	Contact	Email Address
Amber		
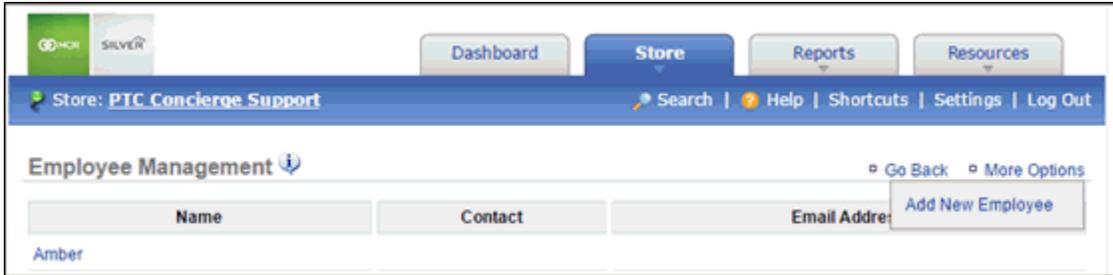
4. Click the Create New Department, Create New Position, or Create New Task links below each category. This will open a field that allows you to enter text

5. Enter your text and click the **+** symbol to add

6.   Click **Save**

Editing Departments, Positions & Tasks

1.   Go to the Store tab and click Labor

2.   Click Roles

3.   Click any department, position or task already created

4. Make your edits and click **Save**