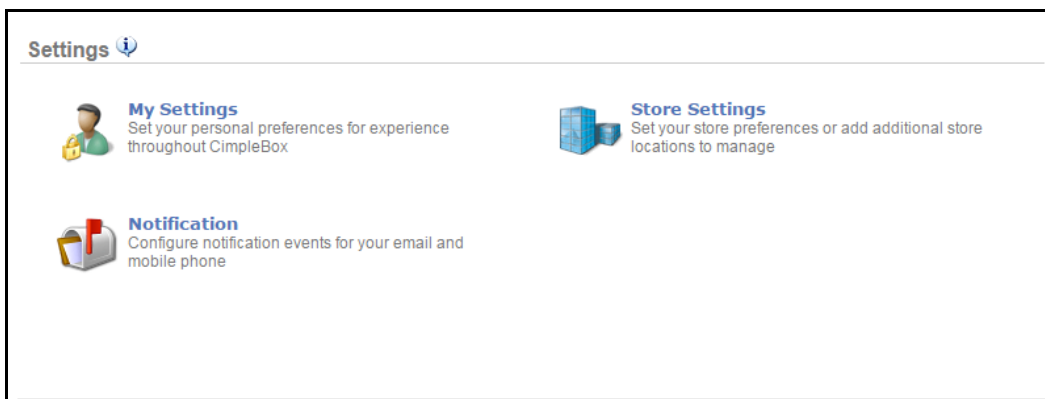# NCR Console Custom Data Report

NCR Console's Custom Data feature allows you track information that is meaningful to your business, but is not captured at the point of sale.
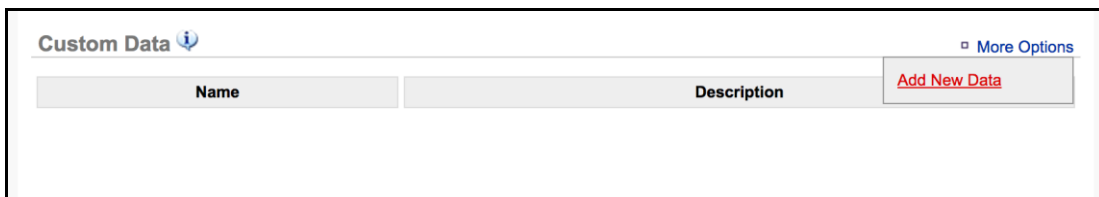
Log into NCR Console to track custom data in 3 parts:

First, you need to **Define the Custom Data Point**

1. Click **Settings** on the blue bar at the top of the dashboard

2. Click **Store Settings**

3. Click **Custom Data**

4. Click **More Options**

5. Click **Add New Data**

6. Enter the **Data Name**

7. Enter a **Description** (optional)

8. Select all locations where you will track this metric

9. Click **Save**

10. Repeat 4-9 for all custom data points that you want to track.

- Data Name & Description can be edited

- Locations cannot be changed

Now you are ready to **Capture the Information**

1. Click the **Store tab** at the top of the page

2. Click **Day-to-Day**

3. Click the desired date on the operational calendar

4. A popup will appear. Click **Edit**

5. Enter the numeric value in the box to the right of the Data Name you created in Step 1.

6. Click **Save**

7. Repeat 3-6 for each day that you want to track custom data.

- Data can be added and/or edited for the current day, previous dates, and future dates.
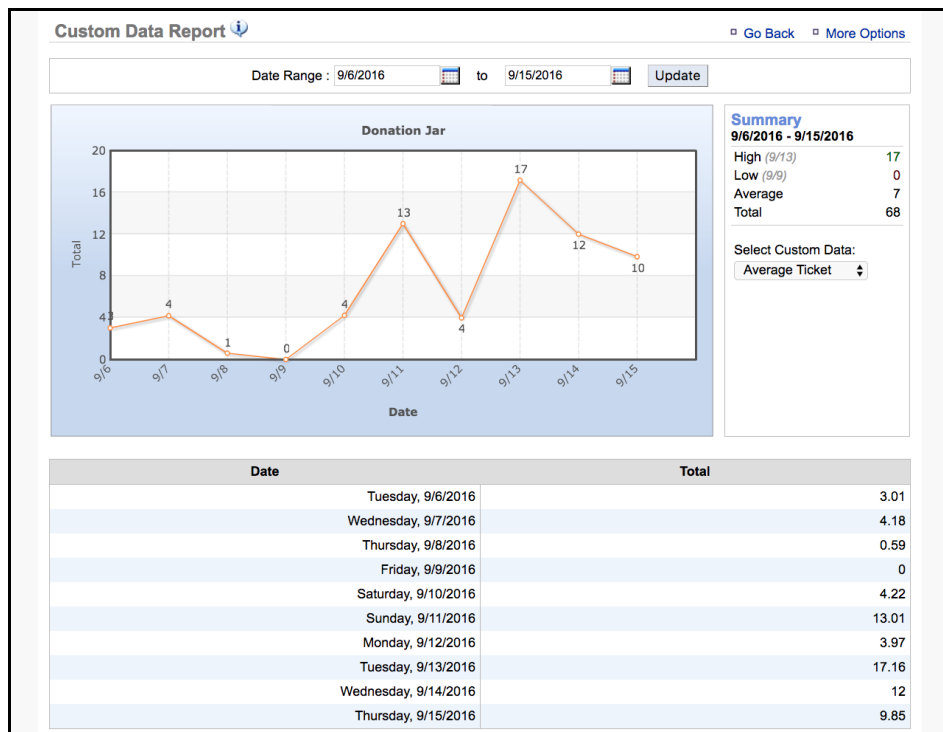
Now you are ready to view the data.

1. Click **Reports**

2. Click **Other Data**

3. Select the desired Data Name from the **Select Custom Data** pick list of the Summary section

4. The report is generated. The report's default date range is 30 days (including the current day). To change the Date Range, type the start and end date or click the ▦ to select from a calendar, then click **Update**.

   - The graph, table, and Summary section are updated to reflect the custom data for the selected date range.

   - For large date ranges, the table includes a vertical scroll bar that allows you to scroll for more information

To export the Custom Data Report to save on your computer and view any time:

1. Click **More Options**

2. Click **Export Report**

3. An excel file will appear in your downloads