

ASSIGNING USER PERMISSIONS

NCR Console allows you to set user permissions to determine what your employees can or can't do in NCR Console. To assign user permissions:

1. Log into NCR Console, go to the Labor tab
2. Select the employee you wish to assign user permissions for

The screenshot shows a table titled "Employee Management" with a dropdown arrow and links for "Go Back" and "More Options". The table has three columns: "Name", "Contact", and "Email Address". Two rows are visible, with names "Aaron" and "Amber" in the "Name" column.

3. Click **Edit Employee Information**

The screenshot shows the "Edit Employee Information" page for "Employee: Aaron". It includes links for "Go Back" and "More Options". The page is divided into sections: "Employee Information" with fields for Name (Aaron), Location (PTC Concierge Support), Department, Position, and Task; "Notes on this Employee" with a table for Date, Note, and Type, and a "New Note" link; and "Additional Information" with a "Show" link.

4. Click the **Site Access** tab

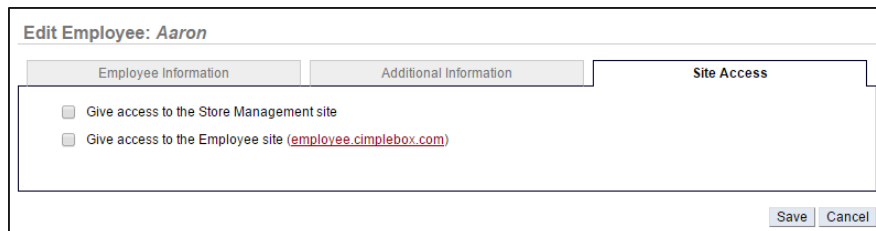
The screenshot shows the "Edit Employee: Aaron" page with the "Site Access" tab selected. The page is divided into three main sections: "Employee Information", "Additional Information", and "Site Access". The "Employee Information" section includes fields for First Name (Aaron), Last Name, Status (Active), and Location (PTC Concierge Support). The "Additional Information" section includes fields for Department (Concierge, Support), Position (GM, Host, Level 1, Level 2, Level 3, Server), and Task (Chat MGMT, Supervisor, Technician). The "Site Access" section is currently empty. There are "Save" and "Cancel" buttons at the bottom right.

5. You have the option to assign **Store Management** access and/or **Employee Site** access

Store management access gives the user access to store.cimplebox.com. You will have the ability to restrict permissions to adjust what they see under their login

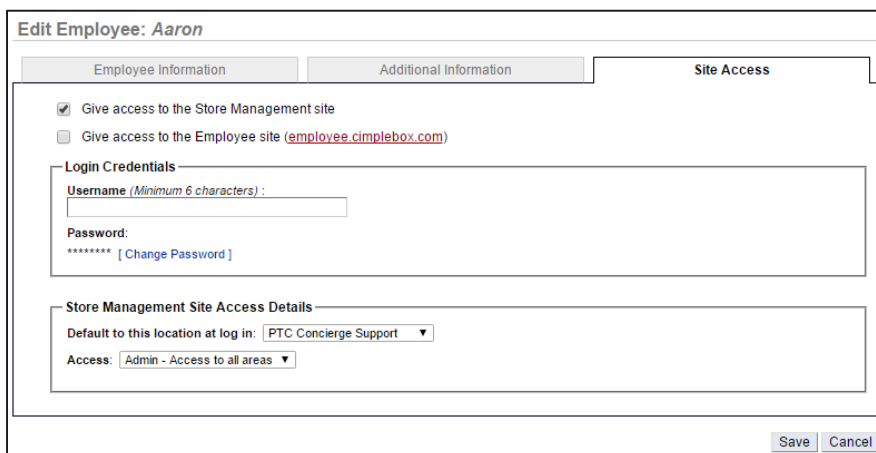
Employee site access gives the employee access to the employee portal which provides the following to any user with access to it. Time card information, work schedule, availability portal and training materials (if applicable)

- Users can be assigned to both the Store Management **and** Employee Site



Assigning Store Management site access:

1. Click the **Give access to the Store Management site** option
2. Enter a Username under **Login Credentials** and click **Change Password**



3. Enter password
4. Reenter password to confirm
5. Click the dropdown arrow to the right of **Default to this location at login** (if applicable) to select the location to which the employee (user) is assigned
6. Click the dropdown arrow to the right of **Access**

Admin – Provides the user to all areas of the store management site and for all locations

Limited – Provides the user to only those areas of the store management site that you assign them to and to the stores they are assigned to. If you select Limited, the window will expand to include additional selection options

Store Management Site Access Details

Default to this location at log in: PTC Concierge Support

Access: Limited - Select rights below

Store	Reports	Resources	Administration
<input type="checkbox"/> Day-to-Day	<input type="checkbox"/> Sales Reports	<input type="checkbox"/> Documents	<input type="checkbox"/> Store Settings
<input type="checkbox"/> Disable Edit Sales	<input type="checkbox"/> Sales		<input type="checkbox"/> General Settings
<input type="checkbox"/> Labor	<input type="checkbox"/> Product Mix		<input type="checkbox"/> Integration
<input type="checkbox"/> Employees	<input type="checkbox"/> Modifier Report		<input type="checkbox"/> POS Integration
<input type="checkbox"/> Time Card	<input type="checkbox"/> Item Sales By Employee		<input type="checkbox"/> Payroll Integration
<input type="checkbox"/> Hide Pay Rates	<input type="checkbox"/> Daily Summary		<input type="checkbox"/> Custom Data
<input type="checkbox"/> Work Schedule	<input type="checkbox"/> Labor		
<input type="checkbox"/> Employee Availability	<input type="checkbox"/> Labor Costs		
<input type="checkbox"/> Roles	<input type="checkbox"/> Pay Period Report		
<input type="checkbox"/> Planning	<input type="checkbox"/> Employee History		
<input type="checkbox"/> Sales Target	<input type="checkbox"/> Time Card Discrepancy		
<input type="checkbox"/> Labor Target	<input type="checkbox"/> Inventory		
<input type="checkbox"/> Product	<input type="checkbox"/> Inventory History		
<input type="checkbox"/> Inventory	<input type="checkbox"/> Inventory Movement		
<input type="checkbox"/> Add Inventory	<input type="checkbox"/> Discrepancy Report		
<input type="checkbox"/> Take Inventory	<input type="checkbox"/> Spending Report		
<input type="checkbox"/> Inventory Tools	<input type="checkbox"/> Cost of Goods Sold		
<input type="checkbox"/> Download Products	<input type="checkbox"/> Inventory On Hand		
<input type="checkbox"/> Raw Ingredient Wizard	<input type="checkbox"/> Survey		
<input type="checkbox"/> Manage Inventory	<input type="checkbox"/> Other Data		
	<input type="checkbox"/> Key Indicators		
	<input type="checkbox"/> Other Reports		

Save Cancel

7. Click **Save**

8. Send the user their login credentials and the applicable URL (*store.cimplebox.com*)

- If you have provided the user with access to both sites, they can use the same login credentials

IMPORTANT: If you give a user **Admin** rights to the Store Management site, they will automatically see all information, and for all stores within your network. If you do not want a user to have full admin rights, you must assign them **Limited** access and then select only those items you want them to see.

It is also important that you assign the user to only those locations you wish them to have access to.

If at any time you change a user's permissions *from* an admin to a user with limited rights, you must go back to their employee record to uncheck any additional locations that were previously checked.

Assigning Employee site access:

1. Click the **Give access to the Employee site** option
2. Enter a Username under **Login Credentials**
3. Enter password
4. Reenter password to confirm
5. Click **Save** Send the user their login credentials and the applicable URL (*employee.cimplebox.com*)

- If you have provided the user with access to both sites, they can use the same login credentials

Edit Employee: Aaron Smith

Employee Information

Additional Information

Site Access

☐ Give access to the Store Management site

☒ Give access to the Employee site (employee.cimblebox.com)

Login Credentials

Username (Minimum 6 characters) :

Password (6 - 12 characters) :

Confirm Password:

Save

Cancel

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