

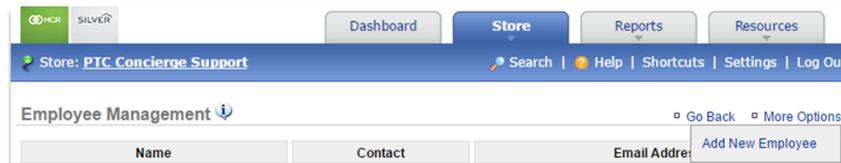
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## CREATING A NEW EMPLOYEE

The Employee Management module of NCR Console gives you control over creating and managing your employees. Creating a new employee in NCR Console does not create them in your NCR Silver back office. To create a new user:

1. Log into NCR Console, go to the **Store tab** and click **Labor**.
2. Click **Employees**
3. Click **More Options** then **Add New Employee**



4. Enter the employee first and last name (these are required fields)
5. If you have multiple locations, select the location(s) that the employee should be assigned to
6. If you have created Departments, Positions and Tasks, select the Departments, Positions and Tasks that you wish to assign to the employee
  - You will be able to create new Departments, Positions and Tasks from this screen. See the **Creating Roles training module** for more detailed information
7. Click **Save**

A screenshot of the 'New Employee' form. The form is divided into three main sections: 'Employee Information', 'Additional Information', and 'Site Access'.  
- **Employee Information:** Includes fields for 'First Name (Required)', 'Last Name (Required)', and 'Location (Required)'. The 'Location' section has several radio button options, with 'PTC Concierge Support' selected.  
- **Additional Information:** Includes 'Department' (with options 'Concierge' and 'Support', and a '[ Create New Department ]' link), 'Position' (with options 'GM', 'Host', 'Level 1', 'Level 2', 'Level 3', and 'Server', and a '[ Create New Position ]' link), and 'Task' (with options 'Chat MGMT', 'Supervisor', and 'Technician', and a '[ Create New Task ]' link).  
- **Site Access:** This section is currently empty.  
At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

**NOTE:** You can modify employee information at any time after creating them in Console. Refer to the **Managing Existing Users training module** for more detailed information.

There are two additional tabs within the employee record:

- **Additional Information:** Allows you to enter additional details such as email, phone number, pay rate, start date, etc... which supports the communication of schedules and the reporting of labor costs.
- **Site Access:** Allows you to provide limited or full access to the store management portal (store.cimplebox.com) and/or access to the employee portal (employee.cimplebox.com)