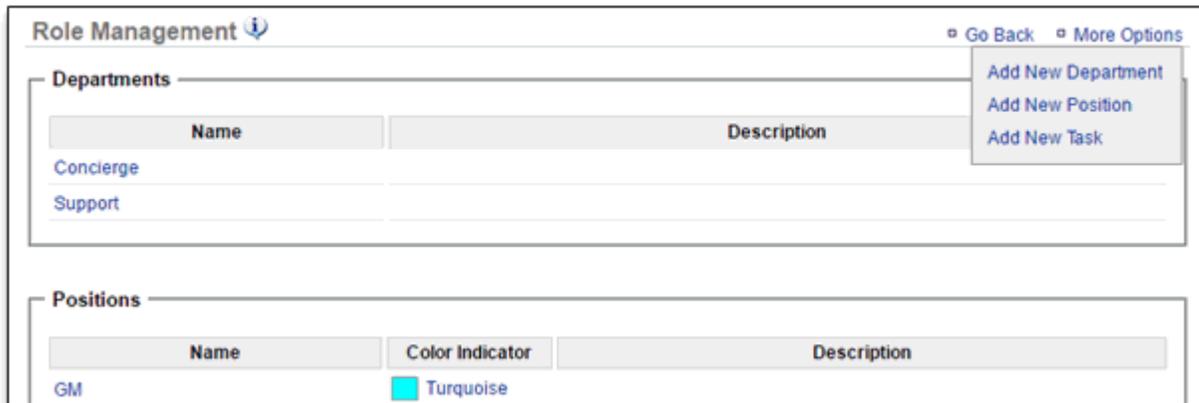


## Creating New Departments, Positions & Tasks

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



The screenshot shows the 'Role Management' interface. At the top, there is a 'Role Management' header with a dropdown arrow, and navigation links for 'Go Back' and 'More Options'. Below the header, there are two main sections: 'Departments' and 'Positions'. The 'Departments' section has a table with columns 'Name' and 'Description'. It lists 'Concierge' and 'Support'. To the right of this table is a menu with three options: 'Add New Department', 'Add New Position', and 'Add New Task'. The 'Positions' section has a table with columns 'Name', 'Color Indicator', and 'Description'. It lists 'GM' with a 'Turquoise' color indicator.

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:

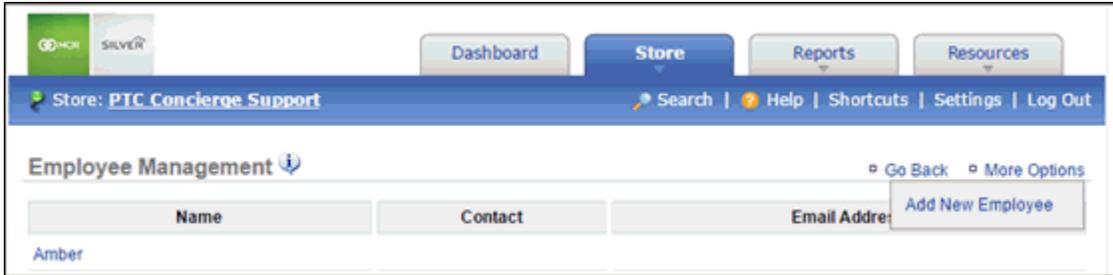
Color Indicator:

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

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**



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

**New Employee**

**Employee Information**

First Name (Required):  
Last Name (Required):  
Location (Required):  
 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

**Additional Information**

Department:  
 Concierge  
 Support  
[ Create New Department ]

Position:  
 GM  
 Host  
 Level 1  
 Level 2  
 Level 3  
 Server  
[ Create New Position ]

**Site Access**

Task:  
 Chat MGMT  
 Supervisor  
 Technician  
[ Create New Task ]

Save Cancel

6. Click **Save**

## Editing Departments, Positions & Tasks

1. Go to the Store tab and click Labor
2. Click Roles

**Role Management** Go Back More Options

**Departments**

Name	Description
Concierge	
Support	

**Positions**

Name	Color Indicator	Description
GM	Turquoise	
Host		
Level 1	Yellow	
Level 2	Orange	
Level 3	Red	
Server		

**Tasks**

Name	Description
Chat MGMT	

3. Click any department, position or task already created

Position Name (Required): GM

Description:

Color Indicator: Turquoise

Save Cancel

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