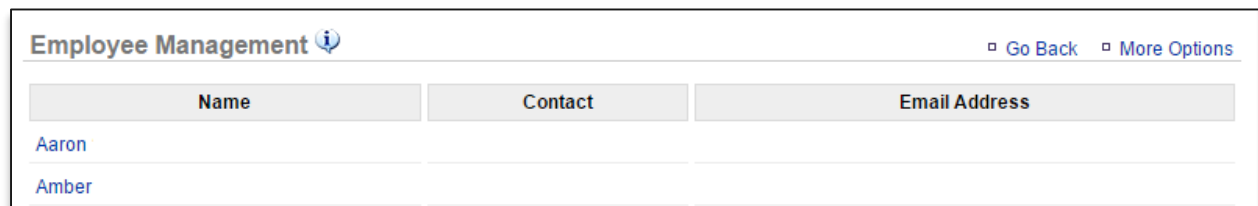


## MANAGING EXISTING EMPLOYEE INFORMATION

The Employee Management module of NCR Console allows you to input general employee information, more detailed additional information, as well as limit site access. This help article will show you how to input the general **Employee Information** in NCR console:

### TO EDIT EMPLOYEE INFORMATION

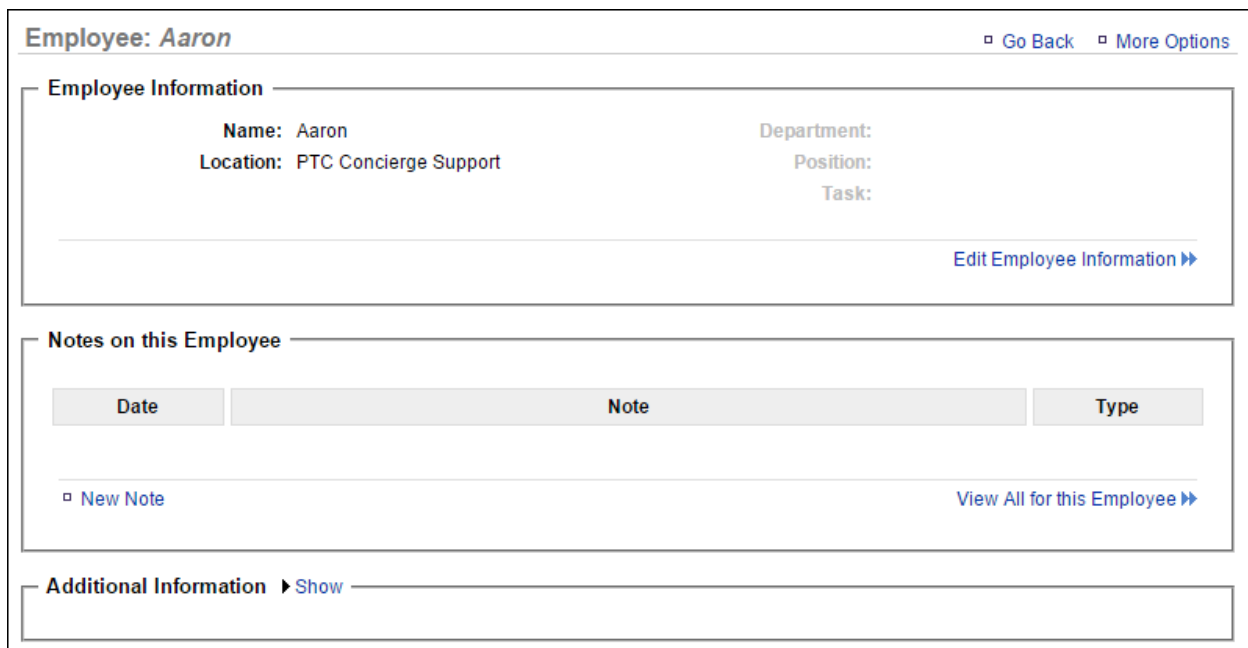
1. Log into NCR Console, go to the **Store** tab and click **Labor**
2. Click **Employees**
3. Select the employee you wish to edit information for



The screenshot shows the 'Employee Management' header with an information icon and links for 'Go Back' and 'More Options'. Below the header is a table with three columns: 'Name', 'Contact', and 'Email Address'. The table contains two rows of data: 'Aaron' and 'Amber'.

Name	Contact	Email Address
Aaron		
Amber		

4. Click **Edit Employee Information**



The screenshot shows the 'Employee: Aaron' form with links for 'Go Back' and 'More Options'. The form is divided into three main sections: 'Employee Information', 'Notes on this Employee', and 'Additional Information'. The 'Employee Information' section contains fields for Name, Location, Department, Position, and Task. The 'Notes on this Employee' section contains a table with columns for Date, Note, and Type, and a 'New Note' button. The 'Additional Information' section contains a 'Show' button.

**Employee Information**

Name: Aaron	Department:
Location: PTC Concierge Support	Position:
	Task:

[Edit Employee Information >>](#)

**Notes on this Employee**

Date	Note	Type
<a href="#">New Note</a>		

[View All for this Employee >>](#)

**Additional Information** [Show](#)

5. Make the adjustments you need to make throughout the employee record
6. Click **Save**

## Edit Employee: Aaron

### Employee Information

First Name (Required):

Aaron

Last Name (Required):

Status:

Active ▼

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

Department:

☐ Concierge

☐ Support

[\[ Create New Department \]](#)

Position:

☐ GM

☐ Host

☐ Level 1

☐ Level 2

☐ Level 3

☐ Server

[\[ Create New Position \]](#)

Task:

☐ Chat MGMT

☐ Supervisor

☐ Technician

[\[ Create New Task \]](#)

Save

Cancel