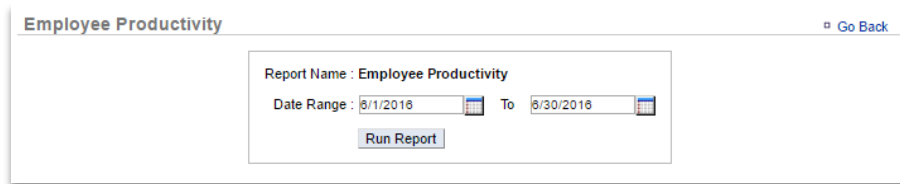


EMPLOYEE PRODUCTIVITY REPORT

The **Employee Productivity** report in the NCR Console Advanced Reporting module allows you to view net sales, hours worked, transaction total and average invoice per employee within a date range.

To access the **Employee Productivity** report:

1. Log in to NCR Console, go to the **Reports** tab and click **Other Reports**
2. Click on **Employee Productivity** from the list of reports
3. Click the calendar icons to the right of **Date Range** to set the range
4. Click **Run Report**



The screenshot shows the 'Employee Productivity' report configuration interface. It includes a title bar with 'Employee Productivity' and a 'Go Back' link. Below the title, there is a section for 'Report Name : Employee Productivity'. Underneath, the 'Date Range' is set to '6/1/2016' to '6/30/2016', with calendar icons for selection. A 'Run Report' button is located at the bottom of this section.

5. Click the **Change** link to the right of the date range to change the range



The screenshot displays the 'Employee Productivity' report table. The title bar includes 'Employee Productivity', 'Go Back', and 'More Options' links. Below the title, the 'Date Range' is '6/1/2016 - 6/30/2016' with a '[Change]' link. The table has six columns: Employee, Net Sales, Hours Worked, Productivity, Transactions, and Avg Invoice. The data rows list five employees: Amber Delcid, Daniel Brooks, Faith Woods, Logan, and Shantia Majors, followed by a 'Total' row.

| Employee | Net Sales | Hours Worked | Productivity | Transactions | Avg Invoice |
|----------------|--------------------|--------------|-----------------|--------------|-----------------|
| Amber Delcid | \$269.54 | 11.55 | \$23.34 | 7 | \$38.51 |
| Daniel Brooks | \$251.48 | 12.17 | \$20.67 | 21 | \$11.98 |
| Faith Woods | \$2,214.84 | 33.00 | \$67.12 | 54 | \$41.02 |
| Logan | \$50,000.00 | 0.00 | \$0.00 | 1 | \$50,000.00 |
| Shantia Majors | \$45.57 | 6.77 | \$6.73 | 20 | \$2.28 |
| Total | \$52,781.43 | 63.49 | \$831.39 | 103 | \$512.44 |

You can export the report in a csv file to save and view on your computer at any time.

1. Click **More Options**
2. Click **Export**
3. An excel file will appear at the bottom left corner of the screen (or wherever your downloads appear)
4. Save the file to your computer for future reference