
EMPLOYEE HISTORY REPORT

The **Employee History** report in the Employee Management module of NCR Console allows you to view a history of notes you have made for all employees. Notes must be entered for the employee for this report to generate (see **Entering Employee Notes**)

To access the **Employee History** report:

1. Log into NCR Console, go to the **Reports** tab and click **Labor**
2. Click **Employee History**

Name	General Notes	Positive Notes	Negative Notes	
Aaron	0	1	0	View Details >>
Amber	0	0	0	View Details >>
Amber	0	0	0	View Details >>
Andrew	0	0	0	View Details >>
Angela	0	0	0	View Details >>
Anitha	0	0	0	View Details >>

3. This report defaults to the current week going back three weeks
4. Enter the desired date range
5. Click **Update**
6. Click **View Details** to view all notes for a specific employee

Date	Note	Type
8/6/2016	Employee won \$50 gift card for tops sales for the week	Positive

7. Click any note to bring it up in a window to view or edit