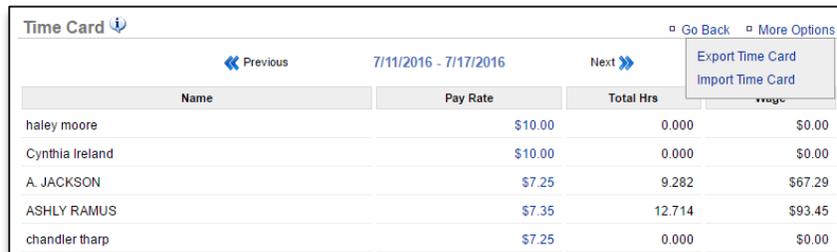


TIME CARDS

Employee timecards in NCR Console's Employee Management module can be exported to an easy-to-read spreadsheet. This means you can save, print and store your timecards wherever you would like.

To export time card data, you will need to navigate to the **Labor Management** module and click **Time Card**.

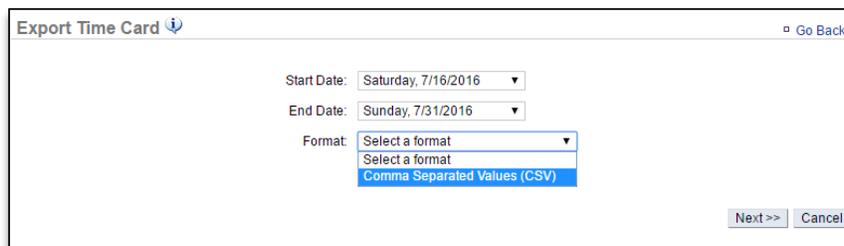
1. Log into NCR Console, go to the **Store** tab and click Labor
2. Click **Time Card**
3. Toggle to the week you want to view by clicking **Previous** or **Next** at the top of the page near the date range
4. Click **More Options** in the top right corner of the report
5. Click **Export Time Card**



The screenshot shows the 'Time Card' report interface. At the top, there are navigation buttons: 'Previous', '7/11/2016 - 7/17/2016', and 'Next'. On the right, there are links for 'Go Back' and 'More Options'. Below these is a table with columns for 'Name', 'Pay Rate', 'Total Hrs', and 'Total Pay'. The table contains five rows of data for employees: haley moore, Cynthia Ireland, A. JACKSON, ASHLY RAMUS, and chandler tharp. A 'More Options' menu is open, showing 'Export Time Card' and 'Import Time Card'.

Name	Pay Rate	Total Hrs	Total Pay
haley moore	\$10.00	0.000	\$0.00
Cynthia Ireland	\$10.00	0.000	\$0.00
A. JACKSON	\$7.25	9.282	\$67.29
ASHLY RAMUS	\$7.35	12.714	\$93.45
chandler tharp	\$7.25	0.000	\$0.00

6. Select the **Start Date**
7. Select the **End Date**
8. Click the dropdown arrow to the right of Format to select **Comma Separated Values (CSV)**
9. Click **Next**



The screenshot shows the 'Export Time Card' dialog box. It has a 'Go Back' link in the top right. The 'Start Date' is set to 'Saturday, 7/16/2016' and the 'End Date' is set to 'Sunday, 7/31/2016'. The 'Format' dropdown menu is open, showing 'Select a format', 'Select a format', and 'Comma Separated Values (CSV)'. There are 'Next >>' and 'Cancel' buttons at the bottom right.

10. Select the employees you wish to export timecard information for

Export Time Card [Go Back](#)

Pay Period : 7/16/2016 - 7/31/2016

Employees at : Multiple Stores

Name	ID	Total Hours
Employees at : Demo Store		
Name	ID	Total Hours
<input checked="" type="checkbox"/> haley		14.641
<input checked="" type="checkbox"/> Cynthia		26.653
<input checked="" type="checkbox"/> A.		20.511
<input checked="" type="checkbox"/> ASHLY		8.978
<input checked="" type="checkbox"/> CHAREKA		4.857
<input checked="" type="checkbox"/> christian		25.966
<input checked="" type="checkbox"/> GARFEILD		28.927
<input checked="" type="checkbox"/> Hailey		28.565
<input checked="" type="checkbox"/> Eleni		6.239
<input checked="" type="checkbox"/> Brandon		25.360

11. Click **Export**

12. A file will appear at the bottom of the screen. Click the file to open it

13. Save it to your computer