

GENERAL STORE SETTINGS

NCR Console **Store Settings** allows you to set store preferences, which includes adding hours of operation for your location, updating address information, setting payroll preferences and enabling weather forecasting.

To set store preferences:

1. Log into NCR Console and click Settings within the blue bar at the top of the page

The screenshot shows the NCR Console Dashboard for 'Demo Store'. The top navigation bar includes 'Dashboard', 'Store', 'Reports', and 'Resources'. The main content area is divided into several sections:

- Alerts:** A table listing messages and their dates.

Message	Date
Unrecognized Clock-In Employee from POS	8/8/2016
Request to Cover Shift Received	8/7/2016
Request to Cover Shift Received	7/20/2016
Unavailability Received	7/19/2016
Message from Employee 4	7/19/2016
- Current:** A table showing sales by day.

Sales By Day	Today	Prev Week	Prev Year
Sales	\$0	\$1,139	\$0
- Monthly Progress:** A bar chart showing sales for Jun 16, Jul 16, and Aug 16.

Month	Sales
Jun 16	\$56.7K
Jul 16	\$54.8K
Aug 16	\$10.3K

2. Click **Store Settings**
3. Click **General Settings**

The screenshot shows the 'Store Settings' page with three main sections:

- General Settings:** Configure your store to manage and track through CimpleBox.
- Integration:** Integrate your store with other applications to streamline your day-to-day operations.
- Custom Data:** Manage any custom data to track and report for your store.

4. The view defaults to the **Store Information** tab

Edit Store: PTC Concierge Support

Store Information Payroll Information Settings

Store Name (Required):
PTC Concierge Support

Street Address:
3925 Brookside Parkway

Street Address Line 2:

City: Alpharetta **State:** GA

Zip: 30022

Store Type (Required):
NCR Silver

Time Zone (Required):
(GMT-05:00) Eastern Time (US & Canada)

Store Hours (Required):
8:00 am - 11:00 pm

Specify store hours for each day

Save Cancel

- a. Adjust store name (if applicable)
- b. Adjust or enter address information
- c. Adjust store hours per your reference
 - i. You can set hours for each day of business by clicking the box to the left of **Specify store hours for each day**

5. Click the **Payroll Information** tab

Edit Store: PTC Concierge Support

Store Information Payroll Information Settings

How often do you pay your employees?

Weekly

Bi-Weekly

Monthly

Twice a month (15th and last day of the month)

I will specify later

End of Last Pay Period:
8/5/2016 

Save Cancel

- a. Select pay frequency
- b. Click the calendar icon to enter date of last pay period
 - i. Enable overtime calculation (this must be enabled in order for overtime costs to be calculated within labor reports). Click the dropdown arrow beneath overtime options and select **Enable Overtime**
 - ii. Enter the hours of the normal work week
 - iii. Enter the pay rate calculation for overtime hours

6. Click the **Settings** tab

Edit Store: PTC Concierge Support

Store Information Payroll Information **Settings**

Weather Forecast:
 Display weather forecast

Days of Operation:
Week Start : Sunday ▼

Schedule:
Week Start : Sunday ▼

Upload Data:
Product Mix : Select a format ▼

Save Cancel

- a. Click the box to the left of **Display weather forecast** to enable this feature
- b. Click the dropdown menu to select the week start date
- c. Click the dropdown menu to select the schedule start date

7. Click **Save**