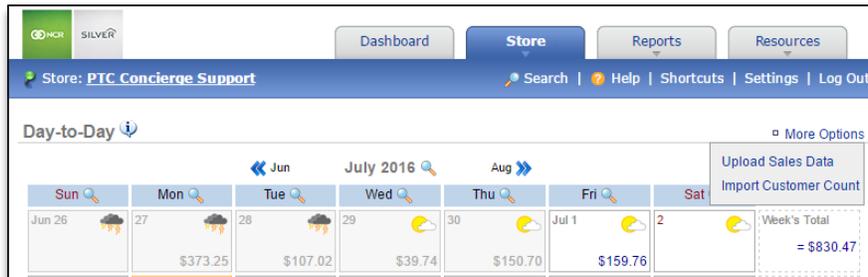


UPLOADING SALES DATA

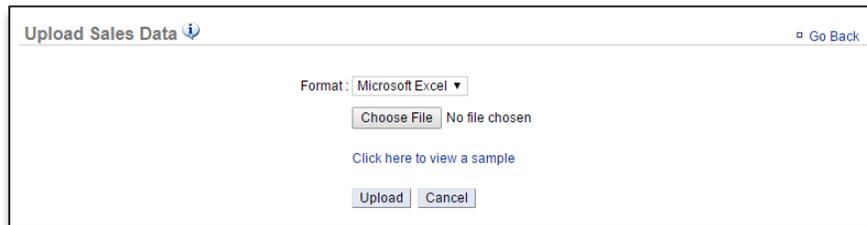
The **Upload Sales Data** feature is typically used when historical data needs to be entered prior to the integration of NCR Console software to your NCR Silver or Silver Pro Restaurant system; or when sales need to be adjusted for a specific day.

To upload sales data:

1. Log into NCR Console, go to the **Store** tab, and click **Day-to-Day**
2. Click More Options and a drop down will appear
3. Click Upload Sales data



4. Select Format from the dropdown
5. Click **Choose file** and select the file to upload. This should be a file you have saved to your computer in an excel format
6. Click **Upload** (*Click **Cancel** at any time to cancel your changes and navigate back to the previous screen.*)
Keep in mind that uploading sales data will override anything that may already be in the system. You will be asked to confirm your choice before the upload takes place.



Note: To view an example of the required format, click "**Click here to view a sample**".

	A	B	C	D
1	Date	Sales	Customers	
2	8/1/2007	1260.28	161	
3	8/2/2007	1256.90	158	
4	8/3/2007	1445.04	163	
5	8/4/2007	1793.77	183	
6	8/5/2007	1733.59	184	
7	8/6/2007	1098.54	129	
8	8/7/2007	864.17	124	
9	8/8/2007	1205.44	152	