

## ADDING A NOTE TO THE WORK SCHEDULE

You can add notes to your work schedule in NCR Console. This is a good way to give more information about your work schedule preference or indicate important information like “

To add a note to the work schedule you will need to navigate to the **Labor Management** module and click **Work Schedule**.

The screenshot shows the NCR Console interface. At the top, there is a navigation bar with 'Dashboard', 'Store', 'Reports', and 'Resources'. Below this, the 'Store: PTC Concierge Support' is selected. A dropdown menu is open under 'Store', showing options: 'Day-to-Day', 'Labor', 'Planning', and 'Product'. The 'Labor' option is highlighted with a green box. A green arrow points from this box down to the 'Work Schedule' option in the 'Labor Management' section below. The 'Labor Management' section contains several options: 'Employees', 'Time Card', 'Work Schedule', and 'Employee Availability'. The 'Work Schedule' option is highlighted with a green box. Below this, there is a 'Roles' option. The 'Monthly Progress' chart is visible on the right side of the dashboard, showing data for May 16, Jun 16, and Jul 16.

## TO ADD A NOTE TO THE WORK SCHEDULE

1. Toggle to the week you want to set the schedule for by clicking **Previous** or **Next** at the top of the page near the date range
2. Click the **Add Note for this Week** link at the bottom left corner of the page
3. Enter the desired message in the floating window that appears
  - a. The message will appear on any printed work schedule
4. Click **Save**

Work Schedule 

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8/22/2016 - 8/28/2016

Next »

	8/22 Mon	8/23 Tue	8/24 Wed	8/25 Thu	8/26 Fri	8/27 Sat	8/28 Sun	Total
Employee 1 (Shift Supervisor)	9am - 12pm 1 - 6pm		3 - 10pm	Unavailable	7am - 1pm	4 - 10pm	7am - 1pm	33 Hrs \$429.00
Employee 2 (Manager)		9am - 1pm 2 - 6pm	9am - 1pm	9am - 10pm	11am - 4pm	9am - 5pm	8am - 2pm	44 Hrs \$880.00
Employee 3 (Team Member)	5 - 8pm							25:45 Hrs \$257.50
Employee 4 (Team Member)	4 - 10pm							30 Hrs \$360.00
Employee 5 (Team Member)								21:45 Hrs \$206.63
Employee 6 (Team Lead)	9am - 2:30pm							29:30 Hrs \$295.00
Daily Total	22:30 Hrs \$261.00							184 Hrs

**Note for this Week** ✕

This note will be included when you print this week's schedule

- Auto Schedule this Week
- Clear this Week's Schedule
- Copy Previous Week's Schedule
- Add Note for this Week

Cost: \$2,428.13

Estimated Labor Percentage:  ▼