LABOR COST REPORT

The **Labor Cost** report in NCR Console'allows you to view labor costs for any given period of time. Keep in mind that pay rates must be set to calculate labor costs (see the **Creating a New User** and **Time Card training modules**).

To access the **Labor Cost Report**:

1. Log into **NCR Console**, go to the **Reports** tab, click **Labor**

2. Click **Labor Costs**

3. This report defaults to the current day going back two weeks. Enter the desired date range and click **Update**

4. You have the option to sort by any one of the columns within **Labor Cost** report. To sort by a column, click the column header name

5. If you have multiple locations, click **View all Stores** to view labor cost information for all stores in one report

You can export the Labor Cost Report and save to your computer to view at any time.

1. Click **More Options**

2. Click **Export**

3. An excel file will appear at the bottom left corner of the screen (or wherever your downloads appear)

4. Save the file to your computer for future reference