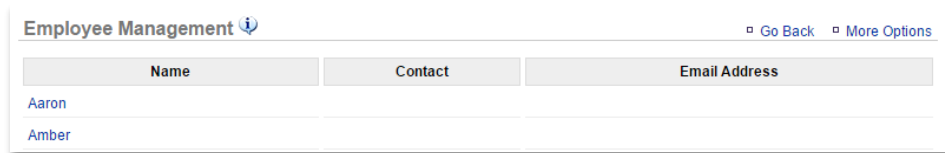

HOW TO ADD NOTES TO EMPLOYEE RECORD

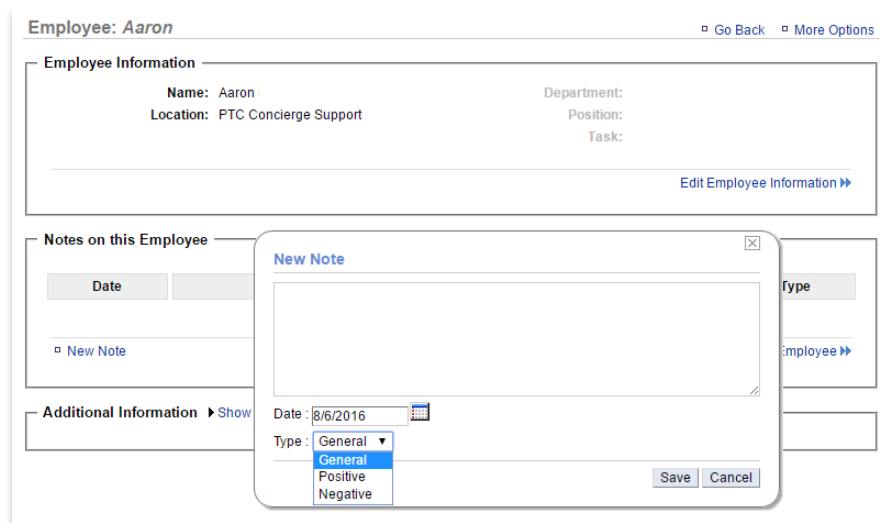
With the NCR Console Employee Management module, you can add notes to an employee. A note can be anything you want, like a reminder or a record of good performance. To create a note for an employee:

1. Log into NCR Console, go to the **Labor** tab and click **Employees**
2. Select the employee you wish to create a note for



The screenshot shows the 'Employee Management' interface. At the top, there's a header with 'Employee Management' and a help icon. Below it are links for 'Go Back' and 'More Options'. The main area is a table with three columns: 'Name', 'Contact', and 'Email Address'. Two employees are listed: 'Aaron' and 'Amber'.

3. Click **New Note**
4. A blank note will appear in a floating window
5. Enter text for your note
6. Select the note date
7. Select the type of note (e.g. General, Positive or Negative) by clicking the drop down arrow to the right of **Type**
8. Click **Save**



The screenshot shows the 'Employee: Aaron' page. It has a header with 'Employee: Aaron' and links for 'Go Back' and 'More Options'. Below the header is a section for 'Employee Information' with fields for 'Name: Aaron', 'Location: PTC Concierge Support', 'Department:', 'Position:', and 'Task:'. There is an 'Edit Employee Information' link. Below this is a section for 'Notes on this Employee' with a 'Date' field and a 'New Note' link. A 'New Note' dialog box is open, showing a text area for the note, a 'Date' field set to '8/6/2016', and a 'Type' dropdown menu with options 'General', 'Positive', and 'Negative'. There are 'Save' and 'Cancel' buttons at the bottom of the dialog box.

You can view and edit exiting notes by going to the **Employees** section within the **Labor** tab.

1. From the list, select the employee you wish to view or modify a note for
2. Any notes that have been created for the employee will appear
3. Click the note you wish to view or modify. You can also click **View All for this Employee** to view all notes. You can also

Employee: Aaron [Go Back](#) [More Options](#)

Employee Information

Name: Aaron	Department:
Location: PTC Concierge Support	Position:
	Task:

[Edit Employee Information >>](#)

Notes on this Employee

Date	Note	Type
8/6/2016	Employee won \$50 gift card for tops sales for the week	Positive

Showing Latest 1 of 1 Notes

[New Note](#) [View All for this Employee >>](#)

Additional Information [Show](#)

- Once you have selected the note you wish to view or modify, it will appear in a floating window. From this window, you can edit the note, select a different note date, change the note type or delete the note

Note

Employee won \$50 gift card for tops sales for the week

Date : 8/6/2016
Type : Positive ▼

[Delete Note](#)
[Save](#)
[Cancel](#)

Last Modified: 8/6/2016 7:16 PM

- Click **Save** if you've made changes or the "x" at the top right corner to close the window. The *Last Modified* date will change if you've made edits to the note