

## THE PURPOSE OF INACTIVATING EMPLOYEES

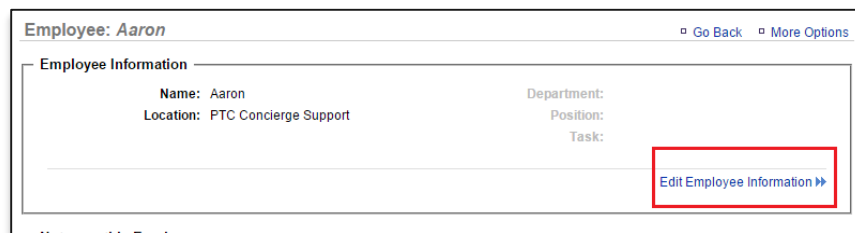
You can inactivate an employee at any time in NCR Console's Employee Management module. Making an employee inactive will remove them from the work schedule, employee availability schedule, time card view and all labor reports. However, you will still have access to the employee's information and historical data.

There are two reasons you may choose to inactivate an employee:

1. They have been terminated
2. They do not work in your location but support your business and therefore need access to your account(s)
  - Inactive employees can still access their Console account, if created. You can modify or remove access at any time. See the **User Permissions** help.

To make an employee inactive:

1. Log into NCR Console, go to the **Labor** tab and click **Employees**
2. Select the employee you wish to inactivate from the list of employees.
3. Click **Edit Employee Information**



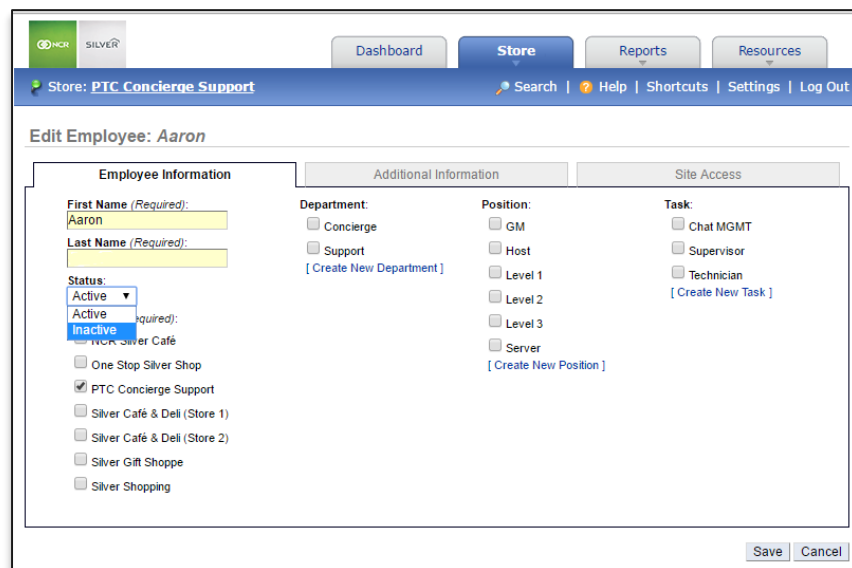
Employee: Aaron [Go Back](#) [More Options](#)

Employee Information

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

[Edit Employee Information](#)

4. Click the dropdown arrow under **Status** and Select **Inactive**



Store: PTC Concierge Support [Search](#) [Help](#) [Shortcuts](#) [Settings](#) [Log Out](#)

Edit Employee: Aaron

Employee Information

First Name (Required): Aaron  
Last Name (Required):  
Status: **Inactive**  
NCR Silver Café  
☐ One Stop Silver Shop  
☒ PTC Concierge Support  
☐ Silver Café & Deli (Store 1)  
☐ Silver Café & Deli (Store 2)  
☐ Silver Gift Shoppe  
☐ Silver Shopping

Additional Information

Department:  
☐ Concierge  
☐ Support  
[\[ Create New Department \]](#)

Position:  
☐ GM  
☐ Host  
☐ Level 1  
☐ Level 2  
☐ Level 3  
☐ Server  
[\[ Create New Position \]](#)

Site Access

Task:  
☐ Chat MGMT  
☐ Supervisor  
☐ Technician  
[\[ Create New Task \]](#)

[Save](#) [Cancel](#)

5. Click **Save**