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## DELETING AN EMPLOYEE

**Note:** Deleting an employee in NCR Console does not delete an employee from your NCR Silver Back Office.

You can delete an employee at any time in NCR Console. Deleting an employee will completely remove them from the system. Any historical information as it pertains to the employee's work schedule, employee availability, and select labor reports will be lost once they have been deleted.

However, you will still have access to historical sales data as it pertains to the employee even after they have been removed from the system. To delete an employee:

1. Log into NCR Console, go to the **Labor** tab and click **Employees**
2. Select the employee you wish to delete from the employee list
3. Click **More Options** to open a drop down menu
4. Click **Delete Employee**. You will be asked to confirm the action.
5. Click **OK** to complete.

The screenshot displays the employee profile for Aaron Smith. At the top, the name 'Employee: Aaron Smith' is shown with 'Go Back' and 'More Options' links. The 'Employee Information' section contains fields for Name (Aaron Smith), Location (PTC Concierge Support), Department, Position, and Task. A dropdown menu is open from the 'More Options' link, showing 'Edit Employee', 'Delete Employee', and 'Add New Employee'. Below this is the 'Notes on this Employee' section with a table header for Date, Note, and Type, and a 'New Note' link. At the bottom is the 'Additional Information' section with a 'Show' link.

Date	Note	Type
<a href="#">New Note</a>		