

## 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 shows the 'Employee: Aaron Smith' management page. At the top right are links for 'Go Back' and 'More Options'. The 'Employee Information' section displays 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 a link to 'Edit Employee Information'. The 'Notes on this Employee' section contains a table with columns for Date, Note, and Type, and a 'New Note' button. At the bottom is an 'Additional Information' section with a 'Show' link.

Employee: Aaron Smith		
Employee Information		More Options
Name: Aaron Smith	Department:	Edit Employee Delete Employee Add New Employee
Location: PTC Concierge Support	Position:	
	Task:	
<a href="#">Edit Employee Information</a>		
Notes on this Employee		
Date	Note	Type
<a href="#">New Note</a>		
		<a href="#">View All for this Employee</a>
Additional Information <a href="#">Show</a>		