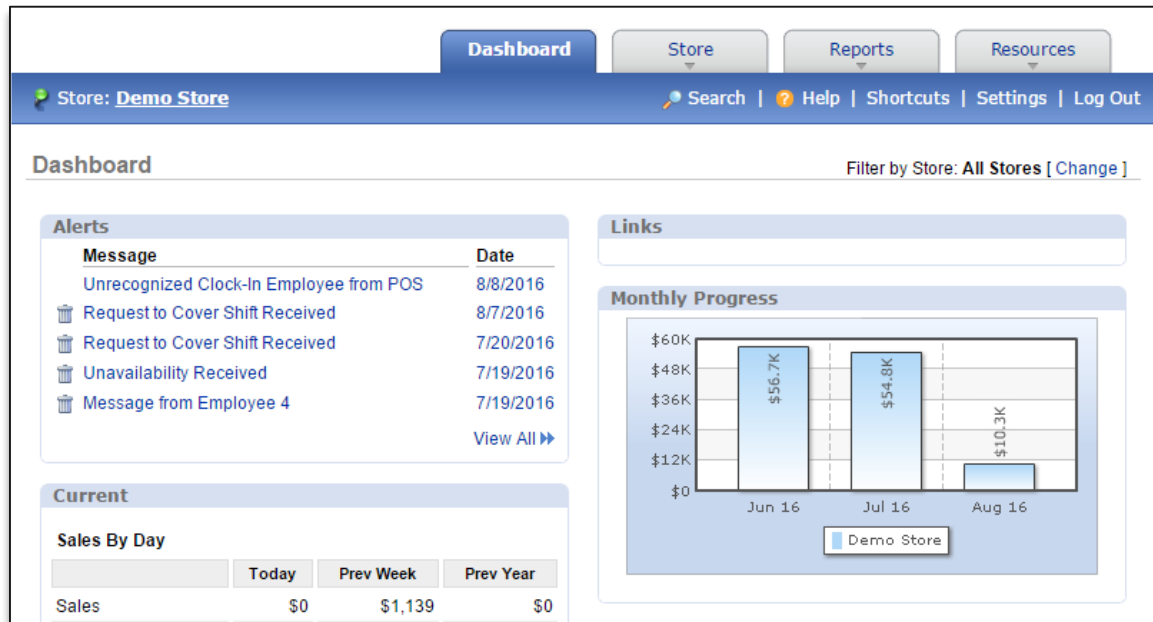


## GENERAL STORE SETTINGS

NCR Console **Store Settings** allows you to set store preferences, which includes adding hours of operation for your location, updating address information, setting payroll preferences and enabling weather forecasting.

To set store preferences:

1. Log into NCR Console and click Settings within the blue bar at the top of the page



2. Click **Store Settings**
3. Click **General Settings**

The 'Store Settings' page features three main sections:

- General Settings:** Configure your store to manage and track through CimpleBox.
- Integration:** Integrate your store with other applications to streamline your day-to-day operations.
- Custom Data:** Manage any custom data to track and report for your store.

4. The view defaults to the **Store Information** tab

**Edit Store: PTC Concierge Support**

Store Information   Payroll Information   Settings

Store Name (Required): PTC Concierge Support

Street Address: 3925 Brookside Parkway

Street Address Line 2:

City: Alpharetta State: GA

Zip: 30022

Store Type (Required): NCR Silver

Time Zone (Required): (GMT-05:00) Eastern Time (US & Canada)

Store Hours (Required): 8:00 am - 11:00 pm

☐ Specify store hours for each day

Save Cancel

- a. Adjust store name (if applicable)
- b. Adjust or enter address information
- c. Adjust store hours per your reference
  - i. You can set hours for each day of business by clicking the box to the left of **Specify store hours for each day**

5. Click the **Payroll Information** tab

**Edit Store: PTC Concierge Support**

Store Information   Payroll Information   Settings

How often do you pay your employees?

☐ Weekly

☒ Bi-Weekly

☐ Monthly

☐ Twice a month (15th and last day of the month)

☐ I will specify later

End of Last Pay Period: 8/5/2016

Save Cancel

- a. Select pay frequency
- b. Click the calendar icon to enter date of last pay period
  - i. Enable overtime calculation (this must be enabled in order for overtime costs to be calculated within labor reports). Click the dropdown arrow beneath overtime options and select **Enable Overtime**
  - ii. Enter the hours of the normal work week
  - iii. Enter the pay rate calculation for overtime hours

6. Click the **Settings** tab

**Edit Store: PTC Concierge Support**

Store Information   Payroll Information   **Settings**

**Weather Forecast:**  
☒ Display weather forecast

**Days of Operation:**  
Week Start : Sunday ▼

**Schedule:**  
Week Start : Sunday ▼

**Upload Data:**  
Product Mix : Select a format ▼

Save Cancel

- a. Click the box to the left of **Display weather forecast** to enable this feature
  - b. Click the dropdown menu to select the week start date
  - c. Click the dropdown menu to select the schedule start date
7. Click **Save**