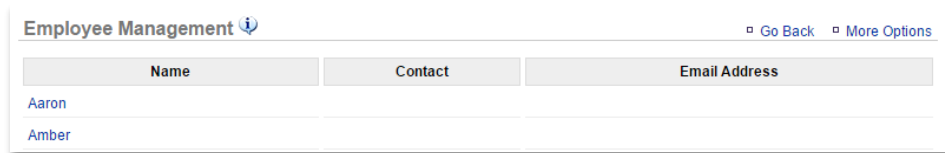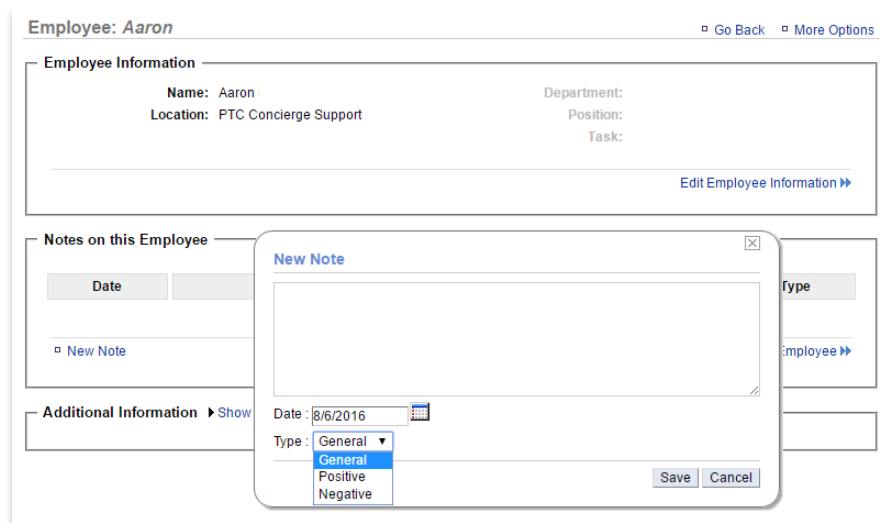## HOW TO ADD NOTES TO EMPLOYEE RECORD

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

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**

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

4. 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

5. 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