

# How to reactivate inactive employees

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**The below steps discusses how to reactivate inactive employees**

**NOTE:** This applies if you you have a Time Guardian version lower than 3.1.4, if you have a version higher than 314 skip step 1.

1. Replace your timeguardian.exe with <ftp://ftp.amano.com/Time%20Guardian/TG314exe.zip>
  1. Password: full314tg
2. Go to employee, select
3. show all for both dept and emps
4. in the main screen, double click on any name
5. on the right side list, scroll down, you will find the inactive files

Online URL: <http://tkb.amano.com/article.php?id=163>