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