How to reactivate inactive employees

AMANO.

Introduction

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

Conclusion

Thank you for your time, and have a great day. As always, feel free to submit ideas on topics you want addressed in the Amano Knowledge Base using the comments feature.

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