

# How to enable/add assignments for Time Guardian version 4 (or older) with FPT40

314 [Frank Mateo](#) Thu, Nov 10, 2011 [Time Guardian Version 4.0 or Lower](#) 0 3768

**AMANO.**

## Introduction

**Below are procedures on How to enable/add assignments for Time Guardian version 4 (or older) with FPT40:**

Assignments are important for controlling the access list to the clock as well as backing up of biometric enrollments.

1. Go to edit > setup wizard > terminal
2. Go to the terminal tab
3. If there are no current terminals listed in the terminal tab, add terminal 1
4. Save
5. Go to assignments tab
6. Double click on terminal 1 highlighted in blue
7. Press new paper icon
8. Press OK
9. Now the employees are listed in assignments
10. Press save

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## 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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