

# How to move employees from Time Guardian 4 or lower to TimeGuardian Series

71 [Frank Mateo](#) Wed, Oct 2, 2019 [Time Guardian Series \(TG 5.x, TG Plus 2.x, TG Pro 4.x\)](#) 2  
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**AMANO.**

## Introduction

How to move Employees from Time Guardian v4.0 or lower to Time Guardian v5.x or Time Guardian plus v2.x or Time Guardian Pro v4.x?

### Answer:

Exporting employees from old time guardian version:

1. Right click on the old time guardian icon (version 4 or lower)
2. Vlick on find target
3. Locate and run the import\_export app
4. Click on export
5. Give it a name, any will do
6. Check employee, then click next
7. Double click on EMPNumber, LastName, MiddleName, FirstName, HireDate, IsActive
8. Make sure the above fields are on the right side box as opposed to the left
9. Click next
10. Click export
11. Verify it exported to the location you chose before you click export

Importing employee list to new time guardian version:

1. In your new time guardian 5(or higher version), go to wizard, go to the employee tab
2. Select yes for employee import
3. Click the employee import
4. Click the plus icon on the top left
5. Provide any name
6. In the file name press the folder to select the file that you've exported previously
7. Configure next tab for comma delimited

8. Configure date format as follows:
9. Single digits for month and day, 4 digits for year
10. In the import default settings tab:
11. Set employee number is as it is
12. Badge and payroll will be same as employee number
13. Choose your appropriate time zone
14. In the import field maps
15. Choose employee number 1st
16. The last name, middle name, first name, hire date
17. Press the save button on the top left which is the diskette icon
18. Click on the green box with check mark at the bottom right
19. Finally reopen the employee importer, verify the name is what you've created and press the import button
20. At the bottom right which is the orange down arrow beside the green box with the check mark

**Note:** Search video in Youtube

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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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