

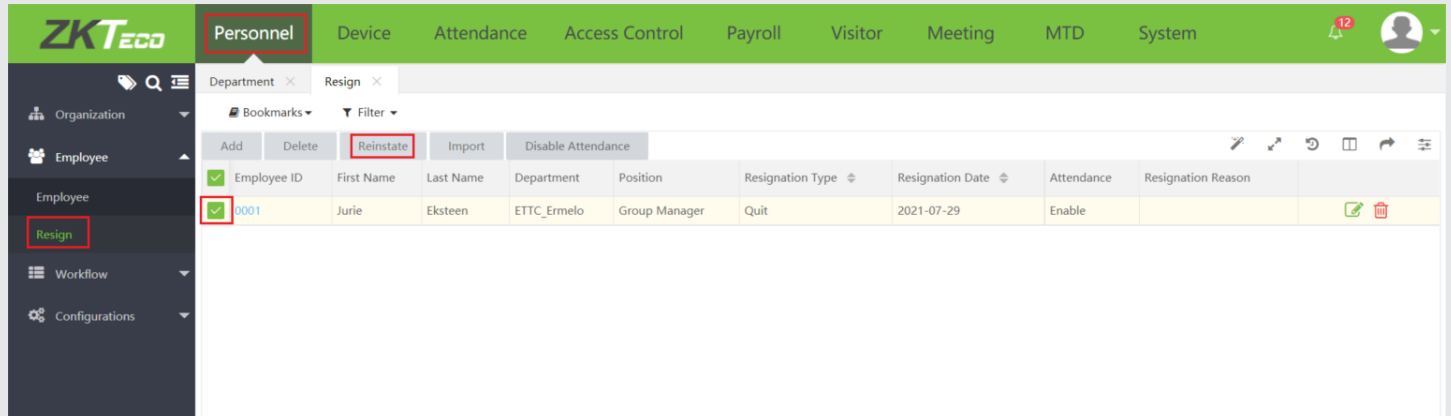
Biotime 8 - Resign Employees to Reinstate Employees

Following are steps to take when you need to reinstate a person

Personnel > Employee > Resign

Select the user you want to reinstate on the tick box

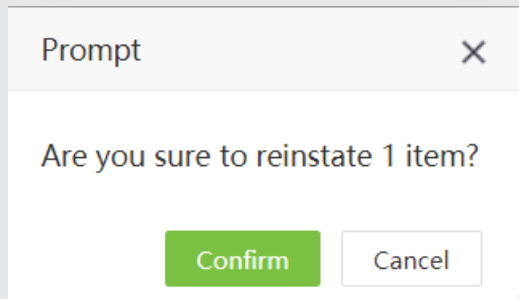
Click on Reinstate



The screenshot shows the ZKT ECD software interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access Control', 'Payroll', 'Visitor', 'Meeting', 'MTD', and 'System'. The left sidebar shows 'Organization', 'Employee', 'Resign', 'Workflow', and 'Configurations'. The main content area displays a table of employees with columns for Employee ID, First Name, Last Name, Department, Position, Resignation Type, Resignation Date, Attendance, and Resignation Reason. The first row is selected, and the 'Reinstate' button is highlighted.

Employee ID	First Name	Last Name	Department	Position	Resignation Type	Resignation Date	Attendance	Resignation Reason
0001	Jurie	Eksteen	ETTC_Ermelo	Group Manager	Quit	2021-07-29	Enable	

Click on Confirm



The screenshot shows a confirmation dialog box titled 'Prompt' with a close button (X). The text inside the dialog asks 'Are you sure to reinstate 1 item?'. Below the text are two buttons: 'Confirm' (green) and 'Cancel' (white).