

Version 9

User Manual
BePunctual Manager Station

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2 Introduction

Aquarius Soft BePunctual Manager Station is one part of the BePunctual PC time and attendance and visitor management solution. The main purpose of the software is to allow heads of departments and supervisors view their staffs attendance and punctuality, edit staff punch data and generate reports.

For each head of department or supervisor set in **BePunctual Server**, the Manager Station software can be installed and run on their computer to let them perform the following tasks:

- Check today's attendance and punctuality
- View staff punch card, leave and particulars
- Add, edit and delete staff punch card information and leave information.
- Generate staff reports.

Features and Benefits

Easy to Use

Managers and supervisors would be able to use the software instantly.

Instantly Check Who's Not In/In/Out Today

Managers and supervisors can instantly can check who's not in, who's in and who's out today.

Easily Add, Edit and Delete Staff Punch Data

When a staff has forgotten to punch in, his manager or supervisor can add the punch data for him. When a staff has forgotten to punch out, his manager or supervisor can edit his punch data to add in the punch out time information.

Easily Add, Edit and Delete Staff Approved Leave

Managers and supervisors can use the software to add, edit or delete staff approved leave.

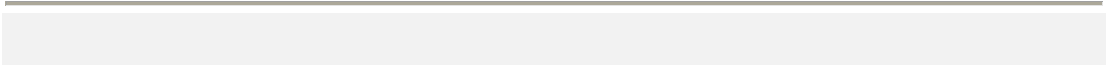
Easily View Staff's Reports

Managers and supervisors can use the software to view the following reports:

- Staff's Working Days and Hours
- Staff's Attendance Report
- Staff's Punctuality Report
- Staff's Worked Hours

Application System Requirements

Hardware Requirements

- Computer that can run Windows 7, Vista, XP or 2000 smoothly.
 - 1 GB of RAM or higher recommended.
 - Super VGA (800 x 600) or higher-resolution video adapter and monitor
 - 10 MB of hard disk space for punch station software.
 - Network adapter.
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3 Installation and Remove

Installing the application

Prior to installing the Manager Station, please ensure the following:

- **BePunctual Server** is installed and running in the same computer or on another network computer. Take down the server software connection settings on its **Punch Station** page.
- Log into Windows with an administrator account.

After downloading the application setup file **BePunctualManager.EXE**, double click on the file to run the setup program that will guide you through a simple installation process.

You can install the application on one or more your managers' computers in your network.

Removing the application

To remove the software from the computer:


- Exit the software
- Log off Windows
- Log in Windows with an administrator account
- Open **Control Panel > Add and Remove Programs**
- Select **Aquarius Soft BePunctual Manager Station** and click **Change/Remove**

Follow the instruction to remove the program. If a password is set for the software, you may need to enter the software password in order to uninstall the software.

Do give us your invaluable feedback and suggestion on how we can improve the software to work for you. [Feedback Now.](#)

4 Getting Started

Running the Application

You can run the software by clicking on the application shortcut  at the following place:

Windows Start Menu -> Programs -> Aquarius Soft -> BePunctual Manager Station

Signing In

To sign into and use the Manager Station software:

- Run and show the **Manager Station** software.
- Enter the Server Name/IP as provided by your administrator.
- Enter the Communication Port as provide by your administrator.
- Enter your Punch ID.
- Enter your Punch PIN.
- Press Sign In.

NOTE: You will need to be configured as a department head or a staff's supervisor in order to sign into the software.

Viewing Today's Attendance

To view today's attendance:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Today** to show the Today page.
 - To view who has not punch in yet today, click **Who's Not In**.
 - To view who has already punched in, click **Who's In**.
 - To view who has already punched out, click **Who's Out**.
 - To view all punch status, click **All**.
 - To view your staffs' today's attendance, click **My Staffs**.
 - To view other staffs' today's attendance, click **Other Staffs**.
 - To view all staffs' today's attendance, click **All Staffs**.
-

Viewing a Staff's Punch Card

To view a staff's punch card:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Staff Punch Card** to show the **Staff Punch Card : Select Staff** page.
 - Select the staff you want. The selected staff's punch card will be displayed.
 - Click on a month to view the particular month's punch card.
-

Adding a Punch Card Data

As a manager or supervisor, you can add a punch card data for the staffs reporting to you.

- Run and show the **Manager Station** software.
 - Sign in with your Punch ID and Punch PIN.
 - Click on **Staff Punch Card** to show the **Staff Punch Card : Select Staff** page.
 - Select the staff you want. The selected staff's punch card will be displayed.
 - Click on **Add** to add a punch data for the staff.
 - Enter the punch data information in the **Add Punch Card Data** dialog
 - Click **OK** to save the changes.
-

Editing a Punch Card Data

As a manager or supervisor, you can edit a punch card data for the staffs reporting to you.

- Run and show the **Manager Station** software.
 - Sign in with your Punch ID and Punch PIN.
 - Click on **Staff Punch Card** to show the **Staff Punch Card : Select Staff** page.
 - Select the staff you want. The selected staff's punch card will be displayed.
 - Find the punch card data you want to edit.
 - Click on **Edit** action beside the punch card data you want to edit.
 - Enter the new information.
 - Click **OK** to confirm the changes.
-

Deleting a Punch Card Data

As a manager or supervisor, you can delete a punch card data for the staffs reporting to you.

- Run and show the **Manager Station** software.
 - Sign in with your Punch ID and Punch PIN.
 - Click on **Staff Punch Card** to show the **Staff Punch Card : Select Staff** page.
 - Select the staff you want. The selected staff's punch card will be displayed.
 - Find the punch card data you want to delete.
 - Click on **Delete** action beside the punch card data you want to delete.
 - Click **OK** to confirm the deletion.
-

Viewing a Staff's Approved Leave

To view a staff's approved leave:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Staff Approved Leave** to show the **Staff Approved Leave : Select Staff** page.
 - Select the staff you want. The selected staff's approved leave will be displayed.
 - Click on a month to view the particular month's approved leave.
-

Adding an Approved Leave

As a manager or supervisor, you can add an approved leave for the staffs reporting to you.

- Run and show the **Manager Station** software.
 - Sign in with your Punch ID and Punch PIN.
 - Click on **Staff Approved Leave** to show the **Staff Approved Leave : Select Staff** page.
 - Select the staff you want. The selected staff's approved leave will be displayed.
 - Click on **Add** to add an approved leave for the staff.
 - Enter the approved leave information in the **Add Approved Leave** dialog
 - Click **OK** to save the changes.
-

Editing an Approved Leave

As a manager or supervisor, you can edit an approved for the staffs reporting to you.

- Run and show the **Manager Station** software.
 - Sign in with your Punch ID and Punch PIN.
 - Click on **Staff Approved Leave** to show the **Staff Approved Leave : Select Staff** page.
 - Select the staff you want. The selected staff's approved leave will be displayed.
 - Find the approved leave you want to edit.
 - Click on **Edit** action beside the approved leave you want to edit.
 - Enter the new information.
 - Click **OK** to confirm the changes.
-

Deleting an Approved Leave

As a manager or supervisor, you can delete an approved leave for the staffs reporting to you.

- Run and show the **Manager Station** software.
 - Sign in with your Punch ID and Punch PIN.
 - Click on **Staff Approved Leave** to show the **Staff Approved Leave : Select Staff** page.
 - Select the staff you want. The selected staff's approved leave will be displayed.
 - Find the approved leave you want to delete.
 - Click on **Delete** action beside the approved leave you want to delete.
 - Click **OK** to confirm the deletion.
-

Viewing a Staff's Particulars

To view a staff's particulars:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Staff Particulars** to show the **Staff Particulars : Select Staff** page.
 - Select the staff you want. The selected staff's particulars will be displayed.
-

Viewing a Staff's Working Days and Hours

To view a staff's working days and hours for a particular month:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Staff Working Days and Hours** to show the **Staff Working Days and Hours : Select Staff** page.
 - Select the staff you want. The selected staff's working days and hours will be displayed.
 - Select the month you want to view.
-

Viewing a Staff's Attendance Report

To view a staff's attendance report for a particular month:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Staff Attendance Report** to show the **Staff Attendance Report : Select Staff** page.
 - Select the staff you want. The selected staff's attendance report will be displayed.
 - Select the month you want to view.
-

Viewing a Staff's Punctuality Report

To view a staff's punctuality report for a particular month:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click on **Staff Punctuality Report** to show the **Staff Punctuality : Select Staff** page.
 - Select the staff you want. The selected staff's punctuality report will be displayed.
 - Select the month you want to view.
-

Viewing a Staff's Worked Hours

To view a staff's worked hours for a particular month:

- Run and show the **Manager Station** software.
- Sign in.
- Click on **Staff Worked Hours** to show the **Staff Worked Hours : Select Staff** page.
- Select the staff you want. The selected staff's worked hours will be displayed.
- Select the month you want to view.

Broadcasting Messages

A manager can broadcast message to his staffs or all staffs running the **Staff Punch Station** software if the feature is enabled in the **BePunctual Server** software.

To broadcast a message:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click **Broadcast** to show the **Broadcast Message to Staff** window.
 - Enter the text to broadcast.
 - Select broadcast to who.
 - Select to broadcast as Today's Message or as a popup window.
 - Click **OK**.
-

Contacting a Staff

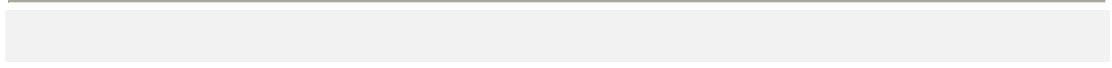
A manager can contact and chat with to his staffs running the **Staff Punch Station** software if the feature is enabled in the **BePunctual Server** software.

To chat with a staff:

- Run and show the **Manager Station** software.
 - Sign in.
 - Click **Contact Staff** to show the **Select Staff to Contact** window.
 - Select an active staff.
 - Click **OK** to show the **Contact Staff** window.
 - Start chatting with the staff by entering text.
-

Exiting the Application

You can exit the application via **File -> Exit**



5 Frequently Asked Questions

- [Why can't I sign into the Manager Station software?](#)

Why can't I sign into the Manager Station software

The following are the possible reasons:

- The **BePunctual Server** software computer is not on.
- You are not configured as a head of department or a staff supervisor.
- You have entered an invalid Punch ID or Punch PIN.
- The connection settings are not correct. Check the settings on the **Punch Station Page** of the **BePunctual Server** software.
- The server software or the manager station software is blocked by a firewall software. Ensure that your firewall software does not block these applications.
- The network communication port number is blocked by a firewall software. Ensure that the port number is opened/allowed in your firewall software.
- The **BePunctual Server** software is not installed properly. Try reinstall the server software.

6 Keyboard Shortcuts

Below are the keyboard shortcuts you can use to activate the application functions quickly:

Keyboard Shortcut	Functions
F1	Show application online help
Ctrl + P	Print current content

[Click here](#) for a complete keyboard shortcut utility that will increase your productivity working on the computer.