Version 9

User Manual
BePunctual Group Punch Station

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Aquarius Soft
Elegantly Human

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2 Introduction

Aquarius Soft BePunctual Group Punch Station is one part of the BePunctual PC time and attendance and staff management solution. The main purpose of the software is to allow multiple staffs to punch in/out at a single location.

Once it is connected to the **BePunctual Server** software, it can be use to perform the following tasks:

- Punch in/out with/without remarks
- Check who's not in/in/out of office now
- Contact the administrator using the build in instant messaging function

It supports BePunctual Biometric Fingerprint Scanner for fingerprint punch in/out.

Features and Benefits

Easy to Setup
It takes less than 1 minute to install the of the software...and another few minutes more to configure it and the software is ready for your staff to punch in/out.

Easy to Use
Your staffs will be able to punch in/out instantly.

Instantly Check Who's Not In/In/Out Today
Every staff can check who's not in, who's in and who's out today on the punch station software.

Prevents Buddy Punching
There are 2 ways to prevent buddy punching:

- The BePunctual Biometric Fingerprint Scanner can be use to perform fingerprint punch in/out.
- A webcam can be installed on the Group Punch Station computer to capture staff punching in/out

Standalone or networked Group Punch Station
You can install the Group Punch Station on the same computer as the Server software or, for better security, on another computer in the network.

One or many Group Punch Stations
You can just have one Group Punch Station computer for your staff to punch in/out, or you can install multiple Group Punch Station computers at different locations. You can install as many group punch stations as you need.

Remotely Configurable
For your convenience, the Group Punch Station can be configured remotely at the BePunctual Server software running on another computer in the network.

Customizable User Interface
You can select the color theme of the punch software and set it to display your company logo and name.

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

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- 10 MB of hard disk space for punch station software.
- Network adapter to access your local network if the Server software and punch station software are run on separate computers.
- (Optional) Webcam for computer running punch station software to capture photo of staff punching in/out.
- (Optional) BePunctual Biometric Fingerprint Scanner
- (Optional) Touch screen monitor for Group Punch Station software for staff to input their punch ID and PIN

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3 Installation and Remove

Installing the application

Prior to installing the Group Punch Station, please ensure the following:

- **BePunctual Server** is installed and running in another computer on the network. 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 **BePunctualGroup.EXE**, double click on the file to run the setup program that will guide you through a simple installation process.

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 Group Punch Station** and click **Change/Remove**

Follow the instruction to remove the program. If a password is set for the software, you will 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.

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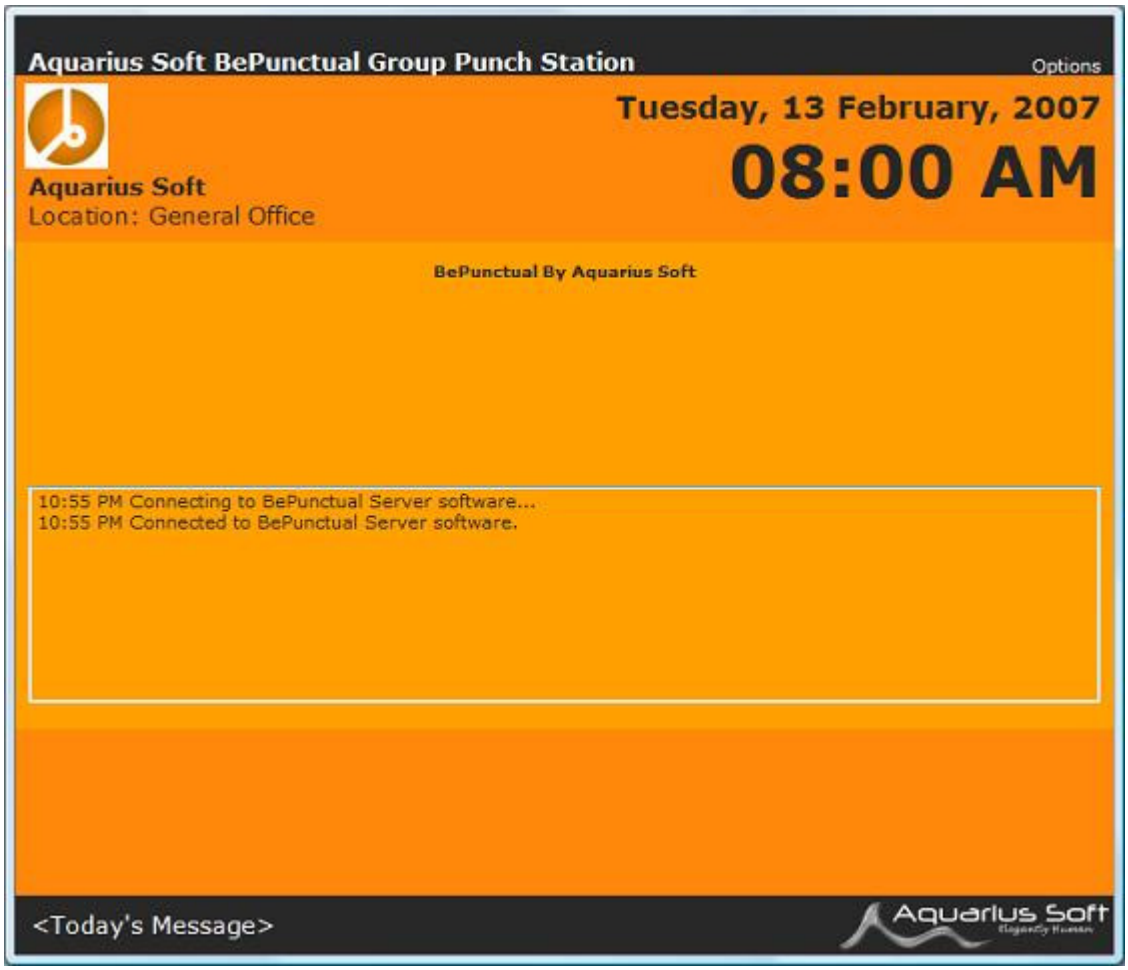
4 Knowing the User Interface

Home Page



When the **Group Punch Station** is run, the **Home Page** will be displayed showing server connection status.

Once connected, the **Sign In Page** will be displayed.

Control	Type	Description
Options	Text Button	Click this to popup the **Options Menu** to access the following functions: • Settings • Contact Administrator • Help • About • Toggle Full Screen • Hide • Exit

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Organization Logo	Image	Display the organization logo as set in the **Personalize Display Settings Page**.
Organization Name	Text	Display the organization name as set in the **BePunctual Server** software.
Station Location	Text	Display the station location as set in the **General Settings Page**.
Date and Time	Text	Display the date and time of the server computer.
Connection Status	Text	Display the server connection status.
Today's Message	Scrolling Text	Displays the "Today's Message" as set in the **General Settings Page**.

Other then the **Connection Status Text**, all the above controls is available in the other pages.

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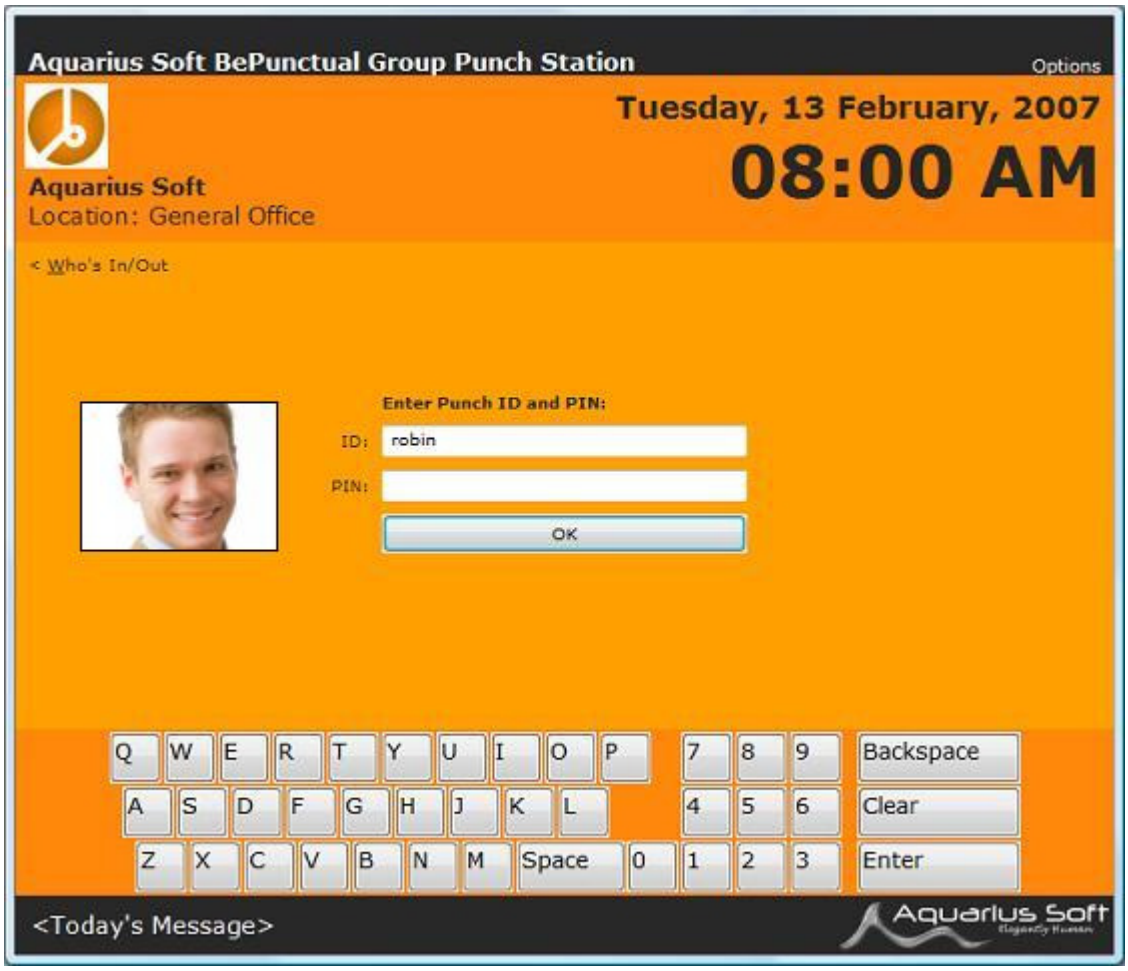
Sign In Page



This page is for staff to enter their punch PIN to sign into the system.

It is displayed when the Group Punch Station is connected to the server software and when the staff clicks on the **Punch In/Out** in the **Who's In/Out Page**.

A video window displaying captured video will be displayed on the left side if webcam option is enabled.

After sign in, the staff punch in status will be displayed in the **Punch In/Out Page**.

Control	Type	Description
Who's In/Out	Text Button	Click this to show the **Who's In/Out Page**
Punch ID	Edit Box	This displays the Staff Punch ID as configured in the **General Page**.
Punch PIN	Edit Box	Enter the Staff Punch PIN here.
OK	Button	Click this to sign into the system to punch in/out.

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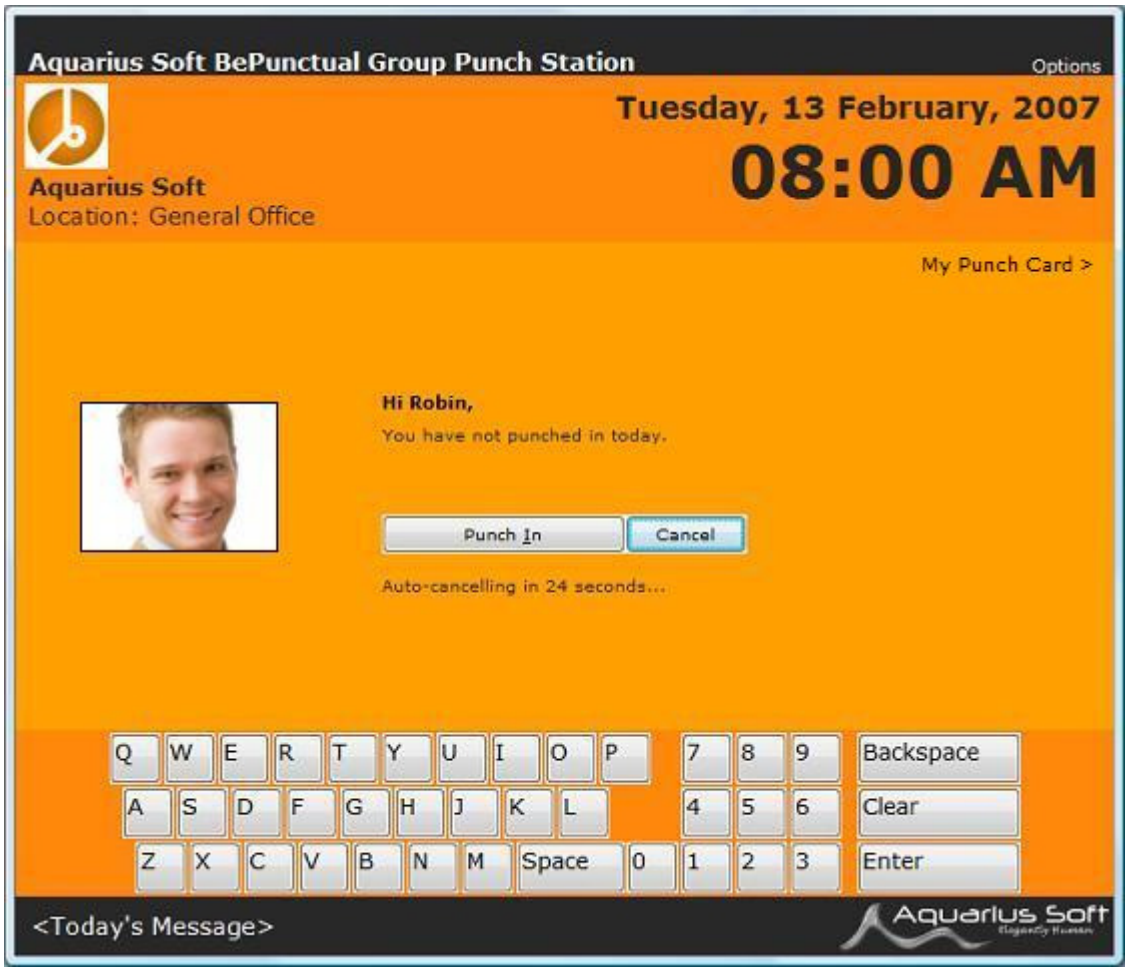
Punch In/Out Pages

After signing in, the staff will see one of the punch in/out pages depending on his punch status.

If the staff has not punch in today, he will see the following page which will allow him to click the **Punch In button** to punch in:



A captured photo of the staff will be displayed on the left if webcam option is enabled.

If the staff has already punched in, he will see the following page which will allow him to click the **Punch Out button** to punch out:

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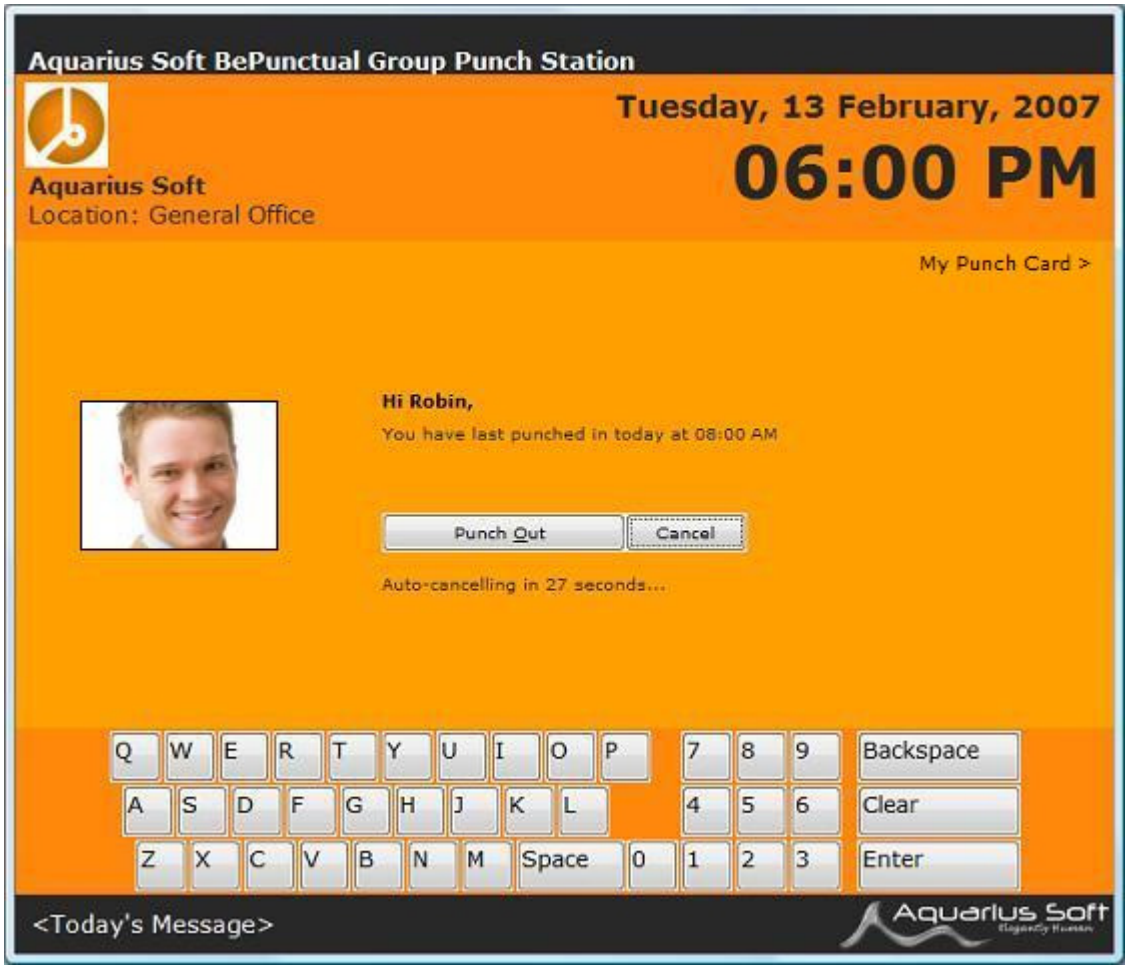

If the staff has already punched out, he will see the following page if he cannot punch in anymore today:

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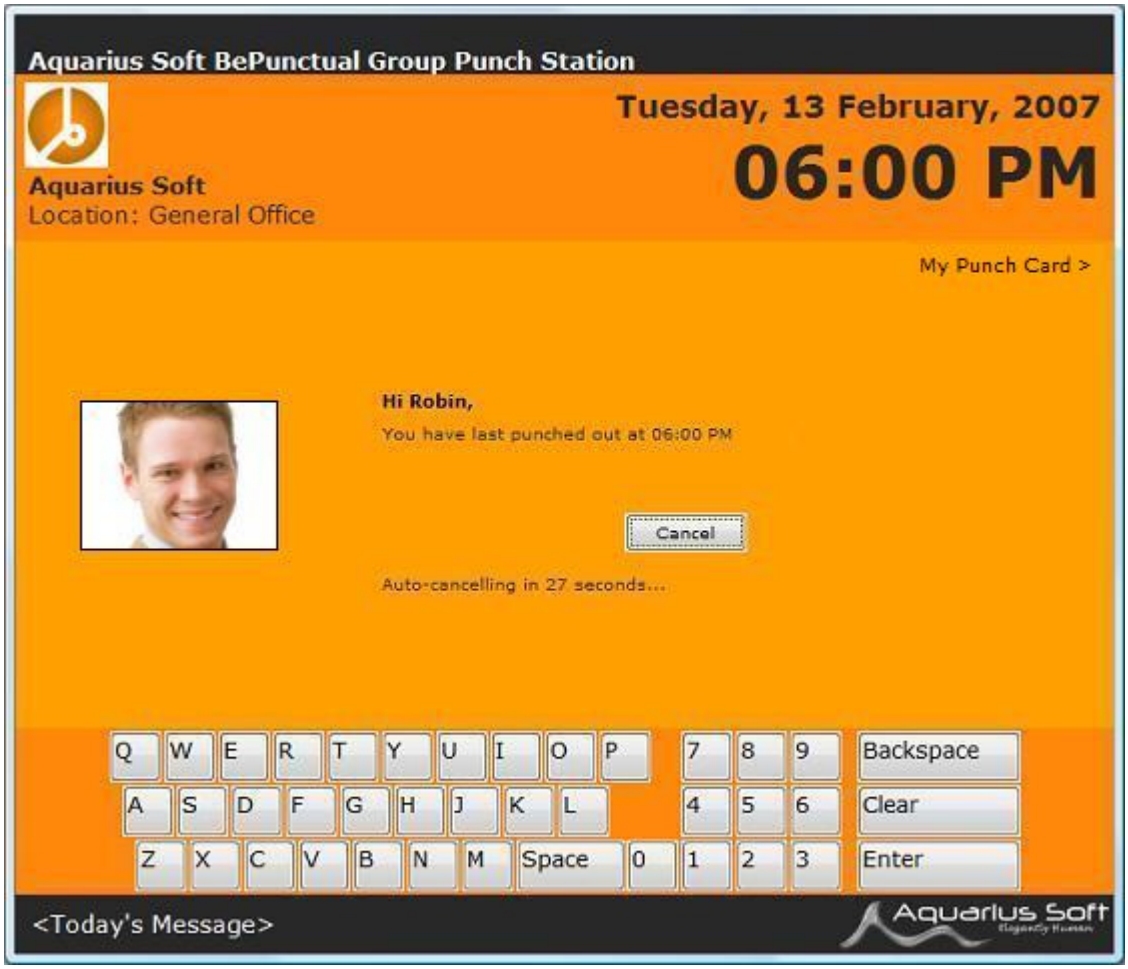

Control	Type	Description
My Punch Card	Button	Click this button to view your punch card entries.
Punch In	Button	Click this button to punch in.
Punch Out	Button	Click this button to punch out.
Cancel	Button	Click this button to cancel punch in/out and return to the **Sign In Page**.
Close	Button	Click this button to return to the **Sign In Page**.

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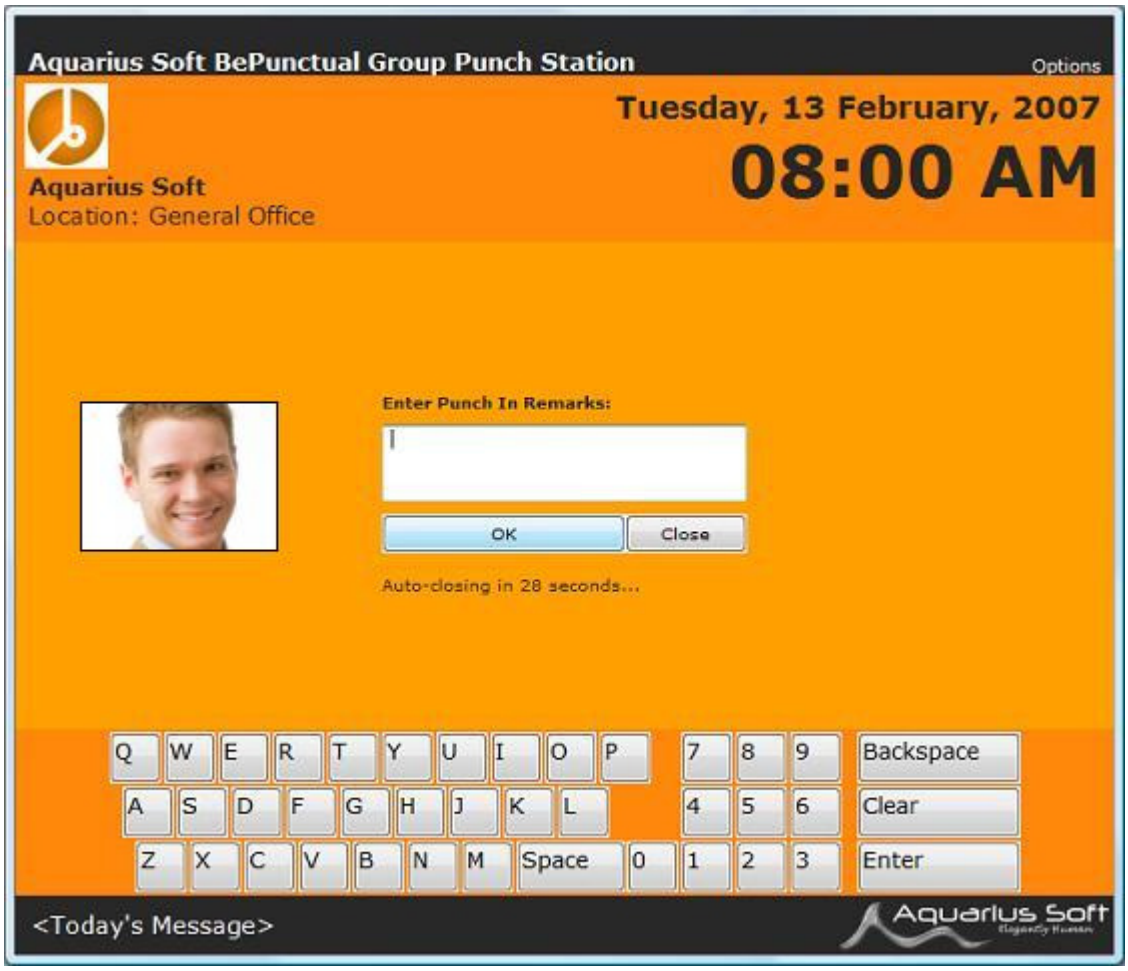
Enter Remarks Page



This page may be displayed to prompt the user to enter a remark when staff is punching in/out.

A captured photo of the staff will be displayed on the left if webcam option is enabled.

Control	Type	Description
Remarks	Edit Box	Enter punch in/out remarks here.
OK	Button	Click this button to submit the remark.
Cancel	Button	Click this button to cancel punch in/out and return to the **Sign In Page**.

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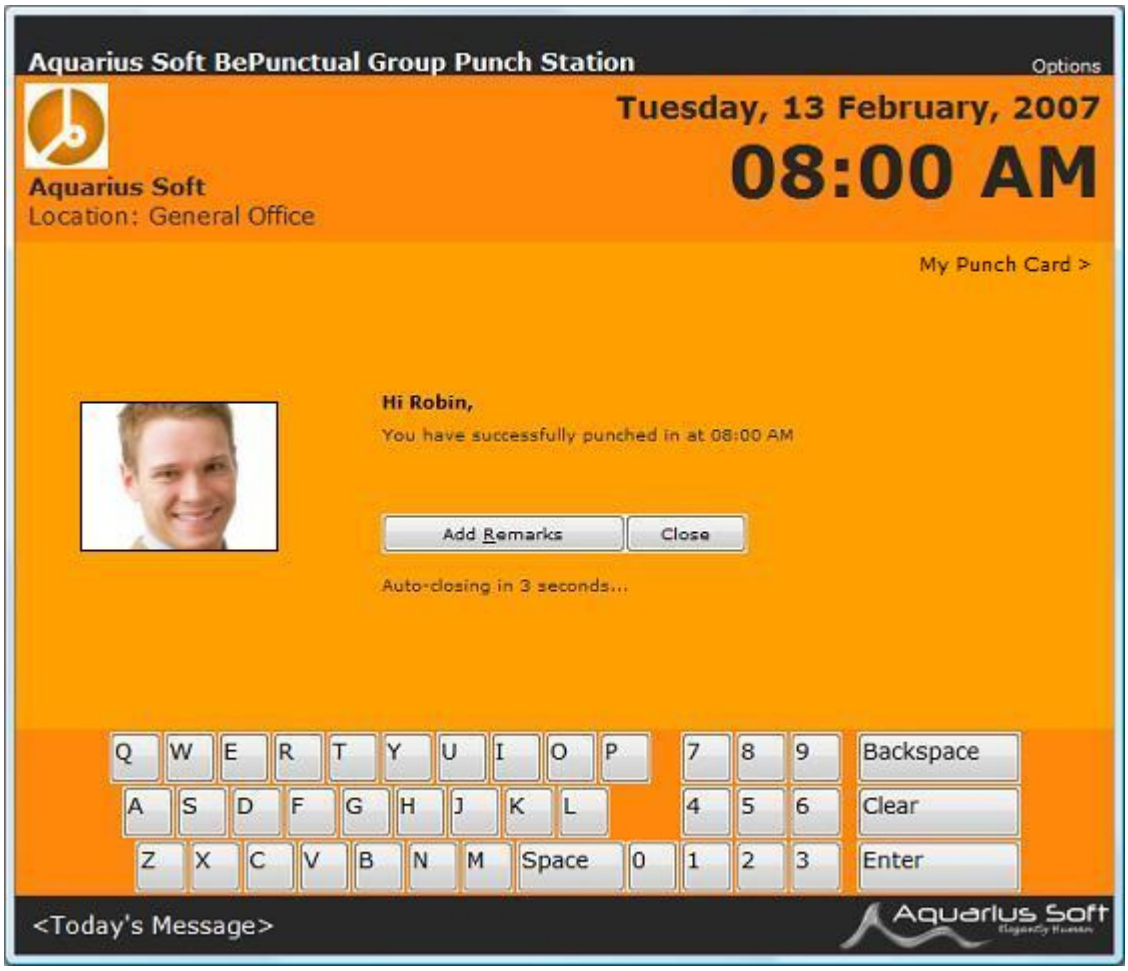
Punch Result Page



This page will be displayed when the staff has punch in/out successfully.

A captured photo of the staff will be displayed on the left if webcam option is enabled.

Control	Type	Description
Close	Button	Click this button to return to the **Sign In Page**.

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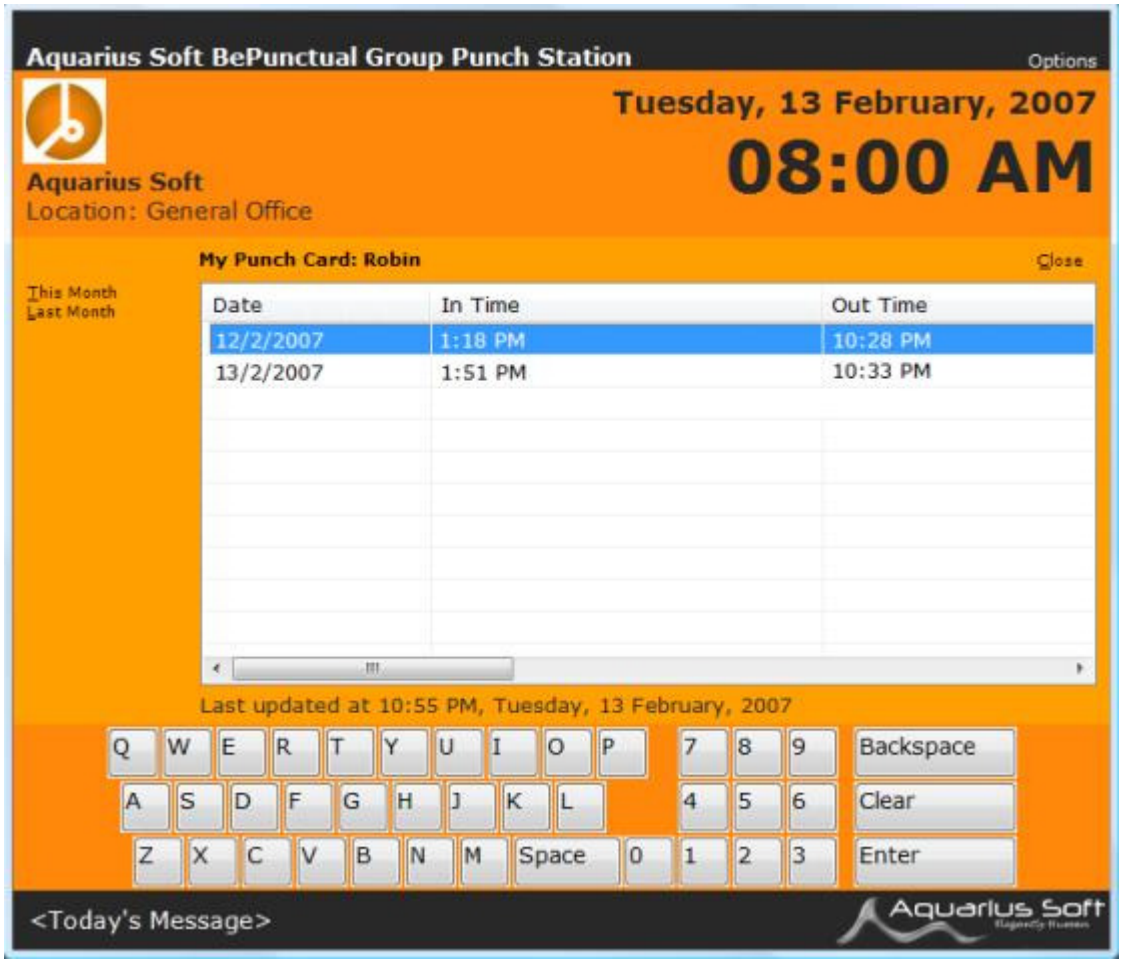
My Punch Card Page



This page shows a staff's punch entries.

Control	Type	Description
This Month	Button	Click this button see this month's punch entries.
Last Month	Button	Click this button see last month's punch entries.
Last Updated	Text	This shows when the information is last updated.
Close	Button	Click this button to return to the **Sign In Page**.

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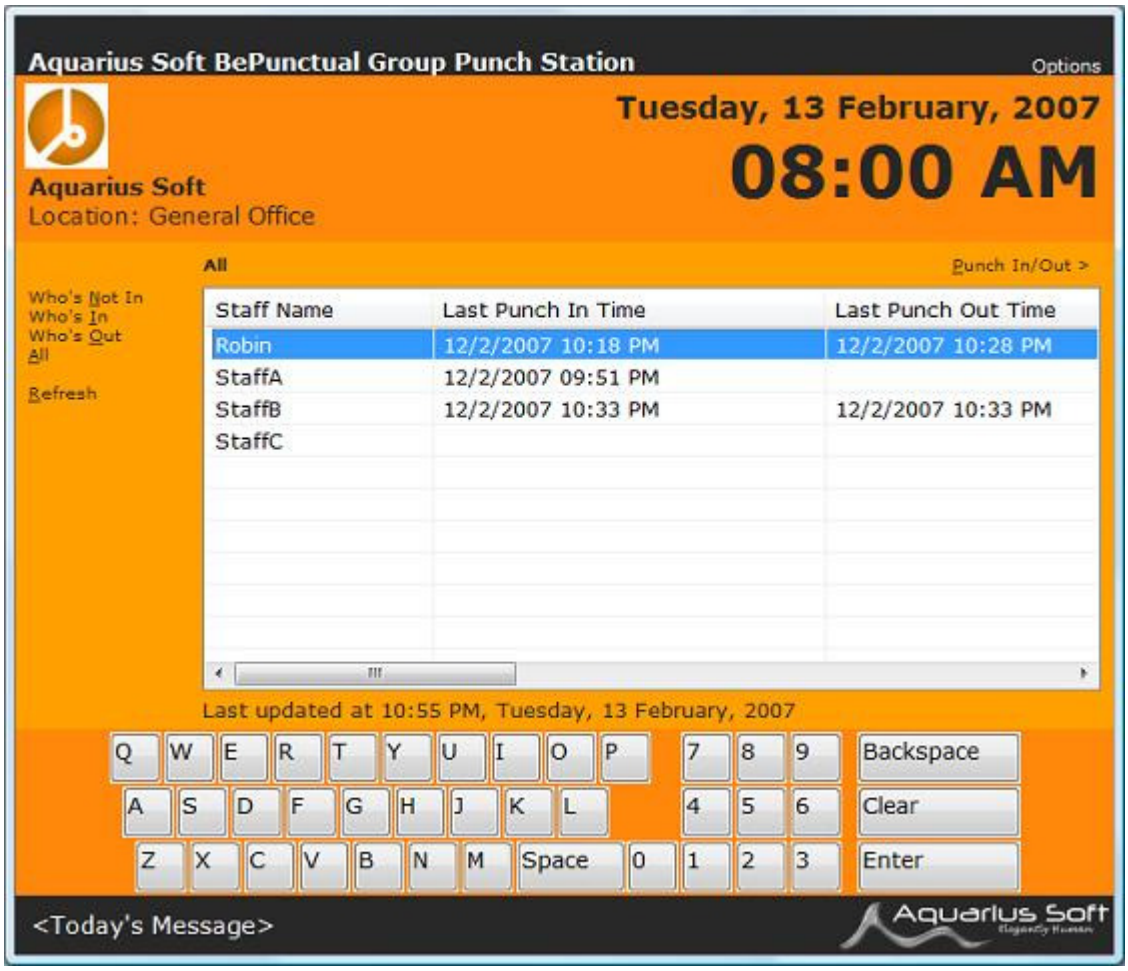
Who's In/Out Page



This page allows staffs to check which other staffs are in/out currently.

This page is accessed via the **Who's In/Out** text button in the **Sign In Page**.

Control	Type	Description
Sign In/Out	Text Button	Click this to go to the **Sign In Page**.
Staff List	List Box	This displayed list of staff and their information and status.
Who's In	Text Button	Click this to show the staff who are signed in.
Who's Out	Text Button	Click this to show the staff who have signed out today.
Who's In/Out	Text Button	Click this to display the staff who are signed in or have signed out today.
Who's Not In	Text Button	Click this to display registered staff who are not in today.
Search Type	Combo Box	Click here to select the type of search to perform.
Search Box	Text Box	Enter the search string here.
Refresh	Text Button	Click here to refresh the information based on the search criteria.
Last Updated	Text	Display the date and time of the last update of the information displayed.

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General Settings Page

This page lets you configure the general settings of the software.

Control	Type	Description
Station Location	Edit Box	Enter the station location text to display at the server software. The Station Location if set will be displayed at the server software as information for the administrator. This information can also set to displayed on the main screens in the **Personalize Display Settings Page** as information for the user.
Administrator Contact Information	Edit Box	Enter the administrator contact information text here as information for the staff. This information can be seen by clicking on **Options** menu and select **Contact Administrator**.
Today's Message	Edit Box	Enter the Today's Message to be displayed at the bottom of the main screens.
Run station when log on Windows	Check Box	Check this option if you want the station to automatically be run during Windows log on.
Run station in full screen	Check Box	Check this option if you want the station show in full screen when it is run.
Allow station to be non-full screen	Check Box	Uncheck this option if the Group Punch Station computer is only use for punching in/out and you do not want your staff to run other applications.
Allow station to be hidden	Check Box	Uncheck this option if the Group Punch Station computer is only use for punching in/out and you do not want your staff to run other applications.
Hide the taskbar when station is shown	Check Box	Check this option if the Group Punch Station computer is only use for punching in/out and you do not want your staff to run other applications.
Popup Today's Message on successful sign in/out	Check Box	Check this option to popup a larger Today's Message after successful sign in/out.
Show station always on top	Check Box	Check this option if this computer is only for staff signing in/out and you want to prevent staff from accessing other applications.
Show icon in the taskbar notification area	Check Box	By default, the punch station icon is set to displayed in the taskbar notification area to provide fast access to the punch station.
Prevent system from going into standby or hibernation	Check Box	Check this option if the Group Punch Station computer is only use for punching in/out and you want the computer always on and ready for punching in/out.
Prevent system from being log off or shutdown	Check Box	Check this option if the Group Punch Station computer is only use for punching in/out and you want the computer always on and ready for punching in/out.
Allow checking of who's late or who left early	Check Box	Check this option if you want to allow users to check who's late or who left early in the Who's In/Out page.

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Next	Button	Go to the next settings page.
Cancel	Button	Cancel the changes made.

Administrator Password Page

This page allows you to set an administrator password for the software.

With the password set, the password will have to be supplied in order to change the software settings.

Control	Type	Description
Password	Edit Box	Enter the software password here.
Re-enter Password	Edit Box	Re-enter the software password here.
Password needed to set this station to non-full screen	Check Box	Check this option if you want to prevent this station from going into non-full screen.
Password needed to hide or exit punch station	Check Box	Check this option if you want to prevent this station from being hidden or exit.
Back	Button	Go back to the previous settings page.
Next	Button	Go to the next settings page.
Cancel	Button	Cancel the changes made.

Connection Settings Page

This page lets you enter the information required for the software to connect to the BePunctual Server software.

The required settings are displayed in the BePunctual Server software's Punch Station Page.

Control	Type	Description
Connect to the Server software using its Computer Name	Radio Button	Select this to connect to the server software by its Computer Name. You can get the computer name of the server software in its **Punch Stations Page**.
Server Computer Name	Edit Box	Enter the server computer name here.
Connect to the Server software using its IP Address	Radio Button	Select this to connect to the server software by its IP Address. You can get the computer name of the server software in its **Punch Stations Page**.
Server IP Address	Edit Box	Enter the server IP address.
Network Communication Port Number	Edit Box	Enter the Communication Port Number as shown in the server software **Punch Stations Page**.
Time interval to poll Server software	Edit Box	Enter the time interval to check the connection to the server software.
Test Connection	Button	Click this button to test if the connection settings work.
Back	Button	Go back to the previous settings page.
Next	Button	Go to the next settings page.
Cancel	Button	Cancel the changes made.

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Punch Options Page

This page lets you configure the staff's Punch Options.

Control	Type	Description
Allow checking of who's in/out	Check Box	Check this option to allow staff to check the staff' status.
Always show Who's In/Out page	Check Box	Check this option if you want the punch station always display the Who's In/Out page instead of the Sign In page.
Capture photo with Webcam	Check Box	Check this to enable capturing of staff's photo with a webcam during sign in/out.
Automatically punch in/our after signing in	Check Box	Check this option if you want the software to perform automatic punch in/out after the staff sign in with their punch ID and PIN.
Use fingerprint to sign in only	Check Box	Check this option if you only want to allow fingerprint sign in. The Punch ID and PIN boxes will not be available in the Sign In page.
Punch PIN not required.	Check Box	Check this if you do not need the staff to enter a Punch PIN.
Punch In Remarks	Selection Box	Select whether staff needs to enter punch in remarks.
Punch Out Remarks	Selection Box	Select whether staff needs to enter punch out remarks.
On-Screen Keyboard	Selection Box	Select whether to display a on-screen keyboard for key entry.
Input Devices Connected	Check Boxes	Check the devices that are connected to the punch station computer. The user interface of the punch station will be optimized accordingly.
Back	Button	Go back to the previous settings page.
Next	Button	Go to the next settings page.
Cancel	Button	Cancel the changes made.

Personalize Display Page

This page lets you configure the look of the software to your corporate image.

Control	Type	Description
Show organization logo image file	Check Box	Check this option to display your organization logo on the software user interface.
Organization Logo Image	Edit Box	Enter the location of your organization logo image file.
Show Organization Name	Check Box	Check this option to display the organization name on the punch station.
Show Station Location	Check Box	Check this option to display the station location on the punch station.
Display Theme	Selection Box	Select which display theme you like to use.
Enable display effects	Check Box	Check this option to enable display effects. Uncheck this if your computer is slow.
Speed	Slider	Set the speed of the display effects here.
Back	Button	Go back to the previous settings page.
Finish	Button	Click this to save and apply the changes.
Cancel	Button	Cancel the changes made.

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Contact Administrator Dialog

This dialog lets the staff to chat with the administrator directly.

It is access from **Options** -> **Contact Administrator**

Control	Type	Description
Administrator Contact	Text	This displays the administrator contact information
Messages	Text	This displays the chat messages between the staff and administrator
Input Text	Edit Box	This is for entering text messages to send to the administrator
Send	Button	Click this button to send the text entered in the Input Box to the administrator
Clear	Button	Click this button to clear the text in the Input Box.
Close	Button	Click this button to close this dialog.

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5 Getting Started

Running the Application

By default, the software is configured to run in full-screen on Windows log on. It can be accessed via its icon in the taskbar tray area. You can also run the software by clicking on the application shortcut at the following place:

Windows Start Menu -> Programs -> Aquarius Soft -> BePunctual GPS

First Time Configuration

When you first run the software, it will guide you through a simple configuration process.

Minimally, the connection settings have to be configured correctly in the **Connection Settings Page** so that the software can connect to the **BePunctual Server** software to perform punching in/out.

Enter the server's **Computer Name** or **IP Address** and press the **Test Connection** button to ensure that the software can connect to the server software.

You can get the server's **Computer Name** and **IP Address** in the server software's **Punch Stations page**.

Punching In/Out

Once the Group Punch Station can connect to the server software, the staff can punch in/out using the Group Punch Station.

To punch in:

- Run and show the Group Punch Station. The **Sign In Page** will be displayed.
- Enter the **Staff Punch PIN** and click **OK** or press **ENTER** on the keyboard.
- The **Punch In/Out Page** will be displayed with the current staff punch status.
- If the staff has not punch in today, the **Punch In** button will be displayed to let the staff punch in.
- If the staff has already punched in today, the **Punch Out** button will be displayed to let the staff punch out.
- If the staff has already punched out today, and he can punch in multiple time, the **Punch In** button will be displayed to let the staff punch in again.
- If the staff has already punched out today, and he cannot punch in anymore, the punch status will be displayed. Press **Close** to return to the **Sign In Page**.
- Click **Punch In/Out** button to punch in/out.
- The **Enter Remarks Page** may be shown to prompt the staff for a remarks. If so, enter a remark and click **OK**.
- The **Punch Result Page** will be displayed and show the punch result.
- Click **Close** to return to the **Sign In Page**.

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Viewing My Punch Card

A staff can view his punch card containing his punch entries.

To view his punch card

- Run and show the Group Punch Station. The **Sign In Page** will be displayed.
- Enter the **Staff Punch PIN** and click **OK** or press **ENTER** on the keyboard.
- The **Punch In/Out Page** will be displayed with the current staff punch status.
- Click **My Punch Card** to see the **My Punch Card Page**.
- Click **This Month** to see this month's punch entries.
- Click **Last Month** to see last month's punch entries.
- Click **Close** to return to the **Sign In Page**.

Checking Who's In/Out

Once the station is connected to the server software, the staff can view who's in/out.

To view who's in/out:

- Run and show the software.
- Click **Who's In/Out** in the **Sign In Page** to show the **Who's In/Out Page**

Contacting the Administrator

When the staff needs to contact the administrator at the server computer, he/she can contact the administrator via **Options -> Contact Administrator**

Toggle Full Screen Display

You can toggle full screen display of the station via **Options -> Toggle Full Screen**

You can allow/disallow the station from being shown in non-full screen display mode in the **General Settings Page**.

Password prompt can be enabled in the **Administrator Password Page** to prevent staff from showing the station in non-full screen mode.

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Hiding the Application

You can hide the application via **Options -> Hide**

You can allow/disallow the application from being hidden in the **General Settings Page**.

Password prompt can be enabled in the **Administrator Password Page** to prevent staff from hiding the application.

Showing the Application

You can show the application when it is hidden by right clicking on its icon in the taskbar notification area and select **Restore.**

Alternatively, you can double click on its icon in the taskbar notification area.

Exiting the Application

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

Password prompt can be enabled in the **Administrator Password Page** to prevent staff from exiting the application.

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6 Customization

Run When Log In Windows

By default, the application is set to run when log in Windows.

You can change this option via **Options -> Settings -> General Settings -> Run station when log in Windows**

Run In Full Screen

You can set to have the application always run in full screen. Enable this option if the computer is only use for staff signing in/out.

You can change this option via **Options -> Settings -> General Settings -> Run station in full screen**

Allow Punch Station to be Non-Full Screen

Uncheck this option if the computer is only use for staff signing in/out and you do not want others to run other applications.

You can change this option via **Options -> Settings -> General Settings -> Allow station to be non-full screen**

Need Password to Show Non-Full Screen

Check this option if you do not want others to show the application in non-full screen mode.

You can change this option via **Options -> Settings -> Administrator Password -> Password needed to set this station to non-full screen**

Allow Punch Station to be Hidden

Uncheck this option if the computer is only use for staff signing in/out and you do not want others to run other applications.

You can change this option via **Options -> Settings -> General Settings -> Allow station to be hidden**

Need Password to Hide or Exit Punch Station

Check this option if you do not want others to exit the application.

You can change this option via **Options -> Settings -> Administrator Password -> Password needed to hide or exit this station**

Hide the Taskbar when Punch Station is Shown

Uncheck this option if the computer is only use for staff signing in/out and you do not want others to run other applications.

You can change this option via **Options -> Settings -> General Settings -> Hide the taskbar when station is shown**

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Popup Today's Message on Successful in/out

You can set to popup the today's message when the staff successfully punch in/out via **Options -> Settings -> General Settings -> Popup Today's Message on successful in/out**

Prevent Standby and Hibernate

Check this option if the computer is only use for staff signing in/out and you want the computer always on and ready.

When this option is checked and standby or hibernate is activated, the software will turn off the monitor to save power.

You can change this option via **Options -> Settings -> General Settings -> Prevent system from going into standby or hibernate**

Prevent Log Off and Shutdown

Check this option if the computer is only use for staff signing in/out and you want the computer always on and ready.

When this option is checked, to log off or shutdown Windows, the application has to be exited first.

You can change this option via **Options -> Settings -> General Settings -> Prevent system from being log off or shutdown**

Show Always on Top

You can set to have the application to show always on top of all other application windows to provide maximum visibility of the application.

Check this option if the computer is only use for signing in/out and you do not want others to run other applications.

You can change this option via **Options -> Settings -> General Settings -> Show station always on top**

Show Icon in Taskbar Notification Area

By default, the application icon is set to displayed in the taskbar notification area to provide fast access to the application.

You can change this option via **Options -> Settings -> General Settings -> Show icon in the taskbar notification area**

Show Organization Logo

You can configure to show your organization logo on the application screen.

You can change this option via **Options -> Settings -> Display Settings -> Show organization logo image file**

Show Organization Name

You can configure to show your organization name on the application screen.

You can change this option via **Options -> Settings -> Display Settings -> Show organization name**

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The organization name is set in the server software.

Show Station Location

You can configure to show the station location information on the application screen. This information is also displayed at the server software **Punch Station Page** as an information to the administrator.

You can change the administrator contact information via **Options -> Settings -> Display Settings -> Show station location**

Allow Checking of Who's In/Out

You can allow/disallow checking of who's in/out.

You can change the this option via **Options -> Settings -> Punch Options -> Allow checking who's in/out**

Allow Checking of Who's Late or Who Left Early

Check this option if you want to allow users to check who's late or who left early in the Who's In/Out page:

Options -> Settings -> General Settings -> Allow checking of who's late or who left early

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Always Show Who's In/Out

Enable this option if you want the **Who's In/Out Page** be the main page that is always shown when the application is run and after signing in/out.

You can change the this option via **Options -> Settings -> Punch Options -> Always show who's in/out page**

Punch In/Out Remarks

You can configure if the staff needs to enter remarks when they punch in/out via **Options -> Settings -> Punch Options -> Punch In/Out Remarks**

The options available are:

- **Always** - Staff must enter remarks in order to punch in/out.
- **Optional** - Staff has a choice of whether to enter remarks.
- **Never** - Staff do not need to enter remarks.
- **When Necessary -** Staff needs to enter remarks when the staff is late or when the staff knocks off early.

Automatically Punch In/Out After Signing In

Check this option to automatically perform punch in/out after the staff has successfully sign in.

This option is configure via **Options -> Settings -> Punch Options -> Automatically punch in/out after signing in**

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Use Fingerprint to Sign In Only

Check this option to only allow using fingerprint to sign in. Punch ID and Punch PIN boxes will be hidden.

This option is configure via **Options -> Settings -> Punch Options -> Use Fingerprint to sign in only**

Punch PIN not required

Check this option to hide the Punch PIN box so that staff only requires to enter Punch ID to sign in.

This option is configure via **Options -> Settings -> Punch Options -> Punch PIN not required**

Capture Photo with Webcam

When this option is enable, a photo of the staff will be captured when the staff enter his/her ID in the **Sign In Page**.

On successful sign in/out, this photo will be sent to the server software.

If a supported printer is installed, the photo will also be printed on the staff badge.

You can enable/disable capturing of photo via **Options -> Settings -> Punch Options -> Capture Photo with Webcam**

Display Theme

10 colorful themes are provided for selection. Chose one to match your corporate image.

You can select the display theme via **Options -> Settings -> Display Settings -> Display Theme**

Display Effects

Display transition effects can be enabled and the transition speed can be set according to the speed of the computer. For a slow computer, the display effect should be disabled.

You can enable/disable display effect via **Options -> Settings -> Display Settings -> Enable Display Effects**

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7 Frequently Asked Questions

- Why can't I get the station software to connect to the server software?
- Can the punch station settings be configured remotely at the server software?
- What can I do if I forgot the station administrator password?
- Can the staff change the computer time so as to punch in early or punch out late?

Why can't I get the station to connect to the server software?

The following are the possible reasons:

- The **BePunctual Server** software computer is not on.
- The connection settings are not correct. Check the settings on the **Punch Station Page** of the **BePunctual Server** software.
- The server software or the punch 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.

Can the punch station settings be configured remotely at the server software?

Yes. You can do that in the server software **Punch Station Page** by selecting the station to configure and click **Properties**.

What can I do if I forgot the station administrator password?

The administrator can change the punch station password by configuring the station at the Server software.

Can the staff change the computer time so as to punch in early or punch out late?

The punch in/out time is taken from the computer running the server software. As the server software should be run on another computer in the network, changing the Group Punch Station computer time will not affect the punch in/out time.

8 Keyboard Shortcuts

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

Keyboard Shortcut	Functions
F1	Show application online help

Click here for a complete keyboard shortcut utility that will increase your productivity working on the computer.

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