

Version 9

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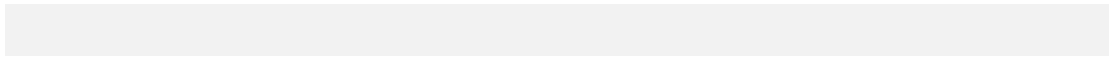
*User Manual*  
*BePunctual Staff Punch Station*

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## 2 Introduction

**Aquarius Soft BePunctual Staff 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 your staff to punch in/out from their own office computer at their convenience.

For each staff who has a office computer, you can install the **Staff Punch Station** software on their computer to let them 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.

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### ***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 3 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 Staff Punch Station computer to capture staff punching in/out
- The punch ID of the punch software is set to the Windows log in name. Staff cannot enter another punch ID into the punch software.

#### **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.

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### ***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 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
- 
-

## 3 Installation and Remove

### ***Installing the application***

Prior to installing the Staff 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 **BePunctualStaff.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:

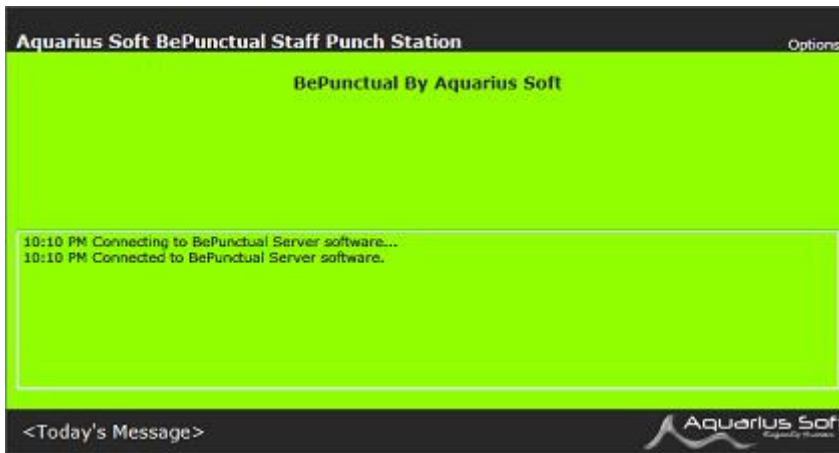
- Exit the software
- Log off Windows
- Log in Windows with an administrator account
- Open **Control Panel > Add and Remove Programs**
- Select **Aquarius Soft BePunctual Staff Punch Station** and click **Change/Remove**

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.](#)

## 4 Knowing the User Interface

### Home Page



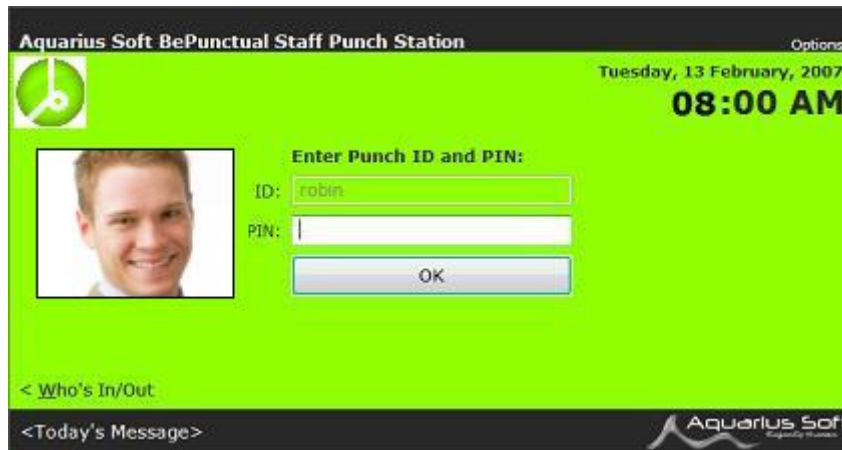
When the **Staff Punch Station** is run, the **Home Page** will be displayed showing server connection status.

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

Control	Type	Description
<b>Options</b>	Text Button	Click this to popup the <b>Options Menu</b> to access the following functions: <ul style="list-style-type: none"> <li>• Settings</li> <li>• Contact Administrator</li> <li>• Help</li> <li>• About</li> <li>• Toggle Full Screen</li> <li>• Hide</li> <li>• Exit</li> </ul>
<b>Organization Logo</b>	Image	Display the organization logo as set in the <b>Personalize Display Settings Page</b> .
<b>Organization Name</b>	Text	Display the organization name as set in the <b>BePunctual Server</b> software.
<b>Station Location</b>	Text	Display the station location as set in the <b>General Settings Page</b> .
<b>Date and Time</b>	Text	Display the date and time of the server computer.
<b>Connection Status</b>	Text	Display the server connection status.
<b>Today's Message</b>	Scrolling Text	Displays the "Today's Message" as set in the <b>General Settings Page</b> .

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

## Sign In Page



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

It is displayed when the Staff 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
<b>Who's In/Out</b>	Text Button	Click this to show the <a href="#">Who's In/Out Page</a>
<b>Punch ID</b>	Edit Box	This displays the Staff Punch ID as configured in the <a href="#">General Page</a> .
<b>Punch PIN</b>	Edit Box	Enter the Staff Punch PIN here.
<b>OK</b>	Button	Click this to sign into the system to punch in/out.

## 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:

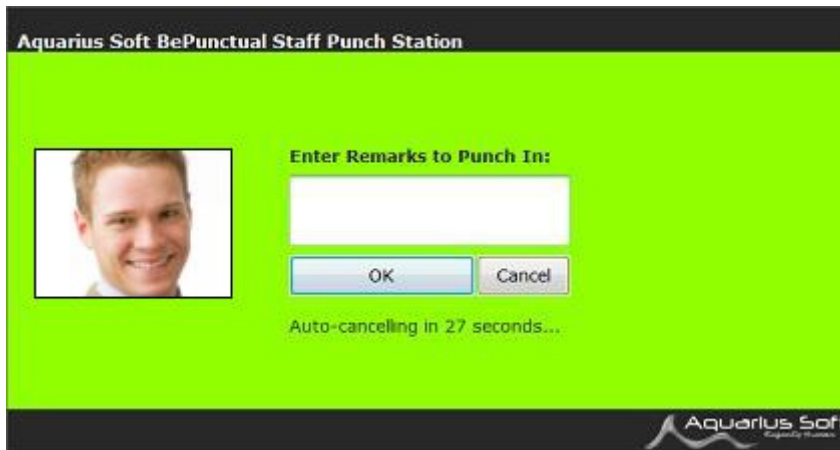


If the staff has already punched out, he will see the following page if he cannot punch in anymore today:



Control	Type	Description
<b>My Punch Card</b>	Button	Click this button to view your punch card entries.
<b>Punch In</b>	Button	Click this button to punch in.
<b>Punch Out</b>	Button	Click this button to punch out.
<b>Cancel</b>	Button	Click this button to cancel punch in/out and return to the <a href="#">Sign In Page</a> .
<b>Close</b>	Button	Click this button to return to the <a href="#">Sign In Page</a> .

## 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 <a href="#">Sign In Page</a> .

## 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 <a href="#">Sign In Page</a> .

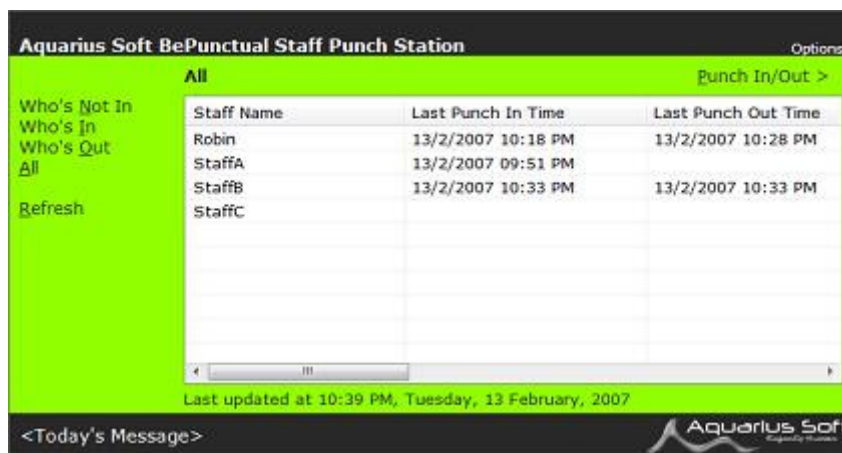
## My Punch Card Page



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 <a href="#">Sign In Page</a> .

## 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
<b>Punch In/Out</b>	Text Button	Click this to go to the <b>Sign In Page</b> .
<b>Staff List</b>	List Box	This displayed list of staff and their information and status.
<b>Who's In</b>	Text Button	Click this to show the staff who are signed in.
<b>Who's Out</b>	Text Button	Click this to show the staff who have signed out today.
<b>Who's In/Out</b>	Text Button	Click this to display the staff who are signed in or have signed out today.

<b>Who's Not In</b>	Text Button	Click this to display registered staff who are not in today.
<b>Search Type</b>	Combo Box	Click here to select the type of search to perform.
<b>Search Box</b>	Text Box	Enter the search string here.
<b>Refresh</b>	Text Button	Click here to refresh the information based on the search criteria.
<b>Last Updated</b>	Text	Display the date and time of the last update of the information displayed.

## General Settings Page

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

Control	Type	Description
<b>Station Location</b>	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 <b>Personalize Display Settings Page</b> as information for the user.
<b>Administrator Contact Information</b>	Edit Box	Enter the administrator contact information text here as information for the staff. This information can be seen by clicking on <b>Options</b> menu and select <b>Contact Administrator</b> .
<b>Today's Message</b>	Edit Box	Enter the Today's Message to be displayed at the bottom of the main screens.
<b>Run station when log on Windows</b>	Check Box	Check this option if you want the station to automatically be run during Windows log on.
<b>Popup Today's Message on successful sign in/out</b>	Check Box	Check this option to popup a larger Today's Message after successful sign in/out.
<b>Show station always on top</b>	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.
<b>Show icon in the taskbar notification area</b>	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.
<b>Show hidden station when logging off or shutting down</b>	Check Box	Check this option to remind the staff to punch out during log off or shutdown.
<b>Allow checking of who's late or who left early</b>	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.
<b>Next</b>	Button	Go to the next settings page.
<b>Cancel</b>	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
<b>Password</b>	Edit Box	Enter the software password here.
<b>Re-enter Password</b>	Edit Box	Re-enter the software password here.
<b>Password needed to hide or exit punch station</b>	Check Box	Check this option if you want to prevent this station from being hidden or exit.
<b>Back</b>	Button	Go back to the previous settings page.
<b>Next</b>	Button	Go to the next settings page.
<b>Cancel</b>	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
<b>Connect to the Server software using its Computer Name</b>	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 <b>Punch Stations Page</b> .
<b>Server Computer Name</b>	Edit Box	Enter the server computer name here.
<b>Connect to the Server software using its IP Address</b>	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 <b>Punch Stations Page</b> .
<b>Server IP Address</b>	Edit Box	Enter the server IP address.
<b>Network Communication Port Number</b>	Edit Box	Enter the Communication Port Number as shown in the server software <b>Punch Stations Page</b> .
<b>Time interval to poll Server software</b>	Edit Box	Enter the time interval to check the connection to the server software.
<b>Test Connection</b>	Button	Click this button to test if the connection settings work.
<b>Back</b>	Button	Go back to the previous settings page.
<b>Next</b>	Button	Go to the next settings page.
<b>Cancel</b>	Button	Cancel the changes made.

## Punch Options Page

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

Control	Type	Description
<b>Staff Punch ID</b>	Edit Box	Set the <b>Staff Punch ID</b> for this Staff Punch Station here. If multiple staff share this PC, you can leave the Staff Punch ID empty so that they can enter their own punch ID to punch in/out.
<b>Use Windows log on name as punch ID</b>	Check Box	Check this option if the Staff Punch ID is the same as the staff's Windows log on name. When this is checked, the Punch ID box will be disabled.
<b>Allow checking of who's in/out</b>	Check Box	Check this option to allow staff to check the staff' status.
<b>Capture photo with Webcam</b>	Check Box	Check this to enable capturing of staff's photo with a webcam during sign in/out.
<b>Automatically punch in/our after signing in</b>	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.
<b>User Fingerprint to sign in only</b>	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.
<b>Punch PIN not required</b>	Check Box	Check this if you do not need the staff to enter a Punch PIN.
<b>Automatically hide the punch station after punching in/out</b>	Check Box	Check this option if you want the software to hide itself after punching in/out.
<b>Punch In Remarks</b>	Selection Box	Select whether staff needs to enter punch in remarks.
<b>Punch Out Remarks</b>	Selection Box	Select whether staff needs to enter punch out remarks.
<b>Back</b>	Button	Go back to the previous settings page.
<b>Next</b>	Button	Go to the next settings page.
<b>Cancel</b>	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
<b>Show organization logo image file</b>	Check Box	Check this option to display your organization logo on the software user interface.
<b>Organization Logo Image</b>	Edit Box	Enter the location of your organization logo image file.
<b>Display Theme</b>	Selection Box	Select which display theme you like to use.
<b>Enable display effects</b>	Check Box	Check this option to enable display effects. Uncheck this if your computer is slow.
<b>Speed</b>	Slider	Set the speed of the display effects here.
<b>Back</b>	Button	Go back to the previous settings page.
<b>Finish</b>	Button	Click this to save and apply the changes.
<b>Cancel</b>	Button	Cancel the changes made.

## **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.

## 5 Getting Started

### ***Running the Application***

By default, the software is configured to run 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 SPS

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### ***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**.

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### ***Setup the Staff Punch ID***

This is the Punch ID of the staff that will be using the **Staff Punch Station** to punch in/out from his office computer.

To configure the Staff Punch ID, go to **Options -> Settings -> Punch In/Out -> Staff Punch ID**

If multiple staff share this computer, you can leave the **Staff Punch ID** empty so that each staff can enter their own punch ID.

Optionally, if the staff ID is the same as his Windows log on name, you can configure the staff ID to be the Windows log on name by checking the option.

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### ***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](#)
-



## ***Punching In/Out***

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

To punch in:

- Run and show the Staff 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](#).
- 

## ***Viewing My Punch Card***

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

To view his punch card

- Run and show the Staff 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](#).
- 

## ***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**

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## ***Contacting a Staff***

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

To chat with a staff:

- Click **Options** -> **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.
- 

## ***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.

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## ***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**

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### ***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 these options 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 display 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**

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### ***Show Hidden Station when Logging Off or Shutting Down***

You can enable this option to remind staff to punch out during log off or shutdown:

**Options -> Settings -> General Settings -> Show hidden station when logging off or shutting down**

---

### ***Popup Today's Message on Successful in/out***

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

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### ***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**

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### ***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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## ***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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## ***Automatically Hide the Punch Station After Punch In/Out***

Check this option to automatically hide the punch station after punching in/out

This option is configure via **Options -> Settings -> Punch Options -> Automatically hide the punch station after punching in/out**

---

## ***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**

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## ***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**

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## ***Capture Photo with Webcam***

When this option is enabled, 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**

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## ***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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## Frequently Asked Questions

### ***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.

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### ***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**.

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### ***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.

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### ***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 Staff Punch Station computer time will not affect the punch in/out time.

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## 7 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.