User Manual
BePunctual Classroom Station

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2   Introduction

Aquarius Soft BePunctual Classroom Station is one part of the [BePunctual](#) PC time and attendance solution. The main purpose of the software is to allow staffs to mark class attendance.

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

- Check class attendance

- Mark class attendance

- Contact the administrator using the build in instant messaging function

It supports BePunctual Biometric Fingerprint Scanner for fingerprint sign in/out of the staffs.

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 staffs to sign in/out and mark their class attendance.

Easy to Use
Your staffs will be able to sign in/out instantly either using their fingerprint or Punch ID/PIN and mark the class attendance.

Instantly Check Who's Not In/In/Out Today
Every staff can check who's present/absent today on the classroom station software.

Standalone or networked Classroom Station
You can install the Classroom Station on the same computer as the Server software or on other computers in the network.

Virtually Unlimited Classroom Stations
You can install as many classroom stations as you need, one in each classroom.

Remotely Configurable
For your convenience, the Classroom 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 software and set it to display your school 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

- 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) BePunctual Biometric Fingerprint Scanner for fast staff sign in/out

- (Optional) Touch screen monitor for Classroom Station software for staff to input their punch ID and PIN

3   Installation and Remove

Installing the application

Prior to installing the Classroom 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 **BePunctualClass.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 Classroom 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 **Classroom Station** is run, the **Home Page** will be displayed showing server connection status.

Once connected, the **Check Attendance 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
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.

Check Attendance Page

On successful connecting to the server software, this page will be displayed to allow checking of class attendance.

This page can also be accessed via the **Check Attendance** text button in the **Sign In Page**.

Control	Type	Description
Mark Attendance	Text Button	Click this to go to the **Sign In Page** for staff to sign in to mark the attendance of the selected class.
Student List	List Box	This displayed list of students and their information and status.
All	Text Button	Click this to show all students status.
Who's In	Text Button	Click this to show the students who are marked as present.
Who's Not In	Text Button	Click this to show the students who are marked absent or who attendance has not been marked.
Class	Combo Box	Click here to select the class to view attendance.
Search Box	Text Box	Enter the class search string here.
Refresh	Text Button	Click here to refresh the information based on the search criteria.
Print	Text Button	Click here to print the current selected class attendance.
Last Updated	Text	Display the date and time of the last update of the information displayed.

Sign In Page

This page is for staff to enter their punch PIN to sign into the system to mark the attendance of the selected class. If the fingerprint scanner is installed, a staff can sign in using their fingerprint.

It is displayed when the Classroom Station is connected to the server software and when the staff clicks on the **Mark Attendance** in the **Check Attendance Page**.

After sign in, the selected class attendance will be displayed in the **Mark Class Attendance Page**.

Control	Type	Description
Check Attendance	Text Button	Click this to show the **Check Attendance 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.

Mark Attendance Page

After signing in, the staff will see the Mark Attendance Page for he/she to mark the class attendance, set student temperature and remarks.

Control	Type	Description
Class Name	Text	Displays the name of the class which attendance is to be marked.
Present List	List Box	Displays the list of students who are present. By default, all students will be set to be present when the attendance is first marked.
Absent List	List Box	Displays the list of students who are absent.
Absent <	Button	Click this button to add selected students in the Present List to the Absent List.
Present >	Button	Click this button to add selected students in the Absent List to the Present List
Remarks	Button	Click this button to set the remarks for the selected students.
Temperature	Button	Click this button to set the temperature for the selected students.
Cancel	Button	Click this button to cancel punch in/out and return to the **Check Attendance Page**.
Submit	Button	Click this button to submit the class attendance and return to the **Check Attendance Page**.

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 Classroom Station computer is only use for marking attendance and you do not want your staff to run other applications.
Allow station to be hidden	Check Box	Uncheck this option if the Classroom Station computer is only use for marking attendance 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 Classroom Station computer is only use for marking attendance 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 marking attendance and you want to prevent staff from accessing other applications.
Show icon in the taskbar notification area	Check Box	By default, the classroom station icon is set to displayed in the taskbar notification area to provide fast access to the classroom station.
Prevent system from going into standby or hibernation	Check Box	Check this option if the Classroom Station computer is only use for marking attendance and you want the computer always on and ready for marking attendance
Prevent system from being log off or shutdown	Check Box	Check this option if the Classroom Station computer is only use for marking attendance and you want the computer always on and ready for marking attendance.
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.

Sign In Options Page

This page lets you configure the staff's sign in options.

Control	Type	Description
Allow checking of class attendance	Check Box	Check this option to allow checking of class attendance.
Always show Check Attendance page	Check Box	Check this option if you want the classroom station always display the Check Attendance page instead of the Sign In page.
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.
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 classroom station computer. The user interface of the classroom 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.

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 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 Classroom Station

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**.

Checking Class Attendance

Once the station is connected to the server software, the staff can view class attendance.

To view a class attendance:

- Run and show the software.

- Click **Check Attendance** in the **Sign In Page** to show the **Check Attendance Page**

- Select the class to check via the Class combo box.

Marking Class Attendance

Once the Classroom Station can connect to the server software, the staff can mark attendance using the Classroom Station.

To mark a class attendance in:

- Run and show the Classroom Station. The **Check Attendance Page** will be displayed.

- Select the class to mark attendance via the Class combo box.

- Click **Mark Attendance**.

- The **Sign In Page** will be displayed.

- Enter the **Staff Punch ID/PIN** and click **OK** or press **ENTER** on the keyboard.

- The **Mark Attendance Page** will be displayed with the current class attendance.

- Set student attendance to be present or absent.

- Set student temperature if needed.

- Set student attendance remarks if needed.

- Click **Submit** to submit the attendance to the Server software.

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.

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 anyone from exiting the application.

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 marking attendance.

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

Allow Station to be Non-Full Screen

Uncheck this option if the computer is only use for marking attendance 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 Station to be Hidden

Uncheck this option if the computer is only use for marking attendance 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 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 marking attendance 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**

Popup Today's Message on Successful SignIn

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

Prevent Standby and Hibernate

Check this option if the computer is only use for marking attendance 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 marking attendance 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 marking attendance 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**

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 Class Attendance

You can allow/disallow checking of class attendance on the Class Station software.

You can change the this option via **Options -> Settings -> Sign In Options -> Allow checking class attendance**

Always Show Class Attendance Page

Enable this option if you want the **Check Attendance Page** be the main page that is always shown when the application is run and after marking attendance.

You can change the this option via **Options -> Settings -> Sign In Options -> Always show Check Attendance Page**

Punch In/Out Remarks

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

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 -> Sign In 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 -> Sign In Options -> Punch PIN not required**

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**

7   Frequently Asked Questions

- [Why can't I get the station software to connect to the server software?](#)

- [Can the station settings be configured remotely at the server software?](#)

- [What can I do if I forgot the station administrator password?](#)

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 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.

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.