User Manual
BePunctual Automator Station

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2   Introduction

Want to monitor your employees' attendance even when you are not in office?

Want to save time by automating BePunctual report generation?

Want to automatically send message to remind your employees to punch out?

With Aquarius Soft BePunctual Automator, you can do all the above and more...

Aquarius Soft BePunctual Automator is one part of the BePunctual employee time and attendance system solution. The main purpose of the software is help the administrator to automate some of the frequent tasks he would be performing with BePunctual.

Tasks that can be automated includes:

- Generating and emailing reports to managers

- Broadcasting popup messages to employees running the BePunctual Staff Punch Station software

- Broadcasting today's messages to BePunctual Group Punch Station software

- Punching out for staffs who forget to punch out

Features and Benefits

Easy to Use
Administrator can easily add automation events to run supported tasks at the required time and interval.

Save time
Once setup, the administrator can be free from doing repetitive tasks like generating report once a week.

Powerful timer options
Automation events can be set to run one-time, daily, weekly, monthly, yearly or on a particular day of week, and at any time of the day.

Comprehensive report generation
The following reports can be automatically generated and email out:

- Staff Attendance Report

- Staff Attendance Sheet

- Staff Pay Report

- Staff Punctuality Report

- Staff Worked hours report

- Staff working days and hours report

- Today's Attendance Report

Reports can be generated for the following period:

- This month

- Last month

- This week

- Last week

- This week and last week

- Last week and the week before last

- Next 2 weeks

- Next month

Reports can also be generated for the following groups of employees:

- All staffs

- A specific department

- A specific staff type

- A specific staff

Automatic message broadcast
You can automate broadcasting of messages to the employee. Some good uses of this feature includes:

- to remind to employees to punch in or punch out.

- to inform employees of the latest event

Automatic punch out for employees
You can set a time after office hours to automatically punch out for employees who have forgotten to punch out themselves.

You can set the punch out time to be either the time of the automation event or each employee's knock-off time.

Receive attendance report even when you are not in office
You can setup the BePunctual Automator to email you today's attendance reports so that even when you are not in office, you can monitor your employees' attendance.

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

- 20 MB hard disk space.

Software Requirements

- Windows 2000/XP/Vista/7

- Requires BePunctual Server 9.0 and above to be running on the same computer.

3   Installation and Remove

Installing the application

Prior to installing the software, please ensure the following:

- **BePunctual Server** is installed and running in the same computer.

- Log into Windows with an administrator account.

After downloading the application setup file **BePunctualAutomator.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 Automator** and click **Change/Remove**

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 double clicking on the application shortcut at the following place:

- **Windows Start Menu->Programs->Aquarius Soft->BePunctual Automator**

Please note that the application need not be running in order for the automation events to run, nor would you need to log into Windows. A separate "Windows service" module is always running in the background to run those events.

Configure the Mail Settings

Before you can email reports via BePunctual Automator, the mail settings has to be properly configured as follows:

- Run the software.

- Click **Tools** -> **Mail** Settings to show the **Mail Settings** dialog.

- Enter your email settings.

- Test the settings by sending a test email.

- Press **OK** to save the changes.

Adding an Automation Event

To add an automation event

- Run the software.

- Click **Add Event** to show the **Automation Event** dialog.

- Select the type of event to run.

- Configure the time to run the event.

- Configure the options available

- Click **Test Event** to test the event.

- Click **OK** to save the changes.

Editing an Automation Event

To add an automation event

- Run the software.

- Select the event to edit.

- Click **Edit** to show the **Automation Event** dialog.

- Select the type of event to run.

- Configure the time to run the event.

- Configure the options available

- Click **Test Event** to test the event.

- Click **OK** to save the changes.

Deleting an Automation Event

To delete an automation event

- Run the software.

- Select the event to delete.

- Click **Delete**.

- Click **OK** to confirm the deletion.

Enable/disable an Automation Event

To enable an automation event, check the box beside the event.

To disable an automation event, uncheck the box beside the event.

Enable Logging of Automation Event

You can enable logging of the automation events triggered:

- Run the software.

- Click **Tools** -> **Event Log** Settings to show the **Event Log Settings** dialog.

- Check the **Enable Event Log** box to enable logging.

- Press **OK** to save the changes.

To view the logged events, click **Open Log File**.

To delete the logged events, click **Delete Log File**.

Exiting the Application

To exit the software:

- Click **File** > **Exit**.

Frequently Asked Questions

- [Do I need to keep the application running in order for the automation events to be triggered?](#)

Do I need to keep the application running in order for the automation events to be triggered?

No. BePunctual Automation has a Windows service module that is always running in the background to trigger automation events.

In fact, the computer need not even be login for the events to be triggered.

Keyboard Shortcuts

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

Keyboard Shortcut	Functions
F1	Show application online help.
Alt + F4	Exit the application.

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