



In · Out

DOCUMENTATION · STAFF & HR

Connect a biometric attendance reader

Point the fingerprint or face reader at your door to Filantis, and every punch becomes a day sheet, a yearly register and the attendance your payroll is checked against.

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filantis.com/docs/attendance-readers/

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At a glance

- **Pick the make and model** and fill in what the form asks for — there is nothing to install on a PC.
- **Readers connect over the network.** The simplest way is for the reader to send its punches to Filantis.
- **Every person has an Attendance ID** — a unique number Filantis gives them. Enrol them on the reader under it.
- **Unknown badges are kept, never discarded,** until you match them.
- **No reader? No problem.** Punches can be added by hand or uploaded from a file.

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2. [Each person’s Attendance ID](#)

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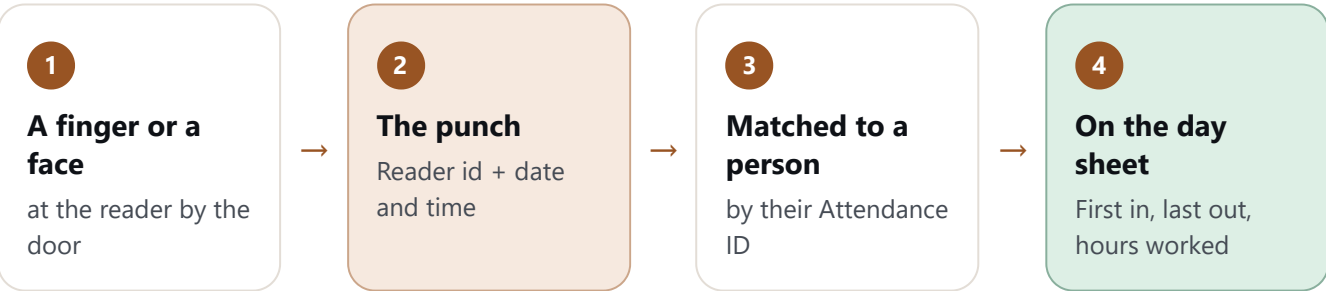
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1 How a punch reaches Filantis



The reader only knows a number. Filantis turns it into a person and a working day.

There are five ways for the punches to arrive. The form offers the ones your model supports, best first:

HOW IT CONNECTS	WHAT HAPPENS	USE IT FOR
■ Push — “Cloud Server” / ADMS	The reader sends each punch to Filantis by itself.	The recommended way everywhere, and the one that works with a cloud workspace.

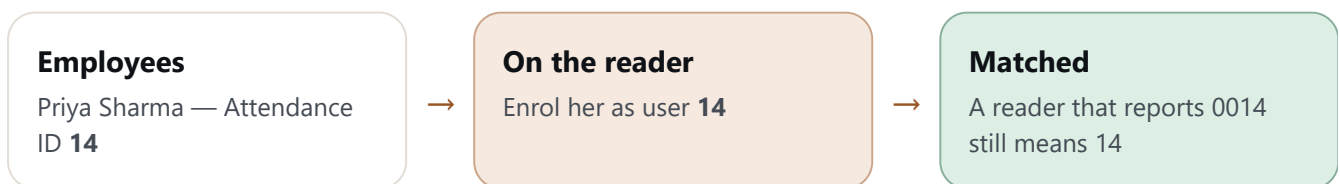
HOW IT CONNECTS	WHAT HAPPENS	USE IT FOR
 Direct connection	Filantis connects to the reader and collects its log on a timer.	A Filantis server in the same office as the reader.
 The maker's own server or API	Filantis reads punches from the reader's management software or cloud.	Hikvision, Suprema and readers managed by a vendor system.
 A file, uploaded by hand	Export the log from the reader's software and upload it.	A reader that cannot reach the network.
 Recorded by hand	Add punches yourself on the day sheet.	No reader at all.

Makes on the list: ZKTeco, eSSL, BioMax, Realtime Biometrics, Secureye, Star Link, TimeWatch, Hikvision, Suprema, Anviz, Matrix COSEC, Mantra, Dahua — and **Something else** for any other network reader.

2 Each person's Attendance ID

A reader identifies people by the number they were enrolled under. Filantis gives every person a number of their own — their **Attendance ID** — the moment they are added. It is unique, it never changes, and there is nothing for you to type or keep in step.

- 1 Open **Office** → **Employees**. Each person's **Attendance ID** is shown under their name.
- 2 On the reader, enrol their fingerprint or face under **that number** as the user ID, following the reader's own manual.
- 3 That is all. Their punches are matched to them from the first one.



One number, two places. Because Filantis issues it, two people can never share one.

Already have people enrolled on a reader? Re-enrol each of them under their Attendance ID. Punches reported under any other number wait on the **Unmatched** tab — they are kept, but they are not counted for anyone.

People do not need an extension or a sign-in to be on attendance. A housekeeper with no phone is recorded exactly like everyone else — see [Add your staff and departments](#).

3 Add a reader

- 1 Open **Office** → **Attendance** and choose the **Readers** tab.
- 2 Click **Add a reader**.
- 3 In **What is it for**, type a name people will recognise — “Staff entrance” — and say **Where it is**.
- 4 Choose the **Make** and the **Model**.
- 5 Choose **How it connects**. The form then asks only for what that way needs.
- 6 Set **Reports punches as**: leave it on *Not stated* — *work it out from the order* for one reader at one door, or *Always an arrival / Always a departure* for separate in and out readers.
- 7 Click **Add reader**.

Add a reader

What is it for

Where it is

Staff entrance

Back gate

A name people here will recognise, not the model.

Make

Model

eSSL

X990 / X7 / K21 / K30

How it connects

Push / ADMS (“Cloud server” in the device menu)

Cancel

Add reader

Where a reader supports it, Filantis shows **the reader’s token** once after you add it. Most readers have nowhere to put it — it matters only for firmware that lets you set a path. If it is lost, issue a new one.

4 Set up the reader itself

Push — the reader reports by itself

The form shows the two values to type into the reader. On the reader's own menu:

- 1 Go to **Menu** → **Comm** → **Cloud Server** (some models call it **ADMS**).
- 2 Enter the **Server address** and **Server port** exactly as the form gives them.
- 3 Leave the other settings alone and save. The reader starts reporting within a minute.

If it will not connect, try port 80. The form shows the secure port because that is how you are reading the page — but many of these readers cannot use a secure connection at all. Also check the address if you are setting up from outside the office: the reader may need a different one from the one in your browser.

Direct connection — Filantis collects

Enter the reader's **Address**, **Port** and, if one is set on the reader, its **Communication key**. Choose how often to **Collect** — every 2, 5 or 15 minutes, or every 6 hours.

A direct connection needs Filantis to be able to reach the reader. That is natural when Filantis runs on a server in your own office, and usually impossible from a cloud workspace — where a private office address is refused outright. On the cloud, use **Push**.

The maker's own server

For Hikvision, give the reader's address with its username and password. For Suprema, give your **BioStar 2 server** with a login id and password. Other vendor systems can be read through **A JSON endpoint**, where you say where the punches are and which keys hold the person's id and the time.

5 Check it is reporting

The **Readers** tab lists each reader with its connection, where it is, how many punches it has sent and when it was **Last heard**.



Test

Tries the connection now and tells you what it found.



Collect

Fetches the punches from one reader straight away.

Collect now does every reader.



Upload a file

A CSV or text export from the reader's software.

Uploading the same file twice records nothing the second time.

Ask a colleague to punch, wait a minute, and watch **Last heard** change. That one line is how you know a push reader is working.

For a file upload, the reader's settings say which column holds the person's id, which holds the date and time, and **how dates are written** — day first or month first. Filantis asks rather than guesses, because 05/08 read the wrong way round is a wrong day's attendance.

6 Match unknown badges

When a reader reports a number that belongs to nobody Filantis knows, the punches go to the **Unmatched** tab. They are kept, not discarded.

- 1 Open **Unmatched**. Each row shows the **Reader id**, what the reader calls the person, how many punches, and when they were first and last seen.
- 2 If the number is the Attendance ID of someone you have only just added, click **Match them now** — their earlier punches join their record.
- 3 If it is a number from an old enrolment, re-enrol that person on the reader under their Attendance ID.

7 The day and the year

The day

One row per person: **First in**, **Last out**, hours **Worked**, the number of punches and a **Status** you can set.

FOR TODAY'S ROLL CALL

The year

Each person across the financial year, quarter by quarter: days **Present**, **Half** days, **Leave** and **Absent**.

FOR THE REGISTER

- **Add a punch** records one by hand — who, when, in or out, and where — for a forgotten badge or a day worked off site.
- **Work the day out again** recalculates a day after late punches arrive or a correction is made.
- In the year view, a full day counts for present or on duty and half a day for a half day. Leave, absence, holidays and weekly offs are counted separately.

8 Questions

– My reader's make is not on the list.

Choose **Something else**. If it can send punches to a "cloud server" or ADMS address it will usually work with Push; otherwise export its log and use **A file, uploaded by hand**.

– Do I need a PC running the reader's software?

No. The reader talks to Filantis over the network. Nothing is installed on a PC.

– "Last heard" is not changing.

Check the server address and port on the reader, try port 80, and make sure the reader has a working network connection. A reader on an office network must be able to reach the address you gave it.

– We have one reader for arriving and another for leaving.

Add both, and set **Reports punches as** to *Always an arrival* on one and *Always a departure* on the other.

– Does attendance change anyone's pay automatically?

No. Attendance is the record; salaries are recorded on Payroll — see [Set up salaries and record payments](#).

The reader you already own, the register you never have to write

Filantis reads the attendance readers most offices already have on the wall — and puts the result beside the same people's phones, payroll and shifts. No attendance PC, no monthly export.

Common makes

Pick make and model from a list.

No PC software

The reader reports over the network.

Nothing lost

Unknown badges are kept to match.

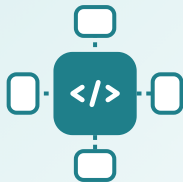
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[See Filantis for offices](#)

What to do next

With attendance recorded, set what each person is paid: [Set up salaries and record payments.](#)

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Questions? hello@filantis.com



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