

Intel Clock Wiz ZK Edition

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01 Quick start and daily routine

What the program does

Intel Clock Wiz receives stored clockings and employee information from configured ZKTeco terminals. Staff clock at the terminal; the back-office program imports those records, prepares attendance reports and calculates basic hourly payslips.

First use

1. Install and activate the ZKTeco edition.
2. Log in and change the initial administrator PIN.
3. Complete Company Settings.
4. Have the technician configure Manage Devices and the terminal ADMS settings.
5. Import Users & Biometrics and check employee details.
6. Import Clockings From Devices.
7. Check Clocking Log, then Attendance Report.

Daily routine

1. Open Intel Clock Wiz and log in.
2. Run Import Clockings From Devices and allow the import to finish.
3. Check the date range in Clocking Log and confirm recent records arrived.
4. Review Attendance Report for missing or incorrect clockings.
5. Use Correct Clockings for authorised changes and record the reason.
6. Print, export or email the required report.
7. Close the program before making a file backup.

How to read this manual

Bold button names in the program correspond to the named actions in this guide. Procedures use the last documented build behaviour. Where a precise field label or extra control was not recorded, this guide describes the task without inventing a button.

02 Installation and product activation

Install the customer edition

1. Run IntelClockWiz_ZKTeco_Setup.exe supplied by Intelligent SystemsZA.
2. Follow the setup prompts and allow the required Windows installation changes.
3. Open Intel Clock Wiz from its desktop or Start Menu shortcut.
4. Complete activation if prompted.
5. Log in and perform the first-use checks on page 3.

What version 34 setup includes

The recorded installer includes the SQLite runtime, checks .NET Framework 4.7.2, creates shortcuts and adds Windows Firewall rules for ADMS. The default receiver port is TCP 8081. It includes an application firewall rule for later port changes. This ADMS edition does not require BioTime, the ZKTeco Pull SDK or the DigitalPersona runtime.

Activate a new installation

1. Copy the installation code shown by the activation screen.
2. Give that code to your software supplier.
3. Enter the licence supplied for this computer and select Activate.
4. Reopen the application if requested.

The version 34 notes record the same FTC1 licence system as the U.are.U edition, with an existing licence usable for both editions on the same computer. A different computer may require a new licence.

Upgrades

Close the program and back up its data before installing an update. Version 34 stores data in ProgramData so it survives upgrades and includes migration of a database found beside the executable. After upgrading, check employees, clockings, company details and archives before normal use. Do not distribute development tools or the private licence generator to customers.

03 Login, PINs and protected functions

Administrator login

Enter the administrator PIN when the program opens. Cancelling the login closes the program. The documented initial PIN for a new database is 1234; an existing database keeps its existing PIN. Change the initial PIN before routine use.

Change Login PIN

Open Change Login PIN and complete the current-PIN and new-PIN prompts presented by the application. Retain the new PIN securely. Confirm it works at the next login.

When another PIN is requested

After login, routine reports, employee profiles, payroll details, imports and company settings do not normally require another PIN. Month End and Correct Clockings request administrator authentication again. Manage Devices uses the separate technician credential.

Technician access

Version 33 added acceptance of the technician credential wherever the administrator PIN is accepted. Device settings remain technician-protected. Obtain technician assistance from your supplier; this customer manual does not publish the technician credential.

04 Company settings and branding

Enter employer details

1. Open Company Settings.
2. Enter the company name, registration number, PAYE reference and UIF reference.
3. Complete the physical address, telephone number and email address.
4. Select the customer logo using the available logo control.
5. Save the changes.
6. Preview a payslip to check the details and logo.

Where details appear

The customer logo appears on the main screen. The expanded employer details are included on payslips. Check spelling and reference numbers before issuing documents.

Product identity

The application is displayed as Intel Clock Wiz, with CLOCK WIZ as the subtitle and the ICW clock logo. The recorded footer is: © 2026 Intelligent SystemsZA (Pty) Ltd. All rights reserved. Intel Clock Wiz is proprietary software.

05 Manage Devices and network setup

Register the terminals

A technician opens Manage Devices, authenticates, and adds or updates the terminals. Use a distinct descriptive name, such as Front Door or Warehouse, and the current IP address for each terminal. Save the settings and use Test Connection. Confirm the configured receiver port before continuing.

Two different addresses

The device IP identifies the terminal and belongs in Manage Devices. The ADMS server address on the terminal must identify the computer running Intel Clock Wiz. They are different addresses. Never put 127.0.0.1 into the terminal server-address field; it refers to the terminal itself.

Terminal settings for the documented installation

On the tested terminal, open Menu > COMM. > Cloud Server Settings (wording may vary with firmware). Set Server Mode to ADMS, Server Address to the computer IPv4 address, and Server Port to the Intel Clock Wiz receiver port (default 8081). Set HTTPS, Domain Name and Proxy Server to Off, and T&A Push to On. Save and restart the terminal if necessary. Use this configuration on the managed local network.

Ports and connection checks

Leave the separate TCP Communication Port at its existing device setting, documented as 4370. It is not the ADMS receiver port. Test Connection confirms reachability; it does not prove that users or clockings are arriving. A successful import and a matching record in Clocking Log provide the operational check.

Stable operation

The computer must be awake, connected to the network and running the relevant import. Ask the technician to keep its address stable, for example through a router reservation. Another application must not occupy the same receiving port. The installer provides firewall rules; if communication fails, have the technician check them instead of turning off the firewall.

06 Import Users & Biometrics

Download personnel from a terminal

1. Confirm the terminal points to this computer and the correct ADMS port.
2. Click Import Users & Biometrics.
3. Leave the process running for its full import period, up to about five minutes. Photos can take longer than names to transfer.
4. Read the import status and any error.
5. Open Manage Users and inspect the imported employees.
6. Open View Details for a sample employee and check the photograph and biometric counts.

Information imported

The documented importer receives employee IDs and names, fingerprint templates, face templates and photographs. Card numbers are also part of the stored user information used by Control Devices. Availability depends on what the terminal actually supplies.

Names and clockings are separate imports

Importing users does not replace importing clockings. If the program receives attendance before personnel, it can create a placeholder such as Employee 100. Import personnel to obtain the proper name, then check that the employee ID matches.

Biometric status

A displayed photograph does not by itself prove that fingerprint or face templates were imported. Check the separate capture status and counts. If templates are absent, repeat the import and check diagnostics. The history confirms successful user and biometric import on the tested terminal; it does not establish support for every ZKTeco model.

07 Manage Users and employee profiles

Open a profile

1. Open Manage Users.
2. Select an employee.
3. Click View Details or double-click the row.
4. Review the Employee & Payroll Profile.

The left panel shows the photograph and biometric status; the tabs on the right contain employee and payroll information.

Maintain employee information

Complete the available employment details, department, job title, ID/passport number, tax number, contact details and address. Add banking details and payroll notes where needed. Save the profile and reopen it to check the saved values.

Maintain pay information

Enter the appropriate pay details, particularly the hourly rate used by the current payslip function. The profile can store pay type and rates, but the documented payslip calculation uses completed hours multiplied by the hourly rate. Stored payroll details are kept separately and are not overwritten by later terminal imports.

Edit an employee name

Select the employee and use Edit Name. Enter the correct name and save it. Keep the existing employee ID aligned with the terminal PIN. A local name change should not be assumed to have reached a terminal until a device transfer has completed and been checked.

New employee workflow

Enrol the new employee and biometrics on the designated source terminal, using the organisation’s established employee-ID convention. Import that employee through Import Users & Biometrics or the source-device workflow on the next page. Complete the payroll profile, transfer to the required destination terminals, then verify a clocking. Preserve leading zeroes in employee IDs.

08 Control Devices: distribute users

Purpose

Control Devices replaced the earlier Send Names menu. It lets you import personnel from a designated source terminal and send the stored user information to selected destination terminals. Use this when one terminal is used for enrolment.

Import from the source

1. Open Control Devices.
2. Select the main biometric-capture terminal as the source.
3. Click Import All Users From Source.
4. Wait for completion.
5. Check the imported employee information and biometric counts before distributing it.

Send to destination terminals

1. Reopen Control Devices.
2. Select the same source device.
3. Check only the intended destination devices.
4. Click Send All Users to Checked Devices.
5. Monitor completion and any rejected commands.
6. On each destination, check a sample employee and test the required authentication method.

What is transferred

The recorded transfer includes user IDs, names, card numbers, fingerprint templates, face templates and photographs. Only selected devices participate, and this workflow was described as sending no user-deletion commands. Do not treat it as a device-cleanup or employee-removal tool.

Before distributing data

Check that the same ID does not identify different people on different terminals. Confirm the source contains the intended current information. Sending all users is broader than changing a single name. A successful send should be followed by a sample check on each destination, particularly where models or firmware differ.

09 Import Clockings From Devices

Run a clocking import

1. Confirm devices are configured and communicating with this computer.
2. Click Import Clockings From Devices.
3. Allow the documented import window of about two minutes.
4. Read the completion/status information.
5. Open Clocking Log, select the correct date range and verify newly received records.
6. Open Attendance Report to check calculated attendance.

Manual receiving window

The documented workflow starts the receiver through the import action. Do not assume that simply opening the program provides continuous unattended collection. Keep it running during the import; stop or let the import finish before starting another operation that requires exclusive access.

Repeat imports

The program records imported source information so repeat imports skip records already received. Version 30 specifically fixed the ImportedClockings.SourceKey duplicate error. Later imports are also documented as preserving administrator-corrected device clockings.

Records appear on the wrong day

Check the terminal date, time and timezone, then widen the report date range. A previous test had records dated the following day, so they were stored but hidden by the report filter. Correct the terminal clock for future records and use authorised corrections for records already stored.

10 Clocking Log and Attendance Report

Clocking Log: individual events

Open Clocking Log to inspect every imported event. The recorded columns include employee ID/name, exact date and time, CLOCK IN or CLOCK OUT, device name and verification method such as face, fingerprint or card. Use the date, employee and device filters to narrow the list.

Investigate a missing event

1. Select a date range that includes the terminal date.
2. Remove employee and device restrictions if necessary.
3. Search for the employee ID, including any leading zeroes.
4. Run an import if the event is absent.
5. If the terminal record is still missing, check diagnostics before adding a manual correction.

Attendance Report: worked time

Open Attendance Report and choose the employee and date range required. The program summarises check-in/check-out information and worked time from completed pairs. Use the individual Clocking Log to investigate how the total arose. An incomplete pair cannot provide a reliable completed duration.

Multiple periods and time formats

Completed work periods are added together. For example, 08:00-12:00 and 13:00-17:00 produce eight completed hours. Where a report displays HH:MM, 07:30 means seven hours and thirty minutes; for a pay calculation this is 7.5 hours, not 7.30 hours.

Review before using totals

Check missed outs, duplicate-looking events, incorrect event types and date boundaries before issuing reports or payslips. Overnight pairing, automatic breaks, overtime rules and rounding were not fully specified in the retrieved ZKTeco build notes; verify those cases against your installed build instead of assuming a rule.

11 Correct Clockings and audit history

Add a missed clocking

1. Open the live Attendance screen.
2. Click Correct Clockings.
3. Enter the administrator PIN when requested.
4. Choose the add action and the correct employee.
5. Set the date, time and CLOCK IN or CLOCK OUT type.
6. Enter the mandatory reason.
7. Save and review both the Clocking Log and attendance total.

Edit an incorrect clocking

Open Correct Clockings and locate the record. Check the employee, date, time and type before changing the incorrect value. Enter a specific reason, save, then check the result in the reports. Example reason: Employee forgot to clock out; supervisor confirmed departure at 17:00.

Audit behaviour

Version 29 records original and corrected values in an audit trail and requires a reason for each change. It also protects corrected device clockings against later imports overwriting them. The retrieved notes do not specify a separate audit-export screen, so this guide does not invent one.

Archived records

Archived reports are read-only. Make and verify required corrections before Month End. If an archived period needs investigation, retain the archive and refer the issue to the administrator or supplier; do not replace the live database just to edit an old period.

12 Payslips and hourly pay

Prepare the attendance first

Complete employee details and the hourly rate in Manage Users. Import the whole pay period, resolve missing or incorrect clockings, and check the employee's worked hours. Ensure Company Settings contains the employer details required on the payslip.

Create a payslip

1. Open the live Attendance Report screen.
2. Click Payslip.
3. Select the employee and pay period.
4. Review hours calculated from completed clock-in/out pairs.
5. Check the hourly rate and calculated gross pay.
6. Enter or edit PAYE and UIF amounts manually.
7. Check the net pay and any editable values offered by the screen.
8. Use Print Preview, Save PDF or Email PDF as required.

Calculation example

For 40 completed hours at R50.00 per hour, gross pay is R2,000.00. If the entered deductions are R100.00 PAYE and R20.00 UIF, net pay is R1,880.00. These are illustrative inputs, not tax calculations or prescribed deduction amounts.

What appears on the payslip

The version 28 notes include full name, employee ID, ID/passport number, tax number, department and job title, together with expanded employer details. Check that the correct employee and period appear in the preview before saving or printing.

Scope of the payroll function

The implemented function is basic hourly pay with manually editable PAYE and UIF. Automatic tax tables, employer contributions, COIDA, allowances, statutory submissions and locked payroll history were discussed as possible enhancements, but were not confirmed implemented in the retrieved build history. Enter deduction amounts supplied by the person responsible for payroll. Save issued payslip PDFs separately; do not assume an immutable payslip history is stored.

13 Print, CSV, PDF and email

Print a report

Open the desired Attendance Report or Clocking Log, apply the filters and review the period. Use Print and inspect any preview or printer dialog shown. Select the correct printer and page settings before confirming.

Export CSV

Use the report CSV export action, choose a clear filename and save location, and inspect the exported file. A useful filename includes the report type and date range. When opening employee IDs in a spreadsheet, preserve them as text so leading zeroes are not removed.

Email Report

1. Open the report and confirm the selected filters.
2. Click Email Report.
3. Choose Yes for PDF, No for CSV, or Cancel to return without emailing.
4. Check the prepared attachment and recipient before sending.

The recorded design uses the computer’s configured desktop email application; it does not establish a built-in SMTP account.

Payslip outputs

Use Print Preview to check the payslip, Save PDF to retain a copy, or Email PDF to prepare it for delivery. Confirm the recipient and employee details before sending. If email preparation fails, save or export the document and attach it manually in your email application.

Archived report outputs

Archived Reports explicitly supports printing and CSV export. Email Report was added to the Attendance and Clocking Log forms; the retrieved notes do not separately confirm that email is enabled when those forms are opened from an archive.

14 Month End and Archived Reports

Before Month End

Import all outstanding records and finish all network imports. Review attendance, complete corrections, and produce the reports and payslip PDFs needed for the period. Make a separate backup. The recorded operation archives all live clockings; do not assume it archives only the month currently selected in a report.

Run Month End

1. Click Month End.
2. Enter the administrator PIN.
3. Read the second confirmation carefully.
4. Confirm only when the live records are ready to archive.
5. Allow the operation to finish.
6. Open Archived Reports and verify the new archive.
7. Confirm the live reports are cleared and employee/settings information remains.

What the operation does

Version 17 creates a complete dated backup database, verifies that it contains every clocking and then clears clockings from live reports. It preserves employees, biometrics, payroll details, devices and settings. It blocks Month End during a network import and records information to prevent the archived terminal clockings being re-imported.

View an archive

1. Click Archived Reports, placed beneath Clocking Log on the main screen.
2. Select the required archive using its date, clocking count and file size.
3. Open its Attendance Report or individual clocking report.
4. Review the automatically selected full archive date range, narrowing it as needed.
5. Print or export CSV.
6. Close the archive report to return to routine work.

Storage

Archives are stored in Clocking Archives. In the installed version, data is kept under the ProgramData product folder described on the next page. Archives are read-only and should be opened through Archived Reports, without swapping or renaming the live database.

15 Backups, moving computers and diagnostics

Data location

For the installed version, paste this location into File Explorer: C:\ProgramData\Intelligent SystemsZA\Intel Clock Wiz ZKTeco
ProgramData is normally hidden, but pasting the path opens it. ADMS-Diagnostic.txt is stored here. The documented database name is intelclockwiz-zkteco.db. Earlier development builds stored data beside the executable.

Make a separate backup

Stop imports and close Intel Clock Wiz completely. Copy the complete product data folder to a dated backup location, including Clocking Archives. Keep issued report and payslip files as well. Confirm the copied files exist. This is a file-backup procedure, not a documented in-program Backup button.

Move to a new computer

Have the supplier coordinate data restoration and activation. Install the ZKTeco edition, close it before restoring data, and keep the old computer backup unchanged. Update every terminal’s ADMS server address to the new computer IP and match the receiver port. Check Manage Devices, import personnel and a sample clocking, and verify company details, rates, reports and archives before retiring the old installation.

Collect a diagnostic

1. Note the time and operation that fails.
2. Run the relevant import for its full window.
3. Note the exact on-screen error.
4. Open the ProgramData product folder.
5. Copy ADMS-Diagnostic.txt for the supplier, together with the program version and device model.

Use a private support channel because diagnostics may contain employee or device information.

Useful evidence

Receiver started alone means the program started listening; it does not show that a terminal connected. TCP connection accepted from... shows an incoming connection. Evidence of received and saved records, checked against Clocking Log, is needed to confirm import success.

16 Troubleshooting reference

Test Connection succeeds, but no users import

Check the ADMS server address on the terminal. It must be this computer’s current IP, especially after a PC replacement. Confirm the receiver port, T&A Push and active import. Wait the full five-minute personnel window, then inspect diagnostics.

No clockings appear

Run Import Clockings From Devices, wait about two minutes, widen the report date range and clear restrictive filters. Check the terminal time. If there are no incoming connections, investigate the server address, network, firewall and port with the technician.

Names appear but biometrics do not

Open View Details and inspect template counts separately from the photograph. Allow the full import window. If counts remain absent, send diagnostics to the supplier; a name-only import does not establish that the terminal supplied templates.

Duplicate source-key error

The error UNIQUE constraint failed: ImportedClockings.SourceKey was fixed in version 30. Back up the data and have the supplier verify that you are running the current build. Do not delete the database to remove this error.

Payslip screen crashes

A database-query issue was fixed in version 27, including support for IDs with leading zeroes. Verify the current installed build. Retain the error message and data backup for support if it still happens.

Hours or pay look incorrect

Check the employee, pay period, completed clocking pairs, event types and hourly rate. Check that HH:MM has not been treated as decimal hours. Review manually entered deductions and regenerate the preview after corrections.

Month End is blocked or old records disappear

Finish the network import before Month End. After a successful Month End, old clockings belong in Archived Reports and live reports are expected to be cleared. Open the dated archive instead of re-importing or replacing the live database.

Email does not open

Confirm a compatible desktop email application is configured. Use saved PDF or exported CSV as a manual attachment if necessary. Verify the attachment and recipient before sending.

17 Coverage and verification record

Source and version

Prepared on 7 September 2026 from the task Build ZKTeco Clocking Program, covering the recorded changes through version 34 and subsequent installation troubleshooting. Basic attendance context was cross-checked against Copy Updates To Repo Folder and licence context against Continue Clocking Program.

Verification boundary

This manual covers the functions confirmed in the retrieved build history. The current executable and source were not inspected, and the procedures were not tested against the installed screens. Treat this as a history-based user manual pending an installed-build walkthrough, especially for exact dialog labels and firmware-specific results.

Functions covered

Installation and activation; login and PIN changes; company details and logos; device/network setup and connection testing; personnel/biometric imports; employee details, name editing and pay profiles; selected-device distribution; clocking imports and duplicate handling; Clocking Log; Attendance Report; administrator corrections and audit behaviour; payslips; printing, CSV and email; Month End; read-only archives; file backup, migration and diagnostics.

Items requiring a build check

Exact device add/edit/remove/enable controls; any standalone payroll-report screen; employee deletion; audit-view/export controls; overnight attendance rules; break, overtime and rounding rules; archive email availability; and any extra menu item in your installed version. These are not represented here as verified features.

Not confirmed as delivered

USB/CSV attendance import, automatic scheduled collection, shift/leave management, automatic statutory payroll calculations and the proposed Raspberry Pi version were not confirmed delivered in the retrieved ZKTeco history. This guide does not provide invented operating steps for them.

Supplier walkthrough checklist

Before issuing this manual as a final customer-controlled document, compare every menu with the installed version, perform one sample import and device transfer, create and correct a sample attendance record, preview a payslip, test report outputs, and verify Month End on a test copy of the database. Record the installed version and any approved wording changes.