

Card Access

1. Introduction

This guide outlines a detailed process for using the add-on access cards. Discover the process for requesting a new card and register them for each unit. Learn how to activate and deactivate access cards and fix registration difficulties. Learn the security methods that protect access card data. This tutorial explains how to add access cards. Request a fresh card to register access cards for each unit.

2. Card Access

Residents and approved workers can use a card for condominium entry to get into the building or certain areas. You can use these card accesses instead of keys or fobs, making things easier, safer, and easier to monitor. Card access systems can limit access to lifts, parking lots, and other restricted areas, granting entry only to those who have received approval. Many places use security methods like tracking records and limiting entry based on time.

2.1 Add New Card Access

Go to **Card Access > New Card Access > Fill in details > Add**

The screenshot displays the PROPERVA Card Access management interface. On the left is a sidebar menu with various navigation options. The main area shows a list of approved cards with columns for No., Approved, Unit, Card Holder, Card Type, Expiry Date, and Vehicle Plate Recognition. A right-hand menu contains various system features, with 'Card Access' highlighted by a red box.

No.	Approved	Unit	Card Holder	Card Type	Expiry Date	Vehicle Plate Recognition	Vehi
592	11-Apr-2025 11:29 AM	C-9-8	C98 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
591	11-Apr-2025 11:29 AM	C-9-8	C98 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
590	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
589	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
588	11-Apr-2025 11:26 AM	C-9-6	C96 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
587	11-Apr-2025 11:26 AM	C-9-6	C96 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
586	11-Apr-2025 11:25 AM	C-9-5	C95 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
585	11-Apr-2025 11:24 AM	C-9-5	C95 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
584	11-Apr-2025 11:24 AM	C-9-3	C93 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
583	11-Apr-2025 11:24 AM	C-9-3	C93 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
582	11-Apr-2025 11:23 AM	C-9-2	C92 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
581	11-Apr-2025 11:23 AM	C-9-2	C92 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
580	11-Apr-2025 11:22 AM	C-9-1	C91 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
579	11-Apr-2025 11:22 AM	C-9-1	C91 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
578	11-Apr-2025 11:22 AM	C-8-8	C88 Unit (Owner)	Resident - Block C	10-Apr-2035	No	
577	11-Apr-2025 11:21 AM	C-8-8	C88 Unit (Owner)	Resident - Block C	10-Apr-2035	No	

Card Access > Approved

2025-04-14 (Today) + New Card Access

Approved Rejected Expired Lost/Damaged Suspended Deleted Pending Approval Show 50 Card Access

Q Search Search

No.	Approved	Unit	Card Holder	Card Type	Expiry Date	Vehicle Plate Recognition	Vehicle Plate No.	Deposit	Charge	Status
592	11-Apr-2025 11:29 AM	C-9-8	C98 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
591	11-Apr-2025 11:29 AM	C-9-8	C98 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
590	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
589	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
588	11-Apr-2025 11:26 AM	C-9-6	C96 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
587	11-Apr-2025 11:26 AM	C-9-6	C96 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
586	11-Apr-2025 11:25 AM	C-9-5	C95 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
585	11-Apr-2025 11:24 AM	C-9-5	C95 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
584	11-Apr-2025 11:24 AM	C-9-3	C93 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active
583	11-Apr-2025 11:24 AM	C-9-	C93 Unit	Resident -	10-Apr-	No		RM	RM 0.00 /	Active

Step 1:

Details include:

1. Select category
2. Category Type
3. Select Tower/Block
4. Tower/Block Type
5. Select Level
6. Level Type
7. Select Unit
8. Unit Type
9. select account

Select A Customer Account

Active Accounts Inactive Accounts

Q Unit / Lot / Name / Mobile / IC / Passport Search + Create New Customer Account

Category	Tower/Block	Level	Unit	Account
Unit (298)	Not Applicable (0)	Not Applicable (0)	A-G-1 (1)	A-G-1/1
Parking Lot (0)	A (97)	A-G (8)	A-G-2 (1)	
Business (1)	B (121)	A-1 (9)	A-G-3 (1)	
All (298)	C (80)	A-2 (8)	A-G-4 (1)	
		A-3 (8)	A-G-5 (1)	
		A-4 (8)	A-G-6 (1)	
		A-5 (8)	A-G-7 (1)	

Display Preference: Property Parking Lot Business

Account Selected: Property No.: A-G-1, Account ID: A-G-1/1, Account No.: 2

Primary Contact Details: Primary Contact Person: AG1 Unit, Mobile Phone No.: [blurred], Email Address: [blurred]

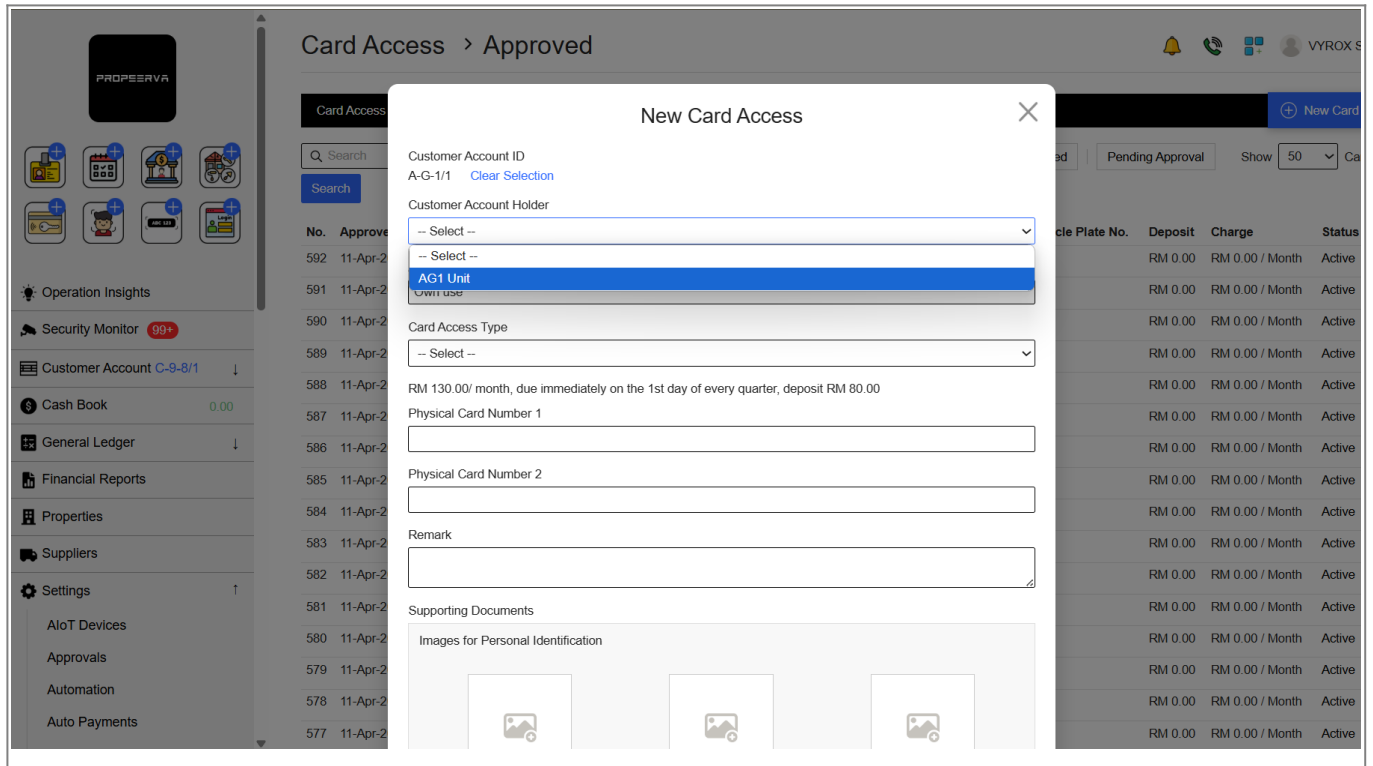
Select

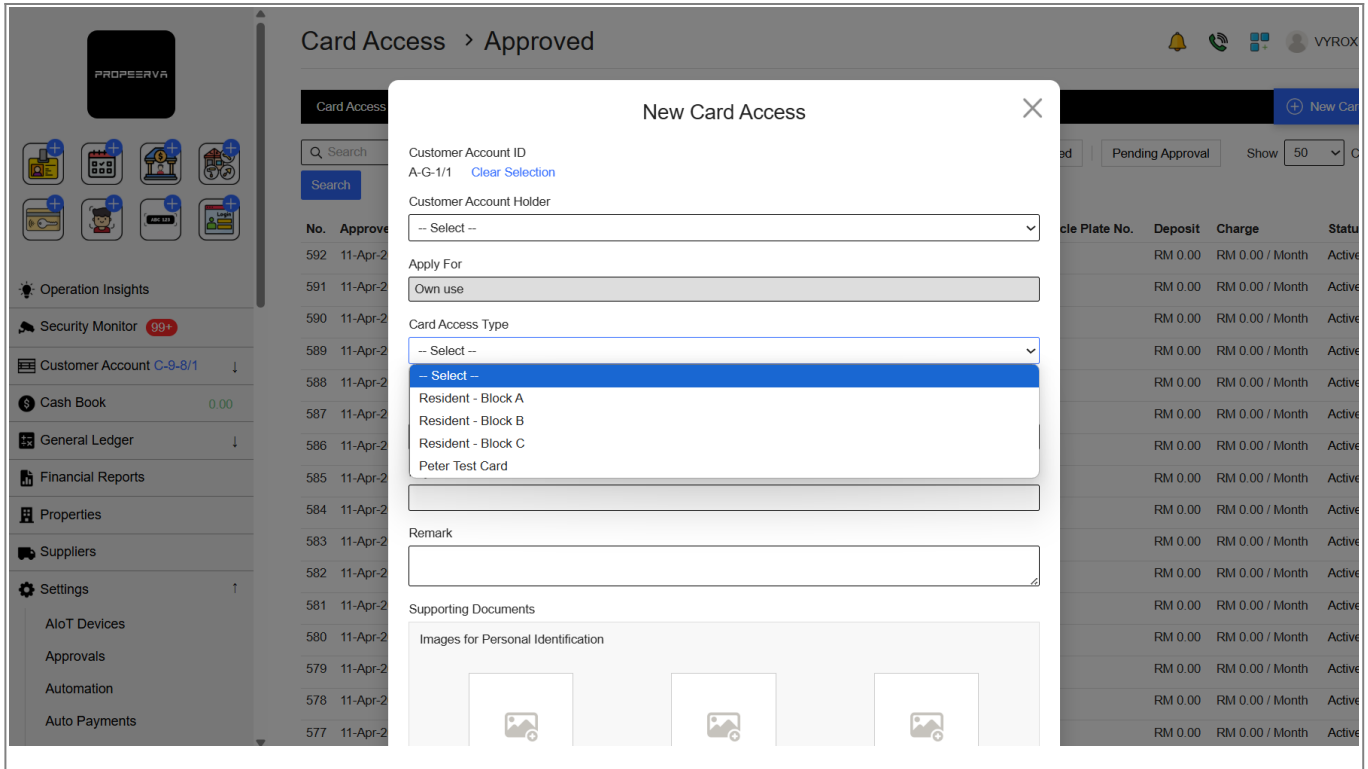
Please complete the information by clicking the "Select" icon once you have finished.

Step 2:

Please provide the following details:

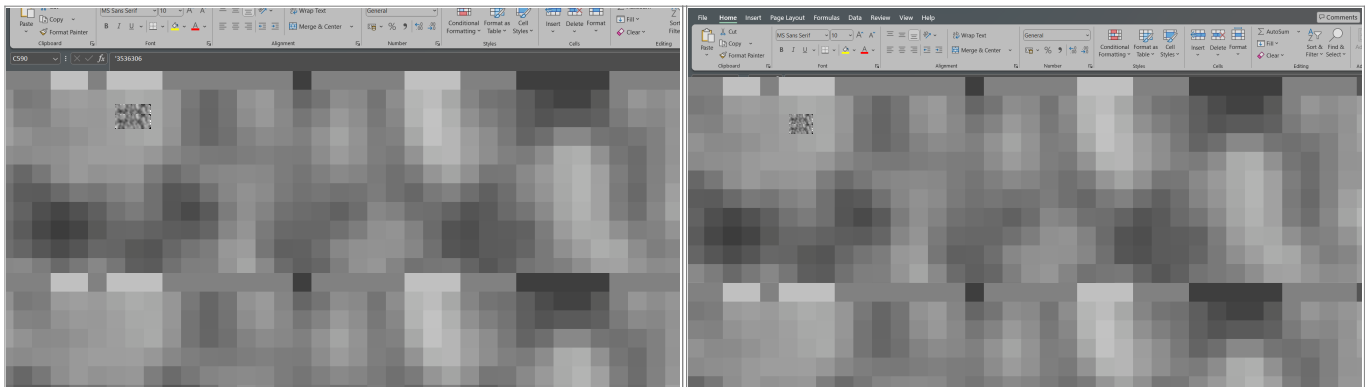
1. Customer Account Holder
2. Card Access Type
3. Physical Card Number 1
4. Physical Card Number 2
5. Remarks.
6. Add





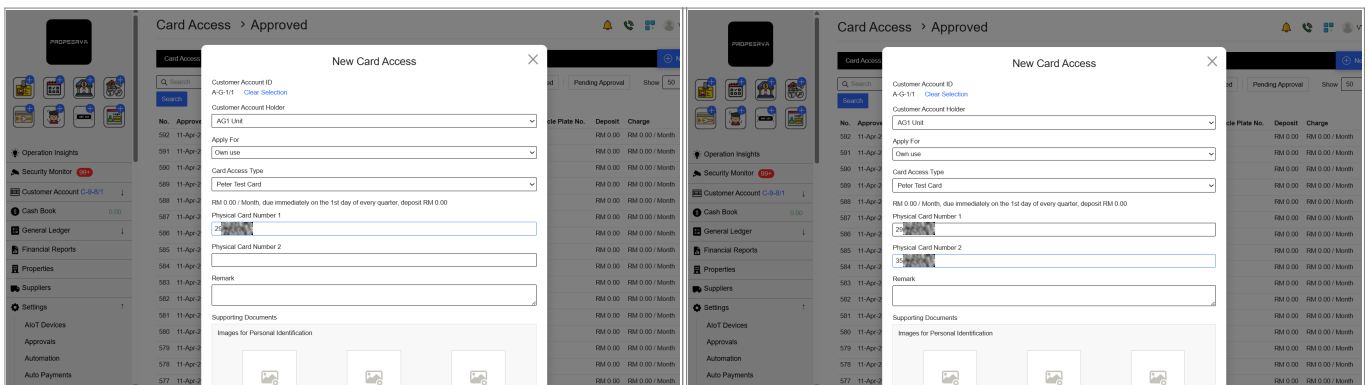
Step 3:

For your information, you must get a card number from management in order to add an access card.



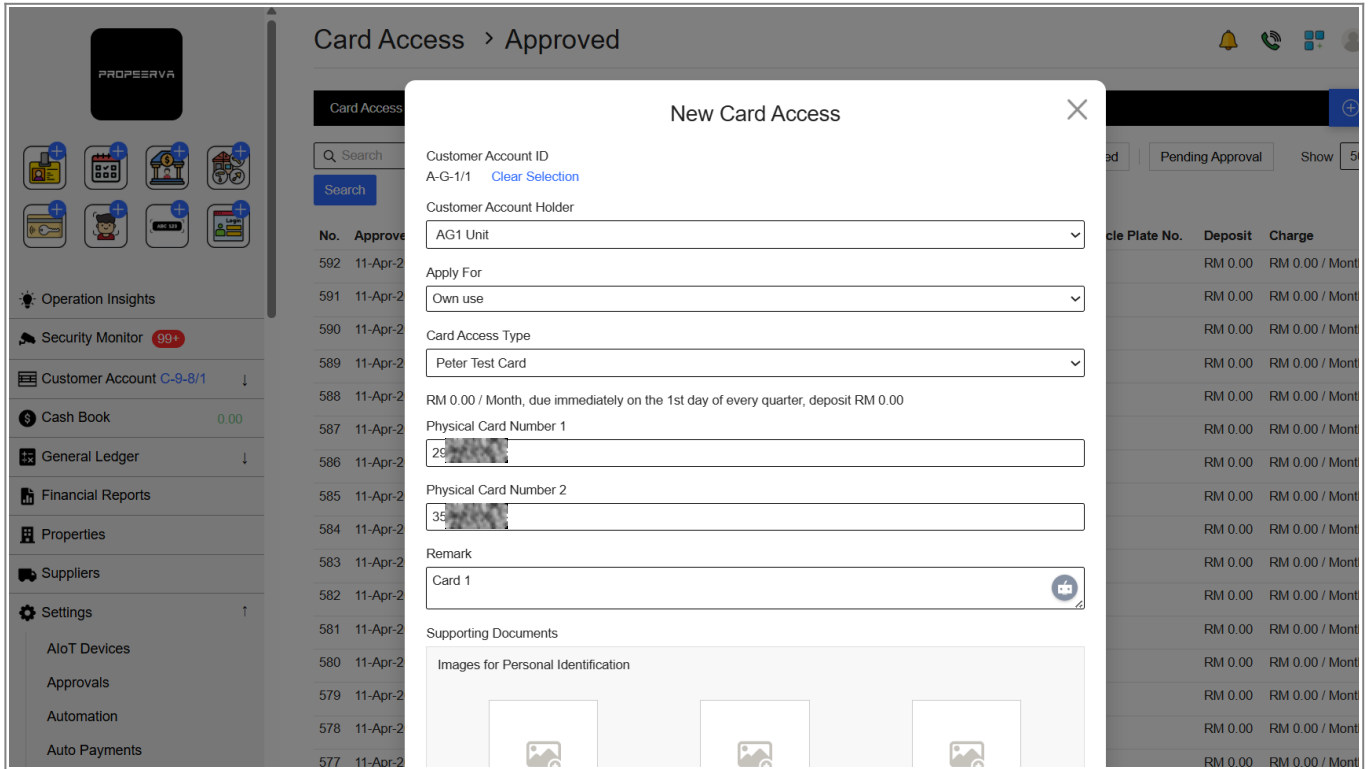
Copy and paste the subsequent command: - for example

1. Card Number A-G-1-C1 for Physical Card Number 1 (MIFARE Card)
2. Card Number A-G-1-UHF1 for Physical Card Number 2 (Ultra High Frequency UHF Card)



Step 4:

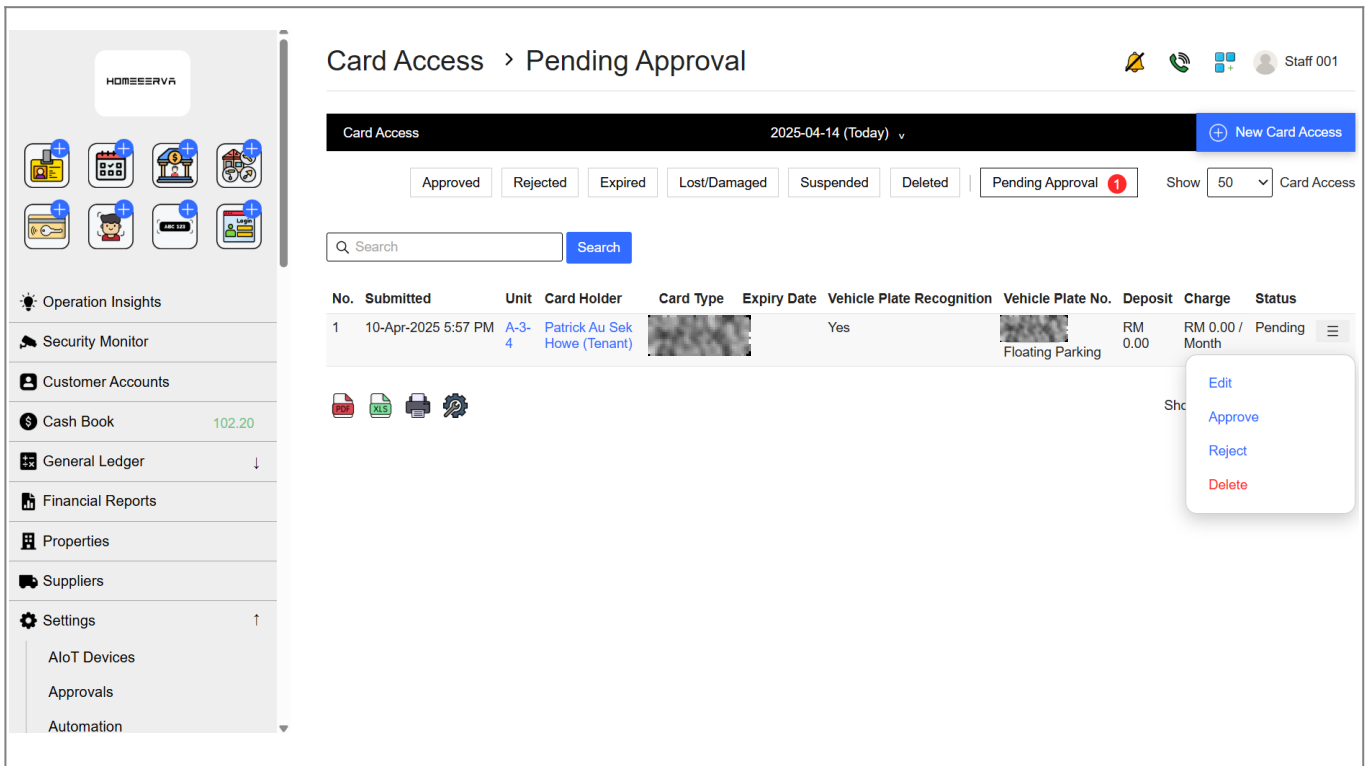
Remark is utilised when each unit possesses two access cards, so please make remarks as instructed.



Please provide a comment if you are referring to card 2. This will assist us in confirming that we are addressing the accurate information and preventing any misunderstandings.

Step 5:

After this, management needs to approve card access by going to **Pending Approval** page and clicking **Approve** to approve card access.



Please repeat Steps 1 through 5 to finish the subsequent access card. After Step 5 is finished, confirm that all the data is correct and legibly clear before turning in the access card for processing. To avoid any delays in the activation process, kindly make sure that all material is carefully checked for any mistakes or omissions. Following every stage carefully is crucial to ensure the access card is processed correctly. Unclear knowledge or mistakes might cause delays or activation issues. Examining the material carefully before submission helps one to prevent any potential activation process delays.

And please don't delete it if you write it wrong; just make sure to edit it first!

QnA

What steps should be taken if a mistake is made in writing after receiving approval?

Procedures :

1. Card Access
2. Click on the card access account and select the right three lines in the box.
3. Choose the edit

The screenshot shows the 'Card Access > Approved' page in the PROPERVA system. The interface includes a sidebar with navigation options like 'Operation Insights', 'Security Monitor', and 'Customer Account C-9-8/1'. The main area displays a table of approved cards with columns for No., Approved, Unit, Card Holder, Card Type, Expiry Date, Vehicle Plate Recognition, Vehicle Plate No., Deposit, Charge, and Status. A red arrow points to the 'Edit' button in the status dropdown menu for card number 591.

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583	11-Apr-2025 11:24 AM	C-9-3	C93 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	RM 0.00 / Month	Active

Additionally, the procedures are the **same** for the pending approval area.

In the event that any symbols show, what should I do?

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