

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 with navigation options: PROPERVA, Invoicing, Visitors, Facility Bookings, Announcements, Suggestions, Incident Reports, Emergency Numbers, Sub-Users, Card Access (highlighted with a red box), Face Recognition Access, Vehicle Plate Recognition Access, Integrated Smart Access, Contractor Service Permits, Poserva, and Community Marketplace. The main area shows 'Card Access > Approved' with a search bar and filters (Approved, Rejected, Expired, Lost/Damaged, Suspended, Deleted). Below is a table of approved cards:

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

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

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]

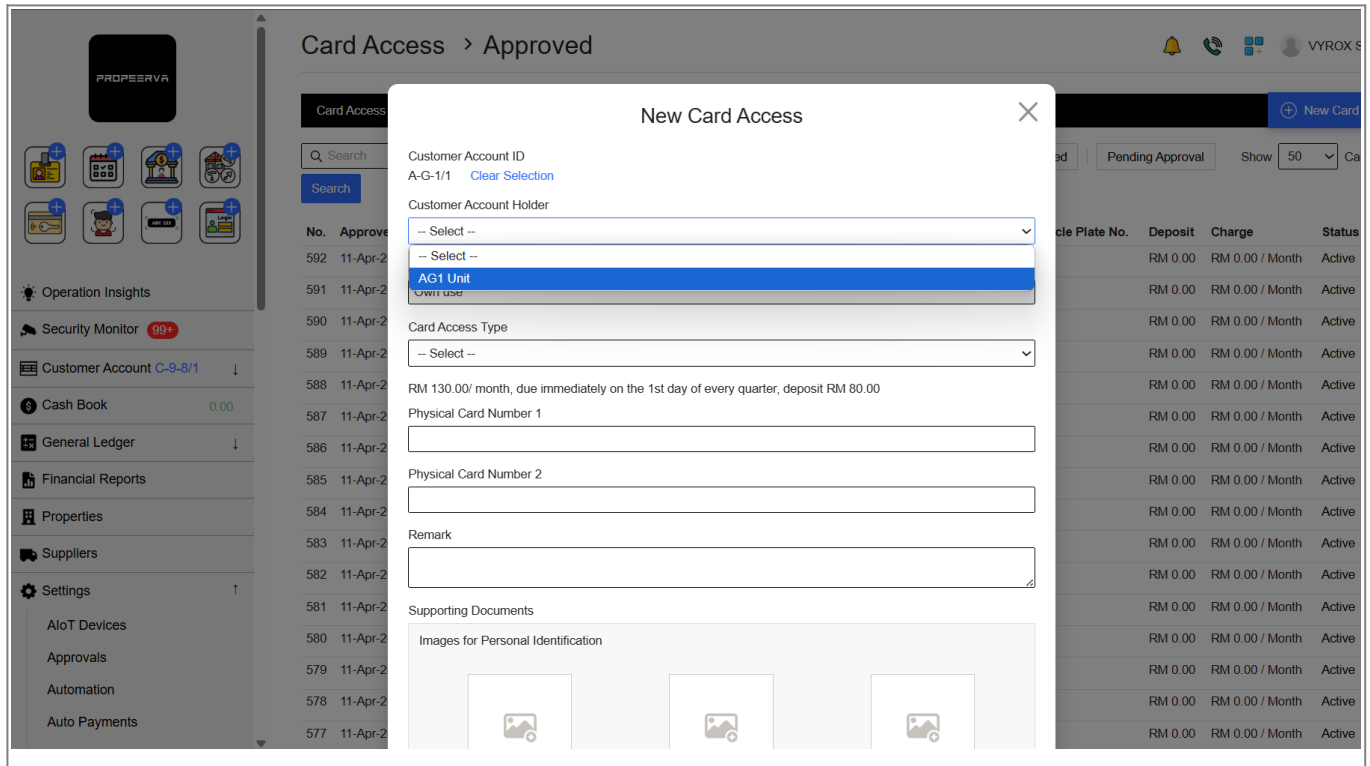
Select

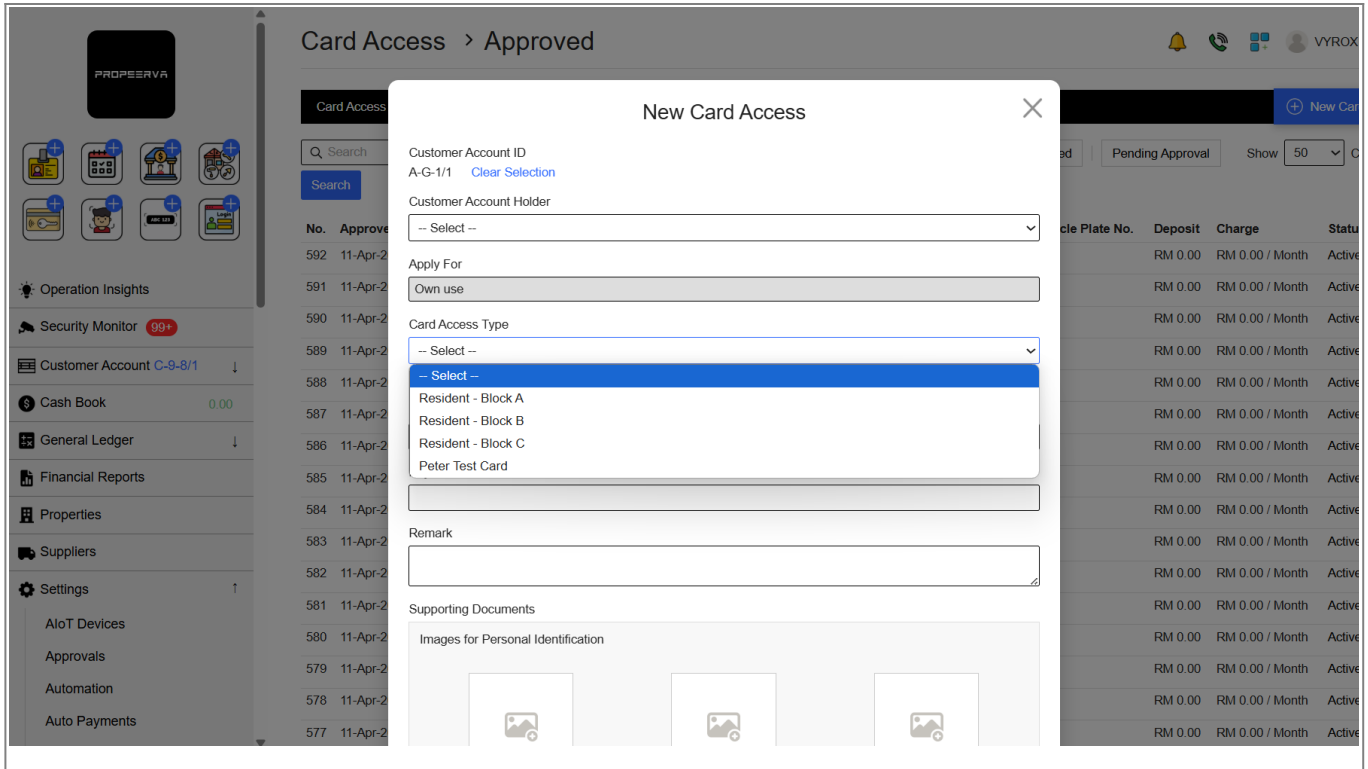
Please complete the information by clicking the "Select" icon once you have finished.

Step 2:

Please provide the following details:

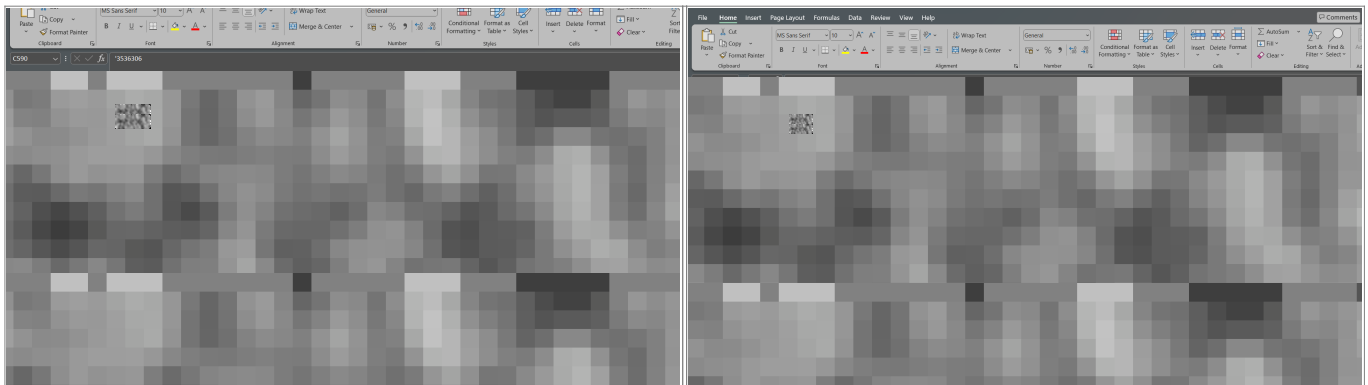
1. Customer Account Holder
2. Card Access Type
3. Physical Card Number 1
4. Physical Card Number 2
5. Remarks.
6. Add





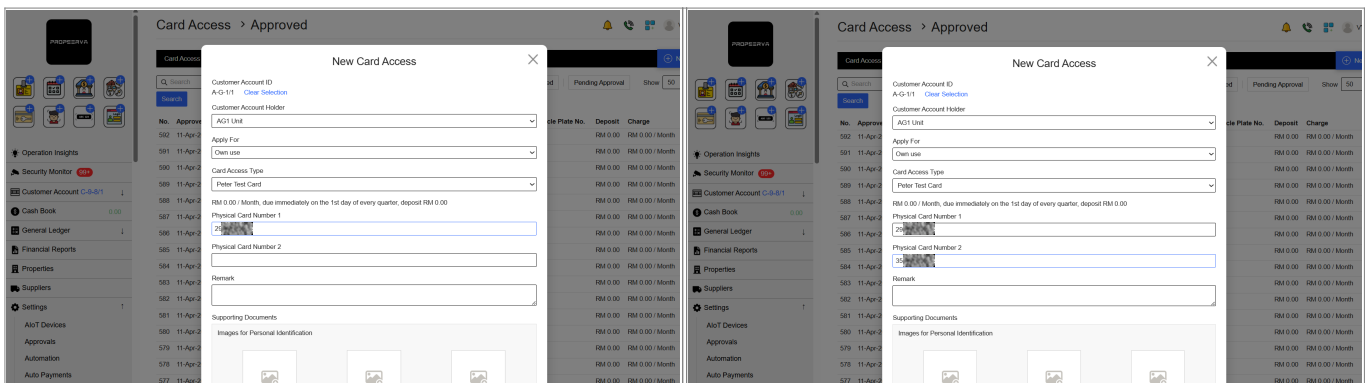
Step 3:

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



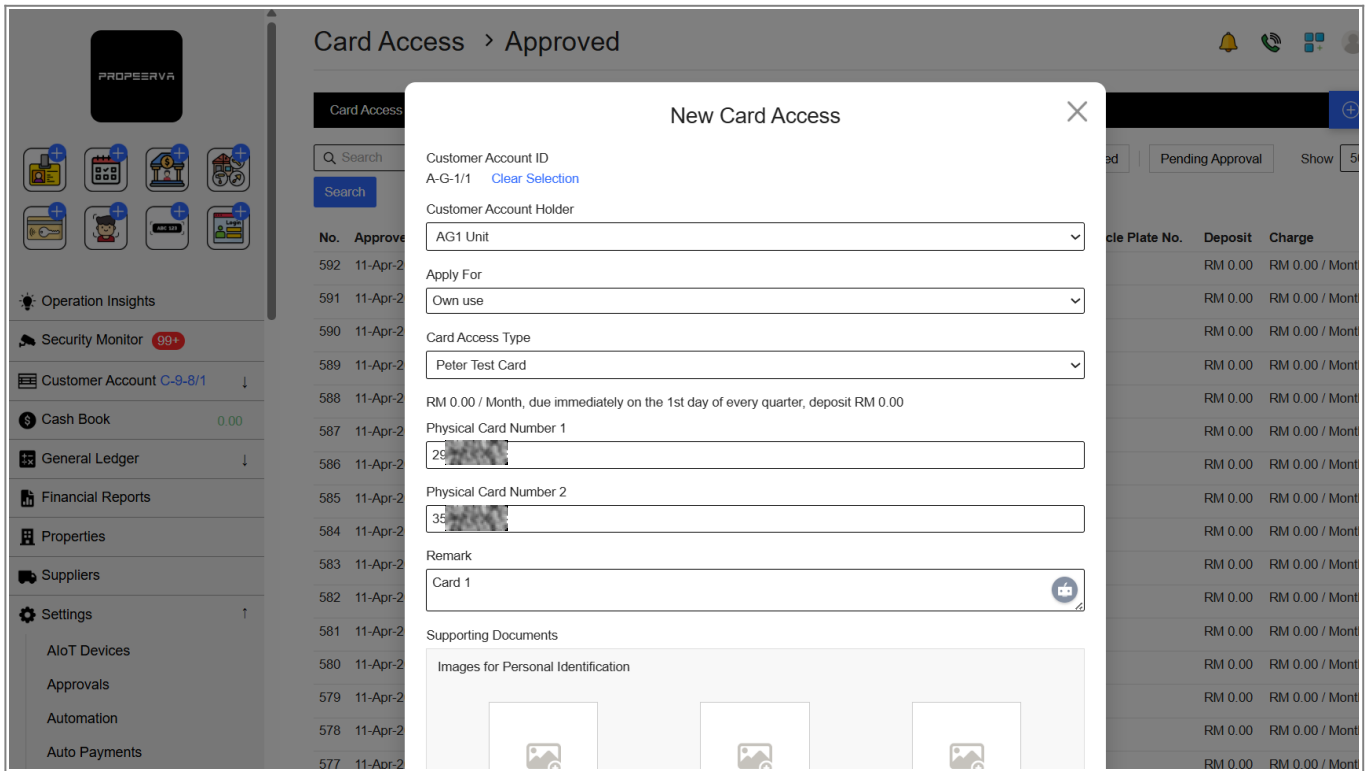
Copy and paste the subsequent command: - for example

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:

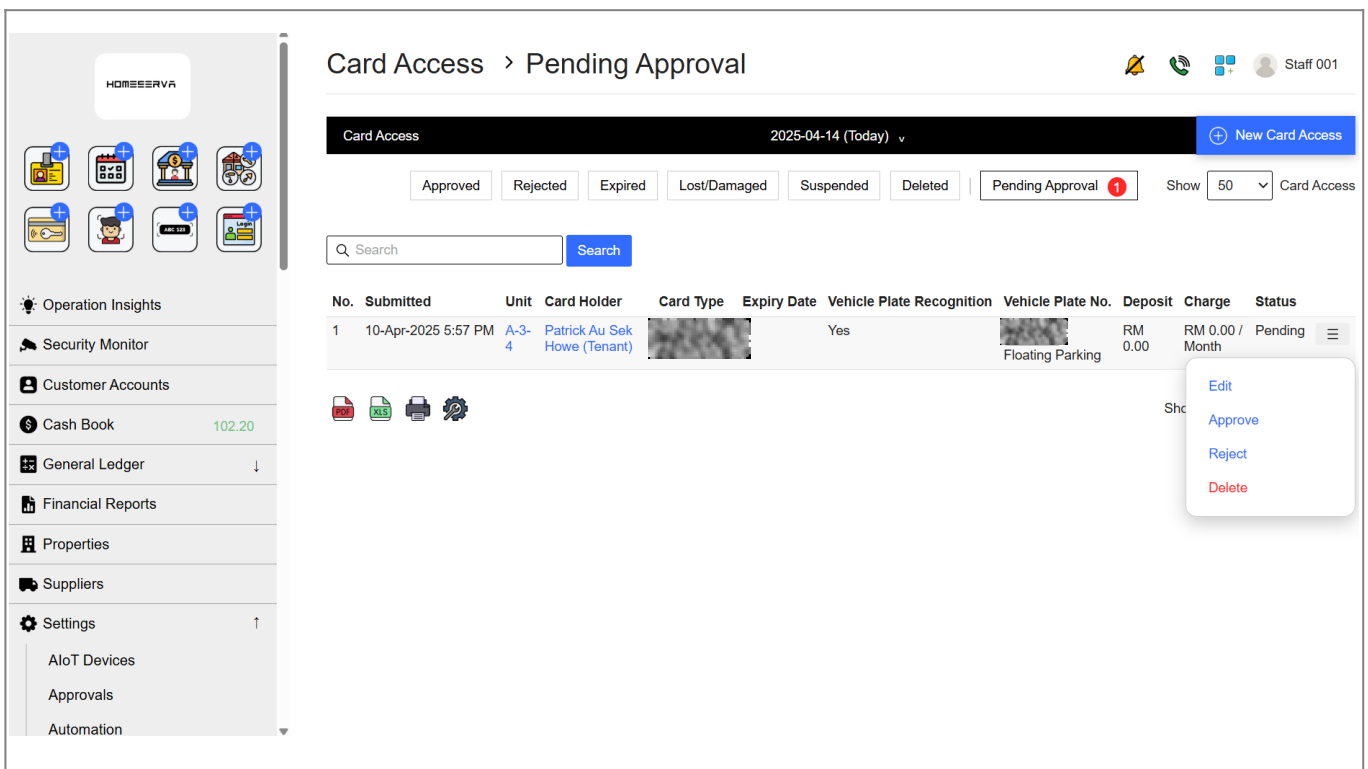
Remark is utilised when each unit possesses two access cards, so please make remarks as instructed.



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 displays the 'Card Access > Approved' interface. On the left is a sidebar with navigation icons and sections like 'Operation Insights', 'Security Monitor', and 'Customer Account C-9-8/1'. The main area shows a table of card access records. The table has the following columns: No., Approved, Unit, Card Holder, Card Type, Expiry Date, Vehicle Plate Recognition, Vehicle Plate No., Deposit, Charge, and Status. A dropdown menu is open for record 591, showing options: Edit, Suspend, Lost/Damaged, and Delete. A red box highlights the 'Edit' option. A red arrow points to the 'Status' column header.

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		
590	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00		
589	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00		
588	11-Apr-2025 11:26 AM	C-9-6	C96 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00	Month	
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-9-3	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.

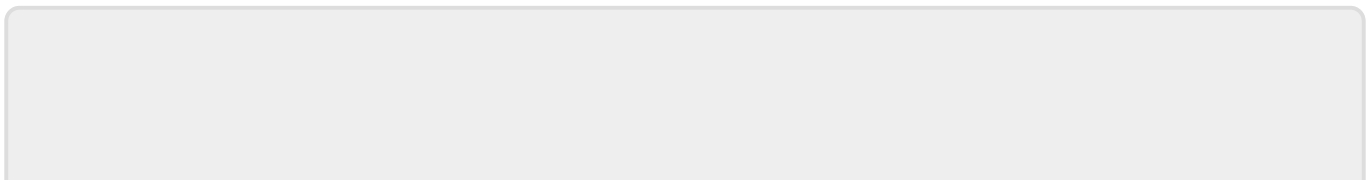
What actions should I take in the event that a symbol appears?

PROPERVA											
131	23-Apr-2025 5:08 PM	131	A-9-2	Chong Yaon Hoong (Owner)	Recognition	2035	AFQ9177	RM 0.00	RM 0.00 / Month	Active	
130	23-Apr-2025 5:00 PM	130	A-9-6	Fong Jin Yan (Owner)	Recognition	2035	PRK3931	RM 0.00	RM 0.00 / Month	Active	
129	23-Apr-2025 5:00 PM	129	A-9-6	Fong Jin Yan (Owner)	Recognition	2035	AKV8513	RM 0.00	RM 0.00 / Month	Active	
128	23-Apr-2025 4:55 PM	128	A-9-8	Chai Wai Ching (Owner)	Recognition	2035	AHB2157	RM 0.00	RM 0.00 / Month	Active	
127	23-Apr-2025 4:55 PM	127	A-9-8	Chai Wai Ching (Owner)	Recognition	2035	VAR2157	RM 0.00	RM 0.00 / Month	Active	
126	23-Apr-2025 4:55 PM	126	A-9-8	Chai Wai Ching (Owner)	Recognition	2035	VAT2157	RM 0.00	RM 0.00 / Month	Active	
125	23-Apr-2025 4:53 PM	125	A-9-7	Brenden Luke D'silua (Owner)	Recognition	2035	AKE3996	RM 0.00	RM 0.00 / Month	Active	
124	23-Apr-2025 4:53 PM	124	A-9-7	Brenden Luke D'silua (Owner)	Recognition	2035	WWE5050	RM 0.00	RM 0.00 / Month	Active	
123	23-Apr-2025 4:47 PM	123	A-8-1	Donivald Tham Kam Loy (Owner)	Recognition	2035	AKK8868	RM 0.00	RM 0.00 / Month	Active	
122	23-Apr-2025 4:47 PM	122	A-8-1	Donivald Tham Kam Loy (Owner)	Recognition	2035	ANG5989	RM 0.00	RM 0.00 / Month	Active	
121	23-Apr-2025 4:44 PM	121	A-7-3	Yee Tee Chiak (Owner)	Recognition	2035	WRG9613	RM 0.00	RM 0.00 / Month	Active	
120	23-Apr-2025 4:44 PM	120	A-7-3	Yee Tee Chiak (Owner)	Recognition	2035	AKP39	RM 0.00	RM 0.00 / Month	Active	
119	23-Apr-2025 4:42 PM	119	A-7-1	Celestine Tham Sau Chan (Owner)	Recognition	2035	ANS7189	RM 0.00	RM 0.00 / Month	Active	
118	23-Apr-2025 4:40 PM	118	A-7-4	Kuay Yoong Hui (Owner)	Recognition	2035	AND4798	RM 0.00	RM 0.00 / Month	Active	
117	23-Apr-2025 4:40 PM	117	A-7-4	Kuay Yoong Hui (Owner)	Recognition	2035	AMK6791	RM 0.00	RM 0.00 / Month	Active	
116	23-Apr-2025 4:36 PM	116	A-7-6	Machalevi A/P Narainsamy (Owner)	Recognition	2035	ALP9084	RM 0.00	RM 0.00 / Month	Active	
115	23-Apr-2025 4:36 PM	115	A-7-6	Machalevi A/P Narainsamy (Owner)	Recognition	2035	AHP5135	RM 0.00	RM 0.00 / Month	Active	
114	23-Apr-2025 4:35 PM	114	A-1-88	VYROX Peter (Owner)	Recognition	2035	W813C	RM 0.00	RM 0.00 / Month	Active	
113	23-Apr-2025 4:34 PM	113	A-7-8	Ng Ann Nie (Owner)	Recognition	2035	AKB1660	RM 0.00	RM 0.00 / Month	Active	
112	23-Apr-2025 4:34 PM	112	A-7-8	Ng Ann Nie (Owner)	Recognition	2035	ALL2278	RM 0.00	RM 0.00 / Month	Active	
111	23-Apr-2025 4:33 PM	111	A-7-8	Ng Ann Nie (Owner)	Recognition	2035	AKK8868	RM 0.00	RM 0.00 / Month	Active	

Click the icon.

PROPERVA											
131	23-Apr-2025 5:08 PM	131	A-9-2	Chong Yaon Hoong (Owner)	Recognition	2035	AFQ9177	RM 0.00	RM 0.00 / Month	Active	
130	23-Apr-2025 5:00 PM	130	A-9-6	Fong Jin Yan (Owner)	Recognition	2035	PRK3931	RM 0.00	RM 0.00 / Month	Active	
129	23-Apr-2025 5:00 PM	129	A-9-6	Fong Jin Yan (Owner)	Recognition	2035	AKV8513	RM 0.00	RM 0.00 / Month	Active	
128	23-Apr-2025 4:55 PM	128	A-9-8	Chai Wai Ching (Owner)	Recognition	2035	AHB2157	RM 0.00	RM 0.00 / Month	Active	
127	23-Apr-2025 4:55 PM	127	A-9-8	Chai Wai Ching (Owner)	Recognition	2035	VAR2157	RM 0.00	RM 0.00 / Month	Active	
126	23-Apr-2025 4:55 PM	126	A-9-8	Chai Wai Ching (Owner)	Recognition	2035	VAT2157	RM 0.00	RM 0.00 / Month	Active	
125	23-Apr-2025 4:53 PM	125	A-9-7	Brenden Luke D'silua (Owner)	Recognition	2035	AKE3996	RM 0.00	RM 0.00 / Month	Active	
124	23-Apr-2025 4:53 PM	124	A-9-7	Brenden Luke D'silua (Owner)	Recognition	2035	WWE5050	RM 0.00	RM 0.00 / Month	Active	
123	23-Apr-2025 4:47 PM	123	A-8-1	Donivald Tham Kam Loy (Owner)	Recognition	2035	AKK8868	RM 0.00	RM 0.00 / Month	Active	
122	23-Apr-2025 4:47 PM	122	A-8-1	Donivald Tham Kam Loy (Owner)	Recognition	2035	ANG5989	RM 0.00	RM 0.00 / Month	Active	
121	23-Apr-2025 4:44 PM	121	A-7-3	Yee Tee Chiak (Owner)	Recognition	2035	WRG9613	RM 0.00	RM 0.00 / Month	Active	
120	23-Apr-2025 4:44 PM	120	A-7-3	Yee Tee Chiak (Owner)	Recognition	2035	AKP39	RM 0.00	RM 0.00 / Month	Active	
119	23-Apr-2025 4:42 PM	119	A-7-1	Celestine Tham Sau Chan (Owner)	Recognition	2035	ANS7189	RM 0.00	RM 0.00 / Month	Active	
118	23-Apr-2025 4:40 PM	118	A-7-4	Kuay Yoong Hui (Owner)	Recognition	2035	AND4798	RM 0.00	RM 0.00 / Month	Active	
117	23-Apr-2025 4:40 PM	117	A-7-4	Kuay Yoong Hui (Owner)	Recognition	2035	AMK6791	RM 0.00	RM 0.00 / Month	Active	
116	23-Apr-2025 4:36 PM	116	A-7-6	Machalevi A/P Narainsamy (Owner)	Recognition	2035	ALP9084	RM 0.00	RM 0.00 / Month	Active	
115	23-Apr-2025 4:36 PM	115	A-7-6	Machalevi A/P Narainsamy (Owner)	Recognition	2035	AHP5135	RM 0.00	RM 0.00 / Month	Active	
114	23-Apr-2025 4:35 PM	114	A-1-88	VYROX Peter (Owner)	Recognition	2035	W813C	RM 0.00	RM 0.00 / Month	Active	
113	23-Apr-2025 4:34 PM	113	A-7-8	Ng Ann Nie (Owner)	Recognition	2035	AKB1660	RM 0.00	RM 0.00 / Month	Active	
112	23-Apr-2025 4:34 PM	112	A-7-8	Ng Ann Nie (Owner)	Recognition	2035	ALL2278	RM 0.00	RM 0.00 / Month	Active	
111	23-Apr-2025 4:33 PM	111	A-7-8	Ng Ann Nie (Owner)	Recognition	2035	AKK8868	RM 0.00	RM 0.00 / Month	Active	

Click the **Sync Now**



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