

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 shows the PROPERVA software interface. On the left is a sidebar with navigation icons and labels: PROPERVA, Security Monitor (99+), Customer Account C-9-8/1, Cash Book (0.00), General Ledger, Financial Reports, Properties, Suppliers, and Settings (with sub-items: IoT Devices, Approvals, Automation, Auto Payments). The main content area is titled 'Card Access > Approved' and shows a table of card access records. The table has columns: No., Approved, Unit, Card Holder, Card Type, Expiry Date, Vehicle Plate Recognition, and Vehicle. The records list units C-9-8 through C-8-8, all with 'Resident - Block C' card types and an expiry date of 10-Apr-2035. A right-hand menu is open, showing various system features, with 'Card Access' highlighted by a red box. Other features include Invoicing, Visitors, Facility Bookings, Announcements, Suggestions, Incident Reports, Emergency Numbers, Sub-Users, Face Recognition Access, Vehicle Plate Recognition Access, Integrated Smart Access, Contractor Service Permits, Poserva, and Community Marketplace. The bottom status bar shows 'RM 0.00 RM 0.00 / Month Active'.

No.	Approved	Unit	Card Holder	Card Type	Expiry Date	Vehicle Plate Recognition	Vehicle
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	

PROPERVA

- Security Monitor 99+
- Customer Account C-9-8/1
- Cash Book 0.00
- General Ledger
- Financial Reports
- Properties
- Suppliers
- Settings
 - AIoT Devices
 - Approvals

Card Access > Approved

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

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

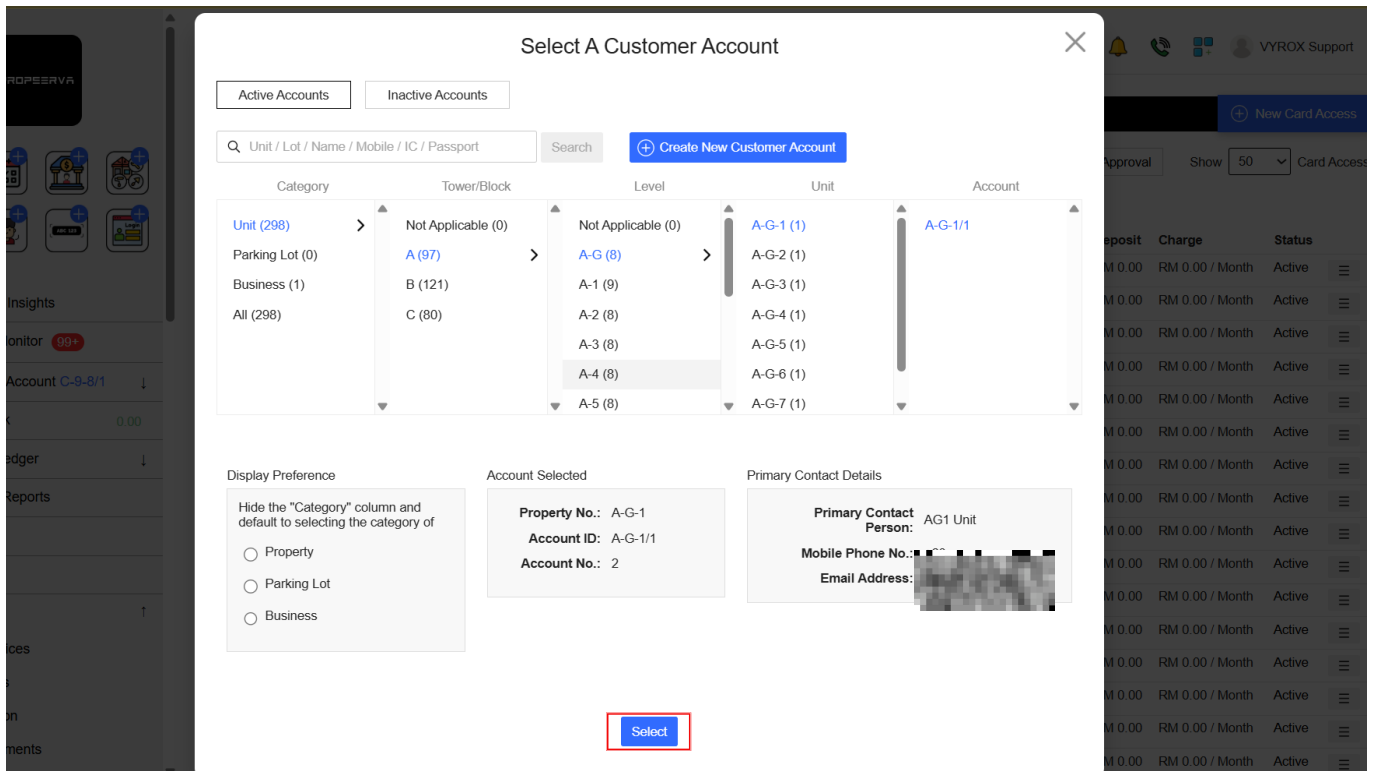
Search

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

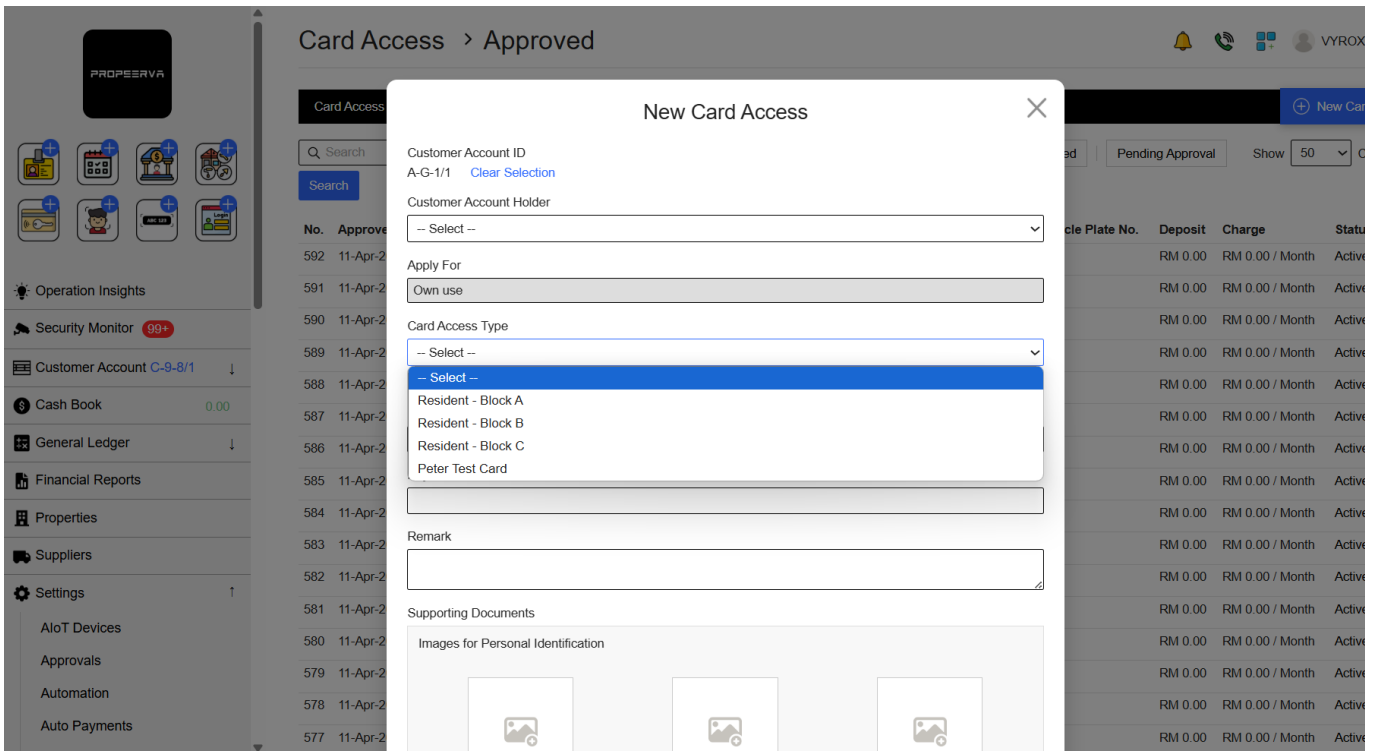


Please complete the information by clicking the “Select” icon once you have finished.

Step 2:

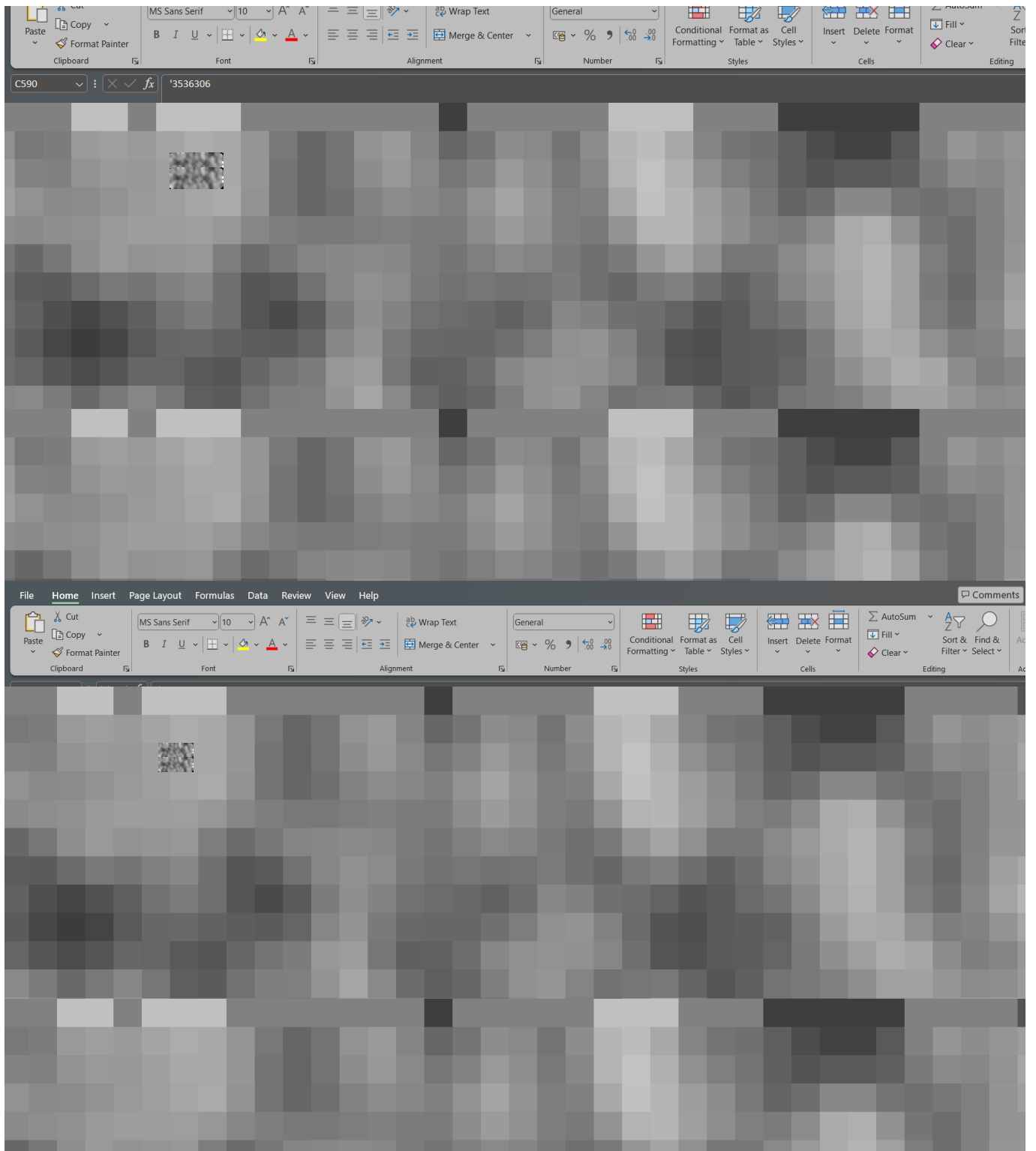
Please provide the following details:

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)

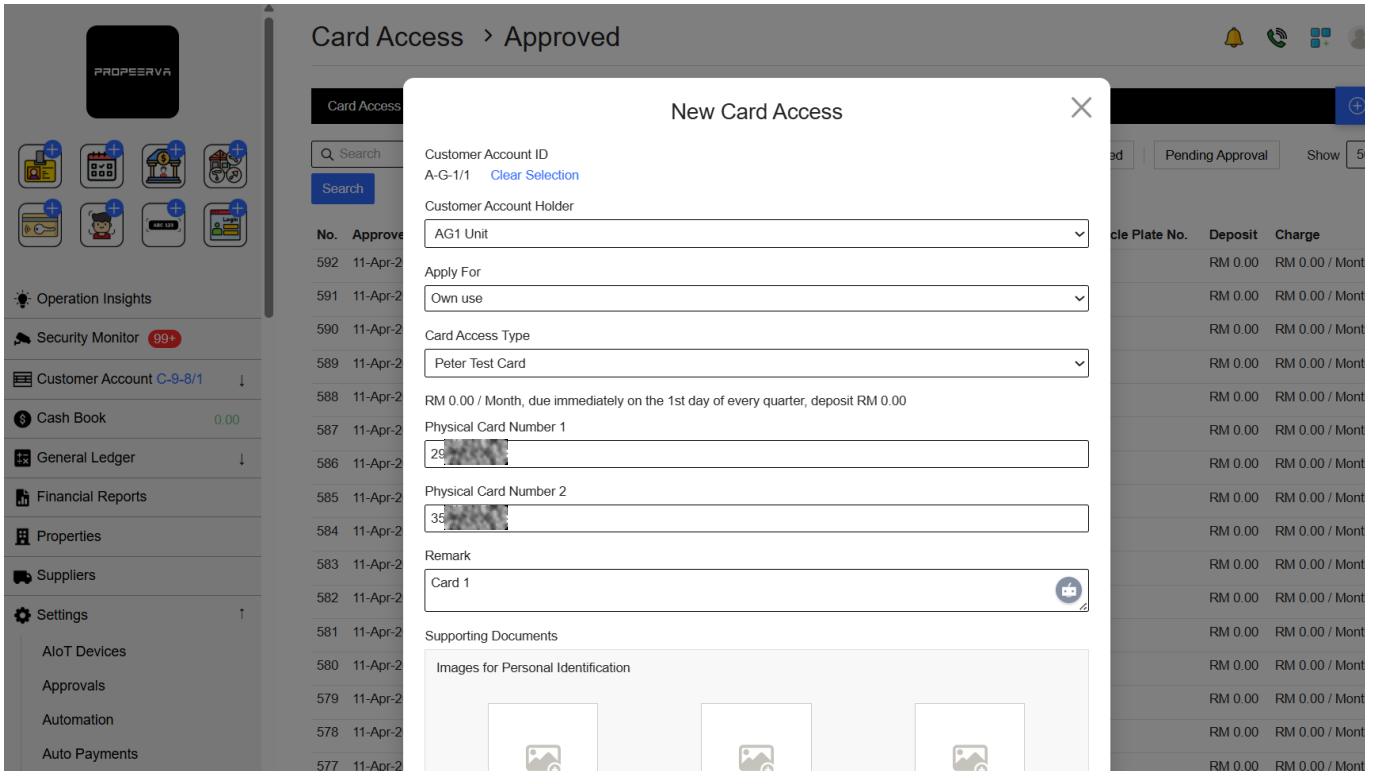
The screenshot displays the 'New Card Access' form in the PROPERVA system. The form is overlaid on a table of existing card access records. The form fields are as follows:

- Customer Account ID: A-G-1/1 (with a 'Clear Selection' link)
- Customer Account Holder: AG1 Unit
- Apply For: Own use
- Card Access Type: Peter Test Card
- RM 0.00 / Month, due immediately on the 1st day of every quarter, deposit RM 0.00
- Physical Card Number 1: 29...
- Physical Card Number 2: 35...
- Remark: (empty text area)
- Supporting Documents: Images for Personal Identification (three image upload slots)

The background table shows a list of card access records with columns for 'No.', 'Approve', and transaction details. The records are numbered 577 to 592, all with an approval date of 11-Apr-2.

Step 4:

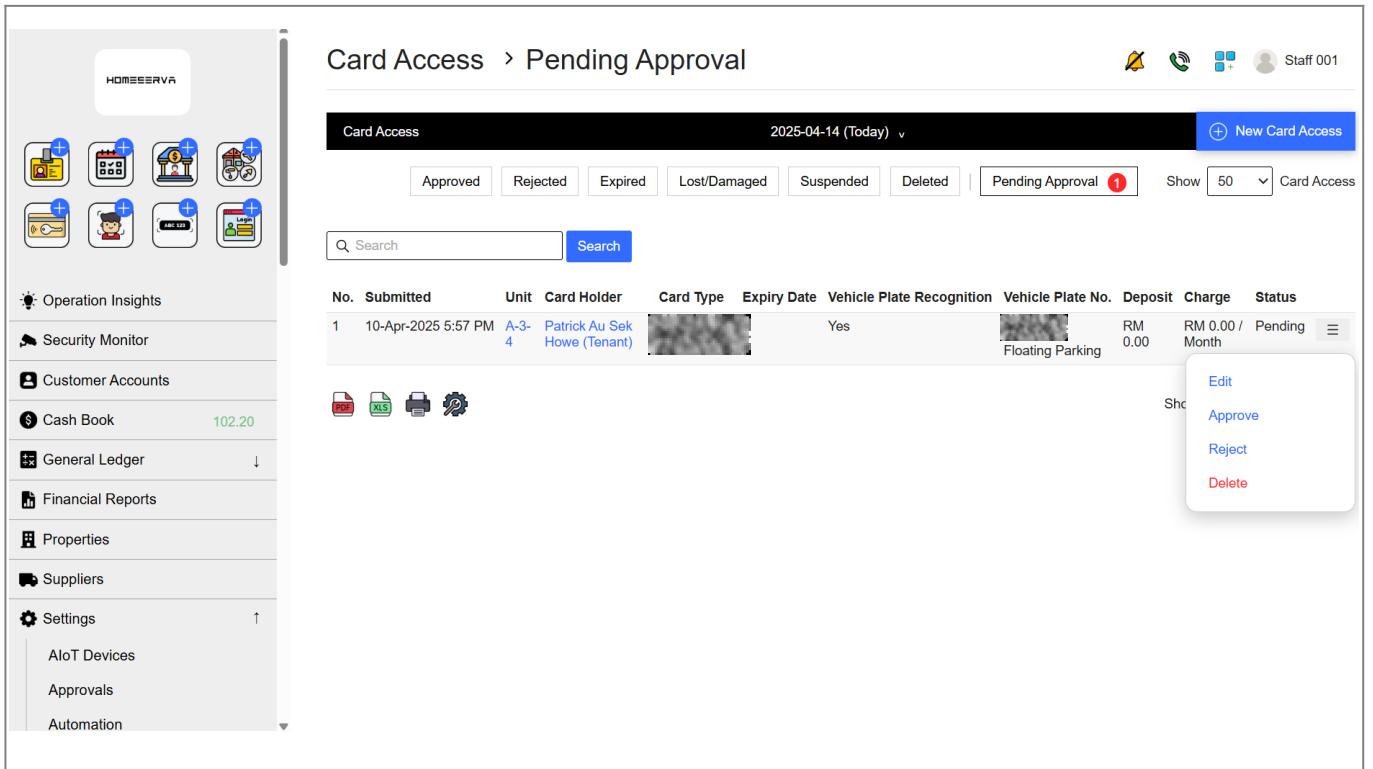
A remark is utilised when each unit possesses two access cards, so please make remarks as instructed.



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!

Q&A

QUESTION 1

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

Card Access > Approved

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

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

Search Search

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

QUESTION 2

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

PROPERVA

- Operation Insights
- Security Monitor 99+
- Customer Accounts
- Cash Book 0.00
- General Ledger
- Financial Reports
- Properties
- Suppliers
- Settings
 - AIoT Devices
 - Approvals
 - Automation
 - Auto Payments
 - Bank Details
 - Consumption Tax Types
 - Contractor Service Permits

ID	Time	Card No.	Owner	Recognition	Date	Plate No.	Amount	Period	Status	Icon
131	23-Apr-2025 5:08 PM	131	A-9-2 Chong Yaon Hoong (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AFQ9177	RM 0.00	RM 0.00 / Month	Active	
130	23-Apr-2025 5:00 PM	130	A-9-6 Fong Jin Yan (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	PRK3931	RM 0.00	RM 0.00 / Month	Active	
129	23-Apr-2025 5:00 PM	129	A-9-6 Fong Jin Yan (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AKV8513	RM 0.00	RM 0.00 / Month	Active	
128	23-Apr-2025 4:55 PM	128	A-9-8 Chai Wai Ching (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AHB2157	RM 0.00	RM 0.00 / Month	Active	
127	23-Apr-2025 4:55 PM	127	A-9-8 Chai Wai Ching (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	VAR2157	RM 0.00	RM 0.00 / Month	Active	
126	23-Apr-2025 4:55 PM	126	A-9-8 Chai Wai Ching (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	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)	Resident Vehicle Plate Recognition	23-Apr-2025	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)	Resident Vehicle Plate Recognition	23-Apr-2025	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)	Resident Vehicle Plate Recognition	23-Apr-2025	AKK9868	RM 0.00	RM 0.00 / Month	Active	
122	23-Apr-2025 4:47 PM	122	A-8-1 Donivald Tham Kam Loy (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	ANG9989	RM 0.00	RM 0.00 / Month	Active	
121	23-Apr-2025 4:44 PM	121	A-7-3 Yee Tee Chiak (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	WRG9613	RM 0.00	RM 0.00 / Month	Active	
120	23-Apr-2025 4:44 PM	120	A-7-3 Yee Tee Chiak (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	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)	Resident Vehicle Plate Recognition	23-Apr-2025	ANS7189	RM 0.00	RM 0.00 / Month	Active	
118	23-Apr-2025 4:40 PM	118	A-7-4 Kuay Yoong Hui (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AND4798	RM 0.00	RM 0.00 / Month	Active	
117	23-Apr-2025 4:40 PM	117	A-7-4 Kuay Yoong Hui (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	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)	Resident Vehicle Plate Recognition	23-Apr-2025	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)	Resident Vehicle Plate Recognition	23-Apr-2025	AHP5135	RM 0.00	RM 0.00 / Month	Active	
114	23-Apr-2025 4:35 PM	114	A-1-88 VYROX Peter (Owner)	Resident Vehicle Plate Recognition	22-Apr-2025	W813C	RM 0.00	RM 0.00 / Month	Active	
113	23-Apr-2025 4:34 PM	113	A-7-8 Ng Ann Nie (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AKB1660	RM 0.00	RM 0.00 / Month	Active	
112	23-Apr-2025 4:34 PM	112	A-7-8 Ng Ann Nie (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	ALL2278	RM 0.00	RM 0.00 / Month	Active	
111	23-Apr-2025 4:33 PM	111	A-7-8 Ng Ann Nie (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AKK9868	RM 0.00	RM 0.00 / Month	Active	

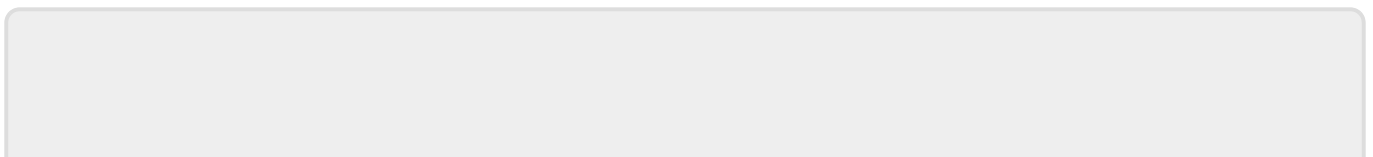
Click the icon.

PROPERVA

- Operation Insights
- Security Monitor 99+
- Customer Accounts
- Cash Book 0.00
- General Ledger
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129	23-Apr-2025 5:00 PM	129	A-9-6 Fong Jin Yan (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AKV8513	RM 0.00	RM 0.00 / Month	Active	
<div style="border: 1px solid gray; padding: 5px;"> <p>Unsuccessful Synchronization - Retrying Automatically in 2 minutes Sync Now</p> <p>UltraPASS-Vehicle LPR Barrier Resident Entry (palazzoiph.duckdns.org:181) 2025-04-24 10:56 AM</p> <p>UltraPASS-Vehicle LPR Barrier Visitor Entry (palazzoiph.duckdns.org:182) 2025-04-24 10:56 AM</p> <p>UltraPASS-Vehicle LPR Barrier Exit (palazzoiph.duckdns.org:183) 2025-04-24 10:56 AM</p> </div>										
128	23-Apr-2025 4:55 PM	128	A-9-8 Chai Wai Ching (Owner)	Resident Vehicle Plate Recognition	23-Apr-2025	AHB2157	RM 0.00	RM 0.00 / Month	Active	
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Click the **Sync Now**



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