

# 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 system modules. The main area shows the 'Card Access > Approved' section with a table of active cards. A floating menu on the right contains icons for various system features, with 'Card Access' highlighted by a red box.

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

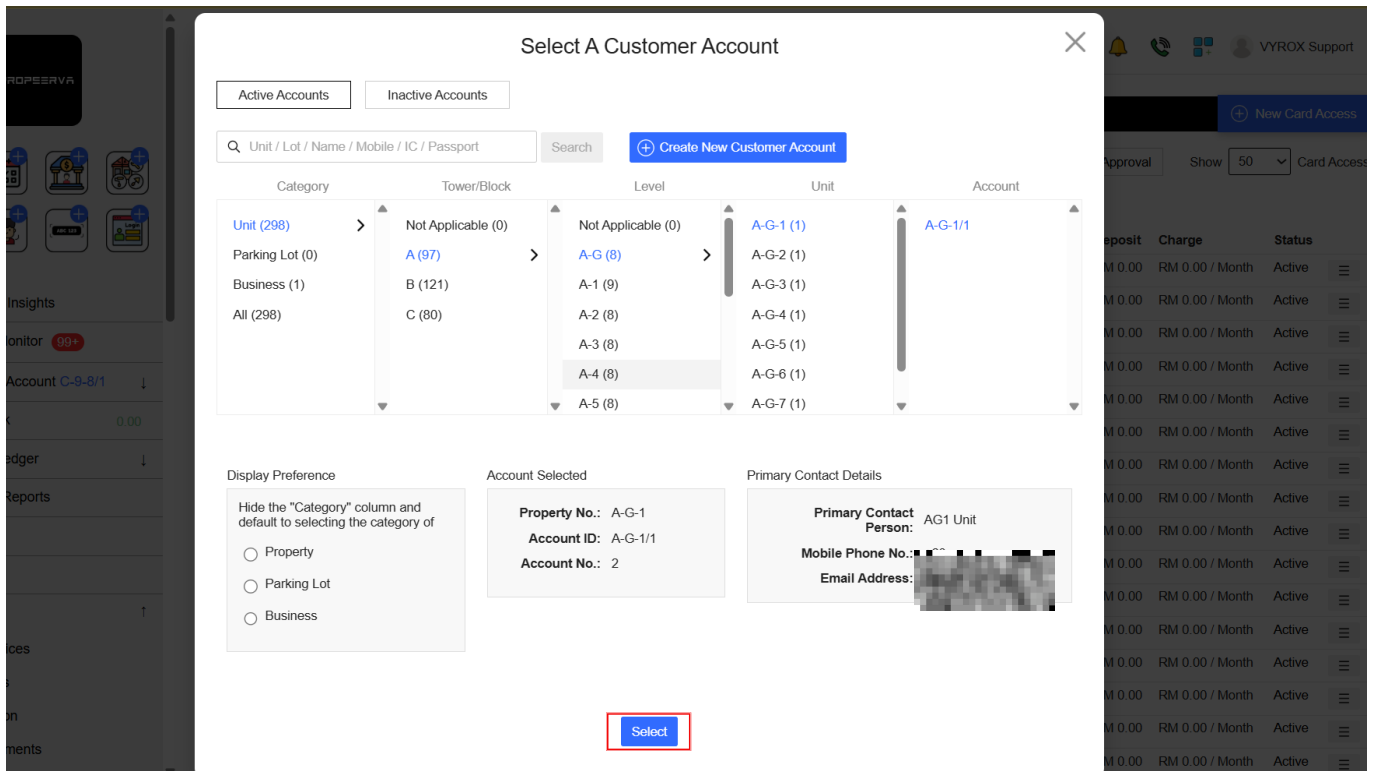
🔍 Search

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

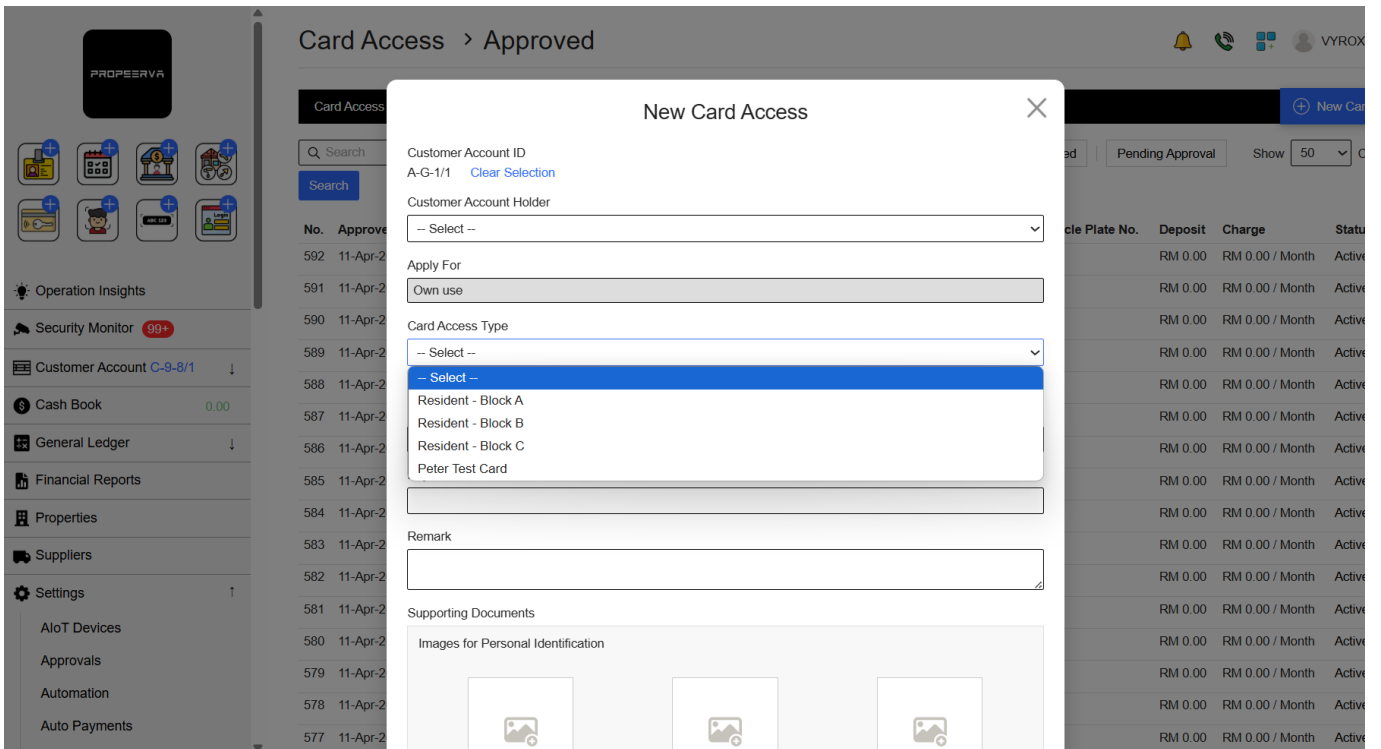


Please complete the information by clicking the “Select” icon once you have finished.

### Step 2:

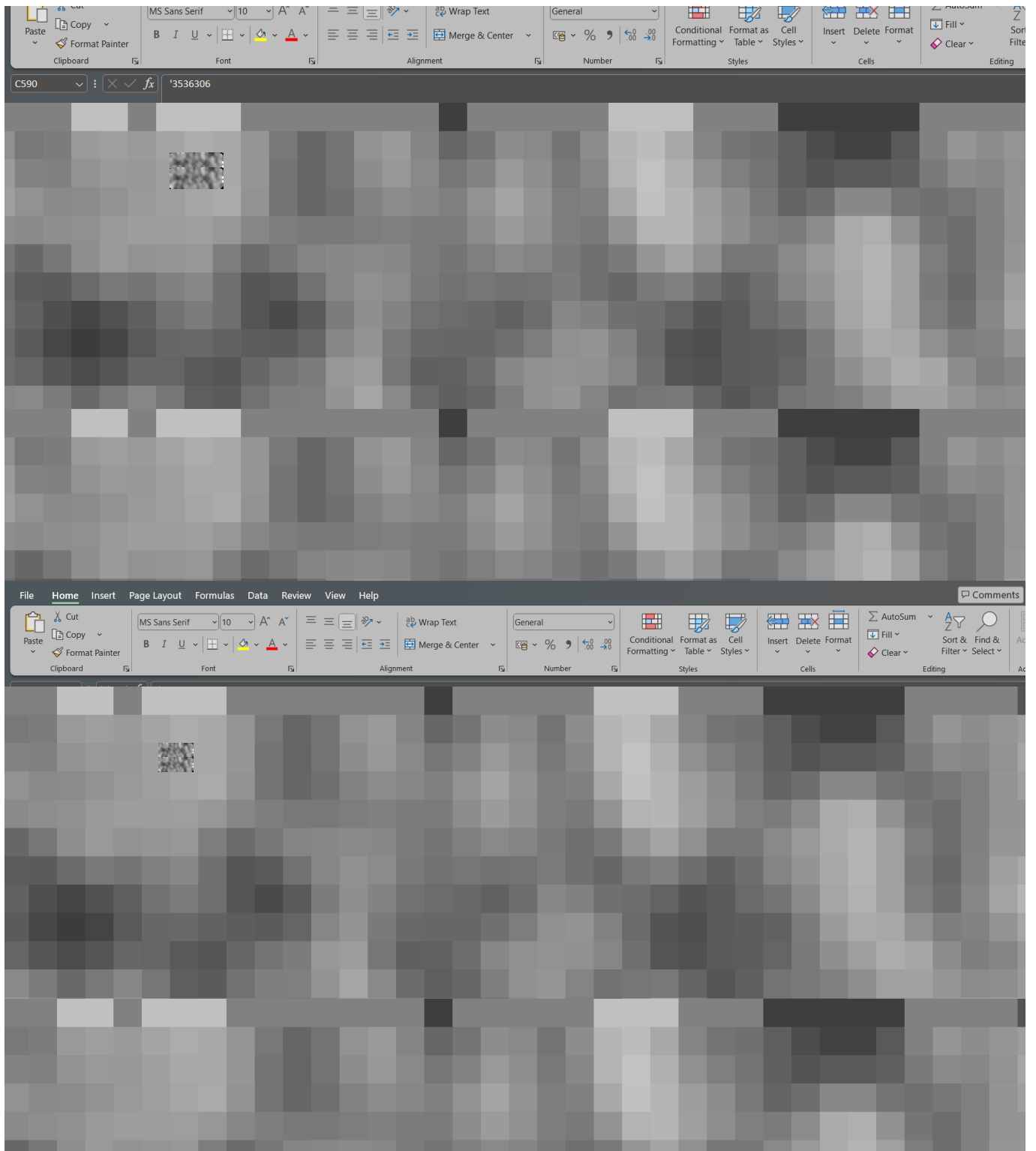
Please provide the following details:

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

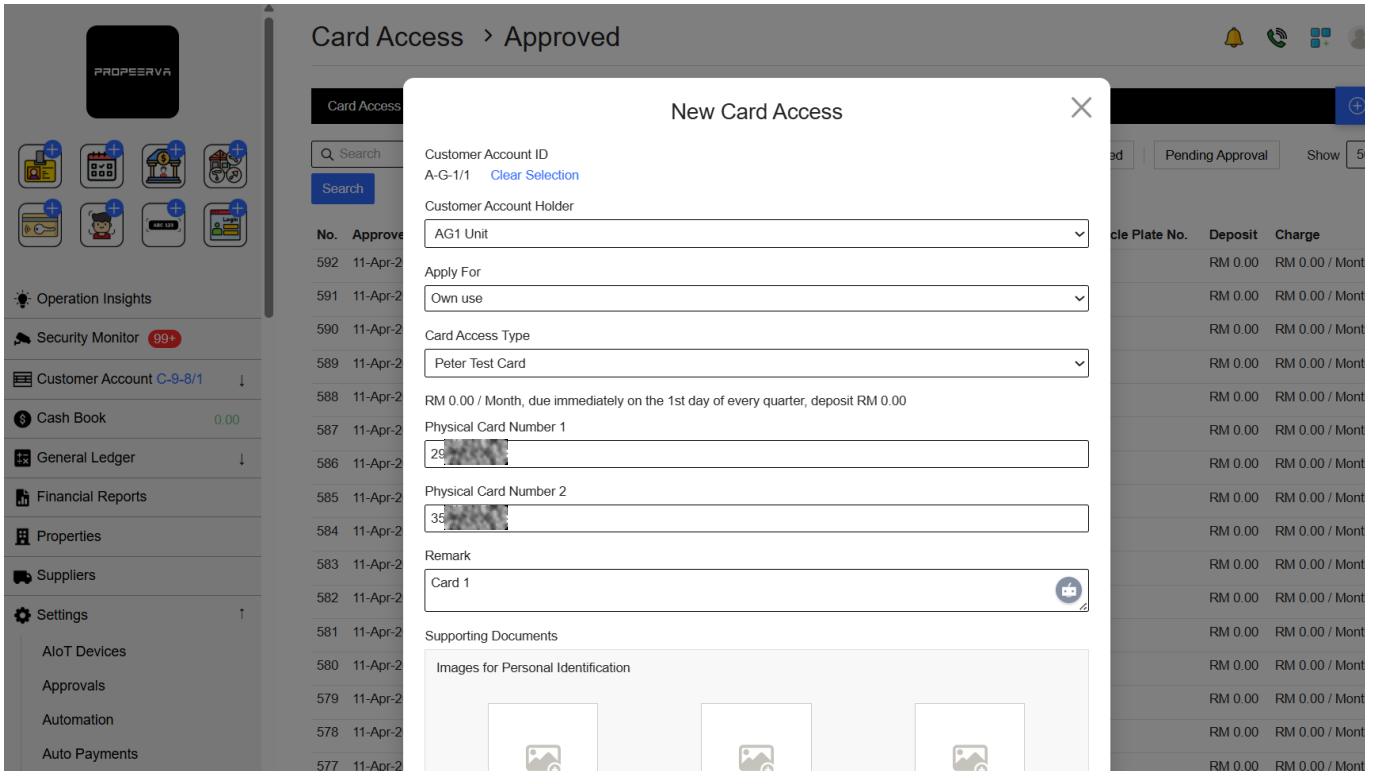
- 1. Card Number A-G-1-C1 for Physical Card Number 1 (MIFARE Card)
- 2. Card Number A-G-1-UHF1 for Physical Card Number 2 (Ultra High Frequency UHF Card)

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 table has columns for 'No.', 'Approve', and 'Card Access'. The form fields are as follows:

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

### Step 4:

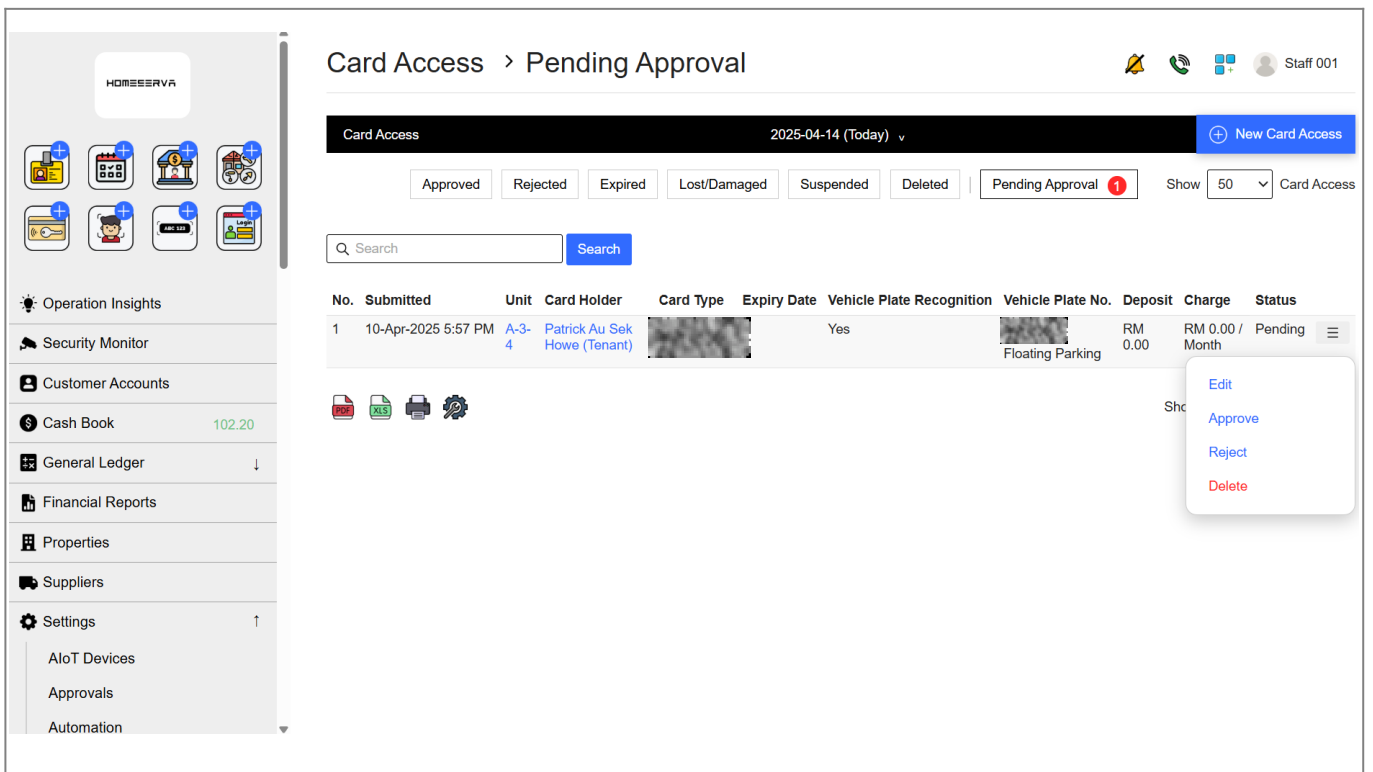
A remark is utilised when each unit possesses two access cards, so please make remarks as instructed.



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

The screenshot displays the 'Card Access > Approved' section of the VYROX system. On the left is a sidebar with navigation options like 'Operation Insights', 'Security Monitor', and 'Customer Account'. The main area shows a table of card access records with columns for 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 the 'Status' column of the first record (No. 591), showing options: Edit, Suspend, Lost/Damaged, and Delete. A red arrow points to the 'Edit' option.

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-9-3	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.

### QUESTION 2

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

Step 1: Click the **Caution Symbol**.

**PROPERVA**

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- System
- Help

**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	Date	Time	Card No.	Owner	Device	Time	Plate No.	Amount	Period	Status
131	23-Apr-2025	5:08 PM	131	A-9-2 Chong Yaon Hoong (Owner)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	Recognition	23-Apr-2025	AKK9868	RM 0.00	RM 0.00 / Month	Active

### Step 2: Click the Sync Now

**PROPERVA**

- Home
- Dashboard
- Reports
- Settings
- Users
- Devices
- Integrations
- System
- Help

**Operation Insights**

**Security Monitor** 99+

**Customer Accounts**

**Cash Book** 0.00

**General Ledger**

**Financial Reports**

**Properties**

**Suppliers**

**Settings**

- AIoT Devices
- Approvals
- Automation
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130	23-Apr-2025	5:00 PM	130	A-9-6 Fong Jin Yan (Owner)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	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)	Recognition	23-Apr-2025	AKB1660	RM 0.00	RM 0.00 / Month	Active
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111	23-Apr-2025	4:33 PM	111	A-7-8 Ng Ann Nie (Owner)	Recognition	23-Apr-2025	AKK9868	RM 0.00	RM 0.00 / Month	Active

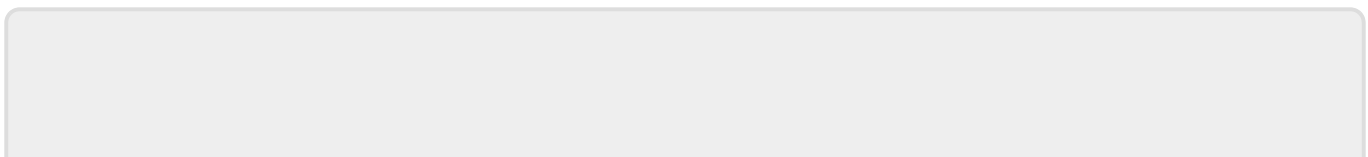
**Unsuccessful Synchronization - Retrying Automatically in 2 minutes** [Sync Now](#)

UltraPASS-Vehicle LPR Barrier Resident Entry (palazzoiph.duckdns.org:181) 2025-04-24 10:56 AM

UltraPASS-Vehicle LPR Barrier Visitor Entry (palazzoiph.duckdns.org:182) 2025-04-24 10:56 AM

UltraPASS-Vehicle LPR Barrier Exit (palazzoiph.duckdns.org:183) 2025-04-24 10:56 AM

### Click the Sync Now



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Last update: **2025/08/21 02:13**

