

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 various navigation icons and labels such as 'Operation Insights', 'Security Monitor', 'Customer Account C-9-8/1', 'Cash Book 0.00', 'General Ledger', 'Financial Reports', 'Properties', 'Suppliers', and 'Settings'. The main area is titled 'Card Access > Approved' and features a search bar and filter tabs (Approved, Rejected, Expired, Lost/Damaged, Suspended, Deleted). Below this is a table of card access records:

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	

On the right, a menu is open showing various system features. The 'Card Access' icon, which depicts a keycard, is highlighted with a red box. Other icons 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. At the bottom right of the menu, it shows 'RM 0.00 RM 0.00 / Month Active'.

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

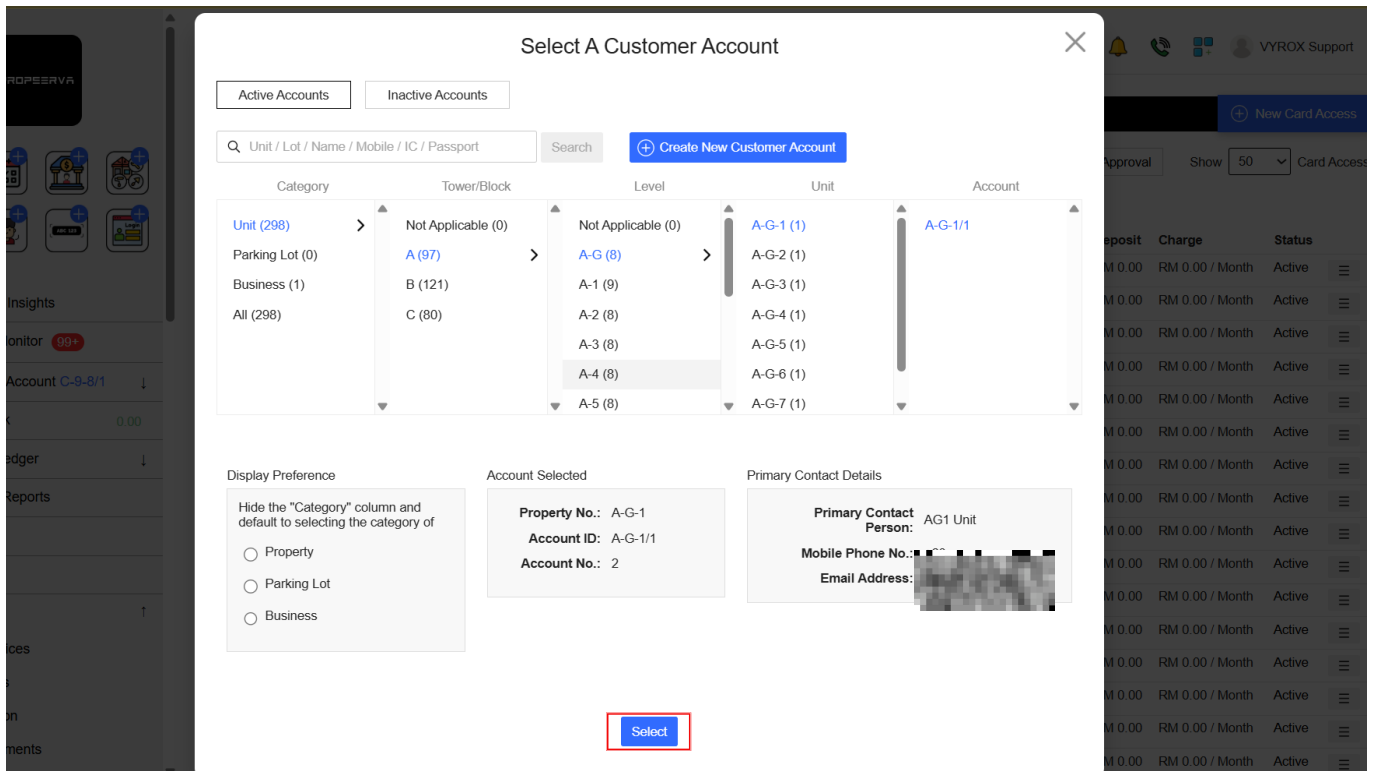
Search

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

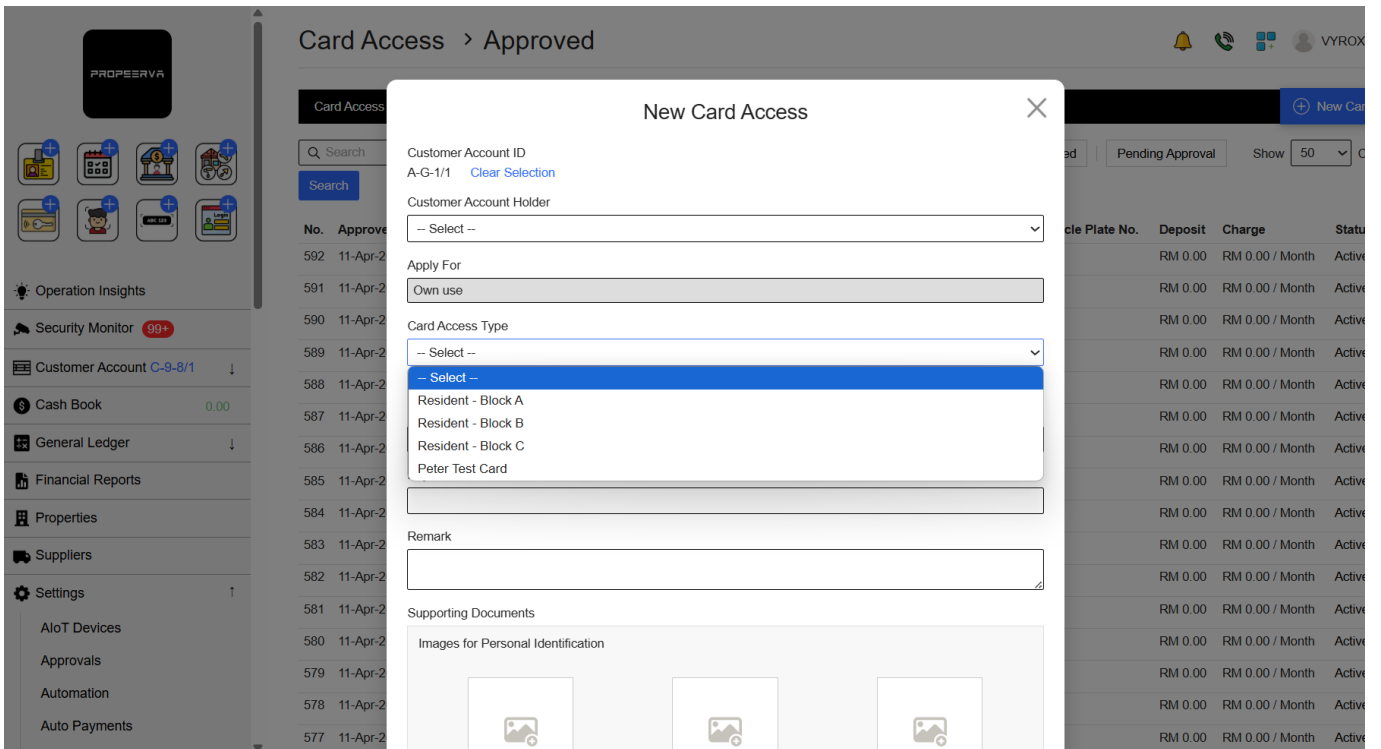


Please complete the information by clicking the “Select” icon once you have finished.

Step 2:

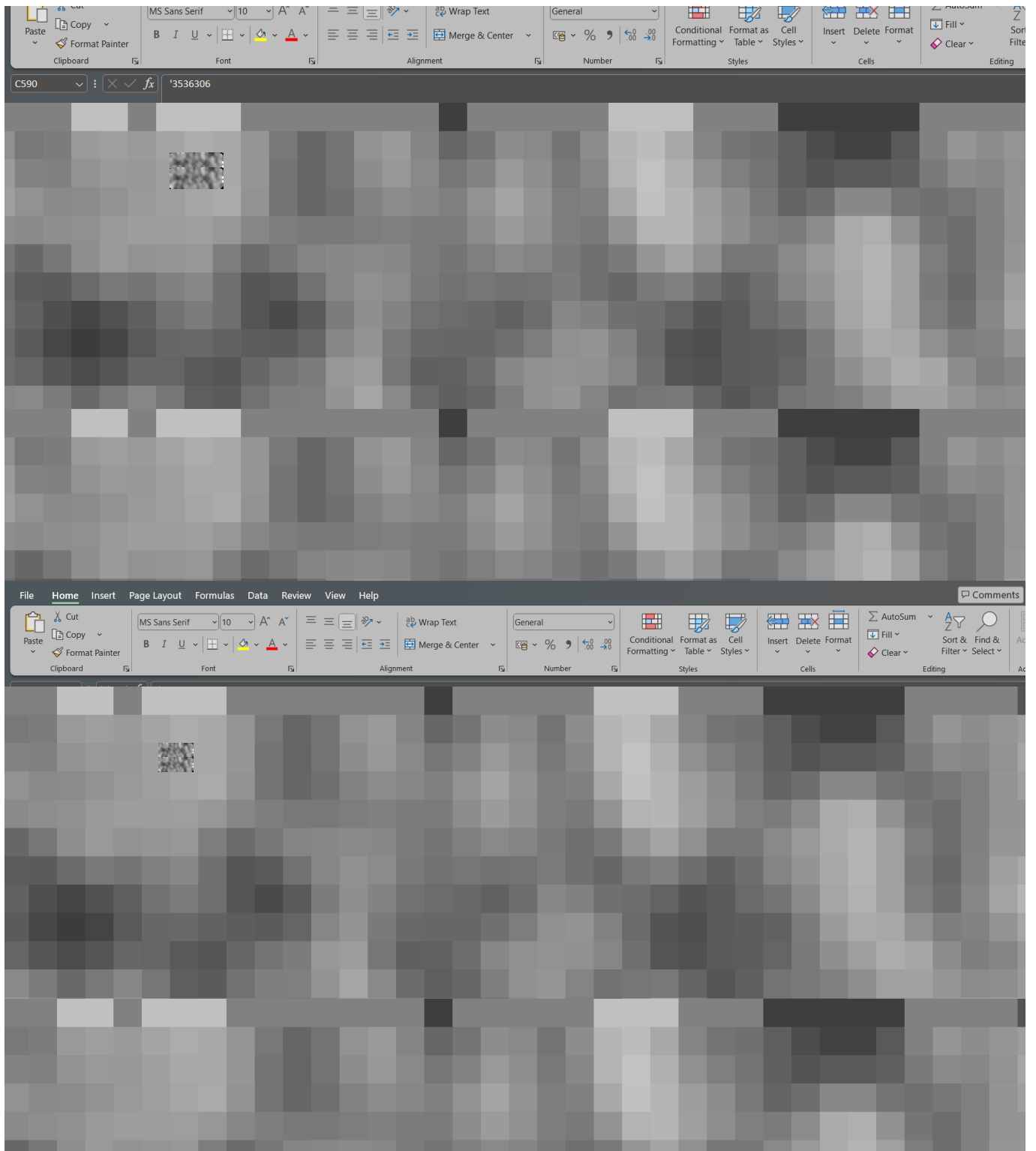
Please provide the following details:

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)

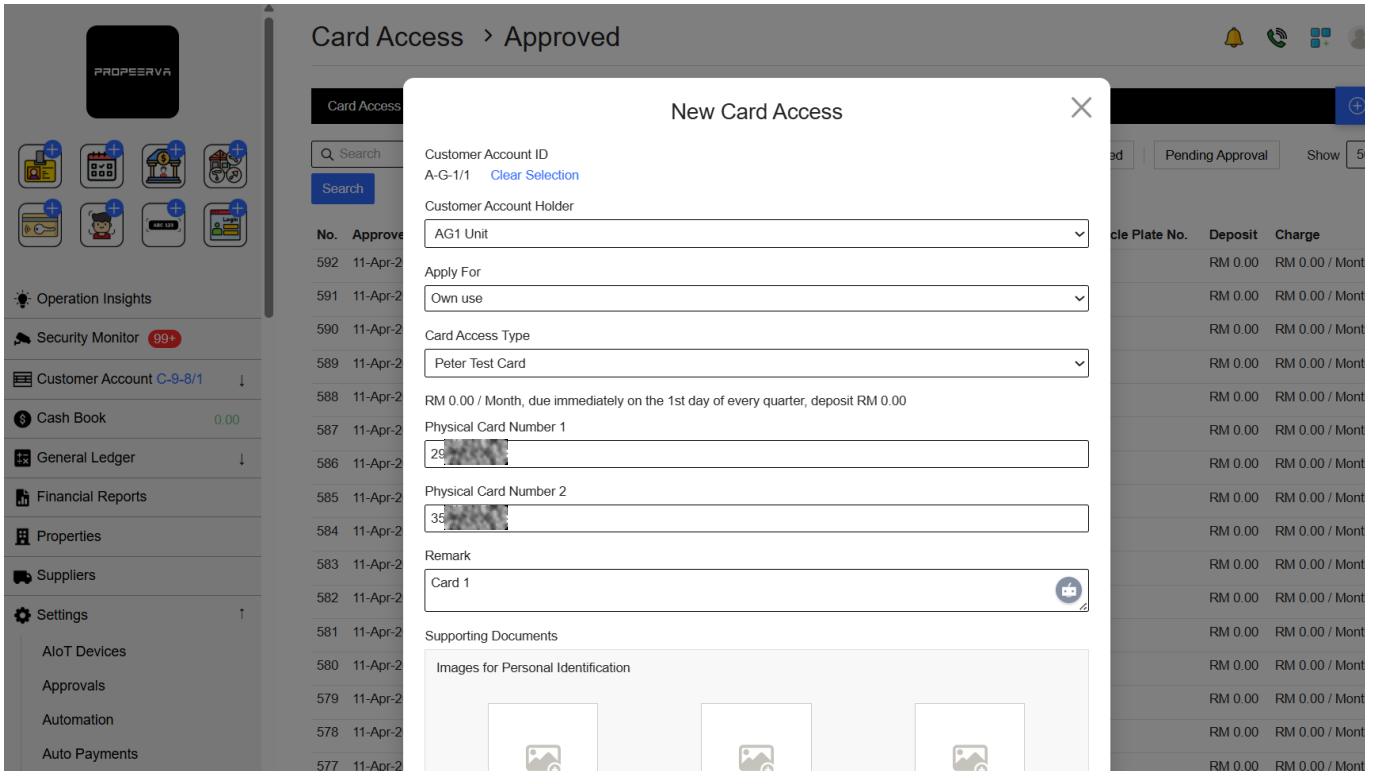
The screenshot displays the 'New Card Access' form in the PROPERVA system. The form is overlaid on a background of a 'Card Access > Approved' page. The form fields are as follows:

- 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)

The background table shows a list of card access records with columns for 'No.', 'Approve', and a table of transactions with columns for 'Plate No.', 'Deposit', and 'Charge'. The transactions table shows multiple rows with 'RM 0.00' for both Deposit and Charge.

Step 4:

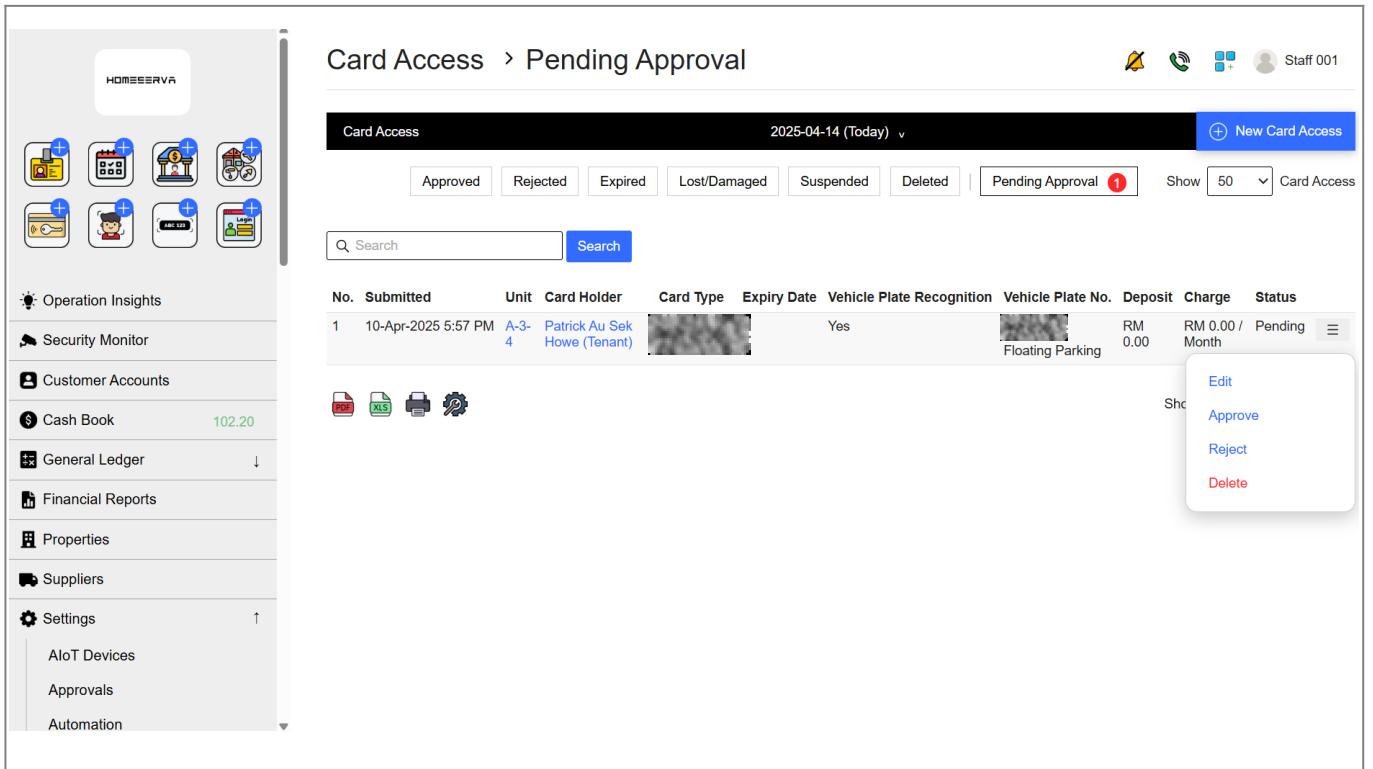
A remark is utilised when each unit possesses two access cards, so please make remarks as instructed.



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 first record, 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		
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		
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 (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

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

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	Plate No.	Amount	Period	Status	
131	23-Apr-2025	5:08 PM	131	Chong Yaon Hoong (Owner)	Recognition	23-Apr-2035	AFQ9177	RM 0.00	RM 0.00 / Month	Active
130	23-Apr-2025	5:00 PM	130	Fong Jin Yan (Owner)	Recognition	23-Apr-2035	PRK3931	RM 0.00	RM 0.00 / Month	Active
129	23-Apr-2025	5:00 PM	129	Fong Jin Yan (Owner)	Recognition	23-Apr-2035	AKV8513	RM 0.00	RM 0.00 / Month	Active
128	23-Apr-2025	4:55 PM	128	Chai Wai Ching (Owner)	Recognition	23-Apr-2035	AHB2157	RM 0.00	RM 0.00 / Month	Active
127	23-Apr-2025	4:55 PM	127	Chai Wai Ching (Owner)	Recognition	23-Apr-2035	VAR2157	RM 0.00	RM 0.00 / Month	Active
126	23-Apr-2025	4:55 PM	126	Chai Wai Ching (Owner)	Recognition	23-Apr-2035	VAT2157	RM 0.00	RM 0.00 / Month	Active
125	23-Apr-2025	4:53 PM	125	Brenden Luke D'silua (Owner)	Recognition	23-Apr-2035	AKE3996	RM 0.00	RM 0.00 / Month	Active
124	23-Apr-2025	4:53 PM	124	Brenden Luke D'silua (Owner)	Recognition	23-Apr-2035	WWE5050	RM 0.00	RM 0.00 / Month	Active
123	23-Apr-2025	4:47 PM	123	Donivald Tham Kam Loy (Owner)	Recognition	23-Apr-2035	AKK9868	RM 0.00	RM 0.00 / Month	Active
122	23-Apr-2025	4:47 PM	122	Donivald Tham Kam Loy (Owner)	Recognition	23-Apr-2035	ANG9989	RM 0.00	RM 0.00 / Month	Active
121	23-Apr-2025	4:44 PM	121	Yee Tee Chiak (Owner)	Recognition	23-Apr-2035	WRG9613	RM 0.00	RM 0.00 / Month	Active
120	23-Apr-2025	4:44 PM	120	Yee Tee Chiak (Owner)	Recognition	23-Apr-2035	AKP39	RM 0.00	RM 0.00 / Month	Active
119	23-Apr-2025	4:42 PM	119	Celestine Tham Sau Chan (Owner)	Recognition	23-Apr-2035	ANS7189	RM 0.00	RM 0.00 / Month	Active
118	23-Apr-2025	4:40 PM	118	Kuay Yoong Hui (Owner)	Recognition	23-Apr-2035	AND4798	RM 0.00	RM 0.00 / Month	Active
117	23-Apr-2025	4:40 PM	117	Kuay Yoong Hui (Owner)	Recognition	23-Apr-2035	AMK6791	RM 0.00	RM 0.00 / Month	Active
116	23-Apr-2025	4:36 PM	116	Machalevi A/P Narainsamy (Owner)	Recognition	23-Apr-2035	ALP9084	RM 0.00	RM 0.00 / Month	Active
115	23-Apr-2025	4:36 PM	115	Machalevi A/P Narainsamy (Owner)	Recognition	23-Apr-2035	AHP5135	RM 0.00	RM 0.00 / Month	Active
114	23-Apr-2025	4:35 PM	114	VYROX Peter (Owner)	Recognition	22-Apr-2035	W813C	RM 0.00	RM 0.00 / Month	Active
113	23-Apr-2025	4:34 PM	113	Ng Ann Nie (Owner)	Recognition	23-Apr-2035	AKB1660	RM 0.00	RM 0.00 / Month	Active
112	23-Apr-2025	4:34 PM	112	Ng Ann Nie (Owner)	Recognition	23-Apr-2035	ALL2278	RM 0.00	RM 0.00 / Month	Active
111	23-Apr-2025	4:33 PM	111	Ng Ann Nie (Owner)	Recognition	23-Apr-2035	AKK9868	RM 0.00	RM 0.00 / Month	Active

Step 2: Click the Sync Now

PROPERVA

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

Operation Insights

Security Monitor 99+

Customer Accounts

Cash Book 0.00

General Ledger

Financial Reports

Properties

Suppliers

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- AIoT Devices
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130	23-Apr-2025	5:00 PM	130	Fong Jin Yan (Owner)	Recognition	23-Apr-2035	PRK3931	RM 0.00	RM 0.00 / Month	Active
129	23-Apr-2025	5:00 PM	129	Fong Jin Yan (Owner)	Recognition	23-Apr-2035	AKV8513	RM 0.00	RM 0.00 / Month	Active
128	23-Apr-2025	4:55 PM	128	Chai Wai Ching (Owner)	Recognition	23-Apr-2035	AHB2157	RM 0.00	RM 0.00 / Month	Active
127	23-Apr-2025	4:55 PM	127	Chai Wai Ching (Owner)	Recognition	23-Apr-2035	VAR2157	RM 0.00	RM 0.00 / Month	Active
126	23-Apr-2025	4:55 PM	126	Chai Wai Ching (Owner)	Recognition	23-Apr-2035	VAT2157	RM 0.00	RM 0.00 / Month	Active
125	23-Apr-2025	4:53 PM	125	Brenden Luke D'silua (Owner)	Recognition	23-Apr-2035	AKE3996	RM 0.00	RM 0.00 / Month	Active
124	23-Apr-2025	4:53 PM	124	Brenden Luke D'silua (Owner)	Recognition	23-Apr-2035	WWE5050	RM 0.00	RM 0.00 / Month	Active
123	23-Apr-2025	4:47 PM	123	Donivald Tham Kam Loy (Owner)	Recognition	23-Apr-2035	AKK9868	RM 0.00	RM 0.00 / Month	Active
122	23-Apr-2025	4:47 PM	122	Donivald Tham Kam Loy (Owner)	Recognition	23-Apr-2035	ANG9989	RM 0.00	RM 0.00 / Month	Active
121	23-Apr-2025	4:44 PM	121	Yee Tee Chiak (Owner)	Recognition	23-Apr-2035	WRG9613	RM 0.00	RM 0.00 / Month	Active
120	23-Apr-2025	4:44 PM	120	Yee Tee Chiak (Owner)	Recognition	23-Apr-2035	AKP39	RM 0.00	RM 0.00 / Month	Active
119	23-Apr-2025	4:42 PM	119	Celestine Tham Sau Chan (Owner)	Recognition	23-Apr-2035	ANS7189	RM 0.00	RM 0.00 / Month	Active
118	23-Apr-2025	4:40 PM	118	Kuay Yoong Hui (Owner)	Recognition	23-Apr-2035	AND4798	RM 0.00	RM 0.00 / Month	Active
117	23-Apr-2025	4:40 PM	117	Kuay Yoong Hui (Owner)	Recognition	23-Apr-2035	AMK6791	RM 0.00	RM 0.00 / Month	Active
116	23-Apr-2025	4:36 PM	116	Machalevi A/P Narainsamy (Owner)	Recognition	23-Apr-2035	ALP9084	RM 0.00	RM 0.00 / Month	Active
115	23-Apr-2025	4:36 PM	115	Machalevi A/P Narainsamy (Owner)	Recognition	23-Apr-2035	AHP5135	RM 0.00	RM 0.00 / Month	Active
114	23-Apr-2025	4:35 PM	114	VYROX Peter (Owner)	Recognition	22-Apr-2035	W813C	RM 0.00	RM 0.00 / Month	Active
113	23-Apr-2025	4:34 PM	113	Ng Ann Nie (Owner)	Recognition	23-Apr-2035	AKB1660	RM 0.00	RM 0.00 / Month	Active
112	23-Apr-2025	4:34 PM	112	Ng Ann Nie (Owner)	Recognition	23-Apr-2035	ALL2278	RM 0.00	RM 0.00 / Month	Active
111	23-Apr-2025	4:33 PM	111	Ng Ann Nie (Owner)	Recognition	23-Apr-2035	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

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