

# 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 table of card details. The table includes columns for No., Approved, Unit, Card Holder, Card Type, Expiry Date, and Vehicle Plate Recognition. The 'Card Access' icon in the sidebar is highlighted with 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

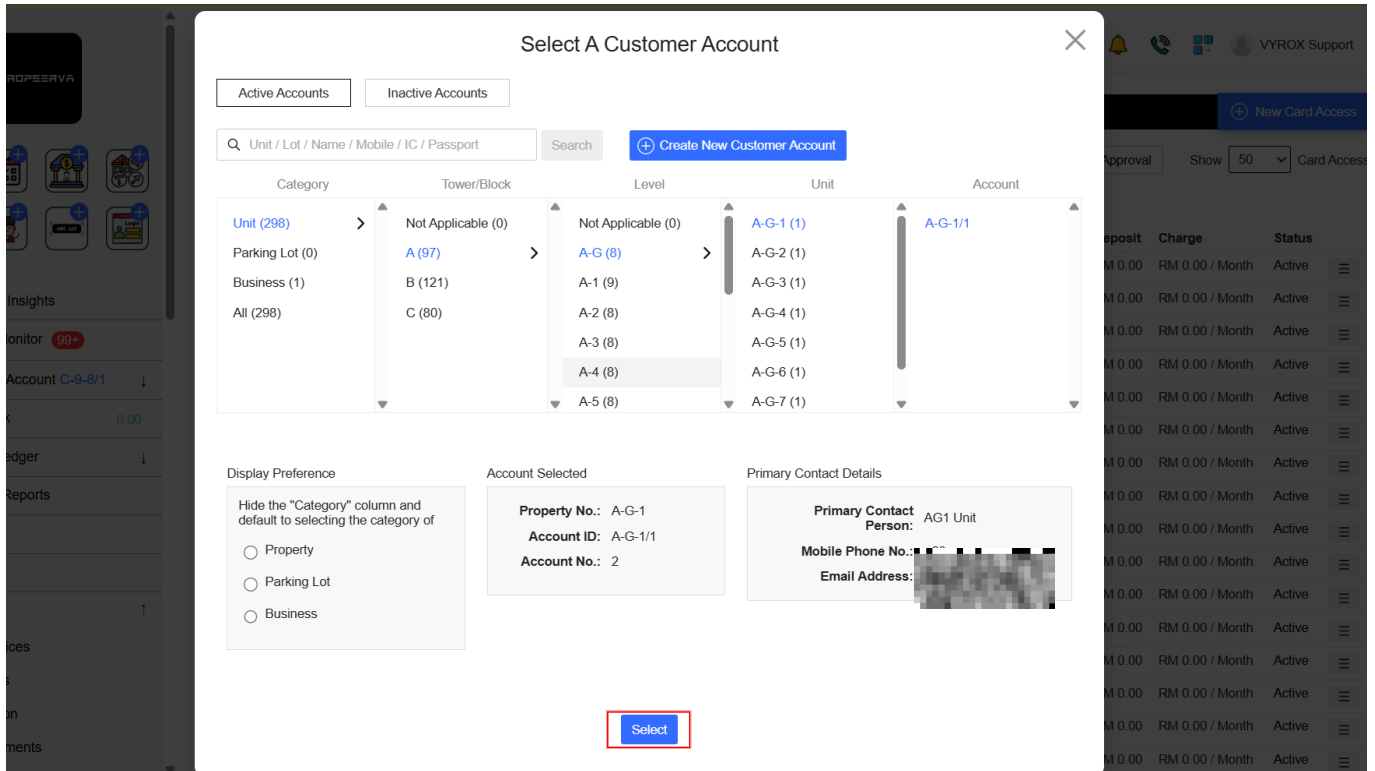
Search

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

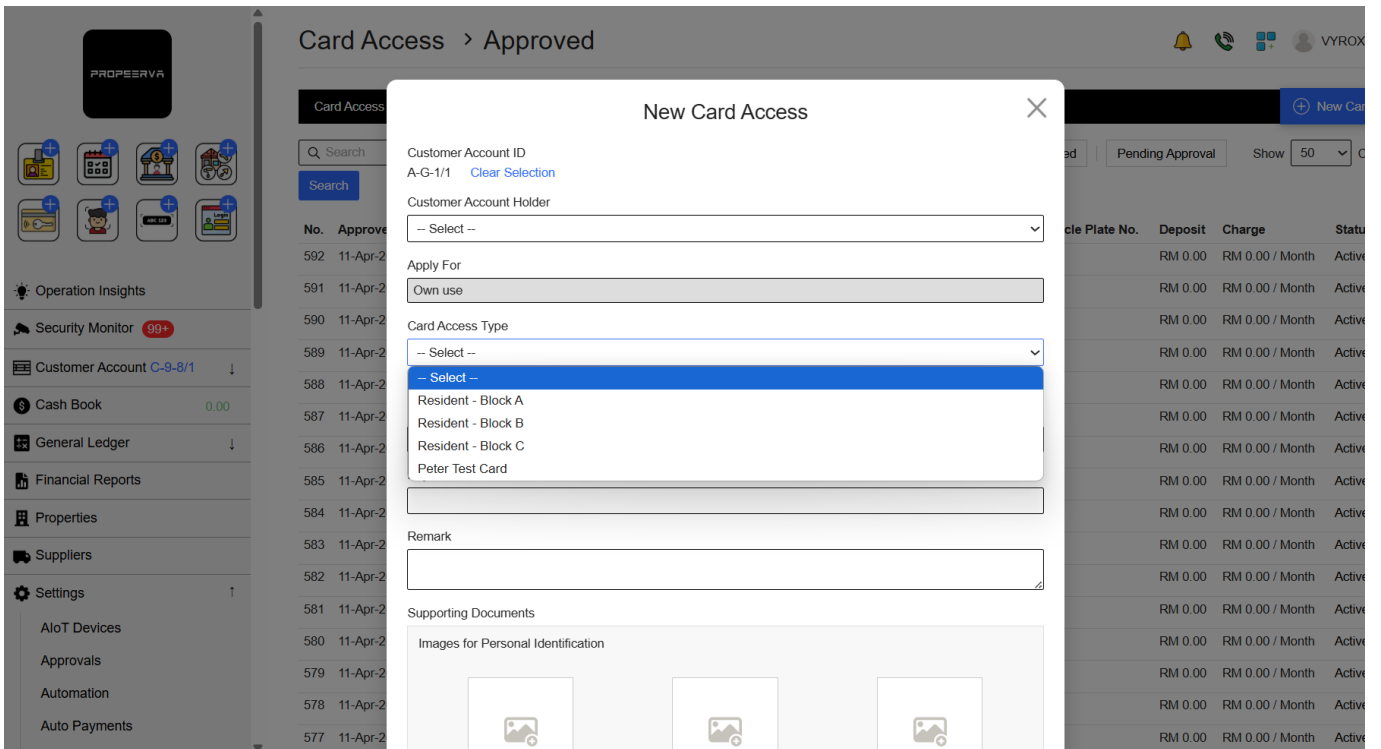


Please complete the information by clicking the “Select” icon once you have finished.

### Step 2:

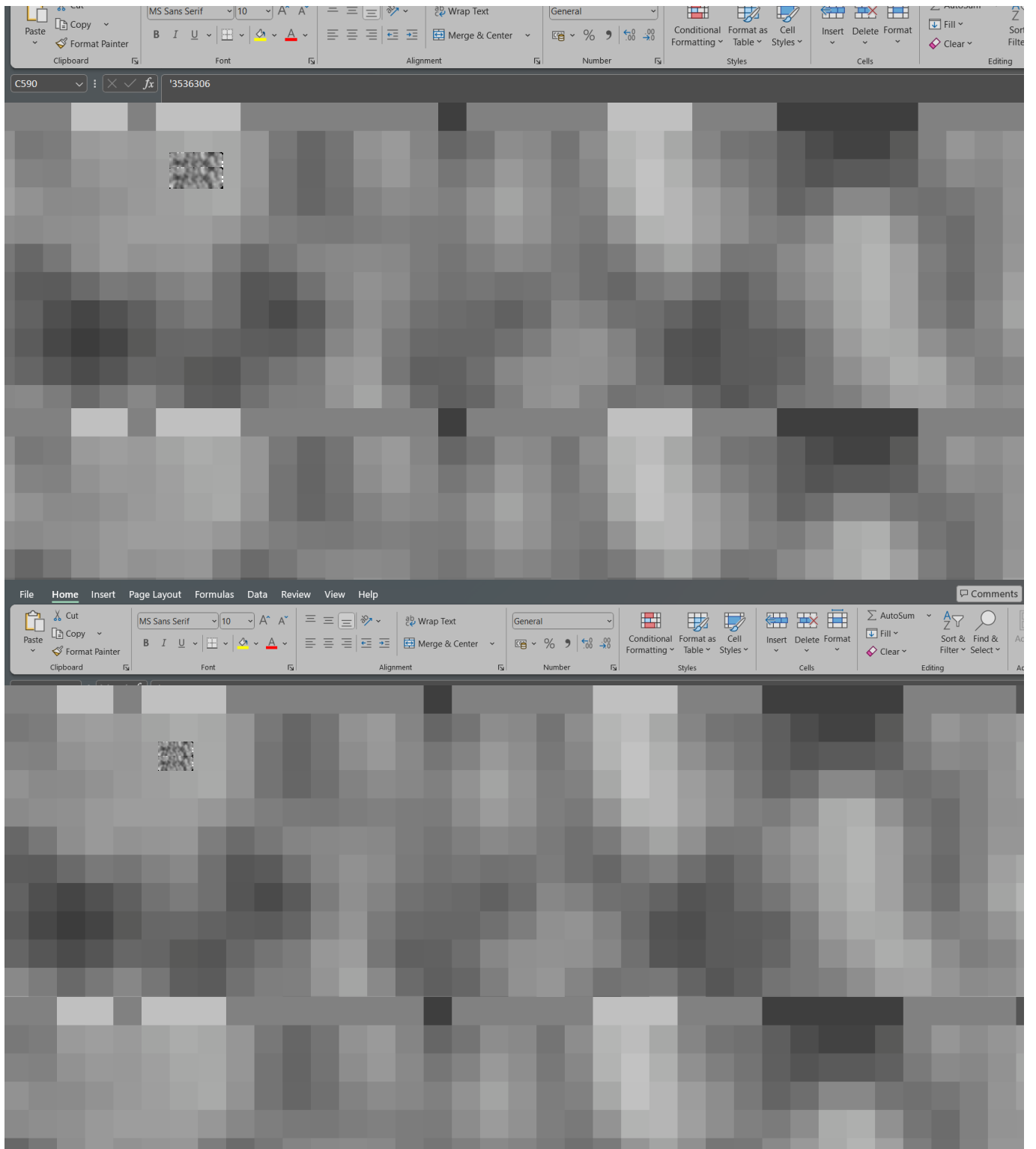
Please provide the following details:

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

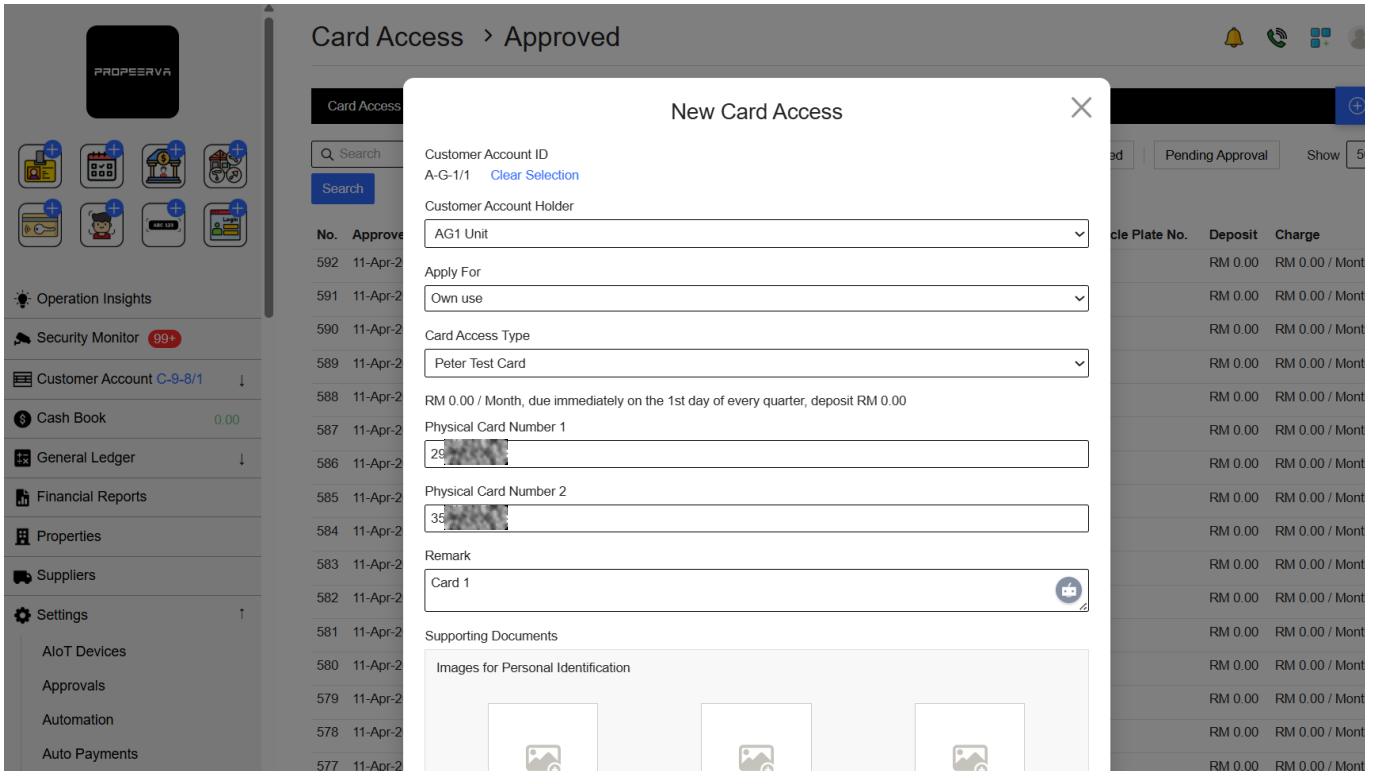
1. Card Number A-G-1-C1 for Physical Card Number 1 (MIFARE Card)
2. Card Number A-G-1-UHF1 for Physical Card Number 2 (Ultra High Frequency UHF Card)

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:

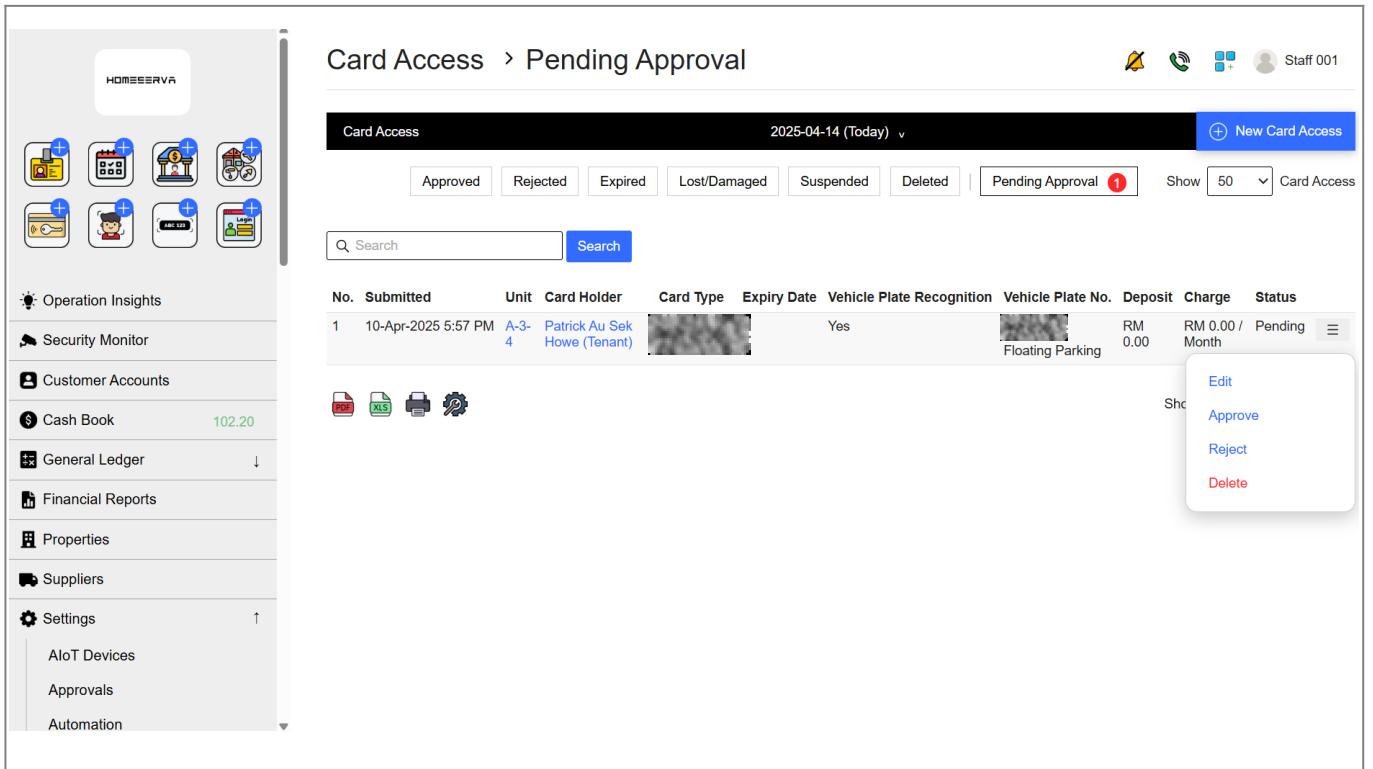
A remark is utilised when each unit possesses two access cards, so please make remarks as instructed.



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!**

## 3. CONFIGURATION INSTRUCTIONS FOR PROPERTIES

This guide shows you step-by-step how to set up the Properties Unit part of VYROX VIP Smart Integrated Property Management System, which was created by VYROX INTERNATIONAL SDN BHD. Property managers, building officials, and facility workers can make and handle each unit, making sure that the information about each unit is always correct. Then, each unit can be easily connected to access control modules like SuperPass-Door for door entry and SuperPass-Lift for lift access. This way, records from each unit can be directly linked to automatic and safe access permits.

### 3.1 Configuration Properties

Go to **Properties > Units**

#### PIC

Details include:

1. The Floor(s) Where This Property Is Situated
2. Default SuperPASS-Door Settings for Main and Sub User Accounts
3. Default SuperPASS-Lift Settings for Main and Sub User Accounts

#### Step 1

Tick, "The Floor(s) Where This Property Is Situated"

#### PIC

**\*Note: Please tick to follow the unit-level floor and block.** Step 2 **Tick, "Default SuperPASS-Door Settings for Main and Sub User Accounts"** PIC **\*Note: Please tick which one the unit uses for door access.\*** ===== **Q&A** ===== **QUESTION 1** What steps should be taken if a mistake is made in writing after receiving approval? **Procedures: - Card Access - Click on the card access account and select the right three lines in the box. - Choose the edit**

**PROPEERVA**

Operation Insights

Security Monitor **99+**

Customer Account **C-9-8/1**

- Details
- Dashboard
- Invoices
- Deposits
- Advances
- Payments
- Statements

Cash Book **0.00**

### 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

No.	Approved	Unit	Card Holder	Card Type	Expiry Date	Vehicle Plate Recognition	Vehicle Plate No.	Deposit	Charge	Status
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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		Active
590	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00		Active
589	11-Apr-2025 11:27 AM	C-9-7	C97 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00		Active
588	11-Apr-2025 11:26 AM	C-9-6	C96 Unit (Owner)	Resident - Block C	10-Apr-2035	No		RM 0.00		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
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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

**Edit**

Suspend

Lost/Damaged

Delete

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.**

**PROPEERVA**

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

131	23-Apr-2025 5:08 PM	131	A-9-2	Chong Yaon Hoong (Owner)	Resident Vehicle Plate Recognition	23-Apr-2035	AFQ8177	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-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-2035	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-2035	WB13C	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-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-2035	AKB1660	RM 0.00	RM 0.00 / Month	Active

**Step 2: Click the Sync Now\*\***

**PROPERVA**

- Operation Insights
- Security Monitor 99+
- Customer Accounts
- Cash Book 0.00
- General Ledger
- Financial Reports
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  - Auto Payments
  - Bank Details
  - Consumption Tax Types
  - Contractor Service Permits

131	23-Apr-2025 5:08 PM	131	A-9-2	Chong Yaon Hoong (Owner)	Recognition	2035		0.00	Month	
130	23-Apr-2025 5:00 PM	130	A-9-6	Fong Jin Yan (Owner)	Resident Vehicle Plate Recognition	23-Apr-2035	AFQ9177	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-2035	PRK3931	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-2035	AKV8513	RM 0.00	RM 0.00 / Month	Active
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126	23-Apr-2025 4:55 PM	126	A-9-8	Chai Wai Ching (Owner)	Resident Vehicle Plate Recognition	23-Apr-2035				
125	23-Apr-2025 4:53 PM	125	A-9-7	Brenden Luke D'silva (Owner)	Resident Vehicle Plate Recognition	23-Apr-2035				
124	23-Apr-2025 4:53 PM	124	A-9-7	Brenden Luke D'silva (Owner)	Resident Vehicle Plate Recognition	23-Apr-2035				
123	23-Apr-2025 4:47 PM	123	A-8-1	Donivald Tham Kam Loy (Owner)	Resident Vehicle Plate Recognition	2035		0.00	Month	
122	23-Apr-2025 4:47 PM	122	A-8-1	Donivald Tham Kam Loy (Owner)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-2035	WRG9613	RM 0.00	RM 0.00 / Month	Active
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115	23-Apr-2025 4:36 PM	115	A-7-6	Machalevi A/P Narainsamy (Owner)	Resident Vehicle Plate Recognition	23-Apr-2035	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-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)	Resident Vehicle Plate Recognition	23-Apr-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)	Resident Vehicle Plate Recognition	23-Apr-2035	ALL2278	RM 0.00	RM 0.00 / Month	Active

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

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

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

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

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Last update: **2025/08/25 03:30**

