

# Customer Account

## 1. Introduction

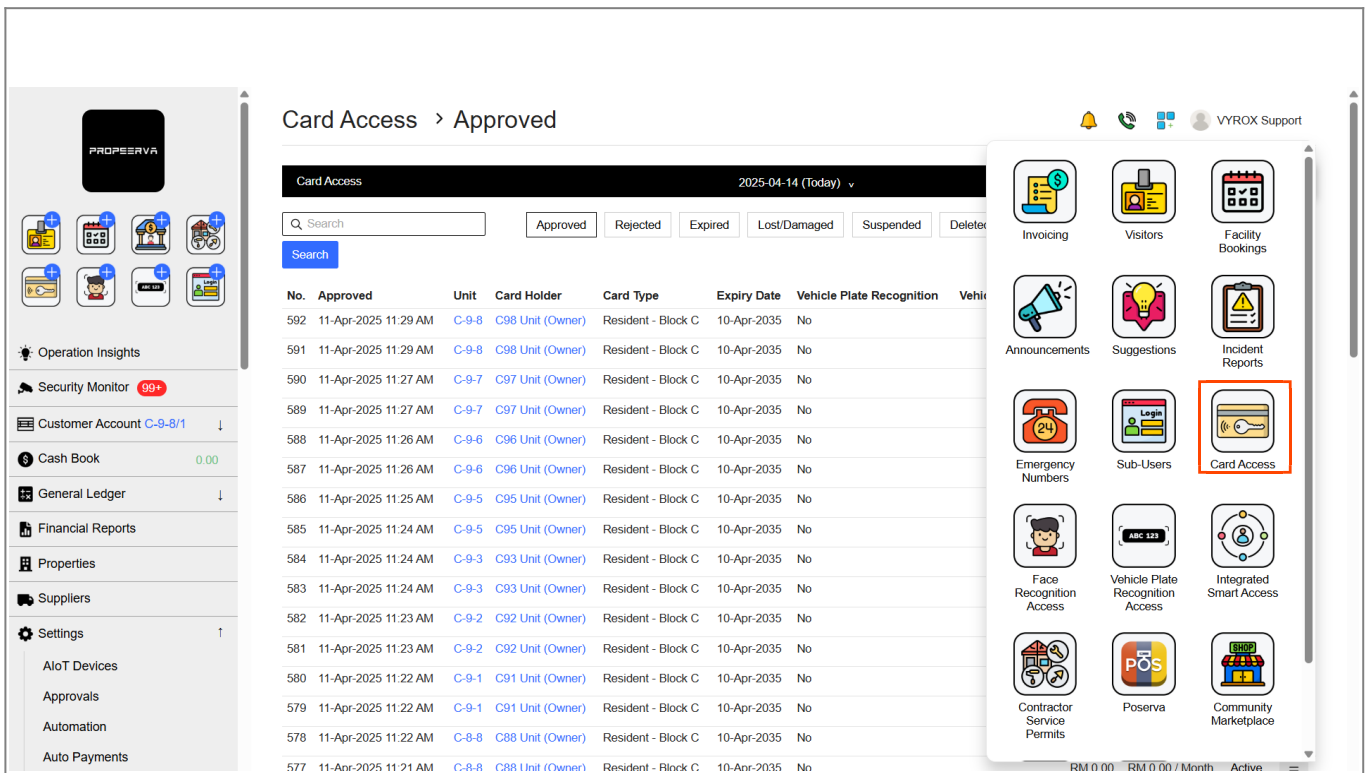
This guide provides a comprehensive procedure for optimising and improving property management operations by utilising the PROPSERVA Smart Integrated Property Management System, which was developed by VYROX INTERNATIONAL SDN BHD. PROPSERVA is a comprehensive suite of tools that is specifically designed for property managers, building administrators, and facility operators to effectively manage a variety of property administration-related tasks.

## 2. Customer Account

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 Customer Account

Go to **Card Access > New Card Access > Fill in details > Add**



**Card Access > Approved**

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

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

Q 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

Q 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.: [Redacted], Email Address: [Redacted]

Select

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