

Properties

1. Introduction

This guide provides step-by-step instructions for managing property information within the system. Learn how to register new properties, update existing details, and ensure all property-related records are accurate and up-to-date. This guide is designed to streamline property management and support efficient organization and record-keeping.

2. Properties

This section provides an overview of the tools and features available for managing properties in the system. From adding new properties to ensuring accurate categorization, each feature is designed to provide a secure and efficient way to maintain property information.

Properties are categorized into

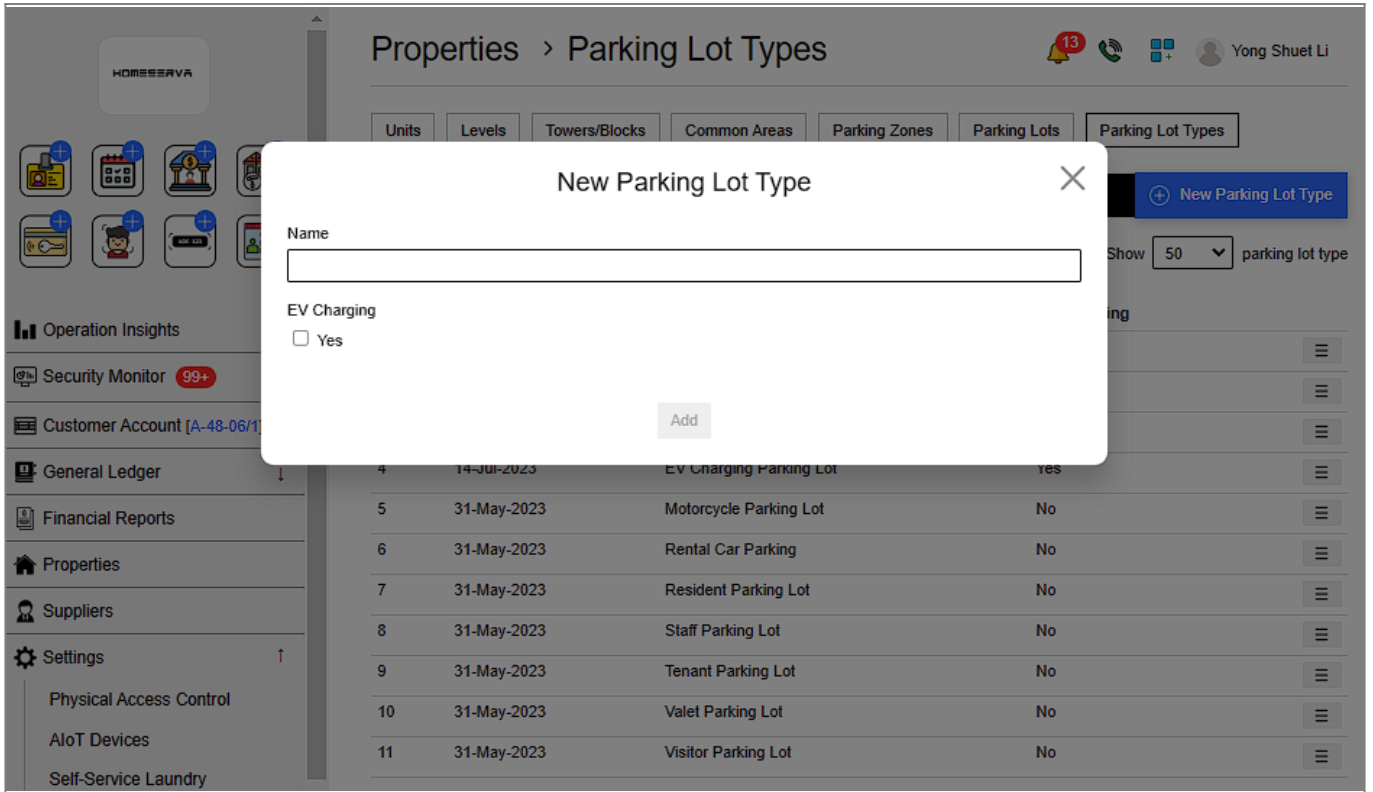
1. Parking Lot Types
2. Parking Lots
3. Parking Zones
4. Common Areas
5. Towers/Blocks
6. Levels
7. Units

2.1 Add New Parking Lot Types

Go to **Properties > Parking Lot Types > New Parking Lot Type > Fill in details**

Details include:

- Name of Parking Lot Types
- Whether there is EV charging



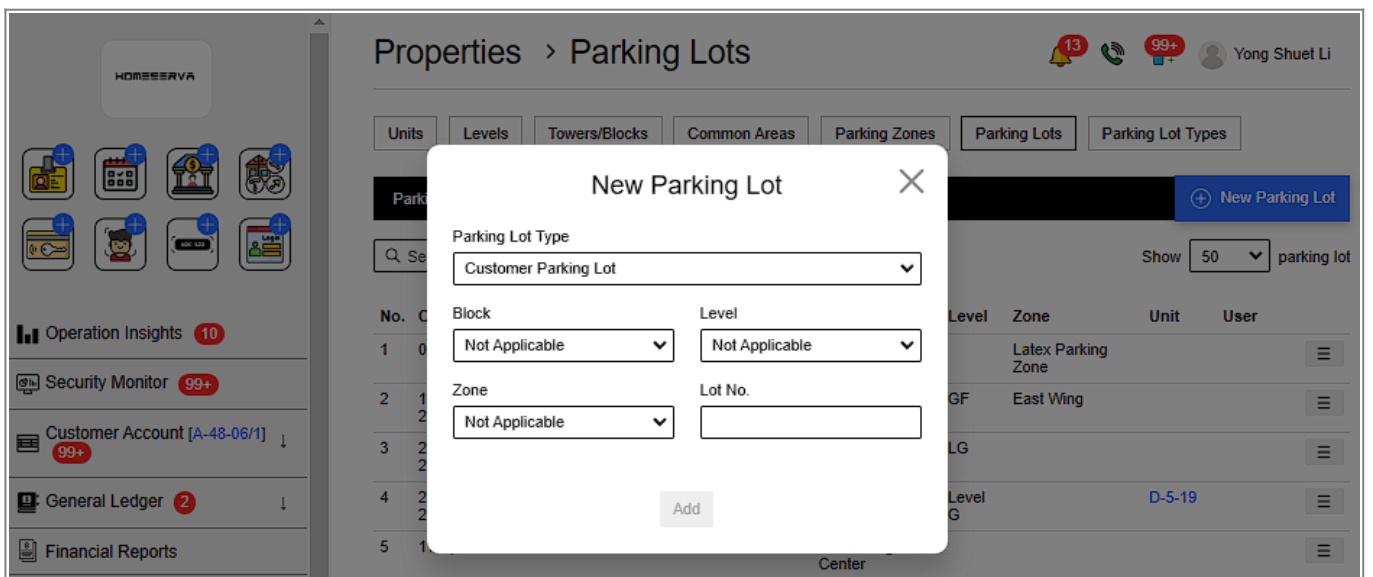
2.1 Add New Parking Lots

Go to **Properties > Parking Lots > New Parking Lot > Choose details**

Details include:

- Parking Lot Types
- Block
- Level
- Zone
- Lot no

(If these are not established yet , go to the next step and fill in details when return)

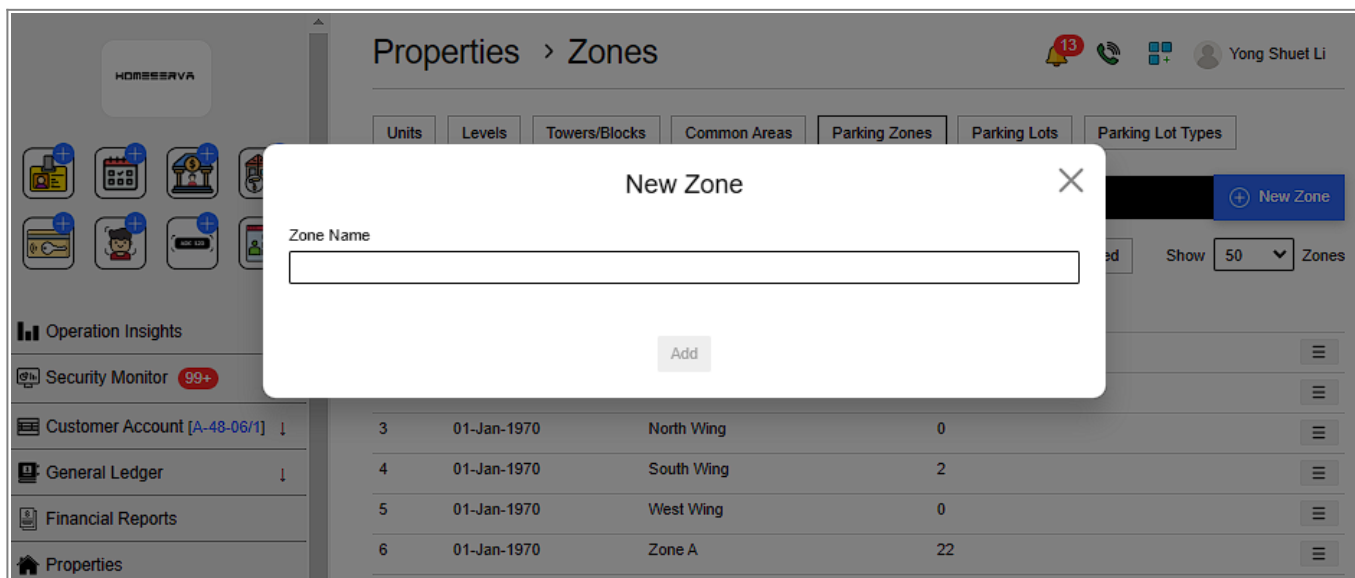


2.1 Add New Parking Zones

Go to **Properties > Parking Zones > New Parking Zone > Fill in details**

Details include:

- Name of Parking Zones

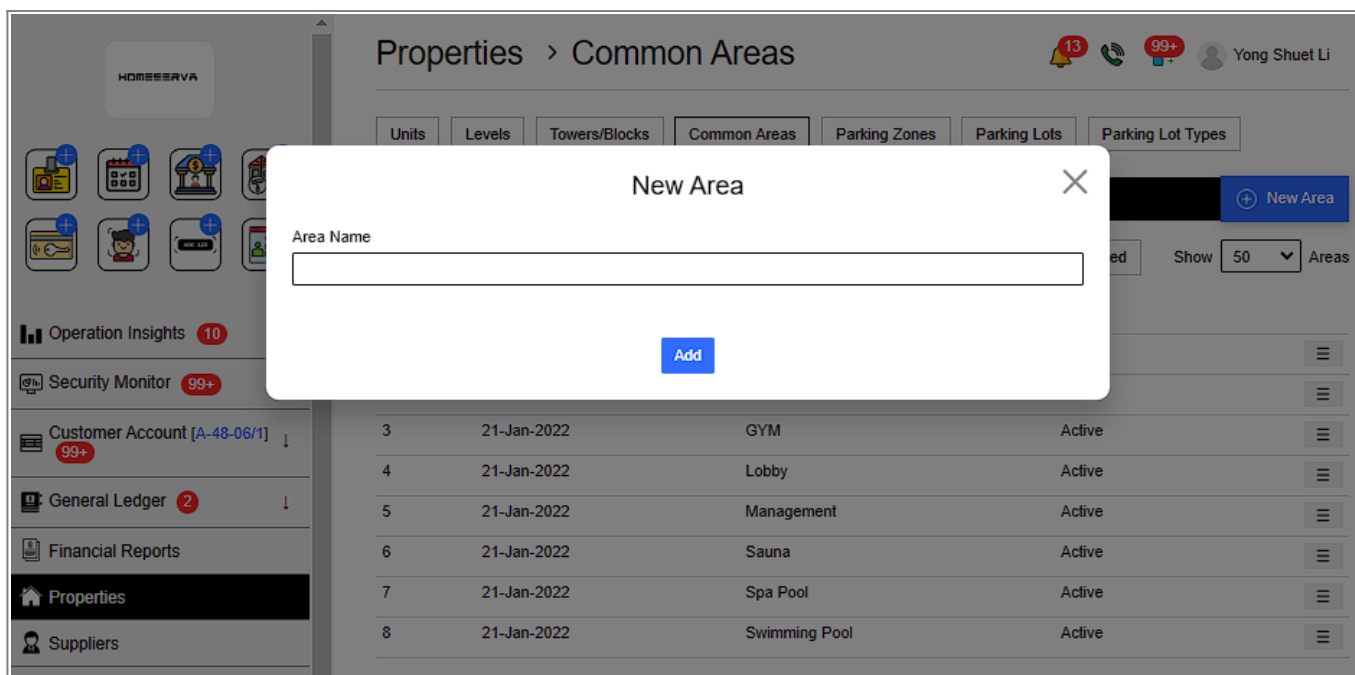


2.1 Add New Common Areas

Go to **Properties > Common Areas > New Common Area > Fill in details**

Details include:

- Name of Common Area

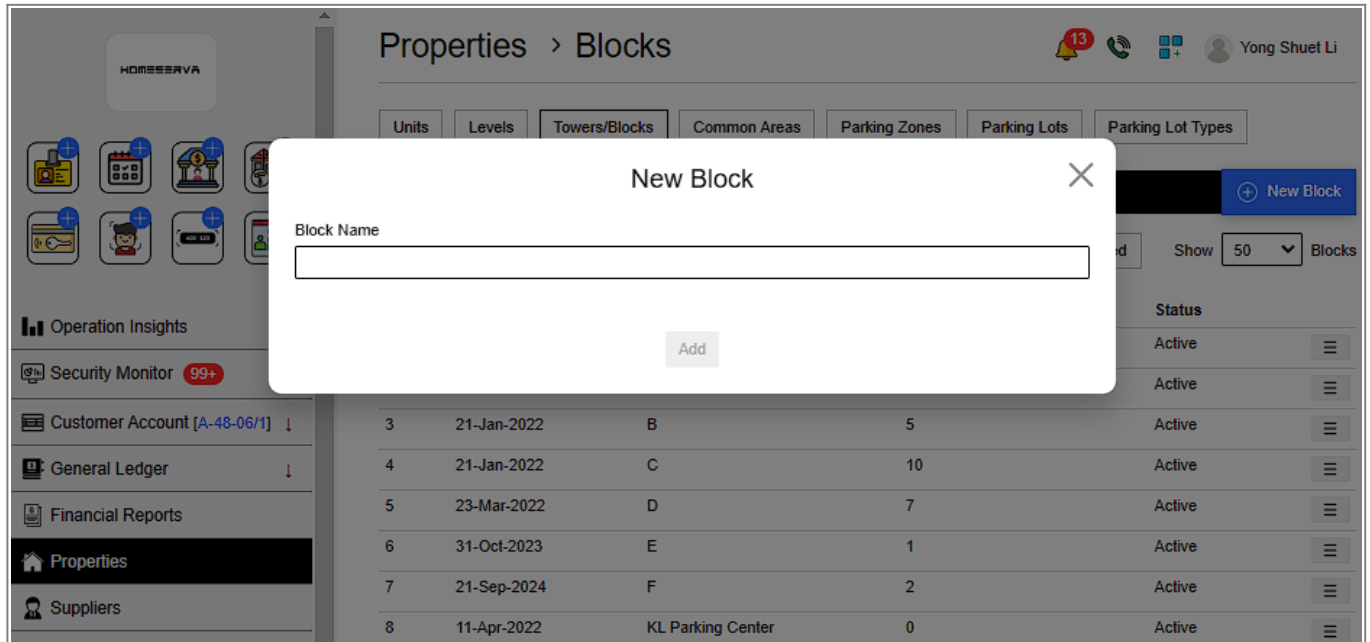


2.1 Add New Towers/Blocks

Go to **Properties > Towers/Blocks > New Block > Fill in details**

Details include:

- Name of Block

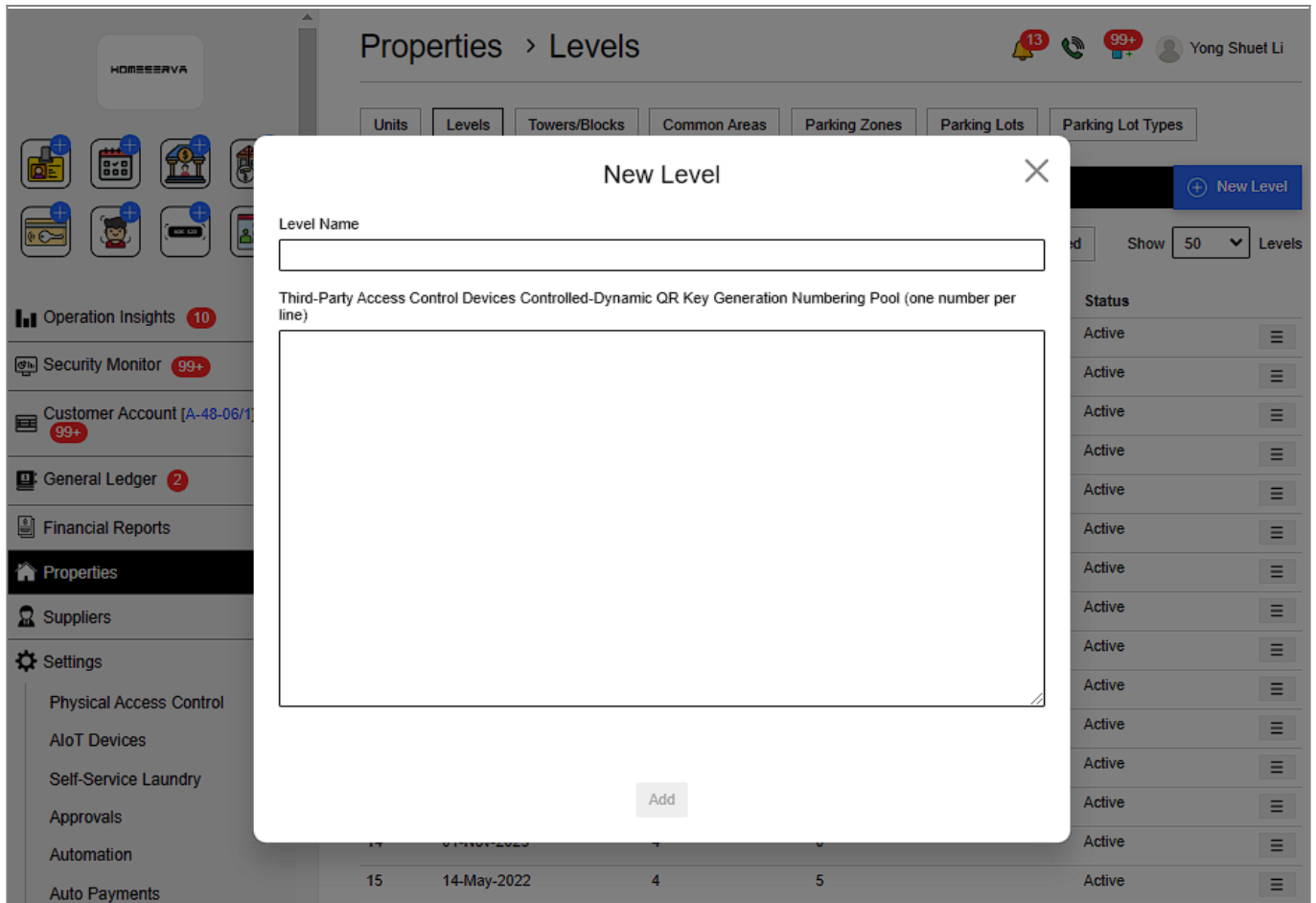


2.1 Add New Levels

Go to **Properties > Levels > New Level > Fill in details**

Details include:

- Name of Level
- AnyThird-Party Access Control Devices Controlled-Dynamic QR Key Generation Numbering Pool (one number per line)



2.1 Add New Units

Go to **Properties > Units > New Unit > Fill in details**

Details include:

- Block
- Level
- Property No
- Size (ft²)
- Number of Bathrooms
- Parking Lot
- Bedrooms Name Size and Bathroom
- The Floor(s) Where This Property Is Situated
- Default SuperPASS-Door Settings for Main and Sub User Accounts
- Default SuperPASS-Lift Settings for Main and Sub User Accounts
- Default UltraPASS-Face Settings for Main and Sub User Accounts
- Default UltraPASS-Vehicle Settings for Main and Sub User Accounts
- Utility and Tax Account Numbers (Electricity, Water Sewerage, Internet , Phone, Property Assessment Tax (Cukai Tafsiran/Pintu), Land/Parcel Tax (Cukai Tanah/Petak).)
- Select Visitor Type(s) Available for Selection During New Visitor Registration For This Property

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