

# 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

Properties are categorized into

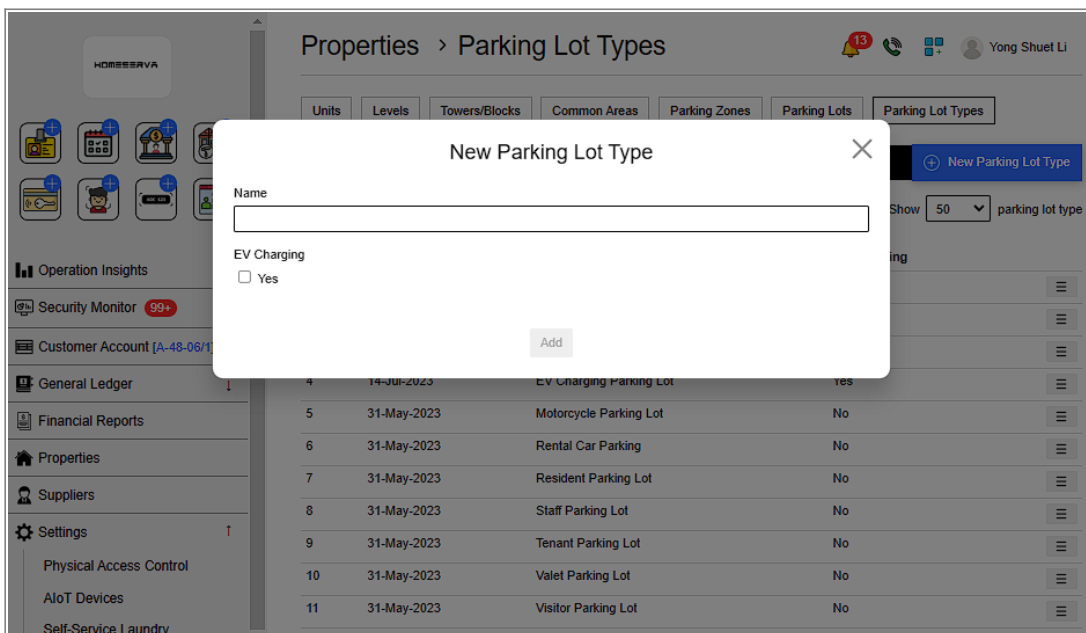
1. Parking Lot Types
2. Parking Lots
3. Parking Zones
4. Common Areas
5. Towers/Blocks
6. Levels
7. Units

### 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



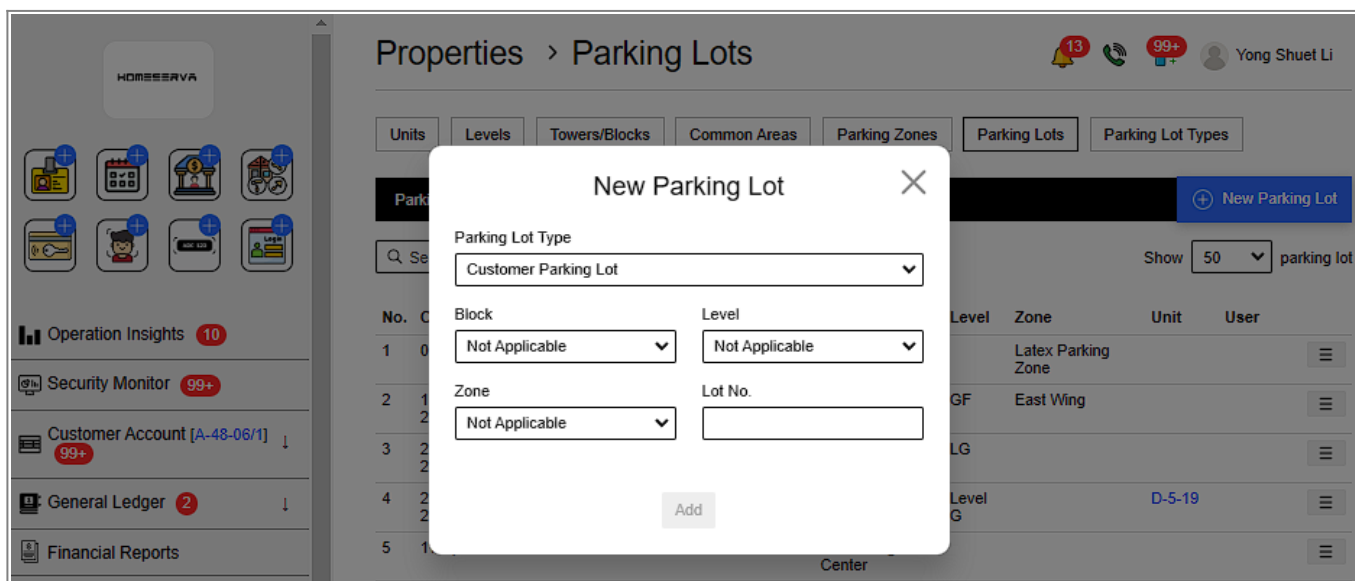
## 2.1 Add New Parking Lots

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)

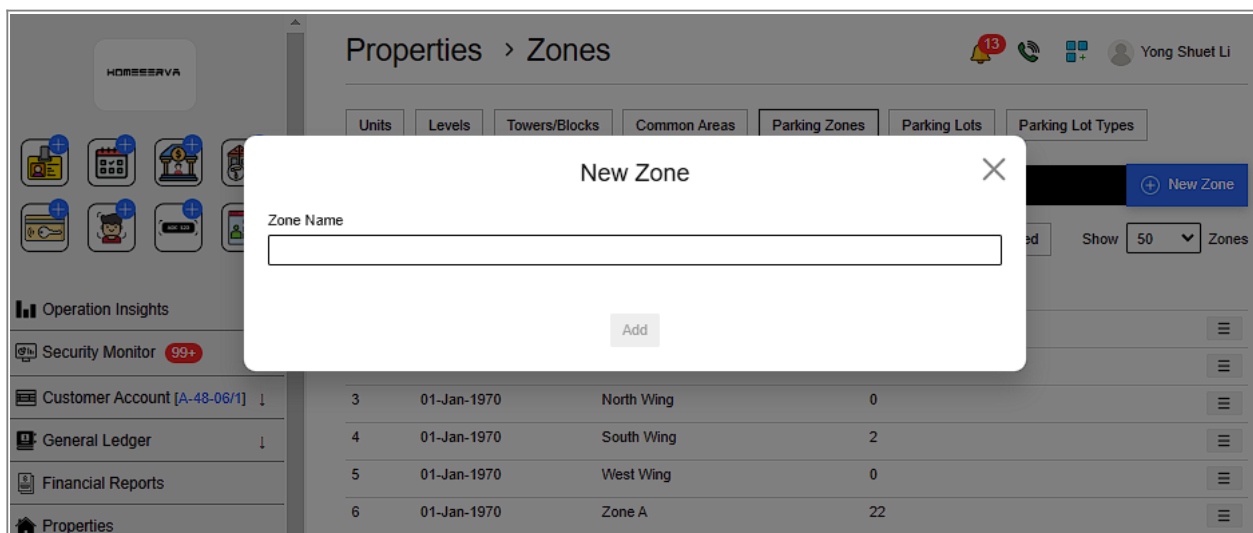


## 2.1 Add New Parking Zones

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

Details include:

- Name of Parking Zones

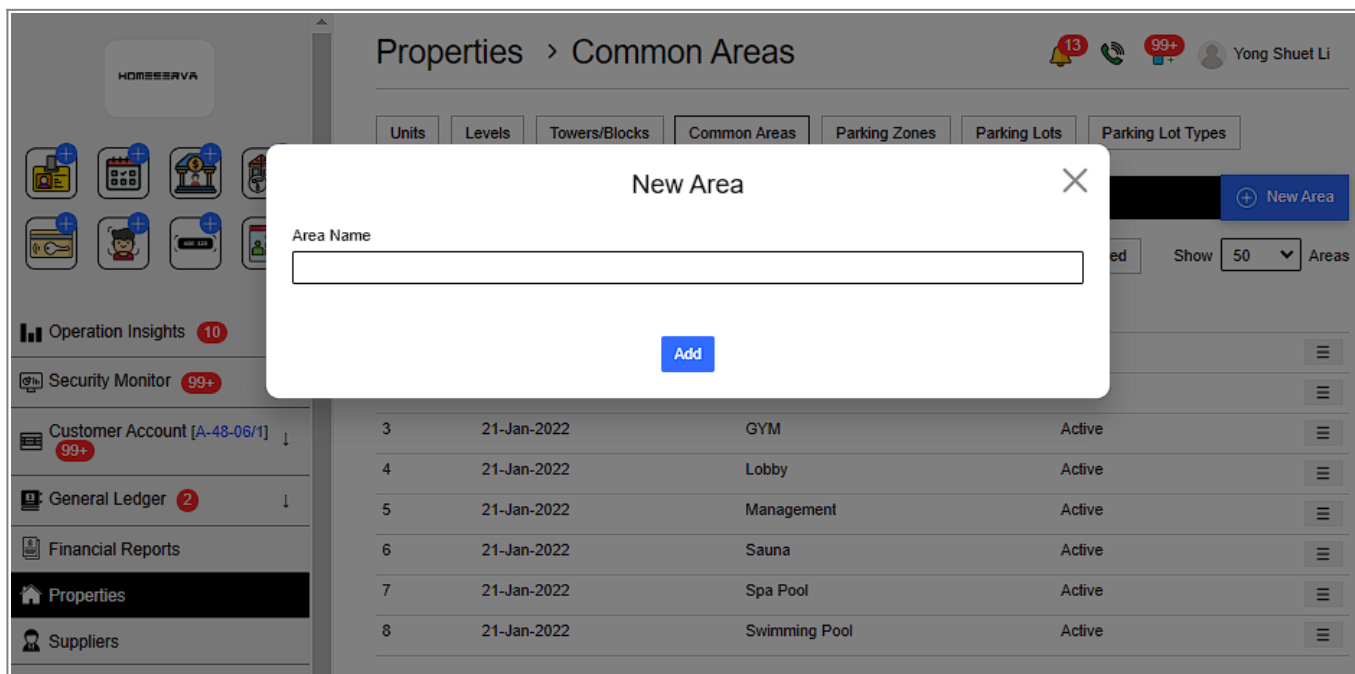


## 2.1 Add New Common Areas

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

Details include:

- Name of Common Area

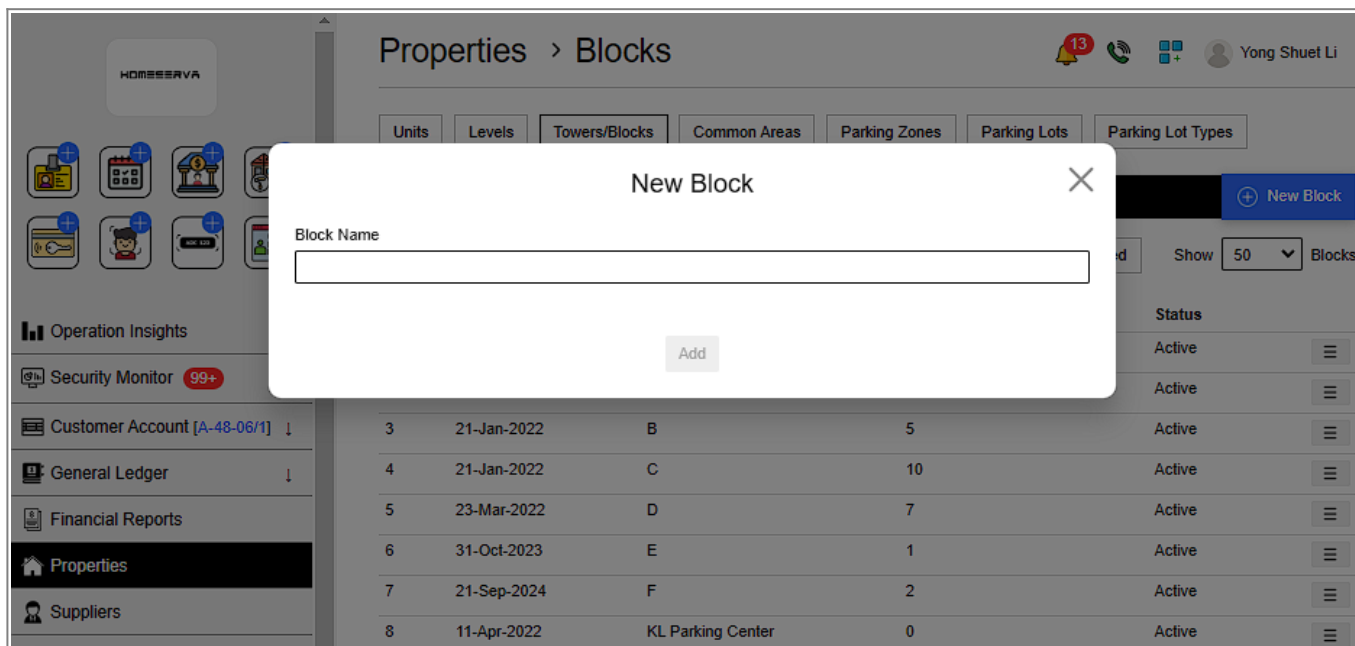


## 2.1 Add New Towers/Blocks

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

Details include:

- Name of Block

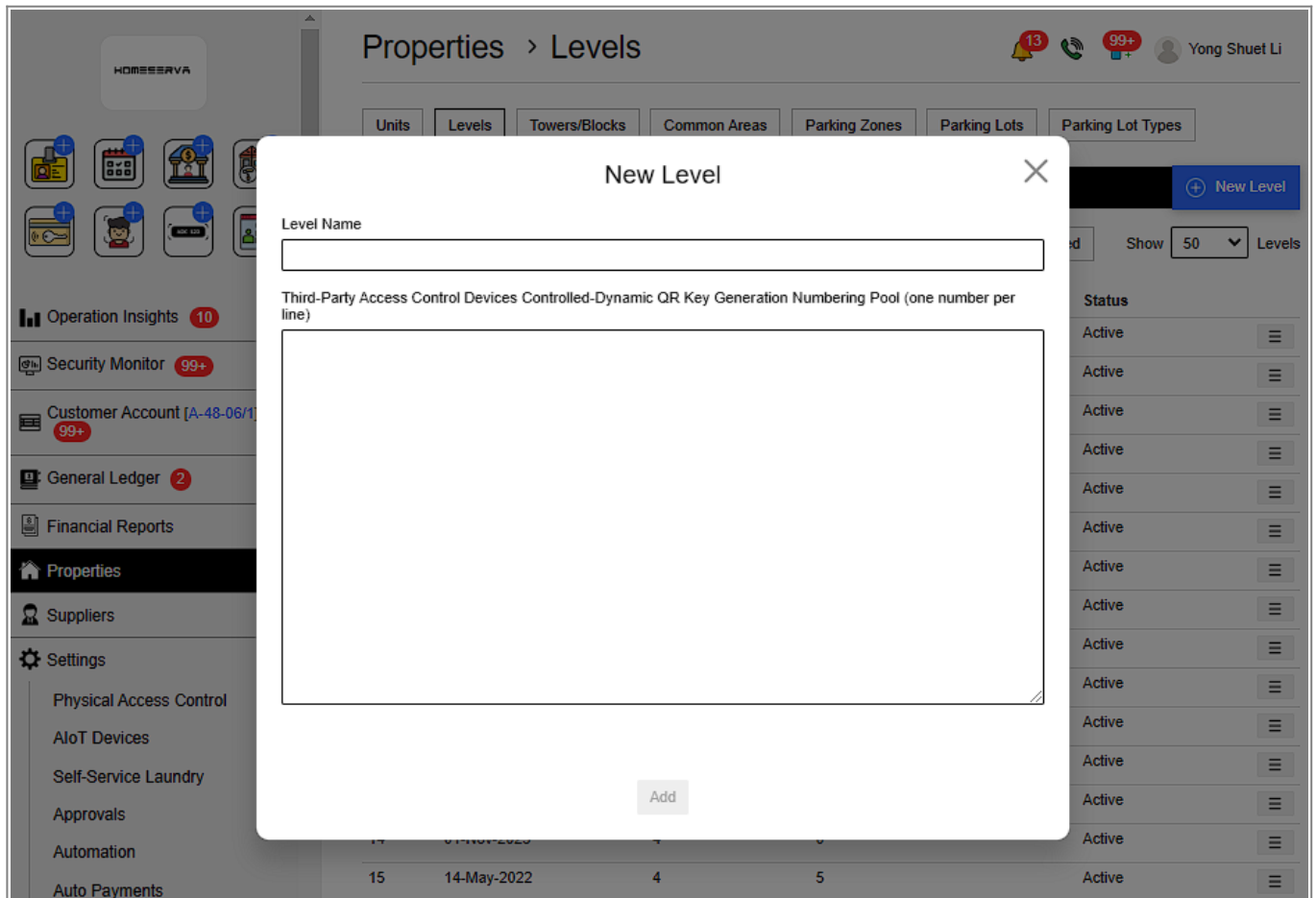


## 2.1 Add New Levels

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 (ft<sup>2</sup>)
- 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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