

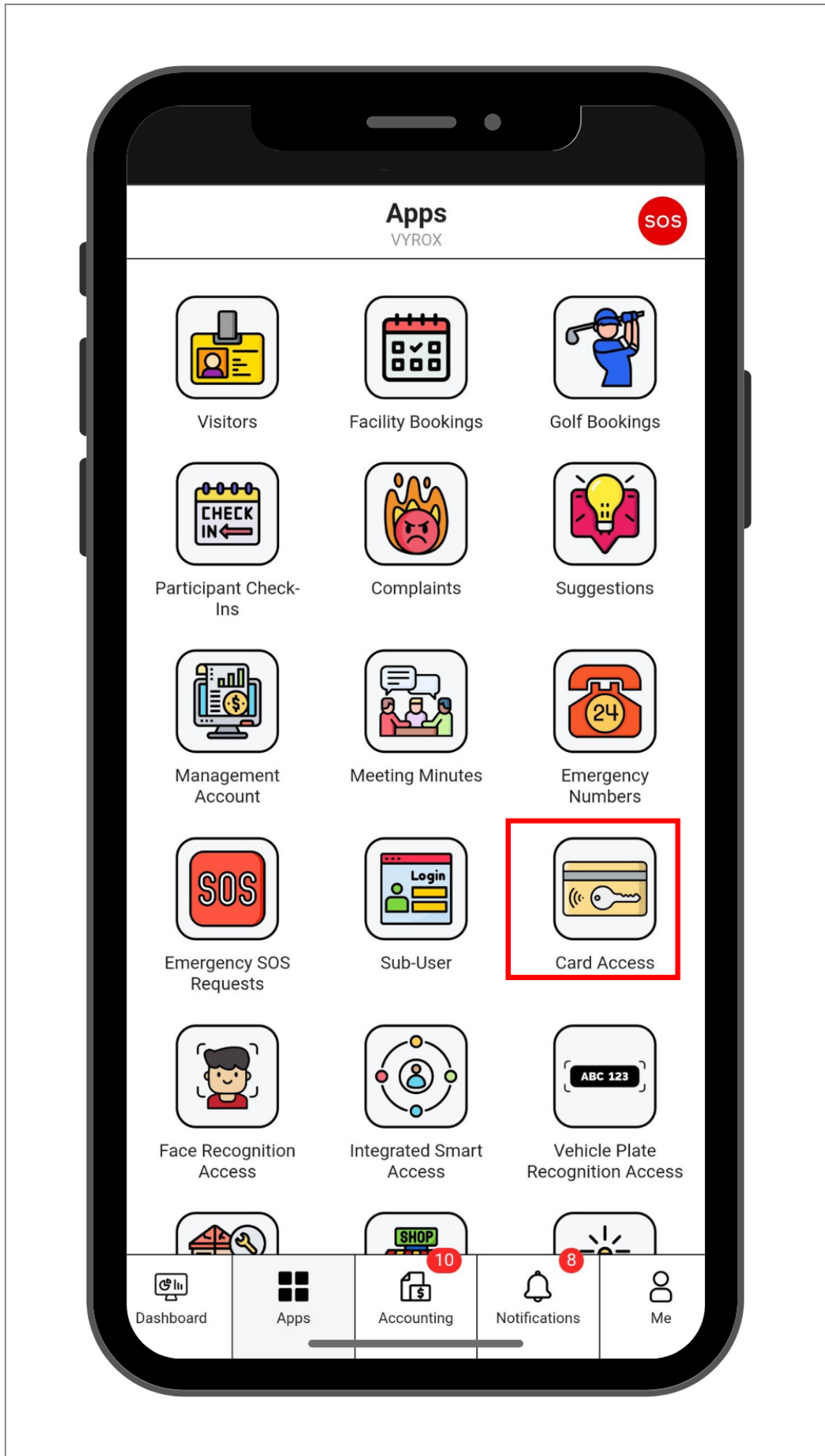
# User Guide: Card Access

## Introduction

This guide provides a step-by-step process for applying an access card. Learn how to request a new card to ensure secure and convenient access to facilities.

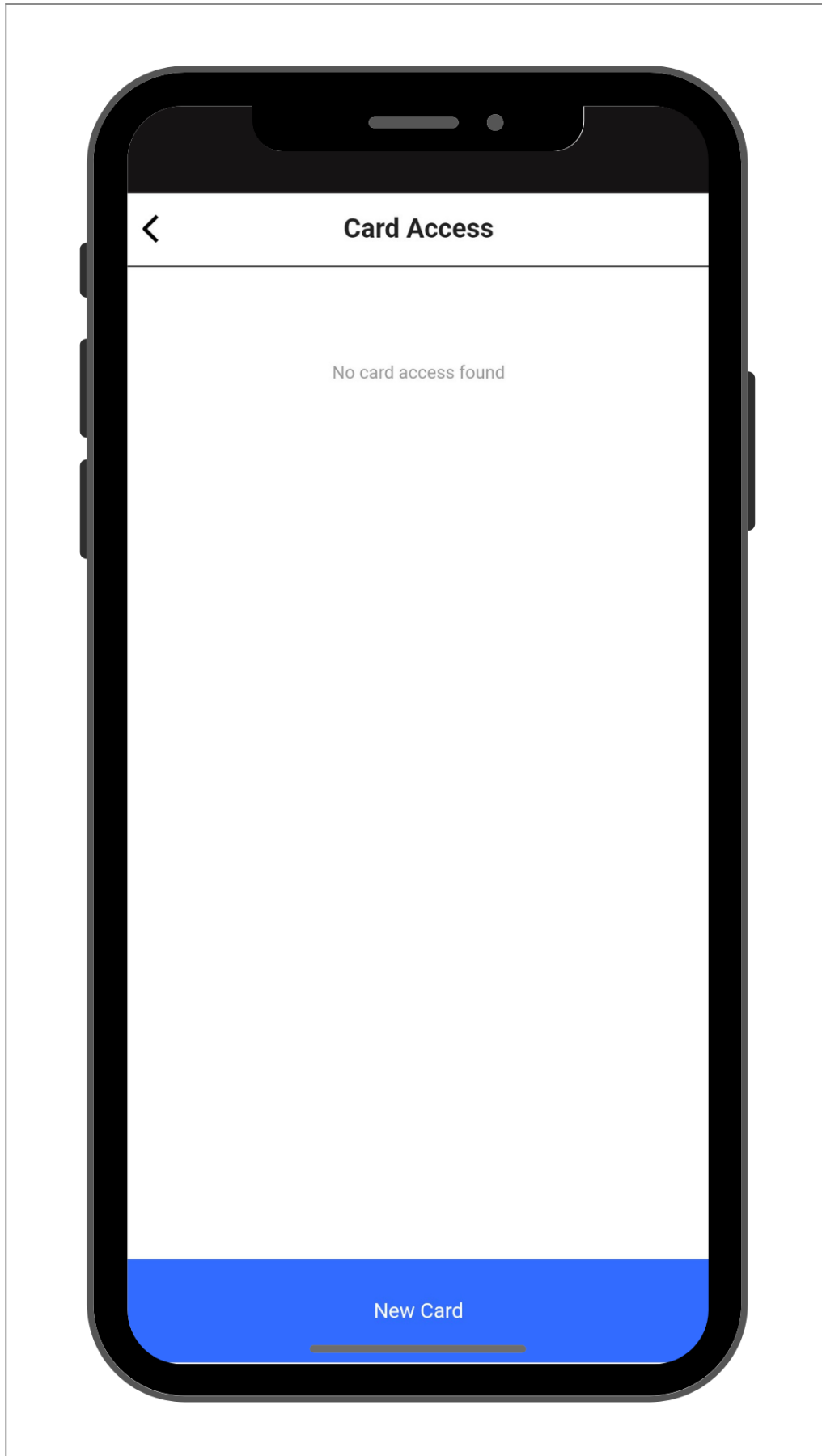
## Step 1: Card Access

Click **“Card Access”** icon



## Step 2: Create New Complaints

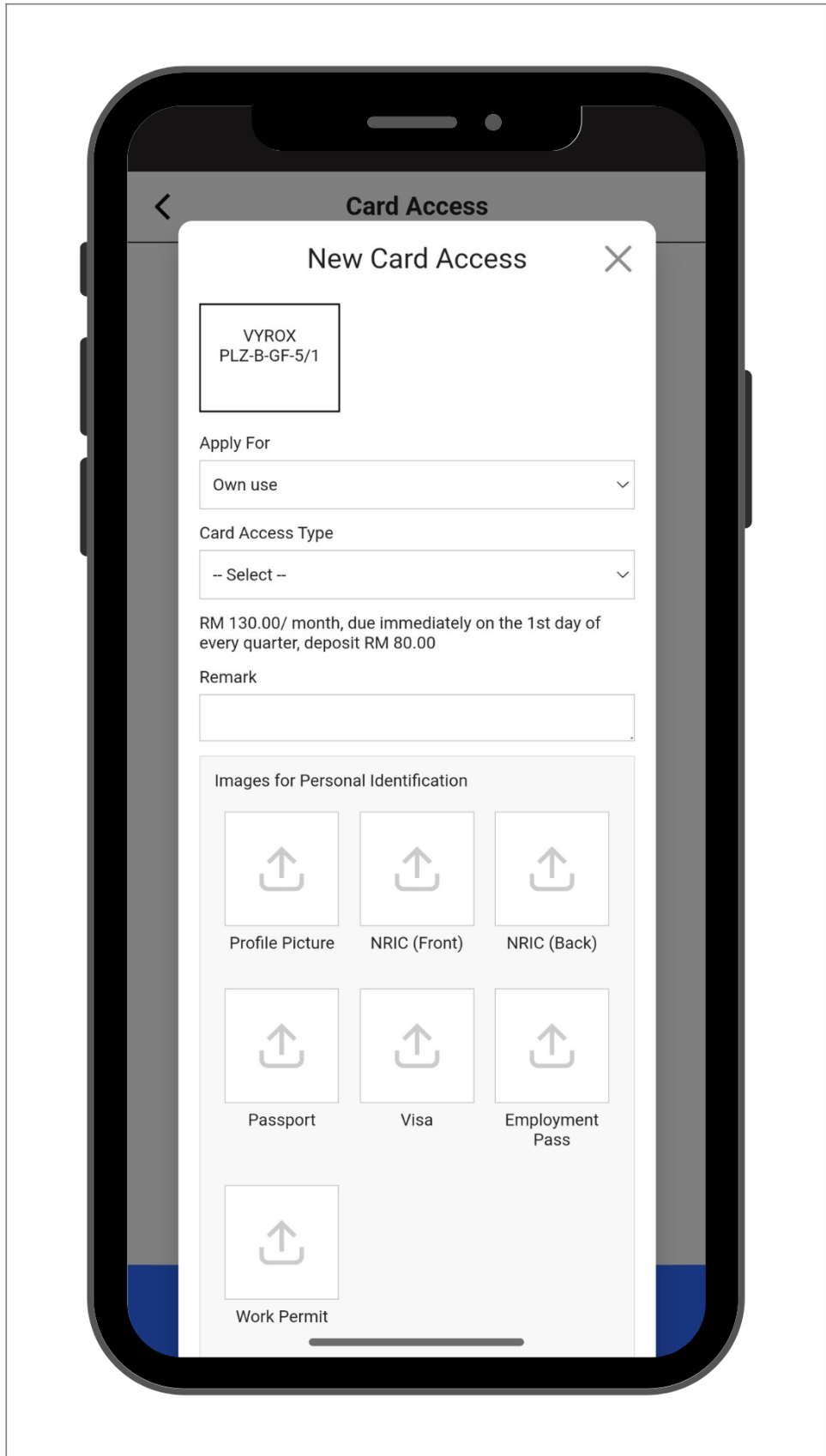
Click **“New Card”** to make a new card.



### Step 3: Fil in Complaint details

Fill in Card Access Type, Remark, and include pictures of Profiel Picture , NRIC , and Relevant documents.

Click **“Add”** to create.



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Last update: **2025/01/02 07:41**

