

PropertyIQ™

Access Register

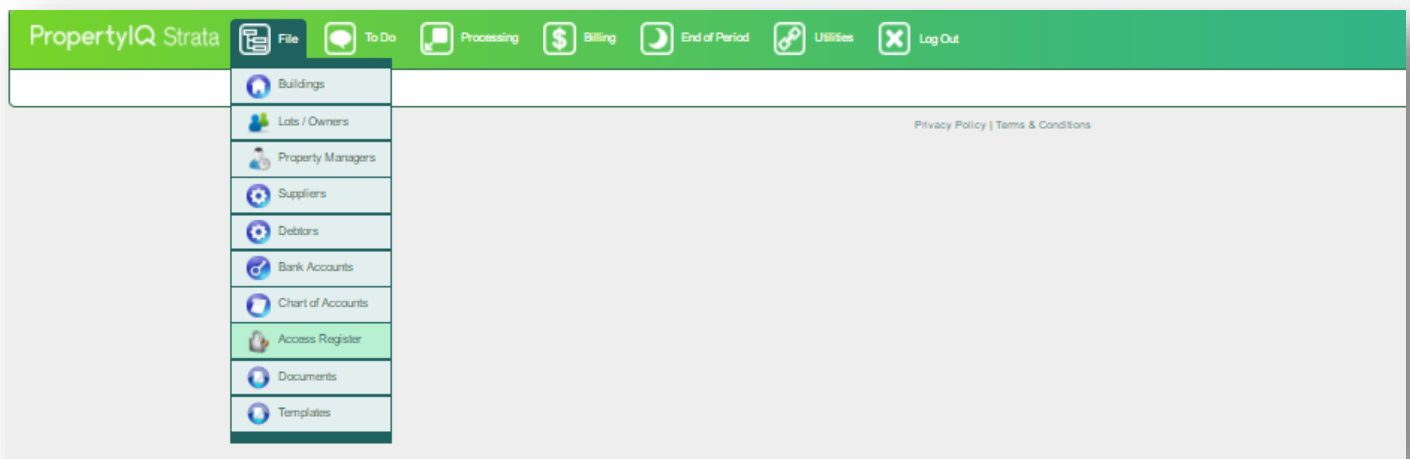
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INTRODUCTION TO THE ACCESS REGISTER

The Access Register allows you to record and track the location of keys and other access devices- For example, swipe cards and garage remotes. You can record and track bulk building access items such as swipe cards and generate an item activation work order straight from the access register . You will be able to bill your lot owners and other debtors when they purchase one. You can also record access items for individual lots and track when they are taken out of your office by other parties. You can add photos, location details and maps, documents, notes and alerts.

To get started, go to  and select *Access Register*



The Access Register Screen

1. The Strata plan number of the building shows in this column
2. If the item is a lot access item, the lot number will show in this column
3. If the item is a lot access item, the unit number will show in this column
4. The category of the item shows in this column
5. The type of item shows in this column
6. The ID number of the item shows in this column
7. The number of items shows in this column, for example you might have a master set that has a number of keys
8. If the item needs to be purchased, the cost of purchase shows here. For example, the cost of a swipe card
9. If the item needs to be purchased and there is a refundable amount upon its return, it shows here
10. If the item has been signed out, the date the item was signed out shows here
11. If the item has been signed out and was given to a supplier, the supplier name shows here
12. If you have entered a location for the item, it shows in this column
13. The view will default to *Active* but you can toggle between the tabs to view *All*, *Active* or *Inactive* items
14. Items that have been recorded as stolen show in red. The legend shows at the bottom right of the screen
15. Items that have been recorded as lost show in orange.
16. Lot access items are automatically created when you sell a single building access item but you can select *Add Lot Access* to add them manually
17. Click on *Add Building Access* to add bulk items such as swipe cards that you can sell
18. Click on *Add Master Set* to add an item such as a bunch of keys that is stored in your office and loaned to suppliers when needed for repairs.
19. You can view any item's details card by clicking on the item on the screen and then double clicking or clicking the *View* button



You can filter your view by typing some key letters in any of the empty boxes on the top line and you can sort the view by clicking on any of the column headings.

PropertyIQ Strata

File

To Do

Processing

Billing

End of Period

Utilities

Log Out

Currently Logged In as: Training Manager
Role: Administrator
0.142.0 28/6/2017

1

2

3

4

5

6

7

8

9

10

11

12

13

Access Register

All

Active

InActive

S/Plan	Lot	Unit	Category	Type	Key ID	No. of Keys	Amount	Refundable	Sign Out Date	Contact Name	Locations
1	2	2	Lot Access	Fob	1	3	\$0.00	✗			
1			Master Set	Swipe Card	77	1	\$0.00	✗			
1	2	2	Lot Access	Fob	78	3	\$0.00	✗			
1			Building Access	Swipe Card	85	3	\$200.00	✗			
4			Master Set	Registered Key	540598	3	\$0.00	✗			
10			Master Set	Registered Key	345	1	\$0.00	✗			Building Managers Office
888777	1	1	Lot Access	Swipe Card	45	1	\$50.00	✓			
1288			Master Set	Registered Key	23	3	\$0.00	✗	28/6/2017	Anna Liu	
888777			Building Access	Swipe Card	34	3	\$0.00	✗			
99			Building Access	Registered Key	45	3	\$0.00	✗			
6			Master Set	Registered Key	34	1	\$0.00	✗			
1			Master Set	Swipe Card	34	1	\$0.00	✗			
1			Building Access	Registered Key	1	4	\$0.00	✗			
18			Master Set	Registered Key	1	1	\$0.00	✗			My Strata Co Office
5	3	3	Lot Access	Registered Key	2	1	\$40.00	✓	28/6/2017	Jack of All Trades	My Strata Co Office

Hide Legend

- The access register is stolen
- The access register is lost

16

17

18

19

+ Add Lot Access

+ Add Building Access

+ Add Master Set

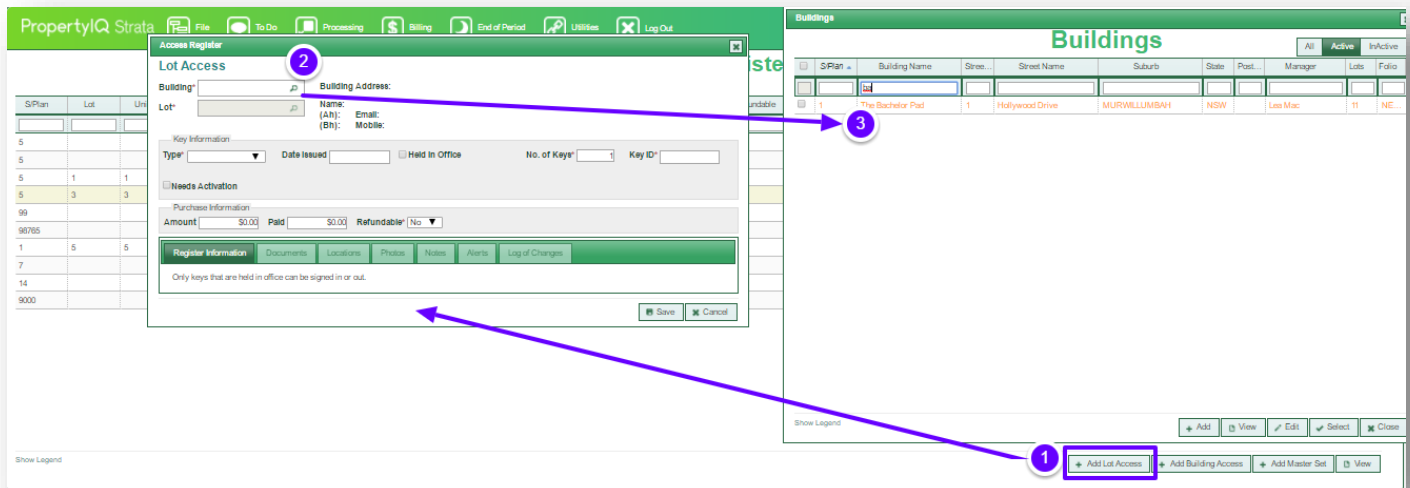
+ View

Privacy Policy | Terms & Conditions

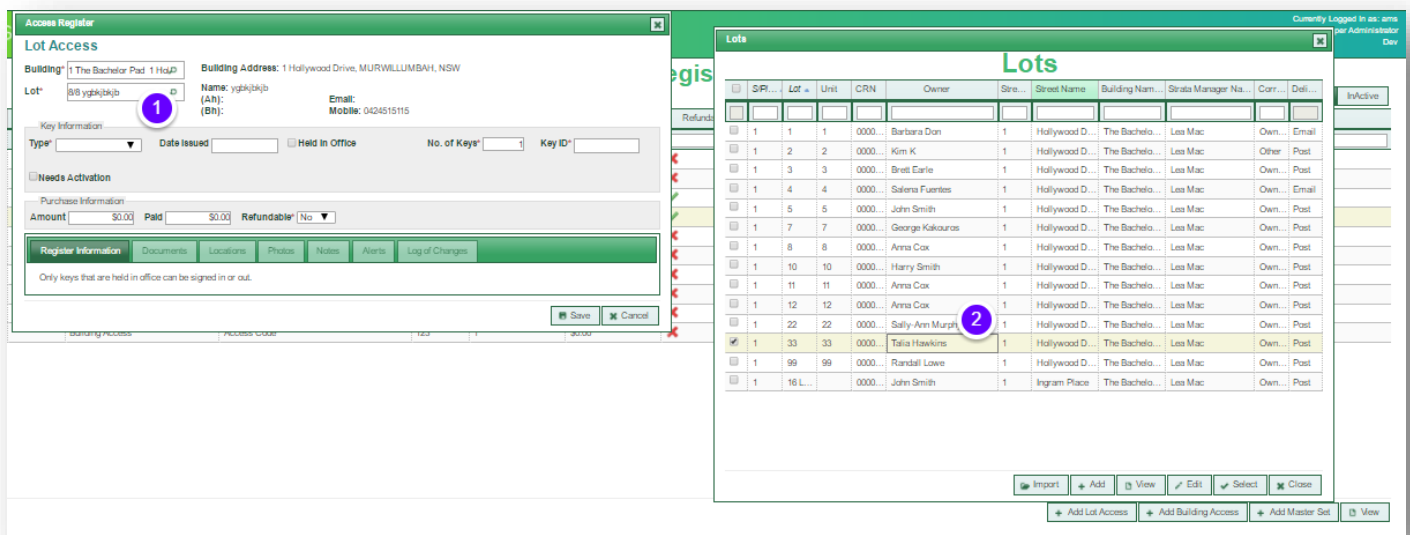
ADD A LOT ACCESS ITEM

A Lot Access item is related to a single lot. These are created automatically when you sell a building access item, but you can add them manually from the access register screen

1. Click on *Add Lot Access*
2. Click on the search icon to find the building the item is for
3. Type some key letters to refine your search and then double click on the building to select it.



1. Click on the search icon to search for the lot the item is for
2. Click on the lot owner you want and then double click to select them.



1. Choose the type of item from the dropdown list. The choices are:
 - Registered Key
 - Swipe Card
 - Key
 - Garage Remote
 - Access Code
 - Fob
 - Other
2. Click here to open the calendar and select the date the item was issued
3. Click here if the item is held in your office
4. Click Needs activation if this item needs to be activated and you want to be able to create an activation Work Order
5. Enter the number of keys in the set
6. Type the key ID (s). Note, if you entered more than one key in step five, then you will see the corresponding number of key ID boxes
7. If the item has a purchase amount, type the amount here
8. If the purchase amount has been paid, type the amount here
9. If the item is refundable, select Yes from the dropdown list, if not, select No
10. You can enter extra information here if you want to
11. Click Save to save the Item

Now you can enter the additional information for each tab

The screenshot shows the 'Access Register' window with the 'Lot Access' tab selected. The form contains the following fields and sections:

- Building***: 1 The Bachelor Pad 1 Ho/D
- Building Address**: 1 Hollywood Drive, MURWILLUMBAH, NSW
- Lot***: 33/33 Talia Hawkins
- Name**: Talia Hawkins
- (Ah):**
- (Bh):**
- Email**: Mobile: 0424515115
- Key Information** section:
 - Type***: Swipe Card (callout 1)
 - Date Issued**: 28/08/2017 (callout 2)
 - Held In Office**: ☐ (callout 3)
 - No. of Keys***: 3 (callout 5)
 - Key ID***: 54, 55, 56 (callout 9)
 - Needs Activation**: ☒ (callout 4)
- Purchase Information** section:
 - Amount**: \$50.00 (callout 6)
 - Paid**: \$0.00 (callout 7)
 - Refundable***: Yes (callout 8)
 - Refund**: \$25 in return (callout 10)
- Bottom Bar**: Tabs for Register Information, Documents, Locations, Photos, Notes, Alerts, Log of Changes. A note states: 'Only keys that are held in office can be signed in or out.' (callout 11)
- Buttons**: Save, Cancel

1. Once you have saved the item, by default you will be able to see the access register tab (see information on the other tabs below)
2. You can click on either the Stolen or Lost button to record that an item was Stolen or Lost. (see section below – lost/stolen item)
3. Click here to create an activation work order – see section below for details
4. *Edit* to edit the item
5. *Done* to exit the item card

Access Register

Lot Access

Building* 1 The Bachelor Pad 1 Hd/P

Building Address: 1 Hollywood Drive, MURWILLUMBAH, NSW

Lot* 33/33 Talia Hawkins

Name: Talia Hawkins

(Ah):

Email:

(Bh):

Mobile: 0424515115

Key Information

Type* Registered Key

Date Issued 01/05/2017

☐ Held In Office

No. of Keys* 3

Key ID* 5456

Key ID* 4345

Key ID* 2323

☒ Needs Activation

Purchase Information

Amount \$50.00

Paid \$50.00

Refundable* Yes

Register Information

Documents

Locations

Photos

Notes

Alerts

Log of Changes

Only keys that are held in office can be signed in or out.

1

2

3

4

5

Stolen

Lost

+ Create Activation Work Order

Edit

Done

ADD BUILDING ACCESS ITEMS

You can add bulk building access items such as swipe cards so you can record and track them. You can create an activation work order and bill the building for the work. You can use the *Sell Access Item* button for a lot owner (or other debtor) to purchase an item, and create a special levy for them to pay for it at the same time.

1. Click on **+Building Access** to get started
2. Use the search icon to search for the building the items are for
3. Type some key letters in any of the empty boxes on the top line to narrow your search and then click and double click on the building you want , to select it.

The screenshot displays the PropertyIQ Strata Access Register interface. The main window is titled 'Access Register' and contains a table with columns: S/Plan, Lot, Unit, Category, Type, Key ID, No. of Keys, Amount, and Rate. A modal window titled 'Building Access' is open, showing fields for Building, Building Address, Key Information (Type, Amount Per, Refundable), Needs Activation, Supplier, Minimum Quantity, Maximum Quantity, Quantity on Hand, and Key ID. A 'Purchase Key' button is also visible. To the right, a 'Buildings' list is shown with columns: S/Plan, Building Name, Street, Street Name, Suburb, State, Post, Manager, Lots, and Folio. The list includes a row for 'Wayne Tower' with a '3' in the 'Lots' column. A purple arrow points from the '3' in the 'Lots' column to the 'Building' field in the 'Building Access' modal. Another purple arrow points from the 'Add Building Access' button in the bottom right of the 'Buildings' list to the 'Building' field in the 'Building Access' modal. A third purple arrow points from the 'Add Building Access' button in the bottom right of the 'Buildings' list to the 'Add Building Access' button in the bottom right of the 'Building Access' modal. A fourth purple arrow points from the 'Add Building Access' button in the bottom right of the 'Buildings' list to the 'Add Building Access' button in the bottom right of the 'Building Access' modal. A fifth purple arrow points from the 'Add Building Access' button in the bottom right of the 'Buildings' list to the 'Add Building Access' button in the bottom right of the 'Building Access' modal.

PropertyIQ Strata

Access Register

Buildings

Key overdue
Start Time: 26/06/2017 - 10:25 am
Due: 5 hours ago

1. Select the type of item from the dropdown list. The choices are:
 - Registered Key
 - Swipe Card
 - Key
 - Garage Remote
 - Access Code
 - Fob
 - Other
2. If there is a purchase price enter it here
3. If the price is refundable upon return, select *yes* from the dropdown list, otherwise select *No*
4. Select *Needs Activation* if you want to be able to generate an activation work order for this item, for example if an external provider charges you an activation fee for the item.
5. Use the search icon to select a supplier that supplies the items
6. Type some key letters in the empty boxes on the top line to refine your search. Click and then double click on a supplier to select them
7. Select a minimum and maximum quantity that you need to have on hand in your office from the dropdown list.
8. Type the quantity you currently have on hand in your office here. You can have up to 500 items.
9. You will then see a corresponding number of Key ID boxes. Type the ID for each item in the boxes
10. *Save*

PropertyIQ Strata | File | To Do | Processing | Billing | End of Period | Utilities | Log Out | Currently Logged In as: strata, Role: Super Administrator, Dev

Access Register

S/Plan	Lot	Unit	Category	Type	Key ID	No. of Keys	Amount
5							
5							
5	1						
5	3						
99							
98765							
1	5						
7							
14							
9000							
1	33						
1	33						

Building Access

Building: 5 The Terrace 235 St Georges Terrace, PERTH, WA 6000

Key Information:

Type: Swipe Card (1) Amount Per: \$50.00 (2) Refundable: Yes (3)

Needs Activation: Yes (4) Minimum Quantity: 5 (7) Maximum Quantity: 10 (7)

Supplier: Locksmiths Supplies (5) Quantity on Hand: 6 (8)

Key ID boxes: 234 (9) 235 236 237 238 239

Purchase Information: Purchase Key

Register Information: Documents Locations Photos Notes Alerts Log of Changes (10)

Building Registers cannot be signed in or out.

Save Cancel

Suppliers

Supplier Name	Supplier Code	Balance	Type	Suburb	Phone	Mobile	ABN	Compliance
Isc								
Locksmiths Supplies	LOCSUP	\$1,320.00	Security	Melbourne	85881245		54119952795	✓

Add View Edit Select Close

ADD BUILDING MASTER SET ITEMS

Building Master sets are sets of keys that you keep on hand in your office that can be signed out temporarily if needed.

1. Click on **+Add Master Set** to get started
2. Click on the search icon to search for the building you want
3. Type some key letters in any of the empty boxes on the top line to refine your search, then click to highlight and double click to select the building
4. Select the type from the dropdown list. The choices are:
 - Registered key
 - Swipe card
 - Key
 - Garage Remote
 - Access Code
 - Fob
 - Other
5. Select **Needs Activation** if you want to be able to generate an Activation Work Order for this item
6. Type the number of keys you have in your office here
7. You will then see a corresponding number of key ID boxes. Type the ID for each key in the boxes.
8. **Save**

The screenshot displays the PropertyIQ Access Register interface. On the left, the 'Master Set' form is open, and on the right, the 'Buildings' list is visible. Numbered callouts indicate the following steps:

- 1:** Click on the '+ Add Master Set' button at the bottom right of the interface.
- 2:** Click on the search icon (magnifying glass) in the 'Building' field.
- 3:** Type 'wa' in the search box to filter buildings.
- 4:** Select 'Swipe Card' from the 'Type' dropdown menu.
- 5:** Check the 'Needs Activation' checkbox.
- 6:** Enter '3' in the 'No. of Keys' field.
- 7:** Enter key IDs (34, 35, 36) in the corresponding 'Key ID' boxes.
- 8:** Click the 'Save' button at the bottom of the form.

The 'Buildings' list on the right shows the following data:

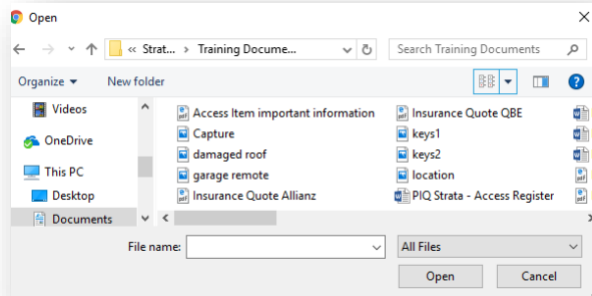
SI Plan	Building Name	Street Name	Suburb	State	Postcode	Manager	Lots	Folio
5	Wayne Tower	East Avenue	OWNER SUBURBS	NSW	4000	Jack Dobinson	5	VIC
901	WaveFront Building	20	WAVERTON	NSW	2010	Rohit Sachdeva	0	Roh
50016	Stretton Heights @ Kar...	22 Compton Road	KARA/WATHA	QLD	4117	Kim Jordan	51	De...

The 'Master Set' form shows the following details:

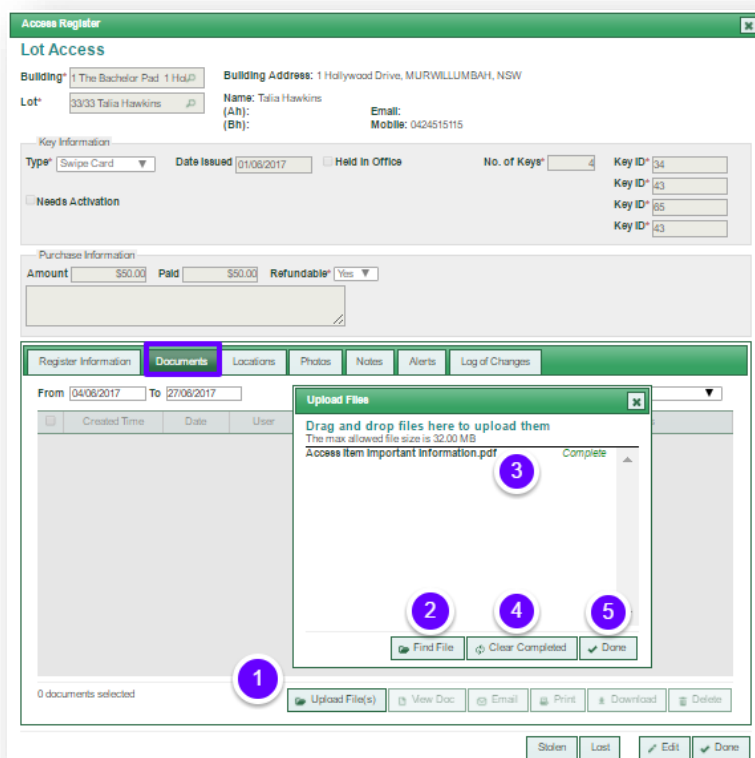
- Building: [Empty]
- Building Address: [Empty]
- Type: Swipe Card
- Needs Activation: [Checked]
- No. of Keys: 3
- Key ID: 34, 35, 36
- Buttons: Sign Out, Sign In, Save, Cancel

DOCUMENTS TAB

1. To add documents, click on *Upload*
2. Click Find File to look for the file you want to upload



3. Once it has been added to the upload files list, the document will show here as completed
4. You can clear the completed items by clicking here
5. *Done* to complete uploading the document(s)



LOCATIONS TAB

The locations tab allows you to record the location of access items – whether in your office, or with an onsite manager.

You can record more than one location. To record locations:

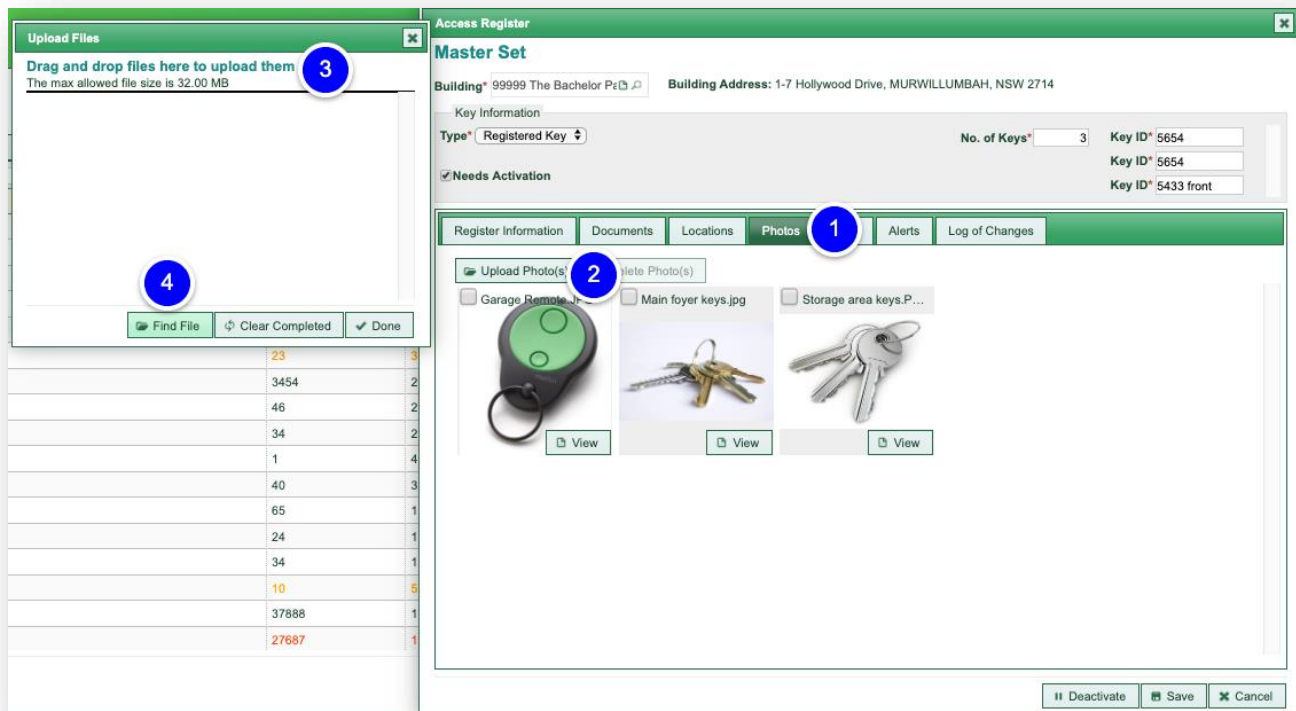
1. Select the locations tab
2. Select add location
3. You can optionally upload a location map
4. Enter the location name and details
5. Save
6. You can remove a location if needed

The screenshot shows the 'Access Register' application window with the 'Master Set' tab selected. The 'Locations' tab is highlighted in the top navigation bar, marked with a blue circle and the number 1. Below the navigation bar, there is a section for 'Key Information' with fields for 'Type' (set to 'Registered Key'), 'No. of Keys' (set to 3), and three 'Key ID' fields (5654, 5654, and 5433 front). A checkbox for 'Needs Activation' is checked. Below this is a tabbed interface with 'Locations' selected. In the 'Locations' tab, there is an 'Upload Map' button (marked with a blue circle and the number 3), a 'Location' text field containing 'my strata office', and a 'Location Information' text area containing 'Row 3 box 3'. At the bottom left of the 'Locations' tab is a '+ Add Location' button (marked with a blue circle and the number 2). At the bottom right of the 'Locations' tab is a 'Remove' button (marked with a blue circle and the number 4). At the very bottom of the window are three buttons: 'Deactivate', 'Save' (marked with a blue circle and the number 5), and 'Cancel'.

PHOTOS

You can upload multiple photos of your access items.

1. Select the photos tab
2. Select *Upload Photo*
3. You can drag and drop files here or
4. Find file



Once a photo has been uploaded you can:

1. View – enlarges the image
2. To delete a photo, select here
3. Delete photo

Access Register

Master Set

Building* 99999 The Bachelor Pt

Building Address: 1-7 Hollywood Drive, MURWILLUMBAH, NSW 2714

Key Information

Type* Registered Key

No. of Keys* 3

Key ID* 5654

Key ID* 5654

Key ID* 5433 front

☒ Needs Activation

Register Information

Documents

Locations

Photos

Notes


Alerts

Log of Changes

Upload Photo(s)

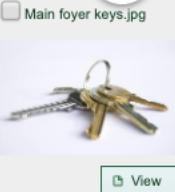
Delete Photo(s)

Garage Remote.JPG



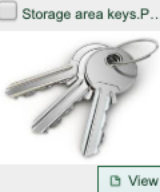
View

Main foyer keys.jpg




View

Storage area keys.P...



View

access fob.png



View

Deactivate

Save

Cancel

PropertyIQ

Access Register
05.02.2020

12

NOTES

Notes can be recorded about each access item from the notes tab. Notes with complete status remain on the tab for information. Notes with pending status allow you to set a reminder in your diary.

1. Select the notes tab
2. Click to select and then double click to view a note
3. Add a new note here
4. View a selected note by clicking here
5. Print to create a PDF of all notes about the access item in PDF format

Access Register

Master Set

Building* 99999 The Bachelor Pt Building Address: 1-7 Hollywood Drive, MURWILLUMBAH, NSW 2714

Key Information

Type* Registered Key No. of Keys* 3 Key ID* 5654

☒ Needs Activation Key ID* 5654

Key ID* 5433 front

Register Information Documents Locations Photos **Notes** Log of Changes

Name	Details	Status	Created	Creator
check whether ke...		pending	02/07/2019 - 3:22...	Bella Carstairs
Lot Access Stolen	Lot Access was stolen on 04/02/2019	complete	04/02/2019 - 12:1...	Bella Carstairs
chase up key mis...		pending	29/01/2019 - 3:19...	Bella Carstairs
Lot Access Stolen	Lot Access was stolen on 03/09/2018	complete	03/09/2018 - 2:23...	Bella Carstairs
check on key		pending	10/07/2017 - 11:5...	Faye Goodman
Lot Access Stolen	Lot Access was stolen on 07/07/2017	complete	07/07/2017 - 2:54...	ams
Lot Access Lost	Lot Access was lost on 29/06/2017	complete	29/06/2017 - 10:4...	ams

+ Add Note View Note Print

Deactivate Save Cancel

To create a new note:

1. Add new note
2. Enter a name for the note
3. Enter any required details
4. Select *Pending* status if you want to create a diary reminder
5. Use the calendar and the sliders to set the date and time you want the reminder to appear in the diary

Note

Name* Check whether this is the correct ke

Details

Status Pending

Reminder

February 2020

No. of Keys* 3 Key ID* 5654

Key ID* 5654

Key ID* 5433 front

Time 00:00

Hour 00 04 08 12 16 20

Minute 00 10 20 30 40 50

Now Done

Name	Status	Created	Creator
check whether ke...	pending	02/07/2019 - 3:22...	Bella Carstairs
Lot Access Stolen	complete	04/02/2019 - 12:1...	Bella Carstairs
chase up key mis...	pending	29/01/2019 - 3:19...	Bella Carstairs
Lot Access Stolen	complete	03/09/2018 - 2:23...	Bella Carstairs
check on key	pending	10/07/2017 - 11:5...	Faye Goodman
Lot Access Stolen	complete	07/07/2017 - 2:54...	ams
Lot Access Lor...	complete	29/06/2017 - 10:4...	ams

+ Add Note New Note Print

Deactivate Save Cancel

ALERTS

Alerts are used to pop up and warn users and can be triggered in different contexts, depending on where they are created.

1. Select the Alerts tab
2. Enter the text for the alert
3. The alert will be active by default – you can deactivate later if needed.
4. Select the context(s) you want to trigger the alert. Note that although you can create multiple alerts for each item, you can only have one alert for each context. For example, you can only have one alert pop up when a user opens the access item.

The screenshot displays the 'Access Register' software interface. The main window is titled 'Master Set' and shows details for a building at '99999 The Bachelor Pt' with address '1-7 Hollywood Drive, MURWILLUMBAH, NSW 2714'. The 'Key Information' section includes 'Type' set to 'Registered Key', 'No. of Keys' set to 3, and three 'Key ID' fields with values 5654, 5654, and 5433 front. The 'Needs Activation' checkbox is checked. The 'Alerts' tab is selected, indicated by a blue circle with the number 1. Below the tabs is a table with columns: Icon, Text, Contexts, Active, and User. An 'Alert' dialog box is open in the foreground. It has a 'Text' field containing 'Key reported possibly not working.' (marked with a blue circle 2). The 'Options' section has 'Active' checked (marked with a blue circle 3) and 'Dont allow o... continue after alert is shown' unchecked. The 'Contexts' section has 'Access Register Card' and 'Work Orders' both checked (marked with a blue circle 4). A 'Select an Icon' grid is shown with various icons; a question mark icon is selected (marked with a blue circle 5). At the bottom of the dialog, there are buttons for 'Test Alert' (marked with a blue circle 6), 'Save' (marked with a blue circle 7), and 'Cancel'. The main window also has buttons for '+ Add', 'View', 'Edit', 'Delete', 'Deactivate', 'Save', and 'Cancel'.

LOG OF CHANGES

The log of changes tab records all changes made to the item automatically

1. Select the Log of Changes tab
2. The date range defaults to the past month but you can alter if you need to
3. The view defaults to all users but you can refine your view to a single user.
4. Click on the + symbol on a line item to view full details

Access Register

Master Set

Building* 99999 The Bachelor Pt Building Address: 1-7 Hollywood Drive, MURWILLUMBAH, NSW 2714

Key Information

Type* Registered Key No. of Keys* 3 Key ID* 5654

Key ID* 5654

Key ID* 5433 front

☒ Needs Activation

Register Information Documents Locations Photos Notes Alerts Log of Changes

from 01/05/2019 To 12/02/2020 User All Users

Action	User	Time
<input checked="" type="checkbox"/> update	Bella Carstairs	01/10/2019 - 3:10 pm
Column: Register Entity Type	Value Before: supplier	Value After: contact
Column: Register Contact	Value Before: null	Value After: Bandera Services
Column: Register Name	Value Before:	Value After: Phillipe Bandera
Column: Sign Out Date	Value Before: null	Value After: 01/10/2019
Column: Sign In Date	Value Before: 01/10/2019	Value After: null
Column: Register Note	Value Before: borrowed to fix roof	Value After:
<input checked="" type="checkbox"/> update	Bella Carstairs	01/10/2019 - 3:07 pm
<input checked="" type="checkbox"/> update	Bella Carstairs	02/07/2019 - 3:15 pm

Deactivate Save Cancel