PRODUCT CATALOGUE

# SynOne Property

ON-PREMISE • PERPETUAL LICENCE, INSTALLED ON A WINDOWS SERVER ON SITE

Property management. Parcels, visitors, facility booking, fee statements, repairs, duty logs and maintenance, sharing resident records with access control.

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# SynOne Property — Property Management

Residents • Parcels • Facilities • Fees • On-premise

Everything the management office does every day — parcels, visitors, facility bookings, fee statements, repair requests, shift handovers — in one system that shares its resident and unit records with access control. It fits both residential communities and office buildings, and tabs you do not need can be hidden.

WHO IT IS FOR

### Committees and property firms in residential communities

Residential

One record for units, owners, floor area and parking spaces; management fees bill by fixed amount or area, with arrears lists and reminders generated in one step; polls support one vote per unit or area weighting.

### Office buildings with several tenants per floor

Floor leasing handles several tenants per floor with expiry reminders; the lobby kiosk’ s directory reads the tenant records directly and shows vacant floors as available.

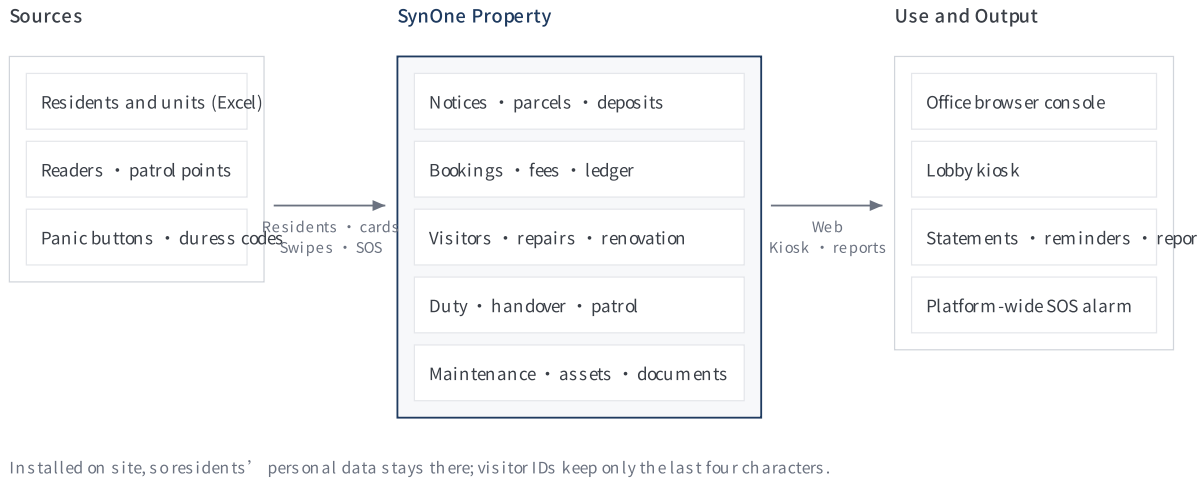
## Buildings preparing intelligent-building evidence

Annual maintenance plans, inspection sheets that judge pass or fail, asset cards and register changes, contract and warranty reminders, a document library, plus certification statistics and an evidence-pack tool.

Management fees, facility charges and deposits are recorded and payments logged in the system; there is no online payment or convenience-store collection at present. Meter readings per unit are entered by hand, and the system calculates usage and flags anomalies.

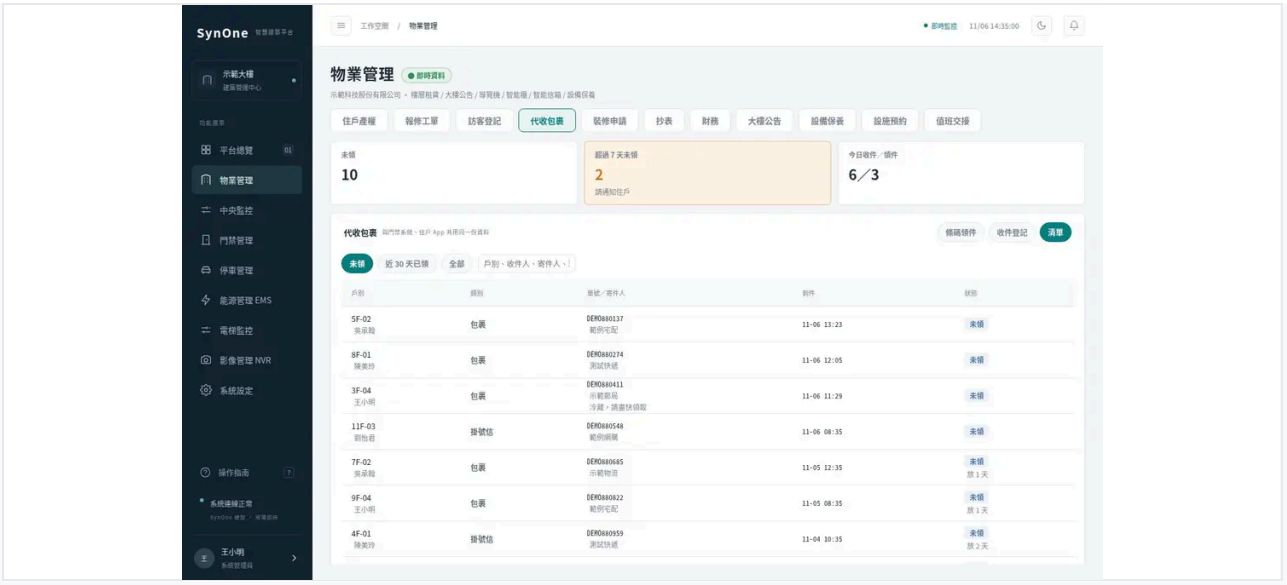
SYSTEM ARCHITECTURE

Property runs as its own service and shares residents and units with access control; a facility booking can open the matching door for the booked slot, and an emergency SOS appears on every screen of the platform at once.

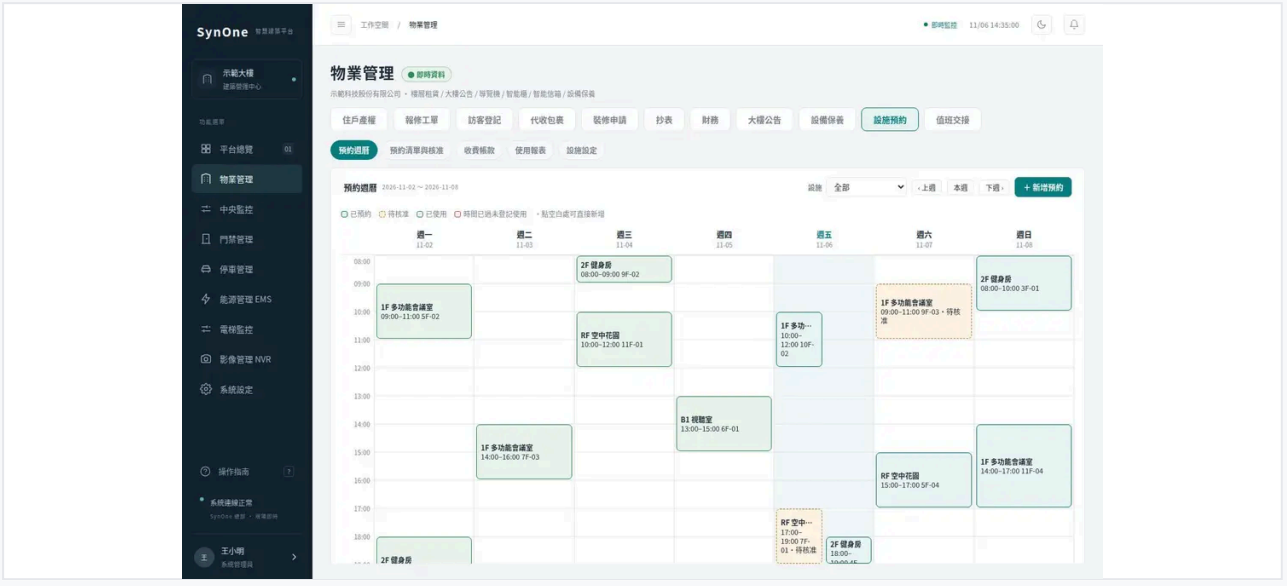



Installed on site, so residents' personal data stays there; visitor IDs keep only the last four characters.

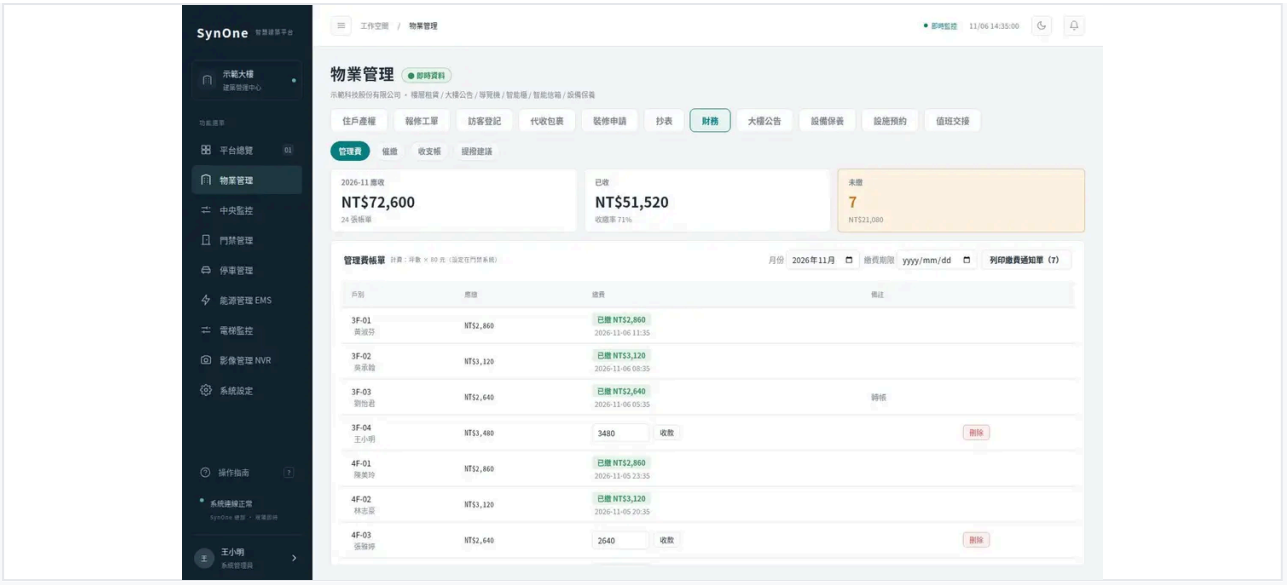
PRODUCT SCREENS




Parcels: uncollected count, a reminder for items held over seven days, and today’s in and out; the list shows unit, recipient, type, tracking number and days held. Note: demo data.




Facility booking calendar: solid blocks are confirmed and dashed ones await approval, filterable by facility, with week navigation and new bookings. Note: demo data.




Management fees: this month’s receivable, collected and collection rate, and unpaid units; payments are logged straight on unpaid statements, and reminders can be printed. Note: demo data.

CORE FEATURES

## Parcels by barcode

Parcels and mail are logged by scanning the barcode, collected in batches, and overdue items are tallied; left items get a pickup code and holding period.

## Bookings tied to the doors

Requests, approvals, usage, clash checks, fees, deposits and points; the facility door can be opened for the booked slot only, closing again outside it.

## SOS across the platform

Panic buttons and duress codes trigger it; a red banner and siren appear across the platform, the location is marked on the 3D building and floor plans, the nearest video opens, and acknowledgement, handling and closure are recorded — with drills supported.

## Shift handovers that stick

Duty logs, signed handovers, patrol records (using access readers as checkpoints), incident reports and drills all live in one place.

SPECIFICATIONS

Property can be bought on its own or combined with access control and parking; unused tabs can be hidden in settings.

### Residents and leases

WHAT IT COVERS

Units, owners, area and parking (Excel import); office floor leases with several tenants per floor and expiry reminders

NOTES

Shares resident and card records with access control.

### Daily services

WHAT IT COVERS

Notices (categories, attachments, scheduling), parcels and mail, left items, visitor log, repair tickets, renovation permits and deposits

NOTES

Notices also appear on the lobby kiosk.

### Facilities and accounts

WHAT IT COVERS

Facility booking and points, fee statements (fixed or by area), payment logging, arrears and reminders, ledger and reserve-fund reports

NOTES

Records and payment logging only; no online payment.

### Committee business

WHAT IT COVERS

Polls (one vote per unit, area weighting, secret ballot), document library with expiry reminders, handover inventory, committee roster, vendor tenders, item loans, motorcycle-space lottery

NOTES

Lottery results can be recomputed to verify them.

### Security and safety

WHAT IT COVERS

Duty log, signed handovers, patrols, move-out checks against arrears, violations, emergency contacts, incident reports and drills, emergency SOS

NOTES

SOS is enabled after on-site testing.

### Maintenance and assets

WHAT IT COVERS

Annual plans, inspection sheets with pass/fail, asset cards, register changes, photos, contract and warranty reminders, long-term repair planning, certification statistics

NOTES

Maintenance templates import as a whole.

## FAQ

### Does it suit both residential and office buildings?

Yes. Residential sites use unit and owner records; office buildings use floor leasing with several tenants per floor. Tabs you do not need can be hidden, leaving only what the office actually uses.

### Can residents pay fees online?

Not at present. The system issues statements, logs payments, lists arrears and produces reminders; collection still goes through the office or your existing channels.

### Do we re-enter resident data?

No. Residents and units import from Excel, and with SynOne Access the access and property modules share one set of resident and card records, entered once.

### How are visitors handled?

Visitors can be pre-registered or logged on arrival, checked in and out, with only the last four characters of an ID stored; records export to CSV, and any temporary card number is logged with them.

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