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## User Manual

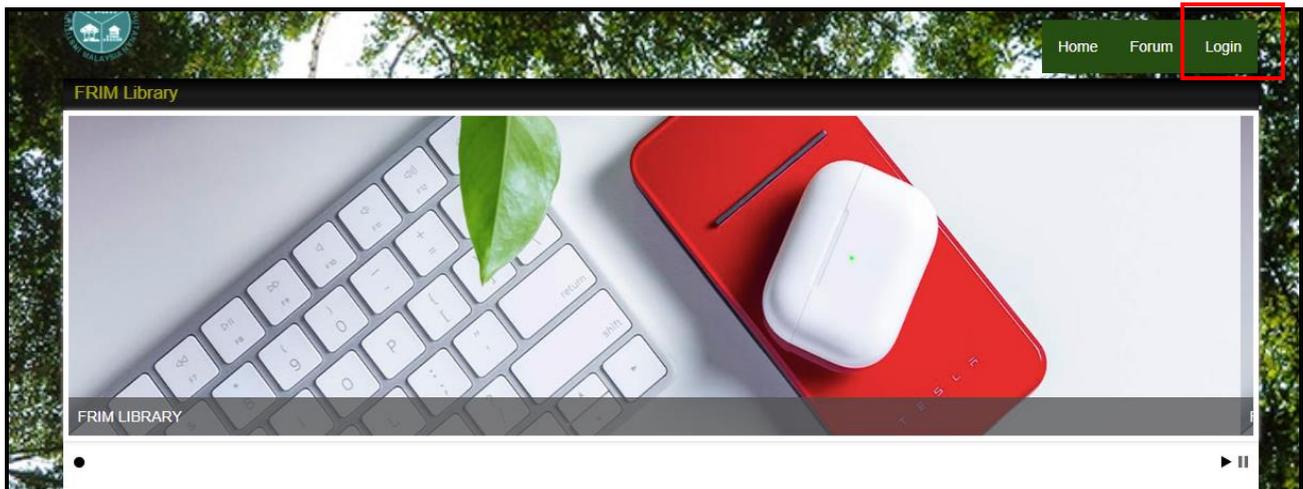
Forest Research Institute Malaysia  
(FRIM)



**TABLE**

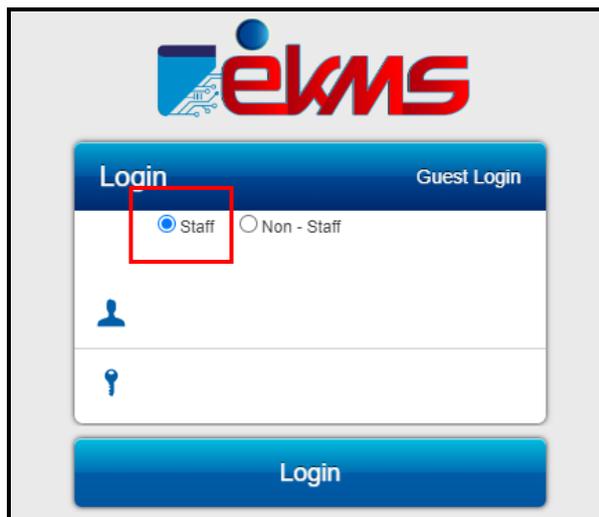
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## 1. LOGIN



**Step 1:** Click 'Login'.

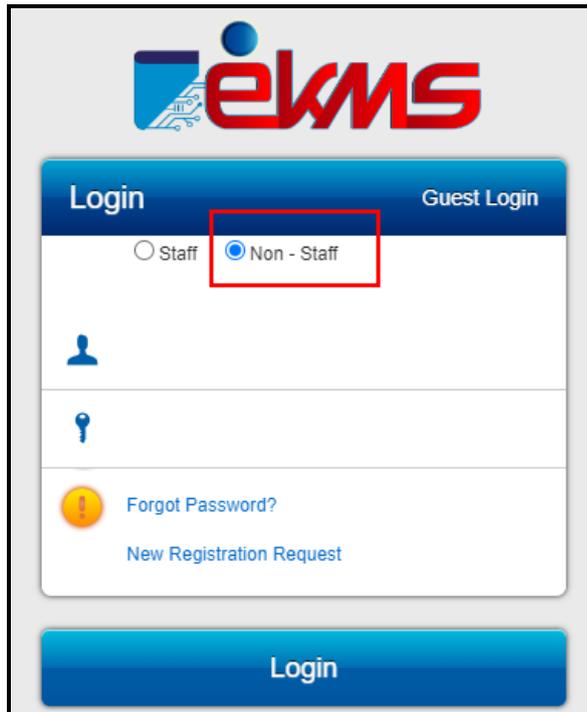
### a- Staff

A screenshot of the EKMS login form. The form has a blue header with the 'EKMS' logo on the left and the text 'Login' and 'Guest Login' on the right. Below the header, there are two radio buttons: 'Staff' (which is selected and highlighted with a red rectangular box) and 'Non - Staff'. Below the radio buttons are two input fields: the first has a person icon and the second has a key icon. At the bottom of the form is a large blue button labeled 'Login'.

**Step 2:** Click Staff.

**Step 3:** Enter LDAP username and LDAP password.

**Step 4:** Click 'Login' button.

**b- Non-Staff**

The screenshot shows the EKMMS login interface. At the top is the EKMMS logo. Below it is a blue header bar with 'Login' on the left and 'Guest Login' on the right. Under the header, there are two radio buttons: 'Staff' (unselected) and 'Non - Staff' (selected and highlighted with a red box). Below the radio buttons are three input fields: a user icon, a key icon, and a yellow warning icon. Below the input fields are two links: 'Forgot Password?' and 'New Registration Request'. At the bottom is a large blue 'Login' button.

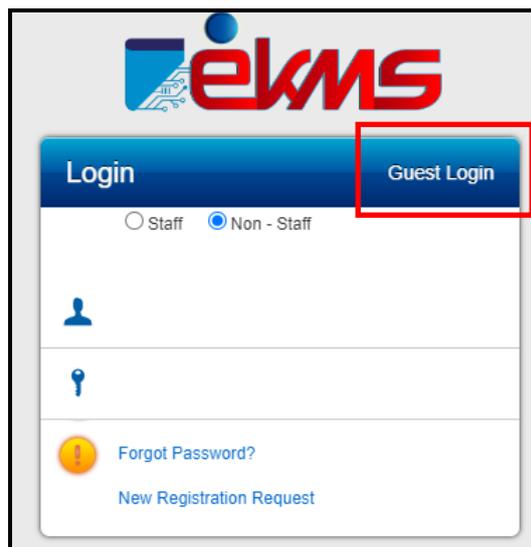
**Step 2:** Click Non - Staff.

**Step 3:** Enter IC number and EKCMS password.

**Step 4:** Click 'Login' button.

**c- GUEST**

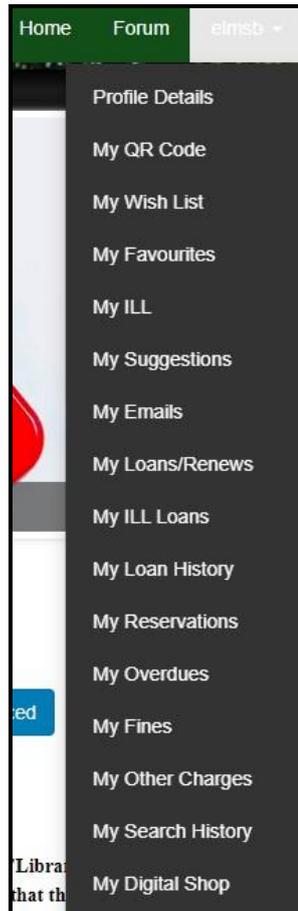
Guest can only access the information that has been made public only.



The screenshot shows the EKMMS login interface. At the top is the EKMMS logo. Below it is a blue header bar with 'Login' on the left and 'Guest Login' on the right. The 'Guest Login' button is highlighted with a red box. Under the header, there are two radio buttons: 'Staff' (unselected) and 'Non - Staff' (selected). Below the radio buttons are three input fields: a user icon, a key icon, and a yellow warning icon. Below the input fields are two links: 'Forgot Password?' and 'New Registration Request'.

**Step 2:** Click 'Guest Login'.

## 2. USER-DROPDOWN MENU



### a- PROFILE DETAILS

**Profile Details**



LYDIA BELLA

amirubaidillah@electric-lib.com

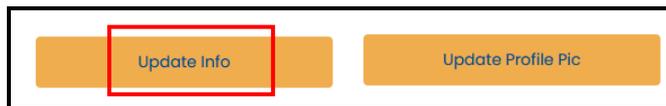
NO. 145, JALAN DESARIA 20 TAMAN DESARIA ,NILAI,NEGERI SEMBILAN DARUL KHUSUS,71800

<b>Member Id:</b>	0371
<b>Contact No:</b>	019-6148799
<b>Membership:</b>	16-11-2016 - 17-03-2041
<b>Final Borrow Date:</b>	03-03-2041
<b>Number of renewals per item:</b>	4 Each
<b>Number of items on loan:</b>	0 / 20
<b>Number of items on reserve:</b>	1 / 30

Update Info

Update Profile Pic

i- To update patron info,

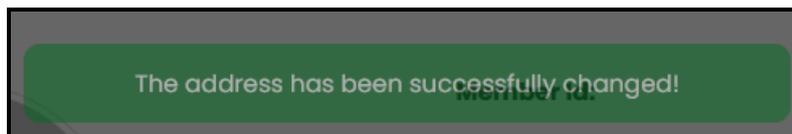


**Step 1:** Click 'Update Info' button.

**Step 2:** Enter new email or new address.

**Step 3:** Click 'Update' button.

System will prompt alert message for successfully change or update the changes.



ii- To change the profile details,



**Step 1:** Click button 'Update profile pic'.



Update Profile Pic:

Choose File

Submit

**Step 2:** Click 'Choose File' and select the photo.

**Step 3:** Click 'Submit' button.

#### b- MY QR CODE



#### c- MY WISH LIST

In my wishlist, patron can request new books that they really need or can suggest the new or popular books to the library staff if it is still not in library collections.

## My Wish List

**Make a request**

Show  entries Filter

Title	Author	Publisher	Edition	Created Date	ISBN/ISSN	Quantity	Referrer/ Lecturer	Remarks	Comment	Status	Action
No data available in table											

Showing 0 to 0 of 0 entries

**Step 1:** Click 'Make a Request' button.

Request Form ×

Title \*

Author \*

ISBN/ISSN

Publisher

Publication Year

Edition

Quantity

Referrer/ Lecturer

Comment

Faculty \*

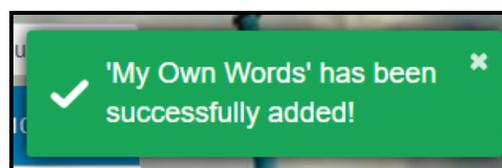
Course \*

References \*

\* Please fill in all required field with an asterisk (\*)

**Step 2:** Enter the details needed.

**Step 3:** Click 'Request!' button.



The message will prompt to indicate successfully added new wishlist.

The wishlist will be listed in ‘My Wish List’ table.

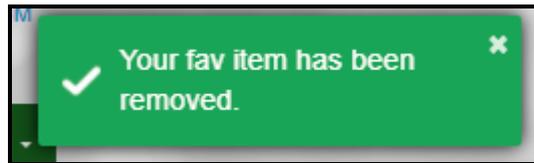
\*User can remove or edit the wishlist if the librarian still not approves the wishlist. Once librarian has approved the wishlist, patron cannot do anything about it.

**d- MY FAVOURITE**

My favourite will list out all the items that has been like by patron. In this screen, patron can remove their favourite item.

**Step 1:** Click ‘Remove’ button.

**Step 2:** Click ‘Yes’ button.



System will prompt 'Your fav item has been removed' to indicate successfully remove item from the list.

To add new favourite item, patron can go to book details;

CIP View MARC View Export Citation

Atomic Habits : the life-changing million

Tiny Changes, Remarkable Results  
**Atomic Habits**  
Six Easy & Powerful Ways to Build Good Habits & Break Bad Ones  
James Clear

Malaysia kaya dengan seni yang melambangkan budaya bangsa suatu masa dahulu. Pelbagai seni ini terus berkembang dan kekal sebagai khazanah warisan yang tidak ternilai dan wayang kulit adalah satu daripadanya. Di Malaysia, kesenian ini dipercayai telah wujud sejak tahun 1500. Terdapat banyak pendapat tentang asal-usul wayang kulit ini dan wayang kulit yang didapati di setiap negara adalah berbeza-beza dari segi bentuk patung, cerita, alat-alat muzik dan cara persembahan wayang kulit itu.

Author	James Clear
ISBN	9781847941831
ISSN	
Call Number	AT2021MY
Publication	Monre Publication :
Publisher	2019
Year	Not Available
Physical Description	Not Available
Subject	
Related Names	
URL	

0 Comments

**Step 1:** Click heart button.

## e- MY SUGGESTION

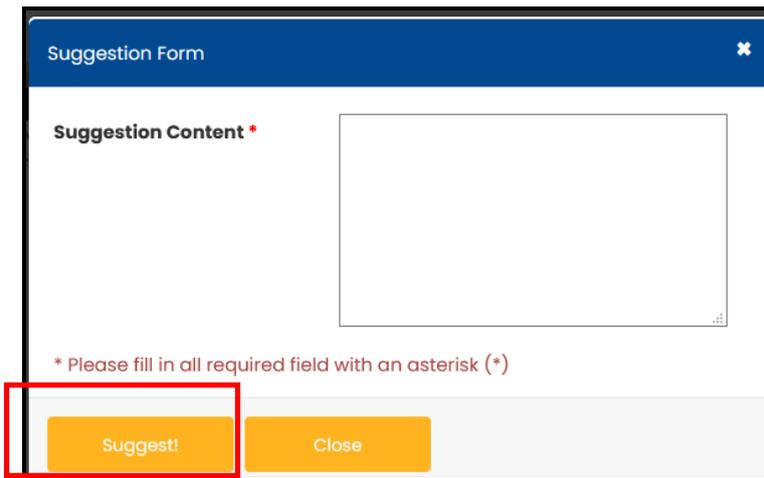
Patron able to send suggestion or feedback using this system.

### My Suggestion

New Suggestion

Suggestion Content	Created Date	Feedback	Remove	Edit
--------------------	--------------	----------	--------	------

**Step 1:** Click 'New Suggestion' button.



Suggestion Form

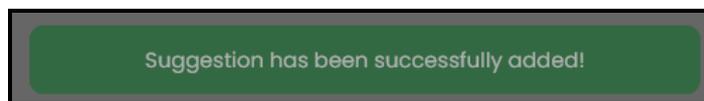
Suggestion Content \*

\* Please fill in all required field with an asterisk (\*)

Suggest! Close

**Step 2:** Enter the suggestion or feedback.

**Step 3:** Click ‘Suggest!’ button to submit the suggestion.



System will prompt alert for successfully added or sent the suggestion.

After patron send a suggestion, they can edit or delete the suggestion as long as the librarian still not give feedback or reply to the suggestion.



Suggestion Content	Created Date	Feedback	Remove	Edit
Please open the library more longer	28/05/2021			

Page 1 of 1 (1 items) Page size: 10

**f- MY EMAILS**

Patron can check what email has been received in their google/yahoo or other email.

### My Emails

Show 10 entries Filter

No	Accession Number	Recipient Mail	Email Subject	Created Date	Date Sent	Status
1	P20181001568	izatul.hanie@electric-lib.com	New Material Request	27/09/2020 09:51:44	27/09/2020 09:51:46	Success
2	P20181001568	izatul.hanie@electric-lib.com	New Wish List	27/09/2020 09:41:45	27/09/2020 09:42:24	Success
3	P20181001568	izatul.hanie@electric-lib.com	New Wish List	24/09/2020 11:28:44	24/09/2020 11:28:49	Success

Showing 1 to 3 of 3 entries Previous 1 Next

**g- MY LOANS/RENEW**

In this My Loans list, it will list all the active loans. Patron can renew their loan on their own without going to the library only if the material did not reach the due date yet .

### My Loans/Renews

Show 10 entries Filter

Accession	ISBN	Title	Loan Date	Due Date	Remarks	Status	Details	Renew
0000275399	9780674737358 hardback	Making China modern from the great Qing to Xi Jinping Klaus Muhlhahn	01/10/2020	03/11/2020		Loaned	0 / 2	<span style="border: 2px solid red; padding: 5px;">Renew</span>

Showing 1 to 1 of 1 entries Previous 1 Next

**Step 1:** Click ‘Renew’ button.

For overdue items, there will be no ‘Renew’ button. Patron needs to go to library to return and make a loan again.

### My Loans/Renews

Show 10 entries Filter

Accession	ISBN	Title	Loan Date	Due Date	Remarks	Status	Details	Renew
0000140237	9789833707089	Peribadi oleh Hamka	26/06/2020	25/09/2020 (7 days)		Overdue!	0 / 2	
0000067481	9795615157	Terapi penyakit hati Syeikh Ibn Taimiyyah penerjemah, Jalaluddin Baba penyunting, Evis Erinawati	26/06/2020	25/09/2020 (7 days)		Overdue!	0 / 2	

### h- MY ILL LOANS

In this My Loans list, it will list all the active loans for ILL items.

## My ILL Loans

Show  entries

Accession No	ISBN	Title	Loan Date	Due Date	Remarks	Status	Details
000000010	9781933333455	Introduction to History	11/04/2023	26/04/2023		Loaned	0 / 2

Showing 1 to 1 of 1 entries Previous **1** Next

### i- MY LOANS HISTORY

In this list, it will show the history of patron loan. It will show the all the date start with loan date, due date and return date.

## My Loan History

Show  entries Filter

Accession Number	ISBN	Title	Loan Date	Due Date	Return Date
1000090002	9781473635050	100 Things Successful People Do Little Exercises for Successful Living: 100 self help rules for life	03/10/2020	07/01/2021	03/10/2020

### j- MY RESERVATIONS

In my reservation, this will show the list where patron reserved the books that they want. After they make a reservation, they will get an email about the book details and the date they need to pick up the book at the library. Then, it will goes to this list. Patron can cancel their reservation if they did not want the book anymore within period of collection.

## My Reservations

Show  entries Filter

ISBN	Title	Author	Status	Action
9780395393918 (pbk.)	Line by line : how to edit your own writing / Claire Kehrwald Cook	Cook, Claire Kehrwald	Reserved	<span style="border: 2px solid red; padding: 2px 5px;">Cancel</span>

Showing 1 to 1 of 1 entries Previous **1** Next

### k- MY OVERDUES

This list will show all the patron overdues because of late on returning the book.

My Overdues						
Show	10	▼	entries	Filter	<input type="text"/>	
Accession Number	ISBN	Title	Loan Date	Due Date	Overdue days	Fine
0000140237	9789833707089	Peribadi oleh Hamka	26/06/2020	25/09/2020	7	RM0.90
0000067481	9795615157	Terapi penyakit hati Syeikh Ibn Taimiyah penerjemah, Jalaluddin Baba penyunting, Evis Erinawati	26/06/2020	25/09/2020	7	RM0.90
0000182578	8178983885	An interpretation of Islam Laura Veccia Vaglieri	26/06/2020	25/09/2020	7	RM0.90

### l- MY SEARCH HISTORY

My search history contain what patron have been searching on the search field at OPAC search.

Show	10	▼	entries	Search:	<input type="text"/>	
Search Area	Search Keywords	Search Date				
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020				
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020				
EKCMS Catalogue,Windows Search	science	01/10/2020				
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020				
EKCMS Catalogue,Windows Search	9780395393918	01/10/2020				

Showing 1 to 5 of 5 entries Previous **1** Next

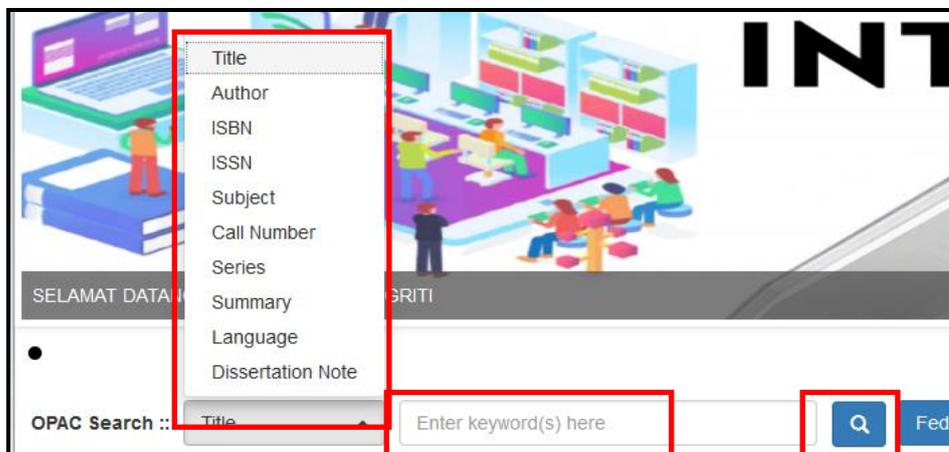
### m-MY DIGITAL SHOP

My digital shop is an external link to bring patron to FRIM Digital Shop.

### 3. DISCOVERY SERVICES PORTAL

#### a- SEARCH

To search for printed collections that has been catalogue in the system.



**Step 1:** Drop-down and select the search option.

**Step 2:** Enter keyword.

**Step 3:** Press enter or click 'Search' button.

**Catalogue** – for printed book in the library

Total search  
 Can enter other keywords to narrow down the result  
 Can enter specific year

OPAC Search :: Title science   Federated Search Areas Advanced RBR

Search Results for "science"

Catalogue (Any Location and Any Material Type) 256 Content (Any Location and Any Material Type) 0

Cover	Title	Author	Call Number	Barcode Number	GMD	Material Category	Publication Year	Available
No Book Cover	Science and religion : consideration of conflicts / Md. Ferdouse Khan	KHAN, Md. Ferdouse	BP190.5.S3K45 2007	1064869	Book	Open Shelf	2009	0 / 1
No Book Cover	Science and the near-death experience : how consciousness survives death / Chris Carter	CARTER, Chris	BF1045.N4C323 2010	1065311 1065816	Book	Reference (Green spot)	2009	1 / 2
No Book Cover	Science education within the context of the great islamic heritage / Z.R.M. El Naggarr	EL NAGGAR	BP134.C6E37 2008	1070088	Book	Open Shelf	2017	0 / 1
No Book Cover	Science in the sublime morals and manners of prophet Muhammad (SAW) / Mohammad H. R.Talukdar	TALUKDAR, Mohammad H. R.	BP75T152 2003	1033145 1062830	Book	Open Shelf	2020	1 / 2
No Book Cover	The science of nutrition / Janice L. Thompson, Melinda M. Manore and Linda A. Vaughan	THOMPSON, Janice L. Manore, Melinda M. Vaughan, Linda A.	TX354T473 2008	1052849 1052850	Book	Reference (Green spot)		2 / 2
No Book Cover	Islam science and technology / edited by Anuar Abd Razak & Abu Bakar Abd Majeed	Anuar Abd Razak Abu Bakar Abd Majeed	BP190.5.S3I82 1997	1009084 1009083 1009082 1017526	Book	Reference (Green spot)		4 / 4

Total available / total items that allowed to be borrow

If user enter wrong spelling, system will give the suggestions based on keywords enter.

OPAC Search ::

Search Results for "science"  
 Did you mean: [sconce](#) [since](#) [science](#) [cincin](#)

Catalogue (Any Location and Any Material Type)   Content (Any Location and Any Material Type)

Cover	Title	Author	Call Number	Barcode Number	GMD	Material Category	Publication Year	Available

No data to display

To view the book details;

OPAC Search ::

Search Results for "science"

Catalogue (Any Location and Any Material Type)   Content (Any Location and Any Material Type)

Cover	Title	Author	Call Number	Barcode Number	GMD	Material Category	Publication Year	Available
No Book Cover	Science and religion : consideration of conflicts / Md. Ferdouse Khan	KHAN, Md. Ferdouse	BP190.5.S3K45 2007	1064869	Book	Open Shelf	2009	0 / 1
No Book Cover	Science and the near-death experience : how consciousness survives death / Chris Carter	CARTER, Chris	BF1045.N4C323 2010	1065311 1065816	Book	Reference (Green spot)	2009	1 / 2

**Step 4:** Click at title of the chosen item.

Book details will be open in a new tab of browser.

Science and the near-death experience : how consciousness survives death / Chris Carter

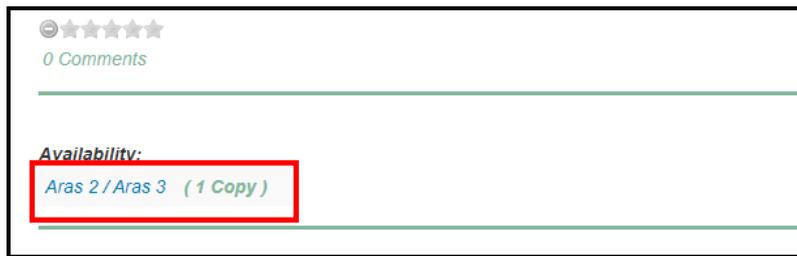
---

Summary Not Available



Author: CARTER, Chris  
 ISBN: 9781594773563 (pbk.)  
 ISSN:  
 Call Number: BF1045.N4C323 2010  
 Publication: Rochester  
 Publisher: Inner Traditions

To know the locations or availability of the items, can see at the bottom screen.

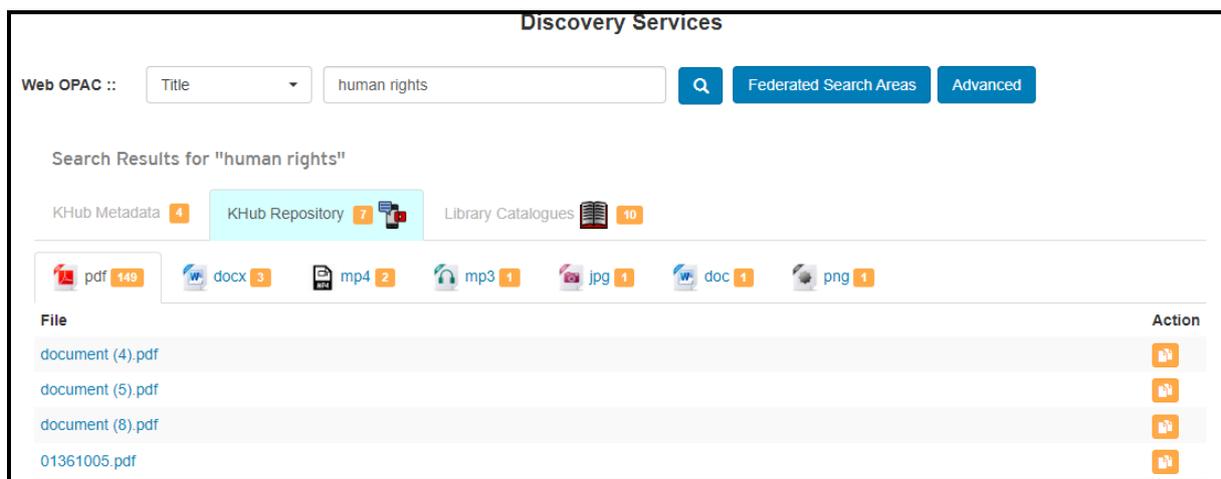
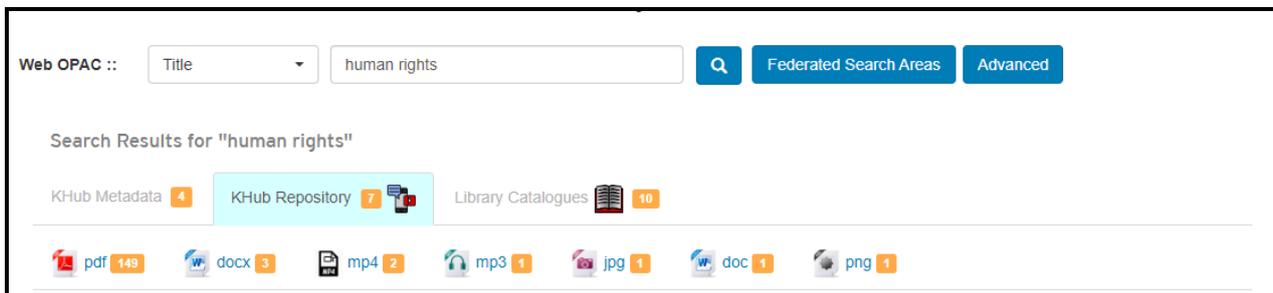


**Step 5:** Click at location.

Screen will show the location, accession number, material category and status of the item.

Availability:							
Cover	Location	Accession No	Material Category	Volume	Copy	Due Date	Status
	Aras 2 / Aras 3	0000152210	Koleksi Terbuka		1		Available

### Repository – for digital content



### Metadata – for multimedia content

**Discovery Services**

Web OPAC ::

Search Results for "human rights"

Cover	Title	Author	Summary	Subject	Publication Date	GMD/File Types
	Human Rights Commission of Malaysia	SUHAJAM	Introduction about SUHAJAM	General	24/05/2021	youtube
	Human Rights Commission of Malaysia	SUHAJAM	Introduction about SUHAJAM	General	24/05/2021	mp4
	Human Rights - Hak asasi manusia	yohaneskia	Hak untuk pendidikan	Human Rights	25/03/2021	tiktok
	What are Human Rights?	National Disability Services	Human Rights	Human Rights	21/02/2021	vimeo

Page 1 of 1 (4 items)   Page size: 10

### Digital Shop – for publication products available in Digital Shop

**Discovery Services**

Web OPAC :

Search Results for "timber"

Show  entries

Title	Author	Series	Publication Date	Language	Price
<a href="#">On-Site Mechanical Test of Timber Scaffold Board</a>		Timber Technology Bulletin (TTB)	2019	English	RM 0
<a href="#">Timber and timber preservation</a>	K Tumirah et al (eds)	Research Pamphlets (RP)	2020		RM 135
<a href="#">Fire-Rated Timber Door Frame: Production &amp; Requirements</a>	Zairul Amin R et al.	FRIM Special Publications (FSP)	2021		RM 98

**b- ADVANCED SEARCH**

To search for more specific printed collections in the library using Boolean search.

OPAC Search :: Title [v] Enter keyword(s) here [Q] Federated Search Areas [Advanced] RBR

**Step 1:** Click 'Advanced' button.

Advanced Search

Title [v] Enter keyword(s) here [Add a row]

- Title
- Author
- ISBN
- ISSN
- Subject
- Call Number
- Series
- Summary
- Language
- Dissertation Note

**Step 2:** Drop-down and select the search option.

**Step 3:** Enter keyword.

**Step 4:** Click 'Add a row' button.

Advanced Search

Title [v] science [AND] Remove

Title [v] Enter keyword(s) here [AND] [OR] [NOT]

[Search] [Clear Form]

**Step 5:** Drop-down and select Boolean search.

The screenshot shows the 'Advanced Search' interface. The first row has a dropdown menu set to 'Title' with the text 'science' in the input field. To the right are 'AND' and 'Remove' buttons. A second row is being created with a dropdown menu open, showing options: Title, Author, ISBN, ISSN, Subject, Call Number, Series, Summary, Language, and Dissertation Note. The input field for the second row contains the placeholder text 'Enter keyword(s) here'. A red box highlights the dropdown menu, another red box highlights the input field, and a third red box highlights the 'Add a row' button.

**Step 6:** Drop-down and select other search option.

**Step 7:** Enter keyword.

The screenshot shows the 'Advanced Search' interface with two rows. The first row has 'Title' selected and 'science' entered. The second row has 'Author' selected and 'Saroja' entered. There are 'AND' and 'Remove' buttons between the rows, and an 'Add a row' button at the end of the second row. At the bottom left, there are 'Search' and 'Clear Form' buttons. A red box highlights the 'Search' button.

**Step 8:** Click 'Search' button.

Result will only show item that have both keywords.

The screenshot shows the search results page. The search criteria from the previous steps are still visible at the top. Below the search buttons is a table with the following data:

Cover	Title	Author	Call Number	Publication Year	Available
	Science (Bilingual) form 4 / Saroja [and other]	Saroja , author			1 / 1

At the bottom of the page, there is a pagination control showing 'Page 1 of 1 (1 items)' and a page size dropdown set to '10'.



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63000 Cyberjaya, Selangor Darul Ehsan  
Tel : +603 8322 6857 | Fax : +603 5569 1372

SALES AND MARRKETING : No. 24B, Wisma Electric Library, Jalan Jubli Perak 22/1, Seksyen 22,  
40300 Shah Alam, Selangor Darul Ehsan

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40300 Shah Alam, Selangor Darul Ehsan  
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WEBSITE : [www.electriclibrary.com.my](http://www.electriclibrary.com.my) | HELPDESK SUPPORT : 1-300-80-5188

*This Instruction Manual booklet is current as January 2023.  
For more information contact our Helpdesk Support (1-300-80-5188)*