

©copyright Electric Library (Malaysia) Sdn. Bhd. 2021. All Rights Reserved.



**ELIAS KNOWLEDGE &  
CONTENT MANAGEMENT SYSTEM**

---

**EKCMS Manual**

---

**KPWKM & ISM**

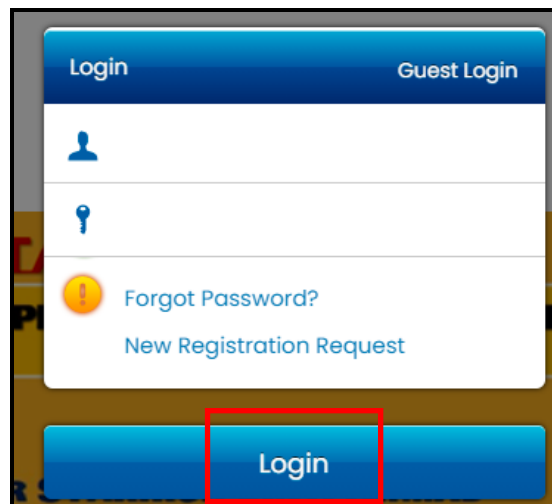
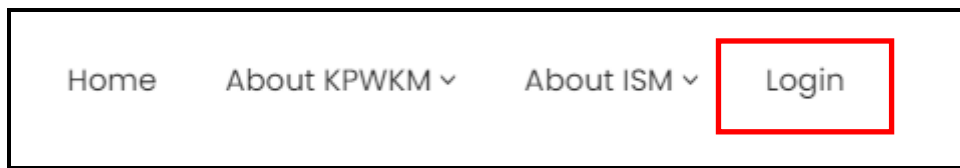


Portal Perpustakaan

**KEMENTERIAN PEMBANGUNAN WANITA  
KELUARGA DAN MASYARAKAT**



## LOGIN

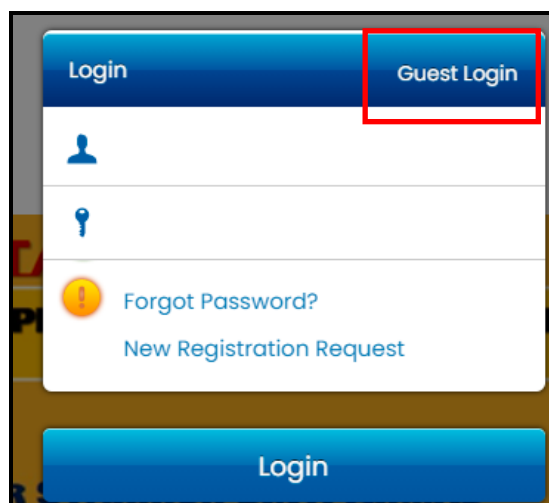


**Step 1:** Enter your IC no. and password.

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

### 1- GUEST

Guest can only access the information that has been made public only. Guest only can make a searching for catalogue. They cannot reserve the materials.

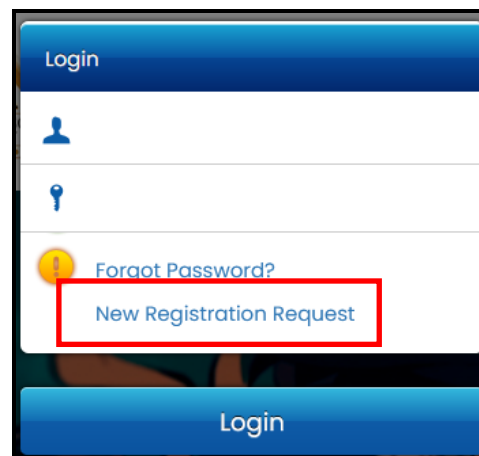


**Step 2:** Click 'Guest Login'.



If non-register member wants to become a member, they can make a request.

#### a-New Registration Request



**Step 1:** Click 'New Registration Request'.

**Please fill in all details**

Name : *	Date of Birth : *
<input type="text"/>	<input type="text"/>
No IC/Passport No : *	
<input type="text"/>	
Patron Categories : *	Gender : *
Facility Fine <input type="text"/>	Male <input type="text"/>
Race : *	Citizen : *
CHINESE <input type="text"/>	MALAYSIAN <input type="text"/>
Occupation :	Email : *
<input type="text"/>	<input type="text"/>
Address :	Mobile Number :
<input type="text"/>	<input type="text"/>

**Parents/Guardian Information (For Kids Membership below 12 Years Old Only)**

Parent/Guardian's Name :	Email :
<input type="text"/>	<input type="text"/>
Mobile Number :	No IC/Passport No :
<input type="text"/>	<input type="text"/>
Purpose :	
<input type="text"/>	
<div style="border: 2px solid red; padding: 5px; display: inline-block;"><input type="button" value="Submit"/> <input type="button" value="Go Back"/></div>	

**Step 2:** Fill up all the information need.

**Step 3:** Click 'Submit' button to submit the form or click 'Go Back' to return to login page.

After user successfully submit the form, it will show Discovery Services Portal page and user will get email notification.

## 2- REGISTER MEMBER

### a- PROFILE DETAILS

**Profile Details**

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

LYDIA BELLA  
 amirubaidillah@electric-lib.com  
 NO. 145, JALAN DESARIA 20 TAMAN DESARIA ,NILAI,NEGERI SEMBILAN DARUL KHUSUS,71800

Update Info    Change Password  
 Update Profile Pic

i- To update patron info,

Update Info    Change Password  
 Update Profile Pic

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

**Update Info**

LYDIA BELLA  
 amirubaidillah@electric-lib.com  
 NO. 145, JALAN DESARIA 20 TAMAN DESARIA ,NILAI,NEGERI SEMBILAN DARUL KHUSUS,71800

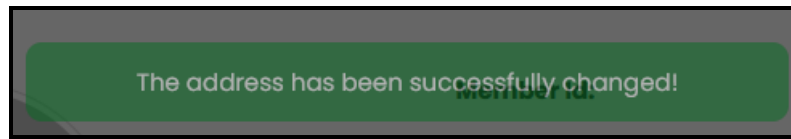
New Email \*  
 Address \*  
 City \*  
 State \*  
 Postcode \*

Update Email  
 Update Address

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

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

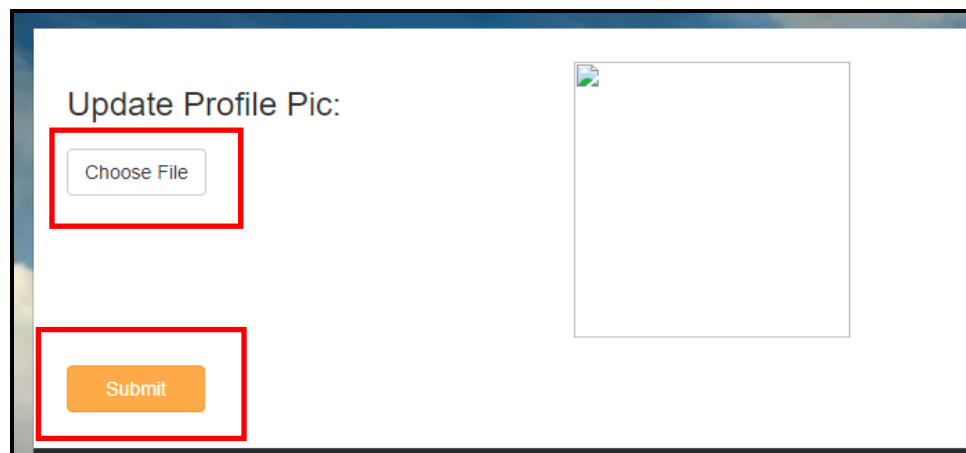
System will prompt alert message for successfully change or update the changes.



ii-To change the profile details,



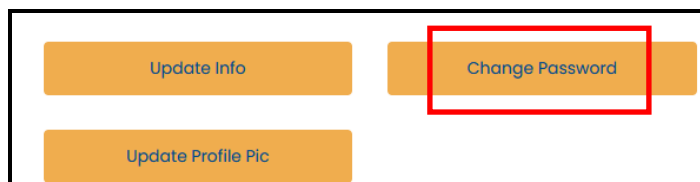
**Step 1:** Click button 'Update profile pic'.



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

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


iii-To change a password,



**Step 1:** Click button 'Change password'.

\*Users are advised to change the password for each 3 months.

### Change Password



Abd Ghani bin Mansor

izatul.hanie@electric-lib.com

No. 11, Jalan Rajawali 6, Taman Rajawali 44100  
Selangor

Old Password:

New Password:

**This field is required.**

Your password is too short

Your password must contain uppercase and lowercase letters

Your password must contain numbers and letters

Your password must contain numbers, letters and special characters

Very Weak

Confirm Password:

**Step 2:** Enter the old password.

**Step 3:** Enter new password and confirm new password.

\*'Change Now' button will change to dark red color and clickable once patron have follow the password policy.

**Step 4:** Click 'Change Now' button.

### b- 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

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 \***

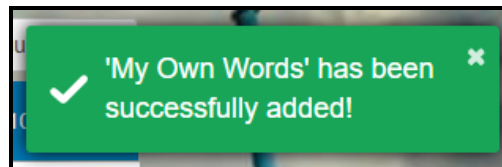
**Course \***

**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.

### My Wish List

[Make a request](#)

Show  entries Filter

Title	Author	Publisher	Edition	Created Date	ISBN/ISSN	Quantity	Referrer/ Lecturer	Remarks	Comment	Status	Action
My Own Words	Ruth Bader Ginsburg			24/09/2020		1				In Progress	<input type="button" value="Remove"/> <input type="button" value="Edit"/>

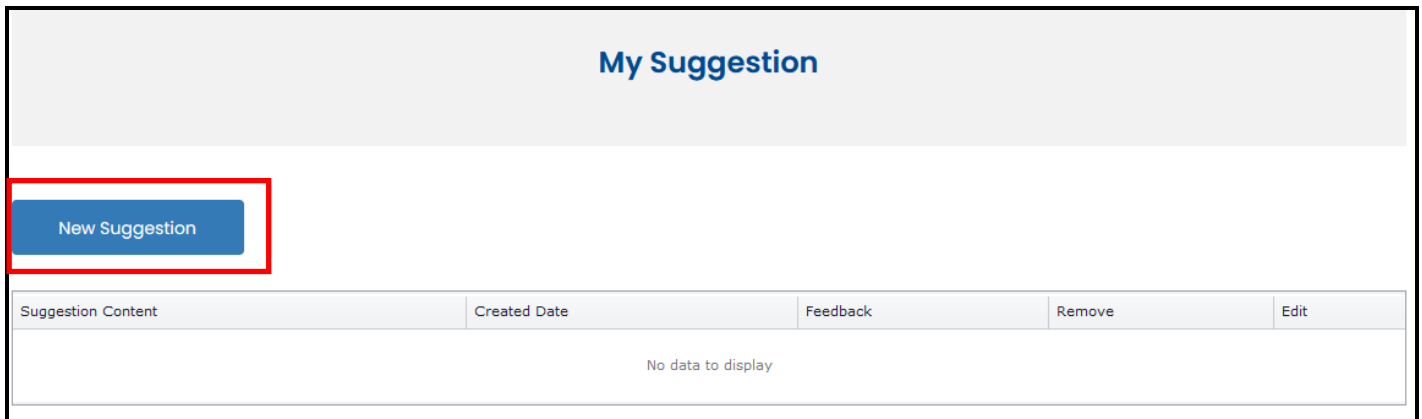
Showing 1 to 1 of 1 entries



\*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.

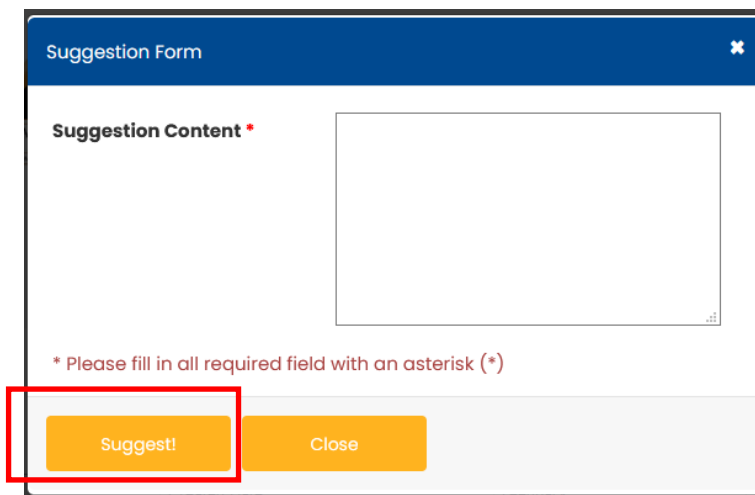
### c- MY SUGGESTION

Patron able to send suggestion or feedback using this system.



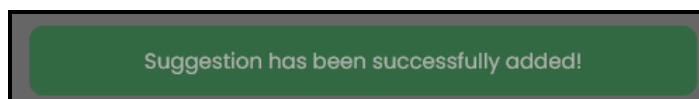
Suggestion Content	Created Date	Feedback	Remove	Edit
No data to display				

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



**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.

New 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

#### d- MY EMAILS

Patron can check what email has been received in their email.

### My Emails

Show  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

#### e- 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  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: 2px;">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 need to go to library to return and make a loan again.

### My Loans/Renews

Show  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	

#### f- 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
0000256940	1107032652	Kant's empirical psychology Patrick Frierson, Whitman College	26/06/2020	25/09/2020	01/10/2020

#### g- 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;">Cancel</span>

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

### h- MY OVERDUES

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

### My Overdues

Show  entries Filter

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
0000230112	9780199862160	Oxford handbook of positive psychology edited by Shane J. Lopez, C.R. Snyder	26/06/2020	25/09/2020	7	RM0.90

### i- MY SEARCH HISTORY

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

Show  entries Search:

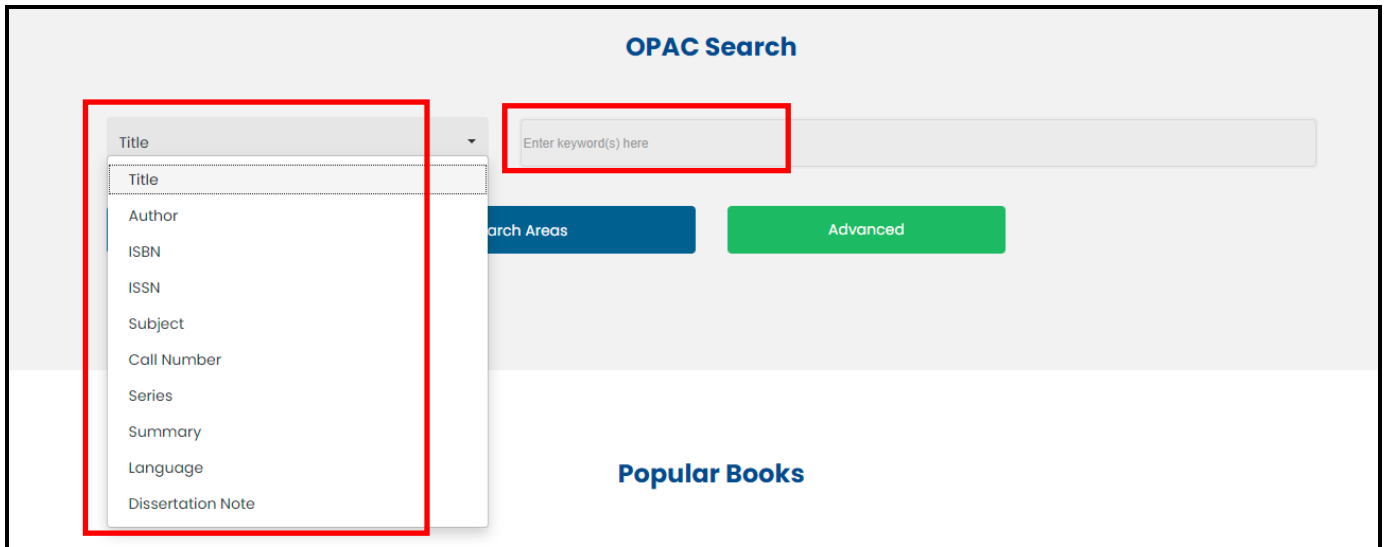
Search Area	Search Keywords	Search Date
EKCMS Catalogue, Windows Search	9780395393918	01/10/2020
EKCMS Catalogue, Windows Search	9780395393918	01/10/2020
EKCMS Catalogue, Windows Search	science	01/10/2020
EKCMS Catalogue, Windows Search	9780395393918	01/10/2020
EKCMS Catalogue, Windows Search	9780395393918	01/10/2020

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

## DISCOVERY SERVICES PORTAL

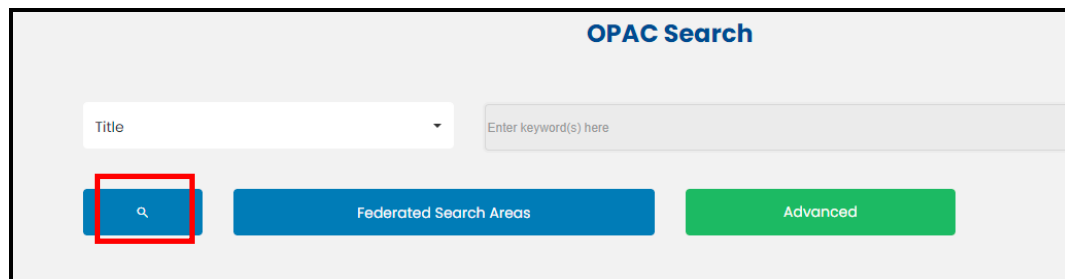
### a- OPAC SEARCH

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.

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

OPAC Search :: Title science

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 Naggar	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 :: Title science

Search Results for "scince"

Did you mean: **sconce** **since** **science** **cincin**

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

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
No Book Cover	Science education within the context of the great islamic heritage / Z.R.M. El Naggar	EL NAGGAR	BP134.C6E37 2008	1070088	Book	Open Shelf	2017	0 / 1

**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*

*Year*                         *c2010*

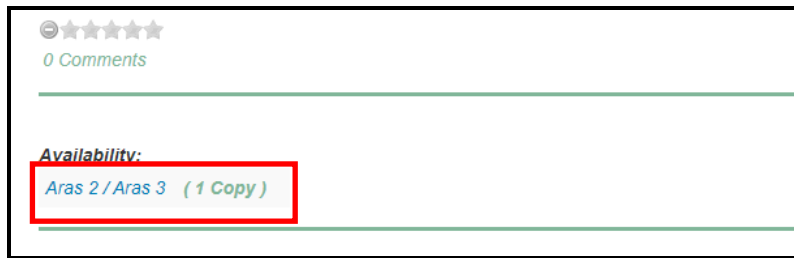
*Physical Description*    *xvi, 303 p.*

*Subject*                     *Near-death experiences. Consciousness Miscellanea. Future life.*

*Related Names*

*URL*

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.

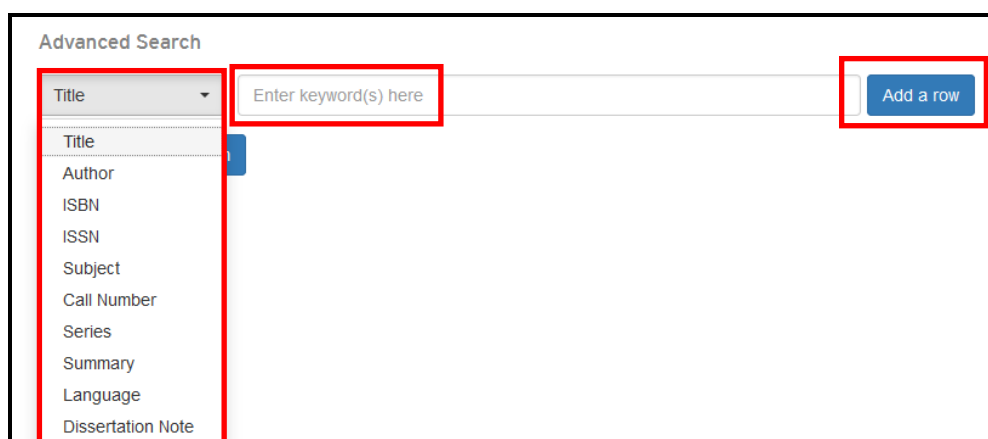
Availability:							
Cover	Location	Accession No	Material Category	Volume	Copy	Due Date	Status
	Aras 2 / Aras 3	0000152210	Koleksi Terbuka		1		Available

### b- ADVANCED SERACH

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



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



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

**Step 3:** Enter keyword.

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



The screenshot shows the 'Advanced Search' section. It features two search rows. The first row has a 'Title' dropdown menu, a text input field containing 'science', a dropdown menu set to 'AND', and a 'Remove' button. The second row has a 'Title' dropdown menu, a text input field with the placeholder 'Enter keyword(s) here', a dropdown menu with options 'AND', 'OR', and 'NOT', and an 'Add a row' button. A red box highlights the Boolean search dropdown menu and its options.

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

This screenshot shows the 'Advanced Search' section with the search field dropdown menu open. The first row is identical to the previous screenshot. The second row has a dropdown menu open, showing a list of search options: Title, Author, ISBN, ISSN, Subject, Call Number, Series, Summary, Language, and Dissertation Note. The text input field contains the placeholder 'Enter keyword(s) here'. A red box highlights the dropdown menu and its options.

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

**Step 7:** Enter keyword.

The screenshot shows the 'Advanced Search' section. The first row has a 'Title' dropdown menu, a text input field containing 'science', a dropdown menu set to 'AND', and a 'Remove' button. The second row has an 'Author' dropdown menu, a text input field containing 'Saroja', and an 'Add a row' button. 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.

**Advanced Search**

Title  AND

Author

Cover	Title	Author	Call Number	Publication Year	Available
No Book Cover	Science (Bilingual) form 4 / Saroja [and other]	Saroja , author			1 / 1

Page 1 of 1 (1 items)  Page size:



©copyright Electric Library (Malaysia) Sdn. Bhd. 2021. All Rights Reserved.

## **ELECTRIC LIBRARY (MALAYSIA) SDN. BHD. (451876-D)**

HEADQUARTERS : C-09-11, Block C, Shaftsbury iTech Tower, Jalan Impact, Cyber 6, 63000 Cyberjaya,  
Selangor D.Ehsan.

Tel : +603 8322 6857 Fax : +603 8322 6854

SALES & MARKETING : A-9-3A, 9TH FLOOR, BLOCK A, OASIS SQUARE, NO.2 JALAN PJU 1A/7A, ARA  
DAMANSARA, 47301 PETALING JAYA, SELANGOR DARUL EHSAN

ENGINEERING / WAREHOUSE : NO.32B ( 2ND FLOOR ), JALAN MEDAN 9, TAMAN MEDAN, 46000 PETALING  
JAYA, SELANGOR DARUL EHSAN.

TEL : +603 7781 0840 FAX : +603 7785 6137

WEBSITE : [www.electriclibrary.com.my](http://www.electriclibrary.com.my) | HELPDESK SUPPORT : 1 - 300 - 80 - 5188

*This Instruction Manual booklet is current as July 2021. For more information contact our Helpdesk Support {1-300-80-5188}*