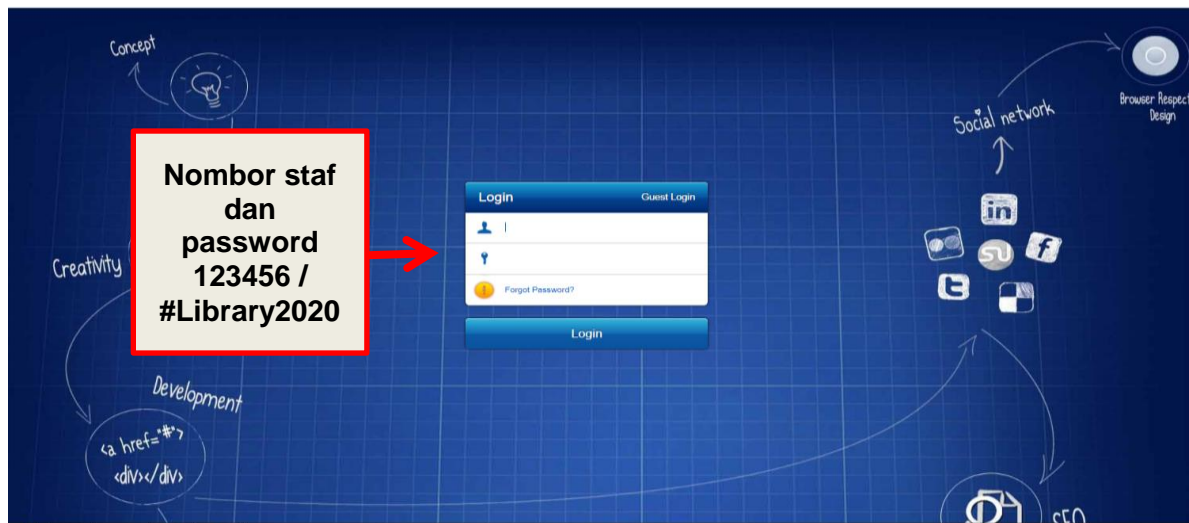


PANDUAN MELULUSKAN PERMOHONAN PEMBELIAN BUKU (*oleh pegawai atasan di PTJ)

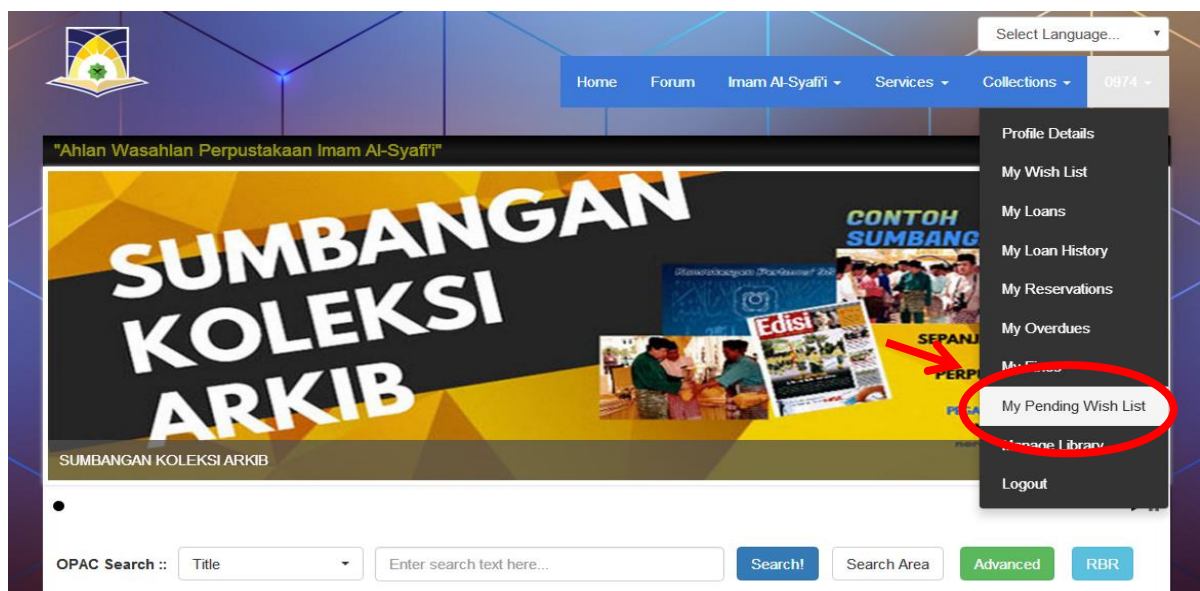
1. Pegawai atasan di PTJ (Dekan/Timbangan Dekan) akan menerima email daripada perpustakaan KUIS jika terdapat permohonan yang perlu diluluskan.
2. **Langkah 1:** Sila **Login** ke dalam sistem perpustakaan dengan mengisi maklumat berikut:

User name: **Nombor Staf**

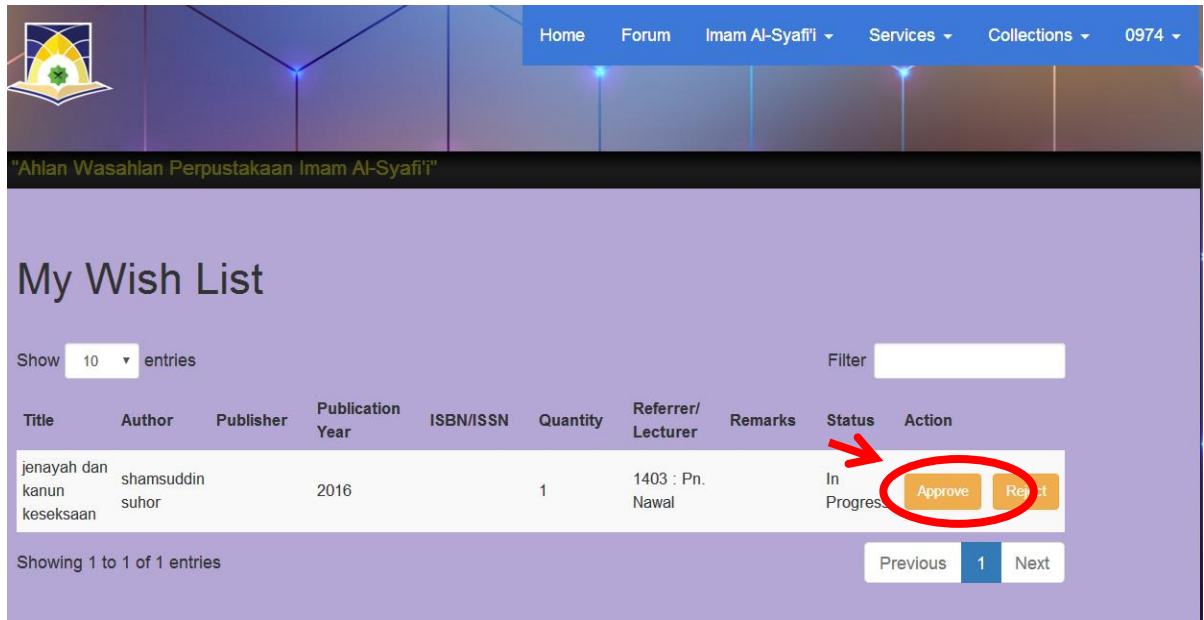
Password: **123456 (pengguna lama) / #Library2020 (pengguna baharu bermula Julai 2020)**



3. **Langkah 2:** Klik **My Pending Wish List**

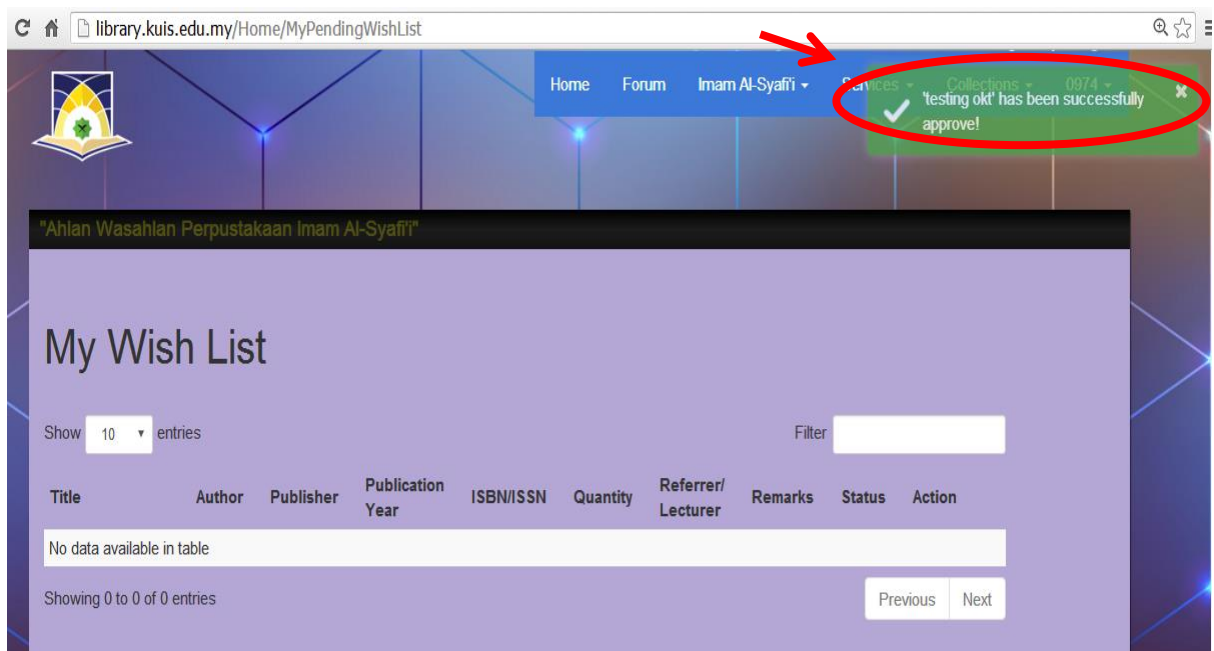


4. **Langkah 3:** Senarai buku yang dipohon oleh staf PTJ akan dipaparkan. Pegawai atasan PTJ perlu meluluskan setiap permohonan dengan klik pada butang **Approve**.



The screenshot shows the 'My Wish List' page of the library. The page has a navigation bar at the top with links for Home, Forum, Imam Al-Syaffi, Services, Collections, and 0974. Below the navigation bar is a banner for 'Ahlan Wasahlan Perpustakaan Imam Al-Syaffi'. The main content area is titled 'My Wish List' and includes a 'Show 10 entries' dropdown and a 'Filter' input field. A table with the following columns is displayed: Title, Author, Publisher, Publication Year, ISBN/ISSN, Quantity, Referrer/Lecturer, Remarks, Status, and Action. The table contains one entry with the following details: Title: 'jenayah dan kanun keseksaan', Author: 'shamsuddin suhor', Publisher: (blank), Publication Year: '2016', ISBN/ISSN: (blank), Quantity: '1', Referrer/Lecturer: '1403 : Pn. Nawal', Remarks: (blank), Status: 'In Progress', and Action: 'Approve' and 'Reject'. The 'Approve' button is circled in red. Below the table, it says 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

5. Proses kelulusan telah **selesai** selepas notification dikeluarkan.



The screenshot shows the 'My Pending Wish List' page of the library. The page has a navigation bar at the top with links for Home, Forum, Imam Al-Syaffi, Services, Collections, and 0974. Below the navigation bar is a banner for 'Ahlan Wasahlan Perpustakaan Imam Al-Syaffi'. The main content area is titled 'My Wish List' and includes a 'Show 10 entries' dropdown and a 'Filter' input field. The table is empty, with the text 'No data available in table' displayed. Below the table, it says 'Showing 0 to 0 of 0 entries' and 'Previous Next'. A notification message is displayed in the top right corner, stating 'testing ok! has been successfully approve!'. The notification message is circled in red.