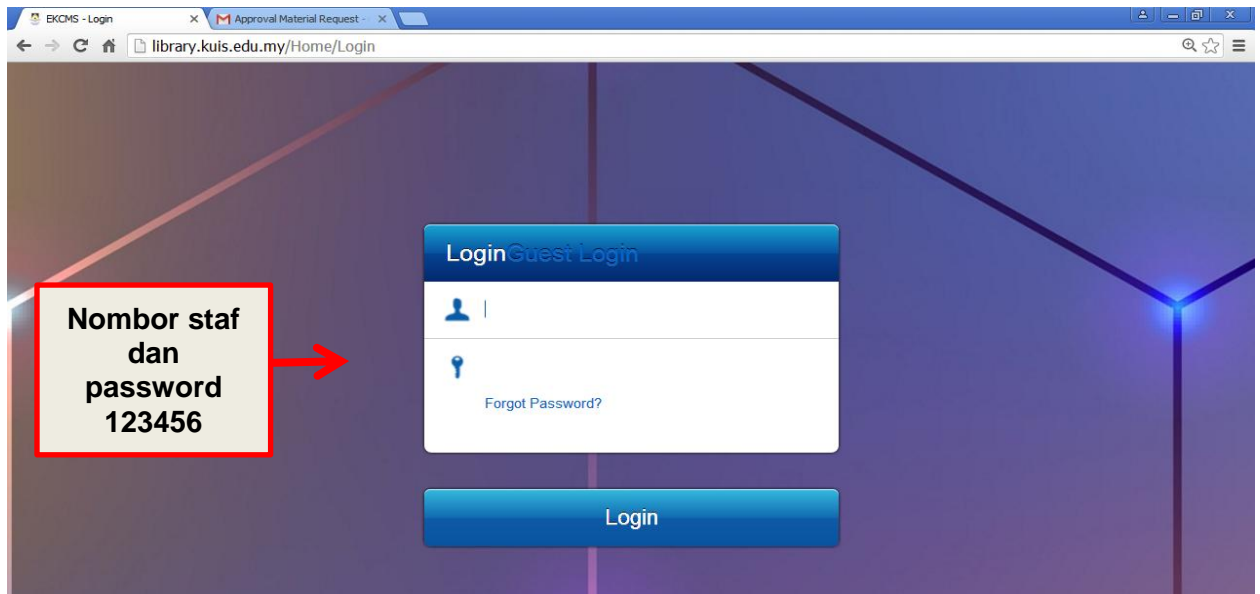


## PANDUAN MELULUSKAN PERMOHONAN PEMBELIAN BUKU (\*oleh pegawai atasan di PTJ)

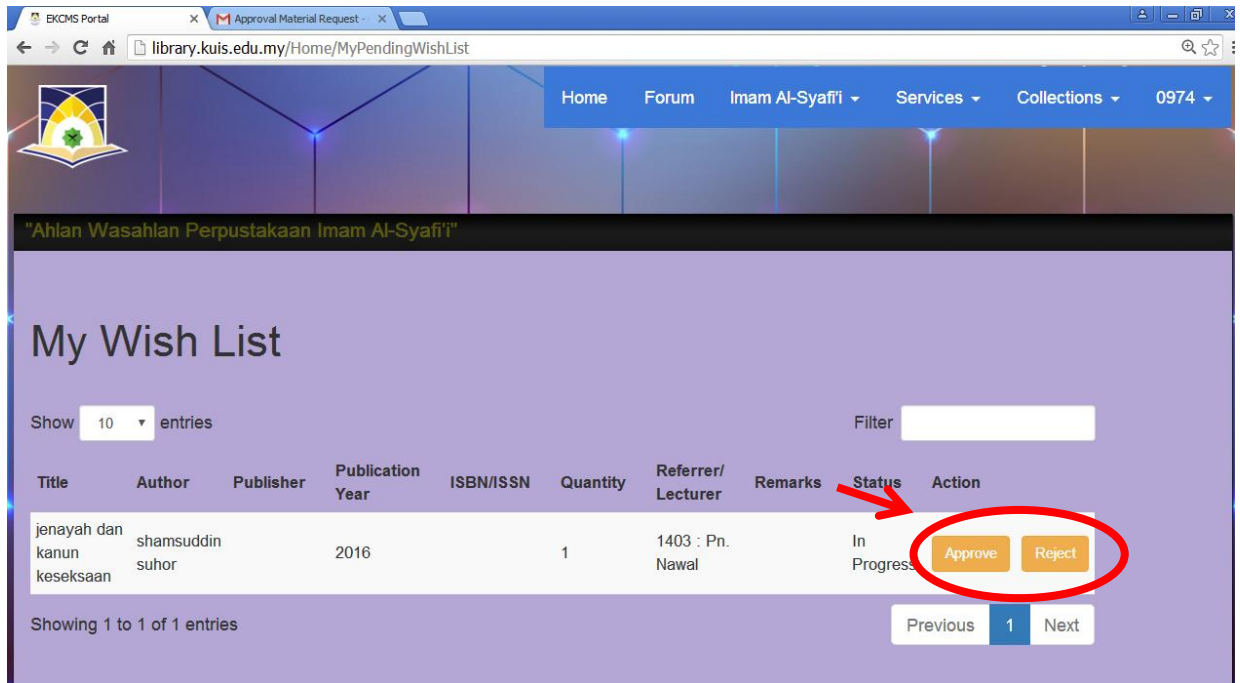
1. Pegawai atasan di PTJ akan menerima email notification daripada perpustakaan KUIS jika terdapat permohonan yang perlu diluluskan.
2. **Langkah 1:** Sila **Login** ke dalam sistem perpustakaan dengan mengisi maklumat berikut:



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

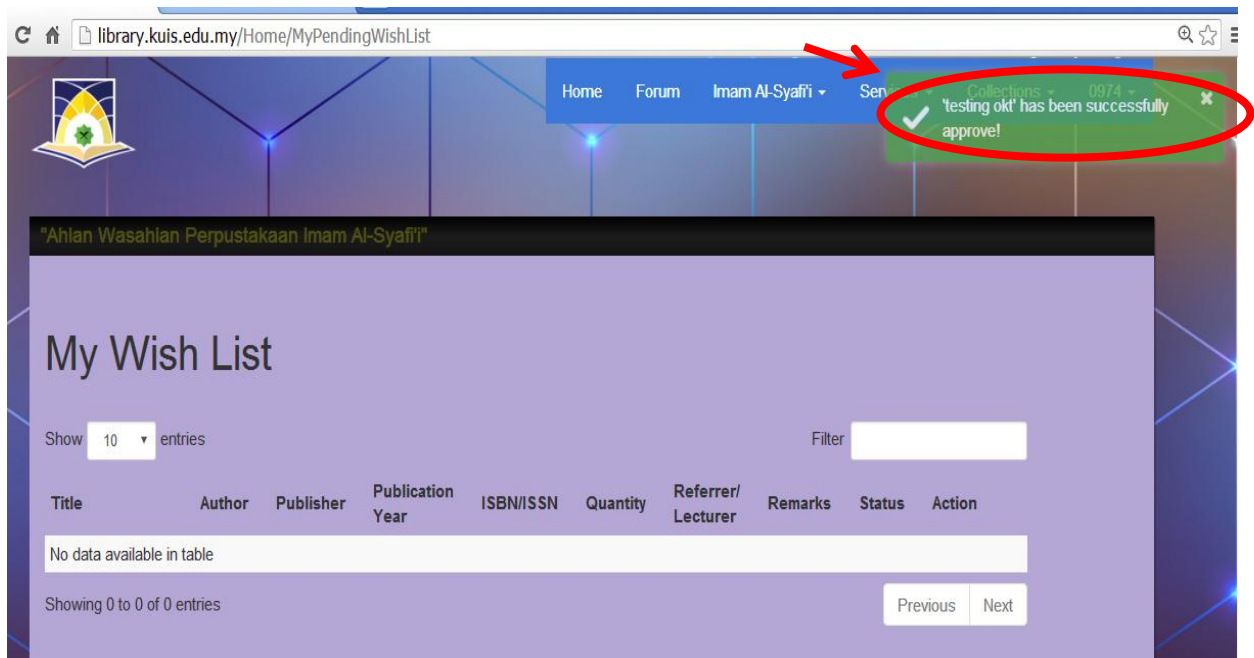


4. **Langkah 3:** Senarai buku yang dipohon oleh staf PTJ akan dipaparkan. Pegawai atasan PTJ perlu meluluskan setiap permohonan dengan klik pada butang **Approve**.



The screenshot shows the 'My Wish List' page in the EKOMS Portal. The page has a navigation bar with 'Home', 'Forum', 'Imam Al-Syafi', 'Services', 'Collections', and '0974'. Below the navigation bar is a header for 'Ahlan Wasahlan Perpustakaan Imam Al-Syafi'. 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 suhur', 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' buttons. 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 Wish List' page after the approval process. A green notification box at the top right, circled in red, contains a checkmark and the text 'testing okt has been successfully approve!'. The table is now empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The navigation bar and header remain the same as in the previous screenshot.

**Nota:** \* Pegawai atasan PTJ merujuk kepada Dekan/ Timbalan Dekan/ Ketua Jabatan, Pengarah/ Timbalan Pengarah, atau Ketua PTJ.