

1. MASUKKAN URL BERIKUT :  
***ppanpk.kperak.com.my*** untuk pautan OPAC.
2. MASUKKAN Login ( ***nombor kad pengenalan*** ) dan Password anda ( 'default' ialah ***123*** ). Klik ***Login***

The screenshot shows the top part of the OPAC interface. At the top, there is a search bar with a blue 'Go' button. Below it are navigation links: 'Advanced search', 'Authority search', and 'Tag cloud'. A 'Welcome to Koha...' message is visible. On the right side, there is a 'Log in to your account:' section with 'Login:' and 'Password:' input fields and a 'Log in' button. Three arrows from the instructions point to the search bar area, the 'Login' field, and the 'Log in' button.

3. MASUKKAN TAJUK BUKU DI RUANG ***Search for*** . KLIK ***Search button*** .

The screenshot shows the search interface. At the top, there is a navigation bar with the 'koha' logo, a green 'Cart' button, and a 'Lists' dropdown menu. Below the navigation bar are navigation links: 'Advanced search', 'Authority search', and 'Tag cloud'. A breadcrumb trail shows 'Home > Advanced search'. The main search area is titled 'Search for:' and contains three search rows. The first row has a 'Title' dropdown menu and a text input field containing 'jangan kecewa'. The second and third rows have 'Keyword' dropdown menus and empty text input fields. At the bottom right of the search area, there is a green 'Search' button and a link for '[More options]'. A long arrow from the instruction points to the 'Search' button.

4. SEKIRANYA BUKU DIJUMPAI SENARAI AKAN DIKELUARKAN. KLIK PADA BUKU YANG HENDAK DI TEMPAH ('BOOKING')

Koha online catalog > Details for Istana tinggalan / - Mozilla Firefox

peraklib.does-it.net/cgi-bin/koha/opac-detail.pl?biblionumber=27038&shelfbrowse\_itemnumber=217211#holdings

**Istana tinggalan /**  
by **YASSIN Rahmat.**  
Material type: Book  
Series: Siri perjalanan penyiassan prince Kes 1.  
Publisher: [Batu Caves](#), Selangor : PTS One, 2007  
Description: 205ms., 19cm.  
ISBN: 9789833653980 (kkt).  
Subject(s): Malay fiction | Detective and mystery stories, Malay  
Tags from this library: No tags from this library for this title. Add tag(s)  
average rating: 0.0 (0 votes)

**Holdings ( 16 )**    Comments ( 0 )

Item type	Location	Call number	Status	Date due
Books	Ibupejabat Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Available	
Books	Ibupejabat Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Checked out	17/07/2014.
Books	Perpustakaan Awam Bagan Serai Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Available	
Books	Perpustakaan Awam Batu Gajah Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Available	
Books	Perpustakaan Awam Gerik Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Available	
Books	Perpustakaan Awam K. Kangsar Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Available	
Books	Perpustakaan Awam Kampung Gajah Adult Fiksyen - BM	YAS ( <a href="#">Browse shelf</a> )	Available	

Place hold  
Print  
Save to your lists  
Add to your cart  
Save record  
More searches

5. KLIK **'Place Hold'**.

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Books	Perpustakaan Awam Batu Gajah Adult Fiksiyen - BM	YAS (Browse shelf)	Available	
Books	Perpustakaan Awam Gerik Adult Fiksiyen - BM	YAS (Browse shelf)	Available	
Books	Perpustakaan Awam K. Kangsar Adult Fiksiyen - BM	YAS (Browse shelf)	Available	
Books	Perpustakaan Awam Kampung Gajah Adult Fiksiyen - BM	YAS (Browse shelf)	Available	

6. SKRIN BERIKUT AKAN DIPAPARKAN. PILIH **'Pick Up location'** untuk pilihan lokasi pinjaman buku dan klik butang **'Place hold'**;

Mrs ROZITA HASSAN

Go

Advanced search | Authority search | Tag cloud

Home > Placing a hold

**Confirm holds for: ROZITA HASSAN (660406085010)**

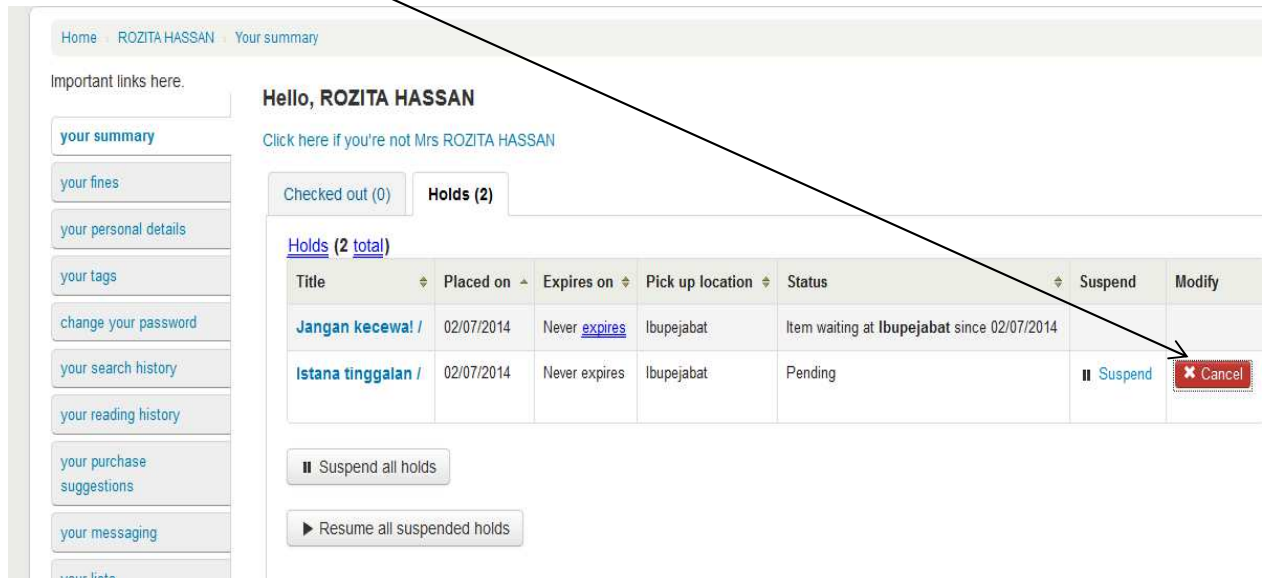
Place a hold on **Istana tinggalan /**, by YASSIN Rahmat

Pick up location: Ibupejabat

Show more options

Place hold

7. SKRIN BERIKUT AKAN DIPAPARKAN. SEKIRANYA ANDA INGIN MEMBATALKAN TEMPAHAN , SILA KLIK BUTANG '**Cancel**'. JIKA TIDAK ...SELESAI ..SILA LOG OUT SETELAH SELESAI.



The screenshot shows a user interface for a library account. The user is identified as ROZITA HASSAN. The page displays 'Checked out (0)' and 'Holds (2)'. A table lists the holds with columns for Title, Placed on, Expires on, Pick up location, Status, Suspend, and Modify. The first hold is 'Jangan kecewa!' with a status of 'Item waiting at Ibupejabat since 02/07/2014'. The second hold is 'Istana tinggalan' with a status of 'Pending'. A red 'Cancel' button is visible in the 'Modify' column for the second hold, with an arrow pointing to it from the text above. Below the table are buttons for 'Suspend all holds' and 'Resume all suspended holds'.

Title	Placed on	Expires on	Pick up location	Status	Suspend	Modify
Jangan kecewa! /	02/07/2014	Never expires	Ibupejabat	Item waiting at Ibupejabat since 02/07/2014		
Istana tinggalan /	02/07/2014	Never expires	Ibupejabat	Pending	Suspend	Cancel

8. PENGGUNA YANG TELAH MEMBUAT TEMPAHAN SECARA '**ONLINE**' AKAN DIHUBUNGI APABILA BUKU TELAH BERADA DI SHELF ( TELAH DIPULANGKAN).
9. SEKIRANYA SELEPAS DIHUBUNGI , PENGGUNA TIDAK DATANG UNTUK MEMBUAT PINJAMAN , STATUS PINJAMAN AKAN DIBATALKAN SELEPAS 3 HARI DARI TARIKH DIHUBUNGI.