

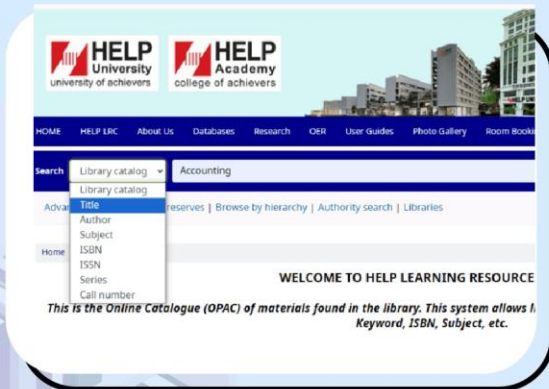
# HOW TO USE OPAC?

(1) GO TO THE URL :

🔍 <https://koha.help.edu.my/> 🗣️

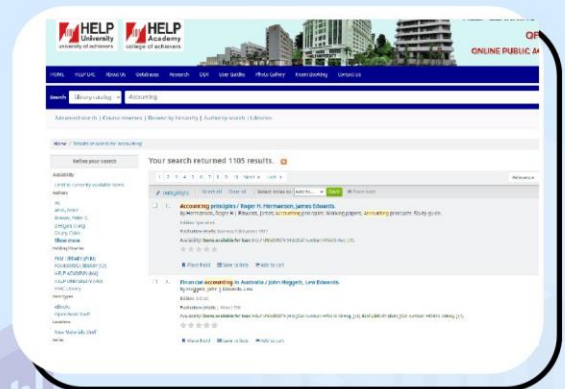
OR

SCAN ME!



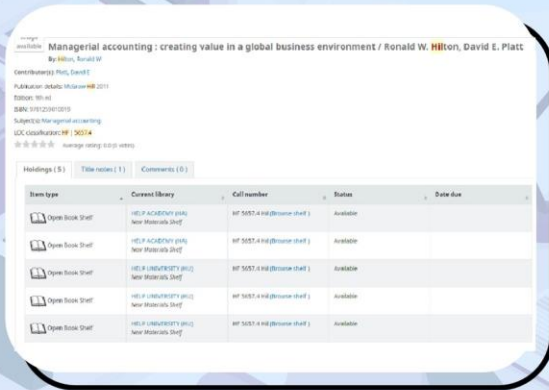
(2) TYPE THE KEYWORD

Type **TITLE, AUTHOR, SUBJECT, ISBN, ISSN, SERIES** or **CALL NUMBER** into the search box.



(3) FIND THE RIGHT TITLE

Find the right title by looking at the **Title** and **Author**.



(4) CHECK THE AVAILABILITY AND JOT DOWN THE INFORMATION BELOW:

For Example:

- 1) **Call Number** : HF 5657.4 Hil
- 2) **Title** : Managerial Accounting ...
- 3) **Author** : Ronal W. Hilton
- 4) **Location** : HU/HA/ELM/Subang library
- 5) **Status** : Available (book is available)

: Check out (book is loaned out)



(5) SEARCH THE BOOK AT THE BOOKSHELVES

Search the book at the book shelves by using the Book Call Number. e.g:

HF - Accounting, Business and Finance

5657.4 - Specific 'Accounting' Subject

Hil - First 3 digits of Author Surname