1. **USERNAME**
   (Enter Your student/staff ID number).
2. Leave **blank** at Enter Password.
3. Click **SUBMIT**.

For Public can Continue as Guest.
1 Click CHANGE PASSWORD Option for first time user.
2. Enter New Password.
3. Enter Confirm New Password.
4. Click SUBMIT.
1. Go to the keyword(s) form to search specific items.
2. Search across all sources; or specifically for journals or books.
3. Click GO.
Displays the number of search results and click to view details.
Click on the Copy Details to view more details of the book.
**BOOK DETAILS**

6 Status of the book (Shelf / Issued).

7 Item Details (Book accession number).

8 Location of the book.

9 Category (OS = Open Shelf / RUJ = Reference).
LIBRARY USER GUIDE: Book Reservation
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2. Click **RESERVE** to proceed with your reservation.
Reserve Processed > Successful.