



PERPUSTAKAAN SULTAN ABDUL SAMAD

**PANDUAN
PENGINDEKSAN BAHAN
PORTAL MAKLUMAT
PERTANIAN MALAYSIA
(MyAgric)**

PENGENALAN

Portal Maklumat Pertanian Malaysia (MyAgric) merupakan portal yang mengandungi maklumat berkaitan sains dan teknologi pertanian Malaysia termasuk perhutanan, penternakan haiwan, perikanan, sains makanan, sains alam sekitar dan sumber asli; meliputi aspek geografi, sosiologi, kejuruteraan dan lain-lain bidang berkaitan, yang dihasilkan atau diterbitkan dalam dan luar negara.

SKOP PENGINDEKSAN

1. Bahan yang diindeks dalam portal ini adalah penerbitan digital berteks penuh yang terdiri daripada e-buku, e-laporan tahunan, e-prospektus, e-prosdings, e-jurnal, e-buletin, e-berita, e-akta, e-statistik, e-laporan penyelidikan dan lain-lain yang diperolehi daripada internet atau pendigitalan/pengimbasan bahan
2. Rekod bibliografi bahan pertanian bercetak yang terdapat di dalam koleksi
3. Bahan diindeks ke dalam Katalog Induk Pertanian dalam Portal MyAgric

HALAMAN KANDUNGAN**MUKA SURAT**

CARA MEMASUKI MOD PENGINDEKSAN	1
E-ACT	2-6
E-ANNUAL REPORT/E-PROSPECTUS	7-11
E-BOOK	12-17
E-BROCHURE	18-22
E-BULETIN	23-27
E-DIRECTORY	28-32
E-EVENT REPORT	33-37
E-JOURNAL	38-42
E-NEWSPAPER	43-47
E-PROCEEDING	48-52
E-RESEARCH PAPER	53-57
E-STATISTICS	58-62

CARA MEMASUKI MOD PENGINDEKSAN

Taip <http://www.myagric.upm.edu.my/>

1. Klik Login

The screenshot shows the homepage of the Malaysian Agricultural Information Portal. At the top, there is a banner with the text "MALAYSIAN AGRICULTURAL INFORMATION PORTAL" and "PORTAL MAKLUMAT PERTANIAN MALAYSIA". Below the banner is a navigation bar with links: Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. A red arrow points to the "Home" link in the navigation bar. The main content area is titled "Welcome to MyAGRIC Portal" and contains several sections: "Latest Additions", "Search Repository", "Browse Repository", and "About this Repository". At the bottom left, there is a URL: u.my/cgi/users/home.

2. Masukkan Username & Password

The screenshot shows the login page of the MyAGRIC Portal. The header and navigation bar are identical to the homepage. The main content area is titled "Login" and contains a message: "Please enter your username and password. If you have forgotten your password, you may [reset](#) it." Below this is a form with fields for "Username" and "Password", and a "Login" button. A note at the bottom states: "Note: you must have cookies enabled." At the very bottom of the page, there is a footer with credits: "MyAGRIC Portal is powered by [EPrints 3](#) which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [More information and software credits](#). MyAGRIC Portal supports [OAI 2.0](#) with a base URL of <http://ir.upm.edu.my/oai/oai2>".

3. Klik New Item

The screenshot shows the "Manage deposits" page of the MyAGRIC Portal. The header and navigation bar are identical to the previous screens. The main content area has a title "Manage deposits" and a "New Item" button. Below this is a dropdown menu for "Import from" with "Atom XML" selected, and an "Import" button. At the bottom of the page, there is a footer with credits: "MyAGRIC Portal is powered by [EPrints 3](#) which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [More information and software credits](#). MyAGRIC Portal supports [OAI 2.0](#) with a base URL of <http://ir.upm.edu.my/oai/oai2>".

E-ACT

Panduan ini menerangkan langkah-langkah dalam proses mengindeks akta dalam Portal MyAgric.

ITEM TYPE

Pilih jenis bahan yang diindeks.

Contoh:

The screenshot shows a web-based application interface. At the top, there is an orange header bar with a warning icon and the message: "• You haven't filled out the required [Title](#) field." Below the header is a navigation bar with buttons for "Type", "Upload", "Details", "Deposit", "Save and Return", "Cancel", and "Next >". The main content area is titled "Item Type" and contains a list of item types with their definitions. The "Act" option is selected, indicated by a radio button. Other options listed include Annual Report, Article, Bibliography, Book, Brochure, Bulletin, Directory, Event Report, Journal, Newspaper, Proceeding, Prospectus, Research Paper, and Statistic. At the bottom of the content area are "Save and Return", "Cancel", and "Next >" buttons.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows a web-based application interface for the Malaysian Agricultural Information Portal. At the top, there is a banner with the text "MALAYSIAN AGRICULTURAL INFORMATION PORTAL" and "PORTAL MAKLUMAT PERTANIAN MALAYSIA". Below the banner is a navigation menu with links for "Manage deposits", "Logged in as Pn. Emi Suraya Abdul Aziz", "Profile", "Saved searches", "Review", "Admin", "Edit page phrases", and "Logout". The main content area is titled "Edit item: Book #11221" and contains a navigation bar with buttons for "Type", "Upload", "Details", "Deposit", "Save and Return", "Cancel", and "Next >". A sub-section titled "Add a new document" provides instructions for uploading files. It includes fields for "File" (with a "Browse..." button) and "From URL". Below these fields, it says "a. No file selected.". At the bottom of the content area are "Save and Return", "Cancel", and "Next >" buttons.

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item: Book #11221' interface. At the top, there are tabs for Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. Below the tabs, there's a toolbar with buttons for Type, Upload, Details, Deposit, and Save and Return. The main area is titled 'Edit item: Book #11221' and shows a file named 'DBE_AR2015.pdf' (1MB) selected for upload. The file type is set to 'Text'. Metadata fields include: Content: UNSPECIFIED; Type: Text; Description: (empty); Visible to: Anyone; License: UNSPECIFIED; Embargo expiry date: Year: Unspecified, Month: Unspecified, Day: ?; Language: English. There are also 'Update Metadata' and 'Hide options' buttons.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows a 'Title' input field containing the text 'Enakmen pengawalan penternakan babi 1991'.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Enakmen pengawalan penternakan babi 1991
- Akta perhutanan negara 1984 (Akta 313) & national forestry act 1984 (Act 313)

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows a 'Creators' input form with four rows. Row 1 contains 'Family Name' (Abdullah), 'Given Name / Initials' (Mardziah Hayati), and 'Email' (empty). Rows 2, 3, and 4 are empty. At the bottom, there are buttons for 'More input rows' and 'Up' and 'Down' to manage the order of the creators.

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	
2.		
3.		
4.		

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Family Name	Given Name / Initials	Email
1. The Commissioner Of La	.	
2.		
3.		
4.		

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Creators

Family Name	Given Name / Initials	Email
1. unknown		▼ ▼▲ ▼▲ ▼▲
2.		
3.		
4.		

[More input rows](#)

PUBLICATION DETAILS

Publication Details

Call Number:	JQ713 A55L4255 Akta 313 2005	?
Location:	Jabatan Perkhidmatan Veterinar Negeri Selangor website	?
Date:	Year: 2011 Month: Unspecified Day: ?	?
Official URL:	http://www.boilermech.com/website/pdf/BOILERM-Page-111-to-Pa	?
Publication:	Percetakan Nasional Malaysia Berhad	?
ISBN:	3848447088	?
Physical Description:	16p.	?
Edition:		?

Call Number

Masukkan nombor panggilan sekiranya ada

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Jabatan Perkhidmatan Veterinar Negeri Selangor website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2

Year: 1998

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:

http://www.dvssel.gov.my/admin/userhome/15/files/enakmen_pengawalan_penternakan_babi_1991.pdf

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Percetakan Nasional Malaysia Berhad

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 320p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed
Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-ANNUAL REPORT/E-PROSPECTUS

Panduan ini menerangkan langkah-langkah dalam proses mengindeks laporan tahunan (annual report) dalam Portal MyAgric.

ITEM TYPE

Pilih Annual Report sebagai bahan yang diindeks.

Contoh:

The screenshot shows a web-based form titled 'Item Type'. At the top, there is a yellow warning bar with the text 'You haven't filled out the required Title field.' Below this, a navigation bar has buttons for 'Type', 'Upload', 'Details', 'Deposit', 'Save and Return', 'Cancel', and 'Next >'. The main content area is a list of item types, each with a radio button and a description. The 'Annual Report' option is selected. Other options include: Act (An act.), Article (An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.), Bibliography (A map or chart.), Book (A book.), Brochure (A brochure.), Bulletin (A bulletin.), Directory (A directory.), Event Report (An event report.), Journal (A journal.), Newspaper (A newspaper.), Proceeding (A proceeding.), Prospectus (A prospectus.), Research Paper (A research paper.), and Statistic (A statistic.). At the bottom of the list are 'Save and Return', 'Cancel', and 'Next >' buttons.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows a web-based form titled 'Edit item: Book #11221'. At the top, there is a banner for 'MALAYSIAN AGRICULTURAL INFORMATION PORTAL' and 'PORTAL MAKLUMAT PERTANIAN MALAYSIA'. Below the banner, a navigation bar includes links for 'Manage deposits', 'Logged in as Pn. Emi Suraya Abdul Aziz', 'Manage records', 'Profile', 'Saved searches', 'Review', 'Admin', 'Edit page phrases', and 'Logout'. The main content area has a navigation bar with 'Type', 'Upload', 'Details', 'Deposit', 'Save and Return', 'Cancel', and 'Next >'. Below this is a section titled 'Add a new document' with instructions for uploading files. It includes fields for 'File' and 'From URL', and a 'Browse...' button which shows the message 'a. Browse... No file selected.'. At the bottom are 'Save and Return', 'Cancel', and 'Next >' buttons.

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' interface for a document titled 'Book #11221'. The 'Add a new document' section is active. It includes fields for 'Content' (UNSPECIFIED), 'Type' (Text), 'Description', 'Visible to' (Anyone), 'License' (UNSPECIFIED), 'Embargo expiry date' (Year: Unspecified, Month: Unspecified, Day: ?), and 'Language' (English). There are also 'Upload', 'Save and Return', 'Cancel', and 'Next >' buttons at the top.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows the 'Title' input field, which contains the text 'Tanah Makmur Berhad Annual Report 2015'.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Tanah Makmur Berhad Annual Report 2015
- TH Plantations Berhad Annual Report 2014

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows the 'Creators' input table with four rows. Row 1 contains 'Abdullah' in the Family Name column and 'Mardziah Hayati' in the Given Name / Initials column. Rows 2, 3, and 4 are empty. There are 'More input rows' and 'Up/Down' buttons at the bottom.

	Family Name	Given Name / Initials	Email
1.	Abdullah	Mardziah Hayati	
2.			
3.			
4.			

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Creators		
Family Name	Given Name / Initials	Email
1. Tanah Makmur Berhad	.	☒
2.		☒
3.		☒
4.		☒

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Tanah Makmur Berhad

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Family Name	Given Name / Initials	Email
1. unknown	.	
2.		
3.		
4.		

PUBLICATION DETAILS

Publication Details	
Call Number:	
Location:	Tanah Makmur Berhad website
Date:	Year: 2015 Month: Unspecified Day: ?
Official URL:	http://tanahmakmur.listedcompany.com/misc/ar2015.pdf
Publication:	Percetakan Nasional Malaysia Berhad
ISBN:	3848447088
Physical Description:	201p.
Edition:	

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Tanah Makmur Berhad website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2
Year: 1998

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh: <http://tanahmakmur.listedcompany.com/misc/ar2015.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Percetakan Nasional Malaysia Berhad

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 320p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

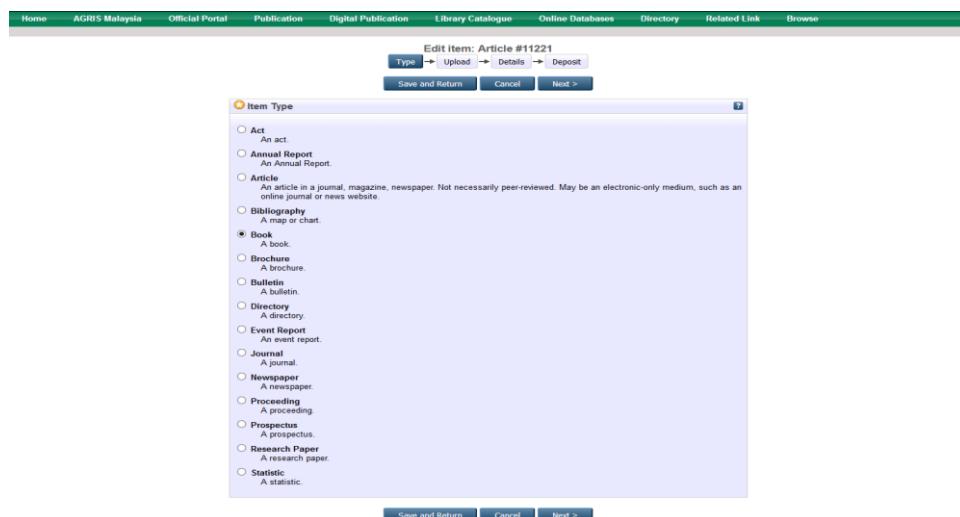
E-BUKU

Panduan ini menerangkan langkah-langkah dalam proses mengindeks buku dalam Portal Myagric.

ITEM TYPE

Pilih Book sebagai bahan yang diindeks.

Contoh:



MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.



- Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' screen for a book. At the top, there are tabs for Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. Below the tabs, there is a navigation bar with buttons for Type, Upload, Details, Deposit, Previous, Save and Return, Cancel, and Next >. The main content area is titled 'Add a new document' and contains instructions for uploading files. It also mentions the SHERPA ReMEO tool for verifying publisher policies. There are fields for 'File' (with a 'Browse...' button) and 'From URL'. Below these, a file named 'Text DBIE_AR2015.pdf' (1MB) is listed with a preview icon. The metadata section includes fields for Content (UNSPECIFIED), Type (Text), Description, Visible to (Anyone), License (UNSPECIFIED), Embargo expiry date, and Language (English). There is a 'Update Metadata' button at the bottom.

- b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.
- c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows a title input field with the text 'Guidelines for environmental risk assessment of genetically modified plants in Malaysia' entered.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Panduan ekonomi projek komersil lembu tenusu

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows a 'Creators' input table with columns for Family Name, Given Name / Initials, and Email. There are four rows of data: 1. Abdullah, Mardziah Hayati, and two empty rows. Each row has a set of edit icons (checkmark, arrow) to the right. A 'More input rows' button is located at the bottom of the table.

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	
2.		
3.		
4.		
More input rows		

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

CORPORATE CREATORS

Corporate Creators

1. Boilermech Sdn Bhd	<input checked="" type="checkbox"/>
2.	<input checked="" type="checkbox"/>
3.	<input checked="" type="checkbox"/>
More input rows	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Jika tiada pengarang, masukkan unknown dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Creators

	<i>Family Name</i>	<i>Given Name / Initials</i>	<i>Email</i>
1.	unknown		<input checked="" type="checkbox"/>
2.			<input checked="" type="checkbox"/>
3.			<input checked="" type="checkbox"/>
4.			<input checked="" type="checkbox"/>
More input rows			

EDITORS

Family Name	Given Name / Initials	Email
1. Mustapha	Mazlina	▼▲
2.		▼▲
3.		▼▲
4.		▼▲

Masukkan nama editor. Kosongkan ruangan emel.

Contoh:

Family Name	Given Name/Initials	Email
Mustapha	Mazlina	
Lee	Alison	
Kumar	Vijay	
Vazifedan	Turaj	

PUBLICATION DETAILS

Publication Details

Refereed: Yes, this version has been refereed.
 No, this version has not been refereed.

Call Number: GE320 M3S464

Location: Insert location
Boilermech Sdn Bhd Website

Date: Year: 2011 Month: Unspecified Day: ?

Official URL: http://www.boilermech.com/website/pdf/BOILERM-Page-111-to-P

Publication: Boilermech Sdn Bhd

Number of Pages: 90p.

Series Name:

Volume:

Number:

ISBN: 3848447088

Physical Description: Insert number of pages and other physical description details.
90p.

Edition: Insert edition
2nd ed

Refereed

Pilih Yes, this version has been refereed bagi bahan yang telah diterbitkan.

Contoh:

- Yes, this version has been refereed.
 - No, this version has not been refereed.

Call Number

Masukkan nombor panggilan sekiranya ada. Rujuk katalog Perpustakaan Sultan Abdul Samad (WebOPAC).

Contoh: GE320 M3S464

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Boilermech Sdn Bhd **website**

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2004 Month: July Day: 2
Year: 1998

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:<http://www.boilermech.com/website/pdf/BOILERM-Page-111-to-Page-300.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Boilermech Sdn Bhd

Number of Pages

Masukkan jumlah mukasurat buku.

Contoh: 200p.

Series Name

Masukkan nama siri bagi penerbitan tersebut, jika ada.

Contoh: UPM Book Series for Music Research
Advances in Intelligent Systems and Computing

Volume

Masukkan volum penerbitan bagi buku yang bersiri , jika ada.

Contoh: 4

Number

Masukkan nombor/siri bagi buku yang bersiri, jika ada.

Contoh: 2

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 320p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-BROCHURE

Panduan ini menerangkan langkah-langkah dalam proses mengindeks brosur (brochure) dalam Portal MyAgric.

ITEM TYPE

Pilih Brochure sebagai bahan yang diindeks.

Contoh:

The screenshot shows a 'Warning' icon at the top left with the message: '• You haven't filled out the required Title field.' Below this is a navigation bar with buttons: 'Type' → 'Upload' → 'Details' → 'Deposit'. Underneath are 'Save and Return', 'Cancel', and 'Next >'. The main area is titled 'Item Type' with a star icon. It lists various document types with radio buttons: Act, Annual Report, Article, Bibliography, Book, Brochure (which is selected), Bulletin, Directory, Event Report, Journal, Newspaper, Proceeding, Prospectus, Research Paper, and Statistic. At the bottom are 'Save and Return', 'Cancel', and 'Next >' buttons.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows the 'MALAYSIAN AGRICULTURAL INFORMATION PORTAL' header. The navigation bar includes: Manage deposits | Logged in as Pn. Emi Suraya Abdul Aziz | Manage records | Profile | Saved searches | Review | Admin | Edit page phrases | Logout. Below is a menu: Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, Browse. The main area has an 'Edit item: Book #11221' header with a navigation bar: Type → Upload → Details → Deposit. It includes 'Save and Return', 'Cancel', and 'Next >' buttons. A 'File' input field with a 'Browse...' button and a note 'a. No file selected.' is shown. At the bottom are '< Previous', 'Save and Return', 'Cancel', and 'Next >' buttons.

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' interface for a document titled 'Book #11221'. The 'Type' is set to 'Text'. The 'Visible to' field is set to 'Anyone'. The 'Language' is set to 'English'. A file named 'DBE_AR2015.pdf' (1MB) is listed under the 'File' section. There are buttons for 'Upload', 'Details', 'Deposit', 'Save and Return', 'Cancel', and 'Next >'. A note at the top says: 'To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.' A link to 'SHERPA RoMEO' is also present.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows a 'Title' input field containing the text 'Agro-foliar'. The field has a red dotted underline underneath it, indicating it is a required or invalid entry.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Agro-foliar
- Sawit King

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows a 'Creators' input table with four rows. The columns are 'Family Name', 'Given Name / Initials', and 'Email'. Row 1: Family Name 'Abdullah', Given Name / Initials 'Mardziah Hayati', Email (checkbox checked). Row 2: Family Name (empty), Given Name / Initials (empty), Email (checkbox checked). Row 3: Family Name (empty), Given Name / Initials (empty), Email (checkbox checked). Row 4: Family Name (empty), Given Name / Initials (empty), Email (checkbox checked). A 'More input rows' button is at the bottom.

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	<input checked="" type="checkbox"/>
2.		<input checked="" type="checkbox"/>
3.		<input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/>

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Family Name	Given Name / Initials	Email
1. Agroharta Fertilizer Sdn	.	☒
2.		☒ □
3.		☒ □
4.		☒ □

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Tanah Makmur Berhad

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Creators			
	Family Name	Given Name / Initials	Email
1.	unknown	.	
2.			
3.			
4.			

PUBLICATION DETAILS

Publication Details	
Call Number:	
Location:	Agroharta Fertilizer Sdn Bhd website
Date:	Year: 2015 Month: Unspecified Day: ?
Official URL:	http://tanahmakmur.listedcompany.com/misc/ar2015.pdf
Publication:	Agroharta Fertilizer Sdn Bhd
ISBN:	
Physical Description:	1p.
Edition:	

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Agroharta Fertilizer Sdn Bhd website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2

Year: 2015

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:<http://agroharta.com.my//wp-content/uploads/2015/05/agro-foliar.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Agroharta Fertilizer Sdn Bhd

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 1p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-BULLETIN

Panduan ini menerangkan langkah-langkah dalam proses mengindeks buletin (bulletin) dalam Portal MyAgric.

ITEM TYPE

Pilih Bulletin sebagai bahan yang diindeks.

Contoh:

You haven't filled out the required [Title](#) field.

Type → Upload → Details → Deposit

Save and Return Cancel Next >

Bulletin
A bulletin.

Act
An act.

Annual Report
An Annual Report.

Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

Bibliography
A map or chart.

Book
A book.

Brochure
A brochure.

Bulletin
A bulletin.

Directory
A directory.

Event Report
An event report.

Journal
A journal.

Newspaper
A newspaper.

Proceeding
A proceeding.

Prospectus
A prospectus.

Research Paper
A research paper.

Statistic
A statistic.

Save and Return Cancel Next >

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

[Manage deposits](#) | Logged in as Pn. Emi Suraya Abdul Aziz | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Search

Home AGRIS Malaysia Official Portal Publication Digital Publication Library Catalogue Online Databases Directory Related Link Browse

Edit item: Book #11221

Type → Upload → Details → Deposit

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA ReMEO](#) tool to verify publisher policies before depositing.

File From URL

a. Browse... No file selected.

< Previous Save and Return Cancel Next >

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' interface for a document titled 'Book #11221'. The 'Add a new document' section is active. It includes fields for 'Content' (UNSPECIFIED), 'Type' (Text), 'Description', 'Visible to' (Anyone), 'License' (UNSPECIFIED), 'Embargo expiry date' (Year: Unspecified, Month: Unspecified, Day: ?), and 'Language' (English). A file named 'DNE_AR2015.pdf' (1MB) is selected. There are buttons for 'Upload', 'Details', 'Deposit', 'Save and Return', 'Cancel', and 'Next >'. A note at the top says: 'To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.' A link to 'SHERPA RoMEO' is also present.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows the 'Title' metadata field. The value 'Malaysian Pepper Industry Bulletin' is entered into the text input field. There is a help icon (?) and a question mark icon in the top right corner.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Malaysian Pepper Industry Bulletin
- AAR Newsletters

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows the 'Creators' metadata field. It displays a table with four rows, each representing an author. The columns are 'Family Name', 'Given Name / Initials', and 'Email'. Row 1: Family Name 'Abdullah', Given Name / Initials 'Mardziah Hayati', Email (empty). Row 2: Family Name (empty), Given Name / Initials (empty), Email (empty). Row 3: Family Name (empty), Given Name / Initials (empty), Email (empty). Row 4: Family Name (empty), Given Name / Initials (empty), Email (empty). There are up and down arrows next to each row for reordering. A 'More input rows' button is at the bottom.

	Family Name	Given Name / Initials	Email
1.	Abdullah	Mardziah Hayati	
2.			
3.			
4.			

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Family Name	Given Name / Initials	Email
1. Malaysian Pepper Board	.	
2.		
3.		
4.		

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Tanah Makmur Berhad

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Family Name	Given Name / Initials	Email
1. unknown	.	
2.		
3.		
4.		

PUBLICATION DETAILS

Publication Details	
Call Number:	
Location:	Malaysian Pepper Board (MPB) website
Date:	Year: 2013 Month: January Day: ?
Official URL:	iletin%20industri/2013/Warta%20Industri%20Jan-Jun%202013.pdf
Publication:	Malaysian Pepper Board (MPB)
ISBN:	
Physical Description:	3p.
Edition:	

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Malaysian Pepper Board (MPB) website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2

Year: 2015

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:<http://www.mpb.gov.my/mpb/images/penerbitan/buletin%20industri/2013/Warta%20Industri%20Jan-Jun%202013.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Malaysian Pepper Board (MPB)

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 3p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-DIRECTORY

Panduan ini menerangkan langkah-langkah dalam proses mengindeks direktori (directory) dalam Portal MyAgric.

ITEM TYPE

Pilih Directory sebagai bahan yang diindeks.

Contoh:

You haven't filled out the required [Title](#) field.

Type → Upload → Details → Deposit

Save and Return Cancel Next >

Item Type

- Act**
An act.
- Annual Report**
An Annual Report.
- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Bibliography**
A map or chart.
- Book**
A book.
- Brochure**
A brochure.
- Bulletin**
A bulletin.
- Directory**
A directory.
- Event Report**
An event report.
- Journal**
A journal.
- Newspaper**
A newspaper.
- Proceeding**
A proceeding.
- Prospectus**
A prospectus.
- Research Paper**
A research paper.
- Statistic**
A statistic.

Save and Return Cancel Next >

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

[Manage deposits](#) | Logged in as Pn. Emi Suraya Abdul Aziz | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Search

Home AGRIS Malaysia Official Portal Publication Digital Publication Library Catalogue Online Databases Directory Related Link Browse

Edit item: Book #11221

Type → Upload → Details → Deposit

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA ReMEO](#) tool to verify publisher policies before depositing.

File From URL
a. Browse... No file selected.

< Previous Save and Return Cancel Next >

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' interface for a document titled 'Book #11221'. The 'Type' is set to 'Upload'. The 'Content' is 'UNSPECIFIED'. The 'Type' is set to 'Text'. The 'Visible to' dropdown shows 'Anyone'. The 'Language' is set to 'English'. There is a 'Browse...' button next to a file input field which currently says 'No file selected.'

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows the 'Title' metadata field. The value entered is 'Direktori landskap 2008 pt.2'.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Direktori landskap 2008 pt.2

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	
2.		
3.		
4.		

More input rows

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Family Name	Given Name / Initials	Email
1. Malaysian Pepper Board	.	
2.		
3.		
4.		

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Tanah Makmur Berhad

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Family Name	Given Name / Initials	Email
1. unknown	.	<input checked="" type="checkbox"/>
2.		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
3.		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
4.		<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

More input rows

PUBLICATION DETAILS

Publication Details	
Call Number:	
Location:	Kesajahteraan Bandar, Perumahan dan Kerajaan Tempatan website
Date:	Year: 2008 Month: Unspecified Day: ?
Official URL:	umen%20Penerbitan/Direktori%20Landscape/direktori_2008_02.pdf
Publication:	Institute for Environment & Development (LESTARI) Universiti Kebangsaan Malaysia
ISBN:	
Physical Description:	60p.
Edition:	

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Jabatan Landskap Negara, Kementerian Kesajahteraan Bandar, Perumahan dan Kerajaan Tempatan website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2

Year: 2008

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:

http://jln.kpkt.gov.my/resources/index/user_1/Text%20Documents/Dokumen%20Penerbitan/Direktori%20Landskap/direktori_2008_02.pdf

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Institute for Environment & Development (LESTARI) Universiti Kebangsaan Malaysia & Geological Society of Malaysia

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 60p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed
Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-EVENT REPORT

Panduan ini menerangkan langkah-langkah dalam proses mengindeks Event Report dalam Portal MyAgric.

ITEM TYPE

Pilih Event Report sebagai bahan yang diindeks.

Contoh:

You haven't filled out the required [Title](#) field.

Type → Upload → Details → Deposit

Save and Return Cancel Next >

Item Type

- Act**
An act.
- Annual Report**
An Annual Report.
- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Bibliography**
A map or chart.
- Book**
A book.
- Brochure**
A brochure.
- Bulletin**
A bulletin.
- Directory**
A directory.
- Event Report**
An event report.
- Journal**
A journal.
- Newspaper**
A newspaper.
- Proceeding**
A proceeding.
- Prospectus**
A prospectus.
- Research Paper**
A research paper.
- Statistic**
A statistic.

Save and Return Cancel Next >

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

MALAYSIAN AGRICULTURAL INFORMATION PORTAL
PORTAL MAKLUMAT PERTANIAN MALAYSIA

Manage deposits | Logged in as Pn. Emi Suraya Abdul Aziz | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Home AGRIS Malaysia Official Portal Publication Digital Publication Library Catalogue Online Databases Directory Related Link Browse

Search

Edit item: Book #11221

Type → Upload → Details → Deposit

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA ReMEO](#) tool to verify publisher policies before depositing.

File From URL

a. Browse... No file selected.

< Previous Save and Return Cancel Next >

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' screen for Book #11221. At the top, there are tabs for Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. Below the tabs, there are buttons for Edit item, Type, Upload, Details, Deposit, Previous, Save and Return, Cancel, and Next. A message at the top says 'Add a new document' and provides instructions for uploading files. It also mentions the SHERPA ReMEO tool for verifying publisher policies. The main area shows a file named 'DBE_AR2015.pdf' (1MB) with a preview icon. Below the file, there are fields for Content (UNSPECIFIED), Type (Text), Description, Visible to (Anyone), License (UNSPECIFIED), Embargo expiry date, and Language (English). There is a 'Browse...' button and a 'No file selected.' message. At the bottom right is a 'Update Metadata' button.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows the 'Title' metadata entry screen. The title field contains the text 'Collaborative study visit of Thailand furniture design development 2011'. There is a small '...' button at the bottom right of the input field.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Collaborative study visit of Thailand furniture design development 2011

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
3.		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
4.		<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

More input rows

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

Family Name	Given Name/Initials	Email
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri *Given Name*.. Kosongkan ruangan emel.

Contoh:

Family Name	Given Name/Initials	Email
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri *Given Name*. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

The screenshot shows a software interface titled 'Creators'. It contains a table with three columns: 'Family Name', 'Given Name / Initials', and 'Email'. There are four rows of input fields. Row 1 contains 'Universiti Tunku Abdul Razak' in the first column, a period '.' in the second, and empty fields in the third. Rows 2, 3, and 4 are empty. Below the table is a button labeled 'More input rows'.

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

This screenshot shows the same 'Creators' form as above, but with only one row populated. The 'Family Name' field contains 'unknown', the 'Given Name / Initials' field is empty, and the 'Email' field is also empty. The 'More input rows' button is visible at the bottom.

PUBLICATION DETAILS

The screenshot shows a 'Publication Details' form with the following fields:

- Call Number:** [empty input field]
- Location:** Malaysian Furniture Promotion Council (MFPC) website
- Date:** Year: 2011 Month: Unspecified Day: ?
- Official URL:** <http://www.mfpc.com.my/images/pdf/Collaborative%20study%20>
- Publication:** Malaysian Furniture Promotion Council (MFPC)
- ISBN:** [empty input field]
- Physical Description:** 22p.
- Edition:** [empty input field]

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Malaysian Furniture Promotion Council (MFPC) website **Date**

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2
Year: 2011

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:

http://www.mfpc.com.my/images/pdf/Collaborative%20study%20visit%20of%20thai%20design%20dev%20Report_rev%201.pdf

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Malaysian Furniture Promotion Council (MFPC)

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 22p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-JOURNAL

Panduan ini menerangkan langkah-langkah dalam proses mengindeks jurnal (Journal) dalam Portal MyAgric.

ITEM TYPE

Pilih Journal sebagai bahan yang diindeks.

Contoh:

You haven't filled out the required [Title](#) field.

Type → Upload → Details → Deposit

Save and Return Cancel Next >

Item Type

- Act**
An act.
- Annual Report**
An Annual Report.
- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Bibliography**
A map or chart.
- Book**
A book.
- Brochure**
A brochure.
- Bulletin**
A bulletin.
- Directory**
A directory.
- Event Report**
An event report.
- Journal**
A journal.
- Newspaper**
A newspaper.
- Proceeding**
A proceeding.
- Prospectus**
A prospectus.
- Research Paper**
A research paper.
- Statistic**
A statistic.

Save and Return Cancel Next >

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

[Manage deposits](#) | Logged in as Pn. Emi Suraya Abdul Aziz | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Home AGRIS Malaysia Official Portal Publication Digital Publication Library Catalogue Online Databases Directory Related Link Browse

Edit item: Book #11221

Type → Upload → Details → Deposit

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA Romeo](#) tool to verify publisher policies before depositing.

File From URL

a. No file selected.

< Previous Save and Return Cancel Next >

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows the 'Edit item' screen for a book with ID #11221. The top navigation bar includes links for Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. Below the navigation is a toolbar with buttons for Edit item, Type, Upload, Details, Deposit, Previous, Save and Return, Cancel, and Next. The main area is titled 'Add a new document' and contains instructions for uploading files. It features a 'File' section with a 'Browse...' button and a message 'No file selected.' There is also a 'From URL' section. Below these are several metadata fields: Content (UNSPECIFIED), Type (Text), Description, Visible to (Anyone), License (UNSPECIFIED), Embargo expiry date (Year, Month, Day), and Language (English). At the bottom right of the form is a 'Update Metadata' button.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows a title input field with the text 'UTAR Agriculture Science Journal' entered. The field has a placeholder 'Title' and a red asterisk indicating it is a required field. The background of the input field is white, and the text is black.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- UTAR Agriculture Science Journal

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows a table for entering creator information. The columns are Family Name, Given Name / Initials, and Email. There are four rows, each with a delete icon (red square with a white trash bin) and edit icons (blue squares with arrows). The first row contains 'Abdullah' in the Family Name column and 'Mardziah Hayati' in the Given Name / Initials column. The second row is empty. The third row is empty. The fourth row is empty. At the bottom left is a 'More input rows' button.

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	
2.		
3.		
4.		

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Family Name	Given Name / Initials	Email
1. Universiti Tunku Abdul Razak.	.	
2.		
3.		
4.		

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Family Name	Given Name / Initials	Email
1. unknown	.	Y A D
2.		Y A D
3.		Y A D
4.		Y A D

PUBLICATION DETAILS

Publication Details	
Call Number:	
Location:	Universiti Tunku Abdul Rahman (UTAR) website
Date:	Year: 2016 Month: Unspecified Day: ?
Official URL:	Universiti Tunku Abdul Rahman (UTAR)
Publication:	Universiti Tunku Abdul Rahman (UTAR)
Volume:	2
Number:	1b
ISBN:	
Physical Description:	
Edition:	

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: GE320 M3S464

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Boilermech Sdn Bhd **website**

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2004 Month: July Day: 2
Year: 1998

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:<http://www.boilermech.com/website/pdf/BOILERM-Page-111-to-Page-300.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Boilermech Sdn Bhd

Volume

Masukkan volum penerbitan bagi buku yang bersiri , jika ada.

Contoh: 4

Number

Masukkan nombor/siri bagi buku yang bersiri, jika ada.

Contoh: 2

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 320p., vol.2(1b)

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-NEWSPAPER

Panduan ini menerangkan langkah-langkah dalam proses mengindeks suratkhabar (Newspaper) ke dalam Portal Myagric.

ITEM TYPE

Pilih Newspaper sebagai bahan yang diindeks.

Contoh:

The screenshot shows a software interface titled 'Edit item: Journal #11221'. At the top, there are buttons for 'Type' (highlighted in blue), 'Upload', 'Details', and 'Deposit'. Below these are 'Save and Return', 'Cancel', and 'Next >'. A large window titled 'Item Type' lists various document types with their definitions. The 'Newspaper' option is selected, indicated by a checked radio button. Other options include Act, Annual Report, Article, Bibliography, Book, Brochure, Bulletin, Directory, Event Report, Journal, Proceeding, Prospectus, Research Paper, and Statistic.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows the 'MALAYSIAN AGRICULTURAL INFORMATION PORTAL' homepage. The navigation bar includes links for Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. Below the navigation is a search bar. The main content area shows an 'Edit item: Book #11221' interface with buttons for Type, Upload, Details, and Deposit. A sub-form titled 'Add a new document' allows users to upload files or enter URLs. It includes fields for 'File' (with a 'Browse...' button) and 'From URL'. A note at the bottom of this form states: 'You may wish to use the SHERPA Romeo tool to verify publisher policies before depositing.' At the bottom of the page are 'Previous', 'Save and Return', 'Cancel', and 'Next >' buttons.

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

Edit item: Book #11221

Type → Upload → Details → Deposit

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Browse... No file selected.

Text
DBE_AR2015.pdf
1MB

Content: UNSPECIFIED

b. Type: Text

Description:

C. Visible to: Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Language: English

Update Metadata

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

>Title

UTAR Agriculture Science Journal

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- UTAR Agriculture Science Journal

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

Creators

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	
2.		
3.		
4.		

More input rows

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Family Name	Given Name / Initials	Email
1. Universiti Tunku Abdul Rahman	.	
2.		
3.		
4.		

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Family Name	Given Name / Initials	Email
1. unknown	.	▼
2.		▼ ▲
3.		▼ ▲
4.		▼ ▲

PUBLICATION DETAILS

Call Number:	
Location:	Utusan Online (Online Newspaper)
Date:	Year: 2016 Month: Unspecified Day: ?
Official URL:	Universiti Tunku Abdul Rahman (UTAR)
Publication:	Utusan Malaysia
ISBN:	
Physical Description:	2016
Edition:	

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan kolasi e-berita diperoleh diikuti dengan (**Online Newspaper**)

Contoh: Utusan Online (**Online Newspaper**)

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2
Year: 2016

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh: <http://www.utusan.com.my/berita/nasional/1-000-nelayan-hilang-punca-pendapatan-1.320249>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Utusan Malaysia

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 320p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-PROCEEDING

Panduan ini menerangkan langkah-langkah dalam proses mengindeks kertas persidangan (proceeding) dalam Portal MyAgric.

ITEM TYPE

Pilih Proceeding sebagai bahan yang diindeks.

Contoh:

The screenshot shows a software interface for editing an item. At the top, there is a navigation bar with tabs: Publication, Digital Publication, Library Catalogue, Online Databases, Directory, and Related Link. Below the navigation bar, a progress bar indicates the current step: 'Edit item: Proceeding #11221' followed by 'Type' (highlighted in blue), 'Upload', 'Details', and 'Deposit'. Below the progress bar are three buttons: 'Save and Return', 'Cancel', and 'Next >'. A large window titled 'Item Type' contains a list of document types with their descriptions. The 'Proceeding' option is selected (indicated by a checked radio button). Other options include Act, Annual Report, Article, Bibliography, Book, Brochure, Bulletin, Directory, Event Report, Journal, Newspaper, Prospectus, Research Paper, and Statistic. At the bottom of the 'Item Type' window are three buttons: 'Save and Return', 'Cancel', and 'Next >'.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows a software interface for editing an item. At the top, there is a banner with the text 'MALAYSIAN AGRICULTURAL INFORMATION PORTAL' and 'PORTAL MAKLUMAT PERTANIAN MALAYSIA'. Below the banner, a navigation bar includes links for Manage deposits, Logged in as Pn. Emi Suraya Abdul Aziz, Manage records, Profile, Saved searches, Review, Admin, Edit page phrases, and Logout. The main menu has tabs: Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. A progress bar at the top indicates the current step: 'Edit item: Book #11221' followed by 'Type' (highlighted in blue), 'Upload', 'Details', and 'Deposit'. Below the progress bar are three buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. A large window titled 'Add a new document' contains instructions for uploading files. It says: 'To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.' It also mentions: 'You may wish to use the SHERPA Romeo tool to verify publisher policies before depositing.' There are two input fields: 'File' and 'From URL'. Below the 'File' field is a button labeled 'Browse...' with the message 'No file selected.' At the bottom of the 'Add a new document' window are three buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. At the very bottom of the page, there is a footer note: 'MyAGRIC Portal is powered by EPrints 2 which is developed by the School of Electronic and Computer Science at the University of Southampton. More information and software credits.'

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

Edit item: Book #11221
Type → Upload → Details → Deposit
< Previous Save and Return Cancel Next >

Add a new document
To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.
You may wish to use the [SHERPA ReMEO](#) tool to verify publisher policies before depositing.

File From URL
Browse... No file selected.

Text
DBE_AR2015.pdf
1MB

Content: UNSPECIFIED
b. Type: Text
Description:
C. Visible to: Anyone
License: UNSPECIFIED
Embargo expiry date: Year: Month: Unspecified Day: ?
Language: English

Update Metadata

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

>Title
GEO SEA 2009: Eleventh Regional Congress on Geology, Mineral and Energy Resources of Southeast Asia

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- GEO SEA 2009: Eleventh Regional Congress on Geology, Mineral and Energy Resources of Southeast Asia

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

More input rows

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

Family Name	Given Name/Initials	Email
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri *Given Name*.. Kosongkan ruangan emel.

Contoh:

Family Name	Given Name/Initials	Email
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri *Given Name*. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Family Name	Given Name / Initials	Email
1. Universiti Tunku Abdul Rahman	.	
2.		
3.		
4.		
More input rows		

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Family Name	Given Name / Initials	Email
1. unknown		
2.		
3.		
4.		
More input rows		

PUBLICATION DETAILS

Publication Details	
Call Number:	<input type="text"/>
Location:	Geological Society of Malaysia website
Date:	Year: 2009 Month: Unspecified Day: ?
Official URL:	http://www.gsm.org.my/products/702001-101669-PDF.pdf
Publication:	Institute for Environment & Development (LESTARI) Universiti Kebangsaan Malaysia
ISBN:	<input type="text"/>
Physical Description:	92p.
Edition:	<input type="text"/>

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Geological Society of Malaysia **website**

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2
Year: 2016

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh: <http://www.gsm.org.my/products/702001-101669-PDF.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Institute for Environment & Development (LESTARI) Universiti Kebangsaan Malaysia & Geological Society of Malaysia

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 320p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed

Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-RESEARCH PAPER

Panduan ini menerangkan langkah-langkah dalam proses mengindeks kertas penyelidikan (Research Paper) dalam Portal MyAgric.

ITEM TYPE

Pilih Research Paper sebagai bahan yang diindeks.

Contoh:

The screenshot shows a list of document types under the heading 'Item Type'. The 'Research Paper' option is selected, indicated by a checked checkbox. Other options include Act, Annual Report, Article, Bibliography, Book, Brochure, Bulletin, Directory, Event Report, Journal, Newspaper, Proceeding, Prospectus, and Statistic. At the top, there is a warning message: '• You haven't filled out the required Title field.' Below the list are buttons for 'Save and Return', 'Cancel', and 'Next >'. Above the list, there is a navigation bar with buttons for 'Type', 'Upload', 'Details', and 'Deposit'.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows the 'Add a new document' section of the portal. It includes fields for 'File' and 'From URL', both of which currently show 'No file selected.'. There is also a 'Browse...' button. Above the file input fields, there is a note about using the SHERPA Romeo tool to verify publisher policies before depositing. At the bottom, there are buttons for '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The top of the page features the 'MALAYSIAN AGRICULTURAL INFORMATION PORTAL' logo and a navigation menu with links like 'Home', 'AGRIS Malaysia', 'Official Portal', etc.

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

The screenshot shows a digital library interface for depositing a document. The top navigation bar includes links for Home, AGRIS Malaysia, Official Portal, Publication, Digital Publication, Library Catalogue, Online Databases, Directory, Related Link, and Browse. The main area is titled 'Edit item: Book #11221' with steps: Type → Upload → Details → Deposit. Below this are buttons for < Previous, Save and Return, Cancel, and Next >. A sub-section titled 'Add a new document' with instructions to upload files via Browse or URL. A file 'DBE_AR2015.pdf' (1MB) is listed with options to edit or delete. The main form contains the following metadata fields:

Content:	UNSPECIFIED
b. Type:	Text
Description:	(empty)
C. Visible to:	Anyone
License:	UNSPECIFIED
Embargo expiry date:	Year: Month: Unspecified Day: ?
Language:	English

Buttons at the bottom include 'Update Metadata'.

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

The screenshot shows a title input field with the text 'Low carbon cities framework and assessment system (LCCF)' entered. The field has a placeholder '(LCCF)'.

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Low carbon cities framework and assessment system (LCCF)

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

The screenshot shows a table for entering creator information. The columns are Family Name, Given Name / Initials, and Email. There are four rows of data:

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	(checkboxes)
2.		(checkboxes)
3.		(checkboxes)
4.		(checkboxes)

A 'More input rows' button is located at the bottom of the table.

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Family Name	Given Name / Initials	Email
1. Universiti Tunku Abdul Rahman.		
2.		
3.		
4.		

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Creators

Family Name	Given Name / Initials	Email
1. unknown		▼
2.		▼ ▲
3.		▼ ▲
4.		▼ ▲

[More input rows](#)

PUBLICATION DETAILS

Publication Details

Call Number:		?
Location:	Agrifood Sdn Bhd website	?
Date:	Year: 2015 Month: Unspecified Day: ?	?
Official URL:	15/10/Low-Carbon-Cities-Framework-and-Assessment-System.pdf	?
Publication:	Malaysian Green Technology Corporation (GreenTech Malaysia)	?
ISBN:		?
Physical Description:	91p.	?
Edition:		?

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: Agrifood Sdn Bhd website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2

Year: 2015

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh:<http://oursphere.greentechmalaysia.my/wpcontent/uploads/2015/10/Low-Carbon-Cities-Framework-and-Assessment-System.pdf>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Malaysian Green Technology Corporation (GreenTech Malaysia)

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 91p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed
Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)

E-STATISTIC

Panduan ini menerangkan langkah-langkah dalam proses mengindeks statistik (Statistic) dalam Portal MyAgric.

ITEM TYPE

Pilih Statistic sebagai bahan yang diindeks.

Contoh:

The screenshot shows a software interface titled 'Edit item: Research Paper #11221'. At the top, there is a navigation bar with tabs: Publication, Digital Publication, Library Catalogue, Online Databases, Directory, and Related L. Below the tabs, a process flow diagram shows 'Type' leading to 'Upload', which leads to 'Details', and finally 'Deposit'. Below this, there are three buttons: Save and Return, Cancel, and Next >. The main area is titled 'Item Type' with a star icon. A list of item types is provided with radio buttons next to each. The 'Statistic' option is selected, indicated by a checked radio button. The description for 'Statistic' is 'A statistic.'. At the bottom of this list are three buttons: Save and Return, Cancel, and Next >.

MUATNAIK BAHAN

Jika bahan tersebut perlu dimuatnaik, lakukan proses muatnaik bahan yang hendak diindeks.

The screenshot shows a software interface titled 'Edit item: Book #11221'. At the top, there is a banner for 'MALAYSIAN AGRICULTURAL INFORMATION PORTAL' and 'PORTAL MAKLUMAT PERTANIAN MALAYSIA'. Below the banner, there is a navigation bar with links: Manage deposits, Logged in as Pn. Emi Suraya Abdul Aziz, Manage records, Profile, Saved searches, Review, Admin, Edit page phrases, and Logout. There is also a search bar and a 'Browse' button. The main area shows a process flow diagram: Type → Upload → Details → Deposit. Below this, there are four buttons: < Previous, Save and Return, Cancel, and Next >. A large text box labeled 'Add a new document' contains instructions: 'To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.' It also mentions the use of the SHERPA Romeo tool for publisher policies. At the bottom of this box is a file input field with the placeholder 'a.' and a 'Browse...' button. At the very bottom of the interface are three buttons: < Previous, Save and Return, Cancel, and Next >.

a. Klik Browse untuk memilih lokasi bahan yang hendak dimuatnaik.

Add a new document
To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.
You may wish to use the [SHERPA ReMEO](#) tool to verify publisher policies before depositing.

File From URL
Browse... No file selected.

Text
DBE_AR2015.pdf
1MB

Content: UNSPECIFIED
b. Type: Text
Description:
C. Visible to: Anyone
License: UNSPECIFIED
Embargo expiry date: Year: Month: Unspecified Day: ?
Language: English

Update Metadata

b. Pilih jenis format penyimpanan bahan yang dimuatnaik seperti HTML, PDF, Microsoft Word dan lain-lain.

c. Pada metadata **Visible to** pilih **Repository staff only**

TITLE

★ Title
Statistik utama pemasaran FAMA 2014

Masukkan judul bahan termasuk sub judul sekiranya ada.

Contoh:

- Statistik utama pemasaran FAMA 2014

ABSTRACT

Masukkan keseluruhan abstrak, jika ada.

CREATORS (AUTHOR)

Family Name	Given Name / Initials	Email
1. Abdullah	Mardziah Hayati	
2.		
3.		
4.		

More input rows

Gunakan nama keluarga sebagai entri. Diikuti nama pengarang/singkatan. Tidak perlu filial indicators seperti bin, binti, s/o, a/k, atau gelaran seperti Haji, Dato', Tan Seri dan lain-lain. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Abdullah	Mardziah Hayati	
Tan	Bee Hoon	
Aghaei	Mohammad Reza Soltan	
Mukandan	Jayakaran	
Lim	H. N.	
M. F.	Hasan	

Jika terdapat satu nama sahaja, samada *Given Name* atau *Family Name*, masukkan nama tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name.. Kosongkan ruangan emel.

Contoh:

<i>Family Name</i>	<i>Given Name/Initials</i>	<i>Email</i>
Elna Karmawati	.	
Siswanto	.	
Gunawan	.	

Jika nama pengarang adalah organisasi/institusi/perbadanan dan sebagainya, masukkan maklumat tersebut dalam entri *Family Name* dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Contoh:

- Universiti Putra Malaysia
- Kementerian Pendidikan Malaysia
- Boilermech Sdn Bhd

Family Name	Given Name / Initials	Email
1. Universiti Tunku Abdul Rahman.		
2.		
3.		
4.		

Jika tiada pengarang, masukkan unknown dalam entri Family Name dan titik (.) pada entri Given Name. Kosongkan ruangan emel.

Creators

Family Name	Given Name / Initials	Email
1. unknown		▼ ▼▲ ▼▲ ▼▲
2.		▼ ▼▲ ▼▲
3.		▼ ▼▲ ▼▲
4.		▼ ▼▲

[More input rows](#)

PUBLICATION DETAILS

Publication Details

Call Number:	<input type="text"/>	?
Location:	<input type="text"/> FAMA website	?
Date:	Year: 2014 Month: Unspecified Day: ?	?
Official URL:	<input type="text"/> jov.my/documents/10157/f3d27dd0-f3a3-4d94-ac01-bf5dd08022ec	?
Publication:	<input type="text"/> Lembaga Pemasaran Pertanian Persekutuan	?
ISBN:	<input type="text"/>	?
Physical Description:	<input type="text"/> 131p.	?
Edition:	<input type="text"/>	?

Call Number

Masukkan nombor panggilan sekiranya ada.

Contoh: JQ713 A55L4255

Location

Masukkan nama organisasi bahan diperolehi diikuti dengan **website**

Contoh: FAMA website

Date

Masukkan tarikh penerbitan.

Contoh: Year: 2011 Month: July Day: 2

Year: 2014

Official URL

Masukkan URL rasmi atau pautan teks penuh bahan.

Contoh: <http://www.fama.gov.my/documents/10157/f3d27dd0-f3a3-4d94-ac01-bf5dd08022ec>

Publication

Masukkan nama penerbit sekiranya ada.

Contoh: Lembaga Pemasaran Pertanian Persekutuan

ISBN

Masukkan nombor 10 digit atau 13 digit yang didapati pada bahan. Masukkan kedua-duanya jika ada. Masukkan juga ISBN yang diterbitkan dalam bentuk elektronik, jika ada.

Contoh: 3848447088/9783848447084; EISBN: 9780814417492

Physical Description

Memberi keterangan mengenai, volume/bilangan, isu dan bilangan mukasurat/helaian jika ada.

Contoh: 131p.

Edition

Masukkan edisi bahan sekiranya ada

Contoh: 2nd ed
Edisi ke 2.

KEYWORDS (tidak perlu diisi)

ADDITIONAL INFORMATION (tidak perlu diisi)

CONTACT EMAIL ADDRESS (tidak perlu diisi)