



Date: Time:

Information Enquiry

- Location LIS @campus other
- Contact via Direct contact Phone
- Email eMessenger
- Other

Result ...

Patron Information

Full name:

MRU No: Tel.:

Office/Dept.:

Email:

User Type

Bachelor

Master

Doctoral

Staff Only

Received by	On hold	Completed	Inform User by	Direct Contact
	Urgent	In Que		Phone
.....	Partly processed	Wait for others	Email
				eMessenger



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