

# How to download document in MII Digital Library?



[www.miielibrary.com](http://www.miielibrary.com)

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# 1. Click **MII Digital Library** at Quicklinks menus.

The image shows a screenshot of the MII Knowledge Centre website. The top navigation bar includes 'HOME', 'LIBRARY', 'CONTACT', 'RESEARCH', 'KNOWLEDGE', and 'CONTACT US'. The 'QuickLinks' section is highlighted, showing four categories: 'MII Visualizer', 'MII Digital Library', 'Membership', and 'MII Library Catalogue'. The 'MII Digital Library' category is highlighted in yellow and contains a 'Read More' link with a red arrow pointing to it. Below the QuickLinks section is a 'LOAD MORE / HOLD SHIFT KEY TO LOAD ALL' button, also with a red arrow pointing to it. The background shows the main content area of the website, including a search bar, 'Opening Hour' table, and 'Newslatch: INSURANCE NEWS 24/7' section.

| Day              | Operation hour      |
|------------------|---------------------|
| Monday to Friday | 8.30am until 5.30pm |
| Saturday, Sunday | Closed              |
| Public Holiday   | Closed              |

**Newslatch: INSURANCE NEWS 24/7**

- Newspaper Insurance guide for a new 2013... to help them decide how much to purchase insurance...
- Latest Auto Insurance Guide New Delhi 14 October 2012, PMINS
- Latest Auto Insurance guide for non-being... to check who are offering the Auto Policy, TWC and Sun Ins...
- Insurance Guide for C&A, Y&A and W 14 October 2012, PMINS
- Insurance guide for work, trade and... the new-generated guides through a new folder... of Insured of the...
- Getting affordable Car Insurance for M 14 October 2012, PMINS
- OHM, High rise... are charged higher... premium... than... are... of how to find affordable car...
- Tourist advised and... 14 October 2012, PMINS

2. Click **'Sign In'** menu and fill up the login details, submit. Please make sure the **site name** is according to your type of membership:

- **MII Individual Members**
- **MII Institutional Members**

The screenshot shows the MII Digital Library website interface. At the top, there is a banner with the MII logo and the text "The Malaysian Insurance Institute Digital Library". Below the banner is a navigation bar with links like "Sign In", "Show All 17", "Highlights +", "Show Quick Collection 0", "Search History", "Clear Session", "Help", "Change Site View", and "MII Institutional Members".

The main content area is titled "Sign In" and contains a form with the following fields:

- User Name:
- Password:
- Site: **MII Institutional Members** (dropdown menu)

A red arrow points to the "Site" dropdown menu, which is highlighted with a red box containing the text "Choose site according to membership type".

Below the form is a "Login" button. To the right of the form is a "Membership Entitlement" section with two columns:

- MII Individual Members**  
Access to:
  - Online ebooks and database
  - AMID/DMII past year exam papers
  - Issues of news alerts
  - Newspapers clippings
  - Journals articles
- MII Institutional Members**  
Access to online ebooks and databases:
  - ISEAS ebooks
  - BLIS
  - Press Display
  - Swetswise eBooks (Trial)
  - Springer eBooks (Trial)

At the bottom of the page, there is a "Welcome to MII Digital Library, please make sure you sign in into the right site." message and a list of site names:

- Site name: MII Individual Members - for MII Individual members
- Site name: Internal (KC) - for MII KC staff
- Site name: MII Institutional Members - for MII Institutional members [insurance, takaful, reinsurance, retakaful, brokers and adjusters companies which have registered as MII Members]

For more information, call our librarian at 03-2692 8828.

3. Choose the relevant category (i.e.: Examination Paper) at **Resource Type** filter or type keyword in **Searchbox**.

The screenshot displays the website's interface. At the top, the logo and name 'The Malaysian Insurance Institute Digital Library' are visible. Below this is a navigation bar with links like 'Sign In', 'Show All 756', 'Highlights +', 'Show Quick Collection 0', 'Search History', 'Clear Session', 'Help', 'Sign Out', 'Change Your Password', and 'Change Site View'. A search bar is present with a 'Search' button and a red box labeled 'Type here' with an arrow pointing to the input field.

The main content area is divided into two columns. The left column contains two filter sections: 'Resource Type' and 'Subject'. The 'Resource Type' section lists various categories with their respective item counts, and 'Examination Paper' is highlighted with a red box and an arrow labeled 'Click here'. The 'Subject' section lists categories like 'Insurance' (163), 'Financial sector' (78), etc.

The right column shows the search results. It starts with 'Showing items 1 – 15 of 756.' and a pagination control. Below this, there are two result entries, each with a green plus icon. The first entry is 'Bernama Library & Infolink Service' with details on date, subject, type, identifier, and description. The second entry is 'Library Press Display' with similar details.

| Resource Type     | Count |
|-------------------|-------|
| Examination Paper | (50)  |
| ePeriodicals      | (147) |
| eBook             | (23)  |
| Reports           | (21)  |
| News Alert        | (20)  |
| Online Database   | (16)  |
| eJournal Article  | (15)  |
| Publication       | (12)  |
| Course Programmes | (7)   |
| Media Resources   | (6)   |

| Subject             | Count |
|---------------------|-------|
| Insurance           | (163) |
| Financial sector    | (78)  |
| General Insurance   | (38)  |
| Life Insurance      | (38)  |
| Insurance companies | (23)  |
| Malaysia            | (21)  |

Showing items 1 – 15 of 756.

First Previous | 1 2 3 4 5 6 7 8 9 10 | Next Last

➕ Add All Items to Quick Collection

➕ **Bernama Library & Infolink Service**  
Date: 2013-2014  
Subject: Bernama news | Archival news | INSURANCE magazine | Insurance Takaful Journal- INTAJ | Foreign news | Info providers | Who's who | Speeches  
Sectoral report | Databanks | Facts & figures | Directory  
Type: Online Database  
Identifier: valet-20130107-131634  
Description: Click at source link to access this database (you will be logged in automatically).

➕ **Library Press Display**  
Date: 2013-2014  
Subject: Online newspapers | INSURANCE magazine | Insurance Takaful Journal- INTAJ  
Type: Online Database  
Identifier: valet-20130102-085436  
Description: Click at source link to access this database (you will be logged in automatically). For user manual guide please open or download Source 1: Ad PDF.  
Full Text: ☺

4. Click at the **title** of the selected document.

Sign In Show All 756 Highlights + Show Quick Collection 0 Search History Clear Session Help Sign Out Change Your Password

Search Advanced Search Browse +

✖ Examination Paper

Home > List of Titles

Showing items 1 – 15 of 496.

First Previous | 1 2 3 4 5 6 7 8 9 10 | Next Last

+ Add All Items to Quick Collection

+ **Claims Management October 2013** ← **Click here**

Date: 2013-10  
Language: English  
Type: Examination Paper  
Identifier: valet-20131107-101817  
Description: AMII/DMII exam paper  
Full Text: Ⓞ

+ **Claims Practice October 2013**

Date: 2013-10  
Language: English  
Type: Examination Paper  
Identifier: valet-20131107-10253  
Description: AMII/DMII exam paper  
Full Text: Ⓞ

+ **Commercial Property and Business Interruption October 2013**

Date: 2013-10  
Language: English  
Type: Examination Paper

5. Check the **file format** and ensure that your PC/tablet/etc have installed with the proper reader software. Click the '**Download**' button align with the correct format (easy tip: always look for the lowest 'Download' button in the filebox).

✖ Examination Paper

Home > List of Titles > Claims Management October 2013

➕ Add to Quick Collection

The Malaysian Insurance Institute (MII); 2013-10. Claims Management October 2013.

| File     | Description  | Size      | Format            |                          |
|----------|--------------|-----------|-------------------|--------------------------|
| MARDESC  | MARDESC      | 625 bytes | XML Document      | Download                 |
| SOURCE01 | 101 oct 2013 | 44 KB     | Adobe Acrobat PDF | <a href="#">Download</a> |

**Check file format**

**Click here**

Title **Claims Management October 2013**

Subject

Date **2013-10**

Publisher **The Malaysian Insurance Institute (MII)**

Description **AMII/DMII exam paper**


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Identifier **valet-20131107-101817**

Identifier **vital:876**

Language **English**

Relation **MII Code: 101**



6. Click 'OK' in the new window to save or open the selected document.

The screenshot shows a web application interface for an examination paper. At the top, there is a breadcrumb trail: Home > List of Titles > Claims Management October 2013. Below this, there is a button labeled 'Add to Quick Collection'. The main content area displays a table with columns 'File', 'Description', and 'Size'. The table contains two rows: 'MARCDESC' (625 bytes) and 'SOURCE01' (44 KB). To the right of the table, there are two 'View Details' links. Below the table, there is a preview of a document cover page on the left and a metadata list on the right. The metadata includes Title (Claims Man...), Subject, Date (2013-10), Publisher (The Malaysian Ins...), Description (AMII/DMII exam p...), Identifier (valet-20131107-10...), Identifier (vital:876), Language (English), Relation (MII Code: 101), Rights (For Educational and Research Purposes Only), and Type (Examination Paper). A modal dialog box titled 'Opening 101 oct 2013.pdf' is overlaid on the right side of the page. The dialog box contains the text: 'You have chosen to open: 101 oct 2013.pdf which is: Adobe Acrobat Document (44.3 KB) from: http://milknowledge.com'. Below this, it asks 'What should Firefox do with this file?' and provides three options: 'Open with Adobe Reader (default)', 'Save File' (which is selected), and 'Do this automatically for files like this from now on.' At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. A red arrow points from a red box labeled 'Click here' to the 'OK' button.

| File     | Description  | Size      |
|----------|--------------|-----------|
| MARCDESC | MARCDESC     | 625 bytes |
| SOURCE01 | 101 oct 2013 | 44 KB     |

**Title** Claims Man...  
**Subject**  
**Date** 2013-10  
**Publisher** The Malaysian Ins...  
**Description** AMII/DMII exam p...  
**Identifier** valet-20131107-10...  
**Identifier** vital:876  
**Language** English  
**Relation** MII Code: 101  
**Rights** For Educational and Research Purposes Only  
**Type** Examination Paper

Opening 101 oct 2013.pdf

You have chosen to open:  
101 oct 2013.pdf  
which is: Adobe Acrobat Document (44.3 KB)  
from: http://milknowledge.com

What should Firefox do with this file?

Open with Adobe Reader (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Click here