

# Online document ordering

Login with your User ID and password. If you haven't already done so, you will need to register as a user. If you're an existing customer contact us for your details at [archives@gloucestershire.gov.uk](mailto:archives@gloucestershire.gov.uk).

The screenshot shows the Gloucestershire Archives website interface. At the top, there is a navigation bar with the Gloucestershire County Council logo and 'Gloucestershire Archives' text. Below this is a search bar with 'Text only' selected and 'My Items (0)' next to it. The main content area is titled 'Login Page' and contains the following text: 'Welcome to the Gloucestershire Archives catalogue. Please log in. If you do not know your login details, please email us at [archives@gloucestershire.gov.uk](mailto:archives@gloucestershire.gov.uk).' There are two input fields: 'User ID: Your Login' and 'Password: \*\*\*\*\*'. Below these is a 'Log in' button. There are also links for 'Register user', 'Forgotten your password? Click here for a reminder', and 'Experiencing problems with the site? If so, please email us.' At the bottom left, there are 'Quick links' for 'Site Map' and 'Privacy Policy'. At the bottom right, it says 'Powered by CalmView© 2008-2018'.

Search the catalogue as usual to find the items you want

The screenshot shows the Gloucestershire Archives website main page. At the top, there is a navigation bar with the Gloucestershire County Council logo and 'Gloucestershire Archives' text. Below this is a search bar with 'Text only' selected and 'My Items (0)' next to it. The main content area features a row of five small images: a map, a portrait of a man, a building, a woman holding a child, and a group of people. Below the images is the heading 'Welcome to Gloucestershire Archives Online Catalogue'. The text below the heading reads: 'This catalogue contains brief details of all archive collections held by Gloucestershire Archives and full details for all catalogued collections. It also holds details of the local studies material held in seven centres across the county. This catalogue also contains details of material held at Gloucester Cathedral. Please note that the catalogue undergoes daily maintenance between 21:55 and 00:30 GMT. You may have difficulty accessing it during this time. Return to the Gloucestershire Archives website'. At the bottom left, there are 'Quick links' for 'Site Map' and 'Privacy Policy'. At the bottom right, it says 'Powered by CalmView© 2008-2018'.

## Click through to an item description to add it to 'MyItems'

The screenshot shows the Gloucestershire Archives website. At the top, there's a navigation bar with the logo and 'Gloucestershire COUNTY COUNCIL'. Below that, a search bar contains 'My Items (0)' and a 'Quick Catalogue Search' button. The main content area shows a breadcrumb trail: 'Advanced Search > Search Results > Record'. Below this, there's a list of search results with navigation arrows. The selected item is displayed in a table format:

Held At	Gloucestershire Archives
Level	Item
Alt Ref No	GDR/F1/1/1933/10
Title	Blockley: Heating chamber, repair bells, alt to West End
Date	1933
Description	21/02/1933 PL, EL by Stratton Davis, SP, EST by Taylor & Co, 2 PL, EL by Batemans, Work by Pymment & Son

At the bottom of the table, there is an 'Add to My Items' button. Navigation arrows are present above and below the table.

## Click on 'My Items' to order the item.

The screenshot shows the 'My Items' page on the Gloucestershire Archives website. The search bar now shows 'My Items (1)'. A message above the search results states: 'Item "GDR/F1/1/1933/10" has been added to your items'. The breadcrumb trail is 'Advanced Search > Search Results > Record'. The item details table is identical to the previous screenshot, but now includes an 'Add to My Items' button at the bottom right of the table.

## Check the order box, then the 'Order selected items button'

oucestershire.gov.uk/CalmView/ViewBasket.aspx

The screenshot shows the 'View Basket' page on the Gloucestershire Archives website. The breadcrumb trail is 'Advanced Search > Search Results > Record > View Basket'. The page indicates 'You currently have 1 item(s) in your basket'. Below this, there is a table with columns for 'FindingRef', 'Title', 'Order', and 'Remove':

FindingRef	Title	Order	Remove
GDR/F1/1/1933/10	Blockley: Heating chamber, repair bells, alt to West End	<input type="checkbox"/>	<input type="button" value="Remove Item"/>

Below the table, there are buttons for 'Print preview' and 'Order selected items'. At the bottom, there is a note: 'Having trouble with your order? Please speak with a member of staff or email archives@gloucestershire.gov.uk'.

If you have a long list of items you want to view and access to a printer please press Print Preview > Print Basket > Print to obtain a hard copy as your basket will be zeroed once you log out.

You'll be able to order up to 5 documents at once.

If you have a very large order, please contact us about it at [archives@gloucestershire.gov.uk](mailto:archives@gloucestershire.gov.uk).

Choose a date and place your order.

Please give us five working days notice, and remember we're open Tuesday to Friday between 9.00 and 4.30 and the first Saturday of the month.

Gloucestershire Archives

Welcome Your Login | Edit Profile | Change Password | My Orders | Logout

My Items (1) Quick Catalogue Search

Home | Advanced search | FAQs | Help | Send us feedback

Search Results > Record > View Basket > Create Order Wizard

Please choose an order date from the calendar - please give us at least 5 day's notice for your order:

September 2018						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Legend:   
■ = Closed   
■ = Past date

Please give us at least 5 day's notice for orders. If you have a very large order, please get in touch at [archives@gloucestershire.gov.uk](mailto:archives@gloucestershire.gov.uk). We are open to the public Tuesday - Friday and the first Saturday of the month.

Place Order

Quick links: Site Map Privacy Policy

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Click 'Finish' to Logout.

Gloucestershire Archives

Welcome Your Login | Change Password | My Orders | Logout

My Items (1) Quick Catalogue Search

Home | Advanced search | FAQs | Help | Send us feedback

Advanced Search > Search Results > Record > View Basket > Create Order Wizard

The following items will be available on: dd/mm/yyyy

FindingRef	Title
GDR/F1/1/1933/10	Blockley: Heating chamber, repair bells, alt to West End

Finish

Quick links: Site Map Privacy Policy

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