Archives nationales d'outre-mer

Reading room's electronic ordering system

USER MANUAL

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How to order documents

In the system interface, please enter:

- the **reader's number** which was given to you at the time of registration;
- your password.

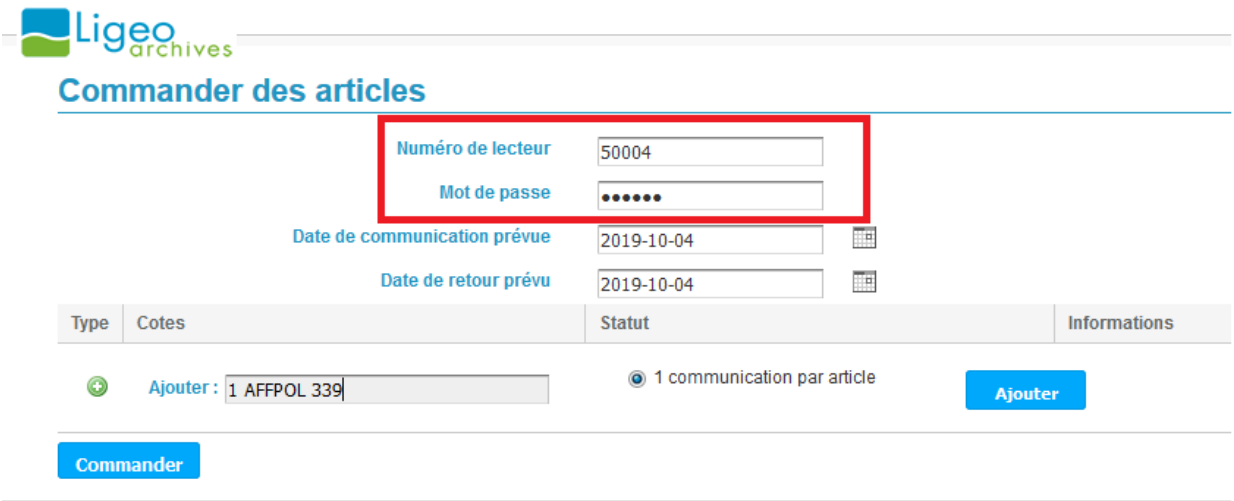
The password consists in the **first four letters of your surname** in capital letters followed by **two zeros**.

Example: Victor Schoelcher

Password: SCHO00

If your surname has less than four letters, add as many zeros as you need to obtain a password of six characters.

Please verify communication and return **dates** before you continue with the next steps. You can either order for the same day or make an advance reservation.



Enter the **accession number** of the document you wish to order in the **search bar**, and then click on the blue button "**Add**".

A banner to the right of the accession number allows you to know whether the document is accessible. Records can be restricted from general disclosure for two reasons:

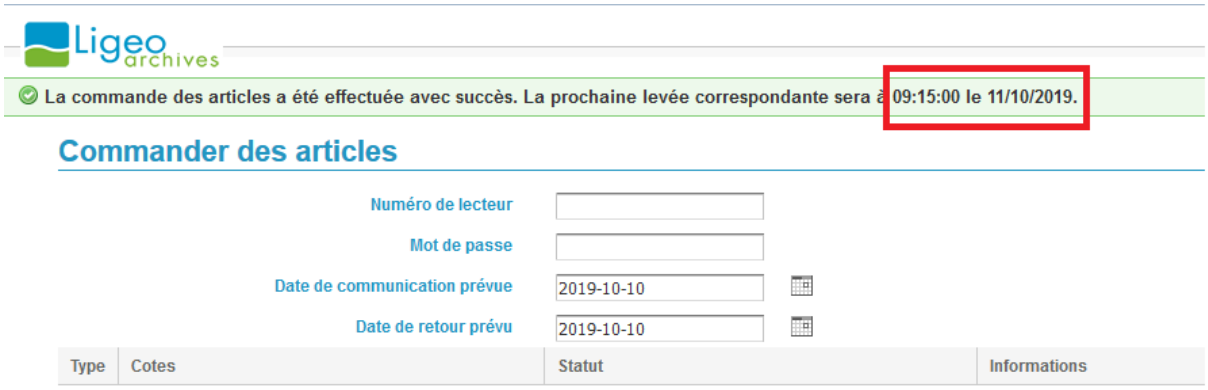
- on form: they are too fragile to be handled (an alternative reading medium may be offered) or are lacking ;
- on substance: they are subject to legal restrictions of privacy, confidentiality, and security clearance.

You can ask for more information about accessibility at the room's presidency counter.

If the records requested are accessible, you can click on the blue button "**Order**".

Caution: you cannot place an order if you have added more than two documents in your cart. It is thus necessary to delete one document of your selection before clicking on « Order », in order to comply with the quota per levy.

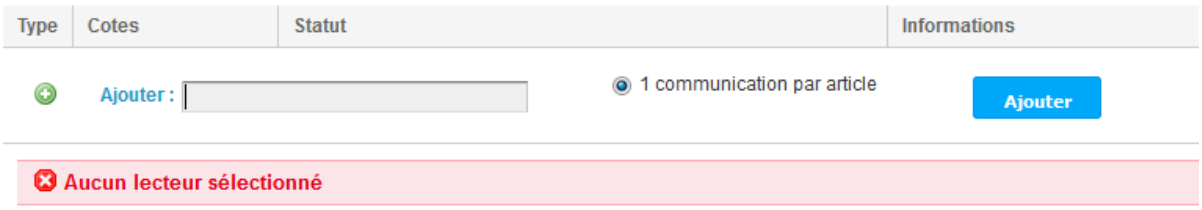
The appearance of a green banner at the top of the page means the order has been successful. The date and time of the next corresponding levy are given. You can retrieve your order at the communication counter **30 minutes after** this time.



Error messages

No reader selected

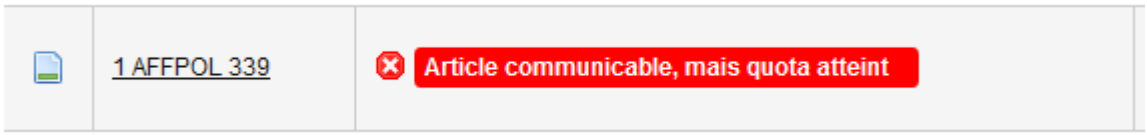
The appearance of a red banner « Aucun lecteur sélectionné » means that you have typed a wrong reader's number or password.



Your quota is reached

This message may have two different meanings:

- your **quota of two orders per levy** is reached. You will be able to order again as soon as you withdraw a document from the communication counter;
- your **daily quota** for a category of documents is reached.



If you have used up your daily quota, you can ask at the communication counter for an exceptional increase. Otherwise, you have to wait for the next day to order again.

Document not found

The appearance of this message can mean either:

- that the accession number was seized wrongly or does not exist;
- that the requested document has already been ordered by another reader or by yourself.

You can ask for more information at the room's presidency counter.