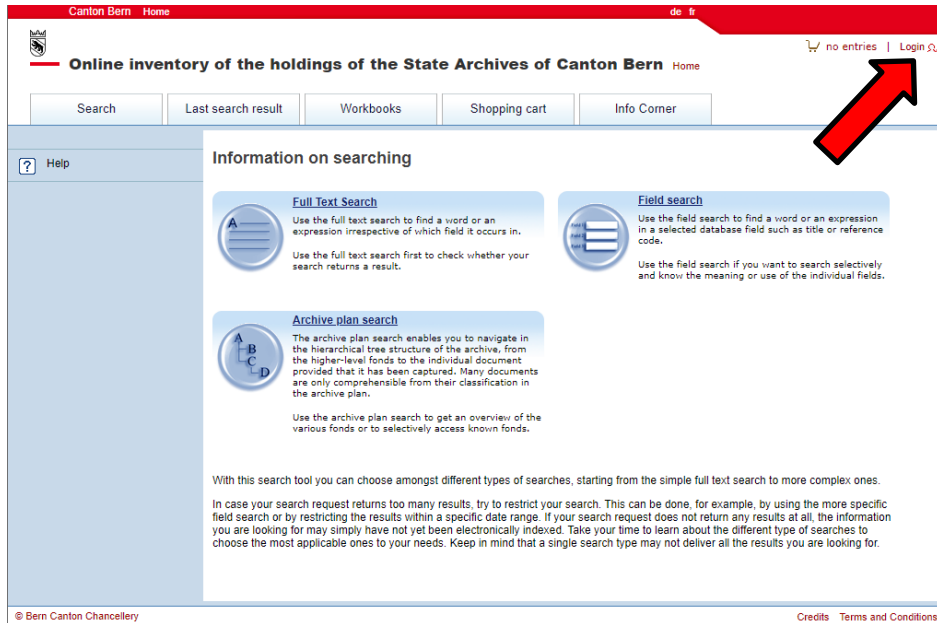


Registration and orders in the online inventory of the Bern State Archive

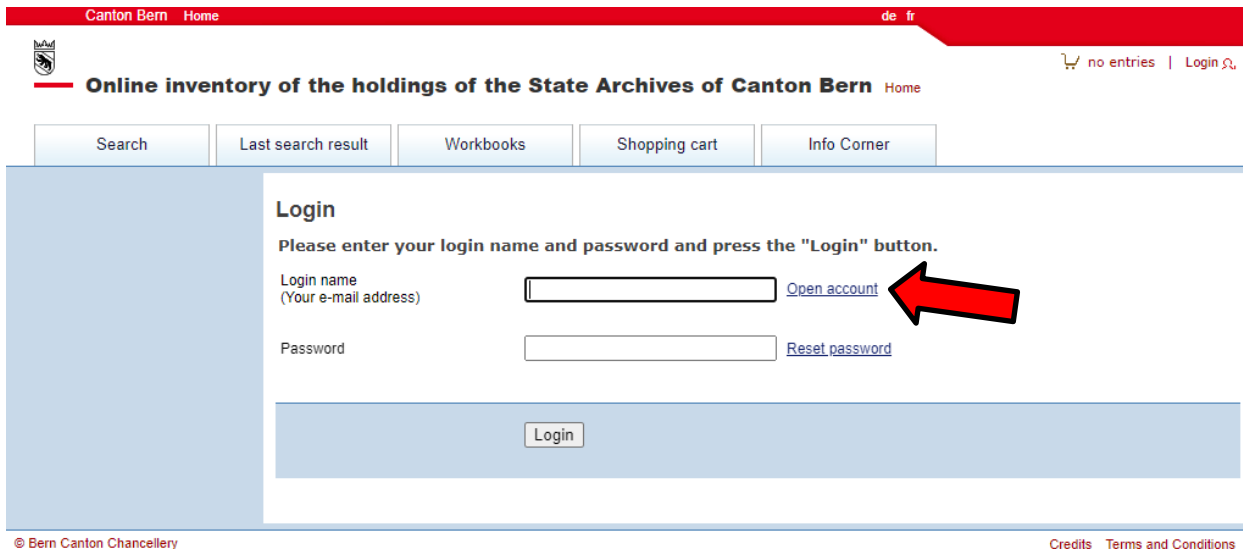
Registration of a customer account

Go to our website (Link: www.be.ch/staatsarchiv) and then to our online archive inventory. You can also go directly to the inventory at www.be.ch/inventar.

1. In the archive inventory, click on 'Login' in the top right corner:



2. Then click on 'Open account'.

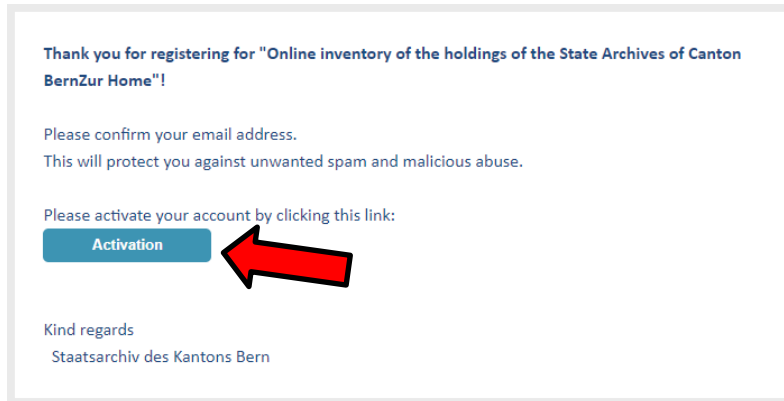


3. Complete the form. Please note that the password must meet the following criteria:
 - At least 8 characters
 - Include upper- and lower-case letters
 - Include numbers
 - Include special characters (e.g. % ? &)
 - Do not include spaces

Accept the user regulations and then click on 'Create'.



- An email will then be sent to the email address that you provided. Click on 'Activation'.



Your account will be activated manually by the State Archive. You will receive notification by email as soon as your account is active.

Ordering archive documents

You can then order the archive documents that you require by using the archive search. Log in to your new user account. As your order is no longer visible after it has been sent, we recommend that you save your search results as a workbook:

- Select the search results that you want and click in the left-hand menu on 'Add selected items to workbook'.



- Create a new workbook or select an existing one.

Place in workbook

Workbook:

Name:



- Once you have saved all the archive documents that you need, go to the workbook, select the archive documents that you require and click on 'Add marked items to shopping cart'.

Canton Bern Home de fr

no entries | Logged in as: | My Settings | Logoff

Online inventory of the holdings of the State Archives of Canton Bern Home

Search Last search result Workbooks Shopping cart Info Corner

Workbook: Visit 12.10.2022

Only show units of description which can be ordered 2 records found

<input checked="" type="checkbox"/>	Title/Contents	Time period	Level	Reference Code	AP
<input checked="" type="checkbox"/>	Staatsbesuch von Königin Elisabeth von England, April 1980	1980	Archiveinheit	PBA BZ D 2435	
<input checked="" type="checkbox"/>	Luxusdampfer, Hochseeschiffe	1/14/1988 - 1995	Archiveinheit	PBA BZ D 3004	

Results 1 - 2 of 2 (0.02s) 1

Switch to list view
Switch to image list
Switch to image overview
Search within the results
Display as PDF
Add marked items to shopping cart
Add selected items to workbook
Remove selected items from the workbook
Help

Legend

- Can be ordered in the reading room
- Localize in archive plan
- Image exists, click to view

© Bern Canton Chancellery Credits Terms and Conditions

- Now go to the shopping cart. Select 'Order for loan' from the left-hand menu.

Canton Bern Home de fr

2 entries | Logged in as: | My Settings | Logoff

Online inventory of the holdings of the State Archives of Canton Bern Home

Search Last search result Workbooks Shopping cart Info Corner

Shopping cart

<input type="checkbox"/>	Title/Contents	Time period	Level	Reference Code	AP
<input type="checkbox"/>	Staatsbesuch von Königin Elisabeth von England, April 1980	1980	Archiveinheit	PBA BZ D 2435	
<input type="checkbox"/>	Luxusdampfer, Hochseeschiffe	1988.01.14-1995	Archiveinheit	PBA BZ D 3004	

Order items 1 - 2 of 2 1

Remove selected items from shopping cart
Order for loan
Help

Legend

- Localize in archive plan
- Image exists, click to view

© Bern Canton Chancellery Credits Terms and Conditions



- Now you can use the calendar to make an appointment to visit the reading room. You can also add comments to your order. In order to complete the order, click on 'Place order'.

Canton Bern Home de fr

2 entries | Logged in as: [] My Settings [] Logoff []


Online inventory of the holdings of the State Archives of Canton Bern Home

Search Last search result Workbooks Shopping cart Info Corner

Remove selected items from shopping cart
 Select all
 Send order
 Help

Details about loan

Please enter the loan details. Please note that certain units of description are not currently available. You can reserve them if you wish.

Date of loan * 

Location of loan

Comments

Details

Title	Reference Code	Available	Expected return	Reserve	Comments
<input type="checkbox"/> Luxusdampfer_Hochseeschiffe	PBA BZ D 3004	Yes			<input type="text"/>
<input type="checkbox"/> Staatsbesuch von Königin Elisabeth von England_April 1980	PBA BZ D 2435	Yes			<input type="text"/>

Number: 2 (open loan quota 30 of 30 items)

