

ACCESS TO ONLINE DATABASE

A. It is recommended to use the Mozilla Firefox Browser version 15+ to have a best view of the National Archives website: <http://nationalarchives.govmu.org/>

B. The following steps must be followed to become a Registered User:

(1) On the Home Page click on '**Click here to become a registered user**'.

1. User must fill in all mandatory fields in the Registration form and click on 'Save' button.
2. User will receive an instant **confirmation e-mail** where he/she will be informed that it will take a maximum of **two business days** (Monday to Friday: 9AM to 4PM (GMT + 04:00) to validate his/her account.
3. As soon as User receives the **Account Activated e-mail** from the Mauritius National Archives, he/she can then access the database for search.

The Validity of the user login is for 12 MONTHS ONLY. The user account will be automatically deactivated after 6 months as from the date of Registration. User will receive an email from the National Archives to inform them that their account has expired and that they will have to send a request to the Administrator for re-activation if they want to access the database again.

Note: A Registered User is authorized to access the online database using a **valid** user login and password. User must login using his/her e-mail account e.g. xyz@yahoo.com he/she inputs in the Registration Form and the password that has been assigned to him/her in the Account Activated e-mail.

(2) After successful logging, a Member Page will be displayed, and the following options are available:

- Edit your profile
- Change Your Password
- To Search the database, go to the Home Page and click on 'Search our database' button
- Log out

Note: (1) On first time entry, Users are kindly requested to change their password that has been assigned to them in the National Archives automated email. Select the temporary password and copy on notepad.

Click on **“Change Your Password”** option. Your current password is the temporary one, copy from notepad (using ctrl c on keyboard) and paste (using ctrl v on keyboard) in Password Box. Enter a password **which must be at least of eight characters** and not necessary the same as your personal e-mail password.

(3) User must **Log out of the ‘Member Page’** before proceeding to Search the Database.


C. To **‘SEARCH OUR DATABASE’**, Registered User should:

- (i) Log Out of the ‘Member Page’, by clicking on ‘Log Out’ Option
- (ii) go back to the National Archives ‘Home Page’ and click on ‘SEARCH OUR DATABASE’,
- (iii) Use username e.g.: xyz@yahoo.com and password to access the online documents.

The following screen will be displayed:



Screen-1

- i. How to Search for a document on Portal view  (refer to Screen-1 above). Registered User must type a name/key word, like for example **Jeanne** . Then, expand the options (click on the + sign) and ‘tick’ documents. ‘Untick’ folder option. Next, click on ‘Search Gargantua’ button.

Note: User must wait for the images to load completely before opening them. This will take a few seconds. Do not open any image if it has not been loaded completely.

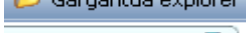
- ii. To search a folder , Registered user has to type the folder name, like for example, **slavery** on the Search Gargantua, and expand the options(click on the + sign) , ‘untick’ documents and ‘tick’ folder.

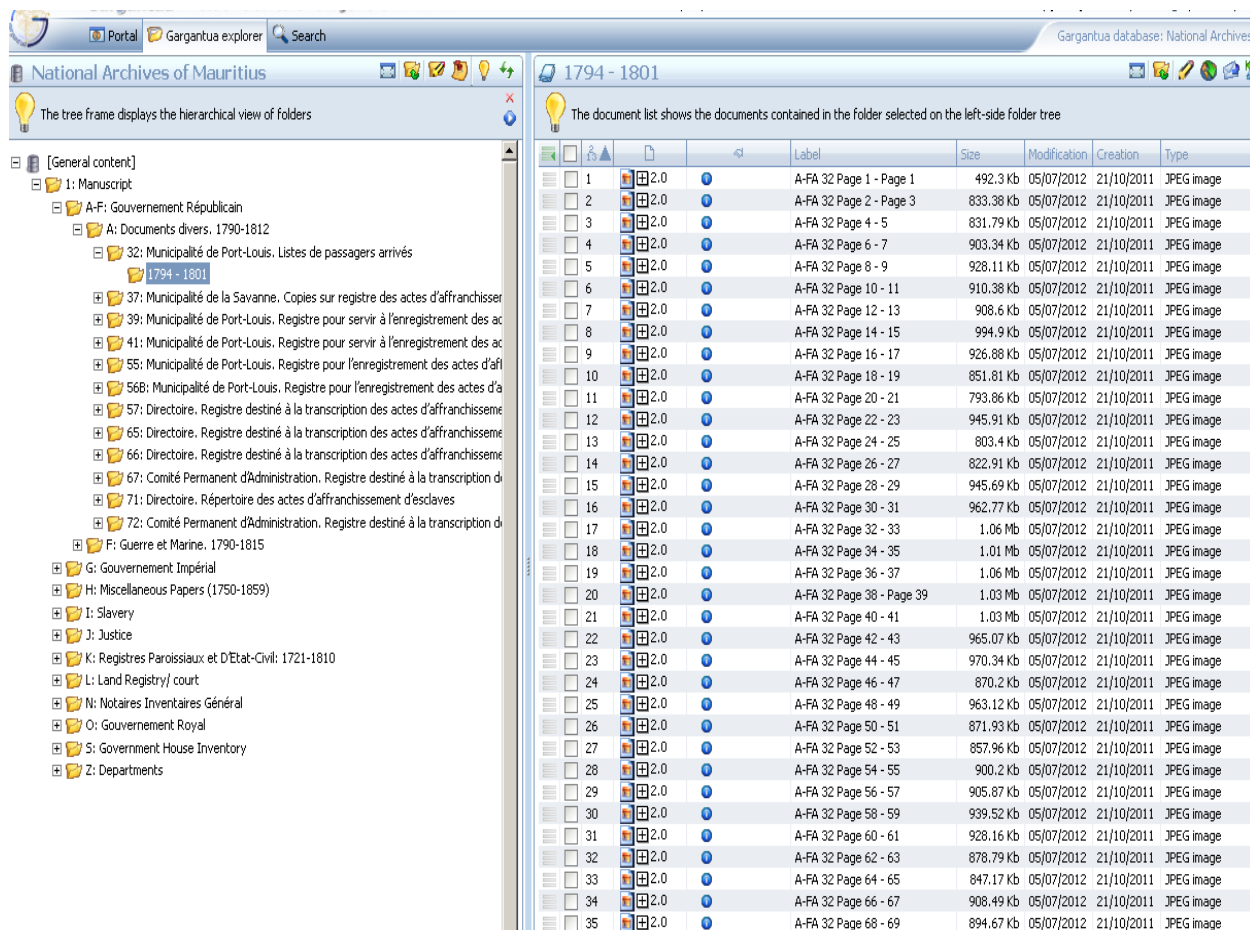
Note: User must wait for the images to load completely. This will take a few seconds. Do not open any image until it has been loaded completely.

- iii. Also note that on Portal view, user can see corresponding attributes of the image displayed. Refer to screen shot: Screen-2, below. User has to click on “Form & Attributes” Tab located on the bottom of the scanned image.




Screen-2

- iv. To use ‘Gargantua Explorer’  tab, double click on the National Archives of Mauritius Database. The following screen (Screen-3) will be displayed:

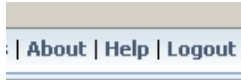



Screen-3

At this level, user can view any image/document in a specific folder. User has the facility to zoom a document, and also to view the attributes of the corresponding image by clicking on pencil icon . Here also, user has to wait for the image/document to load.

- (v) For a Form Based-Search, Registered User must click on (i) ‘Search’ (on top left) and (ii) Click on National Archives. See Screen-4 below. Users are advised to restrict their search by filling in at least the 4 following fields, namely: ‘Document Type’, ‘Main Group’, ‘Series’ and the ‘Sub-Series’. This will allow faster display of required results.

Screen-4

User must click on 'Log Out'  or  option found on the top right of the screen to log out of the database.

For any query, you may send an email on arc@govmu.org, arcadmin@govmu.org