

## *How to Order BRAC Records from the PROV Online Catalogue*

1. Go to <https://www.prov.vic.gov.au/> website main menu.
2. Scroll down to the bottom right corner to the “I want...” box.
3. Touch the “Direct item order” option.
4. On this “Access the Collection” page, select the “Searching” tab.
5. From the drop down menu under “Searching”, select the “Find by Number” option.
6. Under “Find by Number” there are four options. Make sure to select the final option, the **“series”** radio button (not **“function”**, **“group”** or **“agency”**); it should have a green dot appear in front of it.
7. A red asterisk sits next to a box labelled VPRS – this is the Victorian Public Record Series number. To find the number you need check BRAC Guide 4 Records Available List, or speak to a BRAC staff member.
8. Key in the **series no** (e.g. 16267 is the number for Bendigo Rate Books)
9. Click “search”. Three tabs will appear. Click “Accessing the records in this series”.
10. Choose the top arrow and click on “List/s of records in this series”.
11. Click on the grey number “P0001” on the far left hand side of the table under the title “Consignment Number”.
12. Up to the first 20 records in this series, with the list of units and the date range for each unit, will appear. (You can scroll through to further records using the forward and backward arrows at the top of the list).
13. Tick the box/boxes in front of the unit/s you wish to order.
14. At the very top left hand side of the table there is a grey box with a purple text labelled “Order selected entries”. Click on this tab once you have ticked the unit boxes and your order will automatically be completed.
15. You can click on “My Orders” to check you have ordered correctly. If you have made an error, tick the box in front of the wrong unit ordered. Click “Cancel selected entries”; this will cancel the incorrect order immediately.

**\*\*Remember to click the “Log out” tab after you have placed your order.**