THE CHURCH OF ENGLAND
DIOCESE OF SALISBURY

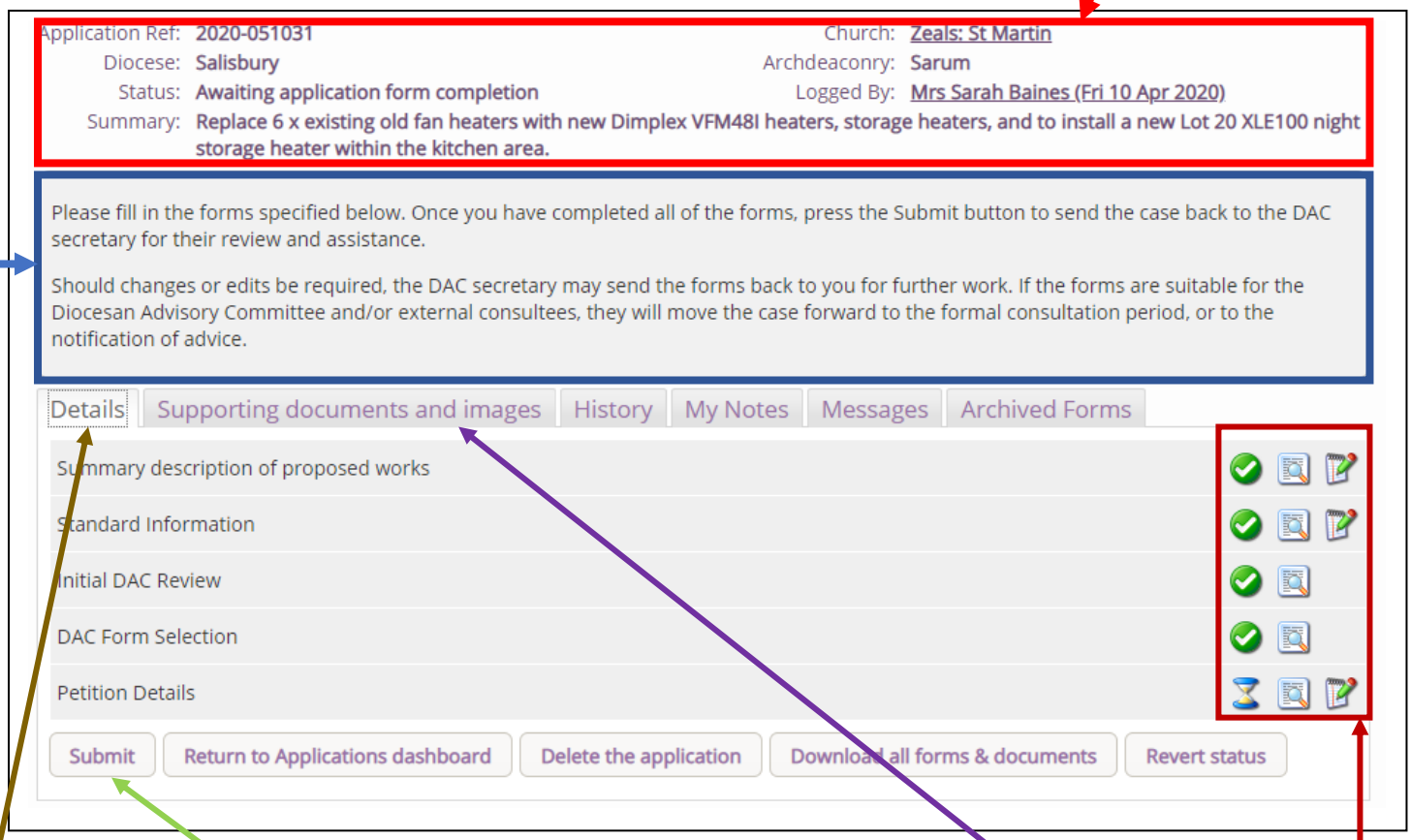
Navigating the Online Faculty System

Dashboard

This is the main area where you will be able to access and edit different parts of the application. Below is a breakdown of the most important parts of the Dashboard and what they do.

This area will give you any relevant instructions required and will change depending on the status of the application.

This area of the Dashboard displays the relevant details of the application and its status.



This tab brings you back to the main page. As the case progresses more rows will be added. From here you can see what forms require filling in.

When you have completed all the required forms and the application is ready press Submit to send to the next Stage.

Click this tab to add supporting documents and images.

Status and Function Symbols.

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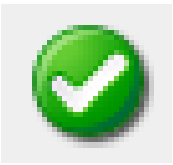
Status and Function Symbols

Magnifier	Notebook	Hourglass	Tick
			
Click this symbol to view the document.	Click this symbol to edit the document.	This symbol means document requires completion.	This symbol means that the stage /document is complete.

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Uploading Supporting Documents and Images

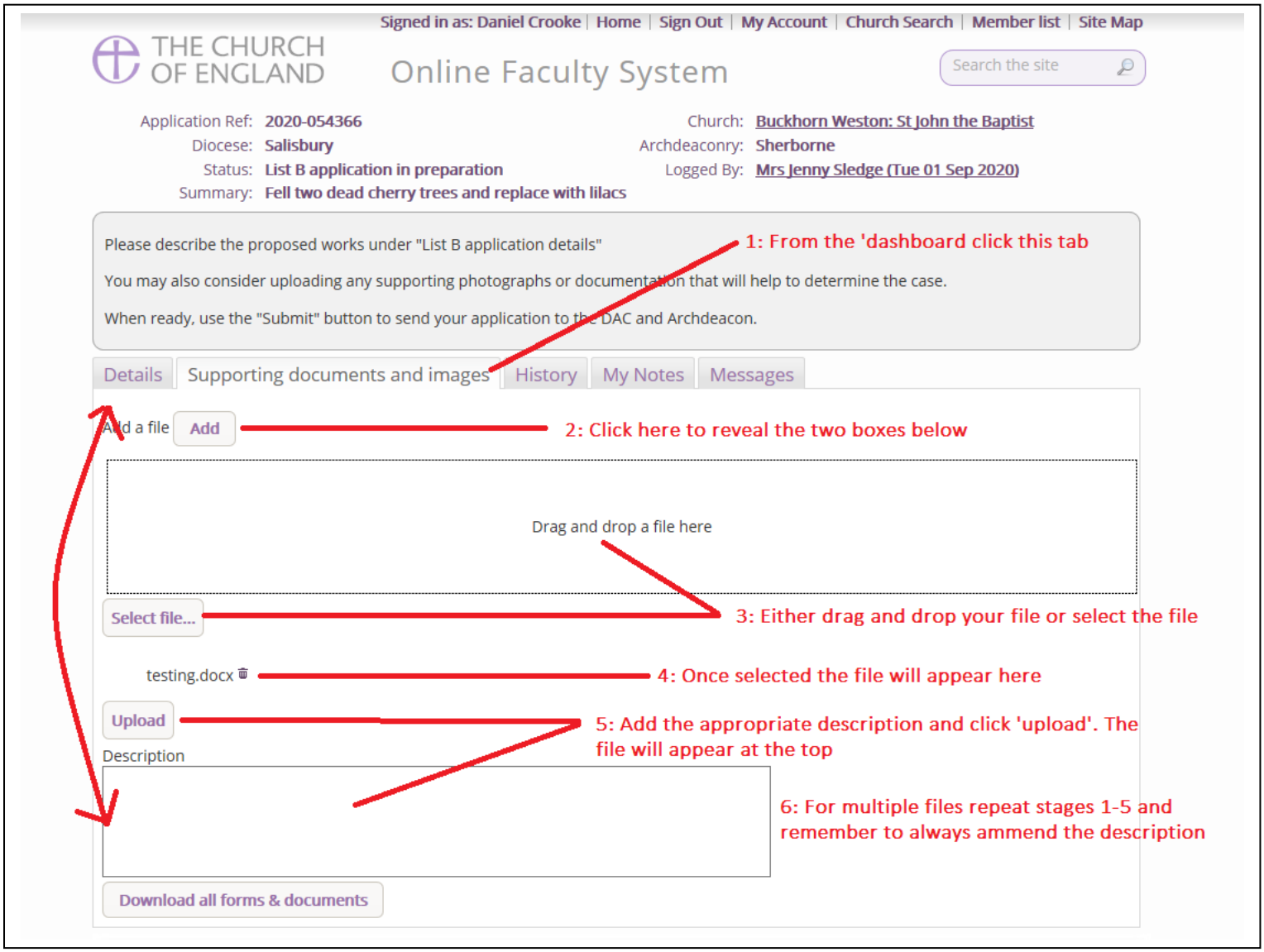
When uploading documents please ensure files are named in such a way that it is easy to identify what they are.

File formats accepted are Word, PDF and Jpeg. Outlook emails (.msg) and Apple formats (.pages) cannot be read by staff and should be converted before uploading.

It is important that files a readable and of a high quality. Multiple images should be combined and annotated in a single document for ease of access.

If you have any questions please contact the Church Buildings Team at DAC@salisbury.anglican.org

Please follow the numbered instructions below to upload your documents



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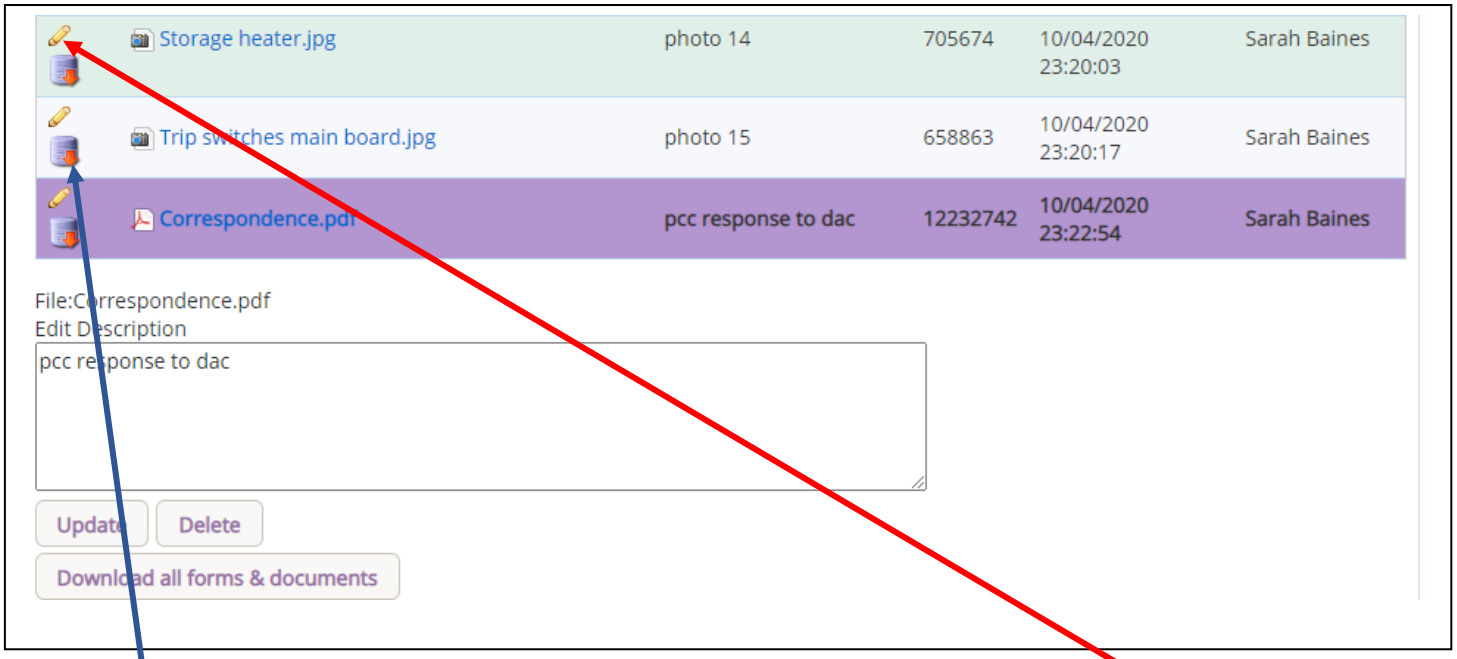
Editing Supporting Documents and Images

Once uploaded you can edit the document name, download or delete files. Please note that you cannot edit information within an uploaded document. In order to do this, you will need to edit the original document and re-upload, deleting the old version from the application.



You can download individual files by clicking this symbol.

In order to edit or delete a file, first click the pencil symbol then click delete or update once the file name has been changed.