

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.

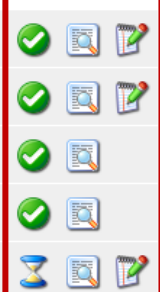
This area of the Dashboard displays the relevant details of the application and its status.

Application Ref: **2020-051031** Church: **Zeals: St Martin**
 Diocese: **Salisbury** Archdeaconry: **Sarum**
 Status: **Awaiting application form completion** Logged By: **Mrs Sarah Baines (Fri 10 Apr 2020)**
 Summary: **Replace 6 x existing old fan heaters with new Dimplex VFM48I heaters, storage heaters, and to install a new Lot 20 XLE100 night storage heater within the kitchen area.**

Please fill in the forms specified below. Once you have completed all of the forms, press the Submit button to send the case back to the DAC secretary for their review and assistance.

Should changes or edits be required, the DAC secretary may send the forms back to you for further work. If the forms are suitable for the Diocesan Advisory Committee and/or external consultees, they will move the case forward to the formal consultation period, or to the notification of advice.

Details
Supporting documents and images
History
My Notes
Messages
Archived Forms

Summary description of proposed works	<div style="border: 2px solid red; padding: 5px; width: fit-content; margin: 0 auto;">  </div>
Standard Information	
Initial DAC Review	
DAC Form Selection	
Petition Details	

Submit
Return to Applications dashboard
Delete the application
Download all forms & documents
Revert status



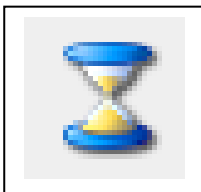
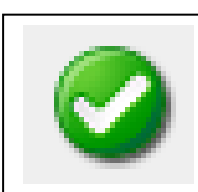
This tab brings you back to the main page. As the case progresses more rows will be added. From here you can see what forms require filling in.

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.

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.

Uploading Supporting Documents and Images

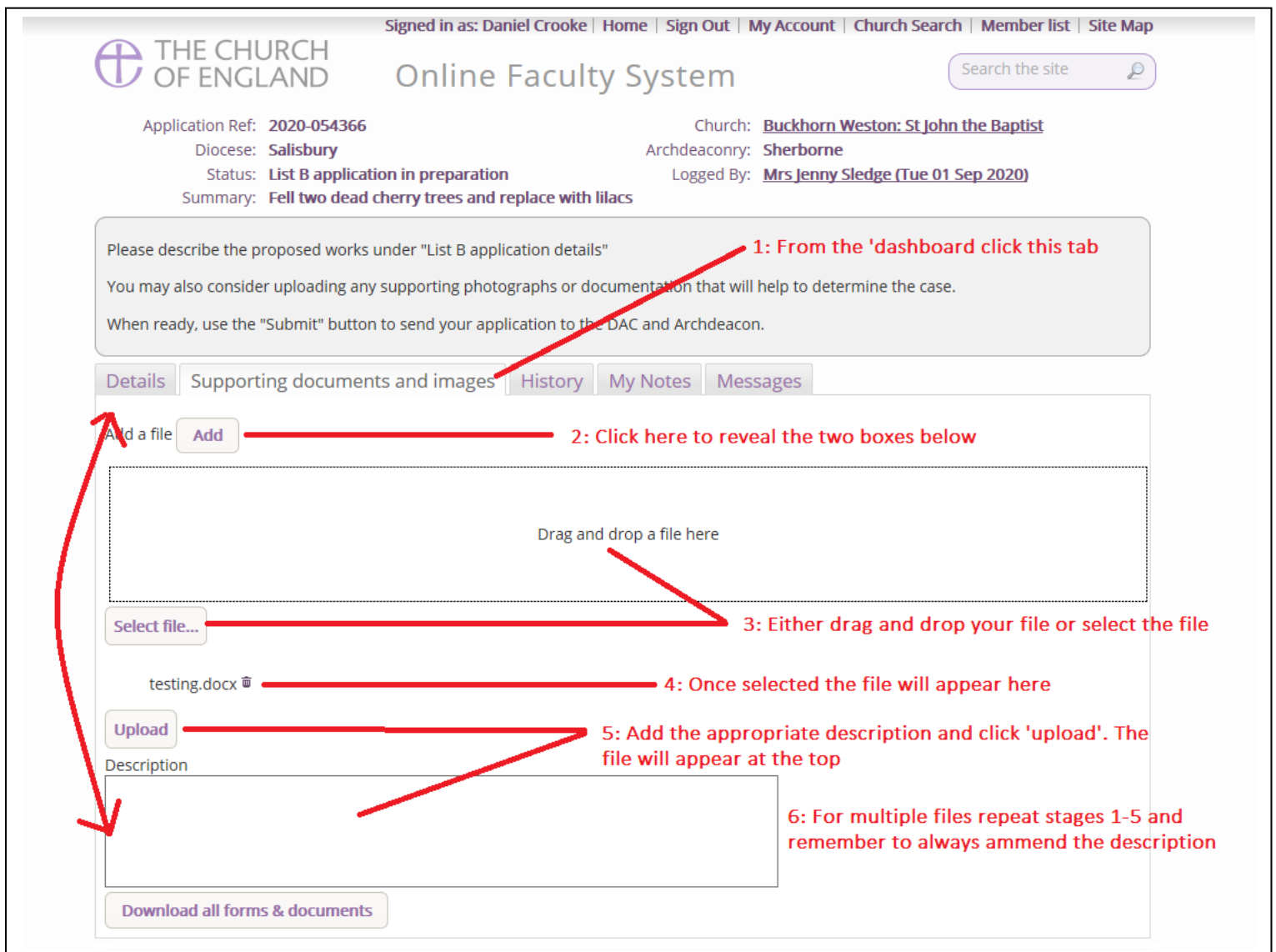
When uploading documents please ensure files are named in such a way that it is easy to identify what they are.

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 are 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



The screenshot shows the 'Online Faculty System' interface. At the top, it displays the user's login information: 'Signed in as: Daniel Crooke' and navigation links for 'Home', 'Sign Out', 'My Account', 'Church Search', 'Member list', and 'Site Map'. The main header includes the Church of England logo and the text 'Online Faculty System' with a search bar. Below the header, application details are shown: 'Application Ref: 2020-054366', 'Diocese: Salisbury', 'Status: List B application in preparation', 'Summary: Fell two dead cherry trees and replace with lilacs', 'Church: Buckhorn Weston: St John the Baptist', 'Archdeaconry: Sherborne', and 'Logged By: Mrs Jenny Sledge (Tue 01 Sep 2020)'. The main content area has tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. The 'Supporting documents and images' tab is active. It contains an 'Add a file' button with an 'Add' sub-button. Below this is a large dashed box with the text 'Drag and drop a file here'. Underneath is a 'Select file...' button, followed by the text 'testing.docx' with a trash icon. An 'Upload' button is located below the file name. A 'Description' text area is positioned below the 'Upload' button. At the bottom of the interface is a 'Download all forms & documents' button. Red arrows and numbered instructions (1-6) are overlaid on the interface to guide the user through the upload process.

1: From the 'dashboard click this tab

2: Click here to reveal the two boxes below

3: Either drag and drop your file or select the file

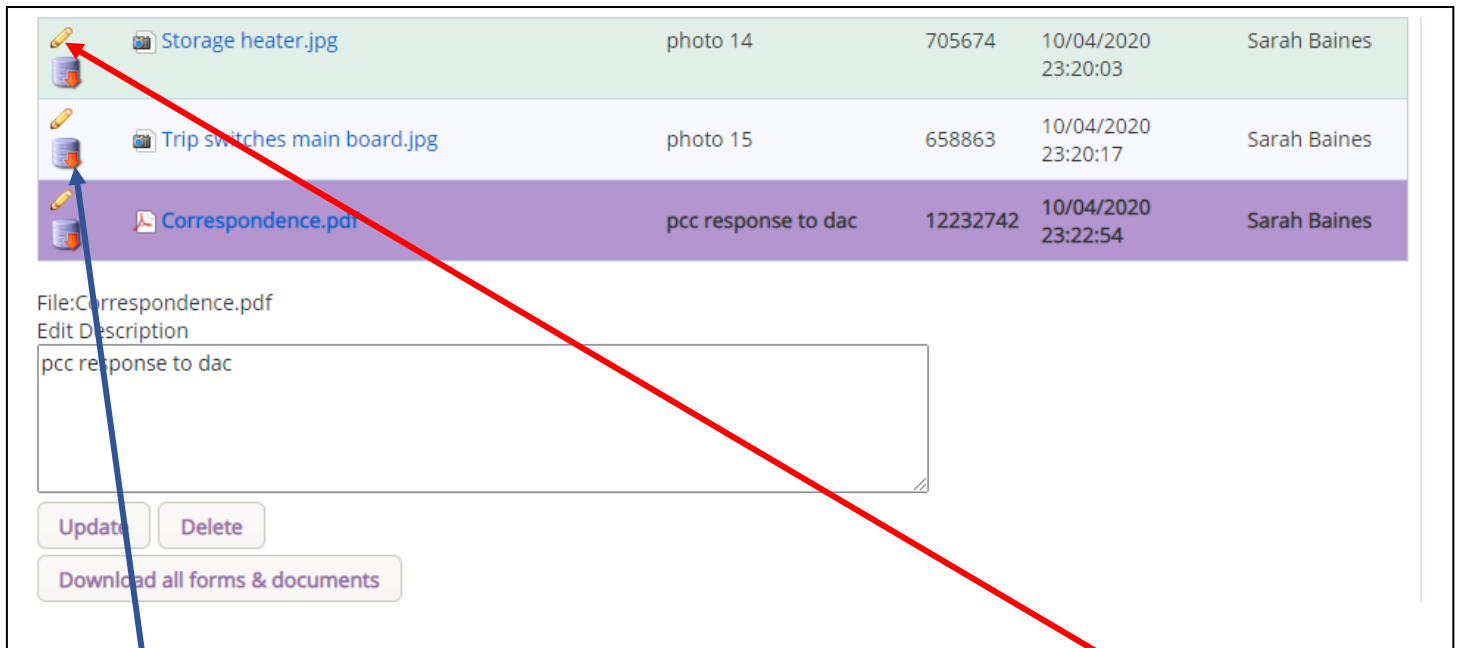
4: Once selected the file will appear here







5: Add the appropriate description and click 'upload'. The file will appear at the top

6: For multiple files repeat stages 1-5 and remember to always amend the description

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.



	 Storage heater.jpg	photo 14	705674	10/04/2020 23:20:03	Sarah Baines
	 Trip switches main board.jpg	photo 15	658863	10/04/2020 23:20:17	Sarah Baines
	 Correspondence.pdf	pcc response to dac	12232742	10/04/2020 23:22:54	Sarah Baines

File: Correspondence.pdf
Edit Description
pcc response to dac

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.