

# Online Faculty System

---

A Parish's User Manual  
Navigating a Case File

---

2020 Rules

James Miles  
1<sup>st</sup> April 2020

---

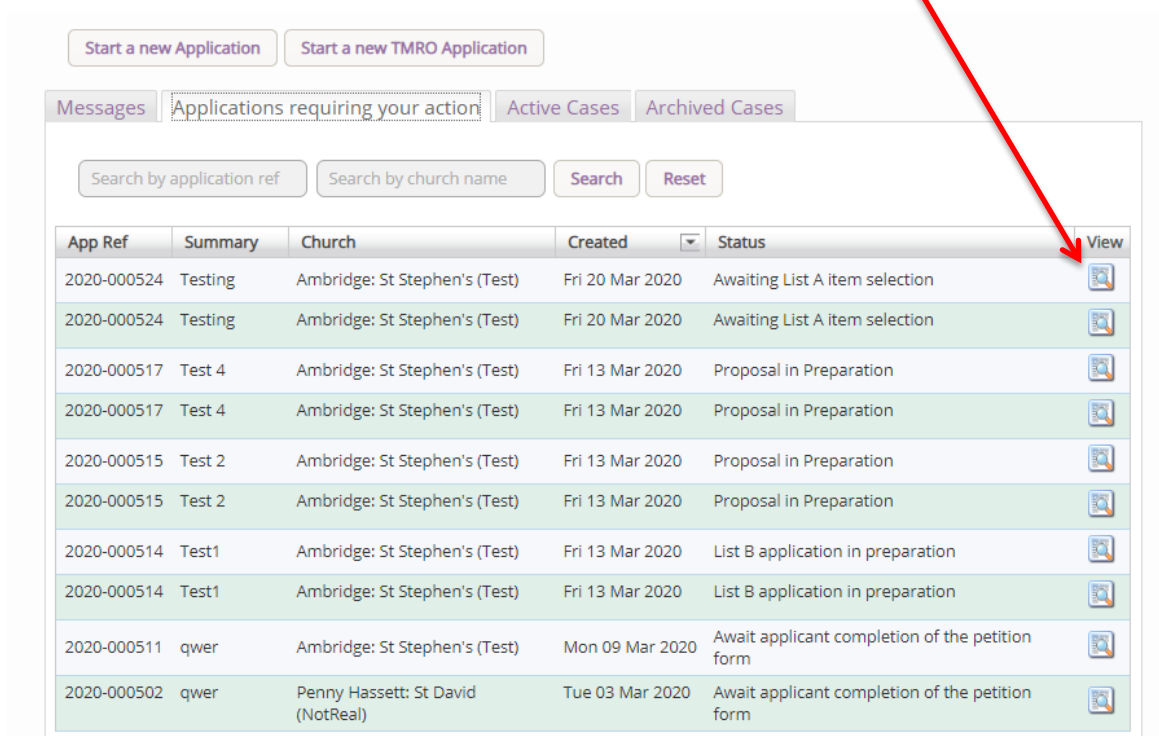
## Navigating a Case File

A case file is where you will find all the necessary legal forms to develop your proposal. It is also where you can attach any other relevant document to support your application. Each Faculty application has its own case file.











You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard*.

1. To access a case file, click the **View** icon next to the specific case you wish to open.



The screenshot shows a dashboard interface with two buttons at the top: "Start a new Application" and "Start a new TMRO Application". Below these are tabs for "Messages", "Applications requiring your action" (which is selected), "Active Cases", and "Archived Cases". There are search filters for "Search by application ref" and "Search by church name", along with "Search" and "Reset" buttons. The main content is a table with columns: App Ref, Summary, Church, Created, Status, and View. A red arrow points to the "View" icon in the first row of the table.

App Ref	Summary	Church	Created	Status	View
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000514	Test1	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	List B application in preparation	
2020-000514	Test1	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	List B application in preparation	
2020-000511	qwer	Ambridge: St Stephen's (Test)	Mon 09 Mar 2020	Await applicant completion of the petition form	
2020-000502	qwer	Penny Hassett: St David (NotReal)	Tue 03 Mar 2020	Await applicant completion of the petition form	

2. This is a typical case file which has passed through the necessary steps and has been submitted to the registrar. The **Details** tab gives you access to all the forms generated by the Online Faculty System. These forms will be released as the cases progresses and stops any form being completed too early or unnecessarily.

Basic summary of an application

Application Ref: 2020-000509 Church: Penny Hassett, St David (NotReal)  
Diocese: Borchester (Test) Archdeaconry: Felpersham (Test)  
Status: Registrar to Issue Faculty Logged By: Mr Test Dac (Thu 05 Mar 2020)  
Summary: summary 1

Details Supporting documents and images History Messages Archived Forms

Summary description of proposed works	✓	📄
Standard Information	✓	📄
DAC Form Selection	✓	📄
Statement of Significance	✓	📄
Statement of Needs	✓	📄
DAC Review Pre-Formal Consultation	✓	📄
Application Formal Consultation Responses	✓	📄
DAC Review Post-Consultation	✓	📄
DAC Review Consultation Changes	✓	📄
Notification of Advice	✓	📄
Petition	✓	📄
Public Notice	✓	📄
Public Notice Certificate	✓	📄
Registrar's remarks to Chancellor	✓	
Chancellor's determination and judgment	✓	
Faculty	🕒	📄

Return to Applications dashboard Delete the application Download All Forms & Documents

Click the **View** icon to look at a form.

Click the **Edit** icon to make changes to a form.


Click here to **exit** the case file

The status icon tells you if a form is complete or in progress.

3. Under the **Supporting Documents and Images** tab, you can attach any additional information to support your application. This could include architectural drawings, photographs, archaeological reports, or advice letters following consultation with amenity societies.

Click on a file to open it.


Signed in as: [jp\\_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Pending submission to Chancellor** Logged By: [Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)  
Summary: **JP - New Extension - \*\*\*Please do not push through**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) | **[Supporting documents and images](#)** | [History](#) | [Notes](#) | [Messages](#) [Edit](#)

File Name	Description	Size	Modified	Uploaded By
 <a href="#">Image of Extension Proposed.JPG</a>	New Extension - Example Image	1005480	30/10/2014 11:36:46	Julie Patenaude


Add a file

 Site Map | Privacy | T & C | © Church Buildings Division | Web site by exeGesIS

Add a new file

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

Signed in as: [jp\\_chancellor@esdm.co.uk](#) | [Home](#) | [Sign Out](#) | [My Account](#) | [Site Map](#)

 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000052** Church: **[Ambridge: St Stephen's \(Test\)](#)**  
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**  
Status: **Pending submission to Chancellor** Logged By: **[Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)**  
Summary: **JP - New Extension - \*\*\*Please do not push through**

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

[Details](#) [Supporting documents and images](#) [History](#) [Notes](#) [Messages](#) [Edit](#)

Show only status changes  Show all

Who	Action	When
Julie Patenaude	Set Public Notice start date	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - Julie Patenaude set to ready for public notice	Thu 30 Oct 2014
Julie Patenaude	Submitted application	Thu 30 Oct 2014
Julie Patenaude	Submitted proposal to DAC	Thu 30 Oct 2014
Julie Patenaude	Set status of proposal - as Full Faculty	Thu 30 Oct 2014
Julie Patenaude	Created proposal	Thu 30 Oct 2014

 Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS

You can choose to see only the details of completed tasks (status changes).

Or

You can choose to see all the details every time some worked on this case file.

See who worked on this application.

What they did.

And when.

6. The **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

The screenshot shows the 'Online Faculty System' interface for 'THE CHURCH OF ENGLAND'. It includes a search bar, application details (Application Ref: 2014-000052, Church: Ambridge: St Stephen's (Test), Diocese: Borchester (Test), Status: Pending submission to Chancellor, Summary: JP - New Extension - \*\*\*Please do not push through), and a messages table. The 'Messages' tab is highlighted with a red circle. The table lists recipients, subjects, and dates sent. Navigation buttons (First, Previous, Next, Last) and a page size selector (10) are visible at the bottom.

Application Ref: 2014-000052 Church: [Ambridge: St Stephen's \(Test\)](#)  
Diocese: [Borchester \(Test\)](#) Archdeaconry: [Felpersham \(Test\)](#)  
Status: [Pending submission to Chancellor](#) Logged By: [Mrs Julie Patenaude \(Thu 30 Oct 2014\)](#)  
Summary: [JP - New Extension - \\*\\*\\*Please do not push through](#)

You have applied to the court for Faculty.  
The Registrar and Chancellor are reviewing your application and you will receive the Chancellor's determination in due course.  
Don't forget to post a signed copy of the [Certificate of Publication](#) to the registrar at the end of the public notice period.

Details Supporting documents and images History Note **Messages** Edit

Recipient	Subject	Date sent	
Julie Patenaude	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 is in preparation	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Darcey Cavendish	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Sue Thorold	Faculty System: petition ref 2014-000052 submitted to DAC	Thu 30 Oct 2014	
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Fiona Petty	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Rupert Allen	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	
Sue Thorold	Faculty System: notification of DAC advice re petition ref 2014-000052	Thu 30 Oct 2014	

First Previous **Next** Last Page size: 10 Page 1 of 2 (13 items)

Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS





























See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

1. Finally. The **Archive Forms** tab allows you to view previous copies of the forms produced throughout the application. These forms are archived at set stages of the case, and is available to view as a PDF to review if any changes were made, but also to provide an archive of how the case has progressed.

<span>Details</span> <span>Supporting documents and images</span> <span>History</span> <span>My Notes</span> <span>Messages</span> <span>Archived Forms</span>				
	File name	Description	Archived on	Archived by
	 2020-000527_Form7Report_2020_03_25_14_44_19.pdf	Faculty	25/03/2020 14:44:19	Test JP Registrar
	 2020-000527_Form4Report_2020_03_25_14_23_10.pdf	Public Notice	25/03/2020 14:23:10	Test Dac
	 2020-000527_Form3FullEngland2020Report_2020_03_25_14_23_10.pdf	Petition	25/03/2020 14:23:10	Test Dac
	 2020-000527_Form2England2020Report_2020_03_25_14_23_09.pdf	Notification of Advice	25/03/2020 14:23:09	Test Dac
	 2020-000527_Form3FullEngland2020Report_2020_03_25_14_13_00.pdf	Petition	25/03/2020 14:13:01	Test Petitioner
	 2020-000527_Form2England2020Report_2020_03_24_16_49_47.pdf	Notification of Advice	24/03/2020 16:49:47	Test Dac
	 2020-000527_Form2England2020Report_2020_03_24_16_42_36.pdf	Notification of Advice	24/03/2020 16:42:36	FAS DAC1
	 2020-000527_Form2England2020Report_2020_03_24_16_40_44.pdf	Notification of Advice	24/03/2020 16:40:44	FAS DAC1
	 2020-000527_DACReviewPostConsultationReport_2020_03_24_16_21_21.pdf	DAC Review Post-Consultation	24/03/2020 16:21:21	Test Dac
	 2020-000527_DACReviewConsultationChangesReport_2020_03_24_16_12_43.pdf	DAC Review Consultation Changes	24/03/2020 16:12:43	Test Dac
	 2020-000527_StatementOfNeedsReport_2020_03_24_16_06_07.pdf	Statement of Needs	24/03/2020 16:06:08	Test Petitioner
	 2020-000527_StatementOfSignificanceEngland2020Report_2020_03_24_16_06_07.pdf	Statement of Significance	24/03/2020 16:06:07	Test Petitioner
	 2020-000527_Form3England2020Report_2020_03_24_16_06_07.pdf	Petition Details	24/03/2020 16:06:07	Test Petitioner
	 2020-000527_DACReviewPostConsultationReport_2020_03_24_16_04_16.pdf	DAC Review Post-Consultation	24/03/2020 16:04:16	Test Dac

## Getting Help

If you have any problems navigating the Online Faculty System, please read the [Frequently Asked Questions](#) section on the website.

If you cannot find an answer to your question, please contact the DAC Secretary in your diocese for further advice.

If you are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Admin team at <https://facultyonline.churchofengland.org/contact>