

Online Faculty System

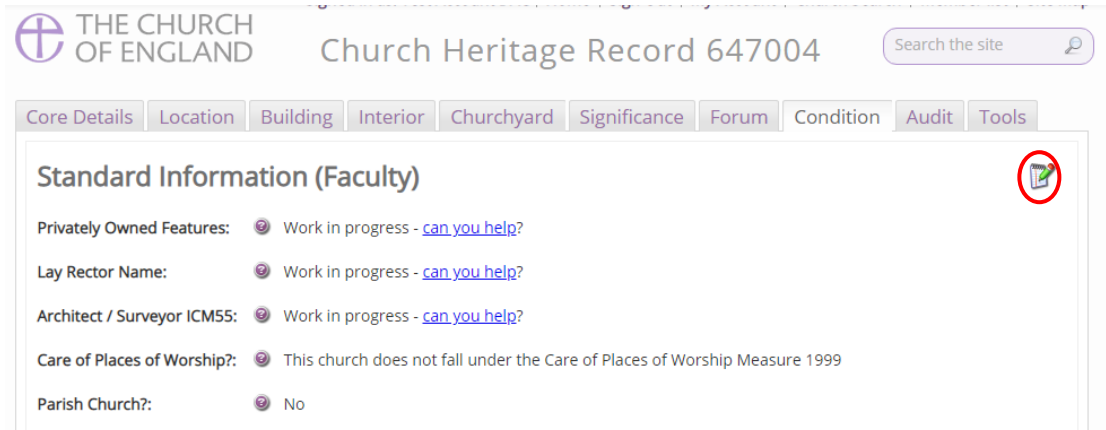
QUINQUENNIAL INSPECTION REPORTS

JAMES MILES

Assigning a QI architect to church

To assign a QI architect to a church to enable them to have the necessary rights to add new QI reports, the following steps must be made.

1. Using the Condition page of the Church record, under the Standard Information (Faculty) section, click the edit button



THE CHURCH OF ENGLAND Church Heritage Record 647004

Search the site

Core Details Location Building Interior Churchyard Significance Forum Condition Audit Tools

Standard Information (Faculty)

Privately Owned Features: Work in progress - [can you help?](#)

Lay Rector Name: Work in progress - [can you help?](#)

Architect / Surveyor ICM55: Work in progress - [can you help?](#)

Care of Places of Worship?: This church does not fall under the Care of Places of Worship Measure 1999

Parish Church?: No

2. In the Architect / Surveyor ICM55 text box field, manually enter the name of the QI Architect. Their name may already be stored on the system and will be highlighted below in a dropdown list if they exist. Choose the correct person by clicking on their name, and then press save within the Standard information (Faculty) box.



Core Details Location Building Interior Churchyard Significance Forum Condition Audit Tools

Standard Information (Faculty)

Privately Owned Features:

Lay Rector Name:

Architect / Surveyor ICM55:

Care of Places of Worship?: Yes No

Parish Church?: Yes No

3. If the QI architect is not listed, instead of manually writing the name, select the Add new person / organisation button under the text box. A popup box will appear where the full name, email and classification can be entered. Select Save on this popup box, to show the full name and ID number of the QI architect in the ICM55 field. Once entered press save within the Standard information (Faculty) box.
4. Once completed, the Condition page should show the assigned QI Architect as a link.

Core Details Location Building Interior Churchyard Significance Forum Condition Audit Tools

Standard Information (Faculty)

Privately Owned Features: Work in progress - [can you help?](#)

Lay Rector Name: Work in progress - [can you help?](#)

Architect / Surveyor ICM55: [James Miles \(Test\)](#)

Care of Places of Worship?: This church does not fall under the Care of Places of Worship Measure 1999

Parish Church?: No

5. Select this link to view the “Actor” page. If their contact details are empty, these will need to be added to allow for the QI report function to use these details (these can be added by the QI architect later if required). For DAC secretary roles only, a members tab will be visible within this Actor profile. Select this to assign a registered user to this Actor.

Core Details Contact Associated Churches Audit Tools Members

[Add a member](#)

No Members found

6. In this member tab, the QI architect role can be assigned to any registered use of the OFS, regardless of what role they currently have (for most, QI architects will already be consultees). Select add member and then type the name of the person who should be assigned to this actor role. This will show a list of members who match the entered name. Select on the relevant member to populate their member profile name. This function will allow DAC members to search across multiple dioceses should the QI architect be registered for the OFS within another diocese. This can be limited to your own dioceses by selecting the “show members in my diocese only” tick box. Should no relevant members be found within this search, the QI architect may not yet be registered for the system, or they may be using another name, such as their company.

Core Details Contact Associated Churches Audit Tools Members

Add Member

Member Name



James Miles (ID: 11364 james.miles@churchofengland.org)

James Miles Test (ID: 11531 james@archaeovision.eu)

No Members found

7. Once selected, press the save button. This will then show the member page with the newly added user profile. Once the user has been assigned to the Actor page, the user will be able to access the QI function within the condition page of any church the actor profile has been

assigned to.

Member Name	Date Linked	Who Linked	Profile
James Miles Test	20/11/2018 13:02:09	Test Account DAC	 

8. Should a QI architect no longer need access to the church, this can be completed by editing the standard information field in the condition page of the church heritage. Follow step two or three to assign a new QI architect.
9. Steps 5 to 7 only need to be completed once as the user will always be attached to this actor profile. If the QI architect is no longer assigned to set churches, the only edits required are against the ICM55 records of each church.

Adding a QI report

PCC members, assigned inspectors, and DAC secretaries all have the necessary rights to add QI reports through the Church Heritage record.

The following provides an outline of how best to do this.

1. Under the condition page of the Church Record, the Quinquennial Inspections field will be visible to those assigned to the church. Any information entered will remain private to those connected to the church and is inaccessible to the public. To add a new inspection, select the add inspection button. A popup box will appear once pressed.

QI Inspections

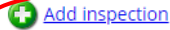
QI Architects, PCC members and DAC secretaries have the ability to add Quinquennial Inspection reports directly to the Church Heritage Record using the below interface.



To produce a report using the information already available in the Church Heritage Record, select Add Inspection and enter the necessary details. The surveyor may already be listed in our system; please type their full name and if they appear, select the individual. If they are not listed in our system, select the Add new person link to add their details.

The report text can be added directly using the Inspection text. If a report has already been produced, you can copy and paste the text into this box to allow for the system to create a report using the details that are already held in the Church Heritage Record.

Alternatively, instead of adding the report to the inspection text, a PDF file can be uploaded. If the report is uploaded, there is no requirement to add the inspection text. It is advised to add the text directly to the Inspection Text area as this is required to facilitate the production of a report through the system and allows for the integration of data that is held nationally.

Once saved, a secondary feature will be shown which will allow for recommendations and images to be added. Once added, these recommendations and images will be added to the report produced by the system.


 [Add inspection](#)

Date visited: 15-Nov-2018  

Survey undertaken by: [James Miles \(Test\)](#)

Inspection Text: [View Inspection Text](#)

Report: No Report Uploaded

 [Add Recommendation](#)

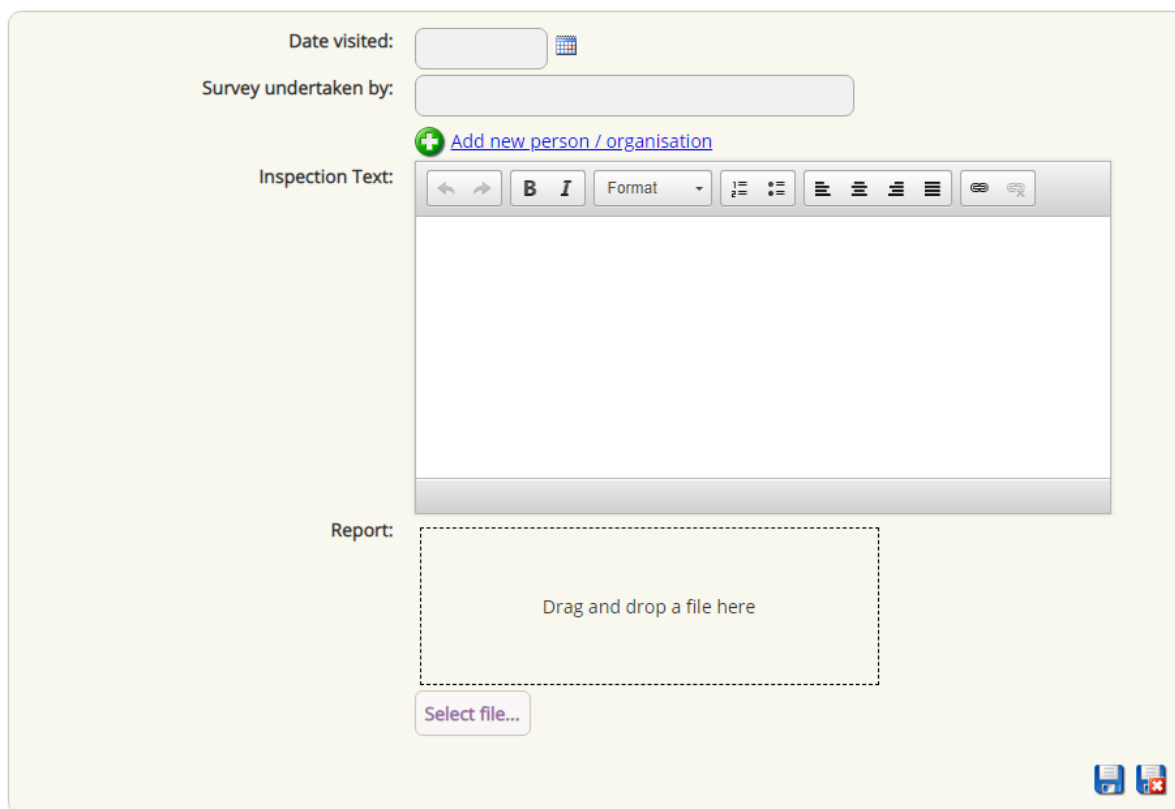
There are no results to display

2. Enter the date of the visit in ddmmyyyy format; type the full name of the inspector/architect into the text box next to the survey undertaken by field. If their name appears, select the

relevant stored details by clicking on the name. This will assign the necessary actor profile. This is not automated from the ICM55 record as it allows PCC members to add the report and it enables previous QI reports to be added if required. If the name of the inspector does not appear in the system's stored architects, please add them to the system by pressing the Add New Person / Organisation button. Please do not enter abbreviations as it may duplicate the records already held.

The inspection text field is a fully expandable text box where the full inspection text report may be entered. This could be written and styled directly, or the text can be copied from a preferred text editor. The text entered here will populate the online QI report and can be as long or as short as required. The formatting provided allows for complete control over the report text formatting and includes the ability to add bullet points, headers and links. The automated report function will also utilise all the details available in the Church Heritage Record (an example is provided at the end of this user guide) and include listing details, conservation areas, a map, grid references, war graves, previous QI survey dates and many more.

If any images are required within the QI report, these are uploaded in a separate section.



The screenshot displays a web form for entering inspection details. At the top, there is a 'Date visited:' field with a calendar icon. Below it is a 'Survey undertaken by:' text input field. A green plus icon and the text '+ Add new person / organisation' are positioned above the 'Inspection Text:' label. The 'Inspection Text:' field is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, a 'Format' dropdown, bulleted and numbered lists, indent, outdent, link, and unlink. Below the text editor is a 'Report:' section featuring a dashed border and the text 'Drag and drop a file here'. A 'Select file...' button is located at the bottom left of this section. In the bottom right corner of the form, there are two small icons: a blue floppy disk and a red document with a plus sign.

Importantly, rather than write the report in the system, a PDF report may still be uploaded. If a PDF is uploaded, the generated online report by the system will still be produced using the details found within the Church Heritage Record, but no textual details will be entered. If a PDF report is uploaded, there is no requirement to add the inspection text. We recommend that PDF reports are not uploaded, but rather the text is copied into the inspection text box provided. This saves on server space and provides easy access to the reports. The direct addition of the text allows for the integration of the Church Heritage Record data within the generated report by the inspector.

3. Once the inspection text or PDF report is uploaded, select the save button on the bottom righthand side to save the QI report

Date visited: 20/11/2018

Survey undertaken by: James Miles (Test)

[+ Add new person / organisation](#)

Inspection Text:

This is where the Inspection text would go with centre align

This is where the Inspection text would go with right align

This is what a [link](#) would look like

This is where the Inspection text would go with bold font

This is where the Inspection text would go with italics

- This is where the Inspection text would go.
- This is where the Inspection text would go.

body p

Report:

Drag and drop a file here

Select file...

4. Any changes required within the inspection text field can be made by pressing the edit button on the right-hand side of the QI field. Once the inspection has been added and the architect has been defined, two extra functions will be available within QI report module. These are the ability to add recommendations and images.

Date visited: 20-Nov-2018

Survey undertaken by: [James Miles \(Test\)](#)

Inspection Text: [View Inspection Text](#)

Report: No Report Uploaded

[+ Add Recommendation](#)

There are no results to display

[+ Add Image](#)

[Click here to show 1 more](#)

5. To add recommendations, select the add recommendation button. A popup window will then appear as below.

Recommendation Details

Description

Location

Priority

Estimated Cost (£)

When Completed

Actual Cost (£)

A recommendation description, the location, the priority for the work to be completed, and the estimated cost (as whole numbers) can be entered. If the work is completed in a later faculty application, the competition date and final cost can be entered if required but is not a necessity.

Once the necessary fields have been edited, select the save button on the bottom right of the window.

Recommendation Details

Description

Roof leak

Location

Aisle roof

Priority


Urgent, requiring immediate attention

Estimated Cost (£)

10000









When Completed

Actual Cost (£)



Each recommendation must be provided as separate entries to enable multiple recommendations to be shown in the generated table under the QI report text entered.

[+ Add Recommendation](#)

Description	Location	Priority	Estimated Cost (£)	Actual Cost (£)	When Completed	
Carpet is becoming frayed and has several spillages on it. Damage is too severe to fix and requires a replacement.	Chancel	Requires attention within the quinquennial period	2000			 
Tombstone leaning	Churchyard	Requires attention within 12 months	3000			 
Roof leak	Aisle roof	Urgent, requiring immediate attention	10000	8000	20 Nov 2018	 
Stained glass window cracked	South Nave	Requires attention within the next 12 – 24 months	300			 

- Multiple photographs may be added as required and can be completed by pressing the Add image button under the recommendations table. Plans and elevations may be categorised as plans within the upload process, and images of the church, may be categorised as photographs. Photograph and plan uploads are limited to 2000 x 2000 pixels.

Once the add image button has been pressed, an upload QI image window will appear. Select the required image; provide a suitable caption of what the image shows; select whether the image is a photograph or plan; provide a description of what the image shows; provide the year that the photograph was taken; and then add the originator and copyright holder of the image that will be added. Once all the information is added, press the upload button to add the image to the QI report.

Upload QI Image

Drag and drop an image file here (.jpg, .png or .gif)

Select file...

Caption

Image Type

Please select ▾

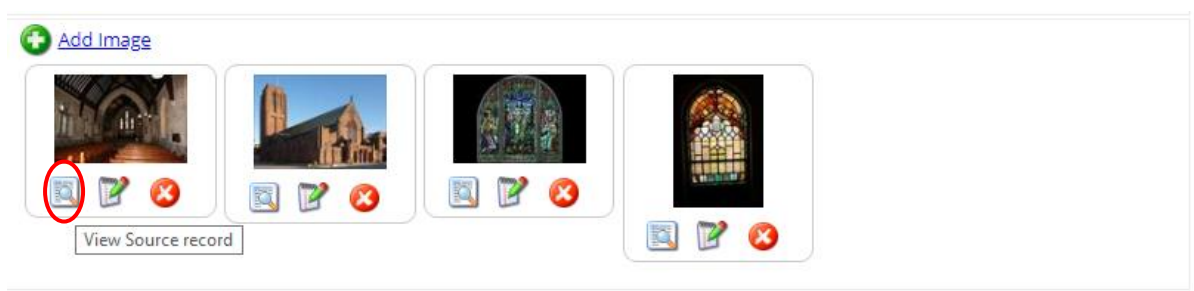
Description

Year / Date

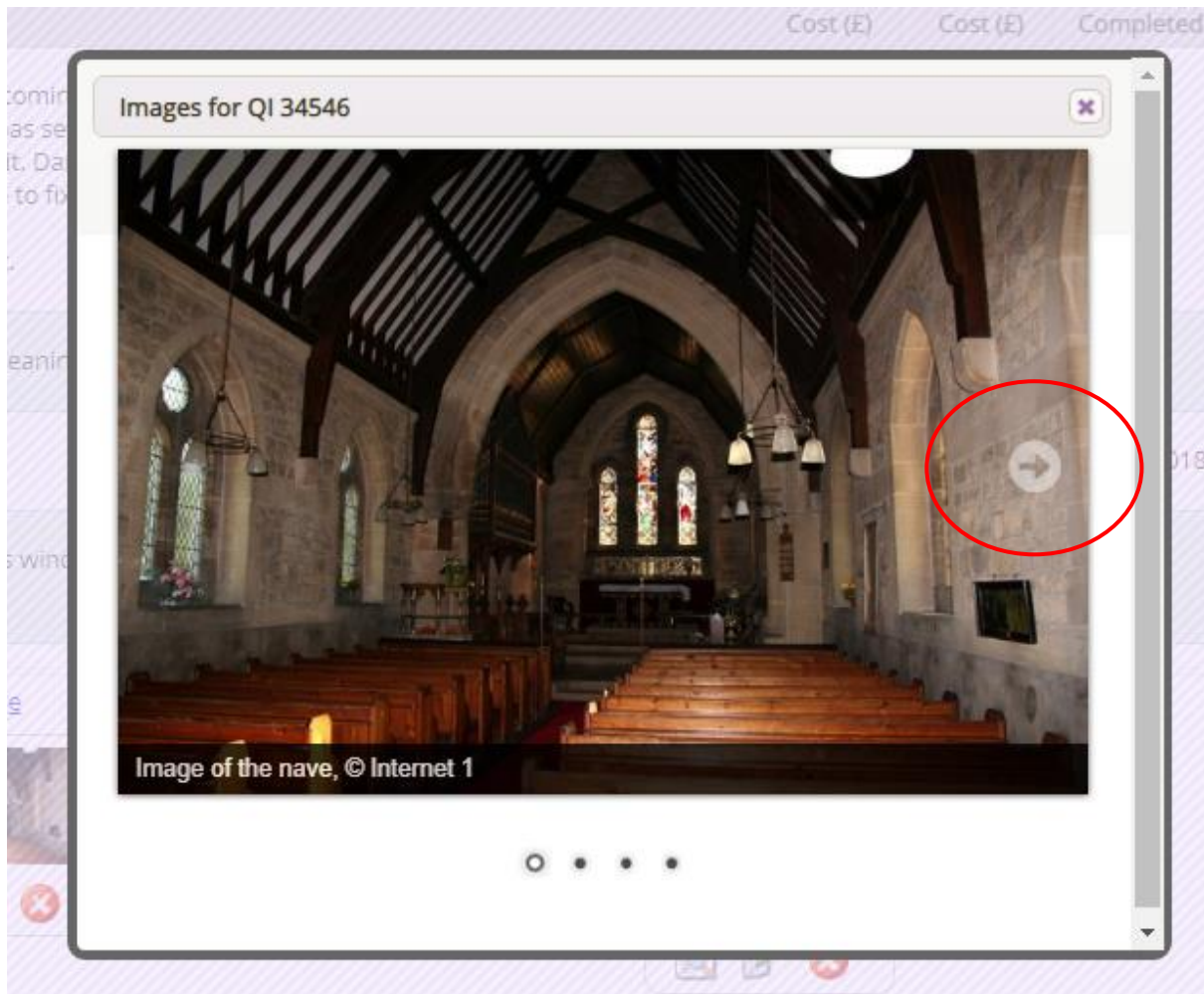
Originator

Copyright:

Images must be uploaded separately and clearly defined as being a photograph or plan. Once multiple images are uploaded to the system, these images will be shown below the recommendations table. Selecting the view button on any of these images will populate an image carousel, which will allow for the images to be viewed at a larger scale.



If multiple images are available for the QI report, the image viewer will provide an arrow to the right- and left-hand sides of the image. These arrows will allow for the navigation between the uploaded images without having to view the report itself. To close the image, select the X on the top right of the image viewer.



7. If the inspection text, recommendations and images have been added, the QI report is now ready to view. The inspection text can be viewed as a pop out window by selecting the blue text marked "View Inspection Text". The images can be examined as explained above, and the recommendations can be amended as needed.

If a PDF report has been uploaded rather than by entering the inspection text, it is still recommended that each PCC or QI architect adds the necessary recommendations, as these can be used to identify what work needs to take place across a diocese based on urgency and costings.

8. To view the final QI report, select the view button on the top right-hand side of the selected QI report. This will populate an online report which includes any images and details found in the Church Heritage Record. If no details or images are found on the Church Heritage Record page, these details will not be used. It is advised to enrich the Church Heritage Record as much as possible to create fuller QI reports.

The generated report can be downloaded as a PDF document and will also be stored on the Church Heritage Record. At this is a live report system, any changes made to the Church Heritage Record through future enrichment projects, will be added automatically to the generated QI reports.

Date visited: 20-Nov-2018

Survey undertaken by: [James Miles \(Test\)](#)

Inspection text: [View Inspection Text](#)

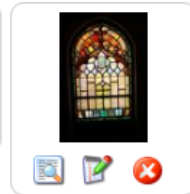
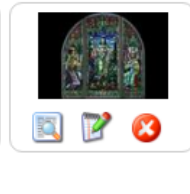
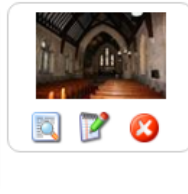
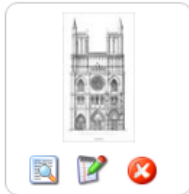
Report: No Report Uploaded



[+ Add Recommendation](#)

Description	Location	Priority	Estimated Cost (£)	Actual Cost (£)	When Completed	
Carpet is becoming frayed and has several spillages on it. Damage is too severe to fix and requires a replacement.	Chancel	Requires attention within the quinquennial period	2000			
Tombstone leaning	Churchyard	Requires attention within 12 months	3000			
Roof leak	Aisle roof	Urgent, requiring immediate attention	10000	8000	20 Nov 2018	
Stained glass window cracked	South Nave	Requires attention within the next 12 - 24 months	300			

[+ Add Image](#)



Edgeley: St Mary's (Test)
Quinquennial Inspection
20/11/2018

Name: Edgeley: St Mary's (Test)

Record Type: Church

Churchcode: 647002

Diocese: Borchester (Test)

Archdeaconry: Felpersham (Test)

Parish: Borchester



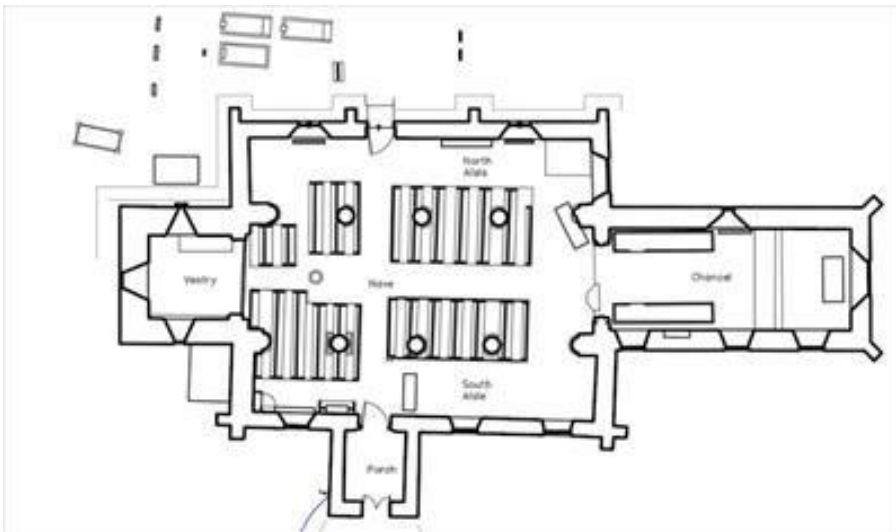
Exterior of 647002 Edgeley: St Mary's (Test)

Originator: Internet

Surveyor name: James Miles (Test)

Surveyor address: Church House,
Westminster,

London Survey date:
20/11/2018



An example plan of a church

Originator: Internet

Approximate date: Post Medieval

Footprint of Church buildings (m2): 100

This is a grade I listed building: 123456

There is a Scheduled Monument within the curtilage or precinct.

This church is not on the Heritage at Risk Register.

This church is in the following National Park: National Park example.

The church is not in a Conservation Area.

The church has evidence of bats.

The church/building is consecrated.

The churchyard has been used for burial.

The churchyard is used for burial.

The churchyard is closed for burial.

The churchyard does have war graves.



Grid Reference: SK 4855 3146

Unitary Authority: Derbyshire County

Previous QI Inspections

Date visited: 15/11/2018

Survey undertaken by: James Miles (Test)

QI Inspection

Date visited: 20/11/2018

Survey undertaken by: James Miles (Test) Inspection
summary:

Heading 1

Heading 2

This is where the Inspection text would go.

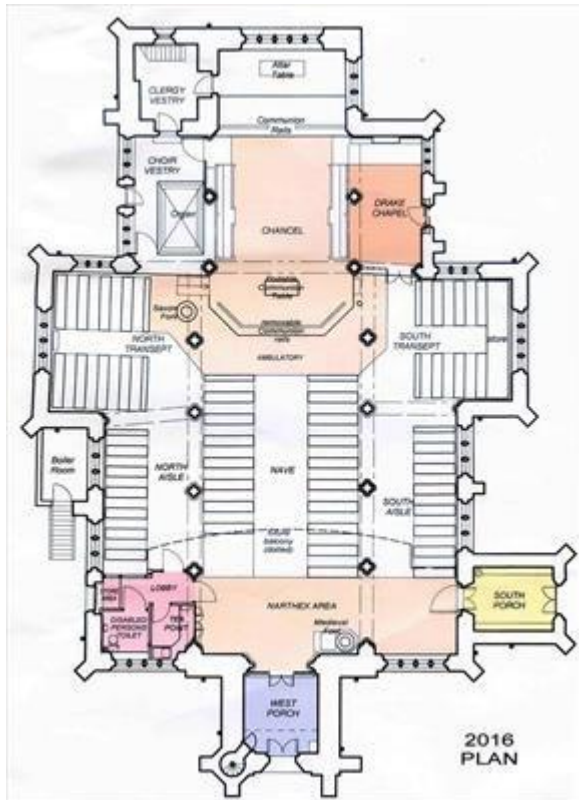
This is where the Inspection text would go with centre align

This is where the Inspection text would go with right align

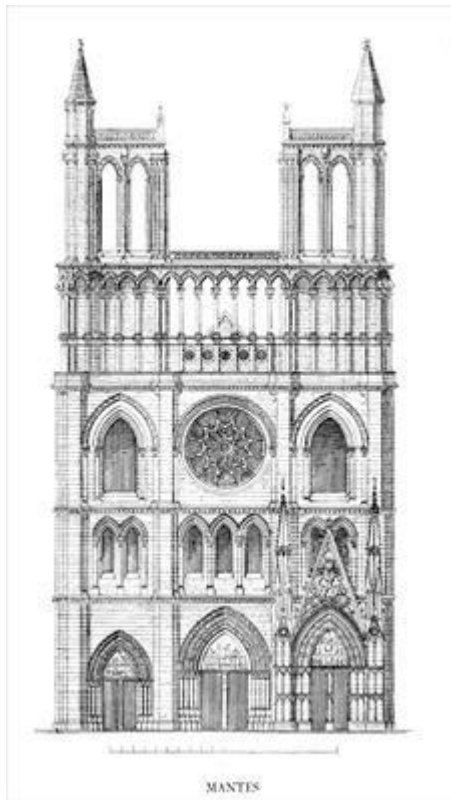
This is what a [link](#) would look like

This is where the Inspection text would go with bold font

This is where the Inspection text would go with italics



Caption: Plan of the church showing potential works



Caption: CAD drawing of west front elevation

Recommendations

Description of Works	Location of Works	Priority	Estimated Cost (£)
Stained glass window cracked	South Nave	Requires attention within the next 12 – 24 months	300
Roof leak	Aisle roof	Urgent, requiring immediate attention	10000
Tombstone leaning	Churchyard	Requires attention within 12 months	3000
Carpet is becoming frayed and has several spillages on it. Damage is too severe to fix and requires a replacement.	Chancel	Requires attention within the quinquennial period	2000