

Online Faculty System

A Parish's User Manual
Attaching Documents

2020 Rules

James Miles
1st April 2020

Attaching Documents

If you need to attach other relevant documents to support your proposal:

1. Go to the application's case file (see *Navigating a Case File* page 19)
2. Click on **Supporting Documents and Images**

THE CHURCH OF ENGLAND Online Faculty System

Application Ref: **2014-00064** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Proposal in Preparation** Logged By: **Mr Rupert Allen (Thu 13 Nov 2014)**
Summary: **Removal of Pews**

Use the forms below to develop your proposal. You do not have to complete them all at once – you can always save your work and return to it later.

Once you are confident that your proposal is ready, click "Submit". It will be sent to the DAC who will provide you with advice. You will no longer be able to make changes to your proposal once you have clicked "Submit".

You are encouraged to provide a Statement of Significance and a Statement of Needs (although these documents are only essential when proposals involve changes to a listed church). If you choose not to provide these documents, go to the last page of each relevant online form and click "Finish". Keep in mind that your decision not to supply the DAC with these documents could lead to a delay in providing you with advice.

Use the "Supporting documents and images" tab to attach any other relevant document (including a statement of significance or statement of needs) to support your proposal.

If you wish to withdraw your proposal, click "Abandon".

Details | **Supporting documents and images** | History | Messages

Summary description of proposed works	✓ [icon] [icon]
Standard Information	✓ [icon] [icon]
Petitioner	✓ [icon] [icon]
Statement of Significance	✓ [icon] [icon]
Statement of Needs	✓ [icon] [icon]

[Submit](#) [Return to Applications dashboard](#) [Abandon](#) [Invite Consultees](#)

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3. Click **Add**

THE CHURCH OF ENGLAND Online Faculty System

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

Application Ref: **2014-00018** Church: **Ambridge: St Stephen's (Test)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **Mrs Fiona Petty (Thu 07 Aug 2014)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

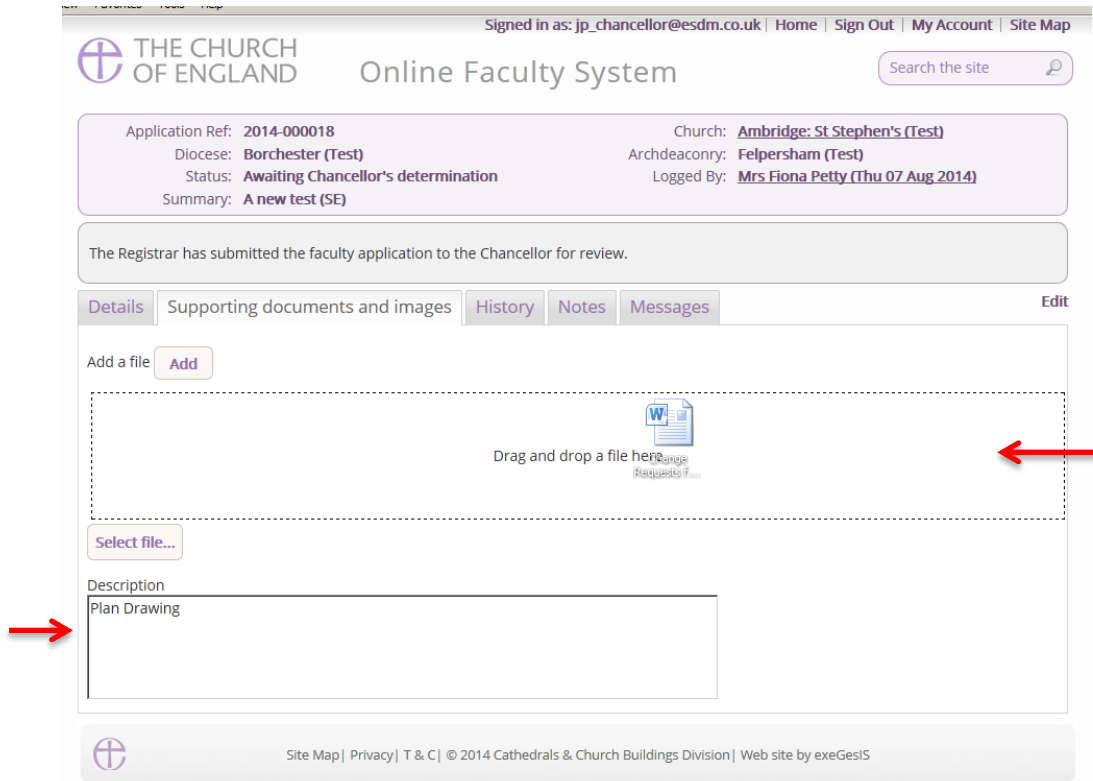
Details | **Supporting documents and images** | History | Notes | Messages | [Edit](#)

Add a file **Add**

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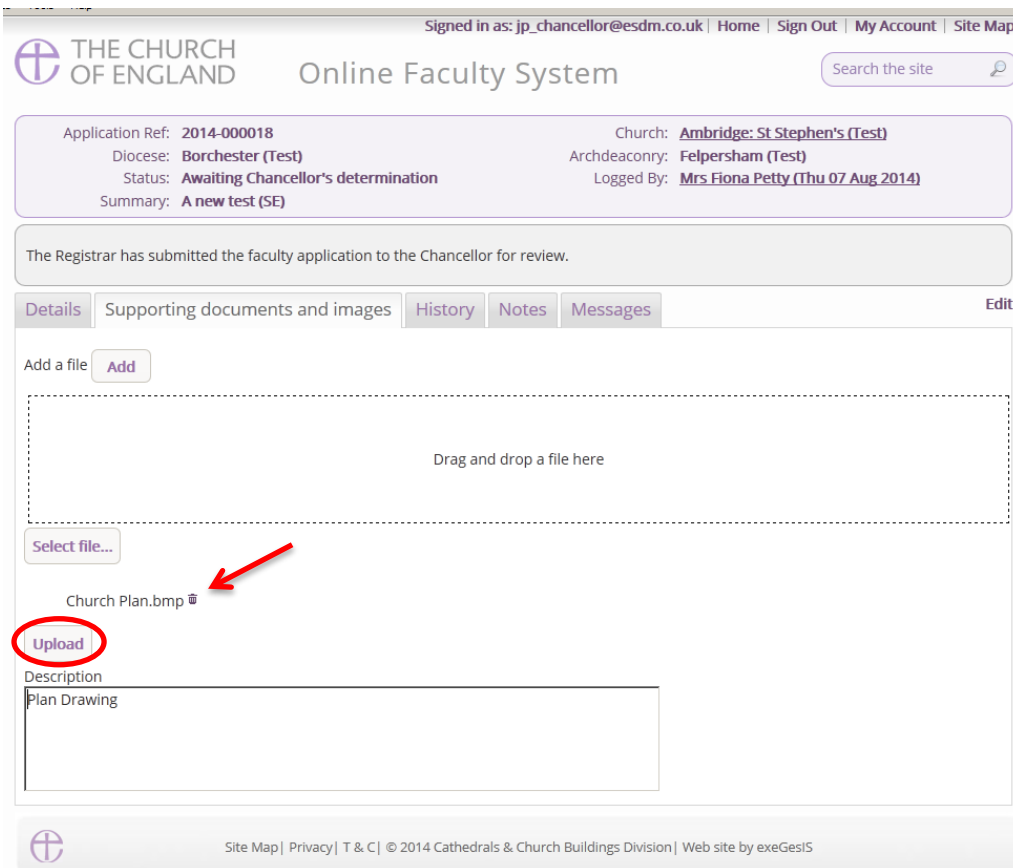
Option 1

4. You can **Drag & Drop** a file into the middle of the box using your computer's mouse
5. Insert a summary **description** of the file you have attached (e.g. Plan Drawing)



The screenshot shows the 'Online Faculty System' interface. At the top, it indicates the user is signed in as 'jp_chancellor@esdm.co.uk'. The main header includes 'THE CHURCH OF ENGLAND' and 'Online Faculty System'. A search bar is present on the right. Below the header, there is a summary box with the following information: Application Ref: 2014-000018, Church: Ambridge: St Stephen's (Test), Diocese: Barchester (Test), Archdeaconry: Felpersham (Test), Status: Awaiting Chancellor's determination, Logged By: Mrs Fiona Petty (Thu 07 Aug 2014), and Summary: A new test (SE). A message states: 'The Registrar has submitted the faculty application to the Chancellor for review.' Below this, there are tabs for 'Details', 'Supporting documents and images', 'History', 'Notes', and 'Messages'. The 'Supporting documents and images' tab is active. In this tab, there is an 'Add a file' button with an 'Add' sub-button. A large dashed box contains the text 'Drag and drop a file here' and a red arrow points to this area. Below the dashed box is a 'Select file...' button. A red arrow points to the 'Description' field, which contains the text 'Plan Drawing'. At the bottom of the page, there is a footer with 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.


6. Notice that the file has uploaded (you can delete it by click on the trash can next to it)
7. Click **Upload**



The screenshot shows the 'Online Faculty System' interface, similar to the previous one. The summary box and message are the same. The 'Supporting documents and images' tab is active. In this tab, there is an 'Add a file' button with an 'Add' sub-button. Below the dashed box, there is a 'Select file...' button. A file named 'Church Plan.bmp' has been uploaded, and a red arrow points to it. Below the file name is a red circle around the 'Upload' button. Below the 'Upload' button is a 'Description' field, which contains the text 'Plan Drawing'. At the bottom of the page, there is a footer with 'Site Map | Privacy | T & C | © 2014 Cathedrals & Church Buildings Division | Web site by exeGesIS'.

8. The file has successfully attached.


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 THE CHURCH OF ENGLAND Online Faculty System


Application Ref: **2014-000018** Church: **[Ambridge: St Stephen's \(Test\)](#)**
Diocese: **Borchester (Test)** Archdeaconry: **Felpersham (Test)**
Status: **Awaiting Chancellor's determination** Logged By: **[Mrs Fiona Petty \(Thu 07 Aug 2014\)](#)**
Summary: **A new test (SE)**

The Registrar has submitted the faculty application to the Chancellor for review.

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

File Name	Description	Size	Modified	Uploaded By
 Church Plan.bmp	Plan Drawing	151318	04/11/2014 10:43:05	Julie Patenaude


Add a file

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Option 2

9. You can also choose to upload a file by **locating** it on your computer. Click **Select file...**

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

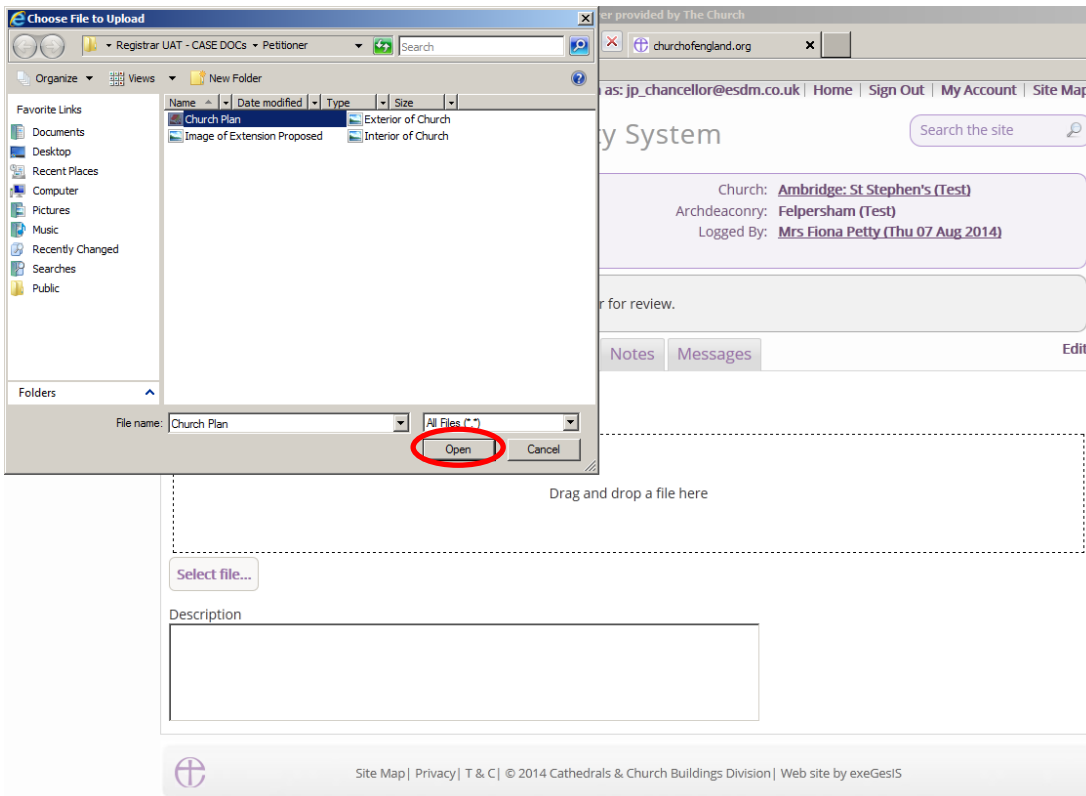
Add a file

Drag and drop a file here

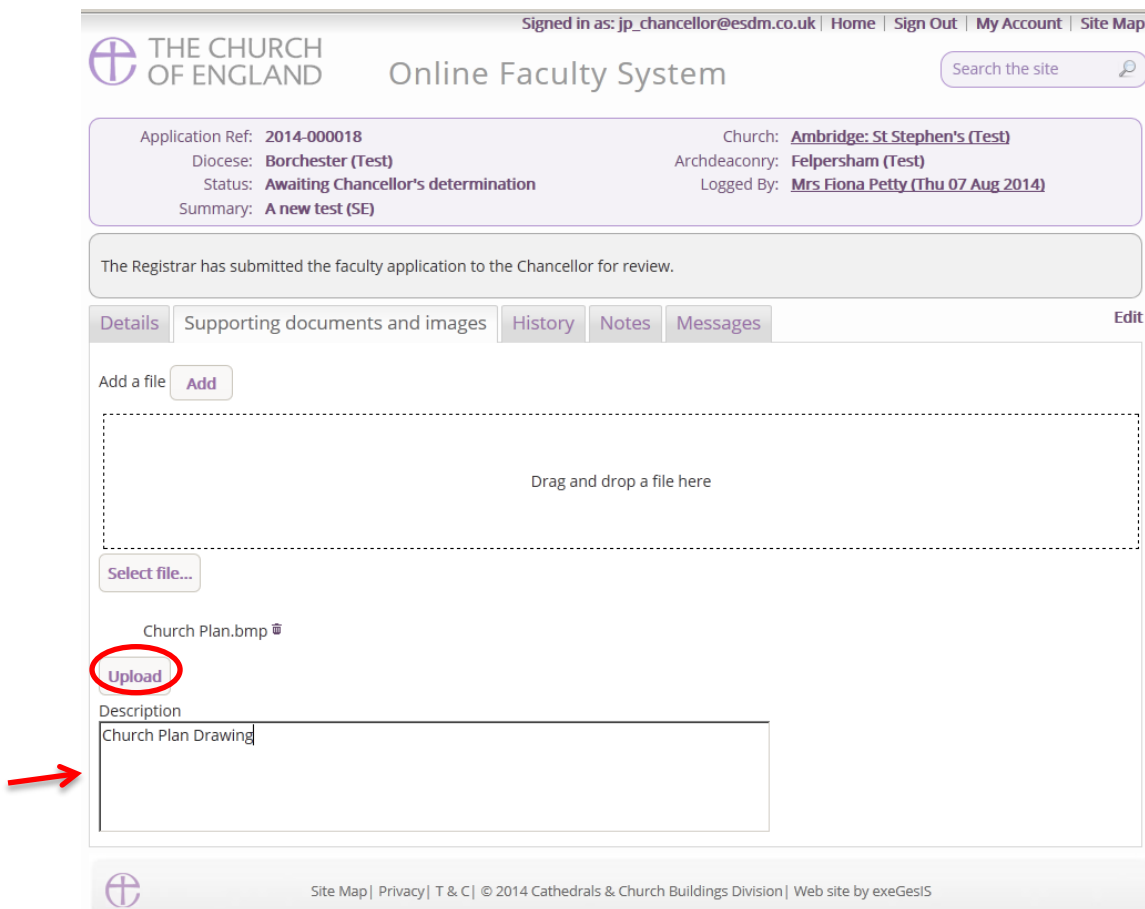
Description

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10. **Locate** the file on your computer. **Select** it. Click **Open**.




11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**



13. The file has successfully attached


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 THE CHURCH OF ENGLAND Online Faculty System


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Details | **Supporting documents and images** | History | Notes | Messages Edit

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Add a file

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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>