

# Online Faculty System

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A Parish's User Manual  
Navigating your Dashboard

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2020 Rules

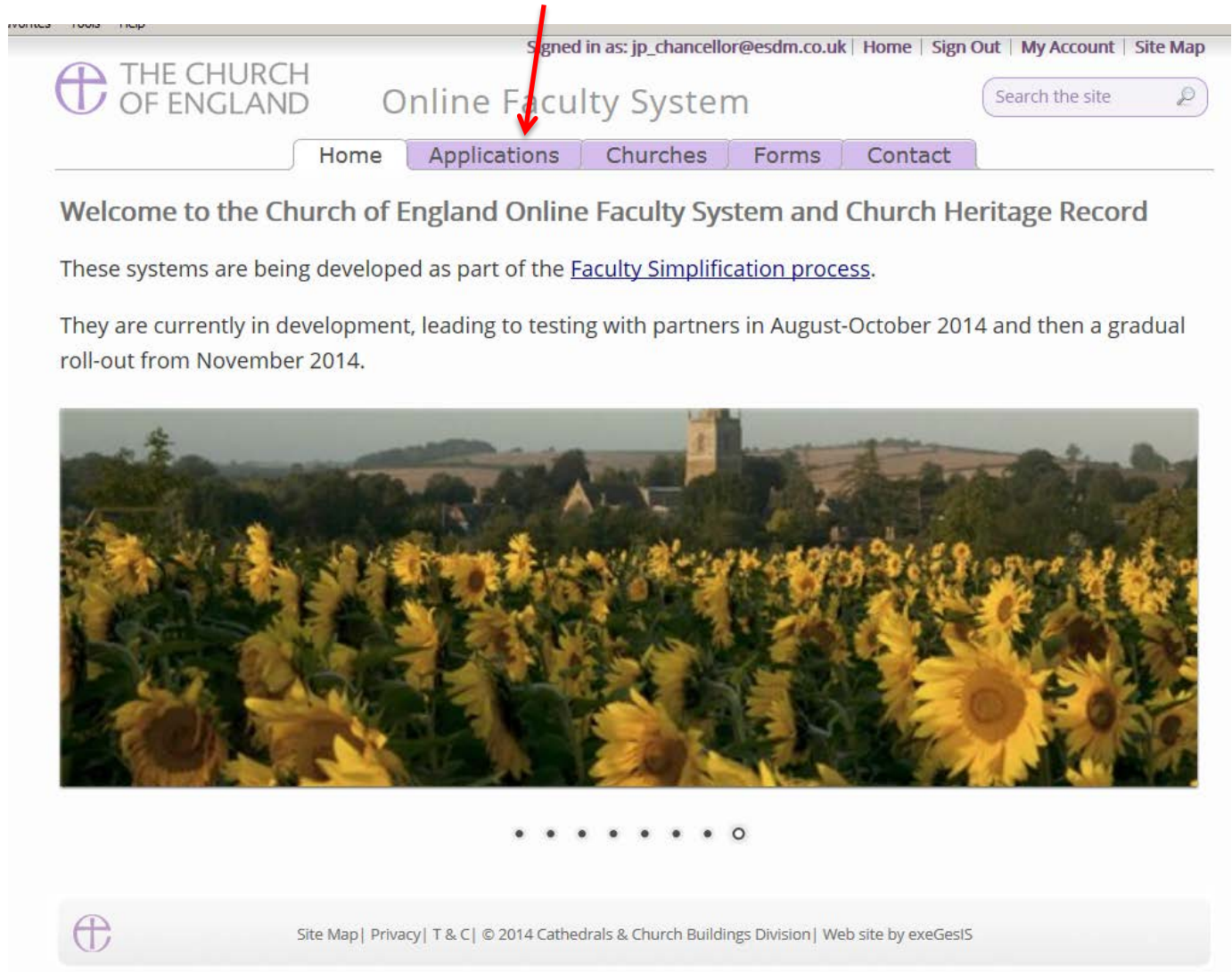
James Miles  
1<sup>st</sup> April 2020

## Navigating your Dashboard

Your dashboard is where you will be able to access all the Faculty proposals and applications for church buildings in your care. It is also where all the emails sent to you by the Online Faculty System will be stored (in addition to your own email account).

Remember to **sign in!**

1. From the main page click on the **Applications** tab.



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


THE CHURCH OF ENGLAND Online Faculty System

[Home](#) **[Applications](#)** [Churches](#) [Forms](#) [Contact](#)


### Welcome to the Church of England Online Faculty System and Church Heritage Record

These systems are being developed as part of the [Faculty Simplification process](#).

They are currently in development, leading to testing with partners in August-October 2014 and then a gradual roll-out from November 2014.













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2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

Start a new Application    Start a new TMRO Application

Messages    Applications requiring your action    Active Cases    Archived Cases

Subject	Date received	Date read	
[260] Penny Hassett: St David (NotReal) (66770): Case has been reviewed by the DAC ref 2020-000475	23/03/2020 10:46		
[260] Penny Hassett: St David (NotReal) (66770): Case has been reviewed by the DAC ref 2020-000475	23/03/2020 09:48		
[267] Penny Hassett: St David (NotReal) (66770): End of Public Notice period ref 2020-000478	23/03/2020 00:26		
[267] Penny Hassett: St David (NotReal) (66770): End of Public Notice period ref 2020-000489	21/03/2020 02:10		
[267] Penny Hassett: St David (NotReal) (66770): End of Public Notice period ref 2020-000469	21/03/2020 02:10		
[268] Penny Hassett: St David (NotReal) (66770): Application submitted to Registry ref 2020-000512	20/03/2020 16:17		
[136] Ambridge: St Stephen's (Test) (647001): Application has been reverted ref 2020-000523	20/03/2020 13:09		
[25] Ambridge: St Stephen's (Test) (647001): List B application requires full faculty ref 2020-000523	20/03/2020 13:08		
[250] Ambridge: St Stephen's (Test) (647001): Proposal in Preparation ref 2020-000523	20/03/2020 13:08		
[136] Ambridge: St Stephen's (Test) (647001): Application has been reverted ref 2020-000523	20/03/2020 12:13		

You can arrange your messages by:

- Subject
- or
- Date Received
- or
- Date Read

Click on each title to sort your messages.

Click on the **View** icon to look at a message

3. To access any Faculty application which requires your attention, go to **Applications requiring your action**.

Find an application quickly – sort them by:

- Reference Number
- Church Name
- Status

You can also arrange the applications by:

- Summary of works
- Date Created

Start a new Application    Start a new TMRO Application

Message    **Applications requiring your action**    Active Cases    Archived Cases

Search by application ref    Search by church name    Search    Reset

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	

Click the **View** icon to open a Faculty application.

4. To access an application where a determination has not yet been made, go to **Active Cases**

The functions here are the same as the previous tab.

Click the **View** icon to open an application.











Organise your applications by clicking on:

- App Ref
- Summary
- Church
- Created
- **or**
- Status

Start a new Application    Start a new TMRO Application

Messages   Applications requiring your action   **Active Cases**   Archived Cases

Search by application ref   Search by church name   Search   Reset

App Ref	Summary	Church	Created	Status	View
2020-000524	Testing	Ambridge: St Stephen's (Test)	Fri 20 Mar 2020	Awaiting List A item selection	
2020-000523	1234	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Awaiting DAC advice on List B application	
2020-000522	list b	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Registrar to Issue Faculty	
2020-000521	testing	Ambridge: St Stephen's (Test)	Thu 19 Mar 2020	Proposal in preparation	
2020-000520	testing	Penny Hassett: St David (NotReal)	Tue 17 Mar 2020	Application with Registrar	
2020-000519	Test	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Awaiting application form completion	
2020-000518	TestingAgain	Ambridge: St Stephen's (Test)	Mon 16 Mar 2020	Application with Registrar	
2020-000517	Test 4	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	
2020-000516	Test 3	Penny Hassett: St David (NotReal)	Fri 13 Mar 2020	Proposal in preparation	
2020-000515	Test 2	Ambridge: St Stephen's (Test)	Fri 13 Mar 2020	Proposal in Preparation	

First   Previous   Next   Last    Page size: 10   Page 1 of 27 (264 items)

Decide how many applications you can see per page from your dashboard:

- 10
- 20
- 50
- **or**
- 100

Scroll through the pages to find a specific application

5. To access old applications which were abandoned or where a determination has been made, go to **Archived Cases**.

Use the same functions as before to organise and open the applications.

Messages Applications requiring your action Active Cases **Archived Cases**

Search by application ref Search by church name Search Reset

App Ref	Summary	Church	Created	Status	View
2020-000506	ListCTest	Penny Hassett: St David (NotReal)	Wed 04 Mar 2020	Abandoned	
2020-000505	AnotherFull	Penny Hassett: St David (NotReal)	Wed 04 Mar 2020	Post determination List B	
2020-000504	Testing full	Penny Hassett: St David (NotReal)	Wed 04 Mar 2020	Post determination List A	
2020-000500	df	Penny Hassett: St David (NotReal)	Mon 02 Mar 2020	Post determination List B	
2020-000483	List B	Ambridge: St Stephen's (Test)	Mon 24 Feb 2020	Post determination List B	
2020-000482	sdf wewe	Penny Hassett: St David (NotReal)	Mon 24 Feb 2020	TMRO application revoked by Archdeacon, then archived	
2020-000481	gxdf	Ambridge: St Stephen's (Test)	Mon 24 Feb 2020	TMRO application rejected. Applicant is not a Minister	
2020-000480	ewrt	Ambridge: St Stephen's (Test)	Mon 24 Feb 2020	Post determination List A	
2020-000479	testing	Ambridge: St Stephen's (Test)	Mon 24 Feb 2020	Post determination List A	
2019-000434	TestNM20	Penny Hassett: St David (NotReal)	Wed 04 Dec 2019	Abandoned	

First Previous Next Last Page size: 10 Page 1 of 22 (218 items)

## 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>