Online Faculty System

A Parish’s User Manual
Navigating your Dashboard

2020 Rules

James Miles
1st 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.
2. This is your dashboard. From here, you can look at all your messages (You will also receive them in your regular email account).

You can arrange your messages by:
- Subject
- Date Received
- 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**.

4. To access an application where a determination has not yet been made, go to **Active Cases**.
5. To access old applications which were abandoned or where a determination has been made, go to Archived 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
- Status

Scroll through the pages to find a specific application.

Decide how many applications you can see per page from your dashboard:
- 10
- 20
- 50
- 100
Use the same functions as before to organise and open the applications.
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