

# Online Faculty System

HOW TO RETURN A PROPOSAL TO A PARISH WITH INFORMAL  
FEEDBACK (DAC ROLE)

JULIE PATENAUDE

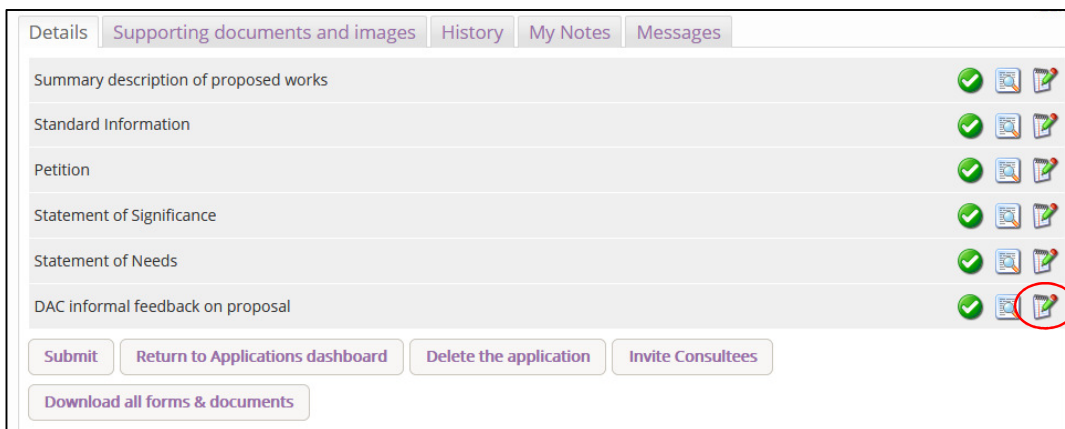
## How to Return a Proposal to a Parish with Informal Feedback (DAC Role)

Parishes will often submit new proposals for changes to their church which are not yet ready for the formal advice stage. This could be for a number of reasons; you require further information, a site visit is necessary, the proposal needs further development, etc.

The Online Faculty System enables you, the DAC Secretary, to return the proposal to the applicant with comments, allowing them the possibility to continue developing their ideas.

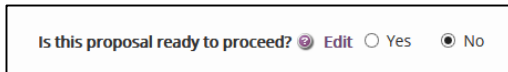
To return the application to the parish with comments:

1. Click the Edit button on the DAC informal feedback form



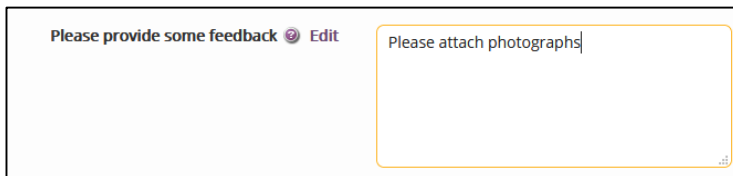
The screenshot shows a web interface with tabs: Details, Supporting documents and images, History, My Notes, and Messages. Below the tabs is a list of sections: Summary description of proposed works, Standard Information, Petition, Statement of Significance, Statement of Needs, and DAC informal feedback on proposal. Each section has a green checkmark icon, a document icon, and an edit icon. The edit icon for the 'DAC informal feedback on proposal' section is circled in red. Below the list are buttons: Submit, Return to Applications dashboard, Delete the application, Invite Consultees, and Download all forms & documents.

2. Click NO to the question “Is the proposal ready to proceed”



The screenshot shows a question: "Is this proposal ready to proceed?" with an "Edit" button and three radio buttons: "Edit", "Yes", and "No". The "No" radio button is selected.

3. Enter feedback



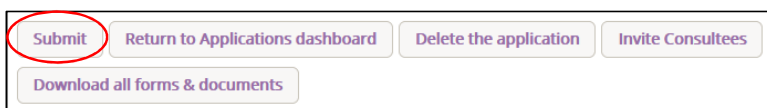
The screenshot shows a feedback form with the text "Please provide some feedback" and an "Edit" button. Below this is a text area containing the text "Please attach photographs".

4. Click Finish Form



The screenshot shows three buttons: "Save & come back later", "Cancel", and "Finish Form". The "Finish Form" button is circled in red.

5. Click Submit



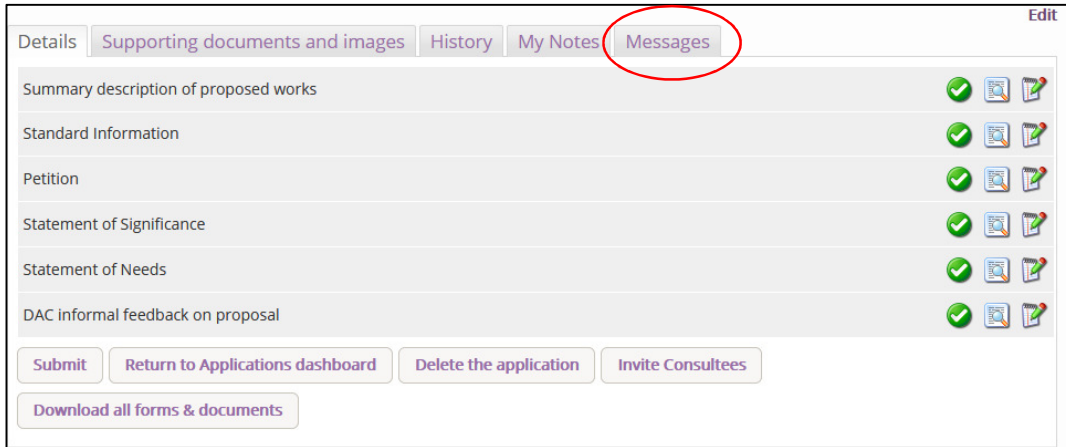
The screenshot shows four buttons: "Submit", "Return to Applications dashboard", "Delete the application", and "Invite Consultees". The "Submit" button is circled in red.

## Where is my feedback saved on the Online Faculty System?

The Online Faculty system saves copies of the email that was sent to the parish with your comments.

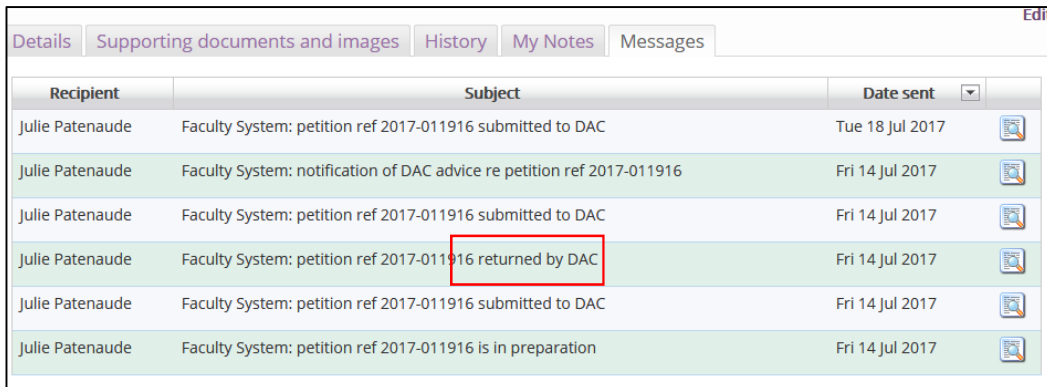
To access them:

### 1. Go to the Message Tab



The screenshot shows the 'Messages' tab selected in the Online Faculty System. The interface includes a navigation bar with tabs for 'Details', 'Supporting documents and images', 'History', 'My Notes', and 'Messages'. Below the navigation bar, there is a list of sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', 'Statement of Needs', and 'DAC informal feedback on proposal'. Each section has a green checkmark icon and a magnifying glass icon. At the bottom, there are buttons for 'Submit', 'Return to Applications dashboard', 'Delete the application', 'Invite Consultees', and 'Download all forms & documents'.

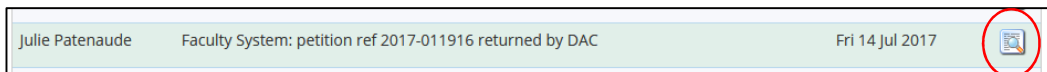
### 2. Locate the email called "returned by DAC"



The screenshot shows a list of messages in the 'Messages' tab. The table has columns for 'Recipient', 'Subject', and 'Date sent'. The message 'Faculty System: petition ref 2017-011916 returned by DAC' is highlighted with a red box.

Recipient	Subject	Date sent
Julie Patenaude	Faculty System: petition ref 2017-011916 submitted to DAC	Tue 18 Jul 2017
Julie Patenaude	Faculty System: notification of DAC advice re petition ref 2017-011916	Fri 14 Jul 2017
Julie Patenaude	Faculty System: petition ref 2017-011916 submitted to DAC	Fri 14 Jul 2017
Julie Patenaude	Faculty System: petition ref 2017-011916 returned by DAC	Fri 14 Jul 2017
Julie Patenaude	Faculty System: petition ref 2017-011916 submitted to DAC	Fri 14 Jul 2017
Julie Patenaude	Faculty System: petition ref 2017-011916 is in preparation	Fri 14 Jul 2017

### 3. Click the View icon to open



The screenshot shows a single message in the 'Messages' tab. The message is 'Faculty System: petition ref 2017-011916 returned by DAC' and is dated 'Fri 14 Jul 2017'. The 'View' icon (magnifying glass) is highlighted with a red circle.

Julie Patenaude	Faculty System: petition ref 2017-011916 returned by DAC	Fri 14 Jul 2017
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