

Online Faculty System

HOW TO PRINT ONLINE FORMS

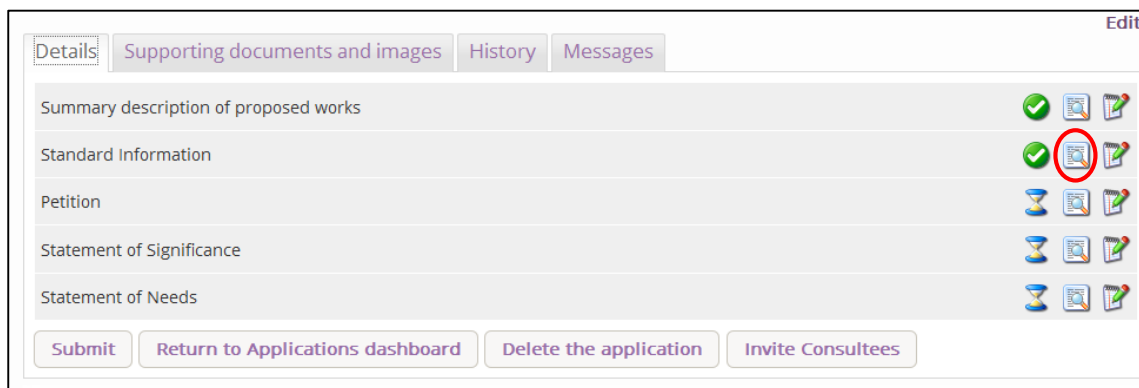
JULIE PATENAUDE

Printing Online Forms

To print copies of the online forms, you need to repeat the process for each one. There is currently no function to do this all at the same time. But don't worry, the process is exactly the same!

Using the Standard Information form as an example (please repeat the same process for all other forms):

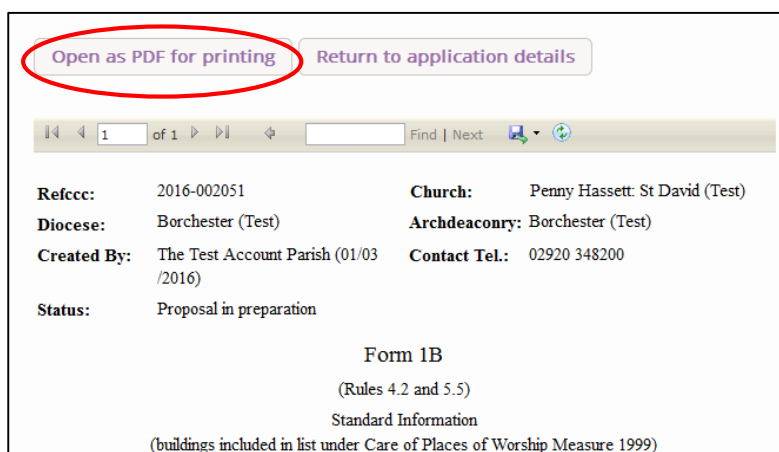
- 1) Click the **View** icon to open the form once it has been filled in



The screenshot shows a web interface with tabs for 'Details', 'Supporting documents and images', 'History', and 'Messages'. Below the tabs is a list of sections: 'Summary description of proposed works', 'Standard Information', 'Petition', 'Statement of Significance', and 'Statement of Needs'. Each section has three icons: a green checkmark, a document with a magnifying glass (circled in red), and a document with a pencil. At the bottom are buttons for 'Submit', 'Return to Applications dashboard', 'Delete the application', and 'Invite Consultees'.

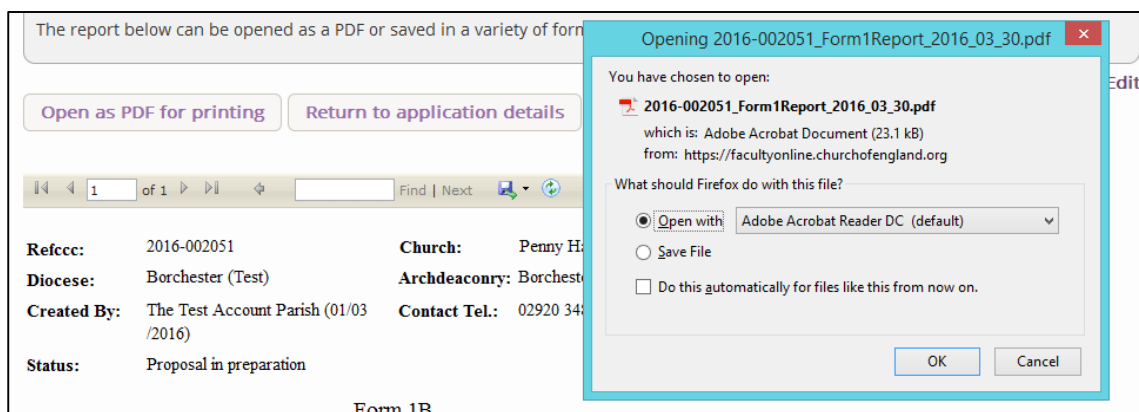
Option 1 – Print as PDF

- 1) Click Open as PDF for printing



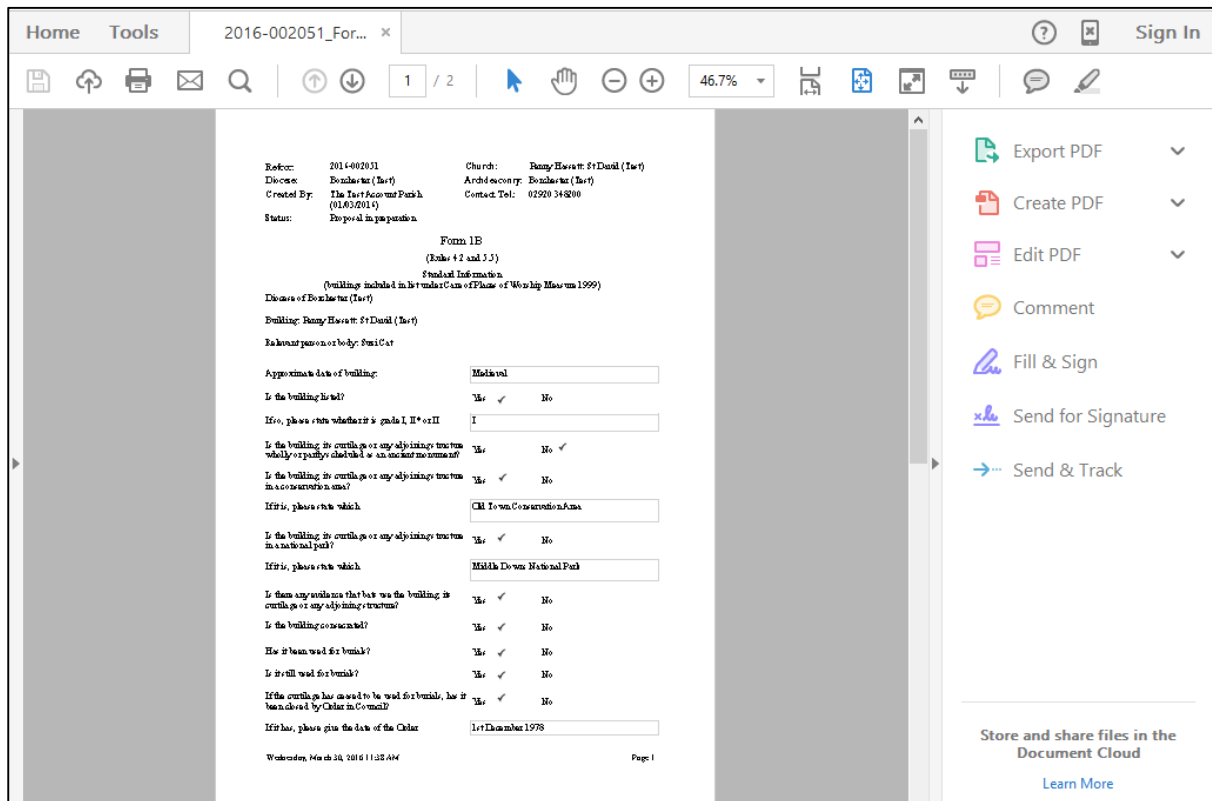
The screenshot shows the same application details page as above. The 'Open as PDF for printing' button is circled in red. Below the buttons is a search bar and a list of details: 'Refccc: 2016-002051', 'Church: Penny Hassett: St David (Test)', 'Diocese: Barchester (Test)', 'Archdeaconry: Barchester (Test)', 'Created By: The Test Account Parish (01/03 /2016)', 'Contact Tel.: 02920 348200', and 'Status: Proposal in preparation'. Below the details is the title 'Form 1B (Rules 4.2 and 5.5) Standard Information (buildings included in list under Care of Places of Worship Measure 1999)'.

- 2) Open the file with Adobe Reader (you can also save it to your computer)
- 3) Click **Ok**



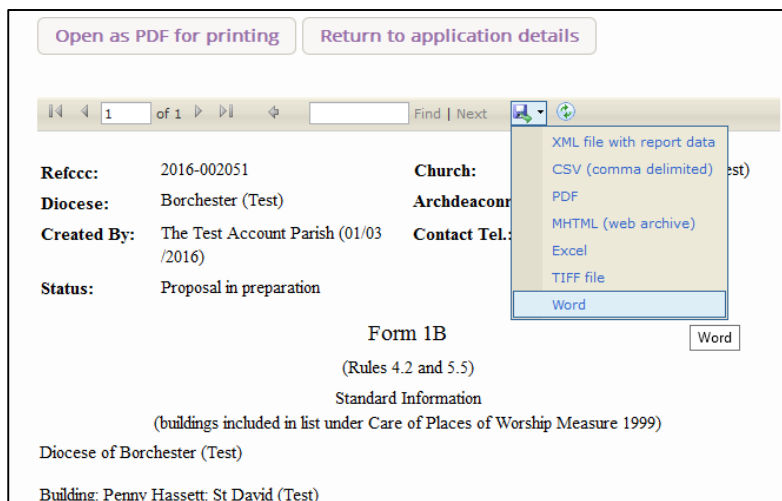
The screenshot shows the same application details page as above. A dialog box titled 'Opening 2016-002051_Form1Report_2016_03_30.pdf' is open. The dialog box contains the following text: 'You have chosen to open: 2016-002051_Form1Report_2016_03_30.pdf which is: Adobe Acrobat Document (23.1 kB) from: https://facultyonline.churchofengland.org'. Below this is a section titled 'What should Firefox do with this file?' with three options: 'Open with' (selected), 'Save File', and 'Do this automatically for files like this from now on.'. The 'Open with' option is set to 'Adobe Acrobat Reader DC (default)'. There are 'OK' and 'Cancel' buttons at the bottom of the dialog box.

- 4) The form will open as a PDF
- 5) Print the document as you would any other file on your computer

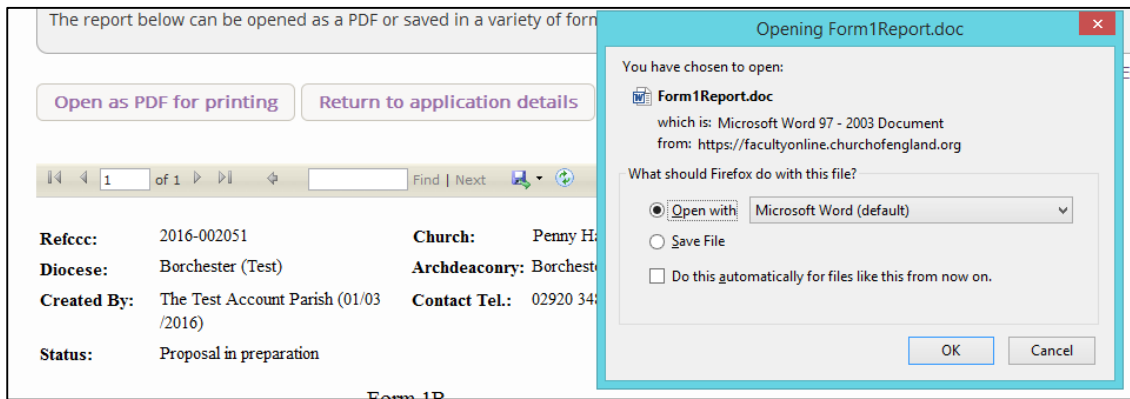


Option 2 – Print as Microsoft Word

- 1) Click the **Export** icon to open a menu of options
- 2) Select **Word**



- 3) Open the file in Microsoft Word (you can also save it to your computer)
- 4) Click **ok**



- 5) The file will open as a Microsoft Word document
- 6) Print the document as you would any other file on your computer

