Online Faculty System

A Registrar's User Manual

Julie Patenaude

1/1/2016

This document is a step-by-step guide to the Online Faculty System for Registrars.

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How to Register as a Registrar

1. Go to the front page of the website (https://facultyonline.churchofengland.org). **N.B.** The picture scrolls and so may be different when you open the web page.

2. Click on **Register**
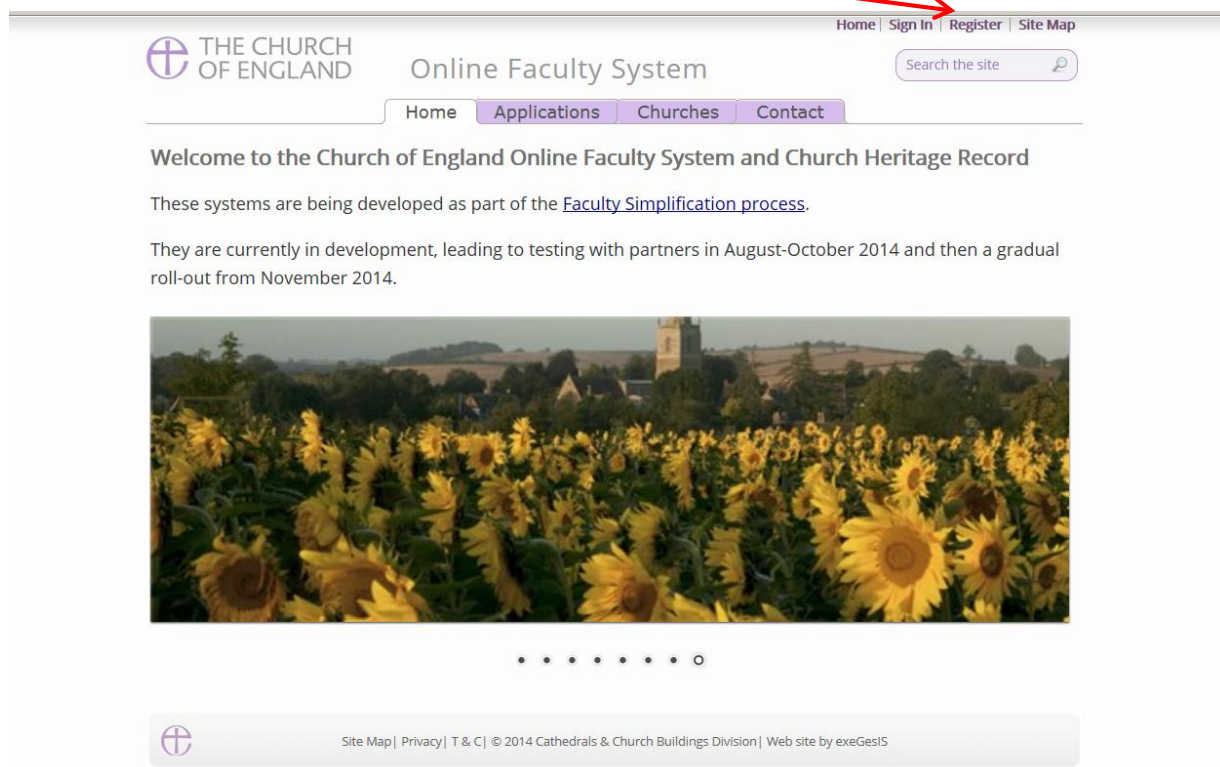
3. This will take you to the **Create a New Account** page.

4. Choose the most suitable email address. This is likely to be your work email.
5. You will need to complete **ALL** your contact details (but only one telephone number is required).

6. **Indicate** whether you wish to receive an email about ALL applications in your diocese:

   a. **Daily summary** (received at the end of each day – but only if you need to perform a specific task)
      Or
   b. **Every time** something changes

7. Select the **role** for which you wish to register (in this case Registrar).

8. When you select **Registrar** and scroll down, you'll get a drop down menu from the Diocese field:

Confirm Password	
Title	
First Name	
Last Name	
Daytime telephone	
Alternative telephone	
Address	
Postcode	

Email preference ⊙
- ● Daily summary
- ○ Everytime something happens

Role applied for ⊙
- ○ Applicant (to submit petitions)
- ○ DAC Secretary
- ○ Archdeacon
- ● Registrar
- ○ Chancellor
- ○ CCB (Cathedrals & Church Buildings Division)
- ○ Consultee

Diocese ⊙　　[please select.... ▼]

8K98　Enter the code shown: [＿＿]

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty process and manage your account. We may

9. Select **your diocese:**

Faculty System - Windows Internet Explorer provided by The Church of E
/facultyonline.churchofengland.org/Secure/Register.aspx?returnurl=%2f

Address

Postcode	

Email preference ⊙

Role applied for ⊙

Diocese

please select....
Bath & Wells
Birmingham
Blackburn
Borchester (Test)
Bristol
Canterbury
Carlisle
Chelmsford
Chester
Chichester
Coventry
Derby
Durham
Ely
Exeter
Gloucester
Guildford
Hereford
Leicester
Lichfield
Lincoln
Liverpool
London
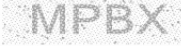Manchester
Newcastle
Norwich
Oxford
Peterborough
Portsmouth

MPBX　Enter the code shown: [＿＿]

The Church of England collects personal information when you register with the Online Faculty System. We will use this information to confirm your role within the faculty application process and manage your account. We may share your information with, and obtain information about you from other registered users. This is to help registered users deal with faculty applications quickly and to reduce the risk of delay. We will not share your information for marketing purposes with companies outside the Church of England.

Please visit our Privacy Policy and Terms and Conditions for further details.

☐ I agree to the terms of use.

[Create Account]

10. Enter the **security code** as it is shown:

11. Please **read** the **Privacy Policy**, **Cookie Policy** and **Terms and Conditions** and tick the box to say you are happy to agree with these.

12. Click on **Create Account**

13. You will receive an email asking you to confirm your registration by clicking a link. This is to prevent other people from registering with your email address.

14. Please **click on the link** to confirm that your email address is yours, has not been hacked and that you wish to be a registered user of the database.
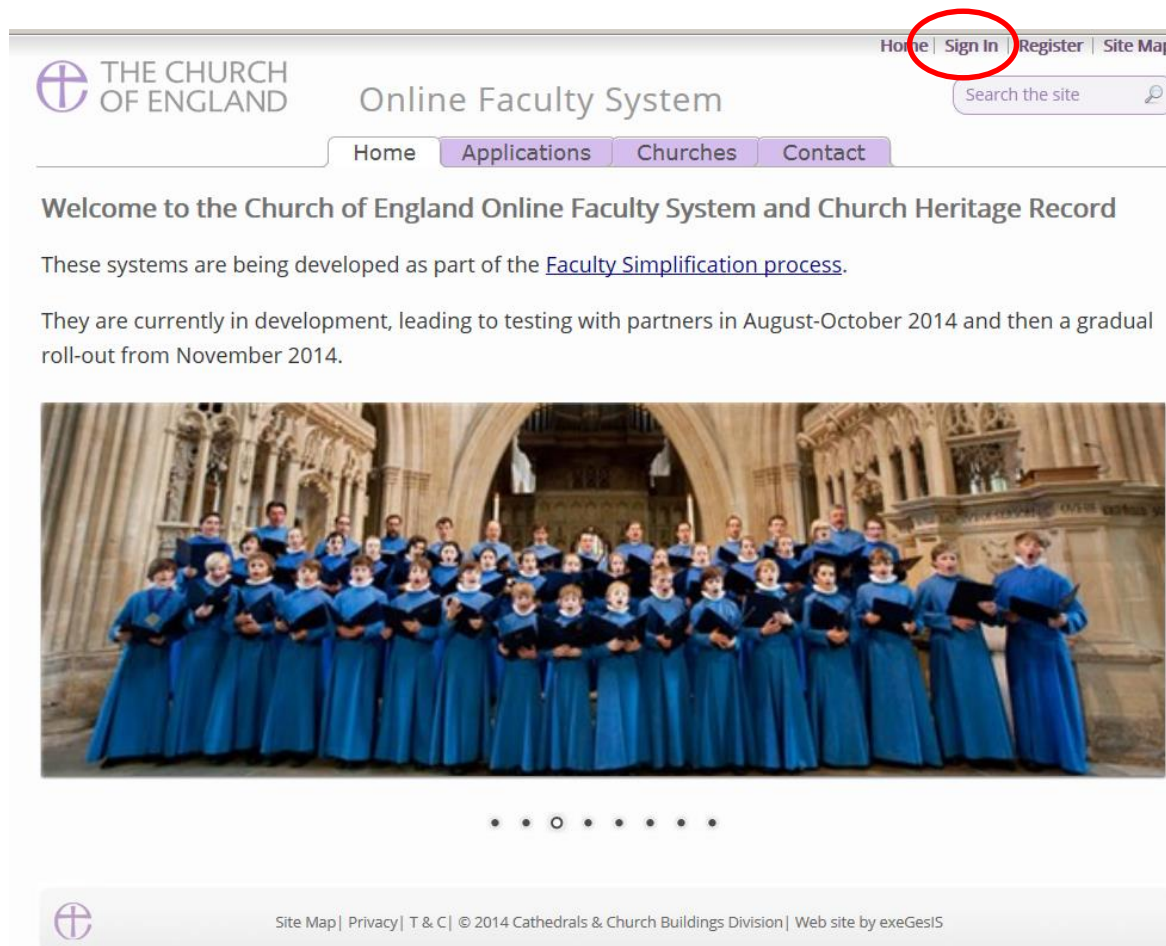
15. The DAC Secretary will then be asked to approve your registration.

    N.B. DAC Secretary will need to check against their records to verify that you are a Registrar. If not, you will be contacted to check the details of your registration.

16. Once this is done, you will be sent an email saying that your account has been approved and inviting you to sign in at https://facultyonline.churchofengland.org/Secure/Login.aspx

Signing In and Out of the Online System

1. Go to the main website https://facultyonline.churchofengland.org and click on **Sign In**
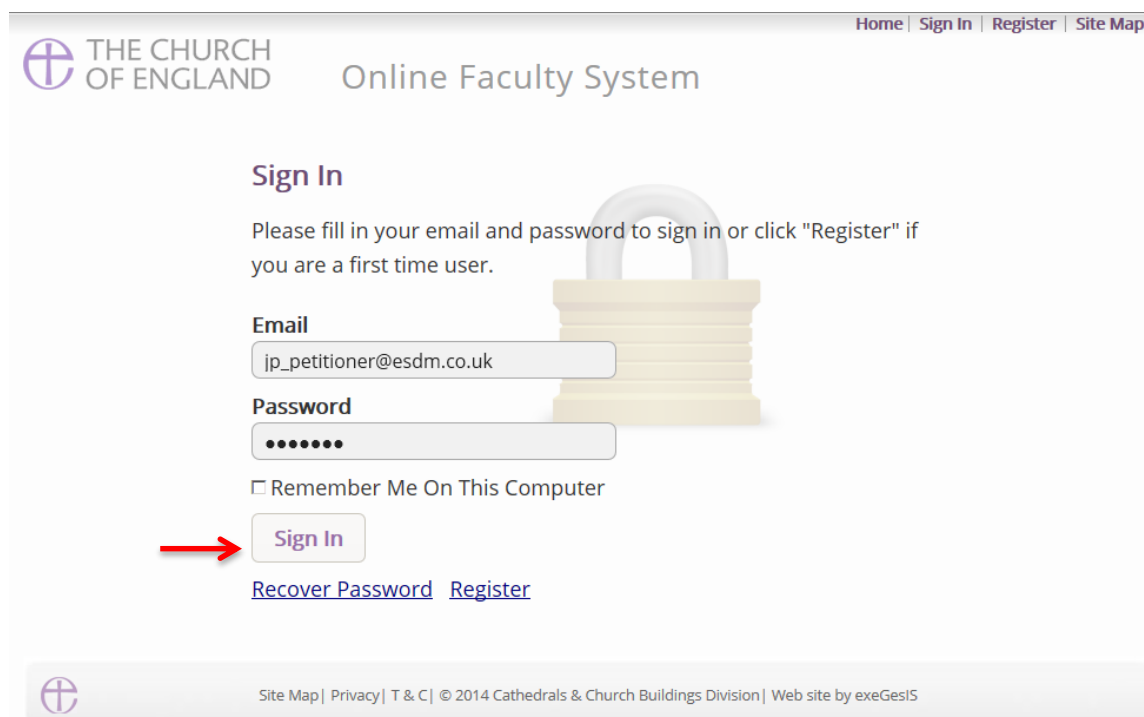
2. Enter your **email** address and **password**, and click **Sign In**

    2.1 If you tick the box "Remember Me on This Computer" you will remain signed into the website every time you return.

3. The system brings you back to the main page of the website. But now you are signed in!

4. To exit the system, click **Sign Out**.

Recovering your Password

1. Go to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and click **Recover Password**

2. Enter the **email** address you used to register with the Online Faculty System and click **Next**.

3. The system will send you an email with your new password. If you do not receive this email within a few minutes, check your Junk emails (or spam). If you still cannot find it, contact your DAC Secretary.

4. Go back to the sign in page https://facultyonline.churchofengland.org/Secure/Login.aspx and enter your new password.
5. For safety reasons, the system will ask you for a new password. Create one and click **Change Password**.

6. You will automatically return to the main page and will be signed in.

Managing your Account

Being able to manage your account is important. It gives you the opportunity to update your email address and contact details if they change. It also allows you to change your password and modify the way you receive emails from the Online Faculty System.

1. Go to the main website https://facultyonline.churchofengland.org, sign in and click on **My Account**

2. This is the **Security and Identity** tab of your account.

Do not forget to press update **every time** you make changes to your account.

Update your email address here

Click here to change your password.

3. This is your **Profile** tab. It holds all your contact details and lets you manage the emails you receive from the system.

Keep your contact information up-to-date here.

Type in your new telephone number or address every time it changes.

Change the way you receive emails from the system.

Click Daily Summary or Every time something happens.
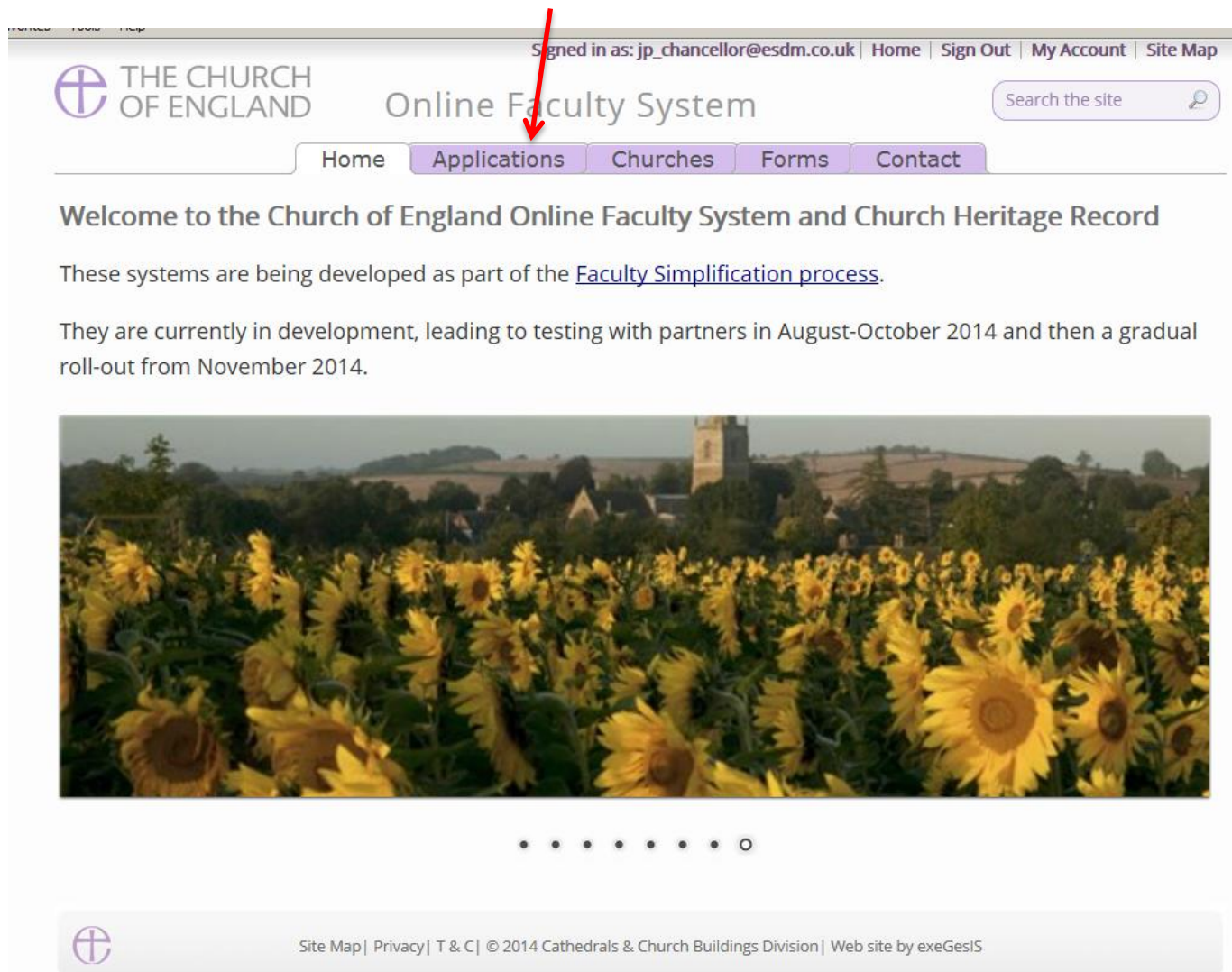
Do not forget to update your changes

Navigating your Dashboard

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

Signed in as: jp_dac@esdm.co.uk | Home | Sign Out | My Account | Member list | Site Map

THE CHURCH OF ENGLAND

Online Faculty System

Search the site

| Home | Applications | Churches | Forms | Contact |

Online Faculty System dashboard

From this page you can access active and archived Faculty applications in your diocese and can produce reports to manage your casework.

Click "view" to open a case file or go to "tools" to run a report.

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

| Messages | Applications requiring your action | Active Cases | Archived Cases | Tools |

Subject	Date received	Date read	
Faculty System: petition ref 2014-000073 has been determined	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000075 has been determined	Fri 28 Nov 2014		
Faculty System: end of Public Notice for petition ref 2014-000078	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000057 rejection	Fri 28 Nov 2014		
Faculty System: notification of DAC advice re petition ref 2014-000077	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000082 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000081 is in preparation	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 returned by DAC	Fri 28 Nov 2014		
Faculty System: petition ref 2014-000050 submitted to DAC	Fri 28 Nov 2014		

| First | Previous | Next | Last | | Page size: 10 | Page 1 of 32 (317 items) |

You can arrange your messages by:

- Subject
  or
- Date Received
  or
- Date Read

Click on each title to sort your messages.

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

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

Scroll through the pages to find a specific application

App Ref	Summary	Church	Created ▼	Status	View
2014-000079	Testing notifications	Ambridge: St Stephen's (Test)	Tue 25 Nov 2014	Registrar to Issue Faculty	🔍
2014-000078	SE Test for Form3A Q22	Ambridge: St Stephen's (Test)	Tue 18 Nov 2014	Proposal in Preparation	🔍
2014-000077	JP_DAC starting new app test 2	Ambridge: St Stephen's (Test)	Mon 17 Nov 2014	Awaiting DAC recommendation	🔍
2014-000075	Underfloor heating in sanctuary TEST	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Application with Registrar	🔍
2014-000073	Conservation of wall paintings UAT TEST	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Awaiting Chancellor's determination	🔍
2014-000072	Please don't use this one as I am using it to write the procedural notes	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Awaiting DAC Processing	🔍
2014-000071	Re-moval of Chancel Screen	Ambridge: St Stephen's (Test)	Fri 14 Nov 2014	Application with Registrar	🔍
2014-000070	UAT Permissions	Penny Hassett: St David (Test)	Fri 14 Nov 2014	Ready for formal application	🔍
2014-000066	Installation of a new vicar	Penny Hassett: St David (Test)	Thu 13 Nov 2014	Ready for formal application	🔍
2014-000065	Always testing	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Proposal in Preparation	🔍

First | Previous | **Next** | Last   Page size: 10 ▼ Page 1 of 5 (44 items)

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

- 10
- 20
- 50
  or
- 100

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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		

App Ref	Summary	Church	Created ▼	Status	View
2014-000076	DAC starting new app test	Penny Hassett: St David (Test)	Mon 17 Nov 2014	Faculty Post-Determination	
2014-000069	Test record to task 24008, i.e. does DAC meeting report work.	Ambridge: St Stephen's (Test)	Thu 13 Nov 2014	Abandoned	
2014-000059	UAT Test DAC - Underfloor heating	Penny Hassett: St David (Test)	Sat 08 Nov 2014	Abandoned	
2014-000053	JP - New Community Center - *Please do not push throughy	Penny Hassett: St David (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000052	JP - New Extension - ***Please do not push through	Ambridge: St Stephen's (Test)	Thu 30 Oct 2014	Faculty Post-Determination	
2014-000049	Anything	Ambridge: St Stephen's (Test)	Thu 23 Oct 2014	Abandoned	
2014-000045	put on a new roof	Ambridge: St Stephen's (Test)	Wed 15 Oct 2014	Post determination List A	
2014-000044	JP - Modification of help-text	Penny Hassett: St David (Test)	Tue 14 Oct 2014	Faculty Post-Determination	
2014-000033	New toilet	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Faculty Post-Determination	
2014-000032	sg	Ambridge: St Stephen's (Test)	Tue 16 Sep 2014	Abandoned	

First Previous **Next** **Last**   Page size: 10 ▼ Page 1 of 3 (24 items)
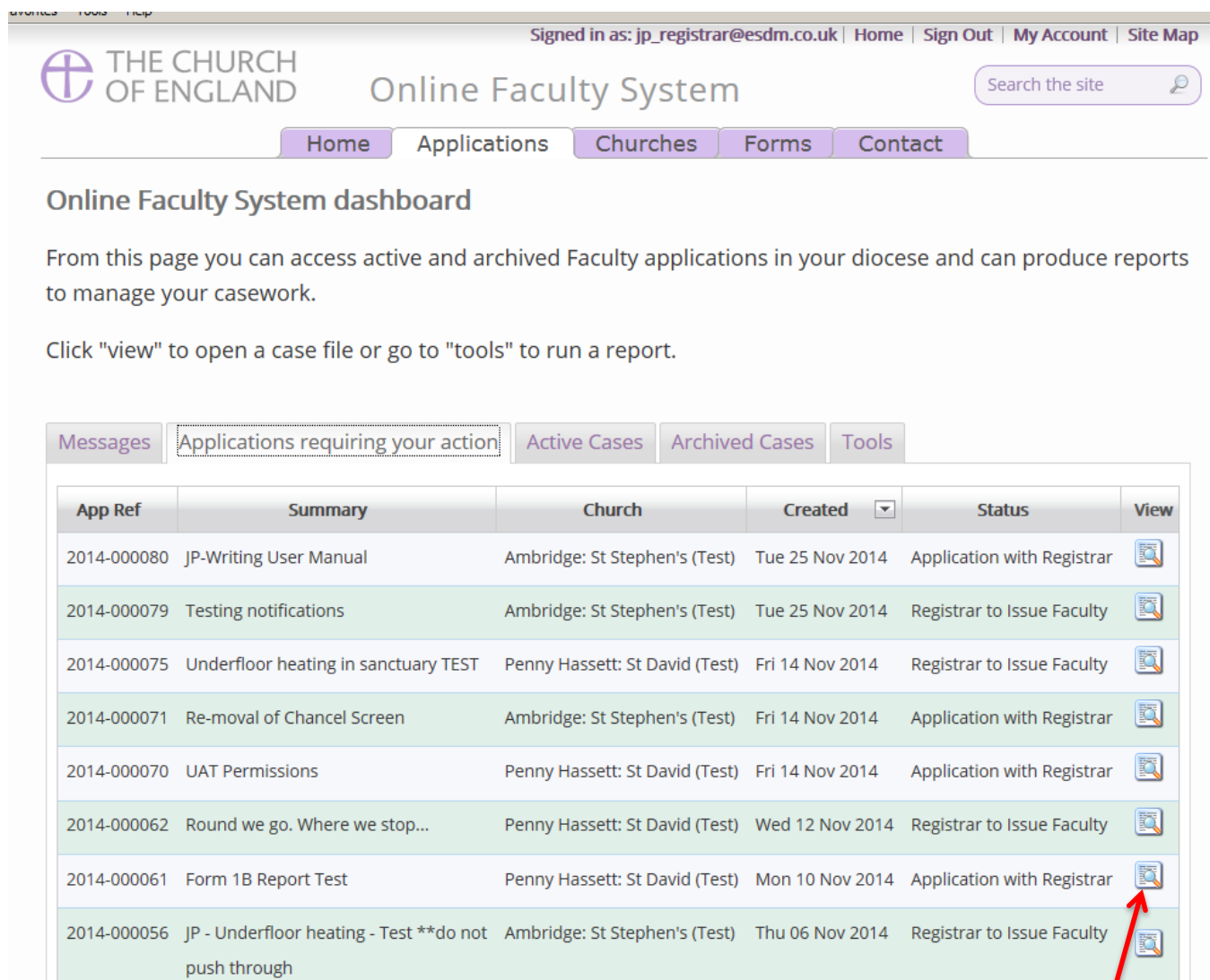
Site Map| Privacy| T & C| © 2014 Cathedrals & Church Buildings Division| Web site by exeGesIS

Navigating a Case File

A case file is where you will find all the legal forms and information necessary to assess a parish's application and provide your remarks to the Chancellor. It is also where you can attach any other relevant documents to an application. Each application has its own case file.

You can access a case file from your dashboard under the **Applications** tab.

For help on where to find different types of case files, see *Navigating your Dashboard* (see page 13).

1. To access a case file, click the **View** icon next to the specific case you wish to open.

2. This is a typical case file awaiting your remarks. The **Details** tab gives you access to all the forms generated by the Online Faculty System.

Basic summary of an application

THE CHURCH OF ENGLAND
Online Faculty System

Search the site 🔍

Application Ref:	**2014-000080**	Church:	**Ambridge: St Stephen's (Test)**
Diocese:	**Borchester (Test)**	Archdeaconry:	**Felpersham (Test)**
Status:	**Application with Registrar**	Logged By:	**Mrs Julie Patenaude (Tue 25 Nov 2014)**
Summary:	**JP-Writing User Manual**		

Current Status: You have applied to the court for a Faculty.

The Registrar is reviewing your application and you will receive the Chancellor's determination in due course.

Do not forget to post a signed copy of the Public Notice and the Certificate of Publication to the registar at the end of the public notice period if you have not already done so.

Edit

To Registrars: Click Submit to send application to Chancellor

Edit

Details	Supporting documents and images	History	My Notes	Messages

Summary description of proposed works ✓ 🔍

Standard Information ✓ 🔍

Petition ✓ 🔍

Statement of Significance ✓ 🔍

Statement of Needs ✓ 🔍

Notification of Advice ✓ 🔍

Public Notice ✓ 🔍

Registrar's remarks to Chancellor ✓ 🔍 📝

Chancellor's determination and judgement ⏳ 🔍

[Submit] [Return to Applications dashboard] [Invite Consultees]

Click the View icon to look at a form.

Click the Edit icon to make changes to a form.

The forms are found here.

Including the Registrar's Remarks to the Chancellor

Click here to exit the case file

The status icon tells you if a form is complete or in progress.

3. Under the **Supporting Documents and Images** tab, you can attach any additional information relevant to the application. This could include architectural drawings, advice letters following consultation with amenity societies, public objections and the Certificate of Publication.

Click on a file to open it.

Add a new file

4. Under the **History** tab, you can see who has been working on an application and when they completed a specific task.

You can choose to see <u>only</u> the details of completed tasks (status changes).

Or

You can choose to see <u>all the details</u> every time some worked on this case file.

See who worked on this application.

What they did.

And when.

5   The **Notes** tab lets you keep track of your thoughts on a specific application. Type in the information and click **Add** to save your comments.
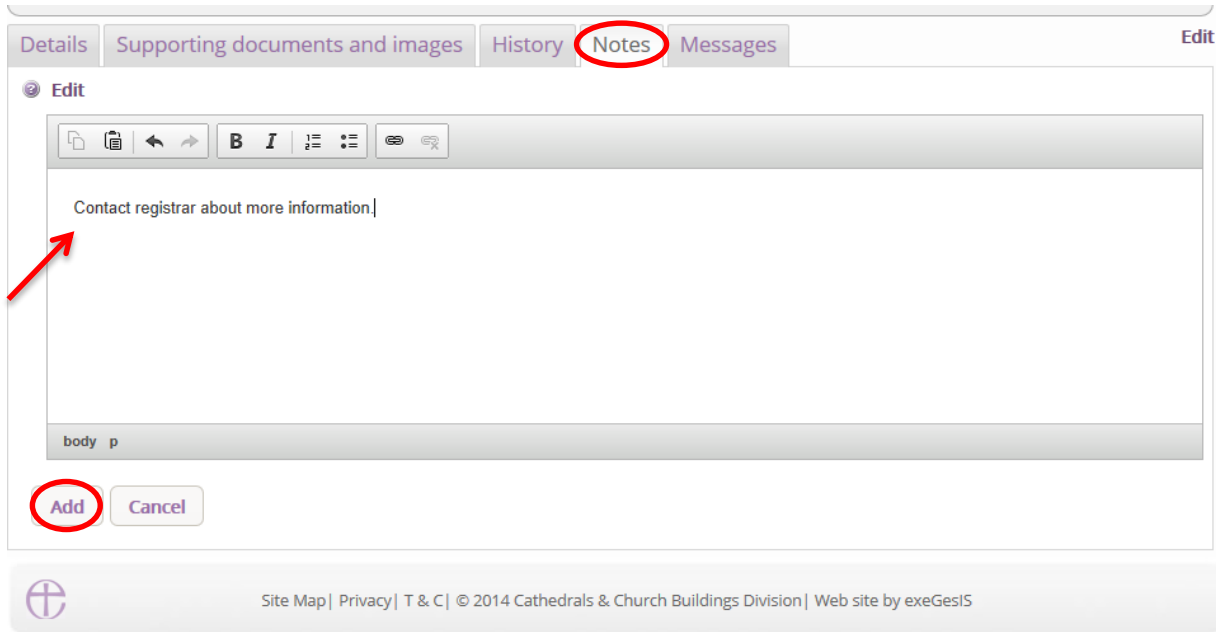
Click **Edit** to make changes or add new information.

6. Finally, the **Messages** tab allows you to find all the emails the Online Faculty System sent to you regarding this particular application.

See who received the email, what the subject was, and when it was sent.

Click on the **View** icon to read an email

Change how many emails you see at any one time

Navigate through the pages.

Receiving Emails from the Online Faculty System

The Online Faculty System automatically sends out emails to the appropriate users at key moments in the faculty process.

You can view your emails in three different locations:

1. In your regular email inbox (e.g. Outlook, Gmail, Hotmail accounts)
2. On your Dashboard under the Messages tab (see *Navigating your Dashboard* page 13)
3. In each individual case file under the Messages tab (see *Navigating a Case File* page 18)

As a Registrar, you will receive an email from the Online Faculty System every time:

1. A List B application is approved by the Archdeacon
2. A parish formally submits a Faculty application to you and the Chancellor
3. At the end of the public notice period
4. If the Chancellor returns an application to you with comments
5. When the Chancellor has made a determination
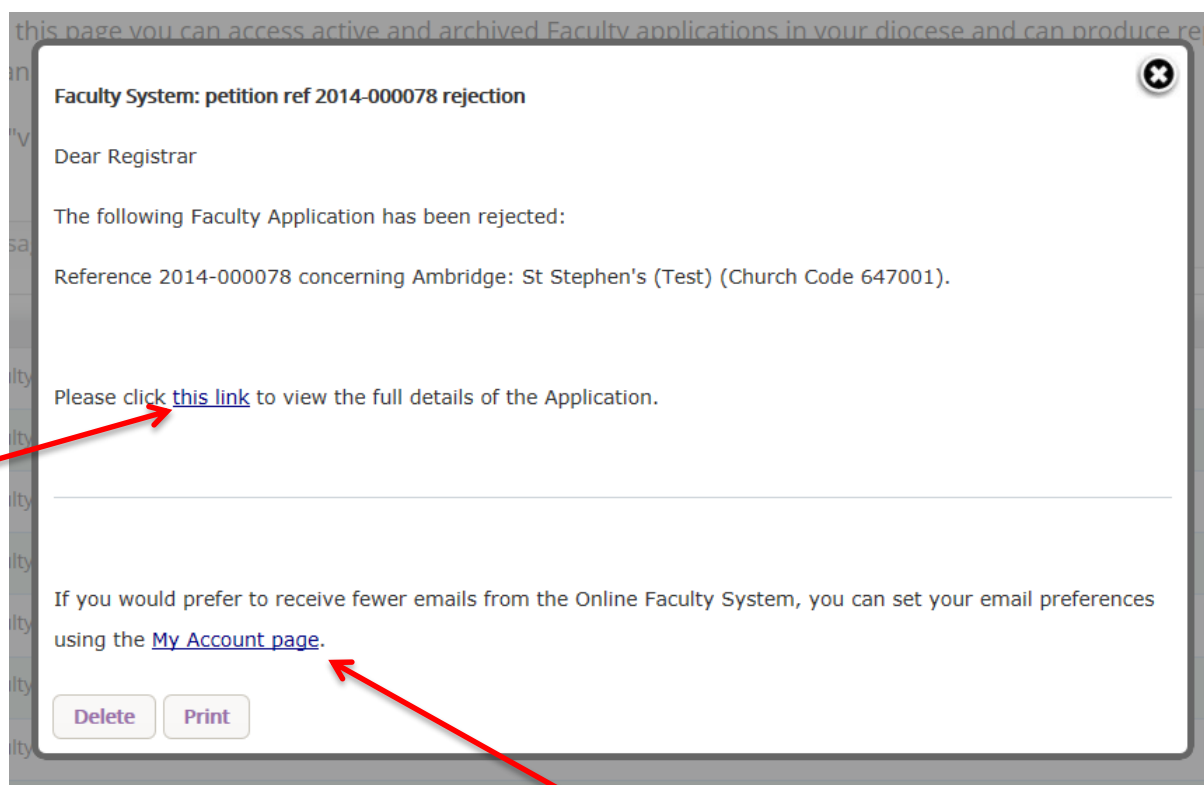
Click on the link to open the application's case file.

You will be asked to Sign In before you are given access to the documents.

Faculty System: petition ref 2014-000078 rejection

Dear Registrar

The following Faculty Application has been rejected:

Reference 2014-000078 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

Please click this link to view the full details of the Application.

If you would prefer to receive fewer emails from the Online Faculty System, you can set your email preferences using the My Account page.

Delete   Print

Click here to change the way you receive emails and manage your account.

Accessing a List B application

As Registrar, you will be automatically notified every time the Archdeacon approves a List B application in your Diocese.

1. To access the application, **click** this **link**

Faculty System: List B application ref 2015-001077 approved

Dear Registrar

Reference 2015-001077 concerning Ambridge: St Stephen's (Test) (Church Code 647001).

The application for the List B matter (reference 2015-001077) has been approved with conditions

Please click this link to view the full details of the application.

You will arrive at the List B case file.

2. To open the Archdeacon's Written Notice, click the **view** icon

					Edit
Details	Supporting documents and images	History	My Notes	Messages	

Summary description of proposed works	✓	🔍
List A or List B classification	✓	🔍
List B application details	✓	🔍
Archdeacon's Written Notice	✓	🔍
DAC advice	✓	🔍

Return to Applications dashboard   Invite Consultees

3. To print, click **Open as PDF for Printing**

Open as PDF for printing   Return to application details

◀◀ ◀ 1 of 1 ▷ ▷▌ ◇ ____ Find | Next 💾▾ ⟳

Ref:	2015-001077	**Church:**	Ambridge: St Stephen's (Test)
Diocese:	Borchester (Test)	**Archdeaconry:**	Felpersham (Test)
Created By:	Mrs Fiona Petty	**Contact Tel.:**	
Status:	Post determination List B		

List B Application
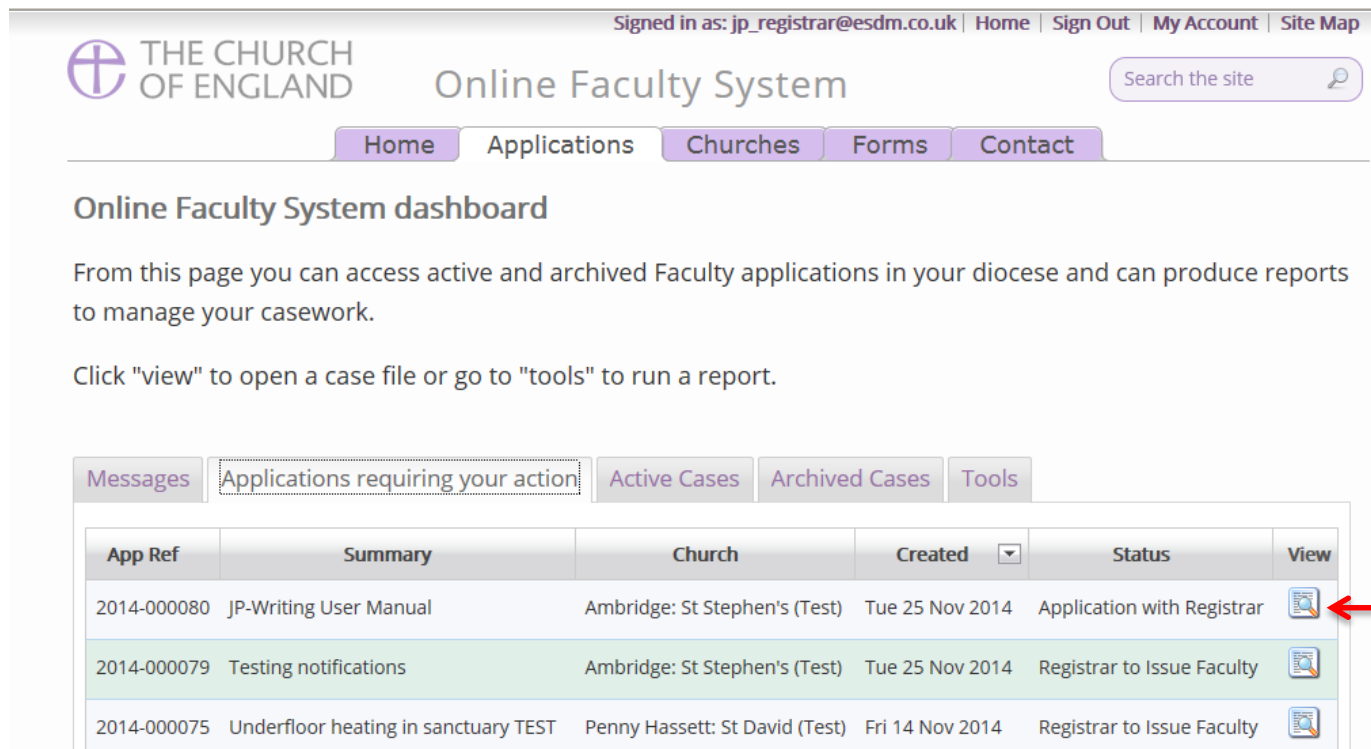
Archdeacon's Written Notice
(Rule 3.3)

Diocese of Borchester (Test)
Church of Ambridge: St Stephen's (Test)
In the parish of Ambridge (Test)

Begin Working on an Application

When you are ready to begin working on a Faculty application

1. Click the link provided in the email sent out by the Online Faculty System or go to the main page https://facultyonline.churchofengland.org
2. Sign In
3. Click on the **Applications** tab and go to the **Applications Requiring Your Action** tab where you will find the specific case file you require. If you cannot find the application you are looking for, search under **Active Cases**. (see *Navigating your Dashboard* on page 13)
4. Click on the **View** icon to open the case file

Once you have opened an application's case file, you will be able to access all the legal forms required including the standard information (Form 1) and petition (Form 3) under the **Details** tab. You will also be able to open all the additional supporting documents under the **Supporting Documents and Images** tab. (See *Navigating a Case File* on page 18)

5. Click the **View** icon to open a specific form

6. Click **Open as PDF for printing**
*Please note that this function will only work if you have installed Adobe Acrobat Reader software on your computer. This software is free to download and can be obtained by clicking this link http://get.adobe.com/uk/reader/

7. The form is will open in an easy-to-read format. To print, click **Print**
   *Please note this process might be slightly different according to individual computers and operating systems.

8. Repeat this process as needed for all other forms

9. Go to the **Supporting Documents and Images** tab to find all the attached files.

10. Click the **document's name** to open it

For more information on navigating a case file, see page 18.

Editing the Petition
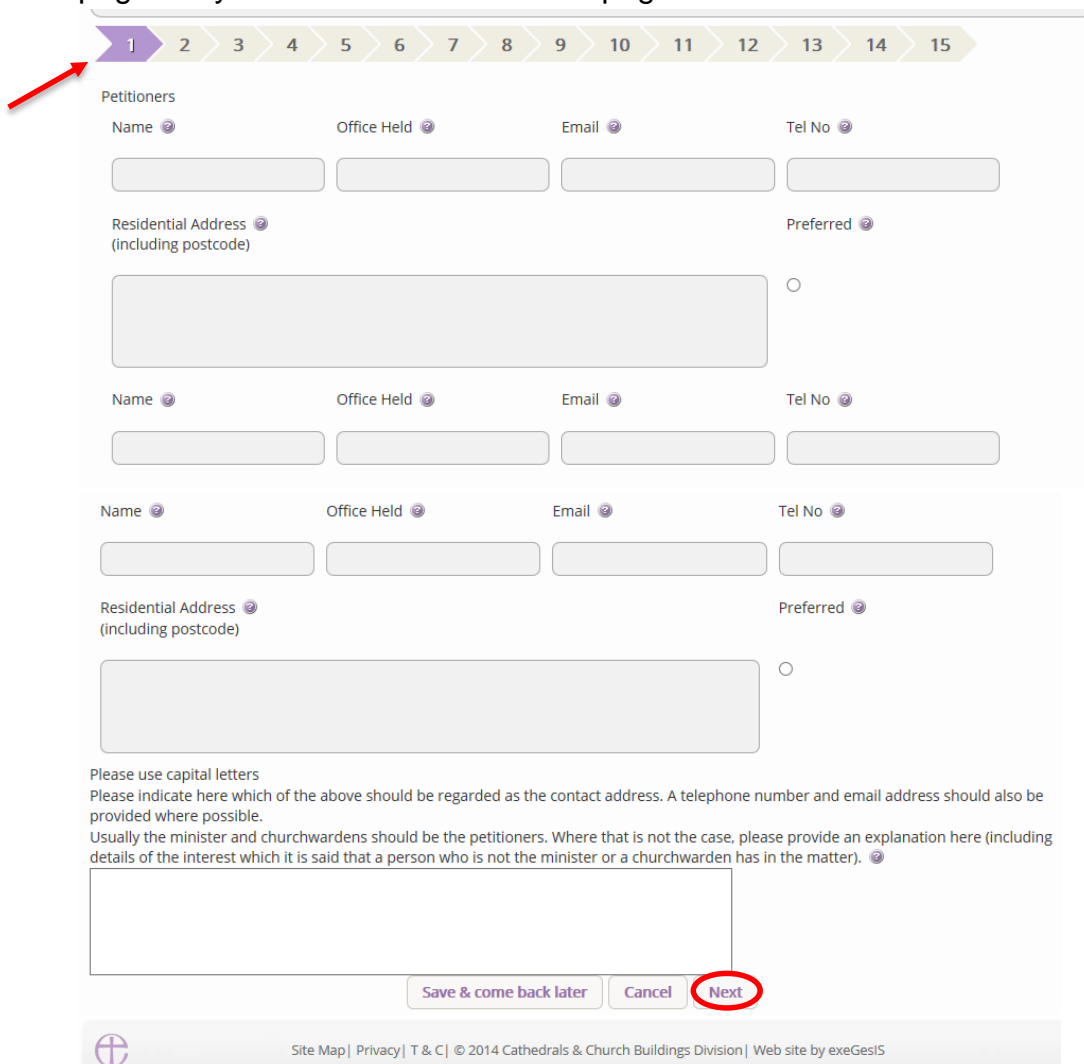
Should you need to make small changes to the Petition (e.g. minor mistakes):

1. Go to the Details tab
2. Click the **Edit** icon

3. Navigate the petition form by selecting a **specific step** on the row of numbers at the top of the page or by **Next** at the bottom of the page.

4. After you have the necessary changes in the form, go to the **last page** and click **Finish**

Inviting External Consultees to View an Application

In circumstances when you need to send the application to external members for consultation:

1. Go to an application's case file (see *Navigating a Case File* page 18)
2. Click **Invite Consultee**

3. See if the individual(s) to whom you are sending the application is already registered

4. If yes, **select them** from the list and click **Ok** to invite that consultee

5. If the individual(s) to whom you are sending the application is not already registered, **enter their email address** in the box below and click **Ok** to send.

6. You can invite more than one person at a time to view the application. Select as many registered consultees as you need from the main list and/or enter multiple email addresses of unregistered consultees in the box below (separate email addresses with a comma only).

Registrar's Remarks to the Chancellor

When you have processed a parish's faculty application and are ready to send it to the Chancellor with comments:

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **Edit** icon on the Registrar's Remarks to the Chancellor.

4. Enter your **comments** in the box provided
5. Click **Finish** (or Save & come back later)

6. You will automatically return to the application's case file. The form is marked as **complete**.
7. Click **Submit** to send the application to the Chancellor

8. You will get this prompt
9. Click Ok to proceed or Cancel to abort

Chancellor Returns Application to Registrar

If a chancellor chooses to return an application to you with directions or observations, you will receive an email with the chancellor's comments.
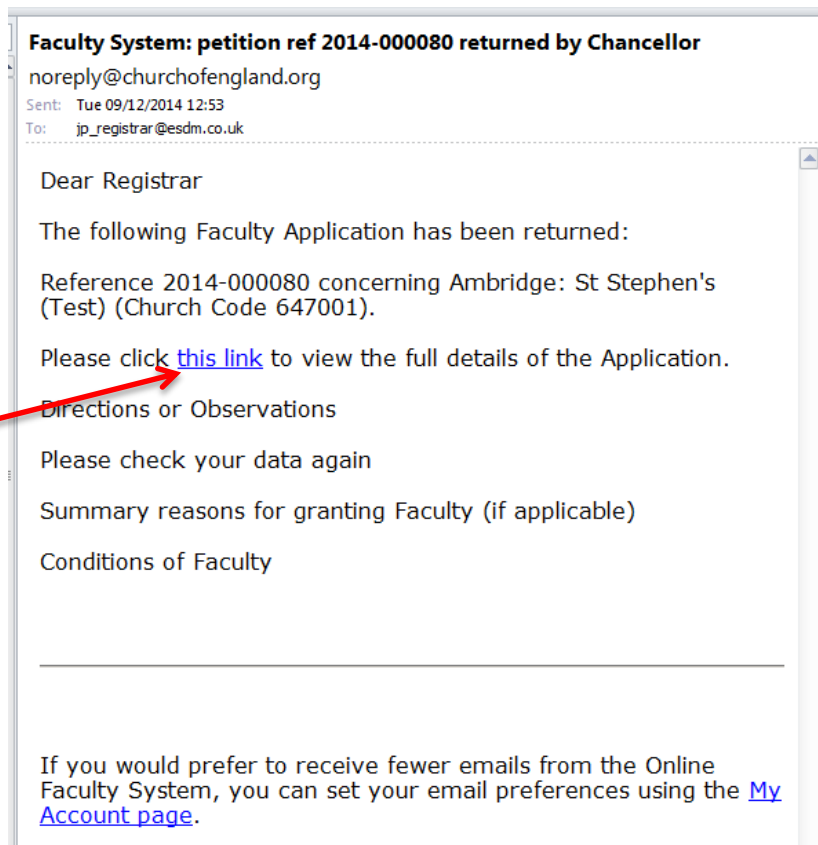
1. Click on the **link** to access the faculty application
2. Sign in
3. You should automatically arrive at the faculty application's details page. If not, go to your **Dashboard** and locate the application under **Applications Requiring Your Action** (see page 13)
4. Click the **View** icon on the Chancellor's Determination and Judgement Form

5. Access the Chancellor's comments and click **Return to application details**

6. Once you are ready to send the faculty application to the Chancellor, insert new comments into the **Registrar's remarks** form (if necessary) and click **Submit**.
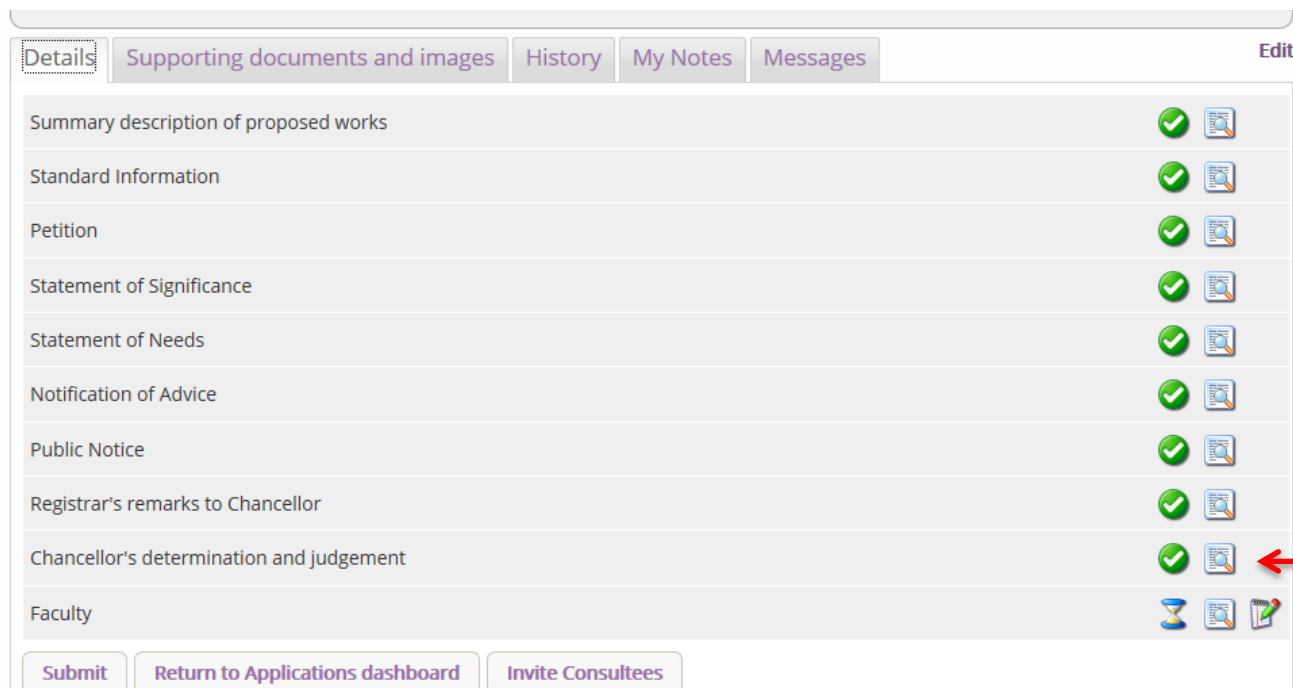
Faculty Approval

In cases where the Chancellor approves the faculty application, you will receive a notification through the Online Faculty System with the Chancellor's comments.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **View** icon to access the Chancellor's comments

4. Read the Chancellor's determination and return to the application's details

5. Click the **Edit** icon on the Faculty Form

6. **Edit** the legal text of the Faculty Form as required and click **Next**:
   a. The Bishop's name
   b. Delete unnecessary sentences
   c. Add relevant dated

7. **Edit** the schedule of works and the Chancellor's conditions (if required) and click **Finish**.

Faculty (Form 6)

Schedule Of Works
Edit

> Build new extension on the south of the church building.

body   p

Conditions of Faculty (if any) Edit

> Standard Archaeological Condition

Save & come back later   Cancel   **Finish**

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8. The form is now marked as complete. Click the **View** icon to open the Faculty Form.

Details	Supporting documents and images	History	My Notes	Messages			Edit
Summary description of proposed works					✓	🔍	
Standard Information					✓	🔍	
Petition					✓	🔍	
Statement of Significance					✓	🔍	
Statement of Needs					✓	🔍	
Notification of Advice					✓	🔍	
Public Notice					✓	🔍	
Registrar's remarks to Chancellor					✓	🔍	
Chancellor's determination and judgement					✓	🔍	
Faculty					✓	🔍	📝

Submit   Return to Applications dashboard   Invite Consultees

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9. To print the Faculty, click **Open as PDF for printing**


```
Open as PDF for printing    Return to application details
```

```
|◀ ◀ 1 of 1 ▷ ▷|    ⬦    [          ] Find | Next    💾▾ 🔄 🖨
```
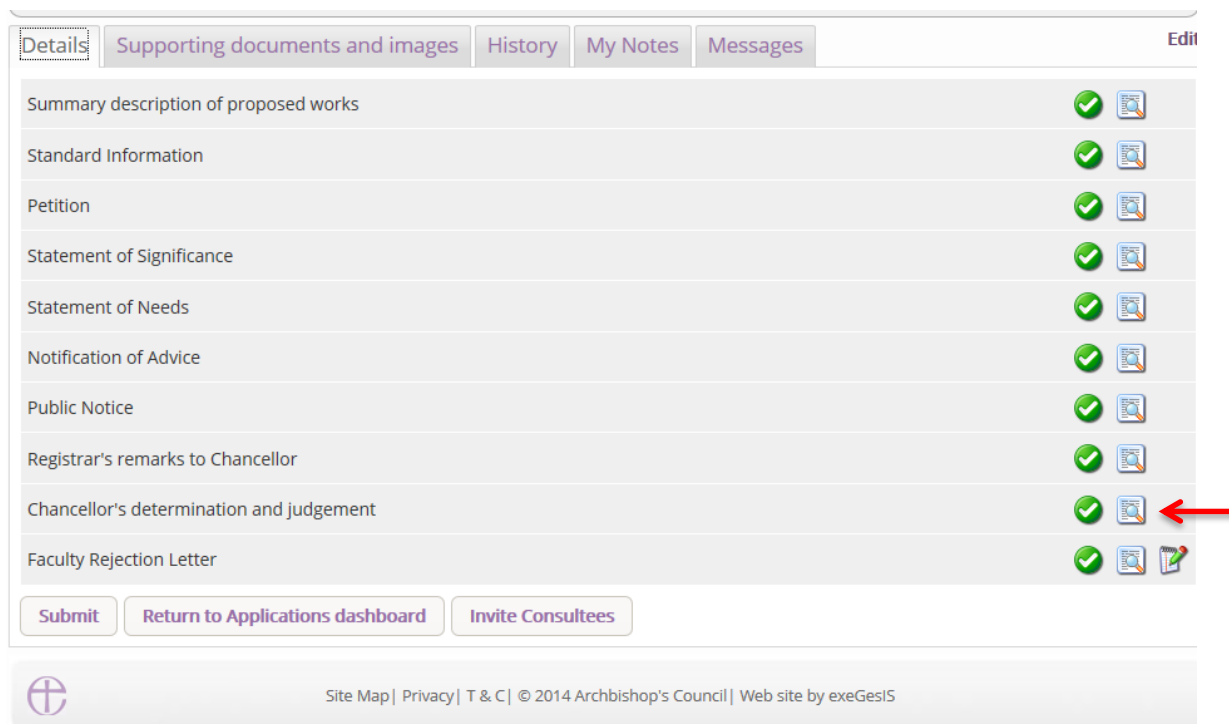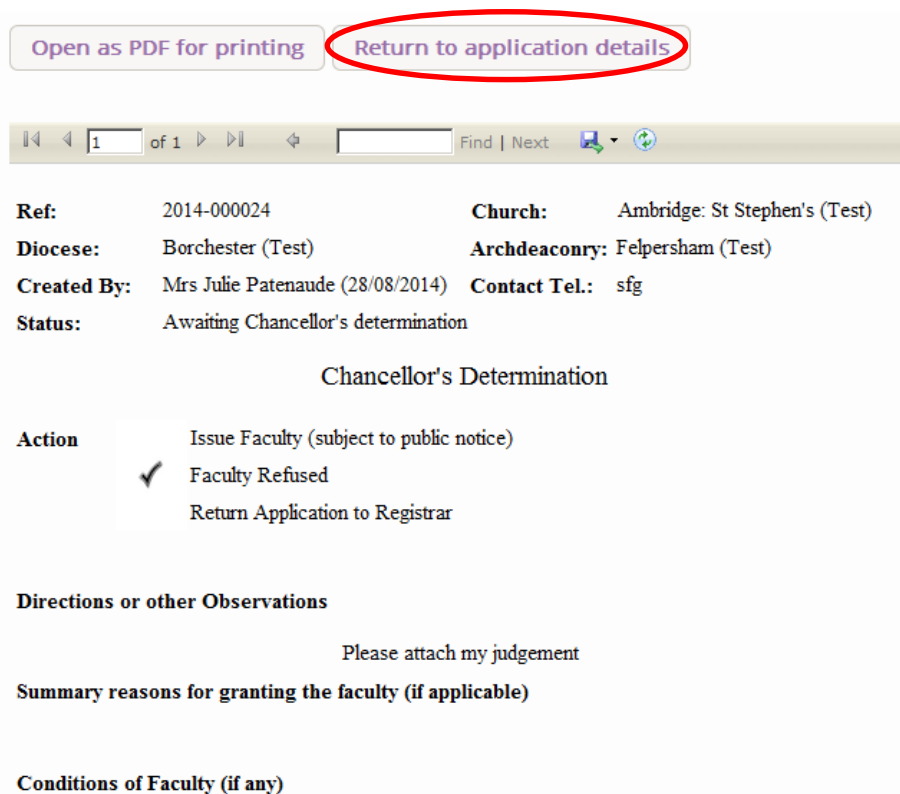
Ref:	2014-000079	Church:	Ambridge: St Stephen's (Test)
Diocese:	Borchester (Test)	Archdeaconry:	Felpersham (Test)
Created By:	Mrs Julie Patenaude (25/11/2014)	Contact Tel.:	6456546354
Status:	Registrar to Issue Faculty		

Form 6

(Rule 6.4)

Faculty

In the Consistory Court of the Diocese of Borchester (Test)

Parish of Ambridge (Test)

Church of Ambridge: St Stephen's (Test)

The Worshipful Julie Patenaude, Chancellor of the Diocese and Official Principal of the Right Reverend Bob Smith, Lord Bishop

To JP (FS), FS (BR), BR (SF)

A petition presented by you has been submitted to the Registry of this Court[together with designs, plans, photographs or other documents, requesting a faculty authorising the works or other proposals specified in the petition].

A public notice was duly displayed giving an opportunity to all persons interested to object and give reasons why a faculty should not be granted.
or of doctrine, ritual or ceremonial or relate to proposals that affect the legal rights of any person or body.]

10. The Faculty can now be sealed and sent to the parish by post
11. To inform the parish of the Chancellor's determination, click **Return to application details**


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Open as PDF for printing    Return to application details
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Ref:	2014-000079	Church:	Ambridge: St Stephen's (Test)
Diocese:	Borchester (Test)	Archdeaconry:	Felpersham (Test)
Created By:	Mrs Julie Patenaude (25/11/2014)	Contact Tel.:	6456546354
Status:	Registrar to Issue Faculty		

Form 6

(Rule 6.4)

Faculty

12. And click **Submit**. The Online Faculty System will send an email to the parish and the DAC.

Faculty Refusal

In cases where the Chancellor refuses a faculty application, you will receive a notification through the Online Faculty System.

1. Sign in to the Online Faculty System
2. Locate the application using your Dashboard under **Applications Requiring Your Action** (see page 13)
3. Click the **View** icon to access the Chancellor's comments

4. Read the Chancellor's determination and click **Return to application details**

5. Click the **Edit** icon on the Faculty Refusal Letter

6. **Insert** any **remarks** intended for the parish and click **Finish**.

7. To attach the Chancellor's judgement (if necessary) see page 47.

8. To inform the parish of the Chancellor's determination, click **Submit**.

Details	Supporting documents and images	History	My Notes	Messages		Edit
Summary description of proposed works					✓ 🔍	
Standard Information					✓ 🔍	
Petition					✓ 🔍	
Statement of Significance					✓ 🔍	
Statement of Needs					✓ 🔍	
Notification of Advice					✓ 🔍	
Public Notice					✓ 🔍	
Registrar's remarks to Chancellor					✓ 🔍	
Chancellor's determination and judgement					✓ 🔍	
Faculty Rejection Letter					✓ 🔍 ✏️	

[Submit] [Return to Applications dashboard] [Invite Consultees]

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Attaching Documents

If you need to attach other relevant documents to the application:

1. Go to the application's case file (see *Navigating a Case File* page 18)
2. Click on **Supporting Documents and Images**

3. Click **Add**

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)

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

8. The file has successfully attached.

Option 2

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

10. **Locate** the file on your computer. **Select** it. Click **Open**.
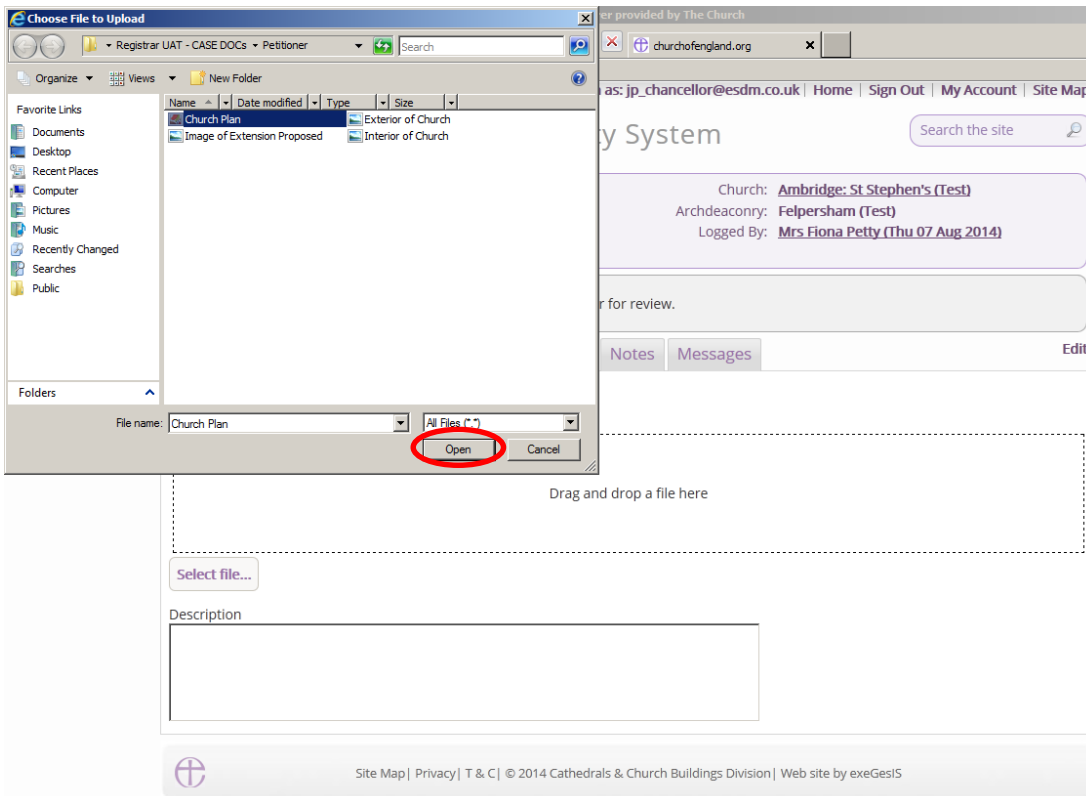
11. Insert a summary **description** of the file you have attached (e.g. Archaeological Report)
12. Click **Upload**

13. The file has successfully attached

Casework Analytics Report

This tool allows you to find out how many applications have come through the Online Faculty System in your Diocese.

1. Go to the Applications tab
2. Go to the Tools tab on your Dashboard
3. Click Casework Analytics Report

4. Select your **Diocese** from the Drop down menu

5. Filter by listed building grade (if required)

6. Select a **start and end date** for your search using both calendars

7. Filter by **Open** (active) cases or **Closed** (archived) cases.

8. Click **View Report** to obtain your results

9. Use the floppy disk icon to **export your results** into different file format types.

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, are experiencing technical difficulties with the Online Faculty System or have an emergency, contact the Project Officer at the CCB:

julie.patenaude@churchofengland.org

020 7898 1860

or click on https://facultyonline.churchofengland.org/contact