

Strategic Buildings Review

Data Entry - Parish User



Quick Start Guide

When you receive the web address for the database, put it in to your internet browser, and you should end up here:

Strategic Buildings Review



Strategic Buildings Review - Parish Sign In

Simply type in the username and password details that you also received, and you are ready to begin.

Email Address

Password [\(forgot?\)](#)

Remember me

Sign In

If you would prefer your own more memorable password, simply click on 'Account Settings' in the top right hand corner of the screen.



Fill in the password you were given and then the new password you have chosen, and then confirm it. Now click the submit button.

Email *

Submit

Change Password

Current Password *

New Password *

Password

Confirm Password

Submit

Make sure you have input your email address as this will be where the system will send a password reset should you forget your new password in the future.

Just a few things before you input any data.

Hopefully you will find that the database screens are reasonably self-explanatory and simple to navigate, even if you have limited experience of 'on-line' systems.

Whilst there is a hard copy alternative, the big disadvantage of using it will be the need to fill in all the data yourself. Using the online system only requires you to input data that we don't already have, so if you can get yourself in front of an internet connected computer, then that's the way to go. Remember, alongside this written guide, there are two key ways we can support you if you get in to trouble or simply have a question:

- 1) Your Deanery Administrator will have received training and is your first port of call.
- 2) On the welcome screen before you sign in, there is a list of people who will help you if they can.

- Gareth Greenwood: 01332 388690, gareth.greenwood@derby.anglican.org
- Jason Kennedy: 01332 388691, jason.kennedy@derbyanglican.org
- Matt Barnes: 01246 279916, matt.barnes@derby.anglican.org

Some General Principles

There are standard links and principles used throughout the system (not all options are available on all screens).

The **Purple Banner** is where you switch from **Update** mode to **Reporting** mode. Simply put 'Parish Update' allows you to view and edit data, whereas 'Parish Reporting' search & view combinations of data).

The **Light Grey area** shows you which screen you are on, and the little arrows show you the route you have taken to get there. You can also access your **Account Settings, Log Out** or **Print** from here.

The [view/edit](#) option allows you to see what data is already on the database and then to edit if necessary; you can also [delete](#) records entirely, but remember that once you have confirmed that you want to delete a record, this cannot be undone!

There are various ways you will be able to input data on screen:

Drop-down list – click on arrow and choose option from list, or start typing to narrow your search. If the drop-down list has a plus sign next to it, click on this to add a new option not already displayed.

Site *

Select the site where this building is located.

Text box – enter either text or numbers.

Image file – upload an image file. Please take note of guidelines for size and naming etc.

Check box (square with ticks); you may choose as many options that apply.

Red asterisk* - mandatory field.

Radio button (round with dot); you may choose only one option.

Urgent Outstanding Repair Costs

External Image

 Browse...

Other Denominations in the Parish

- Baptist
- Catholic
- Independent
- Methodist

Category *

- Urban
- Suburban
- Post-Industrial
- Market Town
- Rural

ALERT

If you have added or edited any information on a screen, you **must** click submit at the bottom of that screen before navigating away, otherwise it will not be saved, and you will have to enter it all over again.

Submit

Right from the start you have the ability to add or edit information about your buildings in the **'Parish Update'** screens,



or search and view information by selecting the **'Parish Reporting'** screens.

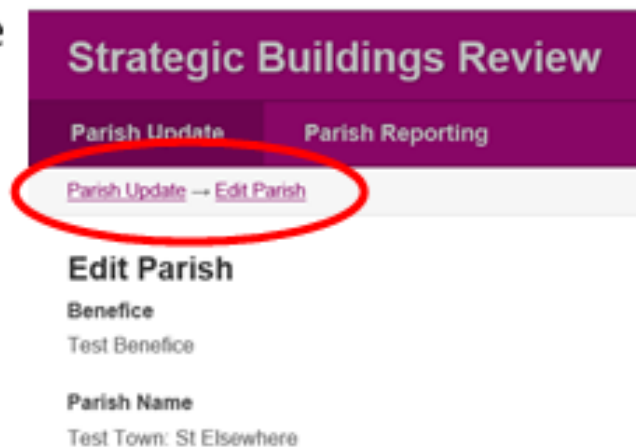


Staying with **'Parish Update'** mode at the moment, you can edit some of your parishes details, add or edit a site, add a building or view and edit the details of buildings already in the database.

In common with other on-line environments like websites, the screens work on a 'family tree' structure, taking you up and down levels as you go.

For example, if you click on **'Edit Parish'** a navigation record of where you've come from appears in the light grey area.

You can click on these to go back to previous screens.



Along the way, as you begin to view and edit information, you will notice that some entries you make will reveal extra questions for you to answer.

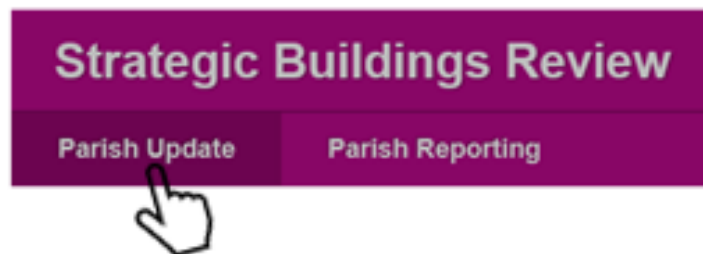
For example if you select **Yes** for 'Significant Population Change Planned?', then further information is required and additional boxes will appear on screen.

If you select **No** or **Don't Know**, you simply carry on to the next question, which in this case would be 'Other Denominations in the Parish'.

At this stage, we are concentrating on updating all your site and building records, but as more and more data is completed for Parishes across the Diocese the more records you will be able to search through using the 'Parish Reporting' section of the database.

Time to update your Parish records

Simply click on 'Parish Update' where you can:




1. **Edit your Parish** (the first five headings cannot be edited, so if for any reason you think the information is incorrect, please inform us by using the email feedback button).

2. **Add or Edit Site** where you can view and edit sites already recorded, or add a new site. From here, you can also view the records for each building related to a site, or you can add a new site that does not yet appear in the table.

3. **Add Building** if it is not yet recorded for your parish or **view/edit** a building that already appears in the table. When you click on **view/edit** for a building, you will be able to edit building details, churchyard information, ministries relating to the building and details of treasures within the building.


When adding a building you simply select the site to which it belongs and then fill in all the relevant details as you progress down the screen.

Remember, as you fill in details for a new building, answers you give to some of the  **'Radio Button'** questions, will cause additional questions to appear.

Remember, don't forget that anything with a Red Asterisk* is required information, and you will not be able to submit that part of the form without filling in the mandatory sections.

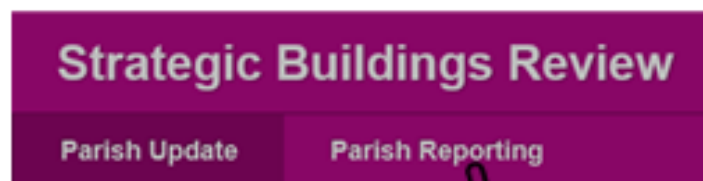
See relevant definitions for 'Ministries' and 'Treasures' on Page 10.

When you press  at the bottom of a screen...

EITHER a  message will appear, with an option to either **Reload form** for further editing, or return to the previous screen...

OR, if you have made any mistakes or not filled in mandatory information, then an **error message** will appear at the top of the form, with the relevant field(s) highlighted. In this case, simply review the details you have input, correct the errors and resubmit.

Parish Reporting



Each reporting screen has the same structure. The screen consists of a table of the records of the chosen type.

The records may be sorted, filtered, searched, printed and exported. You can search by keyword or search for all records with a particular text phrase. Searching applies across all fields in the record, not just those displayed in the table.

Use [add filters](#) to select logical criteria by which records may be filtered (multiple filters can be applied using and/or).

Use [Export](#) to select records to file (.csv, .txt or JSON)

Within the body of the table click column header, to sort on this column – click again to reverse sort order

Click the [view](#) link to see the details of each record.

Parent and child records are shown by a [purple underlined link](#) to that record.

Definitions

Ministries

Ministries are worship services, church activities or community activities that currently take place regularly within this building, to which members of the wider community can come. They include, but are not limited to, Sunday services. Ministries should be added to the building in which they take place; if a ministry moves from place to place, it would be recorded once against each building, with the days of the month/time indicating when it takes place in each.

Treasures

Treasures are notable features within the building or its grounds that visitors might be interested in seeing. They can be a part of the building itself, or objects contained within the building.

Treasures should be added to the building in which they normally reside (if not fixed).

Treasure information will be used to update the Church Heritage records. All parishes/deaneries should therefore ensure that, as a minimum, all treasure information that should be included in the Church Heritage record is complete and up to date.