Simple Post Searches

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DIOCESE of OXFORD
Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes
Simple Post Searches

A basic post search

Note: You must be logged into the Contact Management System via https://cms.cofeportal.org/ See the “Getting Started” guide.

Introduction

Post Search
Post search finds particular Posts and who currently occupies them.

Terminology: When someone has taken on a Role (e.g. Churchwarden we call it a Post)

Click Post Search in the sidebar menu.

You can search by Role and/or by Place.

Example 1: If you want to find all the people occupying any Posts in a specific benefice, you would enter the benefice name in the Place field and leave Role blank.

If, that produces too many results you can narrow down by adding one or more Roles into the Role field.

Example 2: You might want to find all the posts regardless of place, for example if you wanted a list of all the Archdeacons and Assistant Archdeacons in the diocese, you would add those two roles into the Role field and leave Place blank.

Sorting the results

By default the results are sorted by the Role name, you may find it more helpful to sort by place or surname, click Change and select the sorting method that is most useful.

As with the Contact Search you can easily Save the search criteria, export, print or email, depending on your permissions.
Tip 1: Because Posts are attached to a particular place, e.g. a Benefice or a Parish, a search limited by the name of a church may offer unexpectedly few results, e.g. you would not find a vicar by searching for a church because vicars are not attached to churches. To overcome this, if you only know the name of the church, click the box labelled: “Include posts from parent places up to Benefice (where applicable)” This will show you all the posts that match your search up to the benefice level.

Tip 2: If you want to see where the place you have selected sits in the hierarchy, e.g. if you chose a church and you want to know what benefice it is in, simply click the place name as in the following screenshot: