



Simple Contact Searches

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DIOCESE of OXFORD

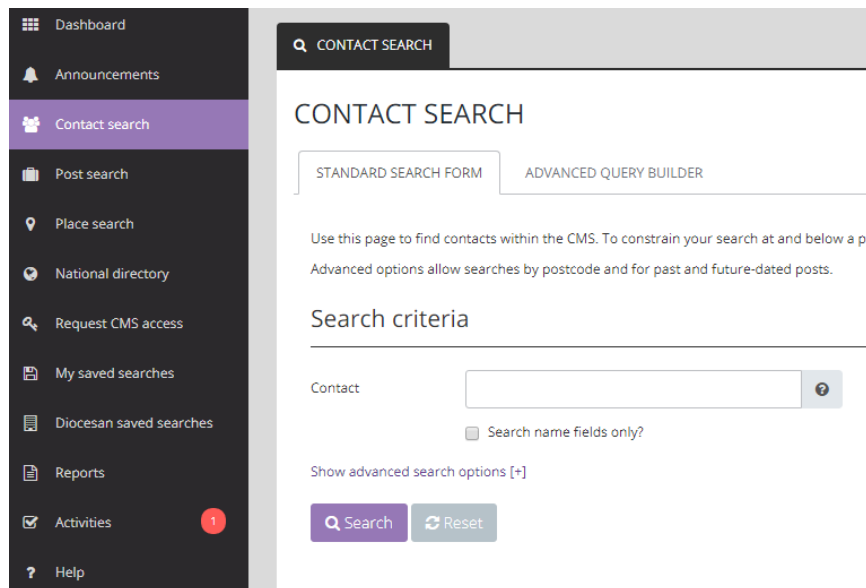
Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes

Simple Contact Searches

A basic contact search

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

Go to the **Contact Search** tab



In the Standard Search Form (tab): Search Criteria you can search by **Contact** (broadly or just within the name field); by **Place** (or places) or by **Role** (or roles), or a combination of all three.


TIP: Using the “AND” operator will help you find more relevant results.

“Smith” returns 124 contacts

“John Smith” returns 679 contacts

“John AND Smith” returns 10 contacts

“John AND Smith” (name fields only) returns 7 contacts

For each contact you can click the  button to view more details.

Search result options

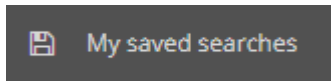
Saving the search

When you have completed a search you may want to save the search criteria for using again.

To do this click the **Save** button.



You can then give the search a name and then you will be able to reload to search from the My Saved Searches menu.



Print labels

Click the print button and choose the label size you require.



PRINT LABELS

Please select from the following labels (opens in new tab)

ALL CONTACTS

Avery L7160 - 3 columns (21 entries per page)

Avery L7162 - 2 columns (16 entries per page)

Avery L7163 - 2 columns (14 entries per page)

CONTACTS WITHOUT EMAIL ADDRESS

Avery L7160 - 3 columns (21 entries per page)

Avery L7162 - 2 columns (16 entries per page)

Avery L7163 - 2 columns (14 entries per page)

Download the results to Excel



Email the contacts

Only available if you have the emailer permission.