



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.

Search criteria Load a saved standard s

Role	Select a role...	Place	× Abingdon Christ Church (Church) ✕ <input type="checkbox"/> Include posts from parent places up to Benefice (where applicable)	Post date period	<input type="checkbox"/> Past <input type="checkbox"/> Recent (last 6 months) <input checked="" type="checkbox"/> Present <input type="checkbox"/> Future <input type="checkbox"/> All
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Results ordered by **Role name (A-Z)** [change](#)

Role	Place	Occupied by	Actions
Administrator	Abingdon Christ Church (Church)	[blurred]	<input type="button" value="Open post"/> <input type="button" value="Open place"/> <input type="button" value="Open contact"/>

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:

Hierarchical structure

Oxford (Diocese) » Dorchester (Archdeaconry) » Abingdon (Deanery) » North Abingdon (Benefice) » North Abingdon (Parish) » Abingdon Christ Church (District) » **Abingdon Christ Church (Church)**