



# Simple Post Searches

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**DIOCESE of OXFORD**

*Berkshire, Buckinghamshire, Oxfordshire and Milton Keynes*

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# 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

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Role	Place	Post date period	
<input type="text" value="Select a role..."/>	<div style="border: 1px solid red; padding: 2px;"> <input type="text" value="× Abingdon Christ Church (Church)"/> </div> <div style="border: 1px solid red; padding: 2px; margin-top: 2px;"> <input type="checkbox"/> Include posts from parent places up to Benefice (where applicable)         </div>	<input type="checkbox"/> Past <input type="checkbox"/> Recent (last 6 months) <input checked="" type="checkbox"/> Present <input type="checkbox"/> Future <input type="checkbox"/> All	

Results ordered by **Role name (A-Z)** [change](#)

Role	Place	Occupied by	Actions
Administrator	Abingdon Christ Church (Church)		<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)**