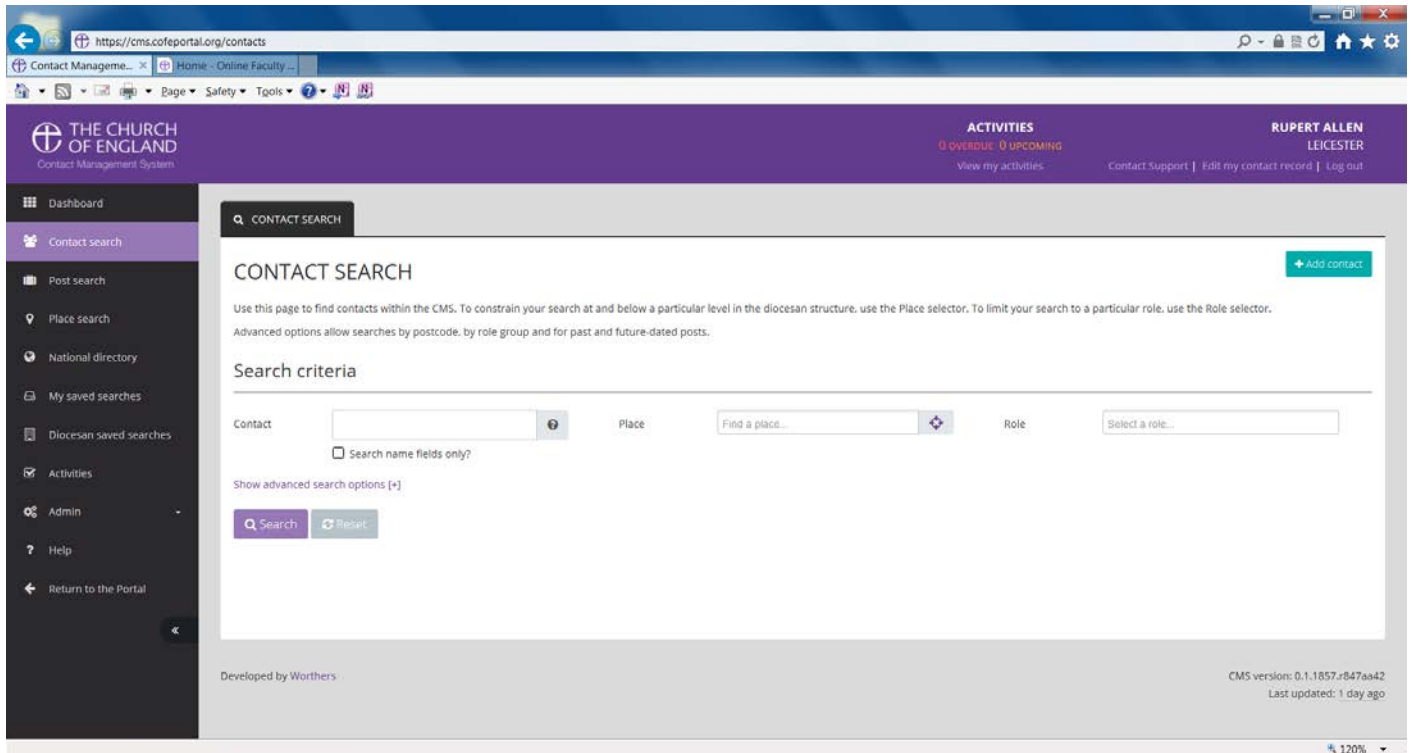
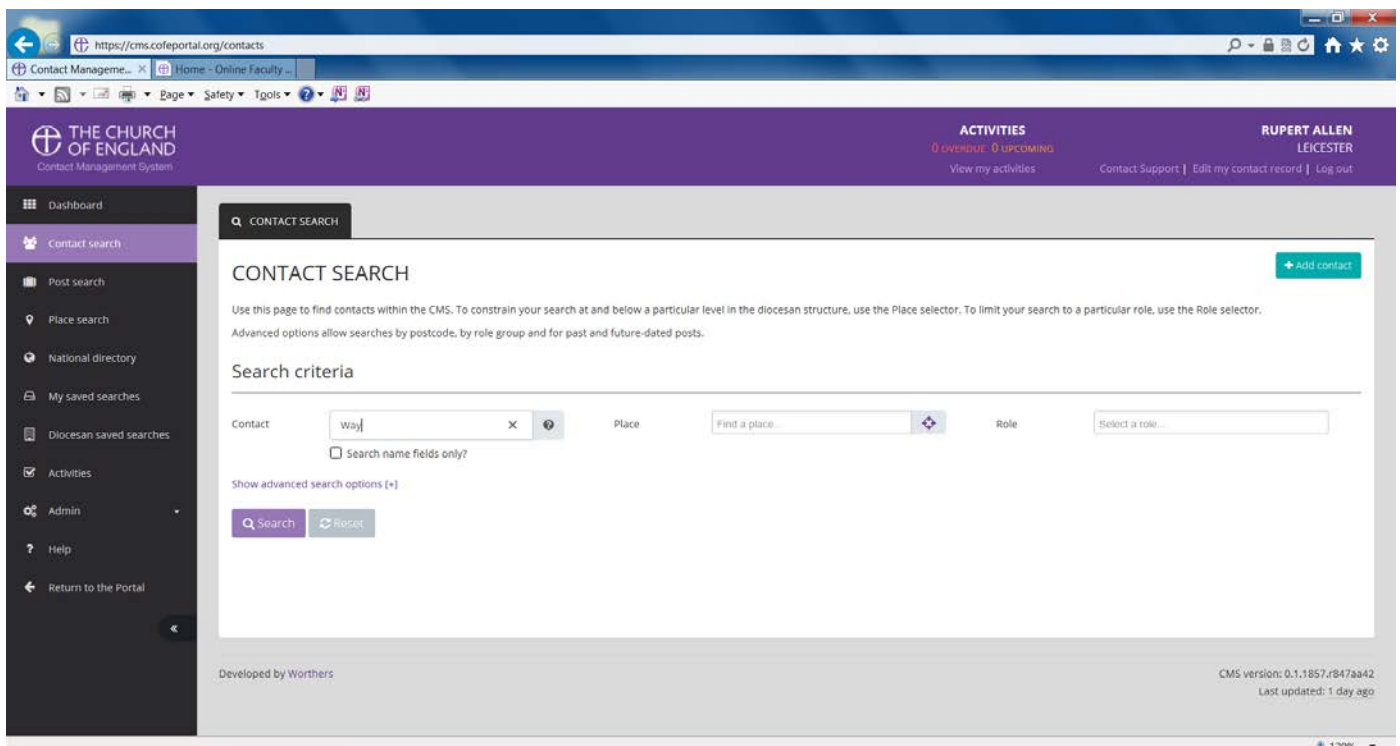


How to find an individual

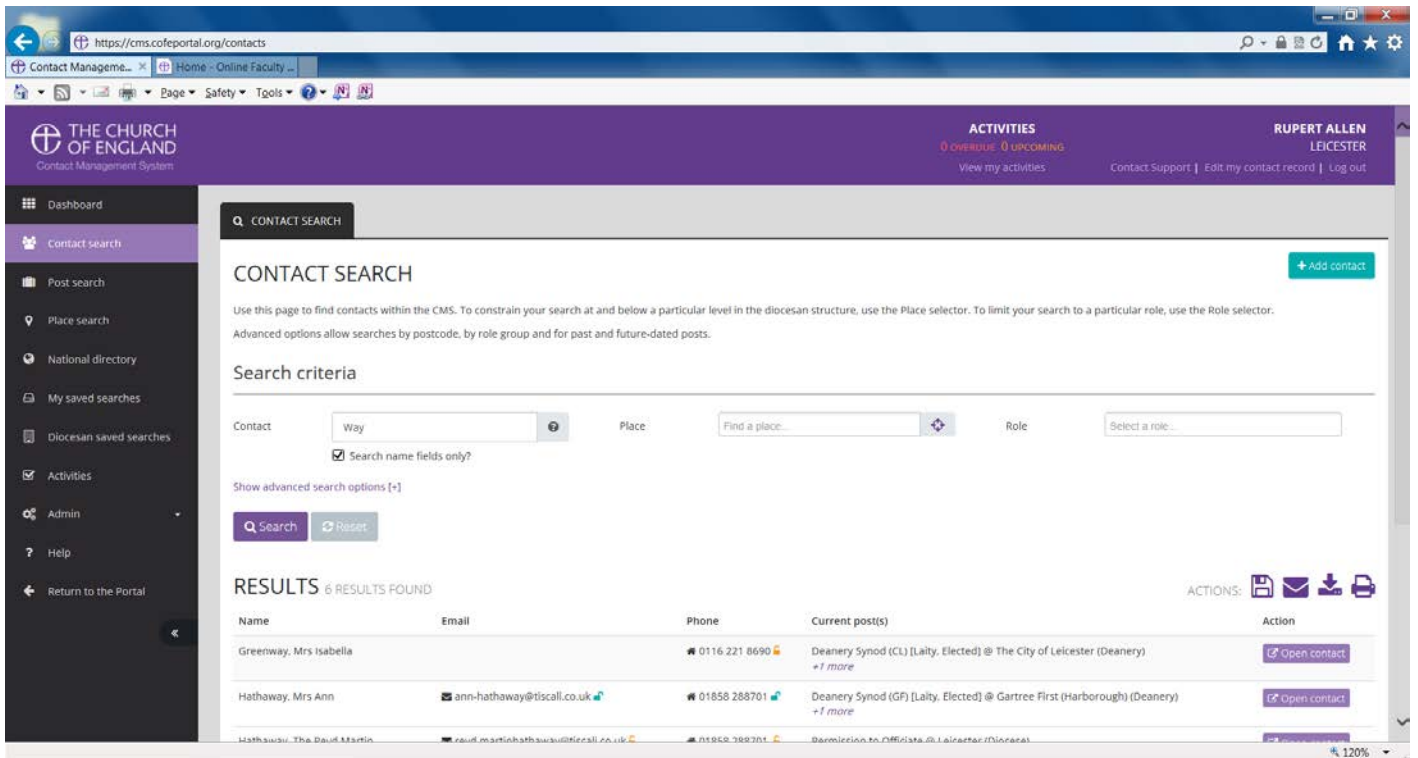
1. Go to the **Contact Search** tab



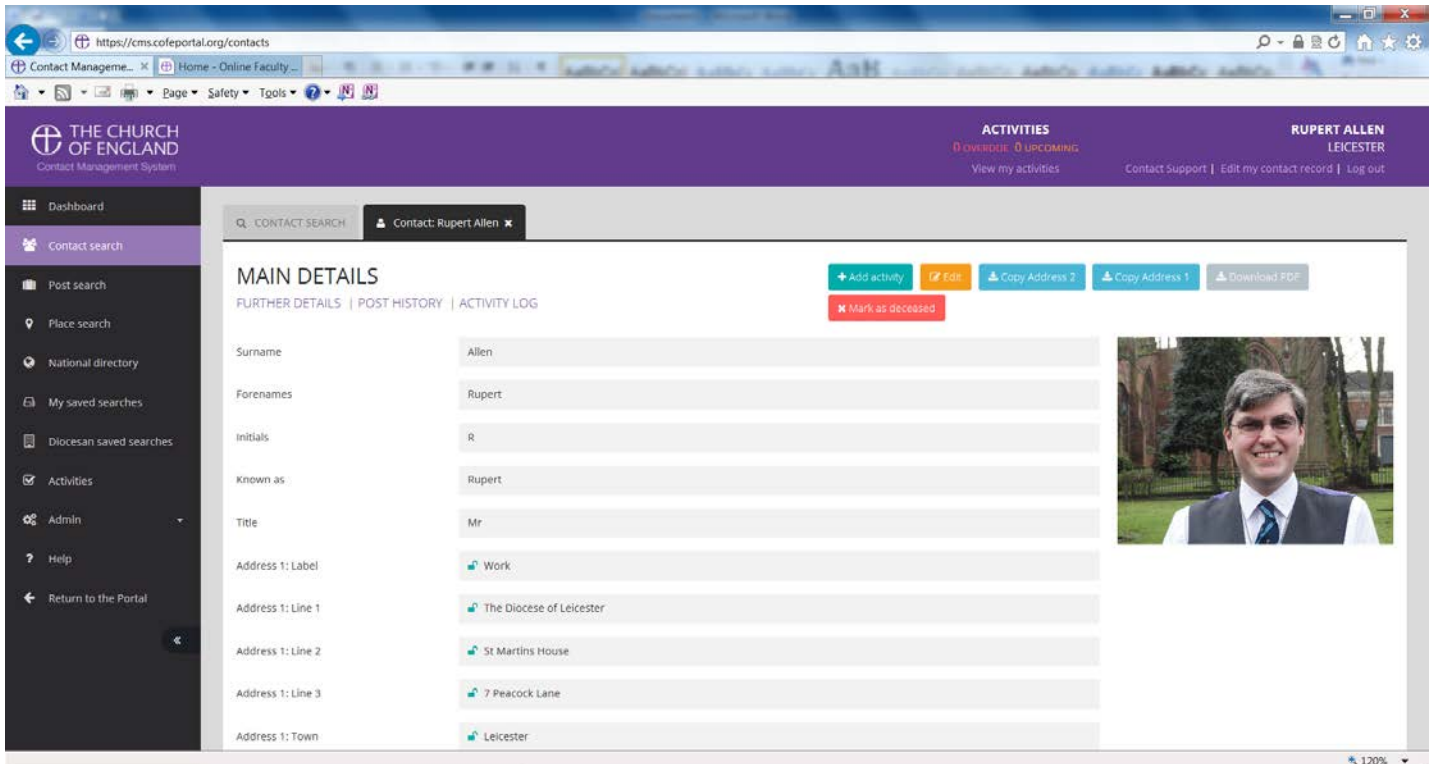
2. Enter the name into the **Contact** and the press **Search**.



N.B. If you are looking for someone whose surname is likely to appear in the postal address (e.g. Way), put a tick in the box **Search name fields only?** To restrict the search



3. If the details you need aren't on the front screen, click on the purple box **Open Contact** to see the full details



N.B. You will not see all the buttons that appear in the right-hand top corner of the screen print above as the ability to make changes is restricted to certain Diocesan Staff for security reasons

4. Scroll down to find the details that you need