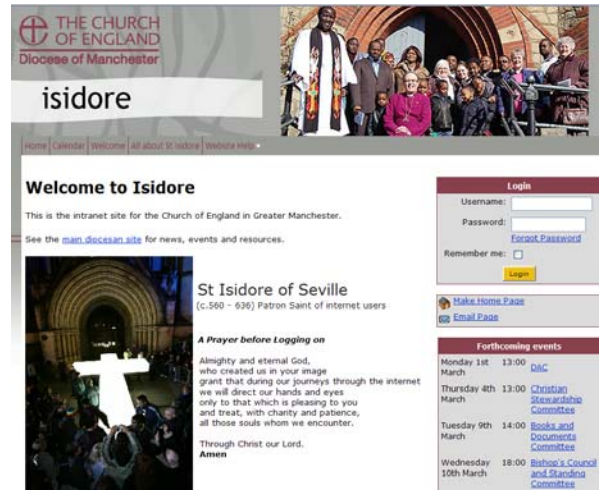


# isidore

## A guide to using the Manchester diocesan intranet

Version 1.0



## About Isidore

Isidore is a secure intranet facility for the Diocese of Manchester.

It is a password protected communications tool and online directory for over 1,800 people who are active in the diocese including clergy, lay leaders and bishop's officers such as wardens, PCC secretaries, treasurers and members of diocesan synod.

Isidore can only be used by people who have notified us of a valid email address.

## Isidore enables you to:

- 1 View key information that is held about you on the diocesan database. You can see the jobs you do, your address and other contact details. In addition, clergy can view their biography.
- 2 Communicate changes in personal details such as email address and telephone number to the diocese.
- 3 Search for other members and communicate with them by email, internal Isidore messages, and through dedicated forums.
- 4 Access web pages specific to the office(s) you hold.

## Data protection

Isidore takes account of Data Protection Act (DPA) permissions.

If a user requested that any of their contact details should not be displayed on websites, they will be hidden from view.

If you wish to change your DPA permissions, please contact Lisa Cummings.  
lisacummings@manchester.anglican.org

Although Isidore is password protected and encrypted to the highest level, like other electronic networks, it is possible for information to be copied into emails from the forums. The laws of libel and defamation apply to postings, so contributors should take care not to defame, bully, harass or cause similar offence in their posts. Each forum has a moderator who monitors discussions and advises if necessary.

Please contact David Marshall if you have concerns regarding any published information:  
dmarshall@manchester.anglican.org

## Who can access Isidore?

When you hold office or perform certain jobs, held on the diocesan database, you will be able to access Isidore. Once Isidore is aware of you, you will receive an email to the email address we have recorded for you on the database.

It will be sent from [office@IsidoreManchester.net](mailto:office@IsidoreManchester.net) and have the subject line **Isidore Web Site Details**. The email will contain a unique username and password.

## How to log in

Visit <https://www.isidoremanchester.net> to log in using your username and password. Logging in gives you access to details of other members, forums and your own personalised area (known as *Your Area* - see fig 1),

## To see your personal information

When you log in to Isidore you will be taken to *Your Area* (see fig 1). Select the *Profile* tab from one of the top tabs 7 in *Your Area* and you will see the relevant information on you drawn from the diocesan database including contact information, job details and ministerial biography for clergy only (see fig 2).

## To change your details

To tell the database manager about any changes you want to make to your profile click the *Edit My Profile* button 1. The *My Current Profile* screen will open (see fig 3).

### To change your address, phone number or mobile

Enter the correct details in the appropriate field and click *Update Profile* 2. The new details will be displayed.

### Other changes

You cannot change your offices held, current parish or biography entries, but you can communicate any errors in the information held about you to the diocese. For example, if you want us to amend your biography or if you think the offices held or current parish entries are wrong, enter details in field 3 and click *Update Profile* 2. The diocese will be notified of your request and will get back to you.

### To share other information and add a photo

Enter details in the *About Me* box 4 and click *Update Profile* 2. Click *Upload My Photo* to add a photo.

## To change your password

The password originally sent is a randomly generated one. It is recommended that you change it to one that is easier to remember. To do this, select *Options* from one of the top tabs 5 and click *Change Password* on the options bar 6 (see fig 4).

fig 4 - My Options screen

## To change your email address

Click *Options* from one of the top tabs 5 and then *Change Email Address* on the options bar 6 then enter your new email details (see fig 4).

fig 1 - Your Area welcome screen

fig 2 - your profile

fig 3 - My Current Profile screen

## To view details of other members

Select *Members* from the menu **8** to search for other members (there are over 1,800) and view their personal information (see fig 5). Only registered members will be able to see this information - anyone visiting the site who is not a member will not be able to access it. Enter a search phrase or use the alphabetical buttons to search for names. There is also an advanced option on this page which allows you to search for job types, etc.

## To email members of Isidore

Having searched for and found a member, if their email address is displayed as part of their profile, you can email them by clicking on their email address. This will open your default email program.

## Internal message system

Isidore has an internal messaging system allowing members to send private messages to one another, even if their email address is hidden.

### To access the internal message system

Within *Your Area*, click *Messages* from the menu **8** from the menu (see fig 6) to open the message screen (see fig 7). You can now read messages, send, or review sent messages.

### To send an internal message

Click *Send Message* on the options bar **10**.

You can either enter the username of the person you are sending the message to, or you can click on the 'Lookup' button **9** to open the address book (see fig 8).

If you use 'Lookup' a popup window will appear showing all the members of the site. To send a message to someone click on either the 'To' or 'Cc' to add their name to the list. Close the 'Lookup' window when you have finished.

Enter content in the Subject and Message fields. Click the *Send Message* button to send.

### To read internal messages

Click *Inbox* on the options bar **10** (see fig 8). In addition, each time you log in to Isidore you will be taken to *Your Area*, which indicates if you have new internal messages.

## Calendar

The Calendar contains the dates of important diocesan events. In addition to the main calendar on Isidore, you can personalise your own calendar entries that are private and only you can see. Refer to the online help for details.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 13:00 DAC			4 10:00 D and M T Committee	5	6	7
8 General Synod	9 General Synod	10 General Synod	11 14:00 Grants Panel	12 General Synod	13	14
15 17:00 DAC submission deadline	16	17	18	19	20	21
22 14:00 Finance and General Purposes Comm	23 14:00 Schools Committee	24 12:30 Closed Churches Committee	25	26 Diocesan Synod papers to be sent out	27	28
29 10:00 Finance Committee						

## Help

Comprehensive online help is available by selecting Website Help in Isidore. If you still need help after consulting the online pages, please complete the online help request form.



fig 5 - Search for members

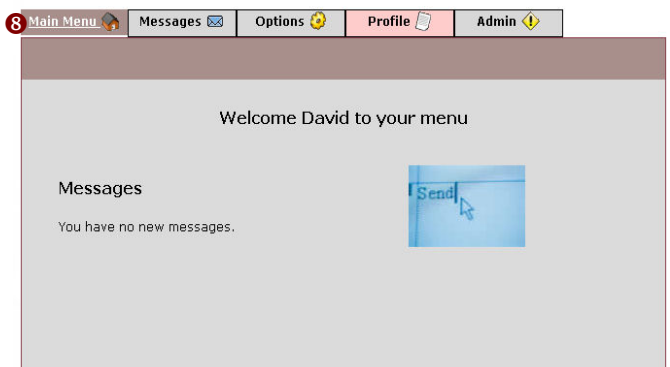


fig 6 - Your area welcome screen

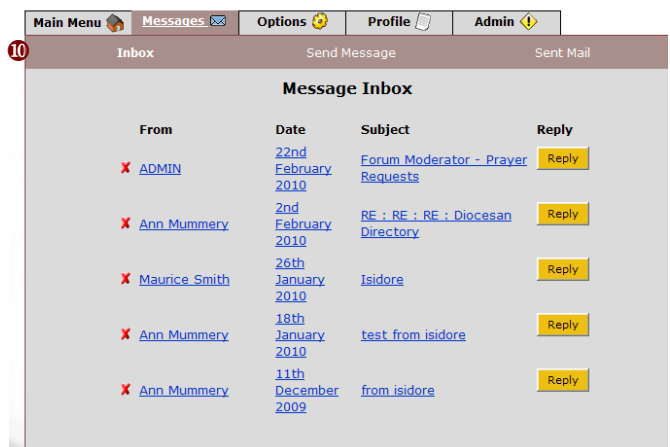


fig 7 - Inbox Internal Messages screen

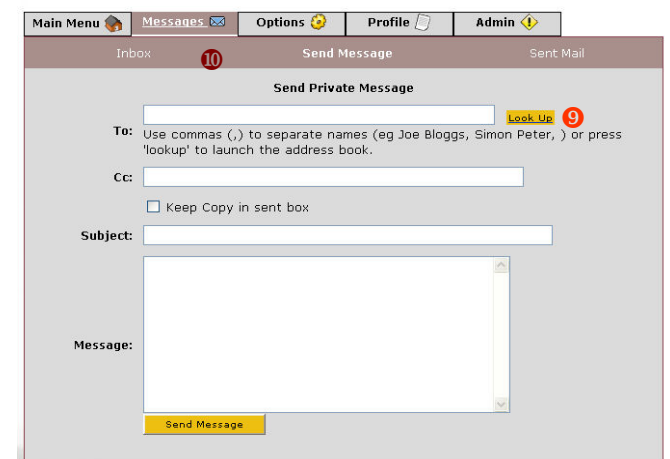


fig 8 - Send Internal Message screen

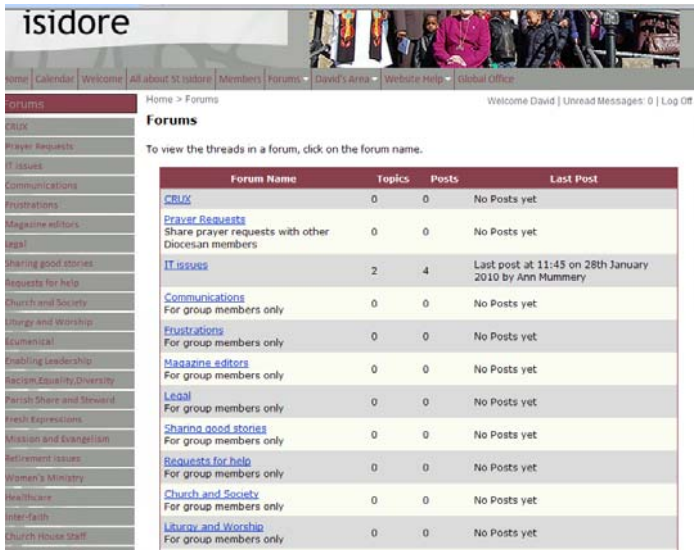


fig 9 - forums page

## Forums

One of the great benefits of Isidore is the forums. These will allow you to interact with other members.

There are two types of forum:

- General - all Isidore members are able to post messages. The General forums are **prayer requests**, **CRUX** and **IT issues**.
- Group - only members of the group can view or post messages.

You are automatically assigned the appropriate forums depending on the offices/jobs that you hold. You will not be able to see all forums.

Select *Forums* from the menu to display the main forum page (see fig 9). This shows all the forums available to you with a summary of each forum and when the last post was made. Open a forum by clicking on the forum name.

Refer to Isidore online help for full details of viewing forums, starting a new thread, replying to, editing and reporting posts.

A full list of forums appears on this page for easy reference. If you do not have access to a forum that you think you should have access to, please contact Ann Mummery, [amummery@manchester.anglican.org](mailto:amummery@manchester.anglican.org).

## St Isidore of Seville

(c.560 - 636) Patron Saint of internet users

### *A Prayer before Logging on*

Almighty and eternal God,  
who created us in your image  
grant that during our journeys through the internet  
we will direct our hands and eyes  
only to that which is pleasing to you  
and treat, with charity and patience,  
all those souls whom we encounter.

Through Christ our Lord.  
**Amen**

## Forums

You are automatically assigned the appropriate forums depending on the offices/jobs that you hold. You will not be able to see all forums. Here is the full list.

### Group forums

- Communications
- Inter-faith
- Healthcare
- Women's Ministry
- Retirement issues
- Mission and Evangelism
- Fresh Expressions
- Parish Share and Stewardship
- Continuing Ministerial Development
- Racism, Equality, Diversity
- Enabling Leadership
- Ecumenical
- Liturgy and Worship
- Church and Society
- Requests for help
- Sharing good stories
- Legal
- (Church) schools / assemblies / school-governors
- Frustrations
- Bishop's Council and Standing Committee
- Board of Education
- Board of Patronage
- Books and Documents Committee
- Child Protection
- Children's Ministry
- Christian Stewardship Committee
- Church House staff
- Churchwardens
- Diocesan Advisory Committee
- Deanery Synod
- Diocesan Synod
- Discipleship and Ministry
- Finance Committee
- Gift Aid
- Grants
- Magazine Editors
- Pastoral Committee
- PCC Secretaries
- Property Committee
- Treasurers
- Website Editors
- Youth Workers

### General forums for everyone

- CRUX
- IT issues
- Prayer requests