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CAPPE INTERNET DATABASE DOCUMENTATION

SPE Directory

June 2002

SPE Directory

The SPE Directory page enables you to research SPE Centres in the CAPPE database by selected criteria. More criteria you select for your research, more specific your results will be. For example: if you select *Nova Scotia* as the *Province* and *Atlantic* as the *Region*, the query results will show you only the SPE Centres of the Province of Nova Scotia located in the Atlantic Region.

It's possible to display the results in either *Detailed Result* or *Result as Directory*. The *Detailed Result* will display the entire SPE Centres information for each SPE Centre who has met your selected criteria whereas the *Result as Directory* will display the SPE Centres information, in an address format, for each SPE Centre who has met your selected criteria. Please see the following pages for examples.

Tips: By typing a letter in the criteria field selected, the first known selection will appear. For example: if you click on the Province field, then type the letter "N", the selection New Brunswick will appear. Each criteria field will enable you to scroll through all possible selections.

General Criteria	
Teaching Center:	Select a Teaching Center!
Correspondence Language:	Select a Language !
Satellite Site:	Select a Satellite Site !
Affiliation:	Select an Affiliation !
Supervisor:	Select a Supervisor !
Geographic	
City:	
Province:	Select a Province !
Region:	Select a Region !
Country:	Select a Country !

Detailed Result Result as a Directory Clear all fields

GENERAL CRITERIA

- **Teaching Centre:** Enables you to select a Teaching Centre.
- **Correspondence Language:** Enables you to select a Correspondence Language.
- **Satellite Site:** Enables you to select a Satellite Site.
- **Affiliation:** Enables you to select an Affiliation.
- **Supervisor:** Enables you to select a Supervisor.

GEOGRAPHIC CRITERIA

- **City:** Enables you to enter a city. More characters are entered, more precise the results will be.
Ex: entering T, will find all members living in a city that starts with T
entering TORO, will find all members living in a city that starts with TORO
- **Province:** Enables you to select a Province.
- **Region:** Enables you to select a Region.
- **Country:** Enables you to select a Country.

Detailed Result

Here is an example of the *Detailed Result* page:

Criteria				
1	Name	-	City	-
	Language	-	Province	NS
	Satellite Site	-	Region	AT
	Affiliation	-	Country	-
	Supervisor	Fiander, Ed J		
2	Your search found 1 record(s)			
3				

QUEEN ELIZABETH II HEALTH SCIENCES CENTRE

Address

1278 Tower Rd
Halifax , NS
CAN
B3H 2Y9
Phone Numbers: Work: (902) 473-4055; Fax: (902) 473-1660
Email: pcdept@istar.ca
Website:

General Information

Language of Correspondence: English
Last Paid Membership: 2002-2003
Affiliation(s): Acadia Divinity College; Atlantic School of Theology
Last Accreditation: 01/01/2001
Length of Accreditation: 10

Contact and Satellite Information

Key Contact: Canon Ed J Fiander
Satellite(s): -
Supervisor(s): Fiander, Ed J; Myatt, Gary s; Caissie, Louis P
Other contact(s):

1. Displays all the criteria you have selected in the previous screen. For example: *Nova Scotia* as the *Province*, *Atlantic* as the *Region* and *Ed J Fiander* as the *Supervisor*. Your results will show all the SPE Centres of the Province of Nova Scotia located in the Atlantic Region and Ed J Fiander as the Supervisor. In the above example only one SPE Centre has met your selected criteria.
2. Provides you the number of records found in the CAPPE database that has met your selected criteria.
3. Enables you to display the entire SPE Centres information for each SPE Centre who has met your selected criteria. A scroll bar will allow you to scroll through ten SPE Centres per page if your request returns more than ten records (please see example below for navigation details).

The following example explains how to navigate through pages to display the completed *Detail Result*.



1. Enables you to go back to the first page.
2. Enables you to go back to the previous page.
3. Enables you to go to the next page.
4. Enables you to go to the last page.
5. Displays on which page you are and the total number of pages.

Result as Directory

Here is an example of the *Result as Directory* page:

The screenshot shows a search results page with a table of criteria and a search result. The criteria table is as follows:

Criteria			
Name	-	City	-
Language	-	Province	NS
Satellite Site	-	Region	AT
Affiliation	-	Country	-
Supervisor	Fiander, Ed J		

Below the table, a black bar with white text reads: "Your search found 1 record(s)".

Below the search results, the following information is displayed:

Queen Elizabeth II Health Sciences Centre
Attn: Canon Ed J Fiander
1278 Tower Rd
Halifax, NS
B3H 2Y9

1. Enables you to display all the criteria you have selected in the previous screen. For example: *Nova Scotia* as the *Province*, *Atlantic* as the *Region*, and *Ed J Fiander* as the *Supervisor*. Your results will show all the SPE Centres of the Province of Nova Scotia located in the Atlantic Region and Ed J Fiander as the Supervisor. In the above example only one SPE Centre has met your selected criteria.
2. Provides you the number of records found in the CAPPE database that has met your selected criteria.
3. Enables you to display the SPE Centres information, in an address format, for each SPE Centre who has met your selected criteria. A scroll bar will allow you to scroll through all SPE Centres on the same page.

Please follow these steps if you want to create a list of names in a Microsoft Word document format:

- 1- Highlight all the SPE Centres in the results page;
- 2- Go to the top menu of Internet Explorer or Netscape and select Edit>Copy;
- 3- Open Microsoft Word;
- 4- Go to the top menu of Microsoft Word and select Edit>Paste Special;
- 5- From the window that pops up, select Unformatted Text.

To create Mailing Labels please proceed with the following steps:

- 1- Go to the top menu of Microsoft Word and select Tools>Envelopes and Labels;
- 2- Select the desired label size;
- 3- Click on New Document;
- 4- Copy and paste each SPE Centres to the New Document;
- 5- Go to the top menu of Microsoft Word and select File>Print.