

# ACSI Tip of the Week

## Access ACS – Tip 6 How to define a people search

Login to Access ACS. On the homepage you will see a Directories tab in the upper left-hand corner, click Advanced Search. (Screen Shot 1)

Screen Shot 1 -



Click **+ Select Individual Fields**. Then select **Member Status**. A drop menu will appear for you to select who you want to search. In this tip I am searching for pastors in the Crow River conference. So I will select Pastor. (Screen Shot 2)

Screen Shot 2 -

Screen Shot 3 -

You will see Pastor selected in the Individual Fields Box.

Click **+ Select User-Defined Fields**.

(Screen Shot 3)

Select Fields: **C – Conference** and Search For: **Crow River** and click **Select**. (Screen Shot 4)

**Screen Shot 4 -**

**Included Fields**  
People matching the criteria of these fields will be included in the search results. To remove a field from the criteria, click the Remove link.

Field Name	Value	Remove
Member Status	Pastor	

[- Select User-Defined Fields](#)  
Select the user-defined field(s) you want to include in your search. You can select as many user-defined fields, lists, and dates as you want. If a person meets the criteria of one of the user-defined fields they will be included in the search results.

Select Field:

Search For:

**Included Fields**  
People matching the criteria of these fields will be included in the search results. To remove a field from the criteria, click the Remove link.

[+ Select Comment Words](#)  
[+ Select Preferred List Items](#)

Once you have made your search selections click **Next**. A list of all the pastors serving in Crow River will appear.

Please contact the synod office if you would like more information. 507-637-3904