

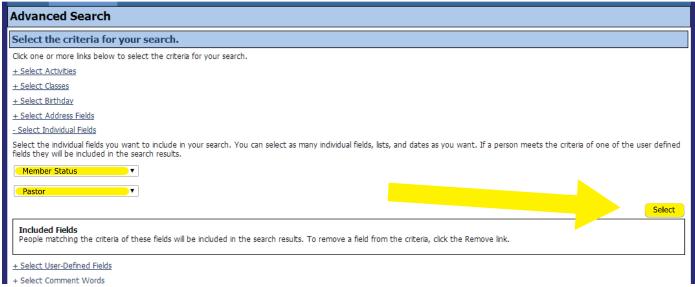
# Access ACS – Tip 6 How to define a people search

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)

# Welcome, Kristin Bakeberg Home Directories Groups Events Giving Serving Locate Family I Want Locate Individual My Comt Locate Organization Advanced Search My Ca Directories Groups Events Giving Serving Wednesday, August 06, 2014

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 -

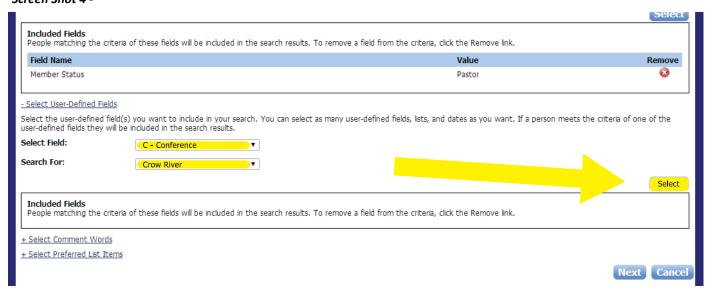
You will see Pastor selected in the Individual Fields Box.

Click + Select User-Defined Fields. (Screen Shot 3)

+ Select Address Fields		
- Select Individual Fields		
Select the individual fields you want to include in your search. You can select as many fields they will be included in the search results.	individual fields, lists, and dates as you want. If a person meets the cr	iteria of one of the user defined
Member Status ▼		
Pastor ▼		
		Select
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	8
+ Select User-Defined Fields		
+ Select Comment Words		
+ Select Preferred List Items		
		Next Cancel

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

# Screen Shot 4 -



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