

# 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 -

A screenshot of the 'Advanced Search' criteria selection screen. It prompts the user to 'Select the criteria for your search' and lists several options: + Select Activities, + Select Classes, + Select Birthday, + Select Address Fields, and - Select Individual Fields. The 'Member Status' dropdown is set to 'Pastor'. A yellow arrow points to the 'Select' button. Below, the 'Included Fields' section shows 'Member Status' and 'Pastor' selected.

**Advanced Search**

Select the criteria for your search.

Click one or more links below to select the criteria for your search.

- + Select Activities
- + Select Classes
- + Select Birthday
- + Select Address Fields
- Select Individual Fields

Select the individual fields you want to include in your search. You can select as many individual 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.

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.

- + Select User-Defined Fields
- + Select Comment Words

Screen Shot 3 -

A screenshot of the 'Advanced Search' criteria selection screen, showing the 'Member Status' dropdown set to 'Pastor'. A yellow arrow points to the '+ Select User-Defined Fields' link. Below, the 'Included Fields' section shows a table with 'Member Status' and 'Pastor' selected.

+ Select Address Fields

- Select Individual Fields

Select the individual fields you want to include in your search. You can select as many individual 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.

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	✖

- + Select User-Defined Fields
- + Select Comment Words
- + Select Preferred List Items

Next Cancel

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:

**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.

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

**Next** **Cancel**

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