



# ACS People™

The cornerstone of the ACS People Suite.

Each individual entered in ACS People is available in all the modules in the ACS People Suite, as well as Volunteer Manager and Accounts Receivable, you only have to update information once. This module transforms your database from an address and phone list to a ministry-management tool. Features like Mass Change and Define Lists make it easy to keep personal and family information up-to-date and consistent. Output functions of e-Mail, mail merge (fully integrated with Microsoft® Word), filters, searches, reports, labels, and graphs enable you to report on and communicate with individuals, families, and activity groups more effectively.

## DISTINCTIONS

- Secure
- Easy to Use
- Flexible
- Fully Supported

## WHAT'S NEW

- Ability to print a customized list from the View/Edit Group screen
- Export selected data directly to Exc™el®
- New Label Designer feature with many new format options
- Expanded e-mail options

*"ACS helps growth in that you can manage the data more effectively – it helps us make people feel more connected and communicate more easily."*

*Glenn Metzdorf, Christ Church Georgetown*

## USES

- Produce personalized e-mails or merged letters for any group of individuals or families within minutes.
- Print a pictorial directory for your entire membership or any special ministry group.
- Quickly map routes to homes of all first-time visitors for your visitation team.
- Create birthday lists including names and addresses and mailing labels in day-of-the-month order.
- Use the newsletter flag and bulk mail features to save time and money on monthly mailings.
- Use the built-in PDA Extract to transfer data from ACS People to your personal PDA.
- Generate census reports to learn how many families have children, the distribution of people by ZIP code or age, individuals participating in activities, and much more.

## FEATURES

### Security Set By User

An important aspect of any database is the security of the data that has been entrusted to you. ACS People makes it easier for you to have peace of mind. You choose who has access to each specific part of your data.

### Efficient Data Input and Easy Look Up

- Allows virtually unlimited information on every individual. In addition to standard fields like addresses, phones and birthdays, there are additional lists and date fields that you can customize.
- Personal records are grouped by family unit, so last names and addresses are entered once for the whole family. Different last names or addresses can be easily changed for an individual, while maintaining family relationships. Labels print properly for households with different last names.
- Keep unlimited phone numbers, e-mail addresses, and mailing addresses for each individual or household.
- Create and record unlimited comments by individual or family for things such as emergency contacts or medical alerts to restricted pastoral comments. Security is set for each user and comment type.
- Import individual and family pictures from digital files, scanned images, or third-party pictorial directory firms.
- Quickly access records by first name, last name, a combination of last and first name, envelope number, phone number, or active primary address.

