

ACS SpecialMailings™

Maintain mailing lists of outside contacts and organizations.

ACS Special Mailings is designed to complement the People module and help you track key contact information for anyone who isn't a member or prospective member but with whom you stay in touch. You can set up unlimited lists of groups such as area pastors or churches, media contacts, outside musicians, and former members. Anyone listed in this module can be added to ACS People™ at any time, and anyone in People can be moved to Special Mailings before deleting his or her record.



DISTINCTIONS

- Easy to Use
- User-defined
- Unlimited
- Easy Reporting and Labels
- Fully Supported

WHAT'S NEW

- PhoneTree™ Export.
- E-mails can be sent to everyone in a group or all groups.

USES

- Quickly produce mailing labels for local and regional pastors' association.
- Retain names and addresses for former members outside your regular database.
- Maintain a mailing list of other churches in your denomination, city, or state.
- Include staff, family, and friends in a separate mailing list and produce labels during your regular newsletter run or e-mail them information about upcoming special events.
- CASS certify your address for postal bulk mail savings.

FEATURES

Set up and maintenance of unlimited mailing lists is very easy. Once a person is listed in ACS Special Mailings, he or she can be included in other lists. For each person or organization entered, you can maintain current mailing address, phone, e-mail, and a special comment.

Used-Defined

ACS Special Mailings is completely user defined. That means you determine how many mailing lists you create, and you name each one. You can also add a new list and new names at any time.

Unlimited

Both the number of separate lists and number of individuals entered in Special Mailings are unlimited.

Easy Reporting

ACS Special Mailings includes two options of lists, two label formats, and an option to export names and phone numbers to PhoneTree— all of which can be customized easily and saved with brief notes for future use.

- **Lists:** You can generate lists of all groups, selected groups, or individual groups.
- **Labels:** You can produce either 1-up or 3-up labels within ACS Special Mailings or include one or more Special Mailing lists in newsletter labels in ACS People.

ACS SpecialMailings™

TOTAL INTEGRATED SOLUTIONS



CHURCHES SCHOOLS DENOMINATIONS

•	•	•	People™
•	•	•	Contributions™
•	•	•	Reservations™
⊙	⊙	⊙	Special Mailings™
•	•	•	Connections™
•			Attendance™
•			Checkpoint™
•			Yahrzeit™
		•	Organizations™
•		•	Access ACS™
•	•	•	General Ledger™
•	•	•	Accounts Payable™
•	•	•	Purchase Orders™
•	•	•	Payroll™
•	•	•	Accounts Receivable™
•	•	•	Fixed Assets™
•	•	•	Report Designer™
•	•	•	Facility Scheduler™
•	•	•	Volunteer Manager™
•	•	•	Mail Modules™
•			Church Growth Tools™
•			Church Report™

Comprehensive Documentation, Support, and Training Options

- Complete how-to manual is available for printing directly from the software.
- Comprehensive, context-sensitive Help documents accessible with the F1 key.
- Preferred Client Program offering free software upgrades, unlimited access to well-trained, knowledgeable support representatives during business hours (meaning no limit on the amount of time or the number of contacts made to support each month), and the online Knowledge Base 24/7—plus much more.
- Training options (available for additional fee) include group regional schools, annual convention, online classes, and customized onsite or phone training with certified trainers.

SYSTEM REQUIREMENTS

- Windows 2000 Pro, XP Home, or XP Pro Operating System
- Pentium III/Celeron 300 or better CPU (Processor)
- 256 MB or more RAM (Memory)
- 2 GB available disk space
- ACS People Suite

Network (LAN), terminal server, printer, and other hardware considerations available online or upon request.

800.736.7425

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