

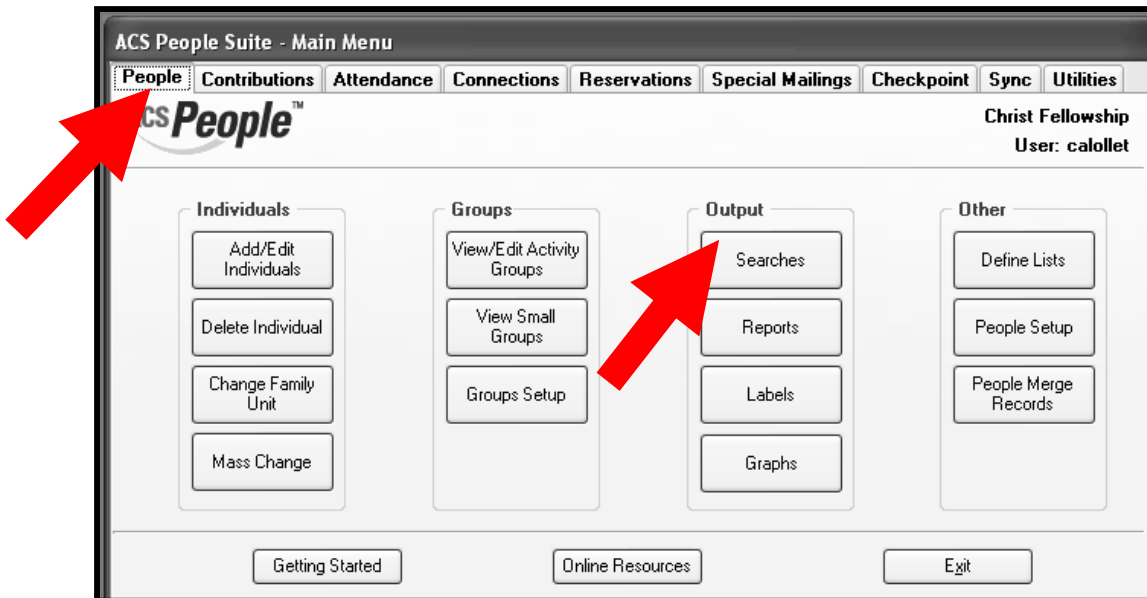
CF KIDS

DLA REPORT

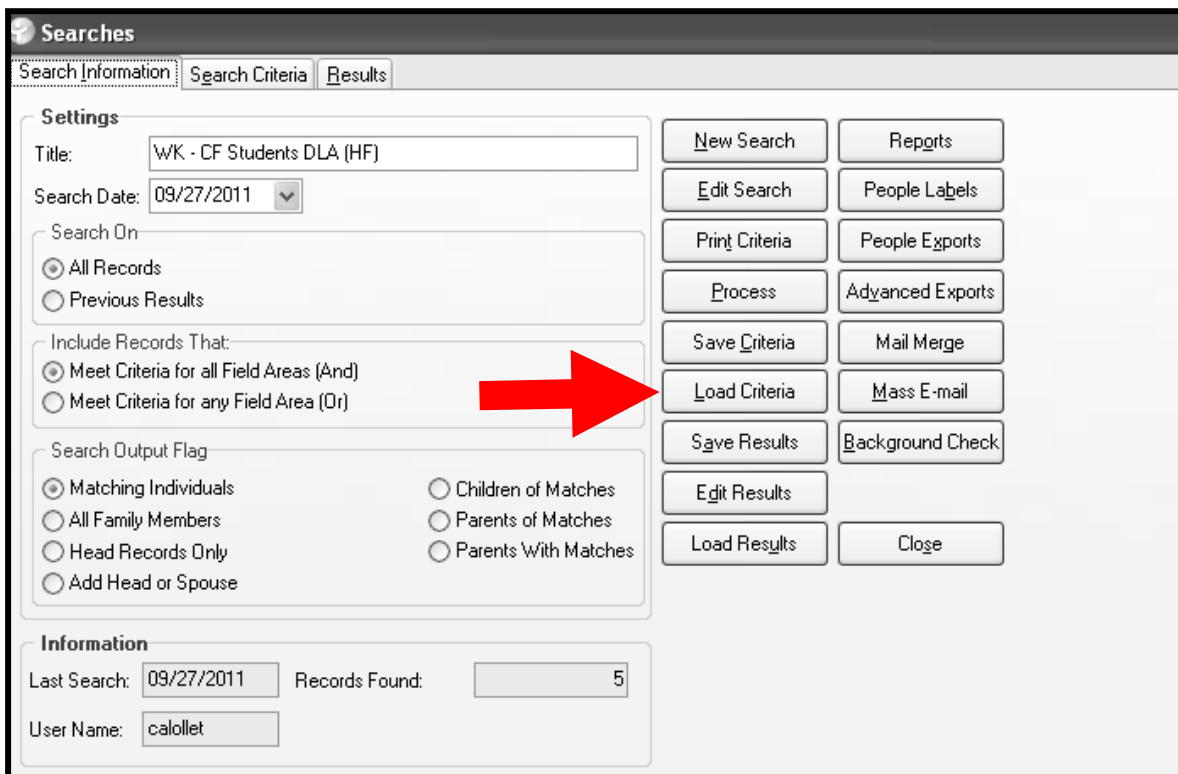
ACS Training Guide

PROCESSING A SEARCH

- Click on the “People Tab” after logging into ACS.
 - Click on the “Searches” button.



- Click on the “Load Criteria” button.
 - Find the DLA Report for your Campus:
 - (CAMPUS INITIALS) - CF Kids DLA
 - Click, “Load”



→ After loading the criteria, click on the “Search Criteria” tab.

○ Look under the “Search Fields” section.

▪ Double click the date and change it to:

- 2 weeks ago from this past Sunday (PB ONLY uses Date Range bc they have Saturday/Sunday services)

▪ Click the “Process” button.

The screenshot shows the 'ACS People Suite - Christ Fellowship' application window. The 'Searches' window is open, with the 'Search Criteria' tab selected. On the left, under 'Available Fields', 'Date Last Attended' is selected. The main area, 'Search Fields', contains the following criteria:

- Individual Fields Where
(Date Last Attended < "10/16/2011")
- And Family Fields Where
(Campus Attended = "West Kendall")
- And Classes Fields Where
(Group = "CHRIST FELLOWSHIP All Campuses-->WEST KENDALL CAMPUS-->WK CFKids Preschool"
And Position = "Member"
And Status = "Member")
- Or
(Group = "CHRIST FELLOWSHIP All Campuses-->WEST KENDALL CAMPUS-->WK CFKids Elementary"
And Position = "Member"
And Status = "Member")

At the bottom, the 'Individual Match Flag' is set to 'And'. The 'Process' button is highlighted with a red arrow.

→ When it is finished processing, click on the “Results” tab to see your results.

ACS People Suite - Christ Fellowship

Modules Utilities Online Resources

Searches

Search Information Search Criteria Results

| Name | Campus Attend | Age | Family Position | Date Last Attended | Preferred Phone | Phone | Preferred E |
|------------------------------|---------------|-----|-----------------|--------------------|-----------------|--------------|--------------|
| Morris, Anne | West Kendall | 61 | Head | | 305-282-4031 | 305-282-4031 | morris0721 |
| Morris, Ethan | West Kendall | 6 | Child | 10/16/2011 | | 305-282-4031 | |
| Gonzalez, Mr. Disnardo | West Kendall | 32 | Head | | 305-896-4117 | 305-896-4117 | D2222D_3 |
| Gonzalez, Juliana | West Kendall | 34 | Spouse | | 305-896-4117 | 305-896-4117 | jujudelacu |
| De la Cruz, Juan Manuel | West Kendall | 5 | Child | 10/16/2011 | 305-896-4117 | 305-896-4117 | |
| Rodriguez, Mr. John | West Kendall | 48 | Head | | 305-439-8555 | 305-825-7756 | john@pish |
| Rodriguez, Mrs. Lidia M. | West Kendall | 42 | Spouse | 10/16/2011 | 305-825-7756 | 305-825-7756 | lidiarodrigu |
| Rodriguez, Annie | West Kendall | 10 | Child | 10/16/2011 | 305-825-7756 | 305-825-7756 | |
| Rodriguez Jr., John | West Kendall | 6 | Child | 10/16/2011 | 305-825-7756 | 305-825-7756 | johnrodrigu |
| Gutierrez, Jorge E. | West Kendall | 67 | Head | 8/23/2011 | 786-295-4204 | 305-220-5398 | igutierrez4f |
| Gomez, Marta Ivania (Ivania) | West Kendall | 58 | Spouse | 8/23/2011 | 786-251-3837 | 305-220-5398 | ivyrenee93 |
| Agudelo, Julian | West Kendall | 6 | Other | 10/16/2011 | 305-220-5398 | 305-220-5398 | |
| Rosario, Mr. Angel | West Kendall | 45 | Head | | | 305-245-5976 | jbass1@b |
| Rosario, Yolanda | West Kendall | 49 | Spouse | | | 305-245-5976 | |
| Soto, Anthony | West Kendall | 10 | Other | | | 305-245-5976 | |
| Taylor, Pedro | West Kendall | | Head | | | 786-419-2681 | alinaariel@ |
| Phillips, Simone | West Kendall | | Spouse | | | 786-419-2681 | alinaariel@ |
| Taylor Gabriel | West Kendall | | Child | | | 786-419-2681 | |

Total: 34

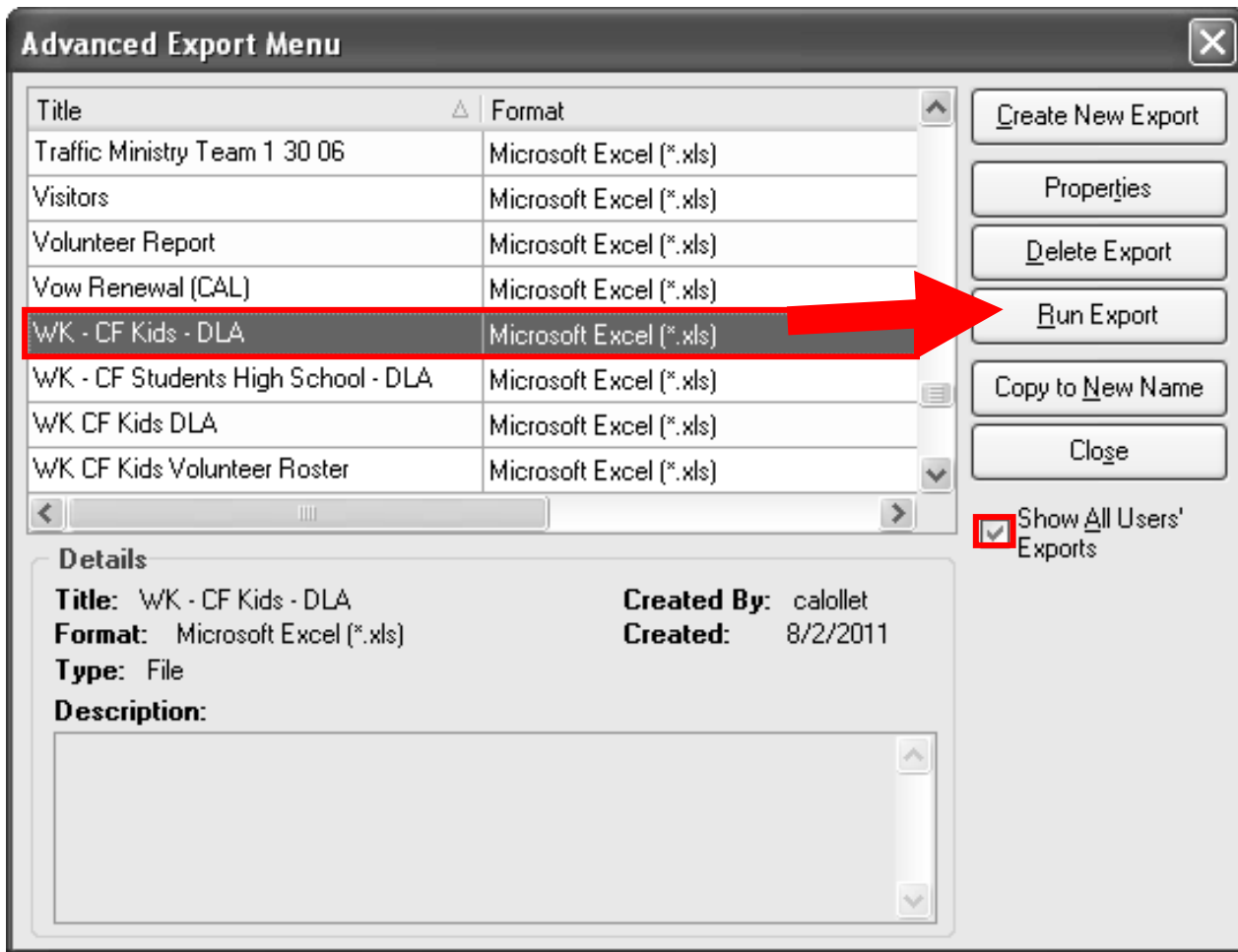
Print Ctrl+P
Export to HTML Ctrl+H
Export to Excel Ctrl+E
View Record Ctrl+V
Edit Results Ctrl+I
Reports Ctrl+R
People Labels Ctrl+L
People Exports Ctrl+X
Advanced Exports Ctrl+A
Mail Merge Ctrl+G
Mass E-mail Ctrl+M
Background Check Ctrl+B
Create Safeguard Tasks Ctrl+T

Customize Close

→ Right click anywhere on the grid.

→ Select “Advanced Exports” from the menu.

- Make sure “Show All User’s Exports” has a checkmark inside the box.
- Select the name of the export for your campus; **it should match the name of the DLA Search. (This is just an example below).**
 - Click on the Run Export button.



- A box like the one on the right will appear.
 - Click “OK”



- An excel document will open that looks like this one below:
 - To format all cells to the correct width, click the top left empty cell (next to A and 1), then double click on the line between columns A and B.
 - **Check the unlisted columns for the word, “TRUE”** – this means that the family has requested their contact information to be unlisted and you should delete that whole family from the document. Whether it be an email or a phone number, it doesn’t matter, delete the whole family from the report.
 - Delete the following columns:
 - Cell Extension
 - Cell Unlisted
 - Preferred Email Email Unlisted
 - Sort the document
 - Click the top, left, empty cell (next to A and 1) to select all cells.
 - Select “Data” from the toolbar.
 - Sort
 - Sort it by Family #, then by Family Position. (Family # is how ACS groups a family together.)

| FamilyNumber | CustomLabelName | FamilyPosition | Gender | CHRISTFELLOWSHCClass | DateLastAttended | HomePhone | HomePhoneUnlisted | CellPhone | CellExtension | CellUnlisted | PreferredE-mailEmailAddr | PreferredE-mailEm |
|--------------|----------------------|----------------|--------|----------------------|------------------|--------------|-------------------|--------------|---------------|--------------|--------------------------------|-------------------|
| 2 12722 | Morris, Anne | Head | Female | | | 305-282-4031 | FALSE | 305-282-4031 | | FALSE | morris0721@bellsouth.net | FALSE |
| 3 12722 | Morris, Ethan | Child | Male | WK Grade 1 | 10/16/2011 | 305-282-4031 | FALSE | | | | | |
| 4 18483 | Gonzalez, Disnardo | Head | Male | | | 305-896-4117 | FALSE | 305-896-4117 | | FALSE | D2222D_378@msn.com | FALSE |
| 5 18483 | Gonzalez, Juliana | Spouse | Female | | | 305-896-4117 | FALSE | 954-394-9942 | | FALSE | jujudelacruz@hotmail.com | FALSE |
| 6 18483 | De la Cruz, Juan | Child | Male | WK K5 | 10/16/2011 | 305-896-4117 | FALSE | | | | | |
| 7 2111 | Rodriguez, John | Head | Male | | | 305-825-7756 | FALSE | 305-439-8555 | | FALSE | john@pishongroup.net | FALSE |
| 8 2111 | Rodriguez, Lidia | Spouse | Female | WK Check-In/Security | 10/16/2011 | 305-825-7756 | FALSE | 305-495-2908 | | FALSE | lidiaarodriguez1@bellsouth.net | FALSE |
| 9 2111 | Rodriguez, Annie | Child | Female | WK Grade 5 | 10/16/2011 | 305-825-7756 | FALSE | | | | | |
| 10 2111 | Rodriguez, John | Child | Male | WK Grade 1 | 10/16/2011 | 305-825-7756 | FALSE | | | | johnrodriguez1@bellsouth.net | TRUE |
| 11 24532 | Gutierrez, Jorge | Head | Male | | 8/23/2011 | 305-220-5398 | FALSE | 786-295-4204 | | FALSE | jjgutierrez409@gmail.com | FALSE |
| 12 24532 | Gomez, Marta Ivarnia | Spouse | Female | | 8/23/2011 | 305-220-5398 | FALSE | 786-251-3837 | | FALSE | ivyrene93@gmail.com | FALSE |
| 13 24532 | Agudelo, Julian | Other | Male | WK Grade 1 | 10/16/2011 | 305-220-5398 | FALSE | | | | | |

- Open the Google Doc the Data Manager has created for you.
 - Create a new worksheet on the bottom of the Google Doc for each DLA Report.
 - Click on the arrow next to the name of last week’s worksheet.
 - Select “Duplicate” from the menu.
 - Click on the arrow next to the name of the new worksheet.
 - Select “Rename” from the menu and rename it to DLA - (Sunday’s date)
 - Delete all rows from 3 down.
 - Click on the arrow next to the name of the new worksheet.
 - Select “Move Left” so that the sheet is the newest one on the left.
 - Copy all information from the excel to put on the Google Doc, except row headers.
 - Use Control+C to copy and Control+V to paste in Google Docs.
 - When finished copying the 2 Week data, copy row 2 (DLA - 2 Week (2 week search date) and put it on the row after the 2 Week data.
 - Relabel it DLA - 4 Week (put the 4 week search date)
 - Do the same after the 4 week data.

→ **Go back to ACS and repeat steps from Page 3 to 6 for the 4 week and 8 week DLA search.**

- 4 weeks ago from this past Sunday (PB ONLY uses Date Range bc they have Saturday/Sunday services)
- 8 weeks ago from this past Sunday (PB ONLY uses Date Range bc they have Saturday/Sunday services)

- After everything is on the Google Doc, it should look like the picture below.
- To email it to everyone who sees the document, click the arrow next to the “Share” button.
 - Select “Email Collaborators” from the menu.
 - In the message box, type, “DLA is ready for this week.”
 - Check the box that says, “Send a copy to myself”
 - Click “Send”

The screenshot shows a Google Docs spreadsheet titled "WK CF Kids - DLA Report". The spreadsheet contains a list of family members with the following columns: Family #, Name, Family Position, Gender, Class, Date Last Attended, Home Phone, Cell Phone, Email, Caller, and Follow Up Notes. The data is as follows:

| Family # | Name | Family Position | Gender | Class | Date Last Attended | Home Phone | Cell Phone | Email | Caller | Follow Up Notes |
|---------------------------------|---------------------|-----------------|--------|----------------------|--------------------|--------------|--------------|-------------------------------|--------|-----------------|
| DLA - 2 Weeks (10/16/11) | | | | | | | | | | |
| 12722 | Morris, Anne | Head | Female | | | 305-282-4031 | 305-282-4031 | morris0721@bellsouth.net | | |
| 12722 | Morris, Ethan | Child | Male | WK Grade 1 | 10/16/2011 | 305-282-4031 | | | | |
| 18483 | Gonzalez, Disnardo | Head | Male | | | 305-896-4117 | 305-896-4117 | D2222D_378@msn.com | | |
| 18483 | Gonzalez, Juliana | Spouse | Female | | | 305-896-4117 | 954-394-9942 | jujudelacruz@hotmail.com | | |
| 18483 | De la Cruz, Juan | Child | Male | WK K5 | 10/16/2011 | 305-896-4117 | | | | |
| 2111 | Rodriguez, John | Head | Male | | | | | | | |
| 2111 | Rodriguez, Lidia | Spouse | Female | WK Check-in/Security | 10/16/2011 | 305-825-7756 | 305-439-8555 | john@pishongroup.net | | |
| 2111 | Rodriguez, Annie | Child | Female | WK Grade 5 | 10/16/2011 | 305-825-7756 | 305-495-2908 | lidiarodriguez1@bellsouth.net | | |
| 2111 | Rodriguez, John | Child | Male | WK Grade 1 | 10/16/2011 | 305-825-7756 | | johnrodriguez1@bellsouth.net | | |
| 24532 | Gutierrez, Jorge | Head | Male | | 8/23/2011 | 305-220-5398 | 786-295-4204 | kgutierrez409@gmail.com | | |
| 24532 | Gomez, Marta Ivania | Spouse | Female | | 8/23/2011 | 305-220-5398 | 786-251-3837 | ivyrenee93@gmail.com | | |
| 24532 | Acudalo, Julian | Other | Male | WK Grade 1 | 10/16/2011 | 305-220-5398 | | | | |