

Global Preferences

Before you upload your ACS People records or begin working in Access ACS, you must set up your global preferences. You must select global preferences for the following Access ACS features:

Calendar Preferences

In this section, you must select your Access ACS calendar option. If you do not want to use a calendar, you can disable all Access ACS calendars.

If you choose to use a calendar, Access ACS provides a built-in calendar, and Facility Scheduler users can use the calendars in Facility Scheduler.

Assign Administrator E-mail

You must enter an administrator e-mail address. When users report problems, join classes or activities, and add individuals or families to the database, Access ACS sends notification e-mails to the e-mail address that you enter.

Online Directory and Member Search Preferences

This section lets you select the following:

- the Member Status(es) of the records that display
- the default Online Directory privacy features
- the fields that display, besides **Name**, in the Online Directory
- the Member Status(es) that can print the Online Directory.