



Working with Services in People Define Lists


In Define Lists, you can add services in order to accurately track contributions for each service. You can also edit a service if you need to change the service's description or make it active or inactive.

If you have a multi-campus church or organization, you can edit a campus' details to attach that service to the campus. You can attach services to multiple campuses.

If a service is no longer being held and is not assigned to a batch, you can delete it. Deleting the service permanently removes it from ACS. If you may need to access a service's details in the future, we recommend you edit a service and make it inactive. Inactive services do not display in grids and drop-down lists.

1. Under Advanced Tools, click the **Define Lists** tab.
2. In the drop-down list, select **People**, then click **Go** .
3. Under **Fields**, expand **Multi-Campus**, then select **Service**.
4. Click **Add**.
5. In the Add/Edit Service window, in the Service Description field, enter the name or description of your service.
6. If the service you are adding is not active, clear the **Active** checkbox (**Active** is selected by default).
7. To add another service, select **Add Another**, then click **OK**.
8. When you finish adding services, click **OK**.

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2. In the drop-down list, select **People**, then click **Go** .
3. Under **Fields**, expand **Multi-Campus**, then select **Service**.
4. Under **Services**, select the service you want to edit, then click **Edit**.
5. Edit the **Service Description** or **Active** checkbox, as applicable.
6. Click **OK**.

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2. In the drop-down list, select **People**, then click **Go** .
3. Under **Fields**, expand **Multi-Campus**, then select **Service**.
4. Under **Service**, select the service you want to delete, then click **Delete**.
5. When the confirmation message displays, click **Yes**.