


# Setting up ACS People

On the **Settings** tab of the People Setup window, you can customize your [ACS People Suite](#) user experience.

You can change the default family position settings, set up other defaults (such as delivery by, member status, newsletter flag, and country values), map record types to member statuses, and allow duplicate record checking.

1. Under Advanced Tools, click the **Settings** tab.
2. In the drop-down list, select, **People** and click **Go** .
3. Select the appropriate **Family Position Settings**, **People Default Settings**, and **Duplicate Checking Settings**. To learn more about an option, see the Additional Field Descriptions below.
4. When finished, click **OK**.

## Additional Field Information

**Head of Household Description** and **Spouse Description** – Enter your organization's preferred terms for the head-of-house and spousal positions in a family. These fields are limited to 15 characters, and any changes you make are reflected throughout ACS.

**Default Country** – The ACS People module is shipped with a country default of USA. Thus, when you enter new addresses, the country automatically displays as USA. Country information displays when you add or edit an address. Even if the default is USA, you can change individual addresses to another country as you enter them. For example, you may have missionaries or contacts with foreign addresses.

These can be handled as they are entered without changing the default. You can change the default to the country of your choice.

**Default Member Status** – Select a member status from the drop-down list. When you add a new individual, the **Member Status** field automatically displays your default setting.

**Default Newsletter Flag** – Select a newsletter flag from the drop-down list. When you add a new individual, the **Newsletter Flag** field automatically displays your default setting.

**Default Deliver By** – Select an option that describes how you prefer mail delivered, such as by e-mail or by mail. When you add a new individual, the **Deliver By** field automatically displays your default setting.

**Default E-mail Type** – Select an e-mail type from the drop-down list. When you add a new individual, the **E-mail Type** field displays your default setting. Changes made to this setting affect all users.

You can remove a default value if it no longer fits your needs. To do this, highlight the default information, then press **Delete** on your keyboard.

**Map Record Types to Member Statuses** – Click to [map record types to member statuses](#). Once you finish, you need only to enter the member status when you add a new individual. The mapped record type displays automatically. For example, if you map the Child of Member status to the Other record type, each time you select the Child of Member status, the record type automatically changes from blank to Other.

**Default Phone Type** – Select a phone type from the drop-down list. The program will set the Default Phone Type to whatever name you use in Define Lists. For example, *mobile, cell, or cellular*.

Click to [map record types to member statuses](#). Once you finish, you need only to enter the member status when you add a new individual. The mapped record type displays automatically. For example, if you map the Child of Member status to the Other record type, each time you select the Child of Member status, the record type automatically changes from blank to Other.

**Duplicate Checking Settings** – When entering new individuals into ACS, **Duplicate Checking** searches your database for individuals already entered with the same name. Changes made to this setting affect all users.

This helps prevent having multiple entries of the same individual, especially when multiple users work in your database. If you have this feature turned on in People Setup, whenever you enter an individual that matches another individual already in your database, the Duplicate Individual window displays the individual's name, address, phone number, and e-mail addresses.

If the individual is not the same person, but just has the same name, you can click **Continue Add** and return to the Add New Family window.

- **None** — Select to turn the Duplicate Checking feature off.
- **Name** — Select to use Duplicate Checking on both first and last name.
- **Name & Address** — Select to use Duplicate Checking on name and address. Name is checked first, followed by the first ten characters of the address excluding spaces and punctuation.
- **Name or Address** — Select to use Duplicate Checking on name or address. For example, your database lists Bill Adams, who lives at 555 Iris Dr. and Jerrod Smith, who lives at 254 Wisteria Ln. When you try adding a new record for Jerrod Smith at 555 Iris Dr., the duplicate individuals window displays both Bill and Jerrod's names and addresses.