

ACS Ministry Scheduler™



Unlimited resource management tool.

The Ministry Scheduler™ is much more than a simple calendar of events; it is a facility and personnel management tool. This scheduling program enables you to start simple and to expand as your ministry grows. It makes it easy to avoid double booking of resources, add single day or recurring events, cancel or reschedule events, and allow for extra setup and breakdown time.

DISTINCTIONS

- Centralized Scheduling
- Interfaces with ACS People™.
- Unlimited Reports
- Built-In Report Builder

WHAT'S NEW

- Ability to add or change location or other resources for groups of events
- Option to publish data to an ACS Extend Platform® site
- Upload calendar data to Access ACS™

"It used to be difficult to try to find out where someone was or where they were holding a particular meeting. With ACS, the overbooking of rooms is prevented, and that is a big help to ensure that there isn't any scheduling conflict with room usage."

*Mary Anne Handy,
Chapel of the Cross*

USES

- Save calendar(s) in HTML and publish on your Website.
- Create birthday or anniversary calendars using dates imported from ACS People™.
- Use Highlight feature to enter holidays and/or vacations for easy on-screen viewing or printing.
- Add recurring events such as a finance committee that meets every second Tuesday or VBS that runs five consecutive days.
- Create Event Types that are used to facilitate data input, create request forms, and select or sort events.

FEATURES

Easy Entering of System Options and Events

The Ministry Scheduler includes many built-in features that enable you to avoid double booking of rooms, people, or equipment. Some of these are the ability to:

- Add events to multiple calendars at the same time.
- Enter events as confirmed or tentative (with ability to confirm them later).
- Cancel events and keep information in the system for reference.
- Create new events, calendars, resources, or authorized users with step-by-step Experts.
- Enter recurring events or events that span multiple days.
- Book resources including set-up instructions and any needed extra set-up or tear-down time.
- Enter separate rooms and then combine them to be booked as one resource. For example you may have a multi-purpose room that can be divided and scheduled as four smaller rooms.
- Save keystrokes with drag & drop features, a shortcut bar, and right-click options.

Ultimate Control

- Setup: You decide how many calendars and event types to create.
- Security: You decide who has access to view or add events to each calendar.
- Scheduling: You decide who can add or edit events as tentative or confirmed.

Easy Onscreen Lookup

- Events – you can view only one calendar or any combination of calendars with a few clicks.
- Bookings or scheduled resources – you can select the rooms, people, or equipment you want to check and view their availability on a daily, weekly, or monthly basis. When adding an event, you may also set your view so you can see available resources at a glance.

