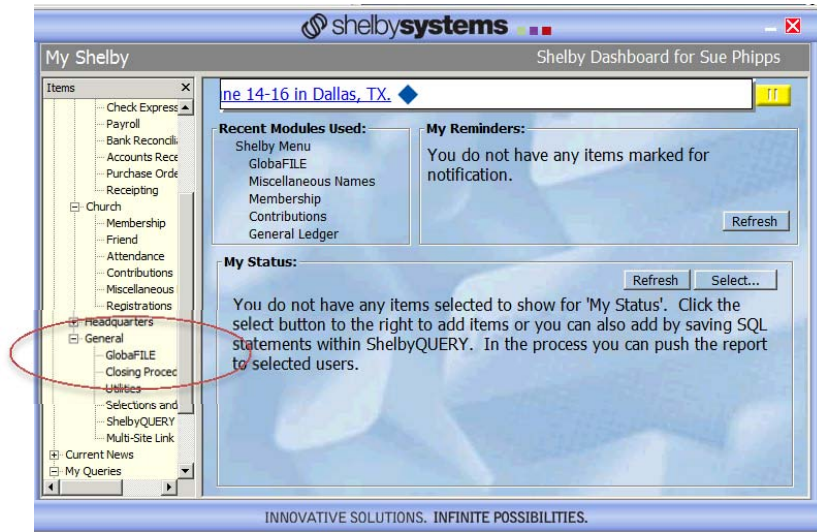
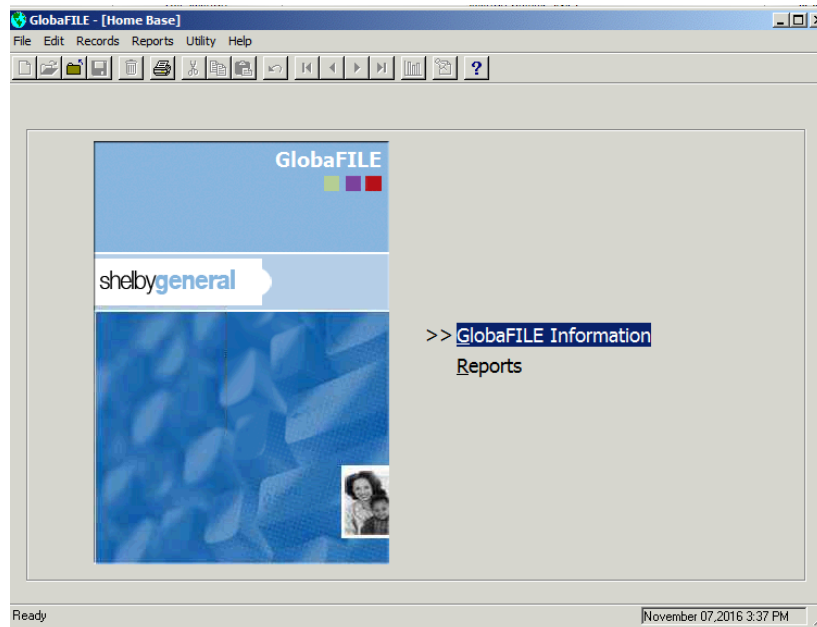


Updating GlobaFILE for Jurisdictional Relationships

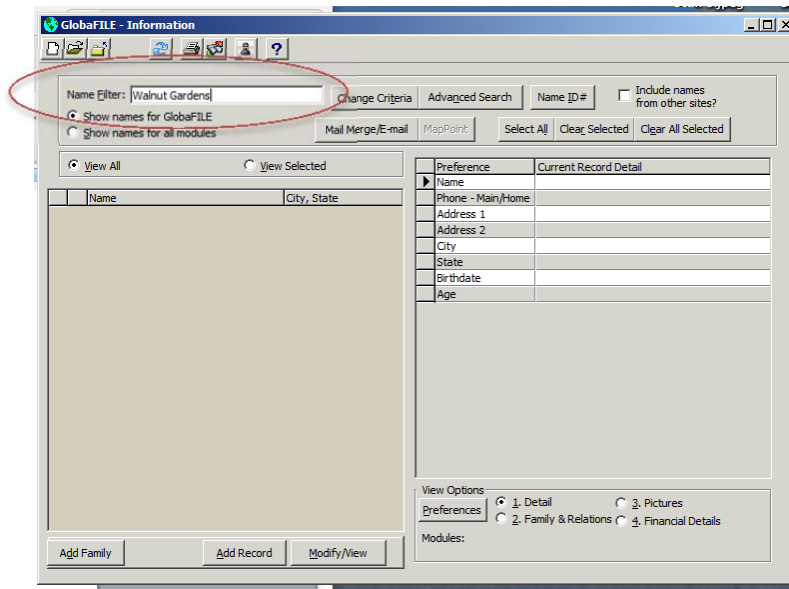
Go to GlobaFILE (Under General)



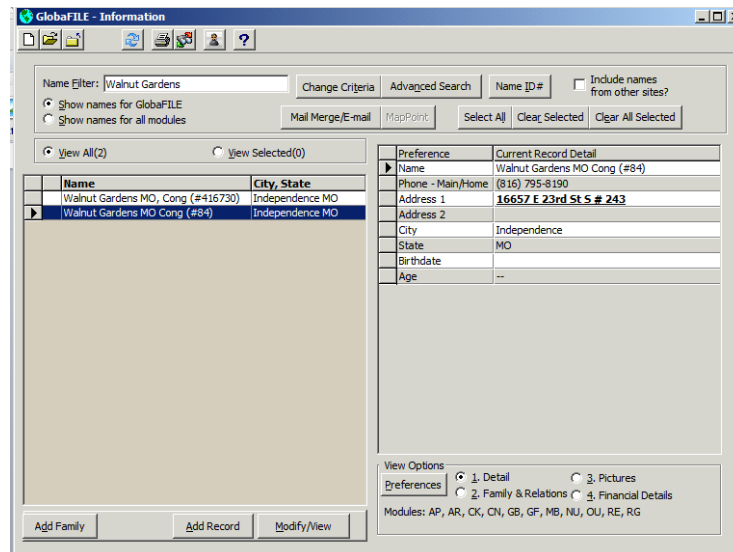
Click on **GlobaFILE Information**



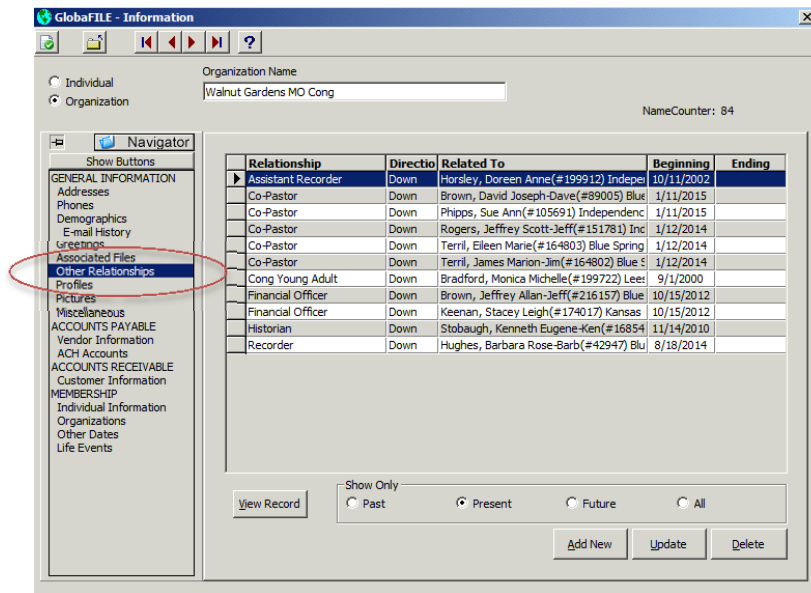
Type name of congregation in **Name Filter** and “Return”



The name of the congregation will appear in the box below. Double click on the congregation. If there are two, choose the one with the smallest system number. (System number is the number in parenthesis after the name.)

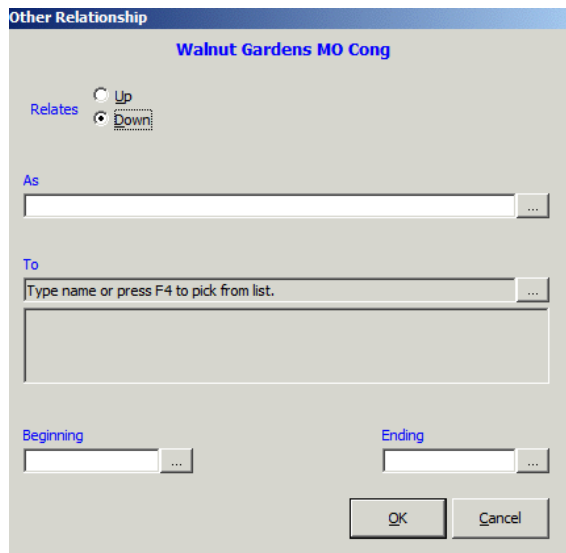


Click on **Other Relationships**



A list of previous and current officers will appear.

To add a new officer, click on the **Add New** button. The following screen appears.



The **Relates** field refers to how this person will relate to the record chosen, i.e., a pastor, financial officer or recorder relates down to the congregation. If you were in a person's record, they would relate up to the congregation. Choose **Down**.

In the **As** field, you will choose the office, i.e. Pastor, Financial Officer, Recorder, etc.

In the **To** field, you find the person you are adding.

Put the effective date in the **Beginning** field. Leave the **Ending** field blank.

The screenshot shows a dialog box titled "Other Relationship" for "Walnut Gardens MO Cong". It contains the following fields and options:

- Relates:** Radio buttons for "Up" (unselected) and "Down" (selected).
- As:** A dropdown menu showing "Financial Officer".
- To:** A dropdown menu showing "Phipps, Sue Ann(#105691)". Below it is a text box containing the address: "16601 E 53rd Terrace Ct S, Independence, MO 64055-6805".
- Beginning:** A date field showing "10/1/2016".
- Ending:** An empty date field.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Click **OK**. The entry is complete.

Next, double click on the person who previously held that position. Add an ending date. (The ending date should correspond with the beginning date that you added for the new person.)

Other Relationship

Walnut Gardens MO Cong

Relates Up
 Down

As
 Financial Officer

To
 Brown, Jeffrey Allan-Jeff(#216157)
 2113 NE Springbrook St
 Blue Springs, MO 64014-1414

Beginning 10/15/2012 Ending 10/1/2016

OK Cancel

Click **OK**, the entry is complete.

This information will be updated on the individual's record also.

Go to the record of the person you just entered as a new officer.
 Confirm that the correct e-mail address is in the **Demographics**.

Membership - Information

Individual Title First/Middle Name(s) Last Name Suffix
 Sue Ann Phipps NameCounter: 105691

Birthdate 7/28/1946 Age: 70 Gender Female Marital Status Divorced
 Suffix: Sue s.s. f Mail Status

E-mail - Primary jsuephpps46@yahoo.com Web
 E-mail - Addtl. 1 Employer
 E-mail - Addtl. 2 Position
 E-mail - Addtl. 3 Occupation

Additional Comments
 ***** Transferred *****
 On May 5 2004 1:58PM
 By srec089a
 From East Alton Mo Cong
 ***** Transferred *****
 On Jan 17 2007 10:55AM
 By crec1100a
 From Council Bluffs Central Ia Cong

Setup: Conversion 11/30/1994 NameCounter: 105691
 Updated: Sue Phipps 5/3/2016 11:09:48 AM