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.

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.)
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**.