

GlobaFILE is the backbone of the ShelbyHQ suite of modules. It serves as a central storehouse for all demographic data for individuals and organizations. This means no keying the same information multiple times. Regardless of the person's relationship to your organization, the information is accessible by all appropriate modules. Enter data unique to your organization with Custom Tabs of unlimited user-defined data.

## Features and Benefits

- Eliminate keying duplicate information: one record for each contact, regardless of the particular role, member, employee, vendor, parent, teacher
- Generate reports with Selections and Listings (reporting tool) by predefining your selection choices, choosing the type of list(s) to print, and specifying the sort order
- Store general demographic data such as personal contact information, specific organization information, and organization structure
- Use screen filters to drill down to specific individual records
- Enter family relationships, phone types (voice, fax, pager, cell), address types (residence, vacation, student, e-mail) and unlimited user-defined salutations
- Associate files with individual records to centralize word processing (.doc, .txt, etc.), spreadsheet (.xls), and image (.jpg, .png, etc.) files in one easy-to-find location
- Create unlimited dated and profiled comments with multiple security levels
- Route directions by utilizing mapping integration with Internet mapping services and Microsoft® MapPoint
- Incorporate up to eight custom tabs to enter fields of information unique to your organization
- Securely store confidential information such as pastoral counseling notes and other sensitive data
- Tag records with profile codes for demographic details, date ranges, mailing lists, committee or class memberships for quick, easy report generation
- Import up to 38 fields from a tab-delimited, text file into the Shelby GlobaFILE database
- Utilize Update Selected Fields feature to quickly add or change information for multiple records simultaneously
- Produce ID cards and name badges one at a time or in batches with the ID Card Design utility
- Enter entire family records with the Family Entry feature
- Add the Pose n' Print module to store individuals or family photos
- Keep your mailing lists current with updated mailing addresses and reduce postage costs by adding on ShelbyMAILROOM and MOVE Agent
- Integrates with Outlook to sync with portable devices

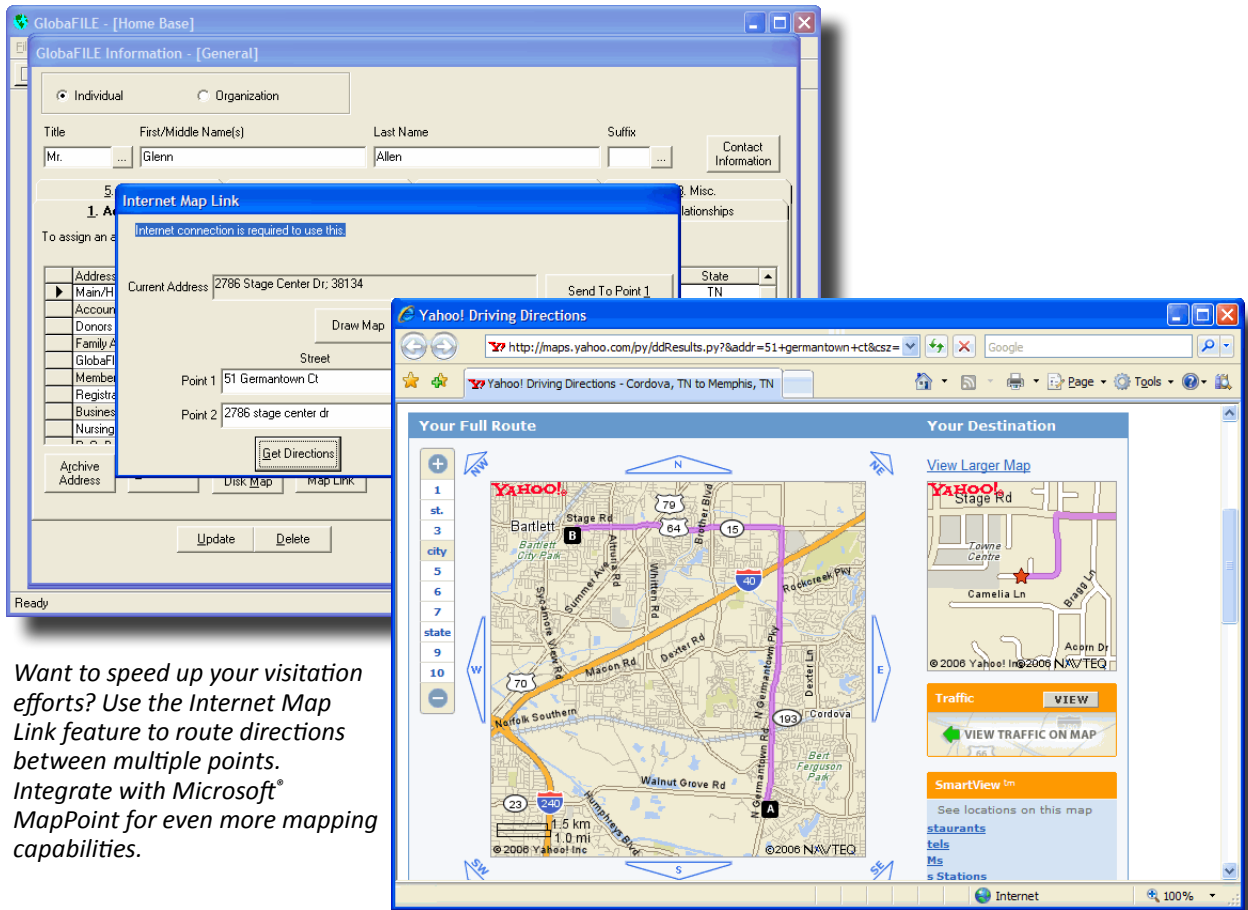
## Optional module(s):

- Pose n' Print

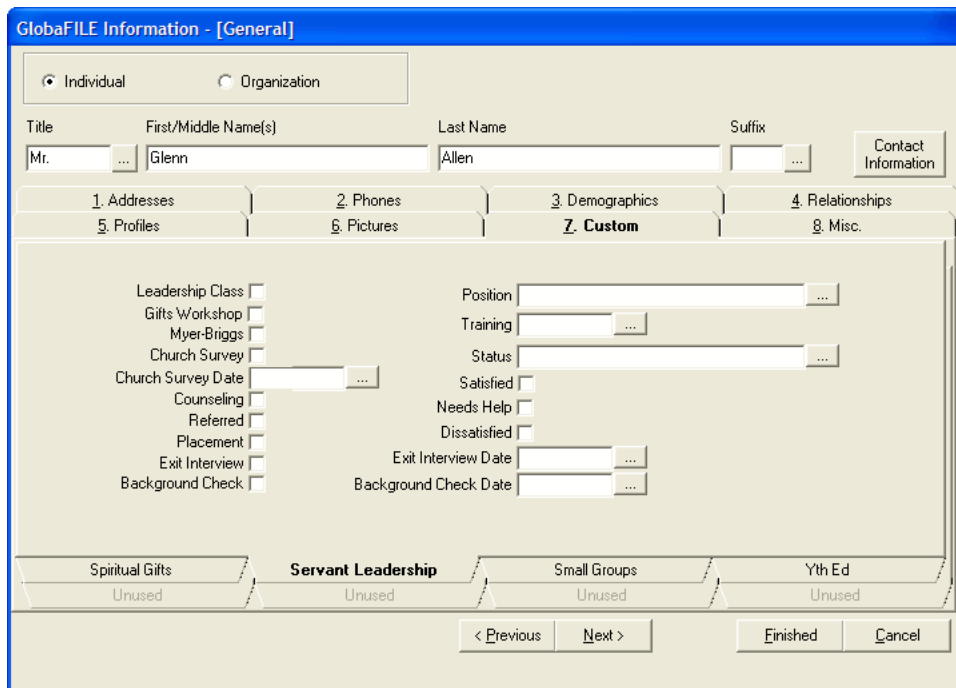
Buy these Shelby Add-on products to boost the power of **GlobaFILE**:

- ID Badge Printer System
- MOVE Agent
- ShelbyMAILROOM





*Want to speed up your visitation efforts? Use the Internet Map Link feature to route directions between multiple points. Integrate with Microsoft® MapPoint® for even more mapping capabilities.*



*GlobaFILE's custom tabs and custom fields give you the flexibility to record and store data unique to your organization.*