



JwContactsUD

User Guide

Publisher Contacts & More
for Jehovah's Witness Elders

January 1, 2022 for Version 1.17
Published by David Pressman LLC

Instructional videos: <https://www.jwcontacts.com>.

Table of contents

Title	4
Welcome!	5
About User Passwords	7
Please Read First	8
Purpose	9
Respecting Individual Privacy	11
Terms of Use	13
User Responsibilities	15
Getting Started	16
Special Features	18
Editions	19
Graphical Summaries	20
Data	21
Operations	22
General Description	24
How JwC Stores Data	27
Data Distribution	28
Editions	29
Encryption	31
Instructional Videos	33
Modes and Data Reliability	34
Supported Devices	36
Opening Page	37
Resetting Data	39
Signing In	40
First Time	41
Thereafter	43
Setup	46
Installation	47
Updating	48
Settings	50
Addressing	52
Communications (Comm)	54
Email Account	55
Using JwC Email	58
Testing Internal Emailer	59
Email Recipients	61
Internet Texting Accounts	62
Texting	64
Data	66
Defaults	69
Miscellaneous	72
Importing Data	74
Documents	78
Images	79
New Congregation	80
Working With Scheduling Apps	83

CLM Explorer	84
JW Scheduler	85
KHS	87
TSWIN	92
Updating the Congregation	94
Text Backups	96
Territories	97
Using the Spreadsheet Template	99
Reports	101
Monthly Group Service Reports	104
Enhanced Reports	106
Common Features	110
Home Page	111
Addresses	115
Calendar	117
Clipboard	119
Entity Details	120
Entity Summary	122
Favorites	124
Internal PDF / TEXT Viewers	125
Maps	126
Medical Directives	130
Notes	133
Phones	135
Photos	136
Printing	139
Texting	140
Time of Day	141
Editing Data	143
Edit Menu	144
Sending Data	147
Backing Up Data	148
Secure Online Storage	149
Sharing Data	150
For Another App's Setup	154
JW Scheduler	156
KHS	157
TSWIN	159
Congregation	160
Emergency Contacts	161
Households	162
Individuals	164
Service Groups	166
My Service Group	167
Importing Service Reports	170
FSG Imports	171
JW Scheduler Imports	178
My Timed Meetings	179
Planning Your Meeting	180
Adding An Entirely New Meeting	182

Editing the Plan	187
Timing Your Meeting	189
Reviewing Your Meeting	194
Informational	195
Assignments	196
Documents	198
Disaster Recovery Committee	200
Emergency Services	201
Governmental Agencies	202
Talks	203
Medical	205
Care and Diagnostic Facilities	206
Doctors	209
Doctor Offices	210
Hospital Liaison Committee	211
Patient Visitation Contacts	212
Miscellaneous Data	214
Favorites	215
Notes	216
Other Phones	217
Service Calls	218
Territories	219
Territory Details	221
Territory Views	223
Territory General	225
Territory Overview Map	226
My Project Groups	227
Universal Desktop Special Features	230
Document Preparation	231
Prompt (Teleprompter) Mode	233
Book Mode	238
PDF Mode	242
Scheduling Assignments	244
Spreadsheets	246
Spreadsheet Preparation	247
Revising Data with a Spreadsheet	249
Frequently Asked Questions	253

Welcome!



JwContactsUD (JwC) has been written with you, the busy Elder, in mind. Welcome to many tools that should help you in:

**Aiding your brothers,
Caring for Congregation duties,
Field Service,
And hopefully lighten your load a bit.**

Unless you are of a technical mind, this Help Document may seem overwhelming. **Fear not! The application is as simple to use as a common screwdriver.** The learning curve should be short, once you have the needed data.

Please leaf through this Manual to get a feel for all of how JwC will soon be helping you! Visit our [web site](#) for numerous videos that should clarify most concerns. Feel free to contact us there; we would love to hear from you.

Ah, data!

If you have ever worked with other applications where somebody had to supply a bunch of data, you probably were happy if that person did not have to be you.

And, in most cases, it doesn't need to be here.

As the name implies, JwC begins as a **Contact Manager**, but unlike any other you may have used.

Where do all those contacts you'll need come from?

Happily, to get you started, JwC can import common data from at least these four Congregational Scheduling programs; your Congregation may already be using one:

CLM Explorer by TMSWare

JW Scheduler*

Kingdom Hall Schedules from Majestic Software

TSWIN* from TsWinTm

*JwC can also export some of its data to these programs, if you need to set up either.

If none of these are already in use, JwC does provide an initial setup workbook for Microsoft Excel or similar.

And, if someone in your Body is comfortable with Spreadsheets, they can always edit JwC's data in its own Spreadsheet editor.

All of this clearly explained in this manual's [Setup](#) area.

Have fun. Please, ***Enjoy***.

About User Passwords



For highest security JwContacts UDDOES NOT Store User Passwords and cannot retrieve them for you!

When you create a new user account, the password you supply is stored as a one-way encrypted value.

When you attempt to re-enter that password, the app simply checks to see if the entry would produce the same encrypted result.

If you forget a user password there are only two possible resolutions:

- a. If the forgotten password is for a secondary user, simply create another secondary user. The new user will NOT have access to the old one's private data, but could import it from a backup.
- b. If the forgotten password is for the original user, reset ALL data as provided on the opening screen. **This incurs total data loss unless you've previously backed up all data!** Then re-create all users.

The point: **ALWAYS BACKUP DATA YOU DO NOT WANT TO LOSE & MAKE SURE YOU KNOW YOUR USER PASSWORD!**

Please Read These Items First

The contents of Read First

[*PURPOSE*](#)

[*RESPECTING INDIVIDUAL PRIVACY*](#)

[*TERMS OF USE*](#)

[*USER RESPONSIBILITIES*](#)

[*GETTING STARTED*](#)

[*SPECIAL FEATURES*](#)

Purpose



**Publisher Contacts and More for Jehovah's Witness Elders.
Always at Your Fingertips: 20+ Vital Information Groups.**

JwContactsUD is a free Windows 10 Personal Computer application for Jehovah's Witness Elders, particularly during emergencies and disasters.

At those times helping your "sheep" may require quick action, without reliance on failed services, such as Electricity, Internet, or Phone.

You may be required to act rapidly, knowledgeably, in harmony with organization instructions, and be able to reach publishers, medical or emergency services, etc.

JwContacts is intended to be **a largely self-contained repository** of such vital information, along with some data that could be helpful in normal times.

OF COURSE, if there are other preferred means of help, especially any provided by or through the Organization, use them **FIRST!**

JwContacts provides many data items that **COULD** be implemented; but generally the only required are simply names.

You or your Body of Elders may decide some items ought not to be stored; that is fine! Use only what you are comfortable with.

This guide may not appropriately cover features added or amended since its preparation.

Some pictures may be carryovers from the Mobile Editions Guide, upon which this Guide is based.

JwContacts provides **quick access** means for::

- 1. Congregation Publishers (with links to their Households, Emergency Contacts, Physicians, Preferred Hospitals, and Medical Documents).
- 2. Hospital Liaison Committees and Patient Visitation Contacts
- 3. Disaster Recovery Committees.
- 4. Emergency Contacts.
- 5. Emergency Services.
- 6. Doctors and their Offices.

- 7. Hospitals, Nursing Homes, etc.
- 8. Documents (Congregation Assignments, Letters not yet included in Shepherding or its Addenda, etc..).
- 9. Service Groups, including a special page for the elder's own Service Group.
- 10. Any other phone numbers you want to have available.
- 11. Any group of designated favorite phones from all of above.
- 12. Territories.
- 13. Service Calls.
- 14. Maps (from a link in above).
- 15. Photos (from a link in above).
- 16. Talks.
- 17. Government Agencies.
- 18. Approaching Theocratic Assignments.
- 19. Recording current Field Service Reports of your Service Group, with ability to search the accumulating history.
- 29. Recording your Shepherding within your Service Group
- 20. Reports of many of the above.
- 21. Review all notes part of above plus add notes for any other purpose.

Most of these are searchable by any group of letters within a Name.

Some, such as publishers, have pre-defined queries to display just those who are alike in some way.

A similar mobile application, JwContacts, is available for Android devices and soon for Apple iOS devices.

Congregation data all elders should have might be maintained by one Elder, then shared with the rest in that Congregation.

Initial entry can be aided by filling in a provided Excel workbook template, emailed from the app.

In JwContactsUD the maintainer has a full complement of Editing Pages; other users see simplified Summary Pages.

Nearly every item can, however, have a personal note attached by the user.

Key data can be reached immediately after sign-in, or else chosen later from a slide-in menu.

If the device has Camera capabilities, any user can create **photos of publishers and their Advanced Medical Document (AMD) / Health-Care Durable Power of Attorney (DPA)**, or pick from those already on the device.

Photos can be cropped from within JwContacts.

Questions? See the [FAQ](#) section.

Respecting Individual Privacy



VIDEO DISCUSSION available [here](#). Also see [here](#) for the JwContacts Privacy Policy.

All persons have an inherent right to privacy that must be respected throughout your use of JwContacts and similar software.

Some legal jurisdictions have laws covering collection, storage, safeguarding, distribution, and use of any or certain data about a person.

JwContactsUD must **ALWAYS** be used in full accordance with **CURRENT** applicable law, which may change over time.

The following applies with equal force to ANY data you or the Body keeps, whether with aid of JwContactsUD or other software or through other means.

The author is simply a layman in these areas and the following are NOT legal findings.

Please verify any applicable topic independently.

Internet links below were valid as of this writing. If a link does not work now a similar location should be available by careful web search.

To cite two examples as of this writing:

1. The European Union enforces a **General Data Protection Regulation** (GDPR, please see <https://www.eugdpr.org/>.) that has severe penalties for violating the privacy of any of its citizens, **even if that citizen is living abroad**.

Although JwContacts is not a commercial product and must never be used for any commercial purpose, use of JwContacts' users must never violate the right of a EU citizen to give full prior consent to storage of any of his own personal information.

The GDPR exempts only police agencies and natural person's use of data for their own household; otherwise storage of even a name, an address, etc. requires prior informed consent.

GDPR also has requirements for how data is stored and distributed. Encryption and storage in secure cloud accounts may meet these requirements; please see [Encryption](#) and [Data Distribution](#).

2. United States Privacy Act of 1974 and Health Insurance Portability and Accountability Act of 1996 (HIPAA) place certain restrictions on handling the private data of individuals, especially anything having to do with their health status.

Before entering any information in JwC regarding Known Allergies, Infirm status, Cautions, etc., be sure no violation of these laws would be entailed. See <https://www.hhs.gov/foia/privacy/index.html>.

SUMMARY: Throughout the world concerns over proper safeguarding of personal data continues to grow and means laws will surely be enacted and modified regularly.

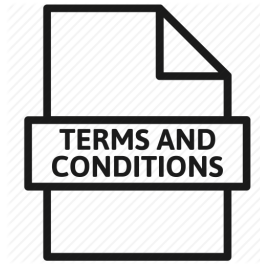
Please stay aware of all applicable adjustments both in local law and foreign law that affects certain citizens living outside their home countries and now are in your territory.

Data it was once permissible to store or share may eventually need to be deleted; do so without delay!

JwC accepts NO responsibilities in this area. You must bear full responsibility to conform to all applicable laws.

Remember, in JwC nearly all data is optional; use only what persons have given their consent for and which law allows and, if you distribute JwC data, do that only as law allows.

Terms of Use



VIDEO DISCUSSION available [here](#).

These are the author's terms of use.

He is not a lawyer; terms are expressed as a legal layman might and should be understood accordingly, applying them within the spirit of what is stated.

If any term violates applicable law, that law prevails

JwContactsUD **MUST** never be used in any commercial way.

JwContactsUD (JwC) may be **solely used by recognized, currently-appointed Elders among Jehovah's Witnesses**.

This recognition must exist at an official organization of Jehovah's Witnesses.

Data about a Congregation may only be shared among the elders who currently comprise the Body of Elders in that Congregation.

Personal information about ANY individual must **ONLY** be stored with their knowledge and consent.

This consent is generally understood to have occurred when that person supplies a recognized Congregation of Jehovah's Witnesses with data the person expects to be shared within its Body of Elders.

Use of **graphical data**, such as a person's picture or of his legal document, requires additional informed consent. Consent **MUST** include understanding graphical data might be shared during emergencies with those rendering aid. Such additional consent should be obtained as these graphical items are created.

Consent may be revoked or amended at any time by any person and such changes **MUST** be immediately implemented.

All consent is automatically revoked when that person has died or makes it known their association with the Congregation has ended, perhaps by permanently moving elsewhere.

"Associated" below means an individual (or associated legal parent or guardian of an under-age individual) currently associated with the Congregation and who have given the requisite consent.

Personal data may only be shared among members of the same Body of Elders with whose Congregation the person is associated:

Exceptions:

1. **Non-associated Heads of Household** may be listed if an associated member of the household affirms they are aware of such use and are agreeable.

Otherwise Heads of Household **MUST** be associated with the Congregation and give consent for such use.

2. **Members of Disaster Relief Committees**, Hospital Liaison Committees, and similar groups among Jehovah's Witnesses.

Nonetheless, such individuals from various Congregations have rights to personal privacy that must be respected.

Any data for members of such groups may **ONLY** be used for the purposes for which the groups were formed.

Those purposes are in the guidelines furnished by the official Jehovah's Witness organization.

3. **Emergencies.** During medical and natural emergencies personal data may be shared with required care-givers in accord with the prior consent of the affected individual.

Even in emergencies applicable law may limit to which care-givers, if any, specific information may be shared.

4. Unshared **Data solely for your own use.** Service Calls and Other Phones make available data similar to that as found in most Contacts apps. Use accordingly.

User Responsibilities



Please weigh all these matters before any use.

- 1. I am currently an **Elder** in a recognized Congregation of Jehovah's Witnesses.
- 2. I will **not share** my JwC **password** with anyone else nor allow anyone besides other Elders in that Congregation access to its displays, or medical and emergency personnel access to pertinent displays.
- 3. I will respect all applicable **privacy and encryption laws** wherever I use JwC.
- 4. If I **travel abroad** with a device having JwC, I will remove JwC and/or its data if such travel would place my installation in conflict with any laws of any state I travel through or to.
(Note: JwC's use of Encryption is prohibited by American law in some foreign lands.)
- 5. My personal JwC **Notes** will be **restricted to** those likely to **helpful during emergencies** and while **shepherding**..
- 6. **If I no longer qualify** as a JwC user (or transfer to a different Congregation without re-appointment), **I will remove the application** and destroy all its data.
- 7. I will exercise reasonable care that all my JwC use will be done wisely, conscientiously, and in harmony with Biblical counsel and my Bible-trained conscience.
- 8. I will not require the author of JwC to bear any responsibility for any consequences of my installation or its use.
- 9. I accept that JwC is not supported by or connected to any official organization of Jehovah's Witnesses in any land.
- 10. If ever directed by an official organization of Jehovah's Witnesses to discontinue use of JwC or similar applications, I will immediately comply.
- 11. I will never accept payment in any form for data generated in JwC nor disclose any such data to anyone not allowed under JwC's [Terms of Use](#).

Getting Started



JwContactsUD and its mobile equivalent, JwContacts, are readily usable by any single Elder. For simplicity both are referred herin as "JwC".

However JwC is designed to act, if a Body of Elders agrees, as the primary or secondary means of maintaining the Congregation's Contacts data.

(A feature comparison with KHS is available for discussion.)

Likely then a Body would wish to discuss:

1. If there are any questions whether JwC is an appropriate mobile application for storing data regarding our activities, investigate and come to agreement.
2. Does a majority of the Body have [*supported devices*](#)?
3. Which JwC features are to be utilized; which should not be. Some may object to storing on mobile devices some of the JwC optional data.
4. Which elder will act as master data editor?
5. What device will keep the master JwC data? (A secure Windows 10 computer might be best, if available.)

Once a master data editor (a brother using JwC on his own or maintaining data in behalf of the Body) is available, he will want to:

1. Read this User Guide thoroughly.
2. Install JwC onto the master data device. (Optional data [*encryption*](#) is available (via [*Settings / Data*](#)) and, if legal in your governmental jurisdiction, you MAY wish to use that.)
3. If any recent version of Microsoft Excel is available on the master device: From JwC send himself a copy of the [*Initial Data Excel Workbook*](#).
4. Collect all the minimum data:
 - Names, addresses, phone numbers, emergency contacts, and family relationships of all persons associating with the Congregation. See also [*With KHS or TSWIN*](#)
 - Service group addresses, times, memberships, group overseers and group assistants.
 - Email addresses of all elders who will be receiving JwC data updates (**DO NOT use jwpub.org addresses!**)
5. Additional **optional** information (can be collected over time and used gradually to update an Excel backup of

current data):

- Collect names, addresses, phone numbers, descriptions, operating hours of all local medical, emergency, and governmental facilities desired to be included. This is shareable among neighboring Congregations as Primary Light data.
- Probably using a mobile device, obtain geolocations of every address. (This can be a LENGTHY chore!)
- Additional personal information on publisher status as Body has agreed would be appropriate. (Observe carefully all privacy laws and individual preferences!)

6. Enter the beginning set of the above into the Initial Data Workbook and Import it into the master JwC installation, or else make each entry one at a time.

7. After signing in to JwC, in Settings select those Elders who will be receiving data updates via email. See [Settings / Email Recipients](#).

8. Then and from time to time as data is updated, send all Elders their copies of the data or make such available as shared links in your own online data store (Dropbox, etc.). See [Sharing Data](#).

9. Keep backup copies of the most recent data.

Special Features



JWC provides several special features you might not have expected.

1. JWC publisher data can be exported into third-party applications like Kingdom Hall Schedules (KHS) and TsWin (TSW) to aid in their initial setup.
2. JWC can use exports from some third-party applications (KHS, TSW) to aid in its initial setup.
3. Almost all JWC data can be encrypted on your device, if desired. The encryption key is unique to the device.
4. JWC can send your Secretary your group's monthly field service report. The transmission can include a file KHS can import, saving the Secretary much typing.
5. JWC Territory display can be synced with some online services, like Territory Assistant, but can also use offline versions.
6. Encryption may be used for key JWC data you want to store as a backup or to share with others of your BOE, whether via email or cloud storage..
7. Existing Excel and Word documents can be converted into PDF documents for JwC internal storage and/or emailing.
8. JwContactsUD can convert existing PDF documents back into Excel or Word documents, as appropriate.

Please feel free to recommend any additional special feature you feel would be helpful to most elders and falls within JWC's area of use.

Editions

Editions



Previously three Windows 10 JwContacts editions were offered, but the earliest are being withdrawn in favor of JwContactsUD alone.

JwContactsUD is installable from the [jwcontacts](http://jwcontacts.com) web site into wherever on a User's file system he decides. Installation is then nothing more than unzipping the JwC folder and providing a shortcut to the main file, JwContactsUD.exe, all accomplished by the JwC installer.

Soon it is expected in will also be installable via Microsoft Store, which now accepts such Desktop-style applications.

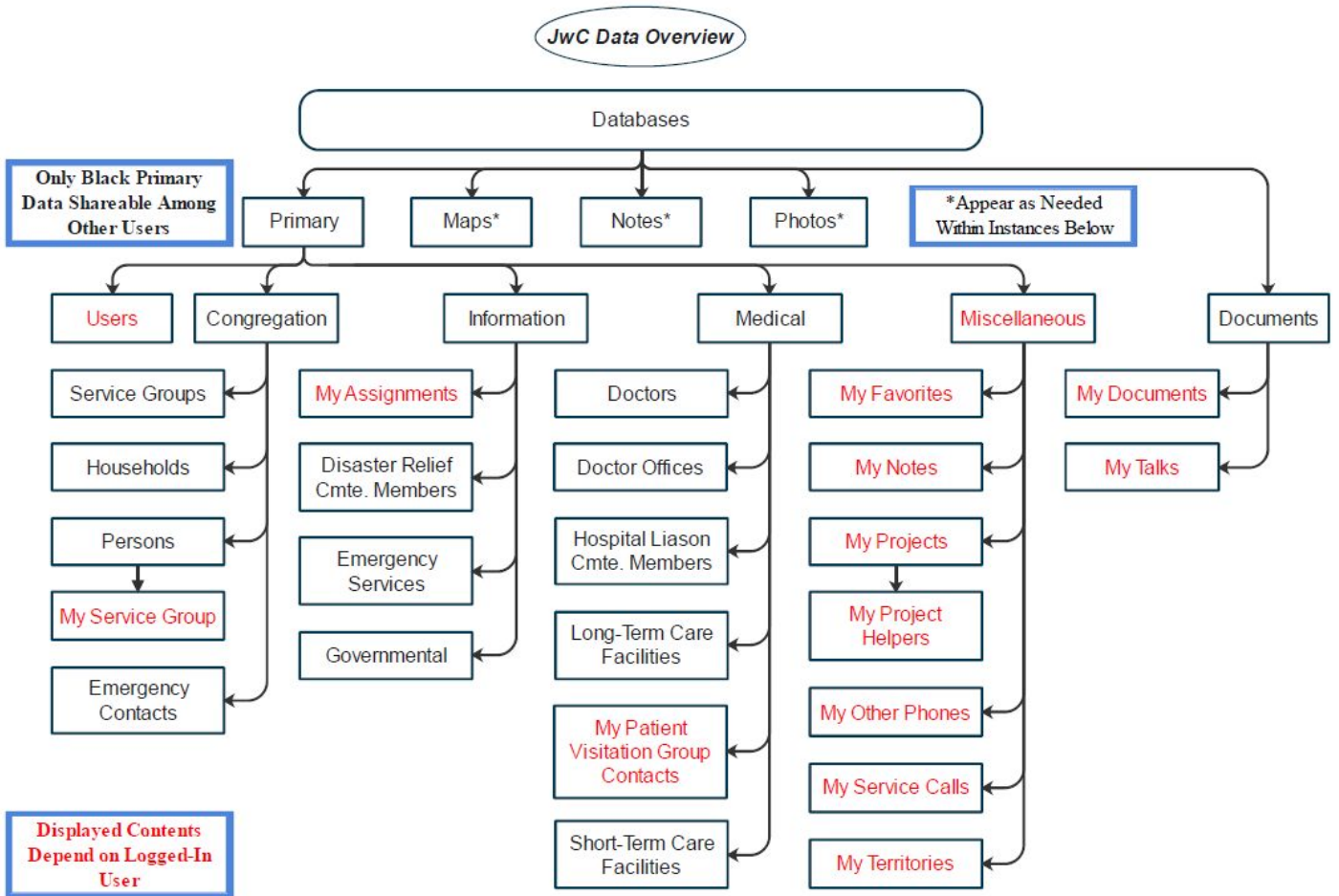
Graphical Summaries

The following **early** summaries illustrate how JwC is organized, but do not contain features added since their preparation.

[*DATA*](#)

[*OPERATIONS*](#)

Data

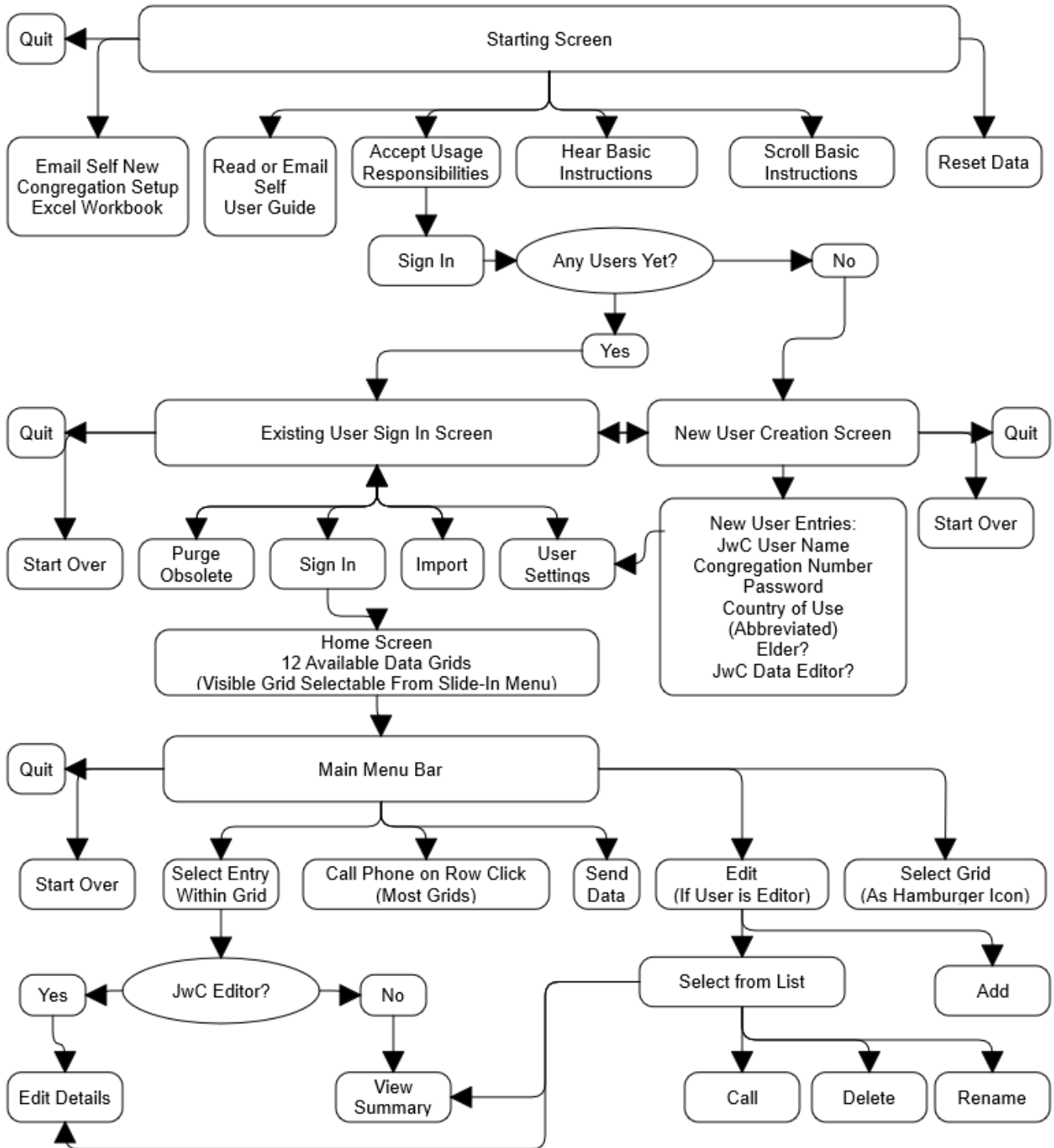


Operations

Note: Some features added since preparation!

Simply illustrates basic operation in JwContactsUD and in JwContacts for mobile and is NOT exhaustive.

JwContacts Operations Overview



General Description



See Also:

[*How Jwc Stores Data*](#)

[*Data Distribution*](#)

[*Editions*](#)

[*Encryption*](#)

[*Instructional Videos*](#)

[*Modes and Data Reliability*](#)

[*Supported Devices*](#)

JwContactsUD (JwC) is a free password-protected unofficial application designed to aid men who are appointed Elders within a recognized Congregation of Jehovah's Witnesses.

You should not use JwC if you are not presently in that position or if an official organization of Jehovah's Witnesses directs such applications as JwC not be used.

CAUTIONS:

Usage of JwC's optional data encryption feature is fully restricted to within the borders of those countries for which the United States of America allows use of exported encryption technology.

See [*Encryption*](#) for further discussion.

JwC is in no way furnished, supported, or recognized by any official organization of Jehovah's Witnesses in any land. It is entirely a volunteer effort by a Witness and should be used only as your conscience and official guidelines permit.

All rights to the code are retained by its author, who makes no guarantees of suitability for any purpose. (Some code and visual elements are based on the work of others, who have kindly made it available as open source or free for non-commercial use.)

Your use of JwC frees its author from all responsibility and liabilities for any consequences of use.

To repeat: The author disclaims ALL responsibility for use of JwC and you should carefully determine how best to use it, if at all.

Much of JwC data is confidential information that may be shared only in harmony with governing law and as your Body of Elders directs.

Some laws may require you keep certain information **STRICTLY CONFIDENTIAL** and may even penalize you should you fail to do so!

Therefore please BE SURE of the wisdom of storing any specific data before doing so.

Please do not share your password with anyone else nor allow anyone not an Elder in your Congregation to use your installation.

GENERAL USE:

You may use JwC to record how to reach publishers, their contacts, HLC members, and medical personnel during emergencies.

Aside from names and telephone numbers, virtually all other JwC information is optional.

In its mobile versions, calls can be initiated directly by tapping a JwC phone number, provided the device and its external services are capable of making calls.

Therefore, as a minimum, JwC can simply be used as a telephone book.

JwContacts optionally also stores information to aid in assuring publishers are ready for emergencies and in tracking shepherding efforts.

Data will be found in four related groups: Congregation Organization, Medical Resources, Information, and Miscellaneous.

After selecting a group, choose the exact item to be viewed, such as a list of Service Groups within Congregation Organization.

Some data can be edited only by a user who is not sharing data with others or by a designated Elder (such as the Congregation Secretary), expected to maintain a master database in behalf of the Body, if the Body so agrees.

If you make changes in your copy of such master data, please inform the designated Elder so he can update the master data.

Optional features include (note privacy discussed in Cautions above):

1. Mapping of household, contact, hospital, and doctor office locations.
2. Photos of those associated with the Congregation.
3. Photos of their Medical documents and / or Medical Document PDFs.
4. Retention of any pertinent documents not provided via jw.org.
5. A notes section exists for each entity (person, household, doctor, etc.), are private to the current user, and are not replaced even if other data is imported.
6. Textual data can also be emailed unencrypted as Excel Spreadsheets and/or PDF documents.
7. Images connected to a specific entity can be emailed.
8. Additional phone numbers that do not fall into any specific category. Example: A business contact whose product

or service may be useful in a theocratic activity.

9. Your Return Visits (Service Calls).

10. Your Public Talks.

11. Your Theocratic Assignments.

12. Your assigned Territories.

13. Your Service Group's current Field Service Reports.

14. Shepherding you have been doing among your current Service Group.

15. Additional private notes unrelated to any of above.

16. Ad hoc or long-term special Project Groups.

Sign-in User Names can be anything you like; you may have more than one.

Data can be imported by type from the chosen editor within the congregation, replacing your previous entries.

You can also Reset most data by choosing "Reset Data" on the opening screen.

JwC stores data only on a given device and does not share any data on the Internet other than by intentional email export of the selected editor.

Exception: In creating a map via the Internet you can use your current location as the requested map center, or you can use a actual street name or known geographic location.

How JwC stores data

JwC stores all data in a private area automatically setup by your device's operating system. Most devices, especially Apple devices, employ automatic means to limit access by any other application to that area, but such measures are not 100% guaranteed.

JwC data is a collection of Realm objects, each type of which has a specific organization (schema) that cannot be redefined except by JwC itself through special means.

Any attempt to otherwise alter any schema renders the entire collection useless, preventing JwC from starting.

Should this ever occur you would need to uninstall JwC, then reinstall it and all its data.

You can search the web for realm.io if you want to know more.

Realm collections can optionally be encrypted and JwC offers that option for users meeting USA export requirements and whose local laws permit.

Encryption is all or nothing and guarantees that only your JwC installation will be able to utilize the data.

See [Encryption](#), noting the warning about the data loss if decryption ever fails.

Such data loss does not prevent JwC from starting; instead the entire encrypted collection is deleted and all data will need to be re-installed.

You can import some data into JwC; the file used for importing remains in its original format (not Realm objects) until deleted.

For that reason JwC automatically deletes any primary data file once successfully imported.

Data Distribution

Never share JwContacts PERSONAL data with anyone NOT a member of your Congregation's Body of Elders; otherwise you violate JwC Terms of Use and very possibly local law or open yourself to being sued.

JwC provides two general means of Data Distribution amongst the local Body:

1. Unsecured email. This may be used ONLY if local law allows. Please see [*Respecting Individual Privacy*](#).

Note: To use email certain optional data may not be appropriate; for example it may not be possible to transmit a person's photograph without prior consent.

(JwContacts provides separate mechanisms for transmitting textual and graphical data.)

All email is insecure in the sense that copies may continue to exist on any computer through which the email passed between sender and recipient, even if both of them deleted their own copies.

While encrypted email does exist, setting it up requires each recipient supply each expected sender with a private encryption key. This is beyond the scope of JwContacts. Not all email services will accept encrypted emails.

2. Use of your own private, secure, cloud data service

JwC will send data to your service and anyone to whom you've specifically granted permission can then copy it to their own.

JwC CANNOT send data to anyone else's service.

If you've copied such data into your own service, JwC can then download it.

This is the recommended means whenever possible and will be the only means when email cannot be used.

However note carefully and please comply with the latest Shepherding restrictions regarding online storage of sensitive or confidential information.

Those restrictions may limit the information you intend to store in JwC and then place in a cloud service, no matter how "secure".

Editions



Microsoft Store and jwcontacts.com host the Windows Desktop version, **JwContactsUD**, although their installation methods differ slightly.

The remainder of this page discusses other versions of JwContacts are or have been available for both Smart Mobile and Fixed Devices with any one of these 3 Operating Systems and at least a 4.7" display in larger dimension:

- **Android**
- **IoS** (Apple iPad, iPhone, etc.)
- Universal **Windows** Platform (UWP: All devices with Windows 10 **Fall 2017 or later** operating systems.) (To be withdrawn after JwContactsUD release on Microsoft Store)

(Maps do not yet save in Windows 10.)

All these others have a common code base, so adaptation is primarily in providing proper visualization. (Due to licensing restrictions, mapping in Windows uses Microsoft's Bing service rather than Google Maps.)

A JwContactsLite version may someday be made available for all publishers.

It would be much like JwC, but without those features provided with elders in mind and no sharing of personal data would be provided.

Note:

It is expected **Mac** and **Linux** can also be supported in time.

The Xamarin programming framework in which JwContacts is written now supports Mac and soon may support Linux and possibly others as well.

JwC Mac edition has begun development but awaits further Mac upgrading of much of the utilized open-source Xamarin features code maintained by others

Languages:

JwC runs in the language of its host device, if possible. (Ability of the user to switch MAY be in next release.)

Currently supported are:

American English (the default)

Afrikaans

Chinese (Simplified)

Chinese (Traditional)

Czech

Danish

Dutch
Filipino
Finnish
French
German
Greek
Hindi
Hungarian
Indonesian
Irish
Italian
Japanese
Korean
Norwegian (Bokmal)
Polish
Portuguese
Russian
Spanish
Swedish
Thai
Ukrainian

Translations from American English were done automatically by Microsoft's Azure Translation engine. Therefore translations WILL differ in quality and accuracy. Please report any questionable so they can be adjusted. Thank you!
Anyone well familiar with any of the variants shown above can offer their assistance in proof-reading its renderings.

Encryption



Your device's operating system likely has inherent means of encrypting data. JwC does NOT provide such means but, if those the system makes available include a few common methods, JwC can encrypt data using them. The following assumes your device has the requisite means.

All passwords are encrypted on entry.
All other stored data may also be encrypted by checking [Settings / Data](#) | Encrypt Data.
That action cannot be manually undone without uninstalling / re-installing JwC.

NOTE VERY CAREFULLY: Use of encryption:

Each country may have laws governing whether private individuals are permitted to maintain encrypted data and how strong that encryption may be.

Local laws governing confidential information may dictate affected data be encrypted. JwC is written in the United States of America and seeks to strictly abide by all of its laws governing its use, national and local.

Current US law allows much freedom in this area within the US, up to a point of how strong the encryption is. The same laws further restrict usage beyond the US and do not allow it at all within a few countries. Thus you may only use JwC while within the borders of the country you specify when required.

HOW IT WORKS:

Encryption is a repeated scrambling of the contents of unencrypted data, frequently scrambling the already scrambled data dozens or hundreds of times to get a final result.

How the scrambling occurs depends on a unique "key" which may not necessarily be able to unscramble the data later.

Therefore encryption can either be reversible or not.

If reversible the "key" must either be securely stored or else recreatable by ONLY JwC. JwC uses only recreatable keys, it does not store any.

The re-creation might fail to properly generate the correct key, if so the data will be "permanently" unavailable until replaced with newly encrypted versions.

When a JwC user is created the password entered receives non-reversible encryption; on sign-in JwC simply compares the stored encryption against an encryption of the password then entered.

All other stored data uses reversible encryption which makes use of an unlocking key unique to JwC running on that device.

Besides JwC user passwords, the only other stored data that is always encrypted are any passwords you supply to external sources such as an email server.

If you choose to encrypt EVERYTHING (see [Respecting Individual Privacy](#)) all data, including the above passwords, is encrypted with an additional unlock key.

This is ALL OR NOTHING. Such data includes EVERYTHING entered into JwC after installation.

The key is unique both to the device and to the moment of creation. JwC depends on the internal security of the operating system to allow its re-creation on JwC startup.

Once done, JwC provides no mechanism to undo encrypting stored data.

If ever on startup JwC cannot unlock that data it is all purged and you will need to re-import / re-enter everything.

So it may be wise to securely store elsewhere copies of any data you do not want to have to manually re-create!

Encryption can also be used (with a special password) in emailing or storing in the cloud some JwC data.

See [Settings / Defaults](#).

Instructional Videos



Available on the Internet at <https://www.jwcontacts.com>.

Throughout JWC this icon indicates a web link to a video discussing the current screen:



Clicking the icon should open a web browser at the desired video page.

Most current videos were prepared earlier using screens of the JwContacts mobile versions or the older Windows Sideloaded version.

Although those screens will therefore appear different, every effort is made to keep the editioons functionally similar, nearly equivalent.

So the video discussions should overwhelmingly apply even if a different version's screens are shown.

Modes and Data Reliability



Modes:

JwC has two modes: Editor and User. You may create a logon for either or separate ones for both. (An Editor has access to User Mode screens when desired.)

An Editor logon is created when the User checks the "Am Editor" at the bottom of the Sign Up screen. Otherwise the logon will be as User.

In either mode a user can enter certain data private to him, such as Notes, and prepare and store shareable Photos and Maps.

Editor mode is intended for a single Elder within a Congregation to maintain all the master data, to be distributed to other Elders.

However, if this arrangement is not agreeable to the local Body, any elder can create his own Editor logon. This will, of course, make sharing data more difficult.

User mode allows review of all data and has simpler data presentations than the Editor mode.

Data Reliability:

All data changes occur first in temporary device memory.

On touching "Save" or "Save and Continue" these changes are written into more persistent device memory and into one or more Realm program files.

All JwC Primary data is contained in a single, compact Realm file.

Realm is a free, open-source database available worldwide.

Images and Notes are contained in other Realm files.

No unexpected data loss has been experienced using Realm.

You should never try to install an earlier JwC version over a newer, as the older may contain outdated data definitions.

Realm is extremely resistant to any re-definition of any Realm object, allowing only one means future JwC releases will be able to use to make even the slightest change.

Two possible reactions exist when any other means of introducing change (or reversion) is attempted:

1. If the Realm data is unencrypted, JwC cannot start. The entire installation will have to be uninstalled and then re-installed, creating a totally empty database.

2. If the Realm data is encrypted, JwC will start but only after discarding the previous encrypted data and creating a new, empty, unencrypted database.

In either of these cases the old data is totally lost! So, please [*back up*](#) valuable data frequently.

Major Exception: On proper shutdown JwC creates a separate encrypted backup of all data. IF the database failed due to a newer Jwc update's change of data structure, the backup will be used to re-create it.

Supported Devices



JwContactsUD utilises new 2020-era technology to support most Windows Desktops of the last decade, but has only been tested on the more recent.

If you have difficulty using it in Windows 7, 8, 8.1, or 10, please use the Contact Form [here](#) to advise the author. Thank you.

Opening Page

VIDEO DISCUSSION (Mobile Version) available [here](#).



NOTE: Once a user is created, he can decide to initially skip this screen on next start by using [Settings / Misc / Fast Login](#).

ROW 1:

- The initial number is the Release Version number, for your use if reporting issues.
- The "**I Accept**" checkbox, when toggled, provides an Acceptance Responsibility reminder, with option to Sign In to JwContacts.
It is the only way to progress beyond this page..

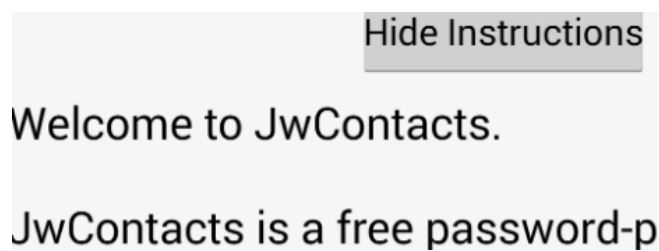
ROW 2:

- "**Convert PDF**" allows recreating, as appropriate, a Spreadsheet or Text-based Document (.docx) from a PDF file..
- "**Email Initial Setup**" conveys to your existing email app a Microsoft Excel workbook that can be used to prepare initial data.
- "**Guide**" shows this document. (Some older Android devices require a separate PDF viewer app.)
- "**Quit**", a button found throughout, returns JwC to this page, backs up all data, and then exits completely.
(The need to first backup is why Jwc does not have the standard Windows "X" button in its top right corner.)
- All primary data can here be "**Reset**" (in multiple steps), as would be needed if you transferred to a new Congregation. See [Resetting Data](#).
- In non-English versions, a **Translation Assist** button is visible to submit a form to the <https://www.jwcontacts.com> Site Administrator via email.

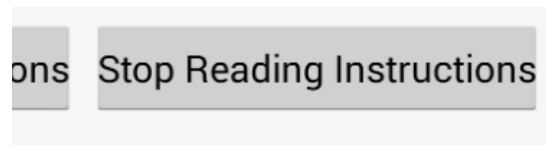
ROW 3:

- **"Make / View PDF"** allows viewing / saving into JwC most PDF files and converting many types (Documents, Spreadsheets, Presentations) of Office files into such.
- **"Contact Us"** opens a Form to submit comments, error reports, etc. to the <https://www.jwcontacts.com> Site Administrator via email.
- **"Browse Web Site"** opens the JwContacts.com Main Page.
- **Basic instructions** can either be read by scrolling a few lines at a time beneath the above or by listening to them.

If reading, the screen changes to reveal a lower scrollable area:

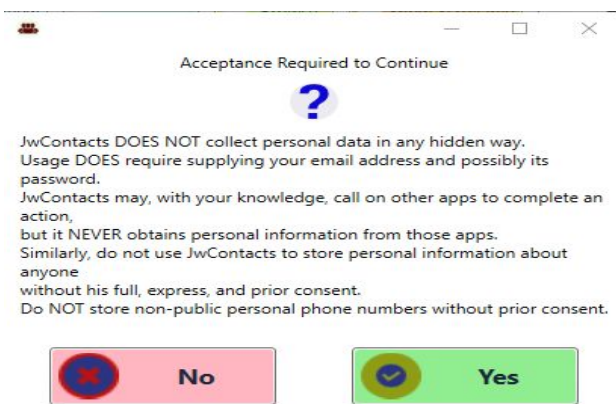


If listening, speech can be stopped at any time:



- "?" is present throughout JwC; it takes you to a discussion of the current screen on JwContacts.com.

To proceed further the "I accept" checkbox must be touched, producing this Acceptance dialog:



On pressing Yes, you begin [*Sign In*](#).

Resetting Data



All JwC data is held in a series of private databases, all but the **Primary** dedicated to specific tasks, such as storing Photographs.

Nearly all are meant to be specific to one, and only one, Congregation.

Reset's primary purpose is to remove all data regarding a specific Congregation in which you no longer serve as an elder.

The Resetting Data button on the [opening page](#) removes nearly all contained **PRIMARY** data.

It **DOES NOT** remove personal notes, maps, photos, user settings, Service Calls, and "other phones" you've added unless you specifically request that.

However notes (other than for Service Calls and Other Phones), maps (other than for Service Calls), and photos become inaccessible until the associated entities (person, place) are again created.

However, if, on bringing in new initial data you indicate you have changed congregations, such previous notes, maps, and photos are removed as well.

Should any database become corrupted you can use **Reset** to restore JwC to "like new", except for Settings.

Note: Deleting the user-visible JwContactsUD files does **NOT** remove ANY data.

These files are hidden within Windows and can only be removed by an "Uninstall JwContactsUD" pre-programmed action.

Another way of putting this: The entire set of Jwc files visible to the user can be completely replaced without affecting data.

Exception: If the new files contain a different database schema, first run should cause Jwc to do a database update.

Signing In



JwC Allows multiple users on the same device to access the same Congregation.

Most preference [Settings](#) and all [Notes](#) are unique to each user.

Each user must first initially SignUp.

Possible uses of multiple SignIns:

1. An elder handles assignments regarding more than one Service Group, different signins could take him to different listings for [My Service Group](#).
2. You might want to have both an Editor and a Normal User signin. See [Editing Data](#).
3. Two elders in same household must share same device. Each could have his own email and will have different Notes.
4. Editor has
 - (1) a signin where he edits only data to be seen by all users and has set Email Recipients in Settings in Settings to "All Elders" and
 - (b) a signin where he enters additional data (such as Notes, Service Calls, etc.) and has Email Recipients set to only himself, allowing personal backups.

[FIRST TIME](#)

[THEREAFTER](#)

First Time

VIDEO DISCUSSION (Mobile Version) available [here](#).

To create a log on account you must start with the above page.

If no account has been created (you can have more than one, but only for use with SAME Congregation), selecting Sign In on the [Startup page](#) brings you here.

If any other account has already been created, to reach this screen you must first log on as a pre-existing user. So, after the initial users, others can only be added following an existing user's logon.

Your **User Name** can be anything; it does not have to be your legal name. Keeping it short will make future sign ons faster.

If you both Edit and Use JwC, you may wish to have a User Name for each, so you can verify what non-Editors see.

Password must be at least 8 characters and should be kept known ONLY to yourself. Passwords are on-way encrypted on first entry and cannot be retrieved back into the original forms. If you forget it, you'll need to create another User Account or else Reset all Data and start over.

The **Congregation Number** MUST BE exactly as specified by the Organization.

Country Abbreviation should be the MOST COMMONLY USED for your country. Example: USA (not just US) for United States of America. This abbreviation MUST match an entry in JwC's internal list of acceptable use locations.

"**I am an Elder**" should be checked if true. You cannot use JwC unless it is checked.

"**I am the Assigned**" should be checked to enable [*Edit mode*](#).

It is not required for those using Primary data supplied by an Editor in their Congregation.

In both modes you can make, store, backup, and share JwC [*Photos*](#), [*Documents*](#), and [*Maps*](#).

In both modes you have distinct sets of personal [*Notes*](#) and [*Other Phones*](#).

These are not intended for sharing with others. See [*Backing Up*](#).

Once you have completed all required data, the **Sign Up** button becomes enabled.

Touching that brings up a reminder of New User Responsibilities.

After accepting them JwC will take you briefly first to [*SignIn*](#), but shortly afterward to [*Settings*](#), where you can complete / update some data common to all your JwC logins.

On closing Settings you are taken back to the [*SignIn*](#) page with your Sign In information already entered.

You can then perform all operations available there.

Thereafter

Once you've created an initial logon, touching Sign In on the [Opening Page](#) brings you to this simpler logon. You will also arrive here just after completing a [SignUp](#) page (and your SignIn information will already be entered).

Existing users are listed just beneath "Start Over".

If ever you see an unexpected new user your data may have been compromised and it would be best to reset all data, using different passwords for your account(s).

Until proper sign-in information has been entered, the Sign-In screen looks something like (note that below 3 users have already been defined):

Note: If there were only one existing user, his User Name would already be entered automatically.

Start Over returns to the [Opening Page](#), signing you out (if you had signed in).

Depending on the platform, **Sleep (Quit** on some devices) will either exit JwContacts completely or just close all data and return to and hide the [Opening Page](#).

After you've logon here a few times your device may remember and suggest your **User Name**, a real help.

Note: When you supply a Password value, it is encrypted and compared against the encrypted form created originally.

If you forget your password it can neither be recalled nor updated!

A lost password means either creating a different User Account or starting all over by Resetting All Data.

After supplying the proper **Password** the screen changes and many additional buttons become available:



- **Add New User** allows the current user to add another new user. If you touch it by mistake, you can return here from the new screen's Sign In button..
- **Data** takes you to the initial data page you chose in [Settings](#). Thereafter you can navigate among all data pages. Sign In displays "Preparing Data Displays", until [Home Page](#) is ready. Depending on your device's capabilities, transference to [Home Page](#) may take awhile. Please be patient.
- **Start Over** returns to the Opening Page.
The current user's settings are retained, but access to the items on this page requires return here and re-entry of User and Password.
- **Quit (Sleep** on Android and iOS) backs up all data to an encrypted set and then exits the application. This button appears throughout much of JwC.
- "?" is present throughout JwC; it takes you to a discussion of the current screen on JwContacts.com.
- [Reports](#) allows on all platforms viewing, printing, or adding into Documents a report of Congregational data.
- **Import** allows importing initial or revised setup data. See [Importing Data](#).
- **Settings** allows revising your JwC preferences. Many are dependent on which user has signed in. See [Settings](#).
- **Purge Orphans** is for rare cases where there might be an orphaned Map, Photo, or Note for a discontinued person or place. Use it occasionally after several updates to decrease the storage space they might take up. Such entries are not automatically removed during an update in case you had actually selected an old one.
- **Compose Document** is found throughout much of JwC. The highly versatile Document Editor resembles Microsoft Word, but has 3 alternate display modes. See [Document Preparation](#).
- **Edit Spreadsheet** is the one place all JwC's Spreadsheet operations are made available..See [Spreadsheet Preparation](#).

- **Keep Me Signed in During this Session** allows for quick return to this state after a Start Over operation had returned to the Opening Page.

Its state is remembered between Jwc startups by the current user; if it had been checked it will be again once the user logs in after an app restart.

Setup



The Settings menu changes from time to time as features are added or modified. Even if the current display differs from that shown in this manual, it is unlikely that anything shown herein has been deleted, but it may have been moved or renamed.

[*INSTALLATION*](#)

[*SETTINGS*](#)

[*IMPORTING DATA*](#)

[*USING THE EXCEL TEMPLATE*](#)

Installation



JwContactsUD (JwC) is at <https://www.jwcontacts.com/Pages/DownloadsWindows.html> and is available in the Microsoft Store.

Similar mobile versions of JwContacts are or will shortly be available in:

1. Android: Play Store (look in Beta section)
2. Apple: App Store

JwC does run very slowly on economy devices with little memory or storage by modern standards.

A first install creates a set of new, empty databases as well as installing the application.

JwC updates will NOT replace those databases, although it may someday have to alter their structure, so data should persist through any update.

Nonetheless frequent backups are highly recommended.

Except for JwContactsUD, JwC does not have an Excel or ODS reader; documents of that kind are frequently intended for use on an applicable Fixed Device.

However all versions of JwC can import both Excel and Word documents, transforming them into equivalent PDFs.

Updating

Updating



Before installing a JwC update:

To preclude any possibility of data loss, please **BACKUP your data!**

This means sending yourself or remotely storing at least Primary, My Text, and My Settings data.

Really you should keep doing this fairly often anyway.

Primary and My Text are sendable from throughout JwC's data display areas using the Send button.

If you have additional types (Documents, Images, Territories etc.) you should also back them up, always using the "Signed" option.

It is not necessary to backup Maps as these can always be re-created from values in the Primary or My Text data.

My Settings can be sent from within the Settings dialog.

Unlike the other two backups, My Settings is specific to the originating device and requires you furnish a password on each transmission.

Why backup matters:

Besides the obvious (you do not want to lose data)

1. Should a JwC update fail and you end up removing the app, you will also clear all data.

Exception: JwcUD stores its data in a hidden area outside the main application; uninstalling JwCUD does not remove any data.

2. If the update includes any change, no matter how slight, in the way data is defined the database automatically purges itself.

For that reason, every time you close JwC, an internal set of encrypted backup files are created.

If a database purge occurs on startup, JwC or JwcUD will attempt to reinstall them to the revised data arrangement.

Should that fail, you will need to have importable backups!

The author will test for success before releasing any update likely to lead to database purging, but even the slightest omission will require you have backups available.

Once data has been backed up, JwC updates may be performed in the usual manner for apps from the respective App store.

JwcUD updates simply replace one entire set of app files with another, the data itself is not touched.

So you can just uninstall JwcUD, then install a new version or else allow the new installer to overwrite the old.

In fact, if you install from the jwcontacts web site, you can have multiple installs of JwcUD on a machine, as long as each is in a different directory and for a different Windows user logon. Neither will be aware of the other.

Settings



VIDEO DISCUSSION (Mobile Version) available [here](#).

Touching Settings on the [SignIn](#) page (after entering your Sign In information) temporarily replaces it with this multi-tabbed page, defaulting to this tab:

The screenshot shows the 'JwContacts Preferences' dialog box with the 'Email Account' tab selected. The dialog has a title bar with 'Save Exit', 'Save', 'JwContacts Preferences', 'Reset All Preferences', 'Cancel', and a help icon. Below the title bar are tabs for 'Addressing', 'Comm', 'Data', 'Defaults', and 'Miscellaneous'. Under 'Addressing', there are sub-tabs for 'Email Account', 'Email Recipients', 'Texting Account', and 'Texting'. The 'Email Account' sub-tab is active and contains the following fields and controls:

- My Name in Emails:** A text field containing 'David Pressman'.
- Prefer Internal E-mailer:** A checked checkbox with the text 'Prefer Internal E-mailer' and a note below it: 'After adjusting Internal account, Restart Settings to Test.'
- Email:** A text field containing 'da...@i...il.com'.
- Revise Password:** A yellowed-out text field.
- Mail Server (if Required):** A text field containing 'Mail Server (if Required)'.
- Folder:** A label 'Folder: JwContacts\1585'.
- Test Internal:** A button.
- Send Chunked Emails When Recipients More Than:** A text field containing '20'.
- Email Settings to Self:** A button with a small icon.

Note: While several settings (such as Encrypted) are common to all users, most are not. Once you've created a new user you will be brought here shortly after the Sign In page appears.

[Addressing](#)

[Communications \(Comm\)](#)

[Email Account](#)

[Email Recipients](#)

[Texting Account](#)

Texting (if Account Specified)

Data

Defaults

Miscellaneous

Addressing



VIDEO DISCUSSION (Mobile Version) available [here](#).

Addressing allows entry of two sorts of Address data: Defaults and the Congregation's

The screenshot shows the 'JwContacts Preferences' dialog box with the 'Addressing' tab selected. The dialog has a title bar with 'Save Exit', 'Save', 'JwContacts Preferences', 'Reset All Preferences', and 'Cancel' buttons. Below the title bar are tabs for 'Addressing', 'Comm', 'Data', 'Defaults', and 'Miscellaneous'. The 'Addressing' tab is divided into two main sections: 'Address Defaults' and 'My Congregation'.

Address Defaults: This section contains instructions: "Using STANDARD Postal Names or Abbreviations. Enter Very Most Common Values for Local Doctor Offices, Hospitals, and Households. (Governmental Unit means major sub-division of country LIKE State, Province, but NOT LIKE County, Parish) ALL ITEMS ARE OPTIONAL." Below the instructions are input fields for:

- City:
- Gov Unit:
- Country:
- Phones' Country Code:

My Congregation: This section contains input fields for:

- Latitude:
- Longitude:
- Street Address:
- City:
- Gov Unit:
- Country:

Address Defaults: To save time entering portions of addresses likely to be repeated very frequently, you can here enter values to be automatically inserted each time an Entity with an address is created.

You should use the most common postal names or abbreviations, as they will be used as part of generating a map from an address.

You can always adjust any of these auto-inserted values if they do not apply to a specific Entity.

Please make any appropriate entries BEFORE importing data.

If your territory includes several cities (villages, towns, etc.) just leave **City** set to its prompt, "City", entering nothing.

Note: Make sure you spell all entries correctly, as they may be used to generate maps.

Governmental Unit means that named portion of an address that generally precedes a **Country**, such as a State or Province, **NOT** a County or Parish.

Both **Governmental Unit** and **Country** may be abbreviated using the MOST COMMON postal abbreviations, as understood by mapping apps.

Do NOT include periods or spaces unless these are commonly used in mapping.

For the United States of America, USA is preferred over the shorter US.

To Support Internet Texting "**Phones' Country Code**" is now **required**; Normal Imports cannot be undertaken until supplied.

My Congregation: Only the Latitude and Longitude are currently used elsewhere within JwC.

They are required by the [Households Reports](#), as these show distance and bearing from the Congregation's Meeting Place.

You can manually supply these values or, if you are at that location, use **From Here** to determine latitude and longitude..

Some keyboards make entry of a leading negative sign difficult; Resolve that by instead using the Sign Reversal buttons as necessary.

Then use View Map to verify the right values have been entered. This button is disabled until both Latitude and Longitude have been entered. See [Maps](#).

Communications



VIDEO DISCUSSION (Mobile Version) available [here](#).

Settings | Comm is a tabbed area for Communications settings.

The screenshot shows the 'JwContacts Preferences' dialog box with the 'Comm' tab selected. The 'Email Account' sub-tab is active. The 'My Name in Emails' field contains 'David Pressman'. The 'Email' field contains 'da...@...il.com'. The 'Revise Password' field is highlighted in yellow. The 'Mail Server (if Required)' field contains 'Mail Server (if Required)'. The 'Folder' field contains 'JwContacts \ 85'. The 'Prefer Internal Emailer' checkbox is checked. The 'Send Chunked Emails When Recipients More Than' field contains '20'. The 'Email Settings to Self' button is visible at the bottom.

In nearly every case you'll want to initially set up [Email Account](#).

Even if you will not be directly using email yourself, your email account will be included in the data within [Signed](#) exports.

That allows any recipient of the export to verify with you what the export contains.

Once you have members of your Body of Elders imported into JWC, you will then want to specify which of them will receive JwC updates from you.

See [Email Recipients](#).

The [Texting Account](#) tab allows specifying an Internet Service to use for internal texting..

The [Texting](#) tab appears once such service is enabled and allows specifying some internal texting defaults.

Email Account



Data can be exchanged between a JwC editor and a set of chosen JwC users using Email.

[Online Secure Storage](#) is another mechanism which works best when each has their own private service. In any case, an editor with such a service has to grant copy rights to those users allowed to copy the data. While the storage itself is "secure", the grantor cannot guarantee how the copier will use or store his copy.

The screenshot shows the 'JwContacts Preferences' dialog box with the 'Email Account' tab selected. The dialog has a title bar with 'Save Exit', 'Save', 'JwContacts Preferences', 'Reset All Preferences', and 'Cancel' buttons. Below the title bar are tabs for 'Addressing', 'Comm', 'Data', 'Defaults', and 'Miscellaneous'. Under 'Addressing', there are sub-tabs for 'Email Account', 'Email Recipients', 'Texting Account', and 'Texting'. The 'Email Account' sub-tab is active and contains the following fields and controls:

- My Name in Emails:** A text box containing 'David Pressman'.
- Prefer Internal Emitter:** A checked checkbox with the text 'After adjusting Internal account, Restart Settings to Test.'
- Email:** A text box containing 'da...@...il.com'.
- Revise Password:** A yellow highlighted text box.
- Mail Server (if Required):** A text box containing 'Mail Server (if Required)'.
- Folder:** A label 'Folder: JwContacts...' followed by a text box containing '85'.
- Test Internal:** A button.
- Send Chunked Emails When Recipients More Than:** A text box containing '20'.
- Email Settings to Self:** A button.

My Name in Emails: What should a recipient see as the Sender's name?

Email: You MUST supply a valid email address, not necessarily the same one as shared with other elders. **NEVER** use your jwpub.org address, as that would likely violate it's terms of use.

You do not need to supply the password IF you will always use an external Email client. However JwC's Email client may have several advantages, see [Using JwC Email](#). After supplying your email address either **Revise Password** or **Authorize** will be shown.

Mail Server (appears only if Prefer Internal Emailer checked): Optional, used only by the Internal Emailer (itself a must for Apple devices) when you supply a value. Frequently this would be whatever follows the @ symbol in your email address. If you do not supply a value that is what the Internal Emailer will use instead.

However some organizations actually have another company handle their email traffic. Example: After Microsoft acquired Hotmail it started routing those emails through their own outlook server. So if your email address is "xxx@hotmail.com", the Mail server would be "outlook.com". (JwContacts knows how on use to correct for this single change even if you specify "hotmail.com" or don't supply a value.)

And sometimes the mail server's name is prefixed by something like "mail.". So an email address like "yyy.att.net" currently uses the mail server "mail.yahoo.com", not "yahoo.com" or "yahoo.net". In all such cases you must supply the full Mail Server name or you will definitely get an error with the Internal Emailer.

If JWC cannot figure out what your mail server's name is and you do not know it, please contact us at <https://www.jwcontacts.com/Pages/ContactUs>.

Every effort will be made to not only determine the mail server but to include that knowledge in JWC updates.

Revise Password (appears only if Prefer Internal Emailer checked): If you use the Internal Emailer and this is visible, you will need to supply a password.

(Otherwise an Authorize button will be seen here.)

Passwords are always stored in encrypted form and can only be decrypted on demand in the storing device.

You current password is never displayed, here you can only enter a revision.

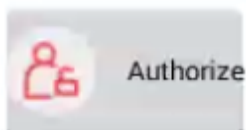
Note: Should the encryption ever be corrupted you will see failure messages on sending / receiving Internal Email.

Come here to re-enter the password, which should cure that issue.

Note: Some services, such as AOL (America OnLine), require 3rd-party apps like Jwc use a special password, not your usual logon.

If you suspect an inability to login is due to such an issue, please contact your email provider on how to obtain a special password for Jwc use.

Note for those with certain addresses (example: gmail.com):



Instead of requiring a password, when you click on the **Authorize** button that appears instead of Revise Password, your default Internet browser will open to allow you to complete an authorization login so JwContacts may work with your account.

Your device itself stores this authorization and it should not be necessary to repeat it later.

Test Internal (appears only if Prefer Internal Emailer checked) will be disabled until you have supplied both an Email Address and Password.

On making changes to either, be sure to test. See [Testing Internal Mailer](#).

Prefer Internal Email: The Internal Mailer is based on purchased software embedded in JwC. Apple users **MUST** use it; for others it is optional. However its operations require fewer steps and therefore may be preferred.

It has been tested to be compatible with current versions of Outlook (and Hotmail) .com and gMail.

Windows External Mailer use:

Unless Prefer Internal Email is checked you can use any Email app you've installed to both send and receive email. **HOWEVER**, while in a JwC Import screen, if you wish to import something you've downloaded you'll need to use the provided

File Picker tool to locate the downloaded file; it will not be seen in the list of files JwC already is aware of.

This is by Microsoft design and cannot be changed.

Send Chunked Emails When Recipients More Than: Some email services might regard you as generating spam if you were to list too many recipients for one email.

Here you can specify Jwc to send duplicate emails, slightly separated in transmission time, to subsets of recipients.

For example: Jwc can send a Zoom Meeting invitation to hundreds of recipients divided into several subsets (chunks).

Email Settings to Self: Sends an email (a zipped file with encrypted contents) to the Email Account specified on this screen.

Please do this every so often, especially after a change, so you will never lose all your settings.

The settings can later be brought back in the [Import](#) screen.

You will need to specify (and remember, of course) a special password for encryption / decryption.

You will have to supply at least 8 encryption characters, which you **MUST** remember as JwC will never store them.

Once you have a number of settings, especially including any remote storage service or Twilio account data, it is

strongly suggested you send this email **AND** be sure to be able to recall the password.

The email subject indicates both which device originated the email and when.

You will only to be able to re-import the settings on that device, as part of the encrypted data describes the device uniquely.

Therefore, even if someone else got the email **AND** the password, they would also still have to possess the device.

The contents of Email

[Using JwC Email](#)

[Testing Internal Mailer](#)

Using JwC Email

JwC includes a full-fledged email client that can both send and receive email.

It is not possible for JwC to know about every possible Email server (the distant computer with which you actually exchange your email).

Nearly all adhere to one of a few sets of guidelines, but there is no guarantee JwC can download email from untested servers.

JwC has been tested to work with Outlook.com (also known as Hotmail.com), AOL (using special password user acquires) and GMail; the last maintaining an extensively well-documented set of guidelines.

If these change in any significant way JwC will be updated.

If you can use Hotmail.com, Outlook.com, or GMail as your Email server, that is **HIGHLY** recommended.

As of this writing Outlook365.com has not yet been tested.

Otherwise, ask JwC to send yourself a test email. If it can be re-imported, fine!

Otherwise please report the server's name and describe how you log-in to it.

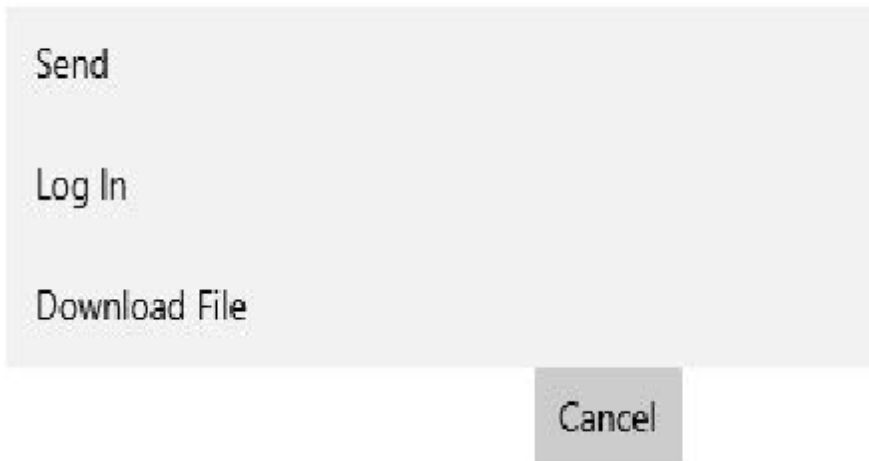
Perhaps the next JwC release can support it as well.

Other Email Servers known to work with JwC Email: (None yet)

Testing Internal Mailer

In Settings | Email the Test Email button (available once you've entered an Email Address and Password) brings up these choices:

Select Step (Times Out in 20 Seconds.)



The Internal Mailer: Primarily based on a purchased component whose vendor has long experience in Email communication.

Should an issue arise it may be correctable with their help in hours or a few days.

The Mailer operates entirely within JwC; sending or receiving email and making received email available to JwC takes very few steps.

There is no visible interface other than selection windows for what you want to send or which file to download.

If either Send or Log In returns the error that it cannot locate your email server, there are 2 possibilities:

1. Most likely the wrong mail server was specified in [Settings / Email](#).
2. If Send works but not Log In, the mail server may be using the older technology known as POP3 for outgoing email.

JwContacts does not support POP3; you may have to use an account elsewhere.

(There is no technical reason we do not support POP3; we'd rather not due to its age, lack of features, and likely limited need.

That will be reconsidered if enough requests are received.)

Send: Attempts to send a test file to your email account, using the simplest technology (SMTP), which is Send-only. Some Email Servers (such as GMail) expect more than just an account name and password; JwC has tried to provide for any such take known considerations.

If this test fails while you can still reach the account with your normal email client, you will not be able to use the Internal Mailer until JwC supports that server.

For Apple users that would mean you cannot use JwC meanwhile. Please advise the author at davidpressman@hotmail.com.

But see Log In below.

Log In:

Attempts to connect to your email account using a more complex technology (Imap or the older Pop3) capable of of

both sending and receiving email.

If it succeeds even though Send did not, that indicates a path to resolving the Send issue.

A successful login also creates, if not already present, a folder named "JwContacts_xx" within your account. (xx will be replaced with your current Congregation number.)

If Log In fails you will not be able to use the Internal Emailer even if Send succeeded. Please advise the author at davidpressman@hotmail.com.

Download File: If needed, repeats the Log In test (and Select Folder, if you had not yet done that), then fetches the names of all Emails whose subjects include JwContacts and which have attachments, newest first.

Once you select a file, it will be downloaded into JwC's Downloads folder, ready for use.

This is the exact same procedure used in the two JwC Import screens. If it works here, you should be all set!

Select File

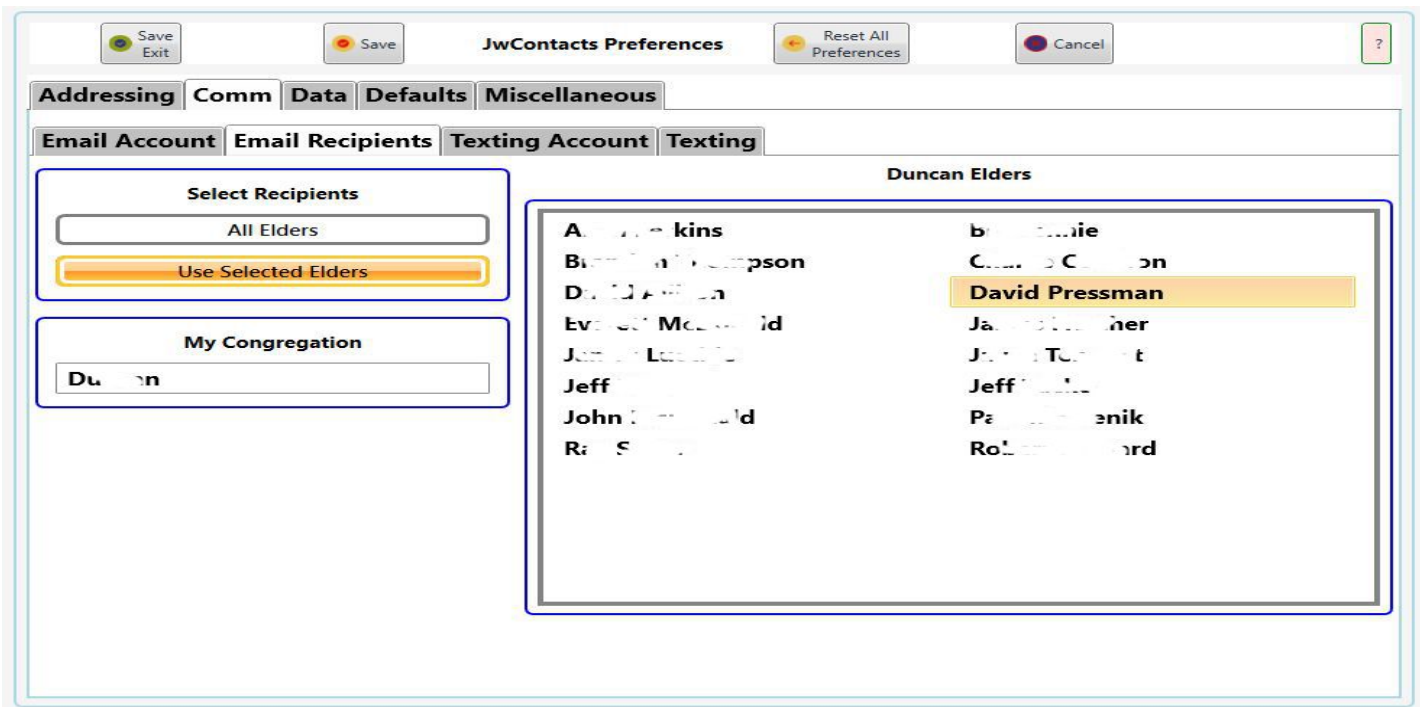
JwContacts Directive Update Dated: 11/2/201
2:50:52 PM From: David Pressman

JwContacts MyText Backup Dated:
10/31/2017 10:59:00 AM From: David
Pressman

Email Recipients



Select Recipients: Generally, if you are a JwC editor, you would set this to "All Elders", rather than just to yourself or a limited group of Elders.



My Congregation: Used in [Reports](#) and in identifying it in the metadata that accompanies files you send your Recipients.

Internet Texting Accounts

Internet Texting Account



In the early days of PC and Mobile Operating Systems SMS (Short Message Service) messages, now commonly known as Texting, were free and easy apps often part of the operating system or easily added to it. Unfortunately experience proved this, like many Internet services, could be readily abused and severe restrictions now exist.

Yet by its nature JwC's entire purpose is to keep in easy touch with all Congregation publishers.

Several Internet services exist to guarantee responsible texting abilities across a variety of device types, These fall into 2 types:

1. An existing cellular-capable mobile device allows such a service to tie-in to its own messaging service.
 - The Internet service originates messages as if from the phone number of that device.
 - This option requires a specific device has a current cellular carrier and phone number.
 - Other mobile devices owned by the same person will not be able to originate SMS messages and will not have copies of them unless their numbers are included in group messages.

2. The Internet service itself rents a phone number in behalf of a user and performs SMS operations for that user via a browser or service connection (such as JwC provides).
 - Thus all devices of the owner can originate texts via the same service, but none will have copies of those texts UNLESS their numbers are included in group messages OR
 - If the Internet service provides both sending and receiving SMS capabilities, then all devices, cellular or not, can both originate and see copies of SMS messages.
 - Generally there is a very small additional charge per message sent, but charges can rapidly accumulate and the ongoing total charge monitored frequently.

JwC supports the rental of a Send-Only texting phone number and allows copies to be sent to one user cellular device.

This keeps service costs low and assures texting works the same on all JwC versions.

However, if your device already has texting capabilities and you chose to forego this option, JwC will try to use that capability you already have.

As JwC cannot anticipate how that will work on any device, results can vary greatly.

Currently JwC supports only the Twilio texting service and requires you supply three items furnished you when you rent a Twilio number for permanent (non-trial) use.

(As of this date, Twilio is the only such service I could locate that can be supported on all versions of JwC. If others are located, they may be added later as options.)

After entry of all, the Account can be verified by sending a short text to any phone the user possesses.

JwContacts Preferences

Save Exit Save Reset All Preferences Cancel ?

Addressing Comm Data Defaults Miscellaneous

Email Account Email Recipients Texting Account Texting

Your Operating System allows JwContactsUD ONLY to text via an Internet Service. JwContactsUD supports use of a paid Twilio account. If you do not have such an account you cannot Text with JwContactsUD. Except for phone number, JwContactsUD encrypts and hides your Account credentials, so only credential replacement is permitted, not reviewing.

Twilio Telephone Number's Digits (including Country Code)

1...59

Update Twilio Account Access Code

Update Twilio Account Access Code

Update Twilio Auth Token

Update Twilio Auth Token

Verify Account

Note that the previously-entered Access Code and Token are never redisplayed, although they can both re-entered, These values are encrypted on entry and only unencrypted on contacting Twilio to send a transmission.

Note carefully: All Twilio texts are sent separately; even if, to the user, it appears he will be sending a "group" message.

In JwC, though, there is no true group messaging, and recipients must not respond to the sending number, but rather to a number tied to one of your devices.

This makes all communication appear "private" to recipients, even though many may receive the same message almost simultaneously.

For that reason, as shown on the Texting tab, an optional Texting signature can be suffixed to every Twilio message. This signature should include the number to which responses ought to be sent.

Texting

Texting



VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC provides a few settings dependent on your device's capabilities and whether you have a Texting Account. If this tab appears empty, then your device lacks any of the capabilities that could be setup here or you have not entered information for your Texting Account.

As Windows makes texting VERY difficult without an Internet Texting Service, this tab will be blank on Windows until you have an account entered.

Only the now discontinued Windows 10 phones were allowed to send texts; the current Desktop "Messenger" app is receive-only of phone-company messages.

However the new "Your Phone" function in recent Windows 10 does allow you to tie your ANDROID phone to Windows 10 and send a text.

You may also prefer subscription-based "MySMS" or similar from the App Stores, which allows you to send text as if Windows 10 were your phone. (This does NOT constitute a recommendation.)

JwC does NOT utilize either; therefore no Text Messaging is provided without a Texting Account it recognizes..

JwContacts Preferences

Save Exit Save Reset All Preferences Cancel ?

Addressing **Comm** Data Defaults Miscellaneous

Email Account Email Recipients **Texting Account** Texting

Use Internal Texting

**Please let intended recipients know:
You are SENDING ONLY with a special
(Twilio) number they need to recognize.
For replies, recipients still must use your
REGULAR phone number.**

General Texting Period (Clock Hour 0-11 AM / Clock Hour 0-11 PM)

Earliest AM
7

Latest PM
9

Texting Signature

David Pressman (C) _____

Use Internet Texting: You must have a separate SMS app already installed OR a Texting Account to actually use this option, which is off by default.

Without this option checked JwC will not offer you any opportunity to send Texts.

See [Texting](#).

General Texting Period: Applies to non-emergency texting of anyone in the Congregation | Persons data area, including the My Service Group subset.

Generally it would be inconsiderate to text publishers during normal sleeping hours.

These optional settings limit texting outside the indicated hours solely to emergencies.

Also, each Congregation Person has an entry allowing setting an individually different hour range or even refusing to allow non-emergency texts.

Thus your texting is limited to:

1. Emergency texts can always be sent.
2. Non-emergency texts can only be sent under all these conditions:
 - a. Within the hour range shown here.
 - b. The individual accepts non-emergency texts.
 - c. Within any more restrictive hour range the individual has requested.

Texting Signature: Line JwC will add at end of every text sent.

Please specify your name AND the mobile number receiving response texts.

Data



VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC provides various means to send / receive data. It also allows internal encryption of data received or created:



Note: The list of Services shown above may vary over time.

JwC uses data kept in a private area on your device reserved for its use only.

All data is maintained as Realm objects. (See [How JwC Stores Data](#).)

To prevent data loss and to maintain consistency between multiple devices on which you've installed JwC you should regularly back up your data elsewhere.

Note: On Windows you can always copy or paste a file from / to your Cloud service from / to wherever you want on your hard drive.

So "File" might be a good choice above.

Besides email (see [Email](#) and [Email Recipients](#) tabs) and picking a file already stored on your device remote

Cloud Storage service(s) can be used.

REMOTE STORAGE SERVICES

If you want to use different services for sending / receiving, just uncheck "Same Data Means...".

Dropbox and GoogleDrive use Authorization method #2 below.

Free services:

Dropbox (extra storage requires payment)

OneDrive (available to anyone with a Microsoft account)

Google Drive (available to anyone with a Google account, such as GMail) Jwc use must be pre-approved by Google, pending.

pCloud (all files are encrypted when stored; extra storage and/or better encryption requires payment)

Note: pCloud has proven quite reliable and does (currently) offer larger free storage than Dropbox.

Paid Services, generally for teams of Business users

Box

Authorizing a Cloud Service

All cloud services require you grant the JwC installation on your specific device authorization to access your account's folders.

Usually this is a one-time operation on each device, even if you later update JwC. You can optionally repeat it if you wish.

Exception: pCloud's authorization methods have failed our tests, so instead you are simply asked to supply JwC with your pCloud credentials.

JwC stores your pCloud password in encrypted form, using the same method as is used for an optional database encryption (see below).

Authorization granting is done by two different means, depending on the service:

1. By a JwC-generated WebPage which displays the Service's Access-Granting Page .

All the above services except Dropbox and Google Drive use this arrangement.

2. By JwC asking your device to open your normal Web Browser and directing it to your service's location that allows granting an app access.

This means is required by Dropbox and GoogleDrive.

JwC maintains a browser listener that recognizes when the browser has opened and informs it to return granted access data to JwC.

Thereafter the browser MAY close on its own or it may contain a button to click (such as an "X") for closure.. If not you'll need to use the Back button to close the browser.

As long as JwC received the access data it will be recorded, even if the Settings page is no longer visible.

In either case, if you grant access the Service sends JwC a short-lived "token" it can use to exchange for a permanent one the Service remembers.

Your password is not stored in JwC, just the final token.

BE SURE TO SAVE ALL SETTINGS AT THIS POINT!

JwC Storage Folder

Once your service grants JwC access rights you must next create a JwC folder on the service.

The folder will be named "JwContacts_" plus your current Congregation's number. This is the **ONLY** folder JwC will access!

If you change Congregations the older folder becomes inaccessible with JwC and you will need to create a new one, using the new Congregation number.

If you are not sure whether the folder already exists, try to create it. If it is already present you will be told.

JwC does not implement any means to delete or rename any folder or file on your remote service, nor can it copy a file from one service to another.

A JwC editor who subscribes to one of the cloud services has to grant copy rights outside of JwC to any other users allowed to copy the data.

Such a user will then need to copy the file to his own storage location before JwC can use it.

While the storage itself is "secure", the grantor cannot guarantee how the copier will use or store his copy.

See also [Secure Online Storage](#).

ENCRYPTION

On first install the checkmark on the right will be unchecked and read "Encrypt Data".

Before checking it (which can be done any time, including just after the first user is created), please review the sections

[Respecting Individual Privacy](#), [Encryption](#), [User Responsibilities](#), and [Terms of Service](#).

Encryption is NOT reversible!

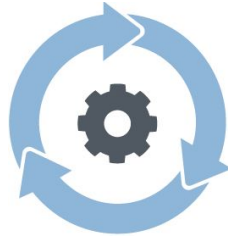
If you check "Encrypt Data" you will be cautioned and then must enter the Country of Use.

American Law may prohibit use in a few countries.

JwC will only allow you to continue if your entry falls within its list of permitted ones.

Encryption takes only seconds; afterward JwC will need to be restarted.

Defaults



VIDEO DISCUSSION (Mobile Version) available [here](#).

The screenshot shows the 'JwContacts Preferences' dialog box with the 'Defaults' tab selected. At the top, there are buttons for 'Save Exit', 'Save', 'Reset All Preferences', and 'Cancel'. Below the tabs, the 'Optional Signed Password (min 8 chars.)' section has a text input field. The 'Text Format' section includes buttons for 'Signed', 'PDF', 'XLSX', 'XLS', 'ODS', and 'For other App'. The 'Excel Version' section includes buttons for 'Excel 1997 to 2003', 'Excel 2007', 'Excel 2010', 'Excel 2013', 'Excel 2016', and 'Excel 2019'. The 'Image Format' section includes buttons for 'Signed', 'JPG', and 'PDF'. The 'Available Themes' section has three dropdown menus: 'Data Display Grid' (Office 2016 Colorful), 'Document Editor' (Office 2016), and 'Spreadsheet Editor' (Office 2016).

Optional Signed Password

Primary, Primary Lite, MyText, Documents, Talks, and Medical Documents can be protected with a password. Protected exports have their data contents encrypted such that only members of the same BOE who know the password can decrypt them.

The password must be at least 8 characters long and must **NOT** include spaces **NOR** any of these characters:

the comma, bar (i.e., |), semi-colon, colon, double quotes, brackets (i.e., [or]), or arrows (i/e., ^ or the similar down arrow on some keyboard)

While typing the password will change from an initial red color to black, once it is acceptable for use.

Preferred formats in sending data can be specified in **Text Format**, **Excel Version**, and **Image Format**.

Frequently only signed data can be re-imported, as such files contain required verification metadata,

Any preference can be over-riden when actually sending data. See [Sharing Data](#).

Signed

More accurately "compressed" ("zipped") as each signed export is a single compressed file whose contents are one or more files that can be re-created during uncompression.

However most JwC compressed files are also signed, that is, one of the included files is a descriptive of the other files and indicates who created the export.

Its purpose is four-fold:

- a. The recipient can tell who created the export and when and is given a chance to reject its use if that data makes continuing unwise.
- b. JwC can verify both the recipient and the creator are in the same Body of Elders. If not JwC rejects the file.
- c. In some cases furnishes additional data the recipient would otherwise have to re-enter (such as Effective Date of a Document).
- d. If the export involved use of the optional Password, includes means to verify decrypted files match the originals.

Text Format

Data in the Text format are JwC Primary, Primary Lite, and MyText.

Besides preparing data for imports by other JwC users, you can export for your own purposes data in any format shown.

"For other app" backs up Congregation Persons who are Publishers in formats acceptable to some other third-party apps.

While JWC could be restored from those as well, the data will be incomplete compared to any other Primary data backup format.

Pdfs are graphical representations of textual data and can not be used for importing, but only for viewing.

Excel Version

Xls is the older pre-2007 Excel format, **Xlsx** is preferred by all later Excel applications.

The xlsx **Excel Version** indicated here will be utilized in [Sending Data](#) when Xlsx is chosen as an export format.

If you here select Xls Send will use the Excel 2010 xlsx version by default for an xlsx output.

Image Format

All JwC data is considered "image" except for Primary, Primary Lite, and MyText.

The three choices will all apply to some, but not all, of the graphical items that can be backed up.

For instance, Territories can be backed up as Signed or Pdf, but not as Jpg.

The choice here is simply a preference.

Pdfs are graphical representations of data and, and except for Documents, Talks, Mediucal Documents, and Territories, can not be used for JwC importing, but only for viewing.

Drawbacks of password use:

Passwords will make your exports highly-secure but there are things to consider:

- a. Encrypted files cannot actually be compressed. In the single signed file the only contained file that will get compressed will be JwC's descriptor of the others. Therefore these signed files may be MUCH larger than unsigned holding the same data.
- b. Some email services will automatically place some of them in the recipient's Deleted (or similar) folder. One such is Microsoft Outlook, which will delete some (Documents, etc.) but not all (Primary, etc.).

Therefore each time such an export is created JwC will warn you some users may need to be notified.

Recipient workaround: His email service may allow creation of a standing exception. For instance in Outlook a rule can state that any email whose subject begins with JwContacts should go into a specified folder.

- c. U.S. Law limits use of encryption in a small number of countries. Bs sure you are not in one of those while using JwC envryption.

How secure are encrypted, signed exports?

Very, but total security is an impossibility.

The encryption is based on both the password AND a value derived from what is known about the Congregation.

To decrypt you must supply the password AND JwC must already know what that derived value is.

Wisdom dictates you change your own signed password from time to time, notifying intended recipients.

Can I therefore store sensitive data with online services using Password-protected Signed exports?

We all have the same organizational instructions.

What your conscience dictates as an answer to this question may well differ from mine.

Please act in the best of conscience in harmony with received instructions.

Available Themes: A wide selection of available color themes are available for three major visual elements. The elements are supplied by different vendors, hence the available choices differ among them.

Miscellaneous



VIDEO DISCUSSION (Mobile Version) available [here](#).

Open Data At(default is Congregation) sets which Data Page to view first after Sign In. Thereafter you can navigate among all these and others.

My Service Group will be empty until you have set up a Congregation's Service Groups. Then you can select one so that the [My Service Group](#) Data Page becomes available, showing only members of that Group.

New Entry Phone Display Format currently is ignored as all Canadian and USA phone numbers are always in the default shown.

One of the challenges of preparing JwC for use in other countries is that phone formats differ among them and, rarely, even in the same country.

Only after the issue has been addressed will JwC be made usable in a country whose phone numbers can all be properly represented.

NOTE: JwC does NOT provide international calling, so no numbers are stored with Internal prefixes. You should use JwC from within the country being called.

Fast Login skips the Opening Screen the next time JwC is launched.

NOTE: This implies the user DOES INHERENTLY accept the responsibility warning on that screen!

Get Date From Calendar.

JwC supplies two means of specifying a Calendar date.

The default is a simple overlay screen with drop-down choices of month, day, and year. However some may prefer a traditional Calendar display. Use whichever arrangement you find most comfortable,

Use Internal PDF Viewer may not be changeable (or even visible) if your device does not support the embedded technology.

The viewer allows JwC to itself display [Document](#), [Reports](#), or [Talk](#) PDF files.

By default, even with this checked, documents appear in an external viewer.

Documents must be individually selected for internal view as some as yet may not display well in that mode.

See [Internal PDF Viewer](#).

View Docs Page At a Time: Pages are presented one at a time. Use arrows to navigate. Otherwise pages will be scrollable.

Include TsWin Service Report allows Group Overseers to send the Secretary their group's Monthly Field Service report in an additional format.

See [Monthly Field Service Reports](#).

Graphics Shared By All Users is checked by default, so only one set of Images would need to be stored.

If you have reason, you can force each user to maintain his own set by unchecking this option.

You should do this before storing any images, as those already stored will become unavailable as long as the option is unchecked.

Acknowledgements displays a Dialog acknowledging some of the Companies and Individuals whose code or products are included within JwC versions.

Importing Data

VIDEO DISCUSSION (Mobile Version) available [here](#).

The **Import** screen, available from the [SignIn](#) page once you've entered your Sign In information, is shown below.

Appearance varies a bit depending on your [Settings / Data](#) selections.

If Windows or Android users have either

- (a) set their Receive Option as "File" or
- (b) set their Receive Option as "Email" but "Use Internal Emailer" is NOT checked

will see this, allowing them to pick a file found outside JwC on the device:



Note: These users must first have set the "Preferred Download Folder". See [Settings](#).

In all other cases the Import Page appears as:



To be listed, all files must be compressed, having the "zip" filename extension.

Filenames as shown omit that required extension.

Note: If downloaded using JwC Emailer, the file hosting the zip file must have had the word JwContacts in its subject line.

Encryption:

As noted in [Settings / Defaults](#), key JWC data (Primary, MyText, Documents, Talks, Medical Documents, and Territories) can be exported as encrypted files within a single compressed file, which also contains a non-encrypted descriptor file.

(Maps and Photos are not yet re-importable in JWC. Their "Signed" exports will be compressed but not encrypted.)

The descriptor allows you to be told and approve of the apparent creator of the compressed file and when it was created, before you allow JWC to proceed with an import.

The descriptor also contains data that will aid JWC in verifying the contained files, once JWC decrypts them, match their originals.

However before decryption can proceed you must tell JWC what password was used to encrypt them; the creator will have to tell you in some way.

As that is sensitive data, please share the password only with those entitled to know it.

The encryption means used involves some knowledge of the Congregation, so even files from different Congregations cannot be shared even if their passwords did match.

Purposes:

- Import initial New Congregation data from the supplied Excel template.

See "Email Initial Setup" on [Opening Page](#) and [New Congregation](#).

You will need to have placed a completed, compressed (zipped) copy into the Download Folder, perhaps as an action from your email program.

Note: Every item can also be entered from within JwC, so the Excel data can be minimal. See [Using the Spreadsheet Template](#).

"Initial" files are not automatically deleted on use, serving as a backup should an update fail.

- Importing Congregation updates of Primary data. See [Updating the Congregation](#).

These are special files sent from a Maintainer's JwC app to those recipients he has selected in advance. Besides the Primary textual data, they contain verification means.

Primary Updates are automatically deleted on use, so you cannot readily use an older update by mistake.

- Restoring data from backup files you created for Images (including Documents) and the text of your various Notes.

Visual Pick employs a simple file picker to try to locate files not found in the expected download folder.

Depending on your device it may simply show histories of once-downloaded files since deleted.

Should you fail to select a usable file, a warning is displayed:

Selection may have been an invalid file link.

Please try again, perhaps elsewhere on Device.

OK

The alternate **Download File** function allows you to choose either a file from your Remote Storage service or a JwContacts email from your designated email account folder.

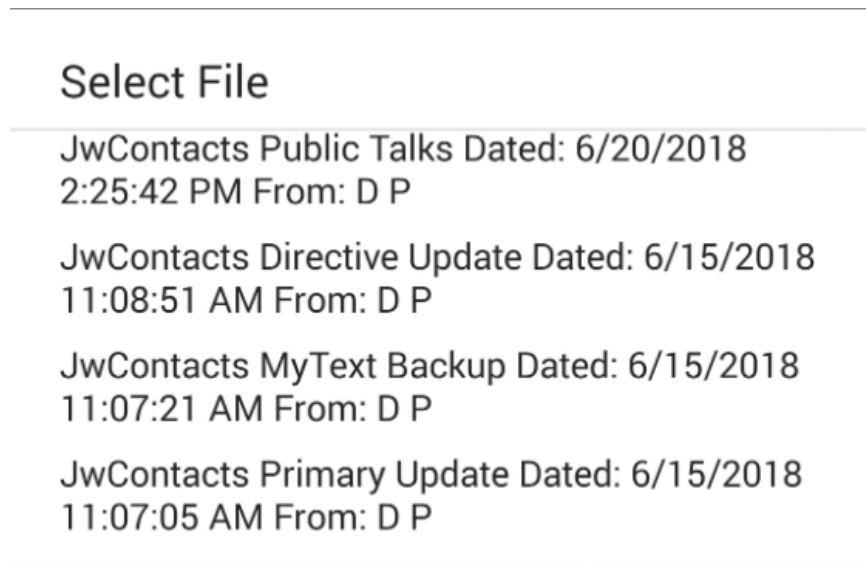
Here is an example of a file on a Remote Storage service:

Select File

Primary 7_10_2018_7_34 AM.zip

CANCEL

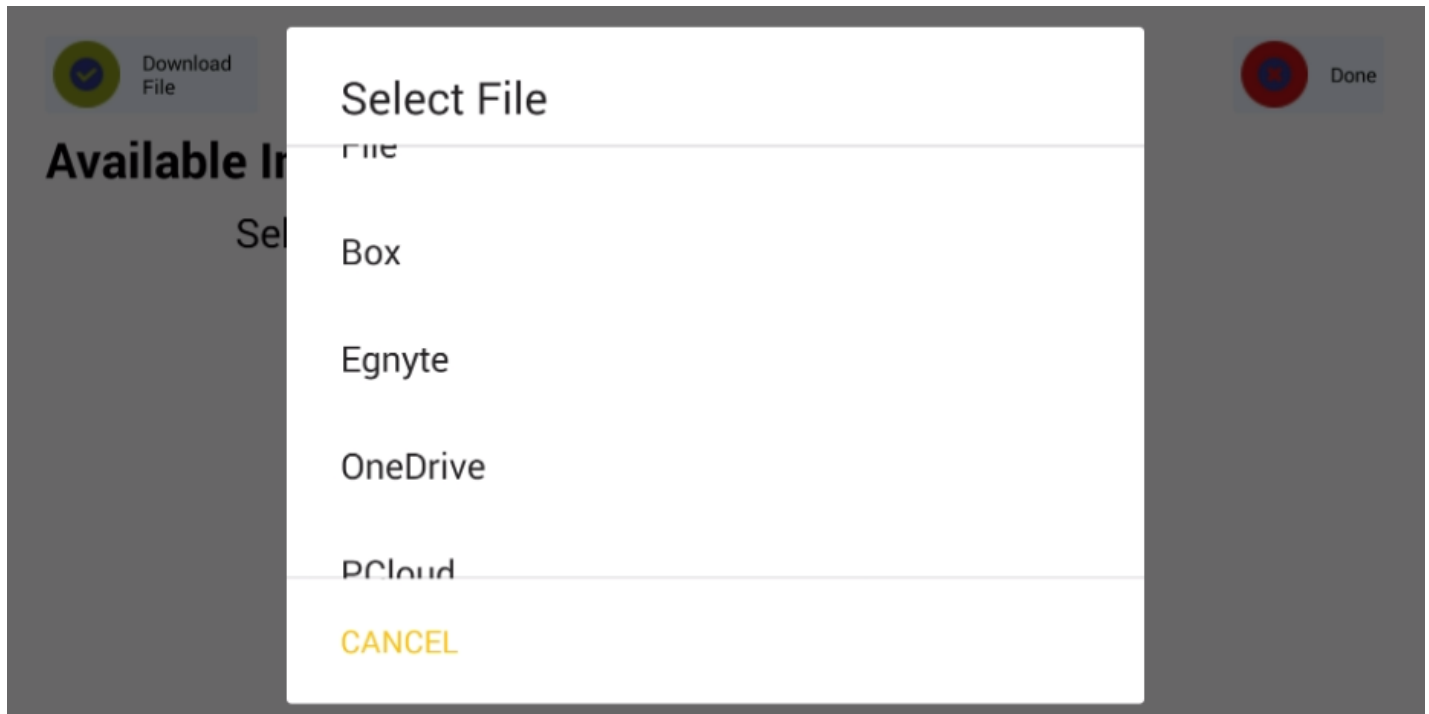
Here is an example listing from an email service (all emails that begin with "JwContacts" and contain an attachment):



CANCEL

See also [Data](#) and [Using JwC Email](#).

Regardless of which button appears in the upper left, if "Default Import" is unchecked, you will see a selectable list of all options for which you have provided settings:



The contents of Importing Data

[Documents](#)

[*Images*](#)

[*New Congregation*](#)

[*Updating the Congregation*](#)

[*Text Backups*](#)

[*Territories*](#)

Importing Documents

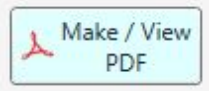
VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC can store Microsoft Word .doc, .docx, and .rtf documents (as *Documents* or *Talks*), PDF (Portable Document Format, first popularized by Adobe) and Text, as well as [Territories](#).

- Territories can be imported as a complete zipped unit in the primary [Import](#) page.
However a PDF document which is to be incorporated into a Territory's views is imported in that [Territory's Details / Views tab](#).
- Medical Documents may be imported in a Person's Details or Summary. See [Medical Documents](#).
- Other Documents must be imported using the [Documents](#) or [Talks](#) pages' [Edit / Add](#) functions.

Individual Word or PDF documents can be imported either as themselves or as a signed zipped document.

Additionally JwC's opening screen sports a "Make / View PDF" button that can directly store PDFs into JwC's [Documents](#) data:



Note: Storage from the opening screen is allowed only if

- (1) In [Settings / Miscellaneous](#) "Graphics Shared By All Users" is checked or else
- (2) You have already signed in and then returned here.

You may open most PDFs accessible by your device.

These file types also be rendered into PDFs: .csv, .doc, .docx, .pptx, .tsv, .xls, and .xlsx. (ie., Documents, Spreadsheets, and Presentations).

Note: While the Documents and Presentation files usually render well into PDFs, the vast variability of Spreadsheets means the rendered PDS may not be as desired.

Note: Since February, 2019 most Organizational instructions are to be found in the latest edition of *Shepherding* and its addendum for a local branch.

As the Organization has requested, please **DO NOT STORE ORGANIZATIONAL Documents** within any 3rd-party app like JwC if they are storeable in JW Library.

NOTE: [Reports](#) can generate Report Views (PDFs) that are storeable in [Document s](#).

Importing Images

VIDEO DISCUSSION (Mobile Version) available [here](#).

A computer "image" is just a sequence of data bytes that is to be displayed in a way specific to the use implied by the file's extension.

Text, PDF (Portable Document Format) Documents and JPG (Joint Photographic Group) pictures are all examples, although the way they each display is quite different.

This section discusses only the last of these, JPGs.

Computers may store drawings, illustrations, pictures, or photos in a number of other formats, such as PNG, TIFF, or SVG.

However only JPGs are used within JwC.

JwC images may be Maps and Territories, a Person's Photo, or a photograph of a page from Person's Medical Document.

Some JwC images may also be incorporated into Reports, which can then optionally be printed or stored as Documents.

Means are provided to [Export Images](#), but as yet, except for [Medical Documents](#), no means have been provided to re-import them due to the complexity of determining each one's use.

If means are later provided this topic will be extended.

New Congregation



VIDEO DISCUSSION (Mobile Version) available [here](#).

An Initial New Congregation import begins a series of actions, ending with an entire set of Primary Congregation data ready for your use.

The Initial file generally must be prepared from the JwC Spreadsheet Template. See [Using the Spreadsheet Template](#).

In the following any mention of "Excel" (a Microsoft product) refers to any spreadsheet program supporting the .xlsx format.

A free JwContactsSpreadsheet program is available on the web site for those who need it to work with a JwContacts file,

However, **if your Body is already using certain other applications**, their data can be used to greatly shorten initial setup.

Some data can be first acquired from the unrelated, third-party Windows Desktop Applications [CLM Explorer](#), [JW Scheduler](#), [Kingdom Hall Schedules](#) (KHS) or [TsWin](#).

For working with them, see [Working With Scheduling Applications](#).

A Primary Excel backup can also be used as if it described a new Congregation, allowing a restore to latest textual data if you've experienced a total loss of JwC data.

See [Sharing Data](#). If you are asked if you have changed Congregations and answer "Yes", all current Notes and image data (except for Other Phones) will be removed.

Once selected in the Downloads List, the Initial Screen on a mobile device looks like (JwContactsUD is similar):



Available Imports in Preferred Download Folder

Select Affected Data Area.

Initial-1

1. After choosing "Use Selected", you are asked:

Confirm COMPLETE Initialization

appears to be an Excel initialization file.
Importing it will first delete all text and image data,
replacing only the Primary text data with the new.

Are you VERY SURE you want to do this?

NO YES

"YES" results in:

This will take some time, please be patient.
You will be informed of progress or error.
Once data is validated you will need to
Supply the Congregation Number, even if
unchanged.

OK

"OK" results in a reading of the file, with running status indications, beginning with:

Reading Excel Workbook

2. Once the data is read, you are asked to supply the Congregation Number (as issued by the Organization):

Congregation Number Required

Ready to replace existing data with new. To
proceed

Enter the Congregation number and Press OK
Else Press Cancel to Abort

Congregation Number

CANCEL OK

Cancelation does not change any pre-existing data, but does result in:

Import Failed because Import Canceled

OK

If you do enter a Congregation Number you will be asked to confirm your entry.

Be sure to get this correct, as **acceptance of updates depends on both the issuer and the receiver having a match.**

Finally, you are asked:

Changing Congregations?

Changing to a DIFFERENT Congregation from
EARLIER?

NO

YES

3. Responding "No" results in keeping any links you may already have to Photos, Maps, Notes, etc.
"Yes" removes all Photos, Maps, Notes, etc.

In either case, any existing SignOns become linked to the Congregation number just entered.

4. After some time you should see:

Import Succeeded!

OK

Working with Scheduling Applications From Other Witnesses



VIDEO DISCUSSION (Mobile Version) available [here](#).

An Initial New Congregation import begins a series of actions, ending with an entire set of Primary Congregation data ready for your use.

At least four unrelated, third-party Windows Desktop Applications ([CLM Explorer](#), [JW Scheduler](#), [Kingdom Hall Schedules](#) (KHS) or [TsWin](#)) can export at least some of the required data in forms JwContacts can import.

If a member of your Body is already using any of these, you may wish to begin with an import from his data. All are covered in the following pages.

CLM Explorer



Of the four supported Scheduling programs, **CLM Explorer** alone deals solely with Scheduling the midweek Christian Life and Ministry meeting. Nonetheless it provides one very simple export file, Students.csv, that can be imported into JwC to begin setting up a new Congregation.



Simply export the file to your Windows Desktop or other convenient area and use JwC's Import | File for retrieval, as explained at [Importing Data](#).

Also see the previous topic on Importing, [New Congregation](#).

After import, this data should be in JwC:

1. Name of each student (listed in JwC's Congregation | Person) area.
2. Phone number of the student which is specific to them (i.e., generally not a Home phone).
3. Their Email Address, Gender, and type, if any, of Appointed Servant

Although this initial setup may get you going, you will still need to independently furnish all other Congregational and Personal information.

JW Scheduler



JW Scheduler is a full-featured Congregational Scheduling application on a par with KHS, but available in far more languages.

Uniquely it offers a very low-cost Congregational license so an entire Body and any Assitants can be synchronized users.

Their web site has a separate page for each type of Import / Export.

A. For exporting Publisher data which JwC can use initially or as an update, see their [Export Members](#).
Export from the Members section using the Settings "Everyone" and "All", as shown below:

The screenshot shows the JW Scheduler web interface. At the top, it displays the phone number 436-285-612 and the status 'Not Shared'. Below this is a navigation menu with 'Congregation' and 'Members' sections. The 'Members' section is active, showing a table of members. The table has columns for 'Last Name' and 'First Name'. The 'Filter' dropdown is set to 'Everyone' and the 'Group' dropdown is set to 'All'. The 'Search' field is empty, and the total number of members is 177. The table shows several rows of member data, including names like 'A', 'A', and 'Ar...'. The 'Export' button is highlighted in blue.

The exported file includes data for Service Groups, Households, and Individuals.

It may be placed on your Windows Desktop or other convenient location AND must then be renamed "**Jws_Everyone.csv**" to be recognized by JwC.

Use JwC's Import | File for retrieval, as explained at [Importing Data](#).

For a completely new Congregation, you may also want to see [New Congregation](#).

Although JW Scheduler contains Emergency Contact information, that is not included in the export. You will need to maintain those in JwC manually.

B. For importing / exporting your Service Group's Field service, see their [Import or Export Field Service Data](#). See [My Service Group / Importing Service Reports / JW Scheduler Imports](#).

Note: To be implemented in next JwC release.

C. For a new JW Scheduler Congregation import of JwC data see their [Import Members](#).

Kingdom Hall Schedules (KHS)



KHS, it seems, covers all the same data areas as TsWin plus many more, especially those useful in preparing all Congregation schedules.

(Interestingly KHS once imported the three TsWin files mentioned above.)

KHS is much more highly graphical and does name Field Service Groups.

In KHS the user MUST be identified as an Elder, or the following will NOT be available.

At least for now, KHS offers only one export which JWC can use, but that does contain much of what JWC could use from KHS.

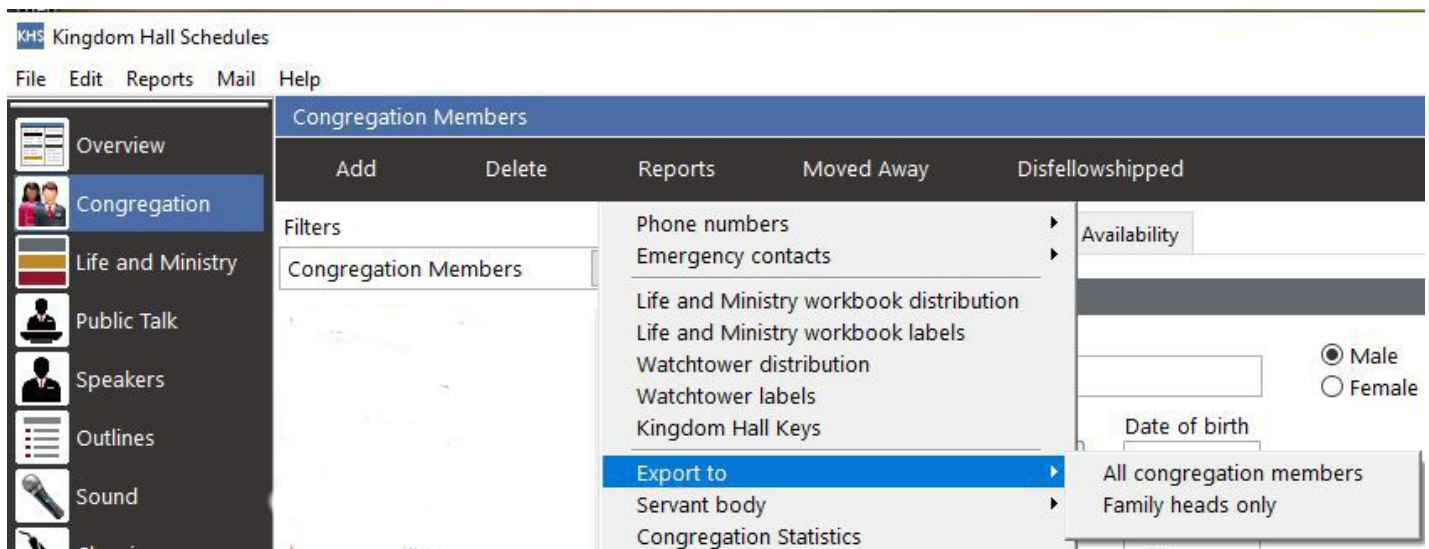
KHS is regularly revised by its authors, especially in how it provides for data import / export.

Consequently the current version of Jwc may or may not support use with your current KHS version.

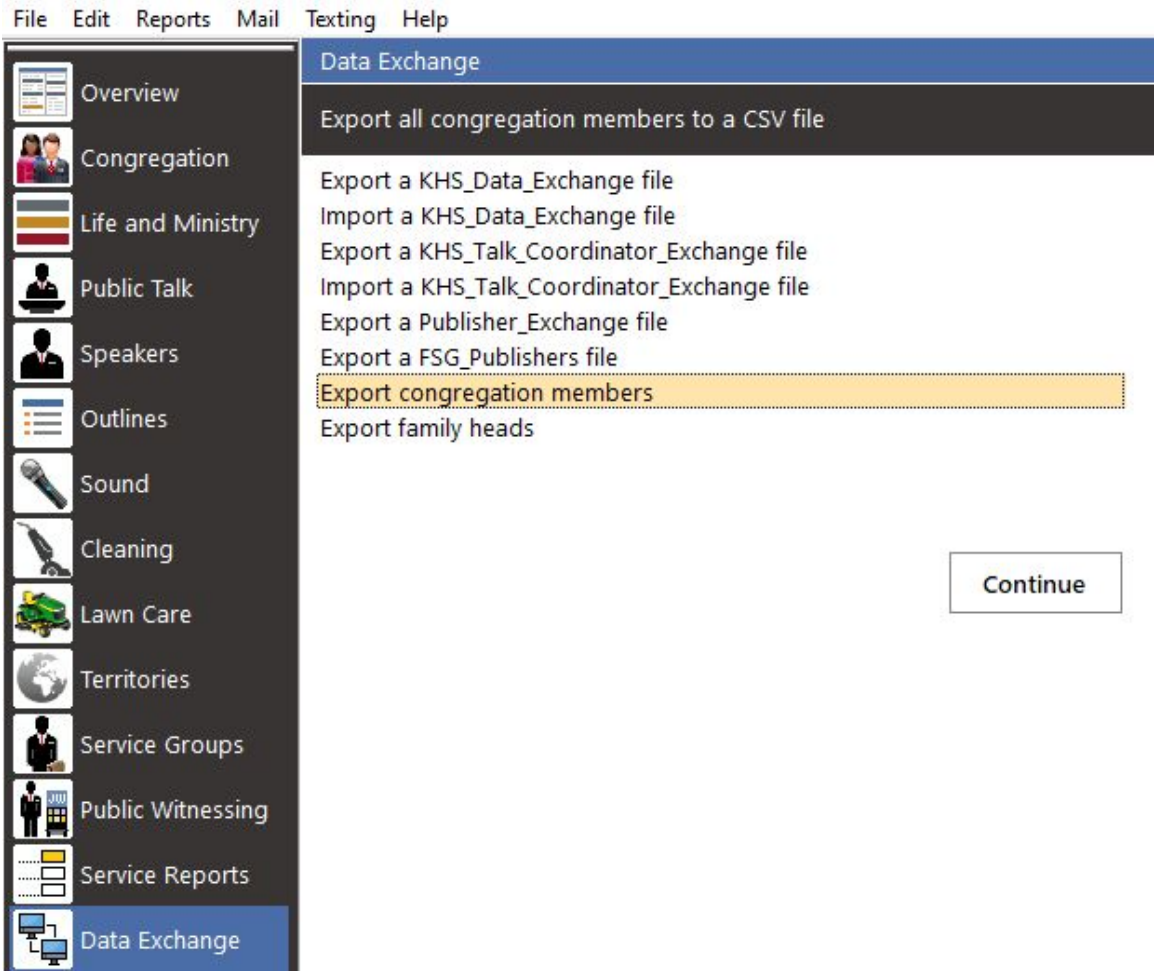
The following screenshots, arranged from older to newer, are from various versions of KHS over recent years and display the work of its owner, not my own.

1:

With the Congregation data area open, in the Reports Heading under "Congregation Members", choose the drop-down menu item "Export to > All Congregation Members".

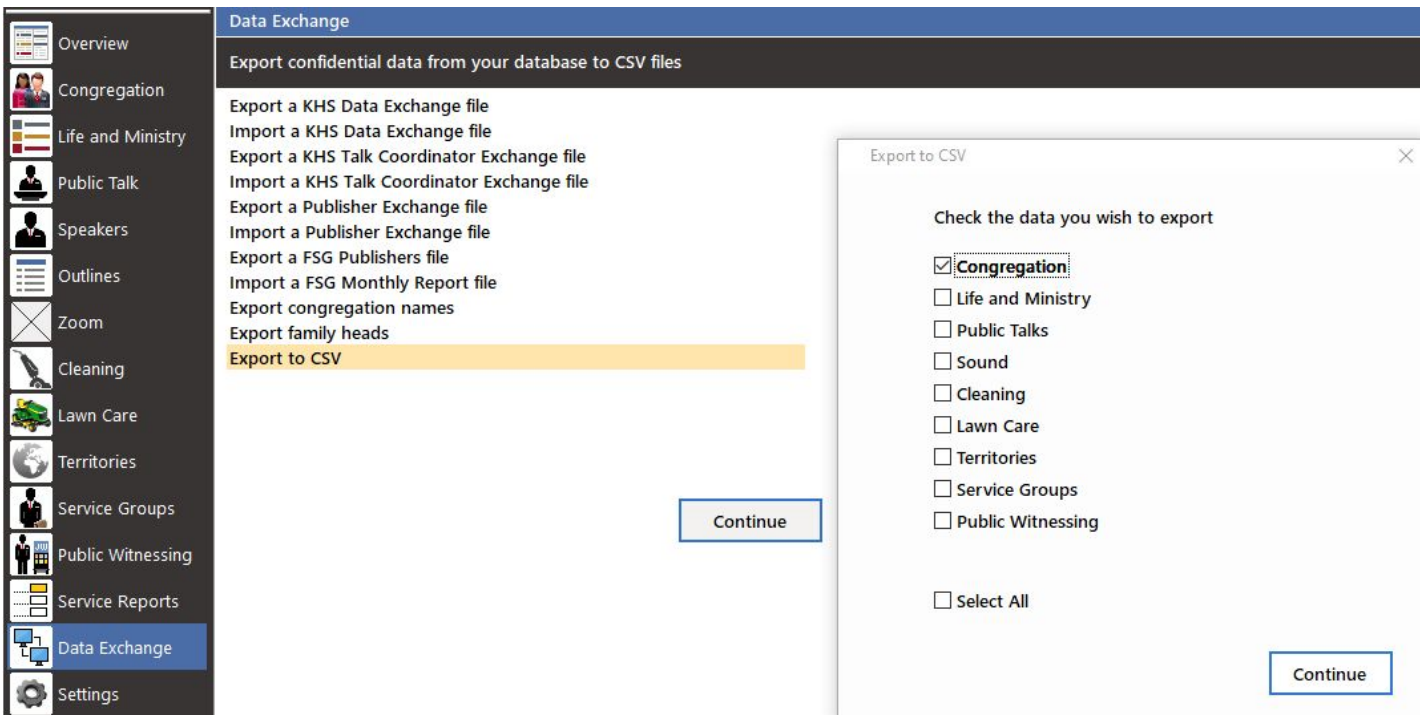


2:



Using either above means produces the file **congregation_members.csv**.

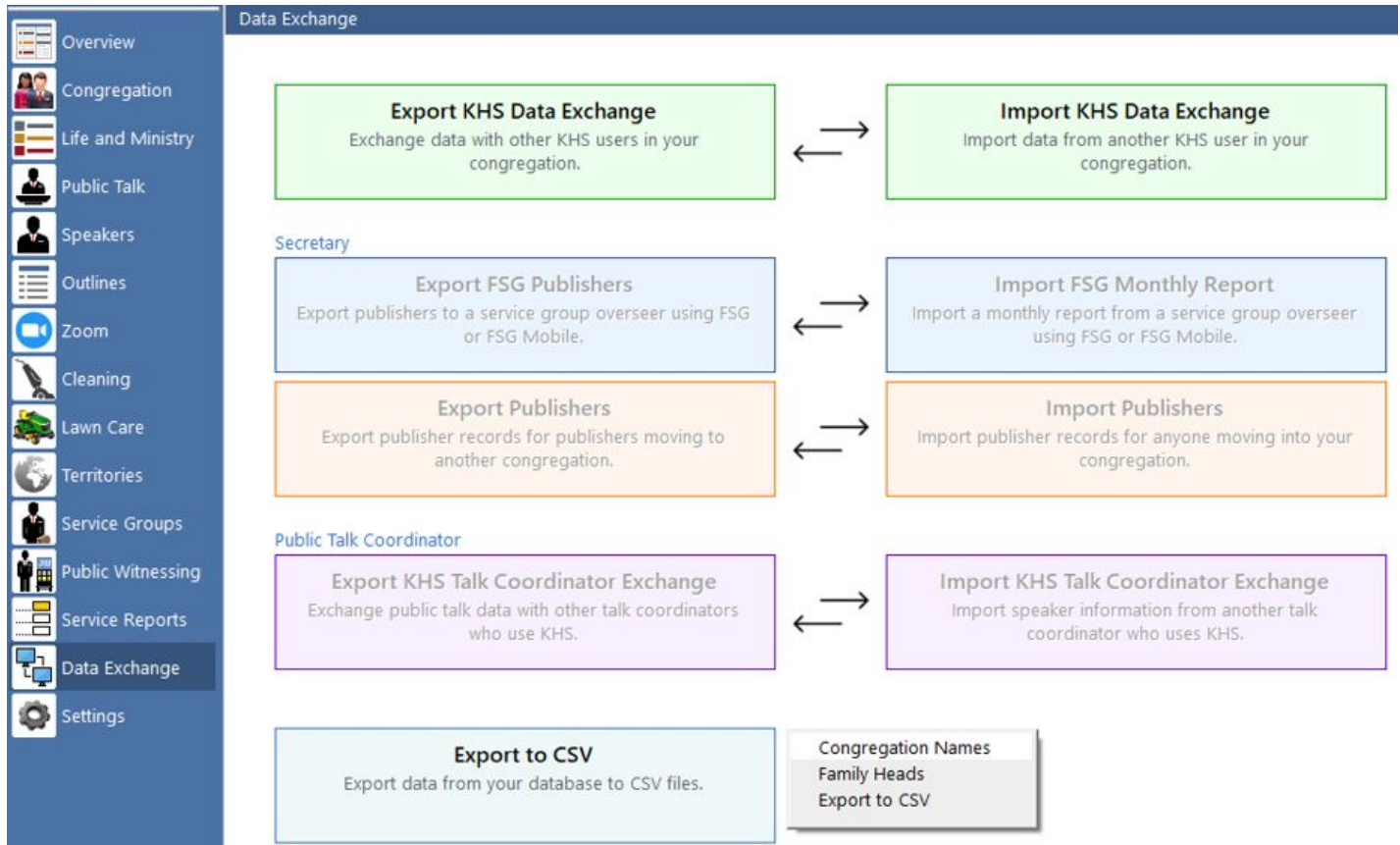
3:



Once again KHS has revised exports, with choice of including any subset of several available data sets. The choice which formerly read "Export congregation members" now reads "Export congregation names", but, as of this writing, still produces the same **congregation_members.csv** file mentioned above.

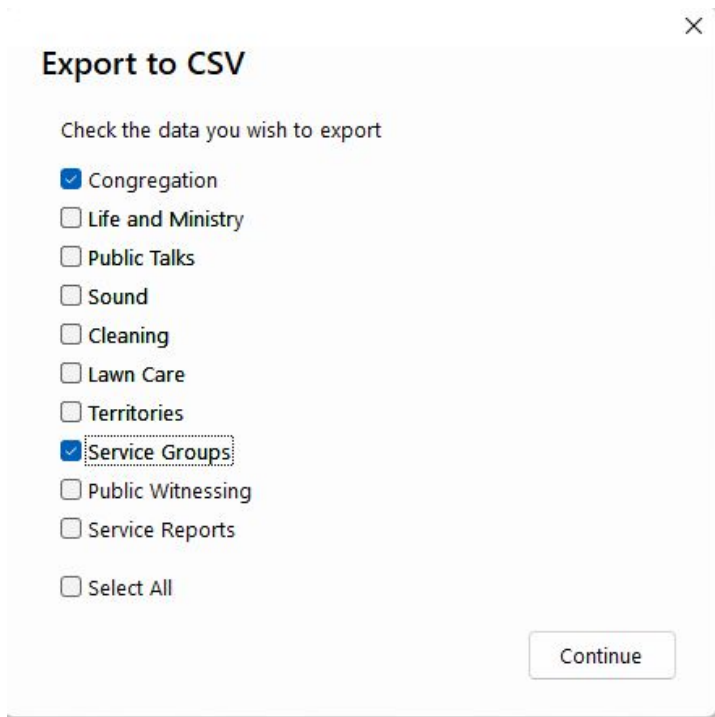
However a VERY different file actually named **congregation_names.csv** is produced by the choices shown above. **That may well be the intention, not then properly set up, of "Export congregation names".**

4:



Here it is quite apparent "Export to CSV" is the only useful option for co-ordinating data with Jwc. As shown, Clicking that produces a choice between the last three options in #3. All options produce .csv exports, so it would seem the last could have been described differently.

Currently (early December 2021) "Congregation Names" still produces the *members file, not the newer *names file. To get *names, chose the 3rd option, also listed as "Export to CSV", which yields he same dialog as shown in #3 above:



Once "Congregation" is chosen, the *names file will be created.
 "Service Groups" is also of interest, chose it as well.

How to use "Service Groups.csv"

This file keys various data about the groups to an ID value.

You can enter these IDs within JwC Service Group Details Page } General tab, under "Group Label".

Regarding either a **congregation_members.csv** or file the **NEWer congregation_names.csv** file:

1. The *names file initially was much larger than the older *nenbers file, but most recently much detail was removed.
2. Unfortunately the makeup of these files changes over time; as these are recognized newer Jwc versions try to adapt.
3. With this release JwC supports a direct import of either from your device's filesystem, both for a totally new Jwc setup and for reconciling with existing Jwc data.

4. If you would like to see either's contents, open it in Microsoft Excel.

If you want, you can even save THAT as a true Excel file named **congregation_members.xlsx** OR **congregation_names.xlsx** (as appropriate), and use it instead.

- a. Similar to the instructions for TsWin above, zip this file (either the .csv or .xlsx version) into an archive named in the form "**JwContacts KHS Publishers xxxxxx.zip**, where "xxxxxx" is your Congregation number.
- b. After preparing the file, if you are importing by email, email it to yourself attached within an email whose subject begins with "JwContacts".
- c. Otherwise put it into your chosen secure online storage JwContacts folder. (In Windows just put it where you can retrieve a file with JWC). For these, see [Settings / Data](#).
 JWC will do its best to produce equivalent JWC data.

5. An alternative way to enhance data might be to send yourself a Primary **Excel** file, edit THAT using the .csv's data, and re-import the edited Excel file later.

See [Sharing Data](#) and then [New Congregation](#) or [Updating the Congregation](#).

Interestingly older versions of KHS could be setup initially with two of TSW's .tsv files.

For that reason, for now, JWC can still produce its own versions of those files, allowing any such older KHS versions to be initially setup from JWC data.

Cardhdr.tsv is the primary file and includes some indication's of a publisher's status. Use it first to set up KHS.

Contact.tsv adds further details, such as Email addresses and additional phones.

See [*For KHS or TsWin Setup*](#)

BTW: Both KHS and TsWin provide Group Overseers (or their Assistants) simple auxiliary programs they can use to send the Secretary their group's monthly service report.

Such KHS reports include a special format and password, eliminating them from JWC emulation. And the program's EULA forbids any such actions.

Data from KHS's associated FSG (Field Service Group) application for Group Overseers can, after some preparation, be imported into your Service Group's current Field Service Report.

See [*FSG Imports*](#).

However older KHS will also accept a TsWin-style service report, which JWC knows how to prepare.

So group overseers using JWC can use it to send your Secretary who uses KHS their monthly group report. See

[*Monthly Group Service Reports*](#).

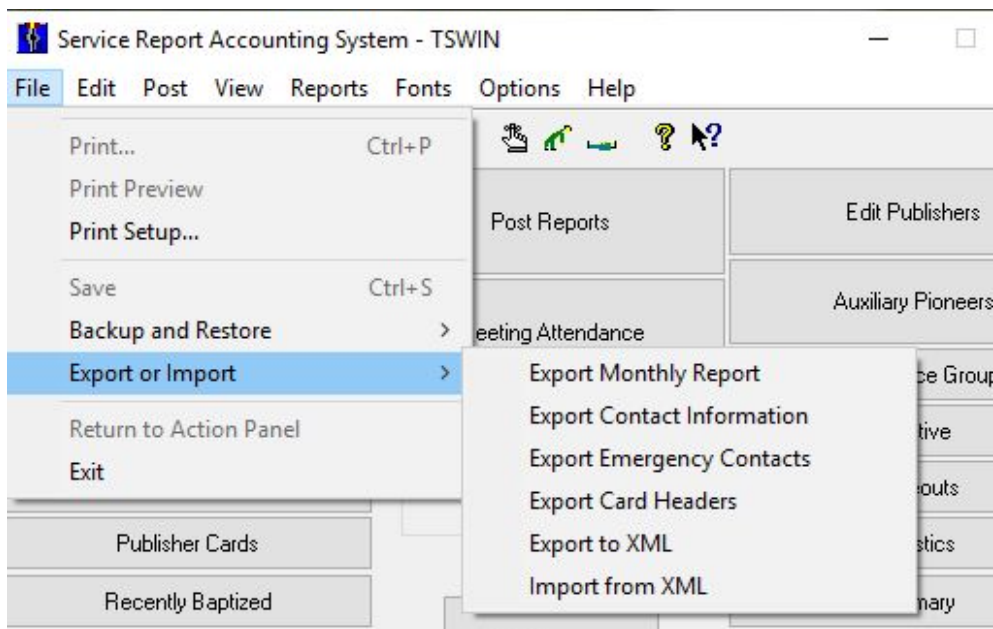
TSWIN



TsWin seems to cover a narrower data area than some, is far less graphical, and is used primarily to assist a Secretary in preparing:

1. Congregation's Monthly Field Service Report
2. Publisher Record Cards
3. Meeting Attendance
4. Each Family's Additional Contact Person (Emergency Contact)
5. A list of Service Groups, but only by sequential number, NOT by any kind of name.

TsWin's File Menu lists several Exportable files that JwContacts can import when "zipped" into a single group: The following screenshot is from TSWIN and displays the work of its owner, not my own.



1. **Export Card Holders** produces the file **cardhdr.tsv**. This contains data on all publishers.
2. **Export Contact Information** produces the file **contact.tsv**. This contains additional data on contacting all publishers, though it also repeats some of cardhdr.tsv.
3. **Export Emergency Contacts** produces the file **3rdparty.tsv**. This contains some information on Emergency Contacts.

.tsv files can be opened in Excel, if you wish to see their contents ahead of use by JWC.

They are similar to the more common .csv (Comma Separated Values) except tabs are used rather than commas to separate each value.

Because they have several duplicate, related columns amongst themselves, JWC will accept them only as a single group, all of which should have been prepared during a single TsWin session.

Note: **Each time TsWin starts it erases these files, so you will need to copy them elsewhere for later use.**

For use by JWC you must combine them with a 3rd-party, unrelated archiving tool like [WinZip](#) into a file whose name is in the form "**JwContacts TSWIN Publishers xxxxxx.zip**".

Substitute your Congregation number for the "xxxxxx" portion. This number MUST be the same as you entered when signing on to JWC or in, later, creating a new Congregation in JWC.

JWC will accept only such files with the Congregation Number it expects.

After preparing the file, if you are importing by email, email it to yourself attached within an email whose subject begins with "JwContacts".

Otherwise put it into your chosen secure online storage JwContacts folder. (In Windows just put it where you can retrieve a file with JWC). For these, see [Settings / Data](#).

JWC will do its best to relate the files and produce equivalent JWC data.

4. **Export to XML** produces the file **publist.xml** when the selection dialog is set to "Active Publishers". (There are 2 other choices, neither usable in JWC.)

This file by itself is sufficient to setup JWC (after zipping it), but does lack some of the data found in the other three files.

For instance, it does not include any Emergency Contact data.

It does, however, include one year's worth of field service activity for each publisher.

It is the only one of these files TsWin also accepts as an import, so it represents a basic backup for TsWin.

For use by JWC you must zip **publist.xml** with a 3rd-party, unrelated archiving tool like [WinZip](#) into a file whose name is in the form "**JwContacts TSWIN PubList xxxxxx.zip**".

Substitute your Congregation number for the "xxxxxx" portion. This number MUST be the same as you entered when signing on to JWC or in, later, creating a new Congregation in JWC.

Note: JWC can generate a **publist.xml** file to aid in initial TsWin setup. No service time will be included. See [For KHS or TsWin Setup](#).

To utilize, in TsWin select File | Import XML.

The most practical way to enhance received TsWin data would be to send yourself a resultant Primary **Excel** file, edit THAT, and re-import the edited Excel file later.

See [Sharing Data](#) and then [New Congregation](#) or [Updating the Congregation](#).

Updating the Congregation

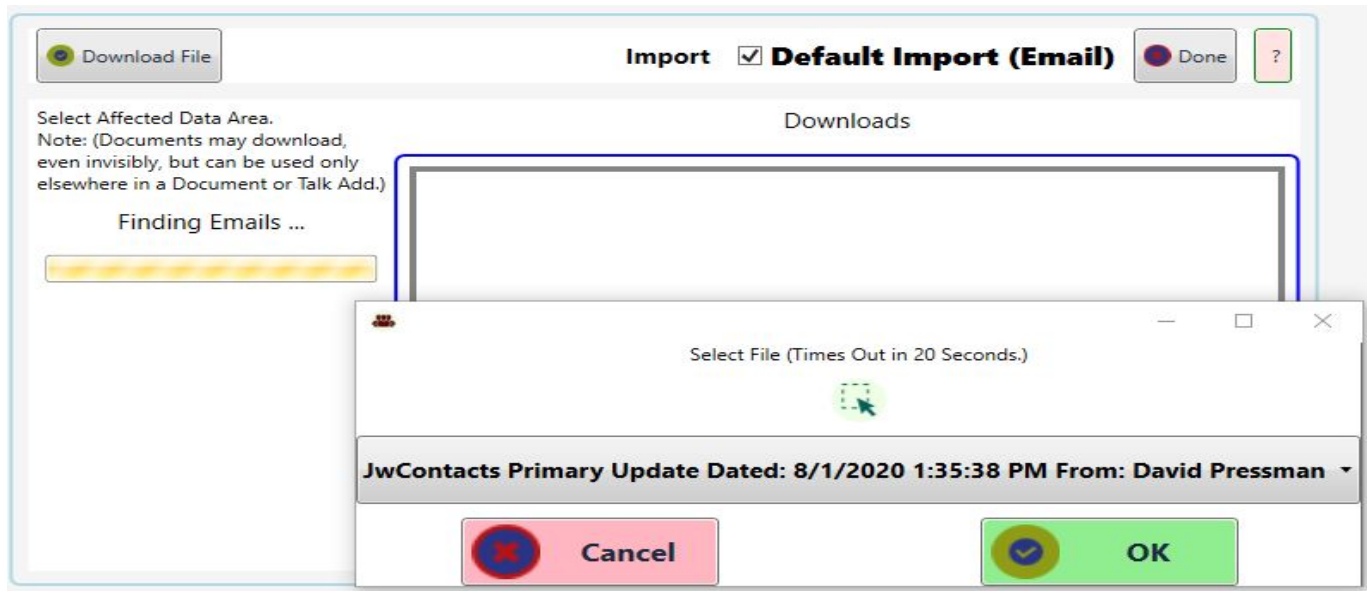


VIDEO DISCUSSION (Mobile Version) available [here](#).

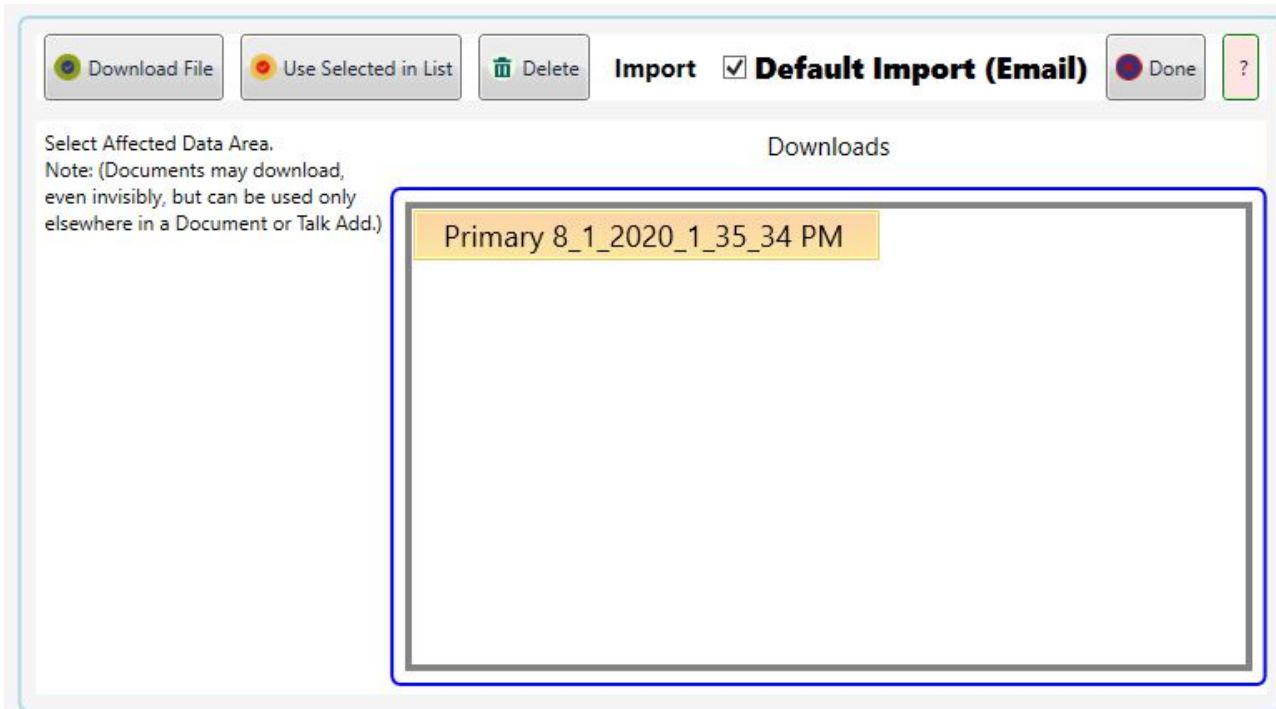
JwC updates are compressed files named **JwContactsPrimary.zip** sent from an Editing user to any other user in the **SAME** Congregation.

On receipt they should be placed in the Preferred Downloads folder. See [Importing Data](#).

Only the word Primary (from Online Storage would be Primary and date) appears in the Import screen:



A Primary update will be verified on selection. Once approved you can choose to proceed, if you wish.



Primary updates can be either the default Encrypted Primary (preferred) or a Primary prepared as an Excel file. See [Sharing Data](#).

The latter's use will cause a series of further questions to be posed.

Here is the only question asked for a default Compressed Primary:

Ready to replace all shareable primary data?

Selected import was created on 7/16/2017
and sent from JwContacts user DP
who gave his reply email address as
davidpressman@hotmail.com.

This action cannot be undone.

Proceed?

NO **YES**

If you proceed with either an Compressed or Excel update, the selected file is deleted after successful use.

Text Backups

VIDEO DISCUSSION (Mobile Version) available [here](#).

Some textual information is not intended for sharing with others.

This includes your Other Phones, Service Calls, and the personal notes that may be entered for almost all other data types.

To prevent data loss and keep multiple devices you may be using synchronized you'll want to regularly back up the most recent.

See [Sharing Data](#).

Territories

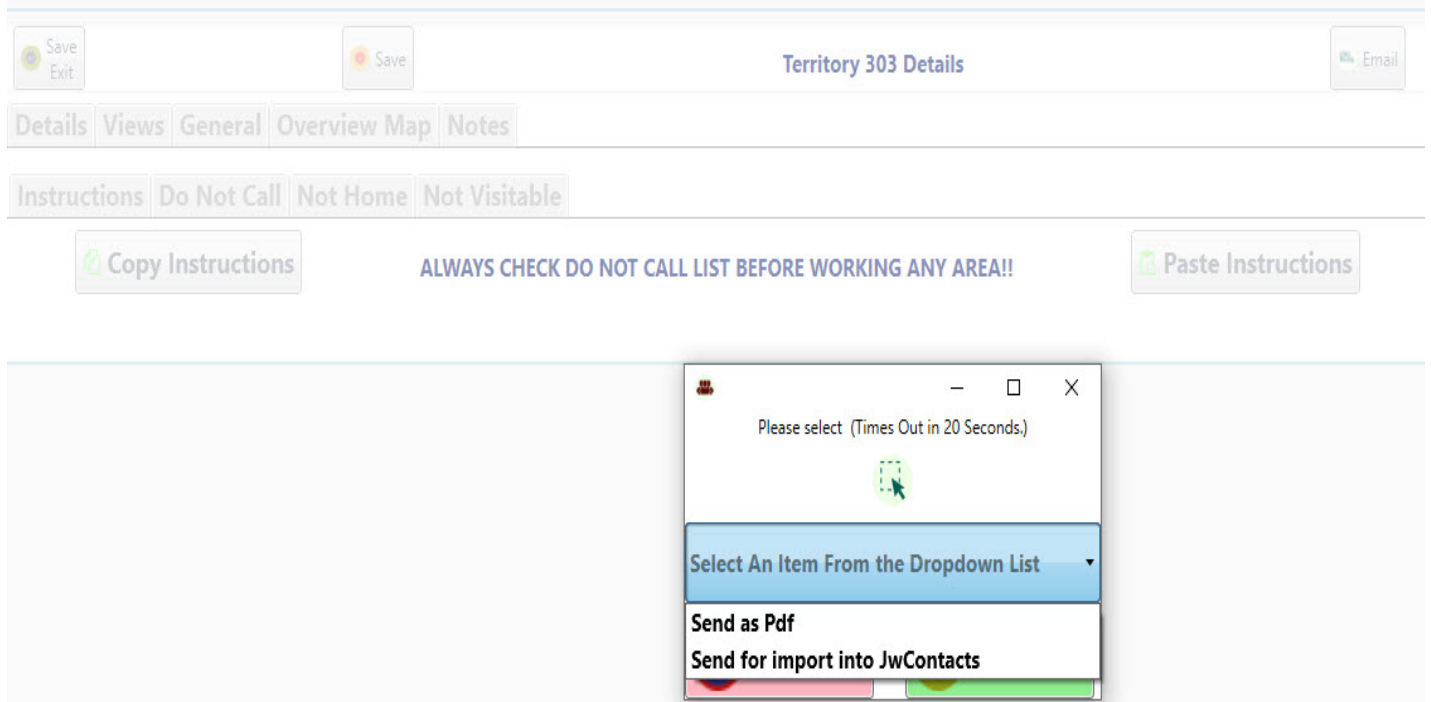
VIDEO DISCUSSION (Mobile Version) available [here](#).

Importing involves either bringing in an entire exported Territory or else bringing in Default and/or Secondary views for an already designated Territory.

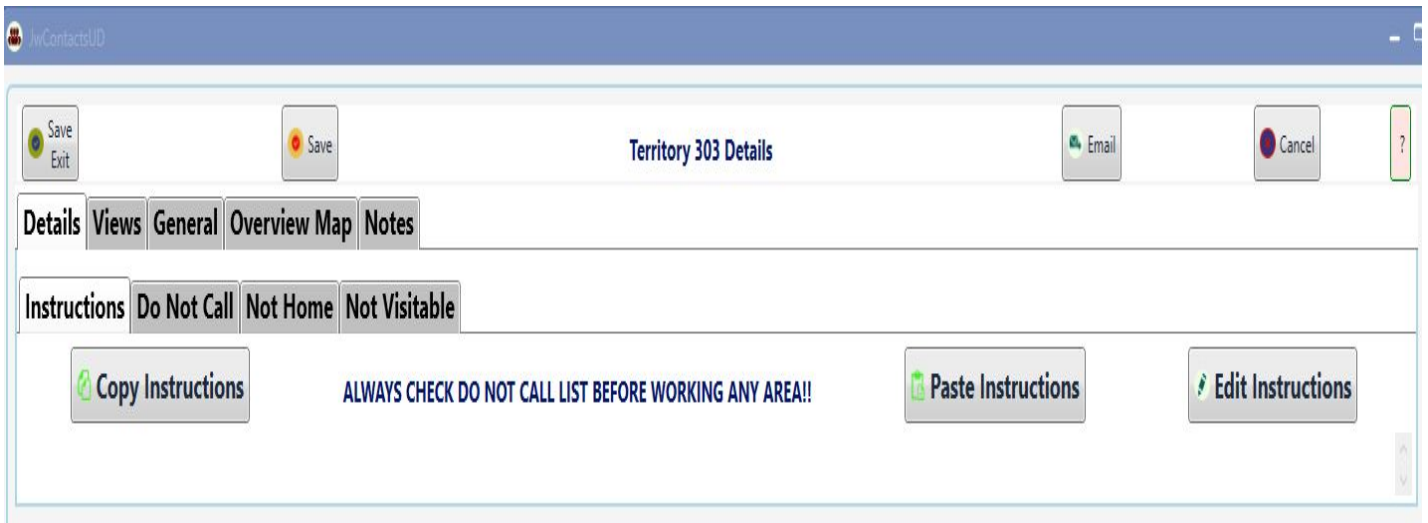
See [Importing Data](#) or [Territory Views](#) respectively.

If Importing an entire Territory you'll generally need to use the Email option in Import, which may require selecting that as a non-Default option.

Territories may be shared by Email only, using one of two options:



The above screen is on using the Email button in the Territory Edit page:



A PDF file will be readily readable by anyone but will not be re-importable into JwC. It contains the individual JwC files converted to consecutive pages in the one PDF.

The re-importable version is a zip file containing the several individual JwC files plus some metadata. Neither includes your personal "Notes".

The same options are available from the **Send** button found throughout JwC. See [Sharing Data](#).

Using the Spreadsheet Template



JwC can initiate an email of an Initial Setup Spreadsheet Template. See [Opening Page](#).

In the following any mention of "Excel" (a Microsoft product) refers to any spreadsheet program supporting the .xlsx format.

A free JwContactsSpreadsheet program is available on the web site for those who need it to work with a JwContacts file,

Considerations:

1. Currently all contained words are in English and should NOT be altered in ANY way, as that will cause the import to fail to insert associated data.

Likewise, the first column on each worksheet must remain unmoved, as otherwise the entire worksheet will be rejected.

2. Many worksheets have Excel checkboxes as visual aids.

Enough rows have been supplied you are not likely to need more.

Unused rows having checkboxes will be ignored. (An unused row is any row lacking an entry in its first column.)

Note: Excel can provide a cell reference formula for checkboxes. Please DO NOT add them, as they will cause failures should you later copy the checkbox.

3. The more data entered, the less will need to be entered (less easily) in JwC itself. However, the only required column is always the first.

Nonetheless, checkboxes left unchecked do result in setting items to false, which may not be appropriate in every case.

4. Names referring to the exact same individual or place **must be identical between worksheets**, allowing links to be created on import.

First column entries must be unique on each worksheet, though not between worksheets.

If you do have two different brothers named John Doe, you will have to enter in such a way they are different (i.e., possibly John Doe and Johnnie Doe, etc.)

5. As worksheets can be very wide and/or long, you may find it helpful to temporarily freeze the first row or column on a sheet. See Excel's instructions.

Freezes do not affect later importation.

6. In [Settings](#) JwC users can specify default entries for City, Governmental unit (State, Province, etc.) and/or Country.

If any of these are almost always the same, you can limit the Excel entries to just those which represent exceptions.

JwC will use the [supplied defaults](#) to update those missing.

7. After completion, zip the file, name unchanged (except for the .zip extension) and email it to any desired recipients.

The simplest use would be to email only yourself (or someone helping you check entries), place the initial file into the designated download folder (See [New Congregation.](#)) and import.

Thereafter, in JwC, double check entries and send a Primary Update to all desired recipients. See [Sharing Data](#). To use it, they will need to have created a [first long-on](#), including Congregation Number, creating a new, empty Congregation with the correct Congregation Number.

(Primary update imports can ONLY be used by recipients with matching Congregation Number.)

Thereafter they can use your Primary update. See [Updating the Congregation](#).

Caution:

While you might wish to continue using this file for sending updates, **that is not advised.**

The Excel file does not have the same verifications as a JwC update file and is much larger.

Rather, make all updates in JwC itself, then email them. The initial Excel file should just represent the Base setup only.

If desired JwC can produce an Excel copy of fully updated data for other uses, as well as emailing acceptable updates to other users.

Reports



VIDEO DISCUSSION (Mobile Version) available [here](#).

JwContacts can generate and then view, add to the [Documents](#), and / or [Print](#) (depending on device) various Reports of Congregational and Area data.

If viewed in the JwC [Internal Pdf Viewer](#) all text is searchable right from the top menu. Thus, for Contacts, you should be able to move to a specific Publisher in seconds.

All reports will contain the Congregation's Name, your JwC User Name, and the date of composition. Before initiating any report, please be sure your Congregation's Name has been entered on the [Settings / Email Recipients](#) page.

Add into Documents (formerly Documents) will create a new PDF file within your [Documents](#), after first checking to see if you already have such a Document. If you do, you'll be asked to confirm replacement:

Replace Existing Directive?

Replace Existing Directive?

A Directive of Duncan Contacts.pdf already exists. Replace it?

Thereafter, like any Document, you can view it and / or email it to yourself and selected other elders .See [Sharing Data](#).

All new or replacement Documents are listed with an Effective Date from when they were last composed. (Talks have their own JWC data area and include Outline Dates.)

View produces the same PDF and, depending on your Internal Viewer setting at [Settings / Miscellaneous](#) will either open the result in the Internal Viewer or your external viewer application.

If the Internal Viewer is used, it will also have a Print button.

As explained in [Printing / Android](#), View can sometimes present Android users with a choice to preview the Report within a printing utility.

Print will have a varying effect depending on the type of device. Many will find printing very easy; others may not.

My Service Group Only allows all but the Short Term and Emergency Services reports to be restricted to just data pertaining to your service group

The report heading and name will contain your Group's Name.

You must have already designated which Service Group is yours at [Settings / Miscellaneous](#).

Distance group allows choice of either Miles or Kilometers as the distance unit of measure in the various Households reports.

These reports all present the same data (except Postal adds groupings by Postal Code) based on relative distance and bearing from your Kingdom Hall.

They are intended to facilitate Hall usage decisions (and may someday be used to accordingly generate a map of publisher distributions).

You must first have indicated the exact geophysical location of the Congregation's meeting place at [Settings / Addressing](#).

History Period allows you to preset the desired period of a History Report, or else always select from the available months.

Note: In JwC Households are intended to be named after the legal Head of Household, believer or not, and all Reports' Family Names match those Heads.

Contacts and **Extended Contacts** list all individuals those found in [Congregation / Persons](#), grouped by their Households.

Contacts supplies the most frequently needed data, including cautions if the Head is not a believer.

Extended Contacts adds to this a few more noteworthy items such as existence of an Emergency Kit and DPAs, and also lists all Emergency Contacts.

These reports will be marked CONFIDENTIAL on each page heading.

Households contain a single line for each [Household](#), showing Family Name, number of members, and location (distance and bearing) relative to the Kingdom Hall.

Household gives slightly more extensive data for one selected household.

Medical supplies both text of use during medical situations and photographic data (as available) for a single selected publisher. If a Medical Document PDF is stored for that publisher, it is included.

Publisher supplies summary text for a selected publisher and his household.

Service Groups list each [Group](#) and its members, one to a line. Any who have not been assigned to a group will be in the grouping Unassigned.

My Group's Service Report: See [Monthly Group Service Reports](#).

My Group's Service Report History: The period to be covered can be preset in **History Months**. See [Monthly Group Service Reports](#).

My Group Shepherding allows you to review the Shepherding Call Summaries you have been logging as you visited families or individuals in your current Service Group.

Shepherding Calls		
Name	Date	Summary
	12/12/2018	Testing for Betty
David Pressman	11/30/2018	
David Pressman	12/11/2018	This is a second test

.You may chose which members of the Group to include. The Period covered is based on the **History Period** preset, although you'll have a chance to adjust that.

Short Term Care and **Emergency Services** list the data you would expect, grouped by City and Kind of Service. For Short Term Care any item which includes the word "hospital" in its Name, Kind, or Description will have a notation about what is known about its stand toward the blood issue.

By default such entries will indicate Unknown; so such data needs to first be supplied within [Short Term Care](#).

See Also

[MONTHLY GROUP SERVICE REPORTS](#)

[ENHANCED REPORTS](#)

Monthly Group Service Reports



VIDEO DISCUSSION (Mobile Version) available [here](#).

My Group's Service Report produces a table of the **preceding month's activity** by all members of your Service Group.

Group Service Report for November 2018								
Name	Mobile	Home	Placements	Videos	Hours	Return Visits	Studies	Note
			1		1.3			
			5	1	14.0	1		
			7		18.0	6		
			8	3	75.0	10	1	
			6		4.0			
			26		2.0			
			32		3.0			
			1		8.0	6	1	
			3		3.0	4		
					0.0			No Report
					0.0			No Report
					0.0			Confirmed No Activity
			40	18	114.0	53	3	
					8.0	4	1	
			5		6.0	3		
			1		5.0	3		
					3.0			
					0.0			Confirmed No Activity
Total			135	22	264.3	90	6	

If the group includes both those who did and who did not serve as Pioneers during the month, subtotals of each type also appear before the **Total** line.

Report header clearly shows Group Name and Month of Report.

Report Footer shows who prepared it and exactly when. This can be helpful if you later have to send a revised report.

You enter these values on the [My Service Group](#) screen.

Any members for whom you've not yet supplied data are listed in the Report with the note "No report."

When viewed in JwC's Internal PDF Viewer (not available on older Android devices) you have a special email choice if you select Send to "Pre-Chosen ...".

With other reports this means send to the Elders selected in [Settings / Email Recipients](#).

However **in this case it means send to any one or two Servants (not necessarily Elders) in the Congregation.**

Often this might be the Service Overseer and another Servant in your group.

If this is the first time you have made this choice for the Service Report, you will be able to select them from a Servants list.

Your choices are then remembered and available for use the next time you reach this point.

Each next time you'll simply be asked to confirm you want to continue with the former selections; if not, you can then adjust your selections.

Both the unrelated, 3rd-party Windows Desktop Applications ([Kingdom Hall Schedules](#) (KHS) or [TsWin](#)) provide Group Overseers (or their Assistants) simple auxiliary programs they can use to send the Secretary their group's monthly service report.

Such KHS reports include a special format and password, eliminating them from JWC emulation.

However KHS will also accept a TsWin-style service report, which JWC knows how to prepare.

So group overseers using JWC can use it to send your Secretary who uses KHS their monthly group report.

These files include ONLY those publishers who did report at least some hours, as KHS will fault if zero hours are reported.

To enable this function, check **Include TsWin Service Report** in [Settings / Miscellaneous](#).

The similar Service Group Report History presents both Averages and Totals for the given period: You may choose any subgroup of those in your Service Group, if you wish.

You can also adjust the period's length instead of using the History Period pre-selected on the Reports screen.

Group Report History October 2018 Through November 2018

Name	Reports	Times Irregular	Average Placements	Average Videos	Average Hours	Average Returns	Average Studies	Total Placements	Total Videos	Total Hours	Total Returns	Total Studies
	2	2	0.0	0.0	0.0	0.0	0.0	0	0	0.0	0	0
	2	1	0.5	0.0	0.6	0.0	0.0	1	0	1.3	0	0
	2		49.5	10.0	132.5	61.5	2.5	99	20	265.0	123	5
	2		0.0	0.0	2.0	0.0	0.0	0	0	4.0	0	0
	2		4.5	0.5	14.0	2.0	0.0	9	1	28.0	4	0
	2		7.5	0.0	7.0	3.0	0.0	15	0	14.0	6	0
	2		3.0	0.0	8.5	6.0	1.0	6	0	17.0	12	2
	2		16.5	2.5	82.5	14.5	1.5	33	5	165.0	29	3
	2		20.0	0.0	4.0	0.0	0.0	40	0	8.0	0	0
	2		1.5	0.0	4.0	3.5	0.0	3	0	8.0	7	0
	2	2	0.0	0.0	0.0	0.0	0.0	0	0	0.0	0	0
	2		3.0	0.0	7.0	3.5	0.0	6	0	14.0	7	0
	2	2	0.0	0.0	0.0	0.0	0.0	0	0	0.0	0	0
	2		16.0	0.0	4.5	2.0	0.0	32	0	9.0	4	0
	2		5.0	0.0	15.0	4.0	0.0	10	0	30.0	8	0
	2		5.0	0.0	3.0	0.0	0.0	10	0	6.0	0	0
	2	1	0.0	0.0	0.5	0.0	0.0	0	0	1.0	0	0
	1		0.0	0.0	8.0	4.0	1.0	0	0	8.0	4	1
Total	35		7.5	0.7	16.5	5.8	0.3	264	26	578.3	204	11

If the selected group members include both those who did and who did not serve as Pioneers anytime during the period, subtotals of each type also appear before the **Total** line.

Enhanced Reports



VIDEO DISCUSSION available [here](#).

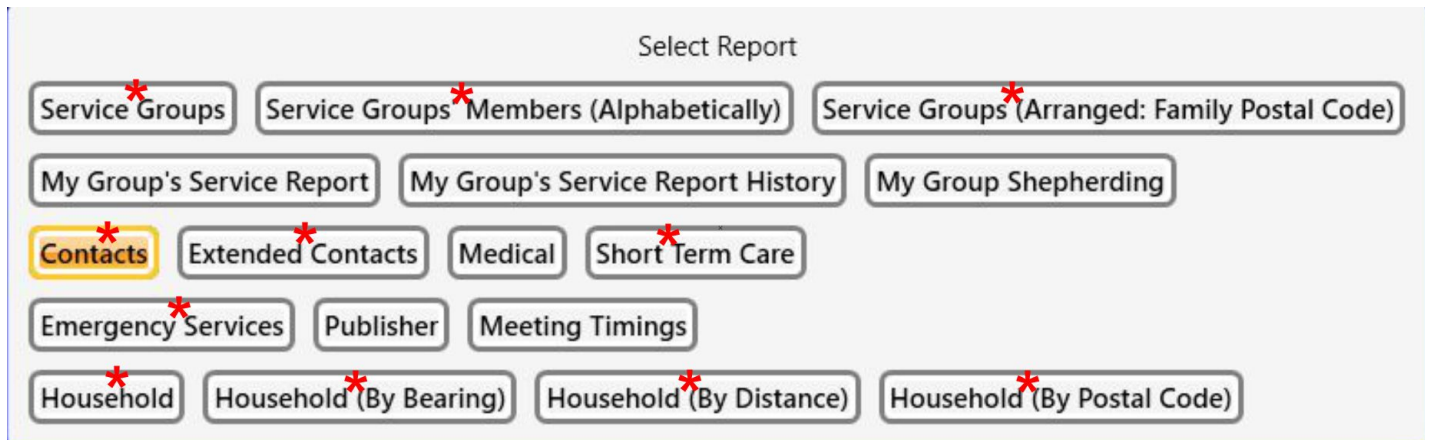
Stmulsoft's Report Designer and Viewer have been utilized to enhance eleven Reports that were formerly single-column lines of text.

The Viewer is an independent, self-contained component now included with JwC and operates in "*modal*" fashion: The Designer is NOT included.

-- Once open, you must first close the Viewer before you can return to JwC.

Should you minimize the viewer, it will appear jointly with JwC itself in your taskbar app buttons.

Currently available Enhanced Reports are those shown here with Red Stars affixed to the Reports Selection Menu:



All reports display on choosing the View/ Print button above them:



Because the Viewer is modal, there has to be an underlying JwC screen that gets back focus once you close the viewer.

That screen looks almost blank, presenting just these choices at the top:

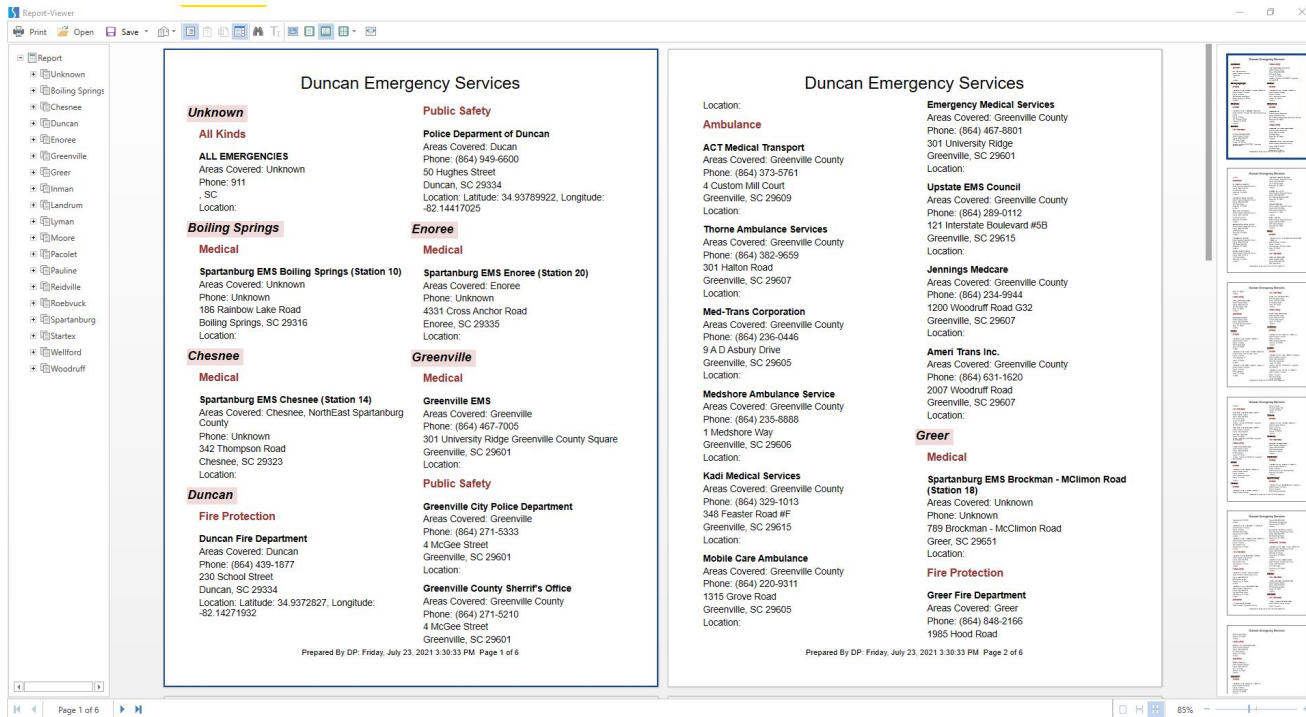


View reopens the Stimulsoft Viewer (if you closed it too early) and **Close** returns you to the normal Report screens.

There is no change in how you select a report and request viewing or printing it, however the result is quite different. Embedded within Jwc are Viewer instructions on presentation of the data JwC provides.

Using those instructions, the viewer compiles the received data into a view with many features never before present in Jwc.

Here's an example derived from publicly available data on some Emergency Services:



The report displays between the top menu and the bottom information / zoom area.

In this case **the report has three components:**


1. The left side has a hierarchal bookmark tree so the user can quickly move to a desired area or entry.
2. The large middle area is the report itself. Controls above and below control the number of pages displayed and the zoom involved.
3. The right side has a scrollable thumbnail display, presenting another means of navigation.


Now let's examine the **Top Menu:**

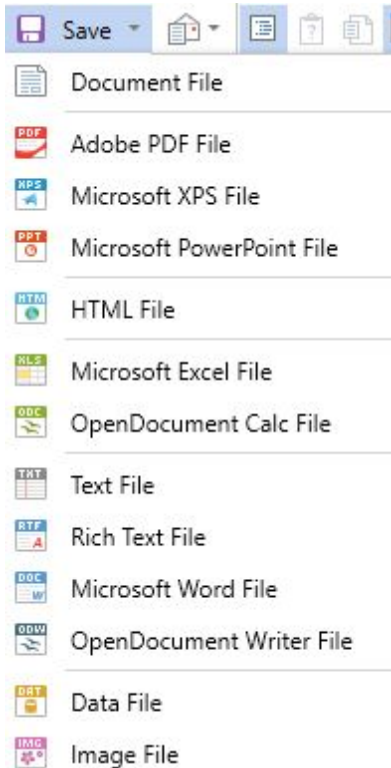


Remember: The Viewer is entirely autonomous; its menu choices and their operation are inherently provided by its vendor, not JwC.


1.  **Print** **Print** elicits a standard Print Dialog.


2.  **Open** **Open** allows re-opening a previously Saved report (see next item) for further review.




3.  **Save** **Save** has quite a variety of options (see Stimulsoft's web site for full discussion):





Of these, you may find the second, "Adobe PDF File", the most useful. Any bookmarks will also be included and continue to operate within the PDF.

4.  **Email** presents the same choices as **Save** for the type of file you wish to Email.


5.  If the report provides a Bookmark Tree, you can Show / Hide it using this **Bookmark Toggle**.

6.   and  These buttons are currently unavailable as they support features not yet implemented in any JwC report.

7.  You can Show / Hide **Page Thumbnails**.

8.  Shows / Hides a Text Search Bar beneath the report



9. :  **Full-Screen Mode**. All menus disappear, the Report occupies the entire screen. Return to Normal Mode by pressing the **ESCAPE** key.

10.  These buttons, left to right, allow you to show report as **Full Page**, **Two Pages**, a **Table of Pages**, or at **Page Width**.

The **Bottom Menu** has two areas, one at each side:

1.  A familiar **Page Navigator**.

2.  (Page Magnification).

This Zoom Bar controls are, left-to-right, **Single Page View**, **All Pages in a Vertical Scroll**, **Multi-Page Horizontal View**, and **Zoom**

Common Features



VIDEO DISCUSSION (Mobile Version) available [here](#).

Note: An "Entity" is an instance of any data such as a Person or an Emergency Service.

[HOME PAGE](#)

[ADDRESSES](#)

[CALENDAR](#)

[CLIPBOARD](#)

[ENTITY DETAILS](#)

[ENTITY SUMMARY](#)

[FAVORITES](#)

[INTERNAL PDF / TEXT VIEWERS](#)

[MAPS](#)

[NOTES](#)

[PHONES](#)

[PHOTOS](#)

[PRINTING](#)

[TEXTING](#)

[TIME OF DAY](#)

Home Page

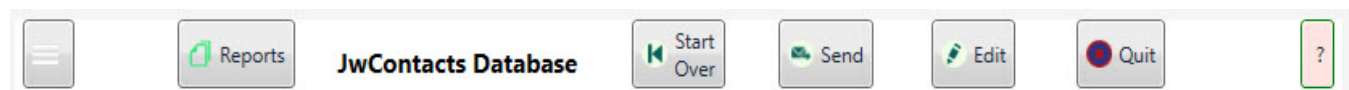


Once [Signed In](#) you are brought to the Home Page, which differs slightly between Editor and User modes. (The Editor mode always has an Editing button, visible in only a few User mode pages.)

Until you chose **Quit** or **Start Over** you always remain in or return to the Home Page from Pop-Up pages.

Home Page consists of three independent areas:

1. Main Menu:



Start Over returns you to the [Opening Page](#).

Quit closes all databases and attempts to close the app.

Your device may not allow an app to kill itself, in which case Quit simply returns to the [Opening Page](#) and hides the app.

(In Windows 10 the normal top toolbar is available, including "X" to shut down the app.)

JwC cannot be used again until another [Sign On](#) is performed.

Send brings up the [Export / Backup Dialog](#).

Any sort of JwC data can be sent, regardless of the currently displayed Data Contents.

Edit is always present only in Edit Mode. It is not present, though, for *My Service Group*, as Service Group Membership is set within Household or Persons details. See [Editing Data](#).

The **Hamburger** icon (the three parallel lines at very left of Main Menu) causes the next area selection to slide over from the left:

2. Navigation (Hamburger) Drop-Down Menu:



The default appearance is shown.
Any choice you make is stored and will be repeated on next slide in.

Menu should hide after you make a choice.
If not, click the Hamburger icon above it firmly to close.

Available data classes are grouped by [Congregation](#), [Information](#), [Medical](#), and [Miscellaneous](#).
Touching a group header causes any other group to close and the selected one to open and reveal its members.
The list is scrollable, so scrolling down to Miscellaneous can be done in the appearance above.

To change the Home Page's Data Contents, touch a member in an open Group,
Note CAREFULLY: This menu is supplied from a third party and I have not yet been able to achieve best touch sensitivity.
You may have to touch an open Group, collapsing it, then touch the Group you want to expand.
You may have to experiment a bit to get response. A very light touch at one area of a member seems to work fairly well.

When a member is selected it will become marked on its left in red, the menu will slide back, and the Home Page's Data Contents change.

3. Data Contents:

189 Persons (Click Row for Details)

F	Name	M	Mobile	Home	Bus/Alt Phone
<input type="checkbox"/>	David Pressman		(800) 2... 51	(800) 4... 025	(800) 5... 17

Data Contents are always a grid with additional features varying with entity type. The grid will always have a Name (or similar) column, which may be preceded by a F. F (**Favorite**) is checkable column, one of just a few grid columns that can be directly edited. [Favorites](#) are reachable in the Miscellaneous group.

Except for [Assignments](#), [Documents](#), [Households](#), [Notes](#), [Project Groups](#), [Service Groups](#), [Talks](#) and [Territories](#), the grid will contain up to three more columns of telephone numbers.

The grid can be sorted alphabetically up or down by clicking on a desired column header. Where the **Family Sort** check mark appears, it will then become unchecked. To then return to the default of sorting the grid by Family names, recheck Family Sort.

Above the grid there may be one or two alterable check marks:

Family Sort appears when the grid has a hidden Family Name column.

Call on Row Click (not yet enabled in JwcUD) would cause a call menu to appear whenever a grid row is touched outside any Favorite column.

Otherwise the selected Entity's Details are shown after a touch.

In Edit Mode those [Details](#) are all editable, including the grid's phone numbers.

In User Mode the Details are [summarized](#) and cannot be edited, except for Notes and any associated Maps or Photos.

To the right of the checkmarks the full Number of grid rows and the Entity Type are indicated. As shown above, unless Call on Row Click has been checked, touching a row brings up [Details](#) or [Summary](#).

Search, the Box with a magnifying glass, filters grid contents to temporarily display only rows with matching character sequences in the Name column.

Filtering occurs on each key stroke, so it is best to pause between key strokes.

Because the possibility, though faint, exists that corrupt data might have been imported, any search allows verifies the acceptability of every entity in the grid, which alters its responsiveness.

Search does not care about whether characters are lower or upper case nor does it care about where in the name the sequence is found.

To return to displaying all rows, touch the Red/Yellow circle within the box.

If Grid proper paging is not restored, just alter window size to induce that.

Queries are predefined Searches that vary with Entity Type.

Queries reflect some binary (Yes / No) characteristic, such as whether a person is baptized or not.

Not all types will have queries defined.

However there are a very large number of Queries for Congregation Members ([Persons](#)).

Simply select from the Query Dialog's list.

To clear Query Results, perform a Search or select Cancel when again opening Queries.

Compose Document appears for most entity types and is similar to opening a separate Document Editor.

It should be quite sufficient for many office Document tasks and has four view modes.

See [Document Preparation](#).

Paging is always enabled, even if there are no entries.

The Paging Control at Grid bottom allows navigating among entry pages:



The current page number is highlighted blue.

Addresses



As shepherds it is vitally important we can reach the "sheep" quickly, face-to-face.

JwC has been prepared especially with emergencies and disasters in mind.

JwC allows you to keep up-to-date addresses and associated maps so you, or, if necessary, someone you direct can reach a distressed one quickly.

Calling by [*phone*](#) is fine, but often in an emergency that can fall very short of what the dear one truly needs of us.

Obviously there is no way to know exactly where each "sheep" is at all times, nor is it proper to do so when no real cause exists.

But adequate preparation for what MAY be possible is doubtless best and is rightly expected of us.

JwC stores addresses for Households, Emergency Contacts, Doctor Offices, Emergency Services, Hospitals, and Service Calls.

NOTE: Some jurisdictions may allow you to store Personal Addresses ONLY with the person's permissions. Please adhere closely to any governing laws.

Please strive to keep all complete and up-to-date!

Current address information consists of several items, some optional:

- Physical place **Number** on a named street. (Currently not used in Mapping. May change in future.)
- Physical **Street Name**.
For mapping it is impossible to know if an abbreviation will be usable, although the most common (like St. for Street) probably are.
- Any additional, useful physical street address data, such as a Suite Number. (Not required for Mapping)
- **City** (Town, Village, etc.)
- **Governmental Unit** (State, Province, etc.; **NOT** County, Parish, etc.)
- **Postal Code** (Not required for Mapping)
- **Country**

Governmental Unit and Country can be abbreviated in the most common way used by postal and/or mapping services.

(Example: USA for United States of America, **NOT** US, U.S., or U.S.A.)

For each of the above a Map can also be prepared in advance of need. See [Maps](#).

In a true emergency or disaster [photos](#) and / or legal documents about an individual may also prove invaluable. **Please store these only as local law allows and the person agrees to permit.** Please keep them up-to-date. Witnesses cannot disrespect laws or anyone's privacy.

Congregation members may also have an email address, although that would likely be of limited immediate value in an emergency.

However, if the person permits, please store it in JwC.

Even if your JwC data is not sufficient to reach a distressed sheep, please use any other means reasonably available to do so.

Their need will not vanish just because our effort has desisted.

Always act in full harmony with the Organization's Documents.

Calendar

Calendar




Jwc provides two distinct means of specifying dates.


Which is used depends on whether the user has checked *Get Date From Calendar* in [Settings / Miscellaneous](#).


In most cases a Minimum Date and Maximum Date are automatically specified on using either means. Thus you cannot go beyond the current date for events that cannot yet be in the future.

By Direct Entry:

Set Baptism Date

 Save
Exit

 Cancel

 ?

**To AdjustDate Shown, Click Blue Button to reveal Date Selector.
Then click on element to change to select alternate.**

8/22/2020 ▼

06 June		
07 July		
08 August	22 Saturday	2020
09 September		
10 October		

OK

Cancel

On opening a default date is shown. To adjust click on the Down Arrow to its right and navigate through the three independent columns of a dropdown selector.

When satisfied, click *OK* in the selector, then click *Save Exit*.

Selecting in Calendar:

The screenshot shows a 'Set Baptism Date' dialog box. At the top, there are buttons for 'Save', 'Cancel', 'Back', 'Fwd', and a help icon. A 'Target Year' field is set to '2017'. On the left side, there are buttons for 'Days', 'Months', 'Years', and 'Era'. The main area is a calendar for August 2017, with the date '22' highlighted in yellow.

August - 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Simply navigate to the desired date and click *Save*.

Left Side Buttons govern the interior contents of the Calendar.

When opening the contents are the **Days** of a single Month, as shown.

Example: Clicking Months changes the contents to the **Months** of a Single Year, which can themselves be clicked on to return to Days of that month.

Target Year is adjusted either with use of the top *Back* and *Fwd* (Forward) to move a year at a time within the allowable range.

Alternately the Years or Era buttons can be used to reach more remote years quickly.

Clipboard



All mobile devices have a clipboard function, but implementation varies not only among operating systems but can (as in Android) vary among operating system versions.

JwC uses simple Copy and Paste commands in the Territory Details page. However you will need to read details of your device's functions to understand how to put data into the clipboard while in other apps and, likewise, how to paste into these apps.

Entity Details



The [Home Page](#) grid shows only a fraction of the helpful information JwC can store. Additional data varies with the Entity Type and is especially broad for Congregation Members.

Only a JwC [editor](#) can access editable Detail Pages; others will instead see [Summaries](#).

[Assignments](#), [Documents](#), [Other Phones](#), [Notes](#), [Talks](#) and [Territories](#) appear the same regardless of the [User Mode](#).

In nearly all other cases Details consist of one or more tabs Specific to the Entity Type, a Map tab if applicable, and a [Notes](#) tab for just the editor's private use.

In [Favorites](#) and [My Service Group](#) the Details will be those of the Entity Type selected. There are no special Details in these cases.

Live Links between entity pages are shown as text in **RED**. Touch such text to open a summary page of the described entity.

Thus, on a Household or Person Page you will see perhaps several Emergency Contacts listed. Touch one to get its summary and to be able to call that one.

Entity Details can be reached either by touching a Home Page grid row (outside of any F column) or within the special [Edit Menu](#). In either case the result is exactly the same.

Regardless of type, Details Pages Have these Top Buttons:



Save / Exit and **Cancel** should be self-explanatory. Using either returns you to the [Home Page](#).

Save allows saving whatever changes have been made up to then; thereafter even if you Cancel those early changes will have been saved.

Regarding Saving:

1. All changes are saved BOTH to current in-memory use and, at the same time, to the permanent Database. Thus, even if the App crashes, you should at most lose just unsaved changes.
2. Displayed Graphics (Photos, Maps, etc.) will "disappear" from view just after any final saving but moments prior to

returning to Home Page.

This is required by the nature of the graphical elements and does NOT result in data loss.

Some Details pages may show additional buttons.

For example, if a Group or Household is being detailed, there may be a Members button to pop-up the membership.

Entity Summary



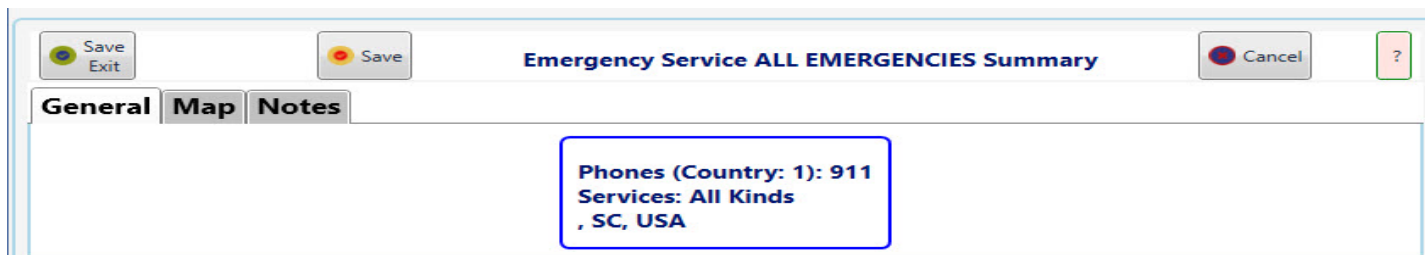
JwC Summaries present all the textual data provided via an import from a JwC Editor. They can also include graphic data another user shared with you, or you can make your own. If you are an Editor, you can view Summaries in the [Edit Menu](#) or by having a second, non-Editor Sign On. You may also have your own private [Notes](#).

A Summary can be presented whenever a non-Editor touches a Home Page grid row, outside of any F (Favorite) column.

[Assignments](#), [Documents](#), [Other Phones](#), [Notes](#), [Talks](#) and [Territories](#) appear the same regardless of the [User Mode](#).

In [Favorites](#) and [My Service Group](#) the Details will be those of the Entity Type selected. There are no special Summaries in these cases.

Example Summary Page Top Buttons and Tabs:



Once Jwc has been updated to initialize phone calls (future) a **Call** button will be visible if the Home Page had at least one phone number column. See [Phones](#).

Save / Exit and **Done** should be self-explanatory. Using either returns you to the [Home Page](#).

In Summaries the **General** Tab is NOT editable, so there is nothing there to save.

It contains a simple summary of the text data an Editor shared with you, including details of linked data, (Example: A Person Summary shows also some details from a linked Household, Doctor, or Hospital.)

Graphics will be present if the Entity can have a [Photo](#) or Legal Document (also considered a Photo); **Map** if it can have a [Map](#).

These you can edit.

[Notes](#) are always editable and private.

Save allows saving whatever changes have been made up to then in the Graphics or Notes Tabs; thereafter even if you chose Done those early changes will have been saved.

Regarding Saving:

1. All changes are saved BOTH to current in-memory use and, at the same time, to the permanent Database.
Thus, even if the App crashes, you should at most lose just unsaved changes.
2. Displayed Graphics (Photos, Maps, etc.) will "disappear" from view just after any final saving but moments prior to returning to Home Page.

This is required by the nature of the graphical elements and does NOT result in data loss.

Favorites

Favorites



VIDEO DISCUSSION (Mobile Version) available [here](#).

Many Jwc Home Screens have an *F* column in the Main Grid's far left. Clicking any *F* toggles a checkmark there to add to or remove from the current user's Favorites. All the user's Favorites are displayed together in [Miscellaneous / Favorites](#).

Internal PDF and Text Viewers

VIDEO DISCUSSION (Mobile Version) available [here](#).

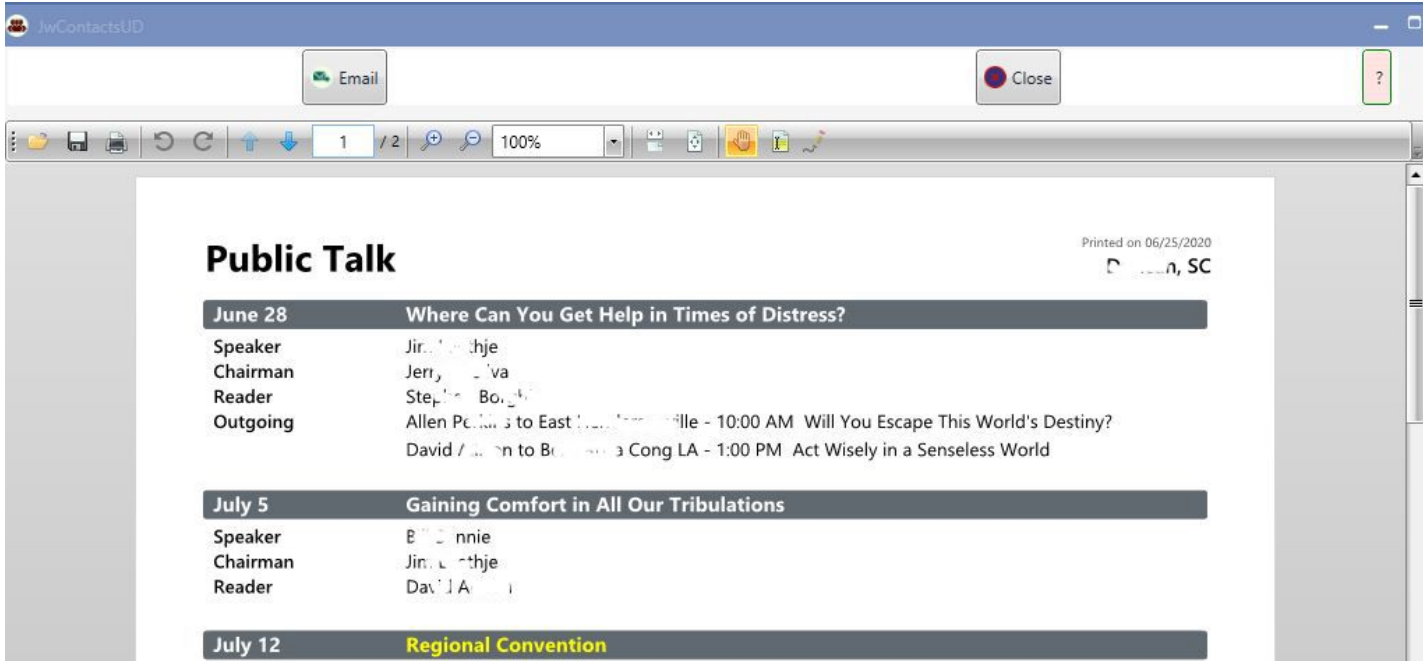
Likely your computer already has one or more PDF viewers, but you may still find the JwC internal viewer useful. (See [Settings / Miscellaneous](#).)

Even if you decide to use the internal PDF viewer, you may wish to view specific documents on another viewer. To that end, an "I" column appears to the left of the document description. Normally blank, touch it to toggle it on or off for a specific document.

Only those with a check in the "I" column will appear in the internal viewer.

I	Description
<input checked="" type="checkbox"/>	COVID-19 Safety for Households
<input checked="" type="checkbox"/>	Life and Ministry
<input checked="" type="checkbox"/>	Public Talks

The document will always be shown in portrait mode and initially full-screen and will be both scrollable and able to zoom to higher magnification:



Maps



VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC has full support for creating live maps while the user is connected to the Internet. These can be saved and later viewed simply by touching anywhere on the map image. If your device is not on a wired or WiFi Internet connection, you will, if possible, need to (at least temporarily) turn on Use Mobile Data or similar in your device's settings..
Note: Such operations may incur cellular charges!

For Android and (eventually) Apple Devices, the Google Maps service is used, for Windows, Bing Maps. **Bing Maps does not provide a license to store maps; the stored screenshots below are from Android usage.**


For applicable Entity Types (Households, Hospitals, etc.) Maps appear on a Map Tab on a Detail or Summary Page. Note: In Persons, the Map shown is the one associated with the Household. Changing this map affects all persons in the Household.

On getting a map the tab looks like:

Initial map radius is about one-tenth of mile around a specified point, but this can be adjusted by zooming while obtaining the map.

Precision varies with the Update means:

Update From Co-ordinates requires previously saved co-ordinates obtained by one of the other Update methods or, if you are CERTAIN you know the true co-ordinates in degrees to the ten-thousandths, you can type those values in.

Some devices' numeric entry allow only positive values; however you can later negate them with  .
(Negative latitude is required in the southern hemisphere; negative longitude, in the western.)

Directions will be available if you have either a valid full address (house number optional) or at least a set of co-ordinates.

Touching Directions will open your GMaps app (if installed) or a browser to the GMaps web site. (You may be given a choice of which, if both are possible.)

If you had only co-ordinates the name of the destination may appear wrong. Fear not, you will be taken to the exact point the co-ordinates described.

On a portable device, if you use the GMaps app a voice will read out to you turn-by-turn directions as you proceed toward your destination from your current location.

Just touch Start in the GMaps app to initiate the turn-by-turn.

When done with the GMaps app, just use your back arrow to leave it and return to JwC where you were.

Update From Street Name requires completed address information in another Tab.

(For [Persons](#), the Address Data is entered only in the [Households](#) page.)

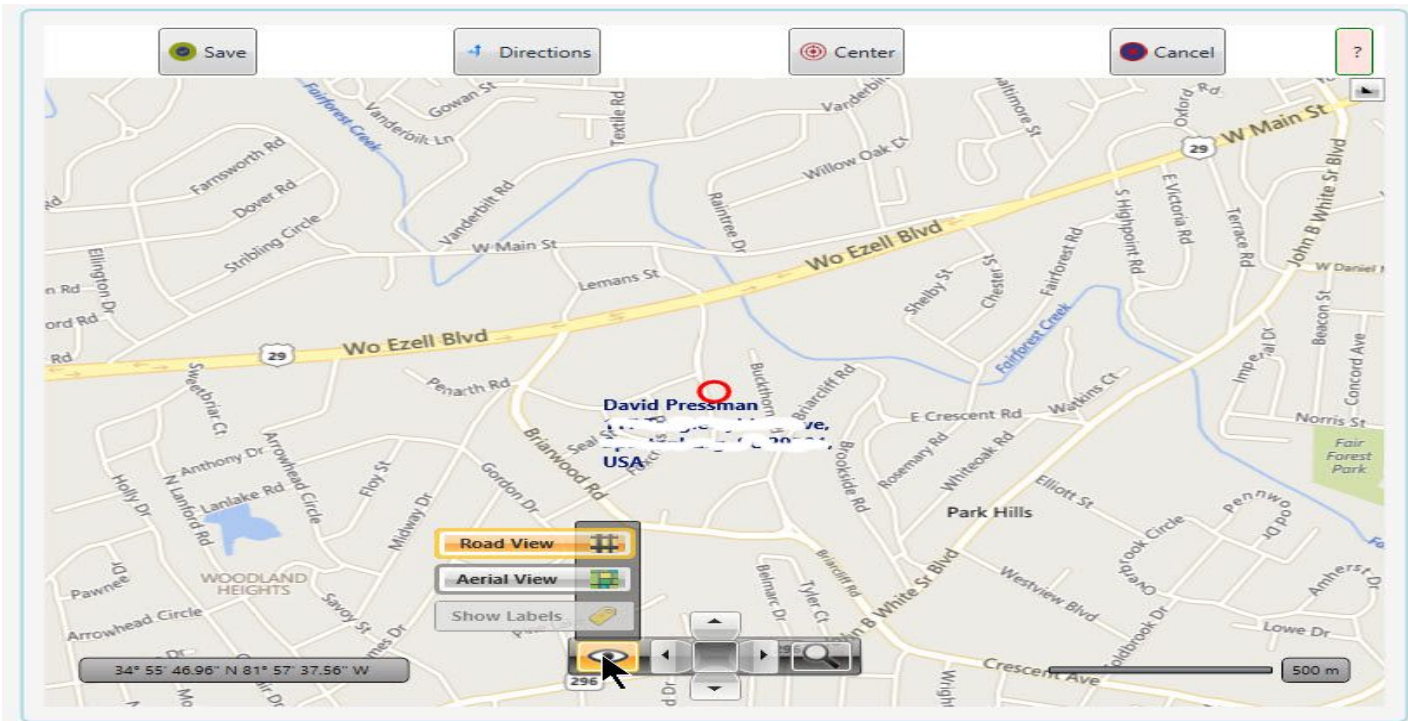
The geolocator used currently does not utilize street numbers, so the co-ordinates obtained, if any, will be a point ANYWHERE on the named street. You will first be asked to agree the geolocator has at least found the right area:

Confirm Proper Area Located

Eva Lane Woodruff, SC 29388, USA
is within an area near or within these others:
527-699 S 1386, Woodruff, SC 29388, USA
Woodruff, SC 29388, USA
Woodruff, SC 29388, USA
Spartanburg, SC, SC, USA
Spartanburg County, SC, USA
Confirm this is correct area of the street.

NO YES

If confirmed the map will use the first area listed. Obviously results could be just what you want, or very poor indeed. The resultant View is "Road View". but can be changed to "Aerial View", with or without Road Labels.



The View's magnification can be adjusted among five presets or smoothly adjusted in a broad ranger with a slider control:



Exactly what was desired!

The **Directions** button here works exactly like the one described above.

Clicking anywhere within the map moves that point to its center.

The **Center** button moves the map back so that the red Pin (or Dot) is again centered within the screen.

Once saved (**not enabled in Windows!**), the map can again be viewed full-screen by touching it anywhere.

Medical Documents



VIDEO DISCUSSION (Mobile Version) available [here](#).

Medical Documents (MDs) may also be known by various other names such as:

Advance Decision (AD)

Advance Document (AD)

Advanced Health Care Document (AHCD)

Durable Power of Attorney (DPA)

Durable Power of Attorney for Health Care (DPAHC)

Health Care Proxy (HCP)

Living Will (LW)

Personal Document (PD)

etc.

The above are legally-enforceable but differ as to the exact legal rights and restrictions the signer is defining and assigning .

They should be treated as confidential and subject to any local laws and the signer's expressions regarding privacy.

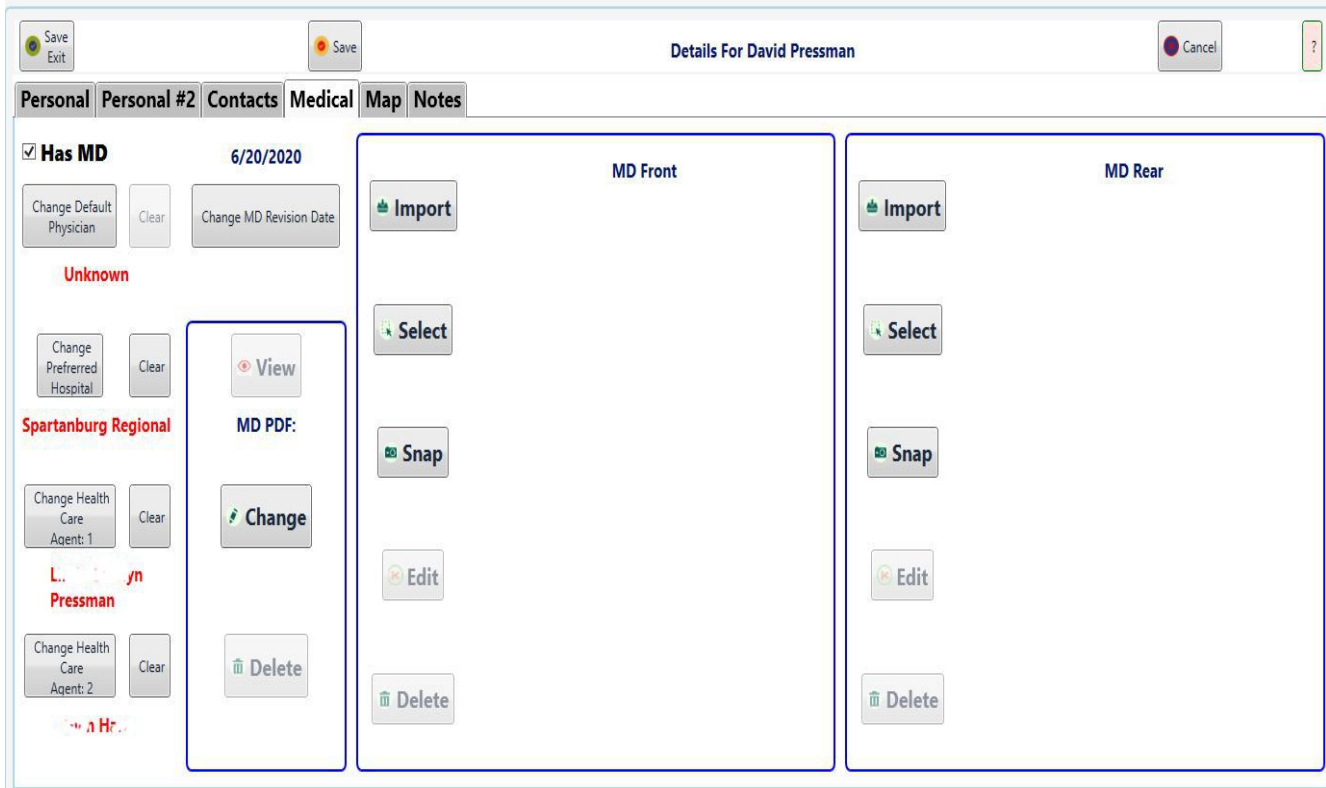
JwContacts provides limited storage means for whatever among these (or others) a publisher chooses.

Frequently the local Branch makes available or recommends legal forms understood to be locally acceptable means of safeguarding medical rights when we are unable to speak for ourselves.

So, as used in JwC, Medical Document (MD) refers to any such document a publisher has signed to at least provide legal instructions at such times.

JwC expects the form will be dated, signed, and legally assign at least one person to make medical decisions in the signer's behalf when he cannot do so for himself.

In each Congregation | Person | Details or Summary Page, MD data can be maintained on the page's Medical tab:



Sample Medical Tab from Person Details

Note: In Person Summaries the MD PDF: buttons are on the initial tab; the MD Front and MD Rear, on the Graphics tab.

- **Has MD:** If OFF (switch slid to the left) all the other MD areas will be hidden.
- **Change MD Revision Date:** Often an MD dated much more than a year ago may be discounted. It is best any MD be dated well within the locally acceptable range of validity.
- **Change Health Care Agent 1:** Any person listed in JWC as a Emergency Contact may be selected. If the person shown on the MD as the signer's primary designated legal representative has not yet been added as an Emergency Contact, that should be done first. Clicking this button does bring up an included choice to make such an addition. Touching the **RED** text beneath (if present) displays the additional data entered about that Emergency Contact,
- **Change Health Care Agent 2:** Any additional person listed in JWC as a Emergency Contact may be selected. If the person shown on the MD as the signer's secondary designated legal representative has not yet been added as an Emergency Contact, that should be done first. Clicking this button does bring up an included choice to make such an addition. Touching the **RED** text beneath (if present) displays the additional data entered about that Emergency Contact,
- **MD PDF:** The three buttons to the right of this label:
 - **View:** If available, displays the imported persons MD PDF document.
 - **Change:** Brings up a Medical Document Import page to import a new or revised MD. See [Setup / Importing Data / Documents](#).

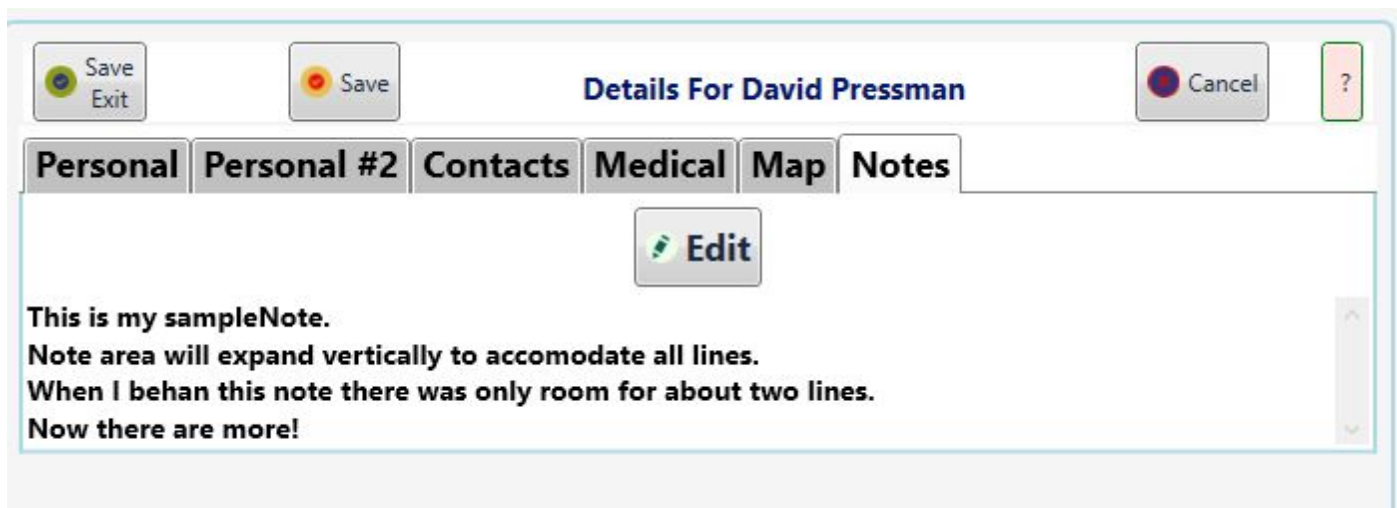
- **Delete:** If available, deletes the imported MD PDF document.
- **MD Front or MD Rear** Store photographs of one or two pages of an MD Document. (Front and Rear can just mean Page A and Page B.)
 - **Import:** Brings up a Medical Document Photo Import page to import a new or revised MD page. See [Setup / Importing Data / Images](#).
 - **Select:** Choose any one photo in your device's Gallery program, if it exists. Disabled if no app available.
 - **Snap:** Take a photo. May present choice of camera, but device may instead default to last camera used. Disabled if no camera found.
 - **Edit:** Brings up the JwC image editor if a photo is present.
 - **Delete:** Removes current image.

Notes



VIDEO DISCUSSION (Mobile Version) available [here](#).

Notes are private for each User you've set up in your JwC install, with one available for each defined Entity (any entry other than a Document or Talk).



Notes are not overwritten when you import externally-supplied data. You can send yourself a [backup](#) of your Notes as part of "MyText". On importing the backup the only notes restored will be for still-existing entities with no current notes.

Please limit notes to what is truly helpful and which, should others become aware of their contents, would not put you in a difficult situation.

They are simply intended as a private memory aid.

If there are sufficient lines you may need to scroll the Note Entry area to see them all, but they will all be there after Saving.

There is a [*Miscellaneous / Notes*](#) page that summarizes all notes throughout JwC and also allows addition / maintenance of Notes found nowhere else in JwC.

Phones



This desirable feature is not yet enabled in JwContactsUD.

Hopefully in time it can be provided. Meanwhile the info below applies only to JwC Android and iOS:

VIDEO DISCUSSION (Mobile Version) available [here](#).

Smart Devices with Phone access can call one of up to three numbers stored in JwC for an Entity. JwC will first present a choice of available numbers:

Select desired Number for David
Pressman....

Mobile

Home

Business

CANCEL

If you click anything but Cancel your Phone app will be given a Call Request with the appropriate number.

Once the call is completed, you can use the Phone App's back button to return to JwC.

Or you can just select JwC from the Device's list of running apps.

Photos



VIDEO DISCUSSION (Mobile Version) available [here](#).

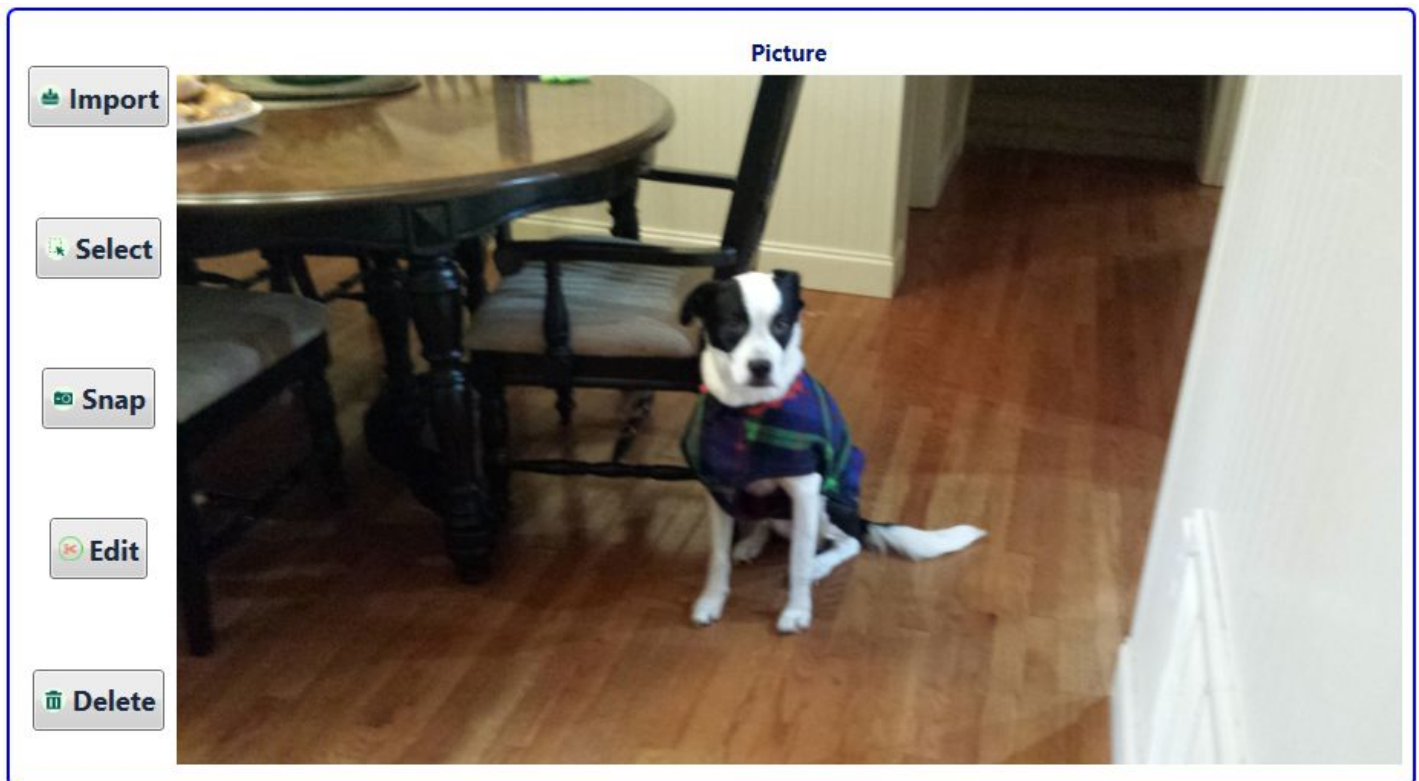
JwC "Photos" are intended to help quickly identify Persons of interest. They can also contain photographic equivalents of Legal Documents, such as an AMD or DPA.

By their nature photos take up much space, both in memory and in storage. especially if obtained via an on-device camera or Photo Gallery.

They may contain quite a bit of unnecessary area, wasting space and prolonging display time.

In the following the photo is for example only, and certainly is not a real persons or a document.

Each photo image has a side menu:

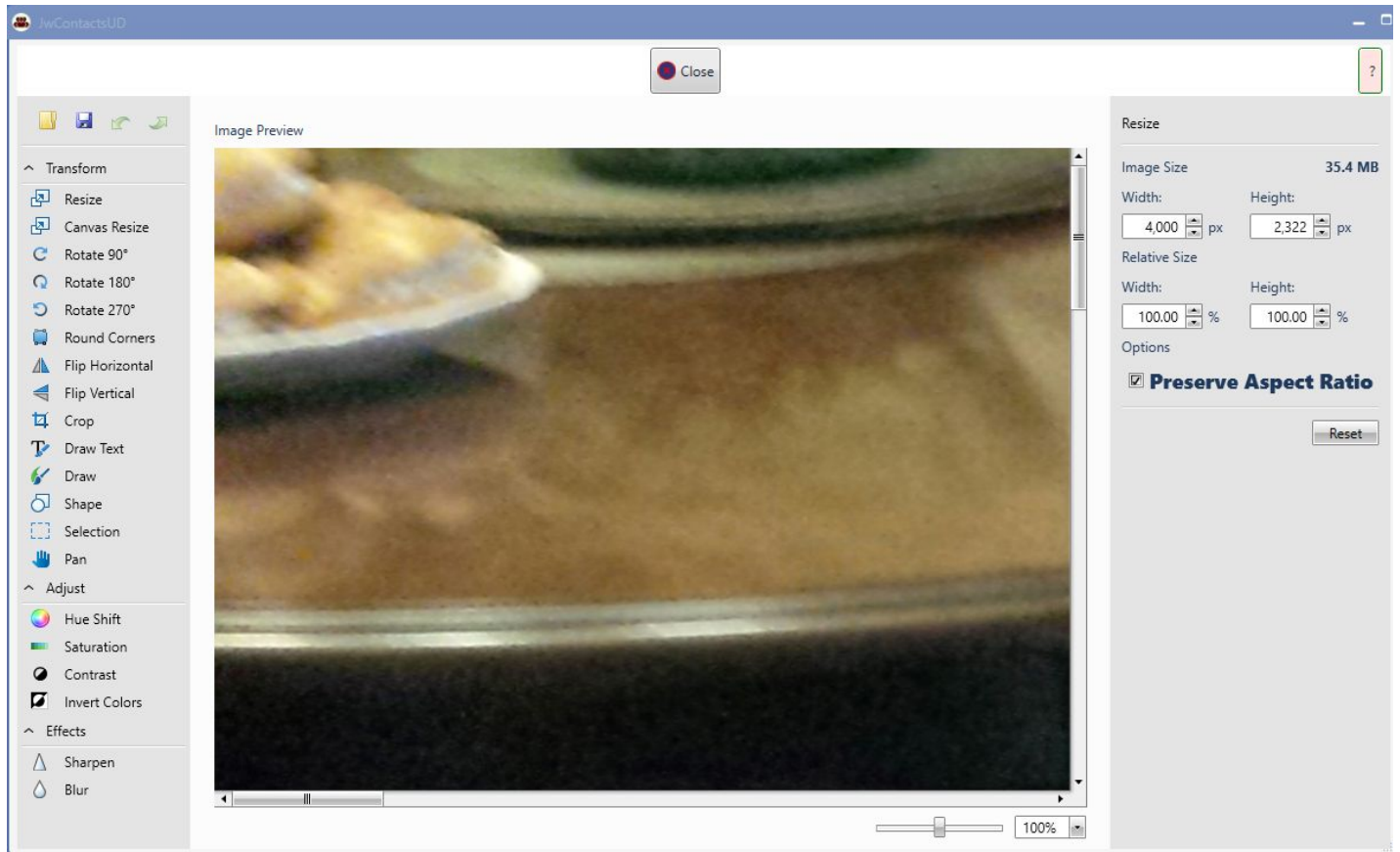


Import opens an Import Screen to bring in a .jpg or .png file.

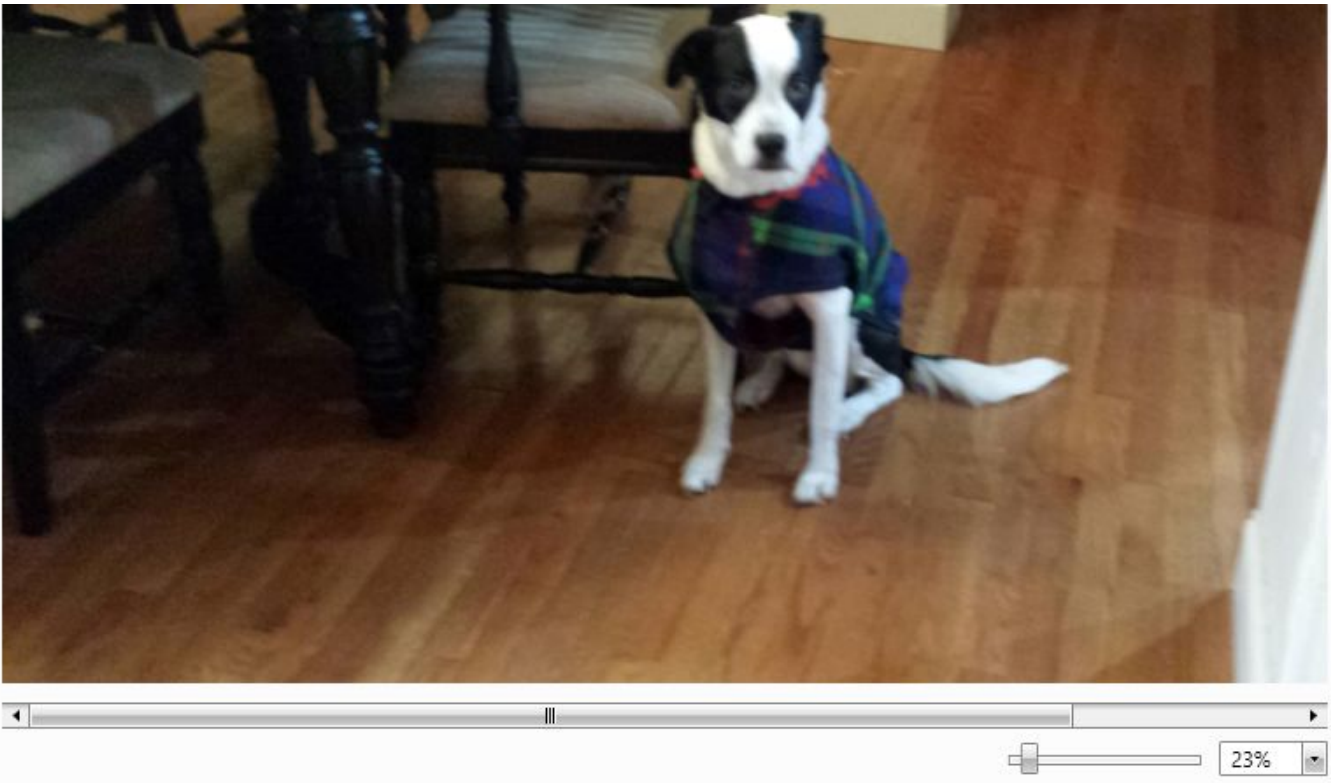
Select opens your Pictures folder to select a jpg. or .png file.

Snap is enabled only if JwC can tell your device has the needed capability, such as a web camera.

Edit uses a many-featured screen:



In the above, to see the full picture it will be necessary to set the Zoom Slider near the bottom far to the left. This is due to the very high resolution of the original picture:



Once you have made all desired changes, you MUST click the Save Button.

Changes MUST be Saved!



Delete, of course, deletes the photo from Jwc. **NOTE:** This only becomes permanent on Saving the page.

To see a Photo full-screen, just touch it anywhere within the display on the Details page.

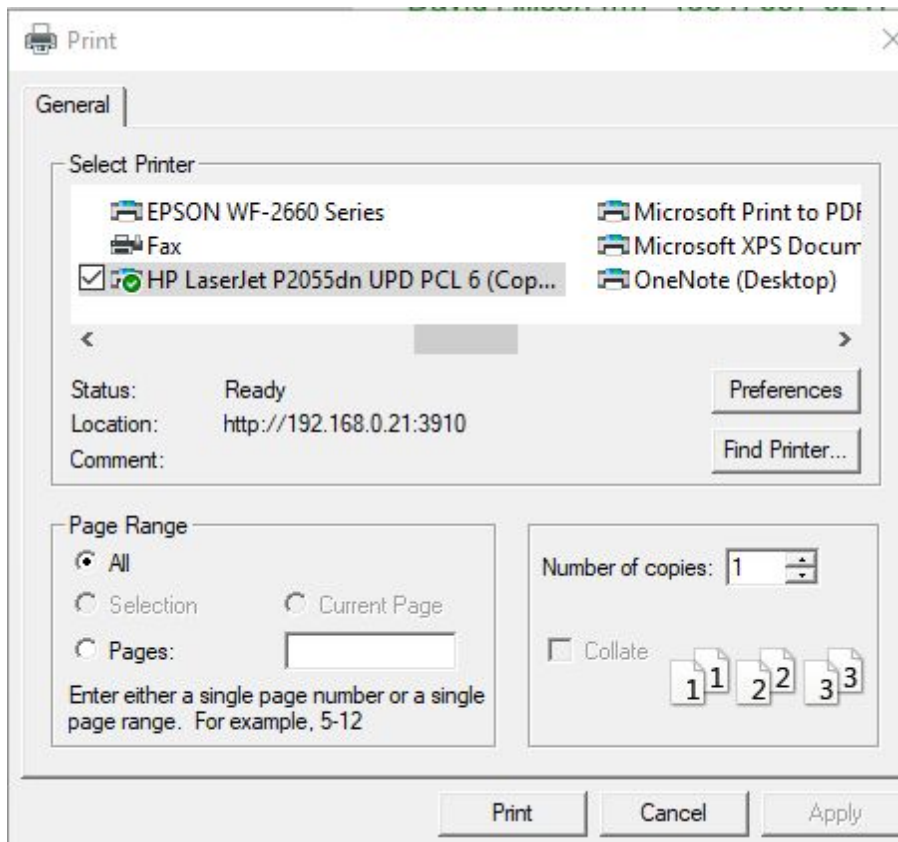
Note: On [Sending](#) a Photo JwC, if necessary, downsizes the photo to no more than 500 Kilobytes of data. For best results cropping should be done prior to Sending.

Printing



VIDEO DISCUSSION (Mobile Version) available [here](#).

The standard Windows 10 Printing Dialog is used.



Texting



VIDEO DISCUSSION (Mobile Version) available [here](#).

Please see the discussions in [Settings / Comm / TextingAccounts](#) and [Settings / Comm / Texting](#).

Understand, please, there is no guarantee a text you "Send" will ever actually be seen by your recipient. Calling first may be preferable when the matter is urgent.

Frequently SMS texts are sent in plain text, so are not considered secure..

To use texting, see [Settings / Comm / Texting](#), which contains enabling checkmarks for texting and provides limitations for non-emergency texts.

When Texting is enabled you can send texts to persons who have mobile phones listed within these of your groups:

1. Congregation Persons
2. HLC members
3. My Service Group (a subset of #1)
4. Service Calls
5. Other Phones
6. Favorites (if the specific favorite is in any of the above)
7. Members of a My Projects Group.

Texting is selected when you touch a cell (always empty) within the "M" (Message) column in the above groups. Generally this column is the 2nd or 3rd in the table being displayed. If texting is off, this column does not appear. If the Data Type allows it, touching that column will initiate a choice among sending text to that individual, to all in the group with mobile phones, or to selected ones in thre group with mobile phones. Otherwise, nothing will happen if the row touched does not have a Mobile Phone entry. Even so, unless the text is an emergency, texts will not be sent individuals outside of hours they have indicated are the only ones acceptable to them.

A list is made available for selecting one of numerous common messages, but you always have the option of composing your own.

Time of Day

Time of Day

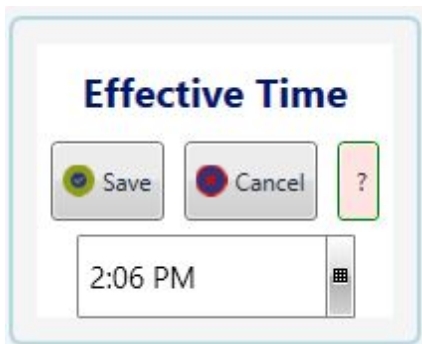


Assignments is one data area requiring a Time, not just a Date.

JwC provides a simple screen to set time in minutes, but also featuring a pre-populated dropdown selector:

You can simply enter the time of day according to either a 12- or 24-hour clock.

Example: Entering *14:06* yields same result as entering *2:06 PM*:



However, a dropdown selector can be used instead, by clicking the button the the right

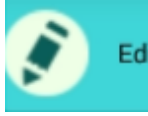
Effective Time

Enter time

12:00 AM	12:15 AM	12:30 AM	12:45 AM
1:00 AM	1:15 AM	1:30 AM	1:45 AM
2:00 AM	2:15 AM	2:30 AM	2:45 AM
3:00 AM	3:15 AM	3:30 AM	3:45 AM
4:00 AM	4:15 AM	4:30 AM	4:45 AM
5:00 AM	5:15 AM	5:30 AM	5:45 AM
6:00 AM	6:15 AM	6:30 AM	6:45 AM
7:00 AM	7:15 AM	7:30 AM	7:45 AM
8:00 AM	8:15 AM	8:30 AM	8:45 AM
9:00 AM	9:15 AM	9:30 AM	9:45 AM
10:00 AM	10:15 AM	10:30 AM	10:45 AM
11:00 AM	11:15 AM	11:30 AM	11:45 AM
12:00 PM	12:15 PM	12:30 PM	12:45 PM
1:00 PM	1:15 PM	1:30 PM	1:45 PM
2:00 PM	2:15 PM	2:30 PM	2:45 PM
3:00 PM	3:15 PM	3:30 PM	3:45 PM
4:00 PM	4:15 PM	4:30 PM	4:45 PM
5:00 PM	5:15 PM	5:30 PM	5:45 PM
6:00 PM	6:15 PM	6:30 PM	6:45 PM
7:00 PM	7:15 PM	7:30 PM	7:45 PM
8:00 PM	8:15 PM	8:30 PM	8:45 PM
9:00 PM	9:15 PM	9:30 PM	9:45 PM
10:00 PM	10:15 PM	10:30 PM	10:45 PM
11:00 PM	11:15 PM	11:30 PM	11:45 PM

Simply click on the desired time and *Save*.

Editing Data



All users can edit (if *Graphical Items Shared* is checked in [Settings / Miscellaneous](#)) [Maps](#), [Photos](#) (including Legal Documents), and always their own [Assignments](#), [Notes](#), [Other Phones](#), [Project Groups](#), [Service Calls](#), [Territories](#).

The latter set is known in Jwc as *My Text*.

[Documents](#) and [Talks](#) are importable, with Documents also creatable by the [Document Editor](#) and by [Reports](#), but only a short name for easy access is editable at the time of import. Their content, once stored, is NOT editable.

A JwC user in [Edit Mode](#) only can additionally edit any other displayable data, in either of two ways:

1. Touch a [Home Page](#) grid row (outside of any initial F column), bringing up a [Details Page](#) for the chosen entity.
2. Begin by touching the Home Page Edit Button. See [Edit Menu](#).

Edit Menu



The Edit Menu, generally reachable only if you are in [Edit Mode](#), provides a searchable list of all Names within an Entity Type.

Example:



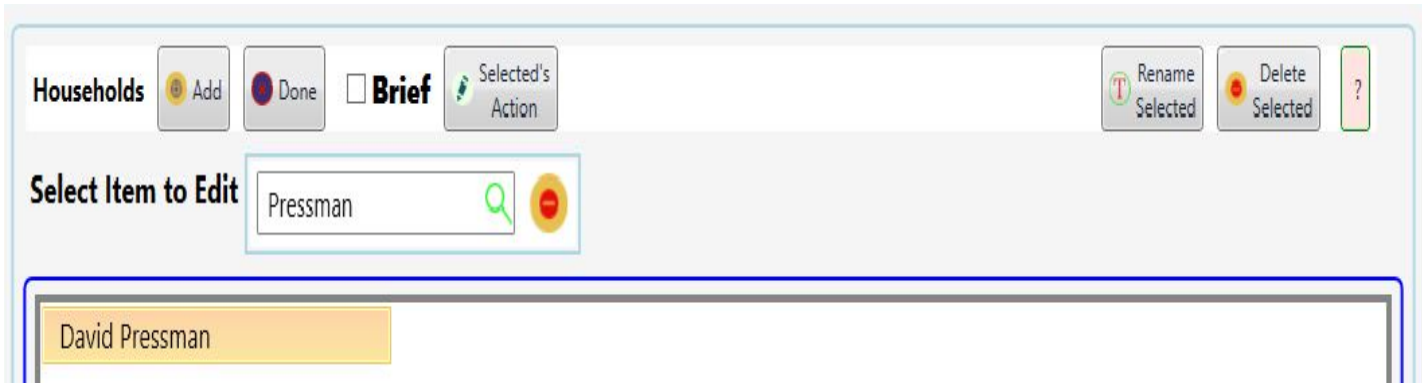
In the above I've searched for my own household. **Search** here operates exactly as in the [Home Page](#) Search. It looks for anywhere within a name the search group of one or more characters occurs, without regard for case or position.

Search is cleared by touching the **X** on its right.

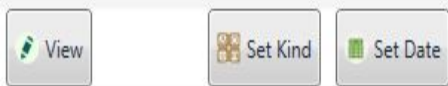
Add allows you to Add a new Entity of the type shown. Aside from Imports, this is the only way in JwC.

Done returns you to the Home Page.

The top menu expands once an item is selected:

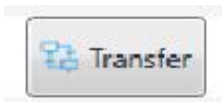


For Documents: Brief and Selected's Action are replaced with:



Talks has *View* and *Set Date*, but not *Set Kind*.

For Short Term and Long Term Care: A Transfer button is added, allowing re-classification from one type of care to the other.



For Project Groups Brief and Selected's Action are replaced with:

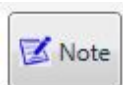


Copy and Transfer ONLY appear

is their are multiple Jwc users.

Describe As displays a short project Description in the Main Grid.

For Project Group Members: A note Button is added to display a short note in the Main Grid. This is NOT the same as a Note in THEIR details.



Selected's Action varies with whether a check marks to its left has been checked..

1. When **Brief** is checked the Entity's [Summary Page](#) is shown. This allows an editor to rapidly see what other non-Editor users will.

2. Otherwise the Entity's [Details Page](#) is shown.

View (Documents and Talks) will bring open a PDF document in either the Internal Viewer (if set in [Settings / Miscellaneous](#)) or else an external PDF viewer on your device.

If the document is a text (.txt) file it will be opened in JwC's internal Text Viewer.

Set Date (Documents and Talks) allows selection of a Document's Effective Date (frequently the document's date of composition) or a Talk's Outline Date (if there is one.)

Set Kind (Documents) Allows classifying a document as belonging to one of the preset Document Kinds. This value appears on the Main Grid and is sortable.

Copy (Project Groups) Allows a complete clone of the selected group and its members to be created in another Jwc Users' Projects list, as long as he does not yet have one of same name.

Thereafter the two projects are entirely independent of each other and a change in one does not affect the other.

Transfer (Project Groups) Removes the existing project from the current user's Projects list and places it in another user's, as long as he does not yet have one of the same name.

Transfer (Medical) Toggles whether the Medical facility is Long or Short Term Care.

Rename Selected is the only place in JwC you can rename the displayed Name of any Entity.

Not only is the entity itself renamed, but links to any graphics or notes are updated accordingly.

The Rename may be rejected if it would duplicate the name of an existing similar entity.

To get a rejected rename accepted you may have to create an artificial difference, which can be misleading to others unaware of the reason.

Note carefully: You should in advance warn users you send renamed entities to, as their old links will be removed and all prior associated data may be lost.

Therefore renaming should be rare and a last resort!

However, as in the case of someone changing their family name, there may be no other choice.

Delete Selected does exactly what it says. The entity and ALL linked items depending directly on it (Photo, etc.) will be deleted.

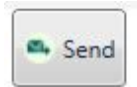
Use this with discretion! **There is no Undo!!** There is, of course, a prior Confirmation request:

Confirm Deletion

Are you SURE you really want to DELETE David
Pressman?

CANCEL OK

Sending Data



VIDEO DISCUSSION (Mobile Version) available [here](#).

All JwC users in the SAME Congregation can share data amongst themselves. It is suggested a sole Elder be selected to alone work in [Edit Mode](#) to maintain the Primary Textual data that appears on other users' [Summary Pages](#). That data is maintained on the Editor's [Details Pages](#).

Except for an [Initial Excel Import](#) and [Documents Import](#), JwC accepts only data that has been sent from a JwC app dealing with the SAME Congregation.

However you can also send yourself (or others) data in formats other programs, such as Excel or a PDF or Image Viewer, can accept.

Please note that entails both privacy and security concerns! Please do so wisely, if at all.

Since JwC is designed especially for mobile devices which may differ amongst users, the current most common means of sharing is employed: Email.

By its nature Email is neither secure nor very private. While convenient, please review the other options in [Settings / Data](#).

Further details are found in [Sharing Data](#), with additional thoughts in [Backing Up Data](#).

Actual transmission means will either be by JwC's [Internal Emailer](#) (if enabled) or by any Email app you select on your device, or, via [Secure Online Storage](#).

Backing Up Data



Any install or device may fail and likely will at some point.

If you have a means of securely, privately backing up your device, please consider using it!

Otherwise you may have to email yourself any data only you possess, but that will not be a secure operation unless you've set up your email to encrypt all transmissions (very uncommon). Private textual data ("MyText") includes all Notes, Service Calls, and Other Phones; all images are also regarded as private.

For such purposes email just yourself, using the Send Menu discussed in [Sharing Data](#).

Note: You can switch default email recipients on the [Settings / Comm / Email Recipients](#).

[Secure Online Storage](#) is another alternative.

Secure Online Storage



VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC can send / retrieve data from your personal online secure storage in accord with your setting in [Settings / Data](#). Organizational instructions provide some guidance on what data should NOT be stored by those means.

Note: Key JWC data can be stored in encrypted form, generally increasing its security and privacy.

However that ability does not constitute a recommendation that any particular data ought or ought not to be stored with these services.

Bear in mind that even "deleted" emails may persist in some cloud storage mechanism for some time; they are in no way more secure than private online storage.

The various available services have a few differences, as discussed below.

However, in all cases, authorizing JwC to use your service occurs through a special web site operated by Cloutrail. Its sole purpose is to allow you, via a web browser, to login to your service and designate your device's JwC installation access.

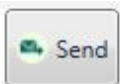
JwC also uses Cloutrail's embedded software to thereafter work with your service, but Cloutrail itself is not involved in such transactions after authorization.

Sharing Data



VIDEO DISCUSSION (Mobile Version) available [here](#).

All shareable data can be sent from the menu appearing after touching the [Home Page](#) Send Button:



This brings up a Send Page:

By default the menu is already set for sending Signed Primary Data, the data that an Editor should use to keep each other user updated.

Key Signed data can be encrypted. See [Settings / Defaults](#).

Email and Secure Online Storage are frequent means of Sending Data.

EMAIL:

If no changes are first made, touching the menu's own Send button prepares the email and conveys it to your default Email app for transmission.

Generally the default recipients will be those pre-selected in [Settings / Comm / Email Recipients](#), with the sender as set up also in [Settings / Comm / Email Account](#).

For Primary Light and Territory you will instead be asked to supply any valid email address for a single recipient..

A Email Separator Confirmation may appear to allow you to choose a non-default separator possibly required by your Email app:

Confirm Email Separator

Not all Email Programs use the same character for separating recipients.

Common variations are ", ' ;' and ';'.

If the email fails to send you may need to change the separator.

Your current separator is: ', '.

Press OK to use that OR Press No to supply a different one.

NO OK

Usually you can just select "OK" and proceed.

HOWEVER, some external Email clients (like Apple Mail) will accept multiple addresses from JwC only in the form of a list, not as a single line of text.

If you are using such an Email client to send data, your separator needs to be adjusted to square brackets, [] (the character [followed by the character]).

SECURE ONLINE STORAGE:

Data is sent **ONLY** to your own secure online storage service.

Sharing is a function of how you've set up that service.

JwC does NOT participate in establishing share links; you must do that yourself as desired.

See [Secure Online Storage](#).

Except for the Initial (or Primary) Excel file JwC will not import a non-Documents without the requisite metadata. It will not import any file other than a [Document](#) or [Talk](#) without compression.

Signed: Data sent as Signed uses a special self-descriptive format resulting in much smaller files requiring no interpretation during JwC import.

They allow an importer to review and approve the metadata before proceeding.

Primary, Primary Light, or My Text Data allows selection of one of these plus a Text Format, initially the same as that pre-chosen in the [Settings / Defaults](#).

In either case ALL Primary, Primary Light, or My Text data is sent; you cannot select just portions.

Primary data sent as Excel can later be re-imported into JwC as if it were the initial data; however the Signed default is preferred, produces similar results, is a smaller file, and fewer questions are asked during import.

Any Primary data sent otherwise than Signed will contain the Congregation Number in each Service Group entry. That may not be desirable.

If you intend to email that file, consider first removing that column and any others that contain confidential information you would not want freely available.

If the Format is "Xlsx" the file will conform to the Excel Version (if later than 2007) pre-selected in the [Settings / Defaults](#).

Primary.xlsx data can later be zipped and emailed back to you if need be for a restore, however the Send default of

encrypted Primary accomplishes the same thing faster.

Primary.xlsx does allow you to view all primary entries in a single Excel workbook, useful as an error double-check.

If there are Congregation Elders who prefer not to use JwContacts, they may still wish to use the Primary.xlsx file.

"xls" is an older Excel format that should be used only if the recipient has a very old version of Excel.

Primary data can also be used to initially set up third-party apps. For elaboration see For [For KHS or TsWin Setup](#).

Primary Light consists solely of JwC tables holding Public Data of interest to many area users, even in other Congregations.

Primary Light files can be imported by any JwC user regardless of Congregation.

Tables within Primary Light are Doctors, Doctor Offices, Emergency Services, Governmentals, Long-Term Care, and Short-Term Care.

In time a general use version of JwC may be released which uses only these portions of the primary data.

My Text produces a file combining all stored Notes, Other Phones, and Service Calls. Even if you have selected other recipients the email will be addressed only to yourself.

Only the Signed version can later be imported to restore missing data only; it will not overwrite any existing nor will it restore Notes for entities you've since deleted.

"My Text" is meant to indicate the notes are private to a specific JwC user on a device.

Image Format will have one, two, or three enabled choices.

Signed is always enabled and is the only choice for Documents, which are sent as a signed group of PDFs.

Signed and PDF are the choices for Medical Document and Territory. A signed territory can be re-imported by any JwC user.

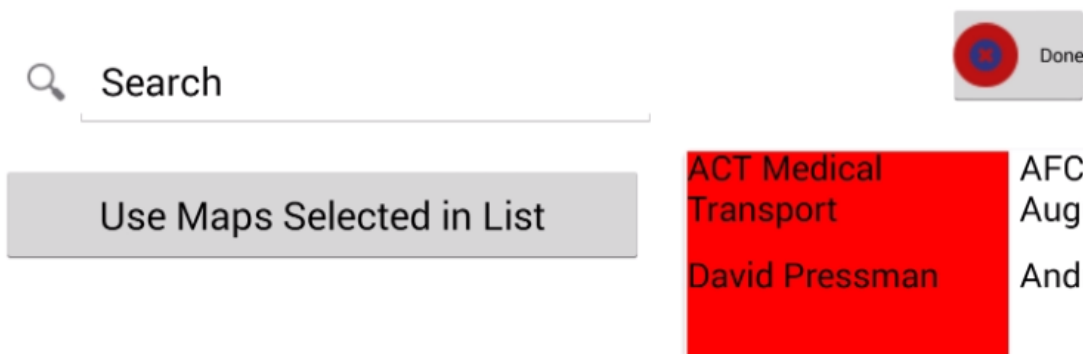
A PDF Territory can be emailed to anyone.

A Medical Document can also be emailed to anyone, **BUT MAY BE CONFIDENTIAL AND CARE MUST BE EXERCISED TO ASSURE ONLY THOSE ENTITLED TO VIEW IT ARE RECIPIENTS.**

All other Images will initially be given the format chosen in [Settings / Defaults](#), but that can be adjusted to either of the other Image Formats.

Special Notes about Images:

1. On **Send** you will first see a searchable Selection Menu. Map example with 2 Maps Selected.



Touching **Done** here instead of **Use ... Selected** aborts the transmission.

2. Territories and Medical Documents can only be sent one at a time.

3. For Documents you can select a fair number without creating too large an email.
For others generally you should limit each transmission to no more than 2 or perhaps 3.
4. If necessary JwC downsamples each jpg for transmission to no more than 500 KB.
5. Each image sent as Signed has metadata specifying who sent it and the Entity to which it should be linked on import.

Be VERY careful not to send photos, especially Legal Documents, to anyone not authorized by applicable law and by the source individual.

You could find yourself in serious difficulty!

JwC's author accepts no responsibility for such unauthorized transmissions.

For Another App's Setup



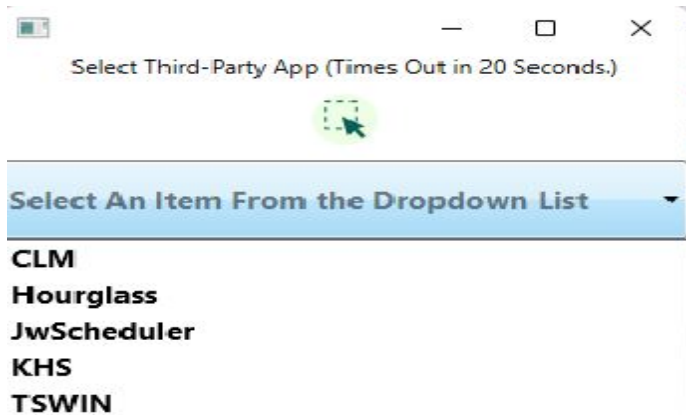
JWC can provide data to help you initially setup some third party applications, like JW Scheduler (Jws), (**older**) Kingdom Hall Schedules (KHS) and TsWin (TSW).

In both programs you will later need to supply additional information about each publisher imported.

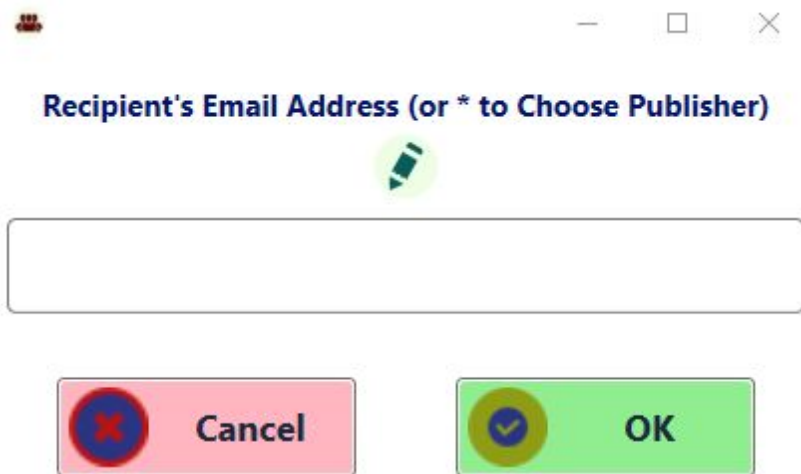
The screenshot shows the 'Send' menu interface with the following elements:

- Send** button (top left) and **Done** button (top right).
- Select Send Method** (Generally Only Signed Files can be Re-Imported into JwContacts)
 - Preferred Default of Primary Data sent as Signed to Selected Elders.
 - Primary, Primary Light, or My Text Data to Selected Elders.** (highlighted)
 - Preferred Default of Images sent as Signed to Selected Elders.
 - Images sent in another way via Email.
- Text Format**
 - Signed Pdf Xlsx Xls
 - Ods **For other App** (highlighted)
- Selected Action: Primary For other App via Email.**
- Image Type**
 - Documents** (highlighted) Legal Map Medical PDF Photos
 - Territory
- Image Format (Type may Override)**
 - Signed** (highlighted) Jpg
 - Pdf
- Text**
 - Primary** (highlighted) My Text
 - Primary Light

1. To begin, in the Send menu select the 2nd Send Method (Primary, Primary Light ...) with a Text Format of "**For Other app**".
2. Touch **Send**.
2. Select the desired third-party app, ignoring CLM and Hourglass, not yet supported:



4. Enter the recipient's Email address:



If the Recipient is a person in the Congregation, you can just enter an asterisk to open a Person Selection dialog. If the chosen person does not have a valid email address, you will be told and the Send aborts.

JWC will send the recipient an email with a zipped setup file containing a listing of all Congregation Persons who are **Publishers**.

See the following pages for further direction on usage with [JW Scheduler](#), [KHS](#), or [TSWIN](#).

JW Scheduler



Generally you would only use the Exported .csv file to begin a new JW Scheduler Congregation. See their [Import from CSV](#) and / or [Getting Started Video](#).

Untried Alternate: ***Backup first***, then go to Members Section, Select Import, and Select the file Jwc exported, perhaps after having deleted any members already in JW Scheduler.

The screenshot shows the JW Scheduler web interface. At the top, it displays '436-285-612' and 'Not Shared'. Below this is a navigation menu with 'Congregation' and 'Members' options. The main area contains several buttons: 'New', 'Delete', 'Import', 'Export', and 'Transfer'. There are also dropdown menus for 'Filter' (set to 'Everyone') and 'Group' (set to 'All'). A search bar is present with the text 'Members: 177'. Below the search bar is a table with columns for 'Last Name' and 'First Name'. The table contains several rows of member data, each with a small person icon to its right.

Last Name	First Name
f	Je...
A	W.
A	Si ..
Ar...	k...

KHS

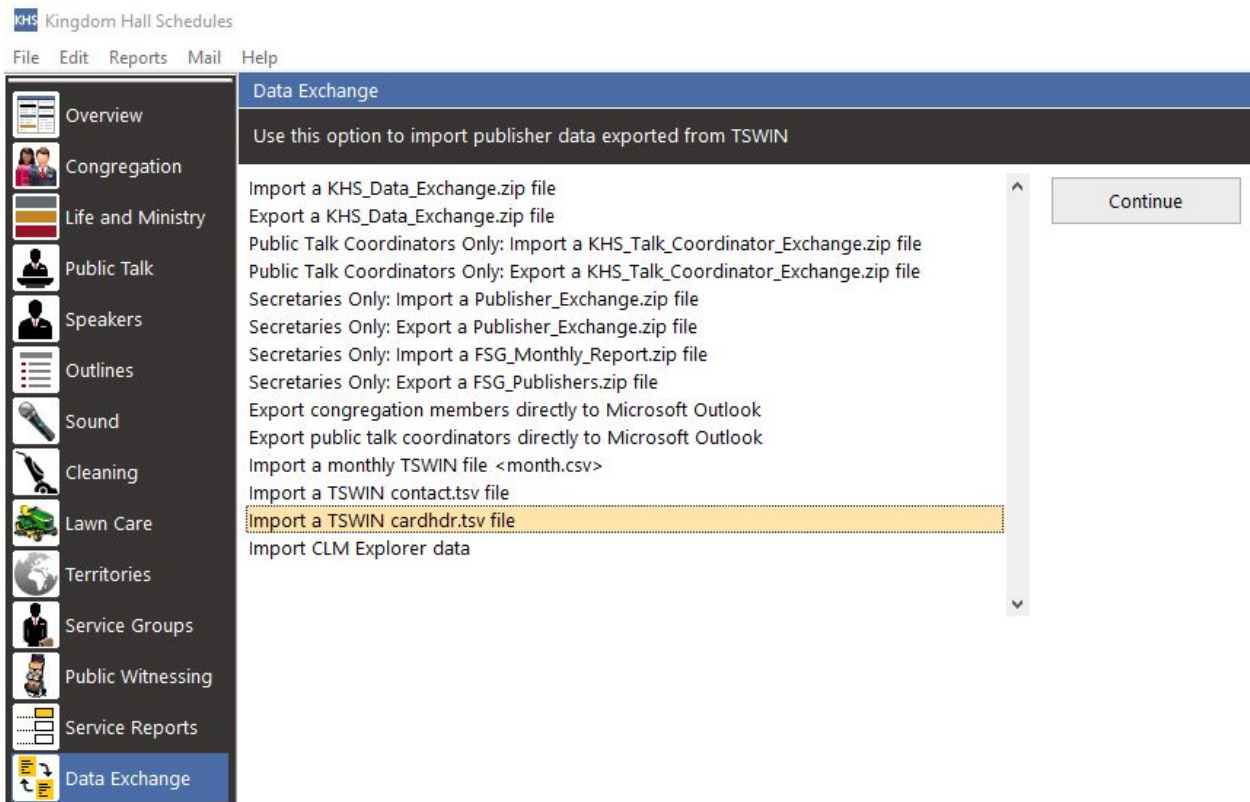


Newer Versions of KHS have discontinued support of imports from other Programs.
First check to see if your version still implements the feature described below.

Two files will have been included, cardhdr.tsv and contact.tsv, both in the format a TSWIN program would prepare. .tsv files can be opened in Excel, if you wish to see their contents ahead of use by KHS. They are similar to the more common .csv (Comma Separated Values) except tabs are used rather than commas to separate each value.

1. The email recipient should **unzip the email attachment to his Windows desktop.**
2. Open KHS and choose Data Exchange | Import a TSWIN cardhdr.tsv file:

The following screenshot is from KHS and displays the work of its owner, not my own.



3. On pressing "Continue" the import immediately begins. (If the .tsv file is NOT on the desktop, KHS will ask to be shown where it is.)
4. A series of confirmation dialogs steps through the entire list of publishers in the cardhdr.tsv file, displaying what is listed for each.

5. If KHS already has a listing for that person, the "Match" option can be utilized.

6. The series continues until all Publishers in the file have been shown. Canceling any one person simply moves to the next; it does not stop the import.

7. The contact.tsv file can now be imported in the same way. It contains additional information on the same persons as did the cardhdr.tsv file.

Note: If you try to use contact.tsv first, you will have to indicate gender of every single person, a real time waster.

Note: Although the cardhdr.tsv file is a list of Publishers, it does not contain enough data to allow KHS to decide into which Publisher sub-category to place those listed.

Initially all will be shown as NON-PUBLISHER, you will have to manually tell KHS what Type (Regular, Irregular, etc.) of publisher each one is.

Difficulties: I will try to keep JWC exports similar to those the latest TSWIN version would generate.

As long as they are, only the author of KHS can provide further help. If you experience real issues you may do best to contact us both.

TSWIN



One file will have been included, publist.xml.

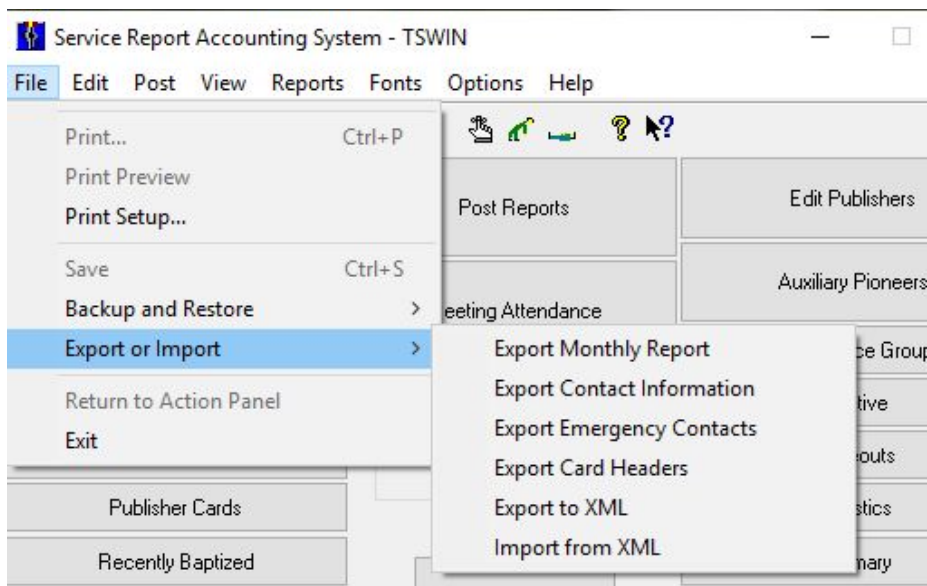
1. Unzip the publist.xml file to any location on the Windows computer.

An .xml file is a special type of text file intended to be read by an application.

However it is simply text and can be displayed by Windows Notepad or similar program.

2. Start TSWIN and choose File | Import or Export | Import from XML:

The following screenshot is from TSWIN and displays the work of its owner, not my own.



3. If the import succeeds a list of contained publishers will be displayed.

Select those you wish to import.

Difficulties: I will try to keep JWC exports similar to those the latest TSWIN version would generate.

As long as they are, only the author of TSWIN can provide further help. If you experience real issues you may do best to contact us both.

We have been in touch and expect to perhaps render a degree of mutual assistance if ever warranted.

Congregation

VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC works with the data pertaining to ONLY ONE Congregation at a time.
If you change Congregations (see [New Congregation](#)) all pre-existing data in this section is removed.



[EMERGENCY CONTACTS](#)

[HOUSEHOLDS](#)

[INDIVIDUALS \(PERSONS\)](#)

[SERVICE GROUPS](#)

[MY SERVICE GROUP](#)

[MY TIMED MEETINGS](#)

Emergency Contacts



VIDEO DISCUSSION (Mobile Version) available [here](#).

Each one associated with your Congregation should have chosen one or more Emergency Contacts. Doubtless you will want to check, from time to time, with all in your Service Group that you have the most up-to-date information.

For simplicity, JwC stores up to three for any one Household; these apply to everyone in the [Household](#). Additionally three more may be specified for any single [Congregation Member](#).

Besides Phone Numbers, Congregation | Emergency Contact [Details](#) or [Summaries](#) provide a bit more information that may aid in deciding under what circumstances, if any, a Contact should be reached by you, and by what method.

Consider using the Notes Tab therein to furnish yourself guidelines beforehand how best to make use of each one.

Remember, some Contacts may not respect all the decisions the distressed individual would actually make were he able.

That is why it is preferred Health Care Agents be listed early in any Emergency Contact List, either for a Household or, perhaps more appropriately, for the individual.

Incomplete phone and address information is of little value in an emergency and may actually result in wasting valuable time.

Strive to maintain as complete data as possible and help each Congregation member appreciate his responsibility to fully assist in this way.

An Emergency Contact may be anyone the Household or Member suggests, but should be limited to those alone.

Emergency Contacts may be, and frequently are, shared by different Households and Members. They may be members of your Congregation or some other.

Households



VIDEO DISCUSSION (Mobile Version) available [here](#).

Although some Congregation members may live alone, all belong to a Household containing at least one member.

To view, go to the Congregation | Households [Home Page](#).

For simplicity, JwC stores information common to all members in a Household under the name of the Head of Household.

This does NOT include phone numbers, as the tendency for some years has been toward separate mobile numbers for most Household members.

Therefore the Household grid includes only the names of Heads of House, with further information available in [Details](#) or [Summaries](#) on selecting that household.

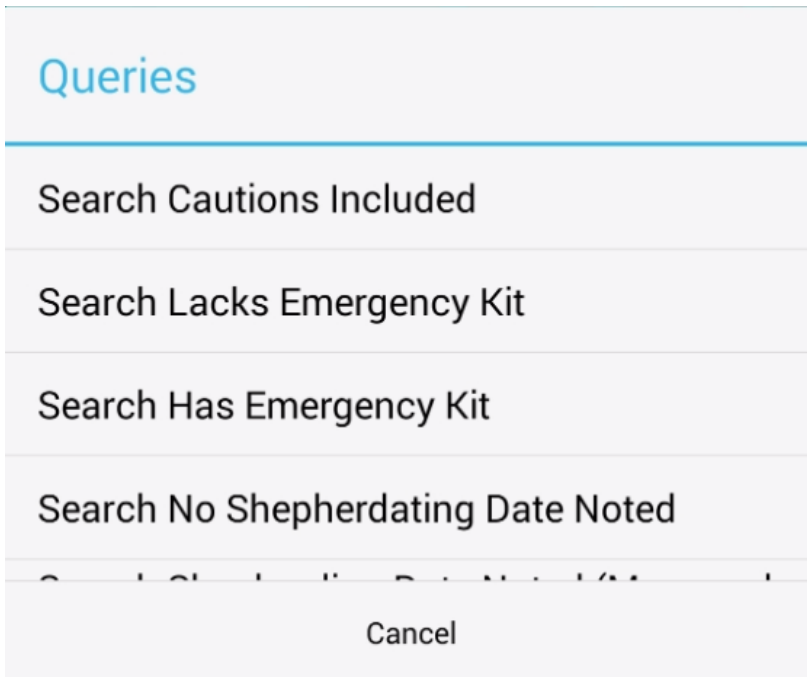
The Head of House should be the one recognized as living with and legally responsible for the Household, whether or not he is one of Jehovah's Witnesses.

If he is not, JwC provides no discrete means of storing other information that would apply to him alone. However, there might need to be cautions noted in such cases and a place is provided.

For example, he might make it known Witnesses are not allowed to visit the home, not even in an Emergency.

NEVER ENTER ANYTHING THAT COULD BE VIEWED AS DISRESPECTFUL!

There are many queries available in a scrollable list. Here's the top:



The Household Details and Summary Pages include a Members Listing button:



Only Congregation Members will be included. If the Head of Household is not a member he will not be included.

Individuals



VIDEO DISCUSSION (Mobile Version) available [here](#).

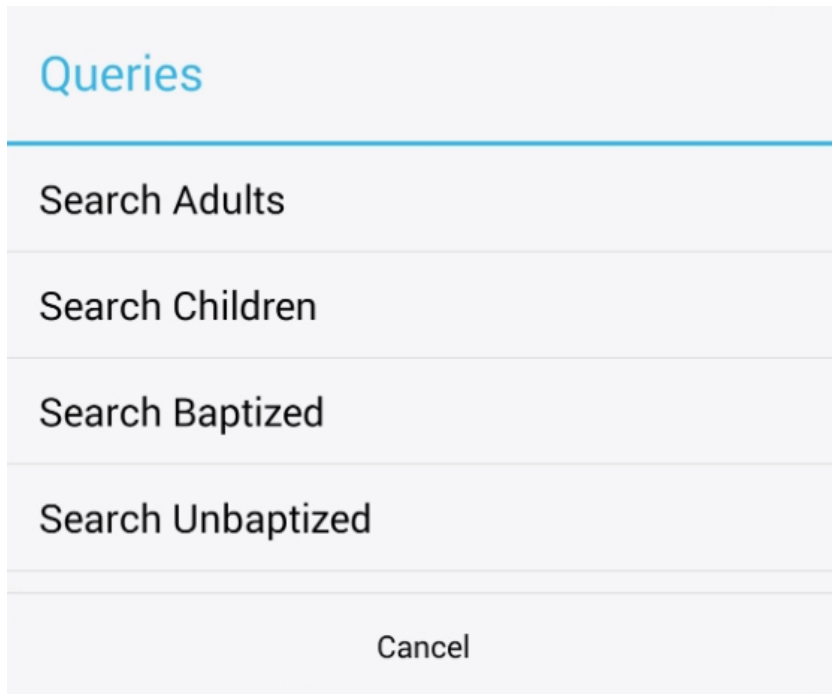
Places of worship, Congregations, etc. all have their value, but the truly "desirable things" are individual persons devoted to true worship.

The entire thrust of JwC is to allow you to give all reasonable assistance to each one, as circumstances dictate, especially in times of emergency or disaster.

For this JwC is only one of many potential tools, storing data at its Congregation | Persons [Home Page](#).

As a tool is only as good as the experience and wisdom of its user, please consider becoming familiar with JwC capabilities well before sudden need. It might be time well spent!

There are many queries available in a scrollable list. Here's the top:



Persons can be anyone you regard as in some way associated with the Congregation, including young children and interested persons who attend.

Thus your list could include persons not generally entered into other theocratic-based programs, but should generally include at least all those they do.

The Congregation Persons entries have much more additional data available in [Details](#) or [Summaries](#) Pages, by far, than any other JwC type. Some become available only as others are supplied. Examples:

1. Servant status is not available unless the Person is **Male**, **Adult**, and **Baptized** (besides perhaps other considerations).
2. Medical Document (MD) data cannot be entered until **Has MD** is switched on. See [Medical Documents](#).

The four available images (photo, DPA front and back, Map) are stored separately within JwC and are not included in the default backup described in [Sharing Data](#).

Links are provided to other applicable entries such as [Household](#), [Emergency Contacts](#), [Preferred Doctor](#), and [Preferred Hospital](#).

A [Map](#) tab shows the map for the associated Household. Until the Household is assigned it will not be usable. Any change in the map affects all individuals associated with that Household.

[Summaries](#) display these links' data on their General Tab.

Service Groups



VIDEO DISCUSSION (Mobile Version) available [here](#).

An essential part of every Congregation is its set of Service Groups, even if there is only one. On first setup of an empty JwC Congregation only one item is automatically created: An "Unassigned" group. Until at least one more group is created, when you sign-in, the first data you see will be the Service Group page.

Ideally the "Unassigned" group should never have any members, except (possibly) those disfellowshipped who attend meetings.

Inactive publishers should still be, as the Organization directs, in a recognized Service Group, allowing for proper shepherding.

The Congregation | Service Groups [Home Page](#) grid shows just whatever Name your Congregation uses to designate the Group.

Service Group [Details](#) or [Summaries](#) Pages include just a small amount of additional data that might be helpful in visiting a group other than your own.

Once groups are entered and their members known to JwC, in [Settings / Miscellaneous](#) designate yours. A **My Service Group** page becomes available listing just those Members in your group; it is a subset of the Congregation [Persons](#) page.

The Service Group Details and Summary Pages include a Members Listing button:

 Members

Only Congregation Members will be included. If a Head of Household is not a member he will not be included.

My Service Group



VIDEO DISCUSSION (Mobile Version) available [here](#).

Once [Service Groups](#) are entered and their members known to JwC, in [Settings / Miscellaneous](#) designate your own Group.

A Congregation | My Service Group [Home Page](#) then becomes available, listing just those Members in your group; it is a subset of the Congregation [Persons](#) page.

Selecting any one member displays their [Details](#) or [Summary](#).

EXTRA FEATURES:

1. The final main column is **Last Shep**(herding) **Call**, indicating the date of your most recent Shepherding Call, if any, on the individual.

(Earlier calls can only be reviewed by generating a [Report](#).)

If the individual's cell is empty, touching it brings up the Shepherding Call Summary entry:

David Pressman Shepherding Call

 Save
Exit

Change Call Date 11/30/2018

 Cancel

Summary
X **Included All in Household**

For a new Call the **DATE** will be the date and time you created it.

However you can change the date, Doing so produces an automatic save, which **Cancel** will undo, if desired.

For a new Call only the current individual is included at first.

However, if the call included every publisher in the Household, you can change the **Included All** checkbox just above the middle of the Summary area.

Doing so produces automatic creation of the additional Call Summaries, but **Cancel** can reverse that.

The **Summary** area is a free-form text entry that automatically grows vertically to include all lines you enter.

The Summary is, of course, the whole point of the Call Summary and is considered Confidential.

All entries are private to the current JwC user. If there is more than one JwC user on a device, the others cannot see yours.

In Reports the My Group Shepherding will produce a report that is intended to be emailable to only you alone. Nonetheless, please be circumspect about entering comments that might be taken poorly if others ever somehow see them.

If the individual's cell already has a date, it will be that of the very latest Shepherding call, even if you made more than one on the same date.

Although the time is not shown, it was taken into consideration to derive the listing.

Touching the cell produces the initial choices:

Please select

Edit Selected Call Record

Delete Selected Call Record

Begin a New Call Record (Hiding Older)

Cancel

Edit returns the Shepherding Call entry screen just as you had last saved it,

Delete produces a request for confirmation:

Please confirm

Deleting Selected Call Record will also Delete Same Record for other Household Members.

Yes No

After a delete the Last Shep Call column will show dates, if any, of the last previous calls.

Begin starts a brand new Shepherding Call Summary at the current date and time.

2. The right side of the page has two special narrow checkbox columns with single letter headings and two buttons to reset them as desired.

The single letters depend on the language in use and represent the first letter in the phrases "At Last Meeting" and "Report Received".

- **At Last Meeting** is the first of the two columns and has a reset button at the top left of the page. You may reset the column prior to a meeting, then check off all those in the group who are present. Later you can reach out as you wish to those who were unable to attend that meeting.
- **Report Received** lets you remind yourself as you know that each person has submitted the latest field service report. As a new month begins, reset it with the Clear button at the top right of the page. If there are any who seem to be late in submitting their report, you can easily call them (or, if text is enabled, text them) a tactful reminder right from this page.

NOTE:

The third-party control used to display checkmarks for these items currently varies in how it does so among Operating Systems.

For Apple devices, when unchecked, an empty box is shown; for others such an empty box is hidden.

When you touch a **Report Received** cell, the person's Service Time entry screen appears, overlaying the top of

My Service Group.

Example:

David Pressman July 2020 Service Report

Pioneer

Placements

Return Visits

Videos

Studies

Hours

Note

Check **Pioneer** if the publisher served as any sort of Pioneer during the month.

The left and middle columns below accept only whole numbers.

After entering a value, if a soft keypad appears (depends on device), press "Next" to move to the following entry.

"Done" or pressing a tab key also completes the entry and places the cursor on the next entry item.

The top right Hours entry allows decimal values in the form ???.?? (two optional decimal digits)..

The bottom right Note entry allows any text .

All previously entered values are ignored when a new month begins.

Therefore the final day of a Service Report submission is the last day of a month.

Entries always apply only to the preceding month.

If someone belatedly submits a report for an even earlier month, just combine that with his report for the preceding month.

Importing Service Reports from Other Applications

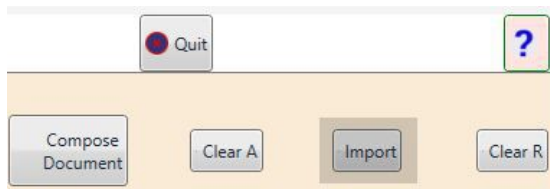


JwC is designed for direct entry of each publisher's monthly field service report one at a time and for later sending your Secretary a completed Group Report.

However your Secretary may require submission via some other application, such as Majestic Software's **FSG** or via **JW Scheduler**.

Perhaps, then, you would also want to import into JwC the exact same data without having to enter it a second time.

The MyGroup Secondary Menu provides an **Import** button for that purpose.



For step-by-step instructions see [FSG](#) or [JW Scheduler](#).

FSG Imports



In the following screenshots all names but the author's are blocked out.

The following steps are somewhat lengthy, but after you've been successful once, the next times should be much easier.

Step 2 does require use of a third-party program or online function, which you will need to research.

1. Although FSG has an Excel Export function, the spreadsheet produced is overly complex and open to re-definition.

Instead, it is suggested to begin with a PDF export of the Group's monthly report:

The screenshot shows the FSG 11.8 software interface. On the left, the 'Reports' menu is open, displaying a printer icon and a list of report types: Field Service Activity (selected), Missing Reports, Publisher Hours, Pioneer Hours, Three/Six Month Averages, and Shepherding Report. Below this is a 'Month:' dropdown menu set to 'November 2021'. Further down are options for 'Print Preview', 'E-mail as Attachment...', and 'Export...'. At the bottom of the menu are 'Continue' and 'Close' buttons.

On the right, the main window displays 'Activity for November 2021'. An 'Export options' dialog box is open over this window. The dialog has two columns: 'Output type' and 'File name'. Under 'Output type', 'PDF' is selected. Under 'File name', 'output.pdf' is entered. The 'Save to' field shows 'C:\Users\David\Desktop\'. There are checkboxes for 'Open file after creating' (unchecked) and 'Page range'. Under 'Page range', 'All' is selected. At the bottom of the dialog are 'Export' and 'Cancel' buttons.

Activity for November 2021

Printed on 12/08/2021

Publishers	Placements	Videos	Hours	Return Visits	Bible Studies	Avg. Hrs 3/6 months
			7.00			2.3 / 4.8
			13.00			4.3 / 8.2
	13		9.00			3.0 / 3.3
		3	4.00			1.3 / 3.8
			0			
			0			
			0			
	17		13.00			4.3 / 8.3
			7.00	5		2.3 / 5.7
			5.00	4		1.7 / 4.0
		4	8.00	3		2.7 / 2.7
			4.00			1.3 / 4.2
			3.00			1.0 / 2.3
			0			
			0			
	15		7.00	4		2.3 / 10.3
Pressman, David - 100 Letters			10.00			3.3 / 8.0
	3		20.00	4		6.7 / 10.2
	11		15.00	1		5.0 / 8.5
	3		8.00			2.7 / 3.5
			9.00	3	1	3.0 / 6.5
			0			
16 reports	Totals	62	7	142	24	1
	Average	3.9	0.4	8.9	1.5	0.1

The resultant file, by default, is "output.pdf" and will include 1 to 3+ additional areas than shown above, which may include:

- a. Listing of any Auxiliary Pioneers
- b. Listing of any Regular Pioneers
- c. Activity Summary.

2. Many PDF programs are capable of converting the data into an Excel Workbook.

These produce tables that may or may not closely resemble the structure above, i.e., tables with ONLY the 7 named columns from *Publishers* through *Avg. Hrs...*

JwC does include a PDF converter on the Start Page, but it, like some, produces too many columns.

If you have a separate PDF program, see if it can convert so the resultant "output.xlsx" file resembles this sample on the worksheet holding publisher data:

	A	B	C	D	E	F	G
	Publishers	Placements	Videos	Hours	Return Visits	Bible Studies	Avg. Hrs 3/6 months
1							
2				7.00			2.3 / 4.8
3				13.00			4.3 / 8.2
4		13		9.00			3.0 / 3.3
5			3	4.00			1.3 / 3.8
6				0			
7				0			
8				0			
9		17		13.00			4.3 / 8.3
10				7.00	5		2.3 / 5.7
11				5.00	4		1.7 / 4.0
12			4	8.00	3		2.7 / 2.7
13				4.00			1.3 / 4.2
14				3.00			1.0 / 2.3
15				0			
16				0			
17		15		7.00	4		2.3 / 10.3
18	Pressman, David - 100 Letters			10.00			3.3 / 8.0
19		3		20.00	4		6.7 / 10.2
20		11		15.00	1		5.0 / 8.5
21		3		8.00			2.7 / 3.5
22				9.00	3	1	3.0 / 6.5
23				0			
24	16 reports	Totals	62	7	142	24	1
25		Average	3.9	0.4	8.9	1.5	0.1
26	Auxiliary Pioneers	Placements	Videos	Hours	Return Visits	Bible Studies	Avg. Hrs 3/6 months
27				34.00	1		11.3 / 10.5
28		7		119.00	14		39.7 / 49.7
29	2 reports	Totals	7	0	153	15	0
30		Average	3.5	0.0	76.5	7.5	0.0
31	Regular Pioneers	Placements	Videos	Hours	Return Visits	Bible Studies	Avg. Hrs 3/6 months
32		24	9	59.00	32		19.7 / 26.2
33		31		57.00	7		19.0 / 39.2
34	2 reports	Totals	55	9	116	39	0
35		Average	27.5	4.5	58.0	19.5	0.0

(If there are other worksheets, delete them.)

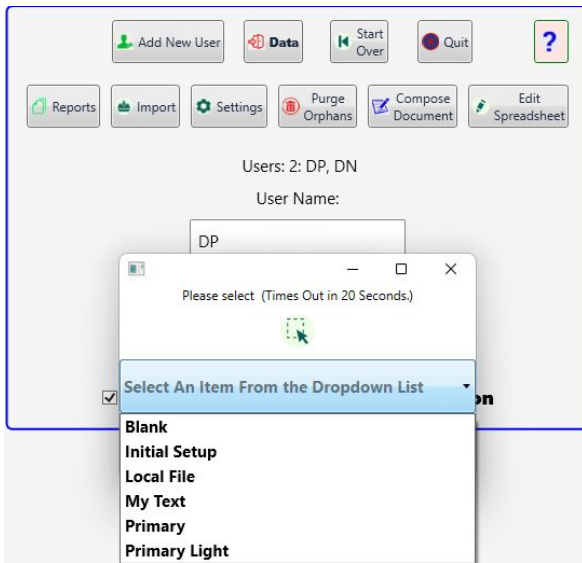
If necessary, you may want to acquire a PDF program that does produce such an output.

Or you may decide to try an online converter that does. (Caution: This means sharing data online, which may not be secure.)

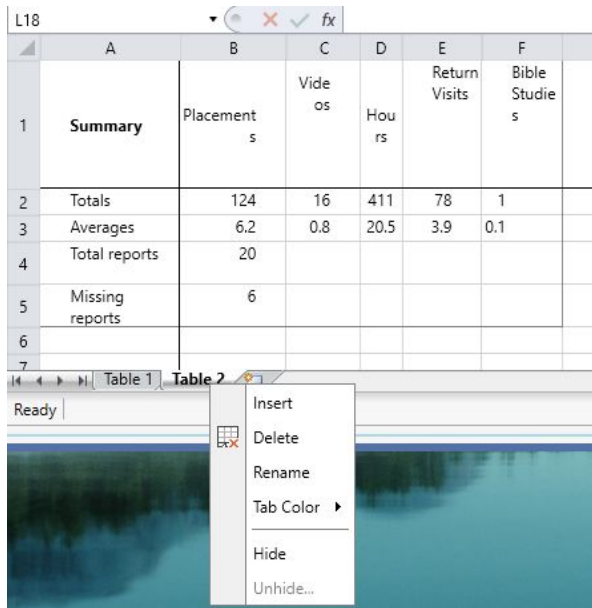
The author cannot recommend any such application, especially since compatibility may change over time.

3. Once you have a .xlsx file similar to #2, Jwc can help you with the remaining steps.

Open the file (as a Local File) in Jwc's Spreadsheet Editor:



4. If you have not already done so, delete any worksheets besides the one with individual publishers' data, such as the Summary Table



5. If you have any pioneers, these are shown separately from congregation publishers. Delete all their rows that do NOT contain a person's name. In this example, only the 4 rows with the (hidden) names should be retained:

24	16 reports	Totals	7	142	24	1
		62				
25		Average	0.4	8.9	1.5	0.1
		3.9				
26	Auxiliary Pioneers	Placements	Videos	Hours	Return Visits	Bible Studies
27				34.00	1	
28		7		119.00	14	
29	2 reports	Totals	0	153	15	0
		7				
30		Average	0.0	76.5	7.5	0.0
		3.5				
31	Regular Pioneers	Placements	Videos	Hours	Return Visits	Bible Studies
32		24	9	59.00	32	
33		31		57.00	7	
34	2 reports	Totals	9	116	39	0
		55				
35		Average	4.5	58.0	19.5	0.0
		27.5				

6. Delete the Avg. Hrs. Column, then add 2 new columns:

The screenshot shows a context menu over column G of a spreadsheet. The menu options include Cut, Copy, Paste, Insert..., Delete..., Clear Contents, Format Cells..., Hide, Unhide, and Hyperlink... The resulting table structure is as follows:

A	B	C	D	E	F
Publishers	Placements	Videos	Hours	Return Visits	Bible Studies
			13.00		
	13		9.00		
		3	4.00		
			0		
			0		
			0		
	17		13.00		
			7.00	5	
			5.00	4	
		4	8.00	3	
			4.00		
			3.00		
			0		
			0		
	15		7.00	4	
Pressman, David			10.00		
	3		20.00	4	
	11		15.00	1	
	3		8.00		
			9.00	3	1
			0		
			34.00	1	
	7		119.00	14	
	24	9	59.00	32	
	31		57.00	7	

Yielding:

Add:

G	H
Auxiliary Pioneer	Notes

7. Top Row should now be adjusted as required to look like:

1	Publishers	Placements	Videos	Hours	Return Visits	Bible Studies	Auxiliary Pioneer	Notes
---	------------	------------	--------	-------	---------------	---------------	-------------------	-------

8. For each Auxiliary Pioneer, place an *x* in the corresponding *Auxiliary Pioneer* cell

9. For any Publisher whose name has had a note appended, delete the appended note and place its text in the corresponding *Notes* column.

10. Your spreadsheet should now resemble:

	A	B	C	D	E	F	G	H
1	Publishers	Placements	Videos	Hours	Return Visits	Bible Studies	Auxiliary Pioneer	Notes
2				7.00				
3				13.00				
4			13		9.00			
5				3	4.00			
6					0			
7					0			
8					0			
9			17		13.00			
10					7.00	5		
11					5.00	4		
12				4	8.00	3		
13					4.00			
14					3.00			
15					0			
16					0			
17			15		7.00	4		
18		Pressman, David			10.00			
19		3		20.00	4			
20		11		15.00	1			
21		3		8.00				
22				9.00	3	1		
23				0				
24					34.00	1		x
25			7		119.00	14		x
26			24	9	59.00	32		
27			31		57.00	7		

11. Save the file **TO YOUR DESKTOP** as "**Group Activity.xlsx**". Close Jwc's Spreadsheet Editor.

12. The names listed in **Group Activity.xlsx** are in the form LastName + comma + space + Other Names (FirstName, Middle, etc.)

On import Jwc will transform the name into its common form that begins with FirstName and has no added commas. Thus "Pressman, David Henry" would be transformed to "David Henry Pressman".

This transformation **MUST EXACTLY** match some way in which Jwc has recorded that individual's name.

To make this easier, each Person's Jwc Details Page has two places to enter an alternative name as used in another application.

Alternate Name used in Other App

Alternate Name used in Other App

Alternate Name used in Other App

Make sure all names in the Excel file will be importable.

13. Import **Group Activity.xlsx** in Jwc's **MyGroup** Area, using its *Import* Button.



If you receive a Formatting Exception report, please adjust your **Group Activity.xlsx** file to fully conform to all the

above directions and try again.

If you cannot resolve import issues, please contact us.

JW Scheduler Imports



In JW Scheduler allows importing and exporting Field Service data for a specific month. The next JwC release should work with both actions. Please be patient meanwhile.

My Timed Meetings



VIDEO DISCUSSION available [here](#).

As a JwC user, your meeting parts should always be on time, as JwC's [Document Editor](#) has several aids to assure that.

However, if you are a School Counselor or Assistant Counselor, you may find some presenters seem to have inability to stay within their allotted times.

How might you help them appreciate the degree of their problem?

While a stop watch has been a traditional, reliable means, it has its drawbacks.

The author, as an assistant counselor, has been requested to try to help our errant presenters; JwC now has a new My Timed Meetings feature.

As it's name implies, My Timed Meetings (MTM) is part of your personal data, not the shareable Primary data.

MTM provides three related screens for the three steps involved:

1. Preplanning upcoming meeting contents.
2. Timing parts as the meeting progresses.
3. Reviewing the results once meeting concludes.

Forethought indicated there would be some complexity in providing for especially the first two steps. We hope you find the results intuitive and easy to follow.

Each screen is discussed in its open sub-topic following this page:

[PLANNING YOUR MEETING](#)

[ADDING AN ENTIRELY NEW MEETING](#)

[EDITING THE PLAN](#)

[TIMING YOUR MEETING](#)

[REVIEWING YOUR MEETING](#)

Planning Your Meeting



VIDEO DISCUSSION available [here](#).

Our Meetings generally follow specific patterns, although the midweek meeting can vary quite a bit in its middle. Once a meeting has been pre-planned it is listed in the MTM Grid:

JwContacts Database Start Over Send Edit

1 My Timed Meeting (Click Row for Details)

Search Clear Queries Clear

Begins	Kind	De
07/27/2021	Midweek	

Pre-planning though starts in the Edit Menu:

My Time Add Done Selected's Action Copy Delete Selected ?

Select Item to Edit Search Clear

Midweek 7/27/2021_7:00:00 PM

Here you can begin pre-planning an entirely new meeting (by selecting **Add**) or **Copy** an existing meeting as a Template for another.

If an existing meeting is highlighted (as shown) you can perform whichever action is appropriate (**Selected's Action**) depending on whether it has already concluded or not.

A. Adding Entirely New Meeting is discussed in the next topic. See [Adding An Entirely New Meeting](#)

B. Copying a Meeting is similar, but the Meeting Parts Designer's Grid is pre-populated with the same meeting parts as the source meeting.

You will still need, at a minimum, to set a new date and time for the copied meeting and Save it.

You can also introduce new parts by dragging them from the Designer's middle pane to the Grid on its right.

For a fuller discussion of these initial steps, see [*Adding An Entirely New Meeting*](#)

Final Step (Optional, but usually necessary) Edit the meeting plan.

This has many options and is considered in its own topic, [*Editing the Plan*](#).

Adding An Entirely New Meeting



If you choose "Add" in the MTM Edit Screen, the Meeting Parts Designer appears with nothing preset:

Meeting Parts Designer

Cancel

Description

Save
Save Exit
?

1. Optional: Select New Template

Unrestricted Speaker Choices

Omit Brief Transition Comments

Select New Template None ▾

Set Date

All Meeting Parts

- ▶ 🗨️ General
- ▶ 🗨️ Memorial
- ▶ 🗨️ Midweek
- ▶ 🗨️ Special
- ▶ 🗨️ Weekend

My Meeting Parts

Name	Description	Default Minutes	Alloted Minutes	Select>	Speaker	↑	Delete	↓

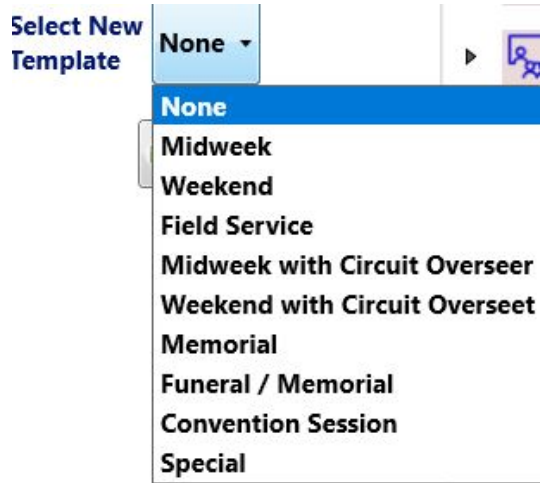
The Meeting Designer has three numbered horizontal areas, the last being your meeting plan. Space is also provided for an optional Meeting **Description** that will appear in the MTM Grid.

Step 1 Select the general type of meeting, supplying its date.

Using the first checkbox you may also have any later choices of speakers include persons not normally given such assignments, such as baptized sisters in a small group or congregation.

Unchecking the second checkbox indicates you want every incidental portion included, such as a Chairman's transitional remarks between parts. This will produce better timing of the parts themselves but may prove a chore with some.

On "Select a Template" you receive these choices:



If we select "Midweek", the 3rd Area changes to:



3. Reorder Rows; Edit; Save

My Meeting Parts									
	Name	Description	Default Minutes	Alloted Minutes	Select>	Speaker	↑	Delete	↓
>	Song then Prayer		5	5			↑		↓
	Chairman's Introduction		1	1			↑		↓
	Treasures		10	10			↑		↓
	Spiritual Gems		10	10			↑		↓
	Bible Reading		5	5			↑		↓
	Chairman's Counsel		1	1			↑		↓
	Student Demonstration		3	3			↑		↓
	Chairman's Counsel		1	1			↑		↓
	Student Demonstration		4	4			↑		↓
	Chairman's Counsel		1	1			↑		↓
	Student Talk		5	5			↑		↓
	Chairman's Counsel		1	1			↑		↓
	Song		3	3			↑		↓
	Talk		15	15			↑		↓
	Congregation Bible Study		30	30			↑		↓
	Chairman's Conclusion		2	2			↑		↓
	Song then Prayer		5	5			↑		↓

This may or may not be the exact makeup of your future meeting. We'll discuss Editing shortly.
 Now the meeting Time must also be chosen, using the Set Date button in the first pane:

Set Date

Target Year

7/23/2021 12:00 AM

Julv - 2021								12:00 AM	1:00 AM	2:00 AM	3:00 AM
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	4:00 AM	5:00 AM	6:00 AM	7:00 AM
27	27	28	29	30	1	2	3	8:00 AM	9:00 AM	10:00 AM	11:00 AM
28	4	5	6	7	8	9	10	12:00 PM	1:00 PM	2:00 PM	3:00 PM
29	11	12	13	14	15	16	17	4:00 PM	5:00 PM	6:00 PM	7:00 PM
30	18	19	20	21	22	23	24	8:00 PM	9:00 PM	10:00 PM	11:00 PM
31	25	26	27	28	29	30	31				
32	1	2	3	4	5	6	7				

Close

After selecting and saving a more appropriate date and time, the Designer heading will look something like:

Meeting Parts Designer Midweek 7/27/2021_7:00:00 PM

At this point you should SAVE your work or even SAVE EXIT, returning later to complete meeting planning.

Your new meeting will appear in both the MTM Edit Menu and Grid.

As you proceed and are satisfied with current results, Save again!

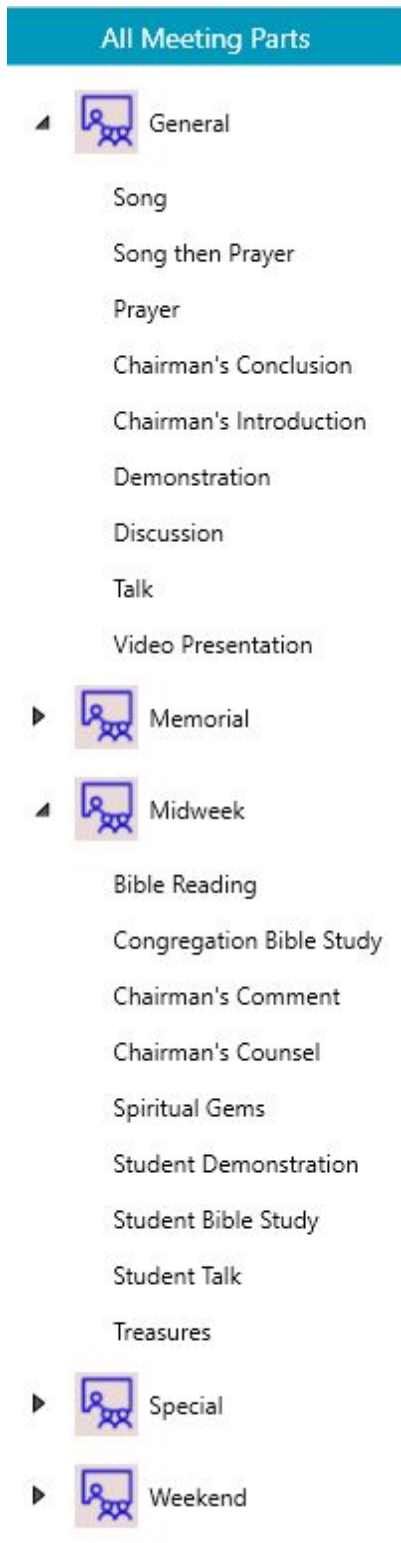
Step 2 (Optional) Add any missing parts.

All defined meeting parts are in the TreeView in the second pane.

You may open any group and drag a member over to the bottom of the Grid in the right panel.

You can repeat this as many times as needed. Do not be concerned with the order of the parts yet..

Here's a partly open Tree View:



Step 3 (Optional, but usually necessary) Edit the meeting plan.

This has many options and is considered in the next topic, [*Editing the Plan.*](#)

Editing the Plan



Likely your initial Plan will need some adjusting even after Steps 1 and 2 in [Planning Your Meeting](#) were completed.

Let's look at the first row in our example Plan:

My Meeting Parts									
	Name	Description	Default Minutes	Alloted Minutes	Select>	Speaker	↑	Delete	↓
>	Song then Prayer		5	5			↑		↓

As the right arrow in the leftmost column indicates, this row is selected for editing.

To edit any row it must first be selected, generally by clicking on it somewhere.

Not only will it then have the right arrow, it's color may change to gray.

Note: Gray can simply indicate your mouse is over a row, not that the row is selected.

To edit a data cell (**Description** or **Alloted Minutes**), click it once or twice until the right arrow is replaced with the **Edit Indicator** and the cell background turns white:

My Meeting Parts				
	Name	Description	Default Minutes	Alloted Minutes
	Song then Prayer		5	5

The 10 columns have these functions, left to right:

1. **First column** (no name) has an arrow pointing to the one and only selected row. Arrow changes to Edit Indicator when cell ready for edit.
2. **Name** is the fixed name of the part TYPE and cannot be changed.
3. **Description** can be changed to anything you find helpful. In this case possibly the Song number.
If the speaker is not a Congregation member (as in a Public Talk) you may want to show his name and/or subject here.
4. **Default Minutes** are my guess at the most frequent length of the part TYPE. It cannot be changed.
5. **Alloted Minutes** will initially be the same as Default, but can be changed to any nonzero positive whole number,

within reason.

6. **Select** allows you to bring up a Speaker Selection dialog to assign the Speaker (in this case the brother praying) if you already know who it will be.

You do not need to assign a Speaker now; that can be done in all the other Meeting Screens.

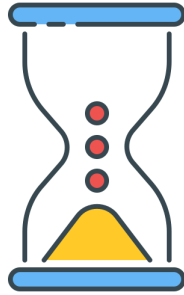
Depending on the part, the list of possible speakers may be restricted to just the Congregation's appointed servants, unless you removed that restriction using the checkbox in Step 1. See [*Adding An Entirely New Meeting*](#)

7. **Speaker** indicates whom you chose with **Select**. It is not otherwise directly editable.
8. **Up Arrow** moves the row's position upward, if possible. The row remains the currently selected row, so repeated presses continue the move upward.
9. **Delete** removes the row entirely AFTER you confirm that is intended.
10. **Down Arrow** moves the row's position downward, if possible. The row remains the currently selected row, so repeated presses continue the move downward.

NOTE #1: Positioning rows can also be done by dragging them from their current position to the new. Unfortunately, in this vendor-supplied grid, this seems to be more awkward than hoped.

NOTE #2: Editing the rows in the Timing and Review screens is more limited. It is usually best to set as many details in advance as you know.

Timing Your Meeting



VIDEO DISCUSSION available [here](#).

Once the meeting time has arrived, you'll want to time each part sequentially. Simply click anywhere on the desired meeting's line in the MTM Grid.

One of two actions occurs:

If the meeting has not yet concluded, the Timings Screen below appears.
(If it has been concluded, the Timings Review screen appears instead.)

Meeting Timings Midweek 7/27/2021_7:00:00 PM

7:16:03 AM

Time Next Part Or Click Right Mouse Button Within Window

Name	Description	Alloted Minutes	Begins
> Song then Prayer		5	
Chairman's Introduction		1	
Treasures		10	
Chairman's Comment		1	
Spiritual Gems		10	
Chairman's Comment		1	
Bible Reading		5	
Chairman's Counsel		1	
Chairman's Comment		1	
Student Demonstration		3	
Chairman's Counsel		1	
Chairman's Comment		1	
Student Demonstration		4	
Chairman's Counsel		1	
Chairman's Comment		1	
Student Talk		5	
Chairman's Counsel		1	
Chairman's Comment		1	
Song		3	

The Timings Bar gives visual indication of the current part's status and allows advancement to the next part:

7:17:49 AM

Time Next Part Or Click Right Mouse Button Within Window

The four colored rectangles in the center are actually segments of a single timing progress bar, divided into quarters. They appear as shown until timing begins.

Once timing begins all four segments clear and then gradually refill left to right at the rate the part has been allocated.

For the first part illustrated (Song then Prayer) 5 minutes are allocated. So a segment will fill aproximately every 1.25 minutes.

(Aproximate because the gaps among the segments are also areas of the actual progress bar, though hidden, where timing is occurring.

That is why the first segment does not immediately begin to change color: there is a hidden margin to its left that must first time.)

Once the entire allotment has transpired, the segments disappear and the entire bar becomes visible, indicating the part is now overtime:

After clicking the **Time Next Part** button for the first time, the screen adjusts:

Name	Description	Alloted Minutes	Begins
> Song then Prayer		5	7/25/2021 7:25:41 AM

Note the time the first part's **Begin**s has been automatically entered and the segments are momentarily clear. (As only 4 seconds have elapsed, the first segment is still clear.)

A bit later, though, the Timing Bar appears as:

If allowed to time out, the bar becomes:

To move at any moment to the next part, either simply click the **Time Next Part** button OR, with your mouse within the display area, click its right button.

Here's what then occurs in our example:

Name	Description	Alloted Minutes	Begins
Song then Prayer		5	7/25/2021 7:25:41 AM
> Chairman's Introduction		1	7/25/2021 7:31:00 AM

We have moved on to the very short time allotted the Chairman for his introduction.

Repeat this simple process as each part begins and you will have timed the entire meeting within seconds!

After the final part has been timed (by pressing **Time Next Part** or a right mouse click at the very end of the meeting) the upper area changes:

The progress bar remains cleared, **Time Next Part** button is no longer available, and right mouse clicks no longer

have any effect.

Instead, you can simply Save the concluded meeting's results by clicking either button on the left.

If you click **View Results** you will not only save the results, but be transferred to the Results screen more fully discussed in the next section.

Cancel
Meeting Midweek 7/27/2021_7:00:00 PM
Save
Save Exit
?

Unrestricted Speaker Choices

My Meeting Parts									
	Name	Description	Began	Ended	Alloted Minutes	Minutes	%	Select>	Speaker
>	Song then Prayer		7/25/2021 7:25:41 AM	7/25/2021 7:31:00 AM	5	5.32	106.33%		
	Chairman's Introduction		7/25/2021 7:31:00 AM	7/25/2021 7:36:20 AM	1	5.33	533.33%		
	Treasures		7/25/2021 7:36:20 AM		10	0.00	0.00%		

Reviewing Your Meeting



VIDEO DISCUSSION available [here](#).

Once the meeting has concluded, you'll want to see what the timings were and, possibly, review some with presenters, either to commend or to encourage closer adherence to their time allotments in the future.. Simply click anywhere on the desired meeting's line in the MTM Grid.

One of two actions occurs:

If the meeting has not yet concluded, the Timings Screen appears.

But, if it has been concluded, the Timings Review screen appears instead (upper part of example shown):

My Meeting Parts									
	Name	Description	Began	Ended	Alloted Minutes	Minutes	%	Select>	Speaker
>	Song then Prayer		7/25/2021 7:25:41 AM	7/25/2021 7:31:00 AM	5	5.32	106.33%		
	Chairman's Introduction		7/25/2021 7:31:00 AM	7/25/2021 7:36:20 AM	1	5.33	533.33%		
	Treasures		7/25/2021 7:36:20 AM		10	0.00	0.00%		

Although the meeting was predefined, in this case neither Part Descriptions nor Speakers had been pre-entered. Even if they had, you can still adjust them in exactly the manner discussed in [Editing the Plan](#), except Allotted Minutes are no longer editable.

(Unrestricted Speaker Choices has same effect as discussed there.)

If you do make Edits you will want to either **Save** or **Save Exit**.

Two new non-editable columns are now present:

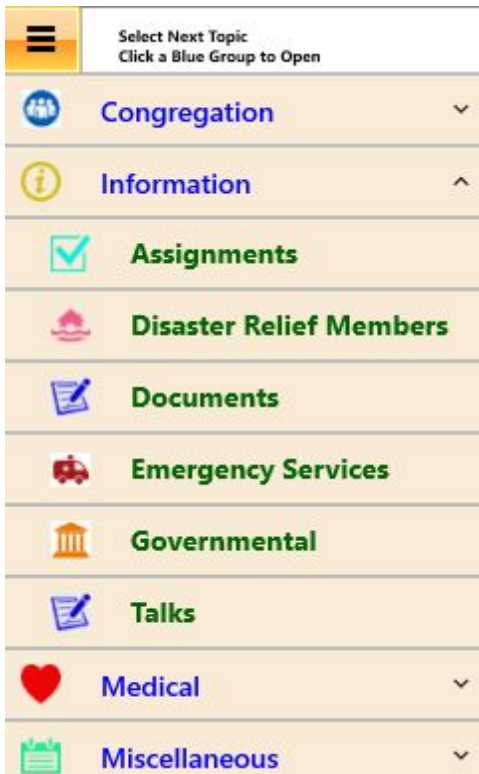
- **Minutes** shows the actual time the part's presentation took, rounded to 2 decimal places.
- **%** shows what percentage of Alloted Minutes each presentation took. In the above example both parts shown were overtime, especially the second.

A high percentage (> 110%) may indicate the presenter might benefit from encouragement to be more aware of his timing.

Any Meeting Timings Review can be re-generated in the [Reports](#) section , where it can be printed and / or emailed.

Informational

VIDEO DISCUSSION (Mobile Version) available [here](#).



[ASSIGNMENTS](#)

[DOCUMENTS](#)

[DISASTER RECOVERY COMMITTEE](#)

[EMERGENCY SERVICES](#)

[GOVERNMENTAL AGENCIES](#)

[TALKS](#)

Assignments

VIDEO DISCUSSION (Mobile Version) available [here](#).

JwC can remind you of approaching theocratic assignments each time you sign-in, if you wish.

Description	Warning	Effective Date	Duration	Group
Test Assignment	8/20/2020 6:30 PM	8/21/2020 6:30 PM	60	Miscellaneous

Show: Displays an Editable Timeline of all existing assignments and a means of creating new ones, including those that repeat at specific intervals of days: See [Scheduling Assignments](#).

Warning: The Assignment will shortly be due on the date and time shown.

Effective Date: When the Assignment is due. If the assignment is a repeating one, it is the next approaching Date and Time.

Duration: How long the Assignment Lasts. The default is 60 minutes, editable in the Edit Screen.

Group: The type of Assignment, if specified. In *Show* each Type has a color code.

Example reminder on sign-in:



Approaching Assignments



**The following Assignments will soon be due:
Test Assignment: Friday, August 21, 2020 6:30:00 PM**



Unacknowledged reminders disappear after a few seconds.

Reminders will appear / reappear throughout JwC use until you click OK on the reminders shown.

In Assignments | Edit you can rapidly add a new Assignment by supplying a **Unique** description and a date from the Calendar screen. (Example Description: Hall Cleaning Midweek June)

These will be the two items that will appear in the Assignments grid. The Description will not be changeable, but the Date will.

Thereafter you can click on an Assignment in the Grid and edit or supply any further details you wish. Most details will already have default values:

Group: Default is Unassigned, but, if you have many assignments you may wish to change to one of the dropdown list of available Groups, such as Chairman.

Groups can be searched in the Assignments | Queries.

Effective Date: Originally, the date you chose on creating the Assignment. However you can adjust it.

Time of Day: The Midnight default you'll likely want to adjust.

Notify Hours Ahead: Default is 24, which means notifications can appear any time in the 24 hours before the Assignment is due. Adjust as needed.

Expires After: Default is 2 Days after the Effective Date and Time. Adjust if you wish. Expired Assignments will automatically be deleted the next time you sign in.

Until then they will still appear in the Assignments grid and could be edited.

NOTIFICATIONS:

Each time you sign-in JwC will display an alert if there are approaching Assignments (i.e, current time is within the Notify Hours Ahead period).

The Alert displays until you click "OK" or 30 seconds expire.

Thereafter, every ten minutes JwC will repeat the check, ignoring any listed earlier for which you clicked "OK" in the Alert.

If it finds a need for a new Alert, you'll again be offered the opportunity to click "OK" before 30 seconds expire.

Documents



VIDEO DISCUSSION (Mobile Version) available [here](#).

Documents are PDF or Text files already found (by email receipt, etc.) in common storage on your device. (Apple: Downloaded into the JwC storage folder.)
A separate JWC data area is available to store your Talks.

Note: Like Talks, documents can also be imported as Microsoft Word documents in any of three formats: the older .doc, the newer .docs., or a non-proprietary .rtf. (Rich Text File).
During import these are transformed into PDFs before being stored.
So, if you otherwise lack ability to transform a Word document into a PDF you can share with others, you can use JWC to import it, then export it as a PDF..

JwC simply copies any you chose to its own private storage, along with a description you supply.
To view, chose the Information | Documents [Home Page](#).

Here is a view pre-February, 2019 (before storing organizational letters became obsolete)

The screenshot shows the JwContacts Database interface. At the top, there are several buttons: Reports, Start Over, Send, Edit, Quit, and a help icon (?). Below these is a search bar with a magnifying glass icon and a red stop icon. To the right of the search bar are buttons for Queries (with a dropdown arrow) and Clear. Further right is a Compose Document button. Below the search bar, it says "3 Documents (Click Row to View)". The main part of the interface is a table with the following data:

I	Description	Effective Date	Kind
<input checked="" type="checkbox"/>	COVID-19 Safety for Households	06/14/2020	Medical
<input checked="" type="checkbox"/>	Life and Ministry	06/24/2020	Meetings
<input checked="" type="checkbox"/>	Public Talks	06/25/2020	Meetings

NOTE: A specific PDF may have been provided with the express instruction it **not** be permanently stored.
If so, please do NOT ask JwC to store it!

For Documents, Other Phones, and Talks only the [Home Page](#) Edit Button is available to all JwC users.

Apple: Once you've imported a document, it is probably best to delete it in the Import Documents list, otherwise it is actually stored twice within JwC itself.)

Viewing Documents:

JwC has both internal PDF and Text viewers, so just touching a Document Description brings up the appropriate viewer.

If your device supports it you can switch from one to the other in [Settings / Miscellaneous](#).

Directions: See [Internal Viewer](#).

A leftmost "I" column appears above if the Internal Viewer has been selected. Actual use can be toggled by touching that column for a specific document.

Disaster Recovery Committee



VIDEO DISCUSSION (Mobile Version) available [here](#).

Your Congregation's searchable data may include membership of an Organization-provided Disaster Recovery Committee.

JwC can store their available phone numbers in the Information | DRC Members [Home Page](#).

Note: Contacting a member of the DRC for disaster assistance may ONLY be done **as officially directed**.

You may wish to store that Document in [Documents](#).

Please do not call otherwise.

Emergency Services



VIDEO DISCUSSION (Mobile Version) available [here](#).

Emergencies can be of many types, so the Information | Emergency Services [Home Page](#) has a sortable column indicating the primary service offered:

The screenshot shows the JwContactsUD application window. At the top, there are several buttons: Reports, Start Over, Send, Edit, and Quit. The main title is "JwContacts Database" with a subtitle "54 Emer. Services (Click Row for Details)". Below this is a search bar and a "Queries" dropdown menu. The main content is a table with the following data:

F	Name	Phone	Services
<input type="checkbox"/>	ACT Medical Transport	(864) 373-5761	Ambulance
<input type="checkbox"/>	ALL EMERGENCIES	911	All Kinds
<input type="checkbox"/>	Ambulance Spartanburg County	(864) 560-6175	Ambulance
<input type="checkbox"/>	Ameri Trans Inc.	(864) 631-1620	Ambulance
<input type="checkbox"/>	CFT Ambulance Services	(864) 583-3663	Ambulance
<input type="checkbox"/>	Duncan Fire Department	(864) 439-1877	Fire Protection

At the bottom of the window, there is a pagination control showing page 1 of 5.

Currently these Queries are available:


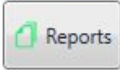





- Queries
- Search Provides Ambulance
- Search Fire
- Search Safety (Description includes Safety)
- Search Security
- Cancel

Governmental Agencies





VIDEO DISCUSSION (Mobile Version) available [here](#).

Non-Emergency Government Agencies may be recorded in the Information | Governmental grid of the [Home Page](#). These might include jails and prisons (which might allow some form of witnessing to inmates), agencies that collect fees for places of worship, etc

  **JwContacts Database**     

1 Agency (Click Row for Details)

  Queries ▾ Clear Compose Document

F	Name	Phone	Kind
<input type="checkbox"/>	Govtest		test

Talks



VIDEO DISCUSSION (Mobile Version) available [here](#).

Talks are PDF or Text files already found (by email receipt, etc.) in common storage on your device.
(Apple: Downloaded into the JwC storage folder.)

Note: Like JWC's Documents, talks can also be imported as Microsoft Word documents in any of three formats: the older .doc, the newer .docs., or a non-proprietary .rtf. (Rich Text File).

During import these are transformed into PDFs before being stored.

So, if you otherwise lack ability to transform a Word document into a PDF you can share with others, you can use JWC to import it, then export it as a PDF..

JwC simply copies any you chose to its own private storage, along with a description you supply.
To view, chose the Information | Talks [Home Page](#).

1 Talk (Click Row to View)

I	Description	Outline Date
<input checked="" type="checkbox"/>	33 What Is Behind the Spirit of Rebellion?	07/01/1995

NOTE: A specific PDF may have been provided with the express instruction it **not** be permanently stored.
If so, please do NOT ask JwC to store it!

For Documents, Other Phones, and Talks only the [Home Page](#) Edit Button is available to all JwC users.

(Apple: Once you've imported a talk, it is probably best to delete it in the Import Talks list, otherwise it is actually stored twice within JwC itself.)

Viewing Talks:

JwC has both internal PDF and Text viewers, so just touching a Talk Description brings up the appropriate viewer. If your device supports it you can switch from one to the other in [Settings / Miscellaneous](#).

Directions: See [Internal Viewer](#).

A leftmost "I" column appears above if the Internal Viewer has been selected. Actual use can be toggled by touching that column for a specific talk.

Exception: Older Android devices (pre Android 5.0) are incompatible with JwC's PDF viewer. If they have a separate PDF viewer app installed, that will be sent a view request.

A newer viewer, now in testing, works with those as well and can be chosen in Settings.

Medical

VIDEO DISCUSSION (Mobile Version) available [here](#).



[CARE AND DIAGNOSTIC FACILITIES](#)

[DOCTORS](#)

[DOCTOR OFFICES](#)

[HOSPITAL LIAISON COMMITTEE](#)

[PATIENT VISITATION CONTACTS](#)

Care and Diagnostic Facilities



VIDEO DISCUSSION (Mobile Version) available [here](#) and [here](#).

It can be very helpful to know how to reach area Hospitals and Urgent Care Clinics, especially those who respect our Bible-based beliefs on medical treatment.

Each Congregation Member **MAY** have a preferred general or urgent care hospital or clinic. Data about any facility providing short term care and/or any diagnostic services, but especially such preferred ones, can be kept in the Medical | Short Term Care area of the [Home Page](#). Long-Term care facilities for restorative or nursing needs are kept in the Medical | Long Term Care area.

Space for a link to a preferred hospital is on the [Person](#) Details or Summary Page. The [Doctor Details](#) or [Summary](#) page allow indicating a hospital where that doctor frequently practices.

Hospitals and clinics may be for general, specialized, or urgent care. The Medical | Short Term [Home Page](#) grid has a sortable Kind column:

☰
Reports
JwContacts Database
Start Over
Send
Edit
Quit
?

102 Short Care (Click Row for Details)

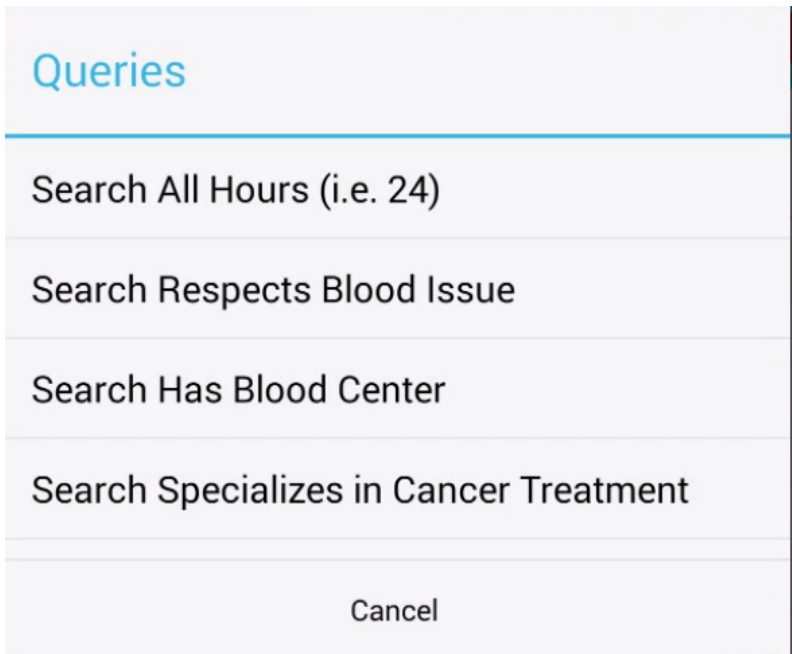
🔍
⊘

Queries ▾
Clear

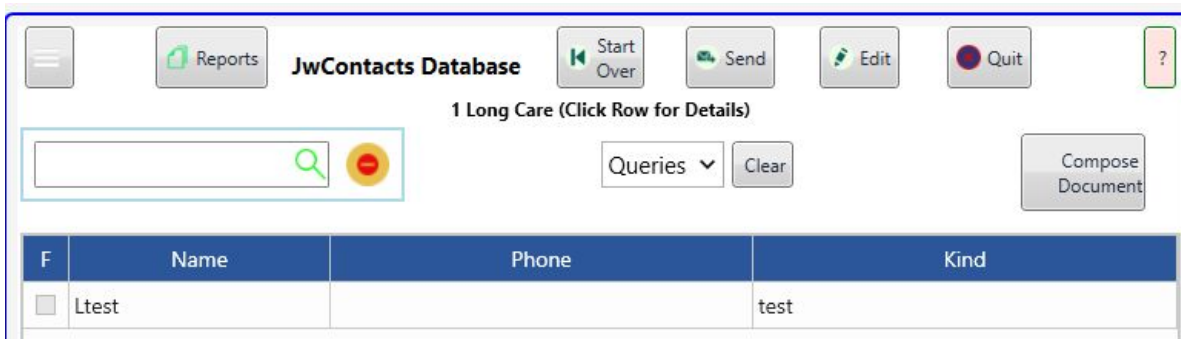
Compose Document

F	Name	Phone	Kind
<input type="checkbox"/>	AFC Urgent Care Augusta	(864) 293-7062	Urgent Care
<input type="checkbox"/>	AFC Urgent Care Cherrydale	(864) 206-5786	Urgent Care

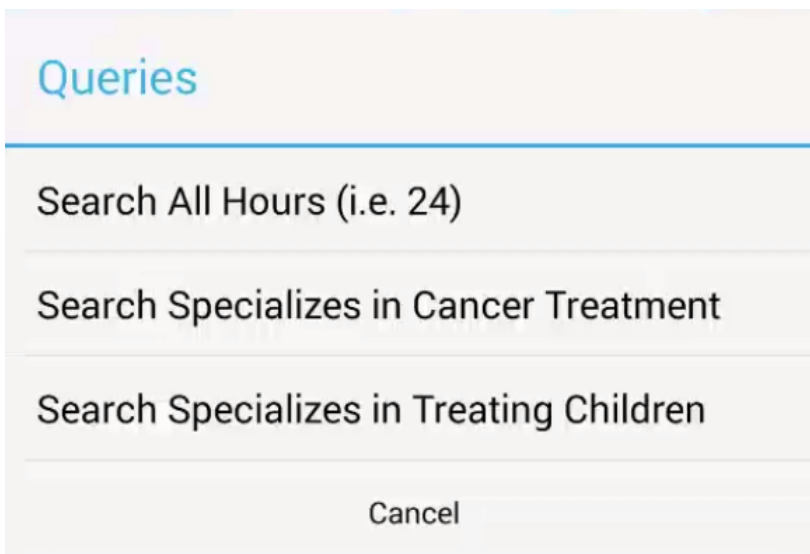
There are many queries available in a scrollable list. Here's the top:



The Long Term Home Page grid is similar:



but has different queries:



If a Short Term entry really belongs in Long Term, or a Long Term needs to be re-classified as a Short Term, that can

be done in the [*Edit Menu*](#), using the Transfer button.

Doctors



VIDEO DISCUSSION (Mobile Version) available [here](#).

It can be very helpful to know how to reach area physicians, especially those who respect our Bible-based beliefs on medical treatment.

Each Congregation Member **MAY** have a preferred general care physician who has come to know him well. Data about any Doctors, but especially such preferred ones, can be kept in the Medical | Doctors area of the [Home Page](#).

Currently there is one available Query:

Queries
Search Respects Blood Issue
Cancel

Space for a link to a preferred physician is on the [Person Details](#) or [Summary](#) Page.

Besides their own phones, many doctors have a specific [Office](#) and/or [Hospital](#) where they generally practice and where they might also be reached most often by phone.

Links are provided in the [Details](#) or [Summary](#).

Doctor Offices



VIDEO DISCUSSION (Mobile Version) available [here](#).

Doctors may often be reached at their offices, or a publisher might request you join them there.

JwC's Medical | Doctor Offices [Home Page](#) grid shows the office name and one phone number. Other details are available by selecting a grid row.

Hospital Liaison Committee



VIDEO DISCUSSION (Mobile Version) available [here](#).

Members of your local Hospital Liaison Committee can be found at the Information | HLC Members [Home Page](#). The [Details](#) or [Summary](#) Pages give a few further details beyond phone numbers: Home Congregation and Areas Covered.

Note: Contacting a member of the HLC for medical assistance may ONLY be done **as officially directed**. You may wish to store that Document in [Documents](#). Please do not call otherwise.

Patient Visitation Contacts



VIDEO DISCUSSION (Mobile Version) available [here](#).

Local PVG (Patient Visitation Group) Contacts can be found at the Information | Patient Visitation Contacts [Home Page](#).

F	Name	M	Mobile	Home	Areas Covered	C	N
<input type="checkbox"/>	Adam Helper				South Bronx	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

C: Chairman of a PVG.

N: Nearest member of a PVG.

The [Details](#) Page allows a few further details:

Patient Visitation Contact Adam Helper Details			
<input type="button" value="Save Exit"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	
General	Notes		
Mobile Phone	Home Phone	Bus/Alt Phone	Phones' Country Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	1
Areas Covered			
South Bronx			
Congregation		<input checked="" type="checkbox"/> Chairman	<input checked="" type="checkbox"/> Nearest
Typical, NY			

Note: The number of PVG groups is apt to vary by area, from many nearby to one at most.

Where there are many, one brother may be charged with handling some common concerns among a number of them and you may want to store his information in JwC.

However, generally, each PVG would have a brother assigned who keeps track of needs within his assigned area and

then works with other brothers to arrange a visitation schedule.

Usually it would only be necessary to store this one brother's data as others in that PVG receive their assignments through him.

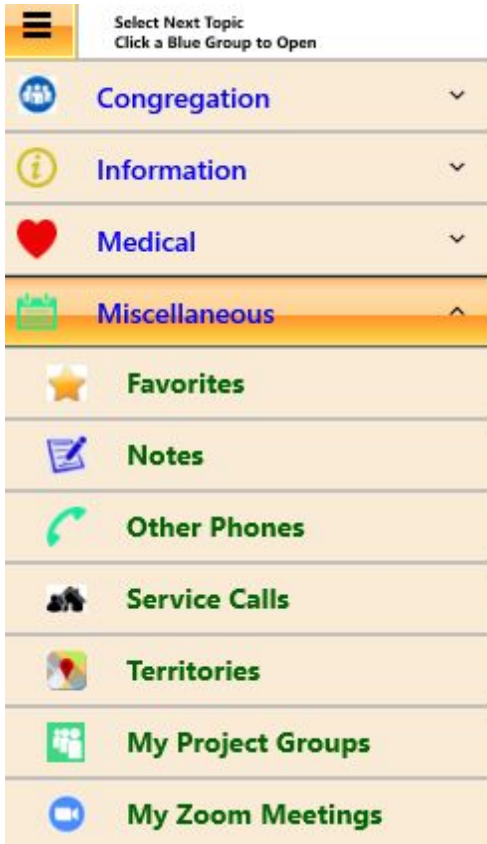
Nonetheless this data area is of "Contacts", rather than "Overseers" so you can decide which brothers' data is most useful to you.

If you feel it is helpful, you can designate a contact as "Nearest" or even as "Chairman", as is also done in the HLC and DRC areas.

Obviously, you can also store data for Contacts in remote areas some of your publishers may travel to for medical aid.

Miscellaneous Data

VIDEO DISCUSSION (Mobile Version) available [here](#).



[FAVORITES](#)

[NOTES](#)

[OTHER PHONES](#)

[SERVICE CALLS](#)

[TERRITORIES](#)

[MY PROJECT GROUPS](#)

Favorites



VIDEO DISCUSSION (Mobile Version) available [here](#).

To make access easier to phones you very commonly use, [Home Page](#) grids with at least one Phone Number column also have an initial F (Favorite) column whose cells are either empty or contain a checkmark.

To toggle an F cell, simply touch it. After a few moments its appearance should change.

When you go to the Miscellaneous | Favorites [Home Page](#) its grid contains all those entries you've marked as Favorite. These persist even through a [Primary update](#).

The Favorites grid has a narrow colored-cell column just to the right of your Favorite's name.

Example:

Name		Home	Mobile	Office
ACT Medical Transport				(864) 373-5761

The color indicates where the Favorite may be found. In the above the dark blue indicates an Emergency Service. Clicking on a Favorite takes you to the proper [Details](#) or [Summary](#) page.

Here are the current Colors and Data Areas:

Note: It is possible an individual's name appears in several places, such as Doctor, Hlc Member, Emergency Contact, etc. If you have him listed more than once as a Favorite, the color cell helps remind to which Details or Summary you would be taken.

Notes



VIDEO DISCUSSION (Mobile Version) available [here](#).

This Miscellaneous | Notes page summarizes all the Notes you've entered on other pages as well as some to be shown only here.

These Notes are private to each JwC user on a device.

The initial display sorts them first by Description, then by Kind (Person, Service Call, etc.)

As elsewhere, to sort just by one Header, click that Header.

Clicking on any note allows you to see and edit its full text without having to return to the page where it was first entered.

The provided Edit button allows you another means to select among your existing notes PLUS add a new Note shown only on this page.

Such new Notes that appear nowhere else will have the Kind of "Note".

Other Phones



VIDEO DISCUSSION (Mobile Version) available [here](#).

You may want JwC to keep track of other phone numbers for which it does not provide a specific [Home Page](#).

Examples: Circuit Overseer, Branch Committee, etc.

The Miscellaneous | Other Phones [Home Page](#) provides a simple means of listing one or two phone numbers.

For Documents and Other Phones only the [Home Page](#) Edit Button is available to all JwC users.

The Details page allows just entry of the numbers, a Description, and an Email Address, plus any desired Notes:

The screenshot shows a software window titled "Phones For Philip" with a "Details" tab selected. The window contains a form with the following fields:

- Mobile Phone:** Input field with placeholder text "Mobile Phone".
- Phone 2:** Input field with placeholder text "Phone 2".
- Phones' Country Code:** Input field with placeholder text "1".
- Description:** Input field with placeholder text "Description".
- Email:** Input field with placeholder text "Email".

At the top of the window, there are buttons for "Save Exit", "Save", "Cancel", and a help icon. The form also has tabs for "General" and "Notes".

Service Calls



VIDEO DISCUSSION (Mobile Version) available [here](#).

Like all publishers, elders have service calls.

Other apps can store such information as you may want, however, as a convenience JwContacts contains Service Call data in generally the same format as its other.data.

Like others involving addresses, you can generate a map of the call's location and later navigate to it. See [Maps](#)

Example:

Save
Exit

Save

Service Call A Donovan Details

Cancel

?

Personal

Address

Map

Notes

First Name	Middle Name	Last Name	
A	<i>Middle Name</i>	Donavan	
Name Suffix	Email		
<i>Name Suffix</i>	<i>Email</i>		
Mobile Phone	Home Phone	Bus/Alt Phone	Phones' Country Code
<i>Mobile Phone</i>	<i>Home Phone</i>	<i>Bus/Alt Phone</i>	1
Territory	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Adult	<div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center; gap: 5px;"> Visited </div>	
99A		8/6/2020	
Cautions			
in mourning			

Territories



VIDEO DISCUSSION (Mobile Version) available [here](#).

Territory Assignments allow us to visit the public methodically.

☰
Reports

JwContacts Database

Start Over
Send
Edit
Quit
?

Use Internet
1 Territory (Click Row to View Default)

🔍
-

Queries ▾

Clear

Compose Document

F	Designation	Description	Due	E
<input type="checkbox"/>	303	Fair Forest Area	09/03/2020	

Summary:

JwC can store both one or two fixed territory image PDFs and links to live images in the Internet Cloud, as well as help you record pertinent data as your group visits locations.

You can then view the fixed in the JwC internal PDF viewer or another PDF viewer app.

Or, while you are connected to their Internet, work with the live versions.

You can email anyone a PDF of all data and views.

Any JwC user can be sent an install file that allows him to completely duplicate your data for a territory.

The Main Grid:

(Apple: Once you've imported a territory, it is probably best to delete it in the Import list, otherwise it is actually stored twice within JwC itself.)

1. Viewing Territories:

If "Use Internet" is checked, a default Live Link has been defined, you are currently connected to the Internet, and the web site hosting your link can be reached.

touching a Territory Designation, Description, or Due Date will open your web browser with the Live link.

If all the above is so except the host is unreachable, you will be informed.

Otherwise, as JwC has both internal PDF and Text viewers, JwC will bring up the appropriate viewer.

If your device supports it you can switch from one to the other in [Settings / Miscellaneous](#).

Directions: See [Internal Viewer](#).

A leftmost "I" column appears above if the Internal Viewer has been selected. Actual use can be toggled by touching that column for a specific territory.

Exception: Older Android devices (pre Android 5.0) are incompatible with JwC's PDF viewer. If they have a separate PDF viewer app installed, that will be sent a view request.

2. Editing Territories

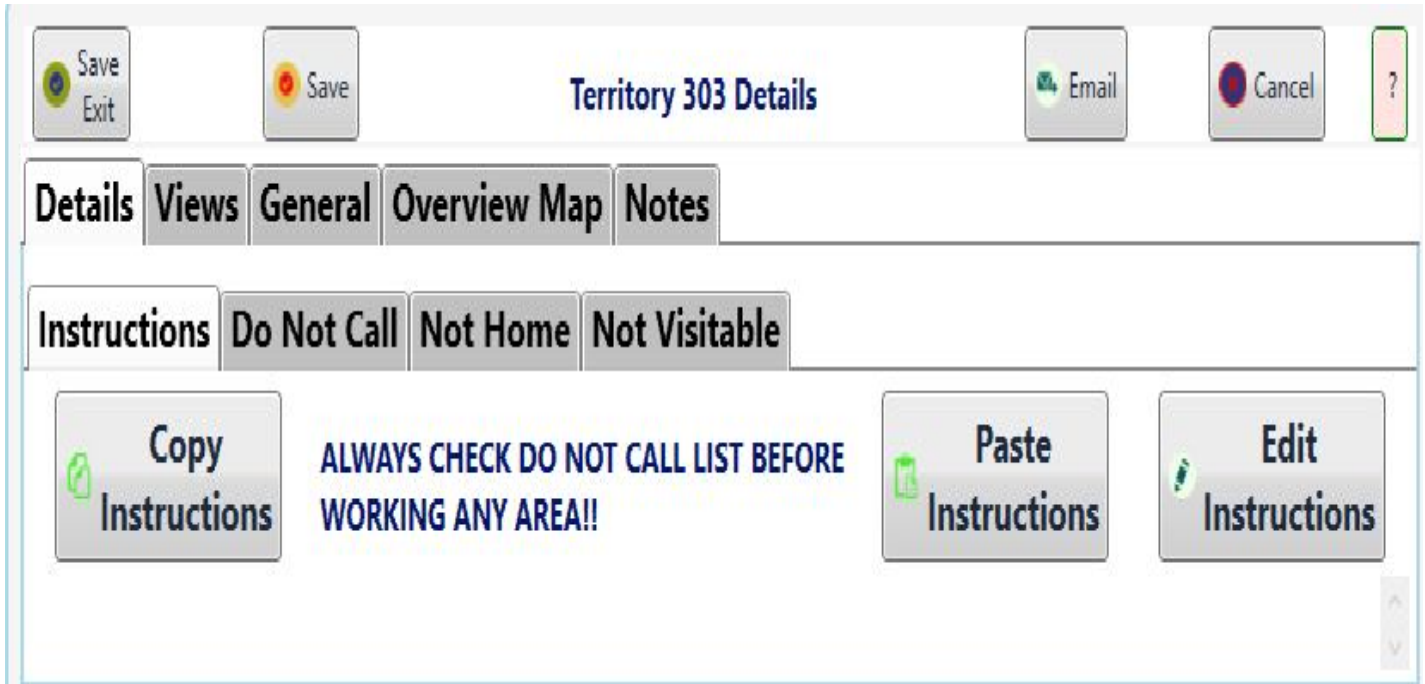
Touching the rightmost "E" column opens the Territory Details page for that territory. The same function can be chosen for any territory in the Edit page.

See [Edit Menu](#).

See [Territory Details](#), [Territory Views](#), [Territory General](#), or [Territory Overview Map](#).

Territory Details

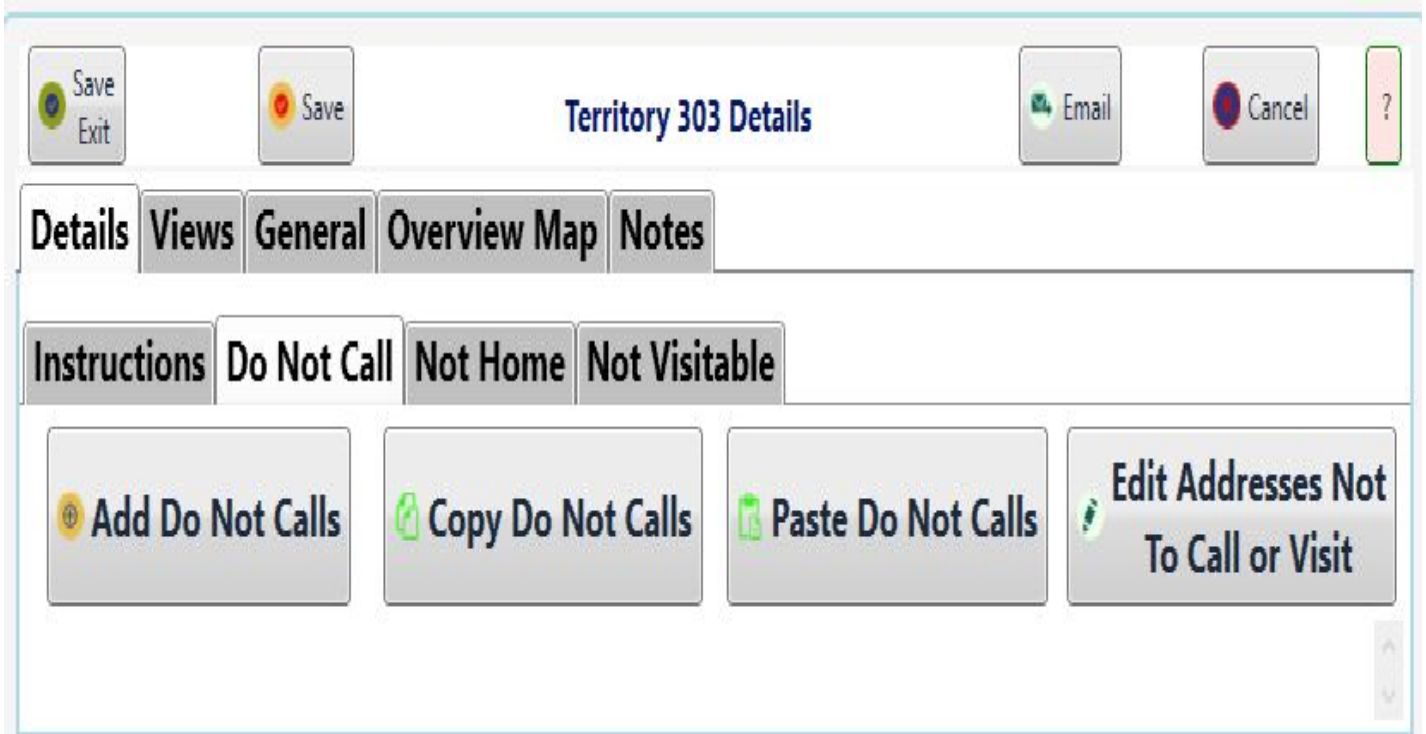
The Territory Details page has four Main Tabs. It's Details tab has five Subsidiary Tabs:



All Subsidiary tabs have scrollable text entry areas which can each contain as many lines and text as your device allows.

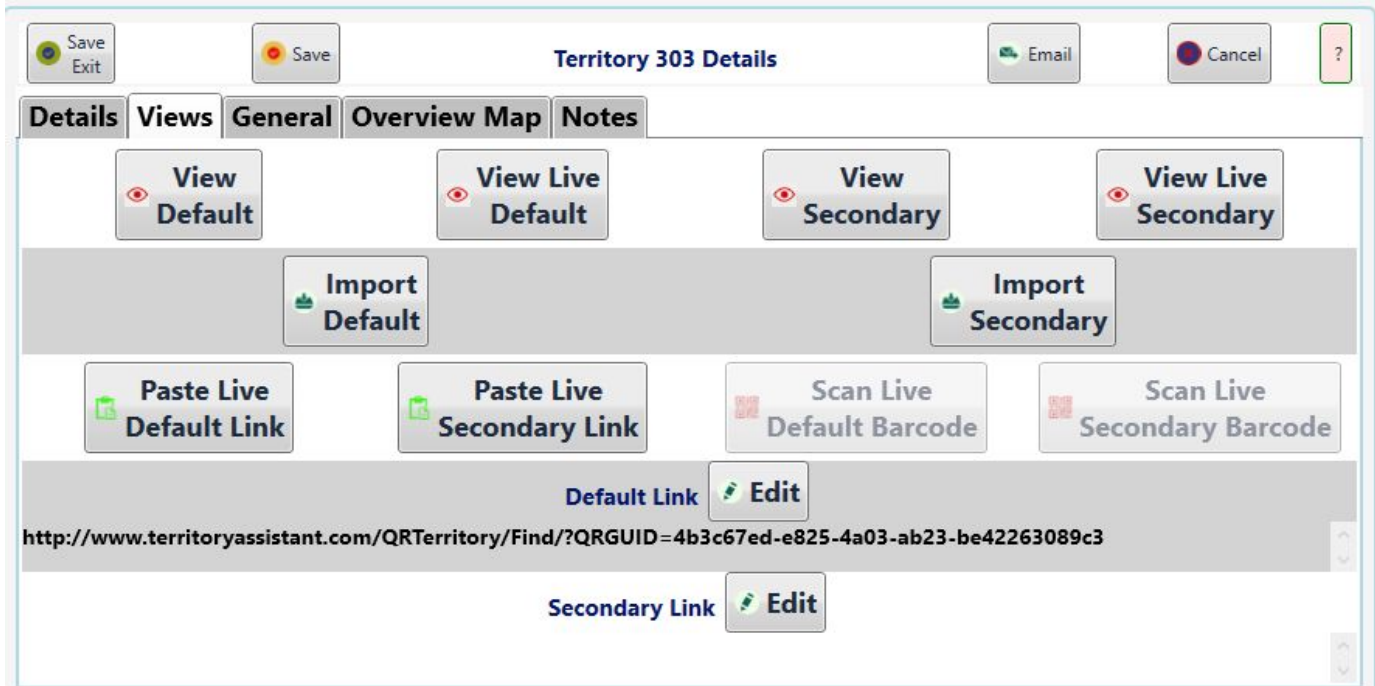
All but the Notes Subsidiary have Copy and Paste buttons to allow interaction with your device's clipboard. See [Clipboard](#).

The middle tabs also have Add (Append) functions so clipboard contents gets added to the end of whatever is already present:



See also [Territory Views](#), [Territory General](#), or [Territory Overview Map](#).

Territory Views



The Territory Views page has ten command buttons and two text entries.

The top **four View buttons** expect that you have already supplied requisite data **either by** importing a JwContacts Territory file produced earlier **OR**:

1. View Default: Use the Import Default button to import a single PDF file which becomes your Default View.
2. View Live Default: Opens a browser with the web address specified in the Default Link text area.
3. View Secondary: Use the Import Secondary button to import a single PDF file which becomes your Secondary View.
4. View Live Secondary: Opens a browser with the web address specified in the Secondary Link text area.

The middle **two Import Buttons** allow importing a single Pdf file for the specified use, either as Default or Secondary.

The bottom **four Paste / Scan buttons** allow filling in the respective text link areas.

Paste use the [*Clipboard*](#).

The Scan Buttons are currently disabled until the thirty-party control I desire to use has implemented a requested change allowing desired scanning.

The following describes scanning in Jwc mobile versions.

Scan open JwC's Barcode scanner as long as your device has a camera.

Note: Camera resolution may not allow successful scanning.

If scanning succeeds, the link text appears at the bottom of the scanner and can be then saved or rejected, with scanning resuming.

The final **two Link texts** can be directly edited, if necessary, but must contain a complete URL (i.e., the Internet specification to completely locate the link page.)

See also [*Territory Details*](#), [*Territory General*](#), or [*Territory Overview Map*](#).

Territory General

Save Exit Save Territory 303 Details Email Cancel ?

Details Views **General** Overview Map Notes

Assigned To David Pressman Kind Residential

Assigned 8/4/2020 Due 9/3/2020 Revised 3/6/2019

Cautions

Must park in driveways; street parking not allowed

Description

Fair Forest Area

Resume At

Edit Resume At

Hunters Pointe Drive right side from Cheek Road, after Hounds Trail

Areas Covered

Edit Areas Covered

All of Boundary except John Dodd, All of Interior except some of Hunters Pointe and all of Beaver Court and Dovetail Court

The General page has a few items you would likely enter when first creating a JwC Territory, plus two you'll want to maintain throughout covering it.

The **Assigned**, **Due**, and **Revised** buttons all bring up a Calendar or date choice selector to specify their respective dates.

Revised is intended as a way to assure that you have the latest version's information.

Resume At allows supplying where coverage should resume when returning to the Territory.

Areas Covered is a scrollable text area to track which Territory areas have now been completed.

See also [Territory Details](#), [Territory Views](#), or [Territory Overview Map](#).

Territory Overview Map

Save Exit
Save
Territory 303 Details
Email
Cancel
?

Details
Views
General
Overview Map
Notes

Set Overview Map Address

Updates REQUIRE Internet Connection.

Update By Co-Ordinates

Update By Street Name

Directions

Latitude:

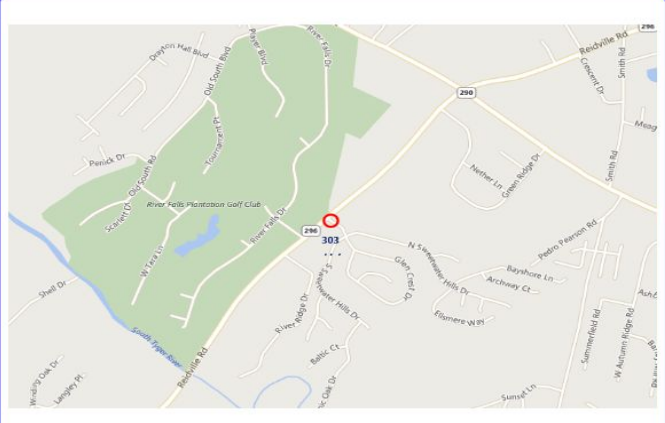
+/-

34.8803000000

Longitude:

+/-

-82.0740302000



The optional Overview Map may help in locating or understanding how to reach the Territory if that is not readily apparent from the Default View.

The page works identically to the [Maps](#) pages found throughout JwC, except the Address is supplied by using an Address Popup.

Click **Set Overview Map Address** to open the Popup.

See also [Territory Details](#), [Territory Views](#), or [Territory General](#).

My Project Groups

My Project Groups



VIDEO DISCUSSION available [here](#).

Occasionally you may have need to form long- or short-term (ad hoc) project groups composed of various individuals listed elsewhere in JwC.

Each group will have a descriptive note and each of its members a note of its role in the group.

Members can be called and, if texting is available, sent text individually, to all members, or to any designated subgroup of members, similar to the abilities in My Service Group.

The initial display lists all existing Project Groups:

The screenshot shows the JwContacts Database interface. At the top, there are several buttons: Reports, Start Over, Send, Edit, and Quit. Below these is a search bar with a magnifying glass icon and a red stop icon. To the right of the search bar are buttons for Queries and Clear. Further right is a Compose Document button. The main area displays a table with two columns: Name and Description. The table contains one row with the name 'Zoom Emails' and the description 'Receive Invitations via Email'.

Name	Description
Zoom Emails	Receive Invitations via Email

Editing allows addition or deletion of a group or change in a group's descriptive note.

The screenshot shows the editing interface for a project group. At the top, there are buttons for Add, Done, Describe as, Copy, Transfer, Rename Selected, and Delete Selected. Below these is a search bar with a magnifying glass icon and a red stop icon. The main area displays a list of project groups, with 'Zoom Emails' highlighted in yellow.

Copy and Transfer appear ONLY if there are multiple Jwc Users.

Copy will create an independent replica of the selected project, including its membership, for a specified user. Once copied, the new project and its membership are unrelated to the source project; each can be edited without affecting the other.

Transfer simply changes project ownership from the current user to another. After a transfer the current user no longer sees the transferred project.

Clicking on a group brings up its membership grid (as 1 of 2 tabs), which acts very similar to the My Service Group grid (without the A and R columns).

Editing the membership grid allows addition or deletion of group members or change in a member's role.

The list of available persons displayed during an addition is composed of all persons in JwC (except for Service Calls) who are not already members of the group.

As with other data areas, you can send any set of group members emails and, if you have them enabled, texts.

Except for the following columns, clicking on a member entry brings up the full data for that person, just as if you were in his data area.

The same can be done while Editing the Membership.

The Members Tab has 2 or 3 special columns to the right of a member's name:



Name	M	C	E
Aaron H. ...		CNG	X
Aaron W. ...		EC	
Aaron B. ...		CNG	X

As elsewhere, clicking on "M", if present, initiates texting to that person or to any group subset.

The "C" column indicates the data Classification where the person is found:

CNG: Congregation Person

DRC: Disaster Relief Committee

EC: Emergency Contact

HLC: Hospital Liason Committee

OP: Other Phone

PVG: Patient Visitation Group Contact

The "E" column will contain an "X" if the person has an email address stored in the associated data Class.

Without an X that person will not be included in any group emails.

Also shown above is a Notes tab where free-form descriptions of any length of the nature and progress of the project may be entered.

Not shown, but at the far right of the Members grid is also a "Note" column whose contents are entered while Editing the Members.

This allows a brief note about that member's assignment within the group.

If your JwC app has multiple users, a Transfer function will be available in the Edit Menu.

You would then be able to reassign a project and its helpers to another user.

For example, if the Project consisted of many Zoom users, it could be reassigned to another "user" created with a

different email address from your normal one.

Universal Desktop Special Features

Universal Desktop Special Features

VIDEO DISCUSSION available [here](#).

The contents of Special Features:

[DOCUMENT PREPARATION](#)

[SCHEDULING ASSIGNMENTS](#)

[SPREADSHEETS](#)

Document Preparation

Document Preparation



All JwC versions contain basic Notation editors, but JwCUD has an editor that looks much like an Office program and always opens initially in full screen.

The Document Editor can start a new document or import an existing one in several common document formats. All results can be saved back to a file and/or become a PDF stored within Jwc and viewable in [Information / Documents](#).

If the calling *Compose Document* button on the previous Jwc screen was being displayed with a data group having persons as members, the **Email** function will be available.

Emailing can be to all or selected members of the group having email addresses and can optionally include one attachment of any appropriate file in your computer.

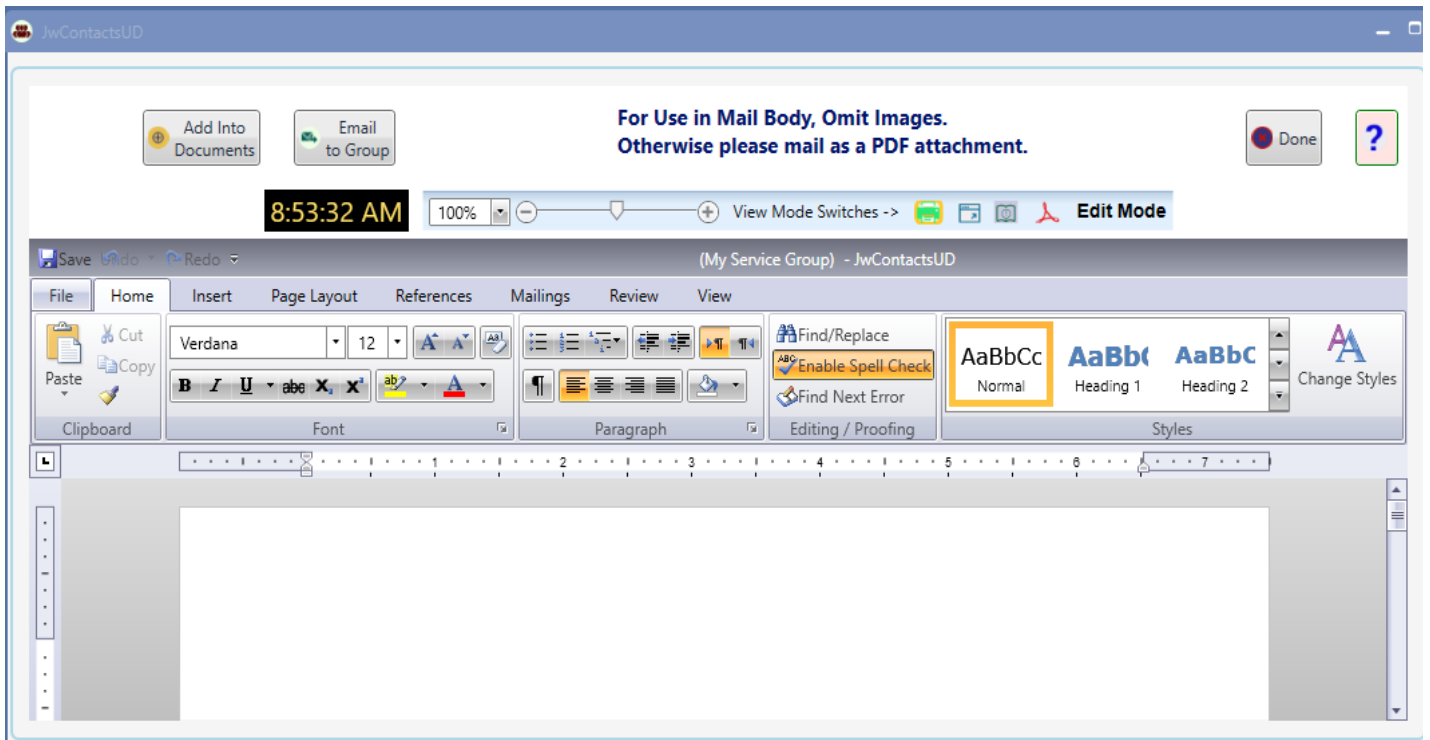
If the number of recipients is large, to avoid rejection as a spammer, you may need to adjust the **Chunking** option in [Settings / Communication / Email Account](#).

Extra: There are four view modes: Edit, Prompt (Teleprompter), Book, and PDF. Images below are from Edit Mode, the default.

Available Buttons on the top row will depend on the current function (WHY the editor was opened), but otherwise appearance changes little.

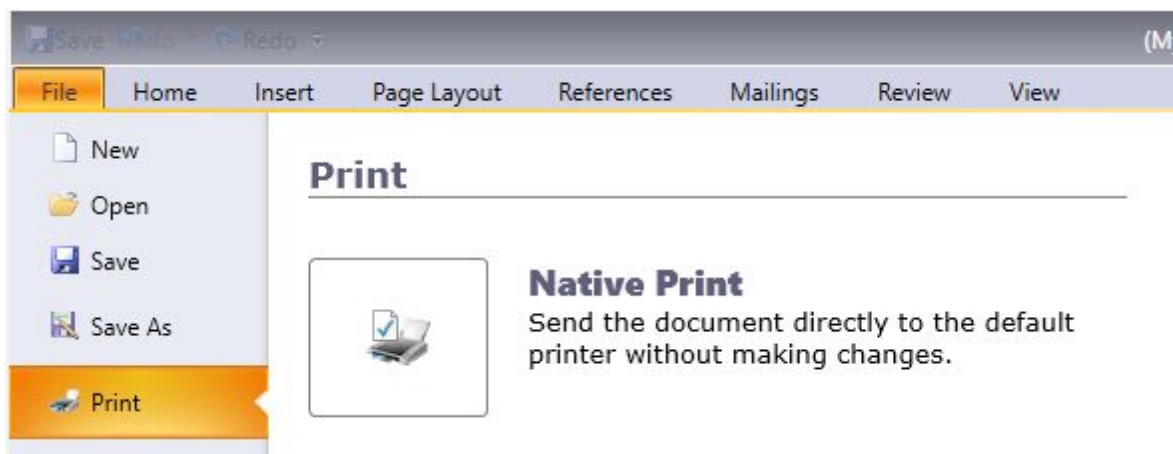
"Add into Documents" will convert the current document into a PDF file and store that into JwC's [Documents](#) data area.

Here is a reduced view to prepare a document to email members of a Group, (My Service Group, in this case):



Everything below the View Mode Selection area is a unique purchased control that emulates well-known document editors and works accordingly.

Above you see the "Home" tab open. To its left is the File tab, which opens to display:



Further documentation for this control in Edit Mode can be found at <https://docs.telerik.com/devtools/wpf/controls/radrichtextbox/overview>.

However most of what you will find there is meant to guide an application developer, as it is assumed most users already comprehend how to actually prepare documents.

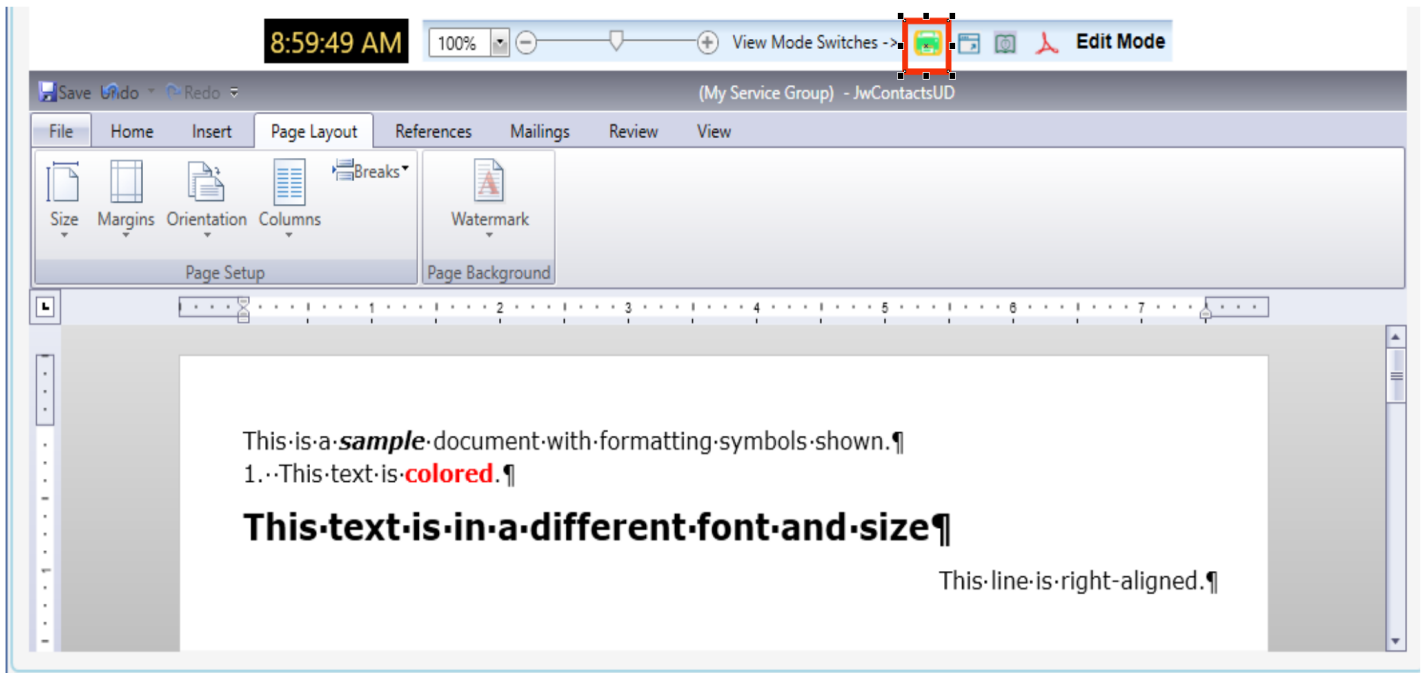
Prompt (Teleprompter) Mode

Document Prompt Mode

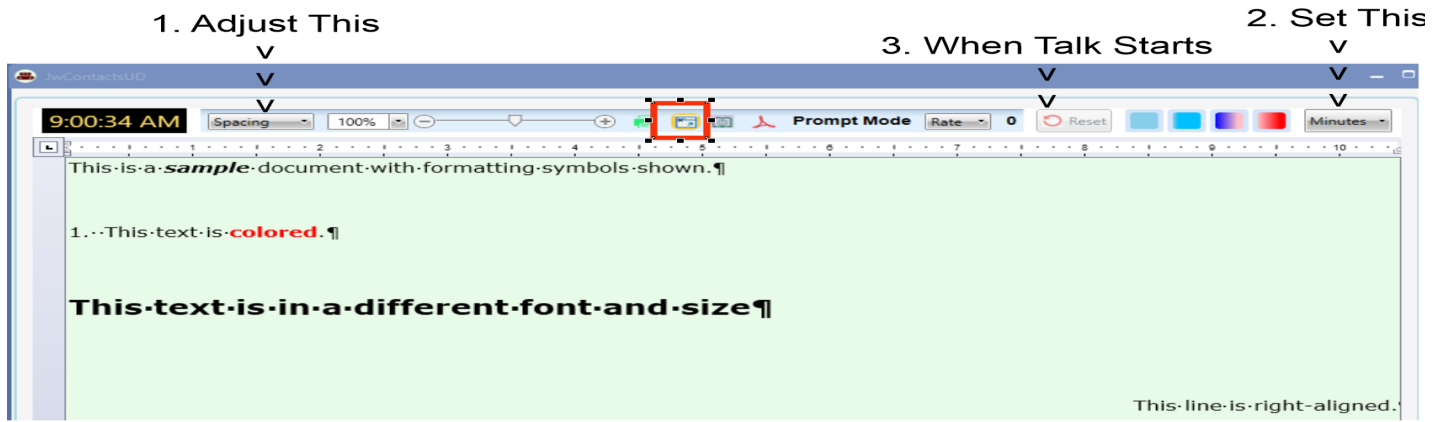


Prompt Mode is adapted from the third-party control vendor's Web View Mode, adding additional functions to allow use as a teleprompter during videoconferences, etc.

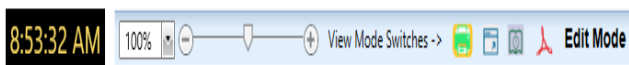
Example of a page in **Edit Mode** (Edit View Button Highlighted by Red Rectangle (Show Formatting Symbols has been turned on (see Orange Rectangle beneath the Highlight Rectangle):



Same page in **Prompt Mode** (Prompt View Button Highlighted):



Note the changes in the View Selector's area From:



To:

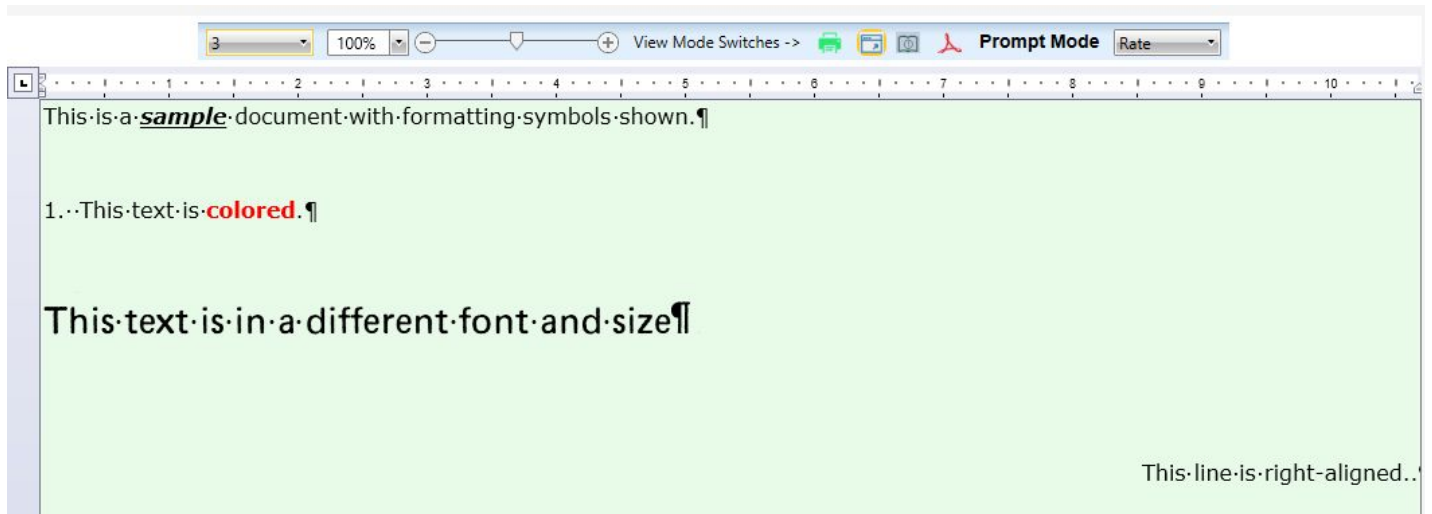


Six new items are present:

1. Line Spacing Selection (default is 4).
2. Screen Refresh Rate (if default scrolling appears jerky).
3. Scrolling Rate Indicator (shown here as 0).
4. Talk Timer Reset (available after Min utes has been set).
5. Segmented Talk Progress Indicator.
6. Talk Length (Minutes) Preset

Note: The next pictures were taken before some items above had been added.

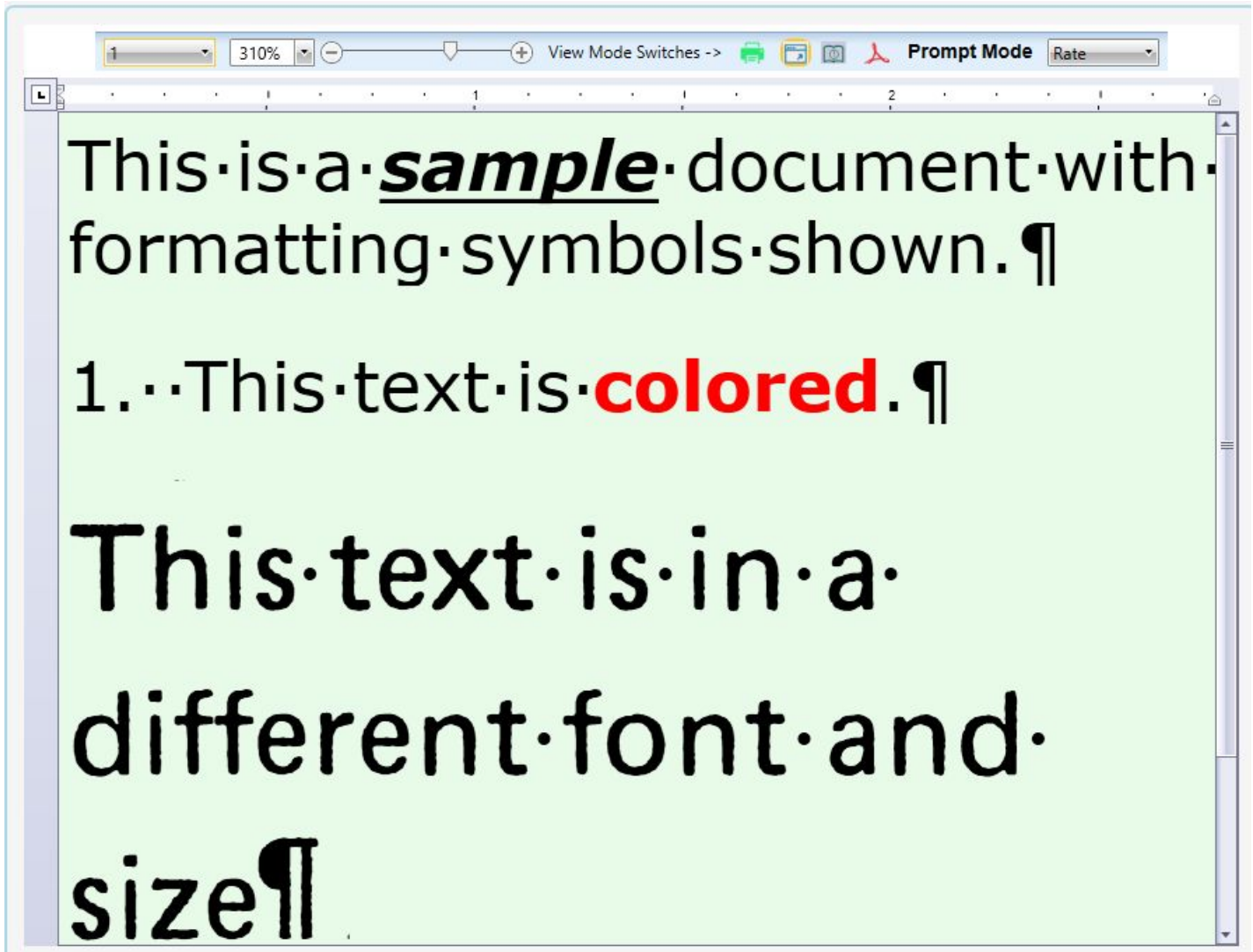
Here is line spacing decreased from the default Four to Triple:



Combined Use of the Line Spacing and the Zoom Settings allows almost any degree of how much or how little text appears on-screen without scrolling.

In Edit Mode Zoom simply magnifies a page; in Prompt there are no pages, rather lines reflow as required to keep all words visible.

Sample with Single Line Spacing, zoomed to 310%. First and third lines have been reflowed so no text is lost to sight.



Prompt Mode Navigation (Scrolling)

Documents are not editable in prompt mode; instead a few keys are used to control self-sustaining vertical scrolling in either direction.

1. To scroll **Downward**: Press either a **Down-** or **Right-Arrow Key**. Each time one is pressed scroll speed will increase. To slow or reverse progression: Press either an **Up-** or **Left-Arrow Key**.
2. To scroll **Upward**: Press either an **Up** or **Left-Arrow Key**. Each time one is pressed scroll speed will increase. To slow or reverse progression: Press either a **Down-** or **Right-Arrow Key**.
3. To **Pause or Restart Scrolling**: Press **Spacebar** to toggle scrolling on or off.
4. To **Return to Top**: Press the **Home Key** (scrolling also stops).
5. To **Go to the Bottom**. Press the **End Key** (scrolling also stops).

Note 1: Once document scrolls itself to top or bottom, scrolling ceases until manually restarted in appropriate direction

Note 2: If scrolling appears choppy, you can try adjusting the Screen Refresh Rate using the Rate Box at the end of the View Selector. Faster rates are more work for your computer.

Note 3: *You must return to Edit Mode to exit the Document Editor.*

Book Mode

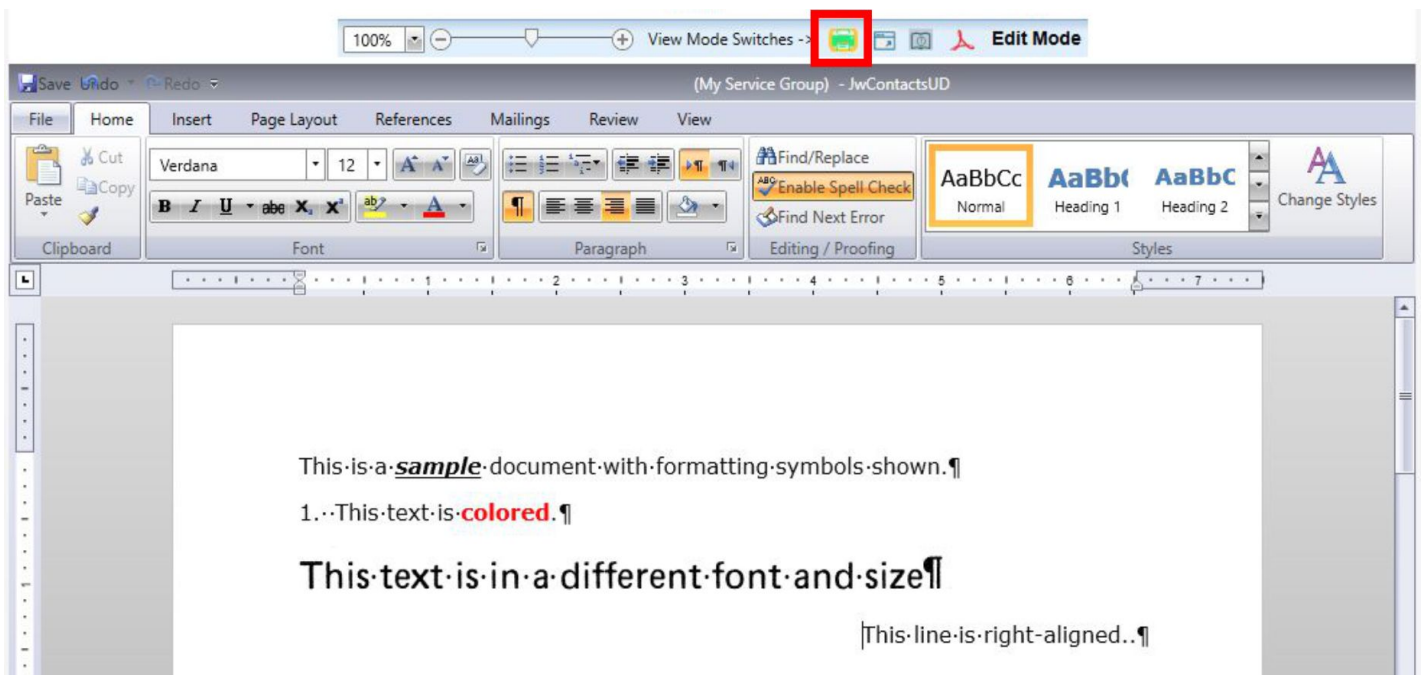
Document Book Mode



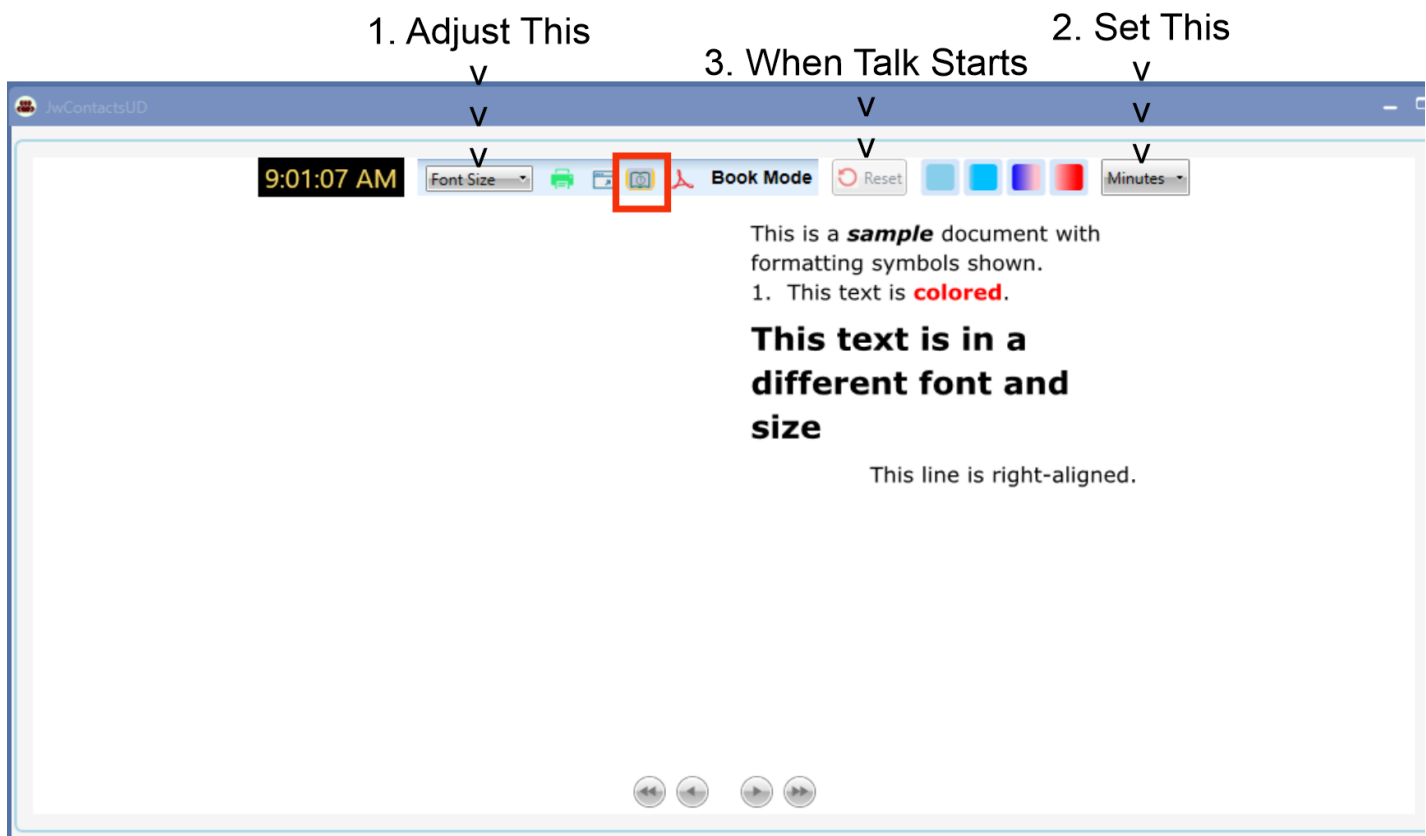
Book Mode is adapted from the third-party control vendor's Web View Mode using his separate Book control, thus adding additional functions to allow use as an auto-reformatting page-tunable book during videoconferences, etc.

Thus you have an alternative to scrolling with Prompt Mode. Why not try both and use whichever you prefer?

Example of a page in **Edit Mode** (Edit View Button Highlighted by Red Rectangle (Show Formatting Symbols has been turned on (see Orange Rectangle beneath the Highlight Rectangle):



Same page in a small **Book Mode** (Book View Button Highlighted):



Note that, like Prompt Mode, Lines have been reflowed . Unlike Prompt Mode, even if the original showed Formatting symbols, Book Mode does not.

Like Prompt Mode, Book Mode has new Talk Timer controls, although the following pictures, taken earlier, do not show them.

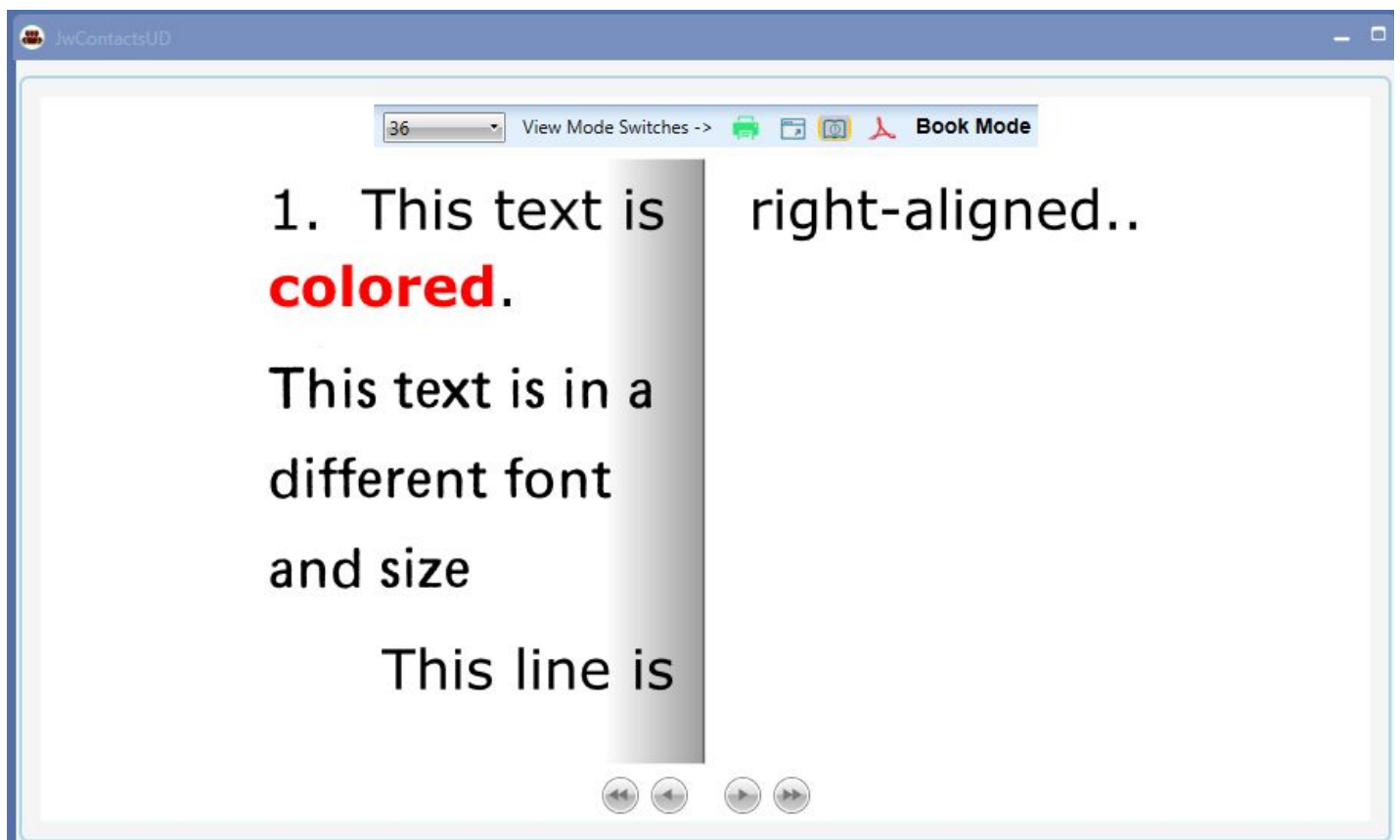
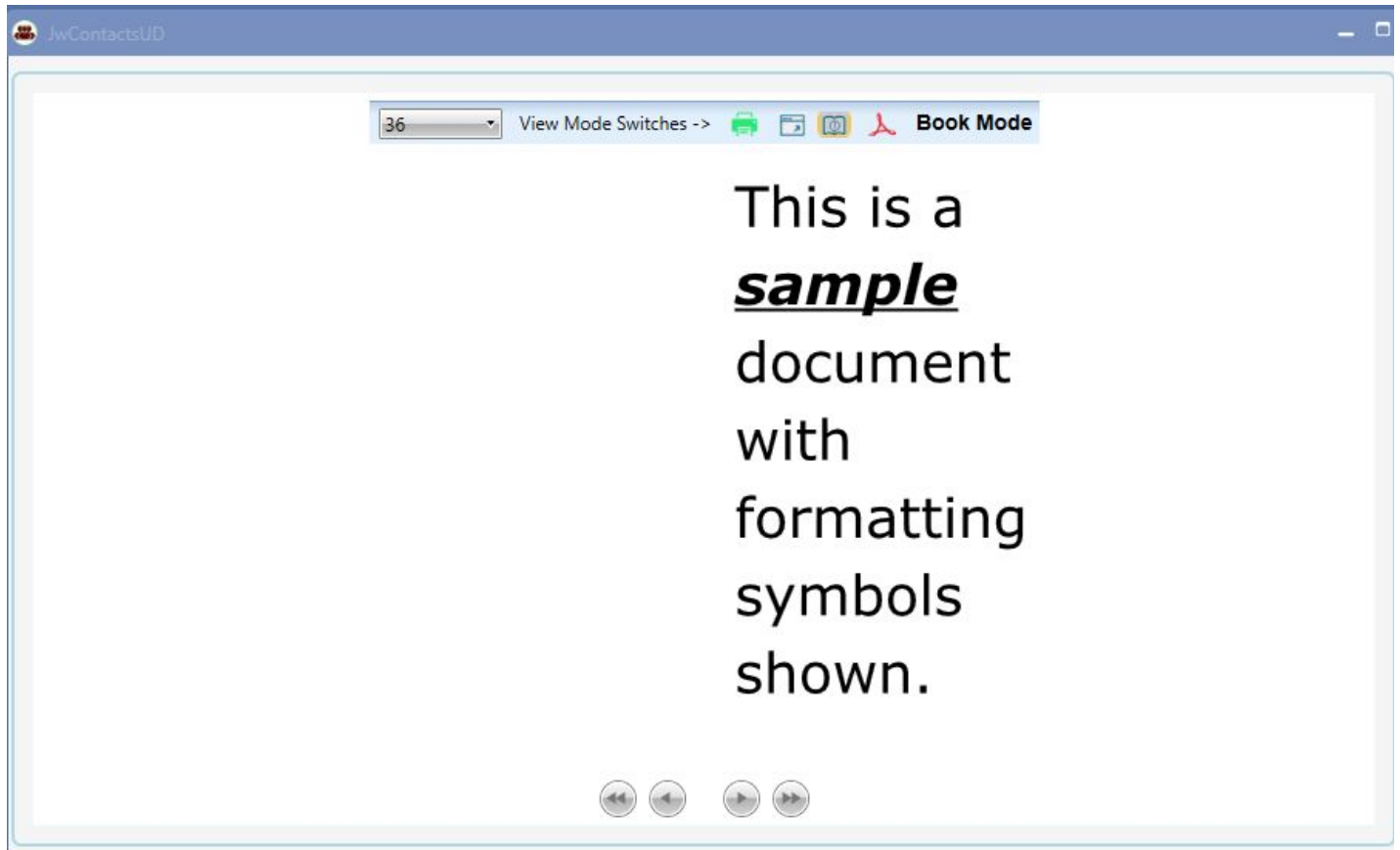
These new controls consist of:

1. Talk Timer Reset (available after Minutes has been set).
2. Segmented Talk Progress Indicator.
3. Talk Length (Minutes) Preset

For this small sample there is only one page.

However the left of the View Mode Selector now has a Font Size Box, allowing all text to be adjusted to the same font.

Here is the same document with the font size greatly enlarged (and now with 3 book pages):



Navigation among pages is achieved by clicking one of the four buttons at the bottom, corresponding to: First Page, Previous Page, Next Page, and Last Page. Page turning is animated to give the appearance of a physical

page being turned.

Note 1: If font size is changed or the Document editor window is resized, all book pages get re-composed and the first page is displayed.

Because of the background work and to prevent doing this while the window is still being resized, there is a short delay before changes appear.

Note 2: *You must return to Edit Mode to exit the Document Editor.*

PDF Mode

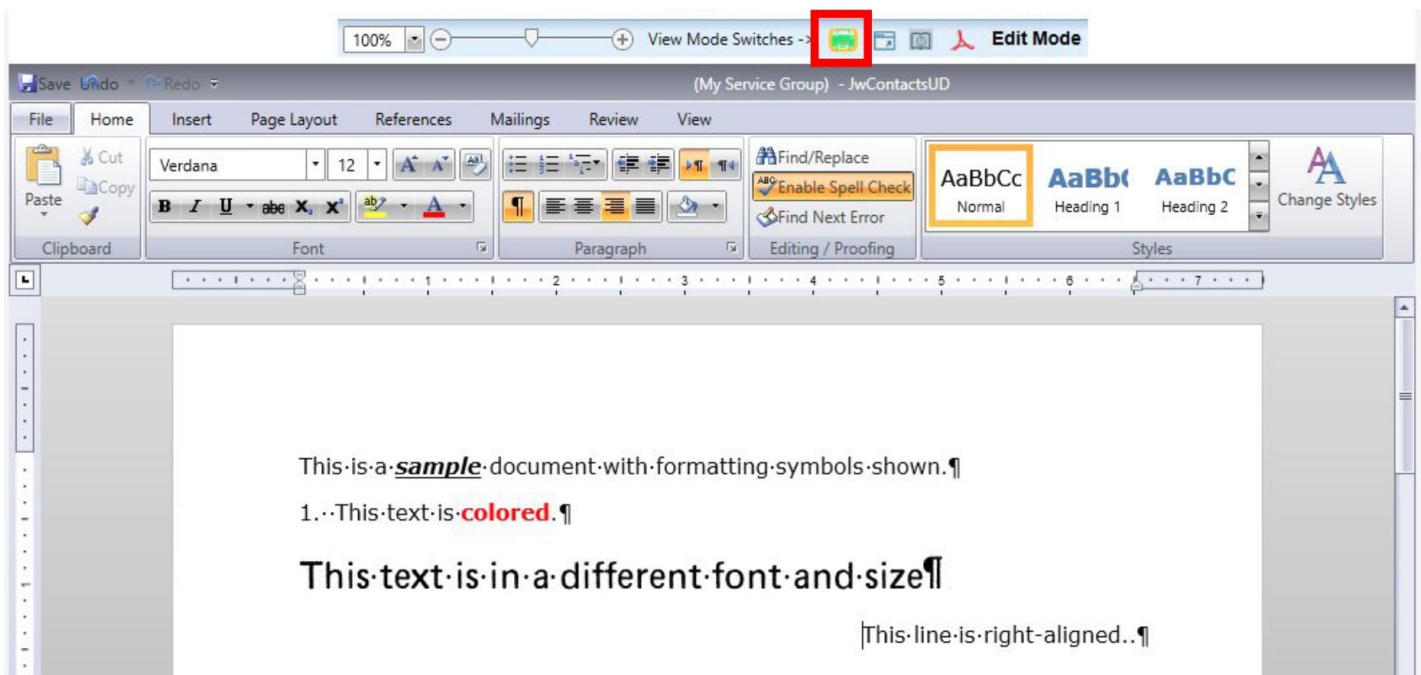
Document PDF Mode



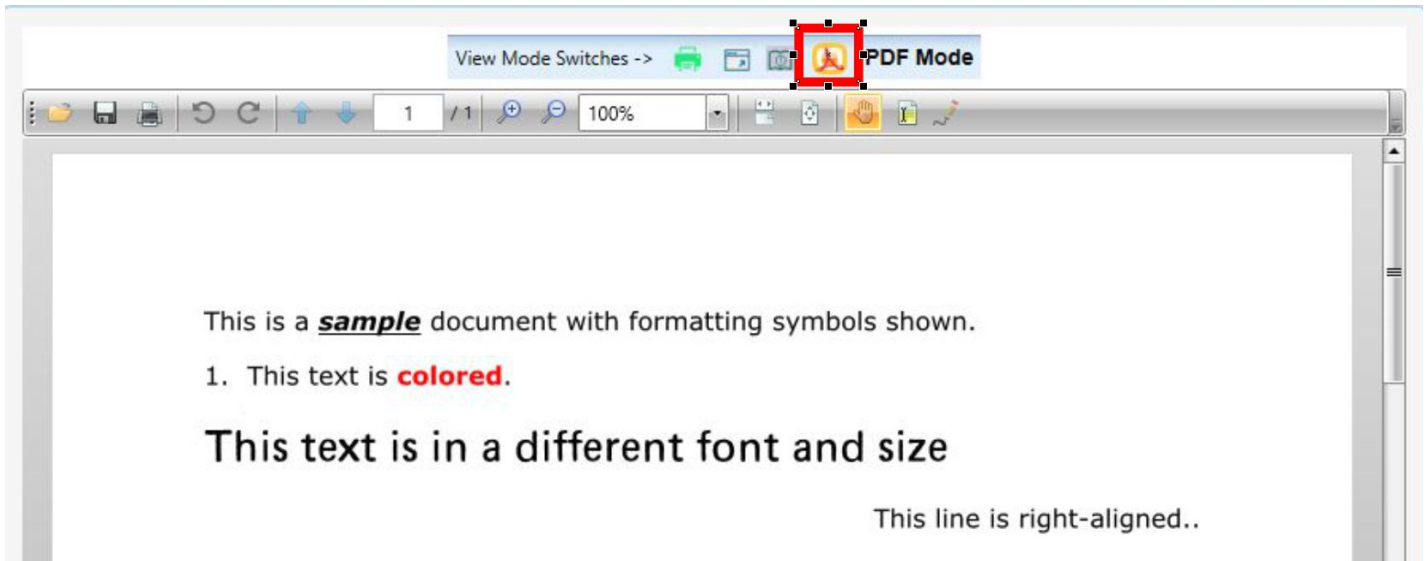
PDF Mode opens a replica of the document within a PDF Viewer / Editor, allowing you to see what a PDF version would look like before printing or saving the document to your computer.

This is the same viewer used to view PDFs in JwC's [Documents](#) data area.

Example of a page in **Edit Mode** (Edit View Button Highlighted by Red Rectangle (Show Formatting Symbols has been turned on (see Orange Rectangle beneath the Highlight Rectangle):



Same page in **PDF Mode** (PDF View Button Highlighted):



Note: *You must return to Edit Mode to exit the Document Editor.*

Scheduling Assignments

Scheduling Assignments



JwcUD augments the Assignment capabilities of regular JwC versions with a graphical appointment editor, opened with a new "Show" button above the Assignments data grid.

The editor allows revision and creation of any number of assignments, including those which will repeat at regular intervals.

As you create assignments, popup dialogs open to accept details.

The default Week View:

**You may only delete Assignments created during this session.
Recurring Assignments will be made Individual Ones when Done.
Recurring with No End Date are Assigned End Date of plus 1 year.**

	07 Sunday	08 Monday	09 Tuesday	10 Wednesday	11 Thursday	12 Friday	13 Saturday
12:00 AM							Next Public Talk
1:00 AM							
2:00 AM							
3:00 AM							

A Creation / Edit Dialog (right-click on empty or occupied space):

Appointment-Untitled

Edit Recurrence Show As TimeMarkers Categorize ! ↓

Subject

Description

Start time 6/10/2020 1:30 AM

End time 6/10/2020 2:00 AM

All day event

OK Cancel

Note: The "Show As" tab is not currently implemented.
The Categorize tab drops open to reveal several color-coded provided categories applicable to our duties.

You may find more information about this purchased control at
<https://docs.telerik.com/devtools/wpf/controls/radscheduleview/overview>.

Spreadsheets

Spreadsheets



SPREADSHEET PREPARATION

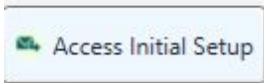
REVISING DATA WITH A SPREADSHEET

Spreadsheet Preparation

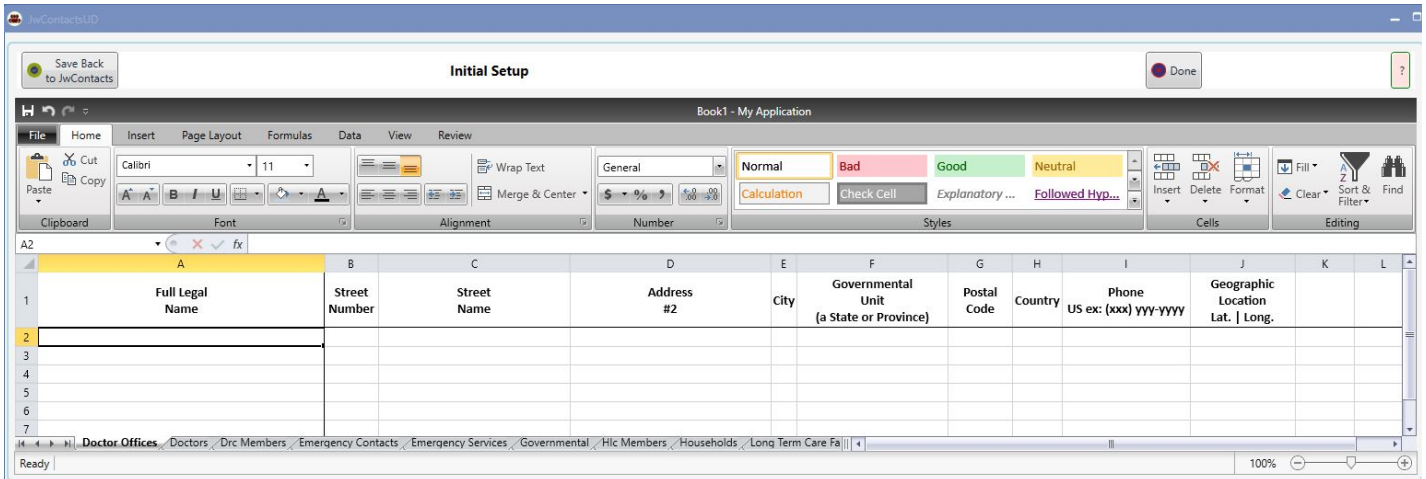
Spreadsheet Preparation



JwcUD adds a new Spreadsheet Editor for viewing and revising its textual data. A new function of the startup screen's "Access Initial Setup" Button is to open it right within JWC:

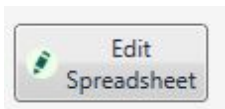


Here's the resultant view, somewhat reduced:



To actually Save the Data back into JwcUD, though, you would need to have already signed in as a JwC editor, then returned to the opening screen.

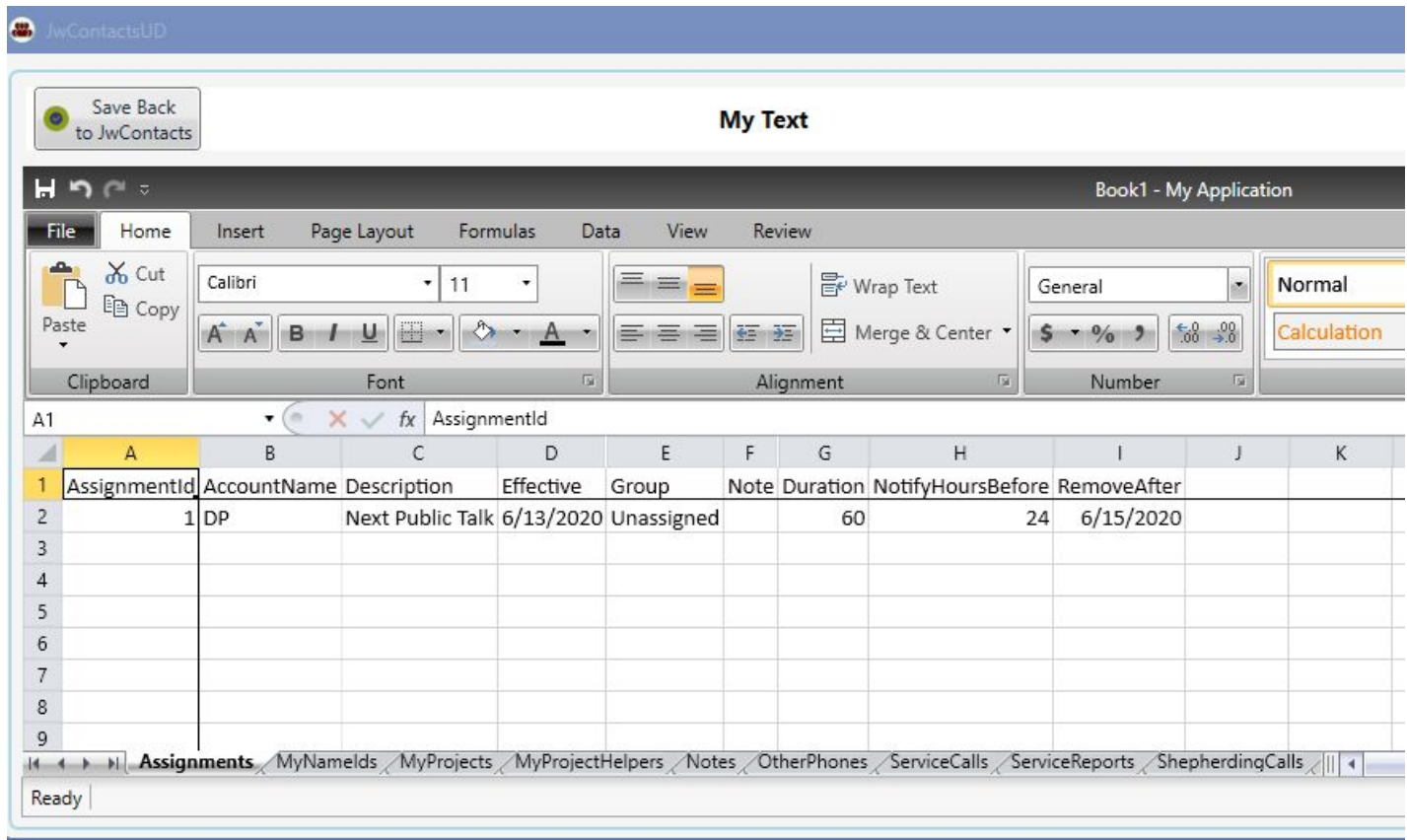
Once you sign in, though, you can view and edit many spreadsheets, using the "Edit Spreadsheets" button that is then revealed:



Purposes: (1) Display overall data in an easy to visualize format and (2) make and save simple changes to data entries that do NOT affect relationships among data.

A full discussion is in the next topic, [Revising Data with a Spreadsheet](#).

Note: Non-Editors will only be able to save back a "My Text" Spreadsheet, partly shown here:



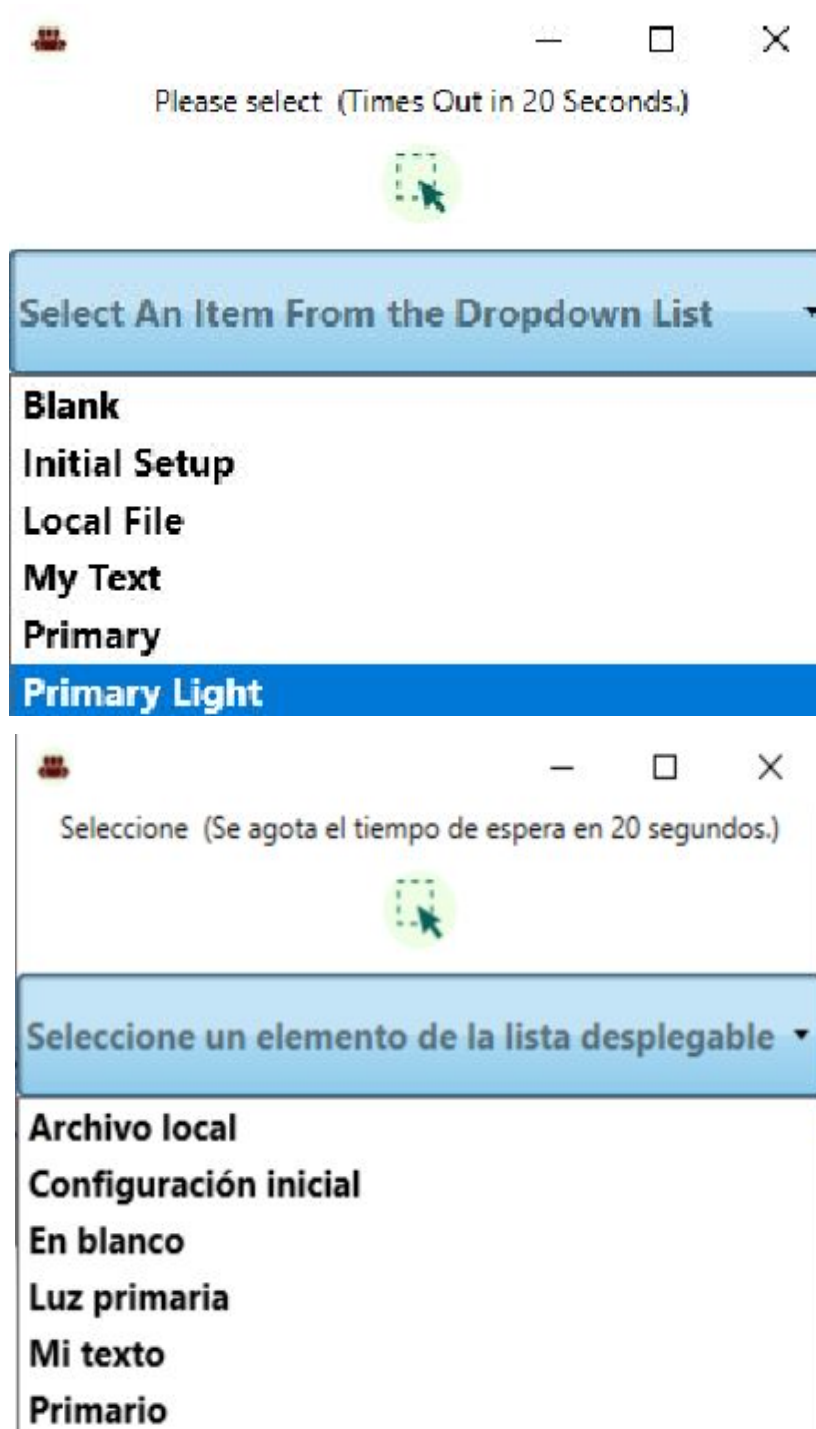
Anyone can also create, open, or save a spreadsheet to any place their device permits. So Jwc's Spreadsheet Editor may suffice for much of your Spreadsheet work.

More discussion of this purchased control may be found at

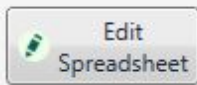
<https://docs.telerik.com/devtools/wpf/controls/radspreadsheet/overview>.

Revising Data with a Spreadsheet

Revising Data with a Spreadsheet



Once you sign in to JwcUD you can view and edit many spreadsheets, using the "Edit Spreadsheet" button that is then revealed:

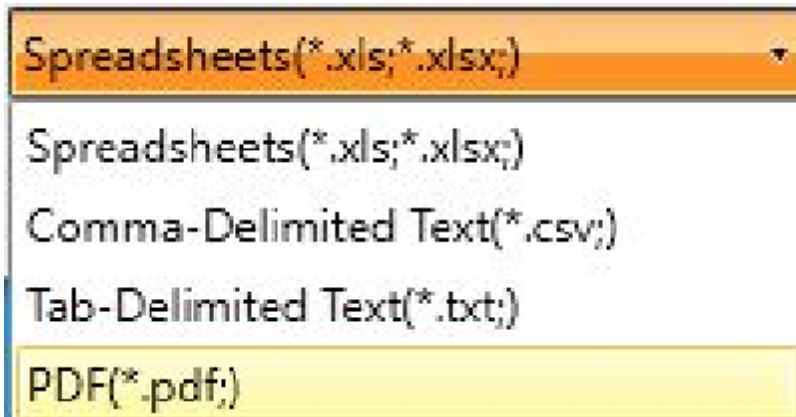


Except for "Initial Setup" (which replaces ALL outstanding data), the following is especially intended solely to visualize existing data and to allow minor revisions ONLY of data on which other data IS NOT dependent.

As shown above, six choices are presented in the user's current language. some of which will allow you to save any changes back to JwcUD.

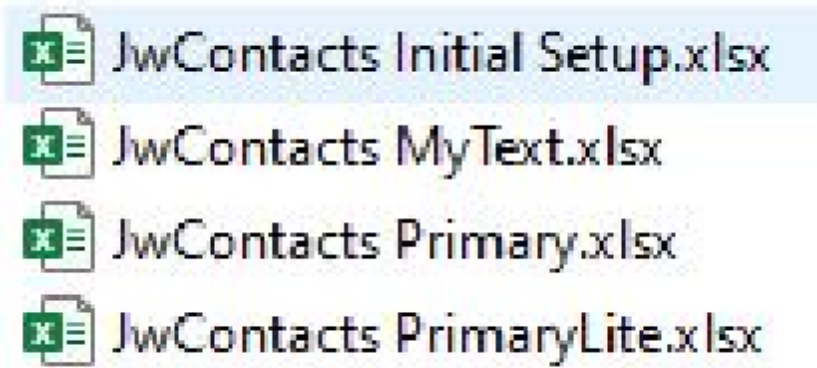
Although all data in JwcUD is stored by English definitions, renderings in any of the 27 supported display languages is possible for the "Initial Setup", "My Text", "Primary" and "Primary Light" internal data.

Local file (analogous to clicking File | Open) in the Spreadsheet Editor brings in any supported file format:



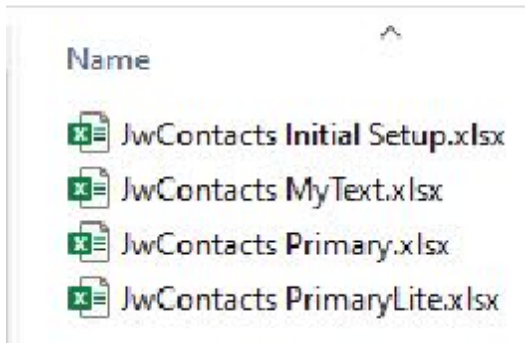
Note: PDFs must consist SOLELY of a PDF formed from a spreadsheet, no other data or headings. You will be asked to verify.

IF the file's name is **exactly** one of these (or the exact equivalent in the user's current language), it will be interpreted as an "Initial Setup", "My Text", "Primary", or "Primary Light" file and may be re-importable into JwcUD's data:



The above four files are automatically created (**over-writing any earlier versions**) **with their initial data** in a "Spread" folder on the user's desktop as he selects among those four choices in the "Select An Item From the Dropdown List":

Spread



That arrangement allows for later regression should it be realized an unfortunate change had been made in the Spreadsheet Editor and saved back into JwcUD data.

To regress, simply bring them back as a "Local File".

Local Files may also be those received my email, etc. Jwc versions do allowing sending data in several formats, including .xls and .xlsx, however the only secure one is "Signed", as it gets encrypted.

"Signed" data does not require re-interpretation; it is immediately understood and assimilated by Jwc.

So the only likely reasons for sending data as .xlsx are limited, nonetheless importation of that format provides a workaround if encryption ever becomes an issue.

In the latest versions of Jwc and JwcUD the full file names above are used when saving data into "Spread" or sending to others.

Earlier versions generally omitted "JwContacts " from the name. If renamed to be consistent with these new names, they should be re-importable, but will lack certain hidden data, for which you would then be asked:

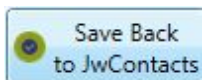
- a. Congregation number (Always for Initial Setup and all others but Primary Light). A mismatch to user's Congregation stops importation.
- b. Language of composition.
- c. For "My Text": Username of originator, which must match that of the user.

Some or all of this "metadata" is now added into a hidden sheet within the .xlsx file, resulting in fewer steps you must take on import.

Local files that had been sent from another user using another language than your own can still be re-named into your language and used.

On display the originator's language will be read from the hidden data and the display adjusted to your own language. (Neat, right?)

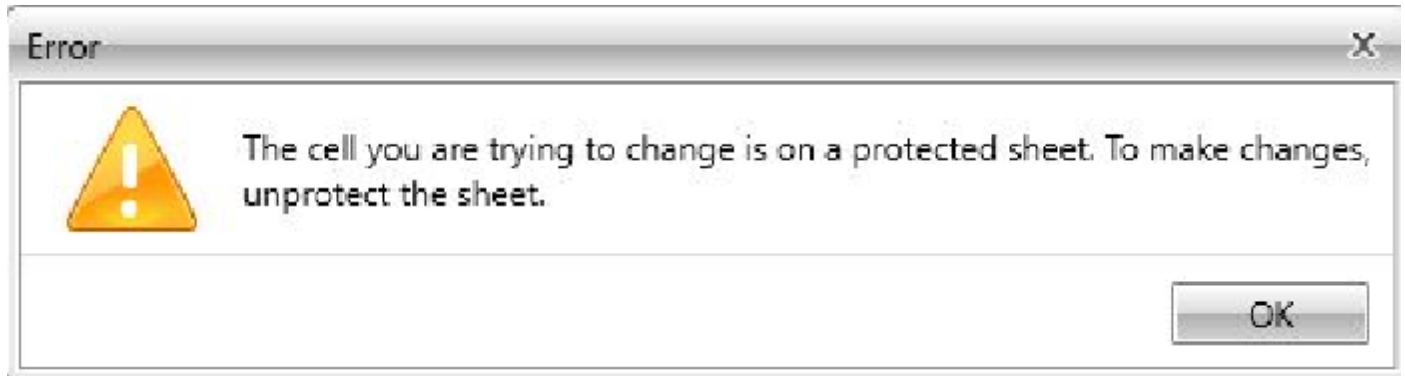
Although the display may be in any of the 27 supported languages, on clicking "Saving Back" (below), Spreadsheet names, headings, and some data derived from a list of choices (such as "True" or "False" in current language) are brought back into English invisibly for interpretation during Saving Back:



This button only appears if you are allowed to import the displayed data (see **Known Limitations** a.).

KNOWN LIMITATIONS:

- a. Only JwcUD editors can re-import any of the four recognized file names; other users may only re-import "My Text".
- b. Except for "Initial Setup", you can not copy / paste, delete, or insert entire rows nor alter the contents of several "locked" columns (primarily "...Id").
If you try any of these you will receive the Editor-generated warning::



Note: Though the Editor DOES allow Un-protecting, DON'T!

If you need to delete or add an entire row, you will need to do that elsewhere, within the other Jwc Edit functions, where proper relationships among data can be assured.

- c. As the number of possible originator / user language combinations is huge (729) only a very, very few have been tested. If you experience issues, please submit a report on the jwcontacts web site.
- d. As the author speaks only English, he cannot vouch for the accuracy of any translations, all of which were obtained automatically via various Microsoft and Google services. Please report any blatant mis-renderings. Thank you.

Frequently Asked Questions

1. Is JwContacts in any way linked with or supported by any official organization of Jehovah's Witnesses?

No.

2. May I pass JwContacts data through the jwpub.org email server? My company's private email server?

Absolutely not! Especially for the first that would likely violate its terms of service and could lead to suspension of your rights on that server.

It might also cause the author some difficulty.

3. Is the author of JwContacts one of Jehovah's Witnesses in good standing?

Yes, and I pray it will always be so. I have been a baptized Witness since 1961 and always in good standing.

From the start of the elder arrangement I have been privileged to serve, with interruptions, as an elder in several Congregations..

4. May I make a monetary donation to support JwContacts?

No. The author bears all costs. Consider the app your personal gift.

JwC employs some 3rd-party software that costs its author nothing as long as JwC is totally free to all.

Other 3rd-party software has been paid for (sometimes with annual renewal fees), but the expenses are viewed as a contribution the owner makes to the brotherhood at large.

However if you are an elder who feels he can afford the time and is qualified to help with translation, please get in touch.

5. May I submit suggestions, error reports?

Please do; they would be very much appreciated. Thank you.

If you experience errors, kindly consider passing along as much general information about what you were doing at the time.

Some anonymous automatic error reporting is built-in. It does NOT transmit any personal or congregational data.

The sole purpose is to help improve the app.

6. Since JwContacts is capable of storing various personal information, what is the minimum amount needed to be useful?

It is up to each user to respect the law of the land, theocratic direction, and his own conscience as to which data is stored.

Though a means may be provided for much more, use only that which meets such criteria.

At a minimum all that would be needed for any contact entity is a name and some way to reach the person, for instance: a phone number.

7. If I have questions, may I email the author?

Please submit using the contact form at <https://www.jwcontacts.com/Pages/ContactUs.html>.

8. I feel something in JwContacts is not in accord with current Organizational policy. What should I do?

Please take a moment to verify to yourself that is really so, then feel free to email the author with what you've found.

It will be prayerfully considered.

9. If Organization policy ever indicates apps like JwContacts should not be used, what should I do?

By all means immediately uninstall this app, which will also destroy or render unreachable all its data.

10. I feel in some way my use of JwContacts has been deleterious. What are my remedies?

The author hopes nothing of the sort ever happens and would be very sorry to learn it did.

If asked, he will gladly do whatever he reasonably can to render assistance.

But please understand there are absolutely no express or implied warranties or guarantees of any kind for JwContacts.

JwContacts is a completely non-profit effort of a sole individual and your use is always at your own risk, not the author's.

11. Do I have to use email for sharing / backing up files?

In Windows you can always store / retrieve most any data as a file. Please be careful to do so securely.

JWC makes available means of connecting to your own personal online secure storage account with certain such services.

Normally these services allow you to invite others to view at least some portion of what you store.

Please make use of that ability discreetly, keeping in mind safeguarding privacy rights of anyone about whom you've stored data.

Make sure any use is in accordance with latest Shepherding instructions regarding sensitive or confidential information.

12. JwContacts Internal Emailer does not seem to work with my email account. What can I do?

Please submit the contact form at <https://www.jwcontacts.com/Pages/ContactUs.html>, supplying details of any error messages and of how to acquire an account like yours.

I will test and seek to remedy.

The Internal Emailer is founded on a commercial product with paid 24/7 support; I can enlist the vendor's aid as needed.

13. JwContacts suddenly crashes at times. What should I do?

No software is perfect and trying to support a broad range of installations is difficult.

After 3+ years working on this project I've yet to experience data loss, so your data is likely fine.

If the crashes really become bothersome, please email me with any details you feel might help understand what was going on just prior to a crash.

Thank you.

14. When will JwContacts be available in other languages / for use in other countries?

As any Witness, my main interest is my Christian ministry; only so much time can be set aside for extending JwContacts.

Thus no promises can be made, but qualified help from any elder who can rightly make himself available will be considered.

Machine-generated translations can be generated in numerous languages, but these always require verification by a knowledgeable speaker.

15. I think I've found a better app to do what JwContacts does. What should I do?

Please let me know! If you are truly correct I'll make every effort to let other users I'm aware of know.

16. Is JwContacts affiliated in any way with other applications?

As of this writing, No, although JWC does provide specific means of exporting data for (older) KHS and TSWIN.

Please do NOT use any app as if it were affiliated UNLESS it is specifically so stated HERE.

However we are open to enabling cross-sharing of setup data with appropriate applications maintained solely by Witness Elders.

Any such application, like JWC, must be in full accordance with all applicable law, especially privacy regulations.

Consideration is also being given to eventually creating a JwContacts Lite for use by publishers.

Such an app would not include any elder-specific data as found in JWC, but would use the Primary Lite data regarding publicly-available information.

