

JwContacts User Guide

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JwContacts

User Guide

Publisher Contacts & More
for Jehovah's Witness Elders

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

About User Passwords

About User Passwords



For highest security JwContacts DOES 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: 17+ Vital Information Groups.**

JwContacts is a free Smart Device / 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.

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

- 1. Congregation Publishers (with links to their Households, Emergency Contacts, Physicians, Preferred Hospitals, and Medical Directives).
- 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.

Starting now with Android, Apple iOS, and Windows Universal (i.e, Windows 10 and later) devices and some versions of the English, French, and Spanish languages, intentions are to in time release also for Apple Mac and with other languages.

Screens have been sized for devices down to 4.5" in screen height.
Buttons are large and easily touched.

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 JwContacts 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 Android or Apple device has phone capabilities and a network is reachable, **any listed number can be called from JwContacts**.

If the Android or Apple device has a default texting app (SMS), a short text can be sent to individuals or (for your Service Group) to as many of the Group as you want.

If the device has GPS capabilities and a network is reachable, a **map can be saved for any address**, ready for later use.

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

Photos can be cropped from within JwContacts.

Apple, Windows 10, and newer Android devices can use **JwContacts own PDF viewer**; older Android will need to have a separate app installed.

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

Respecting Individual Privacy



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.

JwContacts 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 JwContacts 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.

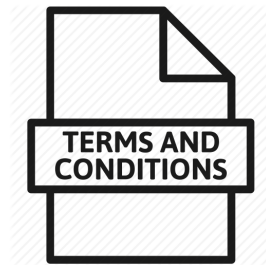
Please stay aware of all applicable adjustments both in local law and foreign law that affects certain citizens living outside their home countries and now are in your territory.

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



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

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

JwContacts (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



JwContacts (JwC) is readily usable by any single Elder.

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.

Getting Started



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 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..

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



JwContacts comes in several similar editions, falling into two broad categories:

- **Mobile-Based.** These are or were derived from code used to write mobile applications for Android and Apple mobile devices.
- **Desktop-Centric.** Adapted from the earlier mobile-based code, but with entirely new visible screens and third-party software, they represent a super-set of JwC capabilities.

The **Mobile-Based** editions are:

1. JwContacts for Android devices.
2. JwContacts for Apple iPhones and iPads.
3. JwContacts is offered in Windows Store for Windows 10, as JwContactsUD, with enhanced styling and abilities. This version has a separate User Guide.
4. An older JwContacts for Windows with same capabilities as the Android and Apple iOS versions has been withdrawn in favor of the newer JwContactsUD.

Most sections of this Guide illustrate and discuss use on the Mobile-based versions.

Desktop-Centric usage will usually be quite similar, although the matching screens may differ slightly or significantly.

Please see the [Universal Desktop](#) area for discussion of features limited to the Desktop-Centric versions.

The **Desktop-Centric** editions are:

1. JwContactsUD (JwC Universal Desktop) for Windows 64-bit devices, including Windows 7 64-bit

Greatest differences between categories:

- Mobile-based include a barcode scanner (waiting for similar 3rd-party control for Desktop-Centric).
- Desktop-Centric utilize more of a desktop surface, not needing to be designed to fit small devices.
- Desktop-Centric can be readily and quickly installed wherever user wants and do not require only minimal information be passed to the operating system.
- Desktop-Centric include full working office-style screens for Document preparation, Spreadsheet preparation, and Scheduling. With those first two a user can save to and restore from anywhere.

Graphical Summaries

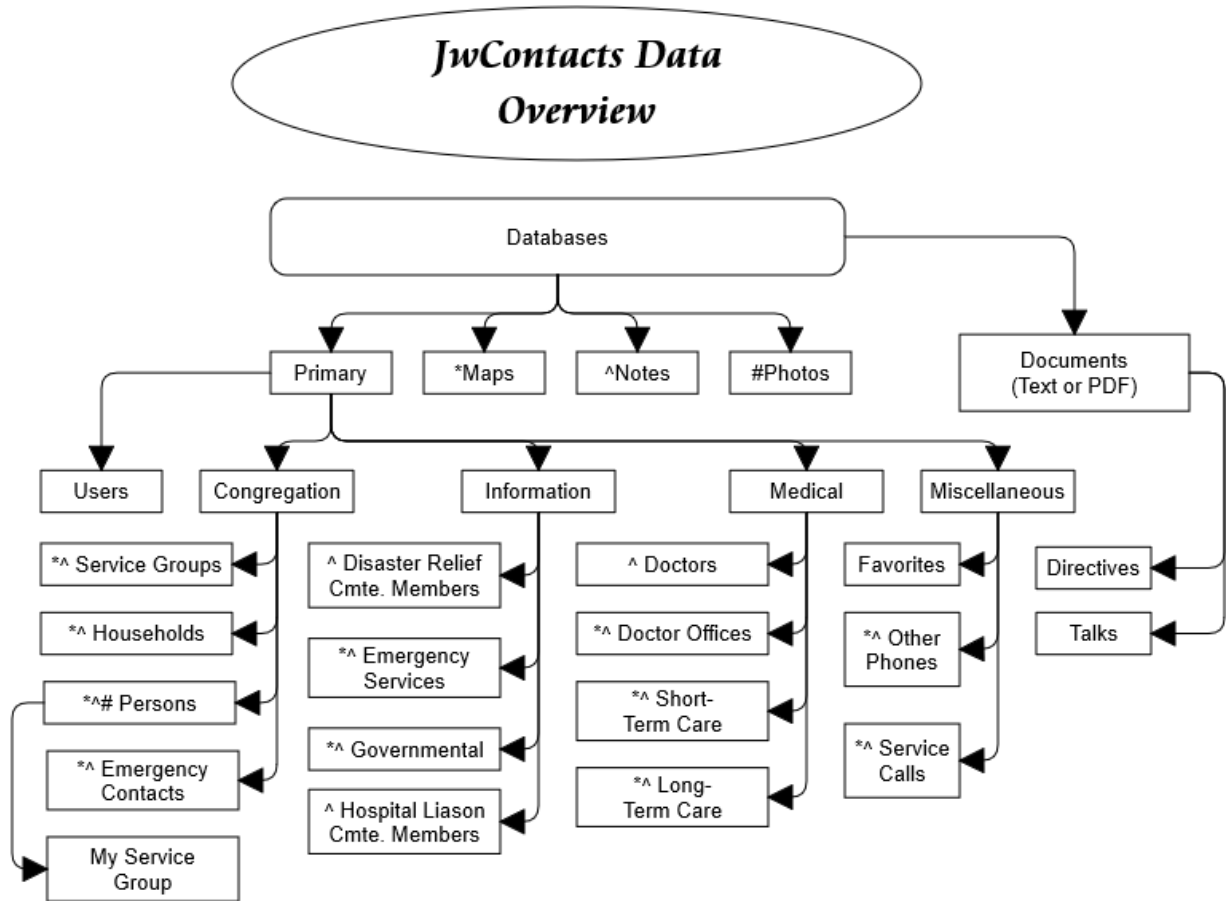
The following **early** summaries illustrate how JwC is organized, but do not contain features added since their preparation.

[DATA](#)

[OPERATIONS](#)

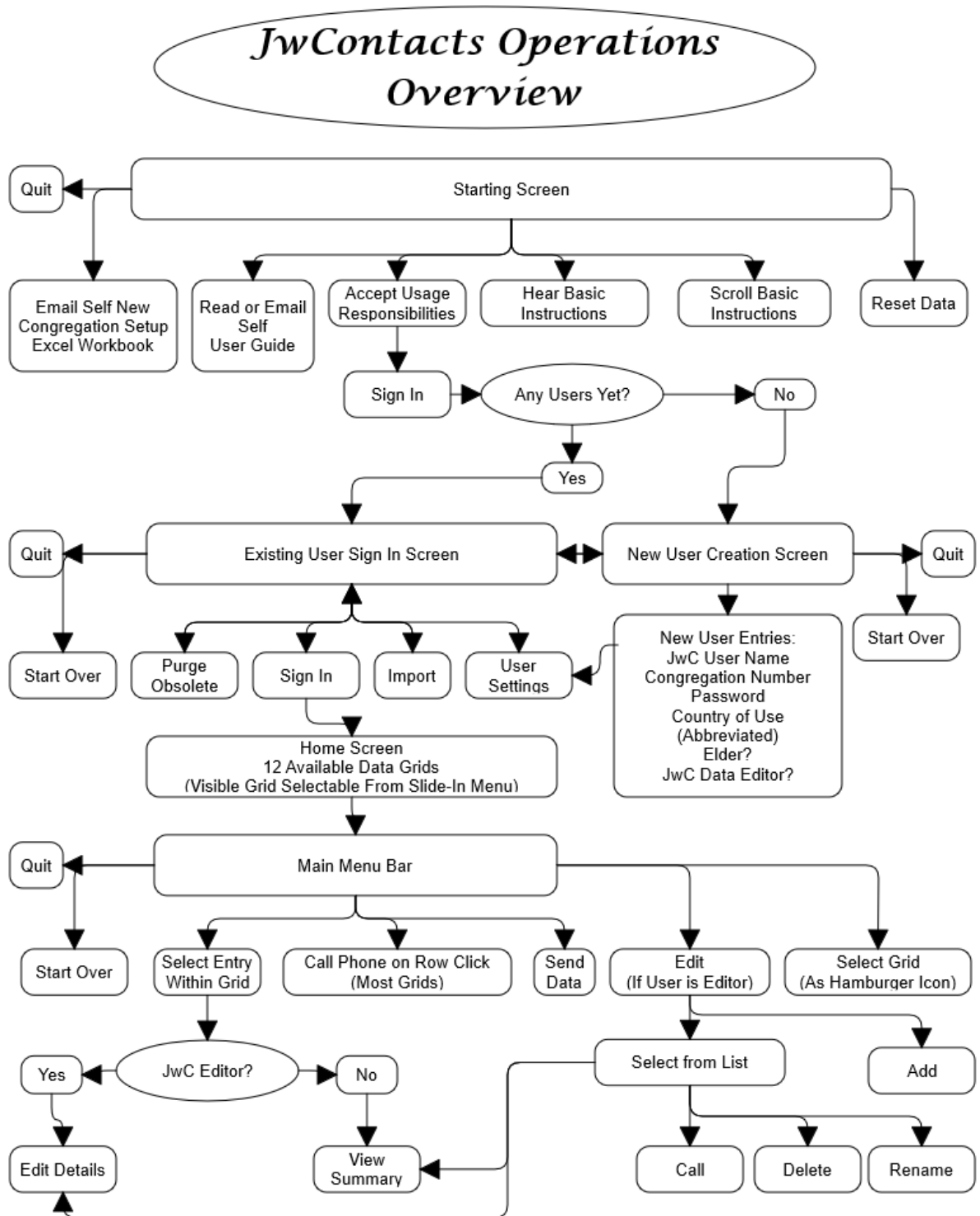
Data

Note: Some features added since preparation!



Operations

Note: Some features added since preparation!



General Description



See Also:

[*How Jwc Stores Data*](#)

[*Data Distribution*](#)

[*Editions*](#)

[*Encryption*](#)

[*Instructional Videos*](#)

[*Modes and Data Reliability*](#)

[*Screenshots*](#)

[*Supported Devices*](#)

JwContacts (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.

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 Directive PDFs.
4. Official Directives on handling emergency situations.

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.

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



To start, JwC is usable by 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.)

(Maps do not yet save in Windows 10.)

All have a common code base, so adaptation is primarily in providing proper visualization.
(Due to licensing restrictions, mapping in UWP 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.

Note: Reportedly MAC computers MAY soon be able to run iOS applications

If indeed this eventually is implemented your MAC may be able to run the JwC iOS edition.

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)

American Spanish

British English

Canadian French

French as spoken in France

Mexican Spanish

Puerto Rican Spanish
Spanish as spoken in Spain

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>.

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. Thee 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.

Screenshots



On phones JwContacts runs in landscape mode (with exceptions for viewing PDFs and photos); portrait on tablets and PCs.

Many screenshots in this manual are from an Android Samsung Galaxy S5 phone and therefore are generally in landscape mode.

Note: Buttons are therefore NOT shown herein in Apple style, i.e., without framing borders.

Supported Devices



The huge variety in existing Smart Devices, not to mention those yet to arrive, creates a Herculean task if all were to be supported.

Fortunately means exist to test against many even without possessing all oneself.

Check here for a list of devices used in testing and known to be compatible:

- Samsung Tab S2
- Samsung Galaxy S5.
- Apple iPad 5th generation
- Any later devices in those series ought to be compatible.
- Windows 10 Desktop computers.

Note: Reportedly MAC computers MAY soon be able to run iOS applications
If indeed this eventually is implemented your MAC may also be able to run the JwC iOS edition.

Check here for a list of devices likely to be compatible:

In general, all Android SmartPhones with an Android Operating System from Android 4.4 KitKat (Android Level 17) on

(The current latest Android release is Level 25, so any fairly recent Android device should be supported.)

- Example: Samsung Galaxy S5.
- HOWEVER: JwC's internal PDF display ability is supported only on Android 5.0 (API Level 21) or later.
- Earlier Android devices require a separate PDF viewer app be installed.

In general, Apple Mobile Devices (not watch) with iOS Operating System 10.0 or later.

Those known to come with or be upgradeable to iOS 10 include:

- iPhone SE
- iPhone 5, 5c, 5s
- iPhone 6,. 6 Plus, 6s, 6s Plus
- iPhone 7 or any later iPhone
- All of the above can also be updated to iOS 11 EXCEPT iPhone 5 and iPhone 5c

- iPad Air, iPad Air 2
- iPad mini 2, 3, and 4
- iPad Pro (12.9 or 9.7 inch)
- iPad 4th or 5th generation (iPad 5th generation is also known as iPad 2017)
- All of the above can also be updated to iOS 11 EXCEPT iPad 4th generation

All Windows 10 devices having an Windows Operating System from the **Fall 2017 release or later..**

(Major Windows 10 updates are being released about twice a year. In order to support the newer, it may not always be possible to support the older.)

NOTE: If you intend to perform an upgrade to a major new release (as from iOS 9 to 10 or later), please backup your device **FIRST!**

You might encounter unexpected poor operation after a major update on an old device and decide to revert to your backup.

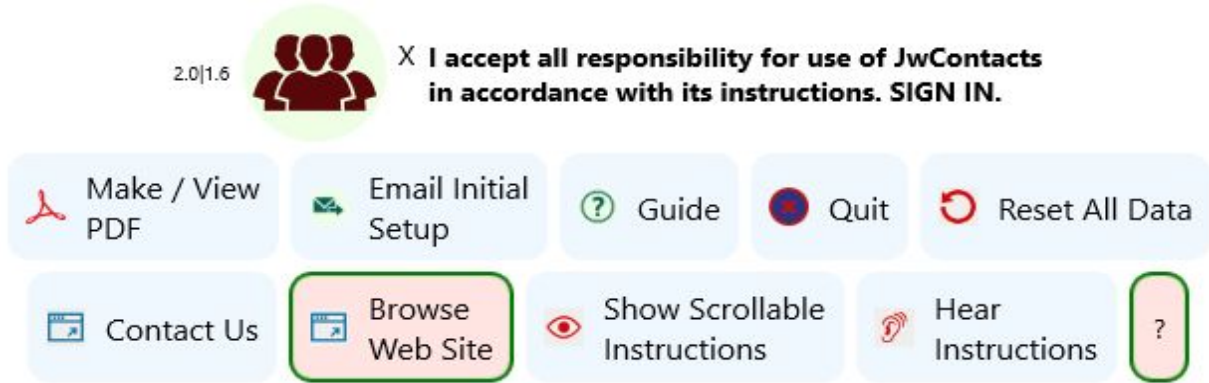
Check here for a list of devices intended to be supported in the future:

Newer MacIntosh computers, including an up-to-date mac Mini.

Some newer versions of Linux, in time, maybe.

• Opening Page

On Startup this initial page appears JwC UD also has a Convert PDF option):



ROW 1:

The two small numbers separated by a bar denote the version numbers respectively of (a) the common code base for all platforms and (b) the platform (Android, Apple, etc.) in use. When reporting issues please mention these values.

- The two small numbers separated by a bar denote the version numbers respectively of (a) the common code base for all platforms and (b) the platform (Android, Apple, etc.) in use. When reporting issues please mention these values.
- The "**I Accept**" checkbox, when toggled, provides an Acceptance Responsibility reminder, with option to Sign In to JwContacts..

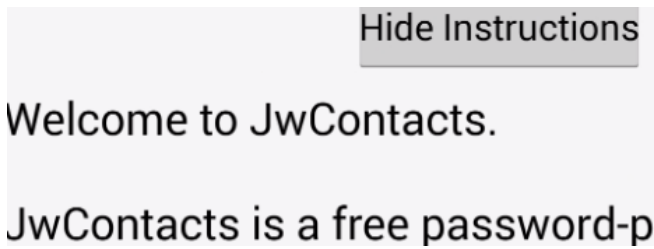
ROW 2:

- "**Make / View PDF**" allows viewing / saving into JwC most PDF files and converting many types (Documents, Spreadsheets, Presentations) of Office files into such.
- "**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**" (On Android and iOS: "**Sleep**"), a button found throughout, returns JwC to this page, then removes it from visibility or exits completely, as allowed by the device's operating system.
(On Android, an app cannot completely kill itself; that requires user action. Instead JwC returns to initial starting state.)
- All primary data can here be "**Reset**" (in multiple steps), as would be needed if you transferred to a new Congregation. See [Resetting Data](#).

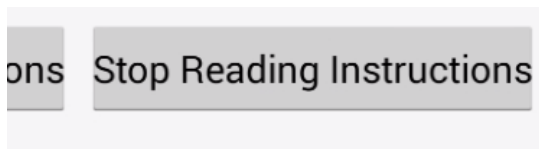
ROW 3:

- **"Contact Us"** opens the JwContacts.com User Support Page.
- **"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:

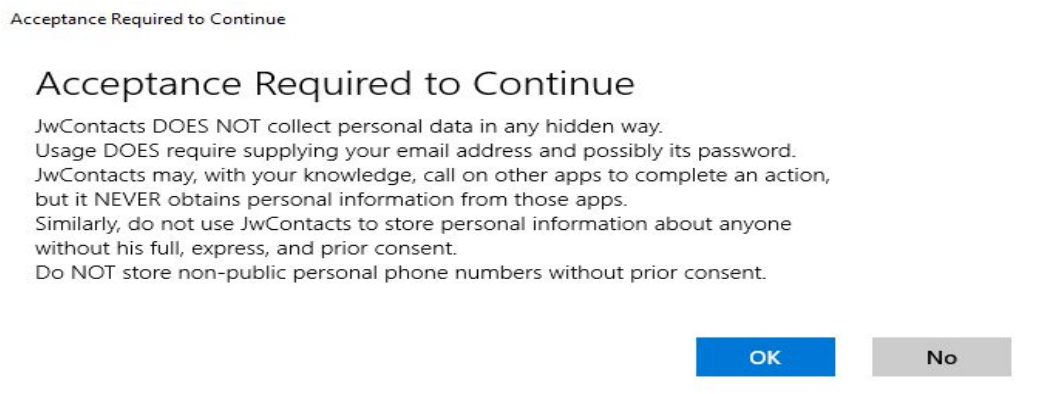


If listening, speech can be stopped at any time:



- "?" 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 OK, 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.

It may be, in time, the makeup of one or more of the databases will need to be adjusted as JwC further matures.

That usually would require copying all of the old database's data into the newer version, then deleting the old.

This has not yet been tackled but it is hoped it will never be necessary to ask you to Reset all data just to install a newer JwC version.

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

Sign In Start Over Sleep ?

User Name	Congregation Number	Country Abbreviation
Password may be any mix of at least 8 characters. No hints will be provided later, SO PLEASE REMEMBER!	Congregation Number as assigned by Branch:	Country where I use JwContacts (Abbreviated)
Password	Confirm Password	

Information Lacking or Incorrect:
Elder; Congregation Mismatch; User Name; Country; Password

- X I am an Elder in the Designated Congregation
- X I will use JwC just for myself OR am the Congregation's Assigned JwContacts Editor.

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.

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.

Additional users MUST specify the same Congregation number.

Country Abbreviation should be the MOST COMMONLY USED for your country.

Example: USA or US for United States of America.

This abbreviation MUST match an entry in JwC's internal list of acceptable use locations.

Generally the full name of a country will also work, but differences in spelling might prevent that.

Do not include any additional suffix for an area of a country, just the basic abvbreivation of 2 opr 3 letters conforming to ISO standards.

Additional users MUST specify the same country, although they can use a different abbreviation if one is available..

"**I am an Elder**" should be checked if true. You cannot use JwC unless it is checked OR you have special permission to test the app.

"**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](#), [Directives](#), 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 "Sign Up".

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 4 users have already been defined):

Sign Up Start Over

Quit

Users: 4: DP1, DP, DP3, att

User Name:

User Name

Password:

Password

Information Lacking or Incorrect:
User Name
Password

Sign Up allows creation of an additional user. If you touch it by mistake, just use the Sign In button on the new screen to return here.

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

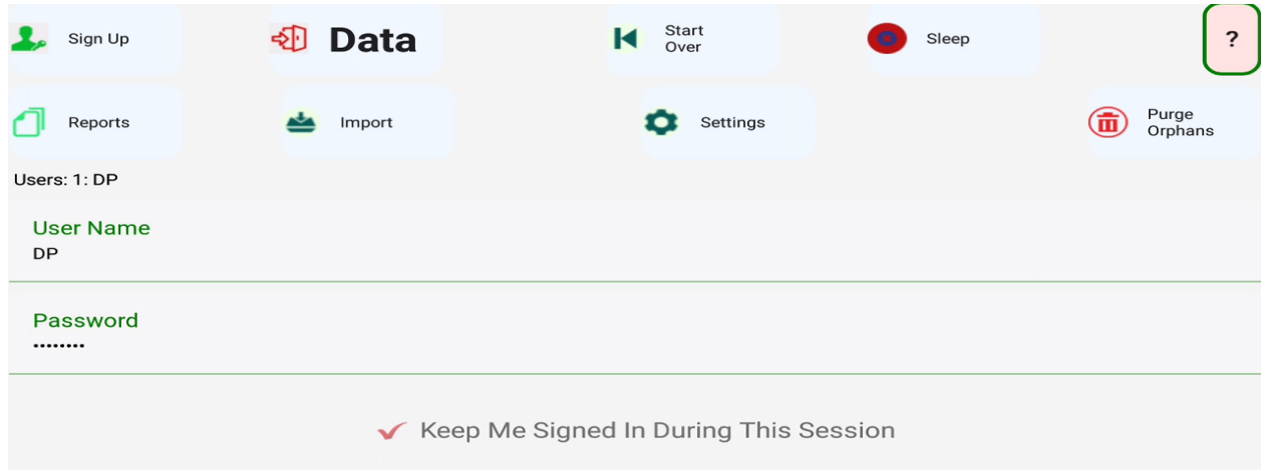
help.

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** screen changes and these additional buttons become available:



- **Sign Up** allows the current user to add another new user.
- **Data** takes you to the initial data page you chose in [Settings](#). Thereafter you can navigate among all data pages.
 - Data displays a small "working" symbol at the bottom of the page, 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.
- [Reports](#) allows on all platforms viewing, printing, or adding into Directives 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.

- "?" is present throughout JwC; it takes you to a discussion of the current screen on JwContacts.com.
- **Keep Me Signed in During This Session** removes any need to re-enter current user's password on return to this Screen. This setting survives a restart, but does not prevent an Initial signin.

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



JwContacts is or will shortly be available in the Application store suitable for your device:

1. Android: Play Store (look in Beta section)
2. Apple: App Store
3. Windows: Microsoft Store (look in Beta section) and at <https://www.jwcontacts.com/Pages/Downloads.html>

Note: JwContactsUD at that web link requires the least installation effort and has the most capabilities.

JwContacts is a moderately large application, about three times larger at install than JW Library.

This is so even though JWC is always 100% "native" device code.

An Android user should have at least a combined one-half gigabyte of storage available for JWC and the data he'll likely have it 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.

A number of permissions will be required (and perhaps requested prior to install) on Mobile devices:

Use of Camera and Photo Gallery

Use of Internet (at least when connected to a secure WiFi point)

Access to Common storage areas

Access to any Geolocation ability

Sufficient private storage for all the image data

(allow at least 1 MB per Congregation associate, 0.5 MB per map, and sufficient for each document)

Currently JwC must remain installed on an Android's internal storage, not on a replaceable SD card.

Data exchange on Android allows use of a separate Email application; on Apple devices JwC's own email client must be configured and used.

JwC has its own PDF Excel and Word generation abilities, including even an ODS generation for text. (Word is used now only for import, but capability exists to compose a Word document.)

For certain older Android (KitKat series, the oldest supported) and Apple devices a separate PDF reader application should be installed.

JwC has its own PDF reader for newer devices.

(Note: A second JWC PDF reader is being tried which may remove need for another PDF reader on all devices.)

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, 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



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

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](#)

[Phone](#)

[Data](#)

[Defaults](#)

Miscellaneous

Addressing



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

JwContacts Preferences

Save Exit Save Reset All Preferences Cancel ?

Addressing Comm Data Defaults Miscellaneous

Address Defaults

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.

City: City

Gov Unit: SC

Country: USA Phones' Country Code: 1 X

(Also used for Emergency Contacts)

My Congregation

From Here Lat +/- View Map Long +/-

Latitude: 34.96973 Longitude: -82.19614

Street Address: 1700 Gap Creek Road

City: Lyman

Gov Unit: SC

Country: USA

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. See [Maps](#).

Communications



Settings | Comm is a tabbed area for Communications settings.

JwContacts Preferences

Save Exit Save Reset All Preferences Cancel ?

Addressing **Comm** Data Defaults Miscellaneous

Email Account Email Recipients Texting Account Texting

My Name in Emails
David Pressman

✓ **Prefer Internal Emailer**

After adjusting Internal account, Restart Settings to Test.

Chunk Emails When Recipients More Than **20** Number of Pause Cycles Between Chunks **2**

Revise Password

Mail Server (if Required)

Folder: JwContacts_...35

Test Internal

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 [Comm](#) tab has a few settings for features your device may have, such as the ability to send text messages.

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', 'Reset All Preferences', and 'Cancel' buttons, and a help icon. Below the title bar are tabs for 'Addressing', 'Comm', 'Data', 'Defaults', and 'Miscellaneous'. Under 'Comm', there are sub-tabs for 'Email Account', 'Email Recipients', 'Texting Account', and 'Texting'. The 'Email Account' sub-tab is active, showing the following settings:

- My Name in Emails:** David Pressman
- Email:** david.pressman@jwcontacts.org
- Revise Password:** (button)
- Prefer Internal Emler**
- After adjusting Internal account, Restart Settings to Test.**
- Chunk Emails When Recipients More Than:** 20
- Number of Pause Cycles Between Chunks:** 2
- Mail Server (if Required):** (text field)
- Folder:** JwContacts_12345
- Test Internal:** (button)

Email:

My Name in Emails sets the "From" line in an email. If blank, your JwC user name is utilized.

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 its 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.)

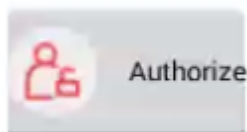
Passwords are always stored in encrypted form and can only be decrypted on demand in the storing device.

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 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 Emailer.

Prefer Internal Email: The Internal Emailer 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.

Apple users: Apple does not follow the concept of Download Folders as used by Android and Windows devices.

This means that while JwC can send email via your normal Email Client, it cannot import data via such a client.

You MUST have Prefer Internal Mailer checked. Therefore instead see [Using JwC Email](#).

Since the Directory instructions below DO NOT apply, skip to ALL DEVICES below.

Emails to numerous recipients (ex: To all in Congregation) may get rejected by your email server as apparent mass mailings.

To avoid this there are two settings to subdivide (chunk) large group mailings:

Chunk Emails When Recipients More Than determines chunk size.

Number of Pause Cycles Between Chunks sets how much time elapses between chunk transmissions.

These settings may produce issues in an external mailer for which you have to give manual approval for every transmission.

The contents of Email

[Using JwC Email](#)

[Testing Internal Mailer](#)

Using JwC Email

Apple users cannot import data into JwC via any Email client that is not a part of JwC; they can only export it.

This is mandated by Apple's rule that Apps cannot normally influence each other except in a small number of very specific ways.

Therefore JwC includes a full-fledged email client that can do both, as it operates entirely within JwC and breaks no such rule.

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 Apple email from untested servers.

JwC has been tested to work with Outlook.com (also known as Hotmail.com) and GMail; the latter maintains 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.

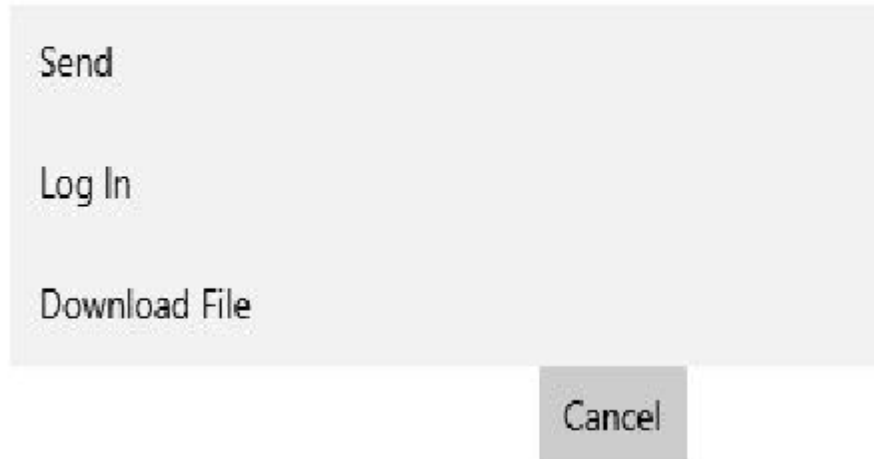
Perhaps the next JwC release can support it as well.

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 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.

Save Exit Save **JwContacts Preferences** Reset All Preferences Cancel

Addressing **Comm** Data Defaults Miscellaneous

Email Account **Email Recipients** Phone

Select Recipients

All Elders

Use Selected Elders

Elders

Al	Bi
Ch	Da
Ev	Jan
Je	Je
Ro	

My Congregation

Dunc...

David Pressman

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.

NOTE: To enforce supplying your Country's Internal Phone Code (required for texting with some services), you cannot perform certain other operations until you specify it in Settings | Addressing.

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

Twilio Telephone Number's Digits (including Country Code) 12... 069 Verify Account

Update Twilio Account Access Code Update Twilio Account Access Code

Update Twilio Auth Token Update Twilio Auth Token

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

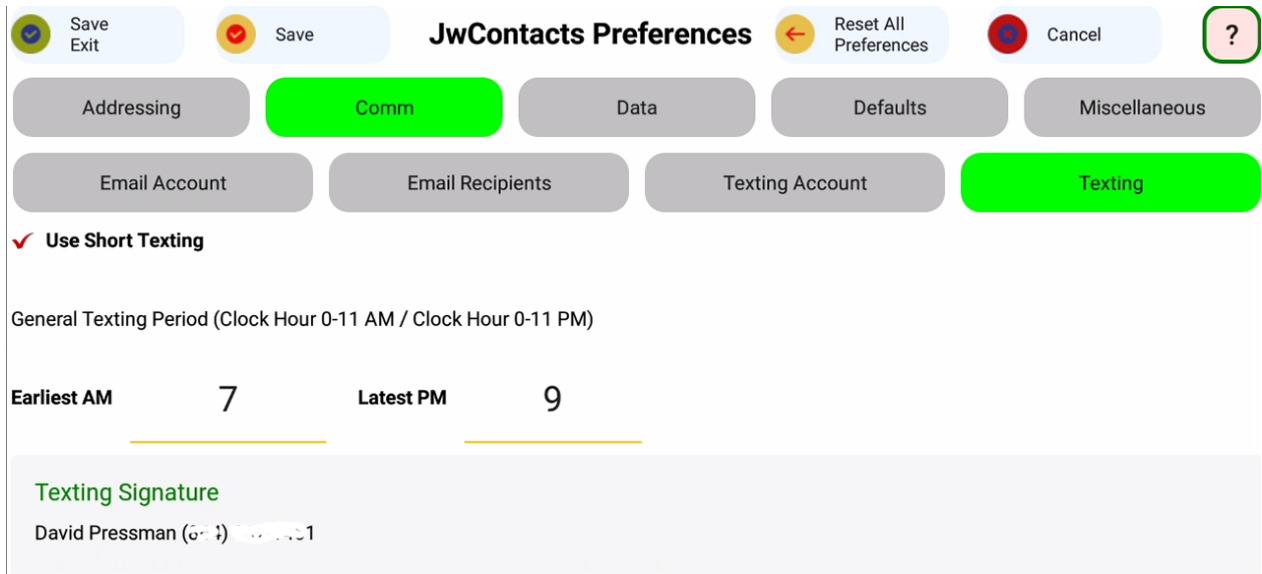
Texting



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.

1. Windows: As Windows makes texting VERY difficult without an Internet Texting Service, this tab will be blank on Windows until you have an account entered.
2. Android: Devices have Background SMS capability, but recently Play Store stopped allowing publication of most apps that utilize it.
(Presumption: Perhaps rogue apps had been sending unseen and unanticipated SMS messages.)
3. Apple iOS: Background SMS is not available.
4. Windows UWP: Only the now discontinued Windows 10 phones were allowed to send texts; the 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" from the App Stores, which allows you to send text as if Windows 10 were your phone. (This is NOT a recommendation.)
JwC does NOT utilize either; therefore no UWP Text Messaging is provided without a Texting Account it recognizes..



Use Short Texting: Appears only on devices capable of sending SMS (Short Messages, i.e., 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:

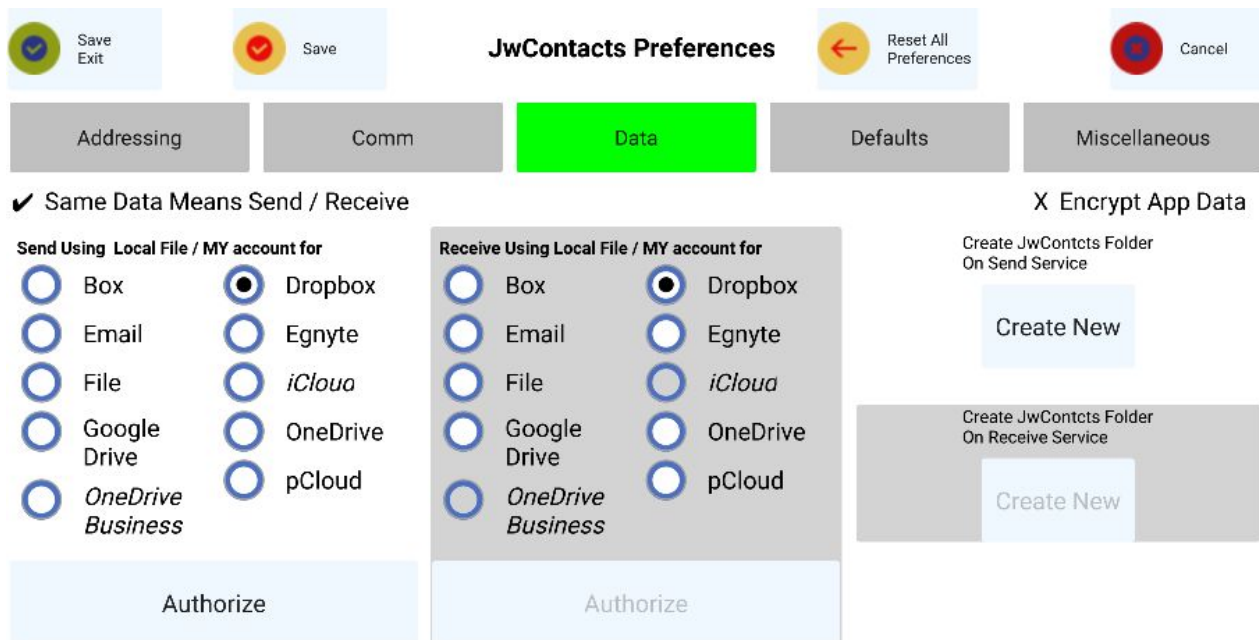
1. Emergency texts can always be sent.
2. Non-emergency texts can only be sent under all these conditions:
 - a. Within the hour range shown here.
 - b. The individual accepts non-emergency texts.
 - c. Within any more restrictive hour range the individual has requested.

Texting Signature supplies the final line of any text sent. If you are using a Send-Only Texting Account, be sure to include the physical phone number to which responses must be sent.

Data



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 (not available with Apple)

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)

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!

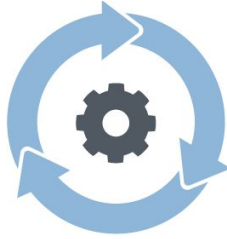
If you check "Encrypt Data" you will be cautioned and then must enter the Country of Use.

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



Save Exit
Save

JwContacts Preferences

Reset All Preferences
Cancel
?

Addressing
Comm
Data
Defaults
Miscellaneous

Text Format

Signed

Pdf

Xlsx

Xls

Ods

For other App

Excel Version

Excel97To2003

Excel2007

Excel2010

Excel2013

Excel2016

Excel2019

Image Format

Signed

Jpg

Pdf

Email Settings to Self

Export Settings

Optional Signed Password (min 8 chars.)

Pr: _____e

Downloads Directory

/storage/emulated/0

Replace any 'sdcard0' with 'storage/emulated/0'.

ALL DEVICES:

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](#).

Directories (Android only):

Data for importation must be placed by some app, such as email, in the **Downloads Directory**. Android users will also see this area:

Replace any 'sdcard0' with 'storage/emulated/0'.

Downloads Directory /storage/emulated/0

If you have not already specified the folder, JwC will probably suggest one.

In any case, the Downloads Directory must be "public", reachable by any installed application.

You may need to append the name of a specific directory (such as the "download" portion above) to a type of storage.

The original "sdcard" no longer refers to something user removable.

Such memory is now known as Sdcard/1, NOT Sdcard/0.

However some older devices will instruct JWC to use that non-existent location.

To make it perfectly obvious you are using internal memory, as noted, show the first part of Downloads Directory

as "/storage/emulated/0/", which is the way an Android device actually understands the location.

In most cases you will want to extend it with something like the folder name download shown above

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, Medical Directives, and Territories, can not be used for JwC importing, but only for viewing.

Optional Signed Password

Primary, Primary Lite, MyText, Documents, Talks, and Medical Directives 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 or 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.

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. Be sure you are not in one of those while using JwC encryption.

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.

Email Settings to Self

Sends an email to the Email Account you are using in the Comm | Email Account Settings tab.

This will be a zipped file with encrypted contents.

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

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

You will only 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 key, they would also still have to possess the device.

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 key.

Export Settings allows JwC to create a settings file for import by another App (or another JwC given access on another device).

Miscellaneous



On small-resolution devices this additional area appears (as shown):

This allows you to adjust some display text for optimum readability.

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 opens JwC in the Login screen rather than in the default first screen.

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

(Older Android devices do not support JwC's original viewer.)

However an alternate PDF viewer is currently being tried and may be suitable for all devices.

To use it, check **Try Pdf Viewer 2**.

The original viewer allows JwC to itself display [Directive](#), [Reports](#), or [Talk](#) PDF files. The viewer is a newer third-party control still being developed.

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](#).

The original viewer is still fairly new and is a new third-party component embedded in JwC and shows most PDFs with a very simple display.

However the supplier does not yet support all possible PDF formats and a particular directive may require viewing with another app.

Organization letters have, until now, however displayed fine.

The text search function as yet does not fully work as expected (some entries that should get highlighted are not).

Future editions of this Guide will discuss Viewer 2.

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.

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.

The drawback of this latter is greater complexity and, on phones, the screen will need to switch back and forth between normal Landscape and Portrait for calendar, taking a bit longer.

Use whichever arrangement you find most comfortable,

Internal PDF Viewer Default Zoom Percentage: Visible if the Internal Viewer could be used.

By default the viewer's embedded third-party display has this at 100%, but that may actually be a bit too much to see an entire page.

Here you can adjust the initial value to between 10 and 200. Something around 80 - 90 would often be best.

Note: On Windows devices the figure may not appear until you click within the Entry box.

Importing Data

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, Directives, Talks, Medical Directives, 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 Excel 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 Directives) 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.

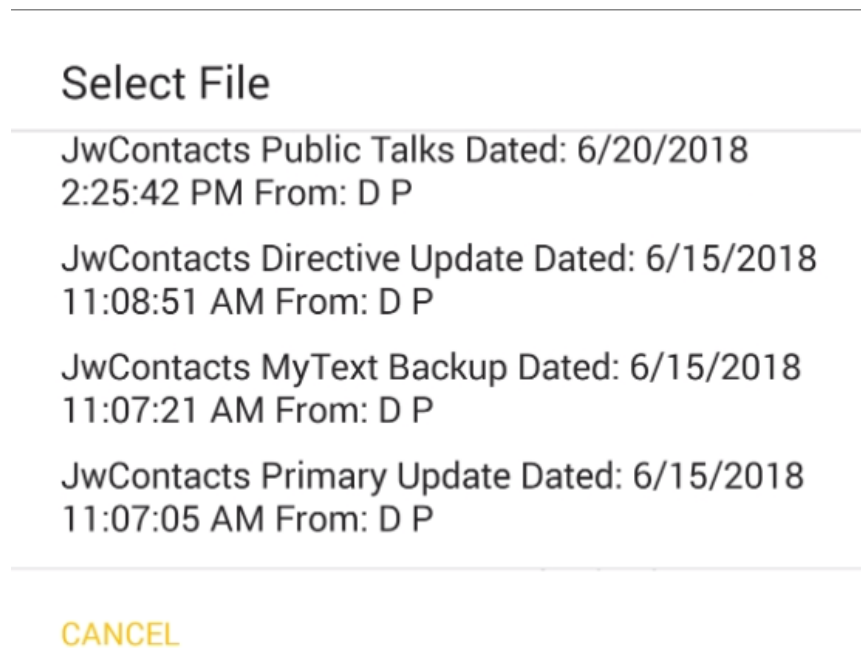
Here is an example of a file on a Remote Storage service:

Select File

Primary 7_10_2018_7_34 AM.zip

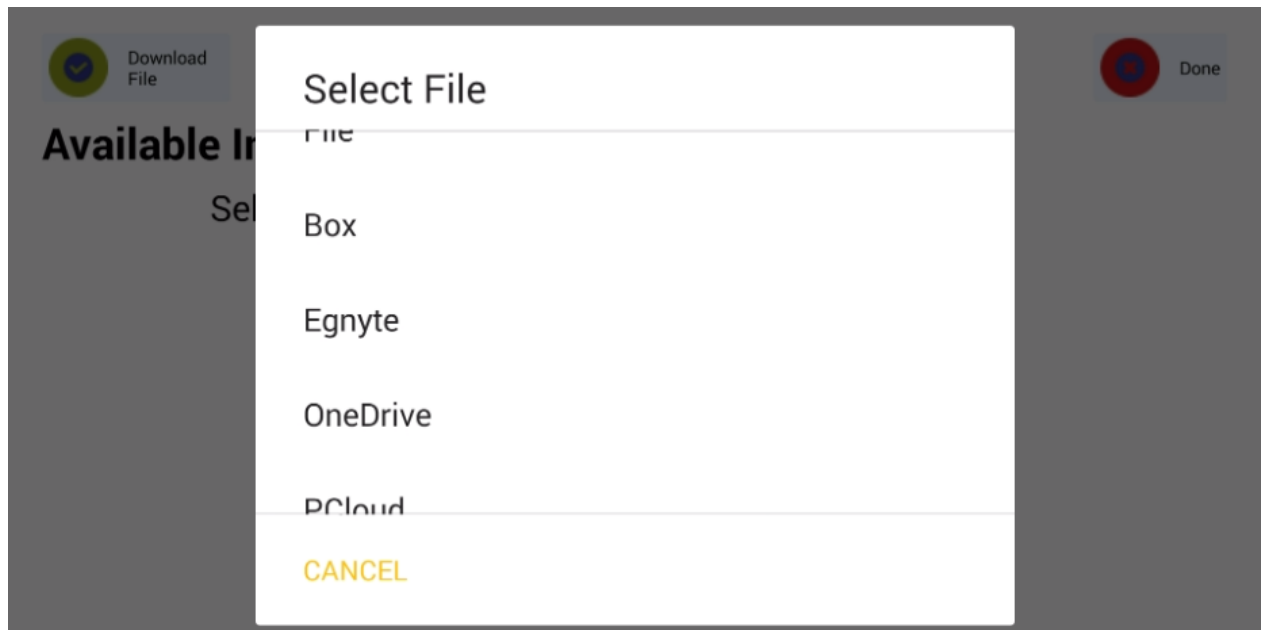
CANCEL

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



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

[New Congregation](#)

[Updating the Congregation](#)

[Text Backups](#)

[Territories](#)

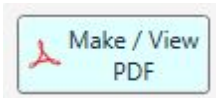
Importing Documents

JwC can store Microsoft Word .doc, .docx, and .rtf documents (as Directives 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 Directives may be imported in a Person's Details or Summary. See [Medical Directives](#).
- Other Documents must be imported using the [Directives](#) 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 now sports a new (June 2020) "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.

Accordingly the JWC data area formerly known as Directives has been renamed to Documents,

In some screenshots it may still appear as Directives, pending updates of this Guide.

Generally there should be little need to store individual Letters in JWC.

If any are, once their contents are replaced by a Shepherding update, they should immediately be deleted from JWC.

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

Images

Importing Images

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 may be stored in a number of other formats, such as PNG, TIFF, or SVG.

However only JPGs are used within JwC.

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

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

Means are provided to [Export Images](#), but as yet, except for [Medical Directives](#), 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



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 [Kingdom Hall Schedules](#) (KHS) or [TsWin](#).

For working with them, see [With KHS or TsWin](#).

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 looks like:



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

With KHS or TSWIN



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

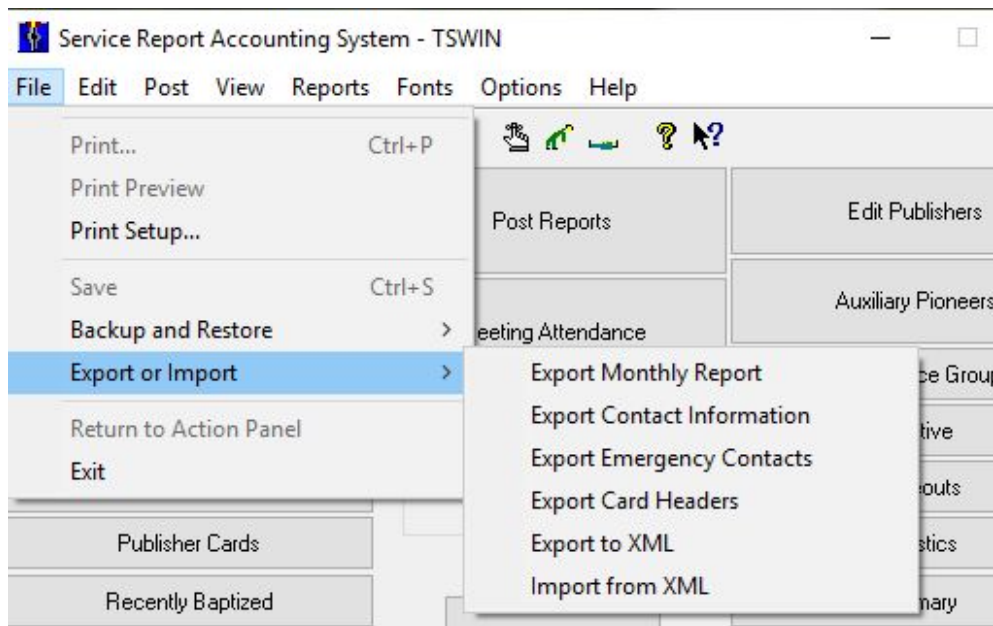
If a member of your Body is already using either of these, you may wish to begin with an import from his data.

A. Of these two programs, **TsWin** it seems covers a narrower data area, 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 these 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](#).

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

preparing all Congregation schedules.

(Interestingly KHS will also import the three TsWin files mentioned above.)

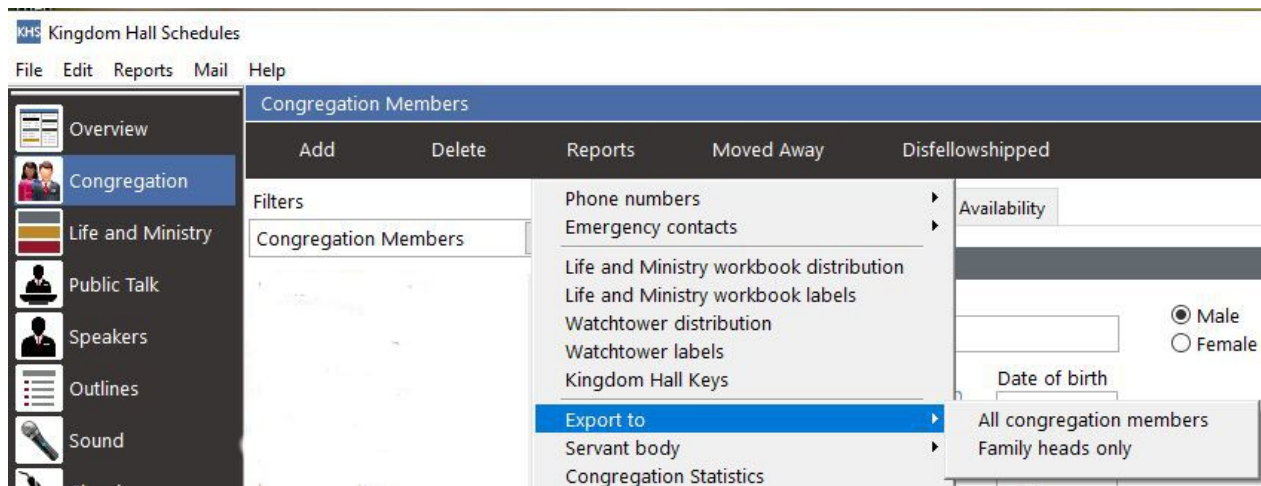
KHS is much more highly graphical and does name Field Service Groups.

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.

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

The following screenshot is from KHS and displays the work of its owner, not my own.



That produces the file **congregation_members.csv**.

If you would like to see its contents, open it in Microsoft Excel. If you want, you can even save THAT as a true Excel file named **congregation_members.xlsx**, and use it instead.

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.

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 produce equivalent JWC data.

The most practical way to enhance that 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](#).

It seems the following capabilities have recently been removed from KHS:

Interestingly KHS can be setup initially with two of TSW's .tsv files. For that reason JWC can produce its own versions of those files, allowing KHS 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. 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. See [*Monthly Group Service Reports*](#).

Updating the Congregation



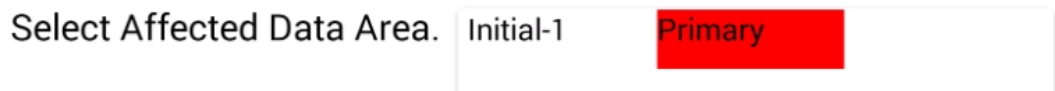
JwC updates are compressed files named **JwContactsPrimary.zip** sent from an Editing user to any other user in the **SAME** Congregation.

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:



Available Imports in Preferred Download Folder



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

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](#).

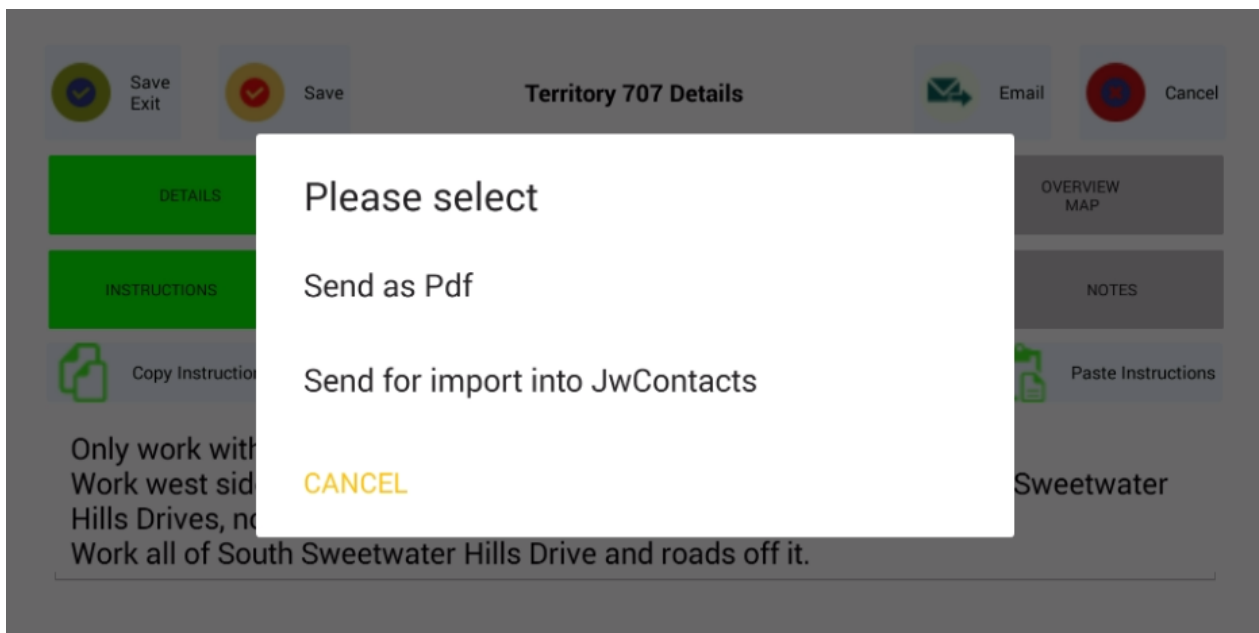
Territories

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

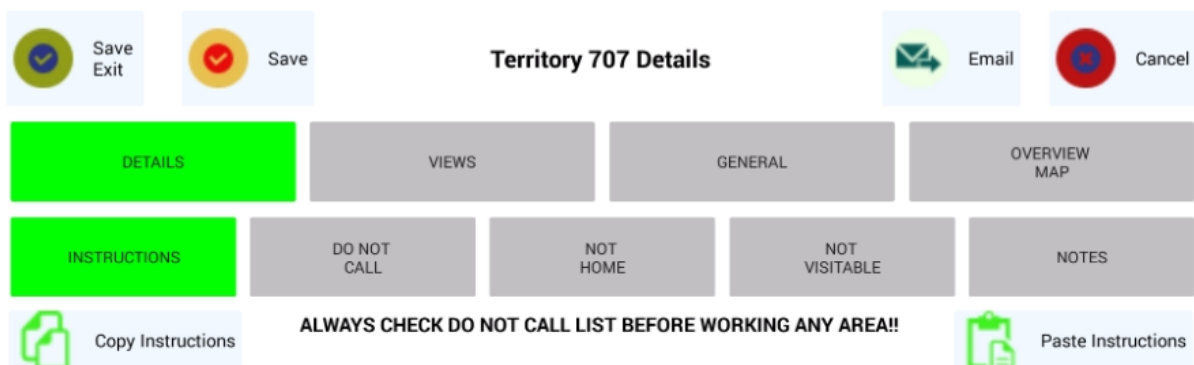
See [Importing Data](#) or [Territory Views](#) respectively.

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:



Only work within outlined area of map.

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





JwContacts can generate and then view, add to the [Directives](#), 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.

 Add Into Documents

 View

 Print

 Close

Select Report

- Contacts
- Households (By Bearing)
- Households (By Postal Code)
- Medical
- Service Groups
- My Group's Service Report
- My Group Shepherding
- Emergency Services

- Extended Contacts
- Households (By Distance)
- Household
- Publisher
- Service Groups (Arranged: Family Postal Code)
- My Group's Service Report History
- Short Term Care

X My Service Group Only

Distance

- Miles
- Km

History Months

- All
- Select
- Last 3
- Last 6
- Last 12

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 Directives) 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?

Yes

No

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.

See [Android](#), [Apple iOS](#), or [Windows 10](#).

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 Directive 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](#).

Monthly Group Service Reports



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.

You 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 chose 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.

Printing



[**ANDROID**](#)

[**APPLE iOS**](#)

[**WINDOWS 10**](#)

Android



Android devices are diverse, as are their capabilities. Your device MAY have a pre-installed Print Manager JwC can use, or it may not.

If you try to print in JwC and either are told printing is not available or what does show up is insufficient, you might check the Google Play Store.

Results will vary and this author cannot predict them. For example, I have a Canon wireless Pixma printer and downloaded a Canon Pixma print app.

The app found my printer, registered it, but the app does NOT show up when I click a JwC Print button.

However, in Reports | View, the Canon app is offered as a View choice and, sure enough, I can print from it once I've begun to view it.

If something like that works for you, you might consider turning off (in [Settings / Miscellaneous](#)) the Internal PDF viewer, at least when you want to print that way!

On the other hand, my Samsung Galaxy phone happened to have an HP utility that was able to register my HP laserjet, even though it isn't wireless.

This DOES show up in JwC Print operations!

So, you may or may not be able to print in Reports and in Directives and Talks; it all depends on your device and its print utilities!

Apple iOS



iOS devices (iPads, iPhones) use a common service, iPrint, which can print ONLY to devices made for or compatible with Apple's Air Print standard.

If you have such a printer, you are in business! Simply touch a JwC Print button and the iPrint screen will open, giving you a document preview and choice of Air Printer.

Don't have an Air Printer, but do have a Windows PC and some kind of printer (attached, wireless, print-to-PDF, etc.) it works with?

You might consider the following 3rd party utility which is in NO WAY associated with or even recommended by JwC.

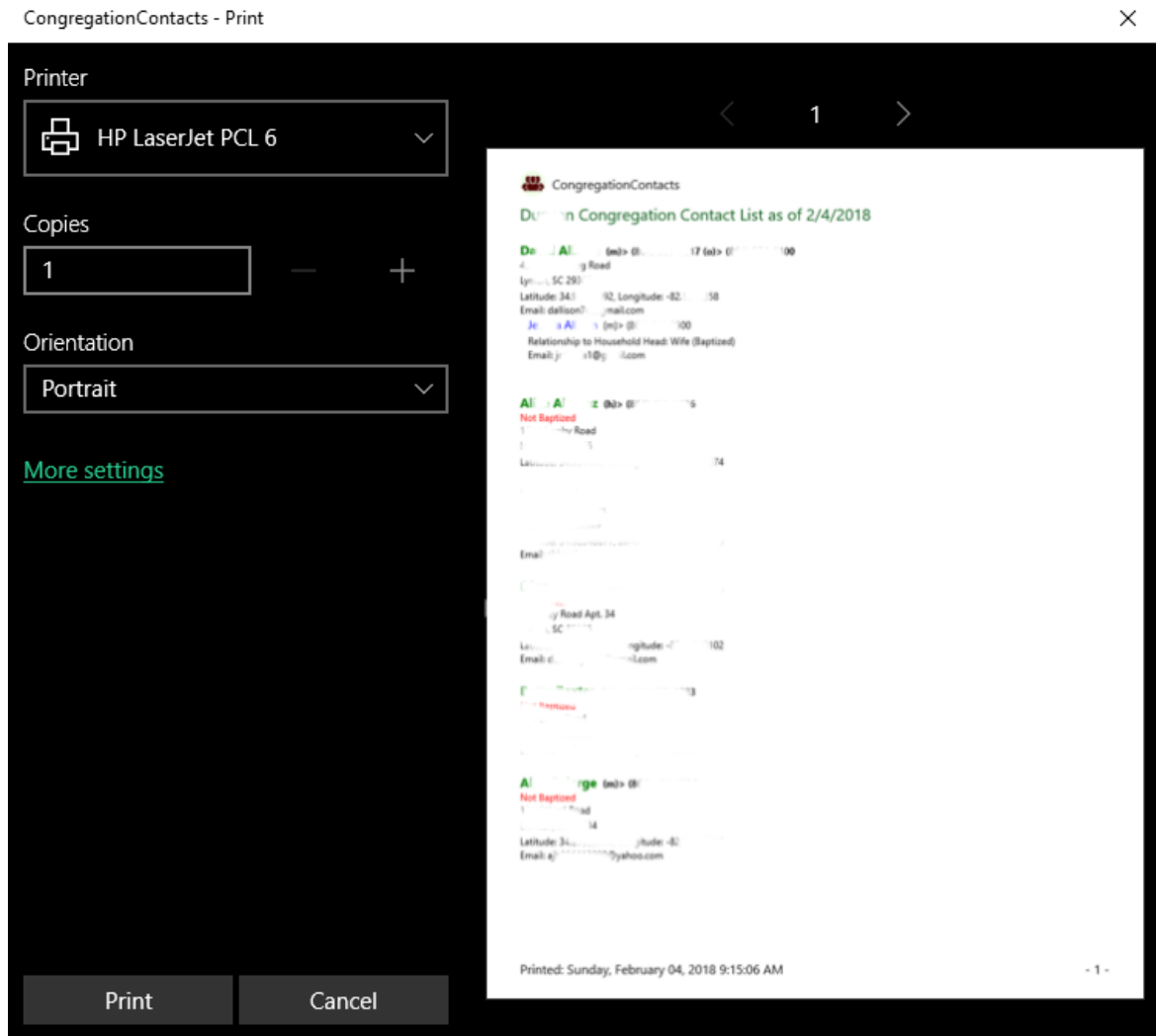
However the author can state he has successfully used **OPrint**, available for short-term trial and at fairly low one-time cost.

OPrint enables your Windows computer to act as if it were an Air Print device, making available whichever printers you chose to allow iOS to send its print instructions.

Windows 10



The standard Windows 10 Universal Platform Printing Dialog is used, with Preview Pages on the right:



Common Features



Note: An "Entity" is an instance of any data such as a Person or an Emergency Service.

[**HOME PAGE**](#)

[**ADDRESSES**](#)

[**CLIPBOARD**](#)

[**ENTITY DETAILS**](#)

[**ENTITY SUMMARY**](#)

[**INTERNAL PDF / TEXT VIEWERS**](#)

[**MAPS**](#)

[**NOTES**](#)

[**PHONES**](#)

[**PHOTOS**](#)

[**TEXTING**](#)

Home Page



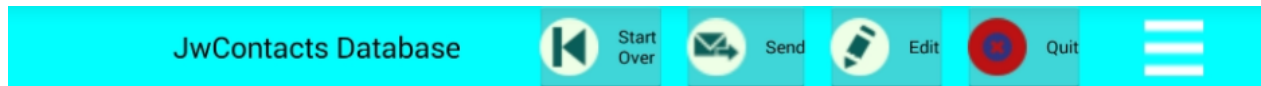
Once [Signed In](#) you are brought to the Home Page, which differs slightly between Editor and User modes.

(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. See [Editing Data](#).

The **Hamburger** icon (the three parallel lines) causes the next area to slide over from the left:

2. Navigation Slide-Over Menu:



The default appearance is shown.
Any choice you make is stored and will be repeated on next slide in.

Available data classes are grouped by [Congregation](#), [Informational](#), [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:

X Call on Row Click Family Sort 143 Persons (Click Row for Details)

🔍 Search Queries

F	Name	Mobile	Home	Bus/Alt Phone
✓	David / son	(864) 257 5217		(864) 5 1-64 0
	Jessie All	(864) 257 2000		

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, the only grid column that can be directly edited. [Favorites](#) are reachable in the Miscellaneous group.

Note for Android Users: Currently the third-party software used only senses touching a row in its first three columns.

Hopefully this bug will be remedied in near future.

Except for [Assignments](#), [Directives](#), [Households](#), [Notes](#), [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 are one or two alterable check marks:

Family Sort appears when the grid has a hidden Family Name column.

Call on Row Click will 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 calls up a Search Dialog that allows grid contents to temporarily display only rows with matching character sequences in the Name column.

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 **X** that appears to the right of the Search entry.

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.

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, and Hospitals.

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 [Directives](#).

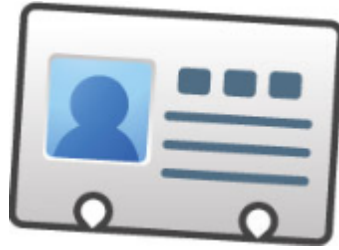
Clipboard



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](#), [Directives](#), [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.

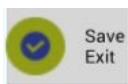
In [Favorites](#) and [My Service Group](#) the Details will be those of the Entity Type selected. There are no special Details in these cases.

Live Links between entity pages are shown as text in **RED**. Touch such text to open a summary page of the described entity.

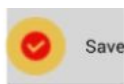
Thus, on a Household or Person Page you will see perhaps several Emergency Contacts listed. Touch one to get its summary and to be able to call that one.

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:

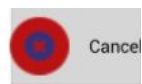


Save
Exit



Save

Details For Da ...



Cancel

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.

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](#), [Directives](#), [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:



Call is 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](#).

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.

Internal PDF and Text Viewers

Likely your device already has one or more PDF viewers, but you may still find the JwC internal viewer useful, available to most newer devices.

(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.

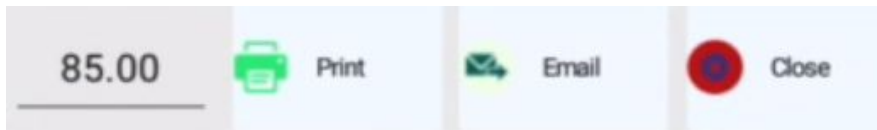
The document will always be shown in portrait mode and will be both scrollable and able to zoom to higher magnification.

The display consists of a top menu row JwC has furnished above a third-party display control which itself contains both a top and bottom menu.

Some third-party menu items provide functions similar to those in JwC's own top menu.

JwC supplied top menu:

SMALLER devices display a simple top toolbar:



- The numeric entry reflects the current display's Zoom Level Percentage and can be edited as a value between 10 and 200.

The initial value can be set in [Settings / Miscellaneous](#).

Note: The document display can be manually zoomed up to 200% by using two fingers which widen their separation.

However the third party control used will only allow manual re-narrowing down to 100%.

To further decrease its Zoom you will need to change the numeric entry.

- **Print:** See the appropriate sub-item under [Printing](#).
- **Email:** Brings up an email destination select menu:

Please select

Send to All Elders

Send to Pre-Chosen Elders

Send One Elder

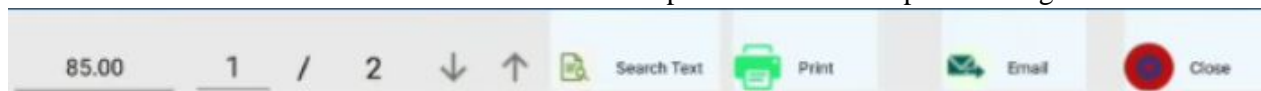
Send to Specific Address

CANCEL

NOTE CAREFULLY: If you decide to email a document to a specific address (such as that of a doctor), be SURE the recipient has the legal right to view the document! Some documents may be confidential and sharing by email may not be appropriate. Send Branch letters to only those types the Branch has indicated as acceptable readers.

- **Pre-Chosen Elders** will be those you selected in [Settings / Email Recipients](#).

On **LARGER** devices the more numerous available options are on two top alternating toolbars:



The additional functions here are:

- You can enter desired page number or use Up and Down arrows to step through the pages. Page number will always show the current displayed position within the document.
- **Search Text** overlays Navigation with the **Text Search Bar**:



Back arrow on left or the Close button on the right returns to the original toolbar..

Enter any text on the supplied line, then use **All** to highlight occurrences, **<** and **>** to navigate among them.

(Current selection is highlighted in blue, others in red.)

Cancel removes the highlighting and disables navigation among the found items.

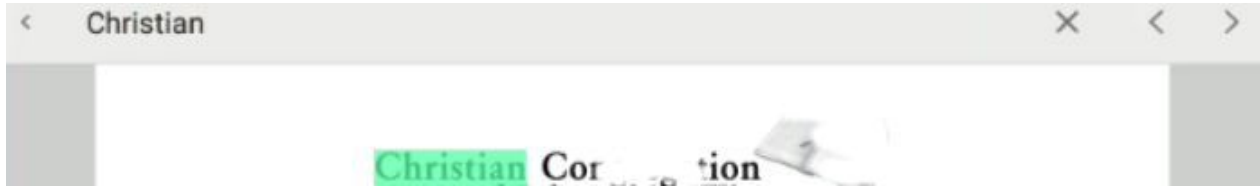
Third-party top menu:



is not currently alterable by JwC and JwC does not implement all functions.

- The left-most **bookmark** icon toggles a Bookmark pane on and off. If your document includes bookmarks you can use that pane to navigate through the document,
- The middle **search** icon brings up a Search keypad to enter search text. After entry the first occurrence (if any) in the Document will be highlighted.

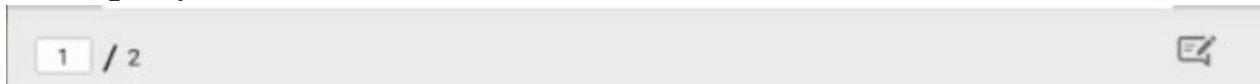
The top menu will be overlaid with a changeable text entry showing the current search text:



To return to the original third-party top menu click the left arrow at the far left.

- The ellipsis on the far right opens a drop-down secondary menu. JwC does NOT use ANY of its functions,

Third-party bottom menu:



- The left area provides another means to navigate between pages and is the only such choice on the smaller devices.
- The **Annotations** button on the far right overlays the bottom menu with several Annotate choices. JwC does NOT currently implement any nor provide a means of saving an altered document,

Maps



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!

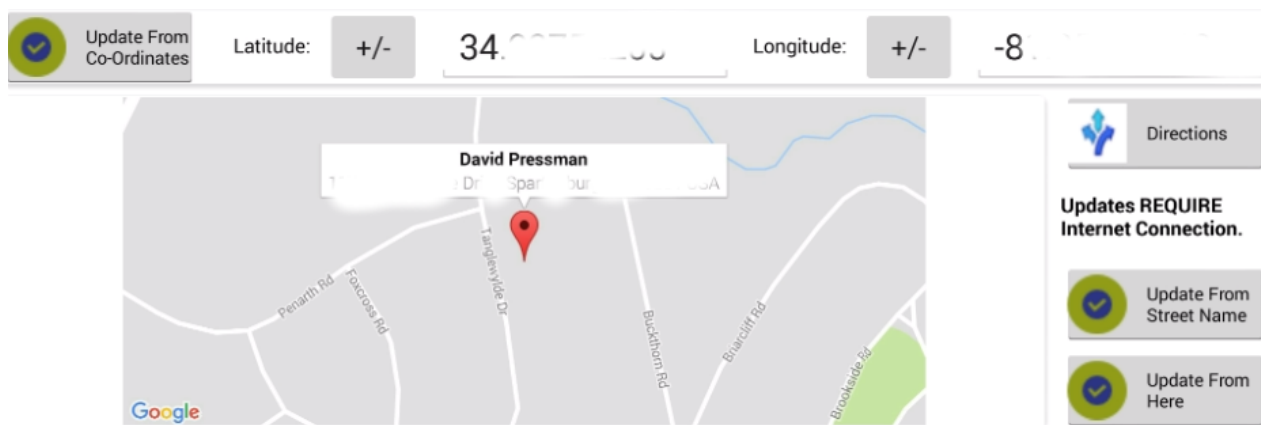
For Android and (eventually) Apple Devices, the Google Maps service is used, for Windows, Bing Maps.

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.

NOTE for Windows Users: The third-party software used to initially display a map does NOT currently provide a means of saving it. However you can save the derived co-ordinates and re-create the map from them at any time.


On getting a map and having touched the red marker before saving it, the tab looks like:



Initial map radius is 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.

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:

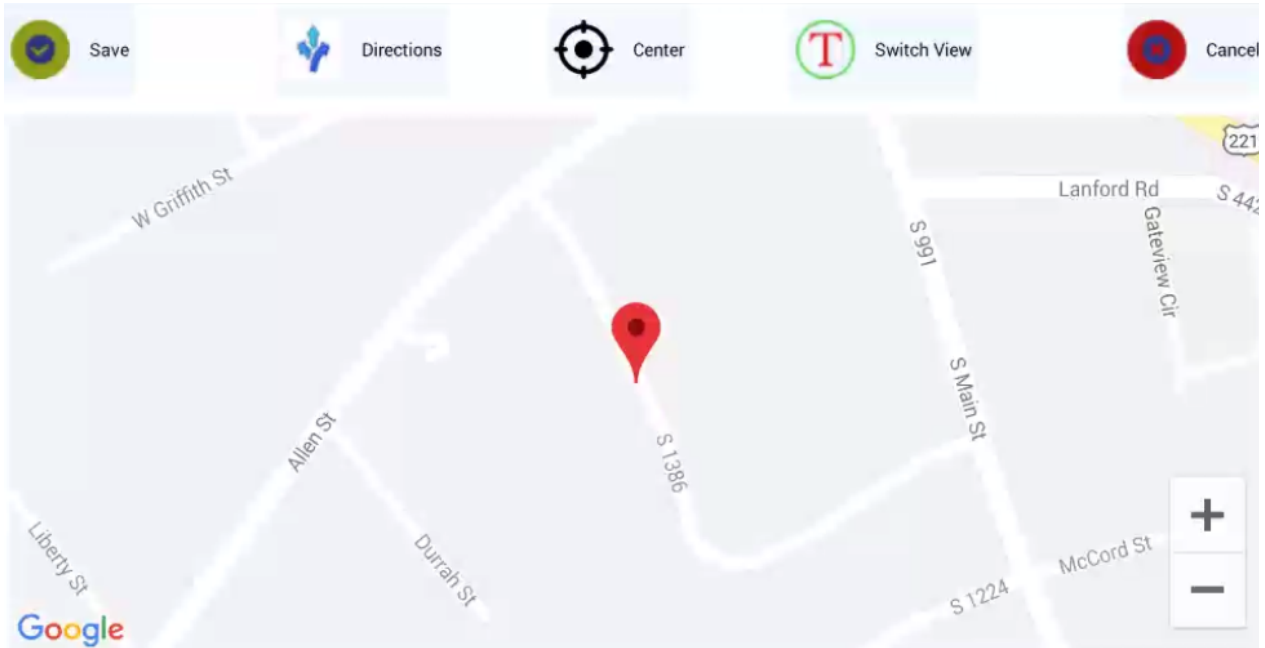
Confirm Proper Area Located

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.

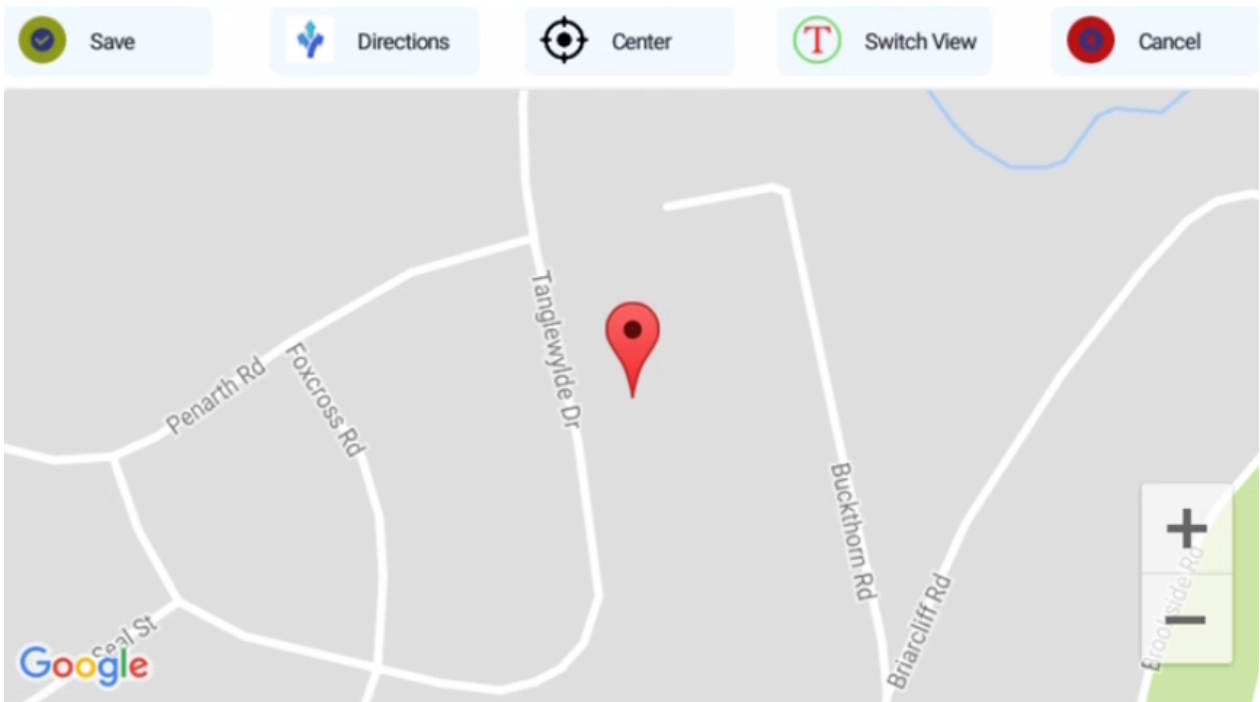
Here is what Google Maps returned for the above:



Most likely this is NOT usable unless S 1386 really is Eva Lane! (It was.) True, you could scroll and zoom and manually find Eva Lane, but the marker would remain in the wrong place.

Update From Here requires your device be geo-sensing and at the exact place desired. It should be very exact IF both conditions are met, but may take a few moments while the device determines its own location. If no geo-determining satellites can be reached this will eventually time out.

Here is what Google Maps returned for where my device was at that moment:

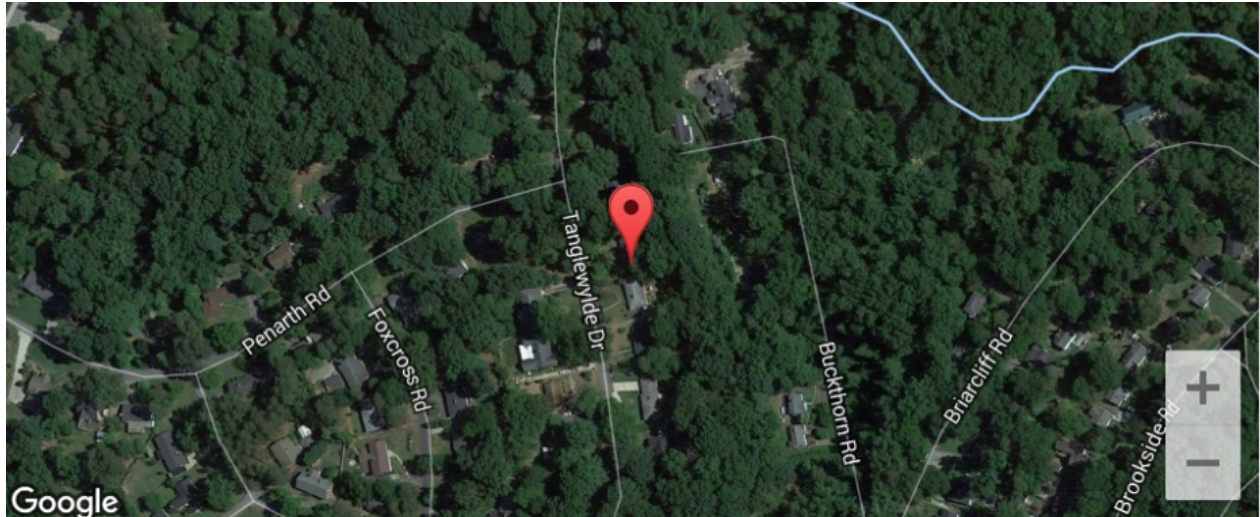


Exactly what was desired!

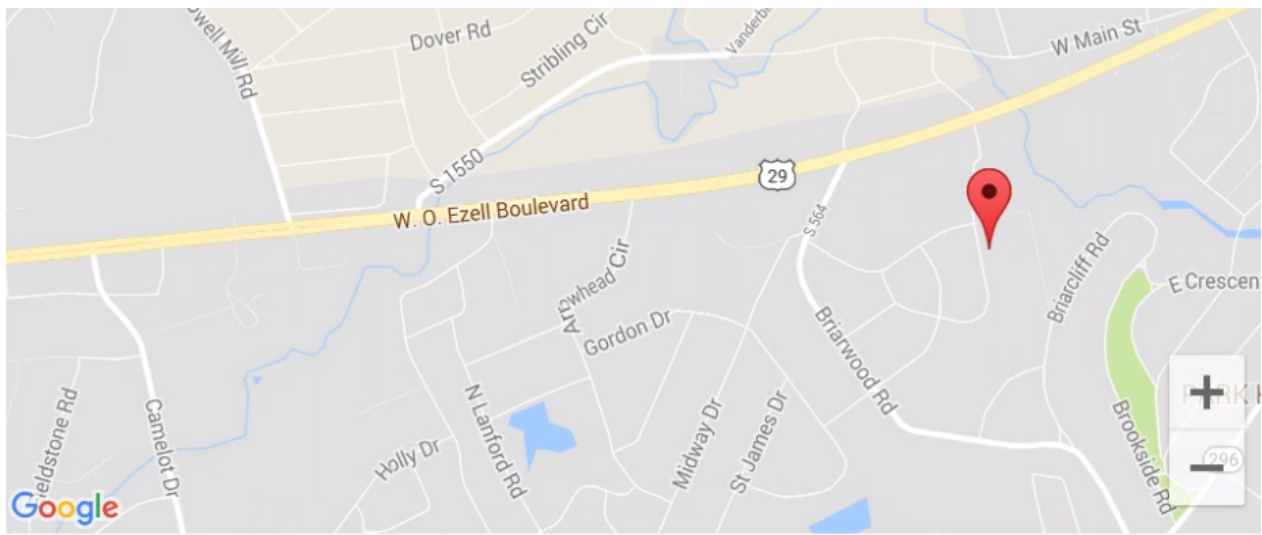
The **Directions** button here works exactly like the one described above.

Center returns the map so that the red Pin is centered within the screen AND the screen covers the initial area. It can also force a proper display if that failed when first viewed (a problem sometimes seen in Windows 10).

Switch View allows you to toggle between a Street View (above) and a Hybrid view, as below:

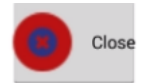


Note the live map view is rotatable, scrollable, and zoomable. You may use touches for those actions or the +/- for zooming.



If, prior to saving, you click the Red place marker, a name and address will appear. It is suggested you touch it, revealing name and address of the chosen point. (Not done in these shots for privacy.) The marker (or, Pushpin) also allows for navigation. See [Getting There](#).

Once saved, the map can again be viewed full-screen by touching it anywhere:



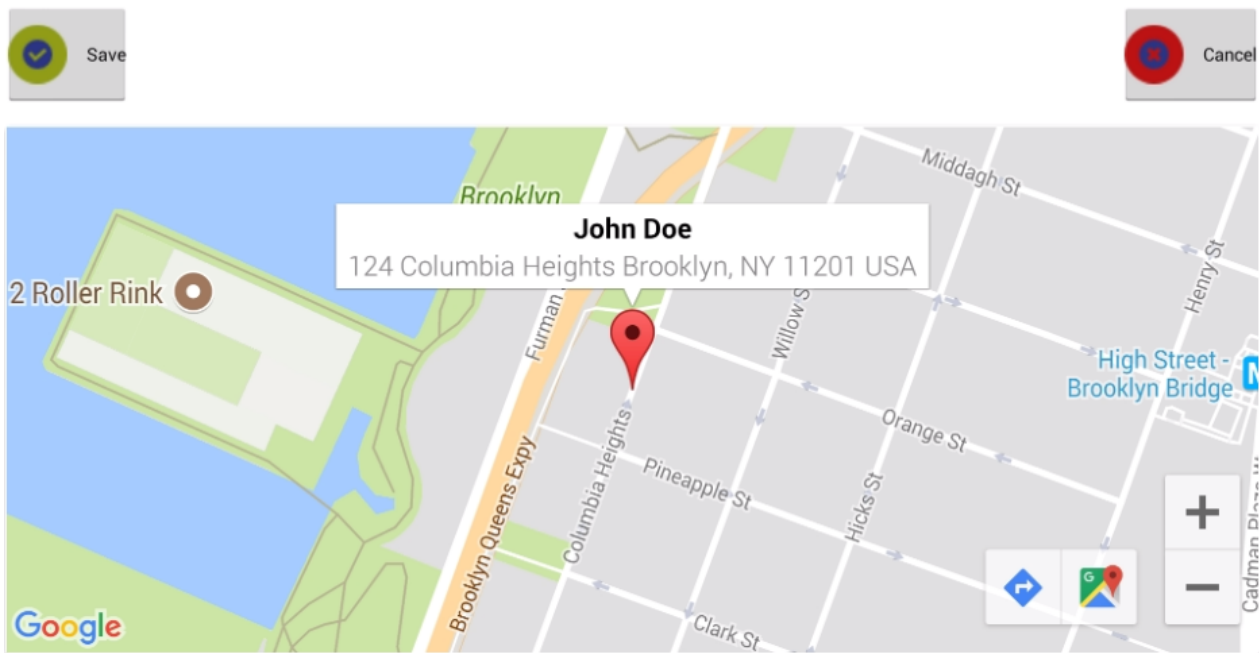
Getting There From a Map



Each Map has a red Pushpin marker that contains the Name and Address associated with the Map. Once you have successfully created a map and your device has Internet access, geolocation, and the Google Maps application, you can get Google Maps to give you turn-by-turn directions as you proceed from your current location:

- If the map is not already open in Creation mode, touch the "Update From Coordinates" button to re-create the map. (You do NOT have to later save this version, unless desired.)
- When the Red Pushpin appears, touch it to display its data.
- After a few seconds, two Google Maps connection buttons appear near map bottom right.
- Touch either to bring up Google Maps. The first will cause GMaps to search for directions from your current location.

Re-created map with Pushpin open:



After touching Lower Left Icon  :

← from Your location ↔ to 107-109 Columbia Heigh... ⋮

🚗 11 hr 🚆 — 🚶 9 days 🚴 3 days

27 min slower ⓘ

11 hr 4 min ⓘ

11 hr 4 min (696 mi)
Fastest route, the usual traffic

☰ ROUTE INFO **▶ START**

Medical Directives



Medical Directives (MDs) may also be known by various other names such as:

Advance Decision (AD)

Advance Directive (AD)

Advanced Health Care Directive (AHCD)

Durable Power of Attorney (DPA)

Durable Power of Attorney for Health Care (DPAHC)

Health Care Proxy (HCP)

Living Will (LW)

Personal Directive (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.

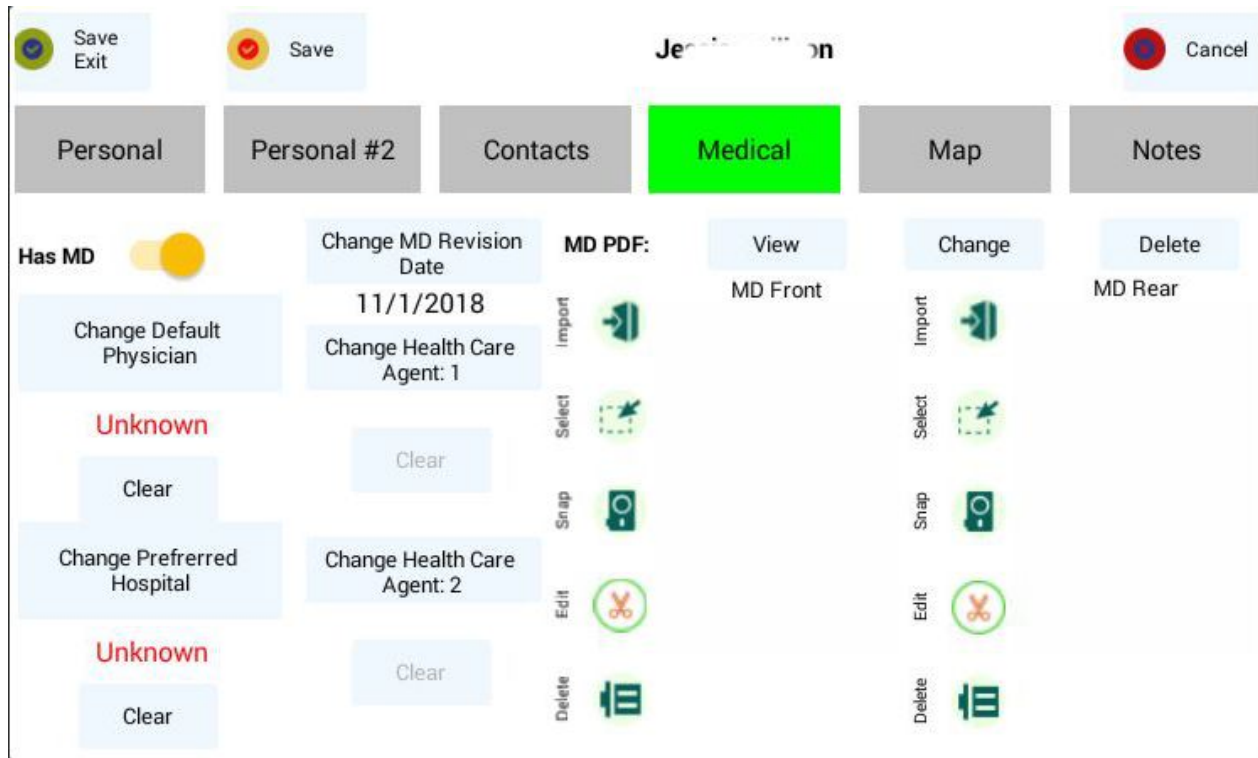
JwContacts provides limited storage means for whatever among these (or others) a publisher chooses.

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 Directive (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 Directive 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 Directive 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.

o

Notes



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 Directive or Talk).

In many cases JwcUD supplements the simpler Notation editors of the older JwC versions with a more advanced [Document Editor](#).

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.

Before first use a Note Entry may seem to be a short single line.

Both the width and height expand as you type into the entry. Even the width of the Note Tab expands as required.

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 [Information / Notes](#) page that summarizes all notes throughout JwC and also allows maintenance of Notes found nowhere else in JwC.

Phones



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



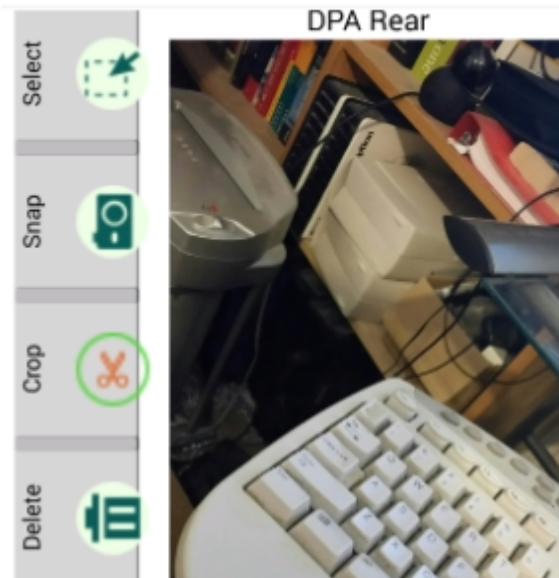
JwC "Photos" are intended to help quickly identify Persons of interest. They can also contain photographic equivalents of Legal Documents, such as an AMD or DPA.

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:



Select and **Snap** are each enabled only if JwC can tell your device has the needed capability. If you would be replacing an existing picture you will be asked to confirm that on use.

Select allows you to pick from on-device photographs, using any app your device has for that.

Snap allows you to use an on-device camera (not external). If you have more than one, you'll first be given a choice.

Crop currently uses third party code that should work on all devices.

A full-screen cropping viewer allows zooming and panning, followed by saving or reversion.

An alternative exists that might be a little easier, but has undesirable extra features that could be confusing.

It uses a resizable and movable square to select just the portion to be saved. If you would find that easier, please advise.

Delete, of course, deletes the photo. This only becomes permanent on Saving the 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.

Texting



Texting is an optional feature available for Android and Apple phones, but is off by default.

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.

SMS texts are sent in plain text, so are not considered secure. Exception: see Apple Users below.

To use texting, see [Settings / Comm / Phone](#), which contains enabling checkmarks for texting and provides limitations for non-emergency texts.

Phones with a SMS (texting) app (Apple, see below) 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.

Except for My Service Group, nothing will happen if the row touched does not have a Mobile Phone entry.

A list is made available for selecting one of numerous common messages, but you always have the option of composing your own.

On Android only these texts can be sent as a background service, so you never need see the SMS screen.

Without such a background service, your texting app will require you to approve each transmission.

If you select anyone in the My Service Group, whether they have a mobile number or not, you are offered the option to text any combination of the group's members with the same message.

If you decide only to send the person mentioned in the row you touched, nothing will happen if he lacks a Mobile Phone.

Apple Users:

Apple devices use a non-SMS optional app for messaging, iMessage.

iMessage's default behavior is to directly send an encrypted text to another Apple device via Apple's own servers, rather than a cellular carrier.

If your cellular carrier does provide SMS texting, iMessage will use that if the recipient's phone is not known to be an Apple device.

If the recipient who has an iPhone has iMessage or its Receive capability off and he has not added a SMS app from the App Store, you cannot reach him via texting.

For recipients with iPhones that receive iMessages or for non-iPhone recipients, you may still be able to "text" from JwContacts, with some effort:

1. In your device's Settings | Messages:

- a. Turn on iMessage, which by default uses a proprietary "texting" format rather than SMS.
- b. Make sure Send and Receive is enabled.

2. Be sure all persons to whom you will want to send texts are in your device's Contacts.

For each specify at least an iPhone number (if you know they have an iPhone) or else a mobile number.

(You may have to repeatedly "Add Phone" to get to the appropriate entry.)

If possible, supply an email address.

3. To use iMessage's SMS alternative, your device must have a cellular provider that includes texting.

4. When you send a JwContacts text, an iMessage window will open with the text entered either in blue or green.

5. If the text is in green iMessage is ready to send the text via your carrier's SMS service. Just touch on the Up Arrow to the right of the text.

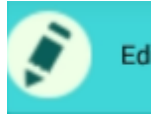
6. If the text is in blue and the To: section shows only a number, iMessage was unable to find that number in your Contacts. Add it after leaving iMessage.

7. If the To: section shows a name, but touching Up to the right of the text has no effect, the number found in Contacts was either not for an iPhone

or the recipient may not have iMessage enabled on their device.

8. To instead send the text by email, touch the name shown in To: and select the email option from the drop-down that opens.

Editing Data



All users can edit [Maps](#), [Photos](#) (including Legal Documents), [Other Phones](#), and their own [Notes](#). [Directives](#) are importable, but only a short name for easy access is editable at the time of import.

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:



Select Item to Edit

David Pressman

In the above I've searched for my own household. **Search** here operates exactly as in the [Home Page Search](#).

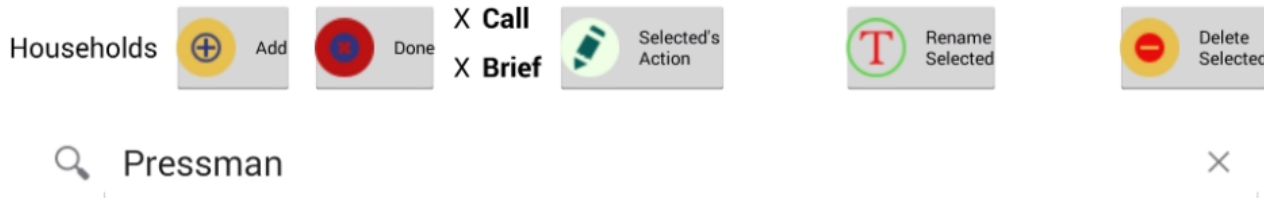
It looks for anywhere within a name the search group of one or more characters occurs, without regard for case or position.

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:

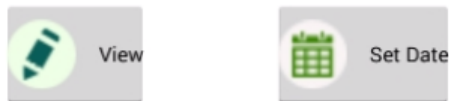


Select Item to Edit

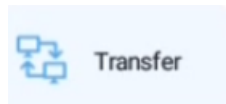
David Pressman

(On lower resolution devices the top menu items are spread over two vertical areas.)

For Directives and Talks: Call, Brief, and Selected's Action are replaced with:



For Short Term and Long Term Care: A Transfer button is added, allowing re-classification from one type of care to the other.



Selected's Action varies with whether a check marks to its left has been checked. Call takes precedence over Brief.

1. When **Call** is checked and the Entity stores phone numbers (Households does not), you can initiate a call in the same manner as could be done on the [Home Page](#), i.e., you are first given a list of available numbers.
2. When otherwise **Brief** is checked the Entity's [Summary Page](#) is shown. This allows an editor to rapidly see what other users will.
3. If neither is checked (or Call does not apply), the Entity's [Details Page](#) is shown.

View (Directives 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 (Directives and Talks) allows selection of a Directive's Effective Date (frequently the document's date of composition) or a Talk's Outline Date (if there is one.)

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.

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.

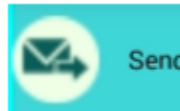
Use this with discretion! **There is no Undo!!** There is, of course, a prior Confirmation request:

Confirm Deletion

Are you SURE you really want to DELETE David
Pressman?

CANCEL OK

Sending Data



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 [Directives 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 Mailer](#) (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



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 Cloudrail.

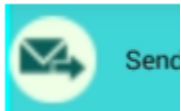
Its sole purpose is to allow you, via a web browser, to login to your service and designate your device's JwC installation access.

JwC also uses Cloudrail's embedded software to thereafter work with your service, but Cloudrail itself is not involved in such transactions after authorization.

Sharing Data



All shareable data can be sent from the menu appearing after touching the [Home Page](#) Send Button:



This brings up a Send Page:

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.
- 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

Selected Action: Preferred Default of Primary Data sent as Signed to Selected Elders.

<p>Image Type</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Directives <input type="radio"/> Map <input type="radio"/> Photos 	<ul style="list-style-type: none"> <input type="radio"/> Legal <input type="radio"/> Medical PDF <input type="radio"/> Territory 	<p>Image Format</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Signed <input type="radio"/> Jpg <input type="radio"/> Pdf 	<p>Text</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Primary <input type="radio"/> My Text <input type="radio"/> Primary Light
--	---	---	--

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 allows 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-Directive without the requisite metadata. It will not import any file other than a [Directive](#) 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 Directives, which are sent as a signed group of PDFs.

Signed and PDF are the choices for Medical Directive and Territory. A signed territory can be re-imported by any JwC user.

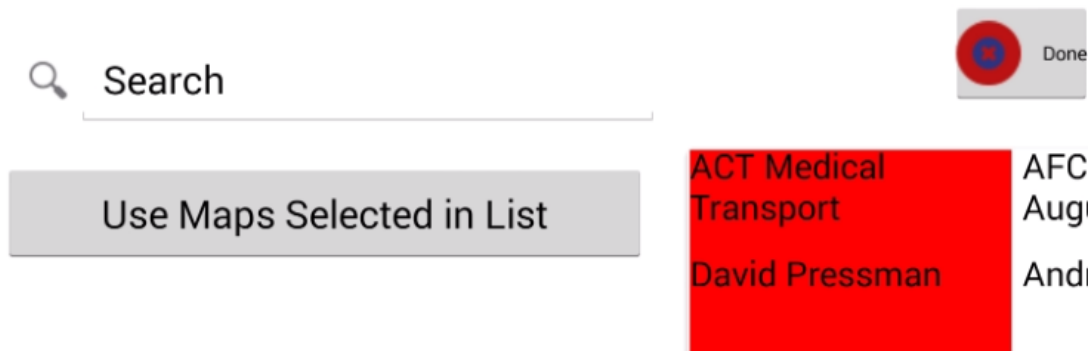
A PDF Territory can be emailed to anyone.

A Medical Directive 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 Directives can only be sent one at a time.

3. For Directives 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 KHS or TsWin Setup



JWC can provide data to help you initially setup some third party applications, like Kingdom Hall Schedules (KHS) and TsWin (TSW).

In both programs you will later need to supply additional information about each publisher imported.

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.
 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

Selected Action: Primary For other App via Email.

Image Type

Directives
 Map
 Photos

Legal
 Medical PDF
 Territory

Image Format

Signed
 Jpg
 Pdf

Text

Primary
 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:

Select Third-Party App

KHS

TSWIN

Cancel

4. Enter the recipient's Email address:

Recipient's Email Address

OK Cancel

JWC will send the recipient an email with a zipped setup file containing a listing of all Congregation Persons who are **Publishers**.

KHS:

Note: Recent KHS editions seem to have removed some (or all) of the following.

Two files will have been included, cardhdr.tsv and contact.tsv, both in the format a TSWIN program would prepare.

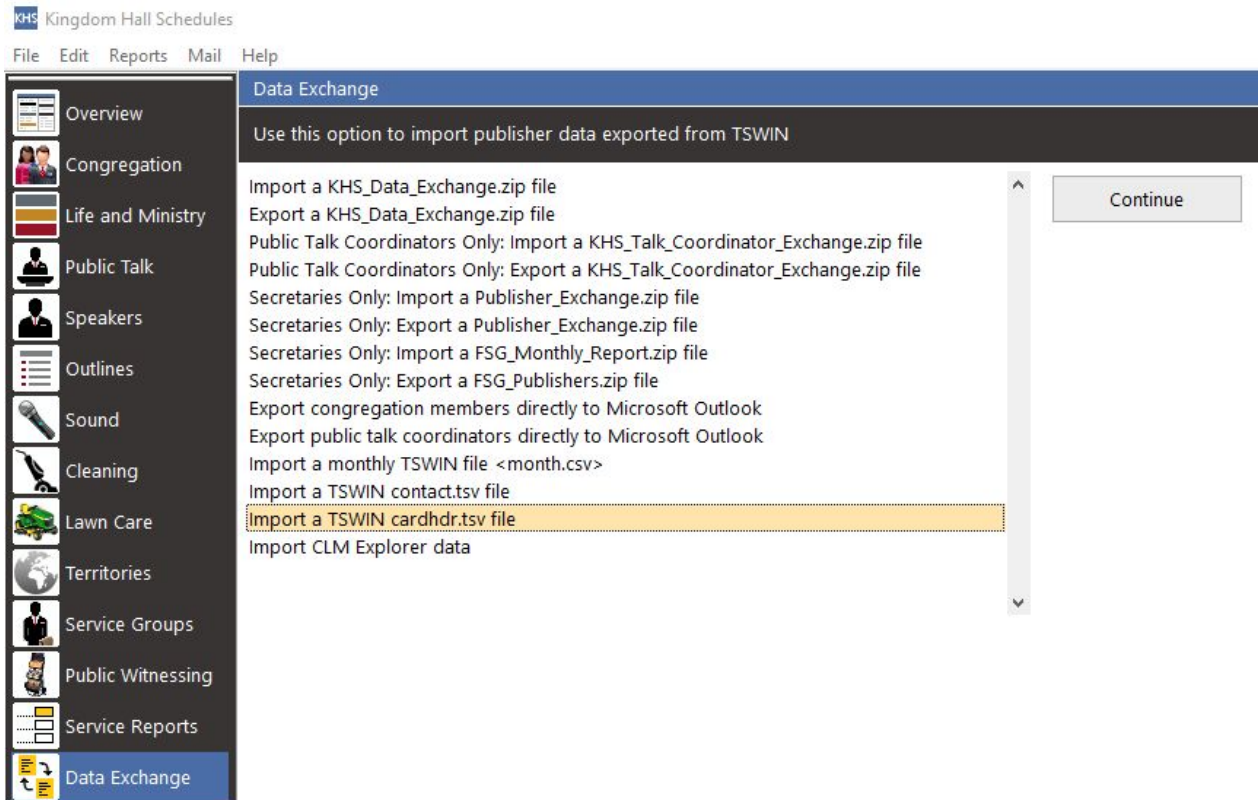
.tsv files can be opened in Excel, if you wish to see their contents ahead of use by KHS.

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.

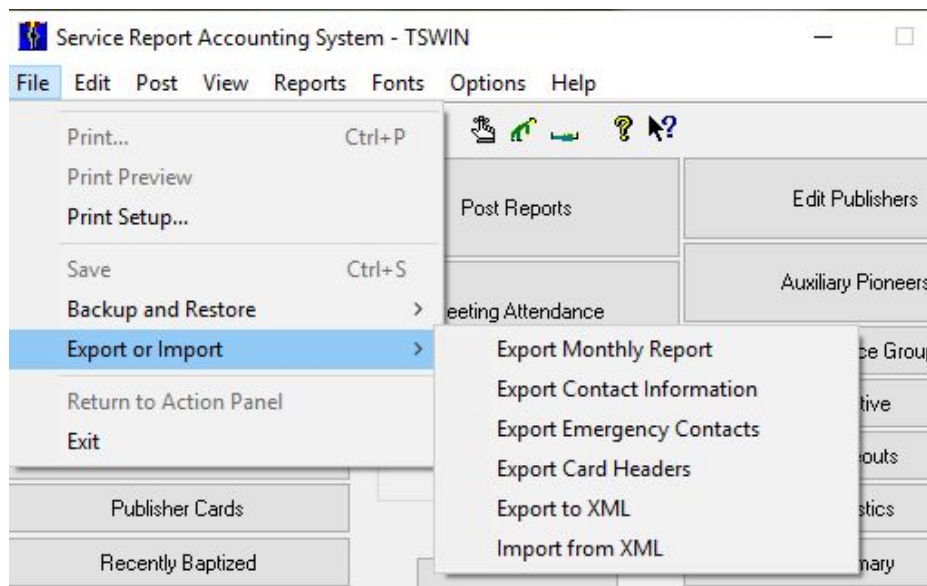
1. Unzip the publist.xml file to any location on the Windows computer.

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

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](#)

Emergency Contacts



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



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.

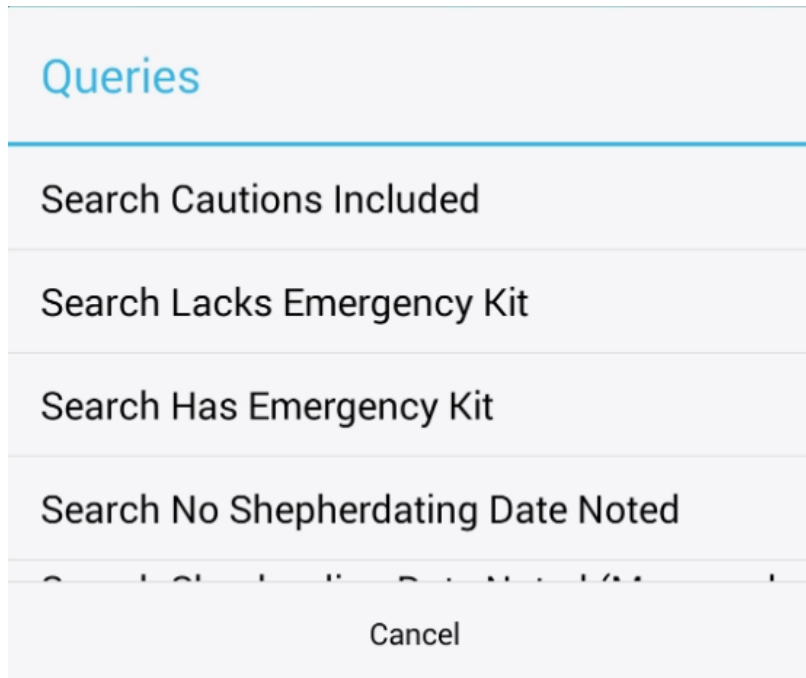
The Head of House should be the one recognized as living with and legally responsible for the Household, whether or not he is one of Jehovah's Witnesses.

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.

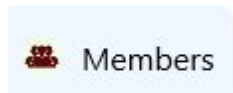
For example, he might make it known Witnesses are not allowed to visit the home, not even in an Emergency.

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



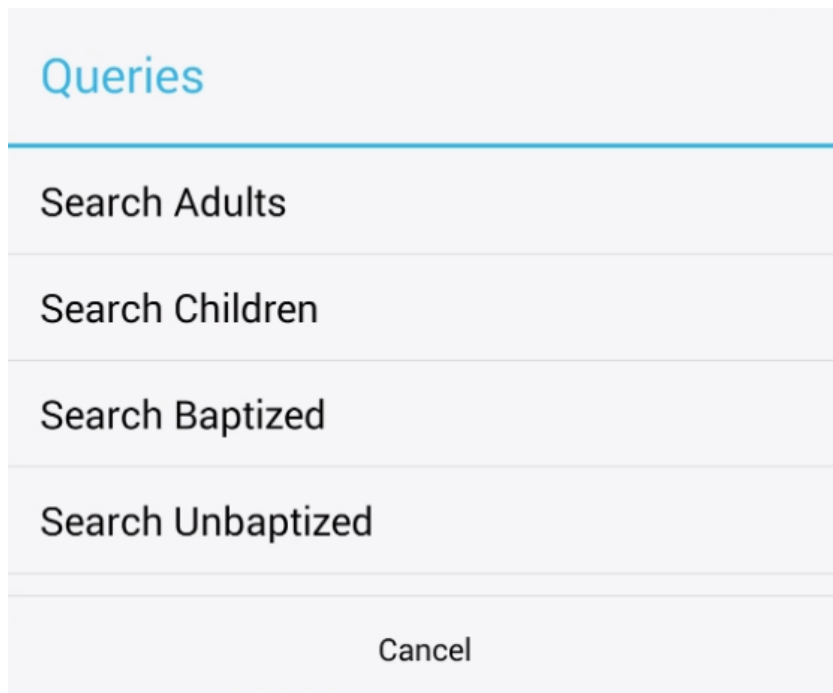
Places of worship, Congregations, etc. all have their value, but the truly "desirable things" are individual persons devoted to true worship.

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 Directive (MD) data cannot be entered until **Has MD** is switched on. See [Medical Directives](#).

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



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:



Only Congregation Members will be included. If a Head of Household is not a member he will not be included.

My Service Group



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 **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 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.



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 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,

overlying the top of My Service Group.

Example:

The screenshot shows a service report form for David Pressman in December 2018. The form is titled "David Pressman December 2018 Service Report" and includes a "X Pioneer" indicator and a "Cancel" button. The form contains six input fields: "Placements", "Videos", "Hours" (with "0." entered), "Return Visits", "Studies", and "Note". A "Save Exit" button is located in the top left corner.

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 submits a report for an even earlier month, just combine that with his report for the preceding month.

Informational

[ASSIGNMENTS](#)

[DOCUMENTS](#)

[DISASTER RECOVERY COMMITTEE](#)

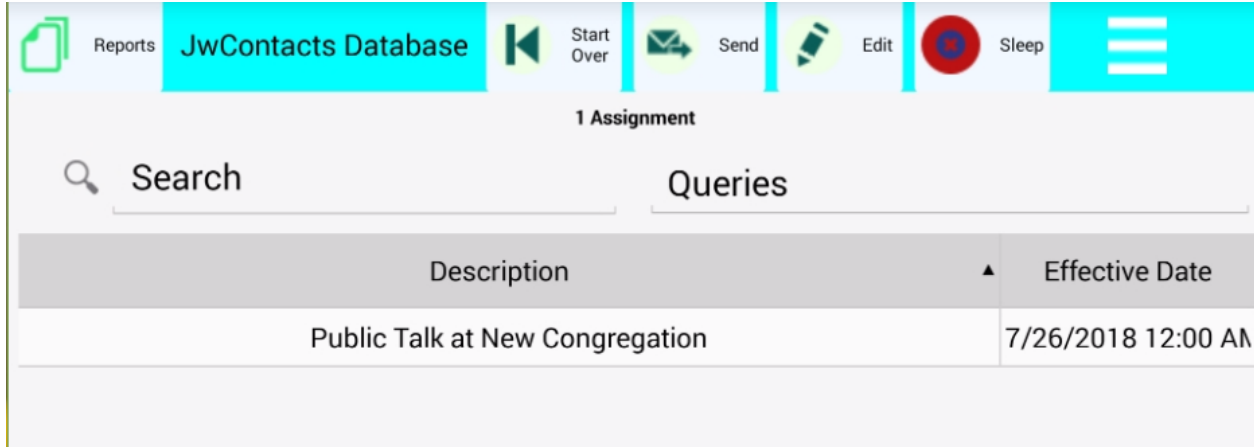
[EMERGENCY SERVICES](#)

[GOVERNMENTAL AGENCIES](#)

[TALKS](#)

Assignments

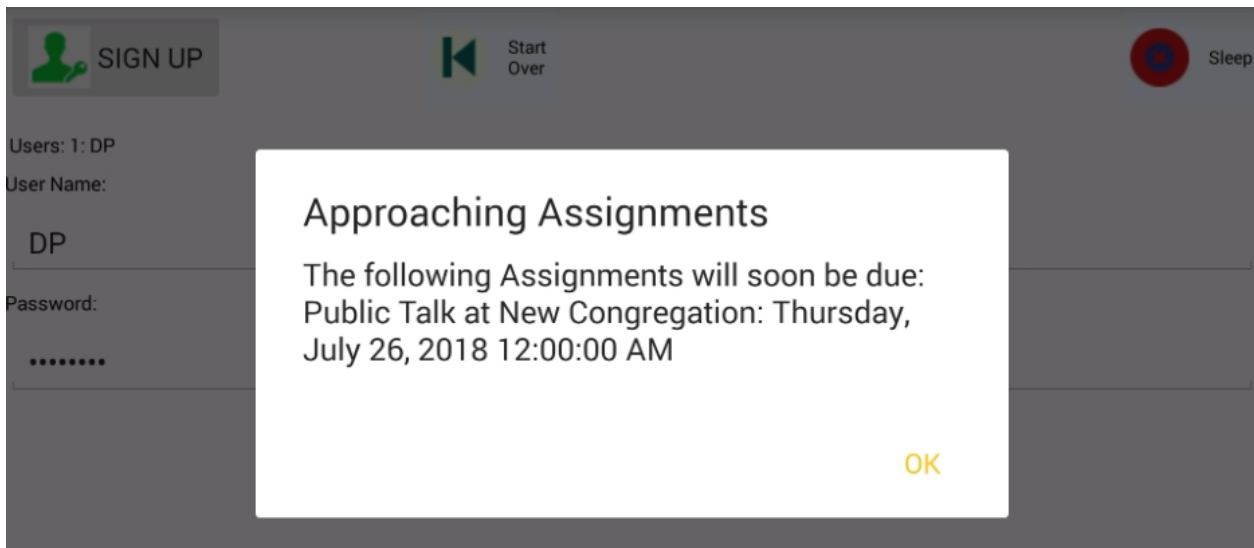
JwC can remind you of approaching theocratic assignments each time you sign-in, if you wish.



The screenshot shows the 'JwContacts Database' interface. At the top, there are navigation buttons: Reports, Start Over, Send, Edit, and Sleep. Below the navigation bar, it indicates '1 Assignment'. There is a search bar and a 'Queries' section. A table displays the assignment details:

Description	Effective Date
Public Talk at New Congregation	7/26/2018 12:00 AM

Example reminder on sign-in:



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



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)

I	Description ^	Effective Date	Kind
<input checked="" type="checkbox"/>	SC DPA Jan 2017	1/1/2017	Medical

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.

Exception: Older Android devices (pre Android 5.0) are incompatible with JwC's original 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.

Disaster Recovery Committee



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 Directive in [Directives](#).

Please do not call otherwise.

Emergency Services



Emergencies can be of many types, so the Information | Emergency Services [Home Page](#) has a sortable column indicating the primary service offered:

JwContacts Database

Start Over
 Send
 Edit
 Quit

X Call on Row Click 34 Emer. Services (Click Row for Details)

Queries

F	Name	Phone	Services
	ACT Medical Transport	(864) 373-5761	Ambulance
	ALL EMERGENCIES	911	
	Ambulance Spartanburg County	(864) 560-6175	Ambulance

Currently these Queries are available:

- Queries**

 - Search Provides Ambulance
 - Search Fire
 - Search Safety (Description includes Safety)
 - Search Security
 - Cancel

Governmental Agencies



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				Start Over	Send	Edit	Quit	
X Call on Row Click		1 Agency (Click Row for Details)						
Search			Queries					
F	Name	↑	Phone	Kind				
	Govtest			test				

Talks



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](#).

JwContacts Database		Start Over	Send	Edit	Quit	
1 Talks (Click Row to View)						
Search						Queries
Description					↑	Outline Date
191 How Faith and Love Conquer the World Expanded						4/1/2015

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

CARE AND DIAGNOSTIC FACILITIES

DOCTORS

DOCTOR OFFICES

HOSPITAL LIAISON COMMITTEE

PATIENT VISITATION CONTACTS

Care and Diagnostic Facilities



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.

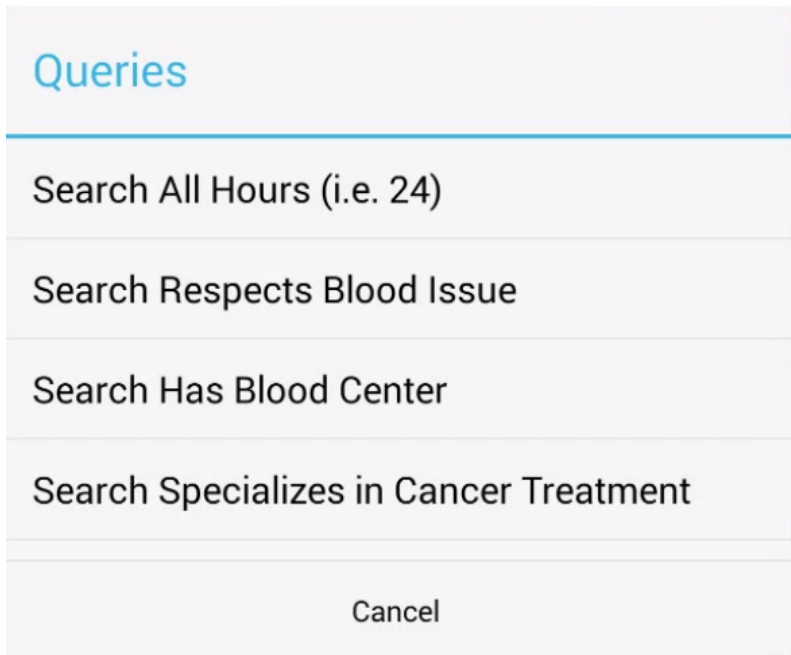
Each Congregation Member **MAY** have a preferred general or urgent care hospital or clinic. Data about any facility providing short term care and/or any diagnostic services, but especially such preferred ones, can be kept in the Medical | Short Term Care area of the [Home Page](#). Long-Term care facilities 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.

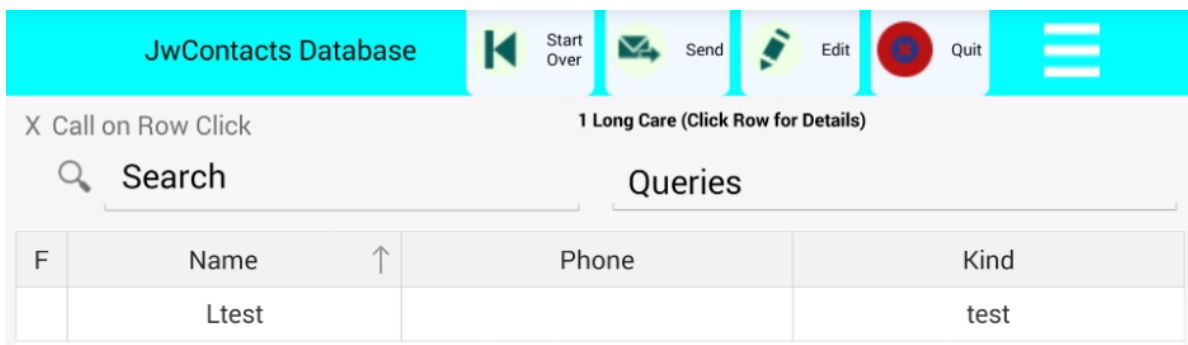
Hospitals and clinics may be for general, specialized, or urgent care. The Medical | Short Term [Home Page](#) grid has a sortable Kind column:

JwContacts Database			
X Call on Row Click		82 Short Care (Click Row for Details)	
<input type="text" value="Search"/>		<input type="text" value="Queries"/>	
F	Name	Phone	Kind
	AFC Urgent Care Augusta	(864) 293-7062	Urgent Care

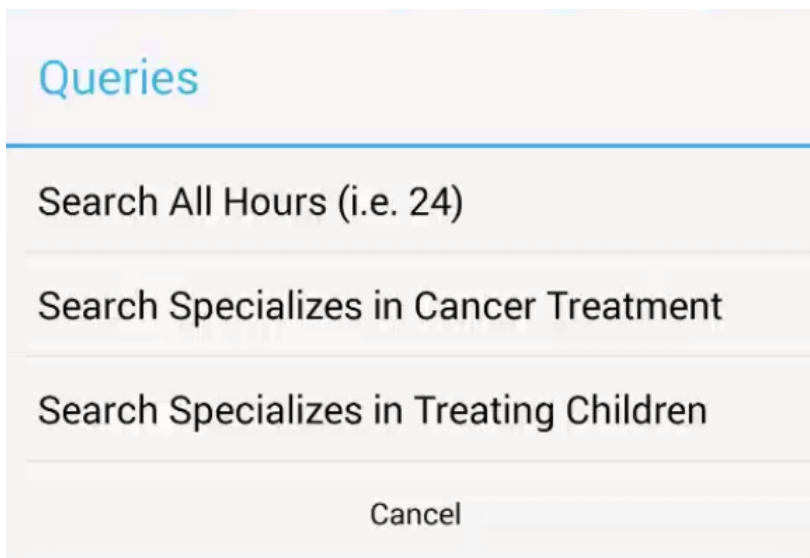
There are many queries available in a scrollable list. Here's the top:



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



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



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



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 Directive in [Directives](#).

Please do not call otherwise.

Patient Visitation Contacts



Local PVG (Patient Visitation Group) Contacts can be found at the Information | Patient Visitation Contacts [Home Page](#).

The [Details](#) or [Summary](#) Pages give a few further details beyond phone numbers: Home Congregation and Areas Covered.

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

[*FAVORITES*](#)

[*NOTES*](#)

[*OTHER PHONES*](#)

[*SERVICE CALLS*](#)

[*TERRITORIES*](#)

[*MY PROJECT GROUPS*](#)

Favorites



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.

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



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



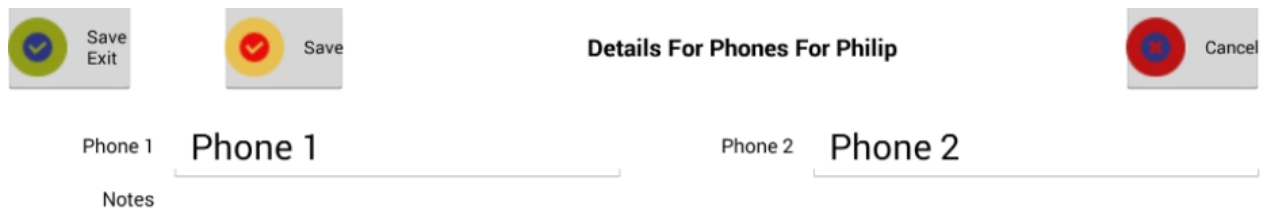
You may want JwC to keep track of other phone numbers for which it does not provide a specific [Home Page](#).

Examples: Circuit Overseer, Branch Committee, etc.

The Miscellaneous | Other Phones [Home Page](#) provides a simple means of listing one or two phone numbers.

For Directives and Other Phones only the [Home Page](#) Edit Button is available to all JwC users.

The Details page allows just entry of the numbers plus any desired Notes:



Save Exit Save **Details For Phones For Philip** Cancel

Phone 1 Phone 2

Notes

Service Calls



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](#) and [Getting There](#)

Territories



Territory Assignments allow us to visit the public methodically.

Designation	Description	Due	E
707	North of Reidville	9/30/2018	

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

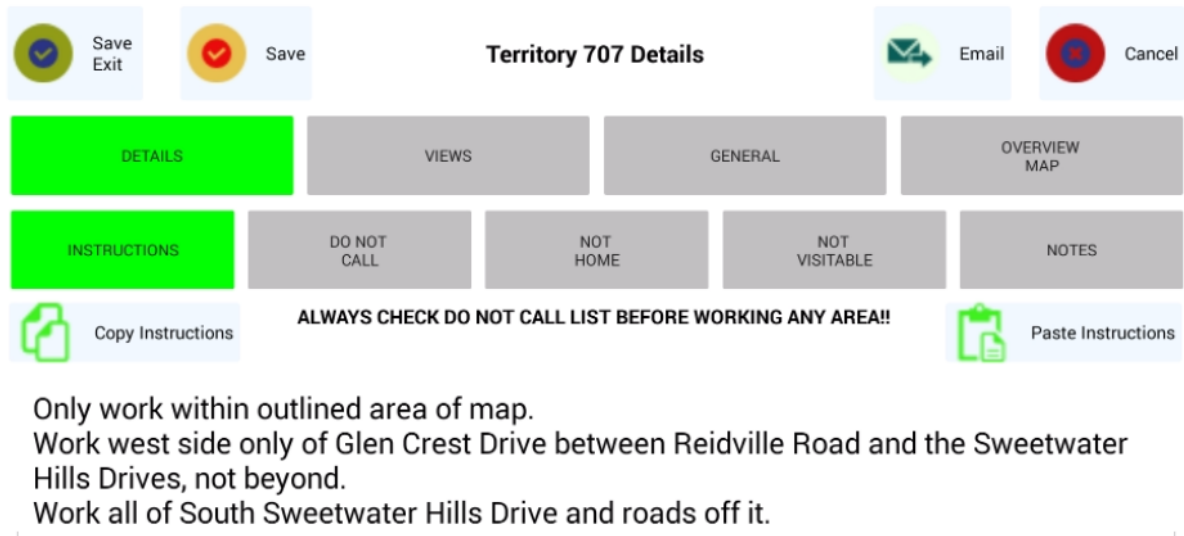
Touching the rightmost "E" column opens the Territory Details page for that territory. The same function can be chosen for any territory in the Edit page.

See [Edit Menu](#).

See [Territory Details](#), [Territory Views](#), [Territory General](#), or [Territory Overview Map](#).

Territory Details

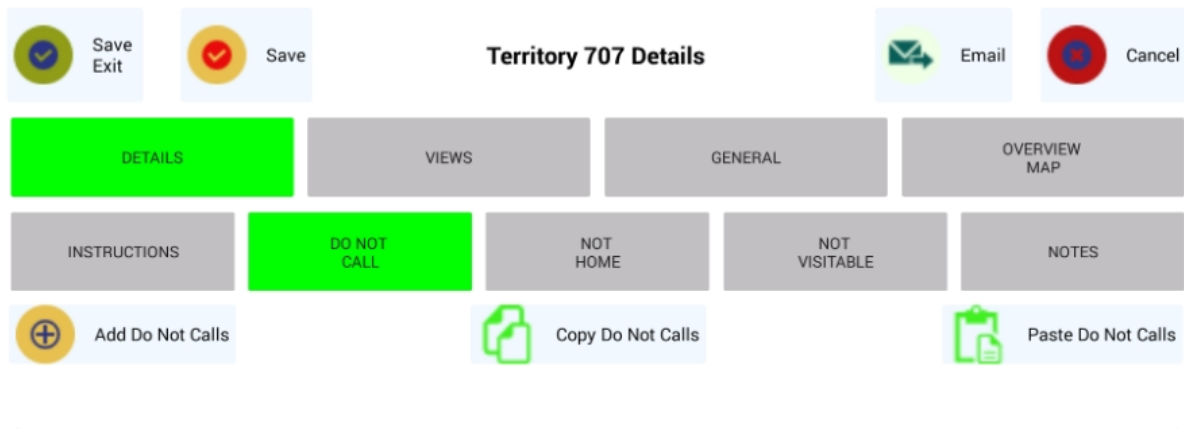
The Territory Details page has four Main Tabs. It's Details tab has five Subsidiary Tabs:



All Subsidiary tabs have scrollable text entry areas which can each contain as many lines and text as your device allows.

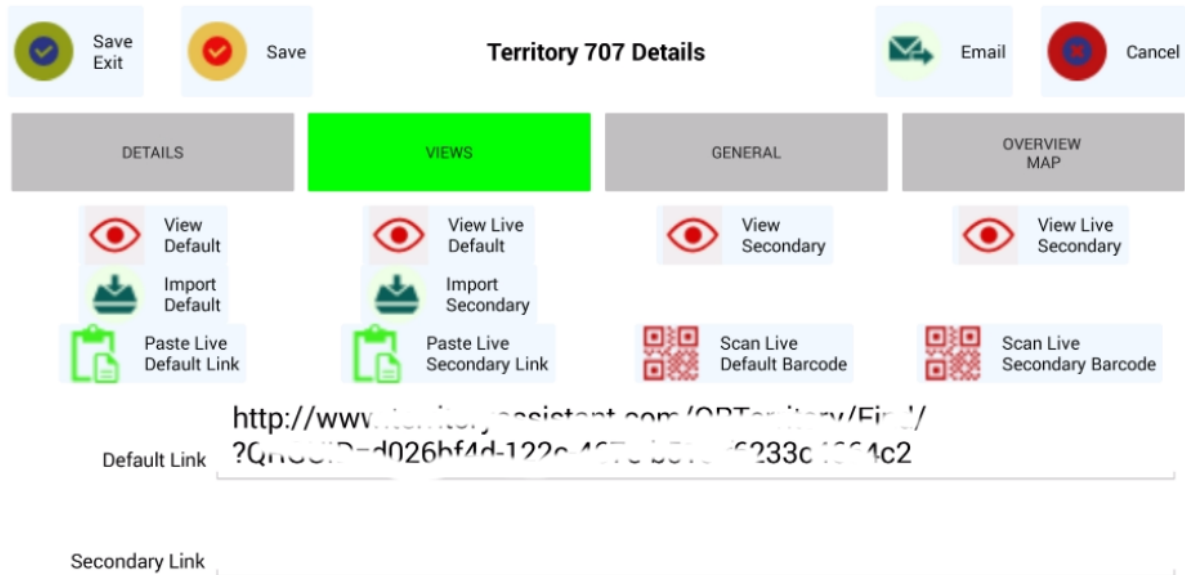
All but the Notes Subsidiary have Copy and Paste buttons to allow interaction with your device's clipboard. See [Clipboard](#).

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](#).

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

Territory 707 Details

Save Exit Save Email Cancel

DETAILS VIEWS **GENERAL** OVERVIEW MAP

Assigned To David Pressman Kind Residential

Assigned 5/1/2018 Cautions Must park in driveways, on street not allowed.

Due 9/30/2018 Description North of Reidville

Resume At Resume At

Revised 5/1/2018 Areas Covered Baltic 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 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

The screenshot displays the 'Territory 707 Details' interface. At the top, there are buttons for 'Save Exit', 'Save', 'Email', and 'Cancel'. Below these are tabs for 'DETAILS', 'VIEWS', 'GENERAL', and 'OVERVIEW MAP', with 'OVERVIEW MAP' being the active tab. A 'Set Overview Map Address' button is positioned above the coordinate input fields. The 'Latitude' field is set to 34.8803 and the 'Longitude' field is set to -82.0740302. Below the coordinates is a satellite map showing a residential area with a red pin and a popup box containing the address '707 100 Glen Crest Drive, Moore, SC 29369, USA'. To the right of the map, there are buttons for 'Directions', 'Update By Street Name', and 'Update From Here'. A note states 'Updates REQUIRE Internet Connection.'

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



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.

Editing allows addition or deletion of a group or change in a group's descriptive note.

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:

Members **Notes**

Name	M	C	E
Aa... HLC... n		CNG	X
Aa... W... d		EC	
Aa... B... je		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

The contents of Special Features:

[DOCUMENT PREPARATION](#)

[SCHEDULING ASSIGNMENTS](#)

[SPREADSHEET PREPARATION](#)

NOTE: THIS SECTION GIVES AN EARLY VIEW OF JwContactsUD abilities. See its separate Guide for current details.

Document Preparation

Document Preparation

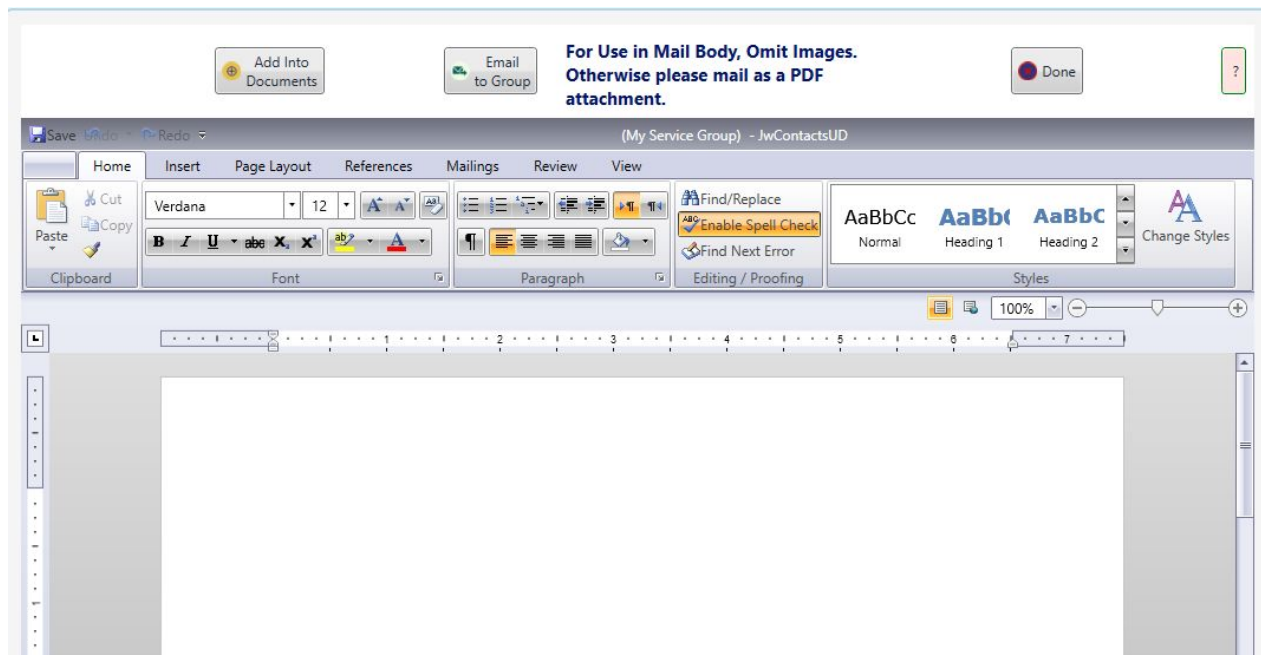


All JwC versions contain basic Notation editors, but JwCUD has an editor that looks much like an Office program and always opens initially in full screen.

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 upper white-space 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 an oddly unmarked File tab, which opens to display:



Further documentation for this control 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.

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.

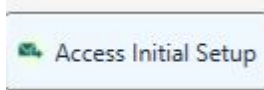
You may find more information about this purchased control at <https://docs.telerik.com/devtools/wpf/controls/radscheduleview/overview>.

Spreadsheet Preparation

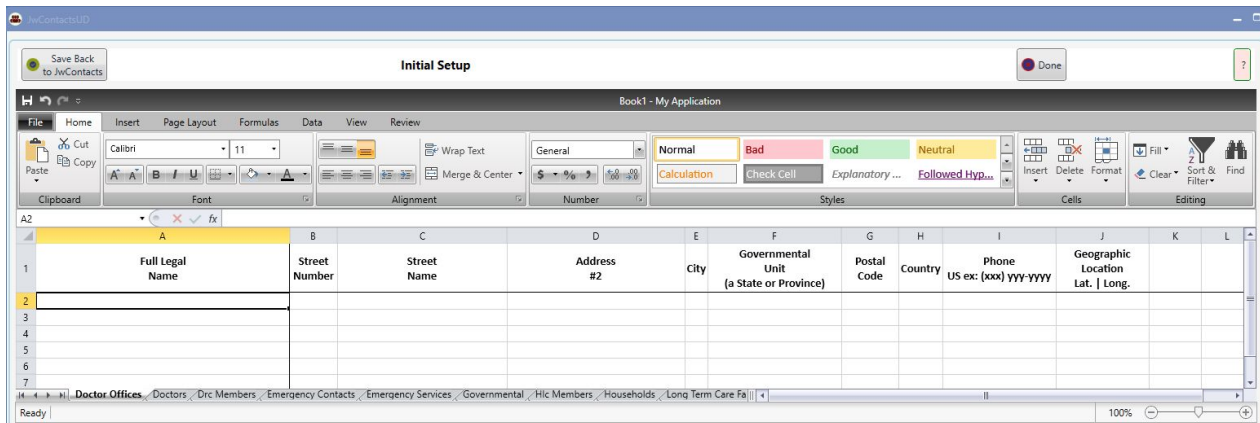
Spreadsheet Preparation



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:

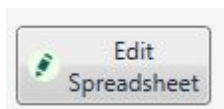


Here's the resultant view, somewhat reduced:

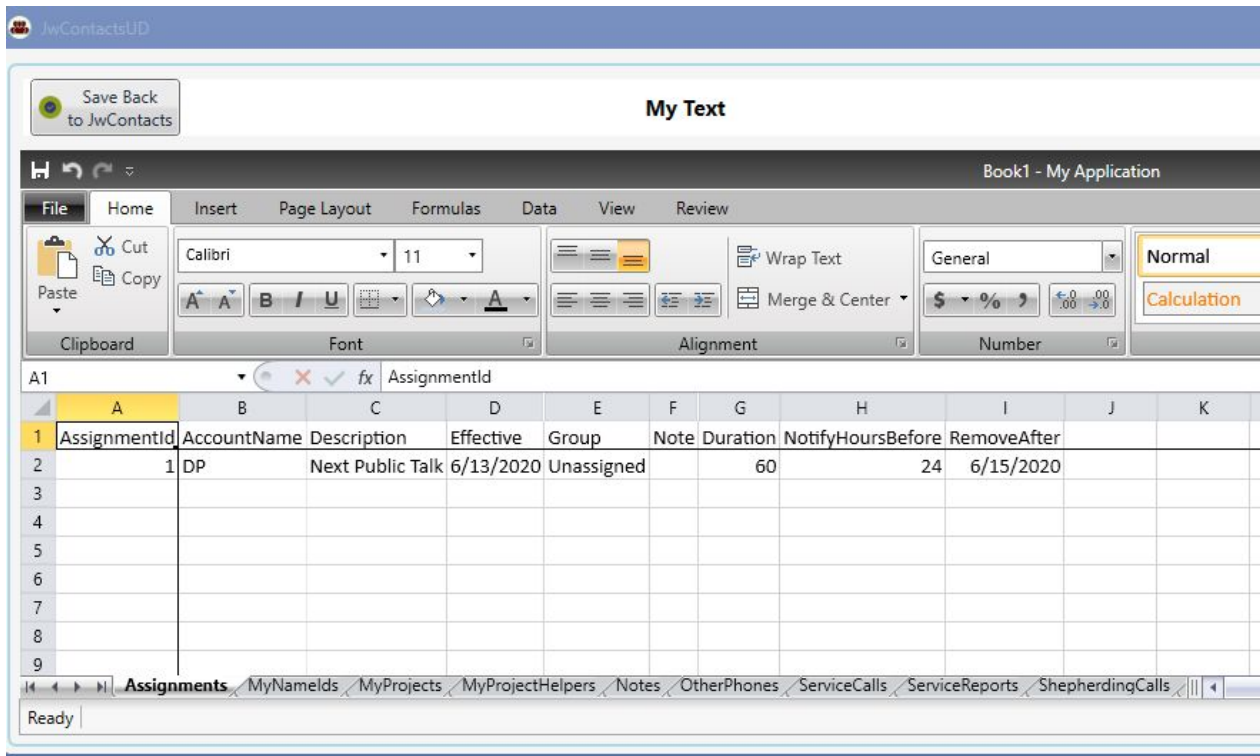


To actually Save the Data back into JwcUD, though, you would need to have already signed in as a JwC editor, then returned to the opening screen.

Once you sign in, though, you can view and edit many spreadsheets, using the "Edit Spreadsheets" button that is then revealed:



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/rads spreadsheet/overview>.

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?

No. 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.

Beginning with 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.

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, 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?

Please do; they would be very much appreciated. Thank you.

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 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 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?

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 2+ 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. JwContacts is usable on my device, but I feel it doesn't have the user interface (the way it LOOKS) I would expect. Why?

It is appreciated a poor user display will discourage some even if the app works otherwise as intended.

The author's first goal has been to get the app working.

The size of the project can be appreciated, perhaps, by knowing the solution folder holding all software files has now grown to just under 5 GB.

Nonetheless, in order to distribute JwContacts through any App Store, there are minimum UX (User Experience) criteria that must be met.

Improving the UX will be a priority as long as any number of users expect better.

16. 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.

17. Is JwContacts affiliated in any way with other applications?

As of this writing, No, although JWC does provide specific means of exporting data for 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.

