Using the JwContacts Fictional Setup File

JwContacts allows importation from an Excel-type spreadsheet of much data pertaining to a single Congregation. The fictional setup file is a mockup of a very small fictitious Congregation in one of Alaska, USA's smallest towns, Bettles, recent population of 12. It is highly unlikely a Congregation would actually ever be established in such a small location, so it was felt safe for use. Aside from Bettles' name, mailing zip code, and telephone area code, all data in the spreadsheet is fictitious, meant solely for practice.

1. Before trying to import, sign into JwContacts as a new user, as explained at https://www.jwcontacts.com/Pages/SignUp.html.

2. During signup you will be asked for your current Congregation number. Use 999999 (six 9's), a fictitious high number very unlikely to actually ever be used. (Note: This entry would also affect any other users already created.) To explore all features, check both items at screen bottom.

3. After the new user signup is accepted, you will be transferred to the Preferences tabbed page, with the Comm | Email Account tab open, as shown at https://www.jwcontacts.com/Pages/SettingsCommunication.html.

4. Usually, check "Use Internal Emailer" and enter your actual email address and password. (Notes: Passwords are always encrypted when saved and are never shown in plain text. Approval is pending for using Gmail addresses. For now you must use some other service **OR** import a file already placed on your computer (possibly by another email app) **OR** (iOS) from your iCloud Drive.)

5. In the Addressing tab, supply the Country's International Calling Number in the last entry of the Left column, then Save and Exit Preferences.

6. If using the internal emailer:

    a. Re-open Settings; you should now see a "Test" button in Comm | Email Account.

    b. Click "Test" and select "Login". If successful you will see a folder has been created on your account as "JwContacts_999999". If unsuccessful, check Internet connectivity and/or repeat steps 4 - 6. Save and Exit Preferences.

7. Add the test file "JwContacts Initial Setup.zip" as an attachment to an email to yourself with a subject beginning with the word "JwContacts". (Note: Some services, such as Outlook and Gmail, allow you to designate automatic placement into a specified folder of any incoming email with a specific initial subject word. If that is possible, you may wish to specify any email beginning with "JwContacts" go into the matching folder, in this case JwContacts_9999999. Later you can change this setting to apply to a folder with your true Congregation number.)

8. As necessary, move the email from step 7 into the JwContacts_999999 folder OR place the .zip file on your computer OR (iOS) into iCloud Drive.

9. JwContacts should now be able to locate and import the fictional file. Importing such data is explained in the video at https://www.jwcontacts.com/Pages/CreateFirstData.html. (Note to import OTHER THAN by the internal emailer, in Import uncheck "Default Import (Email)". You will then be given other choices on trying to import.)

On import you will be asked for a Congregation number. This should match the Congregation number you had entered when you first signed up, i.e. 9999999.

Later, you can simply specify another Congregation number when importing real data. If the imported data is from another JwContacts install rather than from an Excel spreadsheet, the import will already contain the new number and you will be asked to confirm you have changed Congregations or the import will fail. In either import involving a different Congregation number all old data will be removed and JwContacts will create new folders for its use in your email and storage accounts, if any.

You may now explore all JwContacts features using the supplied fictitious data. Detailed explanations of each feature by utilizing the menu at the top of each page beginning at https://www.jwcontacts.com/index.html. Additional insights may be found in the blog at https://jwcontacts.com/Blog/.