

## Introduction

*The Overseer* was created to help the Group Overseer contact publishers in the congregation. This software package is a collection of simple name and address contact information of congregation publishers. Its source of information is generated by a companion software program called *The Secretary*.

Often it's necessary to make appointments for home visits, shepherding calls, to pass on important breaking news, to collect field service reports, or to check on the sick or absent ones.

Other times it's necessary to contact elders or ministerial servants.

If you keep a printed list where you can find it quickly, you are to be commended! Many of us search our book bags frantically each time there's a need to make a series of phone calls!

And should a disaster occur, wouldn't it be nice to know where an up-to-date list of publisher's out-of-the-vicinity contacts can be found?

## Source of Contact Information

This program does not require any keyboard data entry! A special file containing congregation contact information is created by congregation secretaries already using the software program called *The Secretary*, which is downloadable from Theoshare's website. The special CSV file can be delivered via e-mail, floppy disk, or a USB memory device to group overseers. It is imported into *The Overseer* software program in less than three seconds.

The name and address screens have been kept simple. Complex information regarding confidential publisher details and/or ministry information is not included in this program – they are kept by the congregation secretary and can be obtained from him as required.

Since all of *The Overseer* screens allow computer dialing, it is possible to contact any in a category without having to manually dial!

## Categories of Separate Lists:

1. All Publishers
2. One Field Service Group
3. All Regular Pioneers
4. All Elders
5. All Ministerial Servants
6. All Publisher's Disaster Contacts
7. One Group's Disaster Contacts

## How are These Electronic Lists Helpful?

- Firstly, you always know where they are
- The lists are organized logically
- The computer lists are interactive - those contacted can be "checked off"
- The computer dials the phone number
- A report can be printed
- One quick data import updates all lists

## Should This Information be Distributed?

An early July 2006 letter discusses the need for congregation publisher contact information explaining that the congregation secretary is responsible to maintain an up-to-date list containing the home address and telephone numbers for each publisher. He is directed to work closely with the Congregation Book Study Overseers (now called Group Overseers) to make sure that the contact information for the groups is current.

A copy of this compiled information is directed to be given to each elder and to anyone that serves as a Congregation Book Study Servant (now called Group Servant). The letter says "this list is to be kept confidential".

The letter continues by explaining that another list of emergency telephone contacts of those associated with our congregation publishers but are located "out of the vicinity" should also be assembled and given to each elder to be used in case of an area wide disaster.

So then ... yes, it is proper to distribute this information, but only to elders and group servants.

## **What is Required to Use the Software?**

First, and most important, your congregation secretary must be using the software program called *The Secretary*, having a 2009 release date. It is the data source for this program's publisher contact information.

In addition, there are a few hardware and software requirements – you may already have some of them – the rest can be easily downloaded at no cost.

## **Computer Hardware & Windows Software**

*The Overseer* software requires a computer having either **Windows XP** or **Vista** operating system installed. The minimum screen resolution necessary is 1024 x 768 but 1280 x 1024 is more desirable. Most flat screens today can handle the higher resolution easily. A 17 inch screen is adequate but a 19 inch screen is better.

## **Microsoft Access 2007 Software Required**

- Access 2007 (purchased either separately or part of MS Office Professional 2007) **or** the **free** Access 2007 runtime software.
- **Note:** If you haven't yet updated your version of Access 2007 with Microsoft's SP1 update, you can download it directly from Microsoft at:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=9EC51594-992C-4165-A997-25DA01F388F5&displaylang=en>
- **Note:** An SP1 compatible **free** copy of the Access runtime product can be downloaded directly from Microsoft at:  
<http://www.microsoft.com/downloads/details.aspx?familyid=d9ae78d9-9dc6-4b38-9fa6-2c745a175aed&displaylang=en>

## **Installation**

After downloading *The Overseer* install file from Theoshare, run it by double clicking it.

It doesn't matter where it is when you run it. The program material will place themselves correctly. The Readme file explains where the files have been installed.

## **System Start-Up**

After installing *The Overseer*, only a few things are necessary.

1. Make sure the special file separately sent to you by the congregation secretary named "Exported-SecNameAddress.csv" has been saved to the folder "C:\JwSoftworks".
2. From *The Overseer* menu, select "Import Updated Information". Click the "Import Data" button. After a few seconds a pop-up will appear indicating the file has been imported. Exit.
3. Select "All Publishers". Find your name and remember the group code you're assigned to. Exit.
4. Select "System Settings" and enter the group code you were asked to remember.
5. If your computer has a data or voice modem, and it is connected to your phone line, and you want to enable computer dialing, follow the directions on the screen. Selecting the correct communications port will "connect" *The Overseer* software to your modem. Exit.

## **Applying Future Information Files**

When received, future CSV files can be imported by following steps 1 and 2 above.

## **System Usage**

Any one of the seven screen displays is available by simply clicking their menu selection. No further maintenance or upkeep is necessary.

The data on each screen can be printed by clicking the "Print Report" button located at the top right of each display.

## **Backing Up Data**

Backing up data is most always a good idea but in this case is not that important. *The Overseer* program can be re-installed quickly and the special CSV file can be imported even quicker. Selecting your field service group and connecting the modem are both rather easy processes.