



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

February 15, 2011

TO ALL BODIES OF ELDERS

Re: Enhancements to the *Inventory Reports* feature of the jw.org website

Dear Brothers:

We are pleased to inform you of some enhancements that have been made to the jw.org website in connection with the *Inventory Reports* feature. Congregations will now be able to maintain their listing of current inventory quantities separate from the quantities that they wish to share with other congregations.

A new column entitled “Quantity to Share” has been added to the *Maintain Current Inventory* page. Once the February 2011 inventory reports have been submitted, the “Quantity on Hand” and “Quantity to Share” fields will be updated automatically. Thereafter, the “Quantity to Share” fields may be updated without affecting the “Quantity on Hand” fields. Only the quantities listed in the “Quantity to Share” fields will be visible to other congregations. Therefore, other congregations will now only be able to request items that are available.

To gain the most benefit from this new feature, *all language-coordinating congregations* should do the following:

1. Please submit your February 2011 inventory reports to the branch office **no later than March 15, 2011**. It has been noted that a number of language-coordinating congregations do not submit their inventory reports. These reports are very useful to the branch office when planning for literature offers, and they help other congregations find literature items that they need. Sharing literature between congregations reduces the amount of literature that needs to be printed at the branch office and results in considerable savings.
2. As soon as possible after the February 2011 inventory reports have been submitted to the branch office, the service overseer of the language-coordinating congregation and the language coordinator should meet to determine the quantities and items that should be shared with other congregations.
3. Once it is determined how much literature should be shared, immediately adjust the figures in the “Quantity to Share” column on the *Maintain Current Inventory* page to make them available to other congregations. It is very important that these quantities are kept up to date. If your congregation has an overstock of items that were not included on the report submitted to the branch office, these items can be added here.

4. Promptly reply to emails and telephone calls from other congregations searching for literature. Even if you are not able to supply the literature that a congregation is asking for, please respond to the congregation so that they will know to request the literature from a different congregation.
5. If there are questions regarding the submitting of the February 2011 inventory reports or other features on the jw.org website, please consult the online *Help* text. You may also wish to refer to the attachments to the June 23, 2010, letter on submitting inventory online.

The following inventory counts should be submitted: (1) Submit a count of all literature in the primary language of the language-coordinating congregation. (2) Some foreign-language congregations will be asked to submit an inventory for a second major language where appropriate. Please check the jw.org website, which will have a link for each language that your congregation should submit. In case you do not have an inventory in that language, just select the *No Stock* link. (3) Submit a count of the combined total of literature in all other languages on hand.

Sign-language congregations should enter all sign-language DVDs in their congregation's inventory under "Other DVDs (except Watchtower)."

The *Monthly Movement of Literature* (S-28) form has been updated, and multiple copies may be printed from the jw.org website as needed. Since the items listed on the updated form correspond to the items as they are listed on the site, older versions of this form should not be used. Please note that a separate field has been added for *Wonders of Creation—On DVD*. All other DVDs can be combined and entered under "Other DVDs (except Watchtower)."

Thank you for your attention to these details. We send our warm Christian love.

Your brothers,

*Watch Tower B. & J. Society*  
OF BRITAIN

cc: Travelling overseers