



# WATCH TOWER

BIBLE AND TRACT SOCIETY OF BRITAIN

THE RIDGEWAY LONDON NW7 1RN

TELEPHONE 020 8906 2211

July 7, 2011

TO ALL BODIES OF ELDERS

Re: Matching jw.org users to branch-office records

Dear Brothers:

The branch office is working to improve features on the jw.org website by matching jw.org users to branch-office records. Many users have already been matched to their records automatically because the information they entered in their user profile is the same as what the branch office has on file. Beginning August 1, 2011, a new link on the *Administration* tab under the “Manage Users” heading, called *Match Users to Persons*, will be provided so that additional users can be manually matched to their branch-office records.

In the month of August, please assign one of the brothers who has the *Enter Member Information* role to click on the *Match Users to Persons* link and follow the instructions in the “Select Possible Matching Records” box. The assigned brother should carefully read the online *Help* text for the *Match Users to Persons* feature.

Periodically, the system will prompt you to review the list of users not yet matched to a branch-office record. For example, this may happen when a new user is added to the domain.

We are confident that this effort will improve the accuracy of information on file at the branch office and work toward providing greater service through the site. Please accept our warm Christian love and greetings.

Your brothers,

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

cc: Travelling overseers

PS to the secretary:

This letter should be retained in the congregation file along with other material related to the jw.org website.