



MANI v3.0 Member Manual

MANI Member Manual

A procedural guide for MGS Members

V3.0 – 1st Draft

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MANI – the Manitoba Name Index**

**Special thanks to students from Red River College's Technical Writing
Program for their input and editing –Kurt Wood (2013) and Irene Lee
(2015)**

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Technical Requirements

The following free download software packages are used as to provide some of the functions in MANI and you should have them loaded on your computer.

- **Adobe Acrobat pdf reader**

Documents in MANI are in the PDF format and need the Acrobat Reader in order to view them.

<https://acrobat.adobe.com/ca/en/acrobat/pdf-reader.html>

- **Adobe Flash player**

Several of the navigation and buttons in MANI require the Flash player in order to function

<https://get.adobe.com/flashplayer/>

- **Java**

Starting with Firefox Version 52 (released in March 2017), Firefox has limited support for plug-ins, and therefore will not run Java. If you experience problems try using another browser such as Chrome or internet explorer.

Java is a programming language and is commonly used for developing and delivering content on the Web

<https://www.java.com/en/>

Keep these applications up to date to ensure functionality and security.



Welcome to MANI: About MANI

The goal of the MGS Data Project is to make the MGS data more broadly accessible to our members in a form that is easier to search. Thanks to MANI MGS Members have web access to the indexes similar to what other provincial genealogical societies have.

Because our indexes are so much an integral part of our research, they may be taken for granted. They seem so extensive and so easily produced and reproduced. In the past however these important resources could be lost due to fire, theft or due to a digital storage device failure. What was needed was a preservation scheme that maintains this unique set of Manitoba information. MANI is our solution to preserve this information and provide better access to our members. It is online 24/7.

Hundreds of hours of volunteer time has gone into creating our original indexes and hundreds more to prepare them for uploading into MANI. We owe a debt of gratitude to the MGS volunteers past and present that have made MANI possible. We would also like to thank the student teams at Red River College who have worked on programming MANI and who helped create the user manuals.

More Than Data



MANI has expanded and added modules to automate many of the functions at MGS. One module manages the MGS Membership. This allows you to join/renew online and also sends out reminders when your membership is about to expire. Another module allows us to have an online store where you can purchase books, Cemetery Transcriptions etc. We have an online Research Request Module where members and non-members can request and pay for research to be done by our MGS Research team. Finally we have a new module to manage our Cemetery Transcriptions and provide a distributive system to update the 1,600 inscription locations.

If you are not a member: “Try It” results

You can search a name on the home page and receive a count of the number of records in MANI that matches your search.

The screenshot shows the homepage of the Manitoba Genealogical Society (MGS) website. At the top, there is a blue header bar with the MGS logo on the left and 'Login' and 'Register' links on the right. Below the header, there is a banner featuring a bison illustration and the text 'Welcome to the Members Only website of the Manitoba Genealogical Society'. The banner also includes a brief description of the society's history and the purpose of the website. On the left side of the main content area, there is a sidebar with the 'MANI' logo (v 3.0) and a search form with fields for 'Last Name' and 'First Name' and a 'Search' button. The main content area contains a section titled 'Free Search of MANI Records:' with instructions for non-members and a note about the growing database.

Figure 1: Home page

If you are not a member or you are a member who has not signed in, you will receive only the number of records that MGS has. You will not be able to see the actual record information.

Search results



Figure 2: Guest search results

From the Member page, you can **Register** for an account if you do not have one.

Register for a MANI account (Existing MGS members)

For those that have not registered for MANI access but have joined MGS as a member.

From the MGS homepage <http://www.mbgenealogy.com> click on the MANI link



On the MANI home page click the Register link in the top right corner. Once you are registered the top right is where you will click on the Login to access your MANI account.

The image shows the 'Enter Your Information' registration form for MANI. At the top, there is a logo for 'MANI' and 'Manitoba Genealogical Society'. To the right of the logo are 'Login' and 'Register' buttons, with 'Register' being circled in red. The form contains fields for 'Username*', 'Email Address*', 'Password*', and 'Confirm Password*'. Below these fields is a section for 'Existing MGS Membership**' with a note about selecting 'No' for existing membership. At the bottom are 'Reset' and 'Next >' buttons, and a note about online registration being active.

Figure 3: Registration screen

1. Enter the following information by clicking with the left mouse button in the field:
 - Username – your desired username to be used for logging into the system.

- Email address – your email address
 - Password – your password
 - Confirm Password – the same password that you previously entered
2. If you have a member number, click the circle beside “Yes”. MANI will verify that your email address is in the database. If you don’t, have a number click the circle beside “No”.
 3. Click “Next >” to continue.

The next step connects MANI access to your MGS membership. Make sure that the information matches the information that is in the MGS membership database. The system checks for an exact match to the information in the MGS Membership module and rejects any requests where there is a difference.

If the process fails send an email to mani@mbgenealogy.com to confirm what you entered and what is in the MGS Membership database, i.e. Thomas vs Tom ect. We will work with you to get your access to MANI activated.

Link Account

Please enter your full name and member number to link your new MANI login to your existing account.

First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
Member Number*	<input type="text" value="Member Number"/>

[< Back](#) [Reset](#) [Register](#)

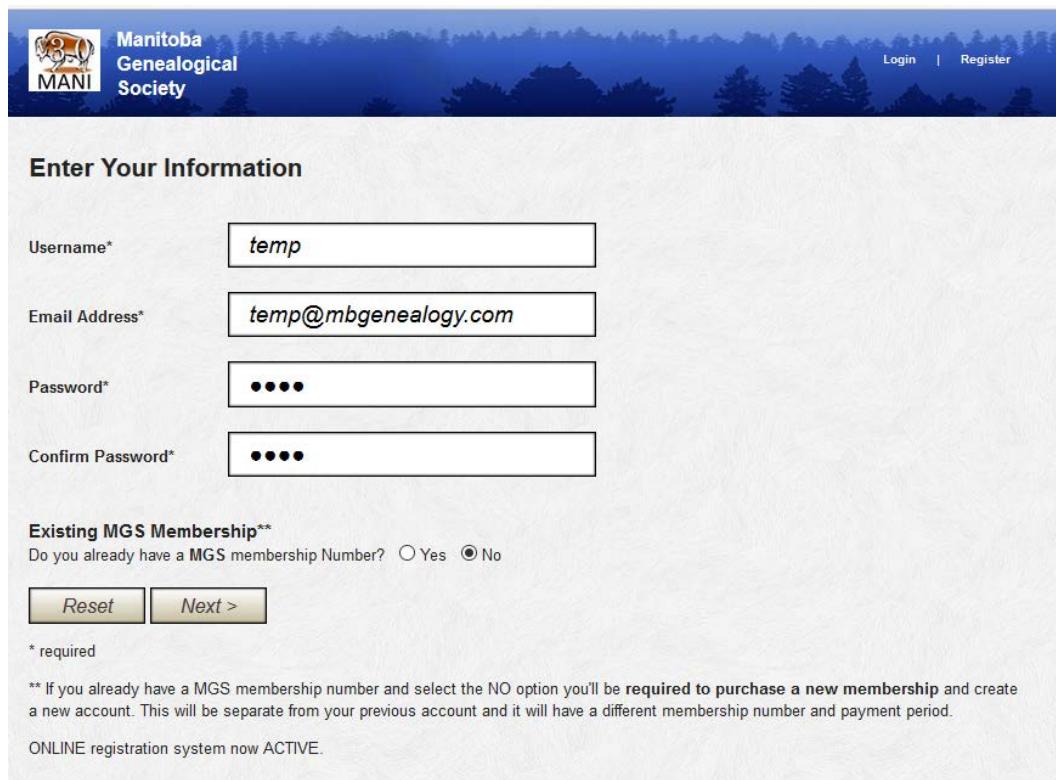
* required

Register for a MGS account (NEW MGS member)

From the MANI home page <http://mani.mbgenealogy.com>, click on the “Register” link at the top right corner of the banner.

1. Enter the following information by clicking with the left mouse button in the field:
 - Username – your desired username to be used for logging into the system.

- Email address – your email address
 - Password – your password
 - Confirm Password – the same password that you previously entered
2. If you have a member number, click the circle beside “Yes”. MANI will verify that your email address is in the database. If you don’t, have a number click the circle beside “No”.
 3. Click “Next >” to continue.
 4. If the process fails send an email to mani@mbgenealogy.com. We will work with you to get your MGS membership and access to MANI activated.



The screenshot shows a registration form for the Manitoba Genealogical Society (MANI). At the top, there is a logo for MANI (Manitoba Genealogical Society) and links for 'Login' and 'Register'. The main title is 'Enter Your Information'. The form fields are as follows:

Username*	<i>temp</i>
Email Address*	<i>temp@mbgenealogy.com</i>
Password*	*****
Confirm Password*	*****

Below the form, there is a section titled 'Existing MGS Membership**' with the question 'Do you already have a MGS membership Number?'. There are two radio buttons: 'Yes' (unchecked) and 'No' (checked). At the bottom left are 'Reset' and 'Next >' buttons. A note at the bottom states: '** If you already have a MGS membership number and select the NO option you'll be required to purchase a new membership and create a new account. This will be separate from your previous account and it will have a different membership number and payment period.' Another note says 'ONLINE registration system now ACTIVE.'

 Manitoba Genealogical Society

Login | Register

Clicking Register will send you to PayPal. If you have an account you'll have the opportunity to log in. If you don't have an account you'll have the option to create an account or enter your information without one.

We don't save your credit card information.

New Members Receive Generations by email

Generations

A Manitoba Genealogical Society Membership comes with a free subscription to the Generations newsletter.

All NEW members will have it emailed. For renewing members, we strongly suggest you use this option as it is faster, more reliable, full colour, and has interactive links. The emailed version may also contain additional content due to the page limit on the printed version. It's also more cost effective on our end meaning we have more money available to spend on other services for our members. However for existing members we will print and mail you a copy. Those who come to MGS on a regular basis can arrange to pick it up in person. You can also simply opt-out altogether. (though why would you want to?)

Emailed Mailed Printed Opt-out

Associate Accounts will only be processed if tied to an existing member number living at the same address

Associate Account

The standard membership costs \$50/year. However, if you live with someone who already has a standard membership you may become an associate of that member for only \$20/year. If this is an associate account please enter the member number of the account that it is associated with. If this is to be a standard membership just leave this field blank.

Member Number	<input type="text" value="Member Number"/>
Member Address	<input type="text" value="Member Address"/>

Branch Membership

In addition to the standard MGS membership, you may also join a branch. With a branch membership you may attend meetings and receive a branch-specific newsletter, among other benefits. You may join multiple branches, or even all of them if you want. You may also join a branch at a later time, there's no obligation to do it now.

Beautiful Plains Branch \$10.00

Dauphin Branch \$10.00

South West Manitoba Branch \$10.00 (\$8.00 for associates)

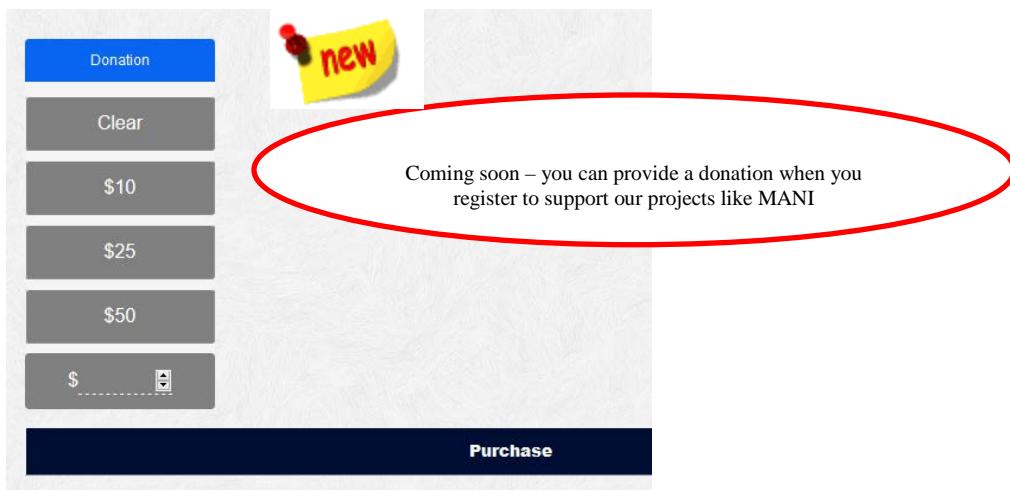
Swan Valley Branch-CLOSED \$0.00

Southeast & Winnipeg Branch \$12.00

You can join a MGS branch serving your area

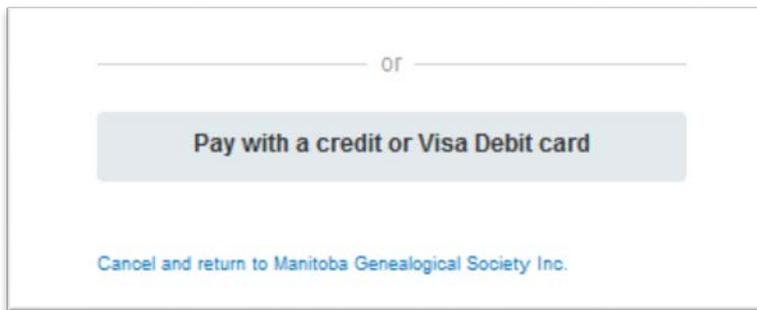
< Back Reset Register

* required

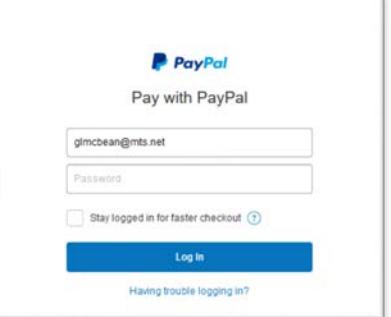


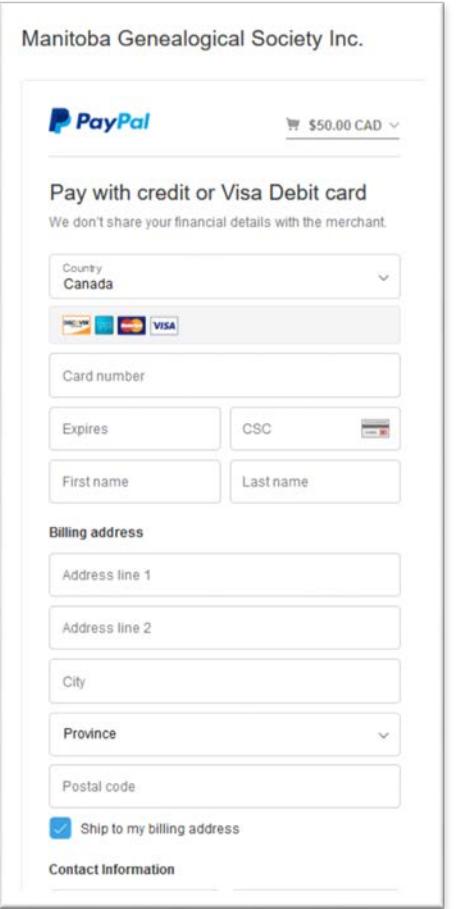
PayPal

When you click register you will be transferred to a secure PayPal link to process your payment. **You do NOT have to have a PayPal account to process a one-time credit card transaction.** Just click on the button at the bottom for Pay with Credit Card or Visa Debit.



There are two ways to pay

	 <p>Use a pay Pal account MGS does not receive any of your personal information.</p>
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	<p>Use a Debit or Credit Card</p> <p>If you do not have a PayPal account you can just use a credit card</p> <p>Fill in the required fields and check the boxes</p> <p>Choose the no thanks when asked if you want to create a PayPal account if you do not want to set up a permanent PayPal account.</p>
--	---

How to sign in to your account

From the MANI home page <http://mani.mbgenealogy.com>, click on the “Login” link at the top right corner of the banner.

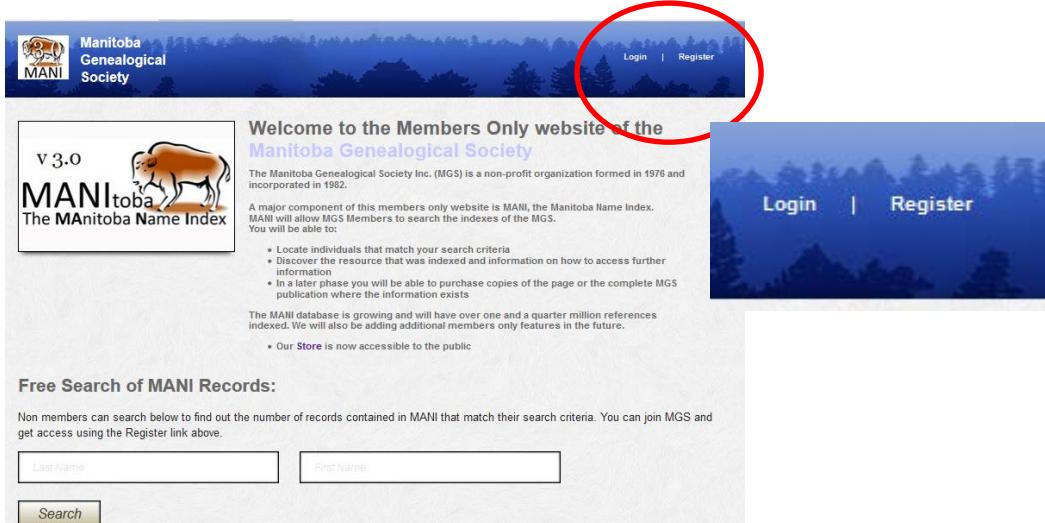


Figure 4: Home page

Figure 5: Login screen

1. Enter the following information by clicking with the left mouse button in the field:
 - Username – your username
 - Password – your password
2. Click “Login” to continue.
3. If you have forgotten your Username, click on the “**Forgot Username**” link. This will open a screen where you can enter your email address and if it matches what is in our database your username will be mailed to that address.
4. If you have forgotten your password, click on the “**Forgot Password**” link. This will open a screen where you can enter your Username and email address and if they matches what is in our database a new temporary password will be mailed to that address. Once you have logged in you can change your password under “My Account” then choose Account Info.

How to search for information

Entering key words

If you want everything containing a name you can conduct a search by entering information into just one of the name search fields. You must enter in at least one of the Last Name or First Name fields.

If you want to narrow down the time period to search from, enter a Start Year and an End Year. You will need to remove the check in the box “Include entries with no year values.” Remember that this will ignore records where those fields are blank, like local histories etc.

Keeping the box checked for “Include entries with no year values” will give you more results since many records do not include any dates. Try searching both ways.

Note that you can also do Fuzzy searches in MANI using the buttons on the right to look for names that sound more or less similar (see below) or you can narrow down the results to your exact spelling by clicking the button “Match exact name” from the left column. The default is match anything that contains the name i.e. Silversmith when you enter Smith.

The screenshot shows the MANI Search interface. At the top, there is a navigation bar with links for Search, Store, Research, Volunteer, Store Management, Memberships, Admin, Error Report, My Account, and Logout. The logo for Manitoba Genealogical Society Generations is on the left. On the right, there is a user account summary showing a balance of \$0, a username of glmcbean, and credits of 0 with a link to Add Credits. Below the navigation bar, the title "MANI Search" is displayed. A message states that MANI will allow you to search the indexes of the MGS. It lists three benefits: locating individuals, discovering resources, and purchasing copies. It also notes that the database is growing to over one and a quarter million references indexed. The main search area is titled "Search MANI Records:". It features two text input fields for "Last Name" and "First Name". Below these are two dropdown menus for "Start Year" and "End Year", both set to "YEAR (YYYY)". There are several search options: a checked checkbox for "Include records with no year values", radio buttons for "Match anything containing the name" (selected), "Match exact name", "Match names that sound similar", "less similar", and "most similar". A "Search" button is located at the bottom left of the search area.

Figure 6: Search screen

1. Enter the following name information by clicking with the left mouse button in the field:
 - Last Name
 - First Name

Note: You must enter a name in at least one of Last Name or First Name fields.
2. If you have the information available, enter the following dates by clicking the left mouse button in the field:
 Start Year – year of birth
 End Year – year of death
Note: Include only the year. For example, if the date of death is April 1, 1990, then enter only 1990. Remember this rules out records with blank data fields.
3. If you wish to include entries with no year values, click on the box to the left of “Include entries with no year values”.
4. Click “Search” to continue.

What are some rules for entering key words?

There are a few rules about how to enter key words.

DO NOT use

- Quotes: “ ”
- Slashes: / or \
- Periods
- Titles: Sr., Jr., Dr., etc.

DO use

- Hyphens in hyphenated last names. Try both with and without hyphens.
 - Spaces in between names for double last names.
 E.g., Enter “VAN ROOYEN” for the double surname “VAN ROOYEN” try with and without spaces as it will depend on how it was originally written, entered or transcribed.
 - Parentheses: (and) for nicknames or maiden names
 E.g., Enter Mary (Ellen) if Mary was also known as Ellen.
 - Multiple versions of the name if the person has middle names or nicknames
 E.g., If the person is Susan Laura Smith, try all these versions:
- Susan Smith

Laura Smith

Susan (Laura) Smith

Laura (Susan) Smith

Use initial caps in the names. The additional search results require this.

How to use the results of your search

“Member” results

If you are a member and logged in, the results of the query search will list all of the MANI records in a table and the City of Winnipeg Cemeteries in another. The MANI table has seven columns.

Event Legend						
A = Articles	B = Birth	BU = Burial	C = Census	CB = Christening/Baptism		
CM = Church Marriage	cr = Church Record	CT = Cemetery Transcription		D = Death	E = Employment Record	
FC = Funeral Card	FH = Family History	LH = Local History		M = Marriage	N = Newspapers	
NC = Note to Creditors	O = Obituary	PI = Publication Index		SR = Servant Record	T = Transcribers	
VS = Vital Statistics						

Search Results						
Show 10 <input type="button" value="▼"/> entries	Search all columns: <input type="text"/>					
Last Name	First Name	Birth	Death	Event Year	Type Code	Single Record
McBEAN	Mamie Alexandra	null	null	1890	m	Link
McBEAN	Mamie Alexandra	null	null	1890	m	Link
McBEAN		null	null	0	CT	Link
McBEAN	Athol R.J.	null	null	1961	CT	Link
McBEAN	George Wendell	null	null	1926	CT	Link
McBEAN	Luelle	null	null	1955	CT	Link
McBEAN	Philip W.	null	null	1950	CT	Link
McBEAN	Jean Louise	null	null	1920	CT	Link
McBEAN	Norman	null	null	1909	CT	Link
McBEAN	Cyrus	null	null	1918	CT	Link

Showing 1 to 10 of 272 entries First Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [28](#) Next Last

Figure 7: Search results

Below the first table your search also returned the following burial records from our search of the City of Winnipeg Cemeteries (Brookside, St. Vital, Transcona). If there are no results make sure you used an initial capital in the lastname. If the last name includes another capital make sure you use it as well. i.e. McBean Try

different ways

City of Winnipeg Search Results						
Last Name	First Name	Burial Number	Cemetery	Section-Lot-Grave	Date of Death	Date of Burial
<input type="text" value="Last Name"/>	<input type="text" value="First Name"/>	<input type="text" value="Burial Number"/>	<input type="text" value="Cemetery"/>	<input type="text" value="Section-Lot-Grave"/>	<input type="text" value="Date of Death"/>	<input type="text" value="Date of Burial"/>
	Hanna	89787	Brookside Cemetery	D7-0725-0	1993-08-10	1993-08-13
	James	35670	Brookside Cemetery	24-2643-0	1947-02-05	1947-02-08
	Victor	79641	Brookside Cemetery	Med Ash Blk 11-0054-0	1982-12-15	1984-06-01
	Norman Leslie	97363	Brookside Cemetery	D5-0878-0	1983-07-21	2001-11-05
MCBEAN	Berniece	97364	Brookside Cemetery	D5-0878-0	2001-11-01	2001-11-05
MCBEAN	Chester Wellesley	70428	Brookside Cemetery	Mly-7683-0	1976-02-04	1976-02-09
MCBEAN	Cyrus John	64690	Brookside Cemetery	D7-0725-0	1971-04-06	1971-04-10
MCBEAN	Mary Elena	105461	Brookside Cemetery	Med Ash Blk 10-0219-H	2009-10-14	2011-06-23
MCBEAN	Alexander	5031	St. Vital Cemetery	02-1225-0	1985-06-09	1985-06-12
MCBEAN	Angus	4044	St. Vital Cemetery	02-1228-0	1980-08-21	1980-08-25

Figure 8: City of Winnipeg Search results

In addition a **New feature** of MANI is that it searches the Winnipeg Cemetery records and returns the results in a table below the MANI results

Decide what you want to see

You may organize the information by using

- Married names and maiden names
- “Filter By” feature
- “Number of Records per Page” feature
- Bottom, left hand page selection

Each of these features will be further explained below.

Married names and maiden names

Entering in last names in both the LastName and the FirstName columns will give all possible results for anyone who has had a name change due to marriage or other circumstances. We list the alternate name in the first name field making two entries for a married woman with the two different last names.

“Filter By” feature

This feature allows you to narrow down the selection of results. You can enter text into the box at the top of a column to specify which part of the search results you want to see. Only those items with a match will be shown. You can also enter text or numerals into the “Search all columns” field.

E.g. As shown in Figure 9, if you enter “Bruce” into the box at the top of the FirstName column:

- Only your search results are filtered.
- Only records containing Bruce as the first name will be displayed. If there are first names such as Bruce (William) and Bruce James, they will also appear since they both have Bruce within them.
- Records not containing Bruce will not be displayed.

NOTE: Be sure to remove unwanted filters before adding additional filters.

Event Legend						
b = Birth	c = Census	ch = Christening/Baptism	cr = Church Record	ct = Cemetery Transcription		
d = Death	fc = Funeral Card	fh = Family History	lh = Local History	m = Marriage		
n = Newspaper Article	o = Obituary	pi = Publication Index	vs = Vital Statistics			

Search Results						
Last Name	First Name	Birth	Death	Event Year	Type Code	Single Record
McBean	bruce	Birth	Death	Event Year	Type Code	Link
McBEAN	Bruce	null	null	1901	c	Link
McBEAN	Bruce	1873	1960	null	ct	Link

Figure 9: Filtering information

The TypeCode column in Figure 9 is explained in the Event Legend at the top of the page i.e. **c is a census index**.

“Search all columns” feature

You can also enter text or numerals into the “Search all columns” field. See above.

Records Found/Showing

This feature shows you the number of records found in MANI that match your search. If you have applied a filter it will also show how many fit the filter that you applied to your search results. In addition it shows how many are showing based on the number selected in the “Show entries” drop down window. In the screen above the number of records returned by the search is displayed on the bottom left of the page.

Showing 1 to 2 of 2 entries (filtered from 193 total entries)

“Number of Records per page” feature

The “Number of Records per page” field allows you to control the number of records that are displayed on your screen. There are five choices: 10, 25, 50, 100, or 500.

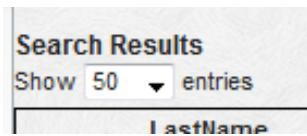


Figure 10: Records per page

The arrow that points downward shown in Figure 9, indicates that a drop-down menu is available. When you click on it, a list of choices will appear (or “drop down”).

1. Click on the arrow that points downward .
2. A drop down list appears.
3. Place the cursor over your preferred number of records per page.
4. The area turns blue.
5. Click the left mouse button.
6. The number of records per page changes accordingly.

Bottom right-hand page selection feature

This feature allows you to move back and forth between pages of your results.



Figure 11: Pages of search results

In Figure 11, the numbers in the bottom right-hand corner indicate two things:

- The number that appears in the highlighted box indicates the page you are on.
- Click on the other numbered boxes to move to other pages.
 - Clicking on “First” will bring you to the first page of results.
 - Clicking on “Last” will bring you to the last page of results.
 - Clicking on “Next” will reveal more pages.

Get more information on Your result

Once you have found results you are interested in, you can click on the **link** (see Figure 11) for the record entry to bring up further information on the source. MANI is made up of a number of data tables designed to hold specific information. The additional information you get from the Single Record “Link” varies by typecode and the fields in that unique table.

1. CT = CemeteryTranscription
2. LH = Local History
3. Obituary (a link for the Newspaper leads to additional information on that newspaper.)
4. Marriages (Source name and date)
5. Pi = Publication

Search all columns:	
TypeCode	SingleRecord
ct	Link

Figure 12: Links

1 CT = CemeteryTranscription

Figure 13 shows examples of two links found when following the CT SingleRecord “link” above:

Single Record Information	
Column	Data
Table	CemeteryRecords
ID	379951
LastName	McBEAN
FirstName	Bruce
Birth	1873
Death	1960
PageNumber	744
Cemetery	Elmwood
CemLink	http://www.mhs.mb.ca/docs/sites/elmwoodcemetery.shtml
CemID	1237
TypeCode	Cemetery Transcription

Figure 13: Cemetery Records Links

- **Cemetery** = PDF of the Cemetery created by MGS. If there is no PDF file, the MANI system defaults back to what is listed in the database record for that cemetery.
- **CemLink** = Link to Manitoba Historical Society page for that Cemetery. This includes a map of the location as well as additional information.

Historic Sites of Manitoba: All Saint's Anglican Church and Cemetery (RM of Minto-Odanah)

Built by Jesse Lamb for \$1,400, All Saints was opened on 10 August 1884, in what is now the Rural Municipality of Minto-Odanah. The congregation outgrew the church and, in 1905, St. Mary's Anglican Church was built in the nearby hamlet of Clanwilliam. The two operated as a combined parish for over 70 years. In the 1980s, St. Mary's was demolished. In the mid-1990s, All Saints was de-consecrated and turned over to a non-profit organization, All Saints Foundation Inc. of Minnedosa, which undertook extensive renovations of the structure and make it available for gatherings including weddings and baptisms.

Inside the building are stained glass windows and plaques dedicated to past parishioners, some of whom were killed during the First World War, photographs, and documents, including a list of marriages, baptisms and burials performed at the church from 1884 onwards. Behind the church is a small cemetery.



All Saints Anglican Church (July 2011)
Source: Christian Cassidy

Map **Satellite** Erickson
357 10 262 357
265 265 471
Clanwilliam
Google Map data ©2017 Google Terms of Use Report a map error

Site Location (lat/long): N50.41030, W99.81612
denoted by symbol on the map above

See also:
Burial records for cemeteries in the Rural Municipality of Minto ([PDF](#))

ources:
A list of burials in this cemetery is available from the [Manitoba Genealogical Society](#), including a searchable online data at [Manitoba Name Index \(MANI\)](#). Some additional information is contained in the 1996 MGS publication *Carved in Stone: 1 edition*, Special Projects Publication, 106 pages.

Figure 14: Manitoba Historical Society Pages

2 LH = Local History

The link **Title** will take you to the Single Record Link containing the bibliographical information on the book and the call number for it in the MGS Library under “Dewey” if we have a copy.

The “URL” link if available takes you to the www.Manitobia.ca website and downloads a digital copy of that book where available. You can look up the reference in the digital copy by the page number noted in the original reference.

Column	Data
Table	BookRecords
ID	118389
LastName	McBEAN
FirstName	A G
BookCode	LH0025
DEWEY	MB 971.27 PORT
URL	http://manitobia.ca/resources/books/local_histories/002.pdf
BookDescr	A history of Portage la Prairie and surrounding district : Author: Anne M. Collier
Title	A history of Portage la Prairie and surrounding district
Author	Winnipeg: MGS - index comp. 2010
PageNumbers	341
EventYear	
Info	
TypeCode	Local History

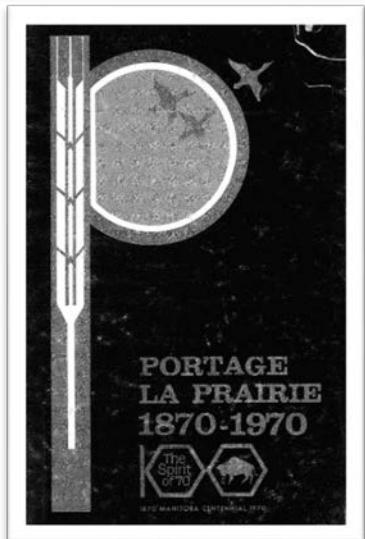


Figure 15: Manitoba digital books

3 Obituary

A link for the Rural Obits leads to additional information on that newspaper. Winnipeg obits list the Winnipeg paper(s) it was recorded from and the dates it appeared.

Column	Data
Table	ObituariesRural
ID	6654
LastName	MCBEAN
FirstName	William (Wm) John
PaperCode	Virden Empire Advance
EventYear	1982
Dates	
Info	
TypeCode	

Column	Data
Table	Newspapers
ID	51
NewspaperCode	VEA
NameOfNewspaper	Virden Empire Advance
Town	Virden
Municipality	Wallace
Note	1907 merger of Advance (1885) & Empire (1907)
Link	

Figure 16: Obituary Newspaper source information

4 Generations index

When you get a result that is **TypeCode Pi for Publication index** and the singleRecord link takes you to a record for the MGS magazine Generations you can look up the article referenced in the digital back issues repository of MGS Generations in MANI

Single Record Information - BookRecords	
Column	Data
Table	BookRecords
ID	72433
LastName	McBEAN
FirstName	Bernice
BookCode	P0004
DEWEY	CD ROM 929 SUR
URL	mbgenealogy.com
BookDescr	An index to all surnames listed in the GENERATIONS magazine published by the MGS. Digital copies of Generations can be viewed by clicking on the "Generations" link in the top menu.
Title	Surname index to Generations - 1976-2010
Author	Winnipeg: MGS - 2011
PageNumbers	Dec - 2001 - v26 - #4 - p 13
EventYear	
Info	
TypeCode	Publication Index



Click on the MANI logo in the masthead to go to the entrance page for MANI

You will be taken to the MANI entry page where there is a link to the Generations magizine Archive of past issues

Scroll down to the Volume and quarter of the issues noted in the results and click on the pdf link. A digital copy of that issue will be downloaded to your computer and you can then go to the page number noted to look at the name from the index.

The screenshot shows a web page titled "Generations Magazine". At the top right is a yellow "new" badge. Below the title, it says "Most Recent Issues: 2017_V42N01.pdf | 2016_V41N06.pdf | 2016_V41N05.pdf | 2016_V41N03.pdf |". A note below states: "As part of the Joint Journal Project, with the Alberta and Saskatchewan Societies, highlighting the NWMP, we present their journals as volume 5 and 6 for the year 2016. The contributed articles have been divided among the three Society's journals so there is no duplicated content.."

Search: entries

Year	Volume	Quarter	Link
2017	42	1	pdf
2016	41	6	pdf
2016	41	5	pdf
2016	41	3	pdf
2016	41	2	pdf
2016	41	1	pdf
2015	40	4	pdf
2015	40	3	pdf
2015	40	2	pdf
2015	40	1	pdf

Showing 1 to 10 of 164 entries

First Previous

Figure 17: MGS Generations archive and copy of 1st issue

5 Publication index

When you get a result that is TypeCode **Pi for Publication index** These are book indexes for publications other than local histories. Some of these are on the Manitoba website and will be linked as well.

Number of Results Returned

As seen in Figure 13, the number of records returned by the search is displayed on the bottom left of the page.

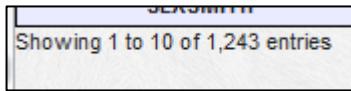


Figure 18: Number of results returned

Names in parentheses

If a first name entry also has a name in parenthesis then the individual had an alternate first name. Examples are:

- Title – (Dr), (Rev), etc
- Nickname – in upper and lowercase (Bill)
- Alternate Last Name – in ALL CAPS
 - (nee WILSON) known maiden name
 - (Mrs. WILSON) known married name
 - (WILSON) alternate last name, could be married or maiden or could be a name change.

MGS MANI main entry page

The screenshot shows the main entry page for the Manitoba Genealogical Society (MGS) MANI system. At the top, there's a navigation bar with links for Search, Store, Research, Volunteer, Store Management, Memberships, Admin, Error Report, My Account, and Logout. Below the navigation is a logo for 'MANI' featuring a bison head and the text 'Manitoba Genealogical Society Generations'. To the right of the logo is a 'Welcome to MANI' message, a project note about being a part of the Manitoba Genealogical Society, and a link to search Mani records. A user account summary box shows a balance of \$0, a username of 'gmcbean', and credits of 0 with a link to add credits. On the left, there's a 'Members Only Area' section for the MGS, which includes a thumbnail of the 'GENERATIONS' magazine cover. To the right of the MGS area is a 'Generations Magazine' section with a link to the latest issue and an archive of past issues.

The entry page has a number of resources included for members:

- Search MANI
- Members Only Area
- Generations archive of back and current issues

Generations

All issues of Generations are available to you in digital (pdf) format from the Home page. Click on the pdf link to download the issue to your computer

Generations Magazine

Most Recent Issues: [2017_V42N01.pdf](#) | [2016_V41N06.pdf](#) | [2016_V41N05.pdf](#) | [2016_V41N03.pdf](#) |



Generations Magazines (Back Issues)

NOTE: Fall 2016

As part of the Joint Journal Project, with the Alberta and Saskatchewan Societies, highlighting the NWMP, we present their journals as volume 5 and 6 for the year 2016. The contributed articles have been divided among the three Society's journals so there is no duplicated content..

Show [10] entries	Year	Volume	Quarter	Search: []	Link
	Year	Volume	Quarter		
	2017	42	1	pdf	
	2016	41	6	pdf	
	2016	41	5	pdf	
	2016	41	3	pdf	
	2016	41	2	pdf	
	2016	41	1	pdf	
	2016	40	4	pdf	
	2016	40	3	pdf	
	2016	40	2	pdf	
	2016	40	1	pdf	

Showing 1 to 10 of 164 entries

First Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [17](#) Next Last

MGS Members Only Area

The Members Only area will be a location where members can get copies of MGS documents and minutes. By clicking on the link to the type of document you are presented with a list of documents that are available in that category.

MGS Members Only Area

MGS Documents

- [Constitution and Bylaws](#)
- [MANI Documents](#) ↗
 - [MANI Documents](#)
 - [MANI Manuals](#)
 - [MANI Newsletters and PR](#)
 - [MANI Training](#)
- [Manuals](#)
- [MGS Documents](#)
- Minutes ↗
 - [AGM Minutes](#)
 - [Council Minutes](#)
 - [Executive Minutes](#)
- [Newsletter](#)
- [Policy & Procedures MGS](#)
- [Strategic Plan](#)
- [Training](#)



MGS Members Only Area

[↑ Return to list of document categories](#)

Council Minutes

- [2016_10_22-VP-IT_Report.pdf](#)
- [2016_10_22-Memberships_2008-2016.pdf](#)
- [2016_04_23-VP-IT.pdf](#)
- [2016_04_23-Minutes.pdf](#)
- [2016_03_19-VP-IT.pdf](#)
- [2016_03_19-Minutes.pdf](#)
- [2015_09_19-Research_Report.pdf](#)
- [2015_09_19-Minutes.pdf](#)
- [2015_09_19-Membership Report.pdf](#)
- [2015_09_19-Agenda.pdf](#)
- [2015_09-VP-IT_Council Report_.pdf](#)
- [2015_09-Special_Projects.pdf](#)
- [2015_09-Library_Report.pdf](#)
- [2015_03_25-VP-IT Report.pdf](#)
- [2014_11-VP-IT Report.pdf](#)
- [2014_04-VP ADMIN.pdf](#)
- [2013_09-VP-IT Report.pdf](#)
- [2013_04-VP-IT Report.pdf](#)
- [2013_04-South West Branch Report.pdf](#)
- [2013_04-SE&W Branch Report.pdf](#)
- [2013_04-Research Report.pdf](#)
- [2013_04-Publicity Report.pdf](#)
- [2013_04-Publications Report.pdf](#)
- [2013_04-Pres Report.pdf](#)
- [2013_04-Library Report.pdf](#)
- [2013_04-Generations Report.pdf](#)
- [2013_04-Fundraiser Report.pdf](#)
- [2013_04-Council_Minutes.pdf](#)
- [2013_04-Communications Report.pdf](#)
- [2013_04-Capital campaign report.pdf](#)
- [2013_03-Financial.pdf](#)
- [2012_09_Council Minutes MGS.pdf](#)
- [2012_09-VP Comm Report.pdf](#)
- [2012_09-VP ADMIN REPORT.pdf](#)
- [2012_09-Council VP Communications Report.pdf](#)
- [2012_09-Council VP ADMINISTRATION.pdf](#)
- [2012_09-Council SE&W BranchReport.pdf](#)
- [2012_09-Council Report LIBRARY.pdf](#)
- [2011_11_26-Beautiful Plains Branch report.pdf](#)

MGS eStore

The e-Store currently offers books, CDs, and electronic downloads for the family historian and genealogist. Initially, online items will be limited but the offering will grow as we prepare and upload additional items (there are over 1,500 Cemetery Transcriptions that will be added starting in 2017).

Welcome to the MGS e-Store. This site is in test mode and all features work except for the final purchase step (PayPal) that has been disabled.

Welcome Gordon L. McBean!

The MGS e-Store

The e-Store currently offers books, CDs, and electronic downloads for the family historian and genealogist. This will be limited but the offering will grow as we prepare and upload additional items (there are over 1,500 Cemetery Transcriptions that will be added in 2017).

Pay-Per-View (This feature will be added in 2017)

Log in to MANI to use the Pay Per View (PPV) feature to search our database. Many items will have links to PPV copies of records that may help you in your research.

MGS Member Status

Your membership expires 2018-03-31. Follow the link below to gain access to MANI the MGS member area. [mani.mbgenealogy.com](#)

Browse through our [products](#). We will be adding additional items for sale.

If you wish to order publications by mail, please print our [order form](#).

Please [contact us](#) if you have any suggestions about how we can improve our service.

See the [Conditions of Use](#) page on the right menu for several Frequently Asked Questions.

By clicking on the Products link in the top banner second level you will enter the store. You can Filter by Category to view Books, CDs, DVD, Booklets, Cemetery Transcriptions and digital downloads.

***Note:** To add an item in the cart, put the quantity of item you would like to purchase in the text box, then click the **Add to Cart button**. When you finished adding items to the cart click the **View Shopping Cart button** to finalize the purchase of the items.

MGS Store

Balance
Username: glmbean
Credits: 0 ([Add Credits](#))

Items in Cart: 0

Filter by Category

(All) Book CD DVD Booklet Cemetery Transcript Digital

Show 10 entries

Name	Description	Price	Shipping	Category	Add Product
0000	This is a test	\$0.01	\$0.00	Booklet	Add: <input type="button" value="0"/>
0001	This is a test2	\$0.01	\$0.00	Book	Add: <input type="button" value="0"/>
0001	Alexander	\$10.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0002	Anrum	\$3.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0003	Andrechuk cemetery	\$3.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0004	Arnaud United Church	\$2.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0005	Ames	\$4.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0006	Arrow River	\$6.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0007	Assumption of Blessed Virgin Mary Ukrainian Catholic	\$3.50	\$4.50	Booklet	Add: <input type="button" value="0"/>
0008	Bede	\$3.50	\$4.50	Booklet	Add: <input type="button" value="0"/>

Digital Downloads

We are expanding our selection of MGS publications that are available as a digital download. Digital downloads have the advantage of not having a shipping fee and they are available instantly once payment is complete.

Being pdf documents you are also able to use the search function in the adobe acrobat reader to find names and words you are looking for

MGS Store

Filter by Category

(All) (Book) (CD) (DVD) (Booklet) (Cemetery Transcript) (Digital)

Show 10 entries

Name	Description	Price	Shipping	Category	Add Product
A12	MB_BMD Vol. 1 Digital-pdf An index of Marriage and Death Notices from Manitoba Newspapers 1859-1881 Vol 1	\$29.99	\$	Digital (PDF) download	Add: <input type="text" value="0"/>
A13	MB_BMD Vol. 1 digital-pdf An index of Marriage and Death Notices from Manitoba Newspapers 1859-1881 Vol 1	\$29.99	\$.00	Digital (PDF) download	Add: <input type="text" value="0"/>
MB_BMD Vol 3 SBmkd2015	An index of Birth, Marriage and Death Notices from Manitoba Newspapers 1885 Vol 3	\$29.99	\$	Digital (PDF) download	Add: <input type="text" value="0"/>
MB_BMD Vol. 4 SBmkd2015	An index of Birth, Marriage and Death Notices from Manitoba Newspapers 1886 Vol 4	\$29.99	\$	Digital (PDF) download	Add: <input type="text" value="0"/>
MB_BMD Vol. 5 SBmkd2015	An index of Birth, Marriage and Death Notices from Manitoba Newspapers 1887 Vol 5	\$29.99	\$	Digital (PDF) download	Add: <input type="text" value="0"/>
testing	testing of digital download	\$.01	\$	Digital (PDF) download	Add: <input type="text" value="0"/>

Showing 1 to 6 of 6 entries (filtered from 1,171 total entries)

First Previous 1 Next Last

[VIEW SHOPPING CART](#) [ADD TO CART](#)

****Note:** To add an item in the cart, put the quantity of item you would like to purchase in the text box, then click the Add to Cart button. When you finished adding items to the cart click the View Shopping Cart button to finalize the purchase of the items.

Research

MGS members can benefit by having research done by the MGS Research team. They also get a discount.

Choose from either the Basic Research or the Custom Search packages. Although we have resources from many countries, our main resources and collections are those about the province of Manitoba. MGS will undertake genealogical research within our sources on a fee-for-service basis.

Basic Research Service Package

MGS will use the information available in its Library/Resource Centre to conduct a “one name”* search applicable to your inquiry for a prepaid fee of \$75.00 for non members and **\$60.00 for members**. To get started complete the Research Form once you select the package. You can use Paypal on this site to make payment or to just use your credit card without joining PayPal

As a MGS member your personal information will be entered into the User Information.

MGS Basic Research Package form

User Information:

First Name: Gordon L. *
Last Name: McLean *
Address: 988 Clifton St.
City: Winnipeg
Province: MB
Postal Code: R3G 2Z3
Phone: 204-785-4905
Email: gmclean@mymts.net *



Search Information:

Surname (the person being searched): *
Given name(s): *

Provide as much pertinent information about this person that you know of (eg. birth date, marriage, death, locations, religion, etc.) Be specific about what information you are searching for and the resources you have already checked. We have resources from many countries but our main resources and collections are those about the province of Manitoba.

Please describe here:

Provide as much pertinent information about this person that you know of (eg. birth date, marriage, death, locations, religion, etc.) Be specific about what information you are searching for and the resources you have already checked. We have resources from many countries but our main resources and collections are those about the province of Manitoba.

Note: members get a discount on this service.

Custom Search Package

We will do one name search in any of the above sources or those listed below for a fee of \$10 for each source:

NOTE: These church records are NOT in MANI

- Anglican Marriage and Baptism Registers - Over 60 church indexes from the Diocese of Rupertsland (ranging from 1813 to 1925). Parents' names are listed as well as date and place of marriage or baptism.
- Catholic Marriage and Baptism Register - 30 Manitoba registers that list the parents' names, date and place of marriage. Years range from 1834 to 1982.
- United Church Archives - marriage, baptism and burial indexes for a large number of Manitoba and N.W Ontario charges

Search Information

Surname: *
Given name(s): *

Provide as much pertinent information about this person that you know of (eg. birth date, marriage about what information you are searching for and the resources you have already checked. We ha main resources and collections are those about the province of Manitoba.

Please select the place you want MGS to search:

Cemetery Index
 Crown Lands Registry Index
 Obituary Index (Winnipeg and some rural)
 Local History Books
 Census (pre 1881, 1881, 1891, 1906, 1911)
 Henderson Directories
 Telephone Directories
 Anglican Marriages and Baptism Registers
 Catholic Marriages and Baptism Registers
 United Church Archives - Baptisms, marriages, burials



Pay-Per-View

Log in to MANI to use the Pay Per View (PPV) feature to search our database. Many items will have links to PPV copies of records that may help you in your research.

Elmwood Cemetery 88 Hooper Avenue City of Waterloo		# 1237
Section 1		
ROW 1	Reading north to south, Plots 1 - 7	
Plot 1	MAY	MAY, [Annie / buried 25 Nov. 1990] (Doris / buried 18 July 1990)
Plot 2	FRY	FRY, [Frederick C. / buried 11 Mar. 1980]
Plot 3	GEARY	GEARY, [William / Private / 44 Batt., C.E.F. / Mar. 27, 1936]
Plot 4	SWAFFER	SWAFFER, [May / buried 30 Apr. 1994]
Plot 5	BULLIVANT	BULLIVANT, [Carolyn / buried 23 Mar. 1990]
Plot 6	HAYWOOD	HAYWOOD, [Joseph / buried 5 Dec. 1946]
Plot 7	MUNN	MUNN, [Margaret / buried 16 Oct. 1947]
ROW 2 Read North to South, Plots 14 - 8		
Plot 14	KNIGGE	KNIGGE / Marie J. / Dec. 5, 1941 / 64 yrs. Isaac Elizabeth "Lily" / daughter / Aug. 14, 1970 / age 60 yrs. WILLIAMS, [Charles / buried 25 May 1940]
		TAYLOR, [Alice / buried 7 Apr. 1995]
		KNIGGE, [Mary / buried 20 May 1990]
Plot 9	TURNER	MOFFATT / Thomas / Apr. 13, 1937 / age 85 yrs.
		TURNER / William George / born Hastings, Eng. / Sept. 20, 1876 / July 20, 1946 Plot / 1879 - 1955 (buried 28 Jan.)
Plot 8	ROLLER	ROLLER / Reinhold / 1886 - 1943 (buried 10 Oct.) Albert / wife & mother / 1886 - 1947 (buried 7 July)
ROW 3 Read North to South, Plots 15 - 20		
Plot 15	ORCHARD	Military f.s. Robert ORCHARD / Private / C.F.C. C.E.F. / 10 Mar. 1963 f.s. / age 98 Agnes May ORCHARD / died Aug. 14, 1940 / age 72 yrs.
Plot 16	IRVINE ORCHARD	IRVINE / Gladys Mae / nee ORCHARD / 1903 - 1977 (bur. 12 July)
Plot 17	VANSON	f.s. Francis Lyle VANSON / died July 24, 1941 / age 67 yrs.

2

Pay-per-view feature

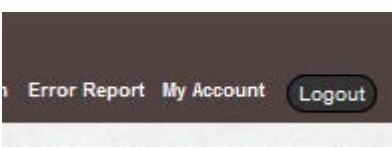
An example of a page delivered to the searcher when they have PPV (Pay-Per-View) credits and they select to purchase a view of a page from a cemetery Transcription.

The advantage of getting a copy of the page is that there are often related individuals buried in the same plot or area.

The searcher can download a PDF copy of the page or return to their account where they can view what they have purchased.

MANI error reporting system

You can report problems or request features to be added to MANI.

 Figure 19: Error report link	Click the Error Report link on the top banner.
--	--

Error Report

Please submit the form with as much information as you can. We'll try and fix the problem as fast as we can. Only the name and description is required.

Name:

Email:

*We'll be using your email to contact you if we have further questions about the error. Feel free to leave it blank if you don't wish to be contacted.

Title:

Description of how the error occurred:

Example: When I'm searching under my last name there's some random code/words and numbers showing up at the top of the page

Figure 20: Error report screen

1. Enter your name [mandatory field].
2. Enter your email address. This will be used if further clarification is needed or information needs to be sent to you.
3. Describe the steps that you took leading up to the error you received so that someone else can follow the exact process you used and get the same results. E.g. “As a member, I logged on and entered McBean into the last name field and clicked on the Search. I had the include entries with no year values checked. In the search results, I clicked on the link for William John McBEAN who died in 1982 which is an obituary entry. Nothing happened!”

MGS Membership sub system

The Membership subsystem stores your information such as your renewal date, Branches you joined and personal information such as address and email address. The system will send out a renewal reminder at the end of the previous month to your that your account will expire at the end of that next month. An email that your membership has expired will be sent at the end of the final month. You can still get into your “My Account” information in order to renew your membership but you will not be able to search or use other features.

My account

This is where you can manage all things related to your MGS membership. You can change information in your account, such as your password, email address or

username. You can also view a list of everything you've purchased, renew your membership, and join new branches.

Each 2nd level link is explained below.

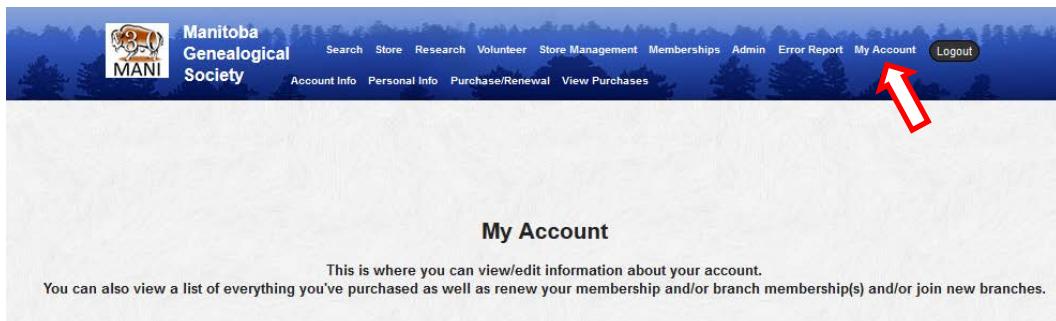


Figure 21: My Account

Account Info

Provides details of your MGS membership and MANI access stored in the MGS Membership Database, including Branch memberships. If you are a full member, any associate membership connected to your account is shown here.

The screenshot shows the 'Account Info' form within the 'My Account' section. The form has the following fields:
Username: [Redacted]
Member Number: [Redacted]
Account Type: Admin
Generations: Mailed
Date Joined: 1995-01-01
Expiry Date: 2016-03-31
Change Password:

Figure 22: My Account

NOTE: When making changes make sure you click the update button to move the changes to the MANI database.

Personal Info

Mailing address and contact information is displayed here. You can make changes to your information here. As this is how we contact you, it is important that you keep this information up to date. MANI uses your email address both to verify who you are when you create your account and to send you emails like Forgot password or username emails.

Personal Info		
First Name:	<input type="text" value="████████"/>	
	Change First Name	
Last Name:	<input type="text" value="████████"/>	
	Change Last Name	
Address:	<input type="text" value="████████"/>	
	Change Address	
City:	Winnipeg	<input type="button" value="Change City"/>
Province:	MB	<input type="button" value="Change Province"/>
Postal Code:	<input type="text" value="████████"/>	
	Change Postal Code	
Phone Number:	<input type="text" value="████████"/>	
	Change Phone Number	
Email Address:	<input type="text" value="████████"/>	
	New email address	
<input type="button" value="Update"/>		
Branch Memberships		
Branch ID	Name	Expiry
5	Winnipeg Branch	2016-03-31

Figure 23: Account information (Personal information has been blurred out)

Purchase and Renewals

Members can renew their membership online. You can also join one or more branches. A feature that will become more important is the ability to purchase pay-per-view (PPV) credits to use on the site. (As of Aug 2017 this is not activated yet.)

A new widget on the Search, Store and the Volunteer pages shows you PPV credits. If you click the Add credits link you will also be brought to the Purchase/Renewal page.

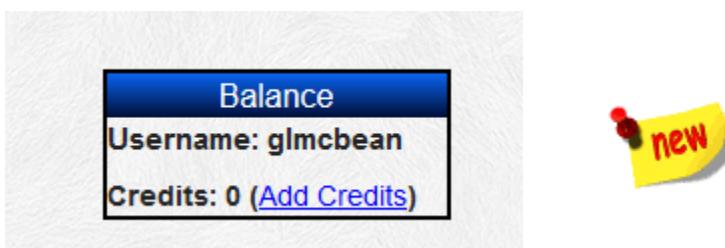


Figure 24: PPV Widget

The screenshot shows the MANI Member Manual interface. At the top, there's a navigation bar with links for Home, Research, Volunteer, Store Management, Memberships, Admin, Error Report, My Account, and Logout. Below the navigation, there's a note: "Note: You will be taken to PayPal to pay. We don't save your credit card information." A "Purchase Credits" section allows users to enter an amount (e.g., 40 Credits \$10.00 CAD) and click "Buy Now". There's also a note: "Note: When the payment is completed, a security warning dialog will appear. Click OK." A "Membership Purchases/Renewals" section asks users to select a branch membership to renew or join. It lists several branches with their names and renewal fees: Beautiful Manitoba Branch (\$10.00), Dauphin Branch (\$10.00), South West Manitoba Branch (\$10.00), Swan Valley Branch (\$0.00), and Southeast & Winnipeg Branch (\$12.00). A checkbox for "Renew Individual Membership \$50" is available. Below this, there's a section for "Associate(s)" with a note: "Renew Associate Membership(s) \$20 each". It includes a "Renew" button and a field for "Member Number", "First Name", and "Last Name". Another "Branch Membership(s) for Associate(s)" section follows, with a note: "Please select a branch you would like to renew or join. You may join multiple branches if you wish." A "Donation" section features a yellow sticky note with a red bow and the word "new". It includes a "Clear" button and donation amounts of \$10, \$25, \$50, and a custom input field. A "Purchase" button is at the bottom.

**** Note:** You will be taken to PayPal to pay. We don't save your credit card information.

**** Note:** When the payment is complete, a security warning dialog will appear. Click OK

Buy Pay-per-view credits, renew Associate memberships attached to your account and join/renew branch memberships for you and the associate member.

Figure 25: Purchase Renewals

A new feature is the ability to add a donation to your membership renewal. Your membership fee helps keep MGS running but donations help us develop new services like MANI that are out side of the base budget.

View Purchases

A complete record is kept in MANI of Financial transactions accociated with your account. Credit card information is not stored in MANI, it remains in the secure PayPal system and only a confirmation code or Transaction ID is transferred back to MGS

View Pay-Per-View Purchases

Figure 26 Items purchased using Pay-Per-View (PPV) credits are recorded here. Members can see how many credits they have purchased on the Account info screen. Your current balance is shown in the widget.

Once purchased and showing in the table below these page views are available without further charges to you.

Figure 26: Pay-Per-View Purchases

View Purchases/Renewals

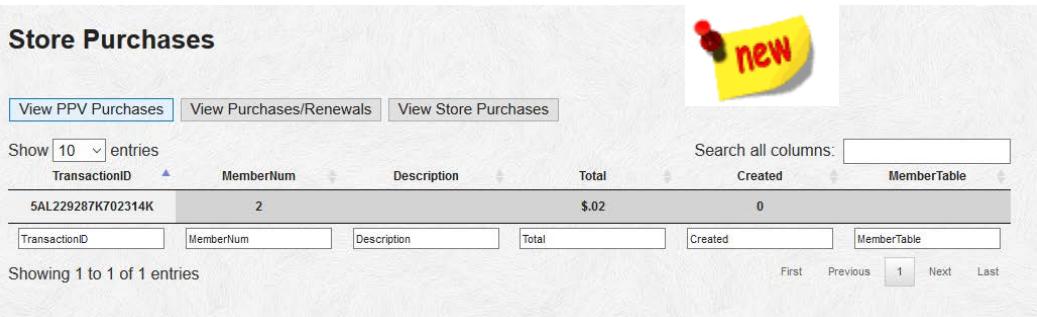
Figure 27: This screen shows online membership purchases or renewals since the start of the membership system in MANI.

NOTE: the second entry is for the purchase of a research package.

Figure 27: Purchases/Renewals

View Store Purchases

Figure 28: Any member transactions purchased through the MGS Online e-Store in MANI is listed here.



The screenshot shows a table titled "Store Purchases" with a "new" badge in the top right corner. The table has columns: TransactionID, MemberNum, Description, Total, Created, and MemberTable. A single row is displayed with the following data:

TransactionID	MemberNum	Description	Total	Created	MemberTable
SAL229287K702314K	2		\$02	0	

Below the table, there are search and navigation controls: "Search all columns:" with a text input, and buttons for "First", "Previous", "1", "Next", and "Last".

Figure 28: Store Purchases

Glossary

Term	Definition
filter	A computer software program that selectively narrows down or screens out incoming information.
link	A segment of text in a webpage that, when clicked, causes another webpage to be displayed.
MANI	The Manitoba Name Index
MGS	Manitoba Genealogical Society
parentheses	Also known as round brackets ()
query	Request for information

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Troubleshooting

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