

Report to Council April 23, 2016

VP Information Technology

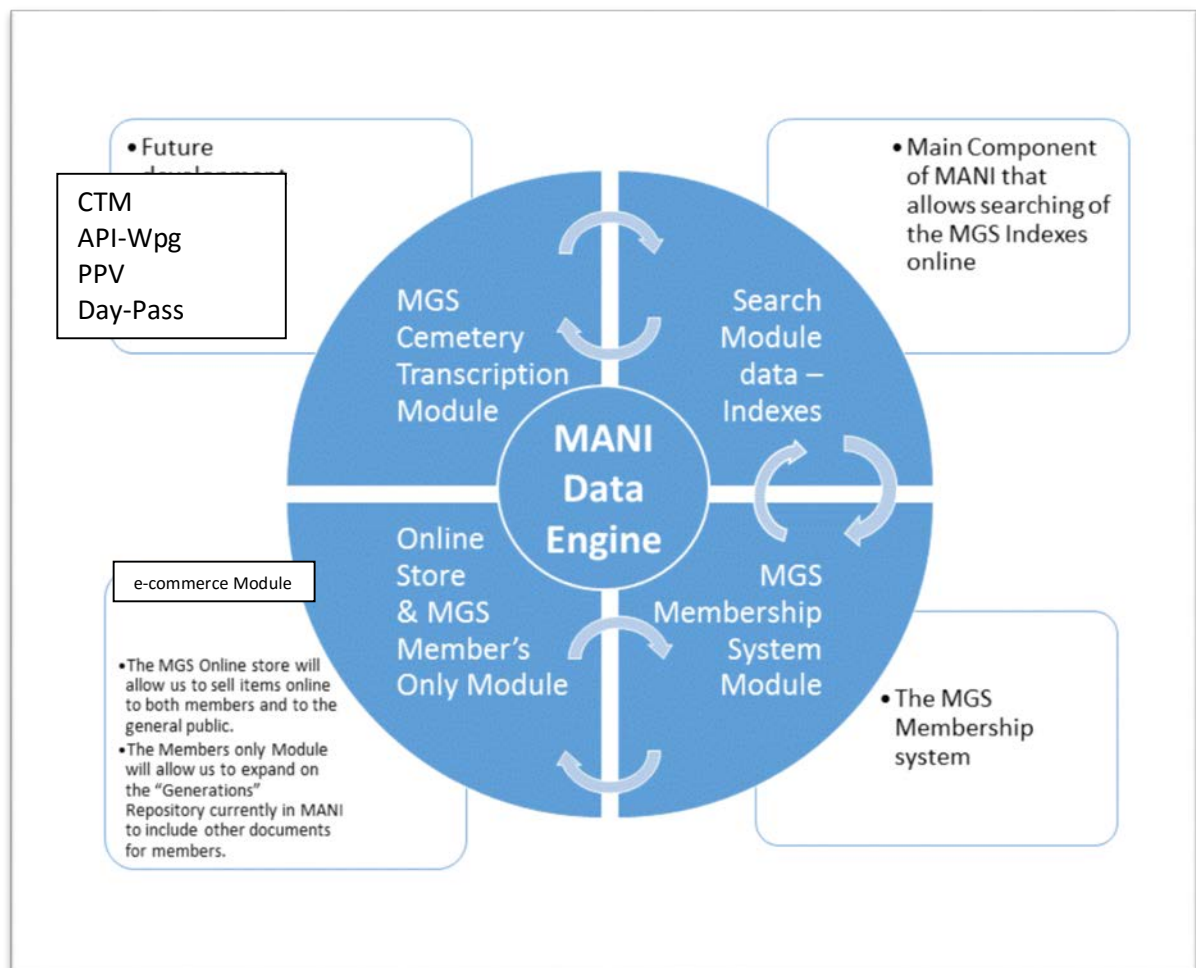
1. MGS Computers

One computer became corrupted & repaired and a second corrupted one has now been removed from service. It also needs to have the operating system and other software re-installed, which takes about 6-8 hours. We still have two other that are waiting to be upgraded to Windows 10 requiring the same 6-8 hr. procedure. The other computers in the Resource Centre have been kept up to date and the network drive has been backed up monthly.

2. MANI

A lot of work has gone into MANI since the last council meeting both in developing the system and in adding content.

- a. Work was done on developing a proposal for the next module to be developed. A Module to manage both Cemetery Transcriptions as well keep the indexes updated in MANI. This system will produce print on demand copies of Cemetery transcriptions with the latest updates. Grants have been applied for in order to finance this upgrade.



- b. MANI is our “Member’s Only” area for MGS. It controls access to only current members and associates. It allows our members to renew online as well as new members to join MGS. Each module relies on the other modules and exchanges information. All of the Modules connect through the MANI Database. This (MANI) project will serve as a platform used for ongoing storage and dissemination of all MGS data. It could also expand to include data from other organizations. The MGS goal is to creating a broad and powerful platform that will keep current members and attract new members.

We have finally found a database/Web developer who was willing to take on the task of making the changes required in MANI to correct a number of issues. Many features have been fixed and we hope to have others fixed soon.

- c. MANI – I have been working with BitSpace on the fixes for MANI
- **FIXED** -Top level links go inactive
 - **FIXED** -Member email and membership about to expire; emails not going out
 - **FIXED** -Password reset not working & several people are not able to sign in when activated
 - **Out-of-scope** -Need a second generate button OR an automatic process for existing membership renewal from the edit link on the membership list of from online membership renewal
 - **FIXED** -Enable downloading of a complete cemetery for creating Cemetery Indexing by either adding a 500 OR view all to view numbers of records for the volunteer view or a tool to download a complete listing of a single cemetery, as filtered to CSV/print etc.
 - **FIXED** -Add “Member Transaction” (Recent Updates) to Financial and e-Store access
 - **FIXED** -No way to edit uploaded Generation table
 - **FIXED** -Remove delay for approval of new members in MANI
 - **Book tables not synchronizing**
 - **Bug in store**
- d. Special access accounts for each Branch have been set up and given to the Branches. This allows them to view the up to date Branch membership as recorded in the MGS membership module.
- e. A MANI e-newsletter is planned for this month to update members as to progress made with MANI and the MGS website

3. [MANI Membership Module statistics](#) (see Attached-last page)

157 people did not renew from January 2015 to the end of April. Some may renew before the end of the month.

Of those:

12 were from March.

33 expire at the end of April and they should get the expired email if they do not renew by the 30th.

27 should get an email - reminder that their membership expires at the end of May.

I propose we send out a “We Miss You” email outlining the new and existing benefits of renewing their membership. We have had several people say that they just lost track when they were to renew.

4. [MGS Website](#)

The MGS www website has been updated and moved to new software. The new version will run on a WordPress platform and allow us to add additional features. The new look will be launched this weekend. I had a meeting with Mark Thursday and he has gone as far as he could on setting up our new MGS website without connecting it to the real world.

The plan is to move to the new website this weekend. Once the server for the website and mail system are switched it might take a few days to percolate through the web system of addressing. You might also have a cached version on your computer that will still show the old website. To solve this there is usually a circular arrow or some other way to force your browser to get a new OR refreshed copy of the website.

Once the new site is active Mark will be able to add the new features to the site.

5. [KOHA](#)

KOHA has been brought home from Toronto. A New version of KOHA, the MGS Libraries online catalogue software, is being tweaked. It is running the latest version of the software and installed on a repurposed computer acting as the server at the MGS Resource Centre. There is not a go live date set at present.

We are also working with the Southwest Branch looking at setting up their collection on our KOHA system.

6. [Email system](#)

In order to improve communications and reduce response times we have been reworking how we use e-mail.

New email forwarding accounts have been set up for the MGS branches as well as council positions. By using these generic addresses we will never have someone using an old or out of date addresses. This of course assumes that we are notified that a change individuals has occurred and the forwarding address needs to be changed. Each forward can be sent to more than one address. When new people take on a positions we just need to change the forward address. The MGS e-mail account always remains the same.

Some of these addresses require additional set-up as I have not spoken with all of the individuals involved in order to get their approval to forward to their personal e-mail address.

We need to:

- Replace the email addresses in the brochure
- Replace the email addresses on the website
- Replace the email addresses in Generations
- Notify the Branches that they have been set up and to which address they forward to
- Notify the executive and Council of this new service and new procedures.

- Add an auto reply suitable for each address that is sent to the sender (samples below)
- Set –up new procedures for incoming e-mail redirection in the MGS office on the e-mail computer.
- Membership now has their own mailbox and a client for membership is set up on a office computer.

New Branch addresses

address	Forward to	Auto Reply
beautiful-plains@mbgenealogy.com	cbray1@mts.net , rforzman@mymts.net	yes
dauphin@mbgenealogy.com	dauphinbranch@yahoo.ca ,	
se-winnipeg@mbgenealogy.com	vbraid@mts.net	
southwest@mbgenealogy.com	crooks@wcgwave.ca , mackayg@mymts.net , sshackel@mymts.net	

Other MGS addresses - In addition to the above

Email Address	type	Forward to	Auto reply
admin@mbgenealogy.com		vbraid@mymts.net	
communications@mbgenealogy.com		jbutchr@cc.umanitoba.ca	
contact@mbgenealogy.com	Email Account 2 Catch-all account	Outlook software and special user configured on MGS Computer	
council@mbgenealogy.com	Free email forwarding for mb	contact@mbgenealogy.com , executive@mbgenealogy.com , mgsbranches@mbgenealogy.com , generations@mbgenealogy.com , library@mbgenealogy.com , mani@mbgenealogy.com ,	
executive@mbgenealogy.com	Free email forwarding for mb	contact@mbgenealogy.com , wmjoke@gmail.com , vbraid@mymts.net , jbutchr@cc.umanitoba.ca , glmcbean@mymts.net , wraven6@mymts.net , pats@shaw.ca , bkstokes@mymts.net mclellan.rick@gmail.com	

mgsbranches@mbgenealogy.com		beautiful-plains@mbgenealogy.com , dauphin@mbgenealogy.com , se-winnipeg@mbgenealogy.com , southwest@mbgenealogy.com	
finance@mbgenealogy.com	Free email forwarding for mb	Rick McLellan mclellan.rick@gmail.com	
generations@mbgenealogy.com	Email Account 2	dfarmer17@shaw.ca jbutchr@cc.umanitoba.ca	
library@mbgenealogy.com	Free email forwarding for mb	mbole@shaw.ca contact@mbgenealogy.com	
mani@mbgenealogy.com	Free email with hosting: mbgen	glmcbean@mymts.net	Yes
membership@mbgenealogy.com	Email Account 1	Outlook software configured on Office Computer	
outreach@mbgenealogy.com	Free email forwarding for mb	Bill Curtis billcurtiswpg@hotmail.com contact@mbgenealogy.com	
president@mbgenealogy.com	Free email forwarding for mb	wmjoke@gmail.com	
research@mbgenealogy.com	Email Account 2	rutherfo@mts.net	
secretary@mbgenealogy.com	Free email forwarding for mb	contact@mbgenealogy.com Patricia Sundmark < pats@shaw.ca >	
special-projects@mbgenealogy.com	Free email forwarding for mb	bkstokes@mymts.net	
technology@mbgenealogy.com	Free email forwarding for mb	glmcbean@mymts.net	
treasure@mbgenealogy.com	Free email forwarding for mb	wraven6@mymts.net	
webmaster@mbgenealogy.com	Email Account 2	jbutchr@cc.umanitoba.ca glmcbean@mymts.net	Yes

Auto Reply Samples

- *Your email has been forwarded to the Beautiful Plains Branch of the Manitoba Genealogical society and their volunteer will be in touch with you.*
- *Your email has been sent to the MANI administrator. This account is usually checked daily but please allow time for a response as we are a volunteer run organization.*
- *Your email has been sent to the MGS Webmasters. This account is checked on a regular basis, but please allow time for a response as we are a volunteer run organization.*

Future projects under consideration

1. Video conferencing for council meetings. It has been suggested that we look into a web video system to allow the Branches to attend the Council meetings via a computer audio and video feed. We had tried to set this up before but the service we were planning to use terminated our account.
2. Adding a Cemetery Transcription Module to MANI
Work was done on developing a proposal for the next module to be developed. A Module to manage both Cemetery Transcriptions as well keep the indexes updated in MANI. This system will produce print on demand copies of Cemetery Transcriptions with the latest updates. Grants have been applied for in order to finance this upgrade. We will have to apply for additional funding as the estimated cost has come in higher than expected.
3. Setting up a computer for the Southwest Branch Library with our software set, KOHA and MANI Library access.
4. Add an API Module. Data holders like the city of Winnipeg, which manages Brookside Cemetery etc., have an Open Data Policy. This would allow us to search their database and include the results in MANI. It would always be the most up to date available. The City is currently creating a new Cemetery database.
5. Our Pay-Per-View (PPV) Module needs more work before it is ready to provide page views.
6. As a revenue source we need to develop a "Day-Pass". This would allow a non-member to purchase a 24 hour pass to search MANI. This would also help us comply with some granter requirements that state there must be access for the public.

stats to April 22

7