**REPORT FROM INFORMATION TECHNOLOGY – JULY 2013****PROJECTS / HARDWARE / SOFTWARE:**

- Code Red - Training, Promotion, Implementation
- Fourth of July – with Fourth of July Committee; Promote Code Red at event
- Emergency Management Page - ongoing
- MassBroadband – Setup and attend meeting for Mass Broadband and all Ayer facilities
- Fire Station Server - Obtained quotes for Active Directory Install & Configuration
- Installed new computer and printer for the Accounting Office
- Installed computer for Veteran's Office
- Printer for DPW Superintendent
- Researched and ordered new computers for the Director of Economic Development and the Building Inspector
- Researched and proposed new computers at the Fire Station.
- Resolved issues with computers at the Wastewater Treatment Plant.
- Resolved issues with computers at the Council on Aging
- Troubleshoot security bugs with IMC Software – work with vendor to resolve.

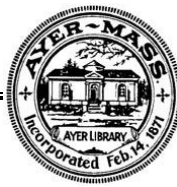
**WEBSITE / SOCIAL MEDIA**

- Monitor Daily
- Added several videos
- Various Minutes, Agendas, and Calendar updates.
- Begin Emergency Management Page.
- Promote Code Red
- Posted Notices regarding Code Red, Power Outage Safety Tips, Traffic notice for July 4<sup>th</sup>, Water Quality Reports, Wastewater Organics to Energy, Job Fair
- Fielded questions and inquiries

**OTHER:**

- Attend Board of Selectmen's Meeting - Began live tweeting
- Coverage for Board of Selectmen's Office
- Provided Training in Microsoft Word Mail Merge and Microsoft Excel Basics
- Called and attended I.T. Committee Meeting; Discussion Items:
  1. MUNIS ASP strategy
  2. Centralized Printer/Copier/Scanner –
    - Contacted Xerox & Cannon
    - Met with Ricoh
  3. Infrastructure Upgrades
    - Met with Akuity & Rutter for a quotes
  4. Video in Board of Selectmen's Room – Explore Mondopad

**STATISTICS:**



- Number of Facebook fans: 1,745
- Number of Twitter followers: 117
- Number of recipients to General Announcements: 150
- Number of recipients to Board of Selectmen Announcements: 72
- Website:
  - 1. Top Five Web Pages
    - 1. Assessors
    - 2. Sandy Pond
    - 3. July 4th
    - 4. Departments
    - 5. Police
  - 2. Number of Unique Visitors: 6,063 - Up 389%
  - 3. Number of page views: 20,163 - Up 125%
  - 4. Average Visit Duration: 2 minutes 59 seconds - Up 71%
- Email:
  - 1. Number of emails delivered: 5,568
  - 2. Number of emails not delivered due to spam and viruses: 11,769