DEPARTMENT OF INFORMATION TECHNOLOGY

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Town of Ayer, Massachusetts 1 Main Street – Ayer, MA 01432

REPORT FROM INFORMATION TECHNOLOGY – July 2017

PROJECTS / HARDWARE / SOFTWARE:

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging.
- Security Newsletter, Tips, and Training.
- Setup new employees; remove access for terminated employees.
- Set up new and replacement computers, phones, tablets, and printers.
- Set up equipment for Board & Committee meetings.

WEBSITE / SOCIAL MEDIA:

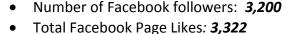
- Monitor Daily
- Added video to the Town's website and Social Media.
- Various minutes, agendas, calendar, and page updates
- Posted Notices to Announcements on the Website, Facebook, Twitter, and APAC as needed.

OTHER:

- Cyber Security CIS Controls
- Continue work on DPW Infrastructure Address wireless issues at Wastewater
- Various meetings
- Replaced old computers and printers
- Took delivery of large format plotter / scanner
- Training users in PowerPoint

STATISTICS:

- Video: Plays on the Town's website: 697
- Top Five Plays by Country:
 - 1. United States
 - 2. Uruguay
 - 3. Italy
 - 4. Canada
 - 5. Spain
- Most Played Video:
 - 1. Fourth of July 2017
 - 2. Board of Selectmen January 3, 2017
 - 3. School Committee June 21, 2017
 - 4. Board of Selectmen December 20, 2016
 - 5. Board of Selectmen June 20, 2017



• Number of Twitter followers: 920



STATISTICS: (CONT)

- Website:
 - 1. Top Five Web Pages
 - 1. Sandy Pond Beach
 - 2. Police Department
 - 3. Assessor
 - 4. DPW
 - 5. Transfer Station
 - 2. Number of page views: 17,582
 - 3. Average Visit Duration: 1 minute 39 seconds
 - 4. Number of Sessions: 7,475 (Desktop: 58.5% Mobile: 41.6%)