

**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 Facebook followers: **3,200**
- Total Facebook Page Likes: **3,322**
- 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%)**