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## REPORT FROM INFORMATION TECHNOLOGY – AUGUST 2023

### PROJECTS / HARDWARE / SOFTWARE:

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging.
- Employee Security Awareness Training.
- Setup new employees and remove access for terminated employees.
- Set up new and replacement computers, phones, tablets, and printers.
- Dispose of old equipment.
- Converted all email accounts to the new system

### WEBSITE / SOCIAL MEDIA:

- Maintain website and social media.
- Monitor Daily.
- Add video to the Town's website and social media.
- Minutes, agendas, calendar, and page updates.
- Post notices to Announcements on the website, Facebook, Twitter, and APAC as needed.
- Post updates to the internal and external signage.
- Promote local events.

### STATISTICS:

#### Social Media / email:

1. Facebook page reach: 17.2K
2. X followers: 1,510
3. Email subscribers: 4,893
4. Total number of page views: 30,549

### Top Five Web Pages

