

Information Technology (IT) Report

October 8, 2015

Developer meetings - met three times the past month with developers to work out the process and the timing of work for the new web site. (YachatsOregon.org) We discussed long term issues for bulk e-mail distribution. As spam becomes a larger problem, companies will be forced to pay for "white listing" domains so their communications (e-mail) are not rejected. We are already seeing this issue with Oregon State University and the city's Microsoft Exchange accounts rejecting e-mail from domains that are not recognized.

Web content management system (CMS) - Content management is the task where information (text, images, other data) is added to or modified on a web site. A CMS tool gives developers the ability to add this capability without having to write all the code. Choosing the right CMS product involves a trade off between features and cost. The objective is to hold licensing costs as low as possible without overly compromising features and flexibility. We also need to consider a range of technical issues like integration with existing systems; security; ease of use for people that use or visit the site; mobile device support; browser support; archival requirements; administrative overhead, & training. I have probably spent in excess of 35 hours this past month on this topic alone.

Web Templates - These are pre-constructed web pages that are designed for different types of information tasks. While CMS tools provide the ability to add / edit content, templates define how and where it is displayed and formatted. The template option we are currently considering can be found at this location: <http://ironsummitmedia.github.io/startbootstrap-modern-business/index.html> To gain a better understanding, look at the menu at the top of the page that begins with "About; Services; Contact..." Each of these takes you to a different type of template or a series of templates so you can begin to see the possibilities. Click on a few of the templates to see how they differ in appearance.

Updated new web specifications for developers; shared with staff for comments

Hired a web graphics designer; prepared and sent a design process with target deadlines for each step; asked Mark to recruit a student capable of assisting with some of the basic coding tasks.

Identified several format changes to the Property Inventory menu and asked for these to be made so the system can better support mobile devices PW field staff are beginning to use.

Staff requested a second water meter # for fire meters.

Staff requested a new field for street owners name (city, county, State, private)

Asked developers to correct a problem with private events

Spent a couple of days researching government web sites for content we might want to include in our upgrade, design ideas, navigation options, and other user interface ideas.

Added a new category to the Document Library (IT), included recent IT planning documents.

Web link: <http://yachatsdocuments.info/library/DocIndex.aspx?classid=38>

Created an IT FAQ document in response to council questions about the web site upgrade.

Web link: <http://yachatsdocuments.info/library/Download.aspx?docid=4513>

We have identified a technical problem with one tax reporting account where more than one tax form has been generated for a month. I will be following up with developers.

Prepared by: Greg Scott - IT volunteer manager

Assisted staff with a couple of database questions and provided some training for tasks that are performed infrequently.

Worked on a couple of smart phone e-mail access & resolved e-mail access for one PW staff on his desktop machine.

Problems Resolved:

Property inventory e-mail filter count

Street ownership field

2nd water meter field for fire meters

Property Inventory menu changes for mobile devices

Work in Progress:

Add edit & view options to the Advanced Search for Property Inventory

CMS & web template research