- Website Support (Tanner Clark)
  - New RunIT CMS Functionality (COMPLETED)
    - **Administrator Dashboard:** The Administrator Dashboard has been completely redesigned. It now includes site statistics such as number of active users, number of page views in the last 30 days, number of pages in the site, and number of emails delivered in the last 30 days. It displays the top 7 pages and number of page views in the last 30 days. Additionally, it lists active administrators and recent email messages sent.
    - **E-Commerce:** Phase 1 of the E-Commerce package allows you to make a Custom Form accept payments. You select the Custom Form and add a description and a cost per item. The customer fills out the form, enters their method of payment, and submits their order. We have integrated RunIT CMS with Authorize.Net for credit card payment processing. Payments can be tracked in RunIT CMS. Additionally, an invoice/receipt is emailed to the customer. Look for Phase 2 in the near future which adds the ability to manage products.
    - **Email Tracking:** We now track every email message that is sent by RunIT CMS and whether it has been opened and whether the recipient clicked a link in the email.
  - RUNsync – 1126 Subscribers
    - ONGOING PROJECT: <u>Weekly automated test.</u> This will email a report to RUNsync admins detailing the results of the test. This test will be not be notifying subscribers.
      - The test will analyze the list of phone numbers and make sure they are valid. If not it will attempt to fix the phone number and then include that user's information in the test summary email. **(COMPLETED)**
      - Send test push to Apple for confirmation and validate connection – We are doing this monthly but it is not automated.
      - Send test push to Droid for confirmation and validate connection – We are doing this monthly but it is not automated.
      - Test a Voice call – We are doing this monthly but it is not automated.
      - We are still in the process of making these test automated and the results to be email to RUNsync Admins.
    - Schedule live test. This will send a test message to all subscribers. We will analyze the results of these test and act accordingly. We could schedule the 1st Friday in October, February, and June.
  - ONGOING PROJECTS
    - Site layouts – We are still moving the pieces in place to convert your website into using multiple layouts.
    - E-commerce – Phase 2 will included a shopping cart and inventory.
    - Self-Training module – Phase 1 has been completed. Phase 2 will be released to the users.
    - Videos! – We are in the process of producing videos for each section/module of the CMS to greatly expand our self-help section.