

IT SYSTEMS REPORT

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DECEMBER 2025 - APRIL 2026

1. PRINTER - HP SMART TANK 7600 series installed in the FOSCL office with the laser jet as a secondary.
2. Maintain Office Computer – Update and make program adjustments
3. Took over relationship with Prototype Media – Allison
4. Blue Host (switched from Hostinger) – email website – modifications made
5. Wix website – change settings per request on who gets what response emails and forwards
6. 6. Monitor info@foscl.com and clean up email