Case Study: Professional, Legal Services

OfficeCalendar Case Study: Ronald Stoner, P.A.

"OfficeCalendar is perfect for our office needs..."
-- Patty Nieves, Paralegal to Ronald Stoner
   Ronald Stoner, P.A.

By Lookout Software

OfficeCalendar

Industry
- Professional
- Legal services

Environment
- Microsoft Outlook

Challenges
- Patty's office was looking for a way to share their Outlook calendars in a small office, without the cost and complexity of an application only designed for users on a larger scale (i.e., Microsoft Exchange Server)
- Needed a way to share and modify each other's calendars and contacts to avoid confusion and chaos in the office
- Wanted to be able to share tasks in order to stay up to date with what was happening in and around the office

Solution
- OfficeCalendar for Microsoft Outlook

Benefits
- Everyone can share their Outlook calendars without the hassle of setting up an application only designed for larger businesses (i.e., Microsoft Exchange Server)
- Able to share and modify calendars and contacts so everyone is aware of all information available at any time
- Patty can keep track of tasks and monitor progress, eliminating the mess of paper notes

"OfficeCalendar is very simple to use and besides that the features are great."

-- Patty Nieves
Paralegal

Ronald Stoner, P.A.

Scenario
The office staff of Ronald Stoner, an attorney in Newark, Delaware, uses Microsoft Outlook to manage their own calendars, contacts and tasks. Patty Nieves is the Paralegal to Ronald Stoner, and utilizes all tools in Outlook to perform her daily responsibilities.

Challenge
According to Patty, the biggest challenge the office needed to solve was "Having a calendar that we could all share, add, change and delete specific appointments. Working in a law office it is very important not to miss any crucial dates." When Patty first came to work for the office, they were using a calendaring program she had never heard of, nor was she sure about how current and efficient the program was. She later found out that the program was old and out-dated, which in turn created many problems. "We had to jump fast to get a program that would be efficient and have support when we ran into an issue we could not solve ourselves."

Solution
Because of their small size, they needed a program that would easily work with a small number of users. So after installing Microsoft Outlook, a computer technician suggested that the office look into OfficeCalendar. "I installed the product myself as a trial and after the trial ran we purchased the product since it was able to handle our needs…," said Patty.

How It Works
Since implementing OfficeCalendar everyone in the office is able to share their calendars, contacts and tasks so they are all up-to-date with what is happening in and around the office. According to Patty, the most essential thing is being able to share calendars with the attorney. "We are all able to add to the calendars, and most importantly when the attorney is in a meeting at the Courthouse and calls in to check dates anyone can pull up the information needed w/o having to just specifically going to one calendar."

Value
"OfficeCalendar is very simple to use and besides that the features are great," said Patty. "OfficeCalendar has just the right software to support our daily functions at the office, not to many features, just basic and easy to go from one screen to another with just a click." Patty and the rest of the staff can now easily and quickly add, modify and delete appointments to each other's calendar so everyone is always current with all schedules in the office. "It is very important to have all the calendars at each persons PC station so we are all aware of what is going on." She also shares tasks to monitor what is happening in the office, without having to mess with paper notes. "I am a Paralegal so I need to make notes daily on specific things performed daily and the tasks help me keep track of future follow-ups without having to keep notes on paper and missing a date."

About OfficeCalendar
OfficeCalendar is an easy-to-use, low-cost alternative to Microsoft Exchange Server. OfficeCalendar enables the sharing of Microsoft Outlook calendar, contact and task information on practically any Windows-based network, even without a dedicated server.