

Case Study: Government, County Judicial System

OfficeCalendar Case Study: Office of the District Attorney Clearfield County, Pennsylvania

"OfficeCalendar has changed the way our office operates."

-- William A. Shaw, District Attorney

Office of the District Attorney, Clearfield County

By Lookout Software
OfficeCalendar

The easy way to network Microsoft® Outlook® Calendars and more



Industry

- Government
- County Judicial System

Environment

- Microsoft Outlook

Challenges

- Bill and his staff needed a way to schedule multiple attorneys for appointments and court appearances and view Outlook calendars without confusion
- Wanted to share office-wide contact information used by everyone in the office
- Needed to keep track of assigned tasks and monitor progress

Solution

- OfficeCalendar for Microsoft Outlook

Benefits

- All attorneys can be scheduled on one single calendar that can be added to and updated without any complications
- Contacts are easy to find and shared by everyone, making communicating by email simple
- Tasks are assigned and tracked so progress is monitored and deadlines are met

Scenario

The Office of the District Attorney in Clearfield County, Pennsylvania, uses Microsoft Outlook to manage every attorney's calendar as well as their contacts and tasks. William A. Shaw, Jr. is the District Attorney, and personally oversees the scheduling of each of the attorneys in his office.

Challenge

Bill was looking for a way to share the Microsoft Outlook calendars, contacts and tasks of the multiple attorneys working in the District Attorney's Office. Although Outlook was used by all if the attorneys and their secretaries, miscommunication of schedules and responsibilities was often a problem. "None of the information was shared and often times there was confusion or misunderstanding about who was to be where and at what time or who was responsible for what and when it was due," said Bill.

Solution

Bill came across OfficeCalendar on the Internet. He installed OfficeCalendar himself without any outside help. "It took less than one hour to install the server and eight client machines," said Bill. "It was a very simple process."

How It Works

Since installing OfficeCalendar, everyone in Bill's office is able to share Outlook calendars and miscommunication is no longer an issue. According to Bill, "I can sit at my desk all day and see the schedule for every attorney in my office and my staff can schedule every attorney for appointments or court appearances without fear of overlapping or missing appointments." He and his staff are also able to plan ahead by looking forward in the group calendar, which shows all attorneys' meetings, appointments, vacations and other times anyone is unavailable. Everyone also uses OfficeCalendar to share Outlook contacts and tasks. "Instead of manually pulling a file or looking in a phone book, all contacts can be found in seconds," said Bill. "The sharing of tasks is outstanding," adds Bill. "The ability to track the progress of work being done is a great tool for monitoring trouble spots and avoiding deadline issues before they are created."

Value

"Everything is scheduled on the Calendar and this is a huge time savings. Plus it reduces the stress that someone may miss an appointment," said Bill. In return, court cases are handled more efficiently, which keeps everyone from the residing judges to clients happy. OfficeCalendar has also helped the District Attorney's Office to advance its ways of communication. "We no longer need to generate in-office memos or try to keep a large wall calendar up to date," adds Bill. "We now use contacts to send e-mail and communicate with other departments and attorneys. This feature is certainly a welcomed change."

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.

"This an extremely cost effective solution to group scheduling and I highly recommend OfficeCalendar for any legal office that needs to monitor the schedule of their attorneys."
 -- William A. Shaw, Jr.
 District Attorney

Office of the District Attorney
 Clearfield County, PA