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# Departmental Intranets

Union University uses Intranets.com for effective and simple cross-departmental schedule coordination



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## Departmental Intranets

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***Union University***  
***Jackson, TN***

Intranets.com helps Union University in Jackson, Tennessee, to gain tremendous efficiencies in coordinating complex schedules in both its University Relations and Enrollment Services Departments.

“In University Relations, we work on about 1,000 projects per year and without the coordination power and ease that Intranets.com’s Online Calendar gives us, it would just be impossible. Our Intranets.com master calendar saves us so much time,” says Dr. Kathie Chute, Associate Vice President for University Relations.

“Before we started using Intranets.com, it was just taking a lot of time and energy keeping and coordinating individual calendars. Our 7-member University Relations team includes a manager, photographer, graphic designer, web designer, news director, marketing person, and myself. Each one of us needs to know what the others are doing. With Intranets.com, we can do that -- keeping up on the latest deadline dates and tracking progress. We can post milestone dates, and attach agendas, planning documents or other information to help project team members meet the milestone.”

“For instance, our office produces two different magazines for the university simultaneously. We use the Intranets.com calendar to schedule our photographer. We have him booked back-to-back taking photographs for both magazines. When he comes in, first thing in the morning, all he has to do is pull up Intranets and run off the schedule that somebody else has set for him and he just takes off. It’s not a matter of anyone having to sit down and tell him what he needs to do. It’s wonderful. It’s just invaluable.”

“I wasn’t the one to discover Intranets.com. When I joined the University a year ago, my staff told me they had already found this perfect solution - Intranets.com -- to all their calendaring problems. They invited me to join, and I’ve been keeping my calendar exclusively there ever since. Intranets.com allows each of us to view and administer each others’ schedules, while still maintaining privacy for our personal appointments.”

“Besides the University Relations Department, I was also given responsibility for Enrollment Services.”

“In the first meetings I had with Enrollment Services, they were bemoaning the fact that they had no comprehensive calendar for their office. They were maintaining two major calendars in the office - one for visiting students who come here for special programs and for the university’s 11 “Preview Days,” and one master staff calendar -- and then each of the 7 enrollment counselors was maintaining his or her own separate calendar.”

**“I would recommend Intranets to any business that has multiple calendars to maintain. I don’t know of a better way to do that than to subscribe to Intranets.com.”**

- Dr. Kathie Chute,  
Associate Vice President  
for University Relations



“It was all very work-intensive, and they were never sure what anyone was doing unless they crosschecked all of those calendars. Sometimes that involved running from one office to another. They had to check in 3 or 4 different places to be able to clear any dates for anything extra that came up beyond what was already scheduled. So it took a lot of time and sometimes things did not get done and there were a lot of conflicts in the office.”

“I told that group: I have just the solution. So we subscribed to Intranets.com for them too and they are really happy with it. It has saved them work in crosschecking. It’s also saved us embarrassment, because we’re not overbooking our time.”

“In fact, the Enrollment Services team has expanded their use of Intranets.com services beyond what University Relations does. They use the Intranets.com database feature to keep all their contact information.”

“We have also just started using the notify function on the calendar and so now anytime anything new comes up, we’re all notified simultaneously and that’s been great.”

“The Intranets.com customer care team has been really helpful in showing us how we can utilize all the tools in the calendar in our particular applications.”

“I think if I were to take Intranets away, I’d have a revolt. It’s gotten to be so integrated in both offices.”

“We’ve recommended Intranets.com to other offices within the university, and I would recommend Intranets to any business that has multiple calendars to maintain. I don’t know of a better way to do that than to subscribe to Intranets.com.”

