

## Meeting Room Manager Simplifies Scheduling for Companies of All Sizes

### Client profile

Staples Canada is part of the world's largest office-products company. The company operates locations in every Canadian province and is Canada's largest supplier of office supplies and business equipment. In 2008, Marketing Magazine's prestigious Marketing/Leger Corporate Reputation Survey ranked Staples number one among Canada's top 100 companies surveyed.

Located in Ontario, Canada, Staples' main office has about 400 employees. Being the leading office supply and equipment, maintaining lower costs is key to its success.

### The challenge

Staples looked to simplify and streamline scheduling for their conference rooms and resources within their main location. A specially convened committee specified and evaluated the primary requirements for the new scheduling application.

The criteria included simple, intuitive functionality, universal access at all levels of the company, complete tracking of expenses, and flexible reporting.

### The solution

When the research into scheduling applications concluded, the committee recommended AsureSpace™ Meeting Room Manager as the best solution for managing schedules. Stella Grgar, the Meeting Room Manager administrator for Staples, wanted to keep centralized booking, allowing each person the freedom to view schedules and request bookings.

### Challenge

Staples Canada operates locations in every Canadian province and is Canada's largest supplier of office supplies and business equipment. A key factor in its success is its ability to contain costs and operate with utmost efficiency. In alignment with this goal, the company sought a scheduling solution that met stringent requirements of ease and sophistication while reducing the costs typically associated with bookings and scheduling.

### Solution

Meeting Room Manager met and exceeded Staples' requirements. Bookings and scheduling are centrally controlled, yet companies employees can request reservations and obtain status and visibility instantly. Staples rests assured its booking and scheduling needs are met and can now focus entirely on retaining and solidifying its lead in the office and business products industry.

### Benefits

- Centralized, consistent scheduling practices throughout the office
- Streamlined room-scheduling process
- Efficient usage of rooms and resources

The Staples logo is a red parallelogram tilted to the right, containing the word "STAPLES" in white, bold, sans-serif capital letters.

that was easy.™



“We maintain approximately 40 conference rooms within our building. We were looking for a centralized application that would streamline this process. Meeting Room Manager has helped us by removing double bookings and making the process easier.”

— Leigh Pearson  
Facility Services Manager

Meeting Room Manager is the easiest-to-use, most customizable, room, resource and appointment scheduling software available.

Meeting Room Manager provides administrators with tools to automate the entire scheduling process, and customize it to meet their organization’s unique requirements.

The software allows for easy and consistent bookings to facilitate communications among everyone, whether members are traveling to and from the various stores, or at home in the main office in Ontario. Staff members simply forward their requests to Stella, who, in turn, confirms availability and secures the necessary resources. Meeting Room Manager automatically sends back confirmation notices to the requesters, letting them know that the details for their meeting have been taken care of. The reservation is then visible to everyone.

#### The results

Staples needed a simple scheduling software package that offered easy deployment and a friendly and flexible interface. In addition, the software had to be sophisticated and scale to accommodate changing needs. Meeting Room Manager fit the bill perfectly.

In brief, Meeting Room Manager is the ideal software to help facilitate the vital function of managing bookings, resources and scheduling facilities. This allows Staples to continue excelling in the office-product market, where it hopes to continue as the leader for the foreseeable future.

