

*EZtime by TimeRewards Software, Inc.***Overall Rating****8.25****Summary****Product Name**

EZtime by TimeRewards Software, Inc.

This is not a time and billing system. Think of it as a web-based QBTimer with some really neat added features. It helps you gather time and expense information anytime day or night from the four quarters of the universe (assuming internet access of course).

Reviewed By

Earle McEwen

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- 1) Easy to use interface.
- 2) Quick time entry.
- 3) Approval levels and limiting users to specific customer jobs.
- 4) Flexible timesheet period.
- 5) Automatic customized email notices to employees for rejected timesheets and as reminders to enter your timesheet or to notify you that your timesheet was changed.

Limitations

The prospective buyer of this software needs to be happy with the time and billing reporting and functionality in QuickBooks. This product is not going to change any of that. It is going to facilitate the collection of timesheets from employees across the hall or across the world.

Date Reviewed

October 27, 2005

Wish List

It would be nice to have the option to synchronize more customer information with Outlook. I would also like to see context sensitive help screens for employees that explain each field on the screen. Currently help screens are only available to the administrator.

Product Ratings	Rating
<p>Setup and Installation: The vendor provides an EZTime “Getting Started Checklist” that is excellent. Installation went flawlessly and without the need to call tech support. There are two pieces or modules to the system. One is the Dashboard or administrator piece that you see when you login as system administrator. The other is the employee time entry piece.</p>	9.0
<p>Interface: The EZtime interface is easy to follow, intuitive and very responsive for a web based application. The screen presented to the employees for data entry currently displays a Google search box, and Amazon.com search box and current business news. The user has the ability to add their own links to this screen. The developer said they will also remove the search boxes and the business news if you feel as I do that these are a distraction and not a help.</p>	8.0
<p>Features: EZtime is designed to do one thing and do it well. It is designed to gather time and expense information from employees and give it to QuickBooks. Some of the additional things you can do with the software include:</p> <ul style="list-style-type: none"> • Restrict employees to specific projects. • Require project or employee manager approvals on time and expense reports before posting. • Automatic e-mails to follow-up on rejected or late timesheets. • Change field names for customer, job or task. • Publish employee news to employees when they go to enter their time. • Set up rates for calculation of expense items like mileage reimbursement so that the employee need only enter the miles. • Assign expense items to different accounts depending on whether they are billable or not. • Predefine items as billable or non-billable by project or individual service items. • Simple to use adhoc report writer. • Tools to facilitate DCAA compliance like: requiring comments for timesheet changes, audit trails, etc. <p>There is an ad-on product called Outlook Time Card that might be of interest to those who would like to track their time from within Outlook. It also interfaces with QuickBooks.</p> <p>Functionally there are packages with more features but this has a nice mix of features without sacrificing simplicity and ease of use.</p>	8.0

Ratings Definitions

- 10.0 (Perfect):**
This is a very rare score is reserved for a product that is as perfect as it could be.
- 9.0 to 9.9 (Spectacular):**
A product that receives a rating in this range succeeds at meeting all of its intended users' needs and has no major drawbacks.
- 8.0 to 8.9 (Excellent):**
A product that receives a rating in this range is superior in so many ways that its few drawbacks do not have much negative impact.
- 7.0 to 7.9 (Very good):**
While the strengths of a product scoring in this range certainly outweigh its weaknesses, it has some minor faults that users should be aware of.
- 6.0 to 6.9 (Good):**
This range represents a product that is above average. Its strengths outweigh its weaknesses, making it good for most uses but not a standout.
- 5.0 to 5.9 (Average):**
A product that scores in this range is functional but unremarkable.
- 4.0 to 4.9 (Mediocre):**
Products in this range are below average. They fall in the middle of the pack for most features, but suffer from a few additional major flaws.
- 3.0 to 3.9 (Poor):**
A customer should probably not consider purchasing a product in this range or lower. There may be one or two specialized circumstances, however, that could justify the purchase of this product for a very low price for a specific demand.



Follow-through on Claims

This software does what it says it does, it makes it easy to collect time and expenses.

9.0

Ease of Use/Service and Support

The help function is a little slow and is not available to employees. Help is also not context sensitive from where you are in the program.

The company provides online tutorials to teach you the software. I found them to be well done and useful. There is no other documentation available.

Technical support is available 9 – 5 on weekdays only. Email support is available 24/7 and is picked up by their developers in India during the off hours. During my testing I contacted technical support regarding a problem and it was fixed within 24 hours. The reason for a 7 in this category is that the resolution was not immediate.

7.0

Data Security

The application is hosted at a secure data center in Austin, TX run by XO communications. Some of the elements that enhance data security include:

SSL communication is used between the server and your desktop. There is 24 hour security on servers. Only basic information required for data entry is transferred to the web site. Information like customer addresses, email addresses, phone numbers etc are not transferred.

In my view, this represents a reasonable level of security for the application.

8.0

Privacy

The company has a reasonable privacy policy and takes reasonable measures to assure that your data is not used for purposes which you did not intend.

9.0

Integration with QuickBooks

The main interface to QuickBooks is time and expense information entered by the employee and downloaded by the designated administrator in your firm. This works well. If there are problems the error messages are detailed and useful in solving the problem. The employee can submit their time sheets to EZtime when they are complete. Then EZtime manages the flow of the timesheet through the manager approval and to the administrator who downloads the timesheets to QuickBooks.

8.0

The administrator must Synchronize QuickBooks with the EZtime web site each time there is a change in the following data that might affect a timesheet:



QuickBooks®

PROADVISOR

-
- Employees
 - Customers:Projects
 - Classes
 - Chart of Accounts
 - Items
 - Vendors

It would be nice if this synchronization happened automatically, without user intervention.

The administrator also must map EZtime payroll items to QuickBooks payroll items at the company or employee or project level as they choose but they must use one level. You also must tell EZTime your checking account name. You can map expense items to the QuickBooks chart of accounts to speed up expense entry. This is not a burden since these items seldom change for most businesses and therefore it only has to be done once.