



# ezidoesit

## Enterprise Edition

### Ezidoesit for the Enterprise!

Ezidoesit Enterprise Edition is the ultimate task and work scheduling program for Microsoft Outlook. It can be used together with the Ezidoesit Workgroup client in a multi-user environment or stand-alone on a single computer.



Ezidoesit Enterprise Edition has everything that is in the Professional Edition plus the following items.

**EziAnswer** – answering emails when they arrive is an interruption that reduces productivity. EziAnswer allows you to control when you will answer emails; two daily reminders stop you failing to answer them. It also stops a stimulus response email reply which you may later regret.

**Email Archive** – archive emails to an Ezidoesit email Archive database and avoid Microsoft Exchange Outlook Inbox limitations and local PST security issues. Find any archived email with EziSearch functionality.

**EziSearch** – search for Ezidoesit tasks on the email body or subject text or task tag keywords.

**Split Tasks** – rejoin tasks which have been split around meetings or split tasks over multiple time slots. This provides total flexibility of task scheduling.

**Advanced Scheduling** – task scheduling priorities can be set based on domain names and email addresses.

**Online/Offline Synchronization** – for notebook users this allows synchronization of local data on a notebook to a Microsoft SQL Server database on a server. This then allows Ezidoesit Workgroup reporting on this data.

**Email Status Report** – automatically email yourself a Daily, Weekly or Monthly status report on critical tasks to do, overdue, coming up etc. This is controlled by a user schedule which controls the days, times and options.

**EziQueue** – in Ezidoesit Workgroup add unallocated Ezidoesit tasks to a central queue and then allow users to select a task, allocate it to themselves and work on it.

**Complete task ahead of schedule** – when a task is finished earlier than estimated, Ezidoesit gives the user the option to reclaim time saved and reschedule other tasks to start earlier.

**Auto Reschedule** – allows tasks not completed to be rescheduled at the end of the day.

**Delegate a Task** – to another Ezidoesit user - requires Ezidoesit Workgroup Edition in a multi-user environment.

**Recurring Tasks** – setup a task to recur Daily, Weekly or Monthly. You can create up to 20 occurrences of a task at one time based on options set in Settings.

**New Filter in Task List** – this shows tasks assigned to you by other users. Workgroup Edition is required.

**Automatic Backup** – automatically backup Ezidoesit data to a specific folder on a preset schedule.

**Import Outlook tasks** – you can also export Ezidoesit task data when data is located locally on the PC.

**Online Help** – an online help portal accessed from the Ezidoesit menu with videos, documentation and white papers.

### System Requirements and Support

Ezidoesit Enterprise Edition works with Microsoft® Outlook® 2007 and 2003. Further details are available on the website at – [www.ezidoesit.com](http://www.ezidoesit.com)

This software has the Microsoft Works with Vista Logo and has been registered with Microsoft as Windows 7 compatible.



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