

DATA SHEET

# Total Time Management

### **Intapp Total Time Management Administrator Essentials**

Intapp Total Time Management Administrator Essentials is the core training course that ensures your success in administering, configuring, and supporting Intapp Time.

#### Who should take this course?

Intapp Total Time Management Administrator Essentials is designed for:

- New system administrators responsible for the setup, configuration, and maintenance or their firm's Intapp Time application
- Other people that would benefit from deepening their knowledge of Total Time Management with Intapp Time, including power users, and IT team members

#### What will you learn in this course?

Upon completion of this course, you will be able to:

- Customize your application, including system settings, user-defined fields, user configuration, and security settings
- Configure the desktop client application according to your user's needs
- Understand how data flows to and from your practice management system
- Control captured activity settings
- Resolve common troubleshooting issues

#### **Business value**

- Make the most of your investment: Unlock additional feature value by learning tips and tricks to increase efficiency and improve performance
- Accelerate time to value: Shorten the ramp up time for system administrators and other key staff members, enabling them to make a highly effective contribution with Intapp Time quickly
- **Reduce vendor dependency:** Configure capture integrations, user defined fields, system settings, and reports without the needs for additional services projects
- Proactively prevent data and database issues: Maintain the system properly to avoid errors and bad data
- **Resolve issues faster:** 50% of all support cases submitted to Intapp could be resolved internally within the firm by a trained team member



## Modules and topics

#### **Getting around Intapp Time**

- Understand the application components
- Review common time entry creation and submission process

#### Desktop client interface

- Create and edit timecards
- Understand submission process
- Load other timekeepers' calendars
- Understand local data caching functionality

#### Admin tool

- Customize system settings
- Configure user defined fields (UDFs)
- Set up security groups
- Control access to Admin Tool
- Modify Desktop Client settings

#### Time Core data model

- Data management
- Database model
- Sync data from external systems

#### Desktop extension

- Configure capture integrations
- Understand intelligent matter predictions
- Manage Desktop Extension settings
- Troubleshoot end-user issues

#### **Time Capture administration**

- Configure Time Capture user settings
- Navigate Time Capture admin page

#### Time Capture data model

- Data management / Database model
- Sync data from external systems
- Communication with Time Core

#### Reports

- Integrate SSRS reporting server
- Configure timekeepers daily usage reports

#### **Time Mobile**

- Configure mobile applications
- Review mobile app functionality

#### **Notifications**

- Create global & local notification
- Design notification templates
- Work with custom data objects

#### API

• Review API functionality



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