eLearning: 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:

- Customise your application, including system settings, user-defined fields, user configuration, and security settings
- Configure the desktop client application according to your user's needs
- Control captured activity settings
- Manage your firm data, and understand where it is housed and how it relates to elements of the application
- Proficiently use the Time Mobile application
- 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

Total Time and Mobile

Section 1: Desktop client interface

- Create and edit timecards
- Understand submission process
- Load other timekeepers' calendars

Section 2: Time Core Database

- Data management
- Database model
- Optimizing performance

Section 3: Administration tool

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

Section 4: Infrastructure and Troubleshooting

- Understand local data caching functionality
- How to read and utilize application logs

Section 5: Time Mobile

- Configure mobile applications
- Review mobile app functionality

Time Capture

Section 6: Time Capture Overview

- Configure capture integrations
- Understand intelligent matter predictions
- Manage Desktop Extension settings

### Section 7: Time Capture Administration

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

Section 8: Time Capture Database

- Data management / Database model
- Communication with Time Core
- Optimizing performance

Section 9: Infrastructure and Troubleshooting - Time Capture

- Troubleshoot end-user issues
- How to read and utilize application logs
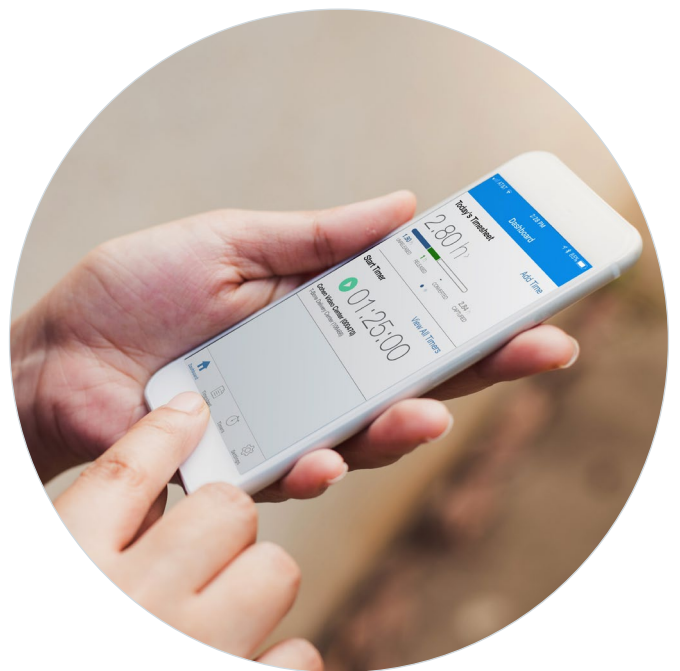
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