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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