# 30-Minute FastTrack Instructor-Led Class Outline: Utilizing the Narrative Field in Intapp Time  
  
## Course Description  
This instructor-led course provides a hands-on approach to understanding and mastering the functionality of the Narrative field in Intapp Time. Participants will learn how to enter descriptive text, use narrative codes and shortcuts, and make use of various narrative features to maximize efficiency while working within the Intapp Time system.  
  
## Learning Objectives  
By the end of this class, participants will be able to:  
1. \*\*Recognize\*\* the purpose and capabilities of the Narrative field in the Entry Form of Intapp Time.  
2. \*\*Enter\*\* descriptive text into the Narrative field using plain text.  
3. \*\*Utilize\*\* narrative codes, including personal public codes, private codes, and firm-wide codes.  
4. \*\*Apply\*\* narrative shortcuts to enhance efficiency.  
5. \*\*Identify\*\* and use the right-click context menu options in the Narrative field.  
6. \*\*Interact\*\* with the Narrative Codes window to view, select, and filter narrative codes.  
7. \*\*Create\*\*, edit, and delete personal narrative codes, including public and private codes.  
8. \*\*Implement\*\* shorthand codes and narrative pause codes for faster entry and customizable prompts.  
9. \*\*Perform\*\* search operations within the narrative codes list and describe the process to import and export narrative codes.  
  
## Class Outline  
### Introduction (5 minutes)  
- Welcome and introductions  
- Overview of the Narrative field in Intapp Time  
- Importance of accurate and efficient narrative text entry  
  
### Exploring the Narrative Field Features (5 minutes)  
- How to enter plain text in the Narrative field  
- Navigating the various options to populate the field  
- Understanding word wrap and automatic spell checking  
  
### Utilizing Narrative Codes (10 minutes)  
- Explanation of narrative codes: personal public, private, and firm-wide  
- Hands-on activity: View and select narrative codes using the toolbar button and right-click options  
- Interactive demonstration of creating, editing, and deleting personal narrative codes  
  
### Mastering Shortcuts and Advanced Features (5 minutes)  
- Overview of shorthand codes and narrative pause codes  
- Practice session for invoking and expanding shorthand codes  
- Steps to create narrative pause codes with embedded prompts  
  
### Search, Import, and Export Functions (3 minutes)  
- Instruction on using the Find and Replace feature within narratives  
- Instructions on how to search the narrative codes list effectively  
- Demonstration of how to export and import narrative codes  
  
### Wrap-Up and Q&A (2 minutes)  
- Review of key session takeaways  
- Open forum for participant questions and answers  
  
## Assessment and Evaluation  
- Participants will be assessed through class participation in hands-on activities and a Q&A session.  
- A follow-up email with additional resources and quick reference guides will be provided to support post-class practice.  
  
## Prerequisites  
- Basic understanding of Intapp Time functionality.  
- Access to Intapp Time on their desktop.  
  
## Materials and Resources  
- Intapp Time: Desktop User Guide  
- Quick reference sheets  
- Access to Intapp Time for live demonstrations and activities  
  
## Follow-Up Support  
- Access to an online forum for post-class questions and discussions.  
- An offer for a follow-up session on advanced features and customization based on participant needs.  
  
[End of Class Outline]