

## 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 of 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
- 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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