

Intapp Time Administrator Essentials

Intapp Time Administrator Essentials is the core training course to ensure your success in administering, configuring, and supporting Intapp Time.

Who should take this course?

Intapp Time Administrator Essentials is designed for:

- New system administrators responsible for the setup, configuration, and maintenance of their firm's Intapp Time application
- Other people who would benefit from deepening their knowledge of 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 the application, including system settings, user-defined fields, user configuration, and security settings
- Configure the desktop client application according to user needsUtilize captured time to maximize billable hours.
- Control captured activity settings
- Understand how data flows to and from the practice management system
- 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 quickly make an effective contribution with Intapp Time.
- **Reduce vendor dependency:** Configure capture integrations, user defined fields, system settings, and reports without the need 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 the common time entry creation and submission process

Desktop client interface

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

Administration tool

- Customize system settings
- Configure user defined fields (UDFs)
- Set up security grounds
- Control access to the admin tool
- Modify the desktop client settings

Time Core database

- Manage data
- Understand the 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 the Time Capture admin page

Time Capture database

- Understand data management/database model
- Communicate with Time Core
- Sync data from external systems

Reports

- Integrate SSRS reporting server
- Configure timekeepers' daily usage reports

Intapp Time mobile

- Configure mobile applications
- Review mobile app functionality

Notifications

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

API

- Review API functionality

Please contact customertraining@intapp.com for course schedules and pricing

