

eLearning: 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 needs
- Control captured activity settings
- Manage firm data, understanding where it is housed and how it relates to elements of the application
- Proficiently use the Intapp 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 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

Intapp Time and Intapp Time mobile

Section 1: Desktop client interface

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

Section 2: Time Core database

- Manage data.
- Understand the database model.
- Optimize performance.

Section 3: 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.

Section 4: Infrastructure and troubleshooting

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

Section 5: Intapp 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 database administration

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

Section 8: Time Capture database

- Understand data management/database model
- Communicate with Time Core
- Optimize performance

Section 9: Infrastructure and troubleshooting – Time Capture

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

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