

eLearning: Intapp Time End User Fundamentals

Intapp Time End User Fundamentals is the basic user training course that ensures customers understand the navigation, user interface, and features within the application.

Who should take this course?

Intapp Time End User Fundamentals is designed for:

- New staff (identified as end users) responsible for entering or capturing time entries using Intapp Time at the firm
- Existing staff who want to brush up on their knowledge of the user interface and how to enable features
- Other staff who would benefit from knowing how the Intapp Time end-user interface works

What will you learn in this course?

Upon completion of this course, you will be able to:

- Create time entries in a variety of ways based on preferences
- Configure the desktop client application according to your users' needs
- Utilize captured time to maximize billable hours
- Adapt to the needs of the timekeeper to expedite the process

Business value

Accelerate the adoption and rollout of Intapp Time capabilities to new staff and existing members and enable:

- Higher proficiency in a shorter amount of time
- Self-sufficient users – resulting in fewer internal support tickets for the firm IT staff
- Increased performance and job satisfaction

Accessing your training from anywhere with flexibility:

- Plan your training around your work schedule

Increased productivity:

- Learn all features, tips, and tricks

Certification transparency and visibility of a standards based training program:

- Measure, track, and report core User Training progress

Modules and topics

Time entry

- Exploring the time entry window
- Creating a time entry
- Creating temporary client and matter numbers
- Editing a time entry
- Spellchecking, copying, deleting, and moving time entries
- Releasing, unreleasing, and printing time entries
- Viewing time entry status
- Using narrative codes and personal narrative codes
- Using time entry templates
- Creating template nicknames
- Using TimeSaver timers
- Applying and removing a filter
- Generating and printing reports
- Importing time entries
- Using goal tracker

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

