



Audience

For individuals who need to use intApp TIME to record their how long they spend on an activity

Outcomes

To be able to record any activity in the most efficient manner and to be aware of best practice using intApp TIME inline with company policy.

Course Content

Navigating around the different views

To create, save and release a manually entered time recording

To create templates & time-savers for future use

Recording and transferring time from temporary matters

Use captured time

Record time against future activities

Duration

1.5 hours with lots of hands-on practical exercises

Price

£150

Extra Consideration

We will need a copy of your Time Recording policy or guidelines.