



MYP training agenda

POCKETWATCH QTime

professional development: non-certified

1. introduction

- Housekeeping
- Key objectives
- Overview of QTime

2. QTime

- Overview of QTime features
- Administer settings + permissions
- Manage time related activities (billable + non-billable)
- Connect to line items, record notes, key activities + allowances
- Recur QTime sessions
- Trigger timesheets + invoices
- View QTime session
- Trigger GOMS session
- Integrate with ARM Pro + projects
- Generate reports

3. support centre + communication

- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets
- Upcoming training, demonstrations + events
- eNews + social media

4. next steps

- Update permissions
- Update setting
- Create relevant project templates if required
- Review QTime process with test client

5. close

- Questions + answers

