

DocTime® Suite Training

Ludi offers DocTime Suite trainings on a regular basis for all user types. Training sessions are open to all clients and are available to train new users and provide refreshers to existing users. Ludi's training team will also follow-up after a user has attended training with any applicable resource materials.

Provider training

<https://ludiinc.com/physician-training/>

Audience:

- Providers who will be logging their time.
- Administrative users who will be supporting providers.

What is covered:

- This will be a walkthrough of the provider solution and the process for logging and submitting time.

Approver training

<https://ludiinc.com/approver-training/>

Audience:

- Administrative users who will be approving previously-submitted logs.
- Client Admins who will have responsibility for assisting approvers.

What is covered:

- This will begin with a walkthrough of the physician solution then move into the process for approving time logs and the steps required to change them.

Shift Manager training

<https://ludiinc.com/shift-manager-training/>

Audience:

- Administrative users who will be responsible for loading call or shift-based calendars into DocTime On-Call™ on behalf of providers.

What is covered:

- This will be a walkthrough of the process for logging and submitting provider time into the DocTime On-Call calendar.

DocTime® Suite Training

When should I communicate to my users about training?

Your Implementation Team will work with you to create a communication plan for both providers and administrative users prior to your DocTime launch. This includes when to introduce training options to your users. Generally our recommendation is for users to complete training shortly AFTER your site launches. Providing training too soon before the site launches often results in users forgetting what they need to know and having to repeat training. Encouraging training shortly after the site launches and after their login info is received allows the user to attend training and immediately go into the site and start exploring and/or logging time!

What does the training sign-up look like?

Our training team currently utilizes Calendly to sign-up for all DocTime trainings! Calendly is a simple calendar interface that shows the available training times and allows the user to select the best date and time for their schedule.

Once the user is registered for training, Calendly allows the user to add the training to their calendar through whatever calendar application they may be utilizing. The user will also receive a confirmation email to the email address providing confirming details and providing web conferencing information.

Ludi Training team DocTime Provider Training

🕒 30 min

📅 Web conferencing details provided upon confirmation.

[Cookie settings](#)

Select a Date & Time



< September 2025 >

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Time zone

🌐 Eastern Time - US & Canada (9:22am) ▼