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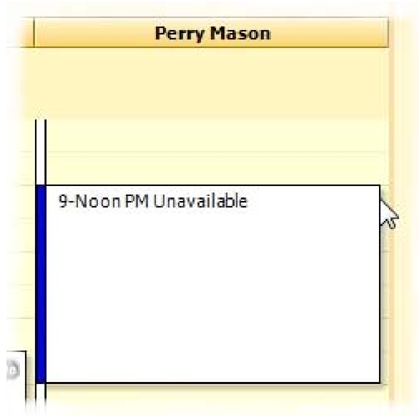
FAQ - Answers To Some Common Technical Questions

"When I view another team member's calendar all of their appointments are listed as Unavailable"

The Amicus Attorney program is designed to show other team members as Unavailable on appointments that you are not assigned to.

In order to see the details of a peers appointment you must either be assigned to that event or be assigned to a File that is linked to the event. You will also able to see and modify the details of an appointment if you are the author of the event.



Calendar > Perry Mason Unavailable

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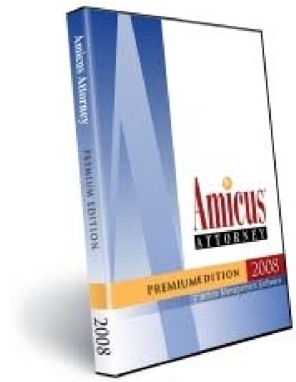
PREMIUM EDITION



Sharing access to an Office

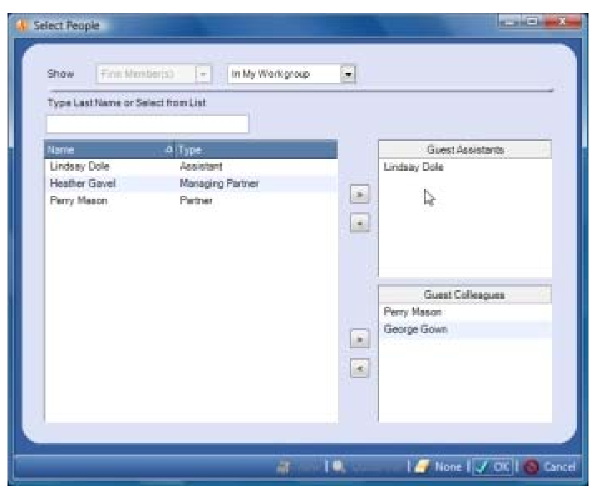
You can grant specific Firm Members access to your Office as a Guest Assistant or a Guest Colleague. For example, you could assign a Guest Colleague to cover your work while you are on vacation. Guest Assistants and Guest Colleagues have limited rights while in someone else's Office. By default, a Guest Assistant has more rights than a Guest Colleague. Their permissions are determined by the "Guest Assistant" and "Guest Colleague" Security Profiles, which may be customized by your Amicus Administrator.

A sampling of the default restrictions is listed below:

Module	Guest Assistant	Guest Colleague
FILES	Can view the Office Owner's Files, and edit as the Guest. Can apply, add, and edit the Owner's Precedents.	Can view the Office Owner's Files, and edit as the Guest. Cannot delete Files. Can apply, add, and edit the Owner's Precedents. The Admin - Accounting view is not available.
PEOPLE	Can view the Office Owner's Contacts, and edit as the Guest.	Can view the Office Owner's Contacts, and edit as the Guest, except for Contacts who are both assigned to a "Personal" Group and not associated with any Files that the Guest is assigned to. Cannot delete Contacts.
TIME	Can view, edit, and post the Office Owner's Time Entries in the Time module and the My Time view of Files. In edited Time Entries, the Guest is marked as the person who last edited the Time Entry. If the Owner is a Timekeeper, can add Time Entries as the Owner. The Owner's Time Entries are shown in Search results. The Owner's Billing Rates are used.	Cannot access the Time module or the Office Owner's Time Entries. If the Guest is a Timekeeper, can view their own Time Entries in the My Time view of Files and in the Timer on the Amicus Floating Toolbar, and can add Time Entries as the Guest. The Guest's Time Entries are shown in Search results. The Guest's Billing Rates are used.

(See complete listing in the Premium Edition User Guide (PDF located in Amicus Attorney Help Center))

Granting access to your Office



To grant Firm Members access to your Office:

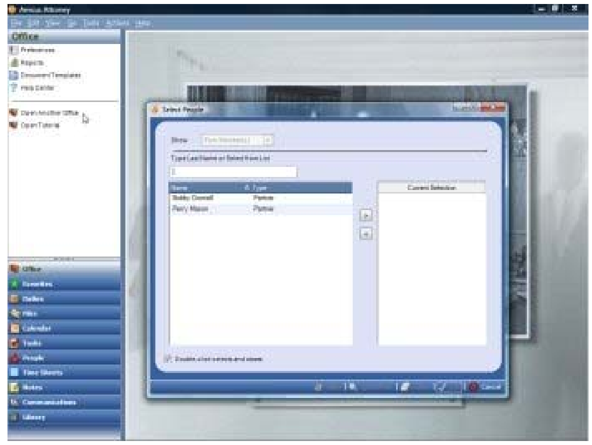
1. Select My Profile from Office Preferences.
   Click Edit to display the Person Edit dialog.
   Select Office Access at the bottom right of the window that appears.
2. In the Guest section of the window, click the (Select People) buttons to add or remove Guest Assistants and/or Guest Colleagues. When you are finished, click OK.
3. Click OK in the Office Access dialog.

Preferences > My Profile > Edit > Office Access > Select People

Opening another Firm Member's Office

When you want to see or change information in another Firm Member's Office:

1. Close all dialogs to make sure that your information is saved.
2. Choose Open Another Office in the navigation list of your Office window. The Select Office dialog appears.
3. The Firm Members who have granted you access to their Office are listed. Select a Firm Member and click OK. The other Firm Member's Office opens. You can now look up information and perform tasks, as determined by your usual security permissions and further limited by your current status as Guest Assistant or Guest Colleague (as determined by the Office Owner).



Open Another Office

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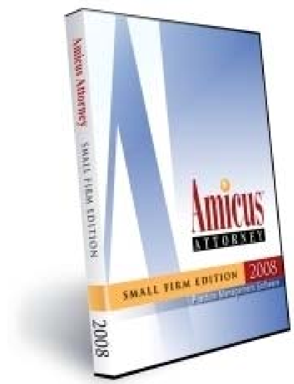
SMALL FIRM EDITION

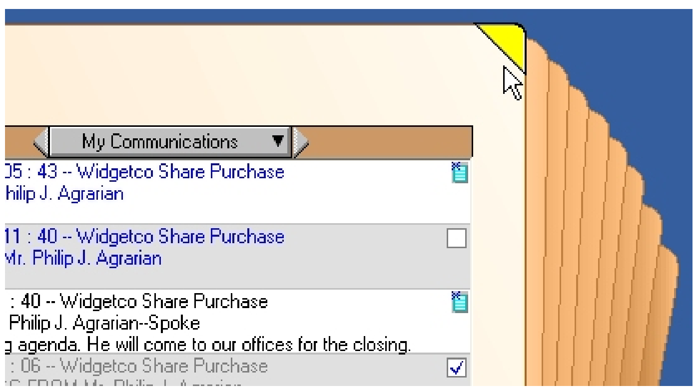


Marking a Contact

Small Firm Edition makes it easy to create temporary groupings of contacts for the purposes of printing or generating documents for only some of the people in the Contacts module.

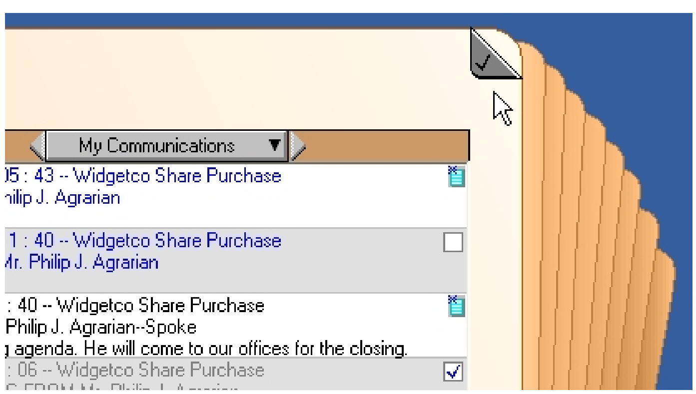
Marking Individual Contacts

Open a contact that you would like to mark. Click the yellow triangle in the upper-right corner of the person's contact card to mark the contact. While the local library might not like it if you marked their books in the same fashion, it is a handy way to identify individual contacts in Amicus Attorney.



Unmarked Contact

The upper-right corner of a marked Contact now appears to be folder down and contains a checkmark:



Marked Contact

To unmark a contact, click the folded-down corner to "unfold" it.

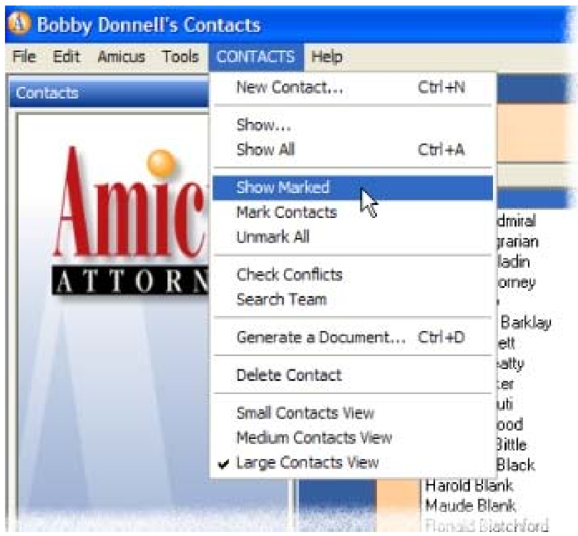
To move onto another contact, use the arrows at the bottom of the contact card to go to the next or previous contact in your list, or click the Index button to go back to the Contact index.

Marking Groups of Contacts

You can also mark a group of contacts at the same time. From the contacts index, highlight the contacts you wish to mark. Then, choose the Mark Contacts item within the CONTACTS menu. You can unmark all your contacts by selecting Unmark All, also in the CONTACTS menu.

View a list of all Marked Contacts

To display only those marked contacts, select Show Marked from the CONTACTS menu. The Contact index will then only show the marked contacts. You can then use that list as the basis for printing details, or generating documents for example.



CONTACTS Menu Options

For more information on Amicus Attorney 2008 Small Firm Edition visit: www.amicusattorney.com

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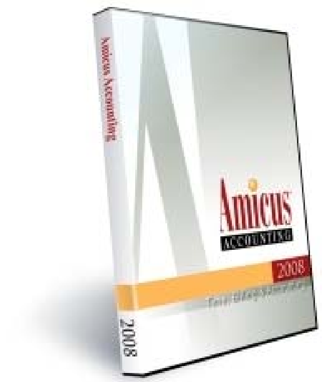
AMICUS ACCOUNTING



Use Auto-Text to insert frequently used phrases into Amicus Accounting

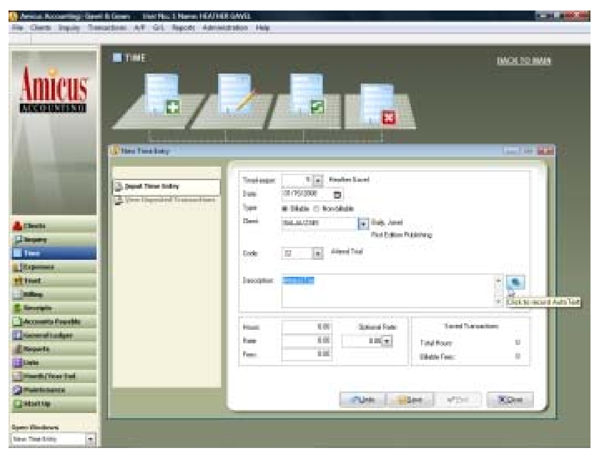
Auto-Text provides a way to automatically insert frequently used text in posting function descriptions. Instead of retyping a phrase or sentence each time, record it once as an auto-text entry and assign it a code. When you want to insert the entry, type its code and press the spacebar and Amicus Accounting will insert the text for you. For example, type "att" for "Attend Trial".

Each user can have his or her own set of Auto-Text entries. This means that entries you record will not be enabled for other users. The same set of Auto-Text is used in all posting functions; you do not need to re-record Auto-Text entries to use them in another posting function.

Creating an auto-text entry to store and reuse text

1. If you have already typed the text that you want to store as an Auto-text entry, copy it to your Windows Clipboard by highlighting it and pressing Ctrl+C.
2. Click the Auto-Text icon beside the description field.
3. Type a two or three character code that you'll use when you want to insert the entry.
4. If the text is in your Windows Clipboard, Amicus Accounting will display it automatically. Otherwise, type the text that you want to store.
5. Click OK.

You can also use the Auto-Text codes screen to create new Auto-Text entries.



New Time Entry - Add Auto-Text

Editing or deleting an Auto-Text entry

You can only edit or delete your own Auto-Text entries; entries for other users will not be available. Also use this screen to add new Auto-Text entries and to print a list of existing Auto-Text entries.

1. Go to Lists > Auto-Text.
2. Click a code and click Edit, or click Delete to delete the entry.
3. Make your changes and click Save. Click Cancel to discard your changes or to select another code.
4. To print a list of existing Auto-Text, click Print.

Inserting an Auto-Text entry when posting

1. Click in the description field, at the end of any existing text, where you want to insert the Auto-Text entry.

2. Type the two or three character code you assigned to the entry and then press the spacebar.

Lists > Auto-Text

Amicus Accounting 2008 Overview

ACCOUNTING FREE TRIAL click here

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