

## What's New at Amicus?



Have a fun and safe Halloween!



## FAQ - Answers To Some Common Technical Questions

### Where can I see my 'done' communications?

To help you organize your day, Amicus Attorney keeps track of all your emails and phone calls in the Communications module. This section automatically defaults to one of two views: Outstanding and Today. These are great, but...

[Read more](#)

## Events and More

*Find Out Where Our Product Will Be Showcased In The Next Few Months*

### American Association for Paralegal Education Annual Conference

October 28-31, 2009  
Portland, OR

### New York City Bar Law Practice Management Symposium

November 5, 2009  
New York, NY

### Maryland State Bar Solo & Small Firm Conference

November 6-7, 2009  
Linthicum Heights, MD

[See Complete Event Listings](#)

## Amicus Showcase

### PREMIUM EDITION

#### Attaching Documents to Events

Did you know that you can attach documents to an event? Ensure that team members are kept...  
[Read more](#)

### SMALL FIRM EDITION

#### Email Search

Ever misplace an email? Perhaps it was saved, but not to a file or contact record. Using the...  
[Read more](#)

### AMICUS ACCOUNTING

#### Assigning Rates to Expenses

Tracking client expenses is an integral part of minimizing revenue bleed through intangible...  
[Read more](#)

### AMICUS MOBILE

#### Working in the Call Center

The Amicus Call Center lets you view your recent outstanding phone calls and messages and all...  
[Read more](#)

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## FAQ - Answers To Some Common Technical Questions

### "Where can I see my 'done' communications?"

To help you organize your day, Amicus Attorney keeps track of all your emails and phone calls in the Communications module. This section automatically defaults to one of two views: Outstanding and Today. These are great, but what about non-outstanding items that happened yesterday, or last week, or last year?

To see a list of these incoming and outgoing communications:

#### Amicus Attorney 2009 Premium Edition

1. Go to the Amicus calendar.
2. Go to the Today or Day view.
3. Click on the down arrow next to the heading above the right-hand section and choose My Communications on the list that appears.
4. The communication list shown is for the date indicated in the heading near the top of the window. To change the date use the arrow buttons on either side of it. You can also use the mini calendar above the main navigation menu to select a date.
5. To see the details of a Communication, double-click it in the list. You can also select an item, right-click on the list, and then choose an activity on the shortcut menu that appears: create a new Communication, reply to a Phone Call, mark a Communication as Dealt With, and so on.

#### Amicus Attorney 2009 Small Firm Edition

1. Go to the Amicus calendar.
2. Go to the Today view.
3. Click on the down arrow next to the heading above the left-hand section and choose Communications on the list that appears.
4. The communication list shown is for the date indicated in the heading near the top of the window. To change the date use the arrow buttons on either side of it. You can also use the mini calendar in the upper-left corner to select a date.
5. To see the details of a Communication, double-click it in the list. You can also select an item, right-click on the list, and then choose an activity on the shortcut menu that appears: create a new Communication, reply to a Phone Call, mark a Communication as Dealt With, and so on.

**NOTE:** *This is a great tool to review all communications for a billing period before posting your time as well.*

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## Amicus Showcase

### PREMIUM EDITION

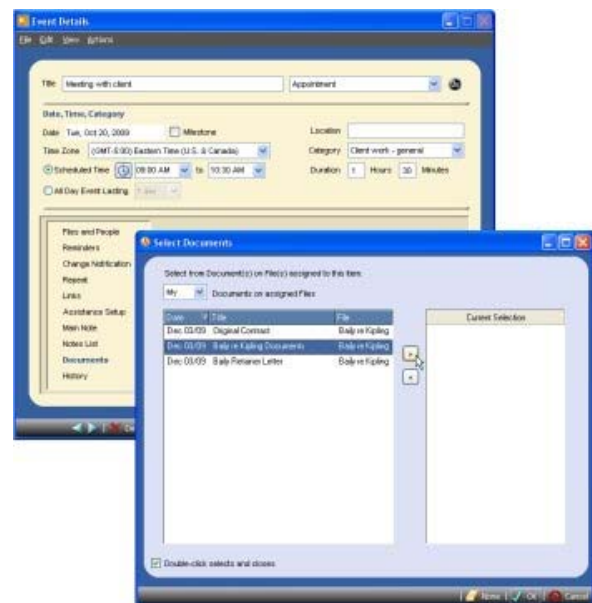
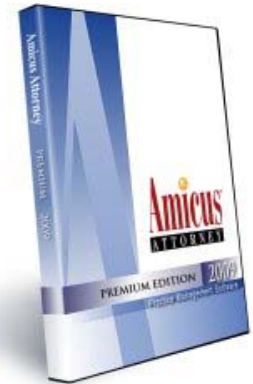
#### Attaching Documents to Events

Did you know that you can attach documents to an event? Ensure that team members are kept in the loop with the latest information related to an appointment or task.

To attach a document to an event:

1. Go to the Calendar module.
2. Open the desired event details window.
3. On the event details window, navigate to the documents tab.
4. Click on the document graphic on the right
5. Filter documents to see yours or all documents on assigned files.
6. Highlight and double click the desired document or use the arrow button to add it to the event.
7. Click OK.

For more information on Amicus Attorney 2009 Premium Edition visit [www.amicusattorney.com](http://www.amicusattorney.com).



[Event Details > Documents > Select Documents](#)

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## Amicus Showcase

### SMALL FIRM EDITION

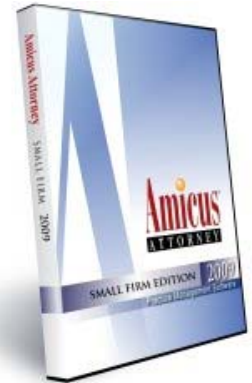
#### Email Search

Ever misplace an email? Perhaps it was saved, but not to a file or contact record. Using the Amicus ComCenter and it's built in search you can quickly and easily retrieve email messages, mark them as outstanding again, or assign them to a file or contact.

To do so:

1. Go to the Amicus ComCenter module.
2. Click Search in the top right corner.
3. Click Define Search.
4. Enter your search criteria.  
**NOTE:** You can refine the search to look for file or contact association, specific text, email origin, or save status to help zero in on the message you are looking for.
5. Click search to retrieve email messages.
6. Search results will show all items that match your search.
7. Once you've found the email you are looking for, you can take action on any of these items by double-clicking and choosing to ignore, delete or save by using the standard email controls.

For more information on Amicus Attorney 2009 Small Firm Edition visit [www.amicusattorney.com](http://www.amicusattorney.com).



[ComCenter > Search > Define Search](#)

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## Amicus Showcase

### AMICUS ACCOUNTING

#### Assigning Rates to Expenses

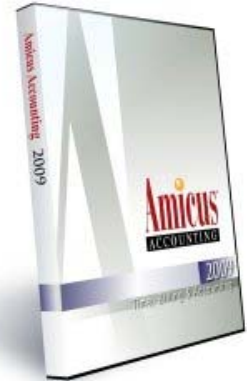
Tracking client expenses is an integral part of minimizing revenue bleed through intangible items. Copies, fax and mailing charges all add up. Capturing and billing these items is a necessary but tedious task. By assigning a fixed or unit rate to these items you can decrease the amount of time you spend recording expenses and establish a default to minimize data entry errors. In Amicus Accounting, you can assign a fixed rate (every mailing is \$1.00) or a unit rate (\$0.15 per copy) to expense codes. You can also pre-define the explanation to be used on client bills (copies @ \$0.15 per copy) and the recoverable general ledger account.

To review your expense codes and assign rates:

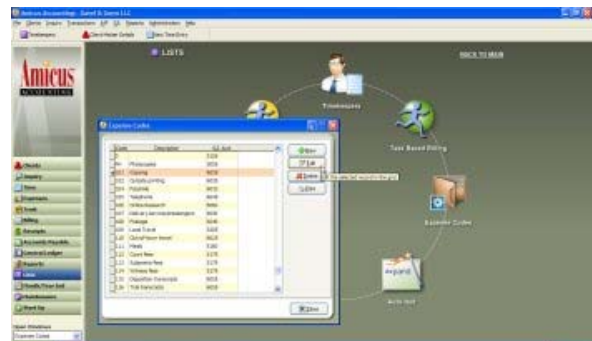
1. Go to the Lists menu module
2. Select Expense Codes
3. Highlight the expense code you would like to assign a value to, and press edit.  
**NOTE:** To create a new expense code, click New.
4. Complete desired modifications.
5. Click save.

Now expense entries using the modified code will prompt for a quantity rather than an amount, making the data entry and billing process more streamlined and less time consuming.

[Amicus Accounting 2009 Overview](#)



[ACCOUNTING FREE TRIAL](#)  
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[List > Expense Codes](#)

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## Amicus Showcase

### AMICUS MOBILE

#### Working in the Call Center

The Amicus Call Center lets you view your recent outstanding phone calls and messages and all today's calls and messages listed by date and time, the most recent first.

1. On the Home page, tap or click the Call Center icon.
2. From here, you can select a call or message in the list and tap or click:
  - o Menu > Call to call the person back.
  - o Menu > Edit to open its details, or tap or click it in the list.
  - o Menu > Dealt With to mark it as dealt with (not outstanding).
  - o Menu > Delete to delete it.
  - o Menu > Time Entry to add a time entry on it.
  - o Menu > New Call to make a call.



For more information on Amicus Mobile 2009 visit [www.amicusattorney.com](http://www.amicusattorney.com).

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