Licensing Amicus

**Applies to:**
- Amicus Attorney Premium Edition 2014
- Amicus Anywhere and Amicus TimeTracker (requires Amicus Attorney Premium Edition)

Amicus Attorney (together with Amicus Premium Billing and Amicus Anywhere) installs with a 30-day evaluation period before requiring users to be licensed. In order to use the application beyond the evaluation period, you must perform the following steps.

1. Purchase the necessary number of licenses for Amicus Attorney, and optionally Amicus Premium Billing, from the Amicus Sales Office at 1-800-472-2289 or 416-977-6633.
   - Each Amicus Attorney user requires an Amicus Attorney license.
   - To add Amicus Premium Billing to Amicus Attorney, all Amicus Attorney users require an Amicus Premium Billing license.
   - Amicus Anywhere (with Amicus TimeTracker) is included in the Amicus Attorney 2013 or later license for firms with a current valid Amicus Premium Maintenance Plan.

2. From Amicus Attorney, submit a single license request to Gavel & Gown as instructed below.

3. You will receive a return e-mail confirming the transmission of the license file to your Amicus Application Server. If necessary, apply it to Amicus Attorney as instructed below.

To add additional licenses at a later date, repeat the process.

**Requesting licenses**

1. Ensure that your e-mail program is running properly at your workstation.

2. Log in to Amicus Attorney as an Amicus Administrator. Then click the Request License button in the User Management view of the Amicus Office module. Or, click your Serial Number in the About dialog (available from the Help menu).
   
   Or, if your copy of Amicus Attorney has passed the end of its evaluation period, click Request License in the Evaluation Has Expired dialog that appears when you try to log in (if you are an Amicus Administrator).

3. An e-mail addressed to Licensing@amicusattorney.com opens automatically in your e-mail program, with your Firm Serial Number shown in the message. The message also states that you understand and are compliant with the Licensing Agreement. Send the e-mail. You will receive an auto-reply e-mail from amicusattorney.com, acknowledging receipt.
Loading the licenses

If your evaluation period has not expired, you can continue to use Amicus Attorney normally while you are waiting for a reply. License requests are processed on an as-received basis, usually within one business day. Once payment is confirmed and your request is processed and transmitted to your Amicus Application Server, you will receive an e-mail.

**Amicus Attorney licenses are loaded and applied automatically overnight.** However, if you do not want to wait or are licensing Amicus Premium Billing for the first time, complete the steps below.

1. **Log in to Amicus Attorney as an Amicus Administrator.**

2. **IMPORTANT:** If licensing Amicus Premium Billing for the first time, an attended process is necessary. We recommend that you have access to all Firm Files and ensure that all users are Online and have logged out of Amicus.
   - Review the “Getting Started” topic in Amicus Premium Billing Administrator Help or User Guide for instructions.
   - A data consistency check will be run—address any inconsistencies found.
   - Note that after licensing Amicus Premium Billing, the only accounting settings available will be “Manual Entry” and “QuickBooks”.

3. Choose User Management in the Administrator section of the navigation list in the Office window, and click the Apply License button in the User Management view. Or, you can click the License button in the Login dialog (either during or after the Evaluation Period).
   - Or, if your copy of Amicus Attorney has passed the end of its evaluation period, click Apply License in the Evaluation Has Expired dialog that appears when you try to log in (if you are an Amicus Administrator).

4. **Your licenses have now been loaded.**
   - If licensing Amicus Premium Billing for the first time, you will be automatically logged out upon applying the license, after which you can log back in and complete the startup process—enter any required information in the Billing Startup Wizard.
   - If necessary, click Refresh in the User Management view to see the updated number of used and unused licenses at the bottom right.

5. **If licensing Amicus Premium Billing for the first time:**
   - If the Offline feature is used at the firm, reinitialize it (from Firm Settings > Offline). Each Firm Member who uses Offline must also reinitialize it (from Preferences > Offline).
   - To enable Tutorial Office for the firm, restart Amicus PE Service (from Windows Control Panel > Administrative Tools > Services).

6. **The User Management view of the Office module will list the firm’s licensed components (Amicus Attorney, Amicus Premium Billing, Amicus Anywhere).** If Amicus Anywhere is included, the screen indicates the firm’s Maintenance Plan expiry date upon which Amicus Anywhere access will cease unless you renew the Plan.
Applying licensing to users

Amicus Attorney licenses are applied to users automatically. If you purchased fewer licenses than the number of users listed in the User Management screen (excluding Former Firm Members), licenses are assigned first to the Administrators and then to other users, based on their last login time.

In the User Management view, you can assign an Amicus Attorney license to a particular Firm Member in the list by selecting their Licensed checkbox. To unassign a license, clear the checkbox.

Amicus Premium Billing licenses cannot be assigned to particular individuals. You must purchase sufficient Amicus Premium Billing licenses to match the number of licensed Amicus Attorney users.

Licenses are not user-specific but each user requires an Amicus Attorney license to log in to Amicus Attorney. If necessary, you can simply unlicense one Firm Member and then assign that released license to another. This is convenient when staff are replaced, either temporarily or permanently.

NOTE: You cannot assign a license to a Former Firm Member.

Amicus Anywhere (and Amicus TimeTracker) access

From the User Management view, Amicus Anywhere access can be provided to individual Firm Members who are licensed for Amicus Attorney. For more information, see “Managing Users” > “ Providing Amicus Anywhere access to users” in the Amicus Attorney User Guide or Administrator Help.

If a Firm Member with Amicus Anywhere access is a Timekeeper, they can also access Amicus TimeTracker.

For further information, contact

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