

Amicus TimeTracker

Applies to:

- Amicus Attorney Premium Edition 2014

Contents

Introduction	2
What you need.....	2
Setup.....	3
Before you begin.....	3
Enabling Anywhere and TimeTracker access for Firm Members	3
Logging in and out.....	5
Going to Amicus Anywhere	7
Viewing your Time Sheet list	8
Changing your Time Sheet list	9
Adding a Time Entry.....	10
Entering Time Entry details	11
File.....	11
Date	11
Duration	11
Activity	12
Description.....	12
Other details	12
Selecting a File.....	14
Searching across all your Open Files.....	15
Editing a Time Entry.....	16
Changing your login credentials	17
Changing your Password	17
Changing your Email address	17
Administration	18
Resetting a Firm Member's Email address.....	18
Resetting the Amicus Server address	18
Administration FAQ.....	19

Introduction

Amicus TimeTracker brings Amicus Attorney to your mobile device. See and do your time entries anytime, anywhere! Capture your billable time via this instant, live connection.

Data is transmitted securely via the cloud, between your firm's Amicus Server and your browser. The data is not stored on your device or in the cloud. Amicus TimeTracker works on most devices with a modern browser—iPhones, iPads, Android and Blackberry phones and tablets, and even Windows and Mac desktops and laptops.

Amicus TimeTracker and Amicus Anywhere are available free when your firm licenses Amicus Attorney Premium Edition 2013 or later (with or without Premium Billing) or later and has a valid Maintenance Plan. It's also available during the 30-day evaluation period when a firm first installs Amicus Attorney.

What you need

- Amicus Attorney Premium Edition (current release) with or without Premium Billing
 - Running in Evaluation mode, or
 - Your firm is licensed and has a valid Maintenance Plan
- Amicus Application Server is running, and is connected to the Internet
- You have been given Amicus Anywhere access by your Amicus Administrator, and are designated a Timekeeper
- To log in to Amicus TimeTracker, a compatible smartphone, tablet, or supported desktop browser— see the *Hardware & Software Requirements*, available from the Support > Technical Resource Guides section of our website

Setup

Before you begin

Amicus Anywhere and Amicus TimeTracker can be set up and used by firms running Amicus Attorney (with or without Premium Billing):

- During the Evaluation period, and
- When the firm is licensed and has a valid Maintenance Plan. In Office > User Management, the list of your firm's licensed components will include Amicus Anywhere and your Maintenance Plan's expiry date is shown underneath.

Firm Member access to Anywhere and TimeTracker is enabled through User Management . Note that only those Firm Members who are Timekeepers may log in to TimeTracker.

Before proceeding first ensure that the Amicus Application Server has access to the Internet—otherwise you cannot enable access for Firm Members.

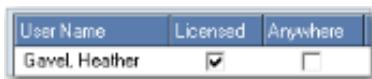
It's important that your Amicus Server is running and maintains connection to the Internet so that Firm Members will be able to log in to Anywhere and TimeTracker.

Enabling Anywhere and TimeTracker access for Firm Members

The Amicus Administrator must enable Anywhere and TimeTracker for each Firm Member who wants access. Note that there is a single process to enable use of both Anywhere and TimeTracker for each Firm Member.

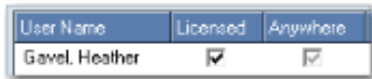
IMPORTANT: We recommend that initial setup of Amicus Anywhere and TimeTracker be done with the Amicus Server using a wired connection to the Internet, rather than a wireless one.

- 1 In Office > User Management, select a Firm Member and click Open. If your firm is not in evaluation mode, that Firm Member must already be licensed to use Amicus Attorney.
- 2 In their Person Edit dialog, ensure the Firm Member has a unique Primary Email address. And we recommend that they have a strong Password—one that contains both upper and lowercase characters, and at least one number and a special character.
- 3 In the next step, you'll be triggering an email with login information to selected Firm Members. Consider advising them in advance.
- 4 In the User Management list, select their Anywhere checkbox.



Upon enabling the first Firm Member, the firm will be registered for use of Anywhere and TimeTracker. This registration will include an identifier of the firm and the Amicus Server address. You will not be able to enable Firm Members until this registration is successful. A confirmation message appears.

- 5 Provided the Firm Member has a unique Primary Email address, an email is automatically sent to them at that address, their login credentials are activated for the next 72 hours (for security purposes), and the Anywhere checkbox changes color to indicate their pending status.

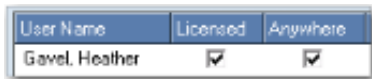


User Name	Licensed	Anywhere
Gavel, Heather	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 6 When a Firm member receives their activation email, they must click the provided link and log in using their Amicus Primary Email address and Amicus Password.

For subsequent logins, users can access the appropriate login page directly at www.amicustimetracker.com or www.amicusanywhere.com.

- 7 Once the user has completed their first login to Anywhere, the Anywhere checkbox in User Management will change to a black checkmark.



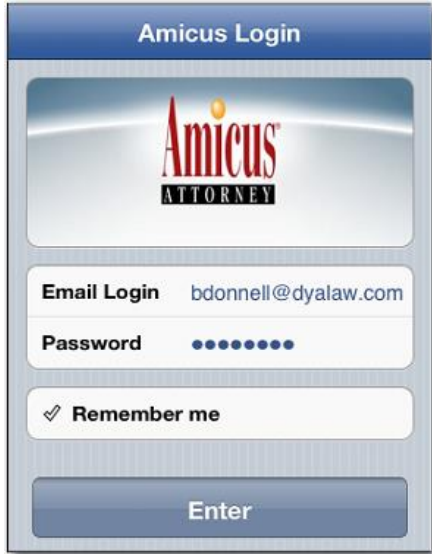
User Name	Licensed	Anywhere
Gavel, Heather	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- 8 If a Firm Member fails to activate their access within 72 hours of the email being sent to them, you can give them another opportunity. First, deactivate their pending status by selecting their Anywhere checkbox to clear it and, when ready to send them a new email, select their checkbox to repeat the process above.

For important information about when and how to reset users or your Amicus Server address, see the “Administration” section beginning on page 18.

Logging in and out

- 1 Open the Amicus Login page in your web browser:
www.amicustimetracker.com



- 2 Enter your Email Login (the Primary Email address in your Amicus Firm Member Profile) and your Amicus Password.
- 3 Optionally select the **Remember Me** checkbox so you won't need to enter your Email Login again at this browser.
- 4 Tap **Enter**.

If you went to the **www.amicusanywhere.com** page on your *smartphone*, you can log in to either Amicus TimeTracker or Amicus Anywhere.



Logging out of Amicus TimeTracker

- Tap **Logout** on the Time Sheet screen. Your session is terminated and the login page appears.



- If you close your TimeTracker browser page without logging out first, the next time you navigate to the Amicus TimeTracker webpage, you won't have to enter your credentials.

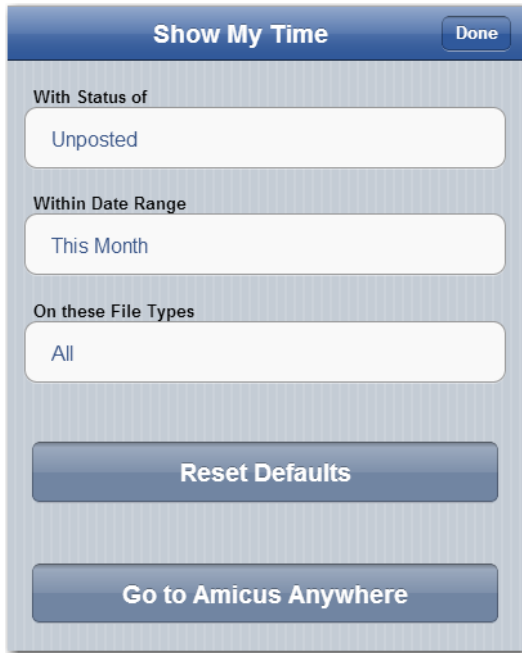
TIP: If you are concerned about security, use the Logout button.

- If you shut down your browser completely without logging out first, the next time you restart the browser and open the Amicus TimeTracker webpage, the login page will be shown.

Going to Amicus Anywhere

To go directly to Amicus Anywhere from TimeTracker:

- 1 Go to the Time Sheet screen and tap **Showing....**



- 2 Click **Go to Amicus Anywhere**. The Amicus Anywhere Home page will appear.

Viewing your Time Sheet list

When you log in, the Time Sheet screen appears.



The screenshot shows a mobile application interface titled "Time Sheet". At the top, there is a "Showing..." button and a "+" button. The main content is a list of time entries grouped by date. Each entry includes a date header, a task name, a duration in tenths of an hour, and a description. At the bottom, there is a "Logout" button and a "Total" value of 33.70.

Date	Total
Tue Jan 22	0.20
ACME vs Vergara	0.20 >
Reviewed File	
Mon Jan 21	4.20
Markham Realty re General	0.60 >
Telephone conference with Haro	
Jamison Inc.	2.20 >
Reviewing documents	
Alladin Purchase	1.40 >
Call Assessment Dept and Bylaw	
Fri Jan 19	8.00
Logout	Total 33.70

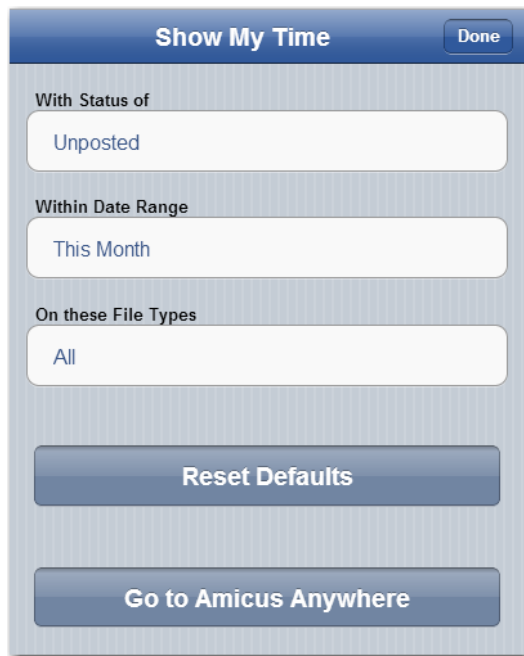
- Time Entries are listed by date.
- Duration (in tenths of an hour) is shown for each Time Entry. Each day's total is shown, as well as a total for all Time Entries in the list.

Actions

- To change which Time Entries are listed, tap **Showing....** See "Changing your Time Sheet list" on page 9.
- To add a new Time Entry, tap the + button. See "Adding a Time Entry" on page 10.
- To open a Time Entry to view or edit its details, tap on it in the list.
- To navigate through the list, use the swipe or scroll actions available on your device.
- To exit Amicus TimeTracker, tap **Logout**.

Changing your Time Sheet list

- 1 In the Time Sheet screen, tap **Showing....**



- 2 In the Show My Time screen, choose which of your Time Entries you want to see in the Time Sheet list:
 - **With Status of:** Unposted Time Entries only, posted ones only, or all.
 - **Within Date Range:** Time Entries dated today, in the last 3 days, in the last 7 days, or this month.
 - **On Files of Type:** Time Entries on Files of any File Type, or only the ones on Files of the particular File Type you select in this list.
- 3 Tap **Done**. The Time Sheet list refreshes to match your selections.

Tip

- To change the filters back to their initial settings (unposted Time Entries for the last 7 days on Files of any File Type), tap **Reset Defaults**.

Adding a Time Entry

- 1 In the Time Sheet screen, tap the + button.
- 2 In the New Entry that appears, enter details of your new Time Entry. See “Entering Time Entry details” on page 11.

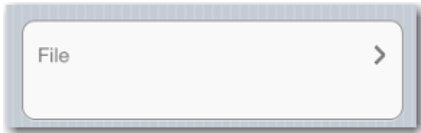
The image displays two side-by-side screenshots of a mobile application's 'New Entry' form. Both screenshots have a blue header with 'List' on the left, 'New Entry' in the center, and 'Save' on the right. The left screenshot shows the form with default values: 'File' is empty, 'Date' is 'Jan 22/2013', 'Duration' is '0.20', and 'Activity' is 'None'. The right screenshot shows the form with entered details: 'File' is 'Berwood vs Wright', 'Date' is 'Jan 21/2013', 'Duration' is '0.40', and 'Activity' is 'Filing documentation'. A 'Description' field at the bottom contains the text 'Letter of intent.'.

- 3 To save your new Time Entry and return to the Time Sheet list, tap **Save**. To return to the Time Sheet list without saving your Time Entry, tap **List**.

Entering Time Entry details

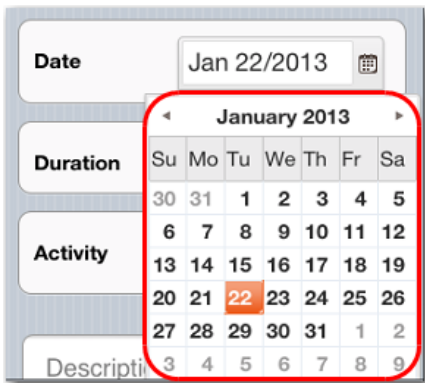
File

To change or set the File assignment, tap in the top box. Your Recent Files list will appear. Select a File. See “Selecting a File” on page 14.



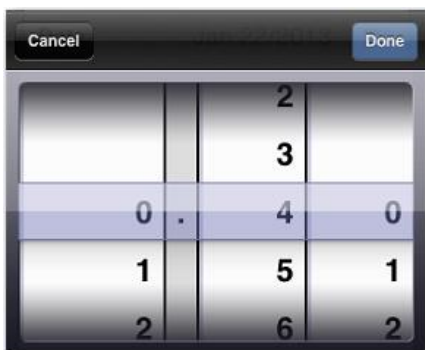
Date

Choose the date of the activity.



Duration

Enter the amount of time spent on the activity, in tenths of an hour.



Activity

Select an Activity Code from the list. Or, if the assigned File is set for Task-based billing, select a Task-based Billing Code. The Codes applicable to the assigned File will be available.



Description

Enter a description of the activity. Some accounting programs do not accept Tab or Return characters in the Activity description, so avoid using these characters.



If the Description is left blank, “miscellaneous” will be assigned.

If the Description you enter exceeds the limit enforced by your firm’s accounting system, it will be truncated when you save the Time Entry.

Other details

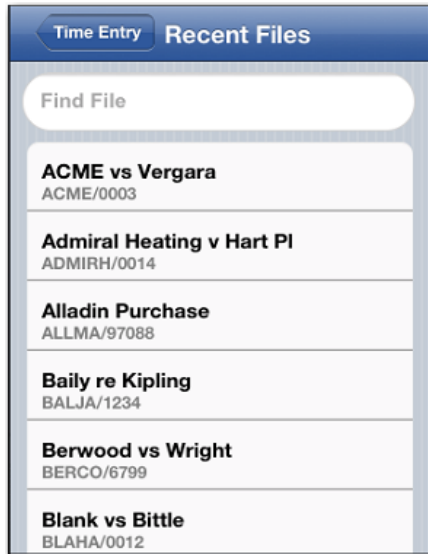
Time Entry details that aren’t shown in Amicus TimeTracker are set automatically.

- If you associate the Time Entry with a File, the Category will be set according to that File--otherwise, the Category will be set to Billable.

- The Billing Rate will be set according to the File (if any), the Activity Code (if any), or your default, as appropriate.
- If your firm has Amicus Premium Billing, the Billing Behavior is set to “No Charge - Don’t Show” if the Category is Contingency, Fixed Fee, Non-Billable, Personal, or Vacation—otherwise the Billing Behavior is set to “Bill”.

Selecting a File

When you tap in the File assignment box in a new or existing Time Entry, the Recent Files screen appears, listing the Files you assigned to Time Entries during the last 30 days.



- To find the desired File to assign:
 - Swipe or scroll through the Recent Files list.
 - Use the QuickFind feature to go directly to Files in the Recent Files list.
 - Use the Search feature to search all your Open Files.
- To assign a File, tap it in the list. The Time Entry will reappear, ready for further edits.
- To return without changing the File assignment, tap **Time Entry**.

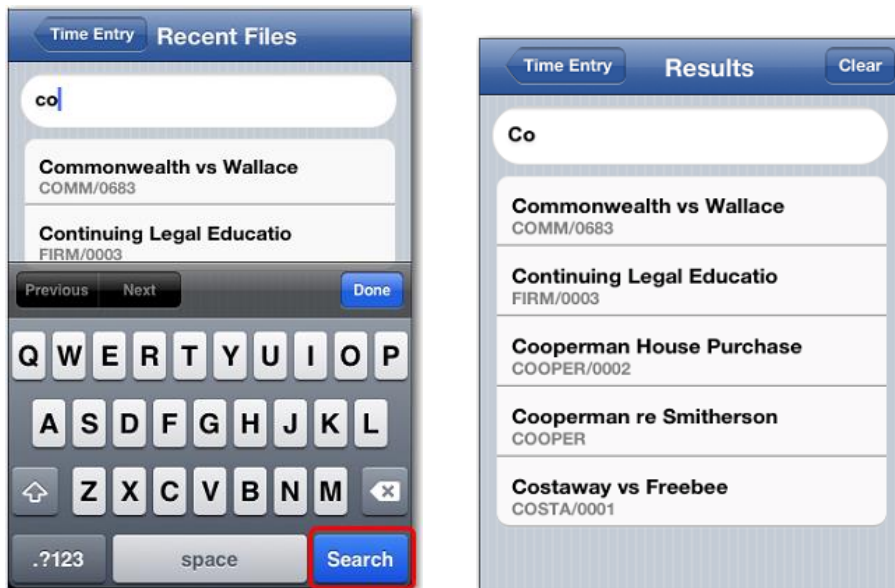
Using QuickFind

Type the first few letters of a File Name in the Find File box at the top. Tap **Done** on the keypad.



Searching across all your Open Files

- 1 Type the first few letters of a File Name in the Find File box at the top.



- 2 Tap **Search** and then **Done** on the keypad.
Or, if using a desktop or notebook computer with a keyboard, simply press **Enter**.
- 3 To return to the Recent Files list without selecting a File, tap **Clear**.

Editing a Time Entry

- 1 In the Time Sheet list, tap the desired Time Entry in the list.
- 2 The Time Entry details for the selected entry appear. View or change details as appropriate.

See “Entering Time Entry details” on page 11.



- 3 To save your changes and return to the Time Sheet list, tap **Save**.
To return to the Time Sheet list without saving any changes, tap **List**.

Tips

- Posted/Billed Time Entries cannot be edited.
- To change the File or Activity Code already assigned to a Time Entry, use your Amicus desktop.

Changing your login credentials

Changing your Password

Your Amicus Password is used as part of your login credentials for Amicus TimeTracker and Amicus Anywhere. It can be changed in your Amicus Firm Member Profile at any time at your Amicus workstation.

In Amicus Attorney workstation, choose Office > Preferences > My Profile and click Edit. In the Edit dialog, click Office Access.

A strong password is recommended—one that contains both upper and lowercase characters, and at least one number and a special character.

The next time you log in to Amicus Attorney workstation, Amicus TimeTracker, or Amicus Anywhere, you'll need to use your new password.

Changing your Email address

Changing your Primary Email address in your Amicus Firm Member Profile will not affect your Amicus TimeTracker or Amicus Anywhere login credentials until your Amicus Administrator has reset your access to Amicus Anywhere. Until then you can continue to log in using your old email address and current Password.

Administration

Resetting a Firm Member's Email address

Changing a Firm Member's Email address in their Amicus User Profile will not affect their Amicus Anywhere and TimeTracker login credentials until their access to Amicus Anywhere and TimeTracker is reset. Until then they can continue to log in using their old email address and current password.

- 1 In Office > User Management, select the user and clear their Anywhere checkbox.
- 2 In the user's Person Details, change their Primary Email address (if not already changed), making sure that it's unique.
- 3 In the User Management list, reselect their Anywhere checkbox.

A registration email is sent to the user, including a link they must click. The next time they log in to Amicus Anywhere or TimeTracker, they'll need to use their new Email Login.

Resetting the Amicus Server address

This procedure will reset the firm's Amicus Server address for Amicus Anywhere and TimeTracker login purposes, resulting in your previous Amicus Server address firm being no longer connected.

Before proceeding with the reset, first ensure that it is required for your firm.

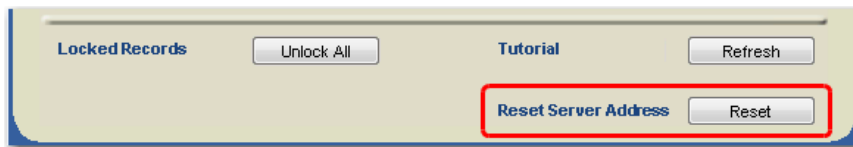
For example, if the firm's Amicus Server installation has been moved to another computer then it must be reset. However, if the firm's database has been backed up and restored into a non-production environment for troubleshooting or testing purposes, then a reset may result in users logging into the wrong database via Amicus Anywhere and TimeTracker.

If you are unsure about this process or require assistance, contact Amicus Technical Support by phone at 1-800-472-2289 or by email at Support@AmicusAttorney.com.

IMPORTANT: We recommend that the reset be done with the Amicus Server using a wired connection to the Internet, rather than a wireless one.

To reset the Amicus Server:

- 1 In Office > Firm Settings > Maintenance - Utilities, click the Reset button in the bottom section.



- 2 An email will be automatically sent to you and all other Amicus Administrators at your firm. Click the link in the email. (Only one Administrator needs to click the link.)
- 3 In the Amicus Anywhere login page that appears, the following text will be shown: “Your Amicus Server address has been reset. The reset may take up to 15 minutes to take effect and Amicus Anywhere users can log in.”

Administration FAQ

- **Our firm doesn't have an Amicus Maintenance Plan. How do we get one?** Contact an Amicus Sales Representative at 1-800-472-2289 or 416-977-6633.
- **Our firm used Amicus Anywhere and/or TimeTracker during Evaluation and we have now licensed Amicus Premium Edition with a Maintenance Plan, do we need to enable Firm Members' access to Amicus Anywhere and TimeTracker again?** No, the access settings are maintained.
- **We already have a licensed Amicus Premium Edition. We have just purchased a Maintenance Plan but I don't see the “Amicus Anywhere” option in User Profiles. What needs to be done?** You must request and apply an updated License sent to you. Amicus Anywhere and TimeTracker will become (or continue to be) available. If you have already requested and did not receive an updated License, please contact Amicus Licensing at 1-800-472-2289 or 416-977-6633.
- **How do I disable a Firm Member's access to Amicus Anywhere and TimeTracker?** Simply clear their Anywhere checkbox in User Management. The Firm Member will no longer be able to log in to Amicus Anywhere or TimeTracker.
- **Does temporarily disabling a Firm Member's access to Amicus Attorney (via the Deny Access function in User Management) also affect their access to Amicus Anywhere and TimeTracker?** Yes, the Firm Member will no longer be able to log in to any of those applications. Consider alerting these AmicusAnywhere and TimeTracker users by sending them an email.

For further information, contact



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