



# Licensing Amicus

## Applies to: Amicus Attorney

Use Amicus Attorney (together with Amicus Anywhere and Amicus TimeTracker) beyond the 30-day evaluation period.

## Basic steps

Amicus Attorney (together with Amicus Anywhere and Amicus TimeTracker) 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 from the Amicus Sales Office at 1-800-472-2289 or 416-977-6633.
  - Each Amicus Attorney user requires an Amicus Attorney license.
  - Amicus Anywhere (with Amicus TimeTracker) is included in the Amicus Attorney license for firms with a current valid Amicus Attorney Subscription or Amicus Advantage Plan.
- 2** From Amicus Attorney, submit a single license request to Abacusnext 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@abacusnext.com](mailto:Licensing@abacusnext.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 abacusnext.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, complete the steps below.

- 1** Log in to Amicus Attorney as an Amicus Administrator.
- 2** 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).
- 3** Your licenses have now been loaded. If necessary, click Refresh in the User Management view to see the updated number of used and unused licenses at the bottom right.
- 4** The User Management view of the Office module will list the firm's licensed components (Amicus Attorney, Amicus Anywhere). If Amicus Anywhere is included, and the firm has an Advantage Plan, the screen indicates the expiry date upon which Amicus Anywhere access will cease for the firm unless you obtain an Amicus Attorney Subscription.

## 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.

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.



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