



# Amicus TimeTracker

**Applies to: Amicus Attorney**

*See and do your time entries anytime, anywhere!*

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## 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.

## What you need

- Amicus Attorney (current release) with or without Amicus Billing
  - Running in Evaluation mode, or
  - Your firm has an Amicus Attorney Subscription (or an Amicus Advantage Plan license) which includes Amicus Anywhere
- 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 *Amicus Attorney Software & Hardware Requirements*, available from the [Technical Resource Guides/Updates](#) section of our website.

## Sample screens

The screens shown in this guide are for an iPhone. TimeTracker looks a bit different on Android phones and other devices.

# Setup

## Before you begin

Amicus Anywhere and Amicus TimeTracker can be set up and used by firms running Amicus Attorney (with or without Amicus Billing) if the firm has applied a license that includes Amicus Anywhere. In Office > User Management, the list of your firm's licensed components will include Amicus Anywhere and your Amicus Subscription (or Amicus Advantage Plan) 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.

User Name	Licensed	Anywhere
Gavel, Heather	<input checked="" type="checkbox"/>	<input type="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 checked="" 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](http://www.amicustimetracker.com) or [www.amicusanywhere.com](http://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

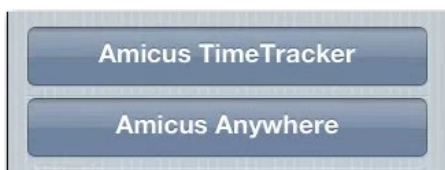
- 1 Open the Amicus Login page in your web browser:

[www.amicustimetracker.com](http://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](http://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.



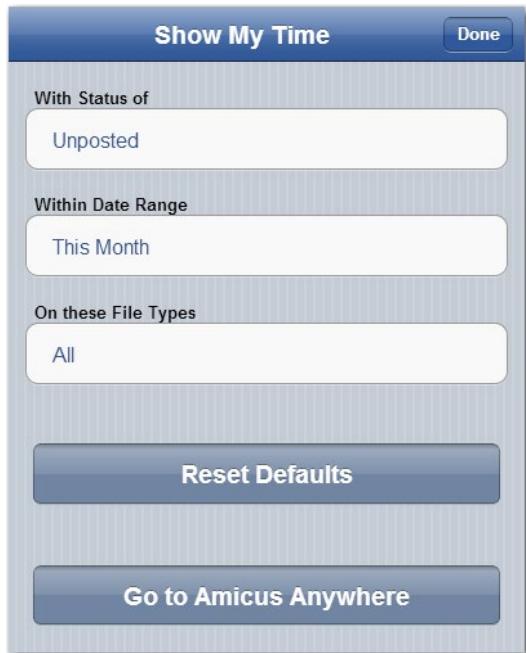
**TIP:** If you are concerned about security, use the Logout button.

- 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:

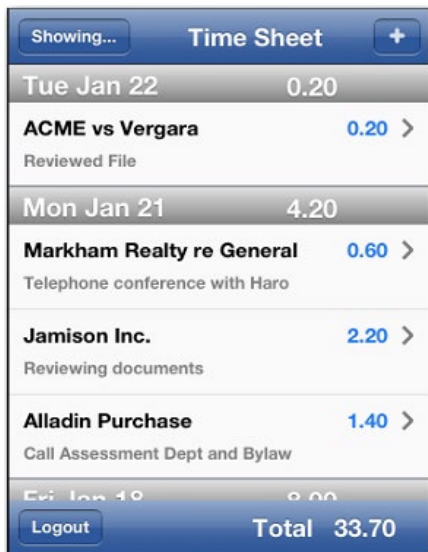
- 1 Go to the Time Sheet screen and tap **Showing....**



- 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 the 'Time Sheet' app interface. At the top, there is a header with 'Showing...' on the left, 'Time Sheet' in the center, and a '+' button on the right. Below the header, the list is organized by date. The first date is 'Tue Jan 22' with a total of '0.20'. Under this date, there is one entry: 'ACME vs Vergara' with a duration of '0.20' and a right-pointing chevron. Below this entry is the text 'Reviewed File'. The second date is 'Mon Jan 21' with a total of '4.20'. Under this date, there are three entries: 'Markham Realty re General' with a duration of '0.60' and a chevron, with 'Telephone conference with Haro' below it; 'Jamison Inc.' with a duration of '2.20' and a chevron, with 'Reviewing documents' below it; and 'Alladin Purchase' with a duration of '1.40' and a chevron, with 'Call Assessment Dept and Bylaw' below it. At the bottom of the list, there is a 'Logout' button on the left and a 'Total 33.70' on the right.

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	
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.

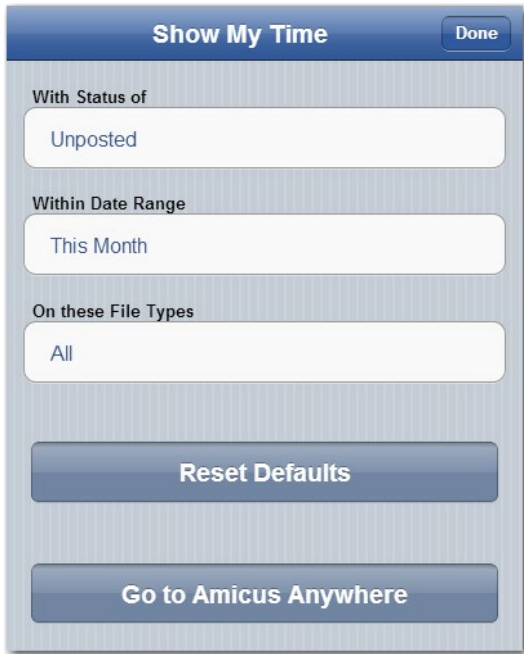
### Actions

- 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 **New** 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.

4



**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 **New** 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 the 'New Entry' form in the Amicus TimeTracker app. 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' (empty), 'Date' (Jan 22/2017), 'Duration' (0.20), 'Activity' (None), and 'Description' (empty). The right screenshot shows the form with entered values: 'File' (Berwood vs Wright, BERCO/6799), 'Date' (Jan 21/2017), 'Duration' (0.40), 'Activity' (Filing documentation), and 'Description' (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

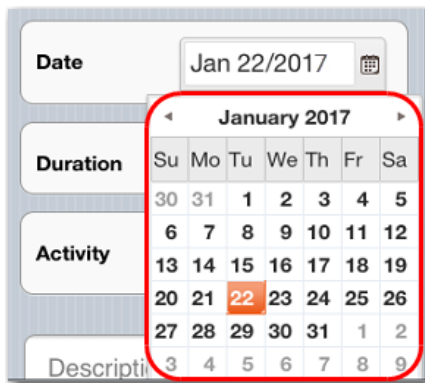
To change or set the File assignment, tap in the top box. Your Recent Files list will appear. Select a File. See “Selecting a File” on page 14.



TIP: The File selected will determine the billing behavior, including the rate. Once a Time Entry is saved, its File assignment cannot be change in TimeTracker.

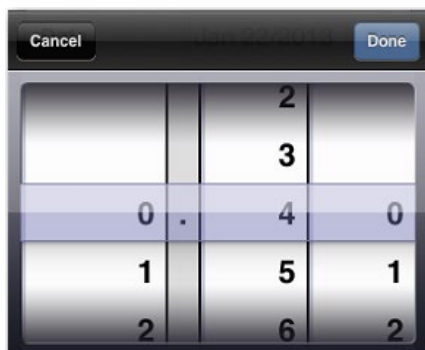
### Date

Choose the date of the activity.



### Duration

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



## Activity Code

Optionally, select an Activity Code from the list.

**Berwood vs Wright**  
BERCO/6799

Date: Jan 21/2017

Duration: 0.40

**Activity**: Drafting Documents

Description: Drafting Documents

Done

- Consultation with
- Correspondence with
- Discussion with
- Drafting Documents**
- Filing Documentation
- Lunch with
- Meeting with

The description applicable to the code will appear in the Description if your preference is set to do so.

## Task-Based Billing

If the assigned File is set for Task-Based Billing, you will be able to select a Task-Based Billing Task Code and, optionally, a Task-Based Billing Activity Code. The Codes applicable to the Code Set assigned to the File will be available.

**Alladin Purchase**  
ALLAD/1034

Date: Feb 19/2017

Duration: 2.20

**Task**: B250 Real Estate

**Activity**: A104 Review Analyze

Description

Done

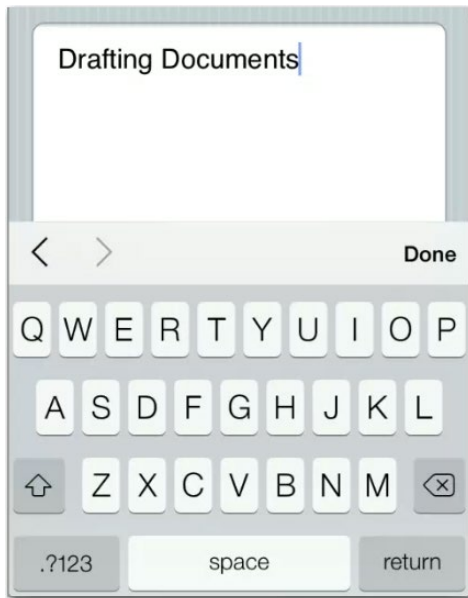
- B220 Employee Benefits/Pensi...
- B230 Financing/Cash Collections
- B240 Tax Issues
- B250 Real Estate**
- B260 Board of Directors Matters
- B300 Claims and Plan
- B310 Claims Administration an...

Done

- A101 Plan and Prepare for
- A102 Research
- A103 Draft/revise
- A104 Review Analyze**
- A105 Communicate (in firm)
- A106 Communicate (with client)
- A107 Communicate (other outs...

## Description

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

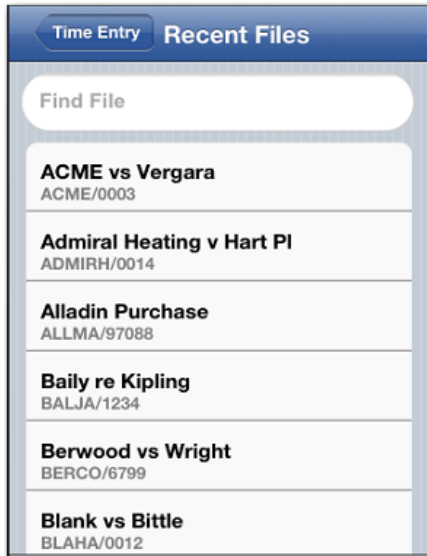
## Other details

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 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**.

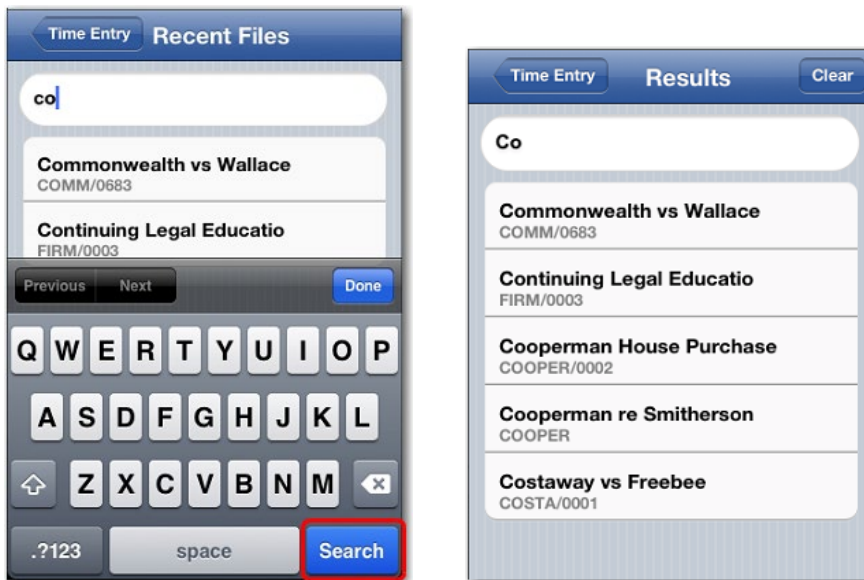
## Using QuickFind

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.

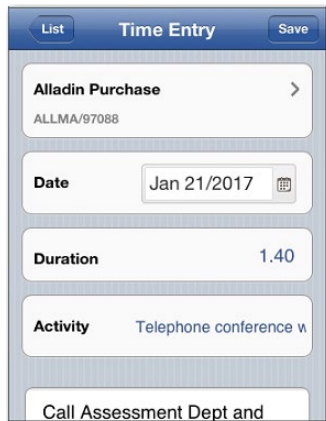


- 2 Tap **Search** and then **Done** on the keypad.  
Or, if using a desktop or notebook computer with a keyboard, simply press **Enter**.
- 3 All your Open Files with a name containing the search text are now listed.  
To limit this list to only names that begin with particular text, type in that text.
- 4 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.



The screenshot shows a mobile application interface for editing a time entry. At the top, there are three buttons: 'List', 'Time Entry', and 'Save'. Below these is a card for 'Alladin Purchase' with a right-pointing arrow and the ID 'ALLMA/97088'. Underneath is a 'Date' field with 'Jan 21/2017' and a calendar icon. Below that is a 'Duration' field with '1.40'. The 'Activity' field contains 'Telephone conference w'. At the bottom, there is a button labeled 'Call Assessment Dept and'.

- 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.

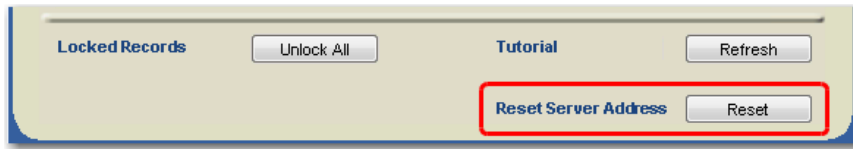
**Before proceeding with the reset, first ensure that it is required for your firm.** For example, if the firm's Amicus Server installation has been moved to another computer then it must be reset. However, if the firm's database has been backed up and restored into a non-production environment for troubleshooting 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@abacusnext.com](mailto:support@abacusnext.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

- **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.



by CARET

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416-977-6633

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