



Licensing Amicus Accounting

Amicus Accounting 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 Amicus Accounting licenses from Gavel & Gown at (800) 472-2289 or (416) 977-6633.
- 2** From Amicus Accounting, submit a single license request to Gavel & Gown as instructed below.
- 3** You will receive a return e-mail containing your License Key. Apply it to Amicus Accounting as instructed below.

Requesting licenses

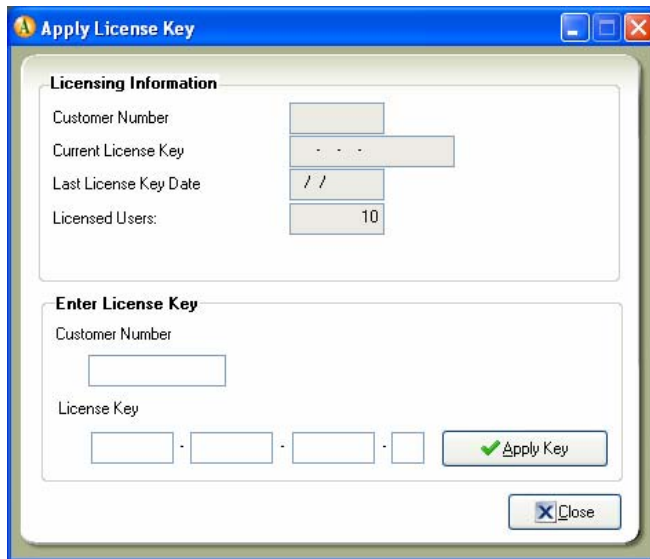
- 1** Launch Amicus Accounting and click the Request License Key button in the evaluation message dialog that appears. Or, in Amicus Accounting, choose the Help > Request License Key menu option.
- 2** An e-mail message addressed to Licensing@amicusaccounting.com opens automatically in your e-mail program. Send the e-mail.

Applying licenses

If your evaluation period has not expired, you can continue to use Amicus Accounting normally while you are waiting for a reply. License replies are processed on an as-received basis, usually within one business day.

Once payment is confirmed and your request is processed, you will receive an e-mail with your Amicus Accounting Customer Number and License Key. The License Key includes the total number of licenses purchased by your firm.

- 1** Launch Amicus Accounting and click the Apply License Key button in the evaluation message dialog that appears. Or, in Amicus Accounting, choose the Help > Apply License Key menu option. In either case, the Apply License Key dialog appears.



2 The body of the License Response e-mail includes your Customer Number and your License Key. Enter your firm’s Customer Number and License Key in the lower section of the above dialog.

3 Click Apply Key. The licenses are now applied.

If more Users are defined than the number of licenses contained in the License Key, you will not be able to apply it. You will need to first delete the surplus Users, and then try again. If your evaluation period has expired, you will need to call Gavel & Gown Technical Support for assistance at (800) 472-2289.

CAUTION: If more “active” Responsible Lawyer Timekeepers are defined than the number of licenses in the License Key, the earliest entered Timekeepers will be automatically deactivated.

If an extra number of licenses were purchased, you will be able to add that number of additional Users and active Timekeepers when required.

4 Click Close.

NOTE: If you reopen the Apply License Key dialog, you will see the Customer Number, Current License Key, Last License Key Date, and total number of Licensed Users shown in the upper panel of the dialog.

Adding additional users

To add more Users than are currently licensed, you must request and apply a new license key first. Or, from Start Up > Users, delete surplus Users before adding new ones.

You cannot add more “active” Responsible Lawyer Timekeepers than the number of licenses for the firm. You may first purchase, request, and apply additional license(s) as required. Or, from the Lists > Timekeepers dialog, deactivate a sufficient number of “active” Responsible Lawyer Timekeepers and then add new ones.

Reassigning Licenses

To transfer a user license, you must first delete the former User. Then add the new User in the Start Up > Users dialog.

You cannot delete Timekeepers. Instead, deactivate the former Timekeeper, and add the new active Timekeeper. To mark a Timekeeper inactive, go to Lists > Timekeepers, select the desired Timekeeper, and change their Status from Active to Inactive.

NOTE: No time entries can be posted to inactive Timekeepers, and no expense entries can be posted to a Client Matter File where the Responsible Lawyer is inactive.

For further information, contact



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S O F T W A R E

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