

PRODUCTIVITY CONSULTING

Wasted Time is Wasted Money



March 20, 2010 - Newsletter for Amicus Attorney Users

March Madness Sale - Discount on all AAG Guides!

Gavel & Gown just notified us of a second special for their March Madness sale, so I decided to modify and extend the discount that I made available in my newsletter last week.

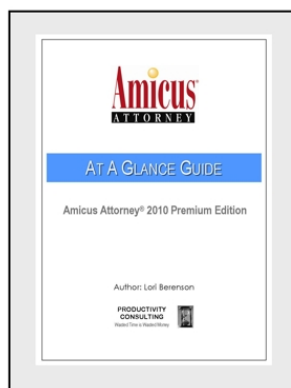
There were also some mix-ups with my mailing list, and many Amicus users did not get my first newsletter. So now everyone will get some great deals - if you are interested in:

- purchasing Amicus for the first time
- adding Amicus licenses
- purchasing any of our At A Glance Guides

Read on for all of the great specials this month, and another great tip!

In this issue:

- 30% discount on early purchase of Amicus Attorney 2010 Premium Edition - At A Glance Guide (until March 31)
- March Madness Sale on Amicus software - 15-30% on new purchases; up to 50% on additional licenses
- Coming in April - AA 2010 Small Firm Edition - At A Glance Guide
- Tip - Default People Group (revised)
- Tip - Some Great Preferences in Amicus Premium 2010



Amicus Attorney 2010 Premium Edition - At A Glance Guide - will be available on March 31!

March Madness sale on Amicus Software - be sure to call or e-mail us before March 31 for these great deals!

- If you are still considering your first-time purchase of any Amicus software, you can buy Amicus Attorney 2010 licenses (either Premium or Small Firm) at a 15% discount, and if you purchase the maintenance plan, your discount will be 30%
- If you have been considering purchasing additional licenses for your Amicus Attorney team, you can purchase up to 5 add-on licenses for any Amicus product at a whopping 50% discount

Save 30% on any AAG guide if you purchase before March 31

The Amicus Attorney 2010 Premium Edition At A Glance Guide will be ready on March 31 - if you purchase either the PDF or printed guide before then, you will get a 30% discount.

And please note that the same 30% discount applies to any of our At A Glance Guides (Amicus Premium 2009, Small Firm 2008, or Amicus 5.5) - as long as you purchase before March 31
(click [here](#) for more information)

Read on for more detailed information about this new guide, download samples, and place your order.

Amicus Attorney 2010 Premium Edition At A Glance Guide

(Order any of our AAG guides before March 31 for a 30% discount)

For those of you who have never seen the At A Glance Guide, it is a very extensive reference guide with 105 pages of text with full color screen shots, a 10-page section on Firm Settings, Security Profiles & User Preferences, a 4-page Table of Contents, a Reference Section with Keyboard Shortcuts, and a list of the New Features and Major Enhancements in Amicus Attorney, Versions 7 through Premium 2010.

The guide covers the modules within Amicus in an easy-to-use reference format. This guide can be purchased as a downloadable PDF file, or printed in full color, with a coil binding.

- PDF (firms with 1-6 licensed Amicus users) - Your discounted price until March 31 is \$210 (regular price after March 31 will be \$300)
- PDF (firms with 7+ licensed Amicus users) - Your discounted price until March 31 is \$315 (regular price after March 31 will be \$450)

Default People Group (slight revised)

Since the Premium Edition came out, one thing that bugs me is that assigning a People Group to a new Person doesn't jump out at the user, which makes it easier for users NOT to assign people groups.

One of the suggestions that I give my clients is to create a custom People Group called 'aa - to be assigned' (or something similar).

Every user should then select that People Group as their default People group.
(in Preferences - People - New Entries)

I also suggest that they have someone assigned the task of periodically reviewing their People list - they can Show just the people with that group, and then modify the groups for those people.

(Actually, as I was writing this article, I realized that I hadn't reviewed my list for a while. Not only did I have 25 people on my list that I hadn't assigned proper groups to, but I also updated my list of RatePoint subscribers - using the new 'Change Group Assignment' option)

Great Defaults in AA Premium

Amicus Premium Edition has some nice preferences - some new, some have been around in earlier versions.

Here are a few of my favorites - maybe they will convince you to upgrade:

- Separate timer toolbar (new in 2010) - you can still have your floating toolbar, with navigation and/or task buttons (that toolbar can still be resized and repositioned), but now you can have a completely separate timer toolbar (it can't be resized or moved, but it is smaller, so it doesn't take up as

- Printed Guides (minimum 2) - Your discounted price for 2 guides until March 31 is \$140 (regular price after March 31 will be \$200)

Click [here](#) to download a sample pack of this new guide.

If you are interested in ordering this new guide, and would like to pay by Paypal, click [here](#).

If you would like to pay by check, send a check made payable to

Productivity Consulting and mail to:
4553 Emerson Road, Cleveland, OH 44121-3929

If you would like more information about any of our other manuals, click [here](#), or to visit the Tips page of our website, click [here](#).

much room) - in Preferences - My Application - Toolbars

- Files Display (earlier versions & 2009) - did you know that you can decide which Brad page appears as a default when you open a file? If you always go to the 'Admin - Accounting' page first, just set it as the default. If you always go to 'All File Events', make that the default. Plus in 2009, they came out with a new default that allows you to always hide the Navigation Pane - in Preferences - Files - Display
 - Default File - for those of you who are going to be working with one file for an extended period of time, did you know that you can set that file as your default for calendar events - in Preferences - Calendar - new Entries?
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Amicus Attorney 2010 Small Firm Edition - At A Glance Guide (coming in April, 2010)

More information coming in our next newsletter

The 2008 Small Firm Edition - At A Glance Guide is still available

Click [here](#) for more information about this guide

Click [here](#) to download a sample pack

Click [here](#) to order this guide through Paypal

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