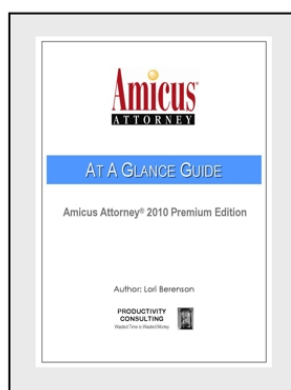


PRODUCTIVITY CONSULTING

Wasted Time is Wasted Money



March 2010 - Newsletter for Amicus Attorney Users



Amicus Attorney 2010 Premium Edition - At A Glance Guide - available March 31 - discount if you purchase early

The Amicus Attorney 2010 Premium Edition At A Glance Guide will be ready on March 31 - if you purchase before March 20, (either PDF or printed), you can get a 20% discount.

This is the second At A Glance Guide for the Premium Edition - you can still purchase the AAG Guide for Premium Edition 2009 - click [here](#) for more information.

Users can purchase other previous versions of our At A Glance Guides (Amicus Small Firm 2008, and Amicus 5.5) (click [here](#) for more information)

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

In this issue:

- Amicus Attorney 2010 Premium Edition - At A Glance Guide - available March 31
- Coming Soon - AA 2010 Small Firm Edition - At A Glance Guide
- Tip - Default People Group

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

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Default People Group

Amicus Attorney 2010 Premium Edition

At A Glance Guide

Order before March 20 for a 20%
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) - Until March 20, your price is \$240 (regular price after March 20 will be \$300)
- PDF (firms with 7+ licensed Amicus users) - Until March 20, your price is \$360 (regular price after March 20 will be \$450)
- Printed Guides (minimum 2) - Until March 20, your price for 2 guides is \$160 (regular price after March 20 will be \$200)

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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. Of course, I had 25 people on my list that I hadn't assigned proper groups to. So that's what I'll do after I finish this newsletter!)
