

PricewaterhouseCoopers LLP

2011 Law Firm Statistical Survey

LFSS

Data Extraction Tool
Installation Instructions

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SYSTEM REQUIREMENTS

Before you begin using the LFSS, make sure your system has the following components:

Computer/Processor	133 MHz or higher Pentium-compatible CPU.
Memory	At least 128 megabytes (MB) of RAM; more memory generally improves responsiveness.
Hard Disk	2 GB with 33 MB free space.
Operating System	Microsoft Windows 7 Microsoft Windows Vista Microsoft Windows XP Microsoft Windows 2000, service pack 4
CPU Support	LFSS supports single and dual CPU systems
Display	VGA or higher resolution monitor.
Keyboard/Mouse	Required
Database	<ul style="list-style-type: none">• SQLServer 2000 required.• Elite or CMS billing system.• Database Name, ID, Password and Server Name• Administrative access to the workstation
Software	<ul style="list-style-type: none">• .NET 2.0 (InstallShield will detect and install .NET 2.0, if necessary, during program installation.)• J# (InstallShield will detect and install J#, if necessary, during program installation.)• Microsoft Windows Installer 3.0, or later

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REQUIRED BILLING SYSTEM TABLES

The program uses certain timekeeper and billing data for extraction and mapping to the Survey. LFSS requires that the following tables be available in your billing system for successful data extraction:

CMS required tables	Elite required tables
GLM_CHART	GLNAT
GLM_PARMS	GLPM
GLT_JRNL	GLSSEGCTRL
HBL_OFFICE	GLAMT
HBL_DEPT	GLAMTD (EGR ONLY)
HBL_PROF_CTR	

INSTALLATION AND SET-UP

Open your browser and go to:

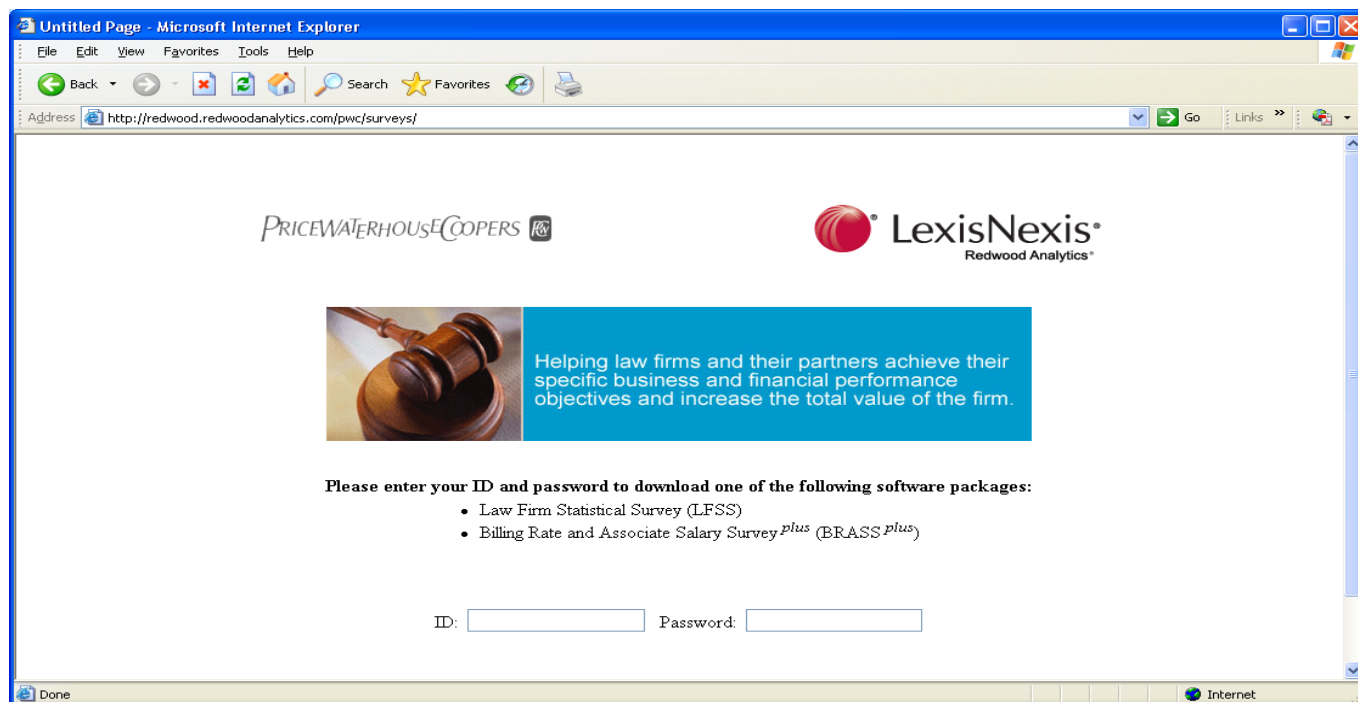
<http://www.lexisnexis.com/redwood-analytics/pwc/surveys/>

Type your **ID** and **Password** in the spaces provided within the application.

User **ID**: surveys

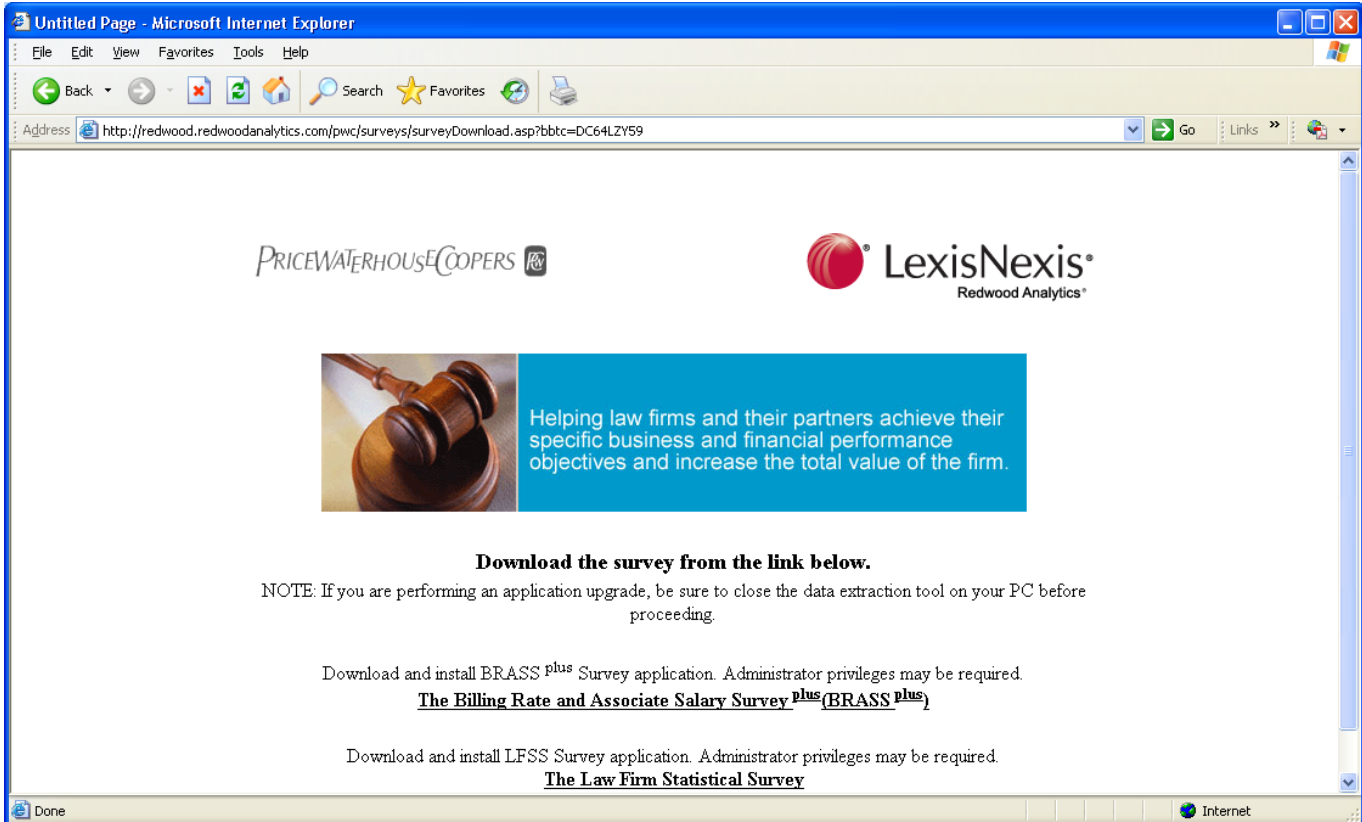
Password: pwc2012

Press **Enter** key to login.



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The **Download Survey** page displays.



Click the **The Law Firm Statistical Survey** link to download LFSS and install it on your computer. Administrator privileges may be required to install the software.

Download LFSS

When the **The Law Firm Statistical Survey** link is clicked, the **File Download – Security Warning** dialog displays. Select **Run** to immediately run the setup file, or choose **Save** to download the setup file and save it to your desktop. If you save the setup file to your desktop, you will have to click on the setup file to install the program.

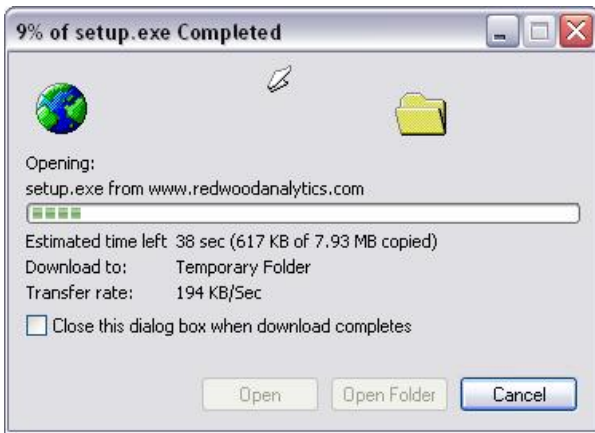
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Run Option

Select **Run**, and the software downloads. A loading bar indicates the progress of the download.



When the download is complete, the **Run** dialog displays.

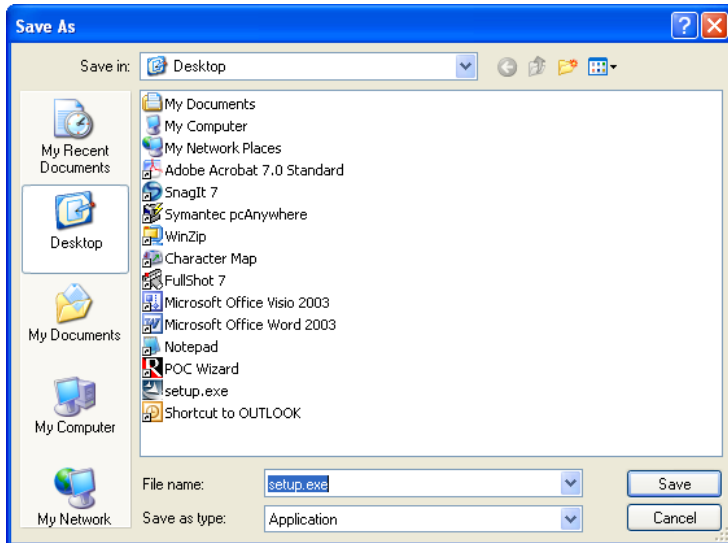


Click **Run** to proceed with the installation.

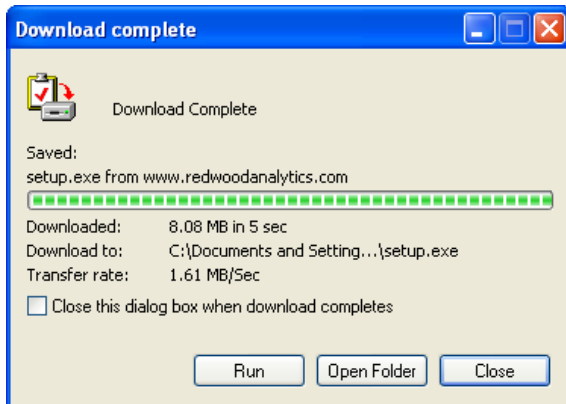
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Save Option

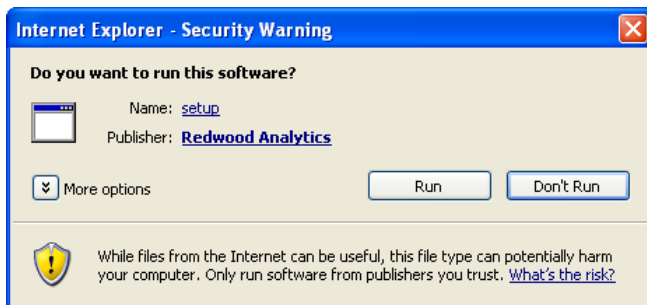
Select **Save** on the **File Download – Security Warning** dialog and the **Save As** dialog displays. The default **Save in** location is the desktop. Click **Save**.



Click **Run** on the **Download complete** dialog.



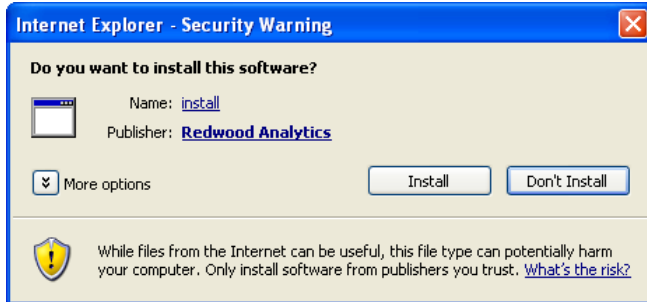
The **Run** dialog displays. Click **Run** to proceed with the installation.



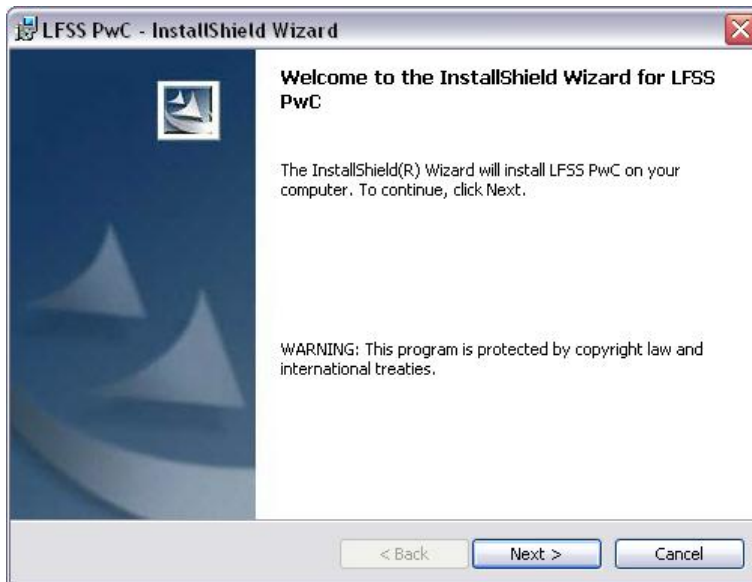
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The installation confirmation dialog displays.



When Install is chosen, the InstallShield Wizard launches.



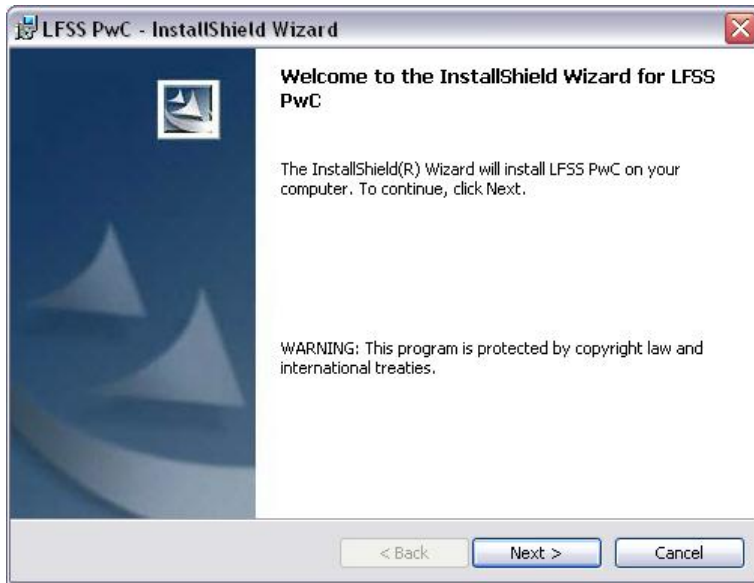
Once the Wizard is ready, the InstallShield installation Wizard opens. Follow the directions in the next section to install the program.

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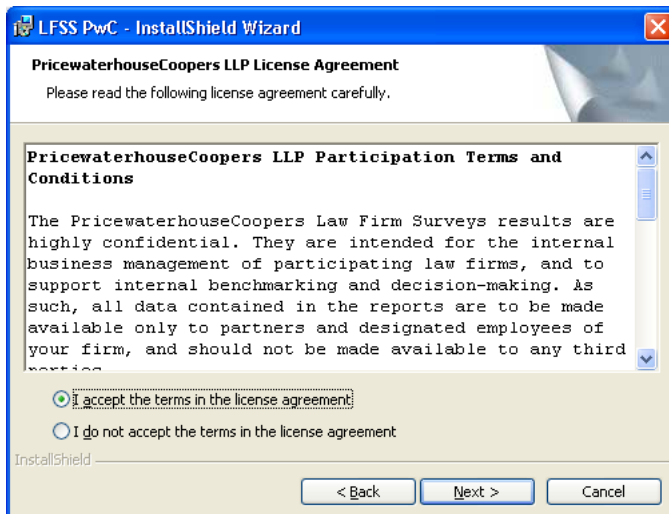
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Install LFSS - First Time Installation on PC

When **Run** is clicked on the digital signature dialog, the LFSS Survey InstallShield Wizard launches. The **Welcome** dialog displays. Click **Next**.



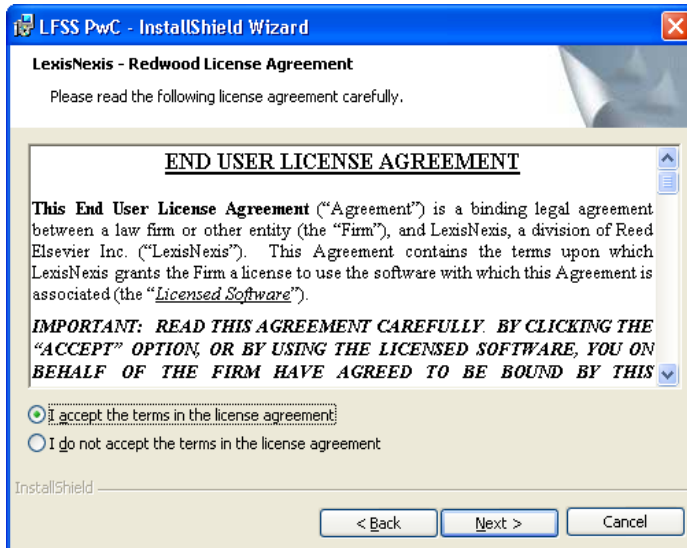
The **PricewaterhouseCoopers LLP License Agreement** displays. Please read the agreement, and then click the radio button next to **I accept the terms in the license agreement**. Click **Next** to proceed with the installation. If you do not accept the terms, you will not be able to continue with the installation.



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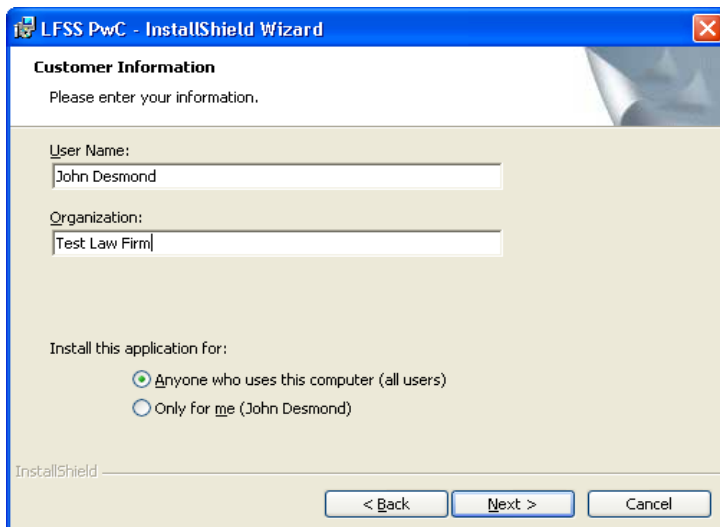
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The **LexisNexis - Redwood Analytics License Agreement** displays. Please read the agreement, and then click the radio button next to **I accept the terms in the license agreement**. Click **Next** to proceed with the installation. If you do not accept the terms, you will not be able to continue with the installation.



The **User Designation** dialog displays. Choose whether the LFSS installation will be available for all users of the computer, or limited in access to a single user. To specify a single user, type the name in the **User Name** field and select **Only for me**.

Click the **Next** button to continue with the installation.



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The **Destination Folder** dialog opens. A recommended file path is set up as the default. Click **Next** to install to this directory location. You may designate a different "local" path by clicking the **Change** button.

Note: This application should not be installed on a shared or network drive.



The **Ready to Install the Program** dialog displays. Click **Install** to begin the installation.

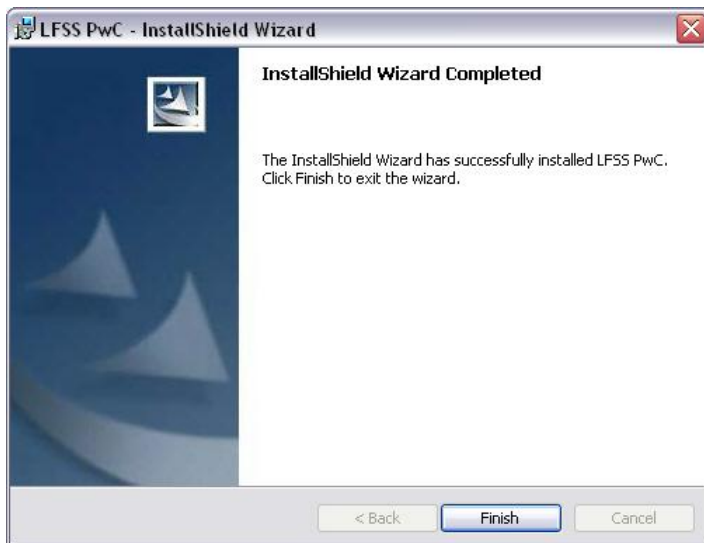


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Clicking the **Install** button launches the installation process. When the green loading bar fills, the **Back** and **Next** buttons will be enabled. Click **Next** to continue with the installation.



When the installation is completed, the **InstallShield Wizard Completed** dialog displays. Click **Finish**.

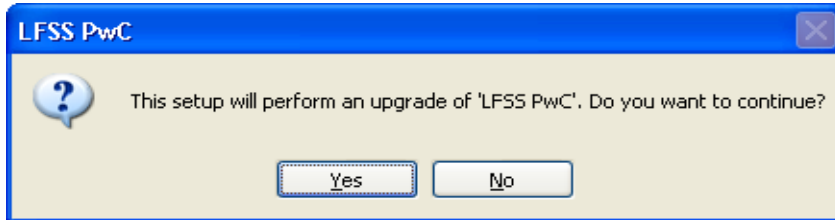


To launch LFSS, open your computer's **Start** menu, select **All Programs**, navigate to **PwC Law Firm Surveys** and click **LFSS**.

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Install LFSS - Upgrade Option

If LFSS has already been installed on your PC, you will receive an upgrade prompt:

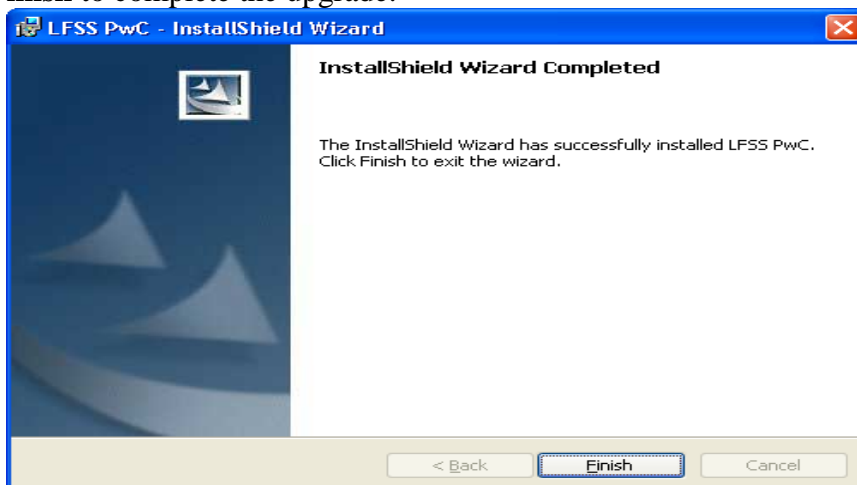


Click **Yes** to continue with the upgrade.

The InstallShield Wizard will load, click **Next** to continue.



Click **Finish** to complete the upgrade.



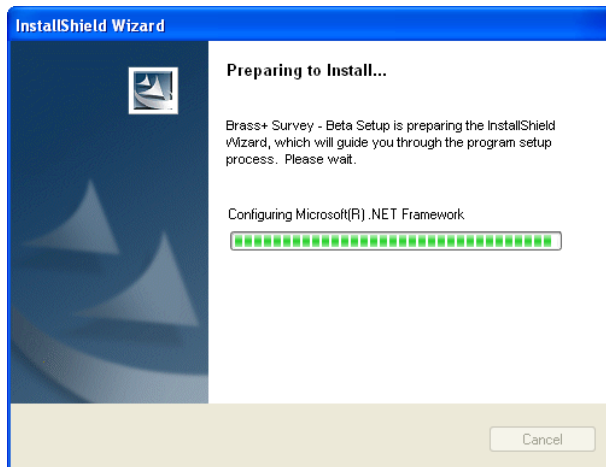
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Installing .NET 2.0

LFSS requires .NET 2.0 to run. When LFSS is installed, the InstallShield Wizard will search for the .NET 2.0 installed on your computer. If it is not detected, the Wizard automatically downloads and installs Microsoft .NET 2.0.

An InstallShield Wizard launches the download.

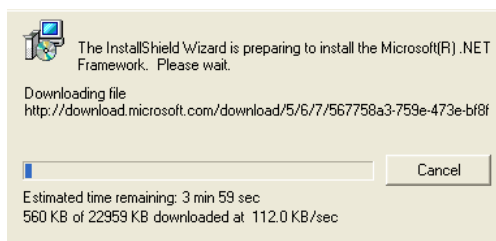


The Microsoft .NET Framework downloads.

The **dotnetfx Module Security Warning** dialog displays. Click **Run**.



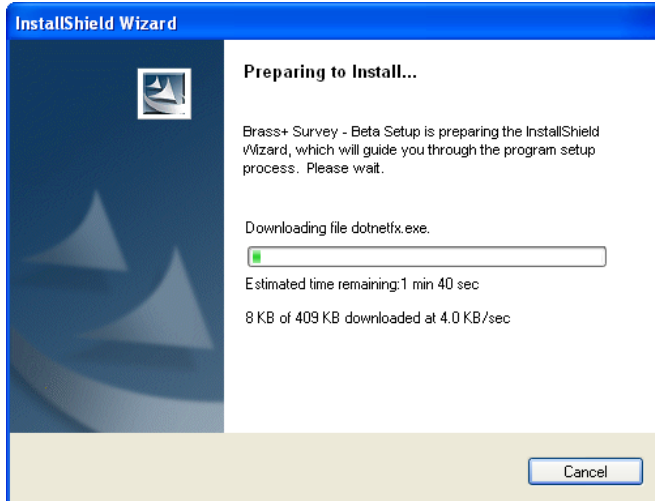
The InstallShield Wizard downloads all of the files need for the installation.



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When the download is complete, the program is ready to install.



When the .NET 2.0 installation is completed, the InstallShield Wizard will automatically continue with the LFSS software installation.

If you are working in Windows XP or higher, you can proceed with using LFSS. If you are running Windows 2000, you may be asked to reboot your computer. Reboot if instructed to do so by Windows.

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LOG ON

After installation, access the LFSS Data Extraction Tool located on the Windows Start menu at **Start/All Programs/PwC Law Firm Survey/LFSS**. At initial application start-up, several configuration options are presented (see below) with pre-selected, default values provided in certain instances. This connection and configuration information is needed by the Data Extraction Tool in order to retrieve your firm's time and billing data for LFSS. If you are unsure about specific settings for your firm, contact your Time and Billing Administrator for guidance.

NOTE: If your PC had the 2010 LFSS data extraction tool installed, the 2011 LFSS configuration options at startup will reflect the values from the prior release. The application will also persist GL account mappings for active accounts in 2011.

Once the log on information is set, it will be saved and applied at subsequent application sessions. SQL Server Authentication users must provide a valid Login ID and Password at each application startup.

Database Connection Information

- **Server** – The name of the server that contains your billing system files appears in this field. If the correct server is not designated, LFSS will not be able to locate and extract your system data.
- **Database** – The database field contains the time and billing system database name. If the correct database name is not designated, LFSS will not be able to locate and extract your system data.

Time and Billing System Type

- **Billing System Type** – The billing system choices are Aderant/CMS, Elite Accrate, and Elite Timerate. The time and billing system type is designated at first log on, and is persisted through subsequent log ons. Do not change the billing system type unless advised to do so by your system administrator.

If you are using CMS v7.5, you should check the appropriate box.
If you are using Elite EGR, you should check the appropriate box.

Note: Elite users - Accrate and Timerate refer to the tables used to store timekeeper standard billing rates, and as such this distinction is not relevant to the LFSS data extraction tool. Both options are retained in the LFSS application for consistency with BRASS ^{plus}.

Consult your Time and Billing System Administrator for guidance on making the appropriate selection for your firm.

- **Ledger Type:** PwC requires that LFSS data be submitted using the Cash Basis method of accounting. Firms using the Accrual Basis method of accounting must adjust their amounts to reflect only fees collected and expenses paid during the fiscal year. Select the appropriate ledger type based on your firm's Time & Billing System.

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Default Settings

- **Year-end Date** – This parameter collects the last day of the year end used for survey data collection. The default value is 12/31/2011, which should accommodate most firms. In cases where your firm's fiscal year ends in January or February, for example, this value may be adjusted to pull data from that timeframe.

Connect Using

- Choose **The Windows account information I use to log on to my computer [Windows Authentication]** if you can access the time and billing system directly from your computer without a SQL Server ID and password. With this option, there is no need to provide an additional Login ID and Password.
- Choose **The SQL Server Login information that was assigned to me by the system administrator [SQL Server Authentication]** if you access the time and billing system using a different user account than your Windows login id.
 - **Login ID** – This is the user account that you use to access your firm's time and billing system. After the first log on, this Login ID is remembered for subsequent application launches.
 - **Password** – This is the password associated with the server login. Type the SQL Server password in the **Password** field. A valid password must be provided every time you log on to LFSS.

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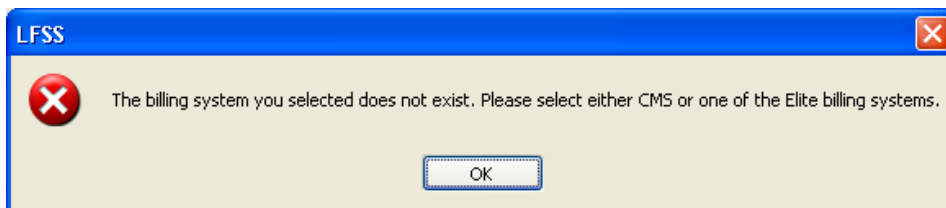
Troubleshooting Log On Errors

An error message may appear if the incorrect server, password, database, or time and billing system is chosen. If one of the following dialog messages display, corrective action must be taken to gain access to the application.



The database error message is generated to correct the following errors:

- **The Server name is incorrect or missing.** Make sure that the spelling in the **Server** field is correct. If you do not know which Server to designate, ask your system administrator.
- **The Database name is incorrect or missing.** Make sure that the spelling in the **Database** field is correct. If you do not know which Database to designate, ask your system administrator.
- **The incorrect Login ID is used.** Applies to SQL Server Login authentication option only. Make sure that the spelling in the **Login ID** field is correct. If you do not know which Login ID to designate, ask your system administrator.
- **The incorrect Password is typed.** Applies to SQL Server Login authentication option only. Make sure that the spelling in the **Password** field is correct. If you do not know which Password to designate, ask your system administrator.
- **The incorrect Connection is used.** Do not select the **Windows Authentication** button if you access the time and billing system using a different Login account than your Windows account. If you do not know which connection to designate, ask your system administrator.
- **The Database does not match the Billing System Type.** If you are using an Aderant/CMS time and billing system, choose Aderant/CMS as your **Billing System Type**. If you are using Elite, make sure that either the Elite Accrate or Elite Timerate option is selected. Only Aderant/CMS or Elite time and billing systems may be used with this application.



- **Ledger Type not specified.** Specify the appropriate ledger type used by your firm. If you do not know which Ledger Type to designate, ask your system administrator.