PricewaterhouseCoopers LLP

2025 Law Firm Statistical Survey

LFSS

Data Extraction Tool

Installation Instructions

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Data Extraction Tool - Installation Instructions

SYSTEM REQUIREMENTS

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

Computer/Processor	133 MHz or higher Pentium-compatible CPU.
Memory	At least 1 GB of RAM; more memory generally improves responsiveness.
Hard Disk	2 GB with 33 MB free space.
Operating System	Microsoft Windows 11 Microsoft Windows 10 Microsoft Windows 8 Microsoft Windows 7 Microsoft Windows XP
CPU Support	Supports single and dual CPU systems
Display	VGA or higher resolution monitor. Minimum screen resolution setting: 1024 x 768 pixels
Database	• SQLServer 2005 or later • Elite Enterprise or Aderant Expert billing system • Database Name, ID, Password and Server Name Administrative access to the workstation
	• .NET 4.0 (InstallShield will detect and install .NET 4.0, if necessary, during program installation)

REQUIRED TABLES FOR ADERANT, ELITE ENTERPRISE

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:

Aderant 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

Download LFSS DET

Open your browser and go to: **http://www.pwc.com/us/lfsurveys**

Navigate to the How to Participate page and click on the link to download the LFSS Data Extraction Tool (DET) application.

When **The Law Firm Statistical Survey (LFSS) DET** 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. Note: you may require a network administrator's assistance to complete the application installation.

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.

Save Option

Select Save on the **File Download** dialog and the **Save As** dialog displays. The default **Save in** location should be the desktop. Click **Save**. Once the file is saved, click **Run** on the **Download complete** dialog, or navigate to the saved file and double-click to run. Follow the prompts to install the application on your PC.

Install LFSS DET on PC

Important: **For users with a prior release of the LFSS DET installed on the target PC, we recommend that you uninstall the application before proceeding. NOTE: Your DET connection settings and mappings will not be lost by uninstalling the prior version of the DET application. Take note of the installation path so the new release can be installed in the same folder location.**

The default DET installation path is C:\PwC Law Firm Surveys\LFSS DET

1. Run the latest downloaded LFSS DET setup file to launch the InstallShield Wizard. Follow the prompts to complete the installation process.

   Be sure to select the **same** Installation path where the prior DET release was installed – this will ensure your connection settings and data mappings are preserved.

   Please contact PwC support at **us_pwc_law_firm_survey_team@pwc.com** or **201-566-2100** with any questions and/or to request your prior survey GL mapping files if necessary.

2. The **PricewaterhouseCoopers LLP Terms of Service / Participation Disclaimer** displays. Please read the agreement, and then click the radio button next to **I accept the terms in the 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.
3. The **Destination Folder** dialog opens. Click **Next** to install to the default directory location (recommended) or designate a different "local" path by clicking the **Change** button. The default LFSS DET installation folder is: **C:\PwC Law Firm Surveys\LFSS DET**

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

4. The **Ready to Install the Program** dialog displays. Click **Install** to continue with the installation. When the green loading bar fills, the **Back** and **Next** buttons will be enabled. Click **Next** to continue with the installation.
5. When the installation or upgrade is completed, the **InstallShield Wizard Completed** dialog displays. Click **Finish**. You can now load and work with LFSS DET application.
6. To launch LFSS DET, open your computer's **Start** menu, select **All Programs**, navigate to **PwC Law Firm Surveys** and click **LFSS DET.** For users with a Windows 7, 8, 10 or 11 operating system the application may need to be launched as an administrator, or alternatively granted full access rights (read/write/create/delete) to the DET installation folder for the DET to operate properly.
7. Start the **LFSS DET** application and follow steps to complete **Step 1: Configuration (Only if first time DET installation on your PC); Step 2: GL Extract**, if applicable; and **Import Prior Survey Mappings**, if applicable. Refer to the DET User Guide available within the DET Help menu for further information.
8. **Please call the Survey Staff at 201-566-2100 if you have questions.**