Revelation Legal Document

Sample Table of Contents

Logging In

How do I log in?

From the RevelationLegal site, access the portal using the Login button that is located in the upper right corner.

What am I able to access?

There are four levels that permit access to the various administrative tools needed to manage the RevelationLegal process.

"Client" is the lowest level of access. We also have "Manager", "Admin", and "Super" levels of access. We currently have two demonstration datasets available. One for a Midwest firm of approximately 100 attorneys, and the other is for an East Coast firm of approximately 500 attorneys. Please note that all credentials are case sensitive:

ID	Password	ID	Password
DemoMW100_C	**DemoMW100_Client**	**DemoEC500_C**	**DemoEC500_Client**
DemoMW100_M	**DemoMW100_Manager**	**DemoEC500_M**	**DemoEC500_Manager**
DemoMW100_A	**DemoMW100_Admin**	**DemoEC500_A**	**DemoEC500_Admin**
DemoMW100_S	**DemoMW100_Super**	**DemoEC500_S**	**DemoEC500_Super**

Landing Page

Once you log in, you come to the landing page, also known as the main menu. Users will only see the projects that they are authorized to see. A client may have multiple projects.

Horizontal Menu Options

Projects

This is the first tab that you see that is displayed at the top of your screen, as well as the first screen that you come to once you log in . These are all of the projects listed that a user may have access to.

All Users

This tab shows everybody who has access to the RevelationLegal portal, as well as what they have access to. This tab also shows what projects users who are a part of the portal have access to.

My Account

This tab is the third tab at the top of your screen. This is where you are able to update your account. Users can also change their password and make any personalizations to their account that they wish to.

User Guide

When you select “User Guide”, you are presented with a document, such as this one, that will provide you with a detailed description of the entire RevelationLegal portal.

Support

This tab is where you can ask for help, should you need it. Simply fill out the form, and an email will be sent in your name to answer any questions that you may have.

Log Out

To log out of RevelationLegal, simply select the "Log Out (Username)" in the top right corner.

Vertical Menu Options

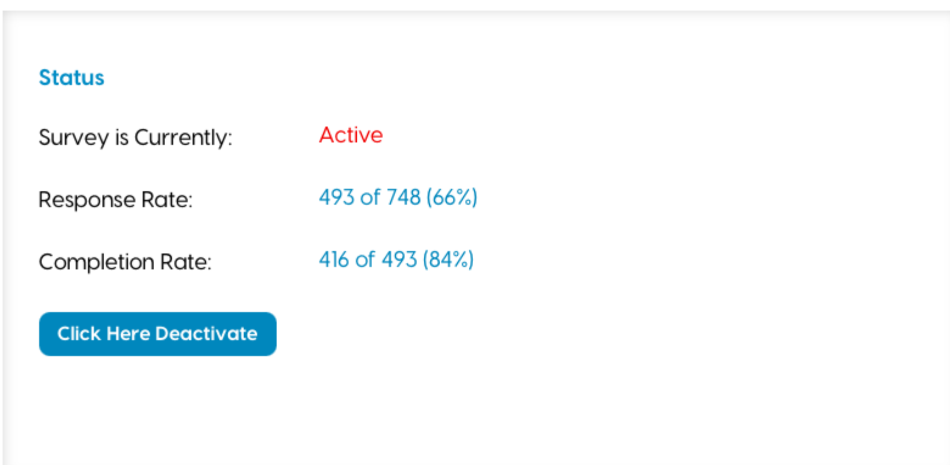
Projects

This tab is the exact same one that is on the top of your screen. It allows for users to see all of the projects that they have access to.

Status

This gives you an overview of the current project that you are working on. Please note that every page should have the name of the current project on the top. The Status tab will tell you if the project is currently active or deactive.

If a project is active, it means that the survey tool is accepting new participant responses, which essentially means that the survey is allowing participants to submit a response. If a project is deactive, it means that the survey tool is no longer accepting new participant responses, and participants will be blocked from submitting a response.



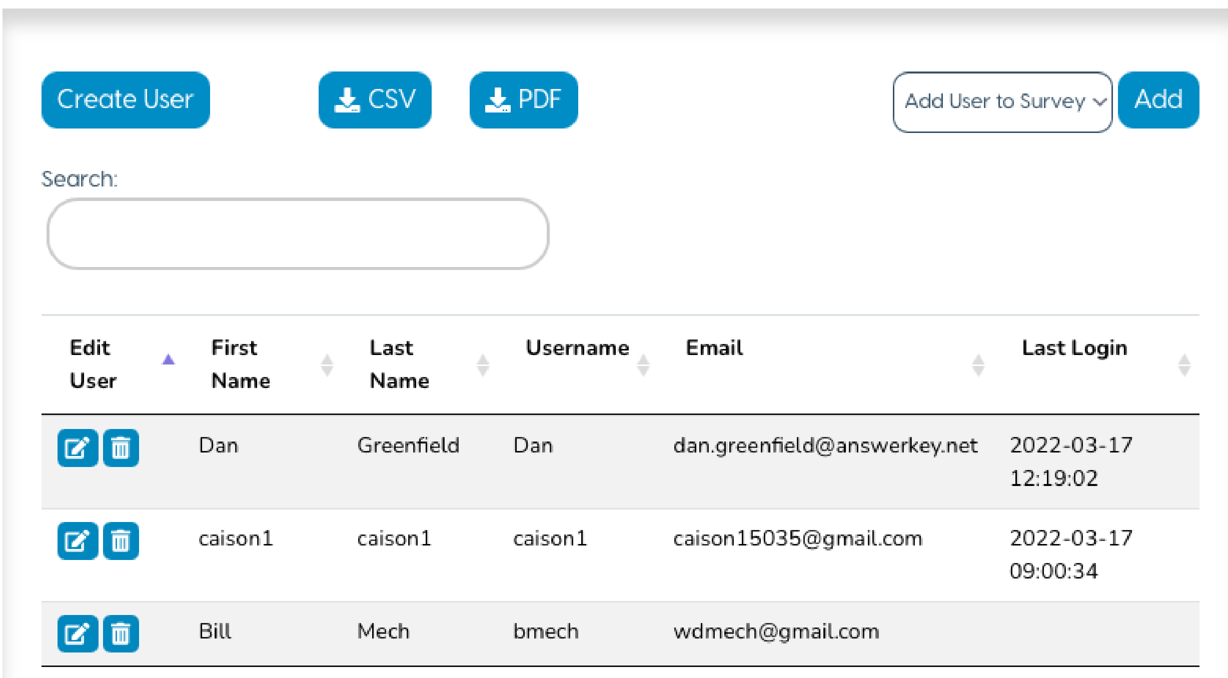
Response Rate: This statistic tells you how many people have responded to the survey out of how many were invited to participate.

Completion Rate: Since one of the ways that you can respond to a survey is to start but not finish it, we offer the next statistic, which is the completion rate. This tells you how many people actually finished the survey out of how many were invited to participate.

Ideally, we really would like for the result for the response rate to be over 75%, and the completion rate to be 100%, especially if the survey is conducted at a high level.

Project Users

When you select project users, you are presented with a screen that displays the individuals who have access to this particular project. In this, you can not only add and modify these individual users, but you can also modify their rights, such as what parts of the portals they are able to see, and permissions that they have. If you are not a super user, this tab is where you would manage the specific project that you have access to. The features available to you are create user, csv, pdf, and add a user to survey.

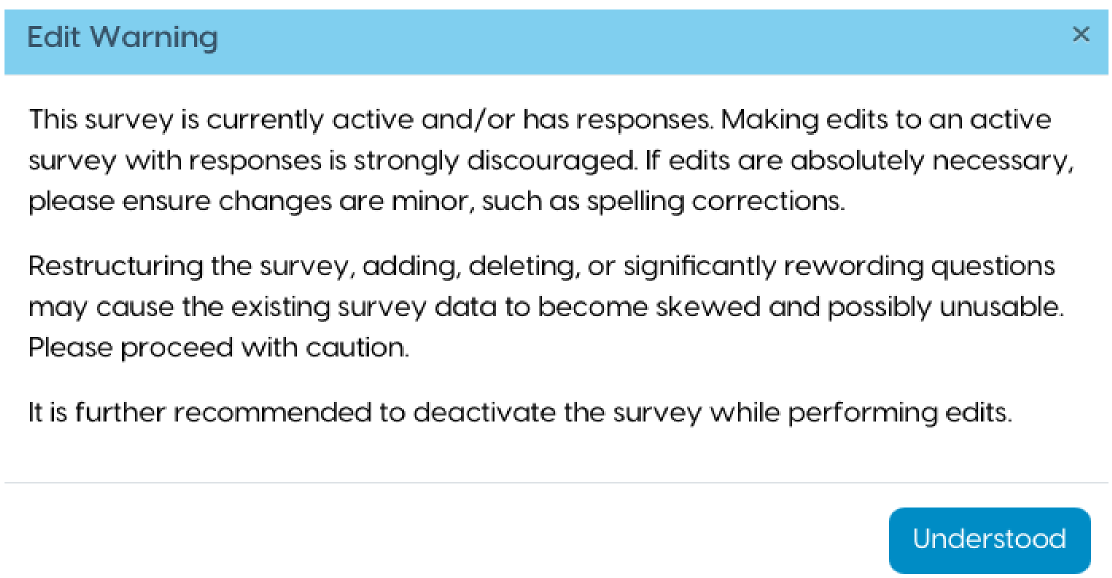


The **Create User** button allows for you to create a completely new individual from scratch that will be added to this project. You also have the option to create a **CSV file** within this tab, which allows you to create a datatable with columns and rows, using the information that is presented on this screen. Should you choose to do so, you are presented with the option to download a **pdf file**, which will capture the information that is shown on your screen. The **Add User to Survey** button allows you to add a user who already exists in the database to the project.

Taxonomy

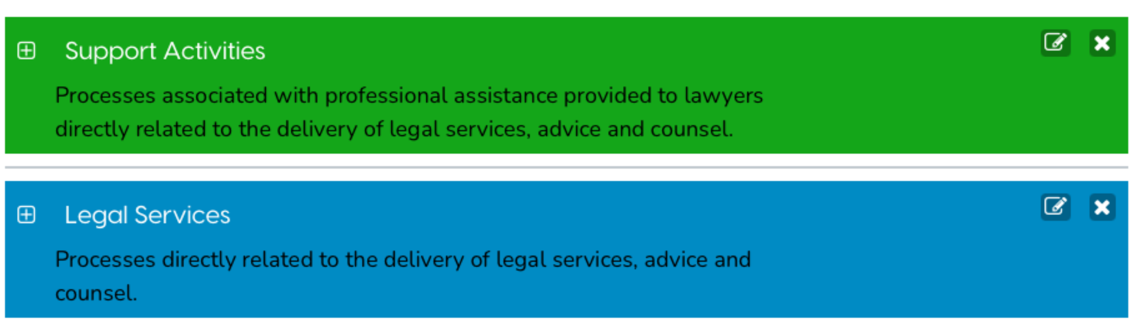
The taxonomy is essentially the database of activities. This is a very important part of the system, because it's the format that we use to create the questions within the survey for people to describe their jobs. Users describing their jobs with consistent terminology is absolutely essential to any analysis.

When you select this tab, you may be presented with a warning. This is telling you that the specific project is active, which means that if the taxonomy gets messed with, the entire analysis gets messed with. For example, if a user has already completed this survey, and you change the taxonomy, you are essentially changing the questions of a test, and now that person's results are not going to be consistent with the rest of the data collected. This warning is essentially telling you that since the project is active, you should not be changing anything.



If you have rights, you will also see that there is an option to add another function, as well as delete and add one. This is **very dangerous**; if the project is active, and the taxonomy is messed with, it will alter the results of the entire analysis.

The taxonomy is broken into two main components: **Support Activities** and **Legal Services**. These represent everything that everybody does within a law firm. If you are practicing law, or directly supporting the practice of law, those activities will be a part of Legal Services. If you are supporting the practice, all of those activities, such as finance, business department, and administrative work, will all be a part of Support Activities.



On this screen, you will see a Hide Definitions button. Each activity has a definition to help users understand what it is exactly that they are looking at. This feature allows for you to hide or display the definitions of each activity, so if you don't need the definitions, you can hide them and have a much cleaner view.

You will notice that each activity has a plus sign. This is how you view the taxonomy; it is essentially a hierarchical structure of all of the activities that occur at a law firm that are either needed to support the practice, or that are actually the practice of law.

Each activity has a name, but it also has a code that correlates to it. The code isn't really used by anybody in the system; it is moreso used behind the scenes for us to manage the taxonomy. The codes are fixed– they do not change. If you have rights, you can change the heading and the descriptions of the activities.

In the Legal Services category, you have a description within each activity, but also have an alternate name of the description. The reason for this is that it differentiates between who is supporting, and who is actually doing, the activity. The description would tell you who is doing the activity (such as a lawyer), while the alternate description would tell you who is supporting the activity (such as a paralegal who is doing discovery activities to support a lawyer).

For each activity, we assign what is called a "Proximity Factor." The proximity factor can be high, medium, or low. This essentially determines where the survey must be conducted. If the proximity factor is high, the survey has to be done where the practice is occurring, and where the lawyers are. If it is medium, the survey has to be done nearby, but the participant doesn't have to be directly there. This means that it can be conducted in a neighboring building, or a lower floor of the same building. If the proximity factor is low, this means that the survey doesn't have to be done anywhere near the practice; it can be conducted virtually, in another city, or even in another country.

You will also see an option to select what is called a Tree Chart. This is just a visualization tool to see the taxonomy in electronic tree format. You are able to click on it, and it will display all of the details for each activity. This is another way to see the hierarchical structure of the taxonomy. Users also have the option to print this out.

Settings

When you select "Settings", you are presented with two sub-options: **Questionnaire Settings**, and **Support Locations**. The settings menu is essentially an administrative utility where we can edit aspects about the questionnaire that is sent to participants.

If you click on **Questionnaire Settings**, you will see a screen with a multitude of options. Listed at the top, you will first see "**Contact Email**". This is an email that participants can reach out to should they have any questions while taking the survey. This email is located all throughout the survey and should be on every page.

Below this, you will see something titled "**Splash Page**". This is an introductory page that participants will first come to after they click on their unique survey link. It provides them with a brief reminder of where they are at.

"**Splash Pages Logo**" and "**Survey Pages Logo**" are simply the logo of RevelationLegal that is displayed throughout the survey. Occasionally, the client firm, or even a consultant, would like for their own logo to be incorporated into the screen, so that is what the "**Co-Brand Logo**" is.

Further down the page, there is a section titled "**Instruction Page**". This is the second page that participants will see after they pass the Splash Page. The instruction page gives each participant an overview of the survey process. It is essentially a reiteration of information that they will have already received from the firm via email. In this, there is an option to enable something called the "**Progress Bar**", which is simply a tool that allows users to see how far into the survey they are.

Below this is the "**Footer**". This is seen on every page throughout the questionnaire. It contains a link to the participant guide incase users need it along the way, as well as information such as the support email and copyright.

Next, you will see "**Weekly Hours Page**". This is one of the first pieces of information that we ask from each participant. It is the text that's displayed to help the participant tell us how many hours they work weekly. Times will vary based on position.

"**Legal Services yes/no Page**" is the question that pops up that asks participants whether or not they perform legal services as part of their job. This would include lawyers, paralegals, and litigation support analysts. It could also include any staff that perform paralegal-like services.

You will then see what is called "**Support Locations**". This simply tells us what locations of the firm participants provide support to. This is **NOT** where you see where participants live. That is provided in their demographic report.

After this, you will see "**End Page**". This is the final page that a participant will see after they've completed their survey. It essentially just tells users that they're finished, and that they may close their browser. There is an option in this to enable “Print Summary”, which allows for participants to be given a recap of their survey responses, and print them if they choose to do so.

“**Copyright**” is simply the ofpartner copyright. It tells users that this survey is copyrighted material.

Lastly, you will see “Participants Guide”. This is located in the footer throughout the entire questionnaire, and it is a document that guides participants through their surveys. You are able to view the guide here, as well as upload a new version of it.

Should you make any changes to the survey, and wish to save them, please click on the “*Save All*” button. This will solidify any changes you may make.

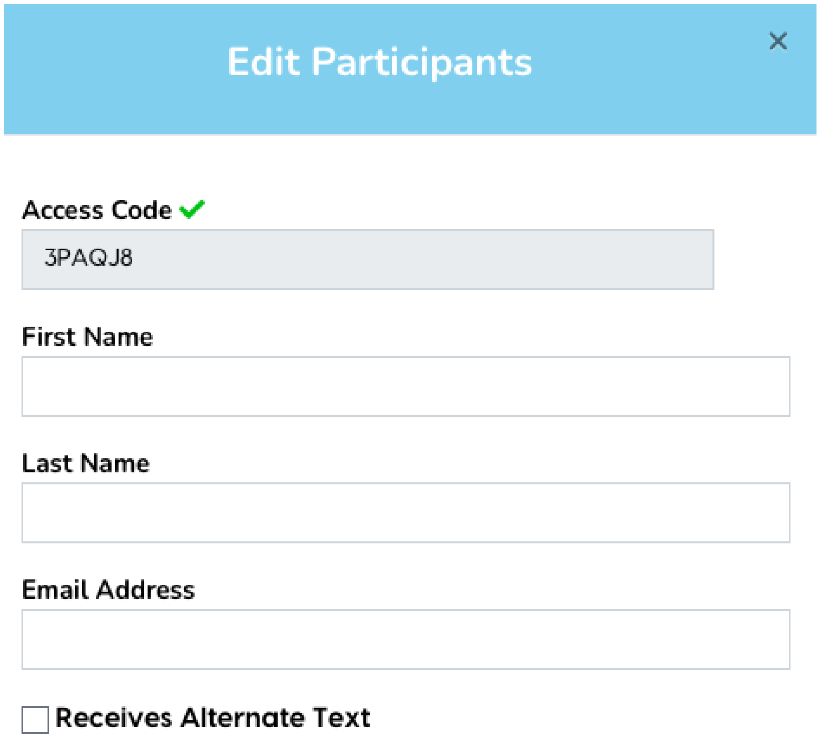
The second aspect of “**Settings**” is called “**Support Locations**”. This is an optional question on the survey, but it tells us what locations of the firm participants provide support to. This is **NOT** where you see where participants live. That is provided in their demographic report. This also does **NOT** apply to any legal personnel, just support personnel. An example of this would be a global tech help desk worker.

Location	Edit
Chicago	
Milwaukee	
New York	
Tampa	

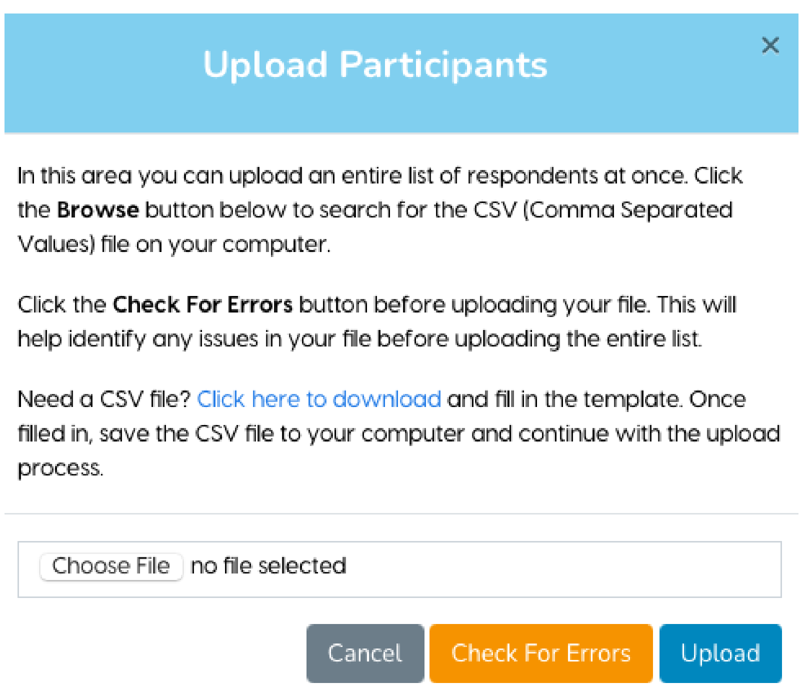
Participants

When you select the **Participants** button, you are brought to a screen that lists all users who have participated in a particular survey. On the top of the page, you are given a number of options to choose from, such as “**New Participant**”, “**Upload Participants**”, “**Download Participants**”, “**Download All Data**”, “**Reset All**”, and “**Delete All**”.

New Participant allows for you to add a new user to the survey. When you click on this option, you are provided with a pop-up that allows for you to edit the information of the individual that you are adding. Each user has a unique access code that is specific to their individual survey.



Upload Participants is another option that you will see on the top of your screen. When selected, you will be able to create a CSV file for the participants listed. Once you have the file, you can select *Choose File*, and click on the CSV in your computer. Finally, you will be able to click the *Upload* button, and it will upload your data for you. This feature also has the option for you to *Check For Errors* within your file.



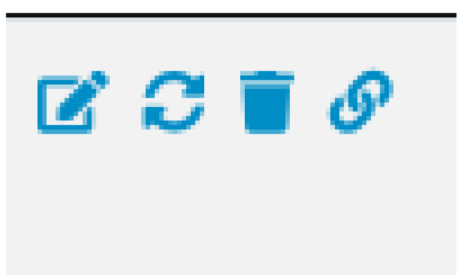
Should you click on ‘**Download Participants**’, all of the data within this screen will be put into a spreadsheet and downloaded onto your computer. This includes participant’s names, emails, and specific access codes.

Download All Data is similar to Download Participants, but there is more information that gets put into the spreadsheet for you. For example, Download All Data includes support activities for each individual, as well as the rentable square footage that they have.

Reset All and **Delete All** are options that are dangerous to mess around with, and they should rarely ever be clicked on. *Reset All* does exactly that; it will reset all of the data for every single participant listed. Essentially, it will wipe any record of the user taking the survey. All of their data will be clean, and it will show as though they never participated. *Delete All* will delete every user from the particular project; there will be no users listed in the survey.

Below these options, and slightly to the side, you will notice a **Search bar**. This allows you to search for a particular participant, should the amount of users be extensive. You will also notice another horizontal menu below this, with sections titled “**Utilities**”, “**Access Code**”, “**Name**”, “**Email**”, “**Last Updated**”, and “**Status**”.

There are four **utilities** within this section: *Edit Participant*, *Reset Participant*, *Delete Participant*, and *Survey URL*.



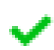
Edit Participant will allow for you to change information about a particular user. This includes their name, employee ID, Title, Location, and more. *Reset Participant* will reset all of the data relating to that specific user. As mentioned above, it will wipe the results of their survey clean, which will essentially show that the individual never participated. *Delete Participant* will wipe the user from the project completely.

Survey URL is unique, because it allows for you to access a specific individual’s actual survey. Like Access Codes, the Survey URL is specific to each user. This is a useful tool; in the event that a user is not able to find their survey, you are able to copy the url and send it to them directly.

Each user who partakes in the survey has a unique **Access Code**. This code is specific to each individual, and is essentially like an I.D. for the survey. It is moreso used behind the scenes, but is essential to the analysis.

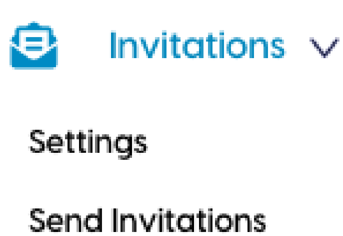
Name and **Email** show the first and last name of the user who is partaking in the survey, as well as the email that was used for it. Since it is through RevelationLegal, the email address will always be support@revelationlegal.com.

Last Updated and **Status** tell you when the user last accessed the survey and made any changes to it. It is listed in year-month-day format, and also shows the specific time. Status will tell you whether or not the individual has participated, and, if they have, it will tell you if they completed the survey, or merely started it. A green check mark means that the user has completed the survey. An orange clock means that the user has started the survey, but not completed it. Finally, no icon means that the user has not participated in the survey at all.



Invitations

Within the Invitations section, there are two sub-sections: **Settings** and **Send Invitations**.



In the **Settings** option, you will come to a screen that will allow you to edit each part of the invitation being sent out. The first section that you will see is "*Message Sender*". This is the name of the individual who will be sending out the invitation to complete the survey. Below that, you will see "*Message Complete-By-Date*". This will tell recipients of the invitation when they need to have their survey completed by. It is listed in a month-day-year format.

Name of Managing Partner and *Firm Domain Name* are the name of the individual who is in charge of the specific project, as well as the firm that the survey is linked to. To be more specific, http://ofpartner.com is an example of a firm domain name that would be listed.

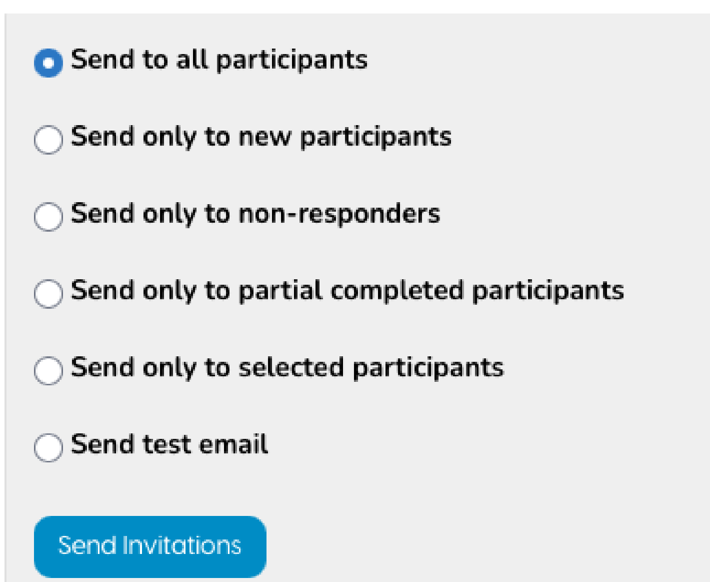
Questions Contact Name is the name of the individual who participants should contact if they have any questions regarding the survey.

Below that, you will see "*PDF Attachment Link*", as well as "*Uploaded PDF Attachment Link*". These will each be repeated once, giving users the option to attach two PDF files to the survey invitation.

Finally, you will see "*Email Subject Line*", and "*Template Invitations Letter (HTML)*". The subject line is where you will let recipients know what the contents of the email will entail. Since this is an invitation for a survey, the subject line may read "Invitations For Survey". The Template Invitations Letter is the contents of your email. This will tell recipients of the invitation all that they need to know about the survey that they will partake in. It will also include the link to their surveys.

If you make any changes within these settings, please see the "*Save Settings*" button at the bottom right of your screen, and click it. This will solidify any changes that you make.

The second and final subsection to Invitations is titled: **Send Invitations**. In this, you will be able to select who receives the invitations to complete the survey. You will be able to choose between six different options.



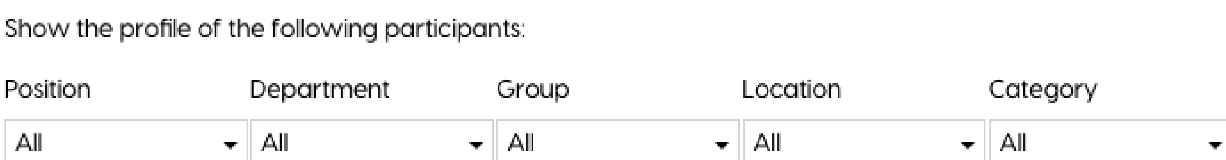
“Send to all participants” allows for you to send the invitation to every single user who has access to the specific project. “Send only to new participants” means that the invitations will be sent to users who were newly added to the portal; invitations will not be sent to users who already exist. “Send only to non-responders” means that invitations will be sent to users who have not accessed the survey at all, meaning that they haven’t started it. “Send only to partial completed participants” means that invitations will be sent to individuals who have started the survey, but have not yet completed it. “Send only to selected participants” means that you have the ability to hand select who receives the survey invitations. You would select them one by one. Finally, “Send test email” means that an email will be sent to test if recipients receive it or not.

Reports

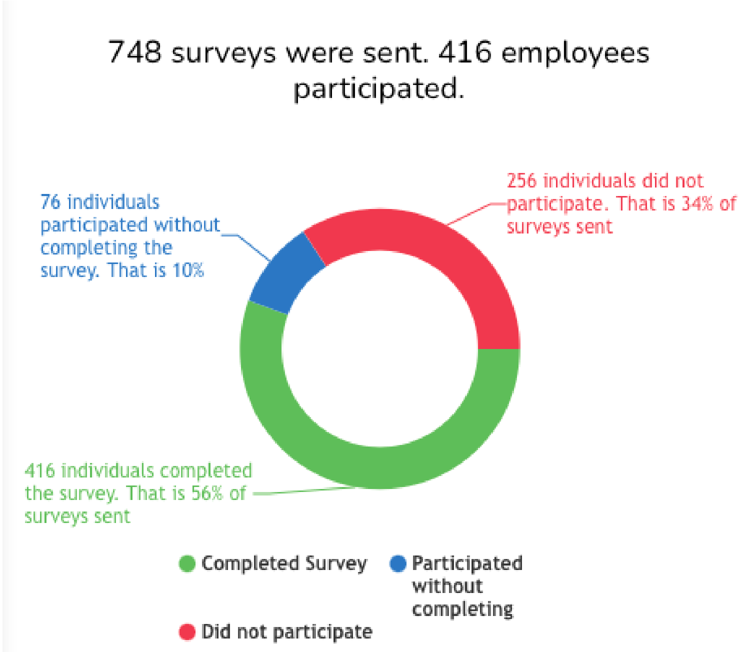
When you click on Reports, you will see four different report options listed: **Demographic**, **Individual**, **Compilation**, and **Crosstab**.

Demographic Report

The Demographic Report is the first report that you will come across. This essentially tells you who is in the specific data that you are looking at. The default view that you will see is unfiltered; however, the tabs listed across the top of the page allow for you to change your view. You can sort by position, department, group, location, and category.

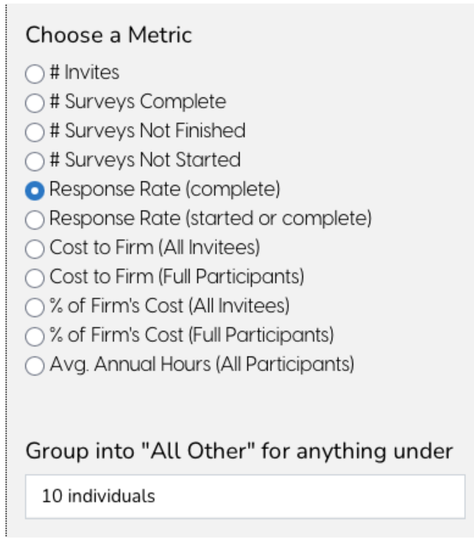


When you view the Demographic Report, you will first see a donut graph that tells you how many surveys were sent, and how many employees participated. The **Blue** section of the graph shows you how many individuals participated without completing the survey, meaning that they started it, but did not finish it. The **Green** section of the graph shows you how many individuals both started and finished the survey. Finally, the **Red** section of the graph shows you how many users did not participate, meaning that they didn’t start the survey at all.



To the right of this donut graph, you will see a few very important sets of numbers. Firstly, you will see the **Compensation and Benefits of Participants**. This tells you the total amount of compensation and benefits of the entire firm that we have in our database. Next, you will see **Total Annual Hours of Participants**, which tells you the amount of hours that all participants worked throughout the year. Below that you will see **Average Annual Hours of Participants**, which shows you the average amount of hours each individual worked throughout the year. Lastly, you will see **Compensation and Benefits of Non-Participants**. This is a very important number, and it shows you the total amount of compensation and benefits for individuals who did not complete the survey. The number that you see for this section is data that has not been analyzed.

If you scroll further down the report, you will be able to sort the data by different classifications. There are five different classifications: **by category**, **by group**, **by location**, **by department**, and **by position**. The default view will show you the response rate (complete) for these classifications. However, you can change this by *choosing a metric*.



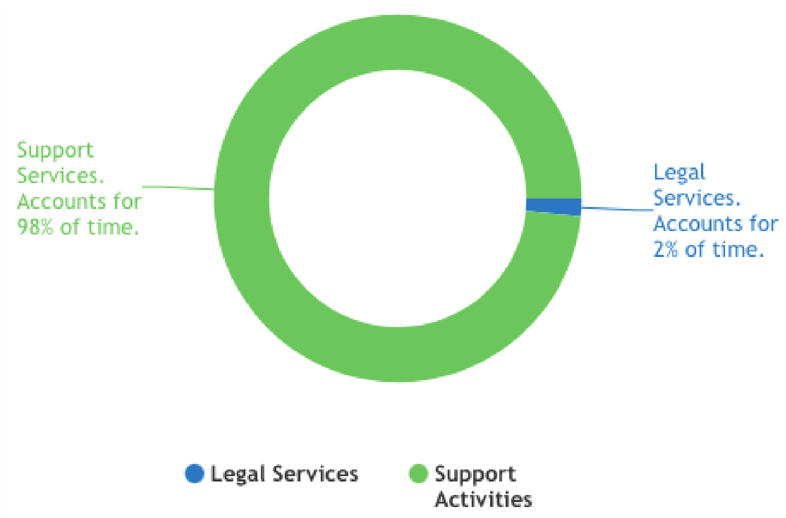
Choosing a Metric simply allows for you to refine the data that you see. When you click on *number of invites*, *number of surveys complete*, *number of surveys not finished*, and *number of surveys not started*, the classifications will show exactly that. The data will still be sorted by category, group, location, department, and position, but your results will now show you what metric you have selected. *Response rate (completed)* and *response rate (started or complete)* will show you the amount of surveys that were either completely finished, or show both surveys that were started and completed. Cost to Firm (All Invitees) will show you the cost to the firm of ALL users who were invited to complete the survey, while Cost to Firm (Full Participants) will show you the cost to the firm of only users who participated and completed the survey. Percentage of Firm's Cost (All Invitees) is the exact same thing as Cost to Firm (Full Participants), only the dollar amount has been put into a percentage. Percentage of Firm's Cost (Full Participants) will show you the exact same thing as Cost to Firm (Full Participants), only the dollar amount has been put into a percentage . The final metric that you can choose is *Average Annual Hours (All Participants)*. This will sort your data so you can view each classification by the average number of hours that every individual worked throughout the year.

At the bottom of the Choose a Metric box, you will see an option titled *Group into "All Other" for anything under # individuals*. By default, any group that has ten or less individuals will be put into the "other" category. You can change this number to any number that you wish. The number that is chosen will determine what groups you see. For example, if you select the number five, any group that has five or less individuals will be put into the "other" category. If you select the number 20, any group that has 20 or less individuals will be put into the "other" category.

Individual Report

The Individual Report is the second tab that you will see in the Reports section, and it is incredibly important. Initially, when you enter the Individual Report, you will see a list of every employee that has completed the survey. It is listed in alphabetical order. In order to view a specific individual's report, simply **click on their name**, and their report will be displayed. At the top of the report, to the right of the list of names, you will see the specific individual's information. Information displayed includes the *date that they participated in the survey*, *their Email Address*, *Employee ID, Group*, *Position*, *Department*, *Location*, and *Compensation*.

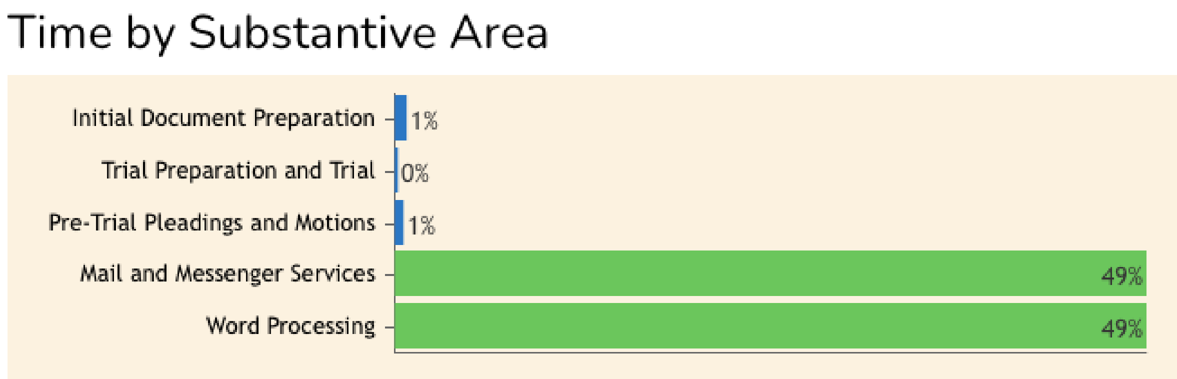
If you scroll down on your screen, the next thing that you will see is a donut chart. This chart will tell you what activities the user takes part in (either legal or support), and how much of their time is allocated to each activity. This chart is unique to each individual's report. The **Green aspect of the chart represents Support Activities**, while the **Blue aspect of the chart represents Legal Activities**.



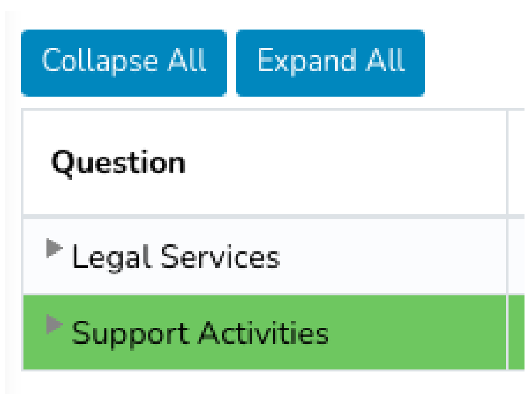
Directly next to this chart, you will find a section of the report titled "**Time by Classification**". This is essentially the same as the donut chart, only the information is in written form, and specifies the type of legal and support activities that the individual partakes in. Also listed here are the percentage of hours that the employee spends in each activity, the actual number of hours that equates to, and the cost to the firm that those amount of hours cost. In short, this shows you how the employee's time was allocated across what we call Classifications. Classification is a layer in our taxonomy, and it is at a high level– it tells you where a specific employee spends the majority of their time.

Further down the report, you will see a type of bar graph titled "**Time by Substantive Area**". This is a layer down in the taxonomy, meaning that the information you view is more specific.

As mentioned above, Green represents support activities, while Blue represents legal activities. This section tells you the types of activities that the specific individual does, and which ones they do a little, or a lot of.



The final part of the Individual Report is the **Complete Time Breakdown**. This is the complete taxonomy of the individual's responses in the survey. You have options to *Expand All*, or *Collapse All*, or you may expand the taxonomy manually for each activity. Once again, Blue represents Legal Services, while Green represents support activities. You may manually expand each of these categories by clicking the triangle-shaped arrow directly next to the title of activity.



It is important to note that this is not the entire taxonomy as a whole, this is simply the taxonomy for a specific individual's responses based on their survey. When you expand the taxonomy for an individual, you will notice that it is in a hierarchical structure, and you will also see percentages for each activity within the classifications (either Legal Services or Support Activities).

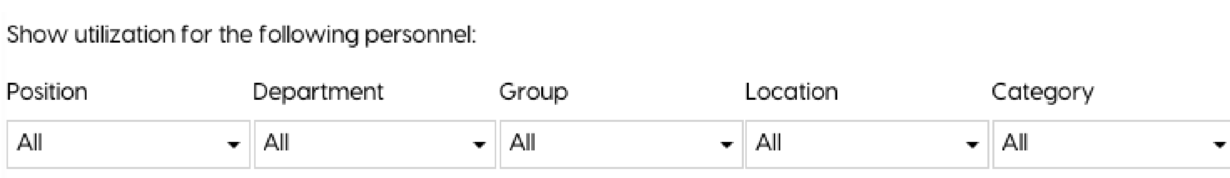
Percentages are calculated based on their survey responses. On the right to the percentage, you will see ‘hours’ and ‘cost’. Hours is simply how many hours this employee’s percentage equates to, and Cost is simply the cost of these activities that the individual performs. You may notice that some of the percentages show a 0%. This is because the percentage is a fraction, meaning that the individual is involved in this activity a minimal amount.

Should you wish to print any of this information, or save it as a PDF file, you may do so at the top of the report. It will be listed with the project name.

Compilation Report

The Compilation Report is exactly how it sounds– it is a compilation of all of the Individual Reports that have been put into a single dataset. The Compilation Report is essentially the core of the whole project– it’s incredibly important. It shows you how a particular group of employees, or a department, or even a grouping, have worked.

When you first enter this report, the default view that you will see is unfiltered. However, this can be changed at the top of your screen. You may sort by *Position*, *Department*, *Group*, *Location*, and *Category*.



Right below the filters, you will see the total cost, hours, and total average hourly cost of all employees combined. Please note that these numbers are only including individuals who have responded to the survey.

The next portion of the report is the entire taxonomy for all of the individuals compiled together.

Legal and Support | 416 respondents

	Hours	Cost	Avg.Hourly Cost	% of Total Cost	% of Cost within selection	
Legal Services	300,353	$34,142,344	$114	44%		
Support Activities	646,931	$43,568,848	$67	56%		

The attached picture above is what you will first see. You may click on either **Legal Services**, or **Support Activities** to expand the taxonomy of either. You will find that the taxonomy is listed in a hierarchical structure, and the further you expand the taxonomy, the more specific it will get. Eventually, you will find that the taxonomy ends, and you can not get any more specific. Once you reach that point, you will receive this pop up:

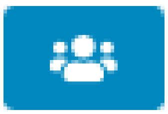
There is no detail below this level.

OK

To collapse the activities that you have chosen to expand, simply click on a blue bar, such as the one shown here, that specifies exactly which activity you are looking at:

Support Activities → Finance | 168 respondents

You will notice that on the far right side of each layer of the taxonomy, there is a blue icon with people on it. This is called the **Zoom Feature**. The zoom feature allows for you to see each individual that participates in a specific activity. Once you click on this icon, you will be taken to the list of employees who are a part of whichever taxonomy level you have chosen to expand.



You will be able to sort this list of individuals through a set of filters at the top of this page:

Full Name	Employee ID	Employee Category	Department	Position	Location	Hours

Once you are done viewing the zoom feature, you may scroll to the top and click the ‘Back’ button, which will take you back to the compilation report. Should you choose to do so, you may also download this list as a PDF file. Once you are back to viewing the compilation report, you may also choose to download what you are viewing as a PDF file by clicking that option at the top right of your screen.

Crosstab Report

The Crosstab Report is a visual report that allows for you to study whole groups of employees, or tasks, at a glance. It uses heat map viewing, which means that it applies a range of colors ranging from green, to tan, to red, to visually show you the data. Green represents a lower side of the spectrum of data, while tan is in the middle, and red is a higher side. Essentially, the darker a cell, the greater the activity.

The default view for the Crosstab Report is sorted in terms of hours; however, you may change this to view the report in a way that is more convenient for you by using the filters at the top of the page.

Crosstab Breakdown

Classification	Metric	Veritcal Breakdown	Horizontal Breakdown	Location
(All)	Hours / Employee	Classification	Position	(All)

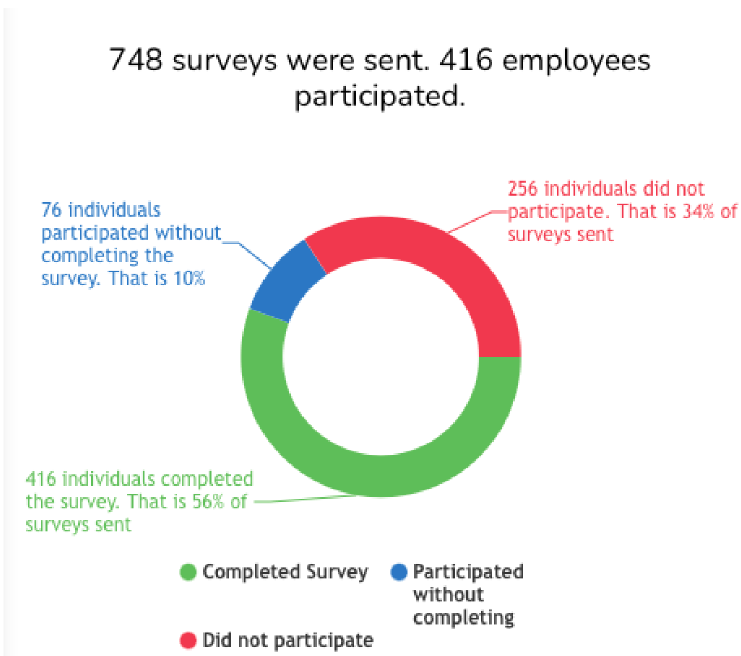
You also have an option to download this dataset into Microsoft Excel, as well as download it as a PDF file. Both options are listed at the top of the page, above the sorting filters.

NC (Non Compensation) Reports

Demographic Report

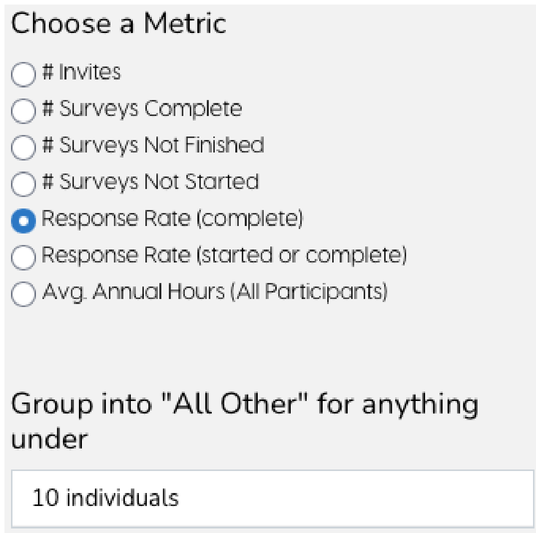
The Demographic Report is the first report that you will come across. This essentially tells you who is in the specific data that you are looking at. The default view that you will see is unfiltered; however, the tabs listed across the top of the page allow for you to change your view. You can sort by position, department, group, location, and category.

When you view the Demographic Report, you will first see a donut graph that tells you how many surveys were sent, and how many employees participated. The **Blue** section of the graph shows you how many individuals participated without completing the survey, meaning that they started it, but did not finish it. The **Green** section of the graph shows you how many individuals both started and finished the survey. Finally, the **Red** section of the graph shows you how many users did not participate, meaning that they didn't start the survey at all.



To the right of this donut graph, you will see a few very important sets of numbers. Firstly, you will see **Total Annual Hours of Participants**, which tells you the amount of hours that all participants worked throughout the year. Below that you will see **Average Annual Hours of Participants**, which shows you the average amount of hours each individual worked throughout the year.

If you scroll further down the report, you will be able to sort the data by different classifications. There are five different classifications: **by category**, **by group**, **by location**, **by department**, and **by position**. The default view will show you the response rate (complete) for these classifications. However, you can change this by *choosing a metric*.



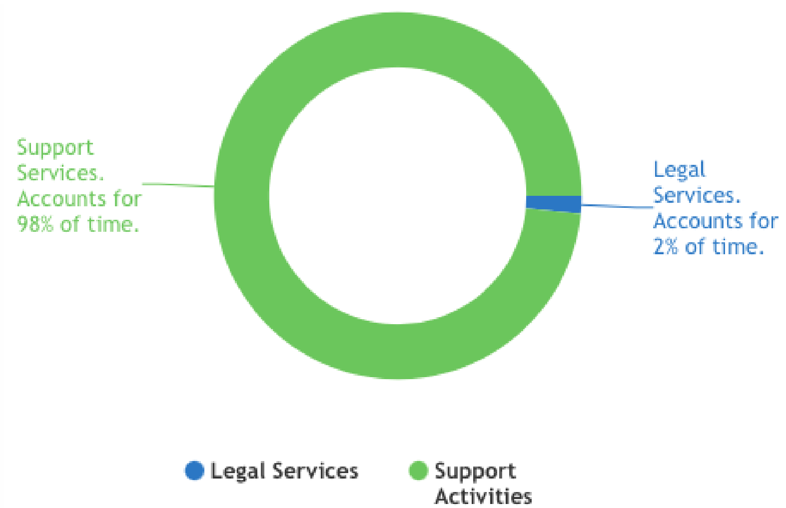
Choosing a Metric simply allows for you to refine the data that you see. When you click on *number of invites*, *number of surveys complete*, *number of surveys not finished*, and *number of surveys not started*, the classifications will show exactly that. The data will still be sorted by category, group, location, department, and position, but your results will now show you what metric you have selected. *Response rate (completed)* and *response rate (started or complete)* will show you the amount of surveys that were either completely finished, or show both surveys that were started and completed. The final metric that you can choose is *Average Annual Hours (All Participants)*. This will sort your data so you can view each classification by the average number of hours that every individual worked throughout the year.

At the bottom of the Choose a Metric box, you will see an option titled *Group into "All Other" for anything under # individuals*. By default, any group that has ten or less individuals will be put into the "other" category. You can change this number to any number that you wish. The number that is chosen will determine what groups you see. For example, if you select the number five, any group that has five or less individuals will be put into the "other" category. If you select the number 20, any group that has 20 or less individuals will be put into the "other" category.

Individual

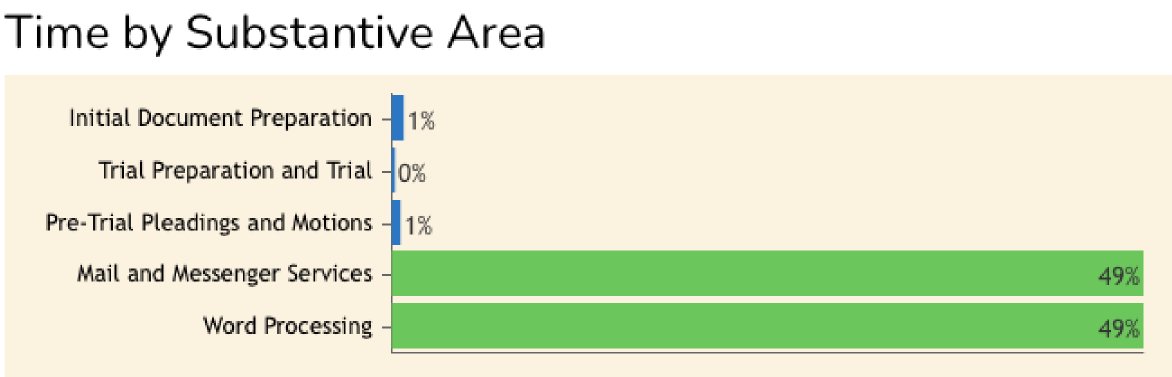
The Individual Report is the second tab that you will see in the Reports section, and it is incredibly important. Initially, when you enter the Individual Report, you will see a list of every employee that has completed the survey. It is listed in alphabetical order. In order to view a specific individual's report, simply **click on their name**, and their report will be displayed. At the top of the report, to the right of the list of names, you will see the specific individual's information. Information displayed includes the *date that they participated in the survey*, *their Email Address*, *Employee ID, Group*, *Position*, *Department*, and *Location*.

If you scroll down on your screen, the next thing that you will see is a donut chart. This chart will tell you what activities the user takes part in (either legal or support), and how much of their time is allocated to each activity. This chart is unique to each individual's report. The **Green aspect of the chart represents Support Activities**, while the **Blue aspect of the chart represents Legal Activities**.



Directly next to this chart, you will find a section of the report titled "**Time by Classification**". This is essentially the same as the donut chart, only the information is in written form, and specifies the type of legal and support activities that the individual partakes in. Also listed here are the percentage of hours that the employee spends in each activity, the actual number of hours that equates to, and the cost to the firm that those amount of hours cost. In short, this shows you how the employee's time was allocated across what we call Classifications. Classification is a layer in our taxonomy, and it is at a high level– it tells you where a specific employee spends the majority of their time.

Further down the report, you will see a type of bar graph titled "**Time by Substantive Area**". This is a layer down in the taxonomy, meaning that the information you view is more specific. As mentioned above, Green represents support activities, while Blue represents legal activities. This section tells you the types of activities that the specific individual does, and which ones they do a little, or a lot of.



The final part of the Individual Report is the **Complete Time Breakdown**. This is the complete taxonomy of the individual's responses in the survey. You have options to *Expand All*, or *Collapse All*, or you may expand the taxonomy manually for each activity. Once again, Blue represents Legal Services, while Green represents support activities. You may manually expand each of these categories by clicking the triangle-shaped arrow directly next to the title of activity.

It is important to note that this is not the entire taxonomy as a whole, this is simply the taxonomy for a specific individual's responses based on their survey. When you expand the taxonomy for an individual, you will notice that it is in a hierarchical structure, and you will also see percentages for each activity within the classifications (either Legal Services or Support Activities).

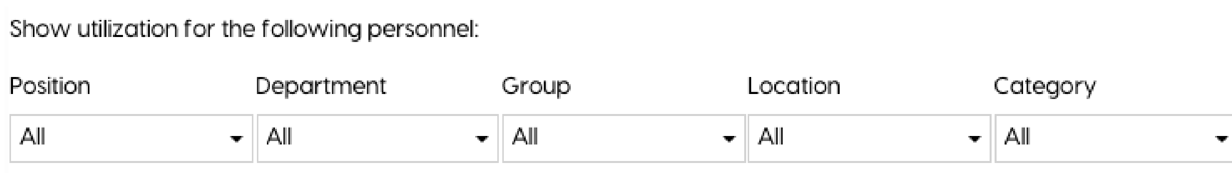
Percentages are calculated based on their survey responses. On the right to the percentage, you will see 'hours'. Hours is simply how many hours this employee's percentage equates to. You may notice that some of the percentages show a 0%. This is because the percentage is a fraction, meaning that the individual is involved in this activity a minimal amount.

Should you wish to print any of this information, or save it as a PDF file, you may do so at the top of the report. It will be listed with the project name.

Compilation

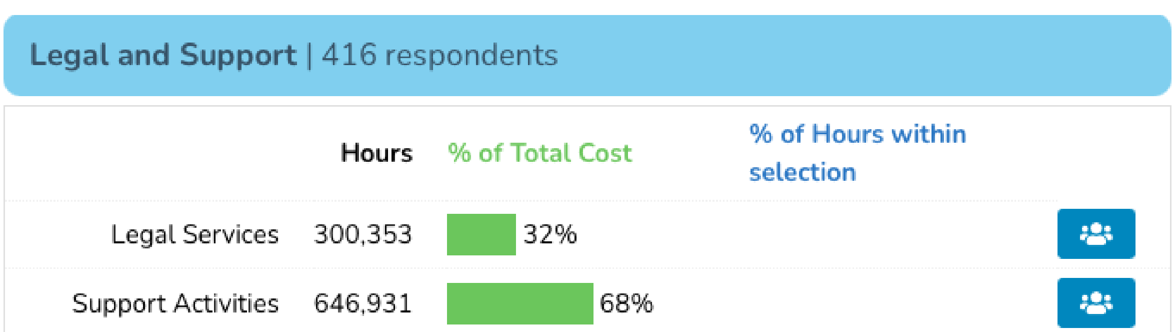
The Compilation Report is exactly how it sounds– it is a compilation of all of the Individual Reports that have been put into a single dataset. The Compilation Report is essentially the core of the whole project– it's incredibly important. It shows you how a particular group of employees, or a department, or even a grouping, have worked.

When you first enter this report, the default view that you will see is unfiltered. However, this can be changed at the top of your screen. You may sort by *Position*, *Department*, *Group*, *Location*, and *Category*.

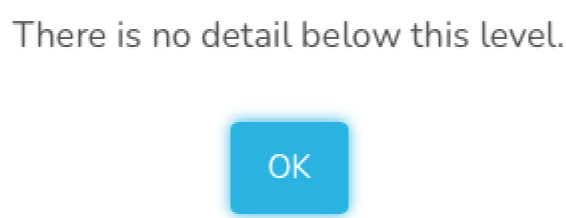


Right below the filters, you will see the total hours of all employees combined. Please note that these numbers are only including individuals who have responded to the survey.

The next portion of the report is the entire taxonomy for all of the individuals compiled together.

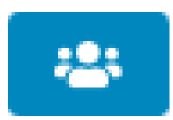


The attached picture above is what you will first see. You may click on either **Legal Services**, or **Support Activities** to expand the taxonomy of either. You will find that the taxonomy is listed in a hierarchical structure, and the further you expand the taxonomy, the more specific it will get. Eventually, you will find that the taxonomy ends, and you can not get any more specific. Once you reach that point, you will receive this pop up:



To collapse the activities that you have chosen to expand, simply click on a blue bar, such as the one shown here, that specifies exactly which activity you are looking at:

You will notice that on the far right side of each layer of the taxonomy, there is a blue icon with people on it. This is called the **Zoom Feature**. The zoom feature allows for you to see each individual that participates in a specific activity. Once you click on this icon, you will be taken to the list of employees who are a part of whichever taxonomy level you have chosen to expand.



You will be able to sort this list of individuals through a set of filters at the top of this page:

Once you are done viewing the zoom feature, you may scroll to the top and click the 'Back' button, which will take you back to the compilation report. Should you choose to do so, you may also download this list as a PDF file. Once you are back to viewing the compilation report, you may also choose to download what you are viewing as a PDF file by clicking that option at the top right of your screen.

Analysis

Participant

When you first enter the Participant Analysis, you will notice a list of employees who have completed the questionnaire. This list is sorted in alphabetical order. You will see that each employee has a set of colors next to their name. Please note that these are specific to each individual. The **Green color represents support activities**, while the **Blue color represents Legal Services**. In order to view a specific individual's analysis, simply click on their name, and their data will appear on your screen.

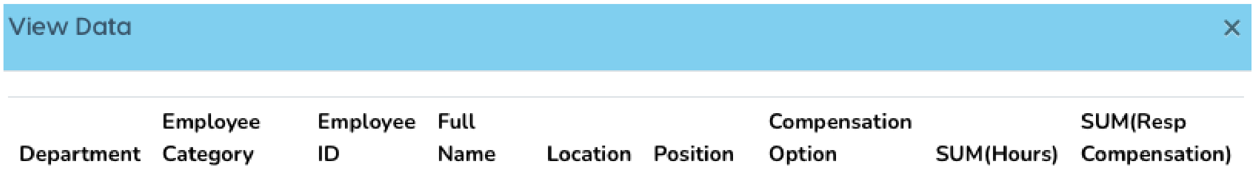
You will also notice that there are a set of filters located at the top of your screen. The default view for this analysis is sorted by individuals who have completed the survey, but you may change that at any given time.

Once you have selected a specific individual, you will be provided with a donut chart, as well as a set of statistics that correlate to that chart. The chart is split into two colors: blue and green, and it is simply a more visual way to see how an employee spends their time, and which activities they participate in.

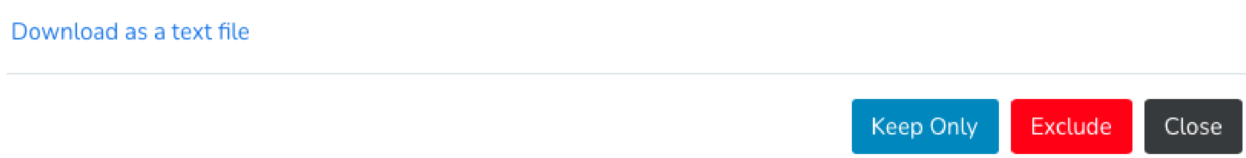
Along with this, and further to the right, you will see more of an individual's specific information. You will be able to see the date in which the individual took their survey, their email address, and their Employee ID. You will also be able to see their Group, Position, Department, and Location. Finally, you will be able to see their Compensation, Benefits, and Total Compensation for the entire year.

Below this information, and further down into the analysis, you will be able to compare the specific individual's hours and compensation against all other participants. This is a dotted graph that simply tells you how the individual that you have selected at the top spends their time compared to other users who participated in the survey.

You will notice that the graph mostly consists of smaller gray dots, but that there is one larger blue dot. This blue dot represents the individual whom you've selected back at the top of the analysis. As you scroll over each dot, you will see that information for specific individuals is displayed. Should you choose to do so, you may click on one of the dots. Doing so will display a screen that tells you a user's Department, Employee Category and ID, and name, as well as other information as shown in the picture below.

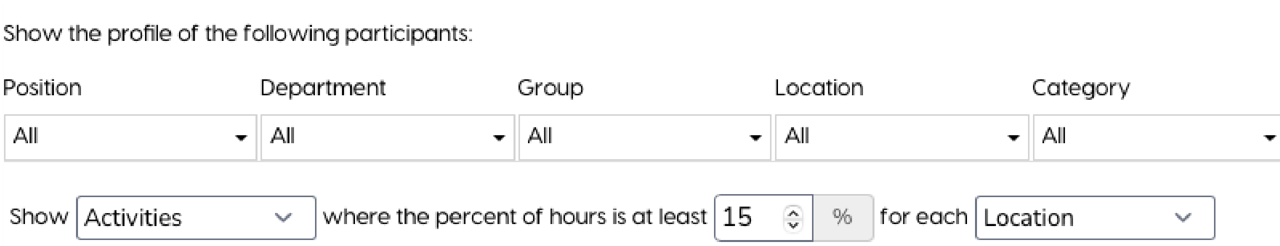


You will also notice that this display window also has four options for you to choose from: *Download as a Text File*, *Keep Only*, *Exclude*, and *Close*. Download as a Text File allows for you to download the data you are viewing into a word document. Keep Only means that you will only keep this employee in the graph. Exclude means that this employee will not be shown on the data graph, and Close simply means that you are closing the pop up window that you are viewing.



At A Glance

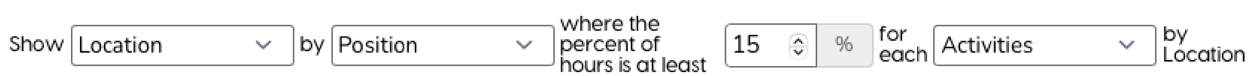
When you select '**At A Glance**', you are brought to a screen that is essentially a summarization of the total Analysis. The default view is unfiltered; however, you may change this by using the set of filters up at the top of your screen. You may sort by *Position*, *Department*, *Group*, *Location*, and *Category*. To have a more specific view, you may also sort by the type of *subcategory* (Activities, Classifications, Legal/Support Activities, etc.), *Percentage of Hours*, and the *Location* that correlates to those hours.



Below these filters, you will see the grand total number of hours, the percentage that those hours equate to, and the cost of the hours to the firm. The numbers that you will see are based on location and are unique to whichever filter you have used. For example, if you stick with the default view (which sorts the analysis by location), you will not see any specifics, just the grand total. If you were to sort by department, you would see specifics for various departments within the firm. You will notice that all of the hours and cost of these activities add up to the grand total number that you saw originally. You may choose whichever view you'd prefer to sort the analysis by.

Comparative Glance (Beta)

When you open Comparative Glance (Beta), you will see a dataset that looks similar to the one you saw in 'At A Glance'. The default view is unfiltered; however, you may change this by using the set of filters up at the top of your screen. You may sort by *Position*, *Department*, *Group*, *Location*, and *Category*. Below this first set of filters is a second set of filters, which will allow for you to view an even more specific analysis, as shown below:



Should you continue to view the analysis with the default view, you will come to a dataset below these filters that will show you the activities for a location, whether a specific activity is a Support Activity or a Legal Activity, and what type of support or legal activity it is. Further on the right side of the dataset towards the top, you will see the hours that are spent in each activity, the cost of those hours and the percentage that those hours equate to, and the percentage of hours in total. If you would like to view more specific data to see how the grand totals are made up, you may scroll downwards on the graph. Numbers and percentages will vary depending on activity.

<u>Real Estate</u>

Getting Started

When you initially click on the Real Estate tab, you will notice that you have a multitude of reports to look at. The information you will view may seem confusing at first, so it's important to take note of several points first.

To start off, you will be seeing the term '**Proximity Factor**' quite often. The proximity factor is required for each activity within the taxonomy, and each activity will either have a high, medium, or low proximity factor. This will determine how costly an activity will be:

<u>High: Must be near customer</u>
Service provider must have regular personal interaction with the customer or the service provider must have access to physical files etc. that are maintained by the customer. Proximity requirement demands that they reside within the same floor of the same building.

<u>Medium: Needs to be relatively close to customer</u>
Periodic personal interactions are required for effective delivery of services. Service provider does not need to be in the same space as customer but needs to be in close proximity so periodic personal meetings can occur without requiring travel (so in the same building on a different floor, or same city in a different building).

<u>Low: Does not need to be near customer</u>
Interfacing with customers using technology (phone, email, etc.) is sufficient. Collaboration tools, web conferencing, and shared access to file systems are adequate to facilitate effective interactions. Service providers can be located anywhere and can work virtually.

Another term that you will see is RSF Rates. This is the cost of the square footage that an individual takes up. RSF Rates are required for each location. C stands for Current, which is also a high proximity value. This is the most expensive RSF Rate. A stands for Adjacent, which means that there is a medium proximity value, which is slightly less expensive. R and O stand for Regional and Other, which are low proximity values, meaning that they are the cheapest.

RSF Rates (required for each location)

	O	R	A	C	
Chicago		9.00	20.00	25.00	30.00
Charleston	9.00	15.00	18.00	22.00	
Springfield	9.00	10.00	14.00	18.00	

C = Current	Rental rate for current space
A = Adjacent	Rental rate for less expensive space in same or adjacent building
R = Regional	Rental rate for lower cost space in same metro area
O = Other	Rental rate for lowest available space of Admin Center

You will also see something called RSF Requirement per Participant. This is simply telling you how much space an individual takes up. The more important the position, the more space they will take up:

RSF Requirement per Participant

Partners	1,000 rsf
Other Legal and Directors	800 rsf
Paralegals	400 rsf
Staff	200 rsf

Note: Stored in Participant table

Location RSF Rates

The first section within the Real Estate window is called Location RSF Rates. This just simply shows you the locations that the activities take place in, and it tells you their proximity rate. As mentioned above, **C stands for Current**, which is also a **high proximity value**. This is the most expensive RSF Rate. **A stands for Adjacent**, which means that there is a **medium proximity value,** which is slightly less expensive. **R and O stand for Regional and Other**, which are **low proximity values**, meaning that they are the cheapest.

Action	Location Name	Current	Adjacent	Regional	Other
	Chicago	45.00	34.00	25.00	15.00
	Milwaukee	35.00	30.00	15.00	10.00
	New York	125.00	75.00	50.00	25.00
	Tampa	75.00	50.50	40.25	25.30

You will see that each proximity factor rate here has a number listed. This is just telling you that in each location, there is an activity in a high factor, medium factor, and low factor. The numbers you are seeing are the rates for those activities.

Opportunity Detail

This report provides you with a detailed view of the potential savings available if activities are moved from their current (High) location to an available alternative.

When you first enter this report, you will see the RSF Rates for each location. Please see the section titled '*Location RSF Rate*s' if you need clarification with what you are viewing. The default view is unfiltered, however, you may change this by using the set of filters at the top of the page. You may sort by *Position*, *Department*, *Group*, *Location*, or *Proximity Factor*.

Below the RSF rates for each location, you will see an expansive dataset that is colorized. Please note that activities with a **high proximity value are colored red**, activities with a **medium proximity value are colored orange**, and activities with a **low proximity value are colored blue**. You will see that the first set of uncolored columns shows classifications by both Legal Services, as well as Support Activities (below legal services). Next to those, you will see the colored chart.

The first three rows of this chart tell you the proximity factor of each activity (whether it is high, medium, or low), the amount of hours that employees have spent in each activity, and the yearly RSF Cost of each activity.

Current Cost		
Proximity Factor	Hours	RSF Cost(Current)

The second set of three rows shows you the potential savings that are available if a specific activity is moved to a lower cost location. If the activity you are viewing has potential savings, they will be shown in this section of the report. Please note that not all activities will have numbers listed.

Potential Savings		
RSF Cost Adjacent	Variance	Percentage
$5,349,377	$3,566,251	16%

You will also notice that in this section of the report, you can filter the potential savings based on which location you will move an activity to. The default is set to 'Adjacent", which is a medium-cost proximity factor; however you can also view the report with a 'Regional' or 'Other' proximity factor view. To change this setting, simply click on the tab listed 'Adjacent' as shown above, and you will be able to select another option.

Opportunity Summary

The Opportunity Summary is essentially a visual report of the '*Opportunity Detail*' report. It provides you with a summary view of the potential savings available if activities are moved from their current (high) location to an available alternative.

When you first enter this report, you will see the RSF Rates for each location. Please see the section titled '*Location RSF Rate*s' if you need clarification with what you are viewing. The default view is unfiltered, however, you may change this by using the set of filters at the top of the page. You may sort by *Position*, *Department*, *Group*, *Location*, or *Proximity Factor*.

These filter options can be used to display results for a selected demographic. For example, if you use the **Group filter** and select "**Legal Secretary**", you are easily able to see the potential savings if their Medium and Low activities were relocated to alternate locations.

Below the filters, you will see two small charts that are color coded. The one on the left, titled '**Current Cost**', tells you the current cost for all activities across the firm. **The Red color means that the activities in this section have a higher proximity factor** and are therefore more expensive. **The Orange color means that activities in this section have a medium proximity**

factor, meaning that they are slightly less expensive than the activities in red. Finally, the **Blue color means that the activities in this section have a low proximity factor**, meaning that they are the cheapest.

Current Cost

Proximity Factor	RSF	Blended Rate*	RSF Cost(Current)
High	74,439	$124.48	$9,266,501
Med	62,936	$124.85	$7,857,923
Low	29,064	$124.91	$3,630,476

The second table, on the right, is titled '**Potential Savings**'. This table shows you the potential savings that you will have for all activities should you move them to a lower proximity factor. Please note that **"High" activities can not be moved**. This means that they will display blank in the 'Potential Savings' columns. "Medium" activities can only be moved to a "Medium" location, and "Low" activities can be moved to a Medium, Low, or Low Anywhere location.

Potential Savings

Adjacent		Regional		Other	
(M)	.	(L)	.	(LA)	.
$3,143,169	40%				
$1,452,190	40%	$2,178,286	60%	$2,904,381	80%

You will notice that these columns aren't labeled by "High", "Medium", or "Low" proximity factors, but rather labeled by the terms "Adjacent", "Regional", and "Other". These terms are simply another way to tell you whether or not an activity has a high proximity factor.
A stands for Adjacent, which means that there is a **medium proximity value,** which is slightly less expensive than the higher activities. **R and O stand for Regional and Other**, which are **low**

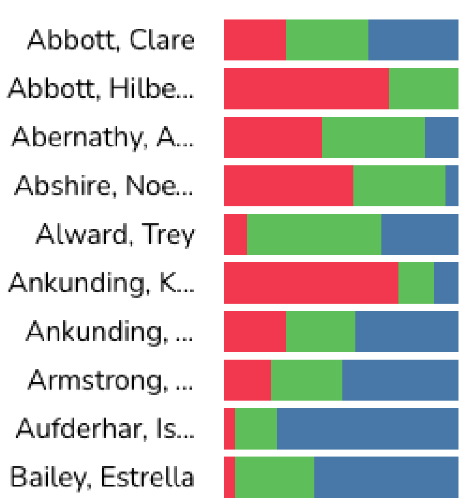
proximity values, meaning that they are the cheapest. If you need further clarification on what an RSF rate is or what it means, please see the section titled '*Location RSF Rate*s'.

Individual Proximity

The Individual Proximity Report is nearly identical to the '*Individual Report*' located in the main '*Reports*' section of our database. This report gives you a detailed job analysis for each participant, including demographic information, as well as RSF allocation, rental rate, and total cost of office space.

When you first enter this report, you will see a list of every employee that has completed the survey. It is listed in alphabetical order. In order to view a specific individual's report, simply **click on their name**, and their report will be displayed. The default view of this report is sorted by employees who have completed the survey, but you may change and modify that setting by using the filters at the top of your screen. You may sort by *Position*, *Department*, *Group*, *Location*, *Category*, and *Survey Status*.

When you are viewing the list of employees, you will notice that each name has varying degrees of colors next to it. The **Red Color means that the employee participates in activities that have a High proximity factor**. The **Green color means that the employee participates in activities that have a Medium proximity factor**. Finally, the **Blue color means that the employee participates in activities that have a Low proximity factor**. You will notice that these colors are different for each employee listed. For example, if an employee has a significant amount of green next to their name, a small amount of red, and a small amount of blue, this means that they spend most of their time participating in Medium proximity activities, and only a small amount of their time in High and Low proximity activities.



To the right of this list, you will see a set of color coded percentages. These percentages correlate to the list of names, and tell you the percentage of hours that every employee listed spends in each activity. In other words, it is all of the data in the list combined into a set of statistics. Once again, **Red indicates a High proximity factor**, **Green indicates a Medium proximity factor**, and **Blue indicates a Low proximity factor**.

39% of hours have a **High** proximity factor

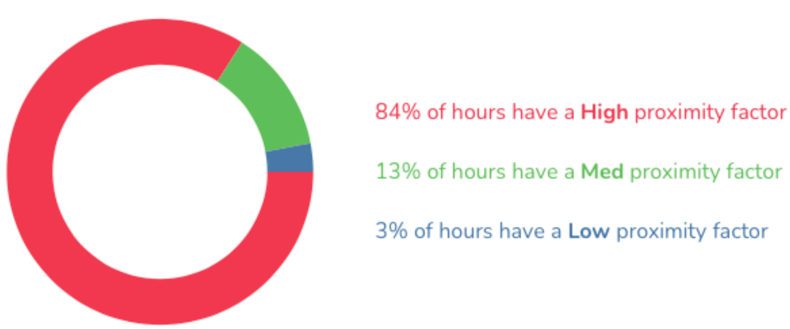
39% of hours have a **Med** proximity factor

22% of hours have a **Low** proximity factor

When you want to view a specific individual's report, simply click on their name, and their data will be displayed. If the list is long, you have the option to search the individual by name by using the *Search Bar* at the top of the list.

Once you have selected a specific individual, you will notice that the report now only shows their unique data, as opposed to the entire firm's data. You will be able to see their name, the date that they took the survey, and their employee ID. Below that, you will also be able to see their Group, Position, Department, and Location. Finally, below that, you will be able to see the RSF that this individual occupies, their RSF Rate, and the RSF Cost, which is determined by multiplying the rate and the RSF.

To the right of this data, you will notice a donut graph. This is simply the information for the individual in the list, only it is in an easier-to-view format. You will be able to see how many of their hours are spent in high, medium, and low proximity factor activities.



If the majority of their graph shows the color Red, such as this graph, that tells you that this individual spends a lot of their time working in High Proximity activities, meaning that you most likely won't save money if you were to move them. Please note that each graph is unique to each individual.

As you scroll further down this report, you will notice that the next section you come to is called '**Time by Substantive Area**'. This is a breakdown of the donut chart, and shows you the percentage of time that the individual spends in specific activities. Please note that this breakdown is unique to each individual.

The last part of this report is called '**Complete Time Breakdown for (specific individual**'. This is a complete breakdown of a user's time. It will show you the data for all High proximity, Medium proximity, and Low proximity activities that an individual participates in. You will have the option to expand all data, as well as collapse all data, so your viewing experience will be easier, should you choose. You may also expand each activity manually.

Collapse All Expand All

Question	Proximity Factor	RSF	RSF Cost	Percent Of Hours	Hours
Grand Total		**1000**	**125000**	**100%**	**2,496**
▸ High	High	840	105,018	84%	2,097
▸ Medium	Med	130	16,226	13%	324
▸ Low	Low	30	3,756	3%	75

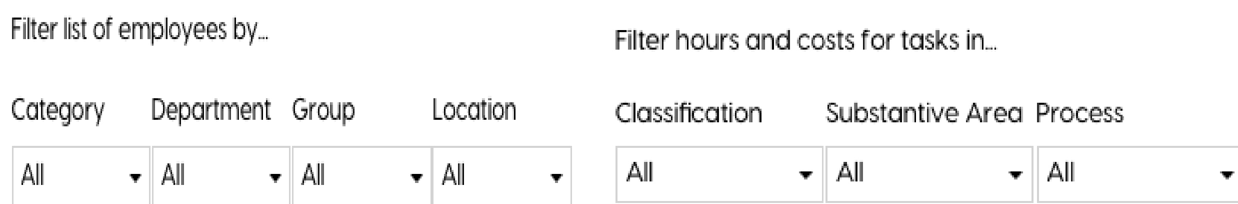
The columns will show you the proximity factor that an activity takes place in, the RSF for the specific activities, and the RSF Cost for them. The last two columns will tell you the percentage of hours that the individual spends in each activity, as well as the actual number of hours that that percentage equates to.

When you expand a proximity factor, you will see all of the activities listed in that area. For example, if you expand "High", you will see all of the high proximity activities listed that the user takes part in. You will notice that there are different shades of color as you view the full report. The darker the color, the more time the individual spends participating in that activity. If the color is white, or almost white, that means that the individual spends little, if any, of their time in that specific activity.

Note: The Individual Report is designed as a tool to change individual behavior. It can be modified to include/exclude RSF cost data so it can be shared with various levels of management as well as the individual.

Participant Proximity

The Proximity Report provides you with an overview of the annual hours reported by each participant. Each participant's hours are allocated by the activity's respective proximity factor. When you first enter this report, you will see that the default view is unfiltered. However, if you would like to view a more specific report, you may do so by using the filters located at the top of your screen. The **filters located on the right** allow for you to sort by **demographic**, while the **filters on the left** allow for you to sort by **task**.



Below these filters, you will see a row of colors that act as a guide to help you view this report. The color **Red** means that the hours spent in these activities have a **High proximity cost**, meaning that they are the most expensive. The **Golden-Orange** color means that hours spent in these activities have a **Medium proximity cost**, meaning that they are slightly cheaper than High proximity activities. The **Blue** color means that hours spent in these activities have a **Low proximity cost**, meaning that they are the cheapest activities.

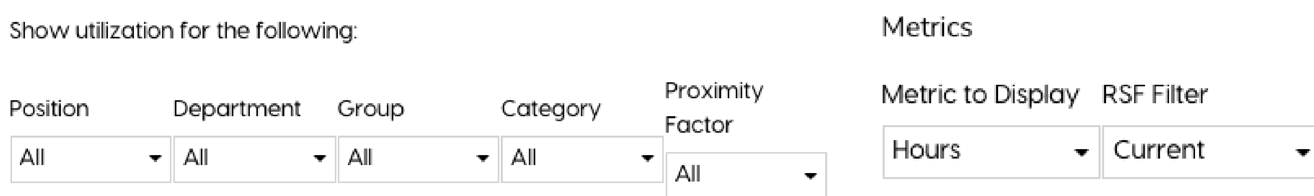
Below this, you will notice a list of individuals. Located just above the list of individuals is a field to search for a specific individual's results. This list tells you a summary of each individual report for each individual. It has multiple columns that will tell you their *Name* and *Employee ID*, their *Position*, the *Total RSF Cost* for that specific individual, and the *Total Amount of Hours* that they reported for the year. You will notice that the last three columns show you how many hours an individual spent working in *High*, *Medium*, and *Low proximity factor activities* throughout the year.

Emp ID	Full Name	Position	Total RSF Cost	Total Hours	High	Med	Low

Activity by Location

The Activity by Location report shows you the Hours, RSF or RSF Cost (Metric) for the activities being performed at each location. Activities are allocated to each location based on actual participant questionnaire responses.

When you first enter this report, you will see two sets of filters at the top of your screen. The first set of filters, located towards the left, allow for you to sort by *Position*, *Department*, *Group*, *Category*, and *Proximity Factor*. The second set of filters, located on the right, allow for you to sort by *Metric*, including *Hours* and *RSF Filter*. The default view is sorted by hours, however you may change this at any point you'd like.



Right below these filters, you will see the total number of hours of every employee for the year. Please note that this number only includes employees who responded to the survey.

To view the results in greater detail, simply select a **Location**. Activities performed in that location will be detailed below. By selecting additional headings below, you can move through the results, layer by layer, and explore real estate costs by activity in detail. You will notice that these are color coded. **Blue represents Legal Activities**, while **Green represents support activities**.

If you would like to view each participant that has participated in a specific activity, simply click the blue icon all the way to the right that has three people in it. This is also known as the *Zoom Feature*. By selecting this feature, you will be provided a detailed list of every individual who performs the selected activity. The **Back** button returns you to the Participant Proximity Report.

Activity Cost by Location

When you enter the Activity Cost by Location Report, you will first see a datatable with various numbers in it. Originally, the dataset view is unfiltered; however, you may change this by using the set of filters located at the top of your screen. These filters allow for you to sort by *Position*, *Department*, *Group*, *Location*, and *Proximity Factor*. These filters will provide a more specific viewing of the report for you. Should you choose to do so, you may also download the report in the form of a PDF file. There is a button located above the filters to allow you to do so.

Activity Cost by Location / Demo - East Coast 500+ Attorney Download PDF

Position	Department	Group	Location	Proximity Factor
All	All	All	All	All

Below these filters is the datatable, which essentially shows you the locations in which activities are taking place, the type of activities, and the cost for all of them. The specific sections of this table will be further elaborated below:

Location	Legal | Support	Classification	Substantive Area	Category	Employee Cost	RSF	Hours	RSF Cost (Current)

<u>Location-</u> The first tab of this table simply tells you what location activities are taking place in. Some locations may have more activities than others.

<u>Legal/Support-</u> This tab of the report will tell you whether the activities you are viewing fall under the *Legal Services* Category, or the *Support Activities* category. Legal Services refers to those individuals who are actively practicing law– i.e., a lawyer. Support Activities refers to individuals who are supporting the practice of law. An example of this would be somebody who works in the Financial Department, or Administrative Services.

<u>Classification-</u> This part of the report simply tells you where users spend their time. For example, this could include Litigation, Human Resources, Bankruptcy, Counseling, and more.

<u>Substantive Area-</u> This tells you what area of a department an individual spends their time in. It's essentially one step lower in the taxonomy, meaning that what you are viewing is a bit more specific. For example, if you are viewing the activities under the 'litigation' department, the substantive area would show you activities that take place in that department, such as Appeal, Case Discovery, Trial Preparation and Trial, and more.

<u>Category-</u> This is the next tab of the report, and it is also the next step below Substantive Area in the taxonomy. This will tell you a specific type of job in a department that individuals take part in. For example, Invoicing (Billing) is a part of Credit and Collections, which is a part of Finance, which is a Support Activity.

<u>Employee Cost–</u> This section of the datatable simply tells you the cost to the firm of all employees within a certain activity. If a number is higher, that just means that there are more employees within that activity, thus it is more expensive.

RSF- This tells you the amount of square footage that employees take up within their activities. RSF stands for ‘Rental Square Footage’. The higher up in a firm that a position is, the higher the RSF will be.

Hours- This simply tells you the number of hours that employees reported in their survey responses. It’s showing you the amount of hours that users spend in each activity. If the number shows a zero, that’s because the amount of hours is a fraction; it’s a very small amount of time.

RSF Cost (Current)- This last section on the report will show you the current RSF cost for each activity. RSF Cost varies by location. If you would like more clarification on what an RSF Cost is, please see the section titled ‘**Getting Started**’ and ‘**Location RSF Rates**’.

Proximity by Activity (Beta)

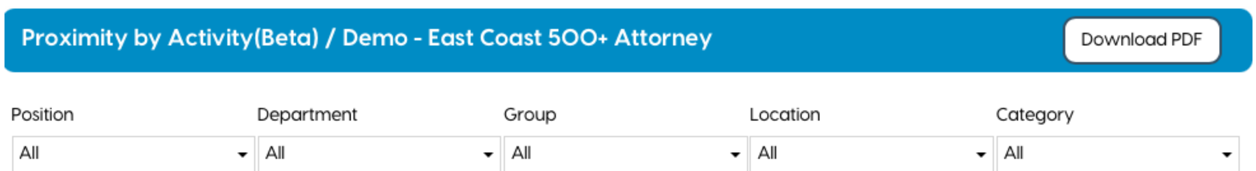
This is the last section in the Real Estate section of the database. This report is color coded, and tells you the Proximity Factor for activities in both the ‘*Legal Services*’ and ‘*Support Activities*’ sections. If you would like more in depth information or clarification on what a Proximity Factor is, please see the section in real estate titled ‘**Getting Started**’.

The first thing you will notice when you come to this report is the colored bar going across your screen. The colors are labeled ‘High’, ‘Medium’, or ‘Low’. This simply means that each color represents a different proximity factor. **Red, also labeled as ‘High’**, means that the activities within this proximity factor are the most expensive. **Orange/Gold, also labeled as ‘Medium’**, means that the activities in this proximity factor are slightly less expensive than the activities in ‘High’, but they are not the cheapest option. Finally, **Blue, also labeled as ‘Low’**, means that the activities in this proximity factor are the cheapest and least expensive.

You will also notice that this colored bar has numbers listed under each labeled proximity factor. This is the total amount of money (in a dollar amount)that the activities cost the firm. Since ‘High’ houses the most expensive activities, it is likely that this dollar amount will be the highest.

Below this bar, you will see the actual Proximity by Activity report. There are sections for both *Legal Services* and *Support activities*. Within this report, you will see various activities that make up these sections. Next to each activity, you will see a dollar amount, and a color, that will tell you how much the activity costs the firm and what proximity factor it falls under. Remember that **Red means a High proximity factor**, **Gold/Orange means a medium proximity factor**, and **Blue means a Low proximity factor**. The dollar amounts for each proximity factor/activity will add up to total the main number that you see in the colored bar at the top of the report.

The default view for this report is unfiltered, but you may change that at any time by using the set of filters at the very top of the page. These filters allow for a more specific view of the data that you are seeing. You may sort by *Position*, *Department*, *Group*, *Location*, and *Category*.



Should you choose to do so, you may also download this report as a PDF file, by selecting the '*Download PDF*' button directly above the filters.