
RevelationLegal-i Participant Guide

1

Click on the link provided to automatically access the secure questionnaire site.

2

Continue to the initial **Welcome** page, which contains useful guidance about this unique survey questionnaire process. Please take a moment to review this information as it will answer many common questions and help you complete the questionnaire in less time.

3

Next, you'll advance to the **Hours Input** page. In the first field, enter the average hours you devote to your role each week. This should be your normal **weekly** schedule, plus additional hours you may work on a consistent basis. Do not complicate your answer by considering holidays and other intermittent time off. Here are two examples:

- *If your regular schedule is 35 hours per week, and you often work 2 hours of overtime each week, then your response should be 37 hours.*
 - *If you are part-time and scheduled 20 hours per week, but you often work 4 hours more each week, then your response should be 24 hours.*
-

4

If your role involves the delivery of legal services, you will be taken to the **Legal Services** introduction screen. (If your role only involves support activities, skip to Step 6.) The next page lists the categories of legal services. Considering ALL the legal services you provide, indicate which you do more of, or less of, by entering a percentage for each. When complete, the page must total 100%.

5

The remaining pages in this section follow the same format but represent subcategories of the services you identified previously. Each page asks you to describe the services you perform in more detail. As each page represents a unique subcategory, please allocate only the time you spend within that subcategory.

Your responses on each page must always total 100%.

The next page is the **Support Activities** introduction screen. The following page of the questionnaire lists the categories of support activities. Considering ALL the support activities you perform, indicate which you do more of, or less of, by entering a percentage for each. When complete, the page must total 100%.

6

Note: The categories represent activities, not departments or functional groups. With your responses, you are describing how much time you devote to each category of activities, not your department or functional area. For example:

- *If you are on the Business Development and Marketing team but you also are involved in budgeting, training, and management activities, you should enter the percentage of time you work on each of those areas (Finance, Human Resources, and Leadership and Management, respectively), rather than assigning 100% to Business Development and Marketing.*

7

The remaining pages follow a similar format but represent subcategories of the activities you identified previously. Each page asks you to describe the activities you perform in more detail. As each page represents a subcategory, please allocate only the time you spend within that subcategory. Your responses on each page must always total 100%.

Helpful Tips

Don't overthink your responses.

Your goal is to describe the activities you perform. There are no right or wrong answers. Please answer thoughtfully and with your best estimation.

Take your time.

Carefully read each description so you understand what activities are included. If you perform any of the activities described, enter "5%" for that category. Repeat for each of the categories listed. Once you have entered "5%" for each relevant category, revise the percentages up or down until they accurately reflect your level of activity. They must total 100% when you are finished.

If you are on a page where the activities do not look familiar...

You may have made an incorrect selection on a previous page. To correct the selection, simply move back by selecting [These Don't Apply] at the bottom of the screen. Correct your selections and proceed normally.

If you cannot finish the questionnaire...

You can simply exit and return later by selecting [Save & Exit] at the bottom of the screen. When you return, the questionnaire will ask you if you want to resume where you left off, or start over. Starting over deletes all your previous responses, so be careful which option you choose.

Need Help?

Should you have technical problems completing the questionnaire, please email support@RevelationLegal.com. If you have further questions, you can also contact us by phone at **+1 312.720.6145**.