

PricewaterhouseCoopers LLP

2024 Billing Rate & Associate Salary Survey

Initial Release

BRASS

Data Extraction Tool

Installation Instructions

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SYSTEM REQUIREMENTS

Before you begin using the BRASS 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 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	<ul style="list-style-type: none">• SQL Server 2005 or later• Elite 3E, Elite Enterprise or Aderant Expert billing system• Database Name, ID, Password and Server Name Administrative access to the workstation
Software	<ul style="list-style-type: none">• .NET 4.0 (InstallShield will detect and install .NET 4.0, if necessary, during program installation)

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Required Tables for Aderant, Elite Enterprise & 3E

The program uses certain timekeeper and billing data for extraction and mapping to the Survey. BRASS requires that the following tables be available (minimum read only) in your billing system for successful data extraction:

Aderant tables	Elite Enterprise tables	Elite 3E tables
blh_billed_fees	accrate	ARMaster
blt_bill	currates	Arrangement
hbl_dept	deplab	CurrencyType
hbl_office	htkeep	CurrencyTypeDailyRate
hbl_prof_ctr	location	CurrencyTypeDateRate
hbm_name	matter	Department
hbm_persnl	praccode	Entity
tbl_curr_rate	timecard	EntityPerson
tbl_rank	timekeep	InvMaster
tbm_matter	timerate	MattDate
tbm_persnl	title	Matter
tbm_rate_fee	tsection	Office
glm_parms		PracticeGroup
tat_time		RateType
cms_option		Section
		TimeBill
		Timecard
		Timekeeper
		Title
		TkprDate
		TkprDateFTE
		TkprRate
		TkprRateDate
		TkprRateDateDet
		TkprSchool

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INSTALLATION

Download BRASS 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 BRASS Data Extraction Tool (DET) application.

When **The Billing Rate and Associate Salary Survey (BRASS)** 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.

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.

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Install BRASS DET on PC

1. When the BRASS DET setup file is run the InstallShield Wizard launches. Follow the prompts to complete the installation process.

Important: For users with a prior release of the BRASS DET installed on the target PC, the setup file will effectively uninstall the prior version and install the latest release. Be sure to select the **same Destination Folder location** 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 703-918-3077 with any questions and/or to request your prior survey mapping files.

Note: If you are prompted to Upgrade your previously installed version, respond affirmatively to complete the upgrade.

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 BRASS DET installation folder is: **C:\PwC Law Firm Surveys\BRASS 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 work with BRASS DET application. **Note: If you receive an “Installation was interrupted and did not complete” message appears, we recommend that you uninstall the current version of the BRASS DET and Repeat Step 1 to install the application.**
6. To launch BRASS DET, open your computer’s **Start** menu, select **All Programs**, navigate to **PwC Law Firm Surveys** and click **BRASS DET**. For users with a Windows 7, 8, or 10 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 **BRASS DET** application and follow steps to complete **A) Data Extract** and **B) Import Prior Survey Mappings**, if applicable. Refer to the DET User Guide available within the DET Help menu for further information.