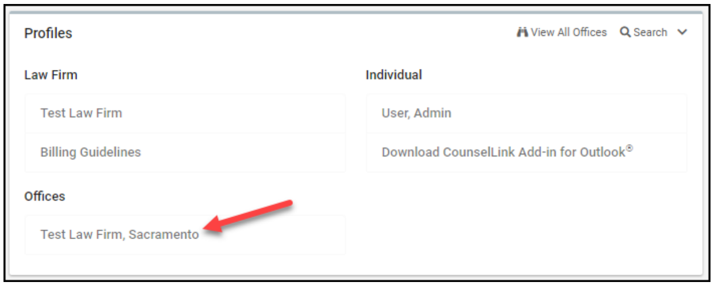
CounselLink®

Completing Diversity Information in CounselLink

Some clients request diversity information be entered into CounselLink on individual timekeepers and/or on the law firm profile. If your client is requesting diversity information be completed, please see the steps below:

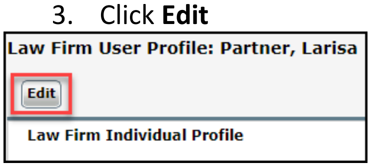
Individual Timekeeper Diversity Information:

1. Click the **Office** name under the Profiles section of the CounselLink Home page

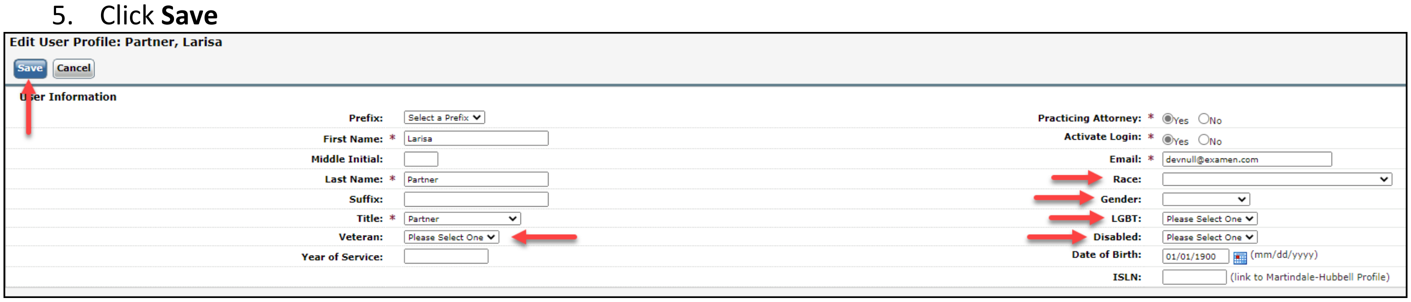


2. Click the **Name** of the timekeeper from the Office Staff section of the Office Profile page

3. Click **Edit**

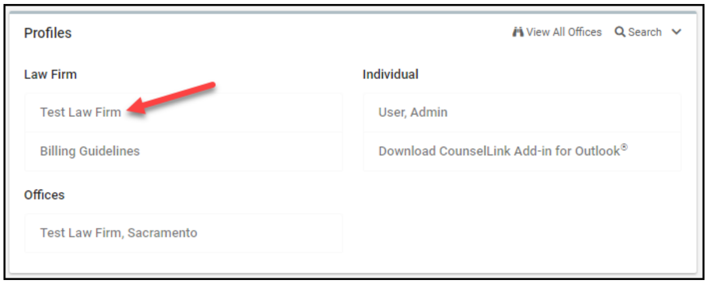


4. Enter or update the timekeeper diversity information fields (Gender, Race, LGBT, Disabled, and/or Veteran)
5. Click **Save**

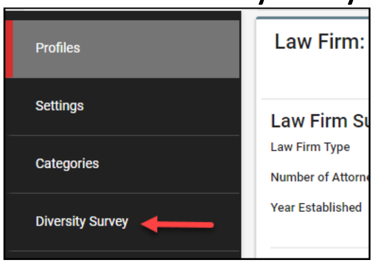


Law Firm Diversity Survey:

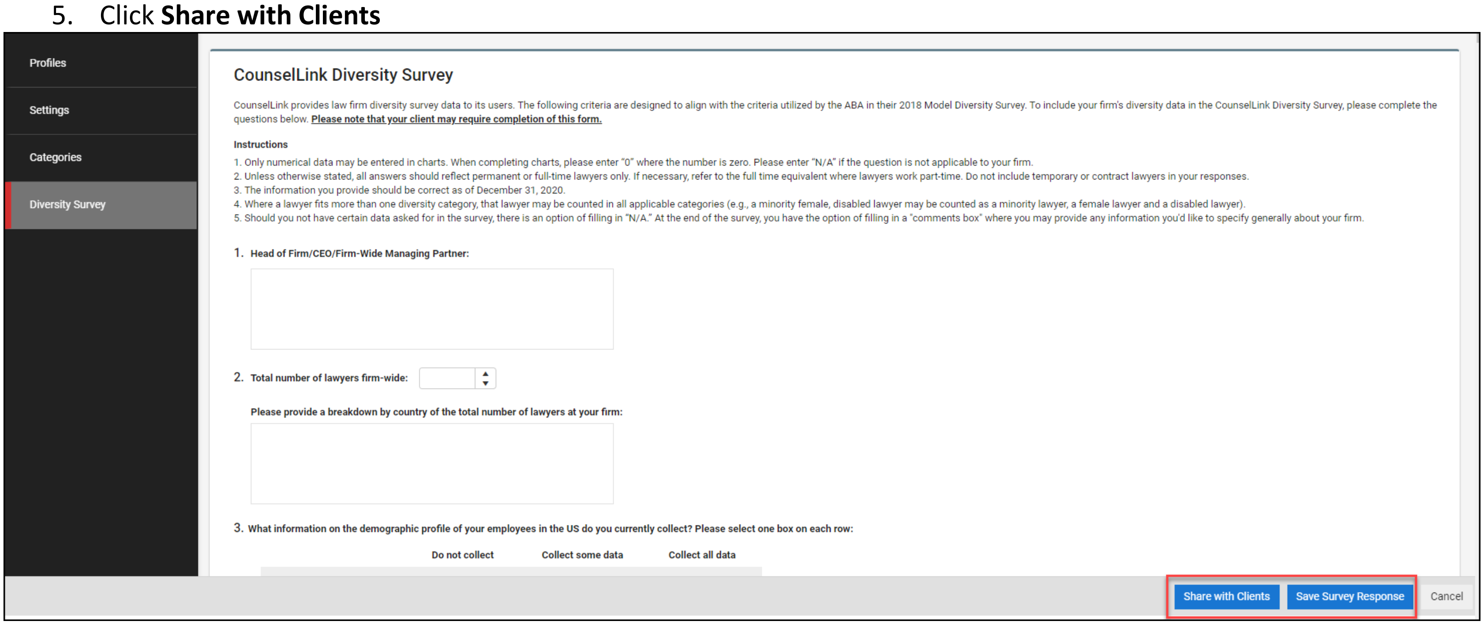
1. Click the **Firm** name under the Profiles section of the CounselLink Home page



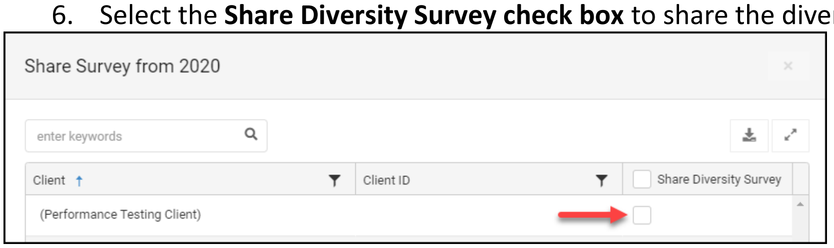
2. Click **Diversity Survey** from the Law Firm Profile page



3. Complete the questions listed in the Diversity Survey
4. Click **Save Survey Response**
5. Click **Share with Clients**



6. Select the **Share Diversity Survey check box** to share the diversity survey with the selected client



7. Click **Close**