

# Osprey Approach: Add an item to the matter history (Browser)

This help guide was last updated on  
Dec 28th, 2023

The latest version is always online at  
<https://support.ospreyapproach.com/?p=35304>



Any digital files you have stored locally, or on a network drive, can be uploaded to the matter history against your clients to enable a fully paperless office.

To add a new document, you can use either of the methods below.

## Drag & Drop files

You can quickly and easily upload files to a client's matter history with drag & drop.

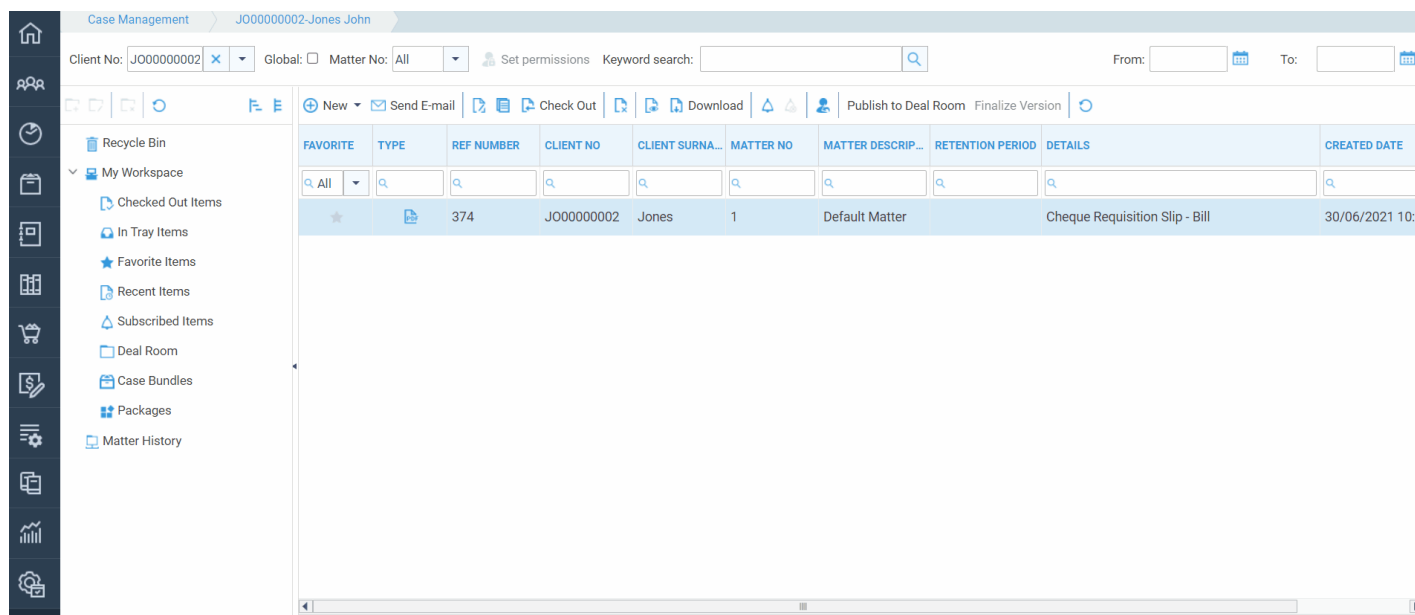
Load the client and matter to which you'd like to save the file.

Once loaded, access the Matter History by clicking Case Management.

If you wish to upload to a Matter History folder, ensure you have the correct folder selected.

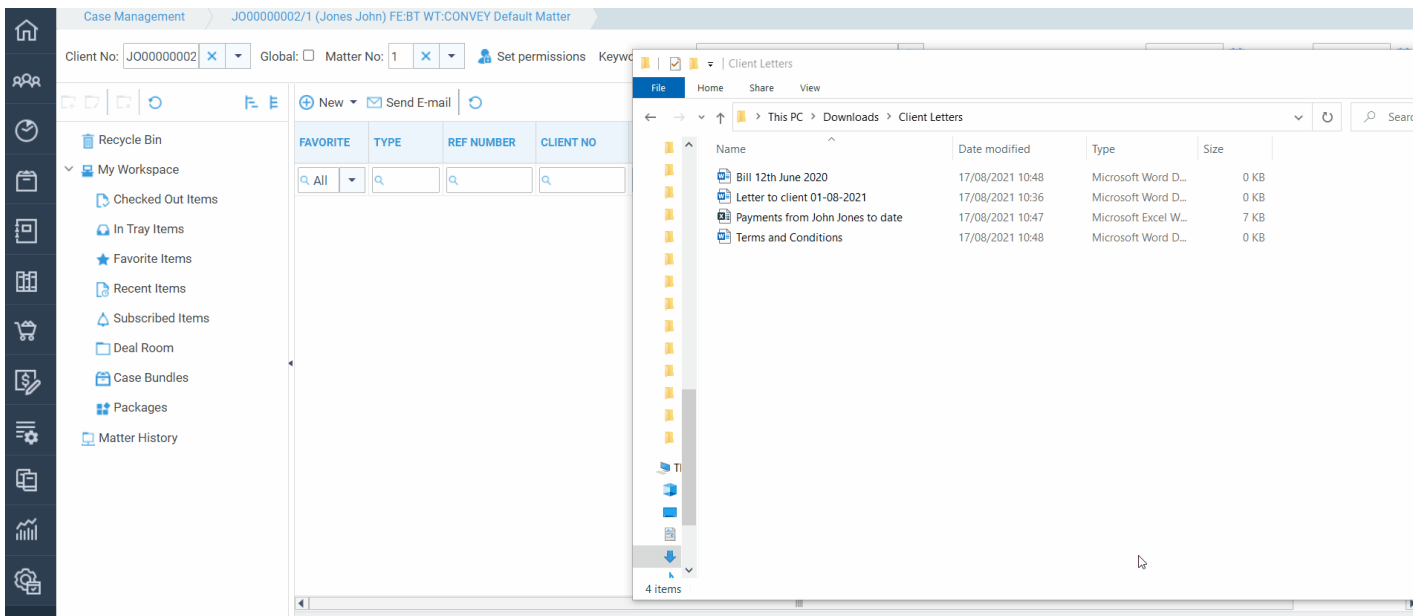
Ensure you can view the file from a Windows File Explorer window or can see the file on the Desktop.

Left click using your mouse, and whilst continuing holding the mouse button down, drag the file(s) into the matter history. Release the mouse button, and an upload confirmation will appear.



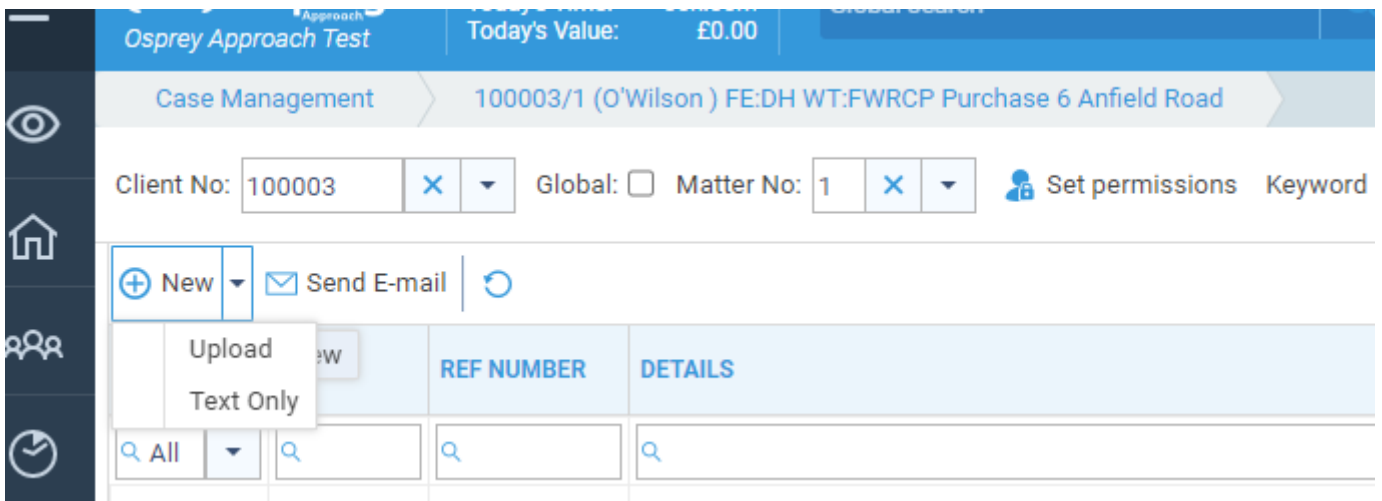
You can also select multiple documents to upload.

Please note that Osprey will not upload folders of files. All folder contents must be uploaded separately.



## Manually add a document

Click the New > Upload to open the New Matter History Item window.



Click ... beside File\*\*: to select a file from your computer. Add a description and add any other further details if required.

New Matter History Item

Client No\*\*:

100003

X

Global:

☐

Matter No\*\*:

1

X

Custom Type:

Folder:

Text Only:

☐

File\*\*:

client care letter.docx

X

...

Processed date:

Retention Period:

Retention Date:

Description

CCL Cli Response

Web Enabled

Web Enabled:

☐

Save

Cancel

Click Save. The file will now be uploaded to the Matter History.