

# Osprey Approach: Adding and Managing Key Dates (App)

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=52891>


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Osprey allows users to add Key Dates to their matters as a reminder to do something on the matter


## Adding a Key Date

Key Dates can be added from the Case management area of Osprey . Navigate to Case Management - then click the Key Dates Button

 OSPREY HOME

 CLIENT & MATTERS +

 TIME RECORDING +

 CASE MANAGEMENT —

Contract Work Forms

Contacts

Organisations

Case Bundle

Packages

Searchflow

Infotrack

Coadjute

Home - STR001/1 (Straton D)

MATTERS FOR REVIEW

CLIENT	MATTER	CI
EVA00003	1	E
JAE00001	1	J
MOU00002	2	M
MOU00003	2	M

Now select +Add Key Date In the page that opens up you can now enter the details for the Key Date, Once the boxes have been completed click SAVE to create the key date.

## Add New Key Date



### Key Date

Select a date

### Key Date Type

\_MWTEST

### Notes

### Fee Earner

Jane A Evans

### Additional Fee Earners

- ☐ Adrian West
- ☐ Alex Hiscutt
- ☐ Adelini
- ☐ Alex Sobkowicz

### Date Met

☐

### Create Diary Appointment?

☐ All Day ☐ At

### Published?

☐

Key Date - Type or select a date from the calendar for the Key Date

Key Date Type - Select the Key Date type from the dropdown menu. Key date types are set up by your supervisor.

Notes - Type in any notes you may need for this key date.

Fee Earner - Displays the Fee Earner on the Matter

Additional Fee Earners - If additional fee earners need to be aware of this key date they can be selected from the list.

Date Met - Once your Key Date has been met, place a tick in this box.

Create Diary Appointment? - For office 365 users you can place a tick in one of these boxes to create an outlook diary appointment/reminder for the Key Date

Published? - For users who have our Client portal set up, placing a tick here will allow their clients to see the key date in the portal.

## Viewing your Key Dates

You can view a list of your key dates in two places in the case management app

1. From the Home screen

## 2. From the Case Management Key Dates Screen

### The Home Screen

Navigate to the Home Screen, on this screen you will see two lists for key dates, Your Key Dates and Key Dates Added by you. Your key dates shows a list of key dates with which you are associated as the fee earner, and Key dates added by you shows a list of key dates that you have created but are not directly associated with.

#### YOUR KEY DATES

CLIENT	MATTER	CLIENT NAME	MATTER DESCRIPTION	F/E	KEY DATE	TYPE	NOTES	SUP F/E
STR001	1	Straton Demo D	Default Matter	JAE	30/08/2022	CALLBK		
STR001	1	Straton Demo D	Default Matter	JAE	21/12/2022	01CHACLI	Chase client for a response	

#### KEY DATES ADDED BY YOU

CLIENT	MATTER	CLIENT NAME	MATTER DESCRIPTION	KEY DATE	TYPE	NOTES	SUP F/E
EVA00001	1	Evans Colin	2 caplor sale	27/12/2022	7DAYREM		

Key dates in Red are overdue for attention

Keydates in Orange are due for attention today

Keydates in Green are due for attention in the future.

Both of these lists are interactive and you can navigate directly to the key date on the matter by Right clicking on the line of the key date

### Case management

Navigate to Case management - Keydates. This will open the page showing all of the key dates on the currently loaded matter

#### KEYDATES DOCUMENTS WORKFLOWS

+ Add Key Date

Keydate From To Date met All F/E All Task Description/Notes





EDIT	DELETE	KEY DATE	KEY DATE ID	NOTES	DATE MET	F/E	TASK DESCRIPTION	USER	RUN LINKED TASK
		21/12/2022	01CHACLI	Chase client for a response		JAE		Jane	
		30/08/2022	CALLBK			JAE		Jane	

## Managing your key dates

From the key date list in the case management area you can amend the details of the key date or mark the key date as being met.

Navigate to Case management -- Key dates

To edit the details for the key date click on the pencil icon on the row you want to edit under the EDIT column







KEYDATES DOCUMENTS WORKFLOWS				
+ Add Key Date				
Keydate From To				
EDIT	DELETE	KEY DATE	KEY DATE ID	NOTES
		21/12/2022	01CHACLI	Chase client for a response
		30/08/2022	CALLBK	

this will open the same details screen used when creating the key date and you can now edit any of those details

## Mark Key Date as Met

Once you have completed any actions associated with a key date you will want to mark that key date as being Met. This will stop any reminders and remove the key date from the lists on the Home page. The met key dates will still be visible on the key date page in the case management section.

Navigate to Case management -- Key Dates, or select the key date from the home page as previously described. All key dates that are not met will have a small red dot in the DATE MET column. Click onto the pencil icon in the EDIT column, place a tick into the Date Met box and click save. The key date will now be marked as met and will have a small green dot in the DATE MET column

<a href="#">Change Client/Matter</a> <a href="#">Email</a> <a href="#">Conflict of Interest</a> <a href="#">Enable Client Web Access</a> <a href="#">Send SMS</a> <a href="#">Document Production</a>						
KEYDATES DOCUMENTS WORKFLOWS						
+ Add Key Date						
Keydate From To Date met All F/E All						
EDIT	DELETE	KEY DATE	KEY DATE ID	NOTES	DATE MET	F/E
		21/12/2022	01CHACLI	Chase client for a response		JAE
		30/08/2022	CALLBK			JAE