

Osprey Approach: Reports: Archived Matters by User

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<https://support.ospreyapproach.com/?p=32784>

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This guide will go through the Archived Matters by User report

This generates a report on matters archived according to the filters and groupings you select. By default no options are selected, which means that the output provided will show ALL archived matters and the user who archived them.

Client/Matter	BR	Dept	Client Name	Matter Description	F/E	WIT	P/L	Rem. Type	Franchise	Opened	Archived	User	Reference	Location
J00001 / 2	1	1	Johnson	Private matter	BT	CONVE	Y	P STANDARD		24/11/2019	26/11/2020	supervisor	ARCHIVE	ARCHIVE
S00002 / 2	1	1	Syster	Oil Test	MAB	CRIME	L	CRIMAAP	CRIME	09/02/2020	10/03/2021	supervisor	ARCHIVE	ARCHIVE
TH0001 / 2	1	1	Thompson	Second convey file	BT	CONVE	Y	P FIXEDFEE		26/11/2019	26/11/2020	supervisor	ARCHIVE	ARCHIVE
TH0001 / 3	1	1	Thompson	Police station attendance INVL	MAB	CRIME	L	CRIMAAP	CRI	08/01/2020	15/11/2021	supervisor	ARCHIVE	ARCHIVE
VA0001 / 1	1	1	Erasure request	Erasure rights	BT	CONVE	Y	P STANDARD		05/11/2019	26/11/2020	supervisor	ARCHIVE	ARCHIVE

Number of Archived Matters: 27

Filter options

Reports > Analysis > Archived Matters By User

Run

Fee Earner:
 Work Type:
 Executive:
 User:
 Franchise:
 Include Prospects

Private or LA: All

Date Filters: From: [] To: []

Grouping: No Grouping
No Grouping
Fee Earner
Work Type
Executive Code
Franchise Category
Remuneration Type

- **Fee Earner** – Tick this box if you want to show only one or a selection of fee earners. Once the box is ticked all fee earners marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all fee earners, do not tick the fee earner box and it will produce all fee

earners.

- **Work Type** - Tick this box if you want to show only one or a selection of work types. Once the box is ticked all work types marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all work types, do not tick the work types box and it will produce all work types.
- **Executive** - Tick this box if you want to show only one or a selection of matter Executives (Supervising Fee Earners). Once the box is ticked all Executives marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all Executives, do not tick the Executive box and it will produce all Executives.
- **User** - Tick this box if you want to show only one or a selection of Users. Once the box is ticked all Users not marked as Inactive will appear. You can then tick each one that you want to report on. If you want to see all Users, do not tick the User box and it will produce all Users
- **Franchise** - Tick this box if you want to show only one or a selection of Franchises. Once the box is ticked all Franchises marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all Franchises, do not tick the Franchise box and it will produce all Franchises.
- **Private or LA** – If left on All, this will show both Private and Legal Aid clients matters. You can choose to show only Private or Legal Aid clients by selecting the appropriate option.
- **Date Filters** – If left blank, this will show all archived matters, you can choose to show only those archived matters between particular dates by populating both the From and To date boxes.

Grouping options

- **No Grouping** – shows a listing with the filters selected
- **Fee Earner** – shows a listing with the filters selected and additionally groups matters for Fee Earners together
- **Work Type** - shows a listing with the filters selected and additionally groups matters for Work Types together
- **Executive Code** - shows a listing with the filters selected and additionally groups matters for Executive Codes (Supervising Fee Earners) together
- **Franchise Category** - shows a listing with the filters selected and additionally groups matters for Franchise Categories together
- **Remuneration Type** - shows a listing with the filters selected and additionally groups matters for Remuneration Types together

List of columns produced

- Client/Matter
- Branch
- Dept
- Client Name
- Matter Description
- F/E
- W/T
- P/L
- Remuneration

- Franchise
- Opened
- Archived
- User
- Reference
- Location