

Osprey Approach: Cloning a Scheduled Report from an Existing Scheduled Report

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The latest version is always online at https://support.ospreyapproach.com/?p=59297

Click here for a printer-friendly version



Open the report writer.

Click Open Report.

Right click on the report you want to clone and select clone.

Re	Reports												
2	9 <u>R</u> e	fresh Filt	er by report type:	Reports Library 🔻									
	Label 🔺			Name	Created By								
	-	Report Ty	pe: Reports Libra	iry									
		Accounts -	*Bills Rendered Wi	BillsRenderedWithVatableDisburse	supervisor								
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		Accounts -	Edit	AllMatterLedgersForOneClient	supervisor								
		Accounts -	Clone .	AccountsAllClientLedgersOneClient	Supervisor								
		Accounts -	Delete	AuditTrail	Supervisor								
		Accounts -	Audit Trail Totalled	AuditTrailTotalsPerPostingTypeSt	supervisor								
		Accounts -	Bill Template	BillTemplateWithDueDate	supervisor								

In the Filter String Editor, change the fee earner ID you want the report to return values for:

Report Tasks						
Design in Report Wizar Edit and Reorder Band	d s					
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					OK	Cancel

Save the report and give it a new name.