



Osprey Approach: COURSE MODULE LIST

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The latest version is always online at
<https://support.ospreyapproach.com/?p=51361>



Below are a list of available training modules grouped by which course they appear in. These can be used to put together bespoke courses for any clients, for example, if they simply wished to learn modules 1 & 2 from Case Management App and modules 7 & 12 from Accounts 1, then we would be able to put that together into one course.

This list will change as courses are updated and modules are added or removed as needed. Please check in Trakstar to ensure that the relevant modules are available.

I can also turn any of the modules listed below into a one-off video if needed. Let me know. (Rich)

Access Templates & User Accounts

01 - Creating an Access Template

- What are Access Templates?
- Creating a New Template
- Copying a Current Template

02 - Editing an Access Template

- Amending Access Templates
- Deleting Access Templates

03 - Adding a User Account

- The User List
- Adding a New User
- Compulsory Fields
- The User ID
- Activating a User

04 - Editing a User Account

- Editing User Details
- Deactivating a User
- Resetting a Password
- Resetting the UI State

Accounts 1: Basic

01 - The Client Ledger

- Customise Ledger View
- Posting to the Client Ledger
- Posting Types

02 - Client Bank Receipt

- Why Post a Client Bank Receipt?
- Posting a Client Bank Receipt

03 - Client Bank Payment

- Posting a Client Bank Payment
- Generating Cheques

04 - Office Bank Payment

- Posting an Office Bank Payment
- Disbursement Postings

05 - Nominal Payment & Transfer from Nominal

- The Nominal Ledger
- Posting Payments & Receipts
- Transfer from Nominals

06 - Petty Cash Payment

- What is a Petty Cash Payment
- Posting Petty Cash Payment

07 - Bills

- Bill Posting Type
- Posting a Bill
- Allocating Disbursements
- Time Allocation
- Apportioning Costs
- Printing Bills

08 - Cost Transfer & Cost Transfer Report

- Why Post a Cost Transfer?
- What is the Cost Transfer Report?
- The Posting Details Page
- The Allocate Credit Page
- The Apportion Costs Received Page

09 - Office Bank Receipt

- Why Post an Office Bank Receipt?
- Posting an Office Bank Receipt
- The Allocate Credit Page

10 - Z Note

- Why Post a Note to the Client Ledger?
- Posting the Note

11 - Nominal Petty Cash Payment

- Why Post a Nominal Ledger Petty Cash Payment & Receipt?
- Posting a Petty Cash Payment & Receipt

12 - Creating Cheques

- Payee Options
- Cheque Options
- Posting Details

Accounts 2: Advanced

01 - Journals Between Matters

- Journaling the Client Ledger
- Client Transfer Payment & Receipt
- Office Transfer Payment & Receipt

02 - Deposit Accounts

- What are Deposit Accounts?
- Linking Deposit Accounts to the Client Ledger
- Deposit Posting Types
- Client Transfer to Deposit

03 - Creating New Nominals

- What Are Nominals?
- Nominal Headers & SACs
- The Account List
- Create a New Nominal Header
- Create an SAC for an Existing Nominal Header

04 - Nominal Journals

- What are Nominal Journals?
- Nominal Transfer From Account
- Nominal Transfer Into Account

05 - Introducing Petty Cash from Bank

- Why is Introducing Petty Cash Important?
- Posting Types
- Posting Petty Cash from Bank

06 - Paying VAT to HMRC

- Paying HMRC
- VAT Payment
- VAT Adjustment
- Posting a VAT Payment

07 - Reconciling Bank Accounts

- Why Reconcile the Bank Accounts?

- Manual Reconciliation
- Printing the Banks
- Sorting & Filtering the Reconciliation Screen

08 - Purchase Ledgers

- What are Purchase Ledgers?
- Creating a Purchase Ledger
- Posting a Supplier Invoice
- Paying the Supplier
- Allocating Payments

Accounts 3: Supplementary

01 - Unpaid Disbursements

- What are Unpaid Disbursements For?
- Posting an Unpaid Disbursement
- Paying an Unpaid Disbursement
- Undoing a Paid Unpaid Disbursement
- Cancelling an Unpaid Disbursement
- Running the Unpaid Disbursements Report

02 - Budgets & Budget Analysis

- What are Budgets?
- Adding a Budget
- Amending a Budget
- Checking Budget/Actual/Under Over And %
- Running the Budget Analysis Report

03 – Scheduled Postings

- What are Scheduled Postings?
- Adding a New Schedule
- Editing & Deleting a Schedule
- Posting Pending Items
- Deleting Pending Items

04 – Provisional Journals

- What are Provisional Journals?
- Posting a Provisional Journal Credit

05 – Allocating Payments In Purchase & Client Ledgers

- Why Allocate Payments?
- Allocating Payments in the Client Ledger
- Allocating Disbursements in the Client Ledger
- Allocating Invoices/Payments in the Purchase Ledger

06 – Provisional Bills

- What are Provisional Bills?
- Posting a Provisional Bill
- Delivering a Provisional Bill
- Undoing a Delivered Provisional Bill
- Cancelling a Provisional Bill

07 – Counsel Fees

- What are Counsel Fees?
- Entering Counsels Fees
- Paying Counsels Fees
- Undoing Paid Counsels Fees
- Cancelling Counsels Fees

Accounts: Quick Start

01 - Getting Started

- Logging into Osprey
- The Osprey Approach Home Page

02 - Searches

- The Global Search
- Loading a Client & Matter
- Client & Dossier Searches
- Conflict of Interest Searches

03 - Clients & Matters

- Adding & Editing Clients
- Making Prospects Live
- Adding & Editing Matters
- Archiving Matters
- Credit & Money Laundering Checks

04 - The Client Ledger

- Viewing the Client Ledger
- Printing the Client Ledger
- Raising Requisitions

05 - Client Bank Receipt

- What is a Client Bank Receipt?
- Posting a Client Bank Receipt

06 - Client Bank Payment

- What is a Client Bank Payment?
- Posting a Client Bank Payment

07 - Office Bank Payment

- What is an Office Bank Payment?
- Posting an Office Bank Payment

08 - Office Bank Receipt

- What is an Office Bank Receipt?
- Posting an Office Bank Receipt

09 - Bills

- Bill Posting Types
- Posting a Bill
- Allocating Disbursements
- Times Allocation
- Apportioning Costs
- Printing Bills

10 - Petty Cash Payment

- What is a Petty Cash Payment?
- Posting a Petty Cash Payment

11 - Unpaid Disbursements

- What are Unpaid Disbursements For?
- Posting an Unpaid Disbursement
- Paying an Unpaid Disbursement
- Undoing a Paid Unpaid Disbursement
- Cancelling an Unpaid Disbursement
- Running the Unpaid Disbursements Report

12 - Z Note

- Why Post a Note?
- Posting your Note

13 - Nominal Petty Cash Payment

- Why Post a Nominal Ledger Petty Cash Payment & Receipt?
- Posting your Petty Cash Payment & Receipt

14 - Reconciling Bank Accounts

- Why Reconcile the Bank Accounts?
- Manual Reconciliation
- Printing the Banks
- Sorting & Filtering the Reconciliation Screen

15 - Purchase Ledgers

- What are Purchase Ledgers?
- Creating a Purchase Ledger
- Posting a Supplier Invoice
- Paying the Supplier
- Allocating Payments

Advanced Workflow Actions

01 - Adding & Editing Workflow Criteria

- Introduction
- Setting Criteria on Actions
- The Criteria Screen
- Editing Tasks & Adding Criteria

02 - Linking Tasks to Key Dates

- Linking Tasks to Key Date Actions
- How to Link Tasks to a Key Date
- Unlinking a Task

03 - The Tick Task Action

- What is the Tick Task Action?
- Ticking a Task

Case Bundles

01 - Creating a Case Bundle

- What is a Bundle?
- What Goes in a Bundle
- Creating a Bundle

02 - Adding Folders to a Bundle

- Creating Folders
- The Root Folder

03 - Adding Content

- Adding Content to a Bundle
- The Processed Date

04 - Downloading a Bundle

- Downloading a Bundle

- Viewing a Bundle

05 - Bundle Document Settings

- Amending Bundle Worktype
- Amending Bundle Font Size & Type

Case Management App

01 - Downloading & Logging In

- Downloading the App from the Microsoft store
- The "Focused On" Menu
- Logging into the App
- The App Homepage

02 - Adding New Clients & Matters

- Adding Individual & Company Clients
- Adding a New Matter
- Editing Clients & Matters

03 - Conflict of Interest Searches

- Performing a Conflict Search for a Client
- Performing a Conflict Search for a Dossier Field
- Saving Your Results

04 - Matter Restrictions

- Restricting Groups
- Restricting Individual Users

05 - Dossier & Document Production

- Dossier Overview
- Selecting a Dossier Page
- Adding Information to the Dossier
- Documents in the App
- Document Search
- Running Documents
- Saving Documents

06 - Key Dates, Matter History & Workflows

- Adding & Editing Key Dates
- Meeting Key Dates
- Adding Documents
- Adding Matter History Notes
- Customise Matter History
- Item Options

- Loading & Running Workflows

07 - Contacts & Organisations

- Adding Contacts
- Adding Organisations

08 - Bundles & Packages

- Creating Court Bundles
- Creating Packages

09 - Time Recording & Cheque Requisitions

- Time Recording Area
- Viewing the Time Ledger
- Using Timers
- Posting Your Time
- Cheque Requisitions
- Printing Requisitions

10 - The Client Ledger

- Viewing the Client Ledger
- Client Ledger Summary

11 - Labels, Cheques & Debtor Letters

- Printing Labels
- Printing Cheques
- Printing Aged Debtor Letters

Case Supervisor: Dossier Fields & Pages

01 - What are Dossier Pages & Fields

02 - Creating Pages & Linking to Work Types

03 - Creating Dossier List Field

04 - Creating Dossier Fields

05 - Linking Fields to Dossier Pages

06 - Expert Types & Area of Expertise

Case Supervisor: Questionnaires

01 - Custom Questionnaires

02 - Web Questionnaires

03 - Workflow Web Questionnaires

Case Supervisor: Standard Documents

- 01 - Include Documents
- 02 - Standard Documents
- 03 - Linking Mergefields
- 04 - PDF & Excel Documents
- 05 - Cloning Documents
- 06 - Item Types
- 07 - Email Templates
- 08 - Text Message Templates

Case Supervisor: Workflows & Key Date Types

- 01 - Creating a Workflow
- 02 - Creating a Task
- 03 - Adding Actions to a Task
- 04 - Linking Tasks to a Workflow
- 05 - Workflow Sections
- 06 - Key Date Types

Client Level & File System

- 01 - Client Level
- 02 - Creating a Client Level Workflow
- 03 - File System Documents
- 04 - File System Folders
- 05 - Adding Items to the File System
- 06 - Editing File System Items
- 07 - File System Item Options

File Restrictions

- 01 - Matter Restrictions Setup
- 02 - Matter Restrictions (Browser)
- 03 - Matter Restrictions (App)

Focus On (App)

- 01 - Accessing Osprey
- 02 - Searches
- 03 - Clients & Matters
- 04 - Contacts & Organisations
- 05 - Conflict of Interest
- 06 - Dossier & Document Production
- 07 - Key Dates, Matter History & Workflows
- 08 - Bundles & Packages
- 09 - Time Recording
- 10 - The Client Ledger

Focus On (Browser)

- 01 - Accessing Osprey
- 02 - Searches
- 03 - Clients & Matters
- 04 - Contacts & Organisations
- 05 - Conflict of Interest
- 06 - Dossier & Document Production
- 07 - Key Dates, Matter History & Workflows
- 08 - Bundles & Packages
- 09 - Time Recording
- 10 - The Client Ledger

Month End

- 01 - Pre Period End Checks
- 02 - Pre Period End Reports
- 03 - Month End
- 04 - Month End Reports
- 05 - Exporting Reports

Osprey Integrations

- 01 - Docusign
- 02 - InfoTrack
- 03 - Loqate
- 04 - Lexis Nexis
- 05 - Searchflow
- 06 - Text Anywhere
- 07 - Coadjute

Report Writer 1: Basic

- 01 - Getting Started
- 02 - Creating & Editing Bands
- 03 - Commonly Used Functions
- 04 - Calculated Fields
- 05 - Sorting & Grouping Data
- 06 - Adding Parameters
- 07 - Saving Your Report

Report Writer 2: Advanced

- 01 - Getting Started
- 02 - Adding & Placing a Chart
- 03 - Pie Charts

- 04 - Bar Charts
- 05 - Pivot Charts
- 06 - Running Reports in Osprey
- 07 - Scheduling Reports

Standard & Financial Reports

- 01 - Introduction
- 02 - Ledger Balance Filters
- 03 - Check For Overdrawn Balances
- 04 - Check For Credit Balances
- 05 - Exporting Report Results

Supervisor Case Management: Quick Start

- 01 - Work Types
- 02 - Documents & Lexis Forms
- 03 - Include Documents
- 04 - Amending Workflows
- 05 - Email Templates
- 06 - Client & Matter Extensions

Supervisor User: Quick Start

- 01 - Adding & Amending Users
- 02 - Access Templates
- 03 - Adding Fee Earners & Transferring Matters
- 04 - Fee Earner Rates
- 05 - Security Groups
- 06 - System Settings & Configuration

The Gateway App

- 01 - Configuring Your Browser
- 02 - Installing & Using the Gateway App
- 03 - Security & Trusted Locations
- 04 - Updating the Gateway

Web Portal 1: User

- 01 - Web Enabling Clients
- 02 - Linking Associates
- 03 - Web Enable Matter History Documents
- 04 - Web Enable Key Dates
- 05 - Web Enable Emails
- 06 - Logging into the Portal

- 07 - Options Within the Portal
- 08 - Associate Login
- 09 - New Matter & Client Enquiries

Web Portal 2: Supervisor

- 01 - What is the Web Portal?
- 02 - Associate Setup
- 03 - Access Template Setup
- 04 - Conveyancing Options
- 05 - Web Enabling in Osprey
- 06 - Email Setup
- 07 - Configuration

Web Portal 3: File Sharing

- 01 - File Sharing
- 02 - File Sharing Setup
- 03 - Publishing Documents
- 04 - Accessing Documents
- 05 - Checking Out Documents
- 06 - Finalising Published Documents

Year End

- 01 - Pre Month End Checks
- 02 - Pre Month End Reports
- 03 - Add Period Set
- 04 - Year End
- 05 - Month End Reports
- 06 - Year End Reports