



# Osprey Approach: Creating a Fee Earner

This help guide was last updated on  
Apr 15th, 2024

The latest version is always online at  
<https://support.ospreyapproach.com/?p=22213>

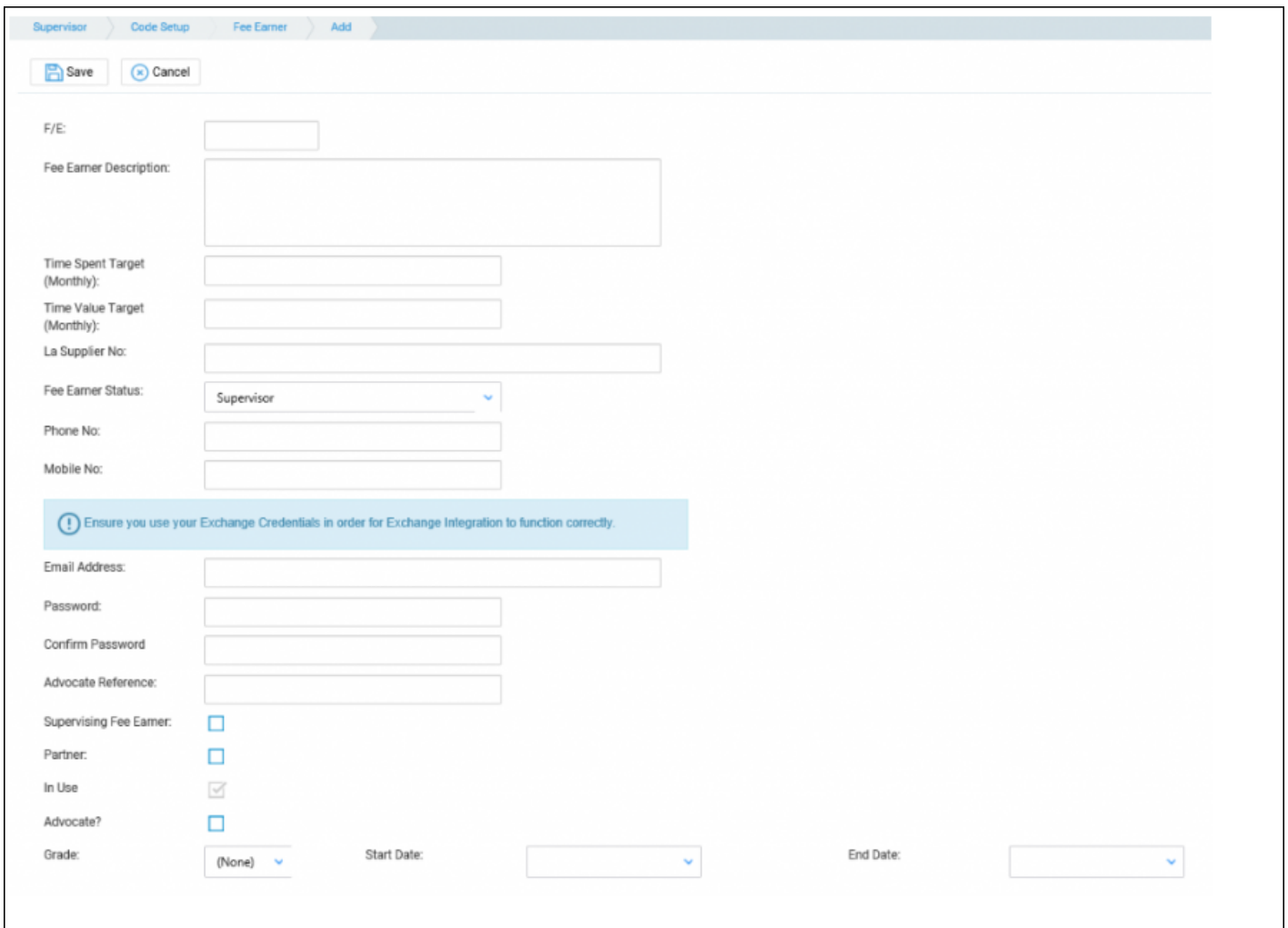
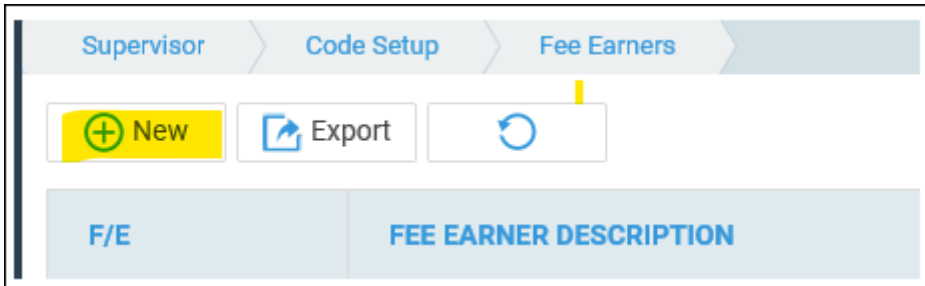


# This guide will go through creating a fee earner

Osprey allows you to add as many fee earners as you need, regardless of your number of licenses. Licenses relate to *users* who can log in.

To add a new fee earner, follow the steps below.

Navigate to Supervisor > Code Setup > Fee Earners, and click the New button:

A screenshot of the 'Add Fee Earner' form in Osprey. The form is titled 'Supervisor > Code Setup > Fee Earner > Add'. It has 'Save' and 'Cancel' buttons at the top. The form fields include: 'F/E:' (text input), 'Fee Earner Description:' (text area), 'Time Spent Target (Monthly):' (text input), 'Time Value Target (Monthly):' (text input), 'La Supplier No:' (text input), 'Fee Earner Status:' (dropdown menu with 'Supervisor' selected), 'Phone No:' (text input), 'Mobile No:' (text input), 'Email Address:' (text input), 'Password:' (text input), 'Confirm Password' (text input), 'Advocate Reference:' (text input), 'Supervising Fee Earner:' (checkbox), 'Partner:' (checkbox), 'In Use' (checkbox, checked), 'Advocate?' (checkbox), 'Grade:' (dropdown menu with '(None)' selected), 'Start Date:' (text input), and 'End Date:' (text input). A blue warning box states: 'Ensure you use your Exchange Credentials in order for Exchange Integration to function correctly.'

Enter the details as follows:

T  
h  
i  
s  
i  
s  
t  
h  
e  
f  
e  
e  
e  
a  
r  
n  
e  
r  
c  
o  
d  
e  
,  
u  
s  
u  
a  
l  
l  
y  
i  
n  
i  
t  
i  
a  
l  
s  
,  
t  
h  
o  
u  
g  
h  
s  
o  
m  
e  
f  
i  
r  
m  
s

T  
h  
e  
F  
a  
e  
E  
a  
a  
m  
e  
o  
D  
e  
b  
e  
f  
è  
p  
è  
à  
o  
n  
e  
r  
.

F  
i  
l  
l  
t  
h  
i  
s  
i  
n  
i  
f  
y  
o  
u  
h  
a  
v  
e  
è  
r  
m  
a  
S  
p  
e  
n

# Time Recording

To be able to time record with the new fee earner, the fee earner will need to be linked to a remuneration type. How to do so can be found in the below guide.

<https://support.ospreyapproach.com/guides/set-up-private-time-recording/>