



# 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>

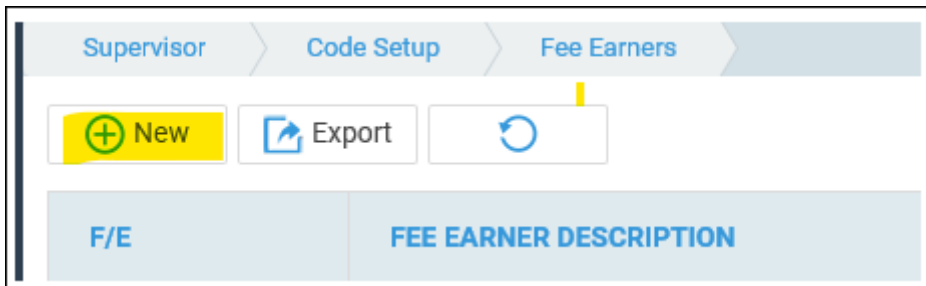


# This guide will go through creating a fee earner

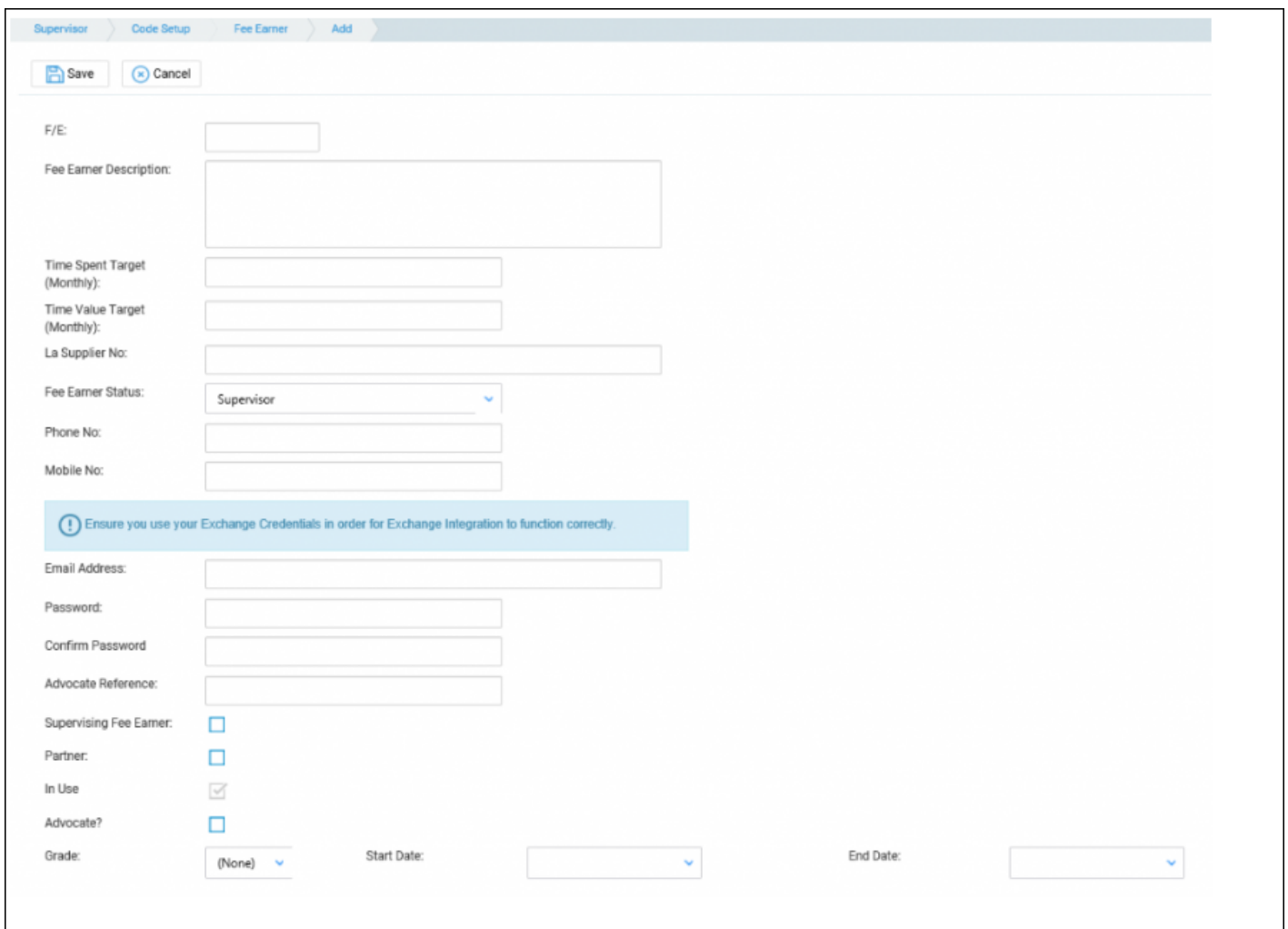
Osprey allows you to add as many fee earners as you need, regardless of your number of licenses. Licenses relate to *users* who can log in.

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

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



The screenshot shows the top navigation bar of the Osprey system. It consists of three tabs: 'Supervisor', 'Code Setup', and 'Fee Earners'. The 'Fee Earners' tab is currently selected. Below the tabs, there are three buttons: 'New' (highlighted in yellow), 'Export', and a circular refresh icon. Below these buttons, there is a table header with two columns: 'F/E' and 'FEE EARNER DESCRIPTION'.



The screenshot shows the 'Add Fee Earner' form in the Osprey system. The form is titled 'Add' and has a 'Save' button and a 'Cancel' button. The form contains the following fields:

- F/E:
- Fee Earner Description:
- Time Spent Target (Monthly):
- Time Value Target (Monthly):
- La Supplier No:
- Fee Earner Status:
- Phone No:
- Mobile No:
- Exchange Integration:
- Email Address:
- Password:
- Confirm Password:
- Advocate Reference:
- Supervising Fee Earner: ☐
- Partner: ☐
- In Use: ☒
- Advocate?: ☐
- Grade:
- Start Date:
- End Date:

Enter the details as follows:

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# 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/>