



# Osprey Approach: Using Group Codes

This help guide was last updated on  
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The latest version is always online at  
<https://support.ospreyapproach.com/?p=344>

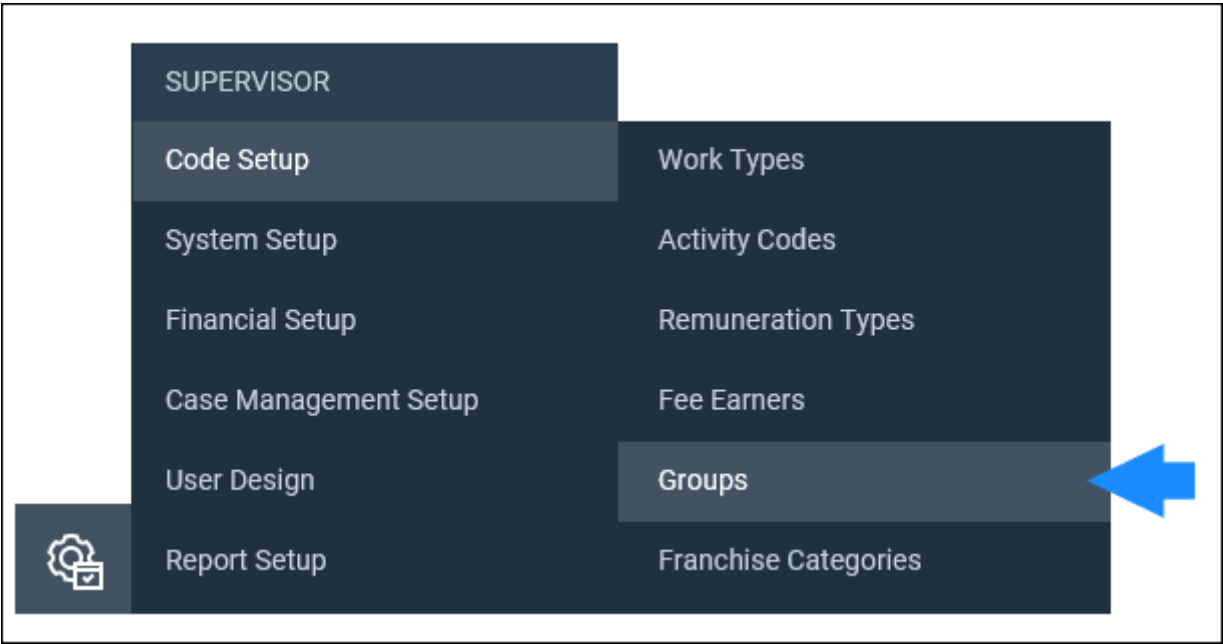


Group Codes allow you to group clients together, which is useful in the event that you would like to search for or report on a specific group.

## Creating Group Codes

You will need Supervisor access for this.

Navigate to your Supervisor area and select Code Setup, followed by Groups.



You can right-click on any of the groups and select edit should you wish to amend them, or simply select New to add a new one.

<div><div>New</div><div>Export</div><div></div></div> <div>Search...<div></div></div> <div></div>		
GROUP CODE	GROUP DESCRIPTION	IN USE
G1	Group 1	<div></div>
G2	Group 2	<div></div>

## Assigning a Group Code to a Client in browser

Once a group has been set up, you will need to assign it to a relevant client.

Navigate to your Clients & Matters area and either add a new client or edit an existing one.

Under the Additional Details heading in the Add/Edit Client area, you can select a Group Code from the available drop-down list.

ADDITIONAL DETAILS

Debtor Limit:

2000.00

Disbursements Limit:

1000.00

Wip Limit:

1000.00

Group Code:

(None)

Now click Save when you have selected a group to assign the client to the selected group.

## Assigning a Group Code to a Client in App

OSPREY HOME

CLIENT & MATTERS

TIME RECORDING

Client/Matter - T0123456/1 (Test Test Test/Default Matter) FE: 01 WT: GLOBAL

Change Client/Matter

Email

Conflict of Interest

Enable Client Web Access

Send SMS

Document Production

Add Matter

Edit Matter

Client Contact Details

Dossier Matter Level

Notes Matter Level

Client Details

Archive

Print

OSPREY HOME

CLIENT & MATTERS

Client Details - T0123456/1 (Test Test Test/Default Matter) FE: 01 WT: GLOBAL

Change Client/Matter

Email

Conflict of Interest

Enable Client Web Access

Send SMS

Document Production

Add Individual Client

Add Company Client

Edit Client

Client Contact Details

Dossier Client Level

Notes Client Level

Matter Details

Tap Client/Matter > Client Details > Edit Client

Save

Additional Details

Debtor Limit

0.00

Disbursements Limit

0.00

WIP Limit

0.00

Group Code

(None)

Client Extension

Tap Group Code and select as appropriate

# Using Group Codes

You can use the client search to filter your clients by group.

Select the Client Search or Change Client/Matter option and you will be able to select a Group Code from the list of filters.

Search

Cancel

Client/Matter No:

/

UFN:

Title:

Forename:

Initials:

Surname/Company Name:

House:

Area:

Postal Town:

County:

Post Code:

Tel/Fax:

Matter Details:

Prospect matter:

☐

Fee Earner:

(None)

None Selected

Work Type:

(None)

None Selected

Group Code:

(None)

None Selected

P/L:

All

Inc Archives?:

No

Published Matters Only?:

No

Search Client/Matter

Search

All Matters

Last 10 Accessed

Client No

Matter No

Surname

Matter Description

Title

Forename

Initials

House

Area

Postal Town

County

Post Code

Fee Earner

Select

Work Type

Select

Group Code

Select

Include Archives?

No

Prospect

☐

Collapse Options

**Please Note:** The Group Code does not form part of the filters in the Standard Reports and does not apply to matters or to the dossier, however it is an available field in the Client and Matter Details view within the Report Designer.