Osprey Approach: Manage Contract Work Forms list values for Legal Aid reporting

This help guide was last updated on
Dec 27th, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=17589

Osprey
Approach™

Should the LAA introduce any new codes or take old codes out of use which are required for reporting on the CRM6 or CMRF, you can amend these codes as necessary.

Navigate to Case Management > Contract Work Forms > Manage Lists.

In the Page drop down, select the Contract Work form page that you want to check or add a value for.

Now select the field.

Add New Codes

In the Manage List portion of the screen, enter the value you want to add into the New Value box, ensuring that the code part of the value is at the beginning – where reporting a CRM6, Osprey will use the first few characters for populating your online submission file. Please refrain from using / characters in these codes, for example use None rather than N/A - special characters can cause the spreadsheet to error. Click Add when you are done.

Your new value will be added to the bottom of the existing list. To move it into a new position in the list, select it from the list box, and use the up or down arrows to move it to the desired position.

Click Save Changes to ensure your new entry is saved into the list.

SELECT PAGE AND FIELD

↻ Go

Page: Civil Contract Work

Field: Matter Type 1

MANAGE LIST

💾 Save Changes   Add   🗑 Delete   ✅ Set Default   ↻ Replace

New Value:

Please select
AASS - Assault
AFAL - False imprisonment/wrong
AMAL - Malicious prosecution
AMIS - Misfeasance in public offic
ANEG - Negligence

Default Entry: Please select

Delete Codes

If you wish to delete an entry, select it from the list box, and click Delete. Click Save Changes when you are done.

SELECT PAGE AND FIELD

↺ Go

Page: Civil Contract Work   ▾

Field: Matter Type 1   ▾

MANAGE LIST

💾 Save Changes   📄 Add   🗑 Delete   ✓ Set Default   ↺ Replace

New Value: [   ]

↑

MHAR - Harassment (non-franchis
MNUI - Nuisance/trespass (non-h
MWIL - Non-family wills
MCON - Change of name
MOTH - Miscellaneous Other
XXXX - XNew Test

↓

Default Entry: Please select

Edit Codes

If you wish to edit an entry, double click it from the list box, this will copy the detail into the New Value box. Edit the entry, and click Replace. Click Save Changes when you are done.

Set a Default Value

If you wish to set a default value for any of the form fields, select it from the list box, and click Set Default, then Save Changes. When you fill in your contract work pages, this value will be automatically populated into the relevant field.

SELECT PAGE AND FIELD

[⟳ Go]

Page:	Investigations ⌄
Field:	Police/Court Ident ⌄

MANAGE LIST

[💾 Save Changes] [📄 Add] [🗑 Delete] [✓ Set Default] [⟳ Replace]

New Value: [   ]

↑

C25885
C121
test
RD009
NE001
C6013A - BALHAM HIGH ROAD YC

↓

Default Entry: [Select]