



# **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>



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.











Osprey CRM6 interface showing the 'Manage Lists' section. The interface includes a sidebar with navigation icons, a top header with the Osprey logo and search bar, and a main content area. The 'KEY PERFORMANCE INDICATOR REPORTS' section is expanded, showing options for 'Available KPIs', 'Fee Earner', 'Chart Type', 'Show Labels', and 'Target'. Below this is the 'YOUR KEY DATES' section, which contains a table with columns: F/E, CLIENT, MATTER, CLIENT NAME, KEY DATE, TYPE, SUP F/E?, and ASSIGN F/E. The table is currently empty, displaying 'No data to display'. At the bottom, there is a 'KEY DATES ADDED BY YOU' section with a filter by 'Keydate Type' set to 'All' and another empty table with columns: F/E, CLIENT, MATTER, KEY DATE, TYPE, and CLIENT NAME, also displaying 'No data to display'.

## 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.



Case Management

Contract Work Forms

Manage Lists

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.

Case Management

Contract Work Forms

Manage Lists

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-franchise)

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.



Case Management

Contract Work Forms

Manage Lists

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

Default Entry: Select

## 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.



Case Management

Contract Work Forms

Manage Lists

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