

Osprey Approach: Making a Prospect File Live (App)

This help guide was last updated on
Jul 2nd, 2024

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This guide will show you how to convert a prospect file into a live file

Options on a Prospect File Vs a Live File

Client/Matter - MAT0000001/10 (Matthews C Carly/Prospect Testing Matter for Guide) FE: CJM WT: CCIVIL

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Across the taskbar you have the option to Go Live and Write Off Time.

Converting from Prospect to Live File

In order to make the prospect file live, you simply need to decide if you are going to write off any time associated with the file or bring it through to the live file. Tick the Write off Time Box if needed and then select "go live" This will confirm if you wish to make the file live and convert in Osprey.