



# Osprey Approach: Reports: Review Periods Report

This help guide was last updated on  
Jul 25th, 2022

The latest version is always online at  
<https://support.ospreyapproach.com/?p=32802>



The purpose of this report is to show those matters which either have a review period or review date set. Review dates and review periods are *not* linked, they are treated as two separate functions. Review dates (the initial date, and the type qualifier) are treated as simple reminders, *the Review Date must be updated manually*, whereas review periods ensure that movement is made on a matter within a certain period. By default this report will show *ALL* matters with either a review period or date set grouped by Fee Earner.

## Osprey Review Periods

Practice Name: Broom & Broom Ltd

Date Report Run: 18/07/2022

Client / Matter	Client Name	Matter Description	FE	WT	Date	Period	Type	Matter LMD
LI00000001 / 13	Lister Dave T	Res Pur	MAB	TK_RC P	17/05/2021	90		17/05/2021 02:00:00
LI00000001 / 14	Lister Dave T	Res Sale	MAB	TK_RC S	22/06/2022	0		17/05/2021 02:00:00
LI00000001 / 15	Lister Dave T	T of E	MAB	TRAN	22/05/2022	0	M	17/05/2021 02:00:00
LI00000001 / 16	Lister Dave T	Will	MAB	WILLS	21/06/2022	0		17/05/2021 02:00:00
LI00000001 / 17	Lister Dave T	Purchase of business	MAB	CONVE Y	22/05/2021	0	M	08/06/2021 00:00:00
BR0001 / 10	O'Broom Lillian LA	House sale	MAB	FAMILY	30/03/2022	90		30/03/2022 14:14:31



## Filter Options

Reports > Analysis > Review Periods

Run

Fee Earner:

Work Type:

Date Filters: From:   To:  

Grouping: Fee Earner ▼

Fee Earner  
 Work Type  
 None

- **Fee Earner** - Tick this box if you want to show only one or a selection of fee earners. Once the box is ticked all fee earners marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all fee earners, do not tick the fee earner box and it will produce all fee earners.
- **Work Type** - Tick this box if you want to show only one or a selection of work types. Once the box is ticked all work types marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all work types, do not tick the work types box and it will produce all work types.
- **Date Filters** – This should be completed for the period in question. If left blank, this will show all matters, you can choose to show only those matters between particular dates by populating both the From and To date boxes.

## Grouping Options

- **Fee Earner** – shows a listing with the filters selected and additionally groups matters for Fee Earners together
- **Work Type** - shows a listing with the filters selected and additionally groups matters for Work Types together
- **None** – shows a listing with the filters selected

## List of Columns Produced

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- Client/Matter
- Client Name
- Matter Description
- F/E
- W/T
- Date
- Period
- Type
- Matter LMD