

# Osprey Approach: Time Record on Your Matters

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

The latest version is always online at  
<https://support.ospreyapproach.com/?p=22676>

[Click here for a printer-friendly version](#)

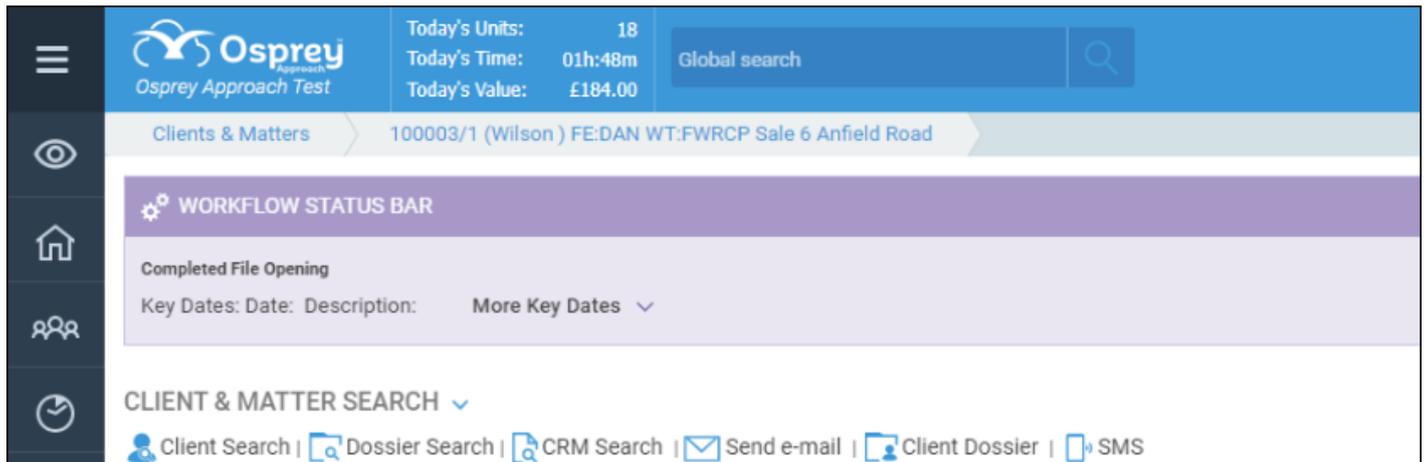


You can time record in several different ways within Osprey. This guide will take you through the process

---

## Viewing today's summary

You can view the total time, value and units if time you have recorded today at any time by looking at the top of the screen.

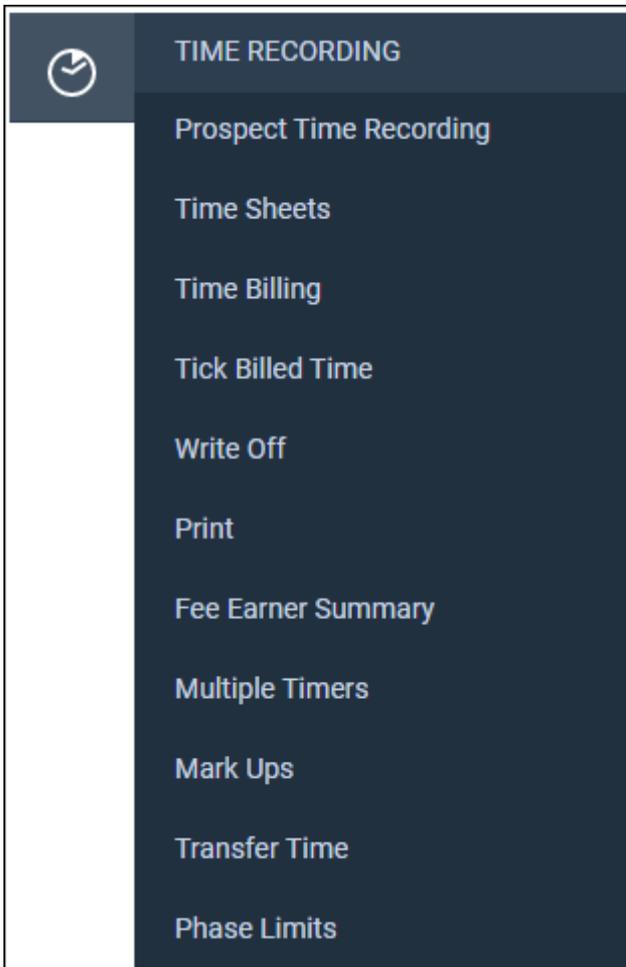


The screenshot displays the Osprey software interface. At the top, there is a navigation bar with the Osprey logo and 'Osprey Approach Test'. To the right of the logo, the following summary is shown: Today's Units: 18, Today's Time: 01h:48m, and Today's Value: £184.00. A 'Global search' input field with a magnifying glass icon is also present. Below the navigation bar, the current client and matter are identified as '100003/1 (Wilson) FE:DAN WT:FWRCP Sale 6 Anfield Road'. A 'WORKFLOW STATUS BAR' section is visible, indicating 'Completed File Opening' with a table of key dates. At the bottom, there is a 'CLIENT & MATTER SEARCH' section with various search options: Client Search, Dossier Search, CRM Search, Send e-mail, Client Dossier, and SMS.

## Posting a time entry

---

With your required client loaded, click the Time Recording tab to navigate to the Time Ledger.



You will have the option to either post a single time entry or multiple time entries.

A light blue form titled 'TIME LEDGER' with a dropdown arrow. It features a search bar and two buttons: 'Single Entry' and 'Multiple Entries'. The form includes:

- Date Filters: From: [ ] To: [ ]
- Fee Earner: All [v]
- Description: [ ]
- Units: 0
- Time: 1:30
- Balance: 225.00

Upon clicking Single Entry, you will be able to enter your posting details and click Post to post to the time ledger, or Save and Print to post to the time ledger and create a printable copy of the time posting.

Post Time  Create Timer

Fee Earner: MB - Mitzi Broom

Posting Date: 08/01/2024

Remun ID: STANDARD - Standard Remuneration

Activity: EMAIL - Send E-mail

Rate: 250.00 Hourly Rate

Time: 0 (mins)

Value: 0.00 [Recalculate](#)

Detail: EMAIL - Send E-mail

Attendance Note:

Include Global:

Time Keeper Grade Code: A

Phase / Task Code: Select

Activity Code: Select

You also have the option to post multiple entries if you wish. Upon clicking this, the time posting screen will list all of the available remuneration types - In the below example, we can see that there are several available for this particular worktype. Both activity ID and description will be displayed.

Fee Earner: EJ - Edward Jones

Posting Date: 08/07/2024

Remun ID: RATE 2 - Higher Rate

**EMI - Email In**

Hourly Rate	Units of Time	Total
200.00	0	0.00

**EMO - Email Out**

Hourly Rate	Units of Time	Total
200.00	0	0.00

**LETTERIN - Letter in**

Hourly Rate	Units of Time	Total
200.00	0	0.00

**MEETING - Meeting with client**

Hourly Rate	Units of Time	Total
360.00	0	0.00

**MTG - Client Meeting**

Hourly Rate	Units of Time	Total
200.00	0	0.00

Simply fill these in as you normally would and then click the Post button.

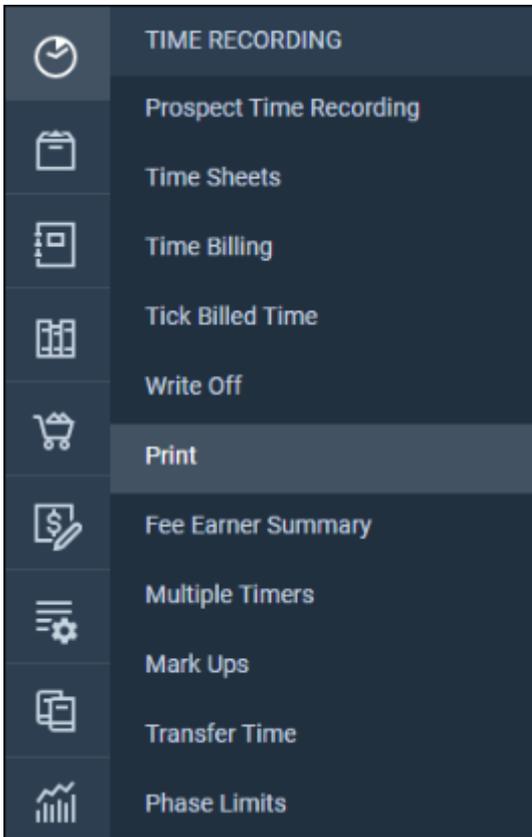
## Accessing the time ledger

After posting time, users will be returned to the time ledger.

If you need to revisit the time ledger, simply click the time Time Recording heading in the navigation panel.

## Printing the time ledger

A printable copy of the ledger can be produced from Time Recording > Print.



You will be able to select a range of criteria, such as fee earner, remuneration, and date ranges to show within your print out.

Select Run

A preview window will appear, allowing the user to export the report to PDF, CSV or XLS

Undoing a time posting

Time postings cannot be amended once created. If the posting is incorrect, you will need to undo the posting, and resubmit it.

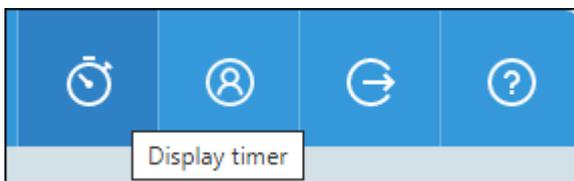
To undo a posting, click the Undo icon. A confirmation screen will appear.

DATE	CREATED DATE	CREATED BY	DESCRIPTION	F/E	ACTIVITY	UNITS	MINS	RATE	VALUE	CODES	ATT NOTE	UNDO
02/11/2021	02/11/2021	dan	ADMIN - Administration	DAN	ADMIN	5	30.00	1,000.00	500.00			
02/11/2021	02/11/2021	dan	_LETOUT - Letter Out	DAN	_LETOUT	10	60.00	1,000.00	1,000.00			

## Timers

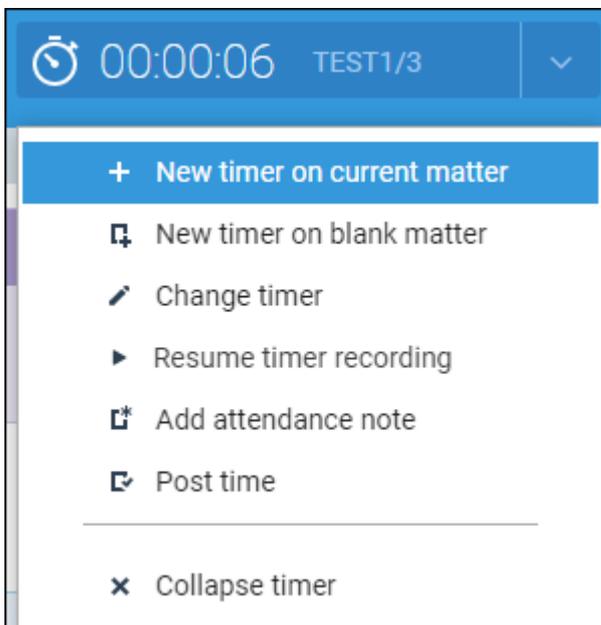
Timers allow users to accurately record how long they spend on a specific time, for example, an online meeting or a telephone call, and can always be easily accessed.

To toggle the timer, click the Timer icon at the top right of the page.

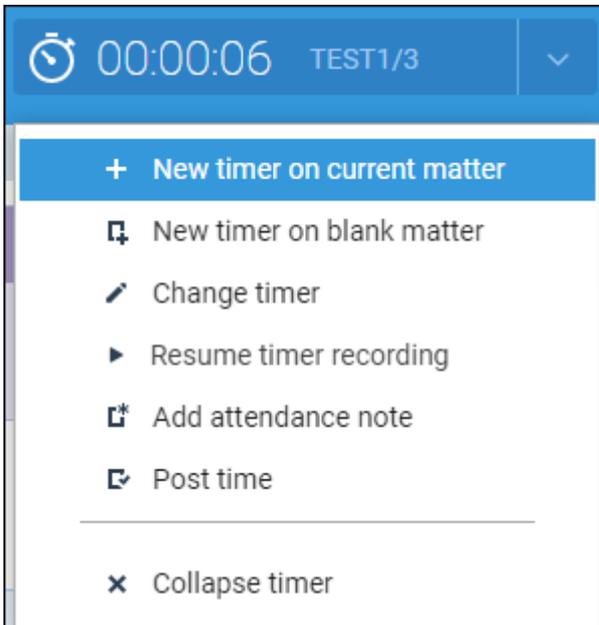


Starting a timer from the timer widget

From the Drop down, select New Timer on Current Matter to start a timer on the currently loaded matter, or New Timer on Blank Matter to select the matter at the point of posting.



## Timer options



- **Create timer on current matter:** Starts a timer for the currently loaded matter.
- **Create timer on blank matter:** Starts a timer allowing you to select the client at the point of posting.
- **Change timers:** Allows you to swap between their unposted timers.
- **Pause/Resume time recording:** Pause/Resume the current timer.
- **Add attendance note:** Attach an attendance note to the current timer.
- **Post time:** Opens the time posting window. If a matter is not selected, you will be asked to select a matter, then access the time posting window.
- **Collapse timer:** Hide the timer.

## Time record using timesheets

You can also time record using Osprey's timesheet functionality.

This allows you to either create, or upload, a table of time recorded. Visit the relevant guides list for further information.