

# Osprey Approach: Time Record with Timesheets (Browser)

This help guide was last updated on  
Dec 19th, 2023

The latest version is always online at  
<https://support.ospreyapproach.com/?p=52760>

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



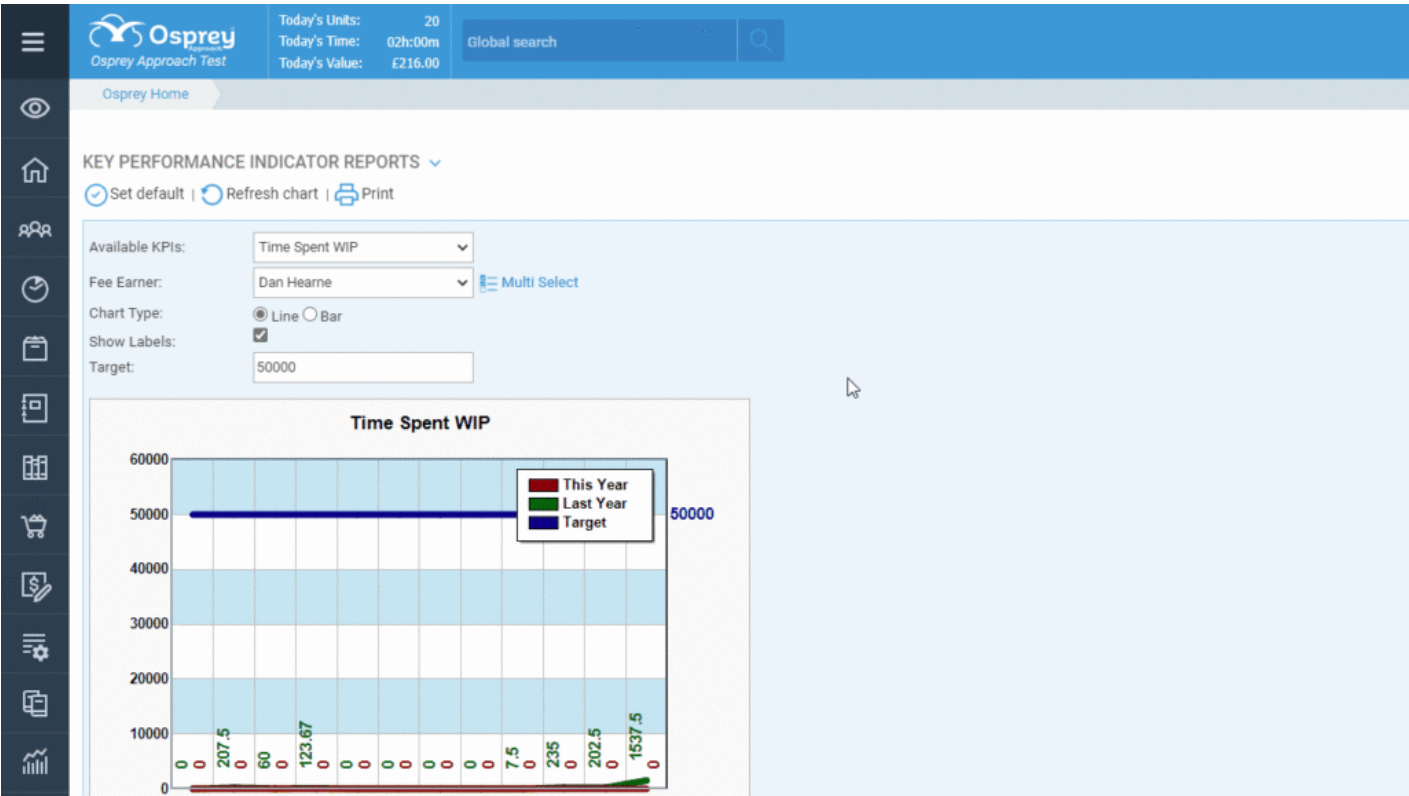
If Fee Earners need to upload multiple time postings across a number of clients, using the timesheet function is the most effective way to do so.

## Creating a Timesheet

To create a new time sheet, go to Time Recording > Time Sheets > New Time Sheet.

A drop down list will appear, showing you a list of all fee earners you can create a time sheet for.

Select a Fee Earner, and then click Create New Timesheet.



## Building the Timesheet

When building up the time sheet, you will need to click New Line to add a new entry onto the time sheet. From here, you can quickly locate the client, enter the posting details, and then save.

**Osprey**  
Approach Test

Today's Units:	20	Global search	Q	⌚ 00:00:19    100003/1	▼			
Today's Time:	02h:00m							
Today's Value:	£216.00							

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Time Recording >
Time Sheets >
Edit Time Sheet

+ New Line

Delete Timesheet

Print

Sheet Value: 0.00

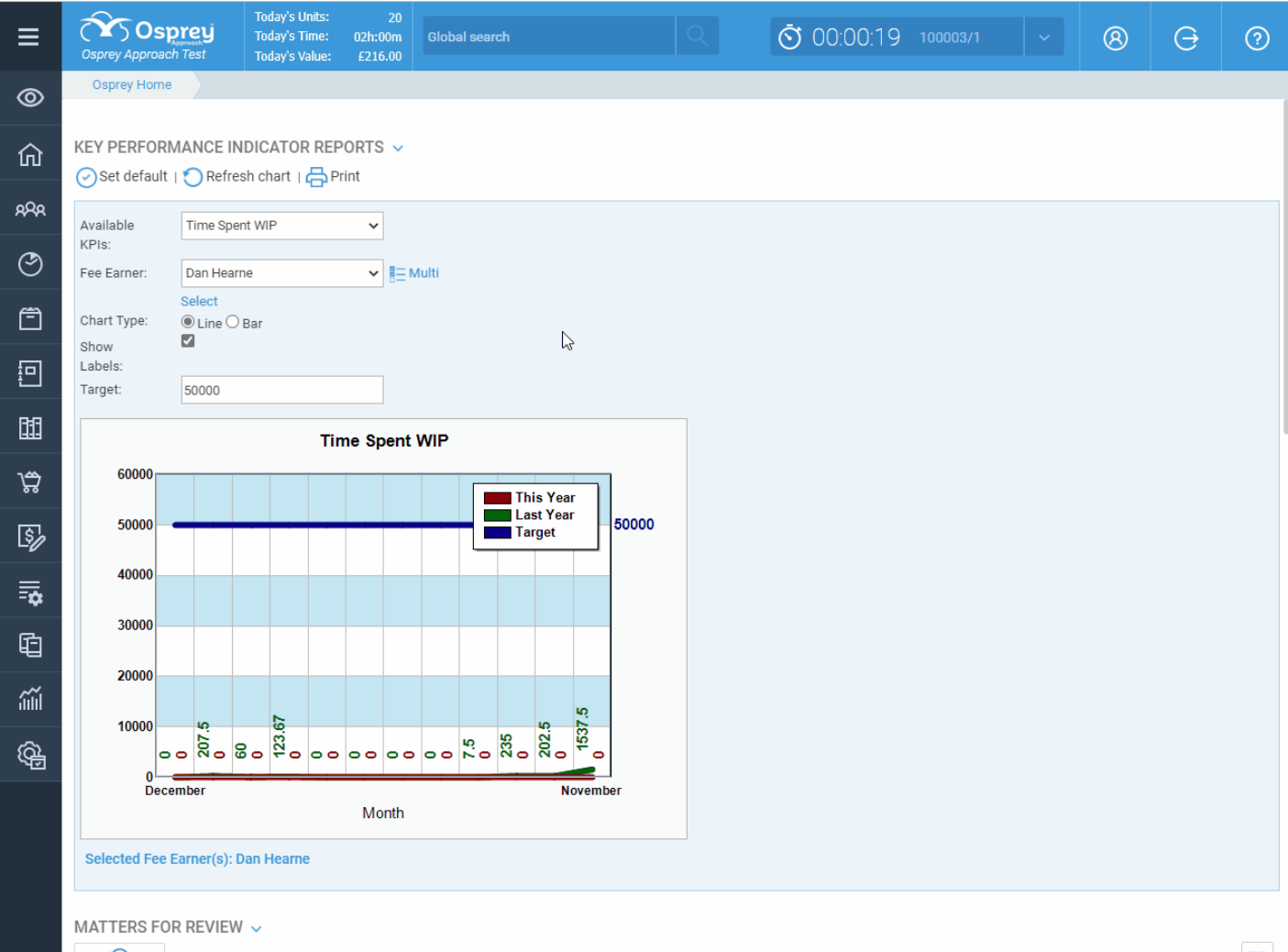
Fee Earner: Dan Hearne

CLIENT NO	MAT	POSTING DATE	DESCRIPTION	UNITS	MINUTES	VALUE	ATT NOTE	EDIT
				0	0 :00	0.00		

Once the timesheet it ready to submit, navigate back to Time Ledger and click the Time Sheet subheading. A list of all the pending timesheets are visible.

Users can click Select to return into the time sheet to make further adjustments, or Delete to remove the timesheet.

Once the timesheet is ready to submit, tick the relevant tickbox, and click Update. The timesheet will disappear, and the time postings be posted onto the relevant time ledgers.



# Other Time Recording Guides

If you want to post individual time entries, the below guides will help you.

<https://support.ospreyapproach.com/guides/time-record-on-your-matters-browser/>