

Osprey Approach: Top User – Tasks Ticked Report

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The latest version is always online at
<https://support.ospreyapproach.com/?p=33216>

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This report shows you your firm's top 10 members of staff. The top 10 are decided according to the number of workflow tasks they have ticked.

Filter Options

Fee Earner – Tick this box to select only certain fee earners, or leave unticked for all fee earners.

Work Type – Tick this box to select only certain work types, or leave unticked for all work types

User – Tick this box to select only certain users from your firm, or leave blank for all users.

Date Filters – Enter the date range for the bills you wish to see

Grouping Options

Fee Earner – This leaves the report sorted in order of the user who has completed the highest number of workflow tasks, grouped by fee earner.

Work Type – This leaves the report sorted in order of the user who has completed the highest number of workflow tasks, grouped by work type.

User – This leaves the report sorted in order of the user who has completed the highest number of workflow tasks.

List of columns produced

User ID (the login name of the “top user”)

Opened (the number of workflow tasks ticked)

Work Type Code

Fee Earner Code

Client Number

Matter Number

Matter Description

Date Ticked

Task Description