

# Osprey Approach: Top Users – Files Opened Report

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=33218>

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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 matters they have opened.

**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 opened the highest number of matters, grouped by fee earner.

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

User – This leaves the report sorted in order of the user who has opened the highest number of matters.

**List of columns produced**

Client Number

Matter Number

Matter Description

Date Opened

Work Type Code

Fee Earner Code

Totals for User ID number of files opened