



Osprey Approach: Top Users – Files Opened Report

This help guide was last updated on
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The latest version is always online at
<https://support.ospreyapproach.com/?p=33218>



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