



# Osprey Approach: Uploading Documents to Matter History (App)

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=54603>

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# In Osprey you can upload documents saved on your local pc into the matter history in Osprey. This guide will take you through how to do this when using the Osprey Case Management App

## Uploading a document

Firstly navigate to Case Management from the Main side Menu. This will open the Matter History page. You will see in blue writing in the main pane, + Add Document, if you now click onto that File Explorer will open. Navigate to where the document you want to upload is stored. When you have located it Click onto it and then Click Open, this will open the save screen in Osprey

The screenshot displays the Osprey Case Management App interface. On the left is a dark blue side menu with icons and labels for various sections: OSPREY BROWSER, OSPREY HOME, CLIENT & MATTERS, TIME RECORDING, CASE MANAGEMENT, CLIENT LEDGERS, BANKS & JOURNALS, REPORTS, and SUPERVISOR. The main content area shows the current time and value, a global search bar, and a 'help' button. Below this, the current matter is identified as 'Home - STR001/1 (Straton D Demo/Default Matter) FE: JAE WT: JAECON'. A table titled 'MATTERS FOR REVIEW' lists several entries with columns for CLIENT, MATTER, CLIENT NAME, and MATTER DESCRIPTION.

CLIENT	MATTER	CLIENT NAME	MATTER DESCRIPTION
EVA00003	1	Evans Breton B	P/O 33 Devon Road
JAE00001	1	Jaevans Ltd	p/o 27 Pare Street
MOU00002	2	Mouse Minnie M	S/O The Flat
MOU00003	2	Mouse Minnie M	Default Matter
STR001	2	Straton Demo D	testing disbs

## Saving the document

The save screen that opens is the same as for all other documents in Osprey.

Ensure you have the correct client and matter loaded, if this is not correct you can change it by entering the Client and matter into the boxes at the top of the screen or use the search facility to the far right of the screen to find the Matter you require. when done click Load Client.

← Save

Client  
STR001

Matter  
1

Load Client

When done click here to [load the selected client and matter]

If the required matter is incorrect type the correct client or matter number here.

Global

If you are unsure of the Client and matter number you can search here.

Now fill in the boxes in the rest of the screen as required.

Folder

In Tray Items

Matter History  
 \_00\_  
 0\_Adelini

Custom Type

Please select...

Description

LetterView (28).doc

Retention Period

Please select...

Processed Date

01/02/2023

When completed click on save at the top of the screen an your document will be added to the matter history. If you click the Arrow next to the save button your document will not be saved to the matter history.