



# Osprey Approach: Where to find Osprey Mergefields

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# This guide will help identify the more commonly used mergefields, and which tables the relevant fields are located in

You can search within this guide using CTRL + F to bring up your browser's search function.

When creating Word documents or emails in Osprey, you may wish to map a specific merge field to bring through data captured from Osprey.

Linking any fields from the Contact or Organisation table will result in a pop-up to select a relevant Contact or Organisation prior to generating the correspondence.

## Standard Osprey merge fields

Merge field	Notes	Table	Linked by Default
Email_Address	Users Email Address	Accuser	No
User_ID	Users Username	Accuser	No
Branch_Description	Branch Description	Branch	No
Area	Branch Address Field	BranchInfo	No
County	Branch Address Field	BranchInfo	No
DX_No	Branch DX Address	BranchInfo	No
E-Mail	Branch Email address	BranchInfo	No
Fax_No	Branch Fax Number	BranchInfo	No
House	Branch Address Field	BranchInfo	No
Phone_No	Branch Phone Number	BranchInfo	No
Postal_Town	Branch Address Field	BranchInfo	No
Postcode	Branch Address Field	BranchInfo	No
Address	Clients Full Postal Address	Calculation	Yes
Bill_Address	Clients Billing Postal Address	Calculation	No
Bill_Date	Date of last bill raised on client ledger	Calculation	No

Merge field	Notes	Table	Linked by Default
Client_Balance	Client Bank Balance on Client Ledger	Calculation	No
Client_Date	Date of last Client posting on client ledger	Calculation	No
Daily_Int_At_Issue	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Daily_Int_At_Judgmt	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Daily_Interest_After_Judgmt	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Deposit_Balance	Deposit Bank Balance on Client Ledger	Calculation	No
Deposit_Date	Date of last Deposit posting on client ledger	Calculation	No
Disbursements_Balance	Disbursement Balance on Client Ledger	Calculation	No
Disbursements_Date	Date of last Disbursement posting on client ledger	Calculation	No
Executive_Name	Matter Supervising Fee Earner Description	Calculation	No
Fax	Clients Fax Number	Calculation	No
Fee_Earner_Description	Matter Fee Earner Description	Calculation	Yes
Fee_Earner_Email	Matter Fee Earner Email Address	Calculation	Yes
Fee_Earner_Mobile	Matter Fee Earner Mobile Number	Calculation	No
Fee_Earner_Phone	Matter Fee Earner Phone Number	Calculation	No
First_Invoice_Date	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Fixed_Sum	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Initial_Debt	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Int_At_Issue	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No

Merge field	Notes	Table	Linked by Default
Int_At_Judgmt	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Interest_After_Judgmt	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Irrecoverable_Costs	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Irrecoverable_Fees	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Last_Invoice_Date	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Mobile	Clients Mobile Number	Calculation	No
Office_Balance	Office Balance on Client Ledger	Calculation	No
Office_Date	Date of last Office posting on client ledger	Calculation	No
Phone	Clients Phone Number	Calculation	No
Recoverable_Costs	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Recoverable_Fees	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Status_Description	Matter Fee Earner Status Descripton	Calculation	No
Time_Billed	Total of Units Billed	Calculation	No
Time_Billed_Value	Total Value of Billed Time	Calculation	No
Total_Credits	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Total_Debt	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
Total_Payments	Field from the Debt Ledger for use with the focused Debt Recovery workflow.	Calculation	No
WIP_Minutes	Total of WIP in Minutes	Calculation	No
WIP_Value	Total Value of WIP	Calculation	No
Area	Clients Address Field	Client	No

Merge field	Notes	Table	Linked by Default
County	Clients Address Field	Client	No
Group_Code	Group Code allocated to the client.	Client	No
House	Clients Address Field	Client	No
Postal_Town	Clients Address Field	Client	No
Postcode	Clients Address Field	Client	No
Area	Contact Address Field	Contact	No
County	Contact Address Field	Contact	No
E_Mail	Contact Email Address	Contact	No
Fax_No	Contact Fax Number	Contact	No
Forename	Contact Name Field	Contact	No
House	Contact Address Field	Contact	No
Initials	Contact Name Field	Contact	No
Mobile_No	Contact Mobile Number	Contact	No
Phone_No	Contact Phone Number	Contact	No
Postal_Town	Contact Address Field	Contact	No
Postcode	Contact Address Field	Contact	No
Surname	Contact Name Field	Contact	No
Title	Contact Name Field	Contact	No
WWW	Contact Web Address	Contact	No
Matter_LMD	Last Date Matter was edited	LastMatterDates	No
Time_LMD	Last Date Time was posted	LastMatterDates	No
Address_5	Additional Clients Address Field	Linkname	No
Area_2	Additional Clients Address Field	Linkname	No
Area_3	Additional Clients Address Field	Linkname	No
Area_4	Additional Clients Address Field	Linkname	No
Area_5	Additional Clients Address Field	Linkname	No
Country_2	Additional Clients Address Field	Linkname	No

Merge field	Notes	Table	Linked by Default
Country_3	Additional Clients Address Field	Linkname	No
Country_4	Additional Clients Address Field	Linkname	No
Country_5	Additional Clients Address Field	Linkname	No
Email_Address_1	Additional Clients Email Address	Linkname	No
Email_Address_2	Additional Clients Email Address	Linkname	No
Email_Address_3	Additional Clients Email Address	Linkname	No
Email_Address_4	Additional Clients Email Address	Linkname	No
Email_Address_5	Additional Clients Email Address	Linkname	No
Forename_1	Additional Clients Name Field	Linkname	Yes
Forename_2	Additional Clients Name Field	Linkname	Yes
Forename_3	Additional Clients Name Field	Linkname	No
Forename_4	Additional Clients Name Field	Linkname	No
Forename_5	Additional Clients Name Field	Linkname	No
House_2	Additional Clients Address Field	Linkname	No
House_3	Additional Clients Address Field	Linkname	No
House_4	Additional Clients Address Field	Linkname	No
House_5	Additional Clients Address Field	Linkname	No
Initials_1	Additional Clients Name Field	Linkname	Yes
Initials_2	Additional Clients Name Field	Linkname	Yes
Initials_3	Additional Clients Name Field	Linkname	No
Initials_4	Additional Clients Name Field	Linkname	No
Initials_5	Additional Clients Name Field	Linkname	No
Postal_Town_2	Additional Clients Address Field	Linkname	No
Postal_Town_3	Additional Clients Address Field	Linkname	No
Postal_Town_4	Additional Clients Address Field	Linkname	No
Postal_Town_5	Additional Clients Address Field	Linkname	No
Postcode_2	Additional Clients Address Field	Linkname	No

Merge field	Notes	Table	Linked by Default
Postcode_3	Additional Clients Address Field	Linkname	No
Postcode_4	Additional Clients Address Field	Linkname	No
Postcode_5	Additional Clients Address Field	Linkname	No
Surname_1	Additional Clients Name Field	Linkname	Yes
Surname_2	Additional Clients Name Field	Linkname	Yes
Surname_3	Additional Clients Name Field	Linkname	No
Surname_4	Additional Clients Name Field	Linkname	No
Surname_5	Additional Clients Name Field	Linkname	No
Title_1	Additional Clients Name Field	Linkname	Yes
Title_2	Additional Clients Name Field	Linkname	Yes
Title_3	Additional Clients Name Field	Linkname	No
Title_4	Additional Clients Name Field	Linkname	No
Title_5	Additional Clients Name Field	Linkname	No
Archive_Location	Matter Archive Location	Matter	No
Archive_Reference	Matter Archive Reference	Matter	No
Branch_ID	Matter Branch ID	Matter	No
Client_No	Matter Client Number	Matter	No
Date_Archived	Date Matter Archived	Matter	No
Date_Opened	Date Matter Opened	Matter	No
Debtor_Limit	Matter Debtor Limit	Matter	No
Department_ID	Matter Department ID	Matter	No
Disbursements_Limit	Matter Debtor Limit	Matter	No
Email_Address	Matter Email Address	Matter	No
Exec_Code	Matter Supervising Fee Earner ID	Matter	No
Fee_Earner_ID	Matter Fee Earner ID	Matter	Yes
Matter_Description	Matter Description	Matter	Yes
Matter_No	Matter Number	Matter	No

Merge field	Notes	Table	Linked by Default
Private_Or_LA	Matter Private or Legal Aid	Matter	No
Remuneration_Type	Matter Remuneration ID	Matter	No
Review_Date	Matter Review Date	Matter	No
Review_Period	Matter Review Period	Matter	No
Unique_File_No	Matter Unique File Number	Matter	No
WIP_Limit	Matter WIP Limit	Matter	No
Work_Id	Matter Work Type ID	Matter	No
Area	Organisation Address Field	Organisation	No
County	Organisation Address Field	Organisation	No
DX_No	Organisation DX Address	Organisation	No
E-Mail	Organisation Email Address	Organisation	No
Fax_No	Organisation Fax Number	Organisation	No
House	Organisation Address Field	Organisation	No
Organisation_Name	Organisation Description	Organisation	No
Phone_No	Organisation Phone Number	Organisation	No
Postal_Town	Organisation Address Field	Organisation	No
Postcode	Organisation Address Field	Organisation	No
WWW	Organisation Web Address	Organisation	No
Area	Practice Address Field	PracticeInfo	No
County	Practice Address Field	PracticeInfo	No
DX_No	Practice DX Address	PracticeInfo	No
E-Mail	Practice Email Address	PracticeInfo	No
Fax_No	Practice Fax Number	PracticeInfo	No
House	Practice Address Field	PracticeInfo	No
Phone_No	Practice Phone Number	PracticeInfo	No
Postal_Town	Practice Address Field	PracticeInfo	No
Postcode	Practice Address Field	PracticeInfo	No



Merge field	Notes	Table	Linked by Default
Practice_Id	Practice ID	PracticeInfo	No
Practice_Name	Practice Name	PracticeInfo	Yes
WWW	Practice Web Address	PracticeInfo	No
Area	Associate Address Field	PubAssoc	No
Assoc_Id	Associate ID	PubAssoc	No
Assoc_Name	Associate Name	PubAssoc	No
County	Associate Address Field	PubAssoc	No
E_Mail	Associate Email Address	PubAssoc	No
GenAssocName	Associate Generated Password	PubAssoc	No
House	Associate Address Field	PubAssoc	No
Phone_No	Associate Phone Number	PubAssoc	No
Postal_Town	Associate Address Field	PubAssoc	No
Postcode	Associate Address Field	PubAssoc	No
WWW	Associate Web Address	PubAssoc	No
Client_Email	Clients Published Email Address	PubData	No
Client_No	Clients Published Client Number	PubData	No
GenClientName	Clients Generated Password	PubData	No
VAT_Number	VAT Number	VATNO	No