Osprey Approach: Creating a Fee Earner (Browser)

This help guide was last updated on Dec 22nd, 2022
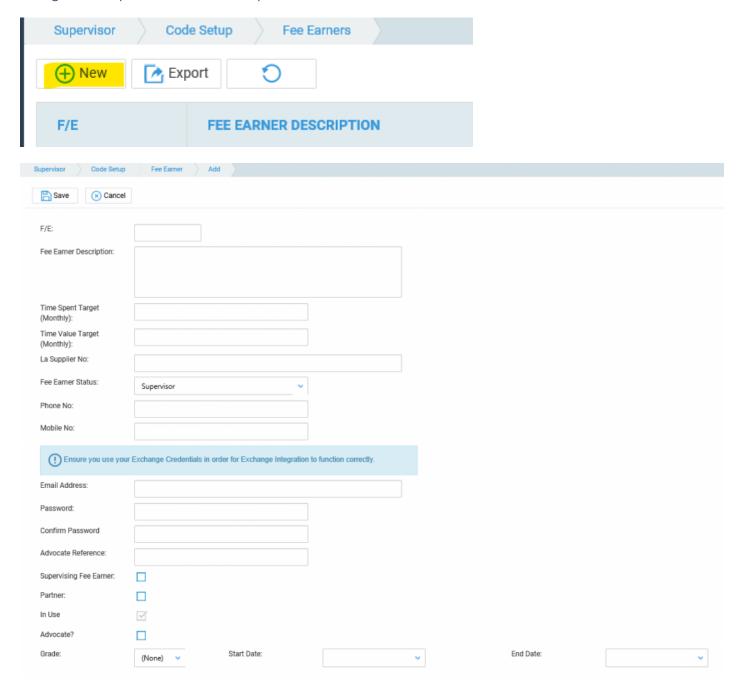
The latest version is always online at https://support.ospreyapproach.com/?p=22213

Osprey
Approach™

Osprey allows you to add as many fee earners as you need, regardless of your number of licenses. Licenses relate to *users* who can log in.

To add a new fee earner, follow the steps below.

Navigate to Supervisor > Code Setup > Fee Earners, and click the New button:

Enter the details as follows:

This is the fee earner code, usually initials, though some firms

The Game of Deception.

Fill this in if you have the same pad en

Time Recording

To be able to time record with the new fee earner, the fee earner will need to be linked to a remuneration type. How to do so can be found in the below guide.

https://support.ospreyapproach.com/guides/set-up-private-time-recording/