

Osprey Approach: Archiving Fee Earners

This help guide was last updated on
Apr 26th, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=22325>

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This guide will go through the process of archiving any fee earners that are no longer required

When a fee earner leaves the firm, you may want to archive their fee earner code, to make the list of fee earners in the matter details correctly reflect your list of fee earners, or to remove the fee earner's row from your Fees Analysis reports.

There are a number of factors you need to consider before you archive a Fee Earner as you may be prevented from archiving them. These are detailed below along with how to check if the Fee Earner still has live or prospective data linked to them.

Do they still have live or prospect matters allocated against their name as Fee Earner or Executive?

If a Fee Earner still has live/Prospect matters allocated to them, you will still be able to archive them as there is an option to transfer all of their live matters to one other fee Earner, this is explained later on.

To check to see if a Fee Earner has live matters, run the following report:

Reports > Analysis > Live Matters

target.

YOUR KEY DATES ▼

↻

F/E **CLIENT**

KEY DATES ADDED BY YOU ▼

↻ Filter by Keydate Type

REPORTS

- Financial Management
- Client Financial
- Other Financial
- Analysis**
- Time
- Miscellaneous Reports
- Reports (New)
- Custom Reports

Live Matters

- New Matters By User
- New Matters Report
- Completed Matters By User
- Archived Matters
- Completed Matters
- Key Dates
- Review Periods
- Fees Analysis
- Audit Trail (Case Mgt)
- Fees Analysis Apportioned Costs
- Analysis Of Costs Received
- Fees Analysis By Time FE

1	16/01/2024
1	16/01/2024
1	23/01/2024

Filter by Fee Earner, selecting the fee earner you want to see, then run the report to return any live matters still owned by the fee earner.

✓ Run

☒ Fee Earner:

☐ Work Type:

☐ Executive:

☐ Franchise:

Private or LA: All ▼

Date Filters: From: 📅 To: 📅

Ordering: Client Name ▼

Grouping: No Grouping ▼

☒ Run

☐ S P Jennings
 ☐ Jess Scott
 ☐ Alice Henning
 ☐ Jennie Gilmour
 ☐ AdamB
 ☐ Jon Hewines
 ☐ Adam Fothergill
 ☐ Jenny Pope
 ☐ x
 ☐ Jess Scott
 ☐ Adrian West
 ☐ John Smith
 ☐ Alex Hiscutt
 ☐ Luke McCann
 ☐
 Mitzi's Fee Earner with space in ID
 ☐ Alex Sobkowicz
 ☐ Miriam Owen
 ☐ Alina Raduc
 ☐ Miriam Owen
 ☐ Archiving test
 ☐ Marcel
 ☐ Ben Kellett
 ☐ Mark
 ☐ Chelsea Campbell
 ☒ MattM
 ☐ Carly Matthews
 ☐ Max
 ☐ Chris Leek
 ☐ Mitzi Broom
 ☐ Craig Matthews
 ☐ Matthew Wood
 ☐
 Constantin Onu Fee Earner (Description field)
 ☐ Multi Factor Authentication
 ☐ Costel
 ☐ MIHAI FE WITH GRADE
 ☐ cris
 ☐ MIHAI FE NO GRADE
 ☐ cris1
 ☐ test
 ☐ Dan Hearne
 ☐ supervisor
 ☐ Dave Dingle
 ☐ Miriam Owen
 ☒ Fee Earner:
 ☐ David Brown
 ☐ Madalina

To check to see if a Fee Earner is an Executive/Supervising Fee Earner on matters

Run the above report but just use the filter by executive. If any matters are found, they will need to be edited manually to remove the executive or amend to a different Fee Earner.

☐ Fee Earner:
☐ Work Type:
☒ Executive:
☐ Franchise:
Private or LA:
Date Filters: From: To:
Ordering:
Grouping:

<input type="checkbox"/> (None)	<input type="checkbox"/> Goldie Sinn
<input type="checkbox"/> Alice Henning	<input type="checkbox"/> Isabele
<input type="checkbox"/> AdamB	<input type="checkbox"/> Jess Scott
<input type="checkbox"/> Adrian West	<input type="checkbox"/> Jenny Pope
<input type="checkbox"/> Adelini	<input type="checkbox"/> Luke McCann
<input type="checkbox"/> Alex Sobkowicz	<input type="checkbox"/> Marcel
<input type="checkbox"/> Alina Raduc	<input type="checkbox"/> MattM
<input type="checkbox"/> Chelsea Campbell	<input type="checkbox"/> Mitzi Broom
<input type="checkbox"/> Chris Leek	<input type="checkbox"/> Matthew Wood
<input type="checkbox"/> Craig Matthews	<input type="checkbox"/> MIHAI FE WITH GRADE
<input type="checkbox"/> Constantin Onu Fee Earner (Description field)	<input type="checkbox"/> Mihaela
<input type="checkbox"/> cris	<input type="checkbox"/> Petronela
<input type="checkbox"/> Dan Hearne	<input type="checkbox"/> Rebecca Cowell
<input type="checkbox"/> Diana Dobrica	<input type="checkbox"/> Rich Wood
<input type="checkbox"/> Gabriela	<input type="checkbox"/> Sasha Marev
<input type="checkbox"/> George Butcher	

***A Fee Earner allocated as an executive on a matter WILL NOT prevent a Fee Earner from being archived but it is good practice to allocate a different exec accordingly. ***

To check to see if a Fee Earner has Prospective matters run the following search:

Client search

Select the check box for Prospect matter

Choose the Fee Earner ID you want to search against, and click Search:

The image shows a screenshot of a web-based form for managing legal matters. The form is light blue and contains several input fields and dropdown menus. A dropdown menu for 'Work Type' is open, showing a list of codes. The 'Prospect matter' checkbox is checked. The 'Fee Earning' dropdown is set to '(None)'. The 'Group Code' dropdown is also set to '(None)'. The 'P/L' dropdown is set to 'MARK'. The 'Inc Archives?' dropdown is set to 'MAX'. The 'Published Matters Only?' dropdown is set to 'MDW'. A search bar at the bottom right contains the text 'search. e.g Smi.. or ..son'. A warning icon and text 'Please put ..' are visible in the bottom left corner.

Client/Matter No:	<input type="text"/> / <input type="text"/>
UFN:	<input type="text"/>
Title:	<input type="text"/>
Forename:	<input type="text"/>
Initials:	<input type="text"/>
Surname/Company Name:	<input type="text"/>
House:	<input type="text"/>
Area:	<input type="text"/>
Postal Town:	<input type="text"/>
County:	<input type="text"/>
Post Code:	<input type="text"/>
Tel/Fax:	<input type="text"/>
Matter Details:	<input type="text"/>
Prospect matter:	<input checked="" type="checkbox"/>
Fee Earning:	(None) None Selected
Work Type:	None Selected
Group Code:	None Selected
P/L:	MARK
Inc Archives?:	MAX
Published Matters Only?:	MDW

Work Type dropdown options: LUKE M, MAB, MA01, MA02, MARCEL, MARK, MATTM, MAX, MB, MDW, MFA, MH GRD, MH NG, MIMS, MIMS2, MO, MP, MT, MV, MW.

Search bar: search. e.g Smi.. or ..son



Warning: Please put ..

Does the fee earner have any WIP?

If the fee earner has recorded time on any matters that has not yet been billed, they cannot be archived. Any time found will need to be cleared from the relevant ledgers. This can be done by either by writing off or billing the matter.

To check if a Fee Earner still has recorded time:

Filter by the relevant Fee Earner to return any WIP for them.

<div><div></div><div></div></div>	REPORTS		MATTER	KEY DATE ↑
	Financial Management			
	Client Financial		1	03/01/2024
	Other Financial			
	Analysis		2	04/01/2024
	Time		Time Spent	
	Miscellaneous Reports		Time Spent Summary	
	Reports (New)		Current Month WIP/Disbs	
	Custom Reports		Percentage Recovery	
	01	00004	Work In Progress	
	01	00004	WIP By Time FE	
	01	00004	Attendance Note by Matter	

Reports > Time > WIP By Time FE

Run

☒ Fee Earner:

<input type="checkbox"/> AdamB	<input type="checkbox"/> Jess Scott
<input type="checkbox"/> Adrianne Melba	<input type="checkbox"/> Jenny Pope
<input type="checkbox"/> Adrian	<input type="checkbox"/> Jess Scott
<input type="checkbox"/> Alex Hiscutt	<input type="checkbox"/> Luke McCann
<input type="checkbox"/> Adelini	<input type="checkbox"/> Mitzi's Fee Earner with space in ID
<input type="checkbox"/> Alex Sobkowicz	<input type="checkbox"/> Marcel
<input type="checkbox"/> Alina Raduc	<input type="checkbox"/> Mark
<input type="checkbox"/> Archiving test	<input type="checkbox"/> Matt Wood
<input type="checkbox"/> Chelsea	<input type="checkbox"/> MaltM
<input type="checkbox"/> Carly Matthews	<input type="checkbox"/> Max
<input type="checkbox"/> Chris Leek	<input checked="" type="checkbox"/> Mitzi Broom
<input type="checkbox"/> Craig Matthews	<input type="checkbox"/> Mitzi Broom CQS
<input type="checkbox"/> Constantin Onu Fee Earner (Description field)	<input type="checkbox"/> MIHAI FE WITH GRADE
<input type="checkbox"/> Costel	<input type="checkbox"/> MIHAI FE NO GRADE
<input type="checkbox"/> Cris	<input type="checkbox"/> Mihaela
<input type="checkbox"/> Cris1	<input type="checkbox"/> Neil Braithwaite
<input type="checkbox"/> Dan H	<input type="checkbox"/> Petronela
<input type="checkbox"/> Daniel	<input type="checkbox"/> Rob Johnson
<input type="checkbox"/> Dave Dingle	<input type="checkbox"/> Rosalind Brooks
<input type="checkbox"/> David Brown	<input type="checkbox"/> Rich Wood
<input type="checkbox"/> Drago Raduc	<input type="checkbox"/> Sasha Marev
<input type="checkbox"/> Ethan Green	<input type="checkbox"/> Seamus Hanna
<input type="checkbox"/> Florin	<input type="checkbox"/> Shelley Duncan
<input type="checkbox"/> Gabriela	<input type="checkbox"/> Sisko Kenneth
<input type="checkbox"/> GNFRAI COSTR	<input type="checkbox"/> Stefan

Has the fee earner recorded any time on Prospect matters?

If the Fee Earner has recorded time on prospective matters, you will be unable to archive them.

There is no standard report available within Osprey to return just Prospective time recording. You can however check the Fee Earner Summary report found under Time Recording. This will list all time recorded against a Fee Earner including prospect time if required. Please note that there is no filter for just prospect only.

Transfer all matters from one fee earner to another

If a fee earner has left your firm, you can transfer all their live matters to another fee earner. Navigate to Supervisor > Code Setup > Fee Earners. Then select to Edit the fee earner whose matters you wish to

transfer to someone else.

Home

People

Calendar

Files

Calendar

Shopping Cart

Finance

Settings

CRM

Analytics

Tools

Client & Matters

PROSPECT: RO0004/1 (Respect P Paul) FE:MB WT:A_G Default: Matter

WORKFLOW STATUS BAR

Supervisor

More Key Dates

Code Setup

Work Types

System Setup

Activity Codes

Financial Setup

Remuneration Types

Case Management Setup

Fee Earners

Add Fee Earning

User Design

Groups

Report Setup

Franchise Categories

Tools & Utilities

Standard Text Descriptions

Financial Periods

Attendance Notes

CRM-AF1 Additional Rates

Fee Earning Status

CRM Auto Posting Defaults

Phases / Tasks

Reprint CRM611 Spreadsheet

Activities

Include Documents

Expenses

Portal Setup

Matters for Review

Client Dossier

SMS

Private Or Legal Aid:

Private

Remuneration Type:

Standard Remuneration

Debtor Limit:

0.00

Disbursements Limit:

0.00

WIP Limit:

0.00

Date Opened:

29/03/2020

Date Completed:

Date Archived:

Review Date:

Review Type:

None

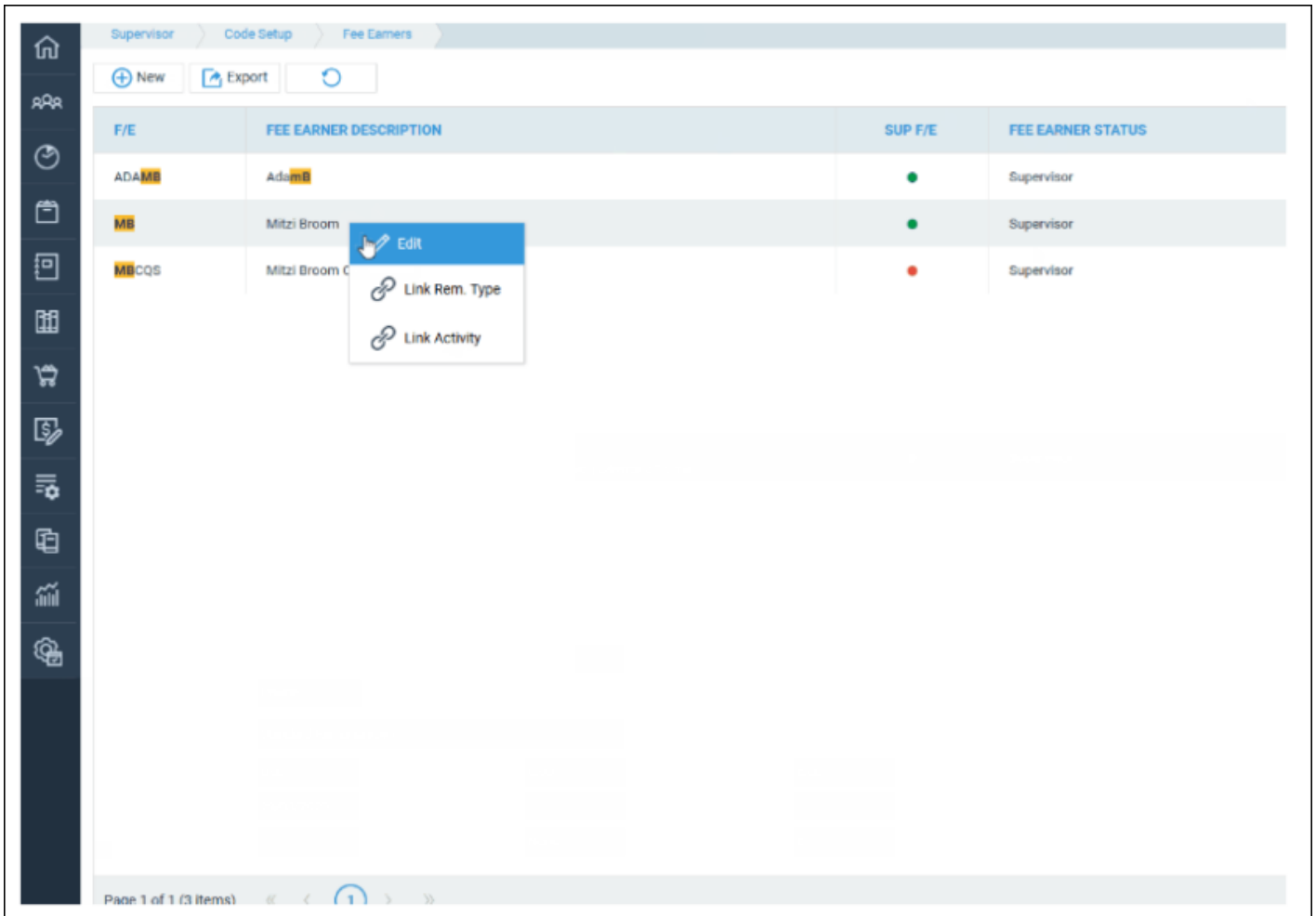
Review Period:

0

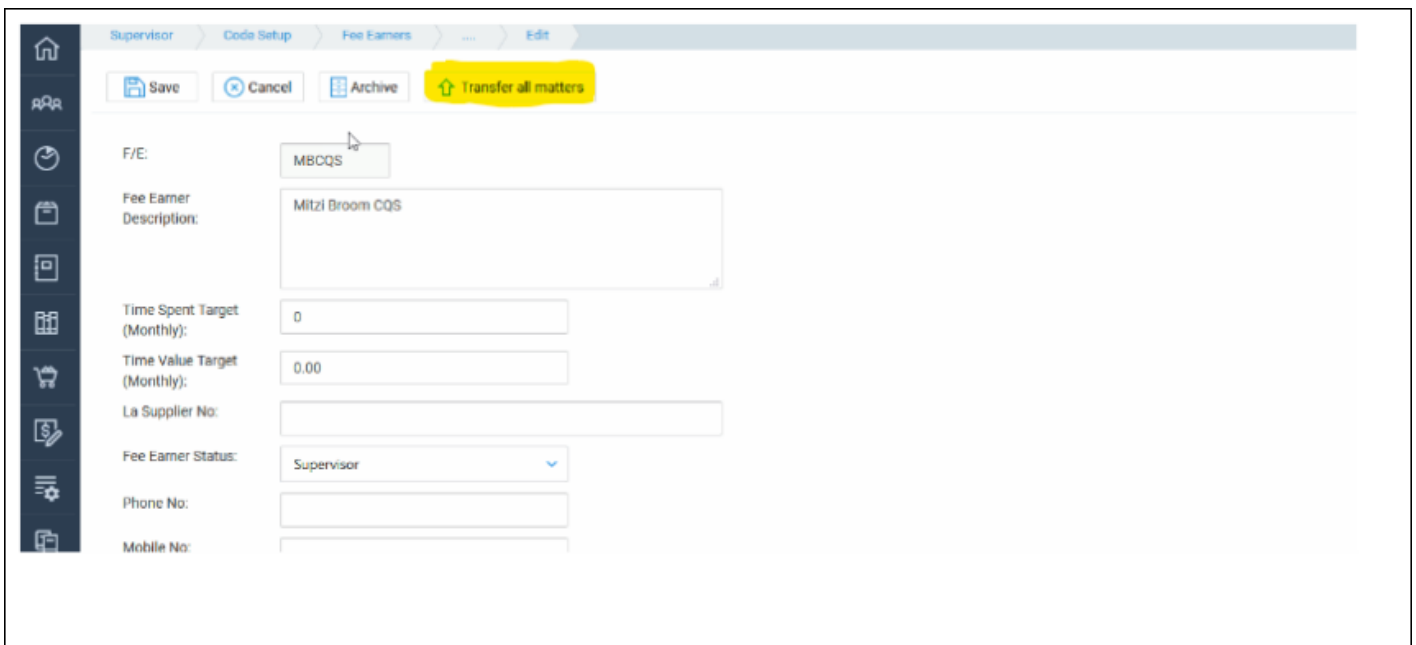
Email:

Publishable:

☐



Click the Transfer All Matters button, click OK when prompted Are you sure you wish to transfer this item? and then select the fee earner to whom you wish to transfer all the matters and click Save.



Archive the fee earner

Once you have ensured that there is no WIP and no live or prospect matters assigned, you can archive them.

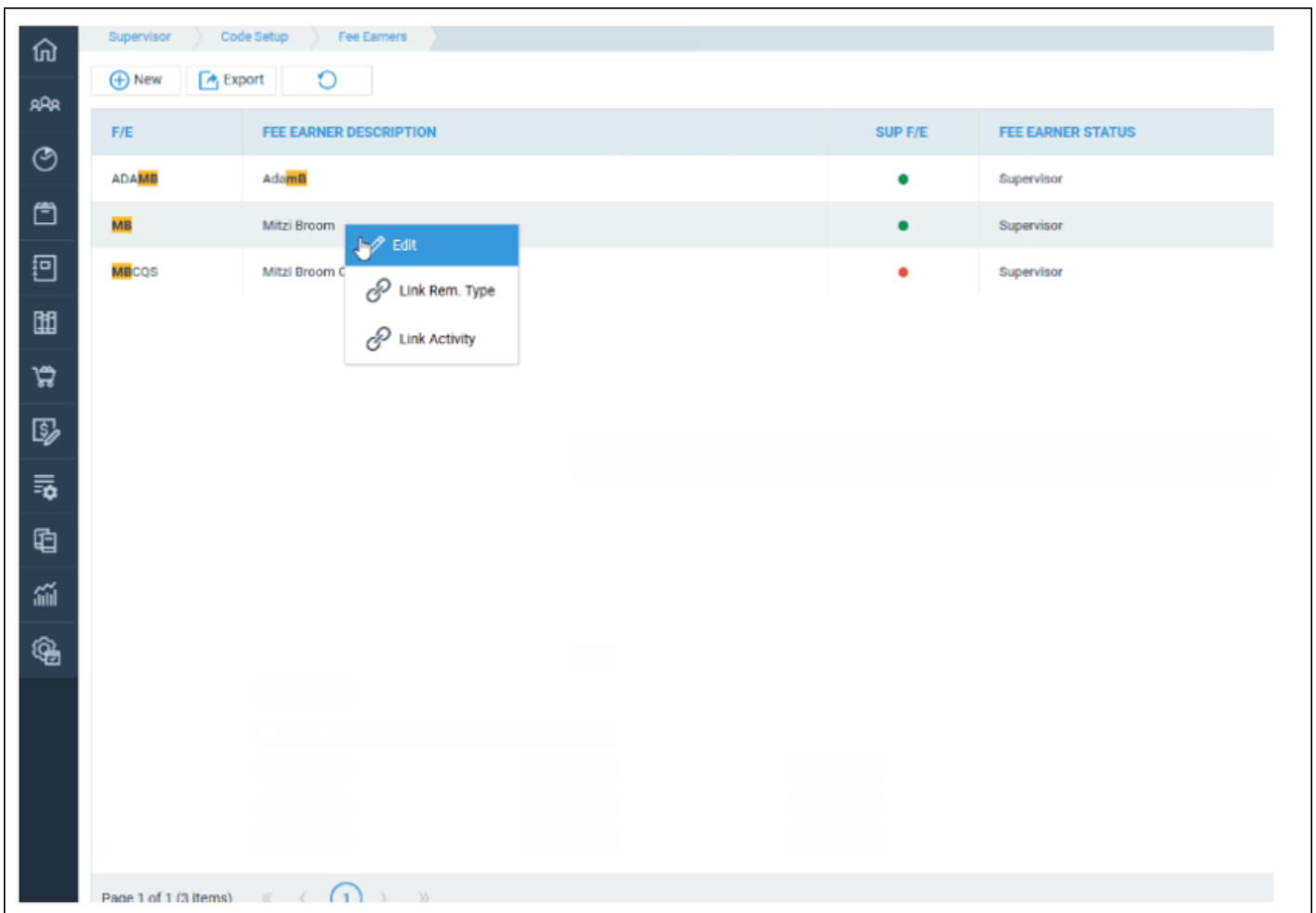
Navigate to Supervisor > Code Setup > Fee Earners

A list of all Fee Earners will appear.

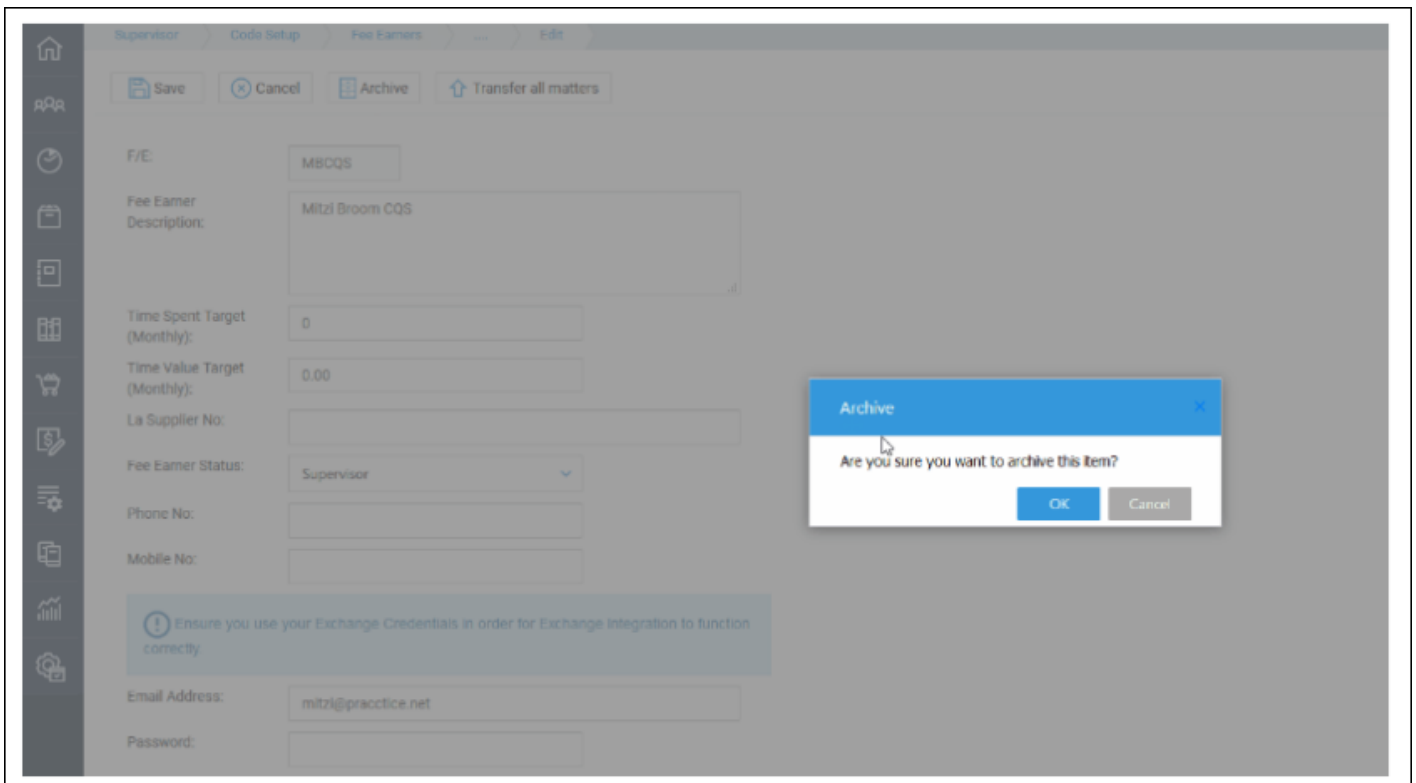
Select Edit to the right hand side, or right click the fee earner and select Edit:

The screenshot displays the software's navigation menu on the left, with 'Code Setup' selected. A sub-menu is open, showing 'Fee Earners' as the active option. The top of the page features a breadcrumb trail: 'Clients & Matters > PROSPECT: R00004/1 (Rospect P Paul) FE:MB WT:A_O Default Matter'. Below this is a 'WORKFLOW STATUS BAR'. The main content area contains several input fields for configuring a fee earner:

- Private Or Legal Aid:
- Remuneration Type:
- Debtor Limit: Disbursements Limit: WIP Limit:
- Date Opened: Date Completed: Date Archived:
- Review Date: Review Type: Review Period:
- Email: Publishable: ☐



Select **Archive**, a message will appear asking if you are sure you want to archive, click **OK** to continue.



Osprey will return to the list of fee earners, with the fee earner now marked as Not In Use.