

# Osprey Approach: Reprint CRM6 and CRM11 forms

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=22336>

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# This guide will take you through reprinting your CRM forms

It is possible to reprint any CRM6 forms that have been run via Contract Work Reports in the reports area. Please note that you must have the [Osprey Gateway](#) > installed to perform this action.

Re-Printing may be required if original submissions are rejected and changes need to be made to the original data. Or if the original saved form is lost, or, on odd occasions, excel may error.








You can simply reprint from the supervisor menu if required. This is instead of having to set all of the class completions back to none and rerun the batch.

To reprint, navigate to:

## Supervisor > Reprint CRM611 Spreadsheet

You will see that you have the option to select a date range for any batches already run. Simply add in the relevant date range to find the correct batch to re-print.

Click the print icon to the right-hand side to open the spreadsheet.

Start Date:	12/07/2019		
End Date:	12/08/2020		
	 Refresh		
BATCH			PRINT
Batch 97: Jun 19 2020 2:18PM			
Batch 96: Jun 19 2020 2:00PM			
Batch 95: Jun 19 2020 1:57PM			
Batch 94: Jun 19 2020 1:54PM			
Batch 93: Feb 10 2020 1:00PM			

If you need to resubmit your online submission, select the summary tab. Here you have the option to 'Save Online Submission'. As with running via the contract reports area you will need to save the submission locally. This is in readiness to upload to the LAA Portal website.

NB: The submissions date needs to be entered into the CDS6 Summary page. Without this you cannot generate the online submission.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
2	Branch:	Malvern																
3	Submission Date:	Aug - 2020																
4	Client	Surname	UFN	Profit Cos	Travel	Waiting	Costs+Tra	Disbs & M	VAT on Di	Total VAT	Gross Clai	Class	Claim Cod	Is Exceptional				
5	B0000118	Broom	241018/00	£345.34	£0.00	£0.00	£345.34	£0.00	£0.00	£69.07	£414.41	REPRES	PROK	FALSE				
6	B0000121	Broom	200220/00	£275.66	£10.00	£0.00	£285.66	£15.75	£3.15	£60.28	£361.69	REPRES	PROC	FALSE				
7	Totals						£631.00			£129.35	£776.10							
8																		
9																		
10																		

Once the submission date has been entered into the Summary sheet as shown above, the macro buttons can be used. These can Save Online Submission / Print CDS 11 / Print CDS 6.

### Spreadsheet Tabs:

**CDS11 Form** - printable CDS11 form.

**CDS 6 Form** - printable CDS6 form.

**CDS11 Data** - Background data for CDS11 Form sheet – this sheet should not be amended in any way.

**SPOCC Matter Outcomes** - This is the sheet which is saved as a CSV for the upload to the LAA portal. This must only be amended with caution. This is because the portal requires all of the information to be in exactly the right place.

**CDS 6 Data** - Background data for CDS6 Form sheet – this sheet should not be amended in any way.

**External Data** - Background data for reporting – this sheet should not be amended in any way.

**Summary Data** – Background data for the Summary sheet – this sheet should not be amended in any way.

**Summary** - The summary of all the clients being billed and what their final submission worked out at. Has a grand total at the bottom that can be married up with the portal submission.