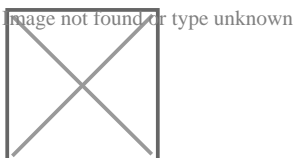


# Osprey Approach: Smart Actions: Matter History Notes

This help guide was last updated on  
Jul 9th, 2020

The latest version is always online at  
<https://support.pracctice.com/?p=2673>



## Who is this guide for?

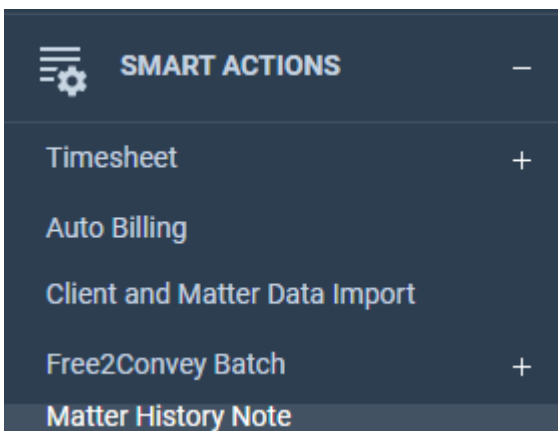
Accounts Supervisors, Case Management Supervisors and System Supervisors

You can import text note entries into the matter history for numerous files at the same time using the Matter History Note function of Smart Actions. This can save time where a large group of matters needs a note to be entered, for example to note that you have just chased for payment of an invoice.

## Option 1: Manual entry

### Step 1

Select 'Smart Actions' from the side bar and then click on 'Matter History Note'.



### Step 2

You now have two options. The first is to select 'New' and then enter the details of your Matter History note in the grid

#	<input type="checkbox"/>	CLIENT NO	MATTER NO	DATE	NOTE	PUBLISH
1	<input type="checkbox"/>	c00009	1		Client away until October 5th	No

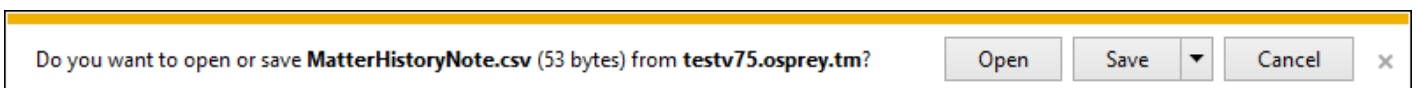
Tick the rows to save, or tick the top box to select all and then select 'Save'.

#	<input checked="" type="checkbox"/>	CLIENT NO	MATTER NO	DATE	NOTE	PUBLISH
1	<input checked="" type="checkbox"/>	c00009	1		Client away until October 5th	No

## Option 2: Import CSV

### Step 1

The second option is to click 'Download Template' and then select 'Open'.



Now enter the details in the spreadsheet and save the sheet in .csv format

	A	B	C	D	E
1	Client Number	Matter Number	Date	Note Details	Publish
2					
3					

## Step 2

In Osprey select Import CSV. Now locate the saved file and select 'Open'. As with the previous method, you can tick the rows to save, or tick the top box to select all. Once finished, click 'Save'.