Osprey Approach: Time Record on your Matters (Browser)

This help guide was last updated on
Feb 29th, 2024

The latest version is always online at
https://support.ospreyapproach.com/?p=22676

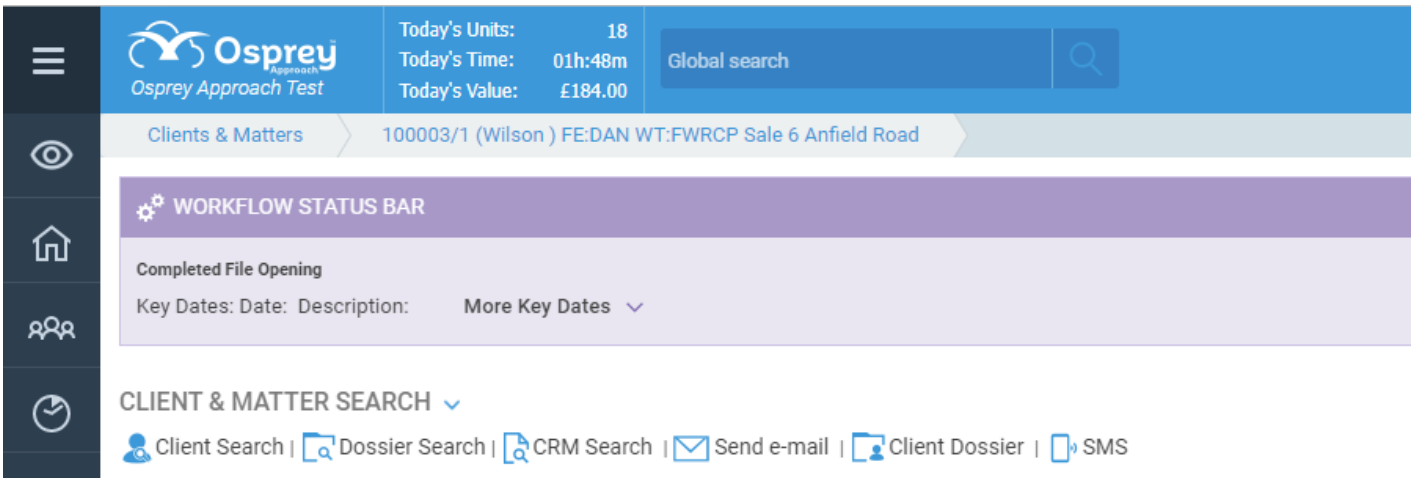
Click here for a printer-friendly version

Osprey™ Approach

You can time record in several different ways within Osprey. If you are looking to record time on your Matters using the Osprey Approach app, please go to the guide at the bottom of the page.

Viewing Today's Summary

You can view the total time, value and units if time you have recorded today at any time by looking at the top of the screen.

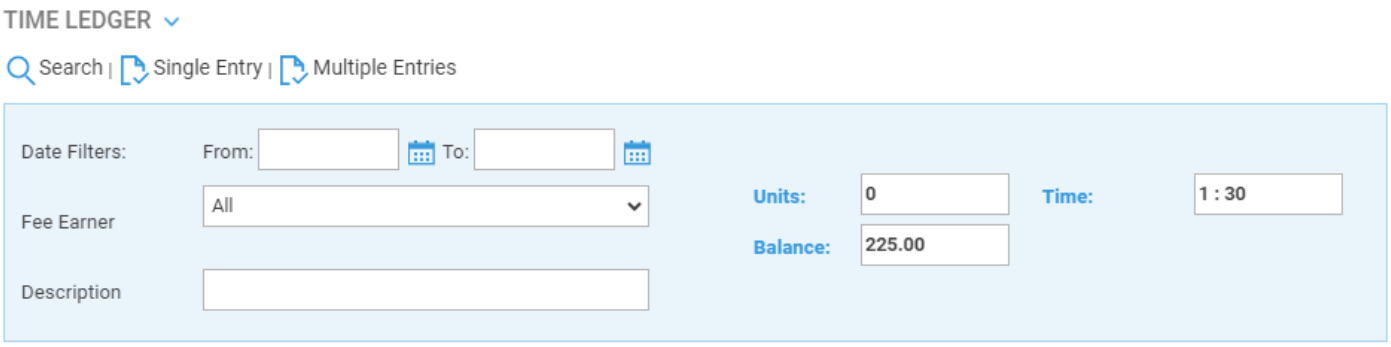


Posting a Time entry

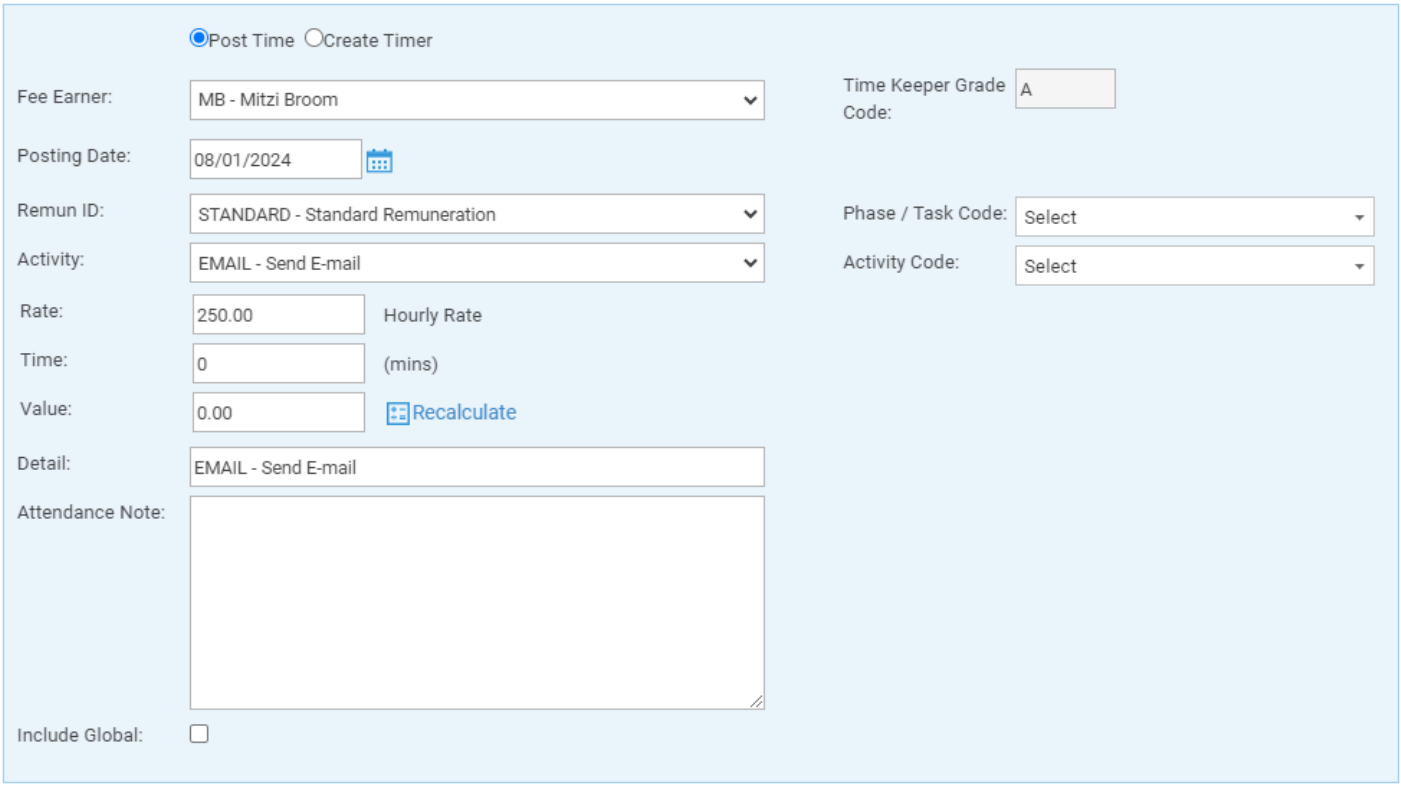
With your required client loaded, click the Time Recording tab to navigate to the Time Ledger.



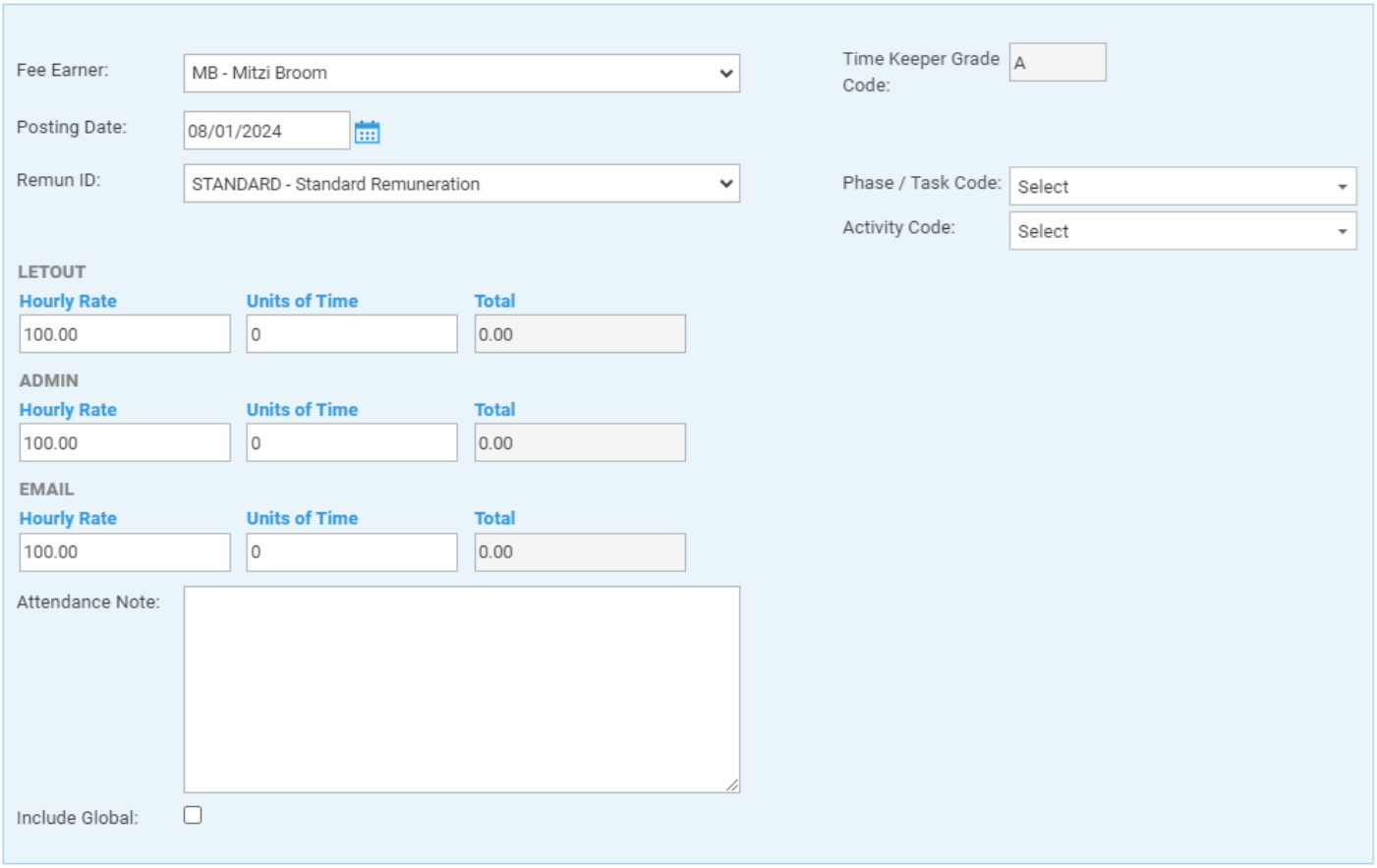
Here you will have the option to either post a single time entry or multiple time entries.



Upon clicking Single Entry, you will be able to enter your posting details and click Post to post to the time ledger, or Save and Print to post to the time ledger and create a printable copy of the time posting.



You also have the option to post multiple entries if you wish. Upon clicking this, the time posting screen will list all of the available remuneration types - In the below example, we can see that there are three available for this particular worktype.



Simply fill these in as you normally would and then click the Post button.

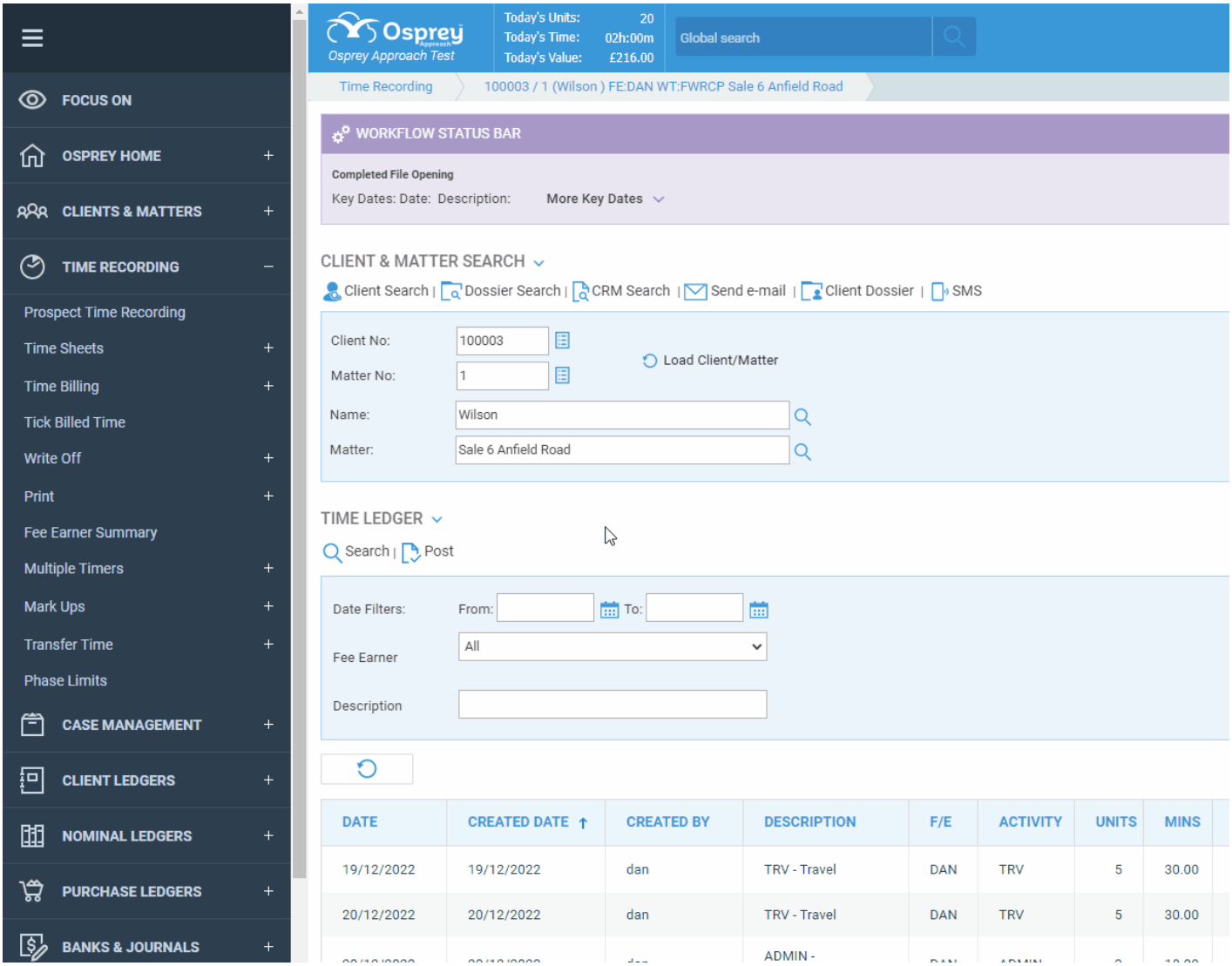
Accessing the Time Ledger

After posting time, users will be returned to the time ledger.

If you need to revisit the time ledger, simply click the time Time Recording heading in the navigation panel.

Printing the Time Ledger

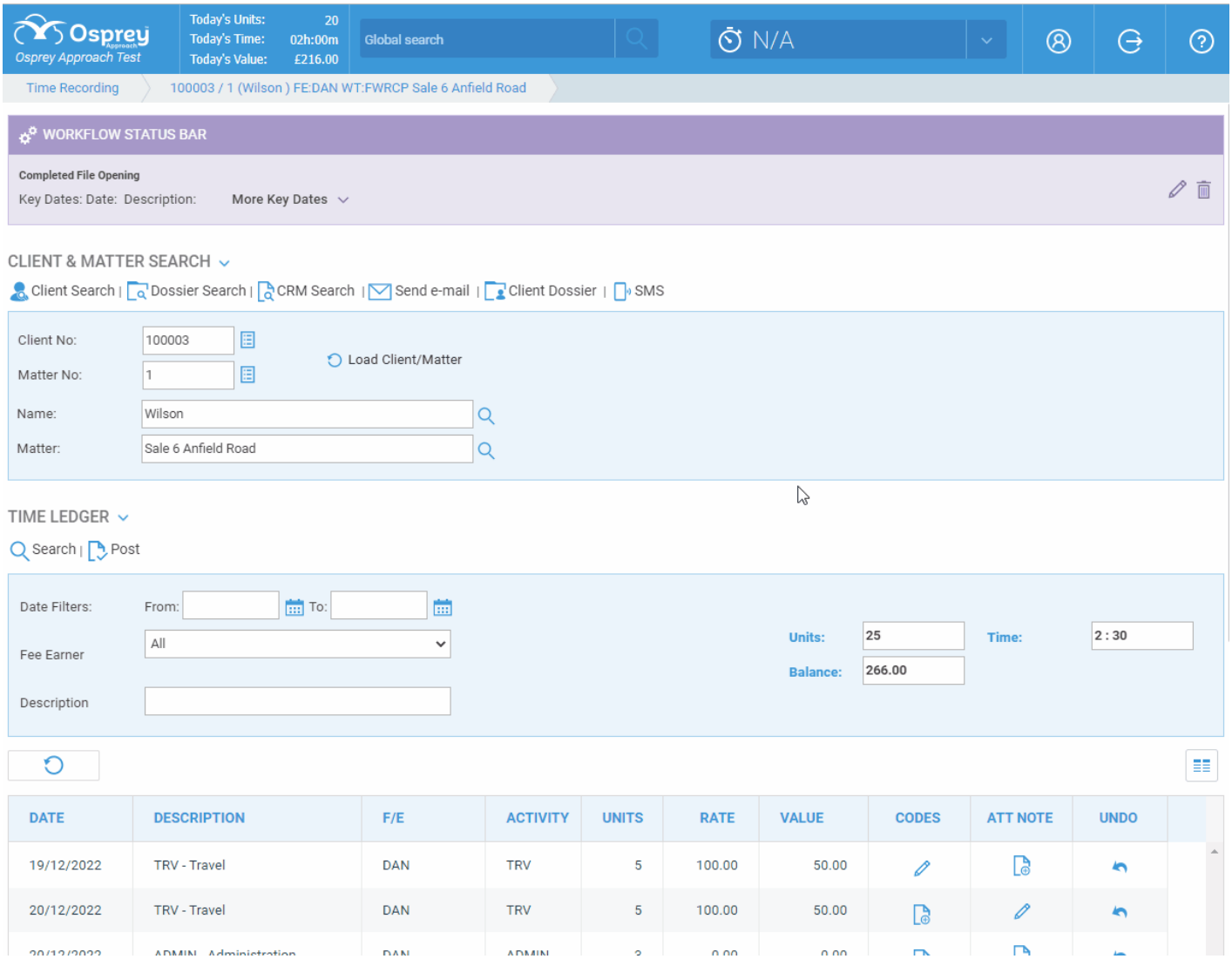
A printable copy of the ledger can be produced by selecting print, entering any filters if required, then clicking Run.



A preview window will appear, allowing the user to export the report to PDF, CSV or XLS

Undoing a Time Posting

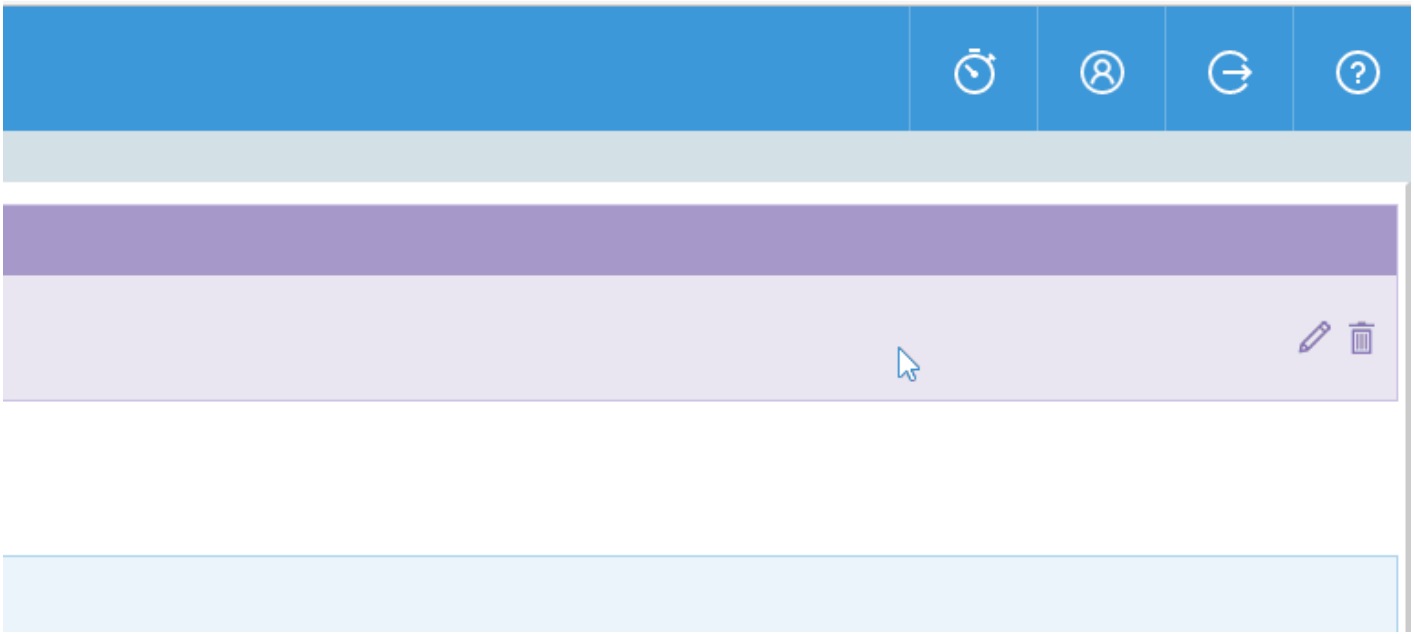
To undo a posting, click the Undo icon. A confirmation screen will appear.



Timers

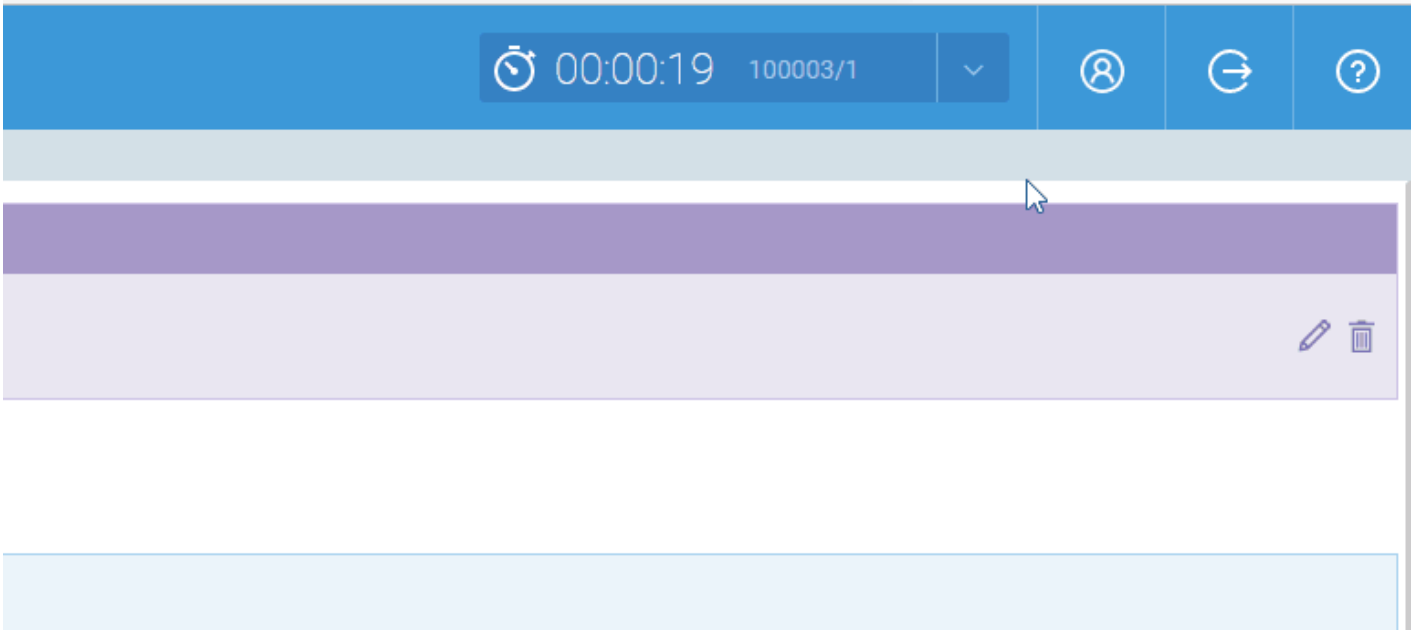
Timers allow users to accurately record how long they spend on a specific time, i.e. an online meeting or a telephone call, and can always be easily accessed.

To toggle the timer, click the Timer icon at the top right of the page.



Starting a Timer from the Timer Widget

From the Drop down, select New Timer on Current Matter to start a timer on the currently loaded matter, or New Timer on Blank Matter to select the matter at the point of posting.



Timer Options

Create timer on current matter	Starts a timer on the currently selected matter
Create timer on blank matter	Starts a timer allowing the user to select the client at the point of posting
Change timers	Allows users to swap between their unposted timers

Pause/Resume time recording	Pause/Resume the current timer
Add attendance note	Attach an attendance note to the current timer
Post time	Opens the time posting window, or if a matter is not selected, allows the user to select a matter then access the time posting window.
Collapse timer	Collapse the timer

Time Record using Smart Actions

Smart actions can also be used to create timesheets. For further information, please use the below guide.

https://support.ospreyapproach.com/guides/smart-actions-timesheets/

Time Record with Time Sheets

https://support.ospreyapproach.com/guides/time-record-with-time-sheets/