Osprey Approach: Reports: Time Spent Summary

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This report shows summary totals of time posted on the system grouped by fee earner, work type and whether the work is billed, unbilled or written off. You can choose whether to show Billed, Unbilled, Written off or All time.

Time Spent Summary, grouped by Fee Earner

Filter Options

- **Fee Earner** – Tick this box if you want to show only one or a selection of fee earners. Once the box is ticked all fee earners marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all fee earners, leave the fee earner box unticked.
- **Work Type** - Tick this box if you want to show only one or a selection of work types. Once the box is ticked all work types marked as In Use will appear. You can then tick each one that you want to report on. If you want to see all work types, leave the box unticked.
- **Activity** - Tick this box if you want to show only one or a selection of activity codes. Once the box is ticked all activity codes marked as In Use will appear. You can then tick each one that you want to

report on. If you want to see all activity codes, leave the box unticked.
- **Private or LA** - If left on All, this will show both Private and Legal Aid clients matters. You can choose to show only Private or only Legal Aid clients by selecting the appropriate option.
- **Date Filters** – Enter the date range you want to report on here.
- **Show Unbilled** - tick this box to include Unbilled time (WIP).
- **Show Billed** – tick this box to include Billed time (time ticked against bills).
- **Show Written Off** – tick this box to include Written Off time (time which has been removed from the system using the Write Off Time option).

Grouping Options

- **No Grouping** – The report will not be grouped
- **Work Type** – The report will be totalled by work type and Status (unbilled/billed/written off)
- **Activity Code** – The report will be totalled by activity code and Status (unbilled/billed/written off)
- **Fee Earner** – The report will be totalled one f/e per page by fee earner and Status (unbilled/billed/written off)
- **Fee Earner & Work Type** – The report will be totalled one fee earner per page by Fee Earner and Work Type

List of Columns Produced

The list of columns produced will depend on the grouping selected.

- No Grouping
    - F/E
    - F/E Description
    - W/T
    - W/T Description
    - Units
    - Time In Mins
    - Value
    - Status (Billed/Unbilled/Written Off)
- Work Type
    - W/T
    - W/T Description
    - Units
    - Time In Mins
    - Value
    - Status (Billed/Unbilled/Written Off)
- Activity Code
    - Activity ID
    - Activity Description
    - Units
    - Time In Mins
    - Value
    - Status (Billed/Unbilled/Written Off)
- Fee Earner

- Fee Earner ID
- Fee Earner Description
- Work Type ID
- Work Type Description
- Units
- Time In Mins
- Value
- Status (Billed/Unbilled/Written Off)

- Fee Earner & Work Type
  - Fee Earner ID
  - Fee Earner Description
  - Work Type ID
  - Work Type Description
  - Units
  - Time In Mins
  - Value
  - Status (Billed/Unbilled/Written Off)