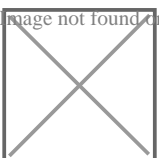


# Osprey Approach: Top Users – Letters Produced

This help guide was last updated on  
Mar 1st, 2021

The latest version is always online at  
<https://support.pracctice.com/?p=33220>

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## Who is this guide for?

**Accounts Users and Accounts Supervisors**

This report shows you your firm's top 10 members of staff. The top 10 are decided according to the number of letters they have produced.

### **Filter Options**

Fee Earner – Tick this box to select only certain fee earners, or leave unticked for all fee earners.

Work Type – Tick this box to select only certain work types, or leave unticked for all work types

User – Tick this box to select only certain users from your firm, or leave blank for all users.

Date Filters – Enter the date range for the bills you wish to see

### **Grouping Options**

Fee Earner – This leaves the report sorted in order of the user who has produced the highest number of letters, grouped by fee earner.

Work Type – This leaves the report sorted in order of the user who has produced the highest number of letters, grouped by work type.

User – This leaves the report sorted in order of the user who has produced the highest number of letters.

### **List of columns produced**

User ID

Opened (the number of letters produced by this user)

Client Number

Matter Number

Matter Description

Details (name of the letter produced)

Work Type Code

Fee Earner Code

Date letter produced