

Osprey Approach: Adding & Amending Organisations (App)

This help guide was last updated on
Dec 27th, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=23575>











[Click here for a printer-friendly version](#)



You can store the phone and address details for the professional firms. This guide will go through adding and subsequently editing organisations on Osprey.

Adding an Organisation

Open the Osprey Approach app, Expand Case Management and click Organisations.

- 
-  **OSPREY BROWSER**
-  **OSPREY HOME**
-  **CLIENT & MATTERS** +
-  **TIME RECORDING** +
-  **CASE MANAGEMENT** —
- Contract Work Forms
- Contacts
- Organisations
- Case Bundle
- Packages
- Searchflow
- Infotrack
- Coadjute
-  **CLIENT LEDGERS**
-  **BANKS & JOURNALS** +
-  **REPORTS** +
-  **SUPERVISOR** +

Today's Units: 0
 Today's Time: 00h:00m
 Today's Value: £0.00

Completed File Opening

Home - 100003/1 (Wils

MATTERS FOR REVIEW

CLIENT	MATTER
HEA00007	2
100003	44
WEL00002	2
00002	3
00002	4
00002	6
PRO00005	2
100003	56

YOUR KEY DATES

CLIENT	MATTER
100003	1
100003	1
COW00002	2

Click the 'Add' button.

NAME	ORGANISATION ID
Building Society 1	b_soc
Barclays	BARCLAYS
Best Estate Agents	BestEstateAgents
British Gas	BGAS
Charity Beneficiary	CHARBEN
Canterbury Social Services	CLASS
Court of Protection	COP
DWP	DWP
East Kent Hospitals University NHS Foundation Trust	EKHUFT
Electricity Provider	ELECPRO
Expert 1	Expert1
Funeral Director	FUNDIR
Gas Provider	GASPRO
GP Surgery	GP
HMRC	HMRC
Home Office	HOMEOFFICE
HSBC	HSBC
ISA Provider	ISAPROV
Land Registry	LANDREGISTRY
Legal Ombudsman	LEGOMB
Life Insurer 1	LIFEINS

Fill as many details as possible, the Organisation ID should be unique and be a short description (no spaces) of the Organisation Name.

The ID cannot be changed once created.

Add Organisation

← Save

Organisation Id
OspreyApproach

Name
Osprey Approach

Expert Type
EXPERT

ORGANISATION ADDRESS

House
Pracvice Ltd

Area
Sandy Lane

Postal Town
Malvern

County
Worcestershire

Post Code
WR14 1JJ

COMMUNICATIONS

Phone No
03300 604940

Fax No

Click Save.

Amending an Organisation

To edit an organisation, navigate to Case Management > Organisations.
Left-click the Organisation that you wish to edit.

The screenshot displays the 'Add Organisation' form in the Osprey Approach (3.0.1) application. The interface includes a top navigation bar with a 'Global search' field and a 'Workflow Status Bar'. The left sidebar shows the 'CASE MANAGEMENT' menu with 'Organisations' selected. The main form area contains the following fields:

- Organisation Id:** OspreyApproach
- Name:** Osprey Approach
- Expert Type:** SOLICITOR
- ORGANISATION ADDRESS:**
 - House:** Practice Limited
 - Area:** Falstaff House
 - Postal Town:** Malvern
 - County:** Worcestershire
 - Post Code:** WR14 1JJ
- COMMUNICATIONS:**
 - Phone No:** 03300 604940
 - Fax No:**

A 'Save' button is located at the top left of the form area. At the bottom right, there is a chatbot prompt: 'I'm Posit, your virtual assistant! Please, tell me what you want to do...'

Remember if you make any changes, to click 'Save'.

Adding & Amending Contacts

Use the below guide for further details on adding and amending Contacts.

<https://support.ospreyapproach.com/guides/add-edit-a-contact-app/>