

Osprey Approach: Customising Osprey Automated Emails

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Apr 24th, 2024

The latest version is always online at
<https://support.ospreyapproach.com/?p=64484>

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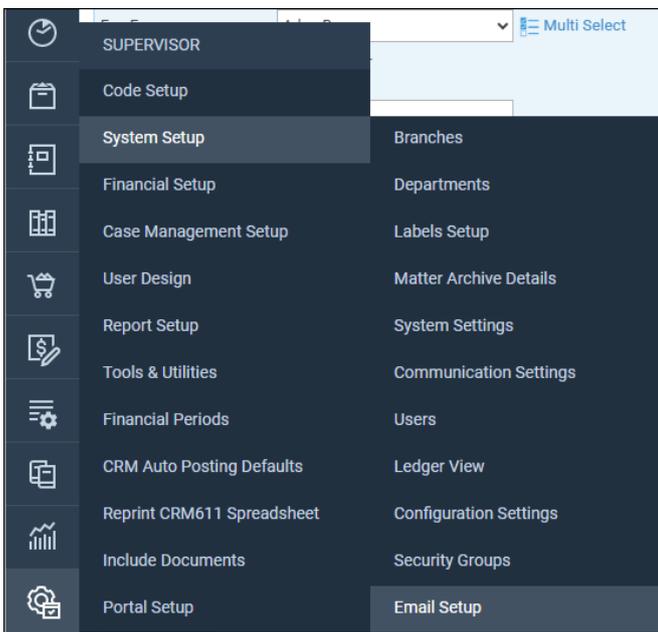
This guide will demonstrate how to set up automated emails to send from Osprey

Osprey offers a number of automated emails when actions are performed, from reassigning a keydate to another fee earner, to resetting passwords for clients and associates to access the Client Web Portal.

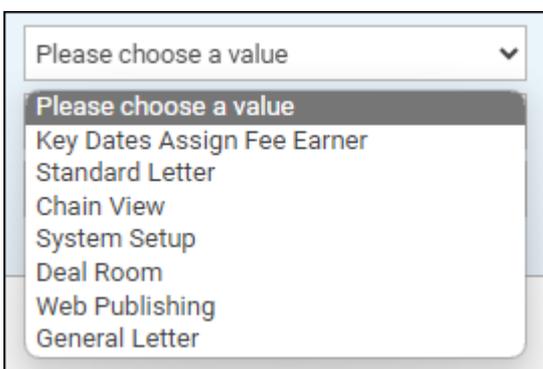
You can amend these templates, and add an email signature, to meet your requirements.

Accessing Email Setup

To customise the emails, go to Supervisor > System Setup > Email Setup.



Select an email area, then relevant Addressee.



The Email body will populate with default text. This can be amended.

Email body:

```
Hi {forename},

For your security, we provide a secondary set of credentials for document access.

{PortalURL}

Client ID = {clinet_no}
Email = {client_email}
Password = {genClientName}

<a href="https://test.portal.ospreyapproach.com/new">Click here to view your
documents</a>
```

Adding Mergefields

To add personal element to the system emails, you can use mergefields to merge information from the client's file, such as their name or email address.

To do this, click on the Fields dropdown. Select the field. This will now be placed at the end of the Email body. This can be moved to your preferred location.

Fields: Please choose a value

Email body:

```
Hi {forename}
For your security, we
{PortalURL}
Client ID = {clinet_no}
```

Please choose a value

- {client_email}
- {genClientName}
- {PortalURL}
- {clinet_no}
- {title}
- {forename}
- {surname}

document access.

Adding a signature

Each email can have its own personalised signature. Enter this into the Signature area. Click Save to store the changes.

SIGNATURE:



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03300 604940

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