












Osprey Approach: Editing Matter History Details (App)

This help guide was last updated on
Dec 22nd, 2022

The latest version is always online at
<https://support.ospreyapproach.com/?p=34848>



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Right click the item and click Edit

Edit Matter History Metadata - B00002/1 (Braithwaite I



Client

Matter

Load Client

Folder

- 1 Folder
- IHT500
- IHT420
- ChrisF

Custom Type


 

Description

Processed Date

Retention Period

You may change the client / matter numbers, history folder, set a custom type, change the description, set a processed date or retention period

If you are typing dates in Osprey please use the format dd/mm/yyyy