



Osprey Approach: Label Printing (App)

This help guide was last updated on
Dec 21st, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=52147>



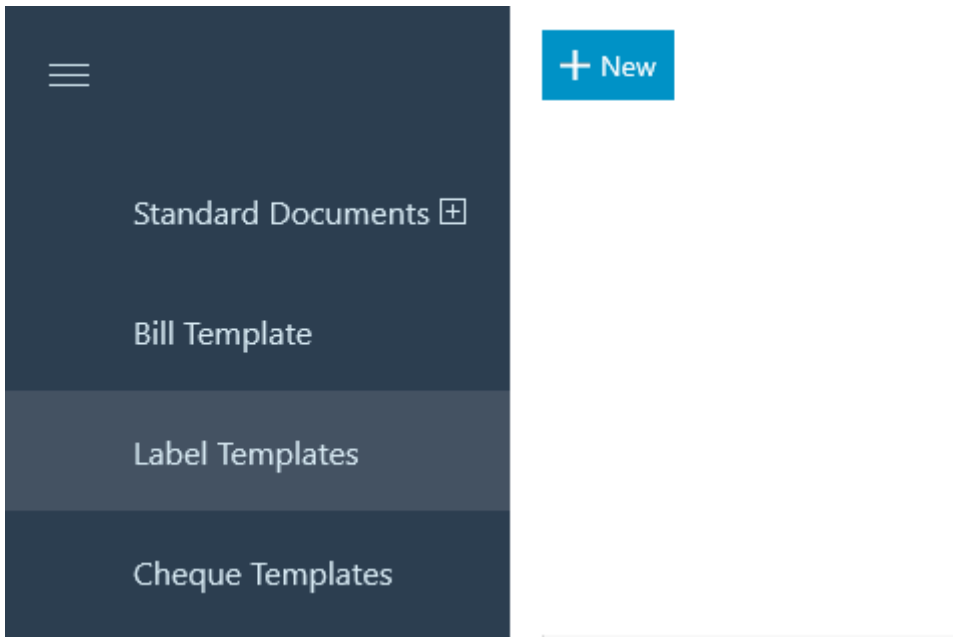
You can produce a printed matter label for your paper files using Osprey. This guide will show you how.

Enable Label Printing

To enable label printing please see the browser guide [here](#), this needs to be done before continuing

Design your Label Template

Open the Supervisor App and select the Label Templates option, then click New.



Tap Label Templates > New

Give your label template a name, and click Save.



Label Description:

Enter a description and tap Save

Right click your new label template, and select Edit



Right Click and tap Edit

Select Design

←

Save

Delete

Design

Preview

Label Description:

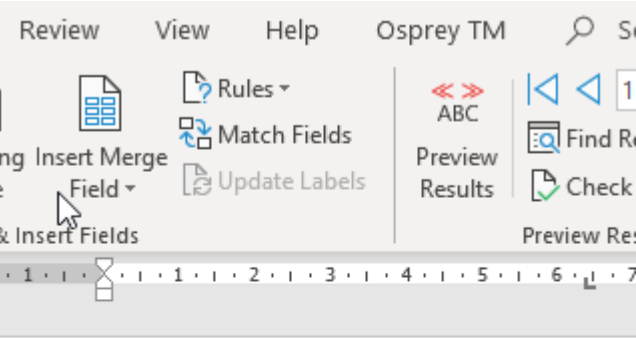
Matter Label

Tap Design

Word will open. You can now design your template.

Create the template to fit the stationery you have. We would recommend using a table for this.

To place merge fields into the document, select Insert Merge Field from the Mailings tab on the ribbon and choose the appropriate field.



{INCLUDETEXT "C:\\Users\\neilb\\AppDa

Our Ref:	{ MERGEFIELD MATTER_client_no } { MERGEFIELD
Your Ref:	

Once you have designed your first label, copy the data into the second cell. Then place your cursor at the start of the text in the second cell and select Rules click Next Record. The entire row can be copied to the remaining cells.

Close and Save the template.

Printing Labels

To print matter labels, open the Case Management App. Navigate to Client/Matter, then Label Printing.

OSPREY BROWSER

OSPREY HOME

CLIENT & MATTERS +

TIME RECORDING +

CASE MANAGEMENT +

CLIENT LEDGERS

BANKS & JOURNALS +

REPORTS +

SUPERVISOR -

Standard Documents

Today's Time: 00:00:00

Today's Value: £0.00

Global Search

Home - A123456/1 (Hiscutt Alex/Default Matter) FE: 01 WT: AEH

MATTERS FOR REVIEW

CLIENT	MATTER	CLIENT NAME	MATTER DESCRIPTION
MAT0000001	4	Matthews Carly C	Limit Fields Completed

Select the relevant template from the list, to print an already printed label select Printed

Label Printing

Select Label Template:

Civil label

Filter Labels:

Pending

Blank Labels To Insert:

0

Copies to Print:

1

Print

Delete

Tick the labels to be printed, click Print, the labels will be merged into Microsoft Word and can be printed.

CLIENT NUMBER	MAT	CLIENT NAME	MATTER DESCRIPTION	DATE	F/E NAME	
HI0001	6	Hiscutt, Alex	di infotrack test	18/05/2021	Alex Hiscutt	<input type="checkbox"/>
B00002	2	Braithwaite, Neil	TK_RCS - Sale Matter	18/05/2021	Multi Factory Authentication	<input type="checkbox"/>
BLE00001	1	Bleu, Samsung	MATTER SAMSUNG	18/05/2021	Madalina	<input type="checkbox"/>
CAM00003	12	Campbell, Chelsea	Default Matter	13/05/2021	S P Jennings	<input type="checkbox"/>
B00002	1	Braithwaite, Neil	Default Matter	13/05/2021	Craig Matthews	<input type="checkbox"/>