

# Osprey Approach: Managing your Practice Details

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=60636>

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Osprey can populate correspondence with your firms' details. These details can be added, amended, and removed when needed.

## Viewing your Practice Details

To view your firm's current details stored within Osprey, go to Supervisor > System Setup > System Settings and select Practice Details.

The screenshot shows the Osprey system settings interface. On the left is a dark sidebar with icons for various settings categories. The main area displays a list of settings with corresponding text input fields. The 'Practice Details' option is highlighted in the sidebar, and its sub-menu is open, showing 'Practice Details' as the selected item. The background settings include:

- Practice Id: DEFAULT
- Practice Name: Osprey Approach Test
- Falstaff House
- Branches
- Departments
- Labels Setup
- Matter Archive Details
- System Settings (highlighted)
- Practice Details (highlighted)
- Communication Settings
- Third Party Data
- Users
- Ledger View
- Configuration Settings
- Security Groups
- Email Setup

You should see one entry, with the ID of DEFAULT.

## Editing the Practice Details

To View and Amend your practice details, right click on the DEFAULT entry, and select Edit.

PRACTICE ID	PRACTICE NAME	TELEPHONE	WEB ADDRESS
DEFAULT	Osprey Approach Test	0330604940	www.pracctice.net

On the edit screen, you can update any of your practice's details, and then click Save.



Save



Delete



Cancel

Practice Id:	DEFAULT
Practice Name:	Osprey Approach Test
House:	Suite 1 Falstaff House
Area:	Sandys Road
Postal Town:	Malvern
County:	Worcestershire
Postcode:	WR14 1JJ
DX Number:	Pracctice DX No
Telephone:	0330604940
Fax number:	Pracctice FAX No
Email Address:	support@pracctice.net
Web Address:	www.pracctice.net