Osprey Approach: Managing your Practice Details

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This guide will show you how to amend your own practice details in Osprey

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.

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

✎ Edit

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

Supervisor 〉 System Setup 〉 Practice Details 〉 Edit

💾 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