



Osprey Approach: Managing your Practice Details

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



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 Supervisor interface. On the left is a dark sidebar with a vertical list of menu items, each with an icon. The 'System Settings' item is highlighted in a lighter shade. A dark overlay menu is open over the 'System Settings' item, listing various configuration options. 'Practice Details' is highlighted in white text on a dark background within this overlay menu. In the background, the 'Practice Details' form is visible, showing fields for 'Practice Id' (DEFAULT), 'Practice Name' (Osprey Approach Test), and 'Falstaff House'.

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