Osprey Approach: Managing your Practice Details

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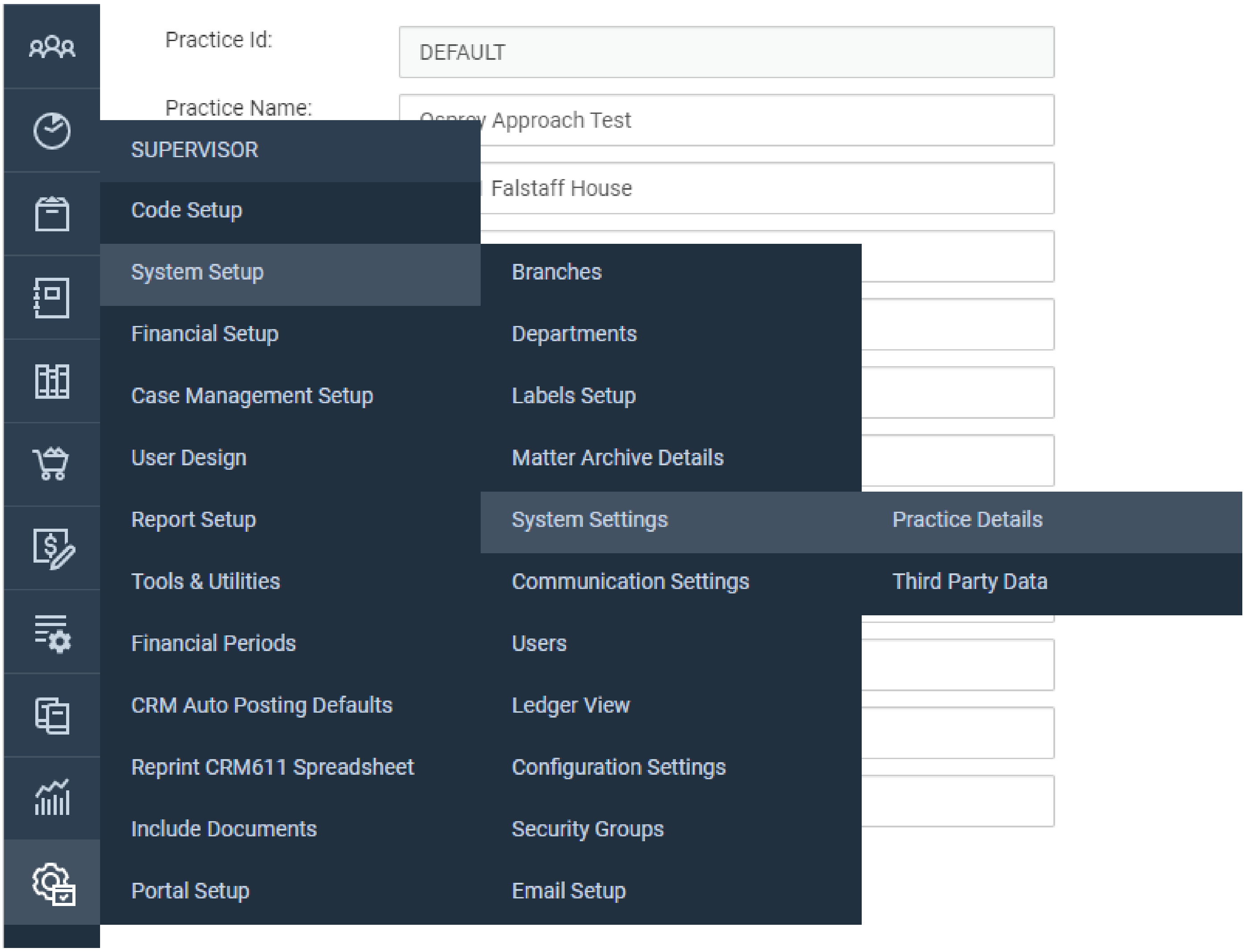
The latest version is always online at
https://support.ospreyapproach.com/?p=60636

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.