



Osprey Approach: Subscribing to Notifications (Browser)

This help guide was last updated on
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The latest version is always online at
<https://support.ospreyapproach.com/?p=30026>



Subscribing to notifications can be useful for monitoring important documents or to be notified when waiting for another user to edit and check in a document.

From the list of saved documents in Matter History right-click on the desired document and select Subscribe to Notifications.

0002	Braithwaite	1	Default Matter		hsdhs
0002	Braithwaite	1	Default Matter		dsdsd
0002	Braithwaite	1	Default Matter		Test A
0002	Braithwaite	1	Default Matter		Test A
0002	Braithwaite	1	Default Matter		Email
0002	Braithwaite	1	Default Matter		TEst A
0002	Braithwaite	1	Default Matter		TEst 2
0002	Braithwaite	1	Default Matter		Sent e
0002	Braithwaite	1	Default Matter		Sent e
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0002	Braithwaite	1	Default Matter		Chequ
0002	Braithwaite	1	Default Matter		2020 F
0002	Braithwaite	1	Default Matter		Export
0002	Braithwaite	1	Default Matter		Export

Tick the actions you wish to be notified on and click Save.

Subscribe to notifications ☐ X

Please tick the events you would like to be notified of:

Edit Metadata:	<input checked="" type="checkbox"/>
Check Out:	<input checked="" type="checkbox"/>
Check In:	<input type="checkbox"/>
Undo Pending Changes:	<input type="checkbox"/>
Delete:	<input type="checkbox"/>
Restore:	<input type="checkbox"/>
Purge:	<input type="checkbox"/>
Erasure Request:	<input type="checkbox"/>
...	...

Save Cancel

If a user carries out any of the actions you ticked you will receive an email to let you know. The email will advise you of the matter history item number, the action performed, the user and the date & time.

In the workspace you will find Subscribed Items where you can find any documents you have subscribed to.

- ▼  My Workspace
 -  Checked Out Items
 -  In Tray Items
 -  Favorite Items
 -  Recent Items
 -  Subscribed Items
 -  Deal Room
 -  Case Bundles
 -  Packages

If you no longer wish to receive notifications you may either change the notifications you receive as above or right click and select Unsubscribe All Notifications, click OK to confirm.

0002	Braithwaite	1	Default Matter	hsdhs
0002	Braithwaite	1	Default Matter	dsdsd
0002	Braithwaite	1	Default Matter	Test A
0002	Braithwaite	1	Default Matter	Test A
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