

# Osprey Approach: Managing your Branches

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=63736>

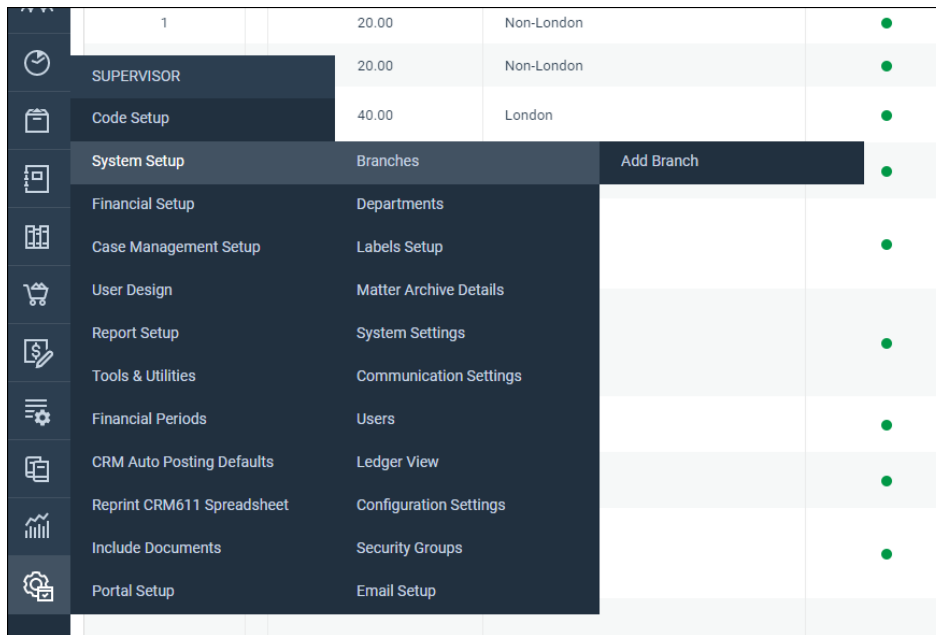
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# This Guide will cover adding and updating your branches on Osprey Approach

## Adding a new branch

To add a new branch, go to Supervisor, System Setup, then select Branches. Left click Add Branch.



The screenshot shows a sidebar menu on the left with various system setup options. The 'System Setup' option is selected, and a sub-menu is displayed to its right. In this sub-menu, the 'Branches' option is selected, and the 'Add Branch' button is highlighted. The main content area shows a table with columns for ID, Weighting, Location, and a status indicator (green dot).

ID	Weighting	Location	Status
1	20.00	Non-London	●
SUPERVISOR	20.00	Non-London	●
Code Setup	40.00	London	●
System Setup	Branches	Add Branch	●
Financial Setup	Departments		
Case Management Setup	Labels Setup		●
User Design	Matter Archive Details		
Report Setup	System Settings		●
Tools & Utilities	Communication Settings		
Financial Periods	Users		●
CRM Auto Posting Defaults	Ledger View		●
Reprint CRM611 Spreadsheet	Configuration Settings		
Include Documents	Security Groups		●
Portal Setup	Email Setup		

- Branch Description - *The name of the branch*
- Branch Weighting - *All branches need to add up to 100%, however this does not affect any current feature of Osprey*
- Location - *London or not London (Location determines whether the London or National rates are used for time recording on legal aid matters)*
- TM User ID - *No longer needed*
- LAA Supplier Number - *needed for Legal Aid*
- CRM Contract Number - *needed for Legal Aid*
- CRM Schedule Number - *needed for Legal Aid*
- CLS Schedule Number - *needed for Legal Aid*
- VAT No - *for VAT submissions*
- Address and contact details - *Can be used with document, email and SMS templates.*
- Is Default - *Set this branch to be the default branch*
- In Use - *Marks the branch as In Use/Archived*
- Email Signature - *Set up a branch email signature*

## Editing a branch

To make amendments to an existing branch, such as updating address or contact details, go to Supervisor, System Setup, then select Branches.

Right-click and edit the required branch.

BRANCH NO	BRANCH WEIGHTING	LOCATION
1	20.00	Non-London
2	20.00	Non-London

A blue button with a white pencil icon and the text "Edit" is positioned to the right of the table.

Once the changes have been completed, click Save.

## Removing a branch

You can only archive a branch if there are no live matters currently assigned to the branch. To archive a branch, go to Supervisor, System Setup, then select Branches.

Right-click and edit the required branch.

BRANCH NO	BRANCH WEIGHTING	LOCATION
1	20.00	Non-London
2	20.00	Non-London

A blue button with a white pencil icon and the text "Edit" is positioned to the right of the table.

Untick the In Use box and click Save.

Is Default:	<input type="checkbox"/>
In Use:	<input checked="" type="checkbox"/>