Osprey Approach: Adding Standard Text

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The latest version is always online at
https://support.ospreyapproach.com/?p=44906

This guide will show you how to add standard text descriptions for use throughout Osprey

You may add predefined text to various text entries throughout Osprey. Navigate to Supervisor > Code Setup > Standard Text Descriptions > Add Standard Text Descriptions
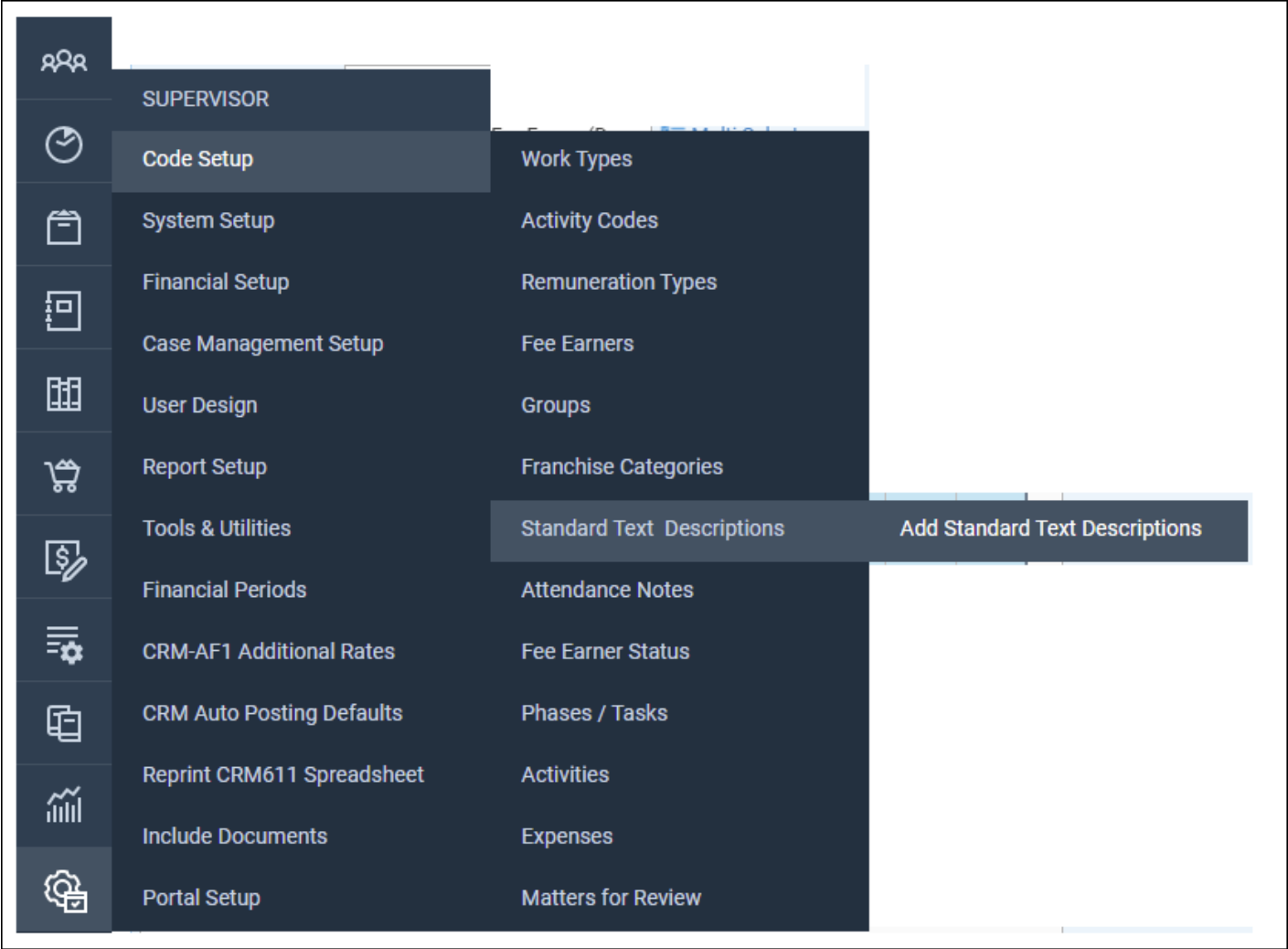
You will be able to choose the area you wish to add text for

Account Payee Text - shows the text when typing the Payee for Cheques Required.

Client Ledger Posting Text - shows the text when typing the posting description on Client Ledger

View Note - Can be linked to Views to add more information to views for Questionnaires and Extensions.

Journal Posting Text - shows the text when typing the posting description in Journals

Matter Description Text - shows the text when typing the Matter Description

Nominal Ledger Posting Text - shows the text when typing the posting description on Nominal Ledger

Purchase Ledger Posting Text - shows the text when typing the posting description on Purchase Ledger

Standard Text - shows on the Time Posting Screen to append/replace Attendance Notes

Standard Text Message - Shows as a template to choose when sending SMS