

# Osprey Approach: Editing an Existing Client

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The latest version is always online at  
<https://support.ospreyapproach.com/?p=17685>

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# This guide will show you how to edit the details and contact information of an existing client in Osprey

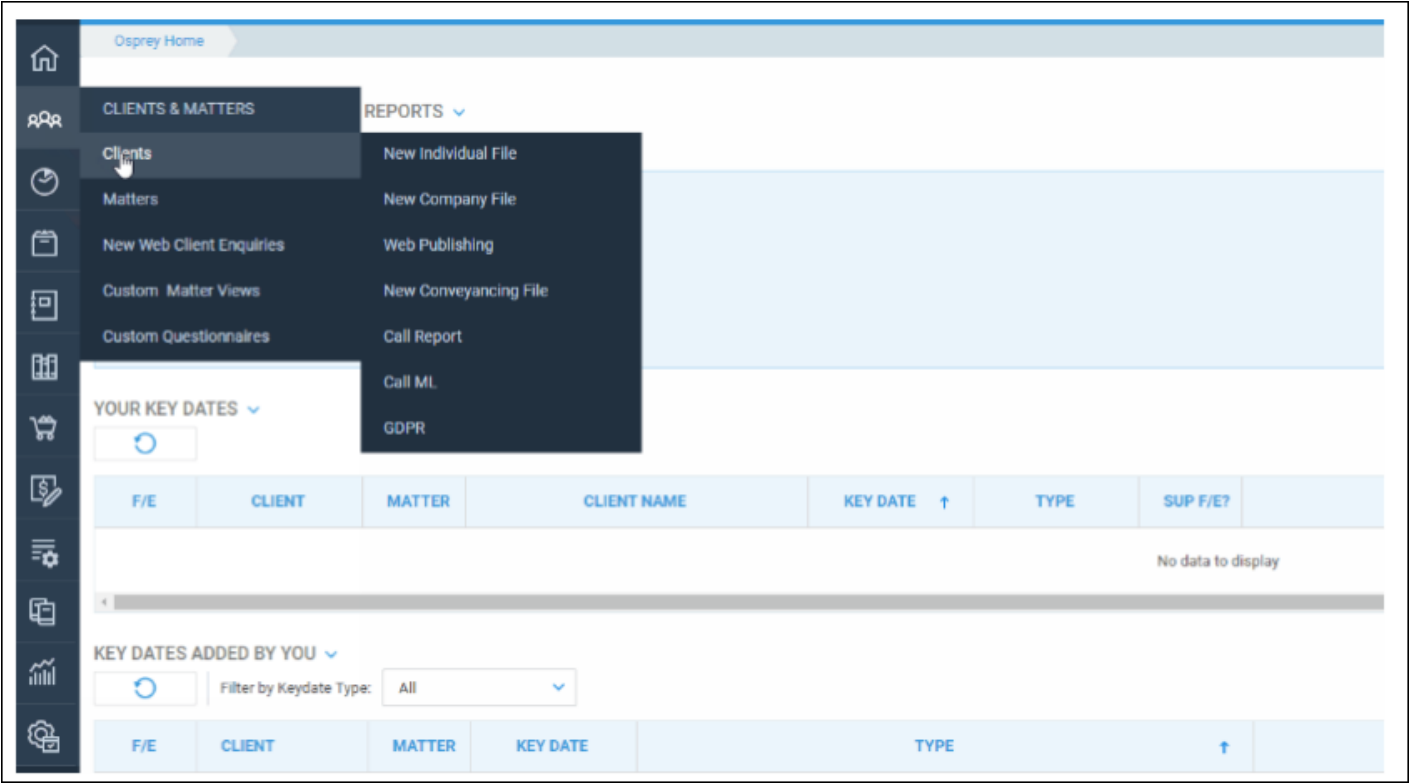
Once a client has been added, you can edit any of the details held other than client and matter numbers.

Please note that if you use alphanumeric client numbers, changing the surname which the number is based upon will NOT change the client number. For example, if your client's name is Jones, number JON001 and they have changed their surname, the client number will remain the same.

## Edit name and address details

Navigate to Clients & Matters > Clients, and search for the client you want to edit.

Click the Edit button, make the required changes to the client's details, and click Save.



Clients & Matters > Clients > D0001/1 (Dubh A P Alex) FE:MB WT:CONV\_R Purchase of The Maltings, Ledbury Road, Hereford HR2

WORKFLOW STATUS BAR

Key Dates: Date: Description: More Key Dates ▾

CLIENT & MATTER SEARCH ▾

Client Search | Dossier Search | CRM Search | Send e-mail | Client Dossier | SMS

Client No: D0001 Load Client/Matter

Name: Dubh

MAIN CLIENT NAME ▾

Edit

SURNAME	FORENAME	INITIALS	TITLE	EMAIL
Dubh	Alex	A P	Mr	a.b@c.com

ACCOUNT ADDRESS ▾

House:

Area:

Postal Town:

Clients & Matters > Clients > Edit Individual

Save Cancel Phone Details

Client No: JON0001 Type: Individual ▾

Title: Mr Initials: P

Forename: Peter

Surname: Swinson

E-mail: p.jones@u.net

Prospect: ☐

High Risk: ☐

ADDITIONAL NAMED CLIENTS ^

ACCOUNT ADDRESS ▾

House: 75 The Street

Area: Greenlands

Postal Town: Worcester

County: Worcestershire

Postcode: WR1 1KK

Copy to Billing Address

## Editing phone numbers

To edit the client's phone number details or add a new phone number, navigate to Clients & Matters > Clients and scroll down to the bottom of the page.

Click the Add button. All phone numbers are displayed here. You can either select and add a new phone number, or right click an existing one and select Edit.

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Tools

Clients & Matters

Clients

D0001/1 (Dubh A P Alex) F&MB WT:CONV\_R Purchase of The Maltings, Ledbury Road, Hereford HR2

BILLING ADDRESS

Bill Street:

Bill Area:

Bill Postal Town:

Bill County:

Bill Postcode:

Bill Addressee:

ACCOUNT CONTROL DETAILS

Debtor Limit: 0.00

Disbursements Limit: 0.00

Wip Limit: 0.00

Group Code:

TELEPHONE NUMBERS AND OTHER DETAILS

Add

PHONE TYPE	DESCRIPTION
MOBILE	Mobile Phone Number - Alex

Home

People

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Clients

Edit Communications Details

Save

Cancel

Client No: D0001

Phone Type: PHONE

Description: Phone Number - Home

Info: 01432 384938

Main No: ☐

Export

Refresh

PHONE TYPE	DESCRIPTION
MOBILE	Mobile Phone Number - Alex
MOBILE	Mobile Phone Number - Amanda

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