Osprey Approach: Label Printing (Browser)

This help guide was last updated on
Dec 21st, 2023

The latest version is always online at
https://support.ospreyapproach.com/?p=30700

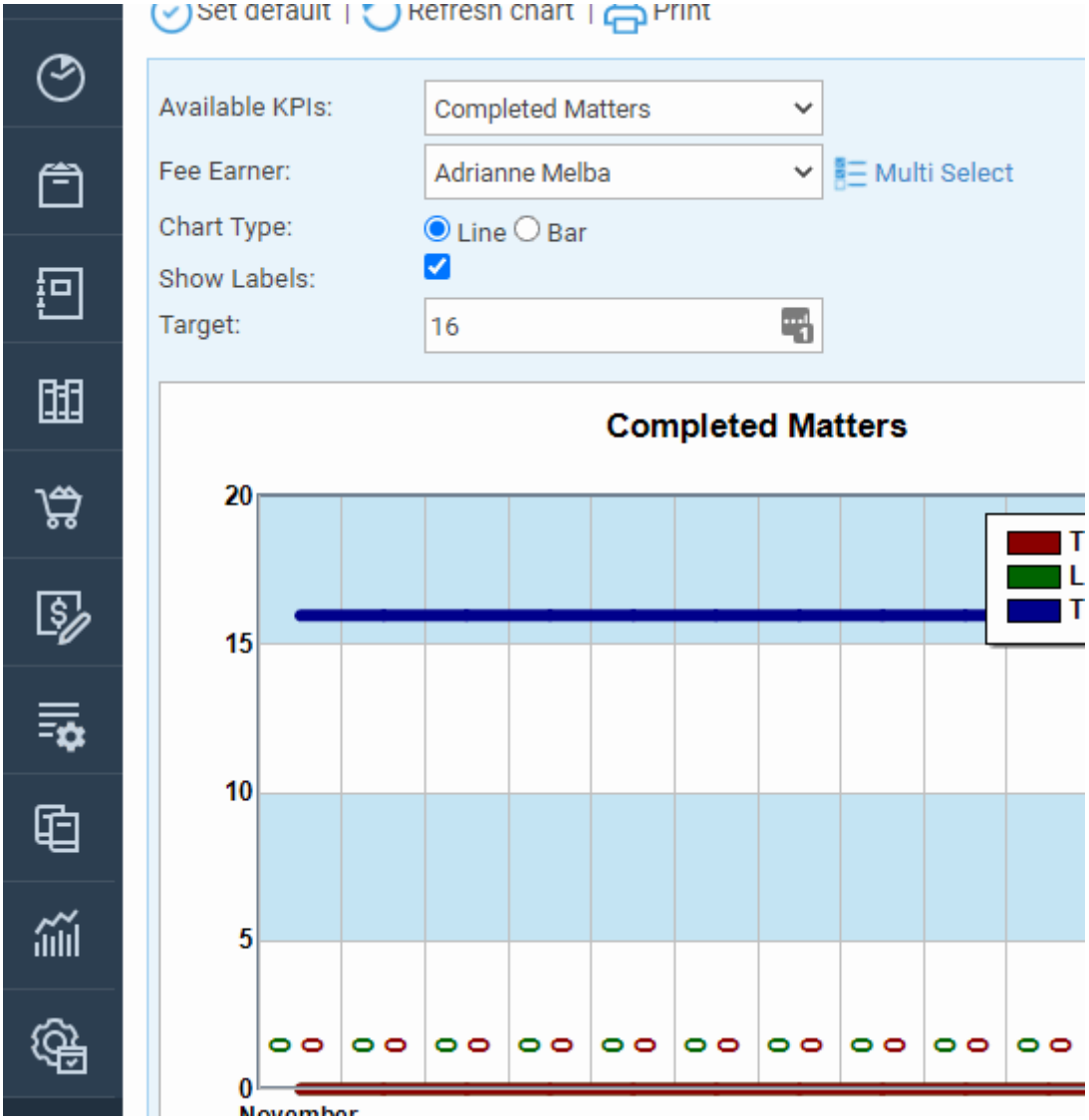
Click here for a printer-friendly version

Osprey™ Approach

You can produce a printed matter label for your paper files using Osprey. This guide will show you how.

Enable Label Printing

Before you can print labels for your files, you will need to turn on the option to do so. In the browser, navigate to Supervisor > System Setup > Configuration Settings:



Supervisor > System Setup > Configuration Settings

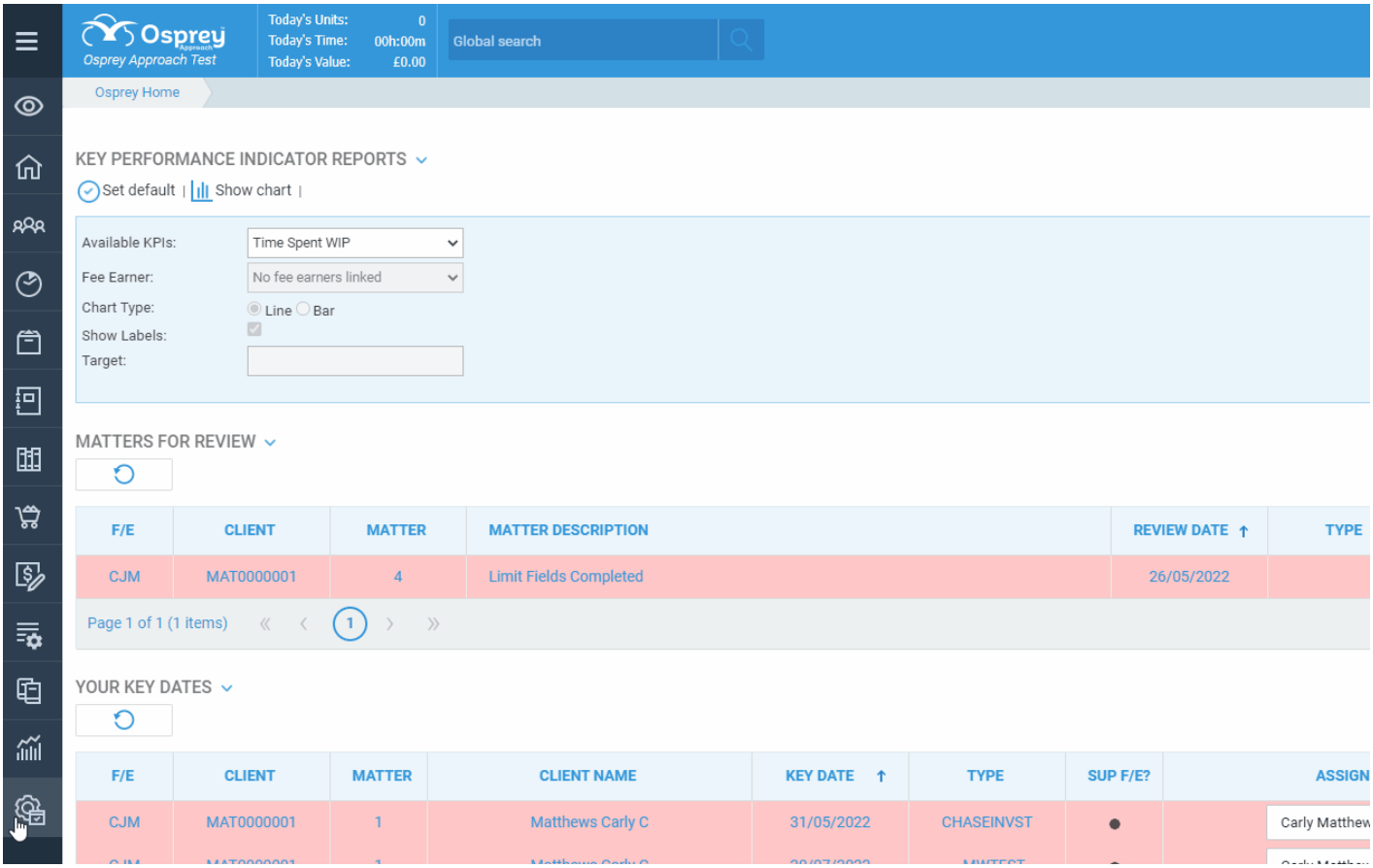
Locate the switch called Label Printing, right click it, and set it to True, then Save your changes.

SWITCH NAME	SWITCH VALUE
Enable Task Run From Key Dates	True
Expert Type Filtering	True
Fee Earner Restricted View	False
General costs fe code	GENCOS
Granted Local Admin Access	True
Hide cheque requisitions on Client Ledger	False
Label Printing	True

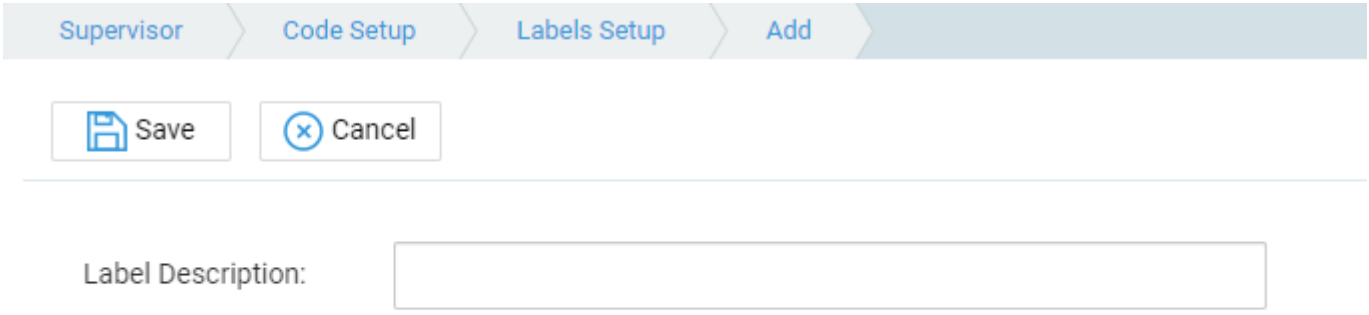
Edit Label Printing to set it to True

Design your Label Template

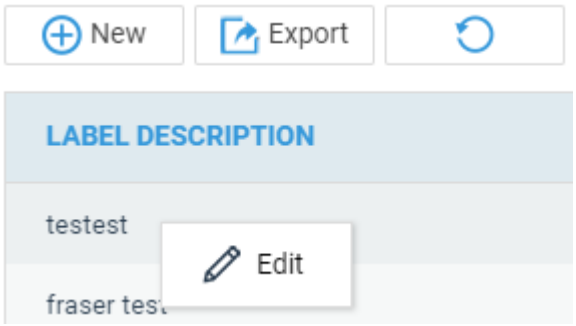
In the Supervisor Menu select System Setup>Label Setup then click New.



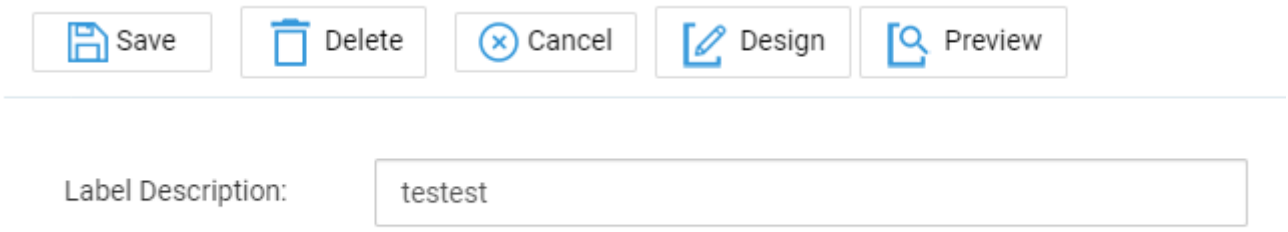
Give your label template a name, and click Save.



Right click your new label template, and select Edit



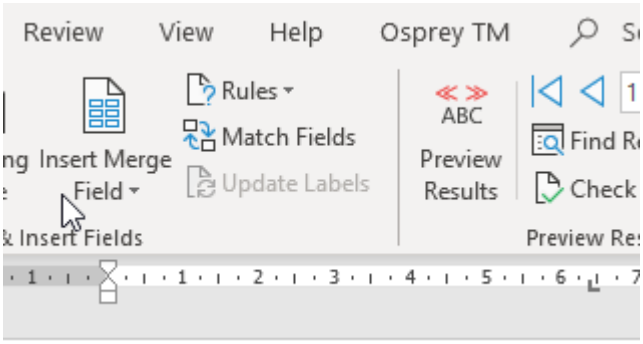
Select Design



Word will open. You can now design your template.

Create the template to fit the stationery you have. We would recommend using a table for this.

To place merge fields into the document, select Insert Merge Field from the Mailings tab on the ribbon and choose the appropriate field.



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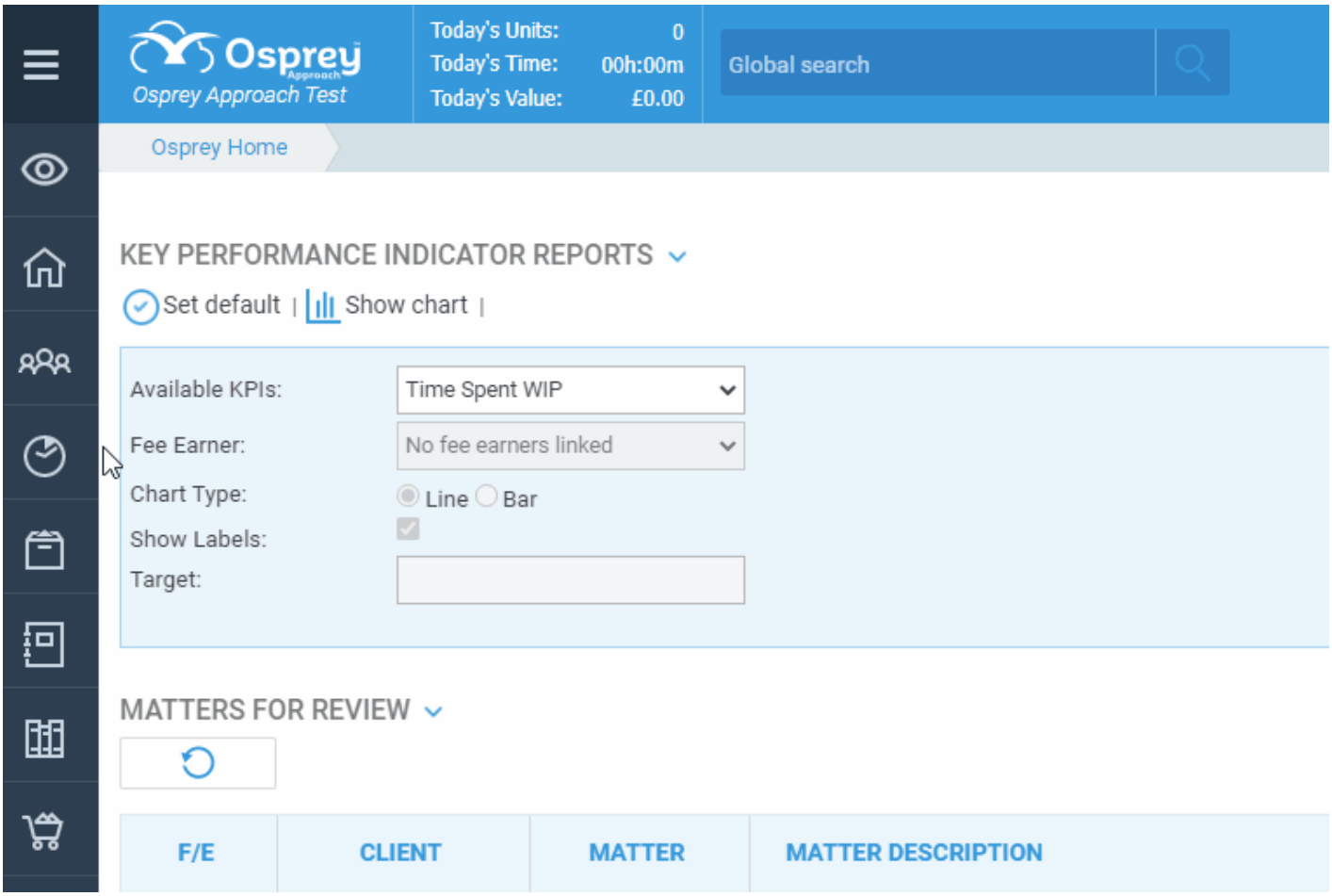
Our Ref:	{ MERGEFIELD MATTER_client_no }/{ MERGEFIELD
Your Ref:	

Once you have designed your first label, copy the data into the second cell. Then place your cursor at the start of the text in the second cell and select Rules click Next Record. The entire row can be copied to the remaining cells.

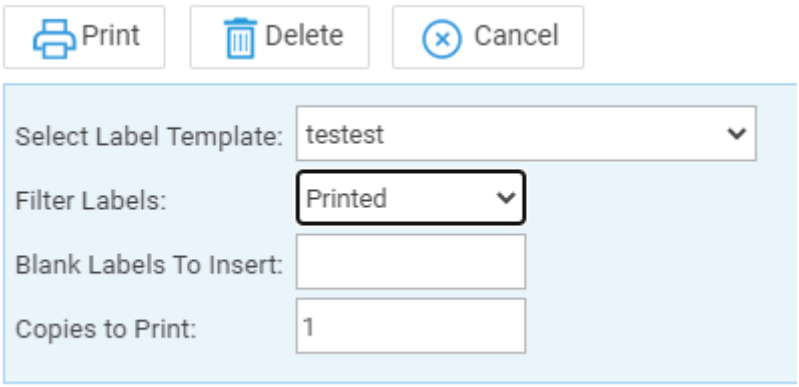
Close and Save the template.

Printing Labels

To print matter labels, Select Clients & Matters>Matters>Label Printing:



Select the relevant template from the list, to print an already printed label select Printed



Tick the labels to be printed, click Print, the labels will be merged into Microsoft Word and can be printed.