



Osprey Approach: Use Email Signatures

This help guide was last updated on
Dec 20th, 2023

The latest version is always online at
<https://support.ospreyapproach.com/?p=2580>



You can create signatures on Osprey that are included on emails sent from Osprey.

There are multiple ways email signatures being created:

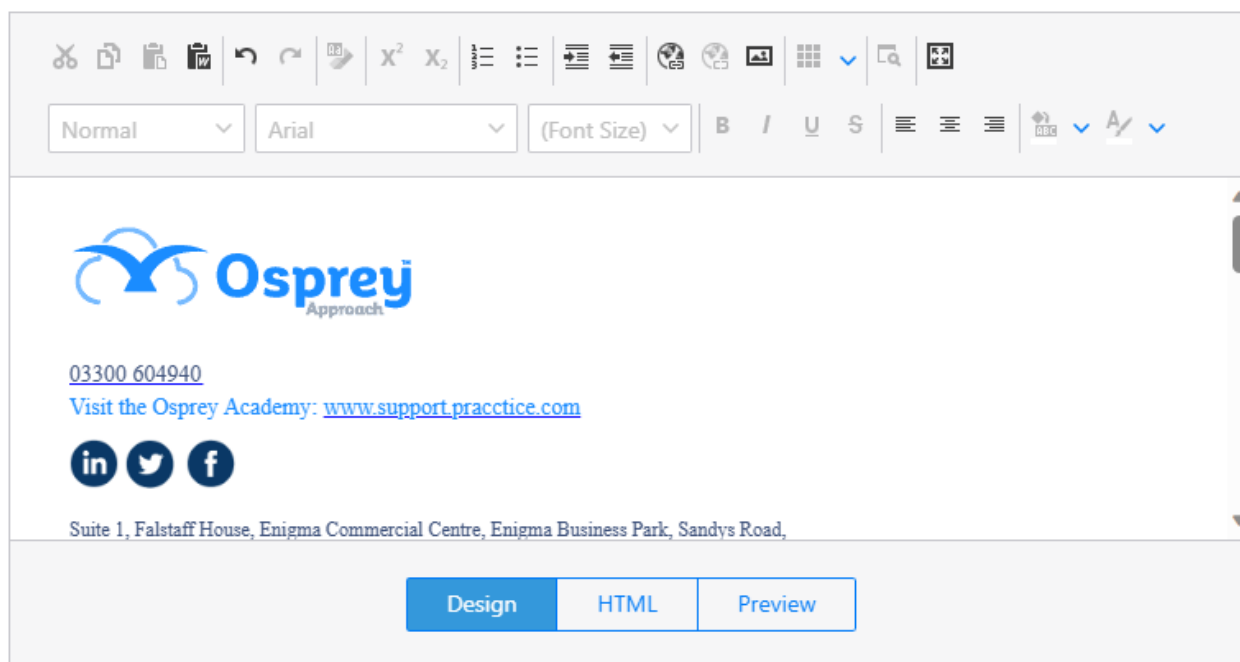
- System Signature
- Branch Signature
- Individual User Signatures

Any of these can be set as default. In addition, variations can be made for individual users over and above the defaults so the whole firm could be set to use branch signatures, but a number of individual users could have options to select their own signatures at the time of emailing.

System Signature

The System Signature is set at the bottom of the System Settings screen from the Supervisor menu. In System Setup, you also set the defaults for signature behaviour, which will allow you to use System Signature, use Branch Signature or allow the user to select the signature.

EMAIL SIGNATURE



EMAIL SIGNATURE

03300 604940

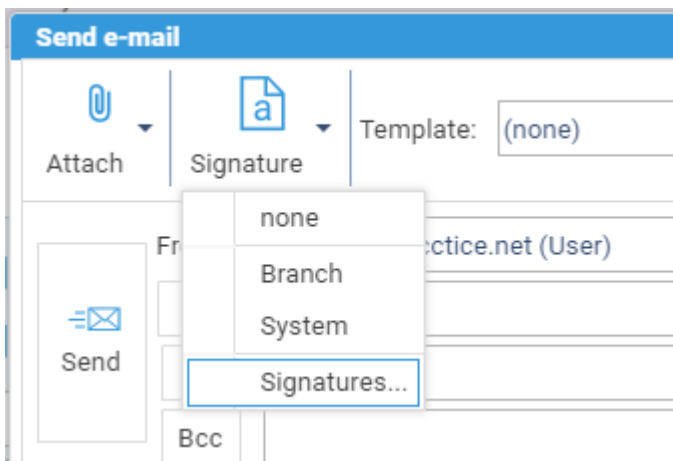
Visit the Osprey Academy: www.supportpracctice.com

Suite 1, Falstaff House, Enigma Commercial Centre, Enigma Business Park, Sandys Road,

Branch Signature

The Branch Signature is set in the 'Edit Branch' area found by navigating to the 'Supervisor' area, then selecting 'System Setup' and then 'Branches'. Right click and select 'Edit' on the relevant branch.

The user can then set up their own signature from within the Send Email screen in Case Management.



The signature can then be managed from the resulting screen.

