

Requesting Proof of Compliance

To request proof of compliance:

1. Navigate to the **Schedule**.
2. Select the booking line/s requiring compliance by ticking the checkbox on the left.
3. Open the schedule's **options menu** (ⓘ) and choose **Request Compliance**.
4. Select:
 - Media Owner (Vendor)
 - Date range
 - Specific site(s) requiring compliance
5. Select **Confirm** to submit the request.

Once submitted, an **information icon** (ⓘ) appears on the schedule, indicating that compliance is pending.

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