Sending Proof of Compliance to Clients

Once compliance is completed, proof can be sent to the client in **PowerPoint format**.

To send proof of compliance:

1. Navigate to the **Schedule**.
2. Select the schedule's **options menu ( )** and choose **Send Proof of Compliance**.
3. Select the vendor and date range.
4. Choose the required site(s).
5. Enter the recipient’s email address.
6. Optionally add a custom message.
7. Select the PowerPoint template.
8. Choose **Preview** to download or **Send** to email the document.

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