Guide to Electronically Sending Safety and Health Report to Company/Employer

Section One: Exporting a report
1. Print to **Letters/Documents** in OE
2. Select appropriate document
   a. Health is normally: Consultation Report – Health V2
   b. Safety is normally: Consultation Report – Safety V2
3. Click "**Edit**"
4. Confirm of Change Address information: Click **"OK"**
5. At Create Document: Click **"OK"**
6. Click **Export** to send file to **OSHA Express folder** and click **"Save"** (Change file name to correspond to this specific report)
7. Minimize OE and open OSHA Express Folder where new file is now saved as .RTF document
8. Open the .RTF file and rename it to whatever you call your files for each location: For Example: "Smith Manufacturing Consultative Services Health Report" would be saved in my "Smith Manufacturing" folder; Save as a "**Word 97-2003 Document**" to Desktop (or however you save files for your records)
9. Once all edits are completed, save the completed and corrected file

Section Two: Printing/Scanning the Report
1. Insert two pages of letterhead into paper tray of printer and print file as normal
2. Proofread printed file to ensure all pages are signed, etc.
3. Place the newly printed file in the scan position on the top of the printer along with any attachments and the Customer Satisfaction Sheet
4. If you have an HP Scanner icon on your desktop, open it and click **"Scan"**. (if you don't have one, see installing HP Scan icon instructions below) The document will automatically save in PDF
5. Once document is scanned – click **"SAVE"** and save wherever you saved original Word 97-2003 Document. You will need to name the file something the client will understand such as "Smith Manufacturing Consultative Services Health Report". It will automatically be saved as a PDF

Section Three: Emailing the Report
1. Create email and attach the .PDF file to the email
2. Instruct the client to "Please Print and contact you with questions"
3. Select "Request Delivery Receipt" and/or a "Request a Read Receipt' in the email from the "Options" tab in outlook. Also, mark the email confidential under "Options", "More Options", "Sensitivity"

Installing HP Scan icon instructions

1. Click on windows explorer button in lower left corner of screen
2. Open: "All Programs"
3. Open: HP folder
4. Open: The folder that matches your printer type
5. Right Click on HP Scan
6. Copy and paste a shortcut to your desktop. Use this icon to initiate scanning from your desktop