Share Audit Preview

You are able to **share** the **Audit** before you assign it to anyone .

This can be used for when you want to make sure the **Audit** is **correct** and includes all the right information **before assigning** it to a **auditor** to be conducted

In order to do this simply follow the steps below:

1. Navigate to the **Templates List**.
2. Select the **Action** button beside the **Template** you wish to **share**.
3. Select **Email Preview** from the **Dropdown**.
4. Either **enter in a email** or select an email from the **company List**.
5. You can also enter in a **custom message** to go along with the email if you wish to do so.
6. Select **Send**.

The **email** has now been **sent** with a **preview** of how the **Audit** will look.