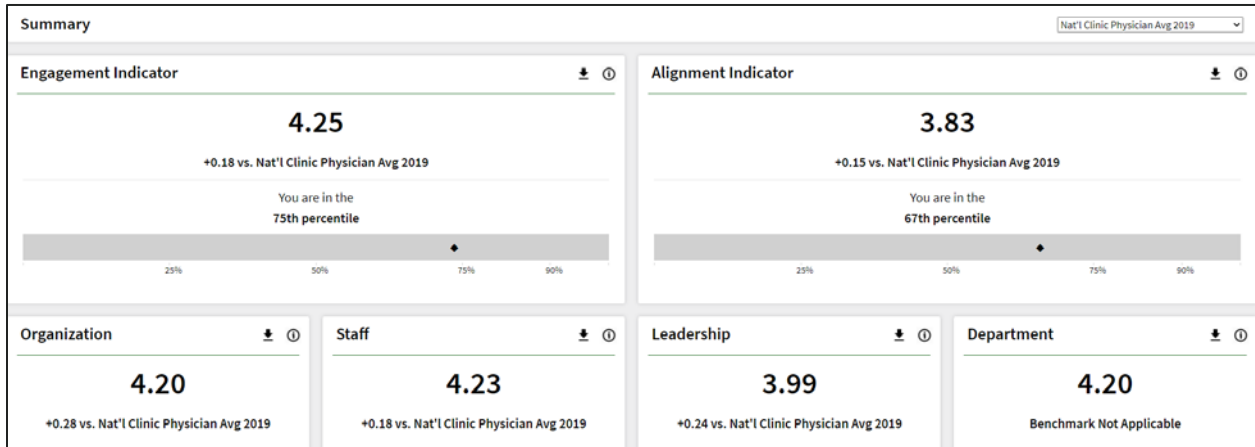# PHYSICIAN ENGAGEMENT SNAPSHOT EXPORT

This resource explains the Snapshot Export feature of the Summary page of the Engagement portal. Snapshot Export allows you to send a PDF of the Summary page to the email recipients you choose.
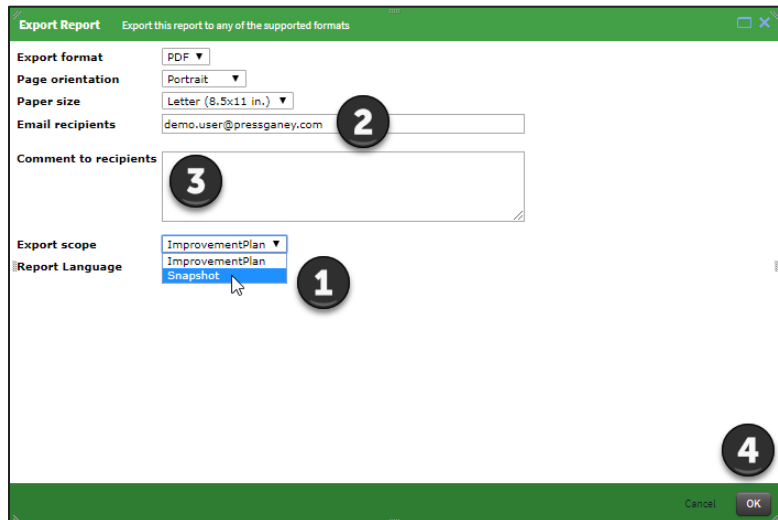

From the Summary page, click the Snapshot Export icon in the upper right corner.

Follow these steps from the popup box that displays.

1. Select Snapshot from the *Export scope* dropdown and click *OK*.
2. List the email recipients you wish to receive the Snapshot Export.
3. Enter any desired comments to the recipients.
4. Click *OK* to send or click *Cancel* to cancel the send.