

ProposalGuard uses AI to check your proposals and price sheets against our quality standards before they go to clients. Every proposal and price sheet must pass ProposalGuard before being sent.

How to Run a Check

1. Go to proposalguard.justrightdm.com
2. **Drag and drop** your Proposal PDF, Price Sheet PDF, or both into the upload boxes
3. Click the check button: "**Check Proposal Only**", "**Check Price Sheet Only**", or "**Check Both Together**"
4. Wait for the AI to analyze (usually 30–90 seconds)
5. Review your results — fix any **✗ Fails** and **⚠ Warnings**
6. Click "**Export Report**" for a printable checklist

⚠ **Compress Your PDFs First!**

Canva exports are often too large for ProposalGuard (max 20MB). **You MUST compress your PDF before uploading.**

1. Download your proposal from Canva as "**PDF Standard**" (not PDF Print)
2. If still over 20MB, go to ilovepdf.com/compress_pdf
3. Drag your PDF in, compress, and download the smaller version
4. Upload the compressed version to ProposalGuard

Understanding Results

| | |
|---|---|
|  | PASS — Rule verified, looks good! |
|  | WARNING — Review needed. May need other doc. |
|  | FAIL — Must fix before sending! |

After Each Check

1. Fix all **✗ Fails** in your document
2. Review all **⚠ Warnings** and address if needed
3. Click "**Export Report**" to save a printable checklist
4. Click "**Download CSV**" and upload to the **ProposalGuard History** folder on SharePoint
5. **Re-run the check after fixes** to confirm everything passes

Tips & Troubleshooting

- **Always compress first** — Canva PDFs are almost always too large without compression
- **Check both together** when possible — the AI catches mismatches between documents
- **Always re-check** after making edits to confirm fixes
- **Common Errors chart** shows your most frequent mistakes — use it to improve!
- **Timeout?** Large PDFs may take up to 90 seconds. If it times out, try compressing further.

Every proposal must pass ProposalGuard before going to the client. • Questions? Reach out to your manager.