

How to Re-send Invitation email from the LawRoom Admin Toolbox:

- ❖ Resending the invitation email is used when:
 - The supervisor has not registered for the training yet and:
 - Needs the link, ID and password to access the course. (Please note this function will not work for supervisors who've registered for course.)
 - Supervisor did not receive the initial invitation email.
 - Supervisor is past due.
- ❖ Note about invitation email: This email is from admin@lawroom.com and it can be mistaken as junk mail, so it's helpful to ask the supervisor to check their junk folder if they do not see the email in their Inbox.

To get to this function, you'll have to run a report by clicking on the "M" icon under the Stanford section:

ADMIN TOOLBOX MENU

Legend: I individual, M multiple attendees

- ADMINISTRATION**
 - Print Course Certificate (I, M)
 - Policy Acknowledgement (I, M)
- REPORTS**
 - Attendee List
 - Current (M)
 - Deleted (M)
 - Return Email List (M)
- COURSES**
 - My Courses (I)
- EMAIL PROGRAMS**
 - Manual Eminder (I, M)
- STANFORD**
 - Report (M)

Next, click on the following selections (highlighted in yellow) to run a Full Special report:

STANFORD UNIVERSITY << Tool Box

Search Individual Attendee
 Search All Attendees **1**

Report Type:
 Full Special **2**
 Attendee List

Status:
 Registered
 Not Registered **3**
 Both
 Not Trained

Filter By:
 Invite Date **4**

From: 01-01-15 **To:** 05-19-15

5

Note on date fields: The **To:** field displays the current date. The default dates should be fine; however you may alter them if you need to.





After pressing "Show Report", click on the envelope icon(s) for people who should receive a new invitation:

STANFORD UNIVERSITY << Tool Box

Multiple Attendees Report - Full Special Edit Report 

05-19-15: Attendee List - 78 Attendees



Name	Org	Dept	Div	Pos	Ebind	Prior TR Date	Invite Date	Reg Due Date	Last Reg Rmd	# Rmd	Inv
Smith, John	SU	ATH	SPRT	Staff	Yes	-	04-13-15	12-01-15	04-29-15	1	
Brown, Molly	SU	ATH	SPRT	Staff	Yes	-	04-13-15	12-01-15	04-29-15	1	
Johnson, David	SU	SHPO	OTH	Staff	No	-	04-14-15	12-01-15	-	0	 →
Jones, Mary	SU	ATH	OTH	Other	Yes	-	04-13-15	12-01-15	04-29-15	1	
White, Robert	SU	ATH	DIRO	Staff	Yes	-	04-13-15	12-01-15	04-29-15	1	