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

❖ Resending the invitation email is used when:
  o The supervisor <u>has not</u> registered for the training yet <u>and</u>:
    ▪ 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 <u>admin@lawroom.com</u> 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:



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



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

**Multiple Attendees Report - Full Special**

Edit Report ●

**05-19-15: Attendee List** - 78 Attendees

| Name | Org | Dept | Div | Pos | Emind | 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 | ✉ |
| | SU | ATH | SPRT | | Yes | | 04-13-15 | 12-01-15 | 04-29-15 | 1 | ✉ |