

## How to use the Manual Eminder function in LawRoom's Admin Toolbox

- Send a manual eminder when the supervisor has registered for the training, but:
  - has not started the course;
  - has started but not completed the course; or
  - is past due for completion.
- Helpful to use when a supervisor needs the link and their ID and password to finish the course.

From the LawRoom Toolbox, click on the Manual Eminder (individual icon):



Type in last name of supervisor, then press "GO," expand the box marked "select" (use down-arrow), and click on the trainee's name:

The screenshot shows the 'Individual Attendee: Send Eminder Now' form. It includes a 'Back to Menu' button in the top right corner. The main form area is titled 'STEP 1: select attendee'. It features a dropdown menu with 'select...' and a search box containing 'smi'. Below the search box is a 'Go' button. To the right of the 'Go' button is another dropdown menu with 'select ...'. A red arrow points to this dropdown menu. Below the search box and 'Go' button are the numbers 1, 2, and 3, corresponding to the steps in the process.

Box 1a (sort by course status...) will appear. Select "all" as the status and leave date ranges as is. Click on the Step 2 button. Make sure the listed course is correct (Stanford Harassment Prevention Training) and click on Step 3 button to proceed.

## Individual Attendee: Send Eminder Now

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**STEP 1: select attendee**

select...  
or Smi  Smith, John

**1a: sort by course status & date range**

Not Started  Started  PastDue  All


StartDate

**STEP 2: select courses to send eminder** Collapse

Courses: 1  
 check/uncheck all

	Course Status	Assigned Start Date	Assigned Due Date	Eminds Sent	Last Emind
<input checked="" type="checkbox"/> 300: Stanford Harassment Prevention Training (13F)	PastDue	04-14-15	04-14-15	1	05-05-15

  
1: Select "All" status and click on the Step 2 button.

  
2: Make sure the correct course is selected prior to clicking on Step 3.



Finally, follow the steps below to enter in your information and customize the subject and body of email before sending it to the supervisor.

Please note, you can preview the email prior to sending it out.

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### STEP 2: select courses to send eminder

### STEP 3: Identify Contact & Sender

The "admin contact" is the person attendees contact about the assignment. The "sender" is the person identified as the sender of the email, who can be the same or different than the contact. For either the contact or sender, click the  icon to display a list of employees – or enter any person you want.

#### ADMIN CONTACT

First Name:   
Last Name:   
Title:   
Email:   
Optional Ph:  Ext:

#### SENDER

Check if sender is same as contact  
First Name:   
Last Name:   
Title:

#### EMAIL

You can change the subject line in the email. And, you can add a personal note. To see how an email would read for attendees, click the "Preview Note" button.

Subject:  (you may change subject line)  
Optional Note:  Max 1000 characters

Step 1: Fill in highlighted info.

Step 2: Customize subject and body of email.

Final step: click on Send Eminder button.

Step 3: Can preview email before sending if you wish.