INSTRUCTIONS FOR TRACKING MANAGERS

Part I: Responding to SHPO Canvass Report Request:

As a Tracking Manager, you will receive an email from the Sexual Harassment Policy Office 3 or 4 times a year requesting that you review and update your current list of staff supervisors and/or faculty. The SHPO needs to know about any changes to the list – who should be removed and who should be added. Please also indicate any errors you find in the list.

To access LawRoom’s Admin Toolbox:

1.) Log onto http://el.lawroom.com/
2.) ID and password information:
   a. If you need your login information, please click on the “problems logging in?” link or email the Sexual Harassment Policy Office at shpo-training@stanford.edu
   b. School of Medicine TMs: your ID and password are different from your HIPAA ID and password.
3.) You may see a Registration page; please do not register for the course. Click on “click here” at the bottom of the page, which will take you to your Toolbox.

Your LawRoom Admin Toolbox should look like this:
To access your report:

Step 1: On the sidebar, click on the > arrow next to Reports to show the drop down menu. (See slide above)

Step 2: On the drop down menu, click on Report. (See slide above)

Select the following in this order:

1. Search All Attendees
2. Report Type: Full Special
3. Status: Both
   ** Filter By: use default option which is ‘No Filter’
4. Click Show Report

When your report is displayed, click on the Excel symbol near the upper right-hand corner to export it to Excel.

Open the report. It will be a spreadsheet, but in an inconvenient (.csv) format. Using SAVE AS, change the report type to Excel Workbook. If you have difficulty with this, please call 5-0646.
Please rename the file to DeptName_YourName_Date

**Viewing the report in Excel:**

1. LawRoom reports cannot separate faculty from staff, so both are listed on your report even though you may not be tracking both. You may sort Col. B, “Position,” in order to group the names. (If you need help with sorting, consult Excel Help or give us a call at 725.0646.)

2. Highlight the row of names to be deleted; **do not remove them.** Briefly explain the reason (e.g., no longer supervising, has left Stanford, retired, transferred to a new job at Stanford, not in this department, etc.).

3. Highlight anyone who will be on leave, providing departure and return dates.

4. Highlight any errors in email, job position, spelling, etc., with a brief comment.
5. At the bottom of the list, **add** the full names and email addresses of faculty or staff supervisors who are currently in your group but are **not** on the list. Include a brief comment telling us if they:
   
   a. are a new employee at Stanford
   b. have relocated from within Stanford
   c. were recently promoted
   d. should be on the training list but aren’t, etc.

6. Include those in the “Other Teaching” category who meet the criteria for required training. To review the descriptions of who is a supervisor for AB1825 training, see:

   [https://harass.stanford.edu/training/course-supervisors-and-faculty](https://harass.stanford.edu/training/course-supervisors-and-faculty)

7. Send your report to us at **shpo-training@stanford.edu**

**Sample revised report:**

![Sample revised report](image)

**If there are no changes to your report, please let us know in a brief email.**

Please contact **Michaela Hackford** with any questions or concerns:

**Phone:** 725-0646

**Email:** shpo-training@stanford.edu