**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 login information to finish the course.
- You can customize the body of this email, however the sender is from LawRoom (admin@lawroom.com).

After logging into the LawRoom Admin Toolbox (el.lawroom.com):

**Step 1:** On the sidebar of the Toolbox, click on the > arrow next to Notifications to access the drop down menu (see below).

**Step 2:** From the drop down menu, click on Manual Eminder (see below).

Next, click on the “Manual Eminder for Individual Attendee” icon:
Type in the last name of supervisor, then press “GO,” expand the box marked “select” (use down-arrow), and click on the attendee’s name:

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:
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.