How to send the Invitation email in LawRoom’s 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.

After logging into LawRoom’s Admin Toolbox page (el.lawroom.com). Follow the steps to access the Full Special Report “Not Registered” report:

Step 1: On the sidebar of the Toolbox, click on the > arrow next to Reports to access the drop down menu (see below).
Step 2: On the drop down menu, click on Report (see below).
Next, click on the following selections (highlighted in yellow) to run a Not Registered report:

Note on “No Filter” default selection, it is best to use this selection because it will list everyone who hasn’t registered for the training yet. You have the option to select Filter by “invite date”, however I do not advise using this function because it will limit your results based on the date fields. If you have questions, please contact Michaela Hackford at 725-0646.

After pressing “Show Report”, click on the envelope icon for each employee who should receive the invitation email (see below):