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:
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.