# Image result for liverpool john moores university logoProcess Document

**CRM – Student Advice & Wellbeing**

Liverpool John Moores University

**Student Advice and Wellbeing**

**Manually Sending an On Demand Email**

Version 0.2.

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The Disability Advice Team have opted to send some Emails out automatically. The Emails and when they are automatically sent out are detailed separately in the ‘**Disability: Processing a Case’** document.

The ISLP Approval Send Student Email has been set as an **On Demand** email. This means that this email will be created, but not be sent out automatically. Sending of the email will be a Manual Process. The instructions below will assist you sending an On Demand email.

1. Ensure you are in the correct case and ensure that the selected chevron is **‘Learning Plan’**. The email will not send if any other chevron is selected.
2. Click on **Run Workflow** on top toolbar





1. Once you have selected **Run Workflow**, the **Look Up Record** window will appear.
2. This window will show the Process which is available to run – **ISLP Approval Send Student Email.**



1. Next, click Add.



**The email will now be sent out as part of the Workflow process.**