

Hi [First Name],

We’ve got some exciting news…our learning/training system recently underwent a big upgrade and we think you’re going to like the change!

In moving toward a more modern look and feel, the system now more closely mimics a Netflix-style application. We think this will make navigating through training a lot easier since those kinds of applications are very common.

There are more changes besides just the look, though! Here are a few of the biggest:

* **Main Navigation Menu** – If you remember, the menu used to be located in a column on the left-hand side of the screen. Now, the menu has been moved to a drop-down menu on the top right. This way, the majority of the system shows what matters most: your training!
* **Notifications** – Notifications now has an icon in the top right area that will indicate how many unread messages you have, much like your phone or tablet apps do. There’s also the added ability to delete or mark notifications as read from the notifications page.
* **Global Training Search Box** – There’s a search icon in the top right section as well. When clicked, a search box opens and allows you to search for training related to topics you’re interested in using related keywords, i.e. marketing, customer service, PPE, etc.
* **In Process Training Filter** – On the homepage, you can now filter your Current Registrations by a number of different criteria in order to get to what you want faster. You can sort by due date, name, training type, registration date range, or mandatory requirements.
* **Training Type Labels** – Now you can quickly see which training is mandatory, requires approval, awards a certification, awards a badge, awards CEUs, or has pre-requisites via the label that’s more prominently displayed and attached to that particular training.
* **Save For Later** – Besides the upgraded look, one of the other exciting changes is the new “Save for Later” feature that lets you bookmark training you’re interested in but don’t want to register for right now. You simply click the bookmark icon and the training is added to your “Saved for Later” section on the homepage.

We’re incredibly excited for this change that we hope will improve the navigation and overall learning experience. If you have any questions, please contact [TrainingSales@BLR.com](mailto:TrainingSales@BLR.com).

Sincerely,

[Rep Name]