

Inbox and Notifications for Learning Module [Q4 2026]

GENERALLY AVAILABLE

LEARNING MODULE

About this guide

The Learning Inbox brings every outstanding learning action into one place, tailored to your role. Managers stop chasing and admins get visibility across their sites. Wherever you sit, you see what's outstanding and you can act on it from the same screen.

Access follows three levels: Group admin, Site admin, and Manager. Each level sees the right amount of detail: broad oversight at the top, a focused team to-do list at the bottom.

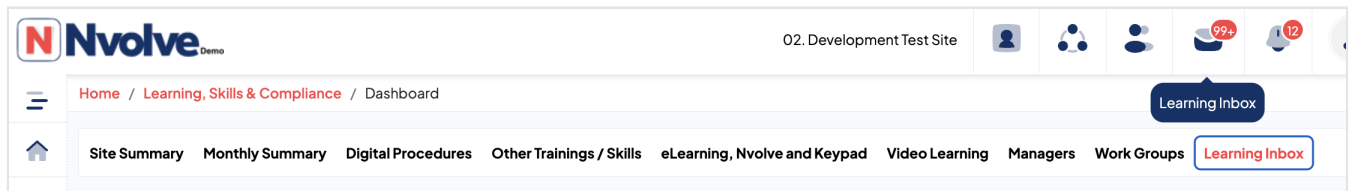
Level	What you see	What you can do
Group admin	Every manager across all sites in your group or filter to a single site	Pinpoint the sites and managers that need attention, drill in, and act
Site admin	Every manager within your site, and their management inbox	Open any manager's inbox, sign off on their behalf, and chase managers who haven't logged in
Manager	Your team's outstanding training and the items awaiting your approval	See what's overdue, expiring or in grace; sign off completed training and approve procedures

- ✓ **Now generally available.** The Learning Inbox is generally available from 4 October 2026 and is scoped to the Learning module. Other modules and event types will follow in later releases.

Where to find your inbox

There are two easy ways into your inbox, and every notification email links straight to it:

- From the **mail icon in the top navigation**, right beside the notification bell, available on every screen, with an unread badge.
- From the dedicated **“Learning Inbox” tab** inside the Learning section.



the mail icon beside the notification bell (with the “Learning Inbox” tooltip), and the “Learning Inbox” tab within the Learning section.

The three levels: what each sees and does

The inbox always opens with a row of summary cards: **All Pending, Overdue, Manager Sign-offs Required, Follow-ups (overdue within 7 days)** and **SOP Approvals**, then lists the underlying items as Action Items you can act on directly. What appears depends on your level.

Level 1: Group view (Group admins)

Oversight across the whole group. You see every manager across all of your sites in one place, or filter to a single site to focus on its managers and their pending actions. Use it to find the sites and managers that need attention, then drill in and act.

You can

- See all managers across the group, or filter by site.
- Review each manager’s pending percentage and outstanding actions.
- Drill into any manager and take action without leaving the inbox.

Your emails

- **Every Monday** you receive an email of outstanding items across your group, broken down by site. Clicking any item takes you straight into this inbox.

S.No	Manager Name	Pending Percentage
1	Mahendran Mahi	100.00 %
2	Test Manager	72.28 %
3	David Brent	71.60 %
4	Joe Bloggs	60.99 %
5	Admin User	60.80 %

the group/admin view → per-manager pending breakdown, direct reports / work groups filters, and the inactive-managers card.

Level 2: Site admin view

Everything happening within your site. Site admins see all the managers in their site and each manager's **management inbox**, which lists the team actions that manager is responsible for. If a manager has something to sign off, you can do it for them, quickly, from here.

You can

- See every manager within your site and open their management inbox.
- Sign off outstanding items on a manager's behalf, directly from the inbox.
- Spot managers who have pending actions but haven't logged in, and prompt them to act within Nvolve.

Your emails

- Every Monday you receive an email of pending items for your site, with a link into this inbox so you can review and act quickly.

S.No	Manager Name	Pending Percentage
1	Mahendran Mahi	100.00 %
2	Test Manager	72.28 %
3	David Brent	71.60 %
4	Joe Bloggs	60.99 %
5	Admin User	60.80 %
6	Audrey Adams	60.80 %

Level 3: Manager view

Your team, at a glance. Managers see whose training has expired, whose has moved into the grace period, and what is overdue, plus a dedicated section for items awaiting your approval. Sign off completed training and approve procedures in a couple of clicks.

You can

- See your team's training by status: expired, in grace period, and overdue.
- Sign off training your team has completed, straight from the list.
- Approve procedures (SOPs) from the same place.

Your emails

- A summary every Monday morning, plus a batched update every 6 hours while items are outstanding, each linking into this inbox.

Notifications at a glance

Every email links straight into the inbox, so you can go from a reminder to taking action in one click.

Level	When you're emailed	What you get
Group admin	Every Monday	Outstanding items across your group, broken down by site, with a link straight to the inbox
Site admin	Every Monday	Pending items for your site, with a link straight to the inbox
Manager	Monday morning, then batched every 6 hours	A summary of your team's outstanding actions, with a link straight to the inbox

i This guide describes the general availability release (from 4 October 2026) and may evolve as the feature develops. For questions or feedback, contact the Nvolve product team.

www.nvolvegroup.com