

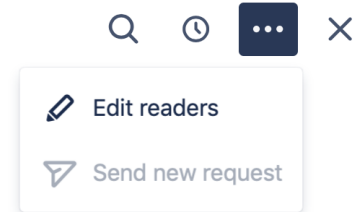
Read confirmation popup menu

- [Read confirmation popup menu](#)
- [Edit readers](#)
- [Reader confirmations](#)
- [Send new request](#)

Read confirmation popup menu

Readers **PENDING**

No results found



The ellipsis menu in the read confirmation popup allows page editors and admins to:

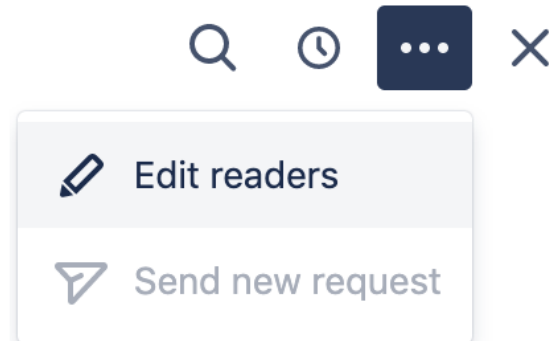
- [edit readers](#) for the read confirmation.
- [resend read confirmations](#) and reset the read confirmation for all previously confirmed readers.

Edit readers

Choose **Edit readers** to [add readers](#).

Readers **PENDING**





No results found



Search user(s), check the box(es).

Edit readers





✕

 Milo Towne milo	<input checked="" type="checkbox"/>
 Suni Conn suni	<input checked="" type="checkbox"/>
 Elle Brakus elle	<input checked="" type="checkbox"/>
 Matilde Sipes matilde	<input type="checkbox"/>

SaveCancel

Choose **Save** to add users as readers.

Readers PENDING🔍 ⌚ ⋮ ✕

Reader ▾	Version ▾	Confirmed ▾	0/4
 Matilde Sipes			!
 Suni Conn			!
 Milo Towne			!
 Elle Brakus			!

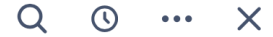
You can also use **Edit readers** to [remove users as readers](#), simply uncheck the box for each user and **Save** to update users assigned as readers.

You can manually remove any reader, whether confirmed, unconfirmed or added by the workflow.

Reader confirmations

Individual reader confirmations are tracked in the popup.

Readers PENDING



Reader	Version	Confirmed	3/4
Elle Brakus	v. 1	a few seconds ago	
Milo Towne			
Suni Conn	v. 1	a minute ago	
Matilde Sipes	v. 1	a minute ago	

Mouse over the green tick icon to view the date of confirmation for each reader.

Read confirmation status will remain as **PENDING** until all assigned readers have confirmed (or **OVERDUE** if an added read confirmation due date has expired).

Send new request

Choose **Send new request** to reset individual reader confirmations.

Readers PENDING



Reader	Version	Confirmed	3/4
Elle Brakus	v. 1		
Milo Towne			
Suni Conn	v. 1	a minute ago	
Matilde Sipes	v. 1	a minute ago	

- Edit readers
- Send new request 3

The new request is only for readers who have already confirmed.

Request read confirmation

Are you sure you want to request a new read confirmation from the users that have already confirmed?

3 READERS

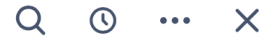
- Matilde Sipes
- Suni Conn
- Elle Brakus









Cancel

Send new request

The read confirmation status will be **PENDING** (or **OVERDUE** if an added read confirmation due date has expired) after the new request.

Readers PENDING



Reader	Version	Confirmed	0/4
 Matilde Sipes			
 Suni Conn			
 Elle Brakus			
 Milo Towne			

Working with read confirmations

See the following to learn more:

User Guide
<ul style="list-style-type: none">Standalone Read ConfirmationWorkflow Read ConfirmationWorkflow Read Confirmation ConfigurationRequest a Read ConfirmationRead Confirmation PopupUser Read Assignments
Related Links
<ul style="list-style-type: none">Adding a read confirmationReporting read confirmations