

Adding a Read Confirmation

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Adding a Read Confirmation

A read confirmation can be:

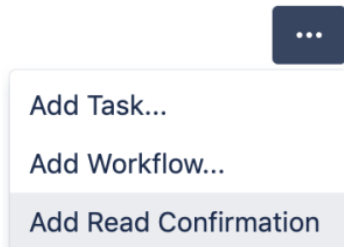
- a standalone read confirmation for pages or blog posts (where no workflow has been added).
- specifying readers in a workflow using workflow builder.

A standalone Read Confirmation cannot be added to content with an active workflow.

If a workflow is added to content, any existing standalone read confirmation will be overridden. If the workflow is subsequently removed, the previous standalone read confirmation will become active.

Standalone Read Confirmation

A [standalone Read Confirmation](#) is added using the page action menu.



The Read Confirmation status (double-tick) icon will appear on the page.

[Pages](#) / [Documentation Management Home](#)  

Mecurial Air Project

Created by admin 8 minutes ago

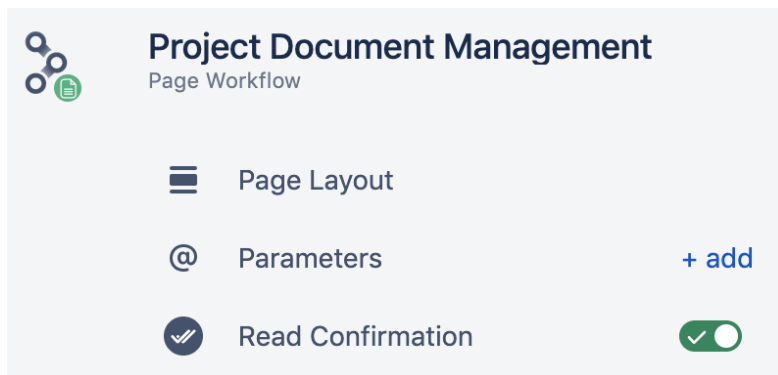
 Like Be the first to like this  No one has confirmed reading this

No labels 

A read confirmation breadcrumb is also displayed in the page footer. This will be contextualized to the current progress of the Read Confirmation and the current user.

Workflow Read Confirmation

A [read confirmation can be enabled in a workflow](#) using workflow builder (or markup editor).



Project Document Management
Page Workflow

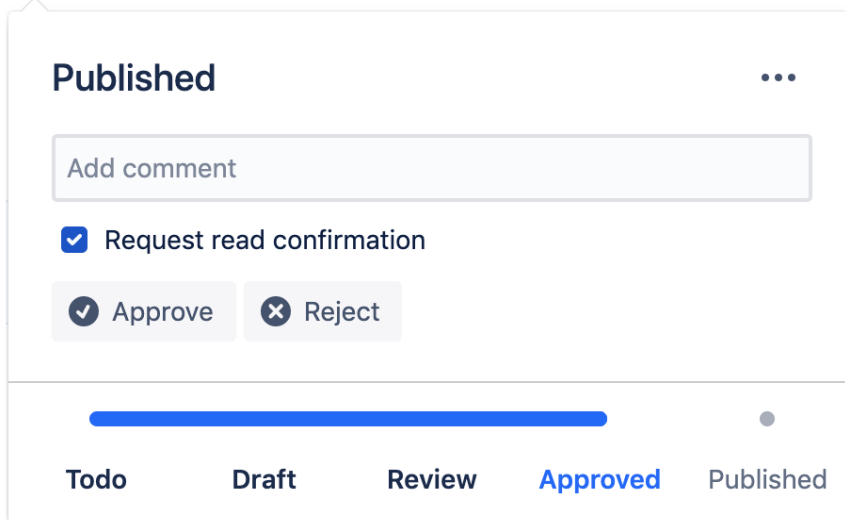
- ☰ Page Layout
- @ Parameters + add
- ✔ Read Confirmation ✔

- read confirmation will be active on the final state.

The workflow default option (*unchecked* in workflow builder) is for read confirmation to be added every time the workflow enters the final state on an approval transition.

The read confirmation can also be configured in workflow builder to allow the content reviewer to decide in the workflow popup to request a read confirmation on the transition to the final state.

Approved (view "**Published**")



Published ⋮

Add comment

Request read confirmation

Approve Reject

Progress bar: [Blue bar] ●

Todo Draft Review **Approved** Published

If enabled, the double-tick read confirmation status icon will be displayed on the page in the final state of the workflow after an approval transition.

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Mecurial Air Initialisation

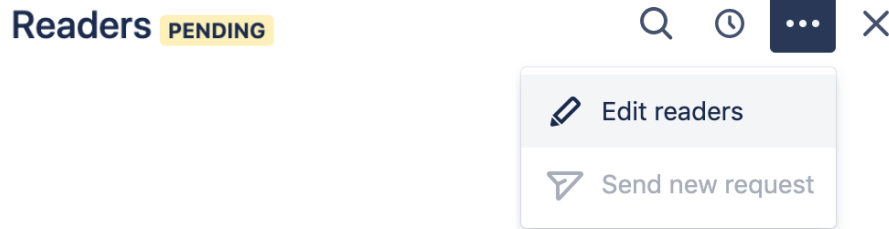
Created by Suni Conn, last modified by Elle Brakus just a moment ago  Published

 Like Be the first to like this  You have read this

When a previously published page is updated at any point, any assigned user read confirmations will reset set once the page re-enters the final state in the workflow.

Requesting User Read Confirmation

In a [standalone read confirmation](#), users can be requested to undertake read confirmation by page editors using the read confirmation popup.



No results found

Users assigned to read confirmations are readers. [Readers can be added and removed](#) in the read confirmation popup.

[Read confirmation status](#) will be PENDING if no readers have been assigned or a single assigned reader has not confirmed.

In a [workflow read confirmation](#), users can also be assigned to a read confirmation using workflow builder (or markup).



Edit Read Confirmation

Edit a read confirmation request from the state



Users

Elle Brakus x Suni Conn x add more people...

Enter a comma separated list user names

Groups

project_leads x add more people...

Enter a comma separated list group names

Due Date

Day(s) Period

Valid formats: durations (ISO_8601 e.g. P20D), dates (YYYY-MM-DD HH:mm) or value references

- Users will be able to change and remove the date
- At final review, let reviewer decide if read confirmations should be assigned.
If unticked, read confirmations will be assigned every time the workflow enters the final state.

Apply

Disable

Cancel

- individual users and/or groups can be assigned read confirmation.
- workflow parameters can be used.

Due date can also be set in the [workflow read confirmation configuration](#)

In the final state, requested user read confirmations can be added using the read confirmation popup.

Related Links

- [Standalone Read Confirmation](#)
- [Workflow Read Confirmation](#)
- [Workflow Read Confirmation Configuration](#)
- [Request a Read Confirmation](#)
- [Read Confirmation Popup](#)
- [User Read Assignments](#)