

# Workflow Read Confirmation

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## Workflow read confirmation

Read confirmation can be added to the final state in the workflow.

The default configuration for the workflow is the addition of a read confirmation request to the final state. This occurs on the transition to the final state resulting from a reviewer's **Approve** decision.

The read confirmation status icon and footer breadcrumbs will be displayed on the page in the workflow final state.

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## Mercurial Air Project

Created by admin, last modified by Elle Brakus on Jan 22, 2020  Published

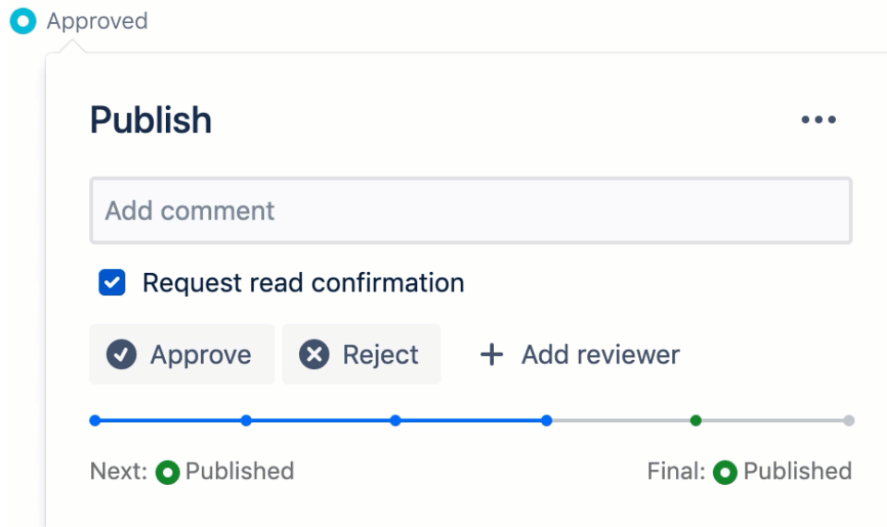
 Like Be the first to like this

 No one has confirmed reading this


## Allowing reviewers to add a read confirmation

Read confirmation configuration can be changed in the workflow builder to allow the reviewer to choose whether a read confirmation will be requested for an **Approve** decision transition to the final state.

The **Request read confirmation** option is added to the workflow popup in the final review state.

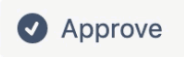

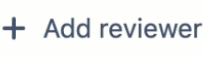



Approved


**Publish** 

Add comment





Request read confirmation

Next:  Published

Final:  Published

In the final state, choose the read confirmation status icon displayed in the header navigation to open the [read confirmation popup](#).

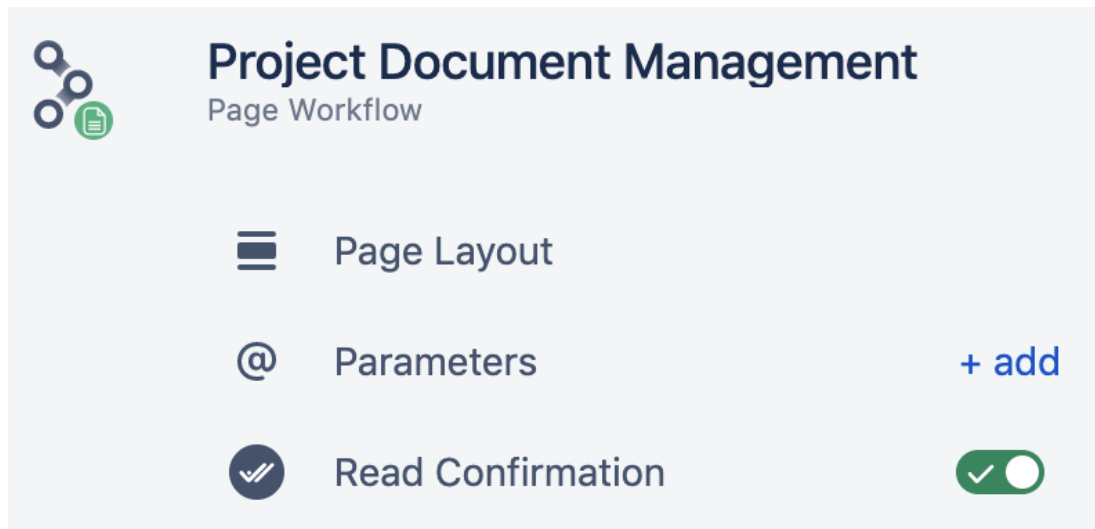
Reader ▾	Version ▾	Confirmed ▾	0/2
 Elle Brakus			
 Suni Conn			

- any assigned readers and the status of their read confirmation will be displayed in the popup.
- readers can be assigned or removed using the popup.
- due date for the read confirmation can be changed in the popup (if allowed by the workflow read confirmation configuration).

## Disable/enable read confirmation in a workflow

By default, read confirmation is enabled in a workflow.

Edit the workflow using workflow builder to disable or re-enable read confirmation.



## Adding readers using the workflow

One or more users and/or groups of users can be assigned a read confirmation. These readers can be added to the workflow using workflow builder or the markup editor. These readers are automatically assigned by the workflow on transition to the read confirmation final state.



## Edit Read Confirmation

Edit a read confirmation request from the state



Users

Request confirmation from individual users

Enter a comma separated list user names

Groups

Request confirmation from user groups

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

## Final review state

By default, read confirmations are assigned every time the workflow enters the final state.

By default, the workflow read confirmation is configured to allow the option in the *final review state* workflow popup for a reviewer to decide if read confirmation should be assigned on transition to the final (or published) state.

Readers can be added using the read confirmation popup in the final state.

### Readers PENDING



Reader ▾

Version ▾

0/2



Elle Brakus



Suni Conn

Edit readers

Send new request



If a previously published page is updated at any point, any reader read confirmations will reset once the page re-enters the final/published state in the workflow after an **Approve** decision. The reset will not occur if the **Request read confirmation** option is available and unticked by the reviewer.

## Working with read confirmations

See the following to learn more

## **User Guide**

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

## **Workflow Authoring Guide**

- [Read Confirmations](#)
- [Adding a read confirmation](#)
- [Read confirmation assignments](#)
- [User read confirmation](#)
- [Enable and edit a read confirmation using workflow builder](#)

## **Reporting Guide**

- [Reporting read confirmations](#)