

# Standalone Read Confirmation

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## Standalone read confirmation

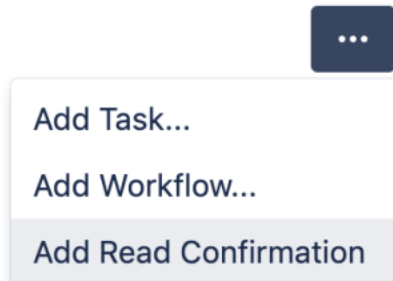
If there is no active workflow on a page or on a blog post, a standalone Read Confirmation can be added to the individual page or blog post.

Any page editor can add users to request read confirmation of the content. The read confirmation by the user is tracked against the page version.

This confirmation will always record readers as having read the latest version of a page.

## Add a standalone read confirmation

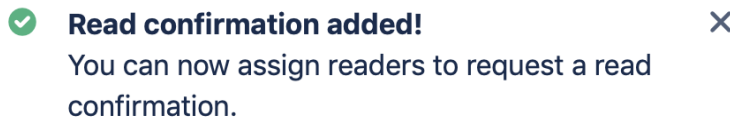
A page editor can choose to **Add Read Confirmation** using the page action menu.



The **Add Read Confirmation** option will NOT be available

- if a workflow is active on the page
- if page workflows are not allowed on the page

A standalone Read Confirmation is added to the content.



Read Confirmation breadcrumbs (double-tick icon) are added next to the page navigation header and to the page footer.

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## Mercurial Air Project

Created by admin, last modified 2 minutes ago

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 No one has confirmed reading this

The page footer also includes a textual message about the current progress of the read confirmation.

## Adding Readers

Any page editor can add a read confirmation request for one or more users through the [read confirmation pop-up](#) accessed through either of the added breadcrumbs.

## Readers PENDING



- Edit readers
- Send new request

No results found

The pop-up tracks each requested user read confirmation.

## Readers PENDING



Reader	Version	Confirmed	1/2
Suni Conn	v. 1	2 minutes ago	
Milo Towne			

The read confirmation status is **Pending** if the read confirmation has been added and no readers are assigned, or if all assigned readers have not yet confirmed reading the content.

## Completing a requested read confirmation

Each individual requested read confirmation is undertaken by the user (the reader) choosing the **Confirm** link in the page footer.

[Confirm](#) one person has read this

A dialogue box asks the reader to confirm they have read the content.

### Read Confirmation

Are you sure you want to confirm reading this content?

Choose **OK** to confirm.

The [read confirmation popup](#) is updated.

## Readers CONFIRMED



Reader ▾	Version ▾	Confirmed ▾	2/2
Suni Conn	v. 2	an hour ago	
Milo Towne	v. 2	an hour ago	

- if all outstanding user read confirmations are completed the requested read confirmation status for the page is identified in the pop-up as **CONFIRMED**

Note: individual read confirmations do not need to be undertaken for the same version for the overall status to be **CONFIRMED**.

If the content version changes and your business or team practice requires all read confirmations to be for the same version, a page editor can choose to resend the request read confirmation for all readers who had previously confirmed the reading of the content.

The read confirmation breadcrumbs on the page will be displayed in context to the progress of the read confirmation and for the current user.

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# Mercurial Project Design

Created by admin, last modified by Milo Towne about an hour ago

**Read Confirmation (2/2)**

Like Be the first to like this You and [another person](#) have read this No labels

- header breadcrumb displays overall progress for the content read confirmation
- double-tick icons will be green if all assignees have confirmed

Individual reader read confirmations are specific to the content version at the time of each individual reader completing the requested read confirmation.

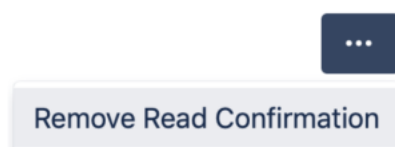
A [read confirmation status](#) is **CONFIRMED** when all requested users (readers) have confirmed reading the content, but these individual reader confirmations may have been completed for different versions of the content.

Requested read confirmations can

- have an editable due date for completion
- have requested [readers added or removed](#)
- be used in workflow triggers

## Removing a standalone read confirmation

Use the page tools menu to remove a standalone read confirmation.



You will need to confirm the removal of the read confirmation.

## Remove Read Confirmation

Are you sure you want to remove the Read Confirmation from this page?

The existing Read Confirmation history will be retained but won't be visible unless a read confirmation is activated again.

OK

Cancel

The read confirmation history is retained. It will only be visible when another read confirmation is added.

An on-screen message confirms removal.



### **Read confirmation removed!**

This document has no read confirmation anymore.

## 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](#)