

read-ack macro

Overview

Use the `{read-ack}` macro to add read confirmation functionality your workflow (from Comala Document Management v6.0.0+)

Where to use it?

Within a workflow macro.

The `{read-ack}` macro can be used in two ways:

1. In a `{workflow}` macro with a final state - provide read confirmation functionality when the content is in a final state
2. In a `{workflow}` macro with no states - provide read confirmation functionality without an approval workflow. Workflow parameters and filters can be used to determine which content should have a read confirmation (from Comala Document Management v6.5.0+)

Parameters

Parameter	Required	Default	Notes
<code>user</code>			<ul style="list-style-type: none">• Comma separated list of user names to be assigned to the read confirmation• Supports Value References
<code>group</code>			<ul style="list-style-type: none">• Comma separate list of groups whose members will be assigned to the read confirmation. (Group members assigned at the time the state holding this read-ack macro is started.)• Supports Value References
<code>duedate</code>			The date the read confirmation should be completed by. Will show as overdue in reports if beyond this date. <ul style="list-style-type: none">• can be a period from the time the state holding this read-ack macro is entered.• a hard coded date• a value reference• ISO 8061 support
<code>approverOptionalReset</code>		<code>true</code>	When <code>approverOptionalReset=true</code> or is not specified, the user will see a "Require read confirmation" checkbox in the workflow popup before approving a page (or transitioning to a final state) <ul style="list-style-type: none">• if "Require read confirmation" is checked, a new read confirmation will be sent to all the users (users & groups set in the parameters + manually added users)• If "Require read confirmation" is NOT checked we keep the previous read confirmation as it is
<code>changeduedate</code>		<code>true</code>	When <code>changeduedate=false</code> users cannot add, change or remove the due date specified by the <code>duedate</code> parameter.

Events

Read confirmations generate the following [Events](#):

- `confirmationrequested`
- `confirmationcompleted`
- `confirmationdue`
- `confirmationacknowledged`

By default, read confirmation assignee(s) will receive notifications for all read confirmation events. Read Confirmation notifications can be disabled in [global admin](#) or in [space tools](#).

Examples

With no states

With optional filter to limit workflow to content with a `read-confirm` label.

```
{workflow:name=Read Confirmation|label=read-confirm}
  {read-ack:user=admin}
{workflow}
```

With states

```
{workflow:name=Simple Approve & Read Confirmation workflow}
  {state:Review|approved=Approved|taskable=true}
    {approval:Approve|assignable=true}
  {state}
  {state:Approved|final=true|updated=Review|hideselection=true}
  {state}
  {read-ack:user=admin}
{workflow}
```

By default, read confirmation assignee(s) will receive notifications for all read confirmation events. Notifications can be disabled in [global admin](#) or in [space tools](#).