

Editing Readers

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Overview

The read confirmation popup allows you add and remove requested read confirmation readers.

- choose the read confirmation popup ellipsis menu.
- select **Edit readers**.

Readers PENDING 2/3

Search 2 days ⋮ ×

Reader	Version	
Milo Towne	v. 1	✎ Edit readers 📄 Send new request 2 ✓
Suni Conn		!
Elle Brakus	v. 4	27 minutes ago ✓

Add a new reader

- Search for a user to add as an additional new reader.

Edit readers

mat ×

- Elle Brakus
elle
- Suni Conn
suni
- Milo Towne
milo
- Matilde Sipes
matilde

Save Cancel

- Choose the checkbox for the displayed new user
- Select **Save** to add the user as a reader (request read confirmation).

Each new reader is added to the read confirmation popup.

Readers PENDING

🔍 ⌚ 2 days ⋮ ✕

Reader ↕	Version ↕	Confirmed ↕	2/4
 Matilde Sipes			!
 Milo Towne	v. 1	32 minutes ago	✓
 Suni Conn			!
 Elle Brakus	v. 4	28 minutes ago	✓

Adding a user as a new reader will

- send an email notification (if enabled by an administrator)
- display an on-screen message when the new reader views the content


i Read Confirmation ✕

You can confirm reading this document by clicking the 'confirm' action at the end of the page.

- display a read confirmation status message on the content contextualized to the user and read confirmation status.

✓ [Confirm](#) 2 other people have read this

The user will also have the read confirmation assignment added to their user Read Assignments.

 People
Matilde Sipes

Profile Tasks Saved for later Watches Drafts Network Settings Document Tasks **Read Assignments**

My Pending Read Assignments

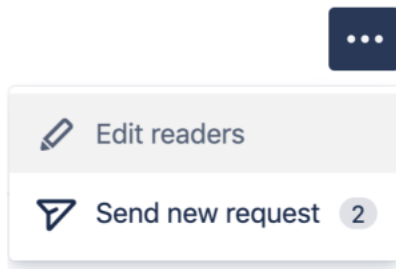
Title	Space	Status	Due Date
Mecurial Air Transition	Documentation Management	PENDING	Jan 11, 2020

Adding a new reader will not change any existing due date for the completion of the requested read confirmation.

Remove a reader

In the read confirmation popup:

- choose the ellipsis menu.
- select **Edit readers**.







In the dialogue box, choose the user to be removed as a reader.

- uncheck the checkbox

Edit readers

Search a user...

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

- choose **Save**

The read confirmation popup is used with both [standalone read confirmations](#) and [workflow read confirmations](#) including a [workflow with no states](#).

In a workflow read confirmation, requested read confirmations (readers) can also be added or removed by configuring the read confirmation using workflow builder.

Working with read confirmations

See the following to learn more:

User Guide
<ul style="list-style-type: none">• Standalone Read Confirmation• Workflow Read Confirmation• Workflow Read Confirmation Configuration• Request a Read Confirmation• Read Confirmation Popup• User Read Assignments
Related Links
<ul style="list-style-type: none">• Adding a read confirmation• Reporting read confirmations

