

# Read confirmation due date

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## Overview

The [read confirmation popup](#) allows page editors and admins to add and edit the due date for read confirmation.

If the read confirmation is added as part of a workflow, the read confirmation due date can also be set using workflow builder. Workflow parameters can be used to specify the values for the due date.

If all assigned read confirmations are not completed by the due date, the [read confirmation status](#) in the popup is changed to **OVERDUE**.

## Add due date using read confirmation popup

In the read confirmation popup, choose the due date icon.



Set due date using the popup calendar.

### Set Due Date

Set or remove a due date for the state


03/12/2020 03:30 ✕

December 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

00:00  
00:30  
01:00  
01:30  
02:00  
02:30  
03:00  
03:30  
04:00  
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Save Cancel

The period of time remaining before read confirmation is overdue is displayed in the popup.

Reader ▾	Version ▾	Confirmed ▾	0/1
 Milo Towne			<span style="color: red; font-weight: bold;">!</span>

## Workflow read confirmation due date configuration

A due date can be set in the workflow read confirmation configuration.

### 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

The editing of the due date by a user in the final state read confirmation popup can be enabled or disabled for a workflow in the [read confirmation configuration](#).

The due date can be set as:

- a **Period** of time in seconds, minutes, hours, days, months, years.
- an **ISO 8601** duration.
- a calendar **Fixed Date**.
- a **Value Reference**.

### Due Date

ISO\_8601 ▾

Valid formats: durations (ISO\_8601 e.g. P20D), dates (YYYY-MM-DD HH:mm)


- Period**  
Enter time unit and amount
- Fixed Date**  
Pick a date from the calendar
- ISO\_8601**  
Enter formatted duration string
- Value Reference**  
Enter a reference to another value

On the approved transition to the final state, the due date is added to the read confirmation. The period of time until the due date is overdue is displayed in the popup.

Each time a workflow read confirmation is requested, the due date is reset to the value set in the read confirmation configuration.

## Overdue read confirmation

If the read confirmation due date passes without all the requested read confirmations being completed, the read confirmation popup displays an **OVERDUE** status lozenge.

Reader	Version	Confirmed	1/2
 Sunni Conn	v. 1	16 minutes ago	
 Milo Towne			

The on-page read confirmation status icon and breadcrumbs will also be colored red.

A reader confirmation completed after the due date will be displayed as confirmed (green tick circle)

Reader	Version	Confirmed	2/2
 Milo Towne	v. 1	a few seconds ago	
 Sunni Conn	v. 1	38 minutes ago	

- the time displayed is now period elapsed since the due date expired

Mouse over each reader confirmation icon to view when the reader confirmation occurred, including ones undertaken after the expiry of the due date.

Reader	Version	Confirmed	2/2
 Milo Towne	v. 1	Confirmed after due date on Dec 3, 2020	

If the due date is edited, the time of an existing reader completed confirmation will be compared to the new due date and any reader confirmation updated.

## Resending read confirmations and due date

Resending read confirmations using the read confirmation popup ellipsis menu will refresh the due date in a workflow read confirmation if this was configured in the workflow.

If the read confirmation due date was not added by the workflow read configuration, if a new due date is required, it will need to be set using the popup option.

## 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](#)

#### **Related Links**

- [Adding a read confirmation](#)
- [Reporting read confirmations](#)