

Read Confirmation

Overview

Pages and blog posts can have a [read confirmation function](#) added. The read confirmation feature allows workflow authors to request that users confirm they have read certain content.

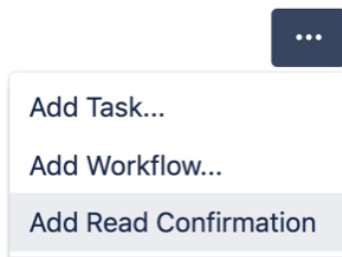
A read confirmation can be added to content as either:

- a [standalone read confirmation](#) on a page without a workflow.
- a [workflow read confirmation](#) for the final state in a workflow.

By default users assigned as readers to a read confirmation will receive notifications for read confirmation events. Read confirmation notifications can be disabled in [global admin](#) or [space tools](#).

Standalone Read Confirmation

A [standalone read confirmation](#) can be added to a page or blog post using the page action menu.



The double-tick read confirmation status icon will be displayed on the page header.

[Pages](#) / [Documentation Management Home](#) / [Dynamic Air Project Specification](#)  

Dynamic Air Project Outcomes

Created by admin just a moment ago

 Like Be the first to like this

 No one has confirmed reading this

Workflow Read Confirmation

A [workflow read confirmation](#) (if [enabled for the workflow](#)) can be added to the final state (or published) content when a reviewer **Approve** decision occurs and the workflow transitions to the final state.

[Pages](#) / [Documentation Management Home](#) / [Dynamic Air Project Specification](#)   

Dynamic Air Project Outcomes

Created by admin 22 minutes ago  Approved

 Like Be the first to like this

 No one has confirmed reading this

A read confirmation breadcrumb is also added to the page footer contextualized to the current user. If you have been assigned to read a page, you will see the **Confirm** option at the bottom of the page.

 [Confirm](#) Be the first to confirm reading this

Simply choose **Confirm** to record that you have read the content.

Assigning users to a Read Confirmation

One or more users can be [assigned to read a specific page or blog post](#) and requested to confirm reading the content.

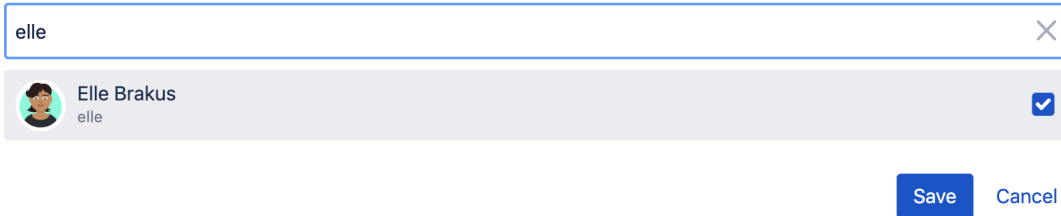
Users can be assigned as readers using the [read confirmation popup](#).

The popup is accessed through the read confirmation status icon on the page



Use the **Edit readers** popup ellipsis menu option to search for users and [add or remove users as readers](#).

Edit readers

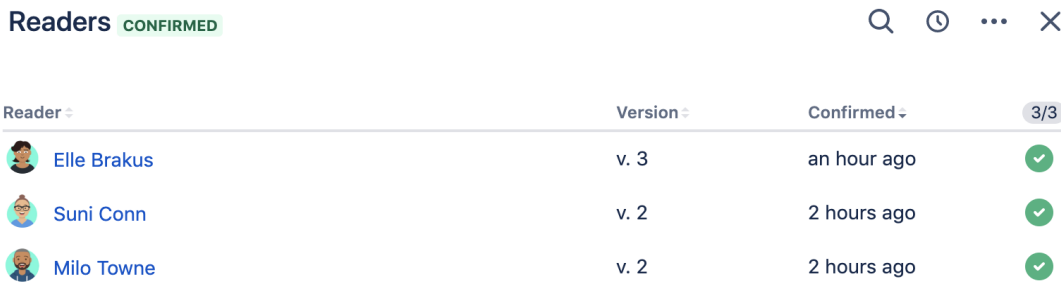


The reader is added to the popup.



In a workflow, you can edit the [workflow read confirmation configuration](#) to add users as readers when a read confirmation is added to the final state.

The [read confirmation status](#) for the content is pending until all assigned users have confirmed. Only the read confirmation for the most recent version that the user confirmed is displayed.



A [duedate](#) can be added for the completion of a read confirmation by all assigned readers. The remaining period of time to the due date is displayed in the popup.



Readers CONFIRMED 🔍 22 hours ⋮ ✕

Due in 22 hours

Reader ↕	Version ↕	Confirmed ↕	3/3
 Suni Conn	v. 7	4 seconds	✓
 Milo Towne	v. 6	1 hour	✓
 Elle Brakus	v. 5	1 hour	✓

Read confirmations that have been confirmed by all assignees (readers) are recorded in the [page activity report](#).




Filter by: 📌 States ✎ Edits ☑ Tasks 🔍 Comments Order by date: ⬇ Oldest [Export to CSV](#)

Jul 05, 2021	Actor	Type	Activity	Version
		✓ Read Confirmation	Confirmed by all assignees at 2:49 PM	

The current [read confirmation status](#) (**Pending**, **Confirmed** or **Overdue**) is recorded in the [space document report](#).

Document Management Report

Workflow: Any ▾ State: Any ▾

Title ↕	Updated by	Updated ↕	State ↕	Due date ↕	Read Confirmation ↕
	 Suni Conn	about an hour ago			CONFIRMED

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
Workflow Authoring Guide
<ul style="list-style-type: none"> • Read Confirmations • Adding a read confirmation • Read confirmation assignments • User read confirmation • Enable and edit a read confirmation using workflow builder
Reporting Guide
<ul style="list-style-type: none"> • Reporting read confirmations

