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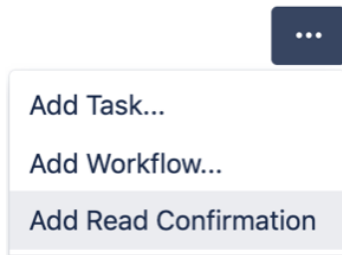
The double-tick read confirmation status icon will be displayed on the page header.

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.

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Created by admin 22 minutes ago ⭕ Approved

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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.
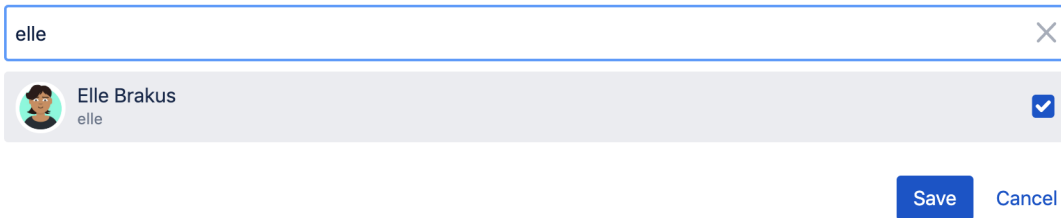
Users can be assigned as readers using the read confirmation popup.

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

Readers PENDING

🔍 🕒 ••• ✕

✎ Edit readers

▽ Send new request

No results found

Use the **Edit readers** popup ellipsis menu option to search for users and add or remove users as readers.
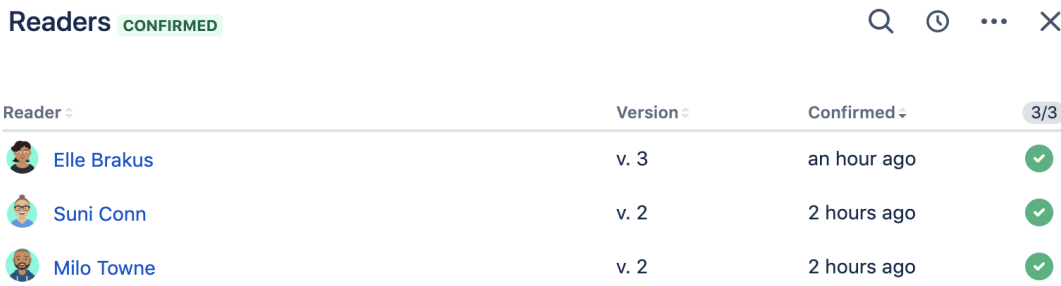
Edit readers

| elle | ✕ |

Elle Brakus
elle   ☑

Save   Cancel

The reader is added to the popup.

Readers PENDING

🔍 🕒 ••• ✕

Reader ⇕	Version ⇕	Confirmed ⇩	0/1
Elle Brakus			❗

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.

Readers CONFIRMED

🔍 🕒 ••• ✕

Reader ⇕	Version ⇕	Confirmed ⇩	3/3
Elle Brakus	v. 3	an hour ago	✅
Suni Conn	v. 2	2 hours ago	✅
Milo Towne	v. 2	2 hours ago	✅

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
⊙ Approved	🔗 Comala Document Management	✓ 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 ⇕
📄 Dynamic Air Project Outcomes	👤 Suni Conn	about an hour ago	⊙ Approved		**CONFIRMED**

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