

Read confirmation status

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Read confirmation status lozenges

The read confirmation popup will display the current status lozenge for the read confirmation - **PENDING**, **CONFIRMED** or **OVERDUE**.

PENDING

If no users are assigned or until all assigned users (readers) have confirmed they have read the page.



Readers **PENDING** 🔍 🕒 6 hours ⋮ ✕

Reader ↕	Version ↕	Confirmed ↕	1/2
 Suni Conn			!
 Milo Towne	v. 5	a minute ago	✓

CONFIRMED

When all assigned users (readers) have confirmed they have read the page.

Readers **CONFIRMED** 🔍 🕒 6 hours ⋮ ✕

Reader ↕	Version ↕	Confirmed ↕	2/2
 Suni Conn	v. 6	a few seconds ago	✓
 Milo Towne	v. 5	4 minutes ago	✓

OVERDUE

if any read confirmations have not been completed and a due date has passed.


Readers **OVERDUE** 🔍 🕒 a minute ⋮ ✕

Reader ↕	Version ↕	Confirmed ↕	1/2
 Suni Conn			!
 Milo Towne	v. 5	last Thursday	✓

Read confirmation status will be reflected in the on-page read confirmation calendar and time breadcrumb as well as the OVERDUE status lozenge.

Read confirmation completion after the due date expiry

Readers completing their individual read confirmation after a read confirmation expiry date will be displayed with an exclamation mark in the popup.

Reader ▾	Version ▾	Confirmed ▾	2/2
 Matilde Spies	v. 3	Confirmed after due date on Dec 3, 2020	✓
 Adam Samuels	v. 3	9 minutes ago	✓

If the read confirmation was overdue, the popup displays the time elapsed from the due date.

Note that the time period breadcrumb will only be colored red if the read confirmation status is **OVERDUE**.

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