


Report on read confirmations

- [Page Activity Report](#)
- [Space Document Report](#)

Page Activity Report


The **Page Activity Report** records a read confirmation when all assigned readers have confirmed (read confirmation status is **CONFIRMED**).

Filter by: States Edits Tasks Comments Order by date: ↓ Oldest

Jan 02, 2020	Actor	Type	Activity
	 Comala Document Management	✓ Read Confirmation	Confirmed by all assignees at 6:27 PM

Space Document Report

The space **Document Management Report** can be configured by administrators to display read confirmations status.

 Settings

DISPLAYING COLUMNS

- Title
- Updated by
- Updated
- State
- Due date

AVAILABLE COLUMNS

- Read Confirmation
- Workflow

Read confirmation status can be displayed as a report column.

Document Management Report



Workflow: Any ▾ State: Any ▾ Settings ▾

Title ▾	Updated by	Updated ▾	State ▾	Due date ▾	Read Confirmation ▾
Mecurial Air Initialisation	admin	yesterday at 10:52 PM	Approved		CONFIRMED
Mecurial Project Design	Elle Brakus	yesterday at 8:35 PM	Published		CONFIRMED
Mecurial Air Project	Milo Towne	yesterday at 6:17 PM	Published		PENDING
Mecurial Air Transition	admin	yesterday at 11:33 PM	Published		PENDING

Individual reader confirmations are displayed in the [read confirmation popup](#).

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