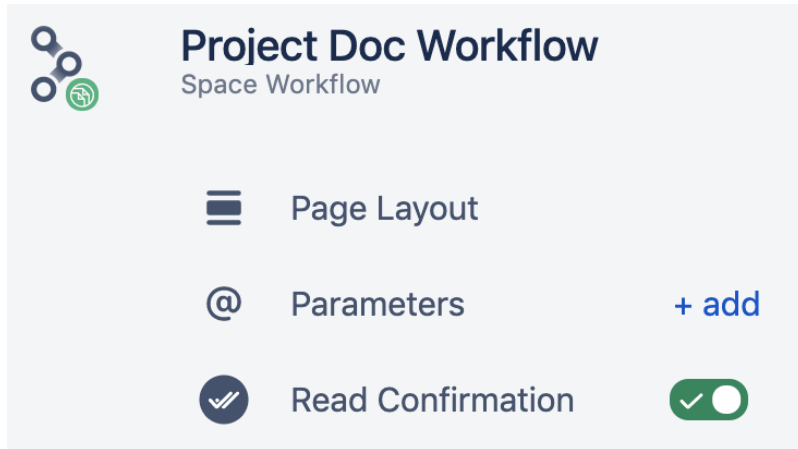


Workflow Read Confirmation Configuration

Overview

Workflow read confirmations can be enabled or disabled for the final state in a workflow using workflow builder.





If enabled, the workflow read confirmation can also be configured to add users and/or groups as readers for the requested read confirmation on transition to the final state.

Edit Read Confirmation

Edit a read confirmation request from the state


←

Users

 Elle Brakus x  Suni Conn x add more people...

Enter a comma separated list user names

Groups

 project_leads x add more people...

Enter a comma separated list group names

Due Date

P5W ISO_8601

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

At final review, let reviewer decide if read confirmations should be assigned.
If unticked, read confirmations will be assigned every time the workflow enters the final state.

Apply Disable Cancel

The Simple Read Configuration and Quality Management System workflows each use workflow parameters to add readers to a read confirmation. The users that need to confirm are specified by workflow parameters when the first state is initialised.

The workflow read confirmation can be configured:

- to enable reviewers in the final approval to disable requested read confirmation.
- to allow users to [edit readers](#) using the [read confirmation popup](#).
- add [read confirmation due date](#).
- allow users to add and edit read confirmation due date.

Workflow builder and the markup editor can be used to configure [workflow read confirmations](#) including a [workflow with no states](#).

Read Confirmation Notifications

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](#) for the instance. Global settings for notifications can be overridden for each space in [space tools](#).

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 |