

Read report

Within the read report there are three tabs for attestation information. The read and not read tabs are indicative of all individuals that are currently assigned the document and their attestation (read) status.

The log tab, provides an extensive view of all read history of the document, regardless of active assignments, plus details of when email reminders have been sent by document owners.

All tabs are downloadable, using the 'Download this report' button.

The screenshot shows the Xoralia interface for a document titled "Corp strategy recommendations" (Version: 6.0). The document is assigned to 63% of the team. The "Read Report" section is active, showing a table of users who have read the document. The table includes columns for Name, Department, Location, Group, Version read, and Date read. Two users are listed: Adam Jones-Demo and Alex Yeomans. Both have read the document on 03/05/2022 and 30/06/2022 respectively. The interface also includes a sidebar with navigation options like "Documents I must read", "All documents in this library", and "Documents you manage".

Choose library: Amber's demo library 10

Corp strategy recommendations Version: 6.0

Read by date: Dynamic ⓘ Review date: 01/02/2023

Expires: 03/03/2023 Last updated: 25/07/2022

Contact: Department name

Tags: Finance General Management Operations Sales

Read Report Download this report

Read **Not Read** Log Filter by: All departments All locations All groups Reset all

Search for a name, location or department in this list

☒ Select all Mark as not read

	Name ↑	Department ↑	Location ↑	Group ↑	Version read ↑	Date read ↑	
<input type="radio"/>	Adam Jones-Demo	N/A	N/A	Dan's demo team	6.0	03/05/2022	⚠ ⌵
<input type="radio"/>	Alex Yeomans ayeomans@contentformula.com	PMO	N/A	Dan's demo team	6.0	30/06/2022	⚠ ⌵

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The read tab will give you details of all active assignees that have read the document. It also details the version of the document they read, on what date and other information such as if the status was overridden by the document owner at any point in time.

The not read tab is the same format as the read tab, including functionality to search for users within the assignment by name, location, and department. As a document owner you can also override the status of each individual if desired.

Last synced: 27/07/2022 at 11:00

[Open in SharePoint](#)
[Reports](#)
[Settings](#)

Choose library: Amber's demo library 10

6

 Documents I must read

5

 All documents in this library

Documents you manage

1

 Documents that have expired

5

 All my documents

Tools

My dashboard

Corp strategy recommendations
Version: 6.0

Read by date Dynamic
Review date 01/02/2023

Expires 03/03/2023
Last updated 25/07/2022

Contact Department name

Tags
Finance General Management Operations Sales

Assigned 63%

Read Report

Download this report

Read Not Read Log

Filter by:
All departments
All locations
All groups
Reset all

Search for a name, location or department in this list

☒ Select all
Mark as read
Send a reminder

Name ↑	Department ↑	Location ↑	Group ↑	Version ↑	Read by date ↑
James Smith-demo	N/A	N/A	Dan's demo team	6.0	05/05/2022
Kirsty Dale kdale@contentformula.com	PMO	N/A	Dan's demo team	6.0	05/05/2022

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The read log will provide a record of all actions against the documents for both currently assigned and no longer assigned individuals. For example, if someone has left the company, their read records will remain in the log tab.

xoralia Last synced: 27/07/2022 at 11:00 Open in SharePoint Reports Settings

Choose library: **Amber's demo library** 10

Corp strategy recommendations Version: 6.0 75% Assigned

Read by date Dynamic Review date 01/02/2023
Expires 03/03/2023 **Last updated** 25/07/2022
Contact Department name
Tags Finance General Management Operations Sales

Documents I must read
All documents in this library

Documents you manage
Documents that have expired
All my documents

Tools
[My dashboard](#)

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Read Report

Read Not Read Log

Search for a name, location or department in this list

Name ↑	Version ↑	Date assigned ↑	Status ↑	Date actioned ↓
Kirsty Dale kdale@contentformula.com	6.0	03/05/2022	read	27/07/2022
James Smith-demo	6.0	03/05/2022	unread	25/07/2022
Michelle Drewett mdrewett@contentformula.com	6.0	23/02/2022	unread	04/07/2022

Download this report

The log tab is also useful to see when email reminders have been sent to document readers.

All information displayed within the read tabs (including log) is also available in download excel form and follows the same format.

AutoSave Off Corp_strategy_recommendations_7_27_2022_10_08_59_AM_23737e Search (Alt+Q)

File Home Insert Page Layout Formulas Data Review View Help

Clipboard Font Alignment Number Styles

	A	B	C	D	E	F	G	H
1	Corp strategy recommendations							
2	Name	Version	Date assigned	Status	Date actioned	Comment		
3	Kirsty Dale (kdale@contentformula.com)	6.0	03/05/2022	read	27/07/2022 10:08:36	Status overridden by Amber Oakes		
4	James Smith-demo	6.0	03/05/2022	unread	25/07/2022 06:00:54			
5	Michelle Drewett (mdrewett@contentformula.com)	6.0	23/02/2022	unread	04/07/2022 08:37:52			
6	Alex Yeomans (ayeomans@contentformula.com)	6.0	03/05/2022	read	30/06/2022 11:31:05			
7	Alex Yeomans (ayeomans@contentformula.com)	6.0	03/05/2022	unread	30/06/2022 11:30:46			
8	Amber Oakes (aoakes@contentformula.com)	6.0	03/05/2022	read	30/06/2022 11:28:45			
9	Amber Oakes (aoakes@contentformula.com)	6.0	03/05/2022	unread	30/06/2022 11:28:25			
10	Amber Oakes (aoakes@contentformula.com)	6.0	03/05/2022	read	30/06/2022 11:28:05			
11	Alex Yeomans (ayeomans@contentformula.com)	6.0	03/05/2022	read	26/05/2022 08:29:35			
12	Dan Hawtrey (dhawtrey@contentformula.com)	6.0	03/05/2022	read	04/05/2022 15:27:54			
13	Michelle Drewett (mdrewett@contentformula.com)	6.0	23/02/2022	read	03/05/2022 11:40:06			
14	Alice Demo-user	6.0	03/05/2022	read	03/05/2022 11:40:06			
15	Adam Jones-Demo	6.0	03/05/2022	read	03/05/2022 11:39:40			
16								
17								