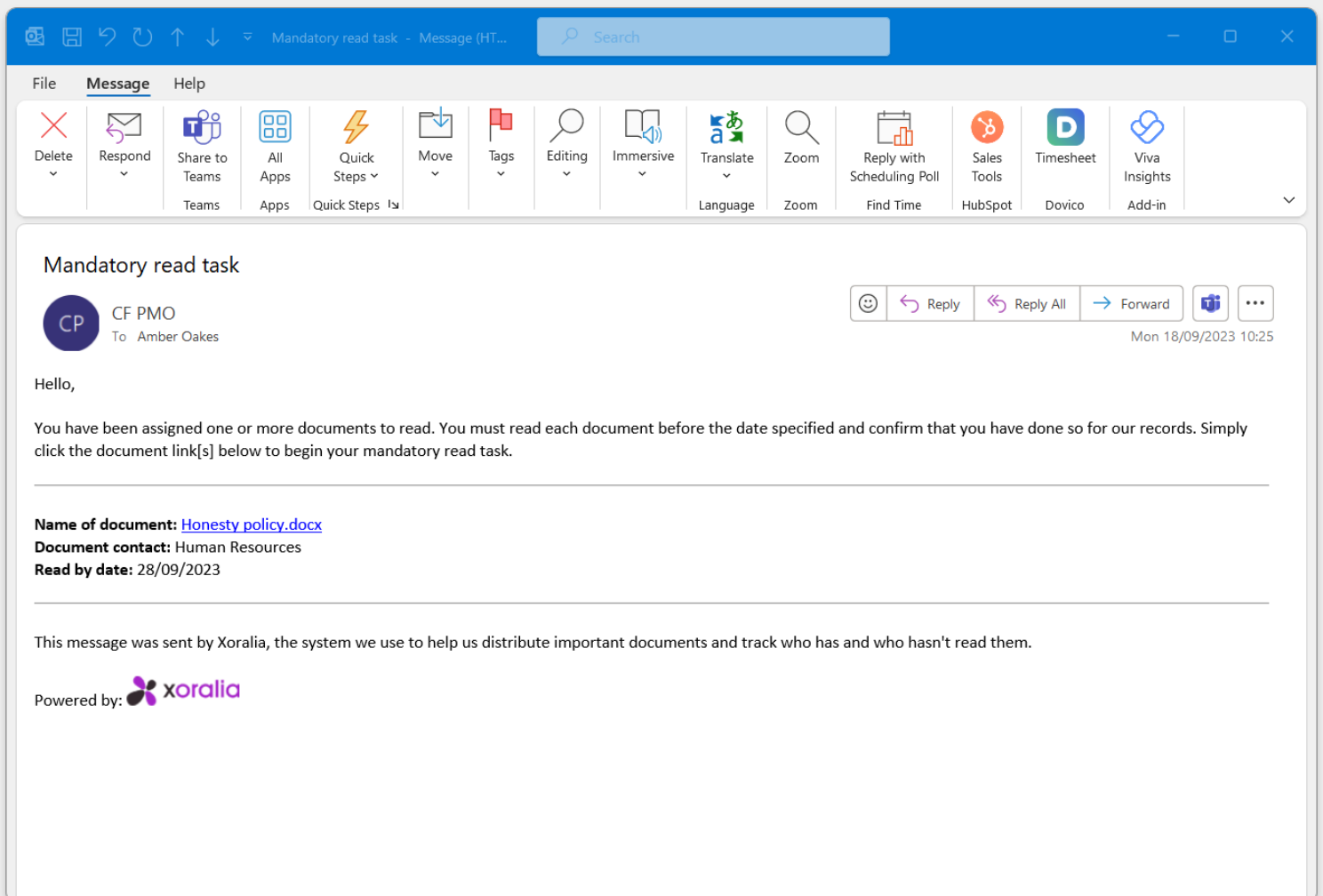


Attesting to a document

A user will need to attest to reading a document when a document is assigned to them to read by a document owner.

Once the document has been assigned, the document reader will receive an email and Teams message (if notifications are switched on and Teams is in use) notifying them of their task.



The screenshot shows a Microsoft Teams message window. The title bar reads "Mandatory read task - Message (HT...". The message content is as follows:

Mandatory read task

CP CF PMO
To Amber Oakes


Mon 18/09/2023 10:25

Hello,

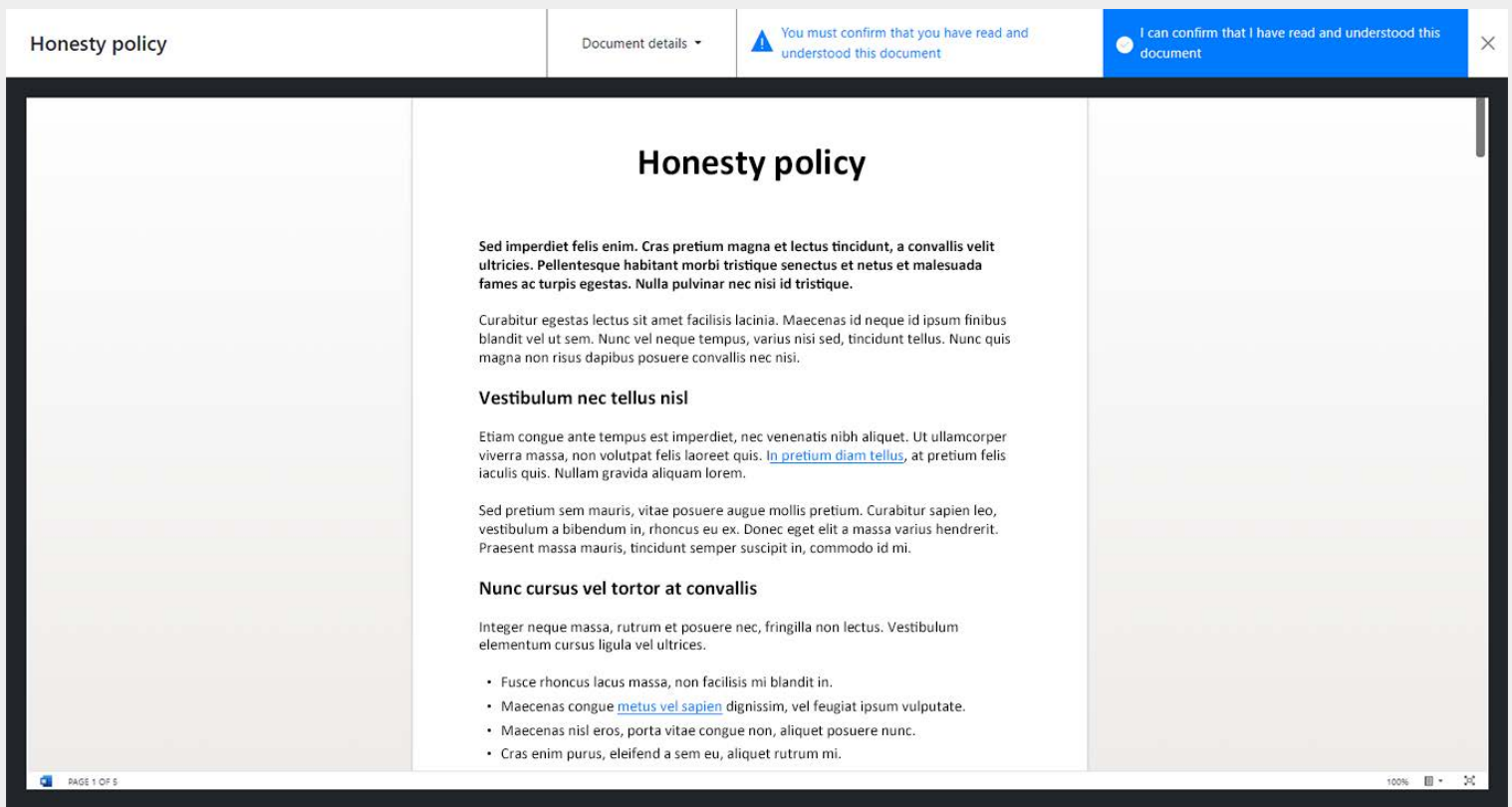
You have been assigned one or more documents to read. You must read each document before the date specified and confirm that you have done so for our records. Simply click the document link[s] below to begin your mandatory read task.

Name of document: [Honesty policy.docx](#)
Document contact: Human Resources
Read by date: 28/09/2023

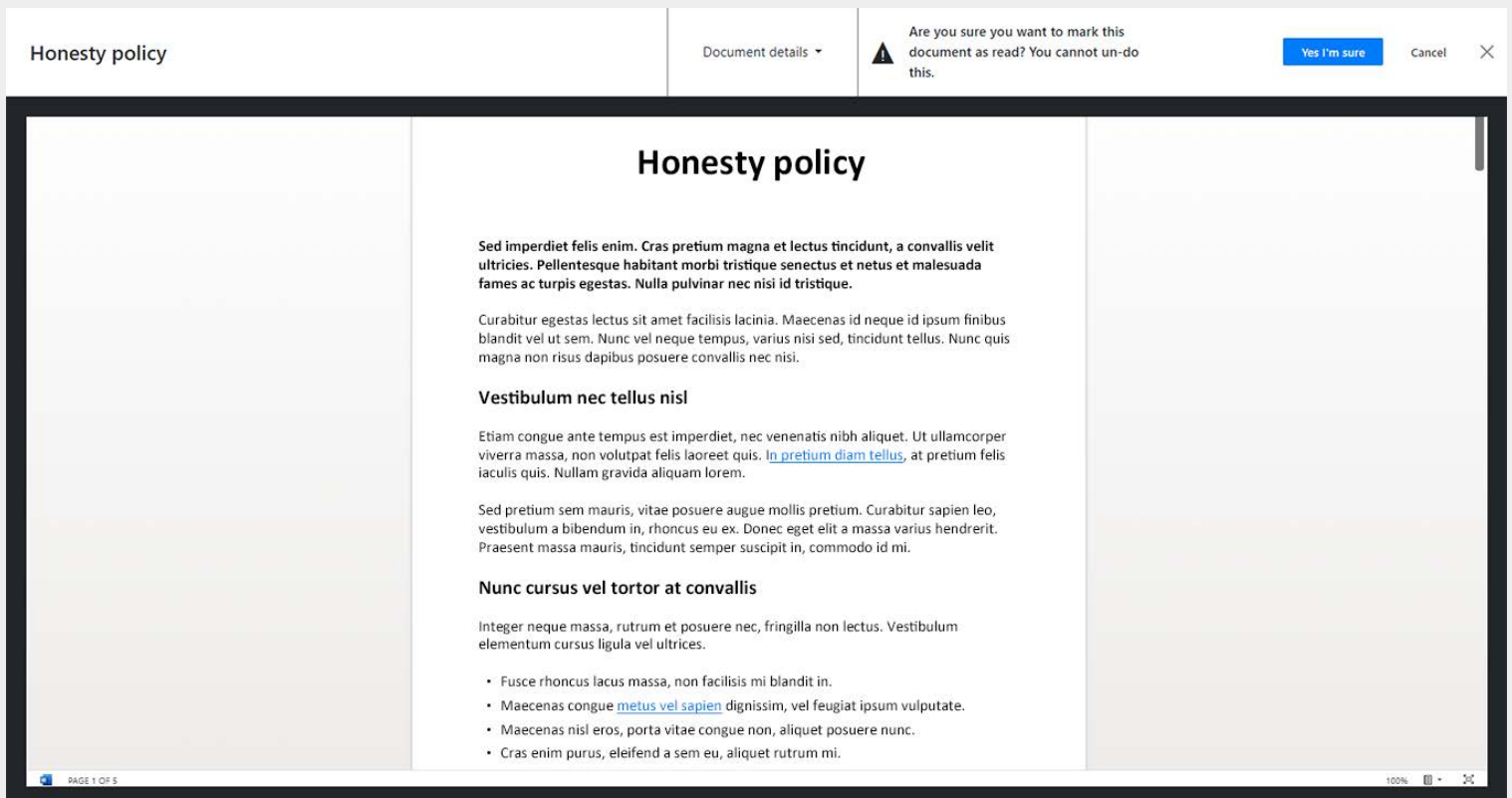
This message was sent by Xoralia, the system we use to help us distribute important documents and track who has and who hasn't read them.

Powered by:  xoralia

The link in the email will take the user straight to the specific document within Xoralia, where they can consume the content of the document.



Once the user has finished reading the document, attestation is simple. Simply click the 'I can confirm that I have read and understood this document'.



Then, the user is prompted to click again to acknowledge confirmation that their attestation is non-reversible.

Honesty policy

Sed imperdiet felis enim. Cras pretium magna et lectus tincidunt, a convallis velit ultricies. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nulla pulvinar nec nisi id tristique.

Curabitur egestas lectus sit amet facilisis lacinia. Maecenas id neque id ipsum finibus blandit vel ut sem. Nunc vel neque tempus, varius nisi sed, tincidunt tellus. Nunc quis magna non risus dapibus posuere convallis nec nisi.

Vestibulum nec tellus nisl

Etiam congue ante tempus est imperdiet, nec venenatis nibh aliquet. Ut ullamcorper viverra massa, non volutpat felis laoreet quis. In [pretium diam tellus](#), at pretium felis iaculis quis. Nullam gravida aliquam lorem.

Sed pretium sem mauris, vitae posuere augue mollis pretium. Curabitur sapien leo, vestibulum a bibendum in, rhoncus eu ex. Donec eget elit a massa varius hendrerit. Praesent massa mauris, tincidunt semper suscipit in, commodo id mi.

Nunc cursus vel tortor at convallis

Integer neque massa, rutrum et posuere nec, fringilla non lectus. Vestibulum elementum cursus ligula vel ultrices.

- Fusce rhoncus lacus massa, non facilisis mi blandit in.
- Maecenas congue [metus vel sapien](#) dignissim, vel feugiat ipsum vulputate.
- Maecenas nisl eros, porta vitae congue non, aliquet posuere nunc.
- Cras enim purus, eleifend a sem eu, aliquet rutrum mi.

All attestations are tracked within the read report against the document for the document owners auditing.