

The Must Read Report Explained

The **Must Read Report** lets you review which articles are set as required reading, who has confirmed reading them and when, and who has not confirmed reading.

The screenshot shows the Knowledgebase interface with the 'Reports' section selected. The 'Must Read' report is active, displaying a table of records. The table has the following data:

Date created	Expires	Type	ID	Title			
13 May, 2021	Never	Article	6101	Title 1	--	--	***
22 Apr, 2021	Never	Article	650		1	1	***
20 Apr, 2021	27 May, 2021	News	35		2	--	***

The 'Report Filter' panel on the left includes the following fields:

- Entry type: [Dropdown]
- Date created: [Dropdown]
- Date expired: [Dropdown]
- Notified: [Dropdown]
- Confirmed: [Dropdown]
- User ID: [Text input]
- Entry ID: [Text input]

Buttons for 'Filter' and 'Export' are also visible.

You can **filter** the display to simplify finding what you want. The **Report Filter** is on the left of the screen, and you can use one or all of these filter conditions:

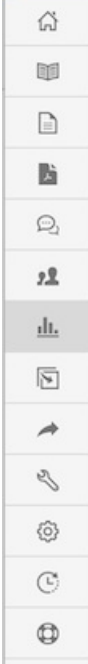
- **Entry Type** -- Choose from the available options: Article or News.
- **Date Created** -- Choose a time period when the Must Read was created, such as "This Week". If you choose "Custom", fields appear where you specify the start and end dates for the custom period.
- **Date Expired** -- Choose a time period when the Must Read expires. If you choose "Custom", fields appear where you specify the start and end dates for the custom period.
- **Notified** -- Filter result by Notified status.
- **Confirmed** -- Filter result by Confirmed status.
- **User ID** -- You can enter one or more user IDs, if you know them, to restrict the display to those users only. If you enter multiple IDs, separate them with commas (like "22, 40, 104, 10021").
- **Entry ID** -- You can enter one or more document IDs, if you know them, to restrict the display to those documents only. If you enter multiple IDs, separate them with commas (like "22, 40, 104, 10021").

Click **Filter** to display filtered search results. If there are no results, your search may be too restrictive: remove or relax one filter and click **Filter** again.

To see **details** about one Must Read use, choose **Details** from popup menu on the right.

Details View

The details view displays detailed information about Must Read items, such as Must Read details, and a list of users along with dates when they were notified and when they confirmed.



Reports

Usage Views User Activity **Must Read** Statistics

Report Filter

Notified:
 ▾

Confirmed:
 ▾

User ID:
 +

Filter

Must Read -> [News] [35] Test

Date created:	20 Apr, 2021 11:09 AM
Expires:	27 May, 2021
Force to read:	No
Notes:	Notes News
Notified:	2
Confirmed:	1

Users

Export

Records: 1 - 0 of 0 Pages: 1 Records per page: 50 ▾

User	Notified	Confirmed
Revier R.	20 Apr, 2021 12:00 PM	--
Leontev E.	20 Apr, 2021 12:00 PM	13 May, 2021 02:15 PM

Export Reports

You can export the views data for the documents you selected. See [Export Reports](#).

Article ID: 481
 Last updated: 22 Oct, 2021
 Updated by: Rhea J.
 Revision: 1
 User Manual v7.5 -> Reports -> The Must Read Report Explained
<https://www.kbpublisher.com/kb/entry/481/>