



Required reading reporting

Last Modified on 06/17/2025 2:42 pm EDT

Every time a reader checks the box to acknowledge reading a required reading article, we capture that acknowledgement in the Required Reading reporting.

This report is currently available as a CSV download in **Reporting > Required reading**.

Authors with the default Editor or Writer role can view and download this report. If you're using a [custom role](#), you'll need to have the Reporting [Permission](#) to View required reading reports.

To view the report:

1. Go to **Reporting > Required reading**.
2. Select **Export report to CSV**.
3. Once the CSV has generated, select **Download Export**.
4. Open the CSV in any program of your choice [Excel, text editor, etc.].

Reading the Required Reading Report

The Required Reading Report includes the following columns:

- **Record ID:** A randomly-generated ID for this acknowledgement. You can generally ignore this column.
- **Reader ID:** The ID of the author or reader the acknowledgement is tracked for. You can generally ignore this column, too.
- **Reader Username:** The username (usually email address) of the reader or author the acknowledgement is tracked for.
- **Reader Created Date:** The date the reader or author's account was created in KnowledgeOwl.
- **Reader Last Login Date:** The date the reader last logged in. (Note: this will not capture the reader's last activity date if they're using a "Keep me logged in" option.)
- **Is Author Admin:** If this is an author account, does the author have full admin privileges? Shows TRUE if they do; shows FALSE for non-admin authors or for readers.
- **Article ID:** The ID of the article the acknowledgement was tracked for.
- **Article Title:** The title of the article the acknowledgement was tracked for.
- **Article Date Published:** If the article had an explicitly set Published Date, that date is displayed here.
- **Article Tag IDs:** If the article has tags associated with it, this field will show a comma-separated list of the tag's IDs. You can generally ignore this column.

- **Article Tag Names:** If the article has tags associated with it, this field will show a comma-separated list of the tags.
- **Date of Record:** The date and timestamp that the reader checked the box to acknowledge having read the article.
- **Seconds Spent Reading:** For required articles, we try to capture how long the reader spent on the page before checking the box. (We've had some customers appreciate this so they can determine if people seem to be actually reading a document or just scroll to check the box.)

If an article has **multiple start dates** for being required, a reader may have multiple acknowledgements. Compare the **Date of Record** against your **Start Dates** to confirm if the reader has acknowledged the most recent article.
