Retrigger the same article for new acknowledgment

Last modified on 09/30/2026 11:36 am EDT

If you update content in an article and you'd like to re-require readers to acknowledge reading it--never fear, you can do that!

The information below varies based on whether you're using our 2026 new editor or old editor.

To figure out which instructions to follow:

1. Open any article for editing.
2. If the lefthand navigation is collapsed and there's a link near the top of the page to **Switch to old editor**, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a heavier grey background, follow the **Old editor** documentation.

Here are side-by-side examples of the new editor and the old editor:



Try out the new editor
We'd love your feedback on the new editor. To switch to the new editor, open any article for editing and select the **Switch to new editor** link at the top of the editor.

New editor | Old editor

Why do I need multiple start dates?

When multiple required reading start dates exist for an article, we compare the readers' history of acknowledgements to those dates to determine whether they need to acknowledge the article.

So for example, let's say I have a policy we update internally.

Copyright © 2015 – 2025 Silly Moose, LLC. All rights reserved.
Powered by KnowledgeOwl knowledge base software.

- I set an original required start date on 1st October 2023.
- Linus, my reader, acknowledged that article on 15th October 2023.
- Then I made some updates to the article on 15th November 2023, so I added a new start date for 15th November.

The next time Linus checks Required Reading, it will say that he still needs to acknowledge this article. Once he acknowledges after 15th November, it will show as acknowledged for him again.

Both of Linus' acknowledgements for this article will show up in the Required Reading report, one with a Date of Record for 15th October, and one for his next acknowledgement. ☺

Copyright © 2015 – 2025 Silly Moose, LLC. All rights reserved.
Powered by KnowledgeOwl knowledge base software.