

# Retrigger the same article for new acknowledgment

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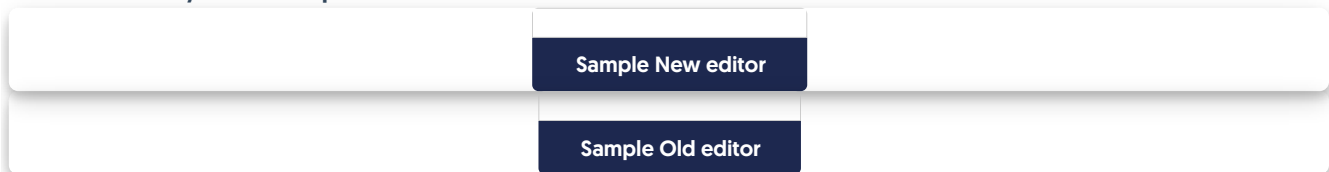
If you update content in an article and you'd like to re-require readers to acknowledge reading it--never fear, you can do that!

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 the editor otherwise has a totally white background, follow the **New editor** documentation.
3. If the lefthand navigation is expanded and the top of the editor and the righthand column have a 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

## Retrigger acknowledgments in new editor

To retrigger acknowledgments for an existing required article in the new editor:

1. Open the article for editing.

2. In the top section of the righthand column, select anywhere in the **Acknowledgment required** text next to **Required reading**:

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3. The required reading modal opens.
4. Select the **Effective start date** to toggle it to edit mode.

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5. Select the **New effective start date**:

Select the **New effective start date** to update the start date.

Use the date picker that opens to select your new start date. Then select **Set start date** to push those changes from the date picker.

6. Be sure to **Save** your article changes.

When you have multiple start dates, the modal will display the older ones below the **Effective start date**:

Sample display when there are previous start dates

## 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.

- 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. 😊

